QuickBooks Online Requirements and Set Up

Requirements

Any QuickBooks® Online Company that will be the recipient of data sent from VinNOW will be an as-new QBO Company, free of any data. It cannot have any existing data that may cause conflict with the data coming from VinNOW. This includes data that has been imported from a QB Desktop Company which held VinNOW data. The structures underlying the Desktop and the online versions of QB are considerably different. The difference is enough so that records imported from the QB Desktop to QB Online will likely require a substantial effort to "match" their source.

Within the QBO Products and Services realm, the "Product Categories" feature must be available and active. This will be the default arrangement in QBO at some point. But at the present time, it may have to be set manually in QBO. Without it, data uploads from VinNOW will fail. The "Product Categories" in QBO are analogous to the QB Desktop's "Sub-Items" usage.

For each state for which you collect and pay taxes based on product sales, a Tax Agency must be created. This process is documented below.

Setup

Before you use the VinNOW to QuickBooks® Online Integration you must complete the following:

1. QuickBooks® Online Company Settings
2. Authorize VinNOW to Access Your QuickBooks® Online Company
3. VinNOW Option Settings for QuickBooks® Online Uploads
4. VinNOW Product Settings for QuickBooks® Online

QuickBooks® Online Company Settings

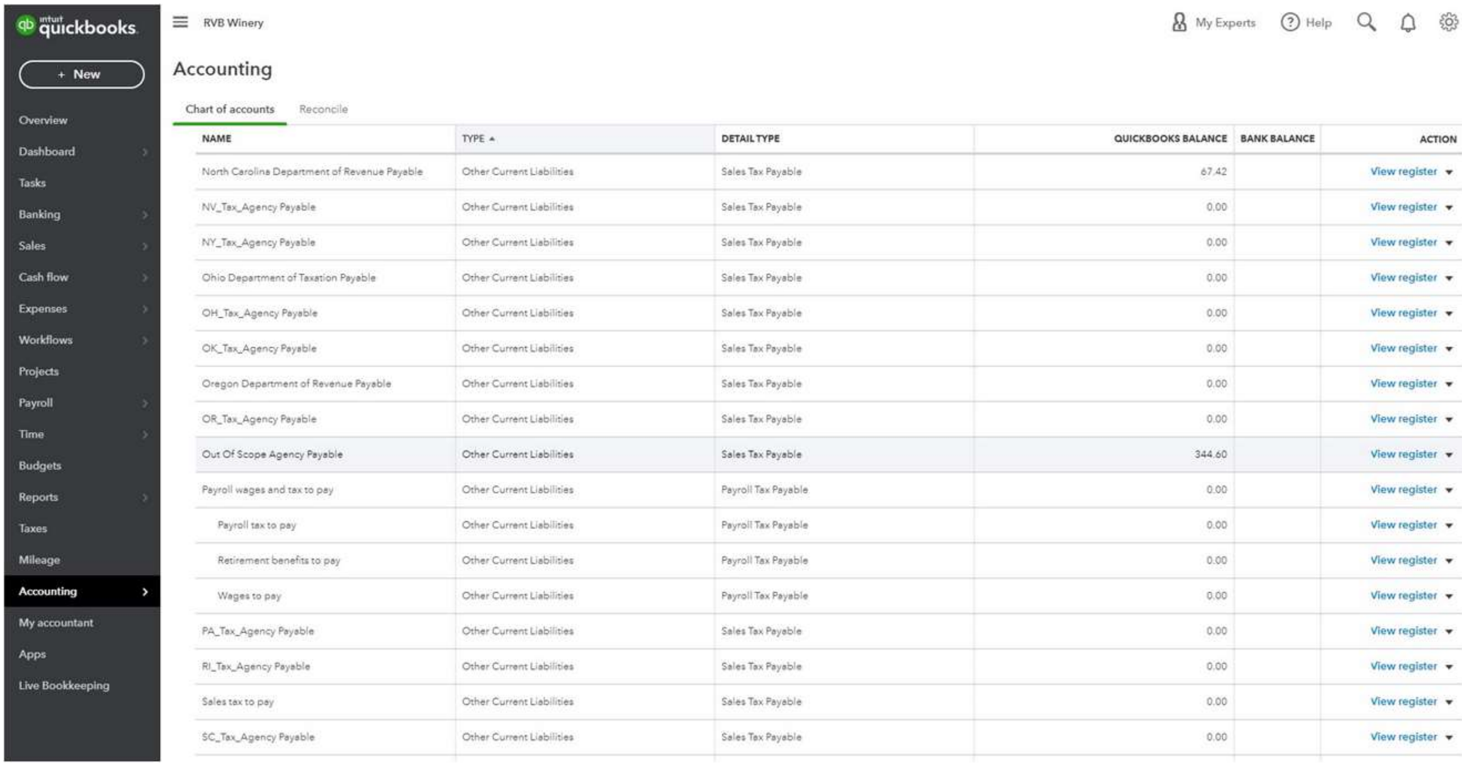
From within the QuickBooks® Online program, there are several Company Settings that should be configured to insure your VinNOW data is uploaded successfully. These should be set prior to your first data upload.

REQUIRED: Automated Sales Tax

From Intuit's documentation for QuickBooks Online: *"…US QuickBooks Online companies created after November 10, 2017 manage sales tax calculations via an automated sales tax (AST) engine. Sales tax is determined based on the source and destination address. The source address is the company's legal address as available in the company settings. The destination address is the shipping address provided on the sales transaction. If a shipping address is not provided, the company address is considered as the destination address. The ability to customize the source address based on location of a given transaction is not supported..."*

How the QuickBooks Automated Sales Tax affects invoices imported from VinNOW:

The VinNOW export to your QB Online Company is able to override the QB automated sales tax value. For each invoice, VinNOW sends the tax value which was charged on that invoice at the time the invoice was created in VinNOW. As long as the Tax Agency applicable to the destination address has been created by the User in the QB Online Company, the tax amount will now be the same in VinNOW and QuickBooks. If the destination Tax Agency is not already created, then the tax value for the invoice will be calculated by QuickBooks' automated sales tax engine. That value may be different from what is on the VinNOW invoice. In other words, we cannot override the QuickBooks automated sales tax value if the User has not created a tax agency for the applicable state. Additionally, if the destination tax agency has not been created, the invoice tax amount will be lumped into a general-purpose Chart of Accounts category of type 'Sales Tax Payable'. That particular Chart of Account name will likely default to "Out of Scope Agency Payable". As illustrated below:



NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
North Carolina Department of Revenue Payable	Other Current Liabilities	Sales Tax Payable	67.42		View register
NV_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
NY_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
Ohio Department of Taxation Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
OH_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
OK_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
Oregon Department of Revenue Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
OR_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
Out Of Scope Agency Payable	Other Current Liabilities	Sales Tax Payable	344.60		View register
Payroll wages and tax to pay	Other Current Liabilities	Payroll Tax Payable	0.00		View register
Payroll tax to pay	Other Current Liabilities	Payroll Tax Payable	0.00		View register
Retirement benefits to pay	Other Current Liabilities	Payroll Tax Payable	0.00		View register
Wages to pay	Other Current Liabilities	Payroll Tax Payable	0.00		View register
PA_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
RI_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register
Sales tax to pay	Other Current Liabilities	Sales Tax Payable	0.00		View register
SC_Tax_Agency Payable	Other Current Liabilities	Sales Tax Payable	0.00		View register

Setting up QB Online Company for Tax:

The YouTube video at the following link provides instruction for setting up Tax Agencies for your QuickBooks Online Company. You should create a Tax Agency for each state your products are sold.
https://youtu.be/eNyXZ8GbR5M

For VinNOW purposes, it is necessary only to create a Tax Agency at the State level for any state you sell product and collect taxes. This can be accomplished quite easily and takes minimal time to complete. Even if adding Tax Agencies for dozens of states.

NOTE: The following steps are copied directly from QuickBooks Online Help.

Step 1: Check your business address

Make sure your business address is correct, so QuickBooks can set up the right tax agency for you.

1. *Go to* ***Taxes****.*
2. *Select* ***Get started****.*

3. *You'll see your business name here if you* ***updated your business info*** *in* ***Settings*** *⚙. If not, select* ***Edit*** *✎ to add your business address.*
4. *Review your address and then select* ***Next****.*

Note*: In your next invoice or sales receipt, QuickBooks will automatically use your business address as the sale location. If you need to, you can always* ***change the location on the transaction.***

Step 2: Add multiple tax rates and agencies

QuickBooks automatically locates tax names and rates according to your business address. You just need to match the tax agency for each rate.

1. *Select the* ***TAX RATE NAME*** *checkbox that applies to your business location.*
2. *Select the* ***OFFICIAL AGENCY NAME ▼*** *dropdown menu, then select the appropriate agency for the tax name.*
3. *Select* ***Next****.*
4. *Review your rates. If the rates are correct, select* ***Save****.*
5. *Once you have set up your sales tax, select* ***Continue****.*

Step 3: Tell QuickBooks how often you file

You're almost finished. Just make sure to set up your filing frequency so QuickBooks can remind you when it's time to file.

Note*: Not sure how often you should file? Check your sales tax business registration or go to your tax agency's website to know your filing frequency.*

1. *Select the* ***Filing frequency ▼*** *dropdown, then choose how often you file.*
2. *When you're done, select* ***Save****.*

That's it. On your next invoice or sales receipt, QuickBooks will do all sales tax calculations for you. Check out ***how QuickBooks automates sales tax calculations****.*

Add a new tax rate and agency

If you charge sales tax outside your state, you can add other tax agencies you pay. Here's how to ***add or edit sales tax rates and agencies****.*

To add a tax rate and agency:

1. *From the left menu, select **Taxes**.*
2. *Under the **Related Tasks** list on the right, select **Add/edit tax rates and agencies**.*
3. *Select **New** and choose either a single or a combined tax rate.*
4. *Enter a name for the tax, the agency you pay, and the percentage for the rate. Use a single rate if you pay just one rate to a single agency.*
5. *Select **Save**.*

From within the QuickBooks® Online Company Settings screen:

1. On the "Settings Sales" tab: Within the "Sales Form Content" section, the "Shipping" option should be set to true/checked.

2. On the "Settings Sales" tab: Within the "Sales Form Content" section, the "Custom Transaction Numbers" option should be set to true/checked.

3. On the "Settings Sales" tab: Within the "Sales Form Content" section, the "Service Date" option should be set to true/checked.

4. On the "Settings Sales" tab: Within the "Sales Form Content" section, the "Discount" and "Deposit" options should be left at their default value of false/unchecked.

5. On the "Settings Sales" tab: Within the "Products and Services" section, the "Show Product/Service Column on Sales Form" option should be set to true/checked.

6. On the "Settings Sales" tab: Within the "Products and Services" section, the "Track Quantity and Price/Rate" option should be set to true/checked. Failure to check this setting will cause the VinNOW upload of Products and Invoices to fail

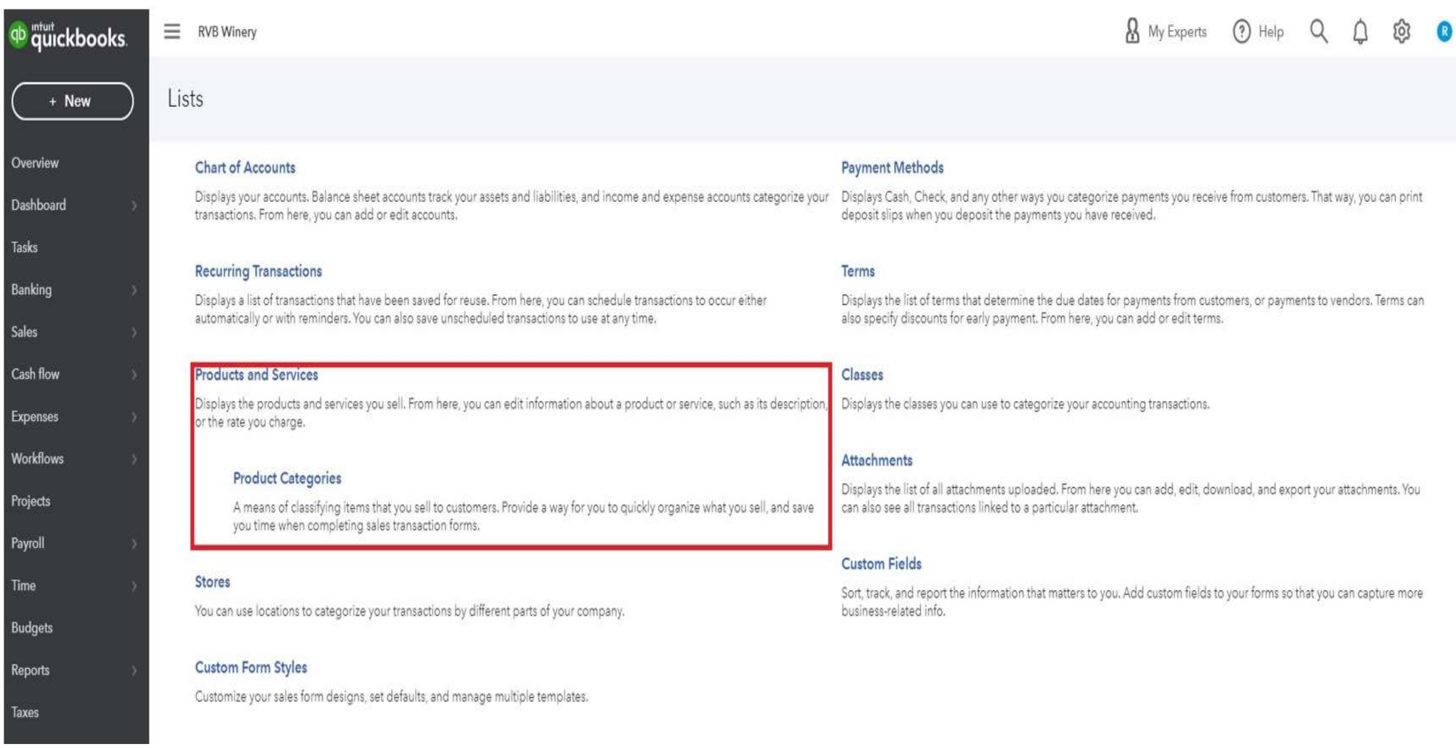
7. On the "Settings Sales" tab: Within the "Products and Services" section, the "Track Inventory Quantity on Hand" option should be set to true/checked. Failure to check this setting will cause the VinNOW upload of Products and Invoices to fail

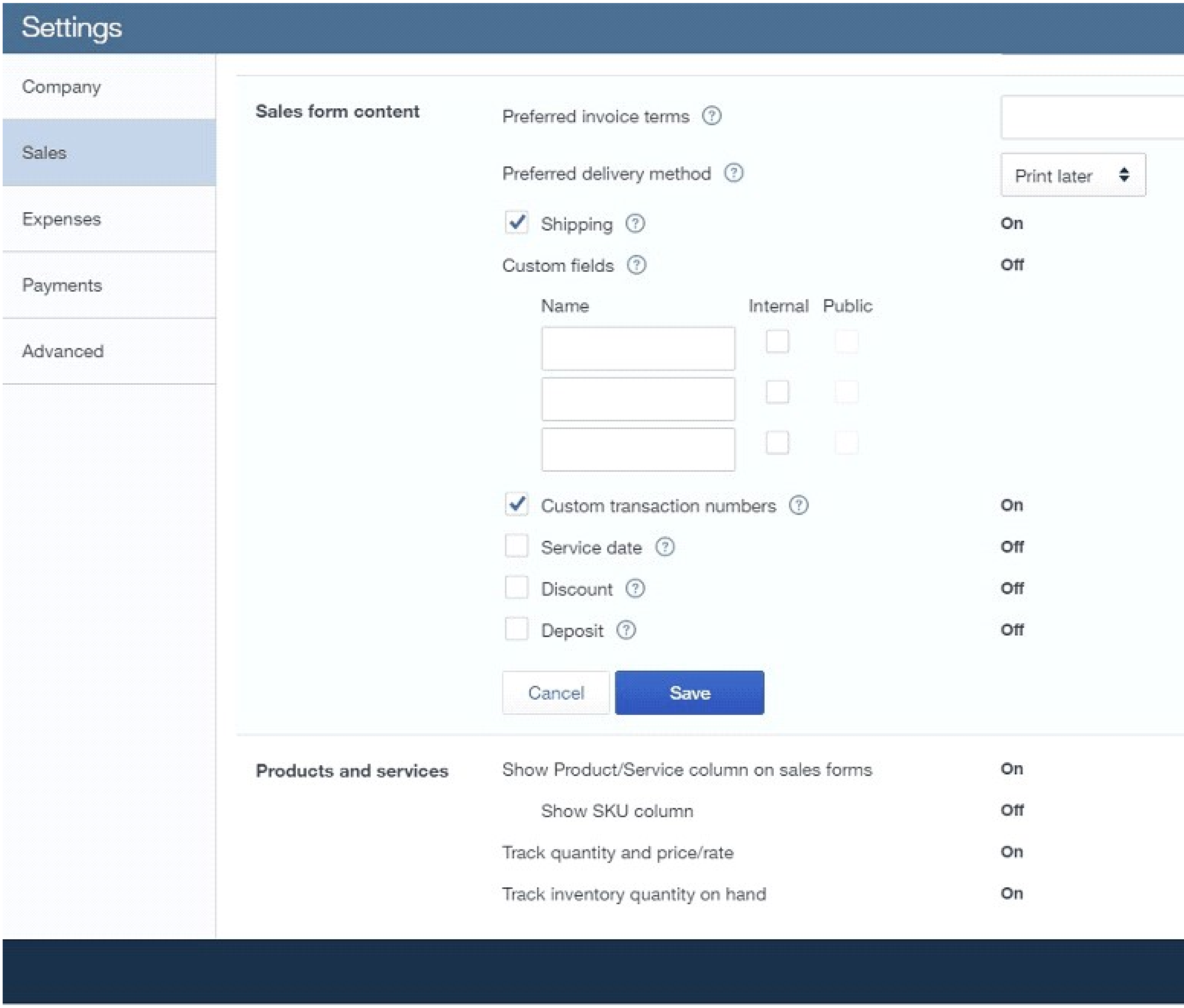
8. On the "Settings Advanced" tab: Within the "Categories" section, set "Track Classes" to true/checked. Under "Assign Classes", select the "One to Entire Transaction" option. The VinNOW Invoice Order Type field is passed to QuickBooks as a Class.

9. On the "Settings Advanced" tab: Within the "Categories" section, set "Track Locations" to true/checked. Choose whichever value you want for the "Location Label". NOTE: This option is primarily for VinNOW locations that operate multiple stores. Using this will allow you to filter QBO selections by individual stores on reports and queries.

10. On the "Settings Advanced" tab: Within the "Chart of Accounts" section, a value should be selected for the "Shipping Account". QBO defaults this to "Shipping Income".

11. Under the "Lists - Products and Services" page, make certain that the "Product Categories" feature is active for your QBO Company. If it is not, then it needs to be activated prior to any data upload from VinNOW.





Authorizing VinNOW to Access Your QuickBooks® Online Company

Your VinNOW data is uploaded into your QuickBooks® Online Company by our VinNOW to QuickBooks® Online integration program. Before we can upload data to your QBO Company, you must grant authorization to VinNOW to access your QBO Company data.

This Authorization can only be granted by a User having Administrator rights within the QuickBooks® Online Company.

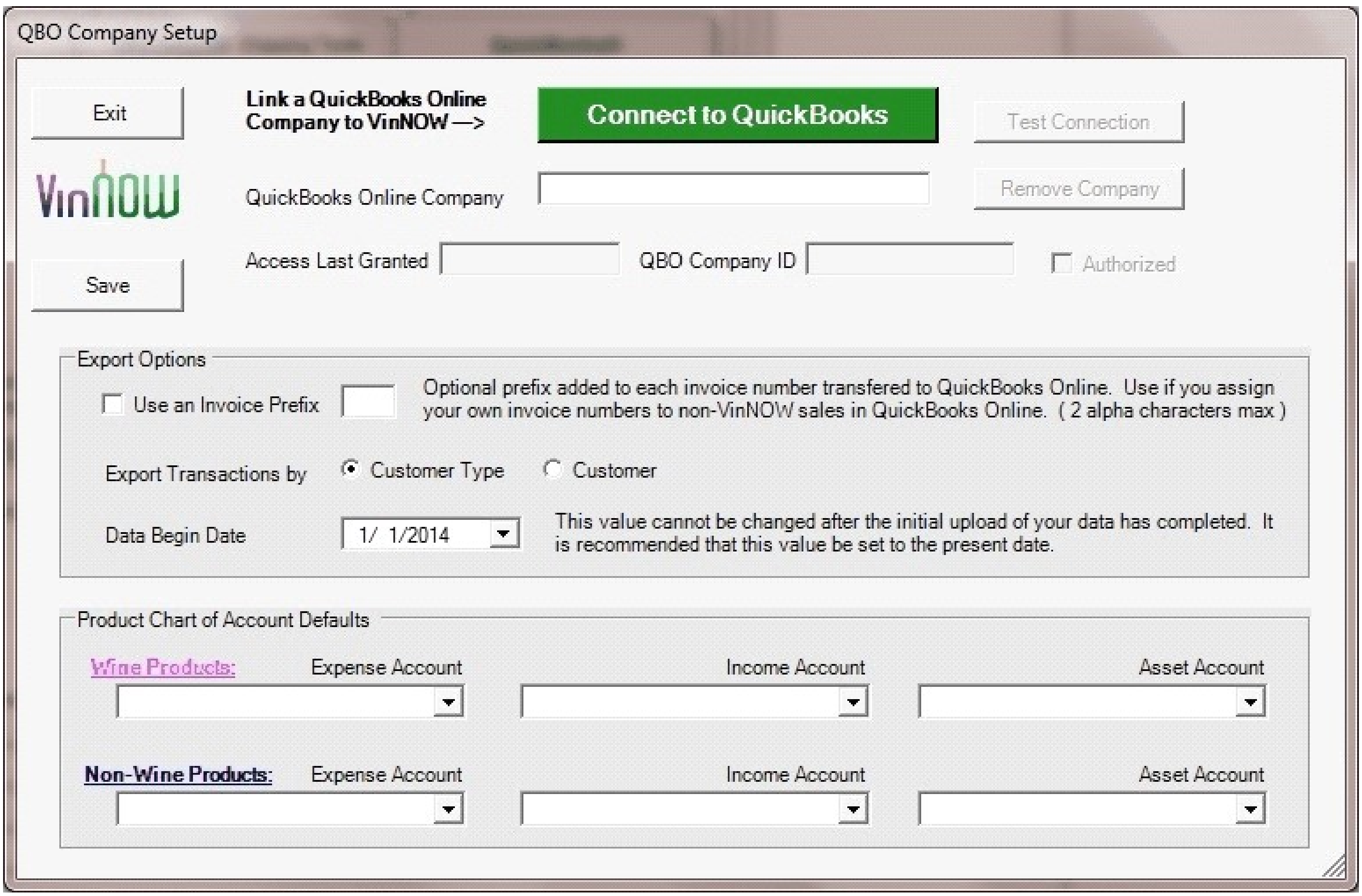
Authorization is a one-time process. Once granted, it is good for 180 days. Within 30 days of Authorization expiration, the VinNOW integration program will renew the Authorization for another 180 days. This renewal process should be transparent to the User. In the event the renewal fails, you will be notified and prompted to manually renew the Authorization.

Granting Authorization

The Authorization process is initiated from the QuickBooks® Online Company Setup form.

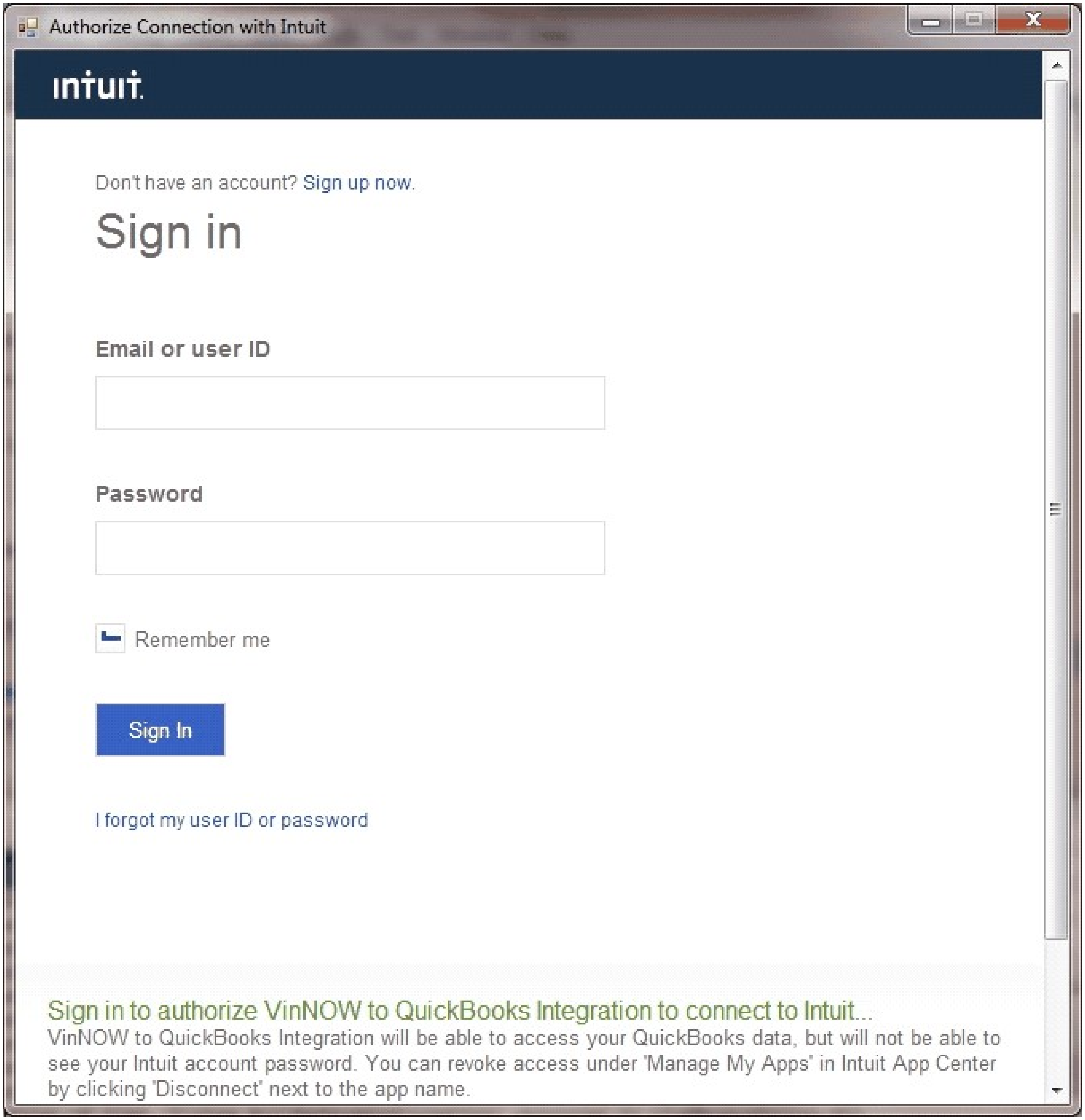
On the main Customer Search screen select the Setup / System Option Settings menu and select the QuickBooks® tab. Click the "QuickBooks® Online Setup..." button located toward the bottom right of the screen. This will bring up the QuickBooks® Online Company Setup form

Begin by clicking the green "Connect to QuickBooks".

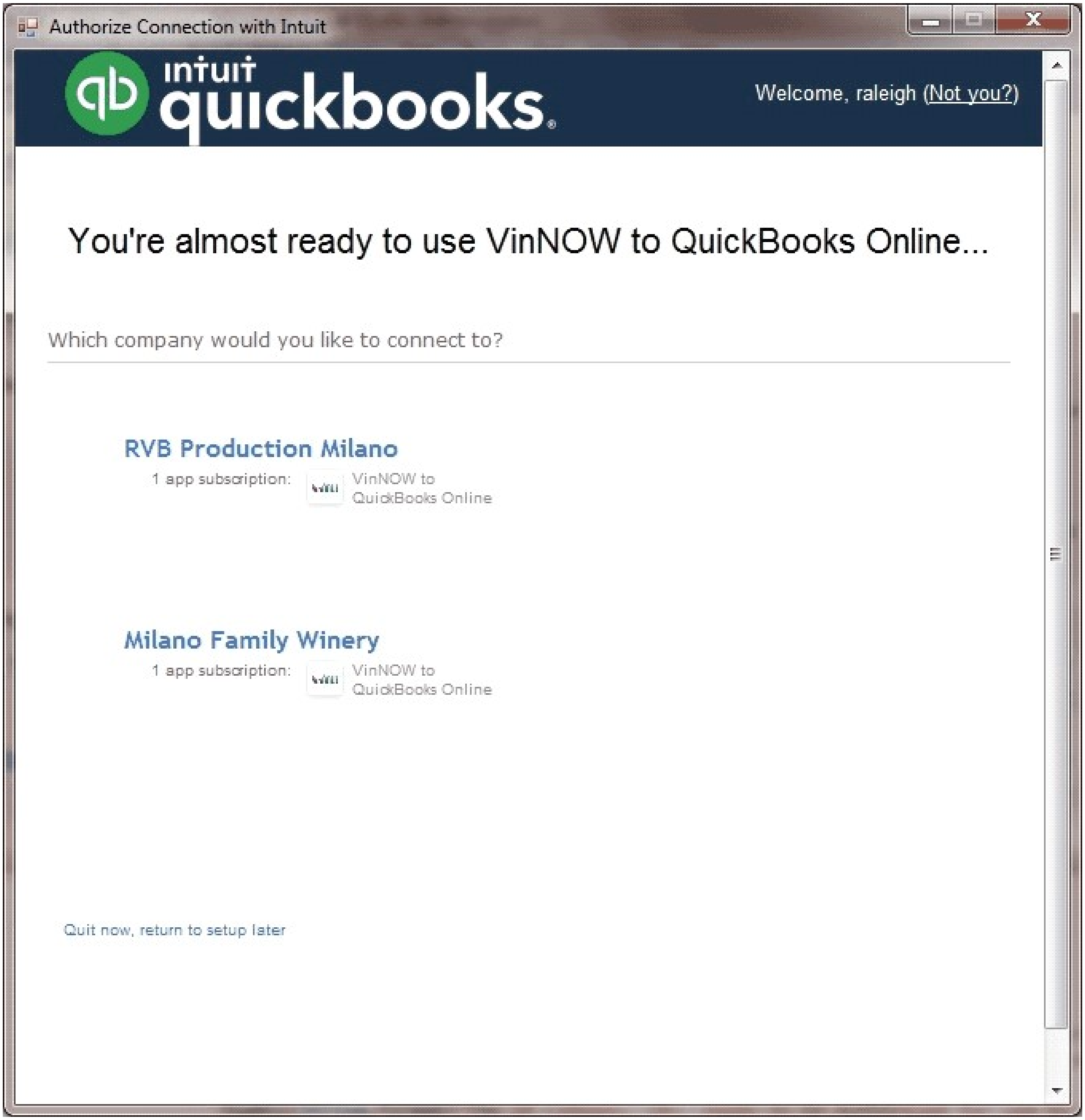


Clicking the green "Connect to QuickBooks" button will brings up the Intuit Sign In form. Enter the User ID and the Password belonging to the QuickBooks Online Company you are granting authorization for. Click "Sign In".

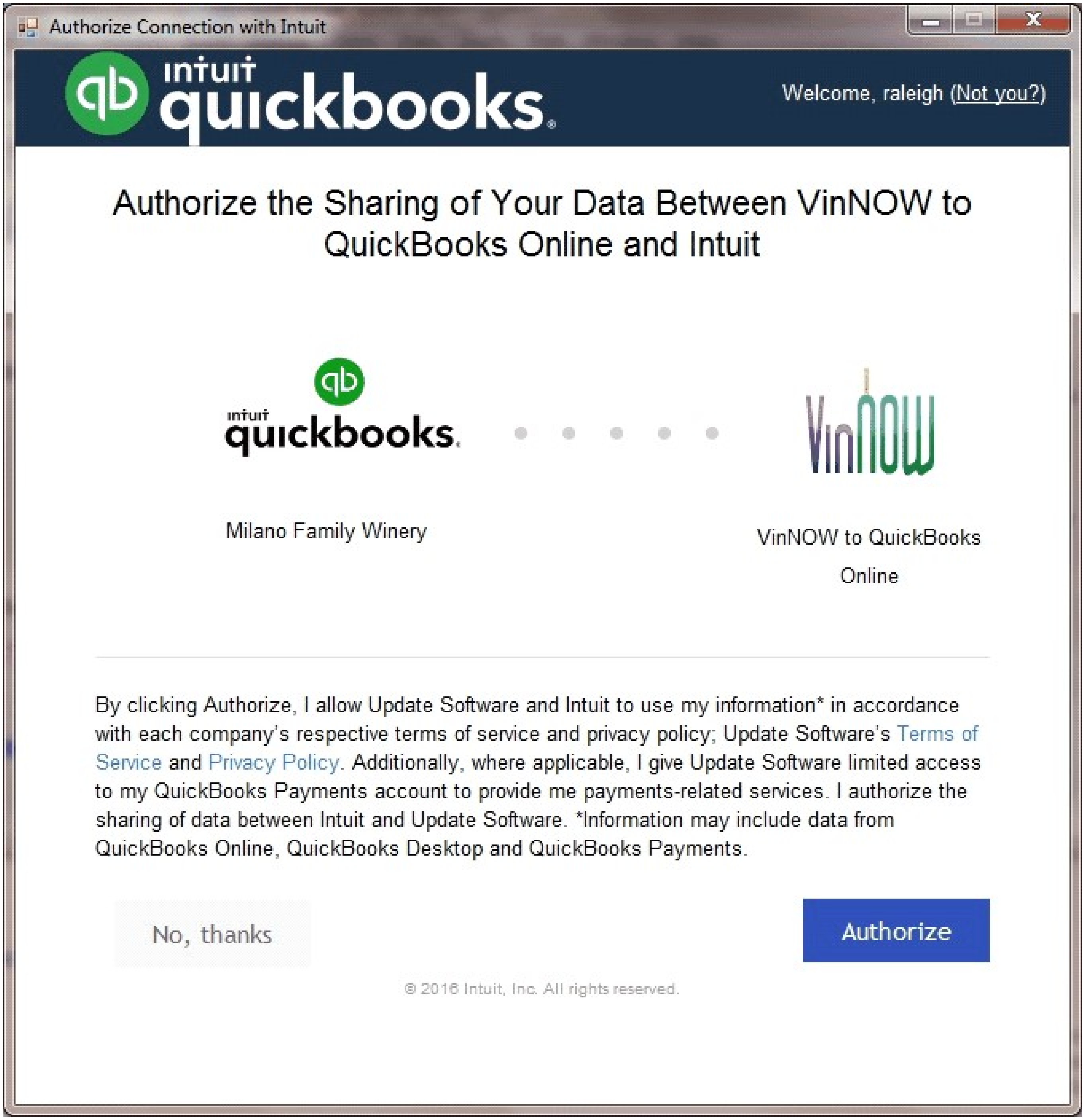
Note: VinNOW Support does not have access at any time to your passwords and cannot assist you if there is an issue with it.



If the login is successful, you will be presented with a list of your QuickBooks Online Companies. Select the QuickBooks Online Company by clicking on the Company name.



The final form in the authorization process should now be displayed. To grant authorization to VinNOW, click the "Authorize" button on the displayed form.



Once the Authorization process is completed, you are returned to the QuickBooks® Online Company Setup form in VinNOW.

Values should now be displayed for each of the following read-only items on the form:

QuickBooks Online Company; Access Last Granted; QBO Company ID.

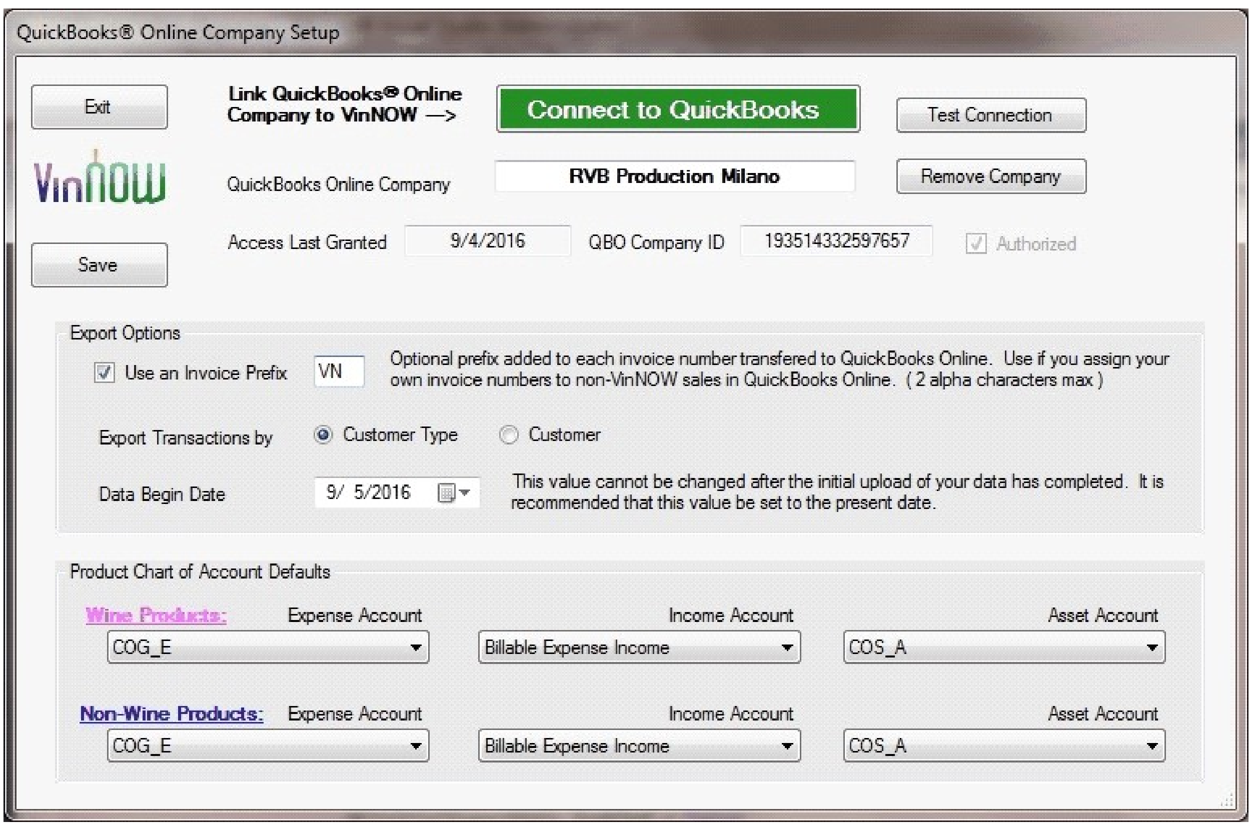
The "Authorized" box should be checked.

If desired, you can check the connection between VinNOW and QuickBooks Online by clicking the "Test Connection" button.

After successfully completing the Authorization process, the upload options present on the form should all be set before saving the form by clicking the "Save" button.

VinNOW Option Settings for QuickBooks® Online Uploads

On the main Customer Search screen select the Setup / System Option Settings menu and select the QuickBooks® tab. Click the "QuickBooks® Online Setup..." button located toward the bottom right of the screen. This will bring up the QuickBooks® Online Company Setup form.



Export Options:

Use an Invoice Prefix

The Invoice 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. To activate this option, click on the 'Use an Invoice Prefix' box and then enter your desired prefix in the adjacent textbox. 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.

Export Transactions by

Transaction data can be uploaded to QuickBooks® Online by individual Customer, or by the associated Customer's Customer Type. The default setting is to upload using the Customer Type.

The default is to use the Customer Type. This will create a single customer record in QuickBooks® Online for each VinNOW Customer Type. This means that all of your invoices uploaded to QuickBooks® Online 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® Online.

If electing to export by Customer, individual customer records will be created in QuickBooks® Online. The Customer's full demographics data will exported. 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).

Note: We recommend that unless you absolutely need all of your VinNOW customer records duplicated in QuickBooks, that you go with the default of using the Customer Type.

Data Begin Date

This setting allows you to control how much historical data will be uploaded into your QuickBooks company file. The Data Begin Date sets the point from which your VinNOW transaction data (Invoices, Payments) will be selected for export into QuickBooks® Online during the Initial Upload.

The Initial Upload is used to upload any historic data from VinNOW to QuickBooks® Online. It also uploads all supporting lists needed for creation of Invoices and Reports within QuickBooks® Online. Supporting lists include Products, Payment Terms, Classes, Customers/Customer Types and Vendors.

The Initial Upload is run once. It must complete successfully before any subsequent exports to QuickBooks® Online can be executed.

Once the Initial Upload has been completed, the 'Data Begin Date' cannot be changed. Subsequent QBO uploads will be based on the ending date of any prior upload. That prior end date sets the start point for the next upload. The upload will select VinNOW data from that date through to the current date.

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.

VinNOW Product Chart of Account Settings for QuickBooks® Online

Product Chart of Account Defaults

Each Product uploaded to QuickBooks® Online is required to provide a value for each of its Asset, Expense and Income general ledger accounts.

The QuickBooks® Online Company Setup form provides controls for setting the default general ledger account values for your products. There is one set of controls for Wine products, and another set of controls for NonWine products. A default value for each account type is required.

The selection list for each general ledger account type is created using existing accounts from your QBO Company. If there are specific general ledger accounts that you want your Products linked to, they should be created in QBO prior to completing the QBO Company Setup form in VinNOW. The only values included in an account selection list are the account names for the applicable general ledger account type (asset, expense, income) being set.

If no general ledger accounts are available from the QBO Company for any account type, then our program will create one. That account name will be based on the account type. Something along the lines of “VN Proxy Asset" for asset account type. Or "VN Proxy Expense" for expense account type.

For any VinNOW Product uploaded to QBO, its general ledger account values will be set to the default values set on this form. Please note that a Product's account values can be modified from within the QuickBooks® Online program.

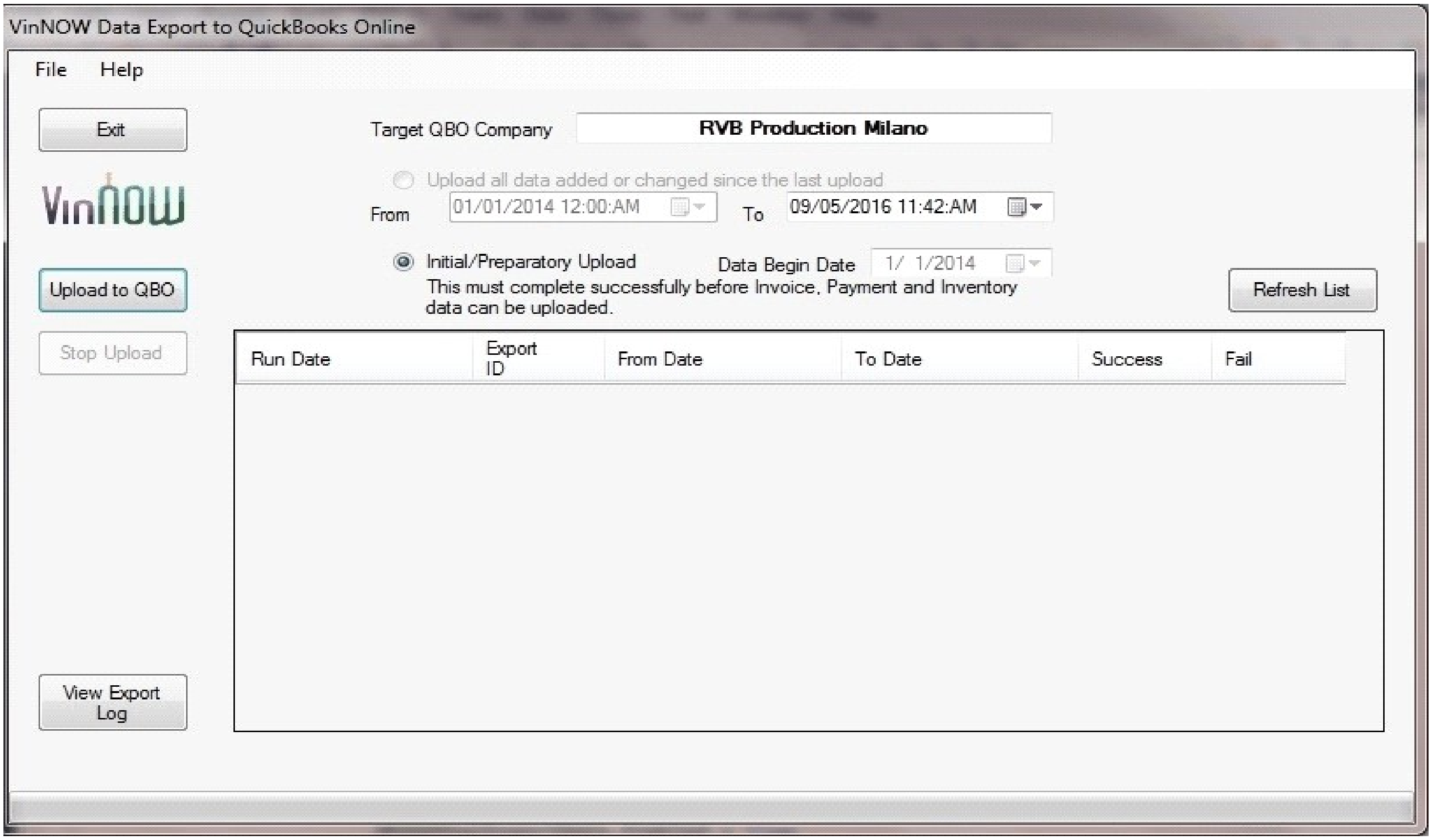
For VinNOW Users who have set their Product's general ledger account values for the Desktop version of QuickBooks®. The upload program will attempt to use those account values for each Product as it is uploaded to QuickBooks® Online. Those general ledger accounts will be created in QBO if they do not already exist. If necessary, to avoid duplicate names, our program may modify the account name by appending it with an account qualifier of _A, _E or _R. Denoting respectively: Asset, Expense, Income/Revenue account.

Uploading Data From VinNOW To QuickBooks® Online

Initial Upload:

The first upload to QuickBooks® Online is the Initial Upload. The initial upload will lay the groundwork in QBO so that subsequent uploads of Invoices and Payments can occur.

The form is accessed by clicking the "QuickBooks® Online Data Transfer..." item under the VinNOW Utilities menu.



For the Initial Upload, the only relevant date on the form is the "Data Begin Date". This value should be set to the earliest date that your VinNOW Orders must have to be selected for export to QBO. This date value can be set only from the "QuickBooks® Online Company Setup" form.

Clicking the "Upload to QBO" button will present a confirmation dialog. Upon confirming that you want the export to continue, the export of your VinNOW data will begin. The initial upload process can take a substantial amount of time, depending upon the number of Customer, Invoice and Payment records selected for export.

Once the export begins the form will display a progress bar to indicate how many records have been exported out of the total that are selected for export. Text messages are displayed to detail which Invoice / Payment is currently being uploaded.

If the export must be stopped, click the "Stop Upload" button.

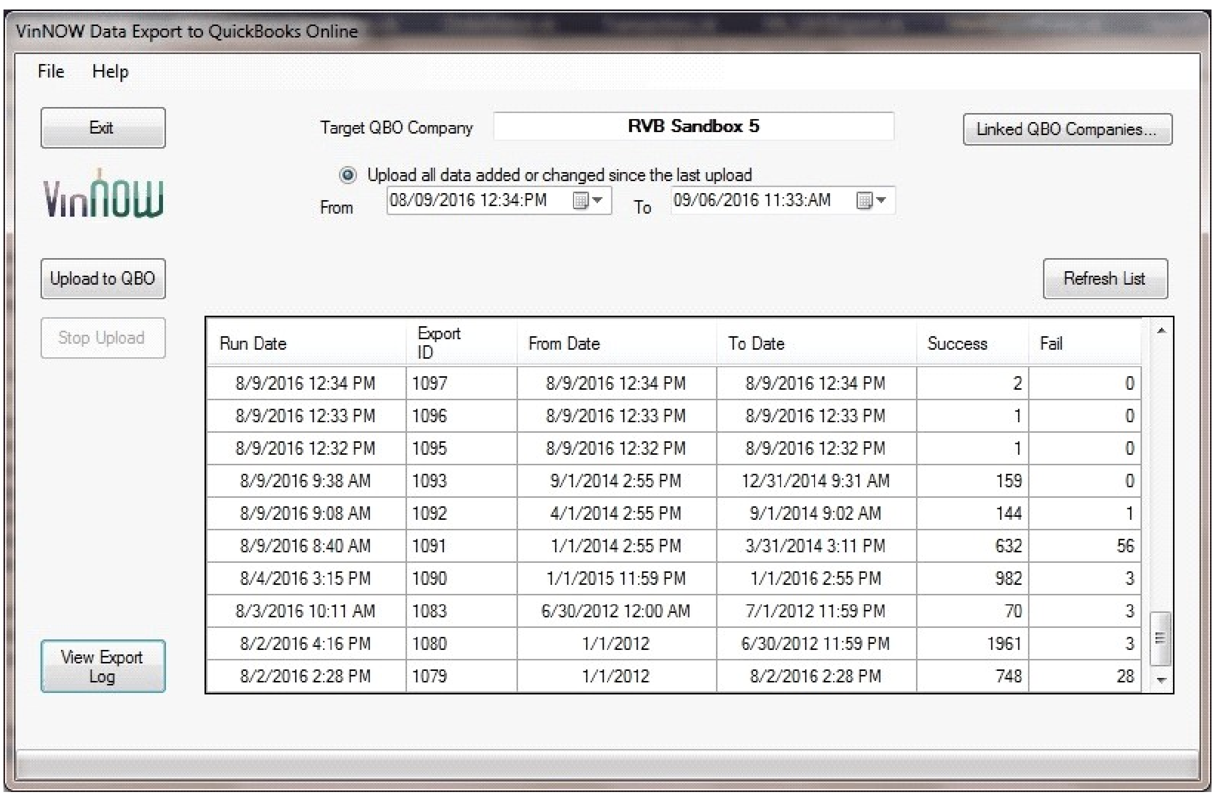
Transaction Uploads:

Once the Initial Upload has successfully completed, the data selected for export to QBO is based on a date range. That range begins with the most recent successful export date and ends with the current date. Only records that have been ADDED or UPDATED within that date range will be selected for export to QBO.

Both ends of the export date range are determined by the VinNOW program.

Clicking the "Upload to QBO" button will present a confirmation dialog. Upon confirming that you want the export to continue, the export of your VinNOW data will begin.

Once the export begins the form will display a progress bar to indicate how many records have been exported out of the total that are selected for export. Text messages are displayed to detail which Invoice / Payment is currently being uploaded.



Run Date	Export ID	From Date	To Date	Success	Fail
8/9/2016 12:34 PM	1097	8/9/2016 12:34 PM	8/9/2016 12:34 PM	2	0
8/9/2016 12:33 PM	1096	8/9/2016 12:33 PM	8/9/2016 12:33 PM	1	0
8/9/2016 12:32 PM	1095	8/9/2016 12:32 PM	8/9/2016 12:32 PM	1	0
8/9/2016 9:38 AM	1093	9/1/2014 2:55 PM	12/31/2014 9:31 AM	159	0
8/9/2016 9:08 AM	1092	4/1/2014 2:55 PM	9/1/2014 9:02 AM	144	1
8/9/2016 8:40 AM	1091	1/1/2014 2:55 PM	3/31/2014 3:11 PM	632	56
8/4/2016 3:15 PM	1090	1/1/2015 11:59 PM	1/1/2016 2:55 PM	982	3
8/3/2016 10:11 AM	1083	6/30/2012 12:00 AM	7/1/2012 11:59 PM	70	3
8/2/2016 4:16 PM	1080	1/1/2012	6/30/2012 11:59 PM	1961	3
8/2/2016 2:28 PM	1079	1/1/2012	8/2/2016 2:28 PM	748	28

The Export Log

A log, or report, of the records exported to QBO is available from the form by clicking the "View Export Log" button. Prior to clicking the button, you must select a row in the grid to indicate the export the report will be based on.

The Export Log can also be run using the "QuickBooks® Online Upload Log" item under the VinNOW "Reports 2" menu. This method provides numerous filters that you can apply to the report data.

Running the Export Log report for any QBO export that has a fail count will allow you to see a description of why the attempted transaction failed. In most cases, the description should provide enough information for the User to resolve the issue. It that resolution results in a change to VinNOW data, then the associated record should be selected as part of the next export to QBO.