PC/POLL End User Support

- All PC/POLL End-Users receive UNLIMITED FREE mail, fax, and email support.
- Software support does not include cash register, installation, or basic computer usage support.
- *All phone support needs to be prepaid.*

Phone support prices for 1 End-User at 1 PC/POLL location. Extra charges apply for additional users and locations:

Level 1 Support

Price		Maximum # of Hours	$/hour
$25	Per 15 minutes	Unlimited	$100
$150	Per week	3	$50
$300	Per month	10	$30
$450	Per 6 months	15	$30
$900	Per year	30	$30

Level 2 Support
The need for Level 2 Support is sometimes required for complex configurations or support packages being used by multiple users. End-Users may be required to purchase PCANYWHERE from Symantec to use Level 2 Support. Additional charges may be required so please call or email PC/POLL SYSTEMS for more information.

PC/POLL SYSTEMS Contact Information:

FAX: 563-556-0835
E-MAIL: support@pcpoll.com
MAIL: PC/POLL SYSTEMS
1122 Rockdale Road Suite B
Dubuque, IA 52003-7875

PC/POLL SYSTEMS RETURN POLICY

NO RETURNS OR REFUNDS ON SOFTWARE PURCHASES OLDER THAN 30 DAYS.

Due to current technology capabilities, all dealers and prospective customers are encouraged to request a two (2) week demo code to preview the software, thus allowing users to make an informed decision before purchasing. After an order has been processed, customers have thirty (30) days to return the software for credit only. After thirty (30) days have expired, no refund or credit will be issued.

Returned merchandise must be accompanied by an RMA number issued by PC/POLL SYSTEMS. RMA numbers will be issued only upon receipt of a serial number or other identifying number of the product purchased from PC/POLL SYSTEMS, and the number of the PC/POLL SYSTEMS invoice wherein the product was purchased. Returns for credit are accepted only if the product being returned is in “like new” condition and complete, including but not limited to, all packaging materials, instructions manuals, and accessories within the thirty (30) day period.

On products produced from vendors other than PC/POLL SYSTEMS, the manufacturer’s warranties apply. PC/POLL SYSTEMS does not give or imply that it gives any warranty on any product(s) it distributes, including modems and cables. PC/POLL SYSTEMS will provide assistance, on a best-effort basis only, to customers needing warranty assistance in dealings with the manufacturer(s) of the product(s) PC/POLL SYSTEMS distributes.

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This license is effective until terminated. You may terminate it at any time by destroying the program together with all copies, modifications, and merged portions in any form. It will also terminate upon conditions set forth elsewhere in this Agreement or if you fail to comply with any term or condition of this Agreement. You agree upon such termination to destroy the program together with all copies, modifications, and merged portions in any form.

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PC/POLL SYSTEMS provides this program and licenses its use in the United States and Puerto Rico. You may:

A) Use the program on a single PC;

B) Copy the program into any machine readable or printed form for backup or modification purposes in support of your use of the program on a single PC (certain programs, however, may include mechanisms to limit or inhibit copying. They are marked “copy protected”);

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Software Warranty

PC/POLL SYSTEMS warrants any article or component supplied but not developed and produced by PC/POLL SYSTEMS to the extent warranted to PC/POLL SYSTEMS by the manufacturer of such article or component and only to such extent. PC/POLL SYSTEMS warrants that, for a period of thirty (30) days from the date of delivery thereof, any software developed and produced by PC/POLL SYSTEMS shall be free from defects in materials and workmanship, provided, however that PC/POLL SYSTEMS’ obligation shall be limited to repair or replacement of any such software which is returned to PC/POLL SYSTEMS and shown to PC/POLL SYSTEMS’ satisfaction to be defective. PC/POLL SYSTEMS’ repair or replacement of defective software shall be performed during PC/POLL SYSTEMS’ normal working hours. This warranty does not apply to any software that has been subject to misuse (including failure to follow corrective routines or instructions), negligence, or accident by other causes not arising from the fault or negligence of PC/POLL SYSTEMS.

Receiving Technical Support

First, check the manual that came with your software. When using Windows versions of PC/POLL SYSTEMS, click the Help button that appears on the main menu.

Call the cash register dealer who sold the cash register and PC/POLL SYSTEMS software for answers.

If your dealer cannot help you, fill out a PC/POLL SYSTEMS error/problem report form. These can be obtained by:

- Visiting our website at www.pcpoll.com/techsupport/v6/. Scroll to the bottom of the page and click on the appropriate error form.
- Email PC/POLL SYSTEMS at support@pcpoll.com. Briefly describe your problem, and ask for the corresponding form. Include your name, company information, telephone number, email address, etc.
- Fax PC/POLL SYSTEMS at 563-556-0835. Include the same information as you would for the email.

Crucial Information

The following information is very important during the analysis of any problem:

1. The **version and serial numbers** of our software are located on the software disk or on the computer screen when the program is running.
2. The **EPROM version** of the register and the date it was issued, plus the **make and model** of the cash register.
3. The exact wording of the error message.
4. What program you are using: Polling, Inventory, QuickBooks Interface, or DRPC. Also know what were you doing at the time the problem occurred and record this information.
5. Computer type, system version, and amount of available memory. Also, have the Network configuration if applicable.
6. Printer manufacturer, type, and model.
7. Modem manufacturer, type, and model.

It is often helpful to record answers to your support questions in the software manual in case the same problem is encountered in the future.

SPECIAL NOTE: DEALER SUPPORT IS OFFERED OVER THE PHONE, HOWEVER, TRAINING ON THIS PRODUCT OVER THE PHONE IS NOT FEASIBLE. DEALERS CAN COME TO PC/POLL SYSTEMS IN DUBUQUE, IA FOR PERSONAL, FREE TRAINING ON ALL OF PC/POLL SYSTEMS' PRODUCTS.

Contents

Last updated on December 30, 2002

Recommended System Additions

System Requirements

- A PC capable of running a Window's Operating System
- Windows Printer Installed
- Minimum 256 colors
- Minimum 800 x 600 resolution
- 128 MB of RAM
- 233 MHz processor speed
- Serial port or modem (if interfacing to V6 Polling)

System Recommendations

- Pentium 3/500 MHz or equivalent processor
- 20 GB hard drive
- 16 million colors video display
- Backup medium (ex: zip drive, CD-ROM drive, 3.5 inch floppy drive)

Overview

QuickBooks Interface Version 2 is a software package that works in conjunction with PC/POLL Version 6 Polling Software. The Interface allows the polled data taken from the cash register to be transferred to a company file in QuickBooks. The types of transferable data are listed below.

PLU / UPC Polls - These polls will update QuickBooks sales and inventory.

Financial / Transaction Polls – Any Financial/Transaction poll can be utilized to update the QuickBooks General Ledger.

Group / Department Polls - These polls will update QuickBooks sales through classes. Inventory remains unaffected.

Time Keeping / Clerk Time Polls (QuickBooks Pro only) - These polls will take Time Keeping information from the register and update a time sheet in QuickBooks to allow users to perform payroll more easily.

General Notes

Note 1-First time users will want to go through the step-by-step walk through on how to setup the interface program.

Note 2-Before beginning to use the interface, be sure all QuickBooks accounts and Version 6 are completely setup.

Note 3-QuickBooks Interface Version 2 works only on Version 6 Builds numbered 613 or higher.

Note 4-QuickBooks Interface Version 2 works only with the first price level on PLUs and UPCs.

Note 5-QuickBooks is able to import 15,000 items.

Note 6-The QuickBooks Interface Version 2 requires a minimum of a 200MHz processor and 128MB of RAM.

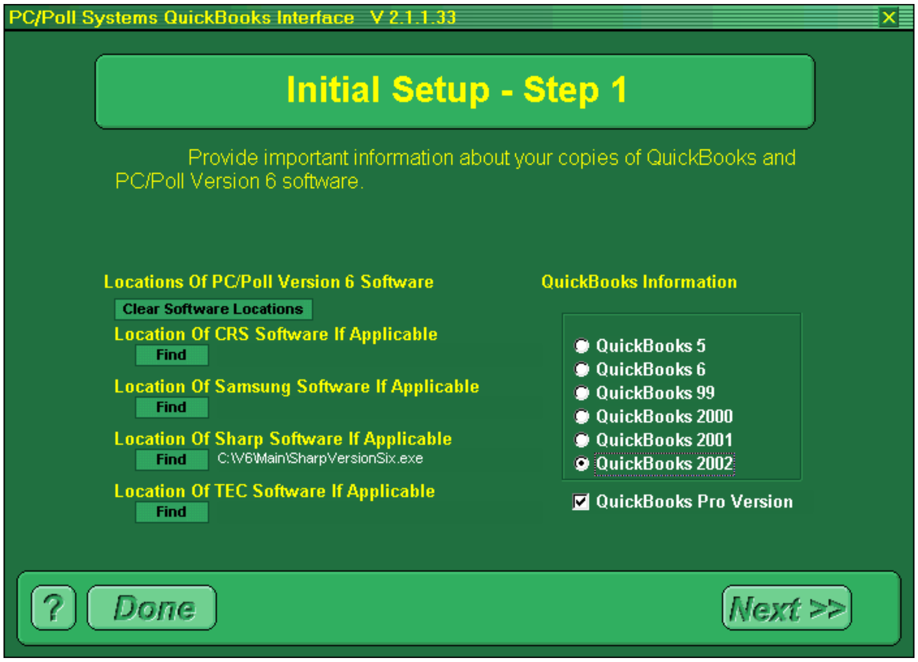
Note 7-All Sharp Time Keeping Reports are X2 reports and therefore cannot be automatically transferred.

Note 8-The buttons at the bottom of the screens (**?**, **<<Prev**, **Next>>**, **Done)** can be clicked at any time. Clicking the **?** button will access the help file for the current section of the software that users are in. The **<<Prev** button allows users to return to the previous step in the interface. The **Next>>** button allows users to go to the next step in the Interface. Each step in the interface must be completed before moving on. The **Done** button returns users to the main screen.

The QuickBooks Interface Version 2 main screen looks like this:

Initial Setup Step 1

To get to the initial setup screen, click the **Initial Setup** button on the main screen. The Initial Setup Step 1 screen looks like this:



In this step, the information about users' PC/POLL Version 6 and QuickBooks software must be defined. First, make sure PC/POLL Version 6 is installed on the computer that will be used for QuickBooks Interface Version 2.

Locations Of PC/POLL Version 6 Software

First, define the location of PC/POLL Version 6 Polling Software. The interface provides an automatic find function for this purpose. Click the **Find** button beneath the manufacturer(s) that is (are) installed on the computer. The interface will search until it finds the program. The location will be listed next to the **Find** button.

If a certain register manufacturer is no longer needed, users should click the **Clear Software Locations** button.

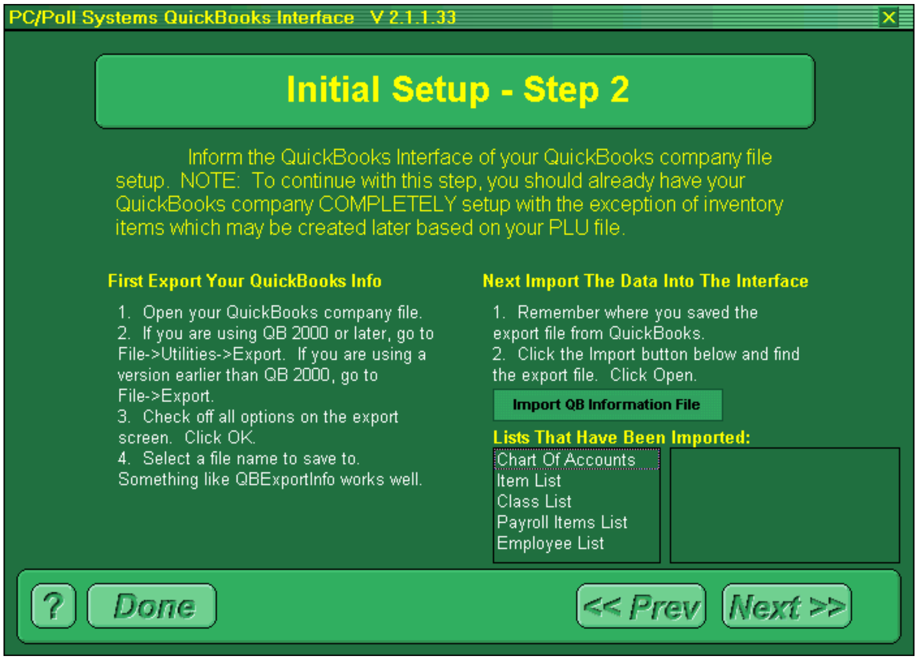
QuickBooks Information

Now select the version of QuickBooks that is being used. This is important because different versions of QuickBooks work in slightly different ways.

Users must also define whether or not QuickBooks Pro is being used. This must be done because without the Pro version, users cannot import register Time Keeping information into QuickBooks.

Initial Setup Step 2

The Initial Setup Step 2 screen looks like this:



Now, users will import the QuickBooks information into the interface. To do this, users will need to export this information from QuickBooks first.

BEFORE continuing, users should make sure the QuickBooks company file is setup correctly, which means Chart of Accounts, Employees, Payroll, etc. are setup. Users will not need to have QuickBooks inventory setup at this point. Later, users will have the option to create QuickBooks inventory items that are based on PLU files.

Exporting Information From QuickBooks

First, open the QuickBooks software and then open the QuickBooks company file. Next, select **File** from the menu. Users with QuickBooks 99 or older should select **Export** from the File menu. Users with QuickBooks 2000 or newer, select **Utilities** from the File menu, and **Export** from the Utilities menu.

Users will now see a screen with several different QuickBooks data lists (Ex: Chart of Accounts, Item List, etc.). Check off all of the options in this list and click the **OK** button.

Next, a screen asking where to save the information will appear. Select a location and filename that is easy to remember. Then click the **Save** button. Users should get a message confirming that the data has been exported successfully.

Importing QuickBooks Information Into The Interface

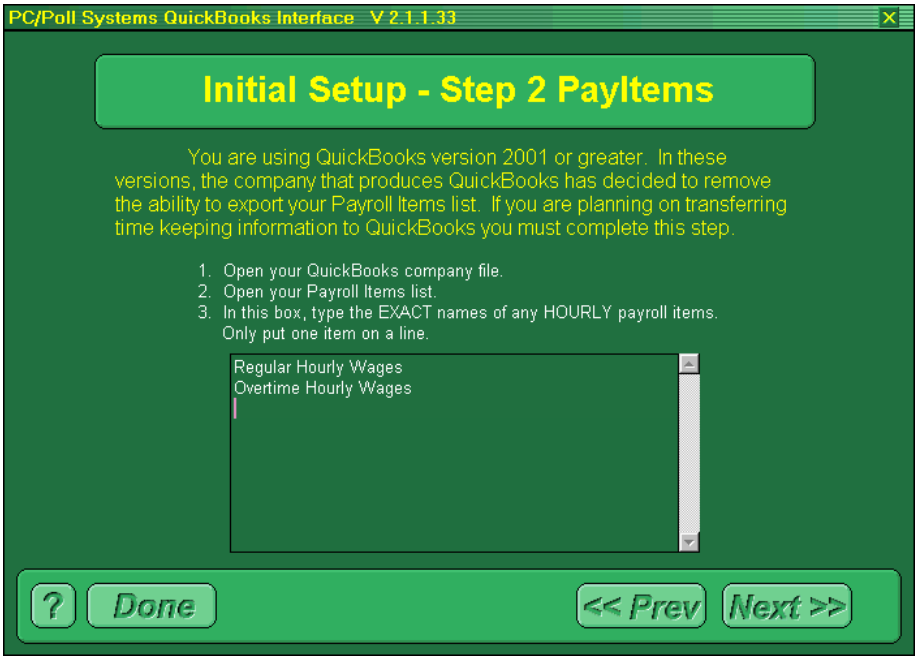
Now, at the Initial Setup Step 2 screen of the interface, users should click the **Import QB Information File** button. Once this button is clicked, find the file to be imported (on the screen that pops up). Locate the exported QuickBooks file, select the file by clicking on it, and click the **OK** button.

Now the information should be imported. Under the heading **Lists That Have Been Imported**, users should see list(s) of QuickBooks data (Ex: Chart of Accounts). Clicking on any of these list names will allow users to see all the items in that list.

Initial Setup Step 2 Pay Items

Users with QuickBooks 2000 or older will not see this step in their initial setup. Please go to Initial Setup Step 3.

The Initial Setup Step 2 Pay Items screen looks like this:



In QuickBooks 2001 and newer, the software does not export Payroll Items. If users with QuickBooks 2001 or newer want to transfer Time Keeping information to QuickBooks, please complete this step.

If the user is not planning to transfer Time Keeping information to QuickBooks, please go to Initial Setup Step 3.

Entering Payroll Items

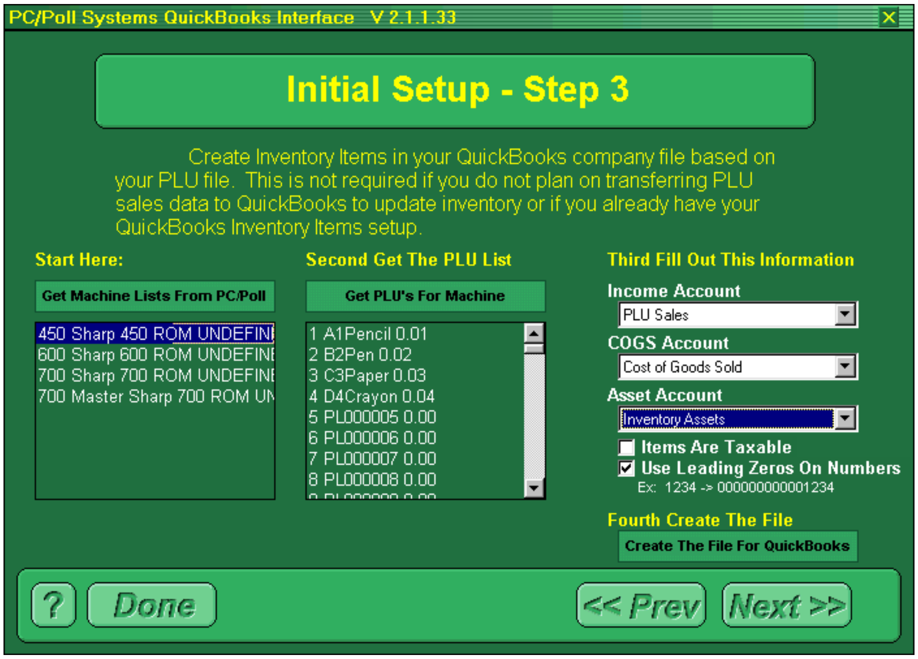
Since QuickBooks does not export Payroll Items, users must set them up manually. First, open QuickBooks and the QuickBooks company file. In QuickBooks, select **Lists** from the menu. From the Lists menu, select **Payroll Item List**.

Users will now see a window displaying the payroll items. One column is labeled **Item Name** and another is labeled **Type**. Users should enter the Item Name of any "hourly wage type" item into the interface. In the interface, enter the Item Names in the box provided making sure to type ONE ITEM PER LINE exactly as it is in QuickBooks. Hit **Enter** to go to a new line.

Anytime Payroll Items in QuickBooks are changed (added/deleted/renamed), run the **Initial Setup** and also make changes to **Step 2 Pay Items**.

Initial Setup Step 3

The Initial Setup Step 3 screen looks like this:



If the QuickBooks Inventory is already setup, this step is unnecessary. Please go to Initial Setup Step 4.

In this step users can create QuickBooks Inventory Items based on their PLU file from the register. If users do not wish to do this, please go to Initial Setup Step 4.

Get Machine Lists From PC/POLL

First, click the **Get Machine Lists From PC/POLL** button. This will retrieve all Version 6 machine lists from any installed Version 6 software. If the Version 6 Polling Software is not already running, users will see it start up and minimize itself. Leave the Version 6 Polling Software open.

After all the machine lists have been retrieved, users will see each item listed by Machine Name (Space) Manufacturer (Space) Model (Space) ROM Version. Select the machine with the PLUs that need to have inventory items created.

Get PLUs For Machine

Next, click the **Get PLUs For Machine** button. This will call the Version 6 software and retrieve the list of PLUs for the selected machine. When this is done, users will see each PLU listed by PLU Number (Space) Descriptor (Space) Price.

Continue with the setup if this is the correct PLU file.

Extra Information

Select the account to use for the Income Account for these items once they are created in QuickBooks. The selection is limited to Income type accounts. For more information about which account to select, consult an accountant or QuickBooks specialist.

Also select the account to use for the **Cost Of Goods Sold (COGS) Account** once the items are created in QuickBooks. The selection is limited to **Cost of Goods Sold** type accounts.

For more information about which account to select, consult an accountant or QuickBooks specialist.

If these items are to be Taxable in QuickBooks, check the **Items Are Taxable** checkbox.

Once items are created in QuickBooks, they are sorted alphabetically by name. Since the items that will be created will be named based on their PLU number, the only way to keep them numerically in order is to add leading zeros. This tends to keep things easier to read. If the user would like this option, select the **Use Leading Zeros On Numbers** checkbox.

Create The File For QuickBooks

The last step is to click the **Create The File For QuickBooks** button. Once this button is clicked, users should select a location (where to save the information) and a filename. Then click the **OK** button. The file will be created.

It is now IMPERATIVE that the newly created file is imported into QuickBooks. If the newly created file is not imported into QuickBooks, any PLU sales data that is transferred to QuickBooks will not be transferred properly.

To import this file into QuickBooks, open QuickBooks and the QuickBooks company file. Select File ->Import (QB 99 or older) or File ->Utilities ->Import (QB 2000 or newer). Find and select the file that was just created and click the **Open** button.

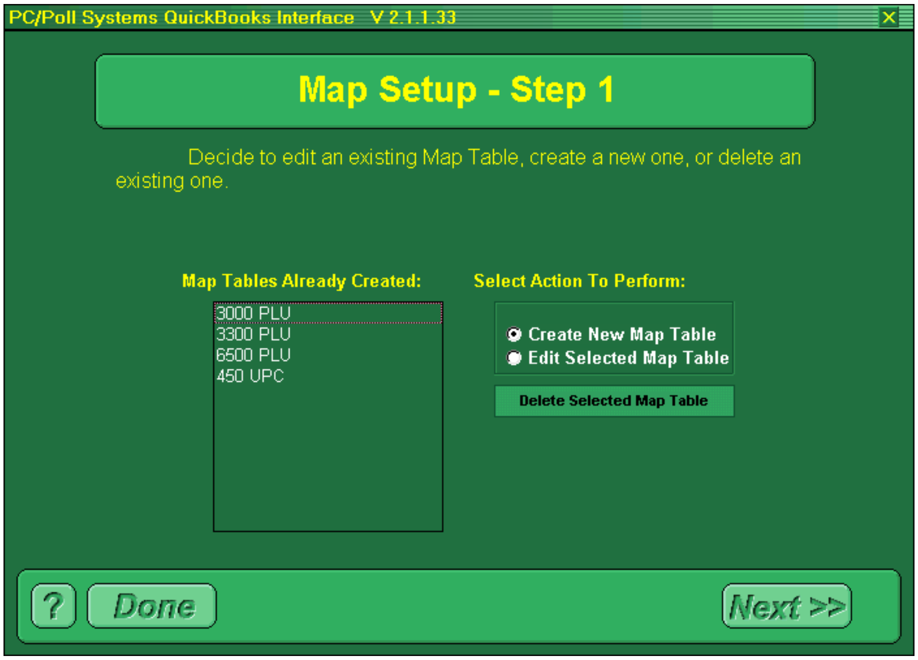
Initial Setup Step 4

This step signifies that the setup for the initial step is complete.

Click the **Done** button to return to the main menu.

Map Setup Step 1

To get to the map setup area, click the **Map Setup** button on the main screen. The Map Setup Step 1 screen looks like this:



In this step users should either create a new map table or edit an existing map table. Users also have the option to delete a map table that has already been made.

If users choose to Create a New Map Table at this step, they should then go on to step two, but if users choose to Edit a Map Table, they should skip step two. Step two is only necessary for creating a new Map Table and not necessary for Editing a Map Table.

To create a new map table, simply select **Create New Map Table** under **Select Action to Perform** and then hit the **Next** button.

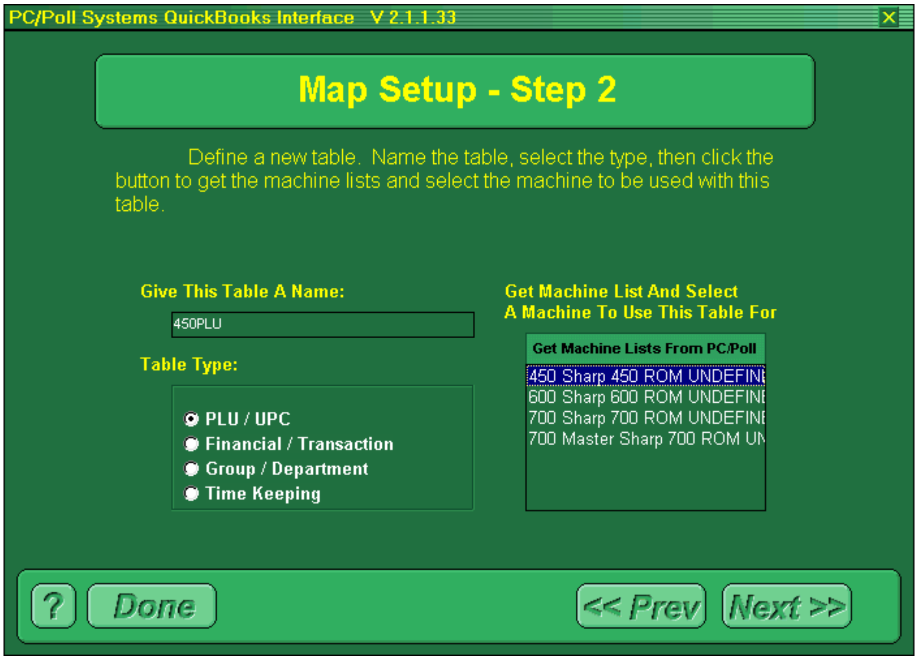
To edit an existing table, simply highlight a table under **Map Tables Already Created** and then select **Edit Selected Map Table** under **Select Action to Perform**.

Click the **Next** button.

To delete an existing table, first select a map table and then click the **Delete Selected Map Table** button. Click the **Next** button.

Map Setup Step 2

The Map Setup Step 2 screen looks like this:



This step is only necessary for creating a new Map Table.

First, type the table name in the box under **Give This Table A Name**. The name can be anything that has not already been used.

Next, select **PLU / UPC, Financial / Transaction, Group / Department** or **Time Keeping** for the Table Type. For more information on these types, see below.

PLU / UPC Map Table

By creating a PLU / UPC Map table, users can take PLU / UPC sales data from the register and update sales and inventory in QuickBooks. Users will be able to get individual item sales statistics as well as keep track of inventory on an individual item basis.

Financial / Transaction Map Table

By creating a Financial / Transaction Map table, users can take any dollar amount field off of the Financial / Transaction poll and use it to update an account balance in QuickBooks. Users could use the Cash In Drawer Total to update the Cash account, or the Sales account.

Group / Department Map Table

By creating a Group / Department Map table, users can track sales in QuickBooks using Classes. A QuickBooks class is similar to a Group or Department in the register. Doing this will update sales statistics on a group basis. No inventory data will be kept.

Time Keeping Map Table

This option only applies to users with the QuickBooks Pro version. By creating a Time Keeping Map table users can take any Time Keeping information from the register (if the register supports it) and transfer the number of hours worked to QuickBooks. The hours worked for each employee will be added to a time sheet. When doing payroll, users may choose to have employees' paychecks created based on their time sheets.

Then, click the **Get Machine Lists from PC/POLL** button. After clicking the button, the machine(s) created in Version 6 will appear in the box under the **Get Machine Lists from PC/POLL** button.

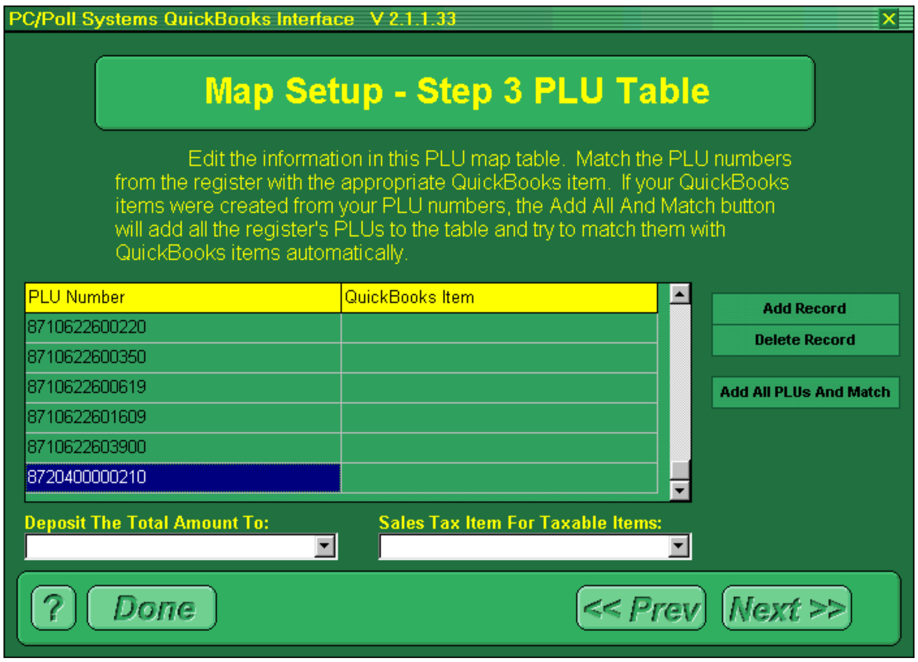
Highlight the machine to use this map table with.

NOTE: If the register has an invalid date on its time report, that report will be given today's date.

Then click the **Next** button.

Map Setup Step 3 PLU Table

The Map Setup Step 3 PLU Table screen looks like this:



The table grid serves a very important function. This grid matches the PLU numbers from Version 6 with the items from QuickBooks. Users can either add one record at a time or **Add All PLUs and Match**. Both options are explained below.

PLU Number

This column in the grid contains the various PLU numbers from within the cash register as saved by the Version 6 polling software.

QuickBooks Item

This column in the grid contains the items from QuickBooks.

Add Record Button

Clicking **Add Record** allows users to "tack on" an additional row or item to the bottom of the grid.

Delete Record Button

To delete a record, highlight that row or item on the grid and then click the **Delete Record** button. A message that says "Are you sure?" will pop up. If this is the correct record to be deleted, click **Yes**. Click **No** if this is not the record to be deleted.

Add All PLUs And Match Button

By clicking this button, the program will automatically try to match up each PLU Number with its corresponding QuickBooks Item. This will only match properly if the QuickBooks items are named using numbers. After this button is clicked, the program will go through and add all the information into the grid automatically.

Deposit The Total Amount To

The total sales amount of the poll that is being transferred will be deposited to the account users select here. The valid account types are either bank accounts or asset accounts.

Sales Tax Item For Taxable Items

This is a list of sales tax items that the user programmed in QuickBooks. This only applies if the user has QuickBooks setup to use Sales Tax. The chosen item will apply for the poll the user is transferring.

Then click the **Next** button.

Map Setup Step 3 Financial Table

The Map Setup Step 3 Financial Table screen looks like this:

Add Record Button

Clicking **Add Record** allows users to “tack on” an additional row or item to the bottom of the grid.

Delete Record Button

To delete a record, highlight that row or item on the grid and then click the **Delete Record** button. A message that says “Are you sure?” will pop up. If this is the correct record to be deleted, click **Yes**. Click **No** if this is not the record to be deleted.

In order to manipulate the information within a cell on the grid, simply click in the cell to be changed and then click on the drop down arrow. After that, simply select the information to be used in that cell.

Debit Accounts And Credit Accounts

Transferring financial information from the register to QuickBooks gives users total accounting control over their books. Users may take any dollar amount field off of their Financial/Transaction report and have that amount debited and credited to the QuickBooks account of choice. This requires only a small bit of accounting knowledge that will be explained here.

The following account types will **INCREASE** your company's balance with a **DEBIT**:

- Bank
- Accounts Receivable
- Other Current Asset
- Fixed Asset
- Other Asset
- Expense
- Other Expense
- Cost Of Goods Sold

The following account types will **INCREASE** your company's balance with a **CREDIT**:

- Accounts Payable
- Credit Card
- Current Liability
- Long-term Liability
- Equity
- Income
- Other Income

The following account types will **DECREASE** your company's balance with a **CREDIT**:

- Bank
- Accounts Receivable
- Other Current Asset
- Fixed Asset
- Other Asset
- Expense
- Other Expense
- Cost Of Goods Sold

The following account types will **DECREASE** your company's balance with a **DEBIT**:

- Accounts Payable
- Credit Card
- Current Liability
- Long-term Liability
- Equity
- Income
- Other Income

For example, to transfer the **Cash In Drawer Total** to QuickBooks users may want to Debit the account Cash, which is an Other Asset account and Credit the account Sales which is an income account. This will increase the balance in your Cash account and increase the balance of the Sales account.

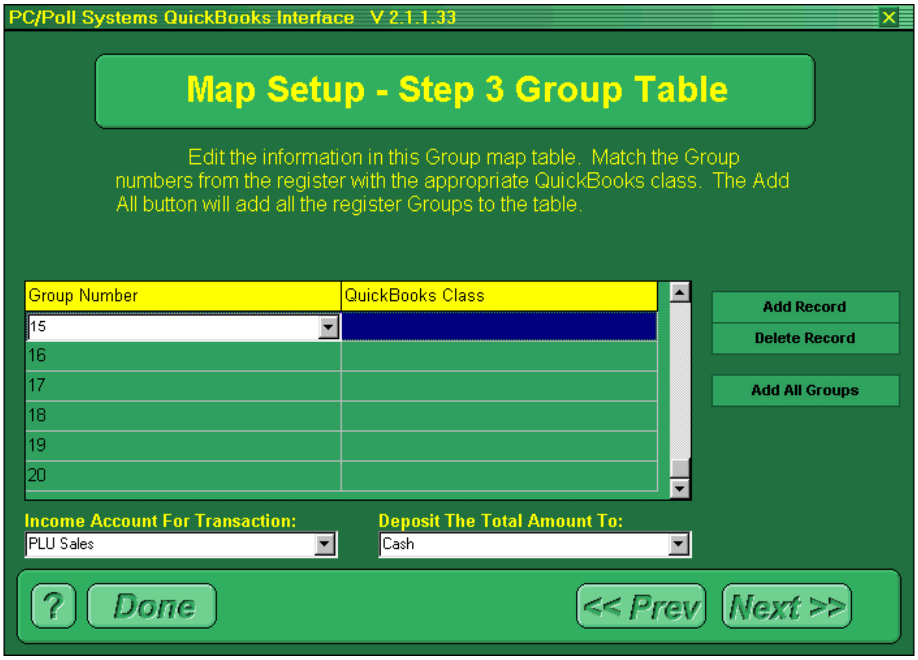
QuickBooks is a double-entry accounting system, so for any amount that transferred to QuickBooks, an account must be debited and an account must be credited. Otherwise, that account will be skipped.

Class (Optional)

If you choose, you may select a QuickBooks Class to associate the generated Journal Entry with. Doing this will allow you to categorize Journal Entries from different stores or locations by Class in QuickBooks.

Map Setup Step 3 Group Table

The Map Setup Step 3 Group Table screen looks like this:



Add Record Button

Clicking **Add Record** will allow users to “tack on” an additional row or item to the bottom of the grid.

Delete Record Button

To delete a record, highlight that row or item on the grid and then click the **Delete Record** button. A message that says “Are you sure?” will pop up. If this is the correct record to be deleted, click **Yes**. Click **No** if this is not the record to be deleted.

In order to manipulate the information within a cell on the grid, simply click in the cell to be changed and then click on the drop down arrow. After that, simply select the information to be used in that cell.

Income Account for Transaction

Use the drop down arrow on the far right side of the box under **Income Account for Transaction** to change the income account.

Deposit the Total Amount To

Use the drop down arrow on the far right side of the box under **Deposit the Total Amount To** to change the account the funds are deposited to.

Map Setup Step 3 Time Keeping Table

The Map Setup Step 3 Time Keeping Table screen looks like this:

Add Record Button

Clicking **Add Record** will allow users to "tack on" an additional row or item to the bottom of the grid.

Delete Record Button

To delete a record, highlight that row or item on the grid and then click the **Delete Record** button. A message that says "Are you sure?" will pop up. If this is the correct record to be deleted, click **Yes**. Click **No** if this is not the record to be deleted.

In order to manipulate the information within a cell on the grid, simply click in the cell to be changed and then click on the drop down arrow. After that, simply select the information to be used in that cell.

QB Pay Item

This column in the grid allows users to view their employees' wages and other rates, etc.

QuickBooks Empl

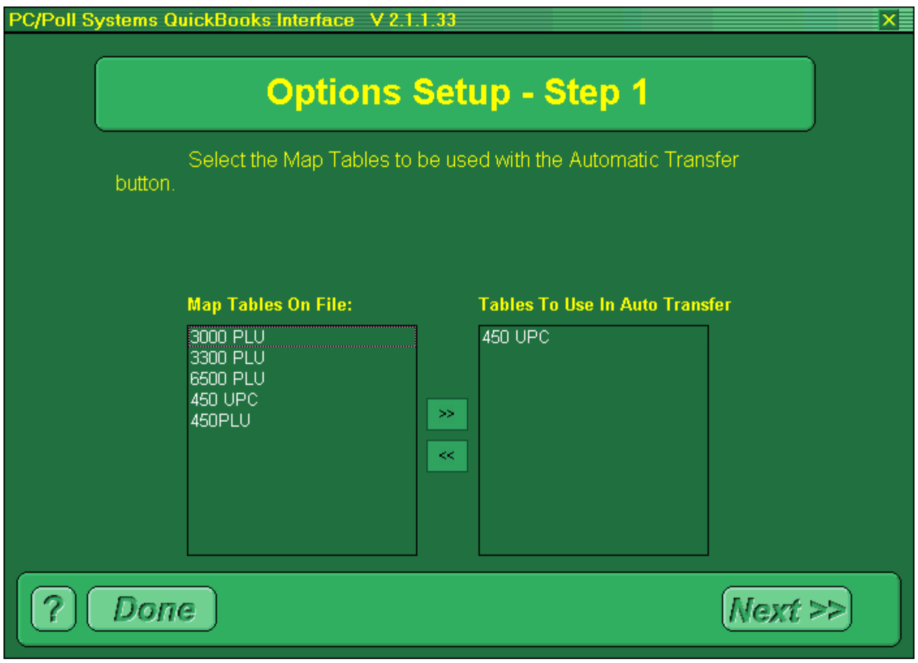
This column in the grid allows users to view employees.

Map Setup Step 4

This step signifies that the map setup has been completed.
Then click the **Done** button.

Options Setup Step 1

To get to the options setup area, click the **Options Setup** button on the main screen.
The Options Setup Step 1 screen looks like this:



Map Tables on File

This is a list of all of the map tables that have already been created.

Tables to use in Auto Transfer

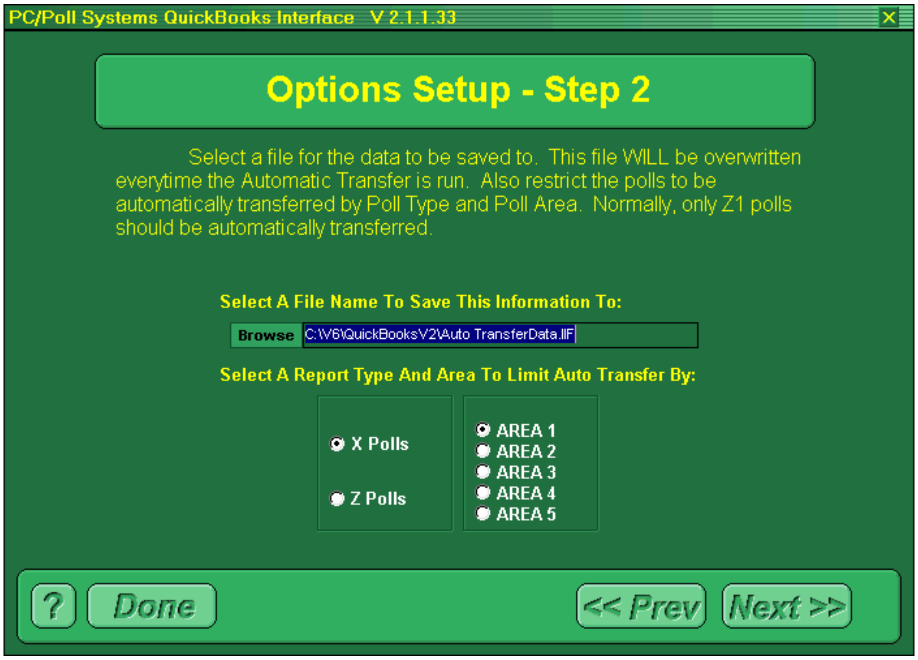
This is a list of the table(s) that will be used when users click the **Automatic Transfer** button on the main screen.

Use the **>>** or **<<** buttons to move map tables between the **Map Tables On File** and **Tables To Use In Auto Transfer** boxes.

Then click the **Next** button.

Options Setup Step 2

The Options Setup Step 2 screen looks like this:



Select a File Name To Save this Information To

This will require users to click the **Browse** button. After users click the **Browse** button, a screen will come up for users to choose where to save the file. Choose the drive and then locate the folder to save the *.iff file.

.iff is the file extension for files created with the QuickBooks Interface.

Select a Report Type And Area To Limit Auto Transfer By

Choose a report type, either X or Z and an area, 1, 2, 3, 4, or 5. When users do an Automatic Transfer, only polls of the selected type and area will be transferred. *Normally, users would only want to transfer Z1 polls.*

Then click the **Next** button.

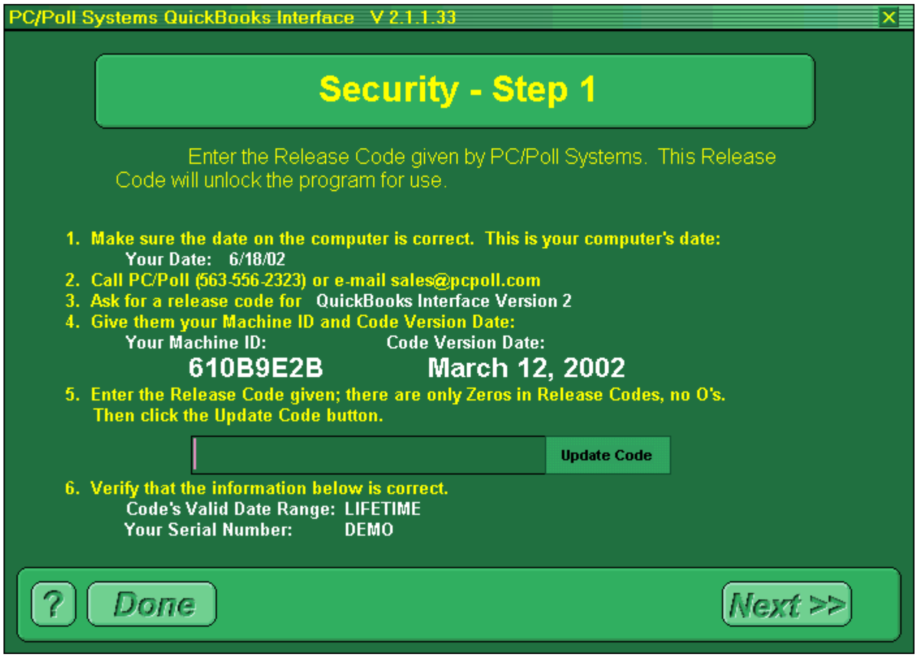
Options Setup Step 3

This step signifies that the options setup has been completed.

Then click the **Done** button.

Security Setup Step 1

To get to the security setup area, click the **Security Setup** button on the main screen. The Security Step 1 screen looks like this:



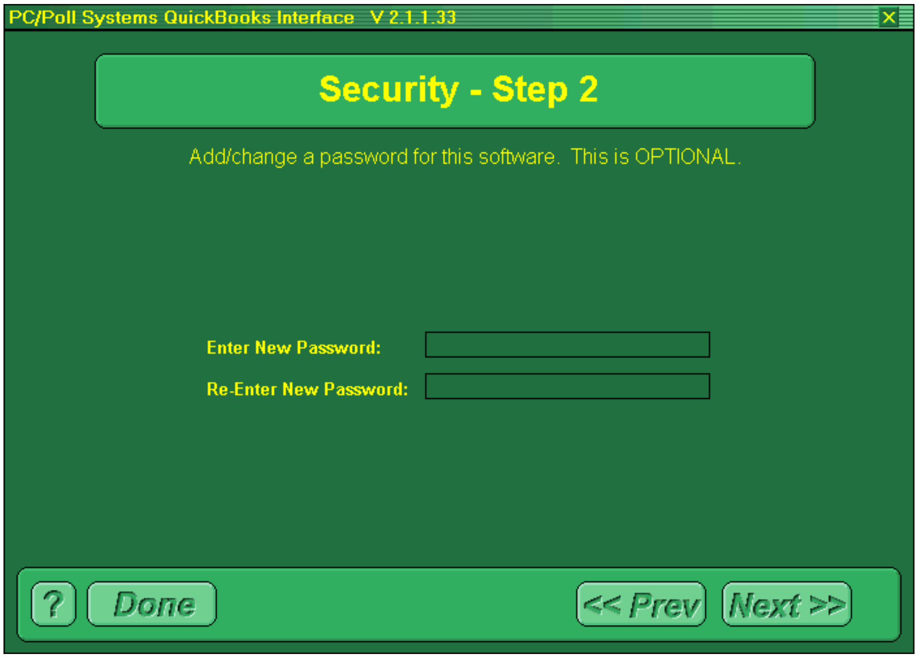
In this step, simply follow the numbered items to ensure that you:

1. Have the correct date on their computer.
2. Call or email PC/POLL.
3. Tell PC/POLL you need a release code for QuickBooks Interface Version 2.
4. Tell PC/POLL your **Machine ID** and **Code Version Date**.
5. Enter the Release Code that PC/POLL gives you and click the **Update Code** button
6. Verify the code's **valid date range** and **serial number**.

Then click the **Next** button.

Security Setup Step 2

The Security Step 2 screen looks like this:



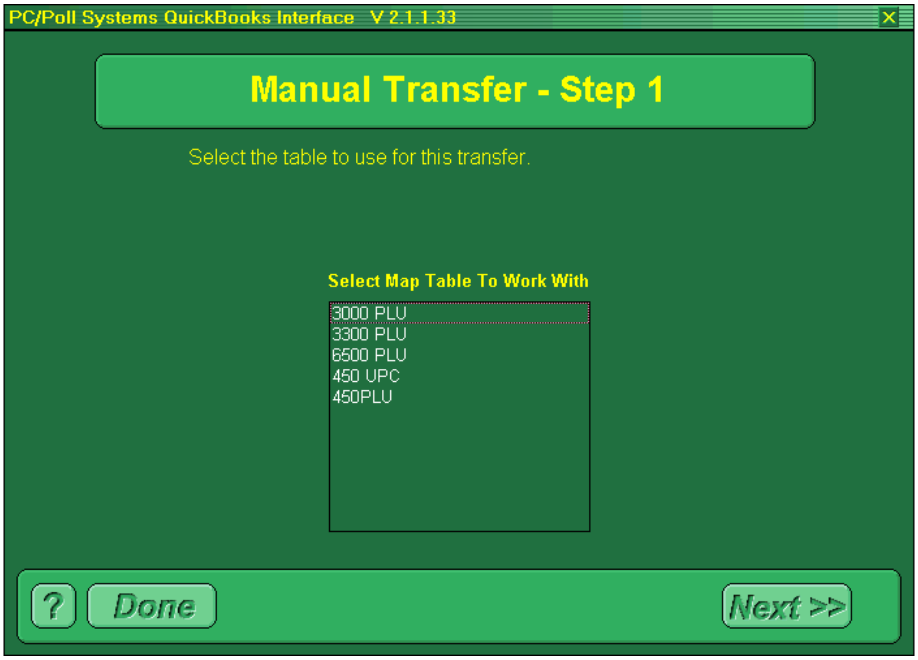
Having a password for this software is OPTIONAL.
If users **do not** wish to have a password, click the **Next** button.
If users wish to have a password, then enter the password of choice in the **Enter New Password** box. Then type the password again in the **Re-Enter New Password** box.
Then click the **Next** button.

Security Setup Step 3

This step signifies that the security setup has been completed.
Then click the **Done** button.

Manual Transfer Step 1

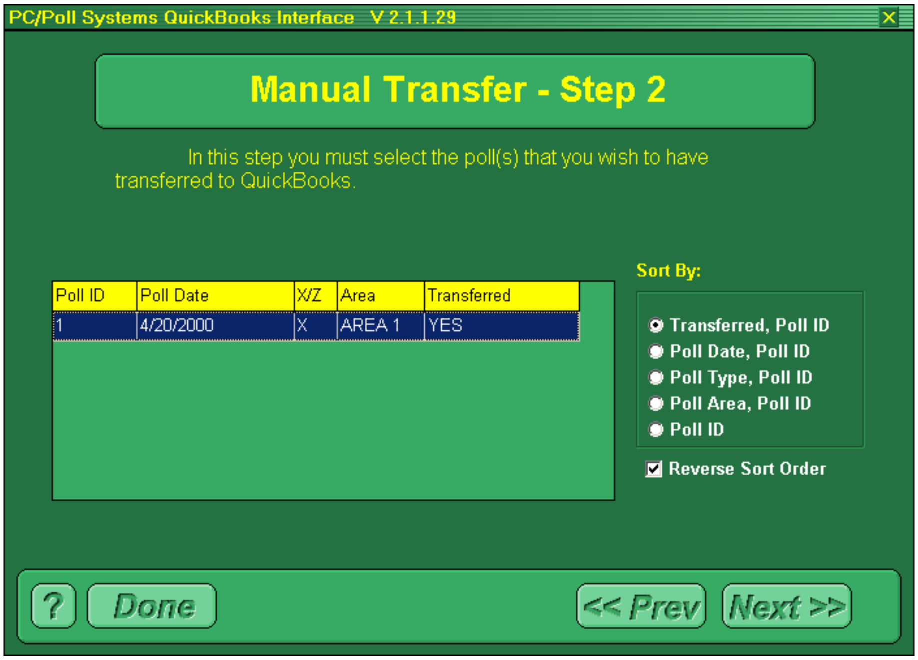
To get to the manual transfer area, click the **Manual Transfer** button on the main screen. The Manual Transfer Step 1 screen looks like this:



Simply highlight the map table to be used in this manual transfer by clicking on it. Then click the **Next** button.

Manual Transfer Step 2

The Manual Transfer Step 2 screen looks like this:



The grid is a list of all the polls that have been taken that are applicable to the selected map table.

Users may select a method to sort the grid by, either:

Transferred, Poll ID
Poll Date, Poll ID
Poll Type, Poll ID
Poll Area, Poll ID
Poll ID.

To reverse the sort order, click the check box next to ***Reverse Sort Order****. Users may want to reverse the sort order so the newest polls will be displayed first.*

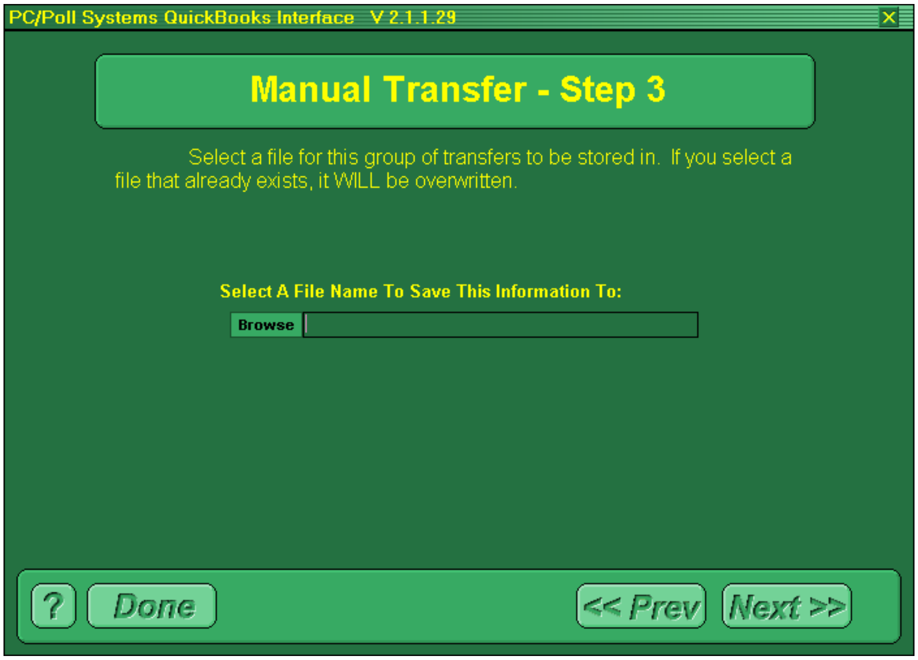
Highlight the poll(s) that to be transferred to QuickBooks. Highlight the poll by clicking on it in the grid.

Users may wish to select multiple polls. To do this, hold down Ctrl while highlighting the polls to be manually transferred.

Click the **Next** button.

Manual Transfer Step 3

The Manual Transfer Step 3 screen looks like this:



Users must now select where to save the converted data. First, click the **Browse** button in order to choose a file to store the transferred data.

If users choose a file that already exists, that file *will* be overwritten with the newer file that is being transferred.

Click the **Next** button.

Manual Transfer Step 4

This step signifies that the manual transfer has been completed.

Then click the **Done** button.

At this point, users MUST import the file that was just created into QuickBooks.

Automatic Transfer

When users click on the **Automatic Transfer** button on the main screen, the QuickBooks Interface will send the information setup by the user in **Options Setup** to QuickBooks.

To review the information setup by the user in the **Options Setup**, see Options Setup Step 1. After the Auto Transfer completes, a message will pop up that provides users with the file path for the file just transferred by the user. Take note of this path and then import the file into QuickBooks. Click the **Done** button and return to the main menu.

Now the Version 6 data has been transferred into a format that can be imported by QuickBooks. Either a manual or automatic transfer will need to be done on a regular basis to keep the QuickBooks records up-to-date.

NOTE: The QuickBooks Interface Version 2 will take the date off of the report, so users should poll their Version 6 software everyday.

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