

Financial Exchange Procedures:



Contents

Allow Financial Exchange Without Having Quickbooks Open	1
Initiate a Financial Exchange	2
To include Financial Exchange in Your End of Day Procedure:	2
To Run a Manual Exchange:	2

Allow Financial Exchange Without Having Quickbooks Open

Financial Exchange between Point of Sale and QuickBooks can be run with QuickBooks closed. To make this process possible, select the option in QuickBooks preferences (log into QuickBooks as Admin):

1. Choose **Edit > Preferences**.
2. Click the **Integrated Applications** icon on the left.
3. Click the **Company Preferences** tab.
4. Select **QuickBooks Point of Sale**, and then click **Properties**.
5. In **Access Rights**, select the option **Allow this application to read and modify this company file**.
6. Click **OK** in the **Properties** window, and then again in the **Preferences** window.

Initiate a Financial Exchange

There are two ways to initiate a Financial Exchange between Point of Sale and QuickBooks. Financial exchanges can only be done from the Server Workstation.

Notes:

- Your QuickBooks financial software company file must be open or you must have your financial software preferences set to allow automatic access during exchanges.
- If you use remote data sharing, you must have your QuickBooks company file open and the server application running during all financial exchanges.
- When the exchange is completed, a summary window displays the number of records exchanged and whether any errors occurred. Select **View Activity Log** from this window for help in information any errors that are listed.

To include Financial Exchange in Your End of Day Procedure:

1. On the Point of Sale Server Workstation, choose **Point of Sale > End of Day Procedure**.
2. On the End of Day window, ensure that the **Exchange data with QuickBooks** checkbox is selected.
3. Choose other **End of Day** options, as desired.
4. Click **OK**.

To Run a Manual Exchange:

Select **Update QuickBooks** from the **Financial menu** or from the **Financial Center**.

Note: You might manually run an exchange, for example, if you want to do mid-day billings from QuickBooks and want to be sure that you have up-to-the-minute Point of Sale sales data.