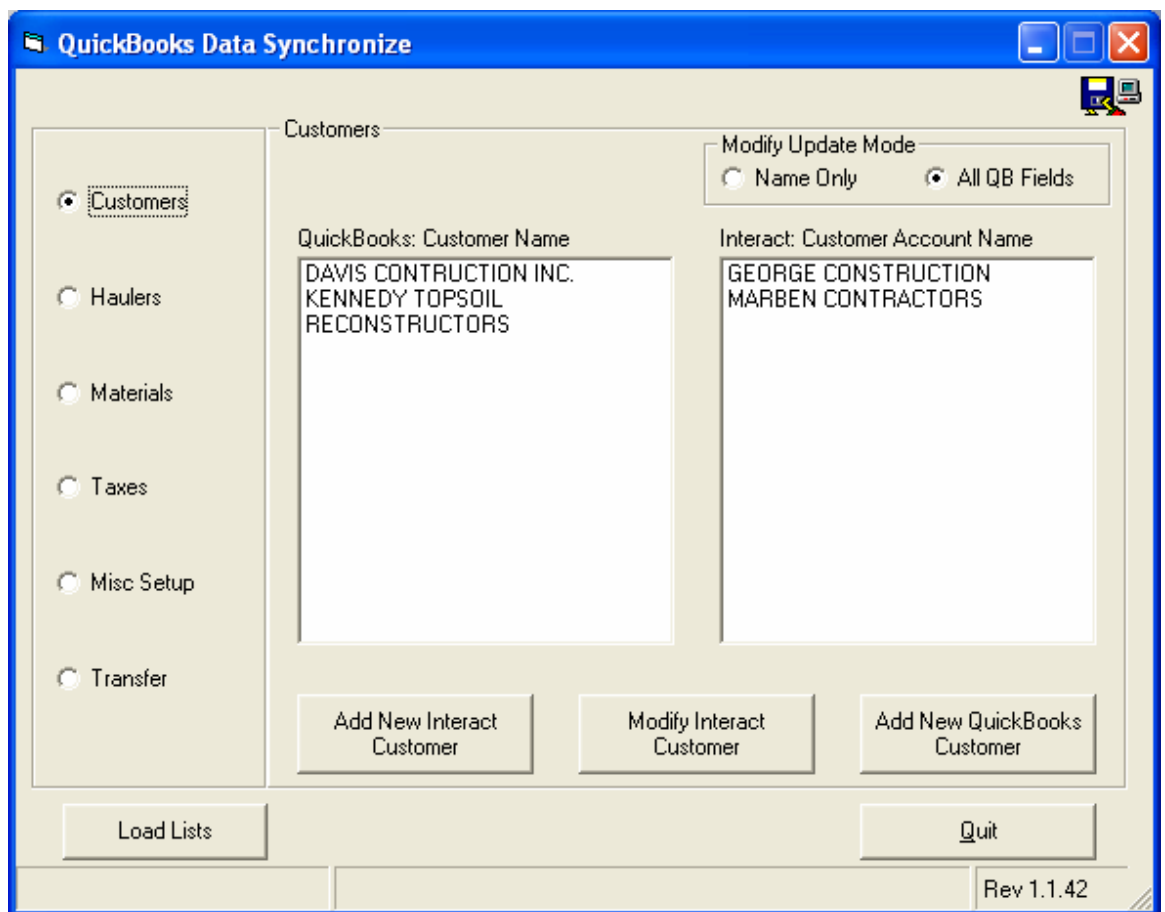




# Instruction Manual

## Interact QuickBooks Interface Module





Amendment Record  
**Interact QuickBooks Interface Module**

DOCUMENT 51196

Manufactured by Fairbanks Scales Inc.

821 Locust

Kansas City, Missouri 64106

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# Section 1: General Information

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## 1.1. DESCRIPTION

The QuickBooks Interface Module is used to transfer transaction data from Interact SE or Professional to QuickBooks Pro. It can also be used to synchronize account, hauler, material, and tax tables between Interact and QuickBooks Pro.

The QuickBooks Interface Module tool has been created and tested using QuickBooks Pro 2004. Fairbanks Scales will not guarantee or support the functionality of this tool with older versions of QuickBooks.

The interface between QuickBooks Pro and Interact is not a direct export and import of data. The interface allows the transfer of data from Interact to QuickBooks Pro. It is an on-demand, batch process, not a "real-time" interface. The only way the transfer can occur is when QuickBooks Pro and a copy of Interact are installed on the same computer.

The QuickBooks Interface Module will transfer the quantity and charge calculated in Interact to QuickBooks Pro. This allows QuickBooks Pro to calculate the rate (charge ÷ quantity = rate). This approach takes advantage of the multiple price table structure and special item pricing for jobs within Interact. Given the way QuickBooks Pro performs its calculations, the rate printed on the QuickBooks Pro invoice may carry out to 5 decimal places. This is the most accurate method of data transfer between these two applications and avoids rounding differences in the amount charged by Interact and QuickBooks Pro.

The QuickBooks Interface Module will correctly transfer the following accounting transactions from Interact to QuickBooks Pro:

- Invoiced Transactions (Charges)
- Cash Sales
- Payments / Credits
- Material Returns
- Taxes

The QuickBooks Interface Module will correctly transfer the following transaction data from Interact to QuickBooks Pro:

- Account Name
- Invoice Number
- Quantity (Net Weight, Unit Count, Yards)
- Unit of Measure
- Transaction Date
- Ticket Number
- Item/Material Code



- Base Charge
- Tax
- Freight Charges
- Transfer Date

It is required that the following tables be synchronized between Interact and QuickBooks:

- Accounts
- Haulers/Vendors
- Materials
- Taxes

This means that for every valid account, hauler, material, and tax in Interact, there must be a corresponding customer, vendor, item, and tax in QuickBooks. The QuickBooks Interface Module tool provides a table synchronization tool to aid you in performing this task.

## 1.2. QUICKBOOKS INTERFACE MODULE INSTALLATION

The QuickBooks Interface Module tool is a separate installation routine included on the Interact installation. To start the install routine, select **Start | Run** from the desktop. In the **Open** field, type **d:\qbbooks\setup** (replace **d** with the correct drive letter for your CD-ROM drive).

The Interact install routine will auto start when the CD is first placed into the CD-ROM drive. Click the **Cancel** button then the **Exit Setup** button to cancel the Interact install.

Files in this installation need to be placed **in the same folder as the Interact program**. Typically, the Interact program is installed in C:\Program Files\AWS\Interact. An option is provided to change this directory during the installation.

The QuickBooks Interface Module tool requires QuickBooks SDK 2.1. The installation for this set of developer routines is included and will start automatically towards the end of the installation process. Click the **Next** button in response to all prompts from this installation routine.



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## Section 2: Using the QuickBooks Interface Module

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### 2.1. QUICKBOOKS AND INTERACT SETUP

#### ***2.1.1. Synchronizing the QuickBooks and Interact Databases***

Before any Interact data can be exported to QuickBooks, the account, material and tax tables must be synchronized between the two programs. This means that for every account, material, and tax in Interact, there must be a corresponding customer, item, and tax in QuickBooks. The QuickBooks Interface Module tool can be used to aid in this process.

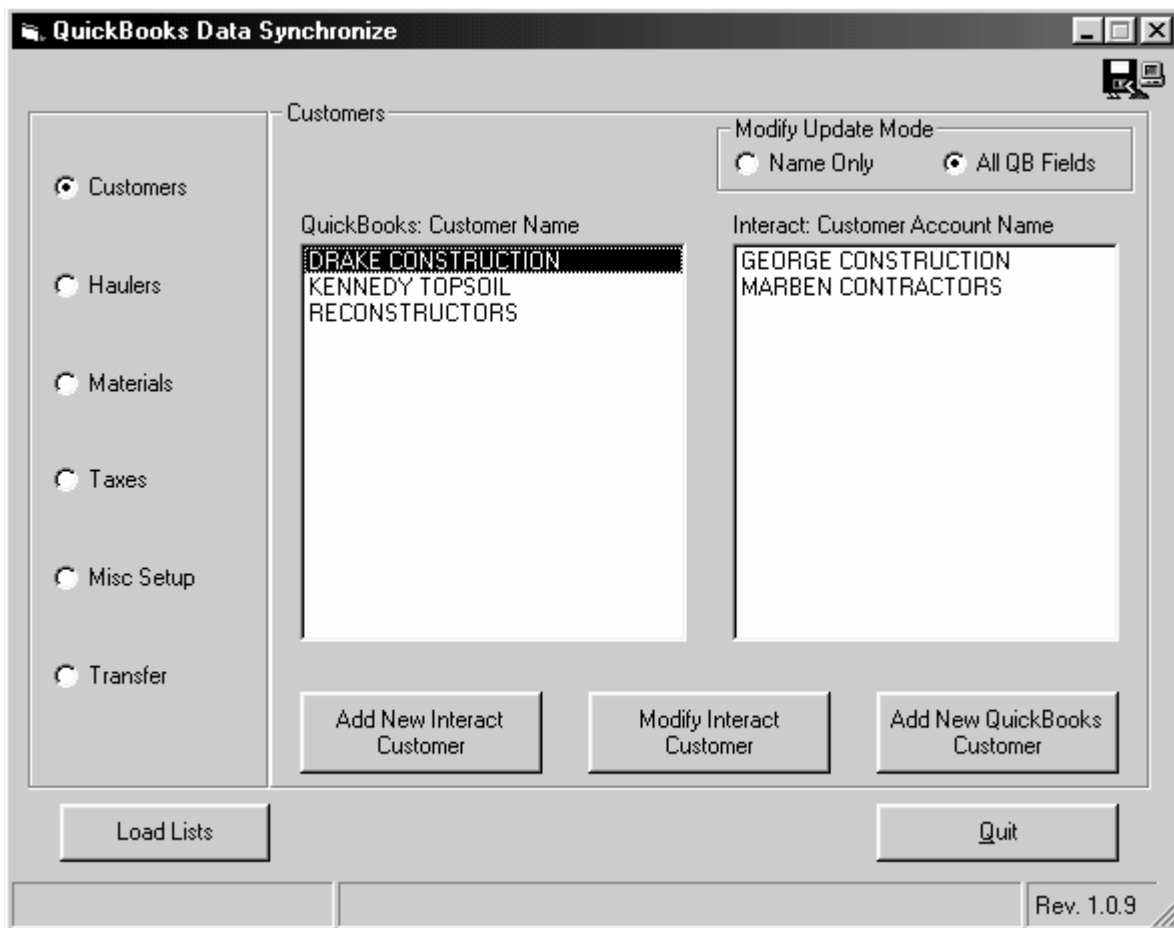
#### **QuickBooks Interface Module Tool**

To start the QuickBooks Interface Module tool, start Interact and click **Accounting | QuickBooks Synchronization**.



## 2.2. CUSTOMERS

Select the **Customer** bullet, and then click the **Load List** button. The QuickBooks Interface Module tool will attempt to match customer accounts from QuickBooks with customer accounts from Interact. To match, the QuickBooks *customer name* and Interact *customer account name* must be an exact match. When completed, the program will list all customers for which matches could not be found. Only those accounts that will have transaction data transferred from Interact to QuickBooks will need to match. It is not necessary that all QuickBooks customers be listed in Interact.



Mismatches can be resolved in one of three ways:

1. Add the QuickBooks customer to Interact
2. Add the Interact customer to QuickBooks
3. Force a match between QuickBooks and Interact customers by modifying the Interact customer account name.



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### ***2.2.1. Add a New Interact Customer***

To add a QuickBooks customer to Interact, select a customer from the QuickBooks customer list and click the **Add New Interact Customer** button. Account information is automatically added.

### ***2.2.2. Add a New QuickBooks Customer***

To add an Interact customer to QuickBooks, select a customer from the Interact customer list and click the **Add New QuickBooks Customer** button. Account information is automatically added.

### ***2.2.3. Modify Update Mode***

Before modifying an Interact account, select a modify option from the **Modify Update Mode** section. Select **Name Only** to update the Interact account name, select **All QB Fields** to update the Interact account name, contact name, address, and phone number fields.

To force a match between a QuickBooks and Interact customer, select one customer from each list and click the **Modify Interact Customer** button. This will change the Interact customer account name to the QuickBooks customer name.

Once there is a match, the account names will disappear from both lists.

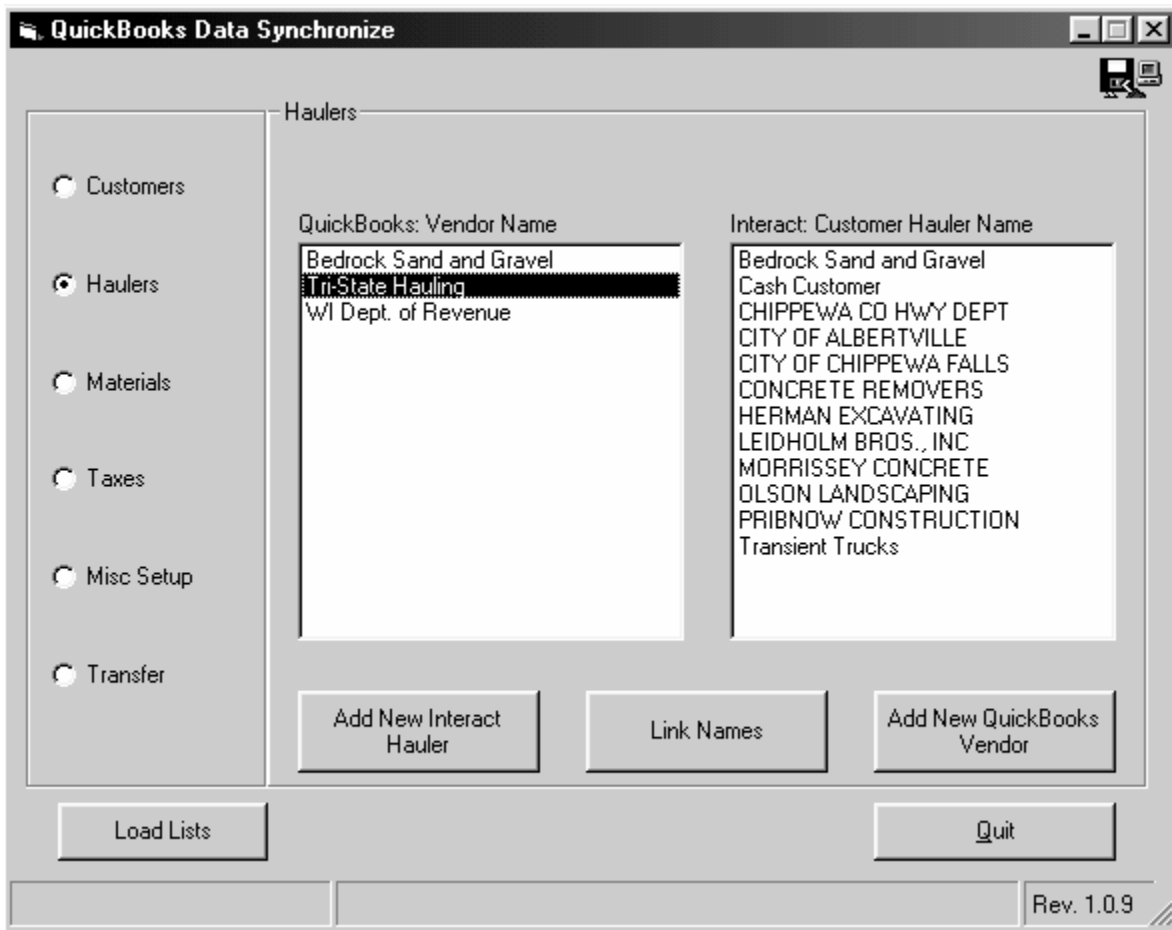
If the Interact account name is preferred, the QuickBooks customer will need to be modified manually.

### ***2.2.4. Cash Only Customer***

Cash transactions can be transferred into QuickBooks as Sales Receipts. To setup the Interact customer account select **Admin | Accounts** and click the **Terms** radio button to the left. Click the **Set to Cash** button. The word '**Cash**' will appear in the **Payment Terms** box. Click the **Save** button to save any changes.

## 2.3. HAULERS

Select the **Haulers** bullet, and then click the **Load List** button. The QuickBooks Interface Module tool will attempt to match *vendor* accounts from QuickBooks with *hauler* accounts from Interact. To match, the QuickBooks *customer name* and Interact *customer account name* must be an exact match. When completed, the program will list all customers for which matches could not be found. Only those accounts that will have transaction data transferred from Interact to QuickBooks will need to match. It is not necessary that all QuickBooks vendors be listed in Interact.



Mismatches can be resolved in one of three ways:

1. Add the QuickBooks customer to Interact
2. Add the Interact customer to QuickBooks
3. Force a match between QuickBooks and Interact customers by modifying the Interact customer account name.



### ***2.3.1. Add a New Interact Hauler***

To add a QuickBooks vendor to Interact, select a vendor from the QuickBooks customer list and click the **Add New Interact Hauler** button. Hauler information is automatically added.

### ***2.3.1. Add a New Interact Vendor***

To add an Interact hauler to QuickBooks, select a hauler from the Interact hauler list and click the Add New QuickBooks Vendor button. Vendor account information is automatically added.

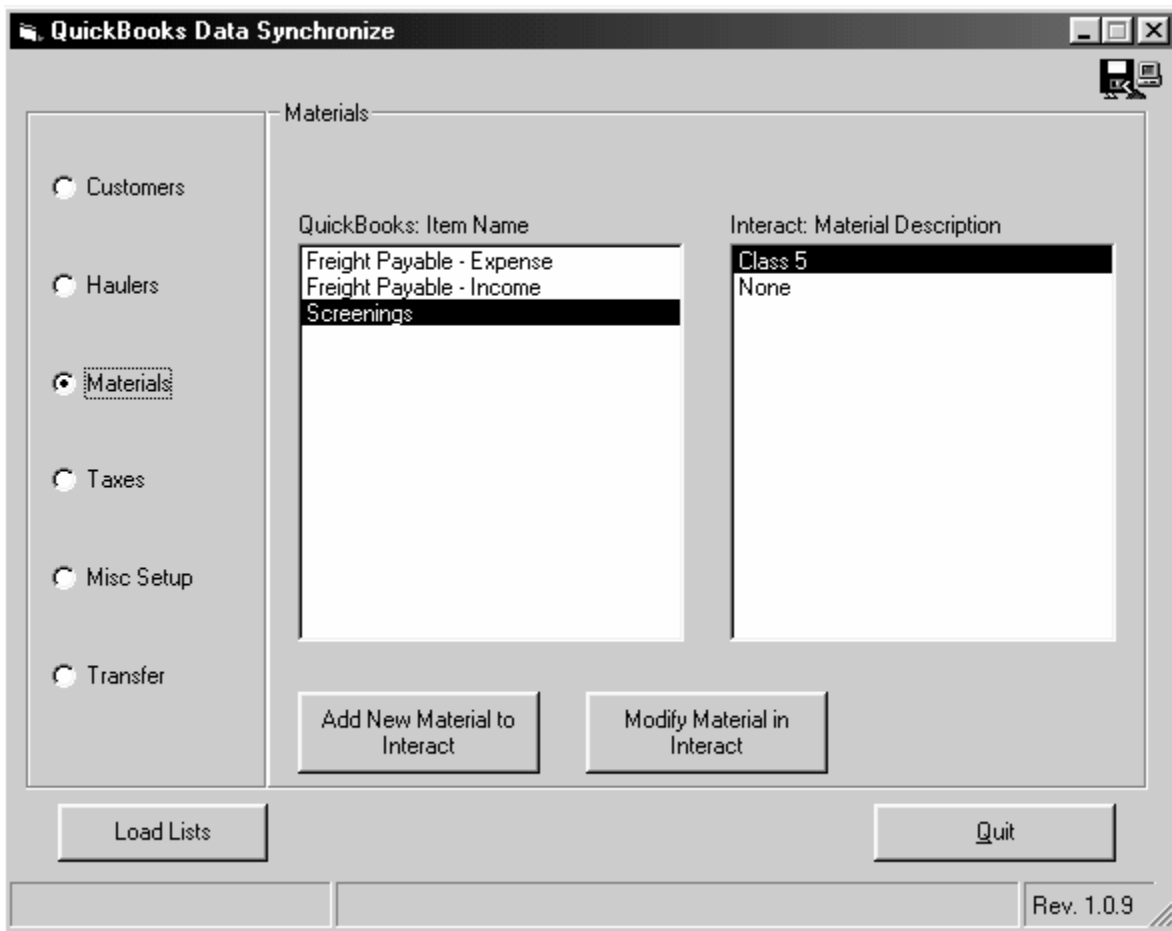
### ***2.3.1. Link Names***

To force a match between an existing QuickBooks vendor and an existing Interact hauler, select the accounts to link from the QuickBooks vendor list and the Interact hauler list, then click the **Link Names** button.

Once there is a match, the account names will be removed from both lists.

## 2.4. MATERIALS

Select the **Materials** bullet, and then click the **Load List** button. The QuickBooks Interface Module tool will attempt to match items from QuickBooks with materials from Interact. To match, the QuickBooks *item number/name* must be an exact match to the Interact *material description*. When completed, the program will list all QuickBooks items and Interact materials for which matches could not be found.



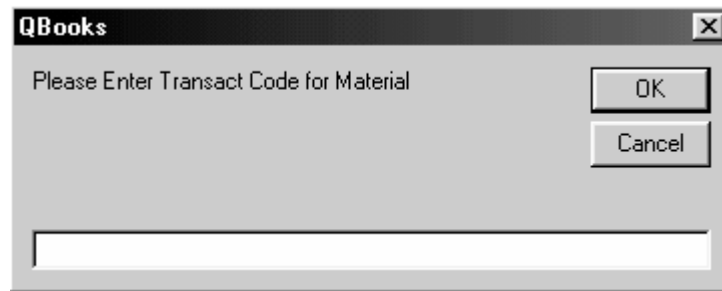
Mismatches can be resolved in one of two ways:

1. Add the QuickBooks item to Interact
2. Force a match between QuickBooks items and Interact materials

**NOTE:** Freight Payable - Expense and Freight Payable - Income will be discussed later in the Misc. Setup section.

### **2.4.1. Add a New Interact Material**

To add a QuickBooks item as an Interact material, select an item from the QuickBooks item list and click the **Add New Material to Interact** button. The following window appears.



Enter a ten character *code* to be used in Interact. Click the **OK** button.

### **2.4.1. Modify a Material in Interact**

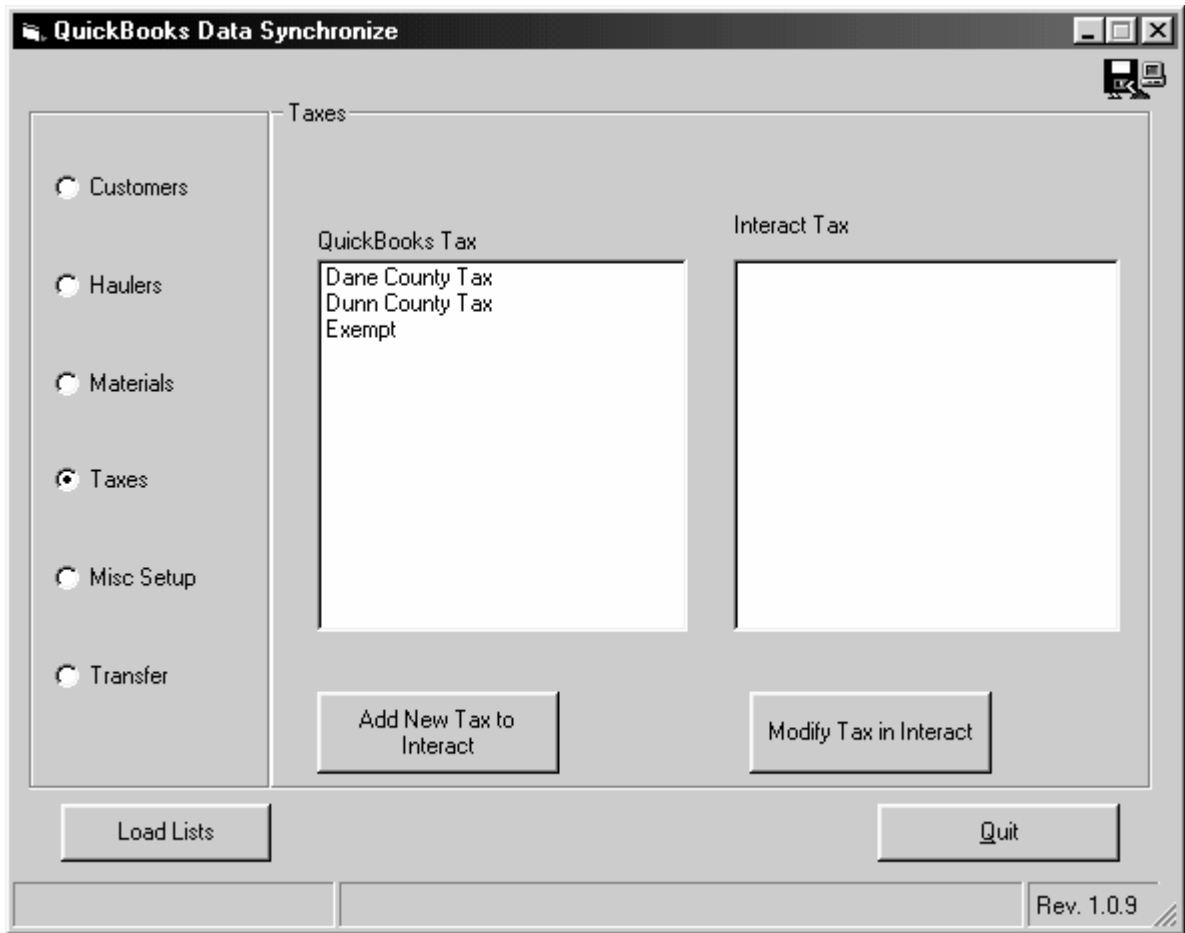
To force a match between a QuickBooks item and an Interact material, select one item from the QuickBooks item list and one material from the Interact material list. Click the **Modify Material in Interact** button. This will change the Interact material description to match the QuickBooks item name.

Once there is a match, the materials will disappear from both lists.

**NOTE:** If the Interact material description is preferred, the QuickBooks item will need to be modified manually.

## 2.5. TAXES

Select the **Taxes** bullet then click the **Load List** button. The QuickBooks Interface Module tool will attempt to match taxing authorities in QuickBooks and Interact. To match, the QuickBooks *item number/name* must be an exact match to the Interact *tax authority description*. When completed, the program will list all QuickBooks and Interact taxing authorities for which matches could not be found.

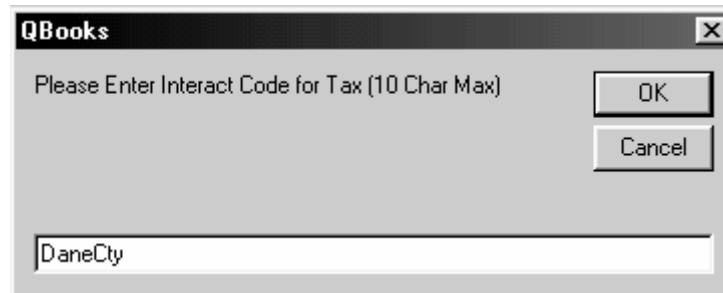


Mismatches can be resolved in one of two ways:

1. Add the QuickBooks tax authority to Interact
2. Force a match between QuickBooks and Interact tax authorities

### ***2.5.1. Add a New Tax Authority to Interact***

To add a QuickBooks tax authority to Interact, select the tax authority from the QuickBooks list and click the **Add New Tax to Interact** button. The following window appears.



Enter a ten character *code* to be used in Interact. Click the **OK** button.

### ***2.5.2. Modify Authorities in Interact***

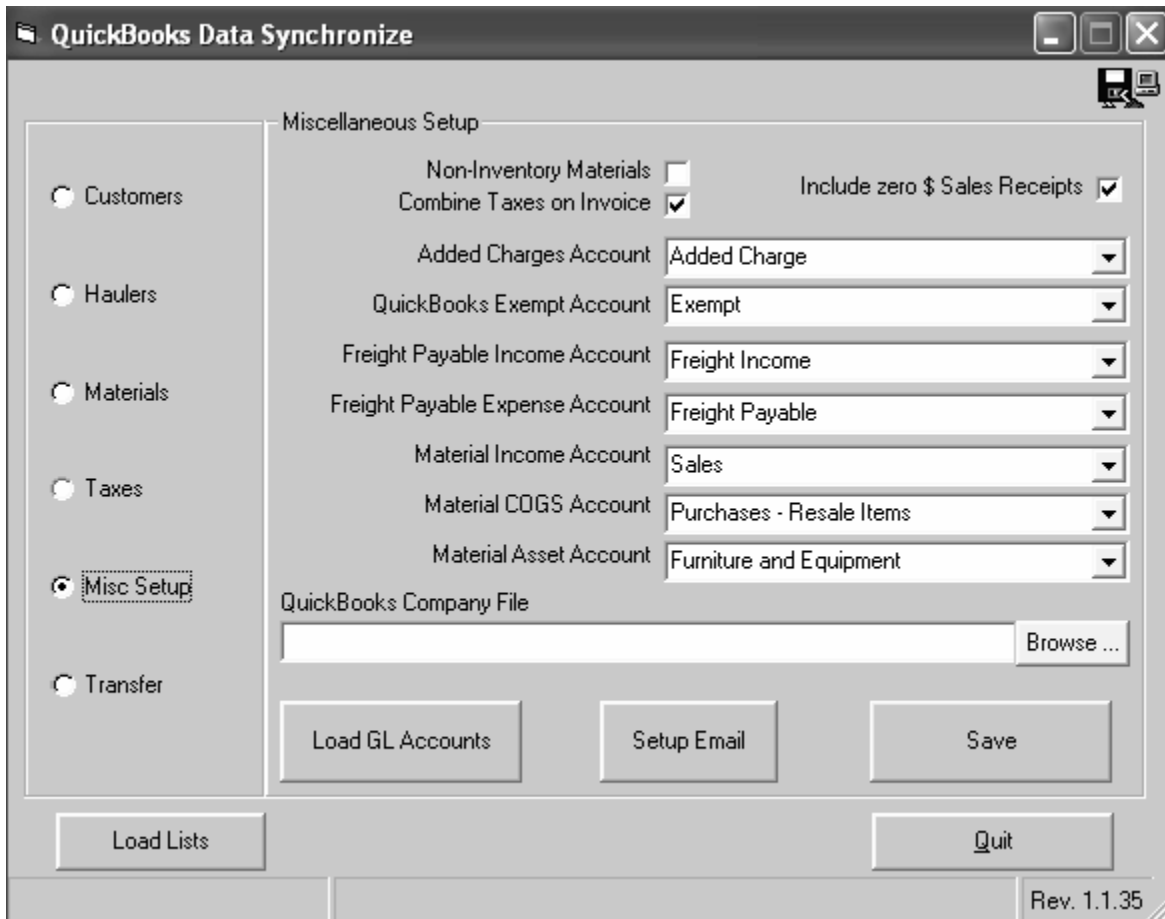
To force a match between a QuickBooks tax authority and an Interact tax authority, select a tax authority from the QuickBooks list and Interact list. Click the **Modify Tax in Interact** button. This will change the Interact tax authority description to match the QuickBooks name.

Once there is a match, the tax authority will be removed from both lists.

NOTE: If the Interact tax authority description is preferred, the QuickBooks tax authority will need to be modified manually.



## 2.6. MISC. SETUP



### 2.6.1. Combine Taxes on Invoice

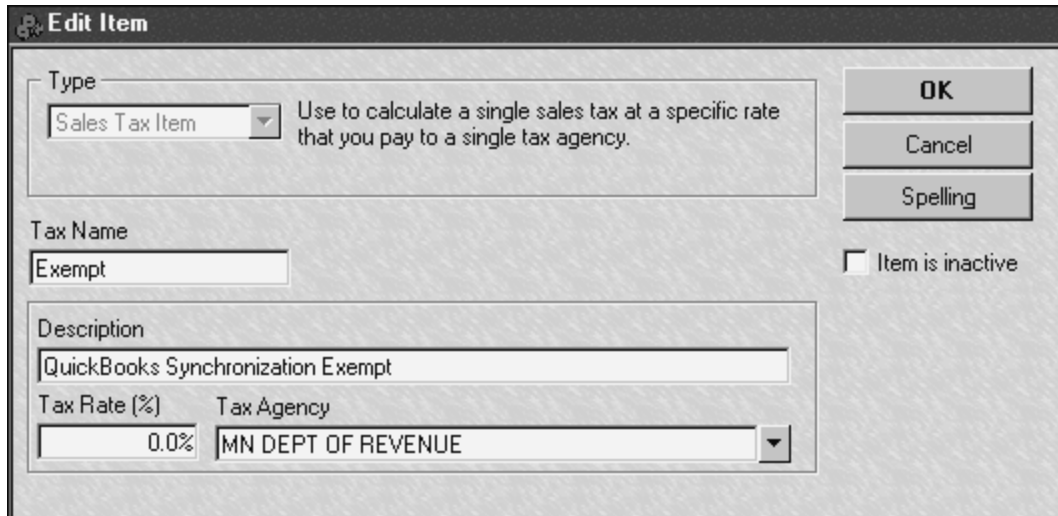
When checked, taxes for all transactions will be combined on each invoice.

### 2.6.2. Added Charges Account

To add an **Added Charge** item to QuickBooks, select **Lists | Item Lists**. Select **Item | New**. A new item window appears. The new item will appear in the QuickBooks Interface Module when the **Load Lists** button is clicked.

### 2.6.3. QuickBooks Exempt Account

An exempt tax account must be setup in QuickBooks to maintain the flexibility of the tax structure within Interact. To add an exempt tax account to QuickBooks, select **Lists | Item Lists**. Select **Item | New**. A new item window appears. The new item will appear in the QuickBooks Interface Module when the **Load Lists** button is clicked.



Use the above example to add an exempt tax item. Be certain to set **Tax Rate%** to **0.0%**. Click the **OK** button to save changes.

#### ***2.6.4. Freight Payable Income Account***

To add a Freight Payable Income item to QuickBooks, select **Lists | Item Lists**. Select **Item | New**. A new item window appears. Setup a QuickBooks item in the Item List as a service and select the income account associated with freight. A separate Chart of Accounts can be added and used if desired but is not necessary. Click the **Load Lists** button to select the QuickBooks item from the drop-down list.

#### ***2.6.5. Freight Payable Expense Account***

To add a Freight Payable Expense item to QuickBooks, select **Lists | Item Lists**. Select **Item | New**. A new item window appears. Setup a QuickBooks item in the Item List as a service and select the expense account associated with freight payable to a vendor. A separate Chart of Accounts can be added and used if desired but is not necessary. Click the **Load Lists** button to select the QuickBooks item from the drop-down list.

#### ***2.6.6. Material G/L Account link***

The QuickBooks Interface Module contains a feature that can be used to automatically transfer all table data from Interact to QuickBooks (Customers, Vendors, Materials, and Taxes). In order for the QuickBooks Interface Module to automatically create Materials in QuickBooks, a link to the G/L account must be selected.

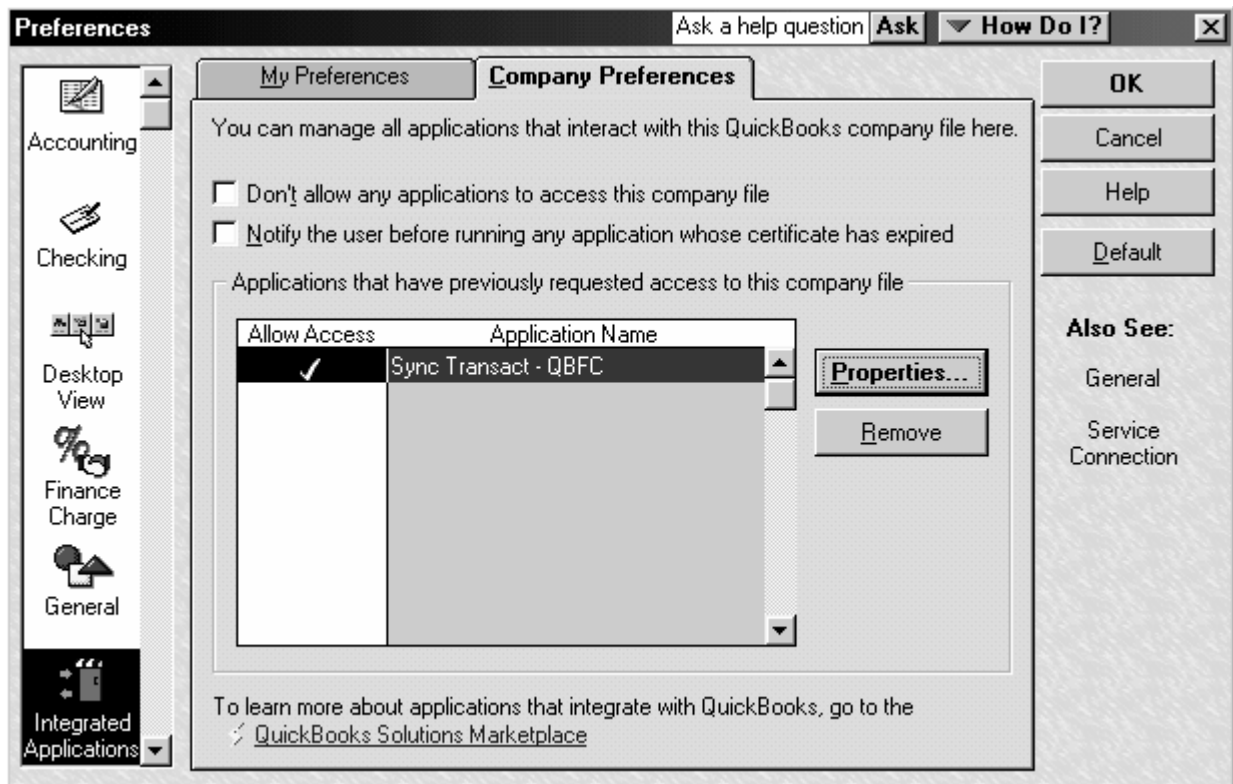
To link the QuickBooks Interface Module to the correct QuickBooks G/L material accounts, click the **Load GL Accounts** button. Once the load is complete, select the

appropriate QuickBooks G/L material account for Material Income Account, Material COGS Account, and Material Asset Account, from the drop-down lists.

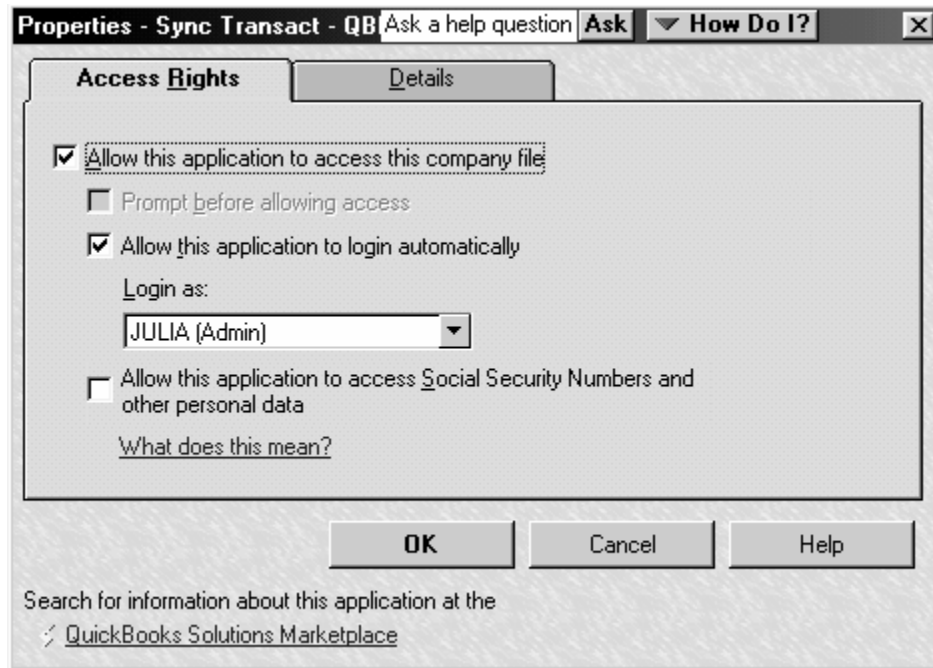
### 2.6.7. QuickBooks Company File

To run the QuickBooks Interface Module tool without having to first start QuickBooks, enter the path to the QuickBooks database. The path will look similar to the following: **C:\Program Files\Intuit\QuickBooks Pro\sample.qbw**.

It is also necessary to tell QuickBooks to allow the QuickBooks Interface Module tool access to the selected database. To allow proper access to the QuickBooks database, start QuickBooks and open the company that transactions will be transferred into. Select **Edit | Preferences**, a window similar to the following appears.



Click the **Integrated Applications** icon on the left. Match the settings to the above example. Click the **Properties** button. A window similar to the following appears.



Place checks next to...

1. Allow this application to access this company file
2. Allow this application to login automatically

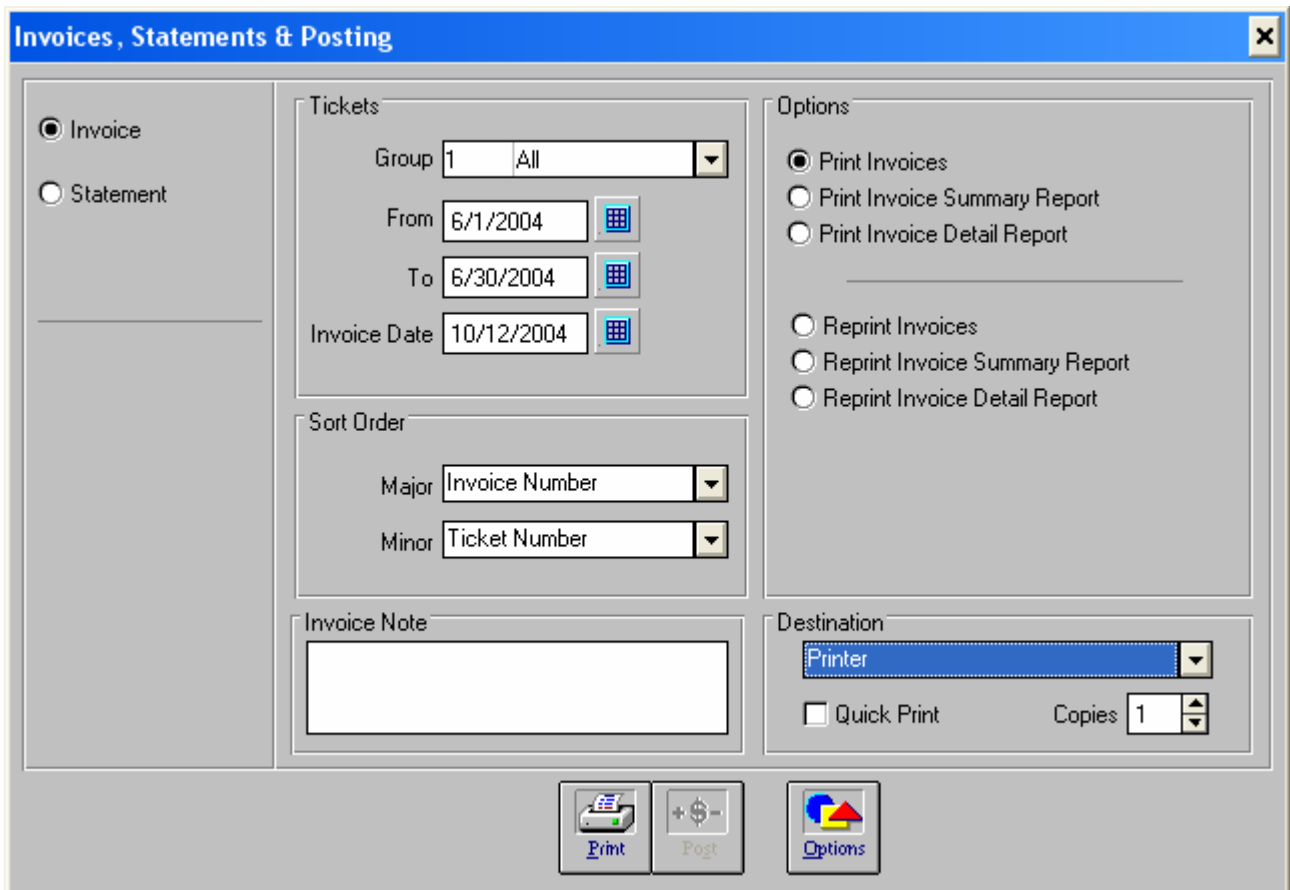
Select the login user from the **Login As** drop-down list.

## Section 3: Transferring Transaction Data to QuickBooks

QuickBooks requires an invoice number when transferring transactions into accounts receivable. To assign invoice numbers to transactions, use the Invoice, Statement & Posting route in Interact Plus and the Post Transactions routine in Interact SE (With 3rd Party Accounting Interface).

### 3.1. INTERACT PROFESSIONAL

Start Interact and select Accounting | Invoices, Statements & Posting. The Invoices, Statements & Posting Options table appears.

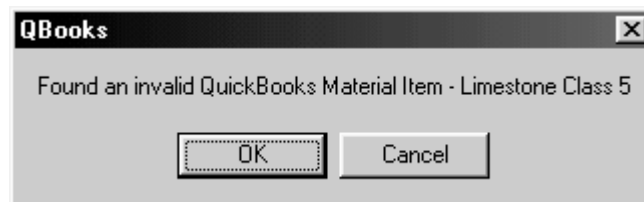


Select the Invoice radio button and a date range. Transactions occurring during the selected date range, that have not been marked, will be available to transfer into QuickBooks. A date range can be selected by using the calendar control buttons to the right of each date.

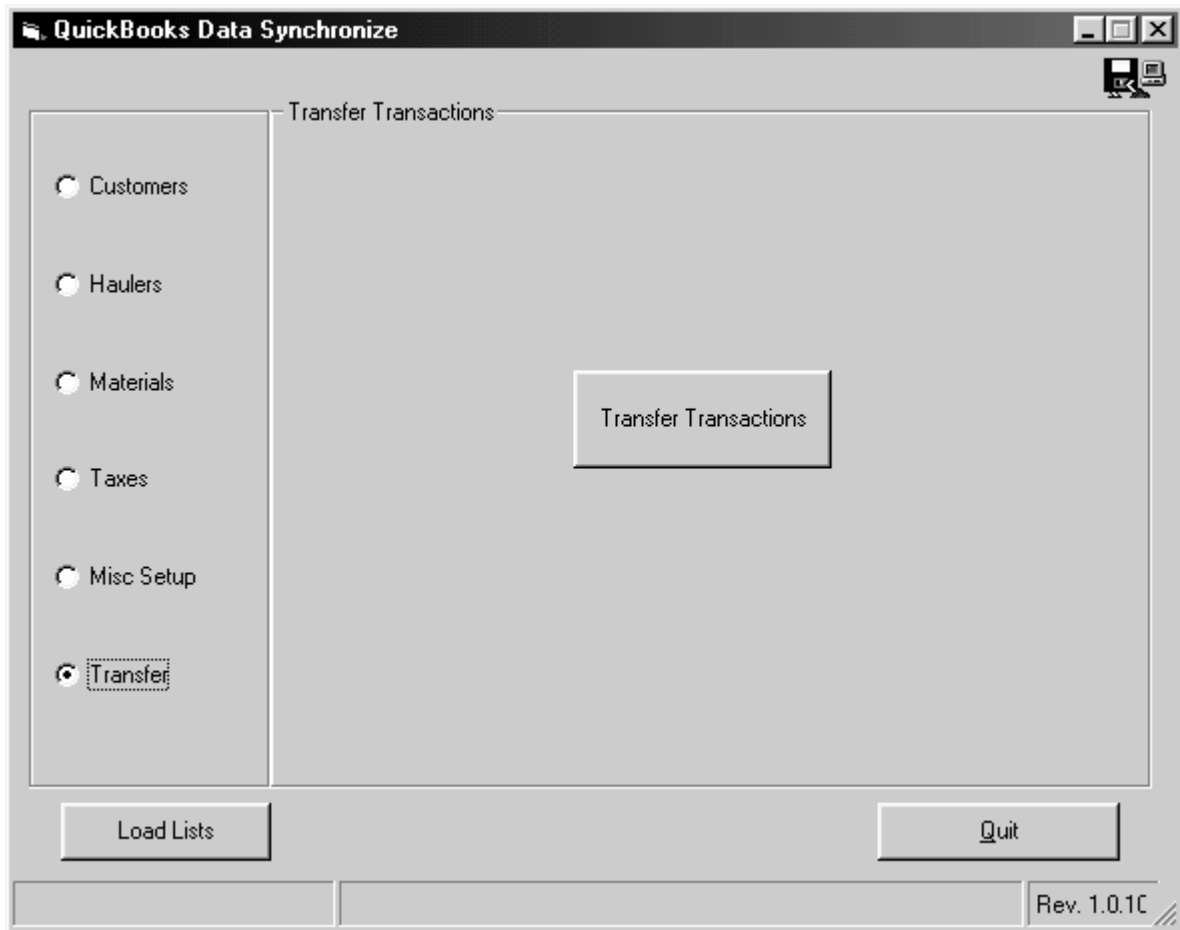
Select Export to QuickBooks from the Destination drop-down list. Click the Export button. Click the Yes button to perform the backup functions. Click the OK button to continue.

The QuickBooks Interface Module tool will start automatically. It will verify the presence of all customers, items and taxes in QuickBooks prior to transferring invoice data. Messages and a progress bar will appear in the status bar showing the transfer status.

An error similar to the following appears when information is missing in a QuickBooks table.



When synchronization errors occur, transactions are not transferred. To continue the verify process and find all mismatches, click the OK button. To cancel the verify process, click the Cancel button. Use the QuickBooks Interface Module tool to correct all synchronization errors before attempting to transfer transactions again.



Once corrections have been made, return to the **Transfer** bullet and click the **Transfer Transaction** button.

**NOTE: Do Not** select to post transactions until transactions have transferred correctly into QuickBooks. If changes are made to Interact transactions, it is will be necessary to go through the export/post process after changes have been made. Once transactions have been posted, they cannot be unposted unless a backup, prior to posting, is restored.

## 3.2. INTERACT SE WITH THIRD PARTY ACCOUNTING INTERFACE

Before posting transactions, it is recommended that a Detailed Tonnage and Charges report by Account be reviewed for transaction accuracy. Make transaction corrections prior to posting transactions. Once transactions have been posted, they cannot be reversed unless a database prior to posting is restored.

Start Interact and select Accounting | Post Transactions. The Export Transaction Options table appears.



Select a date range from the date section. Transactions occurring during the selected date range, that have not been marked, will be available to transfer into QuickBooks. A date range can be selected by using the calendar control buttons to the right of each date.

It is necessary to **Export** to activate the **Post** button. Unless custom work has been done, errors will occur while exporting data. Click the **Export** button. Click the **Yes** button to perform the backup functions. Click the **OK** button to select all accounts and continue. A message will be displayed to indicate that a .txt file has been created. It will be necessary to click the OK button several times and to close any WordPad or Notepad files containing errors. Once complete the **Post** button becomes available.

Click the **Post** button to post transactions.

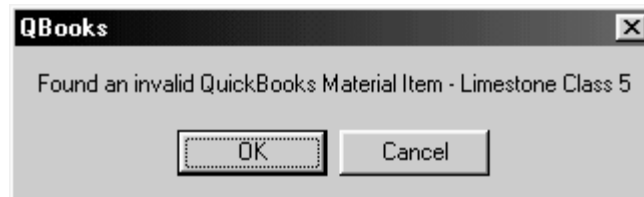
Select **Account | QuickBooks Synchronization** to start the QuickBooks Interface Module tool.

Click the **Transfer** button

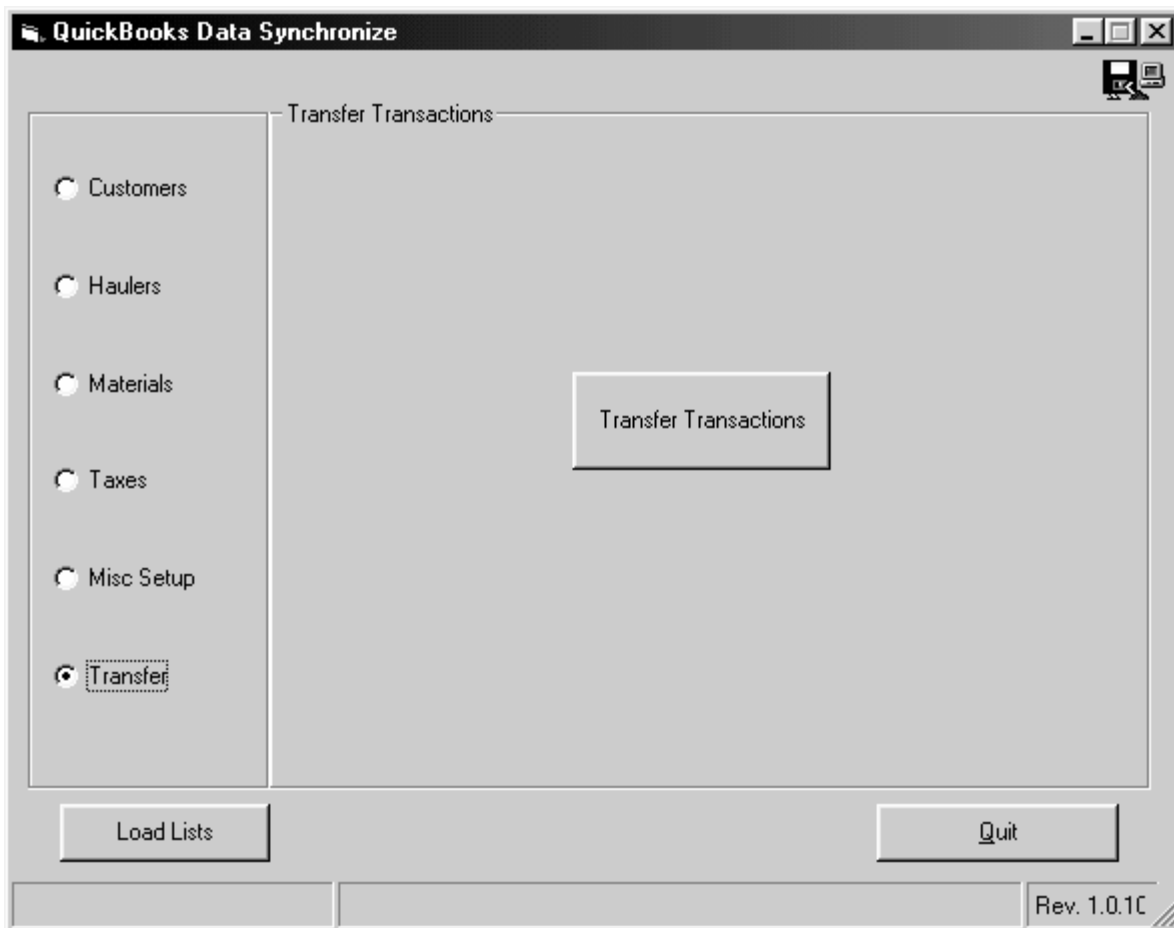


It will verify the presence of all customers, items and taxes in QuickBooks prior to transferring invoice data. Messages and a progress bar will appear in the status bar showing the transfer status.

An error similar to the following appears when information is missing in a QuickBooks table.



When synchronization errors occur, transactions are not transferred. To continue the verify process and find all mismatches, click the **OK** button. To cancel the verify process, click the **Cancel** button. Use the QuickBooks Interface Module tool to correct all synchronization errors before attempting to transfer transactions again.





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Once corrections have been made, return to the **Transfer** bullet and click the **Transfer Transaction** button.

**NOTE: Do Not** select to post transactions until transactions have transferred correctly into QuickBooks. If changes are made to Interact transactions, it is will be necessary to go through the export/post process after changes have been made. Once transactions have been posted, they cannot be unposted unless a backup, prior to posting, is restored.



### 3.3. CUSTOMIZING THE QUICKBOOKS INVOICE

The transaction date is transferred to the Service Date field in QuickBooks. By default, this field is not active on in any of the QB default invoices. Follow the steps below to create a custom QuickBooks invoice and active the Service Date field.

1. Start QuickBooks
2. Open the Create Invoice table
3. Click the Customize button above the invoice format drop-down list.
4. Enter a name for the custom invoice
5. Click the Columns tab
6. Click to place check marks in the Screen and Printed boxes.
7. Save and exit the customize tool.
8. Select the new Invoice from the drop-down list

**NOTE:** The order of the columns can be changed by renumbering them. The column header can also be changed in this form.







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[www.fairbanks.com](http://www.fairbanks.com)

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