



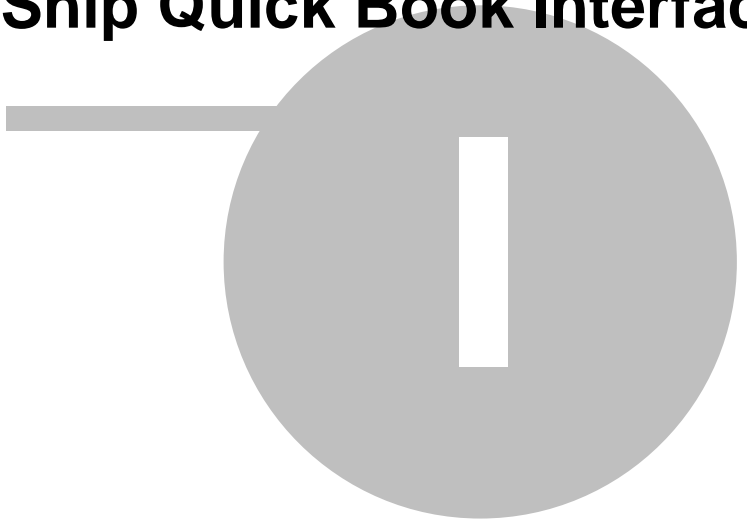
SSI

SLOFSTRA SOFTWARE Inc.

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Ship Quick Book Interface

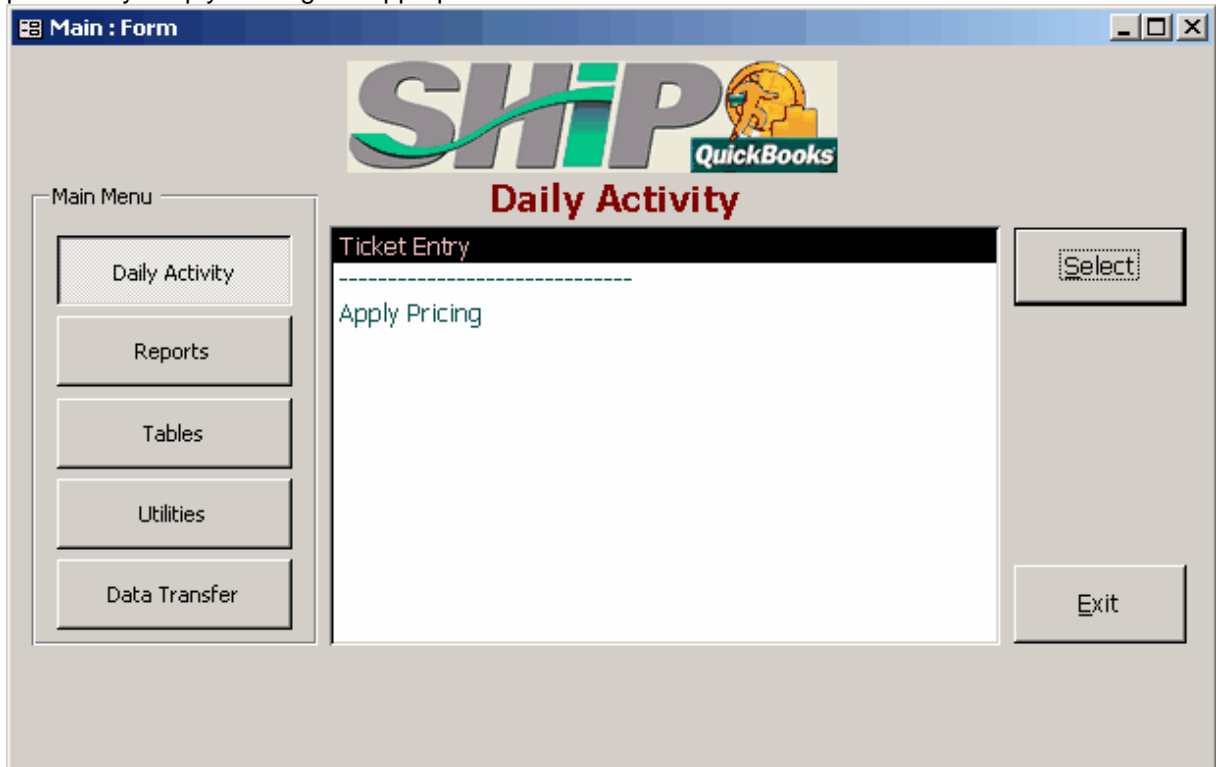


1 Ship Quick Book Interface

1.1 Overview

This Program allows customers to enter ship tickets, price them and then export them to Quick Books for Sales Reporting.

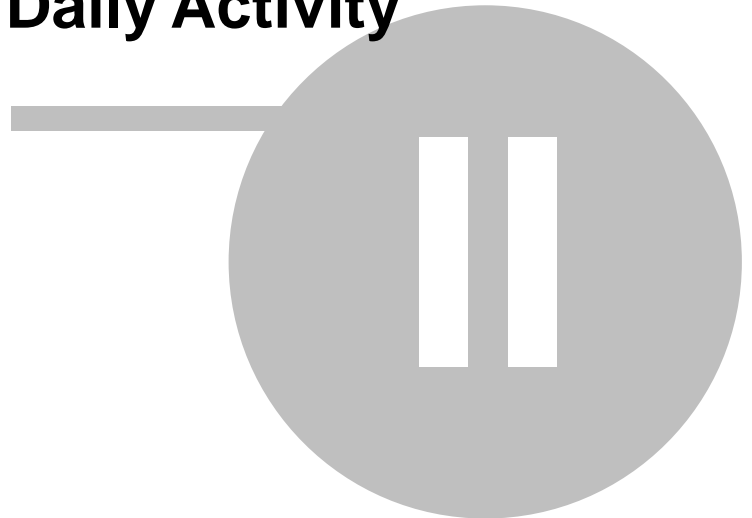
The **Main Menu** has several options from which the user can select what function to access or perform by simply clicking the appropriate button.



1.2 Requirements

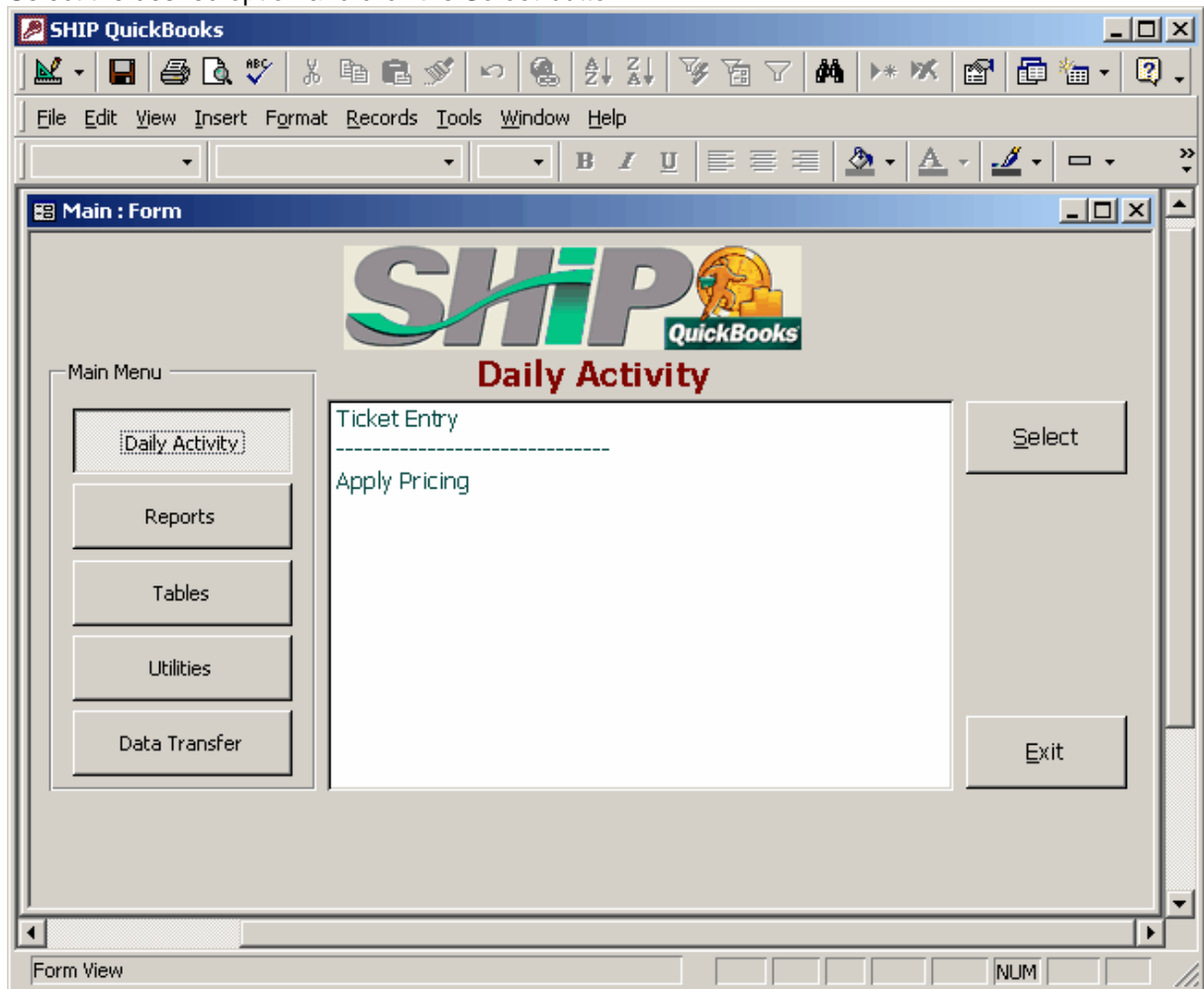
- Before using this module the client must have installed Quick Books.
- The QuickBook Software Developer Kit (QBSDK4.0) must be installed.
- It also requires Access DB.
- Map the "M:" drive to the QuickBooks back end database (SRAggTX.mdb). The program will always look for the M: drive (M\Access\Agg).
- Access main database (QB Pricing2005.mdb) must be copied to the computer where the program is to be run.

Daily Activity



2 Daily Activity

Select the desired option and click the **Select** button.



2.1 Ticket Entry

The customer must exist in ShipQB and QuickBooks in order to enter a valid ticket. A price list must also be setup for the customer in order to price the ticket. (See Tables; Maintain Prices)

TICKET ENTRY Entry Options

Pit: 001

Date: 9/27/2005

Ticket No: Show in Ticket No. Drop Down: Uninvoiced Invoiced Priced Unpriced Void

Customer: New

Site: New

Product:

Trucking Firm:

Truck Number:

Net: KG

Pricing

Manual Pricing

Price Id:

Gross:

Delivery:

Trucking Profit:

Material Tax Code:

Trucking Tax Code:

Additional Charges

Product	Description	Amount	Tax Code
<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>

The pit and date fields are automatically assigned the default values. The ticket number field is given focus first.

You have 3 options for the ticket number field.

1. Leave it blank - starts a new ticket. This ticket will be given the next available ticket number when it is saved.
2. Enter a non-existing ticket number - starts a new ticket
3. Enter an existing ticket number or select a ticket from the drop down menu. Will open the existing ticket

Use the drop downs for Pit, Customer, Site, Product Trucking Firm and Truck Number.
Enter the Net Weight.

The ticket can be priced manually by checking the 'Manually Priced' box.

If needed add any additional charges.

When all information is ok, click the **Save Ticket** button. The screen will clear for the next Ticket.

Entering Data

Pit: Select from the drop down

Ticket No: There are three options:

1. Leave it blank - starts a new ticket. This ticket will be given the next available ticket number when it is saved.

2. Enter a non-existing ticket number - starts a new ticket

3. Enter an existing ticket number or select a ticket from the drop down menu. Will open the existing ticket

Customer: Select from the drop down.

Site: Select from the drop down.

Product: Select from the drop down.

Trucking Firm: Select from the drop down.

Truck No: Select from the drop down

Net: Enter the correct weight for this ticket.

Buttons

New Customer or Job Site - Opens a form to create a new item.

Save Ticket Save the ticket (entered data and clear the screen).

Clear Fields Will erase all data entered on the screen for re-entry.

Exit Return to menu.

Additional Charges: The buttons "**Save, Escape, Add & Delete**" apply to the additional charges only.

Pricing:

A ticket can be priced using the pricing rules or manually.

In order to get the Ticket priced according to the pricing rules, you must run the Apply Pricing

option from the menu. The system will try to match the product to an existing price in the system.

The system allows for 3 different types of pricing lists. The routine will try to find a price match for each ticket in the following order

1. Customer, Job Site, Product

2. Customer, Product

3. Price List Id, Product

If you enter a ticket that is already invoiced, the system will display the Status of the ticket at the bottom.

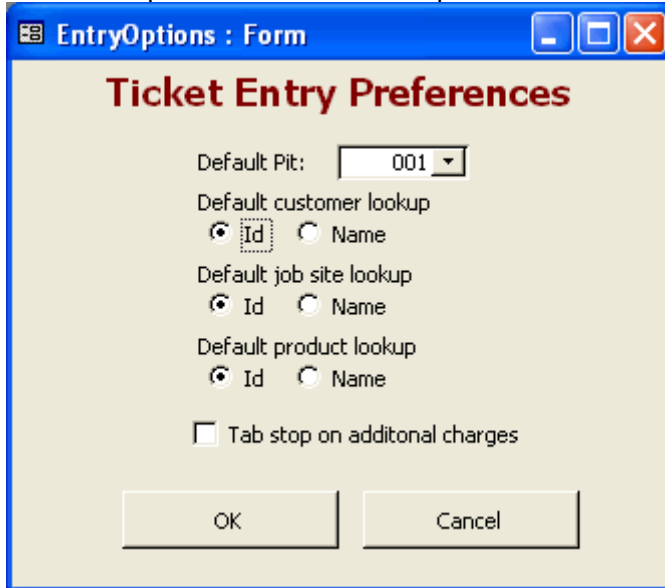
Field Memory

The check boxes along the left side are used for field memory. If one of these boxes is checked when a ticket is saved, the value from the saved ticket will be automatically filled in for the next ticket.

2.2 Ticket Entry Options

Set ticket entry preferences options.

Click the "Options" button to set the preferences for ticket entry.



The screenshot shows a Windows-style dialog box titled "EntryOptions : Form". The main content area is titled "Ticket Entry Preferences" in red text. It contains the following settings:

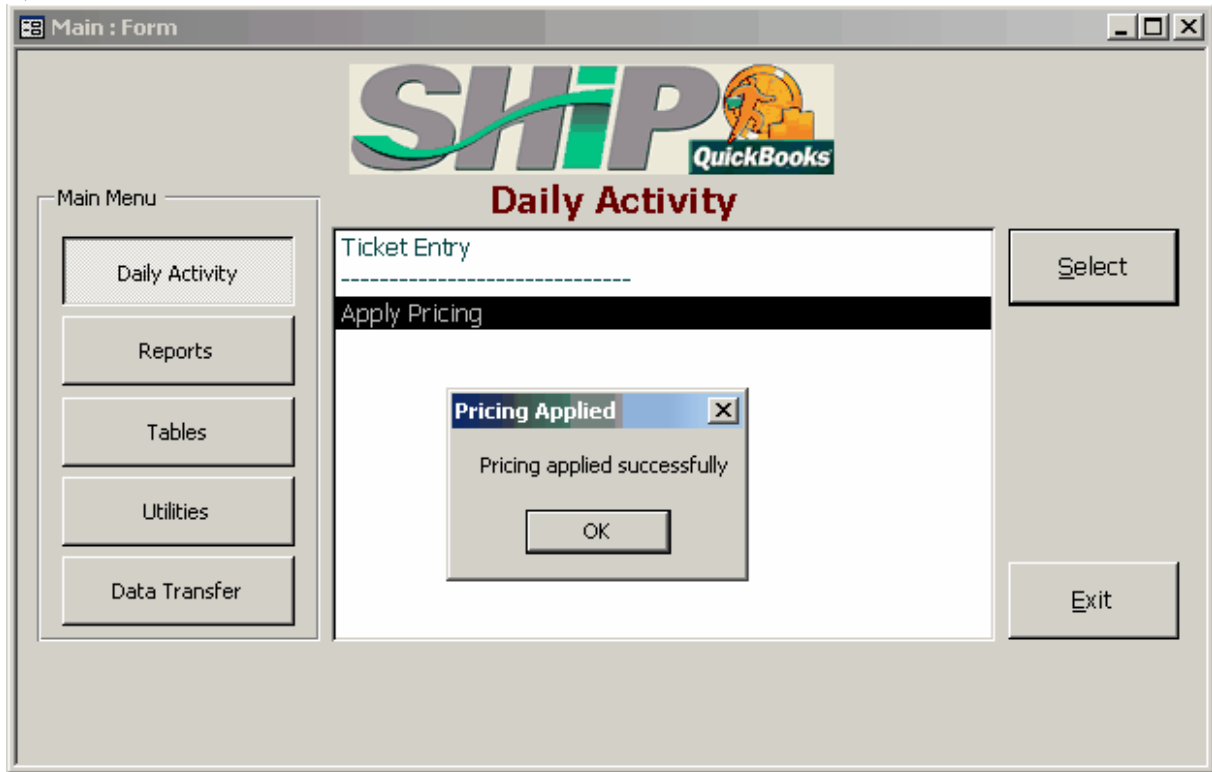
- Default Pit: A dropdown menu showing "001".
- Default customer lookup: Two radio buttons, "Id" (selected) and "Name".
- Default job site lookup: Two radio buttons, "Id" (selected) and "Name".
- Default product lookup: Two radio buttons, "Id" (selected) and "Name".
- Tab stop on additional charges: An unchecked checkbox.

At the bottom of the dialog are two buttons: "OK" and "Cancel".

Check your options and set the lookup default settings.
When all entries are set for your preferences click the "OK" button.

2.3 Apply Pricing

Applying pricing will update the pricing information and establish the link between Ship and QuickBooks.



In order to establish a link between Ship and QuickBooks, the customer to update pricing information must exist in QuickBooks.

The apply pricing program will check for customers on the ship system and match them to customers in QuickBooks.

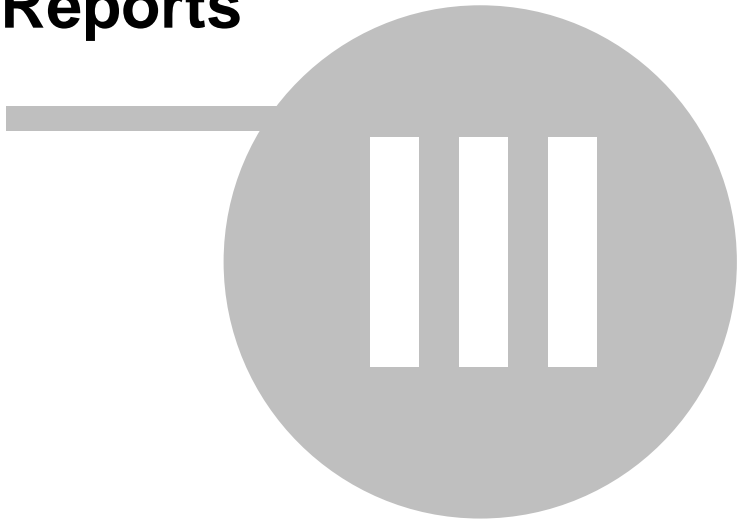
The screenshot shows the 'New Customer' dialog box with the following details:

- Customer Name:** Ernst Wuethrich
- Opening Balance:** [Empty] as of 10/03/2005
- Price Level:** [Dropdown]
- Custom Fields:** Id_No [Text Field]
- Business Number:** [Text Field]
- Buttons:** OK, Cancel, Next, Go to Customer Manager, Define Fields
- Checkboxes:** Customer is inactive
- Help:** [How do I determine the opening balance?](#)

It is best to use the "Customer Manager" option in the "Utilities" option to add new customer to the ShipQB system.

When copying a customer to QuickBooks, the system will automatically link them and create the address Id in the custom field.

Reports



3 Reports



3.1 Unpriced Tickets

The system will generate a report of any ticket that is not priced yet.

Unpriced Tickets Report

	Product	Ticket Number
00001 Customer C		
Job Site: 100	0104	001-100-1
Job Site: 101	0101	001-100-2
	0101	001-101
	0101	001-102
	0101	001-501
10001 Customer D		
Job Site: 001	0101	001-00001
10002 CARILLION CONSTR		
Job Site: 001	0101	001-99898
10009 Customer B		
Job Site: 000	0104	001-5451
10010 ewCustomer		
Job Site: 100	0101	001-ew102

3.2 Uninvoiced Tickets

This option prints a report of any ticket that has not been invoiced as of yet.

<i>Uninvoiced Tickets Report</i>						
Ticket Number	Product	Quantity	Pricing			
			Gross	Delivery	Trucking Exp	
00001 Customer C						
Job Site: 100						
001-100-1	0104		\$22.00			Not Priced
Job Site: 101						
001-100-2	0101		\$15.00			Not Priced
001-101	0101		\$15.00			Not Priced
001-102	0101		\$30.00			Not Priced
001-501	0101		\$80.00			Not Priced
10001 Customer D						
Job Site: 001						
001-00001	0101		\$23.41			Not Priced
10002 CARILION CONSTR						
Job Site: 001						
001-99898	0101		\$4.43			Not Priced
10005 Customer E						
Job Site: 000						
001-5451	0104		\$5.67			Not Priced
10010 ewCustomer						
Job Site: 100						
001-ew102	0101		\$25.00			Not Priced

3.3 Error Report

This report shows any ticket that is in error.

Failed Invoice Attempts

<i>Invoice Date</i>	<i>Bank</i>	<i>Customer</i>	<i>Error No</i>	<i>Err Message</i>
17092005	0000057	0001	9240	Object "0000-110200 F 9" specified in the request cannot be found.
17092005	0000056	0001	9240	Object "0000-110200 F 9" specified in the request cannot be found.
17092005	0000055	0001	9240	Object "0000-110200 F 9" specified in the request cannot be found.
02092005	0000051	0001	-1	Invoice number: S70000070, Failed while sending request to Quickbooks.
02092005	0000024	0001	9140	There is an invalid reference to QuickBooks Customer "10" in the invoice. QuickBooks error message: Invalid argument. The specified record does not exist in the list.
24032005	0000021	1002	9140	There is an invalid reference to QuickBooks Item "0104" in the invoice line. QuickBooks error message: Invalid argument. The specified record does not exist in the list.
24032005	0000021	1002	9140	There is an invalid reference to QuickBooks Customer "CARILLON CONSTRUCTION" in the invoice. QuickBooks error message: Invalid argument. The specified record does not exist in the list.
24032005	0000021	0001	9140	There is an invalid reference to QuickBooks Customer "Customs 0" in the invoice. QuickBooks error message: Invalid argument. The specified record does not exist in the list.
29032005	0000019	0001	9140	There is an invalid reference to QuickBooks Customer "Customs 0" in the invoice. QuickBooks error message: Invalid argument. The specified record does not exist in the list.

3.4 Trucker Payables Report

Enter the date range for the report to be printed.

Trucker Payable Date Range

Please enter a date range for the report. Trucker payables will be calculated for all tickets in that date range.

From (mm/dd/yyyy):

To (mm/dd/yyyy):

Report showing trucking payables outstanding.

<i>Trucker Payables Report</i>				
	Truck Number	Expenses	Trucking Profit	Payable
1021	1021-3333	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
100	Supplier D			
	100-1112	\$0.00	\$0.00	\$0.00
	100-1221	\$90.00	\$45.00	\$45.00
	100-2344	\$2.00	\$0.00	\$2.00
	100-9999	\$90.00	\$45.00	\$45.00
		\$182.00	\$90.00	\$92.00
101	Supplier A			
	101-9999	\$10.00	\$0.00	\$10.00
		\$10.00	\$0.00	\$10.00
102	Supplier B			
	102-9999	\$1.00	\$0.00	\$1.00
		\$1.00	\$0.00	\$1.00
103	Supplier C			
	103-1111	\$0.00	\$0.00	\$0.00
	103-9999	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00

Tables



4 Tables



4.1 Access Maintenance Buttons

This is an overview of the Access Table Maintenance options.

Record:  3 of 3

First Record:



Last Record:



Next Record:



Previous Record:



New Record (Insert):



Drop Down selection:



Use for selection of varied options for this field (see below).

001	CALEDON
002	OTTAWA
003	PINCHIN
004	MARMORA
005	OLIVER
006	BRAMPTON ASPHALT
010	Ernst's Pit
026	BRAMPTON AGGREGATE

4.2 Maintain Job Sites

Use the Lookup drop down boxes to select the Customer and Job site you want to edit or enter a new job site.

Job Site Edit

Lookup

Customer_No: Site_No:

Job Site Info NEW SITE

Customer:

Site:

Description:

Address:

City:

State_Prov:

Postal_Zip:

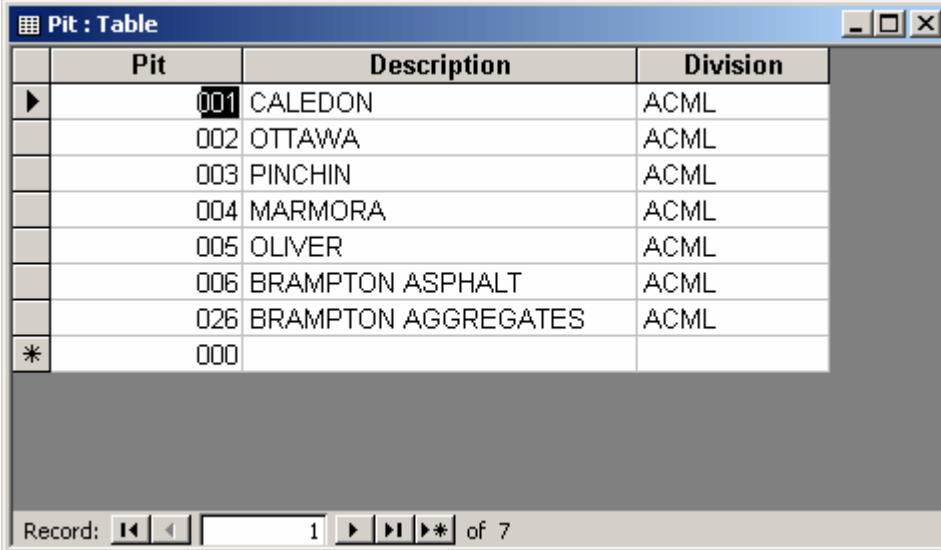
New Site: Select from the Customer drop down the desired customer.
Enter the data for all other fields and click "Save" button to add this Job Site.

Changes: Enter the desired changes to the displayed record and click the "Save" button.

Delete: After the selection click the "Delete" button to delete a Job Site.

4.3 Maintain Pits

This is table maintenance in Access for all Pits in the system. Change the information on an existing record by over typing or add new records manually by inserting them into the table.



	Pit	Description	Division
▶	001	CALEDON	ACML
	002	OTTAWA	ACML
	003	PINCHIN	ACML
	004	MARMORA	ACML
	005	OLIVER	ACML
	006	BRAMPTON ASPHALT	ACML
	026	BRAMPTON AGGREGATES	ACML
*	000		

Record: 1 of 7

4.4 Maintain Prices

This is a Table Maintenance in Access.

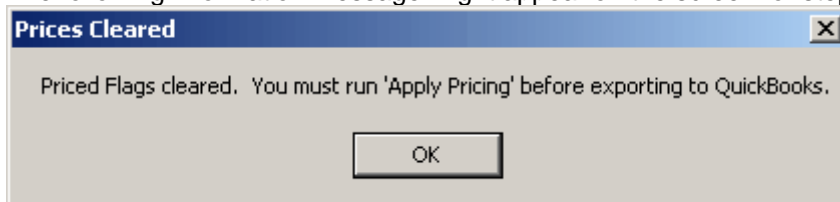
Change the information on an existing record by over typing or add news record manually by inserting them into the table.



	Customer_No	JobSite	PriceListId	Product	Gross	Delivery	TruckingProfit	Material_TaxC	Trucking_TaxC
▶	00001	0	0	0101	\$3.00	\$1.00	\$0.50	P	G
	00001	0	0	0102	\$4.00	\$1.00	\$0.10	G	S
	10004	0	0	0103	\$0.00	\$0.00	\$0.00	G	S
	99888	777	0	0101	\$5.00	\$1.00	\$0.10	G	S
	ew1000	001	-1	0101	\$10.00	\$5.00	\$2.50	G	S
*	0	0	0		\$0.00	\$0.00	\$0.00	G	S

Record: 1 of 5

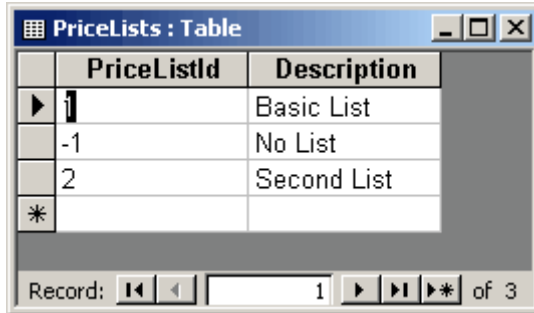
The following information message might appear on the screen for steps to be taken by the user.



4.5 Maintain Price Lists

This is a Table Maintenance in Access.

Change the information on an existing record by over typing or add new records manually by inserting them into the table.

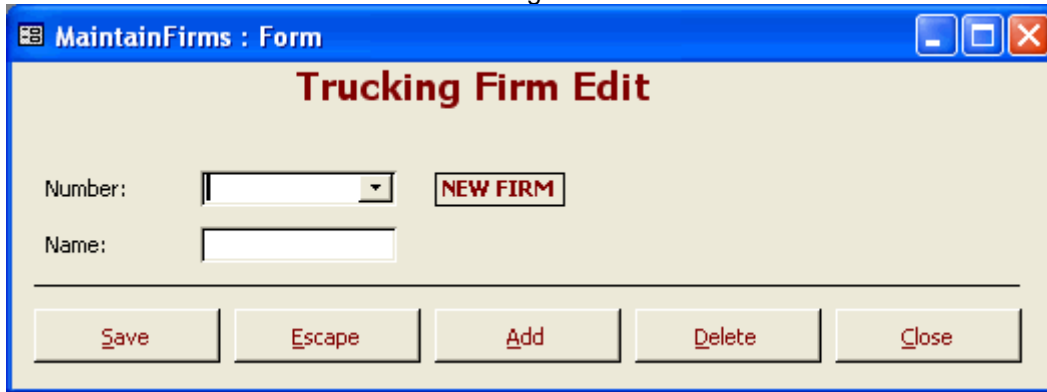


The screenshot shows the 'Table Maintenance' window for a table named 'PriceLists : Table'. The window has a title bar with a grid icon, the text 'PriceLists : Table', and standard window controls (minimize, maximize, close). The main area contains a table with two columns: 'PriceListId' and 'Description'. The table has four rows: the first row has '1' in the first column and 'Basic List' in the second; the second row has '-1' and 'No List'; the third row has '2' and 'Second List'; the fourth row has an asterisk '*' in the first column and is empty in the second. Below the table is a record navigation bar with the text 'Record: 1 of 3' and navigation icons for first, previous, next, last, and insert.

PriceListId	Description
1	Basic List
-1	No List
2	Second List
*	

4.6 Maintain Trucking Firm

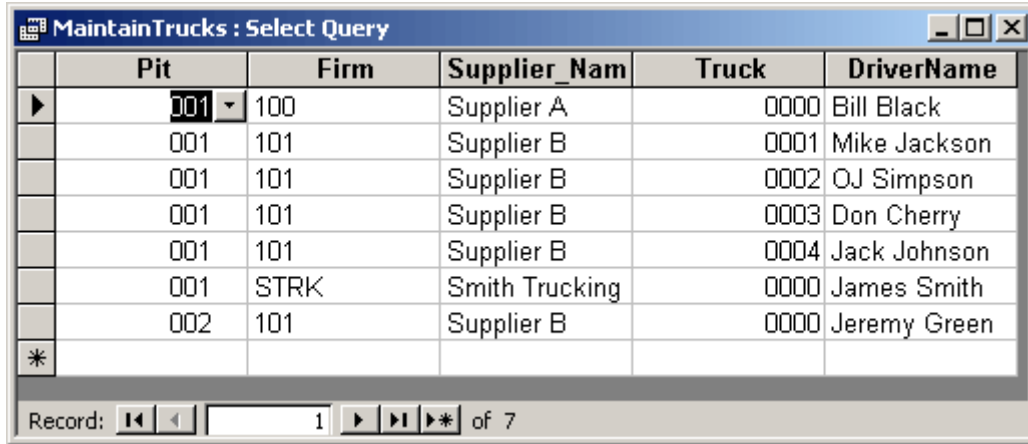
Use this form to edit/add/ and delete trucking firms.



The screenshot shows a software window titled "MaintainFirms : Form" with a blue title bar and standard Windows window controls (minimize, maximize, close). The main content area has a light beige background and is titled "Trucking Firm Edit" in a large, bold, dark red font. Below the title, there are two input fields: "Number:" followed by a text box with a dropdown arrow, and "Name:" followed by a text box. To the right of the "Number:" field is a button labeled "NEW FIRM" in red text. At the bottom of the form, there is a horizontal line above five buttons: "Save", "Escape", "Add", "Delete", and "Close", all in red text.

4.7 Maintain Trucks

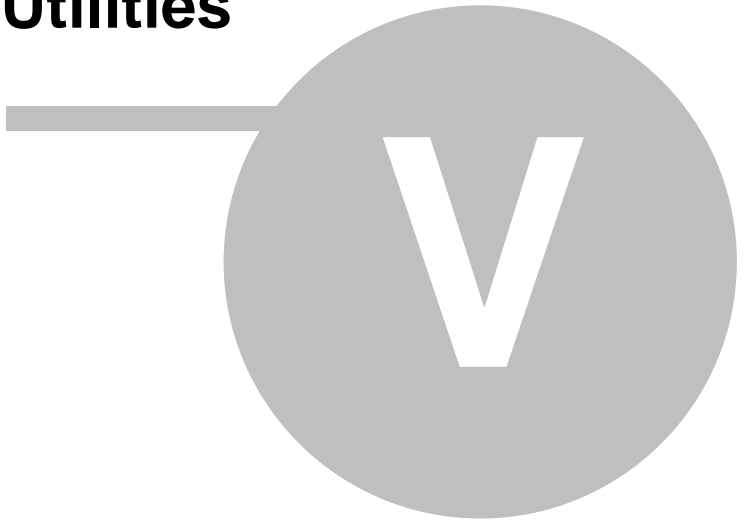
This is table maintenance in Access for all Pits in the system. Change the information on an existing record by over typing or add new records manually by inserting them into the table.



	Pit	Firm	Supplier_Nam	Truck	DriverName
▶	001	100	Supplier A	0000	Bill Black
	001	101	Supplier B	0001	Mike Jackson
	001	101	Supplier B	0002	OJ Simpson
	001	101	Supplier B	0003	Don Cherry
	001	101	Supplier B	0004	Jack Johnson
	001	STRK	Smith Trucking	0000	James Smith
	002	101	Supplier B	0000	Jeremy Green
*					

Record: 1 of 7

Utilities



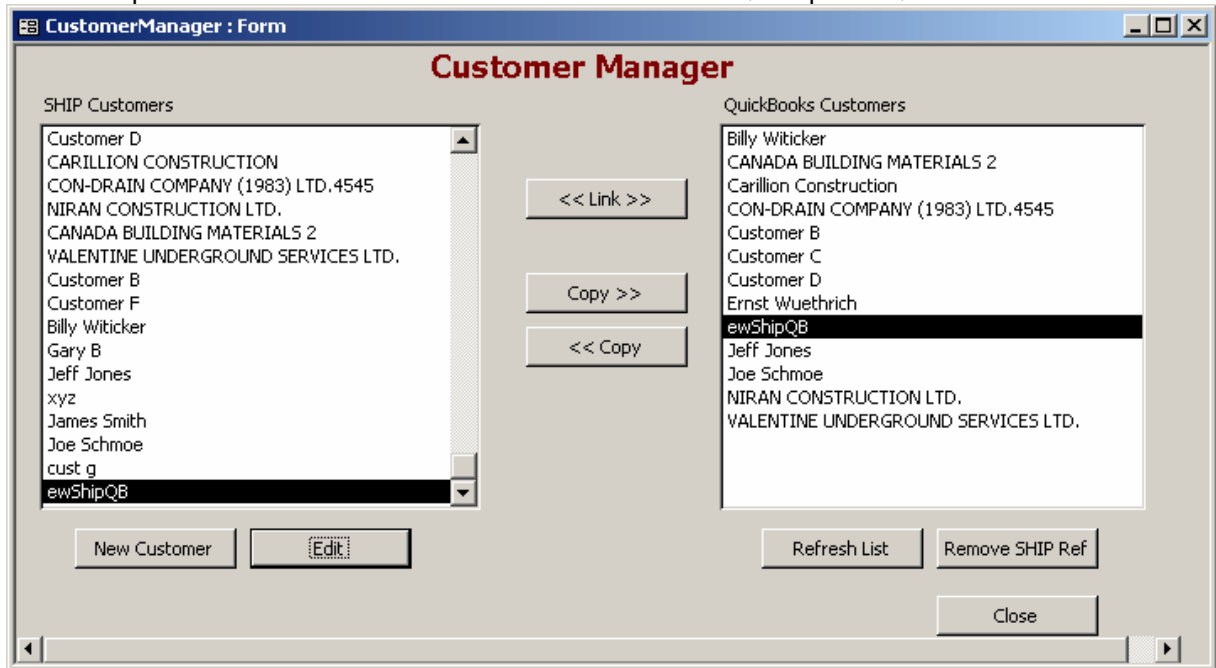
5 Utilities

To use any of these utility programs, Quick Book must be running on the computer.



5.1 Customer Manager

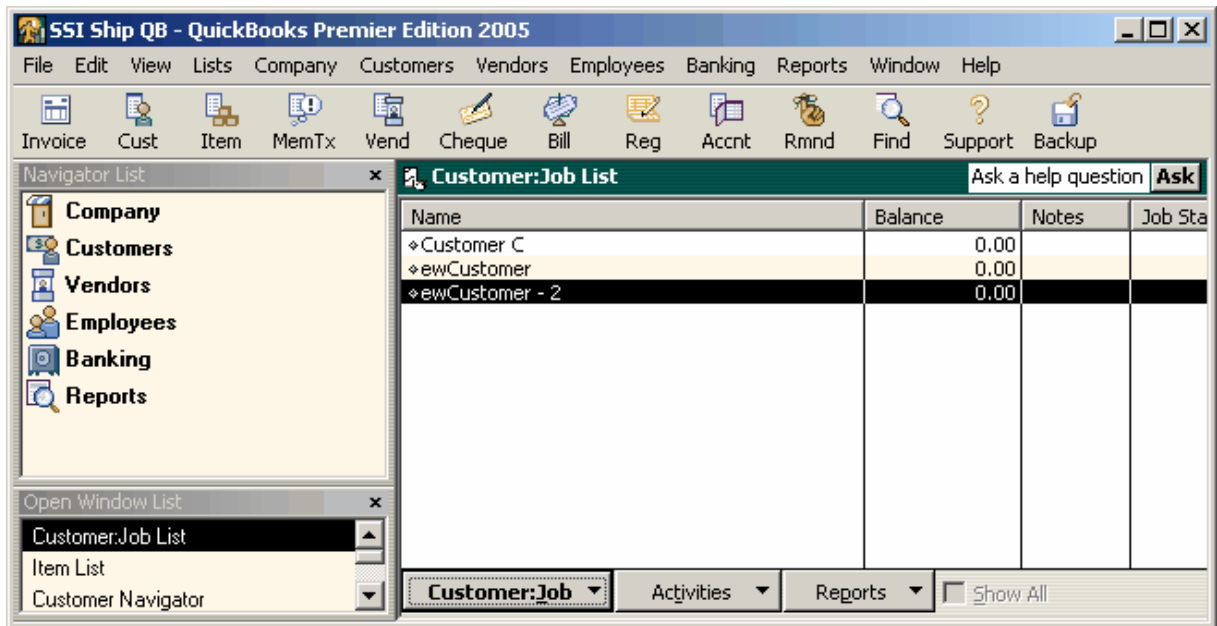
With this option the user can control the Customers between QBSHIP and QuickBooks.



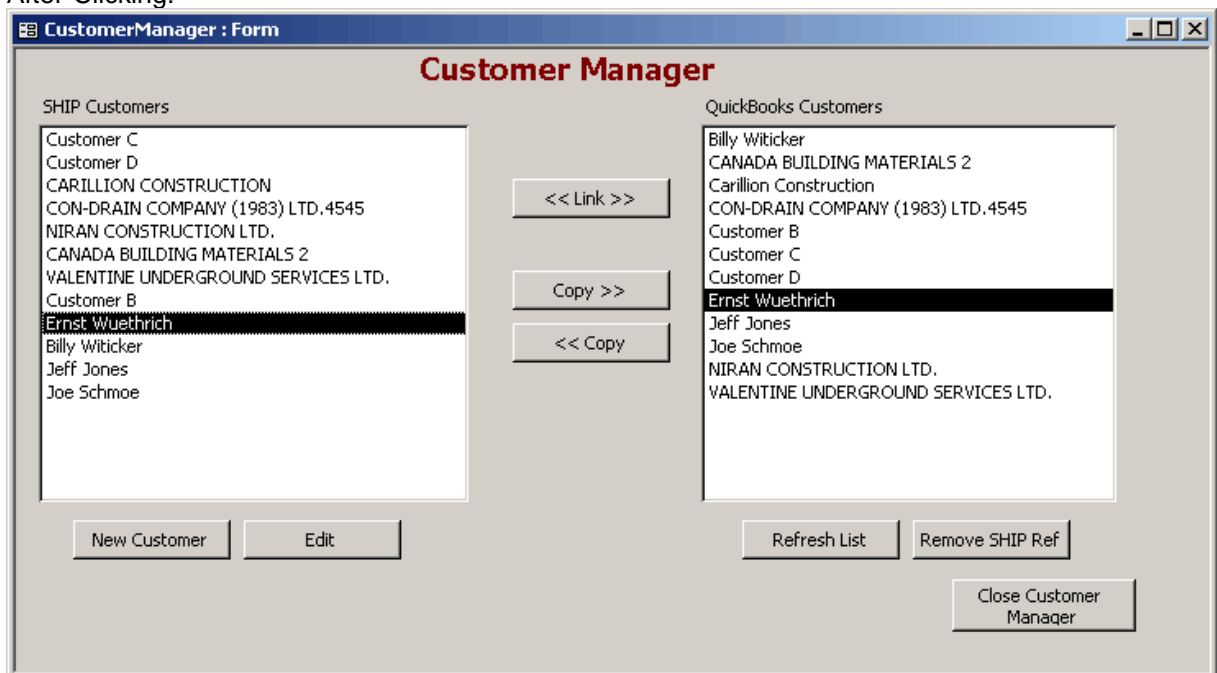
Clicking **New Customer** will allow you to add a new SHIP customer to the system.

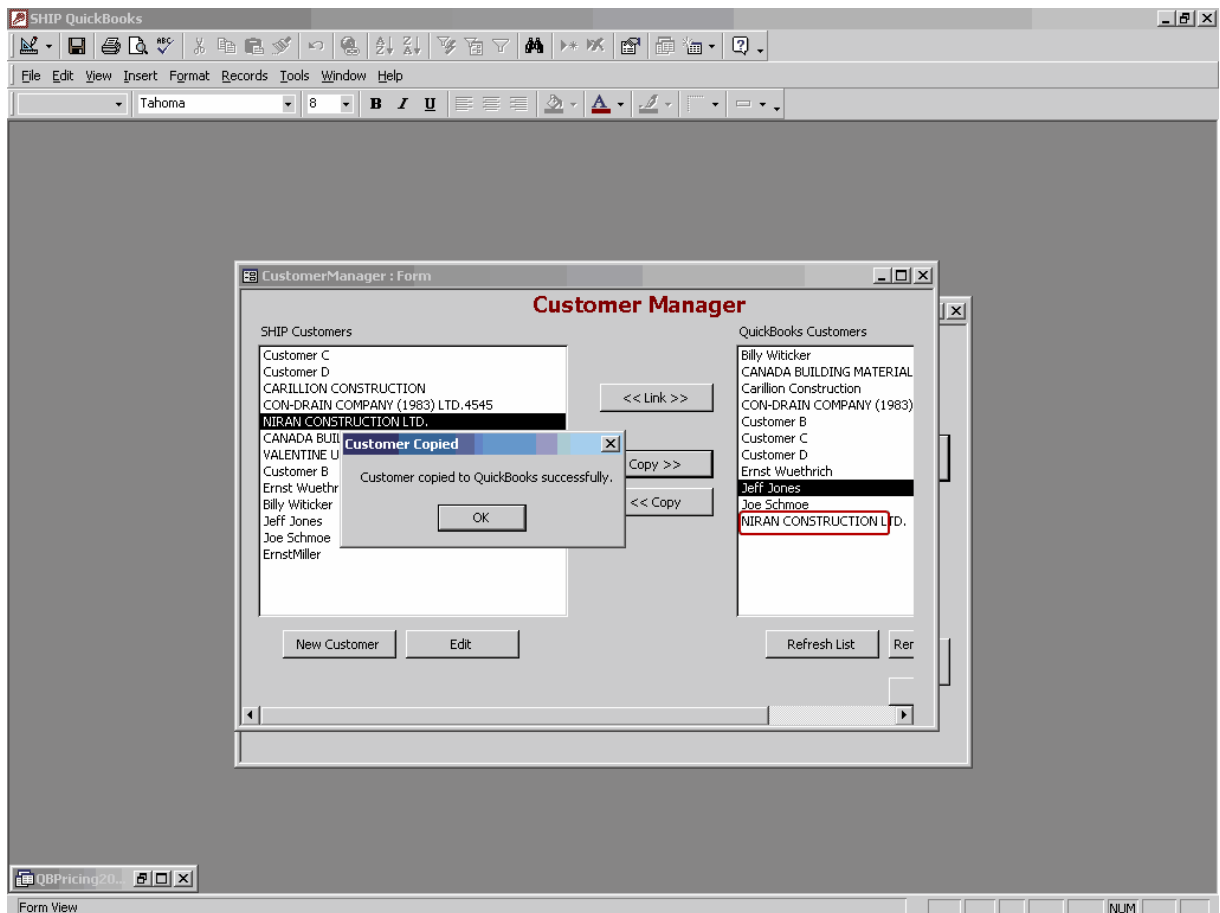
The screenshot shows the 'EditCustomer : Form' window titled 'Customer Edit'. It contains several input fields: 'Customer Number:', 'Name:', 'Address:', 'City:', 'Province:', 'Price List 1:', 'Price List 2:', and 'Price List 3:'. Each field has a corresponding text box. Below these fields is a 'NEW CUSTOMER' button. At the bottom of the window are five buttons: 'Save', 'Escape', 'Add', 'Delete', and 'Close'.

Clicking **Copy >>** copies the highlighted customer to QuickBooks Customer List.
Before Clicking:

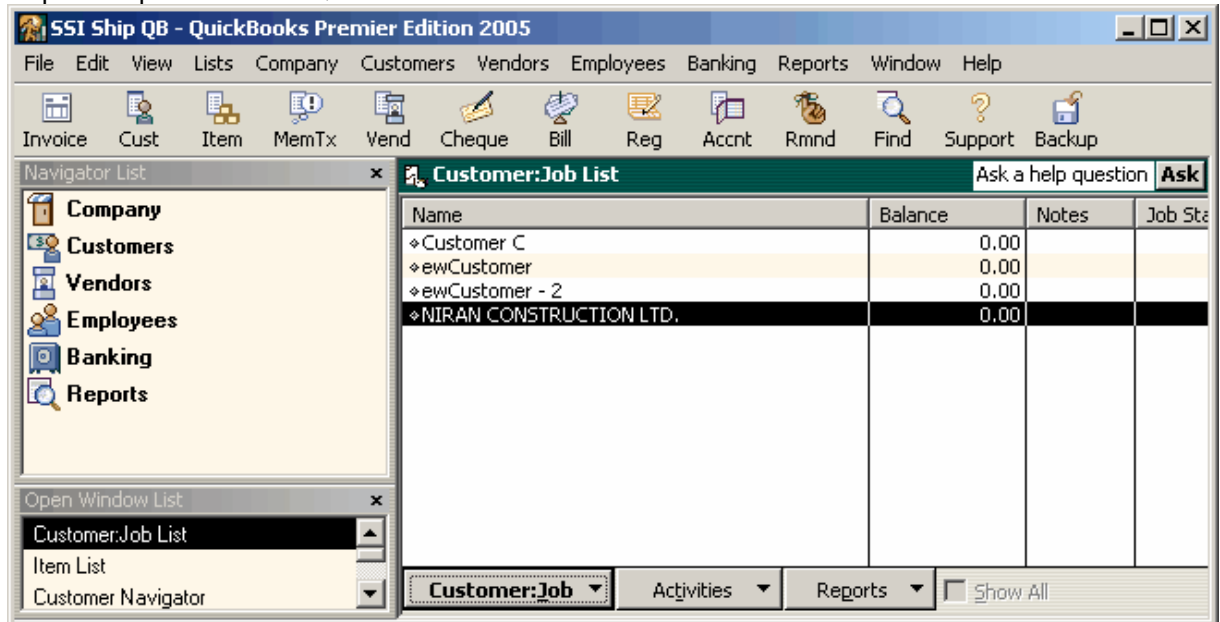


After Clicking:





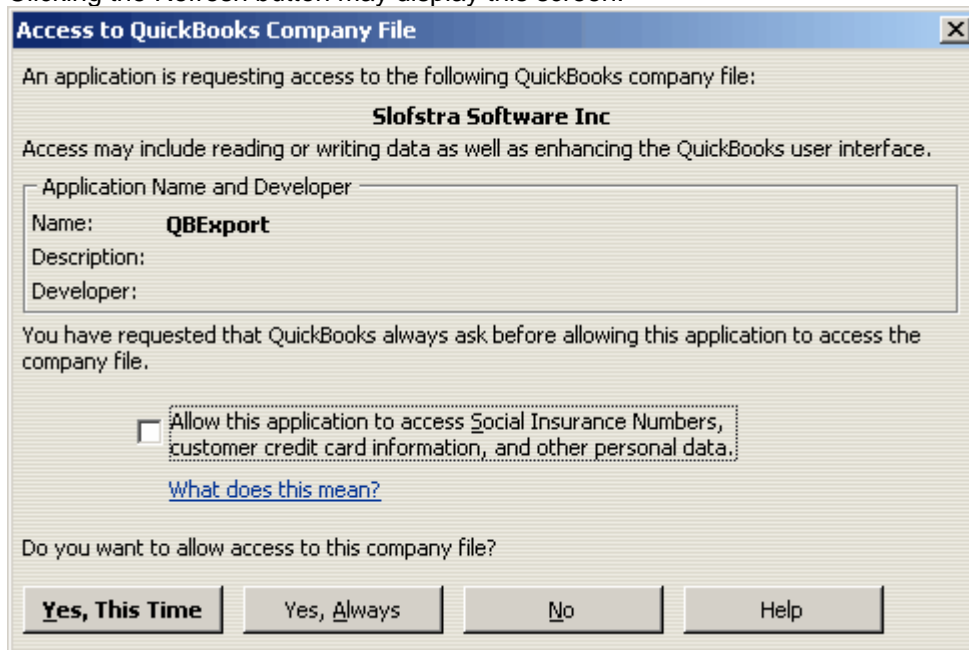
Copied Ship customer to QuickBooks customer.



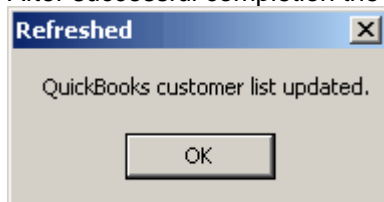
- **<<Link>>** button allows you to link a Ship customer to QuickBooks or Vice versa. To check if a customer is linked select and double click a customer in the SHIP Customers window. If it is linked both customers will be highlighted. You can manually link customers by selecting the appropriate one in both windows and then click the **<<Link>>** button.

- **Copy>>** button copies a customer from SHIP to QuickBooks.
- **<<Copy** button copies a customer from QuickBooks to SHIP.
- **New Customer** button allows to add a new customer to the SHIP Customers. If you copy the record after additon to QuickBooks, it will be automatically linked.
- **Edit** button allows to make changes to a SHIP customer.

Clicking the Refresh button may display this screen.



Click the appropriate button to complete the Refresh option.
After successful completion the system displays a confirmation screen.



5.2 New/Edit Customer

Add new or modify customer.

The screenshot shows a software window titled "EditCustomer : Form" with a sub-header "Customer Edit". The window is divided into two main sections: "Customer Info" and "Customer Pricing Rules".

Customer Info

Customer Number: ew1000
 Name: Wellington Gravel
 Address: 200 King St. N
 City: Waterloo
 Province: ON

Price List 1: 0
 Price List 2: 0
 Price List 3: 0

Customer Pricing Rules

Job Site	Product	Gross	Delivery	Trucking Profit	Material Tax Code	Trucking Tax Code
101	0101	\$150.00	\$25.00	\$10.00	G	\$
0		\$0.00	\$0.00	\$0.00	G	S

Buttons for "Customer Info" (black text): Save, Escape, Add, Delete.

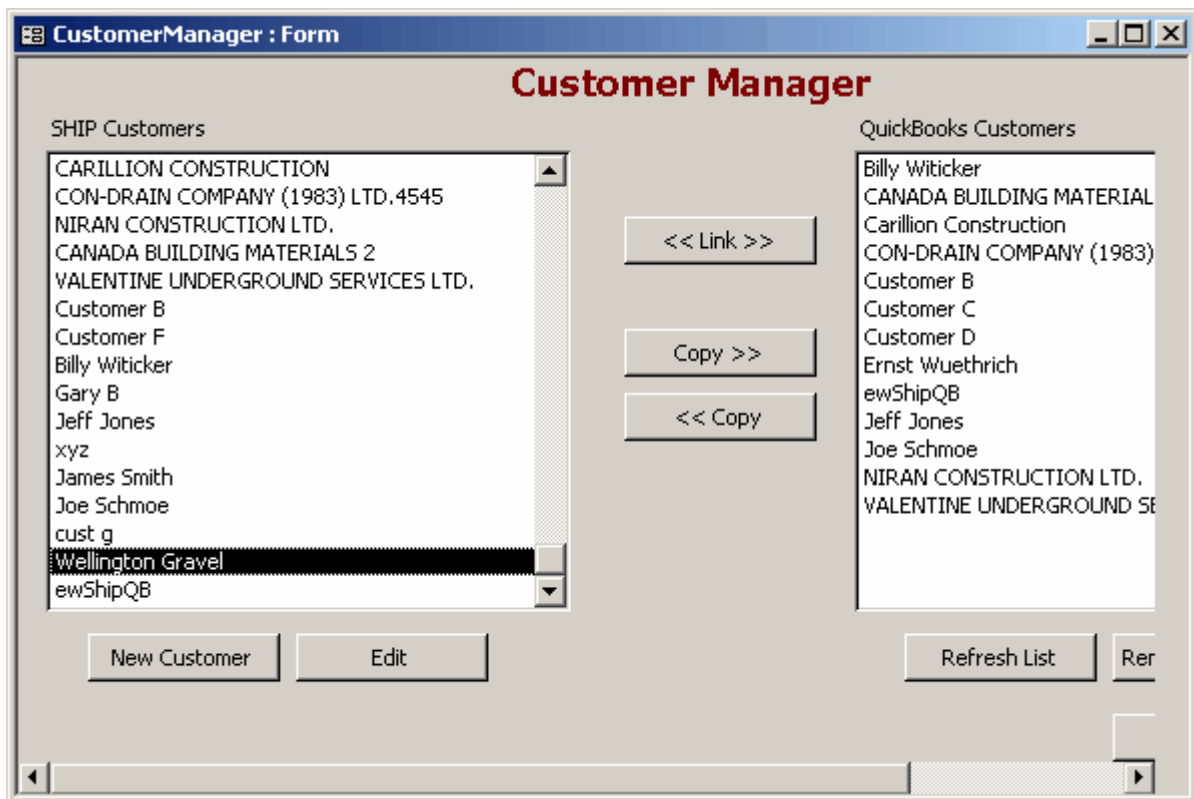
Buttons for "Customer Pricing Rules" (red text): Save, Escape, Add, Delete, Close.

New Customer:

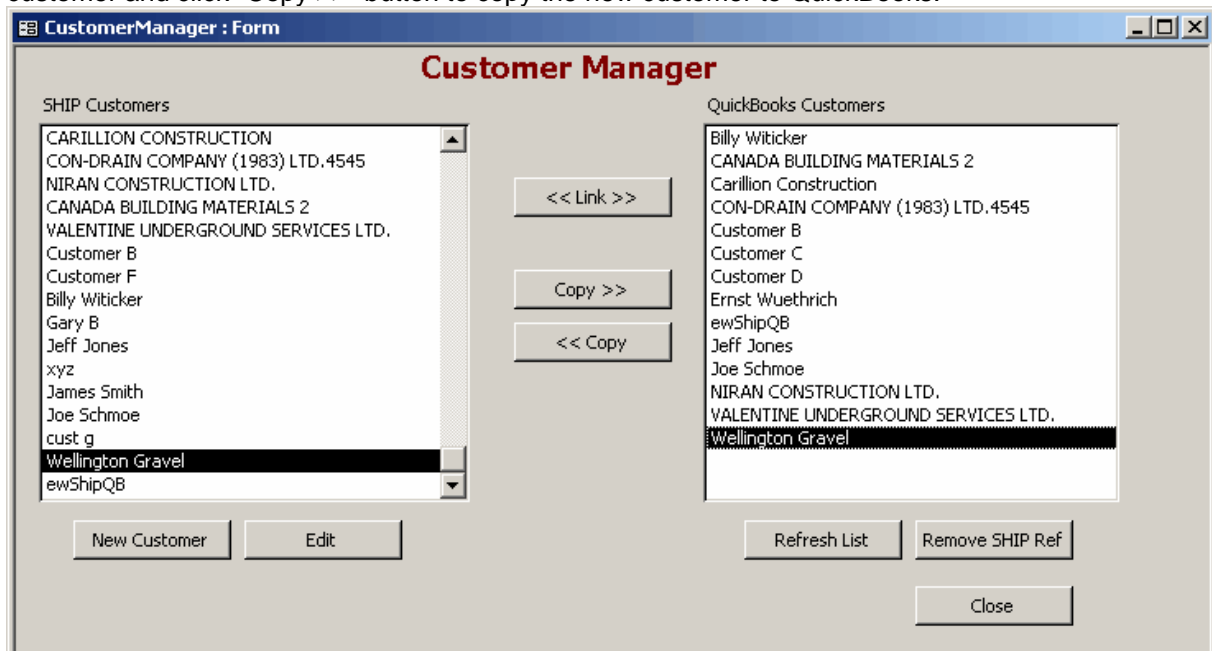
Enter the customer information in each field.

The buttons with red lettering apply to the "Customer Edit" information and the black lettering buttons apply to the "Customer Pricing Rules".

After adding a new customer use the customer manager to add the new customers to Quick Books.

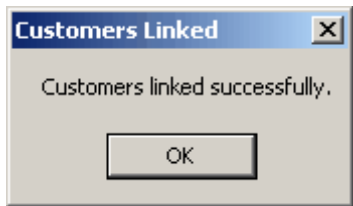


The new Customer is showing in the "SHIP Customers" list on the left side. Highlight the added customer and click "Copy >>" button to copy the new customer to QuickBooks.



Highlight the new customer and click the "<<Link>>" button to establish a link between Ship and QuickBooks.

The system will confirm the established link with a pop up window.



Click the "OK" button.

Edit/change an existing customer:

On the Customer Manager Screen, highlight the customer you wish to Edit and then click the "Edit" button.

Customer Edit

Customer Info

Customer Number: Price List 1:

Name: Price List 2:

Address: Price List 3:

City:

Province:

Customer Pricing Rules

Job Site	Product	Gross	Delivery	Trucking Profit	Material Tax Code	Trucking Tax Code
<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="G"/>	<input type="text" value="S"/>

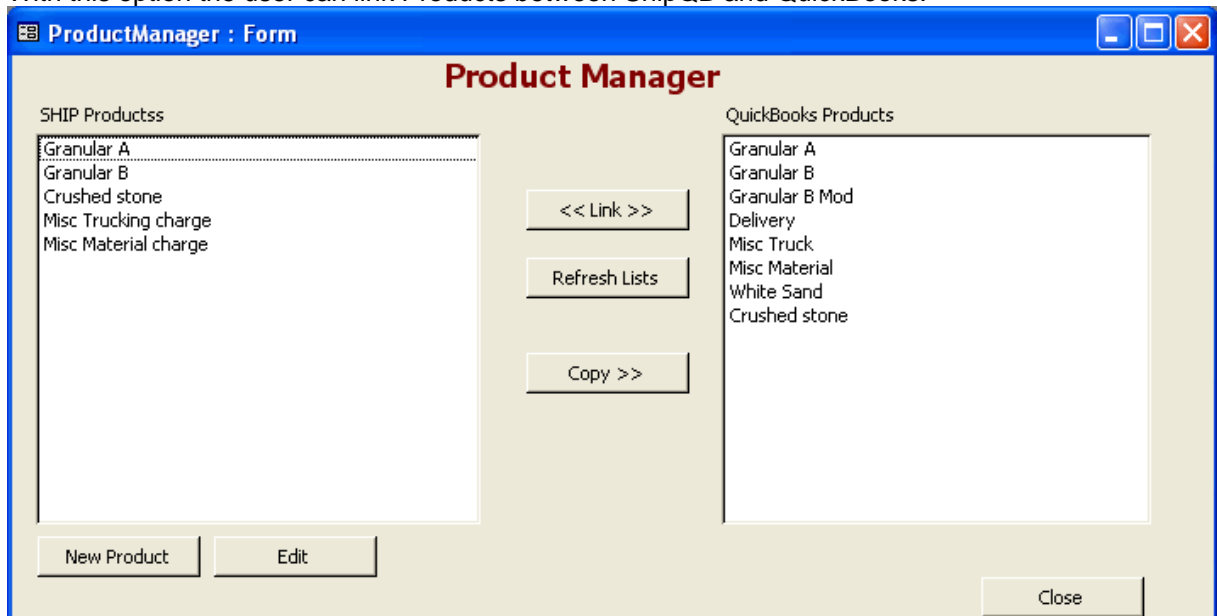
Save Escape Add Delete

Save Escape Add Delete Close

Make any required changes here and save them. Add additional Pricing Rules or remove them.

5.3 Product Manager

With this option the user can link Products between ShipQB and QuickBooks.



Highlighting a Product in the SHIP Products Screen and double clicking it will show if it is linked to a Product in Quick Books.

<<Link>> Highlight a Product in the SHIP Products window and a Product in the QuickBooks Product and then click the **<<Link>>** button to link the products.

Highlight a Product in SHIP Products and click the "Edit" button.

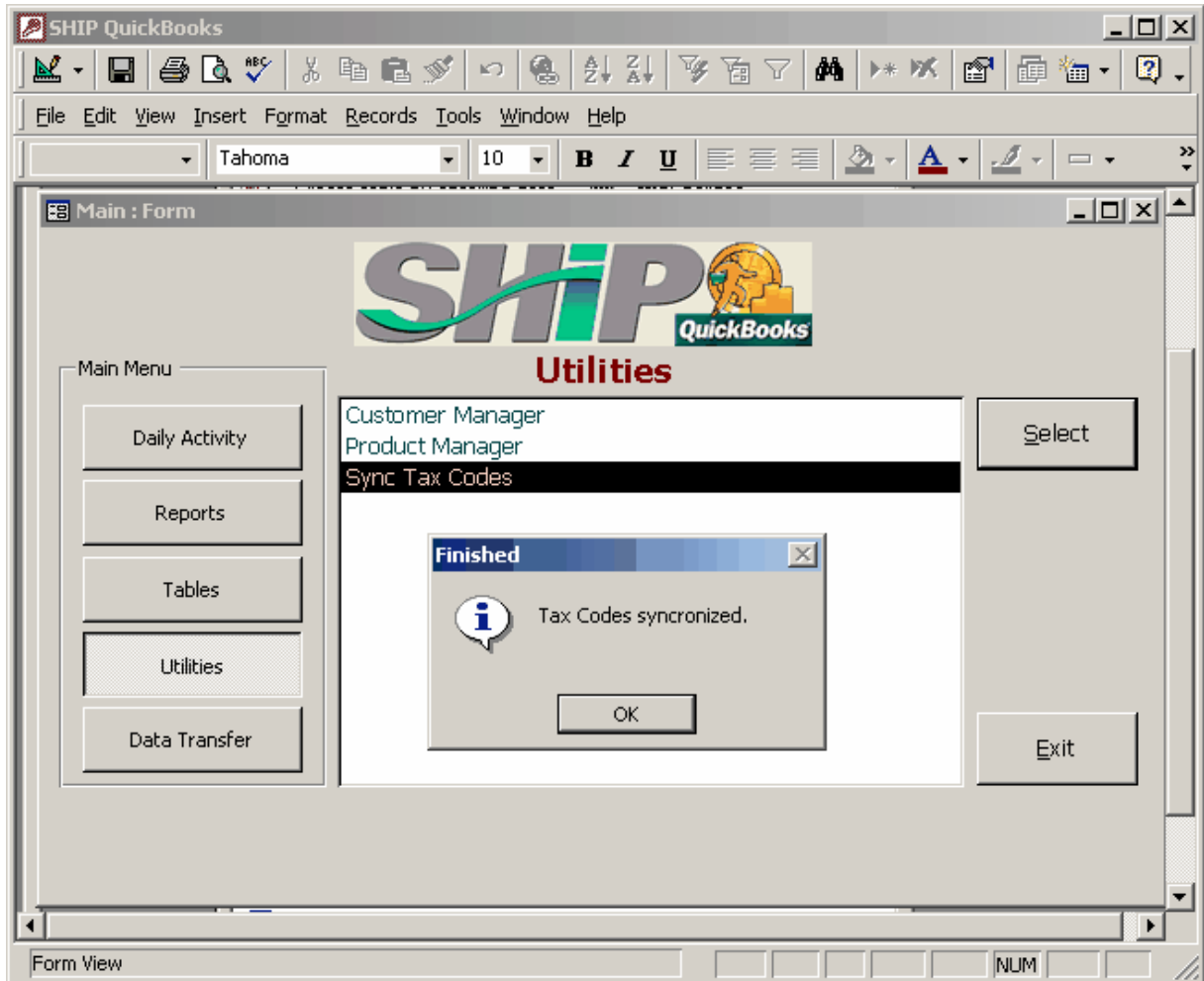
Make any desired changes and click the "Save" button or the "Escape" button to exit without saving any changes.

Clicking the "Add" button will clear the screen for entry of a new Product.

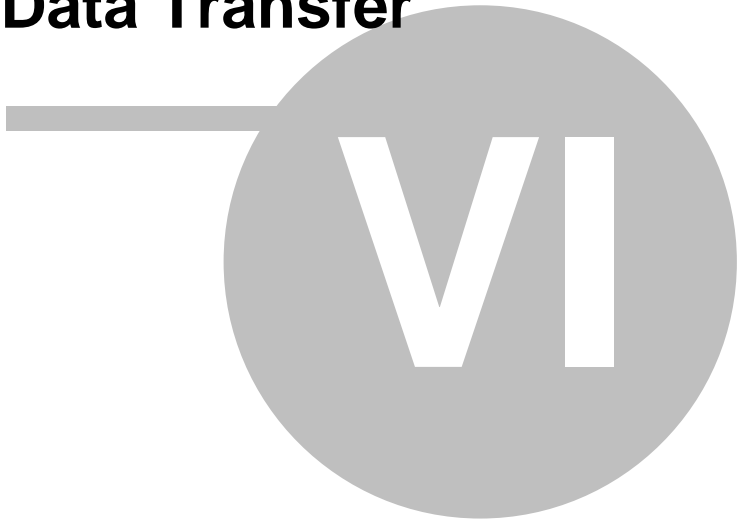
Clicking the "Delete" button will delete the displayed record.

5.4 Sync Tax Codes

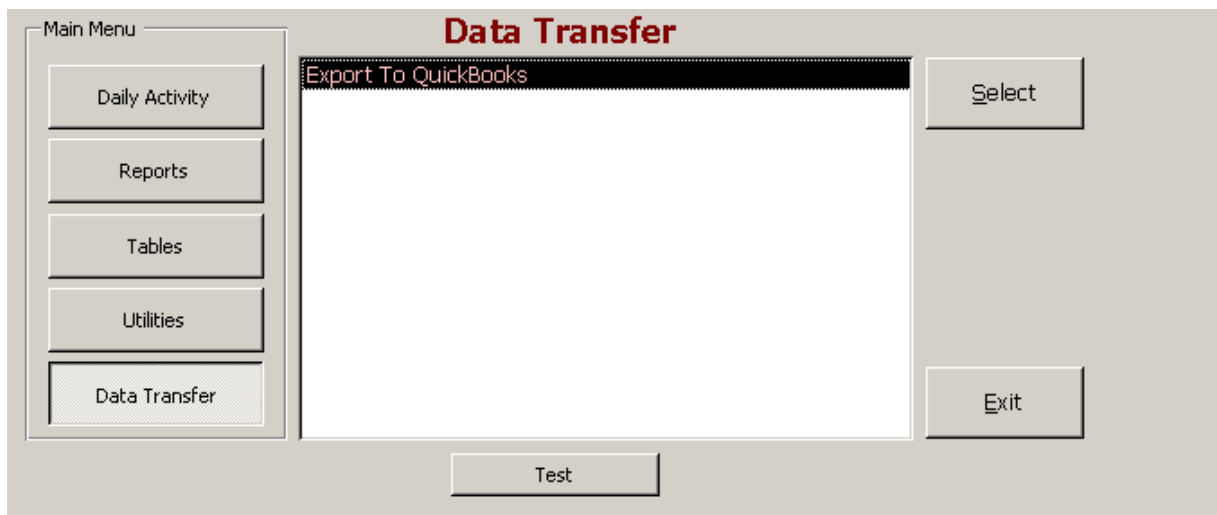
The system will synchronize in the background and the display a message when the synchronization is finished.



Data Transfer

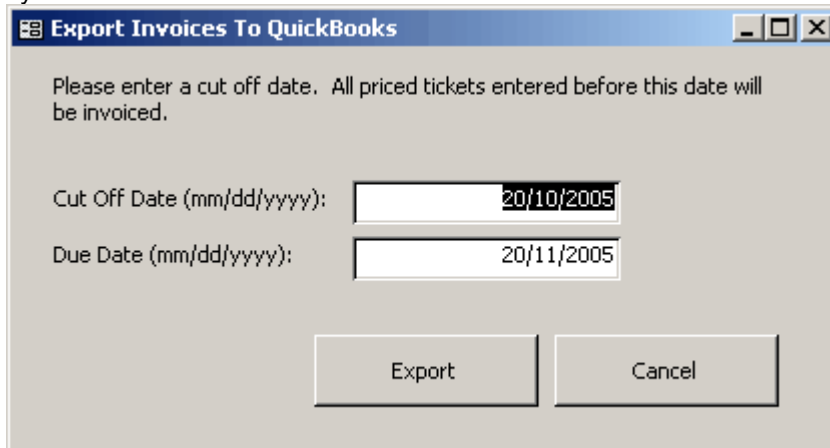


6 Data Transfer



6.1 Export To QuickBooks

When the program is selected, supply the correct cutoff dates. The system defaults to the current system date.



Export Invoices To QuickBooks

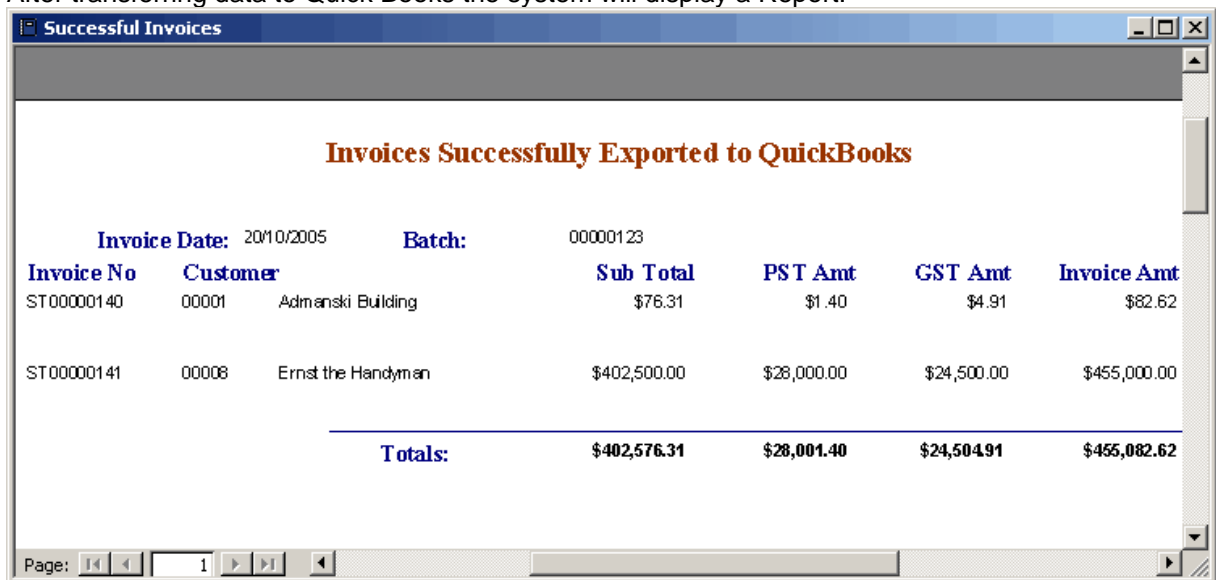
Please enter a cut off date. All priced tickets entered before this date will be invoiced.

Cut Off Date (mm/dd/yyyy): 20/10/2005

Due Date (mm/dd/yyyy): 20/11/2005

Export Cancel

After transferring data to Quick Books the system will display a Report.



Successful Invoices

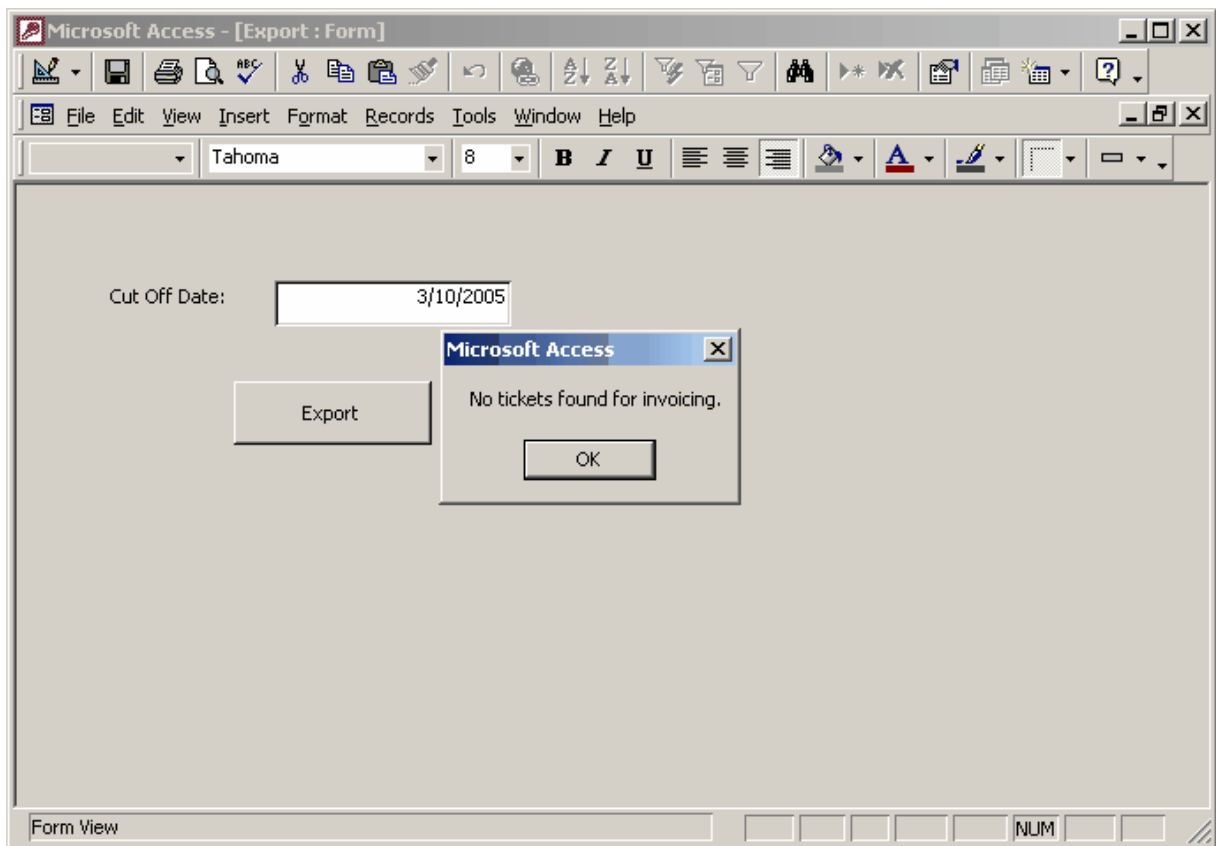
Invoices Successfully Exported to QuickBooks

Invoice Date: 20/10/2005 Batch: 00000123

Invoice No	Customer	Sub Total	PST Amt	GST Amt	Invoice Amt
ST00000140	00001 Admanski Building	\$76.31	\$1.40	\$4.91	\$82.62
ST00000141	00008 Ernst the Handyman	\$402,500.00	\$28,000.00	\$24,500.00	\$455,000.00
Totals:		\$402,576.31	\$28,001.40	\$24,504.91	\$455,082.62

Page: 1

Nothing to Invoice.



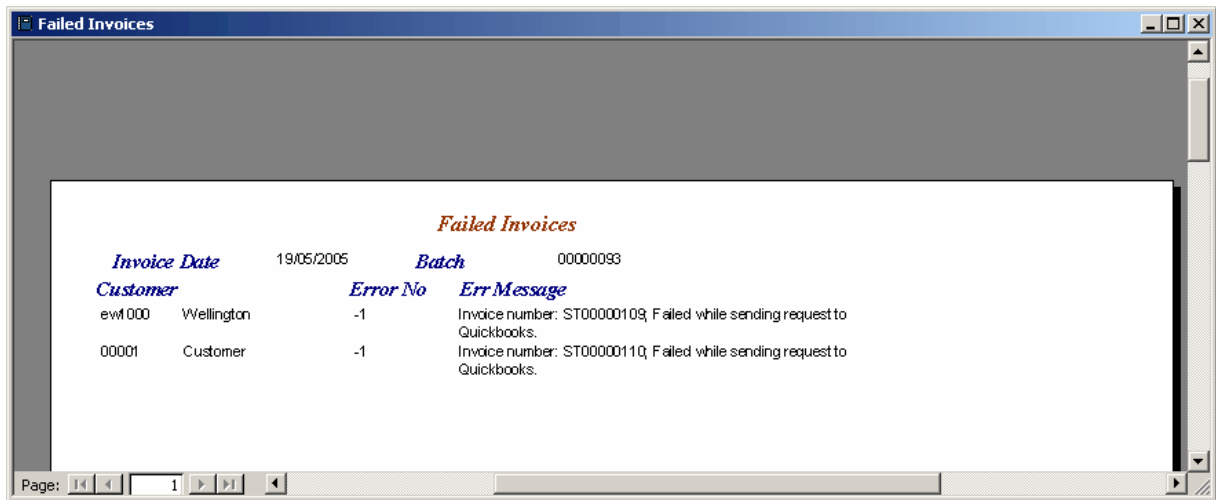
The system will display a Data Transfer Report.

Failed Invoices

Successful Invoices

Invoice Date: 08/03/2005 *Batch:* 00000054

<i>Invoice No</i>	<i>Customer</i>	<i>Sub Total</i>	<i>PST Amt</i>	<i>GST Amt</i>
ST00000072	00001	\$192.82	\$13.41	\$11.74
ST00000073	00001	\$2.30	\$0.16	\$0.14
ST00000074	00001	\$164.06	\$11.41	\$9.99



The screenshot shows a window titled "Failed Invoices" with a table of data. The table has four columns: Invoice Date, Customer, Error No, and Err Message. The data is as follows:

<i>Invoice Date</i>		<i>Batch</i>	
<i>Customer</i>		<i>Error No</i>	<i>Err Message</i>
19/05/2005		00000093	
ewf000	Wellington	-1	Invoice number: ST00000109; Failed while sending request to Quickbooks.
00001	Customer	-1	Invoice number: ST00000110; Failed while sending request to Quickbooks.

At the bottom of the window, there is a page navigation bar showing "Page: 1" and navigation buttons.

Error Messages: **????? Explanation**