

USING THE DEMO

We recommend that you read this document BEFORE starting Extender for the first time.

Extender requires that you use Atlantis version 9.2.0.50 or later. This version of Atlantis generates a special “charges” file (CHRG_QB.DBF) whenever you create any of the ‘charges’ reports.

If you already are an Atlantis user, you should download and install the latest version of the Atlantis demo system so that you can evaluate Extender. If you already have the Atlantis demo installed, be sure the version is 9.2.0.52 or later. (Click **Info | About** on the menu at the top of the Atlantis screen to see the Atlantis version number.)

EVALUATE EXTENDER USING THE ATLANTIS DEMO

In order to evaluate Extender, we strongly recommend that you do NOT evaluate Extender using your existing production data. Since you will have set up both Atlantis and QuickBooks to meet your specific needs, you may have to spend a lot of time to configure both QuickBooks and Extender to work in your production environment..

If you already have the Atlantis demo installed on your system, we recommend that you proceed as follows BEFORE you run Extender for the first time:

1. Delete the existing Atlantis demo system and data by deleting the directory: **C:\AtlDemo**.
2. Download and install the latest version of the Atlantis demo from the KennelSoft web site.

The setup files shipped with Extender contain most of the “mapping” to the test data in the latest version of the Atlantis demo so you will not have to do much in the way of Extender setup modifications in order to evaluate Extender.

INSTALLING EXTENDER

The Extender files are installed in two locations:

1. **Program folder:** A sub-directory of the Program Files directory which contains the main program file and the help files, etc.
2. **Back end folder:** A directory (C:\Extender) which contains the Extender settings database. Each settings file contains all of the settings that tell Extender how each item on a “charges” report is “mapped to a QuickBooks item or general ledger account. Extender installs two settings files in this folder:
 - a. AtlDemo.mdb This settings file contains settings to map the data in the Atlantis demo database.
 - b. Kennel.mdb You will use this settings file to map the data in your Atlantis production database.

The Extender program can be installed on a single workstation or on multiple workstations. If Extender is installed on multiple workstations (to allow for more than one user to make transfers to QuickBooks) then the setting files must be placed in a location (the back end folder) where *all of the users* of the Extender program can access *the same* settings file(s). The back end folder must have security settings that allow Extender to both read from and write to the settings file from anywhere on the network..

WHAT'S INSTALLED

The version of Extender that you download and install is a full working version of the Extender system. The settings file that is installed is based on the Atlantis demo data.

In the Start menu of your computer in the “Atlantis Extender” group, you will find a link to the Extender help file.

You suggest that you read the "Overview of Extender" and the "Getting Started" topics in the help file now.

BEFORE YOU START EXTENDER FOR THE FIRST TIME

Extender requires that you have a specific DSN (Data Source Name) installed on the computer on which you have installed Extender. Extender uses a DSN to determine where the Atlantis data are stored. If you have BOTH of the valid DSNs installed on your computer, you can select which one to use. (See the "System setup" help topic.)

Before you start Extender for the first time, you must ensure that either:

1. The Atlantis demo system has been installed on the same computer as Extender. (This will install the 'AtlDemo' DSN automatically.) OR
2. You have set up the 'Kennel' DSN that points to where your 'live' Atlantis data are located. This DSN is used by the production version of Atlantis and you were provided with instructions on how to set this up when you purchased Atlantis. See "Data Source Names (DSN)" in the help file for more detail.

In addition to installing the Atlantis demo system and/or setting up the 'kennel' DSN, you must also have created the CHRQ_QB.DBF file by using Atlantis to produce any one of the three "charges" reports. (Note that this file is NOT installed when you install Atlantis and that Extender will close if it cannot find this file.)

The Atlantis demo assumes that "today" is December 23, 2010. The demo data set includes lots of charges records for the three months prior to this date so you can have lots of fun generating QuickBooks entries for a variety of date ranges.

ATLANTIS INSTALLATION

The Atlantis demo data are always installed in C:/AtlDemo/Data.

The production Atlantis program can be installed in either a single user or multiuser configuration. In either of these configurations, the folder containing all of the data files (generally <drive>:/M4/DATA) must be accessible by Extender. This means that the Atlantis data folder must be on a workstation or server that has security settings that allow Extender to **read from and write to** the Atlantis data.

QUICKBOOKS INSTALLATION

Extender has been designed to interface with QuickBooks in one of two ways:

- **Automatic mode.** This mode requires that Extender has a network connection to the QuickBooks company file. Extender will retrieve the chart of accounts and the various "items" from QuickBooks. Using the mapping you specify, Extender will immediately create a Sales Receipt and the corresponding general journal entry in your QuickBooks company file.
- **Paper mode.** Extender does not require that you have an electronic connection to QuickBooks. You can run the system in "paper" mode which means that you can use Extender to produce "reports" which contain all of the data required to make entries in QuickBooks.

In "automatic" mode, Extender works with QuickBooks Pro or Premier 2009 or later. The main QuickBooks program can be installed in either a single user or multiuser configuration. In either of these configurations, the QuickBooks company file (the file name ends with .qbw) must be accessible by Extender. This means that the QuickBooks company file must be in a folder on a workstation or server that has security settings that allow Extender to **both read from and write to** the company file.

The files that are installed when you install Extender do not require you to set up the electronic connection with QuickBooks. Instead, Extender will operate in "paper" mode when you install it.

Start by creating a 'charges' report for the date range you want. When you create any of the three types of 'charges' reports,¹ Atlantis will generate and store a special file (CHRG_QB.DBF) containing all of the data on the report. Extender reads this file and uses the data to create the accounting entries for QuickBooks using the 'mapping' you have put into Extender.

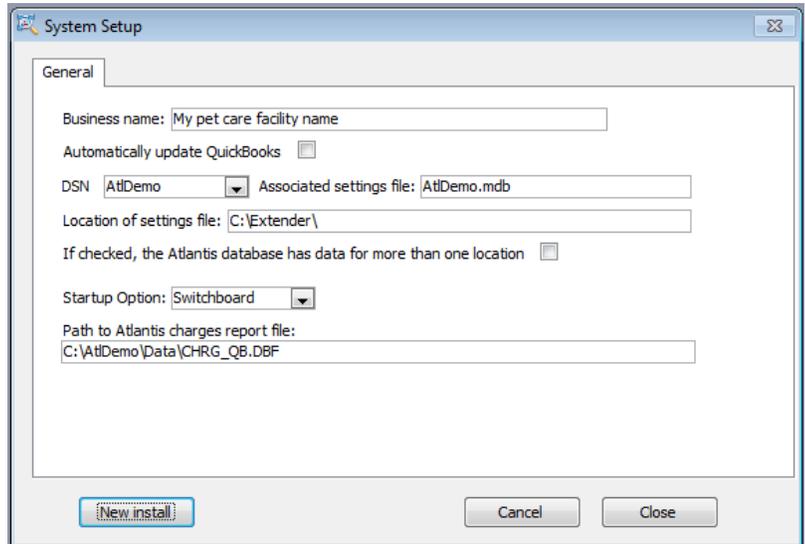
The installation places an Extender icon on your desktop. Double click this icon to start Extender.

When you start Extender for the first time a welcome screen will appear. Next, you will see the "Extender Registration" screen. If you have already purchased a license for Extender, enter the Product Key we have given you now. Otherwise, just click "Cancel." This screen will appear every time you start Extender until you enter a valid Product Key. If you have not purchased an Extender licence by the end of the 30 day trial period, the system will no longer start.

The next screen that will appear is the **System setup** screen. The screen shot to the right shows that Extender has found the 'AtIDemo' DSN and used that DSN to locate the CHRG_QB.DBF file in the folder where the Atlantis data are stored.

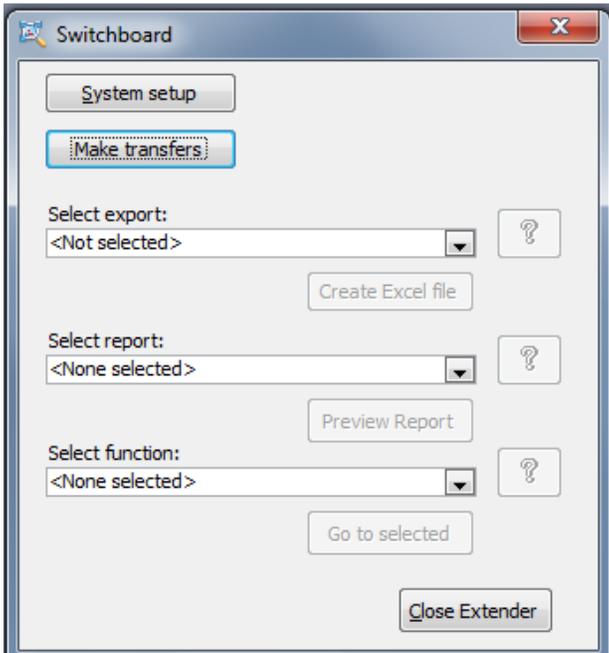
If you check the "more than one location" check box, then the charges report you create must be just for one of the location codes you have used in the Atlantis system.

Click the **Close** button.



¹ Click on the **Reports** tab, then click the '**Charges & Deposits**' tab then select one of the following:

- Sub-total by day
- Sub-total by month
- Grand totals

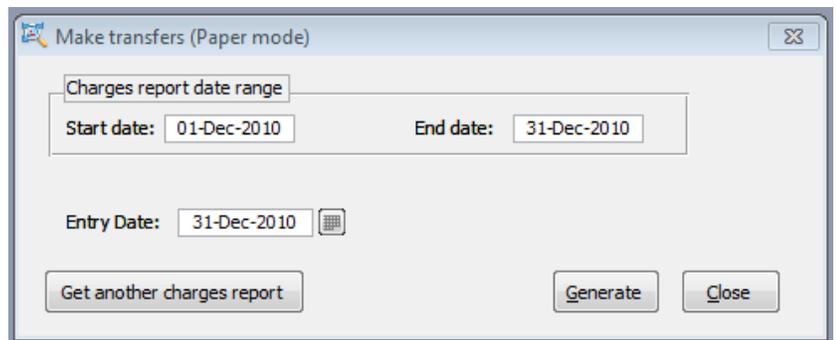


When you close the “Main Setup” screen, the Switchboard will open.

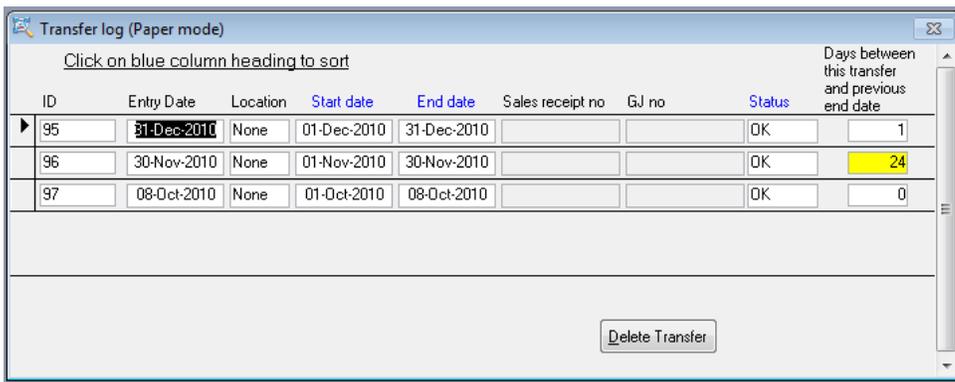
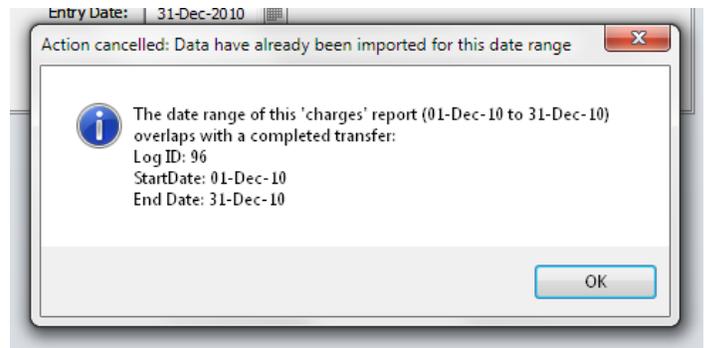
At this point, if you haven’t already done so, why don’t you press the F1 function key to display the Extender help file and then review “Overview of Extender” and the instructions in the “Getting Started” topic? You may also want to read some of the other help topics which include several topics on accounting issues such as the correct way to account for customer receivables using Atlantis.

To evaluate Extender, you don’t have to do any of the setup steps outlined in the “Getting Started” topic since Extender ships with a settings file (AtlDemo.mdb) that is based on the data that are contained in the Atlantis demo download. All of the mapping has been done for you so you can see all of the transfer setup and the mapping table. You can also change the mapping, generate the accounting entries and print all of the reports.

To generate accounting entries, click on the ‘**Make transfers**’ button on the Switchboard. The “Make Transfers” screen will appear. This screen shows you the date range of the charges report that you generated. If you track multiple locations in your Atlantis system, it will also show you for which location the report was generated. Click on the **Generate** button and all of the QuickBooks accounting entries will be created. It’s that easy!



When you click the **Generate** button, Extender may display a message that the date range in the charges report that you generated overlaps with QuickBooks transactions that were already created. To see what data have already been transferred to QuickBooks, display the Transfer log by clicking on “Transfer log” on the menu at the top of your screen. You will be using the Transfer Log to ensure that *all* of your revenues have been entered into QuickBooks and that no data have been transferred twice.



Note that since you have not yet set up the interface with QuickBooks, Extender is operating in ‘Paper’ mode. When you generate entries in ‘Automatic’ mode, Extender will create the entries in QuickBooks and then record the Sales Receipt and General Journal entry numbers in the Transfer log. This Extender ‘Automatic’ mode feature makes it possible to delete or void existing QuickBooks entries just by clicking on a button.

If you have to correct something, it's easy! See the "Correcting errors" topic in the help system.

If you want to transfer more data, you don't have to close Extender. After you generate the accounting entries (and print out any of the reports you need), press Alt + Tab to open Atlantis. (This assumes you didn't close it after creating the charges report.) Create a new charges report, Alt + Tab back to Extender and press the '**Get another charges report**' button.

Once you have successfully created the QuickBooks entries, you can see the particulars of these entries by clicking on 'Accounting Reports' on the menu at the top of the screen and clicking on 'Current Sales Receipt' detail and then 'Current General Journal Detail.'

Now that you have seen how easy it is to generate error free accounting entries in seconds, have a look at the setup screens that enabled all this magic to happen. Click on 'Setup' on the main menu and then 'Transfers setup.' The screen that appears allows you to specify the QuickBooks general ledger accounts that you will use for some of the key accounts. Have a look at each of the tabs. A quick explanation of the 'Boarding rate types' tab: Atlantis does not distinguish between cat boarding and dog boarding so Extender allows you to split total boarding charges based on rate types.

Now check out the 'Mapping table' (under 'Setup' on the main menu.) The mapping table is where you take each of the charge items that appear on a charges report and "map" them to either a QuickBooks item or a QuickBooks general ledger account. Try changing the mapping of some of the items and regenerating the accounting entries. See how easy it is?

Finally, read about the extra features (exports, data correction, and reports) that you can access from the Switchboard. Read about these features in the help system and let us know what else you would like to see.

Thank you for having a look at Extender.