Maximizer™ CRM 11
Accounting Link *Designed for use with QuickBooks®*

User's Guide

Maximizer Software
Simply Successful **CRM**

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Applicability

This document applies to Maximizer CRM 11 Accounting Link.

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CHAPTER 1

Introduction

In this chapter...

You cannot use Accounting Link with MaxExchange Remote Workstations.

Maximizer Accounting Link Designed for Use with QuickBooks® enables you to create estimates, invoices, and purchase orders from within Maximizer, while simultaneously creating them in the QuickBooks company file. Entering QuickBooks transactions through Maximizer also logs a note for the related Address Book entry.

For a current list of supported QuickBooks versions, refer to the Maximizer website at www.maximizer.com.

This guide explains how to install, configure, and operate Accounting Link.

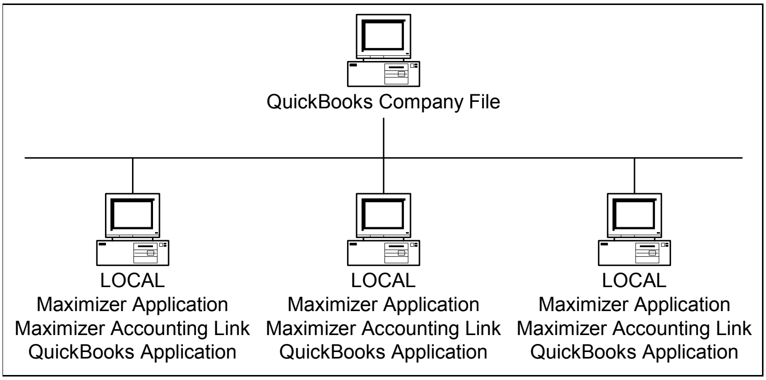
Types of Configuration

You can configure Accounting Link to operate locally on a machine, over the network in a client/server environment, or both. In all cases, the QuickBooks company file (.QBW) can be located on the client computer, or server computer, or elsewhere.

Local Configuration

In both Local and Remote configurations, the QuickBooks company files may be located on the server, a workstation, or anywhere else on the network.

In a local configuration, Maximizer connects to a QuickBooks application on the same machine.

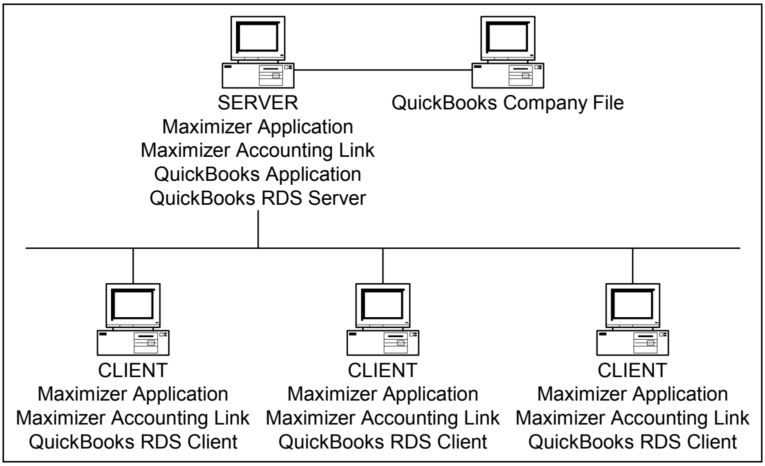


Refer to "Configuring the Accounting Link for Local Operation" on page 23 for instructions.

Remote (Client/Server) Configuration

In this configuration, the "server" is not necessarily the Maximizer server. It is the QuickBooks Remote Data Sharing Server.

In a remote (client/server) configuration, the QuickBooks Remote Data Sharing (RDS) Client connects to the QuickBooks RDS Server on another machine. In a this environment, multiple Maximizer machines can connect to the same QuickBooks RDS Server. This configuration requires QuickBooks RDS Client to be installed on the Maximizer application machines and QuickBooks RDS Server to be installed on the QuickBooks application machine. However, the QuickBooks company file may be located on any machine on the network. The Installation chapter explains how to install this software.

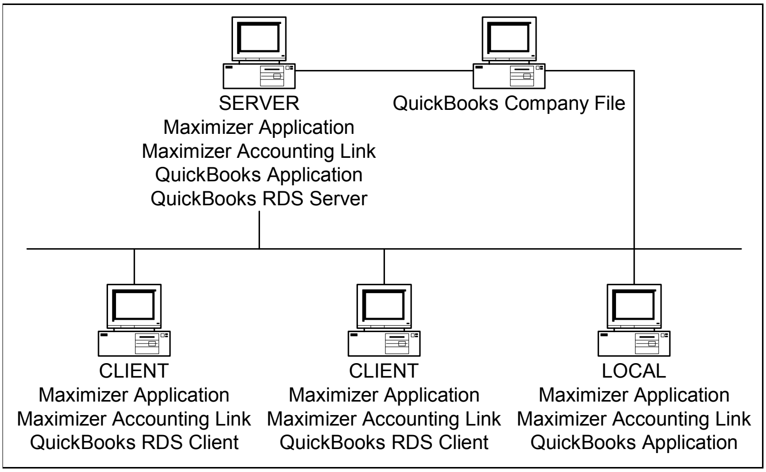


If the version of QuickBooks you are running uses the QuickBooks SDK 3, the QuickBooks application and the QuickBooks RDS Client cannot be installed on the same machine. In that case, if you require the QuickBooks application to be installed on all workstations, use the local configuration described in "Configuring the Accounting Link for Local Operation" on page 23 instead. However, if the version of QuickBooks you are running uses the QuickBooks SDK 4.0, the QuickBooks application and the QuickBooks RDS Client can both be installed on the same machine.

Refer to "Configuring the Accounting Link for Remote Operation" on page 31 for instructions.

Mixed Configuration

A mixed configuration is a combination of local and remote arrangements. In this setup, QuickBooks RDS Server is on a machine with the QuickBooks application, operating as the server to any client machines. Other machines are configured as clients that connect to the QuickBooks server or they are configured to operate locally. As with all configurations, the QuickBooks company file can be located on any machine on the network, including any Accounting Link server or client machines.



In this type of configuration, set up the machines running RDS Server and RDS Client. Refer to "Configuring the Accounting Link for Remote Operation" on page 31 for instructions.

Set up the non-RDS (local) machines as described in "Configuring the Accounting Link for Local Operation" on page 23.

Maximizer System Requirements

The hardware and software requirements for Accounting Link installation are listed in the following table. Please refer to the Maximizer website at www.maximizer.com for updated information.

These are the minimum system requirements for Maximizer, and your operating system may have higher requirements for some components, such as processor speed and RAM.

Maximizer Version	Maximizer CRM 11 (Workstation or Server)
Minimum Processor Speed	800 MHz (minimum) 1.6 GHz (recommended)
Available RAM	512 MB (minimum) 1 GB (recommended)
Operating System	Microsoft Windows 7, Vista, XP, 2008 Server, or 2003 Server (updated to its latest service pack)

CHAPTER 2

Installing the Accounting Link

In this chapter...

Installing Accounting Link

Maximizer must be installed before you can install Accounting Link. Install Accounting Link software on all computers that will connect to QuickBooks through Maximizer.

If QuickBooks and Maximizer will both be installed on the same machine (local configuration), Maximizer must be installed before installing Accounting Link, and QuickBooks must be installed before you can use Accounting Link.

If your version of QuickBooks requires QuickBooks SDK 4.0 to work with Accounting Link, the SDK installation starts automatically at the end of the Accounting Link installation. QuickBooks SDK 4.0 also installs QuickBooks Remote Data Sharing (RDS) Client automatically. However, QuickBooks RDS is required for remote Accounting Link configurations only.

If you have previously installed QuickBooks SDK 4.0, and you subsequently install a version of QuickBooks that requires QuickBooks SDK 3, you must manually uninstall QuickBooks SDK 4.0 first.

Some versions of QuickBooks use QuickBooks SDK 3 and those machines cannot have the QuickBooks application and QuickBooks RDS Client both installed on the same machine.

➤ To install Maximizer Accounting Link Designed for Use with QuickBooks

1. Insert the Maximizer Accounting Link Designed for Use with QuickBooks disc.

   The installation wizard runs automatically.

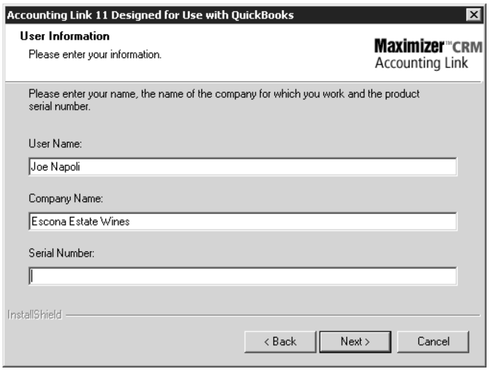
   If the setup doesn't start automatically, you can start it manually by running autorun.exe from the disc.

2. Select **Install Accounting Link Designed for use with QuickBooks**.

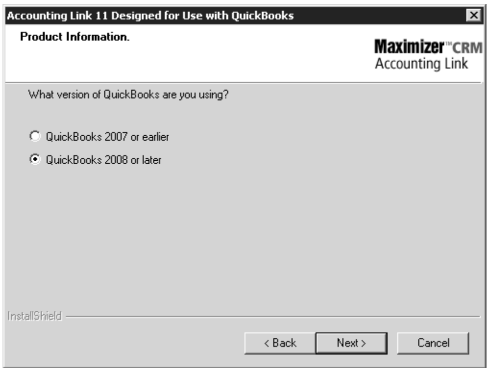
   The InstallShield Wizard starts.

3. Click **Next**.
4. Read the License Agreement, and click **Yes**.

5 Enter your **Name**, **Company**, and **Product Serial Number**. Then, click **Next**.



6 If you are installing the Canadian, UK, or Australian version of Accounting Link Designed for Use with QuickBooks, select the version of QuickBooks that you are using. Then, click **Next**.

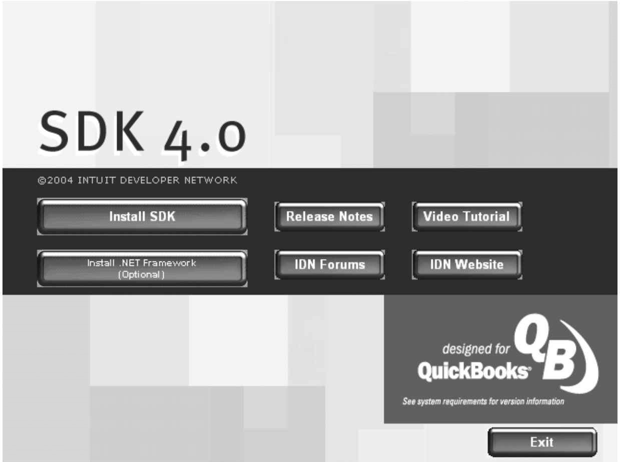


7 Click **Next** to begin the installation.

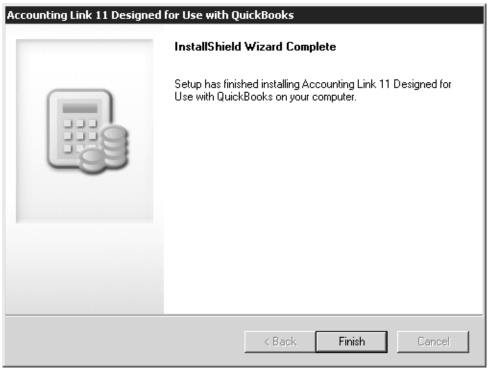
If you already have the QuickBooks SDK installed, it will not prompt you to reinstall.

The wizard displays an installation progress indicator.

Depending on your version of QuickBooks, it might prompt you to install the QuickBooks SDK. For instructions, refer to "To Install QuickBooks SDK 4.0" on page 12.



When the Accounting Link installation is complete, the following screen displays.



8 Click **Finish**.

Maximizer Accounting Link Designed for Use with QuickBooks is now installed.

Accounting Link Licensing

After you have installed Accounting Link, install and apply your Accounting Link Product License Number (PLN), as described in your Maximizer Administrator documentation and online help.

Note that Accounting Link includes a license for one user in addition to the MASTER user.

Installing QuickBooks SDK 4.0

QuickBooks SDK 4.0 is required for Accounting Link with some versions of QuickBooks. If it is required, the installation launches automatically at the end of the Accounting Link installation.

If you have previously installed QuickBooks SDK 4.0, and you subsequently install a version of QuickBooks that requires QuickBooks SDK 3, you must manually uninstall QuickBooks SDK 4.0 first.

If the QuickBooks SDK 4.0 installation did not start automatically as part of the Accounting Link installation, and you need to install it, you can start the setup manually by running SDK40.exe from the AcctQB\3rdParty\QB_SDK_40 folder on the CD.

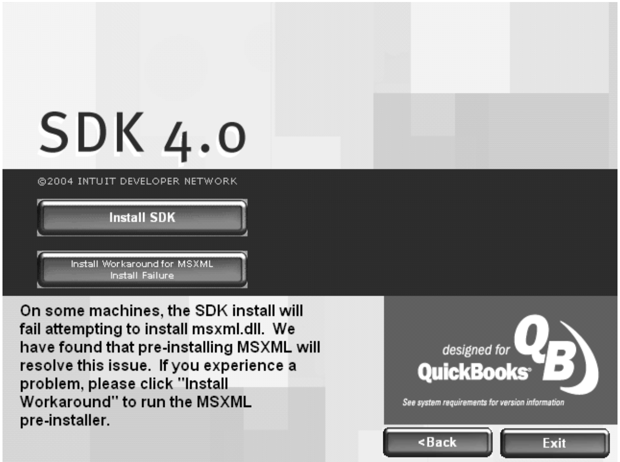
When installing the QuickBooks SDK 4.0 on Windows XP, you may encounter an error message numbered 2908. It is safe to ignore this error by clicking OK and proceeding with the installation.

➤ To Install QuickBooks SDK 4.0

1. If the Microsoft .NET Framework is not installed on the computer, click **Install .NET Framework** and follow the on-screen instructions before installing the SDK.

2. After the Microsoft .NET Framework is installed, click **Install SDK**.

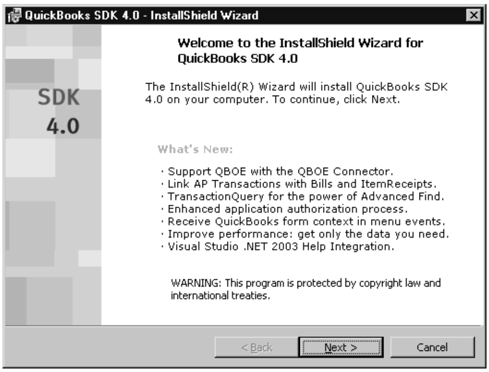
3 Click **Install Workaround for MSXML Install Failure** to pre-install MSXML.



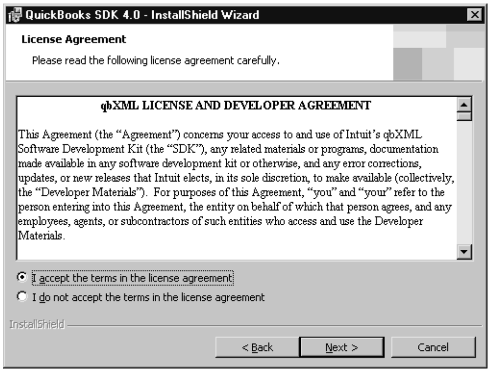
4 Follow the on-screen instructions to install MSXMLFix.

5 Click **Install SDK**.

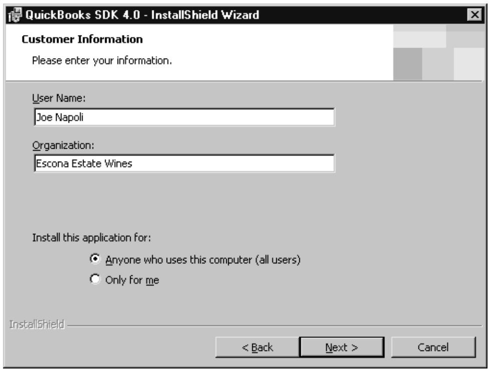
The InstallShield Wizard starts. This process may take several minutes.



6 On the Welcome screen, click **Next**.

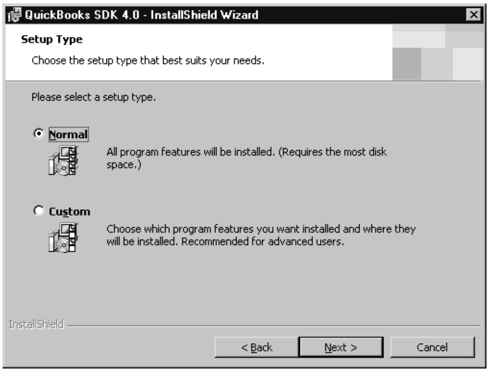


7 Read the license agreement, select **I accept the terms of this license agreement**, and click **Next**.

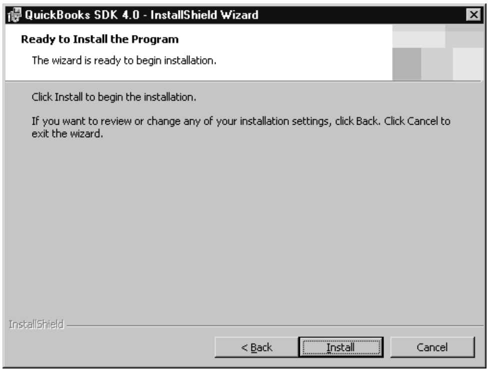


8 Enter your name and your company's name, select one of the user installation options, and click **Next**.

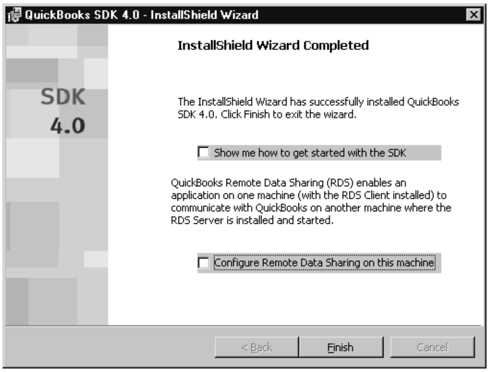
In most cases, it is best to select **Anyone who uses this computer**, unless other users of this computer should not have access to the QuickBooks Accounting Link.



9 Select **Normal**, and click **Next**, unless you have a specific reason to customize your installation.



10 Click **Install**.



11 On the InstallShield Wizard Complete screen, clear the selected options, and click **Finish**.

12 On the main SDK 4.0 screen, click **Exit**.

Installing QuickBooks Remote Data Sharing Server

This section does not apply to local configurations.

If you will be using a remote configuration, install QuickBooks Remote Data Sharing (RDS) Server on a machine where the QuickBooks application is installed. The QuickBooks company file does not necessarily have to be located on this machine.

➤ To install QuickBooks Remote Data Sharing Server

1. Insert the Maximizer Accounting Link Designed for Use with QuickBooks CD into the CD-ROM drive.

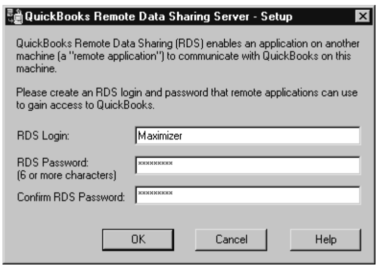
   The installation wizard runs automatically.

2. Select **Install QuickBooks Remote Data Sharing Server**.

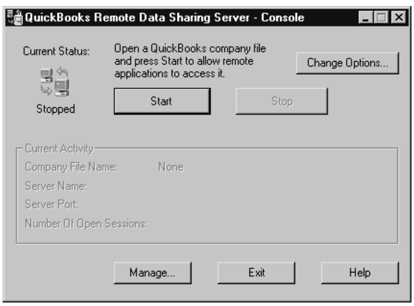
3. Follow the instructions in the InstallShield Wizard to install the program.

   When installation is complete, the QuickBooks RDS Server Setup dialog box opens.

4. Enter the **RDS Login** name and **Password** that Maximizer workstations (RDS clients) use to gain access to QuickBooks, and click **OK**.



The QuickBooks Remote Data Sharing Server Console opens.



The QuickBooks RDS Server is now installed.

Installing QuickBooks Remote Data Sharing Client

ⓘ This section does not apply to local configurations.

If you will be using a remote configuration, install QuickBooks Remote Data Sharing (RDS) Client on all machines that will connect to the QuickBooks RDS Server. Maximizer and Accounting Link must be installed on the client machine before installing RDS Client.

Depending on your version of QuickBooks, RDS Client may have been installed already with QuickBooks SDK 4.0, which installs automatically after Accounting Link if it is required. To determine if it has been installed, look for it in the Start > Programs > QuickBooks > Remote Data Sharing Client menu.

Versions that use SDK 4.0 may have the QuickBooks application and RDS Client on the same machine. However, with versions of QuickBooks that use SDK 3, the QuickBooks application and RDS Client cannot both be installed on the same machine.

➤ To Set Up QuickBooks Remote Data Sharing Client

ⓘ Ensure that the QuickBooks Remote Data Sharing Server is started on the server machine before you begin this procedure.

1. Insert the Maximizer Accounting Link Designed for Use with QuickBooks CD into the CD-ROM drive.

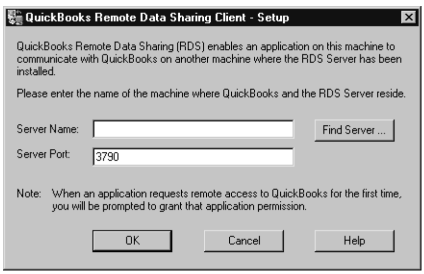
   The installation wizard runs automatically.

2. Select **Install QuickBooks Remote Data Sharing Client**.

3. Follow the instructions in the InstallShield Wizard to install the RDS client.

   After installation is complete, the Setup dialog box opens automatically.

   Click **Cancel**. You will configure it during Accounting Link configuration.



CHAPTER 3

Providing Accounting Rights to Maximizer Users

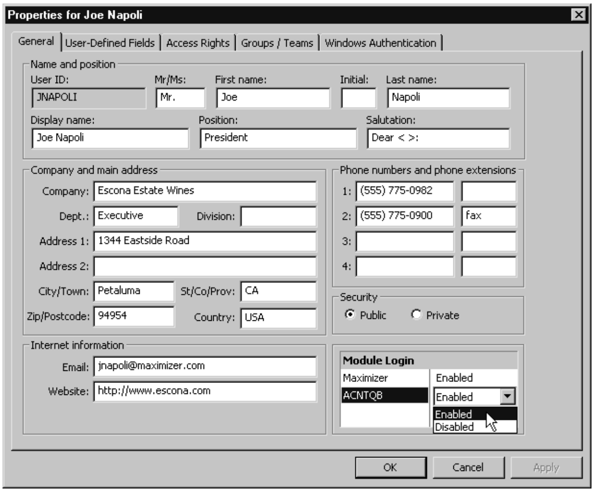
In this chapter...

Enabling Accounting Module Access

After installing Accounting Link licenses, you can set user access in the Module Login list in user properties. Users must have Accounting module access enabled before they can use Accounting Link in Maximizer.

➤ To enable accounting module access for a user

1. Log in to the Address Book in Administrator.
2. Select **File > Manage Users**.
3. Select the user to grant accounting privileges, and click **Properties**.
4. In the **Module Login** section of the **General** tab, set the Accounting module to **Enabled**.



5. Click **OK**.

   Repeat this procedure for all users who will be using Accounting Link.

Adding Users to the Accounting Security Group

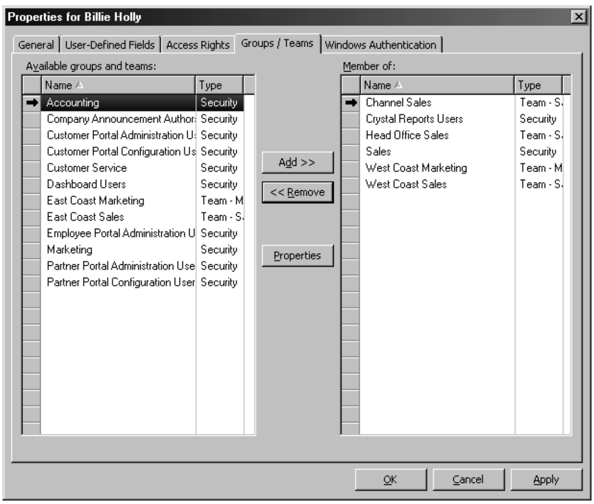
For more information about user and group security, refer to your Maximizer Administrator documentation.

The Accounting security group enables users to restrict accounting transaction notes to members of this group. If an Accounting Link user is not a member of the Accounting security group, notes for any accounting transactions created by that user are Public. However, notes for transactions created by members of the Accounting group are restricted to members of that group.

You can add multiple users to the security group by selecting File > Security Groups and Teams, selecting the Accounting security group and clicking Properties, clicking the Members tab, and then adding users to the group.

➤ To add a user to the Accounting security group

1. Log in to the Address Book in Administrator.
2. Select **File > Manage Users**.
3. Select the user to grant accounting privileges, and click **Properties**.
4. Click the **Groups/Teams** tab.
5. Select the **Accounting** security group from the **Available groups and teams** list, and click **Add**.



The Accounting security group now appears in the Member of list.

6. Click **OK**.

Repeat this procedure for all users who will be using Accounting Link.

Granting Accounting Permissions

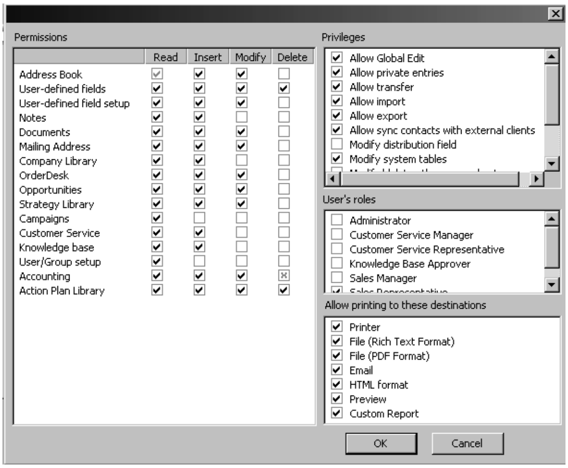
Accounting permissions control whether users can read, insert, or modify accounting transactions.

For more information about user and group security, refer to your Maximizer Administrator documentation.

➤ To grant accounting permissions to a user

1. Log into the Address Book in Administrator.
2. Select **File > Manage Users**.
3. Select the user to grant accounting privileges, and click **Properties**.
4. Click the **Access Rights** tab.
5. Click the **Modify User Access Settings** button.
6. In the **Permissions** group, select any of the Accounting rights, as appropriate for the user, and click **OK**.
7. Click **OK** to close the user properties dialog box.

The Delete permission for Accounting is disabled because Accounting Link cannot delete transactions from the accounting database.



Repeat this procedure for all users who will be using Accounting Link.

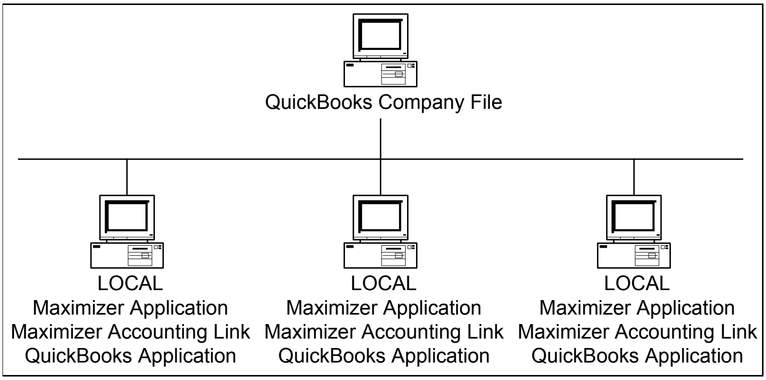
CHAPTER 4

Configuring the Accounting Link for Local Operation

In this chapter...

In a local environment, Maximizer connects to a QuickBooks application on the same machine. However, the QuickBooks company file can be located anywhere on the network.

The following diagram depicts a local Accounting Link configuration with the QuickBooks company file on a separate network machine.



Before configuring Accounting Link as described in this chapter, ensure that the following steps have already been completed:

- Maximizer application is installed
- Maximizer Address Book is configured
- QuickBooks application is installed
- QuickBooks company file is set up
- Accounting Link is installed (QuickBooks and Maximizer must both be installed before installing Accounting Link)
- Accounting Link licenses are applied
- Accounting Link users have Accounting Link enabled in their Maximizer user properties
- Accounting Link users have been added to the Accounting security group, or have Accounting access rights enabled in their Maximizer user properties

Methods of Local Connection

In a local configuration, there are two methods of connecting to QuickBooks from Maximizer:

- **Method 1**: Always start QuickBooks first (in multi-user mode) and then start Maximizer
- **Method 2**: Configure QuickBooks and Maximizer so Maximizer can connect without QuickBooks running

Configuration procedures for both connection methods are described in this chapter.

Minimum QuickBooks Permissions

When you configure Maximizer to connect to QuickBooks, you must select an existing QuickBooks user in the selected company file. The user must have a number of permissions for the Maximizer Accounting Link to operate properly.

The following table summarizes the minimum QuickBooks permissions required for integration with Maximizer Accounting Link.

	Permissions		
Area	**Create**	**Print**	**Reports**
Sales and Accounts Receivable	Yes	Yes	Yes
Purchase and Accounts Payable	Yes	Yes	No
Checking and Credit Cards	No	No	No
Inventory	Yes	Yes	Yes
Time Tracking	No	No	No
Payroll and Employees	No	No	n/a
Sensitive Accounting Activities	No	No	n/a
Sensitive Financial Reporting	Yes[a]	n/a	n/a
Changing or Deleting Transactions	No	n/a	n/a

a. For QuickBooks 2007 and 2008 (US), permission can be “No”.

Configuring for Local Operation with Both QuickBooks and Maximizer Running

In a local configuration, if you start QuickBooks on the computer, and then start Maximizer, Maximizer automatically connects to the QuickBooks company file open in the QuickBooks application.

Complete this procedure on each machine that will be using Accounting Link locally by starting QuickBooks first.

➤ To configure Accounting Link for local operation with both QuickBooks and Maximizer running

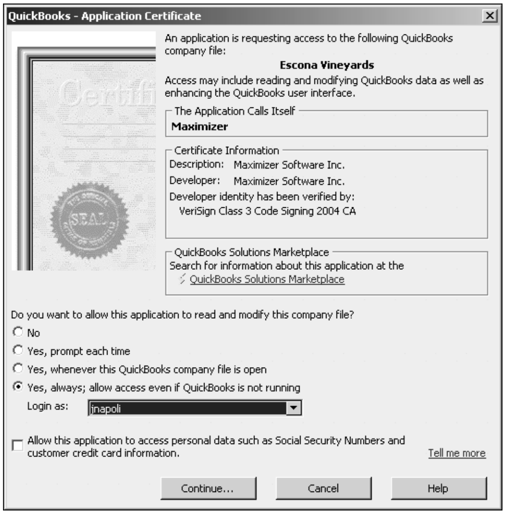
1. On the local machine, make sure Maximizer and Administrator (if applicable) are closed.
2. Start QuickBooks and open the company file.
3. Ensure QuickBooks is in multi-user mode. If not, switch it to multi-user mode by selecting **File** > **Switch to Multi-User Mode** in QuickBooks.

   If QuickBooks prompts you to set up a QuickBooks administrator account, set it up now.
4. Start Maximizer and log in to the Address Book with a user account with accounting enabled and accounting access rights.

   Maximizer connects to QuickBooks and the QuickBooks - Application Certificate dialog box opens.
5. On the QuickBooks - Application Certificate dialog box, select the option to always allow Maximizer to access the company file.
6. In the **Login as** drop-down box, select a QuickBooks user with the required permissions. See "Minimum QuickBooks Permissions" on page 25 for details.

ⓘ This dialog box may look different on your machine, depending on which version of QuickBooks you are running. For example, if you are running the QuickBooks Enterprise Edition, the drop-down list may not be available.

7 Click **Continue**.



Always close Maximizer before closing QuickBooks. Otherwise, the programs will not exit properly.

Accounting Link is now configured to connect to QuickBooks. To use Accounting Link configured in this manner, always start QuickBooks in multi-user mode and open the company file before starting Maximizer.

For instructions on using Accounting Link, refer to chapter 6 “Using Accounting Link” on page 41.

Configuring for Local Operation without QuickBooks Running

Complete this procedure on each machine that will be using Accounting Link locally without starting QuickBooks first.

➤ To configure Accounting Link for local operation without QuickBooks running

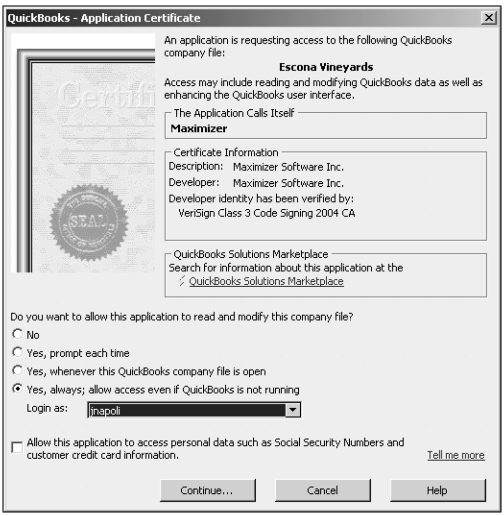
1. On the local machine, make sure Maximizer and Administrator (if applicable) are closed.
2. Start QuickBooks and open the company file.
3. Ensure QuickBooks is in multi-user mode. If not, switch it to multi-user mode by selecting **File** > **Switch to Multi-User Mode** in QuickBooks.

   If QuickBooks prompts you to set up a QuickBooks administrator account, set it up now.
4. Start Maximizer and log in to the Address Book with a user account with accounting enabled and accounting access rights.

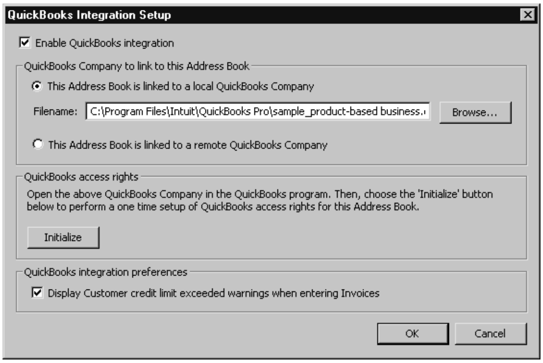
   Maximizer connects to QuickBooks and the QuickBooks - Application Certificate dialog box opens.

ⓘ This dialog box may look different on your machine, depending on which version of QuickBooks you are running. For example, if you are running the QuickBooks Enterprise Edition, the drop-down list may not be available.

5. On the QuickBooks - Application Certificate dialog box, select the option to always allow Maximizer to access the company file.
6. In the **Login as** drop-down box, select a QuickBooks user with the required permissions. See "Minimum QuickBooks Permissions" on page 25 for details. Click **Continue**.



7 In Maximizer, on the **Setup** tab, select **Preferences**, and click the **Accounting Setup** button.



8 Click the **Browse** button, select the QuickBooks company file, and click **OK** to close the Accounting Integration Setup dialog box.

Leave QuickBooks in Multi-user Mode.

9 Close Maximizer and close QuickBooks.

The next time you start Maximizer, you do not have to start QuickBooks, and Accounting Link will connect to the QuickBooks company file.

For instructions on using Accounting Link, refer to chapter 6 “Using Accounting Link” on page 41.

CHAPTER 5

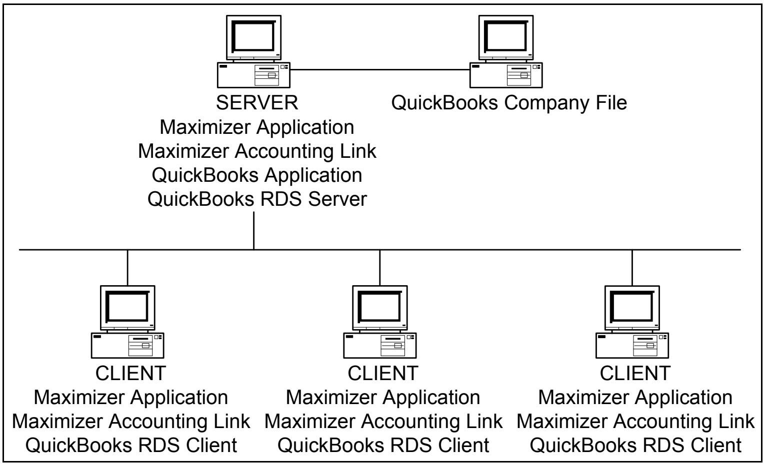
Configuring the Accounting Link for Remote Operation

In this chapter...

You can set up Accounting Link to operate in a client/server environment, rather than locally. In a client/server configuration, the QuickBooks Remote Data Sharing (RDS) Client connects to the QuickBooks RDS Server on another machine. Multiple Maximizer machines can connect to the same QuickBooks application on the server. The QuickBooks company file (database) can be located on the client computer, server computer, or elsewhere. The following sections explain how to complete the setup.

If the version of QuickBooks you are running uses the QuickBooks SDK 3, the QuickBooks application and the QuickBooks RDS Client cannot be installed on the same machine. In that case, if you require the QuickBooks application to be installed on all workstations, use the local configuration described in "Configuring the Accounting Link for Local Operation" on page 23 instead. However, if the version of QuickBooks you are running uses the QuickBooks SDK 4.0, the QuickBooks application and the QuickBooks RDS Client can both be installed on the same machine.

In the following diagram, the QuickBooks company file is located on a separate machine. However, the company file could be located on the RDS server, the RDS client, or on any other network machine.



Before configuring Accounting Link as described in this chapter, ensure that the following steps have already been completed.

- Maximizer application is installed on the server and client machines
- Maximizer Address Book is configured
- QuickBooks application is installed on the server machine
- QuickBooks company file is set up
- Accounting Link is installed on both the server and client machines (QuickBooks and Maximizer must both be installed before installing Accounting Link)
- QuickBooks Remote Data Sharing (RDS) Server is installed on the server machine
- Accounting Link licenses are applied
- Accounting Link users have Accounting Link enabled in their Maximizer user properties
- Accounting Link users have been added to the Accounting security group, or have Accounting access rights enabled in their Maximizer user properties

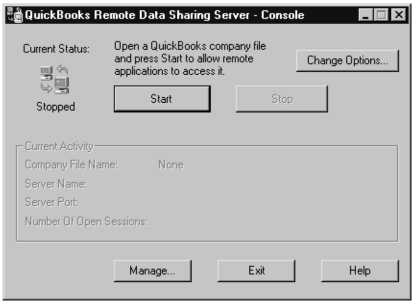
Starting the QuickBooks Remote Data Sharing Server

The QuickBooks server is the machine where QuickBooks and QuickBooks RDS Server are installed and running. QuickBooks RDS Server must be started before RDS clients can connect to the company file. Once you have started it, you should always leave it running so RDS clients can connect to it at any time.

➤ To start the Remote Data Sharing Server

1. On the QuickBooks server, make sure Maximizer and Administrator (if applicable) are closed.
2. Start QuickBooks and open the company file.
3. Ensure QuickBooks is in multi-user mode. If not, switch it to multi-user mode by selecting **File** > **Switch to Multi-User Mode** in QuickBooks.

   If QuickBooks prompts you to set up a QuickBooks administrator account, set it up now.
4. Open QuickBooks Remote Data Sharing Server (**Start** > **Programs** > **QuickBooks** > **Remote Data Sharing Server**).
5. Click **Start**.



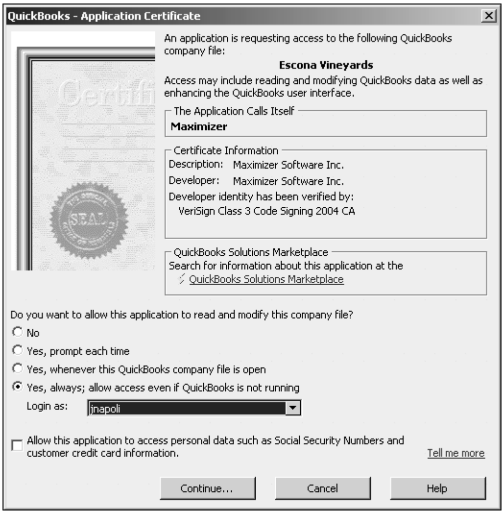
The QuickBooks - Application Certificate dialog box opens.

This dialog box may look different on your machine, depending on which version of QuickBooks you are running. For example, if you are running the QuickBooks Enterprise Edition, the drop-down list may not be available.

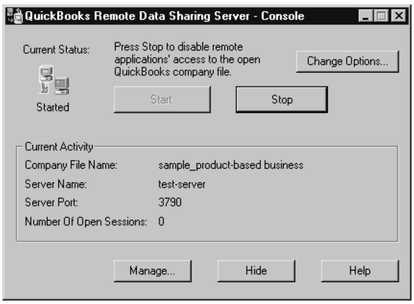
6 On the QuickBooks - Application Certificate dialog box, select the option to always allow Maximizer to access the company file.

7 In the **Login as** drop-down box, select a QuickBooks user with the required permissions. See “Minimum QuickBooks Permissions” on page 25 for details.

8 Click **Continue**.



The QuickBooks Remote Data Sharing Server is now connected to the QuickBooks company file.



In the future, simply open and start the QuickBooks RDS Server. It must be started for clients to connect to the company file.

Granting Maximizer Access to the QuickBooks Company File

The following procedure carries on from the previous procedure. QuickBook should be running with the company file open and in multi-user mode, and the QuickBooks RDS Server should be started.

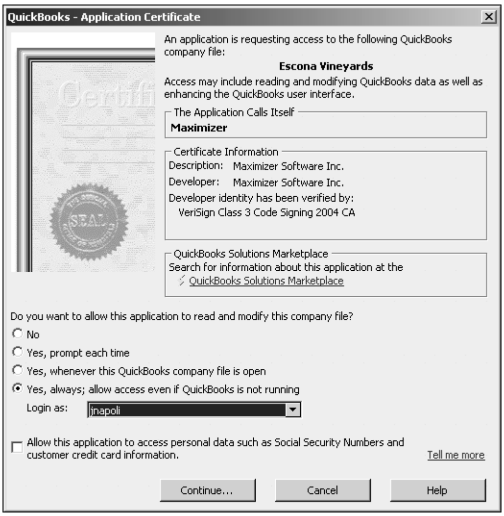
➤ To grant Maximizer access to the QuickBooks company file

1. On the QuickBooks server, start Maximizer and log into the Address Book.

   The QuickBooks - Application Certificate dialog box opens.

> This dialog box may look different on your machine, depending on which version of QuickBooks you are running. For example, if you are running the QuickBooks Enterprise Edition, the drop-down list may not be available.

2. On the QuickBooks - Application Certificate dialog box, select the option to always allow Maximizer to access the company file.
3. In the **Login as** drop-down box, select a QuickBooks user with the required permissions. See "Minimum QuickBooks Permissions" on page 25 for details.
4. Click **Continue**.



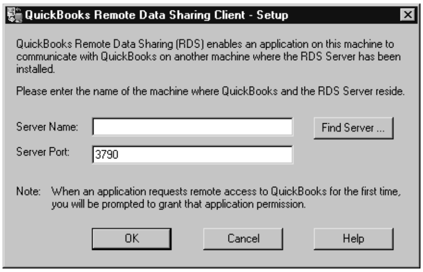
Maximizer is now connected to QuickBooks and you can configure the client machines.

Configuring the QuickBooks Remote Data Sharing Client

Ensure that the QuickBooks RDS Server is started on the QuickBooks server before starting the QuickBooks RDS Client on any of the client machines.

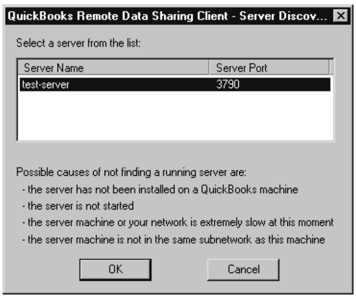
➤ To configure the QuickBooks RDS Client

1. Start the QuickBooks RDS Client (**Start** > **Program Files** > **QuickBooks** > **Remote Data Sharing Client**).

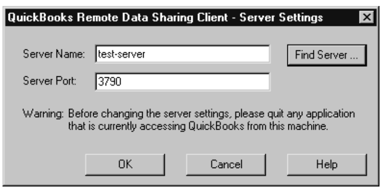


The QuickBooks Remote Data Sharing Server must be running on the server. Otherwise, the client will be unable to locate the server.

2. Click **Find Server**, select the server where the QuickBooks company file is located, and click **OK**.



3. Click **OK**.



The QuickBooks RDS client is now configured.

Starting Accounting Link on a Client Machine

After you have configured Accounting Link on the QuickBooks server, you must initialize it on the client machines before they can start using Accounting Link.

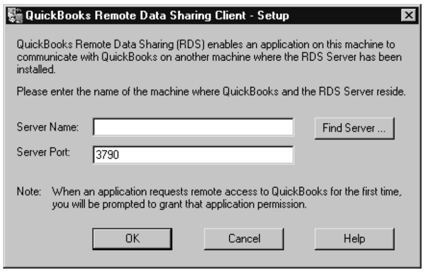
QuickBooks clients are the machines where Maximizer, Accounting Link, and QuickBooks RDS Client are installed.

You cannot use Accounting Link with MaxExchange Remote Workstations.

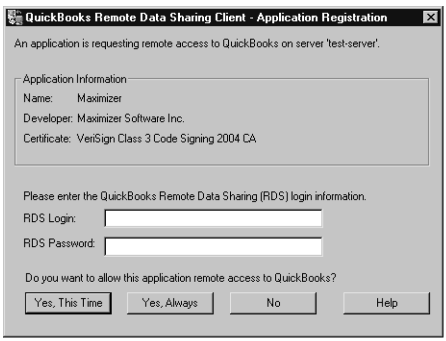
➤ To start Accounting Link on a client machine

1. On the client machine, run Maximizer and log in to the Address Book.

   The QuickBooks RDS Client Setup dialog box opens. (If you have previously connected to a QuickBooks RDS server, this screen may not appear, and you can proceed to step 3.)



2. Enter the **Server Name** of the QuickBooks RDS Server, or click **Find Server** and browse to it, and click **OK**.

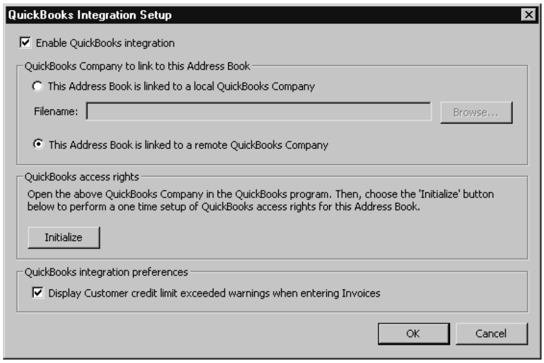


3. Enter the **RDS Login** and **RDS Password** as defined in the QuickBooks Remote Data Sharing Server, and click **Yes, Always**.

   If Maximizer fails to connect to the QuickBooks company file the first time, try again.

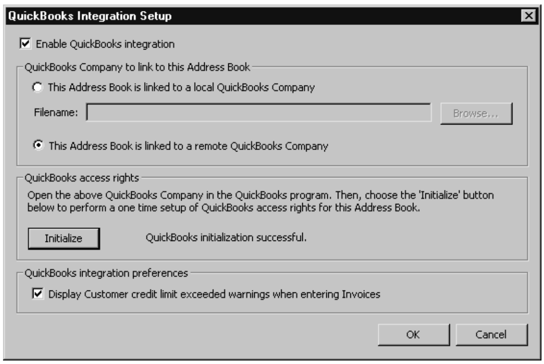
   The QuickBooks Integration Setup dialog box opens.

4 Select **This Address Book is linked to a remote QuickBooks Company**.



5 Click **Initialize**.

Maximizer connects to the QuickBooks company file on the server.



6 Click **OK** to close the QuickBooks Integration Setup dialog box.

You are now ready to use Accounting Link in the client/server environment.

In the future, always make sure the QuickBooks RDS Client is started and connected to the QuickBooks RDS Server before starting Maximizer.

Refer to chapter 6 “Using Accounting Link” on page 41 for information about using it.

CHAPTER 6

Using Accounting Link

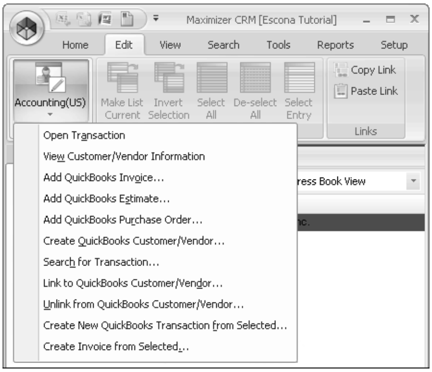
In this chapter...

Connecting to QuickBooks with Maximizer

It's important that Accounting Link and Maximizer are configured correctly before proceeding. Otherwise, the procedures outlined in this chapter will not work properly.

When Accounting Link is successfully installed and configured, you can access Accounting Link transactions and commands from the Address Book window in the following ways:

- View transactions for the selected Address Book entry in the Accounting following window.
- Access accounting commands from the Accounting icon on the Edit and View tabs or from the right-click menu in the Accounting following window.



Linking Address Book Entries

If you re-link a Company file to a different Address Book, all of your Address Book entries must also be re-linked.

Before you can create any invoices, estimates, or purchase orders in Maximizer, you must create a link between each Maximizer Address Book entry and QuickBooks customer or vendor.

- If the customer or vendor record does not exist in the QuickBooks Company file, you can create the Accounting Link record from Maximizer using an existing Maximizer Address Book entry.
- If the customer or vendor record does exist in the QuickBooks Company file, Maximizer creates a connection between the records.

After you have linked an Address Book entry, you can create and view QuickBooks invoices, estimates, and purchase orders from within Maximizer.

➤ To link an Address Book entry to QuickBooks

1. Open your Maximizer **Address Book**.
2. Select the **Company** or **Individual** to link with QuickBooks.
3. In Maximizer, select the **Accounting** following window.
4. On the **Edit** tab, select **Accounting > Link to QuickBooks Customer/Vendor**.

   Alternatively, you can choose the command by right-clicking in the Accounting following window.

You can expand your search by entering only the first few letters of the Company or Individual name in the Name field.

5. Click **Search** to display a list of matching customers and/or vendors.
6. If a matching entry appears in the list, select the entry and click **OK** to link the Address Book entry with the customer/vendor.

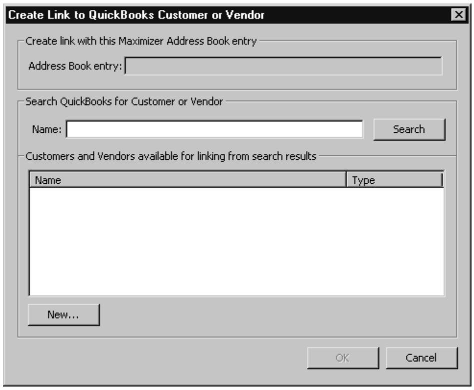
   The records are linked, and you can create purchase orders (vendors) or invoices and estimates (customers) for that

Company or Individual. You may skip the remainder of this procedure.

– or –

The OK button is disabled until you select a QuickBooks record from the list of search results.

If a matching entry does not appear in the list, click **New**.



The Add Accounting Customer/Vendor dialog box opens. Maximizer automatically fills in any existing contact information.

7 Select the **Customer** option to create the Address Book entry as a customer in QuickBooks. (You can create invoices and estimates for customers.)

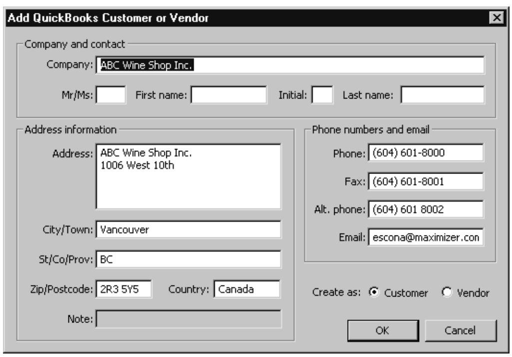
– or –

Select the **Vendor** option to create the Address Book entry as a vendor in QuickBooks. (You can create purchase orders for vendors.)

If you know the entry does not exist in your Company database, you can select Create QuickBooks Customer/ Vendor from the Accounting icon on the Edit tab in Maximizer while the Address Book entry is selected.

8 Click **OK**.

Maximizer and QuickBooks now share a connection between these records.



Creating Address Book Entries from Customers and Vendors

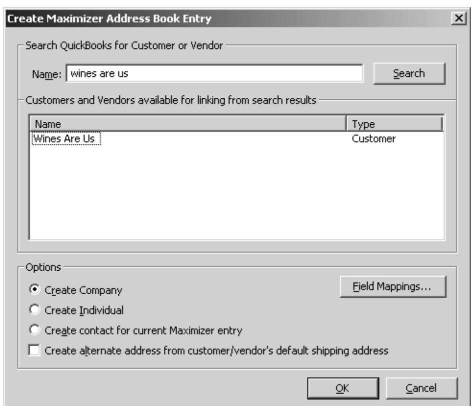
You can create new Maximizer Address Book entries from existing QuickBooks customers and vendors. New entries are automatically linked to the customers and vendors.

➤ To create an Address Book entry from a customer or vendor

1. Select the **Accounting** following window.
2. On the **Edit** tab, select **Accounting > Create New Address Book Entry from QuickBooks Customer/Vendor**.

   The Create Maximizer Address Book Entry dialog box opens.
3. Enter the name of the customer or vendor, or leave the **Name** field empty to view all customers and vendors. Click **Search**.

   All matching customers and vendors are retrieved.
4. Select the customer/vendor that you want to create the entry for.
5. In the **Options** area, choose the type of Address Book entry that you want to create. You can also click **Field Mappings** to choose the Maximizer fields that some of the QuickBooks fields are mapped to.
6. Click **OK**.



The new Address Book entry is created with the data from the QuickBooks customer or vendor. You can specify additional details in the Address Book entry.

Creating Invoices, Estimates, and Purchase Orders

You can create invoices, estimates, and purchase orders in Maximizer, and they will automatically be created in QuickBooks as well. Before you can create any of these transactions, the Company or Individual must be linked to either a customer or vendor record in QuickBooks:

- To create an invoice or estimate, the Address Book entry must be linked to a customer record.
- To create a purchase order, the Address Book entry must be linked to a vendor record.

You can also create new transactions based on existing transactions, and create invoices based on estimates. Maximizer copies the information from the original transaction into a new transaction and enables you to modify the new transaction before saving it. Details on these procedures are provided further along in this section.

Each time an invoice, an estimate, or a purchase order is created or modified, a note is logged in Maximizer.

➤ To create an invoice, estimate, or purchase order

1 In Maximizer, open the **Address Book** and select the Company or Individual to create a transaction for.

Ensure that the Address Book entry is linked to a QuickBooks record. If it isn't, refer to "Linking Address Book Entries" on page 43 before proceeding with this procedure.

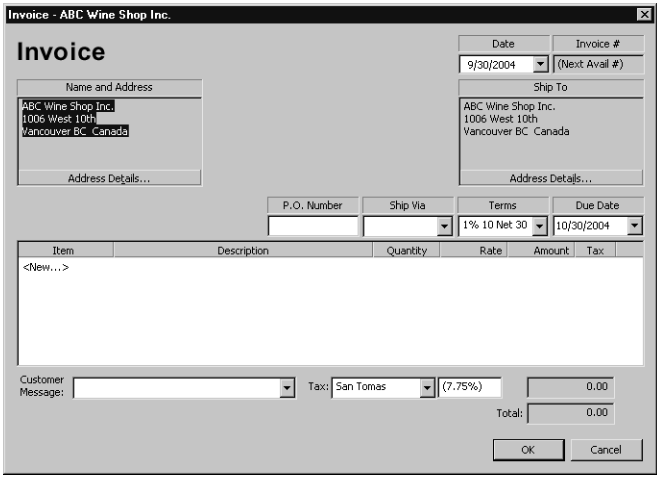
These menu items are also available from the Accounting icon in the Edit tab.

2 In the Accounting following window, right-click and select **Add > Invoice/Estimate/Purchase Order**.

The Invoice, Estimate, or Purchase Order dialog box opens. Maximizer automatically fills in the customer or vendor name and address, the date, and any tax information.

You cannot enter a value in the Invoice #, Estimate #, or P.O. Number field. When you click OK, the number is assigned automatically and the value is then read-only.

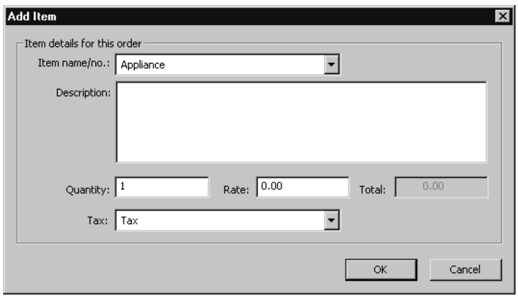
3 In the **Item** column, click on **New**.



For detailed information about any of these fields, select the dialog box, and press F1.

4 In the Add New Item dialog box, select the **Item name/number** for the item from the drop-down list.

5 Add or change any of the other information in the Add New Item dialog box, as required, and click **OK**.



6 Repeat the last three steps until all required items have been added to the transaction.

7 Complete any remaining fields, as required, and click **OK.**

The transaction has now been created in both Maximizer and QuickBooks, and Maximizer creates a history note in the Notes window of the Address Book entry. You can also view the invoice, estimate, or purchase order from the Accounting tab of the Maximizer Address Book following window, as described on page 50.

Creating a New Transaction Based on an Existing One

Accounting Link enables you to create a new transaction (invoice, estimate, or purchase order) based on an existing transaction, so the newly created transaction automatically contains the information from the original transaction, which you can then modify as required. This method saves you time because it reduces the amount of information you need to enter for similar transactions.

➤ To create a new transaction based on an existing transaction

1. In Maximizer, open the **Address Book** and select the Company or Individual for whom to create an invoice, estimate, or purchase order.

2. Open the **Accounting** following window, and select the invoice, estimate, or purchase order to use as the basis for the new transaction.

3. On the **Edit** tab, select **Accounting > Create New QuickBooks Transaction from Selected**.

   – or –

   Right-click in the **Accounting** following window, and select **Add** > **Create New from Selected**.

   The Invoice, Estimate, or Purchase Order dialog box opens, depending on the original transaction. Maximizer automatically fills in all the information from the original transaction.

   If the menu item is disabled, then you did not select a transaction in step 2. Select a transaction, and then create the new transaction.

4. Change any of the information in the transaction, or add more items to the list, as required.

   To remove an item, right-click on it and select **Delete** from the shortcut menu.

   You cannot enter a value in the Invoice #, Estimate #, or P.O. Number field. When you click OK, the number is assigned automatically and the value is then read-only.

5. Click **OK**.

   The transaction has now been created in both Maximizer and QuickBooks, and Maximizer creates a history note in the Notes window of the Address Book entry. You can also view the invoice, estimate, or purchase order from the Accounting following window, as described on page 50.

Creating an Invoice from an Estimate

Accounting Link enables you to create a new invoice based on an existing estimate, so the newly created invoice automatically contains the information from the original estimate, which you can then modify as required. Making changes to the invoice does not apply those changes to the estimate.

➤ To create a new invoice based on an existing estimate

1. In Maximizer, open the **Address Book** and select the Company or Individual for whom to create an invoice.

2. Open the **Accounting** following window, and select the estimate to use as the basis for the new transaction.

3. On the **Edit** tab, select **Accounting > Create Invoice from Selected**.

   – or –

   Right-click in the **Accounting** following window, and select **Add** > **Create Invoice from Selected**.

   – or –

   Open the estimate and click the **Invoice** button.

   The Invoice dialog box opens. Maximizer automatically fills in all the information from the original estimate.

   ⓘ If the menu item is disabled, then you did not select an invoice in step 2, or the selected transaction is not an estimate. Select an estimate, and then create the new invoice.

4. Change any of the information in the transaction, or add more items to the list, as required.

   To remove an item, right-click on it and select **Delete** from the shortcut menu.

   ⓘ You cannot enter a value in the Invoice # field. When you click OK, the number is assigned automatically and the value is then read-only.

5. Click **OK**.

   The invoice has now been created in both Maximizer and QuickBooks, and Maximizer creates a history note in the Notes window of the Address Book entry. You can also view the invoice from the Accounting following window, as described in the following section.

Viewing Invoices, Estimates, and Purchase Orders

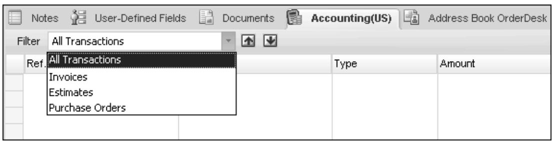
You can view existing invoices, estimates, and/or purchase orders for a customer or vendor from within Maximizer, even if the transaction was not created in Maximizer. When you link a Maximizer Address Book entry to a customer or vendor, existing invoices, estimates, or purchase orders display in Maximizer automatically.

You can view existing transactions in the Accounting tab of the Maximizer Address Book following window.

➤ To view an invoice, estimate, or purchase order

1. In Maximizer, open the Address Book and select the Company or Individual for whom to view a transaction.
2. Select the **Accounting** following window.
3. Open the **Filter** drop-down list, and select **Invoices**, **Estimates**, **Purchase Orders**, or **All Transactions**

   The transactions of that type for the selected customer or vendor appear. You can double-click any item to view the details.



Searching for Invoices, Estimates, and Purchase Orders

You can search your accounting application for invoices, estimates, and purchase orders and then view the transactions in Maximizer. If the transaction's customer or vendor is not linked to an Address Book entry, you can also create a new Address Book entry at the same time.

You can search for all types of transactions by reference number. You can search for invoices by P.O. number.

➤ To search for invoices, estimates, and purchase orders

1. Open the **Accounting** following window.
2. On the **Edit** tab, select **Accounting > Search for Transaction**.

   – or –

   Right-click in the **Accounting** following window, and select **Add** > **Search for Transaction**.

   The Search for a Transaction dialog box opens.
3. In the **Options** area, specify the search criteria for the transaction.

   The reference number is the unique identifier for the transaction while the P.O. number is an optional user-defined number.
4. To open the transaction automatically after the search, select the **Open found transaction** checkbox. Otherwise, the search returns all transactions for the Address Book entry.
5. In the **Find matching** area, specify the types of transactions that you want to search for.

6. Click **OK**.

   If the customer or vendor for the matching transaction is not linked to an Address Book entry, you are prompted to create a new Address Book entry from the customer or vendor. See "Creating Address Book Entries from Customers and Vendors" on page 45 for details.

7 If multiple transactions are found, select the transaction from the list of matching transactions.

The Address Book entry that is linked to the transaction is selected, and the transaction is listed in the Accounting following window.

Viewing Accounting Details about a Customer or Vendor

Maximizer enables you to view the following accounting details about a customer or vendor from within Maximizer:

- customer balance
- aged analysis (30-, 60-, or 90-day balances)
- credit limit
- remaining available credit

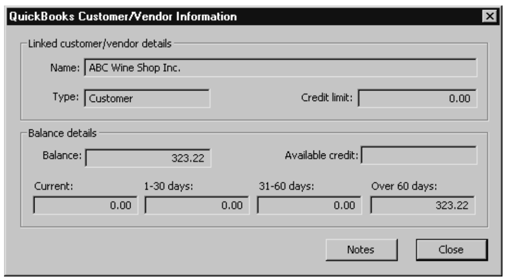
➤ To view QuickBooks accounting details

1. In Maximizer, open the Address Book and select the Company or Individual for whom you want to view accounting details.
2. Select the **Accounting** following window.
3. On the **Edit** tab, select **Accounting > View Customer/Vendor Info**.

   The Customer/Vendor Information dialog box opens. It contains the accounting details for the selected Company or Individual.

This menu item is also available from the shortcut menu in the Accounting following window.

4. View the accounting details in the dialog box.
5. Click **Close**.



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