

QuickBooks Desktop Local Data Upload

VinNOW to QuickBooks® Local Data Upload

We highly recommend that you set the 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.

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.

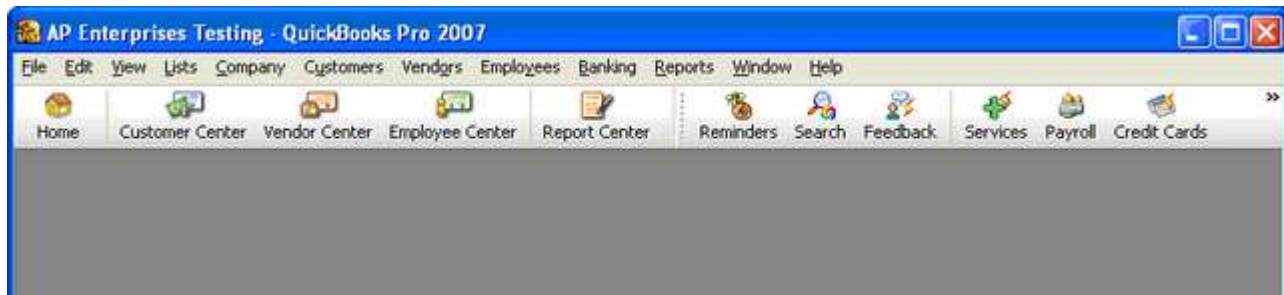
To use the local upload to QuickBooks you must have your QuickBooks program installed on the same PC where VinNOW is also installed.

Note: It is recommended that you always backup your QuickBooks data before uploading data to QuickBooks.

Step 1: QuickBooks must be running in single user/admin mode whenever you upload data to QuickBooks.

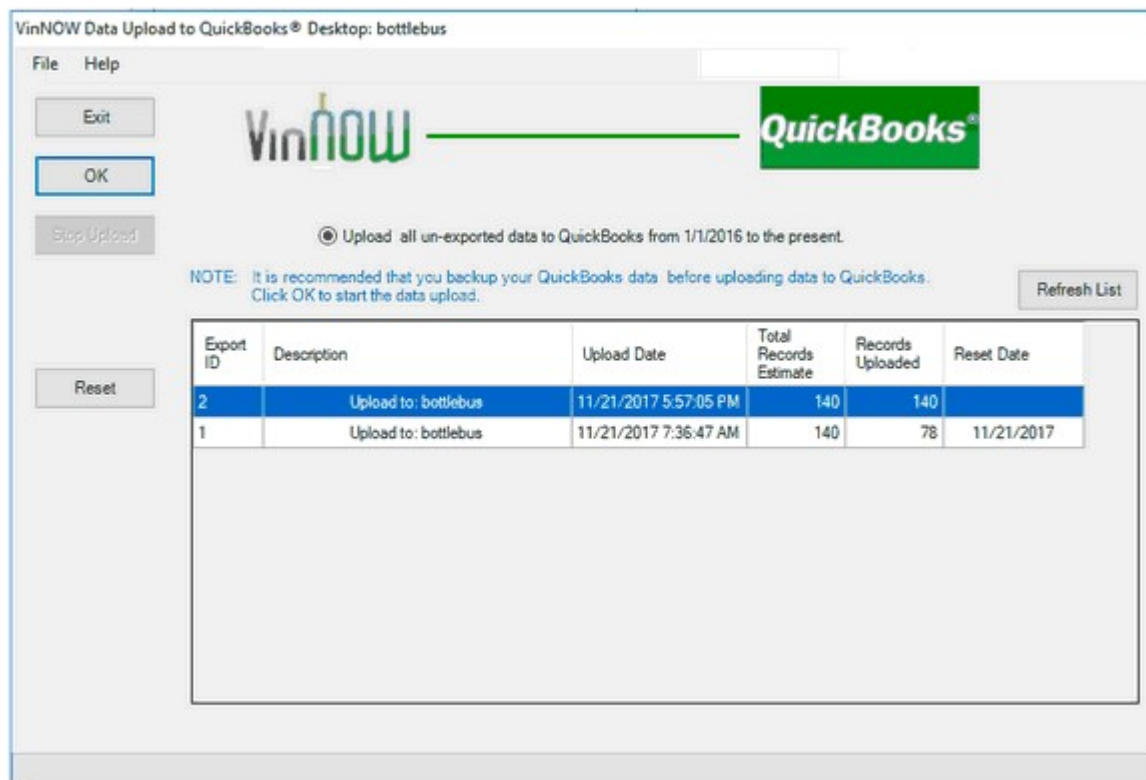
Start QuickBooks and open the company file to which to you want to upload your VinNOW data.

Close all of the internal windows in QuickBooks as shown below. This insures the upload will run as fast as possible.



Step 2: Run the local data upload from VinNOW.

Select the "QuickBooks® Data Upload..." option on the VinNOW Utilities menu.



To start the process, click 'OK'. The program will then build a list of the products, orders, payments, and inventory records that have been changed or added since the last time data was uploaded.

When the program has built the list of data to upload, you will be prompted with a message similar to the following:



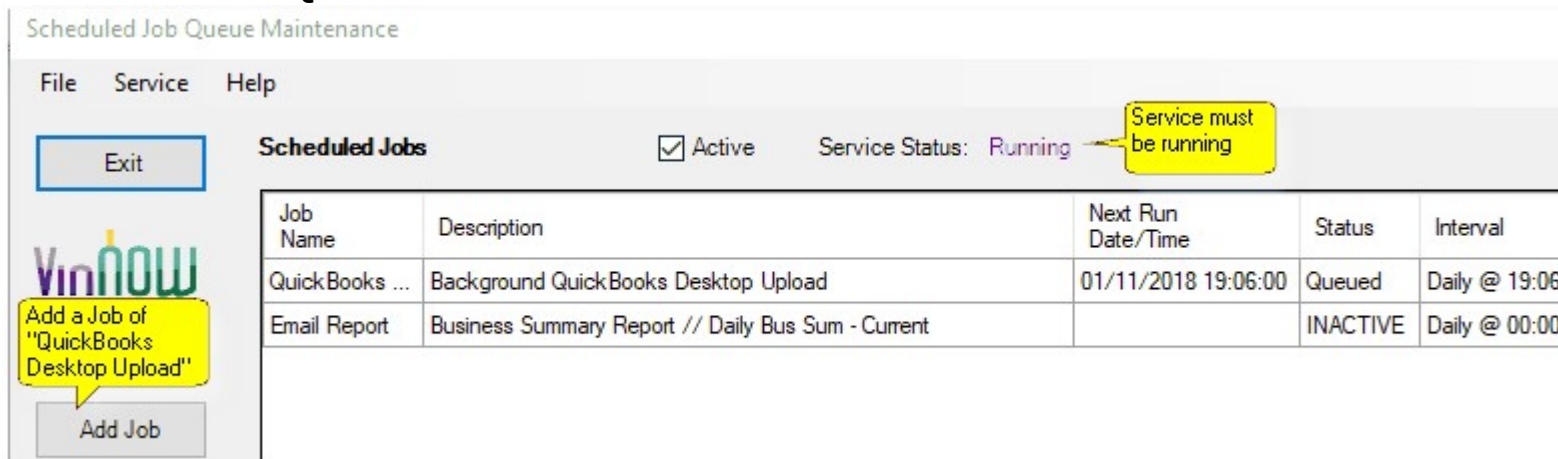
When you click "OK" the upload process will begin.

While the upload process is running the screen will be 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.

Each Invoice takes approximately 10 seconds to upload to QuickBooks. **As each invoice is uploaded you will see the Status above the green bar which references the Invoice # that is currently being passed. If you get an error message, write down the invoice #. This is very important.**

When the upload process is complete the upload window will be closed.

You can schedule the desktop version of QuickBooks to automatically upload (as long as your company is open) by entering a scheduled job in the Scheduled Job Que Maintenance under the Maintenance menu in VinNOW.



Suspending or Interrupting an Upload

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.



When you suspend processing, the next time you elect the "QuickBooks® Data Upload..." option on the VinNOW Utilities menu, the default option selected on the upload screen will be to resume the upload from the point where the last upload was suspended.

Note: Since this is a local upload, if you choose not to resume the last upload, the unprocessed data in the last batch will not be skipped, but rather the records which were not processed will still be in the list of changed records eligible to be uploaded in the next batch.