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QuickBooks Integrated Application

# CCRQInvoice

By CCRSoftware

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# Contents

<b>CCRQInvoice</b>	<b>1</b>
<b>Installing CCRQInvoice</b>	<b>5</b>
Operating Requirements .....	5
Installing the Application.....	6
Quick Setup Instructions .....	6
Application Installation .....	6
Program Setup .....	7
Company Setup .....	7
Registration .....	9
Program Preferences.....	10
QuickBooks® Setup .....	21
Ready to Go! .....	24
Access Even If QuickBooks Is Not Running.....	25
<b>Program Management</b>	<b>27</b>
Selecting a Company File .....	27
Main Menu .....	28
File.....	28
Refresh .....	28
Window .....	29
Help .....	29
Common Program Elements .....	32
Information.....	32
Tool Tips .....	33
Layout.....	33
Activities .....	33
Error Dialogs .....	34
<b>Working with CCRQInvoice</b>	<b>37</b>
Order Processing.....	38
Order Grid .....	39
Printing Orders .....	41
Total Weight .....	41
Add the Unit Weight .....	41
Enter New Orders .....	42
Process with CCRQInvoice .....	42
Total Quantity .....	43
Enter New Orders .....	44
Process with CCRQInvoice .....	44
Calculated Rate.....	44
Calculated Quantity .....	46
Difference .....	47
Volume .....	48

Custom Column Totals .....	50
Editing form templates .....	51
Sort Order Details .....	54
Process with CCRQInvoice .....	56
Sorting Performance Optimization .....	56
Results .....	59
Preferences.....	59
Printing Orders.....	60

## **Printing Orders with CCRQInvoice 61**

Why Print with CCRQInvoice? .....	61
Printing Forms .....	61
Print to PDF.....	63
Designing Forms.....	65
Form Bands .....	66
Field List .....	68
Saving Edited Forms .....	69
Import.....	70
Export.....	70
Delete .....	70
Custom Fields in Forms.....	70
Mapping Custom Fields .....	71

## **Custom Features 73**

Enabling and Using Custom Features .....	73
Generate Invoice.....	73
NAFTA Form .....	76
Estimate/Update.....	79
Estimate Unit Sales Price .....	79
Global Update.....	83
Motawi Invoice Totals .....	87
Preferences .....	87
Preparing Forms .....	91
Preparing data.....	92
Create the order .....	93
Process the order in CCRQInvoice.....	93

## **Working with Grids 95**

Grid View .....	95
Modifying the Grid View .....	95
Saving the Grid Layout.....	97
Resetting Grid Layouts .....	97

## **Report Designer 99**

Designer Elements .....	100
Field List .....	101
Toolbox .....	102
Formatting Toolbar.....	103
Design Panel.....	103
Design Toolbar.....	103
Property Grid.....	104
Report Explorer .....	106
Bar Codes .....	108

Bar Code Properties.....	109
Making Compact Bar Codes.....	110
Bar Code Symbology .....	111
Additional Bar Code Options .....	117
<b>Report Preview</b>	<b>121</b>
Special Notes About Printers.....	123
Zebra Label Printers .....	123
<b>Technical Information &amp; Specifications</b>	<b>125</b>
Operating Requirements .....	125
Parameter Files .....	126
CCRQ.XML .....	126
CCRQUSER.XML .....	127
Custom Fields .....	127
Custom Fields In The Item List .....	127
Custom Fields In The Customer List.....	128
Custom Fields In The Vendor List .....	130
Displaying the Custom Fields.....	130
<b>Legal Notices</b>	<b>133</b>
Copyright .....	133
Trademark.....	133
License.....	133
CCRSoftware Software License Agreement .....	133
<b>CCRSoftware</b>	<b>137</b>
Who We Are.....	137
Contact Us .....	137
<b>Glossary of Terms</b>	<b>139</b>
<b>Index</b>	<b>143</b>



# CCRQInvoice



**CCRQInvoice** is a *QuickBooks Compatible Software* application that work directly with your QuickBooks® invoice data to provide features not available in QuickBooks® itself, including:

- **Total/Extended Weight:** QuickBooks does not provide a means for automatically calculating the total weight of items included in an invoice, sales order or estimate. By using **CCRQInvoice** you can establish a unit weight for each item in inventory and have the program calculate the extended weight (unit weight multiplied by the order quantity) per order detail as well as the total weight per order, prior to printing the invoice.
- **Total Quantity Ordered:** Some businesses need to include a total of the “Quantity” column on the invoice. It seems like a simple task, but QuickBooks does not provide this as a field to add to your invoice template. **CCRQInvoice** allows you to add a sum of the quantity column to the invoice.
- **Custom Column Totals:** You can create a total (with subtotals) of any column that you add to an order that is based on “custom fields”.
- **Sort Order Details:** QuickBooks will print order details in the sequence that you enter them in. There are times when this is not satisfactory – you may need to sort the details by a field like the item ID to make the order easier to pick in the warehouse, or to match a customer’s requirements. Unfortunately, QuickBooks does not provide a means by which you can easily rearrange the order of the details. **CCRQInvoice** helps by providing an option to sort the details based on the item ID, order line description, or on a custom field. Please note that there are some restrictions, as described in detail later.
- **Modify how Rates and Quantities are Calculated:** QuickBooks calculates the extended amount on a detail line using the formula *Quantity X Rate = Amount*. No provisions are made for alternate calculations. **CCRQInvoice** provides you with a number of ways to modify this:
  - **Multiplied Rate:** You can alter the rate by having it be the product of the “original” rate and a value from another column.

- **Volume Calculations:** The quantity can be determined by the product of three custom fields – so you can enter (for example) the height, length and width and have it calculate the quantity.
- **Quantity as a Difference:** You can have the quantity calculated as the *difference* between two columns – such as calculating the weight as being the difference between the gross and tare weights.
- **Alternate Form Printing Capabilities:** QuickBooks uses its own form editor for estimates, sales orders and invoices. It is simple to use, but there are a number of things that you cannot do in QuickBooks when printing your orders. CCRQInvoice provides you with an alternate form editor and printing system that lets you do a number of additional things, such as: { XE "Form Printing" } { XE "Print Invoice " \t "See Form Printing" } { XE "Invoice" \t "See Form Printing" }
- The ability to print orders with totals showing only on the last page (QuickBooks uses the same template for each page of a multi-page order).
- The ability to print a batch of orders and to sort them in any order you wish.

**CCRQInvoice** is a *QuickBooks Compatible Software* application that will work with the US edition of QuickBooks® Pro or Premier, 2006 version or later, or QuickBooks® Enterprise version 6.0 or later. It works closely with QuickBooks® data files without having to synchronize your data with an external application. This application achieved a **score of 9.2 (out of 10) in a customer satisfaction survey** conducted by Intuit.

Certain versions of the Canadian and UK Premier editions of QuickBooks® are also supported, with some restrictions. See the Installation chapter for details.

When you first install the application on a computer it will allow you to access all features on a trial basis – for 30 days. After that trial period you can license the program for a very low fee.

Please note the following restrictions:

- For many of the calculations you must have room for a number of “custom fields” in the item list and/or the customer list. QuickBooks has limits to the number of custom fields that these lists can accommodate, so you should check to see if you have enough available to use for the particular feature you are interested in. QuickBooks has limits to the number of custom fields that these lists can accommodate.
- If you are sorting an order, items within a *group* will not be sorted.
- Sorting may not work correctly if you add a *sales tax item* in the body of the invoice.
- If you are sorting an order and you are using the *unit of measure* feature of QuickBooks, sorting will set the units back to the *base unit of measure* if you have a 2007 version of QuickBooks or older. If you have the 2008 or newer version of QuickBooks then units of measure are preserved.

**CCRSOFTWARE** is the software development division of **Computer Consulting Resources** and is a *Gold Developer* member of the Intuit Developer Network, specializing in developing software products that work closely with your QuickBooks® data files. **CCRQInvoice** is based on our long experience (over 25 years) of working with accounting and inventory software for small businesses.



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# Installing CCRQInvoice

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## Operating Requirements

CCRQInvoice requires the following:

- **QuickBooks Edition/Version:**
  - **US Edition:** This program works with the US edition of QuickBooks Pro and Premier, 2006 version or later, and the US edition of QuickBooks Enterprise, version 6 or later. Every workstation (computer) that will run a copy of this program must have the appropriate version of QuickBooks® installed.  
  
If you are sorting an order and you are using the *unit of measure* feature of QuickBooks, sorting will set the units back to the *base unit of measure* if you have a 2007 version of QuickBooks or older. If you have the 2008 or newer version of QuickBooks then units of measure are preserved.
  - **Canadian Edition:** This program works with the Canadian edition of QuickBooks Pro and Premier 2009 and later, and the single currency version of QuickBooks Premier 2008. Compatibility with the Canadian 2009 version of QuickBooks Enterprise has not been determined but it is very likely. If you have an older version contact our technical support staff for information. Note that the form printing feature might not provide all tax information.
  - **UK Edition:** This program works with the UK edition of QuickBooks Premier 2008 and later. QuickBooks Pro compatibility has not been tested but it is very likely. Note that the form printing feature might not provide all tax information.
  - Other Non-US versions are not supported
- **Microsoft Windows:** This program has been tested with **Microsoft Windows XP Pro** and **Windows Vista**. Vista is only supported with a 2007 or later version of QuickBooks. Please note that with Vista you must have **User Account Control (UAC)** enabled in Vista, which is required by QuickBooks.
- **Microsoft .NET Framework 2.0:** If you have a 2008 (or later) US version of QuickBooks, or are using Windows Vista, this should already be installed on your computer. If you do not have this installed already our installer will install that for you.

- **Computer Display Resolution:** Your computer should have a display resolution of at least 800 X 600 (if you are running QuickBooks you have this, or better).

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## Installing the Application

### Quick Setup Instructions

Installing the application involves several steps. Note that you must install QuickBooks® on your computer prior to installing this application.

1. **Application Installation:** Run the **Setup** program to install the application on your computer. Please install the program in a local directory on your workstation.  
  
Start QuickBooks® and open your company file as the administrator in single user mode. Run the application (found in the *CCRSoftware* folder of the Windows Program menu).
2. **Program Setup:** If this is the first time you have run a CCRSoftware application on this computer you will be asked for a location to save a parameter file – **choose the location where your data file resides**.
3. **Company Setup:** QuickBooks® will ask you if it is OK for this application to access your data – say “*Yes, whenever this QuickBooks company file is open*”.
4. **Registration:** When you first install the application it will run in a trial mode, which will allow you to use the application at no charge for up to 30 days. You can select “Don’t Register” to start with (you can register the application later).
5. **Program Preferences:** There are several preferences that you must set up in this application – an “installation wizard” will take you through each step.
6. **QuickBooks® Setup:** There are several steps that you must take to prepare QuickBooks® to enable it to use the program features.

### Application Installation

Prior to installing this application you must install QuickBooks on the computer workstation that you wish to use.

Run the **Setup** program that you have been provided. The setup program will lead you through the simple steps necessary. Please note the following:

- **You should install the program while logged in as the “administrative user” of your computer system.**
- **The installation program requires that you have the “Microsoft .NET Framework version 2.0” installed on your computer.** If you are using Microsoft Vista, or if you have installed a 2008 (or later) US version of QuickBooks then this has already been taken care of. If you have an older version of QuickBooks you may need to install it (the installation program will tell you if you need it or not).

You may need to reboot your computer after installing the .NET Framework.

- **Please install this application in its own subdirectory** – it is best to not install CCRQInvoice to the same directory as other applications.
- **Install the application on your local disk drive** – don’t install this to a shared network drive, or a *mapped drive*. The application should be run from a local drive to avoid security warnings.

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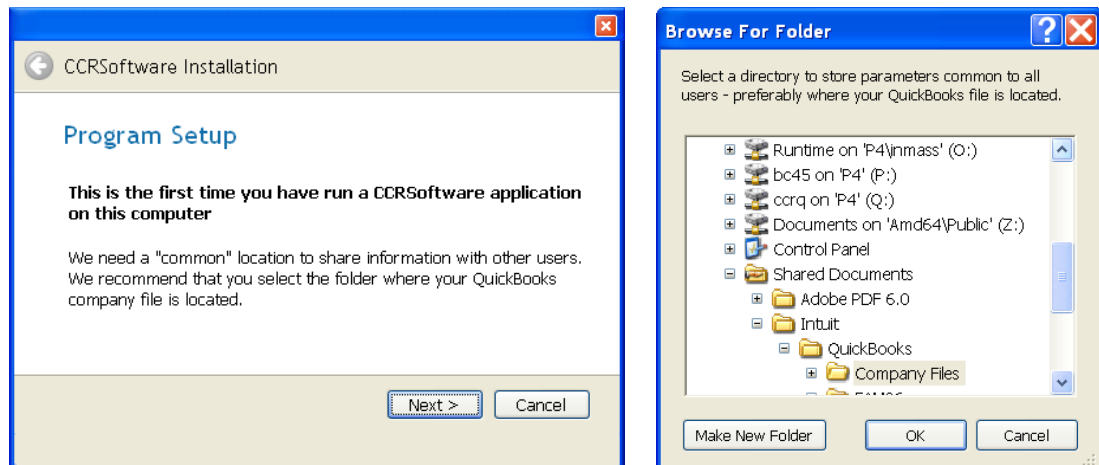
If you are upgrading from a prior release we recommend that you install the new version in the same directory as before.

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- **Start QuickBooks® and log in to the company file as the Administrative User:** You must have QuickBooks® running, with the company file open, and you must be logged in as the “administrative user” in **single user mode**.
- **Start CCRQInvoice:** The application can be found in the Windows program menu in the *CCRSoftware* folder.

## Program Setup

The first time that you run any CCRSoftware application on a computer you will see the *Program Setup* wizard. This will only be done one time per computer, AND if you are running in a multi user situation it will occur on each computer you use.



The *program setup* step asks you for a place to store some “common” information. **It is important that you select a location that is accessible to all QuickBooks® users** if you are running in a multi-user environment. The location where your QuickBooks® data files are stored is a good choice. The default that is shown is where your version of QuickBooks® would store the data files in a local folder on your workstation, which isn’t always the best place if you have a multi user installation.

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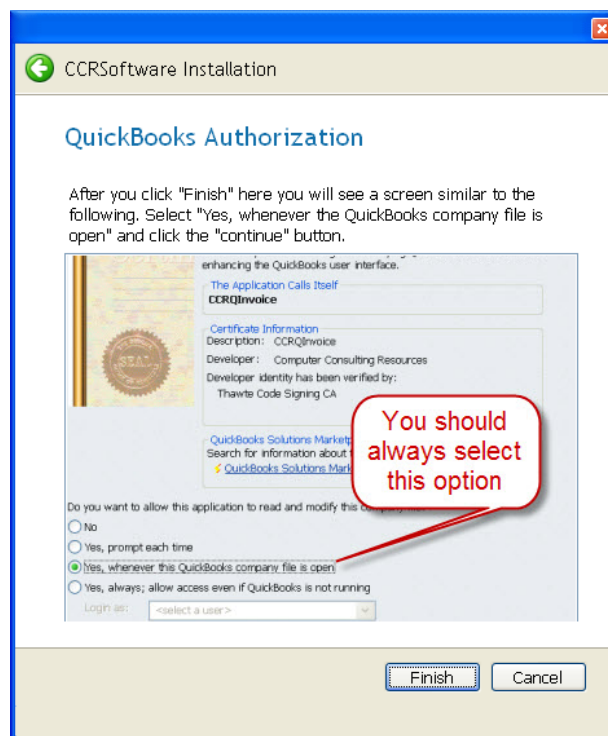
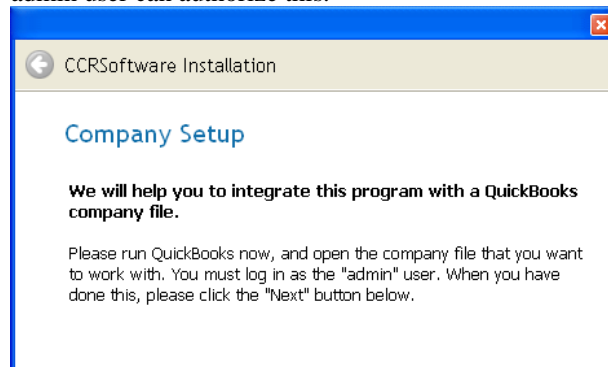
Note that you may see this each time you install the application on a new computer workstation. It is important that you specify the same location from each workstation, so that they all have access to the same folder.

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## Company Setup

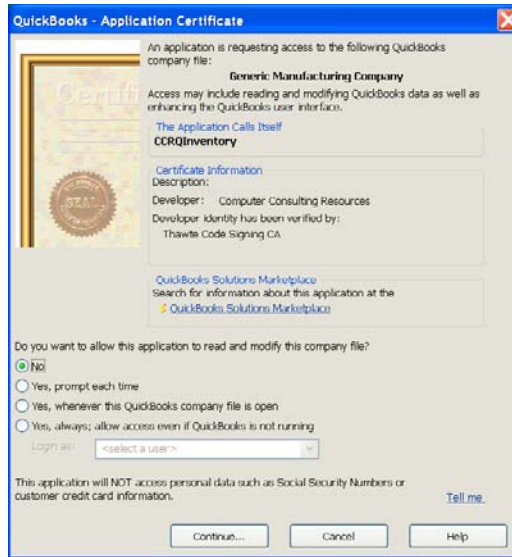
The first time that you use a particular CCRSoftware application with a QuickBooks® company file you will be asked to “authorize” access to your data.

This is why you must have the company file open as the “admin” user – only the admin user can authorize this.



Click the *finish* button in the wizard.

QuickBooks® won't allow an outside application to access your company data without you giving explicit approval, as a security measure. This is a good thing! Applications cannot get to your information without you knowing what is going on.



When the application first accesses your QuickBooks company data (as a part of the installation process), QuickBooks will open an authorization screen similar to what is shown here. You must give the program permission to access your company data.

Select **Yes, whenever this QuickBooks company file is open**.

This is usually the most appropriate setting. There are other variations but this generally works the best. You can change these settings later in your QuickBooks *preference* settings.

## Registration

When you install this application on a computer for the first time, it will be set up with a “trial period”. You will have access to all features for a period of 30 days from the time that you install the application. This allows you to evaluate the application to determine if it fits your needs.

The very first time that you run the application on a computer you will see a Registration screen similar to the following:

If you have been provided with a serial number please enter your name, company name, and serial number in the appropriate locations. Then press the *Register* key. This will unlock the application for use on this computer.

If you do not have a serial number you can run the application for 30 days after installation. Select *Don't Register*, and a screen similar to the following will appear:



Click the *Try* button to continue as a trial application. Each time that you start the application this screen will appear, until you enter a serial number.

If you have decided to purchase the application and have been provided with a serial number, click the *Register* button on this screen, and you will be shown the Registration screen.

## Program Preferences

When you first run CCRQInvoice with a particular QuickBooks company file the program will open the “Setup Wizard”, to take you through several steps necessary to set up program preferences. If this does not happen automatically, you can select *Preferences* in the application menu and click on the *Parameter Wizard* button.

Note that you might not be able to use *all* of the features provided. Many of them require the use of a *custom field* in the item or customer list, and QuickBooks limits the number of fields available in those lists.

Click the *Next* button to start the wizard – note that you must go through all of the steps until you get to a screen with a *Finish* button.





## Custom Fields

Several of the features of CCRQInvoice require the use of *custom fields*. This is a feature of QuickBooks that provides you with a limited number of “user defined” fields where you can store additional information. The installation wizard will help you set up the custom fields, or select ones that already exist, when they are needed.

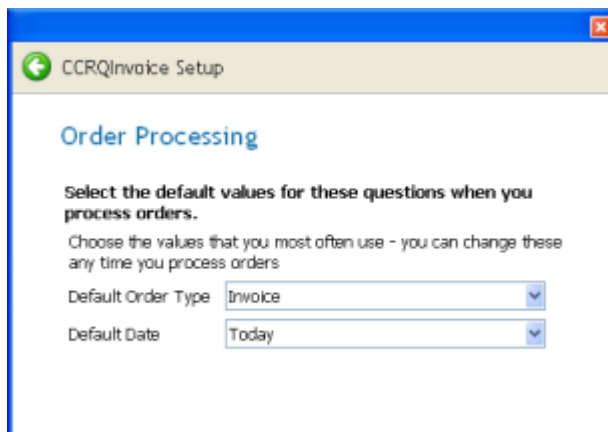
You can go to the *Practical QuickBooks* blog at <http://qbblog.ccrsoftware.com/2008/07/custom-fields-i.html> for a tutorial on *custom fields* in QuickBooks.

To summarize:

- You can define up to 7 custom fields in the QuickBooks customer list.
- Custom fields in the customer list can be added as fields in the header (or footer) of your invoice, sales order and estimate templates.
- You can define up to 5 custom fields in the QuickBooks item list.
- Custom fields in the item list can be added as columns in the detail section of your invoice, sales order and estimate templates.
- You must edit your templates to add the custom fields – third party programs like CCRQInvoice do not have the ability to add them to the templates themselves.
- You must use the template when you create the order for it to reliably contain the needed information. If you change the template after the order is created you might not get the results you expect.

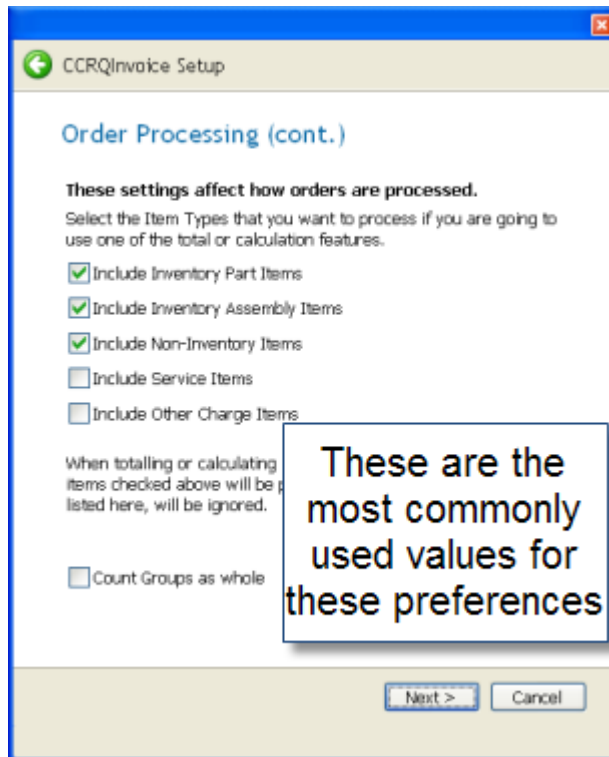
## Order Processing

The first few preferences set up the default values for some questions that you will face each time you process orders with CCRQInvoice. Set these to what you expect will be the most common value you want to use, for your convenience.



If you are using CCRQInvoice to perform calculations such as totaling values you may want the program to only work with certain *types* of items in your QuickBooks item list. For example, if you are calculating weights, you wouldn't want to perform the calculation for *service* items. In the next step you will select the items that are to be included in these calculations.

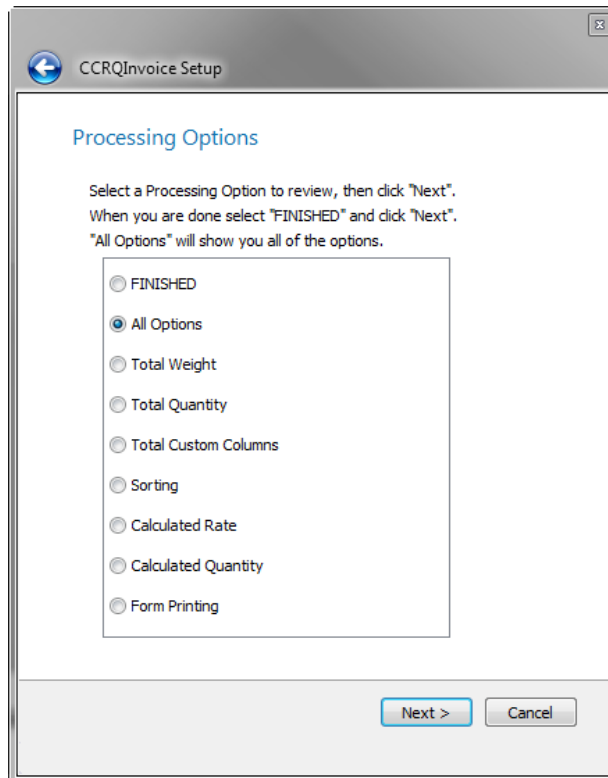
The *Count Groups as whole* setting affects how the items in a Group are handled when totaling the quantity in an order. If you check this box then the group quantity is included. If you do not check the box, then the quantity of each item in the group is counted.



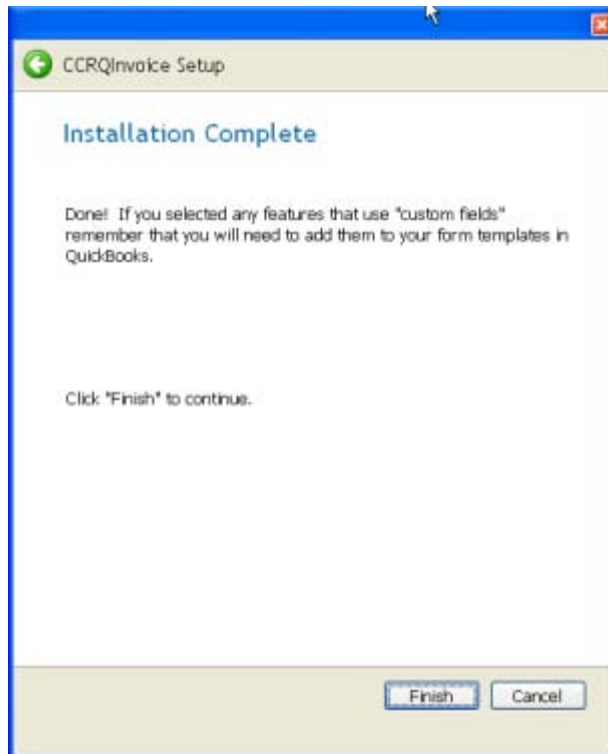
### ***Processing Options***

The next window will list the various options that you have for processing orders with CCRQInvoice. If you know the ones that you want to use, select each one from the list and click *Next*. When you are done, select *Finished* and click *Next*.

There are many options available. Most companies will use only one or two. PLEASE NOTE that you can come back later and change these options if you aren't sure which to use – select *Preferences* from the main CCRQInvoice menu and then click *Parameter Wizard*.

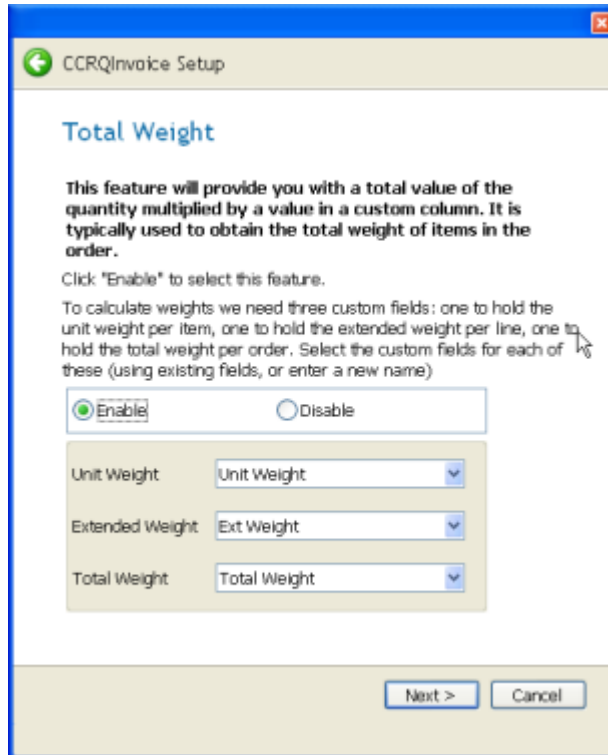


When you are finished selection options select *FINISHED* and click *Next*. The final screen will show – click the *Finish* button.



## Total Weight

This feature will automatically calculate the extended weight for each line in an invoice, sales order or estimate (*quantity X unit weight*), as well as a total weight for the order. Note that only the item types that were selected in the *Order Preferences* earlier will be included in these calculations.

The screenshot shows a window titled "CCRQInvoice Setup" with a "Total Weight" section. The section contains a descriptive paragraph, a "Click 'Enable' to select this feature." instruction, and a paragraph explaining the need for three custom fields. Below this is a group box with three radio buttons: "Enable" (selected) and "Disable". Underneath are three dropdown menus labeled "Unit Weight", "Extended Weight", and "Total Weight", each with a corresponding label in the dropdown list. At the bottom right are "Next >" and "Cancel" buttons.

Select *Enable* if you wish to use this feature.

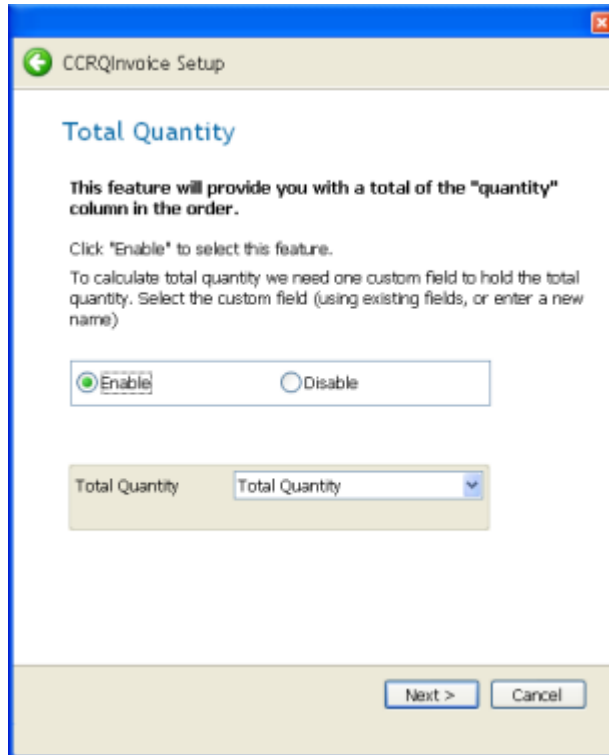
*Custom Fields are a feature of QuickBooks*

The Weight feature requires three *custom fields*:

- *Unit Weight*: You will store the unit weight for the item in this field – it will be a “custom field” in the Item List. The dropdown list will show you the existing custom fields (if any) that you have defined for items. If you have already defined one for the unit weight for items, select that. If there is room to add another field (the limit in QuickBooks is five custom fields in the item list) then the wizard will add the choice “Unit Weight” to the list of fields. If you select this, and it hasn’t been defined in QuickBooks already, the program will create it.
- *Extended Weight*: You won’t store information here – we need a place to store the calculated weight for each detail line (*quantity X unit weight*). This is added to the item list – select “Ext Weight” if it shows, rather than using one of your existing fields.
- *Total Weight*: This is the custom field to hold the total weight for the order. This is added to the customer list. You can select an existing field, or “Total Weight”.

## Total Quantity

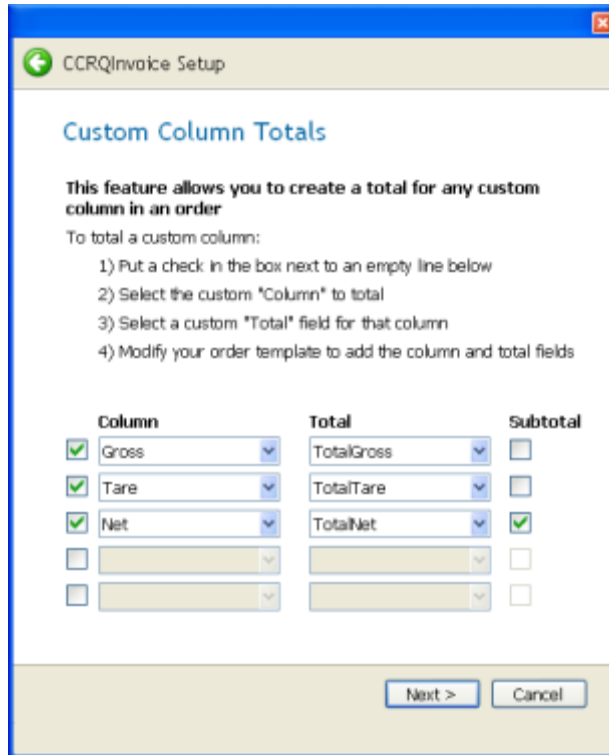
This feature is used to calculate the total quantity of certain items in an order.



The Total Quantity feature requires a custom field to hold the calculated quantity. This will be a “custom field” in the customer list. You can pick an existing field from the list, or the option “Total Quantity”. This last option will only show if there is room to add it to the list of custom fields.

### ***Total Custom Columns***

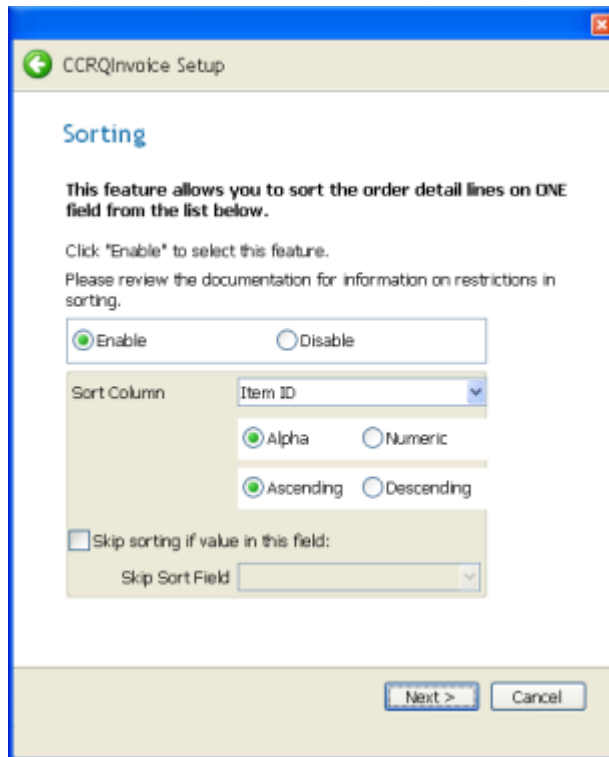
QuickBooks allows you to add custom fields as columns in orders. CCRQInvoice provides the ability to add a total value for any column based on a custom field. In addition, it will generate “subtotal” values for those columns.



In this screen you will select the *custom fields* (columns, from the item list) to total, the *custom fields* (header fields, from the customer list) to hold the total, and if you want subtotal items to be updated. You can select existing custom fields from the dropdown list, or enter a new value to create a custom field.

## Sorting

QuickBooks doesn't provide a method for sorting the detail lines of an order. CCRQInvoice can help with this.



The preferences in the *Sort Column* section establish the default, or most commonly used, values. You can change this information at the time you process your orders.

You can sort on any of the following:

- **Item ID:** The item ID as entered in the detail line.
- **Line Description:** The description of the detail line.
- **Quantity:** The quantity of the item in the detail line.
- **Service Date:** If you are using the Service Date as a column in the form you can sort by this value.
- **Custom Fields:** You can sort by any custom field in the item list – BUT that field must be included in the on-screen order template to be included in the order.

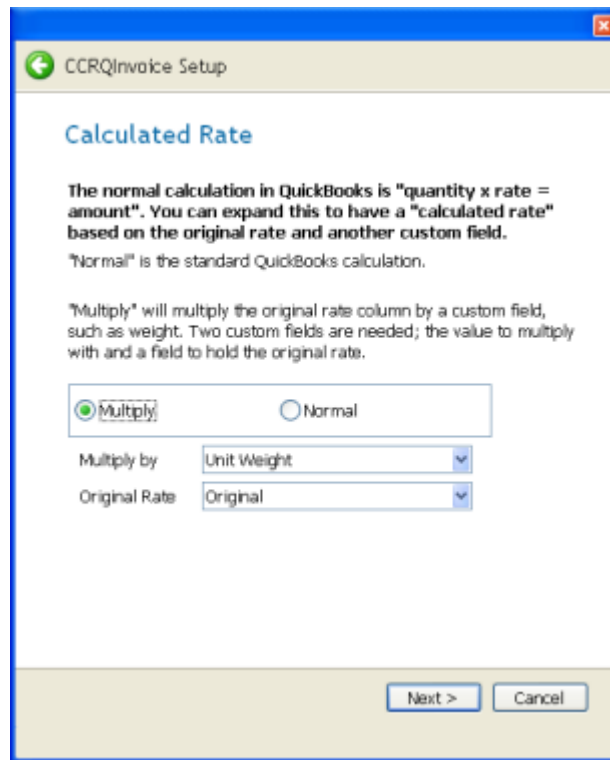
**Alpha/Numeric Sort:** Normally you will select an “Alpha” sort. However, if you are sorting on a custom field and you want the values to be treated as numbers, select “Numeric”. If the field you are sorting on has any non-numeric characters as a value, that will be treated as a zero.

**Ascending/Descending:** Specify the direction that you want the values to be sorted.

**Skip sorting if value in the field:** This is not commonly used, you should leave this unchecked. In some cases you may decide that you do not want to sort orders for specific customers. If you check this box you will be asked to select a “custom field” that will be used to identify customers that are not to be sorted. If you add this custom field to the order template, and there is any value in the field, the order will not be sorted. If the field is blank, the order will be sorted.

## Calculated Rate

This feature allows you to alter the rate that is used in the calculation of the amount in a detail line of an order.



QuickBooks calculates the extended amount in the detail line as *rate X quantity = amount*. You cannot change this in QuickBooks itself.

If you select *Multiply* in the wizard then CCRQInvoice can change the formula to be *custom field X rate X quantity = amount*, where *custom field* is a “custom field” that you have added to the order form.

With this feature you can alter the rate by multiplying the *original rate* by the value in a custom field. The *original rate* is the rate that you originally entered when you added the item.

To make this work we have to replace the *rate* field in the calculation with the product of the *original rate* and the *custom field*. The program will save the *rate* that you started with in a field that we will call the *original rate*.

The program needs two custom fields in your item list.

- *Multiply By*: This is the custom field that you will use in the calculation.
- *Original Rate*: The program will store the rate that you entered originally for the item in this field.

## Calculated Quantity

As mentioned above, QuickBooks calculates the extended amount in the detail line as *rate X quantity = amount*. You cannot change this in QuickBooks itself.

By using the *Calculated Quantity* feature in CCRQInvoice we can modify the formula to calculate a *quantity* based on one of several different calculations.



Two options are provided:

- **Difference:** The *quantity* column will be changed to be the difference between two “custom fields”. For example, if you want the quantity to be the weight of a load on a truck, you can create two columns, *gross* for the total loaded truck weight, *tare* for the empty truck weight. The difference of these two values is the weight of the load. The formula would be  $(gross - tare) \times rate = amount$ .

The screenshot shows a window titled "CCRQInvoice Setup" with a sub-header "Calculated Quantity". The text explains the normal calculation in QuickBooks and offers two alternative methods: "Difference" and "Volume". The "Difference" method is selected with a radio button. Below the radio buttons, there are two dropdown menus: "Start" set to "Gross" and "End" set to "Tare". At the bottom right are "Next >" and "Cancel" buttons.

CCRQInvoice Setup

### Calculated Quantity

The normal calculation in QuickBooks is "quantity x rate = amount". You can expand this to have a "calculated quantity".

"Normal" is the standard QuickBooks calculation.

"Difference" will subtract one custom column from another for the quantity.

"Volume" will multiply three custom columns for the quantity.

☒ Difference ☐ Volume ☐ Normal

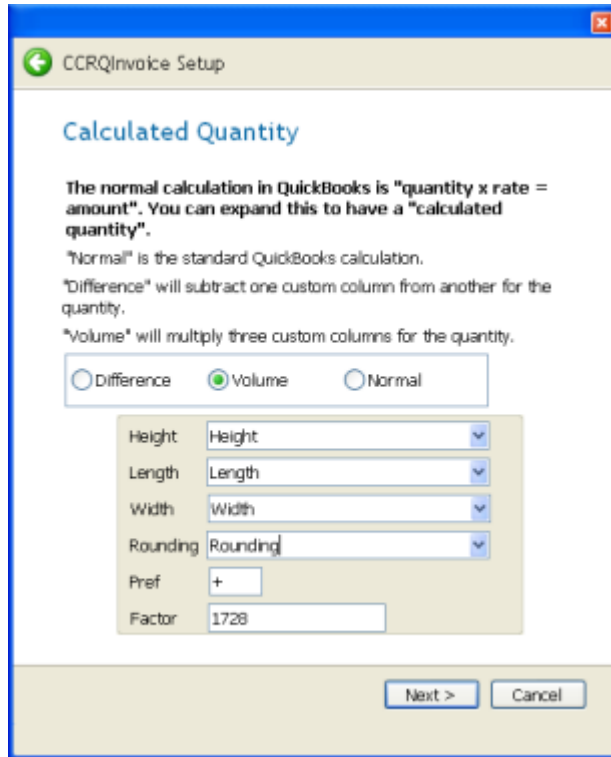
Start:

End:

Next > Cancel

- **Volume:** Another way to change the *quantity* column is to have it be the product of three custom fields – such as the *height*, *length* and *width*. The formula would be  $((height \times length \times width) / factor) \times rate = amount$ .

Note that if you are looking for an area measurement instead of volume you can always enter a value of “1” in one of the custom fields. Enter that value in the selected custom field in each item of your item list so that the value shows as the default when you add the item to the order.



Select the three “custom fields” to use in the calculation. In addition, you can specify some additional parameters:

- *Rounding*: The calculated value can be rounded up or down as you specify. Select a *custom field* from the customer record to hold your preferences for each customer. You will need to add this field to the order form so that the value is added to the form. In this field you will enter a value that will specify how to round the calculated number. This must be a character followed by an optional “rounding precision”. The character can be a “+” to round up, a “-” to round down, or a “\*” to use “banker’s rounding”. If you add a single digit after this the program will round to that number of decimal places. Some examples:
  - + This will round the value up to a whole number. So, for example, a value of 32.54 will be rounded to 33.
  - -2 This will round the value down to two decimal places. A value of 32.5468 would be rounded to 32.54.
- *Pref*: This is your rounding preference if a value is not specified in a customer record. See the description above.
- *Factor*: You can add a conversion factor in the calculation (the calculated value will be divided by this number). If you don’t want a conversion, enter a value of “1”. For example, if your height, length and width are in inches, but you want the calculated value to be in cubic feet, enter a value of 1728.

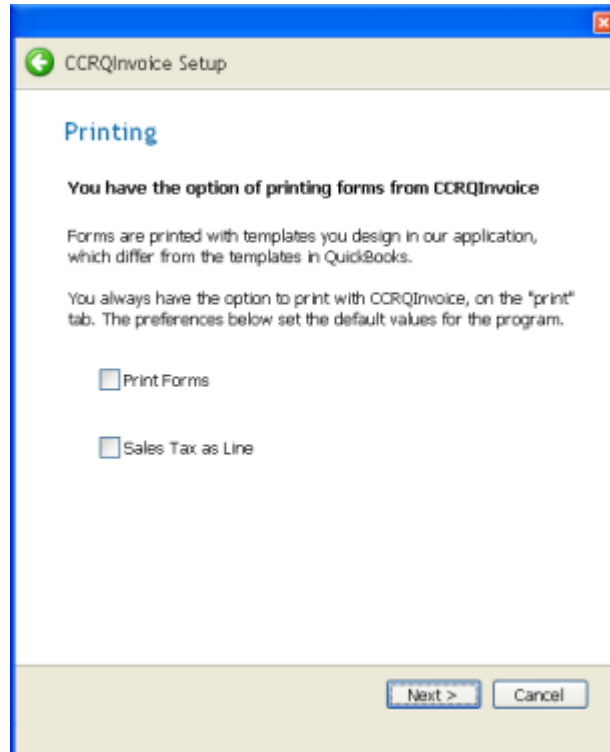
## Printing

You can use CCRQInvoice to print your forms. This is described in more detail later in this manual. Printing with CCRQInvoice can be more efficient when processing

orders, and our report editor provides features that are not found in QuickBooks. Note, however, that you must create your template in CCRQInvoice as we cannot use the templates found in QuickBooks.

This preference sets the default values for the *printing* options when processing orders.

- Check the *Print Forms* box if you will usually be printing with CCRQInvoice.
- Check the *Sales Tax as Line* box if you want sales tax to appear as a detail line in the printed order.



Please note that tax fields may not perform correctly if you are using a Canadian or UK version of QuickBooks.

## QuickBooks® Setup

After you have run the installation wizard and have selected the options you will have some features to set up in QuickBooks® itself. These changes cannot be performed by the installation wizard.

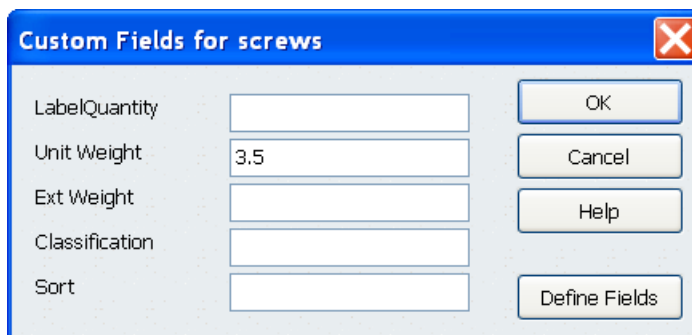
Many of the features require that you use “custom fields”. The custom fields must be added to the template of the form that you are using – at least to the “screen” version (you don’t need to add it to both the screen and print version). Note that the calculations will usually only work if you have created the order using the modified template – going back to existing orders and changing the template might not set the custom fields up properly.

We’ll give examples here for two of the features – total weight and total quantity.

## Total Weight: Enter Unit Weight

You defined a “custom field” to hold the unit weight – you need to enter values in the unit weight field for each item. Note that the program will only work with unit weights for *Inventory Part*, *Inventory Assembly*, and *Non-Inventory Part* items

Double-click on any item in the Item List in QuickBooks to open the *Edit Item* window. Click the *Custom Fields* button to open the *Custom Fields* window. Enter the unit weight in the appropriate field – do not enter any non-numeric values or this will be treated as a weight of zero.



Note that **CCRQInvoice** does not recognize the unit of measure feature available in some versions of QuickBooks® - the program will only do calculations based on the “base” unit of measure for each item.

## Total Weight: Templates

If you wish to use the Total Weight feature then you need to add the fields to your form template. We will use the Invoice form in our example below, the same procedure works for Estimates and Sales Orders as well.

It is important to note that weights will only be calculated for orders that use a properly formatted template – and the template must be used when the order is *created*. If you change the template after the order is created, the weights may not calculate even if you have the fields in the form.

*The sample uses QuickBooks 2008 – template editing is different in versions older than QB 2007 but the same principles apply*

From the *Create Invoices* screen in QuickBooks click on the *Customize* button in the upper right of the screen. You can either edit an existing template, or create a new one. Click on *Additional Customization* and then click on the *Columns* tab. You should see the custom fields you selected for unit and extended weight on the bottom of the list. One will represent the weight of one item, as you enter in the item record. The second is a place holder where CCRQInvoice will place the extended weight for this invoice line.

You must add both of these fields to the template, or QuickBooks will not add them to the invoice detail record. Normally you would only want the *Ext Weight* field to print on the invoice – the *Unit Weight* field is of no value. However, you must have the *Unit Weight* field on the form as it shows on the [screen](#) for it to be added to the invoice detail record.

*It is VERY IMPORTANT that BOTH of these fields have one or both of the screen and print check boxes marked*

Check the *screen* and *print* boxes next to *Ext Weight*, enter a *title* such as “Ext Weight”, change the *order* value to place this column in the location that you would like it to appear, and click on *OK*. Check just the *screen* box next to *Unit Weight*, and enter a *title* such as “Unit Weight”.

**Additional Customization**

Selected Template: **CCRQInvoice Invoice** ☐ Template is inactive

Header Columns Prog Cols Footer Print

	Screen	Print	Order	Title
Service Date	<input type="checkbox"/>	<input type="checkbox"/>	0	Serviced
Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Item Code
Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Description
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Quantity
Unit of Measure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	U/M
Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Price Each
Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	Amount
Other 1	<input type="checkbox"/>	<input type="checkbox"/>	0	
Other 2	<input type="checkbox"/>	<input type="checkbox"/>	0	
UnitWeight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Unit Wght
ExtWeight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Weight
Gross	<input type="checkbox"/>	<input type="checkbox"/>	0	Gross
Tare	<input type="checkbox"/>	<input type="checkbox"/>	0	Tare

[When should I check Screen or Print?](#)

Help Default Layout De

If you wish to have the total weight on the invoice, you must also add this field to the template. Select the *Fields* tab. Place a check in the *Screen* and *Print* boxes next to the *Total Weight* field. Give the field a title of “Total Weight”, or whatever is appropriate.

**Additional Customization**

Selected Template: **CCRQInvoice Invoice** ☐ Template is inactive

Header Columns Prog Cols Footer Print

Bill To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill To
Ship To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship To
P.O. No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P.O. Number
S.O. No.	<input type="checkbox"/>	<input type="checkbox"/>	S.O. No.
Terms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Terms
Due Date	<input type="checkbox"/>	<input type="checkbox"/>	Due Date
REP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rep
Account Number	<input type="checkbox"/>	<input type="checkbox"/>	Account #
Ship Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship
Ship Via	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via
FOB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F.O.B.
Project/Job	<input type="checkbox"/>	<input type="checkbox"/>	Project
Other	<input type="checkbox"/>	<input type="checkbox"/>	
TotalWeight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TotalWeight
TotalQuantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Total Quantity
Discount	<input type="checkbox"/>	<input type="checkbox"/>	Discount
AccountStatus	<input type="checkbox"/>	<input type="checkbox"/>	
ProjectName	<input type="checkbox"/>	<input type="checkbox"/>	

[When should I check Screen or Print?](#)

Help Default

*You may receive a warning about “overlapping fields” – just click on “skip”*

*The sample uses QuickBooks 2008 – template editing is different in versions older than QB 2007 but the same principles apply*

Click on *Layout Designer*. The *Total Weight* field and label will most likely be displayed on top of another field, near the column headings. Drag the field and label to an appropriate place at the bottom of the form, then click on *OK* to save the form, and *OK* again to close the customization window.

## **Total Quantity: Templates**

If you wish to use the Total Quantity feature then you need to add the total field to your form template. We will use the Invoice form in our example below, the same procedure works for Estimates and Sales Orders as well.

From the *Create Invoices* screen in QuickBooks click on the *Customize* button in the upper right of the screen. You can either edit an existing template, or create a new one. Click on *Additional Customization* and then click on the *Fields* tab. Place a check in the *Screen* and *Print* boxes next to the *Total Quantity* field.

The screenshot shows the 'Additional Customization' window for the 'CCRQInvoice Invoice' template. The 'Fields' tab is active, displaying a list of fields with checkboxes for 'Screen' and 'Print'.

Field	Screen	Print
Bill To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ship To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
P.O. No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S.O. No.	<input type="checkbox"/>	<input type="checkbox"/>
Terms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Due Date	<input type="checkbox"/>	<input type="checkbox"/>
REP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Number	<input type="checkbox"/>	<input type="checkbox"/>
Ship Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ship Via	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FOB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project/Job	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
TotalWeight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TotalQuantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discount	<input type="checkbox"/>	<input type="checkbox"/>
AccountStatus	<input type="checkbox"/>	<input type="checkbox"/>
ProjectName	<input type="checkbox"/>	<input type="checkbox"/>

When should I check Screen or Print?

Buttons: Help, Default

*You may receive a warning about “overlapping fields” – just click on “skip”*

Click on *Layout Designer*. The *Total Quantity* field and label will most likely be displayed on top of another field, near the column headings. Drag the field and label to an appropriate place at the bottom of the form, then click on *OK* to save the form, and *OK* again to close the customization window.

## **Ready to Go!**

At this point you are ready to start working with the application.

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## Access Even If QuickBooks Is Not Running

This section describes an alternate way of handling the QuickBooks® authorization process, which allows the application to run even if a copy of QuickBooks is not actually running.

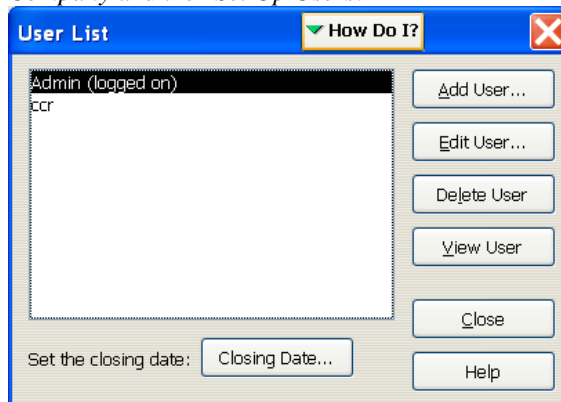
**We do not recommend that you use this feature** because QuickBooks only allows one user at a time to use this.

In the QuickBooks Authorization screen there are several options that you can choose to control how QuickBooks will handle requests from outside applications for access to company data. Most people will choose **Yes, whenever this QuickBooks company file is open** – that will allow you to run the application any time that you have the company file open in QuickBooks®.

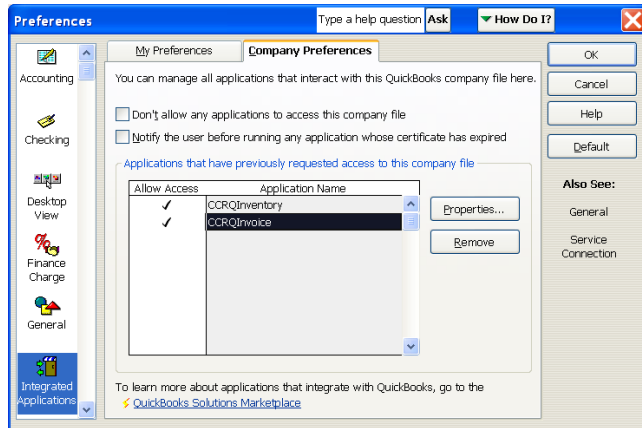
Another option is **allow access even if QuickBooks is not running**. If you choose this option then you don't have to start QuickBooks first before running our application. To ensure that your data is secure and protected from unauthorized access by someone using your computer, we recommend that you take some additional installation steps.

You should create a *user* specifically for this kind of access. With this approach the application will automatically log in as this special user, and you can control access to your company information. The example shown here is based on *Premier*, but the process is essentially the same in *Enterprise*.

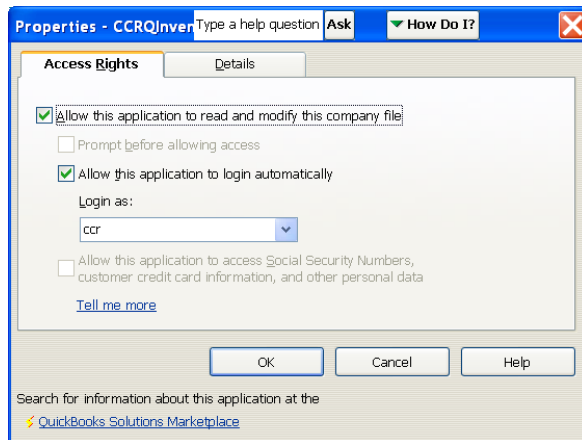
1. While logged in to the company as a QuickBooks administrator, select *Company* and then *Set Up Users*.



2. Click on *Add User* and follow the prompts to add a new user. You can name this “ccr”, or any other user name that you wish.
3. When you get to the screens that talk about Access permissions you have a choice. If you say that this user will have access to *all areas of QuickBooks* then you are assured that this program will be allowed to access your files. You may decide that you want to place limits on this user, however. If you do, please note that you must provide access to certain features. The list of features depends on the plug-in program that you are using (see the documentation for each plug-in for details).
4. Now that you have established a special user, you need to set the properties for this application to use that user. Select *Edit* from the main menu, and then *Preferences*. Click on the *Integrated Applications* icon at the left, and then select the *Company Preferences* tab. You should see a screen similar to the following:



5. Click on the application to highlight it, and then click on the *Properties* button. Place a check on the *Allow this application to read and modify this company file* option, and then place a check on the *Allow this application to login automatically* option, as shown below.



7. In the *Login as:* dropdown box select the user that you added for this application. Then click the *OK* button.



# Program Management

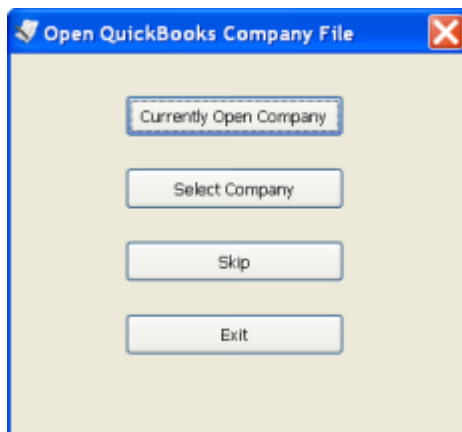
This chapter describes features that are common to all CCRSoftware applications. The details may vary from program to program. You will find specifics on your application in the *Working With* chapter.

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## Selecting a Company File

After you have installed the program, if you run it with a QuickBooks company file open then the program will immediately start to work with that company file.

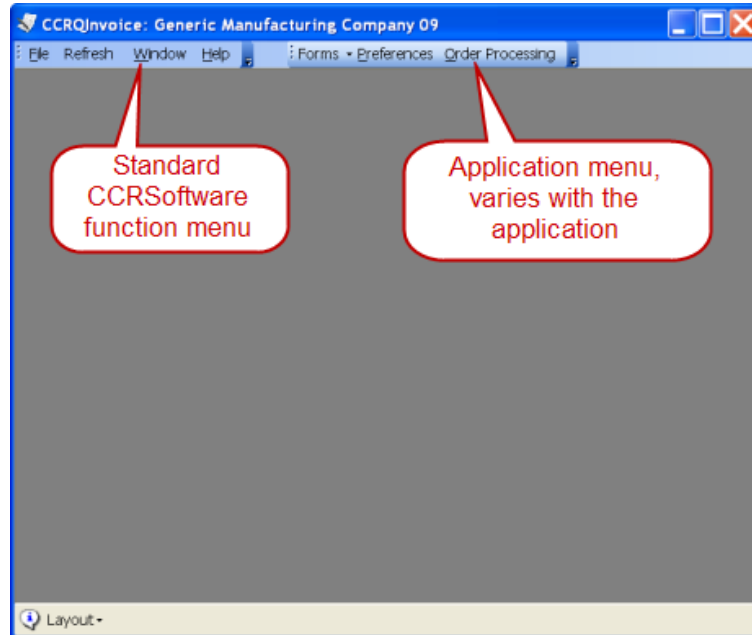
If you don't have a QuickBooks company file open you will be presented with the following screen:



- **Currently Open Company:** You can start QuickBooks and open a company file, then select this option to proceed.
- **Select Company:** If you do not have QuickBooks® running, and you have set up the application to access your company data file even if QuickBooks® is not running (as described in the *Installation* chapter), click this button. You will be asked to select the company file to work with in a *open file* dialog.
- **Skip:** This option will not open a company file. It allows you to run any utility option on the main application menu.
- **Exit:** Exits the program without accessing your company file.

---

# Main Menu



This is a typical main menu screen. Each application will be similar to this. There are three menu items that are common to all CCRSoftware applications: *File*, *Help* and *Window*.

## File

### ***Open Company File***

Selecting this will close the currently open QuickBooks® company file, and open the *Open QuickBooks Company File* window as shown above.

### ***Install New Company***

Some CCRSoftware applications have an “installation wizard” that will lead you through several steps needed to set up a new company file to work with the application. This menu option will start that wizard. Note that in some applications this will not be available.

## Refresh

You won’t see this option in all CCRSoftware applications.

QuickBooks maintains a number of “lists”. These include major lists such as the item list, customer list and vendor list, as well as smaller lists such as the sales rep list, terms list, and so forth.

To improve performance, CCRSoftware applications often make a copy of various lists into memory when the application starts or begins a particular process. These copies are made every time that you start the program (or possibly the first time the program needs the information). If you have the CCRSoftware application open, and then you make a change or addition to a list in QuickBooks itself, the CCRSoftware application might not be aware of the change right away.

If you make changes in the QuickBooks lists while this is open, you can click the *Refresh* menu to “refresh” or re-load the list into the application from the QuickBooks company file. In some cases you will have the option of selecting the list to refresh.

You only need to do this if you leave the CCRSoftware application open while you are making changes to lists in QuickBooks, and you want those changes to come through to the application right away.

## Window

The main application window serves as a container to hold the feature windows that you will work with (in most cases). The *Window* menu option allows you to reorganize the open function windows within the application window, to either *Cascade* or *Tile* the windows.

Note that if you close the main application window it will close all of the feature windows.

Normally the majority of the windows will open within the confines of the main application window. This keeps some control over the many windows that can be open. However, in some cases, you may want the ability to move the various windows to different locations on your screen. This is particularly useful if you have dual monitors – you can “park” some windows off on a side screen. To enable this feature you should close all windows except the main one, and un-check the *MDI Enabled* option in the *Window* menu.

## Help

### About

This function displays the version of the program, as well as the name of the registered user and serial number (if this program has been registered).

### Contents

This opens the help file to the table of contents.

### Index

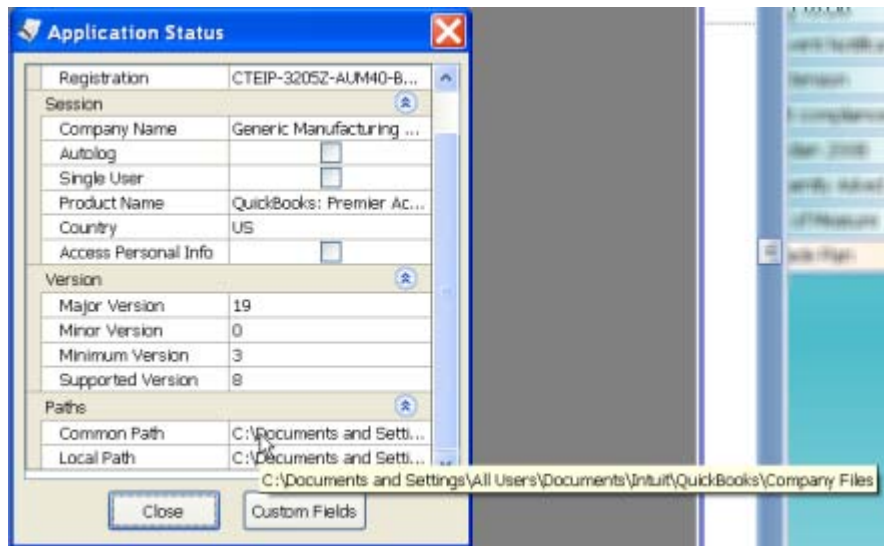
This opens the help file to the index.

### Status

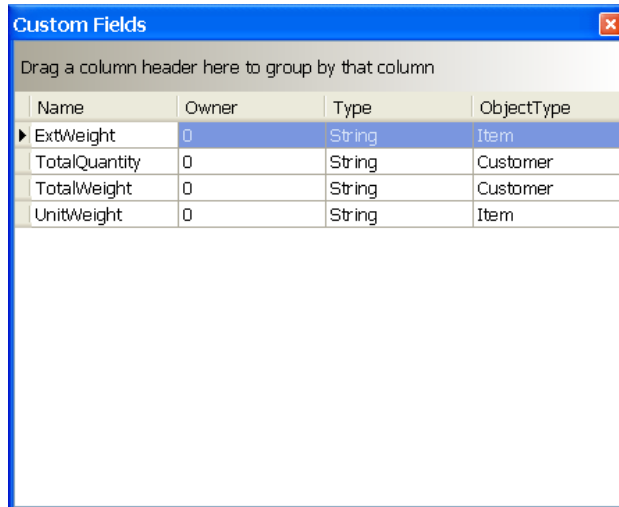
This option opens a window that displays a variety of information concerning the registration status of your installed program, the QuickBooks company file that you have open, and the locations of the various parameter files. If the information in a particular line cannot be seen clearly just hold your mouse cursor over the field, and the entire contents will be displayed.



If you scroll down through the list, two fields are of particular interest. The *Common Path* setting shows the location that this workstation is using for the common parameter file, which should be the same location for all workstations in a multi-user situation. This is the location of the *CCRQ.XML* file, as described in the *Technical Information & Specifications* chapter. The *Local Path* setting shows the location that this workstation uses to hold local information that applies only to this workstation. This is the location of the *CCRQUSER.XML* file as described in the *Technical Information & Specifications* chapter.

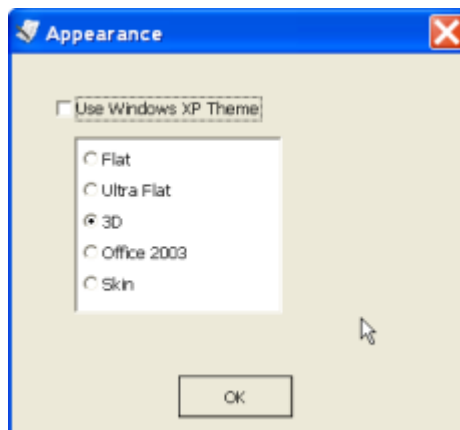


If you click on the *Custom Fields* button the program will open a dialog that shows all custom fields that you have enabled in this QuickBooks company file.



## Appearance

You can use this function to alter the appearance of the visual elements of the program windows.



If you check the *Use Windows XP Theme* box then the appearance of the program windows are set by Windows itself (this is available only if you are using Windows XP or Vista).

If you do not check the Windows XP Theme box then you can choose from one of the other options listed.

These settings are set for each individual installation of the program.

## Tech Support

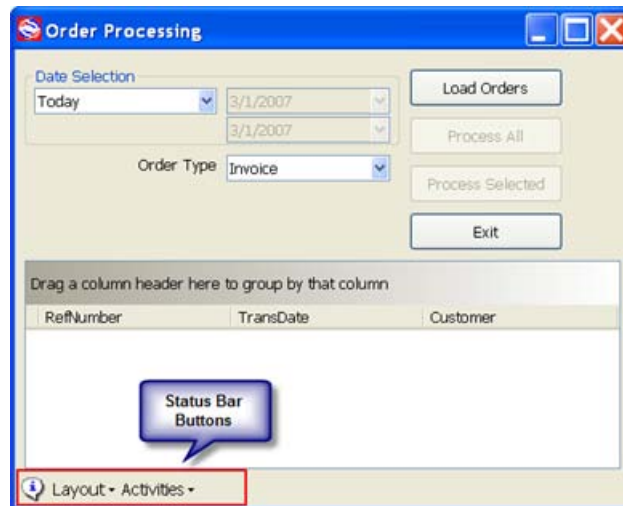
These options should only be selected at the direction of the CCRSoftware technical support staff. You can't hurt anything, BUT if these are enabled the program will perform much slower and could display a number of annoying messages.

- Save Support Files:** The program has a number of support files that it manages – preference settings, form templates, error logs and more. These are stored in a variety of locations, some of which may be hidden to you. This option will copy all of these files into one folder in your *My Documents* folder so that you can email them to our support staff, if necessary.


- *XML Display*: Don't choose this unless you really want to be annoyed. This will open a window with information about the conversation between this program and QuickBooks. It is used primarily to diagnose problems that may be occurring. It slows things down immensely.
- *Logging*: This program maintains a log of activity. Usually it will only record significant major error information. You can set this to record a greater degree of information. Usually this is only done if we need to see more detail about what is going on in your system. Avoid changing this, as it can slow down your program.
- *View Log*: This will open a window that will display your log.
- *Clear Log*: DON'T USE THIS unless told to – it will erase your log.
- *Reset Common Location*: When you first installed this program you were asked for a “common location”. Sometimes people make a bad choice. If you select this you will be asked for that location again. Generally it is a bad idea to use this unless we tell you to.
- *Clear All Saved Grid Layouts*: If you use the *Layout* feature to save your settings for a window or grid, this information is stored in a preference setting. Selecting the *Clear* option will erase all of these preference settings. Usually you will only do this if we tell you to – if a number of windows or grids have been changed in a new release you may need to use this option to see some of the new features.

## Common Program Elements

At the bottom of most windows in a CCRSoftware application you will find a “status bar”. This will contain buttons and other information that relate to the open window. The options that appear here will vary from one window to the next. We will describe some of the common features.

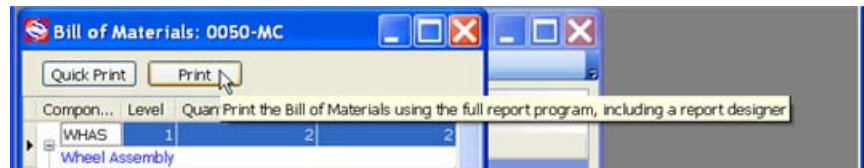


### Information

If you see the information icon  in the lower left corner you can click on it to see a description of what the current window can do for you.

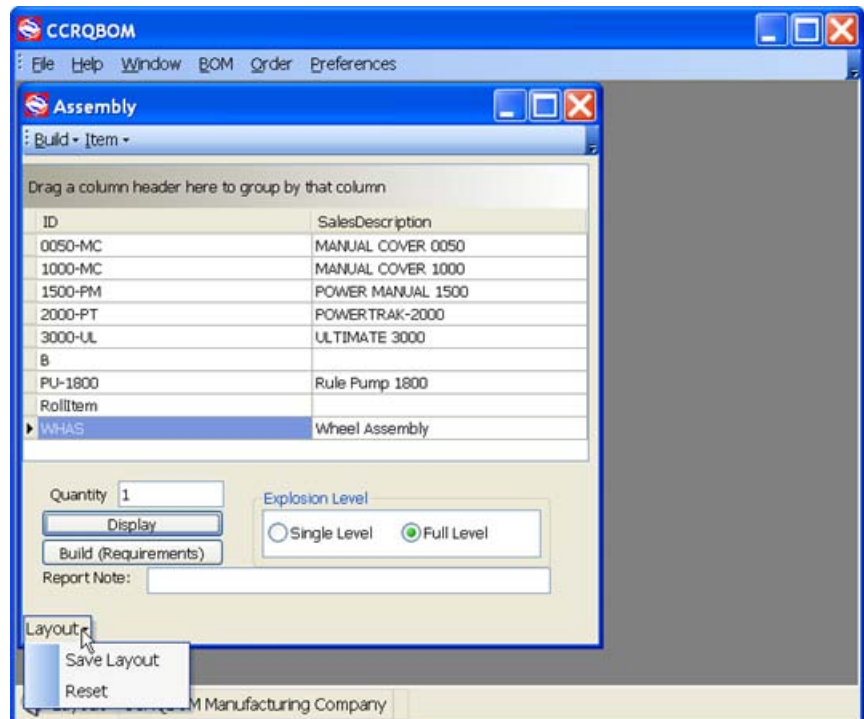
## Tool Tips

If you hold the cursor over a feature of a window (such as a button or input box) and wait a moment, you may see a popup explanation of the feature (called a “tool tip”).



## Layout

If the *Layout* button shows in the window you have the ability to save any changes in the window size that you make. You can drag a window to a convenient size and then select *Save Layout*. The next time you run the application on this computer workstation the window will display in the same size. *Reset* will cause the window layout to revert to the standard size the next time you open this window. Note that these changes are specific to the computer workstation that the application is running on – the changes won’t affect other users



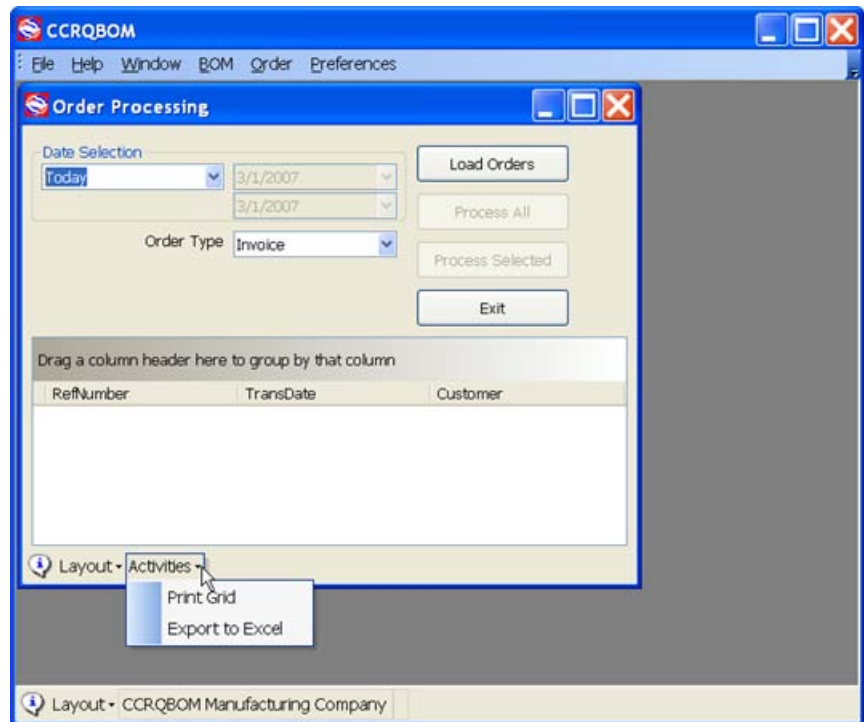
If the window includes a “grid” the *Save Layout* button will save any changes you make to the grid layout as well.

## Activities

The *Activities* button will sometimes appear when the window includes a Grid.

**Print Grid** will open a Print Preview screen that shows the contents of the grid, formatted the way the grid shows on the screen. This is a way to get a quick printout of the grid contents.

**Export to Excel** will save the grid to an Excel spreadsheet (just data, no formulas). Note that Microsoft Excel does NOT need to be installed on this computer workstation for this export to work.

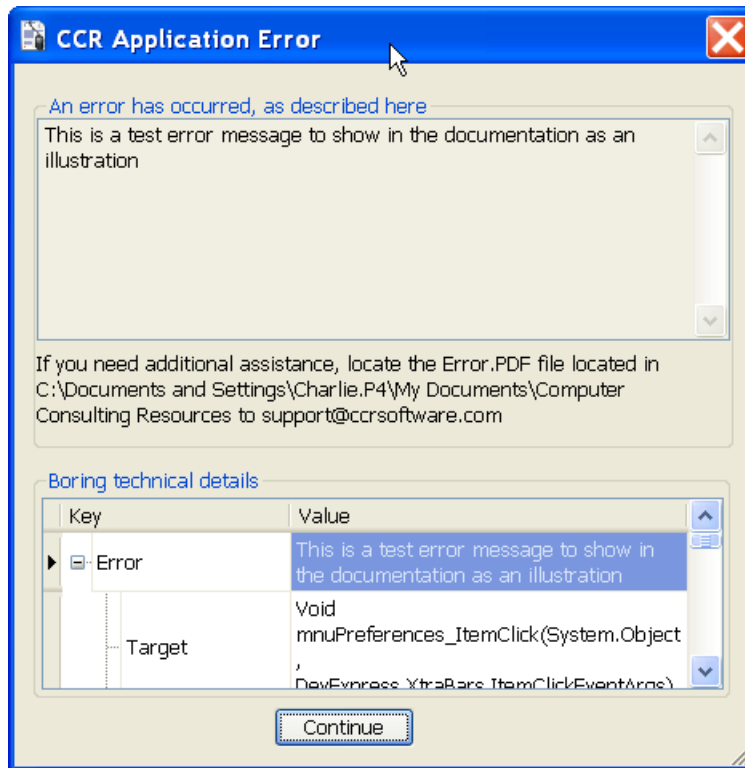


## Error Dialogs

There may be times when the program runs into an error that it cannot handle by itself. There could be a problem with QuickBooks®, such as a company file not being open, or a dialog window being open in QuickBooks® that prevents the CCRQ program from proceeding. It could be a problem with the information in your company file, or that you don't have adequate permission levels to perform the selected operation. It could be (gasp!) a programming problem with the CCRQ application itself.

If an error occurs you will see an error dialog window similar to the following:





The message gives you a brief description of the problem in the top part, and in some cases some cryptic information that has meaning to our technical support staff. The bottom portion of the screen has some very technical detailed information that would help our support staff if they are looking at the information.

If you are confronted with an error dialog like this and the message does not describe the problem clearly enough, you can contact our technical support department via email at [support@ccrsoftware.com](mailto:support@ccrsoftware.com). The details of the error are saved in a file named “Error.PDF” that is stored in the location noted in the window. It would be very helpful if you can provide us with a detailed description of what you were doing at the time, and send a copy of this PDF file.

You can click the *Continue* button to proceed – the program may tell you that it cannot perform the required operation.



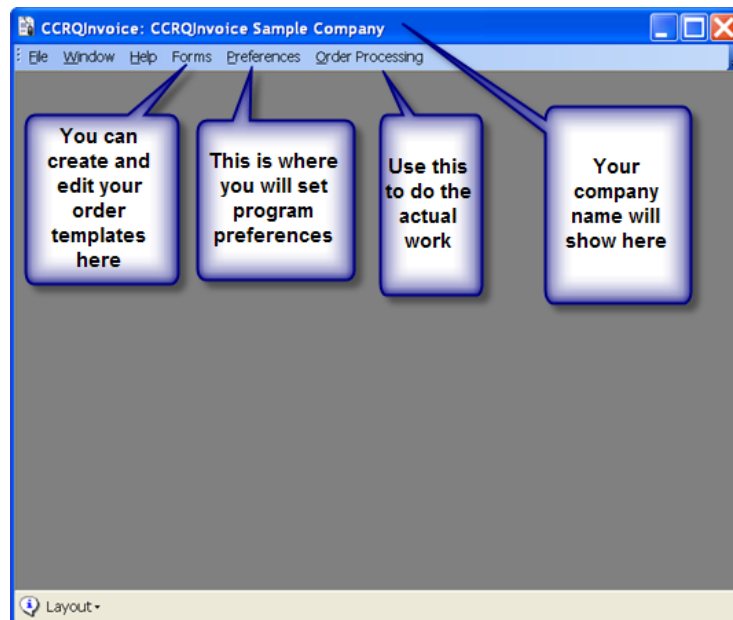
# Working with CCRQInvoice

**CCRQInvoice** is used to update invoice records to provide features that are not found in the QuickBooks program. This includes:

- Calculating the total weight and total quantity of items in an order.
- Sort the detail records of an order by item, description, service date or the value of a custom field.
- Calculating the rate or quantity based on values from other custom fields.
- Printing order forms that have the “total” box showing only on the last page of a multiple page form.

Each of these features may require additional installation steps before you first use them, which are described in the installation section of this document.

The main window for CCRQInvoice serves as a container for the windows that represent the various functions of the program.



**Order Processing** is where you will work with the orders to generate the results you need.

**Preferences** lets you change various settings that affect how the program works.

**Forms** is the function to use to create/edit your order forms if you are going to print with CCRQInvoice.

**Help** lets you access the on line help file as well as make changes to the appearance of the program, and set various operating parameters (as explained in the *Program Management* chapter).

**Window** lets you change the way that the various windows are managed in the program (as explained in the *Program Management* chapter).

**File** is used to select a different company file to work with (as explained in the *Program Management* chapter).

Additional menu options may show here if you select certain optional features.

---

## Order Processing

When you select *Order Processing* from the main menu, the following screen is displayed. Note that some features are “grayed out” and not available, depending on the options you have chosen.

The screenshot shows the 'Process Orders' window. It has a blue title bar with the text 'Process Orders' and standard window controls. The main area is divided into several sections. On the left, there's a 'Date Selection' section with a dropdown menu set to 'Today' and two date pickers below it, both showing '10/9/2008'. Below this is an 'Order Type' dropdown set to 'Invoice'. At the bottom left are buttons for 'Load Orders', 'Exit', 'Process All', and 'Process Selected'. On the right, there's a 'Printing' tab and an 'Operations' section with checkboxes for 'Total Weight', 'Total Quantity', 'Calculate Rate', and 'Calculate Qty'. Below these are radio buttons for 'Alpha' and 'Ascending' (both selected), and 'Numeric' and 'Descending'. There's also a 'Sort' dropdown set to 'Item ID'. At the bottom right, there are radio buttons for 'Order' and 'Ship'. Below the 'Operations' section is a table with columns 'Reference', 'Trans Date', 'Is To Be Printed', and 'Customer'. The table is currently empty. At the bottom left of the window is a 'Layout' button with a dropdown arrow. Numbered callouts (1-6) are placed over various elements: 1 points to the 'Date Selection' dropdown, 2 points to the 'Order Type' dropdown, 3 points to the 'Load Orders' button, 4 points to the empty table, 5 points to the 'Process All' button, and 6 points to the 'Operations' section.

Please note that you can set the default values for many of these options in the *Preferences* menu option, as described in the *Installation* chapter.

To summarize, you will perform the following steps to process your orders:

8. **Select Dates:** Use this dropdown list to select the date range of orders to work with. If you select “Custom” then you can enter a beginning and ending date in the adjacent data pickers. **THIS IS VERY IMPORTANT** – if you select “all” then the program may take a very

long time to load your orders into the working grid below. The more selective you can be, the faster the program works.

9. **Order Type:** Use this dropdown list to select the kind of order to work with – *Invoice*, *Sales Order* or *Estimate*.
10. **Load Orders:** Click this button to get the orders from QuickBooks®.
11. **Order Grid:** This is where the orders will be listed after you click *Load Orders*. You can customize how this is displayed as described below. You can select specific orders to process by clicking on them. You can select multiple orders by using the shift and control keys while clicking on orders. If you are printing with CCRQInvoice, they orders will print in the sequence shown in the grid (you can sort by any column).
12. **Operations:** Once you have loaded the orders you can select the process to perform. If you have not enabled an option, it cannot be selected. You can enable or disable most selections in the *Preferences* function.

**Printing:** This is a tab behind **Operations** that you will use if you want to print the orders.

13. **Process:** After you have selected the operations to perform you can start the program to work on the selected orders. *Process All* will process all orders shown in the grid. *Process Selected* will process just those orders that have been selected.
14. **Review:** When processing is done a *Result* screen will print, listing the orders that were processed and if there was a problem with a particular order.

When the program has finished processing orders it will display a “results” grid, described in more detail later.

## Order Grid

The *Grid* shows the orders that can be processed. You can alter the appearance of the grid, as well as the window itself, and select the orders to process. Note that details of how to work with a grid can be found in a later chapter.

Note that if you want to save the changes that you make to the appearance of the grid, or the size of the window, you can select the *Layout* button in the lower left corner of the screen, and select *Save Layout*. This will save the current settings of the grid and window for the current user.

## Grid Columns

You can modify the grid columns in several ways to fine tune its appearance:

- You can resize the columns by clicking and dragging the column separators in the column heading.
- You can rearrange the order of the columns by clicking and dragging the column heading to a new location.
- You can sort the grid by any column, by clicking on the column heading. If you are printing orders they will print in the sequence that you specify in the grid. So, for example, if you want to print the orders

sorted by customer, click on the *customer* column heading to sort the grid.

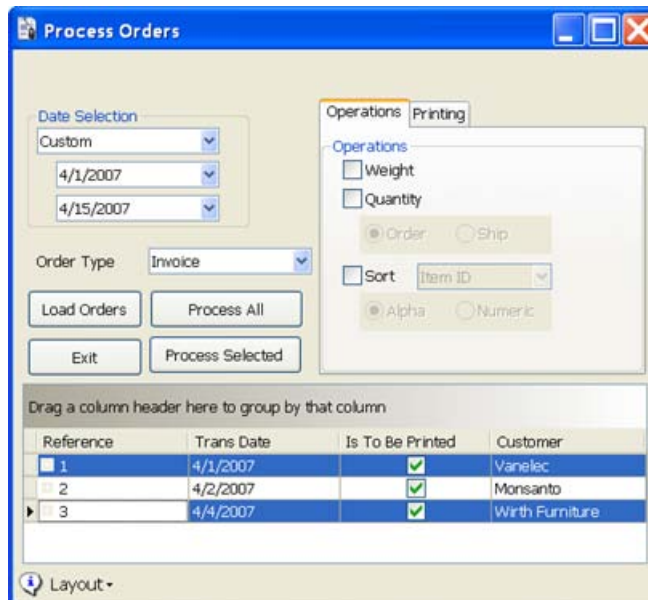
- You can change the number of columns by right clicking on any column heading and choosing *Column chooser* from the menu that pops up. Details on using this can be found in the *Grid* chapter.
- You can group the records by dragging a column heading to the “header” bar.

## Selecting Orders

To select an individual order, just click on the line that contains the order. It will be highlighted.

To select a range of orders, click on the first order you want to select, hold the SHIFT key down, and click on another order. Every order from the first to the last will be selected.

To select multiple individual orders, click on the first to highlight it, hold the CTRL key down and click on each of the other orders you wish to select. In the screen below, the first and last orders have been selected in this manner.



Once you have selected the orders that you want, check the boxes in the *Operations* section to pick the operations that you want to perform (if an option is grayed out then you have not enabled it in the *Preferences* function – note that if you change preferences you must close this window before the preferences will take effect).

---

Note that the *Is To Be Printed* column is not used to select which orders to work with – this merely displays the setting that is checked in the order in QuickBooks. It cannot be changed in this window. You can use it to filter which orders are shown by dragging the heading to the group heading.

---

Click the *Process All* button (to process all orders listed) or the *Process Selected* button (to process just those orders you have highlighted). The program will perform the operations, and open a “results” window to show you what was done.

## Printing Orders

If you are printing your orders in QuickBooks you need to return to QuickBooks after *processing* the orders in CCRQInvoice. This allows you to use the templates that you create in QuickBooks.

You have an option, however, of printing your orders in CCRQInvoice, which saves you the step of returning to QuickBooks to print. Note that when printing in CCRQInvoice you do not use the form templates from QuickBooks – you must create a separate form template using the editor provided in CCRQInvoice. This is described in more detail later – this is a very different form editor that has its advantages and disadvantages when compared to the one in QuickBooks.

---

## Total Weight

QuickBooks does not provide any support for including the weight of the items you are selling in the order. You can use *custom fields* to add a field for the unit weight of an inventory item, but if you want the invoice to show the extended weight (the unit weight multiplied by the quantity shipped), QuickBooks cannot help you. This is where **CCRQInvoice** steps in.

This calculation will include the quantity of certain item types. You can choose the types to work with in the *Preferences* function. You can work with the following item types:

- **Inventory Part.**
- **Non-Inventory Part.**
- **Inventory Assembly.**
- **Service**
- **Other Charge**

When you initially install the program it will be set to work with just *Inventory Part*, *Non-Inventory Part* and *Inventory Assembly* items.

The preferences control both the *Extended Weight* and *Total Quantity* functions. Only those items that you select will be included in the calculations. If you include (for example) *Service* items because you want them to be included in the total quantity, but you don't want them added to the total weight, just leave the unit weight field empty or zero.

For **Inventory Assembly** items: You can enter a weight for an assembly – the program will not calculate the weight based on the part list for this assembly.

For **Group** items: If you enter a unit weight for a Group item, that will be ignored. The program will look at the items in the group and will calculate an extended weight for each item. If the items are printed in the invoice, they will show their weight values. If the items are hidden (not printed), the extended weight will not show for the Group, but the weight will be added to the total weight for the invoice.

Other item types are ignored, even if you enter a unit weight for the item.

## Add the Unit Weight

You must enter the unit weight for each inventory item using the custom field that you defined for this purpose. When you are editing the inventory item, click on *custom fields* and you will see the fields that have been defined.

Enter the correct unit weight in the appropriate *Unit Weight* field for each inventory item that you wish to manage in this way. ENTER ONLY A NUMERIC VALUE – do not enter the unit of measure (lbs, oz, etc.) in this field. If you use different units of measure for weight for different items you will need to add another custom field for this information, and add that to the invoice template.

There is no need to put a value in the *Extended Weight* field – it will be updated by the program later. We need to have it here as a place holder.

Custom Fields for Frame

Unit Weight

2.3

OK

Ext Weight

Cancel

Help

Define Fields

### Enter New Orders

As you enter new orders you must use the template that you have created that uses the custom fields. When you enter a line on the order that uses an item that has a unit weight, that weight is entered in the order line. Note that the *Ext Weight* value will be blank.

Create Invoices

Type a help question Ask How Do It?

Previous Next Print Send Ship Find Spelling History Time/Costs... Letters

Customer/Job Kern Lighting Warehouse Class Invoice w/Weight

Invoice

Bill To  
Kern Lighting Warehouse  
1 Main Street  
Musicville, TN 00211

Date 06/15/2005 Invoice # 71139  
Ship To  
Kern Lighting Warehouse  
1 Main Street  
Musicville, TN 00211

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Total Weight
Net 60	Mk			UPS		

Quantity	Item Code	Description	Price Each	Unit Weight	Ext Weight	Amount
2	Bath/Vanity Fixt...	Brushed Nickel with Opal Glass	25.00	3		75.00
2	Bath/Vanity Fixt...	Pearl Nickel, 5 Light	95.00	1.5		190.00

Customer Message

☒ To be printed  
☐ To be e-mailed

Memo

Apply Credits Payments Applied  
Balance Due 0.00 265.00

Total 265.00

Let QuickBooks help you get paid online by credit card.

Save & Close Save & New Revert

### Process with CCRQInvoice

When you have a number of orders that you would like to print, run **CCRQInvoice**. Select the orders that you would like to process.



As you can see from the screen shot below, the *Total Weight* field has been updated.

Quantity	Item Code	Description	Price Each	Unit Weight	Ext Weight	Amount
3	Bath/Vanity Part...	Brushed Nickel with Opal Glass	25.00	3	0.9	75.00
2	Bath/Vanity Part...	Pearl Nickel, 5 Light	95.00	1.5	3	190.00

The following is a sample showing a sample printed invoice

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 60	MK	6/16/2005	UPS		

Quantity	Item Code	Description	Price Each	Ext Weight	Amount
3	5029-03-55	Brushed Nickel with Opal Glass	25.00	0.9	75.00
2	PT263-06	Pearl Nickel, 5 Light	95.00	1.5	190.00

Total Weight			3.9	<b>Total</b>	\$265.00
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## Total Quantity

QuickBooks does not provide a means to add the total of the quantity ordered column to an order. **CCRQInvoice** can calculate this for you.

This total will include the quantity of certain item types. You can choose the types to work with in the *Preferences* function. You can work with the following item types:

- **Inventory Part.**
- **Non-Inventory Part.**
- **Inventory Assembly.**
- **Service**
- **Other Charge**

When you initially install the program it will be set to work with just *Inventory Part*, *Non-Inventory Part* and *Inventory Assembly* items.

The preferences control both the *Extended Weight* and *Total Quantity* functions. Only those items that you select will be included in the calculations.

**Group Items** are controlled by a preference. Normally the program will total the individual items within the group. However, if you select the *Count Group as Whole* preference, the total quantity will use the quantity of the group item, not the quantities of the individual items in the group.

## Enter New Orders

As you enter new orders you must use the template that has been defined. Only those orders that you create with the new template will have this field added.

## Process with CCRQInvoice

When you have a number of orders that you would like to print, run **CCRQInvoice**. Select the orders that you would like to process.

When you return to QuickBooks you will see that the *Quantity Ordered* field has been updated.

**Please Note** that if you load *Sales Orders* and select *Quantity* you are able to choose either *Order* or *Ship*. The program will calculate the total based on either the total quantity ordered for each detail line (*Order*), or the quantity that you have released with this particular sales order (*Ship*).

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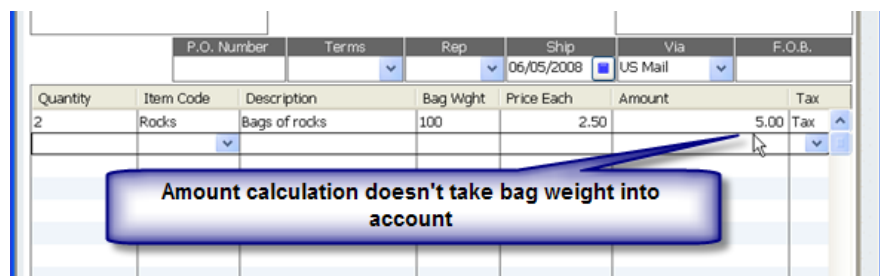
## Calculated Rate

In a detail line of an order QuickBooks uses the standard calculation of *Quantity X Rate = Amount*. Changes to either the *quantity* or the *rate* will alter the *amount* for that line. QuickBooks provides ways of altering the *rate* in some cases (price levels), but this doesn't cover every situation that you might need for your business.

The **Calculated Rate** feature of **CCRQInvoice** allows you to modify the *rate* by multiplying it by the value in a custom field (another column).

For example, you could have a standard rate of \$2.50 for a pound of material. The material comes in bags of different sizes – such as a 100 lb bag. However, you want the *quantity* to show as 2 – for 2 100 lb bags. The amount should then be calculated as  $2 \times 100 \times 2.50 = \text{amount}$ . QuickBooks can't perform this calculation for you.

In this screen shot we've added a custom field to hold the weight of a bag. Note that the *amount* doesn't include the custom field in the calculation.



Quantity	Item Code	Description	Bag Wght	Price Each	Amount	Tax
2	Rocks	Bags of rocks	100	2.50	5.00	Tax

What we would like to see is the following:

Amount is *Quantity X Bag Wght X Rate* - but QuickBooks won't allow this

There are two problems here. First, QuickBooks won't do this calculation for you. Second, if you try to manually change the *Amount* field to 500.00 (from the original 5.00) it will modify the *rate* column to 250.00 to keep the calculation the same.

To support this with CCRQInvoice we need to add a second custom field. The first one is your *bag weight* field, to hold the number you want to include in the calculation. The second is an *original rate* field to hold the rate that you want to display. Internally we are going to recalculate the *rate* to be 250.00, as QuickBooks needs it to be. We won't display this on the printed invoice, instead we'll display the *original rate*.

In the *setup wizard* you will set up the two fields – the *multiply by* field to hold your new value (the *weight* in our example), and a field to hold the *original rate*.

CCRQInvoice Setup

Calculated Rate

The normal calculation in QuickBooks is "quantity x rate = amount". You can expand this to have a "calculated rate" based on the original rate and another custom field.

"Normal" is the standard QuickBooks calculation.

"Multiply" will multiply the original rate column by a custom field, such as weight. Two custom fields are needed; the value to multiply with and a field to hold the original rate.

☒ Multiply      ☐ Normal

Multiply by: Unit Weight

Original Rate: Original

Next >
Cancel

You need to modify your invoice form to show the following columns:

- Add the *quantity* column (screen and print).
- Add the custom *weight* field (screen and print).
- Add the custom *original rate* field (screen and print), titled as *rate*.
- Have the *rate* field only on the screen, not the print, and title it *calculated rate*.
- Have the *item* field be shown before the custom fields, because when you select an item the values in the custom fields will be cleared.

When you *process* the invoice in CCRQInvoice the application will:

- Copy the *rate* that you enter into the *original rate*.
- Multiply the *weight* custom field by the *original rate* and store this in the *rate* (or *calculated rate*) column. QuickBooks will take the *quantity* and multiply it by this *calculated rate* to come up with the new *amount*.

On the screen you will see the following:

Quantity	Item Code	Description	Bag W...	Base Rate	Rate	Amount	Tax
2	Rocks	Bags of rocks	100	250.00	2.5	500.00	Non

In the printed form we see the following:

Quantity	Item Code	Bag Wght	Rate	Amount
2	Rocks	100	2.5	500.00
				0.00

As with other calculations in CCRQInvoice the *calculated rate* feature will only work with the item types that you select in the *Preferences*. You can work with the following item types:

- **Inventory Part.**
- **Non-Inventory Part.**
- **Inventory Assembly.**
- **Service**
- **Other Charge**

When you initially install the program it will be set to work with just *Inventory Part*, *Non-Inventory Part* and *Inventory Assembly* items.

## Calculated Quantity

Similar to the *Calculated Rate* feature, **CCRQInvoice** offers a *Calculated Quantity* feature. This allows you to have a *quantity* that is determined by the values of other fields – either the *difference* of two fields or the product of three fields for a *volume* calculation.

As with other calculations in CCRQInvoice the *calculated quantity* feature will only work with the item types that you select in the *Preferences* function. You can work with the following item types:

- **Inventory Part.**

- **Non-Inventory Part.**
- **Inventory Assembly.**
- **Service**
- **Other Charge**

When you initially install the program it will be set to work with just *Inventory Part*, *Non-Inventory Part* and *Inventory Assembly* items.

## Difference

There are times when you want QuickBooks to calculate the *quantity* as the difference between two fields. The typical example is when you are working with weights and want to charge the difference between the starting and final weights. The *gross* weight would be the total weight of the material and the vessel holding it. The *tare* weight would be the weight of the empty vessel. You want to charge the customer for  $(gross - tare) \times rate = amount$ . QuickBooks can't perform this calculation for you.

To support this with **CCRQInvoice** we need to add two custom fields, one for the starting (gross weight) value and one for the ending (tare weight) value. In the *setup wizard* you will select the *Difference* option under "Calculated Quantity" and set up the two fields

CCRQInvoice Setup

### Calculated Quantity

The normal calculation in QuickBooks is "quantity x rate = amount". You can expand this to have a "calculated quantity".

"Normal" is the standard QuickBooks calculation.

"Difference" will subtract one custom column from another for the quantity.

"Volume" will multiply three custom columns for the quantity.

☒ Difference ☐ Volume ☐ Normal

Start: Gross

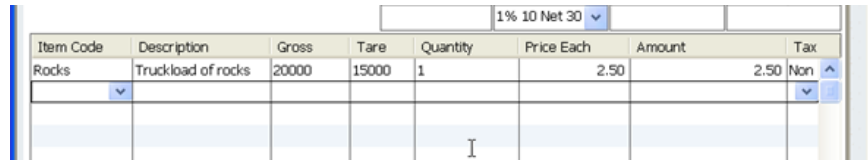
End: Tare

Next > Cancel

You need to modify your invoice form to show the following columns:

- Add the *quantity* column (screen and print).
- Add the custom *gross* field (screen and print).
- Add the custom *tare* field (screen and print).
- Add the *rate* field (screen and print).
- Have the *item* field be shown before the custom fields, because when you select an item the values in the custom fields will be cleared.

Create your invoice – enter a value of 1 in the quantity field (it doesn't matter what you enter here, it will be overridden).

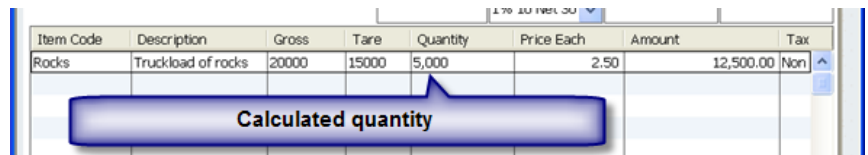


Item Code	Description	Gross	Tare	Quantity	Price Each	Amount	Tax
Rocks	Truckload of rocks	20000	15000	1	2.50	2.50	Non

When you *process* the invoice in CCRQInvoice the application will:

- Calculate the difference between the start (gross) and end (tare) fields and place that value in the *quantity* field.

On the screen you will see the following:



Item Code	Description	Gross	Tare	Quantity	Price Each	Amount	Tax
Rocks	Truckload of rocks	20000	15000	5,000	2.50	12,500.00	Non

## Volume

Another valuable feature is the ability to calculate the *quantity* based on three measurements – a *volume* calculation. The formula we are looking for here is  $(height \times length \times width) \times rate = amount$ . QuickBooks can't perform this calculation for you.

**CCRQInvoice** supports this kind of calculation. However, it isn't always as simple as just multiplying the three figures. You may also need a unit conversion factor to change the value to a different unit of measure. For example, you may take your measurements in inches, but want to calculate the quantity in cubic feet. In this case the calculation would be  $((height \times length \times width)/factor) \times rate = amount$ . For example, to convert from cubic inches to cubic feet you would divide by a factor of 1728.

When you use these kinds of calculations you introduce another issue – rounding. If we have a measurement of 48 inches X 48 inches X 7 inches you have a converted figure of 9.3333 cubic feet. You may decide that you only want to bill in whole figures. You could round up to 10 cubic feet, or possibly round down to 9 cubic feet. **CCRQInvoice** supports rounding.

**CCRQInvoice Setup**

### Calculated Quantity

The normal calculation in QuickBooks is "quantity x rate = amount". You can expand this to have a "calculated quantity".

"Normal" is the standard QuickBooks calculation.  
 "Difference" will subtract one custom column from another for the quantity.  
 "Volume" will multiply three custom columns for the quantity.

☐ Difference
 ☒ Volume
 ☐ Normal

Height: 
  
 Length: 
  
 Width: 
  
 Rounding: 
  
 Pref: 
  
 Factor:

In the *Preferences* settings for volume calculations you have 6 parameters:

- **Height:** A custom field in the item list to hold the height. You will add this as a column in the order template.
- **Length:** A custom field in the item list to hold the length. You will add this as a column in the order template.
- **Width:** A custom field in the item list to hold the width. You will add this as a column in the order template.
- **Rounding:** A custom field in the customer list. You can enter a rounding preference (as defined below) in the customer record to specify the rounding to be used for this customer. If you don't enter a value for a customer then the *Pref* setting will be used.
- **Pref:** A rounding preference to be used if one is not defined for a particular customer. The "default" setting.
- **Factor:** A conversion factor to be used to convert the (height X length X width) value into a different unit of measure. This will be divided into that product. For example, 1728 would convert cubic inches into cubic feet.

Rounding preferences are a bit tricky to set up. You will enter a one or two character value that will specify the type of rounding and the number of decimal places to round to.

The first character will be the type of rounding. A "+" specifies that you will round up. A "-" specifies that you will round down. A "\*" specifies that you will use "bankers rounding" – rounding up or down to the nearest value.

The second character specifies the number of decimals to round to. If there is no second character the rounding will be to whole numbers.

So, for example:

- “+2” will round up to two decimal places.
- “-1” will round down to one decimal place.
- “\*” will round up or down to the nearest whole number (the same as “\*0”).

The *Rounding* preference sets a custom field in the customer record where you can enter a rounding value. However, you must add this to the order form for it to be used.

If a rounding value is not found in the order then the program will use the *Pref* setting as the default. Therefore you can use *Pref* to set your standard method of rounding for most customers, and use the *Rounding* value only for those customers that are an exception to the general rule.

You need to modify your order form to show the following columns:

- Add the *height* column (screen and print).
- Add the *length* column (screen and print).
- Add the *width* column (screen and print).
- Add the *rounding* field in the header tab (screen only).
- Have the *item* field be shown before the custom fields, because when you select an item the values in the custom fields will be cleared.

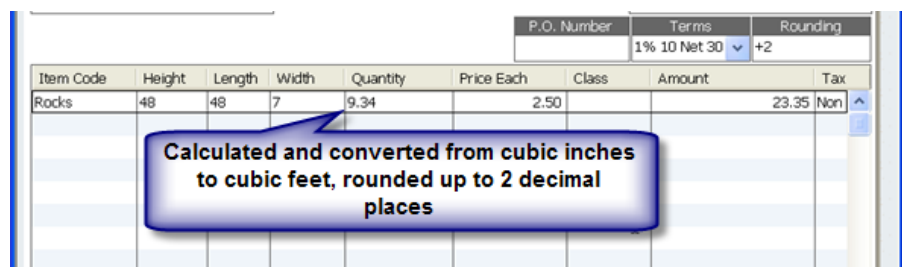
Create your order – enter a value of 1 in the quantity field (it doesn’t matter what you enter here, it will be overridden).



The screenshot shows the CCRQInvoice order form. At the top, there are fields for P.O. Number, Terms (set to 1% 10 Net 30), and Rounding (set to +2). Below these is a table with columns: Item Code, Height, Length, Width, Quantity, Price Each, Class, Amount, and Tax. The first row shows 'Rocks' with Height 48, Length 48, Width 7, Quantity 1, Price Each 2.50, and Tax 2.50. The Amount column is empty.

Item Code	Height	Length	Width	Quantity	Price Each	Class	Amount	Tax
Rocks	48	48	7	1	2.50			2.50

When you *process* the order will be updated:



The screenshot shows the CCRQInvoice order form after processing. The Quantity field is now 9.34, and the Amount field is 23.35. A blue callout box points to the Quantity field with the text: 'Calculated and converted from cubic inches to cubic feet, rounded up to 2 decimal places'.

Item Code	Height	Length	Width	Quantity	Price Each	Class	Amount	Tax
Rocks	48	48	7	9.34	2.50		23.35	Non

## Custom Column Totals

QuickBooks provides the ability to add columns to an order based on *Custom Fields*, and CCRQInvoice provides the ability to generate a total for these columns. In addition, it will generate “subtotal” values for those columns.



CCRQInvoice Setup

### Custom Column Totals

This feature allows you to create a total for any custom column in an order

To total a custom column:

- 1) Put a check in the box next to an empty line below
- 2) Select the custom "Column" to total
- 3) Select a custom "Total" field for that column
- 4) Modify your order template to add the column and total fields

Column	Total	Subtotal
<input checked="" type="checkbox"/> Gross	TotalGross	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tare	TotalTare	<input type="checkbox"/>
<input checked="" type="checkbox"/> Net	TotalNet	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Next > Cancel

In the *preferences* screen for this feature you will select the *custom fields* to total, the *custom fields* to hold the total, and if you want subtotal items to be updated. You can select existing custom fields from the dropdown list, or enter a new value to create a custom field.

**Column** custom fields are stored in the *item list* in QuickBooks. You are limited to a maximum of five custom fields. You must edit your order template to include these as columns.

**Total** custom fields are stored in the *customer list* in QuickBooks. You are limited to a maximum of seven custom fields. You must edit your order template to include these in the header tab.

If you add subtotal items to your order, checking the **Subtotal** box for a column will make CCRQInvoice record a subtotal amount for that column.

## Editing form templates

You must add the appropriate fields to your order template. Our example uses invoices in QuickBooks Premier 2009 – the steps are similar with other forms and other versions. We assume that you are familiar with the basics of editing forms in QuickBooks.

Edit (or create) the template you want to modify. Select *Additional Customization*.

In the *Header* tab locate the custom fields that you specified to hold the column totals. You can display them on the screen, on the printed form, or on both. You must have the fields display in at least one of those locations for the information to be saved in the order.

**Additional Customization**

Selected Template: Column Totals ☐ Template is inactive

**Header** Columns Prog Cols Footer Print

Bill To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill To
Ship To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship To
P.O. No.	<input type="checkbox"/>	<input type="checkbox"/>	P.O. Number
S.O. No.	<input type="checkbox"/>	<input type="checkbox"/>	S.O. No.
Terms	<input type="checkbox"/>	<input type="checkbox"/>	Terms
Due Date	<input type="checkbox"/>	<input type="checkbox"/>	Due Date
REP	<input type="checkbox"/>	<input type="checkbox"/>	Rep
Account Number	<input type="checkbox"/>	<input type="checkbox"/>	Account #
Ship Date	<input type="checkbox"/>	<input type="checkbox"/>	Ship
Ship Via	<input type="checkbox"/>	<input type="checkbox"/>	Via
FOB	<input type="checkbox"/>	<input type="checkbox"/>	F.O.B.
Project/Job	<input type="checkbox"/>	<input type="checkbox"/>	Project
Other	<input type="checkbox"/>	<input type="checkbox"/>	
TotalWeight	<input type="checkbox"/>	<input type="checkbox"/>	
TotalQuantity	<input type="checkbox"/>	<input type="checkbox"/>	
TotalNet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Total Net
TotalGross	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total Gross
TotalTare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total Tare

[When should I check Screen or Print?](#)

Help Default

Note that even if you want the totals to show in the footer of the form, at the bottom of the columns, you must enable this information in the *header* tab. You can use the *layout designer* to reposition the fields to the footer in the printed form.

Next you will add the columns. Click the *columns* tab, add the selected custom fields as needed. You must have a column for each total.

**Additional Customization**

Selected Template: **Column Totals** ☐ Template is inactive

Header Columns Prog Cols Footer Print

	Screen	Print	Order	Title
Service Date	<input type="checkbox"/>	<input type="checkbox"/>	0	Serviced
Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Item Code
Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Description
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Quantity
Unit of Measure	<input type="checkbox"/>	<input type="checkbox"/>	0	
Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Price Each
Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	Amount
Other 1	<input type="checkbox"/>	<input type="checkbox"/>	0	
Other 2	<input type="checkbox"/>	<input type="checkbox"/>	0	
UnitWeight	<input type="checkbox"/>	<input type="checkbox"/>	0	
ExtWeight	<input type="checkbox"/>	<input type="checkbox"/>	0	
Gross	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Gross
Tare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	Tare
Net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Net

[When should I check Screen or Print?](#)

Help Default

Here is a sample order in QuickBooks, with subtotals inserted, using the modified template.

**Create Invoices - Accounts Receivable**

Customer: Job Johnson Company Account: 11000 - Accounts Receivable Template: Column Totals Print Preview

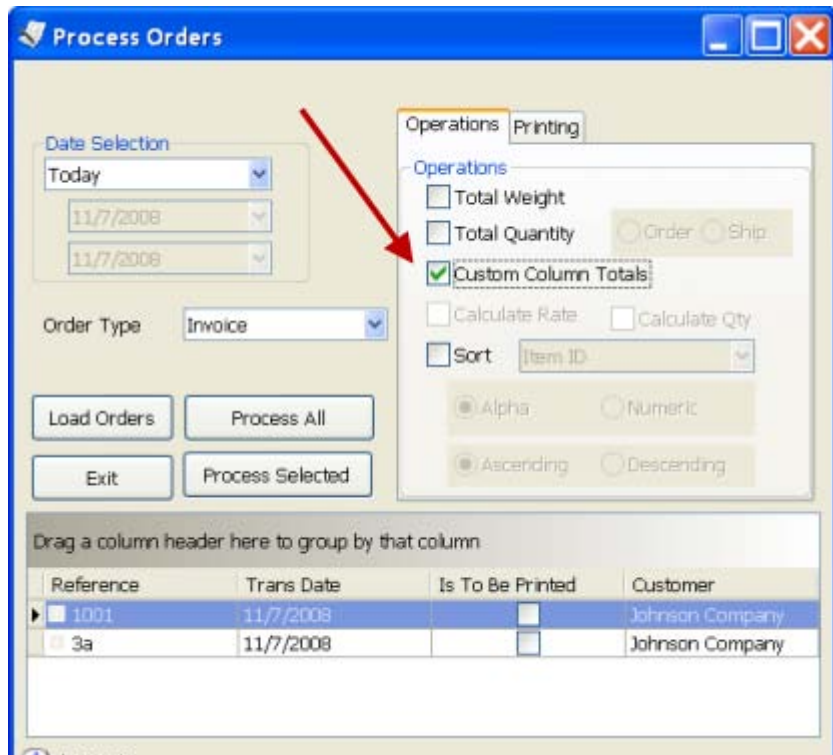
Date: 11/07/2008 Invoice #: 1001

Ship To: Johnson Company  
33 Dirt Alley  
Woodland, CA

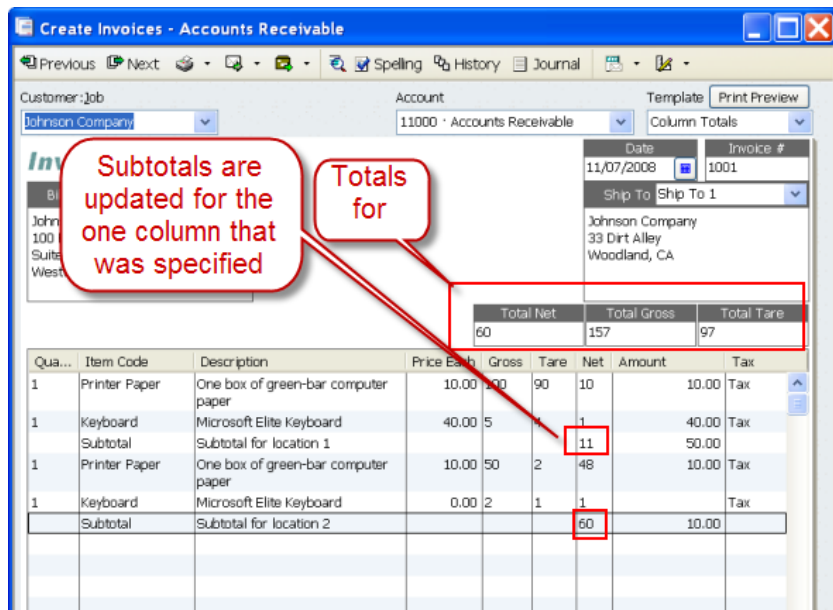
Qua...	Item Code	Description	Price Each	Gross	Tare	Net	Amount	Tax
1	Printer Paper	One box of green-bar computer paper	10.00	100	90	10	10.00	Tax
1	Keyboard	Microsoft Elite Keyboard	40.00	5	4	1	40.00	Tax
		Subtotal for location 1					50.00	
1	Printer Paper	One box of green-bar computer paper	10.00	50	2	48	10.00	Tax
1	Keyboard	Microsoft Elite Keyboard	0.00	2	1	1		Tax
		Subtotal for location 2					10.00	

Total Net: Total Gross: Total Tare:

Run CCRQInvoice after you have saved the order. Load the orders and select *Custom Column Totals* as the operation. Click the appropriate *Process* button.



If you go back to QuickBooks and look at the order you will see that it has been updated.



## Sort Order Details

QuickBooks does not provide a way to easily rearrange the sequence of the detail lines in an order. **CCRQInvoice** provides you with the ability to sort the details by several fields.

**USE THIS FEATURE CAREFULLY:** Please note that there are a number of cautions when using this feature:

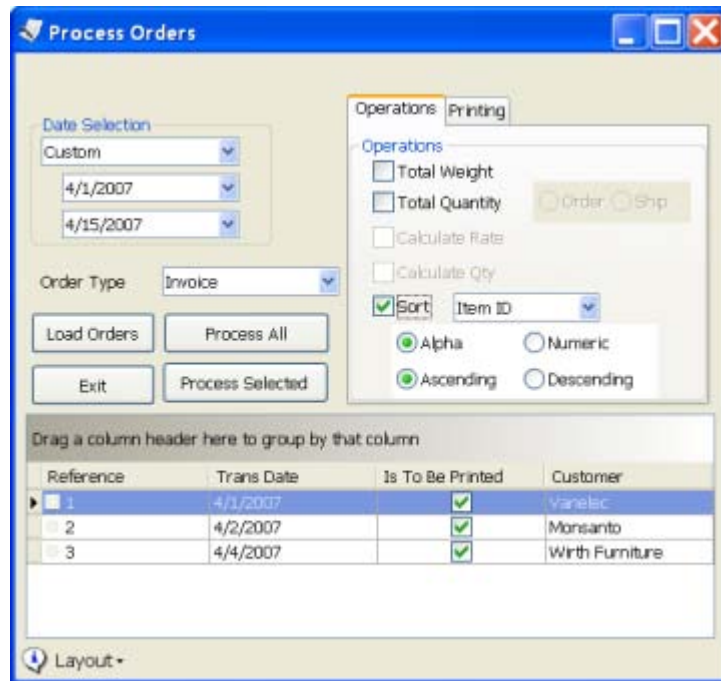
- QuickBooks tries to “connect” estimates, sales orders and invoices as you work with them. A sales order can generate multiple invoices if you make partial releases. Estimates can be broken into multiple sales orders or invoices (“progress invoicing”). If you do any of these processes, QuickBooks makes the assumption that the order of the details in the invoice is the same as the order of the details in the estimate or sales order. If you sort the invoice you may lose the connection between the estimate or sales order and the invoice.

If you are using estimates and progress invoicing, or if you are using sales orders and making partial shipments, we strongly recommend that you sort the **original** document before you derive any other documents. That is – sort the estimate first, before you make progress invoices, or sort the sales order first, before you make partial shipments.

- **Subtotals** – the program will treat subtotals as “breaks” in the sorting process. This splits the order into sections, based on the subtotal. It will sort items within the subtotal groups. This is the only way that QuickBooks can continue to process subtotals correctly.
- **Discounts** should always stay with the item that precedes it in the order, but you should examine this after sorting.
- **Group** items will be sorted properly, but items within a group will usually not be sorted.
- **Subitems** will be considered by their entire name. That is, if you have an item “ABC” which is a subitem of “XYZ”, it will be sorted as “XYZ:ABC”.
- **Processing may be slow:** This feature works best if you work with a small number of orders at a time. Due to the limitations on how QuickBooks manages order details, the sorting process can be quite involved and time consuming. We will discuss ways to optimize sorting later in this document.
- **Multiple Users** may create some problems if they are all working with this same feature. This program works best if only one person is working with it at a time. Note that you can have multiple users accessing this information and sorting orders – but if two people load orders on the screen at the same time, and then both try to sort the same order, one of them will get an error message saying that there is a problem. Note that the order information will not be damaged – the only problem is that one of the users will see the error message and won’t be able to work with that order. This shouldn’t be a problem, as the order will be sorted properly.
- **Sales Tax Items:** Sorting may not work correctly if you add a *sales tax item* in the body of the invoice.
- **Unit of Measure:** If you are sorting an order and you are using the *unit of measure* feature of QuickBooks, sorting will set the units back to the *base unit of measure* if you have a 2007 version of QuickBooks or older. If you have the 2008 or newer version of QuickBooks then units of measure are preserved.

## Process with CCRQInvoice

After loading orders, click the *Sort* box and select the field to sort on from the drop-down box. Normally you will be doing an “Alpha” sort.



You can sort by:

- Item ID
- Order line description
- Order quantity
- Service Date
- Any “custom field” that has been defined and is displayed on the order template.

Normally you will want to do an “alpha” sort, but you can choose a “numeric” sort. If you choose “numeric” but the field contains any value that is not a number, that field will be sorted like it is the number zero (0). An “alpha” sort goes character by character, where a “numeric” sort will sort by the numeric value. To illustrate the difference, let’s look at three Item ID’s. We will use “2”, “31” and “111”.

If you sort these values by a “numeric” sort, you would see “2”, “31” and then “111”, based on their value.

If you sort these values by an “alpha” sort you would see “111”, “2” and then “31”. The program sorts alphabetically, by the first character, then by the second character, and so forth.

## Sorting Performance Optimization

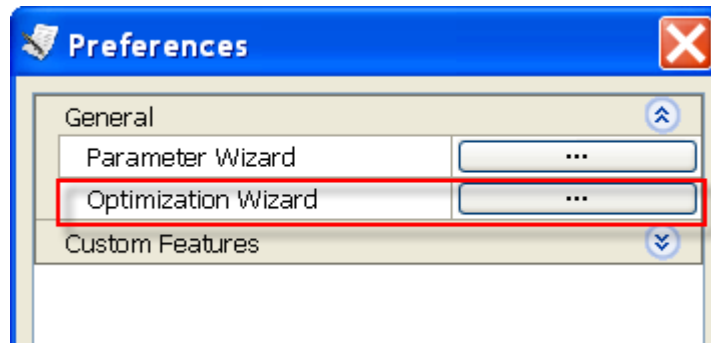
QuickBooks does not make the process of sorting the details of an order easy. The program itself doesn’t provide this ability, and the programming interface that Intuit provides to software developers makes the process complicated and time consuming.

If you find that sorting orders with CCRQInvoice is too slow for you, there are a number of parameters that you can change that may improve performance. Note, however, that there are “side effects” from changing these parameters.

Before selecting any of these options please read the following information carefully so that you understand what will happen if you change any of the optimization settings.

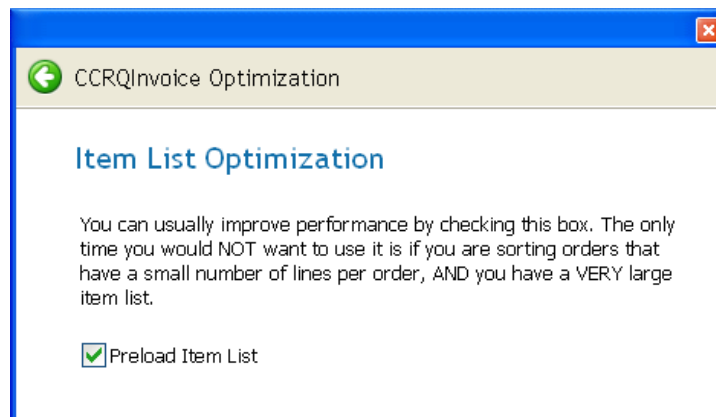
### ***Optimization Wizard***

To change how orders are processed in sorting select *Preferences* and then click on the *Optimization Wizard*. The wizard will lead you through several steps.



### ***Item List Optimization***

This preference controls how CCRQInvoice access the item list from QuickBooks. In most cases you will want to leave this box checked.



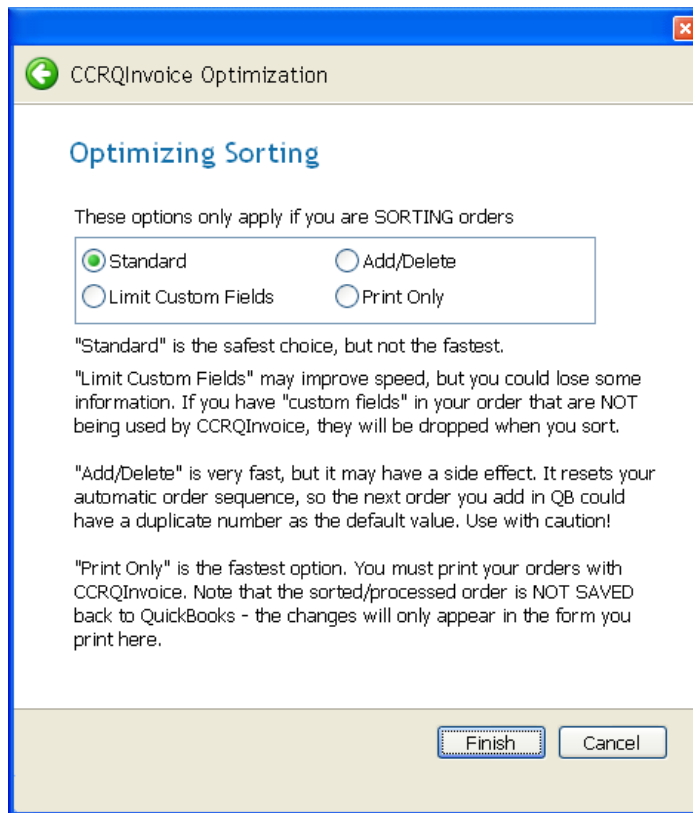
When it is checked the program will read (“preload”) all of the items in your item list from the current QuickBooks company file when you select *Order Processing*. When orders are processed CCRQInvoice must check on the status of the items in the orders, and if the item list is preloaded then this occurs very quickly.

If the box is not checked then CCRQInvoice has to read the information for each item directly from your QuickBooks company file for each invoice, which normally is a much slower process.

Why would you want to un-check this box? If you are working with a single order at a time, the orders have few detail lines, and you have a very large item list, you may find that the “preload” operation delays the program more than having to check on each item directly. If you see a very large delay when you first select *Order Processing* try unchecking this option.

## Optimizing Sorting

You have four options for how CCRQSoftware handles your order when sorting. The safest, but possibly slowest, is *Standard*.



- **Standard:** You should have this option checked by default. This is the “safest” but possibly slowest option when sorting. Side effects are minimized.
- **Limit custom fields:** This option may improve sorting speed depending on how you are using “custom fields” in your orders, but it can also lose some information in your orders. Use this with caution.

You can add columns to the detail section of your order by adding “custom fields” to the Item List, and then adding those fields to an invoice template in QuickBooks. Note that this is the *QuickBooks* form template that you use to create the order, not the *CCRQInvoice* form template that you can optionally use to print the order.

CCRQInvoice uses some of these custom fields when you use the *Total Weight*, *Calculate Rate* and *Calculate Qty* processing options.

When CCRQInvoice sorts the details of an order with the **Standard** option selected, it must add all of the custom fields in the order after the order is sorted. This can be a time-consuming operation if you have orders with many custom fields and many detail lines. With the **Limit Custom Fields** option selected CCRQInvoice will only save the custom fields that are used in the processes you selected. Other custom fields will either be left out, or will have the “default” value from the item list.



For example, if your order has a custom field for *unit weight*, *extended weight* and *location*, and you select the *Total Weight* and *Sort* operations, the sorted order will contain the *weight* values but might not contain the *location* value.

- **Print Only:** This is the fastest option that is available. You must print your orders with the CCRQInvoice form template (check the *Print Forms* box in the *Printing* tab). The program will do all processing you have selected, including the sorting, and then print the processed order for you.

Note, however, that the sorted/processed order is not saved back to QuickBooks. None of the changes will show if you look at the order in your QuickBooks company file.

We do not recommend this if you are using the *Calculate Rate* or *Calculate Qty* processing options.

- **Add/Delete:** This is a very fast option, but it has a significant side effect that you might not find acceptable.

CCRQInvoice will add the processed order, rather than updating the existing one, and then it will delete the original order. This is the fastest approach available that also saves all information in the order. You don't have the problems with custom fields seen in the **Limit Custom Fields** option, you don't have the problem with values not being saved in QuickBooks that you have in the **Print Only** option.

Unfortunately, there is a "side effect" of doing this. Your *invoice numbering sequence* is reset. For example, let's say that you have invoices 1001, 1002 and 1003 in the company file. Normally, if you were to add another invoice it would automatically be numbered 1004. If, however, you sort invoice 1001 with the **Add/Delete** option, the next time you add an invoice in QuickBooks the automatic number will be 1002. Sorting with this option resets the sequence to be the next number after the last order you sorted.

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## Results

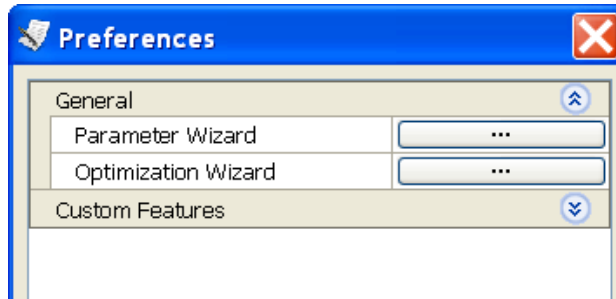
When processing is finished, a *Result* window will open. If everything worked correctly there will be one listing, saying that the process completed successfully. If there are any errors you will see additional records that specify what the errors were.

You can sort this report in status or comment order by clicking on the column headings. You can either print the report or save it to an Excel file if you need to save the results for later review.

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## Preferences

Use the *Preferences* function to enable the features of CCRQInvoice, and to set the default values for the various features.



The *Wizards* will lead you through the steps needed to set preferences. The *Parameter Wizard* is described in the *Installation* section of this manual, with additional details in this chapter relating to the individual features.

The *Optimization Wizard* is described in the *Sorting* section of this manual.

*Custom Features* are described in a later chapter. These are features designed for very specific situations that don't apply to most businesses.

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## Printing Orders

QuickBooks includes a very flexible and easy-to-use form editing tool that lets you design your estimate, sales order and invoice forms for printing in QuickBooks. This is a "page oriented" design where you can easily lay out all of the features and visually preview how the final form will display. Printing is simple, and you can select from a number of preformatted designs.

However, there are situations where the QuickBooks form design and printing capabilities might not be suitable. In form design a page oriented editor has some limitations. One common example is how totals print on the form if you have a multiple page order – in QuickBooks each page must have the same information at the bottom, so the total will print on each page. In addition, when printing forms you have limited options. An example here would be if you are printing a batch of orders – you can't control the sequence in which the orders print.

CCRQInvoice provides an alternative approach to printing orders. The program includes a "report oriented" form designer, and provides greater control over how you can print orders. The form designer takes a different approach than what is used in QuickBooks, and is more technical to use, but it provides greater flexibility. With our printing system you can, for example:

- Have a different "footer" for the last page of a multiple page order so that the total will show only on the last page.
- Design multiple page forms so that you can add a standard footer or disclaimer to the end of each order.
- Print a batch of orders sorted in a different sequence, such as sorted by customer ID.
- Add bar codes to the form.

Instructions on how to work with CCRQInvoice forms is found in the next chapter.

# Printing Orders with CCRQInvoice

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## Why Print with CCRQInvoice?

We added the feature to print your orders from CCRQInvoice for a number of reasons:

- If you are *processing* orders in CCRQInvoice it is easier to also print these orders than it is to go back to QuickBooks and find them to print from there (QuickBooks doesn't let us control printing from their program).
- The QuickBooks form printing program has limitations, and we wanted to provide an alternate approach that adds capabilities beyond what QuickBooks provides. For example:
  - You can have a different "footer" on the last page than other pages of a multiple-page order, so you can have the "total" box show just on the last page.
  - You can print any field in a bar code format.
  - You can design multiple page forms so that you can add a standard footer or disclaimer to the end of each order.
  - You can print a batch of orders sorted in a different sequence, such as sorted by customer ID.
- We wanted to provide more flexibility in saving your orders to a PDF format than you can from QuickBooks.

In this chapter we will discuss the specifics of working with forms in CCRQInvoice. We recommend that you also review the *Report Designer* and *Report Preview* chapters.

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## Printing Forms

You can print using the "Standard" form that we provide, with a form downloaded from our support web site, or with a form that you create (as described later). Use the *Order Processing* function to print forms.

The process is very similar to what we have explained earlier for sorting or calculating values on an order. In fact, if you wish, you can combine all of these operations at the same time – you can sort and calculate values, then print.

Select a date range and the type of orders to work with, then click the *Load Orders* button. The orders will display in the grid at the bottom of the window.

Process Orders

Date Selection  
This Month  
11/25/2008  
11/25/2008

Order Type: Invoice

Load Orders Process All  
Exit Process Selected

Operations Printing

Operations

☐ Total Weight  
☐ Total Quantity ☐ Order ☐ Ship  
☒ Custom Column Totals  
☐ Calculate Rate ☐ Calculate Qty  
☒ Sort Item ID  
☒ Alpha ☐ Numeric  
☒ Ascending ☐ Descending

Drag a column header here to group by that column

Reference	Trans Date	Is To Be Printed	Customer
200746	11/6/2008	<input type="checkbox"/>	2
200747	11/13/2008	<input type="checkbox"/>	5
200748	11/24/2008	<input type="checkbox"/>	Add&me
200749	11/24/2008	<input type="checkbox"/>	?
200750	11/25/2008	<input type="checkbox"/>	Add Customer
200751	11/25/2008	<input type="checkbox"/>	1.5

Click on the *Printing* tab. Select the form to use in the *Form* dropdown list (the program will remember the last one that you selected) and put a check in the *Print Forms* box.

Process Orders

Date Selection  
This Month  
11/25/2008  
11/25/2008

Order Type: Invoice

Load Orders Process All  
Exit Process Selected

Operations Printing

Form: Standard  
☒ Sales Tax as Line  
Invoices print in the same sort order as shown in the grid  
☒ Print Forms ☐ Print to PDF

Drag a column header here to group by that column

Reference	Trans Date	Is To Be Printed	Customer
200749	11/24/2008	<input type="checkbox"/>	?
200751	11/25/2008	<input type="checkbox"/>	1.5
200746	11/6/2008	<input type="checkbox"/>	2
200747	11/13/2008	<input type="checkbox"/>	5

Layout

Please note the following:

- If you click *Process All* then the program will print all orders listed in the grid.
- If you click *Process Selected* then only those orders that you have highlighted will be printed.
- The *Is To Be Printed* flag cannot be changed – it is not used to select the orders to print. You can, however, add a *filter* to list only the orders marked as *to be printed*. See the discussion of filters in the *Grid* chapter.
- When you print orders with CCRQInvoice it will not alter the setting of the *to be printed* flag.
- The orders will print in the sequence shown in the grid. So, if you want to print them in order of customer, click on the *customer* heading to sort by that column.
- If the *Sales Tax as Line* box is checked then the sales tax (if any) for the order will be printed as a detail line.

The program will process the orders (any sorting or calculations) and then will open a *print preview* screen so that you can see the results. You have a variety of options for printing from this point, as described in the *print preview* chapter.

**Preview**

File View Background

57%

DATE: 04/04/2007 Invoice #: 3

**Invoice**

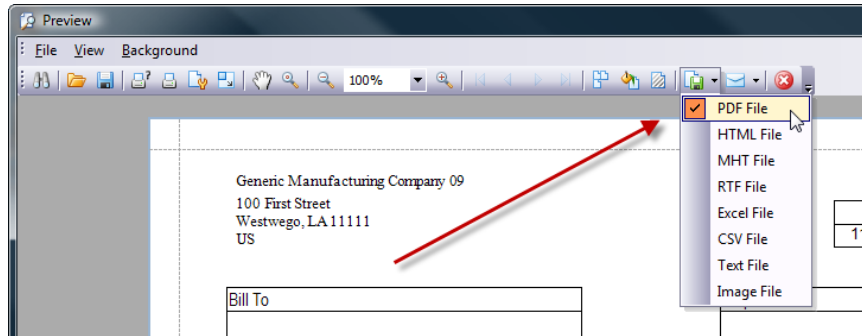
BILL TO:  
Matt Furniture  
James Webb  
111 Quail Court  
Woodland, CA 95666

QUANTITY	DESCRIPTION	P.O. NO.	TERMS	PROJECT	AMOUNT
2	APC UPS backup power supply	20.00			\$100.00
1	One box of green line computer paper	10.00			\$10.00
	Individual - 3x5 inches, 100				\$10.00
4	Computer system anti-dust	20.00			\$200.00
1	Microsoft Excel Keyboard	30.00			\$30.00
	Two second hand high speed	-30.00%			\$3.00
3	Samsung SyncMaster 151T computer monitor	100.00			\$300.00
<b>TOTAL</b>					<b>\$117.00</b>

Current Page: 4 Total Pages: 4 Zoom Factor: 57%

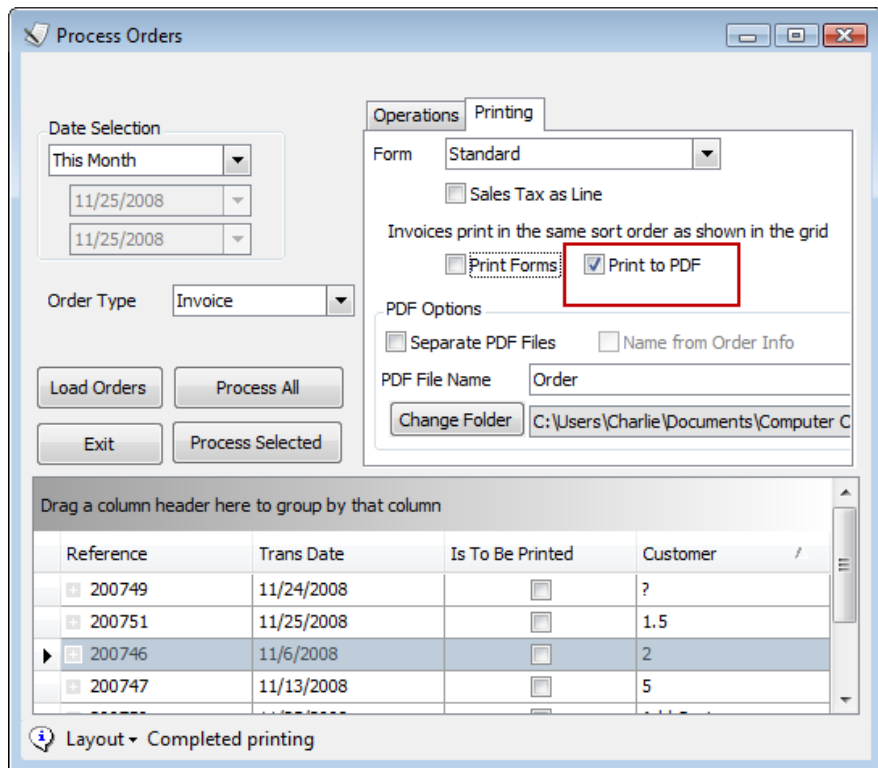
## Print to PDF

You can easily print the orders to a PDF file from the *Preview* window by selecting the PDF export option



We also offer a more streamlined way to print orders to PDF file, which provides you with a number of options.

In the *Printing* tab, select the *Print to PDF* option.



Normally you would un-check the *Print Forms* option if you select this (although you can do both if you wish).

The *Print to PDF* feature will create a PDF file for all of the orders that you select when you click the appropriate *Process* button. You have the following options:

- *Separate PDF Files*: If this box is checked then the program will create a separate PDF file for each order. If you do not check this then all orders will be created in one PDF file.
- *Name from Order Info*: This is only available if you print separate PDF files. If this box is checked then the PDF files will have a name that is the customer ID and the order number. NOTE that if you have duplicate order numbers for the same customer, you will only get one of those orders in the PDF file.
- *PDF File Name*: This specifies a name for the PDF file:

- If you do not check the *Separate PDF Files* box then this name will be used for the order PDF.
- If you do check the *Separate PDF Files* box, but do not check the *Name from Order Info* box, then each PDF file will have the *PDF File Name* with a numbered suffix, 000 through 999.
- If you do check the *Separate PDF Files* box, and you check the *Name from Order Info* box, the *PDF File Name* will be ignored.
- *Change Folder*: The program will default to printing the PDF files in a folder named “Computer Consulting Resources” in your “My Documents” folder. If you want to store the PDF files in a different location, click this button.

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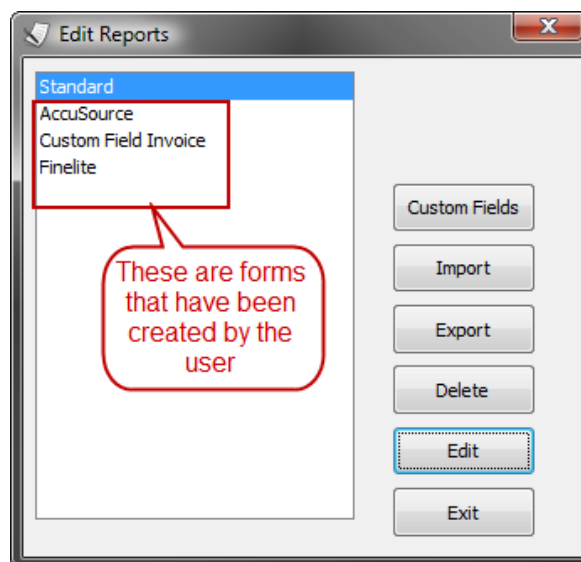
## Designing Forms

As with QuickBooks you can design a collection of forms to use in different situations. Forms are not tied to a particular order type – you can use any form for an estimate, sales order or invoice.

CCRQInvoice provides a “standard” form that you can use, but it is expected that you will edit this form to fit your needs. Note that CCRSoftware provides a custom form design service for a reasonable fee – contact our sales department for details.

To create your own form, or modify an existing one, select *Forms* from the main CCRQInvoice menu, and then *Edit Order Forms*. The *Edit Reports* dialog will open, listing the “Standard” form (a built-in form) and listing any form templates that you have created.

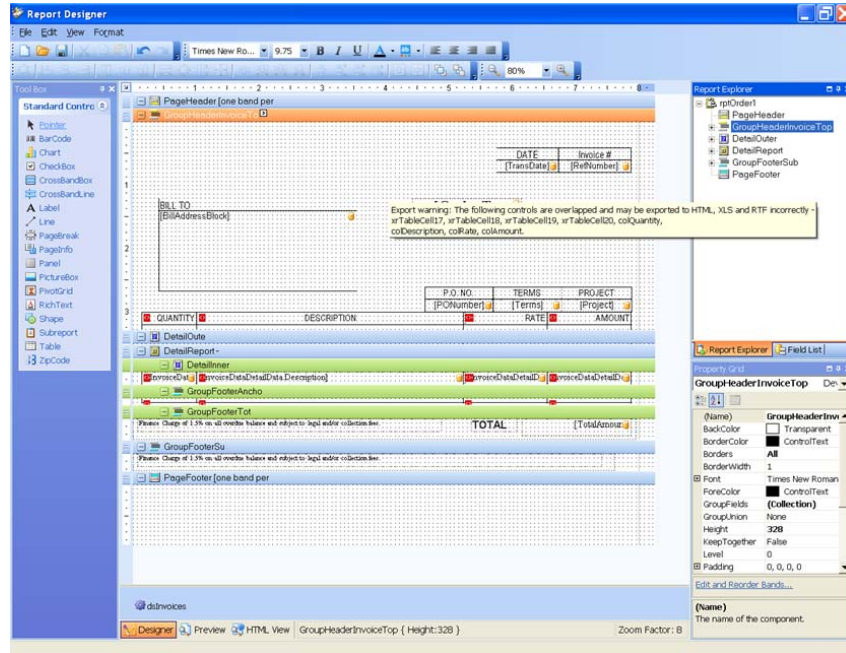
*Form Design can be very complicated. Would you like us to design your form? Contact [sales@ccrsoftware.com](mailto:sales@ccrsoftware.com) for information on our low cost form design service*



To edit a form select it from the list and click *Edit*. This will open the form designer. Note that you can use the *save as* option to save the form under a new name. If you edit the “standard” form and want to save your changes you will always be asked for a new name.

Forms are stored in the *common location* that you defined when you installed CCRQInvoice, so that they are available to all users.

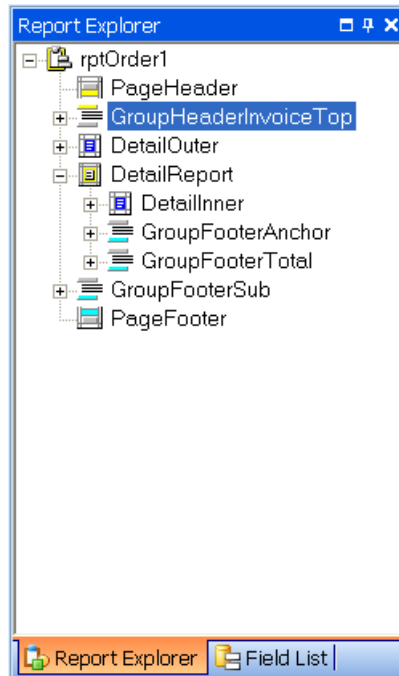
Details of how to work with elements of the form editor are found in the *Report Designer* chapter later in this document. You should review this information. We will discuss some details of how to use the report designer specifically for forms in CCRQInvoice here.



## Form Bands

While the QuickBooks form designer is “page oriented”, where you see an entire page at one time, the CCRQInvoice form designer is “report oriented”. A report is split into “bands” that are related to each other. If we were working with a simple report (as opposed to a form) you would have a band for a page header (columns for the report), a band for a page footer (page number, etc.) and a detail band that repeats for each line of the report. Forms like an invoice are trickier and involve more bands. You can see a list of the bands that we have created in the *report explorer*.






Starting from the top:

1. **Page Header:** In an order form we generally do not place anything in this band. You could place information here that is static – a label or a logo for example – but you don’t want to place any field of information from the order itself. It is best to leave this alone.
6. **Group Header Invoice Top:** This is information that will repeat for every order that you print, and it will print on every page if there is a multiple page order. Invoice number, invoice date, billing addresses and so forth. We also include the headings for the columns of the detail section. You will include data from the *InvoiceData* fields – do not include any information from the *DetailData* fields.
  - The *order type* field contains a label for the type of order you are printing: “Invoice”, “Sales Order” or “Estimate”.
  - Bill and Ship addresses are available in two formats – individual lines (“ShipAddress0”, “ShipAddress1” and so forth) or as a group (“ShipAddressBlock”). Generally it is easiest to use the “block” addresses in a single field. However, the text box must be formatted correctly to display the address. You must set the *Multiline* property to *true*.
7. **Detail Outer:** Do not place any information here. This band is necessary to get the details to print in the proper sequence.
8. **Detail Report:** This band controls the repeating details of the invoice. It is a container for several bands.
9. **Detail Inner:** This band is linked to the *DetailData* fields – this is where the detail lines of the order will be formatted. Generally you will add or delete columns in a table to include the information that you need.
10. **Group Footer Anchor:** This is where things get really tricky. *Group Footer Anchor*, *Group Footer Total* and *Group Footer Sub* are

specially configured to show information properly for a multiple-page order. Anything that is added to *Group Footer Anchor* will show at the bottom of every page that prints. We have the bottom of the columns, for example. Generally you won't be changing anything here.

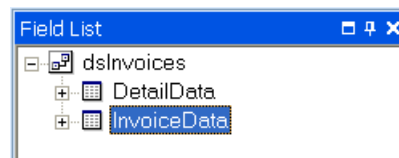
11. **Group Footer Total:** This footer is specially configured so that it will only print on the *last page* of an order. If you have something that you only want to print once on the order, even if the order flows into more than one page, you will place it here. This always prints at the bottom of the page, underneath the *Group Footer Anchor*. For example, we have placed the “total” box here. If you edit this, when you expand it you will notice that there is a *panelTotal* element. All fields that you add to the *Group Footer Total* must be placed on this panel for things to work correctly.
12. **Group Footer Sub:** This footer is specially configured to print only if there are multiple pages to an order and that the page is not the last page. In other words, it prints only if the page does not show the *Group Footer Total*. Only one of these two group footers (*Total* or *Sub*) will print on a page. As with the Total footer, you will see that there is a *panelSubtotal* element where you must add any feature that is to be displayed.
13. **Page Footer:** In an order form we typically do not include anything in the page footer. It would print below the group footers.

The designer allows you to have vertical lines or boxes that cross from the header to the footer, so that you can have lines between the columns. These are tricky to format correctly – you use a *CrossBandBox* or a *CrossBandLine* from the tool box. You must anchor these in the *Group Header Invoice Top* and the *Group Footer Anchor* for them to show properly. Note also that you get a warning if you add these to the form (shown by a red double arrow ) which you can ignore.

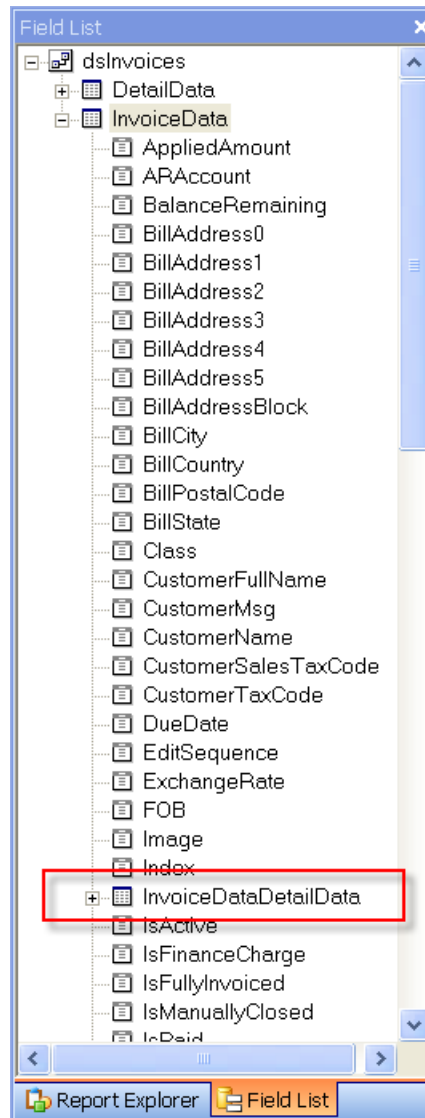
Note that in many cases we have used a “table” element to add information. The detail line information is one obvious example – the columns in the table represent the columns in the detail section. Less obvious is how we add blocks of information in the header – such as the date and invoice number. If you have a group of related items, such as a heading and a data field, it is easier to add a table and modify the cells of the table than it is to add separate label and detail fields and try to get them to line up, particularly if you want to put a box around them.

## Field List

The field list shows two tables, *DetailData* and *InvoiceData*. We recommend that you always work with *InvoiceData*, which represents all of the information in the order, and not *DetailData*, which represents just the detail data and is not connected to the invoice (order) data.

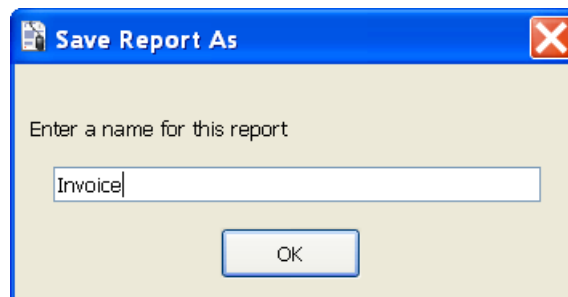


*InvoiceData* represents all of the information in an order record. If you expand *InvoiceData* (by clicking the “plus” sign next to it) and scroll down you will see *InvoiceDataDetailData*, which is the representation of the detail information for the order. This is the equivalent of *DetailData*, but it is connected to the overall order.

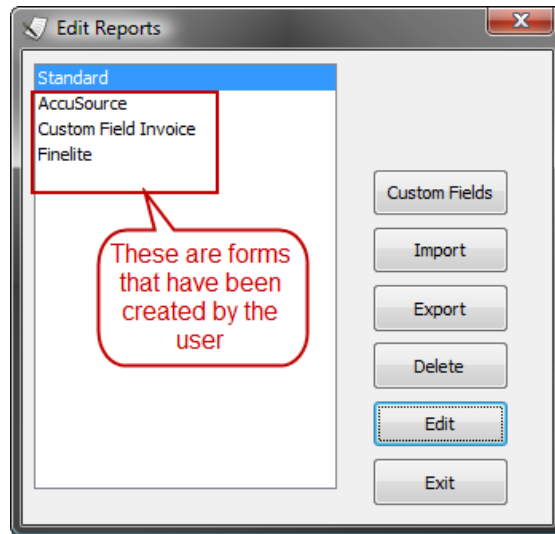


## Saving Edited Forms

You will start by editing the “standard” form, and when you want to save your changes use the *save* or *save as* options. Give the form a simple name:



Now you see the form listed in the *Edit Reports* dialog:



You can create as many as you wish – don’t get carried away.

## Import

Form templates are stored as a file with an *repx* file type. They are stored in the *common location* so that all users can access them. If you receive a customized form template from CCRSoftware or another user you can *import* the form to the proper location so that it will show on the form list. Click the *Import* button and use the file dialog to locate the form to import.

## Export

If you have created a form template and you want to share it with another company, or send it to CCRSoftware for review, use the *Export* option to copy your templates to a folder in your *My Documents* folder. All templates will be copied.

## Delete

You can delete any report (other than “Standard”) from this list by selecting it and clicking *Delete*.

---

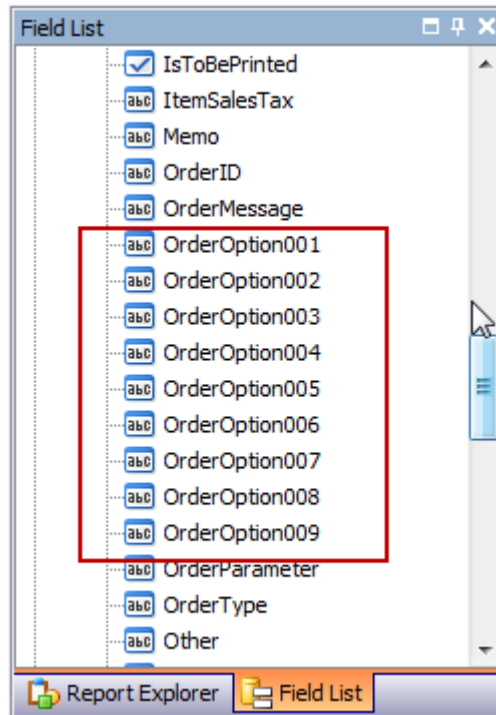
## Custom Fields in Forms

QuickBooks provides a feature called “Custom Fields”, which we have described elsewhere. Each custom field is given a field name in QuickBooks.

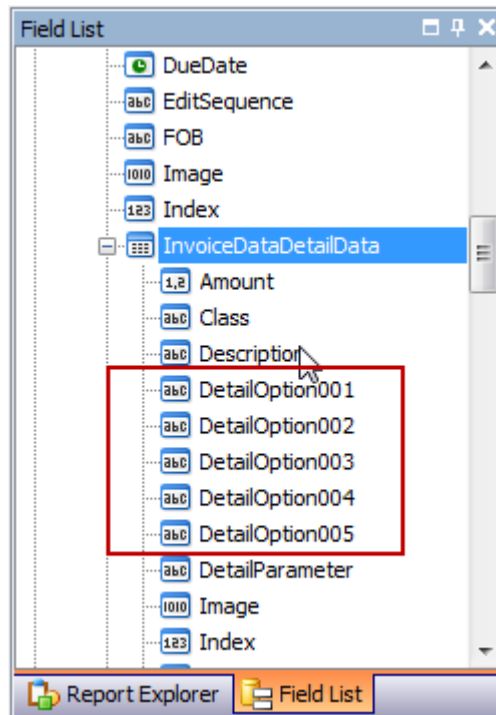
Unfortunately, when editing a CCRQInvoice form, these names are not available to the form editor. So, how do you add them to a form?

CCRQInvoice lists the custom fields in the *Field List* with special names.

The fields that you find in the order header (which come from the customer list) are defined as “OrderOption001” through “OrderOption009”.

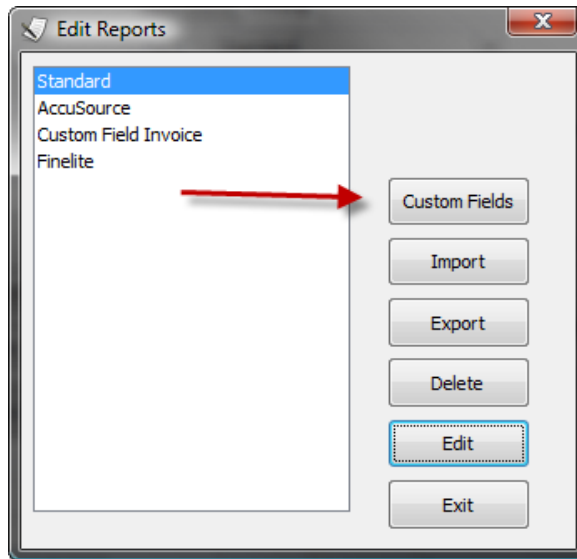


The fields that you find in the detail section as columns (which come from the item list) are defined as “DetailOption001” through “DetailOption005”.

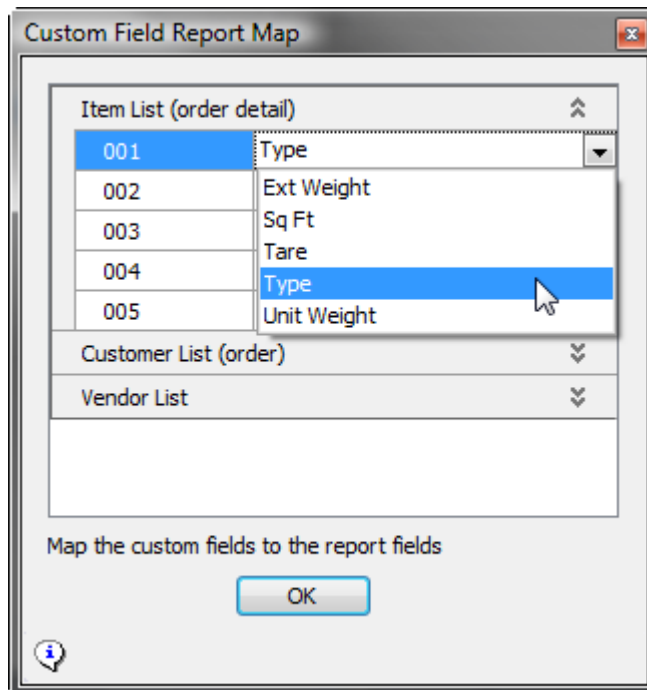


## Mapping Custom Fields

To use a custom field in a form you must “map” the custom fields to the appropriate field name. In the *Edit Reports* window, click the *Custom Fields* button.



There are three lists, *Item*, *Customer* and *Vendor*. Expand the selection you want to work with, and assign the custom field from the dropdown list to the field number you wish.



In this example we are selecting the field “Type” from the item list, to “DetailOption001”.

Once you have created the map you can bind “DetailOption001” to a label to add it to the form.

# Custom Features

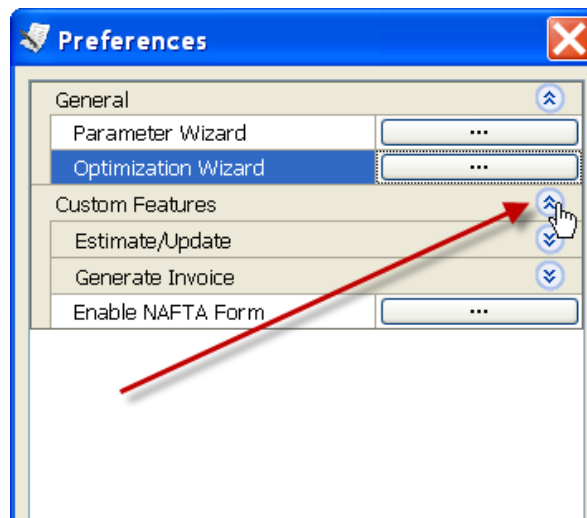
From time to time we are asked to add special features that would appeal to a limited audience. In most cases you won't need these, and they are not active unless you explicitly enable them in the *Custom Features* section of the *Preferences* function.

You may see several features in the *Custom Features* preferences that are not described here – these are usually highly modified features that don't have general use (and may be dependent on form templates not provided with the installation program).

---

## Enabling and Using Custom Features

Custom features are enabled by selecting the *Preferences* function and going to the bottom of the window, where you will find a section labeled *Custom Features*. There will be one (or possibly more) line here for each feature – you can either enter a value or check a box, as is appropriate.

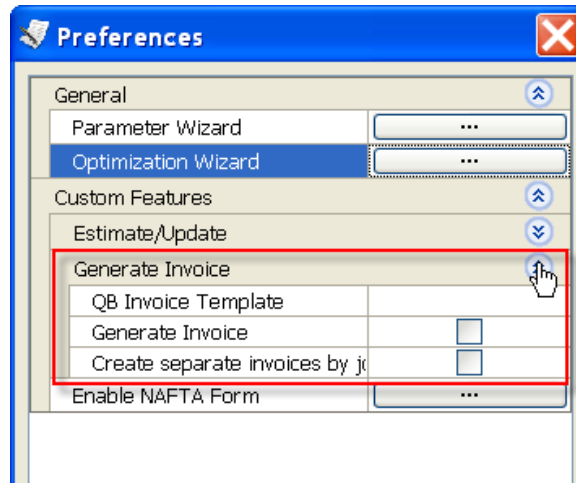


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## Generate Invoice

This feature is used to create invoices from sales orders in QuickBooks. It will take all of the selected sales orders, sort them by customer, and generate one aggregate invoice for each customer that contains all of the appropriate sales order details.

In the *Preferences* function, in the *Custom Features* section, locate the *Generate Invoice* sub section.

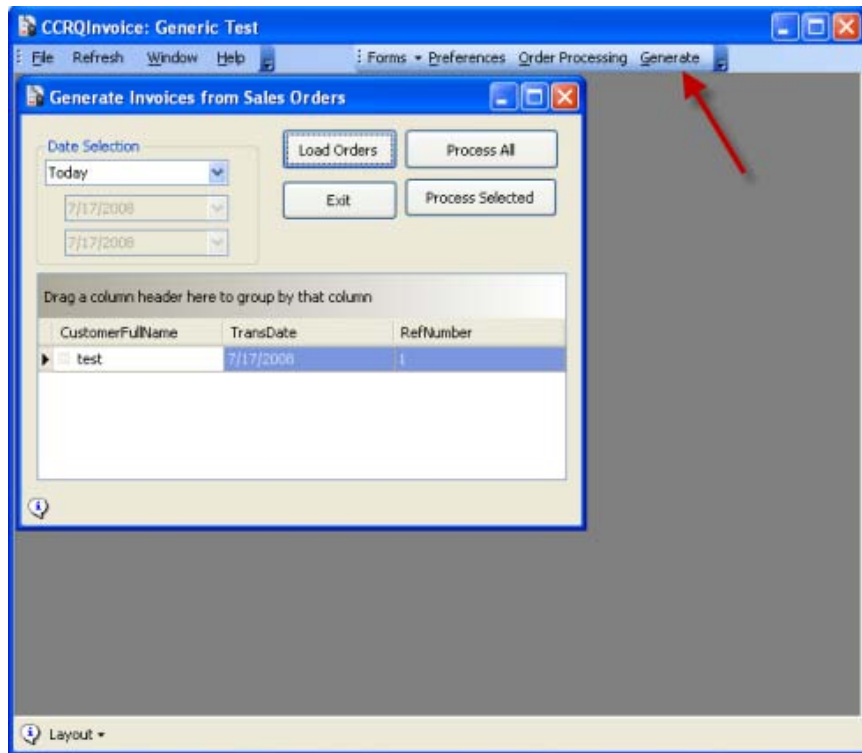


In the “QB Invoice Template” option select the invoice template that you want to use for your invoice in QuickBooks (note that it shows all templates, not just invoice templates, so be sure to select the appropriate one).

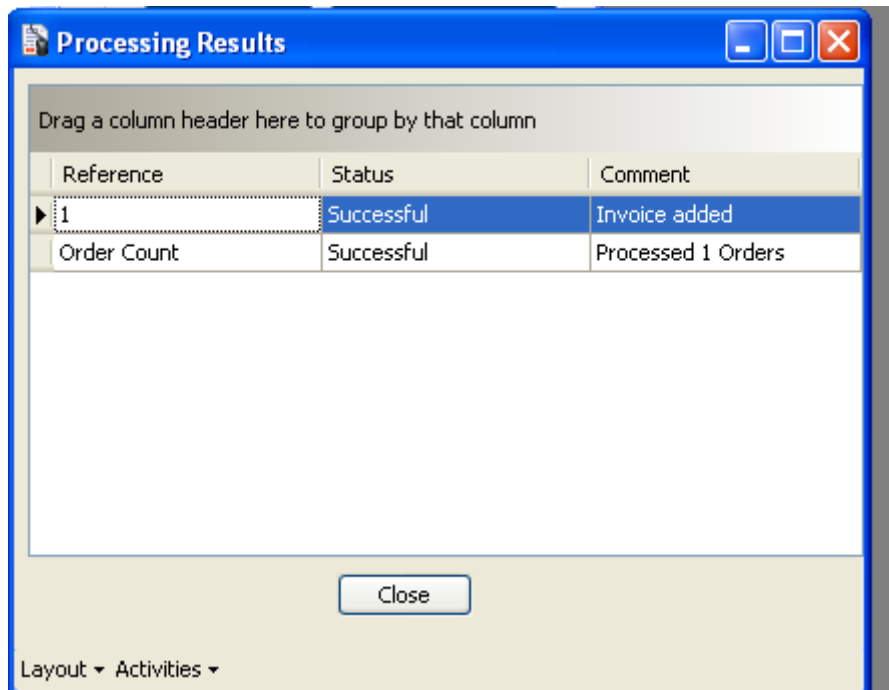
In normal operation the *Generate* function will combine sales orders from jobs with sales orders from the main customer, combining sales orders from different *jobs* into the one customer.. Therefore a sales order to “Vanelect:Job 1” would be combined with a sales order to “Vanelec”, and be invoiced to “Vanelec”. If you wish to have separate invoices for each customer then check the box next to “Create separate invoices by job”.

To operate the program select *Generate* from the menu. A window will open. Select the date range to work with (*Custom* lets you select specific dates) and click the “load orders” button. You will see the selected sales orders in the grid at the bottom. You can click on a single order and click “process selected”. Or you can click “process all”, but don’t do that if you have a lot of sales orders. You can select certain sales orders by using standard windows selection keys (alt, ctrl, etc.) and clicking “process selected”.





There is a progress bar that will show at the bottom but it is misleading – it only shows progress for a portion of the process and not all (sorry about that, but this is a quickly done first pass). Eventually you will see a result grid:



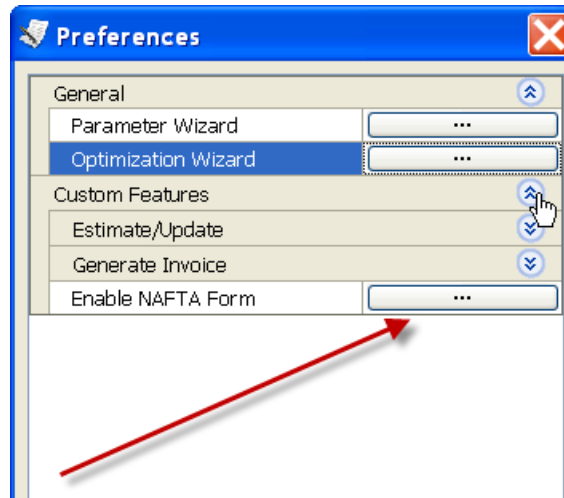
You can see any errors, and the invoice numbers that are generated. You can print or send this to Excel by selecting the “activities” button in the lower part of the window, and selecting print or export.

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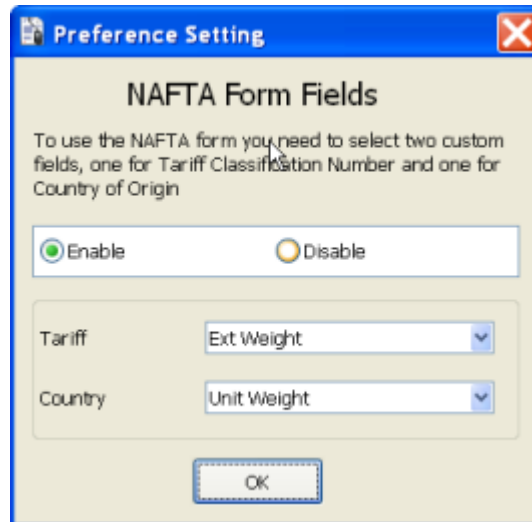
## NAFTA Form

CCRQInvoice has the ability to print orders on the standard NAFTA form #434 as available on 8/25/2008.

Click on the button next to the *Enable NAFTA Form* option:



A window will open that appears similar to the following:



You must select the *Enable* option to enable the NAFTA form processing option. In addition, you will need to select the custom fields that you use for the *Tariff* and *Country* columns in your orders. You can pick from the fields in the dropdown list. You can also create new fields by entering a new value here, but we don't recommend that since you have already been entering data into your orders.

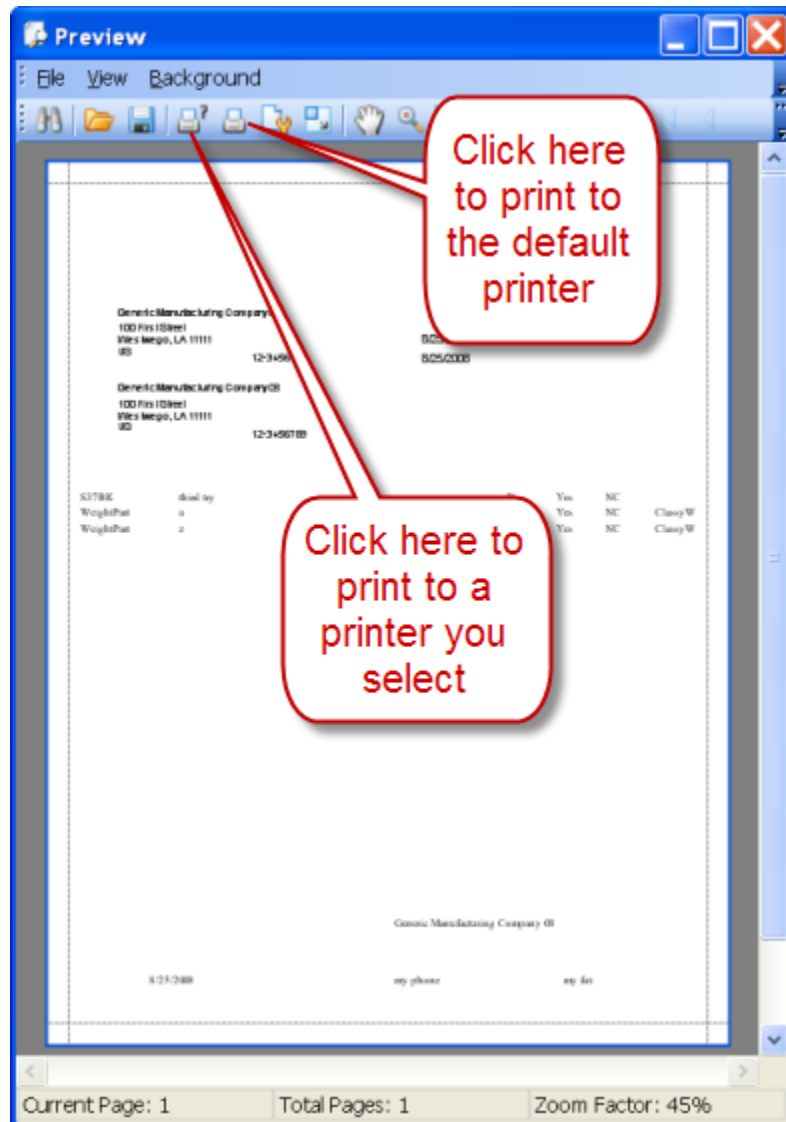
Click “OK” to close this window, and “OK” in the preference window.

After this feature is enabled you can select estimates, sales orders or invoices to print on a preprinted NAFTA form.

Select *Order Processing* from the main CCRQInvoice menu. Details of using this screen can be found in the product documentation. To print a NAFTA form do the following:

15. Select the *Date* range for the orders you want to print. Note that the default value shown here can be selected in the *General* preferences.
16. Select the *Order type* for the orders you want to print. Note that the default value shown here can be selected in the *General* preferences.
17. Click the *Load Orders* button to display the orders in the date range specified.
18. DO NOT select any options on the *operations* or *printing* tab. These are standard features of CCRQInvoice and don't relate to the NAFTA form.

1. Enter the *From*, *To*, and *Form Date* dates.
19. In the *Form* dropdown (the bottom one in the list on the NAFTA tab) select the NAFTA form from the dropdown list. The first time you run CCRQInvoice on a workstation this will be blank, and the program won't let you proceed until a form is selected. The next time you run the program on this workstation it will remember the form you selected before. Usually there will be only one form here – others will be listed if you decide to create your own modified forms.
20. Either click the *Process All* button to print all orders in the “grid”, or select the orders you want to print and click *Process Selected*. Note that you can use combinations of the shift and ctrl key to select multiple orders, as described in the CCRQInvoice manual.
21. The program opens a “print preview” window. This is described in detail in the program documentation.



This report is designed to print on a preprinted form. You may find that the printer alignment differs and some small adjustments must be made. You can create a modified form, with adjustments, by selecting *Forms* from the main menu and then *Edit NAFTA Forms*. The form editor is described in the manual.

The standard form makes some assumptions about your QuickBooks Company file. In particular, which custom fields are used to hold information that prints in certain columns. If you change the custom fields in your QuickBooks company file you may need to adjust the NAFTA form template.

The standard form also takes company information from the *Company Information* window in your QuickBooks company file. If you find that some information is not printing on your form you should look at the *Company Information* screen. You can also adjust the NAFTA form template.

**Company Information**

**Contact Information**

Company Name: Generic Manufacturing Company 08

Address: 100 First Street  
Westwego, LA 11111

Phone #: my phone

Fax #: my fax

E-mail: ccr@don.org

Web Site: my web site

Country: US

**Legal Information (Appears on payroll tax forms)**

Legal Name: COMPUTER CONSULTING R

Legal Address: 682 EQUADOR PLACE

City/State/ZIP: DAVIS CA 95616

Legal Country: US

**Employer Identification**

Employer Identification No. (required for Payroll): 12-3456789

Security Number (used on 1099's if no EIN is entered): 111-11-1111

**Report Information**

First month in your:

Fiscal Year: January Tax Year: January

Income Tax Form Used: Form 1120 (Corporation)

**Payroll Tax Form Information**

Contact (Name of person preparing and signing payroll tax forms):

Title:

Phone #:

Auto-Fill Contact Info...

**PLEASE NOTE** that you will only see detail records that have a “Country” column set to “USA” or “US”. All others will be suppressed.

## Estimate/Update

If you create an *estimate* in QuickBooks using the default templates you will have a “cost” or price column. If, however, you modify the template to include the “markup” column, the estimate will not show the unit price. The “cost” column now changes to be the cost, not price. This feature also works with Estimates, when you are using the QuickBooks “markup” feature.

There are occasions when the markup must be changed in an estimate. You can edit the markup in the estimate directly in QuickBooks, but if you want to change the markup in all of the detail lines of an estimate this can be a tedious task. The *global update* feature automates this process.

## Estimate Unit Sales Price

This custom feature will insert the unit cost in a “custom field” that you can add as a column to your estimate.

For our example we will have an item that has a unit cost of \$10.00 and a selling price of \$33.00.

**Edit Item** Type a help question Ask How Do It?

Type: Inventory Part Use for goods you purchase, track as inventory, and resell.

Item Name/Number: Pella Window Subitem of: Manufacturer's Part Number:

Unit of Measure: Enable...

Purchase Information: Description on Purchase Transactions: Cost: 10.00 COGS Account: 50000 - Cost of Good... Preferred Vendor:

Sales Information: Description on Sales Transactions: Pella Window, installed Sales Price: 33.00 Tag Code: Tax: Income Account: 47900 - Sales

Inventory Information: Asset Account: 12100 - Inventory Asset Reorder Point: 100 On Hand: 10.00 On P.O.: 0 On Sales Order: 0

Buttons: OK, Cancel, Custom Fields, Spelling, Item is inactive, List products on the web

Using the standard “Retail Estimate” template, you see that the “Cost” column is showing the unit price.

**Create Estimates** Type a help question Ask How Do It?

Customer: Job: Estimate Active Template: Retail Estimate Print Preview

Date: 11/15/2007 Estimate #: 9

Item	Description	Qty	Cost	Total	Tax
Pella Window	Pella Window, installed	2	33.00	66.00	Tax

If we create a new estimate template and add the “Markup” column, you see that now the “Cost” column shows the unit cost, and there is not column for the unit price.

**Create Estimates** Type a help question Ask How Do It?

Customer: Job: Estimate Active Template: Markup Estimate Print Preview

Date: 11/15/2007 Estimate #: 9

Item	Description	Qty	Cost	Amount	Markup	Total	Tax
Pella Window	Pella Window, installed	2	10.00	20.00	230.0%	66.00	Tax

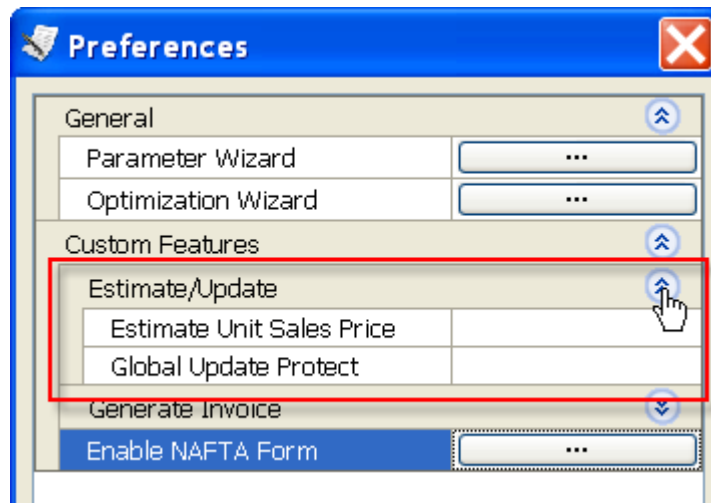
In some cases you may want to show the unit price on the printed sales estimate, but if you set up the estimate as above, you can't print that.

CCRQInvoice will help with this feature by placing the unit price in a *custom field* that you can add as a column in the estimate.

### **Enabling Estimate Unit Sales Price**

Select the *Preferences*. In the *Custom Features* section you will find a section titled *Estimate/Update*.

In the field titled *Estimate Unit Sales Price*, click on the arrow by this field to open a list of custom fields. You should see a choice named *EstimatePrice* – click on this to select it. If you wish to use a different custom field to hold this information you can select that. If you wish to create a different name for this field you can type it in directly.



Note that there is a limit of five custom fields that you can create in QuickBooks here (this is being added to the *item list*). If you already have five custom fields defined you won't see the *EstimatePrice* name, and you will have to choose an existing field (or not use this feature).

Entering a value here *enables* the custom feature. To *disable* it, erase the name from this preference.

### **Add the Custom Field to the Template**

Once you have defined a field to use to hold the sales price you must add this as a column to your estimate template. The screen shots here are from QuickBooks Premier 2007 – the process is similar in other years of product. We assume that you are familiar with the basics of editing a form template in QuickBooks.

Edit the template and select *Additional Customization*. Select the *Columns* tab and place a check mark in the "Screen" column by your custom field (*EstimatePrice* in this example). You can choose to hide the *markup* and *cost* fields, for example, in the printed form.

**Additional Customization**

Selected Template: **Markup Estimate** ☐ Template is inactive

Header Columns Footer Print

	Screen	Print	Order	Title
Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Item
Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Description
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Qty
Other 1	<input type="checkbox"/>	<input type="checkbox"/>	0	
Other 2	<input type="checkbox"/>	<input type="checkbox"/>	0	
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Cost
Amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Amount
Markup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Markup
Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	Total
UnitWeight	<input type="checkbox"/>	<input type="checkbox"/>	0	Vendor1
ExtWeight	<input type="checkbox"/>	<input type="checkbox"/>	0	
WeightRateField	<input type="checkbox"/>	<input type="checkbox"/>	0	
EstimatePrice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Price

When you create an estimate, you still have the *cost* and *markup* columns on screen, and the newly added *price* column is empty.

**Create Estimates** Type a help question Ask How Do I?

Customer: Job Estimate Active Template Markup Estimate Print Preview

Date: 11/15/2007 Estimate #: 9

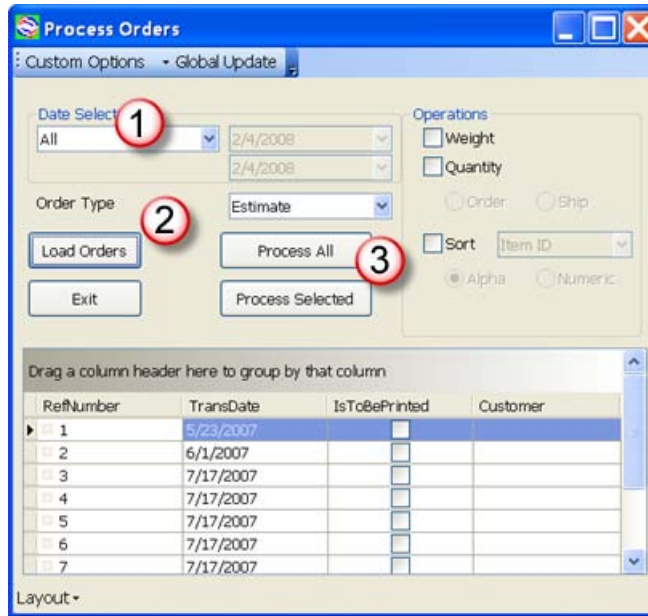
Name / Address

Price column shows, but is empty

Item	Description	Qty	Cost	Amount	Markup	Price	Total	Tax
Pella Window	Pella Window, installed	2	10.00	20.00	230.0%		66.00	Tax

Run **CCRQInvoice** and select *Order Processing*. Load the estimates and select the estimate you wish to process (this is described in detail in other sections of the manual – select a date, click *load orders*, click on the estimate to process). Click the *process all* button to process all estimates displayed, or *process selected* to process just those that you have selected. Note that you do not have to check any of the boxes in the *Operations* section, as this custom feature is always selected if you enable it. You can, at the same time, perform any other operation that you choose.

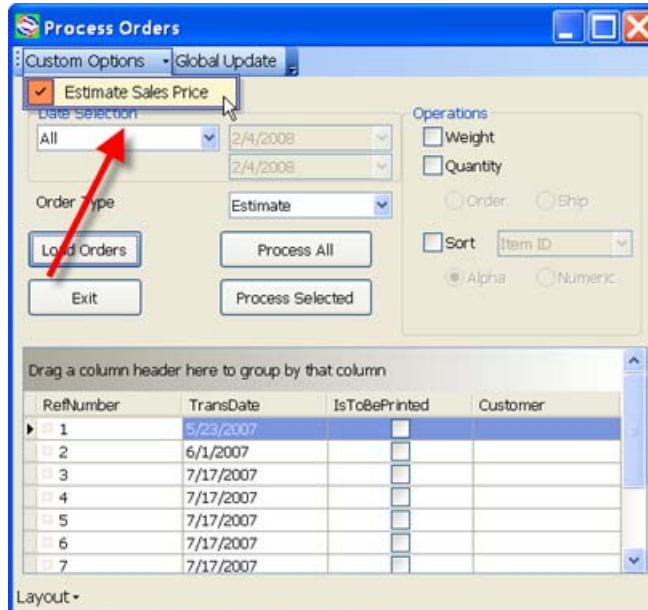




The *Processing Results* window will open – estimates that have been processed successfully will have a “status” of *Processed*. If there are any errors they will be listed.

If you go back to QuickBooks to look at the estimate you can see that the *price* column has been updated. You can print the estimate at this time.

If you wish to not include this process one time, select *custom options* from the menu at the top of the window, and click the *Estimate Sales Price* option to un-check it.



## Global Update

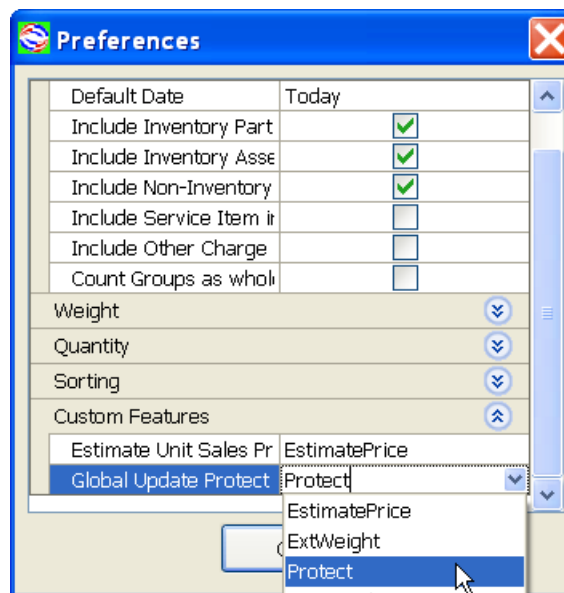
This feature also works with Estimates, when you are using the QuickBooks “markup” feature.

There are occasions when the markup must be changed in an estimate. You can edit the markup in the estimate directly in QuickBooks, but if you want to change the markup in all of the detail lines of an estimate this can be a tedious task. The *global update* feature automates this process.

## Enabling Global Update

To enable this feature you must select a custom field that will be used to control which detail lines can be updated. This is called “protecting” a line.

Select the *Preferences* function and scroll to the bottom. In the *Custom Features* section you will find a line titled **Global Update Protect**. Click on the arrow by this field to open a list of custom fields. You should see a choice named *Protect* – click on this to select it. If you wish to use a different custom field to hold this information you can select that. If you wish to create a different name for this field you can type it in directly.



Note that there is a limit of five custom fields that you can create in QuickBooks here (this is being added to the *item list*). If you already have five custom fields defined you won’t see the *Protect* name, and you will have to choose an existing field (or not use this feature).

Entering a value here *enables* the custom feature. To *disable* it, erase the name from this preference.

## Add the Protect Custom Field to the Template

Once you have defined a field to use to hold the protection information you must add this as a column to your estimate template. The screen shots here are from QuickBooks Premier 2007 – the process is similar in other years of product. We assume that you are familiar with the basics of editing a form template in QuickBooks.

Edit the template and select *Additional Customization*. Select the *Columns* tab and place a check mark in the “Screen” column by your custom field (*Protect* in this example).

**Additional Customization**

Selected Template: **Markup Estimate** ☐ Template is inactive

Header Columns Footer Print

	Screen	Print	Order	Title
Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Item
Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Description
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Qty
Other 1	<input type="checkbox"/>	<input type="checkbox"/>	0	
Other 2	<input type="checkbox"/>	<input type="checkbox"/>	0	
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Cost
Amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Amount
Markup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Markup
Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9	Total
UnitWeight	<input type="checkbox"/>	<input type="checkbox"/>	0	Vendor1
ExtWeight	<input type="checkbox"/>	<input type="checkbox"/>	0	
WeightRateField	<input type="checkbox"/>	<input type="checkbox"/>	0	
EstimatePrice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Price
Protect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Protect

Run **CCRQInvoice** and select *Order Processing*. Load the estimates as you normally would, but this time do not click a *process* button. Instead, select the estimate(s) you want to work with and click the *global update* menu option at the top of the page.

**Process Orders**

Custom Options - **Global Update**

Date Selection: All 2/4/2008 2/4/2008

Order Type: Estimate

Load Orders Process All Exit Process Selected

Sort: Item ID Alpha Numeric

Drag a column header here to group by that column

RefNumber	TransDate
4	7/17/2007
5	7/17/2007
6	7/17/2007
7	7/17/2007
8	7/17/2007
9	11/15/2007

Layout

This will open the *global price markup* window. Note that if you have selected multiple estimates this screen will open once for each selected estimate (so be careful not to select a large number of estimates).

To summarize how you will use this window – you will enter the new markups either by entering a *new markup* and pressing *apply*, or by entering the new markup

directly in the *markup to apply* column for individual lines. Click *Save* to save the updated markups to the estimate in QuickBooks.

The screenshot shows the 'Global Price Markup' window. It has a title bar with standard window controls. The main area contains several fields and buttons. At the top, there's an 'Estimate:' field with the value '9' (callout 1) and a customer name field with 'Vanelec' (callout 4). Below these is a 'New Markup' field (callout 3) and four buttons: 'Apply' (callout 5), 'Save' (callout 6), 'Clear' (callout 5), and 'Cancel' (callout 7). A table below the buttons shows a list of items with columns for 'Item', 'Description', 'CurrentMa...', 'MarkupTo...', and 'Protect'. The table has three rows of data. Below the table is a large empty box (callout 2). At the bottom left, there's a 'Layout' dropdown menu.

Item	Description	CurrentMa...	MarkupTo...	Protect
Pella Wind...	Pella Wind...	230.00 %		<input type="checkbox"/>
Computer ...	Elite Comp...	100.00 %		<input type="checkbox"/>
Dell XPS 410	Dell XPS 4...	150.00 %		<input type="checkbox"/>

Note the following features in this window:

1. This is the estimate number and customer you are working with. It cannot be changed.
2. The grid shows each detail line of the estimate (ignoring comments, discounts, subtotals and so forth). The *current markup* column shows the markup percentage that is currently in effect in the estimate in QuickBooks. The *markup to apply* column shows the markup that will be applied to the detail if you save the estimate changes. The *protect* column marks if this line is protected from a global markup.
3. The *new markup* field allows you to enter a new markup value (enter 100% as "100"), which can be applied to the unprotected detail lines with the *apply* button.
4. The *apply* button will take the value in the *new markup* field and enter that as the *markup to apply* in any detail line that is not marked as being *protected*.
5. The *clear* button will clear all values from the *markup to apply* column.
6. *Save* will save the estimate and apply the markups in the *markup to apply* column.
7. *Cancel* will close this window without saving any changes.

If you want to enter a markup for an individual detail then enter that markup directly in the *markup to apply* column for that detail line.

If you want to change the markup for all of the detail lines enter the value in the *new markup* field and press the *apply* button.

When you have the markups set as you wish, click the *save* button. All of the markups that you have changed will be applied to the estimate and saved to QuickBooks. Note that if you have the *estimate unit sales price* feature enabled, the program will save the unit sales price in the appropriate column.

## ***Protecting Details***

You can “protect” a detail line from a global update (as initiated by the *apply* button) by placing a check in the *protect* box. This will not prevent you from entering a new markup directly, it only stops the *apply* button from applying the *new markup* to the protected line.

If you *save* the estimate with a line marked as being protected you will see an “X” in the *protected* column in the estimate in QuickBooks.

Note that if you wish to “protect” a detail line when you create it in QuickBooks you can enter any value in that field in the estimate itself. If any value is found in this field when you open the estimate in the global price markup window, it will be marked as protected. This means that in QuickBooks you can enter meaningful information (up to 30 characters) in the *protect* field, such as a date or the initials of the person applying the protection.

Keep in mind that you can still edit the markup directly in this window, even if the detail is “protected”. You can also always edit the markup in QuickBooks regardless of the value in this column.

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## **Motawi Invoice Totals**

The Motawi custom feature allows you to calculate two totals that are based on the multiplication of the quantity field by a custom field. This is a highly customized feature that won’t be applicable to many businesses.

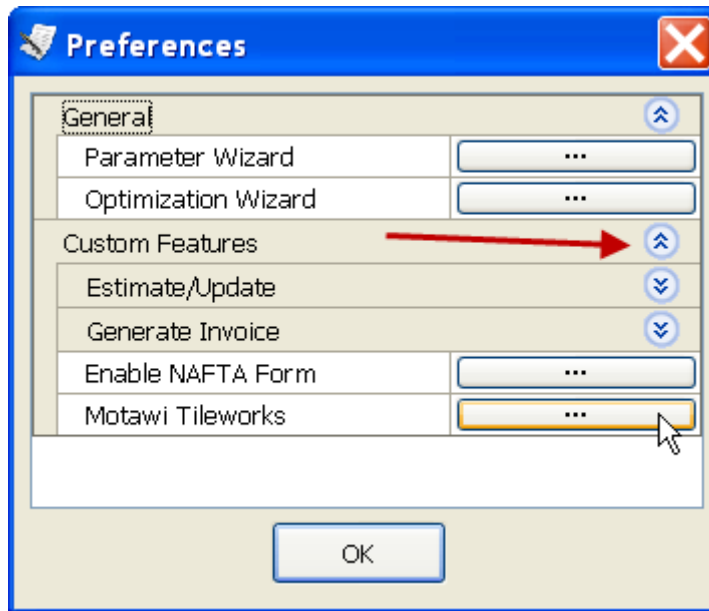
## **Preferences**

Two sets of preferences are used by the custom feature. The preferences can be changed using the *Preferences* function in CCRQInvoice.

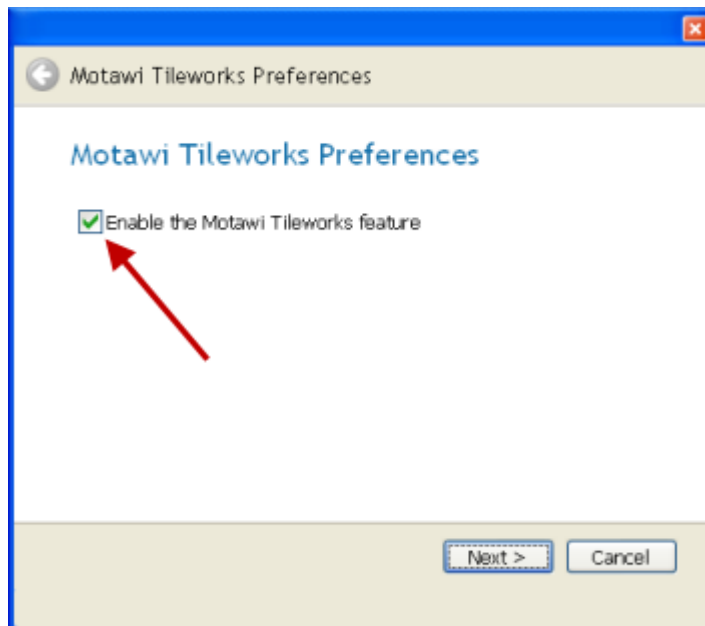
### ***Motawi Tileworks Preferences***

When changing preferences you should be in Single User Mode – some values cannot be changed if you are in Multi User Mode.

In the *Preferences* dialog click on the double arrow next to “Custom Features” to expand that section. Click on the *Motawi Tileworks* button.



This will open a “wizard” that will lead you through several steps.  
 To enable the custom feature place a check in the *Enable* box as shown:



Click *Next* to continue. In the next window you will select a “custom field” for the four items that are required. If you already have fields set up for these items then you can select them from the drop down box. If you want to create new fields you can enter a field name in each box. Make sure that you use a **different name** for each field.

Motawi Tileworks Preferences

### Custom Fields

Please select a unique "custom field" for each of the features below

Type: Type

Sq Ft: SqFt

Total 1: Total1

Total 2: Total2

Next > Cancel

The *Type* and *Sq Ft* fields will be created in the item list. The *Total 1* and *Total 2* fields will be created in the customer list. You must create a field for all four items.

Note that there are limits to the number of custom fields that QuickBooks can manage. If you exceed that limit you will receive an error notice.

Click *Next* to continue.

Motawi Tileworks Preferences

### Types

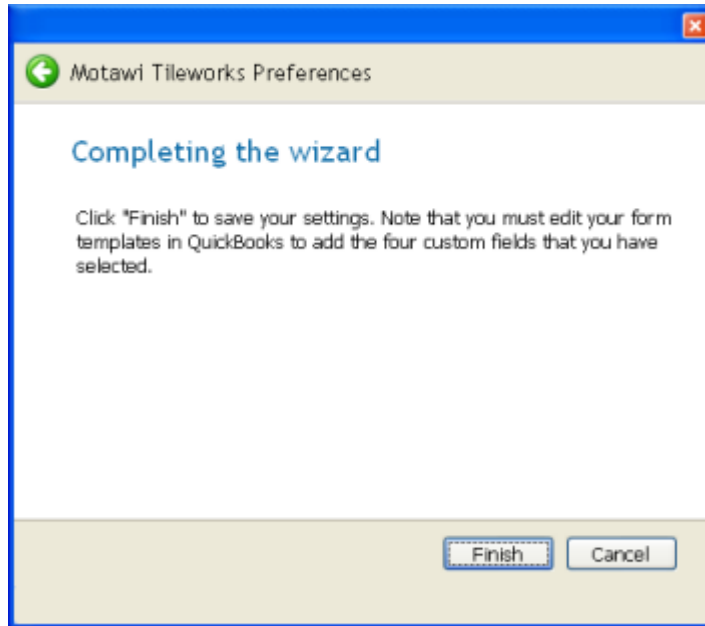
Enter the "type" values that will be used in each total

Total 1	Total 2
a	e
b	
	g
c	h

Next > Cancel

You can enter up to four "types" for each of the two totals. Any item that has a value in the "type" custom field (as you selected in the prior step) will be compared to the values here. If the item type (as defined in the invoice) matches what is here, it will be added to the appropriate total in the invoice. Note that the case of the answer is not important – "A" is the same as "a".

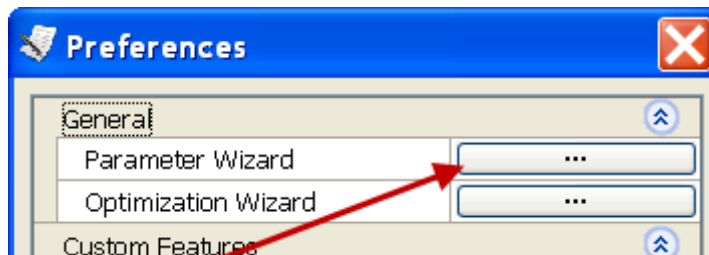
Click *Next* to continue.



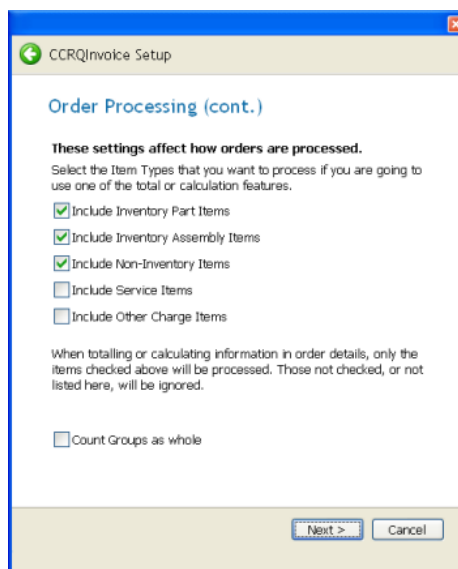
Click *Finish* to save your preference settings.

## General Preferences

You should double check the setting of one of the *general* preferences. In the *Preferences* dialog click *Parameter Wizard*:



Click the *Next* button until you see the following dialog:





The *Motawi* customization will only calculate totals for items of the types that you select here. Select the appropriate types and click the *Next* button until you get a screen with a *Finish* button, and then click that button.

Close the *Preferences* window.

## Preparing Forms

You must edit your form templates to include the custom fields that you have specified in the *Preferences*. The details of how to do this vary from version to version of QuickBooks, and the form that you will be using. The example here uses Premier 2009. It is assumed that you are familiar with editing form templates in QuickBooks.

Edit the form template and select the *Additional Selections* feature. In the *Header* tab scroll down until you find the custom fields that you specified for *Total 1* and *Total 2*.

Additional Customization			
Selected Template: Motawi			
Header	Columns	Footer	Print
Ship To	<input type="checkbox"/>	<input type="checkbox"/>	Ship To
P.O. No.	<input type="checkbox"/>	<input type="checkbox"/>	P.O. No.
Terms	<input type="checkbox"/>	<input type="checkbox"/>	Terms
Due Date	<input type="checkbox"/>	<input type="checkbox"/>	Due Date
REP	<input type="checkbox"/>	<input type="checkbox"/>	Rep
Account Number	<input type="checkbox"/>	<input type="checkbox"/>	Account #
Ship Date	<input type="checkbox"/>	<input type="checkbox"/>	Ship Date
Ship Via	<input type="checkbox"/>	<input type="checkbox"/>	Ship Via
FOB	<input type="checkbox"/>	<input type="checkbox"/>	FOB
Project/Job	<input type="checkbox"/>	<input type="checkbox"/>	Project
Other	<input type="checkbox"/>	<input type="checkbox"/>	Other
Total Weight	<input type="checkbox"/>	<input type="checkbox"/>	Total Weight
Total1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Total1
Total Quantity	<input type="checkbox"/>	<input type="checkbox"/>	Total Quantity
Total2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Total2
Acct	<input type="checkbox"/>	<input type="checkbox"/>	Acct
Misc	<input type="checkbox"/>	<input type="checkbox"/>	Misc
AccountStatus	<input type="checkbox"/>	<input type="checkbox"/>	

When should I check Screen or Print?

Help Default

Check the boxes by these fields to add them to the screen and print version of the form. Enter a title that you wish to show on the form. Note that you can use the *Layout Designer* to move the totals to the location that you would like.

In the *Columns* tab scroll down until you find the two custom fields you added for *Type* and *Sq Ft*.

Field	Screen	Print	Column	Field Name
Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Description
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	Ordered
Unit of Measure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	U/M
Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Rate
Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	Amount
Backordered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	Backordered
Invoiced	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Invoiced
To Pick	<input type="checkbox"/>	<input type="checkbox"/>	0	To Pick
Shipped	<input type="checkbox"/>	<input type="checkbox"/>	0	Shipped
Class	<input type="checkbox"/>	<input type="checkbox"/>	0	Class
Other 1	<input type="checkbox"/>	<input type="checkbox"/>	0	01
Other 2	<input type="checkbox"/>	<input type="checkbox"/>	0	02
Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9	Type
Unit Weight	<input type="checkbox"/>	<input type="checkbox"/>	0	Unit Weight
Ext Weight	<input type="checkbox"/>	<input type="checkbox"/>	0	type
Sq Ft	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	sq ft
Tare	<input type="checkbox"/>	<input type="checkbox"/>	0	Tare

Place a check in the screen and print boxes to add them to the form.

Save the template, and when you create an order use the template that you have modified.

## Preparing data

Each item that you wish to have included in the totals must have a *Type* and *Sq Ft* value. If an item does not have both values, or is of an item type that you didn't select in the *preferences*, it will not be totaled.

Edit each item and click on the *custom fields* button.

Type	a
Unit Weight	1
Ext Weight	
Sq Ft	1
Tare	

Enter a “type” and a “sq ft” conversion factor.

## Create the order

When you create a new order (estimate, sales order or invoice) using the template you will see that the data is filled in to the appropriate columns. In this example some items don’t have a sq ft and/or type value, so they will be ignored.

Note the following:

- You can enter a different value in any of the columns if you want to change it for this order.
- You must use this template with a new order – if you use it on an existing order the information will not automatically appear.

**Create Sales Orders**

Customer/Job: a7 USD Class: Template: Motawi Print Preview

Date: 10/22/2008 S.O. No.: 171

Name / Address: a7, CO

Item	Description	Ordered	U/M	Rate	sq ft	Type	Amount	Tax	Invol..	Clad
1	Updated			5.00	1	a	5.00	Tax	0	
217				0.00			0.00	Tax	0	
Addly				2.00	1	b	2.00	Tax	0	
anupa				10.00	3	e	10.00	Tax	0	
Adjust				3.00		h	3.00	Tax	0	
Blue Bib				12.00	2		12.00	Tax	0	

Customer Message: Tax: California (7.25%) USD 2.32 Total USD 34.32

Exchange Rate 1 USD = 1 USD

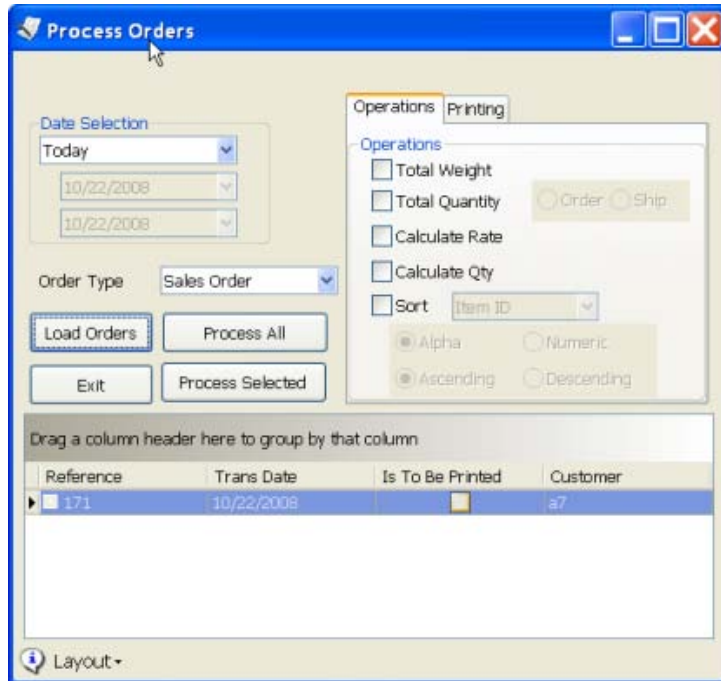
☐ To be printed ☐ To be e-mailed Customer Tag Code: Tax ☐ Closed

Memo: Save & Close Save & New Revert

## Process the order in CCRQInvoice

Run CCRQInvoice and select *Order Processing*.

Select the date range and order type (the defaults can be set in the *Parameter Wizard* in *Preferences*) and click *Load Orders*.



Select the orders you want to process and click the *Process Selected* button, or click the *Process All* button to process all of the displayed orders. Details are found in the CCRQInvoice manual. Note that you do not have to select any of the *Operations*, however if you do then those operations will be performed on the order prior to the Motawi calculations.

When the program is complete it will display a summary of information, usually just a total of the orders processed unless there is an error. Note that you shouldn't have the invoice that is being processed on display in QuickBooks, as that might generate an error where that order is skipped.

Going back to QuickBooks you will note that the totals have been updated.

# Working with Grids

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## Grid View

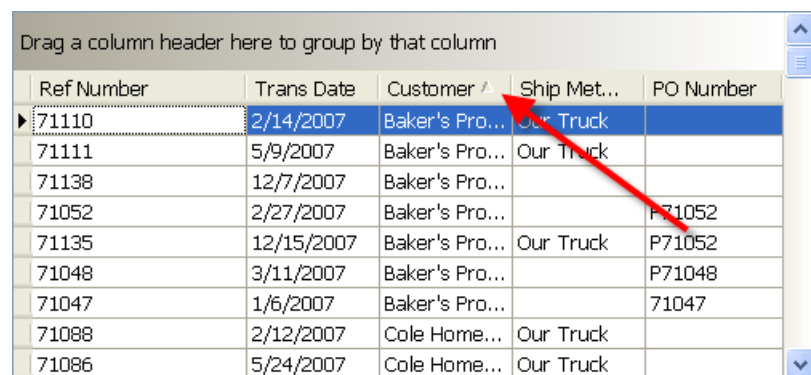
Software by CCRSoftware will often display information in a **Grid**, which is similar to a spreadsheet in that it displays information in rows and columns. Grids allow you to sort and filter the information presented, to make it easier to view and find information. The Grid feature of our software provides you with a number of ways to customize the view of the information to suit your needs.

---

## Modifying the Grid View

There are a number of ways that you can alter now the orders are displayed in the grid.

You can sort the Grid by any column shown. Just click on the title in the heading of the column and the program will sort by that column. An arrow appears in the column to show that it is sorted (click a second time to sort in reverse order). In the sample below, the orders are sorted by customer.



Drag a column header here to group by that column

Ref Number	Trans Date	Customer ^	Ship Met...	PO Number
71110	2/14/2007	Baker's Pro...	Our Truck	
71111	5/9/2007	Baker's Pro...	Our Truck	
71138	12/7/2007	Baker's Pro...		
71052	2/27/2007	Baker's Pro...		P71052
71135	12/15/2007	Baker's Pro...	Our Truck	P71052
71048	3/11/2007	Baker's Pro...		P71048
71047	1/6/2007	Baker's Pro...		71047
71088	2/12/2007	Cole Home...	Our Truck	
71086	5/24/2007	Cole Home...	Our Truck	

If you hold the cursor over a column heading you will see a small mark appear next to the heading. If you click on this it will open a window that will show a listing of the values that are found in that column.

Drag a column header here to group by that column

Ref Number	Trans Date	Customer ^	Ship Met...	PO Number
71110	2/14/2007	Baker's Pro...	Our Truck	
71111	5/9/2007	Baker's Pro...	Our Truck	
71138	12/7/2007	Baker's Pro...		
71052	2/27/2007	Baker's Pro...		
71135	12/15/2007	Baker's Pro...	Our Truck	
71048	3/11/2007	Baker's Pro...		
71047	1/6/2007	Baker's Pro...		
71088	2/12/2007	Cole Home...	Our Truck	
71086	5/24/2007	Cole Home...	Our Truck	

(All)  
(Custom)  
(Blanks)  
(Non blanks)  
  
Fed Ex  
Our Truck  
UPS

If you select one of the options from that list, this will apply a “filter” to the grid, showing only those items that match. In the sample below we have selected “Our Truck” as the filter. Note that the filter value shows at the bottom of the grid – you can click on the red “X” there to remove the filter.

Drag a column header here to group by that column

Ref Number	Trans Date	Customer ^	Ship Met...	PO Number
71110	2/14/2007	Baker's Pro...	Our Truck	
71111	5/9/2007	Baker's Pro...	Our Truck	
71135	12/15/2007	Baker's Pro...	Our Truck	P71052
71088	2/12/2007	Cole Home...	Our Truck	
71086	5/24/2007	Cole Home...	Our Truck	
71087	4/16/2007	Cole Home...	Our Truck	
71084	5/18/2007	Cole Home...	Our Truck	
71085	6/7/2007	Cole Home...	Our Truck	

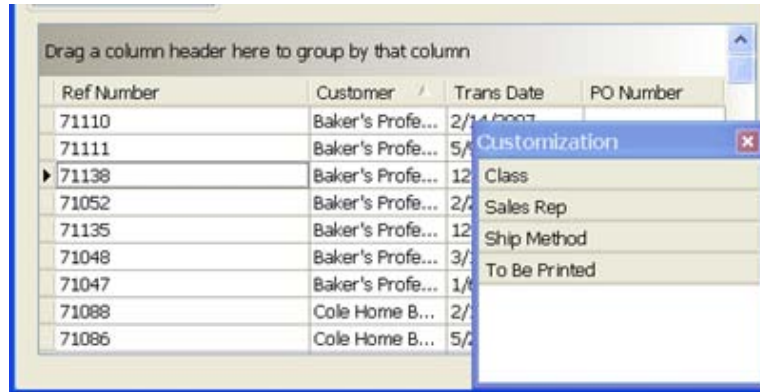
❌✅ ([Ship Method] = 'Our Truck')

You can group the orders based on the values of a column by dragging the column header to the top portion of the grid.

Ship Method ^

Ref Number	Trans Date	Customer ^	PO Number
+ Ship Method:			
+ Ship Method: Fed Ex			
+ Ship Method: Our Truck			
+ Ship Method: UPS			

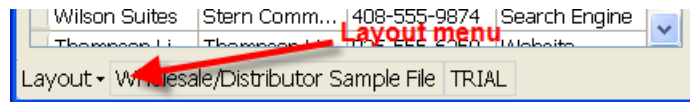
You can rearrange and select the columns in the grid. Drag a column to the location that you wish, to rearrange the order. You can also remove some of the columns (or add others). Right click on the headers and select *Column Chooser*. A “Customization” window appears – you can drag column headings to this window to remove them, or drag them from the window to the grid to add them.



## Saving the Grid Layout

If you modify a grid layout and then exit the program, the next time that you run the program the grid layout will revert to the normal setting.

You can save the grid layout as the “default” layout if the *Layout* menu shows in the lower left of the program window. If this is visible, click *Layout* and then *Save Layout*. The current layout is saved *for this workstation* and will be used the next time you open this window.



You can also select *Reset* to set the layout back to the original setting.

## Resetting Grid Layouts

There are times when you will want to “reset” the grid layout. For example, you may have made a number of changes but want to start over. To do this, open the window and select *Layout*, and then *Reset*. Close the window, and the next time you open it the window/grid will be set to the “factory” settings.

Sometimes you will want to reset all of the grid/window settings for the program. If you install an updated version of the program that has a number of new features you might not be able to see all of the new features if you have saved a window/grid layout before you updated. In this case you would want to reset all of the settings. Select *Help* from the main menu, then *Tech Support*. From this menu select *Clear all saved grid layouts*, which resets all of the layouts for this particular workstation.





# Report Designer

CCRSOFTWARE programs use a standard report generation feature which provides you with the ability to modify the format of the reports. This chapter describes how to use the designer.

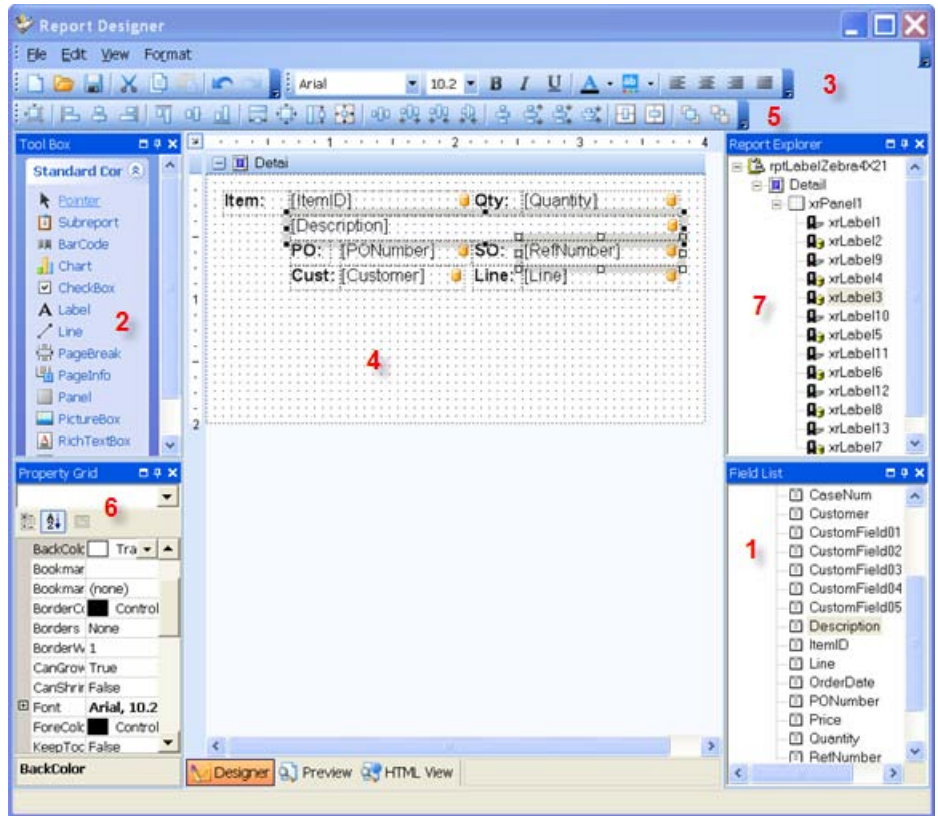
When you modify a report you can save the new layout to a disk file, with a file type of *repx*. Once saved, you can open the report by selecting *Custom* as a report type, and then *Print*.

In addition, you can have CCRSoftware design an custom report layout for you. Contact our sales department for details. You would be supplied with a custom *repx* file that you can use to generate reports.

The report designer is a complicated program to work with. The following instructions give you a general overview of how to design custom reports.

Designing a report from scratch is a complicated process. It is much easier to take an existing report and modify it to your needs.

*We welcome feedback on this document – if there is a feature that is not clear, let us know!*



The basics are to:

1. Describe the layout of the label page (size, number of columns, etc.).
2. Describe the layout of the label itself (this will be referred to as a “panel”).
3. Add “controls” to the report (labels for the most part, or other features).
4. “Bind” the controls to a field in the database.

The report designer has a number of elements that you can use to design the report.

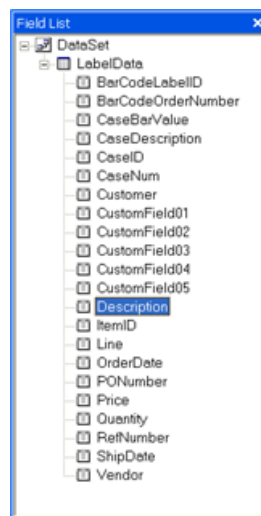
## Designer Elements

#	Designer Element	Short Description
1.	Field List	The Field List tree shows the structure of the data source which is bound to the report currently being edited in the Designer, and is used to bind report controls to data.
2.	Toolbox	The toolbox contains all the report controls and is used to drag and drop new controls onto the report's area.
3.	Formatting Toolbar	This contains buttons for manipulating text. Note that this toolbar can also be used when a control's text is edited via the In-Place editor.
4.	Design Panel	The main element in the Designer which allows a report's layout to be edited. It contains two rulers, design and preview tabs, a status panel and the current report's surface, including its bands and controls.

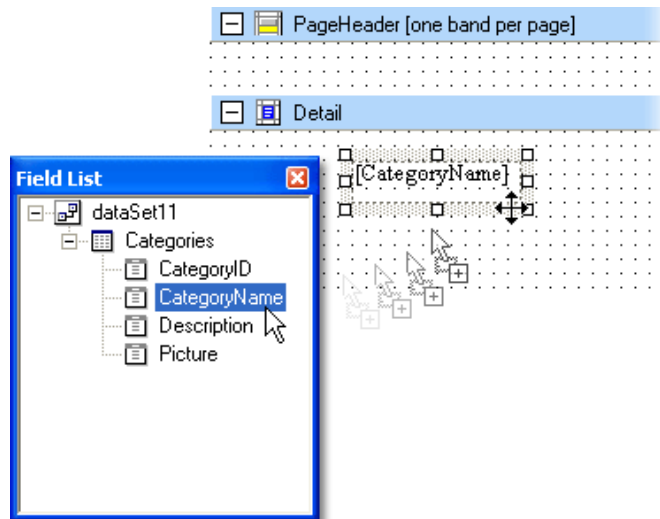
5.	Design Toolbar	This allows the size and location of groups of controls to be changed. Also this toolbar contains buttons which provide the ability to save and load report layouts.
6.	Property Grid	This window is used to change some of the properties of the report elements (bands and controls).
7.	Report Explorer	The Report Explorer shows a report's structure in a tree form and provides easy navigation through the report.

## Field List

The Field list can be used for two purposes: adding new controls to the report that are “bound” to fields in the data record, or binding existing controls to database fields.

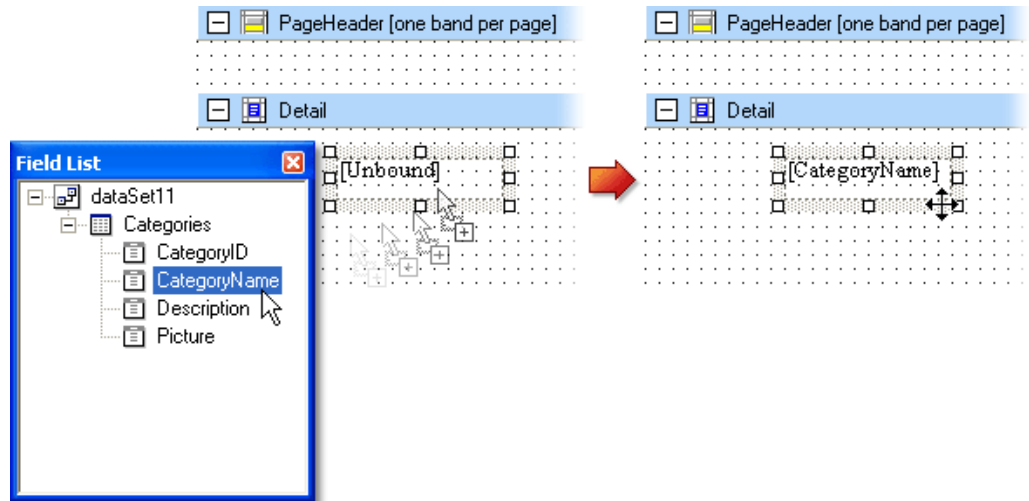


To add a new bound report control simply click the desired field item in the Field List window, and then drag and drop it onto the report panel. Then a Label control bound to the selected data field will appear. A **Label** control is the most commonly used – it will display the data in the database field that it is bound to.



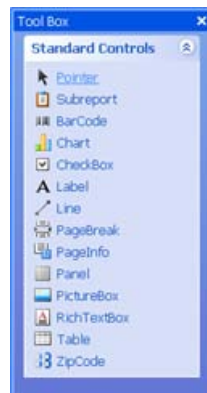
If you *right* click on the field item and drag it to the report panel, you will be given a choice of the type of control to add.

To bind an existing report control click the desired field item in the Field List window, and then drag and drop it onto the report control. This control will then be bound to the selected data field.

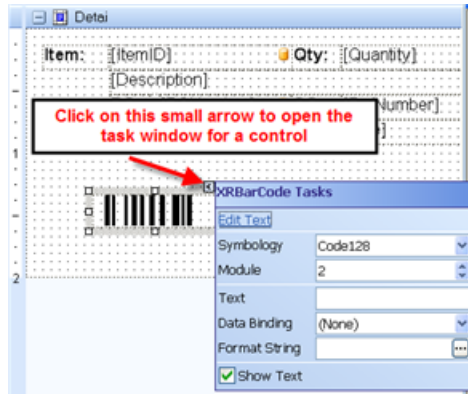


## Toolbox

The Toolbox provides you with a number of “controls” that you can add to a report by dragging them to the panel. The Report Designer provides a number of controls, many of which you will not be able to use in simple reports.



When a control is selected (by clicking on it) you can display the “task window” by clicking on the small arrow at the upper right corner of the control. The task window allows you to set various features of the control.



The primary controls that you will use are:

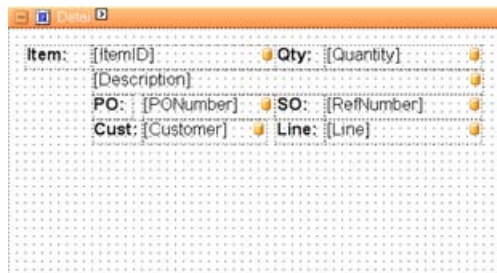
- **Label:** This displays text. If you bind it to a data field, it will display the value of that field. If you leave it “unbound” then you can enter any text that you wish. This is useful to put a title to any fields that you display.
- **BarCode:** You can use this to add a bar coded representation of any field in the database. Be sure to make the size of the bar code control large enough to handle the data that you will be displaying. See the discussion of bar code controls at “[Bar Codes](#)” on page 108.
- **Line:** This allows you to draw lines on the report/label.

## Formatting Toolbar



You can use this to change the font properties of a selected control.

## Design Panel



This is the where you will be placing the controls to design the report/label.

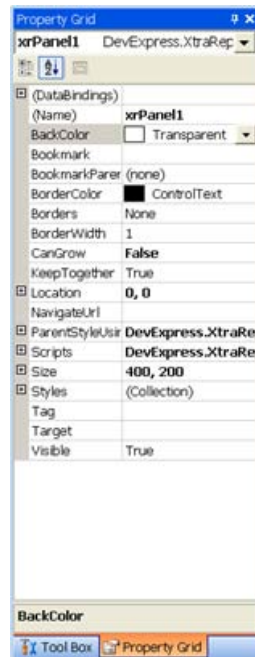
## Design Toolbar



This allows you to control the alignment of groups of controls.

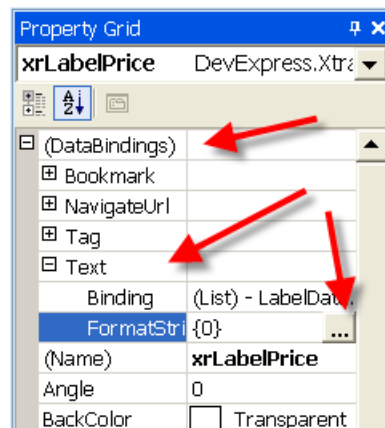
## Property Grid

Every feature in the report has “properties” – settings that control its format and appearance. Click on a report, panel or control, and you can see the properties of the selected feature.

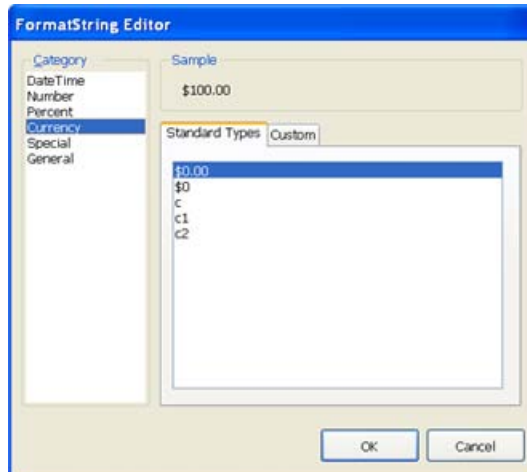


## Field Formatting

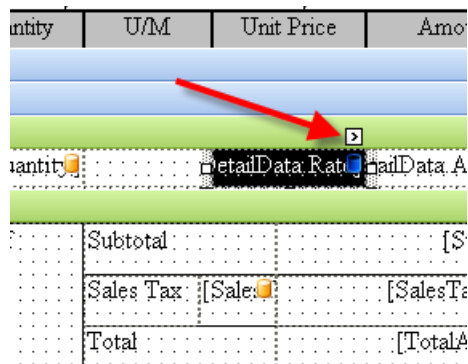
You can apply special formatting to fields, such as changing a numeric field to display in currency format. Click on the field in the *Report Explorer*, then look at the *Property Grid*. Locate the *DataBindings* option and expand it by clicking on the +. Within *DataBindings* select *Text* and expand that. Look for *FormatString* – click on that line and click on the ellipsis icon (...).



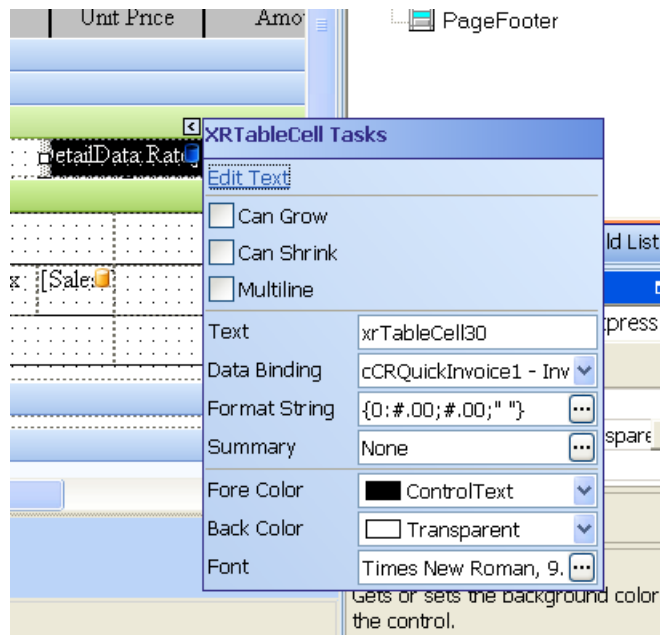
This will open a *FormatString Editor* that allows you to specify the format of the field. There are a number of standard formats already prepared that you can select from, or you can create your own. In the sample below we have selected the Currency option.



You can also click on the individual field as show on the report designer - select the field and click the ">" sign that appears in the upper right corner.

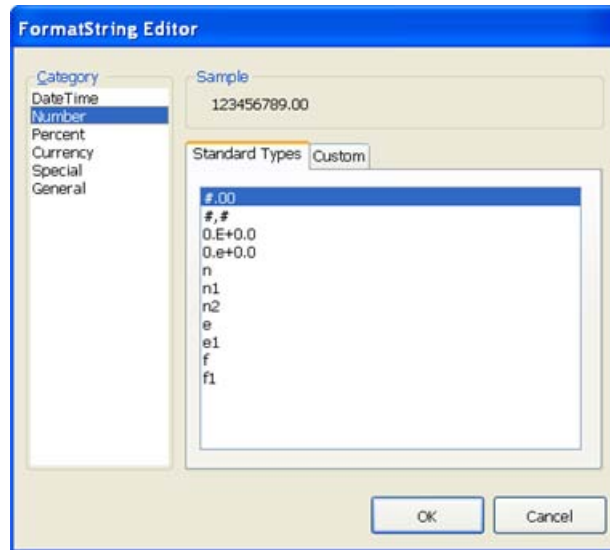


A menu of field formatting tasks will open.



The *Format String* field controls how values will display. This can be blank for a normal text field. Usually you will use this for numeric fields.

Click the ellipsis (...) next to the field to get a dialog that will let you pick common field formats.



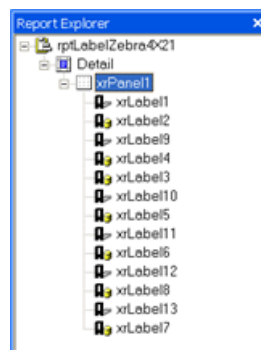
## Special Formatting

There are times when you want to have a numeric field only print if there is a non-zero value. To do that, enter the following format string:

`{0:##.00;##.00;" "}`

## Report Explorer

The Report Explorer lists the elements that are included in the report or label.

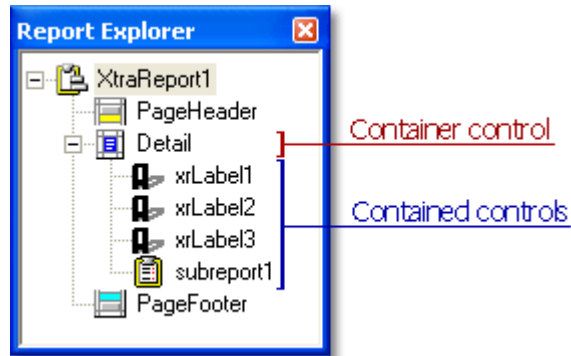


The Report Explorer displays a created report's structure using a tree view. Report elements in the tree view are displayed in a vertical order which corresponds to their vertical position on the report. When you choose an element in the Report Explorer tree the selected report element receives focus, so you can edit this element and its properties.

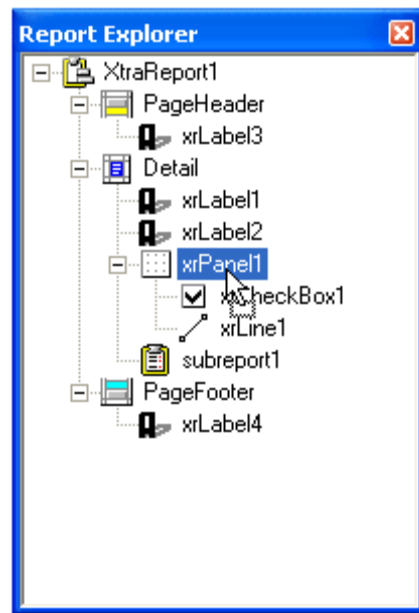
Usually a standard report consists of several “bands” containing some report controls. For most labels there will be a single band named “Detail”. All child nodes



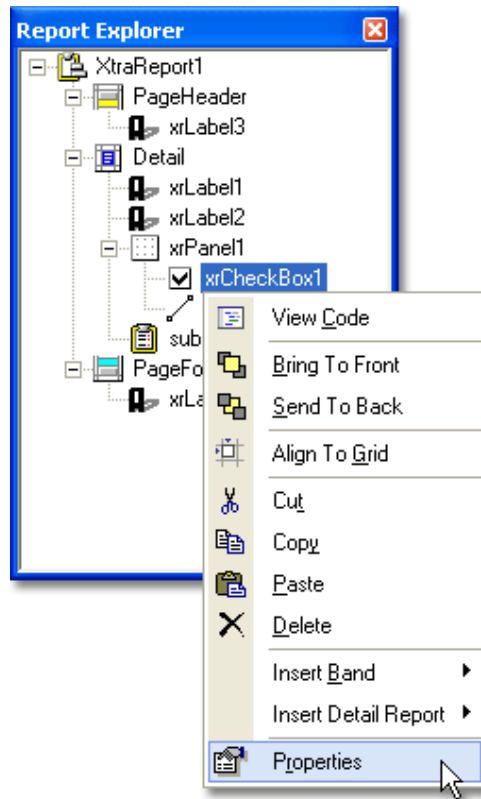
in the tree view of the Report Explorer window are contained in their corresponding parent nodes. The picture below illustrates these relations.



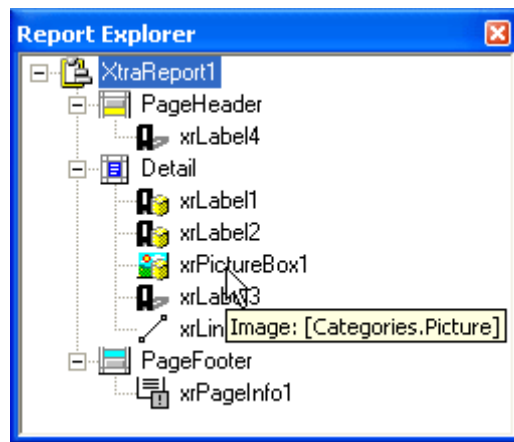
The Report Explorer supports drag&drop. This means that items representing report controls can be dragged and dropped either onto band or panel items. Hence, the corresponding report control will then be moved in the report.



Also any item in the **Report Explorer** tree can be right clicked to invoke the context menu for this report element. Use this menu to quickly perform some commonly used functions for the report element. An example of this menu is shown in the image below.



If there are any bound controls in a report then they will be marked in the **Report Explorer** with the yellow database icon as shown in the image below. Note, that when a mouse pointer hovers over a bound item a tooltip displaying the binding information is shown.



## Bar Codes

Bar codes can be tricky to implement on a report or label. There are many considerations, such as the “symbology” to use (the kind of bar code), the size and spacing, the content of the field, and so forth.

There are two ways that a bar code can be added to a report or label – using a *BarCode* control, or using specially formatted data fields.

Some fields in the Field List are prepared for bar code use. These will have names that start with “BarCode”, such as *BarCodeLabelID*. These are bar code images that have been prepared by the program in a special way. When you add one of these fields to a report or label you must define it as a *PictureBox* control to display it correctly. You can stretch the field to an appropriate size. Fields that are prepared in this format are usually setup up to use the “Code 39 Extended” symbology. You cannot change the symbology of this field.

You can also bar code any other field in the database by using a *BarCode* control. You can select the symbology of the control. Be careful which symbology you use – some cannot display lower case letters or special symbols. We recommend that you use “Code 39 Extended”, which is a very flexible symbology.

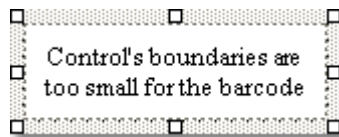
While a *BarCode* control provides you with flexibility in specifying the various parameters of the bar code, you may find that it is better to use the specially formatted data fields when possible. The quality of the image, and the ability to resize it to fit the label, are an advantage.

Please note that a full description of bar code symbologies, and the hardware to work with bar codes, is beyond the scope of this document.

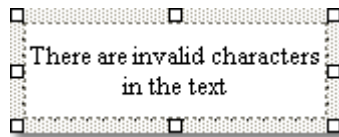
## Bar Code Properties

If you use a *BarCode* control there are a number of properties in the *Property Grid* that control the appearance of the bar code.

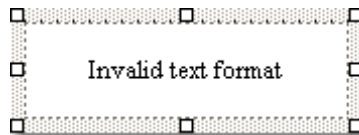
When adjusting a barcode some errors can occur due to incorrect parameters being specified. For instance, if a barcode control is too small to represent the barcode type specified, the following error message will be shown in place of the barcode.



If there are any characters in the barcode's text that are not allowed by this barcode type, then the following exception will be shown.



Also, it's necessary to ensure that the text characters meet the text format rules required by the barcode's type. When these characters do not satisfy the required text formatting then the following message will be shown.



## Module

This sets the width of the narrowest bar or space, which cannot be less than or equal to 0. The default is 2. Note that this is usually measured in hundredths of an inch, BUT you can change the unit of measure in the Report property *ReportUnit*.

## Padding

This sets the size of the spaces between the bar code and the left and right edges of the control. The value cannot be less than or equal to zero. The default is 10. Note that this is usually measured in hundredths of an inch, BUT you can change the unit of measure in the Report property *ReportUnit*. If the size of the spaces between the bar code and the control's left and right edges is set to a value too large, such that it causes the spaces to overlap the bar code or each other, a warning message will appear.

## ShowText

If you set this to *true* then the text of the field will be displayed along with (usually under) the bar code itself.

## Symbology

There are different ways of encoding information into a bar code. These are referred to as the bar code "symbology". Different symbologies have different characteristics and uses. In some cases they can only display certain characters. You may find that your application requires a particular kind of symbology. NOTE also that some bar code scanning equipment can only work with specific symbologies.

With QuickBooks we often recommend that you use *Code 39 Extended*. This is a fairly common symbology and many scanners work with it. In addition, it has the capability of working with lower case letters and punctuation, which some symbologies won't support. This is important, because the information you encode from QuickBooks will often include these kinds of characters.

The *Symbology* property allows you to specify the format of the bar code. Note that when you select a particular symbology in the property grid, there may be different sub-properties that appear that give you detailed control over the bar code appearance.

## Making Compact Bar Codes

If you are trying to print a bar code that takes the smallest amount of room possible, check the following:

- Set *Module* to 1.
- Set *Padding* to 0.
- Set *ShowText* to *false*.
- Look for additional parameters under the *Symbology* parameter for the code symbology you have selected. For example, if you are using *Code 39* or *Code 39 Extended*, there is an additional property *WideNarrowRatio*, which has a significant effect on code density (set it to the smallest value, 2.2).

## Bar Code Symbolology

### Code 39

Code 39, the first alpha-numeric symbology to be developed, is still widely used particularly in non-retail environments. It is the standard bar code used by the United States Department of Defense, and is also used by the Health Industry Bar Code Council (HIBCC). Code 39 is also known as "3 of 9 Code" and "USD-3".

This symbology can only code upper case letters, numbers, and a limited set of punctuation characters.



The following properties should be set to specify a particular barcode of the **Code 39** type:

- **CalcChecksum:** This property is used to specify whether to calculate a checksum for the barcode or not. The default value is **true**.
- **WideNarrowRatio:** This property is used to specify the density of a barcode's bars. The value assigned should be equal to or between **2.2** and **3**.

### Code 39 Extended

This is a commonly used symbology that is an extension of Code 39, and supports upper and lower case letters, numbers, and all symbols.

It is possible, using the Code 39's "Full ASCII Mode" to encode all 128 ASCII characters. This is accomplished by using the \$, /, %, and + symbols as "shift" characters. These characters combined with the single character that follows indicate which Full ASCII character is to be used.



The following properties should be set to specify a particular barcode of the **Code 39 Extended** type:

- **CalcChecksum:** This property is used to specify whether to calculate a checksum for the barcode or not. The default value is **true**.
- **WideNarrowRatio:** This property is used to specify the density of a barcode's bars. The value assigned should be equal to or between **2.2** and **3**.

### Codabar

The Codabar was developed in 1972 by Pitney Bowes, Inc. It is a discrete, self-checking symbology that may encode 16 different characters, plus an additional 4 start/stop characters. This symbology is used by U.S. blood banks, photo labs, and on

FedEx air bills. This code supports numbers, the letters A through D (upper case), and a few symbols.



The following properties should be set to specify a particular barcode of the **Codabar** type:

- **StartStopSymbols:** This property is used to specify the first (start) and last (stop) symbols used to code the **Codabar** barcode's structure.
- **WideNarrowRatio:** This property is used to specify the density of a barcode's bars. The value assigned should be equal to or between **2** and **3**.

### **Code 11**

Code 11, also known as USD-8, was developed as a high-density numerical-only symbology. It's used primarily in labeling telecommunications equipment. The symbology is discrete and is able to encode the numbers **0** through to **9**, the dash symbol (-), and start/stop characters.



### **Code 93**

Code 93 was designed to supplement and improve upon Code 39. Code 93 is similar in that it, like Code 39, can represent the full ASCII character set by using combinations of 2 characters. It differs in that Code 93 is a continuous symbology and produces denser code. It also encodes 47 characters compared to Code 39's 43 characters.



The following properties should be set to specify a particular barcode of the **Code 93** type:

- **CalcChecksum:** This property is used to specify whether to calculate a checksum for the barcode or not. The default value is **true**.

### **Code 93 Extended**

This is an extension of Code 93 that supports all upper and lower case letters, numbers and punctuation.

It is possible, using Code 93's "Full ASCII Mode" to encode all 128 ASCII characters. This is accomplished by using the (\$), (/), (%), and (+) symbols as "shift" characters. These characters combined with the single character that follows indicate which Full ASCII character is to be used.



The following properties should be set to specify a particular barcode of the **Code 93 Extended** type:

- **CalcChecksum:** This property is used to specify whether to calculate a checksum for the barcode or not. The default value is **true**.

### Code 128

Code 128 is a very effective, high-density symbology which permits the encoding of alphanumeric data. The symbology includes a checksum digit for verification, and the barcode can also be verified character-by-character allowing the parity of each data byte to be verified. This symbology has been widely implemented in many applications where a relatively large amount of data must be encoded in a relatively small amount of space. It's specific structure also allows numerical data to be encoded at, effectively, double-density.



The following properties should be set to specify a particular barcode of the **Code 128** type:

- **CharSet:** This property is used to specify the character set, from the following choices:

Member Name	Description
CharsetA	The "A" character set will be used for coding a barcode. Generally this is upper case letters, numbers, and some symbols.
CharsetAuto	The character set will be chosen automatically according to the text assigned to the barcode.
CharsetB	The "B" character set will be used for coding a barcode. This should include all printable characters (including lower case letters and symbols).
CharsetC	The "C" character set will be used for coding a barcode. This is limited to numbers and a very limited set of symbols

### ***EAN 8***

EAN-8 is the EAN equivalent of UPC-E in the sense that it provides a "short" barcode for small packages. This is primarily used in Europe. This code supports numbers only.



### ***EAN 13***

EAN-13, based upon the UPC-A standard, was implemented by the International Article Numbering Association (EAN) in Europe. This code supports numbers only.



### ***EAN 128 (UCC)***

UCC/EAN-128 was developed to provide a worldwide format and standard for exchanging common data between companies. While other barcodes simply encode data with no respect for what the data represents, UCC/EAN-128 encodes data and encodes what that data represents.



The following properties should be set to specify a particular barcode of the **EAN 128** type:

- **CharSet:** This property is used to specify the character set. Please refer to the table under **Code 128**.
- **FNC1Substitute:** This property is used to specify the symbol (or set of symbols) in the **EAN 128** barcode's text which will be replaced with the **FNC1** functional character when the barcode's bars are drawn.
- **HumanReadableText:** This property indicates whether parenthesis should be included in the **EAN 128** barcode's text.

### ***Industrial 2 of 5***

Standard 2 of 5 is a low-density numerical symbology that was introduced in the 1960s. It has been used in the photofinishing and warehouse sorting industries, as well as to sequentially number airline tickets. This code supports numbers only.





The following properties should be set to specify a particular barcode of the **Industrial 2 of 5** type:

- **CalcChecksum:** This property is used to specify whether to calculate a checksum for the barcode or not. The default value is **true**.
- **WideNarrowRatio:** This property is used to specify the density of a barcode's bars. The value assigned should be equal to or greater than **2.5**.

### ***Interleaved 2 of 5***

Interleaved 2 of 5 is a higher-density numerical symbology based upon the Standard 2 of 5 symbology. It is used primarily in the distribution and warehouse industry. This code supports numbers only.



The following properties should be set to specify a particular barcode of the **Interleaved 2 of 5** type:

- **CalcChecksum:** This property is used to specify whether to calculate a checksum for the barcode or not. The default value is **true**.
- **WideNarrowRatio:** This property is used to specify the density of a barcode's bars. The value assigned should be equal to or greater than **2.5**.

### ***Matrix 2 of 5***

Matrix 2 of 5 is a linear 1D barcode. Matrix 2 of 5 is a self-checking numerical-only barcode. Unlike the Interleaved 2 of 5, all of the information is encoded in the bars; the spaces are of a fixed width and used only to separate the bars. Matrix 2 of 5 is used primarily for warehouse sorting, photo finishing, and airline ticket marking.



The following properties should be set to specify a particular barcode of the **Matrix 2 of 5** type:

- **CalcChecksum:** This property is used to specify whether to calculate a checksum for the barcode or not. The default value is **true**.

- **WideNarrowRatio:** This property is used to specify the density of a barcode's bars. The value assigned should be equal to or greater than 2.5.

### **MSI/Plessey**

MSI was developed by the MSI Data Corporation, based on the original Plessey Code. MSI, also known as Modified Plessey, is used primarily to mark retail shelves for inventory control. MSI is a continuous, non-self-checking symbology. While the length of an MSI barcode can be of any length, a given application usually implements a fixed-length code. This code supports numbers only.



The following properties should be set to specify a particular barcode of the **MSI** type:

- **Checksum:** This property is used to specify a checksum for the barcode. It should be set to an appropriate value per the following chart.

Member Name	Description
DoubleModulo10	The checksum is calculated with respect to base 10 twice.
Modulo10	The checksum is calculated with respect to base 10.
None	The checksum is not calculated.

### **UPC-A**

The "UPC-A barcode" is by far the most common and well-known symbology, at least in the United States. An UPC-A barcode is the barcode you will find on virtually every consumer good on the shelves of your local supermarket, as well as books, magazines, and newspapers. It is commonly called simply a "UPC barcode" or "UPC Symbol." This code supports numbers only, and has very specific requirements as to how the information is formatted.



### **UPC-E0**

UPC-E is a variation of UPC-A which allows for a more compact barcode by eliminating "extra" zeros. Since the resulting UPC-E barcode is about half the size as an UPC-A barcode, UPC-E is generally used on products with very small packaging where a full UPC-A barcode couldn't reasonably fit.



### ***UPC Supplemental 2***

2-digit supplemental barcodes should only be used with magazines, newspapers and other such periodicals. The 2-digit supplement represent the issue number of the magazine. This is useful so that the product code itself (contained in the main barcode) is constant for the magazine such that each issue of the magazine doesn't have to have its own unique barcode. Nevertheless, the 2-digit supplement can be used to track which issue of the magazine is being sold, perhaps for sales analysis or restocking purposes.



### ***UPC Supplemental 5***

5-digit supplemental barcodes are used on books to indicate the suggested retail price.

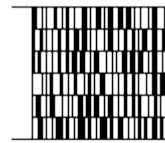


## **Additional Bar Code Options**

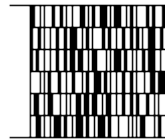
There may be cases where you require a bar code symbology other than what is listed here, or in some cases you need to modify these bar codes with features that the symbology supports but is not supported here. In this case please contact CCRSoftware to discuss your special needs.

In addition to the codes that are listed above, it is possible to generate the following codes on a special basis for specific data fields:

- Code 16K



Mode 0



Mode 1



Mode 2

- DataMatrix ECC200



DataMatrix 12345

- ISBN (Bookland EAN)

ISBN 0-330-28987-X



9 780330 289870

00856

ISBN 0 571 08989 5



9 780571 089895

90000

- PDF417



PDF417 123456789

- Planet



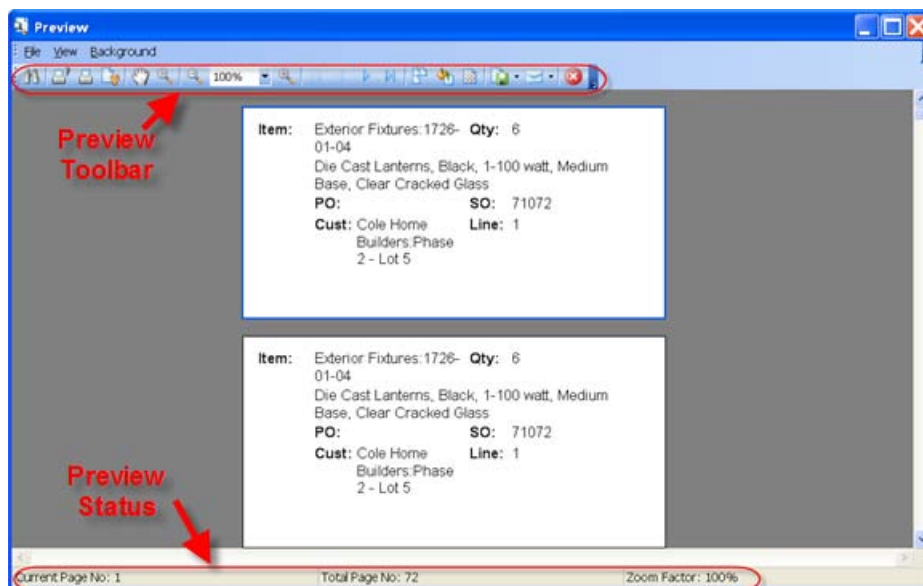
- Postnet





# Report Preview

All CCRSoftware programs use a common printing function. When you print a report the *Preview* screen opens. This provides you with a view of the report before it is printed, and provides a number of options.









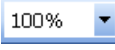











From this screen you can print your report. For the most part you will be using the *Print* and *Print Direct* options. *Print Direct* will send the report to the Windows default printer without asking any questions. *Print* will open a print control dialog that lets you select the printer, set preferences, and select the pages to print. Another useful option is *Export Document*, which allows you to send the report to an external format such as a PDF file (without requiring that you add a PDF printer driver to your workstation).


Please be sure that you are printing the report to a printer that matches the report you have selected. For example, if your Windows default printer is a laser printer, and you select a Zebra formatted label, you should use the *Print* icon and select your Zebra printer.

Note that the icons shown in the program may vary slightly from what is shown in this table.



Button	Description
 <b>Print</b>	This will open the Windows Print dialog, where you can select the printer to use and set various options (such as limiting the pages to print).
 <b>Print Direct</b>	Prints the report directly to the default Windows printer, without letting you set any options
 <b>Page Setup</b>	Invokes the <b>Page Setup</b> dialog, where you can specify printer options. <b>It is usually best to use the <i>Print</i> option and set the printer options there.</b>
 <b>Find</b>	Invokes the <b>Find</b> dialog used to find text in the document's preview.
 <b>Hand Tool</b>	Enables the hand tool which allows pages to be moved in the document's preview.
 <b>Magnifier</b>	If pressed, enables <b>autozoom</b> mode, where clicking on the report will set the zoom factor to display an entire page.
 <b>Zoom In</b>	Increases the current zoom factor.
 <b>Zoom Out</b>	Decreases the current zoom factor.
 <b>Zoom</b>	Specifies the current zoom factor from a popup menu.
 <b>First Page</b>	Moves selection to the first page within the range of report pages and scrolls to it if necessary.
 <b>Previous Page</b>	Moves selection to the previous page within the range of report pages and scrolls to it if necessary.
 <b>Next Page</b>	Moves selection to the next page within the range of report pages and scrolls to it if necessary.
 <b>Last Page</b>	Moves selection to the last page within the range of report pages and scrolls to it if necessary.
 <b>Multiple Pages</b>	Invokes the <b>Multiple Pages</b> dialog, which allows you to specify the number of pages shown in the preview window.
 <b>Background</b>	Invokes the <b>Color</b> system dialog to specify a report's background color.
 <b>Watermark</b>	Invokes the <b>Watermark</b> dialog to specify the document's watermark. You can enter text, or use a picture, to print as a “background” to the information.
 <b>Export Document</b>	Specifies the exporting method and exports the document to the format specified. You can export the document as a PDF file, a text document, a CSV (comma separated text) file, an Excel document, a Rich Text document, or as a graphic file.
 <b>Send Document</b>	Exports the document to the specified format, creates a new e-mail in the default system mailer and attaches



Button	Description
	the exported document to the e-mail.
 <b>Close Preview</b>	Closes the preview form

At the bottom of the screen you will find the *Preview Status*.

Field	Description
<b>Current Page No:</b> <b>Current Page</b>	Contains the number of currently selected report pages.
<b>Total Page No: 7</b> <b>Total Page Count</b>	Contains the number of pages in the previewed report.
<b>Zoom Factor: 10%</b> <b>Zoom Factor</b>	Contains the zooming factor which is currently applied to the previewed report.

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## Special Notes About Printers

### Zebra Label Printers

Zebra label printers such as the LP 2844 are very commonly used in small businesses to print labels for a variety of situations. This printer is often used, for example, to print UPS shipping labels. There are a few “issues” with this printer, however.

It is not clear if these problems are due to problems in the printer itself, the Windows printer driver, or the preview/printing program.

When you use the *Print* button in the preview window (as opposed to the *Print Direct* button) and select a Zebra printer, there is a *Preferences* button that you can click on to set a variety of printer preferences. We recommend that you do not click this button. If you do so, even if you don’t change any preferences, you may find that the labels that you print may not print correctly. We believe that there is a problem in the Zebra Windows printer driver (as of 8/15/2006) that interferes with the program. Typically you will see the labels printing in the wrong orientation with the wrong margins.

If you want to change printer preferences we suggest that you do so through the Windows control panel.



# Technical Information & Specifications

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## Operating Requirements

These requirements apply to the general CCRSoftware family of products. Individual applications may have more restrictive requirements – please refer to the installation section.

- **QuickBooks Version:** Unless specified otherwise in the introductory chapter, all CCRSoftware programs work with the US version of QuickBooks Pro and Premier, 2006 edition or later, and the US version of QuickBooks Enterprise 6 or later. If you have an older edition please contact us for information about compatibility.

Some features of the program might not be available in some versions of QuickBooks. For example, even though the *unit of measure* feature is supported by Premier 2007, that feature cannot be accessed by third party programs until Premier 2008.

Contact us for information on compatibility with Canadian versions of QuickBooks.

Other Non-US versions are not currently supported

- **QuickBooks Edition/Version:**
  - **US Edition:** Unless specified otherwise in the introductory chapter, all CCRSoftware programs work with the US edition of QuickBooks Pro and Premier, 2006 version or later, and the US edition of QuickBooks Enterprise, version 6 or later. Every workstation (computer) that will run a copy of this program must have the appropriate version of QuickBooks® installed.

Some features of the program might not be available in some versions of QuickBooks. For example, even though the *unit of measure* feature is supported by Premier 2007, that feature cannot be accessed by third party programs until Premier 2008.
  - **Canadian Edition:** CCRSoftware applications generally support the Canadian edition of QuickBooks Pro and Premier 2009 and later, and the single currency version of QuickBooks Premier 2008. Compatibility with the Canadian 2009 version of QuickBooks Enterprise has not been determined but it is very

likely. If you have an older version contact our technical support staff for information. Note that some CCRSoftware applications might not support PST/GST tax information.

- **UK Edition:** CCRSoftware applications generally support the UK edition of QuickBooks Premier 2008 and later. UK QuickBooks Pro compatibility has not been tested but it is very likely. Note that some CCRSoftware applications might not support VAT tax information.

Other Non-US versions are not supported

- **Microsoft Windows:** This program has been tested with **Microsoft Windows XP Pro** and **Windows Vista**. Vista is only supported with a 2007 or later version of QuickBooks.
- **Microsoft .NET Framework 2.0:** If you have a 2008 (or later) US version of QuickBooks, or are running on Windows Vista, the proper version of the .NET Framework is already installed on your computer, as QuickBooks requires it. If you do not have this installed already our installation program will install it for you.
- **Computer Display Resolution:** Your computer should have a display resolution of at least 800 X 600 (if you are running QuickBooks you should have this, or better).

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## Parameter Files

CCRSoftware applications maintain several XML based parameter files to retain various preferences and settings. The locations of these parameter files may depend on the version of QuickBooks® that you are using, as well as decisions that you make when installing the programs.

Note that these are simple text files, BUT we caution you to not edit them directly. Improperly formatted changes could interfere with the proper operation of the program.

The location of these parameter files can be found by selecting the *Status* option in the *Help* menu, and scrolling down to the *Paths* section.

### CCRQ.XML

This is the main CCRSoftware parameter file. When you run the program for the first time it will ask you where to create this file. This should be stored in a location that is accessible by ALL users in a multi-user system, as the information here should be shared by all. This is the *Common Path*.

Typically you will place this file in the same location as the QuickBooks® company data file. The program will suggest a location, but you can change this as you wish.

- **If you are using QuickBooks® 2007 (US) or later:** The default location will be “C:\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files”
- **If you are using a version of QuickBooks® older than the 2007 release:** The default location will be “C:\Program Files\Intuit”

## CCRQUSER.XML

This parameter file contains information specific to a particular workstation. The file is stored at C:\Documents and Settings\All Users\Application Data\Computer Consulting Resources, typically. You will not have an option to select the location of this file.

This will contain a reference to the location of the CCRQ.XML file, as well as parameter information for any program window preferences that you save. This is the *Local Path*.

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## Custom Fields

QuickBooks provides a facility for storing additional information in various records, referred to as *custom fields*. There are two ways that custom fields can be established in your company records – by explicitly creating them yourself, or by the actions of a program that can create the fields that it needs.

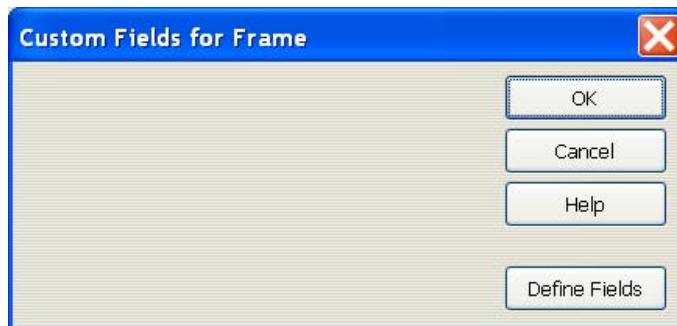
This chapter describes how to set up custom fields manually.

### Custom Fields In The Item List

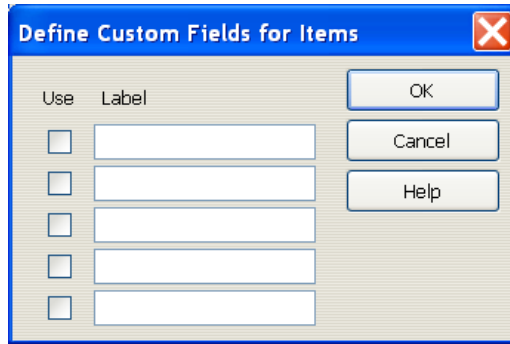
You can create custom fields for records in the item list, which then are available for transactions such as invoice details.

Note that there is a restriction on the number of custom fields that you can add to the item list. This may be a problem for some users, if you have already used all of the custom fields that are available. If you run into this problem, please contact the CCRSoftware technical support department.

Select *Item List* from the *Lists* menu in QuickBooks. Double click on any inventory item. From the *Edit Item* window, click on the *custom fields*. You will see a dialog box similar to the following:



Click on *define fields*. You should see something like the following:



*DO NOT change labels on existing fields unless you are CERTAIN that you are not using them for another purpose*

It is possible that some of these fields will already have values set in them. Hopefully you will have enough unused fields. If you do not have two unused fields, contact the CCRSoftware technical support department for assistance.

Put a check mark in the *Use* box by one of the unused fields, and enter a *Label* for the field – the name that will be used to refer to this field. For example, “Unit Weight”. If you are adding a field needed by a program, the spelling must be precisely the same as the documentation lists.



Click on *OK* to save the field definitions.

### ***Item List Custom Fields in Templates***

Once you have defined a custom field in the Item List, you can now add this field as a column in the detail section of a purchase order, invoice, sales order or estimate.

When you enter information in the custom field in the *item* record, that information is associated with the item record itself. When you create a detail line in an order that uses this item record, that value serves as a default value for the custom column in the order. You can change this value in the order, it does not change that value in the item record itself. Note also that if you subsequently change the value of the custom field in the item record, it does not change the value of that custom field in any orders that already exist.

QuickBooks is very picky in how it treats custom fields – if you add the custom field as a column in the order template after the order was created, that field will not contain any information from the custom field in the associated item record.

### **Custom Fields In The Customer List**

You can create custom fields for records in the customer list, which then are available for transactions such as invoices. Select *Customer: Job List* from the *Lists* menu in QuickBooks. Double-click on any customer. At the *Edit Customer* window

click on the *Additional Info* tab, and then click on the *Define Fields* button. You will see a dialog box similar to the following:

Label	To be used for		
	Customers:Jobs	Vendors	Employees
Last Review Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Birthday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pager Number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ship Method	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ship Vendor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ship Account #:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*DO NOT change labels on existing fields unless you are CERTAIN that you are not using them for another purpose*

It is possible that some of these fields will already have values set in them. Hopefully you will have enough unused fields. If you do not have two unused fields, contact the CCRSoftware technical support department for assistance.

Add a field label, and place a check in the *Customers: Jobs* column. If you are adding a field needed by a program, the spelling must be precisely the same as the documentation lists. We have added “Total Weight” in the example below.

Label	To be used for		
	Customers:Jobs	Vendors	Employees
Last Review Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Birthday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pager Number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ship Method	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ship Vendor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ship Account #:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on *OK* to save the field definition. You will see the field on the screen for the customer record.

### ***Customer List Custom Fields in Templates***

Once you have defined a custom field in the Customer List, you can now add this field as a field in the main section of an invoice, sales order or estimate.

When you enter information in the custom field in the *customer* record, that information is associated with the customer record itself. When you create an order that uses this customer record that value serves as a default value for the custom field in the order. You can change this value in the order, it does not change that value in the customer record itself. Note also that if you subsequently change the value of the custom field in the customer record, it does not change the value of that custom field in any orders that already exist.

QuickBooks is very picky in how it treats custom fields – if you add the custom field to the order template after the order was created, that field will not contain any information from the custom field in the associated customer record.

### **Custom Fields In The Vendor List**

You can also create custom fields in the vendor list, suitable for use in Purchase Orders. The information here is essentially the same as what was shown in the Customer List section above.

### **Displaying the Custom Fields**

From the *Help* menu in this application, select *Status*, and then click the *Custom Fields* button at the bottom. You will see a listing of the custom fields currently set up in the currently open QuickBooks company file.



Custom Fields

Drag a column header here to group by that column

Name	Owner	Type	ObjectType
▶ ExtWeight	0	String	Item
TotalQuantity	0	String	Customer
TotalWeight	0	String	Customer
UnitWeight	0	String	Item



# Legal Notices

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682 Equador Place  
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# CCRSoftware



## Who We Are

CCRSoftware is the software development division of Computer Consulting Resources. We are an “ISV” or “Independent Software Vendor” specializing in software solutions on computers running versions of the Microsoft Windows operating environment. We focus primarily on inventory control and accounting solutions for small businesses, with a special interest in manufacturing firms. We have been involved in the software industry (focusing on software for inventory control and small business accounting) since 1977.

In recent years we have focused our efforts on software that is compatible with the QuickBooks® product line from Intuit. Our firm is a Gold Developer member of the Intuit Developer Network. Our staff includes at least one **Advanced Certified QuickBooks ProAdvisor**, as a part of our commitment to the QuickBooks® product line.



With our detailed understanding of business accounting and inventory related issues for small businesses and manufacturers, and our long experience in producing user-friendly software, our goal is to help **you** focus on your business rather than fighting with the computer to make it do what you need.

## Contact Us

The best way to contact us is via email at [sales@ccrsoftware.com](mailto:sales@ccrsoftware.com). We are always willing to answer questions about our products, as well as to discuss custom software solutions to business problems you may face.

You can also reach us by phone or by fax at (530) 231-5076. Please note that you may find that you will get a quicker response via email.





# Glossary of Terms

## Assembly

See the description of *Inventory Assembly* below.

## Bill of Materials

In the simplest sense, a Bill of Materials (or BOM) is a list of items that are used to manufacture another item, or an Assembly.

## Build

In QuickBooks you assemble an item by issuing a "Build". This is a process by which the program will take the component list for an inventory assembly, decrement the appropriate quantity of each component, and increase the quantity of the inventory assembly itself. QuickBooks itself can only perform a "single level" build, just issuing the first level components of the inventory assembly. CCRQBOM can also perform a "multiple level" build, where a build is issued for the inventory assembly, and if any components are themselves inventory assemblies then an additional build is issued for that assembly.

## Component

This is an item that is included in the part list (BOM) for an Inventory Assembly. There will be a quantity associated with this.

## Custom Fields

QuickBooks provides this as a way of adding your own information to customers, vendors, and items. You can define the fields in QuickBooks, or the *integrated application* can define them.

There are limits to the number of custom fields that can be added.

## First Level Component

An Inventory Assembly can be composed of Inventory Part items or other Inventory Assembly items. These items, directly a part of the Inventory Assembly, are called *first level components*. If one of these items is an Inventory Assembly, including component items, then you have an additional level.

## Grid

A “Grid” is a spreadsheet-like view of information with columns and rows. You can modify the layout (appearance) of a Grid, as described in the *Working with Grids* chapter, and save that layout as the default view of the information by clicking on the *Save Options* button.

## Group

This is another kind of item which is similar to an Inventory Assembly, except that it will always be broken down into its component parts when you add it to an invoice. It can include other item types other than Inventory Assemblies and Inventory Items.

## Inventory Assembly

An Inventory Assembly is one kind of item that you can manipulate in your QuickBooks inventory list. This is a manufactured or purchased item that is composed of multiple inventory part items or other inventory assemblies. It contains a list of component items, which can also be called a Bill of Materials. In QuickBooks the component items can only be inventory items or other inventory assemblies.

## Inventory Part

This would be a basic item that can be bought and sold, or used as a part of an Inventory Assembly.

## ISV

An “ISV” is an “Independent Software Vendor”. That is, a company that writes software but that is independent of the major corporations like Microsoft. In the context of QuickBooks, this would be a company that writes software that either integrates with QuickBooks, or shares information with it in some fashion.

## Mapped Drive

In Windows you can assign a drive letter to a folder on your local computer, or on another computer or storage device. This is called “mapping” the drive. It is a simple way to create a shortcut to a particular location.

You should not install any CCRSoftware programs to a “mapped” drive, as you may find that the program will not run correctly. The Microsoft .NET Framework has built-in security features that require you to adjust your computer settings to allow certain programs to run on a “mapped” drive.

## Microsoft .NET Framework

This is a set of files that need to be installed on your computer to be able to run QuickBooks and any application created by CCRSoftware. It is a common framework that many computer applications are built on. If you have installed a 2008 or later US version of QuickBooks on your computer, the Microsoft .Net Framework version 2.0 has already been installed. If you are installing a CCRSoftware application on a computer that has an older version of QuickBooks installed you may

be told that this version of the .NET Framework must be installed. Our installation program will take care of this for you.

## QuickBooks Compatible Software

Your QuickBooks® company data is key to your business and contains information that must be safeguarded. Intuit (the maker of QuickBooks®) protects your information in several ways. One way is to limit how non-Intuit products can access your company data file. A *QuickBooks Compatible Software* application is one that is developed according to the standards set by Intuit, and that uses the programming interface (the “SDK”) that they provide. This ensures that the application has the appropriate permission to access your data. When a *QuickBooks Compatible Software* application first tries to access your company data the QuickBooks program will ask you if this is allowed, and under what circumstances.

## SDK

This is a “Software Development Kit” – when talking about a QuickBooks® application, this is a tool that a software developer uses to gain access to your QuickBooks® company file.

## SubAssembly

An item that is an inventory assembly itself, with a bill of materials, but that can also be included as a part of a higher level assembly. For example, if you are building a car from the ground up, the engine would be a subassembly. You have to build the engine, and then add it when you build the car. QuickBooks allows you to add an assembly as a component of another assembly, but it will treat it as just another component part.

## Symbology

The “format” of a bar code – the characteristics of the bar code and how the information is encoded into symbols that can be scanned by a bar code reader. You will see names like “Code 39” or “Interleaved 2 of 5”. Each symbology has it’s differences in what kinds of characters they can encode (some can work with only numbers, for example) and what rules govern their formation (some are restricted to the length of the characters, for example). Some industries require certain symbologies. Scanners may only be able to read certain symbologies, so it is important to match the hardware with the code being scanned.



# Index

.

.Net Framework 5, 126

## A

Activities 33  
Alpha sort 17  
Appearance 31  
Ascending sort 17  
Authorization 9

## B

Bar Code 61  
Bar Codes 103, 108  
    Codabar 112  
    Code 11 112  
    Code 128 113  
    Code 16K 118  
    Code 39 111  
    Code 39 Extended 109, 111  
    Code 93 112  
    Code 93 Extended 112  
    Control boundaries 109  
    DataMatrix ECC200 118  
    EAN 128 114  
    EAN 13 114  
    EAN 8 114  
    Industrial 2 of 5 114  
    Interleaved 2 of 5 115  
    Invalid characters 109  
    Invalid text format 109  
    ISBN 118  
    Matrix 2 of 5 115  
    Module 110  
    MSI 116  
    Padding 110  
    PDF417 118  
    Planet 119  
    Postnet 119  
    Properties 109

ShowText 110  
Specific code symbologies *See* Symbology  
Symbology Symbology  
UPC-A 116  
UPC-E0 116  
Batch Printing *See* Form Printing  
Bill of Materials 139

## C

Calculations 1, 37  
    Difference 46, 47  
    Quantity 18, 46  
    Rate 18, 44  
    Rounding 20  
    Volume 46, 48  
Canada  
    Tax 21  
Canadian version 5, 125, 126  
CCRQ.XML 30, 126  
CCRQUSER.XML 30, 127  
Codabar *See* Bar Codes  
Code 11 *See* Bar Codes  
Code 128 *See* Bar Codes  
Code 16K *See* Bar Codes  
Code 39 *See* Bar Codes  
Code 39 Extended *See* Bar Codes  
Code 93 *See* Bar Codes  
Code 93 Extended *See* Bar Codes  
Column Totals 15  
Common Path 30, 126  
Component 139  
Computer Consulting Resources 2  
Computer Display Resolution 126  
Contact 137  
Copyright 133  
Count Groups as whole 11  
Custom features 73  
Custom Field 2, 11, 41  
    Total Quantity 15  
    Total Weight 14  
    Unit Weight 14  
Custom Fields 1, 15, 30, 70  
    Column Totals 15  
    Customer List 128  
    Item List 127  
    Vendor List 130  
Custom Fields 127  
Customer List  
    Custom Fields 128

## D

DataBindings *See* Report Designer  
DataMatrix ECC200 *See* Bar Codes  
Date Selection 39

Default preferences 11  
Descending sort 17  
Design Panel *See* Report Designer  
Design Toolbar *See* Report Designer

## E

EAN 128 *See* Bar Codes  
EAN 13 *See* Bar Codes  
EAN 8 *See* Bar Codes  
Estimate 79, 83  
Estimate Unit Sales Price 79, 86  
Excel  
    Export Grid 33  
Export report 121  
Extended Weight 1, 37, 41

## F

Factor 20  
Field Formatting *See* Report Designer  
Field List *See* Report Designer  
First Level Component 139  
Form  
    Custom form design 65  
    Editing 60  
    Export Form 70  
    Field List 68  
    Import Form 70  
    Print form 61  
    Sales Tax as Line 63  
    Save Edited Form 69  
Form Printing 37, 41, 60  
FormatString *See* Report Designer  
Formatting *See* Report Designer

## G

Global Update 79, 83  
Grid 39, 95, 140  
    Export to Excel 33  
    Print Grid 33  
    Save layout 33  
Grid Layout 97  
Gross/Tare *See* Calculations  
Group 140  
Group Item 2, 55  
Group items  
    Total Quantity Ordered 44  
GST 21

## I

Industrial 2 of 5 *See* Bar Codes  
Install New Company 28  
Installation 6

Interleaved 2 of 5 *See* Bar Codes  
Inventory Assembly 140  
Inventory Part 140  
Invoice Processing 42, 44  
Invoice Processing 37  
Invoice Template 22, 24  
ISBN *See* Bar Codes  
ISV 140  
Item List  
    Custom Fields 127

## L

Label Printers 123  
Layout 33, 97  
Load Orders 39  
Local Path 30, 126, 127  
LP 2844 123

## M

Markup 79, 83  
Matrix 2 of 5 *See* Bar Codes  
MDI Enabled 29  
Menu 28  
Microsoft Windows  
    2000 5  
    supported versions 5  
    User Account Control 5  
    Vista 5, 31  
    XP 5, 31  
MSI *See* Bar Codes  
Multiplied Rate *See* Calculations

## N

Numeric sort 17

## O

Operations 39  
Optimization Wizard 56  
Optimize 55, 56  
Order Type 39  
Original Rate 18

## P

Parameter files 126  
Parameter Wizard 10  
Paths 30, 126  
PDF 121, *See* Print to PDF  
PDF417 *See* Bar Codes  
Planet *See* Bar Codes  
Plessey *See* Bar Codes:MSI  
Plug-in 25

Postnet *See* Bar Codes  
Practical QuickBooks 11  
Pref 20  
Preferences 59, 73  
    Count Group as Whole 44  
    Item Type 41, 43, 46  
Preload Item List 57  
Preview 121  
price levels 44  
Print Forms 61  
Print Preview 121  
Print to PDF 63  
Printing 21, 39, 40  
Processing Results 59  
Property Grid *See* Report Designer  
PST 21

## Q

Quantity *See* Total Quantity Ordered  
Quantity Calculation *See* Calculations  
Quantity Difference *See* Calculations  
QuickBooks  
    supported versions 5, 125, 126  
    Trademark 133  
QuickBooks Compatible Software 9

## R

Rate Calculation *See* Calculations  
Registration 6, 9  
Report Designer 99  
    Bar Codes *See* Bar Codes  
    DataBindings 104  
    Design Panel 103  
    Design Toolbar 103  
    Field Formatting 104  
    Field List 101, 108  
    FormatString 104  
    Formatting 103  
    Property Grid 104, 109  
    Report Explorer 106  
    Toolbox 102  
Report Explorer *See* Report Designer  
ReportUnit 110  
repx file type 99  
Resolution 126  
Results 59  
Rounding 20

## S

Sales Tax 21  
Sales Tax as Line *See* Form  
Sales Tax Item 2, 55  
Save Grid Layout 97

Serial Number 9  
Setup.exe 6  
Skip sorting 17  
Sort  
    Alpha/Numeric 17  
    Ascending/Descending 17  
    Installation 17  
    Selecting field 17  
    Skip sorting 17  
Sort Details 1, 37, 54  
    Group Item 2, 55  
    Sales Tax Item 2, 55  
    Unit of Measure 2, 5, 55  
Status Bar 32  
Symbology 108, 110

## T

Toolbox *See* Report Designer  
Total Custom Fields *See* Column Totals  
Total Quantity 15, 24  
    Installation 14  
Total Quantity Ordered 1, 37, 43  
    Group items 44  
Total Weight 14, 22, 23, *See* Extended Weight  
    Installation 14  
    template 22  
    types of items used 22  
    Unit of Measure 22  
Trademark 133  
Trial Period 9

## U

UAC 5  
UK  
    VAT 21  
UK version 5, 126  
Unit of Measure 2, 5, 22, 55  
Unit Weight 14, 22, 41  
Unit Weight *See* Extended Weight  
UPC-A *See* Bar Codes  
UPC-E0 *See* Bar Codes  
Updating Extended Weight *See* Extended Weight  
User Account Control 5

## V

VAT 21  
Vendor List  
    Custom Fields 130  
Volume *See* Calculations

## W

Weight *See* Extended Weight

Window 29  
Windows *See* Microsoft Windows

## **Z**

Zebra Label Printer 123