

BusinessWise Training, Inc.

"Power up Your QuickBooks with QBClips"

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QBClips QuickBooks Setup Instructions

This initial set-up process allows you to pull Salondata summary financial information into QuickBooks financial software. QBClips requires the following accounts and items to be setup in QuickBooks.

There are four main areas which need to be added or edited in your QuickBooks company file:

- A. Chart of Accounts
- B. Item List
- C. Customer List
- D. Class List

A. Chart of Accounts

You can have other accounts in your chart of accounts, but the following accounts are *required* for QBClips to interface with QuickBooks properly. They must be typed *exactly* the way they appear in the following list, i.e. upper and lower case, spacing, and spelling. If you need help on how to add/edit accounts, refer to the BusinessWise Great Clips QuickBooks Software Training Manual, which can be found on inSite.

<u>Account Name</u>	<u>Type</u>
Gift Certificate Liability	Other Current Liability
Gift Card Liability	Other Current Liability
Sales Tax Payable	Other Current Liability
Till Cash Payable	Other Current Liability
Charitable Donations	Other Current Liability
Sales	Income
Service Sales	Income
Product Sales	Income
Employee Purchases	Income
Coupon Amount	Income
Redo Amount	Income
Cost of Goods Sold	Cost of Goods Sold
Cash Over/Short	Expense
Credit Card Fees	Expense
Gift Card Expenses	Expense
Miscellaneous	Expense
Sales Tax Reduction	Expense
Other Income	Other Income

B. Item List

Items handle the services and products you sell. Items are associated with an account in your Chart of Accounts. If you have been using the BusinessWise Great Clips Software Training Manual, your Items List needs to be updated with several new items. The Items listed are required however; you may have other Items which you use.

Important:

On all the Items that require it, the Price/Amount is **Zero** and the Sales Tax Code is **Non**.

ITEM	DESCRIPTION	TYPE	ACCOUNT
Charge	Column 8, Charge	Service	Sales
Difference	Total Sales minus Charge	Service	Sales
Gift Sales	Gift Certificate Sales	Service	Gift Certificate Liability
Gift Card Sales	Gift Cards Sales	Service	Gift Card Liability
Cash Over	If a positive number	Service	Cash Over/Short
Misc Paid In	If a positive number	Service	Other Income
Product Sales	Product Sales	Service	Product Sales
Service Sales	Service Sales	Service	Service Sales
Neg Cash and Ck Deposit	Neg Cash and Ck Deposit	Service	Till Cash Payable
Charitable Donations	Charitable Donations	Service	Charitable Donations
Emp Purchases	Employee Purchases	Non-inventory Part	Employee Purchases
Credit Card Fees	Credit Card Fees	Discount	Credit Card Fees
Coupon Amount	Coupon Amount	Discount	Coupon Amount
Redo Amount	Redo Amount	Discount	Coupon Amount
Gift Card Redeemed	Gift Card Redeemed	Discount	Gift Card Liability
Gift Redeemed	Gift Cert Redeemed	Discount	Gift Certificate Liability
Cash Short	If a negative number	Discount	Cash Over/Short
Misc Paid Out	If a negative number	Discount	Miscellaneous
Total Sales	To zero out Total Sales	Discount	Sales
Sales Tax Reduction	Sales Tax Reduction	Discount	Sales Tax Reduction
All Taxes	Column 5, All Taxes	Sales Tax Item	Enter your state Tax Agency name
Zero	Zero Sales Tax	Sales Tax Item	Enter your state Tax Agency name

C. Customer List

QBClips Customer List is used to record sales by charge customers and cash customers; therefore QBClips requires you to setup customers: Charge Deposit, Cash Deposit, Charge Deposit – V/MC/Disc, Charge Deposit – Disc, Charge Deposit – Visa/MastCard

Adding Customers:

- a. From the Main Menu click on Customers, next click on Customer Center.
- b. Click on New Customer & Job then click on New Customer
- c. Enter customer name: 'Charge Deposit'
- d. Click on Additional Info tab and set Tax Item to **Zero**.
- e. Set Tax Code to **Non**.
- f. Click OK.
- g. Repeat steps b – f this time naming the customer 'Cash Deposit'

D. Class List

QBClips requires each of your salons to be setup as a class using the four digit salon number. Classes must be activated even if you only have one salon.

1. Activate Class Tracking

- a. From the Main menu, click on Edit.
- b. Click on Preferences.
- c. Click on Accounting.
- d. Click on the tab for Company Preferences.
- e. Check the box for Use class tracking.
- f. Click OK.

2. Enter your salon number as a class

- a. From the Main menu click on Lists, then Class List.
- b. Click on the Class button and click New.
- c. Enter your four digit salon number assigned to you by Great Clips.
- d. Click on Next and keep adding your salons.
- e. When finished, click OK.