

INTUIT PROFESSIONAL EDUCATION

Extending QuickBooks Functionality through Integration



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INTRODUCTION

Learning Objectives

In this training session you will learn how to:

- Import List Information from Microsoft® Excel
- Establish ODBC Queries to Extract Information From QuickBooks
- Build PivotTables and Charts based on QuickBooks Data Extracted via ODBC Connections
- Integrate QuickBooks Data into Microsoft® Word-Based Documents
- Integrate with QuickBooks Point of Sale and Other Third Party Applications
- Locate Third-Party Tools and Utilities that Work with QuickBooks

About this Course

Given the popularity of QuickBooks in the marketplace, there is a strong chance that many of your small business clients use QuickBooks. In this course you will learn how to integrate QuickBooks data files with other market-leading applications such as Microsoft Excel, Word, and QuickBooks Point of Sale. Whether working with your own data files or those of clients, the integration techniques discussed in this program are designed to increase your knowledge basic integration concepts and how to use them to your advantage.

There is a fundamental assumption in this course that participants already have a solid working knowledge of QuickBooks operations such as establishing preferences, entering and editing items, and recording transactions such as bills, invoices, and checks. As such, this course is not designed to provide an in-depth review of matters such as these.

About QuickBooks Accountant Edition

QuickBooks 2008 Premier Accountant edition and QuickBooks Enterprise Solutions Version 8 Accountant Edition will be used as the demonstration software in this manual and the related webinar. QuickBooks Enterprise Version 8 and Premier Accountant Edition 2008 include all of the features of the QuickBooks Enterprise and Premier Editions with the additional features needed to help accountants support clients who use QuickBooks. QuickBooks Premier Accountant Edition 2008 and QuickBooks Enterprise Solutions Accountant Edition 8.0 include all of the features available in each industry-specific edition of QuickBooks: Contractor Edition, Non-Profit Edition, Professional Services Edition, Manufacturing and Wholesale Edition, and Retail Edition. For each of these industry types, Accountant Edition includes:

- Industry-Specific Reports and Memorized Reports
- Industry-Specific Help Menu Content
- Industry-Specific Form Templates
- Industry-Specific Sample Company Data Files

QuickBooks Premier Accountant Edition 2008 can read all editions of QuickBooks 2008 (Simple Start, Pro, Premier and Premier: Industry-Specific editions) without converting the data. The accountant can open the client's data file, make changes using the Accountant Edition and return the file to the client for them to restore using their own edition of QuickBooks 2008. QuickBooks Enterprise Solutions 8.0 Accountant Edition functions in this same way with all editions of QuickBooks Enterprise Solutions 8.0.

QuickBooks Premier Accountant Edition and QuickBooks Enterprise Solutions Accountant Edition are included in the benefits of the QuickBooks ProAdvisor program.

CHAPTER 1: EXCHANGING QUICKBOOKS LIST DATA WITH MICROSOFT EXCEL

When used effectively, Microsoft® Excel can be a useful tool for working with QuickBooks data. Specifically, it can be used to import list information from non-QuickBooks sources, to “fix” some of the most common list problems found in client data files and, finally, it can be used as a reporting tool that allows you to view QuickBooks data in ways not possible from within the program itself. The techniques presented in this course will not only increase your efficiency with QuickBooks and Excel operations but can also help to make you more productive and effective when working with your QuickBooks clients.

Importing List Information from Excel

This section describes how to import list information stored in Excel files into QuickBooks. You can import data for the following four lists directly from Excel:

- Chart of Accounts
- Vendors
- Customers
- Items

QuickBooks 2008 provides a tool that lets you import Excel data using pre-formatted Excel spreadsheets. This import option, which is limited to customers, vendors, and items provides step-by-step instruction on how to copy and paste list information from a source list (including CSV, Outlook, and Peachtree) into the formatted template, making it easier to import information. In this course we will be covering how to import data using the Advanced Import option in QuickBooks.

To import data using the Advanced Import feature:

1. From the **File** menu, select **Utilities**, then **Import**, then **Excel Files** to open the Add Your Excel Data to QuickBooks wizard shown in **Figure 1**.

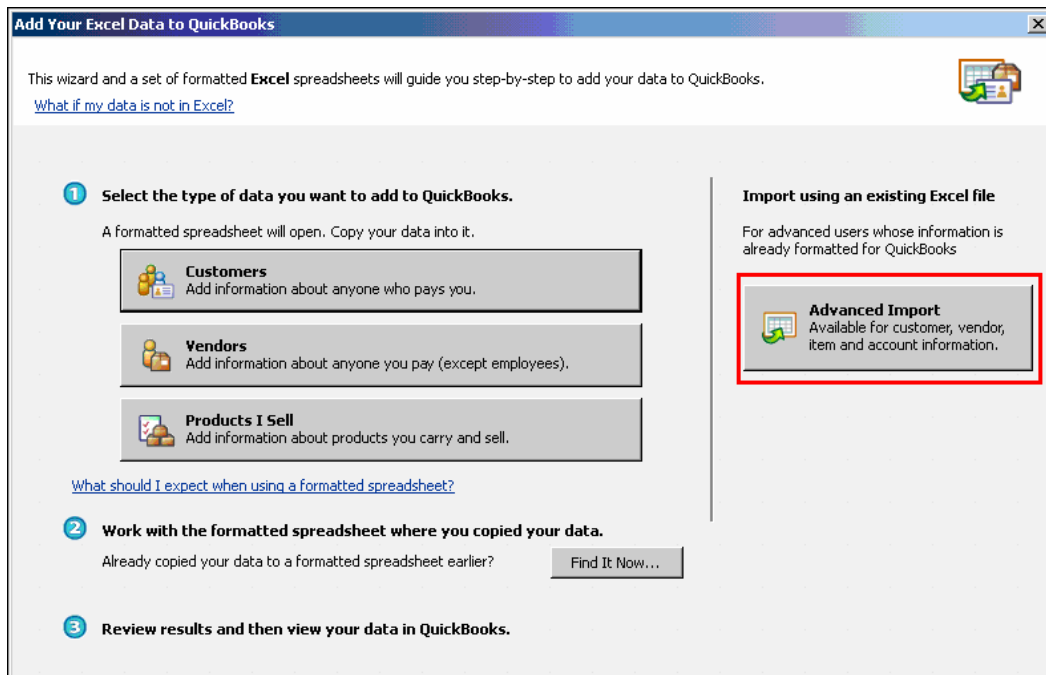


Figure 1 – Adding Excel Data to QuickBooks

2. Click **Advanced Import**.

3. Indicate the names of both the workbook and the worksheet to be imported, as highlighted in **Figure 2**.

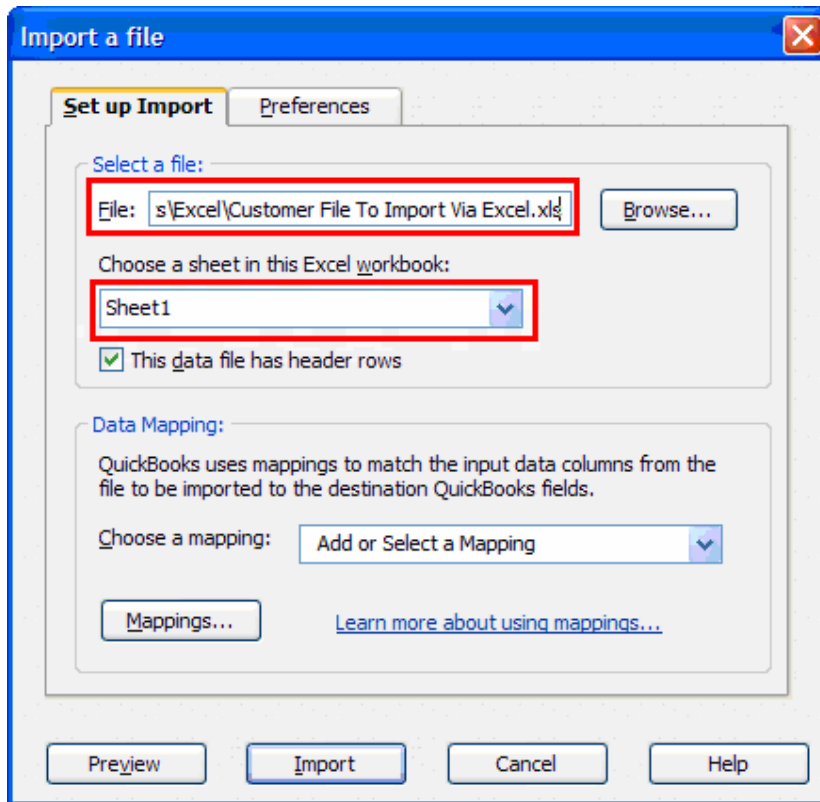


Figure 2 – Import a File Window (Used to Import an Excel File)

In addition, it is necessary to indicate whether the worksheet to be imported has a Header Row. A *header row* is simply a row of column labels in the worksheet describing the contents of each column. In the worksheet shown in **Figure 3**, a header row is used to indicate that the contents of Column A represent “Customer Code,” the contents of Column B represent “First Name,” the contents of Column C represent “Last Name,” etc.

	A	B	C	D	E
1	Customer Code	First Name	Last Name	Address	City, State, Zip
2	GeorgeWashington	George	Washington	City Hall	New York, NY 10001
3	JohnAdams	John	Adams	1600 Pennsylvania Avenue	Washington, DC 20500
4	ThomasJefferson	Thomas	Jefferson	1600 Pennsylvania Avenue	Washington, DC 20501
5	JamesMadison	James	Madison	1600 Pennsylvania Avenue	Washington, DC 20502

Note that when importing customer address information, QuickBooks requires that the City, State and Zip be in the same cell.

Figure 3 – Worksheet Sample Indicating Header Row

4. Specify a **Data Map**.

A data map is used to control the flow of the information stored in columns in Excel into the appropriate fields in the QuickBooks data file. For example, the data map will ensure that the data in the “Email” column in the Excel worksheet is stored in the “Email” field in the QuickBooks data file.

If this is the first import that has been done from this worksheet, you'll need to create a data map. To do so, click the drop-down list next to **Choose a mapping** and select **<Add New>** as shown in **Figure 4**.

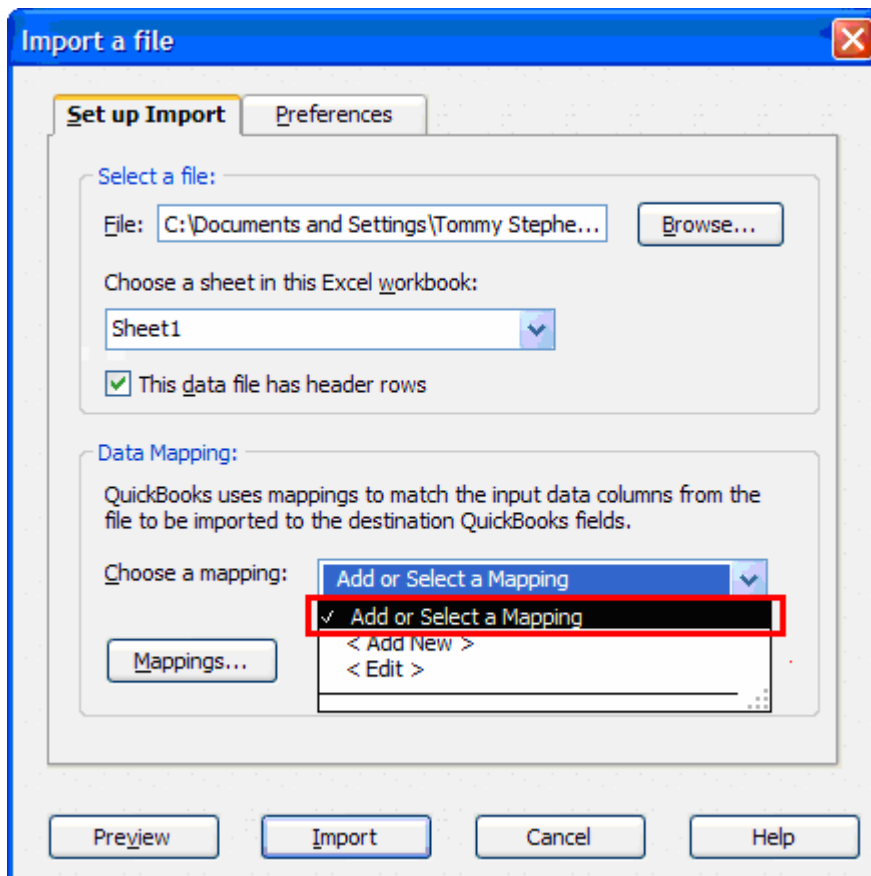


Figure 4 -- Adding a New Data Map

5. In the resulting **Mappings** window, enter a Mapping name and **Import Type** as shown in **Figure 5**.
6. Click in the **Import data** column next to each relevant field in the **QuickBooks** column and indicate which column of Excel data should be “mapped” to that field in the QuickBooks data file.

It is not necessary to map an Excel column to each field in the QuickBooks data file.

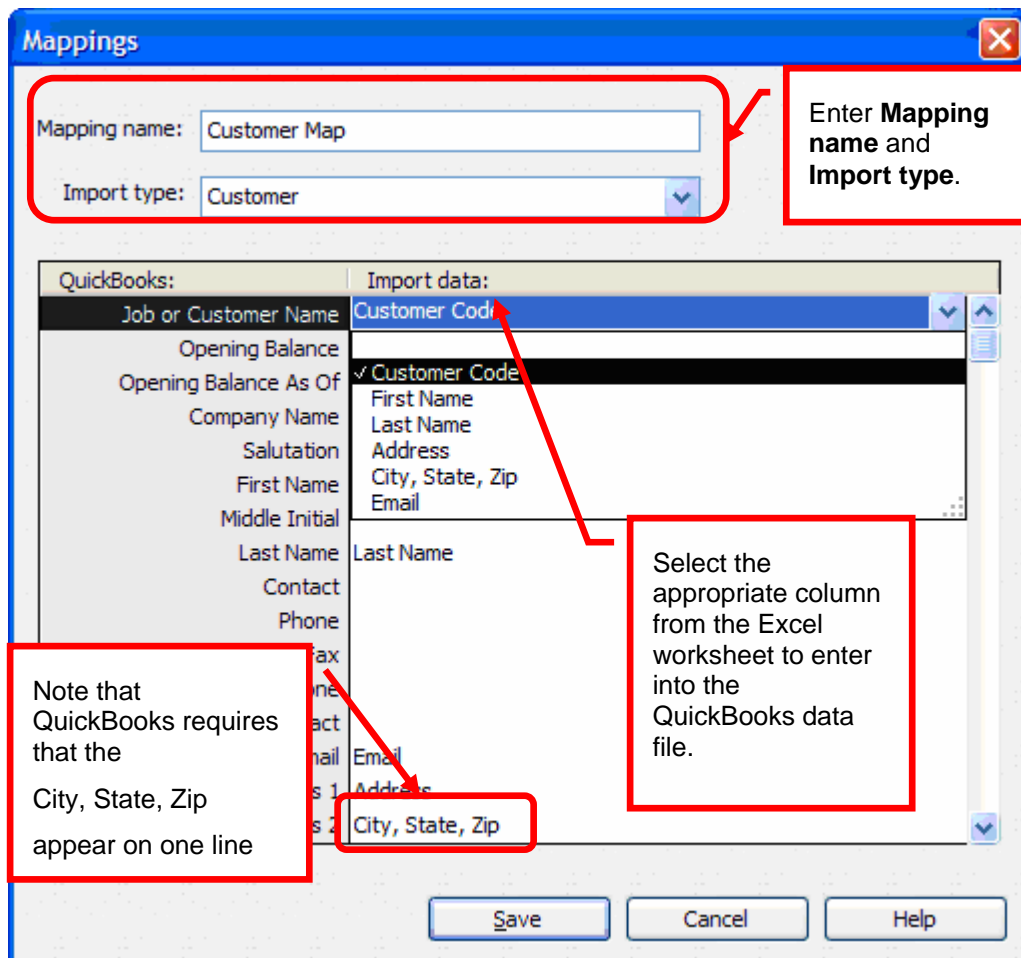


Figure 5 – Creating a Customer Data Map

7. Click **Save** to save the data map for future use.

Once the map has been created and saved, the **Import a file** window appears.

8. Click **Import** to import the Excel data into the QuickBooks database.

The ability to import Excel-based data into QuickBooks can save significant amounts of time when establishing a new company or when converting a company from another accounting software application. Provided the other application can export customer, vendor, chart of account, and item information to Excel (or to a text file that can be opened and manipulated in Excel), the QuickBooks import from Excel function makes converting that data into QuickBooks data a quick and easy process.

Exporting QuickBooks Lists to Excel

There are numerous lists that can be exported out of QuickBooks. Often, these lists are exported out of one QuickBooks data file and imported into another. Occasionally, you may want to export a list to Excel so that you can more easily update customer vendor and item information, for example, and then re-import the updated list back into the QuickBooks file.

To export the Item list:

1. From the **File** menu, choose **Utilities**, and then choose **Export**, and then choose **Lists to .IIF files**.

"IIF" stands for Intuit Interchange File Format.

2. Check **Item List** as the list you would like to export. See **Figure 6**.

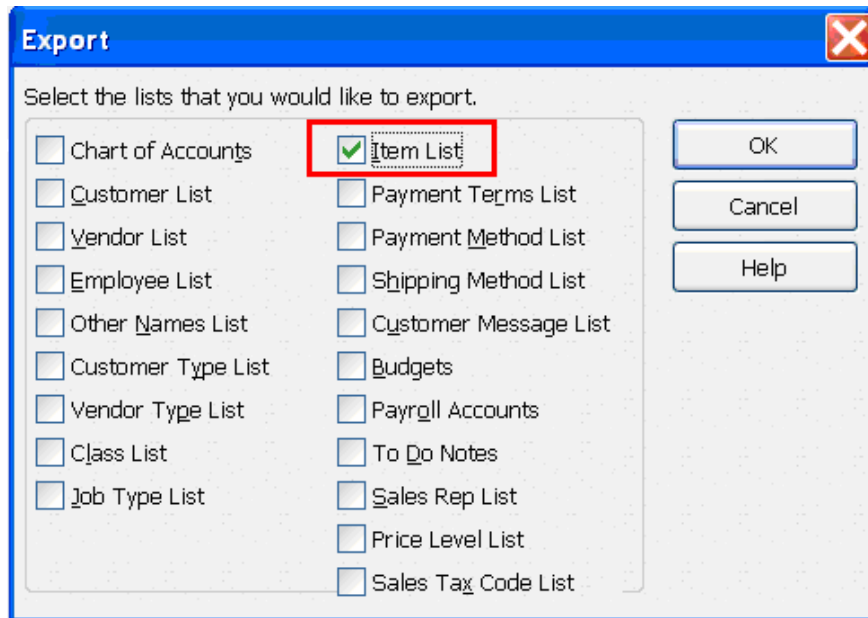


Figure 6 – Exporting Lists from QuickBooks

3. Save the exported file to a location that is easily accessible and then open that file with Excel.

4. To open this file in Excel, change the file type in the Open File window to All Files (*.*). See **Figure 7**.

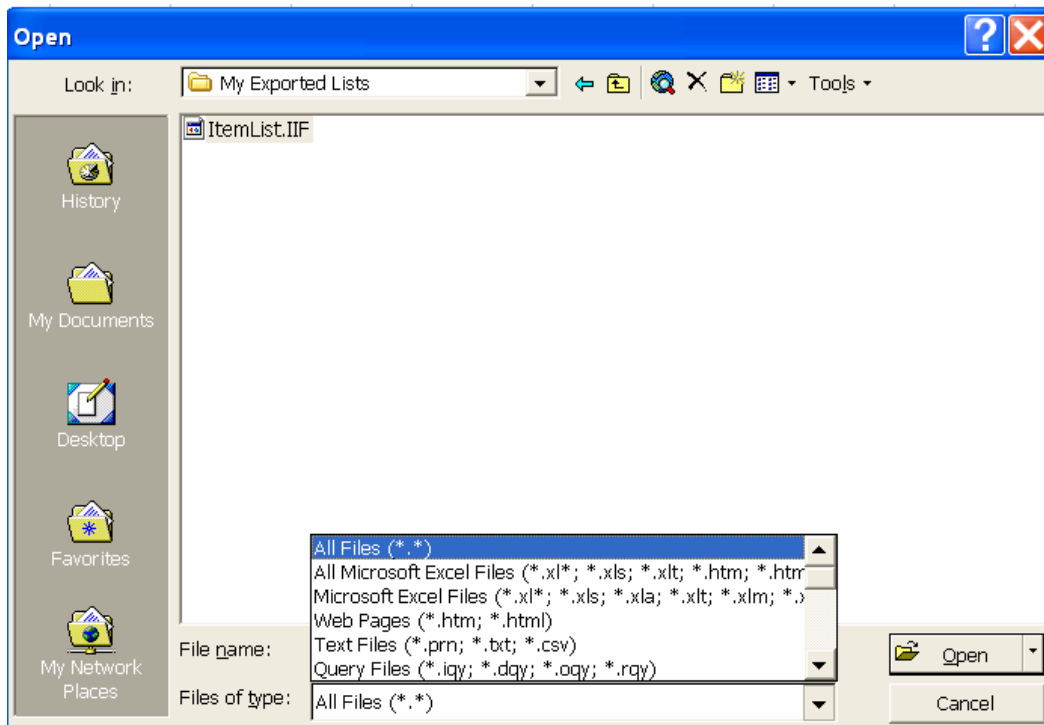


Figure 7 – Opening the Exported Item List File in Excel

- Follow the prompts that will allow Excel to open the IFF file (which is a delimited file). See **Figure 8**.

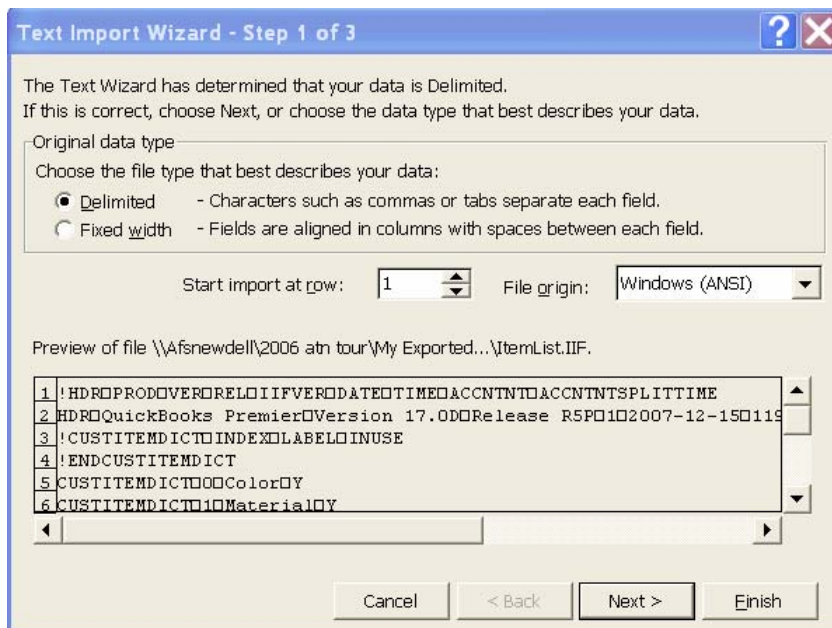


Figure 8 – Step One of the Excel Text Import Wizard

6. Click **Next**.
 7. Accept Tab as the Delimiter type and click **Next**.
- See **Figure 9**.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab
 ☐ Semicolon
 ☐ Comma
 ☐ Treat consecutive delimiters as one

☐ Space
 ☐ Other:

Text qualifier:

Data preview

!HDR	PROD	VER	REL	IIFVE
HDR	QuickBooks Premier	Version 17.0D	Release R5P	1
!CUSTITEMDICT	INDEX	LABEL	INUSE	
!ENDCUSTITEMDICT				
CUSTITEMDICT	0	Color	Y	
CUSTITEMDICT	1	Material	Y	

Figure 9 – Selecting Tab as the Text Delimiter

8. Accept the Column data format as General.
9. Click **Finish** to view the complete list in Excel. See **Figure 10**.

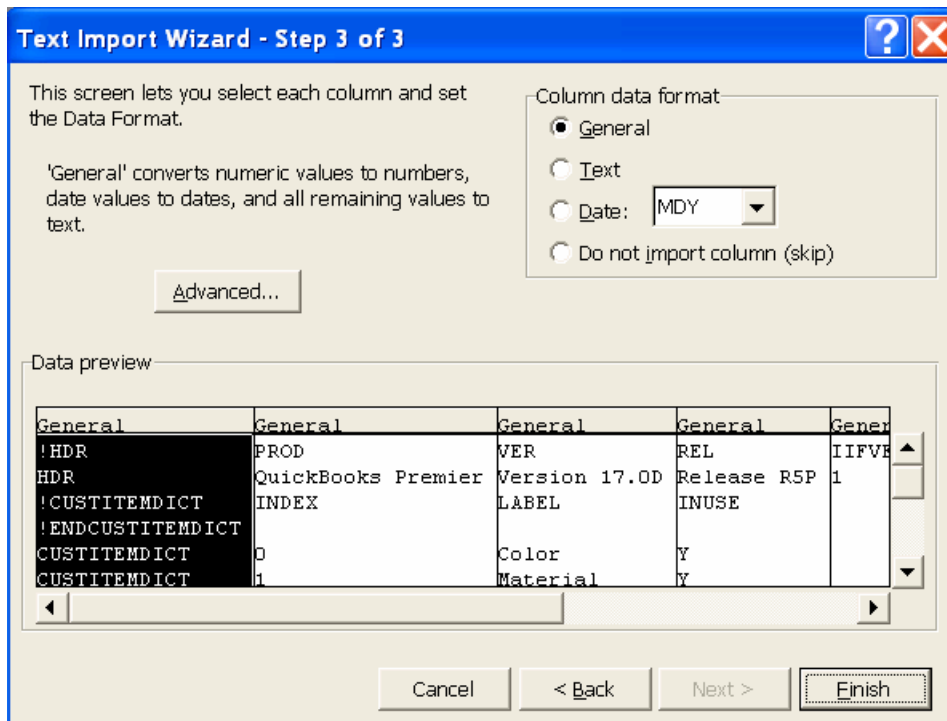


Figure 10 – Setting the Column Format to General

The same rules that apply to making changes to a list while it is in QuickBooks (in our example, the Item list) apply to when it is out of QuickBooks. This means that, for example, QuickBooks will not accept for re-import those Inventory or Service items where the type has been changed in Excel. In our example, we want to make several of the old service items inactive. This can be done by inserting a "Y" in the "HIDDEN" column for each of the items in the list that we want to make inactive. You may want to use the copy and paste function.

10. Click Save when done. See **Figure 11**.

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
5													
6													
7													
8													
9													
10													
11	PREFVEN	REORDER	EXTRA		CUSTFLD	CUSTFLD	CUSTFLD	CUSTFLD	CUSTFLD	DEP_TYP	ISPASSEL	HIDDEN	DELCOUNT
12										0 N		Y	0
13										0 N		Y	0
14										0 N		Y	0
15										0 N		Y	0
16										0 N		Y	0
17										0 N		Y	0
18										0 N		Y	0
19										0 N		Y	0
20										0 N		Y	0
21										0 N		Y	0
22	Larson Flooring									0 Y		Y	0
23	Middlefield Drywall									0 Y		Y	0
24										0 N		Y	0
25	C.U. Electric									0 Y		Y	0
26	Keswick Insulation									0 Y		Y	0
27	Hamlin Metal									0 Y		Y	0
28	Washuta & Son Painting									0 Y		Y	0
29	Lew Plumbing									0 Y		Y	0

Figure 11 – Partial View of an Item List in Excel

11. Save the file in its original format - Text (Tab delimited) (*.txt). See **Figure 12**.

This maintains the .IIF format, which is necessary for easy import back into QuickBooks.

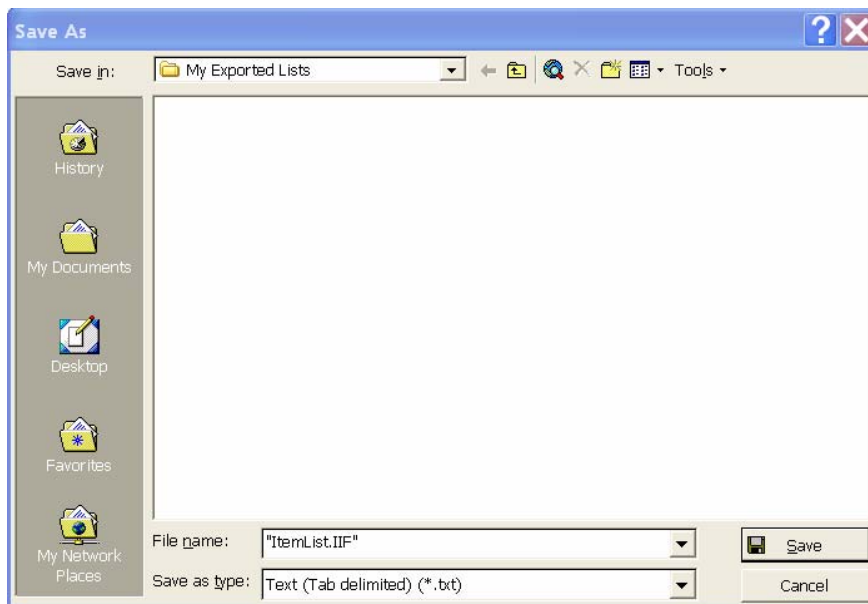


Figure 12 – Saving the Updated File as a Text File

12. When prompted, click **Yes** to replace the existing .IIF file. See **Figure 13**.

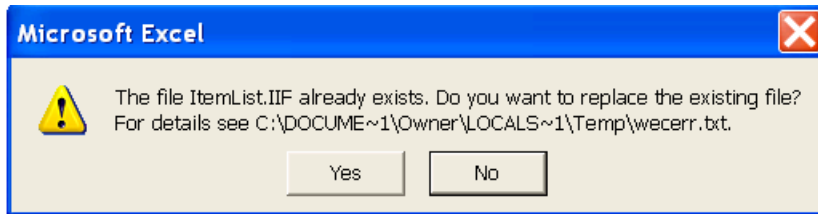


Figure 13 – Item Exists Prompt

13. Click **Yes** again to keep the saved workbook in the existing format.
14. Close the workbook, and when prompted again click **Yes** to save the changes made to the .IIF file. See **Figure 14**.

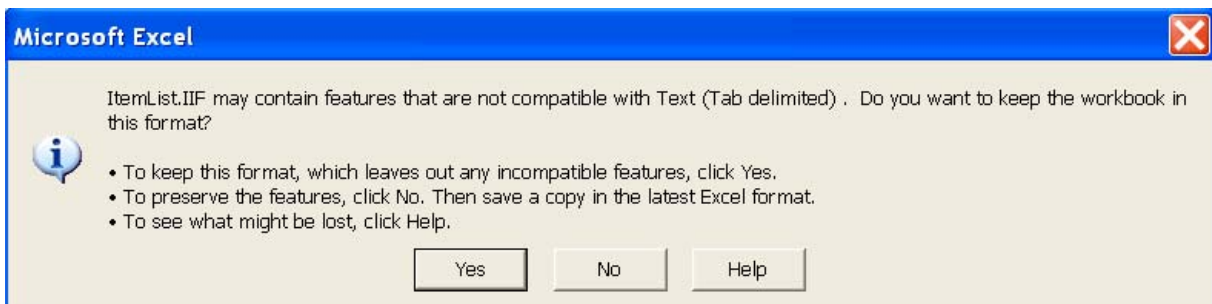


Figure 14 – File Format Request Dialog Box

15. From the QuickBooks **File** menu, choose **Utilities**, then **Import**, and then choose **IIF Files**, and browse to the .IIF file that you've just saved with your changes.
16. Highlight the import file and select **Open**.

The modified list will now be imported and the Item list updated.

**CREATING ODBC CONNECTIONS WITH
QUICKBOOKS**

Introducing Open Database Connectivity
Installing and Configuring the QODBC Driver
Integrating with QODBC to Export QuickBooks Data
Working with PivotTables Dynamically Linked to
QuickBooks Data

CHAPTER 2: CREATING ODBC CONNECTIONS WITH QUICKBOOKS

Introducing Open Database Connectivity

Open Database Connectivity (ODBC) is a specification designed by Microsoft that allows you to share information in a database across multiple, diverse applications. For users taking advantage of ODBC, the benefits include:

- Allowing Windows applications to access multiple data sources through a single method, regardless of file formats.
- Overcoming the problem of different databases having different means of providing access to the information contained in them.
- Simplifying access requirements so that users no longer require advanced database management skills in order to access data.

Examples of applications that are compliant with ODBC include Microsoft SQL Server, Microsoft Access, Microsoft Excel, Borland® Delphi, Crystal Reports, and Microsoft® Visual Basic. This means that a user of Excel, for instance, could access data contained in a Microsoft SQL Server database to create custom reports or queries. In addition, because a QuickBooks database can be accessed via an ODBC connection, it also can be queried to return data to Excel (or any other ODBC-compliant application) for purposes of creating custom reports, analytical procedures, generating PivotTables and PivotCharts, or any other necessary function.

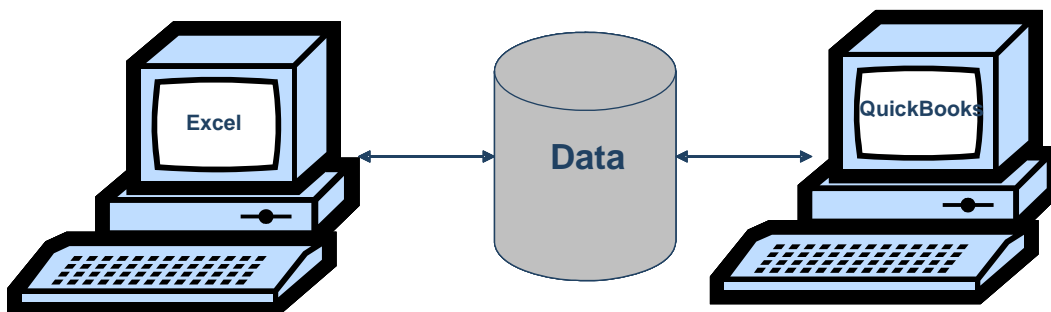


Figure 15 – Example of Sharing QuickBooks Data via ODBC

QODBC provides you with an application that adds ODBC capabilities to QuickBooks databases. For example, using QODBC, you can extract information from a QuickBooks file into a Microsoft® Access database. In addition to pulling data from a database, ODBC technology can be used to push transactions back into a database.

Many applications are ODBC-compliant already, including Excel, Access, Word, and most other accounting applications. With QuickBooks, the use of an ODBC driver such as QODBC is required in order to facilitate the data transfer. QODBC is offered by FLEXquarters.com, LLC (www.flexquarters.com). Additionally, for users of QuickBooks Enterprise Solutions, QODBC is provided with that application.

In addition, with QODBC installed, you have the ability to share QuickBooks data with a wide range of applications. Examples of practical applications of using QODBC to extract information from QuickBooks include the following:

- Importing QuickBooks information into Excel where a PivotTable is used to analyze sales data.
- Performing mail merges directly in Word.
- Linking PowerPoint presentations to QuickBooks data that have been imported via an ODBC connection into Excel.

Installing and Configuring the QODBC Driver

This first part of this section describes how to install and configure the QODBC driver from within QuickBooks Enterprise Solutions editions. The second part describes how to install and configure the driver when it has been downloaded from the FLEXquarters.com, LLC web site.

Installing the Driver from within Enterprise Solutions

To install the driver included with QuickBooks Enterprise Solutions:

1. From the **File** menu, choose **Utilities**, then **Set up ODBC**.

2. Click **Download Driver**, as shown in **Figure 16**.



Figure 16 – The Initial ODBC Driver Download Page

3. Click **Download QODBC Driver** to continue with the download process.

Once downloaded, the driver installs automatically.

Next, you'll need to configure the driver to work with the QuickBooks Enterprise company data file.

Configuring the Driver

The driver does not access QuickBooks directly, but instead interfaces with a secondary database, called the *Optimizer*. The Optimizer is attached to QuickBooks and uses the QuickBooks Software Development Kit (SDK), which means a safe, secure, and consistent set of rules are applied for accessing data.

There is a separate optimizer file for each QuickBooks company file, and the data is encrypted for security. The files have an OPT extension and are saved separately.

While the initial optimization can take a long time (up to several days with large Enterprise Solutions files), the Optimizer holds QuickBooks data so that you can run reports quickly after the initial optimization.

To configure the driver:

1. From the **File** menu, choose **Utilities**, and then choose **Configure ODBC**.

The Driver Setup Window, shown in **Figure 17**, opens with the General tab displayed.

Note that the default data source is the Enterprise company data file that is currently open. For most users, this is the appropriate setting. In most cases, you'll want to leave the "Mode when Opening" option set to the default "Same as company" file option, which allows the QODBC driver to access the QuickBooks data file in the same manner (and with the same permissions) as the QuickBooks user who is logged into the file during that session.

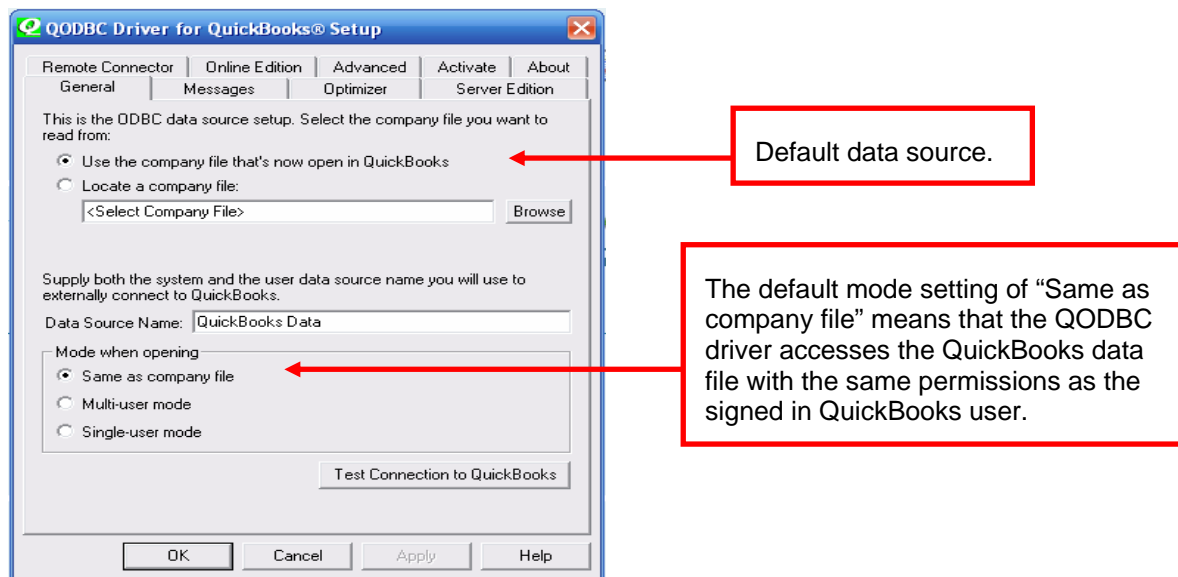


Figure 17 – The General Tab of the Driver Setup Wizard

2. Click the **Messages** tab.
3. Select the settings that allow the display of the Driver and the Optimizer Status Panel as shown in **Figure 18**.

All other settings on this tab can be left in their default position.



Figure 18 – The Messages Page of the Driver Setup Wizard

4. Click the **Optimizer** tab.
5. Make sure the **Use Optimizer** checkbox is checked.

6. Indicate how often to optimize the data.

We recommend that the optimized data be updated at the start of every new ODBC/QuickBooks connection as shown in **Figure 19**.

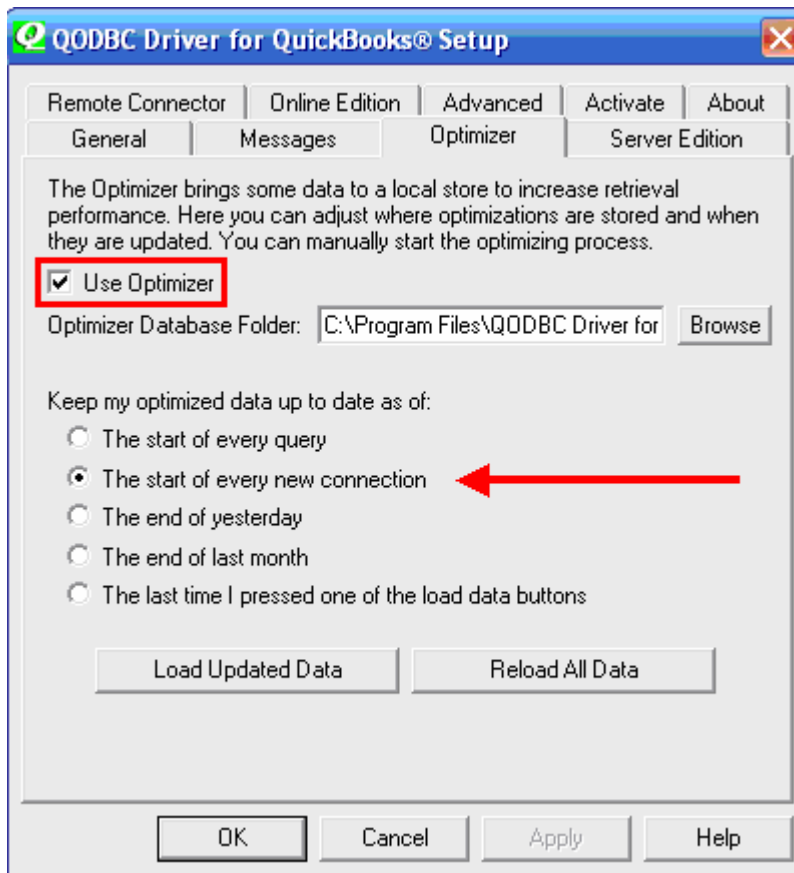


Figure 19 – The Optimizer Tab of the QODBC Setup Wizard

Installing the Driver Purchased from Flexquarters.com

The read-only QODBC Driver (as well as read-write editions) can be purchased and downloaded directly from Flexquarters.com. The information in this section describes how to install the driver when it's been purchased and downloaded from flexquarters.com versus installed from within QuickBooks Enterprise Solutions.

To install the driver from flexquarters.com:

1. Click the link to download the driver.

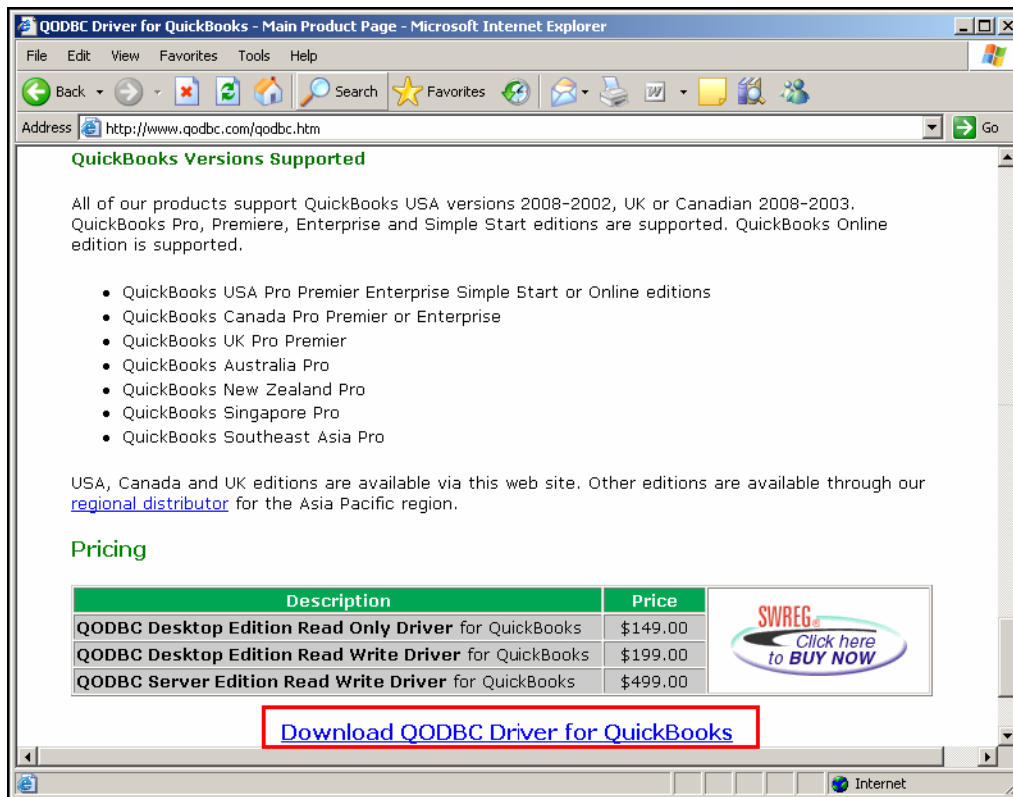


Figure 20 – The QODBC Download Page

After downloading and installing the driver, you can access it from the Windows Control Panel in Administrative Tools.

2. Click the **Administrative Tools** icon, then Data Source (ODBC).

3. On the **System DSN** (Data Source Name) tab shown below, click **Configure** and complete the driver configuration as outlined in the previous section. See **Figure 21**.

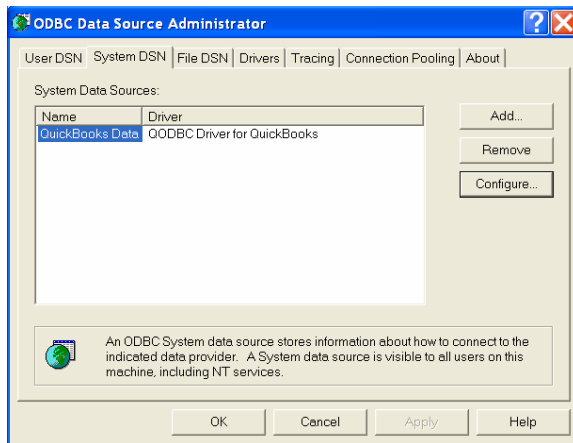


Figure 21 – Configuring the QODBC Driver

Integrating with QODBC to Export QuickBooks Data

This section provides an example of integration between QuickBooks and other applications using QODBC.

A key to taking the greatest advantage of the ability to integrate with QODBC is an understanding of the QuickBooks data tables. At Flexquarters.com you can get an easy-to-understand description of the data table layout in QuickBooks and a listing of these tables and fields and how they are related to specific forms (invoices and bills, for example) within a QuickBooks file.

To view these data table layouts, go to the following site: www.qodbc.com/schema.htm.

Extracting Live QuickBooks Data

The following example illustrates the ease with which “live” data can be extracted from QuickBooks for analysis outside of the program using QODBC. In this example, we’ll extract data to send to Excel a list of customers with balances greater than \$1000.00.

To extract data:

1. Open the QuickBooks file from which you want to extract data.
2. Launch Microsoft Excel.

3. From the **Data** menu in Excel, choose **Import External Data**.

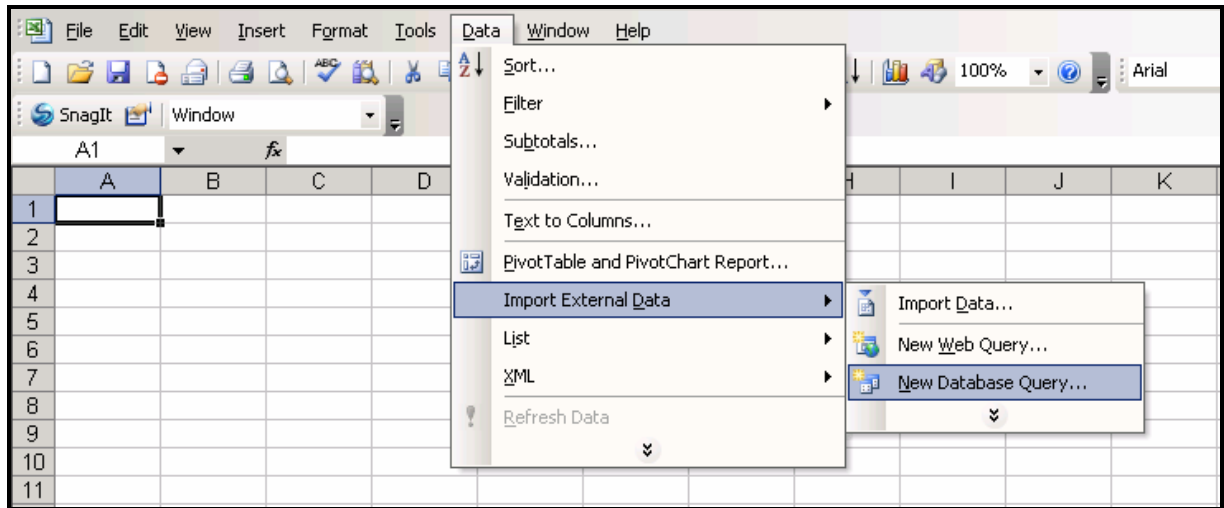


Figure 22 – Starting a New Database Query in Excel

4. Select **New Database Query**.
This launches Microsoft Query.
5. Select **QuickBooks Data** as the data source and click **OK**.

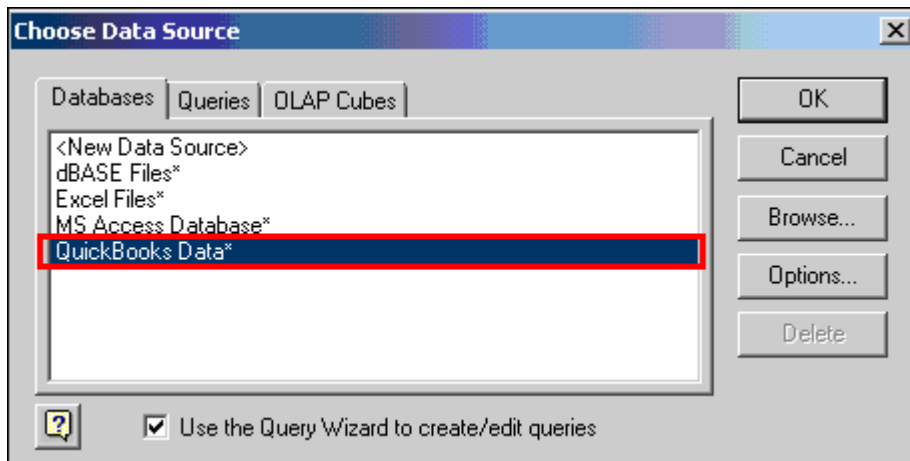


Figure 23 – Selecting QuickBooks as the Data Source for a Query

A window opens that contains all of the available tables in the QuickBooks database.

6. Select the desired QuickBooks fields and tables.

Since customer-related information is to be extracted in this example, the **Customer** table is selected. In this example, the **FullName** and **TotalBalance** QuickBooks fields (referred to as Columns in the Query Wizard) within the Customer table are selected by clicking the right-arrow button in the middle of the window. This is illustrated in **Figure 24**.

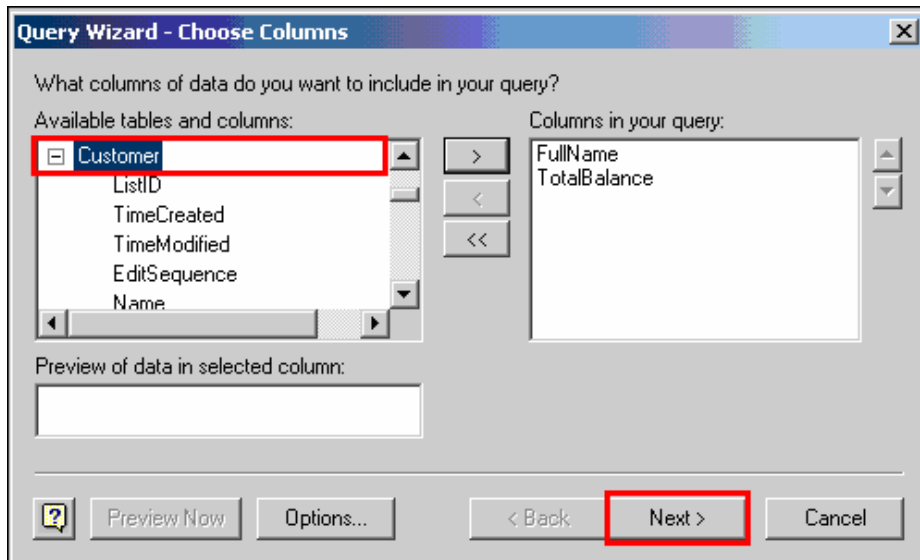


Figure 24 – Selecting Data to be Included in Query

7. Click **Next** to continue.

You are then presented with a filtering option, as shown in **Figure 25**.

8. Highlight the **TotalBalance** Column and choose the filter “is greater than” and enter **1000** in the field to the right.

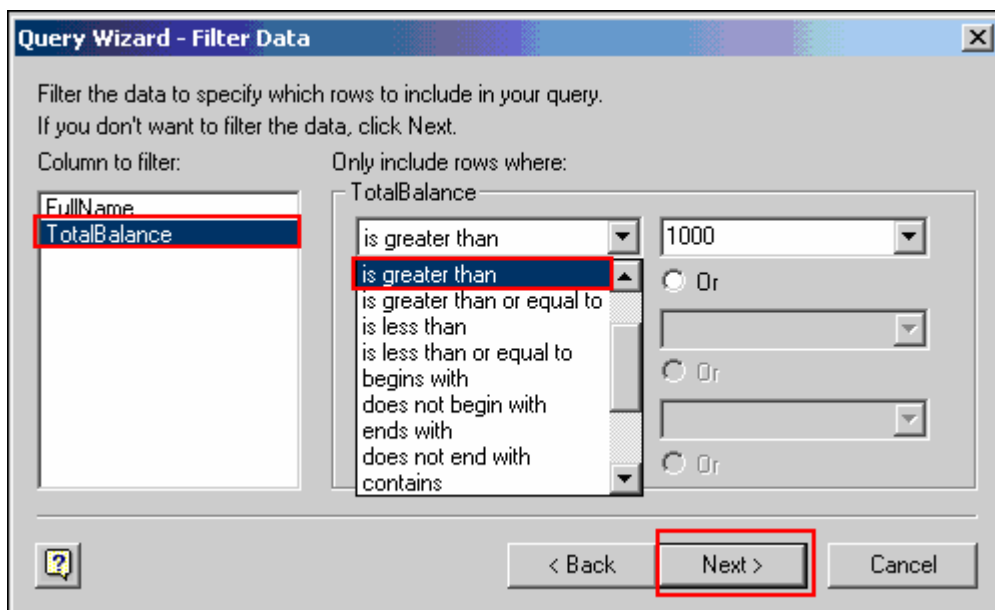


Figure 25 – Filtering Data Using the Query Wizard

9. Click **Next**.

In this example we will not be doing any additional sorting.

10. Click **Next** on the **Sort Order** window of the **Query Wizard**.

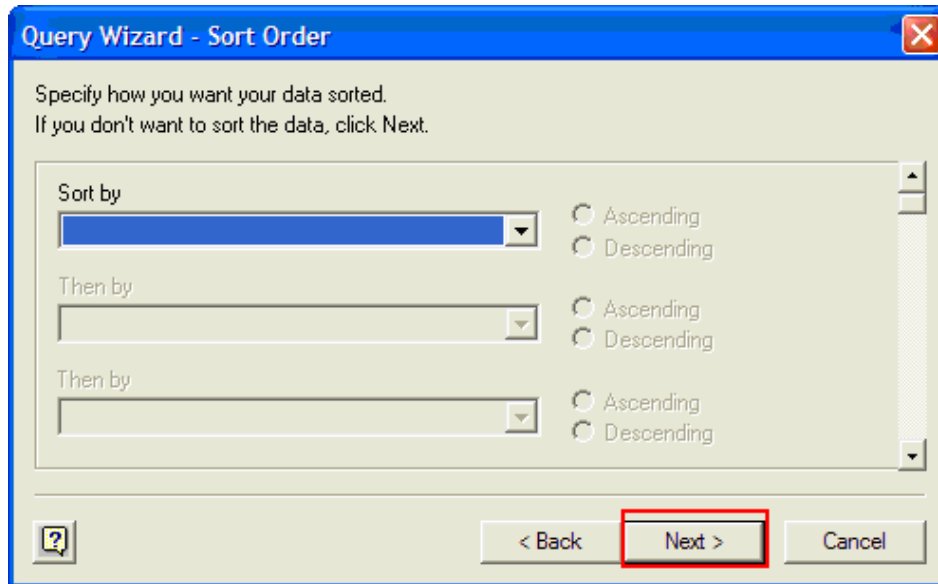


Figure 26 – Sorting Options Using the Query Wizard

When you click **Next** in the window shown in **Figure 27**, you are asked where the data is to be placed. Note that if this query is one that will be used repetitively, you can save the query for future use, eliminating many of the steps required up to this point.

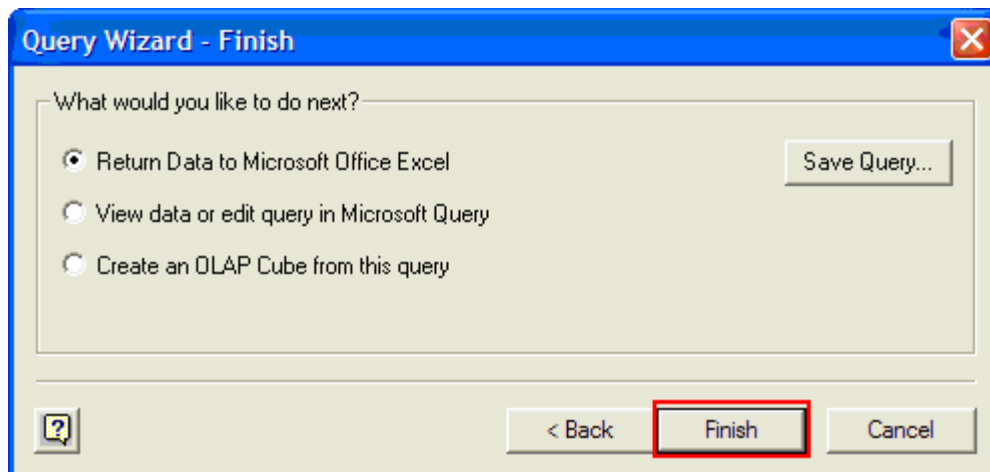


Figure 27 – Completing the Query Wizard

11. Click **Finish** to open the **Import Data** window shown in **Figure 28**.

12. Indicate where the data is to be placed upon extraction.

In this example the data will start in row one, column A.

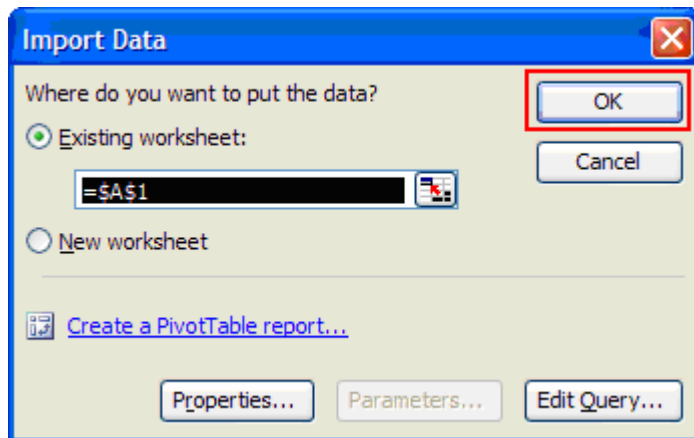


Figure 28 – Import Data Window

13. Click **OK** in the Import Data window (shown above) to extract the data and place it into Excel as shown in **Figure 29**.

	A	B	C	D	E
1	FullName	TotalBalance			
2	Dunning's Pool Depot, Inc.	81375			
3	Dunning's Pool Depot, Inc.:Big City Store #002	17250			
4	Dunning's Pool Depot, Inc.:Las Wages Store #554	34500			
5	Dunning's Pool Depot, Inc.:Kern Store #208	29625			
6	Pete Harbin Contractor	3076.9			
7	Pete Harbin Contractor:Oak Street	3076.9			
8	Retail Homeowners	9300			
9	Retail Homeowners:Geoff Hicks	9300			
10					
11					

Figure 29 – QuickBooks Data Extracted Into Excel Showing Customers with Balances Greater than \$1000.00

Once the data has been extracted and placed into Excel, you can manipulate it in any way necessary for analysis and reporting. Examples of Excel-based tools for such analyses and reporting include Filters, Data Subtotals, Grouping, and inserting Charts.

Working with PivotTables Dynamically Linked to QuickBooks Data

PivotTables are considered by many to be the most powerful function provided by Excel. With a PivotTable, a user has the ability to create financial statements and reports in a true drag-and-drop environment. Further, once a PivotTable has been created, it can be easily modified by dragging-and-dropping fields to new locations, adding fields, sorting and grouping information, and even performing calculations based on the data in the PivotTable – *without entering formulas*!

QuickBooks contains one built-in PivotTable.

To access the built-in table:

- From the Reports menu, choose **Employees & Payroll**, and then choose **Summarize Payroll Data in Excel**.

Selecting this feature produces an Excel workbook with eleven payroll-related PivotTables predefined for users' input; an example of one of these tables is provided below in **Figure 30**.

	A	B	C	D	E	F
1	Rates & Hours worked for (All)					
2	Customer:Job	(All)				
3	Item Type	Compensation				
4						
5	SSN/Tax ID	Transaction Name	Payroll Item	Rate	Hours	Paid Amount
6	333-44-5555	Dan T. Miller	Salary	1,596.15	0.0	39,903.75
7						
8	444-55-6666	Gregg O. Schneider	Overtime Rate	25.88	20.0	517.60
9			Regular Pay	17.25	2,000.0	34,500.00
10			Sick Hourly	17.25	0.0	-
11			Vacation Hourly	17.25	0.0	-
12						
13	569-87-1234	Elizabeth N. Mason	Overtime Rate	22.13	20.0	442.60
14			Regular Pay	14.75	2,000.0	29,500.00
15			Sick Hourly	14.75	0.0	-
16			Vacation Hourly	14.75	0.0	-
17						
18	Grand Total				4,040.0	104,863.95

Figure 30 – Rates & Hours PivotTable

By clicking on any of the drop-down arrows in the PivotTable shown above, you can apply filters to the underlying data. Clicking and dragging on fields such as **Customer:Job** allows the field to be relocated to another location on the report in literally a matter of seconds. In **Figure 31** below, the PivotTable has been rearranged; the **Customer:Job** field has been filtered to just two entries; and the **Item Type** field has been unfiltered. The entire process took less than ten seconds, and yet the report is dramatically different in scope.

	A	B	C	D	E	F
1	Rates & Hours worked for					
2						
3	Item Type	(All)				
4						
5	Customer:Job	SSN/Tax ID	Payroll It	Rate	Hours	Paid Amount
6	Dan T. Miller	333-44-5555	Federal With	0.00	0.0	-8,800.00
7			Social Secur	0.062	0.0	-2,474.03
8			Social Secur	0.062	0.0	-2,474.03
9			Medicare Coi	0.0145	0.0	-578.60
10			Medicare Emr	0.0145	0.0	-578.60
11			Advance Ean	0.00	0.0	-
12			CA - Disabilit	0.0118	0.0	-470.86
13			CA - Employ	0.001	0.0	-7.00
14			CA - Unempl	0.0525	0.0	-367.50
15			CA - Withhol	0.00	0.0	-465.25
16			Federal Unem	0.008	0.0	-56.00
17			Health Insura	-25.00	0.0	-600.00
18			Salary	1,596.15	0.0	39,903.75
19			Workers Con	0.00	0.0	-6,652.75
20						
21	Elizabeth N. Mason	569-87-1234	Federal With	0.00	0.0	2,682.00
22			Social Secur	0.062	0.0	-1,856.44
23			Social Secur	0.062	0.0	-1,856.44
24			Medicare Coi	0.0145	0.0	-434.17
25			Medicare Emr	0.0145	0.0	-434.17
26			CA - Disabilit	0.0118	0.0	-353.32
27			CA - Employ	0.001	0.0	-7.00
28			CA - Unempl	0.0525	0.0	-367.50
29			CA - Withhol	0.00	0.0	-782.52
30			Federal Unem	0.008	0.0	-56.00
31			Health Insura	-25.00	0.0	-600.00
32			Overtime Rat	22.13	20.0	442.60
33			Regular Pay	14.75	2,000.0	29,500.00
34			Sick Hourly	14.75	0.0	-
35			Vacation Hou	14.75	0.0	-
36			Workers Con	0.00	0.0	-3,059.78
37						
38	Grand Total				2,020.0	39,196.39
39						

Figure 31 – Modified PivotTable

Creating PivotTables Based on QuickBooks Data

For users seeking to embrace PivotTables as a means of generating powerful reports providing tremendous amounts of analytical insights, the payroll PivotTable, unfortunately, is the only such PivotTable found in QuickBooks. However, using ODBC connections, it is possible to create PivotTables in Excel that are dynamically linked to the underlying QuickBooks data.

Analyzing Sales on an Item Level by Zip Code

The following is an example how to take advantage of PivotTables.

With a QuickBooks file open and with QODBC installed, you can begin the process of creating the PivotTable in Excel.

To create a pivot table:

1. From the Excel **Data** menu, choose **PivotTable**, and then choose **PivotChart Report** from the submenu.

This launches the **PivotTable and PivotChart Wizard**, as shown in **Figure 32**.

2. Indicate that the source of the data is an **External data source**, as shown below, and click **Next**.

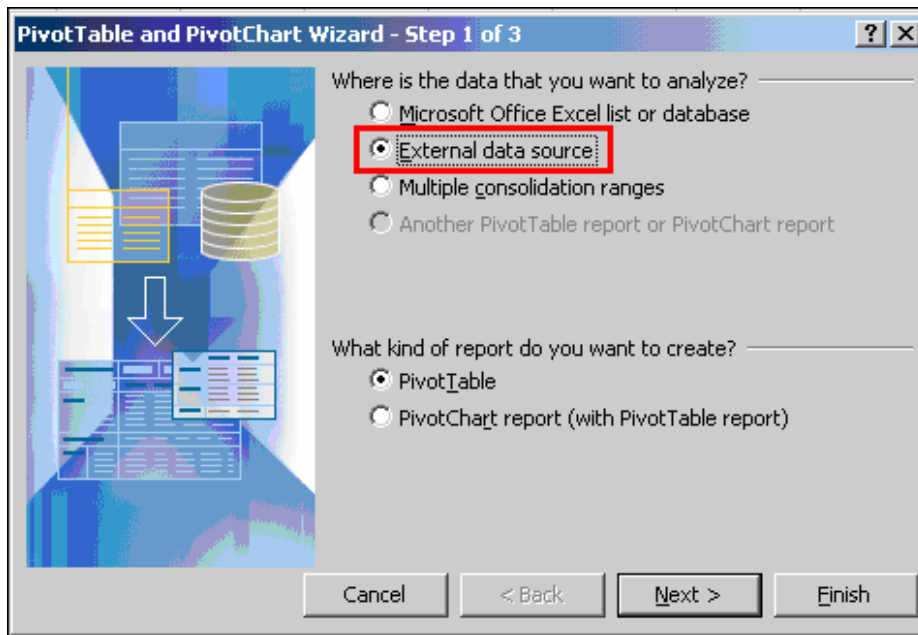


Figure 32 – Step 1 of the PivotTable and PivotChart Wizard

3. In Step 2 of the Wizard, click Get Data as shown in **Figure 33**.

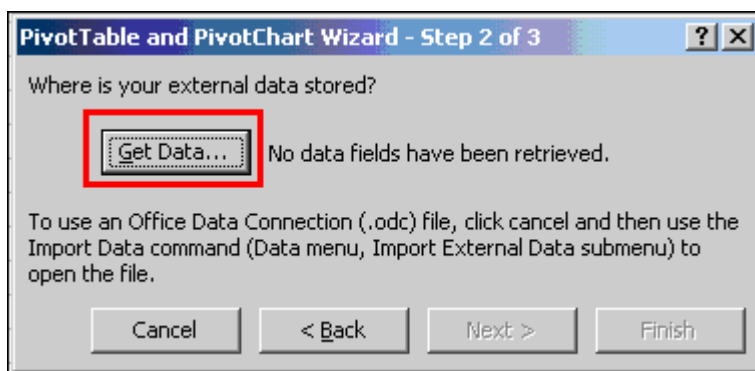


Figure 33 – Step 2 of the PivotTable and PivotChart Wizard

Excel opens **Microsoft Query**.

4. In the Choose Data Source window of Microsoft Query, select **QuickBooks Data** as the Data Source and click **OK**. See **Figure 34**.

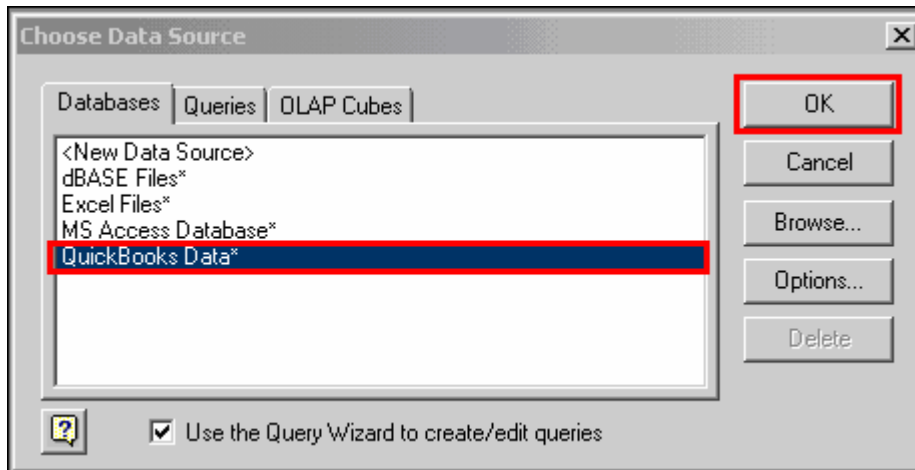


Figure 34 – Selecting the Data Source in Microsoft Query

Microsoft Query presents a window with all of the available tables in the open QuickBooks data file.

5. For our Pivot Table Analysis, select **InvoiceLine** and note in the Columns Query window the specific fields to be included in the PivotTable (click on the table and/or field and then clicking on the directional arrows as shown below in **Figure 35**).
6. Once all fields have been added, click **Next** to continue.

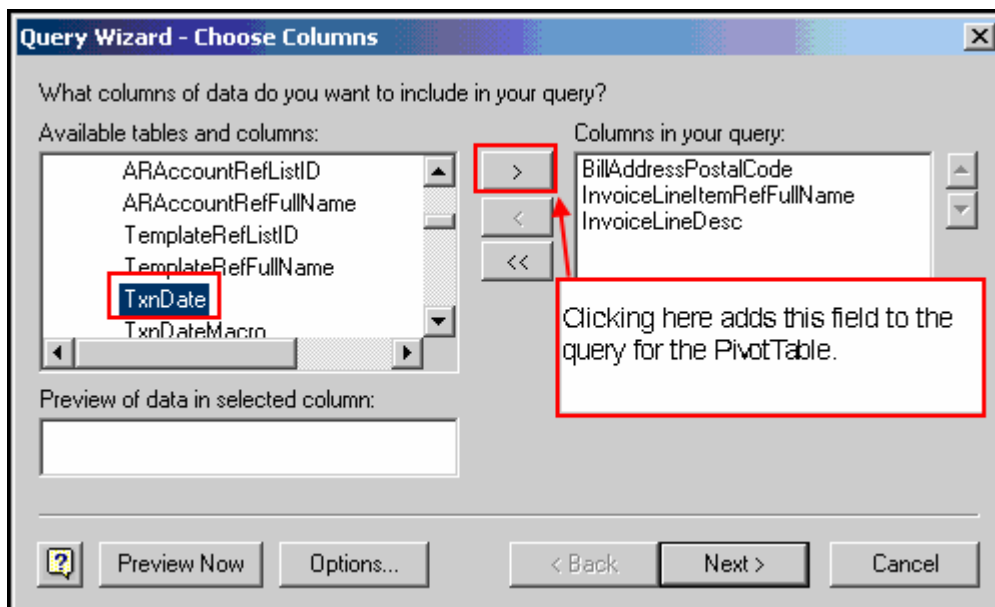


Figure 35 – Adding Fields to the Query

A series of prompts are presented, allowing filtering and sorting of the data.

7. Click **Next** through both of these prompts as any filtering and sorting can be done inside the PivotTable.

The final step of writing the query to extract the data for the PivotTable is to indicate the disposition of the data.

8. If no changes are required, select **Return Data to Microsoft Office Excel** and click **Finish** as shown below in **Figure 36**.

If additional fields from other tables are required, select **View data or edit query in Microsoft Query**, and it is possible to add other related tables and fields to the query.

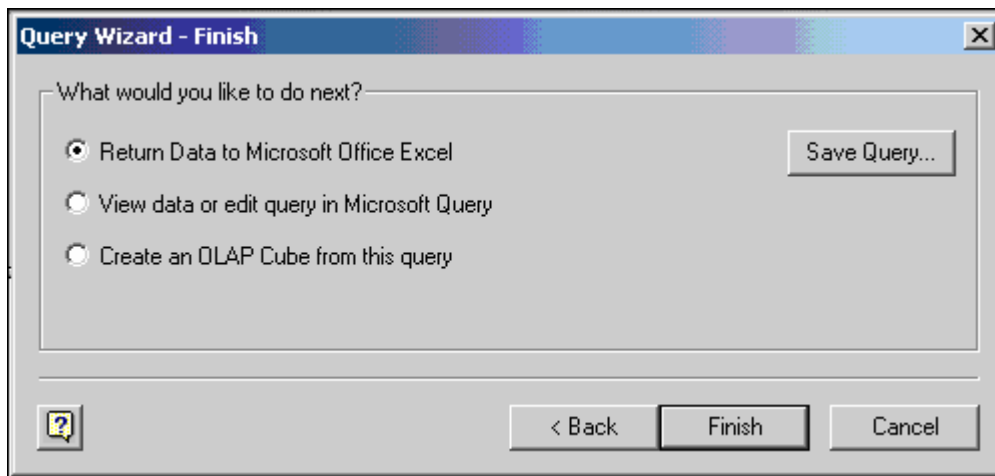


Figure 36 – Final Step of Writing the Query for a PivotTable

When you click **Finish** in the window shown in **Figure 36**, you are returned to Step 2 of the PivotTable and PivotChart Wizard.

9. Click **Next** to proceed.
10. In Step 3 of the **PivotTable and PivotChart Wizard**, indicate where the PivotTable should be located.

Often, it is advisable to place the PivotTable on a new worksheet with no additional information on that sheet; this is done by selecting **New worksheet**, as shown on the next page in **Figure 37**.

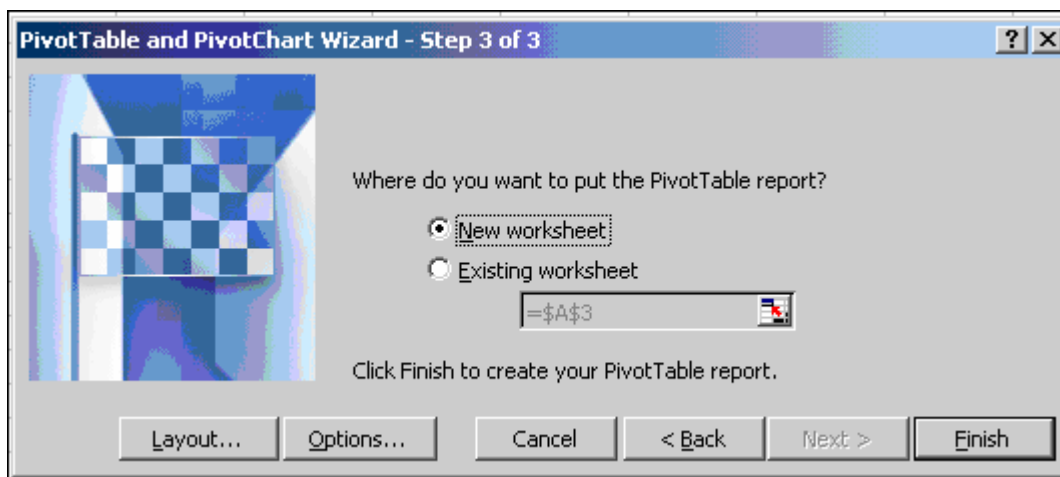


Figure 37 – Step 3 of the PivotTable and PivotChart Wizard

11. Click **Finish** to make the outline of the PivotTable to become visible in Excel.
12. Click and drag fields to the desired locations, and the PivotTable is completed. See **Figure 38**.

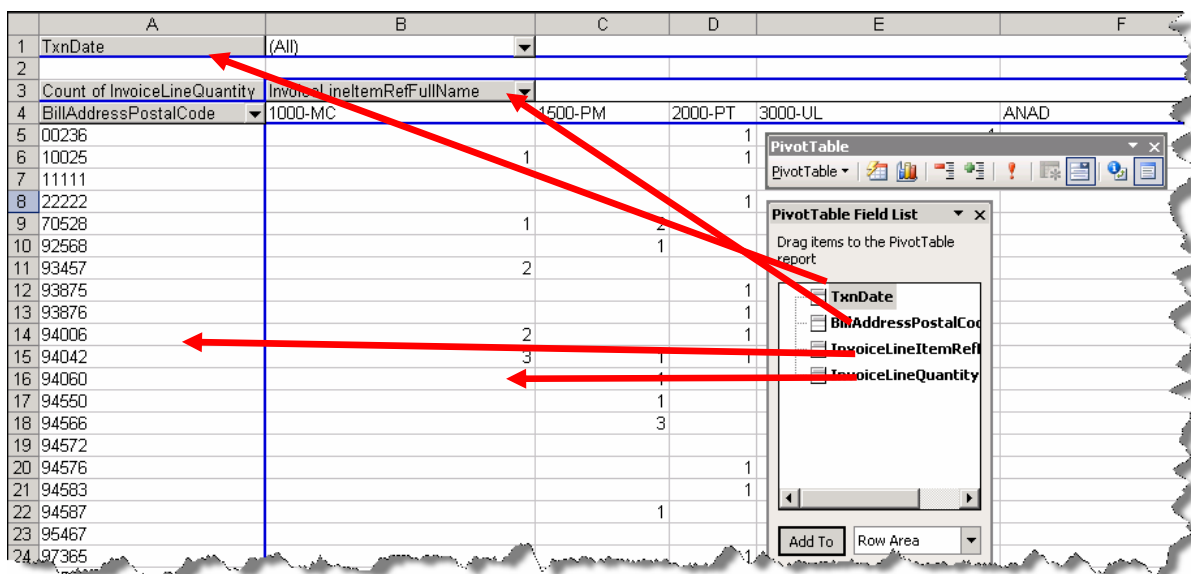


Figure 38 – PivotTable Outline with Arrows Indicating Where Fields will be Dragged

The resulting PivotTable in this example – shown in **Figure 39**– shows total sales by Item by Zip Code for all dates and is based on the structure of the PivotTable as it was defined in **Figure 38**. The underlying data is linked to the QuickBooks data file and can be refreshed either manually or programmatically. Of course, fields can be rearranged, grouped, hidden, or formatted to meet specific user needs and desires, and calculations can be added to the PivotTable as necessary.

	A	B	C	D	E	F	G	H	I	J
1	TxnDate	(All)								
2										
3	Count of InvoiceLineQuantity	InvoiceLineItemRefFullName								
4	BillAddressPostalCode	1000-MC	1500-PM	2000-P	3000-UL	ANAD	ANBA-BL	ANPI-BL	DR-4-AL	Installation
5	00236			1	1					
6	10025	1		1						
7	11111				1					1
8	22222			1						1
9	70528	1	2							
10	92568		1		1					
11	93457	2			1					
12	93875			1						1
13	93876			1						1
14	94006	2		1						
15	94042	3	1	1						3
16	94060		1		1					2
17	94550		1							1
18	94566		3			1	1	1	1	3
19	94572				1					1
20	94576			1						1
21	94583			1						1
22	94587		1							1
23	95467				1					1
24	97365			1						1
25	97382			1						1
26	98476			1	1					3
27	98569		1							
28	98765		1	1						2
29	(blank)	1								
30	Grand Total	10	12	13	8	1	1	1	1	25
31										
32										
33										
34										

Figure 39 – Completed PivotTable Linked to QuickBooks Data

Now using the data as arranged in the Pivot Table you can create a Pie Chart that allows you to view the data and rearrange it in ways to show trends that are not always visible when viewing the information in a static report.

To open the Pivot Table Wizard:

1. From the **Insert** menu, choose **Menu**, and then choose **Charts**.

You'll now see Step 1 of the Chart Wizard.

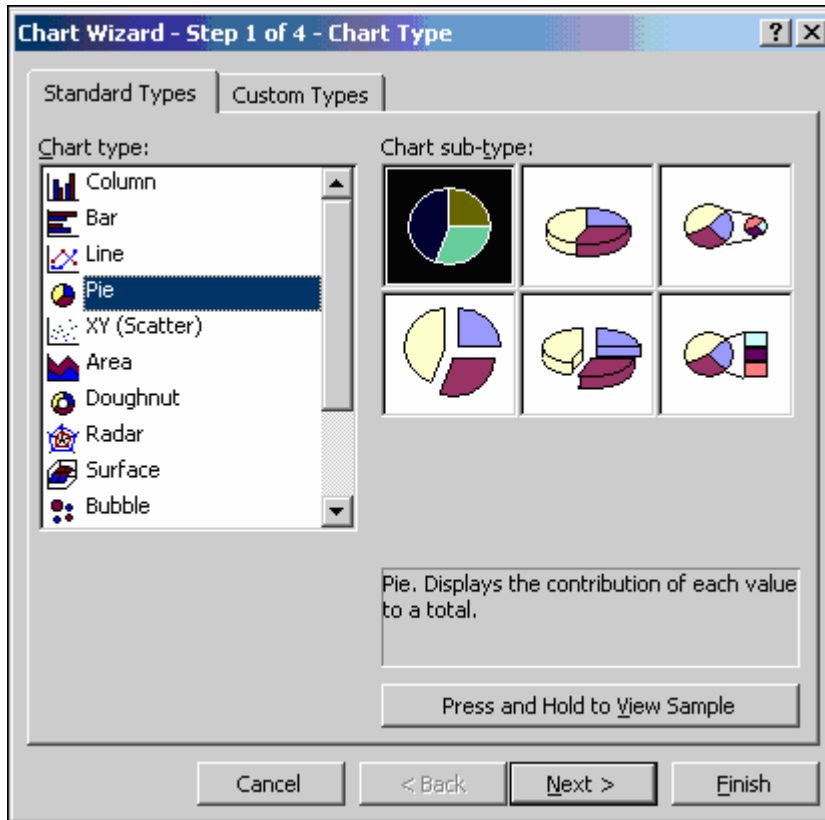


Figure 40 – The Pivot Table Chart Wizard

2. Click through to Set 4 of the Wizard and return the information to a new sheet.

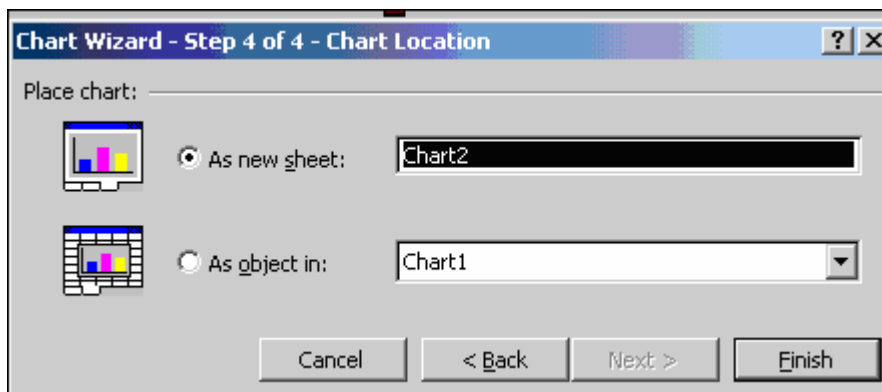


Figure 41 – Step 4 for the Chart Wizard

- Alternately move the Fields in the Pivot Table Field List box to the Legend box to change the date range and fields represented by the Pie Chart.

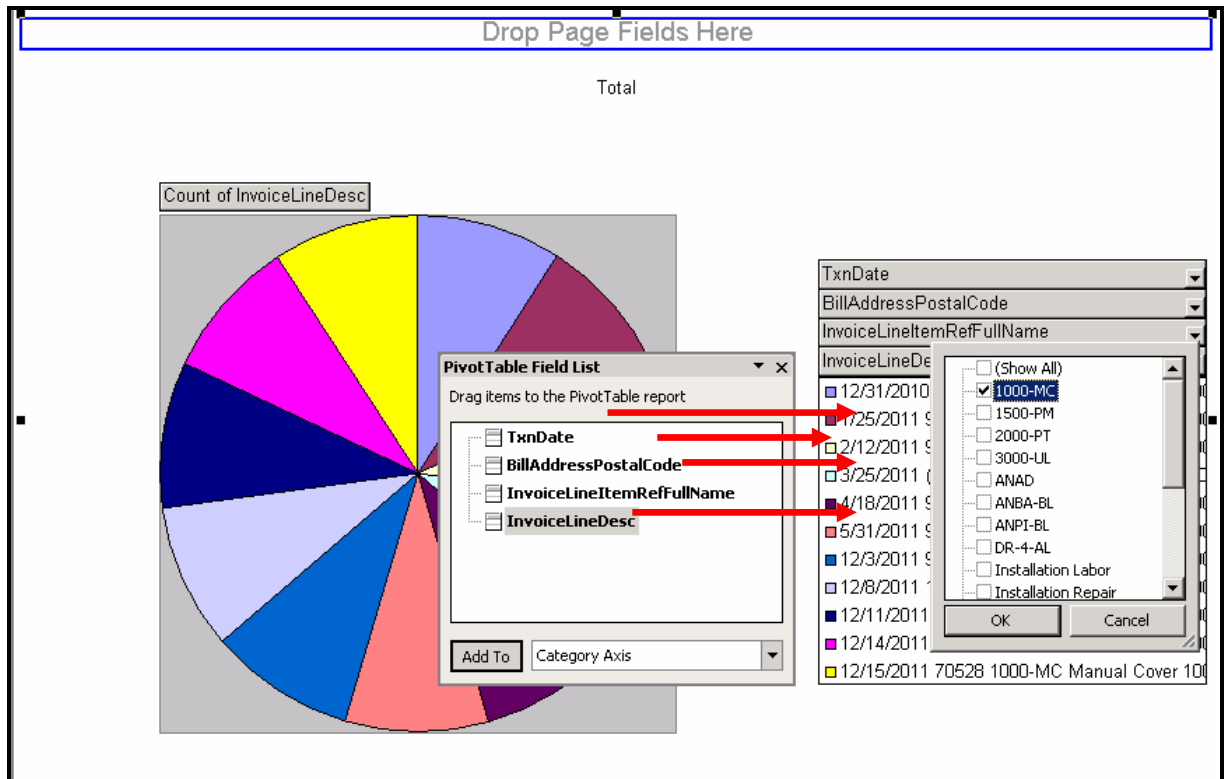


Figure 42 – Viewing Pivot Table Data in a Pie Chart

In sum, creating PivotTables that are dynamically linked to QuickBooks data files is a relatively simple and easy process and provides users with a significant advancement in financial and operational reporting.

INTEGRATING WITH MICROSOFT WORD

Working with Microsoft Word

Preparing Invoices with Microsoft Word

Merging QuickBooks Data into Microsoft Word Documents

Customizing Templates

CHAPTER 3: INTEGRATING WITH MICROSOFT WORD

One of the strengths of QuickBooks software is that it provides integration capabilities with a number of leading applications, including popular components of Microsoft Office in addition to Excel. This extends the functionality of QuickBooks across horizontal as well as vertical markets. In this section, various options to integrate QuickBooks with Microsoft Word are examined.

Working with Microsoft Word

QuickBooks provides strong integration with Microsoft Word, allowing users to generate invoices to customers and mail-merge letters based on entries in various QuickBooks lists.¹ In this section, you'll learn how to pull invoice information from QuickBooks to populate letters created in Microsoft Word. You'll also learn how to do a mail-merge in Word using information from QuickBooks lists.

¹ This feature requires QuickBooks Pro or higher editions and Microsoft Word 2000, 2002, 2003, or 2007.

Preparing Invoices in Microsoft Word

Using the integration feature between QuickBooks and Word, you can prepare invoices in Word using QuickBooks data.

To create an invoice letter:

1. Create the invoice in QuickBooks as usual, and click the Letters icon in the upper, right-hand corner of the window as shown in **Figure 43**.

Click here to export invoice details to Word.

Customer: Job
Albrecht, Henry

Invoice

Bill To
Henry Albrecht
852 Ocean View Rd.
Bayshore, CA 94326

Date: 12/15/2007
Invoice #: 01-1051

Ship To: Albrecht, Henry
Henry Albrecht
852 Ocean View Rd.
Bayshore, CA 94326

Quantity	Item Code	Description	Price Each	Amount
1	01 Plans & P...	Plans	400.00	400.00
1	02 Site Work	Site Work	2,000.00	2,000.00
1	03 Excavation	Excavation	850.00	850.00

Customer Message

Total: 3,250.00

☐ To be printed
☐ To be e-mailed

Payments Applied: 0.00
Balance Due: 3,250.00

Memo

Let QuickBooks help you get your Invoice paid online by credit card.

Save & Close Save & New Clear

Figure 43 – Initiating an Invoice in Microsoft Word Based on QuickBooks Data

2. Select the desired template or create a new template to meet specific needs.

In the example shown in **Figure 44**, the predefined “Invoice Letter with Details” template has been selected.

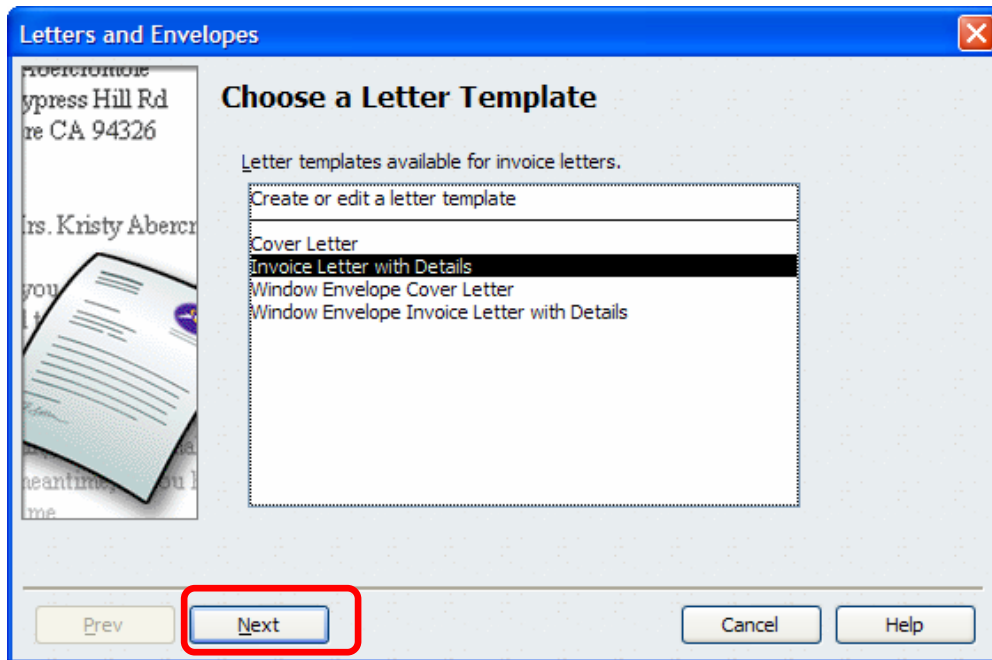


Figure 44 – Selecting a Template for an Invoice to be Created in Microsoft Word

3. Click **Next** as indicated in **Figure 44** and follow the steps directed by the wizard to complete the process of generating the invoice in Word.

Once the invoice has been prepared in Word, it can be edited as necessary to meet specific formatting or data requirements. **Figure 45** provides an example of a Word-based invoice document created using this process.

Kristy Abercrombie
5647 Cypress Hill Rd
Bayshore CA 94326

Dear Kristy,

This table summarizes your current invoice activity. Please review this information and let us know if you have any questions.

Invoice Job	Abercrombie, Kristy
Invoice Number	94
Invoice Date	12/15/2007
Invoice Due Date	01/14/2008
Invoice Amount	\$1,220.00
Invoice Balance	\$1,220.00

Itemized charges are shown below:

Item	Description	Qty	Rate	Amount	Tax
Carpet	Install carpeting	8	55.00	440.00	Non
Painting	Painting	12	65.00	780.00	Non

Thank you for choosing Rock Castle Construction. We hope to work with you again in the future.

Sincerely,

Figure 45 – Excerpt of Invoice Document Created in Word

Merging QuickBooks Data into Microsoft Word Documents

In addition to creating invoice documents in Microsoft Word, QuickBooks also provides users with the option of quick and easy mail-merge letters that can be created based on information contained in the following QuickBooks lists:

- Customer:Job List
- Vendor List
- Employee List
- Other Names List

These letters can be based on one of the predefined templates supplied with QuickBooks, a modified template based on one of the predefined templates, or a template created from scratch.

To begin the process of creating mail-merge letters:

1. From the **Company** menu, choose **Prepare Letters with Envelopes**, and the type of letter to be created as shown in **Figure 46**.

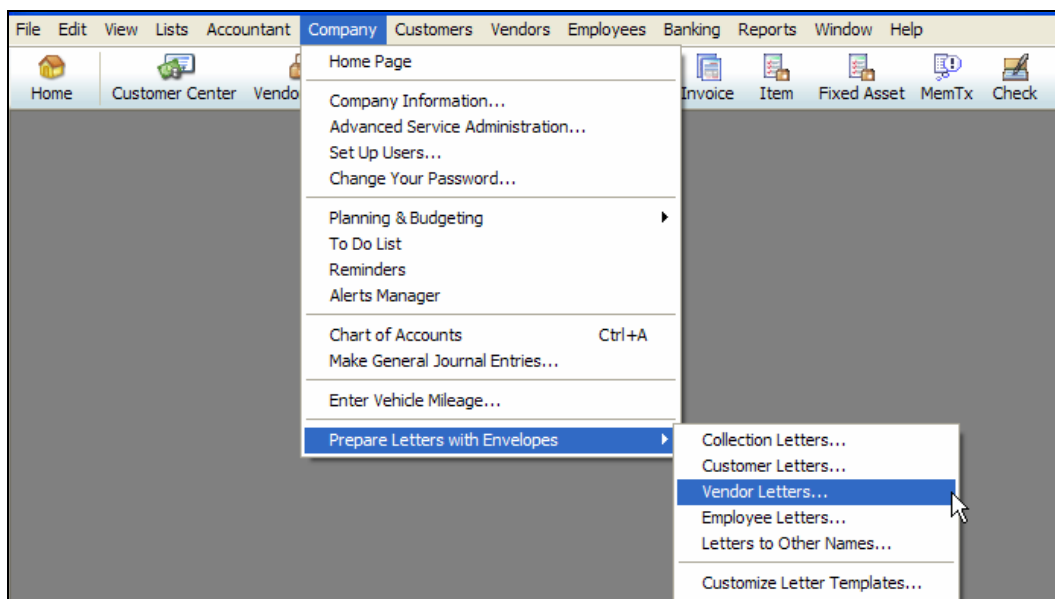


Figure 46 – Selecting Vendor Letters as the Type of Letter to be Created in Mail-Merge

In this example, a letter will be sent to one or more of the company's vendors.

2. Select which vendor(s) by placing checkmarks next to the appropriate names as shown in **Figure 47**.

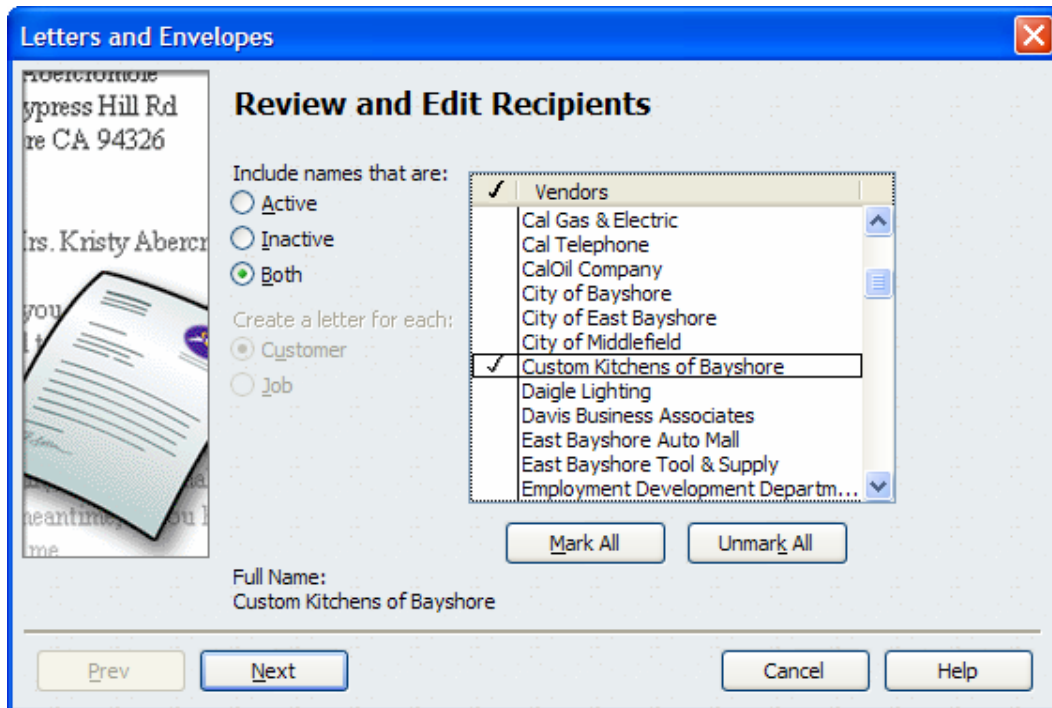


Figure 47 – Selecting Recipients for Vendor Letters

3. Select the type of letter to be sent; as shown in **Figure 48**, the **Disputed Charge Template** has been selected for this example.

Note that templates may be created, and existing templates may be modified.

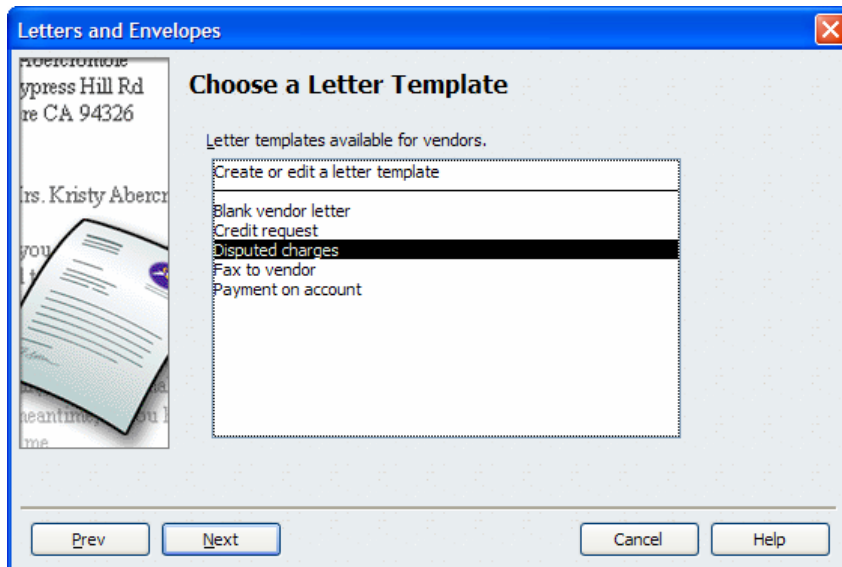


Figure 48 – Selecting the Predefined Disputed Charge Template

You are prompted next for the name and title of the person signing the letter. Once these fields have been entered, the letter is created and displayed in Word. An excerpt is shown below in **Figure 49**.

After the letter has been created, it may be edited, or it may be used “as-is.” Further, an accompanying envelope may be generated as part of this process.

<p style="text-align: center;">Rock Castle Construction 1735 County Road Bayshore, CA 94326</p> <p>December 15, 2007</p> <p>Custom Kitchens of Bayshore Butch Brown 923 S. Industrial Way Suite 101 Bayshore, CA 94326</p> <p>To Whom It May Concern,</p> <p>Re: Account A2-981</p> <p>We have received an invoice that we believe contains incorrect charges. Would you please contact me with the current balance you have on file? I'd like to straighten this out as soon as possible, and will wait to send the check until I hear from you.</p>

Figure 49 – Excerpt of Mail-Merge Letter

Modifying Letter Templates

The Manufacturing and Wholesale edition of QuickBooks Premier and QuickBooks Enterprise Solutions comes with blank templates that you can use to issue an Authorization to Return Merchandise (RMA) as well as a Non-Conforming Material Report (used to record information about material that does not conform to the vendor's specifications) and a Damaged Goods Log. In this section, we'll use this form as an example in demonstrating how to customize a letter template.

Using the **Customize Letter Template** wizard you can eliminate the need to enter basic company and customer information when issuing an RMA to a customer. In addition, once modified you can use this customized RMA form in other editions of QuickBooks.

To modify the RMA form:

1. From the **Mfg & Whse** menu in QuickBooks Manufacturing and Wholesale edition, select **Inventory Activities**, and then choose **Customer Return Materials Authorization Form**.

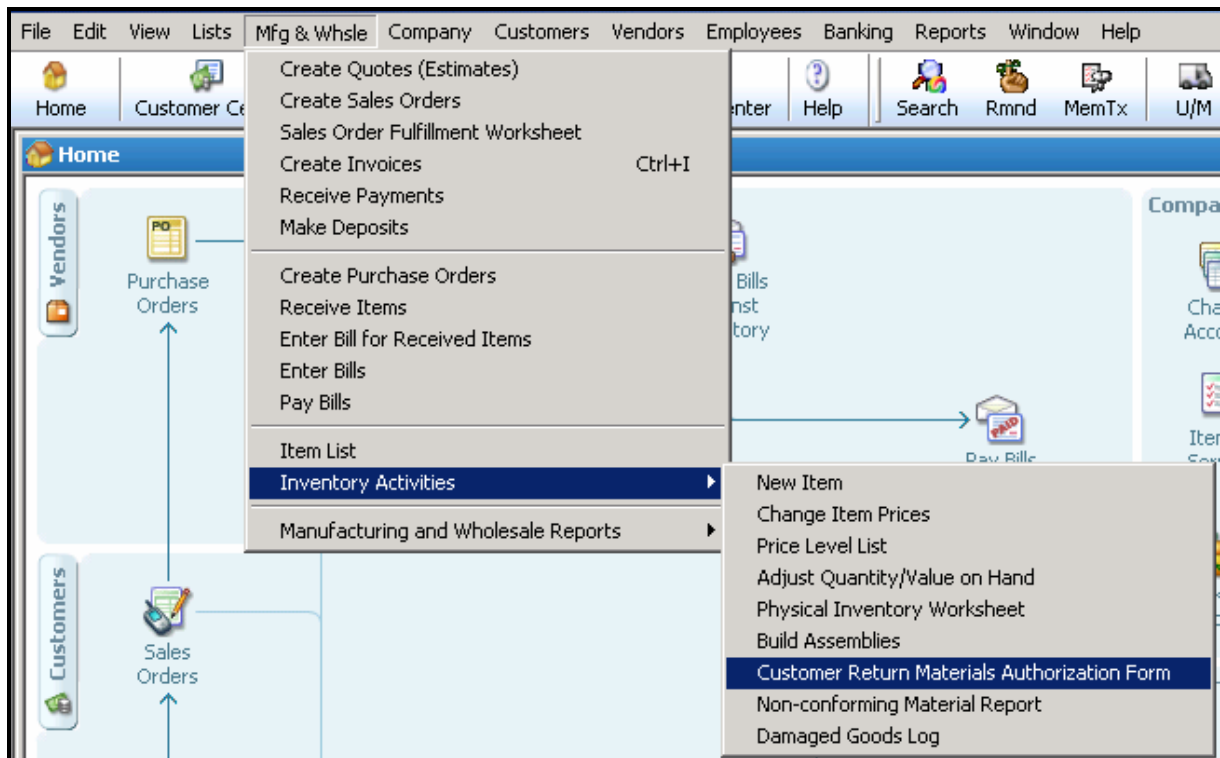


Figure 50 – Opening the Customer Return Materials Authorization Form

Once it's been opened you may save it as a Word document in a location of your choice.

2. Using any version of QuickBooks that supports integration with Microsoft Word, open the **Customize Letter Templates** wizard located under the **Company** menu.

3. Choose the option to Convert an Existing Microsoft Word Document to a Letter Template.

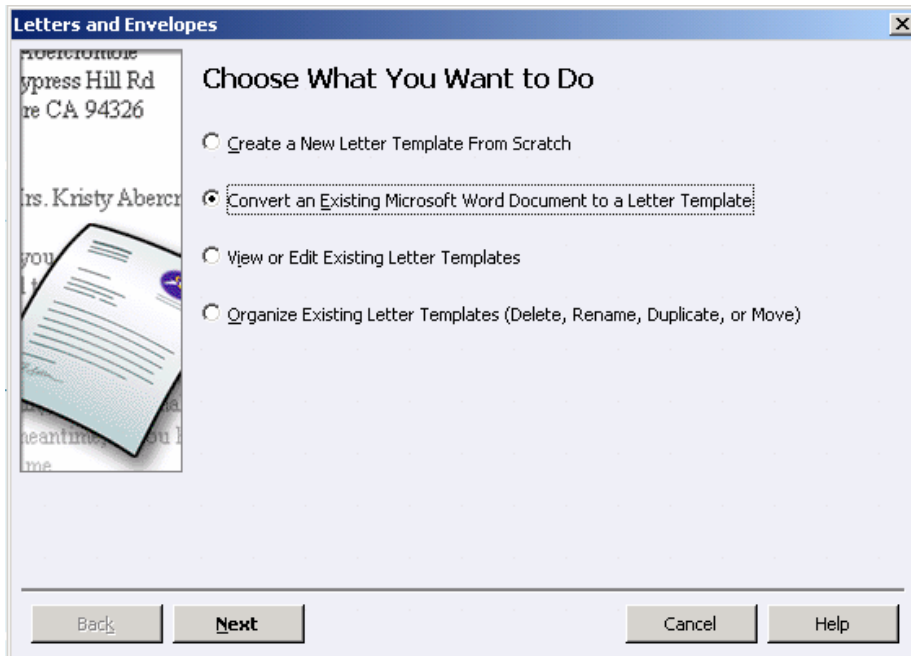


Figure 51 – Converting a Microsoft Word Document to a Letter Template

4. Navigate to the saved document, choose the type of template to save it as, and name the template.

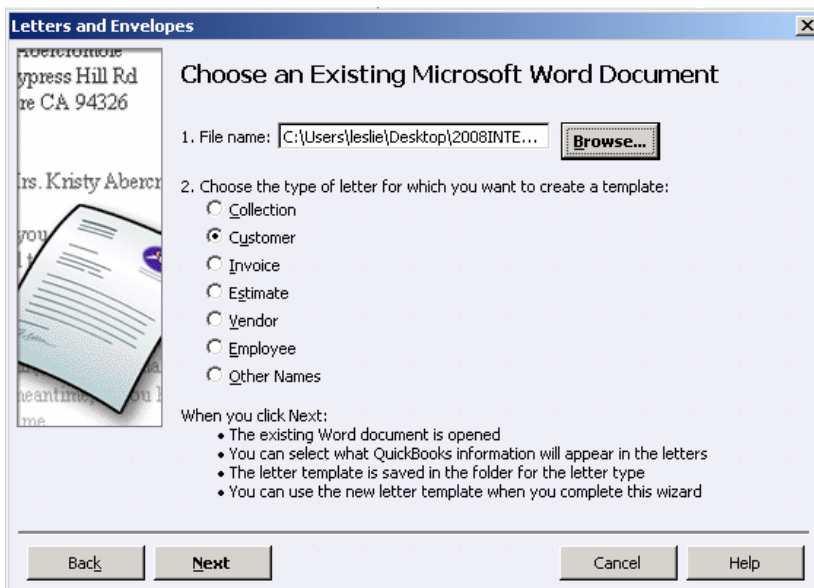


Figure 52 – Locating and Creating the Template

Using the Template Wizard you can now insert Company and Customer Fields into the RMA Template. You can also import a logo to further customize the template if you wish.

5. Once you've completed your modifications, save your changes.

The modified template is now a part of your saved QuickBooks letter templates, available for use at any time.

The screenshot shows a 'QuickBooks Customer Letter Fields' menu open over a 'Customer Return Materials' (RMA) template. The menu lists various fields for insertion, including company information, customer details, and letter metadata. A red box with arrows points to the menu, containing instructions on how to use the fields.

QuickBooks Customer Letter Fields

- Insert My Company Fields ▾
- Insert Customer Name Fields ▾
- My Company Name
- My Legal Company Name
- My Company's Full Address
- My Company's Phone Number
- My Company's Fax Number
- My Company's Email Address
- My Company's Website Address
- My Company TaxID
- Letter Author's Name
- Letter Author's Title
- Date Letter was Created
- Insert My Company Logo

Customer Return Materials

Request received by _____

Customer Details

Company	_____	Contact	_____	ID	_____
Address	_____	Phone	_____	Fax	_____
	_____	Email	_____		
City	_____	State	_____	Zip	_____

Place your cursor in the desired field on the document and then insert the "link" to the appropriate QuickBooks information.

Figure 53 – Inserting Fields into the RMA Template

CHAPTER 4: INTEGRATING WITH OTHER APPLICATIONS

To allow for the creation of additional software solutions that integrate with QuickBooks, Intuit opened the QuickBooks database to other applications through the QuickBooks Software Development Kit (SDK). The QuickBooks SDK does the following:

- Acts as the bridge that connects QuickBooks to other business software applications.
- Provides a consistent and safe method of reading and writing data to QuickBooks.

You can extend the capabilities of QuickBooks by using integrated applications. When software is integrated with QuickBooks, selected sales, customer, or financial data can move between software products automatically, saving time by reducing the amount of data entry necessary and reducing the chance for data entry errors.

QuickBooks Point of Sale² is an application designed to manage retail stores. Specifically, it allows retailers to easily process sales transactions, track customer information, and manage inventory. QuickBooks Point of Sale can be integrated with QuickBooks (Pro and Premier 2005-2008 and Enterprise Solutions version 5.0 – 8.0) to give the retailer complete, unified control over the entire retail operation. Intuit uses the QuickBooks SDK to integrate QuickBooks with QuickBooks Point of Sale.

In this section, you'll explore the integration between QuickBooks and QuickBooks Point of Sale as one example of working with integrated applications.

You'll also learn about where you can go to find more applications created by third-party developers that not only extend the functionality of QuickBooks but also give consultants the tools they need to work with and "fix" common data file problems.

Basic Considerations when Integrating QuickBooks with Other Applications:

- Choose an application that gives you the most control over how information is shared between the two programs.
- Consider the reporting needs of the client from within QuickBooks prior to integrating any application—being careful to choose "mapping" options that maintain the integrity of existing QuickBooks reports.
- Use the Audit Trail as a tool to monitor/track changes made to the QuickBooks data file by a 3rd Party Application.

² QuickBooks Point of Sale sold separately.

Tracking Transactions Posted to QuickBooks by Third-Party Applications

Use the information in this section to learn how to set up QuickBooks to allow you to create a record of the transactions posted to a QuickBooks data file by third-party applications.

To track transactions posted by third-party applications:

1. Set up a new user in QuickBooks, preferably using a name that easily identifies the application.
This user does not have to be granted Full Access Rights at the User Level – access to QuickBooks will be defined in the Integrated Applications preferences.
2. Establish the initial connection between the two programs.
3. In QuickBooks, set the Access Rights in the Integrated Applications preference for the outside application to “read and modify this company file.”
4. In QuickBooks, set the Login as (in the Access Rights area in Integrated Application references) to the third-party application user name.

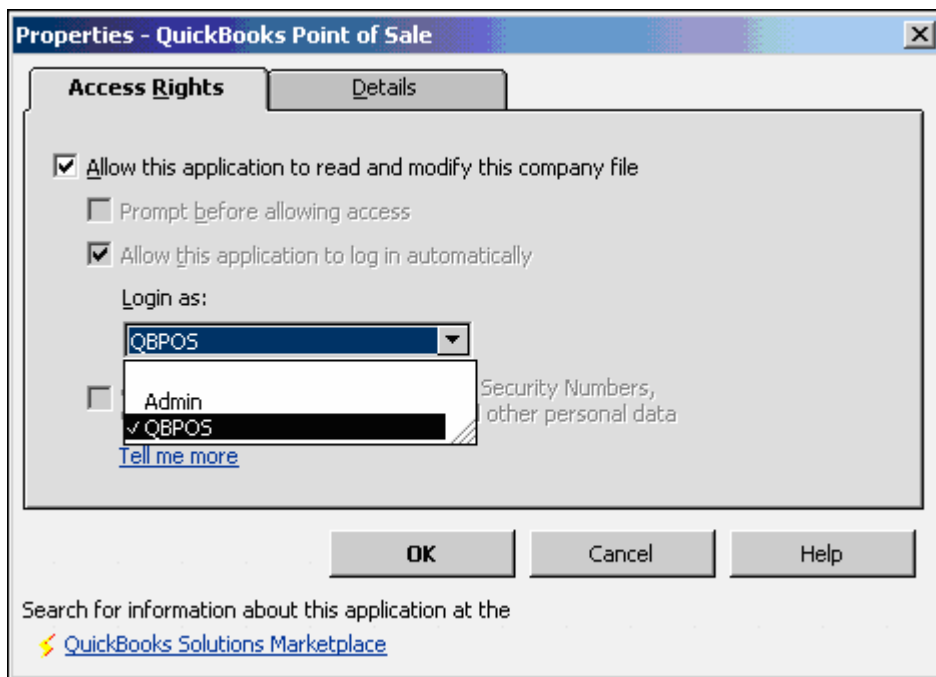


Figure 54 – Setting the Access Rights in QuickBooks

Integrating with QuickBooks Point of Sale

When you integrate QuickBooks with QuickBooks Point of Sale (POS), existing inventory items, customers, and vendors from the financial software can be imported into QuickBooks Point of Sale and all of the daily sales data can be sent (in either a summarized or detailed format) to the financial software.

The following describes which features and functionality are available in each application.

In **QuickBooks Point of Sale**, you do the following:

- Record Sales—Process customer sales, returns, sales orders; accept cash, checks, credit/debit cards, gift cards and gift certificates.

- Track Inventory—Track on hand and available quantities, reorder points, vendor information, items descriptions, item costs and selling prices.
- Purchase and Receive Inventory—Place purchase orders, receive items into inventory, track purchasing and receiving history.

In **QuickBooks Financial**, you do the following:

- Maintain the General Ledger—Keep track of bank balances, perform bank reconciliations, maintain asset/liability balances, including accounts payable and accounts receivable.
- Pay bills/write checks—Manage accounts payable, cash disbursements, and accounts receivable.
- Maintain payroll—Pay employees, keep track of withholdings and benefits.
- Generate financial reports—Keep track of the company's finances, generate reports for management and tax preparation.

Allowing QuickBooks Point of Sale Access to QuickBooks

The Integrated Applications preferences window shown in **Figure 55** is where you manage all applications that integrate with QuickBooks – including QuickBooks Point of Sale. You'll notice that the integrated applications that you launch from within QuickBooks (i.e., Fixed Asset Manager and Financial Statement Designer are listed here).

To set up QuickBooks to allow access to QuickBooks POS:

1. From the **Edit** menu, choose **Preferences**, and then choose **Integrated Applications**.
2. On the **Company Preferences** tab, make sure the "Don't allow any applications to access this company file" checkbox is clear.

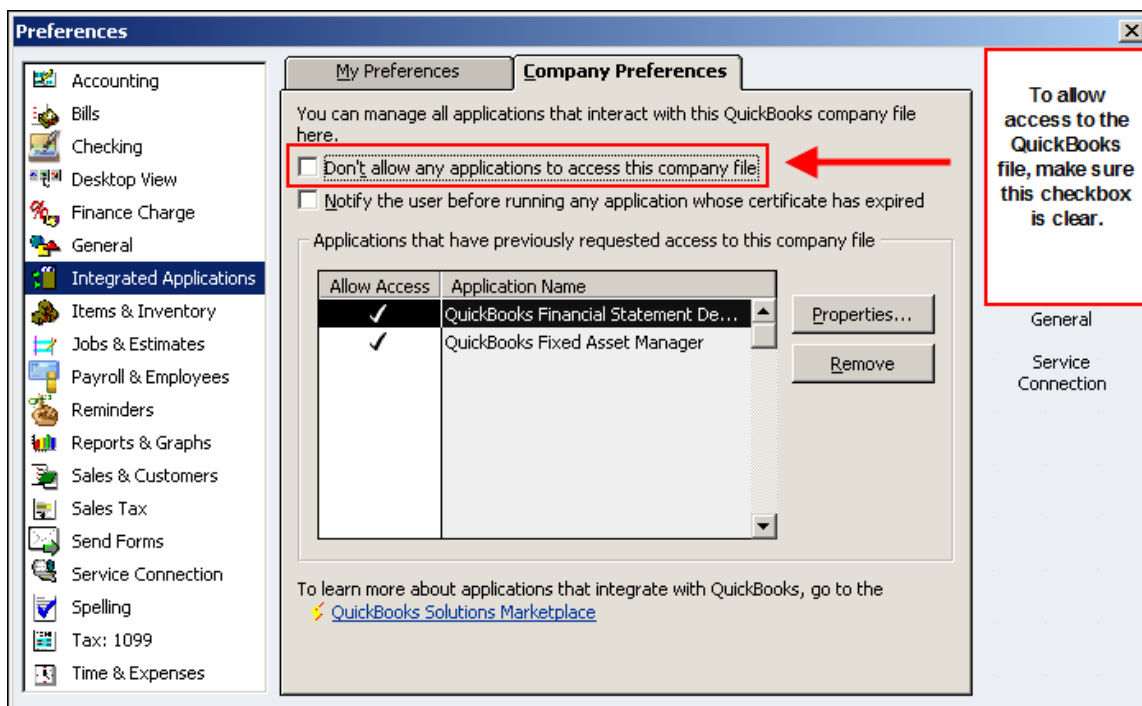


Figure 55 – QuickBooks Integrated Applications Preferences

3. In QuickBooks POS, select the “Use with QuickBooks Financial Software” checkbox in the Financial preferences as shown in **Figure 56**.

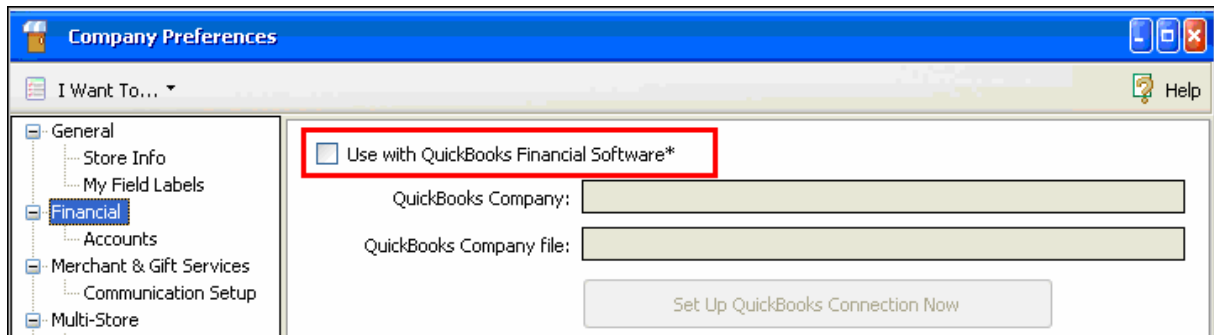


Figure 56 – Connecting QuickBooks POS with QuickBooks Financial Software

4. Use the QuickBooks Connection Wizard to connect with the QuickBooks company file.

Once the connection has been established with an integrated application, QuickBooks lists the application name in the Preferences window.

You define how the application accesses the company (in particular, the application’s login name) file and how much information you want to share between the application and QuickBooks by highlighting the name of the application in the list and clicking **Properties**, which opens the Access Rights window.

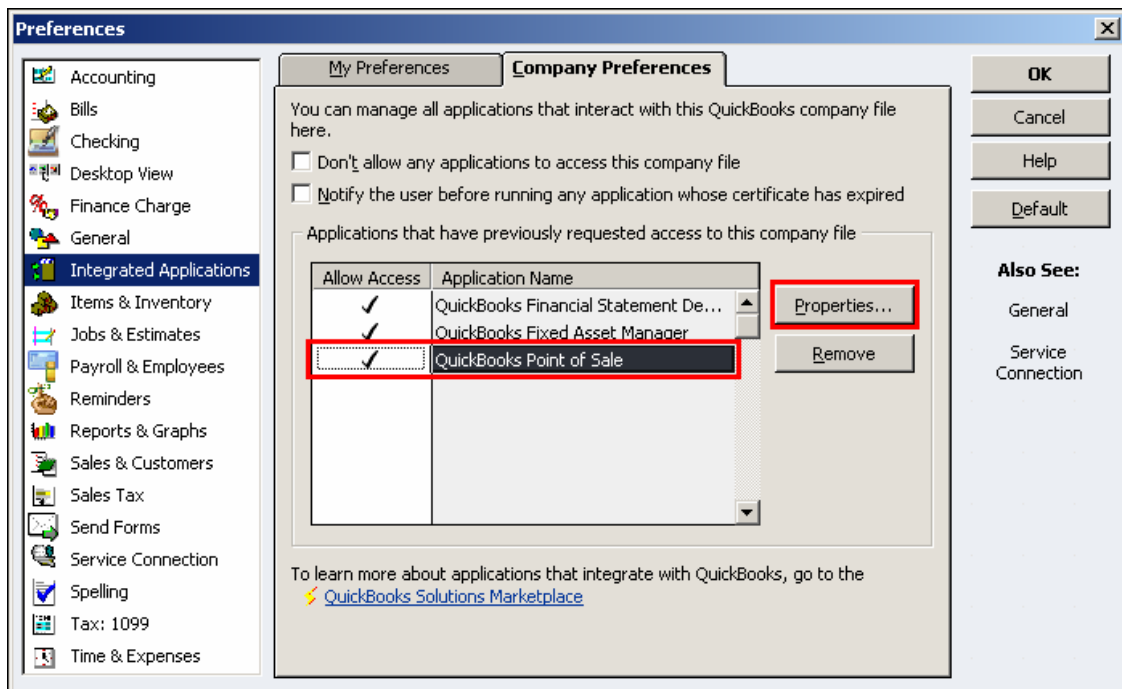


Figure 57 – Integrated Application Preferences in QuickBooks

Setting Integration Properties within QuickBooks Point of Sale

You can control how and where information from QuickBooks Point of Sale appears in the financial software using the **Financial** preferences in QuickBooks POS as shown in **Figure 58**.

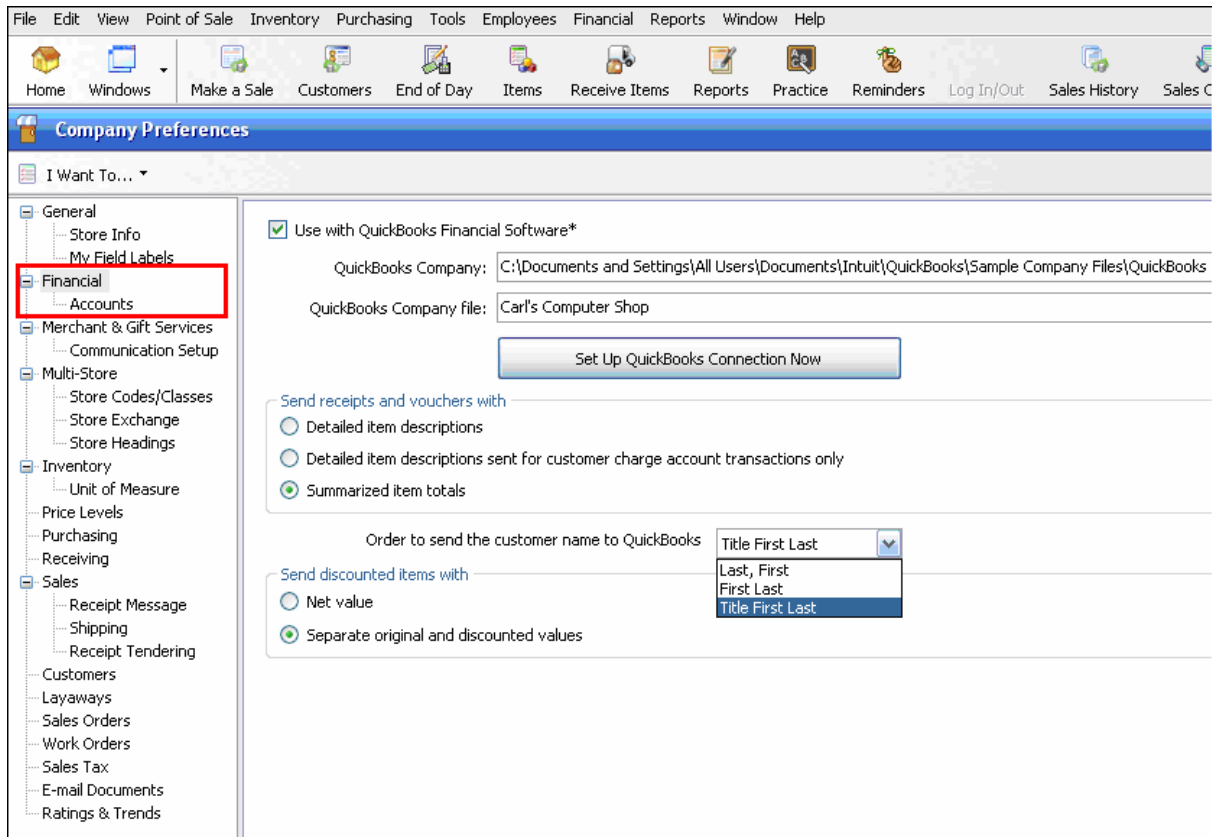


Figure 58 – The Main Financial Menu in the Point of Sale

Note that both a Main Financial page and an Accounts sub-section exist. On the Main Financial window, you can:

- Turn on the option to “link” or integrate this Point of Sale company file with a specific QuickBooks Financial company file.
- Access the QuickBooks Connection Wizard, which makes linking the two data files simple.
- Use the option to send sales receipts and receiving voucher information in either a detailed or summarized format. The default and recommended format is summarized.
- Select the order in which you want customer names sent to QuickBooks: <Last>, <First> default; <First Last>; <Title First Last>.
- Choose to send discounted item information as a net amount or separately.

By default, Point of Sale sends discounted item sale amounts to QuickBooks financial software in “net” amounts, (i.e., the discount amount is not accounted for separately). This preference can be used to send both the original item price and the discounted price, so that you can use QuickBooks reports to see how discounts are affecting the bottom line.

The **Accounts** page allows you to control where specific Point of Sale transactions and activities appear in the financial program, as shown in **Figure 59**. Note that there are Basic and Advanced mapping options. The Basic tab allows you to control how *items* are tracked in QuickBooks.

Company Preferences

1 Want To... ▾

General
Store Info
My Field Labels
Financial
Accounts
Merchant & Gift Services
Communication Setup
Multi-Store
Store Codes/Classes
Store Exchange
Store Headings
Inventory
Unit of Measure
Price Levels
Purchasing
Receiving
Sales
Receipt Message
Shipping
Receipt Tendering
Customers
Layaways
Sales Orders
Work Orders
Sales Tax
E-mail Documents
Ratings & Trends

Basic Advanced

Default item accounts
New items by default will be sent to QuickBooks using the accounts specified below. You can change the account for a particular item when viewing an item's detail.

Item type	Income Account	Cost of Goods Sold	Asset Account
Inventory	Merchandise	Cost of Goods Sold	Inventory Asset
Assembly	Merchandise	Cost of Goods Sold	Inventory Asset
Special Order	Merchandise	Cost of Goods Sold	Inventory Asset
Non-Inventory	Merchandise	Non-Inventory Expense	Non-Inventory Asset
Service	Sales:Service	Service Expense	Service Asset
Group	Not applicable	Not applicable	Not applicable

☒ Automatically create sub-accounts based on Department

Use sub-accounts for Income accounts only

[What are sub-accounts?](#)

Apply accounts to existing items

Figure 59 – Basic Account Mapping Preferences

The Advanced tab gives you control over where Point of Sale *activities* appear in the financial company file. See **Figure 60**.

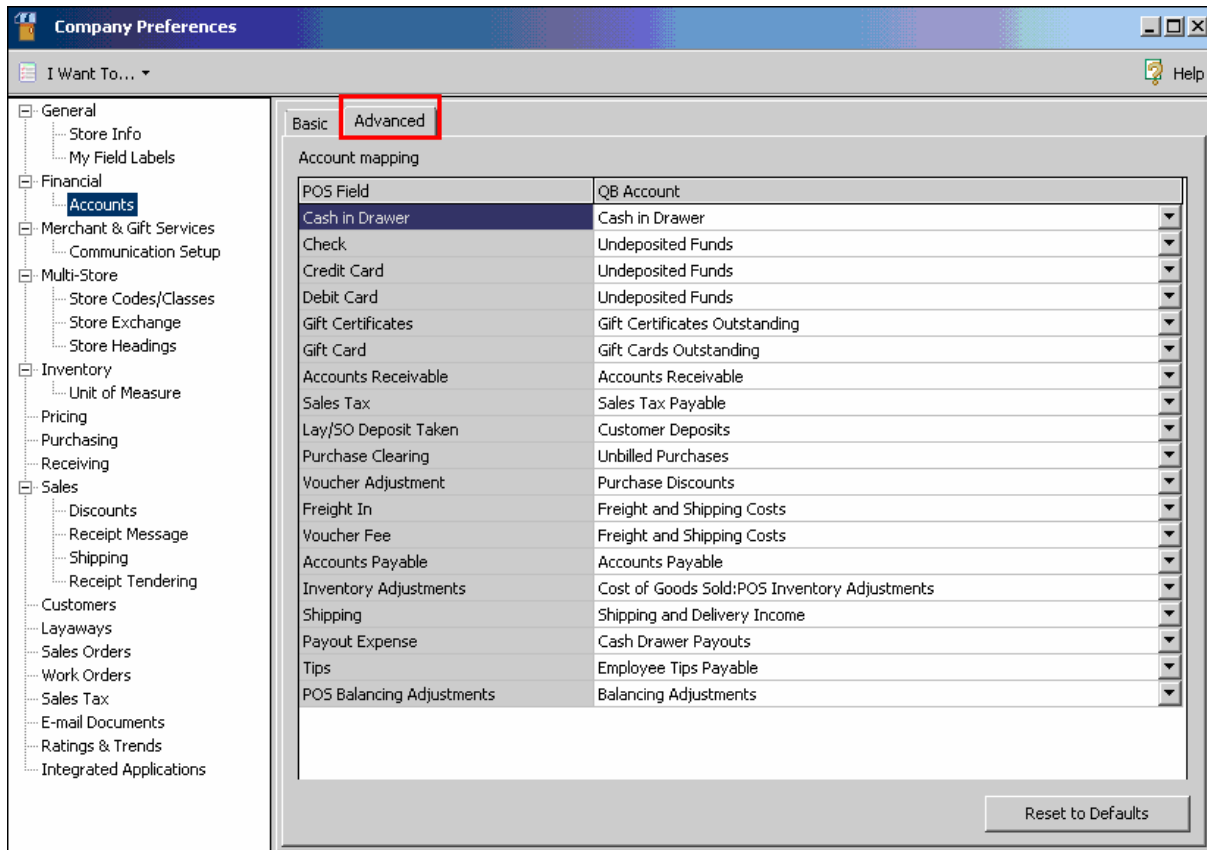


Figure 60 – Advanced Account Mapping Preferences

When the default “Send Receipts” method of Summarized is used, the day’s cash and credit card sales transactions are sent to the financial software as a single sales receipt – including a separate total for each credit card type. See **Figure 61**.

Figure 61 – Daily POS Cash and Credit Card Transaction Totals as Recorded in QuickBooks Financial

See **Figure 62**.

Figure 62 – A POS Check Transaction as Recorded in QuickBooks Financial

Understanding How Payments from QuickBooks Point of Sale Are Posted in QuickBooks

By default all payments taken in QuickBooks Point of Sale, with the exception of cash (which is deposited directly to the Cash in Drawer Account in QuickBooks Financial), are posted to the Undeposited Funds account in QuickBooks during Financial Exchange. Credit cards of the same type are grouped together and arranged according to date while checks are listed individually according to date. From here credit cards should be selected for deposit into the bank account so that they match the daily batch total from credit card merchant service. See **Figure 63**.

Payments to Deposit

Select View
View payment method type: **All types** [What are payment method views?](#)

Select Payments to Deposit

<input checked="" type="checkbox"/>	Date	Time	Type	No.	Payment Met...	Name	Amount
<input checked="" type="checkbox"/>	03/06/2007		RCPT	2007-1075	Check	Counter Sales	82.95
<input type="checkbox"/>	03/06/2007		RCPT	2007-1076	Discover	Counter Sales	82.95
<input type="checkbox"/>	03/06/2007		RCPT	2007-1072	Visa	Counter Sales	50.00
<input type="checkbox"/>	03/06/2007		RCPT	2007-1073	Visa	Counter Sales	4,334.40
<input type="checkbox"/>	03/06/2007		RCPT	2007-1074	Visa	Counter Sales	82.95
<input type="checkbox"/>	03/08/2007		RCPT	2007-1078	Visa	Counter Sales	99.75
<input type="checkbox"/>	03/08/2007		RCPT	2007-1081	Visa	Counter Sales	82.95
<input type="checkbox"/>	03/06/2007		RCPT	2007-1073	MasterCard	Counter Sales	5,050.00
<input type="checkbox"/>	03/06/2007		RCPT	2007-1074	MasterCard	Counter Sales	82.95
<input type="checkbox"/>	03/08/2007		RCPT	2007-1078	MasterCard	Counter Sales	240.45
<input type="checkbox"/>	03/08/2007		RCPT	2007-1081	MasterCard	Counter Sales	167.16
<input type="checkbox"/>	03/06/2007		RCPT	2007-1074	American Express	Counter Sales	82.95
<input type="checkbox"/>	03/08/2007		RCPT	2007-1078	American Express	Counter Sales	418.95
0 of 13 payments selected for deposit						Payments Subtotal	0.00

Select All Select None

OK Cancel Help

Figure 63 – Payments from the Point of Sale to be Deposited

Accounts Created by QuickBooks Point of Sale in QuickBooks Financial

As a QuickBooks consultant it is useful to know what accounts are automatically created by QuickBooks Point of Sale when it is integrated with QuickBooks Financial Software. The chart below details each account, its type and the information from the Point of Sale that is tracked in that account.

Accounts Created in QuickBooks Financial by QuickBooks Point of Sale	Account Type	Capture These Transactions from QuickBooks Point of Sale
Employee Tips Payable	Other Current Liability	Tips collected on non-cash transactions
Gift Cards Outstanding	Other Current Liability	Gift Cards Issued
Unbilled Purchases	Other Current Liability	Receiving vouchers that do not include a vendors bill information
Service Sales	Income	Income from Service Items sold at the Point of Sale
Shipping and Delivery Income	Income	Income from Shipping and Delivery Items
Purchases – Resale Items	Cost of Goods Sold	Cost of Non-Inventory Items Sold
Subcontracted Services	Cost of Goods Sold	Cost of Service Items Sold
Cash Drawer Payouts	Expense	Cash taken from the cash drawer for expenses
Freight and Shipping Costs	Expense	Freight In costs for merchandise
POS Inventory Adjustments/ Document Offset	Expense	Adjustments made to an inventory item's cost or quantity directly in the item record
Purchase Discounts	Expense	Discounts recorded on a Receiving Voucher

Using Third-Party Tools and Utilities

QuickBooks Point of Sale is just one example of an application that integrates with QuickBooks through the SDK. There are many other applications that integrate with QuickBooks available through the Intuit Developer Network.

The software applications in the QuickBooks Solutions Marketplace were created by third-party software companies. These companies are part of the Intuit Developer Network that wanted to enable their software to help QuickBooks users. These applications can help you find software solutions that seamlessly integrate with QuickBooks software to solve clients' business needs.

Products are rated and reviewed by QuickBooks owners who have used them. You can use these ratings as a basis for determining the quality of the software, its pros and cons, and whether it's right for a particular business. In many cases, trial and demo copies of the software application are available for you to try.

The following is a partial listing of the types of developer tools and utilities you can use to build a consultant's "toolbox" to help you better serve your clients:

- Move transactions freely between QuickBooks data files.
- Fix "broken" QuickBooks data files (for example, data files that are too large, or transactions that have been posted to the wrong QuickBooks data file).
- Import non-QuickBooks transactions into a QuickBooks data file.

Finding Applications that Work with QuickBooks

A complete list of the tools and utilities available can be found at <http://marketplace.intuit.com>. See **Figure 64**.

On this site, helpful software tools are listed by industry or business function. Some examples of Industry are Construction, Retail, Nonprofit, and Transportation. A few examples of business function are Ecommerce, Wireless and PDA, Billing and Invoicing, Banking Integration, and Shipping.

Select from a list of industries or business needs to drill down for more information about related tools.

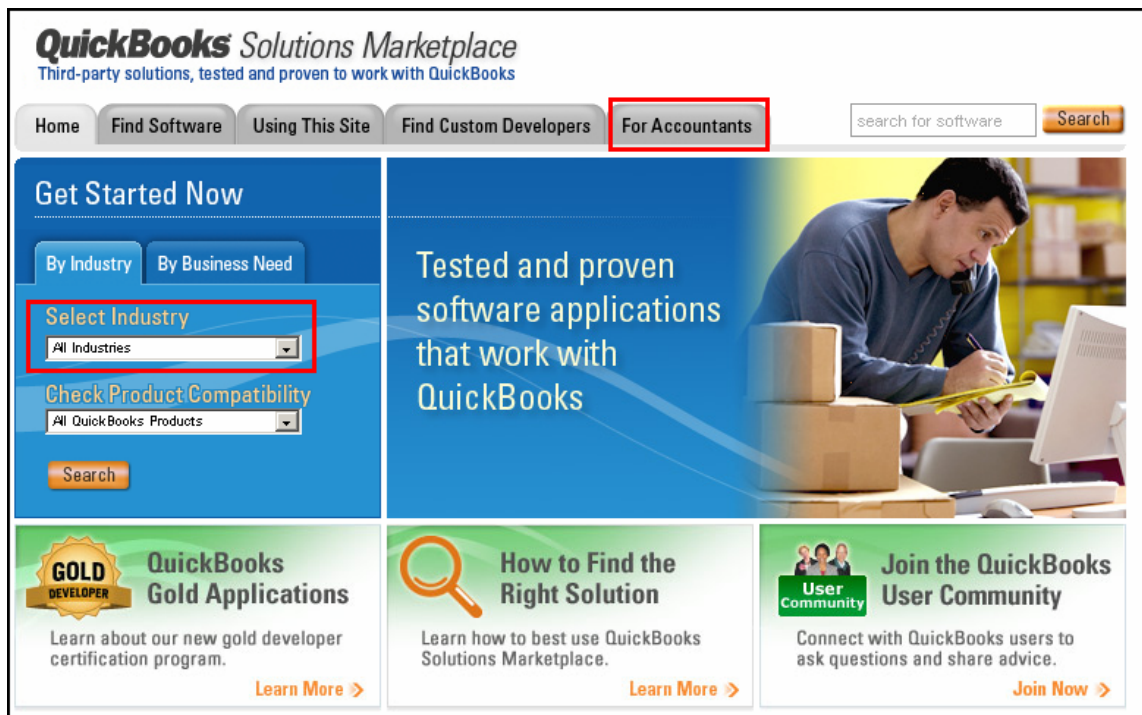


Figure 64 - QuickBooks Solutions Marketplace

Using Other Integration Tools

In addition to the integration tools and features covered in this guide, QuickBooks provides other integration features, making it possible for users to streamline workflow and be more efficient in processing daily activities. Examples of these additional integration features include:

- Credit card processing through QuickBooks Merchant Services
- Online banking³

Of course, the advantages of using one or more of these additional integration features include less time spent entering data, full integration with QuickBooks software, and reduced transaction costs. For more information on QuickBooks Merchant Services or online banking options visit www.accountant.intuit.com.

³ Each of these services is an add-on service and additional charges may apply.