

Quick Start Manual for using "Bill to Other" button in qCLIPxe

This function is intended to give the user the ability to place multiple properties on one invoice in QuickBooks.

A typical scenario would be a commercial account with multiple properties that are being maintained. These properties need to be billed on one invoice. The customer does not want a break out of each property but rather one invoice that has all of the information on it.

In qCLIPxe the user wishes to maintain the properties separate for job costing, routing and other reasons.

Setting up a "Master Customer"

The process starts by creating a customer in qCLIPxe that will be the "Master Customer"

The user does this by creating a record in qCLIPxe and checking off the check box for Master Customer.

The screenshot displays the 'File Maintenance for customer: TANG, SHA' window in qCLIPxe. The interface includes a top navigation bar with tabs for Customer, Jobs, Projects, History, Financials, Correspondence, and Programs. Below this, there are sub-tabs for More Contacts, More Phone #s, Property Info, Notes, and Custom Fields. The main form contains the following fields and options:

- Customer Number:** 2098
- Property Name:** TANG, SHA
- Address:** 12106 Star Drift Drive, Germantown, MD 20876
- Customer Type:** Customer, Vendor, Estimate, Employee
- Master Customer:** (highlighted with a red arrow)
- Billing Name:** Sha Tang
- Greeting:** Dear Sha Tang
- Address:** 12106 Star Drift Drive, Germantown, MD 20876
- E-mail Address:** (empty)
- Balance:** . . (with 'Get Balance' button)
- Credit Limit:** 1500.00
- Property Area:** 0.00
- Leaf Removal:** N
- Customer Since:** 05/31/06
- Last Activity Date:** 06/20/06
- Status:** ACTIVE
- Work Phone:** (301) -
- Home Phone:** (301) 515-7989
- Fax:** () -
- Cell Phone:** () -

At the bottom of the window, there are navigation buttons (Home, Back, Forward, Print) and a 'Delete' button. The status bar at the very bottom shows 'NUM'.

Setting up the "Slaves"

Once you have set up at least one master customer, you can start to assign the "Slaves" to it.

You do this by either creating a new customer or just using one that you have in your system.

Click on the "Bill To Other" button to begin this process.

File Maintenance for customer: TANG, JENNY

1009 TANG, JENNY
13910 Rockingham Rd

Customer Jobs Projects History Financials Correspondence Programs

Customer More Contacts More Phone #s Property Info Notes Custom Fields

Customer Number 1009
Property Name TANG, JENNY
Address 13910 Rockingham Rd
City Germantown
State/Zip MD 20874 Tax Id MD City Code
QB_ID TANG, JENNY

Customer Vendor Estimate Employee
ID:

Map Rte GE

Update in QB **Bill to Other**

Billing Name Jenny Tang
Greeting Dear Jenny Tang
C/O
Address 13910 Rockingham Rd
City/St/Zip Germantown, MD 20874
E-Mail Address MingJTang@aol.com E-mail Email Invoice Do Not Print Invoice

Balance . . . Get Balance R/C Code R
Credit Limit 1500.00 Customer Type
CU.Custom Letters
Property Area 0.00 Invoice or Statement Charges? I
Leaf Removal Y Customer Category
Customer Since 08/14/02 Source
Last Activity Date 02/03/09 Reason

Master Customer
Work () -
Home (301) 591-4103 (wronog?)
Fax () -
Cell Phone () -

CU.Custom List

Status ON HOLD

Property Name

NUM

Now you will see a pull down with all of the Master Customers for you to choose from.

Choose Master Customer

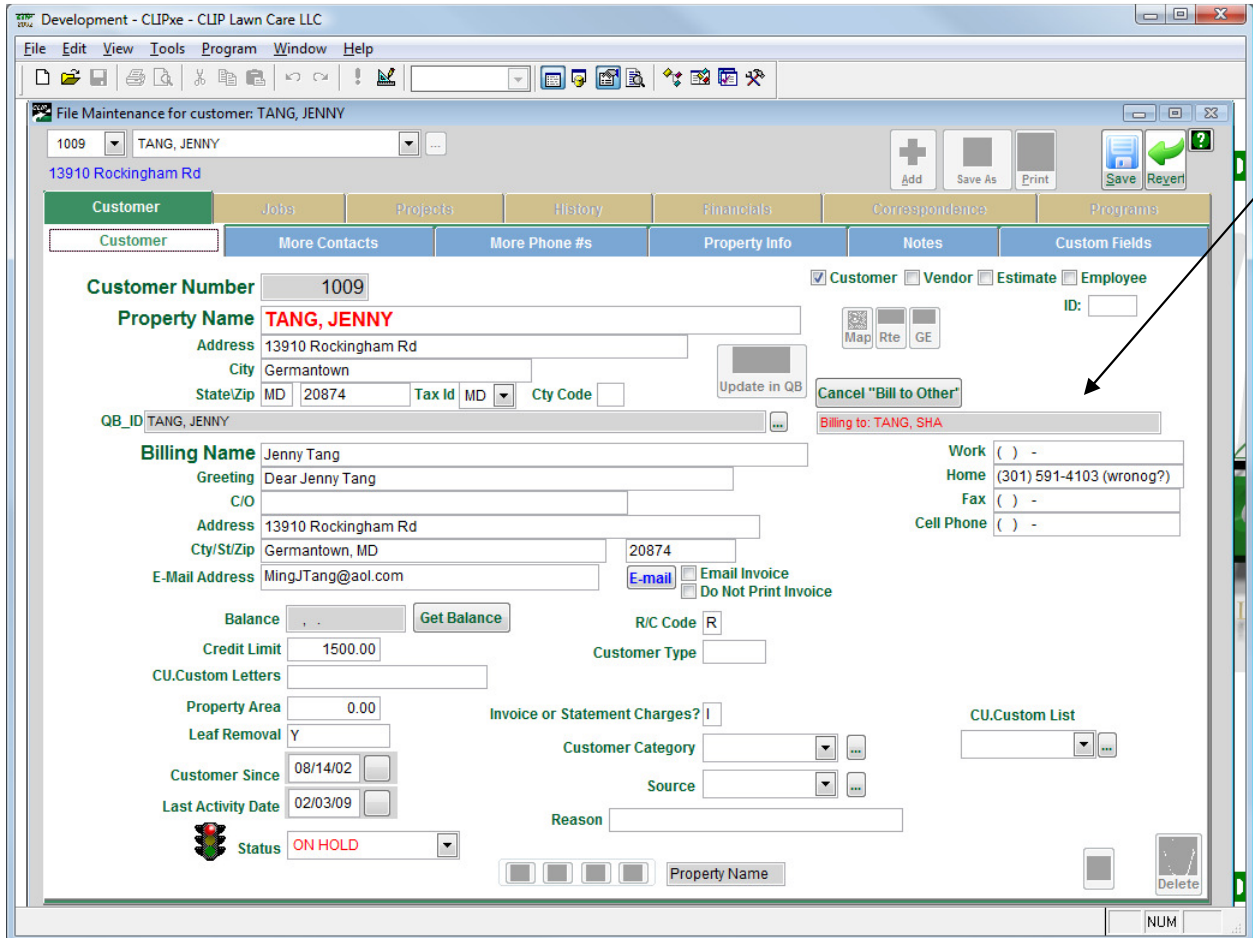
Choose Master Customer

1054 WONG-NG, WINNIE
1054 WONG-NG, WINNIE
2098 TANG, SHA

Choose Cancel

Pick the one you want this to bill to and click on the "CHOOSE" button.

On the customer screen you will now see that qCLIPxe knows that this customer should be billed to another one.



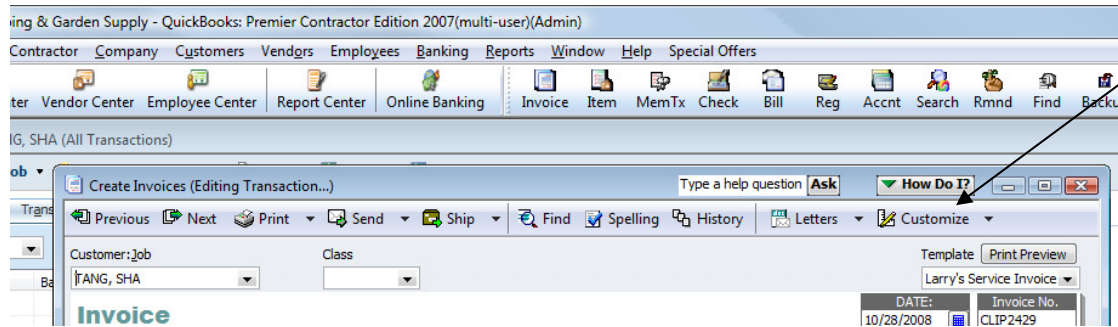
That is all you need to do to make this system work.

Transferring the invoices to QuickBooks

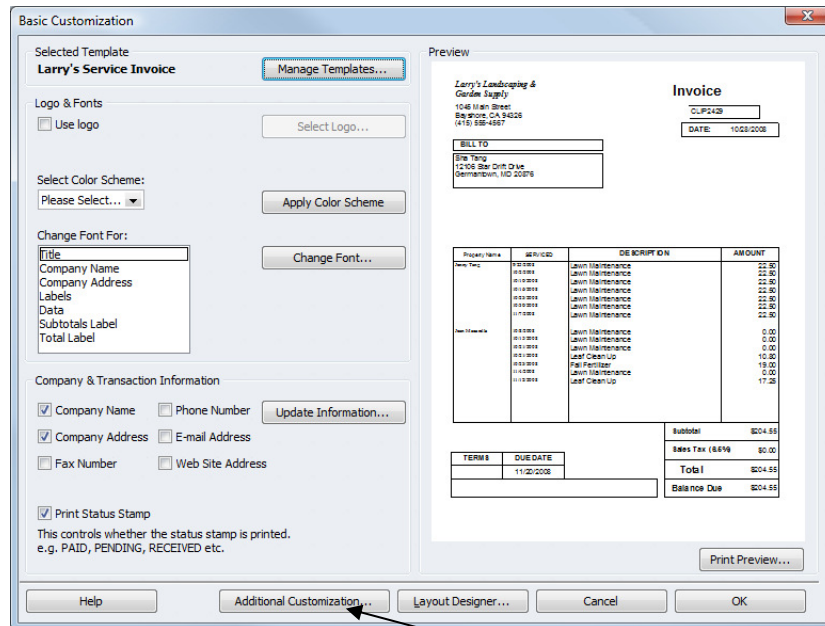
Customizing your Invoice in QuickBooks

When it is time to transfer the invoices to QuickBooks you should modify the Invoice so that it will show the information that qCLIPxe is pushing into it.

Modify your invoice by opening an invoice in QuickBooks and clicking on the "CUSTOMIZE" button:



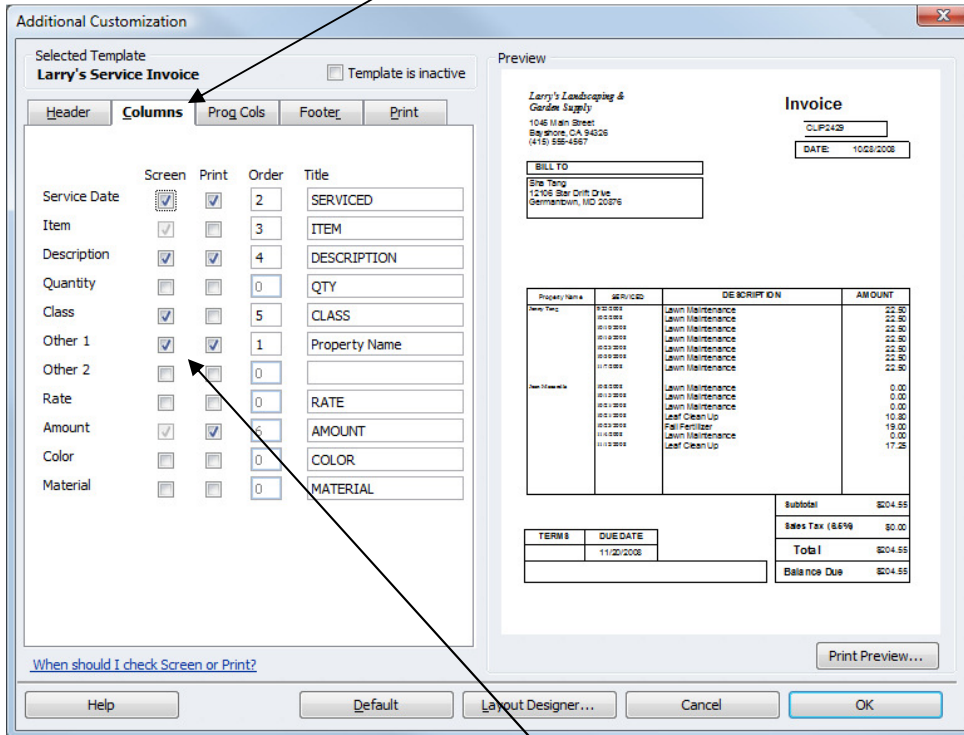
This will bring you to the Basic Customization screen:



Click on "Additional Customization"

Customizing your Invoice in QuickBooks (Continued)

Click on the "Columns" tab:



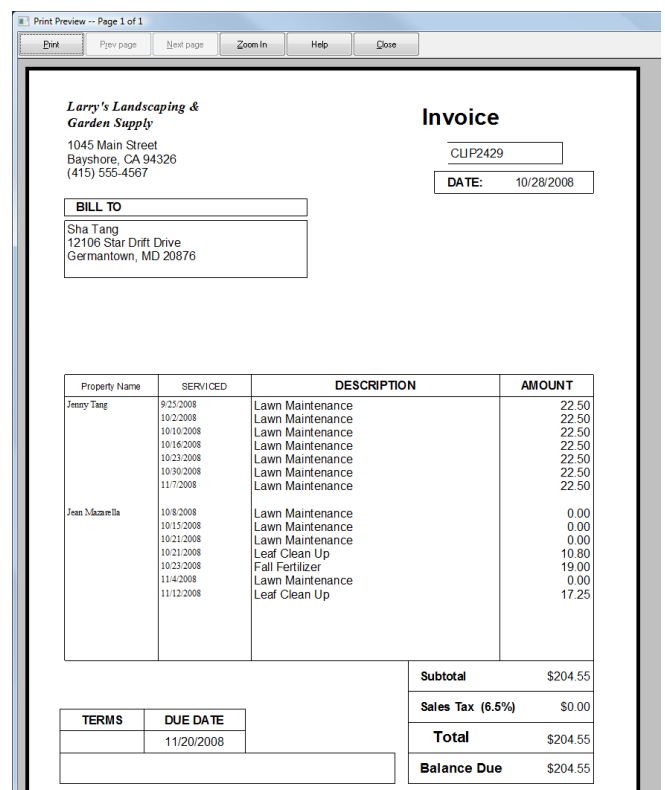
Add the "OTHER 1" in both Screen and Print.

Also, add the "SERVICE DATE" for both Screen and Print.

If you follow the guide in the above picture you will have an invoice that looks like the one below:

Change the column header to read "Property Name"

When you are done modifying the invoice, you can save it and you are finished with QuickBooks.



Transferring the data

The transfer process is the same as with any other situation. Use qCLIPxe to transfer your invoices to QuickBooks. Once the invoices are transferred, the customers that are listed as "Slaves" will appear on the invoice as follows:

Print Preview -- Page 1 of 1

Print Prev page Next page Zoom In Help Close

Larry's Landscaping & Garden Supply
 1045 Main Street
 Bayshore, CA 94326
 (415) 555-4567

Invoice
 CLIP2429
 DATE: 10/28/2008

BILL TO
 Sha Tang
 12106 Star Drift Drive
 Germantown, MD 20876

Property Name	SERVICED	DESCRIPTION	AMOUNT
Jenny Tang	9/25/2008	Lawn Maintenance	22.50
	10/2/2008	Lawn Maintenance	22.50
	10/10/2008	Lawn Maintenance	22.50
	10/16/2008	Lawn Maintenance	22.50
	10/23/2008	Lawn Maintenance	22.50
	10/30/2008	Lawn Maintenance	22.50
	11/7/2008	Lawn Maintenance	22.50
Jean Mazarella	10/8/2008	Lawn Maintenance	0.00
	10/15/2008	Lawn Maintenance	0.00
	10/21/2008	Lawn Maintenance	0.00
	10/21/2008	Leaf Clean Up	10.80
	10/23/2008	Fall Fertilizer	19.00
	11/4/2008	Lawn Maintenance	0.00
	11/12/2008	Leaf Clean Up	17.25
Subtotal			\$204.55
Sales Tax (6.5%)			\$0.00
Total			\$204.55
Balance Due			\$204.55

TERMS	DUE DATE
	11/20/2008

Notice that each property name is in the Property Name column and the properties are separated by a blank line.

Everything else remains the same.