

Chapter 11

Using GalleryPro with QuickBooks Pro

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Linking GalleryPro Data to an Accounting Program

Artsystems GalleryPro and *Intuit QuickBooks Pro* can be easily linked to provide a robust accounting solution for any art business needs. Post *Invoices*, *Cash Sales*, *Credit Memos* and *Receipts* from *GalleryPro* to *QuickBooks Pro*, *Quickbooks Premier*, *Quickbooks Premier Accountant* or *Canadian QuickBooks Pro 6.0*.

Note: *GalleryPro* does not link with *Intuit Quicken* or *QuickBooks* standard. *QuickBooks Standard* does not have the ability to utilize live networking.

Before Setting up:

- Please consult an accountant regarding configuring the *QuickBooks Pro* **Chart of Accounts**. It is suggested to use the guidelines documented in the following pages. (See *Appendix IV*, p. 225 in this guide for a sample **Chart of Accounts** and other Quickbook references.)
- If there already is existing data in *QuickBooks Pro*, Technical Support can assist your setting up the link with *GalleryPro* to ensure the combining of contact data as stated in the *Contacts* section of this document.
- Convert data from other *Intuit* or non-*Intuit* applications to *QuickBooks Pro* before starting the process comparing data with *GalleryPro*. Please refer to *Intuit* web site for more information regarding the transfer of data.
- Once the link between *GalleryPro* has been established with *QuickBooks Pro*, it is also highly recommended to continue making payments to consignors in BOTH *GalleryPro* and *QuickBooks Pro*. This practice allows aged accounts and financial reports to be used for comparison.

(Please refer to *Appendix IV*, p. 225 with Helpful Terms supplied by *Intuit*.)

In this Chapter there are two sets of instructions: the **Quick Setup** and the **Detailed Setup**. The **Quick Setup** instructions allow individuals who have a working knowledge of both *GalleryPro* and *QuickBooks Pro* to expedite the process of establishing the link.. If you are not familiar with one or both of the software programs, please refer to the **Detailed Setup** section. The **Detailed Setup** instructions detail every aspect of the link between *GalleryPro* and *QuickBooks Pro*. It is recommended that most users refer to the **Detailed Setup** section for best results.

Quick Setup: GalleryPro / QuickBooks Pro Link

Before Beginning

1. First establish the company file in *QuickBooks Pro* including the **Chart of Accounts**. Consult with your accountant if necessary to determine which accounts are needed for a proper **Chart of Accounts**.
2. Next, establish the connection between *GalleryPro* and *QuickBooks Pro*. To do this, launch *GalleryPro* and select *Tools > Administrative Options > General* tab. Select the Link to the *QuickBooks Pro* box and browse to find the company file. Select **OK**.
3. Now, import your **Chart of Accounts** from *QuickBooks Pro* into *GalleryPro*. (***Note:** You must have a file installed that corresponds to your *Quickbooks* version in order to import the Chart of Accounts – see p. 205.) When the correct file is installed, in *GalleryPro*, with *QuickBooks Pro* **CLOSED**, select *Tools > Import Chart of Accounts*. A prompt will appear to verify the import of the **Chart of Accounts** from the company file selected in *Tools > Administrative Options*. Select **OK**. The **Chart of Accounts** has been successfully imported.
4. Next, open the **Works** module and enable viewing the *QuickBooks Pro* account information. From the menu in *GalleryPro* select *View > QB Accounts*.
5. Lastly, ensure that all accounts are filled in correctly. Specifically, for two distinct areas; **Item Types** (which are the miscellaneous items on *Invoices*) and the **Tax Jurisdictions**. To fill in the accounts for either of these items, Launch *Transactions*, select *File > Edit Related Files* and select the drop-down arrow to select **Item Types**. For each **Item Type**, make sure the account is filled out. Next, select the drop-down arrow, and select **Tax Jurisdictions**. Make sure each **Tax Jurisdiction** has its account and vendor information filled out. You are now ready to begin using *QuickBooks Pro* with *Artsystems*.

**Posting to
Quickbooks
Pro**

Quick Setup: Posting to QuickBooks Pro

QuickBooks Pro must be opened (in the background), in Single User Mode, and the user must be logged in with administrative privileges in order to post your account information.

1. Before posting to *QuickBooks Pro*, make sure the *QuickBooks Pro* account information is filled out for EACH work. Check the **Financial/Owner** tab for the individual items in **Works** and select the appropriate accounts.

2. Also, on the *Invoice* transaction, select an account (**Accounts Receivable**) to post to.
3. Once this information has been properly inserted, post to *QuickBooks Pro* by selecting *Tools > Post to QuickBooks Pro*.
4. Additionally, *QuickBooks* requires *Invoices* to have a **Tax Jurisdiction** selected whether tax is charged or not. Select the appropriate **Tax Jurisdiction** or, if you are in a jurisdiction that does not charge sales tax create a 'No Tax' **Tax Jurisdiction** that has a 0.00% tax rate. Remember to apply the appropriate account and vendor information.
5. A **Posting** chart will appear with the information that is to be posted into *QuickBooks Pro*. Select **Post Records**. A prompt will appear to ensure that a back-up is made prior to posting. Select **OK**.
6. A prompt will appear when the information is successfully posted into *QuickBooks Pro*. View the newly posted information in *QuickBooks Pro* by selecting *Lists > Chart of Accounts > Accounts Receivable*.



Important Note about Tax Jurisdictions: The *QuickBooks* Sales Tax Item list must EXACTLY match the *GalleryPro* tax item dropdown list. If you add a new tax item in *QuickBooks* you must also add the new tax item in *GalleryPro* and then re-import your chart of accounts into *GalleryPro*.

Detailed Setup: Configuring *QuickBooks Pro*

Contacts in QuickBooks Pro

When starting, the link using existing data in *QuickBooks Pro* and *GalleryPro*, contact records already exist as **Customers** and **Vendors** in *QuickBooks Pro*. *GalleryPro* will try to match the respective client records by comparing the names and addresses. It is important that the spelling be identical.

If **Customers/ Vendors** in *QuickBooks Pro* are **not** in your *GalleryPro* database, they will **not** be automatically transferred from *QuickBooks Pro* to the *GalleryPro* Contacts Module when you activate the link. Contact *Artsystems Technical Support* (see p. 211) to convert the contacts from *Quickbooks Pro* to *GalleryPro*. After importing the **CoA** from *QuickBooks Pro*, the link consists of exporting data from *GalleryPro* to *QuickBooks Pro*.

When entering a new contact in *GalleryPro*, the contact will be added automatically to *QuickBooks Pro* in the **Customer Job List** upon posting a Sale.

If there are no sales related to the contact, the contact will not be entered into your *QuickBooks Pro* database through *GalleryPro*. Simply enter the contact manually into *QuickBooks Pro* if needed.

Linking **Customers** from *GalleryPro* to *QuickBooks Pro* is automatic, there is no need to add these new records in *QuickBooks Pro* — the link does it for you when you post.

Works in QuickBooks Pro

Owned Inventory Values

- As the inventory is saved in *GalleryPro* and not in *QuickBooks Pro*, the value and details of the inventory assets (owned works) are kept in *GalleryPro* (along with, though distinguished from, consigned inventory).

- To ensure a proper and complete balance sheet in *QuickBooks Pro*, enter each owned inventory value as a *Journal Entry* in the *General Ledger*, and increase inventory value by making payments to *Inventory*.
- When making changes to the *Artsystems* owned inventory values, the **Journal Entry** in *QuickBooks Pro* will not update automatically.
- *Artsystems* can only send new information to *QuickBooks Pro* upon posting a sale, and will not change the existing records within the *QuickBooks Pro* database (i.e., *GalleryPro* can create new transactions, but not alter existing *QuickBooks Pro* records).

Sales Accounts, Liability Accounts and Cost of Goods Sold Accounts

- Each work must be identified with a **Sales Account**, a **Cost of Goods Sold Account (COGS)**, and a **Liability Account** (if the work is consigned) or an **Inventory AssetAccount** (if the work is owned) from the **CoA**.
- With a **COGS Account**, the **Source** of the work posts as the **Vendor** in *QuickBooks Pro*.
- The amount due to the consignor, or **Other Current Liability**, is posted outside of the **Accounts Payable** feature in *QuickBooks Pro*. This separates the amounts owed to consignors from the **Accounts Payable**, *(Please refer to the **Sample Chart of Accounts** below).

Sample Artist/Consignor Chart of Accounts

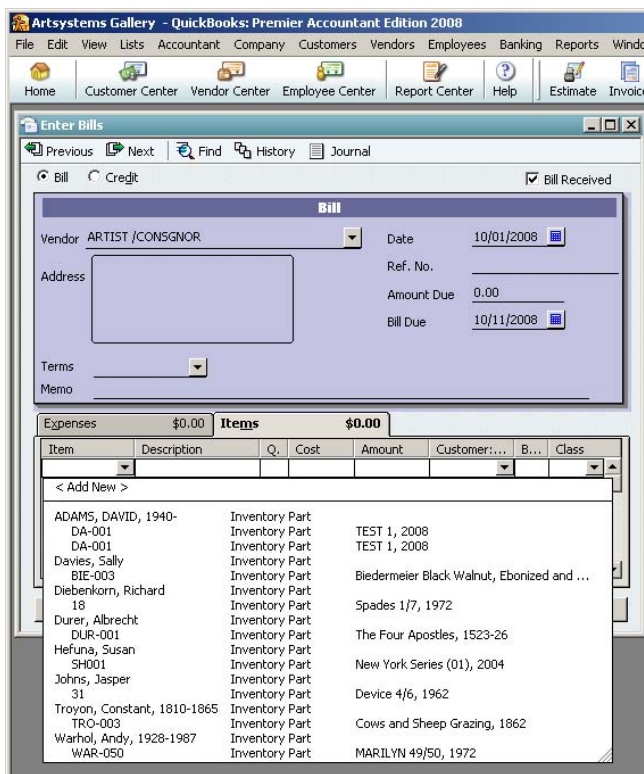
Below is a sample *Artist as Consignor* section of an ideal **Chart of Accounts** for linking *QuickBooks Pro* with *GalleryPro*. (See also *Appendix IV*, p. 225).

310-000 Due Gallery Artists	Other Current Liability
310-100 John Smith	Other Current Liability
310-100A Due John Smith	Other Current Liability
310-100B Due From John Smith	Other Current Liability
310-150 Ann Davey	Other Current Liability
310-150A Due Ann Davey	Other Current Liability
310-150B Due From Ann Davey	Other Current Liability
310-200 Alice Anderson	Other Current Liability
310-200A Due Alice Anderson	Other Current Liability
310-200B Due From Alice Anderson	Other Current Liability
320-000 Due to Consignors	Other Current Liability
320-100 Due to AA Fine Art	Other Current Liability
320-150 Due to BB Fine Art	Other Current Liability
320-200 Due to Jane Doe	Other Current Liability
320-250 Due to CC Gallery	Other Current Liability

Transactions Created in *QuickBooks Pro*

Payments Made and Received

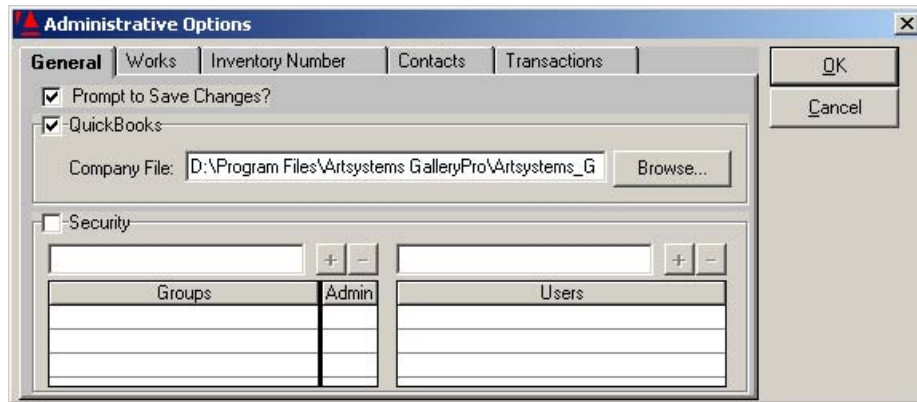
When the link is activated, all payments received can be entered into *GalleryPro* and posted over to *QuickBooks Pro*. A **Make Payment** transaction should be created in *GalleryPro* to provide a cross-reference for the payment that was posted into *QuickBooks Pro* from the Work Form CoGs (Cost of Goods Sold) account. To issue a payment to the consignor/artist from QuickBooks Pro, one method would be to create a Bill and on the Bill Stub select the **Item** tab. In the Item Column, click and select the item that the payment is being issued for. This practice allows the amount due to auto-fill with the amount due the Consignor/Artist.



Establishing the Link to *Quickbooks* in *GalleryPro*

A connection between *GalleryPro* and the *QuickBooks Pro* company file (QBW) must be established by clicking on the Tools Menu>*Administrative Options* section of *GalleryPro* and checking the QuickBooks check box. Then click on the Browse button and navigate and select the .QBW file. Once this link has been established the two programs will remain linked unless the location or name of the QBW file changes.

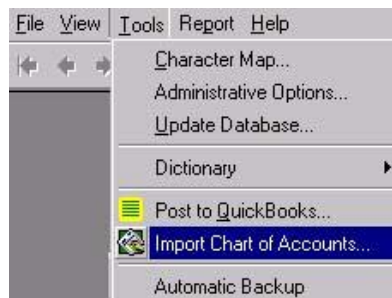
1. From the menu in *GalleryPro*, select Tools>Administrative Options>General.
2. Click the *Link to QuickBooks Pro* check box.
3. Browse to the *QuickBooks Pro* company file (qbw).
4. Select OK.



Importing Chart of Accounts

Import the **Chart of Accounts** from the *QuickBooks* company file into *GalleryPro*

1. Select *Tools > Import Chart of Accounts* in *GalleryPro*.



***NOTE:** You must have the correct dll file that corresponds to your *Quickbooks* version in order to import the Chart of Accounts – see p. 205 for additional information.

2. A message appears confirming the file to be imported:



Note: QuickBooks Pro v2006 through v2008 will see the following during importing.



3. Select OK. The **Chart of Accounts** has been successfully imported.



Whenever you make changes to the **Chart of Accounts** in *QuickBooks Pro*, it is recommended that you reimport the **Chart of Accounts** to *GalleryPro*.


Viewing the *QuickBooks Pro* Accounts in Works

Activate the display of the QB Account information in **Works**. In *GalleryPro*, from the menu select *View> QB Accounts*.

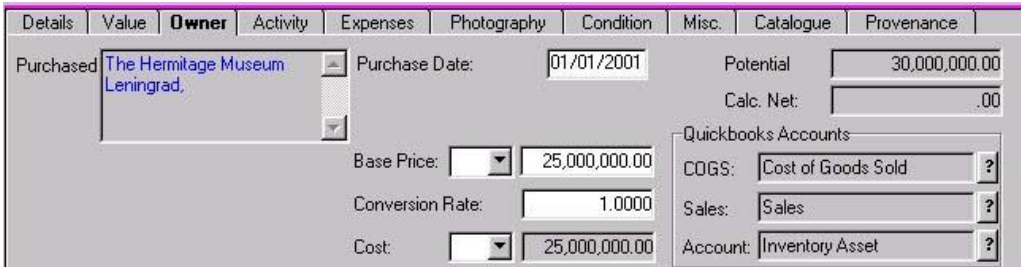


Works Accounts associated with *QuickBooks Pro*

Complete the *QuickBooks Pro* account information for EACH work. Enter these values while adding a new work or whenever you sell an existing work.

1. In **Works**, click on the **Financial** tab (also labeled as **Owner** tab for *Owned* works) and select the  button initiating the choices from the **Chart of Accounts**.
2. Select the appropriate account for **Cost of Goods Sold**, **Sales**, and **Account**. The accounts chosen will depend on the *QuickBooks Pro* **Chart of Accounts** setup by the *Administrator*.

3.
- Verify that consigned works have the **Base Cost** or the **Net as Percent** fields completely and properly filled out. If these fields are not filled out correctly, the **Invoice** or **Credit Memo** in which the work is included will not post successfully.



4.
- Click *Save*




Typos such as unintentional carriage returns in the title of works can prevent invoice, cash sales, credit memos, and receipts from posting.

Transaction Accounts Associated with *QuickBooks Pro*

In **Transactions**, on an Invoice Form, the **Tax Jurisdiction**, **Item Type** (found on the Misc Tab), and **Transaction Account** fields must be appropriated to the proper *QuickBooks Pro* accounts to allow *GalleryPro* to successfully post the information to QuickBooks Pro.,**This also applies to** *Credit Memos, Cash Sales and Receipts.*

Accounts Receivable and Undeposited Funds

The proper account selection for *Invoices* and *Credit Memos* is Accounts Receivable.



The applicable accounts for *Cash Sale* and *Receipt* transactions are accounts such as Undeposited Funds, Bank Accounts, or other similar Asset accounts. Utilizing a

staging account such as Undeposited Funds provides the most flexibility when posting cash related transactions.

Sales Tax

QuickBooks Pro requires all *Invoices* to have a **Sales Tax Jurisdiction** assigned to *Invoices*. If sales tax is **NOT** charged on an *Invoice*, then a Jurisdiction named “**No Sales Tax**” must be created with a zero percentage tax rate.

To Add a New Tax Jurisdiction / Account / Vendor and Rate:

1. Click in the **Tax Jurisdiction** field and type the name of the new **Jurisdiction**.
2. Click to another transaction field and the **Dialogue Caption** box appears asking the user to add the **Jurisdiction** to the **Table**. Assign the proper accounts to the **Account** and **Vendor** fields. Afterward type in the relative tax rate.

3. Click *Yes* to save changes.



To make sure the proper Account and Vendor are attached to the Tax Jurisdiction, or to edit the Tax Rate select *File > Edit Related files* from the menu (see page 60).

Note: If you update the tax rate for an existing jurisdiction, it will **NOT** update the tax rate on existing invoices.

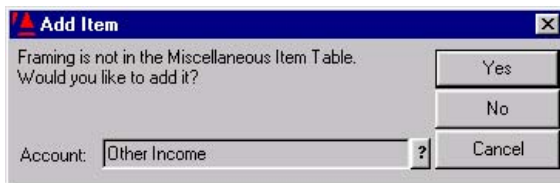
Item Types in the Miscellaneous Tab

Miscellaneous Items on an *Invoice* can be posted to *QuickBooks Pro*. These Items require a properly assigned income account from the **Chart of Accounts** and need to be properly entered into the *QuickBooks Pro* Item List prior to posting.

Works	Notes	Shipment	Misc.	
Type	Description	Amount	Tax	
Framing	Windsor Frame Style xt328	350.00		

Adding a new Miscellaneous Item Type:

1. Click in the **Miscellaneous Type** field so the cursor appears.
2. Type the name of the new **Type** and then click to the next field.
3. The **Add Item** box will appear asking to add the **Type** to the **Item Table**. Assign the proper income account to the **Account** field.



4. Click *Yes*.

Editing a new Miscellaneous Item Type:

Edit the existing **Miscellaneous Types** through the *Edit Related Files* option.

5. In **Transactions**, select *File>Edit Related Files* from the menu.
6. Select **Item Types** from the drop-down list.
7. Remove or edit the existing **Item Types** in this window.

Item Type	Account
Framing	Other Income
Restoration	
Shipping	

8. When finished, click the *Close* button. A prompt will appear asking to update records. Click Yes

Saving Invoice, Cash Sale and Credit Memo Transactions

Once all relevant fields are filled for the *Invoice*, *Cash Sale* or *Credit Memo* transactions, click *Save*. Check the following for successful posting:

- A common error when saving an *Invoice*, *Cash Sale* or *Credit Memo* states “*all account information must be entered*”. Check the **Accounts Receivable** field and **Miscellaneous Items** on the transaction (bottom left), as well as the *QuickBooks Pro* fields in **Works (Financials/Owner tab)**.
- When creating an *Invoice*, make sure the *Invoice* is **NOT** marked as **Historical**.
- Verify the transaction’s **Contact** has a displayed name or institution. **Transactions** without contact names can not post successfully.

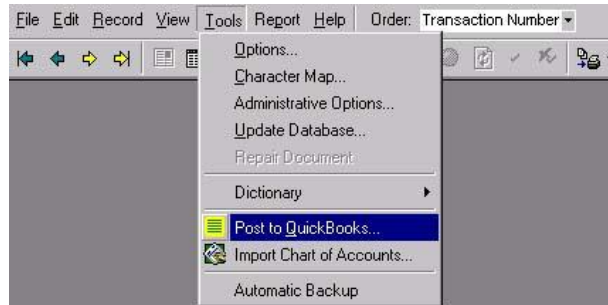
Posting

It is optional to prepare for posting to *QuickBooks Pro* by creating a view set in **Transactions** for *Invoices*, *Cash Sales*, and *Credit Memos* including a range of dates that reflect the records you are posting. Print a *GalleryPro* transaction report for comparison with the *QuickBooks Pro* transaction report after posting.

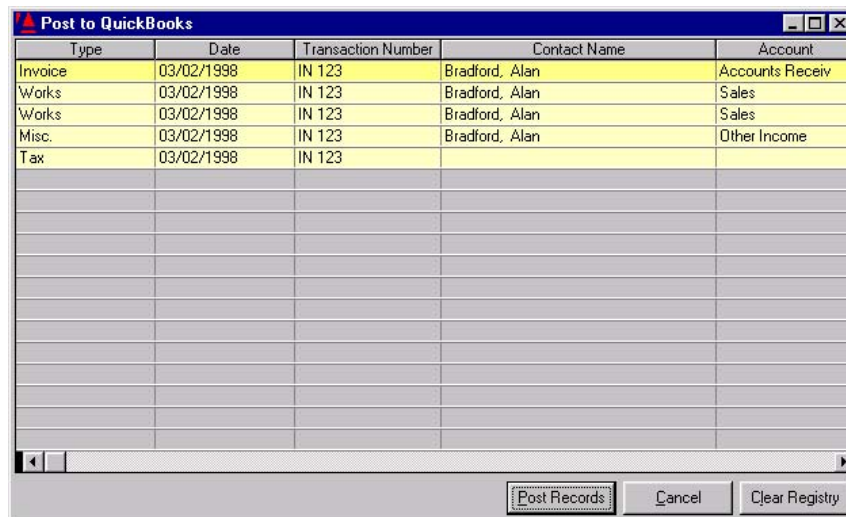
1. *QuickBooks Pro* must be opened and must be in **Single User Mode** and logged in with administrative privileges in order to Post correctly. It is

suggested to leave *QuickBooks Pro* open in the background and, it may be helpful to have at least one *QuickBooks Pro* window open, for example, *Reminders* or *Invoices*.

2. From any module in *GalleryPro* select *Tools>Post to QuickBooks Pro*.



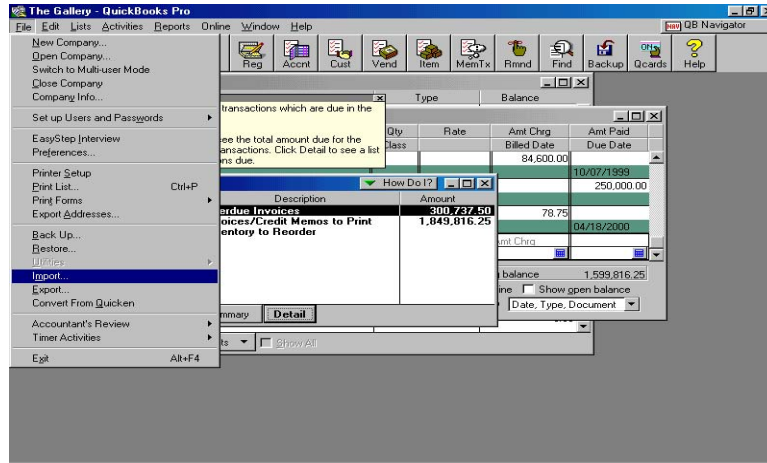
3. The **Post to QuickBooks Pro** window will appear. Review the related account information to make certain everything has been filled out correctly. When finished, click *Post Records*.



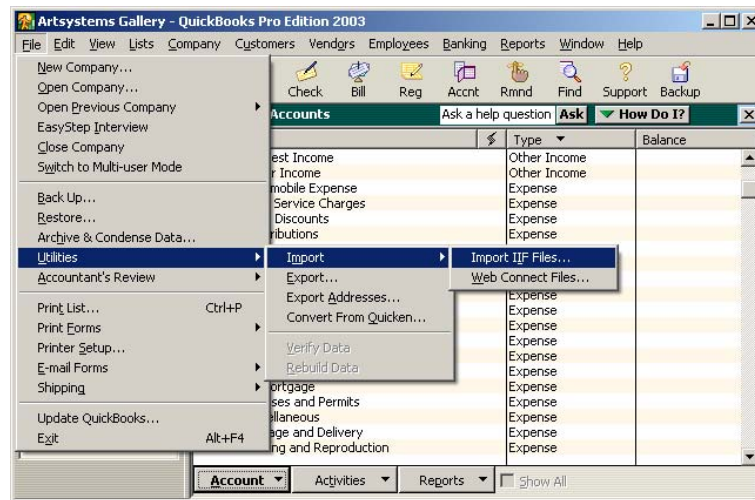
4. A prompt will appear to open *QuickBooks Pro* and import the **artsys.iif** file from the *GalleryPro* program folder.
5. Next, minimize *GalleryPro*. Please do NOT press OK to the question "Would you like to clear your posting file?" until after you have imported into *QuickBooks Pro* successfully.



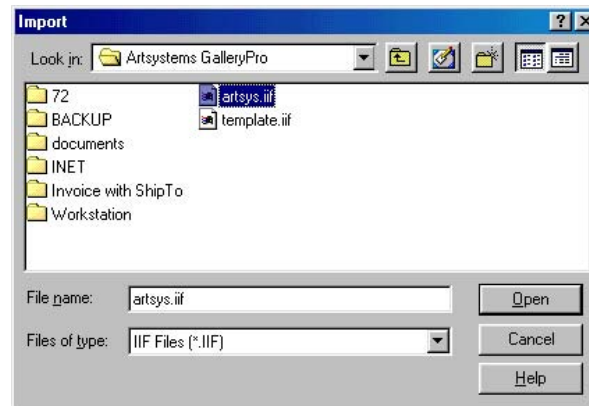
- A. For *QuickBooks Pro '99*, open *QuickBooks Pro* and click *File>Import* from the menu.



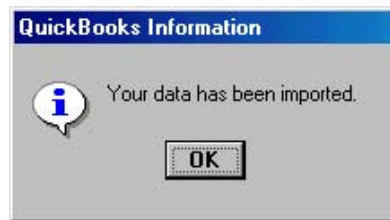
- B. For *QuickBooks Pro 2003 - 2008* open *QuickBooks Pro* and click *File>Utilities>Import>Import IIF files* from the menu.



6. Browse to the **artsys.iif** file located in the *GalleryPro* install folder, located on the workstation you are using (ex: *C:\Program Files\Artsystems GalleryPro*). Click *Open*.



7. A prompt will then appear verifying that the file was imported.



The **artsys.iif** file (or the **artsys** file when file extensions are not displayed) is the temporary posting file *GalleryPro* uses to export to *QuickBooks Pro*. Select the **artsys.iif** file within this program folder, click **OPEN** or click **ENTER**.

Verifying Successful Data Import

In *QuickBooks Pro*, review the imported invoices, cash sales, credit memos and receipts before returning to *GalleryPro*. Find *Invoices* in *QuickBooks Pro* by creating a *Transaction Detail Report* or by opening the *Accounts Receivable List*.

- In *QuickBooks Pro*, run a *Transaction Detail Report* for the range of transaction dates that were posted. Compare this with the *Transaction Report* created in *GalleryPro* in **Posting from *GalleryPro* to *QuickBooks Pro*** section above.
- Open *Lists > Chart of Accounts* and double click **Accounts Receivable**. Locate the *Invoice* in question, double-click the entry to open the *Invoice* directly. Here review the *Invoice* details.

- For *Consigned* works, verify that **Accounts Payable** accounts are correctly reflecting the consignment amounts due to the proper consignors.
- Client contact names in *GalleryPro* that are identical to **Vendor** contacts in *QuickBooks Pro* will cause a duplicate name error. To work around this, add a unique character to one of the names such as an Asterisk (*) after the last character of the name within *QuickBooks Pro*.



Please do not edit items in the item list. A loss of data integrity may occur in *QuickBooks Pro* when editing the items

Returning To *GalleryPro* after Posting

After Successfully Posting

After verifying *GalleryPro* has successfully posted to *QuickBooks Pro*, return to *GalleryPro*. A window will be open with a prompt to clear the **Temporary Posting** file. Click on *Yes* to clear the file; then continue working in *GalleryPro* as usual.



Historical Invoices

Notice when scrolling on and off the posted transaction, the transaction is now marked as 'Historical'. *Historical* transactions are marked as such to prevent accidental posting.



If invoices have not been successfully posted but the posting file has been cleared, uncheck the *Historical* mark and resave the transaction to attempt to post again.

<input checked="" type="checkbox"/> Historical Invoice (Do Not Post)		SubTotal:		2,200.00
Prepared:	03/02/1998	By:		
Tax Jurisdiction 1:			.0000	.00
Authorized:	/ /	By:		
Tax Jurisdiction 2:			.0000	.00
Account:	Accounts Receivable	?	Total:	2,200.00

Unsuccessful Posting

If any *Invoices* were not posted successfully, there are two options: (1) Clear the **Temporary Posting File** in *GalleryPro*: Go to each un-posted Invoice and uncheck the *Historical Invoice* and *Save*, thus creating a new *Posting* file of un-posted Invoices. (2) Do **NOT** clear the **Temporary Posting File** and restore the backup of *QuickBooks Pro* that was made prior to posting. Adjust each un-posted *Invoice*, re-save and try the *Posting* process again.

Note – Editing Invoices after Posting to Quickbooks

In *QuickBooks*, entering additional items on to an invoice that has been imported from *GalleryPro* will render a miscalculation of the Tax amount for that invoice. This miscalculation occurs on any Invoice that has been imported and then edited in *QuickBooks*. In order to correctly edit imported Invoices in *QuickBooks* you must first open the Item List from the List Menu in *QuickBooks*, locate the Tax Jurisdiction in question and *edit* by replacing the percent character (%) to the Tax Value. When this is complete, go back to the Invoice and click on to another Tax Jurisdiction in the Tax field and then click back to the desired Tax Jurisdiction. This action allows *QuickBooks* to update the Tax amount and the invoice calculations. *Artsystems* has discovered this to be an issue with *QuickBooks* version 2002 - 2008.

QUICKBOOKSPRO AND GALLERYPRO

Import the Chart of Accounts

To import the *QuickBooks* Chart of Accounts into *GalleryPro* you will need to download and install the **qbofcp.dll** file that corresponds to your version of *QuickBooks*. Please browse the list below to find the correct dll file and then install the correct file into C:\Program Files\Artsystems GalleryPro folder (or contact Artsystems Technical Support):

For:

QuickBooks v2008
QuickBooks v2007
QuickBooks v2006
QuickBooks v2004
QuickBooks v2003
QuickBooks v2002
QuickBooks v2001

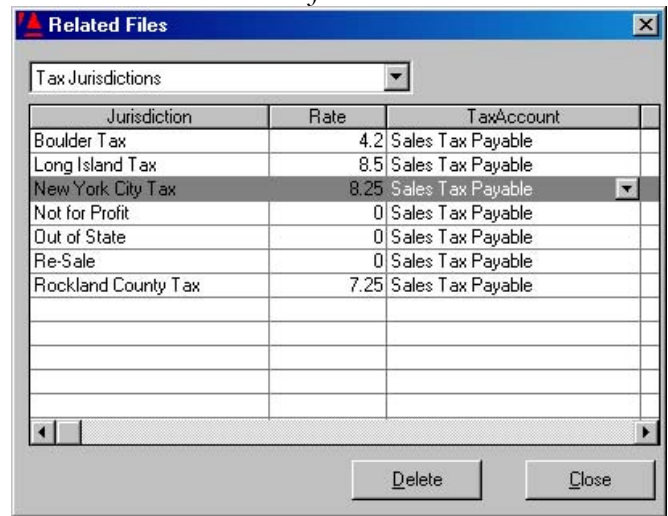
Download and Install from:

qbofcp.dll is installed with *GalleryPro* version 2.8.0 or higher
qbofcp.dll is installed with *GalleryPro* version 2.8.0 or higher
qbofcp.dll is installed with *GalleryPro* version 2.8.0 or higher
<http://www.artsystems.com/qbdl/2004/qbofcp.dll>
<http://www.artsystems.com/qbdl/2003/qbofcp.dll>
<http://www.artsystems.com/qbdl/2002/qbofcp.dll>
<http://www.artsystems.com/qbdl/2001/qbofcp.dll>

Note: *Quickbooks* versions v2006 through v2008 now uses an officeq6.exe which is installed with new installs or updates to *GalleryPro* v2.8.0 or higher.

QuickBooks Item List and GalleryPro SalesTax Items

In *QuickBooks*, in the Item List, the Sales Tax Items must be identical to the Sales Tax Items entered into *GalleryPro*. Once the *GalleryPro* and *QuickBooks* links are established, and the **Chart of Accounts** is imported, ensure that each Sales Tax item in the Sales Tax dropdown list has the correct Vendor and Sales Tax Account associated with each. Check this in the Transactions module by selecting from the menu *File>Edit Related Items>Sales Tax Jurisdictions*.



Note: If Sales Tax items have not been added in *GalleyPro* after establishing the *QuickBooks* link and importing the **Chart of Accounts**, a prompt will appear to add these accounts when entering any new tax.