

## QuickBooks Desktop Overview

### VinNOW to QuickBooks® Overview

The VinNOW to QuickBooks Integration allows you to send invoices, payments, non-sales orders, products, and inventory data from your VinNOW system to QuickBooks. The integration uses the QuickBooks API which is like a robot that keys VinNOW information into QuickBooks. The integration robot keys into QuickBooks data from VinNOW. The integration robot also keys in most of the necessary supporting QuickBooks list items. *(Note: The integration does not do any type of data updates to QuickBooks that cannot be done manually in QuickBooks.)*

**Note:** This integration works with QuickBooks Pro 2020, and some legacy Desktop editions. Customers must be on the most current version of VinNOW to be able to use up to QuickBooks 2020.

**Note:** To upload VinNOW to QuickBooks you must turn user Account Control off for the upload to work.

**Note:** We highly recommend that you set the Transfer Beginning Date to the current date or start your upload at the beginning of a month so as to use the VinNOW to QuickBooks upload feature on a go-forward basis rather than attempt to load historical data into QuickBooks. This is covered in the Setup in this document.

Uploading historical data to QuickBooks can cause error messages to occur that will require some investigation on your part to determine why QuickBooks is getting an error during the upload. If you have changed Product information, tax rates, pricing, etc. in VinNOW, this can cause error messages during the upload. Therefore, it is highly recommended to upload current or future data. Each transaction can take approximately 10 seconds to upload, so if you are trying to send a large batch of 5,000 it can take 14 hours to upload (not counting the time it will take to read the error and make a decision on how to handle it). Typically on the first upload there will be error messages to work through, however after that there are far fewer messages. This is covered in the Setup in this document.

Note: Anytime you receive an error message during the upload, refer to the QuickBooks Upload Log under the Reports menu.

QuickBooks must be running in single user mode on the PC when you upload VinNOW data to QuickBooks. Depending on the PC where your QuickBooks® software is loaded, the integration supports:

Local direct upload from VinNOW to QuickBooks both programs loaded on the same computers

When you upload VinNOW data to QuickBooks, the program uploads all of the products, invoices, payments, non-sales orders, and inventory quantities that have been changed or added since the last time data was uploaded to QuickBooks.



While the upload process is running, the screen is updated to show the upload progress. The QuickBooks program will also be running, but you should refrain from manually updating or viewing data in QuickBooks while the upload is in progress as this can interrupt or cause errors in the upload process.

At any time during the upload process, you can click 'Cancel', if for some reason it is necessary to interrupt the upload process and resume it again at a later time.

## Invoices Uploaded To QuickBooks®

Below is an example of a VinNOW invoice and the mapping of data to the corresponding invoice passed to QuickBooks:

The screenshot shows two software interfaces. The top interface is the 'Order Entry' window in VinNOW, and the bottom is the 'Invoice' window in QuickBooks. Red lines connect corresponding data points between the two systems.

**VinNOW Order Entry Data:**

- Invoice # 1044
- Date: 12/10/2007
- Bill To: George & Laura Bush, 1111 White Honeysuckle Road, New Haven, TX 79382
- Ship To: H(999) 555-1212, George & Laura Bush, 1111 White Honeysuckle Road, New Haven, TX 79382
- Order Detail Table:
 

Product	Description	Unit	Qty	Price	Discount	Total
103	2002 VinNOW Zinfandel	Case	1	\$240.00	\$48.00	\$192.00
- Shipping: UPS Ground (\$42.00)
- SubTotal: \$234.00
- Sales Tax: 6.25% (\$12.00)
- Total: \$246.00
- Payment: \$246.00
- Balance: \$0.00

**QuickBooks Invoice Data:**

- Invoice # VN-1044
- Date: 12/10/2007
- Bill To: George & Laura Bush (1041), 1111 White Honeysuckle Road, New Haven, TX 79382
- Ship To: George & Laura Bush, 1111 White Honeysuckle Road, New Haven, TX 79382
- Class: Other
- Shipping Method: UPS Ground
- Shipping Amount: 42.00
- Item Line 1: 12 Quantity, Item Code \_W-Winer\_103, Description 2002 VinNOW Zinfandel (1 Case), Price Each 16.00, Class Other, Amount 192.00, Tax Tax
- Item Line 2: 1 Quantity, Item Code Shipping, Description UPS Ground, Price Each 42.00, Class Other, Amount 42.00, Tax Non
- Tax: TX Tax (6.25%), Amount 12.00
- Total: 246.00

VinNOW invoices passed to QuickBooks are created as invoices with the same invoice number preceded by the "Invoice Number Prefix" defined in VinNOW's Setup/System Option Settings for QuickBooks. For example, if the prefix in VinNOW is "VN", then VinNOW Invoice # 1001 will be QuickBooks Invoice # VN-1001.



The exception to this rule is when a VinNOW invoice has split shipments. In that case, the single VinNOW invoice is passed to QuickBooks as a separate invoice for each separate VinNOW packing slip created for the invoice. For example, if VinNOW Invoice # 2015 is split into 3 shipments, the QuickBooks Invoice numbers created would be similar to the following: VN-2015-1, VN-2015-2, VN-2015-3

The VinNOW invoice fields are mapped to QuickBooks as follows:	
<b>VinNOW Field</b>	<b>QuickBooks® Field</b>
Invoice #	Invoice #
Invoice Date	Invoice Date
Group Order #	P. O. Number (e.g. Group Order # 101 would be GP-101)
PO#	P. O. Number (If Group Order # exists it will be the first part of the P.O. Number)
Customer Type	Customer : Job (When VinNOW QB Settings checkbox to " <i>Transfer VinNOW customers</i> " is not checked)
Last Name, First Name (Customer # )	Customer : Job (Only when VinNOW QB Settings checkbox to " <i>Transfer VinNOW customers</i> " is checked)
Bill To info	Bill To
Ship To info	Ship To
Product ID	Product ID

Description	Description
Unit	Included as part of the Description field
Qty	Quantity (The VinNOW base quantity amount, e.g. 1 Case normally would = 12)
Total (Item detail net extended amount)	Amount
Shipper	Ship Via
Shipping Amount	Amount (on a separate detail line where Product = 'Shipping' and Description = '<Shipper>')
Ship Date	Ship Date
Sales Tax Percentage	Item List Sales Tax Item (that corresponds to the required tax rate)
Sales Tax	Passed as a line item
Order Type	Class
Order Status	Terms
Sales Person	Sales Rep
Register ID	F.O.B.
Internal Note	Memo (Note: If an invoice is voided, this field will contain "VOID" plus the void reason.)

## Payments Uploaded to QuickBooks

VinNOW payments are passed to QuickBooks for each payment application made to an invoice.

The VinNOW payment fields are mapped to QuickBooks as follows:

VinNOW Field	QuickBooks® Field
Payment # + Applied to QB Invoice #	Reference #
Payment Date	Payment Date
Applied Amount	Payment Amount
Payment Method	Payment Method
Memo	Memo
Credit Card No / Expiration Date	Not passed to QuickBooks

**Receive Payments** Type a help question **Ask** **How Do I?**

Previous Next History Get Online Pmts

### Customer Payment

Received From: Retail Customer Balance: **871.18**

Amount: 246.00 Date: 12/10/2007

Pmt. Method: Discover Reference #: 32-VN-1044

Memo: [Where does this payment go?](#)

Card No. Exp. Date: /

Process Discover payment when saving

[Find a Customer/Invoice...](#)

Get paid faster. Accept credit cards in QuickBooks. [Learn more](#)



**Payment**

Exit Payor: 1041 - Bush, George Laura

Payment #: 32

**Details**

Date: 12/10/2007

Payment Method: DISC

Payment Amount: **\$246.00** Double click to select and apply total amount due.

Memo/Notes:

Applied Amount:

Unapplied Amount:

**Payment Transactions**

Invoice #	Invoice Date	Invoice Total	Transaction	Date	Payment Amount	Invoice Balance
1044	12/10/2007	\$246.00	Pmt	12/10/2007	\$246.00	\$0.00

Note: Quick Books uses an "Other Charges" item type for Gift Certificates. The item credits a liability account upon purchase of a gift certificate. At this time these Gift Certificates will need to be handled manually as this is not something the integration handles.

Note: Ticket Discounts go up to QuickBooks with a Item Code of DISC and need to be set up in the QuickBooks Item list as DISC and assigned the appropriate type and account with 0.00 price.

## Non-Sales Pourings, Samples, Donations, Spoils Uploaded To QuickBooks

Non-Sales are passed from VinNOW to QuickBooks as Invoices. The QuickBooks invoice # is a concatenation of the prefix plus the VinNOW Reference #, plus a suffix of "-00". The sales prices and amount on these invoices are always zero.

The VinNOW Non-Sales fields are mapped to QuickBooks invoice fields as follows:

<b>VinNOW Field</b>	<b>QuickBooks® Field</b>
Reference # + "-00"	Invoice #
Non-Sale Date	Invoice Date
Non-Sales Type (Pouring, Sample, Donation, Spoils)	P. O. Number
Non-Sales Type (Pouring, Sample, Donation, Spoils)	Class (The class is Non-Sales : <type>)
Customer Type	Customer : Job (When VinNOW QB Settings checkbox to " <i>Transfer VinNOW customers</i> " is not checked)
Customer #	Customer : Job (When VinNOW QB Settings checkbox to " <i>Transfer VinNOW customers</i> " is checked)
Bill To info	Bill To
Ship To info	Ship To
Product ID	Product ID
Description	Description
Unit	Included as part of the Description field
Qty	Quantity
	Amount = \$0.00
Sales Person	Sales Rep
Register ID	F.O.B.
Reason	Memo



Date	Type	Num	Name	Memo	Amount
12/13/2007	INV	VN-1051	Retail		69.
12/13/2007	INV	VN-1052	Retail		69.
12/13/2007	INV	VN-1053	Retail		72.
12/13/2007	INV	VN-1054	Retail		69.
12/13/2007	INV	VN-1055	Retail		69.
12/13/2007	INV	VN-1056	Retail		66.
12/13/2007	INV	VN-1057	Retail		231.
12/12/2007	INV	VN-1049	Retail		25.
12/12/2007	INV	VN-1050	Retail		18.
12/11/2007	INV	VN-1-00	Retail	Pouring	0.
12/11/2007	INV	VN-2-00	Retail	Sample / Courtesy sample...	0.
12/10/2007	INV	VN-1043	Retail		48.
12/10/2007	INV	VN-1044	Retail		246.
12/10/2007	INV	VN-1045	Retail		91.
12/10/2007	INV	VN-1046-1	Retail		188.

## Inventory Amounts Uploaded To QuickBooks

Any transactions performed in VinNOW that change the inventory quantities of products including sales, non-sales, returns, voids, inventory adjustments, and inventory adds will be reflected in QuickBooks. The last step of each upload from VinNOW to QuickBooks is to adjust the QuickBooks Item List inventory quantities to match the corresponding product inventory quantities in VinNOW. There is a setting in system options to turn off this last step adjustment if you do not want it to occur. Inventory will be deducted as invoices are created in QuickBooks, by Quickbooks, but VinNOW will not override the totals as a last step after the upload.

**Note:** The QuickBooks integration does not support sub accounts.

Inventory Valuation Summary					
Modify Report... Memorize... Print... E-mail ▾ Export... Hide Header Refresh					
Dates: This Month-to-date 12/14/2007					
7:54 AM		AP Enterprises			
12/14/07		Inventory Valuation Summary			
		As of December 14, 2007			
	Item Description	On Hand	Avg Cost	Asset Value	% of Tot A
<b>Wine</b>					
102	▶ 2002 VinNOW Cab...	199	9.53	1,896.47	1
103	2002 VinNOW Zinf...	315	5.33	1,678.95	1
104	VinNOW Table Win...	562	4.50	2,529.00	1
105	VinNOW Port Item ...	349	6.86	2,394.14	1
106	2002 VinNOW Cha...	566	8.33	4,714.78	3
<b>Wine - Other</b>		Category Wine	0	0.00	
<b>Total Wine</b>		1,991		13,213.34	9
<b>_W - Other</b>		Wines	0	0.00	
<b>Total _W</b>		1,991		13,213.34	9
<b>HW</b>					
<b>Custom Work</b>					
484	Custom Wine Work...	0	0.00	0.00	
<b>Custom Work - Other</b>		Category Custom W...	0	0.00	
<b>Total Custom Work</b>		0		0.00	
<b>Logo</b>					
107	VinNOW Cork Pulle...	9	3.11	27.99	

## Other QuickBooks List Items Uploaded To QuickBooks

The VinNOW to QuickBooks upload program will normally create all of the necessary list items in QuickBooks necessary to add invoices and payments. The exception is accounts in the Chart of Accounts list which must be pre-created in QuickBooks prior to uploading data to QuickBooks.

Note: The upload program will only add list items if they do not pre-exist in QuickBooks.

## Products

Products in VinNOW are grouped into two product types, Wine and Non-Wine. Within the product type groupings, all products are further grouped into product categories. In QuickBooks, product types, product categories, and products are all items in the Item List, but the same hierarchy that exists in VinNOW is maintained in QuickBooks.

The VinNOW product types are as follows:

Wine is equal to “\_W” in the QuickBooks Item List.

Non-Wine is “NW” in the QuickBooks Item List.

In the QuickBooks Item List, the VinNOW product categories are sub-items under either “\_W” for Wine or “NW” for Non-Wine”. Likewise the VinNOW product codes in the QuickBooks Item List are sub-items under the category items as shown below:

Name	Description	Type	Account	On Hand	Price
◊ _W	Wines	Inventory Part	Sales:Merchandise	0	0.00
◊ Wine	Category Wine	Inventory Part	Sales:Merchandise	0	0.00
◊ 102	2002 VinNOW Cabernet Sauvignon Item Type	Inventory Part	Sales:Merchandise	199	32.00
◊ 103	2002 VinNOW Zinfandel Item Type	Inventory Part	Sales:Merchandise	315	20.00
◊ 104	VinNOW Table Wine Item Type	Inventory Part	Sales:Merchandise	562	9.99
◊ 105	VinNOW Port Item Type	Inventory Part	Sales:Merchandise	349	30.00
◊ 106	2002 VinNOW Chardonnay Item Type	Inventory Part	Sales:Merchandise	566	20.00
◊ NW	Non-Wine	Inventory Part	Sales:Merchandise	0	0.00
◊ Custom Work	Category Custom Work	Inventory Part	Sales:Merchandise	0	0.00
◊ 484	Custom Wine Work Item Type	Inventory Part	Sales:Merchandise	0	0.00
◊ Logo	Category Logo	Inventory Part	Sales:Merchandise	0	0.00
◊ 107	VinNOW Cork Puller Item Type	Inventory Part	Sales:Merchandise	9	6.99
◊ WineClub	Category WineClub	Inventory Part	Sales:Merchandise	0	0.00
◊ 100	VinClub Item Type	Inventory Part	Sales:Merchandise	0	0.00
◊ 101	VinClub Reds Only Item Type	Inventory Part	Sales:Merchandise	0	0.00

Note: VinNOW products with product type “Bundle” are not passed to the QuickBooks Item List. When a VinNOW invoice contains a Bundle detail item, the individual products that make up the bundle are passed to QuickBooks, but the Bundle product ID code is not passed. Once the individual products that make up the bundle are setup and have been sold, the products should not be changed. If you need to change them, setup a new bundle and inactivate the old one.

Note: All VinNOW products passed to QuickBooks are “Inventory Part” type items in QuickBooks.

The VinNOW product fields are mapped to QuickBooks List Items as follows:	
<b>VinNOW Field</b>	<b>QuickBooks® Field</b>
Product ID	Item Number/Name
Product Type (Wine or Non-Wine)	Sub item of e.g. _W:Reserve
Product Category	e.g. NW:Logo
Description	Description of Purchase Transactions
Register Description	Description of Sales Transactions
Unit Cost	Cost
Sale Price	Sales Price
Taxable	Tax Code
Primary Vendor	Preferred Vendor
ReOrder Qty	Reorder Point
Total Quantity On Hand	On Hand
COGS Account	COGS Account
Income Account	Income Account
Asset Account	Asset Account

Note: The COGS Account, Income Account, and the Asset Account must have been previously defined in the QuickBooks Chart of Account prior to uploading the products to QuickBooks.

Note: The QuickBooks integration does not support sub accounts.

Below is an example of a VinNOW product setup and below that is the corresponding QuickBooks product setup VinNOW matches to the Account Name:

Product Maintenance

**Exit**

**Update**

**<<** **>>**

**Inventory**

**Edit Product**

Product ID:  Type:

Description:

Register Desc:

Product Category:

Report Group:

Brand Key:

Default Unit:

Retail Price:

Sale Price:

Min. Sale Price:

Max. Quantity:

Unit Cost:  % Markup =>   No Inventory Tracking

Wholesale A:

Sub-Type:

- Standard Product
- Fractional Quantity (e.g. deli type Item)
- Gift Card
- Tasting Fee
- Automatic Taster Tab
- Wine Club
- Work Order Billing Item

Taxable

Discountable

QuickBooks®

COGS Account:

Income Account:

Asset Account:

**Inventory**

Lot #	Location	Qty-On-Hand	Vendor
107-1	Tasting Rm	10	Epic

Total Quantity On Hand: **10 Each**

Primary Vendor:  Second Vendor:

Reorder Qty:

Add User:  Change User:

Add Date:  Change Date:



**Edit Item** Type a help question **Ask** **How Do I?**

Type  
Inventory Part Use for goods you purchase, track as inventory, and resell.

Item Name/Number  Subitem of Manufacturer's Part Number  
107 NW:Logo

**Purchase Information**  
Description on Purchase Transactions  
WinNOW Cork Puller Item Type

Cost   
COGS Account   
Preferred Vendor

**Sales Information**  
Description on Sales Transactions  
WinNOW Cork Puller Item Type

Sales Price   
Tax Code   
Income Account

Item is inactive

List products on the web

**Inventory Information**

Asset Account	Reorder Point	On Hand	Avg. Cost	On P.O.
<input type="text" value="Inventory Asset"/>	<input type="text" value="4"/>	9	3.11	0

OK  
Cancel  
Custom Fields  
Spelling

Note: VinNOW does not pass up the cost of the product giving you the ability to manage your product costs in QuickBooks as you receive it.

## Customers

The default VinNOW System Option Setting is to only create a single customer record in QuickBooks for each VinNOW Customer Type. Based on the setting value that is specified in the System Options Settings, the upload will automatically create the appropriate type of customer record as necessary for each invoice uploaded to QuickBooks.



**Edit Customer** Type a help question **Ask** **How Do I?**

Customer Name: Retail  
 Current Balance: 625.18 [How do I adjust the current balance?](#)

**Address Info** | Additional Info | Payment Info | Job Info

Company Name: | Contact: |  
 Mr./Ms./...: | Phone: |  
 First Name: | M.I.: | FAX: |  
 Last Name: Retail | Alt. Phone: |  
 Alt. Contact: |  
 E-mail: |  
 Cc: |

Addresses

Bill To: Retail | Ship To: Ship To 1 | Retail |  
 Copy >> |  
 Edit | Add New | Edit | Delete |  
 Default shipping address

OK  
 Cancel  
 Notes  
 Help  
 Customer is inactive  
 Go to Customer Manager

## Customer Types

The VinNOW to QuickBooks upload will, as necessary, automatically add a Customer Type record to the QuickBooks "Customer Type List" for each VinNOW Customer Type used.

**Customer Type List** Type a help question **Ask** **How Do I?**

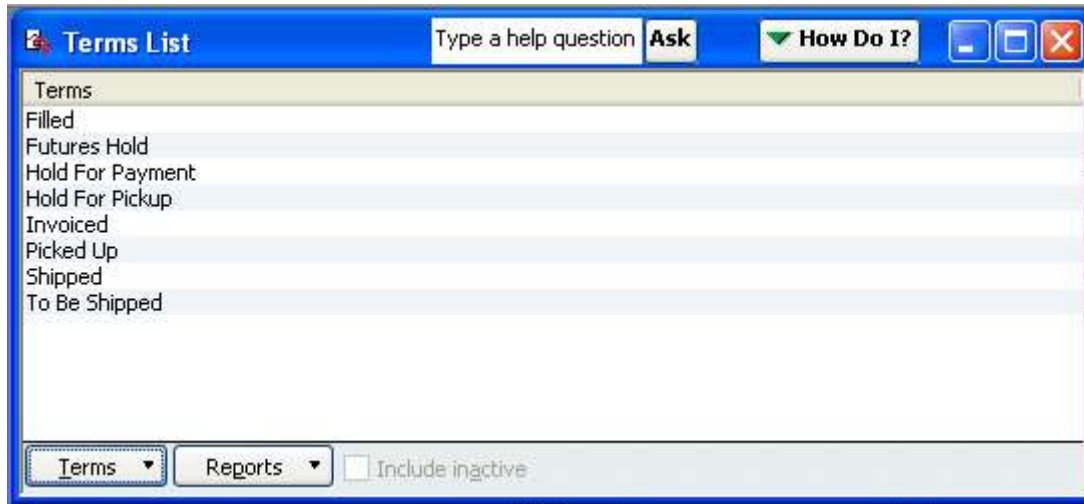
Customer Types

- ↕ Custom Crush
- ↕ Referral
- ↕ Retail
- ↕ Wholesale

Customer Type: | Reports: |  Include inactive

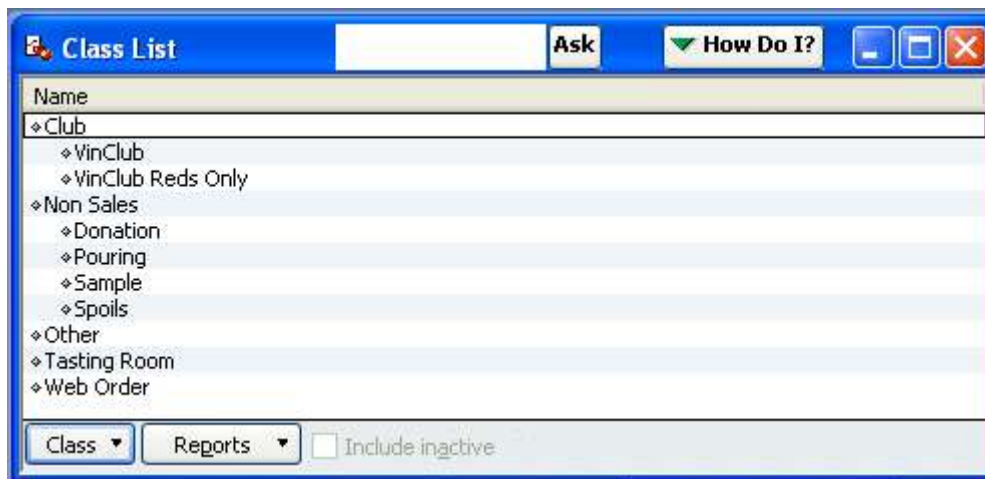
## Order Status

The VinNOW to QuickBooks upload will, as necessary, automatically add a QuickBooks Terms record to the QuickBooks "Terms List" for each VinNOW Order Status used.



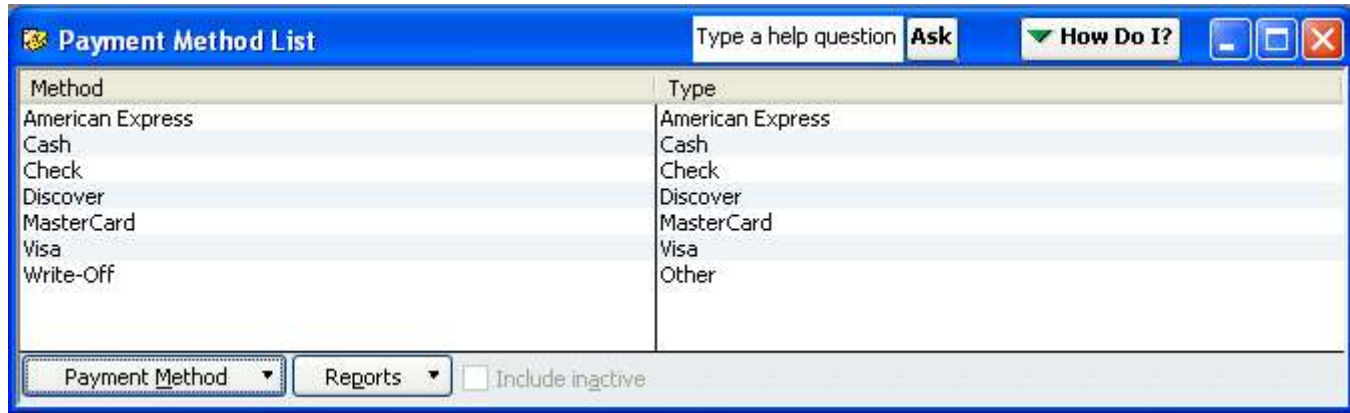
## Order Types

The VinNOW to QuickBooks upload will, as necessary, automatically add a QuickBooks Class record to the QuickBooks "Class List" for each VinNOW Order Type used.



## Payment Types

The VinNOW to QuickBooks upload will, as necessary, automatically add a QuickBooks Payment Method record to the QuickBooks "Payment Method List" for each "VinNOW Payment Type" used.

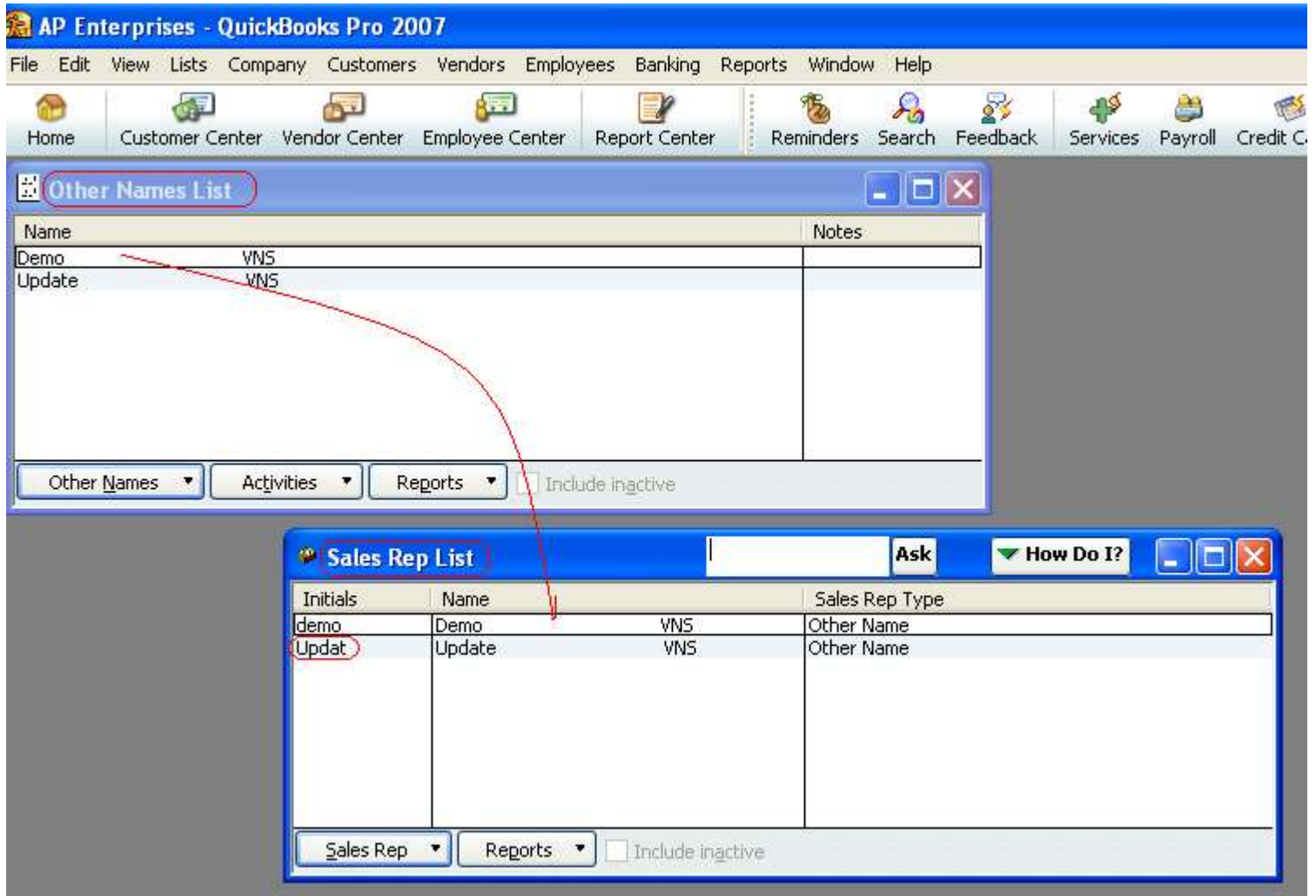


Method	Type
American Express	American Express
Cash	Cash
Check	Check
Discover	Discover
MasterCard	MasterCard
Visa	Visa
Write-Off	Other

Payment Method   Reports    Include inactive

## Sales IDs

Normally the VinNOW to QuickBooks upload will automatically create the necessary QuickBooks Sales Rep records. It does this by first creating the necessary QuickBooks record in the Other Names List and then uses the Other Names List record to create the Sales Rep record.



## Notes:

The QuickBooks "Name" field in the "Other Names List" record which is created for each VinNOW Sales ID uses the VinNOW User ID field with a concatenated suffix of " VNS" to make the other name record unique.

The QuickBooks "Sales Rep Initials" field is set to the first 5 characters of the VinNOW Sales ID field.

Sales Tax Items

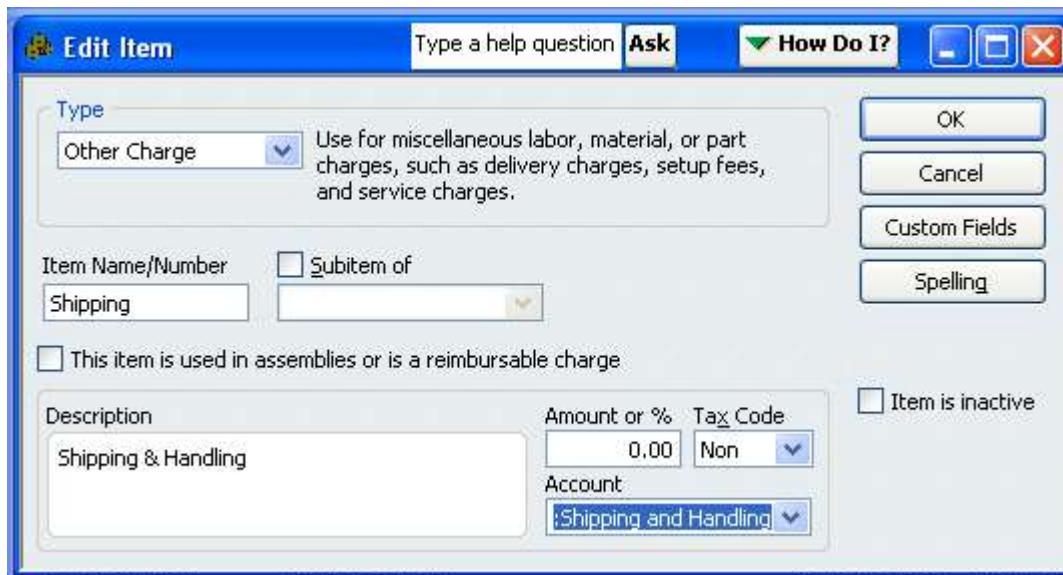
Sales Tax Items

The VinNOW to QuickBooks upload will automatically create the necessary QuickBooks Item List sales tax items. VinNOW will create, as necessary, a tax rate item for each state for which tax is charged. The tax rate item

descriptions will be similar to CA\_Tax , NV\_Tax, TX\_Tax, WA\_Tax, etc.. The total tax amounts collected on a VinNOW invoice will be reflected as tax rate line items for the appropriate state on the QuickBooks invoice.

## Shipping Charge Items

Shipping charges in QuickBooks are recorded as detail line items. To accommodate this, the VinNOW to QuickBooks upload program automatically creates an "Other Charge" type item in the Item List as follows:



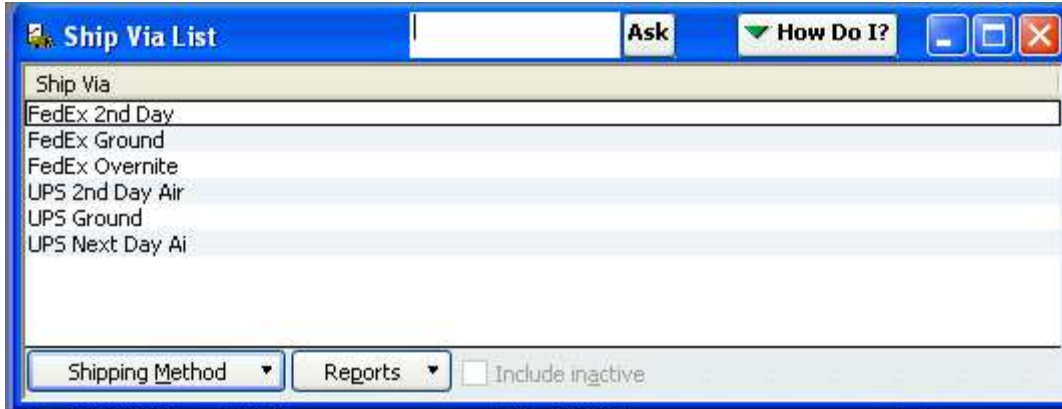
The screenshot shows the 'Edit Item' dialog box with the following fields and values:

- Type:** Other Charge (dropdown menu)
- Item Name/Number:** Shipping (text field)
- Description:** Shipping & Handling (text field)
- Amount or %:** 0.00 (text field)
- Tax Code:** Non (dropdown menu)
- Account:** Shipping and Handling (dropdown menu)

**Note:** The Account used for the Shipping Other Charge item is specified in VinNOW on the QuickBooks tab on the VinNOW System Options Settings screen.

## Shippers

The VinNOW to QuickBooks upload will, as necessary, automatically add a QuickBooks Ship Via record to the QuickBooks "Ship Via List" for each VinNOW Shipper used.



## Vendors

The VinNOW to QuickBooks upload will automatically add a Vendor record to the QuickBooks "Vendors List" for each VinNOW products primary vendor as well as a vendor tax agency record for each state for which you collect sales tax.

Vendors		Transactions
View: Active Vendors		
Name	Balance Total	Notes
CA_Tax		75.42
Epic		0.00
NY_Tax		1.32
TX_Tax		20.78
WA_Tax		0.00