

Keystroke to Quick Books Online Journal Entries.

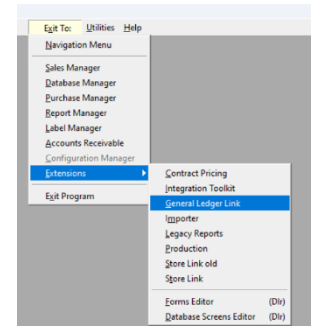
This “How To” details the process to post, Journal entries for Keystroke POS to Quick Books Online. This process uses the standard import function available in Quick Books.

Setup:

Keystroke:

This process will only work with Keystroke V8.01, Build 21 and higher and requires the General Ledger link. For more information contact your Keystroke Dealer or Specialized Business Solutions (800.359.3458).

In Keystroke from the Menu bar, select **Extensions** or from the Navigation Menu select **Extensions**.

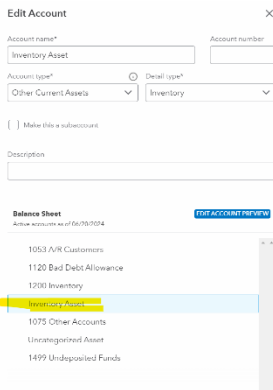
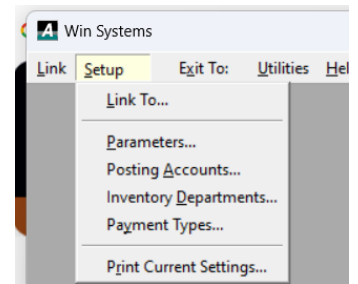


From **Extensions**, select **General Ledger Link**

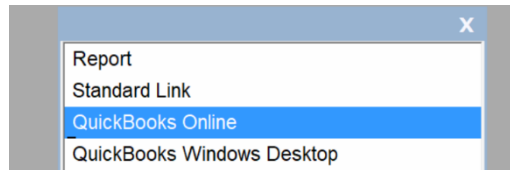
From the top tool bar click on **SETUP**.

From the Setup Menu review the following Items:

Note: these settings will require your chart of account information from Quick Books, you will need the Account Names. The best practice is to open Quick books on line, go to the chart of accounts, Click on Edit next to the account, then copy the name from the Chart of accounts, then paste into Keystroke where required.

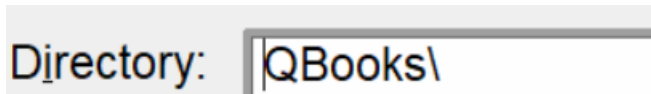
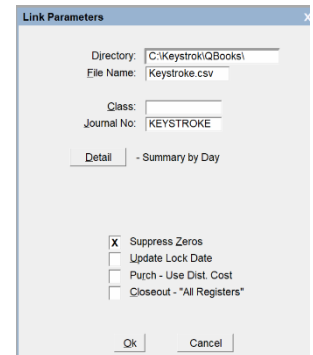


Link To: From the drop down, menu select **QuickBooks Online** (double click).

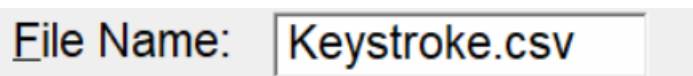


Parameters: Click on Setup in the toolbar, then select Parameters from the drop-down menu. The Parameters box will display, complete the following:

Directory: Where the Journal entry will be saved, it is suggested that a folder is created in the Keystroke folder. In this example it is Qbooks\. Enter the name of the folder followed by a slash \.



File Name: Enter the name of the file to be saved the extension must be CSV



Class: If Class accounting is in use in QuickBooks enter the Class in this field. Otherwise leave the field Blank

Class:

Journal No: The Journal No. is the Journal identifier that will be imported into QuickBooks (for reporting purposes). However, this **CANNOT** be a **NUMBER**. Enter a Text name; suggestion Keystroke or if multiple locations the name of the location.

Journal No:

Detail: The detail will post the detail option selected. Check with your accountant for which options are best for your business. In most cases, the best practice is to select Summary by Day. Summary by Day will post by day GL entries, Daily entries are easier to reconcile and or correct mistakes, then delete and repost if necessary.

Detail | - Summary by Day

Other Settings:

Suppress Zeros
 Uppdate Lock Date
 Purch - Use Dist. Cost
 Closeout - "All Registers"

Suppress Zeros: Suppress Zeros will not send accounts that have no activity for the posting date.

Update Lock Date: The update Lock date will change the settings in Keystroke to prevent changes to transactions prior to the lock date. Suggest settings is to have this ON, however during testing, leave it off until testing is completed.

Purch- Use Dist. Cost: Suggested to leave this field turned off

Closeout-All Registers: Suggested to leave this field turned off

Select OK or Press F10 to save the selections.

Click on Setup in the Tool bar select Posting Account Numbers.

Posting Account Numbers

The Posting Account Numbers Box will display. Enter the **NAME** of the accounts as defined in the Chart of accounts in Quick books. Complete the fields as needed if accounts are not being used leave them blank.

However, these are catch all accounts, if the department settings are used, and not defined then the sales will post to this Sales Subtotal account. The same is true for COGS, Inventory and payments.

Select OK or press F10 to save settings.

Sales Subtotal:	4999 SALES
Discount:	5500 SALES ADJUSTMENTS DISCOUNTS
NonSales Total:	
Shipping:	6060 COGS FREIGHTS
Sales Tax:	3410 SALES TAX PAYABLE
Cash Payments:	1250 1250 USBANK
Credit Payments:	1053 A/R CUSTOMERS
Other Payments:	
Inventory:	1200 INVENTORY
Cost of Goods Sold:	6020 COGS SOFTWARE
Finance Charges:	UNCATEGORIZED INCOME
Layaway Deposits:	3030 CUSTOMER DEPOSITS
Order Deposits:	3030 CUSTOMER DEPOSITS
Paid Outs:	
Inventory Variance:	
Purchases Subtotal:	
Closeout Over/(Short):	

Click on Setup from the Toolbar at the top, then select Inventory Departments.

Inventory Departments:

These settings are used ONLY if you detail the department totals on the profit and loss and balance sheet. Consult with your Accountant if this is necessary. *If a department is not detailed here, the posting will default to the Posting Account number defined above.*

Code	Department	Sales	Inventory	COGS	Variance	Purch
01	Consulting	5000 Consul	1200 Invent			
02	Hardware Sales	Hardware Sa	1200 Invent	6010 COGS	6055 COGS	

Code: Press F2 in the Code field, the list of defined Keystroke departments will display

Code	Des
01	Consulting
02	Hardware Sales
03	Installation

Select the Department, then in the fields Sales, Inventory, COGS, Variance, enter the **NAME** of the corresponding account from Quick Books OnLine.

Repeat this process for ALL departments.

Select OK or press F10 to save settings.

Click on Setup from the Toolbar at the top, then select Payment Types.

The Payment Types Account Numbers: Provide the option of defining posting accounts for different payment types. This is useful when reconciling payments or deposits.

Nmbr	Payment Name	Account
2	Cash	1250 1250 USBANK
4	Check	1250 1250 USBANK
5	Visa /MC	1250 1250 USBANK
6	Master Card	1250 1250 USBANK
12	Debit	1250 1250 USBANK

From the **Nmbr** field press F2 to display the list of payments to be defined. **DO NOT SELECT ANY ON-ACCOUNT (A/R) PAYMENT TYPES.** The payment types are only for Cash, Credit Card Transactions.

Select the Payment type, enter the Account **NAME** from the Quick Books Chart of accounts.

Select OK or press F10 to save settings.

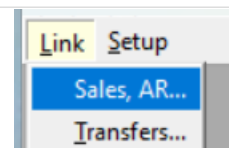
The setup to Link Keystroke to Quick Books online is complete.

Follow the instructions Below to post GL entries to Quick Books Online.

Posting GL Entries to Quick Books Online

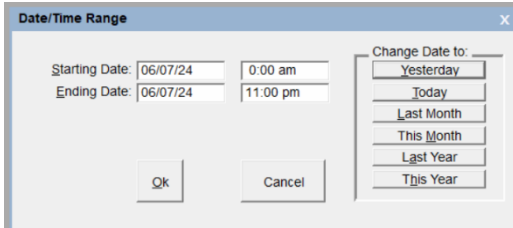
To post to Quick Books Online, first create the CSV file that will be imported into the Quick Books Program.

In Keystroke from the Menu bar, select **Extensions** or from the Navigation Menu select **Extensions**.

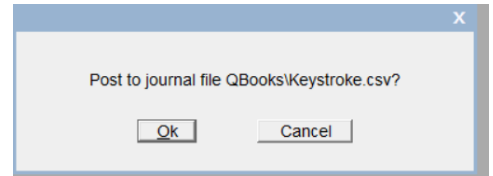


From **Extensions**, select **General Ledger Link**, select **Link**, then select **Sales, AR**.

The **Date/Time Range** box will display enter the date and time to be posted to Quick Books.

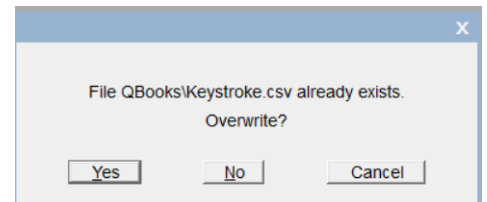


Press **OK**, the Post to Journal file will displays select OK.



The file will save to the folder defined in the Parameter settings detailed above. The file will overwrite any existing version of the file to prevent duplicate GL entries.

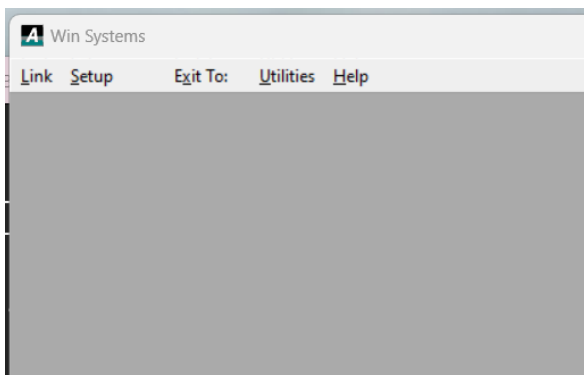
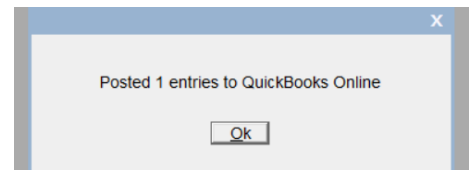
Select **Yes** to continue.



The file will save, the message will detail the number of entries that will be posted. Example you will have sales, and A/R payments this will be 2 entries. The number of entries will vary based on the number and type of transactions that occur.

Click **OK** to continue.

The GL-Link screen will return to the General Ledger screen.



Quick Books Online

In Quick Books Online click on Dashboard on the left-hand side of the screen (default screen settings).

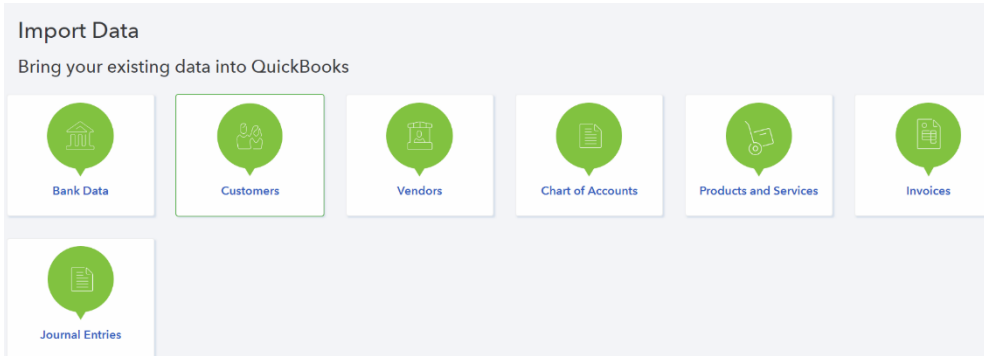
From the tool bar at the top of the QBOL screen select the settings ICON.



The Your Company Settings options will display, select **IMPORT DATA**, below the TOOLS column.

- TOOLS
- Order checks
- Import data**
- Import desktop data
- Export data
- Reconcile
- Budgeting
- Audit log
- SmartLook
- Resolution center

The import data options will display, from the options select **Journal Entries**.



The import Journal Entries box will display, locate the Upload your CSV file then click on Browse.

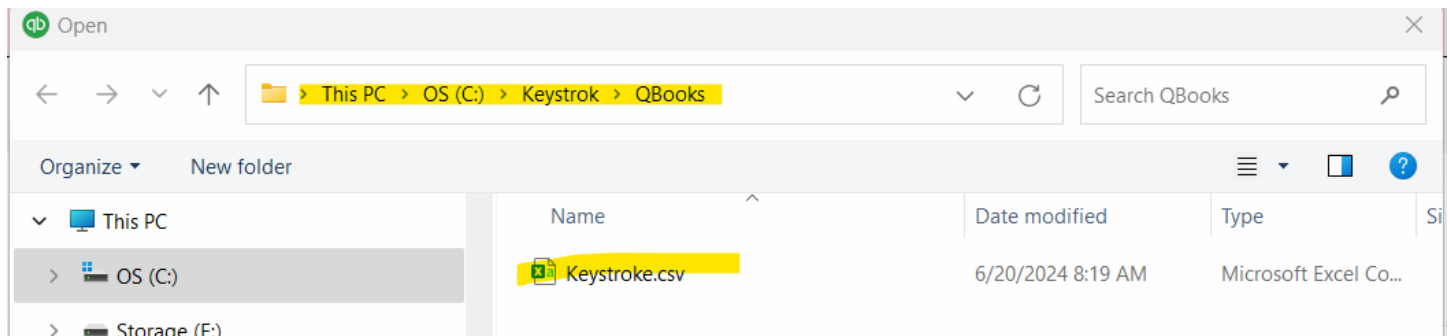
Upload your CSV file

Select CSV

Browse

The Windows File Explorer box will display. Use the mouse to navigate to the folder where the Keystroke.csv file was saved from the General Ledger Link in Keystroke.

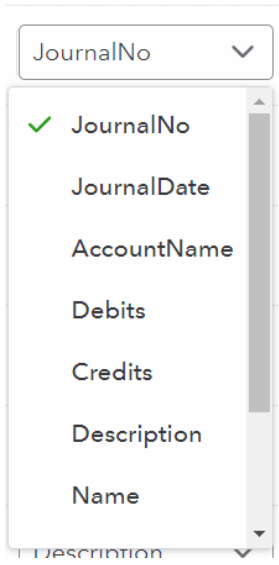
(Note this is only an example and your settings and drive letters may be different)



Click on the Keystroke.csv then click on Open then select the Green NEXT button.

The CSV Column Mapping screen will display (this is only required the first time you import).

Click on the down arrow in JournalNo box, the corresponding fields from the Keystroke.csv file will display.



Click on the corresponding field, a green check mark will be placed next to the field name.

Map your column headings

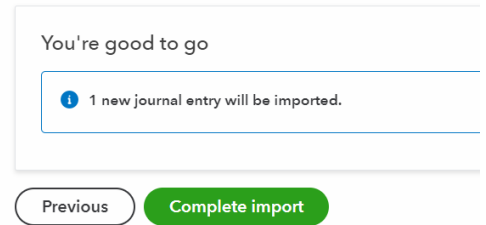
Review and map the column headers in your CSV file with the QuickBooks fields. Required fields are marked an asterisk (*).

QUICKBOOKS FIELDS	CSV COLUMN HEADERS
* Journal No	JournalNo ✓
* Journal Date	JournalDate ✓ M/D/YYYY
* Account Name	AccountName ✓
* Debits	Debits ✓
* Credits	Credits ✓
Description	Description ✓
Name	Name ✓
Memo	Select...

When all the fields have been mapped, click on the Green Next button.

If the fields are mapped correctly a message will display that the journal entries have been imported.

Click on Complete Import, the journal entries will be imported into Quick Books Online. The Success prompt will display.



Nicely done
1 out of 1 journal entry was added.
OK

The Journal Entries have been imported, multiple consecutive days can be imported, each will have a unique posting by day.

To confirm the Journal Entries, go to Journal Entries, then select the time clock from the drop-down screen, the latest journal entries will display. Click on an entry to review the actual postings.

Recent Journal Entries

- Journal Entry No.KEYSTROKE 06/07/2024
- Journal Entry No.KEYSTROKE 06/01/2024
- Journal Entry 06/04/2024
- Journal Entry 06/10/2024
- Journal Entry No.KEYSTROKE 07/21/2023
- Journal Entry No.KEYSTROKE 09/30/2020
- Journal Entry No.AMX 08/31/2020
- Journal Entry No.AMX 08/31/2020
- Journal Entry No.KEYSTROKE 08/31/2020
- Journal Entry No.AMX 08/31/2020

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