

QBCLIPS DEPOSIT ENHANCEMENT INSTRUCTIONS

We have completed the latest enhancement to QBClips. Are you tired of spending so much time 'Recording Deposits' in QuickBooks? Now you can let QBClips do the work for you. To activate this enhancement there are a few things you need to do first.

- I. Designate your bank account names:
 - a. Go to www.qbclips.com
 - b. Log into Salon Management
 - i. Click on salon number tab
 - ii. Click on Edit Salon Options
 - iii. In the field Deposit bank name (cash): type in EXACTLY the Chart of Account name from QuickBooks which Cash deposits are made. (Note: Web Connector does not accept special characters - the # is okay)
 - iv. In the field Credit Card deposit bank name: type in EXACTLY the Chart of Account name from QuickBooks which your credit cards are deposited. (Note: Web Connector does not accept special characters - the # is okay)
 - v. Click on Edit Salon
 - vi. Repeat all steps for each salon even if you use the same Chart of Account for each salon.

- II. Setup Items
 - a. Open your QuickBooks Company file
 - b. From the main menu click on List then Item List (Note: check to see if you have these two items before entering)
 - c. Click on the Item button, select New
 - i. Bank Deposit Difference
 1. Type: Service
 2. Item Name: Bank Deposit Difference
 3. Tax code: Non
 4. Description: Difference between bank deposit and Salondata amount to deposit
 5. Account: Cash Over/Short (This account should already be setup in your chart of accounts)
 6. Click OK
 - ii. Credit Card Fees
 1. Type: Discount
 2. Item Name: Credit Card Fees
 3. Tax code: Non
 4. Description: Amount subtracted from your bank deposit due to credit card fees
 5. Account: Credit Card Fees (This account should already be setup in your chart of accounts)

Should you need to adjust the deposit due to credit card fees and/or human error the above items will simplify this process. If you require further assistance refer to instructions posted on www.qbclips.com or call Angie Board, 651-464-2191, QBClips support.