



# Simple**QB** 2.0 MANUAL

[www.SimpleIndex.com](http://www.SimpleIndex.com)

Revised February, 2009



# Table of Contents

1	SimpleQB Basics .....	4
1.1	Installation .....	4
1.1.1	Preinstall Requirements .....	4
1.1.2	Installing the Program .....	4
1.1.3	Running SimpleQB for the First Time .....	5
1.1.4	Default Configurations .....	5
1.1.5	The Integrated Menu .....	5
1.2	SimpleQB Concepts .....	5
1.2.1	Procedures .....	5
1.2.2	Steps .....	6
1.3	Using SimpleQB Procedures .....	6
1.3.1	Default Procedures .....	6
2	Procedure Configuration .....	8
3	Contacting Simple Software .....	9

## 1 SimpleQB Basics

SimpleQB adds SimpleIndex document scanning and retrieval functionality to QuickBooks, and with advent of 2.0, allows for the importing/exporting of data to and from QuickBooks to any ODBC compatible database. The program integrates itself with the QuickBooks user interface by adding a SimpleIndex option to the file menu. This option allows scanned documents or other files to be associated with transactions and customers in the company file, and allows for retrieval at a later time. It is also possible to create your own menu items that will perform repetitive tasks and other jobs that involve moving data in and out of QuickBooks.

### 1.1 Installation

#### 1.1.1 Preinstall Requirements

If you have not already installed SimpleIndex, you must do so as SimpleQB requires it to function properly. You may get SimpleIndex at [www.simpleindex.com](http://www.simpleindex.com).

SimpleQB also requires QuickBooks 2005(Enterprise 5.0) or newer to be installed on your computer, and will only work with US version of the software.

#### 1.1.2 Installing the Program

First you will want to close QuickBooks if it is open. Then, installing the SimpleQB program and files is as easy as running the install executable. The installer will create all the files needed for operation, as well as install the QuickBooks Foundation Class Library which is what SimpleQB uses to communicate with QuickBooks. Once all the proper files have been installed the installer attempts to create the integrated menu in QuickBooks. Note that if you had QuickBooks open during the install you will have to restart QuickBooks in order to see the changes.

### 1.1.3 Running SimpleQB for the First Time

Once you have installed SimpleQB and its integrated menu, you must grant the program access to the QuickBooks company file. To do this you must login to your QuickBooks company file as the administrator. Once logged in, QuickBooks will ask you if you want to grant access to the SimpleQB program. Grant access to SimpleQB, noting that SimpleQB only needs to have access to the QuickBooks company file when it is open. SimpleQB has now been properly integrated with QuickBooks.

### 1.1.4 Default Configurations

With 2.0, there are two SimpleQB procedures installed by default that replicate the 1.0 functionality of scanning and retrieval of documents based on open transactions and list items. The two SimpleQB default configurations are set to store their scanned documents in SimpleIndex's default output folder. These configurations are contained in the 'qb' subfolder of your SimpleIndex installation directory if you wish to change any settings in them. The default configuration can be removed from the menu as well via the 'Procedures' dialog that comes up when starting SimpleQB directly or accessing it from the menu inside QuickBooks.

### 1.1.5 The Integrated Menu

If for some reason the integrated menu did not get installed when you installed SimpleQB, you may do this from the 'Procedures' dialog. You may also remove the integrated menu from this dialog if you wish to do so. Note that this will not uninstall SimpleQB, just remove the menu.

## 1.2 SimpleQB Concepts

### 1.2.1 Procedures

When you add or update the menu in QuickBooks, a single menu item is created for each procedure. A procedure is a series of steps that manipulate data or call SimpleIndex to scan or retrieve documents. The procedures can be created, deleted, loaded and saved from the procedures

dialog that is accessible by directly starting the program from the start menu, or by accessing the procedures menu item inside QuickBooks.

### 1.2.2 Steps

Steps are what compose the procedures that are accessed from the QuickBooks integrated menu. A step has one a few different functions; it can call a SimpleIndex configuration or other program, retrieve data from QuickBooks or another ODBC compatible database, and import data to QuickBooks or a database.

## 1.3 Using SimpleQB Procedures

Procedures are installed via the Procedures dialog and are accessed in QuickBooks via the file menu. There will be a file menu option for each individual procedure that is created. There are two procedures installed by default.

### 1.3.1 Default Procedures

The default SimpleQB 2.0 procedures duplicate the 1.0 functionality and allow you to associate scanned documents with any type of transaction in QuickBooks. The types of transactions include:

Bill, Bill Payment Check, Bill Payment Credit Card, Build Assembly, Charge, Check, Credit Card Charge, Credit Card Credit, Credit Memo, Deposit, Estimate, Inventory Adjustment, Invoice, Item Receipt, Journal Entry, Liability Adjustment, Paycheck, Payroll Liability Check, Purchase Order, Receive Payment, Sales Order, Sales Receipt, Sales Tax Payment Check, Transfer, Vendor Credit, YTD Adjustment

In addition to the transactions listed above, you may associate generic documents, named and sorted by date, with customers.

#### 1.3.1.1 Scanning Documents

In order to associate a scanned document with a transaction, that transaction must be open in QuickBooks and must be the top window.

## SimpleQB Documentation

That transaction must also be a saved transaction, so it cannot be a newly created one. Also, if you have just made changes to an existing transaction, be sure to save it before scanning or the changes will not be reflected in the information passed to SimpleIndex. Once a transaction is open and is the top most window, select the *File* menu, then *SimpleIndex* and then *Scan Documents*. Any documents in your scanner will then be scanned and organized according to the transaction type, reference number and the customer that the transaction is associated with. The memo for the transaction will also be recorded in the SimpleQB database so that you can search for the scanned documents later according to the contents of the memo.

In addition to transactions, you may also associate any document with a customer. To do this, the customer must be opened and the top most window in QuickBooks. Then select *Scan Documents* from the *SimpleQB* menu. These documents will be sorted by the date they are scanned, rather than a transaction or reference number.

### 1.3.1.2 Retrieving Documents

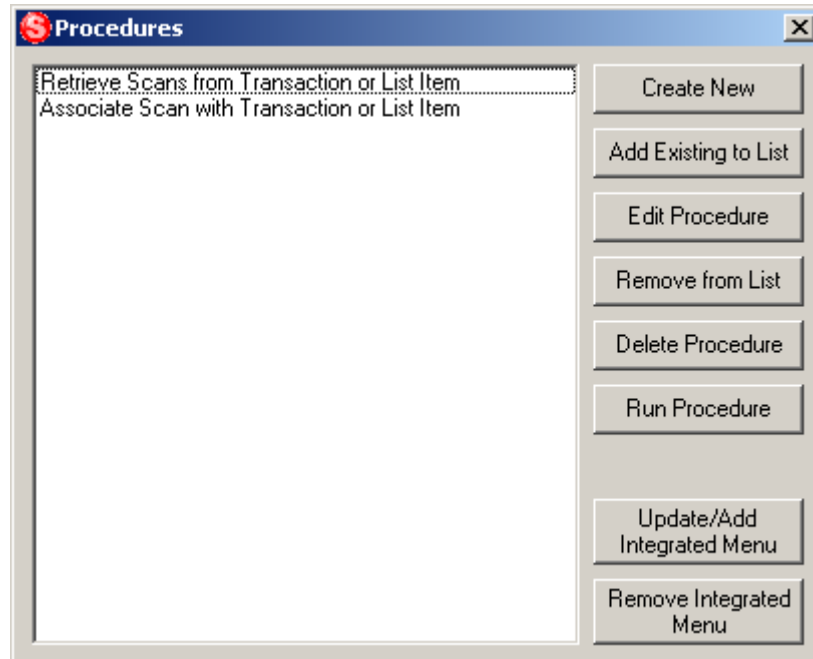
In order to retrieve a document associated with a transaction, that transaction must be opened and the top most window in QuickBooks. Then select the *File* menu, then *SimpleQB* and then *Retrieve Documents*. This will open SimpleIndex in retrieval mode where the document will be displayed. At this time you may use the SimpleIndex retrieval interface to search for additional documents.

In order to retrieve all documents associated with a customer, open that customer in QuickBooks. Make sure the open customer is the top most window and then select *Retrieve Documents* from the *SimpleQB* menu. SimpleIndex will now open in retrieval mode with all the documents associated with the specified customer available for display.

Note that you don't have to have a transaction or customer open to retrieve documents scanned with SimpleQB. If you select *Retrieve Documents* without one of these windows open you will be presented with the SimpleIndex search window, where you may search through all the documents scanned with SimpleQB. You also don't even have to have QuickBooks open to search and retrieve your scanned documents. Just select *Retrieve SimpleQB Documents* from the *Start* menu.

## 2 Procedure Configuration

To begin creating a new Procedure, or to edit an existing one, from the Procedures dialog choose *Create New* or *Edit Procedure*. This will bring up the Procedure Creation and Configuration wizard which will guide you through setting up each individual step in your procedure.



The initial display will allow you to name the procedure and determine what kind of feedback you want to see while the procedure is running. The *Show the Logging Window* option will cause a log window to come up when the procedure starts and will display a detailed report of what is currently happening in the procedure. It will also give you the option to save the log file at the end of the procedure. The *Show the Progress Window* will bring up a dialog that displays the information, but just one line at a time and doesn't allow for saving the information once the procedure has finished. Some procedures, the default ones in particular, use information that is pulled from an open transaction or list item and should not run if one is not open. In this case, check the *Throw error when no transaction or list item is open and procedure is called* option.

### 3 Contacting Simple Software

SimpleQB is a product of Simple Software. Simple Software is a wholly owned subsidiary of Meta Enterprises, LLC.

**SimpleIndex Website:** <http://www.simpleindex.com>

**Mailing Address:**

PO Box 548  
Knoxville, TN 37901-0548

**Physical Address:**

500 West Summit Hill Drive, Suite 302  
Knoxville, TN 37902

**Sales/General E-Mail:** [info@SimpleIndex.com](mailto:info@SimpleIndex.com)

**Tech Support E-Mail:** [support@SimpleIndex.com](mailto:support@SimpleIndex.com)

**Phone Number:** +1 (865) 637-8986