INSTALLING CCRQINVOICE

Thank you for selecting CCRQInvoice. This document provides a quick review of how to install CCRQInvoice. Detailed instructions can be found in the program manual. While this may seem like a long procedure it really is not that complicated – there are many options in the program and most likely you will only be using a few, so you can skip around the parts you don't need.

OPERATING REQUIREMENTS

CCRQInvoice requires the following:

- **QuickBooks Version:** This application works with the US version of QuickBooks Pro and Premier, 2006 edition or later, and the US version of QuickBooks Enterprise 6 or later. Every workstation (computer) that will run a copy of this application must have the appropriate version of QuickBooks® installed.
- **Microsoft Windows:** This application has been tested with Microsoft Windows XP Pro and Windows Vista.
- **Microsoft .NET Framework 2.0:** If you have a 2008 (or later) US version of QuickBooks or are using Windows Vista this should already be installed on your computer,
- **Computer Display Resolution:** Your computer should have a display resolution of at least 800 X 600 (if you are running QuickBooks you have this, or better).

INSTALLATION OVERVIEW

Installing the application involves several steps.

- **Application Installation:** You must install QuickBooks® on your computer prior to installing this application. Once you have QB installed run the **CCRQInvoice Setup** program to install the application on your computer. Please install the application in a local directory on your workstation.
- **Company Setup:** Start QuickBooks® and open your company file as the <u>administrator</u>. Run the application (found in the *CCRSoftware* folder of the Windows Program menu). You will be asked for a location to save a parameter file – **<u>choose the location where your data file resides</u>**. QuickBooks® will ask you if it is OK for this application to access your data – say "Yes, whenever this QuickBooks company file is open".
- **Registration:** When you first install the application it will run in a trial mode, which will allow you to use the application at no charge for up to 30 days. You can select "Don't Register" to start with (you can register the application later).
- **Program Preferences:** There are several preferences that you must set up in this application – an "installation wizard" will take you through each step.
- **QuickBooks® Setup:** You will need to modify your order templates to use many of the features of the application.

APPLICATION INSTALLATION

Prior to installing this application you must install QuickBooks on the computer workstation that you wish to use.

Run the **Setup** program that you have been provided (either through a download from our web site, or on a CD). The setup program will lead you through the simple steps necessary. Please note the following:

- You should install the application while logged in as the **administrative user** of your computer system.
- **The Microsoft .NET Framework version 2.0 must be installed on your computer**. If you are using Microsoft Vista, or if you have installed a 2008 (or later) US version of QuickBooks then this has already been taken care of. Otherwise, the installation program will install this for you.
- **Please install this application in its own subdirectory –** it is best to <u>not</u> install CCRQInvoice to the same directory as other applications.
- **Install the application on your local disk drive –** don't install this to a shared network drive, or a *mapped drive*. The application should be run from a local drive to avoid security warnings.

IF YOU ARE UPGRADING FROM A PRIOR VERSION OF CCRQINVOICE we highly recommend that you:

1. Uninstall the prior version <u>prior</u> to installing the new version.

2. Install the new version in the same directory as the prior version (which should be what the installer will recommend).

COMPANY SETUP

You need to perform a "company setup" procedure for each QuickBooks® company data file that you are going to work with. QuickBooks® won't allow an outside application to access your company data without you giving explicit approval, as a security measure. <u>This is a good thing</u>! Applications cannot get to your information without you knowing what is going on.

1. **Start QuickBooks® and log in to the company file as the Administrative User**: You must have QuickBooks® running, with the company file open, and you must be logged in as the "administrative user".
2. **Start CCRQInvoice:** The application can be found in the Windows program menu, usually in the *CCRSoftware* folder.
3. **Specify a common location:** If this is the first time that you have run the application from this computer, the application will open a "wizard" that will lead you through some necessary steps.
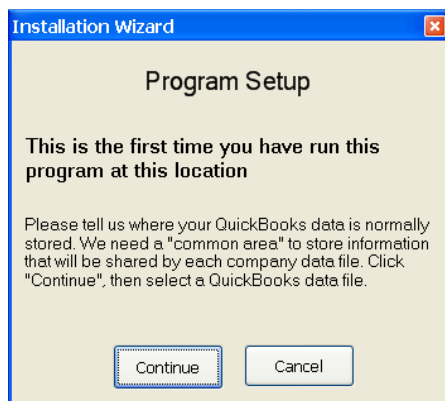
The first question will be to ask you for a place to store some "common" information. **It is important that you select a location that is accessible to all QuickBooks® users** if you are running in a multi-user environment. The location where your QuickBooks® data files are stored is a good choice. The default that is shown is where your version of QuickBooks® would store the data files on your workstation, which isn't always the best place if you have a multi user installation.

Note that you will see this one time for each computer workstation that you install this application onto. It is important that you specify the <u>same location</u> from each workstation.

4. The application will provide you with the following opening screen. The first time that you run the application for a QuickBooks® company you should already have the company file open, so you should click the *Currently Open Company*
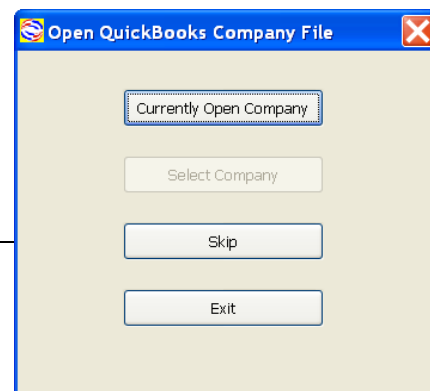
button.

5. **QuickBooks Authorization:** *QuickBooks Compatible Software* applications are able to access QuickBooks information directly IF you give it permission. The application will ask QuickBooks® for authorization, and you will have to set the permission level.
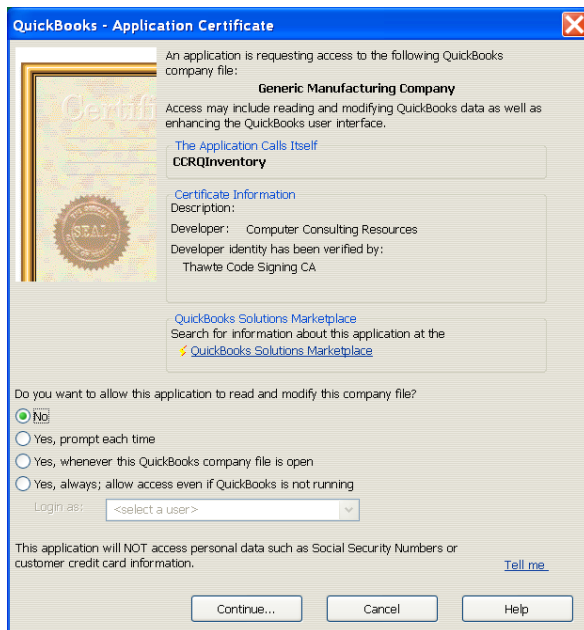
When the application first accesses your QuickBooks company data (as a part of the installation process), QuickBooks will open an authorization screen similar to what is shown below. When an Integrated Application first asks to access your QuickBooks company file the administrator must give that application permission to access the data files.

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

This is usually the most appropriate setting. You must have your QuickBooks company open before you run the application.

Click on the *Continue* button. Another window may open, asking you to confirm your selection. Click *Done* to continue.

REGISTRATION

When you install this application on a computer for the first time, it will be set up with a "trial period". You will have access to all features for a period of 30 days from the time that you install the application. This allows you to evaluate the application to determine if it fits your needs.

The very first time that you run the application on a computer you will see a Registration screen similar to the following:

If you have been provided with a serial number please enter your name, company name, and serial number in the appropriate locations. Then press the *Register* key. This will unlock the application for use on this computer.

If you do not have a serial number you can run the application for 30 days after installation. Select *Don't Register*, and a screen similar to the following will appear:

Click the *Try* button to continue as a trial application. Each time that you start the application this screen will appear, until you enter a serial number.

If you have decided to purchase the application and have been provided with a serial number, click the *Register* button on this screen, and you will be shown the Registration screen.

APPLICATION PREFERENCES

When you first run CCRQInvoice with a particular QuickBooks company file the application will open the "Installation Wizard", to take you through several steps necessary to set up application preferences. If this does not happen automatically, you can select *Install New Company* from the *Files* menu.

You will be presented with the various options – if you want to use one then click the *Install* button and the application will ask you for more details. Click *Skip* if you don't want to use an option. You can always change your mind later in the *Preferences* option of the application.

Note that you might not be able to use *all* of the features provided. Many of them require the use of a *custom field* in the item or customer list, and QuickBooks limits the number of fields available in those lists.

EXTENDED WEIGHT

This feature will automatically calculate the extended weight for each line in an invoice, sales order or estimate, as well as a total weight.

The Weight feature requires three custom fields:

- *Unit Weight:* You will store the unit weight for the item in this field – it will be a "custom field" in the Item List. The dropdown list will show you the existing custom fields (if any) that you have defined for items. If you have already defined one for the unit
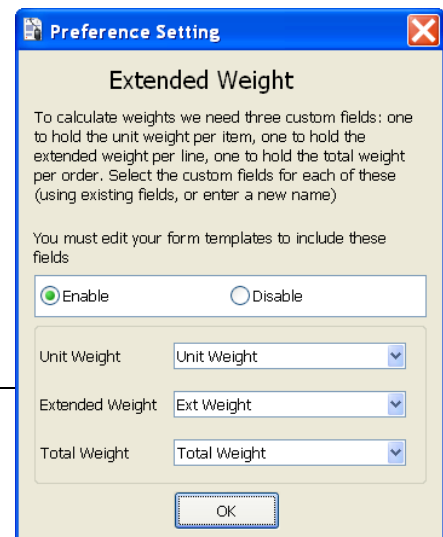
weight for items, select that. If there is room to add another field (the limit in QuickBooks is five custom fields in the item list) then the application will add the choice "Unit Weight" to the list of fields. If you select this, and it hasn't been defined in QuickBooks already, the application will create it.

- *Extended Weight:* You won't store information here – we need a place to store the calculated extended weight. This is added to the item list – select "Ext Weight" if it shows, rather than using one of your existing fields.

- *Total Weight:* This is the field to hold the total weight for the order. This is added to the customer list. You can select an existing field, or "Total Weight".

TOTAL QUANTITY
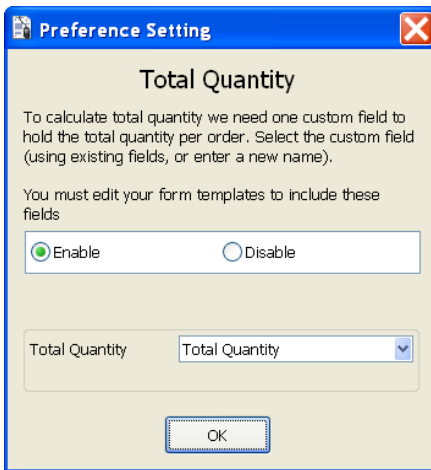
This feature is used to calculate the total quantity of certain items in an order.

The Total Quantity feature requires a custom field to hold the calculated quantity. This will be a "custom field" in the customer list. You can pick an existing field from the list, or the option "Total Quantity". This last option will only show if there is room to add it to the list of custom fields.

SORTING

This feature is used to sort the order of the details in an order.

You can select the field that you will normally sort on. Note that you can change which field to sort on each time that you run the application – this is just setting up the default value.

You can sort on any of the following:

- **Item ID**: The item ID as entered in the detail line.
- **Line Description**: The description of the detail line.
- **Quantity**: The quantity of the item in the detail line.
- **Service Date**: This is an optional column you can use.
- **Custom Fields**: You can sort by any custom field in the form.

Alpha/Numeric Sort: Normally you will select an "Alpha" sort. However, if you are sorting on a custom field and you want the values to be treated as numbers, select "Numeric".

Ascending/Descending: Specify the direction that you want the values to be sorted.
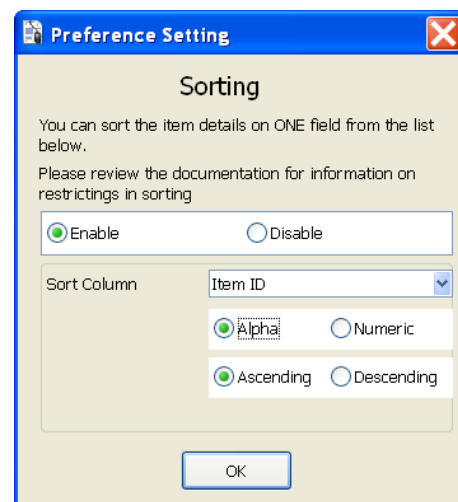
CALCULATED RATE

This feature allows you to alter the rate that is used in the calculation of the amount in a detail line of an order.

To use this feature click on *Multiply*. With this feature you can alter the rate by multiplying the *original rate* by the value in a custom field. The *original rate* is the rate that you originally entered when you added the item.

QuickBooks calculates the extended amount in the detail line as *rate X quantity*. With this feature we can change that to be *custom X rate X quantity*, where *custom* is a custom field that you have added to the order form. To make this work we essentially have to replace the *rate* field in the calculation with the product of the original *rate* and the *custom* field. The application will save the *rate* that you started with in a field that we will call the *original rate*.

The application needs two custom fields in your item list.

- *Multiply By*: This is the custom field that you will use in the calculation.
- *Original Rate*: The application will store the rate that you entered originally for the item in this field.

CALCULATED QUANTITY

This feature allows you to modify the *quantity* field based on one of several different calculations.

As mentioned before, QuickBooks calculates the extended amount in the detail line as *rate X quantity*. With this feature we provide you with a way to alter the *quantity* value:

- **Difference:** The *quantity* column will be changed to be the difference between two custom fields. For example, if you want the quantity to be the weight of a load on a truck, you can create two columns, *gross* for the total loaded truck weight, *tare* for the empty truck weight. The difference of these two values is the weight of the load.

- **Volume:** Another way to change the *quantity* column is to have it be the product of three custom fields – such as the *height, length* and *width*. Select the three fields to use in the calculation. In addition, you can specify some additional parameters:

  - *Rounding:* The calculated value can be rounded up or down as you specify. Select a *custom field* from

the customer record to hold your preferences for each customer. You will need to add this field to the order form so that the value is added to the form. In this field you will enter a value that will specify how to round the calculated number. This must be a character followed by an optional "rounding precision". The character can be a "+" to round up, a "-" to round down, or a "*" to use "banker's rounding". If you add a single digit after this the application will round to that number of decimal places. Some examples:

- o **+** This will round the value up to a whole number. So, for example, a value of 32.54 will be rounded to 33.

- o **–2** This will round the value down to two decimal places. A value of 32.5468 would be rounded to 32.54.

- o *Pref:* This is your rounding preference if a value is not specified in a customer record. See the description above.

- o *Factor:* You can add a conversion factor in the calculation (the calculated value will be divided by this number). If you don't want a conversion, enter a value of "1". For example, if your height, length and width are in inches, but you want the calculated value to be in cubic feet, enter a value of 1728.

QUICKBOOKS® SETUP

After you have run the installation wizard and have selected the options you will have some features to set up in QuickBooks® itself. These changes cannot be done by the installation wizard.

Each of the features (other than "sorting") require that you use custom fields. The program has created the custom fields for you (or you selected existing fields) when used the installation wizard or set preferences. The custom fields must be added to the template of the form that you are using – at least to the "screen" version (you don't need to add it to both the screen and print version). Note that the calculations will usually only work if you have created the order using the modified template – going back to existing orders and changing the template might not set the custom fields up properly.

We won't go into a full description of how custom fields work in this document – we'll just show you how to use them in your forms. When you work with a form like an invoice you can divide the form into two sections, the *header* and the *columns*. When you add a custom field to the **customer** list, it becomes available to be added to the *header* of the form. When you add a custom field to the **item** list, it becomes available to be added to the *columns* of the form.

If you enter information in the custom field in a customer or item record then that data will show as the default value in the field when you create an invoice. If you don't want to add a default value then leave the fields in the customer/item records empty.

For example, if you are working with the *extended weight* feature, you have a field for *unit* and *extended* weight in the item list. You would enter the weight of a single unit in the *unit weight* custom field in each item record, you would leave the extended weight blank. You will have a field for *total* weight in the customer record, and you would leave that empty as well. Add the *unit* and *extended* weight fields as columns in the invoice, add the *total* weight as a field in the header.
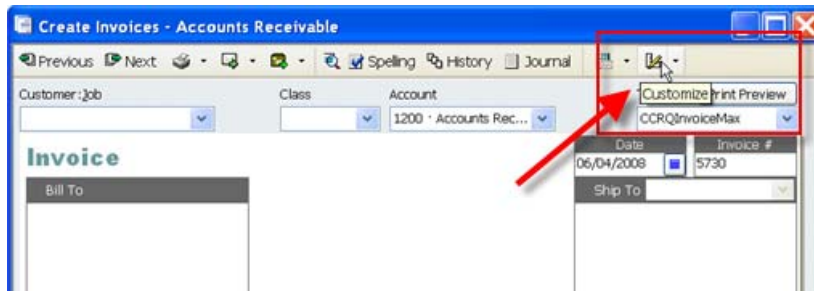
The following table shows which fields you would use for each feature, and which portion of the template they would be added to. Remember that you can only have five custom fields in the item list (columns) and seven custom fields in the customer list (header).

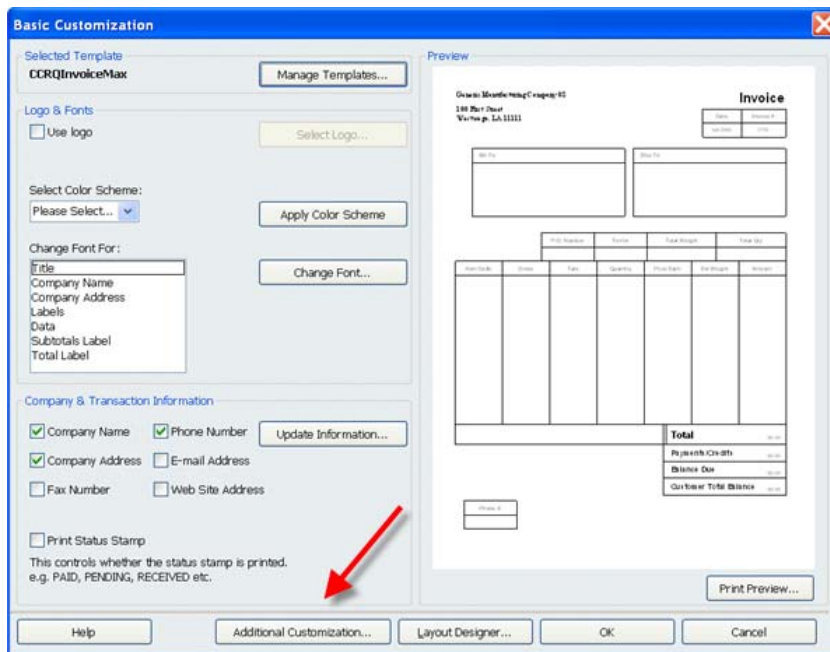| Feature	Columns (Item List)	Header (Customer List)
Extended Weight	Unit Weight, Extended Weight	Total Weight
Total Quantity		Total Quantity
Calculated Rate	Multiply By, Original Rate	
Calculated Quantity (Difference)	Start, End	
Calculated Quantity (Volume)	Height, Length, Width	Rounding

EDITING A TEMPLATE

This sample is based on Premier 2008, working with invoices.

To edit a template go to the form that you want to work with and click the *customize* button in the upper right.

Click the *Additional Customization* button at the bottom of the screen.

For those fields that should show once on the form (such as the *Total Quantity* or *Total Weight*), look at the bottom of the list of fields in the **Header** tab. Place a check mark by the ones that you want to include, and give them a label. The fields marked here are all custom fields.

In this example we are marking the *Total Weight* and *Total Quantity* fields.

The fields that you want to show as columns will be found at the bottom of the field list in the **Columns** tab.

In this example we are marking the *Unit Weight* and *Extended Weight* fields. Note that we only have the *Extended Weight* field showing on the screen – we need it there for calculation purposes, but we don't have to print it on the form we give to the customer.