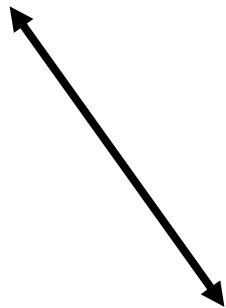


CLIP Visual QuickBooks Link Manual



The fastest, easiest way to manage your business. Guaranteed.

Serial Number
0350-300-1719-4106

Registration Number
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Group Number
None

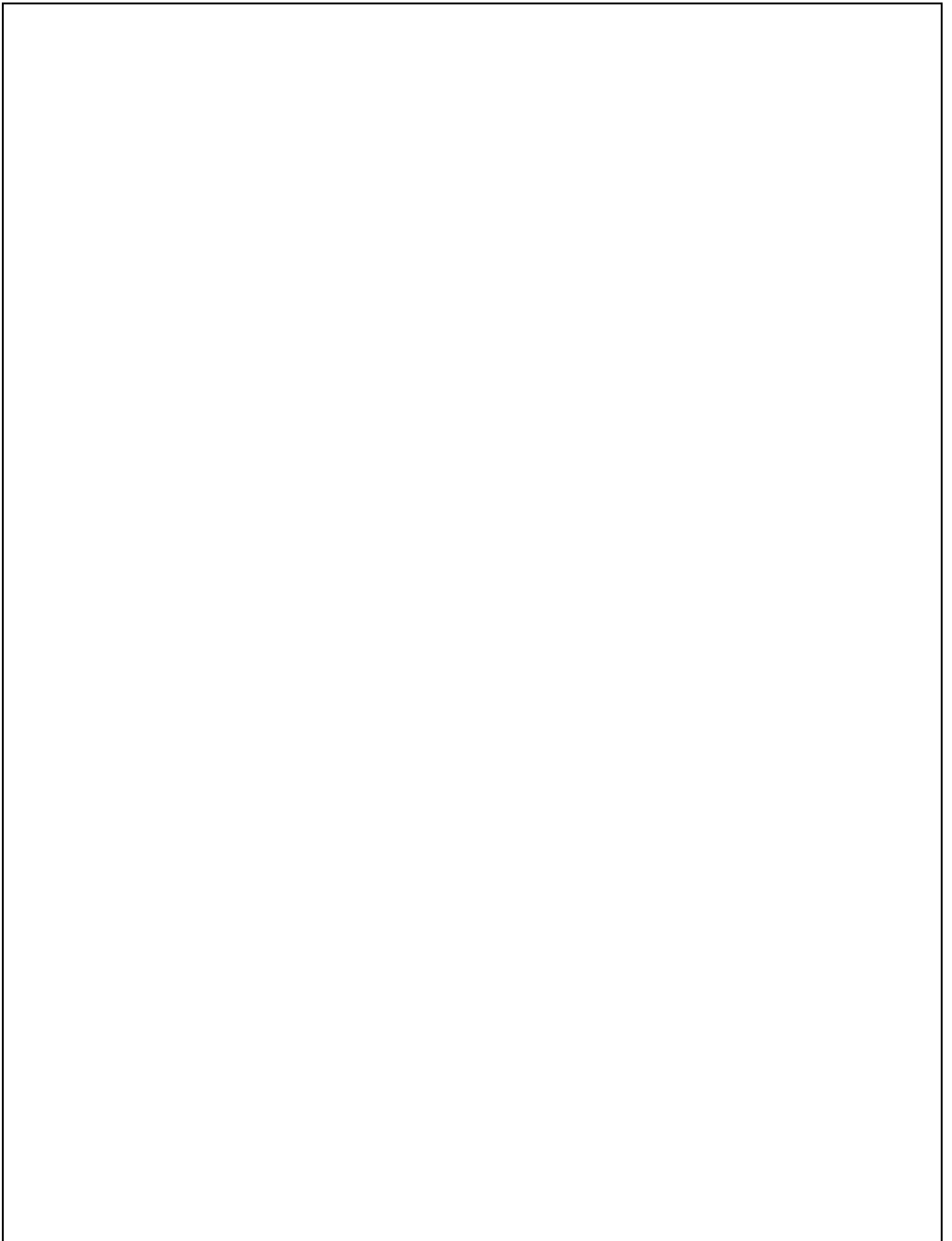
Version 6.0

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QuickBooks Link Manual

Introduction

QuickBooks Link was created to summarize and transfer accounting information directly into *QuickBooks*. We recommend *QuickBooks* as an excellent general accounting package for the small business. It is easy to use and has quite a bit of support in the marketplace.

QuickBooks Link will open up account numbers in all financial transactions throughout *CLIP*. In every Job, every debit, every credit, every installment, etc., you will be able to enter a valid *QuickBooks* account number that will help you classify your accounts much more thoroughly than ever before.

QuickBooks Link will summarize this financial activity and create a file that *QuickBooks* can import, eliminating any human errors. The information is received in *QuickBooks* as single line items that show up on your Balance Sheet and Income Statement.

Contents

Preface: Setting up Contract Customers for the QuickBooks Link.	5
Section 1: Setting up Account Numbers in QuickBooks.8
Section 2: Exporting the Chart of Accounts from QuickBooks.	11
Section 3: Importing the Chart of Accounts into CLIP.16
Section 4: Filling in your default accounts in QuickBooks Link.19
Section 5: Checking Your Jobs for Proper Account Information.24
Section 6: Releasing the Financial Information.26
Section 7: Importing into QuickBooks30

Preface: Setting up Contract Customers for the QuickBooks Link.

Please read the following article if you have or will ever have monthly installment customers. You may decide to change your chart of accounts in *QuickBooks*. If you are not using contract customers, you may want to disregard this section.

The Linking programs and the problem with contract installments and payments

Or

How do I track both the Charge per Job and the Installments for my Contract customers when I use either *QuickBooks Link* or *Clinker with CLIP*?

Over the years we have tried numerous approaches to the idea of linking contract installments over to the General Ledger along with the amounts we charge for each job when the job is performed.

Let's delineate the challenge:

- Customer Jones pays me \$100/month for 8 months in exchange for me servicing his property: What do I place in the *Charge Per Job* of the service?

The formula for this is \$100 times 8 months = \$800 divided by the total number of services in the year (30) equals the *Charge Per Job*:

$$\underline{100 \times 8 = 800 / 30 = \$26.67}$$

In this case, I would place \$26.67 into the *Charge Per Job* field of the installment job.

Now, what would I place in the *Credit* and *Debit* account numbers for linking purposes? For our first decision, we must ask ourselves, which amount would I want to track as my sales amount, the installment or the job?

The customer pays me the installment (\$100) each month, so that would seem to be what I want to track, but we end up with false or at least misleading information if we track only the installment. Let's take a simple example:

Tracking the installment:

<u>Month:</u>	May
<u>Sales:</u>	\$100.00 (from the installment)
<u>Expenses:</u>	\$120.00 (from my labor, supplies and overhead)
<u>Profit:</u>	\$20.00 (A net loss for the month)

By using this P & L, I would start to make decisions to reduce my expenses and panic since I will soon be out of business. This is a false impression since our expenses were higher than normal because of having to service the property 5 times instead of the usual three or four due to weather conditions. Since our obligation to the client is 30 visits per year, we have really performed \$133.35 worth of work for the customers (26.67 x 5). We know that the customer has not paid us for the extra services yet, but we also know that he will pay us later when we slow our services down, but he still pays us the \$100.00/month that we are due.

If we were to track the *Charge Per Job* instead of the installment in the link program, the P & L for the same month would look more like this:

Tracking the *Charge per Job*:

Month: May
Sales: \$133.35 (from the charge per job)
Expenses: \$120.00 (from my labor, supplies and overhead)
Profit: \$13.35 (A profit for the month)

This scenario is much more realistic. We did not receive \$133.35 in cash but we did do the work worth that and our expenses reflect that we incurred that in costs. This P & L will give us less worry and will help us build our company on a better financial basis.

To see this even more starkly, let's look at the two scenarios when the work slows down and we only visit the property once in a month:

Tracking the *Installment*:

Month: August
Sales: \$100.00 (from the installment)
Expenses: \$20.00 (from my labor, supplies and overhead)
Profit: \$80.00 (An unrealistic profit, since we only serviced the customer once.)

Tracking the *Charge Per Job*

Month: August
Sales: \$26.67 (from the charge per job)
Expenses: \$20.00 (from my labor, supplies and overhead)
Profit: \$6.67 (A realistic profit for the month)

Now we can see by this example that the best way to track the sales is by using the *Charge Per Job* and not the *Installments*. But it goes against common sense not to track the actual money that came into the company as the sale. So, wouldn't it be nice to track them both?

If we track the Installments as Installment Sales and the Charge Per Job as sales, our numbers could be way off. For the month of May, we would end up with \$233.35 in sales, \$133.35 from the Charge Per Job and the \$100.00 from the Installment. We know that this is wrong, so there must be another way. Since we want to track both the *Installments* and the *Charge Per Job*, and we do not want them to “add up” in our sales figures, let’s come up with a new method....

In the *Job Credit* account number we could have a GL account that would be “Contract Sales”. Our Debit account number would be the *Accounts Receivable* (AR) account. This would cause the \$133.35 to be placed as a sale in our P & L. When we received the \$100.00 payment it would reduce the *Accounts Receivable* and increase the cash account. Since the AR account went up by 133.35 and then was reduced by 100 because we received a check, we would correctly see on our Balance sheet that there is still \$33.35 in AR. This is the amount that the *Charge per Job* has exceeded the monthly installment. Our P & L would still be correct.

We still want to track the installment itself. One method to do this would be to create *two sales accounts*, one called *Sales Installments Credit* and the other called *Sales Installments Debit*. We could place these into the installment screens of our contract customers. Since *CLIP* will Credit one account and Debit the other we would see the two accounts with exactly the same amount in each, one a positive number the other negative. When they are added together they produce 0.00 which will keep our numbers from being untrue and yet give us the numbers for the installment amounts so that we will be able to see our installments in the P & L. It would look like this:

Tracking the *Charge Per Job* and the *Monthly Installments*

<u>Month:</u>	May
<u>Sales:</u>	\$133.35 (from the charge per job)
<u>Sales Installments:</u>	
<u>Debit</u>	\$100.00 (from the installment)
<u>Sales Installments</u>	
<u>Credit</u>	-100.00 (from the installment)
<u>Expenses:</u>	\$120.00 (from my labor, supplies and overhead)
<u>Profit:</u>	\$13.35 (A profit for the month)

As we get nearer to the end of they year, we will be able to compare the YTD installment amounts with the Sales from *Contract jobs* and see how close we are. If we have estimated our *Charge Per Jobs* correctly, the two sets of numbers should be very close.

You may decide to have two sales accounts for each category, such as *Sales Maintenance* and *Sales Maintenance Contract*. You will need these for any non-contract work, otherwise, when you compare the totals, they will be incorrect

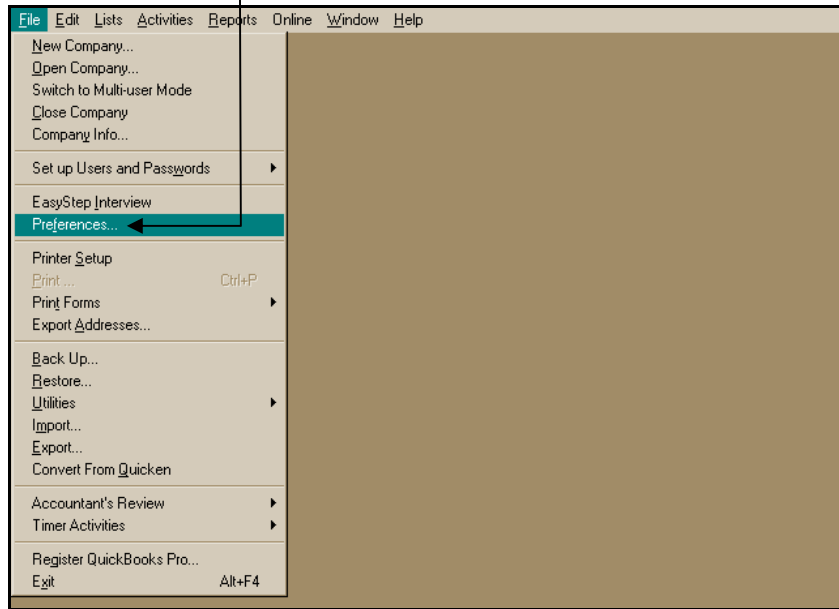
You may need to make a journal entry at the end of the year to correct for the actual money received.

Section 1: Setting Up Account Numbers in QuickBooks

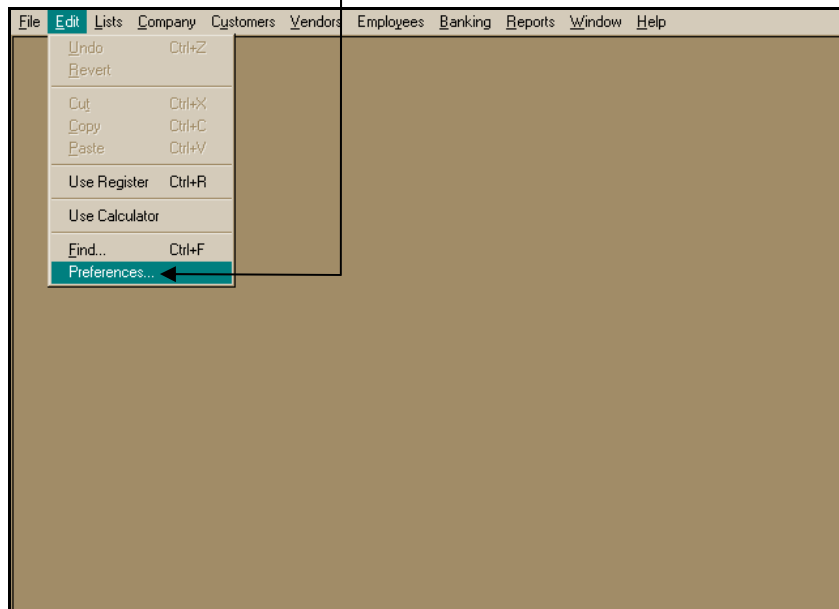
You must use account numbers in *QuickBooks* for the *QuickBooks Link* to work properly. QuickBooks uses account names not account numbers; these account numbers must be enabled. If you do not have accounts numbers enabled, conduct the following procedure:

Note: At the end of this section are important notes that should be referenced to ensure correct set-up of the QuickBooks account numbers.

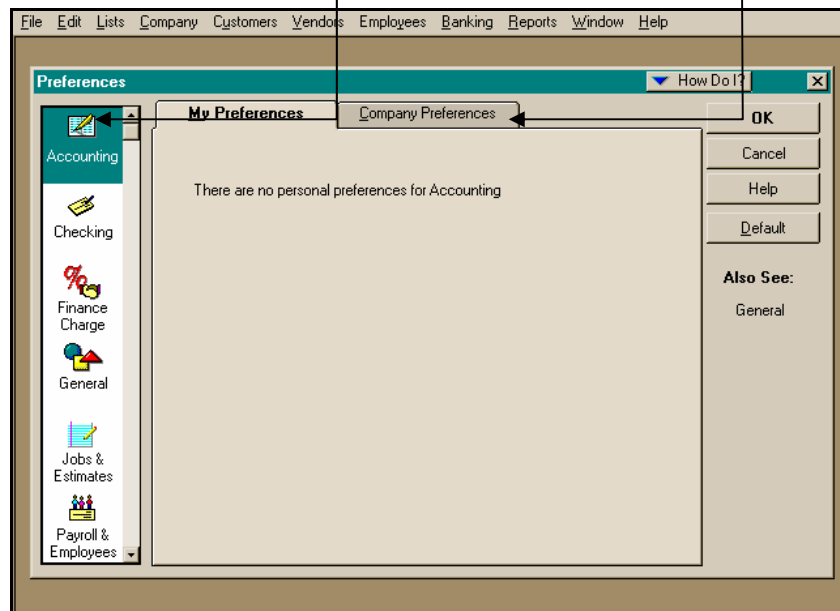
QuickBooks '99: Go to File>Preferences...



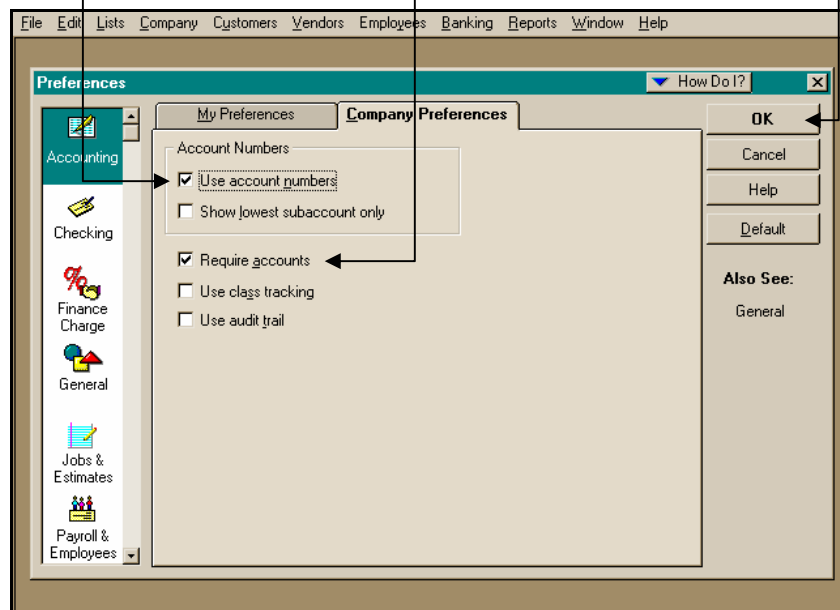
QuickBooks 2000/2001: Go to Edit>Preferences...



...Select, from the left-side menu, “**Accounting**,” and then the “**Company Preferences**” tab....



...Click “**Use account numbers**” and “**Require accounts**.” When finished, click “**OK**.”

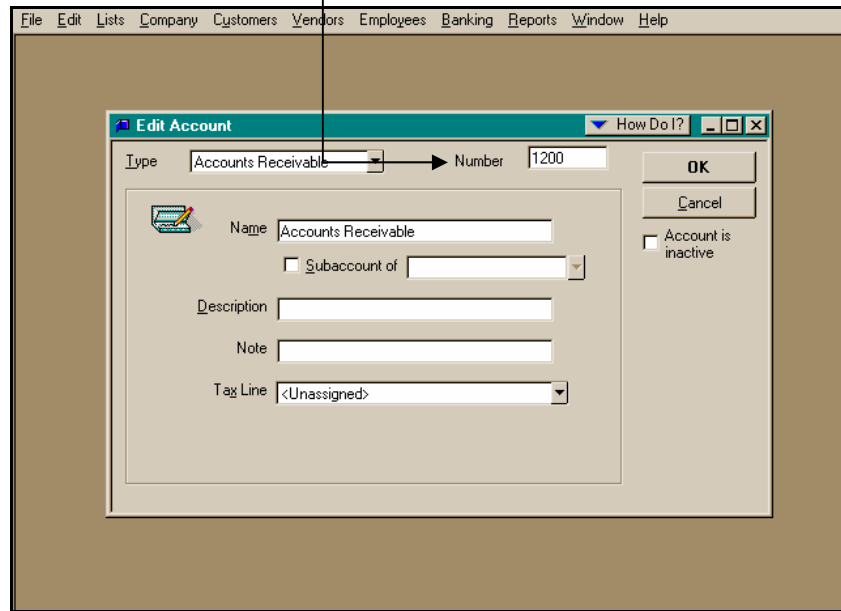


QuickBooks will assign some account numbers automatically using accepted standard accounting numbers commonly used in practice.

IMPORTANT NOTE: If you've just started using account numbers and set up your sales accounts through the setup wizard, you **will not** have account numbers for your sales accounts. If this is the case you must edit and assign a number to each sales account. Also, you must assign numbers for all of your accounts that you've entered previously into *QuickBooks*.

A fast way to do this is to use the "**Account list**" button from the top of the *QuickBooks* screen - highlight each Sales account and press **<Ctrl>+<E>** to edit the account. Or you can go to **Lists>Chart of Accounts** and press **<Ctrl>+<E>**. We recommend that you use income account numbers in the 41000 range since this is a commonly accepted practice in accounting.

Enter the account number into the "**Number**" field in the "**Edit Account**" window, then click "**OK**."



Before you continue, make sure all of your accounts have account numbers. *CLIP* **will not** be able to use any accounts that do not have these required numbers.

IMPORTANT NOTES:

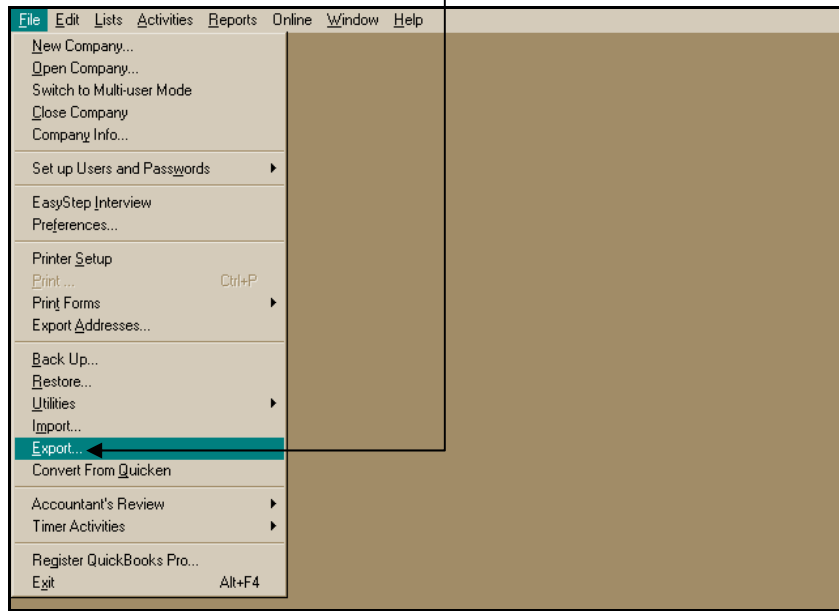
- The only *QuickBooks*' account types from the **Chart of Accounts** that will transfer to CLIP are **Accounts Receivable, Bank, Income, and Other Current Liabilities**.
- The **Sales Tax** account **cannot** be named "**Sales Tax Payable**." *QuickBooks* relates this name to a Vendor type of account, which will not work with *CLIP*. You will get an error at the EOM transfer if this name is used; if you still get an error at the EOM transfer you may need to create a new sales tax account in *QuickBooks* and do an "**Erase and Re-import**" from the *Clip's QuickBooks Link* setup screen. Assign all the account numbers as before, except change the Sales Tax account to the new one you just created.
- Go to **System>Set Tax Area** to change the account number for your Tax Area.
- *Clip* will work with *QuickBooks*' sub-accounts.

Section 2: Exporting the Chart of Accounts from QuickBooks

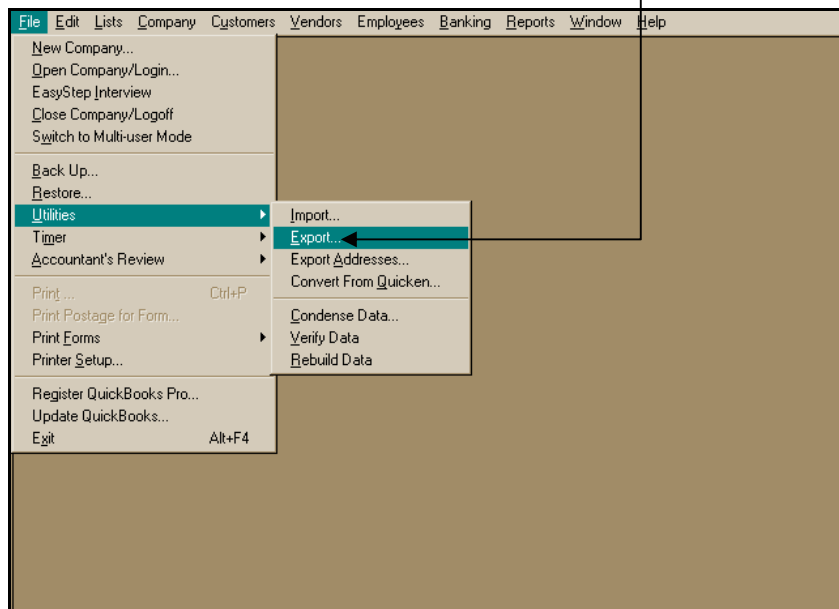
After assigning account numbers to your *QuickBooks*' accounts, you will need to **Export** your **Chart of Accounts** from *QuickBooks* to *CLIP*. The following instructions are for performing the **Export** operation in both *QuickBooks '99* and *QuickBooks 2000/2001*.

Note: When instructed to "click" or "select" a function or file, this will mean a "left" mouse click unless indicated to "right" click on the function or file.

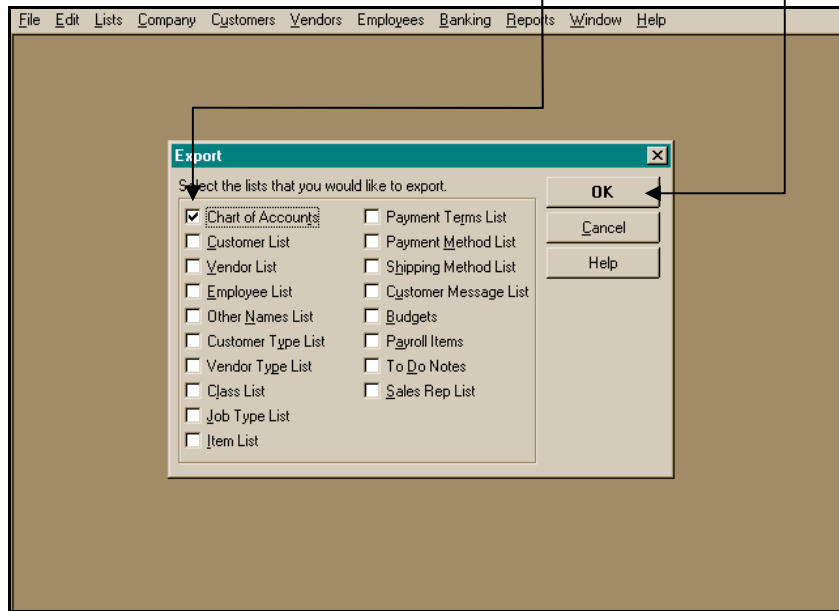
QuickBooks '99: Go to **File>Export** - Select "**Export**" from the "**File**" menu.



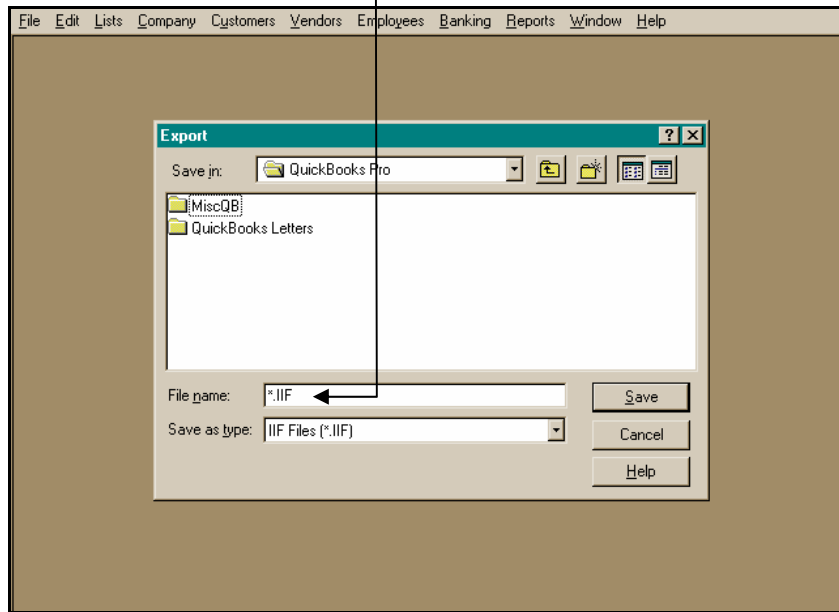
QuickBooks 2000/2001: Go to **File>Utilities>Export** - Select "**Export**" from the "**Utilities**" menu.



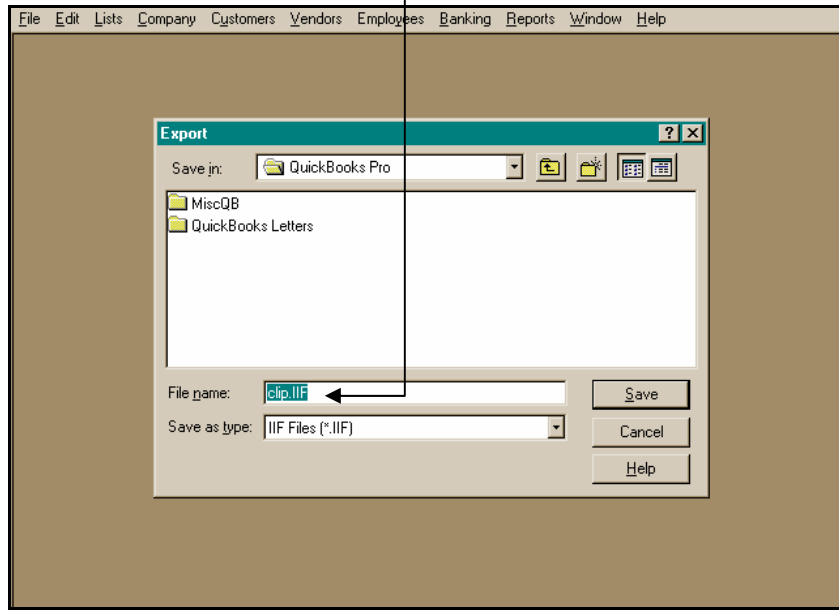
You will see the **Export** dialog box: “Check” the “**Chart of Accounts.**” Click “**OK.**”



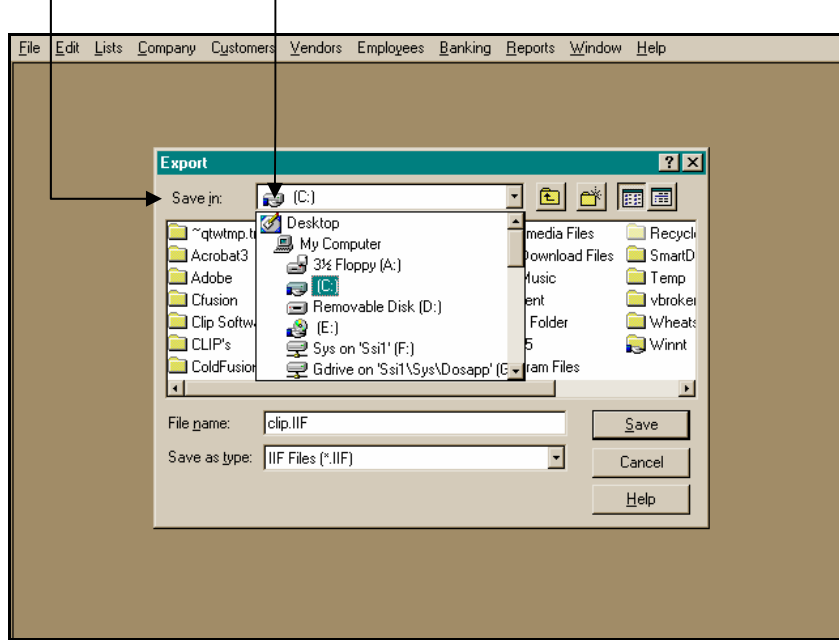
When the **Export** dialog window is initially opened, you’ll most likely be in the *QuickBooks* folder. The name of the file, as a default, will be “*.**iif.**” The “**Save as Type**” should be “**IIF Files (*.IIF)**”.



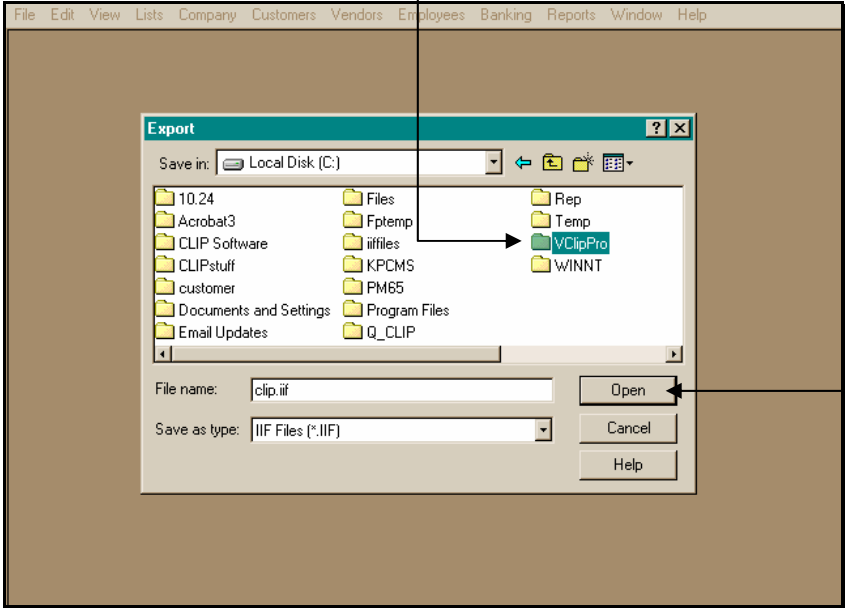
You will need to change the file name. Click in the “**File name**” field in the **Export** window and change the name of the “*.iif” file name to “**clip.iif**”, the correct name for the **Chart of Accounts**.



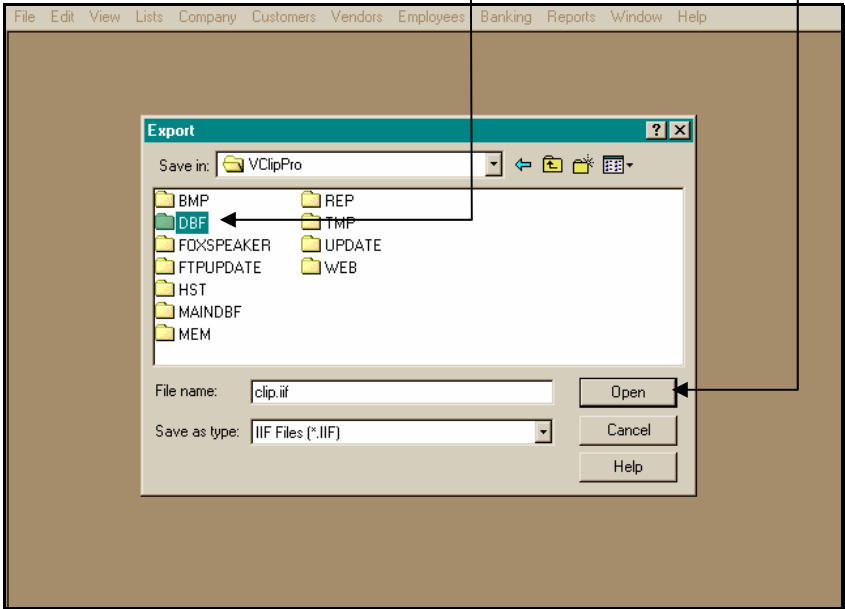
You will need to locate your *CLIP* folder. This can be accomplished by clicking on the drop-down arrow in the “**Save in**” field and **locating** where your *CLIP* is installed, which is often the **c:\ drive**.



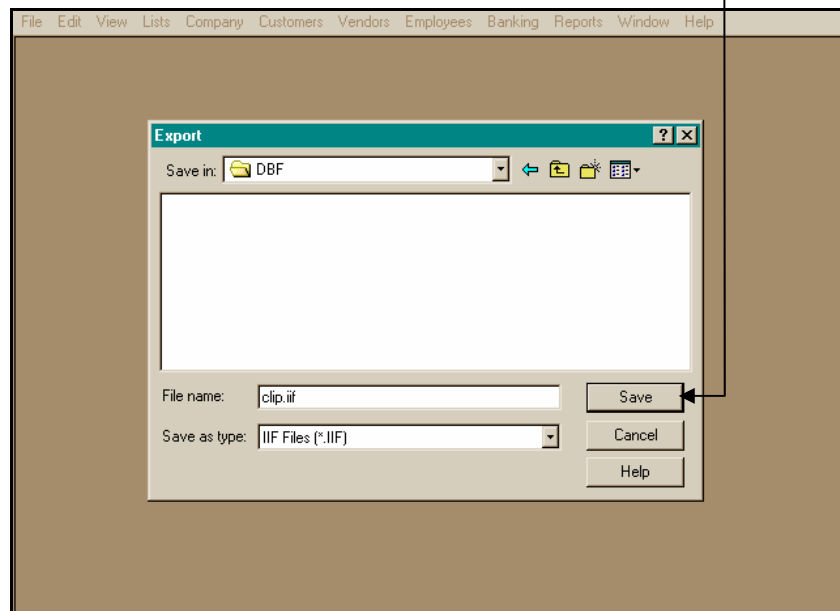
Once you've chosen the correct drive, **locate**, click the *CLIP* folder and click **“Open.”**



After opening the *CLIP* folder, locate and click the **“Dbf”** folder and then click **“Open.”**

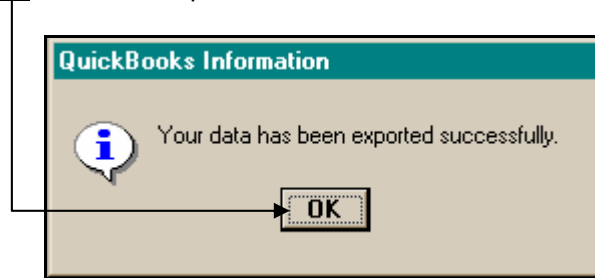


Once you've opened the "**Dbf**" folder, save the "**clip.iif**" file by clicking "**Save.**"



QuickBooks will present you with a dialog box: "**Your data has been exported successfully.**"

Go ahead and click "**OK**" to finish the process.



If you do not receive this message, repeat the process until you are successful. If the process has been completed correctly, you should have a "**clip.iif**" file in your *CLIP Dbf* folder.

For now, you are done with *QuickBooks*—you may close the program and open *CLIP* to continue with the process.

Section 3: Importing the Chart of Accounts into CLIP

This section will explain the process for importing the QuickBooks Chart of Accounts into the QuickBooks Link Set-up.

Note: At the end of this section are Additional Notes that may prove useful for any problems with this process.

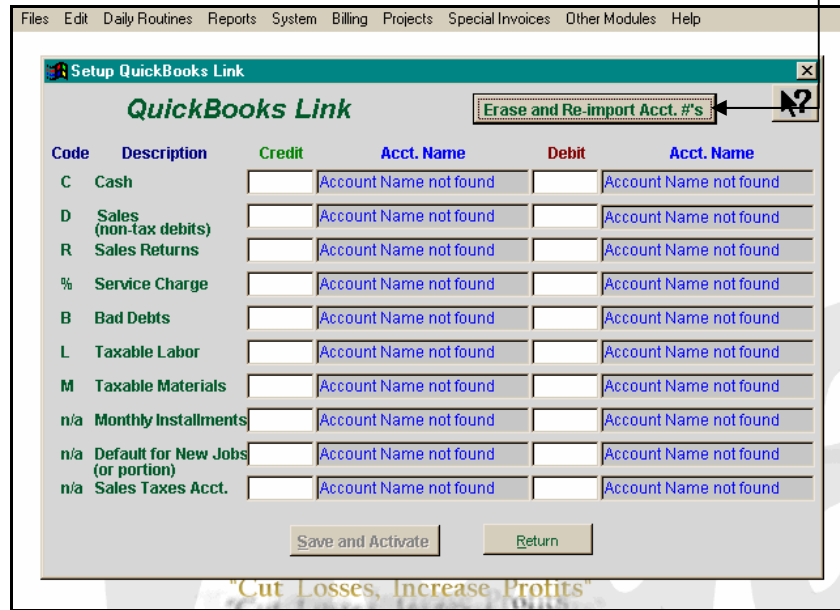
In *CLIP*, to import the Chart of Accounts, go to the **Other Modules > QuickBooks Link** option.



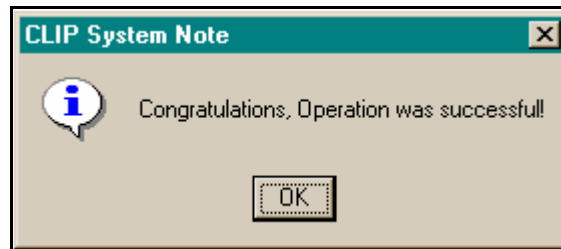
Click the **Setup QB Link** button under **Setup** in the *QuickBooks Link* window.



This will bring up the **QuickBooks Link** setup screen: Click on the **“Import Account Numbers”** button in the upper right hand corner.



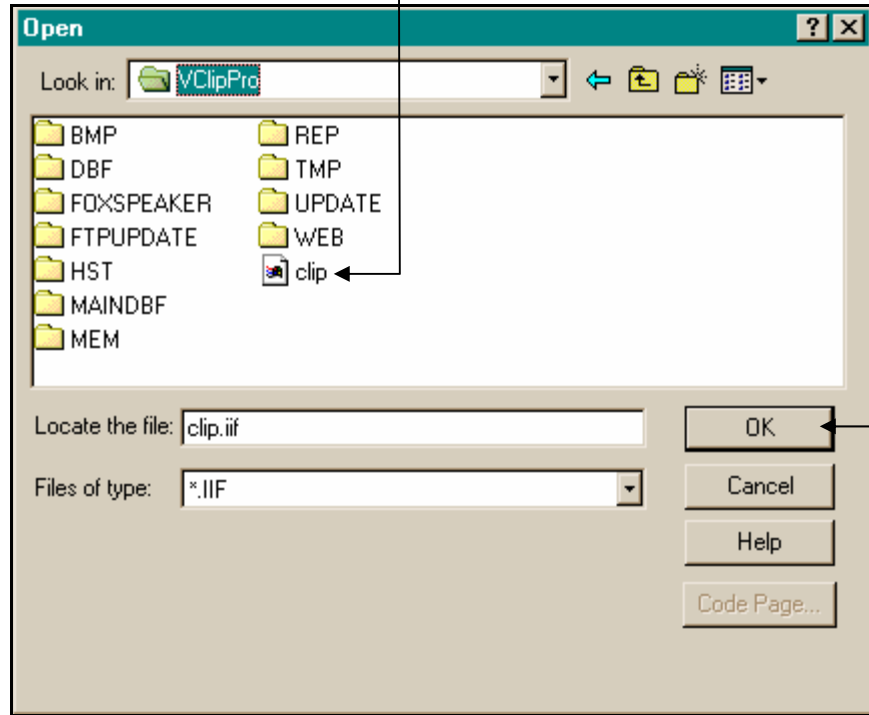
If you've correctly imported your *QuickBooks Chart of Accounts*, you will see a dialog box...



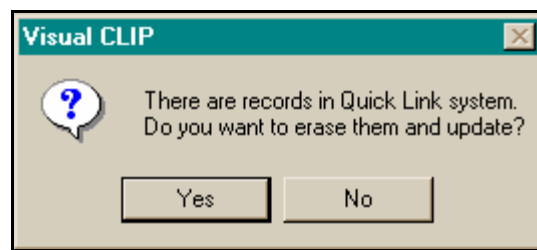
...Indicating that the import was successful. Go ahead and click **“OK.”** If you have reached this point, you have successfully imported your **Chart of Accounts** into CLIP and can proceed to the next section to start setting up the QuickBooks Link. If you do not receive the above message, see the next page for **Additional Notes** for continuing with the importing of the **Chart of Accounts**.

ADDITIONAL NOTES:

- If you saved the **Chart of Accounts** to a location other than the *CLIP* “**Dbf**” folder, a window will appear asking you to locate the “**clip.iif**” file. You will need to manually find the “**clip.iif**” file to finish the importation process. **Locate**, click, select the file, and then click **Open**. This will import the “**clip.iif**” file.



- If you have imported the **Chart of Accounts** previously, a message will appear asking if you would like to continue with the procedure:



You should only click “**Yes**” continue with this procedure if you are re-importing your **Chart of Accounts** from CLIP. This would be done if, for example, you’ve added accounts to your *QuickBooks Chart of Accounts* and would like for this new account to appear in your *QuickBooks Link* set-up. If this is not your intention and you do not want to re-import your **Chart of Accounts**, you shouldn’t continue with this procedure, and would therefore click “**No**”.

Section 4: Filling in your default accounts in QuickBooks Link

Clip requires you to fill in all the account fields, even account fields that you may not use. (These numbers will be assigned as default to all existing jobs.) If you have multiple income accounts, choose the one that will cover most of all the jobs that you currently have. You can then change the number in the individual job or transaction. Simply enter the account number into each field.

If you do not know the account numbers, click in the account field and hit the <Enter> key. (This is the method that we recommend.)

Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash		Account Name not found		Account Name not found
D	Sales (non-tax debits)		Account Name not found		Account Name not found
R	Sales Returns		Account Name not found		Account Name not found
%	Service Charge		Account Name not found		Account Name not found
B	Bad Debts		Account Name not found		Account Name not found
L	Taxable Labor		Account Name not found		Account Name not found
M	Taxable Materials		Account Name not found		Account Name not found
n/a	Monthly Installments		Account Name not found		Account Name not found
n/a	Default for New Jobs (or portion)		Account Name not found		Account Name not found
n/a	Sales Taxes Acct.		Account Name not found		Account Name not found

A screen will appear with the imported **Chart of Accounts**—select the desired account(s). Click the account in the list and click <Enter> for the account to appear in the fields.

Account Number	Description
1200	Accounts Receivable
1000	CLIP Sales Tax
1100	Checking
4000	Construction
4500	Construction:Discounts given
4100	Construction:Labor
4200	Construction:Materials
4400	Construction:Miscellaneous
4300	Construction:Subcontractors
4700	Contract Sales Maintenance

Go ahead and select--into each **Credit** and **Debit** field--the desired account numbers.

Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash	1200	Accounts Receivable	1100	Checking
D	Sales (non-tax debits)	4700	Contract Sales Maintenance	1200	Accounts Receivable
R	Sales Returns	1200	Accounts Receivable		Account Name not found
%	Service Charge		Account Name not found		Account Name not found
B	Bad Debts		Account Name not found		Account Name not found
L	Taxable Labor		Account Name not found		Account Name not found
M	Taxable Materials		Account Name not found		Account Name not found
n/a	Monthly Installments		Account Name not found		Account Name not found
n/a	Default for New Jobs (or portion)		Account Name not found		Account Name not found
n/a	Sales Taxes Acct.		Account Name not found		Account Name not found

Buttons: Save and Activate, Return

NOTE: You *must* have an account number in every account field, even if you're not using that particular code or account in your operation of CLIP. CLIP requires, by default, an account number in every field in the **QuickBooks Link** set-up.

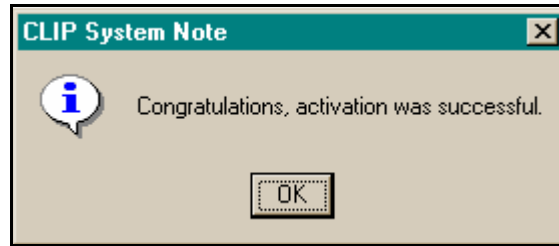
When all the accounts are filled out you can proceed to the **"Save and Activate"** button.

Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash	1200	Accounts Receivable	1100	Checking
D	Sales (non-tax debits)	4700	Contract Sales Maintenance	1200	Accounts Receivable
R	Sales Returns	1200	Accounts Receivable	4700	Contract Sales Maintenance
%	Service Charge	4800	Service Charges	1200	Accounts Receivable
B	Bad Debts	1200	Accounts Receivable	4700	Contract Sales Maintenance
L	Taxable Labor	4700	Contract Sales Maintenance	1200	Accounts Receivable
M	Taxable Materials	4700	Contract Sales Maintenance	1200	Accounts Receivable
n/a	Monthly Installments	2100	Sales Installments Credit	2150	Sales Installments Debit
n/a	Default for New Jobs (or portion)	4700	Contract Sales Maintenance	1200	Accounts Receivable
n/a	Sales Taxes Acct.	2200	Sales Tax Payable	1200	Accounts Receivable

Buttons: Save and Activate, Return

This will start the process of collecting data from *CLIP* to be transferred to *QuickBooks* and any data that you have in *CLIP* before you activate the link will not be sent to *QuickBooks*. Only new data from this point of time will be transferred.

When you have “**Saved and Activated**” the link, you will see a dialog box...



...Indicating the activation was successful. You may press the “**Return**” button to enter back into *CLIP*.

At this point, your *QuickBooks* Link is set-up. It's vital, though, that you make sure you are using the numbers that are correct for your *QuickBooks* set-up. The next section will discuss some theory behind the proper set-up of the *QuickBooks* accounts in the *QuickBooks Link* set-up.

QuickBooks Link Setup

The screenshot shows a window titled "Setup QuickBooks Link" with a sub-header "QuickBooks Link". There is a button "Erase and Re-import Acct. #'s" and a help icon. Below is a table with columns: Code, Description, Credit, Acct. Name, Debit, and Acct. Name. At the bottom are buttons "Save and Activate" and "Return".

Code	Description	Credit	Acct. Name	Debit	Acct. Name
C	Cash	1200	Accounts Receivable	1100	Checking
D	Sales (non-tax debits)	4700	Contract Sales Maintenance	1200	Accounts Receivable
R	Sales Returns	1200	Accounts Receivable	4700	Contract Sales Maintenance
%	Service Charge	4800	Service Charges	1200	Accounts Receivable
B	Bad Debts	1200	Accounts Receivable	4700	Contract Sales Maintenance
L	Taxable Labor	4700	Contract Sales Maintenance	1200	Accounts Receivable
M	Taxable Materials	4700	Contract Sales Maintenance	1200	Accounts Receivable
n/a	Monthly Installments	2100	Sales Installments Credit	2150	Sales Installments Debit
n/a	Default for New Jobs (or portion)	4700	Contract Sales Maintenance	1200	Accounts Receivable
n/a	Sales Taxes Acct.	2200	Sales Tax Payable	1200	Accounts Receivable

Note: *The above picture is for example purposes only. Consult your accountant for the best setup for your company.*

Important Note: You CANNOT use the *same account numbers* for both the Credits and Debits of the *same code*. Using the above example, you wouldn't have account (1200) Accounts Receivable for both the Credits and Debits of the "C" Cash. It should be mentioned again that this only applies, per line, for the same code type.

Double Accounting Entry System

For accuracy, CLIP uses a "**Double-Entry Accounting System**". This means *that every activity in CLIP will affect at least two QuickBooks accounts*.

For example:

You mowed a job for Mr. Smith. This mowing job, Mow and Trim, has a Charge Per Job of \$40.00, and is considered a "L" taxable labor. Since, per the above example, your Taxable Labor Credit is set up for the (4700)—Contract Sales account, the \$40.00 will go into this account.

Mow and Trim Job = \$40.00 charge = \$40.00 credit = (4700)—Contract Sales Maintenance

You now have \$40.00 credit in your QuickBooks' (4700) Contract Sales Maintenance account.

The following is a typical example of a double-entry transaction. If you mowed the lawn for Mr. Smith you would now have more money in Receivable and you want to credit Sales. Your Receivable has gone up by \$20.00 because he now owes you \$20.00. Your sales will be credited by \$20.00 to show you that you have done \$20.00 in sales. As you go through the year you will find that your sales continue to increase in negative numbers. When Mr. Smith gives you \$20.00 in payment your Account Receivable will be reduced because you have received the money and your cash will increase because you deposited it into your account. When you buy gas for your trucks at the local gas station for \$20.00 your cash will decrease by \$20.00 and your gas expense account will increase by \$20.00. *CLIP*, of course would only be concerned with the first two sets of transactions. In order to use *CLIP* with *QuickBooks* you will have to tell *QuickBooks Link* which accounts to credit and debit for each type of transaction. (If you classify your sales by "type," you can get detailed in these transactions.) If you need more accounts, you will have to add them in *QuickBooks* and then transfer them to *QuickBooks Link* again in the same manner as described above.

The example is set up for a company with installment customers. Notice the installment account numbers do not affect A/R or income accounts.

Section 5: Checking your Jobs for proper Account Information

After setting up the QuickBooks Link, per the previous instructions, your jobs and all financial activities in *CLIP* will be activated. But, you may want to adjust your jobs so that you can get more specific with your sales. Also, you can add account numbers in *QuickBooks* at any time and go through the import process once again.

Note: Remember to change your pattern jobs so that all your new jobs will reflect the correct new account numbers.

If you are intending to have specific account numbers for each job(s), the Credit and Debit accounts need to be entered into the Job Details of each job. This can be performed by going to Files>File Maintenance>(Select Customer)>Jobs>See Details.

Once inside the Job Details screen, click the **Credit** or **Debit** fields located near the bottom of the **Job Details** screen and click <Enter>.

The screenshot displays the 'Job List for Customer: PATTERN - RESIDENTIAL' window. The 'Job Detail' tab is selected, showing the following information:

- Jobs** | **Job Detail** | **Schedule** | **Notes** | **Chemicals** | **Picture**
- Job #**: 1 | **Customer #:** 1 | **Property Name:** PATTERN - RESIDENTIAL
- Job Description:** Mow & Trim All
- Job Category:** [Dropdown] | **Job SubCategory:** [Dropdown]
- JB.Custom Letters:** MO | **JB.Custom Numerical:** 0.00
- Crew Number:** 1 | **Routing Sequence:** 20
- Map Location:** [Field]
- Rt Invoice Printed** | **Invoice #:** [Field] | **Date Printed:** [Field]
- Salesman:** [Field] | **Sold Date:** [Field]
- Commission Rate:** 0.00
- Min. Jobs per Year:** 0 | **Max:** 0
- Done to Date:** 0
- Charge per Job:** 0.00 | **Calc1**
- Man Hour Rating:** 0.00 | **Calc2**
- Charge Over Max:** 0.00
- Charge Per Hour:** 13.90
- Job Area:** 0
- Tax Type (D,M,L):** D | **Average Time:** 0.20
- Part of Contract** | **Materials Cost:** [Field]
- Credit:** 1200 | Accounts Receivable
- Debit:** 4000 | Construction

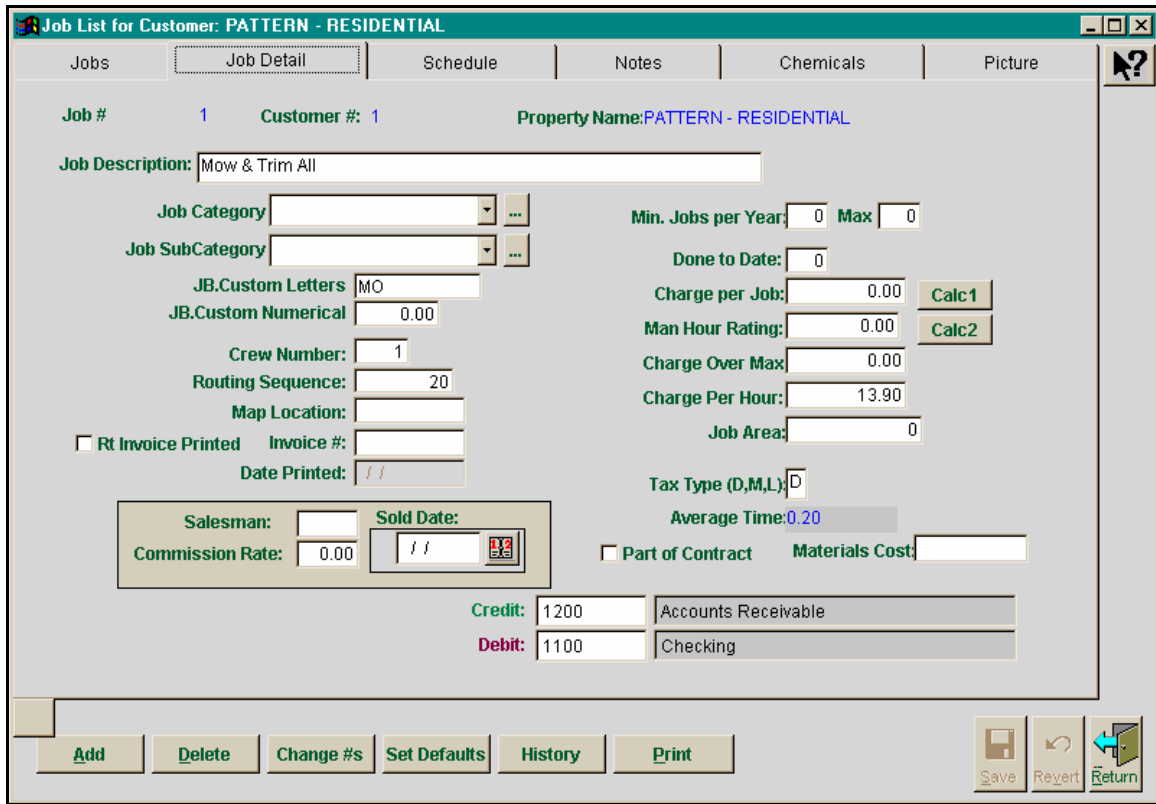
At the bottom of the window, there are buttons for **Add**, **Delete**, **Change #s**, **Set Defaults**, **History**, **Print**, **Save**, **Revert**, and **Return**.

After clicking <Enter>, the “Choose Valid Account” screen will appear.



If you want to add an account, click in the account's field to **select** the desired account and click <Enter>.

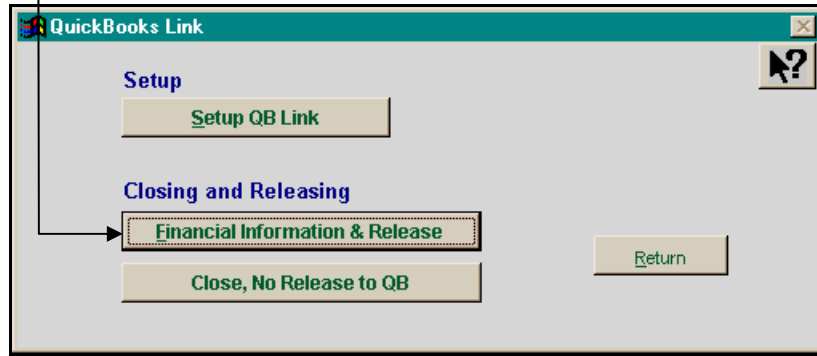
After selecting the account, the account's number will appear in the **Credit** or **Debit** account.



Section 6: Releasing the Financial Information

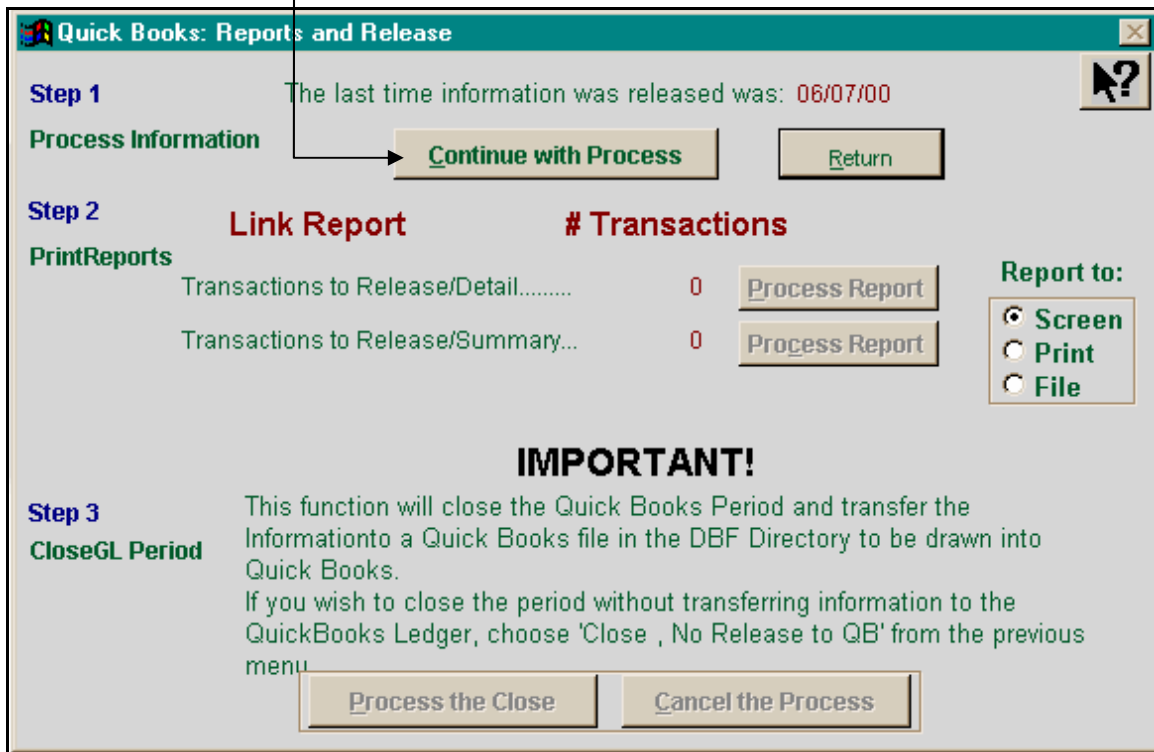
As you go through the month, you will begin to accumulate financial information in your files in *CLIP*. When you are prepared to transfer the financial information, you will have to tell *QuickBooks Link* to summarize, export, and release the financial information to *QuickBooks*, a process that you can perform as often as you desire.

This process can be easily accomplished by going into the *QuickBooks Link* menu and choosing **“Financial Information and Release,”** opening **“Quick Books: Reports and Release.”**



STEP 1: Process Information

Click **“Continue with Process”** to start the summarizing and exporting of the data.

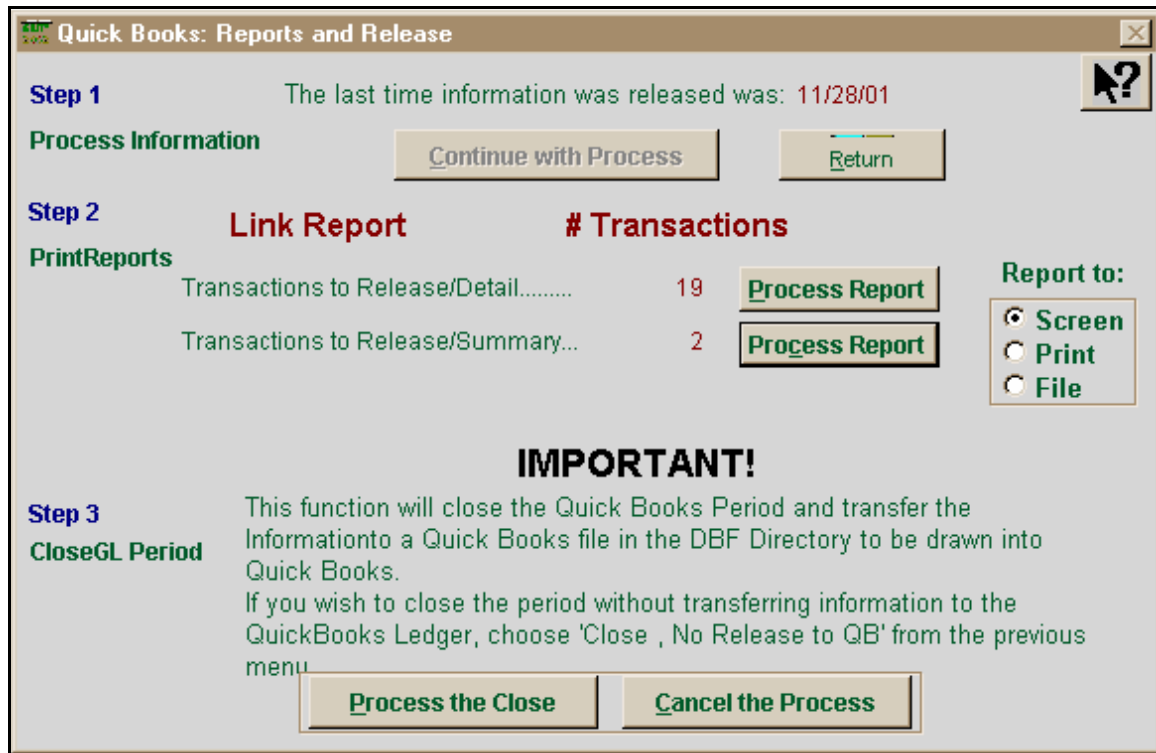


STEP 2: Print Reports

After clicking “**Continue with Process**,” the *Quickbooks Link* will go through all of your financial information and summarize it into only the accounts that have been used. The detailed transactions could number in the thousands, but when they are all summarized, there will probably be only a few accounts.

The information will be summarized in the **Link Report**. You have the choice of two different types of reports to view the information that is being released:

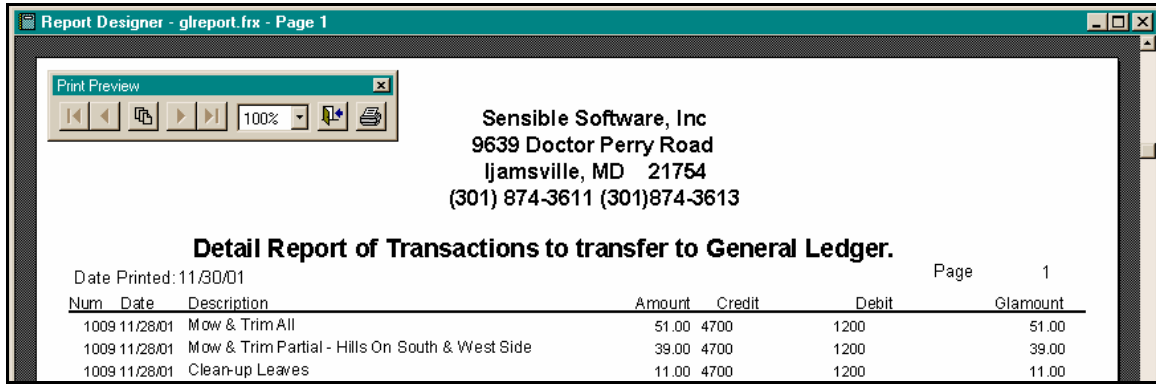
- Transactions to Release/Detail
- Transactions to Release/Summary



This step will allow you to examine the number of transactions that are being released. You can examine a report on what is occurring by pressing the **Process Report** button. You also have the option to change the destination of the report:

- **Screen:** This will display the Link Report on the screen.
- **Print:** This option will allow you to print a copy of the Link Report; this is recommended for future record-keeping purposes.
- **File:** This option will allow you to save a copy of the Link Report in a file format. **It's recommended that you save a copy of the report for future record purposes.**

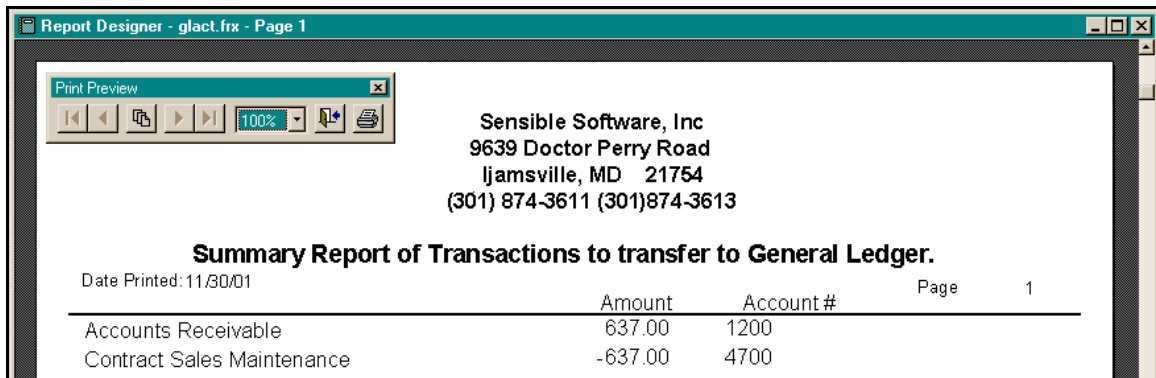
If you select “**Transactions to Release/Detail**,” the following screen will appear. At the top of the screen, you’ll notice a “Print Preview” print window. This window allows you to scroll through the pages of the report, if the report has more than one page, to increase the viewing size of the report, and to send the report to your printer.



...And the information will be displayed in the below format.

Detail Report of Transactions to transfer to General Ledger.							Page	1
Date Printed: 11/30/01								
Num	Date	Description	Amount	Credit	Debit	Glamount		
1009	11/28/01	Mow & Trim All	51.00	4700	1200	51.00		

If you select “**Transactions to Release/Summary**,” the following information will be displayed.



This report will display the General Ledger information that is being transferred: Description, amount, and account number.

Summary Report of Transactions to transfer to General Ledger.			
Date Printed: 11/30/01			
Amount	Account #	Page	1
Accounts Receivable	637.00	1200	
Contract Sales Maintenance	-637.00	4700	

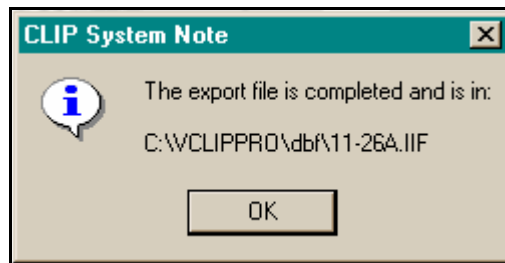
Step 3:

The final step in the process is to “**Process the Close.**” You will see the following message in Step 3, explaining its function:

“This function will close the Quick Books Period and transfer the Information to Quick Books file in the DBF directory to be drawn into Quick Books.”

“If you wish to close the period without transferring the information to the Quick Books ledger, choose ‘Close, No Release to QB from the previous menu.”

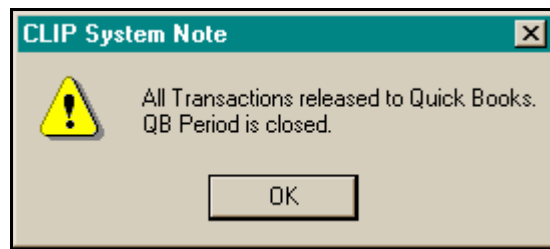
When you press “**Process the Close,**” *QuickBooks Link* will take the summary and create an “.iif” file that *QuickBooks* can read to import into the accounting system.



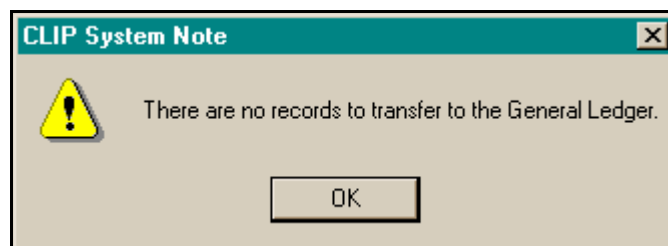
QuickBooks Link will tell you where the file is being saved, and its name.

Important Note: Make sure you know exactly where the file is being saved!

The name of the file is the same as the date that the file is transferred, followed by an “A” if it is the first transfer of the day. *Any subsequent transfers the same day will have the next available alphabetical letter assigned to it.* Make sure you take note of the file name, you’ll need to be aware which “.iif” file you are importing into *QuickBooks*.

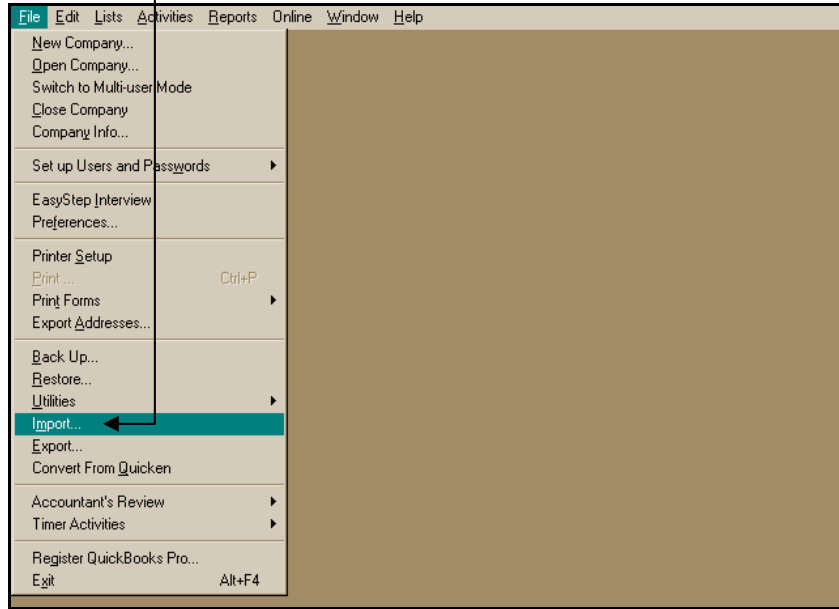


Next you will see the note that the *QuickBooks*' period has been closed. This does not affect your *CLIP* period closings. All new data entered into *CLIP* will start accumulating again so that *QuickBooks Link* will be ready to release again. You can release information as often as you like. This has no effect on your *CLIP* system.

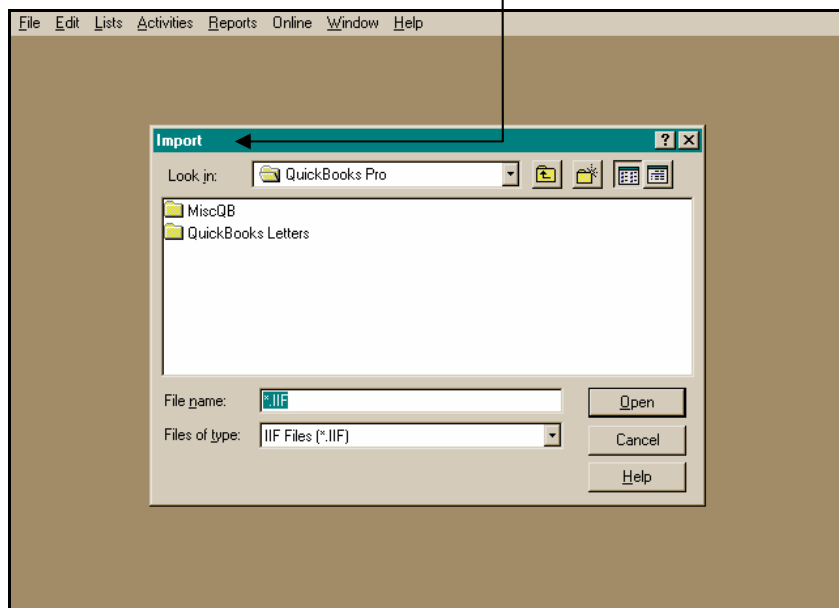


Section 7: Importing into QuickBooks Pro

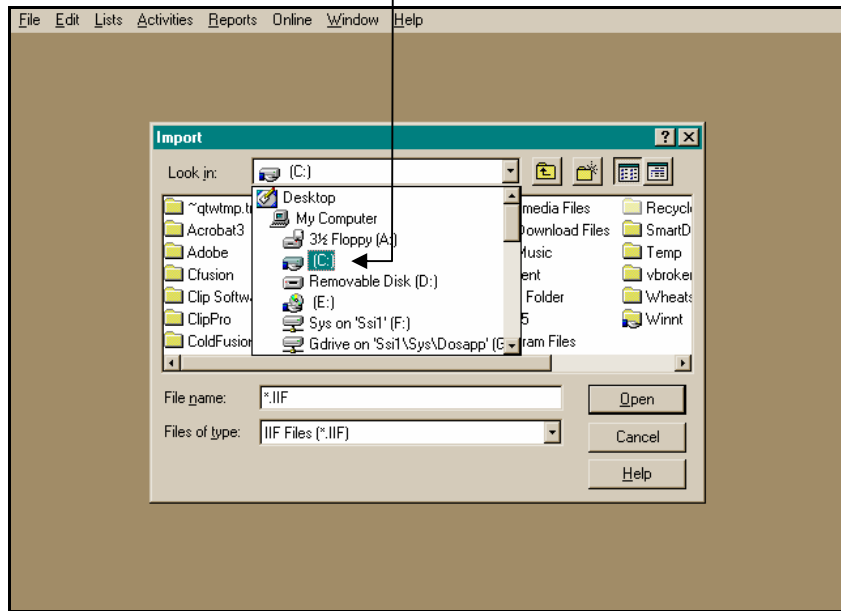
Once you have released the information from *CLIP*, you will now have to import the information into *QuickBooks*. You can accomplish this by going into *QuickBooks*, pulling down the **File** menu and clicking the **Import** option.



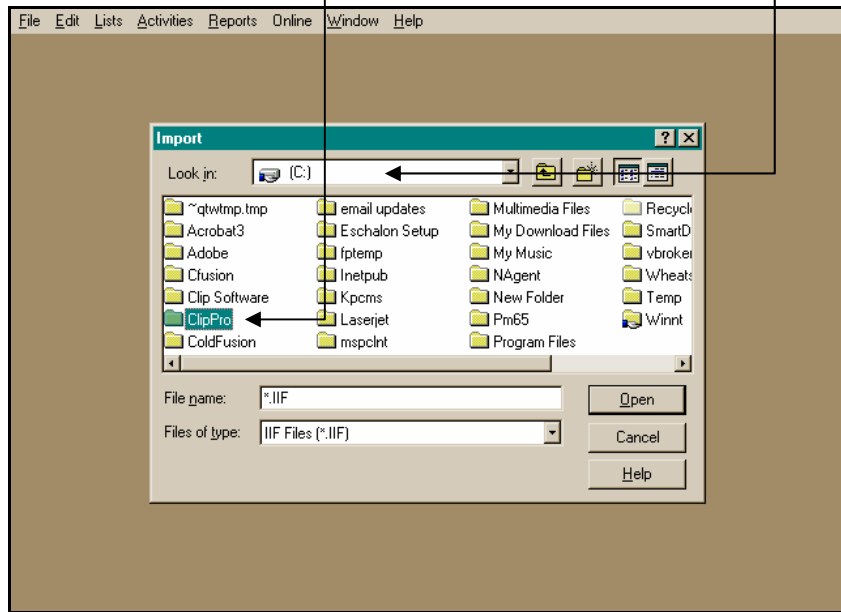
You will then receive an **Import** dialog box.



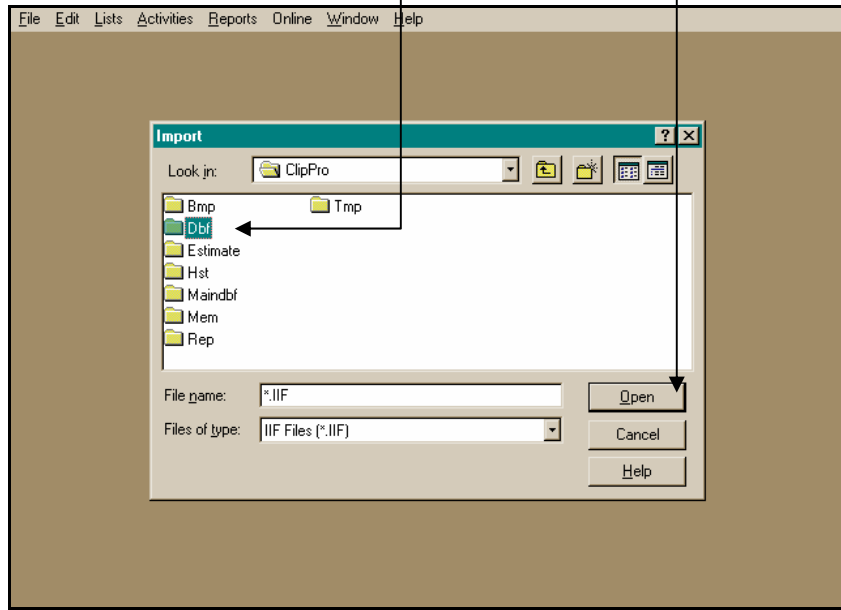
Locate the “.iif” file by clicking in “**Look in**” field at the top of the “**Import**” screen.



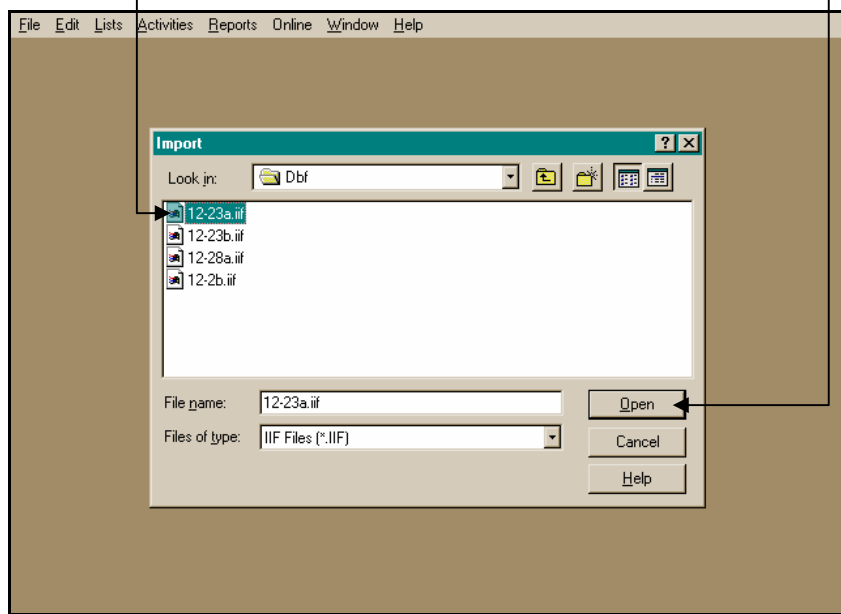
Locate the correct drive and then the **CLIP** folder, which is usually on the **c:\ drive** by default.



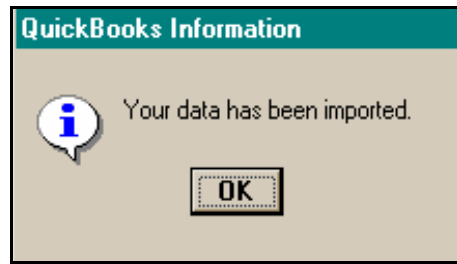
Locate and select the **“Dbf”** folder and click **“Open”**...



Select the **“.iif”** file that the *QuickBooks Link* created and then click **“Open.”**



If the process export/import process was correctly performed, you will receive a prompt...

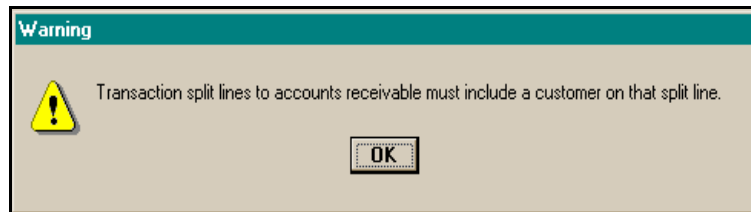


Indicating "Your data has been Imported." Click "OK" to finish the process.

Congratulations! You have successfully imported the information from *CLIP* into *QuickBooks*. You will see that the Balance Sheet and the Income Statement have been affected by the information from CLIP.

You can export from *CLIP* and import into *QuickBooks* as often as you like. We suggest that you do it at least once a month.

NOTE: Should you get an error on line 9 (see example below) on the first transfer. Go to your vendor list in *QuickBooks*. Find the vendor called **CLIP - LINK INFO**. Delete this vendor. Create a new customer in *QuickBooks* with the exact same name, **CLIP - LINK INFO**. It must be spelled EXACTLY as shown. It is only necessary to enter the name of the customer. This will permanently solve the problem.



Other Reports you can use.

Under the Reports>Sales Report>Sales by Account Type function you can ask *CLIP* to list out your transactions by account number. This gives you better financial information.

Under the **User Defined Lists** (Reports>Custom Reports>User Defined List), you can now get a report based on the credit and debit account numbers. This helps you get better business information.

