

STATEMENT CONVERTER for SALES RECEIPTS

How to use Statement Converter to import Sales Receipt transactions

First, install the program as described on StatementConverter.com. Then, follow these steps to prepare for converting your statements.

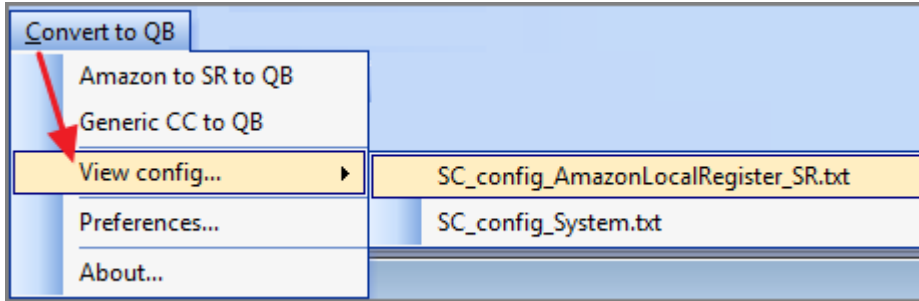
Contents

STEP 1: ENTER YOUR CONVERSION SETTINGS	2
STEP 2: HANDLING MULTIPLE DISTRIBUTION LINES	3
STEP 3: COLLECTING SALES TAX (OPTIONAL).....	5
STEP 4: CAPTURING THE METHOD OF PAYMENT (OPTIONAL)	6
STEP 5: CAPTURING DETAILS OF THE SALE (OPTIONAL).....	7
TECHNICAL NOTES	8

Get additional support at StatementConverter.com

STEP 1: ENTER YOUR CONVERSION SETTINGS

Start Excel, open a statement, then select “Convert to QB” > “View config...” and enter your QuickBooks settings:



Example: Conversion settings

A screenshot of the 'Settings for Conversion and Import' dialog box. The configuration file is 'SC_config_AmazonLocalRegister_SR.txt'. The 'Sales Receipts conversion settings' tab is active. The settings are as follows:
- QB Undeposited Funds account name: Undeposited Funds
- Default QB 'Sales item' Item NAME: Sales item
- Default QB 'Sales item' Item TYPE: Service
- Default QB Sales/Income account NAME: Sales income
- Default QB Sales/Income account TYPE: Income
- Charge sales tax
- 'Sales tax' Item name: Sales Tax
- Tax codes: Taxable item: TAX, Non-taxable item: NON
- Tax Agency (vendor name): Tax agency
- Tax rate: 5 %
- Sales Tax Payable account NAME: Sales Tax Payable
- Sales Tax Payable account TYPE: Expense
- **Customer Names:**
- Assign Customer names by: Default QB Customer name
- Default QB Customer name: ??

Tip: If charging sales tax, copy the settings from QuickBooks > Edit > Preferences > Sales Tax > Company Preferences.

STEP 2: HANDLING MULTIPLE DISTRIBUTION LINES

To convert statements which have multiple distribution lines, like this...

Example: Transactions file

	A	B	C	D	E	F	G	H	I	J
1	Date	Time	Details	Payment Method	Swiped/Manual	Subtotal	Discount	Tax	Tip	Net Sale
2	12/10/2014	3:38:27 PM	1x Item 1	Cash		\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
3	12/13/2014	4:11:40 PM	1x Eucalyp	Cash		\$12.34	(\$3.08)	\$0.65	\$0.00	\$9.91
4	12/22/2014	10:11:56 AM	1x Item 1, 3	Visa *3163	Swiped	\$99.99	\$0.00	\$2.93	\$0.00	\$102.92
5	12/22/2014	4:54:36 PM	1x Item 1	Visa *2002	Swiped	\$35.00	\$0.00	\$0.00	\$1.00	\$36.00

... set Statement Converter as follows:

- a. Enter the settings for the first distribution line (e.g. *Subtotal*) in the settings screen:

Settings for Conversion and Import

Configuration file: **SC_config_AmazonLocalRegister_SR.txt**

Sales Receipts conversion settings

QB Undeposited Funds account name * Undeposited Funds

Default QB 'Sales item' Item NAME * Sales item

Default QB 'Sales item' Item TYPE * Service

Default QB Sales/Income account NAME * Sales income

Default QB Sales/Income account TYPE * Income

Charge sales tax

'Sales tax' Item name * Sales Tax

Tax codes: * Taxable item: TAX Non-taxable item: NON

Tax Agency (vendor name) * Tax agency

Tax rate * 5 %

Sales Tax Payable account NAME * Sales Tax Payable

Sales Tax Payable account TYPE * Expense

Customer Names:

Assign Customer names by * Default QB Customer name

Default QB Customer name * ??

Statement Converter for Sales Receipts

b. Enter settings for any additional distribution lines (e.g. *Discount, Tax, and Tip*) in the system config file, like this:

Example: SC_config_System.txt

```
Distrib_Account2_Name = Sales Discount
Distrib_Account2_Type = Income
Distrib_Account2_Taxable = False
Distrib_Account2_Item_Name = Sales Discount

Distrib_Account3_Name = Tips
Distrib_Account3_Type = Income
Distrib_Account3_Taxable = False
Distrib_Account3_Item_Name = Tips

Distrib_Account4_Name = Sales Tax Payable
Distrib_Account4_Type = OCLIAB
Distrib_Account4_Taxable = False
Distrib_Account4_Item_Name = Sales Tax
```

STEP 3: COLLECTING SALES TAX (OPTIONAL)

If collecting sales tax, ensure that 'Sales Tax Item Name' in the conversion settings has a matching entry in the system config file:

Example: Conversion settings

Sales Receipts conversion settings	
QB Undeposited Funds account name *	Undeposited Funds
Default QB 'Sales item' Item NAME *	Sales item
Default QB 'Sales item' Item TYPE *	Service
Default QB Sales/Income account NAME *	Sales income
Default QB Sales/Income account TYPE *	Income
<input checked="" type="checkbox"/> Charge sales tax	
'Sales tax' Item name *	Sales Tax
Tax codes:	Taxable item: TAX Non-taxable item: NON
Tax Agency (vendor name) *	Tax agency
Tax rate *	5.575 %
Sales Tax Payable account NAME *	Sales Tax Payable
Sales Tax Payable account TYPE *	Expense

Example: SC_config_System.txt

```
Distrib_Account2_Name = Sales Discount
Distrib_Account2_Type = Income
Distrib_Account2_Taxable = False
Distrib_Account2_Item_Name = Sales Discount

Distrib_Account3_Name = Tips
Distrib_Account3_Type = Income
Distrib_Account3_Taxable = False
Distrib_Account3_Item_Name = Tips

# SALES TAX MUST BE THE LAST LINE ITEM
Distrib_Account4_Name = Sales Tax Payable
Distrib_Account4_Type = OCLIAB
Distrib_Account4_Taxable = False
Distrib_Account4_Item_Name = Sales Tax
```

STEP 4: CAPTURING THE METHOD OF PAYMENT (OPTIONAL)

If your transactions include a method of payment, you can import that info into your sales receipts.

Example: Transactions file

	A	B	C	D	E	F	G	H	I	J
1	Date	Time	Details	Payment Method	Swiped/Manual	Subtotal	Discount	Tax	Tip	Net Sale
2	12/10/2014	3:38:27 PM	1xItem 1	Cash		\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
3	12/13/2014	4:11:40 PM	1x Eucaly	Cash		\$12.34	(\$3.08)	\$0.65	\$0.00	\$9.91
4	12/22/2014	10:11:56 AM	1xItem 1	Visa *3163	Swiped	\$99.99	\$0.00	\$2.93	\$0.00	\$102.92
5	12/22/2014	4:54:36 PM	1xItem 1	Visa *2002	Swiped	\$35.00	\$0.00	\$0.00	\$1.00	\$36.00

How to: In your *lookup file* (e.g. Vendor_list.xls), add a “Payment Methods” section to the lookup table (after any payee names), like this:

- add a title (header) row containing the words “Payment Method” in column A (the title in column B does not matter)
- enter the payment descriptions from your transactions in column A.
- enter the QuickBooks payment type in column B.

Example: Vendor_list.xls

12		
13	If Payment Method on Statement contains...	...use this for QB Payment Method
14	Cash	Cash
15	Check	Check
16	American Express	American Express
17	Discover	Discover
18	MasterCard	MasterCard
19	Visa	Visa
20	Debit Card	Debit Card
21	Gift Card	Gift Card
22	E-Check	E-Check
23	JCB	Other Credit Card

Rules for settings up Payment Methods:

- the title in column A must contain the text “Payment Method” (capitalization does not matter), and
- column B must contain valid QB payment methods (the screenshot above shows all of the valid methods)

STEP 5: CAPTURING DETAILS OF THE SALE (OPTIONAL)

To capture the details of the product or service sold, set “Import Memo” to include the payee and/or memo fields (see the converter reference table, below).

Example: Transactions file

	A	B	C	D	E	F	G	H	I	J
1	Date	Time	Details	Payment Method	Swiped/Manual	Subtotal	Discount	Tax	Tip	Net Sale
2	12/10/2014	3:38:27 PM	1x Item 1	Cash		\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
3	12/13/2014	4:11:40 PM	1x Eucalyp	Cash		\$12.34	(\$3.08)	\$0.65	\$0.00	\$9.91
4	12/22/2014	10:11:56 AM	1x Item 1, 3	visa *3163	Swiped	\$99.99	\$0.00	\$2.93	\$0.00	\$102.92
5	12/22/2014	4:54:36 PM	1x Item 1	visa *2002	Swiped	\$35.00	\$0.00	\$0.00	\$1.00	\$36.00

Other settings:

- Mark transactions as cleared
- Mark checks "To be printed"
- Confirm settings before converting
- Close statement after converting
- Suppress vendor name on Debits
- Suppress vendor name on Credits
- Cut payee name after spaces
- Import memo Use payee as memo ▼

Tip: ask Statement Converter.com which settings to use for your converter.

Converter Layout Reference:

Converter	Payee column	Memo column
Amazon Local Register	C	D

TECHNICAL NOTES

1. The conversion settings filename must end in “_SR” to indicate the settings are for converting Sales Receipt transactions.

Example: **SC_config_AmazonLocalRegister_SR.txt**

2. If the QuickBooks Sales Tax Preference (Edit > Preferences > Sales Tax) is ON, then every Sales Receipt must have a line item for sales tax, even if the amount is zero.