

Generate & Use the QuickBooks Export file

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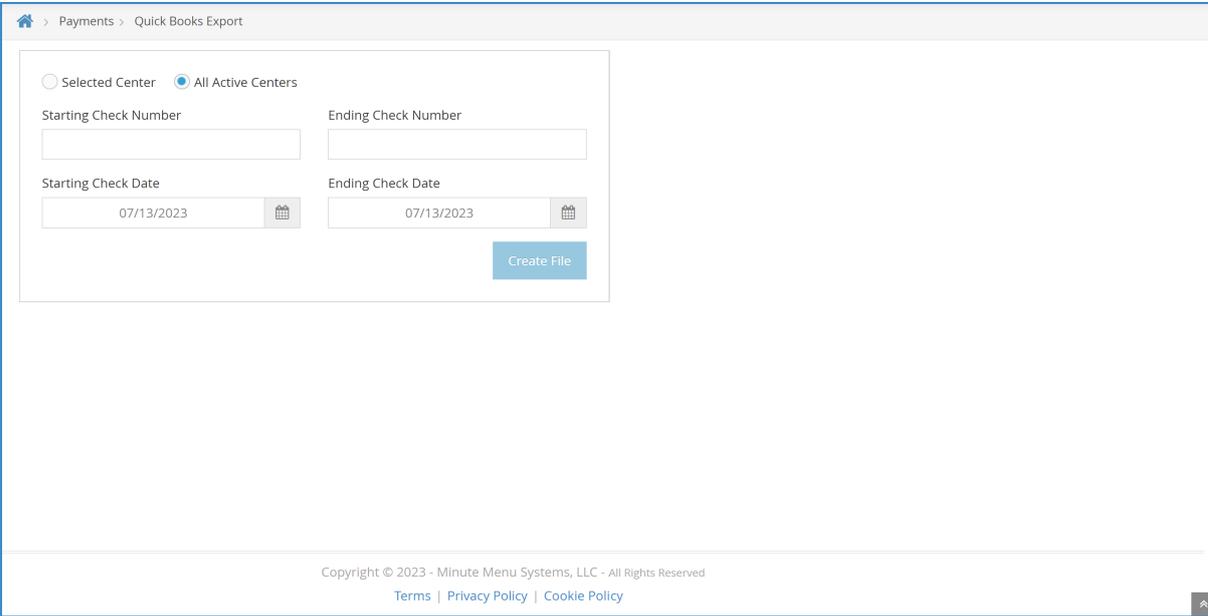
Setting Up the Export

To set up the QuickBooks export:

1. From the menu to the left, click **Administration**.
2. Select **Manage Policies**.
3. Click  next to **P. Center Payments**.
4. Click  next to **Policies P.2a - P.2e** and enter your QuickBooks account information. Ensure that the account names in QuickBooks match center names in KidKare exactly. Names that don't match exactly could cause errors during the importing process. Extra spaces or punctuation can cause issues.
5. When finished, click **Save**.

Creating the Export File

1. From the menu to the left, click **Payments**.
2. Issue payments as you normally would. Ensure that you print and export checks/ACH, even if you are not physically printing checks or vouchers. Clicking Print ensures the file is created.
3. Then, select **Quick Books Export**. The Quick Books Export page opens.



The screenshot shows the 'Quick Books Export' page. At the top, there is a breadcrumb trail: Home > Payments > Quick Books Export. Below this, there are two radio buttons: 'Selected Center' (unselected) and 'All Active Centers' (selected). Underneath, there are four input fields: 'Starting Check Number' and 'Ending Check Number' (both empty), and 'Starting Check Date' and 'Ending Check Date' (both containing '07/13/2023'). Each date field has a calendar icon to its right. A blue 'Create File' button is positioned at the bottom right of the form area. At the bottom of the page, there is a footer with the text: 'Copyright © 2023 - Minute Menu Systems, LLC - All Rights Reserved' and links for 'Terms | Privacy Policy | Cookie Policy'.

4. Select the **All Active Centers** option or the **Selected Center** option. If you choose Selected Center, click the Select Center drop-down at the top of the window and select the center for which to create the QuickBooks file.
5. Click the **Starting Check Number** and **Ending Check Number** boxes and enter starting and ending check numbers.
6. Click the **Starting Check Date** and **Ending Check Date** boxes and enter the starting and ending check dates.

7. Click **Create File**.

Import the File into QuickBooks

1. Open QuickBooks.
 2. Click the **File** menu, select **Utilities, Import**, and select **IIF File**.
 3. Browse to the location in which you saved the Minute Menu Export File.
 4. Click **Open**. The payment information imports into QuickBooks.
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