

USING THE QUICKBOOKS INTERFACE

TABLE OF CONTENTS

Using the AVImark QuickBooks Interface	3
What Exports From AVImark	3
Set Up to Use the Interface	3
Setup for Payments	4
Setup for Income	6
Setup for Sales Tax	7
Setup for Accounts Receivable	7
General Information	8
Exporting from AVImark	8
Miscellaneous	8

USING THE AVIMARK QUICKBOOKS INTERFACE

AVImark allows you to export certain financial data to be imported into QuickBooks. This document contains the information you need to set up and use this interface.

Although we can assist with questions regarding setup and exporting from AVImark, you must have a good working knowledge of the QuickBooks program as we cannot provide technical support for that software.

The interface itself is very simple. When you export from AVImark, a file is created in a format that QuickBooks can understand. The file extension for this file is .iif .

After exporting the financial data from AVImark, you will import the .iif file into the QuickBooks program. If the QuickBooks accounts have been set up correctly, all the data from this file will be imported into the proper accounts.

The most common problem that users experience with the QuickBooks interface occurs because the QuickBooks accounts do not match the descriptions of the data on the .iif file.

It is recommended that you read all information in this document before setting up to use this interface.

What Exports From AVImark

- ✓ **Payments**
All predefined payments as shown in the QuickBooks Accounts System Table export. As of version 183, user-defined payments that you set up in the Payment Types System Table will also export.
- ✓ **Income**
 - o Income from all the treatment and inventory categories. As of version 176, income from Diagnoses categories exports and as of version 183, income from Problem categories exports.
 - o Income from Account Adjustments and Returned Check fees.
 - o Income from Service Charges and Handling Fees associated with statement activity.
- ✓ **Sales Tax**
Both paid and unpaid sales tax on closed invoices
- ✓ **Changes in Accounts Receivable.**

Set Up to Use the Interface

You should set up certain types of accounts in QuickBooks to receive the exported information from AVImark. AVImark will import data into the appropriately named accounts regardless of what type account it is; however, we have suggested certain types for the various accounts.

Typically account numbers for the specified type of accounts begin with the following numbers but you may want to consult with your accountant to verify what types of accounts these should be and what numbering system to use.

1 for Assets

2 for Liabilities

3 for Equity

4 for Income

5 or 6 for Expenses

Setup for Payments

Option One

Create one bank type account in QuickBooks and change the description of every payment in the QuickBooks Accounts System Table and in the Payment Types System Table (if applicable) to match the name of the QuickBooks account.

Example: If you set up one QuickBooks bank type account named Checking and all payments go to that account, this is what QuickBooks Accounts System Table should look like:

CASH	Checking
CHECKS	Checking
DEBIT	Checking
DISCOVER	Checking
MASTER	Checking
VISA	Checking
OTHER	Checking
EXPRESS	Checking

Option Two

Create multiple bank type accounts in QuickBooks and change the description on the payments in the QuickBooks Accounts System Table and in the Payment Types System Table (if applicable) to match the names of the QuickBooks accounts.

Example: If you have a QuickBooks bank type account named Checking and another bank type account named Credit Card Payments and you want all cash, checks, and debit payments to go into the Checking account and all credit card payments to go into the Credit Card Payments account; this is what the QuickBooks Accounts System Table should look like:

CASH	Checking
CHECKS	Checking
DEBIT	Checking
DISCOVER	Credit Card Payments
MASTER	Credit Card Payments
VISA	Credit Card Payments
OTHER	Credit Card Payments
EXPRESS	Credit Card Payments

Option Three

Create a main bank type account in QuickBooks and set up sub-accounts of that account for each of the payment types in the QuickBooks System Table and in the Payment Types System Table (if applicable).

Change the description on the payments in the QuickBooks Accounts System Table and in the Payment Types System Table to match the name of the QuickBooks accounts using this format: Account name:Sub-account name (with no spaces in the description).

All payments are combined into the main account in QuickBooks and then broken down into their respective sub-accounts.

Example: If you have a main account named Checking and a sub-account for every payment type in the QuickBooks Accounts System Tables, this is what the QuickBooks Accounts System Table would look like:

CASH	Checking:Cash
CHECKS	Checking:Checks
DEBIT	Checking:Debit
DISCOVER	Checking:Discover
MASTER	Checking:MasterCard
VISA	Checking:Visa
OTHER	Checking:Other credit cards
EXPRESS	Checking:American Express

If you have user-defined payments in the Payment Types System Table, you will also need to put the appropriate account:sub-account names on each description.

Entries for Payment types		
Code	Payment	Codes
0	Checking:PayPal	C
1	Checking:Care Credit	A

If you're going to create and accept user-defined payments, be aware that the description of those payment types will appear in the drop-down list for payment **Type** in the **New transaction** window. For this reason, you will most likely want to use sub-accounts to identify the exact type of user defined payment in this window.

 As of version 176, AVImark contains a non-user defined Debit payment type. This payment will export to QuickBooks but you may not have the code DEBIT in the QuickBooks Accounts System Table. You may manually add the code DEBIT to this table with the description of your choice. If you don't add this code, debit payments will export with the description "Debit Card Payments".

Setup for Income

Income from AVImark Categories

Create Income type accounts for treatment and inventory categories (Diagnosis and Problem categories if you charge for those types of codes).

Option One

Set up numbered income type accounts in QuickBooks for income from the AVImark categories. You may name the QuickBooks accounts whatever you wish. The QuickBooks Help menu should provide instructions for turning on the account numbering option.

It is recommended that you use four digit account numbers in QuickBooks. Do not use dashes, colons or other punctuation in the account number.

You will enter the appropriate account number in the **Account no.** field in the **Change Category** window of each of the AVImark categories. A benefit of using account numbering in QuickBooks is that you can put the same account number on multiple categories.

You may also set up sub-accounts in QuickBooks provided that you give the main account and each sub-account each a unique account number. You may use whatever descriptions you wish for the account and sub-accounts.

If using sub-accounts, you will enter the appropriate sub-account number on each category. Do not put the main account number on any category. You may use the same sub-account number on multiple categories.

Option Two

If you do not use account numbers, then you must set up separate accounts for every category in AVImark that you derive income from and the accounts must be named the exact name as each of your categories. You may not use sub-accounts for categories.

Income from Account Adjustments and Returned Check Fees

Create an Income type account in QuickBooks for account adjustments and returned check fees. You may name this account whatever you wish. Change the description for the QuickBooks Account System Table code "ADJUST" to match the name of the QuickBooks account.

Income from Service Charges and Handling Fees

Create an Income type account in QuickBooks for interest income (statement service charges and handling fees). Change the description for the QuickBooks Account System Table code "LATE" to match the name of the QuickBooks account.



If the QuickBooks Accounts System Table does not contain an entry with the code "LATE", you may add it to the QuickBooks Accounts System Table. If you do not have this code in this table and do not add it, the income will be exported with the description "Interest Income".

Setup for Sales Tax

1. Create a liability type account in QuickBooks named Sales Tax Payable.

Although you can name the QuickBooks sales tax account something other than Sales Tax Payable, it is recommended that you do not. If you name it something other than that, you will need to change the description of the QuickBooks System Table entry for the code "TAX" to match the name of the QuickBooks account.

2. Create a vendor in QuickBooks named Treasurer, State of and your two-digit state abbreviation. For example: Treasurer, State of MO
3. In Hospital Setup on the Demographics tab you must have your two-digit state abbreviation in the Default Value for State.

Setup for Accounts Receivable

Set up an Accounts Receivable type account in QuickBooks. Change the description for the QuickBooks Accounts System Table code "AR" to match the name of the QuickBooks account.

Additional Setup Information

1. Create a folder on the computer where you want to send the exported .iif files to. Give the folder the name of your choice; many clinics name it something similar to "QB Exports". Although this folder can reside on either the server or on one of the workstations, you may find it convenient to have this folder located on the computer where you have the QuickBooks program installed to make it easier to find when you are importing into QuickBooks.
2. In the Options Maintenance window specify the name and location of this file folder in the QuickBooks Directory field of the Options Maintenance window.
 - a. Go to **Work With | Hospital Setup** and click the **Advanced** tab then the **Advanced Options** button.
 - b. In the Search field, type **QuickBooks** and **do not** Enter.
 - c. Click on QuickBooks and enter the correct path in the Default Value field.

Examples of the file path if the export folder is named QB Exports:

\QB Exports – This path indicates the folder is on the same drive as AVImark on the server. You will be able to export from any computer.

C:\QB Exports – This path indicates that the folder is on a specific computer and you must export from that computer.

GENERAL INFORMATION

You will notice that the QuickBooks System Table includes the code of “UNKNOWN” with the description “Uncategorized Income”. This is income from deleted categories and/or codes, manually changed codes, or medical history with no code. If you would like more information about Uncategorized Income, please contact technical support at (877) 838-9273.

Do not change or remove any of the existing codes in the QuickBooks Accounts System Table. Other than the DEBIT and LATE codes mentioned above, do not add entries this table.

Exporting from AVImark

It is not necessary to close AVImark on other computers while you’re exporting. It is advisable to take a backup prior to exporting especially when exporting for the first time.

1. Open AVImark on the computer you wish to export from.
2. Go to **Utilities**, click **QuickBooks**.
3. Specify a date that you want to export as of (see the note below if this is the first time you are exporting).
4. Specify a company if desired. If no company is selected, AVImark will export for all companies.
5. Click **Send**.
6. You will be asked to confirm, click **OK**.
7. The window will close after the .iif file is created.



When you export from AVImark for the first time and you enter in the date for export, it will export the previous 90 days of data for the date selected.

If this is the first time you are exporting but you do not want to include all data but instead you have picked a particular date to begin exporting to QuickBooks, you will need to export for the first time as of the day before your starting date and not import that file into QuickBooks. Then you will import again as of the date of your choice and you will import this file. If you are unsure about which date to use for your first export, please call technical support for assistance.

Miscellaneous

- ✓ If you are on a version lower than 2010.4, you may want to consider updating. The system for naming the .iif file changed to prevent this file from being overwritten should you export more than once on the same day.
- ✓ You can’t export the same data more than once, however, you can export more than once for the same time period if you’ve posted new transactions for a past date. You would export as of the past date and only those new transactions will appear on the .iif file.
- ✓ To view the data on the .iif file, locate the file and open it with Notepad.
- ✓ Held checks are considered as payments on the day they are taken and, therefore, they are included in the check payments when you export for that day.