The Energy Grid

Powerful Web Marketing for the Alternative Energy Industry

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Terms & Disclaimer:

USE THIS PROGRAM AT YOUR OWN RISK. Programmer makes no representation or warranties that the program will work for you. If it doesn't work for you, you have the right to request a refund within 15 days of your purchase.

YOU WILL BACK UP YOUR FILE. This program makes changes to your data files. You can watch these changes being made. If these changes are not desirable, restore your data file from backup. If you won't back up your data, you may as well give up now.

YOU WILL NEED TO READ THIS DOCUMENT. The program and concepts are simple, but you need to have a basic understand of what we're doing. You don't need to be a geek, but you need to pay attention.

I MAY BE AVAILABLE FOR HELP. Consulting time may be available (please see appendix 2)

LICENSE: This program is sold for use on one standalone or networked copy of Quickbooks. The program cannot be used on multiple data files. You are entitled to upgrades and replacement copies of the program for one year from the date of purchase. After that time, you will need to purchase a new copy for replacements and upgrades.

The problem:

Thank you for purchasing the Quickbooks 14,500 limitation solution. I was so upset when I first reached this limitation and found out that Quickbooks' only solution was to buy Enterprise. I felt that I was being held hostage. Not only was my business not yet big enough to need an Enterprise accounting system, but I couldn't afford it.

The Concept behind the solution:

The key to the solution is the fact that although you cannot delete records, you can Merge old, unused, inactive customers, vendors, and Items. When you merge records, the transaction information doesn't change.

For Example, Customer Mark Robinson buys a thing, gives you his credit card info, email address, fax number. You create a New Customer with this information then you create a sales receipt (or invoice) # 1175 that shows the billing address, shipping address, what he bought, etc.

When you Merge this customer information record, you lose the credit card info, email address, fax number but you still have the Sales Receipt of Invoice #1175 with the billing/shipping address and what he bought.

It's as if you had a 'walk-in' customer that bought something, paid you, and left. You're not going to keep his phone number and credit card number on file. It would be considered a "Retail" sale. This is the way that the Cash-Register accounting systems work.

This program will merge your old, unused customer, vendors, or item records into one record named 000000Retail, 00MrgVendor, or 00MrgItem. This new record will have complete sales receipts for every merged customer and vendor. No data is lost although it can be more difficult to search for if you are looking for data over a few years old.

Quick Start:

– Back up your Quickbooks data
– RESTORE your Quickbooks Data to a NEW Company called something like: YourCompany-OLD. This will make it easy to look up old data.

1 – Mark old customers or vendors as Inactive. See Appendix 1 for how to mark thousands of customers as inactive.
2 – Start QB14500 (a small green H will appear at the lower right of your desktop)
3 – Get to the correct Customer (Items, or Vendor) Screen shown in Figure 1- Correct Customer Screen
4 – Press <Ctrl><Alt><W> for Customers, <I> for Items, <V> for Vendors.
5 – Tell it to merge 5 entries as a test
6 – Press <Enter> to accept the Skip and Speed questions

Your Computer should start merging. If not, check the appendix on Common Problems.

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Testing the Solution:

The way to see if this solution will work for you is to Merge a few old customers, Items, or Vendors by hand.

Open Quickbooks

Go to the Customer, Items, or Vendor Screen:

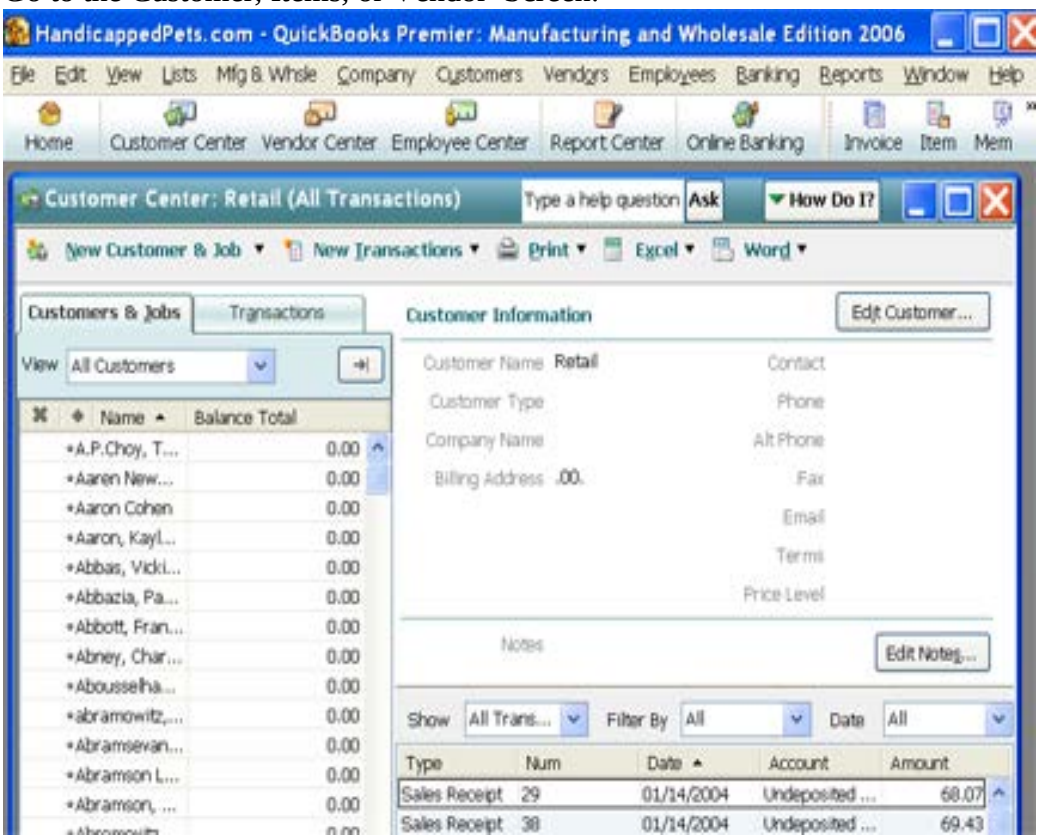


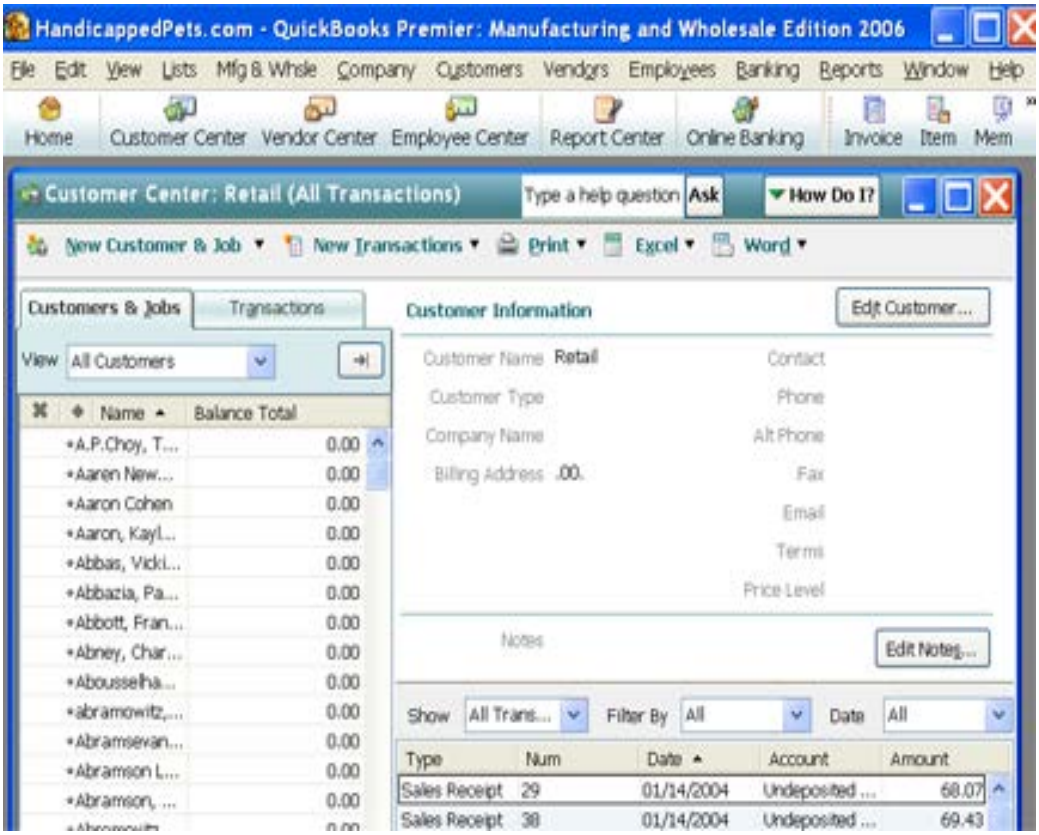
Figure 1 - Correct Customer Screen

Choosing which entries to merge.

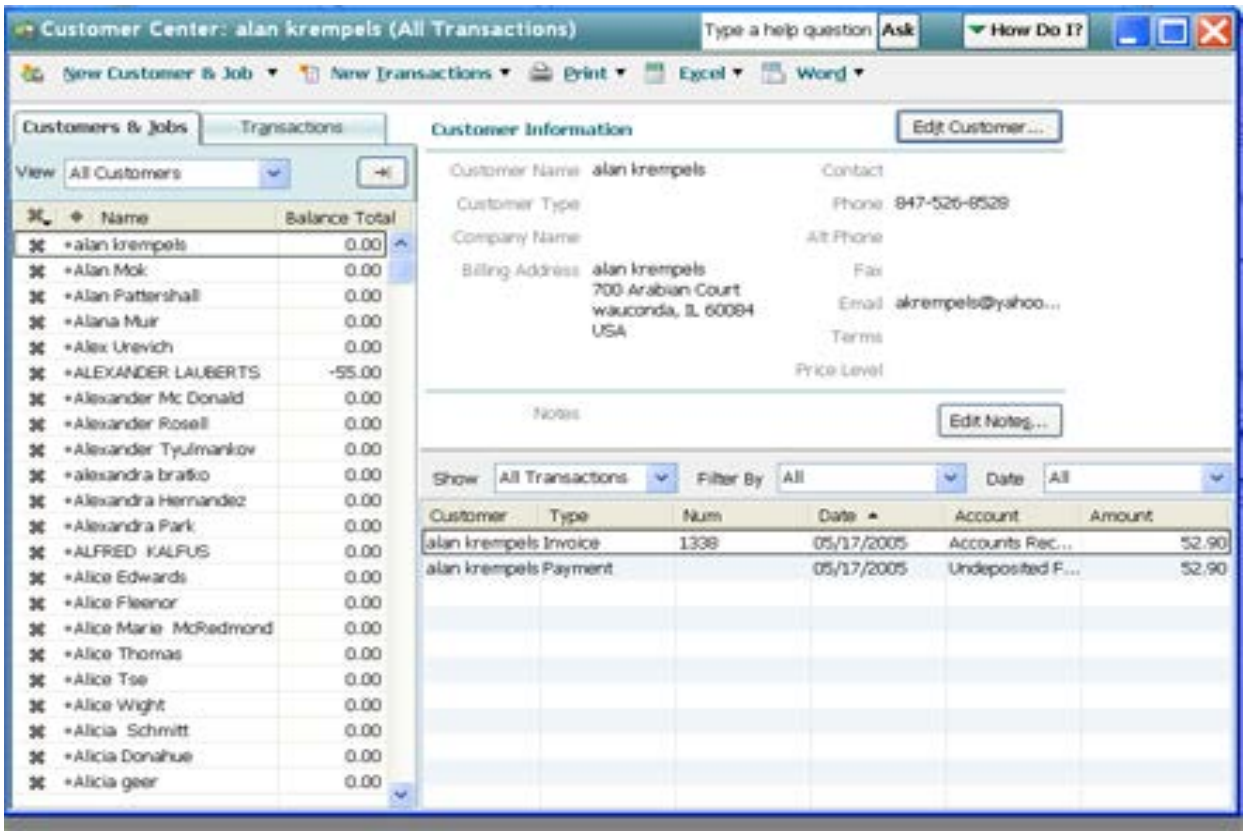
Typically, you will want to merge Inactive customers or vendors. See Appendix 1 for a discussion about marking customers inactive and a way to mark thousands inactive at once. Items can be a little more difficult as there are several types of items; Assemblies, Parts, Service Items, and Other Items. Usually you will want to merge Parts or Service Items. Assemblies, and some other types of entries cannot be merged. Items with sub-items cannot be merged, but the sub-items can be merged. If you have one item with 100 sub-items you can merge those 100 sub-items.

Testing the Merge Inactive Customers process.

The process for using inactive customers requires that a large number of customers be marked as INACTIVE. This can also be done by exporting the customer list, marking "Not-active" in excel, then importing the list. See the appendix for ways to make all old customers inactive.

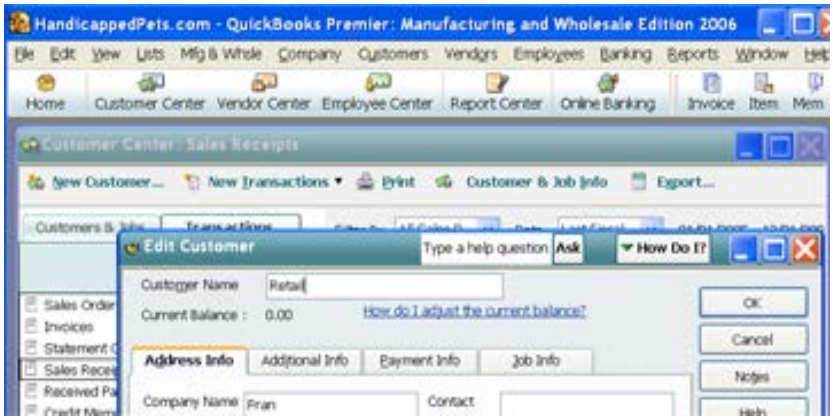


From the Customer screen, with "All Customers" selected, click on the "**X**" column header and move to the top of the list so that the sorting order is by Inactive customers.



Note – This is the "Starting Screen" that we refer to later.

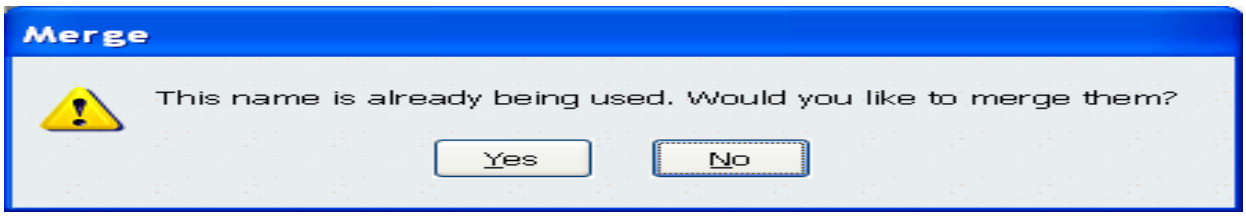
`<Ctrl> e` - Will bring up Edit menu
Type `000000Retail` (or `00MrgItem`, `00MrgVendor`) as the name (The '000000' – these are zeros -- will be explained the end of this section).



Press `Enter` and the Merge Box will be displayed.

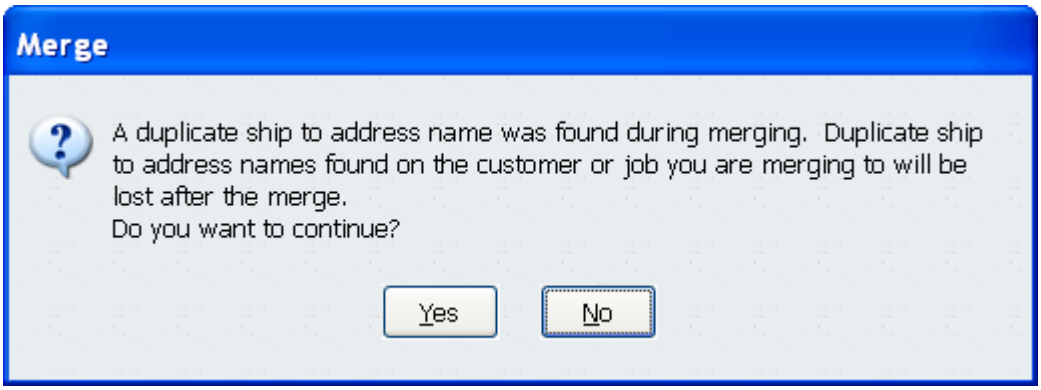
IMPORTANT: Did the
BAD - ENTER key cause the cursor to move down to the `First Name` Field
(See: **Possible Problem - The Enter Key** section, below) or did the
GOOD - ENTER key cause the "`OK`" button to be clicked?

The second time you change name the merge question will display.



Hit `Left-Arrow` then `Enter` - This clicks the "Yes"
And you should be back at your Main screen.

For Customers, this screen may appear, it's OK if it doesn't.



If so, Hit `Left-Arrow` then `Enter` - This clicks the "Yes"
And you should be back at your Main screen.

Make the Merged record Inactive.

If this works, you may be able to use this solution.

The reason we use the leading zeros is because Quickbooks automatically re-sorts the list each time and we need to stay at the top of the list. In addition, Quickbooks will frequently miss keystrokes that this program sends it. The multiples "000000" help prevent problems even if Quickbooks misses a key. In that case, Quickbooks will change the customer name to 000Retail, then later change it to 00000Retail.

Possible Problem - The Enter Key:
BAD - ENTER key caused the cursor to move down to the `First Name` Field
(See The Enter Key section, next page) or did the
GOOD - ENTER key caused the "OK" button to be clicked.

Quickbooks has an option in preferences that allows the enter key to be used to tab between fields. This option needs to be turned off while this program is running. Here's How:
Edit -> Preferences
General Section – My Preferences Tab
Uncheck `Pressing Enter Moves Between Fields.`

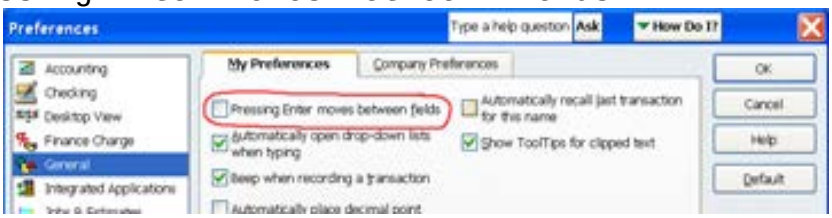


Figure 2 - Uncheck Pressing Enter Moves Between Fields.

Possible Problem: Password to change old data
If you have established a password required to change old data, please remove it in preferences.
You may also need to disable spell-checking.

Mass-Merging

Step 1 – BACK UP YOUR QUICKBOOKS FILE.

As a part of the Backup, you may want to print a host of reports; P & L, BalSht, A/R, A/P, so you can compare Before & After. They should be unchanged.

Step 2 – Start the Macro

Double Click the Quickbooks14500.exe program. This will load the program and you will be presented with a Message Box telling you to press the Ctrl Alt W keys to start the process. A small green H box will appear on the right side of your Windows Taskbar. You can Right-click this to stop the program if necessary.

Step 3 – Get to the Customer, Vendor, or Item screen

Verify that you are at the top of the list with the inactive customers showing. See “Starting Screen” diagram above. You’ll want to select “All Customers”, “All Vendors”, or check the box to “Include Inactive Items”.

Step 4 – Press Ctrl Alt W, Ctrl Alt I, or Ctrl Alt V to begin

Enter Number of entries to merge:

Enter a low number like 3 to test.

Skip Between Customers:

After each record is merged, Quickbooks will move down a name. Select the default, 1. Some users have found that the program gets stuck on the first name, changing the same name over and over again. In that case, select 2.

Delay:

If QuickBooks is running slowly, you may have to slow down this program. The higher the number, the slower it goes. Typically, leave the default - 200.

Item Type (Items Only):

Chose 1 or 2 depending on the type of items you are changing. This is further explained in the section titled **Selecting Inventory Item Types.**

Name the Merged Records:

Enter a name for the merged records. Precede it with a few zeros. If merging vendors and you would like to start in the middle of the list. As an example, if you have 1000 vendors names Southwest Airlines 001, 002, 003, etc. You can choose Southwest Airlines as the Merged record name.”

Watch the program merge the next five customers into one customer, 00000Retail. It will say “Complete” when done. If you click anywhere outside the Quickbooks window, the program will error out. If you Right Click the “H” icon on the task bar and chose “Pause” or “Exit” the execution will stop.

Step 5 – Check the Customer Information.

Take a look at your Merged Record (00000Retail). You may need to view inactive customers if Retail was set as inactive. You’ll see each sales receipt, with all its detail. Make sure this level of detail is sufficient for you and that you have not lost needed historical information. If any of these people are still existing customers, you will need to ask them their invoice number or look at the “COMPANY – OLD” file you made from the backup.

Step 6 – Run the Macro again.

Go back to the Customer Transaction screen, Alt Ctrl W again with a larger number. You may want to merge a few hundred, then wait a week to see if anyone complains of customers they can't find. Repeat until complete.

Note: If you are Merging by Inactive customers, you'll need to estimate the number of inactive customers you have. The program will not detect whether a customer is inactive before changing it. If you tell it to change 1000 customers and you only have 500 inactive customers, the program will keep going and merge active customers. Typically, because the list is sorted alphabetically, A-Z for Inactive then A-Z for Active, you can watch for the end of the alphabet.

I recommend 'keeping an eye' on the screen initially while it's processing. Do about 1000 - 2000 at a time. Every few keystrokes, the macro checks to see whether it's in the same window. If you need to stop the program, click outside the QuickBooks window (ideally in a blank Word or Notepad document. The program will type a few characters, spend about 10 – 15 seconds waiting to see if the QuickBooks window comes back, then stop processing and display a message box.

Step 7 – Verify that the process worked.

Press F2 to get a File Size count.

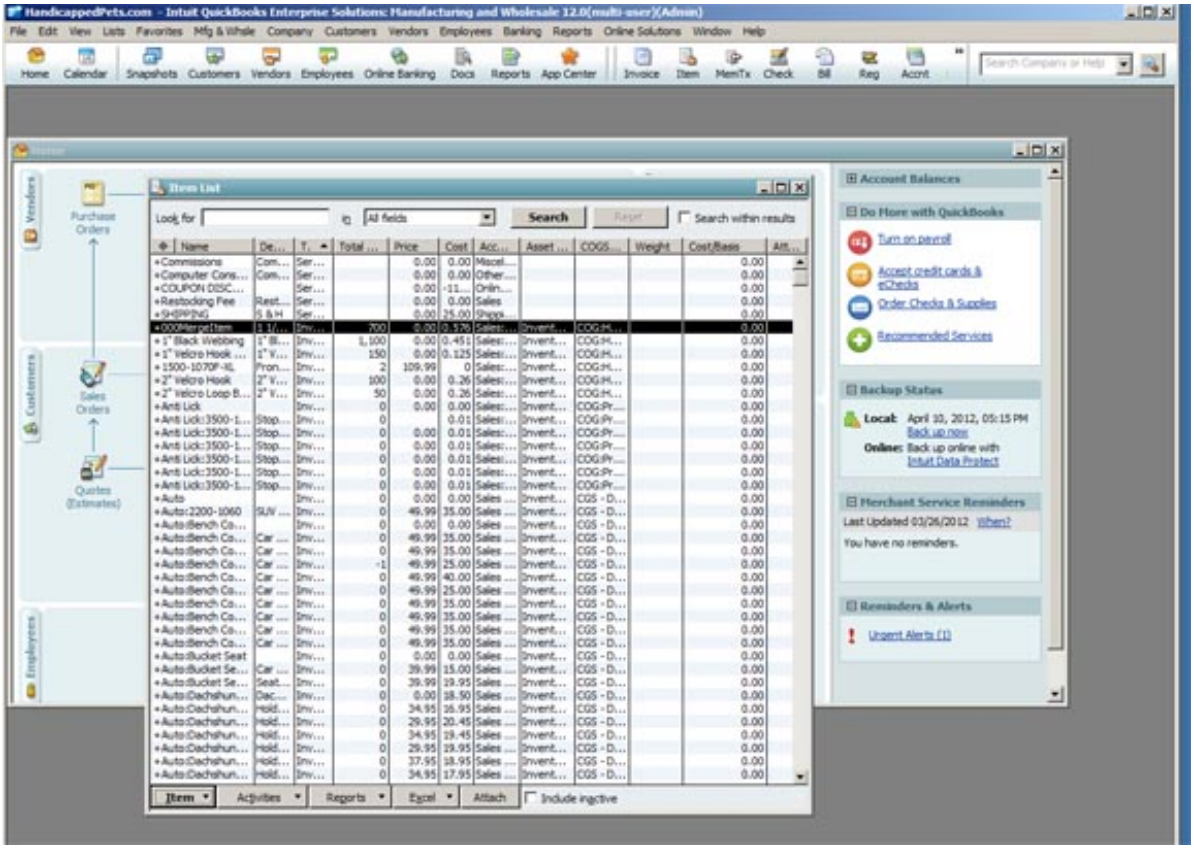
Compare "before and after" reports such as P & L, Balance Sheet, A/P, A/R, and more. These should be no change to any totals, although transactions may have moved between years.

Examine the "000000Retail" customer, merged vendor or item record. Understand how this record maintains historical information. Make sure this is sufficient for you should you need to search for an old invoice (typically, you'll ask for the customer's invoice number or date).

Merging Items and Vendors

Separate programs, QB14500 Inventory and Vendor are available for this.

The same principles as merging customers apply.
From the Items List Screen, or Vendors list screen place the cursor on the first item you want merged, press <Ctrl><Alt><I> (Items) or <Ctrl><Alt><V> for vendors and the program will begin merging. Some type of inventory entries cannot be merged. To test, try merging manually.



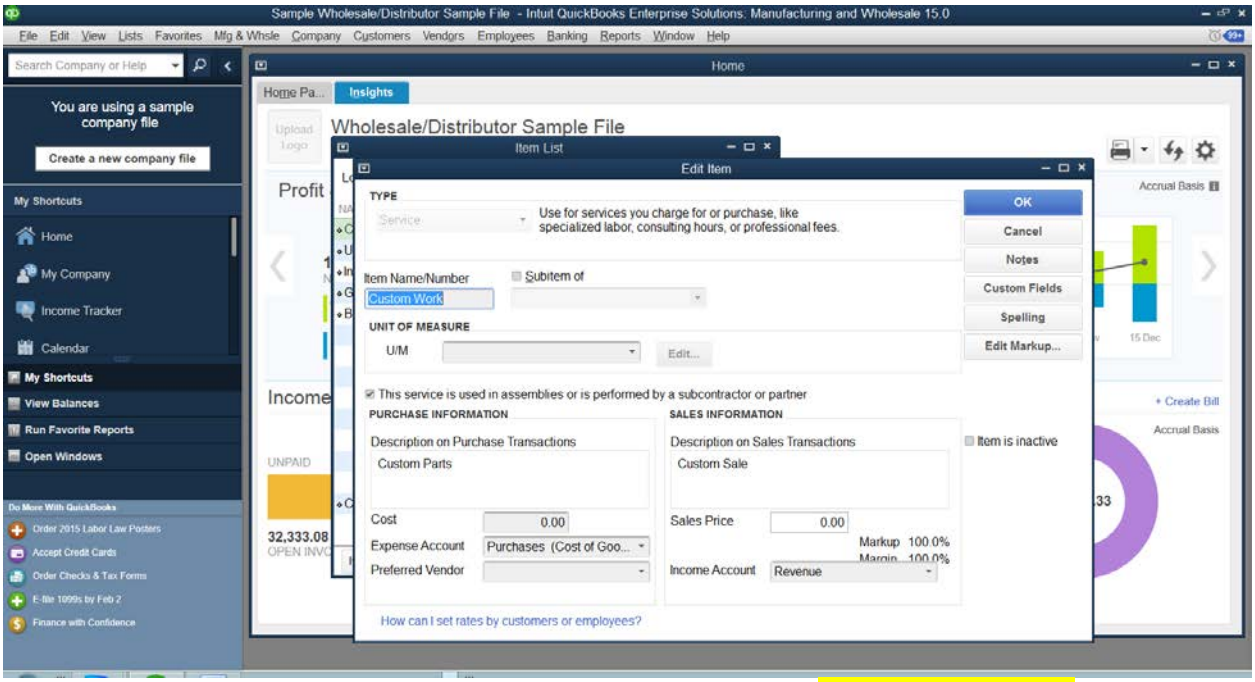
Because this program starts at the cursor and works down, it may be helpful to sort the lists such that the items you wish to merge are all together.

If necessary, the Item or Vendor Lists can be exported to Excel where items can be marked not-active then re-imported using the guidelines in the Appendix 1.

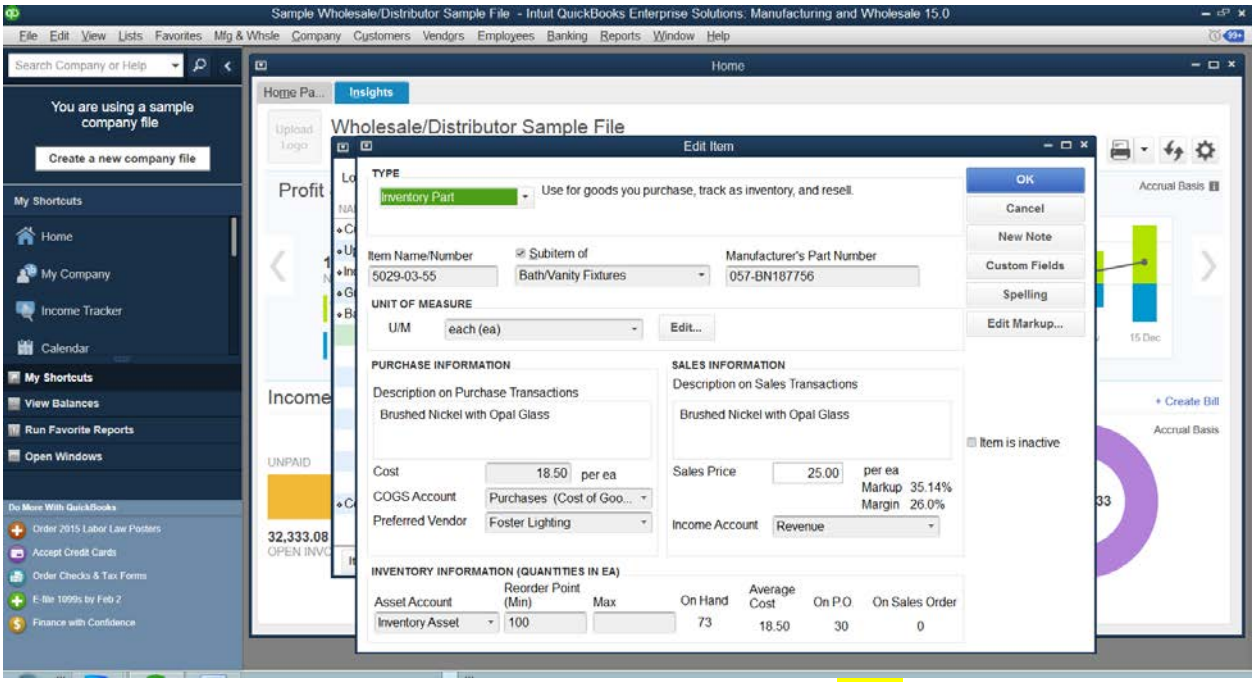
Selecting Inventory Item Types.

Some inventory types, such as Assemblies and Service open up on the edit screen with the cursor in the Item Name/Number field. Others, like Other Charges, Inventory and Non-Inventory Parts open with the cursor in the Type Field. One of the opening questions when

you start the program asks which type of Inventory Items you are merging. If you come up with a Spell Check screen, you have selected the wrong type.



This Service type Edit screen has opened with the cursor in the Item Name/Number field. This is "Type 1."



This Inventory Part edit screen has opened with the cursor in the Type field. This is a "Type 2"

Appendix 1 – Marking Inactive Customers

If you are going to use the Inactive Customer method, you will want a way to mark several thousand customers inactive quickly. I am available to help you with this if necessary (See Appendix 2) or you may follow these guidelines.

You will make one excel spreadsheet called QB14500. In this spreadsheet there will be two workbooks; AllCust and NewCust
There is a sample of this spreadsheet included in your delivered package or at
http://QuickBooks14500.com/dl/SampleQB14500.zip

Use the F2 key to note how many names there are on your customer list.

Create Report of all the Active customers you want to keep active:
Example: Sales by Customer Summary, last 12 months (or however long you want to keep customers active). Possibly create other filters for having open balances, or sales of over a dollar amount. These are the names of all your Active Customers.
Export to the Excel Spreadsheet named QB14500.xls to a workbook named NewCust. You can save it to "Sheet1" and rename it later.

Export the entire Customer List to excel:
Customer Center. Click on Excel, Export Customer List to the QB14500.xls spreadsheet into a workbook names AllCust

On the AllCust sheet, replace the cell in B2 (which says "Active" or "not-Active') with this formula:

```
=IF(ISNA(VLOOKUP(C2,NewCust!$B$2:$B$15000,1,FALSE)),"not-active","Active")
```

(C2 should be the name of the cell containing the customer name. The cell changes with different versions of Quickbooks)

NOTE: During the export process, Quickbooks formats this cell as text so formulas won't work in it. (If you type =2+2 it does not change to 4). Re-format the column to General or Number.

This column will read "Active" if the name appears in the NewCust sheet, not-Active if it doesn't.

Copy this formula down the entire AllCust Sheet.

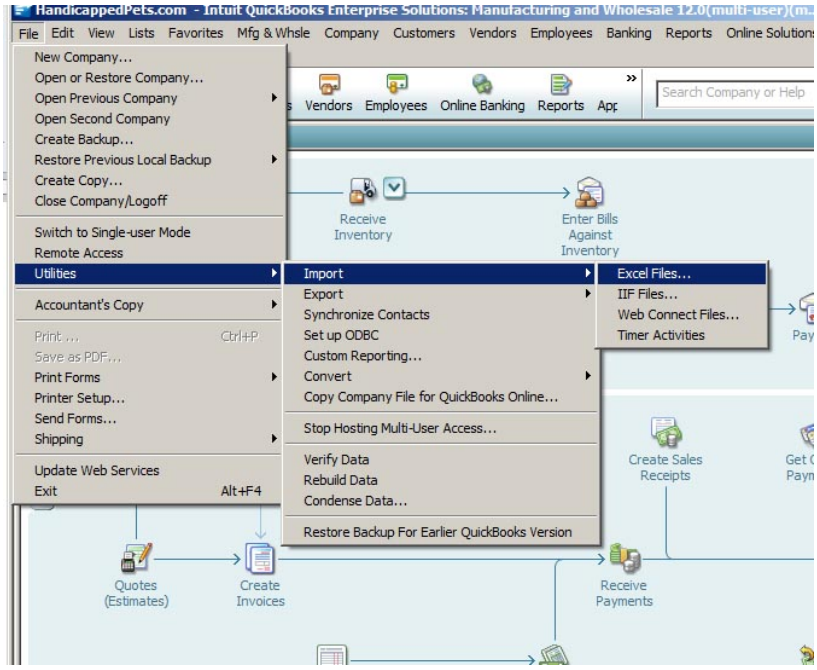
This will change the word “Active” to “not-active’ if the customer name in AllCust is not found in NewCust. Verify that the formula worked properly.
Customers now marked “Active” on AllCust will appear on the NewCust Sheet.

Copy and “Paste Special - Values” the entire B2 Column so that the formulas are now changed to their Values, Active or not-Active”

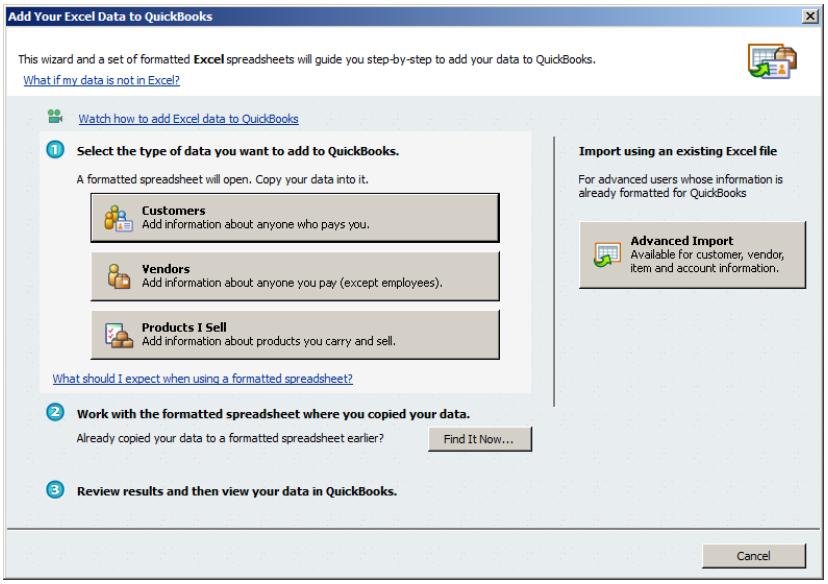
Advanced Import the modified AllCust spreadsheet back into Quickbooks. Step-by-step instructions below.

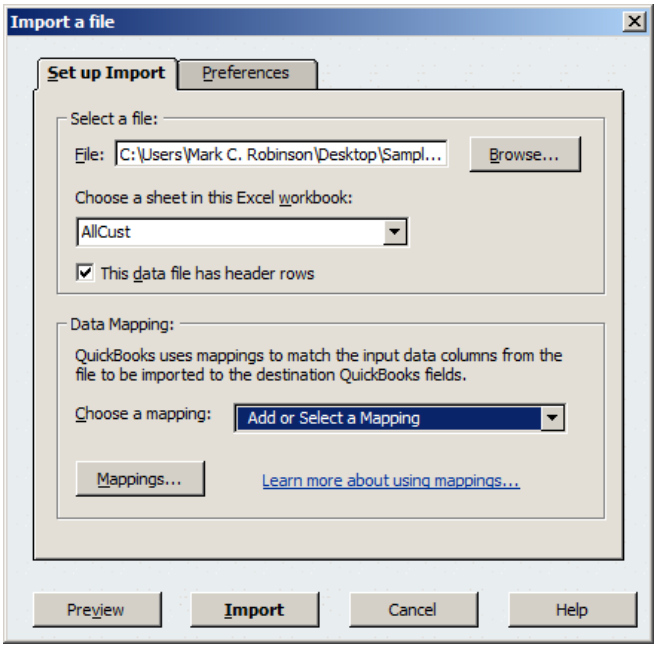
You will need to create a Map – You’ll need only map the customer name field and the Is Active field (which is at the bottom of the map list.)

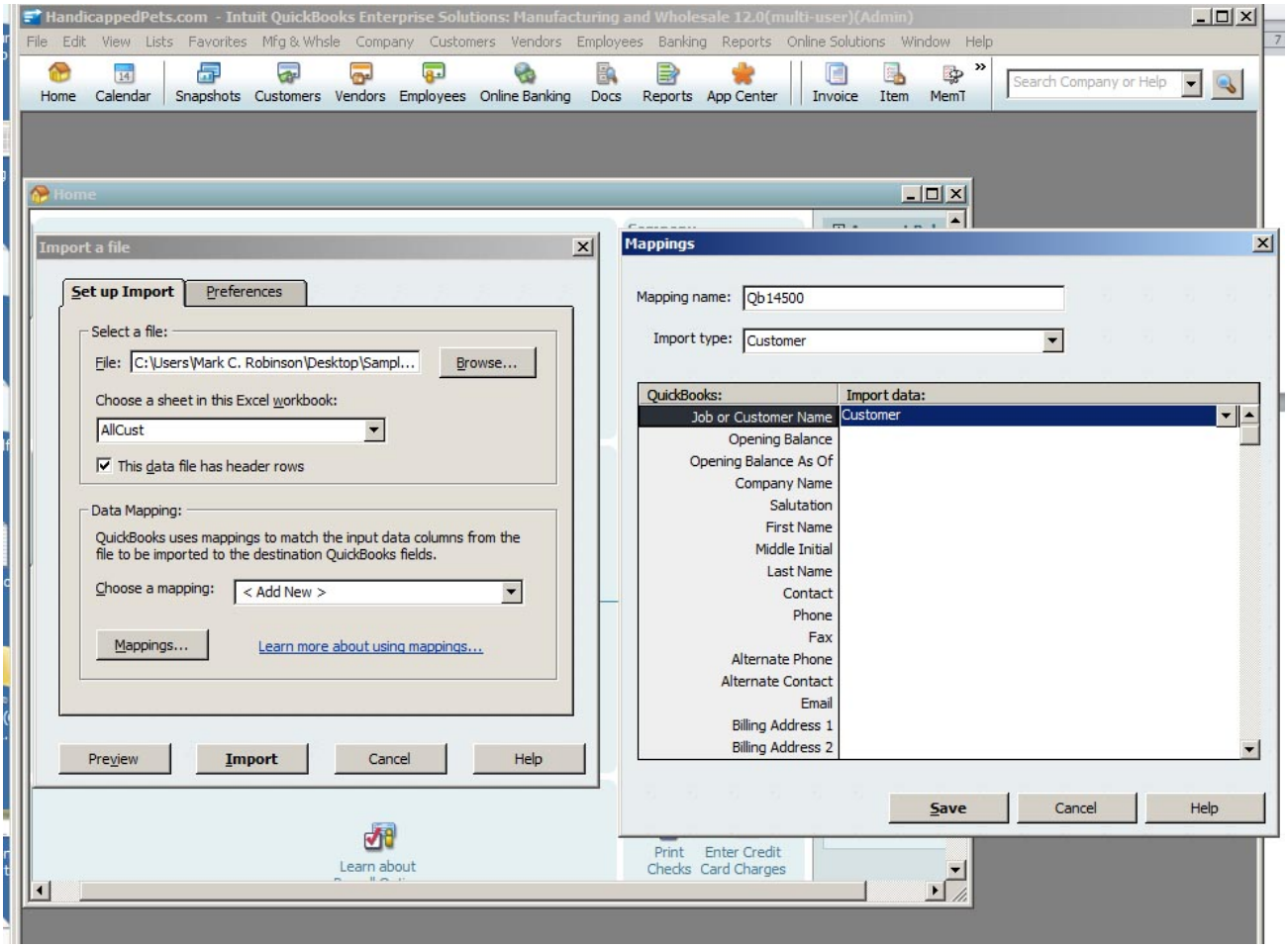
Tell Quickbooks to Replace, Ignoring Blank Fields



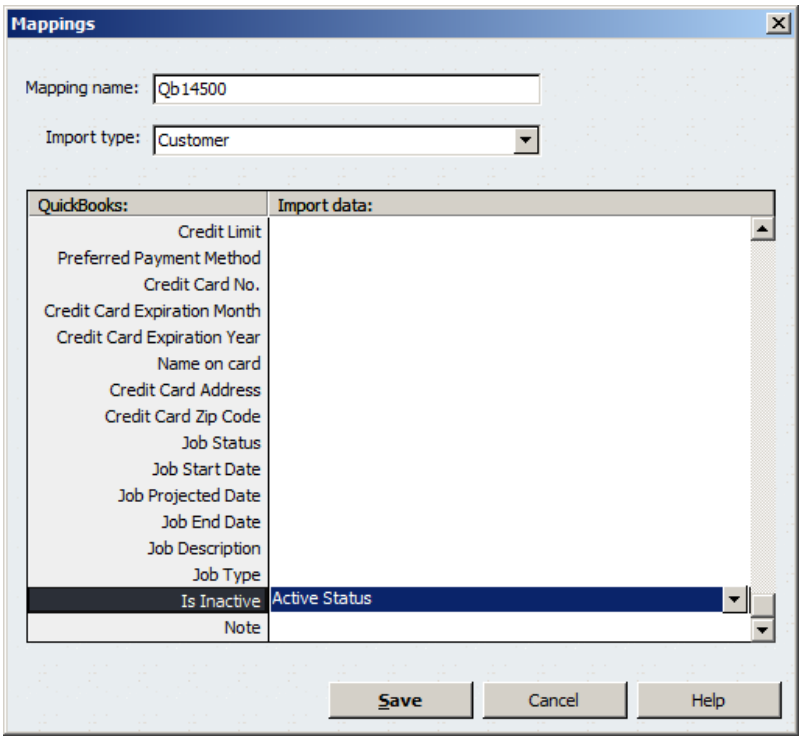
Choose Advanced Import (Right Side of Screen)


Add Your Excel Data to QuickBooks
This wizard and a set of formatted Excel spreadsheets will guide you step-by-step to add your data to QuickBooks.
What if my data is not in Excel?
Watch how to add Excel data to QuickBooks
Select the type of data you want to add to QuickBooks.
A formatted spreadsheet will open. Copy your data into it.
Customers
Add information about anyone who pays you.
Vendors
Add information about anyone you pay (except employees).
Products I Sell
Add information about products you carry and sell.
What should I expect when using a formatted spreadsheet?
Work with the formatted spreadsheet where you copied your data.
Already copied your data to a formatted spreadsheet earlier?
Find It Now...
Review results and then view your data in QuickBooks.
Import using an existing Excel file
For advanced users whose information is already formatted for QuickBooks
Advanced Import
Available for customer, vendor, item and account information.
Cancel

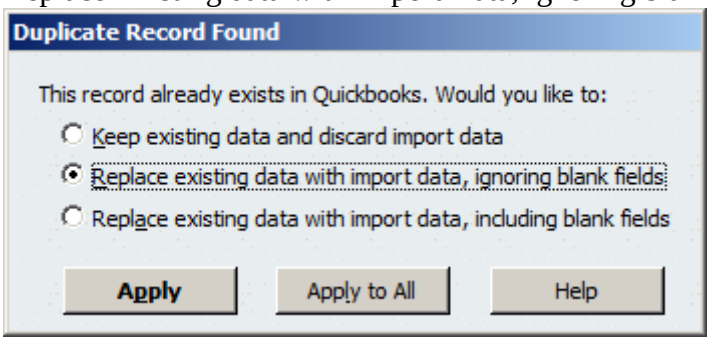

Import a file
Set up Import
Preferences
Select a file:
File:
C:\Users\Mark C. Robinson\Desktop\Sampl...
Browse...
Choose a sheet in this Excel workbook:
AllCust
This data file has header rows
Data Mapping:
QuickBooks uses mappings to match the input data columns from the file to be imported to the destination QuickBooks fields.
Choose a mapping:
Add or Select a Mapping
Mappings...
Learn more about using mappings...
Preview
Import
Cancel
Help



At the bottom of the import map, you'll find the Is Active Flag



Replace Existing data with Import Data, ignoring blank fields and Apply to All



If Quickbooks does not allow you to import because you don't have enough room, you may need to merge a 20 or 30 names before importing.

Also, if necessary, you can safely delete all Active names from the AllCust worksheet before importing as these Active names have no effect on the Customer List.

Typically, there are a few import errors. You can safely ignore these as they indicate that few inactive customers may not have been marked inactive.

Verify that the correct customers have been marked not-inactive.
NOTE: It has been reported that older versions of Excel may remove the hyphen in "not-active". This will cause import errors in Quickbooks. If this happens, use the Excel fill-down function to correct the not-active label.

Appendix 2 – Consulting Services

Based on my availability I will offer support in marking customers inactive, or making adjustments to the program to make it work on your system. Consulting services are available at a rate $125/hr with one prepaid hour minimum. Although I will refund the price of the program if it does not work, consulting services are non-refundable, even if they do not result in a solution.

It is best to work by connecting screens and giving me access to your computer. To set this up, I recommend screen sharing programs like join.me, teamviewer.com www.LogMeIn.com or GoToMyPC.com. If you would like to work in this manner, please sign up for an account download the software, and provide me with your login information before we start.

As a condition of working in this manner, you agree to change the access password when I am done.

Appendix 3 – Common Problems

These error messages are approximate as QB changes them frequently.

Program Stops on the "Edit Customer Screen"
See Figure 3 - Uncheck Pressing Enter Moves between Fields

Password Required to change data older than XX days
Edit Preferences to remove this requirement

Program Hangs on the customer screen.
Make sure you are starting the in the correct customer screen shown in Figure 1. The customer list shown on the left in Figure 1 is expanded so that it is full screen, the program will not work.

"Quickbooks 145000 Completed with Errors"
This is very common. When you start the program with, for example, instructions to merge 500 names, it may time out during the process. Quickbooks may decide to slow down, reindex, or drop keystrokes. This is not serious; you may find that you can only do 200 – 400 in a session. The error does not indicate that there is anything wrong with your data.

Another possible cause of this is that the 00000Retail account gets too large. Rename 00000Retail to zzzzRetail and continue

You need to halt the program
Right-Click the Green H box in the lower right hand corner of your desktop on the toolbar. Click Exit.

The program jumps down the list and starts Merging Active customers.

Make sure the merged record (000000Retail) is marked Inactive.

The Spell Check window comes up and the program stops.
For items, this is usually because you selected the wrong item type. For other types, shut off spell check in preferences.

Cursor does not appear to be in the XXXXXX window.
When merging customers, this is either because you have window in “full screen” mode. See section on the correct starting screen.
Canadian and English version may get this error because of the way some versions spell “Customer Centre”. This program looks at the window name. Contact me if you get this error, tell me what the customer window is named and I will send you a corrected version.

Edit Screen does not come up at all.
Some anti-virus programs and computer hardware block the script. It does not appear to work, for example, on Lenovo Yoga laptops. Please try the program on another computer.