QUICKBOOKS® EXPORT FILE
MANUAL

INDEX

Overview

QUICKBOOKS® EXPORT FILE

The Avfuel Hub provides a solution to avoid double entry of individual card transactions into QuickBooks®. QuickBooks® Desktop users can use the Avfuel Hub's QuickBooks® Export File.

The QuickBooks® Export File is a CSV file that is generated in the Avfuel Hub and then imported into your QuickBooks® accounting system with the use of a third-party data importer tool. The QuickBooks® Export File can be utilized for transactions originating in the Avfuel Hub or on another point-of-sale system supported in the Avfuel Card Processing System, such as a self-service point-of-sale or VX570 unit.

The Avfuel solution described in this guide is functional and flexible enough to address the variety of ways FBOs maintain their accounting records. We anticipate your FBO will not need to modify your chart of accounts, item names or custom QuickBooks® invoice formats.

It is possible to post all point-of-sales transactions – sales, credits, chargebacks and adjustments – with one import process, creating QuickBooks® invoices and credit memos on customer accounts, which are easily reconciled to Avfuel Remittance Reports.

REQUIREMENTS

Your accountant will need access to the Avfuel Hub to do initial setup work and to create the CSV file as needed.

To import the card transactions to your QuickBooks® records, a data importer tool is required to move the data in a controlled fashion. Avfuel uses a third-party software product specifically designed for use with QuickBooks®. Transaction Pro Importer 5.0. It can be purchased online at www.transactionpro.com/products.htm?affiliate=avfuel at the current price (8-18-15) of $199.95. This guide will reference Transaction Pro Importer in describing the setup and the import process, though you may decide to utilize another software tool.

SETUP

There is minimal setup required in the Avfuel Hub, Transaction Pro Importer and QuickBooks® to import sales, credits, chargebacks and adjustments.

THE BASIC IMPORT PROCESS

1. Run the report QuickBooks® Export File in the Avfuel Hub, creating a CSV file.
2. Save the CSV file on your computer.
3. Start Transaction Pro Importer, select the CSV file and allow it to import the transactions into QuickBooks®.
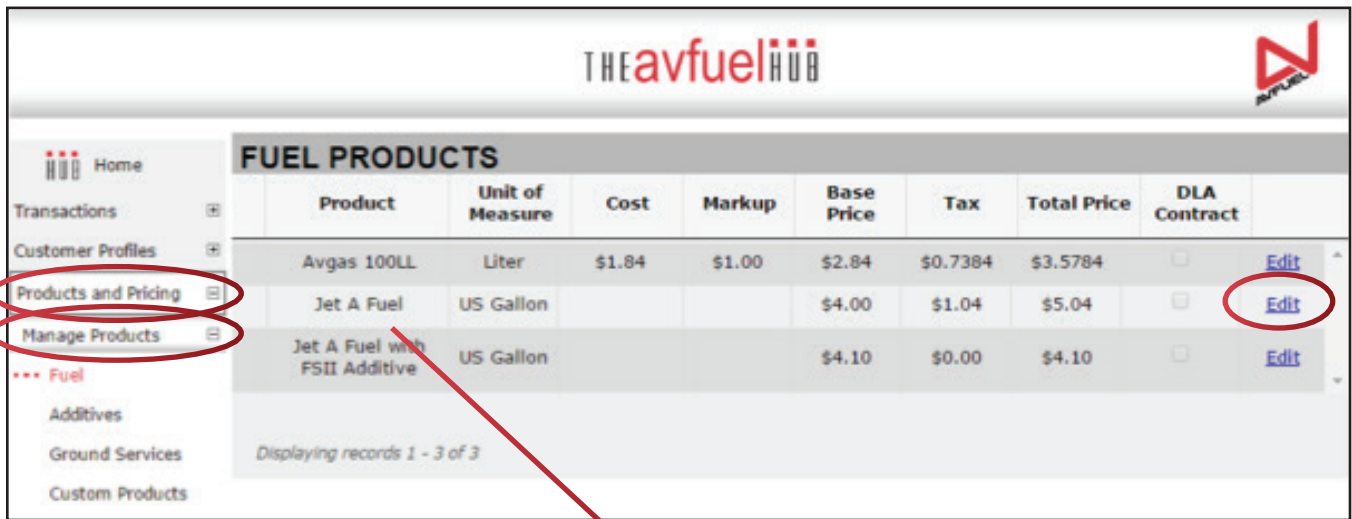
RESULT

QuickBooks® invoices and credit memos have product item details and, depending on the FBO's preferences, can include various details from the card transaction, including tail number, card type, customer/company name, etc. When reimbursements are received by the FBO from Avfuel, all activity for each remittance is its own customer account, allowing the FBO to create QuickBooks® Customer Payments along with applying credits and recording processing fees as needed.

Setup – Avfuel Hub

ITEM NAMES FOR MAPPING

Product Names in the Avfuel Hub may differ from the Item Names you have established in QuickBooks®. You can easily map a relationship between the two in the Avfuel Hub.

Select **Products and Pricing**, then **Manage Products**. View the Fuel, Additive, Ground Service and Custom Products. Determine which have names different from your QuickBooks® Item Names. If your QuickBooks® Item Name is different, select **Edit** and in the **Accounting Export Configuration** section change **Item Name** from its default (the Product Name) to your QuickBooks® **Item Name**.

This step gives you the ability to post transactions in QuickBooks® to the accounts you have setup for your FBO operations.

Setup – Transaction Pro Importer (TPI)

TPI'S ADVANCED FEATURE TO COMBINE INVOICES AND CREDIT MEMOS INTO ONE IMPORT FILE
Data importer tools can require two imports: one for invoices and a second for credit memos. By using this advanced feature of TPI, only one import is necessary, shortening the time you spend daily to post your activity.

When you install TPI, a shortcut is loaded on your desktop. To turn on the advanced feature, simply edit the desktop shortcut.
1. Right mouse click the TPI shortcut on your computer and select **Properties**.
2. On the tab **Shortcut**, locate the field **Target**. At the end of the value (after the quotation) in the target field, key /INVOICECREDITMEMO, making certain there is a space after the quotation.
3. Select **Apply** and **OK**.
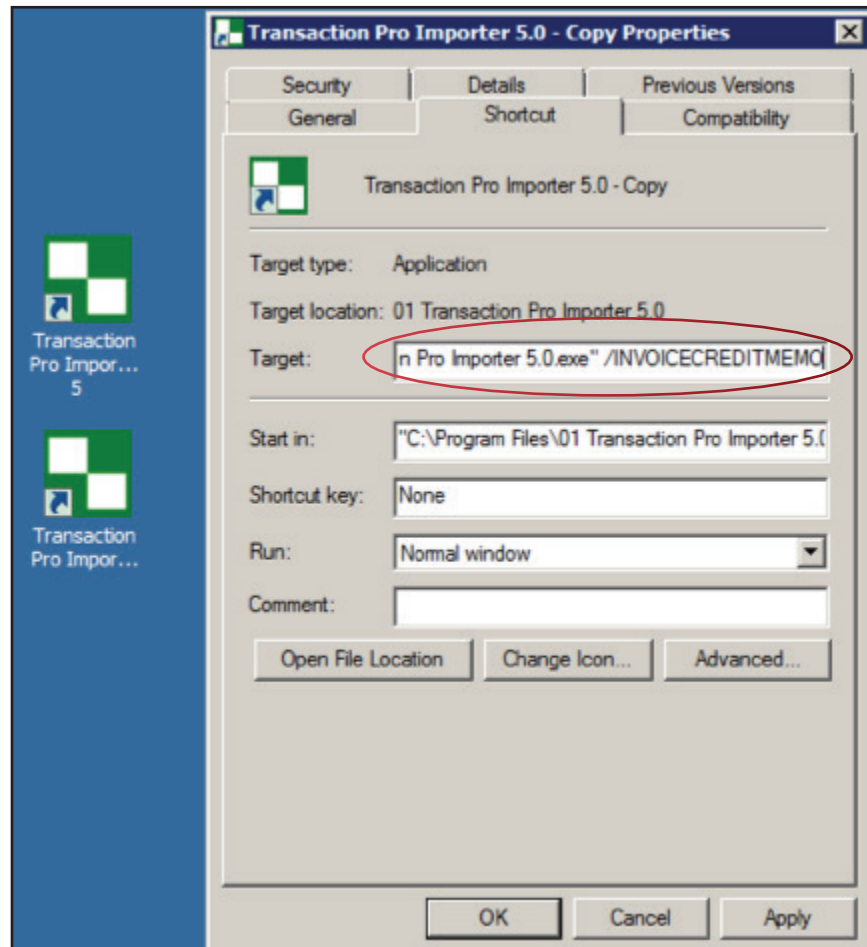
Once done, use the new desktop shortcut for importing. TPI's Import Wizard will guide you through the setup and import process.

TPI IMPORT WIZARD – WELCOME SCREEN

When doing an import for the first time, TPI's Import Wizard guides you to define certain parameters that will be used to import the QuickBooks® Export File. Once done, these parameters can be saved for future imports. We recommend you work through the Wizard before doing your first actual import, cancelling out at the end.

Over the next few pages, we describe one example setup for TPI. You may choose a different setup. Discuss this with your accountant, IT advisor and/or TPI support desk for assistance.

Before you begin, go to the Avfuel Hub and run a QuickBooks® Export File for any date and save the file in a place where you plan to save all future import files.

Once the QuickBooks® Export File is saved, double click on the TPI desktop shortcut, making sure to use the edited shortcut that you created earlier (see Setup – TPI Advanced Feature). You will land on TPI's Welcome screen.

Make the selections shown below:
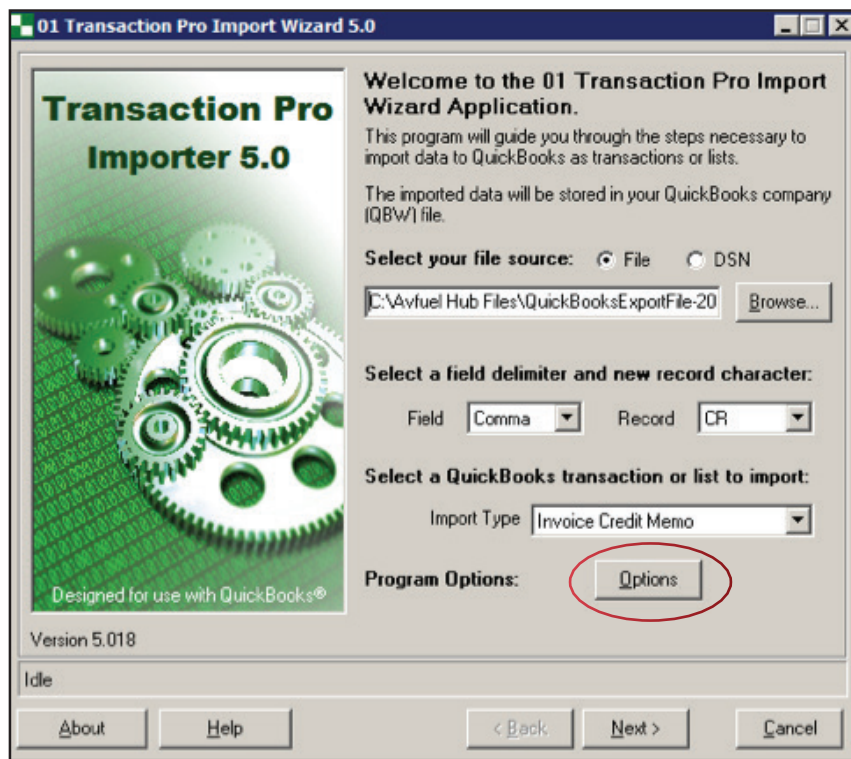
1. **File source = File**
   Select the QuickBooks® Export File you saved using Browse. On subsequent imports, TPI will default to the same file and you'll only need to select the new file for each new import.

2. **Field = Comma**

3. **Record = CR**

4. **Import Type – Invoice Credit Memo**

5. **Program Options:**
   Before continuing on to the next screen, select **Options**.

TPI IMPORT WIZARD – PROGRAM OPTIONS

Mimic the selections on the three tabs below. Your FBO may choose a different setup. Discuss this with your accountant, IT advisor and/or TPI support desk for assistance.
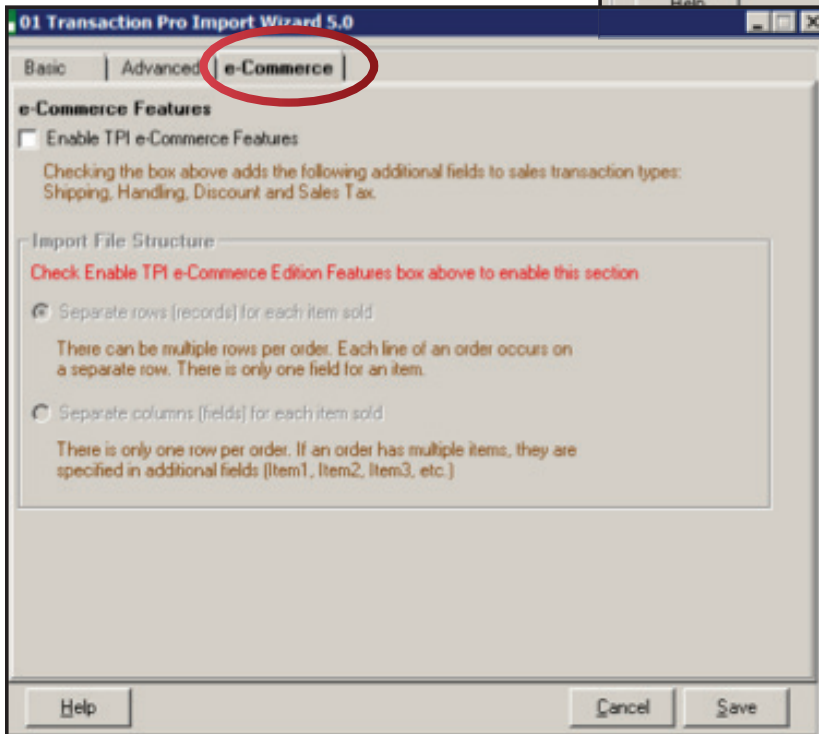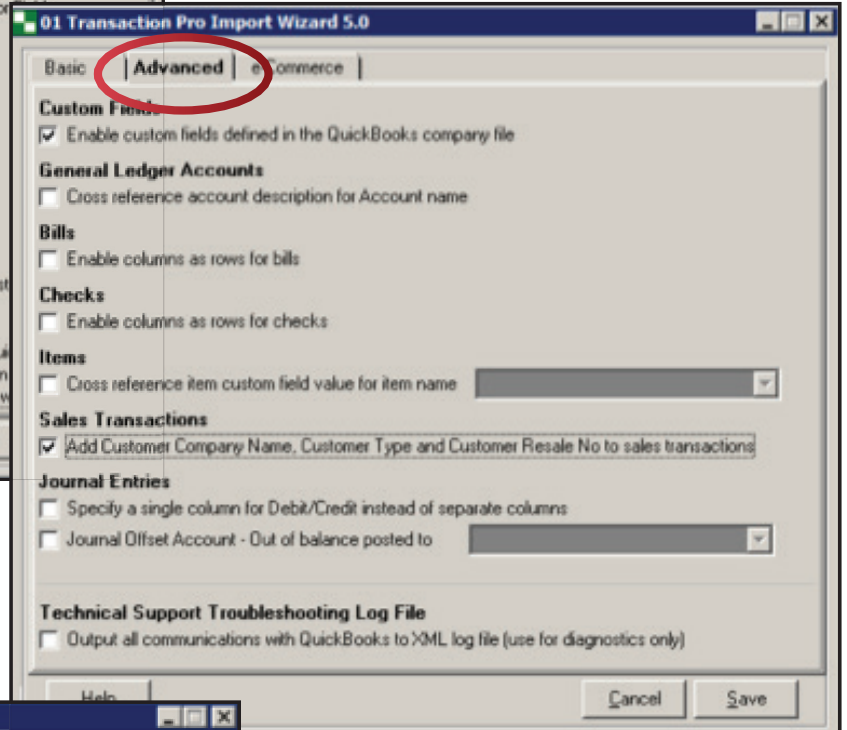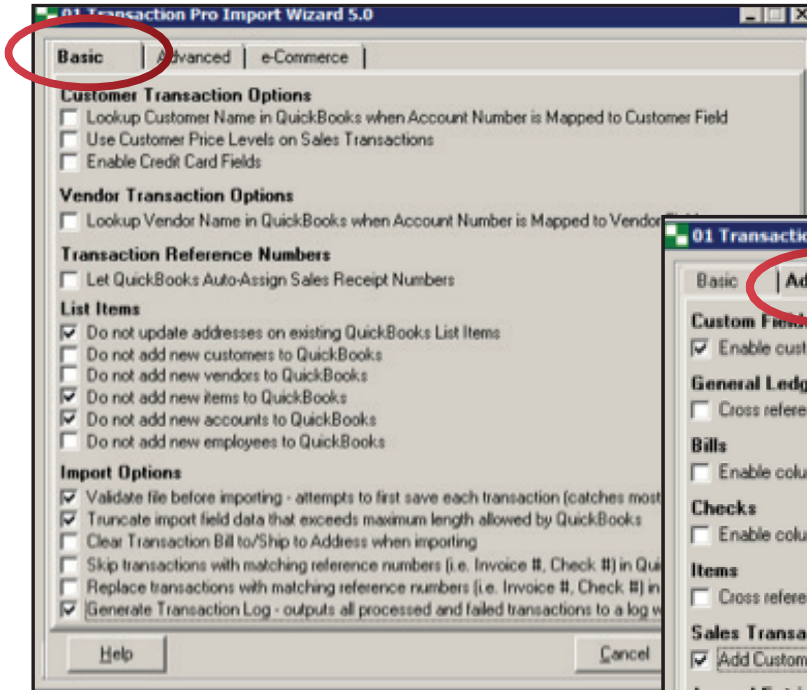
Select **Save** and select **Next >**.

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TPI will then display the file you are attempting to import. Ensure the box is checked next to **File has field names in first row**, then simply select **Next >** to move on to the next setup step.
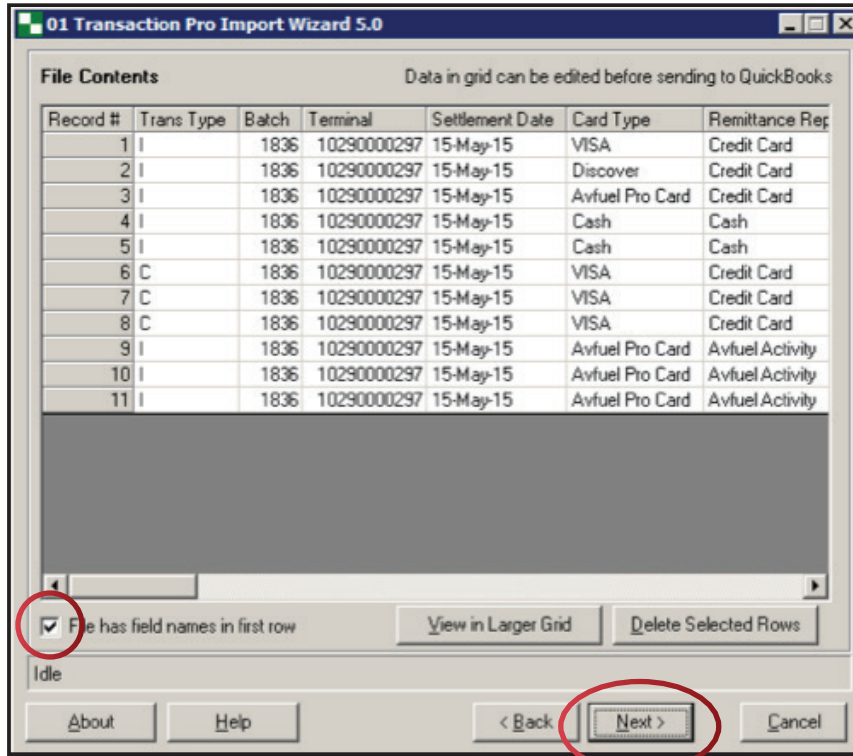
TPI IMPORT WIZARD – MAPPING

The QuickBooks® Export File created by the Avfuel Hub is a CSV file. The column headings in the CSV file identify the transaction data included.
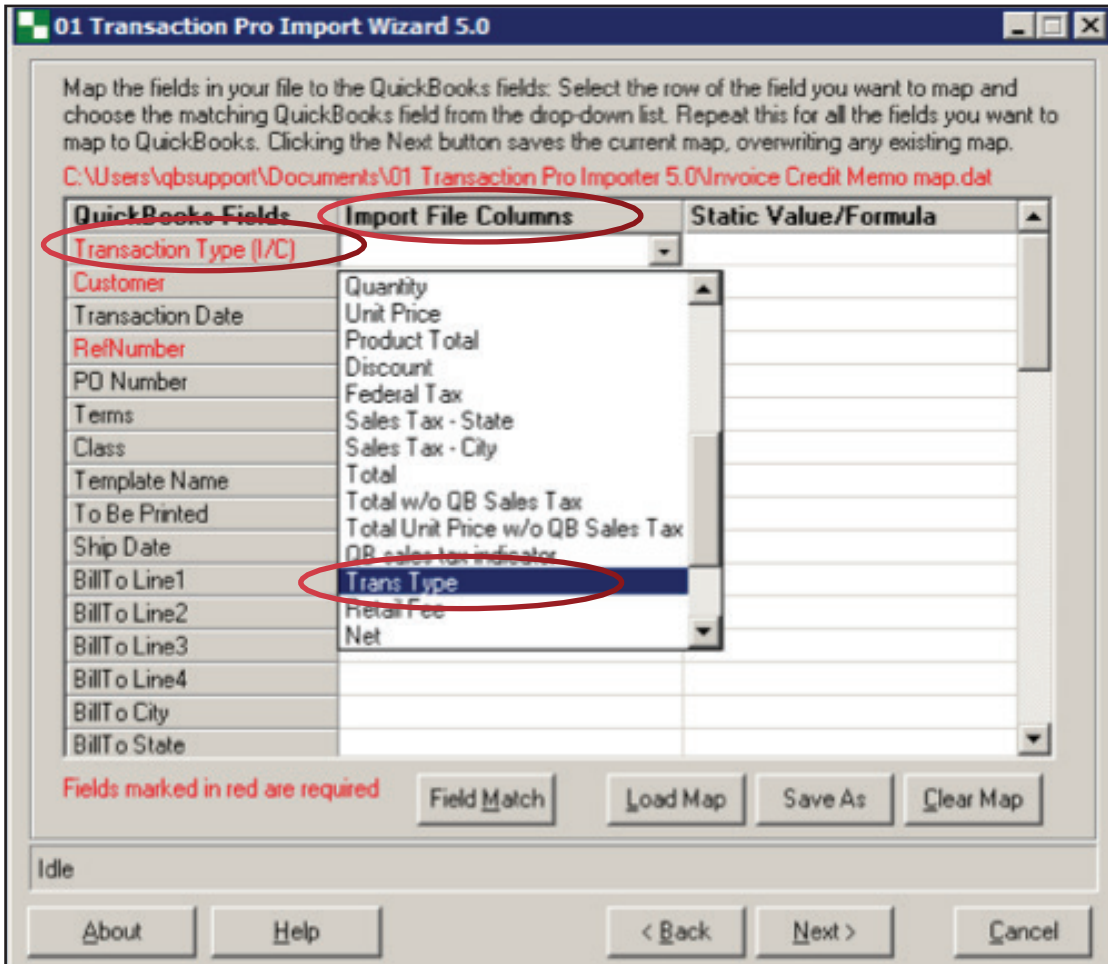
Here's an example of a QuickBooks® Export File:

Trans Type	Batch	Terminal	Settlement Date	Card Type	Remittance Report	Card Holder	Customer/ Company Name	Receipt No.	Receipt Date	Delivery Date
I	457	10290112118	27-Jan-15	Visa	Credit Card	Bob Hope	Bob Hope	101	27-Jan-15	27-Jan-15
C	457	10290112118	27-Jan-15	Visa	Credit Card		Cary Grant	102	27-Jan-15	26-Jan-15
I	457	10290112118	27-Jan-15	Visa	Credit Card			103	27-Jan-15	27-Jan-15
I	457	10290112118	27-Jan-15	Visa	Credit Card			103	27-Jan-15	27-Jan-15
I	457	10290112118	27-Jan-15	Avfuel Pro	Avfuel Activity		Tom Hanks	104	27-Jan-15	27-Jan-15
C	301		15-Dec-14	Discover	Credit Card			90	15-Dec-14	01-Dec-14

Product	Item Name	Quantity	Unit Price	Product Total	Discount	Federal Tax	Sales Tax	Total	Total Unit Price
Jet A Fuel	Jet Sales	15	5	75		3.66		78.66	5.244
Landing Fee	Landing Fee	1	50	50				50	50
Jet A Fuel	Jet Sales	10	5	50	-5	2.44		47.44	4.744
Catering	Catering	1	100	100			10	110	110
Jet A Fuel	Jet Sales	165							0
	Adjustment	1	12	12				12	12

The next step in the TPI Wizard is to map the QuickBooks® Export File data to your QuickBooks® fields.

The screen will initially be blank. Click in a field in the column **Import File Columns** and a drop down will appear where you select the appropriate field from the QuickBooks® Export File.

You are required to provide mapping between the QuickBooks® Export File and QuickBooks® fields that are in red font; others are optional.

Below is a diagram of the column headings in the QuickBooks® Export File. In this example, the fields highlighted red are required fields.

QuickBooks® provides default invoice and credit memo formats. Not all data from the CSV file will appear on those default formats. You may choose to create custom QuickBooks® templates for invoice and credit memos. This allows you to import the additional data and use it for accounting lookups and analysis.

For this example, the fields highlighted yellow are mapped into the custom QuickBooks® invoice or credit memo templates, described later in the Results section of these guidelines (see Results – QuickBooks® Invoices and Credit Memos for guidance in creating these templates).

Trans Type	Batch	Terminal	Settlement Date	Card Type	Remittance Report	Cardholder	Customer/Company Name	Receipt No.

Receipt Date	Delivery Date	Product	Item Name	Quantity	Unit Price	Product Total	Discount	[Tax Column(s)]

Total	Total Unit Price	Retail Fee	Net	Ref No.	Original Receipt No.	Tail No.	Next Destination	AOC

Sample mapping of these highlighted fields:

| QuickBooks Fields	Import File Columns	Static Value/Formula
Transaction Type (I/C)	Trans Type	
Customer	Remittance Report	
Transaction Date	Receipt Date	
RefNumber	Receipt No.	
PO Number	Batch	
Terms		
Class		
Template Name		
To Be Printed		
Ship Date	Delivery Date	
BillTo Line1		
BillTo Line2		
BillTo Line3		
BillTo Line4		
BillTo City		
BillTo State		
BillTo PostalCode		
BillTo Country		
ShipTo Line1	Customer/Company Name	
ShipTo Line2		
ShipTo Line3		
ShipTo Line4		
ShipTo City		
ShipTo State		
ShipTo PostalCode		
ShipTo Country		
Phone		
Fax		
Email		
Contact Name		
First Name		
Last Name		
Rep		
Due Date		
Ship Method	Card Type	
Customer Message		
Memo		
Company Name		
Customer Type		
Customer Resale No		
Item	Item Name	
Quantity	Quantity	
Description		
Price	Total Unit Price	
Is Pending		
Item Line Class		
Service Date		
FOB		
Customer Acct No		
Sales Tax Item		
To Be E-Mailed		
Other	Tail No.	
Other1	Ref No.	
Other2		
AR Account		
Sales Tax Code		

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When complete, we recommend saving the mapping. Select **Save As** to save on your computer. TPI will default to this mapping when the import is next used.
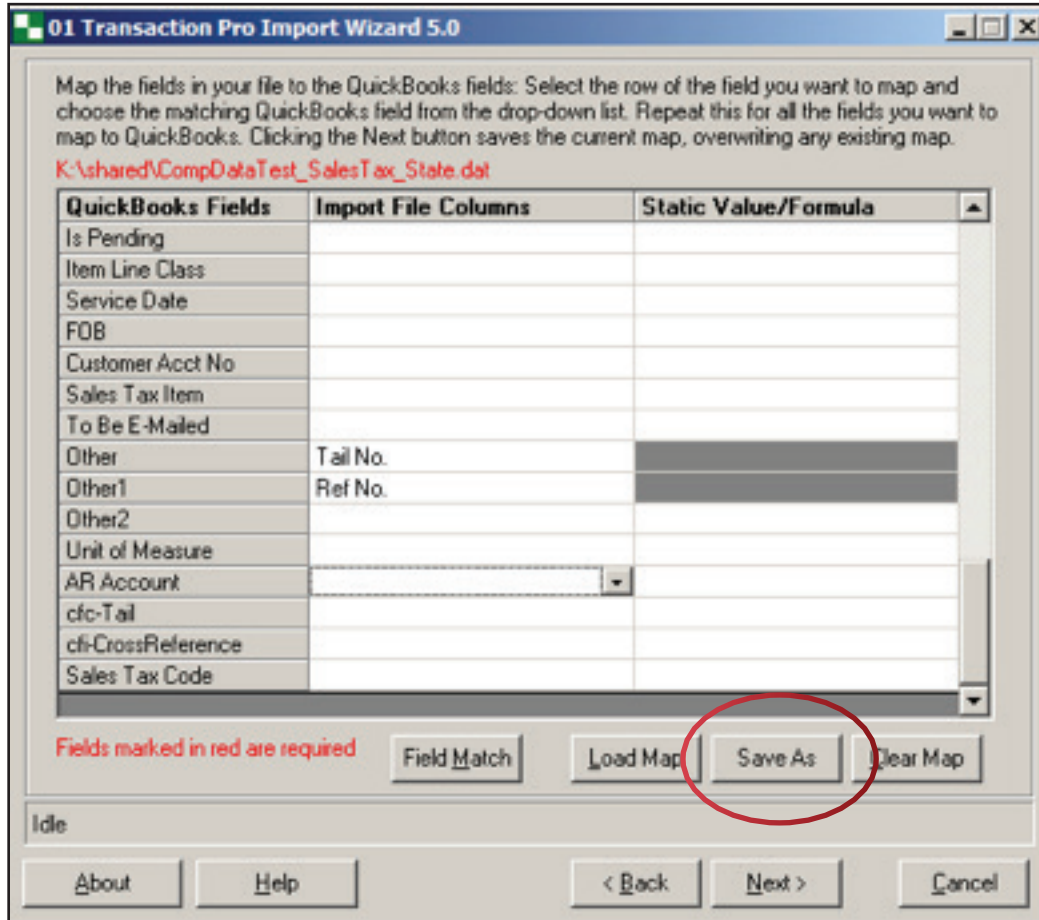
One decision to be made is how to map to QuickBooks® Customer.

THERE ARE SEVERAL OPTIONS:
- The prior example uses the transaction field "Remittance Report," which allows the FBO to have a customer account for each remittance it receives.
- Your FBO may have one Customer named "Avfuel" for all remittances. In this case, key "Avfuel" in the column "Static Value/Formula." Static fields will give a single "Static" value for every transaction. You may also use a simple formula. You may combine columns, or columns and text. For example, if you wanted the "Customer" field to be a combination of the "Receipt No" column and the "Remittance Report" column, then you would enter the formula "=[Receipt No] & [Remittance Report]". If you wanted to have the "Remittance Report" column plus the letter "C", then your formula would be "=[Remittance Report] & "C""

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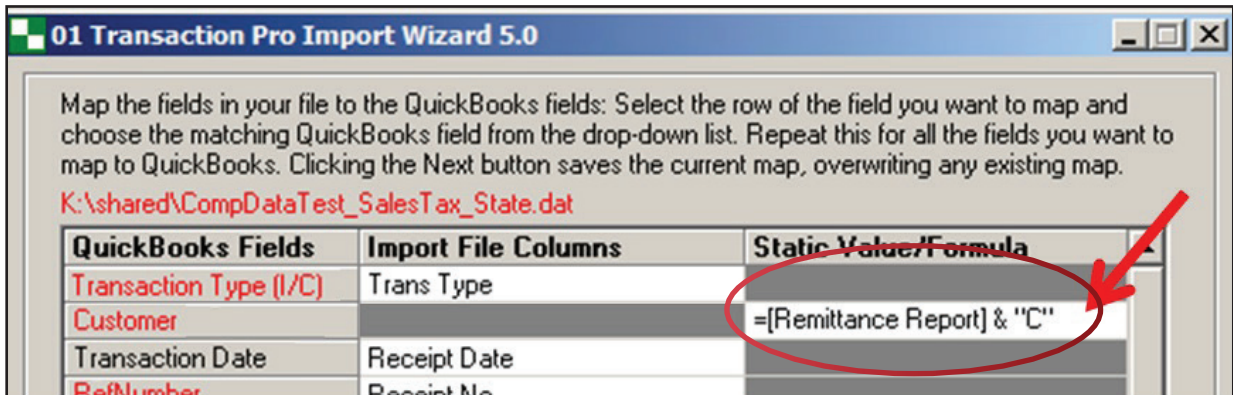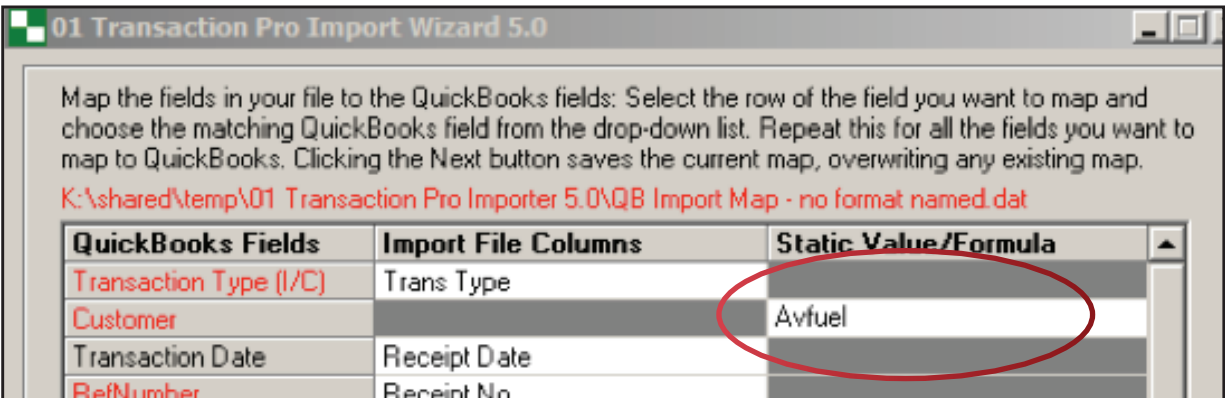
[1]There is an exception for FBOs that have a DLA Contract. Transactions will post to Credit Cards along with retail transactions reimbursed by Avfuel.

If your FBO uses the Avfuel Hub, you have the option to enter the Customer/Company Name into each transaction. You can choose to map this to QuickBooks® Customer. Caution: Transactions without a Customer/Company Name or that do not match a QuickBooks® Customer, will not import.

Trans Type	Batch	Terminal	Settlement Date	Card Type	Remittance Report	Card Holder	Customer/ Company Name	Receipt No.	Receipt Date	Delivery Date
I	457	10290112118	27-Jan-15	Visa	Credit Card	Bob Hope	Bob Hope	101	27-Jan-15	27-Jan-15
C	457	10290112118	27-Jan-15	Visa	Credit Card		Cary Grant	102	27-Jan-15	26-Jan-15
I	457	10290112118	27-Jan-15	Visa	Credit Card			103	27-Jan-15	27-Jan-15

When mapping is complete, select **Next >**. TPI performs a validation step to ensure the fields required by QuickBooks® are proper.

TPI IMPORT WIZARD – EDITING IMPORT FILE

TPI allows the user to edit the CSV file prior to import. The example described in these guidelines will not require editing.
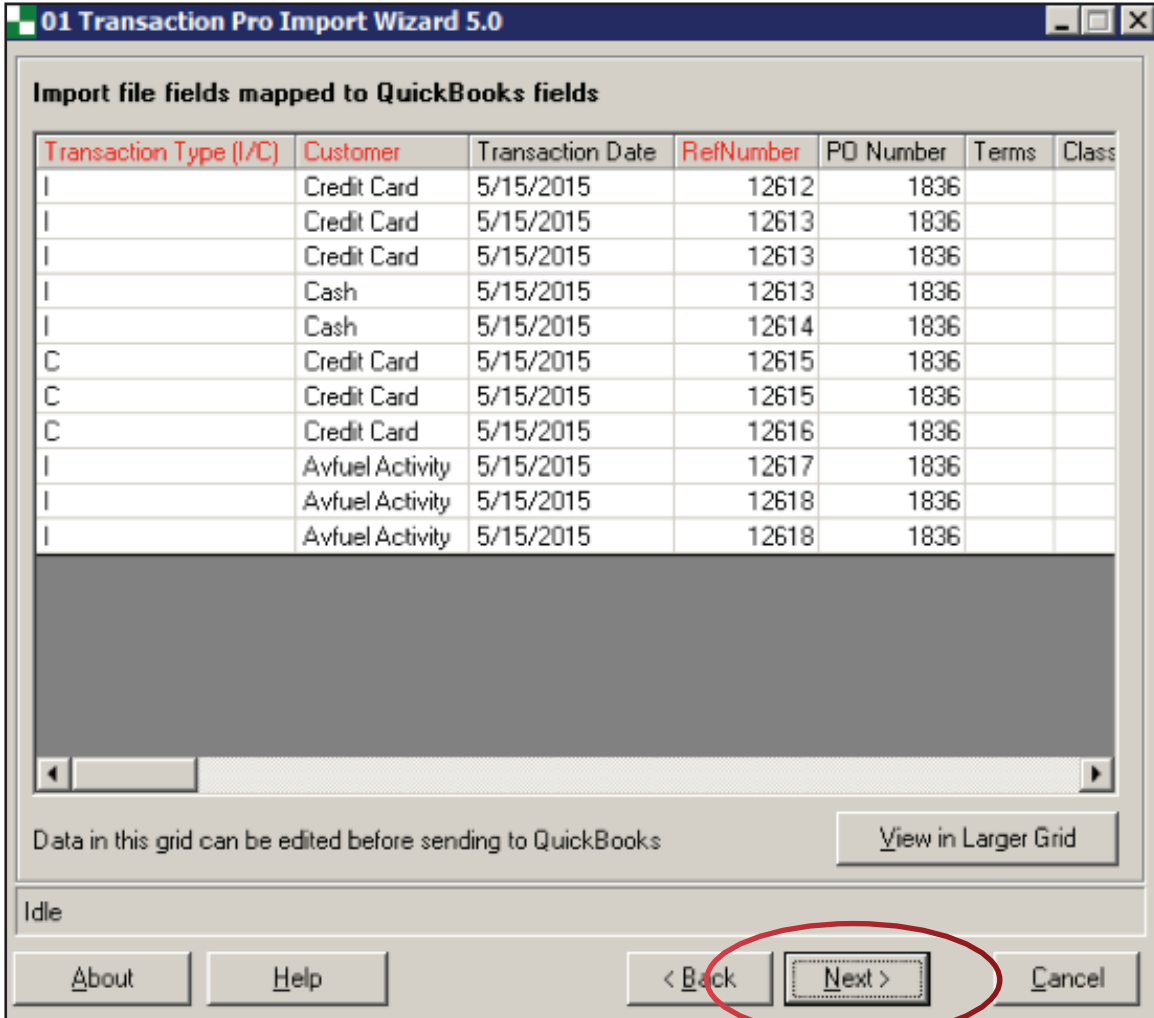
Select **Next >** to move to the next screen for setup.

TPI IMPORT WIZARD – INVENTORY AND NON-INVENTORY ITEMS

If TPI finds an Item Name that is not in QuickBooks®, it will display an error message during import and force you to cancel.

Alternatively, you can allow the transaction to post, by first unchecking the box **Do not add new items to QuickBooks** in Program Options (*see Setup TPI - Program Options*).
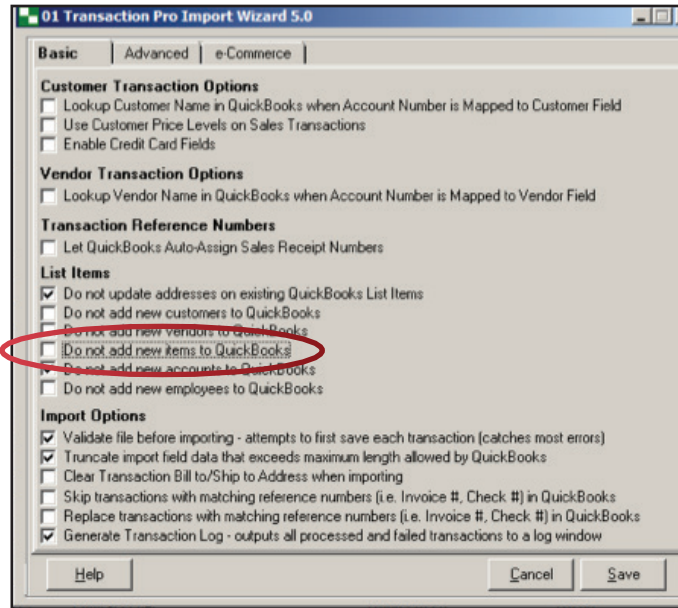
Then, define for TPI how you wish to have these transactions post. In the example below, the Account "Reclass Trx" was created so that the FBO will find all the transactions with improper Item Names in one location for research and reclassification.

TPI IMPORT WIZARD – FINISH

When setup is complete, select **Cancel**. This will save your settings. TPI has now been setup to accept your first import.

Setup – QuickBooks®

CUSTOMER

The example in these guidelines uses the value "Remittance Report" for the QuickBooks® Customer. Create a QuickBooks® customer account for each value: Credit Card, Avfuel Activity and Cash. The import process will post activity to these separate customer accounts for easy reconciliation to remittances received:

• Activity reported on the Avfuel Credit Card Remittance Report will post to customer account "Credit Card" and can be matched to a receipt from Avfuel.
• Activity reported on the Avfuel Card- Activity Remittance will post to customer account "Avfuel Activity."
• Cash sales and credits will post to customer account "Cash".

Exception: If your FBO holds a DLA contract and a sale includes both contract and non-contract products, your FBO will receive reimbursement from two parties: the government via AIR Card and Avfuel, respectively. The sale is reported on the Avfuel Credit Card Remittance Report with an amount for any non-contract products. In this example, to keep the sale components posted together, the entire transaction is reported as "Credit Card."

Chargebacks, chargeback reversals, FET Adjustments, etc. occur only on cards reported on the Avfuel Credit Card Remittance Report. Therefore, this activity will post to the customer account "Credit Card."

Your FBO may choose to post all transactions to one QuickBooks® Customer, or alternatively post to each end-user (see narrative in Setup – TPI Mapping).

ITEM FOR CHARGEBACKS AND ADJUSTMENTS

The QuickBooks® Export File includes chargebacks, chargeback reversals and AIR Card FET adjustments, eliminating the need to post these manually.   As these adjustments are generally processed as a total amount, no product detail is available. For the transaction to post properly, create a QuickBooks® Item called "Adjustment". The import will post to this QuickBooks® Item. For your recordkeeping, you may choose to reclassify the amount using a journal entry or other method.

Below shows the QuickBooks® Item "Adjustment" being posted to an Account "Credit Card Adjustments."
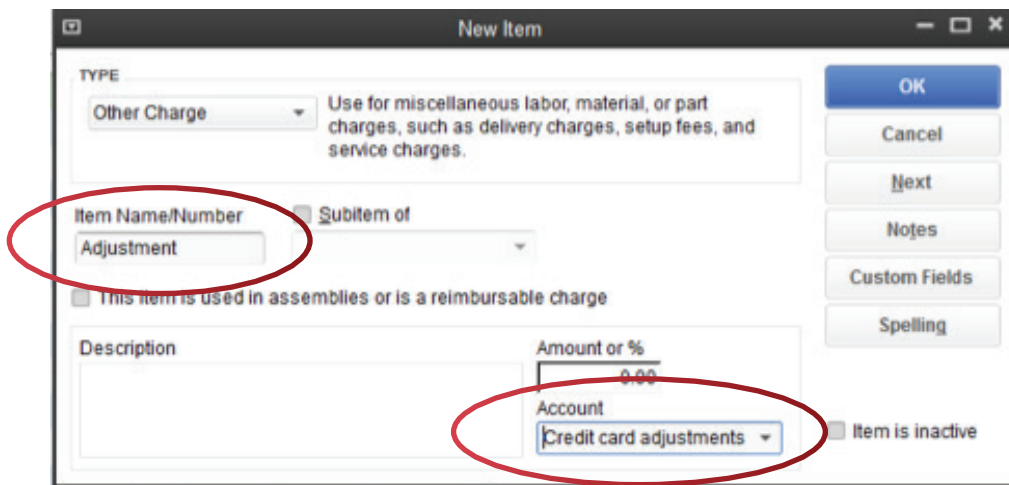
Import Process – Avfuel Hub

RUN REPORT

1. Select **Merchant Account** then **Reports**. Select the button **QuickBooks® Export File**.


2. Select the **Settlement Date** range.

3. If you have updated any product record in the Avfuel Hub with a flat rate contract price for either DLA Contract or Avfuel Contract Fuel sales, then say "Yes" to the question **Include Contract Price** and it will be included in the QuickBooks® Export File. Tiered pricing on contract product sales is not supported for the import. (See Process Import – QuickBooks® for further guidance on how to incorporate pricing on contract products.)

4. Click on the two buttons indicated below, pausing after the first for the system to generate the

ⓘ This report needs to be manually submitted. Please click 'Generate Report' to do this when ready.   message at the top left of the window pane.
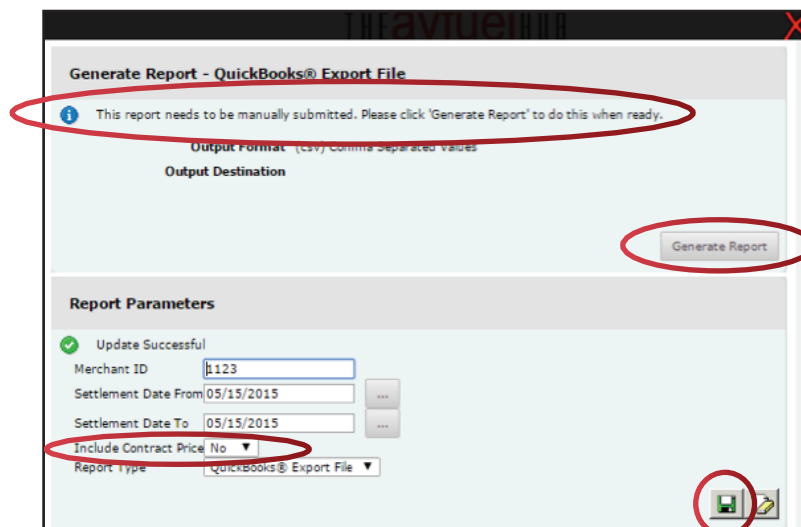
5. When the report has been created, save the file to a folder or desktop in order to locate when running Transaction Pro Importer.

Process

TRANSACTION PRO IMPORTER ('TPI')
Double click on the TPI desktop shortcut and you will arrive at TPI's Welcome screen. Select **Browse** and choose the QuickBooks® Export File you wish to import. Other settings should default from prior imports.

Select **Next >**. TPI will display the file contents of the QuickBooks® Export File being imported.
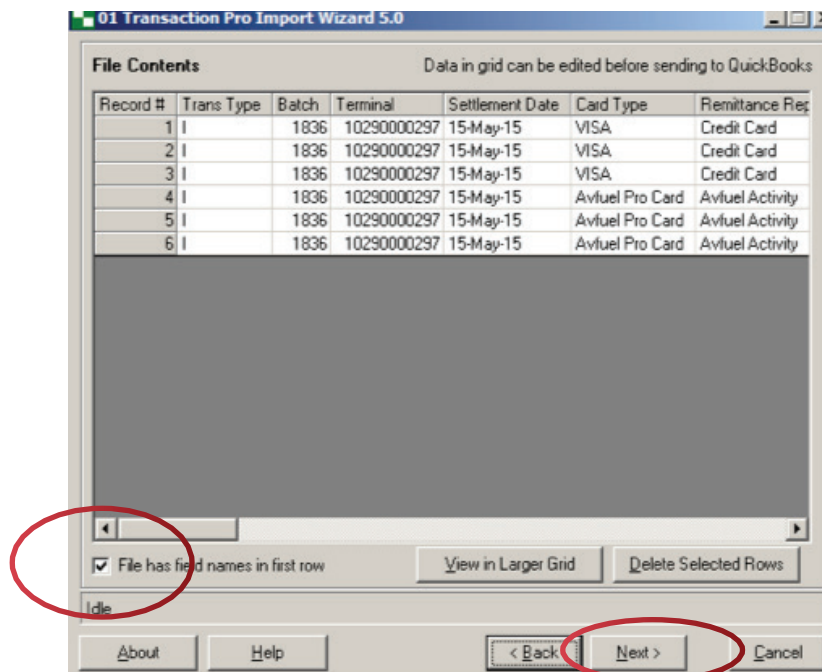
Ensure the box is checked next to **File has field names in first row**. Select **Next >**.

TPI displays the last Map used. Select **Load Map** to load a different one, then select **Next >**.
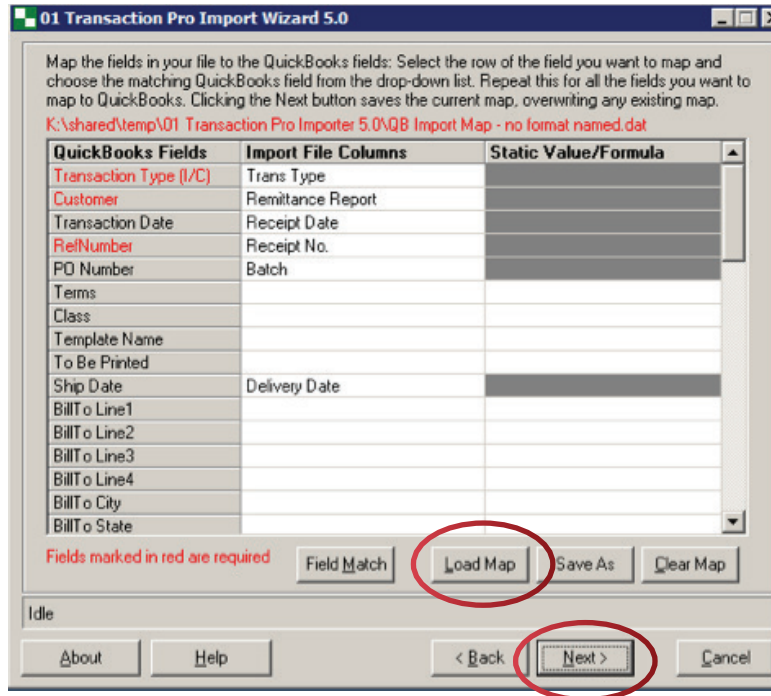
TPI will display the mapped data that will be imported. If you choose to edit any data, it can be done at this time. Any edits made at this screen will not be saved to the QuickBooks® Export File you downloaded from the hub. If you cancel out before uploading the file, any changes you made during this step will be lost.

Select **Next >**. TPI displays the default settings you created during the initial TPI setup for any new items TPI finds during import, should you have elected to allow non-matched Item Names to post (see Setup TPI – Program Options).
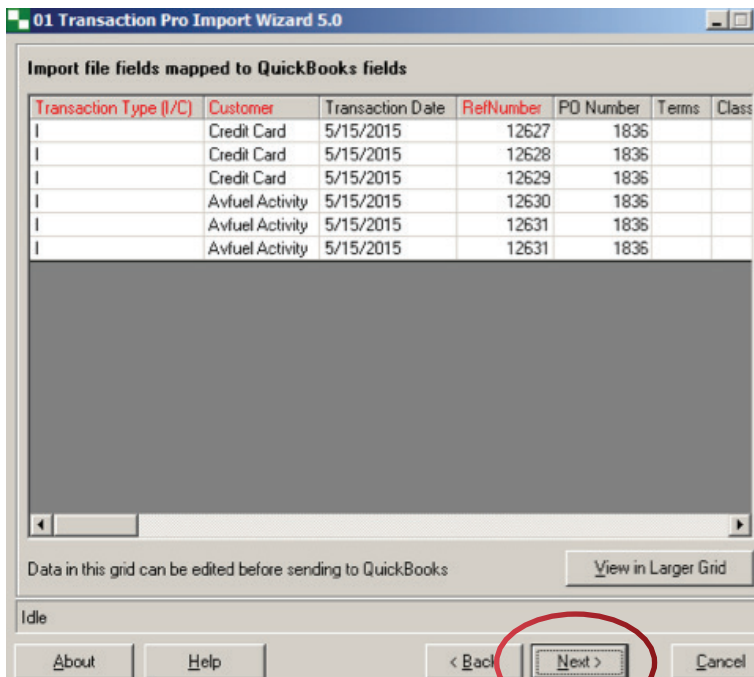
Select **Finish**.

TPI asks you to confirm that you are ready to begin import. Select **OK**.
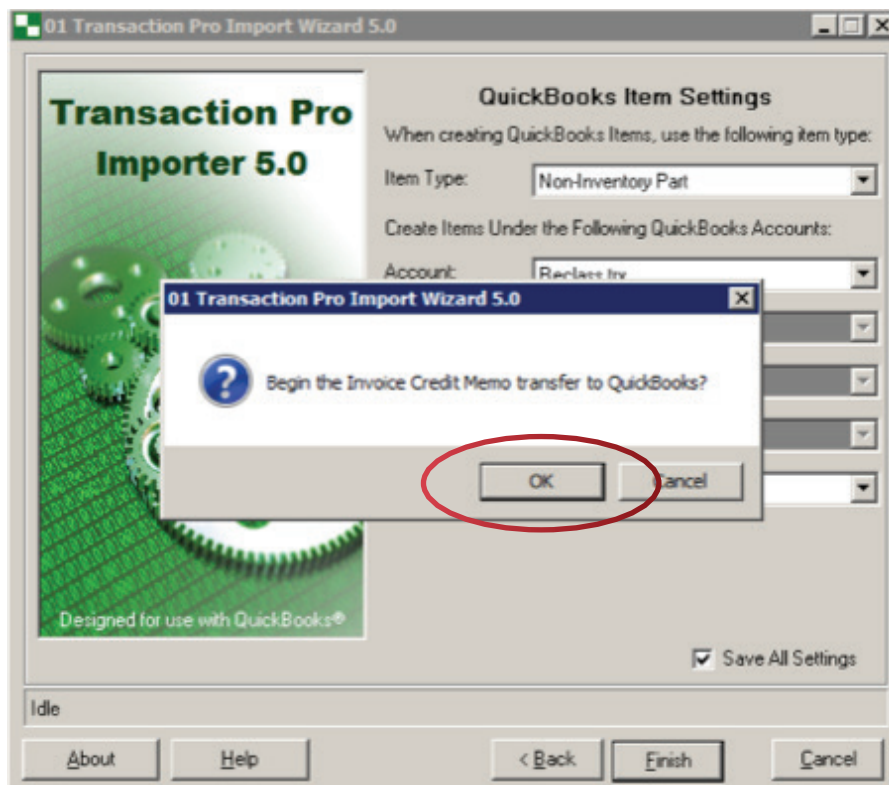
TPI counts down the records that it is validating, then processing.
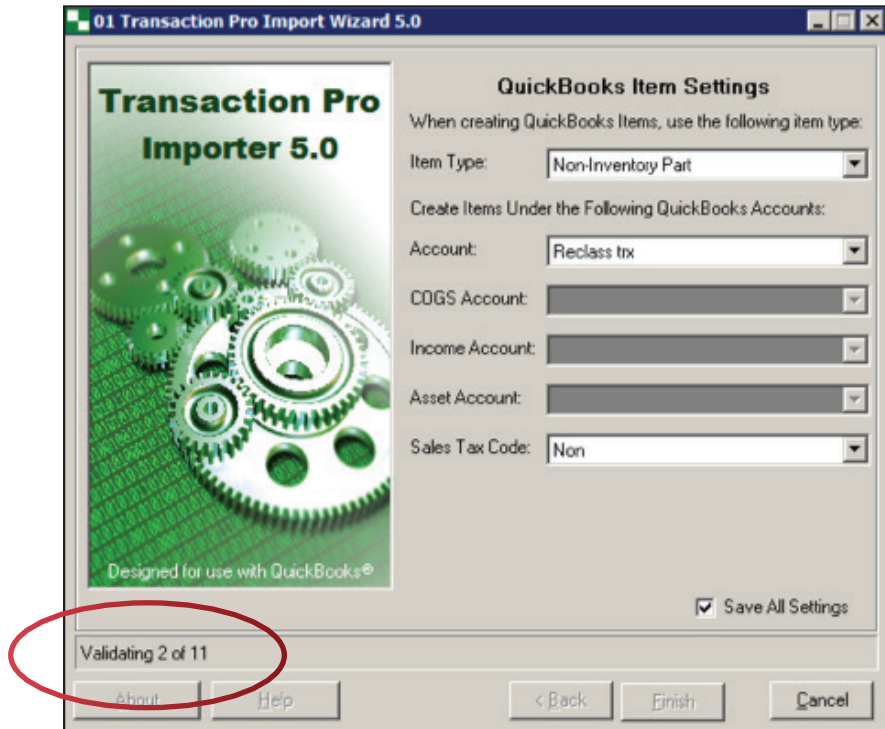
When successful, TPI displays the below message. Select **OK**.
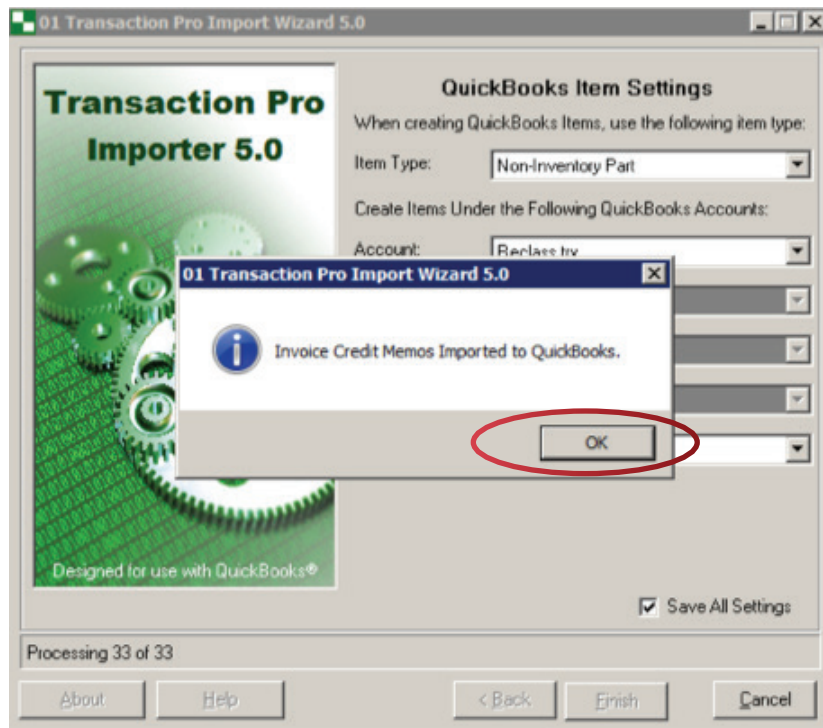
TPI displays its transfer log. Check the "Filter for records that did not import" box to determine if any transactions did not import. If any are found to have not imported, select **Save** to create an excel file for later review.
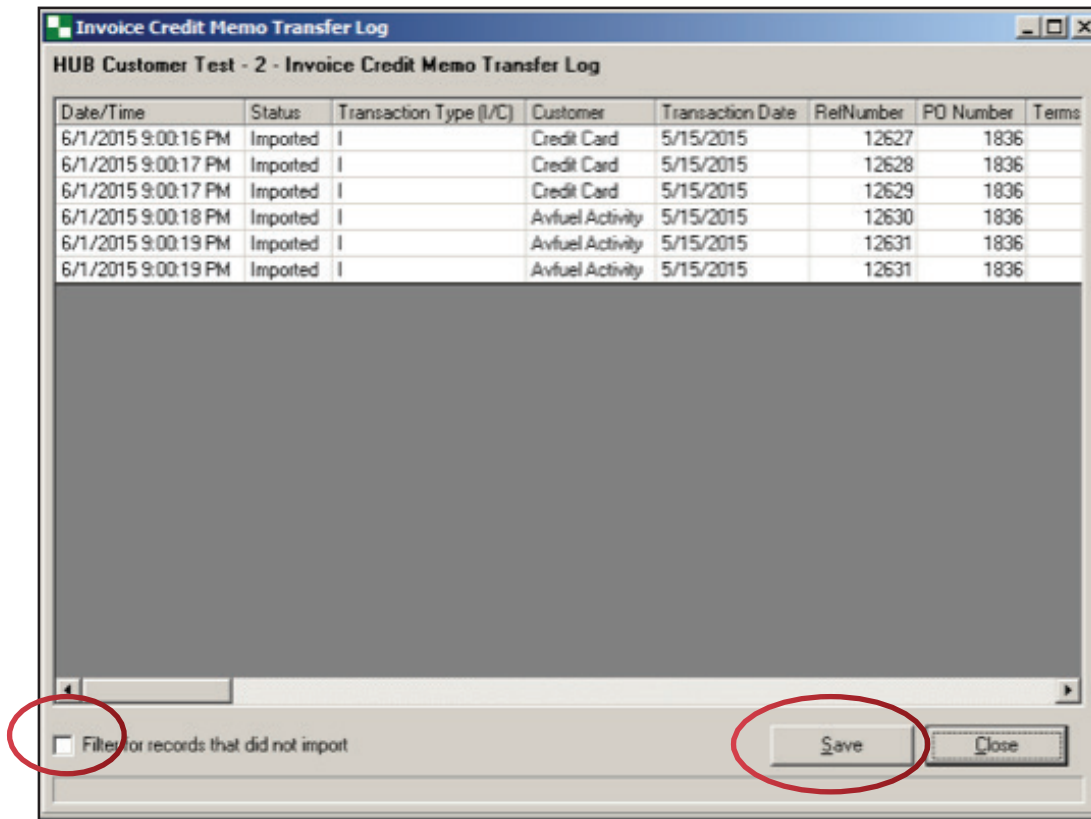
Select **Close**. TPI returns you to the start of TPI Import Wizard, ready to import another file. If you are done, select **Cancel**.

Process – QuickBooks®

PRICE CONTRACT PRODUCTS

Contract products that are unpriced when imported can now be priced by editing the QuickBooks® invoices and credit memos. Depending on your FBOs procedures, this can be done after import, based on your expectation for reimbursement, or you may wait for the remittance report (the Avfuel Card- Activity Report for Avfuel Contract Fuel transactions and/or the government remittance report for DLA contracts) to post amounts received.

Alternatively, depending on your FBOs accounting processes, it may be more efficient to post contract transactions into QuickBooks® from the remittance reports, rather than with this import process. If so, TPI provides the option to delete transactions during the TPI process (see edit pending transactions diagram on page 18) or you may choose to delete the transactions from the QuickBooks® Export File prior to beginning the TPI import process.

RECLASSIFY ADJUSTMENTS (OPTIONAL)

The QuickBooks® Export File includes chargebacks, chargeback reversals and FET adjustments. These adjustments were posted to the QuickBooks® Item record you designated for adjustments during initial setup (see Setup QuickBooks® - Item for Chargebacks and Adjustments). For your recordkeeping, you may choose to reclassify the posting using a journal entry or other method.

RECLASSIFY TAXES (OPTIONAL)

The Unit Price recorded for each item / product sale includes all taxes applied on the sale (see Results – Unit Price on Invoices). If your FBO is responsilbe for the collection of a tax, such as sales tax, you may wish to post tax amounts charged to a separate liability account for Sales Tax Payable.

To determine the dollar amount of tax for this reclassification, there are a couple options. If you choose to reclassify the sales tax for each import, view the QuickBooks® Export File in Microsoft Excel and sum the sales tax column. Alternatively, you can reclassify monthly using the totals from the Tax Detail by viewing the Product Report found in the Avfuel Hub – Reports.

If you choose not to reclassify sales tax, post your payment of sales tax to a separate cost-of-sale account or consult with your accounting advisor for an alternative that suits your accounting records.

Results

UNIT PRICE ON INVOICES

The field **Rate** on a QuickBooks® invoice will be the total amount billed to the customer for the product divided by the quantity. For example, assume your fuel price excluding taxes is $5.00, taxes total $.25, and you provide your customer with a discount of $.40. The rate will be $4.85. Taxes and discounts are included with product price.

CREATE CUSTOM QUICKBOOKS® INVOICE AND CREDIT MEMO TEMPLATES THAT INCLUDE ADDITIONAL TRANSACTION DATA

The QuickBooks® Export File includes all pieces of data from a transaction. The import process will record each transaction individually to a QuickBooks® invoice (or credit memo if a negative amount). If you use the standard Intuit invoice, your invoice will look similar to the invoice example below.

The standard invoice does not include additional data FBOs may wish to view and/or report on in their accounting records. Use the QuickBooks® Manage Templates functionality to create custom QuickBooks® invoices and/or credit memos that include additional transaction data from the QuickBooks® Export File.

Additional data (see Setup - TPI Mapping) includes batch number, delivery date, tail number and card type. FBOs using the Avfuel Hub also have access to customer/company name and reference number.

Prior to importing, your custom invoice and/or credit memo templates should be set as the default in QuickBooks®.

Here is a sample of a QuickBooks® custom invoice created in QuickBooks® Manage Templates:

To the right is the QuickBooks® invoice template settings used to create the QuickBooks® invoice template shown in the example above.

RECORDING RECEIPTS ON IMPORTED INVOICES

FBOs vary in their method of recording receipt activity. Below is an example of one method.

The FBO has received the Credit Card Remittance Report, which shows payment of $1,043.00 for invoice no. 12000 and a credit for $800.00 on credit no. 12007. The credit card processing fee is $20.00 and the total for invoice no. 12000 is $1,143.00.

In QuickBooks®, go to the Customer List either by selecting **Customers** from the shortcut menu or by selecting **Customer Center** under "Customers" on the toolbar. Next, select Customer **Credit Card** in the tab "Customer & Jobs." This will display all card transactions that will be reported on the Credit Card Remittance Report.
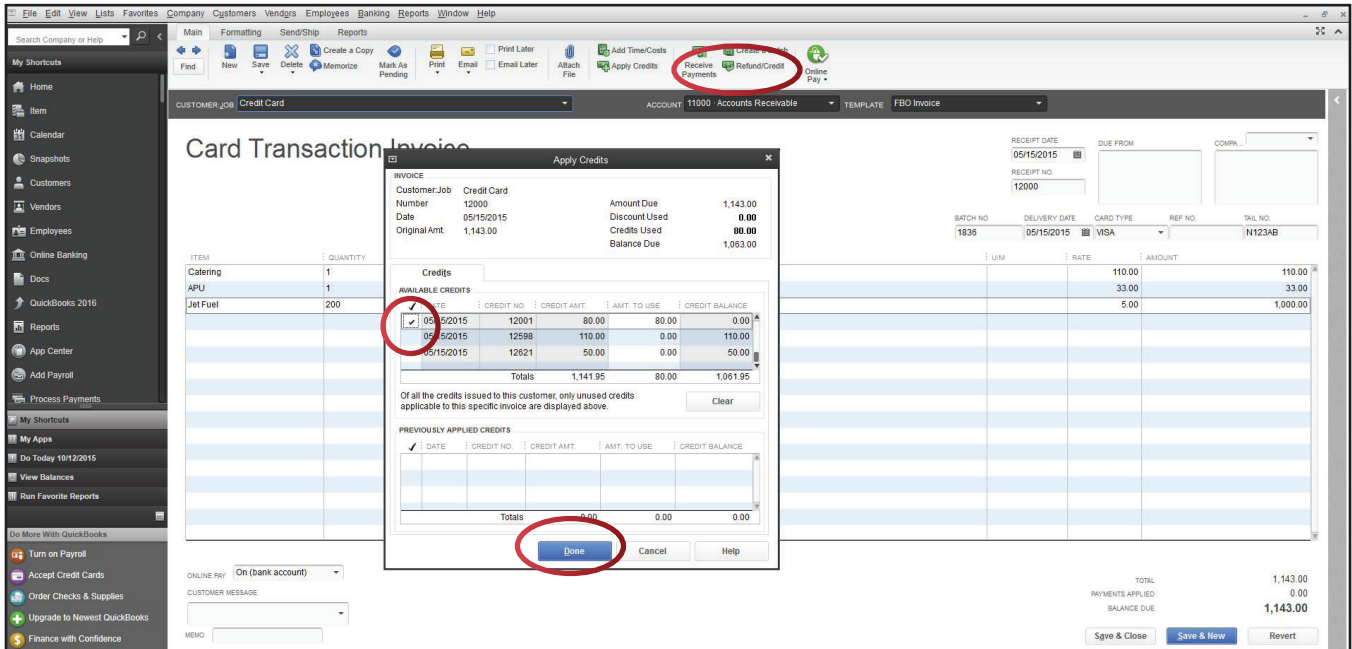
Highlight invoice 12000 and double click.

First step is to apply the credit memo no. 12001 to invoice no. 12000. Select **Apply Credits**. On the popover, locate the credit memo number 12001 and check, then select **Done**. The remaining balance of $1,068.00 will be shown at the bottom right corner of the QuickBooks® invoice displayed.

Next, select **Receive Payments** from the home screen or from the **Customer** drop down on the toolbar. Highlight invoice no. 12000 then click on **Discount and Credits**. On the **Discount** tab, enter the credit card processing fee and select the appropriate **Discount Account**, then select **Done**.
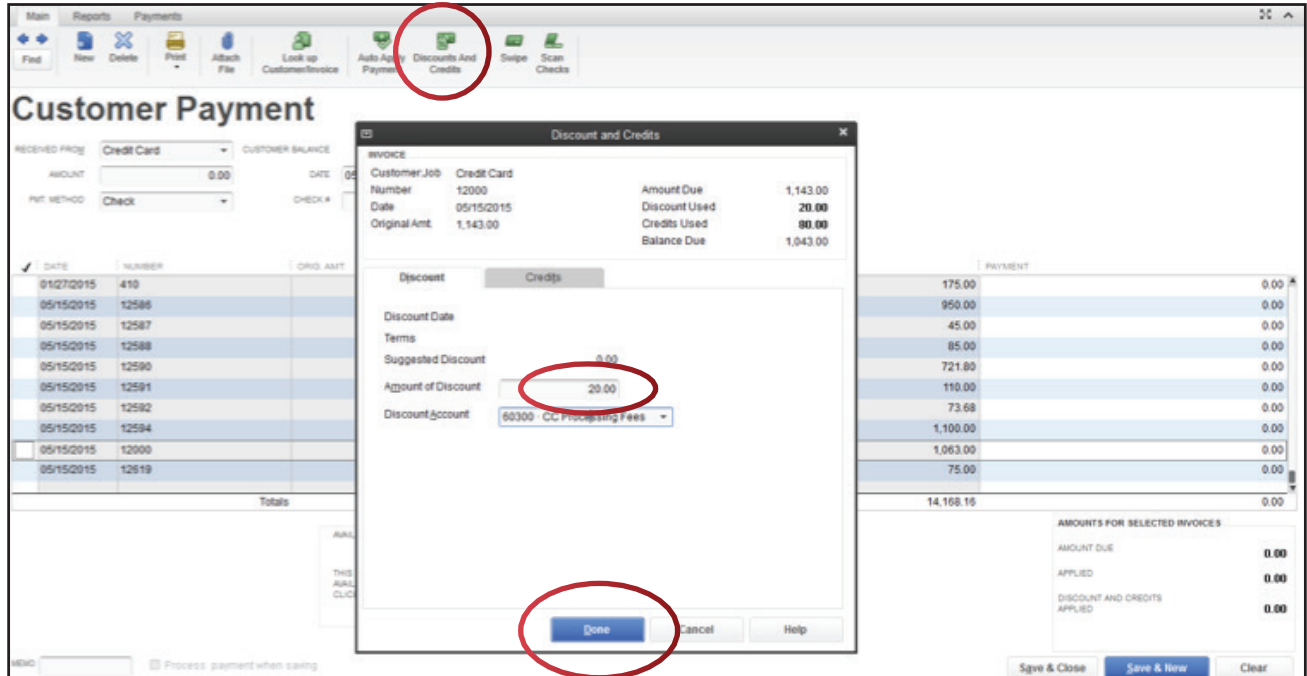

Lastly, enter the payment amount, check the invoice number and save.
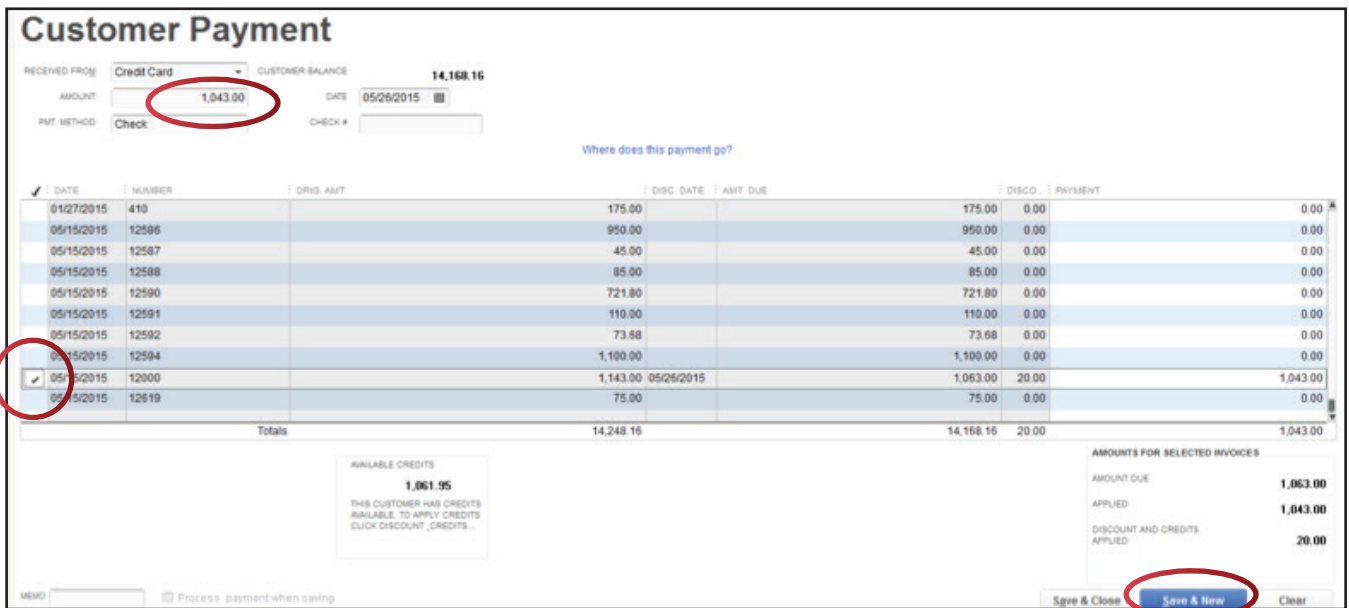
You may choose to enter a credit memo for the entire amount of credit card processing fees charged, rather than applying a fee to each invoice.

IMPORT ERRORS

If you attempt to import a file that includes a transaction(s) where the value in the column "Item Name" in the QuickBooks® Export File does not match an "Item Name" in QuickBooks®, the entire file will not import. Below is an example of the error message. Click **OK** to view the errors.
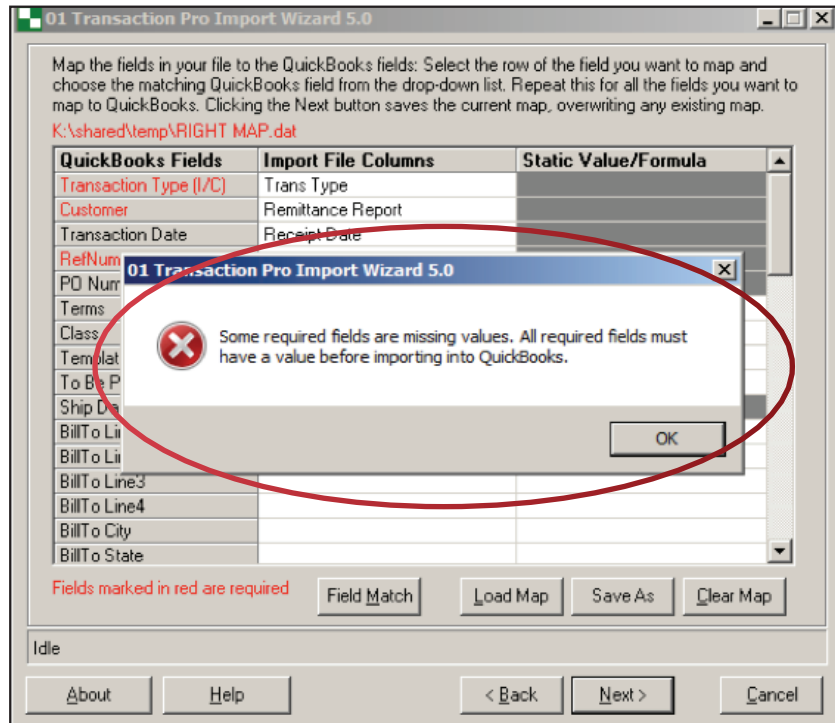
Choose to **Close** or **Save** then cancel out of TPI. Depending on your needs, either edit the Item Name for the Product in the Avfuel Hub (see Setup – Avfuel Hub Item Name) and re-run the QuickBooks® Export File, or add the Item into QuickBooks® and restart TPI without altering the QuickBooks® Export File.
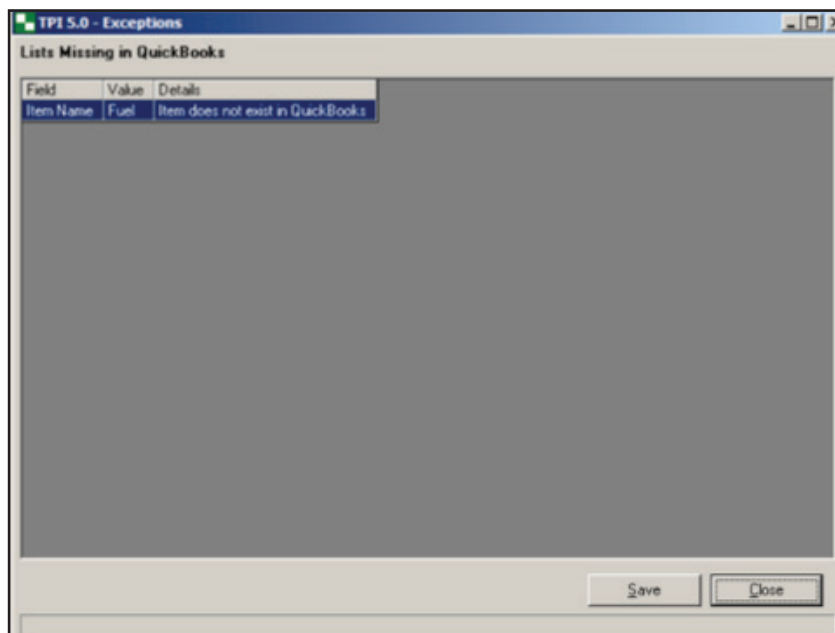
FAQs

Does Avfuel provide support for Transaction Pro Importer or QuickBooks®?
Avfuel created the QuickBooks® Export File to assist FBOs in eliminating the need to double post point-of-sale transactions as part of their accounting procedures. Avfuel does not support Transaction Pro Importer or QuickBooks® products. If your FBO is experiencing difficulties with either Transaction Pro Importer or QuickBooks®, and believe it may have something to do with the QuickBooks® Export File and/or setup in the Avfuel Hub, then contact Avfuel Hub support for assistance. For other questions the FBO will be directed to seek support from Transaction Pro Importer and/or QuickBooks®. Transaction Pro Importer provides support in several outlets, both free and fee based. Read more at www.transactionpro.com/support.htm.

Do I have to use Transaction Pro Importer?
Your FBO can choose to use another third party importer tool rather than TPI at their own discretion.

Are AVTRIP transactions included in the QuickBooks® Export File?
No, the QuickBooks® Export File does not include AVTRIP transactions or related charges at this time. A resolution is forth coming.

I'd like to import my transactions differently. Can I do this?
These guidelines describe just one method of importing transactions into QuickBooks®. You can choose to use the CSV file and/or import to suit your specific needs.

When I import transactions, the sales tax does not appear on the invoice. Why?
You are using the Sales Tax preference in QuickBooks® to automatically compute sales tax on each invoice. Sales tax has already been computed by your point-of-sales system; computing it again in QuickBooks® could result in a different computation. To determine the amount of sales tax included in your card transactions, use the Avfuel Hub reports **Tax Detail** and/or **Tax Detail by Product**.