

## USING DAZZLE WITH QUICKBOOKS: A quick guide.

Open Quickbooks, Export your chart of accounts as an iif file.

In Dazzle, import the iif file.

To do this, click OFFICE → CONFIGURATION → ACCOUNTING → TRANSACTION JOURNAL ACCOUNTS

Click NEXT and follow the “wizard” to import your iif file.



It is often necessary to change the extension of the iif file from “.iif” to “.txt” If this is needed, don’t worry: the same information will be imported.

Next you will come to a screen where you can tell Dazzle which Destination (Quickbooks) account to use for each Dazzle account. If you successfully imported the iif file you should be able to choose the destination account from a dropdown list. This process is called MAPPING accounts.

The picture below shows this process. The first column is the Dazzle account title (green arrow). It cannot be changed. The next column (blue arrow) is an alternate name for this account. You can edit this to say whatever you like. The next column (pink arrow) is the Dazzle account no., which is fixed. The right-hand column (gray arrow) is where you put the destination Quickbooks account, which you choose from the dropdown list.

Set up your Accounts

Dazzle transaction journal accounts that you can export.

Dazzle Title	Your Title (optional)	Dazzle Acct No	More Description	Type	Export	QB acct to export to (1)
Cash On Hand	Cash On Hand	1000	All funds on hand ind Checks, cre	Cash	<input checked="" type="checkbox"/>	Undeposited Funds
Checks Cashed On Hand	Checks Cashed On Hand	1100		Cash	<input checked="" type="checkbox"/>	Inventory Asset
Check Payouts Held Back	Check Payouts Held Back	1150	Funds held pending cheque clear	Liability	<input checked="" type="checkbox"/>	Employee Advances
Funds In Safe	Cash In Safe	1200	All funds in safe (Undeposited fun	Cash	<input checked="" type="checkbox"/>	Pre-paid Insurance
Checks Cashed In Safe	Checks Cashed In Safe	1250		Cash	<input checked="" type="checkbox"/>	Retainage Receivable
Funds In Bank	Cash In Bank	1300	Funds in Bank	Cash	<input checked="" type="checkbox"/>	Furniture and Equipment
Funds In Bank(2)	Bank account 2	1302	Bank account 2	Cash	<input checked="" type="checkbox"/>	Vehicles
Funds In Bank(3)	Bank account 3	1303	Bank account 3	Cash	<input checked="" type="checkbox"/>	Vehicles:Original Cost
Funds In Bank(4)	Bank account 4	1304	Bank account 4	Cash	<input checked="" type="checkbox"/>	Vehicles:Depreciation
Funds In Bank(5)	Bank account 5	1305	Bank account 5	Cash	<input checked="" type="checkbox"/>	Buildings and Improvements
Checks Cashed Banked	Checks Cashed Banked	1306		Cash	<input type="checkbox"/>	Construction Equipment
Cash Drawer Over/Under	Cash Drawer Over/Under	1500		Expense	<input type="checkbox"/>	Land
Pawn Inventory/Receivables	Pawn Inventory/Receivables	2000	Loan value of pledges taken in	Asset	<input type="checkbox"/>	Accumulated Depreciation
						Security Deposits
						Accounts Payable
						QuickBooks Credit Card
						CalOil Credit Card
						Subcontracted Federal WH
						Due to Owner

You should set up the transfer specifications for each and every account shown above. If you want to omit any, leave the "Export" checkbox unchecked. This will cause the export to be unbalanced unless you know exactly what you are doing.

Then when you are ready to export to Quickbooks, say, once a month - these are the steps involved

- Click on SEARCH→SEARCH TRANSACTION JOURNAL
- Enter a start and end date, for example from the first of the month to the last day of the month.
- Click FIND.
- Click PRINT TRIAL BALANCE if you like, to print a summary and show if the journal is in balance or not.
- If not in balance, click the UNBALANCED GROUPS button. This will show you which transaction groups are out of balance. (every Dazzle transaction creates a group of entries with a common group no, which must balance out to zero)
- Now you can either manually edit individual lines in the journal (identified by group no.) to put them back in balance, or you can click ADD BALANCING ROWS to have Dazzle automatically add rows where necessary to balance each group.
- You can check when the journal is in balance for that period, by printing another Trial Balance, or simply look at the TOTAL figure in the bottom left corner. When everything balances, the total is 0.
- When the journal is balanced you can Export it ...
- Click EXPORT, and EITHER choose
  - Export to Quickbooks (Produces an iif file for importing into Quickbooks)
  - Preview Quickbooks export with Excel (shows you what would be exported)
  - Export raw journal to Excel. (This is helpful if you use a different accounting software)

Store No.	Group No.	Reference	Amount	Date	Account Code	Account Name
1	148371	0	\$500.00	3/25/2014 10:42:21 AM	1000	Cash On Hand
1	148371	0	(\$500.00)	3/25/2014 10:42:21 AM	1200	Cash In Safe
1	148371	76177	\$0.00	3/25/2014 10:43:45 AM	1000	Cash On Hand
1	148375	76178	(\$499.00)	3/25/2014 10:52 AM	76178	Wayway Income
1	148389	76178	\$30.00	3/25/2014 1:49:26 AM	1000	Cash On Hand
1	148389	76178	(\$40.00)	3/25/2014 1:49:26 AM	2100	Sales Inventory

Record: 1 of 26

Store No. 1 From Date: Tue Mar 25 2014 To Date: Tue Mar 25 2014

TOTAL: \$0.00 IN BALANCE

Export

- Export to Quickbooks
- Preview Quickbooks Export with Excel
- Raw Journal Export to Excel