

QBWizard

a Tigertrak product

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# Chapter 1

## Introduction & Getting Started

### 1.1 Overview

The QBWizard is our vision to streamline the implementation of Tigerpaw for users coming from QuickBooks. Our primary focus is on fixing what we've seen as the biggest hurdle for people trying to implement Tigerpaw: the completion of the accounting link between both programs. After running the wizard Tigerpaw is elevated to handling your business's day-to-day operations, and QuickBooks seamlessly accepts the accounting data output by Tigerpaw.

### 1.2 Installation

#### Prerequisites

In order to install and use QBWizard there are several requirements which must (or should) be met:

- A recent version of Tigerpaw must be properly installed. Since you're implementing you probably have the latest version of Tigerpaw's software, but we mention this just in case you've held onto a copy of Tigerpaw for years waiting for our product to save you from the burden of implementation (which is nothing we haven't already seen).
- It is not necessary to have Tigerpaw on the same computer as the QBWizard, but we will need to make a connection to the Tigerpaw database.
- You must create and register a new Tigerpaw database. While you're welcome to run our software on a database you've been using for some time, we can't guarantee that the outcome will be what you are hoping for. We suggest you thoroughly test on a backup or archive if you decide to go against our advise on this point.
- Microsoft Windows 10, 8, 7 or Windows Server 2012/2008 with latest service packs, and patches applied.
- The QuickBooks user interface must be installed with the latest patches on the computer where you will install the QBWizard. At the time of this writing QuickBooks versions after 2012 should work, but it gets difficult to promise we'll address issues related to versions older than 2 or 3 years. Enterprise, Premier, or Pro editions are supported.

#### Not-Quite Prerequisites

You should enable the use of Accounting Numbers in QuickBooks. This can be done in QuickBooks under the *Edit [menu] > Preferences > Accounting > Company Preferences [tab] > Use accounting numbers*. Even if this setting is turned off QuickBooks may have account numbers assigned to some accounts. The QBWizard can't identify the status of this setting so accounts we create in Tigerpaw will reflect accounting numbers, not just the name. You don't have to change this setting, but if you aren't using account numbers you'll have to adjust a handful of accounts we created in QuickBooks by copying the Account Description into the Account Number field.

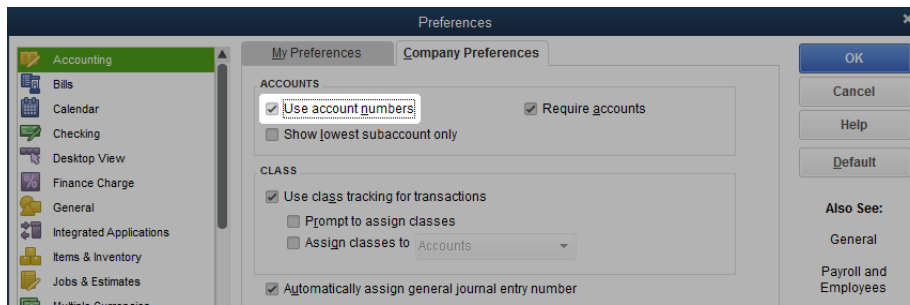


Figure 1.1: Use Accounting Numbers

## Postrequisites?

We don't do everything for you. The QBWizard takes care of the confusing and boring stuff (like creating dozens of accounts & codes by hand), but you'll still have to be familiar with how Tigerpaw's accounting link works. Turning on the batch feeds and specifying some GL Accounts in the accounting configuration options will be necessary.

## Obtaining & Installing QBWizard

This manual probably came from the .zip file package that was downloaded. In the .zip package is `setup.exe` which will install the QBWizard and its dependencies. Run this installer and follow the on-screen directions to completion. It's a pretty basic next-next-next kind of thing.

If you cannot find the .zip file package then contact support and we will send you product distribution message with a download link.

## Updates

Updates can be installed over top the existing version. Do not uninstall before installing an update.

## Uninstallation

The QBWizard can be uninstalled by finding it in the Add or Remove programs dialog of the Control Panel. Uninstalling will not remove dependencies which were installed to the computer during the setup process (i.e. QuickBooks SDK).

## Chapter 2

# Brief Notes: What's the Wizard Do?

The intention of our wizard is to provide on-screen instruction and minimize the amount of reading you have to do, however the following sections contain answers to frequently asked questions along with insight as to whats happening behind the curtain. Reading much more of this manual before running the QBWizard would be a chore. The next section, “What the Wizard Does”, is important for aligning your expectations with what we are able to provide. Otherwise, unless you are scrutinizng all the literature we offer to determine the fitness of our utility for your purposes, you might enjoy running the wizard at this time and glancing at pertinent sections if you have questions or want to know more.

### 2.1 What the Wizard Does

We advertise QBWizard as a tool which attempts to handle no less than the following:

- Create GL Accounts with Classes in Tigerpaw based on the QuickBooks Chart of Accounts
- Create GL Codes in Tigerpaw
- Set up accounting configuration values in Tigerpaw
- Create Sales Tax Codes and Sales Tax Districts in Tigerpaw
- Create Payment Methods
- Create Payment Terms

Please note that we do not import everything from QuickBooks to Tigerpaw.

### 2.2 Data Extraction

The QBWizard extracts data from certain areas of QuickBooks to CSV files. The directory to which these files are saved can be changed if the default is not desirable. We attempt to export all areas of QuickBooks even if the data may not be used at this time. Some of the files which are created may be useful to you. For example, the customer file could be reviewed for uniformity then used in importing your customers using Tigerpaw's import tools.

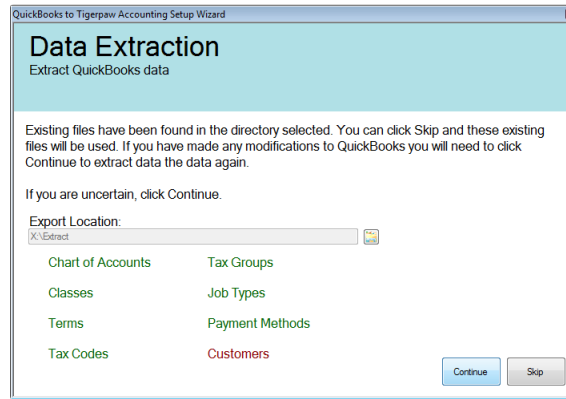


Figure 2.1: Data Extraction

## 2.3 Data Verification

Before committing any changes to Tigerpaw, the wizard will do a test-run and report potential problems. Tigerpaw limits GL Accounts names and Class names to 50 characters. Therefore, accounts and Classes in QuickBooks with names longer than 50 characters can not be created. Compounding this issue is the use of class/departments and subclasses. Subclasses are created in Tigerpaw by concatenating the names together (e.g. “class:subclass”). Therefore, the combined length of a class, subclass and delimiting colon must not exceed 50 characters.

You may not be familiar with GL Codes coming from QuickBooks. In Tigerpaw, a GL Code contains both halves of a transaction: the debit and credit accounts. The name given to GL Codes is also limited to 50 characters making naming them even more difficult. To uniquely identify all the GL Codes which are created, we use “<AccountNumber> [<(class)>] <AccountName>” (e.g. 47900 (MAC) Sales).

If there would be problems creating GL Accounts & Codes a warning dialog is displayed. To fix warnings modify your chart of accounts in QuickBooks, shortening account numbers, names and classes where necessary. We suggest configuring QuickBooks to identify GL Accounts by number rather than names.

We admit this is the most unwizardly stage but incongruency between both systems can't be handled automatically.

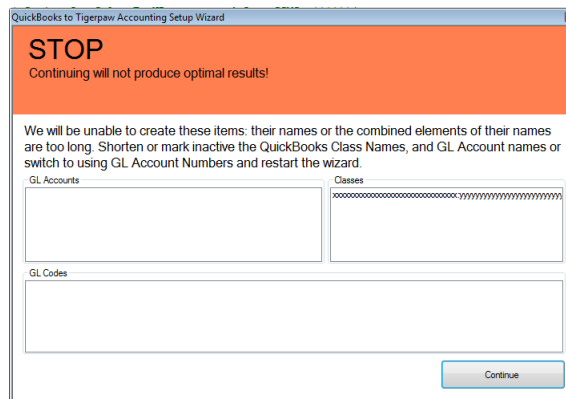


Figure 2.2: Verification Warning

## 2.4 GL Accounts Creation

Tigerpaw classes are not stored in a separate area like they are in QuickBooks; there isn't a master table area to edit classes. A class is just a property of a GL Account. Therefore, a GL Account is created “multiple times” - one for each class. You'd be best served by selecting only classes you are interested in carrying forward to reduce clutter imported into Tigerpaw.



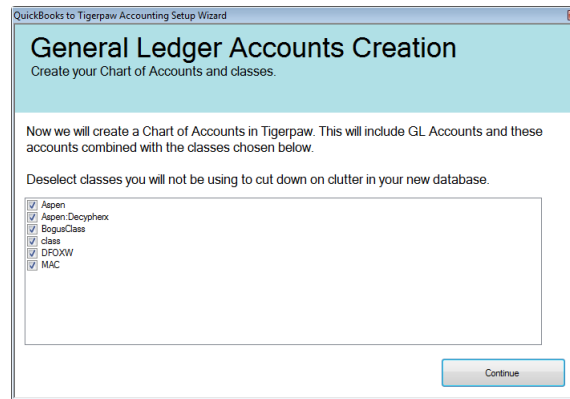


Figure 2.3: GL Account Creation

## 2.5 Base Accounting Questions

To configure Tigerpaw appropriately, a few questions will be asked of you. QuickBooks limits the types of accounts that can be used in certain places and transactions. For example, QuickBooks won't allow you to debit Accounts Payable directly in transactions such as creating or receiving purchase orders. To prevent you from selecting incorrect accounts, we filter accounts available for selection. Below is a list to show how we filter each selection. If you don't find the account you are expecting, you can make changes to QuickBooks and restart the wizard.

**Accounts Receivable** Accounts Receivable

**Undeposited Funds** Other Current Assets

**Terms Discount** Cost of Good Sold, Expense, Income, Other Income, and Other Expense

**Sales Tax Payable** Other Current Liability

**Inventory Asset** Other Current Asset

**Inventory Gain Loss** Income, Cost of Goods Sold, Expense, Other Income

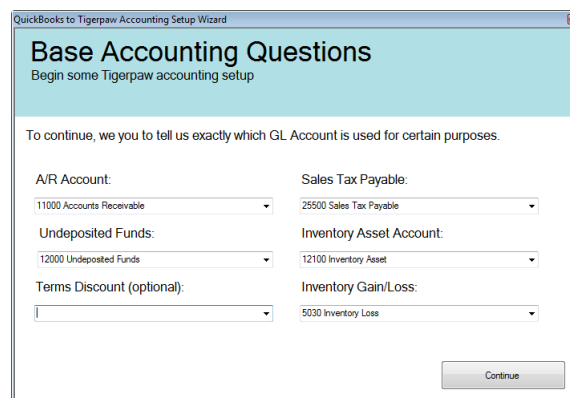


Figure 2.4: Base Accounting Questions

## 2.6 Purchase Order Setup

Purchase Order setup is described on-screen in the wizard. Again there are some accounts which may be filtered.

**Liability or Purchase Order Non-Posting Account** The Liability account when choosing to handle PO's with Tigerpaw must be an Other Current Liability. If choosing QBTrak to handle PO's you must choose a Non Posting account.

**Freight Expense Account** Expense, Other Expense, or Cost of Goods Sold

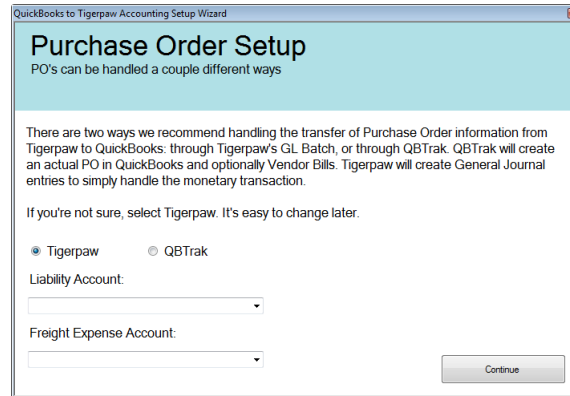


Figure 2.5: Purchase Order Setup

# Appendix A

## Contacting Support

Support is generally available between 9 and 5 Eastern time, Monday through Friday excluding holidays.

When contacting support, please describe your problem with a level of detail that will enable us to prepare an immediate response. This is especially important when sending an e-mail or leaving a voice mail because it makes getting back to you easier if we aren't assuming conditions of your situation. Consider we are exchanging information about abstract concepts, so try to reduce ambiguity: explicit is better than implicit.

We prefer e-mail over phone support. While writing clearly can be more difficult its asynchronous nature means more people get help in a shorter period of time. An exchange of screen shots often clearly shows the problem and resolution without the overhead of starting an online meeting. If your question or problem is difficult to describe succinctly, please call.

- email: [support@tigertrak.net](mailto:support@tigertrak.net)
- phone: 215.358.1600



# Appendix B

## Legal Stuff

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