



RAISE PROFITS • LOWER STRESS

GETTING STARTED CHECKLIST

IMPORTANT NOTES

Purchase computers and network Equipment (if necessary) and Review System Requirements found at www.qfloors.com

Set up computers and network (if necessary)

- **BE PREPARED TO EVALUATE YOUR BUSINESS** systems, policies, and procedures, and to **MAKE PLANS FOR CHANGES** as you learn how QFloors can help you run your business more efficiently and profitably.
- QFloors is an **ACCRUAL** basis accounting system. It does not do cash basis accounting at all. See [Why QFloors Does Only Accrual Accounting](#).
- You should **SET UP AN AUTOMATED BACKUP SYSTEM** to back up your QFloors database and other files daily to protect your business against the risk of data loss. Power outages, power surges, lightning, computer viruses, operating system glitches, overheating and other unwelcome events may occur that put your data at risk. QFloors cannot prevent these situations. See [Setting Up an Automated Backup - QFloors SQLite](#) for instructions.
- Do not stop using your previous system(s) until your Go Live Date has arrived and you have started using QFloors in full.
- If the general ledger in your previous system is not up to date, you can still start using QFloors on your Go Live Date. Work on getting the previous system account balances current, but don't get behind on "today's" work in QFloors.

Getting Started Checklist

Use this checklist - in the order the items are listed - along with the Training Videos, Knowledge Base, and Application Notes articles found in the QFloors website to help ensure a smooth transition to QFloors.

There are 6 phases to getting fully up and going with QFloors.

- **Preparation** - Start on this 4 - 5 weeks before your Go Live Date
- **Setups** - Start on this 3 - 4 weeks before your Go Live Date
- **Product Catalog** - Start on this 3 - 4 weeks before your Go Live Date
- **Training** - Start on this 3+ weeks before your Go Live Date (can be done during Setups phase)
- **Enter Carryover Transactions from Previous System** - Start on this 5 days before your Go Live Date
- **Enter Accounting Balances from Previous System** - Usually a few weeks after your Go Live Date, and as soon as balances in your previous accounting system are accurate

PREPARATION

Start on this 4 - 6 weeks before your Go Live Date

Get started on these items right away since some of them may take more than a week.

Choose a Go Live Date: _____

This is the day that you will start using QFloors to manage and account for your business and its day-to-day transactions. You'll also hear us refer to a "Cutoff Date", which is the day *before* your Go Live Date. The Cutoff Date is the last day that your previous system (accounting software, spreadsheet, paper/folder system, etc) will account for and manage your business.

Tips for Selecting a Go Live Date:

- This date should be 4-5 weeks in the future. Give yourself time to do the different phases listed above, which are necessary for a smooth transition. Don't create stress for individuals and systems in your company by selecting a date that is less than 4 weeks away.
- The date does not need to be a month-end, or quarter-end date. It can be midweek or mid-month. **NOTE:** If you purchased QFloors On-Site Training, your Go Live Date will be during the week of that training, and the QFloors consultant assigned to you will discuss it with you.
- We strongly recommend that you do not select a Go Live Date that is in the past: The work involved to recreate past inventory purchases, sales, vendor invoices, etc. is much, much more time-consuming and tedious than choosing a future date and working toward it.

A Few IMPORTANT Notes:

- Before your Go Live Date arrives, you may change to a later date if needed.
- You **MUST** continue using your previous accounting/management system until you have officially set up QFloors, entered carryover transactions, met your Go Live Date, and started using QFloors. That system must provide complete and accurate accounting balances which will be needed in the *Accounting Balances from Previous System* phase.
- If the general ledger (accounting balances and financial reports) in your previous-system is not up-to-date, you should still decide on a day to cut off from your previous system.

You can get your previous general ledger up-to-date as you go, while still following through with this checklist to get up and running with QFloors.

- After your Go Live Date, do everything possible to not get behind with day-do-day activities.

❑ **Order Checks and Deposit Tickets**

Sometimes it takes a few weeks to receive an order of checks and deposit tickets, so you'll want to get started on this soon. The checks and deposit tickets you're already using might work with QFloors. To see samples of these documents, go to the [QFloors Website](#) and login, click the **Knowledge Base** button, then click the **General** option in the list to the left, and look at the [Sample Check](#) and [Sample Deposit Ticket](#). If you need to order these, we suggest contacting your bank or other secure vendor and placing the order right away.

- #### ❑ **QFloors Software Installation** (*If you purchased QCloud, you will receive a separate email regarding cloud setup that will take care of your install. In this separate email, you will be directed to call QFloors support for assistance.)

If you haven't already done so

1. Find the Welcome email you received from us;
2. Read all of it;
3. Forward it to the person who will be installing your QFloors software.

BASIC SETUPS

Start on this 3 - 4 weeks before your Go Live Date

You need to do the Setups *before* you start using QFloors. By understanding the setups, and working through them, will significantly increase your understanding of QFloors and how it works!

There are short [Training Videos](#) for each of the setups, and you should watch the video for a setup item before setting it up. You might also want to call our Support department to schedule an appointment for training on the setups.

Be sure to press the Enter key on your keyboard after typing data into boxes/fields in QFloors in order to lock in what you type.

Use the checklist below to track your progress on watching the training video(s) and completing the setup.

❑ **Company Information**

This one is very basic company information. If your company is located in California, Canada, or the UK, be sure to select accordingly.

❑ **Locations**

This is where you define your physical locations. Don't select the Commercial option without first watching the training videos for the [Commercial Process](#).

❑ **Profit Centers**

These are broad, general business segments for which you would like to track profitability. Examples of profit centers are Flooring, Cabinets, Window Coverings, etc. (NOT specific material types such as laminate, wood, carpet, etc). You might instead create profit centers by job type such as Retail, Commercial, Builder, Multi Family, etc.

Sales Tax

This is where you'll define sales tax rules or "strategies". The name you enter here is the name of the rule and could indicate a state or other jurisdiction. Please watch the [Sales Tax Training Video](#) regarding this setup window, and visit with your accountant to make sure you set it up correctly the first time. Our Support team is happy to offer guidance on how to set it up based on what you determine is the sales/use tax law in the states in which you sell and/or install materials.

If any of the states in which you do business require that you tax the sale using the rate in the county and/or city of the job site, you also need to set up the Sales Tax Table. Click File > Preferences > Sales Tax Table. This table of city/county names and rates can be imported from a CSV file. See the [Instructions](#) on our website, and you may want to schedule an appointment with our Support team if you have questions or need assistance.

The sales tax table of cities/counties/states may also be used without rates to provide your salespeople with a selection list of cities when writing up a sales order, rather than typing in a city name on every sale.

Employees/Subs

Enter employees and subcontractors in this screen. For employees, click the Access button to give them a username and password and access to specific areas and features in QFloors. Before setting up subcontractors, you should read [Printing Installer's Name, or Business Name, or Both n Form 1099-Misc](#).

You may import employee and installer setup data from a CSV file. See the [instructions](#) on our website.

Leads Management

Settings for the Leads screen.

Advertising

Used in the Leads screen, the advertising options you set up here can provide valuable information in QFloors and QReporter reports.

Pickup Types

Examples of these are Customer Will-Call, Installer, Company Truck, FedEx, etc. This is not needed for the basic functionality of the software and may be set up at a later date if needed. The features associated with this setup (the Pick, Staging, and Transfer lists in the Materials screen) are generally for companies with large warehouse operations, or with multiple warehouses/locations.

Bin Locations

If you plan on using advanced warehouse barcode features in QFloors, you may define your warehouse bin locations (racks, areas, etc). This is not needed for the basic functionality of the software and may be set up at a later date if needed.

Misc

Some key items in this window are listed here. The others may be revisited after becoming familiar with the software. Please schedule an appointment with our Support team to discuss these.

- **Product Overhead %** - A general, non-posting cost added to all jobs, calculated as a percentage of material costs of the job.
- **Minimum Deposit %** - If you set a minimum deposit requirement, QFloors will require it on all sales (there is a way to override the requirement when creating a sale).
- **Post Labor on Sale Completion** - This should be checked. It causes the accounting entry for a sale to include subcontractor labor cost. Do not uncheck this without first discussing it with our Support department.
- **Sales Orders Start As Proposal** - By default, a new sales order in QFloors is not a proposal - you need to manually change it to a proposal if needed. If you want all of your sales tickets to begin as proposals, then you will manually change them to be an actual sales order, check this box.

Chart of Accounts

These are your general ledger (GL) accounts. Watch the training video for this setup window for full details about setting it up. It is important to not change any of the existing accounts that have a "Sequence" or account number from 2 - 100 as they are system accounts - the software makes

automatic postings to those accounts in the background as you create transactions day to day. Beginning accounting balances are not entered into this window - that will happen later with a general journal entry.

❑ Labor Types

Define the labor that you do, the retail prices you charge for it, and the cost you pay out to installers for it. This needs to be completely set up prior to creating any proposals or sales. We recommend ignoring the list that comes with the software. List yours out on paper to make sure you've covered them all, then change the QFloors list to match your list. After you have used a labor type on a sales order, you should not change the nature or meaning of that labor type in this setup window - doing so will change all past sales where that labor type was selected on a sale line.

❑ Sales Commissions

We recommend using the Variable Rate Table section so that paying commissions is incentivizing salespeople to obtain what the company needs in order to thrive: Profit Margin.

❑ Vendor Accounts

All companies and individuals whom you pay should be entered (except employees and subcontractor installers).

You may import vendor setup data from a CSV file. See the [instructions](#) on our website.

❑ Customer Accounts

This setup window is for regularly repeating customers (builders, contractors, property management companies, customers with contractual terms and credit limits, etc). A retail customer might return and purchase from you again, but you will not normally enter them into this setup window.

You may import customer account setup data from a CSV file. See the [instructions](#) on our website.

❑ Retail Price Formulas

**See Product Catalog Below*

❑ Contacts

These are your retail customers - those who are not regularly repeating customers. There isn't a Setup window for these but you may either enter them one by one in the Dashboard (click Dashboard on the menu bar), or [import them from a CSV file](#) (spreadsheet), or they will be created one by one as you create new leads, proposals, and sales orders.

You may import contact setup data from a CSV file. See [instructions](#) on our website.

❑ Request B2B Accounts from Vendors *1 Wk Prior to Your Scheduled Product Catalog Appt.

See our [B2B Instruction / Vendor Page](#) for detailed information and instructions, then fill in the table below to help yourself keep track of progress with each vendor. **NOTE:** If you want to do B2B transactions with a vendor, you must request from that vendor that they set up a B2B account for you. Some vendors take a few days to set up your B2B account. *Please see the attachment that came with your Welcome Email titled "How to Request B2B."

Vendor Name	Sent Request	Received Vendor Email	Forwarded Email to QFloors	Received QFloors Email	Entered Acct Info in QFloors

PRODUCT CATALOG

Start on this 3 - 4 weeks before your Go Live Date. *Please call Support for assistance or to schedule a training appointment.

❑ **Product Types**

These are the types of materials you sell. The list is inside the Product Catalog, on the right side of that window. You should set these up before importing B2B price lists or otherwise creating styles/colors in the Product Catalog, and before creating Retail Price Formulas. The list of types required for B2B importing is already in QFloors, but you may modify the list and add to it as needed.

Product Type	B2B Code	Product Type	B2B Code
Accessories	ACC	Area Rug	RUG
Wall Base	BAS	Stone	STO
Carpet	CAR	Unclassified	UNC
Carpet Tile	CARTIL	Vinyl	VIN
Ceramic Tile	CER	Vinyl Strip	VINSTR
Installation Materials	INS	Vinyl Tile	VINTIL
Laminate	LAM	Wood	WOO
Pad	PAD		

❑ **Enter Web Services Account Credentials / Import B2B**

When you receive the email from QFloors with your B2B account credentials, enter those settings in the Vendor Accounts setup window.

❑ **Product Catalog**

The Product Catalog is your price list from vendors. Data is entered here either by A) importing a B2B price list file; or B) importing a CSV (spreadsheet) price list file (see step 3 below, and the [instructions](#) on our website; or C) by you manually creating items in it; or D) after you're up and running with QFloors and using it day to day, the Sales Confirmation process will create entries in the Catalog.

Please watch the Product Catalog training video, and if needed, call QFloors Support with questions or for training so that you understand the individual fields when creating styles/colors. Also, see [Recommended Description Name Patterns](#).

IMPORTANT! Do not delay using QFloors by trying to get all styles/colors entered into the Catalog from all of the vendors you use. You don't need to enter all of a manufacturer's styles and colors in order to start using QFloors. However, don't skip setting up at least the commonly-used styles/colors for your key vendors.

Follow these suggestions to set up your Product Catalog:

1. **Create Manufacturer names** - Particularly for importing B2B price lists, the manufacturer name must be in QFloors before doing the import. It is helpful to select a Default Vendor when creating manufacturers.

2. **Import B2B price lists** - Watch this [webinar video](#) and/or schedule an appointment with our Support team for training.
3. **Key vendors that do not do B2B** - You have two methods for importing price list data from key vendors that do not do B2B.
 - a. Ideally, obtain a price list in CSV format from them, then format it and import it according to our [CSV Price List Import](#) instructions.
 - b. If you are not able to obtain a workable CSV file from your vendor, or if you are not proficient at working with spreadsheet files, then manually enter the styles and colors that you need the most.
4. **Other vendors** - You have the same options as for key vendors, but for these non-essential vendors, you should consider adding styles and colors over time as you use QFloors day to day.

Retail Price Formulas

It is helpful to set up the Product Types and have an understanding of the Product Catalog before attempting to set up Retail Pricing Formulas.

TRAINING

Start on this 3+ weeks before your Go Live Date

This is best done after you have completed all Setups.

Use the checklist below to track your progress on watching the training video(s) and receiving the training you need.

Training -

- **Training Videos** - Owners, managers, and bookkeeping/accounting staff should watch all [training videos](#) **multiple times** for how to create sales, manage inventory, create bills and checks, etc. Then owners/managers should utilize what they have learned in order to assign to individuals in various roles or departments the training videos they should watch for their training (sales, purchasing, payables, etc).
- **Phone Appointments** - Call QFloors Support and schedule training appointments.

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

- **Virtual On-Site Training** - You may also purchase a four-hour or eight-hour Virtual On-Site Training. Contact your QFloors sales consultant for information and pricing. If you purchased On-Site Training, you also get Virtual On-Site Training included.

ENTER CARRYOVER TRANSACTIONS FROM PREVIOUS SYSTEM

Start on this no more than 5 days before your Go Live Date

This phase helps serve two purposes:

1. When you open for business on your Go Live Date, you'll use QFloors to print work orders, post customer payments received, pay bills that are due, etc. In order for you to do those things in QFloors, the transactions that are not completed in your previous system must be entered into QFloors before you go live.
2. You and your employees will best learn how to use QFloors by hands-on practice. Entering these transactions provides that practice.

There are 5 types of transactions that must be entered into QFloors:

- Inventory
- Jobs in Process
- Receivables
- Payables

❑ Enter Existing Inventory - No More Than 4 - 5 Days Before Going Live

By "inventory", we mean both materials you stock all the time and materials you have special-ordered for specific customers/jobs. All of it, including trim pieces, setting materials, sundry items for sale in the showroom, etc. - everything still on hand at the end of the day on your cutoff date - should be entered into QFloors.

IMPORTANT! You don't want to enter your existing inventory too far in advance of your Go Live Date because your inventory is constantly changing. But you do need to have it entered before you move on to creating sales orders for jobs in process to enable that process to go smoothly.

1. **Count your physical inventory and make sure that your current inventory system has the correct quantities and costs.** If you currently do not have an inventory system, you'll need to create a document or spreadsheet to record your inventory.
2. In QFloors, **create a Material for all items that are currently in your possession**, both sold and unsold items, and include materials that are already located at jobs sites for installation. Assign each of these a *Stock* status and select the appropriate Location.
3. **Create a Material for all items that have been ordered but not yet received or picked up from vendors.** Assign these *On Order* status and select *In Transit* as the Location.

IMPORTANT! During this last week before your Go Live Date, any items that arrive by delivery or that you pick up should be "received" in QFloors, and you should create or receive them in your previous inventory system (or add them to your document or spreadsheet system).

4. **Create a Material for all items that need to be ordered.** Assign these *Pur. Orders* status and select *In Transit* as the Location. **IMPORTANT!** During this last week before going live with QFloors, any items that need to be ordered for stock or special-order should be created in QFloors.

❑ Create Sales Orders for Jobs in Process - No More Than 0 - 4 Days Before Going Live

These are the jobs that are not finished with installation by your Go Live Date. You should enlist your sales team to enter their own jobs into QFloors for their hands-on practice; and owners and managers should also enter a few for practice.

IMPORTANT! If your previous system operated on the cash method of accounting instead of accrual, call QFloors Support to discuss changes you'll need to make in the steps below. If you don't know if your previous system was cash or accrual, you'll need to talk with your accountant.

1. **Create a new sales order for each job that was not completely finished with installation by your Go Live Date.** You're basically re-creating the entire sale as if it were a new sale.
 - Use the actual sale date from the original sale.
 - Include ALL information from the original sale (Style, Color, Quantity, Labor, etc.) and assign material numbers to the sales order lines from the material items created in "Entering Existing Inventory" above.
2. Any payments already received on these sales should be entered in the Payment window of the sale. *Use the date the payment was originally received.*
3. Any lines of the sale that have already been delivered or installed need to be job costed.
4. After creating sales and payments for all in process sales from your old system, create a deposit in the checkbook to clear these payments out of the checkbook screen. The date of this deposit should be your Cutoff Date. (Don't worry about the checkbook balance not being correct at this point. It wasn't correct before this deposit either, and will get its correct balance in the *Accounting Balances from Previous System* phase.)

Create Sales Orders for Previous System Receivables - No More Than 0 - 4 Days Before Going Live

These are the jobs that are (or will be) completely finished with installation and the customer still owes you a balance by your Go Live Date.

1. Create a new sales order for each job that was completely finished with installation by your Go Live Date, but the customer still owes a balance.
2. If at all possible, use the actual sale date. The Next Install date in QFloors must be before your Go Live Date, but ideally should be the date the job was actually finished with installation.
3. Instead of filling in line item details such as Style, Color, Quantity, Labor, etc., type the word Receivable into the Style field of line item 1, then skip the Color, and Mat# fields. Select Each for Units and type in 1 for Quantity.
4. In the Total field of line 1, type in the balance that the customer still owes as of the Cutoff Date (NOT the original sale total).
5. Change the sale to a tax-exempt sale by unchecking the checkbox next to the Sales Tax at the bottom of the sales order.
6. Complete the sales order by job costing line 1.
7. Click the Save button.

NOTE: If you need to pay commissions on these sales when the receivables are collected, you must figure the commissions manually or through your old system, then in QFloors, you'll right-click the commission cost to edit it.

Entering Payables - No More Than 0 - 4 Days Before Going Live

These are the vendor invoices that have not been paid by your Go Live Date.

1. Create a new bill or credit in the Bill/Credits screen for each unpaid bill or credit from the suppliers in your previous system.
2. Use the actual invoice date and invoice number from the original vendor invoice.

3. Line Items:
 - a. For bills from flooring suppliers (for materials that you re-sell),
 - i. Select the Inventory account.
 - ii. In the Description, type the PO# that you gave the vendor when you placed the order. If you cannot find the material item for which you're being billed, you may skip the Description field by pressing Enter. (When you're entering bills after your Go Live Date, not finding a material for which you're being billed is a red flag - find out why you can't find the item and resolve it.)
 - iii. Add additional lines for Freight, for Vendor Sales Tax Paid, etc.
 - b. For bills from other vendors (phone, rent, etc.),
 - i. Select the appropriate account and fill in the remaining fields.
4. Save the Bill, then save the scheduled payment.
5. **IMPORTANT!** Once your Go Live Date has arrived, you will receive bills that are dated earlier than your Go Live Date. These must be entered into both your previous system, AND into QFloors.


ENTER ACCOUNTING BALANCES FROM PREVIOUS SYSTEM

Do this after your Go Live Date has passed

You'll start on this after all of the following are accomplished:

- Your Go Live Date has passed.
- All of the carryover transactions from your previous system have been entered.
- The general ledger balances in your previous accounting system are complete and accurate.

Who Should Do These Procedures?

- If you had a QFloors On-Site Training, we will do for you the steps below that are indicated with our  logo.
- If you did not have a QFloors On-Site Training - You have two options:
 - You and/or your accountant will do these steps, or
 - You may pay QFloors to determine and create the adjusting journal entry.

Create a Checkbook Deposit for Customer Payments Posted in Carryover Transactions from Previous System

Do Our Short End of Period Procedures

Do all of the [End of Period Procedures](#)

Close the General Journal in QFloors

Obtain a Trial Balance Report from your Previous Accounting System

Obtain a trial balance report from either your previous accounting system or your accountant.

- **Report Date** - The trial balance must be dated as of your **Cutoff Date** (*not* your Go Live Date).
- **Accrual Basis** - The report must be in accrual basis. QFloors is an accrual basis accounting system and does not do cash basis accounting at all. Therefore, the trial balance report you obtain from your previous accounting system or your accountant for the GL Conversion must be in accrual basis. See [Why QFloors Does Only Accrual Accounting](#)
- **Debits = Credits** - Make sure that the total debits equal the total credits. We see too many that aren't in balance.

❑ **Generate a Trial Balance Report in QFloors**

1. Click Reports > Trial Balance.
2. Type in your **Cutoff Date** (not your Go Live Date) and press Enter.

❑ **Compare 4 Account Balances** Q

There are four general ledger accounts whose balances in your previous system *should* - theoretically - already match the balances in QFloors:

- **Accounts Receivable**
- **Undeposited Funds**
- **Accounts Payable**
- **Customer Deposits**

They should match because you entered the carryover transactions from your previous accounting system, and by doing so, accounting entries were automatically created in QFloors for each transaction. If everything was correct in your previous system, and you entered them correctly into QFloors, then the balance of each of these accounts in QFloors will match your previous system.

❑ **Determine Adjusting Entry for All Accounts and Balances** Q

❑ **Create Journal Entry 1: For Bank and Credit Card Accounts** Q

❑ **Create Journal Entry 2: For All Other GL Accounts** Q

❑ **Clear Old/Unnecessary Items in Checkbook Reconciliation Window** Q

- 1) Print a Trial Balance report from QFloors, dated as of your cutoff date.
- 2) Compare the two trial balance reports and determine the debit or credit amount that it will take to force the balance in each account in QFloors to match the ending balances from your previous system. Then create a general journal entry in QFloors using those adjusting amounts. See [How to Create a Journal Entry](#)
- 3) Close the journal. Click File > Close Period, type in the cutoff date and press the Enter key on your keyboard, then click OK button. For more information about, and instructions on how to close the journal, see the [End of Period Procedures](#) / [Close Period - Closing the General Journal](#)

❑ **Daily Operations and Preparing for General Ledger Conversion**

❑ **Daily Operations**

At this point in your set ups, and having completed all the steps above. Your cutoff date has now passed, you're into day 1 of QFloors helping manage and build your business. As normal business activities occur, you'll enter transaction right into QFloors. You shouldn't enter data into or use your previous system other than for reference (except for a few payables).

❑ **Clean Up the No Bill List**

The *No Bill* list (one of the tabs in the Materials screen) should contain only materials for which you are actually waiting for the payable to arrive in the mail. For instructions, see [No Bill List Clean Up](#)

❑ **Finalize Sales Tax Report**

As of your cutoff date. Click Reports > Sales Tax, type in your cut off date and press the Enter key. Click Finalize Report button, then click OK to save the report.

❑ **Enter Accounting Balances**

Create a general journal entry to adjust QFloors balances to match previous-system GL balances, as of your cut off date. See General Ledger Conversion section of the Quick Start Manual.

❑ **End of Period Procedures**

Do all of the [End of Period Procedures](#) soon after you have finished the general ledger conversion adjusting entry. The procedure document is found in the App Notes page of our website, in the Accounting Section.

NOTE: You may need to have your accountant assist you in the general ledger conversion process. If you purchased QFloors onsite training, we will enter the accounting balances for you.

Remember, financial reports in QFloors will not be accurate until you have your old-system general ledger in order and the balances transferred to QFloors.

IMPORTANT: Please see Short Basic Training Videos for more detailed instruction regarding this set up. Call QFloors Support at 801-563-0140 Option 2 with any additional questions.