

# **2TouchPOS**

## **Financial Exports**

## Overview

2TouchPOS has the ability to export its financial data to external sources. Currently Quickbooks and Microsoft Dynamics (formerly Great Plains) are supported. For each Z report that runs, 2TouchPOS will create an export file that can be manually imported into one of the supported accounting packages.

All of the settings for enabling and configuring 2TouchPOS to generate an export file are located under Options->Admin-Financial.



The Financial Package section is used for general settings dealing with the type of export, where the files will be produced, and a few other miscellaneous settings.

The Chart of Accounts section is used to import, add, delete, and edit your chart of accounts.

The Vendor section is used to import, add, delete, and edit your vendors.

The Reporting Revenues section is used to map figures used in 2TouchPOS to your chart of accounts. Everything from departments to paid outs can be assigned here.

The Recreate Export section is used to view the exports created by 2TouchPOS. This screen will enable you to see what was generated in the export file, make changes if necessary, and reprocess particular days.

## Enabling QuickBooks

In order to enable the financial export feature, you must configure a few basic settings. Press the Financial Export Package button located under the Options->Admin->Financial menu. The first time you press this button you will be prompted for an authorization key. This key must be obtained from your dealer. Once the screen appears it will look similar to the one below.

You need to check the Activated Checkbox, and then choose QuickBooks from the Package Type drop down list.

In the Journal Entries text field specify the full path and file name where 2TouchPOS will generate the export file. If you select the Create Dated Journal Entries checkbox, 2TouchPOS will append the date of the data being exported to the file name.

The Process Method section determines which sales figures will be available to link to your chart of accounts in the Reporting Revenues Section. If Net is chosen the category or department sales figures will not include comps and discounts. If Gross is chosen category or Department sales figures will include comps and discounts.

Use the Department and Category radio buttons to determine whether category or department sales figures will be used. This selection will determine what will be available on the Reporting Revenue setup screen later.

## Vendors

Using the Options->Admin->Financial->Vendors button will display the setup screen for vendors. You can either import a list of vendors exported from QuickBooks (see your QuickBooks documentation for details on how to do this), or you can add vendors manually.

Vendors

State of Ohio	Name	State of Ohio
	Contact	
	Alt Contact	
	Address	
	Phone	Fax
	Mobile	
	E-mail	

Import New Save Close

Pressing the Import button will present you with the standard file selection screen:

Import Drive C

Current Path:c:\

- [Brother]
- [Documents and Settings]
- [Install]
- [Program Files]
- [QuickBooks]
- [TT]
- [TwoTouch]
- [TwoTouchSQL]
- [WINDOWS]
- [backups]
- [dell]
- [drivers]
- [j386]
- .rnd
- 200809.txt
- 200810.txt
- 20081030.txt
- AUTOEXEC.BAT
- Backup.zip
- BarleyCOA.IIF
- CONFIG.SYS
- EMPLOYEE PAYMENT REPORT 08-11-
- HISTORICAL MENU ITEM REPORT 08-
- INFCACHE.1
- MyIP.txt
- TTEmail.log
- vendors.IIF

OK Back

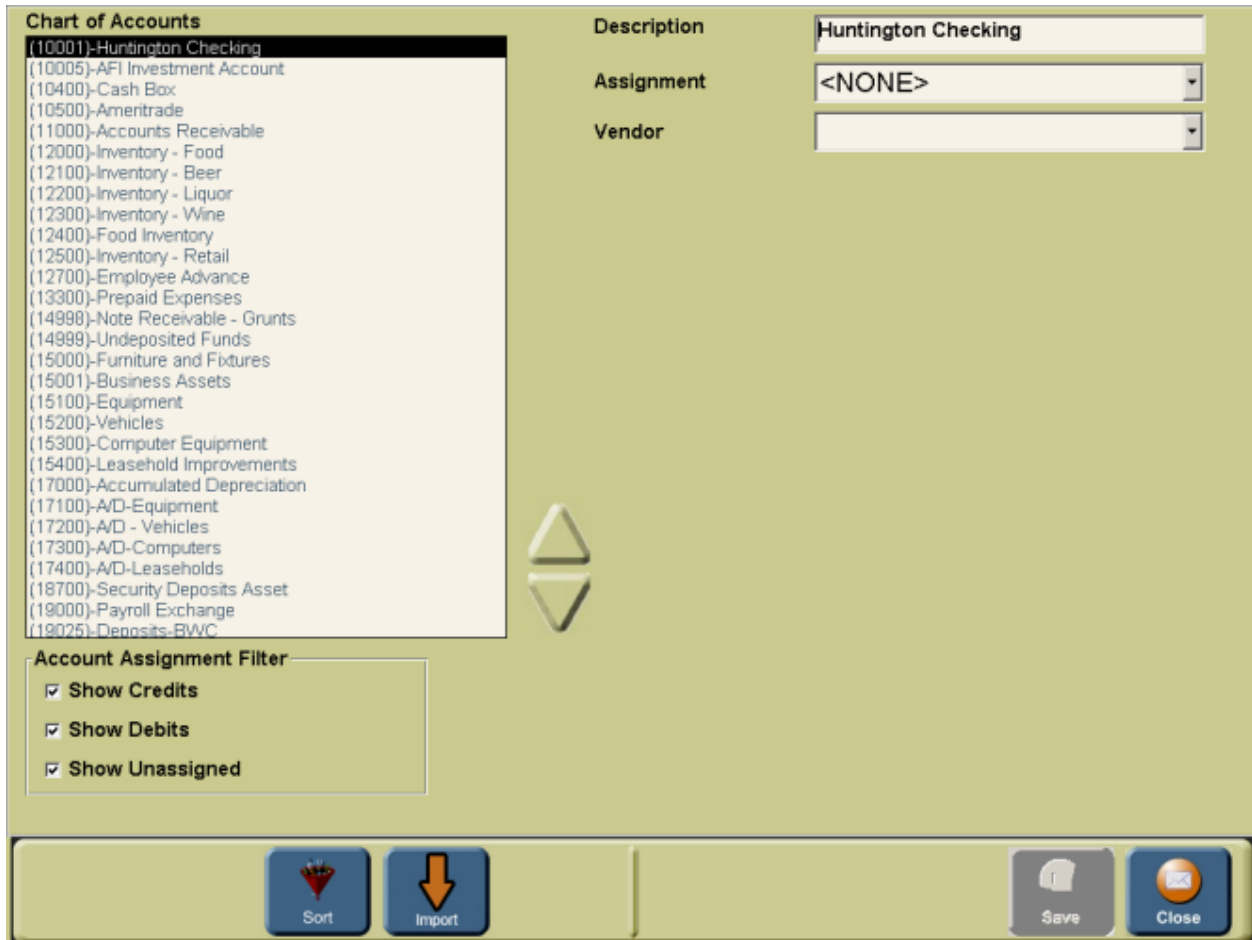
Use the Import Drive drop down to select on which disk the vendor import file is located. Navigate to the file using the list box of directories and files below the Import Drive drop down. Once you have selected the correct vendor import file, press the OK button and the vendors will be imported.

Vendors can also be modified from this screen. Just select the vendor you want to change in the list on the left, make the appropriate changes on the right and press the Save button. Any changes you make will **not** be exported back to QuickBooks.

## Chart of Accounts

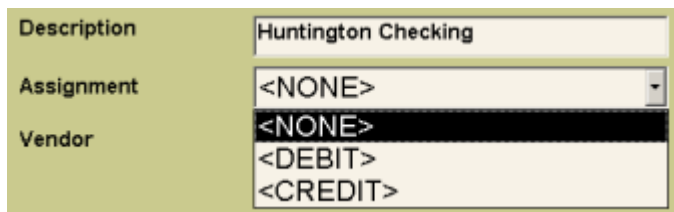
Your chart of accounts is maintained using the Options->Admin->Financial->Chart of Accounts screen. Your chart of accounts must be exported from QuickBooks and imported into 2TouchPOS. There is no way to manually add or edit your chart of accounts from 2TouchPOS.

Press the Import button and you will be presented with the standard file selection screen. This screen is the same one used to import vendors. Once you have selected the file and imported your chart of accounts you will not see anything in the list box unless you check the Show Unassigned checkbox inside of the Account Assignment Filter area. Once checked the screen will look similar to this:



Notice that each chart of account is preceded by its account number.

For each chart of account in the list on the left, you will need to assign it either as a Debit, Credit, or leave it unassigned. Typically, not all of your chart of accounts will map to export fields in 2TouchPOS. Assigning your accounts is done with the Assignment drop down list:



You can also assign a vendor to a chart of account using the Vendor drop down list:

Description	Sales Tax Payable
Assignment	<NONE>
Vendor	<None> State of Ohio

The only time assigning a vendor is required is when QuickBooks requires that a vendor be assigned to a particular chart of account in a journal entry. If you do not assign a vendor, and QuickBooks requires one, you will be notified when you try to import the file into QuickBooks.

As alluded to above, the Account Assignment Filter can be used to change what is visible in the Chart of Accounts list. Using the checkboxes you can show or hide accounts assigned as credits, debits, or unassigned.

As mentioned above, there is no way to add, remove, or edit a chart of account. This must be done in QuickBooks and then re-imported into 2TouchPOS. Re-importing your chart of accounts will not lose any assignments you have made to accounts that have not changed.

## Reporting Revenues (Chart of Account Assignments)

The Options->Admin->Financial->Reporting Revenues screen is where you link your chart of accounts to sales figures in 2TouchPOS.

### Chart Of Accounts Assignments

Type  Chart Of Account

Reverse Journal Entry

Type	Description	Chart Of Account	Reverse
Z Revenue	Comps		<input type="checkbox"/>
Z Revenue	Spills		<input type="checkbox"/>
Z Revenue	Emp Discounts		<input type="checkbox"/>
Z Revenue	Discounts		<input type="checkbox"/>
Z Revenue	Comps		<input type="checkbox"/>
Z Revenue	Spills		<input type="checkbox"/>
Z Revenue	Emp Discounts		<input type="checkbox"/>
Z Revenue	Discounts		<input type="checkbox"/>
Z Revenue	Open Beer		<input type="checkbox"/>
Z Revenue	Cash Sales		<input type="checkbox"/>
Z Revenue	Customer Account Sales		<input type="checkbox"/>
Z Revenue	Foreign Currency In Sales		<input type="checkbox"/>
Z Revenue	Cash Received for Sales		<input type="checkbox"/>
Z Revenue	Credit Card for Sales		<input type="checkbox"/>
Z Revenue	Item Sales		<input type="checkbox"/>
Z Revenue	Open Credit Card Charges		<input type="checkbox"/>
Z Revenue	Open Beer		<input type="checkbox"/>
Z Revenue	Open Beer		<input type="checkbox"/>

Show  List Count: 172

Listed in the grid are all of the different figures that can be assigned to a chart of account and exported in the export file. Using the Type drop down list:

Type

<All>

Z Revenue

Department

Paid In

Paid Out

Payment Type Options

Taxes

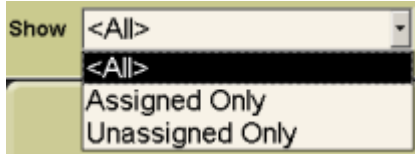
You can narrow down the grid to a particular type of figure. The Department type will read Category if your Process Method is Category on the Financial Export setup screen.

For each line item that you want to appear in the export file, you need to assign a chart of account. This is done by selecting the row in the grid you want to assign and choosing the appropriate account from the Chart of Account drop down list.

The Reverse Journal Entry checkbox can be used to flip a chart of account form a debit to a credit for just that particular line item.



The Show drop down list:



is used to filter the grid to all line items, unassigned line items, or only items that have a chart of account assigned to them.

## Let the Exporting Begin

Now that you have finished the setup, 2TouchPOS will attempt to generate an export file when your Z report is run. As long as the debits and credits balance to \$0.00 an export file will be created.

Using the Options->Admin->Financial->Recreate Export screen allows you to see each journal entry for a given export, make modifications, compare with the Z report from that day and a few other handy tools.



Select a Start Date and an End Date in the upper left hand corner. Once you select a date range you will be able to select a Batch (which is a Z report) from the batch drop down. Select a batch, and the screen will look similar to this:

### Financial Export

Start Date **10/01/2008** - End Date **10/10/2008** - Batch **66**

			Debit	Credit
0	(41001)-SALES:BEVERAGE SALES:BEER SA	Beer	\$0.00	\$1,077.82
1	(41004)-SALES:BEVERAGE SALES:POP & B	Beverage	\$0.00	\$234.07
2	(40100)-SALES:FOOD SALES:FOOD SALES-	Food	\$0.00	\$1,955.59
3	(41005)-SALES:BEVERAGE SALES:SALES -	Liquor	\$0.00	\$796.99
4	(41010)-SALES:BEVERAGE SALES:SALES -	Wine	\$0.00	\$50.81
5	(40100)-SALES:FOOD SALES:FOOD SALES-	Open Food	\$0.00	\$158.54
6	(23000)-SALES TAX PAYABLE	GROSS TAX	\$0.00	\$266.46
7	(40820)-SALES:FOOD SALES:COMPS - PRO	Comps	\$62.15	\$0.00
8	(41820)-SALES:BEVERAGE SALES:SALES -	Spills	\$27.50	\$0.00
9	(40800)-SALES:FOOD SALES:COUPONS/DIS	Discounts	\$0.00	\$5.91
10	(40850)-SALES:FOOD SALES:EMPLOYEE HE	Emp Discounts	\$30.79	\$0.00
11	(23100)-GIFT CERTIFICATES SOLD/REDEF	Gift Cards Redeemed	\$26.37	\$0.00
12	(40800)-SALES:FOOD SALES:COUPONS/DIS	Coupons	\$307.60	\$0.00
13	(80500)-ADMINISTRATIVE EXPENSES:CRED	Tip Discount	\$0.00	\$13.08
14	(80500)-ADMINISTRATIVE EXPENSES:CRED	Auto Tip Discount	\$0.00	\$0.10
15	(91750)-Vending Income	Smokes	\$0.00	\$19.00
16	(73000)-OPERATING EXPENSES:MUSIC & F	Karaoke	\$175.00	\$0.00
17	(91750)-VENDING INCOME	Video Game	\$40.00	\$0.00
			<b>Total Debit: \$4,578.37</b>	<b>Total Credit: \$4,578.37</b>
<b>Variance: \$0.00</b>				





Each line in the grid is a journal entry in the export file. The total of the debit and credit columns needs to be \$0.00.

The View History Button will show a screen detailing the history for each journal entry in the export.

The Print Button will print the grid.

The View Z Report Button will display the Z report from which these journal entries were created:

### Financial Export

Start Date **10/01/2008** - End Date **10/10/2008** - Batch **66**

**Company Name**  
DAILY Z REPORT  
10/1/2008 - 10/2/2008



RUN BY: Jonah Swafford - ALL  
DATE/TIME RUN: 10/02/2008 2:46 AM  
Z Report Number: 66  
Transactions: 349


----- GROSS SALES BY DEPARTMENT -----


DEPT	SALES	SALES%
Beer	1077.82	24.35%
Beverage	234.07	5.29%
Food	1955.59	44.19%
Liquor	796.99	18.01%
Wine	50.81	1.15%
Open Food	158.54	3.58%
GROSS SUBTOTAL	4273.82	
GROSS TAX	266.46	6.02%
TOTAL	4540.28	
Comps	-62.15	-1.40%
Spills	-27.50	-0.62%
Discounts	5.91	0.13%
Emp Discounts	-30.79	-0.70%
TOTAL SALES	4425.75	100.00%


----- SALES BY DEPARTMENT -----


Description	Debit	Credit
Beer	\$0.00	\$1,077.82
Beverage	\$0.00	\$234.07
Food	\$0.00	\$1,955.59
Liquor	\$0.00	\$796.99
Wine	\$0.00	\$50.81
Open Food	\$0.00	\$158.54
GROSS TAX	\$0.00	\$266.46
Comps	\$62.15	\$0.00
Spills	\$27.50	\$0.00
Discounts	\$0.00	\$5.91
Emp Discounts	\$30.79	\$0.00
Gift Cards Redeemed	\$26.37	\$0.00
Coupons	\$307.60	\$0.00
Tip Discount	\$0.00	\$13.08
Auto Tip Discount	\$0.00	\$0.10
Smokes	\$0.00	\$19.00
Karaoke	\$175.00	\$0.00
Video Game	\$48.00	\$0.00
<b>Total Debit</b>	<b>\$4,578.37</b>	<b>Total Credit: \$4,578.37</b>
		<b>Variance: \$0.00</b>

**Print**  


 View History


 Print


 Hide Z Report


 Export

 Reprocess

 Show Verification

 New

 Edit

 Close

This button will change to Hide Z Report if the Z report is showing.

The Export Button will produce the export file for this particular batch. If the Variance is not \$0.00 the file will not be generated. This file will be placed in the output directory and named according to the setup on the Financial Export settings screen.

The Reprocess Button will force 2TouchPOS to recreate the journal entries for the current batch. This is useful when you have made changes to the reporting revenues and you want to see what effect it has on the variance.

The Show Verification Button will display the Z report from which these journal entries were created. For each line item that produced a journal entry in the export, the dollar figure will be replaced with the chart of account number.

### Financial Export

Start Date **10/01/2008** - End Date **10/10/2008** - Batch **66**

**The Barley House**  
Z VERIFICATION REPORT  
10/1/2008 - 10/2/2008

RUN BY: Jonah Swafford - ALL  
DATE/TIME RUN: 10/02/2008 2:46 AM  
Z Report Number: 66  
Transactions: 349

----- GROSS SALES BY DEPARTMENT -----

DEPT	SALES	SALES%
Beer		C41001
Beverage		C41004
Food		C40100
Liquor		C41005
Wine		C41010
Open Food		C40100
GROSS SUBTOTAL	4273.82	
GROSS TAX		C23000
TOTAL	4540.28	
Comps		C40820
Spills		C41820
Discounts		C40800
Emp Discounts		C40850
TOTAL SALES	4425.75	100.00%

----- SALES BY DEPARTMENT -----

Description	Debit	Credit
Beer	\$0.00	\$1,077.82
Beverage	\$0.00	\$234.07
Food	\$0.00	\$1,955.59
Liquor	\$0.00	\$796.99
Wine	\$0.00	\$50.81
Open Food	\$0.00	\$158.54
GROSS TAX	\$0.00	\$266.46
Comps	\$62.15	\$0.00
Spills	\$27.50	\$0.00
Discounts	\$0.00	\$5.91
Emp Discounts	\$30.79	\$0.00
Gift Cards Redeemed	\$26.37	\$0.00
Coupons	\$307.60	\$0.00
Tip Discount	\$0.00	\$13.08
Auto Tip Discount	\$0.00	\$0.10
Smokes	\$0.00	\$19.00
Karaoke	\$175.00	\$0.00
Video Game	\$10.00	\$0.00
<b>Total Debit</b>	<b>\$4,578.37</b>	<b>Total Credit: \$4,578.37</b>
		<b>Variance: \$0.00</b>

Print
▲ ▼

View History Print View Z Report Export Reprocess Hide Verification New Edit Close

This is useful for determining what accounts have been matched to particular line items on the Z. You will find this very helpful when trying to get a \$0.00 variance.

This button will change to Hide Verification if the verification is showing.

The New Button allows you to manually add a journal entry to this batch.




New Entry For Batch 66


Chart Of Account

Description

Debit Amount

Credit Amount



The image shows a virtual keyboard with blue keys. The top row includes symbols (&, @, #, \$, %, /, \, ', "), Bksp, and numbers 7, 8, 9. The second row includes letters Q, W, E, R, T, Y, U, I, O, P, a large Enter key, and numbers 4, 5, 6. The third row includes letters A, S, D, F, G, H, J, K, L, a large Enter key, and numbers 1, 2, 3. The bottom row includes Shift, letters Z, X, C, V, B, N, M, arrow keys, Space, and numbers 0, .

Select the chart of account, add a description and enter either a debit amount or credit amount.

The Edit Button allows you to edit a particular journal entry in the current batch. Select the line item you would like to edit and press the button. A screen similar to the New Entry screen will appear allowing you to change the chart of account, description, and debit or credit amount.

The Close button is pretty self explanatory.