



Take Control of Your Profits

Give your managers the right tools and support

(614) 799-0856

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Exporting Sales from Aspect to QuickBooks



The process for importing Aspect sales to QuickBooks is the same as importing invoices. You must first create an export file from Aspect and then import that file to QuickBooks.

IMPORTANT: Aspect must be setup with a journal entry export for QuickBooks before you can create a sales export file. The journal entry will map to QuickBooks Chart of Accounts. For more details on setting up a journal entry contact Bullseye Controls.

Creating a Sales Export File from Aspect for QuickBooks

From the navigator select **DAILY SALES REPORT**



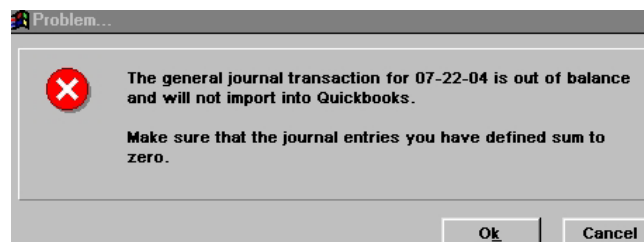
- From the **Daily Sales Report** click the **EXPORT** button (*right side*)
- Select "**QuickBooks**" from the **Export to** selection choice in the export sales window
- Select a **date range** to cover all sales days that need to be exported
- The **File Name** should read **C:\aspect\SalesX\Jan30** *SalesX is the location you are putting the export file. You will need to remember this when importing to QuickBooks
- Re-name the file to reflect the export date, such as "Jan31" if yesterday was 1/30/04. The **File Name** will read **C:\aspect\SalesX\Jan31**
- Normally, you will want the following option choices selected:
[YES] Mark invoices as posted after exporting
[NO] Export records that have already been posted
*These filters to control what days are included in the export file**
- Click **OK** to create export file (No batch ID is needed for QuickBooks)
- Aspect will create a file named Jan31 with a record for each day you are exporting and place it in the folder C:\Aspect\SalesX



***Note:** usually you will not want to export the same day more than once. If you select "**Mark records as posted**" Aspect will mark each day that is included in an export file. If "**Export records that have been posted**" is unselected, those marked days will not be included in future export files. Selecting "Export records already posted" will allow you to create export files including days that have already been exported.

Note: Aspect will warn you if the export file is not in balance. It will still create the file, but that file will not import to QuickBooks

See "troubleshooting QuickBooks export files" for ways to address unbalanced files





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Importing Aspect Sales to QuickBooks

1. Open QuickBooks for the company being used
2. Go to **File > Utilities > Import** (for QB 2005 and later use *File > Import > Import IIF files*)
3. Browse to find the export file that was created in Aspect – Look under file types to “**All files (*.*)**” – *the file is not a text file*

If Aspect is on-site: the file *Jan31* should be in the **C:\aspect\SalesX** folder.

If Aspect is off-site: the export files were E-mailed or downloaded to another location – remember the location of the download and browse to find the file

4. Select the file, and click OPEN to import the file – QuickBooks will give you a confirmation if the file was imported correctly
5. In QuickBooks, view the **journal entries** or **memorized transactions** to confirm the correct data has been imported

Troubleshooting QuickBooks Exporting and Importing

NO DATA IMPORTED - If you complete the export process and QuickBooks confirms that files were imported, but no data shows up in QuickBooks, you probably imported an **empty file**

Empty Files contain no data. They are created when the filter chosen in Aspect selects no data to put into the export file. This can happen if you choose to export the same day a second time and the **Export records already posted** option is not selected. If the day was marked as posted the first time you exported it, and you told Aspect not to export posted days, it will omit the day from the export

Solution: *check your filtering options and create the export file again*

You can see if a file is empty using Excel to edit the export file – see *using Excel to view files*

UNBALANCED FILES

An unbalanced file is a journal entry where the debits and credits are not equal. QuickBooks will not import unbalanced files.

Causes of unbalanced files:

1. Detail not entered properly into sales reports;
 - Paidouts or house charges not entered correctly in custom boxes to match totals on main report
 - Gift cards sold, banquet deposits or other “manual entry” items not entered properly
2. New tenders, discounts, or Sales categories were added to the POS, but were not identified in the Aspect QuickBooks Export
3. Some items from the POS are not tracking thru to Aspect reports

Solution: *See Using Excel to view files and find the source of the problem:*



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DATA GOING TO WRONG ACCOUNTS:

Aspect is setup to map to QuickBooks accounts, using either account numbers (*preferred*) or account names. If Aspect references the wrong account QuickBooks will import it to the wrong account. If you create a new account or rename a QB account a mapping problem will occur

Solution: Check your mapping in Aspect and correct account problems. Merge incorrect accounts in QuickBooks with correct account

Using Excel to View Files and find the source of the problem:

The export file created in Aspect can be opened using Excel or another spreadsheet program to determine the amount of unbalance

1. Open **Microsoft Excel**
2. Click "file open" and browse the location of the Aspect export file (*SalesX in the Example*)
3. Change the file type to "all files"
4. Locate the file in question and click *open*
5. Excel will take you through the import wizard – select the following
 - "**Delimited**" file [Next]
 - "**Comma**" as the delimiter [Next]
 - [Finish]
6. Excel will display the journal entry with QuickBooks headers, followed by the transaction data showing debits and credits as + or – in the "**amount**" column
7. Calculate the total of all the entries in the amount column using the Excel "Sum" function Σ
8. If the journal entry is balanced the sum will be zero. An unbalanced entry will have a positive or negative balance.
9. Determine the whether the journal has too many credits (-) or debits (+)
 - If the balance is negative you need a positive entry (DEBIT) to balance the journal**
 - If the balance is positive you need a negative entry (CREDIT) to balance the journal**
10. Analyze the journal to determine what is missing or entered incorrectly and change the totals
11. Remove the Sum total cell and Save the file

Example: balance is off by 200.00. This means you need net credit entries of -200.00 to balance the journal. Credit entries include sales income entries. You discover that the store sold \$200.00 of gift certificates that was not entered on the sales report. Edit the transaction line for Gift Cards Sold and enter -200.00. The journal amount total is now zero, and the entry is balanced.

When you have balanced the journal entry you are ready to import it to QuickBooks. Once you determine the source of the problem you must take measures to correct it.