

Quick Start guide for qCLIPPro Projects

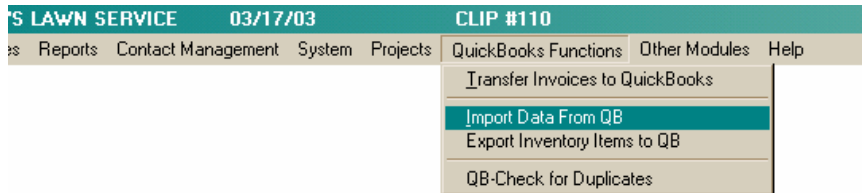
Setup

For Customers new to qCLIP:

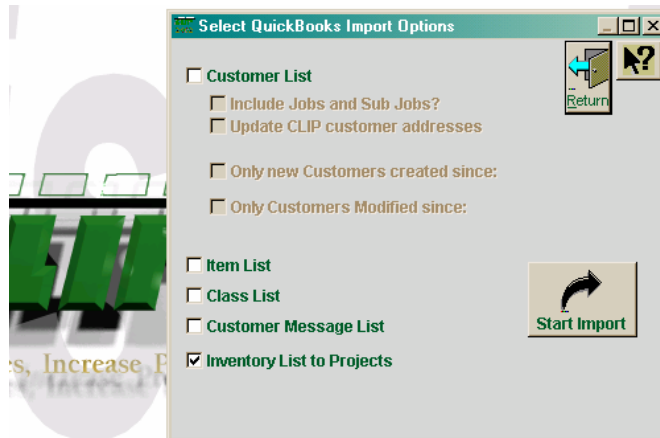
Make sure that your QuickBooks is running.

You will need to import your inventory items into the inventory in qCLIP.

To do this, from the QuickBooks Functions menu (in qCLIP), choose, Import Data



Click on the Import Inventory Items
Click on Start Process



QCLIP will make a copy of your inventory into the Project Inventory data base.

There are some data items that you will have to check to make sure they are correct.

1. Part Number – qCLIP will place an ID number, you will want to change it to something more recognizable.
2. Class Type – qCLIP will default it to the first Class you have in your list.
3. Stock Type – qCLIP will default all the items to “STOCK”
4. Overhead Recovery for each part.
5. Markup and pricing – qCLIP will default it to a 10% markup
6. Quantity will be 1
7. Unit will be “EACH”
8. Unit Type will be “EA”

For existing customers that are changing from CLIPPro with Projects to qCLIPPro with Projects.

For Customers that have already been using CLIP Projects and are not using qCLIP with Project, you will have to export your inventory to QuickBooks.

Transfer one at a time

You need to do this one part number at a time because you need to put in your GL Accounts that QuickBooks will be using.

To do this, from the Projects Menu

1. Click on Inventory
2. Click on Inventory Data Entry
3. Find the item you want to transfer
4. Click on the "Add to QuickBooks" button
5. Enter the item name, Cost of Goods Account, income account and asset account.
6. Click on Add to QB

QCLIP will transfer it into QuickBooks Item List.

Transfer in Bulk

If all of your items will be using the same GL Account numbers, you can transfer them in bulk from the QuickBooks Functions Menu, Export Inventory Items to QuickBooks. This allows you to transfer all items that have not already been transferred. This is based on the use of the ITEM field in the inventory. If an inventory item in qCLIP already has an Item assigned to it, qCLIP will not transfer this item to QuickBooks.

Once you have the items in QuickBooks and you have the QuickBooks items in qCLIP, you can use Projects as described in the manual.

A note about Taxes:

Since all of your invoicing and tax information is held in QuickBooks, qCLIP does not need to track your sales taxes except when it comes to proposals. At that point qCLIP needs to know what the sales tax is for a customer and for an item. In order to speed the processing up and to avoid having to be constantly connected to QB, qCLIP stores the tax information in its Tax Setup under the System menu. Make sure that you give each customer a Tax Id and that you set up the tax area in qCLIP so that the taxes will be correctly figured for you on your proposals. See the manual on setting up tax areas and tax codes for a full explanation.

Also, each of your items can be taxable or not depending on the setting of the Tax Code. If the tax code is set to "D" there will be no tax charged but if you set the tax code to "L" or "M" qCLIP will figure the tax on your proposals.

If the tax rate changes in your state or area, you will have to make sure that you change it in qCLIP as well as QuickBooks.

Hidden Items

Hidden Items are items that you want on the project but you want to hide them from the customer. A good example of this is Setup and Travel time. QCLIP will hide these from the customer by distributing their charges to all of the other Labor items on the project. This functionality works very well with qCLIP when creating proposals and bids.

When these hidden items are transferred to QuickBooks, they will appear on the invoice. The reason this is true is because these hidden items can be inventory items that need to be depleted. We plan on having more options for this in the future but for now, be aware that the hidden items will transfer to the invoice but you can take them off of the invoice at the time of billing if you so desire. Another option you have is to record the project in QuickBooks as a lump sum and attach the proposal from qCLIP.

Please see the manual for the How to's of using Projects.

Transferring Project Invoices to QuickBooks.

After you have billed out your project, you can now transfer it to QuickBooks.

From the QuickBooks Functions menu, choose Transfer Invoices to QuickBooks.

Click on the “Transfer Projects”.

QCLIP will ask you, “Transfer all Projects?”. If you answer “yes” qCLIP will transfer all outstanding projects to invoices in QuickBooks. If you answer “No”, you will be presented with a list of projects waiting to be transferred. Click on the ones you want to transfer.

QCLIP will transfer them to QuickBooks as Invoices, waiting to be sent.

Common Questions:

When a price changes for an inventory item, where do I make the change? CLIP or Qb or Both?
You can change the price in qCLIP because whenever qCLIP transfers an invoice to QB it sets the price in the transfer and overrides what you have in QB.

Can I also change the COGS, Income and Asset accounts in QB?
You can change the COGS, Income and Asset accounts in QB, we do not hold that information in qCLIP.

How are Assemblies in Clip handled when they are transferred over to QB?
The assembly is handled in qCLIP like normal. If you want the assembly to work in QuickBooks, you have to create the assembly there and then assign the assembly in qCLIP to the Assembly Item in QuickBooks. We don't create assemblies automatically in QuickBooks.

That's about it. Please email us at development@clip.com as you use this product and let us know how we can improve it.

Thank you for purchasing our product.