

QuickBooks Accounting Links

Working in QuickBooks

This document is based on QuickBooks Professional 2016. Some screens or procedures may differ slightly from your version of the QuickBooks software.

First Steps

In the first parts of the Quick Books wizard you are asked to create a company – this could be your store’s legal name or something other. Choosing the correct “Industry” in the setup is how the basic Chart Of Accounts is established. Unless you know for certain or have been directed by your accountant otherwise you should choose “Retail Shop or Online Commerce” when prompted. Business type is something you should check with your accountant when making this decision; we chose “Other/None” for this documentation. Once you’ve supplied your Company information it is time to set up the Chart Of Accounts that Anthology will use when it creates your IIF file for import into QuickBooks.


Glad you're here!

Tell us about your business so we can give you the right tools for what you do.

* Business Name

* Industry [Help me choose](#)

* Business Type [Help me choose](#)

Employer Identification Number (EIN) 

Business Address

City

State ZIP

Country

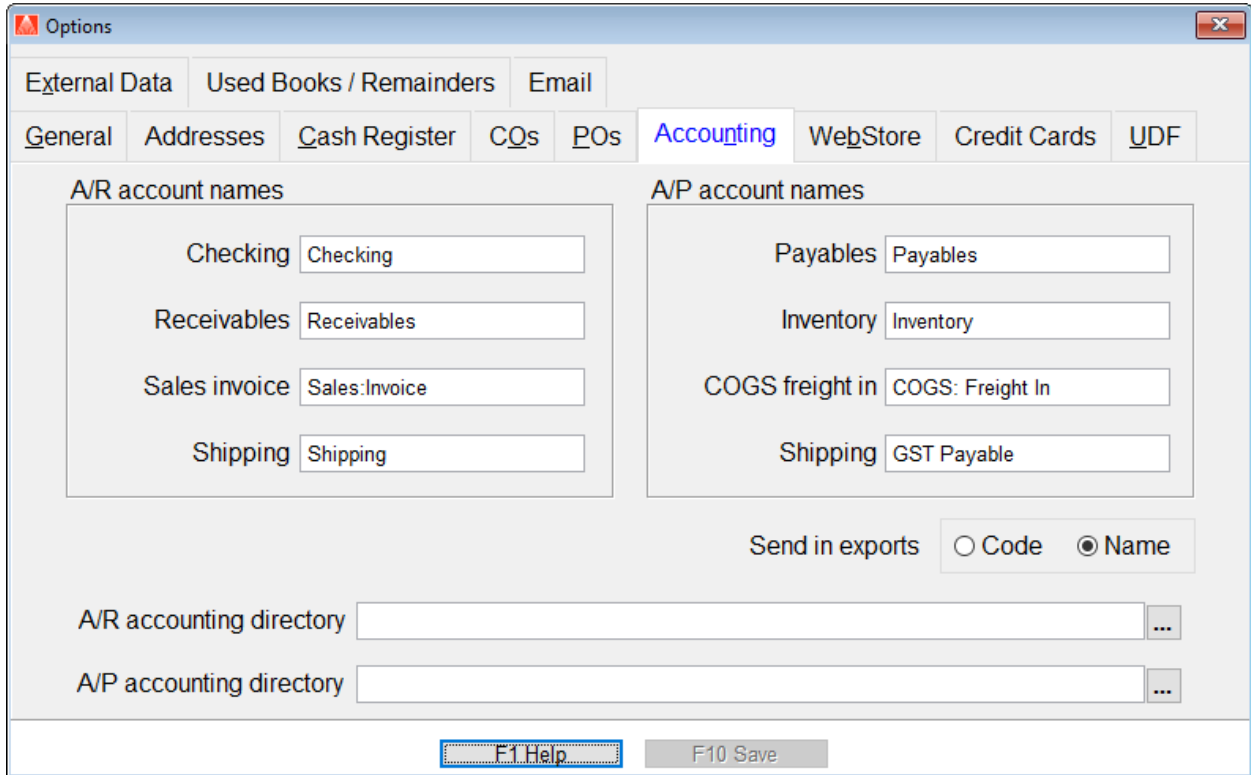
Phone

* Required

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IMPORTANT: Before we get started in Quick Books let’s look at the Anthology accounting information screen found in Tools | Options | Accounting tab. Refer to the **COGS: Freight In** value. There may be a

space after the colon in your version of Anthology. This is a typo that should not be there. Before we begin, inspect this field and if your installation has a space - remove it and save your changes. This could impact the importing of your IIF files into QuickBooks. See image below.

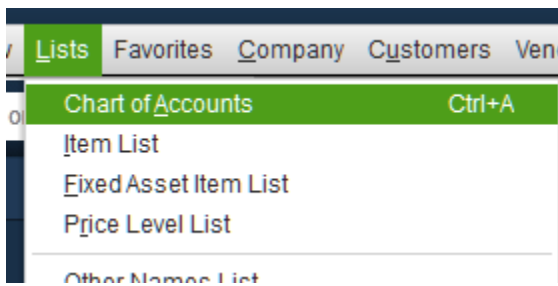


Creating the Chart Of Accounts

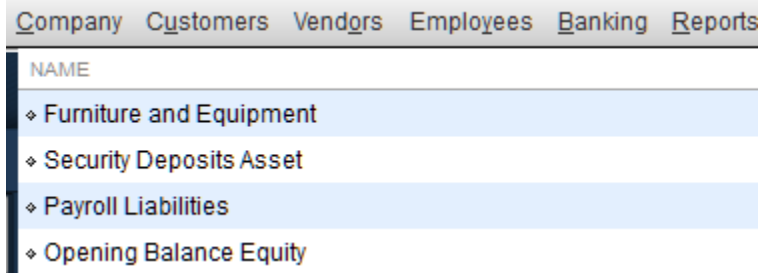
This process assumes that you have already completed the “First Steps” above and have created your Company File.

Accessing the Chart of Accounts

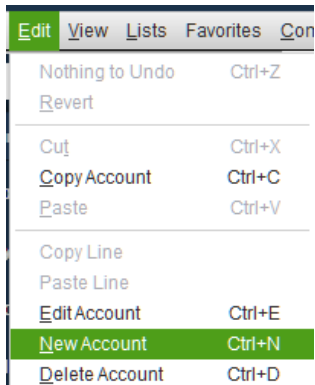
From the QuickBooks menu choose **List | Chart of Accounts** or CTRL + A to open.



A page showing the Chart Of Accounts will display. This is where we'll add our new accounts. Remember that names and types you provide in QuickBooks must match **exactly** those displayed on the **Tools | Options | Accounting** screen in your Anthology. Failure to do this will result in failure to import properly. This is especially true with regards to spaces. There can be no spaces before or after the ":" in sub accounts in Anthology and no added spaces to the beginnings or ends of account names, etc.



With the Chart Of Accounts screen open let's choose **Edit | New Account** from the menu – or Ctrl+N if you prefer to use the keyboard.



We'll begin with the accounts needed for our **Accounts Receivable** and start with the "Checking Account". In the first screen we select a category or type. You should choose the type **Bank** in this section. Once you've made your selection choose "Continue". In the next section you'll provide the name for this account.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)

Bank

Loan

Credit Card

Equity

Other Account Types

Bank Account

Create one for each cash account, such as:

- Petty cash
- Checking
- Savings
- Money market

[More...](#)

[Help me choose the right account type.](#)

In the space provided labeled Account Name, enter the name you'll use for your store's checking – I chose "Checking" to keep it the same as what is currently in Anthology. You should enter the Bank Account number and the Routing number for this account as well.

Now choose **Save & Close** you will be taken back to the Chart Of Accounts list view. Notice that it now contains a record for "Checking". Please note that is the same name as in the Anthology Accounting Information screen – again these names must match or the imports will fail.



Account Type

Bank

Account Name

Subaccount of

OPTIONAL


Description

Bank Acct. No.

Routing Number

Tax-Line Mapping [How do I choose the right tax line?](#)

[Should I enter an opening balance?](#)

 Remind me to order checks when I reach check number

Order checks I can print from QuickBooks [Learn more](#)

Account is inactive

Now we'll add our second account, "Receivables". This account should be given the type **Other** and select **Accounts Receivable** from the pull-down menu. Once completed choose "Continue".

Categorize money your business earns or spends

Income
 Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)
 Bank
 Loan
 Credit Card
 Equity

Other Account Types
 Accounts Receivable ▼

Accounts Receivable (A/R)

Tracks money your customers owe you on unpaid invoices.

Most businesses require only the A/R account that QuickBooks automatically creates.

[More...](#)

[Help me choose the right account type.](#)

Now we assign a name to the account. Again I used “Receivables” to match what is listed in Anthology. **IMPORTANT:** If you are using “copy and paste” from the Tools | Accounting screen being very careful not to include any spaces at the end of the account name. This could negatively impact your ability to import. When finished choose **Save & Close**

Account Name

Subaccount of

OPTIONAL

Description

Note

Tax-Line Mapping [How do I choose the right tax line?](#)

Now we'll add our account for "Sales:Invoice". This account has a sub-account, denoted by the colon separating the two words Sales and Invoice so there is a second step involved in creating the account.

Let's start by choosing Ctrl+N to add a new account. When the "Add new account" screen displays choose the type **Income** and click "Continue".

Choose **one** account type and click Continue.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)

Bank

Loan

Credit Card

Equity

Other Account Types <select>

Income Account

Categorizes money earned from normal business operations, such as:

- Product sales
- Service sales
- Discounts to customers

[More...](#)

[Help me choose the right account type.](#) [Continue](#) [Cancel](#)

Now we'll add the account name – be sure to enter "**Invoice**" here. Next we'll add the "subaccount of" information. This is an important step and should be done in this order.

Account Name [Select from Examples](#)

Subaccount of

In the Subaccount box and option to <Add New> will appear. Choose this option and enter "Sales" in the space provided. Now choose **Save & Close**

Subaccount of

< Add New >

When you return to the prior screen you will have an entry in Account Name "Invoice" and Subaccount of "Sales" as shown below.

Account Name

Subaccount of

OPTIONAL

Description

Note

Tax-Line Mapping [How do I choose the right tax line?](#)

Choose **Save & Close** once more and you are back on the Chart Of Accounts List screen – you should now see an entry for Sales with a sub-account of Invoice. See image below.

- ◆ Sales
 - ◆ Invoice
 - ◆ Sales Discounts
-

Next we add the Shipping account. This should be an account type **Other Expense** and given the name “Shipping” to match the Anthology Accounting screen.



Choose **one** account type and click Continue.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)

Bank

Loan

Credit Card

Equity

Other Account Types Other Expense

Other Expense Account

Categorizes money your business spends that is unrelated to normal business operations, such as:

- Corporation taxes
- Penalties and legal settlements

[More...](#)

[Help me choose the right account type.](#) Continue Cancel

When you press continue you are taken to the screen that allows you enter the name. Enter "Shipping" in the space provided for Account Name.

Click **Save & Close** to return to the Chart Of Accounts list page.



Account Type

Other Expense

Account Name

Subaccount of

OPTIONAL

Description

Note

Tax-Line Mapping [How do I choose the right tax line?](#)

This completes the Chart Of Accounts setup for Accounts Receivable.

Accounts Payable Setup

If you have the Accounts Payable link then we'll need to setup those accounts as well. Let's begin with the "Payables" account. This should be given the type **Accounts Payable** as shown below.



Choose **one** account type and click Continue.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed **A**sset (major purchases)

Bank

Loan

Credit **C**ard

Equity

Other Account Types Accounts Payable ▼

Accounts Payable (A/P)

Tracks money you owe to vendors for purchases made on credit.

Most businesses require only the A/P account that QuickBooks automatically creates.

[More...](#)

[Help me choose the right account type.](#)

Choose "Continue" and move to the next screen. Give this account the name **Payables** and choose Save & Close.



Account Type

Accounts Payable

Account Name

Subaccount of

OPTIONAL

Description

Note

Tax-Line Mapping [How do I choose the right tax line?](#)

Next we'll add the Inventory account. This account will be given the type "Other Current Assets". Choose Continue to name the account.



Choose **one** account type and click Continue.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)

Bank

Loan

Credit Card

Equity

Other Account Types Other Current Asset

Other Current Asset Account

Tracks the value of things that can be converted to cash or used up within one year, such as:

- Prepaid expenses
- Employee cash advances
- Inventory
- Loans from your business

[More...](#)

[Help me choose the right account type.](#)

Continue Cancel

We'll give this account the name **Inventory** and Save & Close to add to the list.



Account Type

Other Current Asset

Account Name

Subaccount of

OPTIONAL

Description

Account No.

Tax-Line Mapping [How do I choose the right tax line?](#)


[Should I enter an opening balance?](#)

Choose Ctrl+N to begin a new record and we'll setup our last account. This account is a sub-account like "Sales:Invoice" and will use the same steps to set up.

On the first screen choose type "Cost of Goods Sold" and then click Continue.

As before, on this screen we'll enter the subaccount name first. In the space provided for Account Name enter **Freight In** and in the "subaccount of" field we'll check the box provided and from the pull-down

choose <Add New>. In space provided enter **COGS** as shown below.

 Account Type

Account Name

Subaccount of

OPTIONAL

Description

Note

Tax-Line Mapping [How do I choose the right tax line?](#)

When you are finished the Chart Of Accounts listing should look like this.

◆ COGS	Cost of Goods Sold
◆ Freight In	Cost of Goods Sold

This will complete the Chart Of Accounts setup for Accounts Payable. In the next section we'll complete the setup of the Anthology QuickBooks Links module within the Anthology software.

Preparing Anthology for use with AR/AP Accounting Links

The setup for QuickBooks within Anthology is not difficult but the areas that need to be addressed prior to using the Accounting Links are extremely important to successful imports. These define rules and conditions for the Accounts Receivables and Accounts Payables modules. These rules define how and what information is exported and provide some tools to help your staff make the correct decisions about transactions as they happen.

In the list below is outlined some basis rules and options that will help you and your staff as they begin to take “invoiced” transaction.

1. AR – basic information for Accounts Receivable

- a. **IMPORTANT:** All customers that will be exported to QuickBooks must have “Terms” setup in their Anthology record. Only customers with terms will be exported. This is to prevent clogging up your QuickBooks Customer files with entries that will never have account sales. You can create terms in the Master Files | Terms screen.
- b. **RECOMMENDED:** In the Tools | Options | Cash Register screen set “Require terms for acct sales” place a check in the box provided. This will cause Anthology to check for terms of a selected customer OR check to make sure that a customer was selected if Account Sale is used as a tender. **NOTE:** Terms cannot be added to a sale after it is completed.

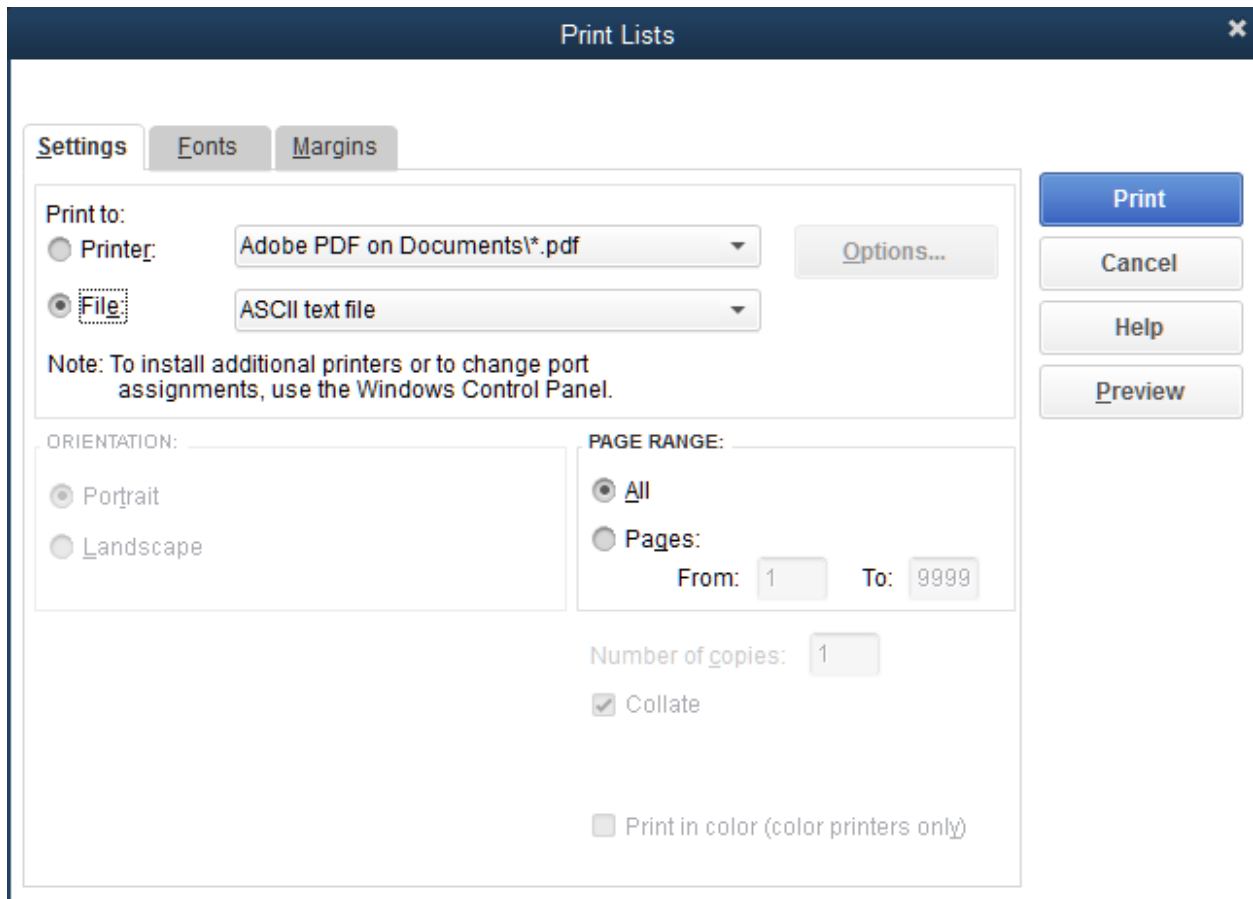
2. AP – basic information for Accounts Payable

- a. **IMPORTANT:** Terms are not required for vendors and will not prevent a vendor from being exported. For this reason we also recommend that you clean up your Master Files | Vendors table prior to exporting. You should remove any vendor you are not going to use.
- b. **RECOMMENDED:** In the Tools | Options | POs screen in the section “Invoice Information Check” there are two options “Warn on no invoice information” and “Require invoice information”. We recommend that a minimum you choose to warn you if you attempt to complete receiving without the invoice information. This is where Anthology gets the information needed to post to QuickBooks. **NOTE:** Receiving posted in Anthology without Vendor Invoice Information will not export to QuickBooks.
- c. **CRITICAL:** the vendor invoice information must be filled in correctly. See instructions below in the “Using QuickBooks Accounting Links”.

3. Accounting Screen – for both Accounts Receivable and Accounts Payable

- a. You’ll need to open the **Tools | Options | Accounting** screen. In the space provided please enter the path where your IIF files will be stored. You may also use the [...] button to the right of the field to navigate to the desired directory.
 - b. **CRITICAL:** this location needs to be accessible to Anthology and QuickBooks. For this reason we recommend that it be under the Anthology directory (e.g. *C:\Program Files (x86)\Anthology\Export*).
4. At this time please check the spelling of the **COGS Freight In** field. The value should not have any spaces before or after the colon (e.g. COGS:Freight In). If it does, remove them and save.

CRITICAL: Anthology requests that before you test your import/export routines for QuickBooks that you export your Chart Of Accounts and have your technician review it for correctness. To do this open your Chart Of Accounts and choose **File | Print List...** on the QuickBooks menu. Next choose File as shown below. The default should be ASCII text file, if not, choose this format. Choose Print and choose a location to store the file. Provide a name for the file. When finished please send to you technician.



Using the QuickBooks Accounting Links

Anthology does not directly import into Quick Books, instead it creates a file (*.IIF) that your QuickBooks program can import. This is why it is very important to have your Chart Of Accounts set up precisely as instructed above in the setup section as this process relies on the account names to match on.

Transaction Types NOT Allowed for Invoiced Sales

CRITICAL: There are few types of transaction that are not allowed when creating invoices for export to QuickBooks. These transactions cause an “out of balance” condition and will not import into QuickBooks. Please review the list below

Multiple Tenders

If the sale you are creating is intended to be imported into QuickBooks then the use of multiple tenders is **prohibited**. The entire sale must use only Account Sale tender.

If your customer wants to pay part of the sale up front and then put the balance on account you must do this in two transactions. The first transaction will use the tender **Account Sale** for the entire sale amount. Once that transaction is complete you will then use the **Pay-In** screen to accept a payment on account for the portion they wish to pay up front. **NOTE:** This is the same method that is used for

every “Account Sale” whether the payment is made immediately or days later. The Pay-in screen is how payments on account are made in Anthology.

Special Sale Types

Special Orders, Gift Certificates, and Store Credit are **prohibited** in sales that will be exported to QuickBooks. These special sales types are not treated the same as a typical sales item and if used on sales intending to be exported will cause an “out of balance” transaction and not import into QuickBooks.

About the IIF files

As mentioned above Anthology does not link directly to your QuickBooks software. It generates a specific file that QuickBooks recognizes and will import. Anthology creates four files to accomplish this, depending on what is being exported.

CAUTION: These files are overwritten each time the process is run within Anthology. If you experience problems during the import DO NOT attempt to recreate the file. Note error and contact Anthology support for direction on how to proceed. If you wish to preserve these files you will need to either move them or rename them.

AR

1. **Customer.IIF** – this file will contain a list of Anthology customers and the accompanying information such as Organization Name, Address, etc. **IMPORTANT:** Only customers that have Terms in their record will be exported.
2. **Invoices.IIF** – this file contains the charges or account sales that were made. They are listed on the Accounts Receivables screen as “Invoice”
3. **Payments.IIF** – this file contains the payments that customers have made on their accounts through the Pay-In screen. They are listed in the Accounts Receivables screen as “Payment”.
4. **Charges.IIF** – this file contains transactions that represent “Returns” of items that were purchased on an Account Sale. They are listed in your Accounts Receivables screen as “Credit Memo”.

AP

1. **Payables.IIF** – this file contain the information provided on the Vendor Invoice that was entered during the Receiving process.
IMPORTANT: It is very important that all invoice information be filled in at the time of Receiving. As mentioned above in the “Setup” section we recommend that you set the system to require this information before you can post a Receiving Memo.
CRITICAL: The invoice number and Invoice date are a critical part of the import process and must be entered on the “Vendor Invoice Information” screen.

Exporting your Accounts Receivables

The steps you take to export your Accounts Receivable information is not as important as when you import them into QuickBooks.

CRITICAL: you should always export your files and then immediately open QuickBooks and import them. Remember they are overwritten and data could be lost and require an expensive process for Anthology Support to recover them.

1. You should begin by exporting your Customers to update any new information and or new accounts. Tools | Accounting | Export Customers for A/R
2. Next you'll want to export your transactions for the day. Tools | Accounting | A/R Transactions. By holding the CTRL key and clicking records you can "tag" individual records or click the F6 Tag All button.

NOTE: this action will create up to three possible files INVOICE.IFF, PAYMENTS.IFF, or CHARGES.IIF depending on the type of transactions that occurred. See section "About IIF Files" for a description.

3. **RECOMMENDED:** Typically you start by importing the Invoices then Payments and then Charges however, the order isn't as important as making sure you import all IIF files for that date.

HELP: please see section below "What to do if an error occurs" – knowing what to do when an error occurs can save time and money.

Exporting your Accounts Payables

CRITICAL: you should always export your files and then immediately open QuickBooks and import them. Remember they are overwritten and data could be lost and require an expensive process for Anthology Support to recover.

1. You should begin by exporting your Vendors to be sure you have all necessary records and they are up to date before importing your PAYABLES.IIF. Tools | Accounting | Export Vendors for A/P
2. Next select Tools | Accounting | A/P Transactions.
3. From the list select the transactions to export by holding the CTRL key a clicking the desired transactions. To select all click the F6 Tag All button.

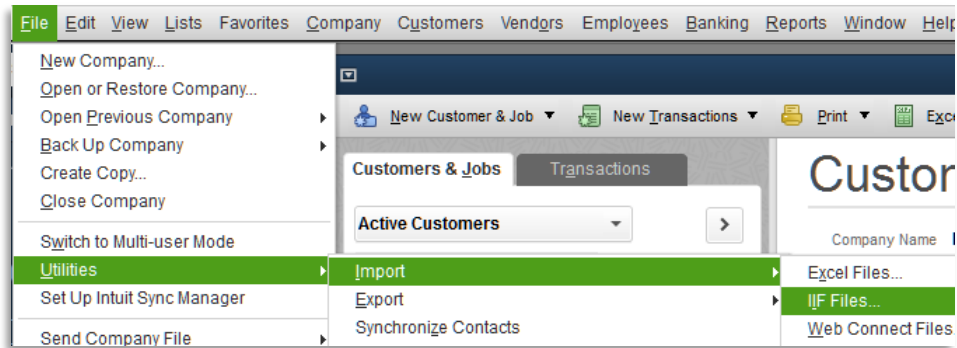
NOTE: there is only one type of transaction associated with Accounts Payables – payments are entered directly into QuickBooks and not through Anthology at all.

HELP: please see section below "What to do if an error occurs" – knowing what to do when an error occurs can save time and money.

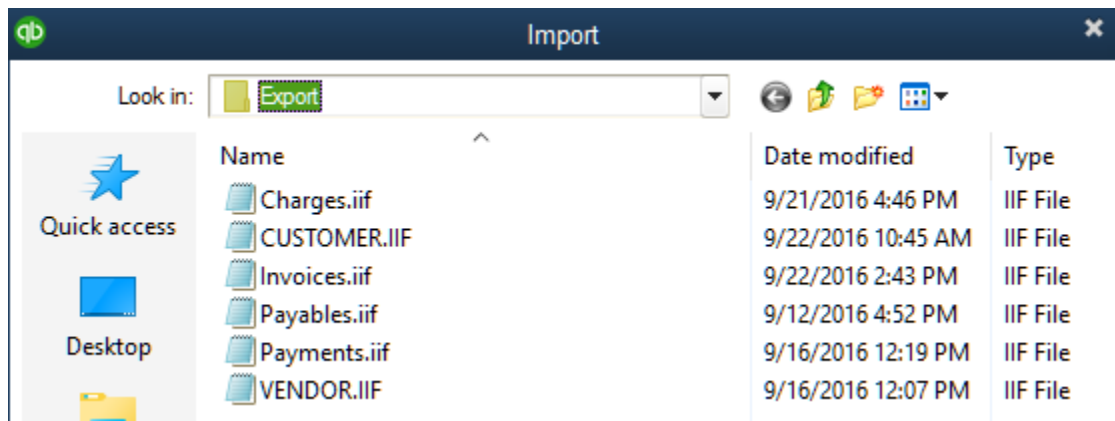
Importing IIF Files from QuickBooks interface

This process assumes that you have completed the setup instructions for both Anthology and QuickBooks.

1. Open QuickBooks
2. Choose File | Utilities | Import | IIF Files



3. Select the IIF file to be imported. QuickBooks will remember the last place you looked for these files but the first time you'll need to provide the path. This is the path you created in Step 3 of the **"Preparing Anthology for use with AR/AP Accounting Links"** section of this document. We recommended C:\Program Files (x86)\Anthology\Export – you can use the "Look in" pull-down at the top of the dialog screen to navigate to this location. You should see IIF files with the current date on them. If you do not – check the path you chose or contact Anthology Support.



Once the file has been selected you may choose open.

4. The import process will begin and QuickBooks will prompt you when done. Check your data for accuracy.

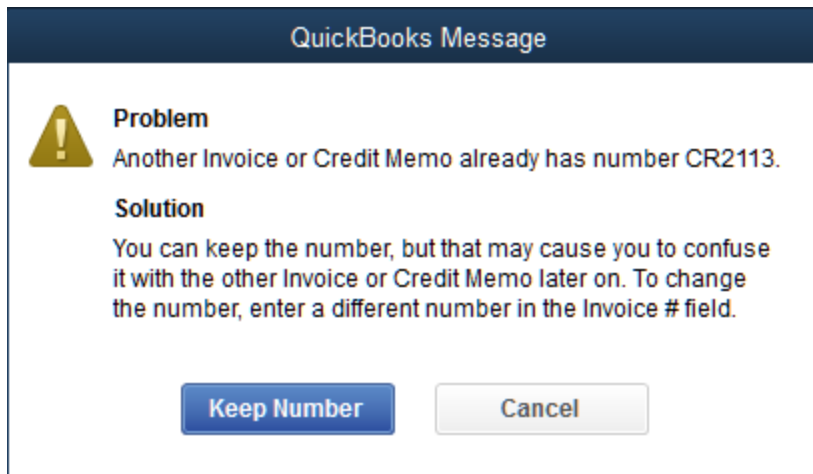
What do I do if an error occurs?

The key is to stop and contact Anthology Support. There may be a very easy solution to the problem but could become harder if not handled correctly. Below are some common errors you may see and what to do.

Duplicate Transaction

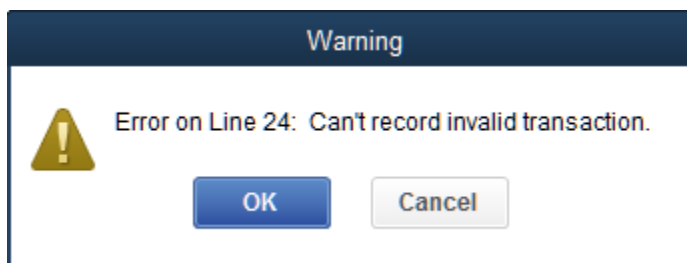
This is commonly caused when you accidentally attempt to import an IIF file twice. It will display in two parts the first (Shown Below) announces that there is another Invoice or Credit Memo using the transaction number.

RESPONSE: write down the number, in this example CR2113. Then you may choose Cancel



Once you choose cancel you will see the following message.

RESPONSE: write down the Line number, in this case 24.



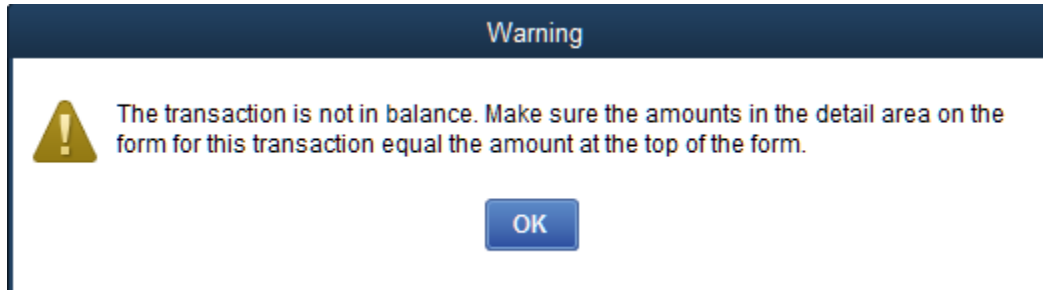
Unfortunately QuickBooks will respond to every transaction in the IIF file. This is why Anthology recommends small batches being posted at one time.

This error catches itself and will not duplicate your data. If you are sure you have attempted to import the same file twice – continue until the messages stop.

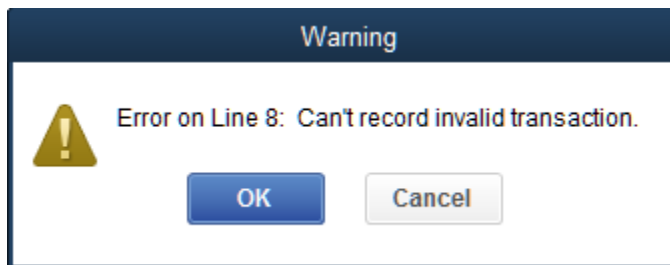
Out of Balance Transaction

This error is typically caused by a transaction not being formed correctly prior to posting. It could be that one of the prohibited transaction types (Special Order, Store Credit, or Gift Certificate) was used during the sale OR multiple tenders were taken (e.g. CASH & Account Sale).

RESPONSE: choose OK



Note the line number, in this example 8.



Copy the IIF file to a safe place or rename it (e.g. INVOICE.IIF to savINVOICE.IIF) and contact Anthology. These errors will require that the transaction be identified and the recreated in Anthology correctly – if possible. The transactions may need to be entered in QuickBooks manually.