



QuickBooks IIF Inactive Cleanup Utility Manual



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Websites:

<http://www.sunburstsoftwaresolutions.com>

<http://blog.sunburstsoftwaresolutions.com/>

<http://contractorbookkeepingtips.com/>

Email: sales@sunburstsoftwaresolutions.com

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1 Copyright & Contact Information

QuickBooks IIF Inactive Cleanup Utility Manual

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When the bottom-line profit from your business appears to be shrinking - it's a given that you need to assess the situation and turn it around.



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About:

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Our products leverage 70+ years of QuickBooks, bookkeeping, accounting, software development and construction experience to provide real-world solutions to help YOU work smarternot harder!

Nancy Smyth, President of Sunburst Software Solutions, Inc., is also a Certified QuickBooks ProAdvisor (since 1999) who has used and supported Intuit products since 1986 - specializing in the commercial/government construction industry. Please feel free to send comments and feedback to Nancy at sale@sunburstsoftwaresolutions.com

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2 Introduction

QuickBooks IIF Inactive Cleanup Utility Manual

by: Sunburst Software Solutions, Inc.

As QuickBooks ProAdvisors and Consultants we often find ourselves tasked with the process of creating a new company file for our clients from an existing QuickBooks file that is so corrupt that we cannot use any of the normal/easy means available to us; and are left with starting the file from scratch.

Intuit, for as many years as I can remember, has offered us a means of exporting various QuickBooks Lists into their own IIF format - so that we can import those lists into a brand new file. However, they have never provided us with a method to quickly and easily remove inactive list elements - before we import that list into the new file. This has caused much grief and aggravation over the years and as we all know; it's a horribly time-consuming task to manually remove those inactive list items.



Enter, the QuickBooks IIF Inactive Cleanup Utility! Saving you countless hours (not to mention headaches) caused by scrolling through long IIF files and removing the inactive list elements before you can import them into a new file.

The QuickBooks IIF Inactive Cleanup Utility has been designed to quickly scan an IIF file looking for inactive entries to remove, leaving a clean list to import into the new company file. No need to manually remove these entries from the IIF file. In many instances it will take longer to export the file to IIF format than it will take the QuickBooks IIF Inactive Cleanup Utility to actually clean up the list. Think of the time-savings and increase in productivity you will experience when performing this sort of service!

3 Download & Installation



Remember, it is a Microsoft "best practice" to have a Standard User Account on your Windows Vista, 7, and 8 computers - and to install and run all of your software while in that Standard User Account. See the following articles from our blog:

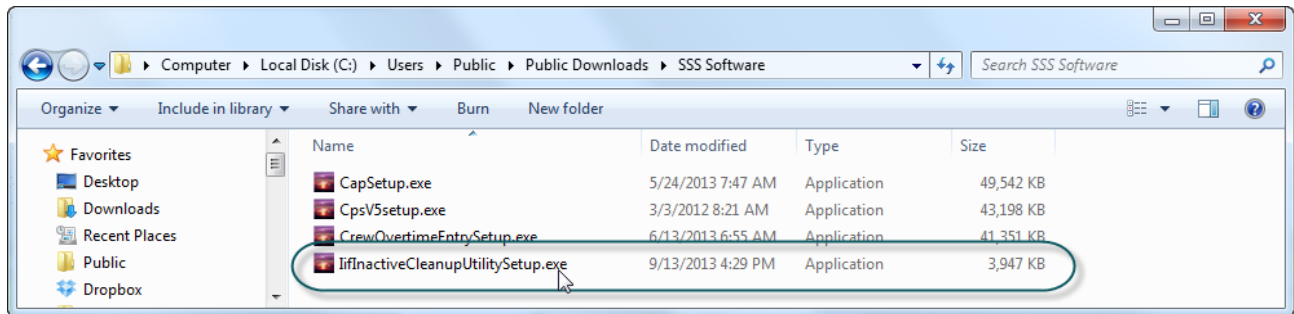
<http://blog.sunburstsoftwaresolutions.com/2010/08/04/windows-vista-7-tip-user-accounts/>

<http://blog.sunburstsoftwaresolutions.com/2011/02/17/windows-quickbooks-3rd-party-apps-the-struggle-within/>

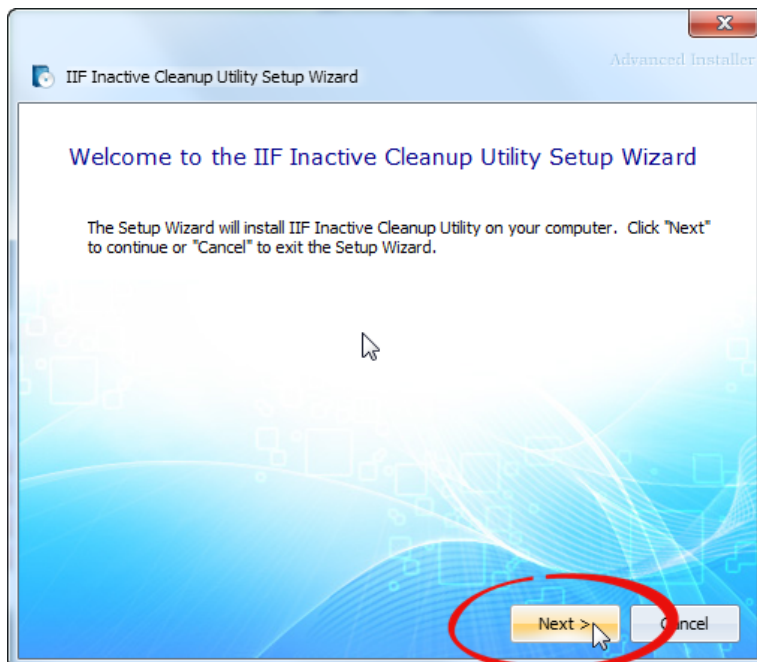


Audio/Video training is also available on the QuickBooks IIF Inactive Cleanup Utility Support & Training page - <http://www.sunburstsoftwaresolutions.com/iif-cleanup-utility-training.htm>

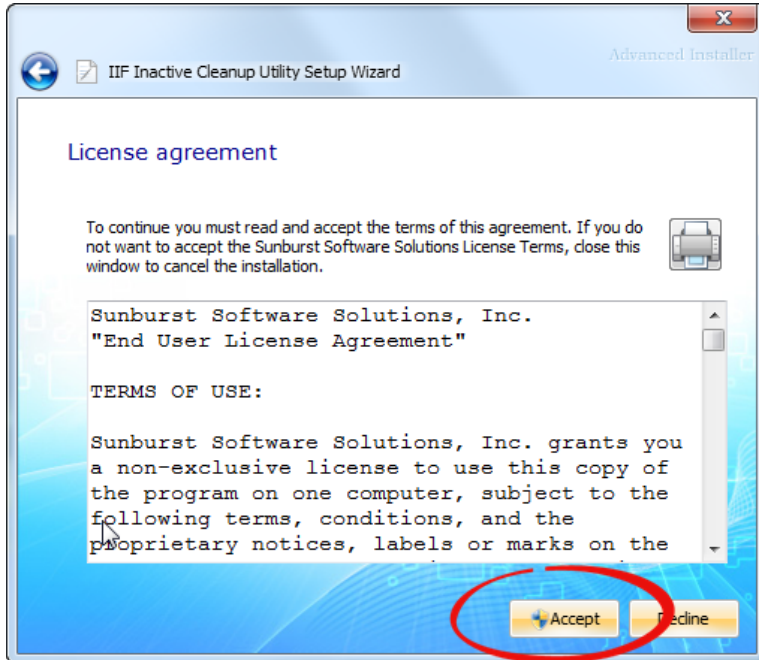
So, you've been to our website (<http://sunburstsoftwaresolutions.com/cleanup-utility-download.htm>) and downloaded the program to the hard drive of your computer. Simply locate the installation file - called `IifInactiveCleanupUtilitySetup.exe` and double-click on it.



This launches the Installation Wizard. Click the Next button.

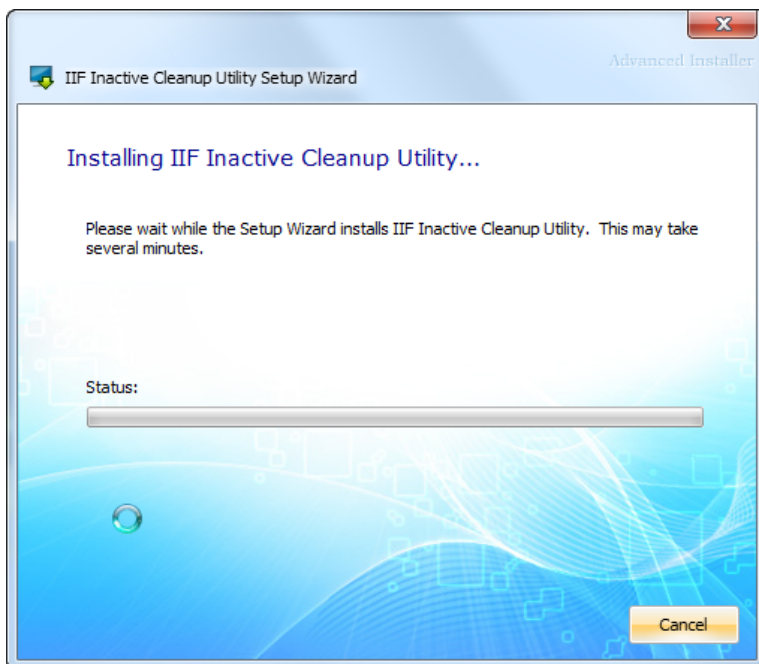


Read and/or Print the License Agreement (also found in this document) and click the Accept button.

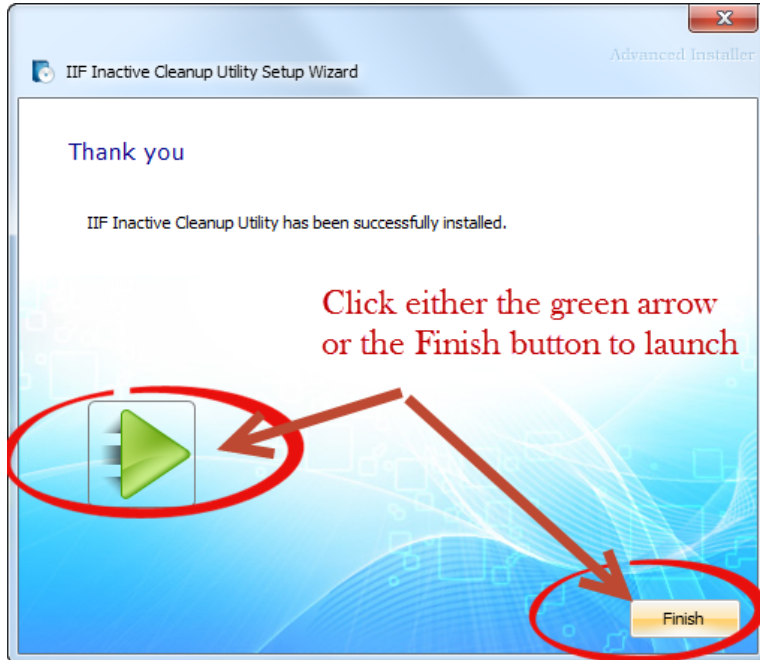


If you are running a Windows Vista, 7, or 8 computer you will be presented with a User Account Control window looking for the Administrator password for this computer. Enter this password now.

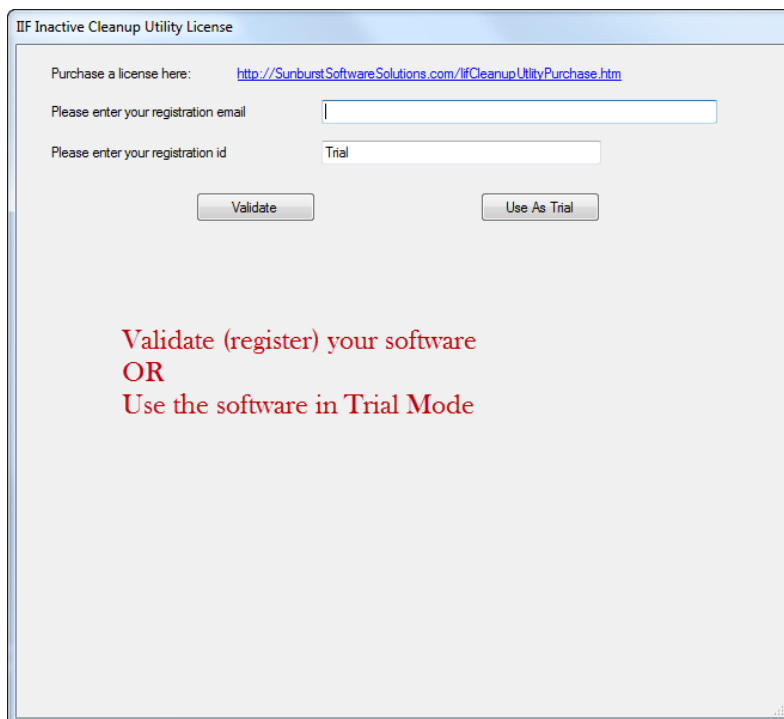
Program installation will now begin.



Click either the green arrow or the Finish button to launch the IIF Inactive Cleanup Utility.



The initial program window now opens.



Next Steps: Read Before Using the IIF Inactive Cleanup Utility and then either Register your software - OR - Using the Trial Version

4 BEFORE Using the IIF Inactive Cleanup Utility

Instructions are simple:

1. Lists need to be cleaned up in the source QuickBooks file - meaning anything that you want to get rid of needs to be set to inactive - otherwise, it's garbage in - garbage out!
2. Make sure that the source QuickBooks file is as clean as possible. Rebuild the data file, resort lists, make sure that the number of database file fragments are as low as possible - this might mean doing a "round trip portable company file".



For additional information on database fragments and performing a round trip portable company file - see this post on our blog - <http://blog.sunburstsoftwaresolutions.com/2011/09/16/quickbooks-tip-file-size-db-file-fragments-what-do-they-mean/>

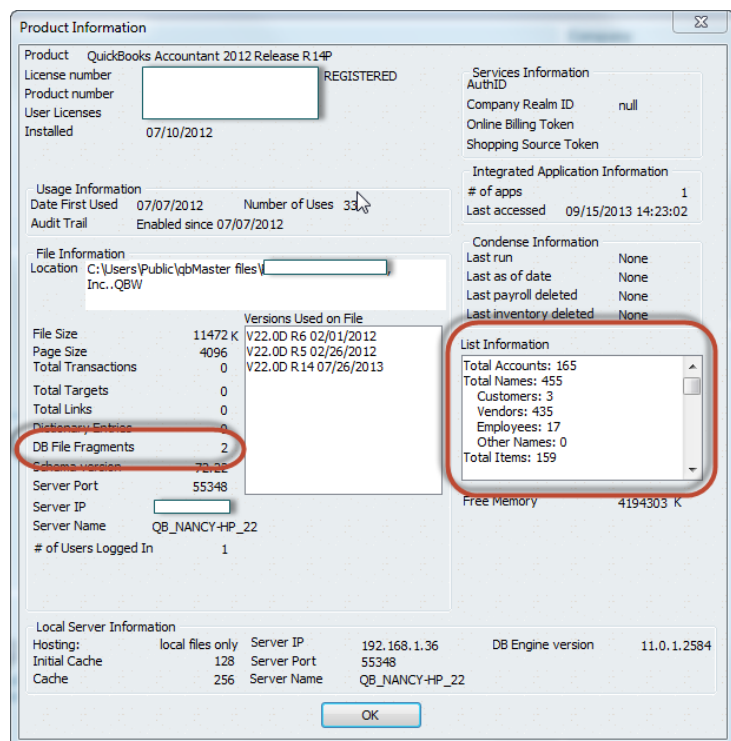
3. BE ORGANIZED!

- a. Either export ALL of the available IIF Export Files at once into a single IIF file - OR
- b. Group your IIF export files into logical batches - meaning
 - i. Chart of Accounts, Sales Tax Codes & Classes as one export
 - ii. Vendors, Vendor Types, Payment Terms as one export
 - iii. Employees as one export
 - iv. Items and Shipping Methods as one export
 - v. Customers, Job Types, Customer Types, Payment methods as one list
 - vi. Other Names List as one export
 - vii. All remaining "lists" (Customer Message, Budgets, To Do Notes, Sales Rep, and Price Level) as one export

Lastly, after exporting and saving the IIF files that you want to clean up - check your list information counts in the Product Information window in QuickBooks.

These list counts are going to be very important after you've run the IIF File through the Cleanup Utility - you'll want to verify the total number of items in each original List type of the file(s) that you cleaned up.

Next Steps: See Running the IIF Inactive Cleanup Utility.



5 Registering Your Software



Audio/Video training is also available on the QuickBooks IIF Inactive Cleanup Utility Support & Training page - <http://www.sunburstsoftwaresolutions.com/iif-cleanup-utility-training.htm>

If you purchased 1, 2, or 5 licenses to the software, you will have received an email from support@sunburstsoftwaresolutions.com containing your IIF Cleanup Utility Registration Codes - sometimes this email will be automatically filtered to your spam or junk mail folder.



Check your Spam or Junk mail folder for your IIF Cleanup Utility Registration Codes email **BEFORE** contacting Sunburst.

Make sure that you save this email in a safe place for future reference!

Your IIF Cleanup Utility Registration Code(s) email will contain a registration number for each license that you purchased. These registration codes are unique to you and cannot be used by anyone else.

Your IIF Cleanup Utility Registration Codes. Inbox x

SunburstSoftwareSolutions.com Support Staff support@sunburstsoftware Sep 13 (2 days ago) ★

to me ▾

Dear

Thank you for your purchase of the IIF Inactive Cleanup Utility.

Each license allows you to install and run the software on one licensed copy of Windows (XP, Vista, 7, 8 and 8.1).

Registration Email: qb4contractors@gmail.com

Your Registration Numbers:

Registration # : 486750561901
Registration # : 486750561902
Registration # : 486750561903
Registration # : 486750561904
Registration # : 486750561905

You probably have already downloaded the software, but in case you have not or need to download the software again.

[Click here to download the software installation.](#)

Thank you!

Copy and paste your Registration email AND then your registration # from the email into the appropriate blocks on the Licensing screen and click the Validate button.

IIF Inactive Cleanup Utility License

Purchase a license here: <http://SunburstSoftwareSolutions.com/IifCleanupUtilityPurchase.htm>

Please enter your registration email:

Please enter your registration id:

Validate (register) your software
OR
Use the software in Trial Mode

Next Steps: See Before Using the IIF Inactive Cleanup Utility

6 Using the Trial Version

If you would like to try the IIF Inactive Cleanup Utility program before you buy it, at the License window, simply click the Use As Trial button.



When using the program in Trial mode the "clean" IIF file will not be saved for import into a new QuickBooks file, however, you will be able to see the log file(s) and view the number of inactive elements that would be removed and gives you statistics that will match the information in the QuickBooks Product Information window (accessed by pressing F1 or CTRL and 1) in the originating or source file.

IIF Inactive Cleanup Utility License

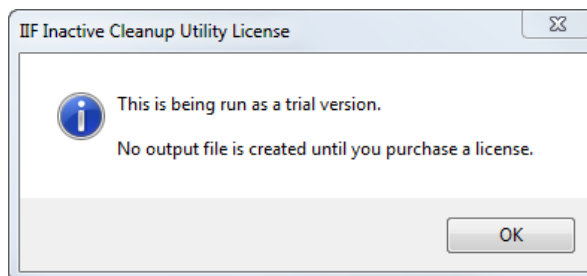
Purchase a license here: <http://SunburstSoftwareSolutions.com/IifCleanupUtilityPurchase.htm>

Please enter your registration email

Please enter your registration id

Want to try the IIF Inactive Cleanup Utility before you buy it? Not a problem, simple click the Use As Trial button.

When clicking the Use As Trial button, you will be presented with the following window - indicating that the program is being run as a trial version and that no output file will be created until you purchase a license. Click OK to continue your trial.



Next Steps: See Before Using the IIF Inactive Cleanup Utility

7 Running the IIF Inactive Cleanup Utility



Written instructions are difficult to write and sometimes difficult to understand - for those of you that are more visual, please watch this brief video on how to run the IIF Inactive Cleanup Utility program.

Below I have a screenshot of a portion of a Chart of Accounts IIF file that I have exported and want to clean up.



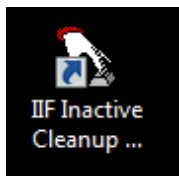
Remember: The QuickBooks IIF Inactive Cleanup Utility has been designed to quickly scan an IIF file looking for entries in the **Hidden** column where they are set to Y (or yes) and then quickly delete those rows, leaving a clean list to import into the new company file.

Here, I have a total of 8 list item entries that I want to remove.

According to the List Information counts in the Product Information window - there are currently 165 Total Accounts in my Chart of Accounts.

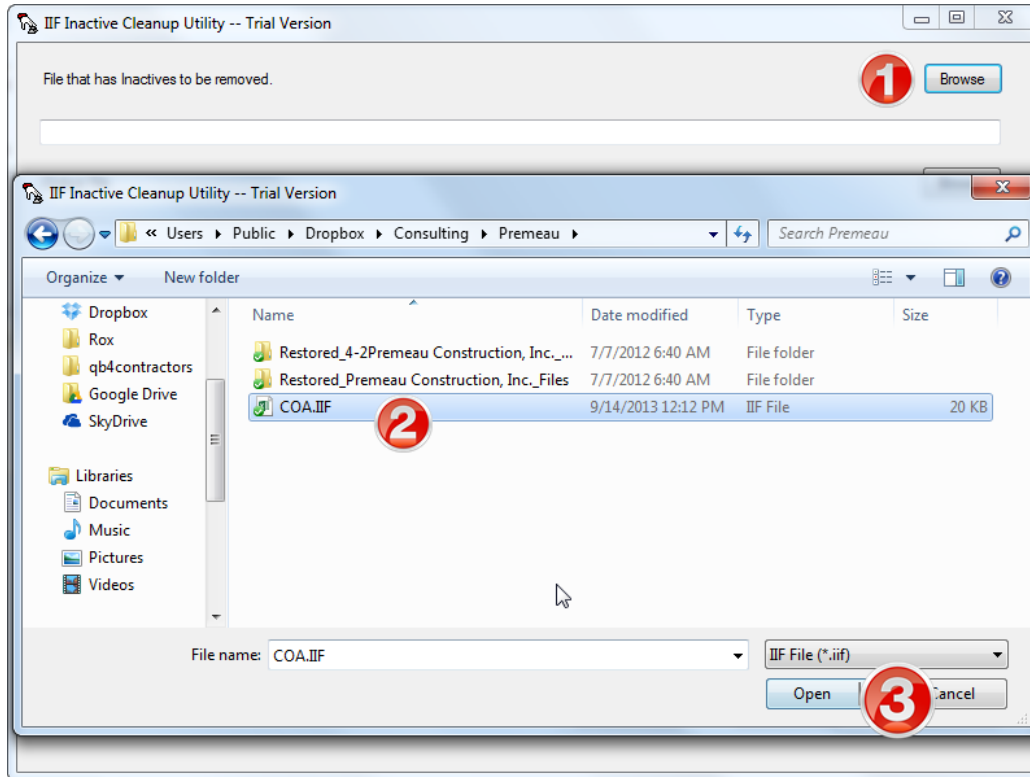
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	IHDR	PROD	VER	REL	IIFVER	DATE	TIME	ACCTNT	ACCTNTSPLIT	TIME				
2	HDR	QuickBooks Premier	Version 2	Release R	1	#####	1.38E+09	N		0				
3	IACCT	NAME	REFNUM	TIMESTAM	ACCTNTTYF	OBAMOUI	DESC	ACCNUM	SCD	BANK	NUMEXTRA	HIDDEN	DELCOU	USEID
4	ACCNT	Petty Cash	74	1.33E+09	BANK			10000	1172			N		0 N
5	ACCNT	Checking NMB	51	1.33E+09	BANK			10010	1172	8607		N		0 N
6	ACCNT	Accounts Receivable	54	1.33E+09	AR		0 Unpaid or	11000	0			N		0 N
7	ACCNT	Undeposited Funds	55	1.33E+09	OCASSET		0 Funds rec	12000	0		UNDEPOS	N		0 N
8	ACCNT	Inventory Asset	49	1.33E+09	OCASSET		0 Costs of ir	12100	0		INVENTOF	N		0 N
9	ACCNT	Inventory Asset:Invent	75	1.33E+09	OCASSET		0	12110	1184			Y		0 N
10	ACCNT	Inventory Asset:Invent	76	1.33E+09	OCASSET		0	12120	1184			Y		0 N
11	ACCNT	Work in Progress	4	1.33E+09	OCASSET		0 Costs for j	12600	1184			N		0 N
12	ACCNT	Work in Progress:Work	77	1.33E+09	OCASSET		0	12610	1184			Y		0 N
13	ACCNT	Work in Progress:Work	78	1.33E+09	OCASSET		0	12620	1184			Y		0 N
14	ACCNT	Work in Progress:Work	79	1.33E+09	OCASSET		0	12630	1184			Y		0 N
15	ACCNT	Work in Progress:Work	80	1.33E+09	OCASSET		0	12640	1184			Y		0 N
16	ACCNT	Work in Progress:Work	81	1.33E+09	OCASSET		0	12650	1184			Y		0 N
17	ACCNT	Work in Progress:Work	82	1.33E+09	OCASSET		0	12660	1184			Y		0 N
18	ACCNT	Cost in Excess of Billing	116	1.33E+09	OCASSET		0	13000	1184			N		0 N
19	ACCNT	Retainage Receivable	5	1.33E+09	OCASSET		0 Amounts i	13400	1184			N		0 N

Start the IIF Inactive Cleanup Utility by clicking on this shortcut on your desktop:

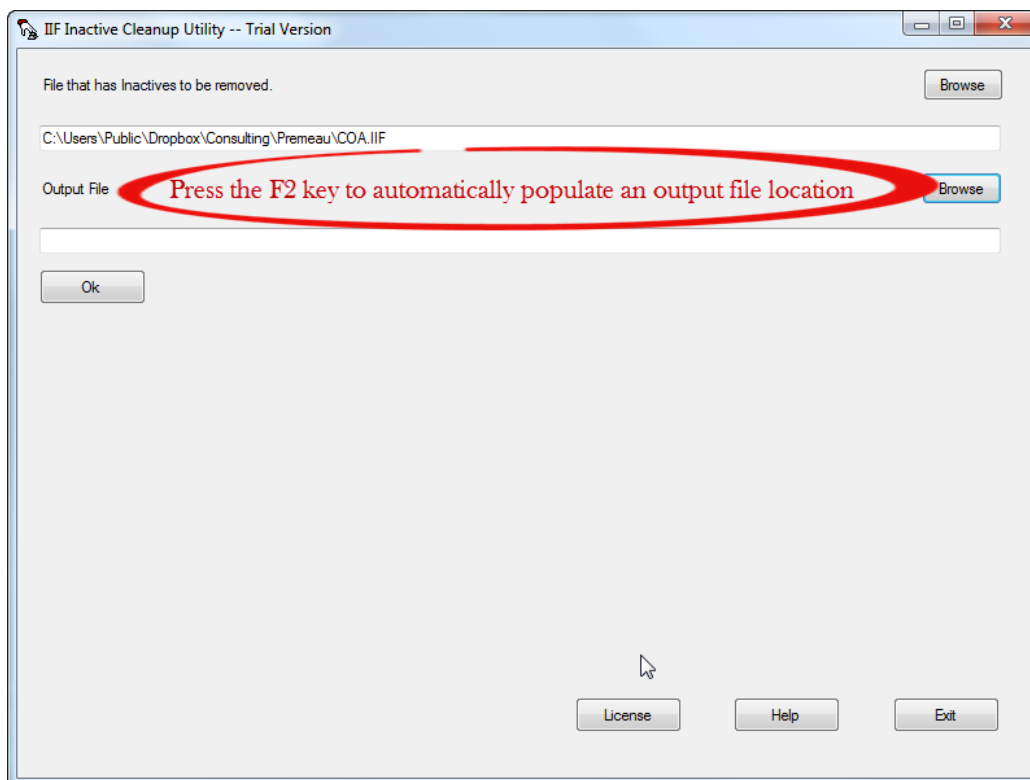


From the main window, where it says File that has Inactives to be removed, click:

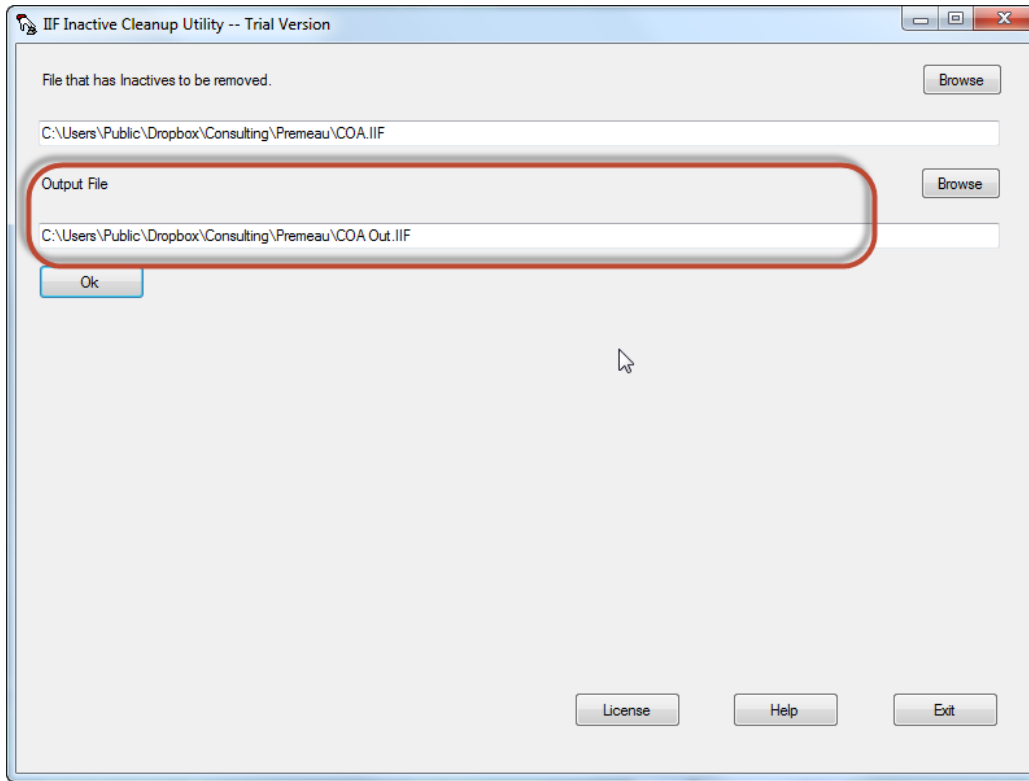
1. Browse, to navigate to where you saved the exported file
2. Select the file by clicking on it
3. Click the Open button



The file name/location will be displayed. Click into the Output file box and press the F2 key on your keyboard.



By clicking into the Output file block and pressing the F2 key, the original location is noted and the file name has been appended to included the word "Out". At this point click the OK button.



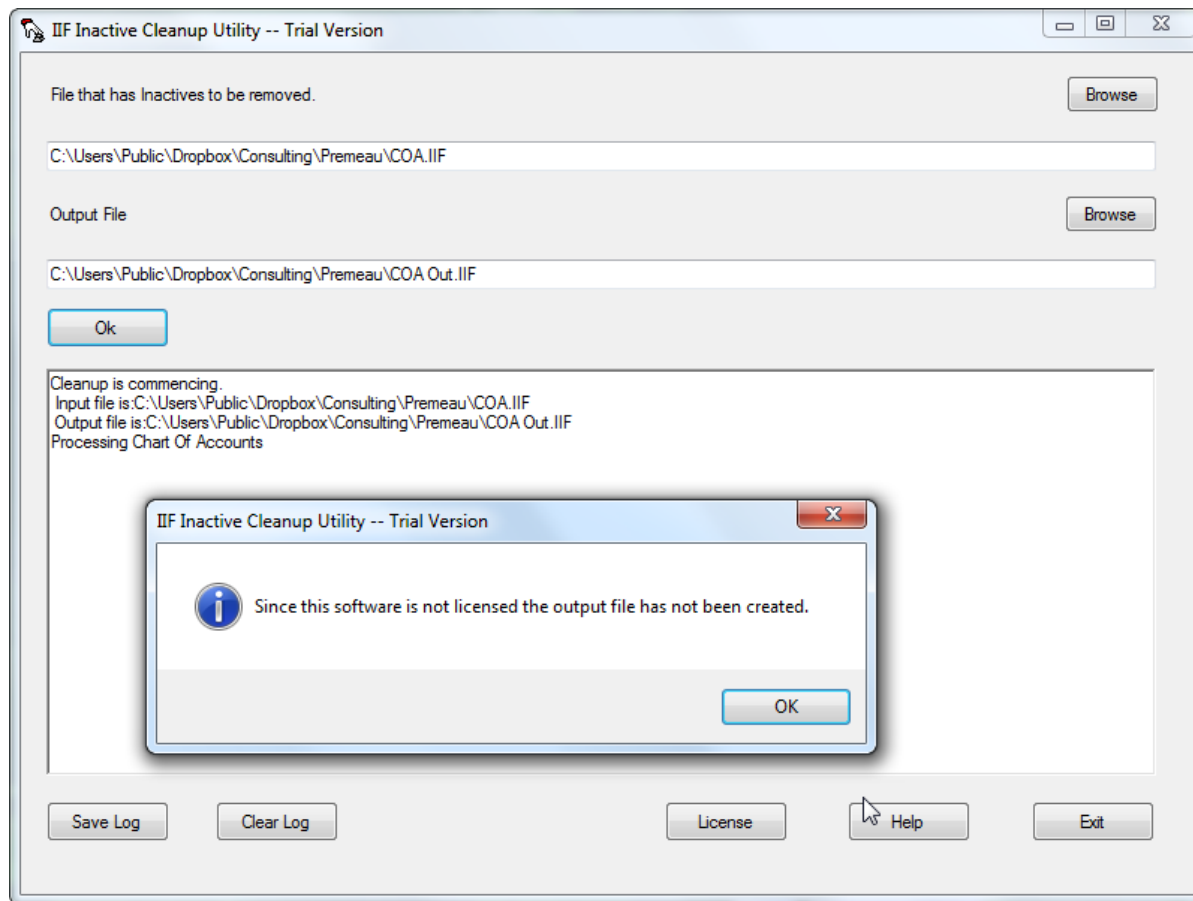
Next Steps: See If you have a trial version - OR - If you have a licensed version.

7.1 If you have a trial version

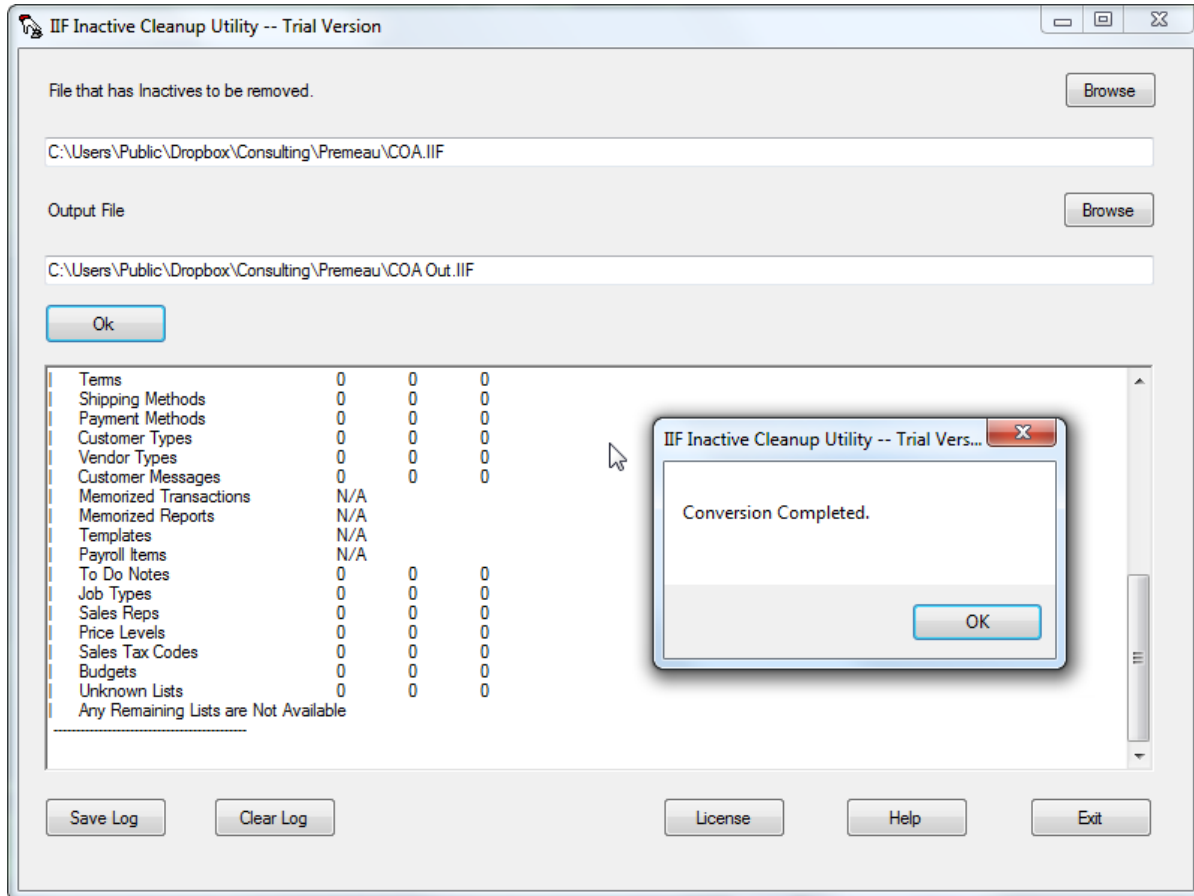


Audio/Video training is also available on the QuickBooks IIF Inactive Cleanup Utility Support & Training page - <http://www.sunburstsoftwaresolutions.com/iif-cleanup-utility-training.htm>

With a trial version of the IIF Inactive Cleanup Utility, when you click the OK button after selecting the file that you wish to clean up and pressing F2 to automatically save the cleaned file in a new location and modifying the file name by adding the word "out", you will be presented with the following window. Click the OK button.

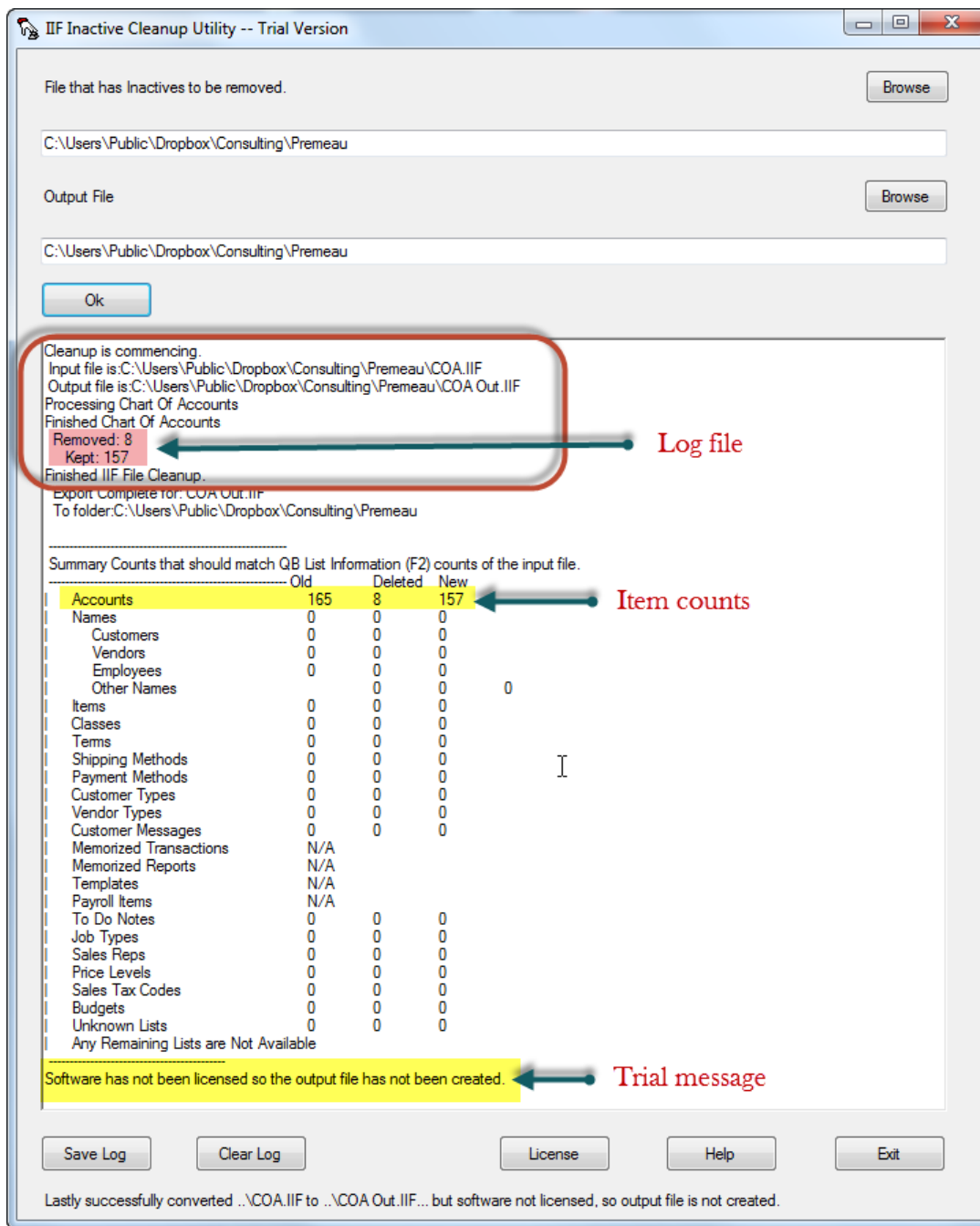


Clicking the OK button dismisses the window above and presents you with a Conversion Completed window. Click OK.



Click the OK button on the Conversion Completed window to view or save the log file and list counts.

Pay close attention to the Summary Counts as it will tell you the number of items in your Old (original) file - 165, how many items were Deleted, and the number of items to bring into your new file.



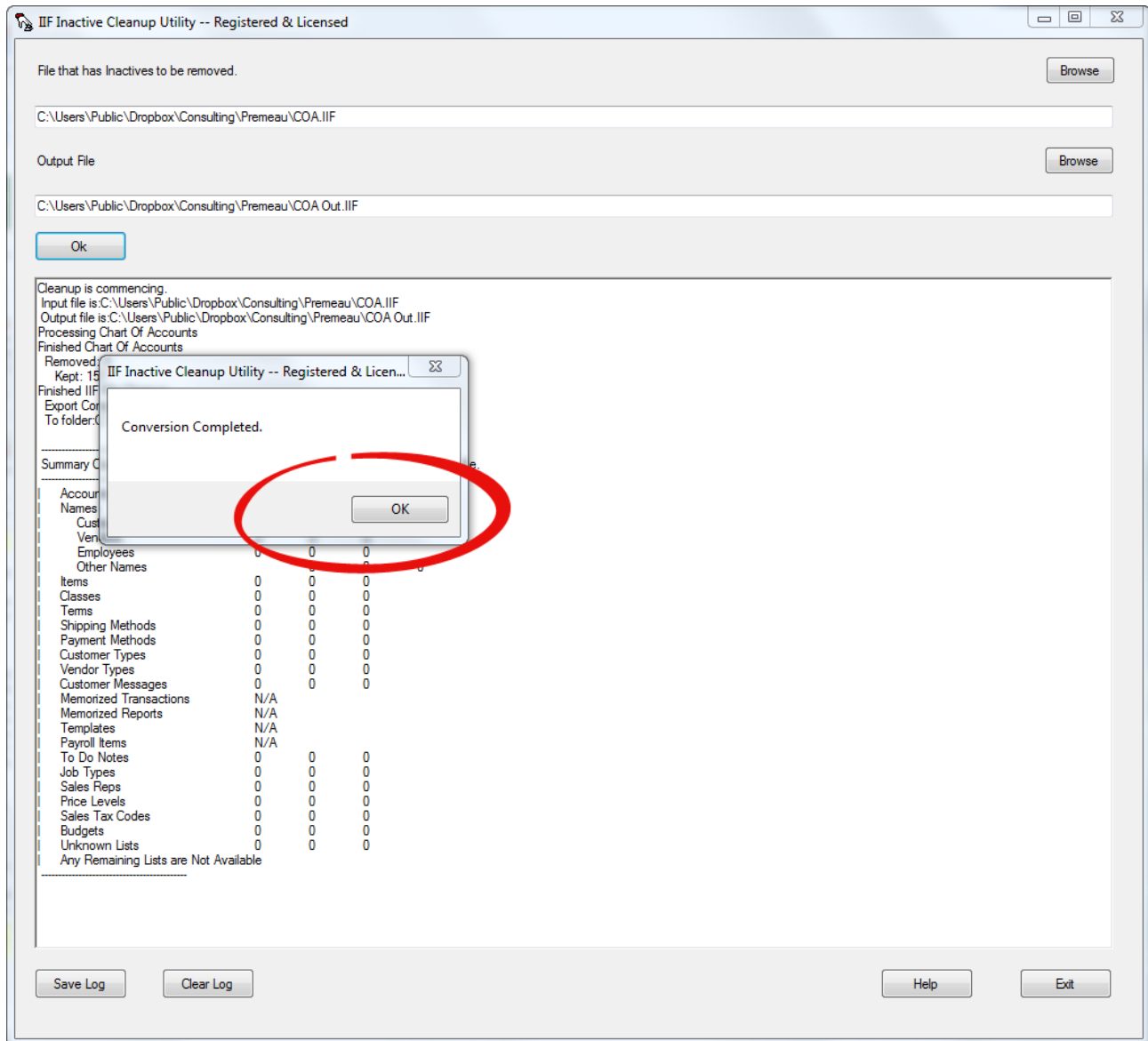
Next Step - if you like this program and think it will be a time saver, purchase a license by visiting - <http://www.sunburstsoftwaresolutions.com/iif-cleanup-utility-purchase.htm>. For pricing information, click here.

7.2 If you have a licensed version



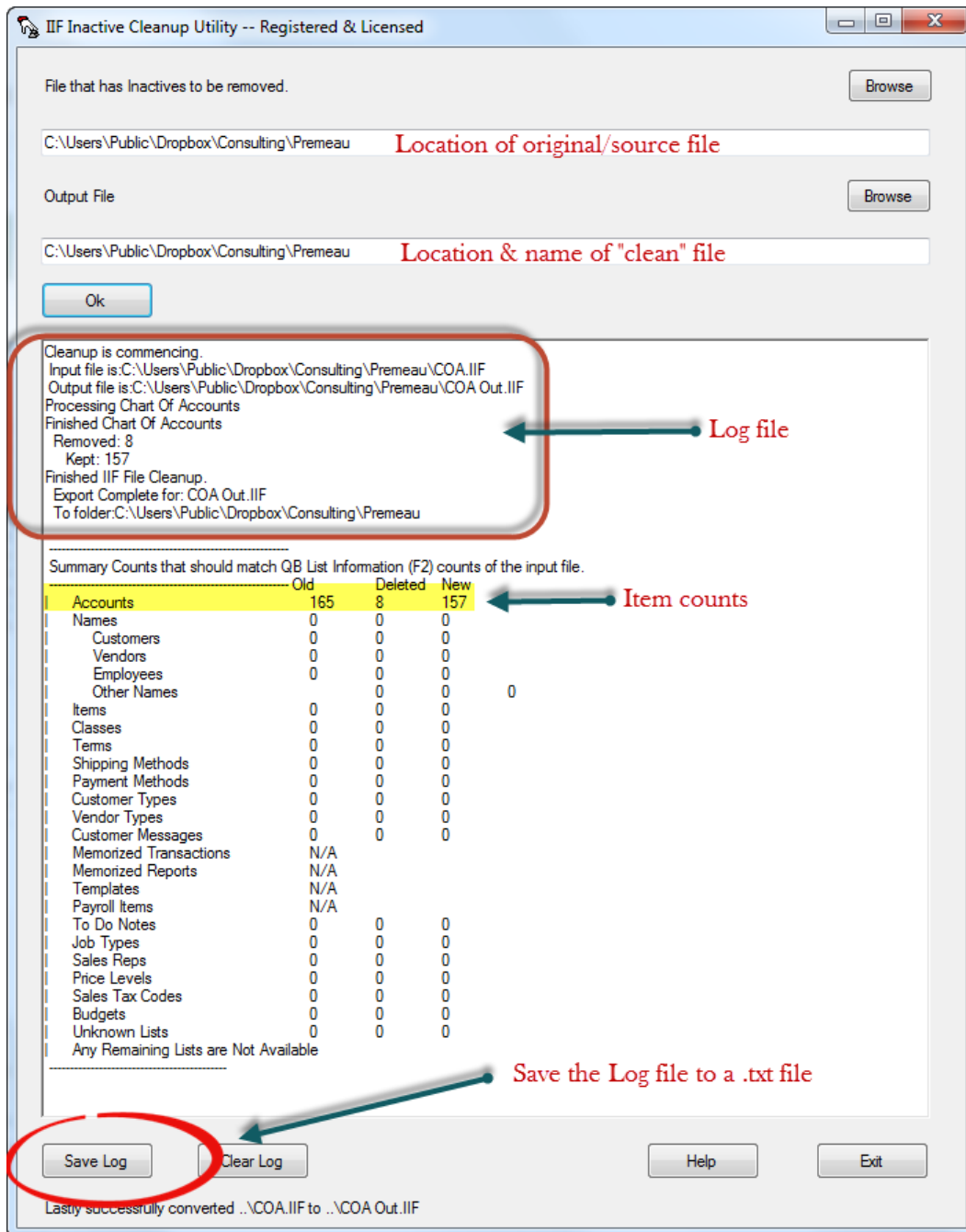
Audio/Video training is also available on the QuickBooks IIF Inactive Cleanup Utility Support & Training page - <http://www.sunburstsoftwaresolutions.com/iif-cleanup-utility-training.htm>

If you have a licensed version, when you click the OK button after selecting the file that you wish to clean up and pressing F2 to automatically save the cleaned file in the original location and modifying the file name by adding the word "out", you will be presented with the following "Conversion Complete" window. Click the OK button.



Click the OK button on the Conversion Completed window to view or save the log file and list counts.

Pay close attention to the Summary Counts as it will tell you the number of items in your Old (original/source) file - 165, how many items were Deleted - 8, and the number of items to bring into your new file - 157.



Go to the Output file location and open your IIF file to view the results. All of the items in the Hidden column should have a status of N.

1	IHDR	PROD	VER	REL	IIFVER	DATE	TIME	ACCNNTNT	ACCNNTSPLIT	TIME				
2	HDR	QuickBooks Premier	Version 2.0 Release R		1	#####	1.38E+09	N	0					
3	ACCNT	NAME	REFNUM	TIMESTAN	ACCNTRYF	OBAMOU	DESC	ACCNUM	SCD	BANKNUM	XTRA	HIDDEN	DELCOU	NTUSEI
4	ACCNT	Petty Cash	74	1.33E+09	BANK		0	10000	1172			N		0
5	ACCNT	Checking NMB	51	1.33E+09	BANK		0	10010	1172	8607		N		0
6	ACCNT	Accounts Receivable	54	1.33E+09	AR		0 Unpaid or	11000	0			N		0
7	ACCNT	Undeposited Funds	55	1.33E+09	OCCASSET		0 Funds rec	12000	0			UNDEPOS	N	0
8	ACCNT	Inventory Asset	49	1.33E+09	OCCASSET		0 Costs of ir	12100	0			INVENTOF	N	0
9	ACCNT	Work in Progress	4	1.33E+09	OCCASSET		0 Costs for j	12600	1184			N		0
10	ACCNT	Cost in Excess of Billings	116	1.33E+09	OCCASSET		0	13000	1184			N		0
11	ACCNT	Retainage Receivable	5	1.33E+09	OCCASSET		0 Amounts i	13400	1184			N		0
12	ACCNT	Employee Advances	108	1.33E+09	OCCASSET		0	14000	1184			N		0
13	ACCNT	Property, Plant & Equipment	170	1.33E+09	FIXASSET		0	16000	1192			N		0
14	ACCNT	Property, Plant & Equipment:Land	83	1.33E+09	FIXASSET		0	16010	1200			N		0
15	ACCNT	Property, Plant & Equipment:Buildings	84	1.33E+09	FIXASSET		0	16100	1192			N		0
16	ACCNT	Property, Plant & Equipment:Furniture and Fixtures	6	1.33E+09	FIXASSET		0 Furniture	16200	1192			N		0
17	ACCNT	Property, Plant & Equipment:Office Equipment	85	1.33E+09	FIXASSET		0	16300	1192			N		0
18	ACCNT	Property, Plant & Equipment:Vehicles	86	1.33E+09	FIXASSET		0	16400	1192			N		0
19	ACCNT	Property, Plant & Equipment:Construction Equipment	87	1.33E+09	FIXASSET		0	16500	1192			N		0
20	ACCNT	Accumulated Depreciation	7	1.33E+09	FIXASSET		0 Accumula	17000	1192			N		0
21	ACCNT	Accumulated Depreciation:Accumulated Depreciation - Land	88	1.33E+09	FIXASSET		0	17100	1200			N		0
22	ACCNT	Accumulated Depreciation:Accum Depreciation - Buildings	89	1.33E+09	FIXASSET		0	17200	1192			N		0
23	ACCNT	Accumulated Depreciation:Accum Depreciation - Furniture	90	1.33E+09	FIXASSET		0	17300	1192			N		0
24	ACCNT	Accumulated Depreciation:Accum Depreciation - Office Eqp	91	1.33E+09	FIXASSET		0	17400	1192			N		0
25	ACCNT	Accumulated Depreciation:Accum Depreciation - Vehicles	92	1.33E+09	FIXASSET		0	17500	1192			N		0
26	ACCNT	Accumulated Depreciation:Accum Depreciation - Equipment	93	1.33E+09	FIXASSET		0	17600	1192			N		0
27	ACCNT	Accounts Payable	48	1.33E+09	AP		0 Unpaid or	20000	1209			N		0
28	ACCNT	Notes Payable	94	1.33E+09	OCLIAS		0	21000	1213			N		0
29	ACCNT	Notes Payable:Line of Credit - NMB #29	95	1.33E+09	OCLIAS		0 revolving	21100	1213	20003706-29C		N		0
30	ACCNT	Notes Payable:Term Note - NMB #33	96	1.33E+09	OCLIAS		0	21200	1213	20003706-00033C		N		0
31	ACCNT	Notes Payable:Interest Only Note - NMB #34	97	1.33E+09	OCLIAS		0	21300	1213	20003706-00034C		N		0
32	ACCNT	Notes Payable>Note Payable - Shareholder	98	1.33E+09	OCLIAS		0	21400	1213			N		0
33	ACCNT	Payroll Liabilities	47	1.33E+09	OCLIAS		0 Unpaid pa	24000	1213			N		0
34	ACCNT	Payroll Liabilities:Federal Withholding	59	1.33E+09	OCLIAS		0	24010	1213			N		0

Next Step: Import the "clean" list into the new QuickBooks file.

8 Pricing, Support & Training

Pricing:

1. Each QuickBooks IIF Inactive Cleanup Utility License is tied to a single computer.
2. You can purchase 1, 2, or 5 licenses.
3. Each license entitles you to free lifetime updates - in the event that Intuit makes changes or modifications to the IIF Export function in QuickBooks.
4. If you buy a new computer or upgrade to a new version of Windows on this computer, you will need to purchase a new QuickBooks IIF Inactive Cleanup Utility License.

Introductory pricing until 12/31/13

- 1 license \$50.00
- 2 licenses \$90.00 (\$45 per)
- 5 licenses \$200.00 (\$40 per)

Permanent pricing after 12/31/13

- 1 license \$100.00
- 2 licenses \$170.00 (\$85 per)
- 5 licenses \$375.00 (\$75 per)

Support:

Before contacting support - you must first be certain that the source IIF file that you wish to cleanup can be imported. The program is not able work magic with errors on an edited or corrupt IIF file. So create a new QB file and see if the IIF file that you have to clean up imports. If it does not import, chances are extremely likely that the cleanup utility will not help, and just may make matters worse. **The source file must be error free.**

Support is handled via email ONLY.

Phone support is billable.

We will need both the source and the output IIF files and a detailed description of what you feel is wrong.

Email this information to support@sunburstsoftwaresolutions.com OR sales@sunburstsoftwaresolutions.com with a subject of IIF Cleanup Support.

Training:

Telephone training is billable.

Free Audio/Video training is provided on our website at - <http://www.sunburstsoftwaresolutions.com/iif-cleanup-utility-training.htm>

9 License Agreement

Sunburst Software Solutions, Inc.
"End User License Agreement"

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Nancy

Nancy Smyth, President

Sunburst Software Solutions, Inc.



Nancy Smyth

Sunburst Software Solutions, Inc.

Email: sales@sunburstsoftwaresolutions.com

Main Website:

<http://www.sunburstsoftwaresolutions.com>

QuickBooks for Contractors blog:

<http://blog.sunburstsoftwaresolutions.com/>

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