

The Online Day Sheet feature now provides the ability for you to import your store's daily sales data directly into QuickBooks. This convenient step eliminates entering the need to enter sales data in two separte places, thus saving you hours of data entry time each month.

REQUIREMENTS

- QuickBooks 2006 or 2007
- The Kilwin's Standard Chart of Accounts set-up in QuickBooks. It can be found on the Franchise site in FAQ. You can contact Becky or Jennifer to get an "iif" version to import into QuickBooks when setting up the Chart of Accounts. (becky@kilwins.com or jennifer@kilwins.com)
- On Line Day Sheets must be completed

AN OVERVIEW

It is suggested that before the first import a Folder is created for saving the exported Day Sheet files. A naming convention should be considered for the files since the process will be repeated on a regular basis

This is a brief overview

Create a .iif file from On Line Day Sheets Save to a network or local drive Go to Quickbooks and import the saved file



Go to your On Line Day Sheet

Click on the QuickBooks Export button





This is the screen you should see next.



Enter the desired dates to export to QuickBooks.

Click on **Export**

Note: Note that the process will allow you to import the same days more than once. So make sure you name the files so you can track the sheets that have been exported. If by chance the files are duplicated in Quickbooks, they can be deleted.



Day Sheet - Microsoft Internet Explorer		PX
Eile Edit View Favorites Iools Help		- 🥂
🕞 Back 🔻 🕥 🗧 🛃 💋 Search 📌 Favorites 🤀 🔗 - 嫨 🖻 - 🛄 鑬 🦓		
Address 🕘 https://www.grsoftware.com/cgi/htmlos/0017.5.833130013120912748/kilwins_franchise	💙 🄁 Go	Links »
Google 💽 🗸 🐨 Go 🖗 🐉 🗸 🥶 👻 📩 😰 Bookmarks 🗕 🥸 O blocked 🛛 🎋 Check 👻 🖏 AutoLink 👻 🔚 AutoFill 🍙 Send to 🗸 🖉	🔘 Settings 🗸	ج 🔁
New Items Kitchen Items View Cart Acct Info MIS Products FAQ Day Sheet Planning Franchise Site	Total: \$0).00
Back Ouickbooks Dav Sheet Export		
Start Date 01/02/2008		
End Date 01/02/2008		
Event		
Export		
Document Size Date		
POS_OuickBooks.iif_654_01/03/08_14:24:00		
Hann Inneffer Mantankarah - Camanum Kiludah (Annan II-A		
Kilwin's Quality Confections - 355 N. Division - Petoskey, MI 49770 - Phone: (231) 347-3800 - Fax: (231) 347-6951		
		~
	Tabaunah	

Click on the file name **POS_QuickBooks.iif**



File Download	
Do you want to open or save this file?	
Name: POS_QuickBooks.iif Type: Unknown File Type From: www.grsoftware.com	
✓ Always ask before opening this type of file	_
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

Click on Save



Save As										? 🗙
Savejn:	🗀 Annapolis		•	*	G	ø	Þ	•		
My Recent Documents Desktop My Documents	IIF Import Kit IIF Import Kit 11-05-2007 11-12-2007 11-13-2007 11-14-2007 11-14-2007 11-15-2007 11-16 - 11-18-2 11-18-11-25-20 11-26-11-30-20 12-01-12-02-20 12-01-12-09-20 12-16-07 POS_QuickBook	007 07 07 07 07								
	File name:	1-2-2008					~		Sa	we
My Network	Save as type:	.iif Document					~		Car	ncel

Note: the "Save As" folder should be the same each time for better organization and tracking of work completed.

Type in the "File name:" leaving the "Save as type:" .iif Document

Click Save



Download complete	
Download Complete Saved: POS_QuickBooks.iif from www.grsoftware.com	
Downloaded: 654 bytes in 1 sec Download to: H:\Jennifer\Annapolis\1-2-2008.iif Transfer rate: 654 bytes/Sec Close this dialog box when download completes Open Open Folder	Close

Click on **Close**



QuickBooks Import

Open Quickbooks, go to import, find file on hard drive and then import. Go into the check register to verify the data imported correctly.

QuickBooks File (from menu bar) Utilities Import

.iif file see below,

Import			? 🗙
Look jn:	🚞 Annapolis	💌 🔇 🤣 🔛 -	
My Recent Documents	IIF Import Kit II-2-2008 II-05-2007 II-12-2007 II-13-2007 II-13-2007 II-14-2007 II-15-2007 II-16 - 11-18-2007 II-18-11-25-2007 II-26-11-30-2007	Type: IIF File	
My Documents	12-01-12-02-2007	Size: 4.38 KB Date Modified: 11/30/2007 10:02 AM	
My Computer	File <u>n</u> ame: 1-3	2-2008	<u>O</u> pen
My Network	Files of type:	Files (*.IIF)	Cancel Help

Click on **Open**



You should get the following message.

Quick	Books	: Info	rmati	on		
i	Your	[,] data l	has bee	en impo	orted.	
			ж			
		11		1.1		1

Go into the Check Register and veiw the transaction. Annapolis is an example below. There should be a separate line for Cash/Checks, M/C & Visa, American Express, and Discover.

🄝 KILWI	IN'S OF ANNAF	OLIS - QuickB	ooks Pro	2007										_ ₽ 🗙
<u>File E</u> dit	⊻iew Lists ⊆	ompany C <u>u</u> stome	rs Vend <u>o</u> r	s Emplo <u>v</u> e	es <u>B</u> anking	<u>R</u> eports <u>W</u> indo	w <u>H</u> elp							
1		6 7	8	-		1 10	$\mathcal{S}_{\mathbf{s}}$	25		e a se a	2	1		»
Home	Customer Cent	er Vendor Cente:	r Employe	e Center	Report Center	Reminders	Search	Feedbac	k :	Services	Payroll	Credit Card:	5	
🏀 Hom														
D Yendors						→ 👰			C	Company Chart Accour	of nts			Account Balances Name ▲ Balance [1020 · Cash - ch 4.393.38 1050 · Cash - cr 0.00
		🗷 1020 · Ca	sh - chec	king		Туре а	help ques	tion Ask		🕶 Hov	v Do I?		X	🗆 Get Started
		🔷 Go to	🏐 Print	🗾 💋 Edit	Transaction	QuickReport	📩 Dow	nload Ban	< Stat	ement			-	QuickBooks First Steps
		Data	Rit and an		Devee		Dev			Deres		Delegan		
		Date	Type	Aco	payee	Memo	Pay	menc	v	Deposi		balance		
Jers		12/28/2007	pe 12/22/7	PAYCHEX				885.80				3,889.48	^	
ston		01/02/2008	CHK 54	-split-					+	40	15.79	4.295.27		El Learn About Services
3			GENJRNL	9999 [split] Ca	sh/Checks								Learn about payroll options
<u></u>		01/02/2008	54 GEN IRNI	9999 [solit	1 Má	C & Visa				9	8.11	4,393.38		Accept credit cards
		01/02/2008 🔳	Number	Payee	1		 Payme 	nt)eposit				Order checks and supplies
				Account	Me Me	mo							~	
		Splits						End	ng ba	alance		4,393.38		Recommended Services
		<u>1</u> -Line												
		Sort by Date,	Type, Num	ber/ 💙						Reco	r <u>d</u>	Restore		🗆 Reminders & Alerts
							Refun & Crec	ds its		Write		Check		1 View Reminders
										Check	S	Register		
											I	r -		
										Print	E	inter Credit		
										Check	is Ca	ard Charges		