CFS (&VFT) to QuickBooks Interface

For

QuickBooks Premier & Enterprise Solutions

Last edited: 3/8/2012

Manual

The purpose of this interface is to create an efficient and user friendly means for the transfer of jobs created in CFS to Estimates in QuickBooks where they can then be converted into Sales Order, Invoices, and/or Purchase Orders.

This interface can be setup to track the on-hand inventory count in QuickBooks, or, to just track sales.

During the transfer the user may choose a QB "group" mode. In this mode the items will still be listed individually on the screen display in QB but print as a group or groups using the job description as the group name. (Group is a QB option and is limited to 20 items per group so there could be more than one group on the output. See QB for more detail.)

The CFS to QuickBooks Interface is built upon the CFS Enterprise Edition tools so QB Interface customers are automatically CFS Enterprise customers and receive all the Enterprise features.

This initial interface release will not work with QB for Canada, QB POS, or QB Online. It will not work with QB Pro as Pro does not accommodate for assemblies. This could change if our market dictates such.

CFS to QB Interface	Ask for direct number to QB interface support only
Project Manager	800-544-2536 toll free
Software Design Associates	406-256-5133 fax

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CFS Setup Requirements

Sales Tax

The Sales Tax templates in CFS should be setup to replicate the Sales Tax options in QB. The interface is going to ignore the sales tax associated with a job coming from CFS because QB will be handling the application of the correct tax. The reason to have the sales taxes replicated in CFS is so the bottom line price of the job includes applicable sales taxes the same as how it will appear in QB after the job is exported.

Labor Records **(Step not necessary if not planning to track inventory.)**

Add the word "Labor" to all labor type items in CFS that may be a component of an assembly or a CFS fabricated item such as fabricated chainlink gates and posts and fabricated PVC and ornamental products. The program is NOT case sensitive. The easiest way would be to add the word Labor to all labor type records like Cuts and Welds and lumber cutting charges. If you fabricate PVC or ornamental fence you probably have fabrication charges that should contain the word Labor. It does not hurt anything to have the word Labor in a labor item that is **not** going to be used as a component of an assembly so by adding it to all labor type records, whether they will be components or not, you know you have covered all current and possible future situations where it might be needed. Using the Update tool "Change Descriptions" is probably the quickest way to do this.

If you have the CFS Enterprise Edition and export the master file to a spreadsheet program like Microsoft Excel to do your updates, make sure you add the word "Labor" to the Description field as the entries in the Item field do not import back into CFS.

Unit of Measure

If you turn on the U/M option in QB, (see QB setup instructions), the U/M on CFS transactions will display on QB transactions. QB only recognizes two characters for the U/M so if the unit in CFS is more than two characters it will use the first two and truncate the rest. You may want to make sure the unit designations in CFS are limited to just **two characters** and consistent throughout the master file so you can get the results you want- for example Bg instead of Ba if a unit is currently Bag. You can use "Change Descriptions" to update these fairly quickly. If you have already purchased the QB Interface or otherwise have the CFS Enterprise Edition you could export the file with InterOp, update the Units, and bring it back into CFS. The ability to update the Unit in InterOp was added to the 2.50 version of InterOp in late March of 2011 so you may need to ask for a more current version if you take this route. The version number is in the lower right hand corner of the main InterOp window.

Check for unnecessary assembly related flags

The flags "U", "A", and "E" [for (U)n-assemble to components for inventory tracking, weighted (A)verage so the program auto figures the markup on the assembly based on the markups on the component parts, and (E)xplode so the components list individually on the output] should only be in items that are setup as assemblies in CFS. The culprit here is an unnecessary U flag that can cause jobs not to transfer to QB.

To check that your data does not have this problem, go to the Update Master File>Maintenance menu and near the bottom choose "Check Master File & Save Files for common errors". Have "Print Report" selected at the bottom of the window. See the section on unnecessary flags. Click "Check" and view the report - if there is any to report. Resolve the problem by removing the flags from the items, deleting the items from the Master File, or creating the assembly.

If you create an assembly but are setup to have all your items in QB as non-inventory parts there is a follow-up step you'll need to do so it imports into QB properly. Assemblies serve two purposes. One to track the inventory of the component parts, and two, to let the program calculate the cost of the assembly by auto totally the cost of the component parts for the cost of the assembly. Even though you are not doing the former you may be interested in the latter.

Optional import of QB customers into the CFS customer file

If you have some customers in QB, maybe some repeat customers, that you would like to import into CFS, there is a semi-automatic way of doing this. You would need to have the interface installed before having access to this function. The interface program to export customers will export the QB customer list into a format that CFS can recognize.

The exported file will be named customer.csv. It needs to be renamed to SDA_CUSTOMER.csv and put in the main CFS folder. CFS will read this file from the "Customer Information" window. You will have an option to open the list and when you choose a customer, this feature imports the information from the file into the appropriate fields in CFS. Once the information is loaded you still need to save it in the CFS customer file if you want it saved within CFS.

CFS & QuickBooks Part Number Setup

There are many ways to setup the interface for tracking or not tracking inventory on hand. Setting up the proper scenario for you is part of the provided interface setup routine so you do not need to do this by yourself. Once you decide which option suites your needs you can skip to the common information and that options detailed setup directions. If scenario 1 or 2 is your preference but you want to temporarily use the interface in a non-inventory tracking mode until you can get accurate inventory counts entered in QB, you should also accommodate for scenario 4 or 5 to use in the mean time.

1. **Track inventory on hand in QuickBooks. Only sold jobs will be sent to QuickBooks.**

2. **Track inventory on hand in QuickBooks. Intend to "borrow" the Estimate mode of QB for un-sold jobs.**

3. **Do not track inventory on hand in QuickBooks. Sales related to individual items will be tracked.**

4. **Do not track inventory on hand in QuickBooks. Number of items in QB is limited – items do not need to be listed individually. All sales recorded to the same sales account.**

5. **Do not track inventory on hand in QuickBooks. Number of items in QB is limited – items do not need to be listed individually. Sales to be recorded to more than one sales account.**

Common Information

All items in CFS including labor items must have a part number in their part number field with one exception – see below. This can be done using tools within CFS Update Master File> Change Utilities or with the InterOp utility available with the CFS Enterprise Edition. InterOp can be used to export the master file to a spreadsheet program such as Microsoft Excel where the part numbers can be entered and then imported back into CFS. The exception is that any assemblies in CFS where the assembly item contains an E flag in order to have the component parts automatically be on the list of materials, does not need to have a part number. The component parts all need part numbers but the (E) assembly itself does not.

Part Numbers must NOT include spaces. Dashes can be used as separators. They also need to NOT start with a "P" or a "G" as entering a "P" initiates a post fabrication routing and "G" initiates a gate fabrication routine.

The part numbers of "CUSTOM", "FABRICATED", "FAB-POST", "FAB-PIECE", and "SECTION" have special meanings in the interface export so do not use these names for a part number in the CFS records.

Special consideration when the source number is longer than twelve characters:
If the word "SOURCE" is in the part number field, CFS will put the Source number in the part number field of the XML export file. It will also use the source number on reports within CFS. When it comes to products only purchased from one vendor, which is often the case with PVC, ornamental, and wire panel fencing, people usually use the vendor's part number (the Source number in CFS) as the primary, common number in CFS and QuickBooks. As mentioned above this means the source number would need to be moved or copied into the part number field in CFS. While the source number field can be expanded from a twelve character to a fifteen character maximum length, the part number field cannot. Some vendors' part numbers are longer than twelve so would get truncated if copied into the part number field. To resolve this issue you can put the word "SOURCE" in the part number field. You will basically be "telling" CFS you want to use the source number for the part number. If you run into this situation, you need to put "SOURCE" in the part number field for at least these items. This will work whether the vendor's number is longer than 12 characters or not, so you can setup all the items for the vendor this way if you like. You could also do this for all items in your Master File where you want to use the source number as the part number for the interface. Call support if you would like to know if you should expect this situation for any of the vendor specific modules in your Master File. The program is not case sensitive to the word "SOURCE" so you can use "Source" if you like.

CFS Write-In Entries
To accommodate for the situation where in CFS you can estimate or sell an item that is not in the CFS item list, what is referred to as a Write-in Entry, CFS assigns a part number of CUSTOM. When items are brought into QB, the same item cannot be listed on the same transaction more than once. If the interface runs into this situation it appends the part number with a number. If there are more than one Write-in entries on a CFS transaction that gets transferred to QB these items' part numbers would be CUSTOM, CUSTOM 1, CUSTOM 2, etc. It is best to have these items setup in QB during the initial setup to avoid a situation where if a CUSTOM item gets added on-the-fly on a job with a discount the price may be off. If the item is already in QB at the time of transfer, this potential problem can be avoided. There is an import file available for adding a dozen of these non-inventory items to QB or they could be entered manually. These items get reused on subsequent jobs so there only needs to be enough to accommodate the maximum number that would ever be on one transaction.

1-Detailed Track inventory on hand in QuickBooks. Only sold jobs will be sent to QuickBooks.

The common information above is relevant to this situation.

2-Detailed Track inventory on hand in QuickBooks. Intend to "borrow" the Estimate mode of QB for un-sold jobs.

The common information above is applicable plus more. If you want to send un-sold jobs to QB to make use of some QB Estimate or other QB options, it is important to avoid the automatic building of assemblies in QB which happens during the job transfer if it is in the inventory tracking mode. When exporting an un-sold job, un-check the "Detailed Inventory Tracking

Mode" box. The program will automatically treat all items like Write-in entries and assign a part number of "CUSTOM", but this part number will be appended depending on which module you are working in:

Chainlink Scratch Builder	CUSTOM-S, CUSTOM-S 1, …CUSTOM-S 30
Residential chainlink Scratch Builder	CUSTOM-R, CUSTOM-R 1, …CUSTOM-R 20
PVC Scratch Builder	CUSTOM-P, CUSTOM-P 1, …CUSTOM-P 12
Ornamental Scratch Builder	CUSTOM-O, CUSTOM-O 1 ,…CUSTOM-O 12
Wood Scratch Builder	CUSTOM-W, CUSTOM-W 1, …CUSTOM-W 12
Wire Panel Scratch Builder	CUSTOM-X, CUSTOM-X 1, …CUSTOM-X 12
Miscellaneous Estimator	CUSTOM-E, CUSTOM-E 1, …CUSTOM-E 20
Cash Register	CUSTOM-C, CUSTOM-C 1, …CUSTOM-C 20

These item names are incremented to an estimate of how many would ever be likely to be on the same transaction. You could have less or more. Component parts of any permanent or re-usable assemblies will be ignored. **These items need to be put in QB manually or with the QB Excel import utility prior to job imports. We have a file of these items ready to be modified and imported during the setup process.** You would most likely assign the same sales account to all of these custom items, since this sales account will never get used anyway. These items should be non-inventory items.

The QB estimates **created in this mode would not be converted to a sales order or invoice in QB** as inventory would not be tracked. Instead, if the customer subsequently accepts the bid, load the job in CFS and transfer again but in the inventory tracking mode.

3.-Detailed Do not track inventory on hand in QuickBooks. Sales related to individual items will be tracked.

With this approach **have the check mark in the box** next to "Detailed Inventory Tracking Mode". Each item would have its individual part number as described in the common information. The basic difference is the items would be in QB as non-inventory parts. The permanent and reusable assemblies/fabricated items need to be in QB as non-inventory parts instead of assemblies.

Any permanent assemblies would be exported or manually entered into QB as non-inventory parts with the appropriate sales account. Where assemblies are normally excluded from the mass transfer of items to QB, in this case they would be included and transferred along with the other items as non-inventory parts. They could also be entered in miscellaneous estimator and exported as non-inventory items.

In order to have all the possibilities of fabricated parts coming from CFS to be recorded as non-inventory items in QB you need to have the following items in QB as **non-inventory items** before estimates are transferred. These items are available in a file for uploading and should be added to QB during the setup process.

Keep in mind you only need to add the items that are relevant to the product lines you estimate in CFS. For example, if you do not fabricate PVC or ornamental fencing you do not need to add the associated items below, FAB-PIECE-P, FAB-PIECE-O, SECTION-P, SECTION-O to QB.

For fabricated Chainlink Scratch Builder gates:
FABRICATED, FABRICATED 1, FABRICATED 2, ….FABRICATED 10
For fabricated Chainlink Scratch Builder posts:
FAB-POST, FAB-POST 1, FAB-POST 2, ….FAB-POST 10
For PVC and ornamental fabricator module fabricated individual post, rails, and pickets:
FAB-PIECE-P, FAB-PIECE-P 1, FAB-PIECE-P 2, ...FAB-PIECE-P 10,
FAB-PIECE-O, FAB-PIECE-O 1, FAB-PIECE-O 2, ...FAB-PIECE-O 10
PVC, ornamental, and wood fabricator module fabricated whole sections will be:
SECTION-P, SECTION-P 1, SECTION-P 2, ….SECTION-P 10,
SECTION-O, SECTION-O 1, SECTION-O 2, ….SECTION-O 10,
SECTION-W, SECTION-W 1, SECTION-W 2, ….SECTION-W 10

When the fabricated items are in QB as non-inventory items the component parts are ignored which is appropriate if you are not tracking what is in stock anyway. Also, contrary to when these items are in QB as reusable assemblies and the interface does not reuse them when they are on a sales order, **it will reuse them** even if they are on a sales order if they are in QB as non-inventory items. This is also appropriate.

The Write-in entry items based on the word CUSTOM should be imported into QB during the setup process as mentioned in the common information.

4.-Detailed Do not track inventory on hand in QuickBooks. Number of items in QB is limited – items do not need to be listed individually. All sales recorded to the same sales account.

In this situation there is no need for part numbers in the CFS items. The only thing in the common information pertinent here is the need for the CUSTOM items for Write-in entries. With this approach **do not have** the check mark in the box next to "Detailed Inventory Tracking Mode". The program will automatically treat all items like Write-in entries and will assign a part number of "CUSTOM" but this part number will be appended depending on which module you are working in. To only record to one sales account use the same account for all the groups of items. An Excel or csv file of these items is available for importing them into QB.

Chainlink Scratch Builder	CUSTOM-S, CUSTOM-S 1, …CUSTOM-S 30
Residential chainlink Scratch Builder	CUSTOM-R, CUSTOM-R 1, …CUSTOM-R 20
PVC Scratch Builder	CUSTOM-P, CUSTOM-P 1, …CUSTOM-P 12
Ornamental Scratch Builder	CUSTOM-O, CUSTOM-O 1 ,…CUSTOM-O 12
Wood Scratch Builder	CUSTOM-W, CUSTOM-W 1, …CUSTOM-W 12
Wire Panel Scratch Builder	CUSTOM-X, CUSTOM-X 1, …CUSTOM-X 12
Miscellaneous Estimator	CUSTOM-E, CUSTOM-E 1, …CUSTOM-E 20
Cash Register	CUSTOM-C, CUSTOM-C 1, …CUSTOM-C 20

These custom items need to be put in QB manually or with the QB Excel import utility prior to job imports. We have a file of these items ready to be modified and imported. You would assign the appropriate sales accounts and make them non-inventory items. Something to note is that the same item sold through different modules may be recorded into different sales accounts.

Component parts of any permanent or re-usable assemblies will be ignored.

5.-Detailed Do not track inventory on hand in QuickBooks. Number of items in QB is limited – items do not need to be listed individually. Sales to be recorded to more than one sales account.

With this approach **do not have** the check mark in the box next to “Detailed Inventory Tracking Mode”. There is no need to have part numbers in the CFS items.

What happens in this setup is each CFS item will include an entry designating a type of fence. The program will use the first character of this designator as the extension on the base word “CUSTOM”. These custom items will be imported into QuickBooks as non-inventory items and with an appropriate sales account associated with each group. It is recommended to use the same fence type designator that the program would automatically use per step 4 unless there is a compelling reason to set it up differently.

To associate the designator to the items in CFS:

1. Set pointer 20 to “1”.
    a. To do this go to Update Master File, Settings tab, choose Change Pointer Settings, Pointer.0, a single pointer, 20, and set it to “1” and click next and then close out.
2. Determine in advance which groups of items in the CFS Master File will be designated to the same fence type and subsequently to the same sales account in QB.
    a. One way to do this is to go to Update Master File, Open Record, browse through the items and make notes of the various boundary record numbers.
    b. Another way is to print the Master File to a pdf and browse the printouts for the boundary record numbers.
3. Go to Update Master File and type “INTERNAL” and enter. This is not a menu choice but you should see it show up near the bottom of the window when you type it.
    a. On the Internal Special Functions menu choose “LOW LEVEL change”.
    b. Enter a beginning and ending record number for a group of records as noted in step 2 and click OK.
    c. At the question “Which MF$()/MFN() subscript to change?” type “22” and enter or click OK..
    d. At the “Enter MFS$(22)=” type the fence type designator and press Enter or click OK.
    e. Click Yes when prompted “Are you sure?”
    f. Repeat for each group of records making sure that all items in the master file have a fence type designator.
    g. The following are the default fence type designators. It is recommended you use these same codes unless you have a specific need to use something else.

i. Chainlink S Resulting part number will be CUSTOM-S
ii. PVC P Resulting part number will be CUSTOM-P
iii. Ornamental O Resulting part number will be CUSTOM-O
iv. Wood W Resulting part number will be CUSTOM-W
v. Wire Panel X Resulting part number will be CUSTOM-X

h. Items with these part numbers should be added to the QB item list during the setup of the interface. There is an import file in Excel and csv format available for quick import.
i. The regular Write-in entry items with part numbers base on CUSTOM but with no fence type identifier need to be added to QB during the setup as mentioned in the common information.

QB setup Requirements & Options

Tracking Inventory

If you plan to track inventory make sure you have this option turned on in QB.

Unit of Measure

The Unit will import from CFS. If you would like the Unit to display in QB the Unit of Measure needs to be turned on. In QB 2010 (and maybe other versions) go to Edit> Preferences> Items & Inventory> Company preferences> Enable Unit of Measure> choose Single unless you need it set to Multiple. Make sure the unit designations in CFS are consistent throughout the master file. See CFS setup requirements for more information about this issue.

Customize the Estimate form in QB

Make sure your QB is setup so you can create estimates. You can take advantage of some functionality if you make sure your estimate form in QB is setup to include the Sales Rep field as the sales rep can be imported on its way out of CFS and populate this field.

If you have the Ship To address block on your QB estimate, this information will also import from CFS if it is in the CFS job information.

Chart of Accounts and Required Items

1. Verify that the Chart of Accounts meets your needs:
   - **(a)** There has to be at least one income account, COGS account, and Inventory account. You may choose to have sub accounts in each of these types.
   - **(b)** Several other income accounts are recommended
     - **(i)** "Contra Income" for recording discounts.
     - **(ii)** "Freight" for recording freight charged for deliveries to customers.
     - **(iii)** "Labor sales" or "Installation Labor"

2. Some Items are required to be in the Item List whether you plan to track inventory on hand or not. They need to have these exact names. The description of each may be whatever you like.
   - **(a)** Freight (Type is Service)
   - **(b)** Discount (Type is Discount)
   - **(c)** Labor (Type is Service)
   - **(d)** Some **non-inventory** parts and maybe other items depending on which inventory tracking or non-tracking option is setup as described in the previous chapter.

3. **Note:** QuickBooks does not allow the creation of Non-inventory Parts with the same part name/number as an Inventory Part that has been made inactive.

Installation

A Software Design Associates support person will assist in the installation and setup of the interface. The following is a checklist of the setup requirements that need to be dealt with.

1. **Backup the CFS and QuickBooks data.** The data to backup in CFS is the MASTER.0 file and all the files beginning with the word SAVE. Make sure you are doing this in your main CFS installation on your server if you are in a network environment.

2. **Make sure the CFS program files are current.** To do this go to the CFS Utility window, Online Support, Online Services, and click "Check for Updates Now".

3. **The interface program files should be installed onto the local drive of each computer where the interface is needed.**
   a. We recommend you have a folder named "Apps" in your local CFS folder. Inside the Apps folder will be sub-folders for each of the CFS Enterprise apps that would be appropriate for running locally. The only one that needs to run locally is the QB Interface app. So the Apps folder would contain at least a folder named "QB_Interface".
   b. The usual path would end up being C:\CFS\Apps\QB_Interface.
   c. The drive letter can be something different from C and the CFS folder and Apps folder could have different names but the QB_Interface folder must be named this.

4. **Make sure you know where the QuickBooks company file is stored. You can look this up by opening QuickBooks to the appropriate company and pressing the F2 key.**

5. **To install in Windows XP:**

   a. Have QuickBooks open as an administrator and in the single user mode.

   b. Unzip the attached Setup.zip to a folder on your computer.

   c. In the folder where you unzipped the archive, run the Setup.exe file.

   d. Towards the end of the installation have it automatically start the application. Browse to locate the QB company file and then click Test Connection. Follow the on-screen instructions. When registering the interface to access QB choose to allow access even when QB is not open. It is recommended to have QB open when exporting jobs to it but this way you will not be restricted if you needed to export when it was not open.

   e. If CFS is running over a network and you are dealing with the Enterprise version of QB, when browsing to the CFS folder, go to My Network Places, or Network to locate the main CFS folder. Do not browse through a mapped network drive.

6. **For Vista and Windows 7 installation:**
    a. Close QuickBooks (Applicable for secondary setups also.)
    b. Right-click on the installer (Setup.exe) and choose “Run as administrator”
    c. Install the program but uncheck to start the application. Finish and then double click the CPANEL.exe and browse to find the QB company file. Click test connection and yes.
    d. When doing the subscription from the application, open QuickBooks by right-clicking on the icon and selecting “Run as administrator”. After it is open make sure it is in the single user mode.
    e. Allow access of the application to the QuickBooks file
    f. Close QuickBooks. In the future, you don’t need to open QuickBooks as an administrator.
    g. If CFS is running over a network, when browsing to the CFS folder, go to My Network Places, or Network to locate the main CFS folder. Do not browse through a mapped network drive.

To uninstall the interface:

- Go to Start > Settings > Control Panel > select Fence Software QuickBooks Application and press Remove

Setup checklist

1. Interface programs installed in the local CFS> Apps> QB_Interface folder.
   (a) The CFS and Apps folder may be named something else but the folder the interface is installed in must be named "QB_Interface". Interface files are:
      (i) CPANEL.exe
      (ii) CFSSetupMaintenance.exe
      (iii) ExportCustomer.exe
      (iv) ImportEstimate.exe
      (v) AccXmlWrapper.exe
      (vi) Customer.csv
         (1) ExportCustomer will export the QB customers to create this file
      (vii) Sales_Reps.csv
         (1) This file is created by the user. It contains only two fields, the sales rep's initials and the sales rep's name. Create a csv file that only contains the initials and the person's name. Save it with the name Sales_reps.csv and save it in the QB_Interface folder.
         (i) You type this into any word processing program and Save As with the file type set to a csv file. If you type it in Notepad it will automatically be a .txt file of which you can just rename with a .csv extension.
      (viii) Last_invoice.log
         (1) This file is created by AccXmlWrapper and stores the last invoice number transferred from CFS. The program reads this file to possibly generate a warning dialog box that an invoice has been transferred to QB previously.
      (ix) csvReFormatApp.exe
         (1) In order to import an Excel file of products intended to be imported into QB that has been saved in the csv format, this file needs to be reformatted a certain way. You can reformat it by running this reformatting app on the file. You can also drag and drop the file on this app and it will create the reformatted file. If you want to view it after reformatting, do not open the file in Excel again as this will reverse the reformatting. Instead, right click it and open with Notepad.

2. The control panel needs to be setup appropriately with the CFS location being the main CFS folder for sharing data if on a network.

3. The enterprise.xml file should be in the local CFS folder and configured appropriately. It needs a line independent of a settings group similar to the following example. This path is user defined but a folder named "QB_Interface" has to be at the destination of where this path points to. The following is a typical enterprise.xml configuration. Notice the last line that defines the location of the QB_Interface folder.

   (a) **Note:** The Apps can be in whatever order you prefer on the menu. If you do not intend to use an App you do not need to include that <settings> group.

```
<settings>
<xmlfilepath>C:\CFS\Apps\XML_Reader_App\XMLReader.xml</xmlfilepath>
<xmlexecpath>C:\CFS\Apps\XML_Reader_App\cfs-xml.exe</xmlexecpath>
<sda_menu_name>Export to XML & View with XML Reader App</sda_menu_name>
<sda_icon_name></sda_icon_name>
</settings>
<settings>
<xmlfilepath>C:\CFS\Apps\Inventory_Analyzer_App\InventoryAnalyzer.xml</xmlfilepath>
<xmlexecpath>C:\CFS\Apps\Inventory_Analyzer_App\InventoryAnalyzerApp.exe</xmlexecpath>
<sda_menu_name>Export to XML & Run Inventory Analyzer App</sda_menu_name>
<sda_icon_name></sda_icon_name>
</settings>
<settings>
<xmlfilepath>C:\CFS\Apps\Commission_Assistant_App\CommissionAssist.xml</xmlfilepath>
<xmlexecpath>C:\CFS\Apps\Commission_Assistant_App\CommissionApp.exe</xmlexecpath>
<sda_menu_name>Export to XML & Run Commission Assistant App</sda_menu_name>
<sda_icon_name></sda_icon_name>
</settings>
<settings>
<xmlfilepath>C:\CFS\Apps\QB_Interface\Export.xml</xmlfilepath>
<xmlexecpath>C:\CFS\Apps\QB_Interface\AccXMLWrapper.exe</xmlexecpath>
<sda_menu_name>Export to QuickBooks</sda_menu_name>
<sda_icon_name>C:\CFS\Apps\QB_Interface</sda_icon_name>
</settings>
<qbpath>C:\CFS\Apps\</qbpath>
```


4. If CFS is on a server there needs to be a CFSSetup.dat in the server CFS folder. This file is in addition to the normal CFSSetup.dat in the local CFS folder.

5. InterOp.exe needs to be located in the main CFS data folder.

6. If the intent is to track inventory on hand in QB, an APF.txt file needs to be in the main CFS data folder. This file is created by running the APF.exe file which exports the assemblies (a.k.a. additional pricing functions) out of CFS into this text file. When running InterOp for the purposes of populating the item list in QB (which is what the Setup & Maintenance option does) it is important to exclude the assembly items in CFS. By having the APF.txt present in the same location as the CFS master file, InterOp will exclude them when creating the export file. This is also true when running InterOp directly.

7. After the installation is complete and the commonly sold items have been imported into QuickBooks, go into Update Master File in CFS and force the recreation of the cross reference table for the Record, Source, Part number fields. This can be done by selecting Import another master file, then closing that window, and quitting Update.

Daily Activity

The interface is flexible and powerful so it is important to understand your options. This flowchart covers inventory tracking options. The second flowchart focuses on the workflow.

When exporting from CFS (or VFT)

(Inventory tracking or no inventory tracking)

Inventory tracking mode (off)
For those who do not intend to track inventory at all. And for those that do want to track inventory, this mode is for **un-sold** jobs or jobs where all items are to be non-inventory items and you do not want them added to the QB item list permanently.

Interface makes use of reusable non-inventory items in QB with a name/number of CUSTOM, CUSTOM 1, CUSTOM 2, etc. when creating the QB estimate. Components of assemblies and fabricated items are ignored.

Never track inventory

QB estimate may be converted to sales order or invoice.

Usually track inventory

User would **ONLY** convert this QB estimate to a sales order or invoice if he or she **does not want** the items added to QB as permanent items.

Inventory tracking mode (on)
For those that want to track the inventory of this job AND the job is **SOLD**.

All items are tracked for inventory purposes. Any assemblies and/or program fabricated parts will be built in QB.

When this job is imported into QB it would immediately be converted into a sales order or invoice, whichever is appropriate.

Recommendation: Convert estimates of sold jobs to an invoice in CFS in order to “borrow” the CFS invoice automatic numbering system to use as a reference back to CFS once the job has been transferred to QB. It will show up in the QB memo field. Also, this will be an identifier that the job is sold and not still an estimate. (Optional: if the sale and delivery of material is immediate, give the customer the CFS invoice and export to QB later.)

Workflow

1. User initiates job export from CFS in either inventory tracking or non-tracking mode.

2. Window pops up for user to make choices.
a. Option to enter reference to job in CFS. This field would auto fill in with invoice number if there is one or UNSET if not. The user can change the ref and it would show up in Memo field in QB.
b. User chooses from a list of customers already in QB or enters a new customer name/number that will then be added to the list in QB.
c. User has option to choose a sales rep.
d. User will have option to have the items go over as a Group in QB in order to have the subsequent option in QB to print the transaction with a one line description of the job rather than as an itemized list.

User clicks button to initiate transfer.

3a1. Items not in QB are detected. For each new item a window pops up with a Description and you can change the default accounts if necessary - Income, Asset, COGS accounts, and Item type. If defaults are not appropriate you can also cancel, go to the Control Panel, change the defaults, then start the export again.

3a2. Job imports into QB and Estimate opens automatically if QB is running. Customer code, name & address, memo, & sales rep fields are filled in from earlier choices. User fills in more fields if desired. All sales taxes are dealt with solely by QB. Sold jobs should be immediately turned into Sales Orders. **Save & done**.

Daily Use Explanation

Customer name is required

There has to be a customer name associated with the job before it is exported. (You will get notified if there is not.) You have the option to transfer under any name and then associate the job with the correct customer/job after it is in QuickBooks. If you have entered customer information that will be new to QuickBooks, QB will use its Quick-add feature to add the new name in its customer center when the job is imported. This is convenient because you do not have to first put the customer in QB before sending the job over. The drawback, which I will tell you how to overcome, is that while the address transfers into the address block on the transaction in QuickBooks, the Quick-add feature only saves the customer name in the customer information in the Customer Center.

Tip: When you know the customer is going to be new to QuickBooks, or, you know you want to update the address in QuickBooks, you can intentionally have at least one incorrect character on the street/mailing address line in CFS so that after it transfers you will have something to change. You could put an X at the end. After the job is transferred to QuickBooks, remove the X from the address block. QuickBooks will prompt if you want to update the customer file. If you click "Yes" it will add the entire corrected address to the customer file. **Warning:** Do not put the incorrect character(s) in the name because QuickBooks will add a new customer instead of just correcting the old one.

Sold Jobs versus Estimates

Jobs that are sold, either as sales orders or needing to be invoiced immediately, need to be exported differently from jobs that are still just estimates at the time of the export if you intend to track inventory with this interface.

Exporting Sold Jobs (When you do want to track inventory)

Jobs can be exported from any of the Scratch Builder reports menus, the Miscellaneous Estimator reports menu, and the Cash Register reports menu. If the job be converted into an invoice in CFS first and then exported, the invoice number will show up in the memo field in QB for a reference back to CFS. Once the job is in QB, immediately convert it into a Sales Order or Invoice. Here is a sample CFS job that has been converted to an invoice before exporting. The word "Invoice" can be changed to a different word, like "Job", if you like.

If you transfer CFS estimates directly from the estimating modules you could use the job numbering system and use the job number as your QuickBooks memo reference back to CFS.

INVOICE # 0000021

04/28/2011

BILL TO:

GENE MORRISON
1446 ELM STREET
BILLINGS, MT 59102

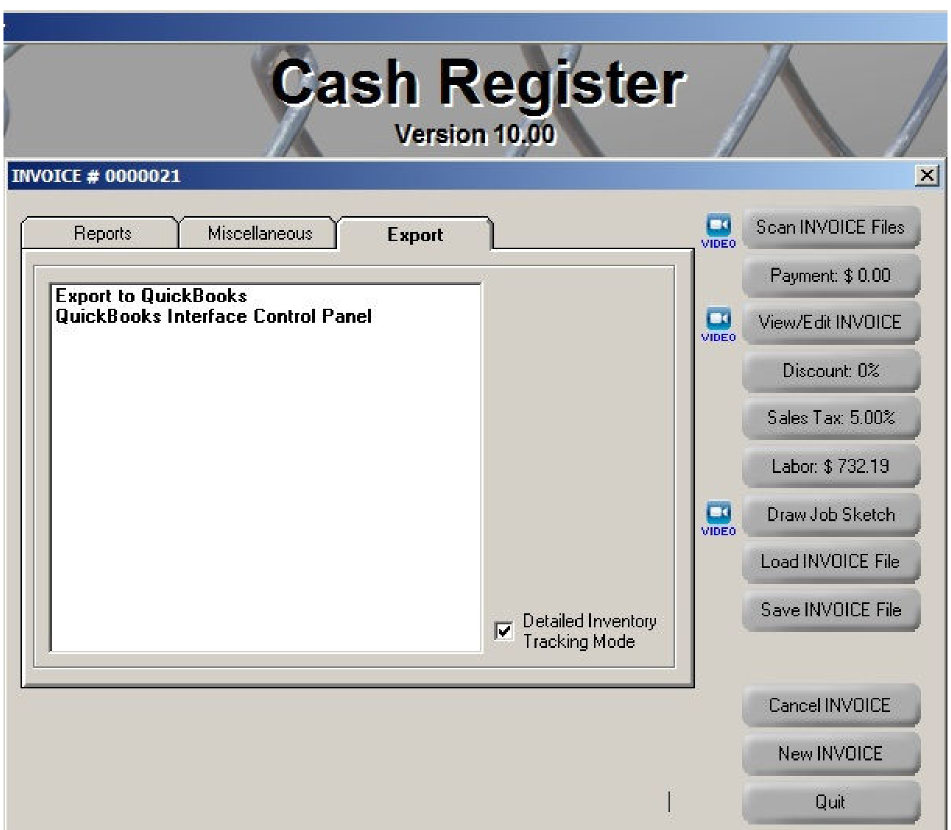
SHIP TO:

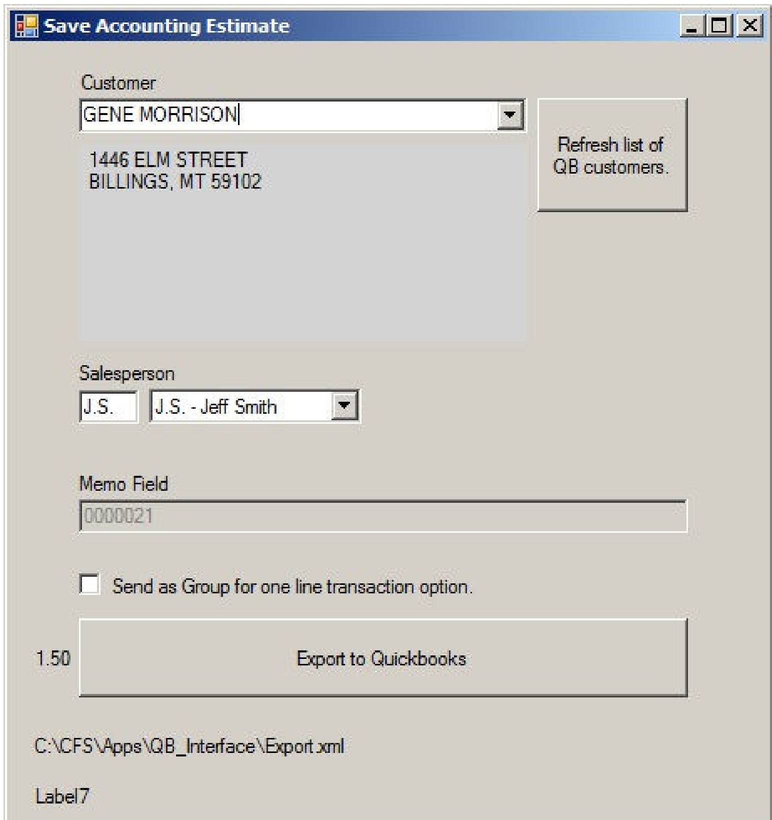
ROBERT MORRISON
1448 ELM STREET
BILLINGS, MT 59102

88' 6' high / 8' wide WHITE COUNTESS SECTION Fencing

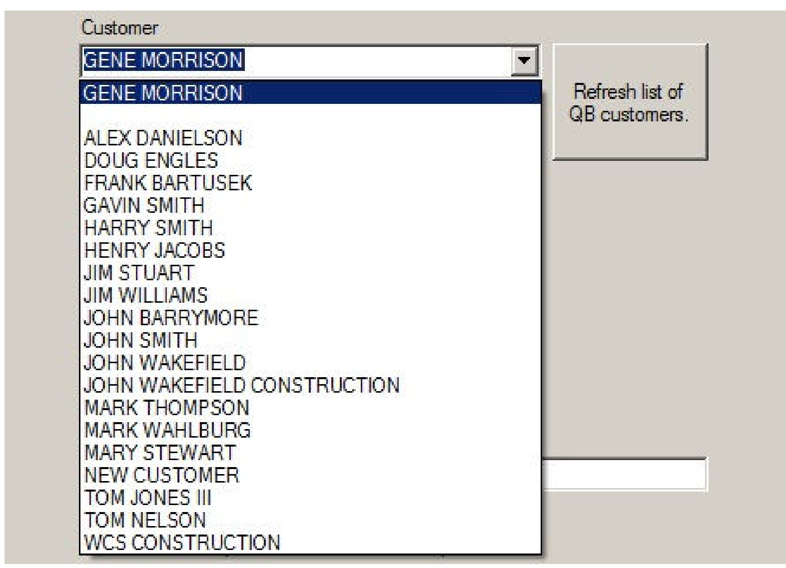
QTY.	PART #	ITEM	AMOUNT
12	G21294030	6' high / 8' wide WHITE COUNTESS SECTION @ 235.95 /ea -	2831.40
4	G21298930	5X5 X 107" (6' high) WHITE UNIVERSAL END POST @ 50.91 /ea -	203.64
9	G21300330	5X5 X 107" (6' high) WHITE UNIVERSAL LINE POST @ 51.76 /ea -	465.84
1	G21301730	5X5 X 107" (6' high) WHITE UNIVERSAL CORNER POST @ 51.76 /ea -	51.76
14	G21311490	5X5 WHITE EXTERNAL NEW ENGLAND CAP @ 6.96 /ea -	97.44
1	G21307220	6' high X 50" wide 5X5 WHITE COUNTESS GATE ASSEMBLY @ 276.46 /ea -	276.46
1	G21312160	94" 5X5 ALUMINUM GATE POST STIFFENER @ 100.25 /ea -	100.25
1	G21310590	5' & 6' HIGH FENCE STANDARD NYLON GATE HARDWARE @ 180.12 /ea -	180.12
		SUB TOTAL:	$ 4206.91
		5.00% SALES TAX:	210.35
		LABOR TOTAL:	732.19
		TOTAL AMOUNT DUE:	$ 5149.45

Next you would choose "Export to QuickBooks" on the Export window.

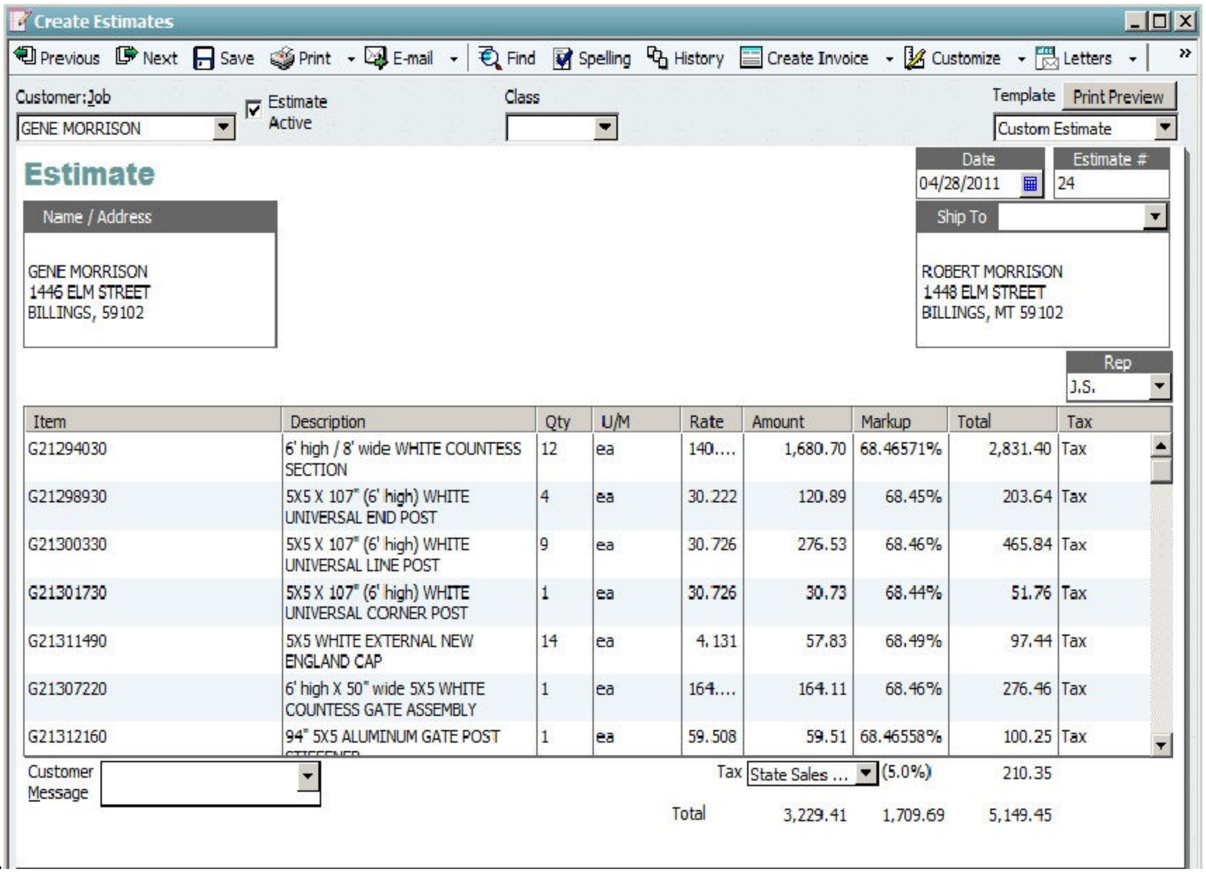




If needed, open the drop down window to choose a pre-existing QB customer.



When you click the Export to QuickBooks button, and there are no items new to QB, the QB estimate is created and will automatically open up if QB is running. New customers are added with "Quick add".



Sold jobs should be immediately turned into either a sales order or invoice for best results.

The “Group” option

The group option is included so you will have a choice later to print reports in a summary format. Keep in mind QB groups are limited to 20 items or less so you could end up with more than one summarized group on a report. The following is an example of an invoice printed when the group option had been chosen.

CFS to QB Interface Co. Eighth Edition

Invoice

Date	Invoice #
4/28/2011	1

Bill To	Ship To
GENE MORRISON 1446 ELM STREET BILLINGS, 59102	ROBERT MORRISON 1448 ELM STREET BILLINGS, MT 59102

P.O. No.	Terms	Rep	Project

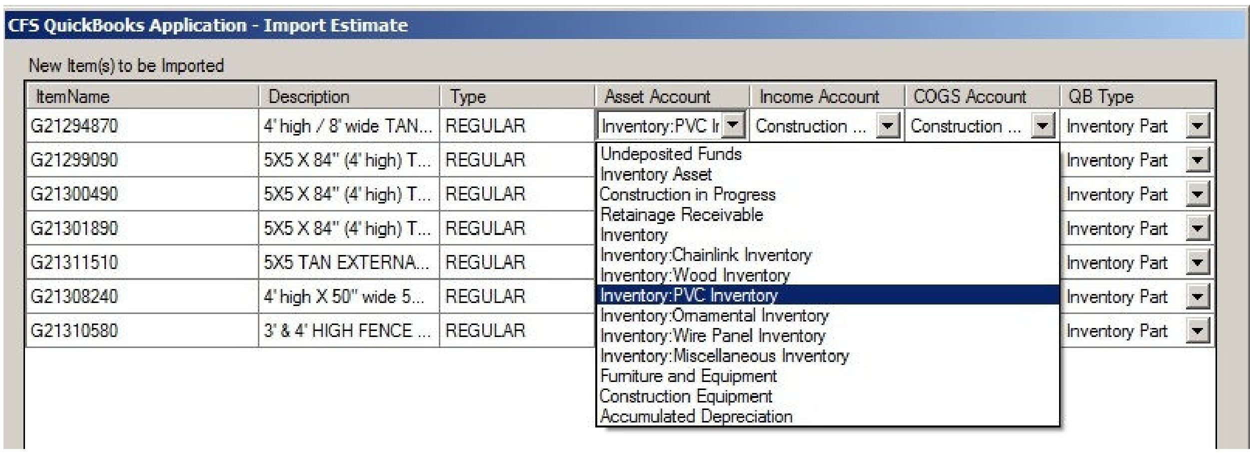
Description	U/M	Rate	Amount
88.17' 4' high / 8' wide TAN LEVEL MANCHESTER SECTION Fencing		4,823.42	4,823.42
		5.00%	204.56
		Total	$5,027.98

QuickBooks will not include the tax in the summary number. Also, if there had been a discount printed separately it will be on a separate line here. If you do not want the discount to list separately, choose the appropriate option when applying the discount in CFS.

Note: Descriptions can be up to 4095 characters in QB. The top message line can be longer than 4095 but would get truncated coming into QB.

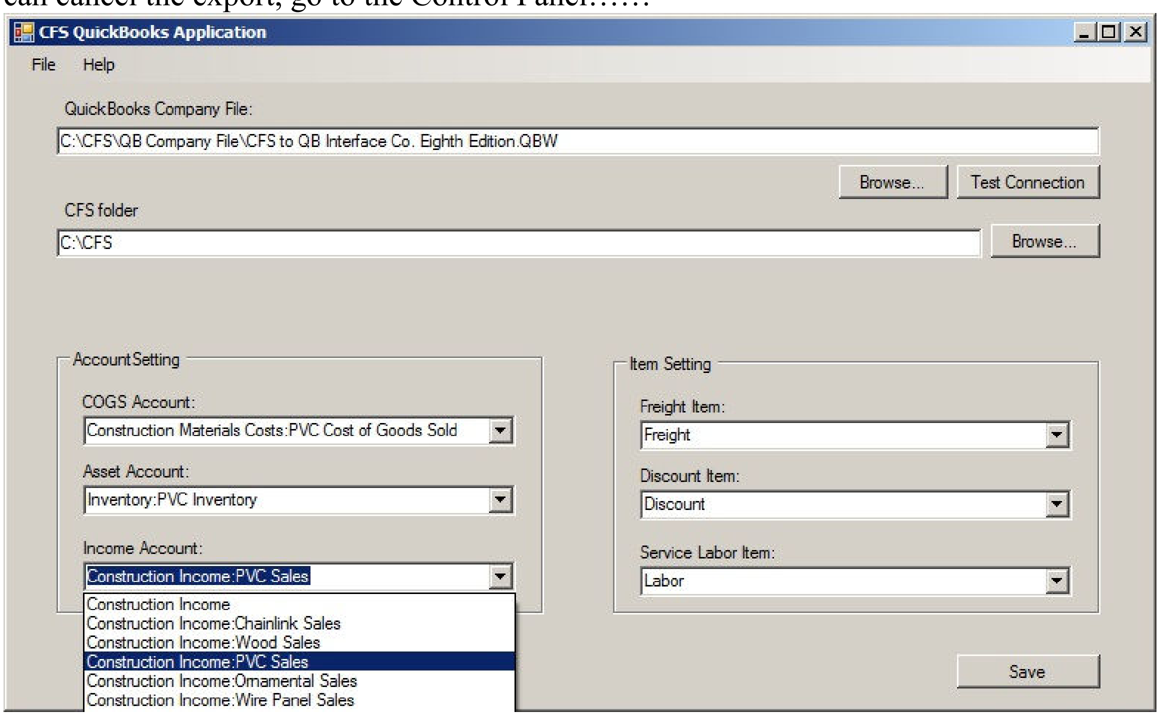
When job items are new to QuickBooks

If one or more of the items in the CFS job are not already in QB an intermediary window will pop up for you to confirm or change the accounts to be associated with the items when the interface adds them to the QB item list.



Note: New items to QB are imported on the main level in QB. If you want them to be a "Sub of" item you will need to do that within QB.

If these default accounts for this particular job are not correct, you can change them here, or, you can cancel the export, go to the Control Panel……



….change the default accounts, Save, and initiate the export again.

If the job being exported is not sold yet - an estimate

On the export window you can turn off the inventory tracking by un-checking the tracking option, which you should do in order to prevent QB from creating and building assemblies for fabricated products that you don't know if you are going to sell or not.

After exporting, the estimate in QB will show each entry as having an appended part number of CUSTOM-[], CUSTOM-[] 1, CUSTOM-[] 2, etc. These part numbers do not need to show on the estimate that customers see if you don't want them to. Everything else will look just like the list of items on a report in CFS along with the same selling prices and you can print, email, etc. just like you do now.

Estimate

Date: 06/08/2011
Estimate #: 85

Name / Address
GENE MORRISON
1446 ELM STREET
BILLINGS, MT 59102

Ship To
ROBERT MORRISON
1448 ELM STREET
BILLINGS, MT 59102

Rep: J.S.

Item	Description	Qty	U/M	Rate	Amount	Markup	Total	Tax
CUSTOM-P	5" X 5" X 96" WHITE REGULAR WALL END POST	4	Ea	20.60	82.38	68.4414%	138.76	Tax
CUSTOM-P 1	5" X 5" X 96" WHITE REGULAR WALL LINE POST	5	Ea	24.20	120.97	68.46665%	203.80	Tax
CUSTOM-P 2	5" X 5" X 96" WHITE REGULAR WALL CORNER POST	1	Ea	24.20	24.19	68.46665%	40.76	Tax
CUSTOM-P 3	5" X 5" WHITE EXTERNAL FLAT POST CAP	10	Ea	1.908	19.08	68.24%	32.10	Tax
CUSTOM-P 4	6' high X 92.328125" wide PVC SECTION	3	Ea	181.7989	545.40	66.84369%	909.96	Tax
CUSTOM-P 5	6' high X 84.328125" wide PVC SECTION	3	Ea	172.86	518.60	65.25555%	857.01	Tax
CUSTOM-P 6	6' high X 79.5" wide PVC SECTION	2	Ea	163.7984	327.60	64.1408%	537.72	Tax
CUSTOM-P 7	6' high X 48" wide PVC SECTION	1	Ea	109.06	109.07	64.40625%	179.31	Tax
CUSTOM-P 8	6' high WHITE GATE KIT	1	Ea	83.8226	83.82	53.85004%	128.96	Tax

Customer Message

Tax: State Sales ... (5.0%) 172.34

Total: 2,079.50 1,367.32 3,619.16

If the customer orders the job, you will go back to CFS and load it there. This time you will have it in the inventory tracking mode. (The items will retain their appropriate part numbers or list as a fabricated product.) (Assemblies and fabricated products will be tracked in QB as assemblies for proper inventory tracking.) After it is in QB you would immediately turn it into a Sales Order or Invoice. A Sales Order would be turned into an Invoice whenever appropriate.

Summary:
If you do not intend to track inventory on hand, see the setup options for whether you will have the inventory tracking option checked or not.
If you do intend to track inventory on a job, export the sold job in the inventory tracking mode and convert to a sales order or an invoice in QB immediately. If you intend to track inventory and want to send an un-sold job to QB, send it in the non-inventory tracking mode. Later, if the job is sold, load it again in CFS and export in the inventory tracking mode.

Detail of what happens during export/import

When all items in the CFS job are in QB

When all items on the CFS job are in QB the job will be imported into QB and open in QB automatically if QB is open. It is recommended that you have QB open during transfers so you can immediately convert sold jobs into sales orders or invoices if necessary. If QB is not open, the job will be imported but will not open automatically.

Why would some items not be in QB already?

- QB Premier is limited to 14,500 items and some CFS vendor import modules can include tens of thousands of items in one product line. For example Ameristar includes 41,000 items.
- Even though QB Enterprise can contain 100,000 items, most people do not want thousands of never sold items in their QB item list.
- To accommodate for this situation we recommend to initially populating QB with only commonly sold items. Uncommonly sold items would get transferred to QB only as needed. For example only Ameristar products actually sold would end up in the QB item list. There will also be the option to not add uncommon items into QB by turning them into write-in entries prior to transfer resulting in the use of a catch-all item in QB that can be used over and over again.
- Letting items populate QB through the export/import process is another way to introduce new product offerings into the system. You can put the new items into CFS, enter one of each item into the miscellaneous estimator, and export this listing to QB. By the time the estimate is created in QB the new products will be in the QB item list. Simply delete the newly created QB estimate since you only borrowed that process to create it.

Note: When the items are imported to QB they will be on the primary level. You will need to make then sub items either manually or by using one of QuickBooks' mass updating tools.

Assemblies **(Not applicable if not planning to track inventory.)**

Inventory assemblies in QB are equivalent to Assemblies (a.k.a. Additional Pricing Functions) in CFS. There are what is referred to as "permanent assemblies" and "reusable assemblies" in QB for purposes of this interface. Even though fabrication charges come into play in CFS, they will not transfer into the components of assemblies in QB. Regardless, while the cost will be different, the selling price in both CFS and QB can be the same if the user prefers them to be (recommended).

Permanent assemblies

Permanent inventory assembly items are what you would normally think of. They are items fabricated by your business with your purchased raw material. They are setup as Assemblies (a.k.a. Additional Pricing Functions) in CFS and may or may not currently be setup in QB.

Assemblies will not be transferred to QB along with the commonly sold items during the initial setup. They would either get transferred as needed when an estimate containing one or more is transferred to QB or the user can create a CFS Miscellaneous Estimate containing up to 100 different assemblies per estimate and transfer the estimate to QB. After "borrowing" the export feature to populate assembly items into QB it is recommended you delete the estimate in order to avoid confusion later. The interface will automatically build each assembly in QB but that is okay because the total value of inventory will stay the same and additional assemblies will only be built if needed.

If you change the description or components of an assembly in CFS the interface will update the assembly in QB automatically the next time it is transferred to QB.

It is important to verify that all the assemblies have a U flag if you want the interface to track the component parts used to build that assembly. A "U" flag stands for Un-assemble and instructs the program to track the inventory used to build it. Usually an assembly does contain component parts you want tracked. But assemblies can also be setup for pricing purposes only. For example you could have a record in CFS for the price per 1000 board feet for a certain kind of wood. (Maybe that is how your vendor quotes prices to you.) You could have a board setup as an assembly with a component part set to the quantity of the per 1000 board foot record. When you update the price in the per 1000 board foot record the board price will update automatically. In this case, for inventory purposes you want to track the sale of the board, not its component. When assemblies are used this way they are not real assemblies of tangible items but it works very nice for minimizing the maintenance of product costs. Another example would be if you setup all the fabric recordd to have components of records of the price per square foot. You'll want to track the feet of fabric, not the price per square foot. This will work just fine if the record does NOT contain a U flag.

A "U" flag is not needed if an "E" flag is in the assembly record. E stands for Explode and instructs the program to break out the components to list in the bill of materials. Therefore, these assemblies are no longer assemblies by the time they are on the list of materials in the CFS job and do not enter the picture by the time the job is exported to QB. This is also why they do not need a U flag as they automatically "un-assemble" into the material list when used.

Reusable (Temporary) Assemblies

When fabricated products like fabricated chainlink gates and posts or PVC or ornamental posts, rails, pickets, or complete sections are on a job to be exported, the only way to track the inventory involved in the production of these parts is to create an assembly in QB. In order to not create a permanent assembly for every single different piece that might ever be fabricated as this would soon use up all the item spots available to QB, instead, it will treat these fabricated part assemblies as reusable. They will not be meant for permanent individual assembly tracking. The assembly will stay intact for a job throughout the life of the sales order. After the job has been invoiced then that fabricated assembly item is available to get reused for a new fabricated part coming in from CFS.

The names of the reusable assembly items in QB will be the following.

Fabricated Chainlink Scratch Builder gates will be:
FABRICATED, FABRICATED 1, FABRICATED 2, etc.

Fabricated Chainlink Scratch Builder posts will be:
FAB-POST, FAB-POST 1, FAB-POST 2 etc.

PVC and ornamental fabricator module fabricated individual post, rails, and pickets will be:
FAB-PIECE-P, FAB-PIECE-P 1, FAB-PIECE-P 2, etc. or,
FAB-PIECE-O, FAB-PIECE-O 1, FAB-PIECE-O 2

PVC, ornamental, and wood fabricator module fabricated whole sections will be:
SECTION-P, SECTION-P 1, SECTION-P 2, etc. or,
SECTION-O, SECTION-O 1, SECTION-O 2, etc. or,
SECTION-W, SECTION-W 1, SECTION-W 2, etc.

For example CFS fabricates chainlink gates and posts. Unless you have the chainlink scratch builder setup to use pre-built posts on a job it takes the pipe price/foot item times the feet needed for the post and adds a cutting charge. For these fabricated posts the pipe item in QB would be for a foot – not a stick – and it would be the feet of pipe that is tracked in QB. This is a straight forward easy way to track pipe. (There is a way to track sticks of pipe. However, it involves a fairly complicated CFS setup process. Please call if you want to discuss this in more detail.) The reusable assembly for this post would be named FAB-POST. Each time a fabricated post is transferred in a job to QB, the interface would reuse an item named FAB-POST but change the description, the component part, and the cost and selling price. If the FAB-POST reusable assembly is on a Sales Order in QB the interface will create a new reusable assembly item named FAB-POST 1 for the next incoming post. When the Sales Order that includes the item FAB-POST is invoiced, FAB-POST become available for reuse. This same logic is used for all the CFS fabricated products.

Write-in Entries

CFS allows the user to include an item on an estimate that is not in the Master File (CFS's item list). Items are entered by typing a "W" for (W)rite as the part number. CFS recognizes this as a special entry and automatically gives it a part number starting with the word CUSTOM. These entries are handled in QB the same way as the CUSTOM parts described in the previous section of this manual. If you have some items (but not all your items) in your Master File that you want treated as non-inventory temporary items you can put the part number of "CUSTOM" in each of those items. You can use a different designation from "CUSTOM" repeated in these items if you would like to. Just be sure to have them be non-inventory items. They will be reused each time a new estimate comes over with that part name/number. However, in order to minimize how many of these special items are in QB it is recommended you use the designator “CUSTOM” for the part name/number of items in CFS you want to be handled by the interface in this special way.

Importance of treating estimates different from sold jobs when exporting

A QB assembly needs to be "built" in order for its component parts to be deducted from inventory, which is normally a manual task within QB. It is not practical to require the user to individually build the assembly for each fabricated part in order to keep the inventory tracking updated. So instead, when a job is exported from CFS and imported to QB the fabricated assembly will get created and built immediately and automatically. The inventory count of the components will get decremented and the inventory count of the assemblies will get incremented appropriately. The cost of the assembly is the sum of the cost of the components so the total value of inventory will stay the same. When the sales order is converted into an invoice the count of the non-assembly items and the count of the assembled items will get deducted from inventory.

As you can see, you would not want it to be deducting the raw material that went into the various scratch builder fabricated parts if the job is not sold. Thus, if the job is not sold but you want to export it to QB anyway, maybe to use some QB functionality, the job needs to be exported in a non-inventory tracking mode so it will not build assemblies in QB for fabricated parts or permanent assemblies. There is a setting on the export window for either mode. When it is in the non-inventory tracking mode the interface uses non-inventory reusable items in QB named CUSTOM, CUSTOM 1, CUSTOM 2, etc. If the job is later sold, you need to load it in CFS and export it again, this time in the inventory tracking mode.

Note: You can set the inventory tracking/non-tracking default mode in the Program Configuration of the Cash Register program or on the Accounting tab in Update Master File.

Why do we need to do it this way? CFS is quite sophisticated in its ability to let the user fabricate virtually an unlimited variety of products on an as needed basis. There is no way to "mock" this ability in QB - QB doesn't have a mechanism for virtually unlimited "what if" fabrication scenarios. So basically, you would be "borrowing" the estimate mode in QB for non-sold jobs in the non-inventory tracking mode.

The trade off benefit of having to send the job twice is, when you send a sold job in the inventory tracking mode you get EXACT, AUTOMATIC, and SMOOTH inventory tracking of all parts which includes regular parts, components of permanent assemblies, and the components of the potentially unlimited number of products that could be fabricated by CFS.

Adequate inventory required to “Build” Assemblies

(Not applicable if not planning to track inventory.)

If there are any assemblies, permanent or reusable, in a job, there has to be enough component parts on-hand in QB to build the assemblies in order for the transfer to take place. If there is not enough, a report will pop up about which inventory items are deficient. After receiving an adequate amount of these items in QB you can try the transfer again. If you prefer, you can use the APF.exe app to export assemblies from CFS and see all the products for permanent assemblies that need to be on hand if that assembly is transferred.

Deleting Sales Orders

If a Sales Order contains any assemblies, special considerations should be taken to reverse the “build” if necessary. Remember that the component parts are already deducted from inventory. This happened when the job was imported from CFS. If the part is already fabricated in the shop and you are still going to charge the customer, delete any non-assemblies from the Sales Order if you prefer, and convert the remainder into an Invoice.

If you have not actually fabricated the assemblies yet, and are willing to cancel the entire Sales Order, you should make an inventory adjustment to reverse the builds either immediately before or after you delete the sales order. This is particularly important for the special assemblies for items fabricated by CFS as needed for a particular job. See the section in this manual on temporary reusable assemblies to identify these assembly items in QB. Reversing the build of permanent assemblies is optional as the interface will only build more of them during an export if there are not enough on-hand at the time of the export. **To reverse a “build” go to “Adjust Quantity On Hand” in QB.**

The quantity of each of these assemblies should equal the number “On Sales Order” at any given time. By reversing the build at the time of deleting a Sales Order you will be keeping these amounts correct. If you leave one of these assemblies in stock, but not on a sales order, the interface will reuse it by adding to the quantity and averaging the cost in order to keep the total value of inventory correct.

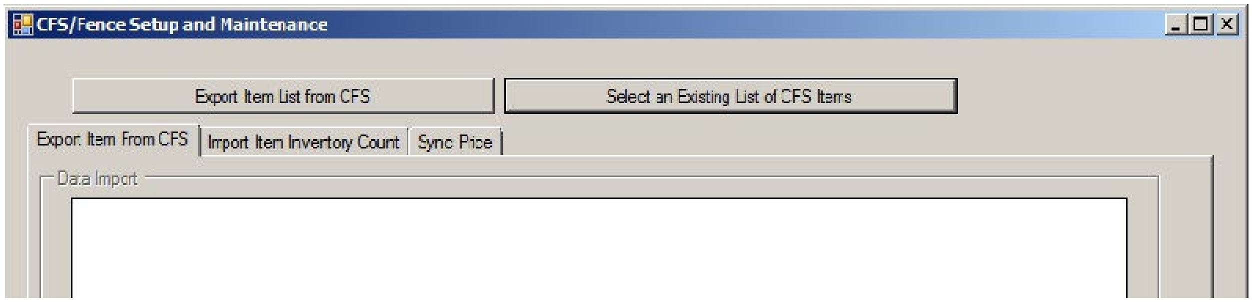
Interface Maintenance

Syncing the CFS and QuickBooks item lists

Introduction

It is important that no one is running CFS when the syncing of inventory counts or prices is taking place between CFS and QuickBooks. The only programs that would normally be open during these activities are the main menu and Update Master File on the computer where the setup or maintenance is taking place. All other users on a network, if you have a network, should close out of CFS completely. A reminder will pop up for the person initiating the setup or maintenance program. The syncing of the two programs is done in CFS Update Master File. After logging in, bring the Accounting tab to the forefront. It should either look exactly like the following window or at least include the menu options that appear here.

The Control Panel is pictured above so not repeated here. The last option, the Tracking Default is a toggle switch so double clicking it switches it on or off. The second option for Setup & Maintenance is explained below.



Setup & Maintenance options:

Transfer items from CFS to QB

Commonly sold items can be transferred en masse three different ways. Please consult with us about these approaches to see which one is the best way for your particular situation and needs. Assembly Items should not be exported into QuickBooks with the initial bulk item population of the QB item list. (The way assemblies get exported will be explained below.)

1. If you are not going to use sub-items in QB, AND, you are not going to use sub-accounts for the Inventory, Cost of Goods Sold, and Income accounts, AND, you want almost everything in the CFS master file to import into QB, you can import items into QB using the Setup & Maintenance option Export Item List from CFS and then Import. Usually you will not want most master file items to import so this tool may be more useful for adding just small groups of new items to QB.

2. If you are not going to use sub-items in QB but you do want sub-accounts, an appropriate option is to use the InterOp utility to export the entire master file into a spreadsheet program like Microsoft Excel, isolate the items for import into QB into sub-groups appropriate for the same QB accounts and save each sheet as a csv file. The csvReFormat program needs to be run on this file to reformat it. Then, go to the Control Panel and set the appropriate default accounts and go to the Setup & Maintenance program and choose Select an Existing List of CFS Items, choose your prepared file, and then Import.

3. If you want to import CFS items into sub-items and sub-accounts in QB you may or may not need to use the Setup & Maintenance utility. To import items without our utility, you can use the QB import option. Use InterOp to export the entire master file into a spreadsheet program like Microsoft Excel and delete all the items that you do not want to import into QB. These remaining items need to be formatted into the QB required configuration for import directly into QB using the QB import function.
    (a) There is a hybrid of this you may find easier. First export the master file (without record numbers) and open in a spreadsheet program. Breakup and cull down the items so you have a worksheet for each group of items that share the same general ledger accounts. Save each sheet as a csv file.

(i) Drag and drop the csv file onto the csvReFormatApp. Or run the app and load the csv file. It will rename your original file with an .orig extension and put the csv file into a format the Setup & Maintenance program can read.

(ii) On the Setup & Maintenance window choose "Select an Existing list of CFS Items". These will import into the primary level in QB. If you would like them to be sub-items, in QB, Item List, Excel menu, choose Export All Items. Make a column for the parent item and enter it next to the sub-items. Back in QB choose Paste from Excel. Paste the parent item names into the Subitem of column and Save Changes. Another option is to type in the name of the parent item and then right click on it and copy down. This will duplicate the name to the bottom of the list. You have more control with the first way.

4. If a new item needs to be added to CFS and QB, after the setup phase, **it is recommended for smoother operation that the user put the item in CFS first and then transfer it to QB** as items will not have a way to transfer from QB to CFS. (Items can be entered manually in both programs but this is not recommended for its lack of efficiency and increased room for error.) To transfer just one or a few items, put them in the master file, then go to Misc. Estimator and enter one of each of these new items. Then transfer this estimate to QB. You will be prompted to fill in the accounts and other necessary info associated with each new item for QB. If you have a large number of new items you can still do it this way although you'll be limited to transferring 100 items or less at a time. Or, you can use the same transfer operation used during the initial setup to transfer large quantities of new items to QB.

Transfer inventory count from QB to CFS

1. You need to Export Item List from CFS before you can access the Import Item Inventory Count window. The primary inventory tracking and valuation will take place in QB. The purpose of having an option to update the counts in CFS from QB is for if you want to use the CFS per job inventory status alert feature and/or the suggested order feature. The status alert feature in CFS can be turned on by going to Update Master File> Miscellaneous tab> Modify System Settings> in the Misc group check Show Inventory Status During Estimating. The place to setup the parameters for a suggested product order is on the Inventory tab in Update Master File.

Sync Prices

You need to **Export Item List from CFS** before you can access the **Sync Price** window. First choose the appropriate **Export** button and then the appropriate **Update** button.

1. **Export Sales Price From CFS**

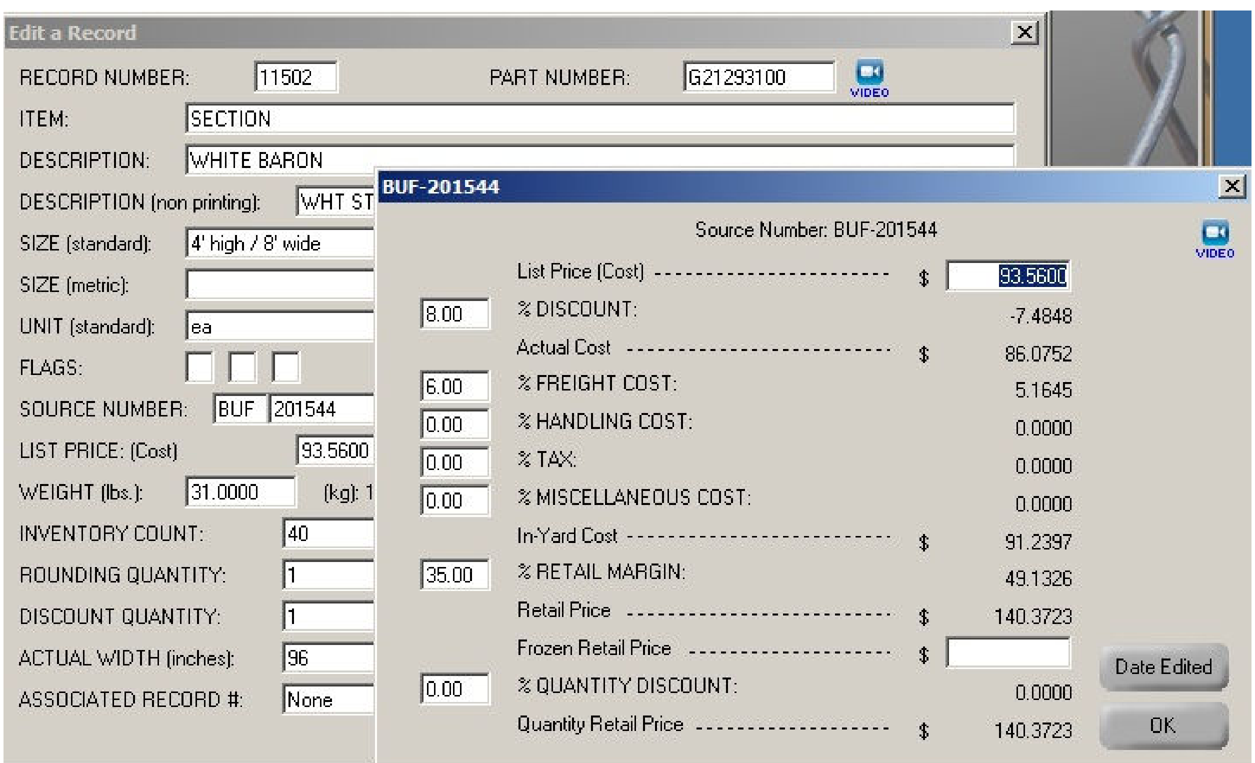
   (a) CFS contains more sophisticated pricing options than QB, so it will be the primary location for the user to establish the retail prices. It is assumed in this discussion that the user wants the retail price to be the same in both programs. **Recommended procedure: use the tools in CFS, Update Master File, and Change Pricing Factors to establish your retail selling prices. Then use the interface feature to transfer these retail prices from CFS into QB.**

2. **Transfer average cost or last purchase price from QB to CFS**
   (a) This option would be used if you want the cost to be the same in both programs. See the following in depth discussion. When you update the costs in CFS you will be left in the Update Master File program in CFS. Quit out of Update in order to let it recalculate the new retail prices before doing more price syncing in Setup & Maintenance. If you now intend to bring that updated CFS retail price into the QB selling price make sure you refresh the Export item List from CFS before doing so.

Should you transfer cost in QB to cost in CFS

When deciding if you want to transfer either the average cost or last purchase cost from QB into CFS let's first consider why you may NOT want to update CFS with cost amounts from QB.

You can have your replacement cost in CFS so that your Retail Price will be calculated on what the product will cost the next time you buy it rather than on what you paid for it in the past. QuickBooks would contain the cost based on what you paid for the product in the past as required for bookkeeping needs. Regardless of the costs being different in each program, both programs can have the same selling price.



In this example the List Price (Cost) is set to the vendor's list price with a dealer discount of 8%. If a dealer already had a supply of this particular product in the yard and this List Price was updated to reflect a price hike that occurred AFTER the last shipment – thus making it the replacement list price, the new cost will be the replacement cost and an amount higher than the cost previously recorded in QB.

As you can see, the Retail Price is calculated based on the Actual Cost plus some optional markups plus the margin or markup. This Retail Price can be exported to QuickBooks, which is recommended, so the selling price will be the same in both programs. The replacement cost is in CFS, the price paid for the product would be in QB, and the selling price would be calculated in CFS but exported so it would be the same in QB.

Considerations if you do want to transfer costs from QB to CFS.

When you transfer either the Average cost or the Last Purchase cost from QB to CFS, the program will update the List Price (Cost) field in CFS. If some items are setup in CFS to have a discount applied to the list price it will be critical that you remove the discount as the cost number coming from QB will already be net of discounts. As you can see from the detailed pricing structure in CFS, if no discount is entered then List and Actual will be the same amount. To remove the discount in CFS go to Update Master File> Change Pricing Factors. If you are not familiar with how to use this feature please watch the online video tutorial and/or read about it in the manual, or call us for support.

You may only have some items in QB out of the entire product line in CFS that has a discount applied to it. So you would not want to end up with the situation where only some of the items in CFS have a List net of discount and other that are not. To remedy this, you can decrease the List Price by the discount amount. To do this go to Update Master File>Change List Price>choose the category or group of items to affect>choose Entering a percentage to add to the List Price (Cost). Enter a negative percentage, for example -8 to decrease it by 8%.

You can also use InterOp. You could export the Master File to a spreadsheet program, copy and paste special the Actual prices into the List Price field and then import back into CFS.

Troubleshooting

(Q) Why does my imported job with CUSTOM part numbers have selling prices different from the prices on the job in CFS?
(A) The CUSTOM parts (CUSTOM, CUSTOM 1, CUSTOM 2, ….~CUSTOM 12) may not have been added to the items in QB prior to the job import. This is a setup requirement. If you have the situation where there is a discount applied to the job, AND the CUSTOM items are new to QB at the time of the import, AND you choose to import the job as a QB Group, the prices will not reflect the discount applied to the job in CFS. To correct the current job, first delete the estimate from QB. Next make sure the newly imported CUSTOM items are set to be Non-inventory items and then import the same job again. Now that the items are not new to QB the prices should be correct. You should also add the rest of the CUSTOM items through about CUSTOM 12 as non-inventory items so that this situation does not occur again.

(Q) Communication between CFS and QB is being interrupted. Where do I check path information.
(A) Paths between the two programs are configured in several places. Check the CFSSetup.dat file in the local CFS folder and in the server CFS folder if applicable, the path to the QB company file, the paths configured in the Control Panel, in the enterprise.xml, and the path used when the Interface was installed.

(Q) When trying to install QuickBooks I get "Error, Third Party components are not found".
(A) Go to the website: http://support.quickbooks.intuit.com/support/Articles/INF12417 and download your product. Save the file when downloading and then run it to install.

(Q) How do I change the names of multiple items in QuickBooks.
(A) The ability to do this is in QuickBooks 2010 or later. Use the option in the Item List to "Export All Items" on the Excel menu. Make the changes to the item names in Excel but do not rearrange the list. Make sure the name field does not include a parent item or the colon that separates the parent from the sub item. Back at the Item List Excel menu choose Paste from Excel. Copy the new names from the Excel file and paste here. Save. QuickBooks provide several methods for editing and adding the item list. See the QB tutorials and directions for more information.