USING THE CS QUICKBOOKS DATA UTILITY WITH RIGHT NETWORKS®
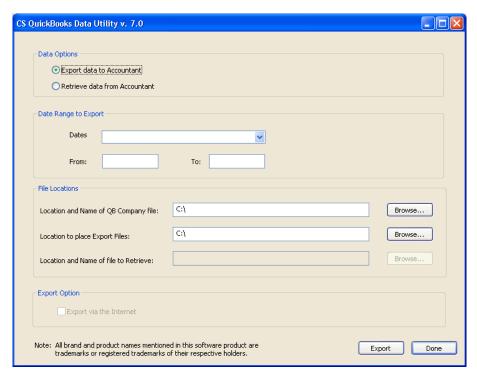
Please complete the steps in this guide to do the following:

- 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 into QuickBooks, if requested to do so by your accountant.

Creating an export file from QuickBooks

1. Open your company .QBW file in your QuickBooks software.

2. Double-click the **CS QuickBooks Data Utility** shortcut icon on your desktop.

   This opens the CS QuickBooks Data Utility dialog, as shown in the following illustration.

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:

    ▪ Enter the From / To dates using the MMDDYY date format.

    ▪ Select one of the following options from the drop-down list in the Dates field:

This Month	Last Calendar Quarter
This Calendar Quarter	Last Calendar Year
This Calendar Year	Custom
Last Month	

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. (Note that this feature is not yet available if your accountant uses the Accounting CS™ software rather than the Write-Up CS® software.)

7. Click the Export button.

8. The **QuickBooks – Application Certificate dialog** opens automatically in QuickBooks.

9. Click the **Yes, always; allow access even if QuickBooks is not running** option.

10. 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.)

11. Click Continue.

12. At the confirmation dialog, click Done to complete the creation of the export files.

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." (Note that this feature is not yet available if your accountant uses the Accounting CS software rather than the Write-Up CS software.)

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. (Note that this feature is not yet available if your accountant uses the Accounting CS software rather than the Write-Up CS software.)

1. Open your company .QBW file in your QuickBooks software.

2. Double-click the **CS QuickBooks Data Utility** shortcut icon on your desktop.

3. 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. Click the **Yes, always; allow access even if QuickBooks is not running** option. Mark the **Allow this application to access personal data such as Social Security Numbers and customer credit card information** checkbox and then click Continue.

8. At the confirmation prompt, click OK to complete the retrieval process.