



PRINTER'S PLAN

POWER TOOLS



Export

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Overview

The Export tool allows you to export information from Printer's Plan to a tab- or comma-delimited text file (.txt or.csv file).

Using the Export tool, you can export the following data from Printer's Plan:

- Customer address, phone, and other information for mailing purposes,
- Any list that appears on the List Manager,
- Sales, payments, and other necessary data to be imported into QuickBooks.

Exporting Customer Data

1. In the Customers section, display a list of Contacts or Customers that includes the records that you want to export. (Use the Find feature to filter for specific records.)
2. Click **Export** at the top of the window.

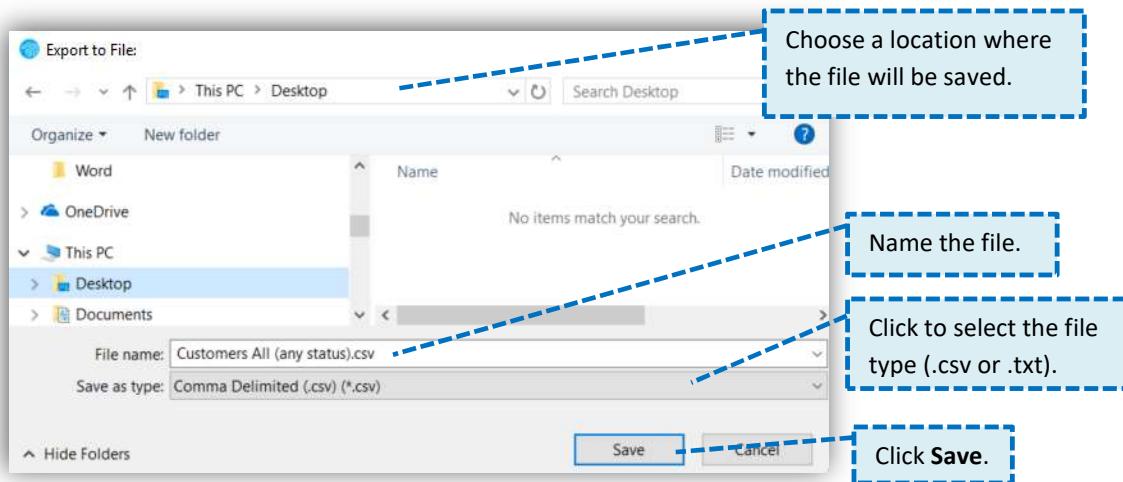
The screenshot shows the 'Customers' section of the Printer's Plan software. The toolbar at the top includes buttons for New, Find, Open, Print, Email, and Export. The 'Export' button is highlighted with a blue dashed box. Below the toolbar, there is a list manager for 'Customers' with various filters like 'All (any status)', 'Active', etc. To the right is a table displaying customer data with columns for Name, CusNo, First, and Last. One row in the table is also highlighted with a blue dashed box.

Name	CusNo	First	Last
ABC Company	41	Michelle	Greene
Abel Laboratories	32	Linda	Wertheimer
Action Business Systems	37	David	Kirschner
Albright Associates	36	David	Ariel
Alliance For The Bay	39	Spencer	Milburn
Allied Building Supplies	35	Chris	Hansen
Allstate Cleaning Services	34	Benjamin	Reynolds

The Export Customers window appears, displaying some options.



3. Make your selections, and click **OK**. The 'Export to File' window appears.



Exporting Other Data

1. Display a list in any section of Printer's Plan except for the Settings section.
2. Click **Export** at the top of the Printer's Plan window.
3. Select the file type (.csv or .txt) in the **Save as type:** field.
4. Click **Save**.

See the following pages to learn about exporting sales and payment data from Printer's Plan and importing it into QuickBooks.

Exporting for QuickBooks

Overview

You will perform the following functions in Printer's Plan:

- Tracking invoices and customers
- All Accounts Receivable functions
- All payments received from customers

You will perform the following functions in QuickBooks:

- All Accounts Payable functions
- Financial Statements

Using the Export tool, you will export the following data periodically (daily, weekly, or other of your choice) from Printer's Plan and save it as an .iif file, which you will then import into QuickBooks:

- Sales amounts
- Discount, Shipping, and Postage amounts
- Sales tax amounts
- All payments entered in Printer's Plan

Importing the above data into QuickBooks updates the Profit & Loss reports and Balance Sheets in QuickBooks.

Setting up Printer's Plan and QuickBooks

To prepare for all the future exports and imports, you need to perform a one-time setup in each program.

In QuickBooks, set up:

- Chart of accounts (if you have not set it up already)
Assigning numbers to the accounts will help with mapping them to the Printer's Plan accounts.

In Printer's Plan, set up:

- QuickBooks Accounts table
- Sales Departments table
- Payment Types table

In QuickBooks

1. To set up the Chart of Accounts, click Lists and select Chart of Accounts.



2. Create the following accounts, using the suggested account type for each.

(These are the same accounts listed in the QuickBooks Accounts table in Printer's Plan, which is explained in the next section.)

Account Name	Account Type
4010 Total Sales	Income
4020 QuickSales*	Income
4200 Discount	Income
4021 Shipping	Income
4025 Postage	Income
2100 Tax	Other Current Liabilities
2080 Deposits	Other Current Liabilities
1100 Posted	Other Assets
1040 QuickSales Payment*	Other Current Assets
1073 Undeposited Funds	Other Current Assets

*Even if you may not have the QuickSale tool of Printer's Plan, you need to create the QuickSales and QuickSales Payment accounts in QuickBooks anyway. (If you do not, the import process will create them.)

3. Create other income accounts if you have not already done so.

Note: We recommend that you assign a number to each account. This will ensure accurate mapping of QuickBooks accounts to Printer's Plan Sales Departments as is explained later in this document.

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(Numbers in the above table are arbitrary and for demonstration purposes only.)

In Printer's Plan:

1. Set up the QuickBooks Accounts table. (Select **QuickBooks Accounts** under **Accounting** from the **Settings** section.)

The screenshot shows the Printer's Plan Settings interface. The top navigation bar includes Home, Jobs, Scheduler, TimeTracker, Services, Customers, A/R, Reports, and Settings. The Settings tab is active. Below the navigation bar is a toolbar with icons for sun, magnifying glass, folder, printer, envelope, and a gear. The main area is titled 'Settings' and contains a 'Printer's Plan Main Menu' dropdown. Under 'List Manager', there is a tree view of categories: General Settings, Printing, Jobs, Customers, Accounting, Employees, Vendors, and Frequently Used Text. The 'Accounting' category is expanded, showing sub-items: Sales Departments, Taxes, Terms, Payment Types, Credit Reasons, and QuickBooks Accounts. The 'QuickBooks Accounts' item is selected and highlighted with a dashed blue border. To the right of the tree view is a table titled 'QuickBooks Accounts' with columns 'Name' and 'Acct No.'.

Name	Acct No.
Total Sales	4010
QuickSales	4020
Discount	4200
Shipping	4021
Postage	4025
Tax	2100
Deposits	2080
Posted	1100
QuickSales Payment	1040
Undeposited Funds	1073

In the Acct. No. column, enter the numbers of the corresponding accounts in QuickBooks.

Note: You may enter account names instead of numbers. Then, the names must match exactly in both programs; otherwise, the import will create a new account in QuickBooks. Therefore, using numbers is more likely to ensure accuracy.

2. Set up the Sales Departments table. (Select **Sales Departments** under **Accounting** from the **Settings** section.)

The screenshot shows the Printer's Plan Settings window. On the left, there is a sidebar with a tree view of settings categories: General Settings, Printing, Jobs, Customers, Accounting, Employees, Vendors, and Frequently Used Text. The 'Accounting' category is expanded, and its first item, 'Sales Departments', is selected and highlighted with a blue dashed box. To the right of the sidebar, a modal window titled 'Accounting' is open, specifically showing the 'Sales Departments' table. The table has columns for 'No.', 'Department ID and Name', and 'Group'. The data in the table is as follows:

No.	Department ID and Name	Group
0	?	
1	4010-01 Graphics	1
5	4010-02 Digital-B&W	2
6	4010-03 Digital-Col	2
7	4010-04 Large Format	2
4	4010-05 Offset	3
2	4010-06 Plate	3
3	4010-07 Paper	4
8	4011-00 Finishing	5
10	4012-00 Mailing	6
9	4013-00 Broker	7
11	4014-00 Misc	8

Important: If you are not familiar with this table, please read about it in the user guide document named "Settings" on the Printer's Plan Tutorials site. If you do not have the address to the Tutorials site, please contact Printer's Plan.

You must have a corresponding Income account in QuickBooks for each entry on this table.

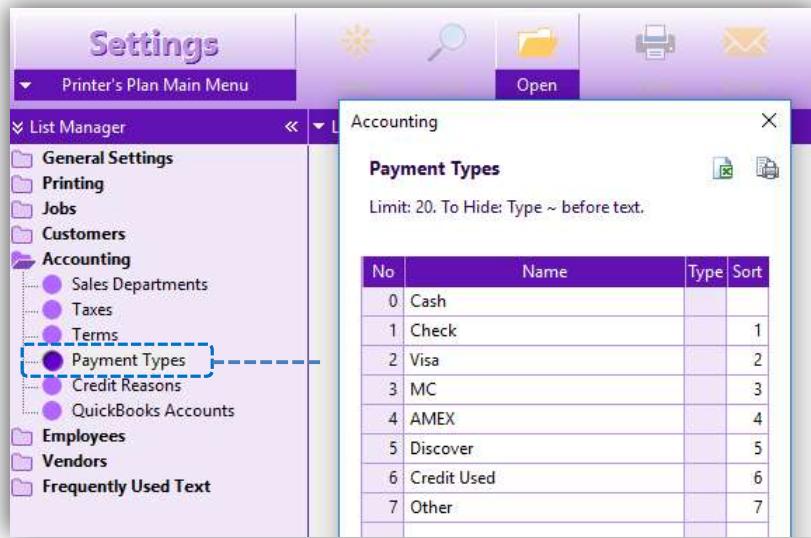
You may enter numbers, names, or both numbers and names.

If you use both numbers and names, the format should be as: "number" space "name". In this case, only the numbers in both programs must be identical. The names do not need to be identical.

Using numbers with or without names in both programs ensures accuracy.

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3. Set up the Payment Types table. (Select **Payment Types** under **Accounting** from the **Settings** section.)



Note: Although Printer's Plan exports just one total for all payments, setting up Payment Types in Printer's Plan will enable you to easily reconcile the payments against the cash, check and bankcard deposits in QuickBooks.

Export and Import Procedures

Overview of the Procedures

The whole process involves three major steps:

- I. In Printer's Plan, post completed orders and payments.

This process may be performed any time, independently of steps II and III.

(If you are not familiar with “posting” in Printer's Plan, please read about it in the user guide document named “Closing the Day” on the Printer's Plan Tutorials site. The link is below to this site is below:

<http://www.printersplan.com/tutorials/list.htm>

- II. Export the posted data from Printer's Plan. This procedure creates a QuickBooks Import (.iif) file.

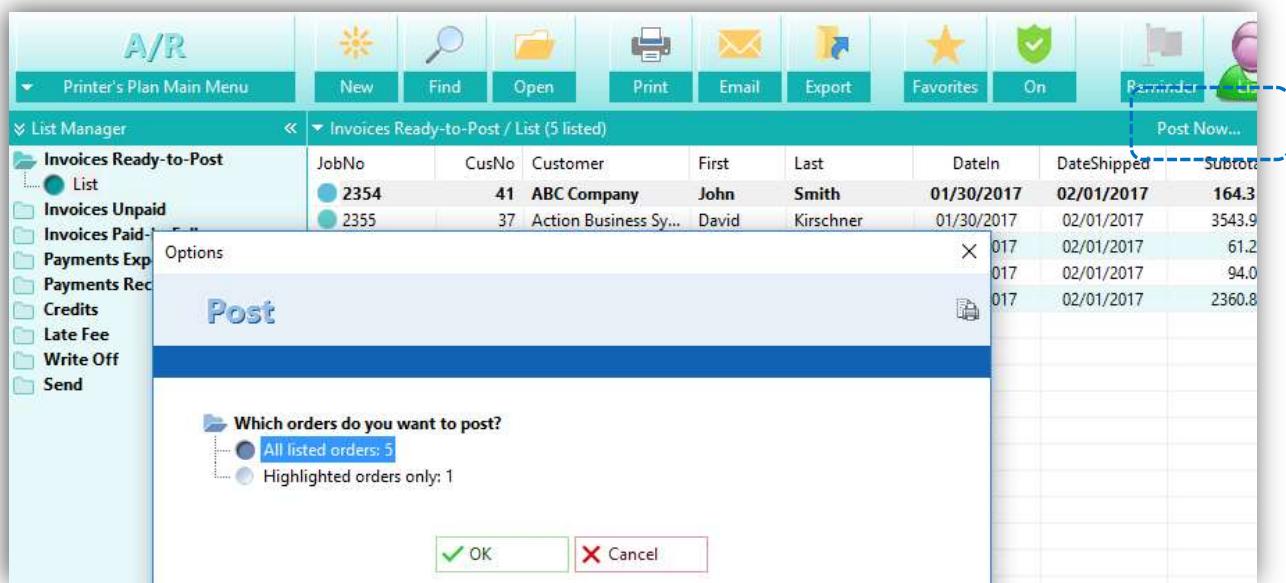
- III. Import the .iif file created in step II into QuickBooks.

Note: Steps II and III must be performed in sequence. They can be performed daily, weekly, or monthly.

Step One: Posting in Printer's Plan

Post the completed orders. If you have entered payments since last posting but not completed any orders, you may still post. Then, the posting will include just the payments.

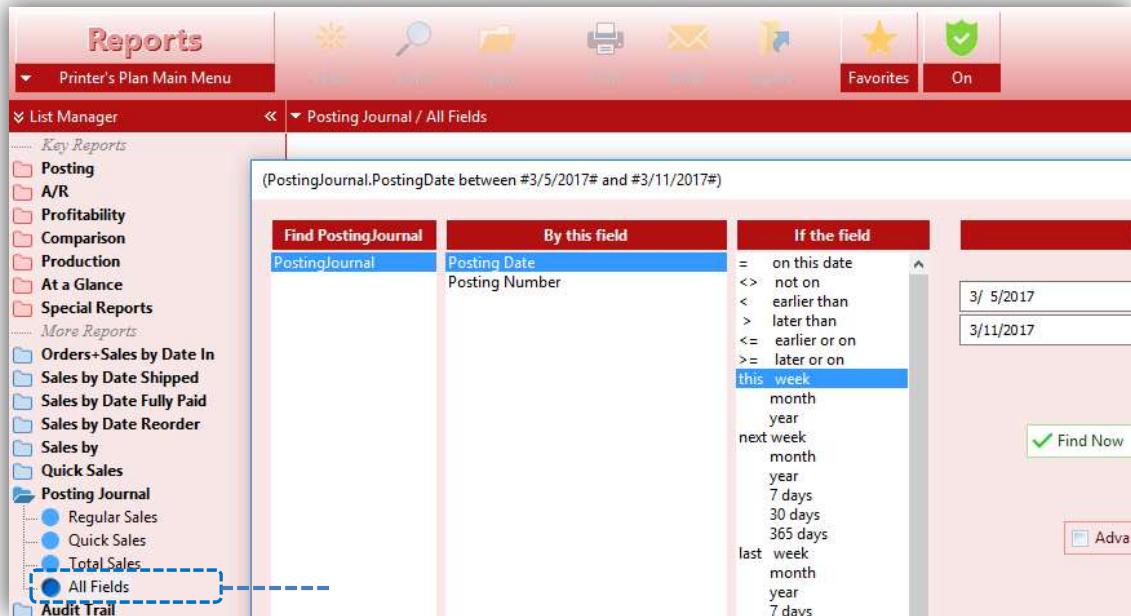
Note: You may post as many times as you wish before you perform the export-import steps.



Step Two: Exporting Sales and Payments Data from Printer's Plan

The posting mentioned in Step One records all the data you need to import into QuickBooks. Therefore, the following steps explain how to list the posting(s) of your choice and how to export the data recorded in those postings.

1. Go to the **Reports** section.
2. Open **Posting Journal**. Four types of filters appear: Regular Sales, Quick Sales, Total Sales, and All Fields.
3. Right-click **All Fields** and select **Add filter...** The Find window appears.



4. Select the date range (or the posting numbers) for the posting(s) you want to list and click **Find Now**. The posting(s) that fit the criteria appear, each posting as one-line item.

PostingNo	Date	Invoices	Subtotal	Discount	NetSale	Shipping	Postage	Tax	Paid	W
18	03/06/2017	5	6224.39	0.00	6224.39	0.00	0.00	371.23	-240.00	

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5. Select all the postings on the list, and click the **Totals** button at the bottom of the window (or, press [Ctrl+T] on the keyboard) to open the **List Totals** window.

The screenshot shows the Printer's Plan software interface. At the top, there is a toolbar with various icons: Refresh, Search, Totals (which is highlighted with a blue dashed box), Filter, Columns, and Show. Below the toolbar is a sub-menu titled "List Totals" with the sub-sub-menu "Posting Journal / All Fields". The main area displays a table titled "List Totals" with the following data:

Column Name	Column Total
Subtotal	6,224.39
Discount	0.00
NetSale	6,224.39
Shipping	0.00
Postage	0.00
Tax	371.23
Paid	-240.00
Writeoff	0.00
Balance	6,355.62
Cost	4,976.95
Commission	176.75
QSaleSubtotal	0.00
QSaleTax	0.00
TaxableQSale	0.00
DepositNew	0.00
DepositOld	0.00

A callout box with a blue dashed border points to the "Totals" button in the toolbar and the "List Totals" sub-menu. Another callout box with a blue dashed border points to the table above, containing the text: "The numbers on this list represent the totals for the selected postings. The Export process will export some of this information."

6. Click the Print icon to print the above list to your printer or to your PDF printer. You can use the information on the list later to double-check the imported numbers in QuickBooks.

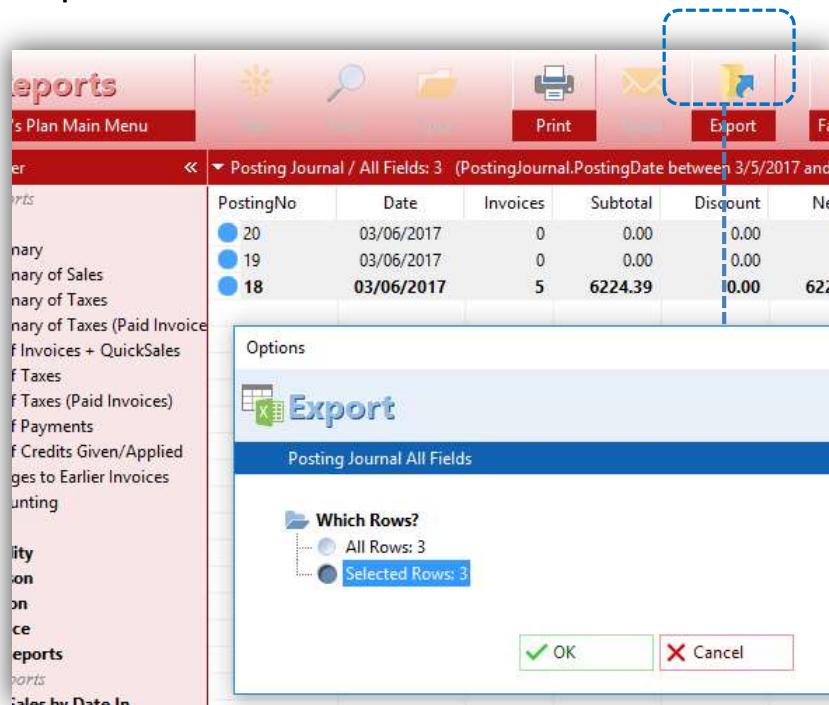
The printed version of the "Posting Journal / All Fields" list totals is shown. The table has two columns: "Column Name" and "Column Total". Several rows are highlighted with orange dashed boxes. A blue dashed box encloses the entire table. To the right of the table, a callout box contains the text: "Print-out of the above list. The Export process will export the information in the boxed selections."

Column Name	Column Total
Subtotal	6,224.39
Discount	0.00
NetSale	6,224.39
Shipping	0.00
Postage	0.00
Tax	371.23
Paid	-240.00
Writeoff	0.00
Balance	6,355.62
Cost	4,976.95
Commission	176.75
QSaleSubtotal	0.00
QSaleTax	0.00
TaxableQSale	0.00
DepositNew	0.00
DepositOld	0.00
DepositNow	-200.00
AllPayments	1,652.52
CreditsDue	110.00
ARBalance	158,609.32

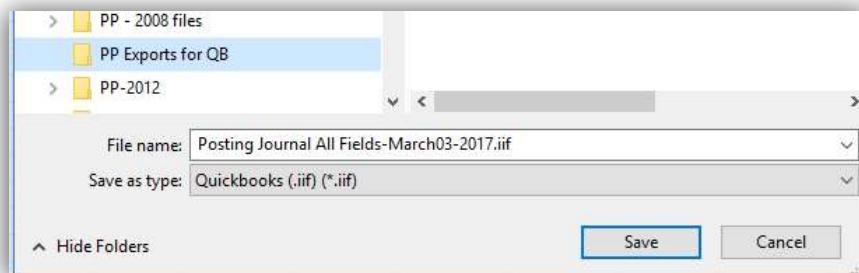
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7. After closing the List Totals window, be sure the postings are still selected.

Click **Export**.



8. In the Export window, select **Selected Rows** and click **OK**. The **File Explorer** window opens.



- In the **File Name** field: Rename the file with a unique identification if you plan on saving these export files.
- In the **Save as type** field: Select **Quickbooks (.iif)**.

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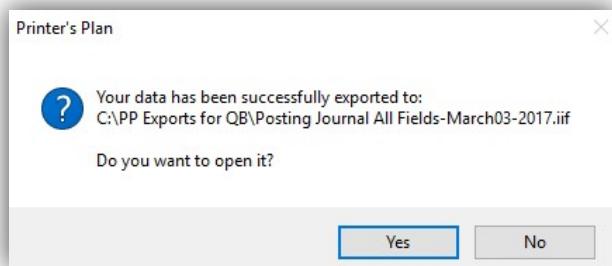
9. Click **Save**. Another Export window appears.

Note: Be sure to save this file to a location where you will easily find it when you are ready to import the file into QuickBooks.



Although "Invoices" is an option here, do not select it. Importing invoices into QuickBooks does not work properly and the option exists here for backward compatibility.

10. Select **Sales** and click **OK**. A confirmation that the export was successful.



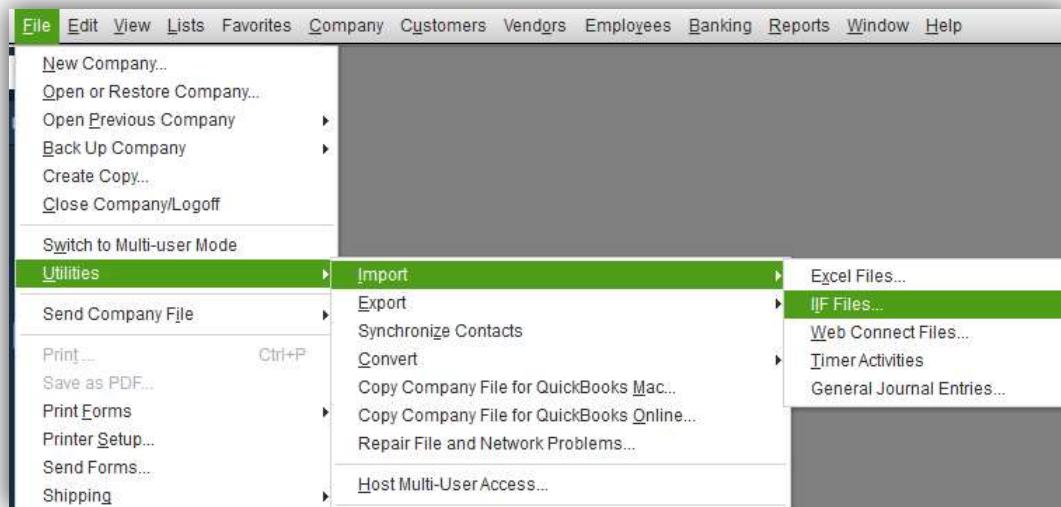
This window also asks if you want to open the file. Click **No**.

If you want to view the contents of this file, you can open the file in Notepad.

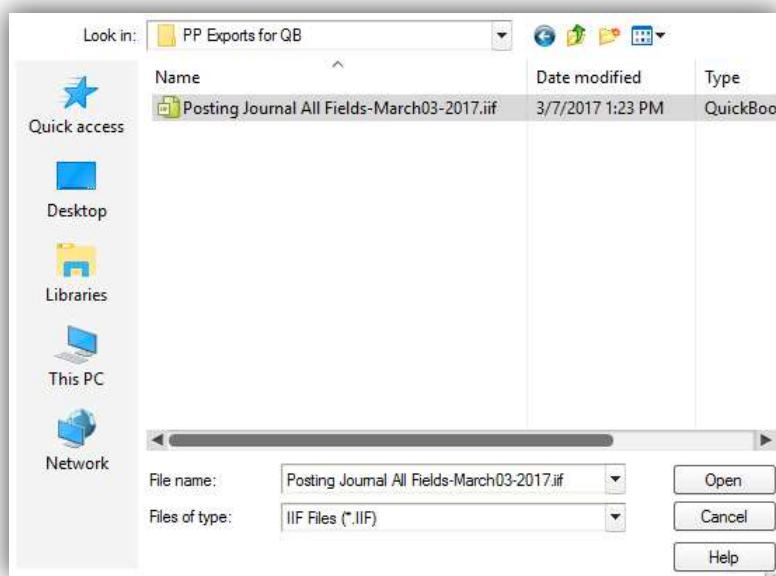
(Note: Clicking Yes in the above window may give you an error message if you have QuickBooks installed on your computer or display a dialog box asking which program you want to use to open the file. If you receive the error message, click OK to close it.)

Step Three: Importing the .iif File into QuickBooks

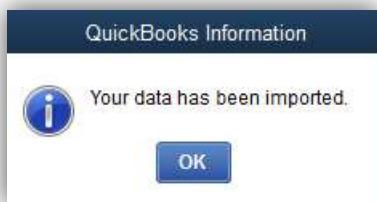
1. Open QuickBooks.
2. **Back up the QuickBooks data now.**
If the import process fails, you will restore the backed up data before you attempt to import again.
3. After the backup is complete, click File, select Utilities > Import > IIF Files.



The Import window appears.



4. Find the .iif file created with the Printer's Plan export, and click **Open**. After the import is complete, a confirmation window appears. Click **OK**.



After the Import

In QuickBooks, the import

- updates the income accounts that correspond to the sales departments and QuickBooks accounts in Printer's Plan, and
- populates the Undeposited Funds with the payments total.

Use reports from Printer's Plan to proceed with the functions you need to complete in QuickBooks.

- **Reports/Posting Journal/All Fields/List Totals** as you move payments from Undeposited Funds to the Bank account.
- **Posting Report/Sales Summary** (This report is printed after each posting. To print one for a previous posting: Go to **Reports/Posting Journal/All Fields**. Select a posting, and click **Print**.)
- **Reports/Posting/Accounting** to reconcile the accounts receivable totals in both programs.