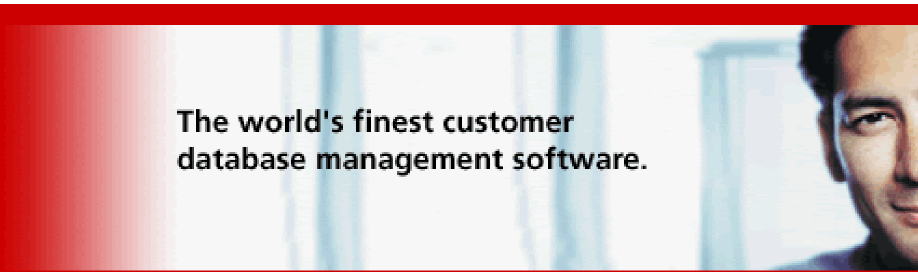


Application Note: Using Accounting Link to exchange data with QuickBooks PRO, Premier and Enterprise

1. Overview

Legrand CRM Accounting Link provides a simple, yet effective way to link your CRM data to your QuickBooks PRO, Premier and Enterprise accounting data. Legrand's Accounting Link further increases the effectiveness of your office systems by creating a seamless link between Legrand CRM and your QuickBooks PRO, Premier or Enterprise accounting system – no more double entries, no more wasted time.

With a few simple clicks, your sales people and account managers will be able to access a customer's outstanding balances, contact information, credit limit, accounting notes and view sales line item details, all within Legrand CRM's consolidated information center – allowing your team to operate more efficiently and more effectively.

Benefits:

1. Import QuickBooks contacts into Legrand CRM
2. Create new Customers in QuickBooks from Legrand CRM
3. Import QuickBooks sales transactions line item details into Legrand CRM's Item Tracking module.
4. Provide users with list of Posted (Invoices, Sales Receipts, Credit Memos) and Non Posted (Sales Orders, Estimates) sales transactions for every linked Customer, with drill-down access to the QuickBooks transaction.
5. Ensure Customer addresses and Contact details are consistent between the CRM and accounting databases.
6. Import a Customer's Credit Status, Account Balances and Notes into Legrand CRM. Once imported into the Legrand CRM database, these accounting summaries are available to all Legrand CRM users, including remote users who will get the latest update when they synchronize their database.
7. Provides your front office staff (using Legrand CRM) with financial summaries about your Customers without providing direct access to the QuickBooks accounting system.

2. QuickBooks Requirements

- QuickBooks PRO, Premier or Enterprise or higher.
- QuickBooks must be installed on the computer that will run Accounting Link.

- The Accounting Link will operate faster if QuickBooks is running on your computer when you execute Accounting Link. (This is a suggestion only, not a requirement)
- Sales transaction drill down feature requires QuickBooks to be running.
- Allow QuickBooks Preferences 'integrated application' access.

3. Legrand CRM Requirements

- Accounting Link works with Legrand CRM V4 PRO and CORP editions.
- Accounting link is licensed per Legrand CRM serial number and requires an activation key to operate.

4. Installing and activating Accounting Link

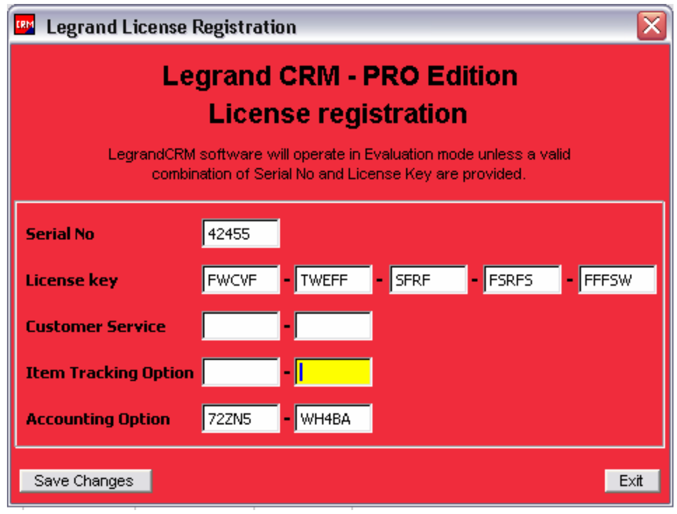
Installing the Accounting Link is easy. All you need is to copy the file *QB.app* and *QBlink.app* into your Legrand application directory.

Note. By default both of these files are installed with the Legrand CRM installation.

To enable the use of Accounting Link you will need to record the activation key, which is a 10-character code linked to your Legrand CRM serial number.

To record the activation key, first log into Legrand CRM and then select *Help > About* from the menu at the top of the screen; then click on the "Record License" button on the About screen.

When presented with the License Registration screen, simply enter the 10-character activation code for the Accounting Link option.



If you are setting up the Accounting interface on a trial copy of Legrand CRM a license code is not required.

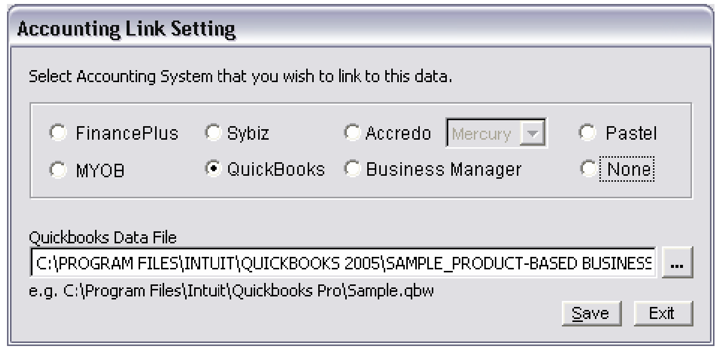
5. Configuring Accounting Link

After you have recorded the activation code, the next step is to specify the accounting database Legrand CRM database is going to be linked to.

You will need to have System Administration user access rights to perform this function. In the menu at the top of the screen select *Administration > System Administration* then click on the command button *System Options,* then click on the button *Accounting System*. You will then be presented with a screen where you will specify the accounting system that Legrand CRM database will link to.

Every Legrand CRM database can have its own Accounting Link. If you operate multiple Legrand CRM databases and multiple accounting systems you can actually link one Legrand CRM database with a QuickBooks database, and link a second Legrand CRM database to another QuickBooks database or even to another accounting system from one of the other supported suppliers.

In the Accounting Link Setting screen simply click on the accounting system (i.e. in this case, QuickBooks) and then click on the browse button to navigate to the QuickBooks data file (i.e. a file with a .qbw extension).



6. Importing from QuickBooks

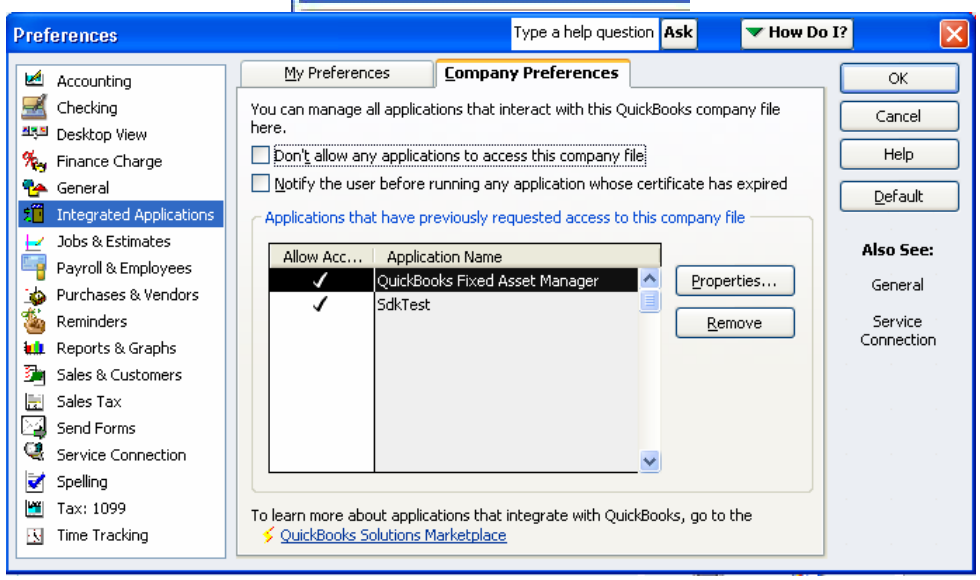
Before running the interface for the first time please open QuickBooks.

Go to File > **Switch to Multi-user mode** (if it reads *Switch to Single User Mode* please do not change it).

When you first run the steps below, QuickBooks will identify a 3rd party application is trying to access the database, please allow access.

If the pop up does not appear in QuickBooks please check that '*Don't allow any applications to access this company file*' **is not selected.**

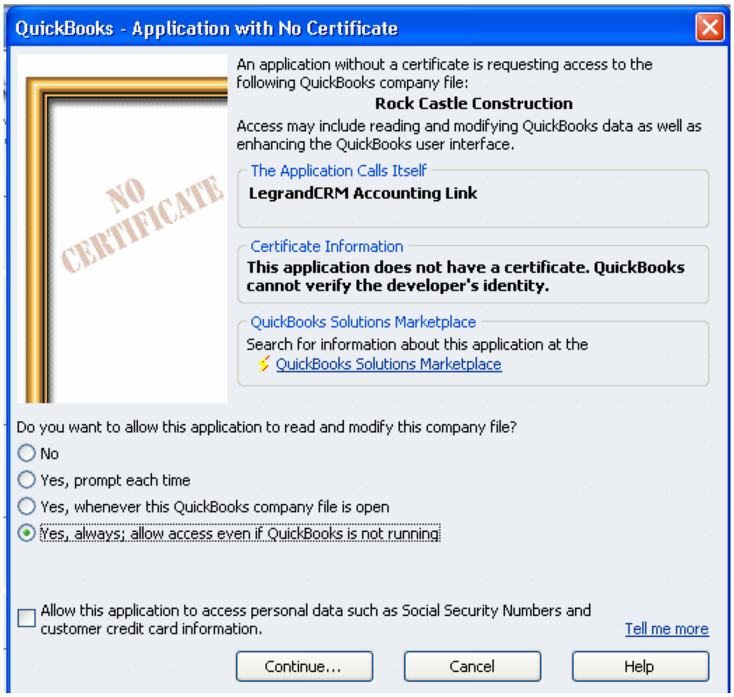
Access via Edit > Preferences > Integrated Applications > Company Preferences (tab).
Note. In earlier versions this menu may be located elsewhere.



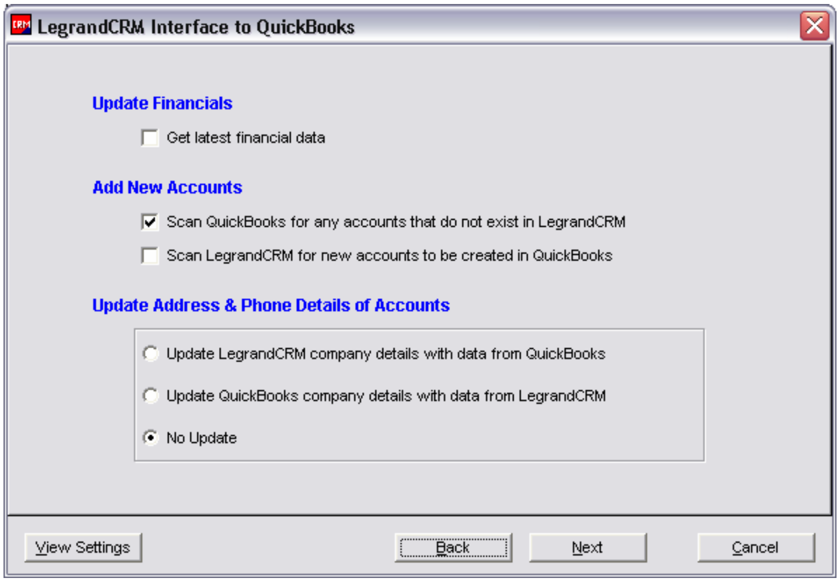
In Legrand CRM, to run the Accounting Link interface go to the menu at the top left of the screen and select *File > Import > Accounting Data > Import from QuickBooks > Import Accounts & Summaries.*

As mentioned above this, should cause the pop windows opposite to appear.

Please select the "Yes" option that best suits your security requirements.



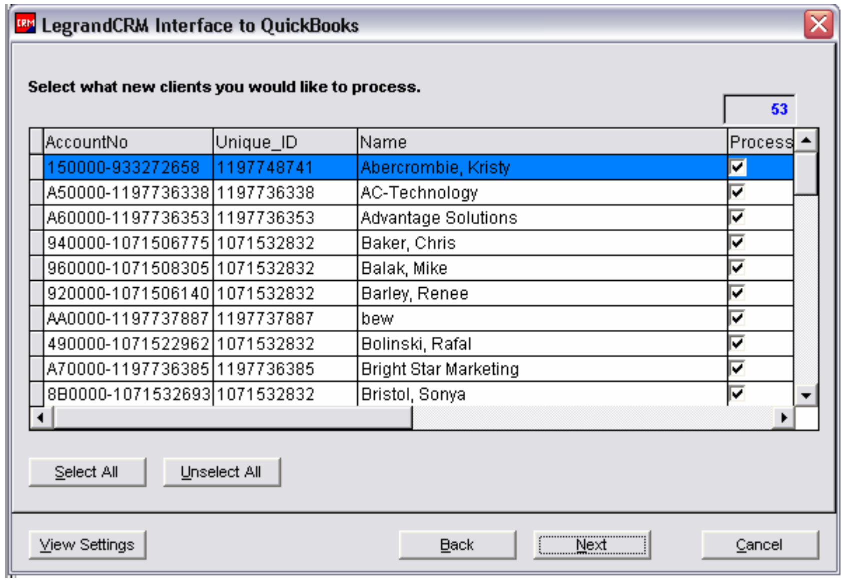
In most cases, when import is carried out for the first time, the user may want to transfer all Customer accounts from QuickBooks to Legrand CRM database. All you need to do is tick the "*Scan QuickBooks for any accounts that do not exist in Legrand CRM*" box.



The next step in the Accounting Link wizard will then scan your QuickBooks data and will present you with the list of Customer accounts that exist in QuickBooks but not in Legrand CRM.

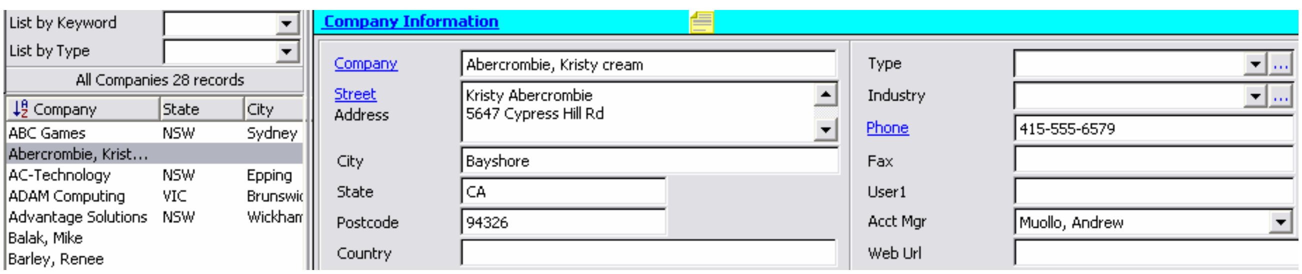
You then have the option to specify which accounts are to be transferred across from QuickBooks and created in Legrand CRM.

In this example, we will only process three accounts. First click on “Unselect All” to clear all selections and then click on the check box for Kristy Abercrombie, Mike Balak and Renee Barley to select these three accounts.



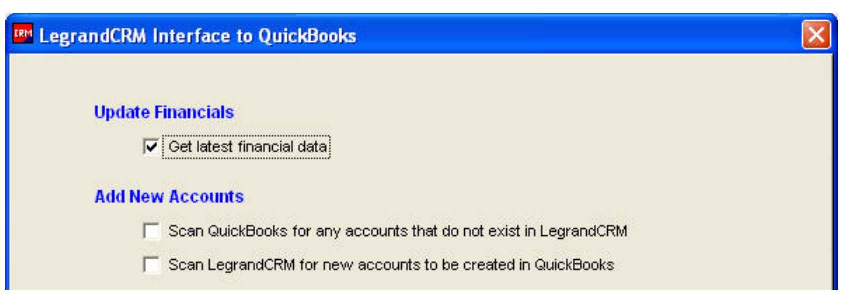
Click “**next**” in the Accounting Link wizard and the system will process all the Customer accounts you have selected, creating each one in Legrand CRM. Upon completion of the wizard click on “All Companies” in Legrand CRM to show all companies, including all those just created by the Accounting Link wizard.

Note. The above step will need to be run anytime you create a customer in QuickBooks and require it to be transferred to the Legrand CRM database.



Click on the “**Accounting**” tab to bring forward the accounting data section. You will notice that even though the Customer record has been created in Legrand CRM the financial summaries have not yet been brought across. You will also notice that Accounting Link has recorded the unique QuickBooks Customer ID for each account it has created in Legrand CRM.

To bring across the financial summaries it is simply a matter of running the Accounting Link wizard a second time, but this time select “**Get the latest financial data**”.

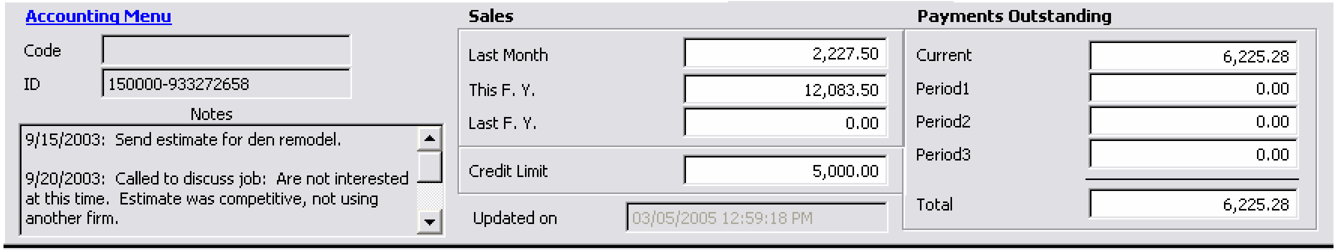


When the Accounting Link has completed you can view the Aged Balances of this customer in Legrand CRM, as well as any Customer notes in QuickBooks and the Customer’s credit limit.

For users with a valid accounting interface license this data will be display as ‘live’ i.e. when selecting a company Legrand CRM will access the QuickBooks database to update the information displayed.

Users without a live link i.e. without an accounting interface license or without a connection to the QuickBooks data e.g. a traveling synchronization user, the information will be as recent as when the import of financials was last updated.

The "**Updated on"** field displays when the information was last updated.

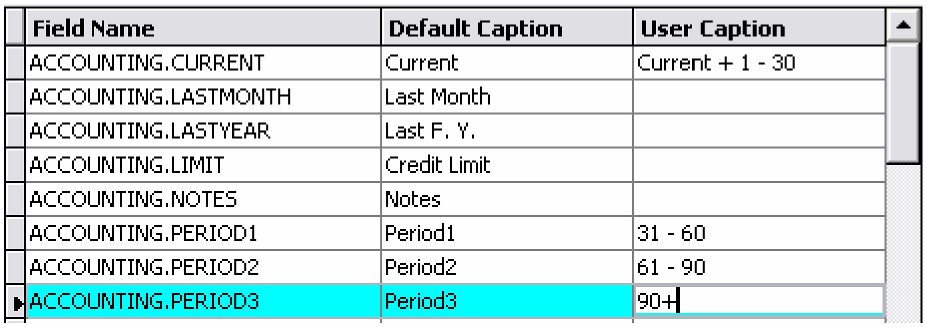


Users with a valid accounting interface license will be able to get '**live**' access to the list of Posted and Non Posted customer transaction in QuickBooks for the current Customer record in Legrand CRM.

The information displayed for the Payments Outstanding amounts are based on preferences as set in QuickBooks i.e. the Reports and Graphs preferences 'Aging Report' and 'Summary Reports Basis'.

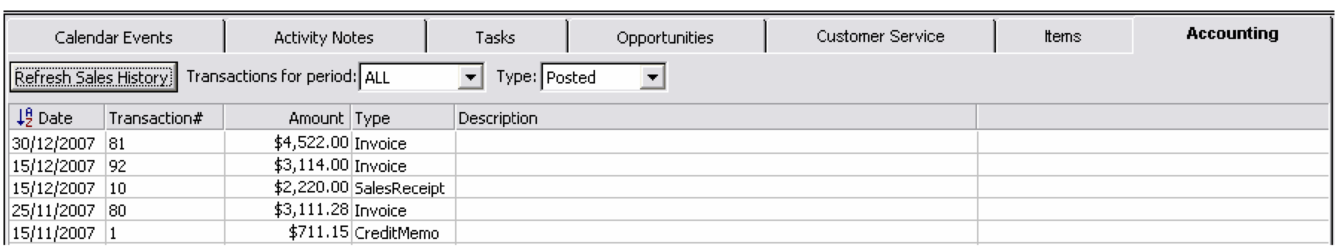
The payments outstanding totals are aged as below; it is recommended you change the Legrand CRM Screen Labels to match the QuickBooks data.

Access via: Administration > System Administration > Screen Labels

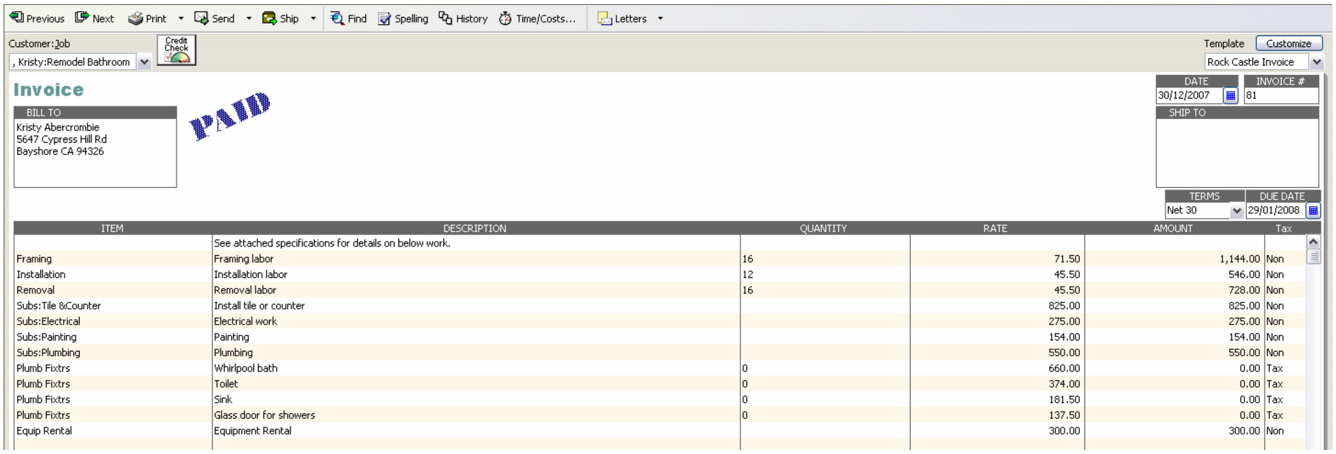


Field Name	Default Caption	User Caption
ACCOUNTING.CURRENT	Current	Current + 1 - 30
ACCOUNTING.LASTMONTH	Last Month	
ACCOUNTING.LASTYEAR	Last F. Y.	
ACCOUNTING.LIMIT	Credit Limit	
ACCOUNTING.NOTES	Notes	
ACCOUNTING.PERIOD1	Period1	31 - 60
ACCOUNTING.PERIOD2	Period2	61 - 90
ACCOUNTING.PERIOD3	Period3	90+

Viewing the transactions listing also allows for a **drill down function**. By double clicking on an invoice in Legrand CRM, the corresponding transaction is opened in QuickBooks.



Date	Transaction#	Amount	Type	Description
30/12/2007	81	$4,522.00	Invoice	
15/12/2007	92	$3,114.00	Invoice	
15/12/2007	10	$2,220.00	SalesReceipt	
25/11/2007	80	$3,111.28	Invoice	
15/11/2007	1	$711.15	CreditMemo	



- **Note.** Sales transaction drill down feature requires QuickBooks to be running
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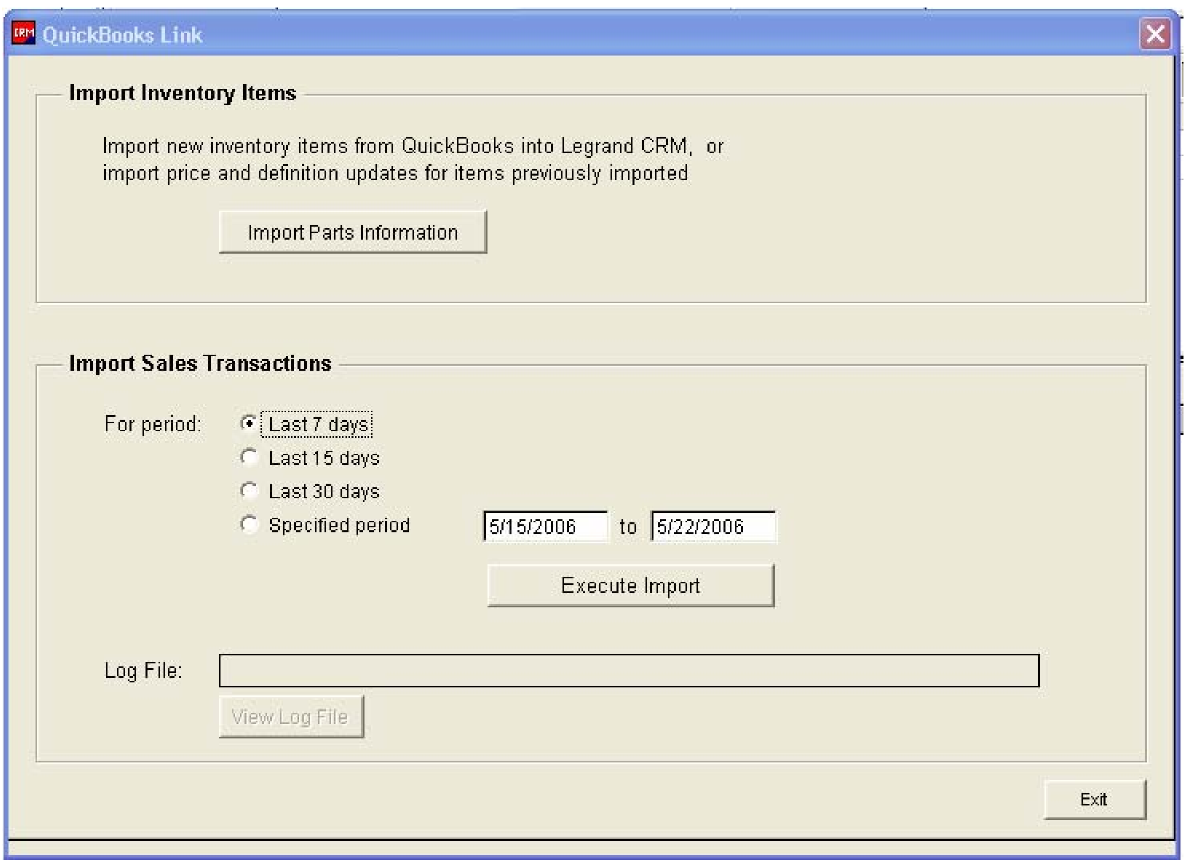
7. Importing Products and Items Sold

- For Legrand CRM uses that also have the optional module 'Item Tracking;' you can also import your 'key' product lines and resulting Sales Line item details into Legrand CRM. Making the sales data available to all CRM users without needing access to QuickBooks.

Go to the menu at the top left of the screen and select *File > Import > Accounting Data > Import from QuickBooks > Import Products and Items Sales.*



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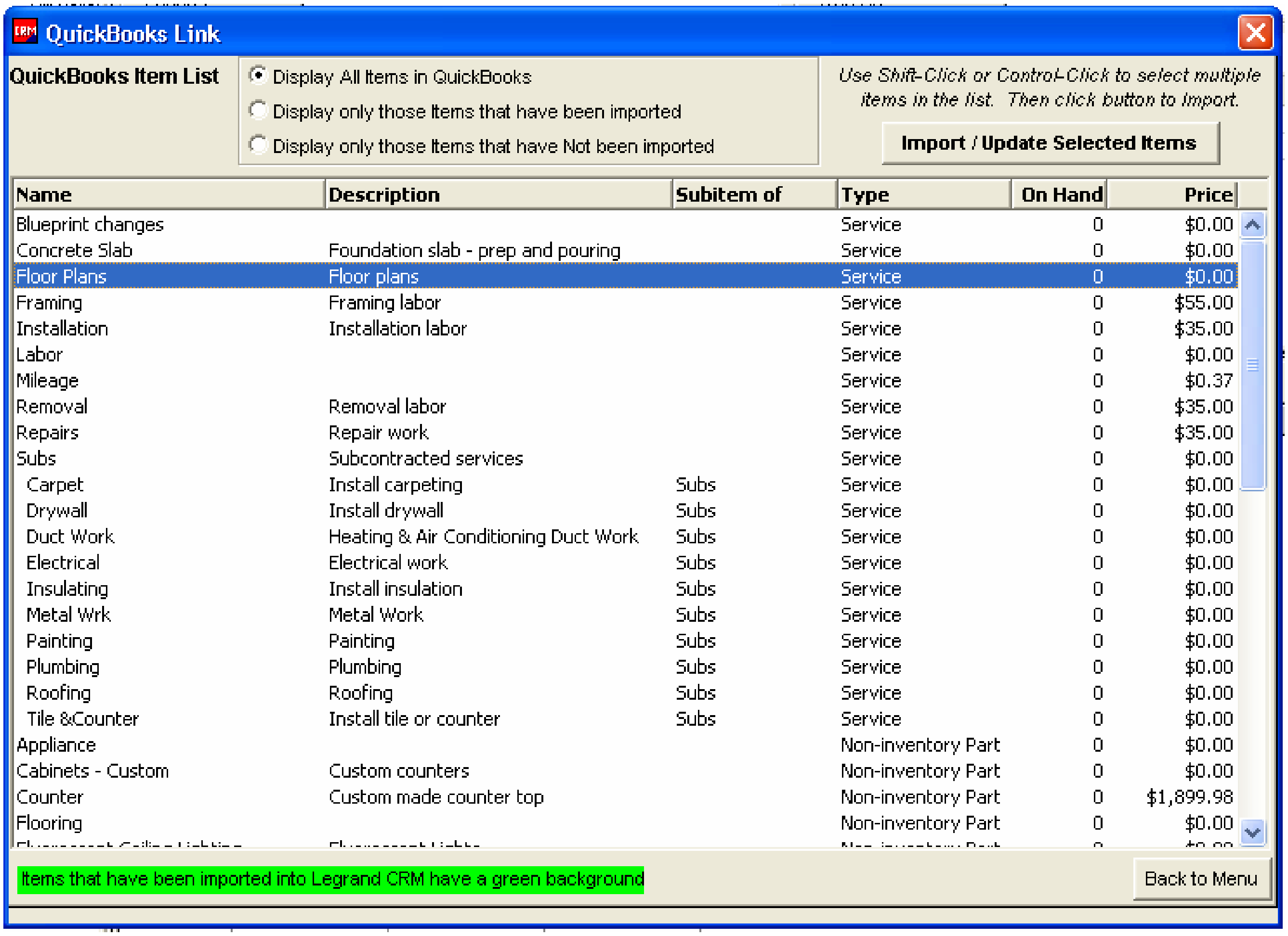
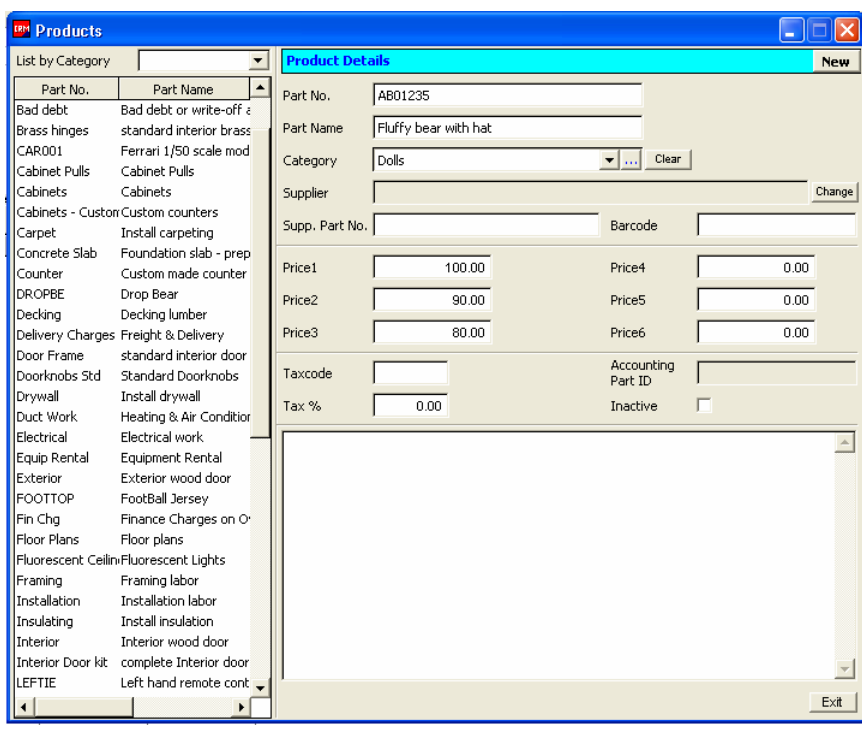
- On your first import select **Import Parts Information.**

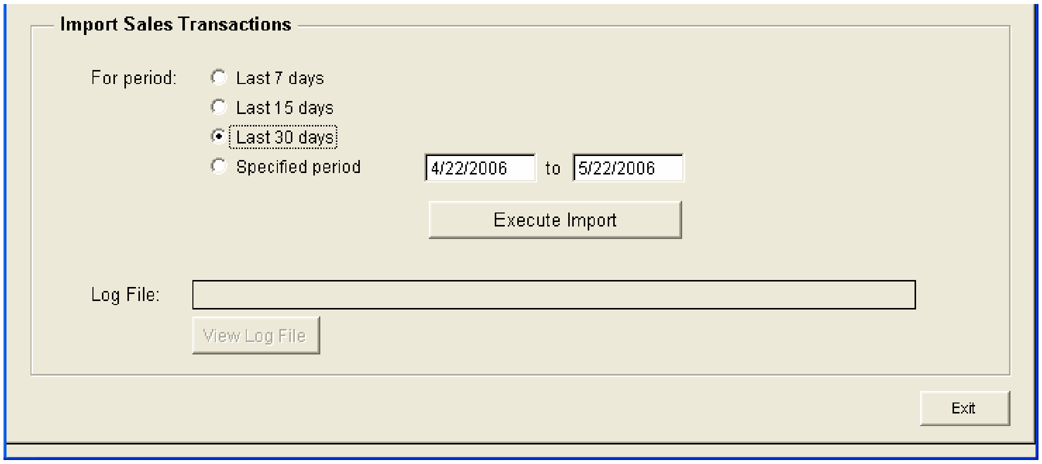


- Select the ‘key’ items you wish to import, you may not want to import freight into your CRM system.

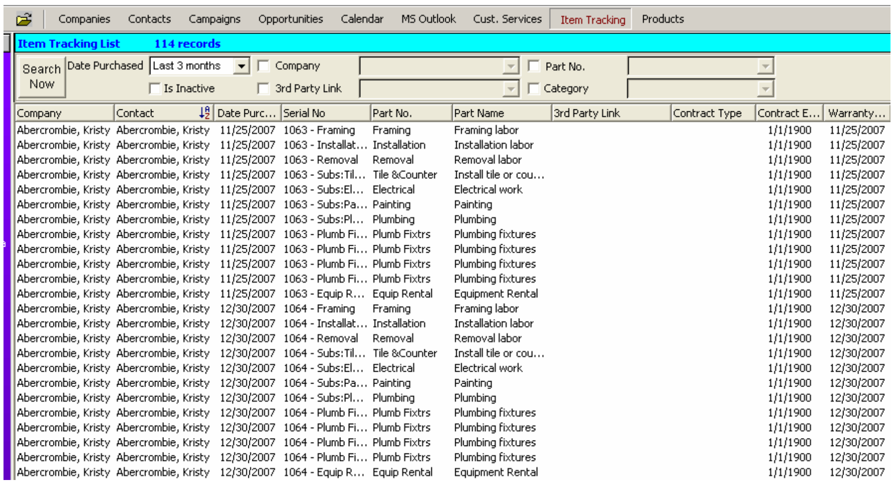
- Once you have selected these items, select **Import / Update Selected Items.**
- This will import the QuickBooks items into the Legrand ‘Products’ module (this is a sub module of Item Tracking).
- You will then receive a message stating the import / update has been completed successfully, select Back to Menu.



- Select Import Sales Transactions.
- Enter an appropriate date range and select '**Execute Import'.**
- If this is the first time you have run this import this may take a few minutes.



- This will import the QuickBooks sales transaction details into the Legrand Item Tracking module.



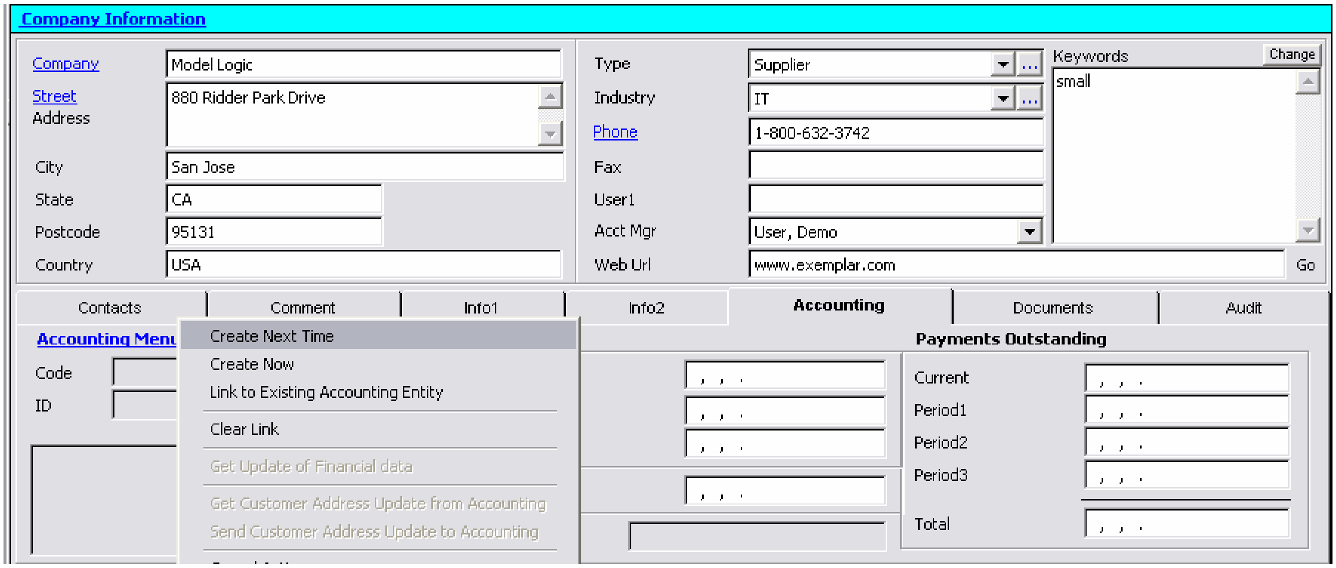
8. Creating a new Customer in QuickBooks

Creating a new customer in QuickBooks from Legrand CRM can be performed in two ways.

For Users without a 'live' link it is a simple two-step process.

The first step is to identify, or mark, in Legrand CRM the Customer record that needs to be created in QuickBooks. Simply navigate to the appropriate company record in Legrand CRM and click on the Accounting tab to show the accounting data section.

Left-mouse click on the blue underlined **Accounting** label to pop up a menu of commands, then select the "Create Next Time" command.



Next time you run the Accounting Link you can elect to create this record in QuickBooks.

Please note that the system will only create the record in QuickBooks if you select the option in Accounting Link to "*scan Legrand CRM for accounts to be created in QuickBooks*".

For Users with a 'live' link it is even easier.

Left-mouse click on the blue underlined **Accounting** label to pop up a menu of commands, then select the "Create Now" command.

After you have run Accounting Link wizard you will notice that the appropriate record has been created in QuickBooks, and the QuickBooks unique customer id has been recorded in the Legrand CRM database.

9. Conclusion

Simple, yet effective. The Accounting Link wizard enables you to transfer your Customer records from QuickBooks to Legrand CRM, enables you to create new customer accounts in QuickBooks from Legrand CRM, and enables you to store accounting summaries in Legrand CRM on every customer that has been linked to QuickBooks.