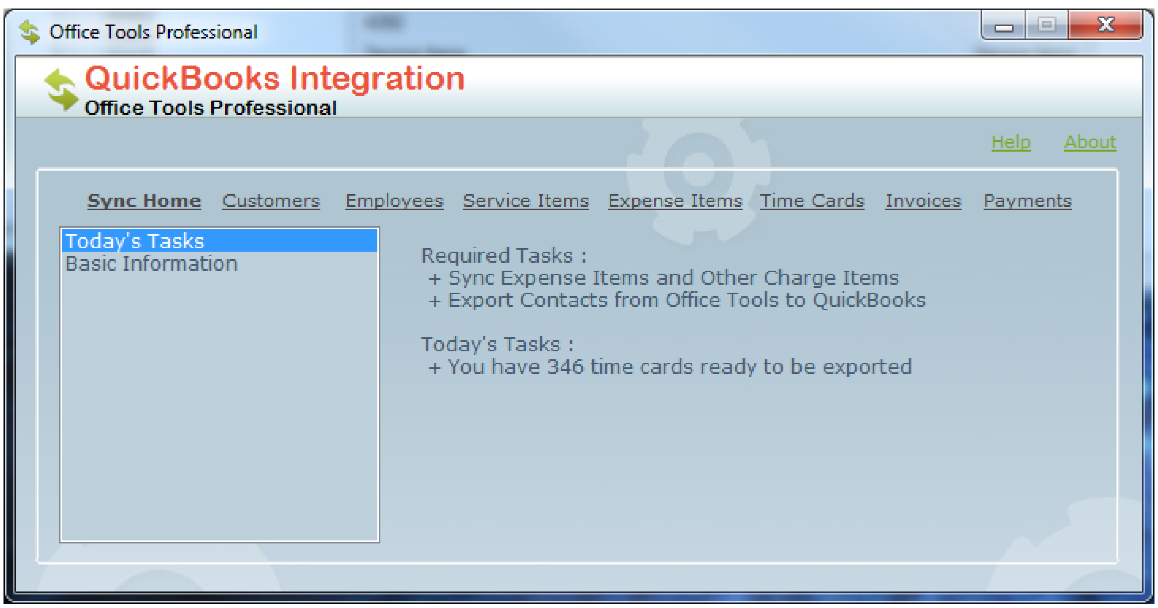
Office Tools <-> QuickBooks Integration

Office Tools Professional Integration package for use with Intuit© QuickBooks© software



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System Requirements

Minimum Hardware Requirements:

- 1.0 GHz Pentium 4 or faster processor
- 512 MB RAM
- 100 MB hard disc space
- Video card & monitor supporting 1024x768 resolution

Recommended Hardware Requirements:

- 2.0 GHz Dual Core processor
- 2 GB RAM
- 1 GB hard disc space
- Active Internet Connection (for update notifications)
- Video card & monitor supporting 1280x1024 resolution

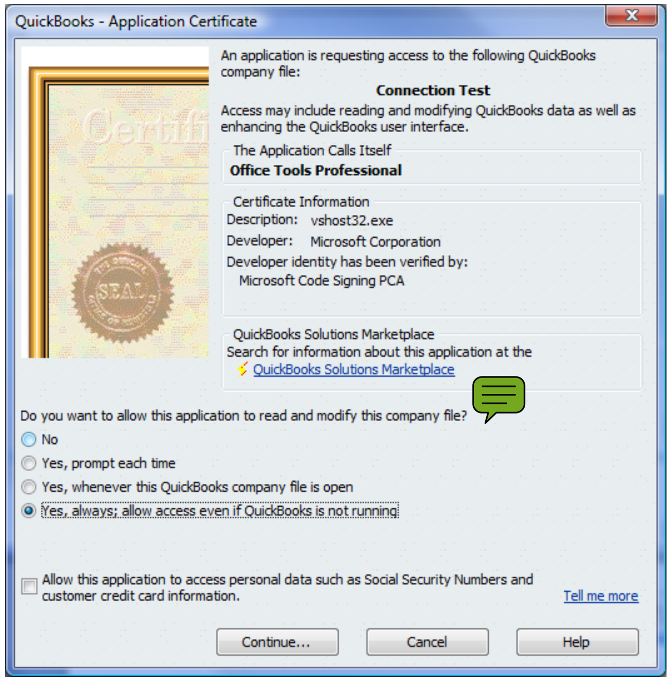
Software Requirements:

- Windows XP SP1, Windows Server 2003 SP1, Windows Vista, Windows Server 2008, Windows 7
- Microsoft .NET Framework 3.5
- Microsoft Windows Installer 3.1
- QuickBooks 2007, 2008, and/or 2009 US versions
    - Not compatible with Simple Start editions

Installation media contains the following products:

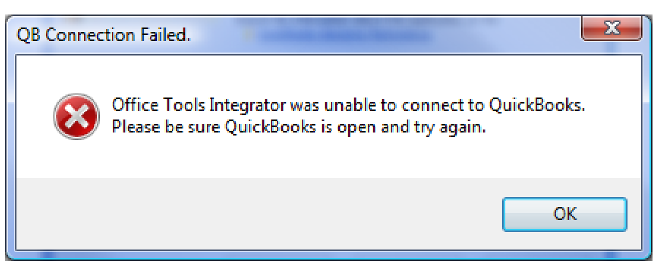
- Microsoft .NET Framework 3.5 SP1
- Microsoft C Runtime Library 7.1
- Microsoft C++ Runtime Library 7.1
- Microsoft Visual C++ 8.0 ATL, CRT, MFC
- Microsoft MSXML 4.0
- Intuit QuickBooks SDK 7.0

Basic Setup - Connecting to QuickBooks

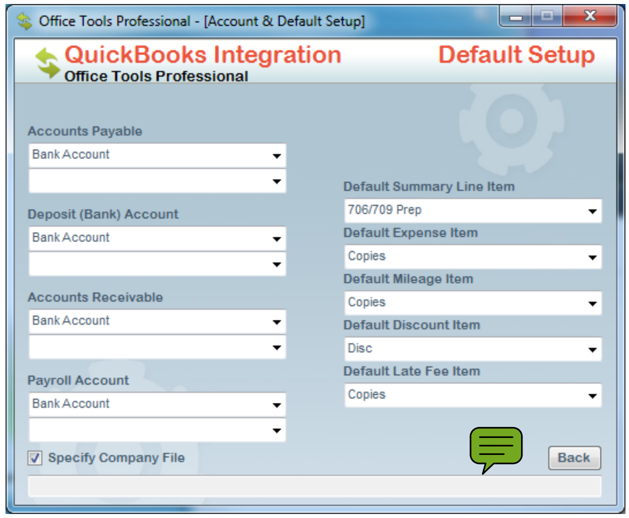


Before the Office Tools <-> QuickBooks Integration becomes functional, it must first receive an Application Certificate from the QuickBooks company file it is going to interact with. To obtain this Application Certificate, make sure you are logged into QuickBooks as the Administrator in Single User mode. Once you are successfully logged in, open the Office Tools <-> QuickBooks Integration. After a short 'Loading' screen, QuickBooks will present a form to grant an Application Certificate to the Office Tools <-> QuickBooks Integration. Please make sure the field titled 'The Application Calls Itself' says 'Office Tools Professional' then select the option 'Yes, always; allow access even if QuickBooks is not running', then click 'Continue...'. You will be prompted with another small form confirming the Application Certificate. Once approved, you will be able to begin configuring the Office Tools <-> QuickBooks Integration for its first use.

If you receive an error message (shown below), please confirm that you are using a compatible version of QuickBooks and have a valid QuickBooks company file open, logged in as Administrator in Single User mode. If you are still unable to connect to your company file, please contact the Office Tools Professional technical support at (661) 951-9900 for assistance.



Basic Setup - Default Information - Accounts



The Account Setup form within the Default Information section is the most basic, yet most important area of the Office Tools <-> QuickBooks Integration. This section basically sets all of the default accounts and items that the Integrator will use when performing its more advanced functions.

Each of the four accounts listed (on the left) are required for proper functionality of several parts the Integrator.

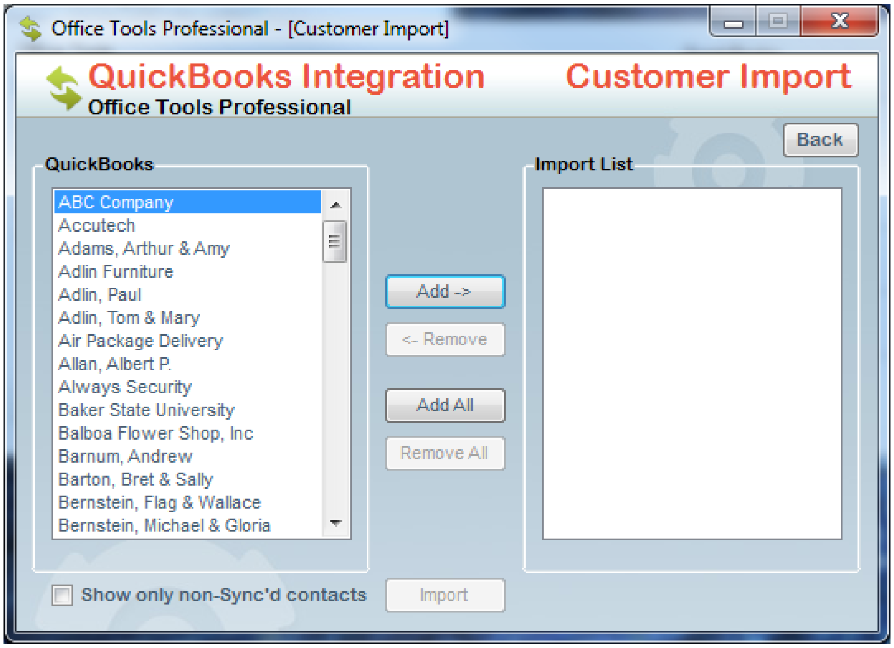
- The Accounts Payable and Accounts Receivable accounts are set as general defaults for use elsewhere in the application.
- The Deposit Account is the account to which the Integrator will place all payments that are exported from the 'Payment Export' feature.
- The Payroll Account is the account that will be populated when Time Cards are exported using the 'Time Card Export' feature.

The five default items listed (on the right) are required for proper functionality of the Invoice Export feature.

- The Summary Line Item is what is being used when a Summary Type invoice that contains zero time cards is exported.
- The Expense Item is the default item that will be used for expenses on Summary Type invoices that contain an 'Expense Override'.
- The Mileage Item is the item that all Travel/Mileage expenses will be billed under.
- The Discount Item is of the 'Discount' type in QuickBooks. It must be created inside of QuickBooks manually, then referenced in this form. Any discounts on invoices will be shown under this item.
- The Late Fee Item is what will be shown any time an exported invoice contains a finance charge.

If you wish to sync without having QuickBooks open, you can enable the 'Specify Company File' option. Once enabled, you can click on the text box that is now visible to specify which company file you wish to connect to.

Basic Setup - Contacts - Import



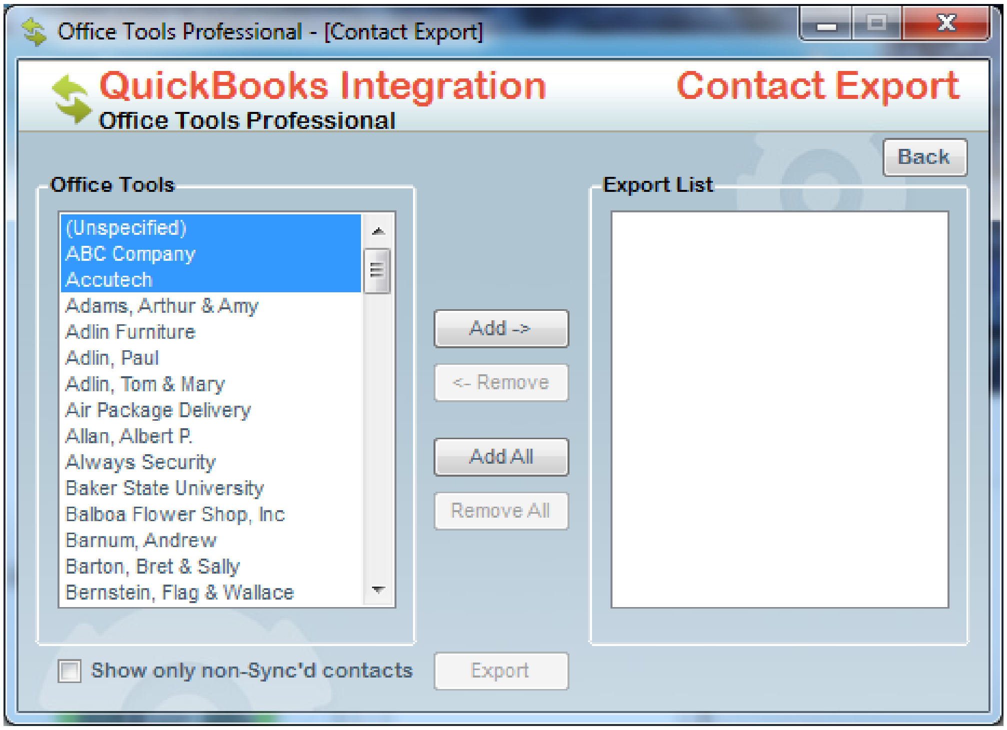
The 'Customer Import' feature is a very useful tool when you have contacts stored in QuickBooks that need to be transferred to Office Tools Professional. This feature brings over the contact name, main contact person, salutation, account number, primary telephone and fax numbers, email address, and the physical address (street, city, state, zip). It does not include sensitive information such as the Social Security Number or the Employment Identification Number. All contacts are imported using the 'Client' contact type, and are set to have a fiscal year ending of December 31st.

The 'Customer Import' is designed to compare the name of each contact in QuickBooks to the names of the contacts within Office Tools Professional. It will only import contacts that the Integrator determines are 'New', meaning they do not exist in Office Tools Professional.

To use this feature, simply select the individual company(s) you wish to import by selecting their name from the list on the left, and clicking the 'Add ->' button (you can select all of the companies en masse by clicking the 'Add All' button). Once you have made your selection, you can begin the import process by clicking on the 'Import' button. Once the import process is complete, the 'Report Viewer' will show you a list of the contacts that were imported.

HINT: if you have previously imported clients, you can hide clients that are a known match by selecting the 'Show only non-Sync'd contacts' option.

Basic Setup - Contacts - Export



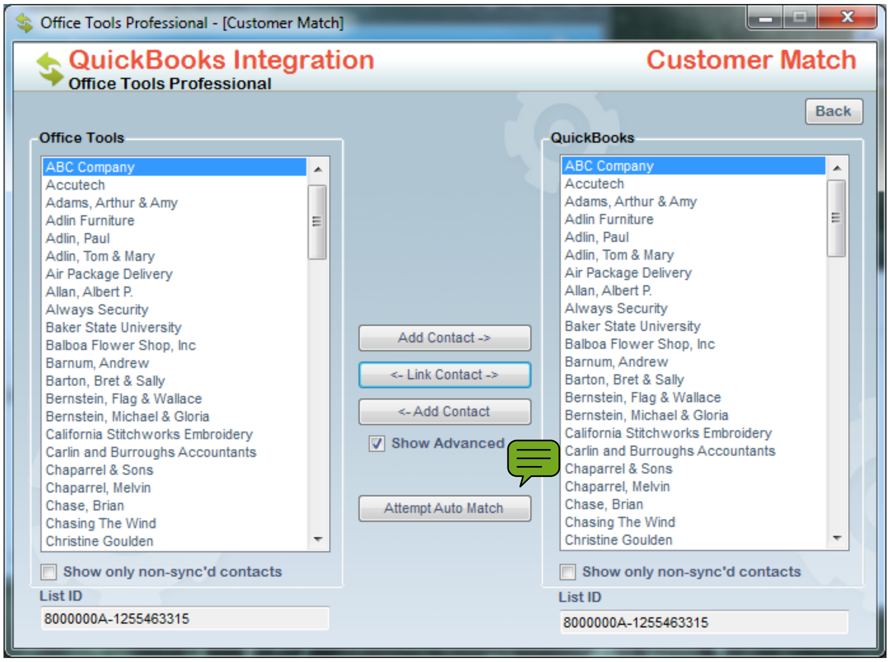
The 'Contact Export' feature is designed to export contact information from Office Tools Professional, into QuickBooks. This feature brings over the contact name, main contact person, salutation, account number, primary telephone and fax numbers, email address, and the physical address (street, city, state, zip). It does not include sensitive information such as the Social Security Number or the Employment Identification Number. If the contact is hidden within Office Tools Professional, it will export the contact to QuickBooks, but will mark the contact as 'Hidden' there as well (in case invoices are later exported for this hidden contact).

The 'Contact Export' is designed to compare the name of each contact in QuickBooks to the names of the contacts within Office Tools Professional. It will only export contacts that the Integrator determines are 'New', meaning they do not exist in QuickBooks.

To use this feature, simply select the individual company(s) you wish to import by selecting their name from the list on the left, and clicking the 'Add ->' button (you can select all of the companies en masse by clicking the 'Add All' button). Once you have made your selection, you can begin the export process by clicking on the 'Export' button. If there were any issues exporting a contact, the 'Report Viewer' will show you a list of the contacts that were not exported, along with the reason why.

HINT: if you have previously exported clients, you can hide clients that are a known match by selecting the 'Show only non-Sync'd contacts' option.

Basic Setup - Contacts - Match



The 'Contact Match' feature was designed for more advanced users. If you have an existing QuickBooks company file that contains the same contacts as your existing Office Tools Professional database, you may use the 'Contact Match' feature to create a '1-to-1' match between your Office Tools Professional contacts, and your QuickBooks contacts. To match the contacts, you simply select the Office Tools Professional contact (on the left) and the QuickBooks contact (on the right), and click the '<- Link Contact ->' button. If you have the 'Show Advanced' option checked, you should see the 'List ID' for the Office Tools Professional contact match the 'List ID' for the QuickBooks contact.

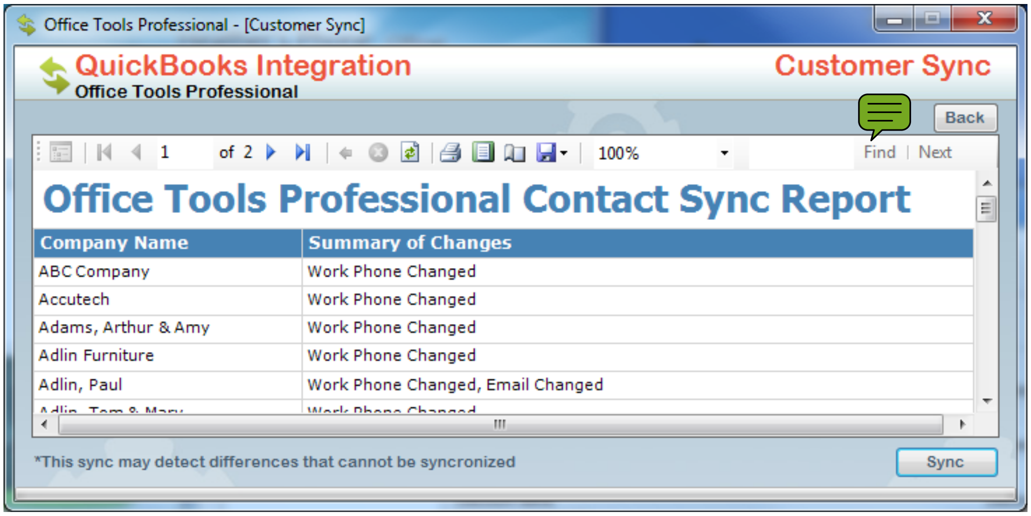
This '1-to-1' mapping does not actually transfer any information. It simply tells Office Tools Professional that 'Company A' in Office Tools Professional is matched to 'Company B' in QuickBooks.

The 'Attempt Auto Match' button will run a routine that will go through each Office Tools contact (that is not matched to a QuickBooks customer) and use 'Office Tools Smart Match' technology to find a match in QuickBooks.

On this form you also have the ability to import and export single contacts to and from QuickBooks. To export a contact from Office Tools Professional into QuickBooks, simply select the contact from the Office Tools Professional list on the left, and click the 'Add Contact ->' button. To import a contact from QuickBooks into Office Tools Professional, simply select the contact from the QuickBooks list on the right, and click the '<- Add Contact' button.

HINT: You may hide previously synchronized contacts from the lists by selecting the 'Show only non-sync'd contacts' options under each list.

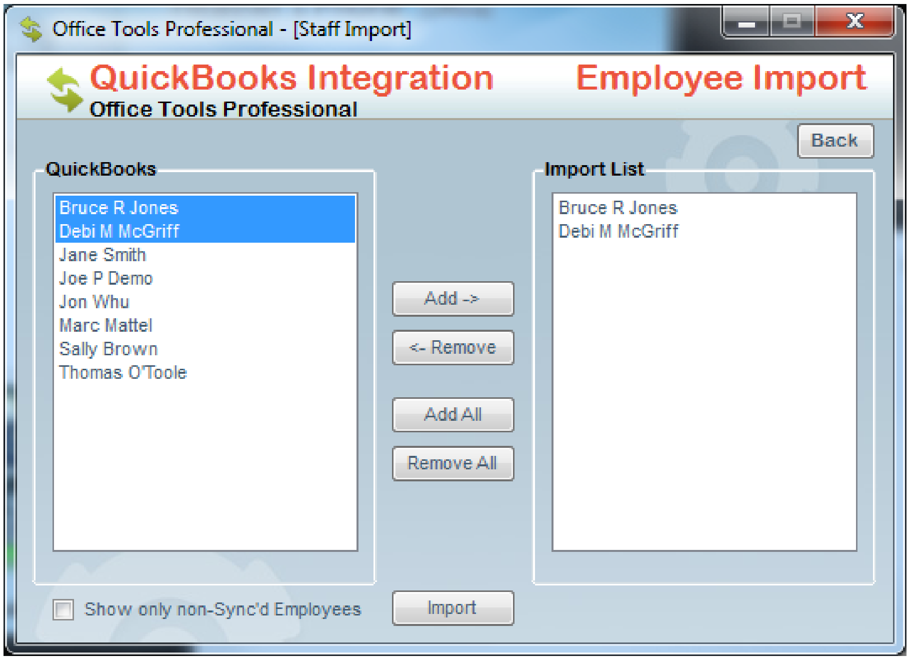
Basic Setup - Contacts - Synchronize



The 'Customer Sync' feature is a new addition to the Office Tools <-> QuickBooks Integration. This will gather a list of all your previously synchronized contacts (in both Office Tools Professional and QuickBooks), and will compare them to one another. This feature looks for discrepancies in the basic information of the Office Tools Professional and the QuickBooks contacts. It will look for changes in the telephone numbers, addresses, main contact person, and email addresses. When it finds a discrepancy between the data, it will look into both Office Tools Professional and QuickBooks to determine which data is newer, then copy the changes, overwriting the old data with the newest. This will only copy fields that have been changed.

If there are fields that are blank on one side of the contact, and populated on the other, it will fill in the missing information regardless of which was last edited. This means that if you delete any information from either QuickBooks or Office Tools Professional, you need to manually delete that information from the other application. If you do not manually delete the information, it will automatically re-populate the missing fields the next time the 'Contact Sync' feature is used.

Basic Setup - Employees - Import



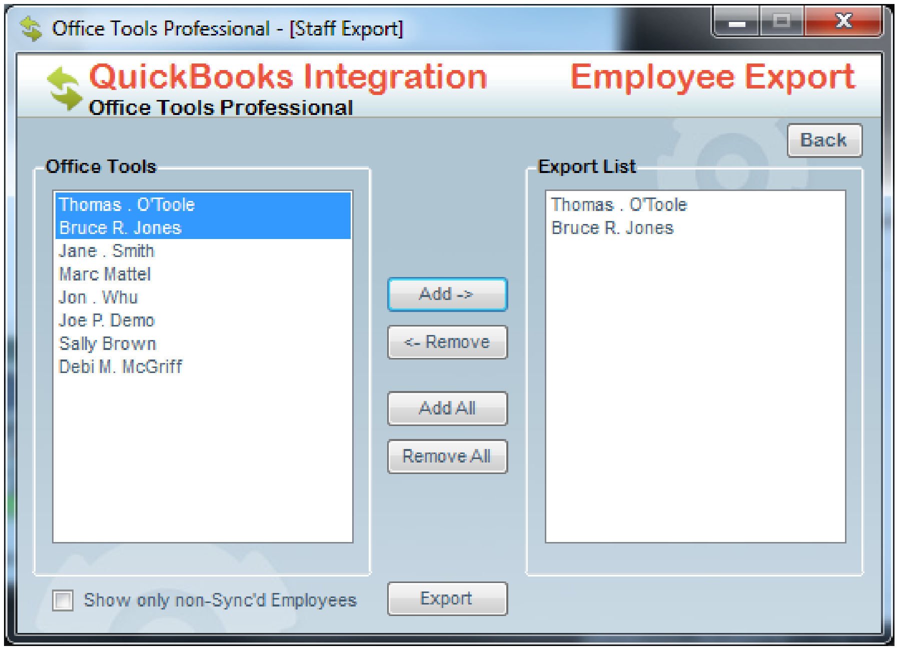
The 'Employee Import' feature is a very useful tool when you have employees stored in QuickBooks that need to be transferred to Office Tools Professional. This feature brings over the first name, last name, middle initial, birthday, home phone, home fax, email address, and the physical address (street, city, state, zip). It does not include sensitive information such as the Social Security Number or the Employment Identification Number. All employees are imported are given a default login name of the first 20 characters of their first and last name (no spaces), and an empty password.

The 'Employee Import' is designed to compare the name of each employee in QuickBooks to the names of the employees within Office Tools Professional. It will only import employees that the Integrator determines are 'New', meaning they do not exist in Office Tools Professional.

To use this feature, simply select the individual employee(s) you wish to import by selecting their name from the list on the left, and clicking the 'Add ->' button (you can select all of the employees en masse by clicking the 'Add All' button). Once you have made your selection, you can begin the import process by clicking on the 'Import' button. Once the import process is complete, the 'Report Viewer' will show you a list of the employees that were imported.

HINT: if you have previously imported employees, you can hide employees that are a known match by selecting the 'Show only non-Sync'd Employees' option.

Basic Setup - Employees - Export



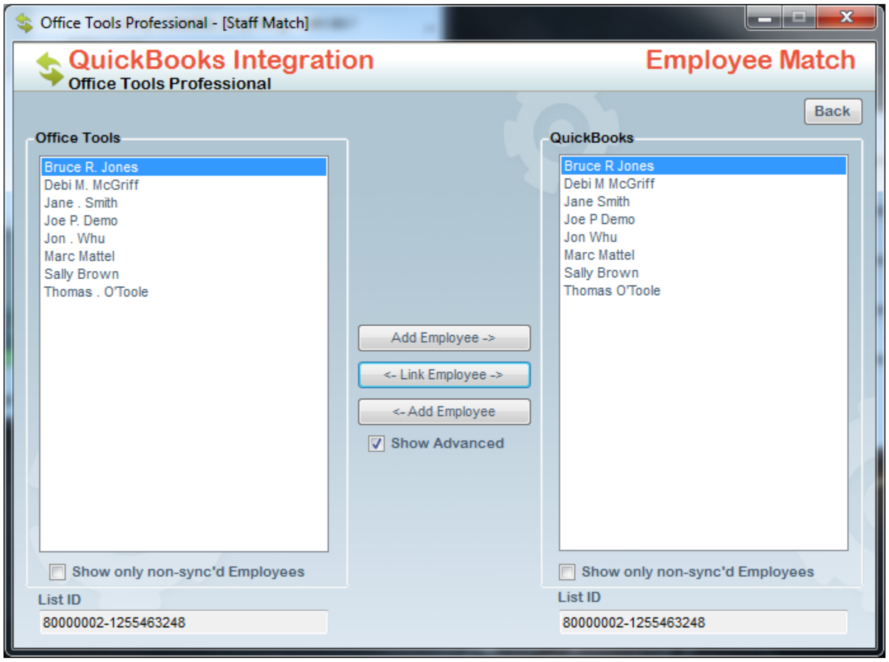
The 'Employee Export' feature is a very useful tool when you have employees stored in Office Tools Professional that need to be transferred to QuickBooks. This feature brings over the first name, last name, middle initial, birthday, home phone, home fax, email address, and the physical address (street, city, state, zip). It does not include sensitive information such as the Social Security Number or the Employment Identification Number.

The 'Employee Export' is designed to compare the name of each employee in QuickBooks to the names of the employees within Office Tools Professional. It will only export employees that the Integrator determines are 'New', meaning they do not exist in QuickBooks.

To use this feature, simply select the individual employee(s) you wish to export by selecting their name from the list on the left, and clicking the 'Add ->' button (you can select all of the employees en masse by clicking the 'Add All' button). Once you have made your selection, you can begin the export process by clicking on the 'Export' button. If there are any issues exporting an employee, the report viewer will display a report of the employees that were not exported, along with the reason why.

HINT: if you have previously exported employees, you can hide employees that are a known match by selecting the 'Show only non-Sync'd Employees' option.

Basic Setup - Employees - Match



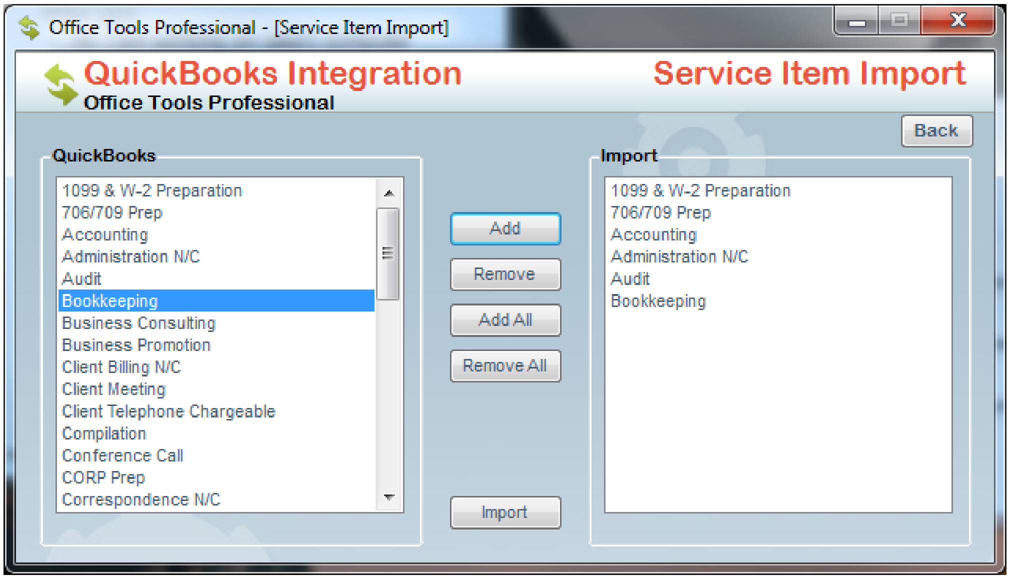
The 'Employee Match' feature was designed for more advanced users. If you have an existing QuickBooks company file that contains the same employees as your existing Office Tools Professional database, you may use the 'Employee Match' feature to create a '1-to-1' match between your Office Tools Professional employees, and your QuickBooks employees. To match the employees, you simply select the Office Tools Professional employee (on the left) and the QuickBooks employee (on the right), and click the '<- Link Employee ->' button. If you have the 'Show Advanced' option checked, you should see the 'List ID' for the Office Tools Professional employee match the 'List ID' for the QuickBooks employee.

This '1-to-1' mapping does not actually transfer any information. It simply tells Office Tools Professional that 'Employee A' in Office Tools Professional is matched to 'Employee B' in QuickBooks.

On this form you also have the ability to import and export single employees to and from QuickBooks. To export an employee from Office Tools Professional into QuickBooks, simply select the employee from the Office Tools Professional list on the left, and click the 'Add Employee ->' button. To import an employee from QuickBooks into Office Tools Professional, simply select the employee from the QuickBooks list on the right, and click the '<- Add Employee' button.

HINT: You may hide previously synchronized employees from the lists by selecting the 'Show only non-sync'd Employees' options under each list.

Basic Setup - Work Codes - Import



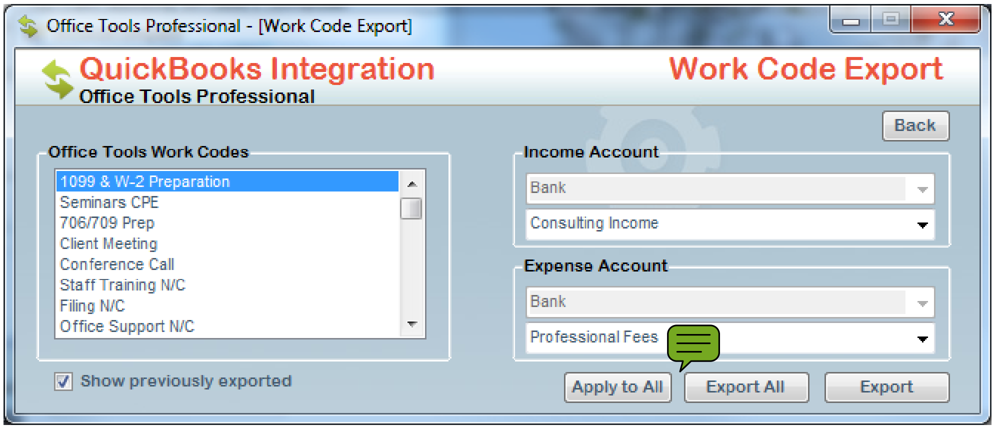
The 'Service Item Import' feature was designed to make it easy to bring QuickBooks 'Service Items' into Office Tools Professional. The 'Service Item Import' analyzes the 'Service Items' stored within QuickBooks, and creates comparable 'Work Codes' within Office Tools Professional. These items contain the same name, long description, unit price, and billable status as their 'Service Item' counterparts within QuickBooks.

The 'Service Item Import' will try to match the name of each QuickBooks 'Service Item' to the names of each 'Work Code' in Office Tools Professional. It will only import items that the Integrator determines are 'New', meaning they do not exist within Office Tools Professional.

To begin the import process, simply select which 'Service Items' you wish to import from QuickBooks (on the left) and click the 'Add' button to queue them for import (you can select all the 'Service Items' en masse by clicking the 'Add All' button). Once you have selected all of the 'Service Items' you wish to import, simply click the 'Import' button to begin the import process. Once the import is complete, the 'Report Viewer' will display a report containing all of the 'Work Codes' that were imported from QuickBooks.

HINT: If you need to quickly add new items to both Office Tools Professional and QuickBooks, it is much easier (and faster) to manually create the 'Service Items' in QuickBooks, and import them than it is to create the 'Work Codes' in Office Tools Professional then export them to QuickBooks.

Basic Setup - Work Codes - Export



The 'Work Code Export' feature is more complex to use than the other 'Export' features of the program. In order for an Office Tools Professional 'Work Code' to export properly, it must be given an 'Income Account' and an 'Expense Account' (optional).

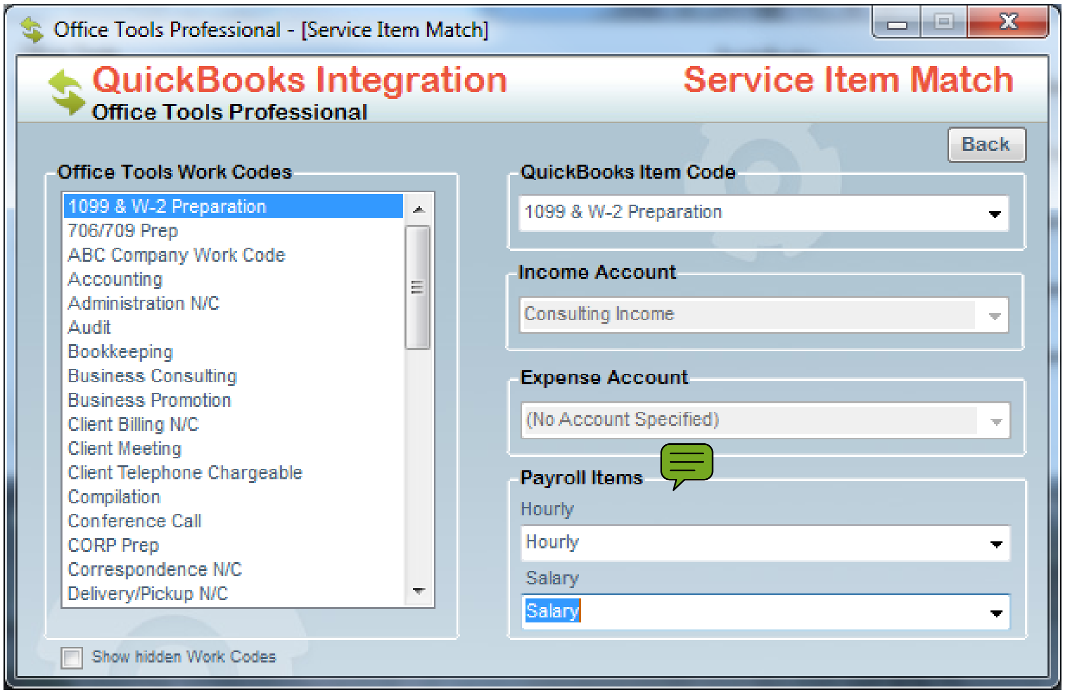
To begin the export process, you must select the 'Work Code' you wish to export, and specify the 'Income Account' you wish to assign it to. To select an 'Income Account', you need to simply click on the small arrow in the 'Income Account' box and select the account from the list. Once an account is specified, its reference is immediately saved into the Office Tools Professional database for future reference. Repeat this step to specify an 'Expense Account' (if one is desired). Once you have specified the account(s) you wish to use, click the 'Export' button to create a comparable 'Service Item' in QuickBooks.

If you need to export all of your 'Work Codes', simply specify the accounts for each 'Work Code', then click the 'Export All' button to begin the export process.

If there were any issues during the export process, the 'Report Viewer' will display a report containing all of the 'Work Codes' that did not export, along with the reason why.

NOTE: 'Work Codes' imported from QuickBooks will already have the accounts specified.

Basic Setup - Work Codes - Match



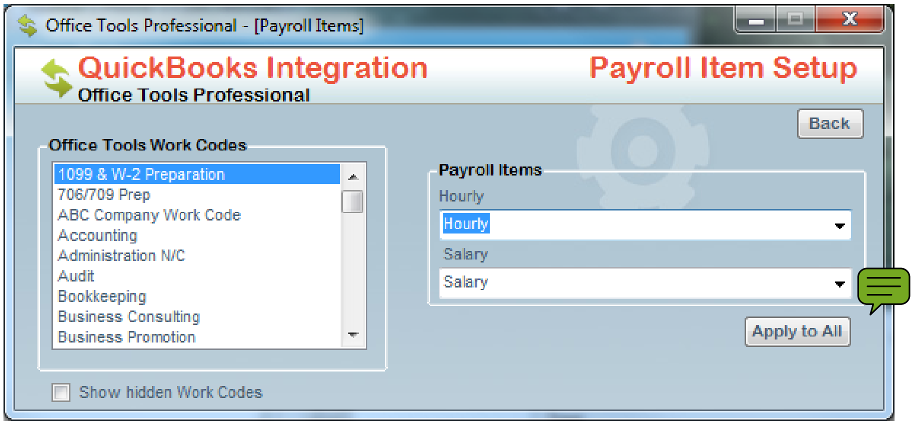
The 'Service Item Match' feature works differently than the other 'Match' features in the Office Tools <-> QuickBooks Integration. To match a 'Work Code' to a specific 'Item Code', you will simply need to select the 'Work Code' from the list on the left, then drop down the 'QuickBooks Item Code' combo box on the right, and select the matching 'Item Code' from the list. Once a matching 'Item Code' is selected, the 'Income' and 'Expense' accounts will automatically populate with the relevant information from QuickBooks.

As soon as the matching 'Item Code' is selected, the account references and the 'Service Item' reference are immediately saved into the Office Tools Professional database.

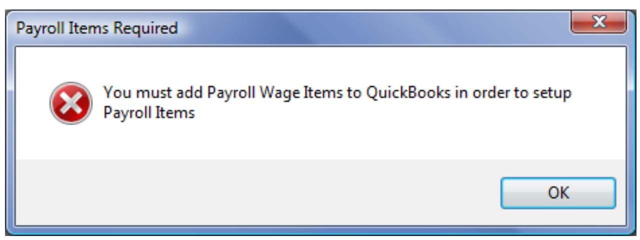
If you wish to utilize the 'Time Card Export' feature, and you have existing 'Payroll Wage Items' in QuickBooks, you will be able to select which 'Payroll Items' you wish to use for the work codes from the 'Hourly' and 'Salary' combo boxes beneath the accounts section. These must be specified for each individual 'Work Code' in order for the 'Time Card Export' feature to function properly.

NOTE: The 'Payroll Items' may also be set up from the 'Payroll Item Setup' feature.

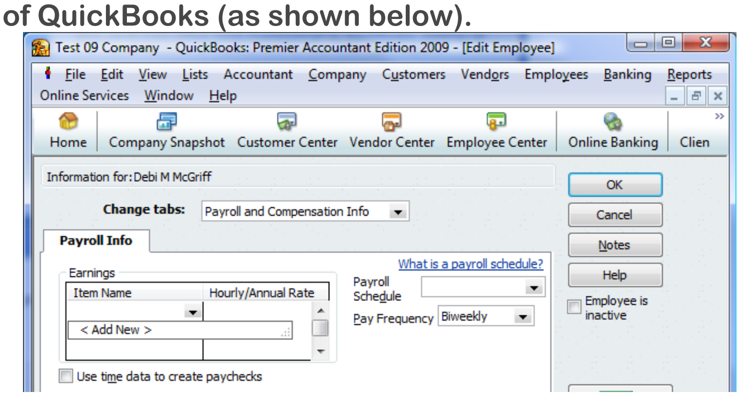
Basic Setup - Work Codes - Payroll Setup



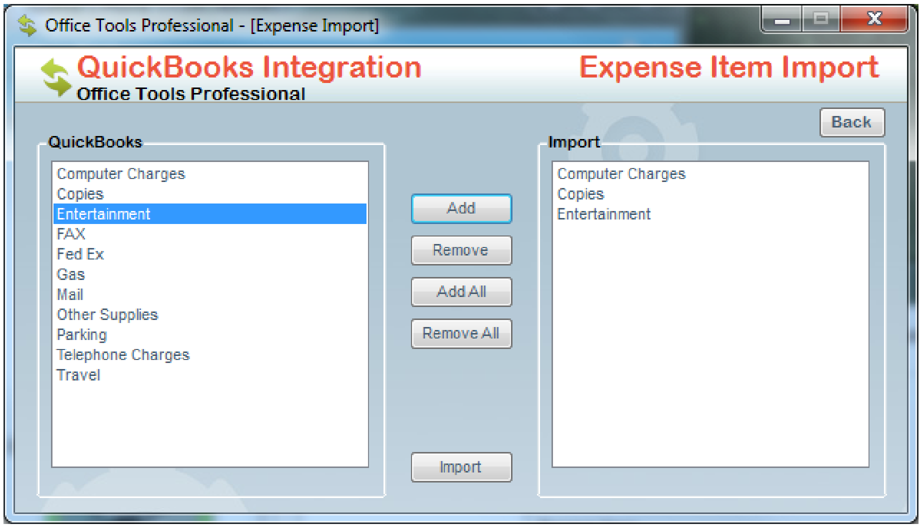
The 'Payroll Item Setup' feature is used to specify which 'Payroll Items' will be used for the 'Hourly' and 'Salary' employees using each individual 'Work Code'. To specify a 'Payroll Item' for a 'Work Code', simply select the 'Work Code', then select the 'Payroll Item' for both 'Hourly' and 'Salary' from the combo boxes on the left. Once the 'Payroll Items' are selected, their references are immediately saved into your Office Tools Professional database for future use with the 'Time Card Export' feature. If you do not have any 'Payroll Items' inside of QuickBooks, you will receive a message (shown below) asking you to create them before proceeding.



NOTE: If you do not have any existing 'Payroll Items' inside of QuickBooks, you must first manually create 'Payroll Items' (at least one Hourly and one Salary) them before you can set up the Office Tools <-> QuickBooks Integration to utilize the 'Time Card Export' feature. This can be done from within the 'Edit Staff' screen inside of QuickBooks (as shown below).



Basic Setup - Expense Items - Import



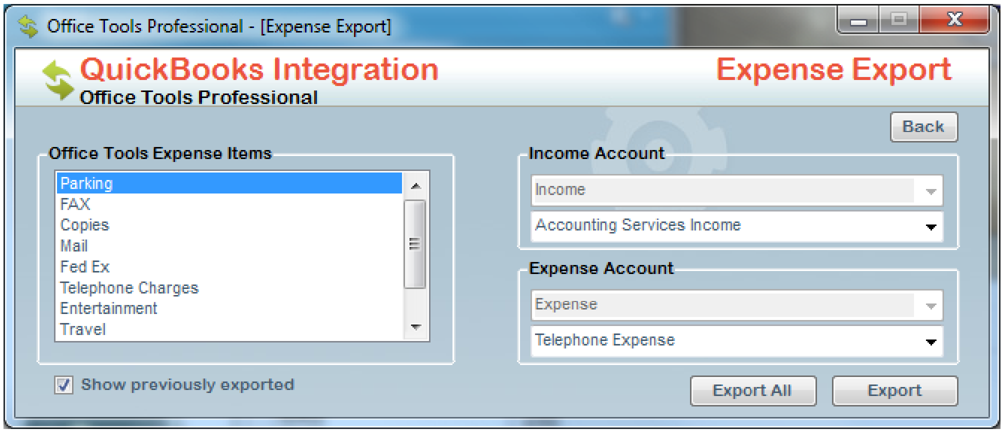
The 'Expense Item Import' feature was designed to make it easy to bring QuickBooks 'Other Charge Items' into Office Tools Professional. The 'Expense Item Import' analyzes the 'Other Charge Items' stored within QuickBooks, and creates comparable 'Expense Items' within Office Tools Professional. These items contain the same name, long description, and unit price as their 'Other Charge Item' counterparts within QuickBooks.

The 'Expense Item Import' will try to match the name of each QuickBooks 'Other Charge Item' to the names of each 'Expense Item' in Office Tools Professional. It will only import items that the Integrator determines are 'New', meaning they do not exist within Office Tools Professional.

To begin the import process, simply select which 'Other Charge Items' you wish to import from QuickBooks (on the left) and click the 'Add' button to queue them for import (you can select all the 'Other Charge Items' en masse by clicking the 'Add All' button). Once you have selected all of the 'Other Charge Items' you wish to import, simply click the 'Import' button to begin the import process. Once the import is complete, the 'Report Viewer' will display a report containing all of the 'Expense Items' that were imported from QuickBooks.

HINT: If you need to quickly add new items to both Office Tools Professional and QuickBooks, it is much easier (and faster) to manually create the 'Other Charge Items' in QuickBooks, and import them than it is to create the 'Expense Items' in Office Tools Professional then export them to QuickBooks.

Basic Setup - Expense Items - Export



The 'Expense Item Export' feature is more complex to use than the other 'Export' features of the program. In order for an Office Tools Professional 'Expense Item' to export properly, it must be given an 'Income Account' and an 'Expense Account' (optional).

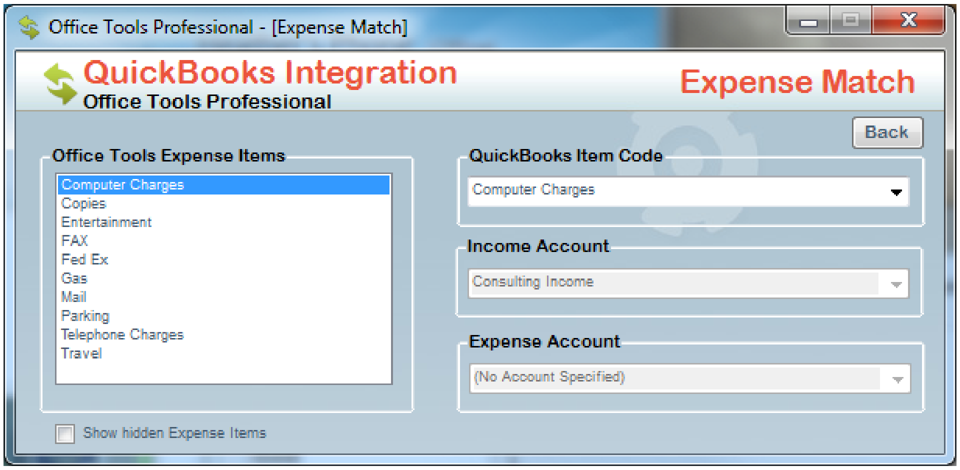
To begin the export process, you must select the 'Expense Item' you wish to export, and specify the 'Income Account' you wish to assign it to. To select an 'Income Account', you need to simply click on the small arrow in the 'Income Account' box and select the account from the list. Once an account is specified, its reference is immediately saved into the Office Tools Professional database for future reference. Repeat this step to specify an 'Expense Account' (if one is desired). Once you have specified the account(s) you wish to use, click the 'Export' button to create a comparable 'Other Charge Item' in QuickBooks.

If you need to export all of your 'Expense Items', simply specify the accounts for each 'Expense Item', then click the 'Export All' button to begin the export process.

If there were any issues during the export process, the 'Report Viewer' will display a report containing all of the 'Expense Items' that did not export, along with the reason why.

NOTE: 'Expense Items' imported from QuickBooks will already have the accounts specified.

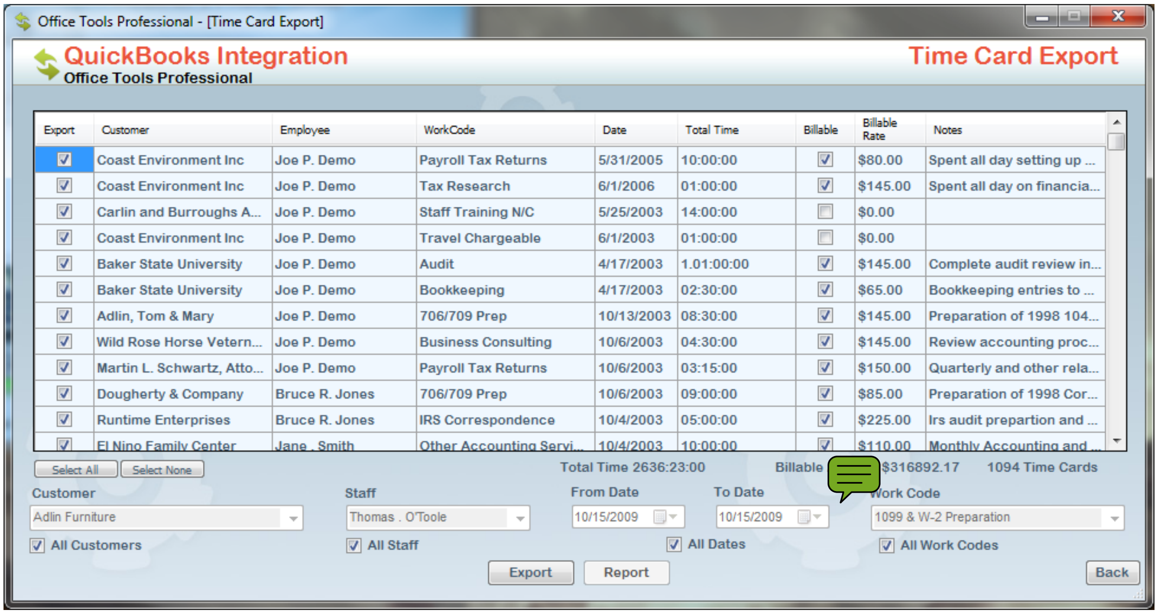
Basic Setup - Expense Items - Match



The 'Expense Match' feature works differently than the other 'Match' features in the Office Tools <-> QuickBooks Integration. To match an 'Expense Item' to a specific 'Other Charge Item', you will simply need to select the 'Expense Item' from the list on the left, then drop down the 'QuickBooks Item Code' combo box on the right, and select the matching 'Other Charge Item' from the list. Once a matching 'Item Code' is selected, the 'Income' and 'Expense' accounts will automatically populate with the relevant information from QuickBooks.

As soon as the matching 'Expense Item' is selected, the account references and the 'Other Charge Item' reference are immediately saved into the Office Tools Professional database.

Advanced Features - Time Card Export

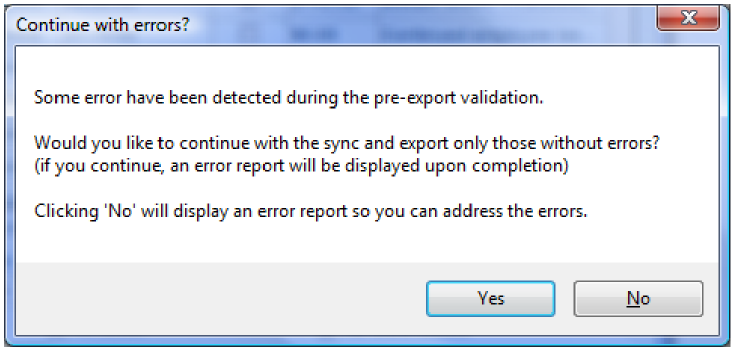


The 'Time Card Export' feature was designed to take an Office Tools Professional 'Time Card', and create a comparable 'Time Tracking' item within QuickBooks. Each 'Time Tracking' item will have the same 'Work Code' (as mapped in the Work Code Export/Import/Match), notes, date, and total time.

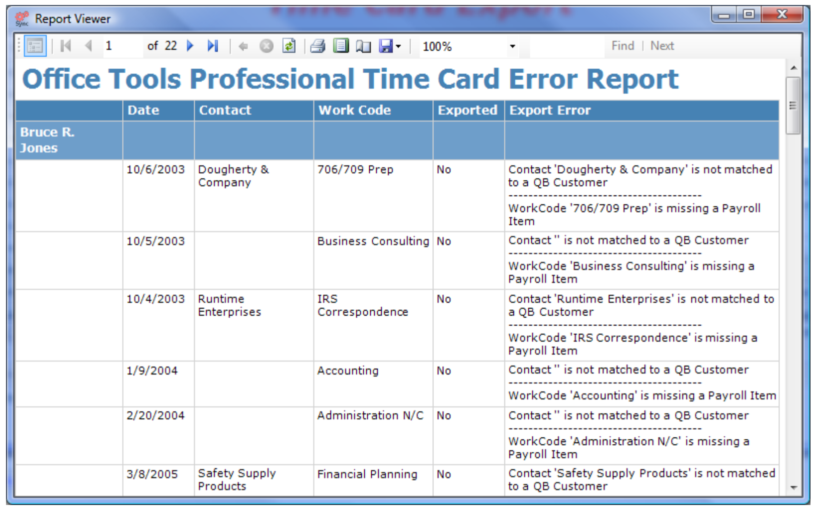
The 'Time Card Export' form has many filters to choose from, making it simple to specify exactly what time cards you want to push into QuickBooks. You can filter by Client, Staff, Date, Work Code, or a mix of any of the filters. Also, you may select and deselect individual time cards by un-checking the 'Export' box next to the time cards in the list.

NOTE: When using the 'Date' filters, the 'Time Card Export' will automatically select the next date interval the next time you return to the form. Example: you export time for the week of Monday, August 3rd 2009. The next time you return to the form, it will automatically populate the filter for the week of Monday, August 10th 2009.

Once you have filtered the time sheet list down to only those time cards you wish to export, click the 'Export' to begin the validation process. If you have successfully completed the basic setup, the export will begin immediately after the validation has completed. If the validation detects any errors, then you will receive the following message: (see next page)

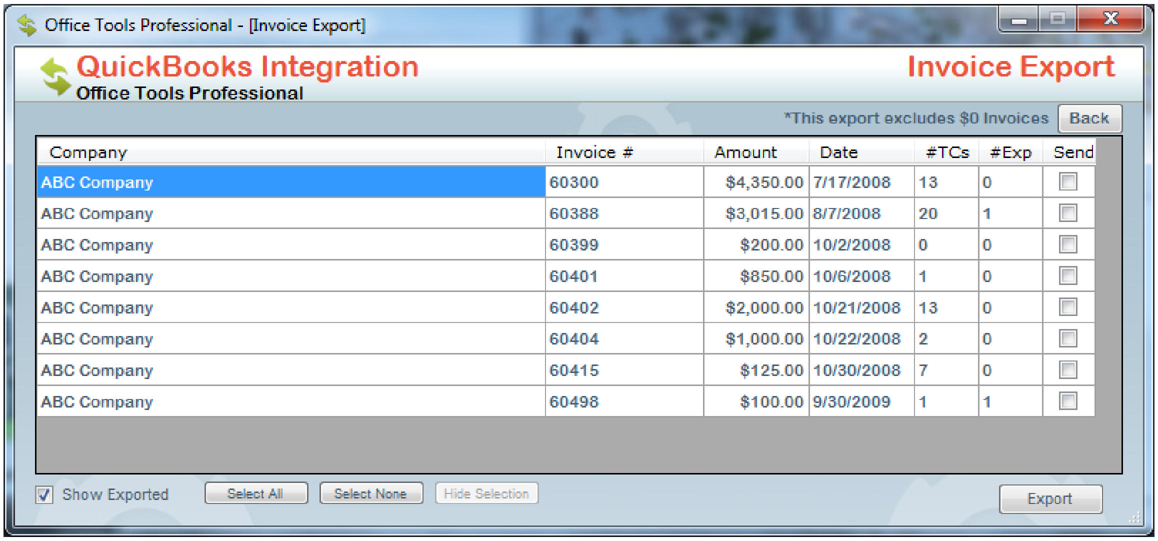


If you select 'Yes', then the export will continue, and present you with an error report after it is completed. If you click 'No', an error report will be generated detailing what caused each specific time card to fail validation, so each issue can be addressed.



Once you have successfully exported time cards into QuickBooks, the 'Report' button on the export form will be enabled. Clicking this button will generate a report detailing each time card that was exported into QuickBooks.

Advanced Features - Invoice Export



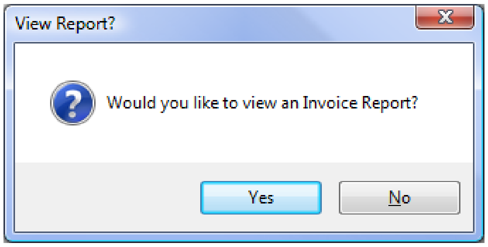
The 'Invoice Export' feature allows users to easily move invoices from Office Tools Professional into QuickBooks. The invoice that is created in QuickBooks is dependant upon what type and the level of detail of the Invoice that is being exported from Office Tools Professional. The Invoice Export attempts to create a mirror image of the Office Tools Professional invoice within QuickBooks.

NOTE: The invoice list will only show invoices that are marked 'Final', 'Partially-Paid', or 'Paid In Full'.

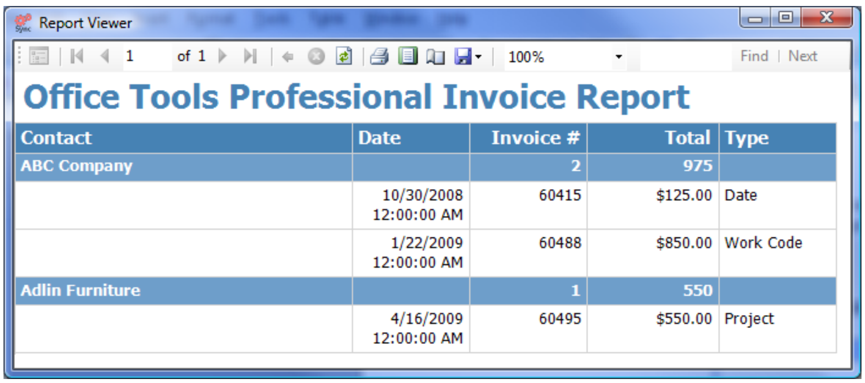
When entering the 'Invoice Export' form, the Invoice list is automatically filtered down to all invoices that have not been exported to QuickBooks. If you wish to view invoices that have already been exported, select the 'Show Exported' option to populate the list with all invoices in the system. Within the Invoice Export list, the user is able to see the company name, invoice number, total amount, invoice date, number of time cards, and number of expenses for each invoice. The 'Send' checkbox next to each invoice is used to select which invoices are to be exported. You may quickly select or de-select all of the displayed invoices by clicking the 'Select All' and/or 'Select None' buttons on the page.

NOTE: If you export an invoice that has been marked up, but did not apportion the changes to the time cards, you will have an item on that invoice that says "YOU ARE EXPORTING AN INVOICE WITH NON-APPORTIONED TIME CARDS. THIS ITEM IS USED TO ADJUST THE INVOICE TO MATCH THE ONE IN OFFICE TOOLS. IN THE FUTURE, PLEASE APPORTION ALL INVOICES THAT WILL BE EXPORTED INTO QUICKBOOKS." You will either have to adjust the invoice in QuickBooks and eliminate that line item, or you will have to delete the invoice from QuickBooks, then apportion the time cards in Office Tools and re-export the invoice.

Once you have selected the Invoices you wish to export, click the 'Export' button to begin the export. When the export begins, you will be prompted with the following message:



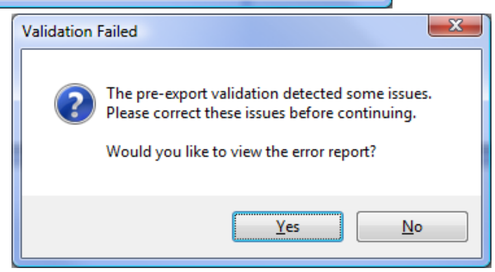
If you select 'Yes', a report will be generated that will summarize all of the invoices that are being exported into QuickBooks.



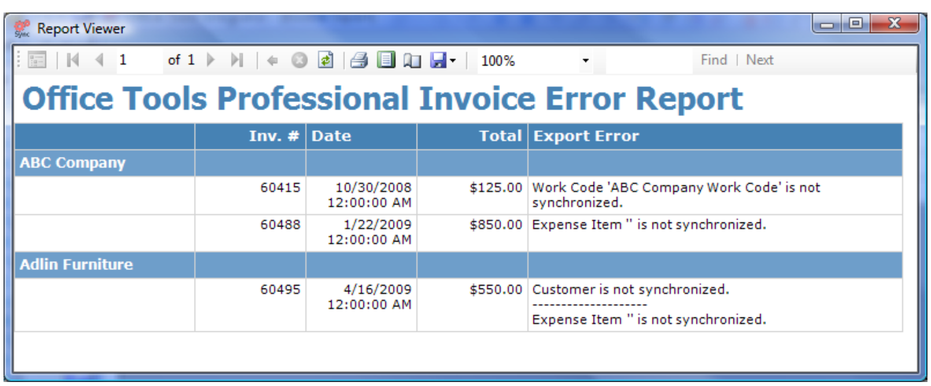
Office Tools Professional Invoice Report

Contact	Date	Invoice #	Total	Type
ABC Company		2	975	
	10/30/2008 12:00:00 AM	60415	$125.00	Date
	1/22/2009 12:00:00 AM	60488	$850.00	Work Code
Adlin Furniture		1	550	
	4/16/2009 12:00:00 AM	60495	$550.00	Project

If there are any validation errors, you will be prompted with the following:



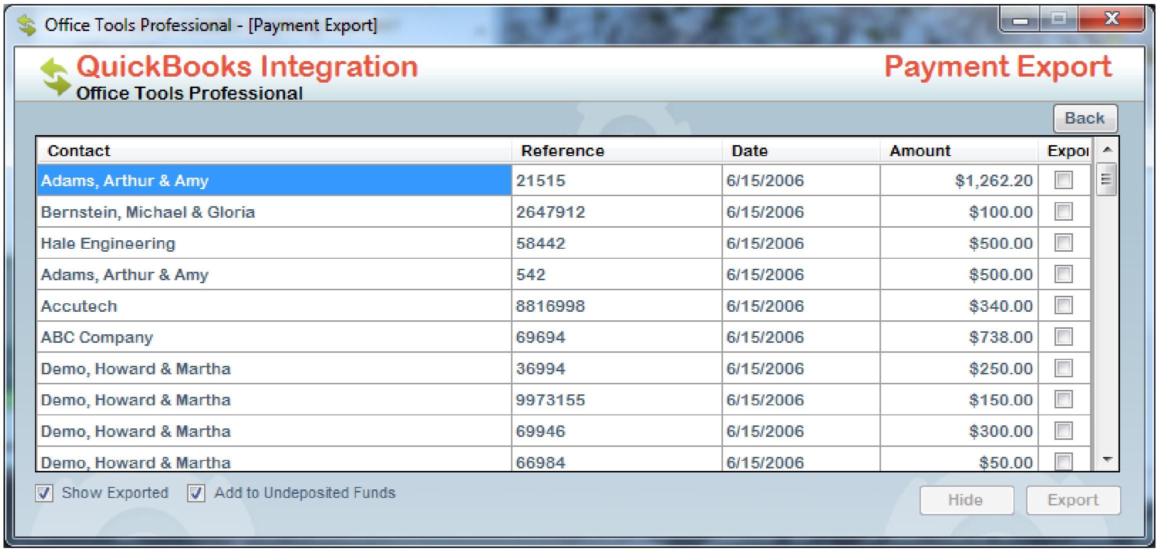
If you select 'Yes', a report will be generated that will detail any issues regarding the invoices that were to be exported, so that you may correct the changes before attempting the export again.



Office Tools Professional Invoice Error Report

	Inv. #	Date	Total	Export Error
ABC Company				
	60415	10/30/2008 12:00:00 AM	$125.00	Work Code 'ABC Company Work Code' is not synchronized.
	60488	1/22/2009 12:00:00 AM	$850.00	Expense Item '' is not synchronized.
Adlin Furniture				
	60495	4/16/2009 12:00:00 AM	$550.00	Customer is not synchronized. -------------------- Expense Item '' is not synchronized.

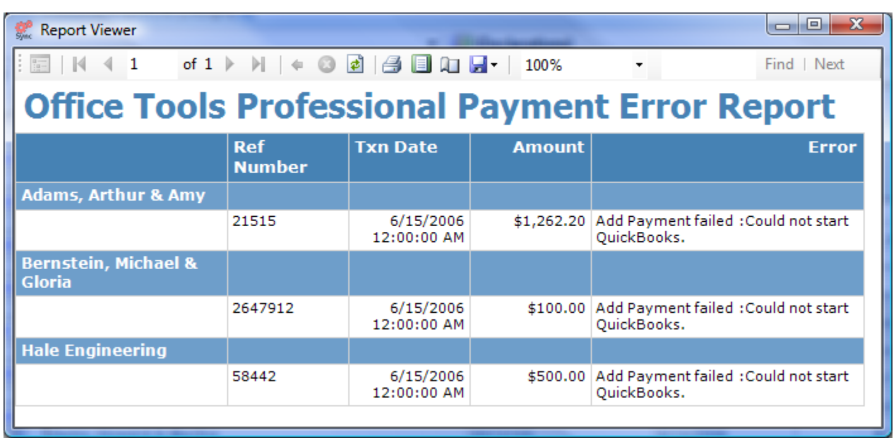
Advanced Features - Payment Export



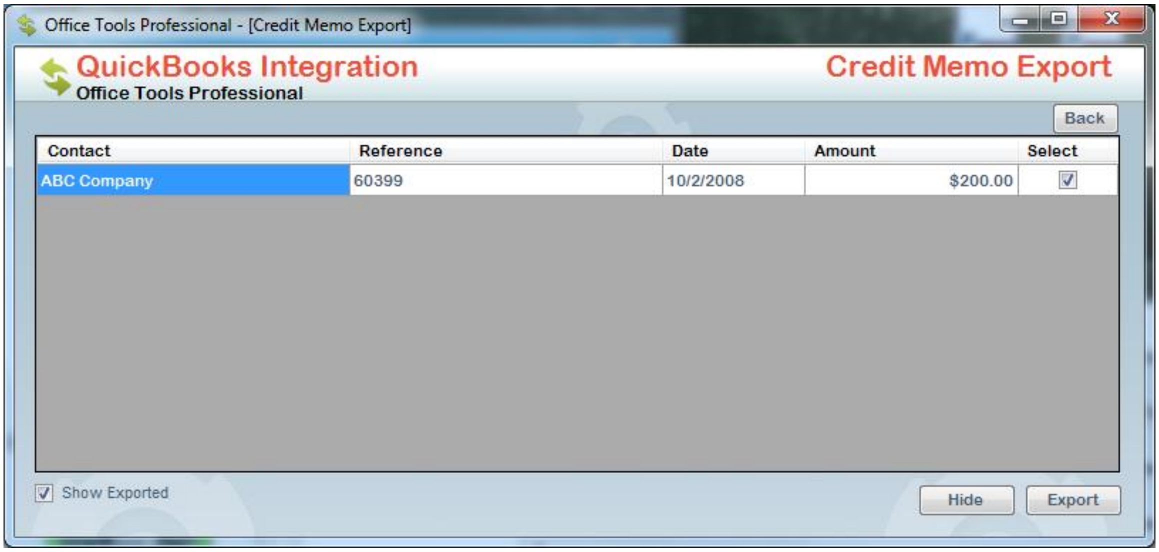
The 'Payment Export' is of similar design to the 'Invoice Export'. The Payment list shows only payments that have not been exported to QuickBooks, unless the 'Show Exported' option is checked. The Payment list shows the company name, reference, payment date, and payment amount for each payment.

When performing the export, each payment will be deposited into the 'Deposit Account' that was specified on the 'Default Setup' form, and will retain the reference that was present inside of Office Tools Professional.

Once you have selected the payments, click the 'Export' button to begin the export process. If any of the payments are unable to be exported, an error report will be generated as shown below. All payments will be exported with the 'Auto-Apply' feature enabled within QuickBooks.



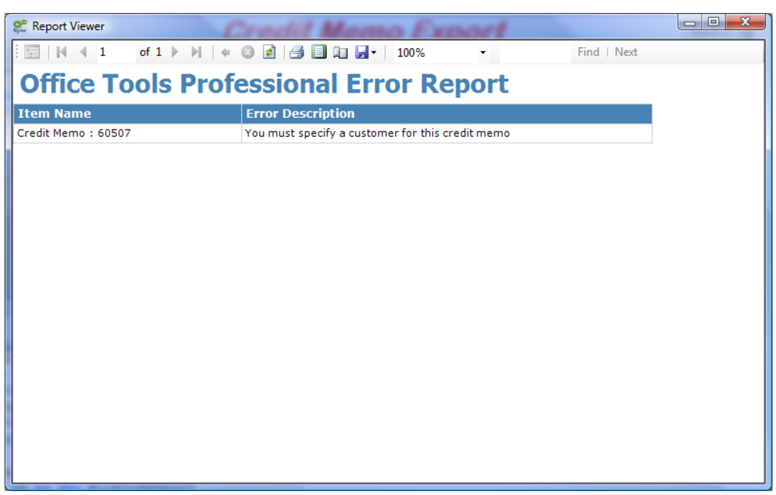
Advanced Features - Credit Memo Export



The 'Credit Memo Export' is of similar design to the 'Invoice Export' and the 'Payment Export'. The Credit Memo list shows only Credit Memos that have not been exported to QuickBooks, unless the 'Show Exported' option is checked. The Credit Memo list shows the company name, reference (credit memo) number, memo date, and credit amount for each payment.

When performing the export, each credit memo will be created inside of QuickBooks with all of the same information that was included on the original Credit Memo within Office Tools.

Once you have selected the Credit Memos you wish to transfer, click the 'Export' button to begin the export process. If any of the Credit Memos are unable to be exported, an error report will be generated as shown below.



More Information - QuickBooks Mappings

The following list illustrates how Office Tools interacts with QuickBooks

QuickBooks		Functions		Office Tools
---		Contacts		---
Full Name	-->	None	-->	Company Name
Print As	-->	None	-->	Print As
Salutation	-->	None	-->	Salutation
First Name	-->	None	-->	First Name
Middle Name	-->	None	-->	Middle Initial
Last Name	-->	None	-->	Last Name
BillAddressLine1	-->	None	-->	Company Name
BillAddressLine2	-->	None	-->	AddressLine1
BillAddressLine3	-->	None	-->	AddressLine2
BillAddressLine4	-->	None	-->	AddressLine3
BillAddressLine5	-->	None	-->	Not Synchronized
BillAddressCity	-->	None	-->	City
BillAddressState	-->	GetStateFromID[1]	-->	State
BillAddressZip	-->	None	-->	ZipCode
BillAddressCountry	-->	GetCountryFromID[2]	-->	Country
ShipAddressLine1[3]	-->	None	-->	Company Name
ShipAddressLine2[3]	-->	None	-->	AddressLine1
ShipAddressLine3[3]	-->	None	-->	AddressLine2
ShipAddressLine4[3]	-->	None	-->	AddressLine3
ShipAddressLine5[3]	-->	None	-->	Not Synchronized
ShipAddressCity[3]	-->	None	-->	City
ShipAddressState[3]	-->	GetStateFromID[1]	-->	State
ShipAddressZip[3]	-->	None	-->	ZipCode
ShipAddressCountry[3]	-->	GetCountryFromID[2]	-->	Country
Phone	-->	None	-->	Main Phone
Contact	-->	Trim	-->	First & Last Name
Email	-->	GetEmailFromLink[4]	-->	EmailAddress
Fax	-->	None	-->	Fax
IsActive	-->	None	-->	Current
---		Items		---
Work Code	-->	None	-->	Service Item
Expense Code	-->	None	-->	Other Charge Item
Discount	-->	None	-->	Discount Item
Late Fee	-->	None	-->	Other Charge Item
Mileage	-->	None	-->	Other Charge Item

[1] Converts the StateID (number) in Office Tools to a readable string containing the actual State name
[2] Converts the CountryID (number) if Office Tools to a readable string containing the actual Country name
[3] Field is only updated during the contact export. Is not modified on subsequent synchronizations
[4] Removes the hyperlink formatting from the email address stored in Office Tools