



Setting up the QuickBooks interface

Prepare the QuickBooks company file

Formatting names in QuickBooks

The CharityMaster interface with QuickBooks depends on being able to find existing QuickBooks **Customer names** (the name at the very top of the Edit Customer screen) and **Employee names**.

The screenshot shows the 'Edit Customer' screen in QuickBooks. At the top, the 'CUSTOMER NAME' field contains 'Benefactor, George'. Below it, the 'CURRENT BALANCE' is '0.00' with a link 'How do I adjust the current balance?'. There are two tabs: 'Address Info' (selected) and 'Payment Settings'. Under 'Address Info', there are fields for 'COMPANY NAME' (empty), 'FULL NAME' (split into 'Mr.', 'George', 'M.I.', and 'Benefactor'), and 'M.I.' (empty).

- The names of individuals in QuickBooks *should* be in the format: last name, first name. Do not include any titles such as Mr. or Mrs. If the names are not in this format then CharityMaster *may* have some difficulty locating names in your existing QuickBooks company file. (Once a CharityMaster name has been linked to a QuickBooks name, CharityMaster will change the format of the QuickBooks customer name.)
- The names of organizations are located using the first four characters of the **Customer name**. (These four characters include any spaces.) For this reason, the 'company' name in both QuickBooks and CharityMaster should not start with **'the.'** You should also pay attention to names which are initials. Enter "ACIC Fine Chemicals" without periods - not as A. C. I. C.

Set up QuickBooks items

When a user enters a donation, the receipt of membership dues or the sale of an event ticket, CharityMaster “maps” each of these to a QuickBooks item – not directly to a general ledger account. So a QuickBooks **item** must be set up for each sponsorship / donation type, for each membership GL, and for each event - BEFORE you attempt to complete the CharityMaster setup.

About QuickBooks templates

Depending on your operational procedures, you may wish to print out some or all entries made in QuickBooks. To allow for this, CharityMaster requires that you specify a sales receipt or invoice template to be used for each type of QuickBooks entry. If you don't plan on ever printing out QuickBooks entries, just specify the default QuickBooks templates.

About QuickBooks classes

CharityMaster has the ability to create entries using QuickBooks classes. However, if you do not use classes, you can disable the requirement to specify classes for each type of CharityMaster entry. (See below.)

Establish connection with QuickBooks

The interface between CharityMaster and QuickBooks can be different for each workstation - depending on:

- whether or not QuickBooks is installed on the same machine as this installation of CharityMaster
- the location of the QuickBooks 'company' file for your organization, and
- Whether or not you have CharityMaster and QuickBooks installed on more than one workstation on a local area network.

Step 1

In CharityMaster, open the **User options screen** and click on the **QuickBooks interface** tab. (This tab is not visible unless the QuickBooks module has been licensed.) Proceed as follows:

If QuickBooks is installed on the same machine as CharityMaster

Click on the "QuickBooks IS installed on this computer" Option button. **Then** click on the **Select QuickBooks company file** button. CharityMaster will then ask you to navigate to the location of the QuickBooks company file. QuickBooks company files all have the suffix .qbw. (The company file must be located in a directory / folder that is accessible from the workstation where you are setting up CharityMaster - i.e. it must be in a shared folder.)

If QuickBooks IS NOT installed on this computer

Input the connection string that points to the QuickBooks remote connector. For complete instructions on using the QuickBooks remote connector, see "Using the QuickBooks remote connector" In the Help system.

Step 2

Start QuickBooks on the host machine. It is essential that you log into QuickBooks as the Administrator and that you open the "company file" that contains your organization's data.

Step 3

In CharityMaster, click on the **Connect** button (on the **User options** screen, **QuickBooks interface** tab.) If this is the first time you have attempted to connect to this company file, QuickBooks will display the "QuickBooks - Application Certificate" screen.

Step 4

When QuickBooks displays the "QuickBooks - Application Certificate" screen.

- Click "Yes, always; allow access even if QuickBooks is not running."
- Uncheck "Allow this application to access personal information ... card information."

Step 5

In QuickBooks:

- From the Edit menu, select Preferences, and then select Integrated Applications.
- Click the Company Preferences tab and make sure that the "Don't allow any applications to access this company file" checkbox is NOT checked. The "Notify the user before running any applications whose certificate has expired" checkbox should NOT be checked.
- Select the CharityMaster application and click **Properties**.
- Check "Allow this application to read and modify this company file."

- *Uncheck* "Prompt before Allowing Access."
- Check "Allow this application to log in automatically. Checking this box allows the application to log in to QuickBooks without a user being in attendance to authorize access, and whether or not QuickBooks is running. You cannot select this option and have the "Prompt before allowing access" option remain in effect. If you select this option and your company file has multiple users, you must also select a valid user that the application can log in as. The access rights that CharityMaster has will be the same as the access given to the user it logs in as.
- If your organization has multiple QuickBooks users, select a user for the application to log in as. Although you can allow the application to log in as any user you want, you may want to create an ADMIN user (perhaps calling it "CharityMaster") specifically for the application.

CharityMaster global settings

System Setup

On the **System setup** screen, click the **QuickBooks Interface** tab.

GL account for undeposited funds

Select the General Ledger account to which Sales Receipts proceeds, and customer payments (against invoices) will be deposited. This should be the special QuickBooks account called "undeposited funds."

GL account for bank deposits

Then select the Bank account to which all payments will be deposited. This account is used when CharityMaster deposits credit card receipts and other payments.

Require QuickBooks Class

QuickBooks allows you to set up "classes" which allow you to allocate revenues by "departments." If you want to use classes, this box must be checked and, for each type of QuickBooks entry, you must specify the class(es) to be used.

Ref Number

Each time CharityMaster creates either a sales receipt or an invoice, it assigns a Reference Number. You may wish to restart the numbering each year but it is recommended that you avoid this to help ensure that all sales receipts and invoices do not have duplicated reference numbers.

Payment methods

Open the **Payment Methods** screen (**Setup tables** button → General → Payment Methods.) Make *inactive* any payment methods you are NOT going to use. For each of the others, select the associated QuickBooks payment type.

Feature activation

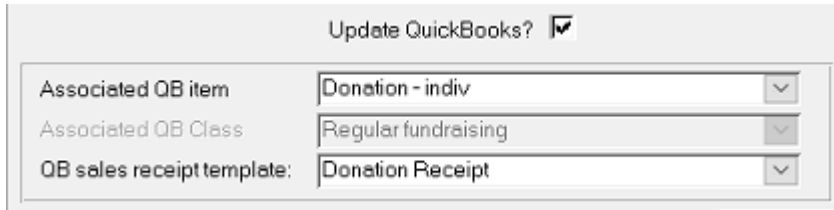
On the **System Setup** screen, **Feature Activation** tab:

- Deposit processing. No QuickBooks setup implications.
- Credit card processing. No QuickBooks setup implications.
- Membership module. If activated, must do some QuickBooks setup
- Performing arts module. No QuickBooks setup implications.
- Store module. No QuickBooks setup implications.

The first two features in the above list have important procedural implications. If either of these are checked, CharityMaster users can create deposits in QuickBooks. See the Help system.

Sponsorship types

Open the **Maintain Sponsorship types** screen (**Setup tables** button → Sponsorships / donations → Sponsorship types.) For each type, click either the Edit or Add button. On the Add / edit sponsorship type screen, ensure that you check “Update QuickBooks?” (There are some kinds of donations / sponsorships that you would not want CharityMaster to automatically enter into QuickBooks. One example is a donation in kind.)

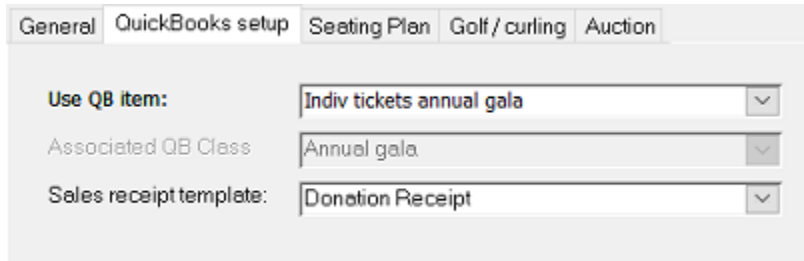


Update QuickBooks?

| | |
|----------------------------|---------------------|
| Associated QB item | Donation - indiv |
| Associated QB Class | Regular fundraising |
| QB sales receipt template: | Donation Receipt |

Event setup

Open the **Event manager** screen. For each master event and each sub-event, QuickBooks setup is required. For each event, click either the Edit or Add button. On the “QuickBooks setup” tab on the Add/edit event screen, complete the following:



General QuickBooks setup Seating Plan Golf / curling Auction

| | |
|-------------------------|---------------------------|
| Use QB item: | Indiv tickets annual gala |
| Associated QB Class | Annual gala |
| Sales receipt template: | Donation Receipt |

Membership dues accounting

Click the **GL accounts** button in the **Membership setup** group on the **Setup** tab of the ribbon. For each GL account, click either the Edit or Add button. Complete the following:



| | |
|----------------------------|---------------------|
| Associated QB item | Membership dues |
| Associated QB Class | Regular fundraising |
| QB sales receipt template: | Donation Receipt |