



QSalesData Billing Module User Guide

Note: In addition to this User Guide, we have product videos that you can access from our website: www.qsalesdata.com/billing

Updated: 4/14/2013

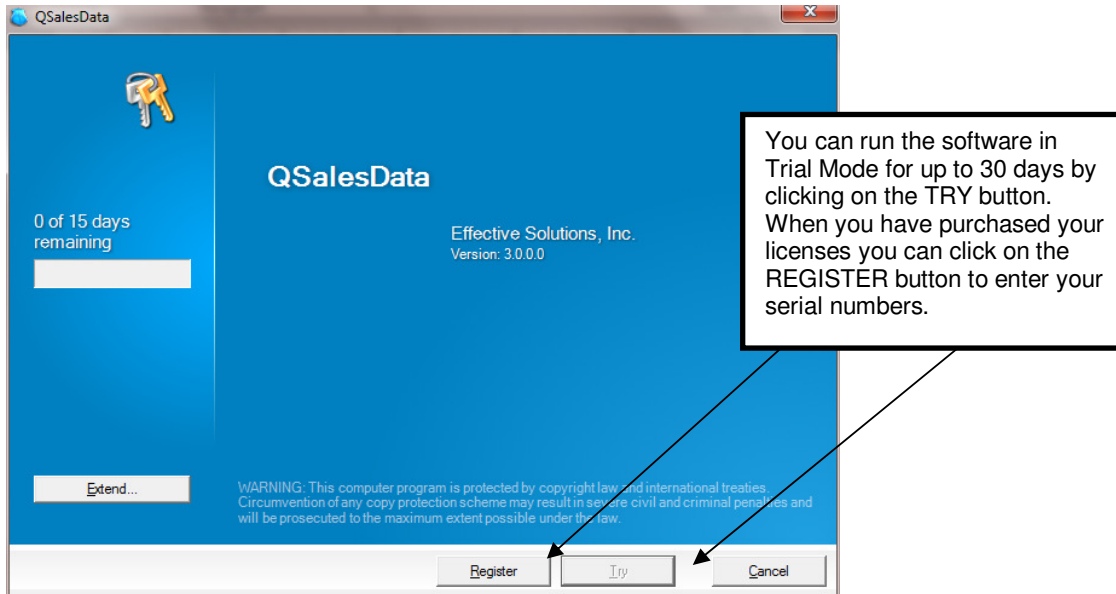
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INSTALLING THE QSALESDATA BILLING MODULE

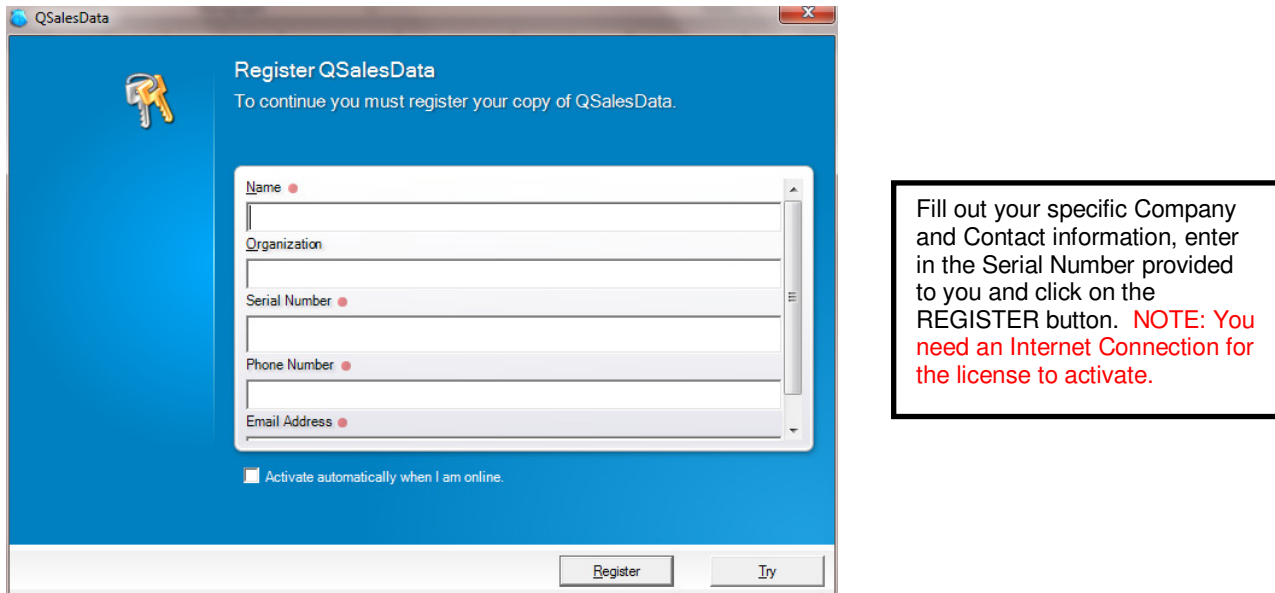
1. Your first install of our QSalesData Billing Module should be on a machine that has QSalesData installed, and also has ACT and Quickbooks installed on it. In order to use the QSalesData Billing Module, you need at least one machine running QSalesData.
2. Close out of ACT! on your machine.
3. Go to www.QSalesData.com/billing
4. Download and run the Billing Module install file for your version of ACT!.
5. Hit Next and Install through installation wizard screens. The program will let you know when the installation is complete.

LICENSING THE QSALESData BILLING MODULE

The QSalesData Billing Module software will run in trial mode for 30 days when you first install it. While in Trial Mode, the software will have full functionality. After 30 days you will need to purchase a license, or the software will no longer run. You need a license for each physical workstation that will be running the QSalesData software. **The first time you open ACT! after installing the QSalesData Billing Module product you will be prompted with the following screen.**



You can run the software in Trial Mode by clicking on the TRY button. After you have purchased your licenses, you can click on the REGISTER button to enter in your Serial Number and Company information and activate your license. When you click on REGISTER, you will get the following window:



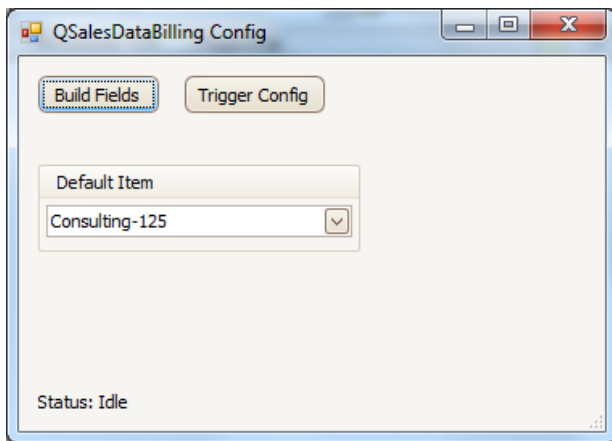
When you click on REGISTER the program will go out to the Internet and verify and activate your Serial Number. Once activated, ACT! will start up, and the QSalesData Billing software is ready for use.

QSALESDATA BILLING MODULE – INITIAL CONFIGURATION

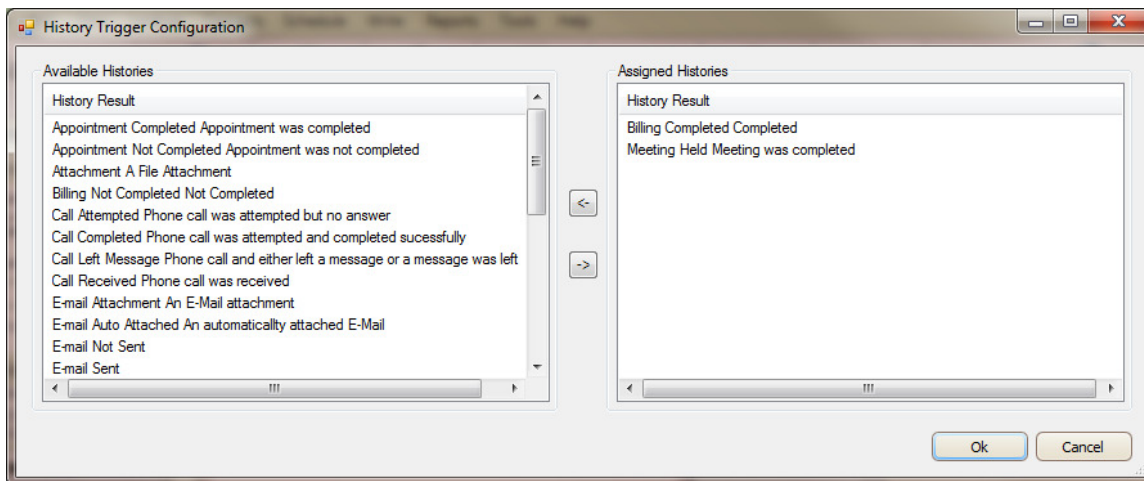
Note: The steps below are meant for a first time installation. If you have already gone through the configuration steps on your machine or another machine, you don't need to do them again. The configuration settings are stored in the database.

After you get past the Registration screen for the Billing Module by either registering the product or clicking on the Try button, ACT will open up.

1. Login to ACT as a user that has administrator privileges.
2. Make sure you are on the Contacts View in ACT (View > Contacts)
3. In order to use the QSalesData billing module you need to import your Quickbooks Item list into ACT. Make sure you are on the machine that has QSalesData installed on it and make sure that both ACT and Quickbooks are open and go to Tools > QSalesData Import in ACT and click on the SYNC ITEMS button to pull the Quickbooks items list into ACT.
4. Go to Tools > QB Billing Config, you will get the following window.



5. Click on the BUILD FIELDS button to build the necessary fields from the QB Billing Module.
6. Close out of ACT and go back in to ACT, and then go back into Tools > QB Billing Config.
7. Select the Default QuickBooks Item to use when clearing activities or creating histories in ACT.
8. Click on the Trigger Config button, and select which ACT activities should trigger our Billing component. When you clear these activity types, the QSalesData Billing module will ask the user "Would you like to Bill this?" Note that you can create custom activity types in ACT to control what activities trigger billing entries.

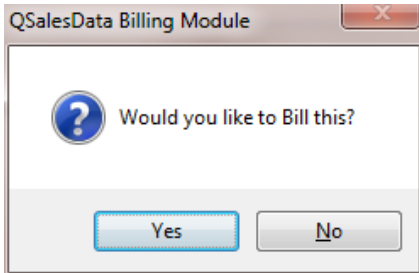


CREATING BILLING ENTRIES IN ACT

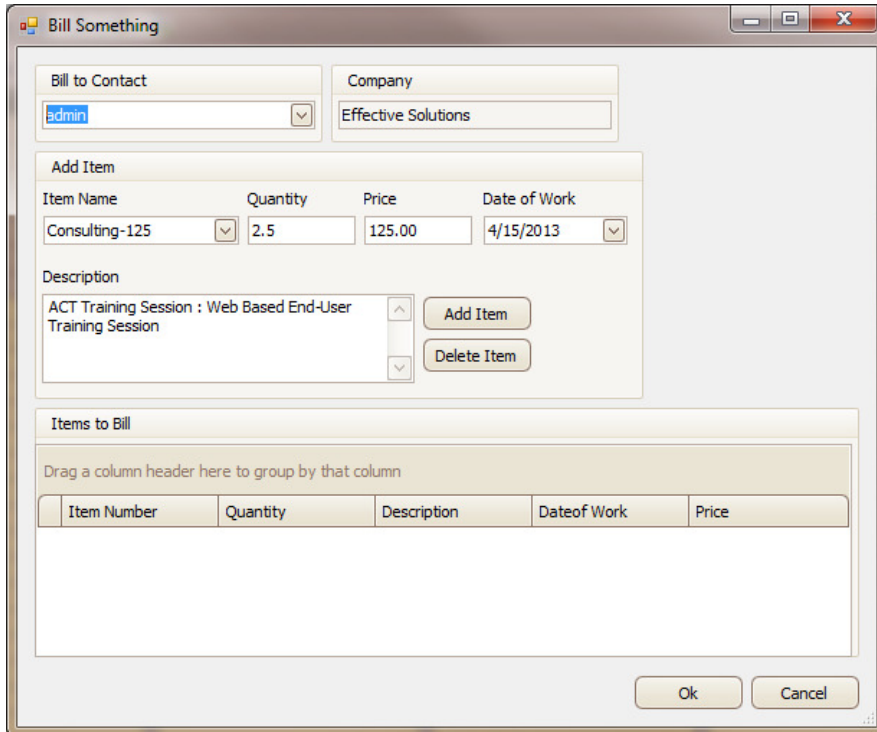
There are 3 main ways to create billing entries using the QSalesData Billing Module.

1. Clearing an Activity in ACT.
2. Creating a History entry in ACT.
3. On the QB Billing Tab in ACT, click on the Bill Something button

Creating new billing entries is pretty simple, you clear an Activity in ACT, just like you always did. If the Activity type is setup in the Billing Config triggers (Tools > QB Billing Config), then you will be prompted with the following window after clicking on OK after finishing the Clear Activity window or creating the History item.



When you click on YES to bill you will get the following Bill Something Window. When you click on the Bill Something button on the QB Billing Tab it will take you directly to this Bill Something window.



CREATING BILLING ENTRIES ON THE BILL SOMETHING WINDOW

The Bill Something Window pops up when you initiate a billing entry with our QSalesData Billing Module. Here is how you utilize the Bill Something window to create Billing Entries in ACT.

The screenshot shows the 'Bill Something' window with the following fields and sections:

- Bill to Contact:** John Williams
- Company:** ABC Roofing
- Add Item Section:**
 - Item Name: ACT 2013 Software
 - Quantity: 1
 - Price: 200.00
 - Date of Work: 4/15/2013
 - Description: ACT 2013 Software (ACT 2013 Software)
 - Buttons: Add Item, Delete Item
- Items to Bill Table:**

Item Number	Quantity	Description	Date of Work	Price
Consulting-125	1	Consulting Session : Troubleshoot Computer Issue.	4/15/2013	\$125.00
ACT 2013 Software	1	ACT 2013 Software (ACT 2013 Software)	4/15/2013	\$200.00

Three red callout boxes provide the following explanations:

- Top Callout:** This is the Contact record that the Billing Item is linked to. (Points to the 'Bill to Contact' field)
- Middle Callout:** This section allows you to pick Item Numbers and specific Qty, Price and Date of work, as well as typing in a detailed description of the Billing Activity. When you have the specifics set, click on the ADD ITEM button to create a billing entry. (Points to the 'Add Item' section)
- Bottom Callout:** Your billing entries will be consolidated in this section below. When you click on OK, these Items to Bill entries will be added to the QB Billing tab of the Contact. (Points to the 'Items to Bill' table)

Once you have your billing entries created, click on the OK button. When you click on OK, the billing entries will be added to the QB Billing tab of the contact, with a Status = Unbilled.

The screenshot shows the 'QB Billing' tab with the following table:

Item Number	Quantity	Price	Description	Date of Work	Status	Date Billed	Activity ID
Consulting-125	1	125.00	Consulting Session : Troubleshoot Computer Issue.	4/15/2013	Unbilled		3dcad459-f
ACT 2013 Software	1	200.00	ACT 2013 Software (ACT 2013 Software)	4/15/2013	Unbilled		3dcad459-f

TAGGING BILLING ENTRIES AS “READY TO BILL”

When you are ready to Invoice your billing entries, the first step is to tag those entries as Ready to Bill. As you are going through this tagging process, you will also be able to make adjustments to the billing entries before they are used to create invoices in QuickBooks.

When you are ready to go through the Ready to Bill tagging process, go to the QB Billing Tab of any contact record in ACT, and click on the READY TO BILL button. It will take you to the following window:

The screenshot shows a window titled "Ready to Bill". At the top, there is a "Status Filter" dropdown set to "Unbilled". To its right are buttons for "Select All", "Ready To Bill", and "Create Invoices", along with a "Help" button. The window is divided into two main sections:

- Contacts/Companies with Billing Items:** A table with columns for Contact, Company, and QBID. It lists:

Contact	Company	QBID
John Williams	ABC Roofing	80000083-1310416...
John Williams	ABC Remodeling	80000089-1311275...
John Sole	ABC Shoes	80000096-1306420...
admin	Effective Solutions	80000112-1364506...
- Billing Items for the selected Contact/Company:** A table with columns for Item, Quantity, Price, Description, and Status. It lists:

Item	Quantity	Price	Description	Status
Consulting-125	1	125.00	Consulting Session : Troubleshoot Computer Issue.	Unbilled
ACT 2013 Software	1	200.00	ACT 2013 Software (ACT 2013 Software)	Unbilled

A red box with arrows points to the "Ready To Bill" button and the "Consulting-125" item in the right-hand table.

Select the Contact/Company record on the left and review the Unbilled Items in the right hand window. Select the items you would like to tag as Ready to Bill in the right hand window and click on the Ready to Bill button to update the status. You can also click on the Select All button to select all of the billing items for a particular contact and then click on Ready to Bill.

You can double-click on any billing item to make final adjustments to a billing item before tagging it as Ready to Bill. When you double-click on a billing item, you will get the following window.

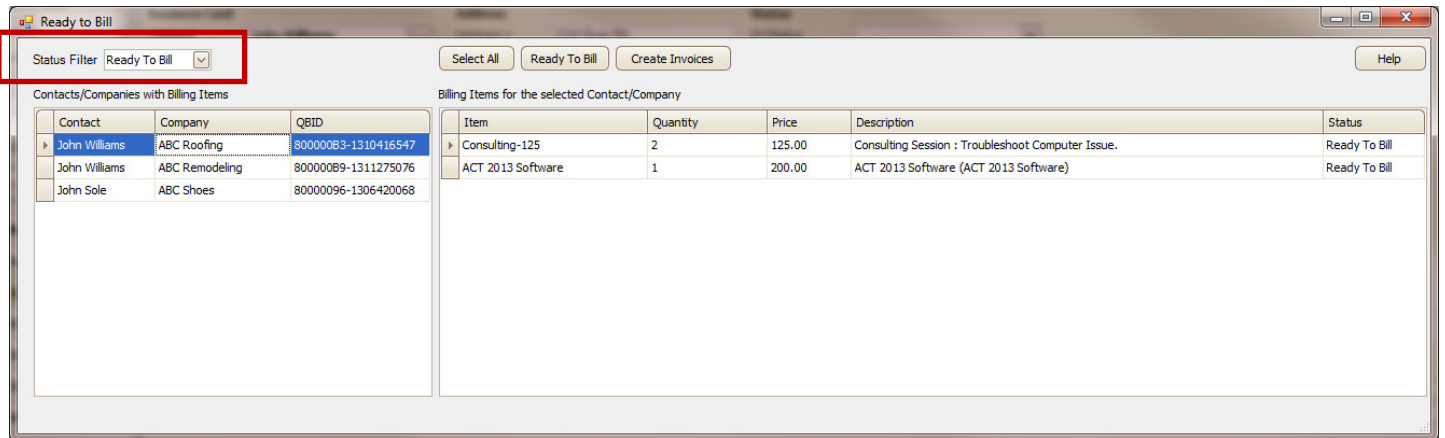
The screenshot shows a window titled "Edit Billing". It contains an "Edit Item" section with the following fields:

- Item Name:** A dropdown menu with "Consulting-125" selected.
- Quantity:** A text input field containing "1".
- Price:** A text input field containing "125.00".
- Date of Work:** A date picker showing "4/15/2013".
- Description:** A text area containing "Consulting Session : Troubleshoot Computer Issue."
- Status:** A dropdown menu with "Unbilled" selected.

At the bottom of the window are three buttons: "Delete Entry", "Ok", and "Cancel".

Make any adjustments and click on OK to save your changes.

When you have tagged all of the appropriate entries as Ready to Bill, you can change the Status drop down from Unbilled to Ready to Bill to do a final review of the items.



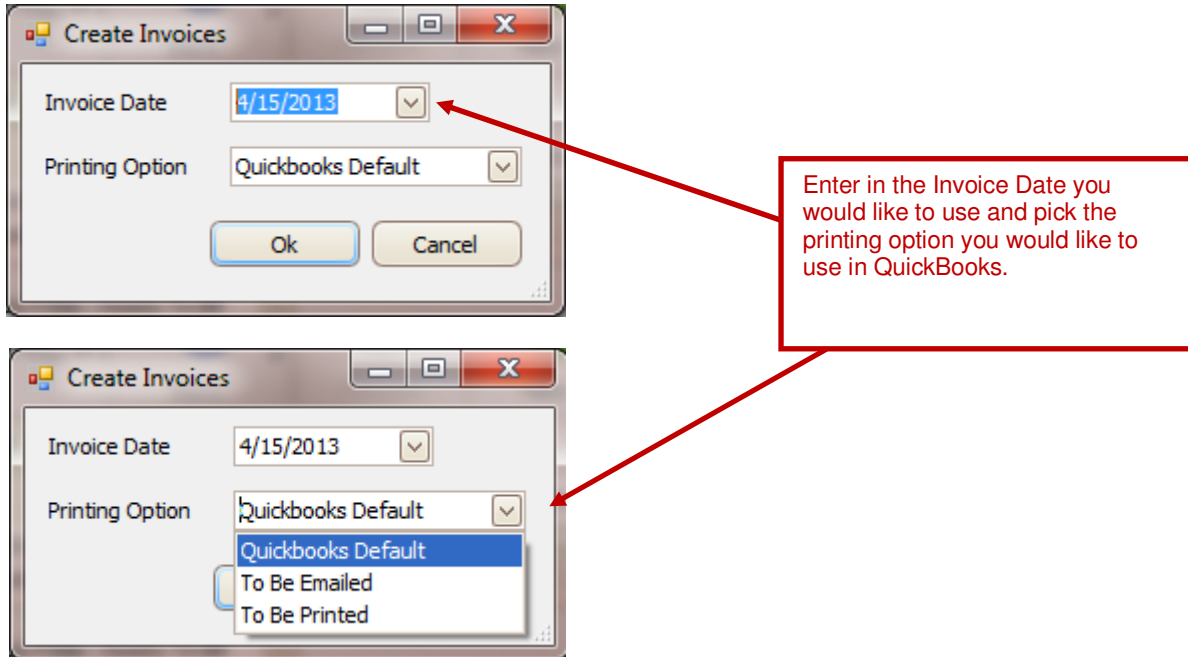
You have now tagged all of your billing items as Ready to Bill, and can Invoice your items when you are ready to do so. To find out how to invoice your items, go to the Create Invoices section next in this user guide.

RUNNING THE CREATE INVOICES PROCESS

When you are ready to push your billing items that are Ready to Bill to QuickBooks as Invoices, you can click on the CREATE INVOICES button. You can get to the Create Invoices button from both the Ready to Bill window, and also from the QB Billing Tab.

NOTE: To run this process, you need to be on a computer that has both QuickBooks and QSalesData installed on it. You will need to have QuickBooks open in order to run this process.

When you click on the Create Invoices button you will get the following window:



When you have set your preferences for creating you invoices, click on OK and all of the billing items that were set to Ready to Bill will be pushed to QuickBooks as Invoices.

Based on the Printing Option you selected, you will be able to go to QuickBooks and either select

File > Print Forms > Invoices to print out your Invoices

or

File > Send Forms to email your Invoices

All of the billing items that were invoiced will have their status changed to Billed and the Date Billed will be populated with the Invoice Date.

Item Number	Quantity	Price	Description	Date of Work	Status	Date Billed
Consulting-125	2	125.00	Consulting Session : Troubleshoot Computer Issue.	4/15/2013	Billed	4/16/2013
ACT 2013 Software	1	200.00	ACT 2013 Software (ACT 2013 Software)	4/15/2013	Billed	4/16/2013

CONTACTING EFFECTIVE SOLUTIONS FOR SUPPORT

You can contact Effective Solutions using the following methods.

EMAIL: Send an email to support@effsolutions.com

PHONE: Contact us at 414-525-2975

Note: General ACT consulting assistance, like adding fields to your ACT database and layout, modifying reports, and other consulting outside the scope of installing QSalesData and the Billing Module, can be provided, but is billable at our consulting rate of \$150/hr.