



## Instructions for On Line Day Sheet Export to QuickBooks

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 separate 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](mailto:becky@kilwins.com) or [jennifer@kilwins.com](mailto: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



## Instructions for On Line Day Sheet Export to QuickBooks

Go to your On Line Day Sheet

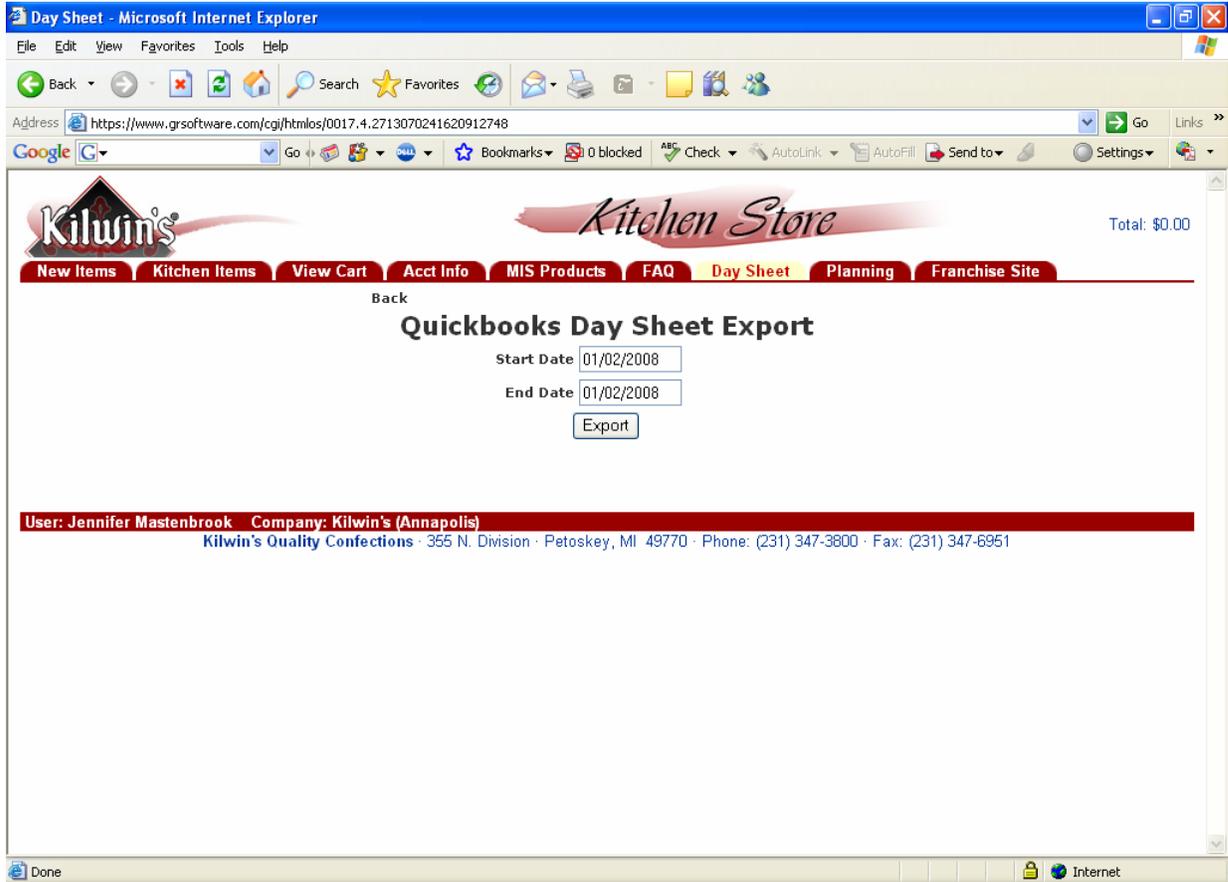
Click on the QuickBooks Export button





## Instructions for On Line Day Sheet Export to QuickBooks

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.*



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Day Sheet - Microsoft Internet Explorer

Address: [https://www.grsoftware.com/cgi/html/0017.5.833130013120912748/kilwins\\_franchise](https://www.grsoftware.com/cgi/html/0017.5.833130013120912748/kilwins_franchise)

Kilwin's Kitchen Store Total: \$0.00

[New Items](#) [Kitchen Items](#) [View Cart](#) [Acct Info](#) [MIS Products](#) [FAQ](#) [Day Sheet](#) [Planning](#) [Franchise Site](#)

[Back](#)

### Quickbooks Day Sheet Export

Start Date:

End Date:

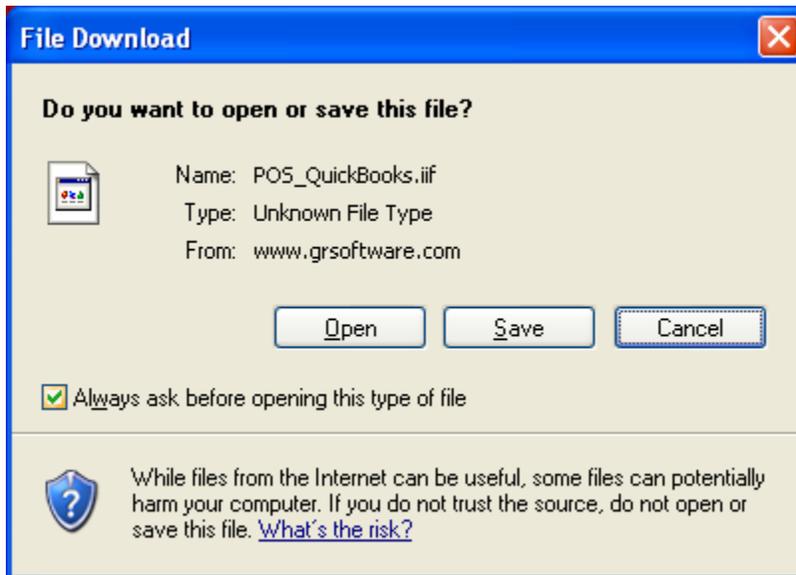
Document	Size	Date
POS_QuickBooks.iif	654	01/03/08 14:24:00

User: Jennifer Mastenbrook Company: Kilwin's (Annapolis)  
Kilwin's Quality Confections · 355 N. Division · Petoskey, MI 49770 · Phone: (231) 347-3800 · Fax: (231) 347-6951

Click on the file name **POS\_QuickBooks.iif**



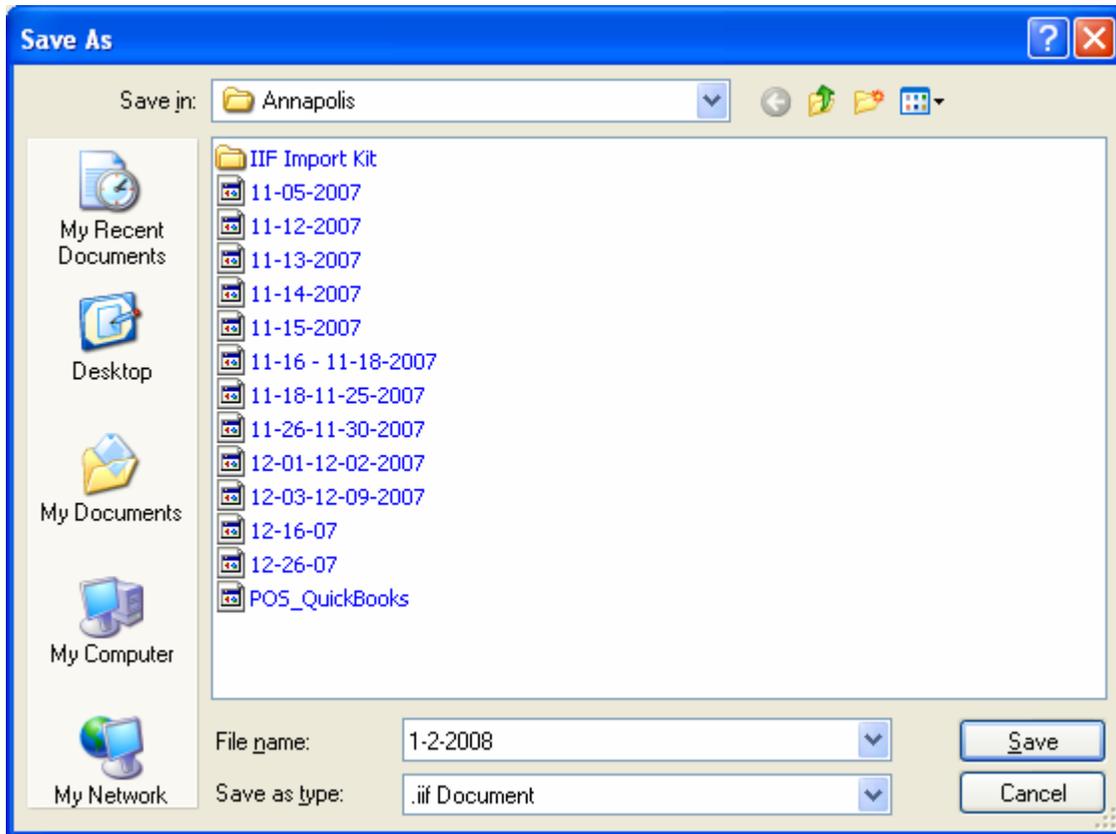
## Instructions for On Line Day Sheet Export to QuickBooks



Click on **Save**



## Instructions for On Line Day Sheet Export to QuickBooks



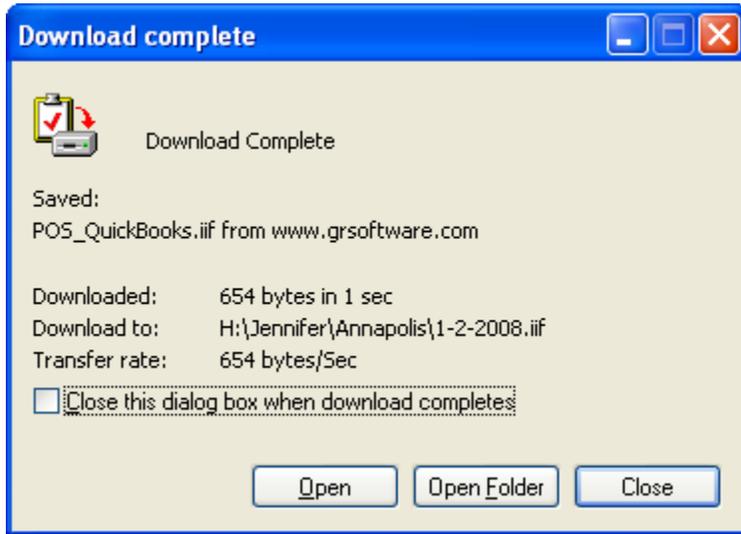
*Note: the “Save As” folder should be the same each time for better organization and tracking of work completed.*

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

Click **Save**



## Instructions for On Line Day Sheet Export to QuickBooks



Click on **Close**



## Instructions for On Line Day Sheet Export to QuickBooks

### 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,

Click on **Open**

