



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 don'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. Please do not share the script.

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 truly felt that I was being held hostage. Not only was my business not yet big enough to need an Enterprise accounting system, but a new accounting system takes weeks or months of time and planning and I was out of business NOW.

The Concept behind the solution:

The key to the solution is the fact that although you cannot delete customers, you can Merge old, unused, inactive customers. When you merge customers, the transaction information doesn't change, but the customer details, except for the name and address is lost.

The credit card number, phone number, email address, and other information from the Customer Information screens are lost.

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 records into one customer account named "000000Retail". This new customer will have complete sales receipts for every merged customer. 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:

Optional: For extra Safety

- Back up your Quickbooks data
- RESTORE your Quickbooks Data to a NEW Company called something like: YourCompany-OLD.

- 1 – Mark old customers as Inactive. See Appendix 1
- 2 – Start QB14500 (a small green H will appear at the lower right of your desktop)
- 3 – Get to the Customer Screen shown in Figure 1- Correct Customer Screen
- 4 – Press <Ctrl><Alt><W>
- 5 – Tell it to merge 5 customers 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 by hand.

Open Quickbooks

Go to the Customer Screen:

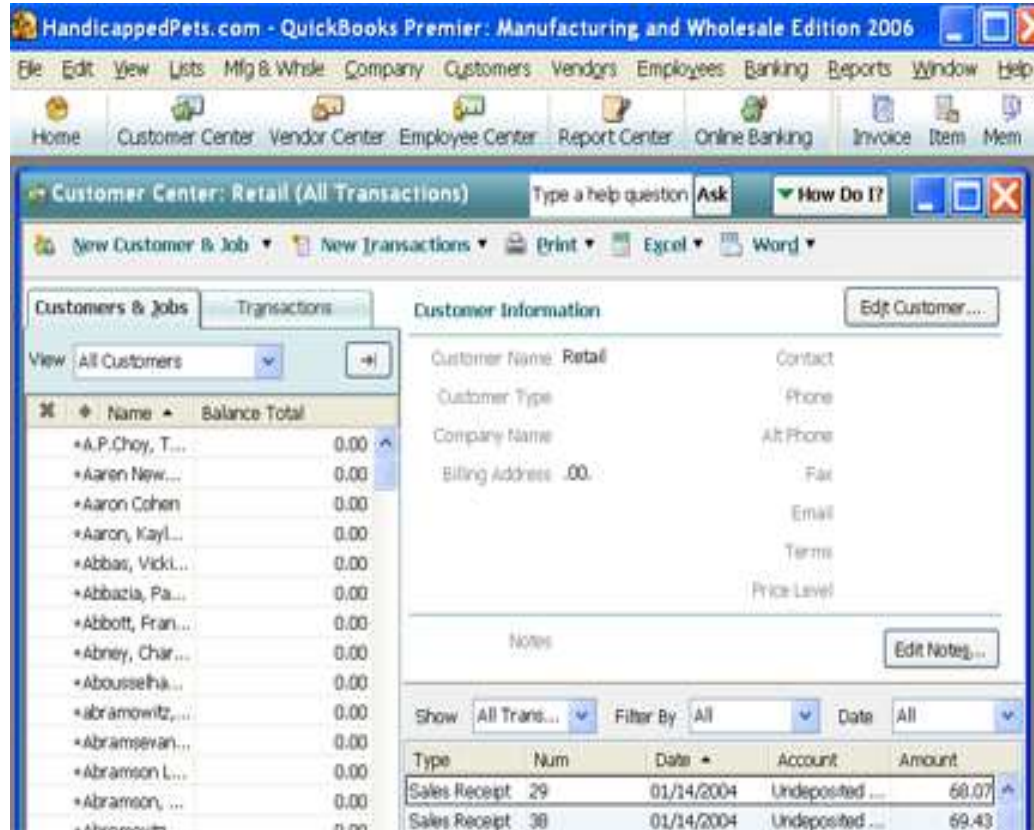


Figure 1 - Correct Customer Screen

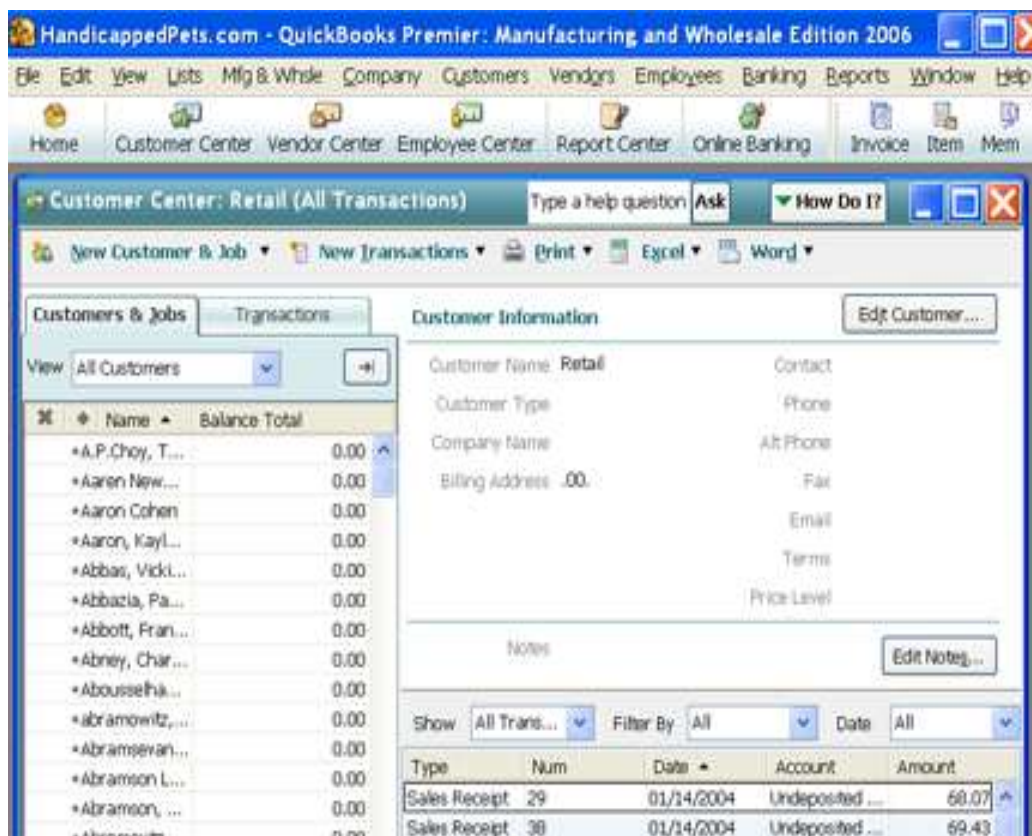
Choosing which customers to merge.

Typically, you will want to merge Inactive customers. See Appendix 1 for a discussion about marking customers inactive.

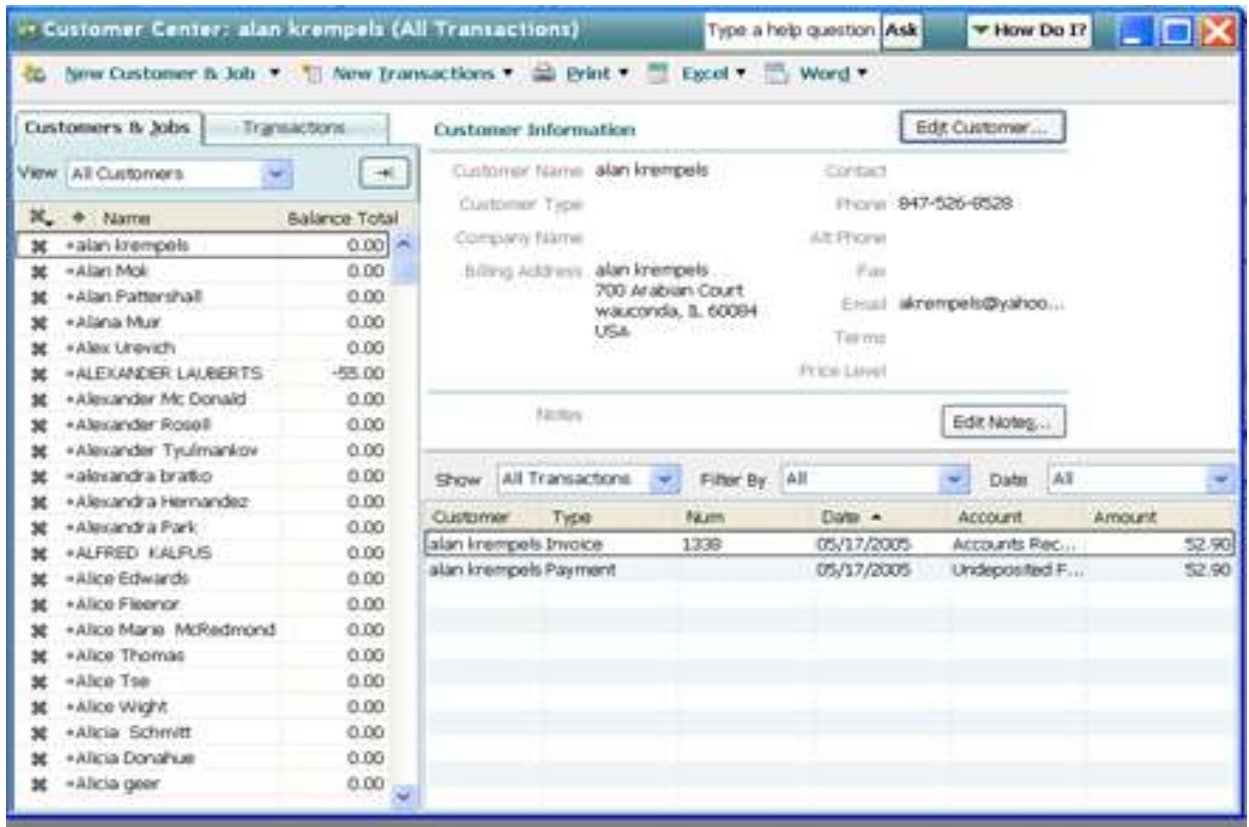
Testing the Merge Inactive Customers process.

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.

<Alt> I - Should bring up Customer & Job Info. <Ctrl> E works on older versions and the UK version.

Type 000000Retail - Should type the word “000000Retail” in the Customer Name Box (The ‘000000’ – these are zeros -- will be explained the end of this section.)



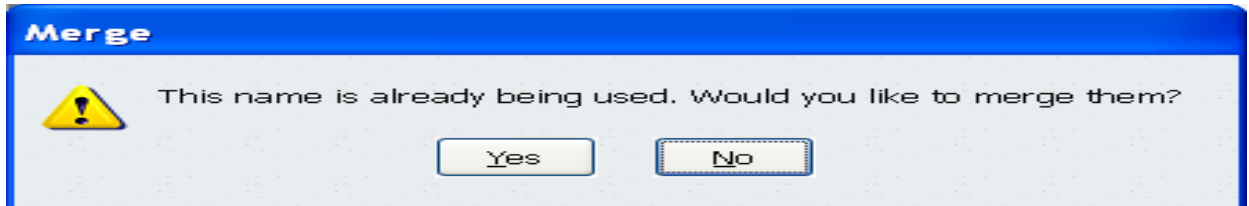
Press Enter and the Merge Box will Come up.

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

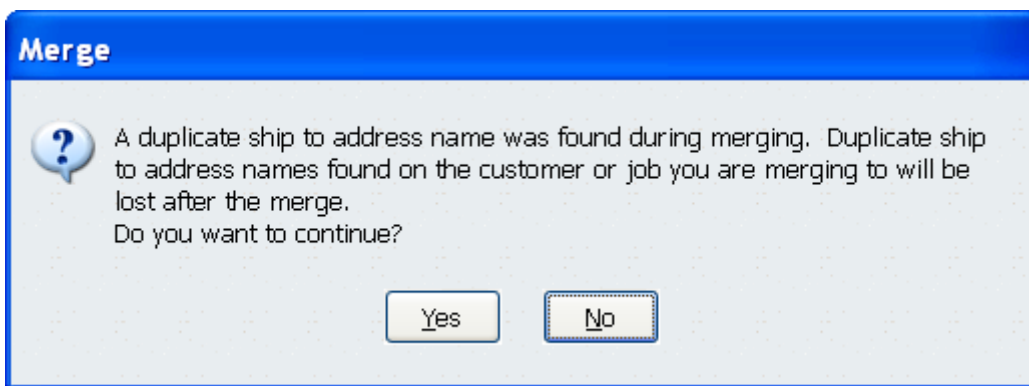
GOOD - ENTER key cause the “OK” button to be clicked?

The second time to change a customer to 000000Retail, the merge questions will display.



Hit Left-Arrow then Enter - This clicks the “Yes”
And you should be back at your Sales Receipt screen.

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 Sales Receipt screen.

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

The reason we use “000000Retail” 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 000Retails, 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.

Mass-Merging

Step 1 – BACK UP YOUR QUICKBOOKS FILE.

There is a significant possibility that running this program will cause some kind of unexpected results and mess up your data. If you don't back up your file, STOP NOW. You are not qualified to use this program.

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 will 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 Quickbooks Customer screen

Verify that you are at the top of the list with the inactive customers showing. See “Starting Screen” diagram above. You’ll need to choose “View All Customers.”

Step 4 – Press Ctrl Alt W to begin

Enter Number of Customers to Change to Retail:

Enter a low number like 5 to test.

Skip Between Customers:

After each customer is merged, Quickbooks will move down a few names. Select the default, 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.

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” the execution will stop.

Step 5 – Check the Customer Information.

Take a look at your customer file and the Retail or 00000Retail customer (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 NOT be able to access these sales receipts by call up their customer name. Is this OK? If an old customer calls, you’ll have to ask him for his invoice number.

OR

– Simply make a copy of your company before Merging called “Pre-Merge”. You can look up old customers there.

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.

Perform every test you can think of – 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.

Examine the “000000Retail” customer. Understand how this customer 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)

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 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")
```

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.

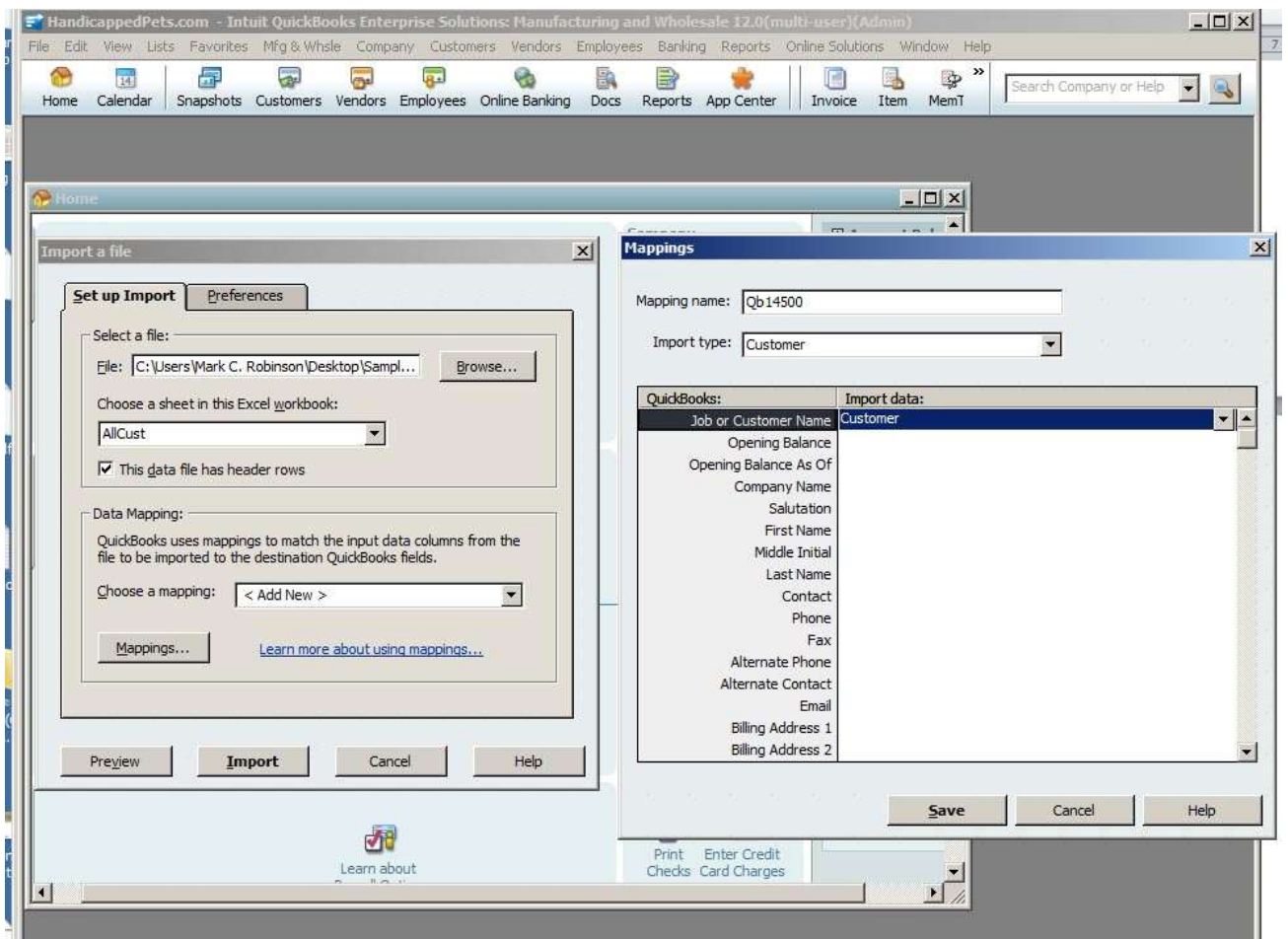
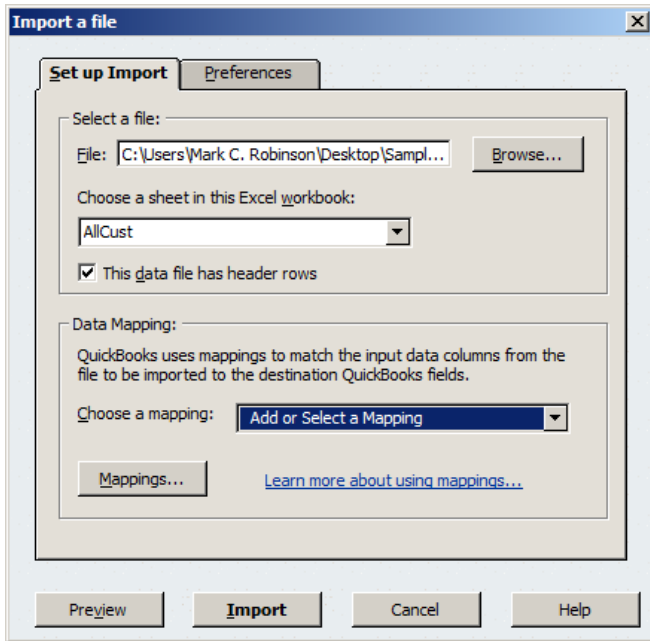
You will need to create a Map – You'll need only map the customer name field and the Is Active field (which is at the bottom of the map list.)

Tell Quickbooks to Replace, Ignoring Blank Fields

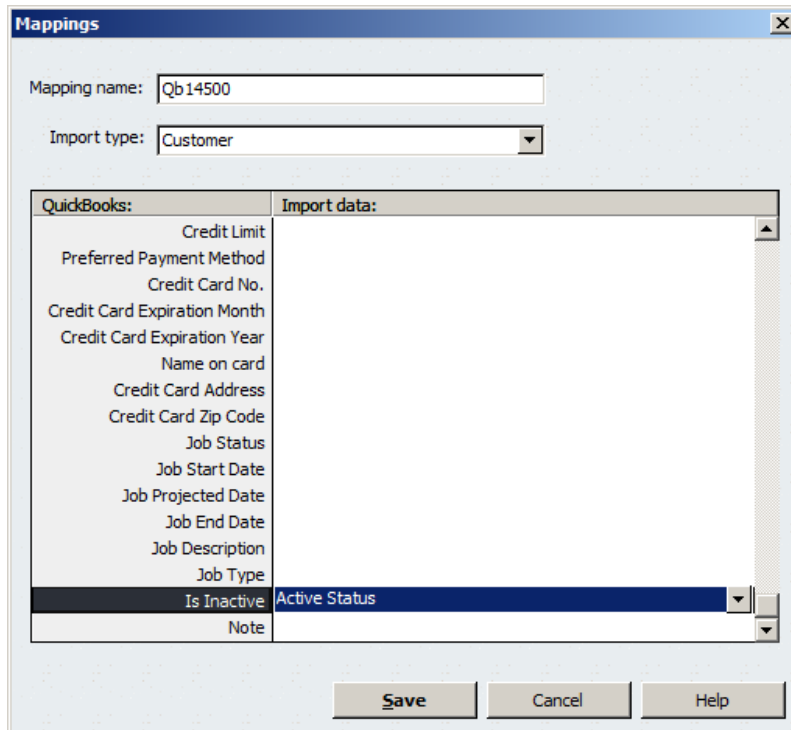


Choose Advanced Import (Right Side of Screen)

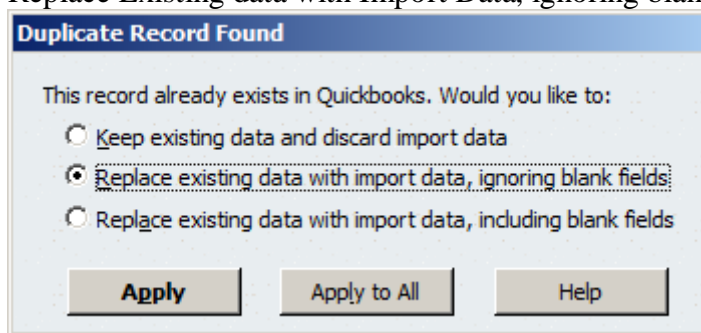




At the bottom of the import map, you'll find the Is Active Flag



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

I will be glad offer support in marking customers inactive, or making adjustments to the program to make it work on your system, time permitting. Consulting services are available at a rate \$125/hr with one prepaid hour minimum. Consulting services are non-refundable, even if they do not result in a solution.

Often, it is useful 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 a LogMeIn.com, download the software, and provide me with your login information.

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.

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”

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 000000Retail in marked Inactive.