

Liberty QuickBooks Link Setup Guide

The QuickBooks Link (QBL) module was designed to export accounting information generated in Liberty to QuickBooks (QB) 2003 PRO or later versions which support Intuits' automatic import function. QB 2003 PRO or later is supported. Please visit our website (<http://resaleworld.com/quickbooks.php>) for the most current information.

What it does:

Simply speaking, the QBL will export financial data from Liberty into QB. The financial data is represented, in QB, as specific General Ledger (GL) accounts (visible from the Chart of Accounts area in QB). These GL accounts are automatically created in QB during the QBL export routine. Therefore, there is no need to setup any accounts in QB. If you are exporting to a QB company file already containing accounts it would be best to merge existing accounts with new accounts created by Liberty.

More specifically, the information exported includes: Product Lines (COGS, Inventory, Sales/Income), Payment Accounts (checks, cash, user-defined), Fee Types (Shipping/Delivery, Misc., user-defined, etc.), Payment Types (cash, check, Visa, MC, Discover, user-defined, etc.), Transaction Types (check fee, credit on account, listing fee, user-defined, etc.), and Tax Codes (tax1, user-defined). Daily balanced Journal Entries will be created along with batch numbers.

What you need:

1. A computer that will meet or exceed Liberty and Intuits recommended hardware and software requirements.
2. Liberty and supported version of QB installed.
3. Local QB company file (this file must reside on the machine that QB and Liberty are installed).
4. Purchased copy of the Liberty QBL module.

Step by Step Setup Guide:

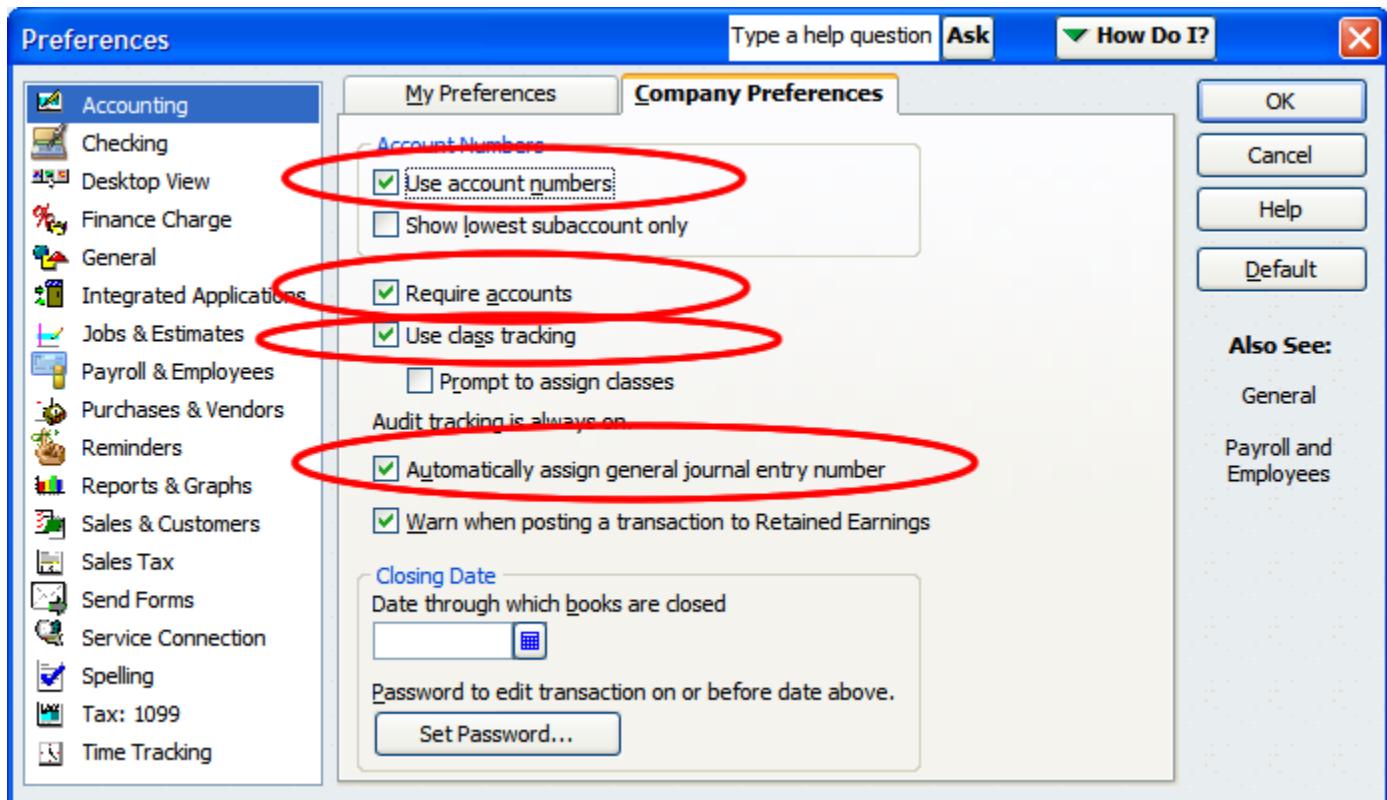
Before you can actually export information to QB, every account needs to have a defined General Ledger (GL) account and account type. These fields can be accessed in various places within the Liberty program or from one place in the QBL module. In addition, QB accounting preferences need to be set.

Setting up QuickBooks

Setting the accounting company preference (see figure 1). This only needs to be completed once per company file.

1. Open QuickBooks.
2. Click the "Edit" menu.
3. Click "Preferences."
4. Click "Accounting."
5. Click "Company Preferences."
6. Ensure "Use account numbers", "Requires accounts", "Use class tracking" & "Automatically assign

general journal entry numbers” are checked (see figure 1).



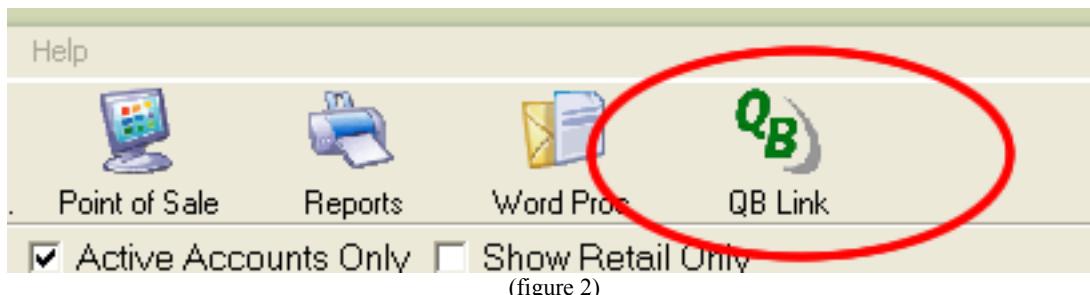
(figure 1)

7. Click “OK.”

Setting up the Liberty QuickBooks Export Module

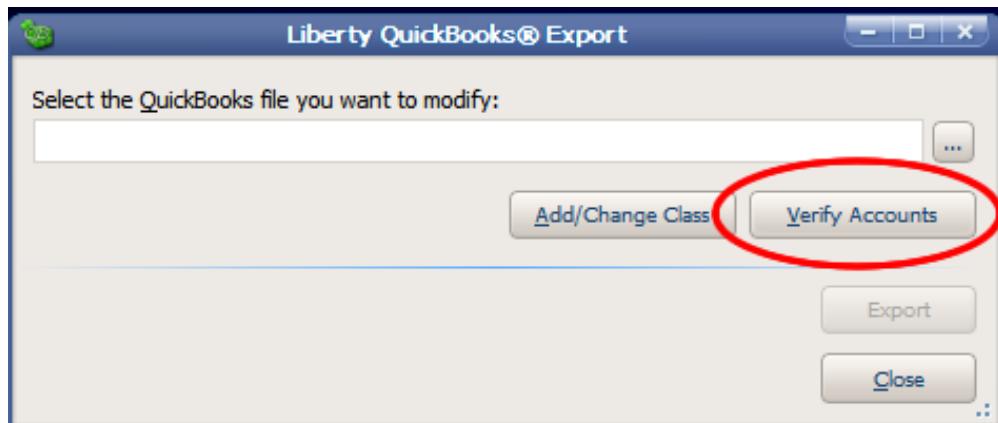
Verifying General Ledger accounts and Account Types

1. Click the “QB Link” icon from Liberty's Inventory Module (see figure 2).

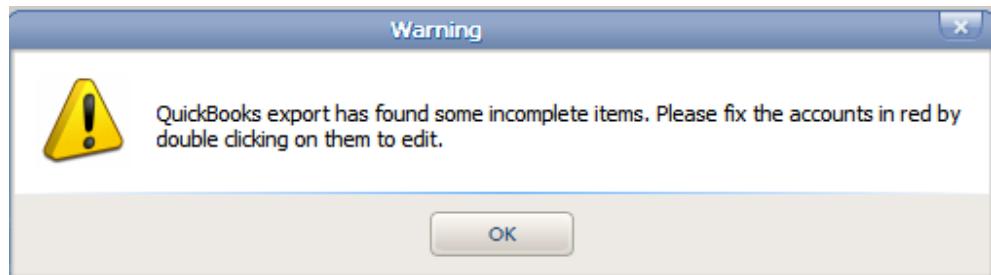


(figure 2)

2. Click “Verify Accounts” (see figure 3).



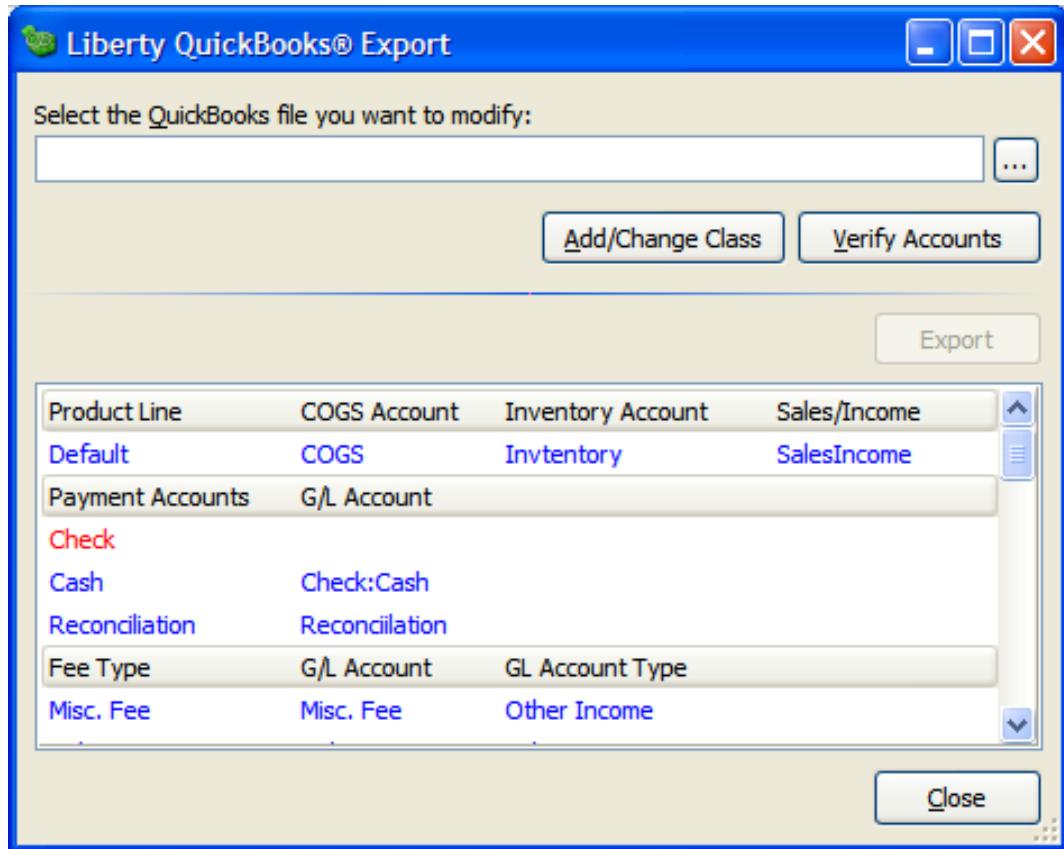
(figure 3)



(figure 4)

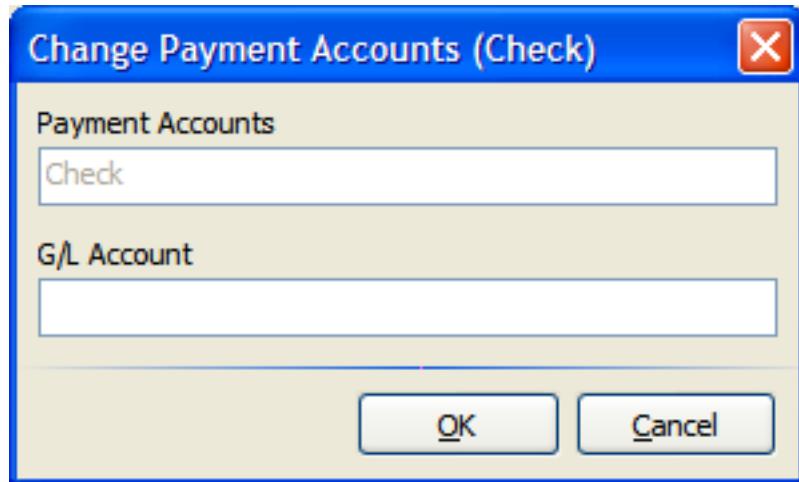
3. If the verification has found errors click “OK”(see figure 4).

4. Fix all accounts in red (see figure 5).



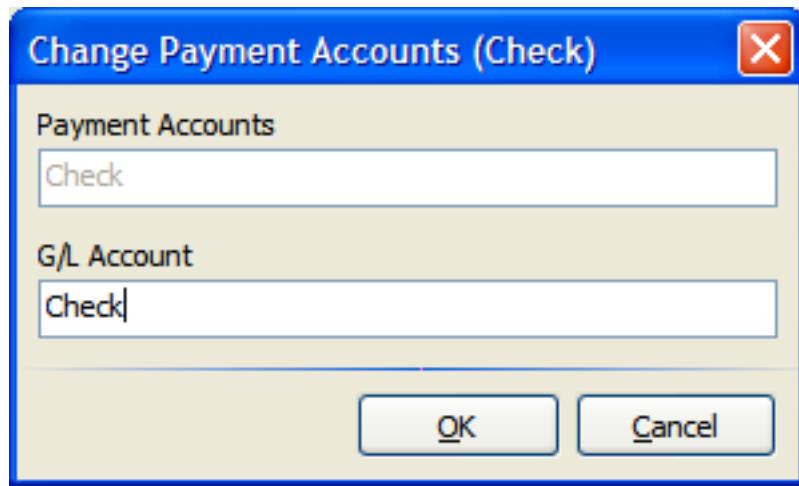
(figure 5)

5. Double click on the red account (see figure 6).



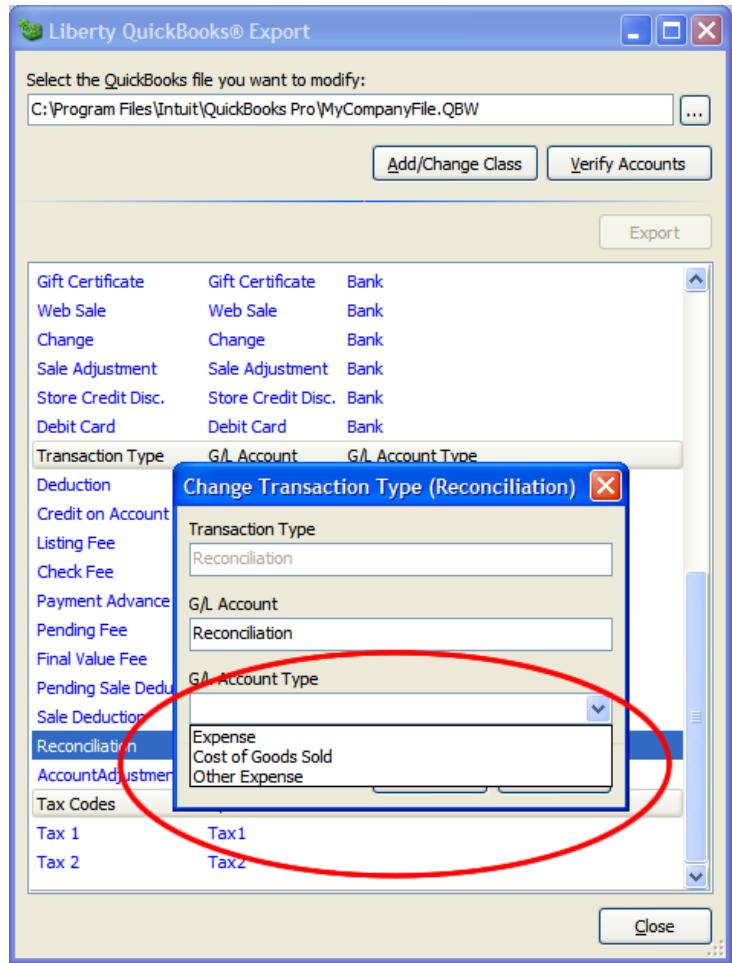
(figure 6)

6. Enter a G/L account (see figure 7).



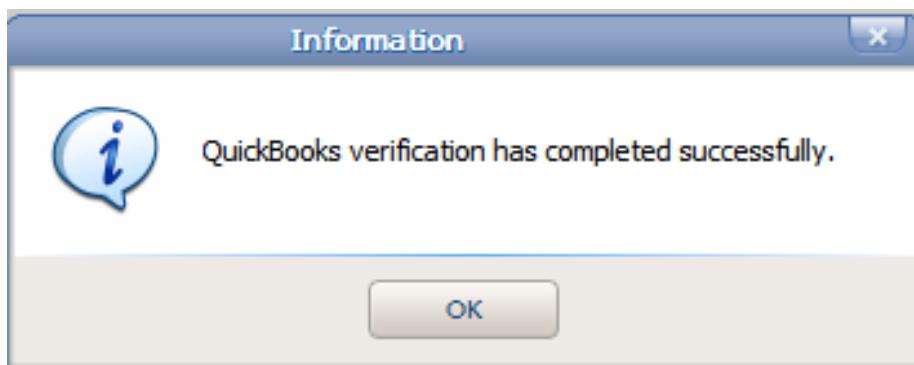
(figure 7)

7. Set the G/L account type (see figure 8) if appropriate.



(figure 8)

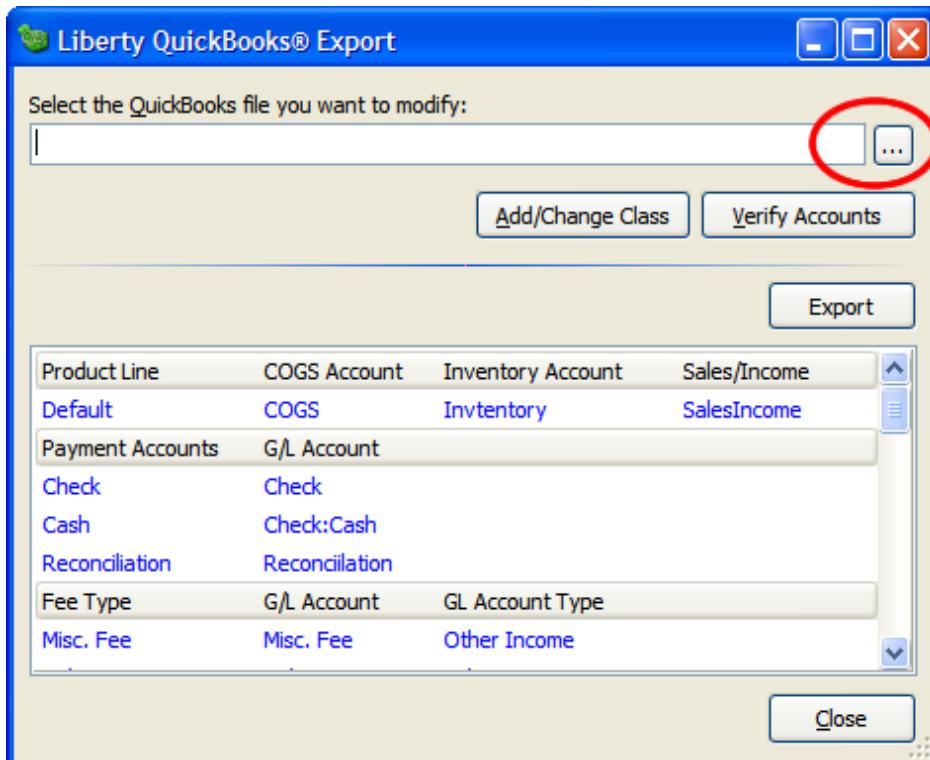
8. Click “OK.”
9. Repeat this process (step 5,6, 7 & 8 - if appropriate) until no red accounts remain.
10. Click the “Verify Accounts” button (see figure 5). If errors exist (see figure 4) repeat steps 5, 6, 7 & 8 - if appropriate. If verification is successful (see figure 9) set the pat to the QB company you want to export to.



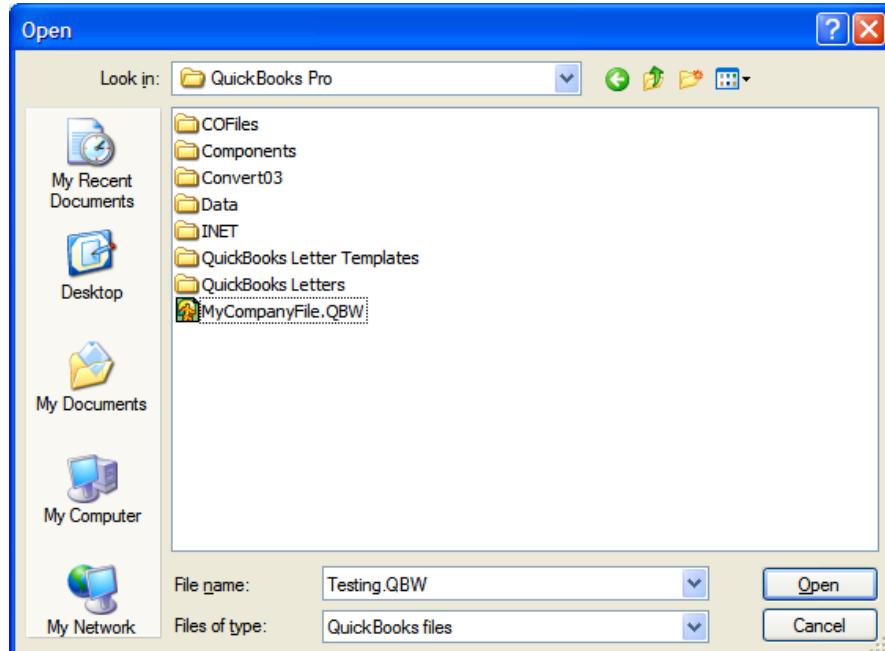
(figure 9)

Setting the Path to your QuickBooks Company File

1. To set the path click the box with three dots on the Liberty QuickBooks Export window (see figure 10).

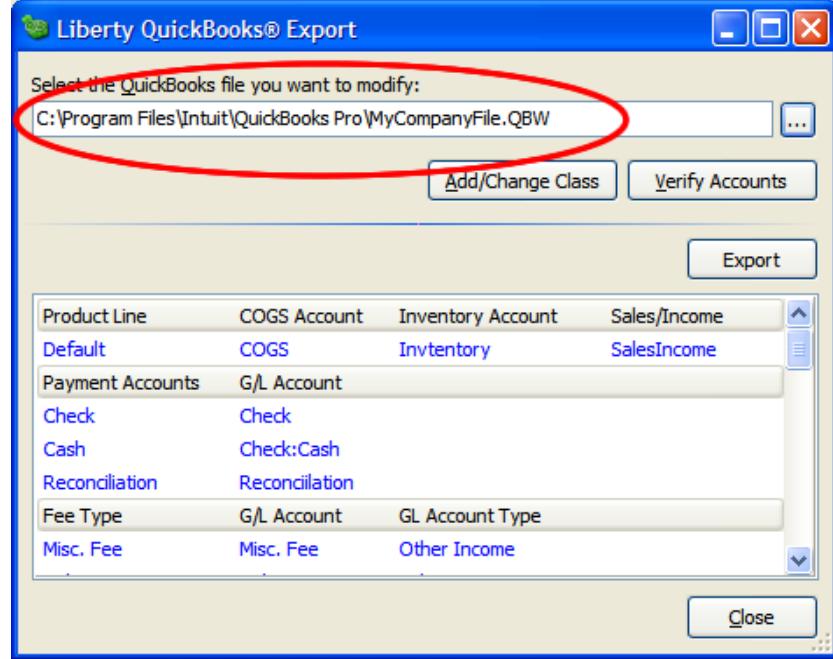


(figure 10)



(figure 11)

2. Navigate to the QB company file you have created (see figure 11). With QB 2003 - 2006 the path is usually C:\Program files\intuit\quickbooks\your company file. With QB 2007 the path is usually C:\Documents and Settings\user_name\shared documents\intuit\Company Files\your company file
3. Click on the company file (see figure 11).
4. Click "Open" (see figure 11).



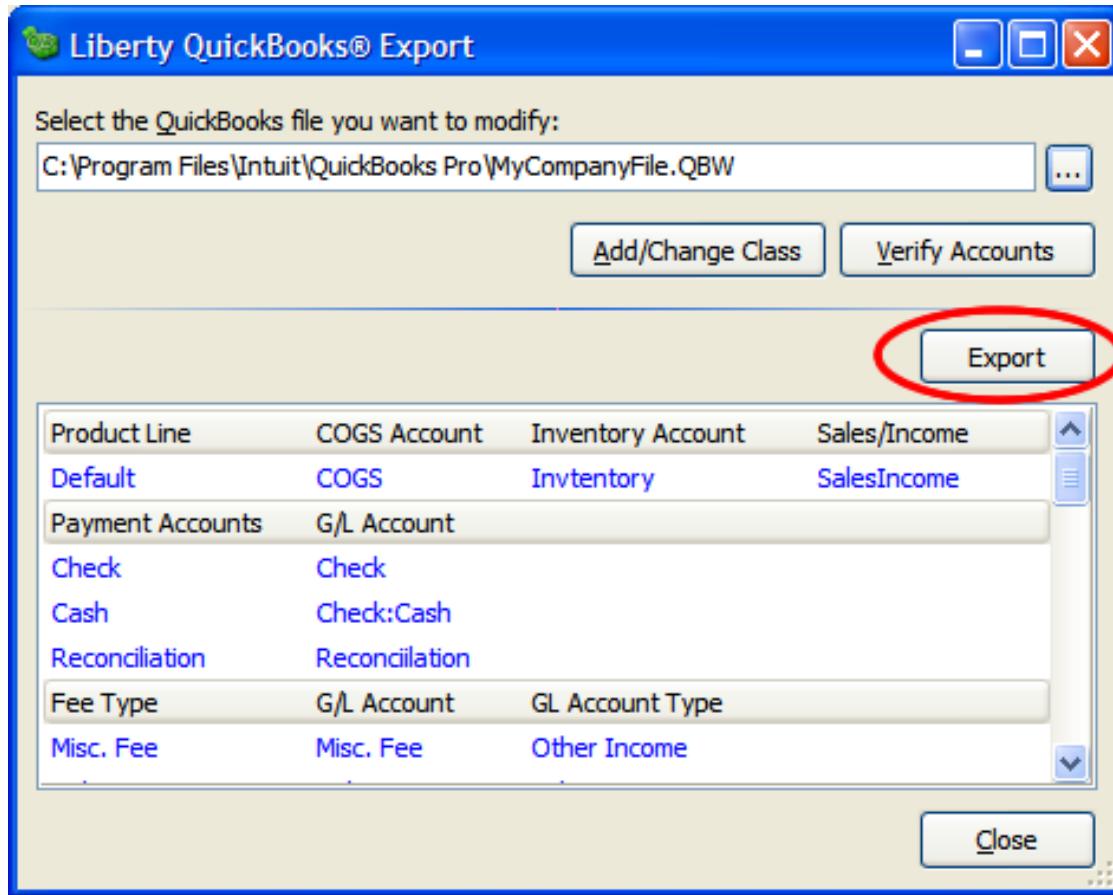
(figure 12)

5. You will see the path to your company file in the Liberty QuickBooks Export window. Figure 12 displays the 2003 – 2006 path.

Now you are ready to perform the export. NOTE: QuickBooks MUST be open (and on this computer) for the export to function.

Preforming the Export

Once the Liberty G/L accounts have been successfully verified the data can be exported. Please ensure QuickBooks and the company file are open and reside on the same computer.

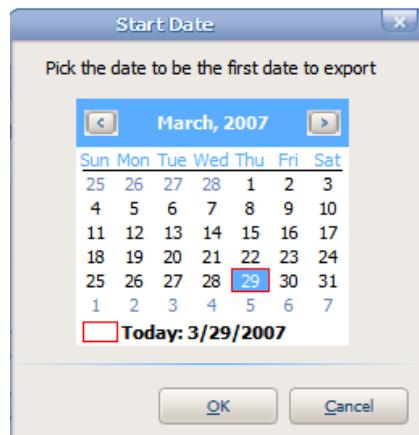


(figure 13)

1. Click the "Export" button (see figure 13).

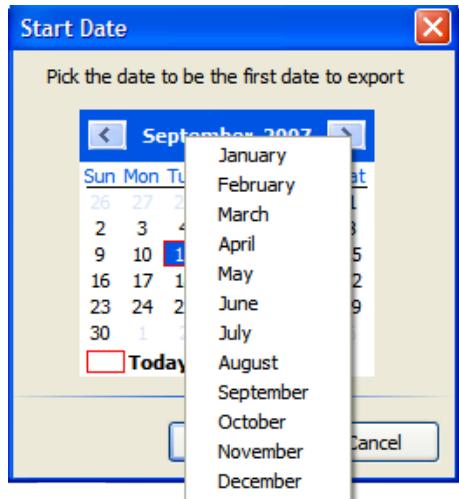
Setting the Export Start Date

The first time running the export, or following a export reset, you will be prompted to select a export start date (see figure 14).



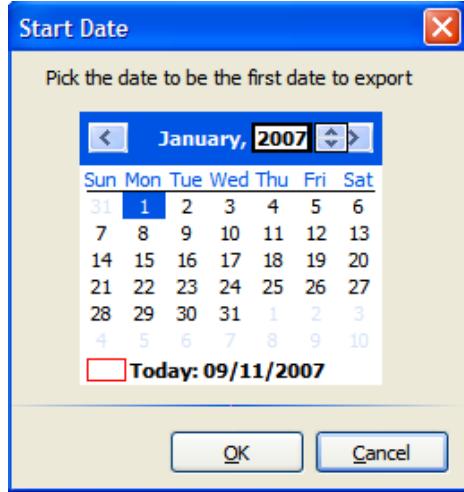
(figure 14)

- a. Click on the month, then select the month you would like your export to start from (see figure 15).



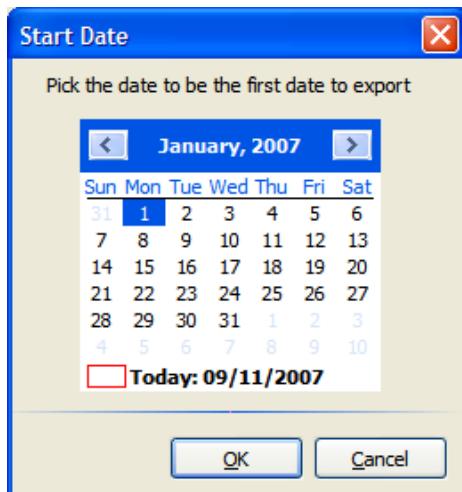
(figure 15)

- b. Click on the year and use the arrows to select the year you would like to export from (see figure 16)



(figure 16)

- c. Click on the day you would like the export to start from. I have selected January 1th, 2007 (see figure 17).



(figure 17)

- d. Click "OK."

Allowing Liberty to connect to QuickBooks

Liberty needs to be granted permission when it first attempts to connect to a QuickBooks company file.



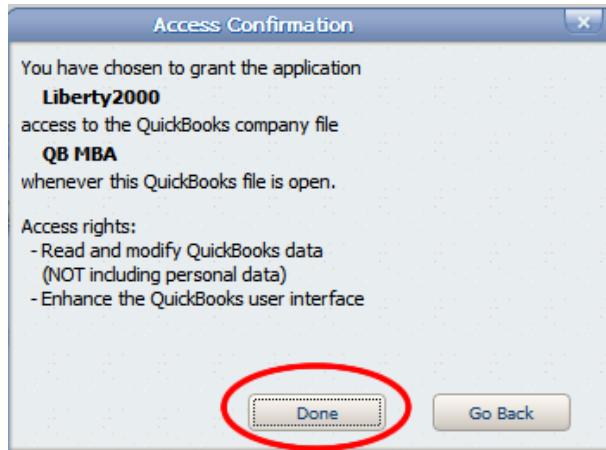
(figure 18)

- a. Select “Yes, whenever this QuickBooks company file is open” (see figure 18).
- b. Click “Continue” (see figure 18).



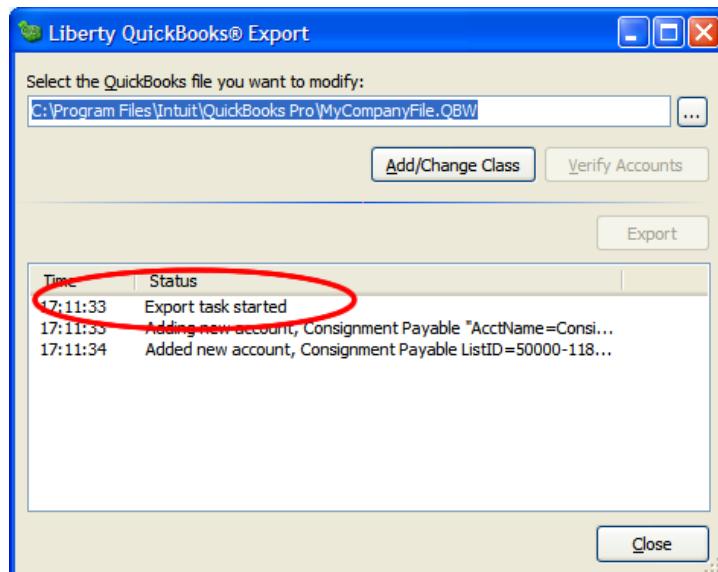
(figure 19)

- c. Click “Yes” (see figure 19).



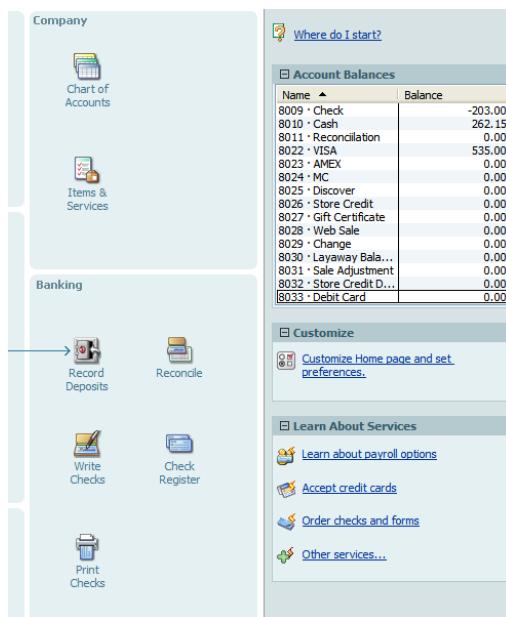
(figure 20)

- Click "Done" (see figure 20).



(figure 21)

- Figure 21 displays the Liberty QuickBooks Export window and the beginning of the export task.
- Figure 22 displays QuickBooks "main" page and the accounts that the export created.



(figure 22)

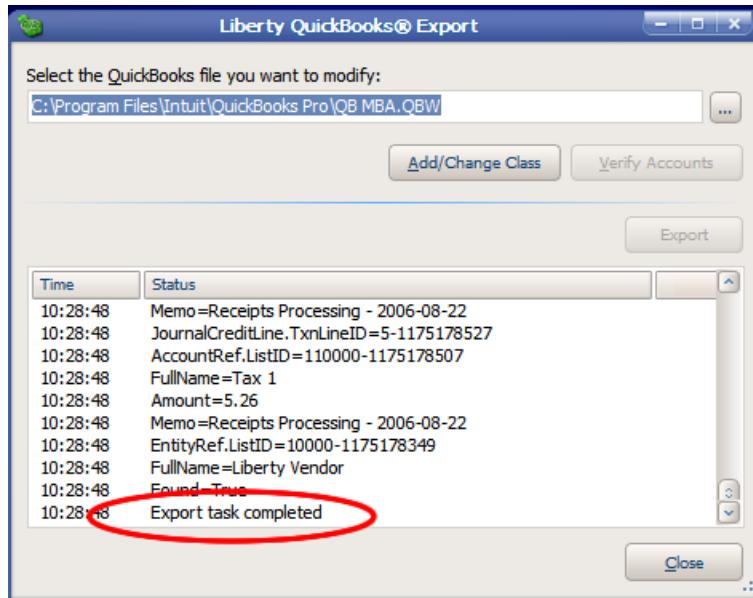
4. Figure 23 displays the QuickBooks Chart of Accounts (accessed by clicking the chart of accounts link).

The screenshot shows the QuickBooks Chart of Accounts window. The table has columns for Name, Type, and Balance Total. The data includes various bank accounts like Check, Cash, and VISA, along with other asset, liability, and equity accounts. Some accounts have a minus sign before the balance, indicating they are credit accounts.

Name	Type	Balance Total
♦8009 · Check	Bank	-203.00
♦8010 · Cash	Bank	262.15
♦8011 · Reconciliation	Bank	0.00
♦8022 · VISA	Bank	535.00
♦8023 · AMEX	Bank	0.00
♦8024 · MC	Bank	0.00
♦8025 · Discover	Bank	0.00
♦8026 · Store Credit	Bank	0.00
♦8027 · Gift Certificate	Bank	0.00
♦8028 · Web Sale	Bank	0.00
♦8029 · Change	Bank	0.00
♦8030 · Layaway Balance	Bank	0.00
♦8031 · Sale Adjustment	Bank	0.00
♦8032 · Store Credit Disc.	Bank	0.00
♦8033 · Debit Card	Bank	0.00
♦8019 · Inventory	Other Current Asset	-80.00
♦8000 · Consignment Payable	Accounts Payable	-310.00
♦2100 · Payroll Liabilities	Other Current Liabi...	0.00
♦8012 · Tax1	Other Current Liabi...	59.15
♦8013 · Tax2	Other Current Liabi...	0.00
♦8017 · Layaway Payment	Other Current Liabi...	0.00
♦3000 · Opening Bal Equity	Equity	0.00
♦3900 · Retained Earnings	Equity	0.00
♦8001 · Item Fee	Income	0.00
♦8021 · SalesIncome	Income	0.00

(figure 23)

5. Figure 24 displays the Liberty QuickBooks export completed message.



(figure 24)

Liberty creates an export log. This file can be found in the Log folder contained in the RWD folder (C:\rwd\log\). This log file contains detailed information about your export including errors. If errors occur during the export routine all data from Liberty will NOT be exported into QuickBooks. To trouble shoot errors please see the Liberty QuickBooks Link trouble Shooting Guide.