

## QuickBooks Online Integration Overview

The VinNOW to QuickBooks® Online Integration allows you to send invoices, payments, non-sales orders, products, and inventory data from your VinNOW system to QuickBooks Online.

**Note:** We highly recommend that you set the Data Begin Date to the current date or a future date so as to use the VinNOW to QuickBooks Online upload feature on a go-forward basis rather than attempt to load historical data into QuickBooks Online. This is covered in the Setup in this document.

Uploading historical data to QuickBooks Online 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. 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 Online Upload Log" item under the "Reports 2" menu.

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 Online.

While the upload process is running, the screen is updated to show the upload progress. If users are active within the QuickBooks Online program during VinNOW uploads, they should refrain from manually updating data. To do so can interrupt or cause errors in the upload process.

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

## **Invoices**

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 Online. For example, if the prefix in VinNOW is "VN", then VinNOW Invoice # 1001 will be QuickBooks Online Invoice # VN-1001.

The exception to this rule is when a VinNOW invoice includes Taxes paid to multiple states. Typically, this would be the case only for Invoices with split shipments. In that case, the single VinNOW invoice is passed to QuickBooks Online as a separate invoice for each one of the states present on the Invoice.

For example, if VinNOW Invoice # 2015 has taxable products shipping to 3 different states( CA, TX, NY ), the QuickBooks Invoice numbers created would be formatted as follows: VN-2015CA, VN-2015TX, VN-2015NY. IOW, the state abbreviation is appended to the invoice number.

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

### **Non-Sales: Pourings, Samples, Donations, Spoils**

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.

## **Inventory Amounts**

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.

Note: You have the ability to turn off this inventory adjustment step. The check box to do so is located in System Option Settings under the QuickBooks tab.

## 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 Online, "Product Categories" are used to organize Products. The same hierarchy that exists in VinNOW is maintained in QuickBooks.

The VinNOW product types are as follows:

Wine is equal to QBO Product Category = "\_W" .

Non-Wine is equal to QBO Product Category = "NW".

In QuickBooks Online, the VinNOW product categories are created as "Product Categories". Each of these is created under either "\_W" for Wine or "NW" for Non-Wine product category in QBO. In essence, these are sub-categories in QBO.

In QuickBooks Online, each VinNOW product code is created as a Product under whatever Category/Sub-Category is applicable.

**Note:** All VinNOW products passed to QuickBooks are "Inventory" type products in QuickBooks.

**Note:** VinNOW does not upload 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.

## 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.

## **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.

## **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

## **Sales Tax**

The VinNOW to QuickBooks Online upload will create the necessary Tax Agencies and Tax Rates within QBO. VinNOW will create, as necessary, a tax agency and a tax rate for each state for which tax is charged. The tax rate descriptions will be similar to CA\_Tax , NV\_Tax, TX\_Tax, WA\_Tax, etc.. The tax agency name under which a tax rate resides is equal to the tax rate name appended with "\_Agency".

The total tax amount collected on a VinNOW invoice will be reflected in the supplied tax box on the QBO Invoice.

All tax rates created by VinNOW are intentionally set to 0%. This is done so that the upload can specify the total tax amount for an invoice in lieu of having QBO calculate the amount if we supply a tax rate.

## **Shipping Charges**

If applicable, the shipping charge collected on a VinNOW invoice will be reflected in the "Shipping" box on the QBO Invoice.