

# QuickBooks Integration

Use this guide when both QuickBooks and SalonBiz®/SpaBiz® are installed on the same computer. The export setup should be conducted by the system administrator and/or accountant who are familiar with both the accounting program chart of accounts and the matching SalonBiz/SpaBiz categories.

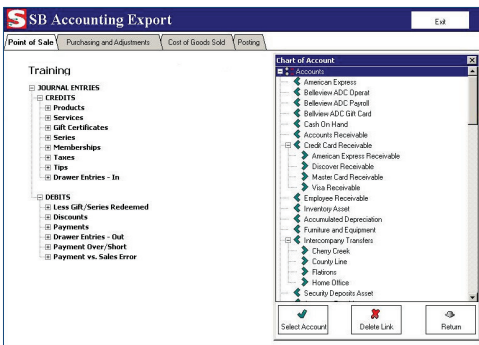
## Opening QuickBooks

1. Open your QuickBooks program.
2. Minimize the QuickBooks program.

## Linking Accounts

You must link each item listed under Journal Entries with their matching accounts in your chart of accounts. If you fail to link data with an account, the export function will not operate properly.

1. Open the Accounting Export program by double clicking on the icon on your desktop.
2. Click on the Point of Sale tab in the upper left hand corner of the window.
3. Link the data fields by clicking once in the appropriate Account # field. This will display the Chart of Accounts screen from QuickBooks. You can expand each section by clicking the plus sign (+) next to the category.
4. Select the account by clicking once on the appropriate account name from the Chart of Account, and then click the Select Account button. You will be able to see the name of the selected account and its number in the Account # field.
5. Repeat steps 3-4 for the Purchasing and Adjustments tab and the Cost of Goods Sold tab.

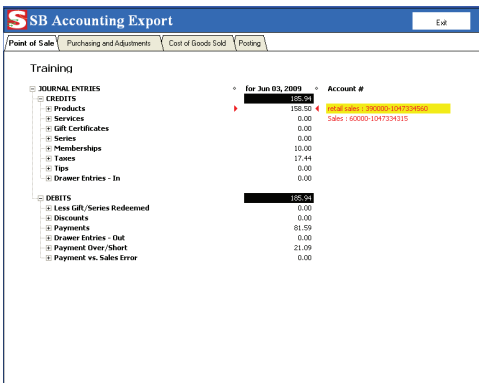


## Point of Sale

Information from your ticket transactions

### Credits

- Products- dollar amount taken in for products sold.
- Services- dollar amount taken in for services sold.
- Gift Certificates- dollar amount taken in for gift certificates sold.
- Series- dollar amount taken in for series sold.
- Memberships- dollar amount taken in for memberships sold
- Tax- sales tax collected from ticket.
  - Always make sure to link the Chart of Account to the individual tax (e.g. Retail Sales Tax) and not the "bold" tax.
- Tips- tips collected from tickets.
- Drawer Entries In- dollar amount attached to drawer entries in.



## Debits

- Less Gift/ Series Redeemed- dollar amount of gift cards or series that are redeemed on tickets.
- Discounts- dollar amount of discounts applied to tickets.
- Payments- dollar amount applied to each payment type on tickets.
- Drawer Entries Out- dollar amount attached to drawer entries out.
- Payment over/short- any discrepancies in your payment types.
- Payment vs. Sales Error- this area should have \$0.00

## Purchasing and Adjustments

*Information from your adjustments orders*

### Credits

- Received: A/P Vendor- Cost on Receiving Orders, the amount owed on invoice to vendor.
- Discounts: discounts applied to Receiving Orders.
- + Adjustments: Credit Reason- adding value to products on hand quantity through an Inventory Adjustment.
  - This section shows the reason why the product was added into inventory, for example a Breakdown of Gift sets.

Qty	Item Num	Description	Staff	Adj. Reason	Cost	Ext. Cost
8	018084844532	Be Culy Conditioner 1000ml		Db	Breakdown Ot	36.75 294.00
5	018084848481	Aveda Smock Small		Db	Shrinkage	38.00 190.00
4	018084828427	Translucent Loose Powder L		Db	Return To Venc	11.00 44.00
7	018084826478	Caribbean Bath Soap, 250ml		Db	Auto Adjusted	12.50 87.50

### Debits

- Received: Debit Inventory Category- the value of inventory per category added from your Receiving Orders
  - Example: \$564.00 of product was added to Air Care and \$262.50 was added into Hair Care.
- + Adjustments: Debit Inventory Category- adding value to products on hand quantity through an Inventory Adjustment.
  - This section shows what category the product was added to into inventory (e.g. Hair Care or Air Care).
- Receiving Freight- any freight amount that is applied to a Receiving Order.
- Receiving Tax- any tax that is applied to Receiving Orders.

Account #	Description	Amount
615.50	Received: A/P Vendor	615.50
0.00	Discounts	0.00
615.50	+Adjustments: Credit Reasons	615.50
87.50	Auto Adjusted	87.50
294.00	Breakdown of Gift Sets	294.00
0.00	Damaged/Return	0.00
0.00	Internal Use/Testers	0.00
0.00	Mistake In Count	0.00
0.00	Pro Use Color	0.00
0.00	Pro Use Hair	0.00
0.00	Pro Use Spa	0.00
0.00	Promotion/Special Event	0.00
44.00	Return to Vendor	44.00
190.00	Shrinkage	190.00
0.00	Supplies	0.00
615.50	Total +Adjustment: Credit Reasons	615.50
615.50	Received: Debit Inventory Category	615.50
615.50	+Adjustments: Debit Inventory Category	615.50
0.00	Receiving Freight	0.00
0.00	Receiving Tax	0.00

## Cost of Goods

*The cost of products you have sold or used and inventory adjustments*

### Credits

- Sales: Inventory- Purchase cost collected from tickets.
  - Example: a product was sold for \$16.00; the purchase cost of the product is \$8.00. The \$8.00 will show in this section.
- - Adjustments: Debit Inventory Category- dollar value linked to any negative adjustments of products adjusted through inventory adjustments.
  - This section is broken down by what category from inventory the product was adjusted out of, for example Mistake in count.

Qty	Item Num	Description	Staff	Adj. Reason	Cost	Ext. Cost
-5	01808481115	BB Brilliant Conditioner Gallon		Db	Breakdown Ot	26.50 -132.50
-6	01808481108	Brilliant Conditioner 1000ml		Ec	Mistake In Coun	31.00 -166.00
-8	018084805886	Bag Makeup Small		Ec	Pro Use Spa	0.00 0.00
-4	018084356692	Enlignter 16oz		Ec	Pro Use Color	16.95 -67.80



Journal Entries for May 27, 2009		Account #
<b>CREDITS</b>		
Sales Inventory	147.00	
Adjustments: Debit Inventory Category	386.30	
Accessories	0.00	
Air Care	0.00	
Aveda Mens	0.00	
BB Hair	132.50	
BB Hair Color	67.80	
BB Miscellaneous	0.00	
BB Spa	0.00	
Body Care	0.00	
Hair Care	186.00	
Holiday	0.00	
Makeup	0.00	
Personal Blends	0.00	
Pure Home	0.00	
Pure Privilege	0.00	
Skincare	0.00	
Travel	0.00	
<b>Total -Adjustments: Debit Inventory Category</b>	<b>386.30</b>	
<b>DEBITS</b>		
Sales Cost Of Goods	147.00	
Adjustment: Credit Reasons	386.30	

## Debits

- Sales: Cost of Goods- purchase cost of products sold.
  - Product sold for \$16.00 and was purchased for \$8.00, so \$8.00 will show here.
- - Adjustments: Credit Inventory- dollar value linked to any negative adjustments of products adjusted through inventory adjustments.
  - This section is broken down by why the product was deducted from the inventory (adjustment reason).

SB Export Mapping

Vendor:

Linked Off Vendor:

QuickBooks Vendor:

Export: From [6/3/2009] To [6/3/2009] Training

Please select the Accounts you wish to Export:

Point of Sale

Purchasing and Adjustments

Cost of Goods Sold

## Mapping Data Fields

1. From the Accounting Export screen, click on the Posting tab.
2. In the SB Export Mappings area select Vendor from the drop down menu.
3. Select an item in the Tax Name field by clicking once and then click its making item in the Vendor list. The vendor that is linked to the tax is who the client pays their sales tax to.
4. Click the link item button (you should see a check mark next to the name of your tax).
5. Follow the above steps for all items in the vendor list.

Journal Entries for 5/3/09 to 6/3/09		Account #
<b>CREDITS</b>		
Received: A/P Vendor	0.00	
Discounts	0.00	
Adjustment: Credit Reasons	615.50	
Auto Adjusted	67.50	
Breakdown Of Gift Sets	294.00	
Damaged/Broken	0.00	
Internal Use/Filters	0.00	
Mistake In Count	0.00	
Pro Use Color	0.00	
Pro Use Hair	0.00	
Pro Use Spa	0.00	
Promotion/Special Event	0.00	
Return To Vendor	44.00	
Shrinkage	190.00	
Supplies	0.00	
<b>Total -Adjustment: Credit Reasons</b>	<b>615.50</b>	
<b>DEBITS</b>		
Received: Debit Inventory Category	0.00	
Adjustments: Debit Inventory Category	615.50	
Receiving Freight	0.00	
Amis	0.00	
<b>Total Receiving Freight</b>	<b>0.00</b>	
Receiving Tax	0.00	
Amis	0.00	
<b>Total Receiving Tax</b>	<b>0.00</b>	

## Exporting Data

Once your setup is complete you can export data from your SalonBiz/SpaBiz database to your QuickBooks program database.

1. Make sure that you properly closed your day or the days within the selected range in SalonBiz/SpaBiz.
2. Close SalonBiz/SpaBiz.
3. Open QuickBooks.
4. Open the Accounting Export program.
5. Click on the Posting tab.
6. From the Export Field, select a date range to include in the export.
7. Select the accounts you wish to export by clicking in the corresponding box (you will see a check).
8. Click the Show on Screen button to review your information before exporting it.
9. Click the Export button.



# Frequently Asked Questions

## **Does my accountant have to complete the setup?**

The person that completes the setup and maintains and monitors the QuickBooks Integration should have a working knowledge of the accounting program itself as well as your account structure (Chart of Accounts).

## **Can I do my payroll with the QuickBooks Integration?**

No, the QuickBooks Integration currently does not transfer payroll information from SalonBiz/SpaBiz to QuickBooks.

## **If I make a change to a category in SalonBiz/SpaBiz will it automatically reflect the change in QuickBooks?**

The information exported to QuickBooks is generated directly from your SalonBiz/SpaBiz database, so any changes you make in the database will be reflected in QuickBooks. However, when making changes to your SalonBiz/SpaBiz accounts you will also need to make sure you re-map those changes in QuickBooks.

## **If I make a change to an account in my QuickBooks Chart of Accounts will it automatically update?**

When you change your Chart of Accounts you will need to follow the process to re-link and re-map you data.

## **Will the QuickBooks Integration be able to calculate my taxes?**

Yes, the QuickBooks Integration will export your product and service sales taxes based on your account structure; however, it will not export any type of payroll taxes.

## **What if I accidentally leave a day open in SalonBiz/SpaBiz?**

If any date in your export range is still an Open day, the Accounting Export will notify you so that you may close the day.

## **What if I want to export the same data again?**

If you have previously exported data from a selected date, the Accounting Export will display a warning. You can choose to export the data again, but you must first void the original journal entry or the entries for that day. If you are not sure how to void previous journal entries, you should refer to your QuickBooks user guide.

