



 **Smartcare**TM
Leading Edge for Early Learning

QuickBooks Integration Guide

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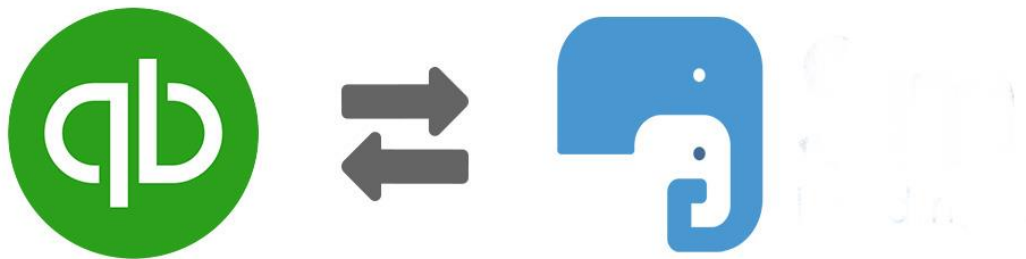
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Export Overview

The export program is a wizard that exports one Smartcare school to one QuickBooks company file at a time. Multiple schools can be exported to the same QuickBooks file, but the wizard must be run once for each school. Once an export is performed, all settings will be saved, and the export should proceed quickly the second time.

The export results and mapping settings are saved to a local database to ensure that the same items are not inadvertently exported twice.

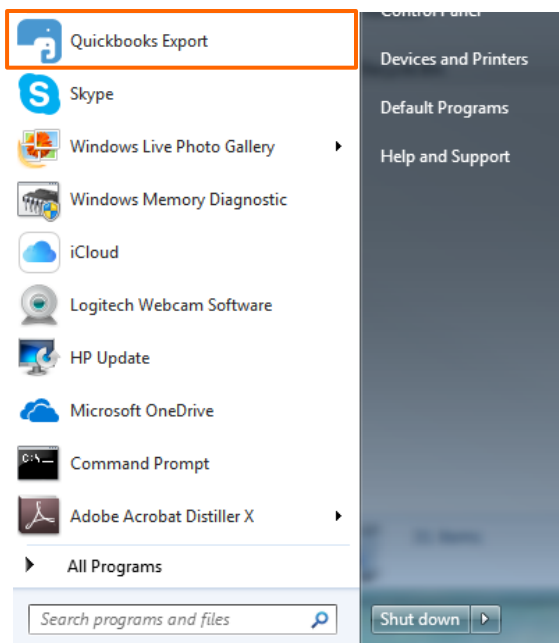
Note: The Export Wizard is currently not compatible with Macs or with QuickBooks Online.



Install the Export Wizard

Note: The Export Wizard is currently not compatible with Macs or with QuickBooks Online.

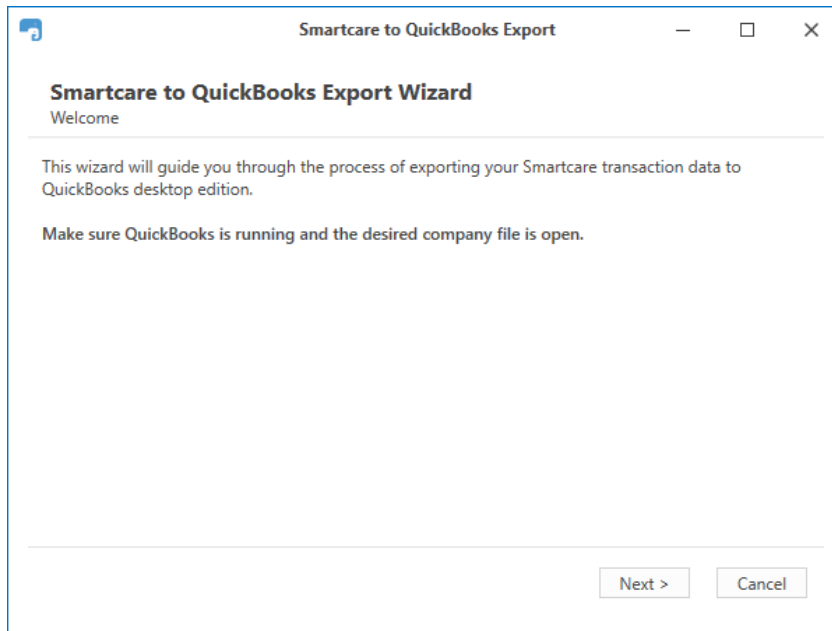
1. Go to <https://psi-transmit.s3.amazonaws.com/share/psitransmit/QBExportSetup.exe> to access the install program.
2. Click **Save File** on the prompt for “Opening QBExportSetup.exe.”
3. Locate the install program on your computer where downloads are saved. For example, on your desktop or under the folder “Downloads.”
4. Double-click on the program to launch the install.
5. Click **Run** at the prompt.
6. Click **Install**.
7. Click **Yes** if prompted, “Do you want to allow the following program to make changes to this computer?”
8. Click **Close** when you see the notification “Installation Successfully Completed.”
9. The QuickBooks Export program is now available to use. You do not need to keep the installation program.



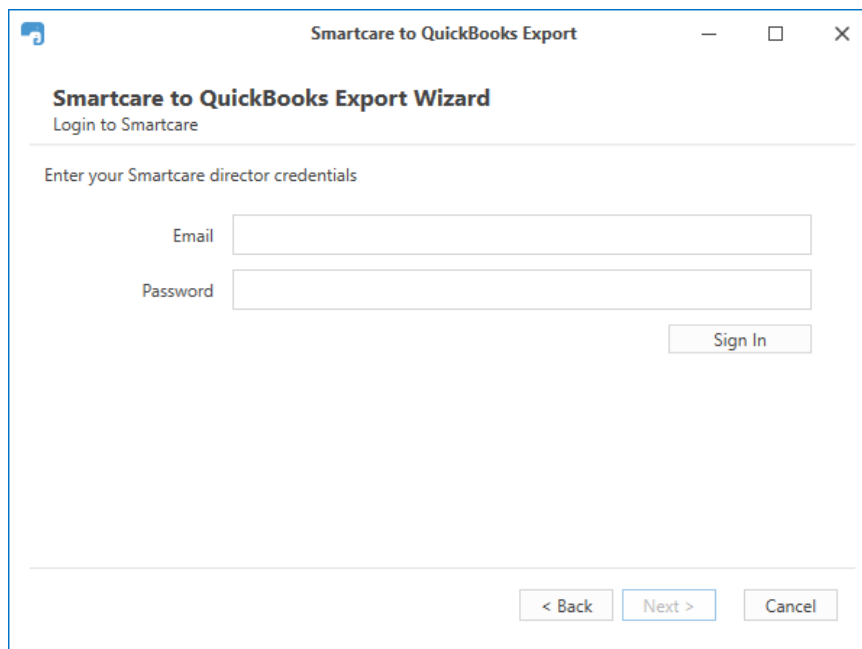
Export From QuickBooks to Smartcare

Prepare the Export

1. Connect to QuickBooks: The export wizard requires that QuickBooks be open and that the desired company file be open.



2. Open QuickBooks Export and log in to your Smartcare account through the wizard.



3. Select the center you want to export from.

The screenshot shows a window titled "Smartcare to QuickBooks Export" with a sub-header "Smartcare to QuickBooks Export Wizard" and the instruction "Select Center". Below this, it says "Select the center that you would like to export from". A text input field contains "Test Academy" with a radio button selected to its left. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

4. Select the date range to export.
Notes: Income is exported based on the date posted. All expenses and payments are exported based on the remittance date. All transactions from any remittance inside the export range will be included.

The screenshot shows a window titled "Smartcare to QuickBooks Export" with a sub-header "Smartcare to QuickBooks Export Wizard" and the instruction "Select Date Range". Below this, it says "Specify the date range containing the transactions you want to export. Income items and manual payments are exported based on the date posted. Smartcare Expenses and automated payments are exported based on the remittance date." There are five radio button options: "Last Month 2/1/2018 to 2/28/2018", "This Month 3/1/2018 to 3/31/2018", "Last Week 3/4/2018 to 3/10/2018", "This Week 3/11/2018 to 3/17/2018", and "Custom". The "Custom" option is selected, and it has two date pickers: "11/1/2017" and "11/30/2017" with a "to" label between them. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

5. Map Smartcare items to QuickBooks items. Each accounting code from Smartcare is mapped to an item in QuickBooks. QuickBooks items are linked to accounts.

Choose an existing item in QuickBooks or have the wizard automatically create a new item for you. By default, the wizard will create an item using an account with the name specified under GL Account in SmartCare.

Note the checkbox for “Keep this account on a separate invoice.” The “account” in this statement refers to the QuickBooks account the income is being mapped to, not the Smartcare codes. When this box is checked, all other items that map to the same account will also be checked.

Smartcare to QuickBooks Export Wizard
Map QuickBooks Items

For each item type exported from SmartCare, selecting a corresponding item or account from QuickBooks. You may also choose to create a new item in QuickBooks.

Income | Expenses | Payments | Customer | Vendor | Bank Account

Smartcare Item	QuickBooks Item
Code: Infants Account: Infants	Use an existing Quickbooks item Select Item: Infants Income <input checked="" type="checkbox"/> Keep this account on a separate invoice
Code: Kindergarten	Use an existing Quickbooks item Select Item:

< Back | Next > | Cancel

Expenses & Income

There is no accounting code associated with expense in Smartcare. These items are assigned default names and accounts. They can be mapped to any item or account in QuickBooks. Each item from Smartcare has a different name and account to preserve maximum flexibility. However, multiple items can be mapped to the same item and/or account in QuickBooks. The same rules apply to income items associated with these expenses.

The screenshot shows a window titled "Smartcare to QuickBooks Export" with a sub-header "Smartcare to QuickBooks Export Wizard". Below the sub-header is the instruction "Map QuickBooks Items" and a paragraph: "For each item type exported from SmartCare, selecting a corresponding item or account from QuickBooks. You may also choose to create a new item in QuickBooks." There are five tabs: "Income", "Expenses" (selected), "Payments", "Customer", "Vendor", and "Bank Account". The main content area contains four rows, each with a "Smartcare Item" section and a "QuickBooks Item" section. Each row has a blue double-headed arrow icon between the sections. The "Smartcare Item" section lists "Code" and "Account". The "QuickBooks Item" section has a dropdown menu for "Use an existing Quickbooks item" and a "Select Item:" dropdown menu.

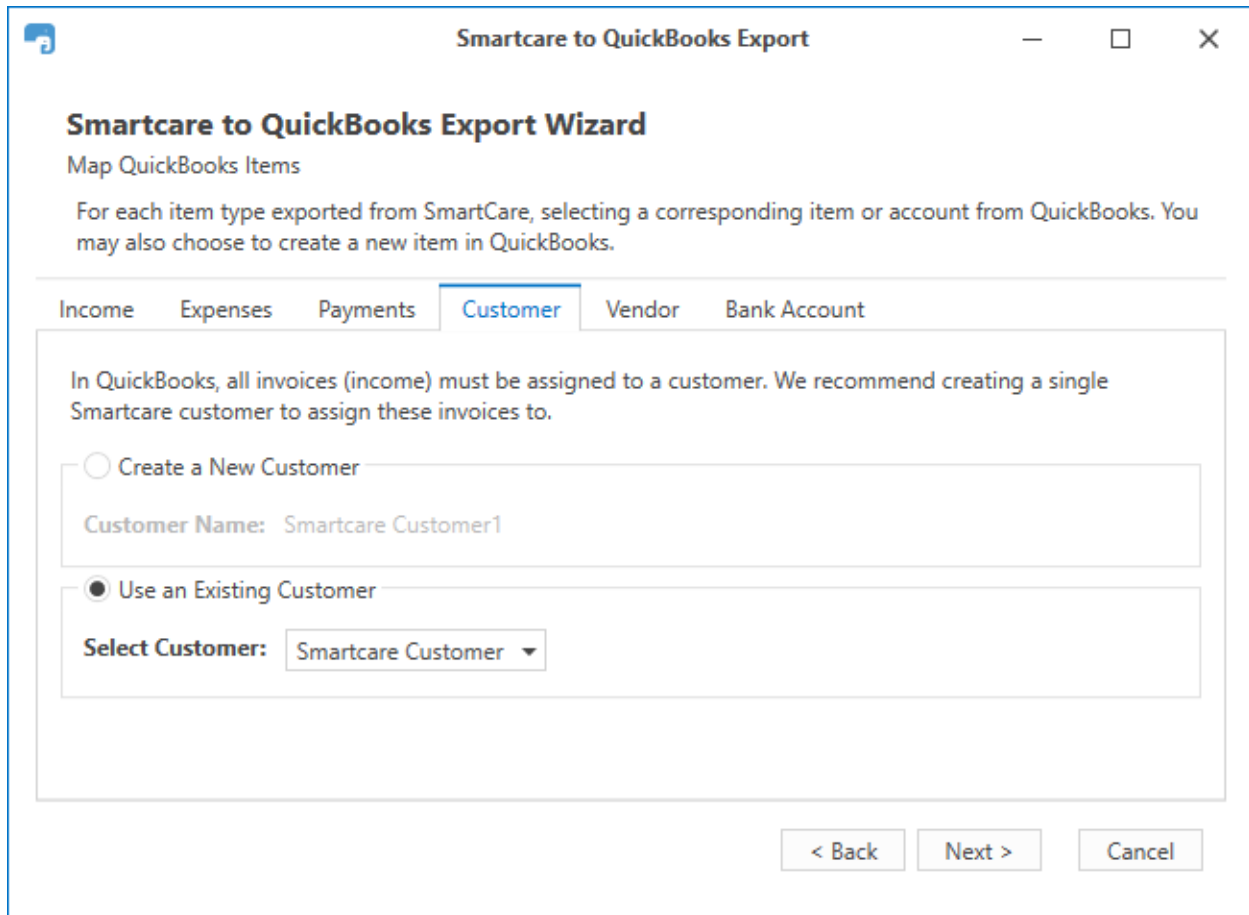
Smartcare Item	QuickBooks Item
Code: Ach Fee Account: Ach Fee	Use an existing Quickbooks item Select Item: Ach Fee Expense
Code: Merchant Fee Account: Merchant Fee	Use an existing Quickbooks item Select Item: Merchant Fee
Code: Nsf Fee Account: Nsf Fee	Use an existing Quickbooks item Select Item: Nsf Fee Expense
Code: Technology Fee Account: Technology Fee	Use an existing Quickbooks item Select Item: Technology Fee Expense

< Back Next > Cancel

Accounts Receivable & Accounts Payable

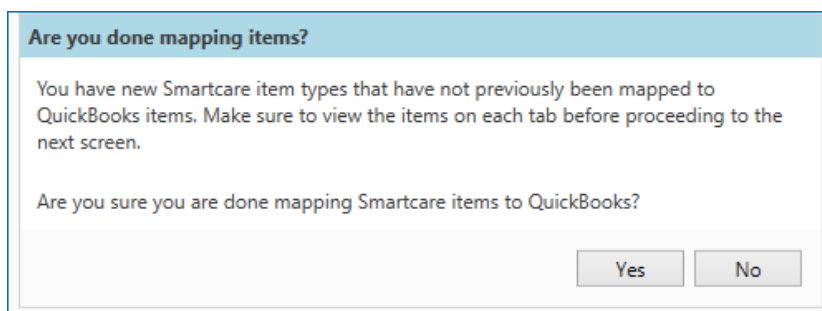
Any entry to accounts receivable in QuickBooks must be assigned to a customer. The export wizard uses summary entries and therefore a summary customer is needed to assign the income to. You can select an existing customer or create a new one.

Accounts payable entries must be assigned to a vendor. You can select an existing vendor or create a new one.



The screenshot shows a window titled "Smartcare to QuickBooks Export" with a standard Windows title bar. The main heading is "Smartcare to QuickBooks Export Wizard" with the subtitle "Map QuickBooks Items". Below this is a descriptive paragraph: "For each item type exported from SmartCare, selecting a corresponding item or account from QuickBooks. You may also choose to create a new item in QuickBooks." There are five tabs: "Income", "Expenses", "Payments", "Customer" (which is selected and highlighted), "Vendor", and "Bank Account". The "Customer" tab content includes a note: "In QuickBooks, all invoices (income) must be assigned to a customer. We recommend creating a single Smartcare customer to assign these invoices to." There are two radio button options: "Create a New Customer" (unselected) and "Use an Existing Customer" (selected). Under "Create a New Customer", there is a text input field for "Customer Name" containing "Smartcare Customer1". Under "Use an Existing Customer", there is a dropdown menu for "Select Customer" with "Smartcare Customer" selected. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Anytime a new accounting code is present in the export, the tab and item are starred and a notification is displayed. For example, if you begin charging tech fees, you would be prompted to map that item.

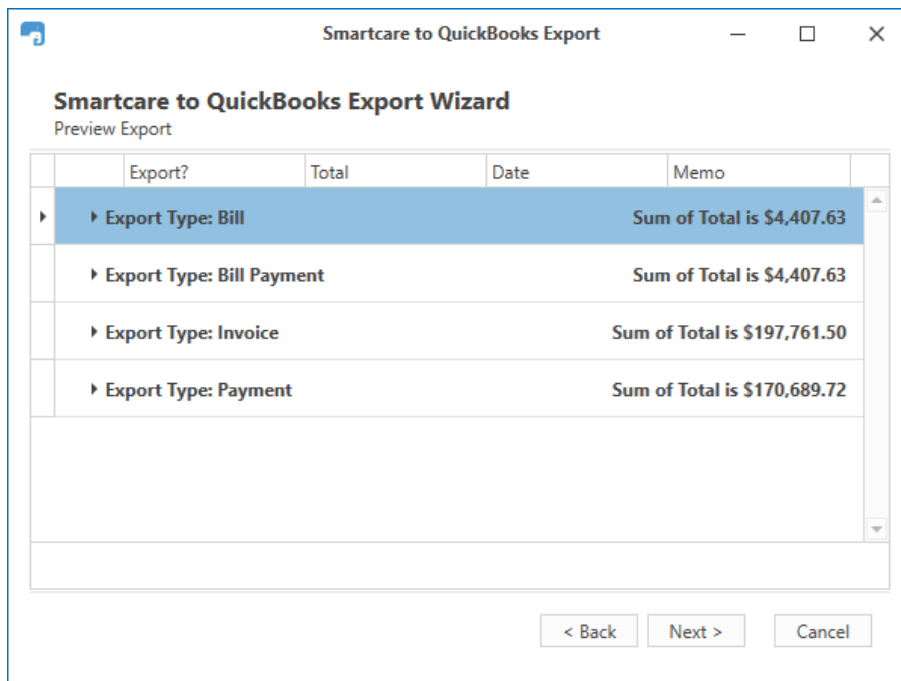
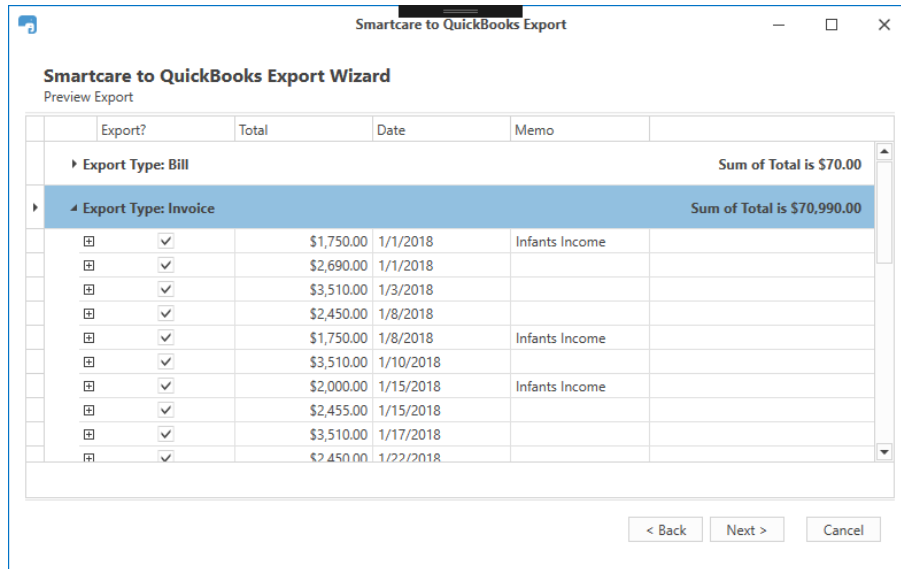


The screenshot shows a dialog box with a blue header "Are you done mapping items?". The main text reads: "You have new Smartcare item types that have not previously been mapped to QuickBooks items. Make sure to view the items on each tab before proceeding to the next screen." Below this is a question: "Are you sure you are done mapping Smartcare items to QuickBooks?". At the bottom, there are two buttons: "Yes" and "No".

- Select items to export. Export items are grouped by the item type they create in QuickBooks. Items are individually selectable. If a line item has already been exported, that line item will automatically be deselected.

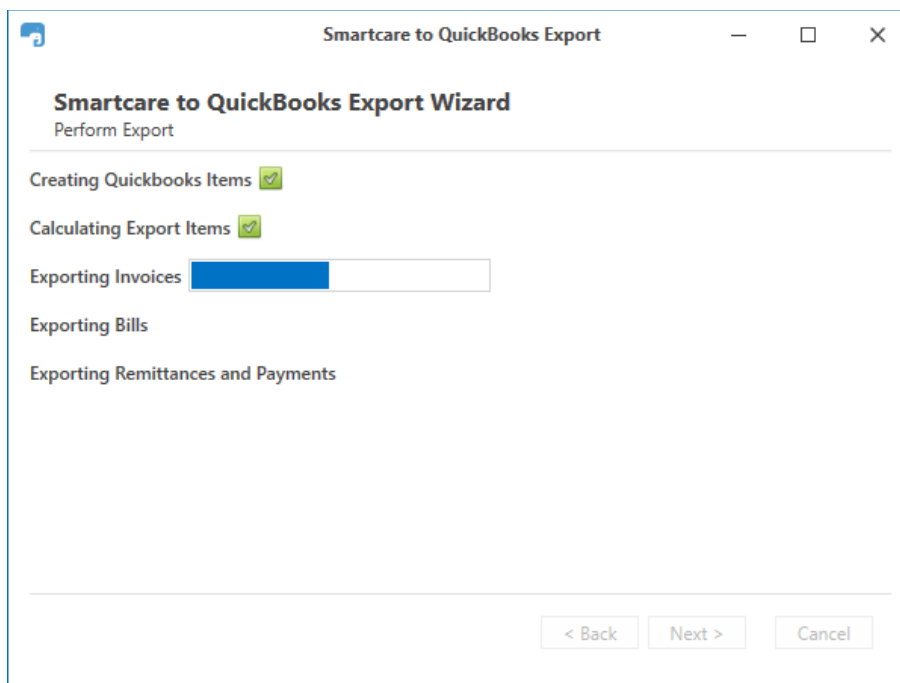
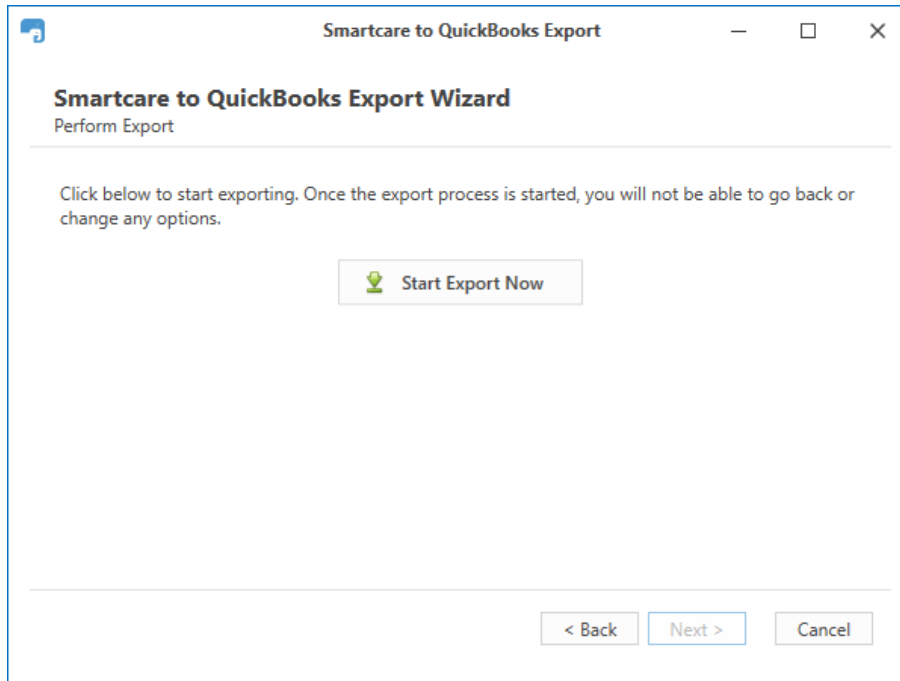
A notification is displayed if you try to reselect an already exported item.

In the export preview there will be an invoice for each day and, when income is received in a separated account on that day, for each separated account.



Perform the Export

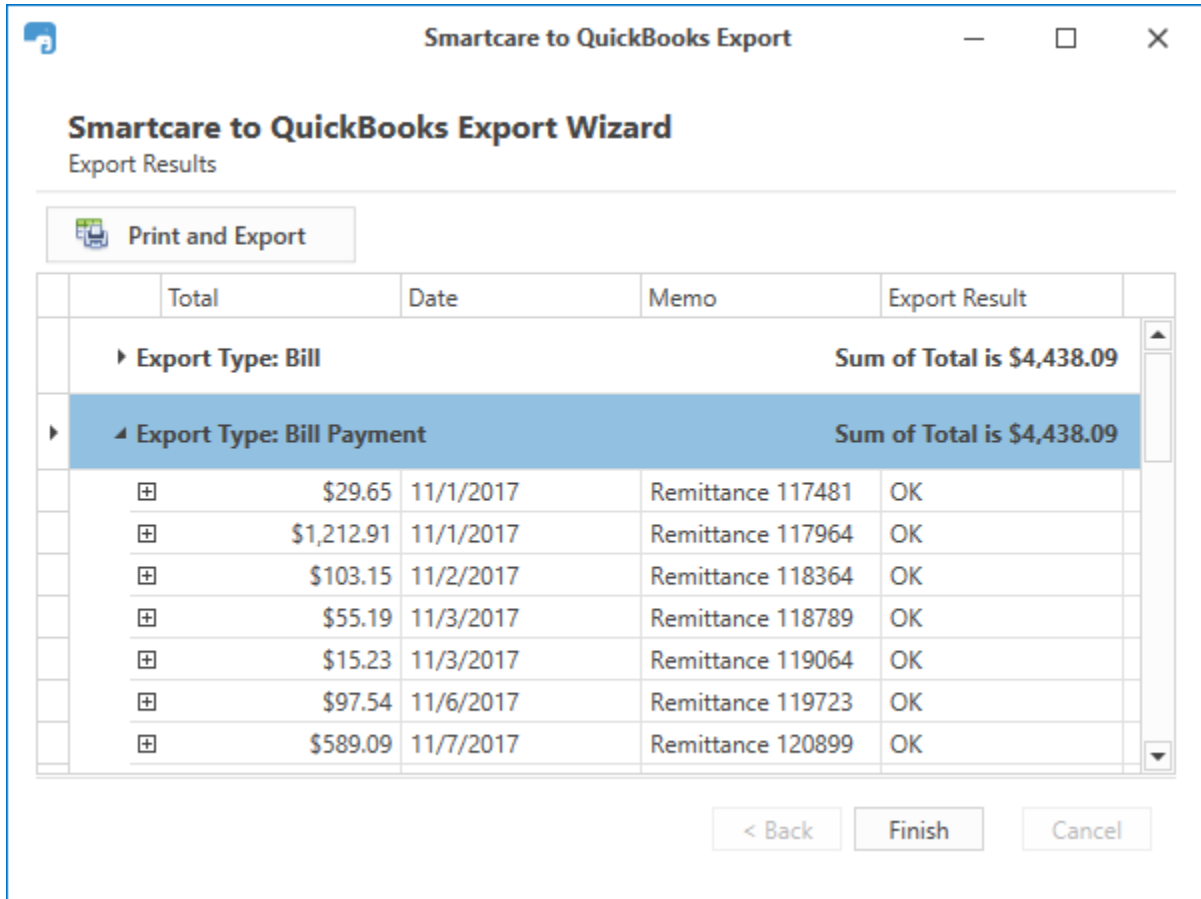
1. Click **Start Export Now** to begin the export process. During the export, you will see the progress window.



Export Results

After the export process, an export summary is displayed. The summary shows any errors encountered during the export process.

To download a copy of the summary, click **Print and Export**.



The screenshot shows a window titled "Smartcare to QuickBooks Export" with a sub-header "Smartcare to QuickBooks Export Wizard" and "Export Results". A "Print and Export" button is visible. Below is a table with columns: Total, Date, Memo, and Export Result. The table shows a summary for "Export Type: Bill" with a total of \$4,438.09, and a detailed list of "Export Type: Bill Payment" items, each with a total of \$4,438.09. The items include dates from 11/1/2017 to 11/7/2017 and memo references like "Remittance 117481". All "Export Result" entries are "OK". At the bottom, there are buttons for "< Back", "Finish", and "Cancel".

	Total	Date	Memo	Export Result
▶ Export Type: Bill				Sum of Total is \$4,438.09
▶ ◀ Export Type: Bill Payment				Sum of Total is \$4,438.09
⊕	\$29.65	11/1/2017	Remittance 117481	OK
⊕	\$1,212.91	11/1/2017	Remittance 117964	OK
⊕	\$103.15	11/2/2017	Remittance 118364	OK
⊕	\$55.19	11/3/2017	Remittance 118789	OK
⊕	\$15.23	11/3/2017	Remittance 119064	OK
⊕	\$97.54	11/6/2017	Remittance 119723	OK
⊕	\$589.09	11/7/2017	Remittance 120899	OK

Income items are exported as one invoice per date. Inside the invoice, line items are created for each exported item from Smartcare. The same method applies to bills/vendors.

The screenshot displays the 'Create Invoices' application window. The main area shows an invoice for 'Smartcare Customer' with the following details:

- DATE:** 11/30/2017
- INVOICE #:** 998030154
- SHIP DATE:** 11/30/2017

The invoice table lists 13 tuition income items:

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
	Tuition Income	PK2 for Maya Dawson	180.00	180.00
	Tuition Income	PK2 for Blake Stanley	180.00	180.00
	Tuition Income	PK2 Sibling Discounted Tuition for Zeb Stanley	175.00	175.00
	Tuition Income	PK4 for Griffin Tomjack	175.00	175.00
	Tuition Income	PK3 for EmmaLeigh Welty	175.00	175.00
	Tuition Income	PK3 for Emma Daniel	175.00	175.00
	Tuition Income	PK4 for Taylor Jones	175.00	175.00
	Tuition Income	PK2 Sibling Discounted Tuition for Evan Jones	175.00	175.00
	Tuition Income	PK2 for Kylie Ryder	180.00	180.00
	Tuition Income	PK2 for Sydney Campbell	180.00	180.00
	Tuition Income	PK4 for Ioanna Elstathiadis	175.00	175.00
	Tuition Income	PK4 Sibling Discounted Tuition for Landon Cummings	170.00	170.00

Summary and Totals:

- TOTAL:** 41,483.30
- PAYMENTS APPLIED:** 13,476.52
- BALANCE DUE:** 28,006.78

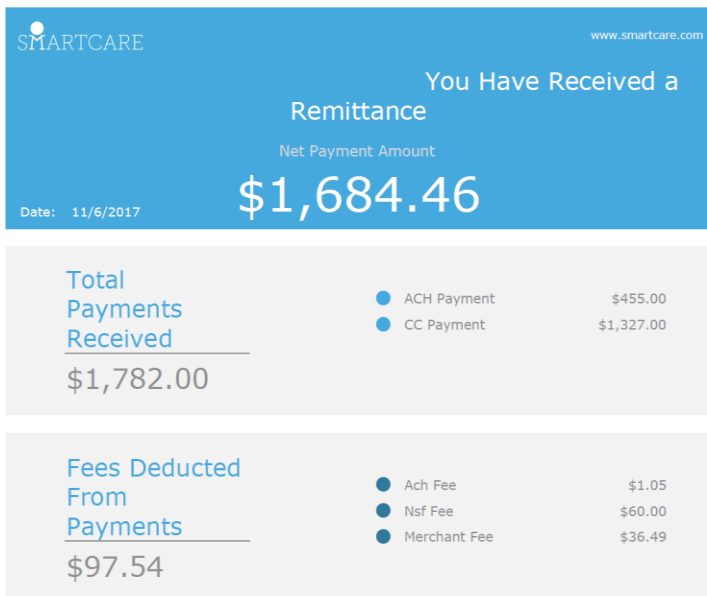
Additional features include a 'Customer Message' field, a 'MEMO' field (containing 'Income - 2017-11-30'), and buttons for 'Save & Close', 'Save & New', and 'Revert'. A right-hand sidebar provides customer information, a summary of the account, and a list of recent transactions.

Notes

Split Remittances

QuickBooks does not provide a way to assign the same deposit to both an invoice (income) and a bill (expenses). Remittances exported to QuickBooks must be split into a separate deposit and payment even though they come into the bank account as one combined deposit.

If you want to reconcile your bank statement with exact transactions, you need to create a "fake" bank account for the split remittances, then transfer the combined amounts.



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You Have Received a Remittance
Net Payment Amount

Date: 11/6/2017 \$1,684.46

Total Payments Received
\$1,782.00

- ACH Payment \$455.00
- CC Payment \$1,327.00

Fees Deducted From Payments
\$97.54

- Ach Fee \$1.05
- Nsf Fee \$60.00
- Merchant Fee \$36.49

11/01/2017	#45	Smartcare Vendor		1,212.91		14,106.44
	BILLPMT	Accounts Payable	Remittance 117964			
11/02/2017		Smartcare Customer			1,795.00	15,901.44
	PMT	Accounts Receivable	Remittance 118364			
11/02/2017	#46	Smartcare Vendor		103.15		15,798.29
	BILLPMT	Accounts Payable	Remittance 118364			
11/03/2017		Smartcare Customer			210.00	16,008.29
	PMT	Accounts Receivable	Remittance 118789			
11/03/2017	#47	Smartcare Vendor		55.19		15,953.10
	BILLPMT	Accounts Payable	Remittance 118789			
11/03/2017	119064				15.23	15,968.33
	GENJRN	Accounts Payable	Remittance 119064			
11/06/2017		Smartcare Customer			1,782.00	17,750.33
	PMT	Accounts Receivable	Remittance 119723			
11/06/2017	#48	Smartcare Vendor		97.54		17,652.79
	BILLPMT	Accounts Payable	Remittance 119723			
11/07/2017		Smartcare Customer			21,258.40	38,911.19
	PMT	Accounts Receivable	Remittance 120899			
11/07/2017	#49	Smartcare Vendor		589.09		38,322.10
	BILLPMT	Accounts Payable	Remittance 120899			
11/08/2017		Smartcare Customer			1,015.00	39,337.10

It will often be the case that the “Total Payments Received” and the “Fees Deducted From Payments” portion of the remittance statement will not match the corresponding amounts exported to QuickBooks even though the net payment amount should always match. Smartcare treats returned payments as charges to the parent account. This is materially incorrect and cannot be exported to QuickBooks this way because it would cause any returned payment to be counted as income. When exported, returned payments are subtracted from the total payment amount to create the correct net payment amount.

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You Have Received a Remittance

Net Payment Amount

\$1,501.34

Date: 11/13/2017

Total Payments Received
\$1,995.16

- CC Payment \$790.00
- ACH Payment \$1,200.00
- Misc Credit \$5.16

Fees Deducted From Payments
\$493.82

- Merchant Fee \$21.72
- Ach Fee \$2.10
- Technology Fee \$25.00
- Misc Charge \$445.00

11/08/2017	#50	Smartcare Vendor		27.91		52,197.19
	BILLPMT	Accounts Payable	Remittance 121131			
11/08/2017	#51	Smartcare Vendor		43.47		52,153.72
	BILLPMT	Accounts Payable	Remittance 121215			
11/09/2017		Smartcare Customer			925.00	53,078.72
	PMT	Accounts Receivable	Remittance 121417			
11/09/2017	#52	Smartcare Vendor		5.86		53,072.86
	BILLPMT	Accounts Payable	Remittance 121417			
11/13/2017		Smartcare Customer			1,545.00	54,617.86
	PMT	Accounts Receivable	Remittance 122469			
11/13/2017	#53	Smartcare Vendor		43.66		54,574.20
	BILLPMT	Accounts Payable	Remittance 122469			
11/14/2017		Smartcare Customer			370.00	54,944.20
	PMT	Accounts Receivable	Remittance 123383			

Fee Returns and Negative Expense

When a parent ACH is returned, Smartcare refunds the center, any fees charged for the previous return. In the case of an NSF fee, the fee is re-charged to the center on the next ACH attempt. Several ACH attempts can result in an NSF fee being refunded and re-charged several times. This creates a situation where many remittances include a combination of negative and positive expenses.

It is also possible that a remittance that results in a deposit to a center's account can consist of only fees returned from returned ACH charges. This case is hard to account for and is currently handled by making a general journal entry that debits the bank account and credits accounts payable.

Export Date Range

For remittances to be reconcilable, all payments and expenses contained in a remittance must be exported at the same time. All payments and expenses attached to a remittance dated within the range are exported.

In contrast, income items posted to a parent's account are exported based on the date posted. Smartcare does not store a link between income items and payments. There is, therefore, no way to export income items with their associated payments.

Essentially, income items are exported on an accrual basis, and expenses on a cash basis. It is possible that income will land in one period while the associated expenses will land in another.

Contact Us

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