



User Manual

Web DataLink for QuickBooks (Magento)

Version 1.0

Connecting Ecommerce and ERP



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About this manual

This guide will explain how to connect your copy of QuickBooks with Web DataLink connector. This will enable the transfer of products from QuickBooks to your website, and the transfer of downloaded order information from website to QuickBooks. This guide assumes you are already familiar with QuickBooks.

Compatibility: Web DataLink Connector will work with the 'Accountant' and 'Pro' versions of QuickBooks. Connector supports transfer of Stock, Invoices, Sales orders, and customer transactions but you will need the appropriate version of QuickBooks to use these features.

Customer support

DataLink provides telephone and email support from Monday to Friday, 9am to 5pm UK Standard Time (GMT) (excluding UK Public&Bank Holidays). For UK customers, please call DataLink on 0800 011 2569.

Please note that on calling DataLink a member of our customer support team will always ask if you have sent us a copy of your Log file so send an email to support@datalinkuk.com and attach a copy of the Log file and your support enquiry.

It is advisable that you do this before you call. We will then investigate your support call and let you know the solution or refer it to our Development team. In most cases extended time to amend an issue is less than 6 hours as it is quite involved to check log files and make sure all is setup correctly.

Purpose of the software

Web DataLink for QuickBooks can be used to synchronise a Magento-based online store with your QuickBooks software (Accountant, Pro).

This includes:

- Order and customer accounts download from Magento to QuickBooks
- Product download from Magento to QuickBooks
- Product upload from QuickBooks to Magento
- Order status upload from QuickBooks to Magento

While running, the Web DataLink for QuickBooks “sits” in the system tray in the bottom right corner of your screen as an icon.

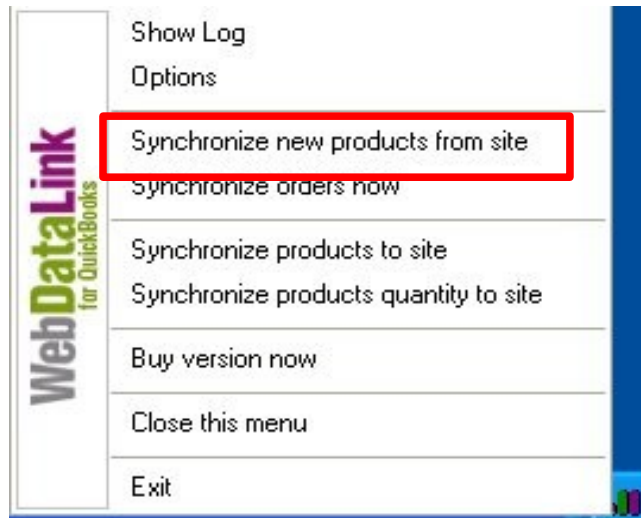


Right mouse clicking on the icon displays a pop-up menu containing the following items:

- ◆ **Synchronize orders now** downloads orders and/or invoices from Magento to QuickBooks.

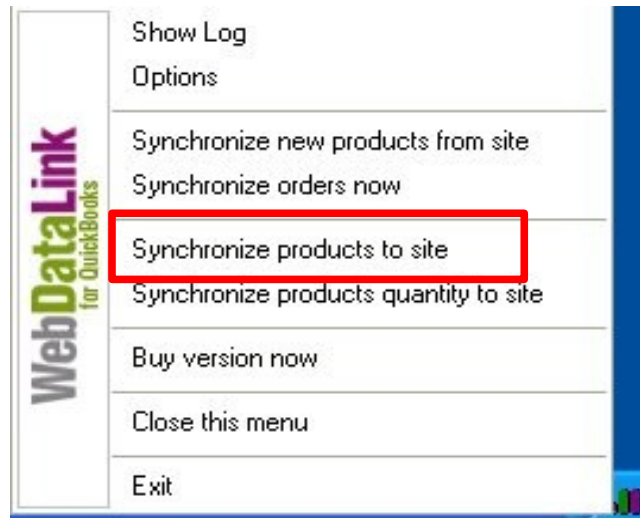


- ◆ **Synchronize new products from site** downloads products from Magento to QuickBooks.



(This feature is useful for systems that have newly installed QuickBooks Software with an empty product database. If you already have your product catalogue online, you can download it into QuickBooks and at a later date, if you wish to upgrade your software, you can then upload and manage your online catalogue through QuickBooks.)

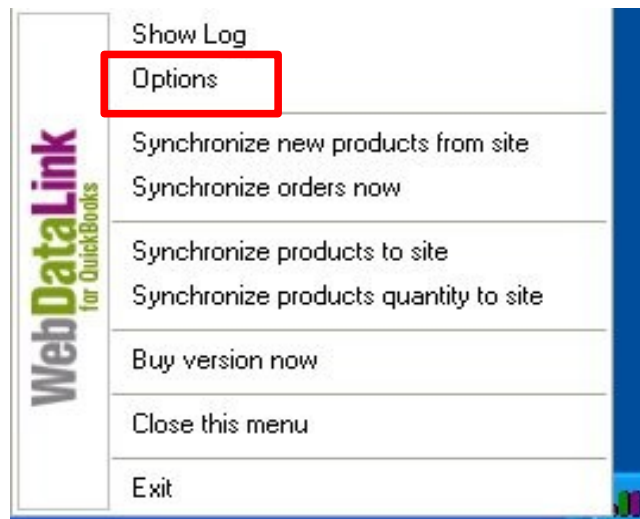
- ◆ **Synchronize products to site** uploads products from QuickBooks to Magento.



- ◆ **Show Log** opens the Log Explorer window demonstrating information about Connector's activity.



- ◆ **Options** opens the QuickBooks Connector Options window.



Installation

The Web DataLink for QuickBooks consists of two parts. The web part is pre installed to the Magento website by DataLink UK team. Please note the Web DataLink Connector must be installed onto the same computer as QuickBooks.

The software itself is installed as any other MS Windows based software onto your PC, following the instructions of a specially designed Installation Wizard.

These procedures apply where the Web DataLink software is delivered to the Customer via email or via a web download with a connector's ZIP file as an attachment and by using the popular WinZip software, or where the installation is delivered as an executable file.

Contained in the installation are the following documents and files:

- Setup.exe (install file for the Web DataLink for QuickBooks)
- License Agreement
- Detailed installation Manual
- Readme File

Now unzip your program and install it to your PC:

(a) Firstly, save the ZIP file to your computer by either right clicking on the ZIP file attachment in the email or clicking on the website URL given to you in the email and then click "SAVE AS". Save the file to "MY DOCUMENTS".

(b) Open "MY DOCUMENTS" in the computer Desktop and then locate the Web DataLink ZIP File. Right click on the ZIP file and then on GO TO "Extract DataLink ..." and then click on "EXTRACT TO". Double click on the folder that you have unzipped and then double click on the "setup.exe" file. This will launch the "SET UP WIZARD".

(c) Follow the instructions in the "SET UP WIZARD" and then accept the "Web DataLink License Agreement".

Create the Desktop icon:



and the Quick Launch icon:



You will then be able to commence using the software by clicking the Web DataLink Connector icon in the system tray or the icon on the computer Desktop.

Settings and Configuration

QuickBooks Details

Click the **QuickBooks Connections** tab on the left to switch to the **QuickBooks Details** page.

PRO TRIAL QuickBooks connector options

QuickBooks Details Buy Now

Connection to QuickBooks

Test Connection

System folders

BackUp folder: ...

Images folder: ...

Default parameters

Def Tax Code: Rate:

Def Tax Zero Code:

Def Type Orders:

Def Income Account Name:

Def Expense Account Name:

VAT Code List

Code	Rate(%)	Site ID

Add Edit Delete

QB is master Image Export

Synchronization operations

Products to site Products from site Orders from site

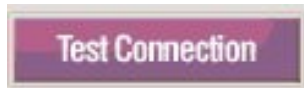
Save Close

WebDataLink
for QuickBooks

Copyright © 2000 DataLink UK Ltd.

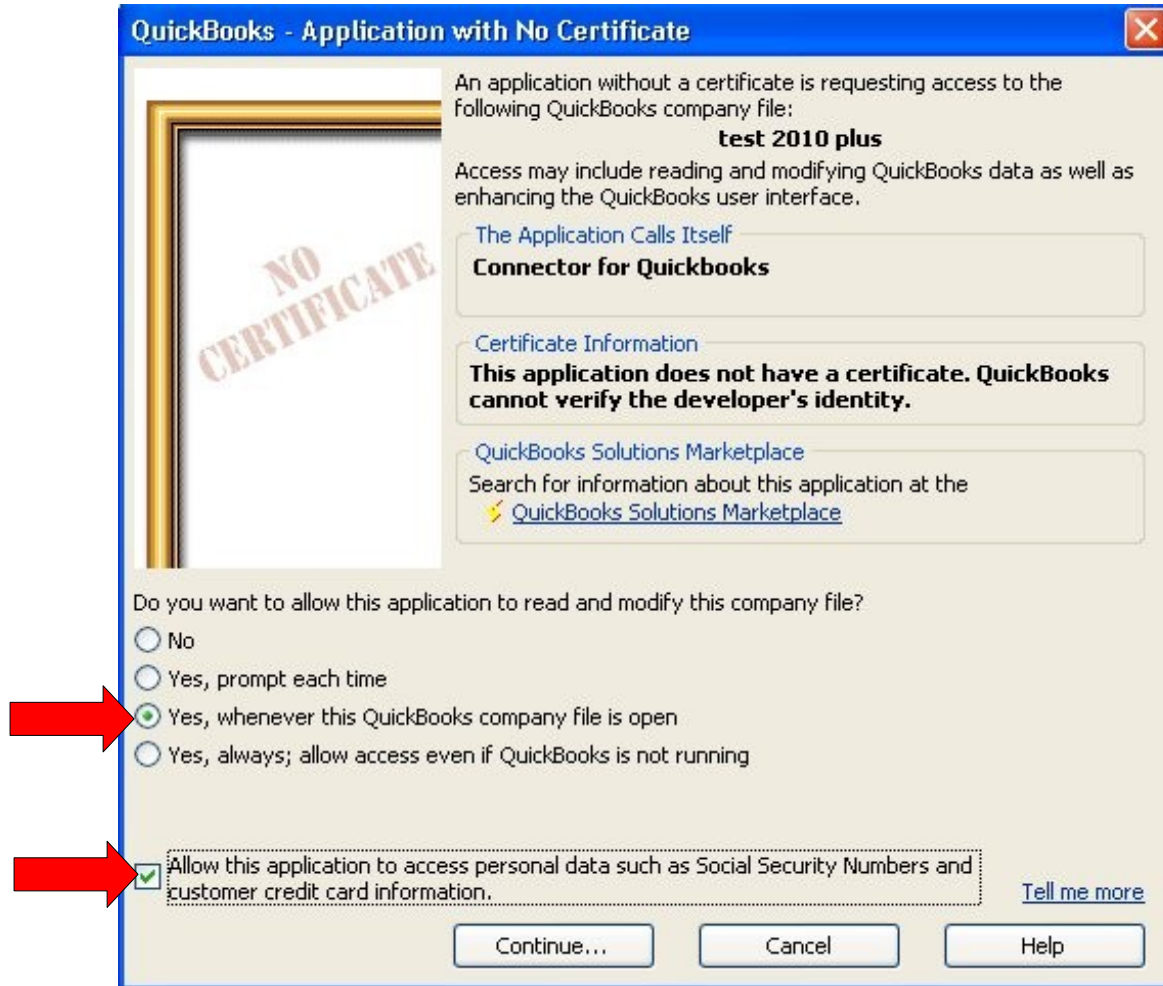
Under **Connection to QuickBooks**, there is the **Test Connection** button. You should click it to check if the connection to QuickBooks DB is available at the moment. But before testing this, please make sure 2 main rules are observed:

- 1) The QuickBooks program must be open when you are working with Connector. Otherwise, synchronization won't be successful.
- 2) Correct settings should be made for Company in QuickBooks at the very beginning after installation of Connector. When connection fails after you have clicked in the **Test Connection** button,



... the system opens a popup window in QB where you should select 2 items:

- **Yes, whenever this QuickBooks Company file is open.**
- **Allow this application to access personal data such as Social Security Numbers and customer credit card information.**



Then, click **Continue** in this window, and then click **Yes** in the next window, and finally click **Done**.

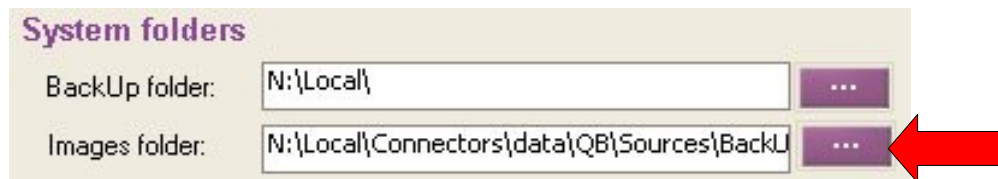
If everything is OK, the Connector will show the "Test connection succeeded" message.



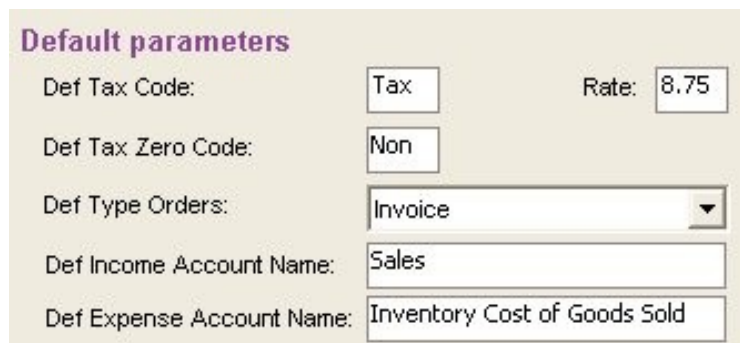
Under **System Folders**, show a path to the backup folder. The software uses this folder to store temporary files. Click the "browse" button adjacent to the **BackUp folder** field and select the correct folder. This can be any folder with full access rights located on your PC where you installed your Web DataLink software and QB program.



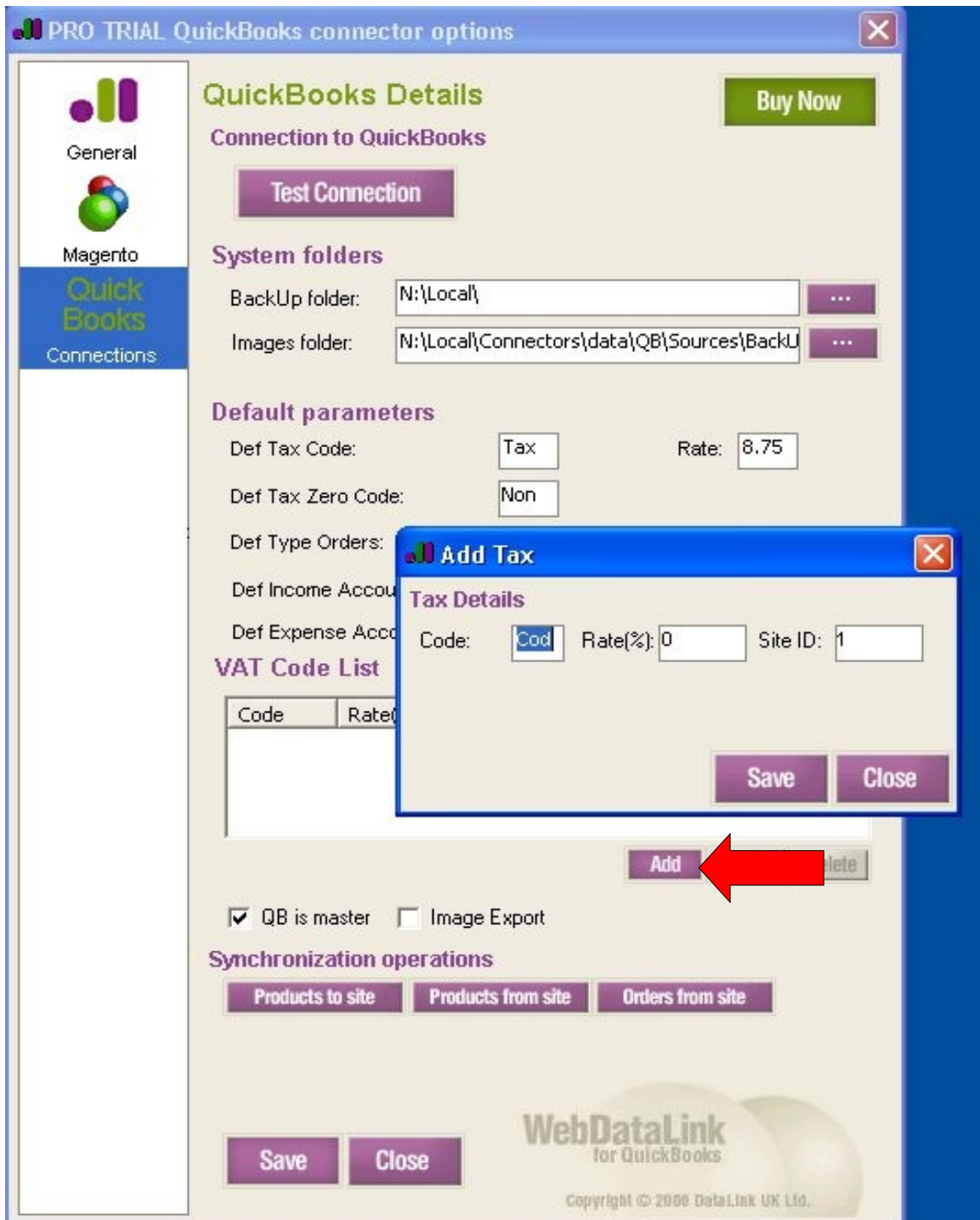
Images Folder is temporary directory storing product images. Again, this can be any folder with full access rights located on your PC where you installed your Web DataLink software and QB program.



Under **Default parameters** there are options corresponding with QuickBooks order's fields. If you do not change the data in these fields, the connector will use default values.



It is possible to add some additional VAT codes for any special purposes under the **VAT Code list**. To do this, press the **Add** button and enter code name, rate, and site ID. Then, click the **Save** button.



Please pay special attention to the **QuickBooks is master** option. With this option is selected, the Product Price, Name, Description, Image and Category fields in QuickBooks will remain unchanged, even if they are changed on the website. And vice versa - with this option unselected this product data remains unchanged on the website, even if it's changed in QuickBooks.

Default parameters

Def Tax Code: Tax Rate: 8.75

Def Tax Zero Code: Non

Def Type Orders: Invoice

Def Income Account Name: Sales

Def Expense Account Name: Inventory Cost of Goods Sold

VAT Code List


Code	Rate(%)	Site ID

Add Edit Delete

QB is master Image Export

Synchronization operations

Products to site Products from site Orders from site



Note, that stock levels are always taken from QuickBooks. It makes sense to disable stock subtraction feature on the website.

And one more important option here is the **Image Export** one.

Default parameters

Def Tax Code: Tax Rate: 8.75

Def Tax Zero Code: Non

Def Type Orders: Invoice

Def Income Account Name: Sales

Def Expense Account Name: Inventory Cost of Goods Sold

VAT Code List


Code	Rate(%)	Site ID

Add Edit Delete

QB is master Image Export

Synchronization operations

Products to site Products from site Orders from site



If the **Image Export** checkbox is selected, then during synchronization of data FROM site images will be downloaded into the images/ directory, and during synchronization of data TO site images will be taken from the images/ directory and uploaded back to site. If this checkbox is not selected, the images will not be synchronized.

Magento Options

Web DataLink for QuickBooks needs to be configured only once. It stores configuration settings in the MS Windows registry of the local PC. For successful work Web DataLink Connector requires access to your website. Go to **Magento Options** window: click the **Magento** tab on the left.

The screenshot shows a software configuration window titled "PRO TRIAL QuickBooks connector options". On the left is a vertical sidebar with three tabs: "General", "Magento", and "Quick Books Connections". The "Magento" tab is selected and highlighted in blue, with a red arrow pointing to it from the left. The main content area is titled "Magento Details" and contains several input fields under the heading "Ftp options":
- URL: datalink2magenta.holbi.co.uk
- Port: 21
- Login: magenta
- Password: *****
- Upload Path: /public_html/qb_mg_demo/qb/upload/
- Images Path: /public_html/qb_mg_demo/
- Site URL: http://datalink2magenta.holbi.co.uk/qb_mg_demo/qb/
Below these fields is a "Test Connection" button. At the bottom of the main area, there are two input fields for "Synchronize orders starting from:" (value 0) and "to:" (value 0).
At the bottom of the window, there are three buttons: "Products to site", "Products from site", and "Orders from site". At the very bottom, there are "Save" and "Close" buttons. In the top right corner of the main area is a "Buy Now" button. The footer of the window includes the "WebDataLink for QuickBooks" logo and the text "Copyright © 2008 DataLink UK Ltd."

The image above demonstrates test data in the fields. Actually, the fields are pre-filled with the default links and settings already, so you just need to press the **Test Connection** button to make sure the local PC actually can connect to the Magento installation.

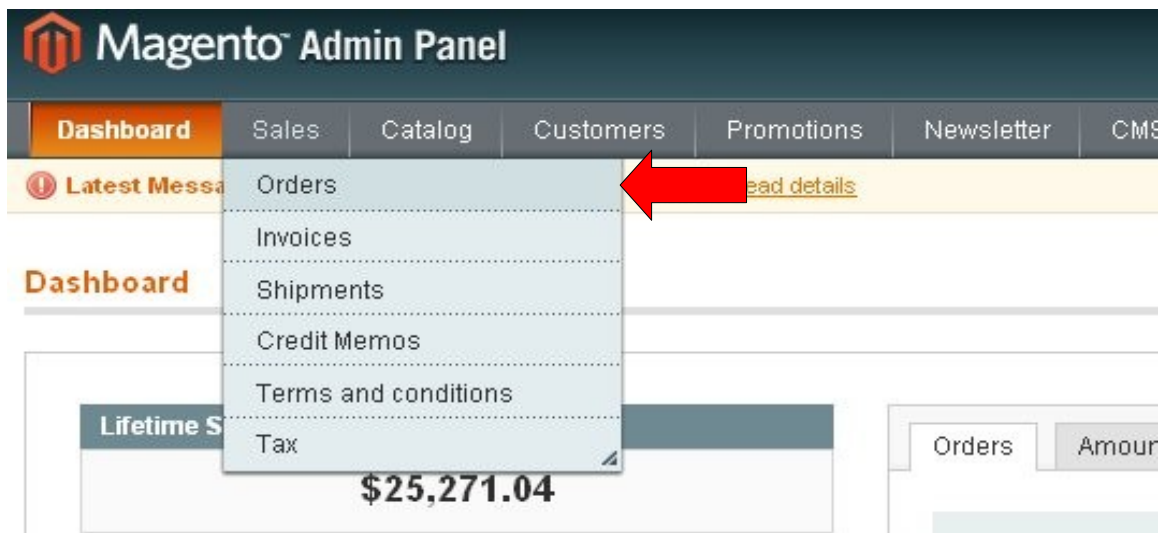
Test Connection

(Please note that all standard installations of the program are hardcoded with your FTP details to ensure that if you connect every time. If you have requested that we leave your username and password fields so that you can change these as you update your FTP login details, please make sure that if you change your FTP, you also change your options in Connector for QuickBooks.)

3. **Synchronize orders starting from** allows for a specific order ID on the site. If you don't want to synchronise all online orders, you can set the Order ID in the "Synchronize orders starting from" field, so only orders with greater IDs will be synchronized.

Example:

- a) Open Administrative Panel of the Magento web-store.
- b) In the upper panel, click **Sales** and select **Orders**.



- c) In the Orders list, select a record.
- d) Copy the order's ID. For example, ID=100000002.

 **Order # 100000002** | Order Date Sep 8, 2010 4:50:12 AM

Order # 100000002 (Order confirmation email sent)	
Order Date	Sep 8, 2010 4:50:12 AM
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View

- e) Then, go to the **QuickBooks Connector, Magento Options** window.
- f) In the **Synchronize orders starting from** field, paste the order's ID. All the new orders with IDs greater than set in this field will be downloaded to QuickBooks.

Magento Details [Buy Now](#)

Ftp options

URL:	<input type="text" value="datalink2magento.holbi.co.uk"/>
Port:	<input type="text" value="21"/>
Login:	<input type="text" value="magenta"/>
Password:	<input type="text" value="*****"/>
Upload Path:	<input type="text" value="/public_html/qb_mg_demo/qb/upload/"/>
Images Path:	<input type="text" value="/public_html/qb_mg_demo/"/>
Site URL:	<input type="text" value="http://datalink2magento.holbi.co.uk/qb_mg_demo/qb/"/>

[Test Connection](#)

Synchronize orders starting from: to:

If you want to synchronize a certain range of orders (for example, from ID=100000002 to ID=100000009), specify proper orders IDs in the "Synchronize orders starting from" and "to" fields.

Synchronize orders starting from: to:

Orders options

Online orders can be downloaded into QuickBooks as Invoices or Sales Receipt.

Def Type Orders field allows choosing the type which will be assigned to the orders in the QuickBooks after synchronization from site.



Default parameters

Def Tax Code: Tax Rate: 8.75

Def Tax Zero Code: Non

Def Type Orders: Invoice

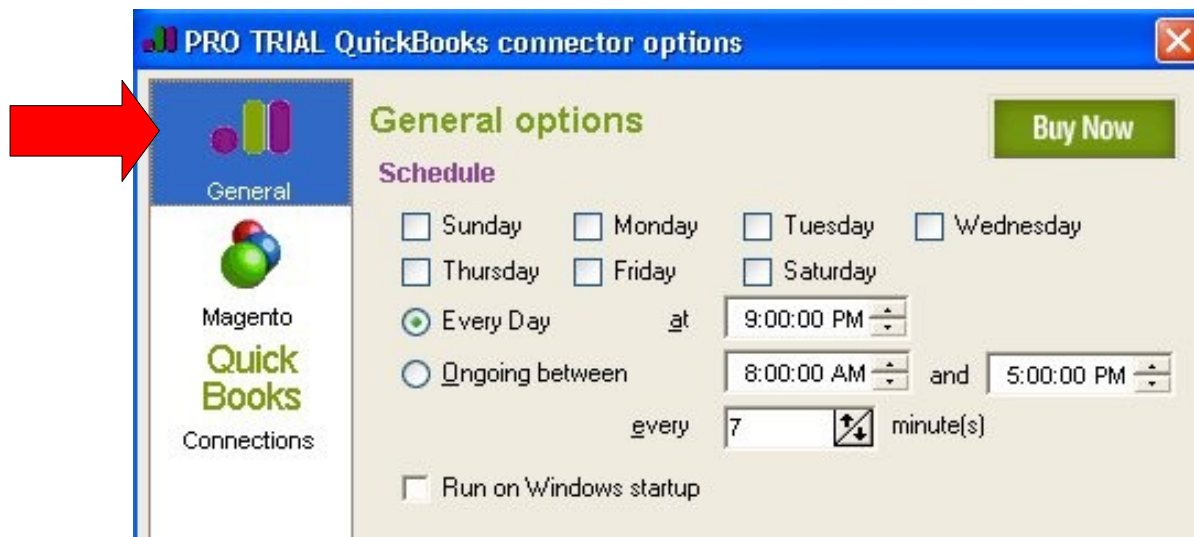
Def Income Account Name: Invoice

Def Expense Account Name: Inventory Cost of Goods Sold

VAT Code List

General Options

Click the **General** tab on the left to open **General Options** page.



PRO TRIAL QuickBooks connector options

General options Buy Now

Schedule

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Every Day at 9:00:00 PM

Ongoing between 8:00:00 AM and 5:00:00 PM

every 7 minute(s)

Run on Windows startup

The **General Options** page contains options making the Web DataLink Connector easier for you to run.

1. To synchronise your data only once a week you should choose any one day. If you want to do this every day, you should tick all days of the week. To disable automatic synchronization, simply unselect all days options.
2. Then, you set up time of the day when connector will run. If you want to run the connector only once a day, you can tick the **Every day** option and then set a time, for example 9:00:00 PM.

Schedule

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Every Day
 at 9:00:00 PM

3. Also, you can synchronise your data several times during the day. In this case you should tick the **Ongoing between** option and then set a time range, for example, 8:00:00 AM and 5:00:00 PM, and then set up an interval, for example, every 10 minutes. So with such settings the connector will be synchronizing data every 10 minutes between 8:00:00 AM and 5:00:00 PM on the selected days of the week.

Schedule

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Every Day
 at 9:00:00 PM

Ongoing between
 8:00:00 AM and 5:00:00 PM

every 10 minute(s)

4. Also, in this section there is the **Run on Windows startup** option. If this option is ticked the connector will run on Windows startup. Please note in this case it doesn't mean the synchronization process will be started immediately. It will start on time accordingly to the Scheduler options set above.
5. We strongly recommend you to tick the **Store Log** checkbox. It means detailed information about all connector's activities will be stored in the log file. It will help us to solve any problems with connector's work if any will take place.

Log options

Store Log

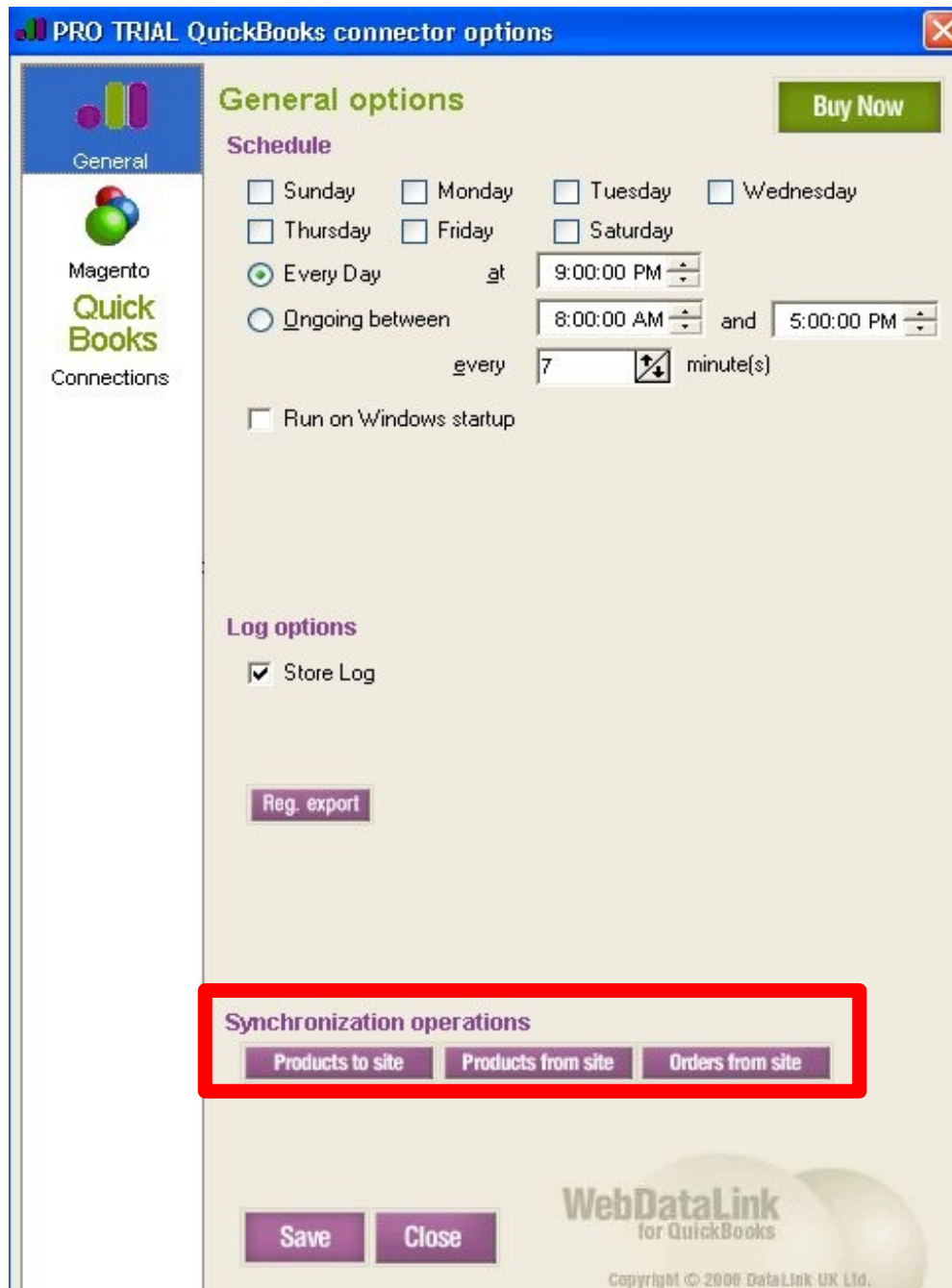
6. The **Reg. export** button allows for creating a file which contains information about current Connector settings. This file can be sent to the Web DataLink Connector developers in order to help them to solve the problems if any will take place.



To create a *.cop file, click the **Reg. export** button and save the file to your hard drive.

Synchronization operations

After setting up the Options, you may start synchronization operations using the buttons at the bottom of the **QuickBooks connector** window.



- Click the **Products to site** button if you wish to upload products from QuickBooks to Magento.
- Click the **Products from site** button if you wish to download products from Magento to QuickBooks.
- Click the **Orders from site** button if you wish to download orders from Magento to QuickBooks.

Connector updates product's price, description, model, stock, pictures, and categories. Also, Connector creates customer accounts and sales orders in the QuickBooks.

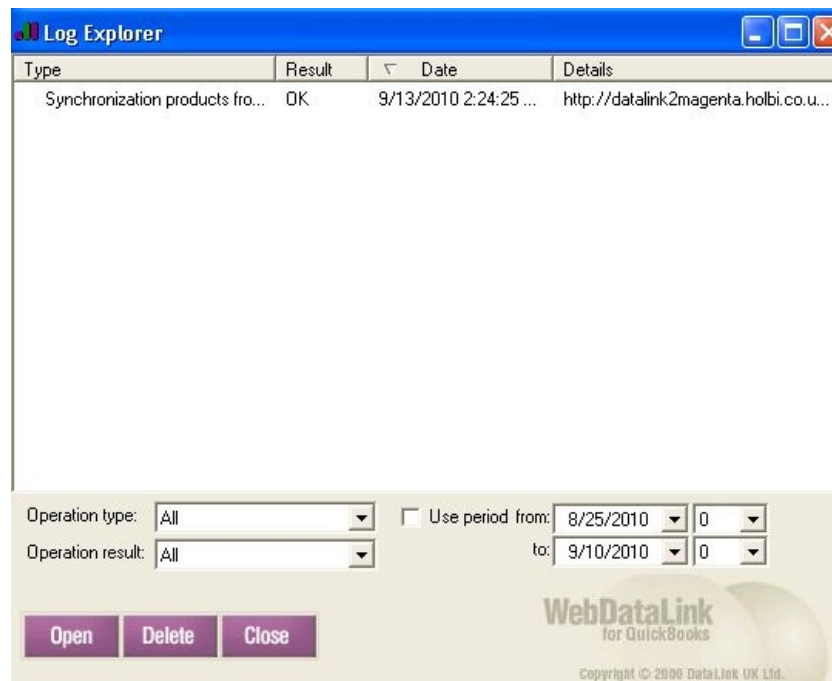
Now let's view two examples of products/orders downloading:

Downloading Products

1. Click the **Products from site** button at the bottom of the Connector window.
2. The downloading process will take for a few seconds, please wait. Then, right mouse click on the Web DataLink icon in system tray and select **Show Log** item.



The **Log Explorer** window demonstrates detailed information about all connector's actions. All records have "Type", "Result", "Date" and "Details" fields.



The “Type” field contains the operation type. The following types of operations can be displayed here:

- *Synchronization products from site*
- *Synchronization orders from site*
- *Synchronization products from QuickBooks to site*

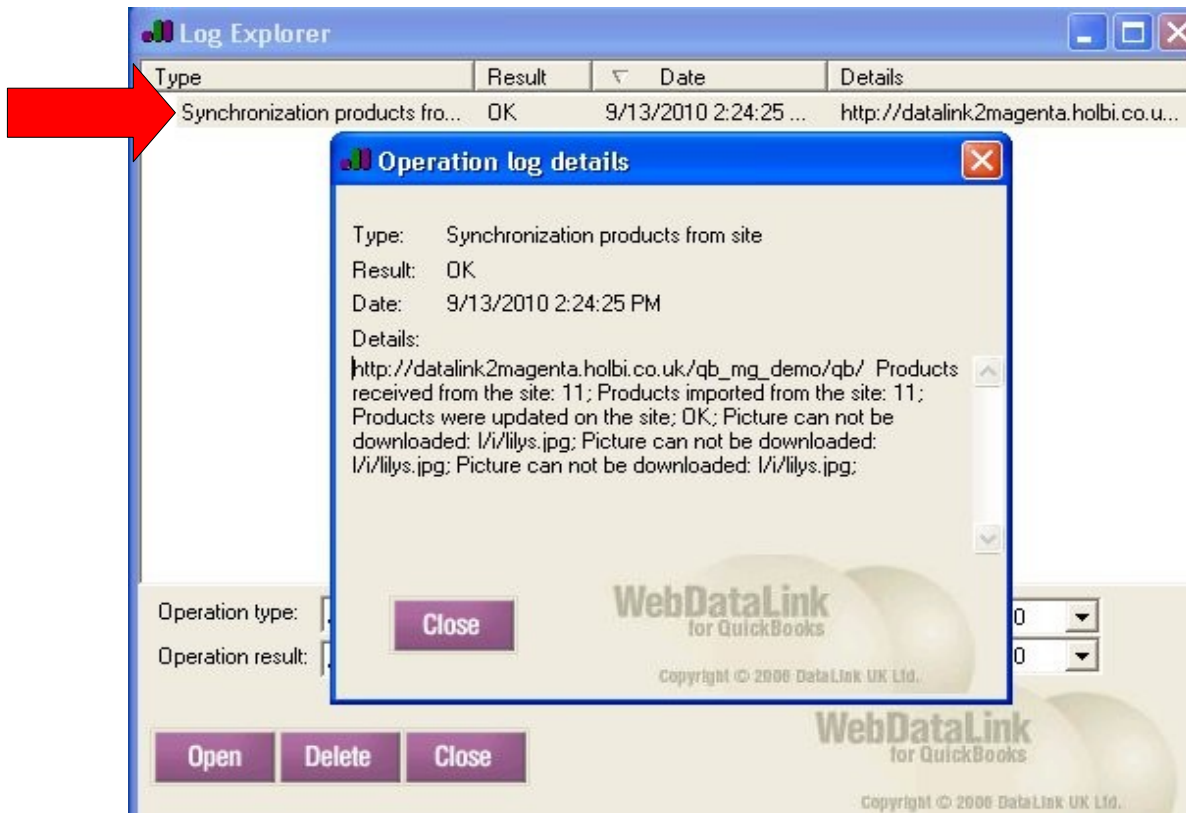
The “Result” field contains the operation results. It can display either **Ok**, **Error** or **Begin**.

The “Date” field contains operation date and time.

The “Details” field contains additional information: how many products/orders were processed.

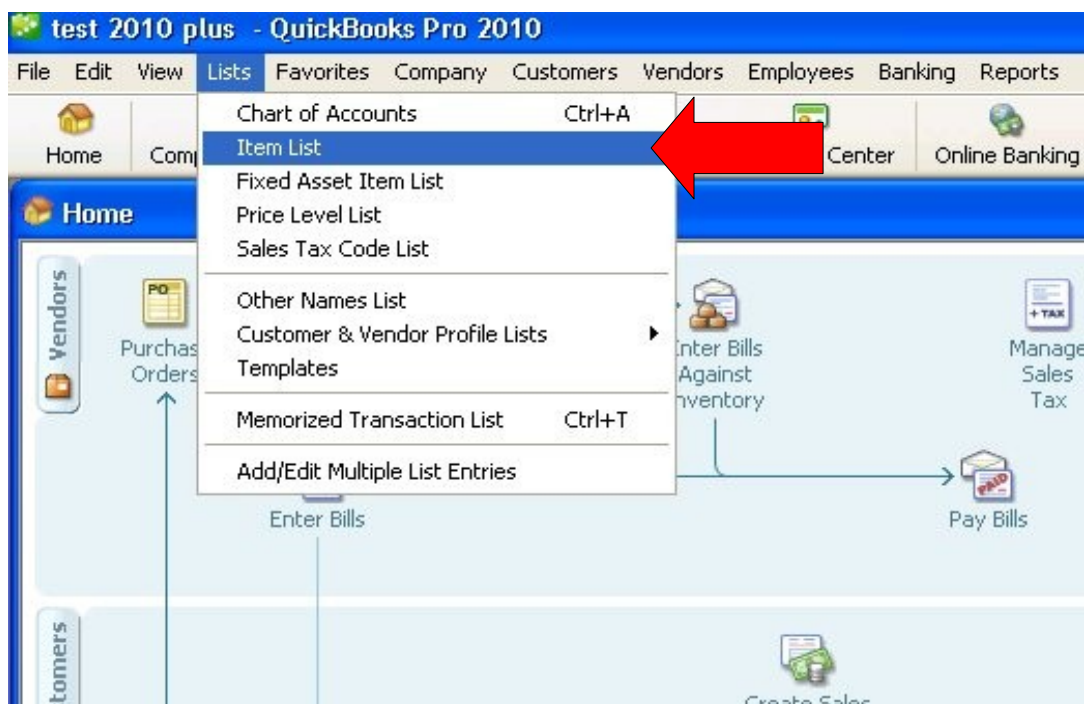
Note:

- ✓ You can filter the log by operation type, operation result, and date. If you click on the column's header, all data will be sorted in the alphabetical order.
 - ✓ You can delete any log entry by using the **Delete** button at the bottom of the window.
3. For more detailed information about the action you can select an item in the list and press the **Open** button. Or, double-click the “*Synchronization products from site*” item. Then, you can see operation details in a separate window.



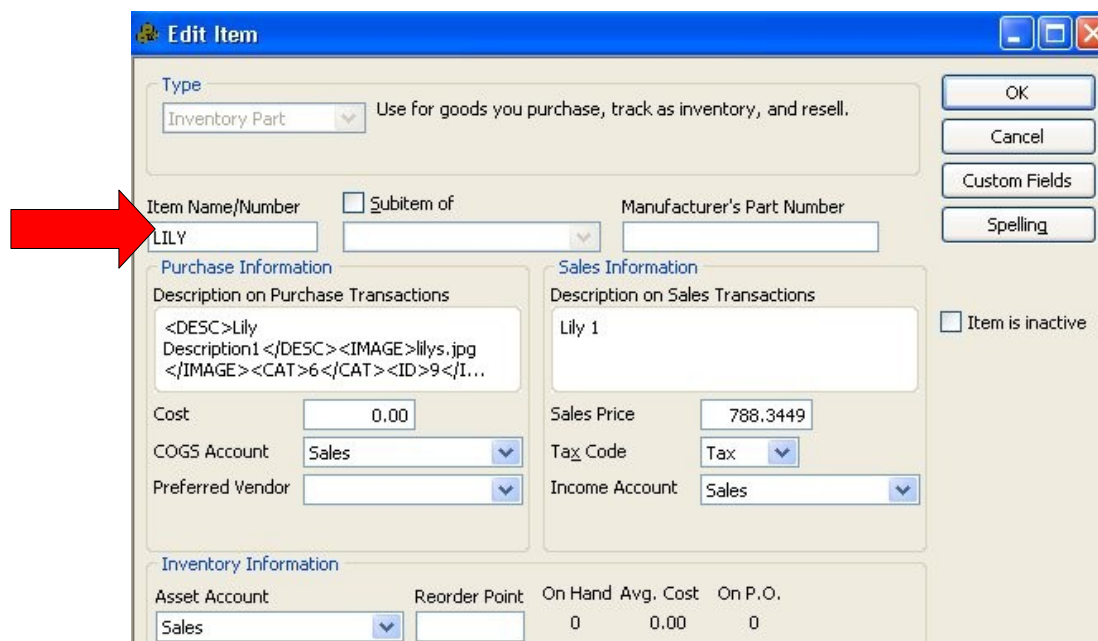
4. After reading information about connector's activity, close the **Log Explorer** window by clicking the **Close** button.
5. Then, go to **QuickBooks**.

6. In the upper panel, click **Lists > Item List** link to view a list of new products downloaded to QuickBooks database.



You can go to the website and view these products in the **Catalog > Manage Products** section to make sure all the new products were downloaded to QuickBooks properly.

To find any necessary product on site, you need to find a name of a product in the QuickBooks first. Product's name is displayed in the **Item Name/Number** field in the **Edit Item** window:



By this name you can search for the product on site.

Important: The Item Name in the QuickBooks is the Product SKU on the website. The SKU name is unique and this will help to avoid doubling and overwriting of the products in the QuickBooks during synchronization. **The Item Name field has a limitation of length to 25 symbols.**

In the QuickBooks:

The screenshot shows the 'Edit Item' window in QuickBooks. The 'Item Name/Number' field is highlighted with a red box and contains the text 'LILY-Purple-Big'. Other fields include 'Type' (Inventory Part), 'Subitem of' (LILY), 'Manufacturer's Part Number', 'Purchase Information', 'Sales Information', and 'Inventory Information'.

On the website:

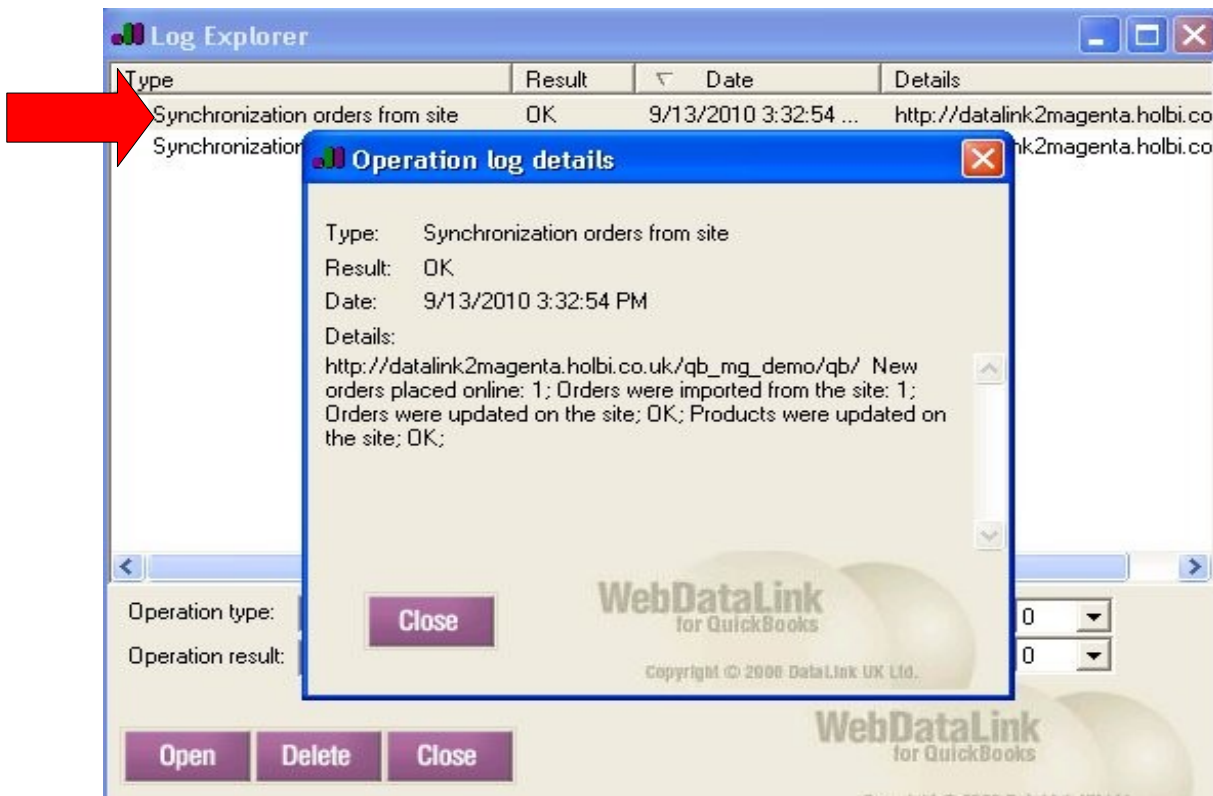
Short Description *	LILY-Purple-Big
SKU *	LILY-Purple-Big
Weight *	10.0000

Downloading Orders

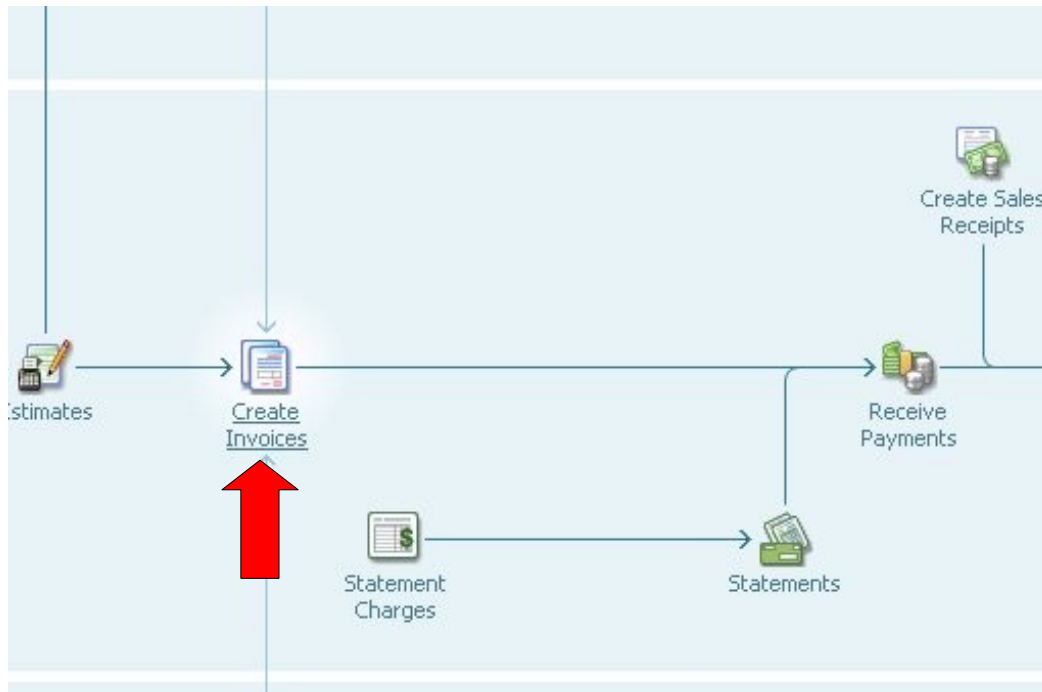
1. Click the **Orders from site** button at the bottom of the Connector window.
2. The downloading process will take for a few seconds, please wait. Then, right mouse click on the Web DataLink icon in system tray and select **Show Log** item.



3. Double-click the “*Synchronization orders from site*” item in the grid to display the **Operation Log Details**. Or, select an item from the list and press the **Open** button.



4. After viewing information about connector's activity, close the **Log Explorer** window by clicking the **Close** button.
5. Then, go to the **QuickBooks**.
6. Click the **Create Invoices** icon (if you downloaded orders as Invoices).



7. Click the **Previous** button to view a list of orders downloaded.

The screenshot shows the QuickBooks Pro 2010 interface. The title bar reads 'test 2010 plus - QuickBooks Pro 2010 - [Create Invoices]'. The menu bar includes File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Online Services, and Window. The toolbar contains icons for Home, Company Snapshot, Customer Center, Vendor Center, Employee Center, Online Banking, Doc Center, and Report Center. Below the toolbar, there are buttons for Previous, Next, Save, Print, Send, Ship, Find, Spelling, History, and Left. A dropdown menu shows 'John Smith-1'. The main area displays an 'Invoice' for 'John Smith' with the following details:

Bill To
John Smith
24 Luna Close
Wiltshire, Swindon SN25 2LZ
United Kingdom

Quantity	Item Code	Description
7	LILY-Red-Big	Lily-Red-Big
7	LILY-Yellow-Small	Lily-Yellow-Small
7	LILY-White-Medium	Lily-White-Medium
1	Shipping	

8. Order's Details (e.g. Invoice) will be open on the screen.

Quantity	Item Code	Description
7	LILY-Red-Big	Lily-Red-Big
7	LILY-Yellow-Small	Lily-Yellow-Small
7	LILY-White-Medium	Lily-White-Medium
1	Shipping	

9. Go to the Magento site (Administrative part) > **Sales** > **Orders** section and view the orders to make sure synchronization process was done properly and all the orders details were downloaded to QuickBooks.

10. Click in the order to open it in edit mode and view its details.

Order # 10000002 | Order Date Sep 8, 2010 4:50:12 AM

Order # 10000002 (Order confirmation email sent)

Order Date	Sep 8, 2010 4:50:12 AM
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View

Customer Details

1. To view customer's details in the **QuickBooks**, click the **Customer Center** icon in the upper panel.

test 2010 plus - QuickBooks Pro 2010 - [Customer Center: John Smith-1 (All Transactions)]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Online Services Wind

Home Company Snapshot **Customer Center** Vendor Center Employee Center Online Banking Doc Center Report Ce

New Customer & Job New Transactions Print Excel Word

Customers & Jobs Transactions

view Active Customers

Find

Name	Balance Total	Attach
John Smith-1	25,375.98	

Customer Information

Customer Name John Smith-1

Customer Type

Company Name DataLink UK Ltd t/a Holbi

Billing Address John Smith
24 Luna Close
Wiltshire, Swindon SN25 2LZ
United Kingdom

[Map](#) | [Directions](#)

Note: Pay attention to the customer's name - it contains a number. This number is the customers ID on the website. Attaching the customer's ID to its name in the QuickBooks after synchronization helps to avoid mess in the similar customers names.

ons Print Excel Word

Customer Information

Customer Name John Smith-1

Customer Type

Company Name DataLink UK Ltd t/a Holbi

Billing Address John Smith
24 Luna Close
Wiltshire, Swindon SN25 2LZ
United Kingdom

Contact Smith John

Phone +44 (0) 208 1234 799

Alt Phone

Fax

Email kkhorunzhij@holbi.co.uk

Terms

Price Level

[Map](#) | [Directions](#)

Notes

Show All Transactions Filter By All Date This Fiscal Year

From the customer's edit mode please check or add preferred payment method the same one which is used on site. Open the **Payment Info** tab, first:

Customer Name

Current Balance : 25,375.98 [How to adjust the current balance?](#)

Account No.

Credit Limit

Preferred Payment Method

Credit Card No. Exp. Date /

Name on card

Address

Customer is inactive

Then, from the **Preferred Payment Method** list select payment method which is used on website:

Account No.

Credit Limit

Preferred Payment Method

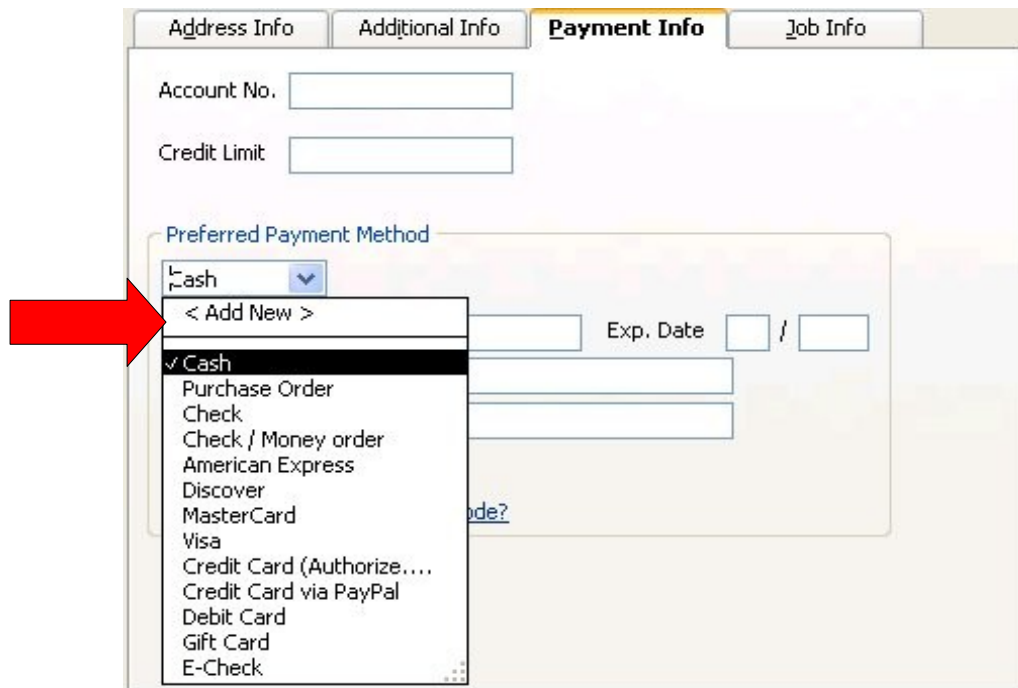
< Add New >

- ✓ Cash
- Purchase Order
- Check
- Check / Money order
- American Express
- Discover
- MasterCard
- Visa
- Credit Card (Authorize....
- Credit Card via PayPal
- Debit Card
- Gift Card
- E-Check

Exp. Date /

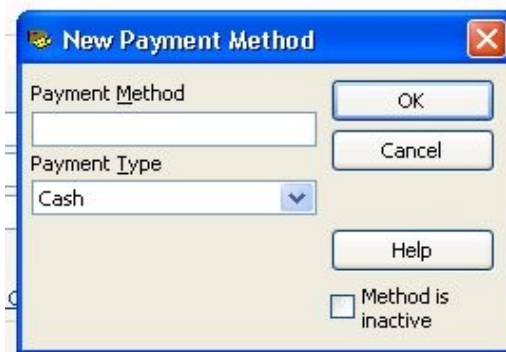
[ode?](#)

If there is no such a method, you can use the **<Add New>** feature.



The screenshot shows a software window with tabs for 'Address Info', 'Additional Info', 'Payment Info', and 'Job Info'. The 'Payment Info' tab is active. It contains fields for 'Account No.' and 'Credit Limit'. Below these is a 'Preferred Payment Method' section with a dropdown menu currently set to 'Cash'. A red arrow points to the '< Add New >' option in the dropdown list. Other options in the list include Purchase Order, Check, Check / Money order, American Express, Discover, MasterCard, Visa, Credit Card (Authorize....), Credit Card via PayPal, Debit Card, Gift Card, and E-Check. There are also input fields for 'Exp. Date' and a 'Code?' field.

Specify **Payment Method** and **Payment Type**, and then click **OK**.



The screenshot shows a 'New Payment Method' dialog box. It has a title bar with a close button. Inside, there are three main sections: 'Payment Method' with a text input field, 'Payment Type' with a dropdown menu currently showing 'Cash', and a checkbox labeled 'Method is inactive'. On the right side, there are three buttons: 'OK', 'Cancel', and 'Help'.

4. After viewing of customer's details in the QuickBooks, go to the Magento web-site (Administrative part).
5. Click the **Customers** link in the upper panel and select **Manage Customers**.
6. From the Customers page select a record in the list and click the **Edit** button.
7. Here you can view customer's details to make sure that all information was downloaded to QuickBooks properly.

Personal Information

Last Logged In: Sep 8, 2010 4:45:25 AM (Offline)
Confirmed email: Confirmed
Account Created on: May 4, 2009 11:56:46 PM
Account Created in: Default Store View
Customer Group: General

Primary Billing Address
John Smith
DataLink UK Ltd t/a Holbi
24 Luna Close
Wiltshire, Swindon, SN25 2LZ
United Kingdom
T: +44 (0) 208 1234 799

Sales Statistics

20. When you finish working with QuickBooks Connector, right mouse click on the Web DataLink icon in system tray and select **Exit** item.

21. Answer "Yes" in the message appeared on the screen to confirm exiting of the program.



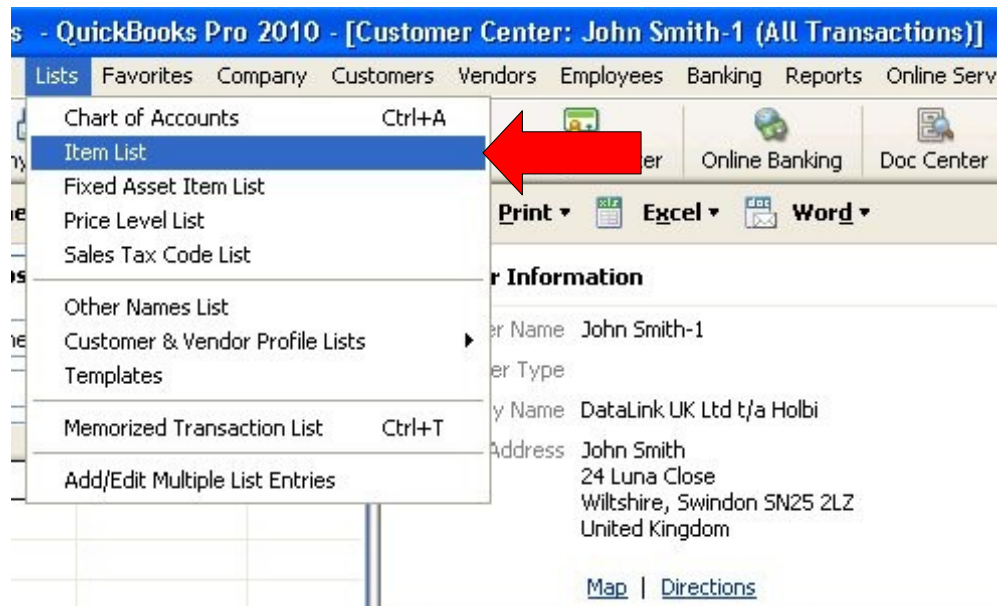
Inventory

NOTE: Inventory is an additional functionality.

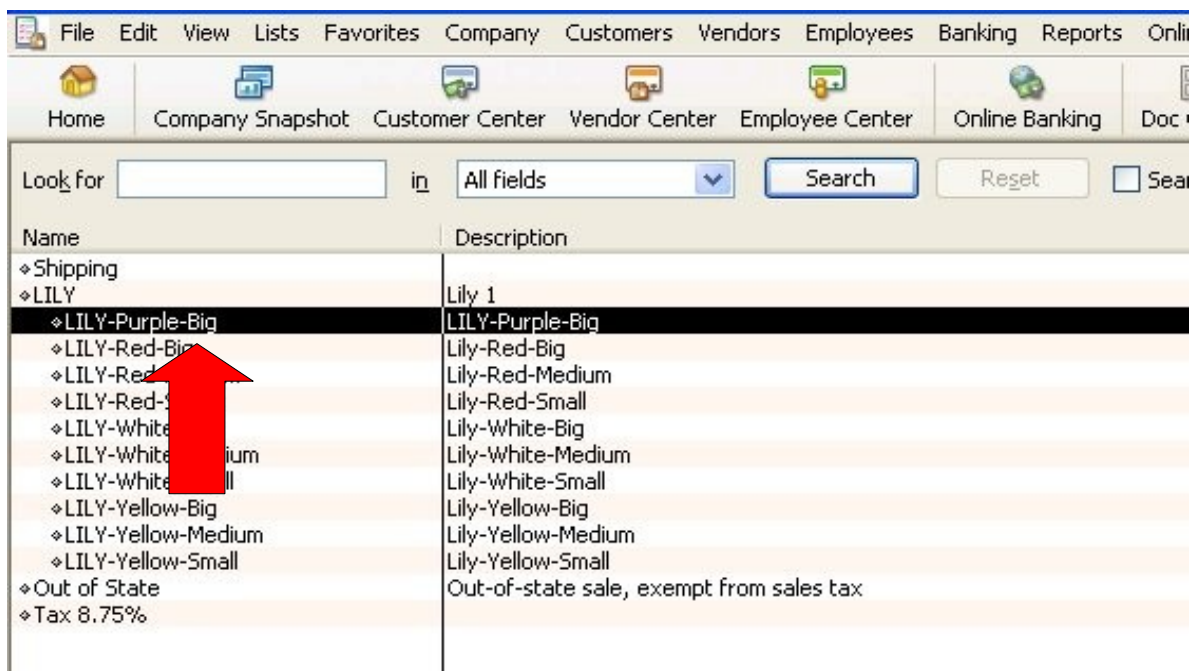
Products Variants (options) are created in QuickBooks according to the following model:

Product Name – Color – Size

Go to QuickBooks > **Lists** > **Item List** page:



Select product's variant and double click it to open in edit mode:



You will find that each variant is marked as “sub-item of” some parent product. For that a special checkbox is selected. For example, **sub-item of LILY**:

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

Item Name/Number: LILY-Purple-Big
 Subitem of: LILY
 Manufacturer's Part Number: []

Purchase Information: Description on Purchase Transactions: <WEIGHT>10</WEIGHT><OPT_NAMEO>Color</OPT_NAMEO><VAL_NAMEO>Purple</VAL_NAMEO><PRICE_VA...
 Sales Information: Description on Sales Transactions: LILY-Purple-Big

Cost: 0.00
 COGS Account: Sales
 Preferred Vendor: []

Sales Price: 1,103.6829
 Tax Code: Tax
 Income Account: Sales

You can create variants from this page using the **New** button. Go to the **Item List** window again and click the **Item** button at the bottom of this window:

Item List

Look for [] in All fields Search Reset Search within results

Name	Description	Type	Account	On Hand	Price	Attach
Shipping	Lily 1	Service	Sales		0.00	
LILY		Inventor...	Sales	0	788.3449	
LILY-Purple-Big	LILY-Purple-Big	Inventor...	Sales	0	1,103.6...	
LILY-Red-Big	Lily-Red-Big	Inventor...	Sales	1,000	1,103.6...	
LILY-Red-Medium	Lily-Red-Medium	Inventor...	Sales	1,000	1,064.2...	
LILY-Red-Small	Lily-Red-Small	Inventor...	Sales	1,000	1,024.8...	
LILY-White-Big	Lily-White-Big	Inventor...	Sales	1,000	1,182.5...	
LILY-White-Medium	Lily-White-Medium	Inventor...	Sales	1,000	1,143.1...	
LILY-White-Small	Lily-White-Small	Inventor...	Sales	1,000	1,103.6...	
LILY-Yellow-Big	Lily-Yellow-Big	Inventor...	Sales	1,000	1,024.8...	
LILY-Yellow-Medium	Lily-Yellow-Medium	Inventor...	Sales	1,000	985.4311	
LILY-Yellow-Small	Lily-Yellow-Small	Inventor...	Sales	1,000	946.0139	
Out of State	Out-of-state sale, exempt from sales ...	Sales Ta...	Sales Ta...		0.0%	
Tax 8.75%		Sales Ta...	Sales Ta...		8.75%	

Item Activities Reports Excel Attach Include inactive

Select **New**.

♦LILY-Red-Small	Lily-Red-Small	Inventor...	Sales	1,000	1,024.8...	
♦LILY-White-Big	Lily-White-Big	Inventor...	Sales	1,000	1,182.5...	
♦LILY-White-Medium	Lily-White-Medium	Inventor...	Sales	1,000	1,143.1...	
♦LILY-White-Small	Lily-White-Small	Inventor...	Sales	1,000	1,103.6...	
♦LILY-Yellow-Big	Lily-Yellow-Big	Inventor...	Sales	1,000	1,024.8...	
♦LILY-Yellow-Medium	Lily-Yellow-Medium	Inventor...	Sales	1,000	985.4311	
♦LILY-Yellow-Small	Lily-Yellow-Small	Inventor...	Sales	1,000	946.0139	
♦Out of State	Out-of-state sale, exempt from sales ...	Sales Ta...	Sales Ta...		0.0%	
♦Tax 8.75%		Sales Ta...	Sales Ta...		8.75%	

Item Activities Reports Excel Attach Include inactive

- New **Ctrl+N**
- Edit Item **Ctrl+E**
- Duplicate Item
- Delete Item **Ctrl+D**
- Add/Edit Multiple Items
- Make Item Inactive
- Show Inactive Items
- ✓ Hierarchical View
- Flat View
- Customize Columns...
- Use **Ctrl+U**
- Find in Transactions...
- Print List... **Ctrl+P**
- Re-sort List

Step 1:

Select **Type**.

New Item

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

Item Name/Number Subitem of Manufacturer's Part Number

Purchase Information

Description on Purchase Transactions

Cost

COGS Account

Preferred Vendor

Sales Information

Description on Sales Transactions

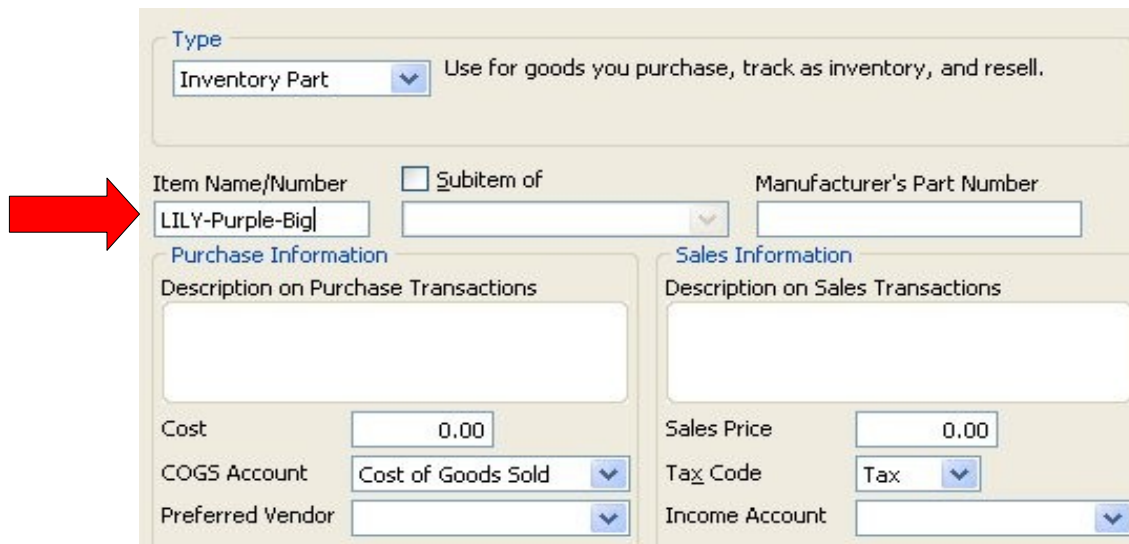
Sales Price

Tax Code

Income Account

Step 2:

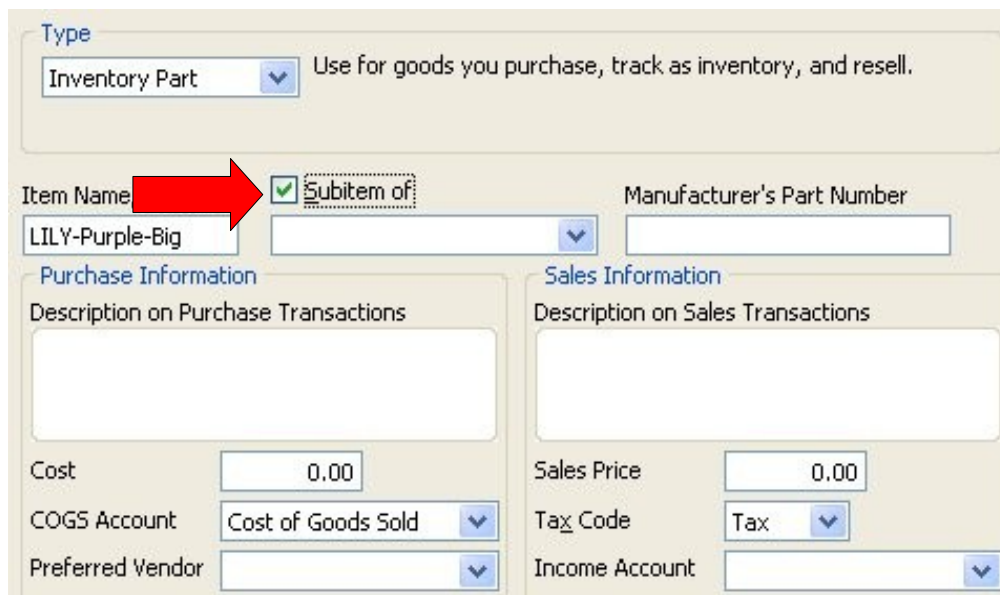
Specify **Item Name/Number**.



The screenshot shows a form titled "Type" with a dropdown menu set to "Inventory Part" and the text "Use for goods you purchase, track as inventory, and resell." Below this, there are fields for "Item Name/Number" (containing "LILY-Purple-Big"), "Subitem of" (unchecked), and "Manufacturer's Part Number". A red arrow points to the "Item Name/Number" field. The form is divided into "Purchase Information" and "Sales Information" sections. "Purchase Information" includes "Description on Purchase Transactions", "Cost" (0.00), "COGS Account" (Cost of Goods Sold), and "Preferred Vendor". "Sales Information" includes "Description on Sales Transactions", "Sales Price" (0.00), "Tax Code" (Tax), and "Income Account".

Step 3:

Select the **Subitem of** checkbox.



The screenshot shows the same form as in Step 2, but with the "Subitem of" checkbox checked. A red arrow points to the "Subitem of" checkbox. The "Item Name/Number" field now contains a dropdown arrow, indicating a parent item has been selected.

Step 4:

Select a parent item from dropdown.

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

Item Name/Number Subitem of Manufacturer's Part Number

LILY-Purple-Big LILY

Purchase Information
Description on Purchase Transactions

Sales Information
Description on Sales Transactions

Cost 0.00 Sales Price 0.00

COGS Account Cost of Goods Sold Tax Code Tax

Preferred Vendor Income Account

Step 5:

In the **Description on Purchase Transactions** field, specify the following text-code, for example:

```
<WEIGHT>10</WEIGHT><OPT_NAME0>Color</OPT_NAME0><VAL_NAME0>Purple</VAL_NAME0><PRICE_VALUE0>200</PRICE_VALUE0><OPT_NAME1>Size</OPT_NAME1><VAL_NAME1>Big</VAL_NAME1><PRICE_VALUE1>200</PRICE_VALUE1>
```

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

Item Name/Number Subitem of Manufacturer's Part Number

LILY-Purple-Big LILY

Purchase Information
Description on Purchase Transactions

Sales Information
Description on Sales Transactions

Cost 0.00 Sales Price 0.00

COGS Account Cost of Goods Sold Tax Code Tax

Preferred Vendor Income Account

The following values are highlighted in red:

- <WEIGHT>10</WEIGHT> - option's weight
- <OPT_NAME0>Color</OPT_NAME0> - 0 option's name
- <VAL_NAME0>Purple</VAL_NAME0> - 0 option's value
- <PRICE_VALUE0>200</PRICE_VALUE0> - 0 value price
- <OPT_NAME1>Size</OPT_NAME1> - 1 option's name
- <VAL_NAME1>Big</VAL_NAME1> - 1 option's value
- <PRICE_VALUE1>200</PRICE_VALUE1> - 1 value price

This code is necessary for Connector to create attributes (options) on site and connect them to

Inventory. You can also specify **Sales Price** for this variation/option:

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

Item Name/Number: LILY-Purple-Big
Subitem of: LILY
Manufacturer's Part Number: [Empty]

Purchase Information:
Description on Purchase Transactions: <WEIGHT>10</WEIGHT><OPT_NAME0>Color</OPT_NAME0><VAL_NAME0>Purple</VAL_NAME0><PRICE_VA...</p></div>

And specify the **On Hand** value which means quantity:

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

Item Name/Number: LILY-Purple-Big
Subitem of: LILY
Manufacturer's Part Number: [Empty]

Purchase Information:
Description on Purchase Transactions: <WEIGHT>10</WEIGHT><OPT_NAME0>Color</OPT_NAME0><VAL_NAME0>Purple</VAL_NAME0><PRICE_VA...</p></div>

NOTE: Parent Products also contain such a code in their Description fields. It looks like:

<DESC>Lily
Description1</DESC><IMAGE>lilys.jpg</IMAGE><CAT>6</CAT><ID>9</ID><WEIGHT>10</WEIGHT>

Where <CAT>6</CAT> – is category's ID; and <ID>9</ID> – is product's ID.