Generate & Use the QuickBooks Export File

Setting Up the Export

To set up the QuickBooks export:

1. Click the **Administration** menu and select **Manage Policies**.

2. Click **+** next to **P. Center Payments**.

3. Click **+** next to **Policies P.2a - P.2e** and enter your QuickBooks account information. Ensure that the account names in QuickBooks match center names in CX exactly. Names that don't match exactly could cause errors during the importing process. Extra spaces or punctuation can cause issues.

4. When finished, click **Save**.

Creating the Export File

1. Click the **Payments** menu and select **Issue Payments**. The Issue Payments window opens.

2. In the **Payment Method** section, select **Checks** or **Direct Deposit.**

3. Check the box next to each claim month to pay.

4. Click **Calculate**.

5. Verify that the total dollar amount of selected payments is correct.

6. Click **Next**. Step 2 opens.

7. Click the **First Check Number** box and enter the starting check/payment voucher number.

8. Click the **Payment Date** box and select the payment date.

9. In the **Print Order** section, select **Center Name** or **Center Number**.

10. In the **Print Destination** section, select **Export File** or **Both** (if you are also printing checks/direct deposit vouchers).

Step 2 of 3: Print Checks

Number of Payments: 1
Payment Method: Checks
First Check Number: 456123
Payment Date: Thursday , May 09, 2019
Print Order: ● Center Name   ○ Center Number
Print Destination: ○ Printer   ● Export File [   ] [...] ○ Both ○ Do Not Print

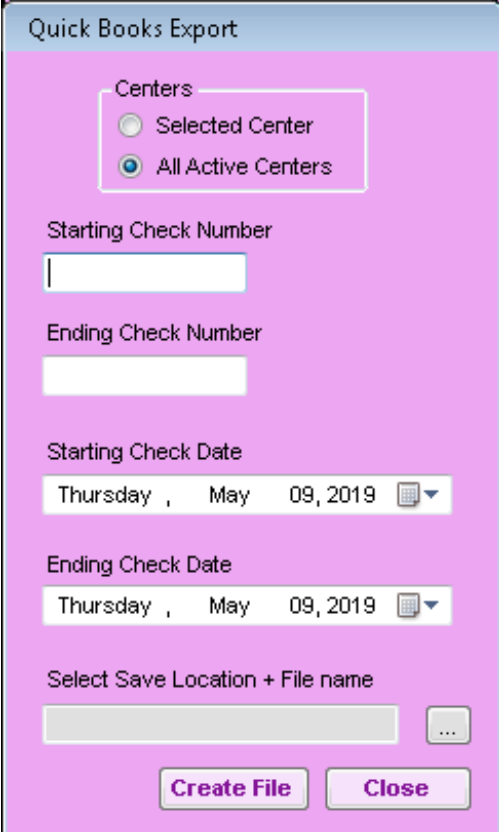Check Stub Message: [   ]

Print   Close

11. Click **Browse** and choose the location in which to save the export file.

12. Click **Print**.

Note: Even if you are not printing checks/direct deposit vouchers, you must click **Print** to create the export file.

Exporting Previously Created Payments

If you have run Issue Payments for a group of payments and wish to import them into QuickBooks, you can create an export file without running Issue Payments again. To do so:

1. Click the **Payments** menu and select **QuickBooks Export**. The QuickBooks Export window opens.

2. In the **Centers** section, select **All Active Centers** or **Selected Center**.

3. Click the **Starting Check Number** and **Ending Check Number** boxes and enter starting and ending check numbers.

4. Click the **Starting Check Date** and **Ending Check Date** boxes and enter the starting and ending check dates.

5. Click [...] and select the location in which to store the file.

6. Click **Create File**.

Import the File into QuickBooks

1. Open QuickBooks.

2. Click the **File** menu, select **Utilities**, **Import**, and select **IIF File**.

3. Browse to the location in which you saved the Minute Menu Export File.

4. Click **Open**. The payment information imports into QuickBooks.