PMTools
by VSoftwareTools™.com

QuickBooks™ Integrator

POSTALMATE®
CERTIFIED PARTNER
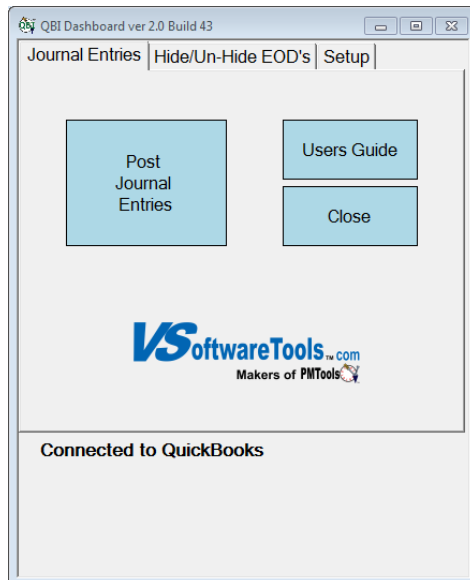
IMPORTANT

- **Please, carefully read these Instructions fully, BEFORE beginning to setup the QuickBooks® Integrator (QBI).**

- **The QuickBooks® Connector (QBC) is a separate program to be installed on your QuickBooks® Computer. Download from www.vsoftwaretools.com.**

- **All information in this document is relevant to successful use of this application!**

- **Always consult your accountant or bookkeeper prior to making any changes to your QuickBooks®**

Thank You

PMTools

by **VSoftwareTools.com** ™

Welcome to PMTools QBI for PostalMate®

Create your QuickBooks® Journal Entries (JE) quickly and with ease. The PMTools QBI (QuickBooks® Integrator) can be bundled with PMTools standard subscription or launched separatly as a stand alone application. QBI provides a method to securely post your PostalMate® POS Daily Sales transactions to QuickBooks® as Journal Entries through PMTools QBI/QBC.

What These Symbols Mean

Information Not to be Missed!

Direct Questions in this area to your Accountant. VSoftwareTools does NOT offer advise or suggestions in this area!

Keep track of your progress. Check off each section during setup.

Requirements for Computer QuickBooks® is Installed On

☐   A hardwired network if networking is being utilized.

☐   Vista, Windows 7, Windows 8, Windows 8.1, Windows 10 or more current operating system.

☐   Licensed QuickBooks® Pro 2007 Desktop edition or higher installed and company file.

☐   Meet all QuickBooks® requirements.

☐   Your QuickBooks® computer must be able to communicate to the PostalMate® computers on your local hardwired network.

☐   Understanding of the use of QuickBooks®, PostalMate® and PostalMate's POS.

NOTE: PMTools QBC does NOT support wireless networks.

Additional Assistance

Getting Support on the web
At www.VSoftwareTools.com you may review FAQ's, Known Issues and submit an "eTicket".

Contact Customer Support
E-Mail: support@VSoftwareTools.com   Phone:800-778-4078   Fax: 503-828-9073

Review these sections in order: Page

QuickBooks® Company File & Chart of Accounts (COA)

Prior to proceeding further, you MUST setup your Chart of Accounts in your QuickBooks® Company File, unless you have already been using QuickBooks.

Sample COA's from AMPC & MPC Coaches Network

AMPC COA Link http://www.vsoftwaretools.com/PMTHelpFiles/COAAMPC.pdf

MPCCN COA Link http://www.vsoftwaretools.com/PMTHelpFiles/COAMPCCN.pdf

Tender Types

QuickBooks® considers ALL Tender Types to be Bank Accounts!

Account and Sub-Account Names are <u>strictly limited</u> to 30 characters COMBINED

QuickBooks® Sales Tax Setup Requirements

If you do not collect sales tax in PostalMate® POS you may skip this section.

QuickBooks® internal transactions for receipts and invoices use the default tax account name "Sales Tax Payable" and is usually assigned the account number 25500.

All sales tax collected in PostalMate's POS posted to the QuickBooks® account "Sales Tax Payable" must have a vendor associated with the taxes collected. If you decide to create your own Sales Tax collected GL Account, your QuickBooks® report "Pay Sales Tax…" will not reflect the amount posted. With PMTools QBI you can map each sales tax agency in PostalMate's POS to QuickBooks® "Sales Tax Payable" then you need to select a vendor in the PMTools QBI Tax Setup screen. Setup and mapping of Sales Taxes will be addressed in detail later in this document.

Other Current Liabilities or Dealing With HASH Type Department Sales

Money Orders, Bill Payments, etc. are typically set in PostalMate® as HASH department types. PostalMate® HASH accounts should be posted to QuickBooks® account type "Other Current Liabilities".

❏ If you have already created accounts for this purpose, You can skip this step.

❏ Create a new "Other Current Liabilities" account in QuickBooks® if needed for your HASH accounts in PostalMate®.
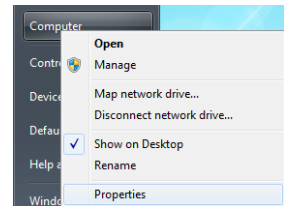
Locate QuickBooks® Computer Name

❏ Perform these steps on the computer you have QuickBooks® installed on.

To find the "Computer Name" using Windows 7 click the Windows start icon and right click on "Computer" and select "Properties".

To find your computer name using Windows 8 or higher open the Charms menu by moving mouse to the right of the screen or while pressing the Windows 🪟 key on the keyboard push the "c" key and select "Settings". Then select "PC Info" in the settings area.

❏ Look for the "Computer Name" in the computer information box.
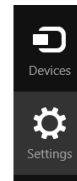
Write the computer name here to use on page 10.

❏ _____

Computer name, domain, and workgroup settings
Computer name: DONV-DELL
Full computer name: DONV-DELL
Computer description:
Workgroup: WORKGROUP

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PMToolsQBC Setup

PMToolsQBC (QuickBooks® Connector) is a tiny application that must be active in the task tray on the QuickBooks® computer to create the "gateway" connection between QuickBooks® and PMTools. QBC also allows your QuickBooks® to remain closed for security, if you prefer, while posting journal entries from any PMTools station in your hardwired network.

Setup the QBC Start QuickBooks

❑   Start QuickBooks®

❑   As ADMIN log into your company file.

Note: You must be logged into QuickBooks® as Admin!

❑   Minimize QuickBooks® and leave it running in the background.

Start QBC

❑   Start the PMToolsQBC by going to Start>Programs>PMTools>PMToolsQBC

❑   Connector displays after starting PMToolsQBC.

❑   **Make sure QuickBooks® is still running on the same computer you have this form displayed**

❑   Click the "Link" button to allow the PMToolsQBC to find your QuickBooks® and set the company path.

❑   You should be switched to QuickBooks® automatically but if not click on the icon in the task bar and open QuickBooks®.
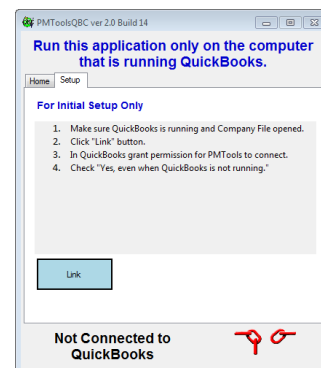
☐ You will see the QuickBooks® Application Certificate with the Official Seal and 4 options. Select the option "Yes, always; allow access even when QuickBooks is not running."

☐ QuickBooks® will prompt you again to confirm the access. Click "Yes" button.

☐ QuickBooks® will display an Access Confirmation form. Click the "Done" button.

☐ PMToolsQBC will return and display a confirmation that you have successfully set up the PMToolsQBC. The PMTools QuickBooks® Integrator for PostalMate® is ready to use.. Click "OK" button to proceed.
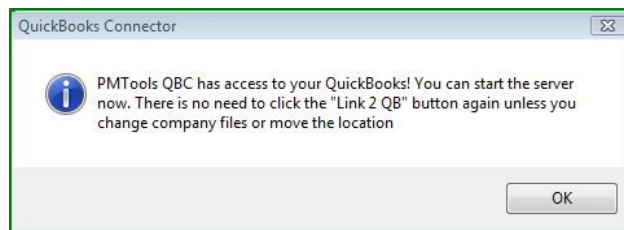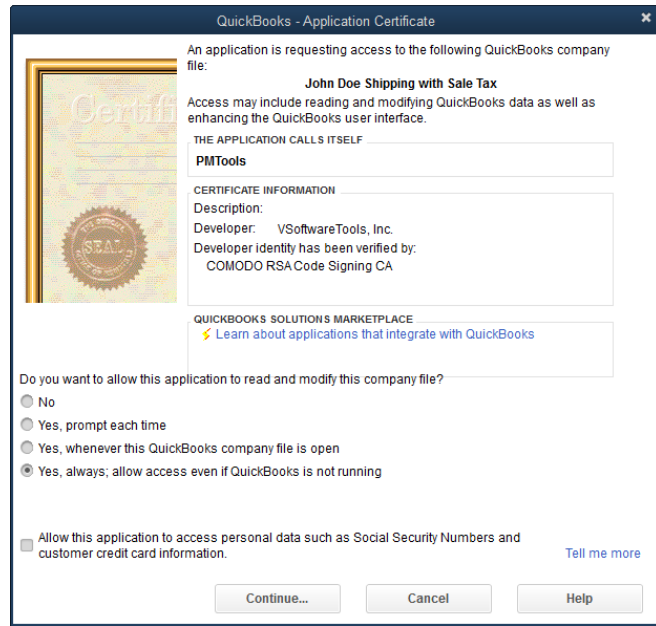
If you would like the PMToolsQBC to run every time you reboot your computer check the Optional checkbox.

❏ Return to the Home tab in the PMToolsQBC.

❏ If you want the PMToolsQBC to start after each reboot make sure the box is checked "Optional - Start PMToolsQBC automatically when Windows starts"

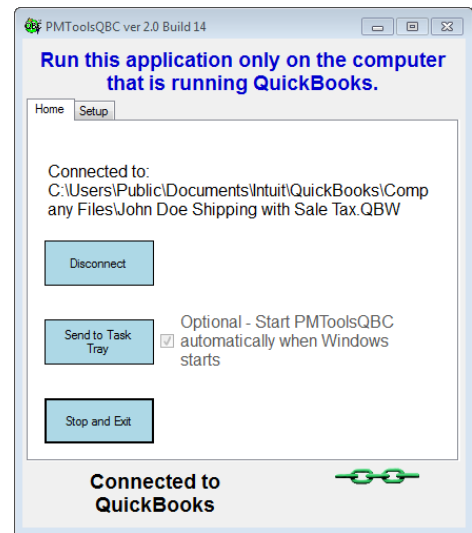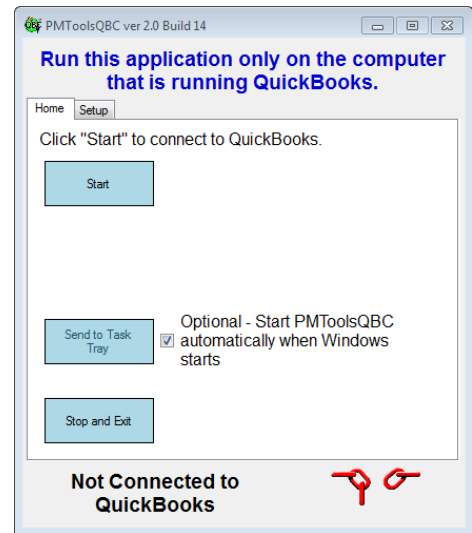❏ Start the PMToolsQBC by clicking on the "Start" button.

❏ PMToolsQBC connects to your QuickBooks® file and the chain connects as shown to the right.

❏ Click the "Send to Task Tray" button. A small PMToolsQBC icon will appear in your task tray indicating the PMToolsQBC is running. Hover your mouse pointer over the icon to see the status of your PMToolsQBC. Right click the icon for menu options.
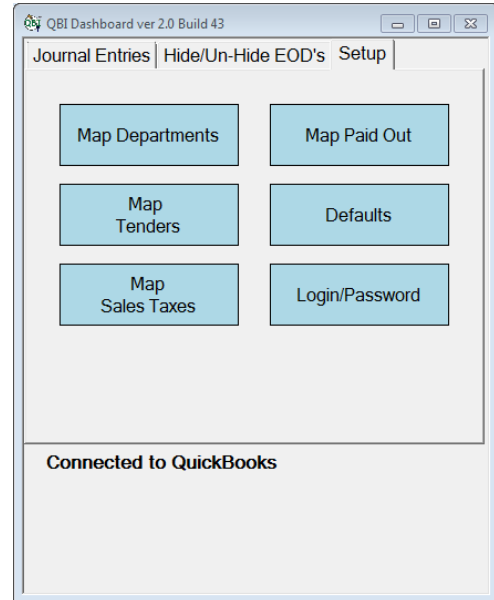
PMTools QuickBooks® Integrator

The QBI (QuickBooks® Integrator) can be launched by clicking on the icon on the desktop or going to Start and typing in PMToolsQBI. You can also launch it from PMTools on the Home tab or Sales Tab.

NOTE: Be sure the PMToolsQBC is running in the task tray of the QuickBooks® computer.

The QBI Dashboard is the launching pad for all QuickBooks® activities. It is broken down into 3 tabs. Journal Entries, Hide/UnHide and Setup. When PMTools QuickBooks® Integrator launches the first time Setup tab will default until Set Up Defaults have been accomplished.

Setup Defaults

❑   Click the "Defaults" button to setup PMTools QuickBooks® Integrator for PostalMate®.

❑   A list of computer names on your network will appear in the left panel.

❑   Click the computer name where QuickBooks® is located. You made a note of this in section "Computer Name" (page 6) of this document.

 NOTE: If you do not see the computer QuickBooks® is loaded on listed in the left box, and you know it is accessible via your local network, enter the machine name in the text box "QuickBooks Computer" in the upper right.

Make sure the Computer Name is Spelled Correctly.

 If the computer name is __not__ accessible via the local network check with your computer consultant to set up the network accordingly.
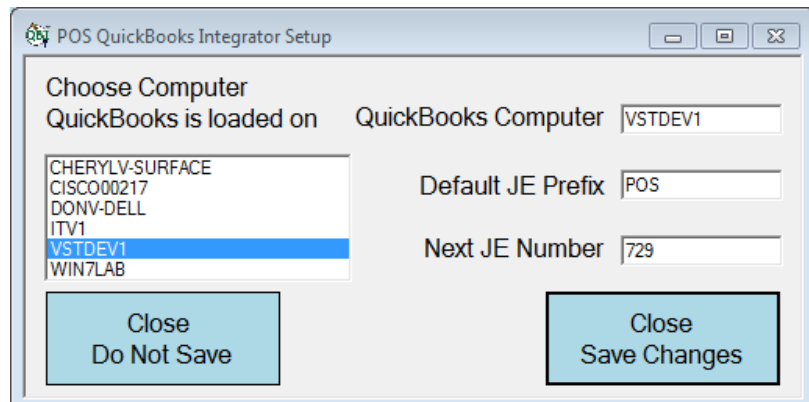
Default JE Prefix

The "Default JE Prefix" is a 5 character prefix you may edit "as you wish" and have placed at the beginning of each Journal Entry posted by PMTools.

Next JE Number

The "Next JE Number" is appended to the prefix and will increase each time a Journal entry post is performed by PMTools. It can only be a number between 1 and 99999

When you are satisfied with the Prefix and Next JE number click the "Close and Save Changes" button.

Connected to QuickBooks®

After PMTools QBI confirms a successful connection the Dashboard buttons will be enabled and "Connected to QuickBooks" will appear in the footer area.
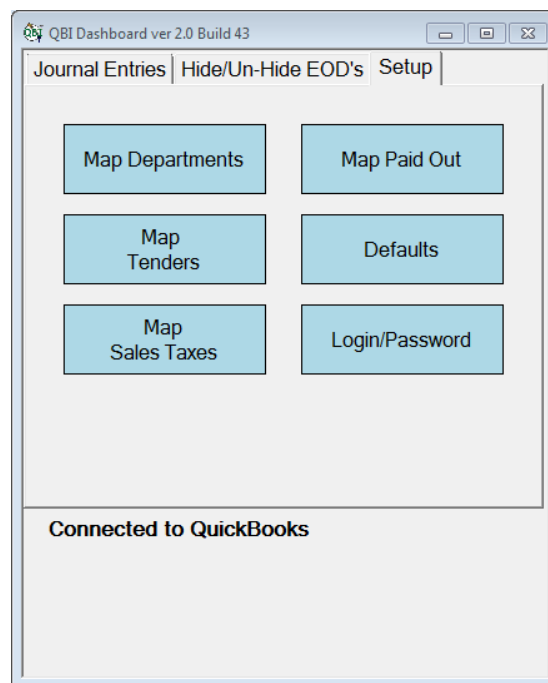
First time setup will display a red "!" beside the Map Departments, Map Tenders, and Map Sales Taxes (if used). This is an indicator that these areas need attention prior to posting any Journal Entries to QuickBooks®.

Hide / Un-Hide

Whether you've been manually posting JE's to QuickBooks® or this is your first time the data between your QuickBooks® and PostalMate's POS is out of sync and a starting point has not been set.

Hide

Hide / Un-Hide indicates your starting point with QuickBooks® for journal entries. Hide is usually only used once at the beginning of your setup process and helps avoid duplicating entries you previously created in QuickBooks®

☐ Click the Hide/ Un-Hide button.

☐ Select the POS close dates you wish to hide.

☐ Select the beginning date for integrated Journal Entries.

☐ Click the Hide button.

Note: If you posted a JE into QuickBooks® and decided you really need to post the same day again, make sure you delete the JE in QuickBooks® you posted before posting a JE for the same day. Not doing so can duplicate JE entries for that day.

Note: Your Auxiliary close dates are reflected in Master Close dates. The Master close date is the final date used to post JE's to QuickBooks.

Un-Hide

Use Un-Hide to view dates previously hidden.

☑ Check EOD's hidden.

☑ Select dates you now want to have access to.

☑ Click Un-Hide.

Selected dates are returned to available for posting to Journal Entries.

Please check in your QuickBooks to be sure you do not already have that Date entered as a Journal Entry. Resetting to create a Journal Entry again in your QuickBooks® could inflate your Sales Income and therefore increase your year end tax liability .

Mapping Departments from PostalMate's POS to QBI

PostalMate® captures snapshots of sales data in Departments for each POS transaction. QuickBooks® has a series of account names and numbers in the COA (Chart of Accounts). The POS Department names and COA Account names are frequently different. QBI mapping utility resolves this difference by matching POS Department names to COA Account names. Map POS Department to QB Accounts form has 3 columns and flows left to right.

NOTE: You only need to perform a mapping the first time or any time you add or change a department.
NOTE: Deleted POS Department names also appear in column 1 to helps prevent missing a department that has been deleted that still has sales data needed in your COA.
NOTE: Multiple POS Departments can map to a single GL Account.

☐ Select the POS Department from the "POS Dept." column, then select the related QuickBooks® account name from "QuickBooks® GL Accts" column and click the 'Link' button.

☐ The POS Department name will disappear from the left column and a link will appear in the "POS Dept. to QuickBooks® GL Acct Map" column.

☐ Correct any errors by highlighting the error in the right hand column and clicking "Un-Link" to send the POS Dept. back to the left hand column.

This process is not complete and JE's cannot be posted until all POS Depts are mapped to GL accounts. If left hand POS Dept column is empty then all departments are mapped.

Default Department in PostalMate

Though not displayed in PostalMate's POS edit Departments screen, "Default Department" is present. PostalMate® uses this department for any transaction that is not mapped to a department. Some of PostalMate's internal departments are behind the scenes and can't be mapped inside PostalMate. So "Default Department" appears in the PMTools Department Mapping list and must be mapped to a GL income account in QuickBooks.

"Default Department" transactions are created by POS when payments or deposits are received on credit and debit accounts such as payments on account, key deposits, mail forwarding deposits, register paid outs, etc. All funds tendered have to be accounted for by PostalMate® and PMTools to adhear to posting rules setup by QuickBooks®.

We suggest creating a GL account in QuickBooks® named "POS Default Department" as "Income" type and map it to PostalMate's "Default Department" during setup in the Department Mapping tool.

PostalMate® Accounts Receivable vs. QuickBooks® Accounts Receivable

QuickBooks® Accounts Receivable is designed to create and manage Accounts Receivable originating in QuickBooks. QuickBooks® is unable to decipher or interpret any Accounts Receivable transactions from PostalMate.

PostalMate's Register is capable and completely qualified to handle house, debit and mailbox accounting for PostalMate® users. PostalMate® users 'should' be using the Accounts Receivable in POS to manage accounts. Since PostalMate® POS is dealing with the accounts receivable, QuickBooks® does not need to nor can it.

All transactions moving from PostalMate® to QuickBooks® are strictly Department related Tender types.

When you finish a sale using the "Account" Button in PostalMate® POS think of the "Account" button as poker chips.

Customers purchasing merchandise or services on "Account" are giving you poker chips.

QuickBooks® needs to know how many poker chips you collected for the day.

We suggest you create in QuickBooks® a new account called "POS On Account" as a type "Bank".

Map PostalMate® POS tender type "On Account" to the newly created "POS On Account" in QuickBooks® in the TENDER Mapping tool during setup.

Collect the "poker chips" throughout the month until your customer is ready to cash them out by paying on the account balance at the "Cashier". This transaction accepts the Cash, Check, Credit Card tender type as income and returns the poker chips back to the customer to start the process all over again.

Mapping Tender Types

QuickBooks® considers ALL Tender Types to be Bank Account Types!

Account and Sub-Account Names are <u>strictly limited</u> to 30 characters COMBINED

NOTE: Check with your accountant or bookkeeper to determine the bank account names and numbers for all your tenders. Some may want you to place transaction types as a subaccount of your checking account in QuickBooks®.

❏   The process of mapping tender Types is similar to mapping Departments.

❏   Select a POS Tender type from the left, then select a matching bank account, click >> to move the selection to the Mapped column.

❏   Again the process is done if there are no more items in the "PostalMate Tender Types" column.

❏   Correct errors by highlighting it in the right column and clicking << to return the POS Tenders item to the left column.

Mapping Sales Taxes

If you do not collect sales taxes you may skip to the next section. If you are one of the lucky ones that collect sales taxes then you need to map the POS Tax Agencies to your QuickBooks® GL account.

Account and Sub-Account Names are <u>strictly limited</u> to 30 characters COMBINED

Mapping QuickBooks® GL Accounts to POS Tax Agencies

PMToolsQBI needs to be mapped to your POS Tax Agencies. PostalMate® POS allows up to 4 tax agencies to break down regions of sales taxes collected. The tab names and button names will reflect the tax agencies you setup in PostalMate®.

- ❏   Click the QuickBooks® GL Account on the left.

- ❏   Click the correct Agency/Tax tab on right.

- ❏   If you are using the default QuickBooks® "Sales Tax Payable" account you need to select a QB Tax vendor.

- ❏   Click "Map Selected" button.

- ❏   The QuickBooks®. Account Name displays to confirm the mapped relationship.

- ❏   To unlink the mapped tax click the "Unmap Tax" button below the tax name.

Staging Journal Entries

Note: Each POS Master Close date will be posted as a separate QuickBooks® Journal Entry using the close date as the JE date.

After you have confirmed all mapping of Departments, Tenders, and Sales Taxes, you are ready to Post Journal Entries.

1. Make sure the QBC is running on the computer QuickBooks® is installed.

2. Click on the "Post Journal Entries" button.

3. POS—QB Staging opens with 3 columns, **Un-Posted, Debits (Payments)**, and **Credits (Sales).**

4. Click and highlight the Unposted day or days you wish to post and click the Stage button.

5. Each end of day will populate the staged area and display your Debits/Credits for each day selected in the stage. Your total Debits and Credits will display at the bottom of the columns.

Totals for Journal Entry Debits and Credits are not always a reflection of POS totals when Paid On Account or Paid Out adjustments are involved. They will be reflected correctly in QuickBooks P&L and balance sheets. Since AR is handled in PostalMate's POS QBI will make the corrected adjustments to the GL accounts to reflect the payments made. (see page 15)

POS - QB Staging

Unposted		Debits (Payments)			Credits (Sales)		
Close Date		Amount	Dept / Memo	GL Name	Amount	Dept / Memo	GL Name
4/15/2015		1,888.22	Adjustment POS AR	Cash Box	1,888.22	CredAcctPmt: Account 1	POS on Account
4/16/2015		657.78	Cash	Cash Box	8.60	Copies	Copies
4/17/2015		1.20	MasterCard	Checking Wells Fa	54.00	Fax	Fax
4/18/2015		997.89	Visa	Checking Wells Fa	8.40	Internet Rental	Internet Rental
		29.54	On Account	POS on Account	2.00	Mailbox	Mailbox Rental
		0.40	Return:Copy Ltr	Copies	10.00	Notary	Notary
		28.39	Return:Shipping	Shipping	2.60	Office Supplies	Office Supply Sale
		1.18	Return:Stamp Forever	Stamps	16.70	Packing Materials	Packing Material
					16.50	Printing	Printing
					28.39	Shipping	Shipping
					394.02	DHL	DHL
					44.45	FedEx	Fed Ex
					54.65	UPS	UPS
					965.91	USPS	USPS
					110.16	Stamps	Stamps

Stage

JE No.	Close Date
POS730	4/11/2015
POS731	4/13/2015
POS732	4/14/2015

Un-Stage

Post Staged to QuickBooks

Total Debits *   3,604.60   Total Credits *   3,604.60

* Totals for Journal Entry Debits and Credits are not always a reflection of POS totals when Paid On Account or Paid Out adjustments are involved. They will be reflected correctly in QuickBooks P&L and balance sheets.

Close

Posting Journal Entries

1. After you have viewed the staged EOD's Click the "Post Staged to QuickBooks" button.

2. QBI will post all the staged EOD's to QuickBooks®.

! **Depending on how many are staged this should be a quick process. If you have a lot of days stages, i.e. 30 days or more, this process could take several minutes. Even though QBI can post to QuickBooks® while it is closed the process does run faster if QuickBooks® is opened.**