



# User Manual

## Web DataLink for QuickBooks (Magento)

Version 1.0

Connecting Ecommerce and ERP

Quick  
Books

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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](mailto: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.

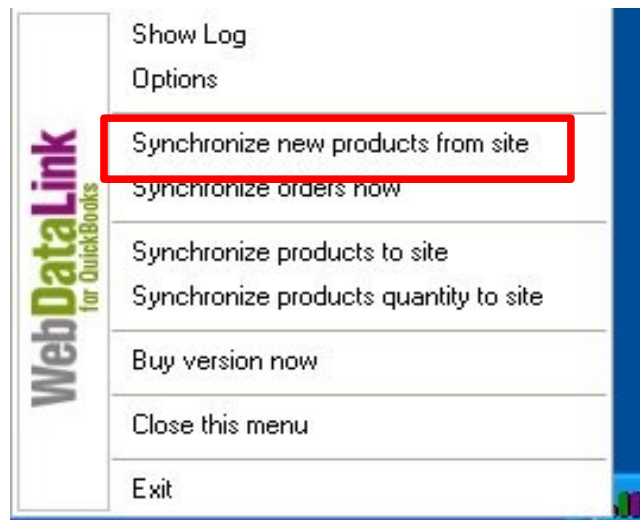


Right mouse clicking on the icon displays a pop-up menu containing the following items:

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

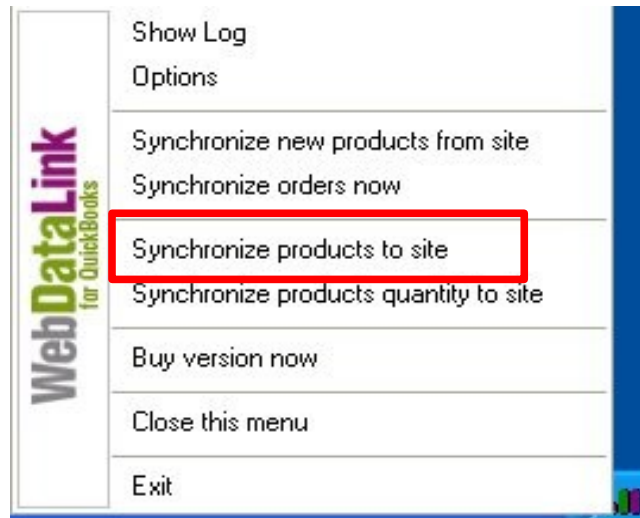


- ◆ **Synchronize new products from site** downloads products from Magento to QuickBooks.



(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.)

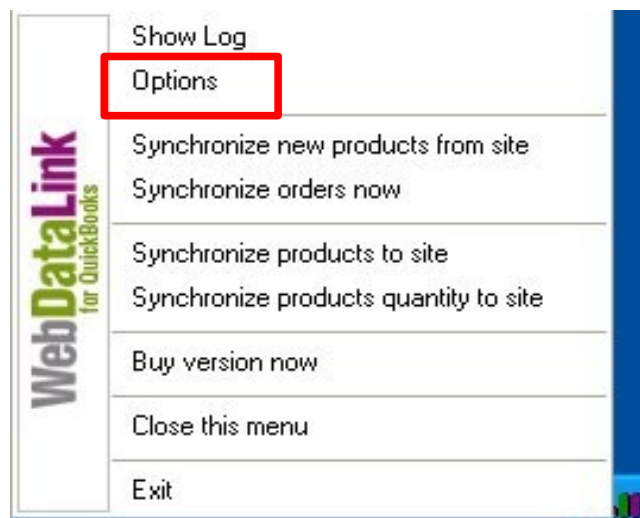
- ◆ **Synchronize products to site** uploads products from QuickBooks to Magento.



- ◆ **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:

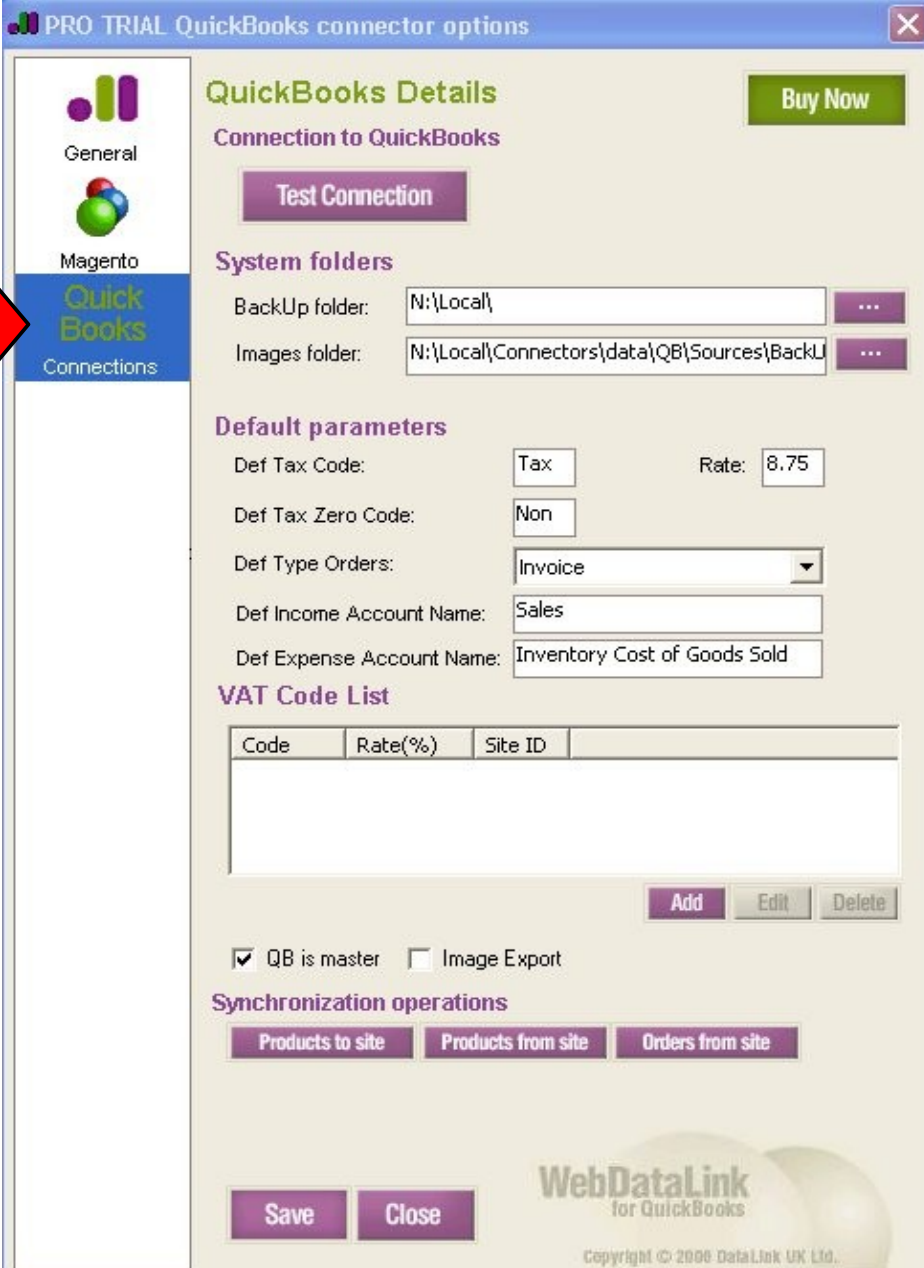


You will then be able to commence using the software by clicking the Web DataLink Connector icon in the system tray or the icon on the computer Desktop.

# 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

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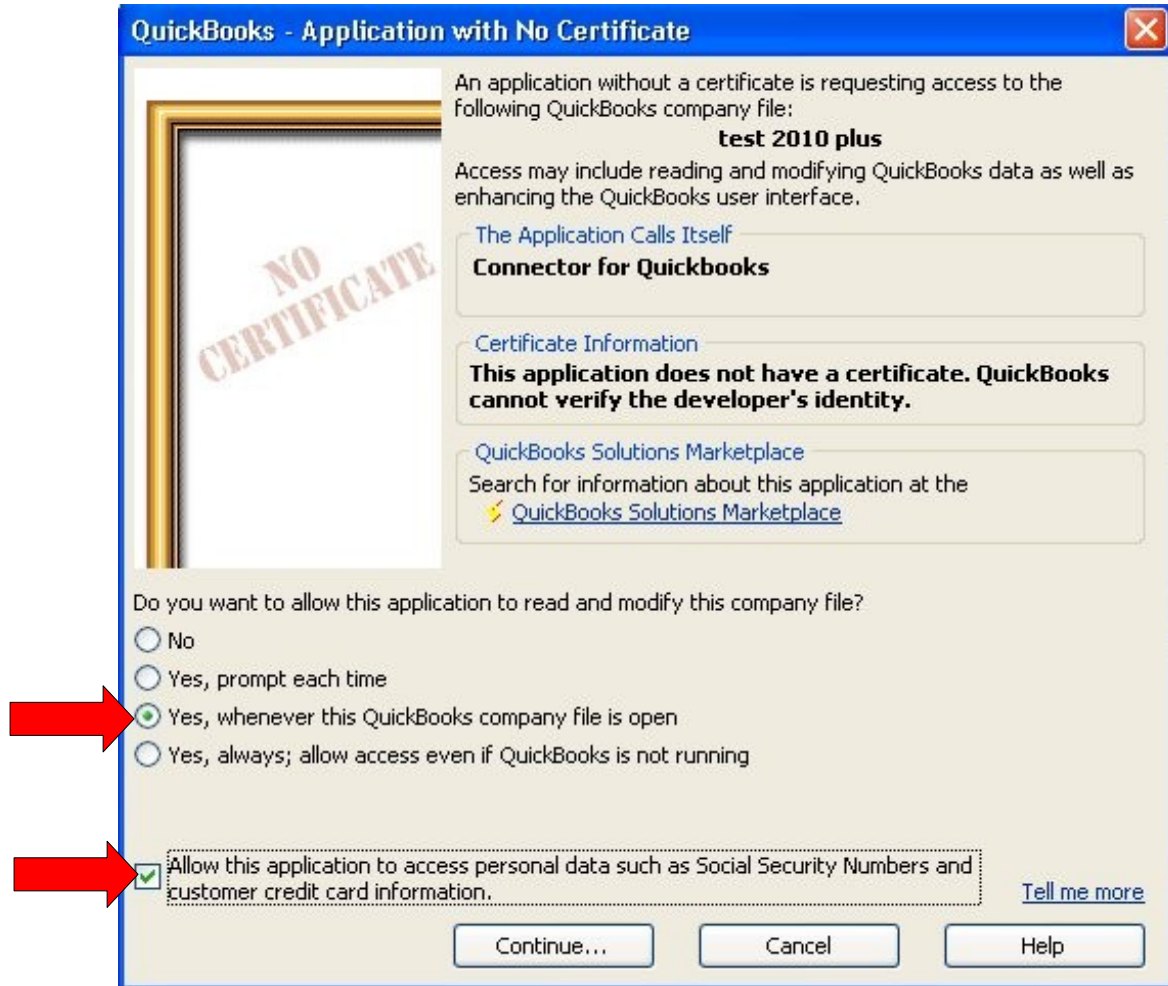
Under **Connection to QuickBooks**, there is the **Test Connection** button. You should click it to check if the connection to QuickBooks DB is available at the moment. But before testing this, please make sure 2 main rules are observed:

- 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**.



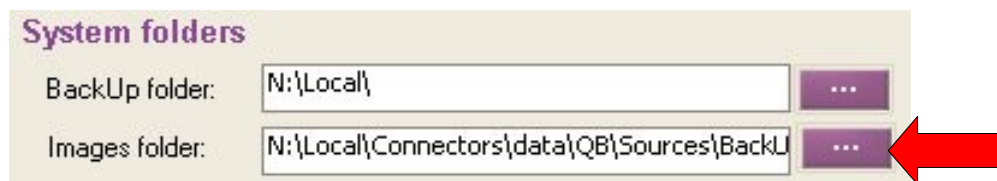
If everything is OK, the Connector will show the “Test connection succeeded” message.



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.

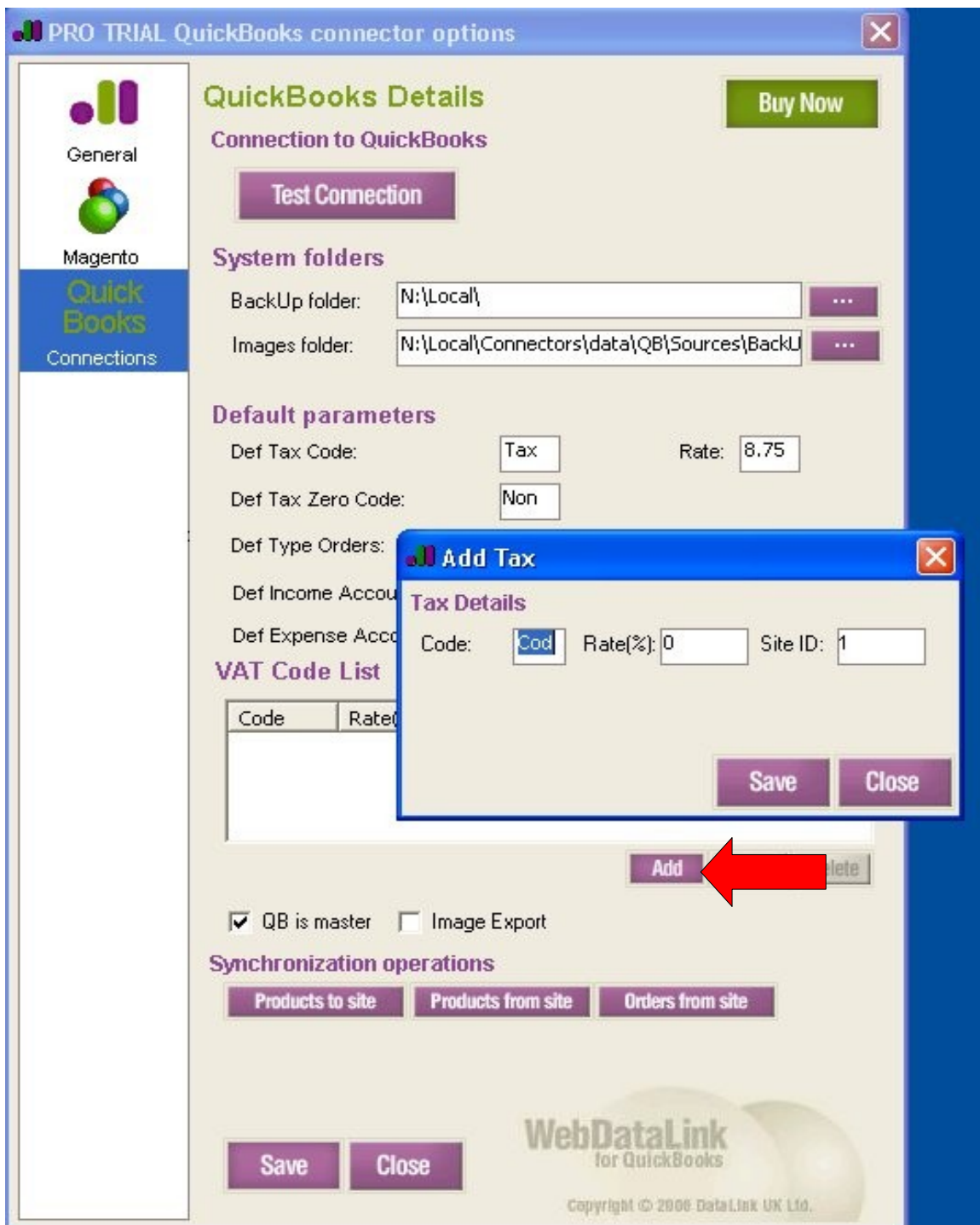


Under **Default parameters** there are options corresponding with QuickBooks order's fields. If you do not change the data in these fields, the connector will use default values.

A screenshot of the "Default parameters" section of a configuration window. It contains five rows of fields:

- "Def Tax Code:" with a dropdown menu showing "Tax" and a "Rate:" field with the value "8.75".
- "Def Tax Zero Code:" with a dropdown menu showing "Non".
- "Def Type Orders:" with a dropdown menu showing "Invoice".
- "Def Income Account Name:" with a text input field containing "Sales".
- "Def Expense Account Name:" with a text input field containing "Inventory Cost of Goods Sold".

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.



## 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.

PRO TRIAL QuickBooks connector options

**Magento Details** [Buy Now](#)

**General**  
**Magento**  
**QuickBooks**  
Connections

**Ftp options**

URL:

Port:

Login:

Password:

Upload Path:

Images Path:

Site URL:

[Test Connection](#)

Synchronize orders starting from:  to:

**Synchronization operations**

[Products to site](#) [Products from site](#) [Orders from site](#)

[Save](#) [Close](#)

WebDataLink  
for QuickBooks

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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.

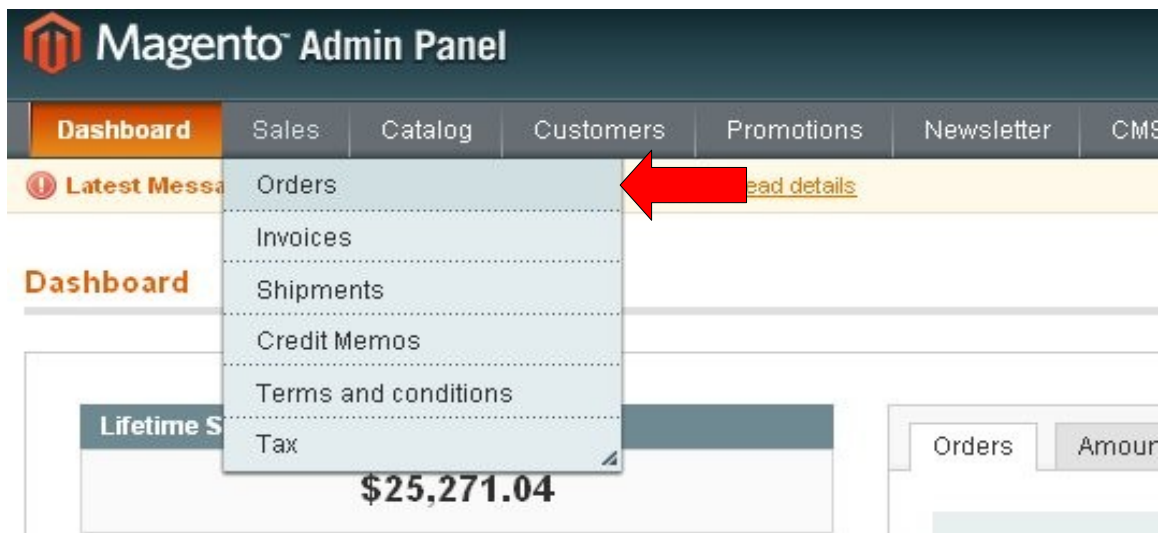
Test Connection

(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.

Customers	Promotions	Newsletter	CMS	Reports	System
-----------	------------	------------	-----	---------	--------

1.1 Patch Available [Read details](#)

---

 **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="password" 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

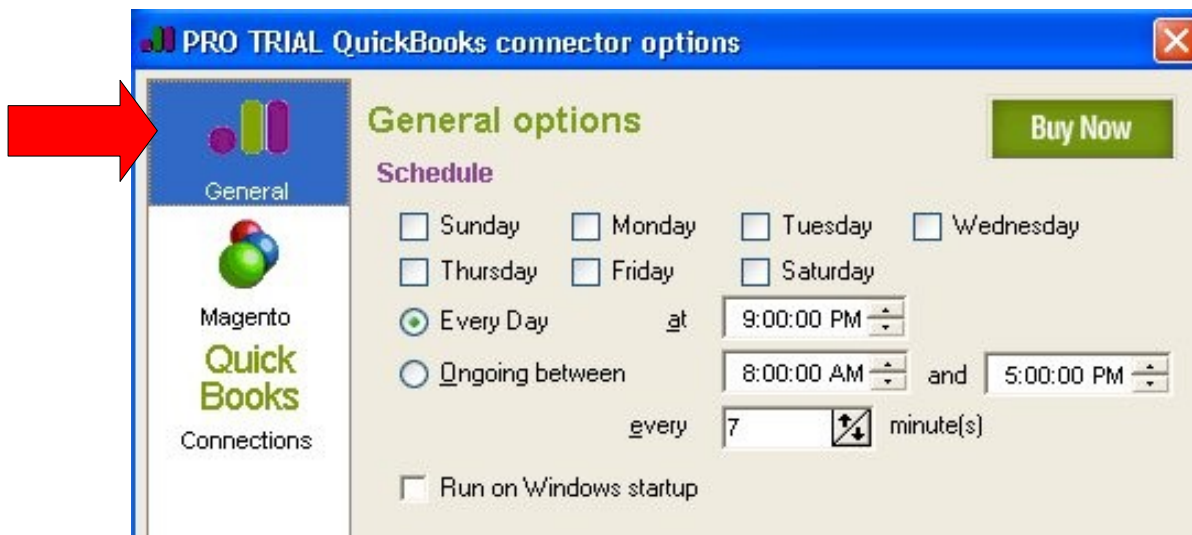
Def Income Account Name: Invoice

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.

Reg. export

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.

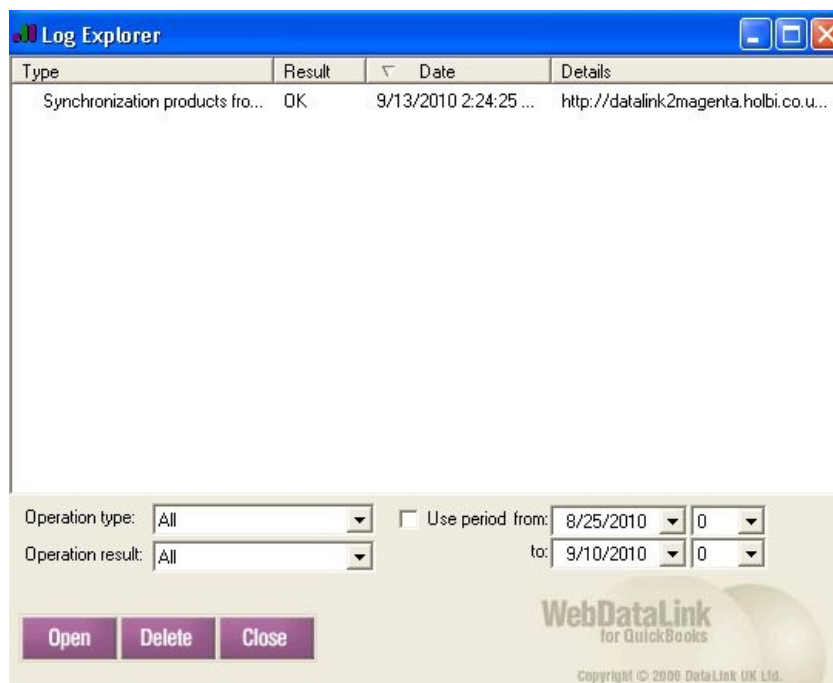
Now let's view two examples of products/orders downloading:

## 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*

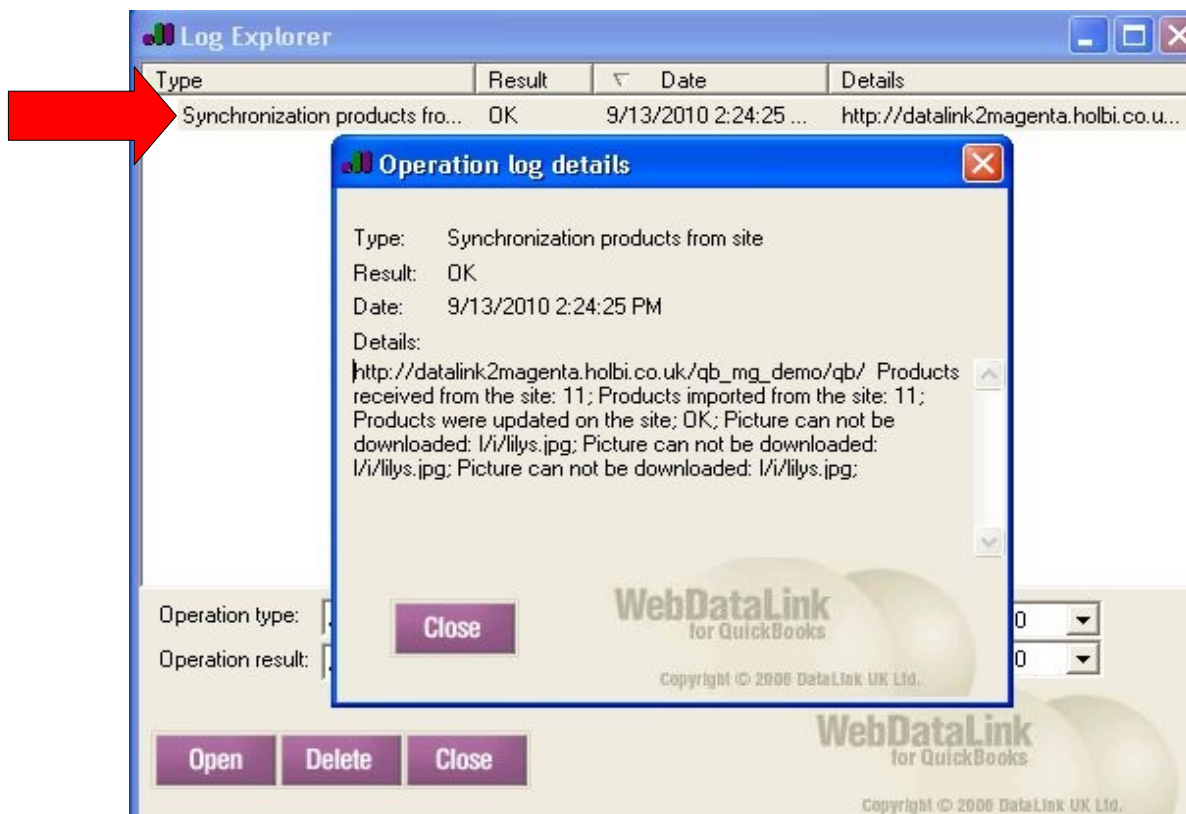
The “Result” field contains the operation results. It can display either **Ok**, **Error** or **Begin**.

The “Date” field contains operation date and time.

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

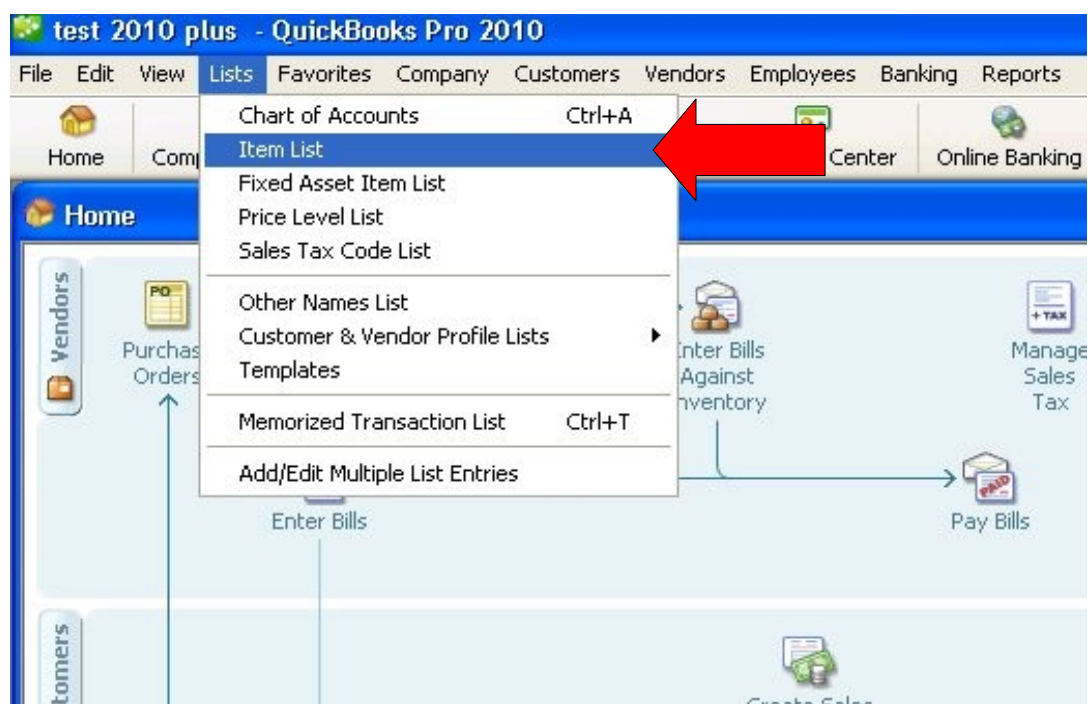
Note:

- ✓ 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.



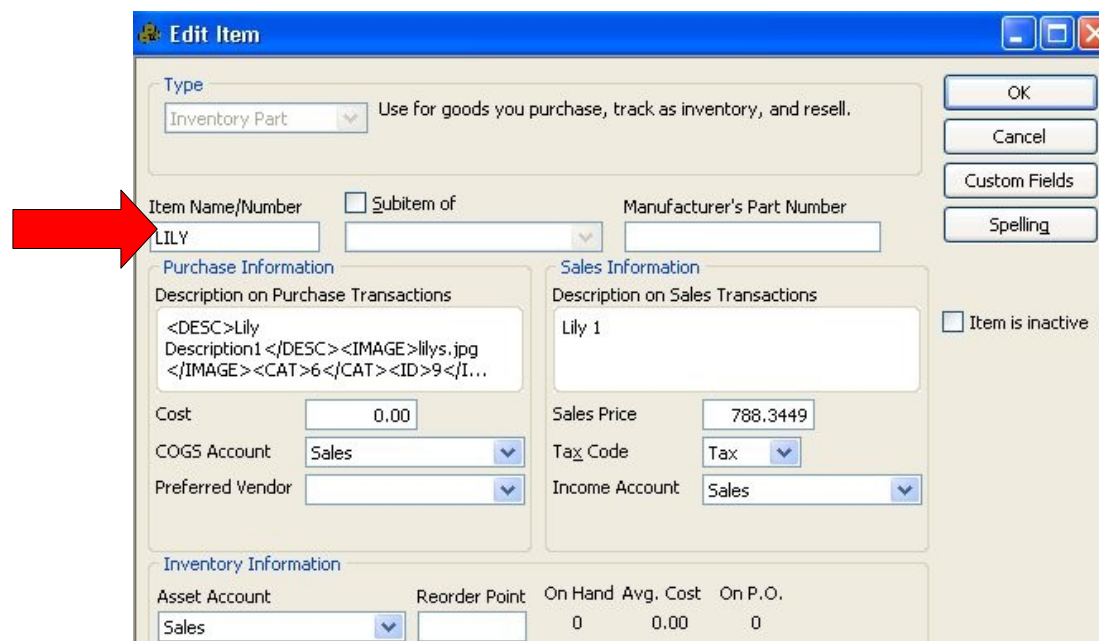
4. After reading information about connector's activity, close the **Log Explorer** window by clicking the **Close** button.
5. Then, go to **QuickBooks**.

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:

On the website:

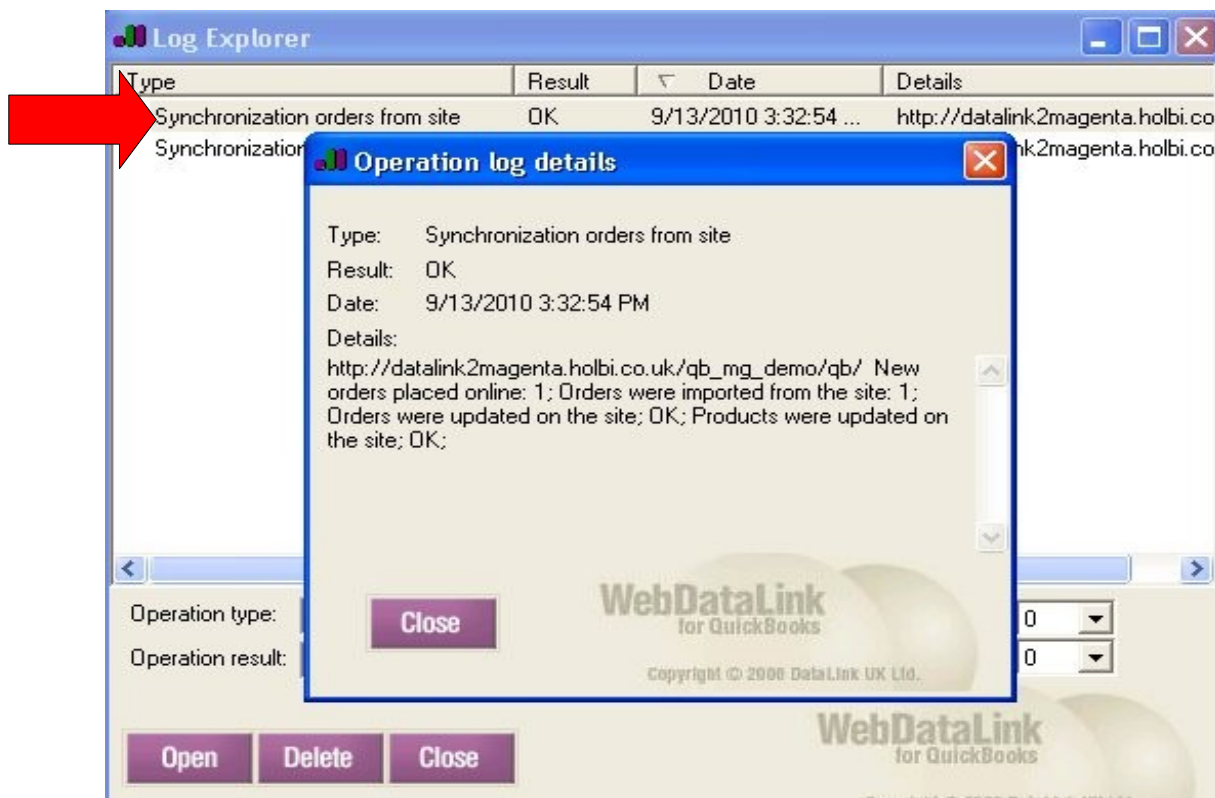
Short Description *	LILY-Purple-Big
SKU *	LILY-Purple-Big
Weight *	10.0000

## 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.

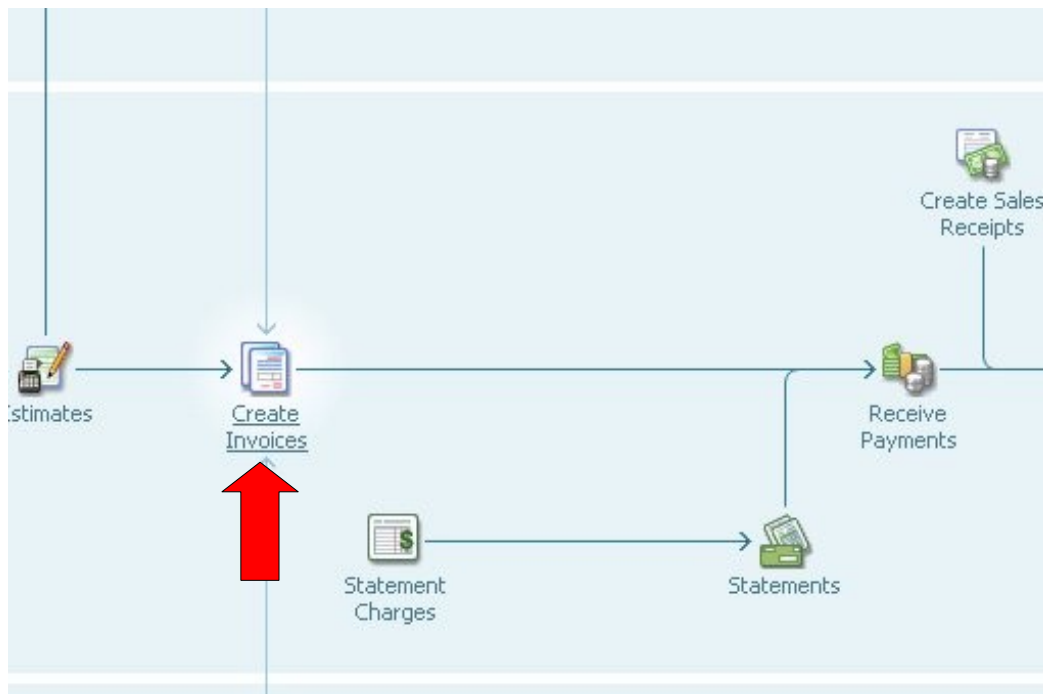


3. Double-click the “*Synchronization orders from site*” item in the grid to display the **Operation Log Details**. Or, select an item from the list and press the **Open** button.





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.

test 2010 plus - QuickBooks Pro 2010 - [Create Invoices]

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

Home Company Snapshot Customer Center Vendor Center Employee Center Online Banking Doc Center Report C

Previous Next Save Print Send Ship Find Spelling History Lett

Customer Job  
John Smith-1

### Invoice

**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.

Previous Next Save Print Send Ship Find Spelling History

Customer: Job  
John Smith-1

## Invoice


**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	

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.

**Sales** Catalog Customers Promotions Newsletter CMS Reports Sys

Message: Magento CE Version 1.4.1.1 Patch Available [Read details](#)

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

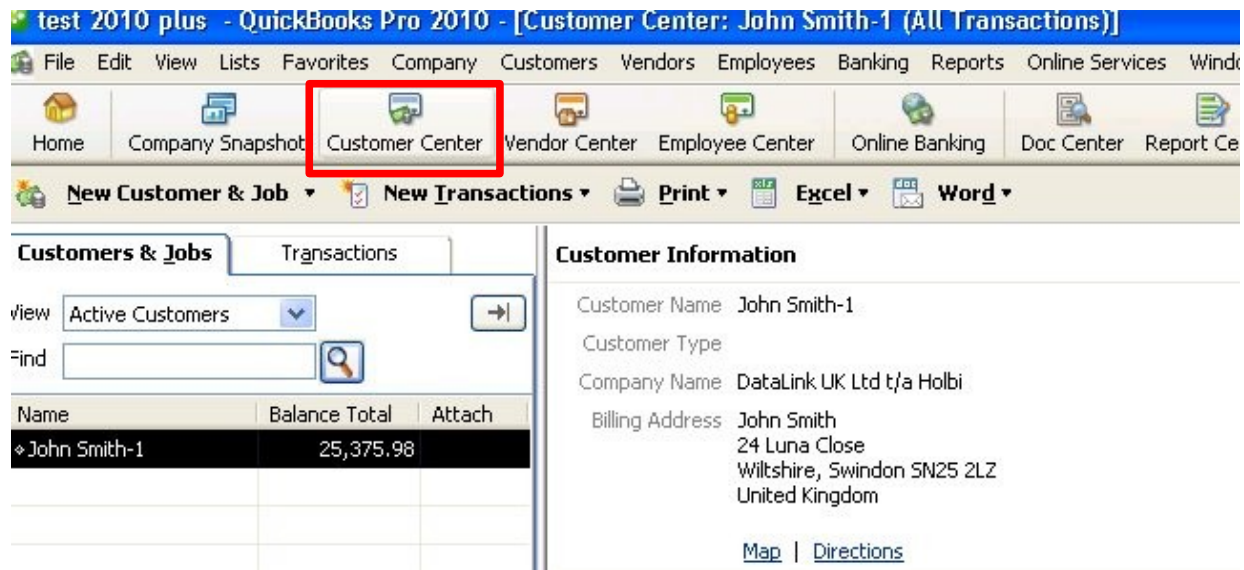
**Order # 100000002 (Order confirmation email sent)**

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

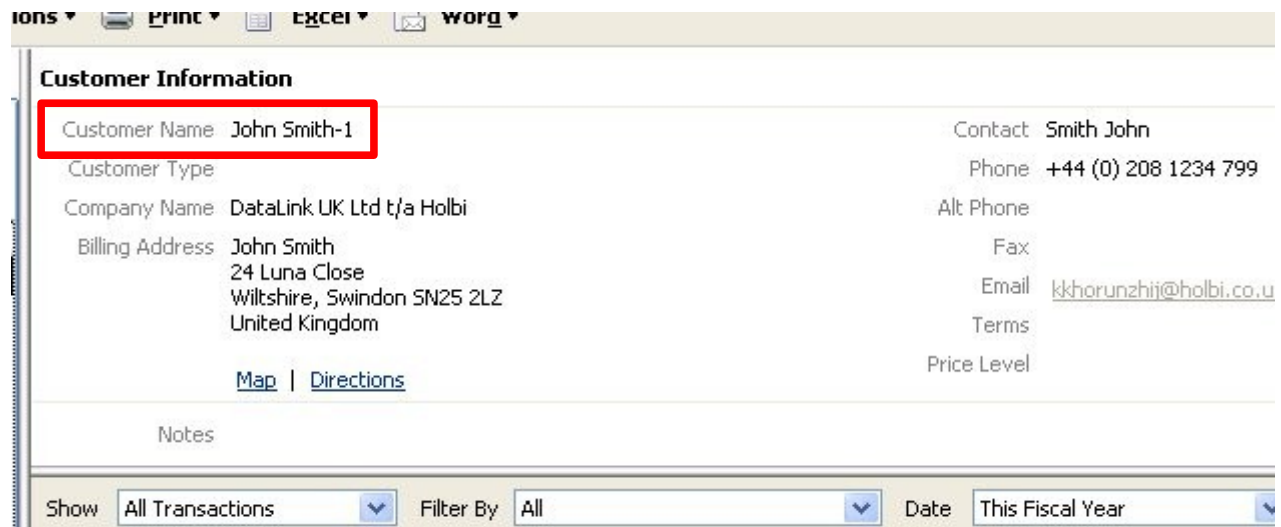


## Customer Details

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



**Note:** Pay attention to the customer's name - it contains a number. This number is the customer's 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.



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?](#)

**Payment Info**

Account No.

Credit Limit

Preferred Payment Method

▼

Credit Card No.  Exp. Date  /

Name on card

Address

☐ Customer is inactive

OK  
Cancel  
Notes  
Help

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

**Payment Info**

Account No.

Credit Limit

Preferred Payment Method

▼

< Add New >

✓ Cash

Purchase Order

Check

Check / Money order

American Express

Discover

MasterCard

Visa

Credit Card (Authorize....

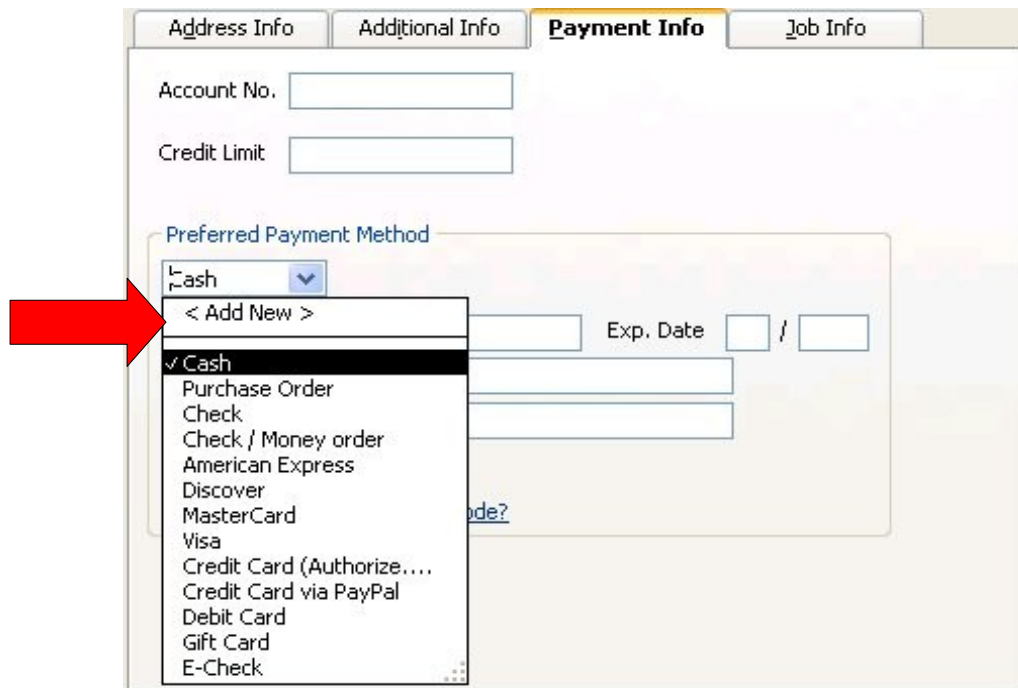
Credit Card via PayPal

Debit Card

Gift Card

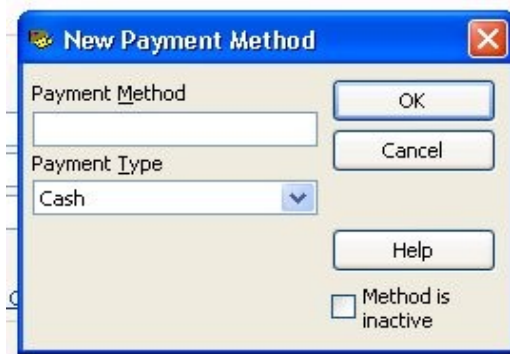
E-Check

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



The screenshot shows a software window with four tabs: 'Address Info', 'Additional Info', 'Payment Info' (selected), and 'Job Info'. Under the 'Payment Info' tab, there are input fields for 'Account No.' and 'Credit Limit'. Below these is a section titled 'Preferred Payment Method' containing a dropdown menu. The dropdown menu is open, displaying a list of payment methods: '< Add New >', 'Cash' (with a checkmark), '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'. A red arrow points to the '< Add New >' option.

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 two input fields: 'Payment Method' and 'Payment Type'. The 'Payment Type' dropdown is set to 'Cash'. To the right of the input fields are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom right, there is a checkbox labeled 'Method is inactive' which is currently unchecked.

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.



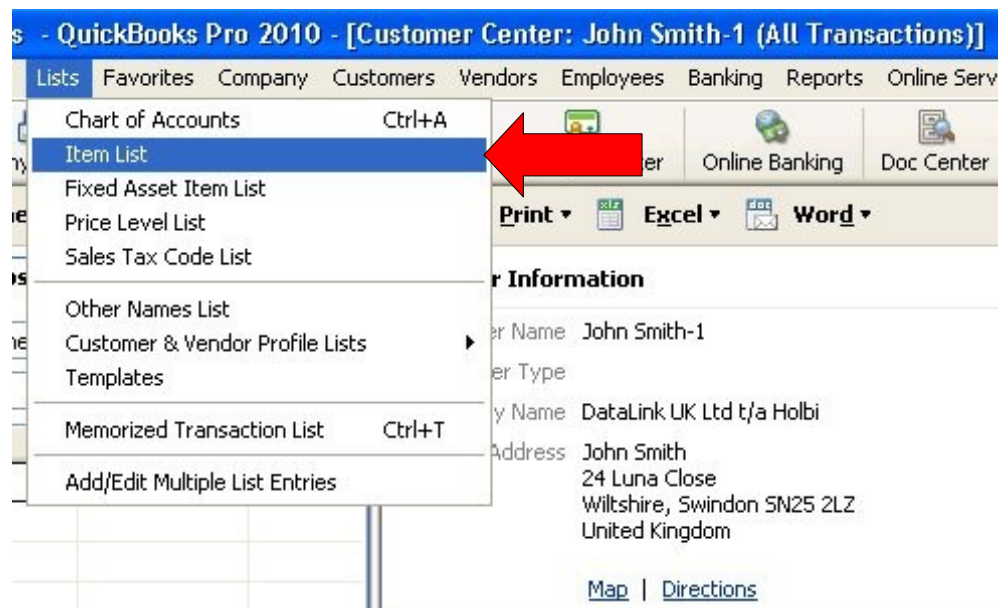
## Inventory

**NOTE:** Inventory is an additional functionality.

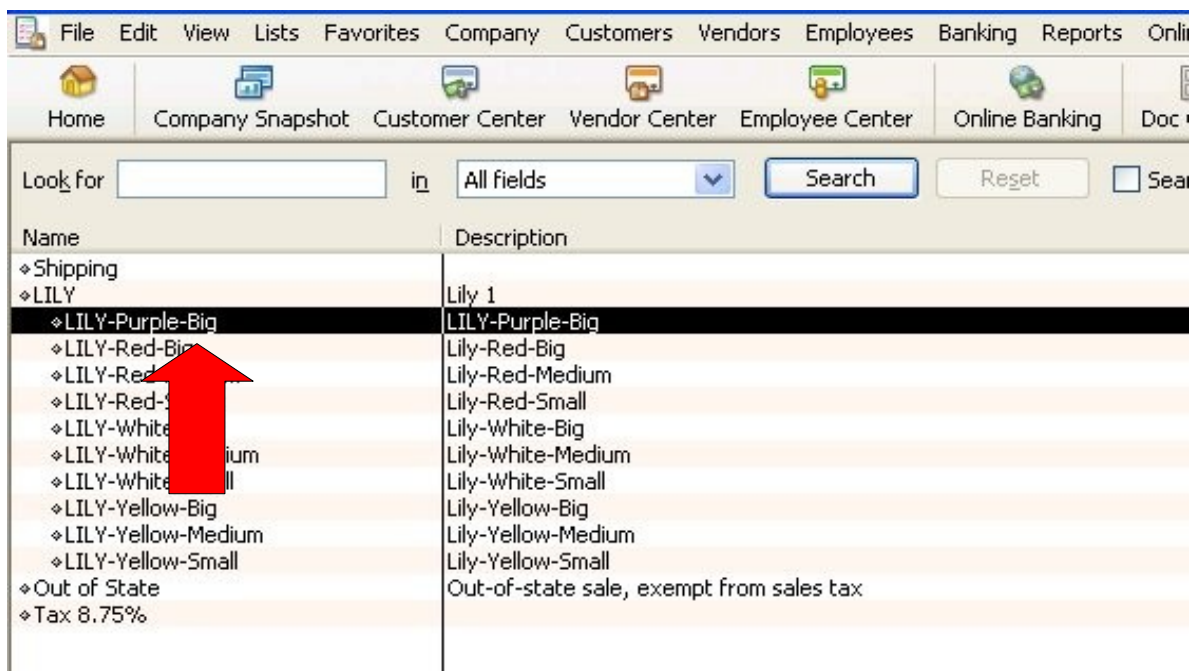
Products Variants (options) are created in QuickBooks according to the following model:

**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\_NAME0>Color</OPT\_NAME0><VAL\_NAME0>Purple</VAL\_NAME0><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		Service	Sales		0.00	
LILY	Lily 1	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 ofManufacturer's Part Number

Purchase Information

Description on Purchase Transactions

Cost

0.00

COGS Account

Cost of Goods Sold ▾

Preferred Vendor

Sales Information

Description on Sales Transactions

Sales Price

0.00

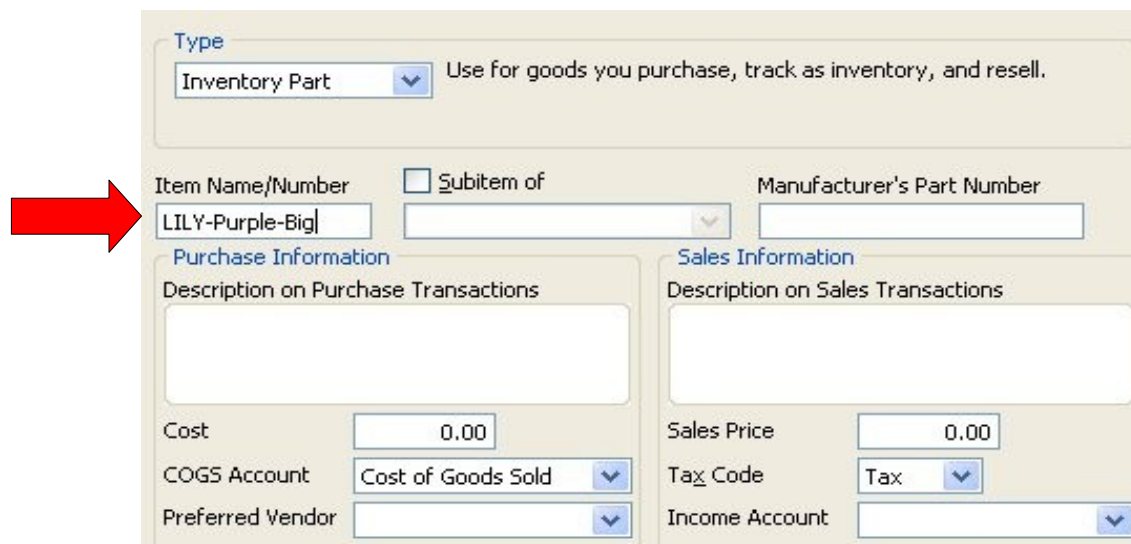
Tax Code

Tax ▾

Income Account

Step 2:

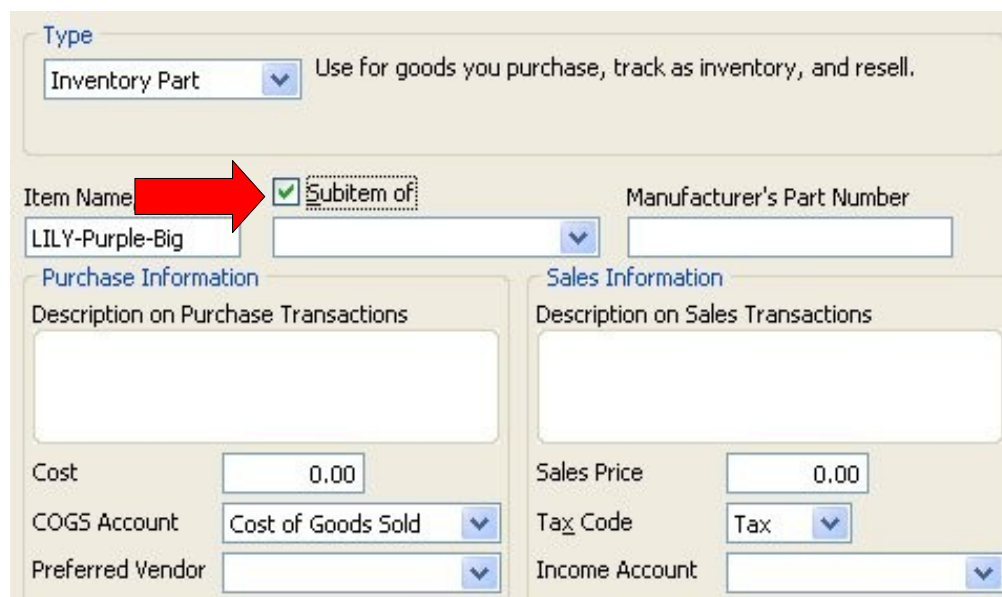
Specify **Item Name/Number**.



The screenshot shows the 'Item Setup' form. At the top, the 'Type' is set to 'Inventory Part' with a description: 'Use for goods you purchase, track as inventory, and resell.' Below this, the 'Item Name/Number' field contains 'LILY-Purple-Big'. A red arrow points to this field. To the right of the 'Item Name/Number' field is a 'Subitem of' checkbox, which is currently unchecked. Further right is the 'Manufacturer's Part Number' field, which is empty. Below the 'Item Name/Number' field, there are two sections: 'Purchase Information' and 'Sales Information'. The 'Purchase Information' section includes a 'Description on Purchase Transactions' text area, a 'Cost' field with '0.00', a 'COGS Account' dropdown set to 'Cost of Goods Sold', and a 'Preferred Vendor' dropdown. The 'Sales Information' section includes a 'Description on Sales Transactions' text area, a 'Sales Price' field with '0.00', a 'Tax Code' dropdown set to 'Tax', and an 'Income Account' dropdown.

Step 3:

Select the **Subitem of** checkbox.



The screenshot shows the 'Item Setup' form with the 'Subitem of' checkbox now checked. A red arrow points to this checkbox. The 'Item Name' field still contains 'LILY-Purple-Big'. The 'Manufacturer's Part Number' field remains empty. The 'Purchase Information' and 'Sales Information' sections are identical to the previous screenshot, with the same values in the 'Cost', 'COGS Account', 'Preferred Vendor', 'Sales Price', 'Tax Code', and 'Income Account' fields.

Step 4:

Select a parent item from dropdown.



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 Sales Information

Description on Purchase Transactions 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 LILY-Purple-Big ☒ Subitem of LILY Manufacturer's Part Number

Purchase Information Sales Information

Description on Purchase Transactions Description on Sales Transactions

Size</OPT\_NAME1><VAL\_NAME1>Big</VAL\_NAME1><PRICE\_VALUE1>200</PRICE\_VALUE1>

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:

The screenshot shows a form titled 'Type' with a dropdown menu set to 'Inventory Part'. Below this, there are fields for 'Item Name/Number' (LILY-Purple-Big), 'Subitem of' (LILY), and 'Manufacturer's Part Number'. The form is divided into two main sections: 'Purchase Information' and 'Sales Information'. The 'Sales Information' section contains a 'Sales Price' field with the value 100.00, which is highlighted with a red box. Other fields include 'Description on Purchase Transactions', 'Description on Sales Transactions', 'Cost' (0.00), 'COGS Account' (Cost of Goods Sold), 'Preferred Vendor', 'Tax Code' (Tax), and 'Income Account'.

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

This screenshot shows the same 'Type' form as above, but with the 'On Hand' field highlighted with a red box. The 'On Hand' field is located in the 'Inventory Information' section at the bottom of the form, and it contains the value 1000.00. The 'Sales Price' field in the 'Sales Information' section also contains the value 100.00. The 'On Hand' field is part of a table that also includes 'Asset Account', 'Reorder Point', 'Total Value', and 'As of'.

**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.