



TELOS  
SOFTWARE

## Premier Special Topics Cheat Sheet

### *Quickbooks Interface*

- The QB Interface is designed to eliminate double entry and to move the data from Exceed! to QB, not from QB to Exceed!
- The QB Interface allows you to “post” Gifts, Guest Payments, Grant Payables, and Grant Checks
- Posting must be done from a workstation that has both Exceed! and QB installed. The actual QB database itself, however, may be installed on a separate system
- The QB Interface is a Direct Connection, meaning that both Exceed and QB need to be open when posting or modifying the interface setup
- The QB Interface can be accessed from a toolbar button at the top of the screen, provided you have rights to it
- Gifts, Guest Payments, Grant Payables, and Grant Checks are posted as batches
- For Gifts and Guest Payments, you can post already existing batches or create a new batch - we recommend posting existing batches
- You can post batches as Summary Entries Only, Summary Entries for Gifts under a certain amount or All Entries in detail
- If you want to post Pledges and Pledge Payments, you must create a Pledge Receivables Account in QB and select that account from the Gifts Accounts tab under the Account Setup tab in the Interface
- There are 2 Standard code fields (Fund and Credit) and 1 User Defined code field, all in the Gift screen, that correspond to fields in QB
- The Fund Code field is defined as the Project, Program or Area where the money is allocated and relates to Classes in QB
- The Credit Code field in Exceed is only used by clients with the QB interface and corresponds to the Chart of Accounts (aka Service Items) in QB
- If you have more than one bank account where money from Exceed will be going, you will need to use the User Defined code field in the Gifts screen to keep track of the Bank accounts
- The QB Transaction Date should be the date on the deposit slip
- The Posted Date comes from your computer’s date/time clock and is the date the batch was posted over to QB
- Once a batch is posted, you can lock the batch to prevent it from being posted over again

#### NOTES

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