

QuickBooks Desktop Set Up

Before you use the VinNOW to QuickBooks Integration you must set up the following:

- VinNOW System Option Settings for QuickBooks®
- VinNOW Product settings for QuickBooks®
- QuickBooks® Company Preferences
- Make sure your computer date is set for the format of m/d/yyyy

VinNOW System Option Settings for QuickBooks®

On the main Customer Search screen select the Setup / System Option Settings menu and select the QuickBooks® tab.

Transfer beginning date

When you upload data to QuickBooks the program will normally always look for all the data records:

- 1) Which were created after the “Transfer beginning date” and
- 2) Which have changed since the last upload date.

This setting allows you to control how much historical data will be uploaded into your QuickBooks company file. For example, if you have an existing QuickBooks company file of data that already contains manually entered VinNOW related transactions from the past, you should set the “Transfer beginning date” to the current date or a future date to prevent conflicting duplicate data from being uploaded into your QuickBooks company file.

Note: We highly recommend that you set Transfer beginning date to the current date or a future date so as to use the VinNOW to QuickBooks upload feature on a go-forward basis rather than attempt to load historical data into QuickBooks.

Invoice Number Prefix

The Invoice Number Prefix is an optional setting which will add a prefix to each invoice uploaded to QuickBooks. If you manually add non-VinNOW invoices into QuickBooks it is recommended that you set a prefix to insure

that your VinNOW invoices are unique. The value of the prefix is a maximum of 2 alphabetic characters.

Warning: If you manually add non-VinNOW invoices to QuickBooks you need to make sure the QuickBooks invoice numbers are changed so they will not conflict with VinNOW invoice numbers that will be uploaded to QuickBooks. QuickBooks by default will always set the invoice number to the last number used plus 1, when adding an invoice manually. Therefore if you manually add an invoice to QuickBooks and the VinNOW prefix is "VN", you should change the prefix on the invoice you are adding to insure it will not conflict with a subsequent data upload from VinNOW.

Shipping & Handling Charge Item Account

This defines the account in the QuickBooks Chart of Accounts that VinNOW uses for shipping charges passed to QuickBooks are assigned.

Note: Since shipping charges QuickBooks invoices are a detail line item, the upload program will add an "Other Charge" type item named "Shipping" to the QuickBooks Item List. The default account setting for this item is, "Sales: Shipping and Handling". If you change this setting in VinNOW to a different account, you must make sure that you first add this account to your QuickBooks Chart of Accounts.

Transfer VinNOW customers

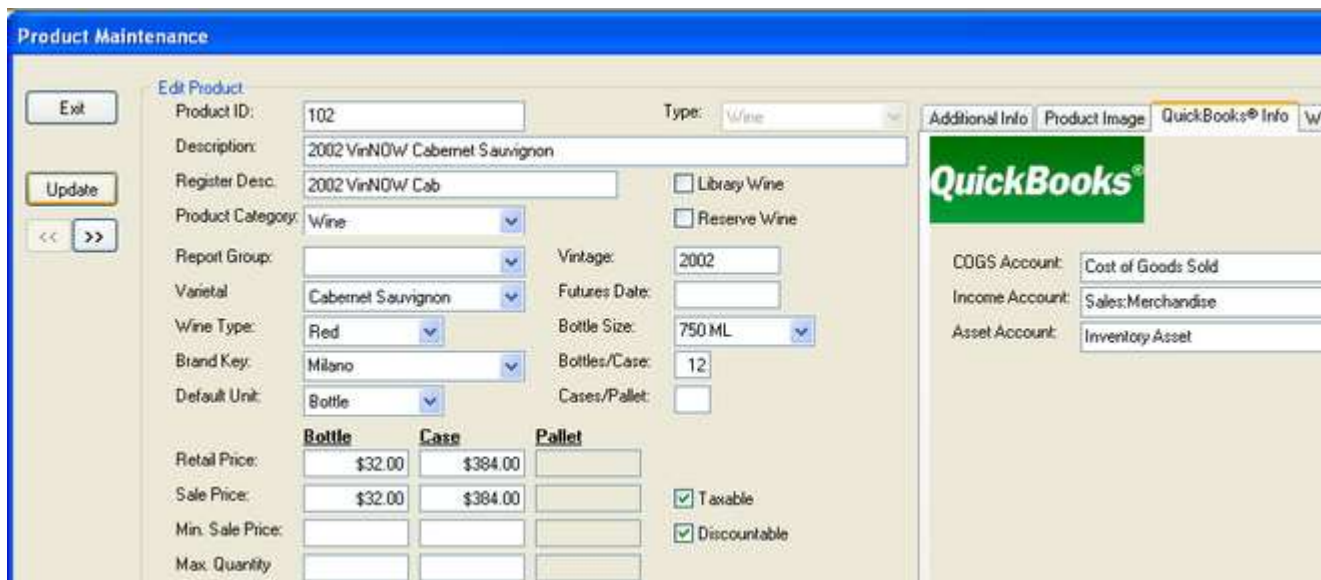
If this checkbox is checked, individual customer records will be created in the QuickBooks "Customer: Job List" for the VinNOW Bill To customer on invoices uploaded to QuickBooks. The QuickBooks Customer Name field for customer records created by the upload program will be in the format: "last name, first name (VinNOW Customer #)". For example, VinNOW Customer John Smith #1101 in QuickBooks will be: Smith, John Smith (1101) .

The unchecked setting for this checkbox is the VinNOW default. This will create a single customer record in QuickBooks for each VinNOW Customer Type. This means that all of your invoices uploaded to QuickBooks will be grouped together by their respective customer type. You will still be able to view the actual customer name and number because each invoice's Bill To information is passed to QuickBooks.

Note: We recommend that unless you absolutely need all of your VinNOW customer records duplicated in QuickBooks, that you leave the checkbox unchecked. If you check this checkbox, your QuickBooks company file will possibly become very large and could have an adverse effect of the speed of using the QuickBooks program.

VinNOW Product settings for QuickBooks®

On the QuickBooks Info tab in VinNOW Product Maintenance for each product you can specify the QuickBooks general ledger accounts used when invoices are uploaded to QuickBooks.



Product Maintenance

Exit | Update | << | >>

Edit Product

Product ID: 102 | Type: Wine

Description: 2002 VinNOW Cabernet Sauvignon

Register Desc: 2002 VinNOW Cab

Product Category: Wine

Report Group: | Vintage: 2002

Varietal: Cabernet Sauvignon | Futures Date: |

Wine Type: Red | Bottle Size: 750 ML

Brand Key: Milano | Bottles/Case: 12

Default Unit: Bottle | Cases/Pallet: |

Library Wine
 Reserve Wine

	Bottle	Case	Pallet
Retail Price:	\$32.00	\$384.00	
Sale Price:	\$32.00	\$384.00	
Min. Sale Price:			
Max. Quantity:			

Taxable
 Discountable

QuickBooks® Info

COGS Account: Cost of Goods Sold

Income Account: Sales:Merchandise

Asset Account: Inventory Asset

The default setting for these general ledger accounts are as follows:

COGS Account: Cost of Goods Sold
 Income Account: Sales: Merchandise
 Asset Account: Inventory Asset

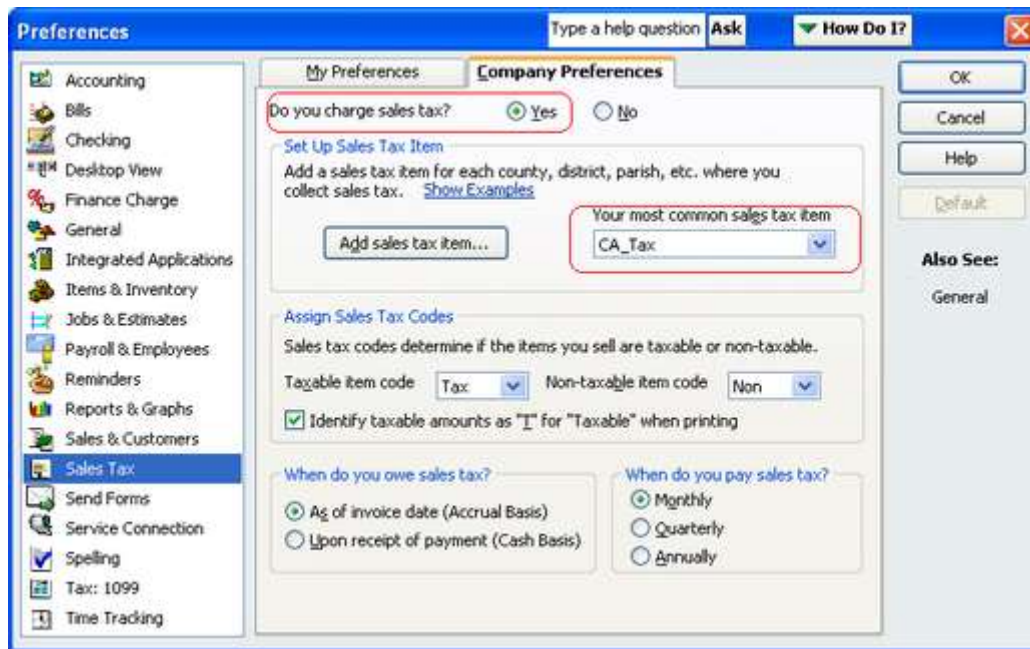
These general ledger account settings can be changed as desired as long as the general ledger accounts specified pre-exist in your QuickBooks company file.

Note: The VinNOW upload automatically creates the necessary QuickBooks Item List records for each VinNOW product, however it will not create QuickBooks Chart of Accounts records. Therefore the general ledger

accounts as specified in VinNOW must be created manually in the Chart of Accounts in your QuickBooks company file prior to uploading data to QuickBooks.

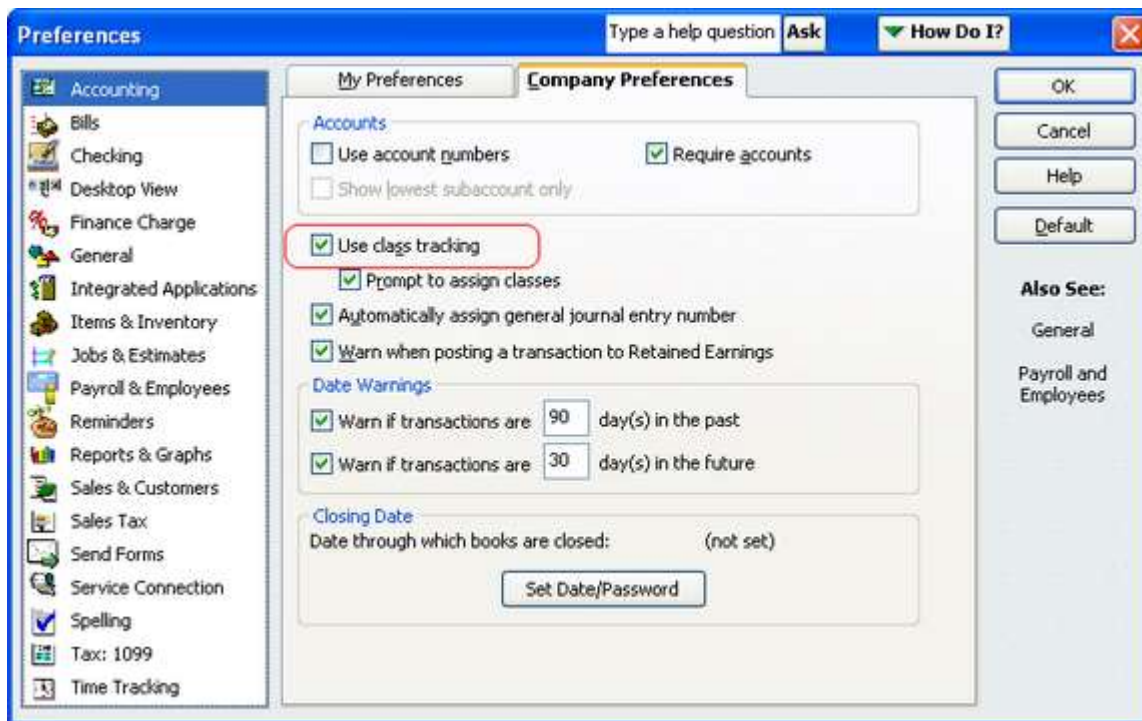
QuickBooks® Company Preferences

1) You must set up QuickBooks to charge sales tax. **Note: Failure to set this setting to "Yes" will cause the VinNOW upload of invoices to fail.**

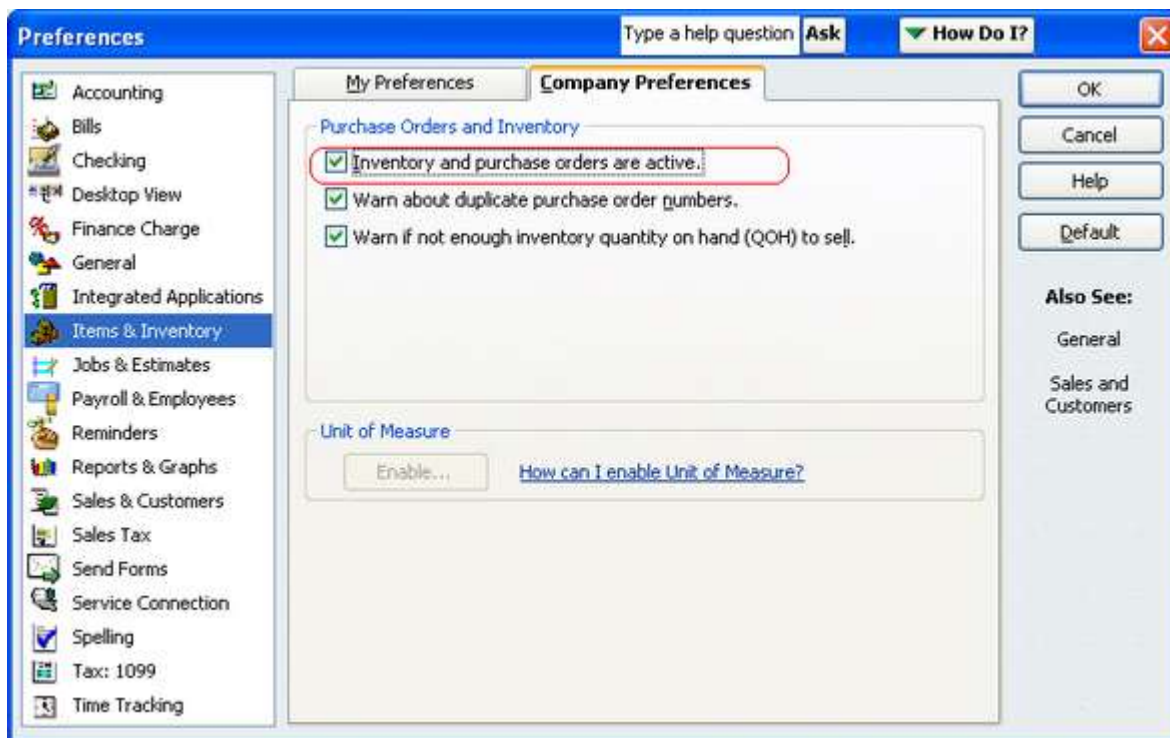


2) The VinNOW Invoice Order Type field is passed to QuickBooks as a Class. Enable class tracking in QuickBooks so this information is available in QuickBooks.

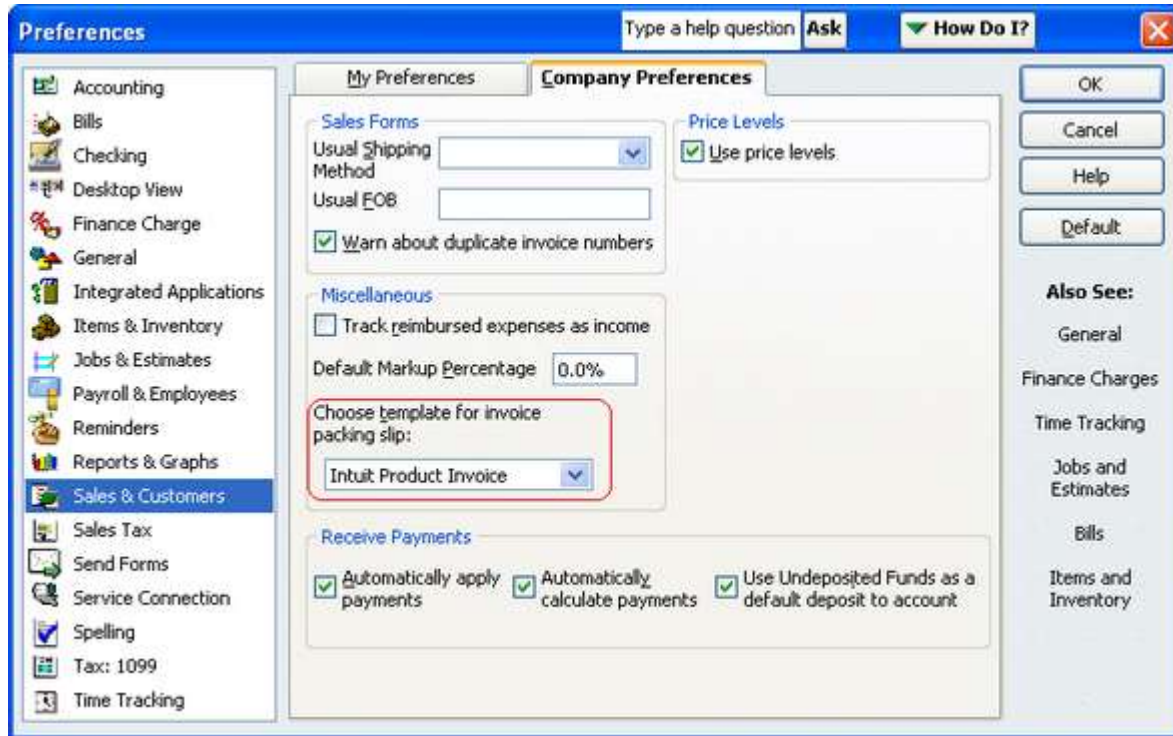
Note: Failure to set this setting to "Use Class Tracking" as below will cause the VinNOW upload of invoices to fail.



3) To enable “allow inventory items” you must set “Inventory and purchase orders are active” in QuickBooks. **Note: Failure to check this setting will cause the VinNOW upload of invoices to fail. See below.**



4) To allow you to see all of the invoice data elements passed to QuickBooks you must set the invoice template to "Intuit Product Invoice". **Note: Failure to select the correct invoice template will cause the VinNOW upload of invoices to fail.**



Note: When you upload VinNOW data, QuickBooks must be running with the appropriate company file open. If you have multiple QuickBooks company files and you want to insure that VinNOW data does not accidentally get uploaded into the wrong company file, you can set the QuickBooks preference for Integrated Applications to not allow any applications to access the company files of those companies not integrated with VinNOW.

Initial Upload From VinNOW To QuickBooks®

The first time you upload data to QuickBooks® you will be prompted to link the open QuickBooks company file the upload program (e.g. Vin2QB):



Select “Yes, whenever this QuickBooks company file is open.” Click “Continue” to proceed to the next prompt:

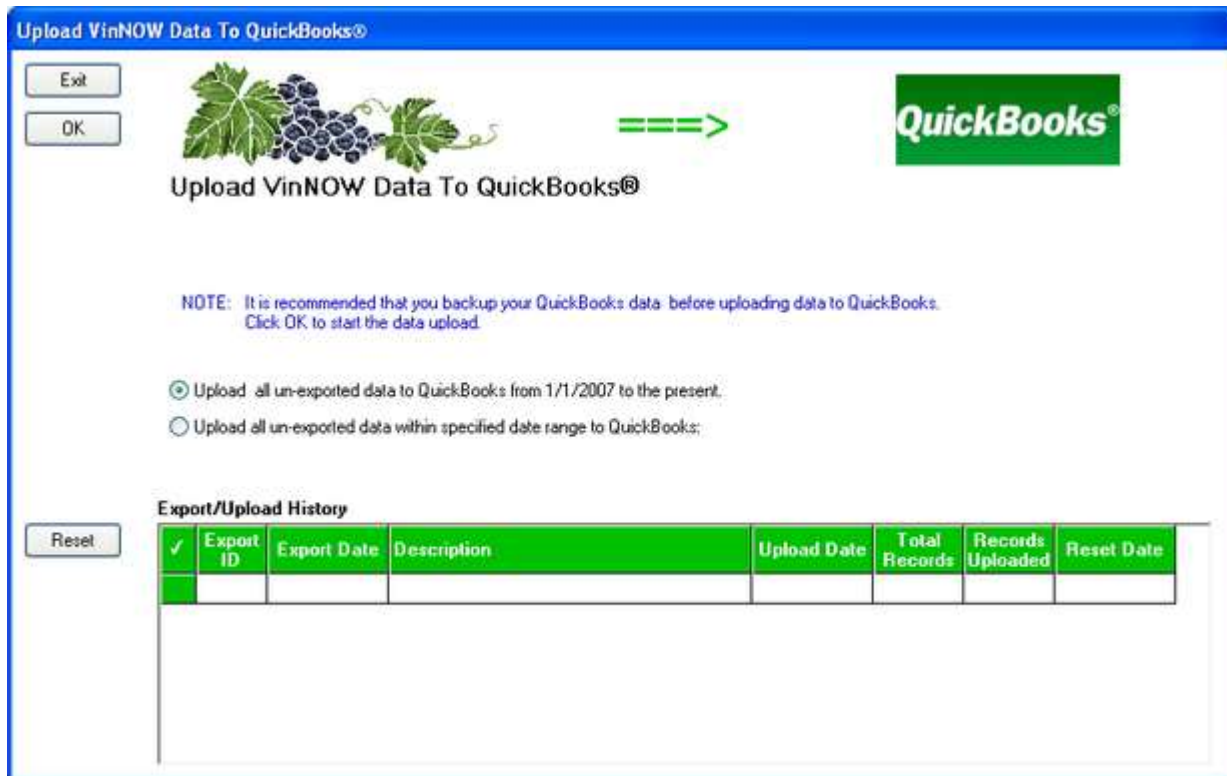


Click “Yes” to proceed.



Click "Done"

The VinNOW to QuickBooks data upload screen will then be displayed.



To proceed with the upload, you click "OK".

(Additional information on the upload processing is described elsewhere in this document.)