

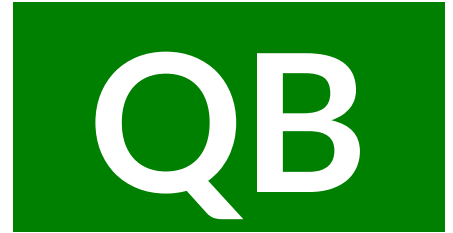


System Guide



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Chapter 1

Contact NECS

1 Contact NECS



- Please visit our website at www.necs.com to learn about our other add-on modules, products and services.
- Contact our **NECS Sales Department** at sales@necs.com for more information.
- Contact the **Tech Support Department** at tech@necs.com for assistance.

For information about current NECS software training classes use this link:
necs.com/training.php

NECS, Inc.

322 East Main Street, Third Floor
Branford, CT 06405

Office Hours: Monday - Friday from 8:30AM EST - 5:30PM EST

Toll Free: 800.766.6327 (NECS) **Phone:** 475.221.8200 **Fax:** 203.208.0889



Chapter 2

License Agreement

2 License Agreement

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-

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Updated September 2016

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Please visit our website at www.necs.com to learn about our other add-on modules, products and services. Contact our **NECS Sales Department** at 800.766.6327 or email sales@necs.com for more information.

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Toll Free: 800.766.6327 (NECS)



Chapter 3

entrée.QB Introduction

3 entrée.QB Introduction

Link entrée to QuickBooks and Complete Your Accounting Connection

[entrée.QB](#) is an add-on module that allows distributors to port **GL** (General Ledger) and AP (Accounts Payable) related data from the **entrée** application into QuickBooks. The unique design of **entrée.QB** as a stand-alone application allows all of the users in the **entrée** system to work as normal, without any of the security, network or licensing issues that can occur with a direct link into the QuickBooks application.

Tasks Performed with entrée.QB

- Post pending AR Journal Entries from **entrée** into QuickBooks selectively or as a single batch.
- Post pending Purchase Order Payables from **entrée** into QuickBooks selectively or as a single batch.
- Allow for synchronization of the **entrée** and QuickBooks vendor files.
- Allow for synchronization of the **entrée** and QuickBooks GL account files.

Operating entrée.QB

- Operators of the **entrée.QB** application will typically be the same person or people that would be responsible for operating QuickBooks on a day to day basis.
- **entrée.QB** must be installed on a workstation that has both the **entrée** application and QuickBooks Client installed.
- In order for **entrée.QB** to communicate with QuickBooks, QuickBooks must be running and the QuickBooks company file to post to must be open.

If you would like more information related to pricing or a specific quote for your company's needs, please contact the **NECS Sales** by email sales@necs.com or call 800.766.6327 (NECS). Please visit our website at necs.com to learn about our other add-on modules, products and services.



Chapter 4

entrée.QB Product Features

4 entrée.QB Product Features

The NECS **entrée.QB** software allows you to easily link your **entrée** system with QuickBooks*. This module is especially valuable if your company's accounting staff is trained and proficient in QuickBooks*, and you want to continue to use it for General Ledger and Accounts Payable purposes. No longer will there be any kind of double entry needed, as **entrée.QB** automates the communications between both systems.

The unique design of **entrée.QB** as a stand-alone application allows all of the users in the **entrée** system to work as normal, without any of the security, network or licensing issues that can occur with a direct link into the QuickBooks application.

General Ledger Features

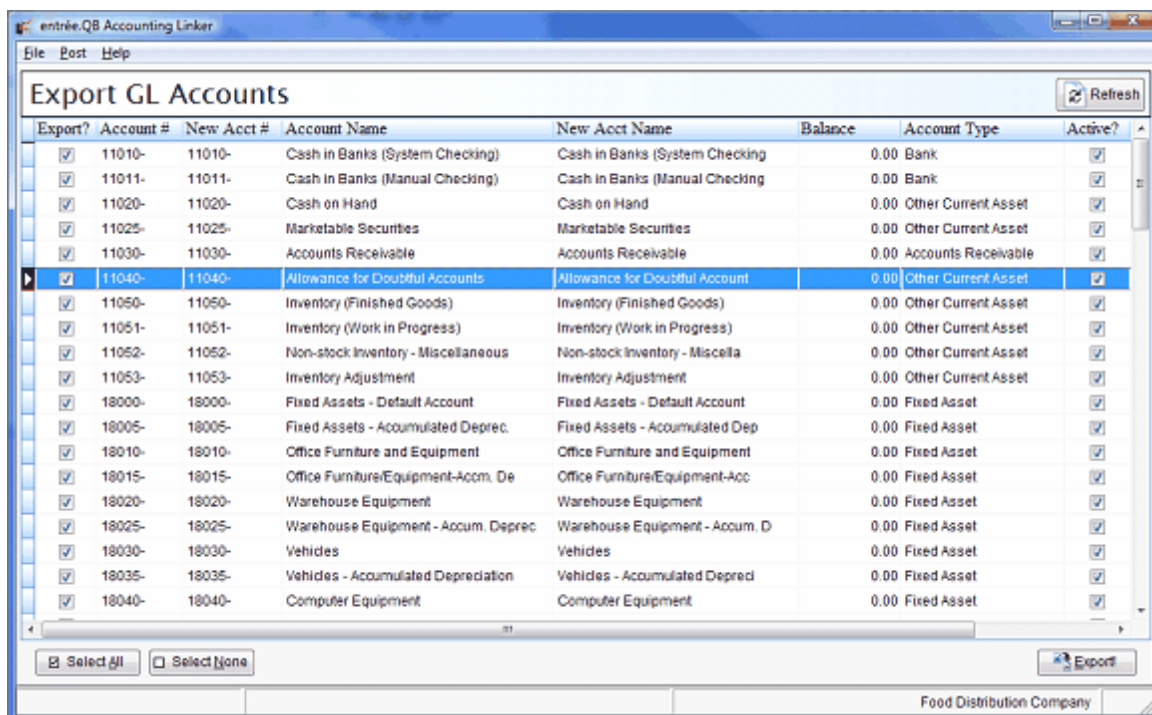
- Can optionally import your QuickBooks* Chart of Accounts into **entrée V3** or **entrée V4 SQL**.
- Can optionally export your **entrée** Chart of Accounts into QuickBooks*.
- Using customer grouping, can release **entrée** accounting data into different QuickBooks* companies.
- Released data into QuickBooks* can be in a "Summary" format (one entry per general ledger account).
- Released data into QuickBooks* can be in a "Detail" format (each sales and cash receipt transaction posted as a separate journal entry).

Accounts Payable Features

- Link **entrée** vendors to QuickBooks* vendors.
- Can optionally import your QuickBooks* vendors into **entrée**.
- Can optionally export your **entrée** vendors into QuickBooks*.
- Create a "QuickBooks* Bill" from an **entrée** received purchase order.

Import / Export & Synchronize GL Accounts


The **entrée.QB** software module will synchronize GL (General Ledger) Accounts between **entrée** and QuickBooks to ensure the accuracy of your Chart of Accounts. Typically GL accounts are pulled into **entrée** from QuickBooks using the Import GL Accounts utility. However as part of the initial setup of **entrée.QB**, operators are allowed to export an existing **entrée GL** account file into QuickBooks.



Override Accounts

Chart of Account codes which override the normal codes can be assigned to your inventory items and your vendors in the **entrée** system. To ensure that both **entrée** and QuickBooks function together properly, you will need to verify these codes when you first start using **entrée.QB**.

- Inventory items can be assigned override Sales and Cost of Goods Sold GL accounts defined on the **Cost/Price** tab of Inventory File Maintenance in **entrée**.

-  Click the Search button to open the GL Account Search dialog to find the correct account.

Vendors

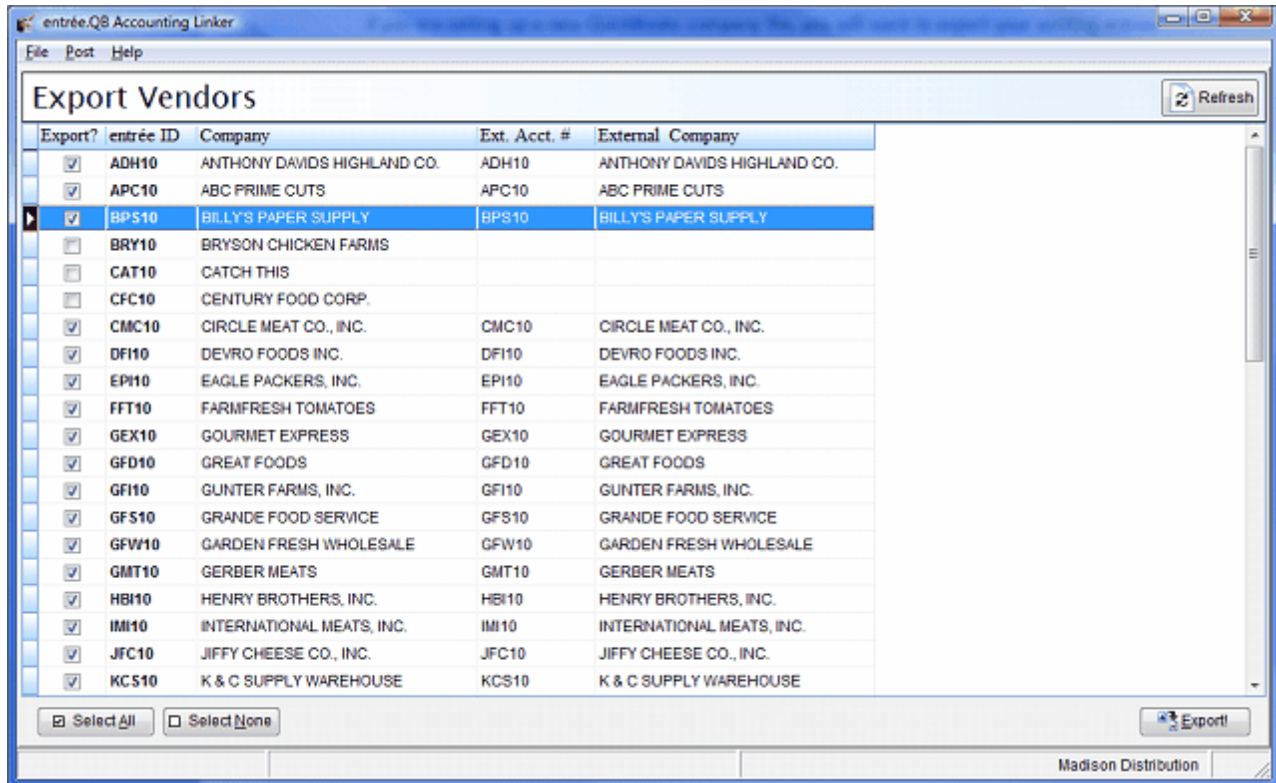
Vendors can be assigned override defaults using Def Expense Account and/or Def Control Account fields in the Vendor tab **GL/Account** tab in Vendor File Maintenance in **entrée**.

These expense and control accounts will be used by default when creating a payable to export into QuickBooks after closing a purchase order in **entrée**.

Import / Export & Synchronize Vendors

Your **entrée** vendors must be linked or exported into QuickBooks before any purchase order payables can be posted into QuickBooks. Typically vendor accounts in **entrée** are linked into the corresponding vendor accounts in QuickBooks using the Link Vendors utility.

As part of the initial setup of **entrée.QB**, operators are allowed to export any vendors in **entrée** into QuickBooks or import QuickBooks vendors into **entrée**.



Post Payables to QuickBooks

entrée offers the ability to create a payable or vendor bill at the time a purchase order is received in the entrée system. After receiving product from a purchase order and you have received the vendors invoice, you will be prompted to close the purchase order and create a payable in QuickBooks.

The **Balance To Distribute** field will contain the remaining amount of the payable that needs to be distributed. This value cannot be edited directly, but is derived using the value in the Amount field less the total of the distributions that have been applied in the distribution grid.

This field will be highlight in **green** when the balance reaches 0.00, otherwise it will be highlighted in red. By default the total of the purchase order (or the Amount field if manually changed) is posted as a distribution to the vendors default expense account.

Vendor Information

Vendor #:

COAST TO COAST

Phone: 347/240-6273
Fax: / -

Account Information

Terms:

Due Days:

Def. Ctrl Acct:

Def. Exp. Acct:

Payable

Invoice #: Invoice Date: Amount:

PO Number: Due Date: Ctrl Acct:

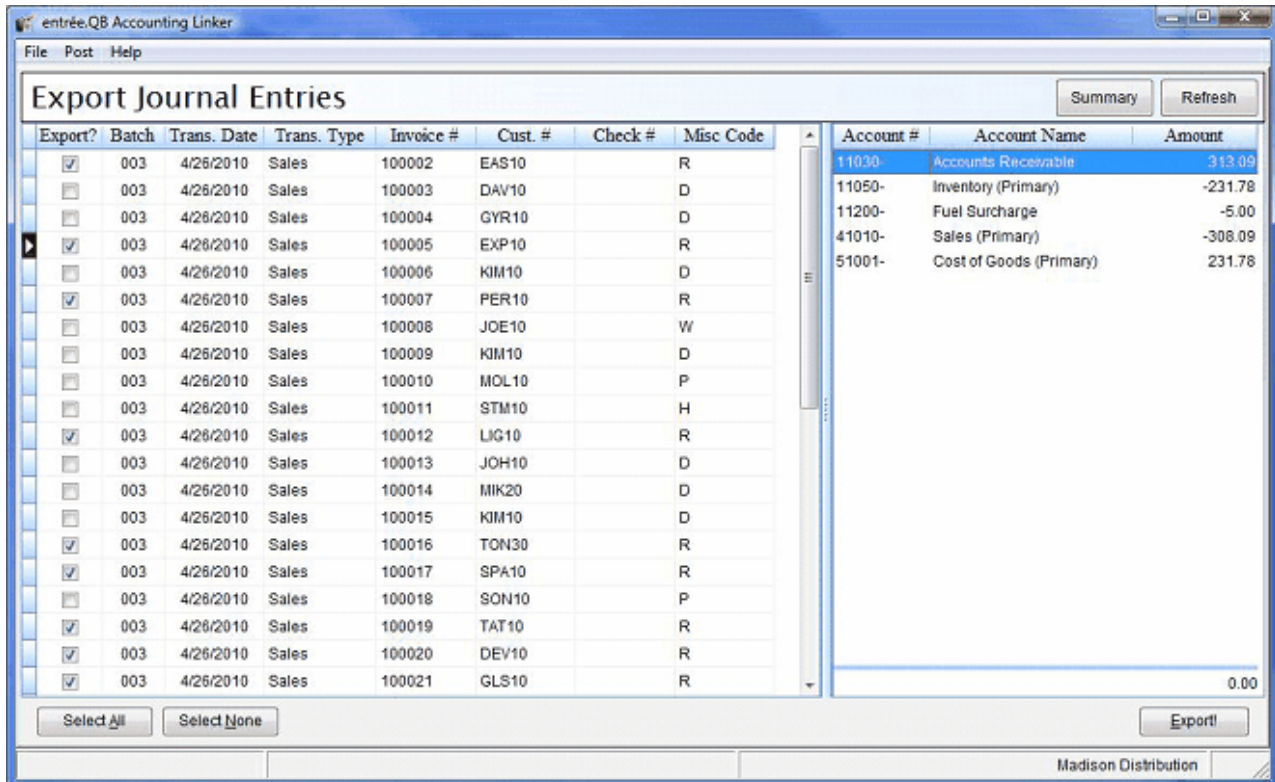
Reference: Balance To Distribute

Distributions:

Account	Account Description	Amount	Reference
600	Sales Account 1	3.86	

Export Journal Entries

As you use the main **entrée** application and wish to export your account postings to QuickBooks, you will use the “Release to GL” feature. This will save all account postings to a holding file. **entrée.QB** then uses the data contained in the holding file to push the journal entries into QuickBooks. To use this feature, you must have first synchronized the **entrée** and QuickBooks GL account files using the Import and/or Export GL Accounts utility.



entrée.QB allows for journal entries to be posted into QuickBooks in one of two methods:

- **Summary mode** will post an entire **entrée** release batch as a single journal entry.
- **Detail mode** will post a journal entry for each Sales transaction (invoice/credit memo) and cash receipt within the **entrée** release batch.

The detailed posting provides much greater traceability in the QuickBooks general ledger. Sometimes food distributors using QuickBooks will have more than one company defined. **entrée.QB** allows you to export journal entries to different companies you may have defined in QuickBooks.

In order to accomplish this, you can classify customers into different QuickBooks companies by using the “Customer Misc. Code” in Customer File Maintenance in the main **entrée** system.

When exporting journal entries, specify the QuickBooks company and also the Customer **Misc. Code**, and only the journal entries that are associated with that customer code will be posted.

Customer File Maintenance

Cust. Number: MAD 101 Price Level: [dropdown]

Company: MADISON FUN FOODS

Address: 209 BOSTON POST ROAD

Territory: MADISON CT 06443

Country: US

Industry: REST Inactive Potential

Misc. Code [text box]



Chapter 5

System Requirements

5 System Requirements

The **entrée.QB** add-on module requires:

- **entrée V3** or [entrée V4 SQL](#).
- **QuickBooks** desktop versions 2002 or later.
 - **entrée.QB** for **entrée V3** and **entrée V4 SQL** has been updated to be compatible with QuickBooks version 2013 and higher for the Professional, Premier, and Enterprise Editions.

The **entrée.QB** software must be installed on a workstation that has both the **entrée** application and the QuickBooks Client installed. The unique design of **entrée.QB** as a stand-alone application allows all of the users in the **entrée** system to work as normal, without any of the security, network or licensing issues that can occur with a direct link into the QuickBooks application.

Minimum hardware requirements for entrée version 4 SQL

To improve system performance for larger installations, a faster processor as well as a going to Quad Core technology on the server is recommended. Workstation performance can be increased by a faster processor and more RAM memory.

Server Requirements

- Windows 2008 Server / Windows 2012 Server (including Standard and Server Essentials).
- Dual Core processor. Note that the Sybase Advantage Database Server supports multiple processors on Windows. It is multi-threaded and will perform each user request database operation concurrently or in parallel if multiple processors are present.
- Intel Xeon 2.4 GHz or greater
- 16GB RAM
- Windows 64-Bit
- 500GB hard drive, 1TB recommended. 3TB recommended if using **entrée.DOC**, **entrée.PEN** and have a high volume of invoice, etc. images that are stored (more than 1,000 images/day to provide sufficient space for at least 7 years).

Workstation Requirements

- Windows 7 / Windows 8
- Intel 15 or greater
- 4GB RAM
- 1360 x 768 minimum monitor resolution
- 60GB hard drive

Remote Desktop requirements

Minimum Terminal Server requirements (for up to 10 workstations):

- Dual core Xeon processor 2.2GHz +
- 4 GB Ram
- Windows 2003 Server R2

Recommended Terminal Server requirements (for up to 10 workstations):

- Quad core Xeon processor 2.33GHz +
- 8 GB Ram
- Windows 2008 Server 64 Bit



Note

The **entrée** data files should *not* be installed on the terminal server. Instead they should live on a separate file server.



Chapter 6

Getting Started

6 Getting Started

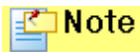
entrée Versions

With the release of **entrée version 4 SQL** in 2014 and the major differences between the menus and screens in both **entrée** versions 3 and 4 we have included instructions for using both versions of **entrée** in this guide.

To differentiate topics for each major version of **entrée** you will see color coded **entrée V3** or **entrée V4 SQL** headers in the impacted topics to direct you to the correct information for your system.

NECS entrée KnowledgeBase Links

- [entrée V4 SQL KnowledgeBase](#)
- [entrée V3 KnowledgeBase](#)



Note To install **entrée.QB** for the first time use the instructions in the [Installing entrée.QB](#) chapter in this guide.

entrée.QB Online Support & Version Updates

When you are notified that the **entrée.QB** software has been updated to obtain the new version release you must login to our website to download it.

1. Go to [necs.com](#) and click the **Support** menu and select **Customer Login**. Enter your assigned **Username** and **Password** and access the support web page.

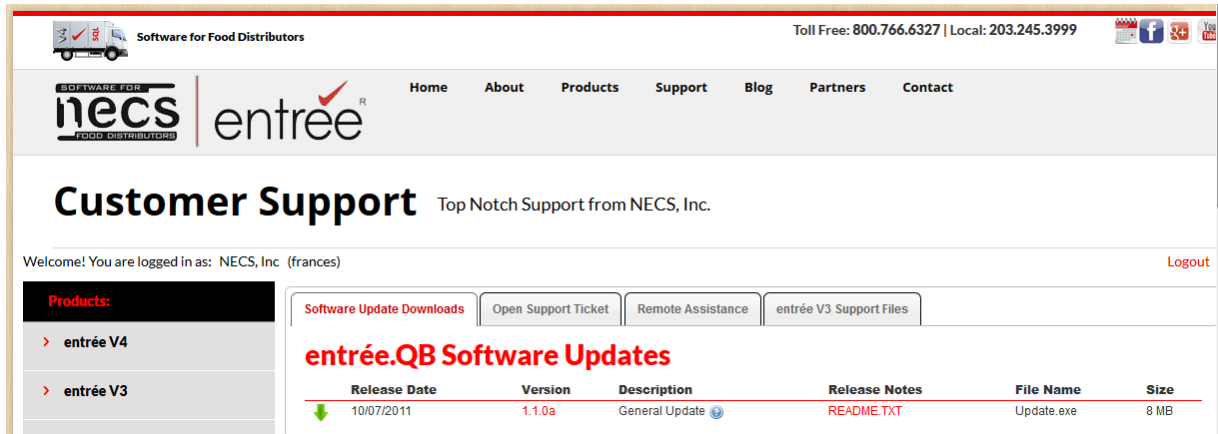
About The Customer Support Web Page

Once logged into the Customer Support web page you can select any software product from the **Products** menu on the left to view the current software updates.

You can view the **entrée.QB** user guide, knowledgebases and other support documents for **entrée** products in the Customer Support web page.

In the lower left corner click of the Customer Support web page you can click the **Download and review the NECS 2014 Software Maintenance Agreement** to review the latest terms and prices.

2. Select **entrée.QB** in the **Products** menu on the left. This will open the page with the latest **entrée.QB** software for download. This web page will be used to update your initial installation of the software when new versions are released



The screenshot shows the NECS Customer Support website. The header includes the NECS logo, the 'entrée' logo, and a navigation menu with links for Home, About, Products, Support, Blog, Partners, and Contact. The main heading is 'Customer Support' with the tagline 'Top Notch Support from NECS, Inc.'. Below this, there is a welcome message and a 'Logout' link. A sidebar on the left lists products: 'entrée V4', 'entrée V3', and 'entrée LE'. The main content area features a 'Software Update Downloads' section with buttons for 'Open Support Ticket', 'Remote Assistance', and 'entrée V3 Support Files'. Below this is a table titled 'entrée.QB Software Updates'.

Release Date	Version	Description	Release Notes	File Name	Size
10/07/2011	1.1.0a	General Update	README.TXT	Update.exe	8 MB

About Release Notes

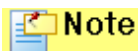
The **Release Notes** column contains the **README.TXT** link. Click the link to review the updates and modifications that are included in the current software version.

3. Click the green down arrow to download the **entrée.QB** software version update to your computer.
4. Then double-click the downloaded software module and run the update process.

6.1 Installing entrée.QB

Notes of caution before you begin the entrée.QB installation process:

- **entrée.QB** must be installed on a workstation that already has a working copy of **entrée** installed and configured on it. The data path settings setup and maintained by **entrée** are shared by **entrée.QB**. This point is critical and failure to adhere to it will result in an error message being displayed when attempting to start **entrée.QB**.
- QuickBooks software should already be on the computer that **entrée.QB** will be installed on.
- Before installing and using **entrée.QB**, please be sure that the numbers from the "Release to GL" in **entrée** are in balance.
- **entrée.QB** should not be run until all the configuration changes in this chapter have been implemented.



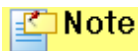
Note QB-specific configuration changes are system-level changes that will only need to be done once for any given installation of **entrée**. (A possible exception would be the changes to a given user's **entrée** User Account.) So if you are installing **entrée.QB** on a second computer everything may already be configured in **entrée** to run **entrée.QB** immediately.



Hot Tip! It is recommended that you begin using **entrée.QB** at the start of a new period.

Follow these steps to install the entrée.QB add-on module the first time.

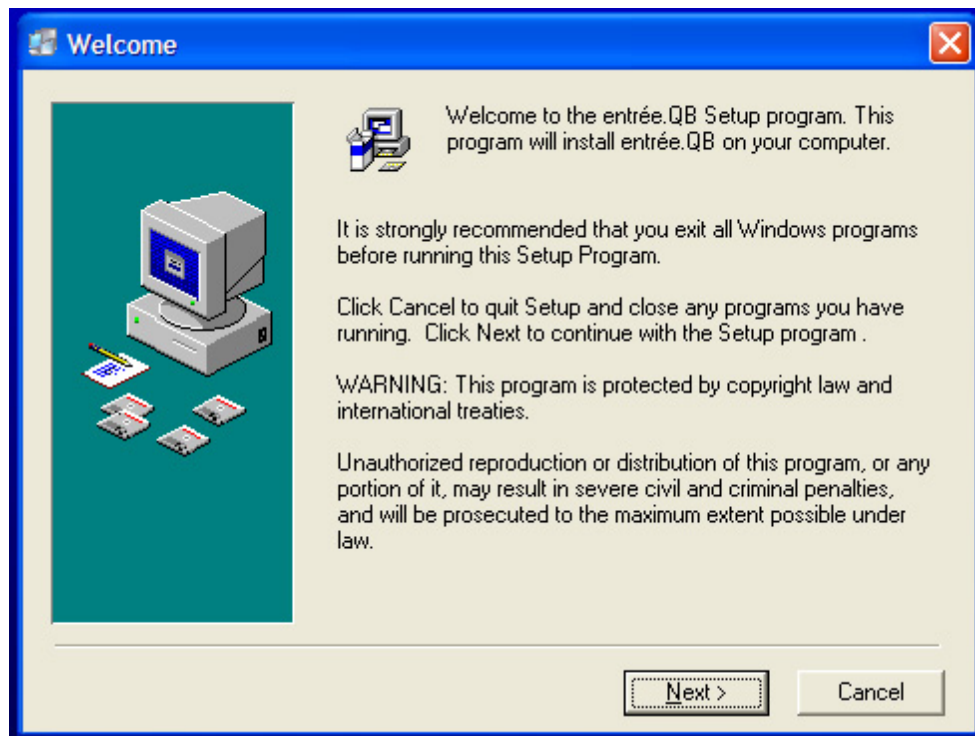
1. Insert your **entrée.QB** CD into your computer CD drive.
2. The **entrée.QB** Installation wizard will begin.



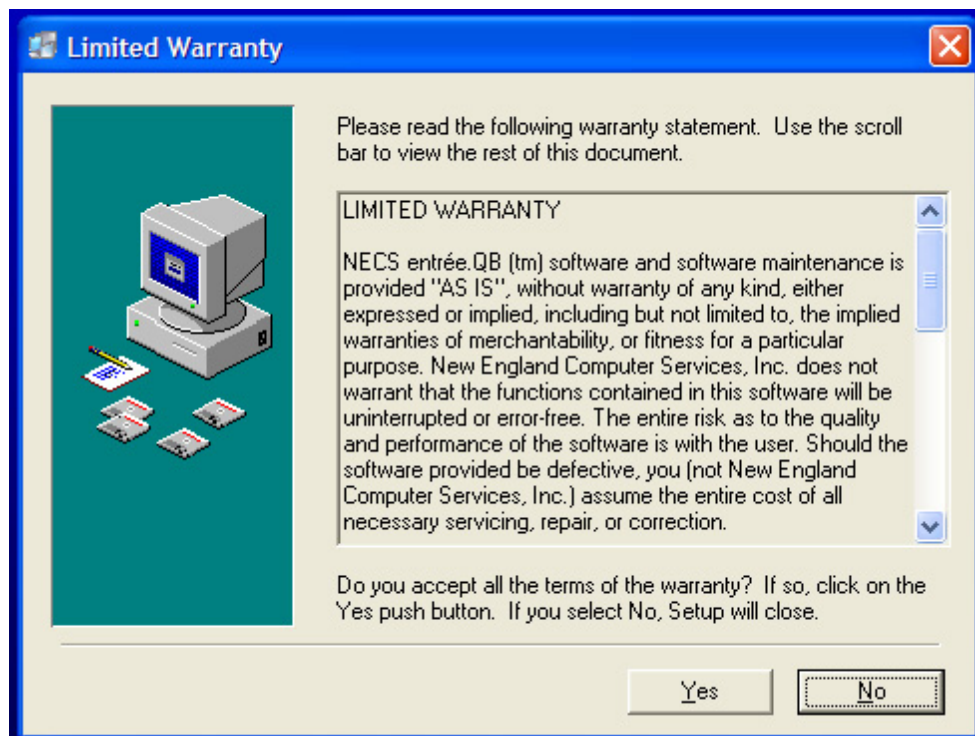
If the **entrée.QB** Installation wizard does not run automatically follow these steps:

- Go to the Windows toolbar at the bottom of your computer screen click on **Start > My Computer**
 - Find the CD drive containing the **entrée.QB** install disk.
 - Double click the CD drive to view the files on the CD.
 - Find the **Setup.exe** file and double click it to begin the **entrée.QB** Installation wizard.
-

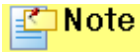
3. The **Welcome** dialog box will display, click **Next**.



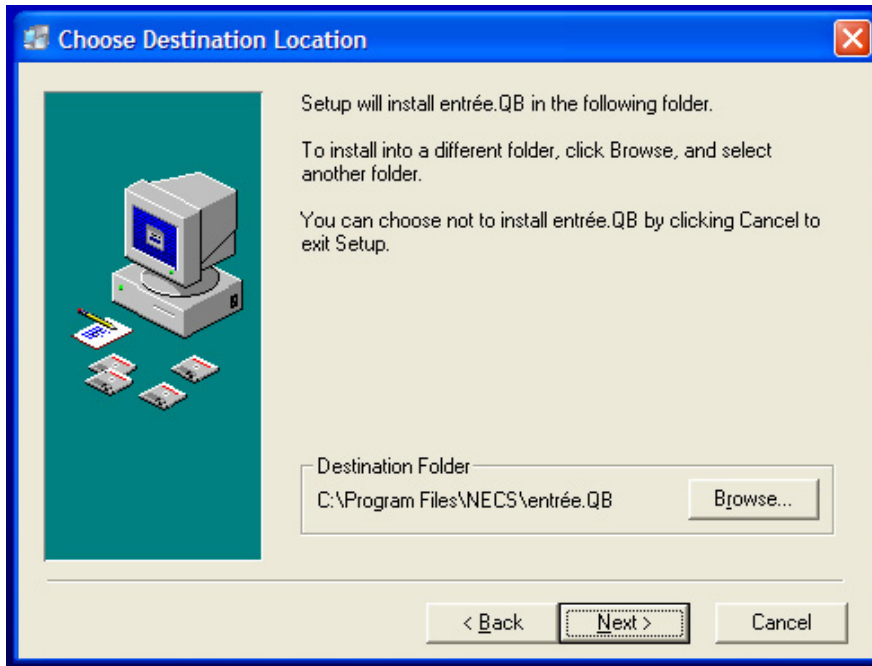
4. The **Warranty** dialog box will display, click **Yes** to accept the terms.



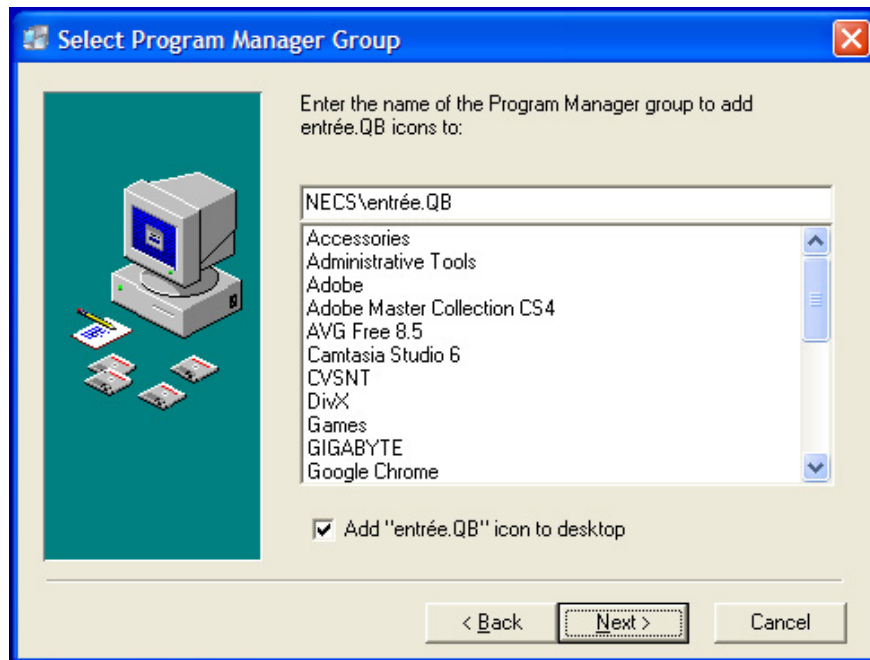
5. The **Choose Destination Location** dialog box will display.
6. To install **entrée.QB** in the default folder click **Next**. Or you can click **Browse** to select a different location.

**Note**

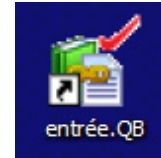
NECS recommends that you choose the default folder location.



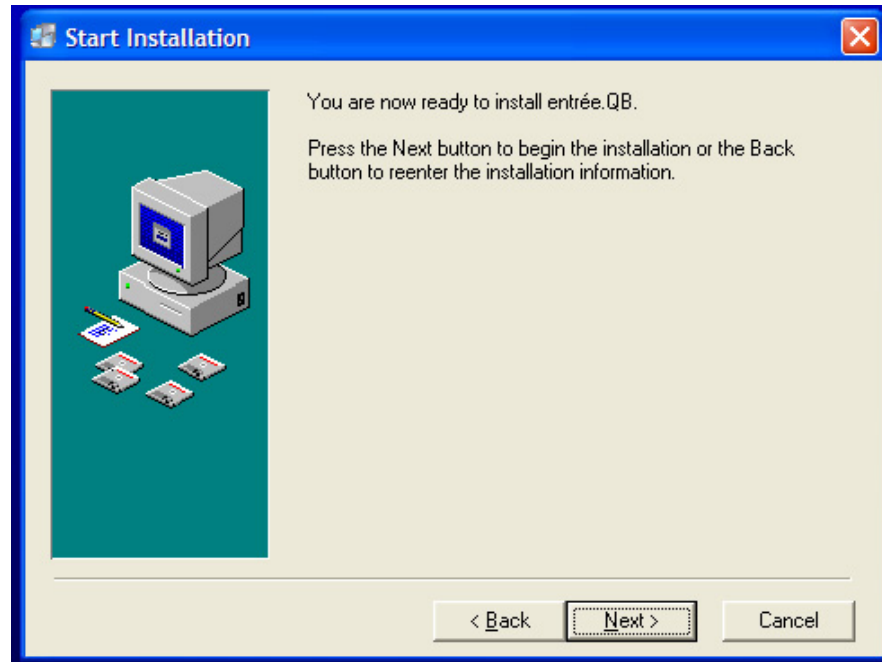
7. The **Select Program Manager Group** dialog box will display.



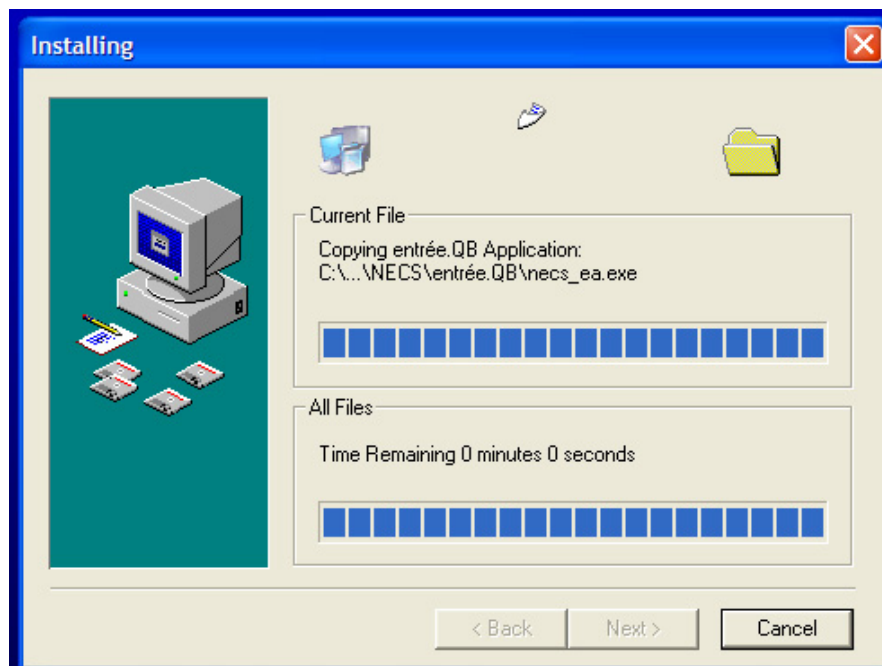
- To put an icon on your desktop, check the box for **Add “entrée.QB” icon to desktop**.



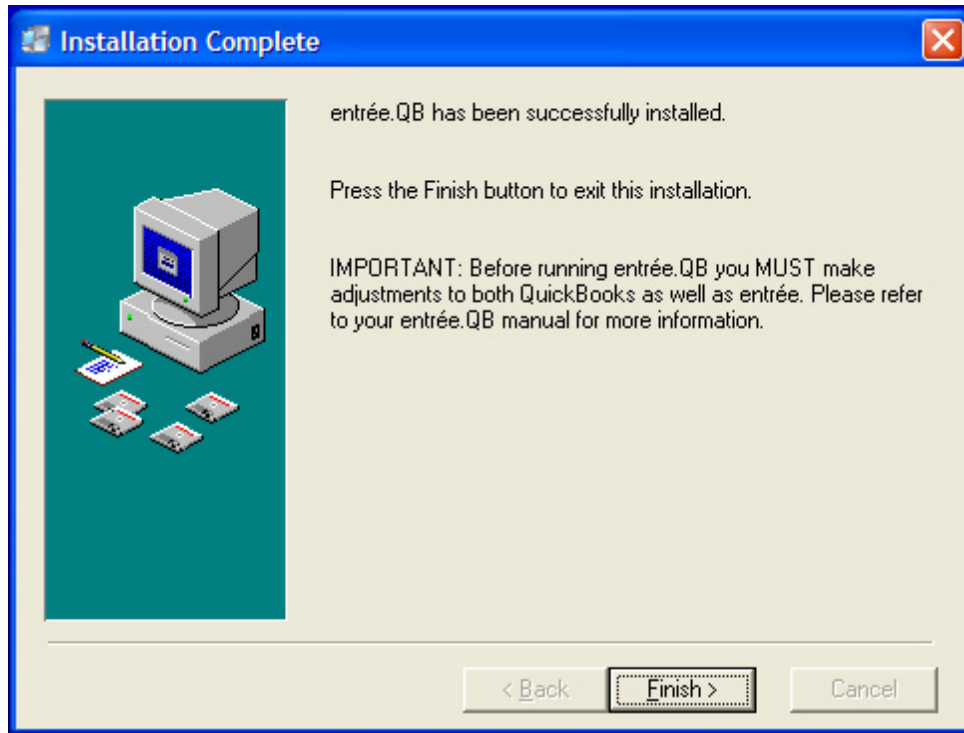
- To select the default group click **Next** or select a group from the list.
- The **Start Installation** dialog box will display click **Next**.



- Once installation has begun the Installing progress box will display.



12. When the installation is done the **Installation Complete** dialog box will display. Click **Finish**.



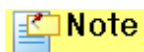
13. Now continue to the next section of this chapter **Setting up QuickBooks for entrée**.

All the sections in this chapter must be completed to ensure that **entrée** and QuickBooks are ready for the synchronization process to follow.

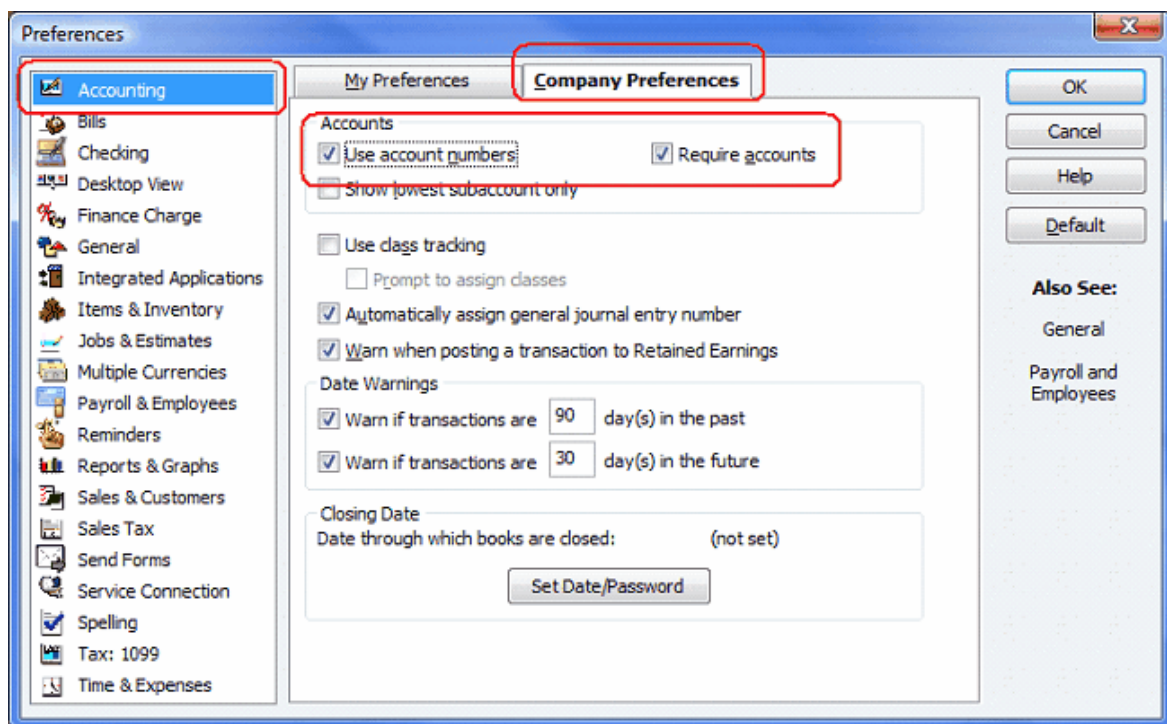
6.2 Setting up QuickBooks for entrée

GL Accounts must use account numbers to be compatible with entrée.

1. Start your QuickBooks application and open the company file that will be interfacing with **entrée**.
2. From the main menu select **Edit > Preferences**
3. In the menu bar on the left, select **Accounting**
4. Select the **Company Preferences** tab at the top of the dialog
5. Make sure you check "**Use account numbers**".
6. Make sure you check "**Require accounts**".
7. Click **OK**.



The process above will have to be done for every QuickBooks company file that entrée will be interfacing with.



6.3 Setting up entrée for QuickBooks

This section will provide an overview of what needs to be configured in **entrée version 3** or **entrée version 4 SQL**, prior to running **entrée.QB** for the first time.



Note

Before beginning this update process all users must exit the entrée system so these steps can be completed.

First Update the entrée Accounting System

1. Login to your **entrée** system and do the steps for your version:

entrée V3 use menu path: **System > Preferences > General Tab.**

entrée V4 SQL Go to the **System** ribbon menu > **System Preferences > General Tab.**

2. Go to the **Accounting System** section in the **System Version** drop down menu select **Linked Accounting**.

entrée V3 use menu path: **System > Preferences > General Tab**

The screenshot shows the 'System Preferences' dialog box with the 'Accounting System' section highlighted in red. The 'System Version' dropdown is set to 'entrée'. The 'AP Link Company' dropdown is open, showing options: VisionPoint, Pro Series, Real World, Pro Series 32, entrée, and Linked Accounting. The 'GL Link Company' dropdown is set to 'entrée'. The 'Year End' dropdown is set to 'December'. Other fields include Bounced Check Fee (25.00), Fuel Surcharge (10.00), Auto Logoff Delay (minutes) (0), and Catchweight +/- percent (0.00). The 'Company Information' section is also visible, showing details for MADISON DISTRIBUTORS, INC.

Field	Value
System Version	entrée
AP Release #	VisionPoint
AP Link Company	Real World
GL Link Company	entrée
Year End	December
Bounced Check Fee	25.00
Fuel Surcharge	10.00
Auto Logoff Delay (minutes)	0
Catchweight +/- percent	0.00

entrée V4 SQL Go to the **System** ribbon menu > **System Preferences** > **General Tab**

System Preferences

Personal Settings | Company Invoice Headings | Email Setup | Return Codes | Comment Fonts | Holidays | entrée.DOT

General | Documents | System Options | Printers | Database | Pricing Setup | GL Accounts | Scrolling Message

Company Information | Delivery Address | Miscellaneous | Desktop Logo

Company: Madison Distribution
Address 1: 168 BOSTON POST RD
Address 2:
City: MADISON
State: CT ZIP: 06443 Country Code: US
Contact: CHRIS ANATRA
Phone: (203) 245-3999 Fax: (203) 245-4513

Enable faxing

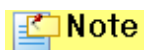
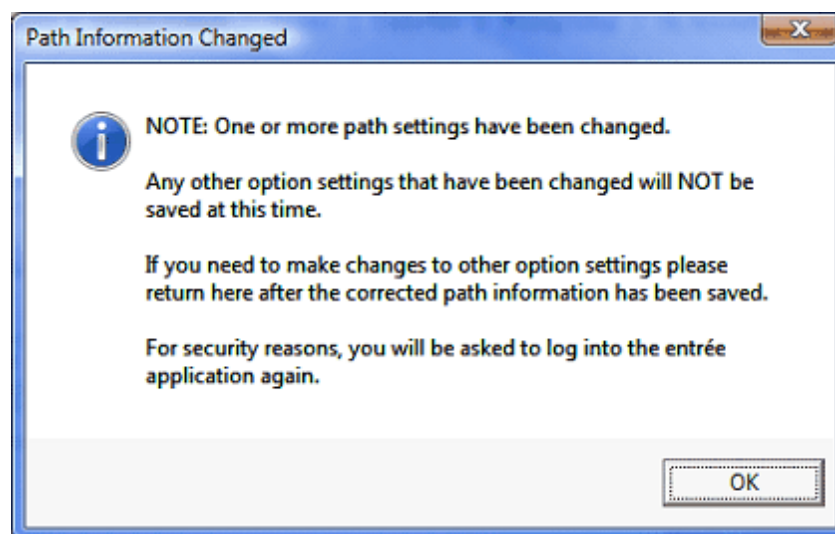
Accounting System

System Version: entrée
AP Release #: entrée
Year End: **Linked Accounting**
Generic

Bounced Check Fee: 35.00
Fuel Surcharge: 0.00
Auto Logoff Delay (minutes): 0
Catchweight +/- percent: 0.00

OK Cancel

3. Click **OK** to save the new accounting system. Now the **"File Moved"** message box may display saying that the Vendor file has been relocated to the proper directory. Click **OK**.
4. You will then see the **"Path Information Changed"** message box noting that the data paths have been changed. Click **OK**.
5. Restart your **entrée** system.




Note

After you complete this step users can use the **entrée** system again.

Second, Setup Access to entrée.QB for User Accounts

All users of the **entrée.QB** application must be granted access in their **entrée** user account. If one or more of the operators of **entrée.QB** does not already have an user account in **entrée**, you will need to create one for them now.

 **Hot Tip!** Detailed instructions on how to create **entrée** user accounts can be found in the **entrée KnowledgeBases** using the links found in the [Getting Started](#) chapter.

Perform the following steps for only users that will be authorized to use the entrée.QB application.

1. Open the Security Management utility in entrée use menu path:

entrée V3 use menu path: **System > Security Management**

entrée V4 SQL Go to the **System** ribbon menu >

2. Select the **entrée** user to grant access to and click **Edit**. This will open the user account properties dialog.

3. Click **Settings**.

entrée V3

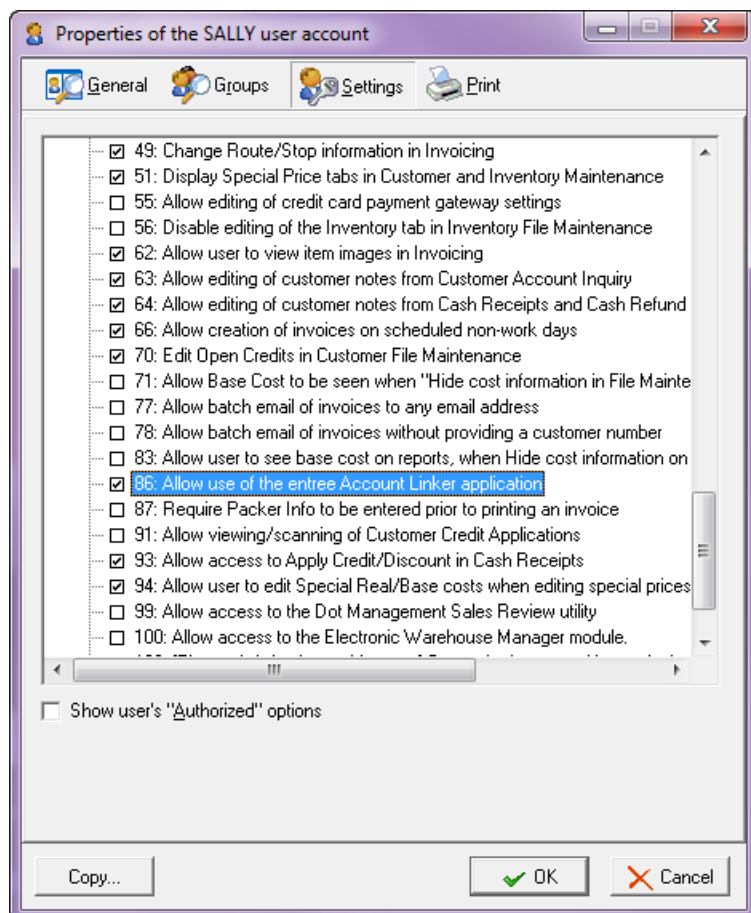
4. Go to the **Miscellaneous system options** list.

5. Click the box and check **#86 "Allow use of the entrée Account Linker application"** option.

6. Click **OK**.

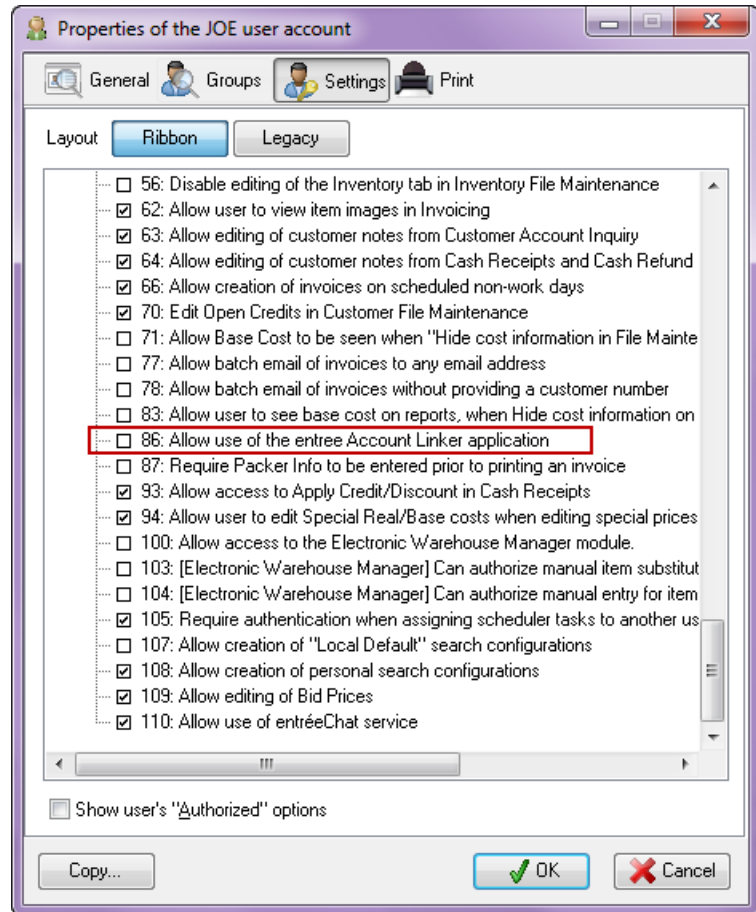
7. Process the rest of the user accounts that require this access following the steps here.

8. When done click **Exit** to close **Security Management**.



entrée V4 SQL

4. Select either the **Ribbon** or **Legacy** layout view.
5. Go to the **Miscellaneous system options** list.
6. Click the box and check **#86 "Allow use of the entrée Account Linker application"** option.
7. Click **OK**.
8. Process the rest of the user accounts that require this access following the steps here.
9. When done click **Exit** to close **Security Management**.

**What's Next**

The next part of the installation process for **entrée.QB** is detailed in the First Run chapter. This chapter will explain the processes required for you to set up access to both systems, and synchronize your **entrée** and QuickBooks applications and files. Most of these steps will only have to be done for the first time you run the application. There is information provided so you can maintain your data going forward. During this process you will be verifying the data and resolving any errors you encounter. This process will involve fixing account number conversion errors, adding or removing accounts in one system or the other etc... These are the steps in the next phase:

1. Add Application Access
2. GL Account Synchronization
3. GL Department Account Number Conversion
4. Verification of the Chart of Accounts in **entrée**
5. Verification of **entrée** Inventory Cost / Price
6. Verification of **entrée** Vendor Accounts
7. Vendor Account Synchronization



Chapter 7

Your First Run of entrée.QB

7 Your First Run of entrée.QB

7.1 QuickBooks Application Access

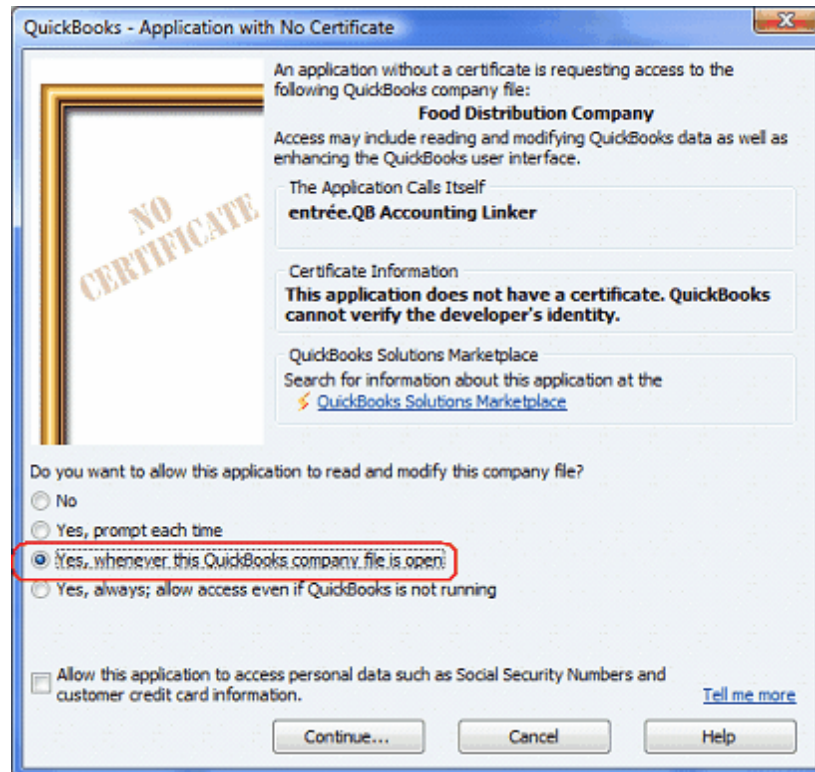
The first time you run **entrée.QB** you will need to authorize the application in **QuickBooks**. This is a security measure enforced by QuickBooks to prevent other applications from accessing or modifying sensitive accounting data without your consent.

How to Add Application Access

1. Start **QuickBooks**.
2. Open the company file in **QuickBooks** that you wish to post **entrée** data into.
3. Start the **entrée.QB** application.



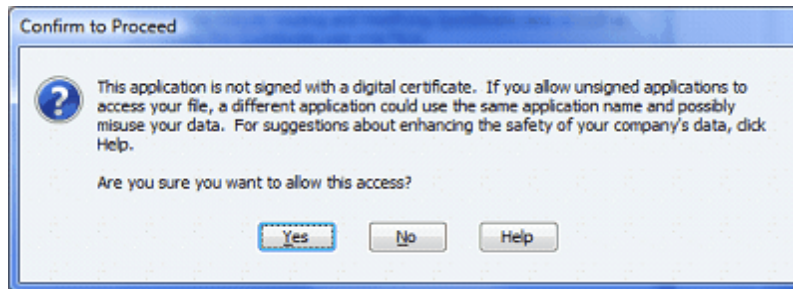
4. At the login screen, enter your **entrée** username and password.
5. The **QuickBooks Application with No Certificate** dialog box will display. Because the application is attempting to access the open company file without a certificate. It is strongly recommended that you select "**Yes, whenever this QB company file is open**".



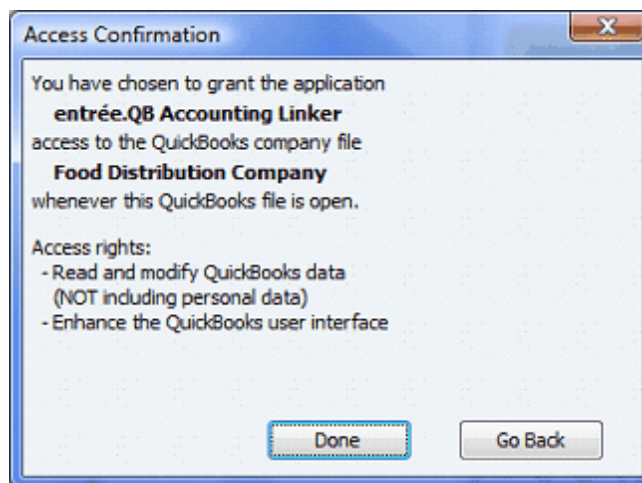
You can however, choose "**Yes, prompt each time**", but it is not recommended as the operator will have to do this step for each QuickBooks session when **entrée.QB** accesses the company file for the first time.

6. Once you have selected the access type, click **Continue**.

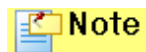
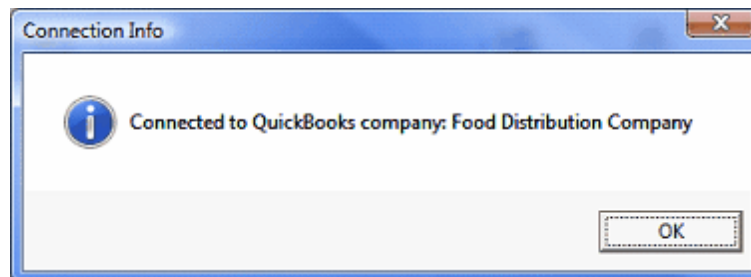
7. The **Confirm to Proceed** dialog box will display to confirm your selection, click **Yes**.



8. Then the **Access Confirmation** dialog box will display click **Done**.



9. Finally, you should receive a message from **entrée.QB** that the connection to QuickBooks has been established. Click **OK**.



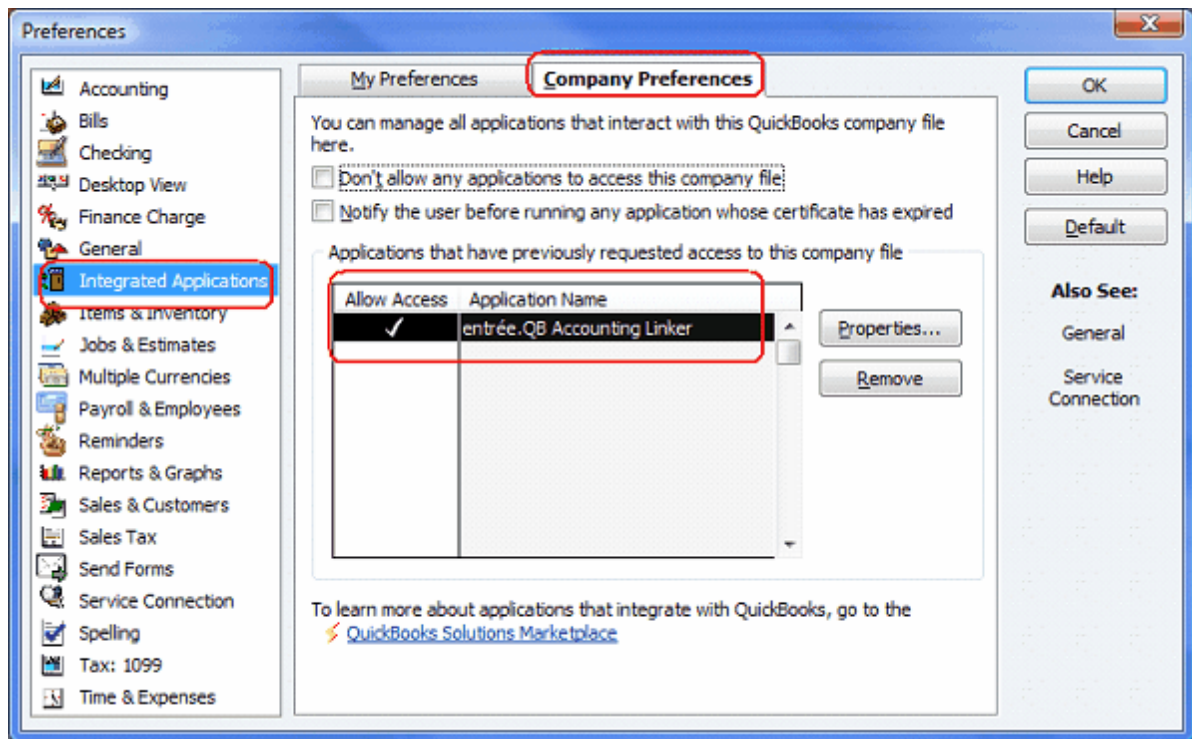
If you are posting into more than one QuickBooks company, you will need to do the following for each additional QuickBooks company that you will be posting to:

- Close **entrée.QB**.
- Close the open company file in QuickBooks.
- Repeat the above procedures, beginning at step 2.

How To View / Remove Application Access

When you need to view or remove applications that have access to the open QuickBooks company file following these steps:

1. From the QuickBooks main menu select **Edit > Preferences**.
2. In the menu bar on the left, select **Integrated Applications**.
3. Select the **Company Preferences** tab at the top of the dialog.



7.2 GL Account Synchronization

This section will outline how to synchronize GL Accounts between **entrée** and QuickBooks. Typically GL accounts are pulled into **entrée** from QuickBooks using the Import GL Accounts utility. However as part of the initial setup of **entrée.QB**, operators are allowed to export an existing **entrée** GL account file into QuickBooks.

Importing GL Accounts

Internally, **entrée** has a GL Accounts file that is used mostly for system GL account searches. The data contained in this look up file, is imported directly from the **QuickBooks** system using the Import GL Accounts utility.



Note

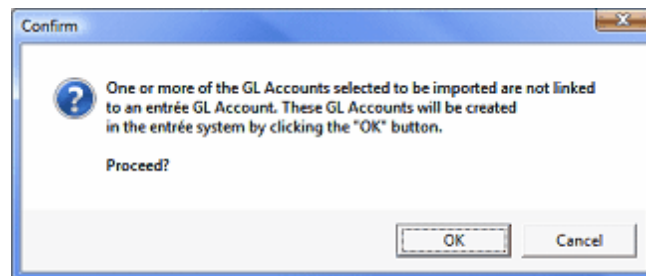
Your QuickBooks GL Accounts must be imported into **entrée** before any payables or AR journal entries can be posted into QuickBooks.

Import?	Account #	Account Name	Account Type	Description	External ID	Active?	Parent Account
<input checked="" type="checkbox"/>	11010-	Cash in Banks (System Checking)	Bank		80000023-1276782402	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11011-	Cash in Banks (Manual Checking)	Bank		80000024-1276782410	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11030-	Accounts Receivable	Accounts Receivable		80000027-1276782416	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11020-	Cash on Hand	Other Current Asset		80000025-1276782412	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11025-	Marketable Securities	Other Current Asset		80000026-1276782413	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11040-	Allowance for Doubtful Account	Other Current Asset		80000028-1276782418	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11050-	Inventory (Finished Goods)	Other Current Asset		80000029-1276782419	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11051-	Inventory (Work in Progress)	Other Current Asset		80000024-1276782421	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11052-	Non-stock Inventory - Miscella	Other Current Asset		80000028-1276782422	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	11053-	Inventory Adjustment	Other Current Asset		8000002C-1276782424	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18000-	Fixed Assets - Default Account	Fixed Asset		8000002D-1276782425	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18005-	Fixed Assets - Accumulated Dep	Fixed Asset		8000002E-1276782427	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18010-	Office Furniture and Equipment	Fixed Asset		8000002F-1276782428	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18015-	Office Furniture/Equipment-Acc	Fixed Asset		80000030-1276782430	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18020-	Warehouse Equipment	Fixed Asset		80000031-1276782431	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18025-	Warehouse Equipment - Accum. D	Fixed Asset		80000032-1276782433	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18030-	Vehicles	Fixed Asset		80000033-1276782434	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18035-	Vehicles - Accumulated Depreci	Fixed Asset		80000034-1276782436	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18040-	Computer Equipment	Fixed Asset		80000035-1276782437	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	18045-	Computer Equipment - Accum. De	Fixed Asset		80000036-1276782439	<input checked="" type="checkbox"/>	

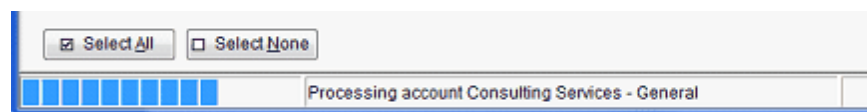
<u>Grid Column</u>	<u>Description</u>
Import?	This column indicates if the account data will be imported from QuickBooks.
Account #	The numeric ID used as an identifier for the GL account.
Account Name	Descriptive name for the GL account. Must be 30 characters or less
Account Type	The type of account as defined in QuickBooks.
Description	The account description (assigned in QuickBooks).
External ID	The internal ID assigned to the GL account by QuickBooks. entrée.QB requires this code to ensure the account is a valid QuickBooks GL account.
Active?	Indicates if the account is available to post into.
Parent Account	When using departments or sub-accounts, this column will contain the name of the parent GL account.

How to Use the Import GL Account Utility

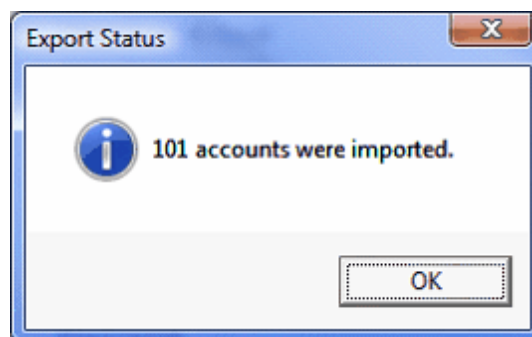
1. In **entrée.QB** use menu path: **File > GL Accounts > Import**
2. Select the accounts you want to import into **entrée**, (all are selected by default).
 - Accounts that should be imported will need to be checked in the "**Import?**" column.
 - The checked state of an account can be toggled by...
 - Double clicking the line with the account to import in the grid.
 - Pressing the "Enter" or "Space" key will toggle the selected row.
 - All accounts will be checked by clicking the "Select All" button.
 - All accounts will be unchecked by clicking the "Select None" button.
3. Once the accounts to import have been selected, click **Import**.
4. You may be presented with a **Confirm** dialog box with a warning that new accounts will be created in **entrée**. *This is just an informational message.*
5. Click **OK** to continue.



- During the import process, the account grid will be hidden and replaced with a message stating "**Importing data...Please wait**".
- You will also notice a progress indicator in the lower left corner of the **entrée.QB** application window.

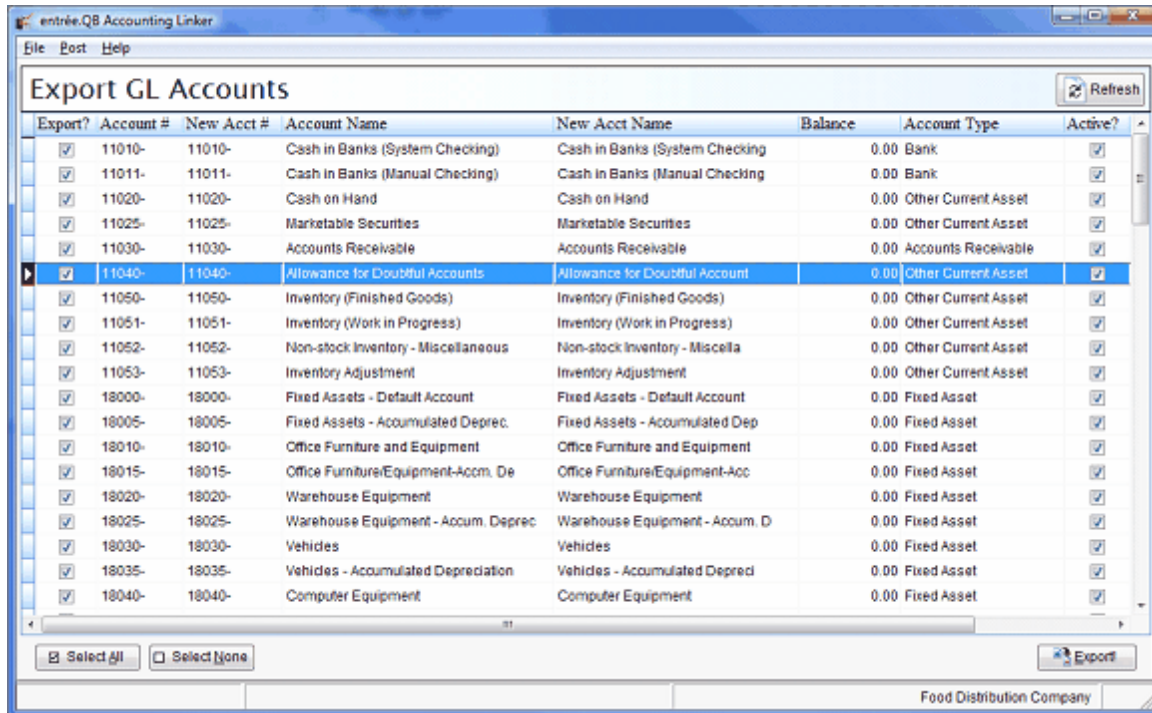


6. Upon completion the **Export Status** dialog box will display the number of accounts that were imported into **entrée**.



7.3 Exporting GL Accounts from entrée

If you are a distributor that has been using the **entrée.AP** and **entrée.GL** add-on modules and are moving to QuickBooks, and have not setup a chart of accounts in QuickBooks yet, you can export the GL accounts that were used in **entrée** directly into QuickBooks.



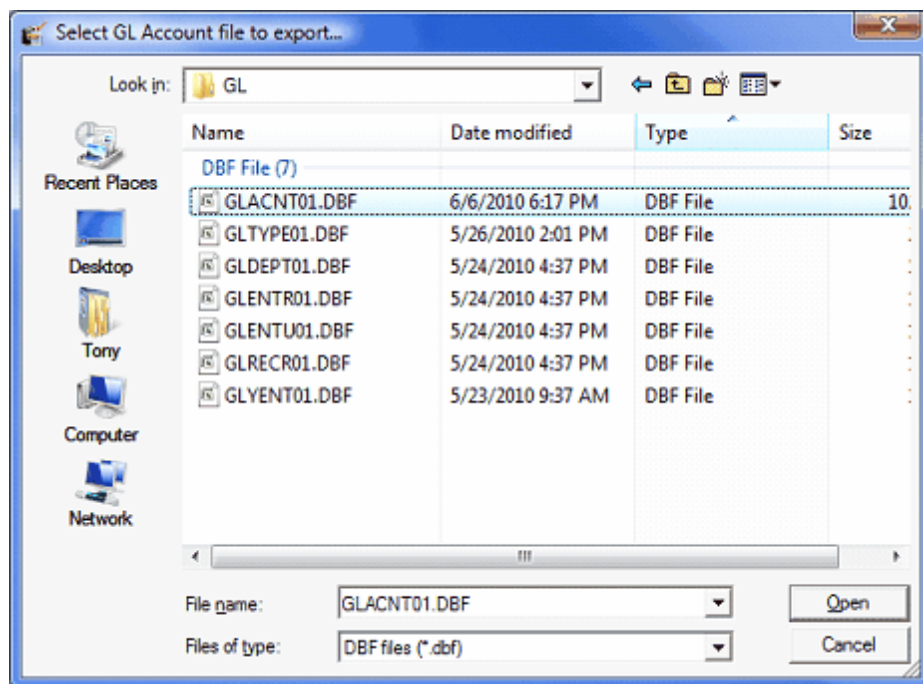
<u>Grid Column</u>	<u>Description</u>	<u>Can Edit</u>
Export?	This column indicates if the account data will be exported into QuickBooks.	<input checked="" type="checkbox"/>
Account #	The numeric ID that was used as an identifier for the GL account in entrée.	
New Acct #	The account number that will be used when the account is created in QuickBooks.	<input checked="" type="checkbox"/>
Account Name	Descriptive name for the GL account that was used in entrée.	
New Acct Name	The descriptive name for the account that will be used in QuickBooks. This must be 30 characters or less.	<input checked="" type="checkbox"/>
Balance	The current account balance of the entrée GL account. This will be the starting balance of the new QuickBooks account.	
Account Type	The QuickBooks account type that should be assigned to the entrée account.	<input checked="" type="checkbox"/>
Active?	Indicates if the account is available to post into.	
Parent Account	When using departments or sub-accounts, this column will contain the name of the parent GL account.	

How to Use the Export GL Accounts Utility

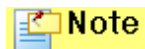
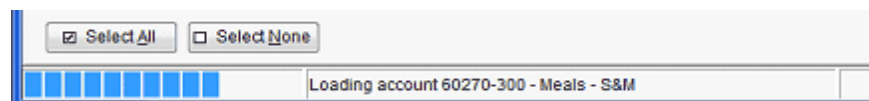
1. In **entrée.QB** use menu path: **File > GL Accounts > Export**
2. When the **Export GL Accounts** utility is first opened, you will be prompted to select the **entrée GL** account file (GLACNTxx) that you wish to export into QuickBooks.

As part of the export process, all accounts that are exported are automatically imported for use in **entrée** as part of the process, so you will not need to run an import operation after exporting accounts.

3. Navigate to the directory that contains the **entrée GL** account file,
4. Click **Open**.
5. **entrée.QB** will then start loading the GL accounts into the account grid.



- This process may take a little time, so a progress indicator will be displayed in the lower left corner of the **entrée.QB** application window.



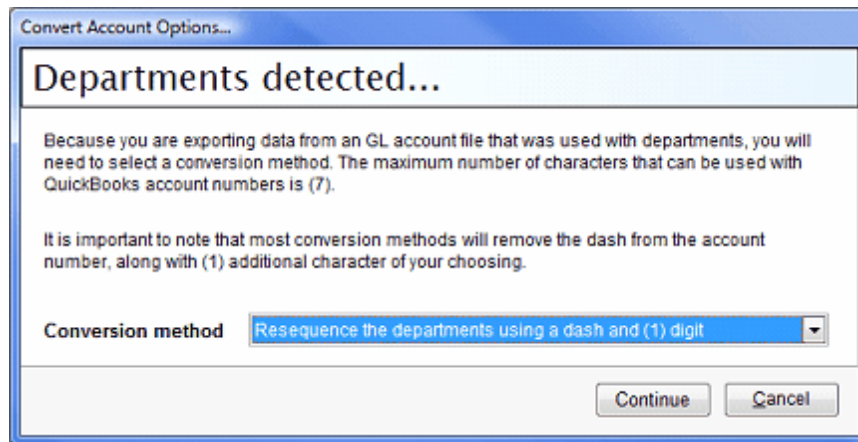
Note If you select the wrong file or wish to start over click the **Refresh** button to reopen the "Select GL Account file to export dialog.

7.4 GL Department Account Number Conversion

If you were using GL Departments in the **entrée** accounting system, all of the existing GL account numbers will have to be reassigned. This is because **entrée GL** account numbers when departments are enabled are 9 characters in length (#####-###). QuickBooks will only support account numbers up to 7 characters in length. To help compensate for this during your company transition **entrée.QB** will attempt to convert your existing account numbers into a 7 character format using one of several options detailed below.

When departments are detected when exporting entrée GL accounts you will be prompted for the desired conversion method.

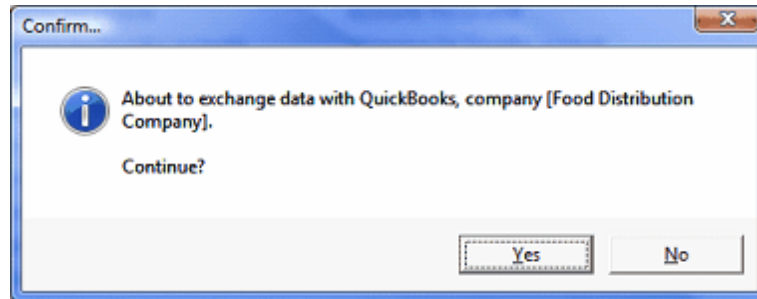
1. Select the desired method by clicking the arrow to view the drop down menu.



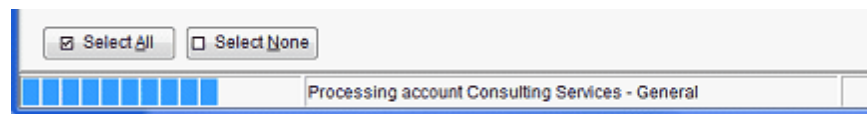
<u>Conversion Method</u>	<u>Description</u>
Drop the last character of the department	The dash character and the last character of the department number will be removed from the account number.
Drop the first character of the department	The dash character and the first character of the department number will be removed from the account number.
Drop the last character of the account	The dash character and the last character of the account number will be removed from the account number.
Re-sequence departments using (2) digits	The dash character will be removed from the account. Departments will be reassigned using two digits starting with "01".
Re-sequence departments using a dash and (1) digit Selected by default	This is the only automated option where the dash character is retained. Departments will be reassigned using a single digit starting with "1".
Manual	All new account numbers will have to be manually entered.

2. Select the accounts that you wish to export into QuickBooks, (all valid accounts are selected by default).
 - Accounts that should be exported will need to be checked in the "Export?" column.
 - The checked state of an account can be toggled by...
 - Double clicking the line with the account to export in the grid.
 - Pressing the "Enter" or "Space" key will toggle the selected row.
 - All accounts will be checked by clicking the "Select All" button.
 - All accounts will be unchecked by clicking the "Select None" button.

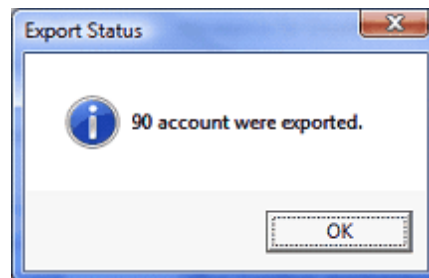
3. Once the accounts to export have been selected, click **Export**.
4. You will be prompted with a confirmation dialog indicating the QuickBooks company file that you are about to exchange data with.
5. Click **Yes** to proceed with the export operation



- During the import process, the account grid will be hidden and replaced with a message stating "**Importing data...Please wait**".
- You will also notice a progress indicator in the lower left corner of the **entrée.QB** application window.




6. Upon completion the **Export Status** dialog box will display the number of accounts that were exported.



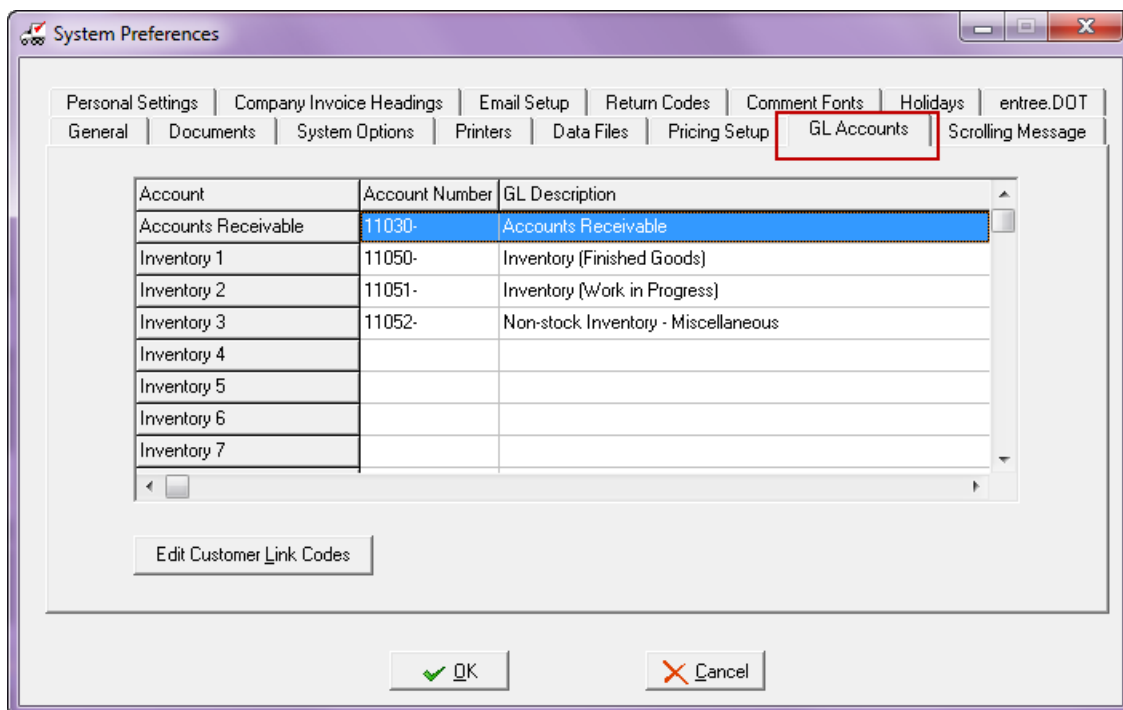
7.5 Verification of Chart of Accounts

After GL accounts have been imported or exported you should verify the chart of accounts in **entrée**. You will update accounts as needed with any new account numbers that may have been created during the conversion.

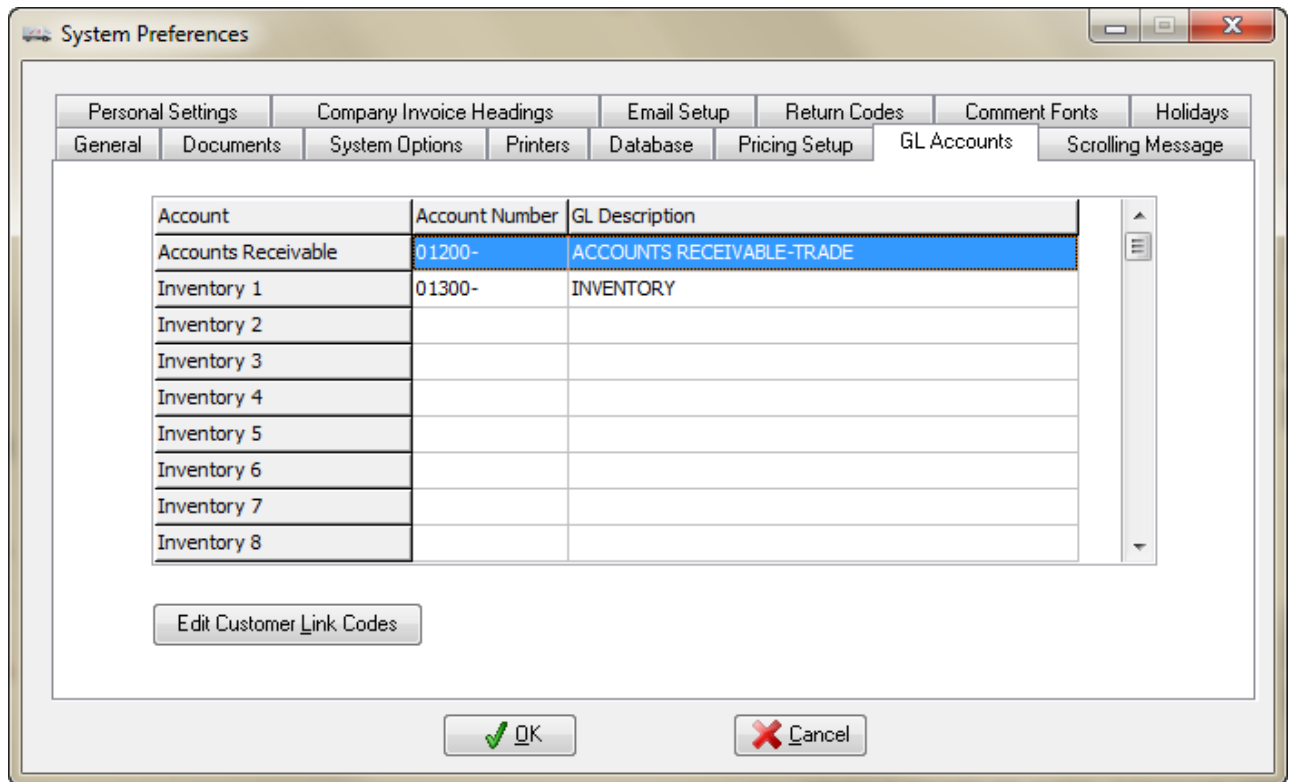
- You may find that some accounts no longer have a description in the GL Description column. This is typical if an account number had to be changed when exporting GL accounts.
- Each account you intend to utilize during the AR release process must have both an account number and a GL Description assigned.
 - To edit an assigned account, double click the desired account or press the **Enter** key to edit the selected account.
 - Double-click the grid line and the **Search** button  will display or hit the **F5** key to invoke the GL Account search screen.
 - If you are using Customer GL Link codes, those should be verified or edited as well.
- Once the verification of accounts has been completed click **OK**.

 **Hot Tip!** For additional information about the GL Accounts tab use the **entrée KnowledgeBase** links found in the [Getting Started](#) chapter.

entrée V3 Use menu path: **System > Preferences > GL Accounts** tab to access and update these accounts.




entrée V4 SQL Go to the **System** ribbon menu > **System Preferences** > **GL Accounts** tab.



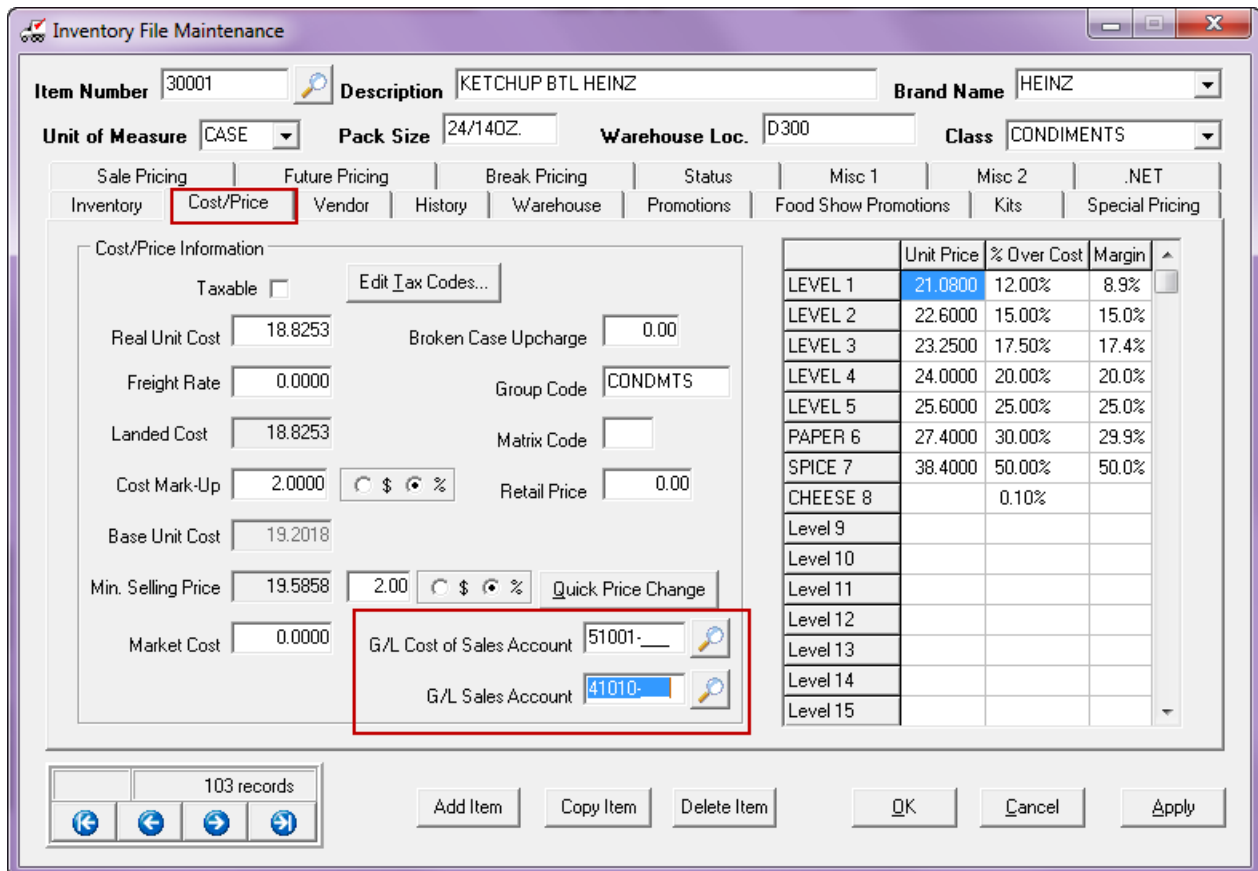
7.6 Verification of entrée Inventory Cost / Price

If there are any items that have been assigned override Sales and Cost of Goods Sold GL accounts, those will need to be verified as well. This is done on the **Cost/Price** tab of Inventory File Maintenance.

- Blank values in these accounts indicate they will use the “Sales Account 1” and the “Cost of Sales 1” accounts as defined on the **GL** Tab in System Preferences.
- Use the Search Tool  to find the specific accounts for the item if needed.
- Once changes are made click **Apply** then **OK**.

 **Hot Tip!** For additional information about the **Cost/Price** tab use the **entrée KnowledgeBase** links found in the [Getting Started](#) chapter.

entrée V3 Use menu path: **File > Inventory Maintenance >** locate the item > click the **Cost/Price Tab > G/L Cost of Sales Account** and **G/L Sales Account**.



The screenshot shows the 'Inventory File Maintenance' window for item 30001, 'KETCHUP BTL HEINZ'. The 'Cost/Price' tab is active. The 'G/L Cost of Sales Account' is set to 51001 and the 'G/L Sales Account' is set to 41010. A table of levels is visible on the right side of the window.

	Unit Price	% Over Cost	Margin
LEVEL 1	21.0800	12.00%	8.9%
LEVEL 2	22.6000	15.00%	15.0%
LEVEL 3	23.2500	17.50%	17.4%
LEVEL 4	24.0000	20.00%	20.0%
LEVEL 5	25.6000	25.00%	25.0%
PAPER 6	27.4000	30.00%	29.9%
SPICE 7	38.4000	50.00%	50.0%
CHEESE 8		0.10%	
Level 9			
Level 10			
Level 11			
Level 12			
Level 13			
Level 14			
Level 15			

entrée V4 SQL Go to the **Inventory** ribbon menu > **Inventory** > locate the item > **Cost/Price Tab** > **G/L Cost of Sales Account** and **G/L Sales Account**.

Inventory Cost/Price Vendor Purchasing Promotions Kits Special Pricing Sale Pricing Future Pricing Break Pricing Status Misc 1

Cost/Price Information

Real Unit Cost Processing Trim Costs
 Freight Rate Trim Yield % Broken Case Upcharge
 Landed Cost Trim Yield Cost Group Code
 Cost Mark-Up \$ % Trim Credit Matrix Code
 Base Unit Cost Retail Price
 Min. Selling Price \$ %
 Market Cost

Inventory File Maintenance

Item Number Description TOMATO PUREE X-TRA HEAVY Brand STANISLAUS Class SAUCES
 GTIN Number UPC Code 01131
 Unit of Measure CASE Pack Size 6/#10
 Warehouse Loc. DL2C Temp Zone Dry
 Misc. Codes F Track By Lot Stock Item
 Inactive Allow Oversell
 Taxable

Cost/Price Vendor Purchasing Warehouse Promotions Food Show Promotions Kits Special Pricing Sale Pricing Future Pricing Break Pricing Status Misc 1 Misc 2 .NET

Cost/Price Information

Real Unit Cost Broken Case Upcharge
 Freight Rate Locked Group Code
 Landed Cost Matrix Code
 Cost Mark-Up \$ % Retail Price
 Base Unit Cost
 Min. Selling Price \$ %
 Market Cost

	Unit Price	% Over Cost	Margin
Level 1	27.1600	18.00%	18.0%
Level 2	28.1900	21.00%	21.0%
Level 3	27.8400	20.00%	20.0%
Level 4	26.2000	15.00%	15.0%
Level 5	26.2000	15.00%	15.0%
Level 6	25.3100	12.00%	12.0%
Level 7	24.7900	10.00%	10.0%
Level 8	24.2100	8.00%	8.0%
Level 9	26.5100	16.00%	16.0%
Level 10	26.5100	16.00%	16.0%
Level 11			
Level 12			
Level 13	25.6000	13.00%	13.0%
Level 14	25.9000	14.00%	14.0%
RETAIL	29.6900	25.00%	25.0%


Cost Changed: 02/21/14
 Price Changed: 02/21/14 By: SA

3353 of 16073

7.7 Verification of entrée Vendor Accounts

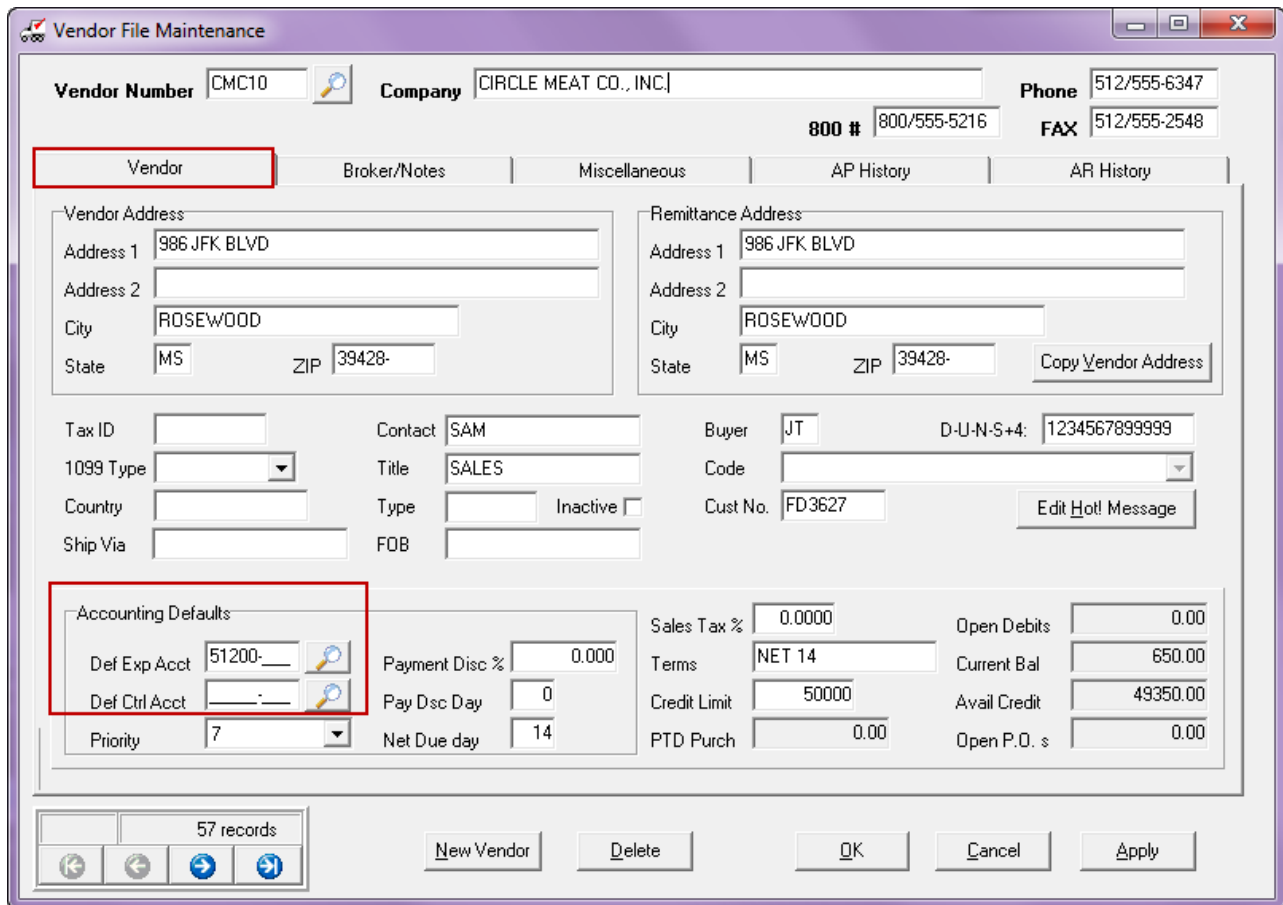
You will need to review and verify any vendors that have been assigned a default **Def Expense account** and/or default **Def Control account**. This is done on the **Vendor** tab of Vendor Maintenance.

- A blank value in the Default Control Account field will instruct the system, to use the first "Accounts Payable" account that is being used in QuickBooks (the one with the lowest account number).
- These accounts will be used by default when creating a payable to export into QuickBooks after closing a purchase order in **entrée**.

- Use the Search Tool  to find the specific accounts for the vendor if needed.
- Once changes are made click **Apply** then **OK**.

 **Hot Tip!** For additional information about the **Vendor** tab use the **entrée KnowledgeBase** links found in the [Getting Started](#) chapter.

entrée V3 Use menu path: **File > Vendor Maintenance >** locate the vendor > click the **Vendor Tab > Accounting Defaults** section > **Def Exp Acct** and **Def Ctrl Acct**.



The screenshot shows the "Vendor File Maintenance" window for "CIRCLE MEAT CO., INC.". The "Accounting Defaults" section is highlighted with a red box. The fields in this section are:

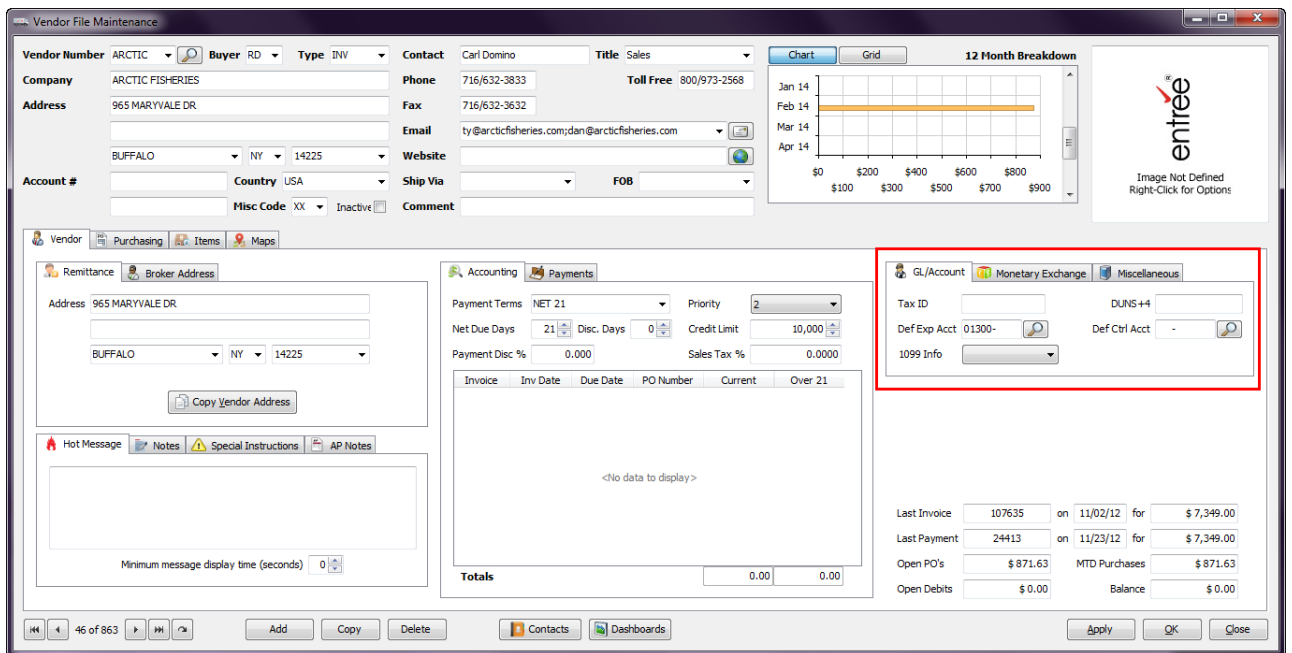
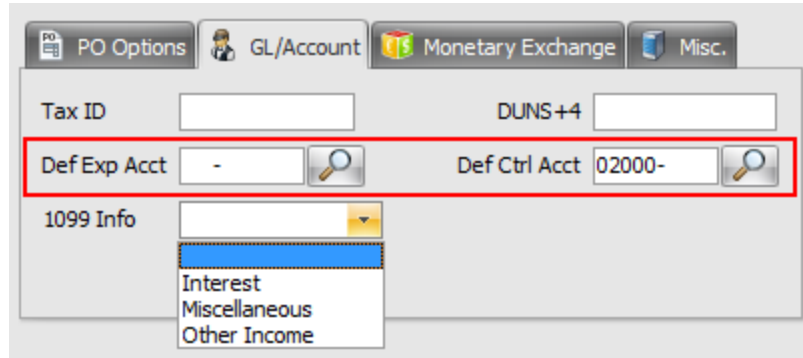
Accounting Defaults	
Def Exp Acct	51200-___
Def Ctrl Acct	___-___
Priority	7
Payment Disc %	0.000
Pay Disc Day	0
Net Due day	14
Sales Tax %	0.0000
Terms	NET 14
Credit Limit	50000
PTD Purch	0.00
Open Debits	0.00
Current Bal	650.00
Avail Credit	49350.00
Open P.O. s	0.00

Other visible fields in the window include:

- Vendor Number: CMC10
- Company: CIRCLE MEAT CO., INC.
- Phone: 512/555-6347
- 800 #: 800/555-5216
- FAX: 512/555-2548
- Vendor Address: 986 JFK BLVD, ROSEWOOD, MS, 39428
- Remittance Address: 986 JFK BLVD, ROSEWOOD, MS, 39428
- Contact: SAM, Title: SALES
- Buyer: JT, D-U-N-S-4: 1234567899999
- Code: [blank]
- Cust No.: FD3627

Buttons at the bottom: New Vendor, Delete, OK, Cancel, Apply.

entrée V4 SQL Go to the **Vendor** ribbon menu > **Vendors** > locate the vendor > click the **Vendor Tab** > go to the **GL Account** sub-tab > **Def Exp Acct** and **Def Ctrl Acct**.



7.8 Vendor Account Synchronization

This section will outline how to synchronize vendors between **entrée** and QuickBooks. Typically vendor accounts in **entrée** are linked into the corresponding vendor accounts in QuickBooks using the Link Vendors utility. However as part of the initial setup of **entrée.QB**, operators are allowed to export any vendors in **entrée** into QuickBooks or import QuickBooks vendors into **entrée**.

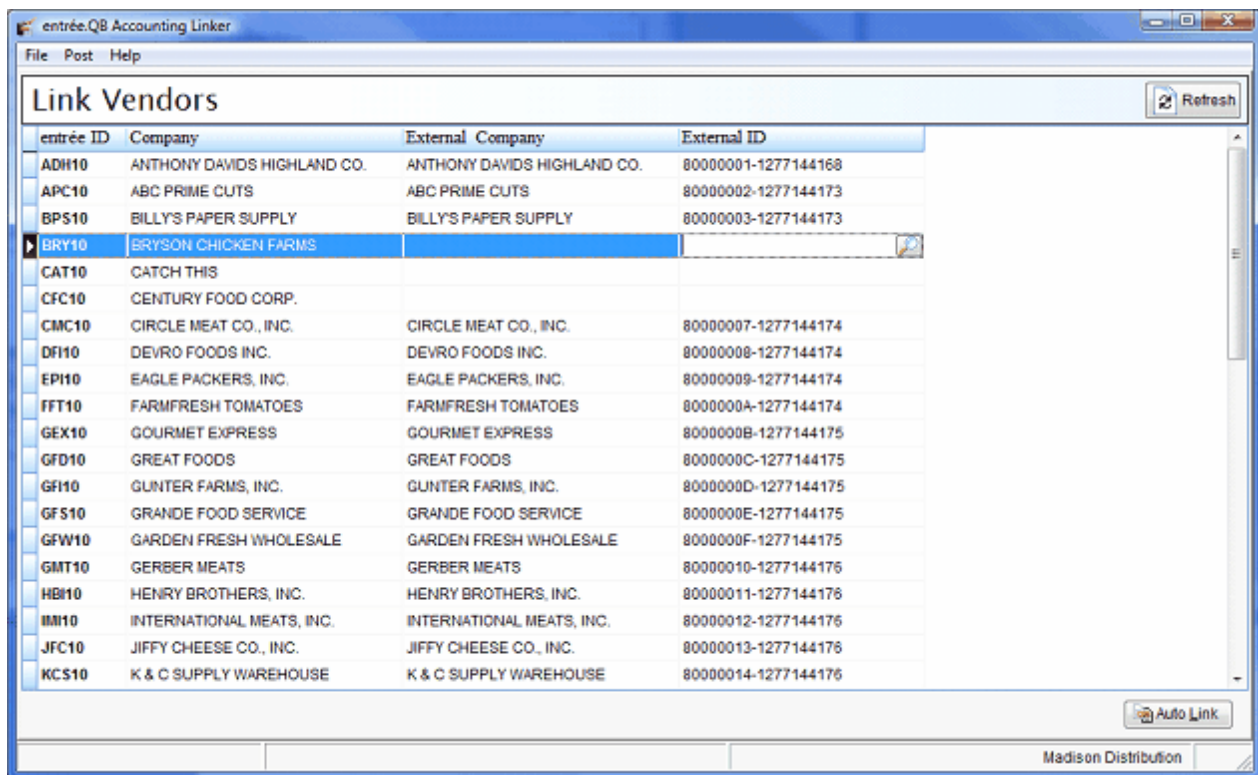
For additional information about Vendors see the Vendor File Maintenance in your **entrée System Guide**.

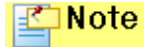
Linking Vendor Accounts

For most installations **entrée** and QuickBooks each have a vendor file, which is being maintained separately within each system. The Link Vendors utility will import and store the internal QuickBooks vendor ID directly within the existing **entrée** vendor file.

Once your vendors have been linked together, for ongoing maintenance of Vendor accounts you have two options:

- **Import Vendors** utility, which will refresh the **entrée** vendor file with data from QuickBooks.
- **Export Vendors** utility which will refresh the Vendor name and address properties within QuickBooks with the export data from **entrée**.





Your **entrée** vendors must be linked or exported into QuickBooks before any purchase order payables can be posted into QuickBooks.

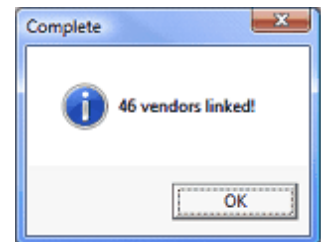
<u>Grid Column</u>	<u>Description</u>	<u>Can Edit</u>
entrée ID	This column will display the vendor ID as defined in entrée.	
Company	This column will display the vendor's company name as defined in entree.	
External Company	This column will display the vendor's company name as defined in QuickBooks.	
External ID	The internal ID assigned to the vendor by QuickBooks. entrée.QB requires this code to link the entrée vendor to the QuickBooks vendor	<input checked="" type="checkbox"/>

Using the Link Vendors Utility

To run the **Link Vendors Utility** in **entrée.QB** use menu path: **File > Vendors > Link**

It is recommended the first time that you use the Link Vendors utility that you take advantage of the Auto Link feature, by clicking the Auto Link button in the lower right corner of the Link Vendors utility. Auto Link works by attempting to match the entrée and QuickBooks vendor company names. If a successful match is found, the vendors will be linked automatically.

Once this process finishes, the Complete dialog box will display how many vendors were able to be linked automatically.



Manually Linking Vendor Accounts

Manual linking can be used to link a vendor that was not able to be linked with the Auto Link feature. If the External Company & ID field already contains a value then the vendor is already linked.

1. Select the **entrée** vendor that you wish to link to a QuickBooks vendor and press the **Enter** key. This will place the cursor in the **External ID** field for the selected vendor.
2. Click the **Search** button to the right of the **External ID** field or press the **F5** key to open the **Vendor Search** screen. This screen will contain all of the vendors that currently exist in QuickBooks.

The Vendor Search screen allows you to search for a QuickBooks vendor by any of the columns in the search grid except for "Active". To change the field to search on you can click the column heading or select the column from the drop down list on the left of the search header.

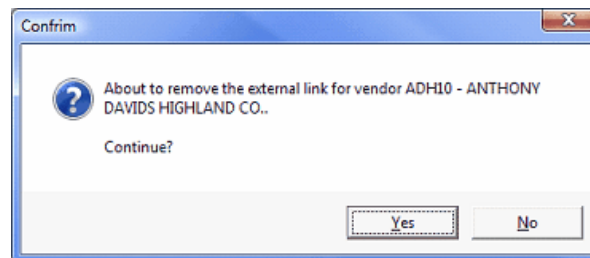
3. Once the desired vendor is selected, press the **OK** to return to the Link Vendors utility. The vendor will now be linked and the **External Company** and **External ID** fields will contain the correct values from QuickBooks based on the selected vendor.

Vendor Accounts Maintenance

• Removing an Existing Vendor Account

You may run into an issue where the wrong QuickBooks vendor got linked to an **entrée** vendor. Removing the link between the two vendors is a simple process.

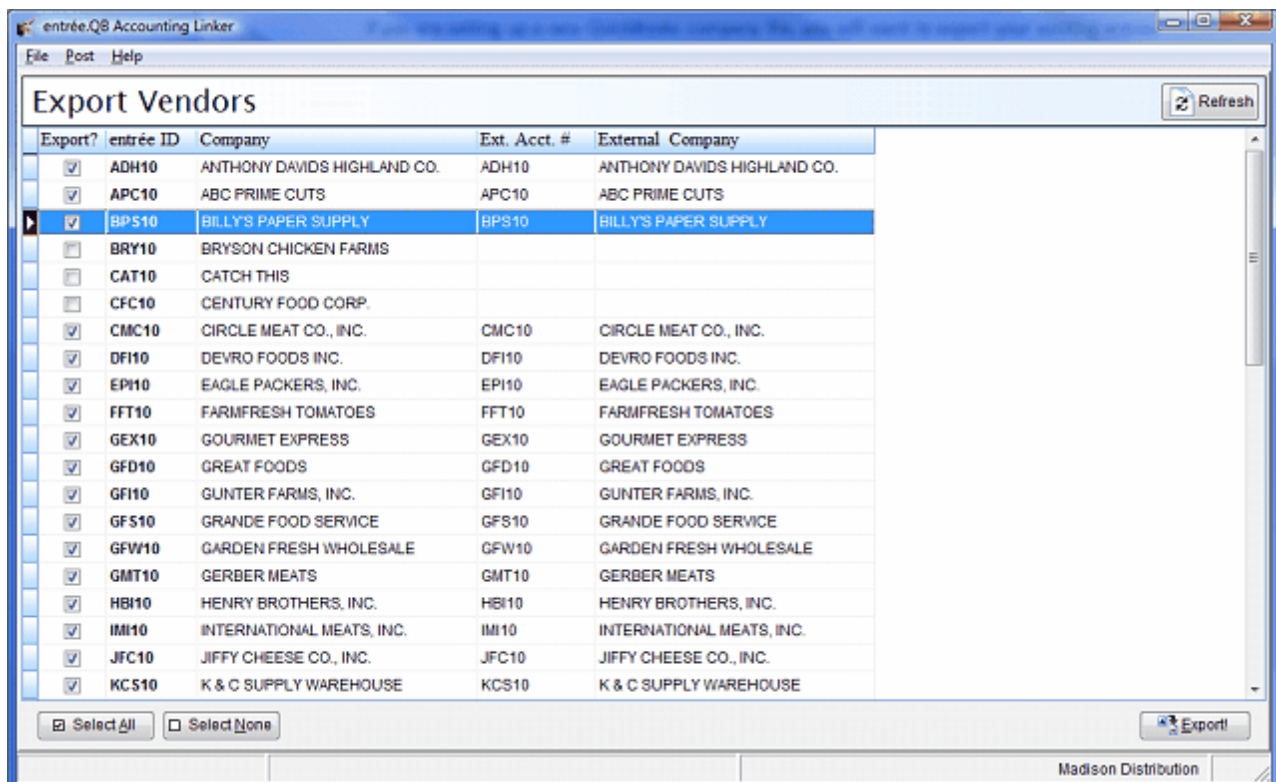
1. Select the **entrée** vendor that you wish to remove the link to and press the **Enter** key.
2. Clear the current value from the **External ID** field.
3. You will then be prompted for confirmation.
4. Click **Yes** to disassociate the **entrée** vendor for the QuickBooks vendor.



Exporting Vendor Accounts

If you are setting up a new QuickBooks company file, you will want to export your existing **entrée** vendors into QuickBooks. This will allow for the creation of payables from an **entrée** purchase order.

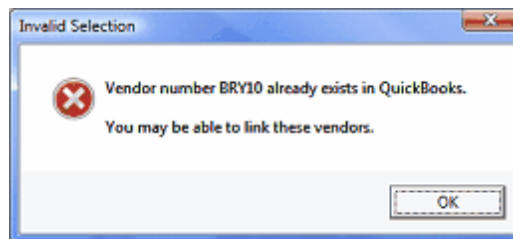
You may occasionally want to refresh the vendor name and address data in QuickBooks from the data contained in the **entrée** vendor file. Both of these operations are performed with the Export Vendors utility.



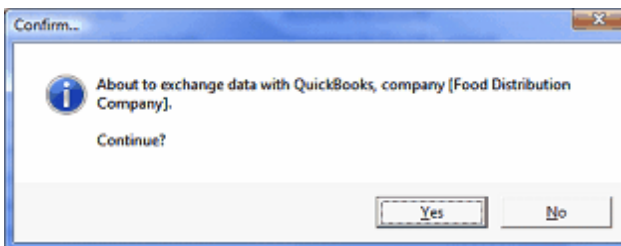
<u>Grid Column</u>	<u>Description</u>
Export?	Place a check in this field if the entrée vendor should be exported into QuickBooks.
entrée ID	This column will display the vendor ID as defined in entrée.
Company	This column will display the vendor's company name as defined in entree.
External Acct #	This column will display the vendor ID as defined in QuickBooks. Typically this is the same as the entrée vendor ID
External Company	This column will display the vendor's company name as defined in QuickBooks. Typically this is the same as the entrée vendor company name.

• Using the Export Vendors Utility

- To run the Export Vendors Utility in **entrée.QB** use menu path: **File > Vendors > Export**
- Select the vendors that you wish to export into QuickBooks, (all valid vendors are selected by default).
 - Vendors that should be exported will need to be checked in the "Export?" column.
 - The checked state of a vendor can be toggled by...
 - Double clicking the line with the vendor to export in the grid.
 - Pressing the "Enter" or "Space" key will toggle the selected row.
 - All vendors will be checked by clicking the "Select All" button.
 - All vendors will be unchecked by clicking the "Select None" button.
- If you are creating a new vendor, a vendor with the same company name as the **entrée** vendor cannot already exist in QuickBooks. If **entrée.QB** detects that a vendor exists in QuickBooks with the same company name as the vendor you are trying to create, you will be presented with the Invalid Selection error dialog indicating that these vendors should be linked.



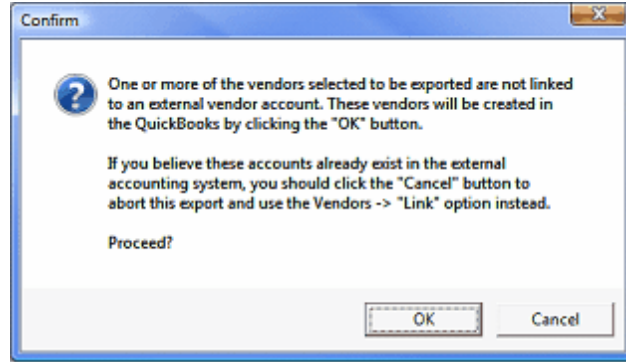
- Once the vendors to export have been selected, click **Export**.
- A Confirm dialog box will display a message indicating the QuickBooks company file that you are about to exchange data with.
- Click **Yes** to continue with the export.



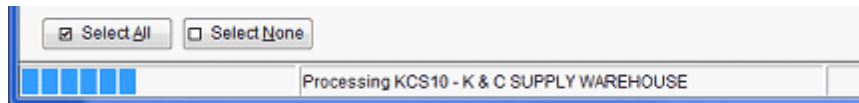
- If you are creating new vendors in QuickBooks, a second Confirm dialog box will display with a warning indicating that new vendors will be created in QuickBooks.



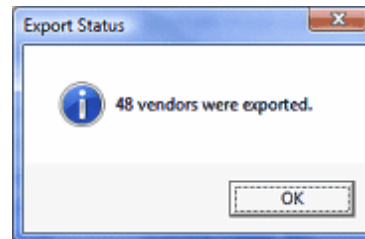
This is just an informational message.



- Click **OK** to continue.
 - During the export process, the vendor grid will be hidden and replaced with a message stating "Exporting data...Please wait".
- You will also notice a progress indicator in the lower left corner of the **entrée.QB** application window.



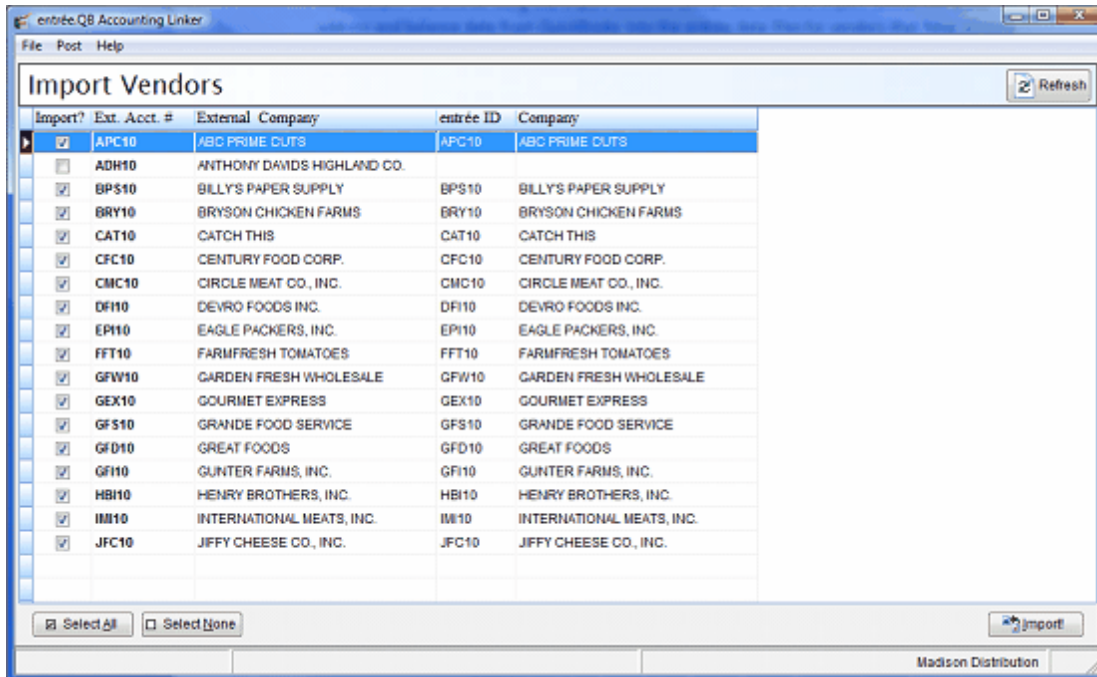
- Upon completion, the Export Status dialog box will display the number of vendors that were exported.



Importing Vendor Accounts

If you have vendors that are setup in QuickBooks that do not exist in **entrée**, and you want to use to generate payables or bills for those vendors from an **entrée** purchase order, you will need to first import them into **entrée** using the Import Vendors utility.

You can also import vendor company address and balance data from QuickBooks into the **entrée** data files for vendors that have already been exported or linked using **entrée.QB**.

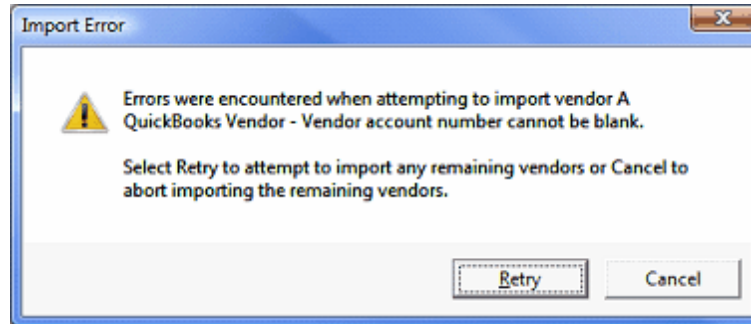


<u>Grid Column</u>	<u>Description</u>
Import?	Place a check in this field if the QuickBooks vendor should be exported into entrée .
External Acct #	This column will display the vendor ID as defined in QuickBooks. Typically this is the same as the entrée vendor ID.
External Company	This column will display the vendor's company name as defined in QuickBooks. Typically this is the same as the entrée vendor company name.
entrée ID	This column will display the vendor ID as defined in entrée .
Company	This column will display the vendor's company name as defined in entrée .

• Using the Import Vendors Utility

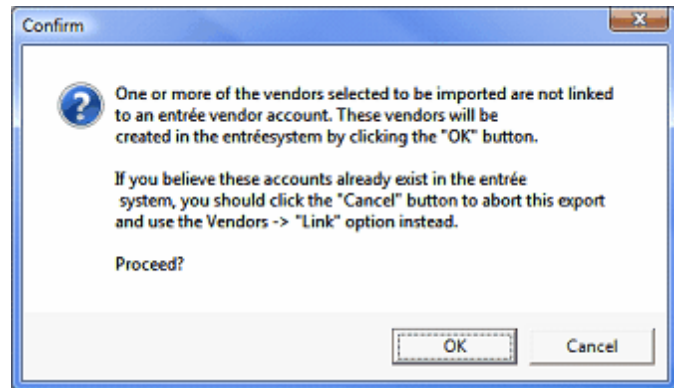
- To run the Import Vendors Utility in **entrée.QB** use menu path: **File > Vendors > Import**
- Select the vendors that you wish to import into QuickBooks, (all valid vendors are selected by default).
 - Vendors that should be imported will need to be checked in the "Import?" column.
 - The checked state of a vendor can be toggled by...
 - Double clicking the line with the vendor to import in the grid.
 - Pressing the "Enter" or "Space" key will toggle the selected row.
 - All vendors will be checked by clicking the "Select All" button.
 - All vendors will be unchecked by clicking the "Select None" button.

3. If you are creating new vendors in **entrée**, the vendor in QuickBooks, must have an account number defined.
 - If a vendor does not have an account number when attempting to create the vendor in **entrée**, the Import Error dialog box will display. Click the **Retry** button to complete the import of any remaining vendors.
 - Then, go back into QuickBooks and assign account numbers to the vendor(s) that produced the error message.
 - Once account number assignment is completed, you will be able to import them into **entrée**.

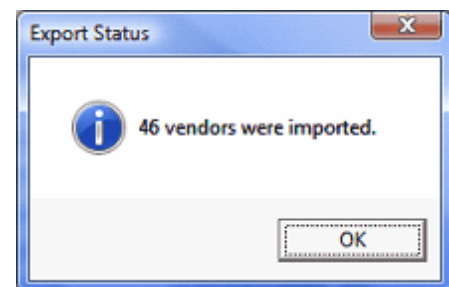


4. Once the vendors to export have been selected, click **Import**.
5. If you are creating new vendors in **entrée**, a **Confirm** dialog box will display.

A warning will say new vendors will be created in **entrée**. This is just an informational message.



6. Click **OK** to continue.
7. During the import process, the vendor grid will be hidden and replaced with a message stating "**Importing data...Please wait**". You will also notice a progress indicator in the lower left corner of the **entrée.QB** application window.
8. Upon completion, the **Export Status** dialog box will display the number of vendors that were imported.





Chapter 8

Payables Introduction

8 Payables Introduction

This chapter will outline how to export a payable or QuickBooks bills that were created in **entrée** after closing a purchase order.

To use this feature, you must have completed these steps:

1. Synchronization and verification of the **entrée** and QuickBooks vendor files using the Link Vendors, Export Vendors and / or Import Vendors utilities.
2. Synchronization and verification of the **entrée** and QuickBooks GL account files using the Import GL Accounts and / or Export GL Accounts utilities.

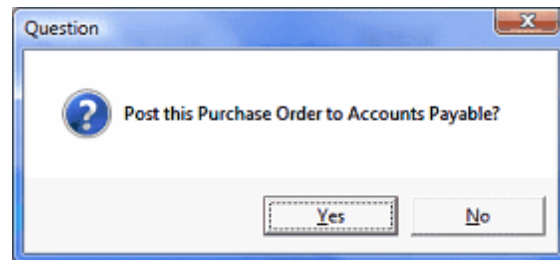
8.1 Creating a Payable in entrée

entrée version 3 and V4 SQL offer the ability to create a payable or vendor bill at the time a purchase order is received in the **entrée** system. After receiving product from a purchase order the operator will be prompted to close the purchase order. The process is the same in either version of **entrée**.

If **Yes** is chosen and the purchase order is closed.

The Question dialog box will open and ask Post the purchase order to Accounts Payable.

By selecting **Yes** the "**Post payable to external accounting**" dialog will be displayed.



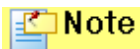
When the **Post payable to external accounting** dialog box displays key information will already be populated using data from the purchase order.

- The vendor information will be displayed along the top of the dialog and cannot be modified.
- The **PO number** field, in the Payable section, will also be filled in and is not able to be edited.
- Finally the **Amount** field will be pre-populated with the purchase order total. This value however can be edited if required.

Post payable to external accounting screen details

Invoice # - The first thing the operator must provide is the **invoice number** from the vendor. This is keyed into the **Invoice #** field. Once that value is provided, more fields will be initialized, such as the due date, the control account, and a single distribution to the vendors default expense account.

Invoice Date - Enter the date of the vendors invoice in this field. The date can be selected from the calendar control by clicking the down arrow of the Invoice Date control or by pressing the down arrow key on the keyboard when the cursor is in the Invoice Date field.



Note When the **Invoice Date** value is changed, the **Due Date** will be automatically updated based on the number of days between the invoice date and the due date.

Due Date - Enter the date that payment should be remitted to the vendor by in this field. The date can be selected from the calendar control by clicking the down arrow of the Invoice Date control or by pressing the down arrow key on the keyboard when the cursor is in the Invoice Date field.

entrée V3

Post payable to external accounting...

Vendor Information

Vendor #: ADHT0
 ANTHONY DAVIDS HIGHLAND CO.
 980 CANTON ST
 ROSWELL, GA 30075
 Phone: 203/555-1245
 Fax: 203/555-1246

Account Information

Terms:
 Due Days: 30
 Def. Ctrl Acct:
 Def. Exp. Acct: 11050-

Payable

Invoice #: 125 Invoice Date: 06/22/10 Amount: 3897.01
 PD Number: 10040 Due Date: 07/22/10 Ctrl Acct: 20010-
 Reference: Balance To Distribute 0.00

Distributions:

Account	Account Description	Amount	Reference
11050-	Inventory (Finished Goods)	3897.01	

Add Delete Post Cancel

entrée V4 SQL

Post payable to external accounting...

Vendor Information

Vendor #: 011
 COAST TO COAST
 Phone: 347/240-6273
 Fax: / -

Account Information

Terms:
 Due Days: 0
 Def. Ctrl Acct:
 Def. Exp. Acct:

Payable

Invoice #: 123 Invoice Date: 07/22/14 Amount: 3.86
 PO Number: 8 Due Date: 07/22/14 Ctrl Acct: 20000-
 Reference: Balance To Distribute 0.00

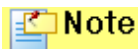
Distributions:


Account	Account Description	Amount	Reference
600	Sales Account 1	3.86	

Add Delete Post Cancel

Amount - Enter the amount due from the vendor's invoice in this field. By default, it will contain the purchase order total.

Control Account – Enter the GL Liability account that should be credited for the amount of the vendor's invoice in the **Ctrl Acct** field. This field will default to the **entrée** vendor's default control account. If the control account is empty, it is because there is no default control account defined for the vendor, and **entrée** was unable to find an account that was flagged as an “Accounts Payable” account in QuickBooks.



The control account may be changed or added by keying the value directly into the **Ctrl Acct** field or using the GL Accounts search screen, which is accessed by clicking the **Search** button  to the right of the field or pressing the **F5** key while the cursor is in the **Ctrl Acct** field.

Reference – Up to 20 characters reference or memo may be optionally keyed into this field. The value entered in this field will appear in the **Ref. No.** field on the QuickBooks bill.

Balance to Distribute - This field will contain the remaining amount of the payable that needs to be distributed. This value cannot be edited directly, but is derived using the value in the **Amount** field less the total of the distributions that have been applied in the distribution grid. This field will be highlight in green when the balance reaches 0.00, otherwise it will be highlighted in red.

Distributions

Distributions are one or more offsetting transactions that are debited to a GL asset or expense account, the total of which offset the amount that was posted to the control account.

By default the total of the purchase order (or the Amount field if manually changed) is posted as a distribution to the vendors default expense account.

Changing the amount of a distribution in the grid:

1. By selecting the distribution and then pressing the **Enter** key.
2. Enter the desired distribution amount in the **Amount** field in the distribution grid.
3. Optionally enter a transaction reference into the **Reference** field of the distribution grid.

Adding a new distribution to the grid:

1. Click **Add**.
2. The cursor will be placed in the **GL Account** field of the distribution grid.
3. Enter the account number for the asset or expense account that should be distributed to. Click the **Search** button or pressing the **F5** key from within this field to open the GL Accounts search screen.
4. Enter the amount of the distribution in the **Amount** field in the distribution grid.
5. Optionally enter a transaction reference into the **Reference** field of the distribution grid.

Removing a distribution from the distribution grid:

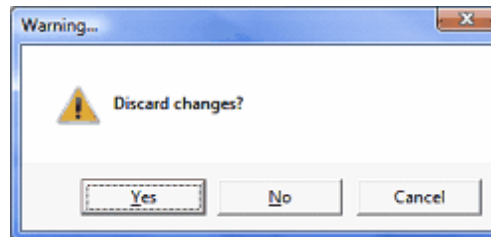
1. Select the distribution to remove.
2. Click **Delete**.
3. A Confirm dialog box will be displayed.
4. Click **Yes**.

Saving modifications to distributions in payables:

1. Once the total of the distributions matches the total of the vendors invoice, click **Post** to save the payable.
-

Canceling a payable:

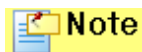
1. Click **Cancel** to discard the payable and the vendors invoice will have to be manually created in QuickBooks.
2. **entr e** will warn the operator upon clicking the **Cancel** button that the payable will be discarded.



3. Click the **Yes** button to proceed with the **Cancel** operation
4. Click the **No** button to save the payable in the state that it is in.
5. Click the **Cancel** button to return to the Post payables to external accounting dialog without saving the payable.

8.2 Posting Payables in QuickBooks

When a payable is created in **entr e**, it is put into a holding file. **entr e.QB** is then used to push the payable from the holding file into QuickBooks. This is done with the Export Payables utility.

**Note**

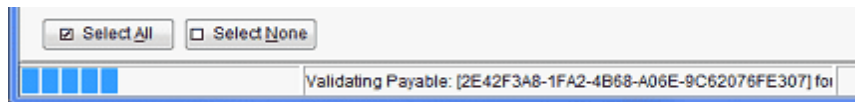
Before payables can be posted into QuickBooks, **entr e** vendors must be linked to existing QuickBooks vendors or exported into QuickBooks. Also, GL accounts must be imported from QuickBooks or exported into QuickBooks from the **entr e.GL** accounts file.

Export?	Vendor #	Vendor Name	PO #	Invoice #	Inv. Date	Amount	Due Date	Ctrl Acct	Reference
<input checked="" type="checkbox"/>	ADH10	ANTHONY DAVIDS HIGHLAND CO.	10040	5217	06/15/10	3,897.01	12/14/20	20010-	BACK HAUL FROM TULSA
<input checked="" type="checkbox"/>	BPS10	BILLY'S PAPER SUPPLY	10039	65723	06/15/10	4,845.00	12/29/20	20010-	ADJUSTMENT
<input checked="" type="checkbox"/>	QCC10	QUICK CLEAN CHEMICAL CO.	10023	25781	04/19/10	543.00	12/25/20	20000	SAMPLE REFERENCE
<input checked="" type="checkbox"/>	SHG10	S.H. GOODMAN & SON	10027	123154	04/19/10	2,218.00	12/25/20	20000	GOODMAN STUFF
<input checked="" type="checkbox"/>	SIS10	SPICE ISLAND, INC.	10028	10-254764	04/19/10	888.60	12/15/20	20000	NEW SPICE
<input checked="" type="checkbox"/>	TFF10	TEDDY'S FROZEN FOODS	10032	627844	04/19/10	2,277.50	08/28/20	20000	INV 123456
<input checked="" type="checkbox"/>	WCC10	WISCONSIN CHEESE CO	10037	245753	06/21/10	7,218.00	01/10/21	20010-	

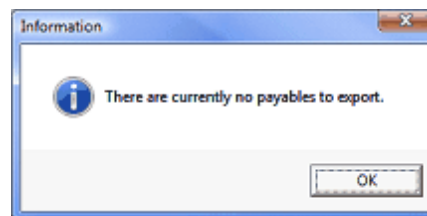
<u>Grid Column</u>	<u>Description</u>
Export?	Place a check in this field if the payable should be exported into QuickBooks.
Vendor #	This column will display the vendor ID as defined in entrée.
Vendor Name	This column will display the vendor's company name as defined in entrée.
PO #	This column will display the entrée purchase order number associated with the payable.
Invoice #	This column will display the vendor's invoice number.
Inv. Date	This column will display the vendor's invoice date.
Amount	This column will display the total amount due for the payable.
Ctrl Acct	This column will display the Accounts Payable GL account that will be credited when the payable is created.
Reference	This column will display the optional reference that is associated with the payable.

How to Use the Export Payable Utility

1. In the **entrée.QB** menu using menu path: **Post > Payables**
2. When the Export Payables utility is first opened, all pending payables are loaded into the payable grid. Payables are validated when they are first loaded to ensure the Vendors exist in QuickBooks, the control and distribution GL Accounts are valid, and the distributions are in balance with the payable total. This process may take a little time so a progress bar is displayed in the lower left corner of the **entrée.QB** application window.

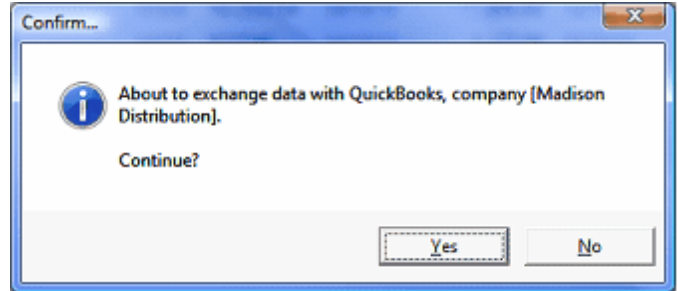


Note If there are currently no payables pending to be exported into QuickBooks, a dialog will be displayed indicating there is nothing to export and the payable grid will be empty.

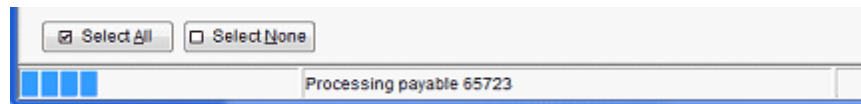


3. Select the payables that you wish to export into QuickBooks, (all are selected by default).
 - Payables that should be exported will need to be checked in the "**Export?**" column.
 - The checked state of a payable can be toggled by...
 - Double clicking the line with the payable to export in the grid.
 - Pressing the "Enter" or "Space" key will toggle the selected row.
 - All valid payables will be checked by clicking the "**Select All**" button.
 - All payables will be unchecked by clicking the "**Select None**" button.
4. Once the payables to export have been selected, click **Export**.

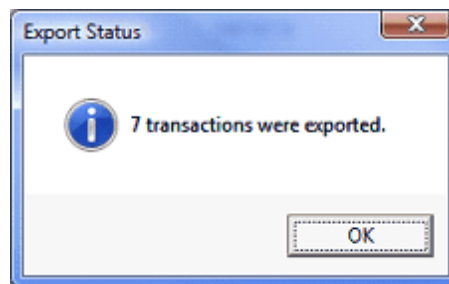
5. A **Confirm** dialog box will display indicating the QuickBooks company file that you are about to exchange data with.
6. Click the **Yes** to proceed with the export operation.



7. During the export process, the payables grid will be hidden and replaced with a message stating "Exporting data...Please wait".
8. You will see a progress indicator in the lower left corner of the **entrée.QB** application window.



9. Upon completion the Export Status dialog box will display the number of payables that were exported.





Chapter 9

AR Journal Entries

9 AR Journal Entries

This chapter will outline how to export AR Journal Entries that were created in **entrée** using the Release to GL utility.

In order to use this feature, you must have first synchronized the **entrée** and **QuickBooks GL** account files using the Import and /or Export GL Accounts utility in **entrée.QB**.

9.1 Posting Journal Entries in QuickBooks

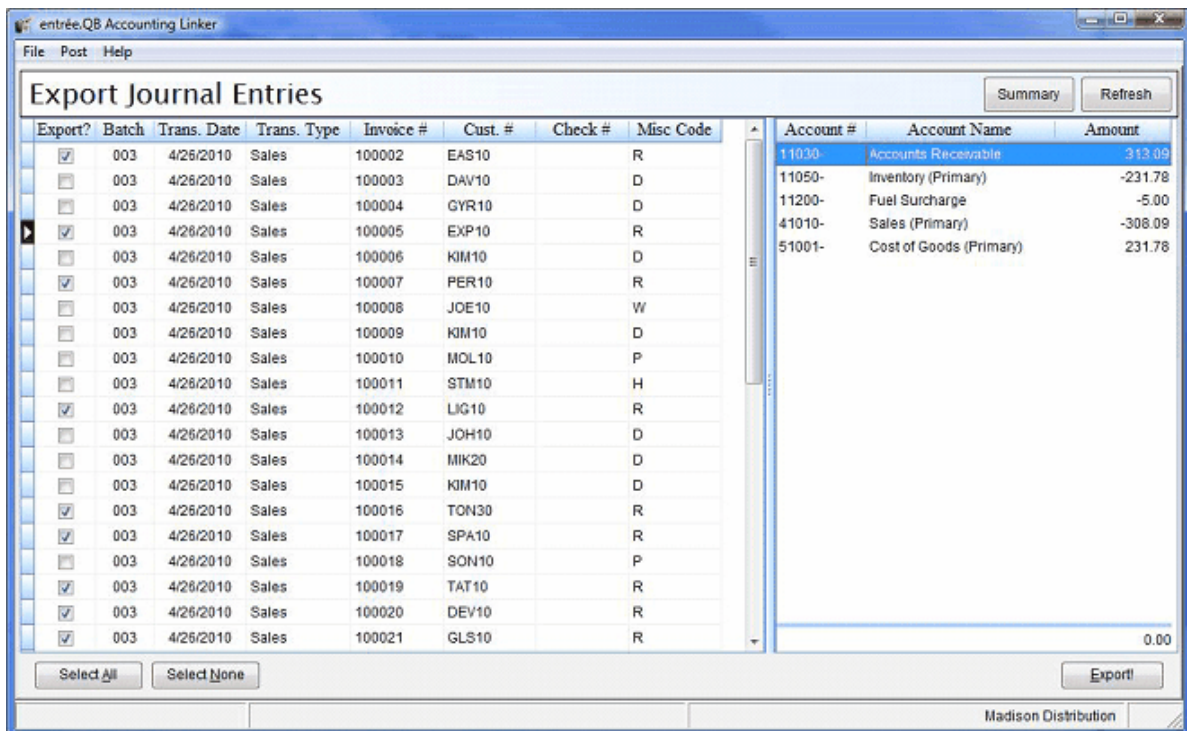
When the **entrée** Release to GL utility is run, all account postings are saved to a holding file. **entrée.QB** then uses the data contained in the holding file to push the journal entries into QuickBooks.

 **Hot Tip!** For more information on the Release to GL process use the **entrée KnowledgeBase** links found in the [Getting Started](#) chapter.

The Journal entry grid is displayed on the left side of the **Export Journal Entries** utility. This grid displays information about the journal entry as a whole. If you are posting in Detail mode, this grid will contain additional columns pertaining to the Sales and Receipt transactions.

The Journal Entry Grid in detail mode displays the miscellaneous code from the **Miscellaneous** tab in Customer Maintenance in the main **entrée** system.

Journal entries can be selected by a specific **Misc Code** for batch exporting. This process will be discussed in more detail in the instructions below.



<u>Grid Column</u>	<u>Description</u>	<u>Mode</u>
Export?	Indicates if the journal entry will be exported into QuickBooks.	
Batch	Displays the Batch ID assigned by entrée to the journal entry.	
Trans Date	Displays the journal entry transaction date.	
Trans Type	Displays the journal entry transaction type (Sales or Receipt).	(detail only)
Invoice #	Displays the invoice number associated with a Sales journal entry.	(detail only)
Cust #	Display the customer number associated with a Sales or Receipt journal entry.	(detail only)
Check #	Display the check number associated a Receipt journal entry.	(detail only)
Misc Code	Displays the customer's miscellaneous code from the Miscellaneous tab of Customer Maintenance in entrée.	(detail only)

Export Journal Entries Detail Grid

The detail grid is displayed on the right side of the Export Journal Entries utility. This grid displays each of the GL accounts that will be credited or debited as part of the journal entry. Beneath the Amount column the total of all accounts is displayed and should always be 0.00, which indicates a journal entry is in balance.

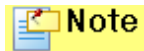
<u>Grid Column</u>	<u>Description</u>
Account #	Displays the GL account number, as defined in QuickBooks.
Account Name	Displays the GL account name, as defined in QuickBooks.
Amount	Displays the amount that will be credited or debited into the GL account

entrée.QB allows for journal entries to be posted into QuickBooks in one of two methods.

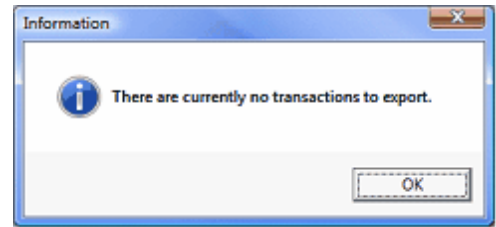
1. **Summary mode:** will post an entire **entrée** release batch as a single journal entry.
 2. **Detail mode:** will post a journal entry for each Sales transaction (invoice/credit memo) and cash receipt within the **entrée** release batch. While the detailed posting provides much greater traceability in the general ledger, it comes at the cost of significantly longer data export times.
- **entrée.QB** by default will post journal entries using **Summary mode**.

How to Export Journal Entries

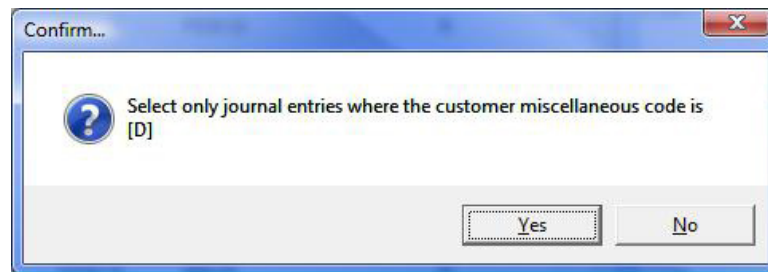
1. From **entrée.QB** menu use menu path: **Post > Journal Entries**
2. To post the full detail, click the **Detail** button in the top right corner of the Export Journal Entries window. The detail loading process may take a little time, so a progress bar is displayed in the lower left corner of the Export Journal Entries window, while the transaction are loaded.
3. Once detail mode is displayed, you can switch back to summary mode by clicking the Summary button in the top right corner of the Export Journal Entries window.
4. Whichever method you decide to post journal entries with, it should be the same for every export to provide proper consistency in the general ledger.



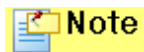
If there is currently no pending journal entries to be exported into QuickBooks, a dialog will be displayed indicating there is not anything to export and the journal entry grid will be empty. Click **OK**.



5. Select the batches (summary mode) or transactions (detail mode) that you wish to export into QuickBooks, (all are selected by default).
- In **Detail mode** to select transactions by **Misc Code**:
 - Double-click the desired miscellaneous code in the **Misc Code** column.
 - This will initiate the display of a confirmation dialog box indicating the **Misc Code** value selected.

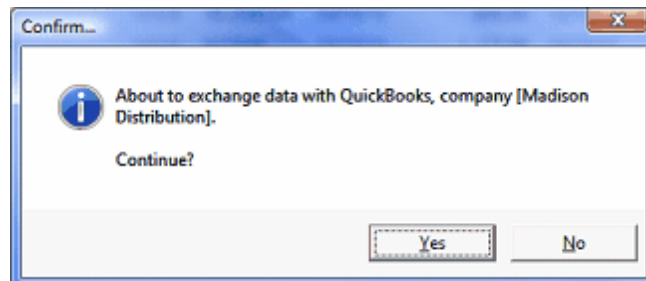


- Click **Yes** to select only the transactions with that specific customer miscellaneous code.
 - Proceed to step 6 below.
- In **Summary mode** to select batches/transactions to be exported you need to check the **Export?** column. The checked state of a batches/transaction can be toggled by...
 - Double clicking the line with the batch/transaction to export in the Journal Entry grid.
 - Pressing the "Enter" or "Space" key will toggle the selected row.
 - All valid batches/transactions will be checked by clicking the "Select All" button.
 - All batches/transactions will be unchecked by clicking the "Select None" button.

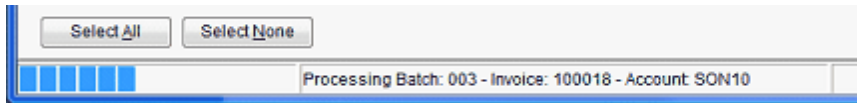


It is strongly recommended that all transactions in a single batch are exported together as to not have partial release data in QuickBooks.

6. Once the batches/transactions to export have been selected, click **Export**.
7. A **Confirm** dialog box will display indicating the QuickBooks company file that you are about to exchange data with. Click **Yes** to proceed with the export operation.



8. During the export process, the journal entry and the detail grid will be hidden and replaced with a message stating "Exporting data...Please wait".
9. You will also notice a progress indicator in the lower left corner of the **entrée.QB** application window.



10. Upon completion the Export Status dialog box will display the number of transactions that were exported.



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