
USING THE CS QUICKBOOKS DATA UTILITY, v.12.0

Please complete the steps in this guide to do the following:

- (One-time step) Install the **CS QuickBooks Data Utility v.12.0** for use with QuickBooks® Pro, Premier, or Enterprise editions currently supported by Intuit.®
- Create an export file containing your company's QuickBooks data for the appropriate date range to give or transmit to your accountant.
- Import adjustment data from your accountant's Write-Up CS® application into QuickBooks, if requested to do so by your accountant.

Note: If your accountant currently uses Accounting CS® rather than Write-Up CS, you would need to use CS QuickBooks Data Utility v.13.0 or higher instead of the v.12.0 version of the utility.

Installing the CS QuickBooks Data Utility

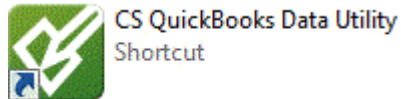
Your accountant will provide you with a file called **QBDataUtility12Setup.exe**.

Complete the following steps to install the CS QuickBooks Data Utility v.12.0 on the same network drive or workstation where your QuickBooks application is installed.

1. Save the **QBDataUtility12Setup.exe** file to your Windows desktop.
2. To start the installation, double-click the **QBDataUtility12Setup.exe** file on your desktop.

Note: If a prior version of the utility exists on your machine, the Application Maintenance dialog opens automatically. Click the *Remove* option and then click Next through the prompts. After the prior version has been completely removed, double-click the **QBDataUtility12Setup.exe** file once more to install version 12.0 of the utility.

3. Respond to the installation prompts to accomplish both of the following:
 - install the CS QuickBooks Data Utility v.12.0 to **d:\Program Files\Creative Solutions\QB Data Utility**
 - create a new CS QuickBooks Data Utility shortcut icon on your desktop



4. After the utility has been successfully installed, you may delete the QBDataUtility12Setup.exe file from your Windows desktop.
5. If your accountant has provided you with a file called **CSA Information.<xxxxx>**, copy that file to the same folder location where you've installed the CS QuickBooks Data Utility (**d:\Program Files\Creative Solutions\QB Data Utility**).

Creating an export file from QuickBooks

1. Open your company .QBW file in QuickBooks.
2. Double-click the CS QuickBooks Data Utility shortcut icon on your desktop. This opens the CS QuickBooks Data Utility v.12.0 dialog, as shown in the following illustration.

CS QuickBooks Data Utility v.12.0

Data Options

Export data to Accountant

Retrieve data from Accountant

Date Range to Export

Dates: Custom

From: 01/01/14 To: 01/31/14

File Locations

Location and Name of QB Company file: C:\ Browse...

Location to place Export Files: C:\ Browse...

Location and Name of file to Retrieve: Browse...

Export Option

Export via the Internet

Note: All brand and product names mentioned in this software product are trademarks or registered trademarks of their respective holders.

Export Done

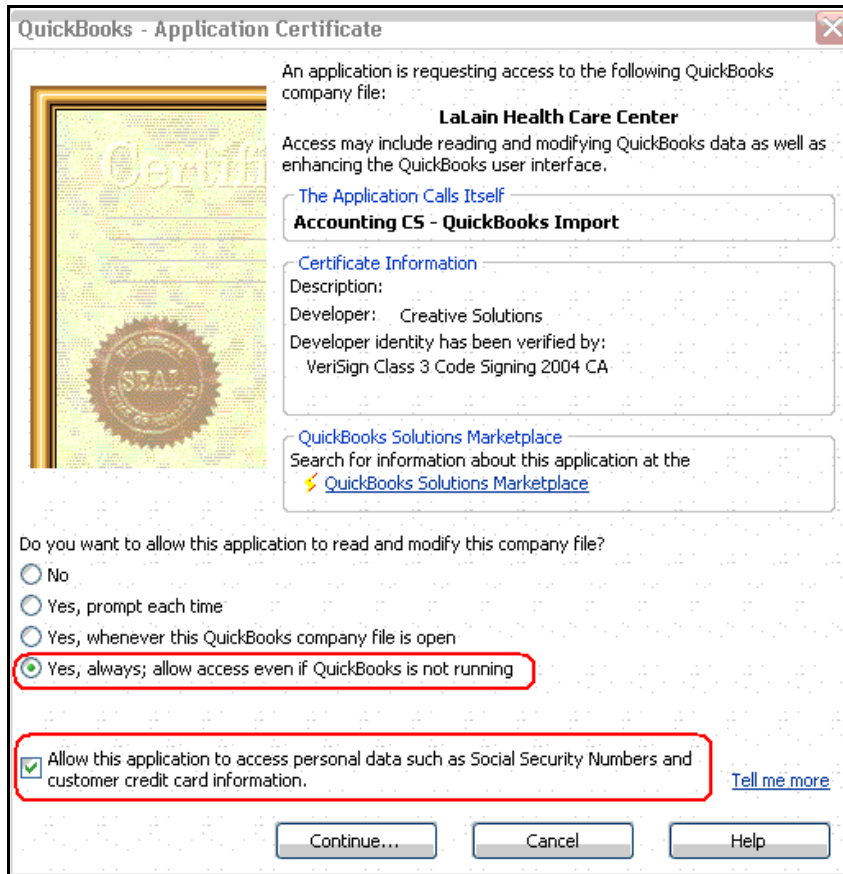
3. Click the *Export data to Accountant* option.
4. Specify the date range to include in the export file by doing either of the following, as directed by your accountant.
 - Select one of the following options from the drop-down list in the *Dates* field.

This Month	Last Month
This Calendar Quarter	Last Calendar Quarter
This Calendar Year	Last Calendar Year
 - Select **Custom** from the drop-down list in the *Dates* field and specify the *From / To* dates using the MMDDYY format.
5. In the first file location field, enter or browse to the file location for your QuickBooks company data file (.QBW).

6. **If you will be transmitting export data to your accountant via removable media or email:** In the second file location field, enter or browse to the location where the export file is to be saved.

If you and your accountant have agreed that you will be exporting data to your accountant via the Internet: Mark the *Export via the Internet* checkbox.

7. Click the Export button.
8. The **QuickBooks – Application Certificate dialog** opens automatically in QuickBooks, which should look similar to the following illustration.



- a. Click the *Yes, always; allow access even if QuickBooks is not running* option.
 - b. Mark the *Allow this application to access personal data such as Social Security Numbers and customer credit card information* checkbox. (This is to ensure that any payroll data present in the QuickBooks company data will be included in the export file.)
 - c. Click Continue.
9. At the confirmation dialog, click Done to complete the creation of the export files.

Note: The export file created by the utility includes the date range specified by the user plus the QuickBooks company name (for example, **CSExport from 01-01-YY to 12-31-YY Company Name.QBW.qbexportdata**).

Transmitting the export file to your accountant

You may transmit a copy of the export file to your accountant in whatever manner you and your accountant have agreed upon. For example, you can copy the export file to removable media to give or send to your accountant, or you can attach it to an email message to your accountant.

Or (if you have a reliable Internet connection), you and your accountant may prefer that you transmit data directly to your accountant via the Internet. To use this method, you would need to complete step 6 from the section above called "Creating an export file from QuickBooks."

Importing data from your accountant into QuickBooks

Your accountant may occasionally need to send you a file with transaction adjustments for you to import into QuickBooks.

1. Open your company .QBW file in QuickBooks.
2. Double-click the CS QuickBooks Data Utility shortcut icon on your desktop.
3. In the CS QuickBooks Data Utility v.12.0 dialog, click the *Retrieve data from Accountant* option.
4. Enter or browse to the folder location for your QuickBooks company data file (.QBW).
5. Enter or browse to the folder location for the file to be retrieved.
6. Click the Retrieve button.
7. The QuickBooks – Application Certificate dialog opens automatically in QuickBooks.
 - a. Click the *Yes, always; allow access even if QuickBooks is not running* option.
 - b. Mark the *Allow this application to access personal data such as Social Security Numbers and customer credit card information* checkbox.
 - c. Click Continue.
8. At the confirmation prompt, click OK to complete the retrieval process.