



TireMaster

Setting Up the Accounting Interface for QuickBooks®

With the Accounting Interface for QuickBooks®, you can move journal entries from TireMaster POS to your QuickBooks system. This document describes how to install, set up, and use the interface. If you have questions about this utility, call TireMaster Support at **800-891-7437**.

Note: TireMaster Support is authorized to only answer questions about the interface. For questions about setting up or using QuickBooks, refer to your QuickBooks product documentation or contact QuickBooks support.

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Before You Begin

Before you install the Accounting Interface, make sure TireMaster POS 3.7.1 or higher is installed on your computer. If it is not, download an installer for the latest version from the TireMaster Support site (<http://support.tiremaster.com>) and run the installation.

Before you can use the interface, QuickBooks needs to be installed and set up. For information about installing and setting up QuickBooks, refer to your QuickBooks product documentation or contact QuickBooks support. TireMaster Support is authorized to only provide guidance on setting up and using the Accounting Interface.

Installing and Updating the Accounting Interface

Typically, the Accounting Interface installer will be placed into the **Apps** directory of your TireMaster program folder (or another location that you’ve specified) via the auto-deployment process.

Note: For information about TireMaster’s auto-deployment process, see the System Controls appendix in the TireMaster help system or user guide.

If the Accounting Interface installer cannot be distributed to you through the auto-deployment process, download it from the TireMaster Support site (<http://support.tiremaster.com>).

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To install or update the Accounting Interface

1. Do begin the installation, do the following:
 - a. On the desktop, double-click **My Computer**.
 - b. Double-click the local disk drive on which TireMaster is installed (usually **c:** or **d:**).
 - c. Double-click the **TMPOS** folder.
 - d. Double-click the **Apps** folder.

Note: If your installer was downloaded into a different folder, select that one instead.

 - e. Double-click **tmqb00000000-01000000.exe**. The TireMaster - Installation Program screen appears.
2. Click **OK**. The TireMaster - Search Results screen appears.
3. Select the program folder into which you want to install the Accounting Interface, and click **Update**. Then do one of the following:
 - a. If you're installing the interface for the first time, click **Finish** when prompted. You can disregard the remaining steps.
 - b. If you're updating the interface, go to step 4.
4. Do the following in the InstallShield Wizard:
 - a. Click **Next**. The program maintenance prompt appears.
 - b. Make sure **Modify** is selected, and click **Next**. The Custom Setup prompt appears.
 - c. Leave the settings on the screen as is, and click **Next**. The Modify the Program prompt appears.
 - d. Click **Install**. The InstallShield Wizard Completed prompt appears.
 - e. Click **Finish**. The TireMaster - Installation Program screen appears.
5. Click **Finish**.

Registering the Accounting Interface

The first time you log in to TireMaster after installing or updating the Accounting Interface, you'll be prompted to register the program.

To register the Accounting Interface

1. Log in to TireMaster. The Interface Registration screen appears.
2. Make sure **QuickBooks Interface** is selected, and click **Register**. When the registration is finished the Interface Registration screen closes automatically.

Starting the Accounting Interface

The Accounting Interface can be launched from the TireMaster menu bar. To start the interface, QuickBooks must be running.

To start the Interface to QuickBooks

1. If QuickBooks is not already running, start it.

Note: If you use QuickBooks to maintain financial records for multiple companies, make sure that you've opened the appropriate company file before launching the Accounting Interface.

2. In TireMaster, select **Accounting** from the **Interfaces** menu.

Setting Up the Accounting Interface

Before you can export data from TireMaster to QuickBooks, you need to do the following:

- ◆ Establish a connection between TireMaster and QuickBooks.
- ◆ Add a set of accounts, that will be used to identify TireMaster entries, to the QuickBooks Chart of Accounts.
- ◆ Associate TireMaster's general-ledger accounts with accounts in QuickBooks.
- ◆ Make sure vendor records that are in TireMaster are also in QuickBooks.
- ◆ Select TireMaster transactions, if any, to exclude from QuickBooks.
- ◆ Assign the Accounting Interface permission to users who are allowed to export entries from TireMaster to QuickBooks.

Establishing a Connection between QuickBooks and TireMaster

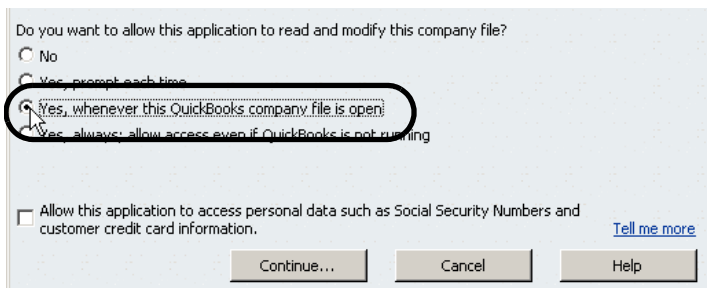
Establishing a connection between TireMaster and QuickBooks makes it possible for you to transfer data from TireMaster to your accounting application.

To establish a connection between TireMaster and QuickBooks

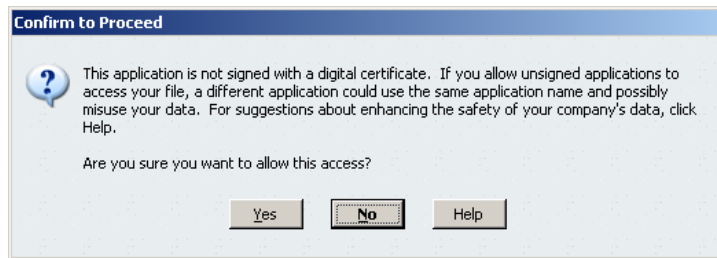
1. In TireMaster, select **Accounting** from the **Interfaces** menu. The QuickBooks - Application with No Certificate screen appears.

Tip: If you cannot see the Application with No Certificate screen, maximize QuickBooks.

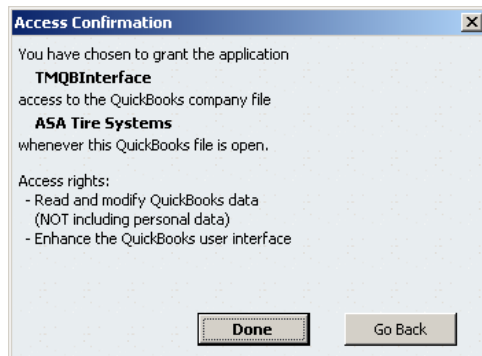
2. Select **Yes, whenever this QuickBooks company file is open**.



3. Click **Continue**. The Confirm to Proceed screen appears.



4. Click **Yes**. The Access Confirmation screen appears.



5. Click **Done**. The following message appears:

“You need to add an account called TireMaster to your QuickBooks chart of accounts. See the Accounting Interface setup instructions for more information.”

Tip: If you cannot see this message, minimize the main QuickBooks screen.

6. Click **OK**. The TireMaster Accounting Interface screen appears. You can leave the screen open or close it.

Adding TireMaster-Entry Accounts to QuickBooks

To ensure that TireMaster entries can post to the QuickBooks' general ledger, you need to create five accounts in QuickBooks that meet certain requirements. Adding these TireMaster-entry accounts will help you identify which entries originated in TireMaster, and it will prevent QuickBooks from prompting you for the customer or vendor names every time you export entries.

Add the following to the QuickBooks chart of accounts:

- ◆ An account named TireMaster that's assigned the type Other Current Asset
- ◆ An account named Inventory that's assigned the type Other Current Asset
- ◆ An account named Accounts Receivable-TireMaster that's assigned the type Other Current Asset
- ◆ An account named Accounts Payable-TireMaster that's assigned the type Other Current Liability
- ◆ An account named Sales Tax Payable-TireMaster that's assigned the type Other Current Liability

The accounts-receivable, accounts-payable, and sales-tax accounts that you add will be used later when you associate QuickBooks and TireMaster general-ledger accounts.

To add TireMaster-Entry Accounts to QuickBooks

1. In QuickBooks, open the Chart of Accounts.
2. To add the account named TireMaster, do the following:
 - a. Click **Account**. Then select **New**. The Add New Account: Choose Account Type screen appears.

Choose **one** account type and click Continue.

Categorize money your business earns or spends

Income

Expense

Or, track the value of your assets and liabilities

Fixed Asset (major purchases)

Bank

Loan

Credit Card

Equity

Other Account Types

Click an account type on the left to see a description here.

[Help me choose the right account type.](#)

- b. Select **Other Account Types**. Then select **Other Current Asset** from the drop-down menu.
- c. Click **Continue**. The Add New Account screen appears.

Account Type: Number:

Account Name:

Subaccount of:

Optional

Description:

Account No.:

Tax-Line Mapping: [How do I choose the right tax line?](#)

[Should I enter an opening balance?](#)

- d. Type the account name **TireMaster**.
- e. Fill in the remaining fields on the screen, if needed.

Note: For detailed instructions on adding accounts to QuickBooks, refer to your QuickBooks product documentation.

- f. Click **Save & Close**.

3. To create the four remaining accounts, repeat step 2 and make the following assignments:
 - ♦ For the second account, select the type **Other Current Asset** and name it **Inventory**.
 - ♦ For the third account, select the type **Other Current Asset** and name it **Accounts Receivable-TireMaster**.
 - ♦ For the fourth account, select the type **Other Current Liability** and name it **Accounts Payable-TireMaster**.
 - ♦ For the fifth account, select the type **Other Current Liability** and name it **Sales Tax Payable-TireMaster**.

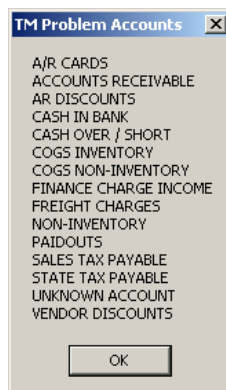
Associating TireMaster and QuickBooks General-Ledger Accounts

Before you can export TireMaster entries, you need to indicate how transactions completed in TireMaster will post to the QuickBooks general ledger. To enable this association, change the preset account names in TireMaster so they match account names used in the QuickBooks chart of accounts.

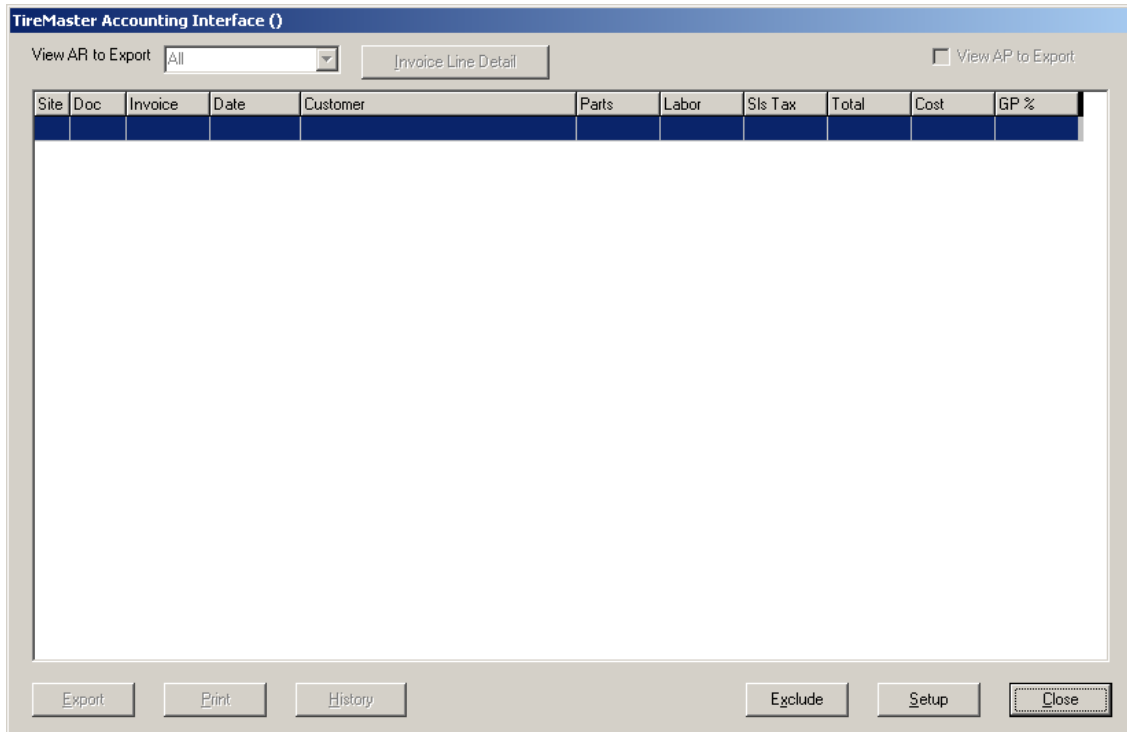
To associate TireMaster and QuickBooks accounts

1. In QuickBooks, print the Account Listing.
2. In TireMaster, select **Accounting** from the **Interfaces** menu. The following message appears:

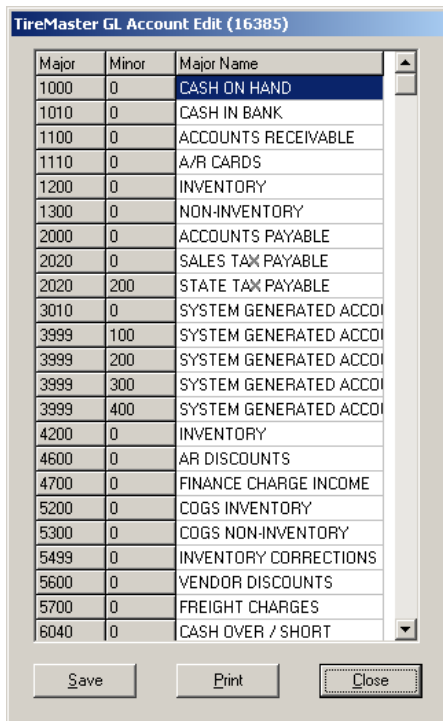
“The general-ledger accounts in TireMaster do not match the general-ledger accounts in your accounting program.”
3. Click **OK**. A list of TireMaster accounts that need to be associated with the QuickBooks chart of accounts appears.



- Click **OK**. The TireMaster Accounting Interface screen appears.



- Click **Setup**. The TireMaster GL Account Edit screen appears. It displays TireMaster’s chart of accounts.



- Click **Print**. The Report Window opens and displays the TireMaster Chart of Account Master List.
- Print the account listing, and close the Report Window.

8. Compare the TireMaster and QuickBooks account listings. For each TireMaster account, identify a corresponding account in QuickBooks.

Note: Three of the TireMaster-entry accounts that you added to QuickBooks must be associated with specific TireMaster accounts (see step 9). You can use your discretion when associating the remaining accounts. Depending on how you do business, you might need to create additional accounts in QuickBooks or associate multiple TireMaster accounts with one QuickBooks account.

9. Rename each of the following TireMaster accounts with the following account names from QuickBooks:
 - a. Change the name of account **1100-0** to **Accounts Receivable-TireMaster**.
 - b. Change the name of account **1110-0** to **Accounts Receivable-TireMaster**.
 - c. Change the name of account **2000-0** to **Accounts Payable-TireMaster**.
 - d. Change the name of account **2020-0** to **Sales Tax Payable-TireMaster**.

Major	Minor	Major Name
1000	0	CASH ON HAND
1010	0	CASH IN BANK
1100	0	Accounts Receivable-TireMast
1110	0	Accounts Receivable-TireMast
1200	0	INVENTORY
1300	0	NON-INVENTORY
2000	0	Accounts Payable-TireMaster
2020	0	Sales Tax Payable-TireMaster
2020	200	STATE TAX PAYABLE
3010	0	SYSTEM GENERATED ACCO

To change an account name, click in the **Major Name** column and replace the existing name with the name of the corresponding QuickBooks account.

Tip: The spelling, punctuation, and number of spaces in account names must match exactly in both TireMaster and QuickBooks. For the best results, copy account names in the Edit Account screen in QuickBooks, and paste them into the TireMaster GL Account Edit screen.

10. Replace the name of each remaining TireMaster account with the name of the corresponding QuickBooks account.

Note: Because apostrophes cannot be used for TireMaster account names, you need to edit the names of any corresponding QuickBooks accounts that include apostrophes.

11. When you're finished changing the account names, click **Save**. The following message appears: "TireMaster Chart of Account names have been saved."

Note: Each TireMaster account must be renamed to match the name of its corresponding QuickBooks account. If the Accounting Interface detects any mismatched names, you'll be prompted to make corrections when you launch the interface.

12. Click **OK**.

13. To exit the TireMaster Accounting Interface screen, click **Cancel**. Now you can associate TireMaster vendor records with vendor records in QuickBooks.

Associating TireMaster and QuickBooks Vendor Records

The next step in setting up the Accounting Interface is to make sure the vendor records in TireMaster are also available in QuickBooks. If you have any vendor records in QuickBooks that you have not yet added to TireMaster, you can also create TireMaster records for those vendors at this time. Adding QuickBooks vendors to TireMaster, however, is not required.

Note: You can limit the following steps to only the active vendors for whom you create purchase orders.

To associate TireMaster and QuickBooks vendor records

1. In TireMaster, do the following to generate a list of vendors:
 - a. From the **Vendors** menu, select **List Editing**. The Vendor Range Lookup screen appears.
 - b. Leave all fields on the screen blank, and click **OK**. The Vendor List Editing screen appears.
 - c. Click **Print**. The Report Window opens and displays the List Editing Report.
 - d. Print the vendor list, and close the Report Window.
 - e. Close the Vendor List Editing and Vendor Range Lookup screens.
2. In QuickBooks, print the Vendor Phone Listing.
3. Compare the vendor lists to determine which TireMaster vendors do not have records in QuickBooks.
4. Do the following to add the TireMaster vendors to QuickBooks:
 - a. In QuickBooks, open the Vendor Center screen.
 - b. Click **New Vendor**. The New Vendor screen appears.

Vendor Name

Opening Balance as of [How do I determine the opening balance?](#)

Address Info | Additional Info

Company Name Contact

Mr./Ms./... Phone

First Name M.I. FAX

Last Name Alt. Phone

Name and Address

Alt. Contact

E-mail

Cc

Print on Check as

Vendor is inactive

Address Details

OK

Cancel

Next

Help

- c. Fill in the name of the new vendor.

Tip: The spelling, punctuation, and number of spaces in vendor names must match exactly in both TireMaster and QuickBooks. For the best results, copy vendor names in TireMaster's Vendor - Tab Main screen, and paste them into the QuickBooks New Vendor screen.

d. Fill in the remaining fields on the New Vendor screen, if needed.

Note: For detailed instructions on creating vendor records in QuickBooks, refer to your QuickBooks product documentation.

e. To save the new vendor record, click **OK**.

5. Do the following if you want to add QuickBooks vendors to TireMaster:

a. In TireMaster, select **Maintenance** from the **Vendors** menu. The Name Lookup/Entry screen appears.

b. Click **Cancel**.

c. Click **Add**. The Name Lookup/Entry screen appears.

d. Type the name of a vendor that you need to add, and click **OK**. The Vendor - Tab Main screen appears.

Note: Because vendor names in TireMaster can only be up to 30 characters long, you might need to shorten vendor names in QuickBooks. Each vendor name must be unique.

Tip: The spelling, punctuation, and number of spaces in vendor names must match exactly in both TireMaster and QuickBooks. For the best results, copy vendor names in the Edit Vendor screen in QuickBooks, and paste them into the TireMaster Name Lookup/Entry screen.

e. If you want, fill in the vendor's contact information.

f. Click **OK**.

g. To create records for additional vendors, repeat steps c through f.

h. When you're done adding vendors to TireMaster, click **Close** to exit the Vendor - Tab Main screen.

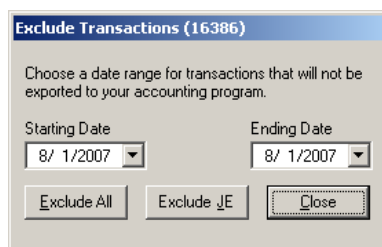
Excluding Previous TireMaster Transactions from QuickBooks

If you're an existing QuickBooks user, it's likely that you've already made manual entries for previous TireMaster transactions in QuickBooks. To indicate that the Accounting Interface should *not* post these entries, you'll exclude them from QuickBooks.

To exclude TireMaster Entries from QuickBooks

1. In TireMaster, select **Accounting** from the **Interfaces** menu. The TireMaster Accounting Interface screen appears.

2. Click **Exclude**. The Exclude Transactions screen appears.




3. Choose a date range for transactions that will not be exported to QuickBooks by selecting the starting and ending dates from the drop-down menus.

4. Do one of the following:
 - ♦ To exclude all entries, click **Exclude All**. The following message appears:
“Are you sure you want to clear ALL transactions for the given date range?”
 - ♦ If you haven’t already generated bills for your vendors and you’d like to use QuickBooks to do so, click **Exclude JE**. The following message appears:
“Are you sure you want to clear the JE transactions for the given date range?”
5. Click **Yes**.

Assigning the Accounting Interface Permission

Access to the Accounting Interface is permitted only to employees who belong to a security group that has been assigned the permission **Accounting Interface Access**.

To assign the Accounting Interface permission

1. From the **Setup** menu, select **Users & Permissions**. The User List appears.
2. Click **Security**. The Security Assignments screen appears.
3. In the **Groups** pane, select a group to which you want to assign the permission.
4. In the **Assignments** area, select **Permissions**. The **Accounting Interface Access** permission is displayed in the **Unassigned** pane.
5. Make sure the **Accounting Interface Access** permission is selected, and click .
6. To assign the permission to other security groups, repeat steps 3 through 5.
7. To exit the Security Assignments screen, click **Close**.
8. To exit the User List, click **Close**.

