

Wasp Connector for QuickBooks®



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InventoryControl for Use with QuickBooks® Install Key
(Printed on shipped material)

InventoryControl for Use with QuickBooks® Registration Key
(Obtained from <http://www.waspbarcode.com/Register/default.asp>)

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Welcome to the Wasp Connector for QuickBooks®

Wasp Barcode Technologies has combined the accounting capabilities of QuickBooks® with the comprehensive inventory tracking capabilities of Wasp InventoryControl.

The frustration of accurately keeping track of inventory in QuickBooks® is eliminated. QuickBooks® remains as the accounting software. Wasp InventoryControl becomes the software to manage your inventory. And sales order software such as QuoteWerks becomes the quoting and sales ordering piece. Combined, this solution enables your business to operate more efficiently and accurately.

The Wasp Connector for QuickBooks® is the conduit through which you will transfer information between QuickBooks® and Wasp InventoryControl. Simply install the InventoryControl Connector for QuickBooks® on the same machine where you have QuickBooks® installed. InventoryControl does not need to be installed on the same machine, but should be accessible via a network connection.

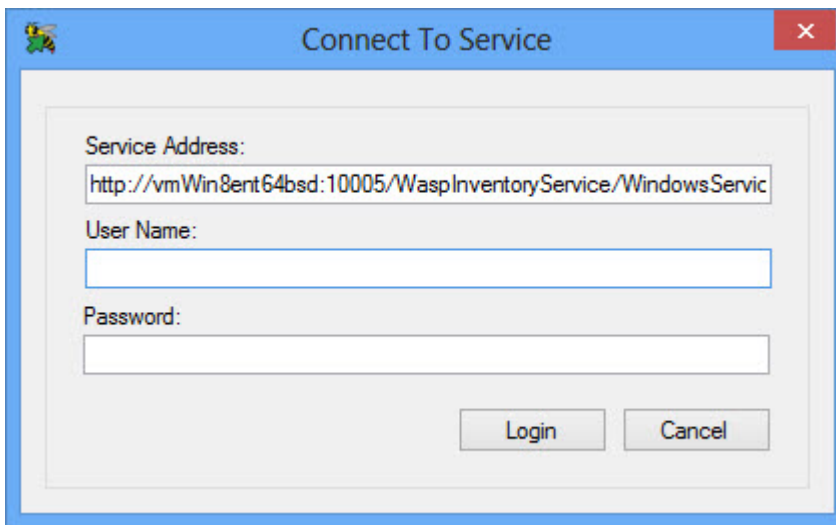
View the [Getting Started information](#) to begin setting up your Wasp Connector for QuickBooks®.

Chapter 1 - Getting Started

The first time you use Wasp Connector for QuickBooks®, the system will guide you through setting up the software. You will need to follow the steps outlined below to enable Wasp Connector to communicate with QuickBooks® and transfer data properly.

Reminder: Wasp Connector for QuickBooks® should be installed on the same machine on which your QuickBooks® company file resides in order to connect to it.

1. **Open your Company File** - Make sure your QuickBooks® company file is open.
2. **Login** - The first time you open Wasp Connector for QuickBooks® after installation, the following screen will appear asking for your login information:



The screenshot shows a window titled "Connect To Service" with a blue border and a close button in the top right corner. Inside the window, there are three input fields. The first is labeled "Service Address:" and contains the text "http://vmWin8ent64bsd:10005/WaspInventoryService/WindowsServic". The second is labeled "User Name:" and is empty. The third is labeled "Password:" and is empty. At the bottom of the window, there are two buttons: "Login" and "Cancel".

The **Service Address** field will populate with the location and name of the InventoryControl service installed when you installed the InventoryControl software.

You must enter your user name and password. The default is:

User Name : **Admin**

Password: **Blank**

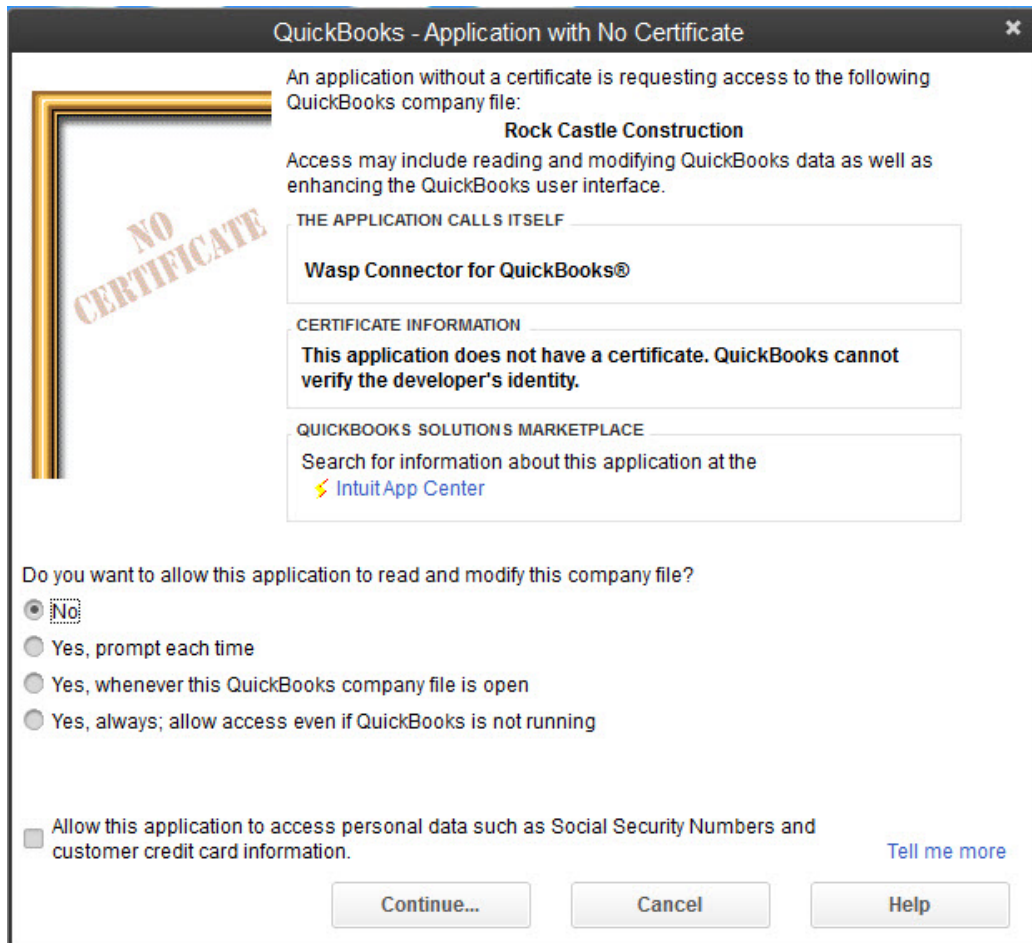
Click **Login** when you have finished entering information.

Note: After entering this information once, you will not see this screen again **UNLESS** you have modified the password to something other than the default password. If you have created your own password, you will be prompted for it each time you access the Wasp Connector.

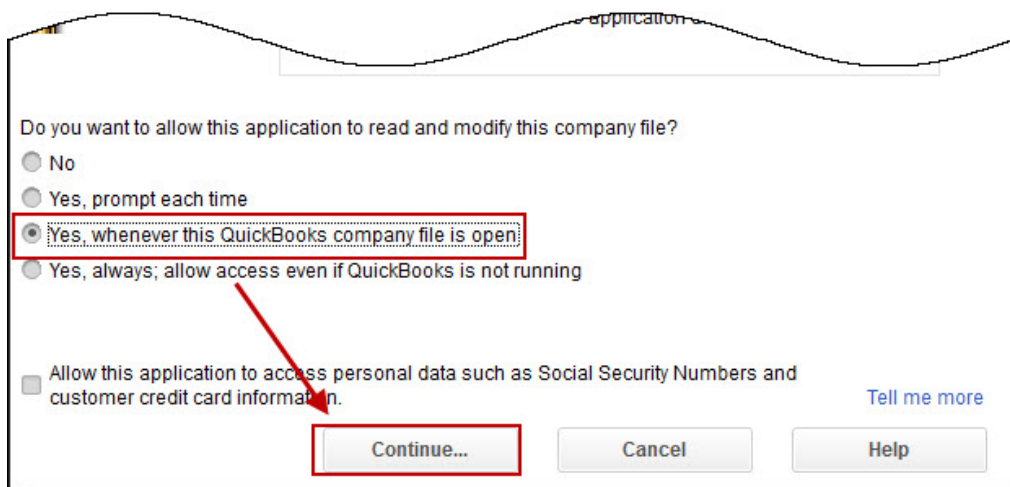
3. **Connect to QuickBooks®** - Upon logging in, Wasp Connector will attempt to connect with QuickBooks®. (Remember that your QuickBooks® company file must be open during this process.) The first time this connection is made, you will need go through a process authorizing the Wasp Connector for QuickBooks® to have access to your company file.

To do this:

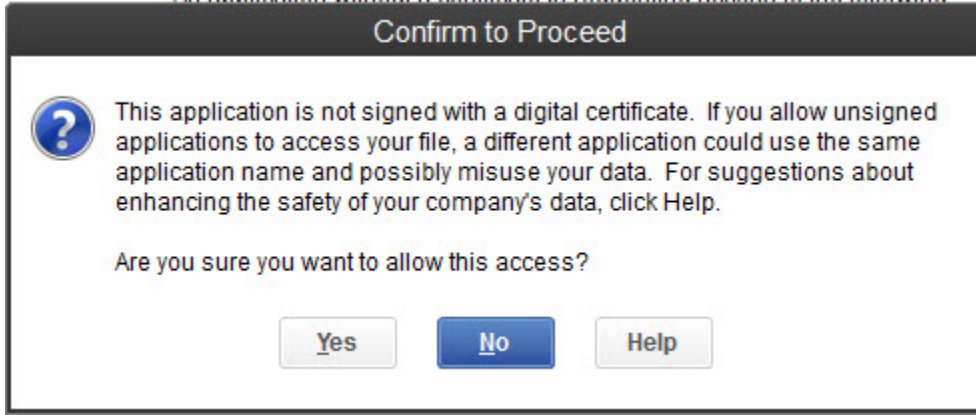
- a. The first screen that appears is the following notification screen:



Select **Yes, whenever this QuickBooks® company file is open** and click **Continue**.

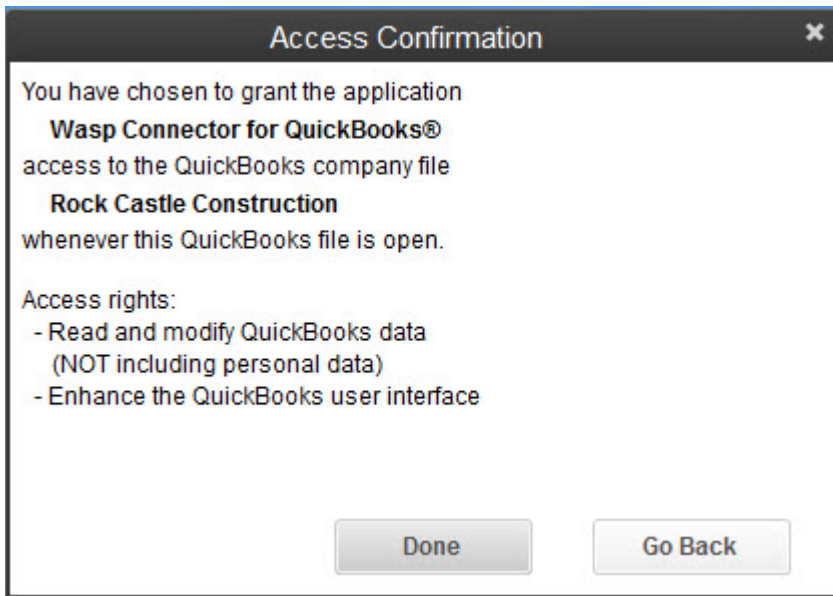


- b. QuickBooks® will ask you to confirm your selection on the following screen:



Select **Yes** to continue.

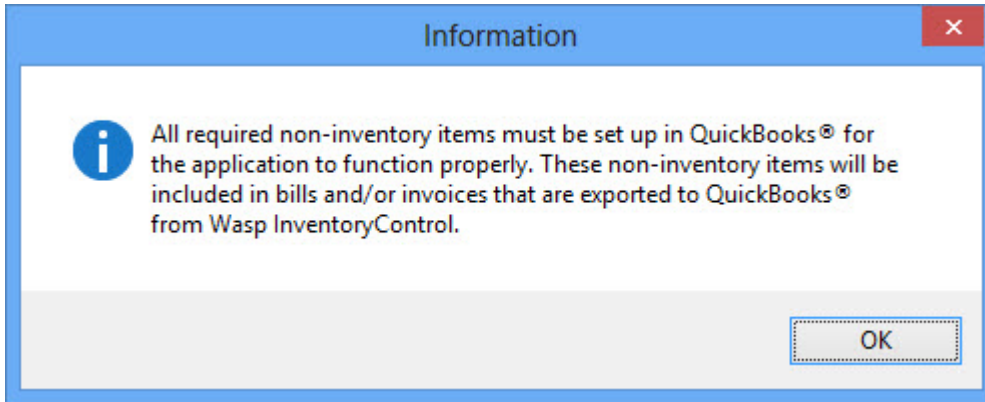
- c. A summary screen will appear outlining your selection:



Click **Done** to proceed.

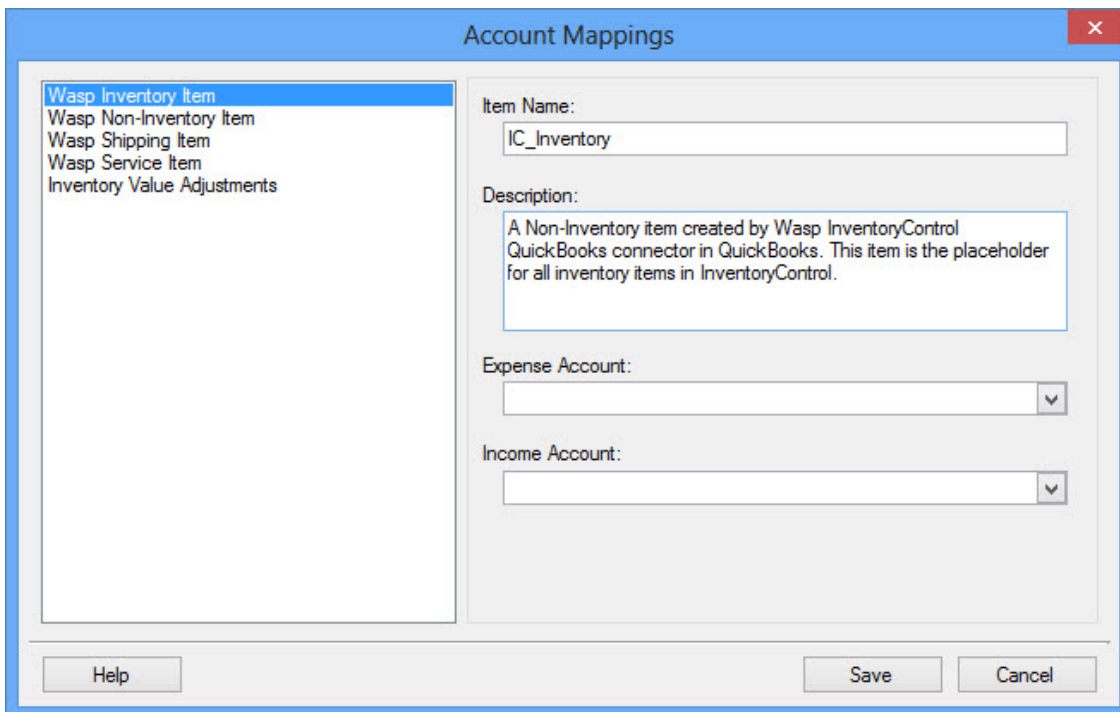
4. **Account Mapping** - Next a message screen appears notifying you that non-inventory items must be created and mapped to certain items in QuickBooks® to enable the Wasp Connector to properly import/export them.

These items include:



Click **OK** on this screen to close it.

The **Account Mappings** screen appears next.



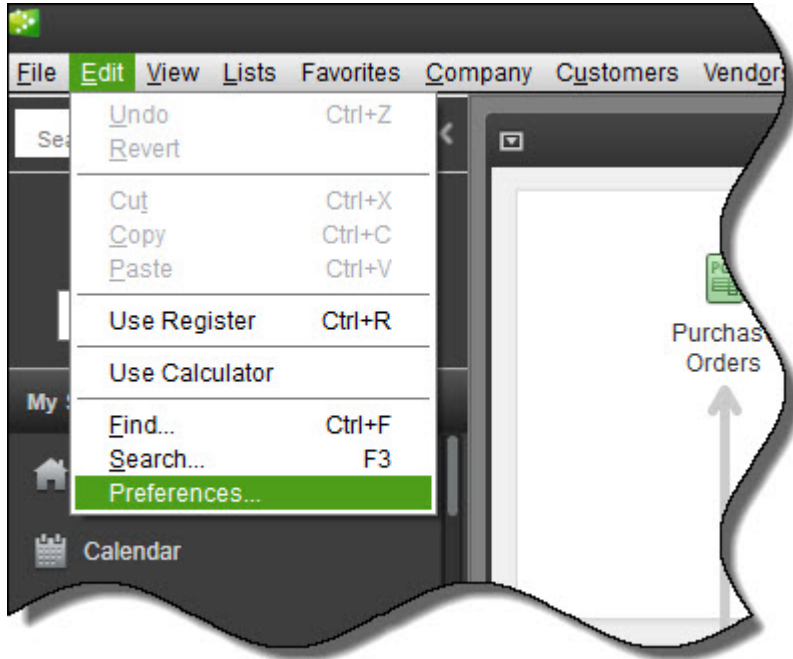
This is where you will map your non-inventory items to the appropriate expense or income accounts. It is very important to map each item type (Shipping, Service, etc.) to the correct account so InventoryControl can properly import and export those items correctly.

The **Expense Account** and **Income Account** drop down lists on the **Account Mappings** screen display the accounts displayed in QuickBooks®. If you do not currently have the "Use Account Number" option turned on in QuickBooks®, we recommend you enable it now. If this option is not enabled, the

accounts in these drop down lists will appear by **Account Name** only. Since **Account Names** are not unique, but **Account Numbers** are, you may have duplicate account names in the lists, making it harder to select the correct account. The "Use Account Number" option is not enabled by default.

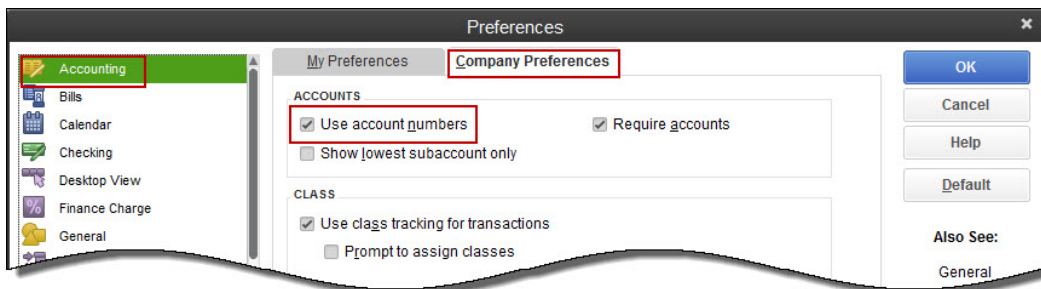
How to enable Use Account Numbers in QuickBooks®.

- a. In QuickBooks®, select **Edit > Preferences**.



The **Preferences** screen appears.

- b. On the **Preferences** screen, select **Accounting > Company Preferences** tab, then make sure **Use Account Numbers** is selected.



- c. Click **OK** to close the **Preferences** screen and save your changes.

There are four non-inventory items and one adjustment entry for which you need to map accounts. These are

- **Wasp Inventory Item** - These are placeholders created by InventoryControl to take the place of your inventory items in QuickBooks®. Once you import your inventory from QuickBooks® to InventoryControl, you will no longer be maintaining or tracking your inventory in QuickBooks®. Your inventory entries in QuickBooks® will be replaced with this placeholder. The placeholder is what will appear on invoices, sales slips, etc., along with the description of that particular item.

You will need to map an income and expense account to this item.

- **Wasp Non-Inventory Item** - These are placeholders created by InventoryControl to take the place of your non-inventory items in QuickBooks®. Once you import your inventory from QuickBooks® to InventoryControl, you will no longer be maintaining or tracking your inventory in QuickBooks®. Your inventory entries in QuickBooks® will be replaced with this placeholder. The placeholder is what will appear on invoices, sales slips, etc., along with the description of that particular item.

You will need to map an income and expense account to this item.

- **Wasp Shipping Item** - These are placeholders for shipping fees charged on orders in InventoryControl.

You will need to map an income account to this item.

- **Wasp Service Item** - These are placeholders for all service charges charged on orders in InventoryControl.

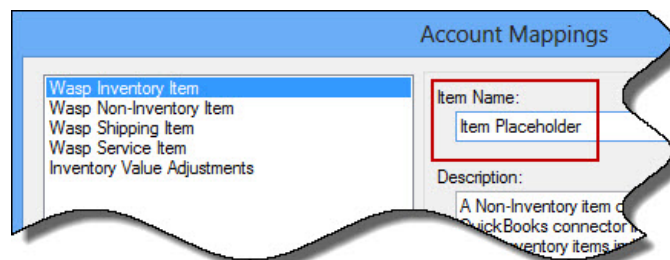
You will need to map an income account to this item.

- **Inventory Value Adjustments** - This represents periodical journal entries created when you adjust the value of an inventory item. You can accept the default Journal Memo text or click in the field and type your own memo.

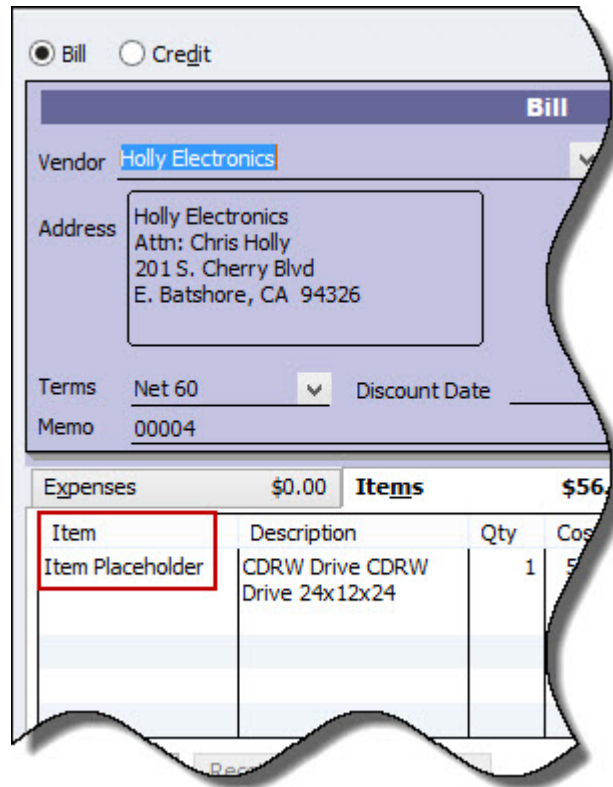
You will need to map an **Inventory Asset Account** and **Cost of Goods Sold** account to this item.

To map accounts to these items:

- a. Highlight the item (or adjustment) you want to map in the window on the left side of the screen.
- b. You can accept the default **Item Name** (for example, the **Item Name** for Wasp Inventory is IC_Inventory) or type a new name field as shown below:

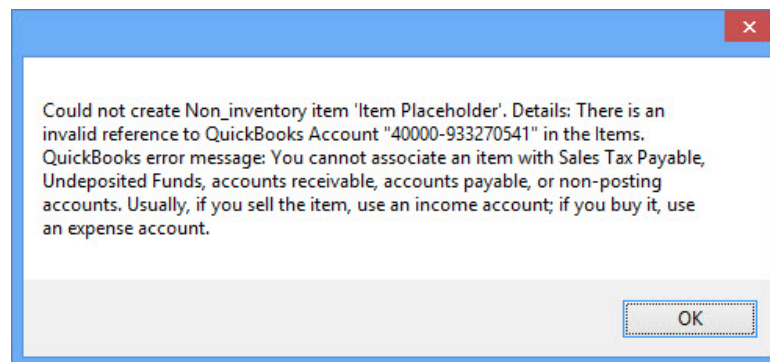


Keep in mind that the name you select here will appear on invoices as shown below:



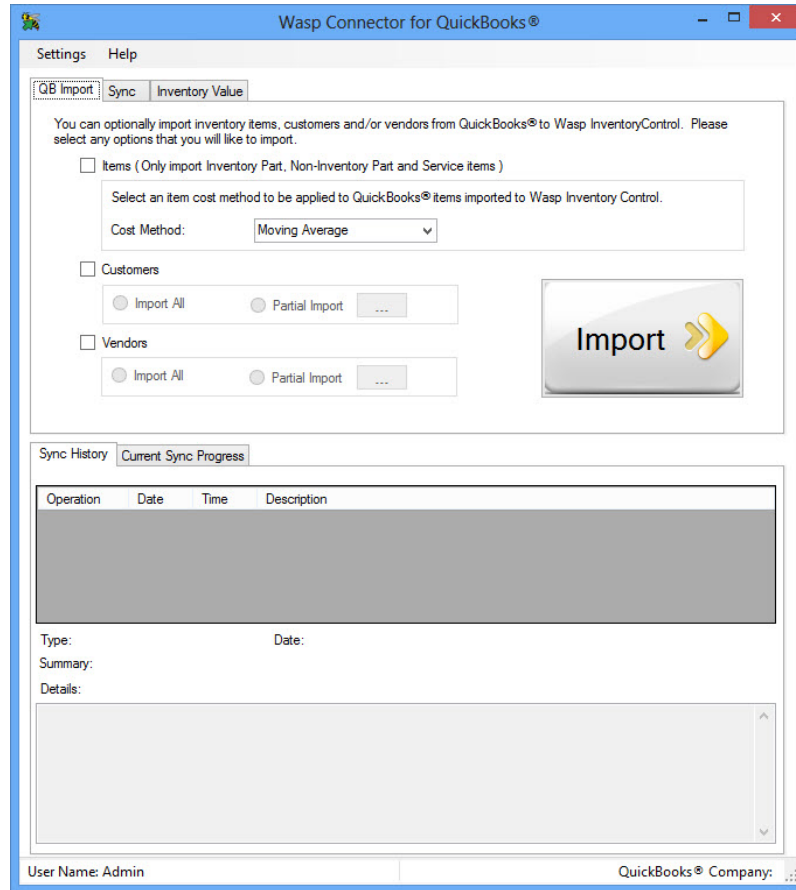
- c. You can accept the default **Description** or type in a different description by clicking in the **Description** field.
- d. Select an **Expense** or **Income** account (or **Inventory Asset/Cost of Goods Sold** for **Inventory Value Adjustments**) to which this item should be associated. Keep in mind that when you sync purchase order and/or invoices from InventoryControl to QuickBooks® the account you selected for these items will be affected by the financial data in those orders. Make sure you are certain you have your mappings correct before you begin syncing invoices/purchase orders back to QuickBooks®.

If you map an expense account where an income account is indicated, or vice-versa, an error message similar to the following will appear:



If you receive this screen, click **OK** to close it, then remap the item to the correct account. You will not be able to save and close the **Account Mapping** screen until you resolve all incorrect mappings.

- e. When you are finished mapping accounts, click the **Save** button. Now that you have finished your preliminary setup, the Wasp Connector for QuickBooks® main screen appears:



Note: At this point, you can begin the process of importing your QuickBooks® data to InventoryControl, or you can go to the **Settings** screen to [customize the appearance of the Line Item Description](#) that will appear on invoices and purchase orders. Keep in mind that you can customize the **Line Item Description** at any time; unlike the **Login** information and **Account Mapping**, this does not need to be done before importing your data.

- 6. **Import your Data** - You are now ready to import your data from QuickBooks® to InventoryControl. For detailed instructions on how to import data, please refer to the topic Importing Information from QuickBooks®.

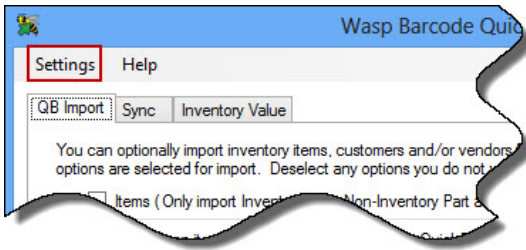
Chapter 2 - Settings

Settings Screen

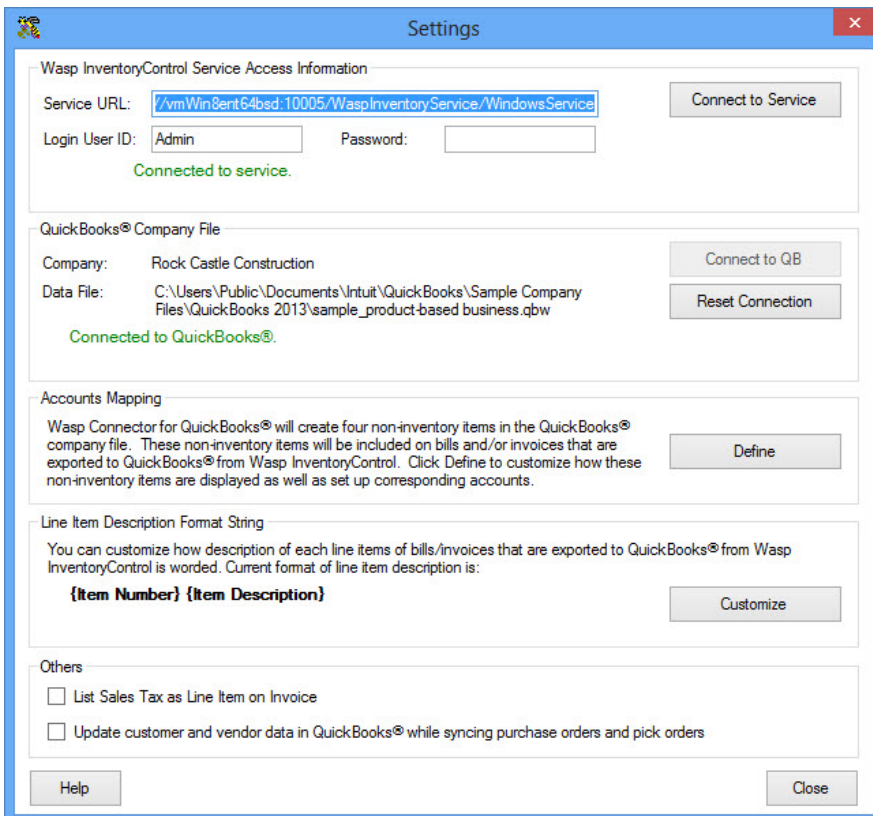
The **Settings** screen provides access to all of the connection settings and one-time initial set-up functions needed to get started using Wasp Connector for QuickBooks®.

Accessing the Settings Screen:

This screen can be accessed at any time by selecting **Settings** from the main Wasp Connector screen.



Below is an example of the **Settings** screen:



The **Settings** screen is divided into 5 sections:

Wasp InventoryControl Service Access Information - Upon connecting to Wasp Connector, this section will populate with your URL of your InventoryControl service, your username and password (if they have not been changed from the default).

QuickBooks® Company File - Use this section to connect to your open QuickBooks® company file.

Account Mapping - This section allows you to link QuickBooks® accounts to your Wasp Items (inventory placeholders in QuickBooks®), Wasp Service Items and Fees.

Line Item Description Format String - Use this section to customize how line item descriptions appear on your sales orders and invoices.

Others - This section contains two options:

List Sales Tax as Line Item on Invoice - When this checkbox is selected, sales tax will appear as a line item on the invoice rather than as a summary total at the bottom of the invoice.

Examples:

With checkbox selected:

Invoice		Date	Invoice #								
Bill To Glen Lew Lew Plumbing 221 Old Bayshore Rd Bayshore, CA 94326		03/23/2013	00004								
S.O./W.O. #		P.O. Number	Terms								
			Net 30								
Due Date		Rep	Ship Date								
04/22/2013		RNF	03/23/2013								
Via		F.O.B.									
Ite...	Description	S...	Consignor	Class	S.O./...	Pr...	B...	Invoiced	Price Each	Amount	Tax
IC_I...	CDRW Drive CDRW Drive 24x12x24						0	3	86.99	260.97	Tax
San ...	San Tomas Sales Tax								8.25%	21.53	

With checkbox unselected:

QuickBooks connector in QuickBooks. This item is the placeholder for all shipping costs.												
Customer Message												
										Tax	San Tomas Tax (8.25%)	21.53
										Total	265.97	

Update Customer and vendor data in QuickBooks while syncing purchase orders and pick orders -

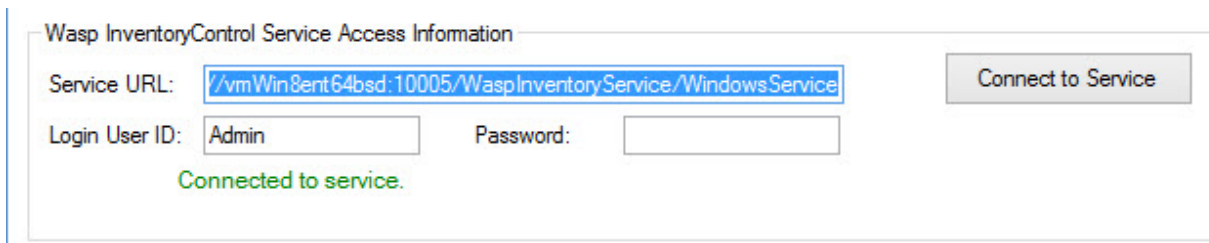
When this checkbox is selected, customer and vendor data will be updated in QuickBooks® each time you sync your purchase orders and pick orders in InventoryControl to QuickBooks®. Keep in mind that only customers/vendors related to a PO will be updated. If you have made changes on the QuickBooks® side, those changes will not be included in the sync. You must [reimport those customers/vendors from QuickBooks® to InventoryControl](#).

Wasp InventoryControl Service Access Information

The **Service Access Information** is the **URL**, **Username** and **Password** that allows you to connect the Wasp service to the Wasp Connector. Upon connecting to the Wasp Connector, this section will automatically populate with your URL of your InventoryControl service, your username and password.

You can edit this information if needed, but be aware that these fields should only be edited if you are having trouble connecting the QB Connector to your InventoryControl Service.

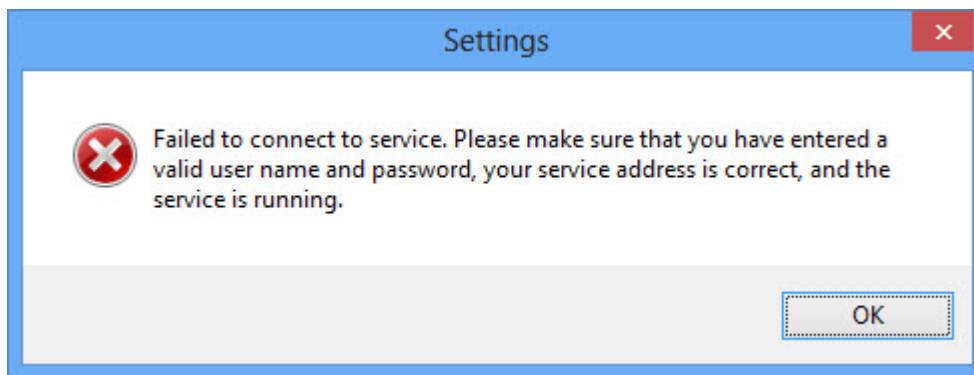
Below is an example of the **Wasp InventoryControl Service Access Information** section:



The screenshot shows a form titled "Wasp InventoryControl Service Access Information". It contains three input fields: "Service URL:" with the value "/vmWin8ent64bsd:10005/WaspInventoryService/WindowsService", "Login User ID:" with the value "Admin", and "Password:" which is empty. To the right of these fields is a "Connect to Service" button. Below the "Login User ID" field, the text "Connected to service." is displayed in green.

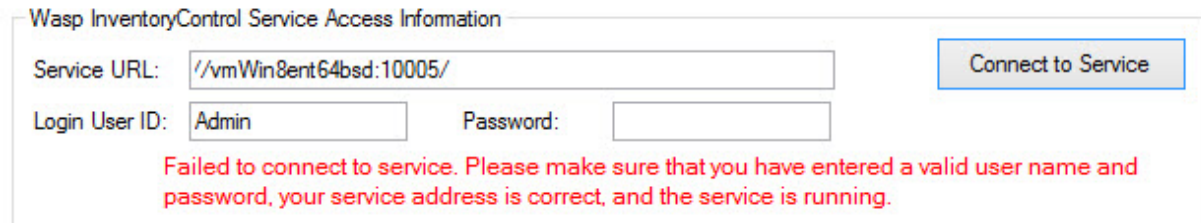
The above example shows how the section will appear when you are successfully connected to the service. Note that "**Connected to Service**" appears below the **Login User ID** field.

If the Wasp Connector is not able to connect, the following screen will appear:



Click **OK** on this screen to close it.

The **Wasp InventoryControl Service Access Information** section will appear as follows:



Check the **URL** and your **User ID** and **Password** to make sure they are correct. The default User ID and password for connecting to the Wasp InventoryControl service is:

User ID: Admin
Password: Blank

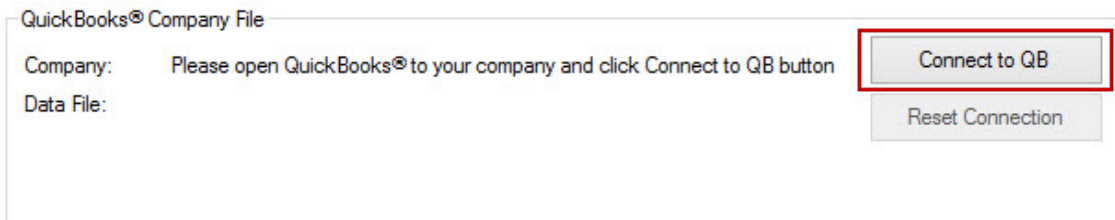
After you have edited any needed information, click **Connect to Service**. You should now be connected to the Wasp InventoryControl Service.

Select a QuickBooks® Company File

After you have connected the Wasp Connector to your InventoryControl Service, you need to select and open a QuickBooks® Company file. The file must be open on your computer in order for the Wasp Connector to connect to it.

To Connect to a QuickBooks® Company File

1. Open the desired QuickBooks® Company File. The file **MUST** be open and running in the background in order for the QB Connector to connect to it.
2. On the **Settings** screen, click the **Connect to QB** button in the **QuickBooks® Company File** section.



3. The Wasp Connector will connect to the open QuickBooks® file. The company name will appear in the **Company** field and the name and location of the QuickBooks® file will appear in the **Data File** field.

QuickBooks® Company File

Company: Rock Castle Construction

Data File: C:\Users\Public\Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2013\sample_product-based business.qbw

Connected to QuickBooks®.

Connect to QB

Reset Connection

To Reset the Connection

Important Note: Use this option carefully. This option is only available to users set up as Admin in InventoryControl. Wasp Connector provides this feature so you can connect to a different Company file if needed; however, be aware that if you have already imported data/synced data from one Company file, then connect to another, part numbers, customer names, inventory, etc. will be impacted. **If you need to connect to a different company file, make sure you back up the original QuickBooks® file, the new QuickBooks® file and InventoryControl first.**

If you need to break the current connection, to connect to a different QuickBooks file, for example, click the **Reset Connection** button. This will clear the existing connection. Open the desired QuickBooks® file, then click the **Connect to QB** button as described in the **To Connect to a QuickBooks® Company File** section above.

How to Back up the IC Database:

Note for Enterprise Users: The Backup feature is not available in the Enterprise version. You must use SQL to perform backups.

Note for Remote Installations: Please be aware that the Backup and Restore features are disabled on Client only installs. If you have installed your database on a remote PC/Server (a PC/Server other than the one where you are running InventoryControl), you will not be able to backup and restore on an IC7 client only PC. You will be able to backup and restore on the machine where the database resides. This option is set on the Options screen. For more information on designating a backup folder, please refer to the Options Screen topic in InventoryControl help.

Backing Up Your Database:

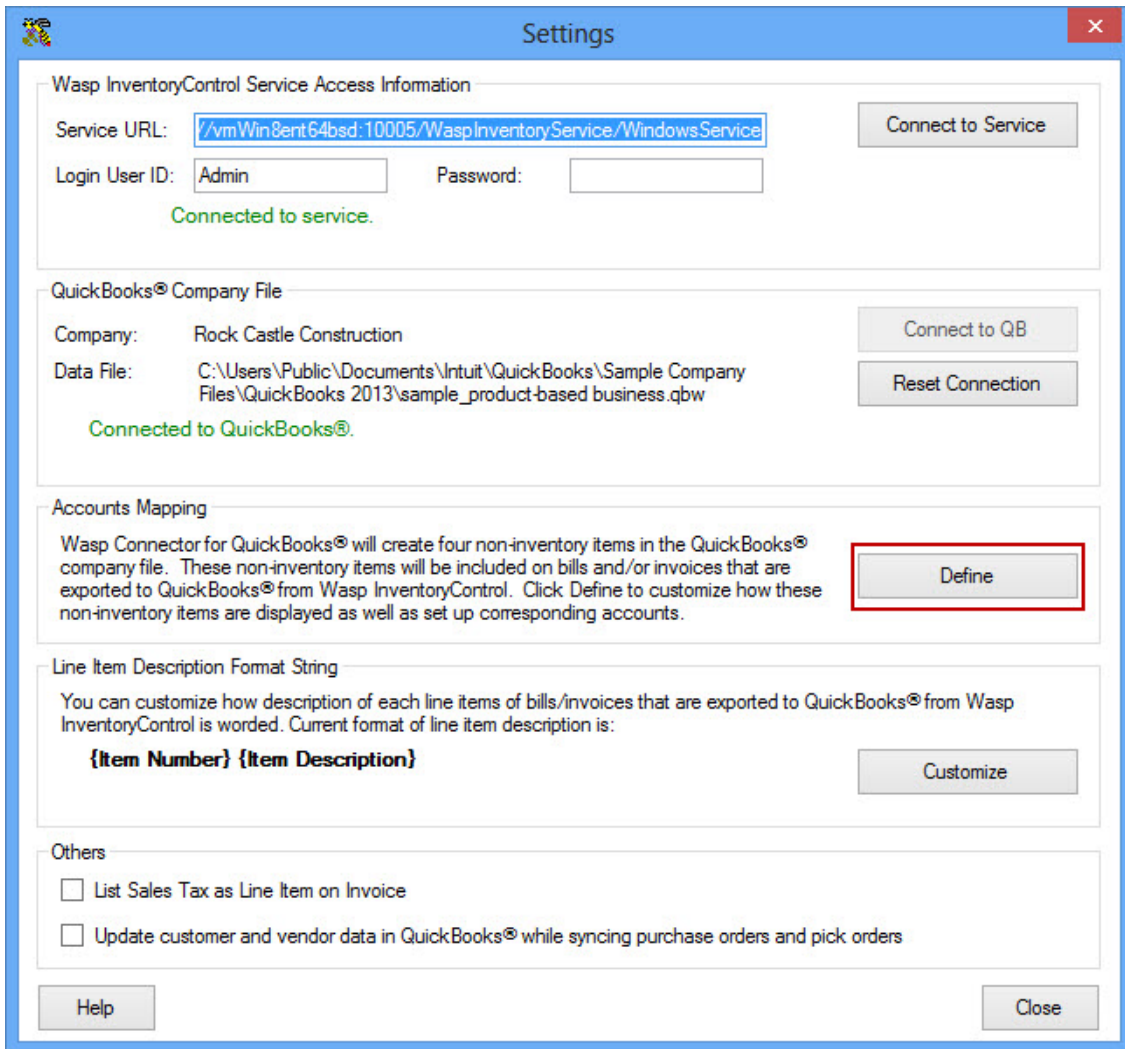
1. From the Main Window, click the Administration icon. The Administration Menu appears at the bottom of the screen.
2. On the Administration Menu, click Backup. The Backup Database screen appears.
3. Enter a name for this backup in the Backup File field. It is a good idea to specify a name that will help you select the right backup file later if you need to restore the database. Adding the date in the file name is a good way to know which file is the latest. By default, the backup file is written to:
4. C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup
5. Click OK to backup the database.

Account Mapping

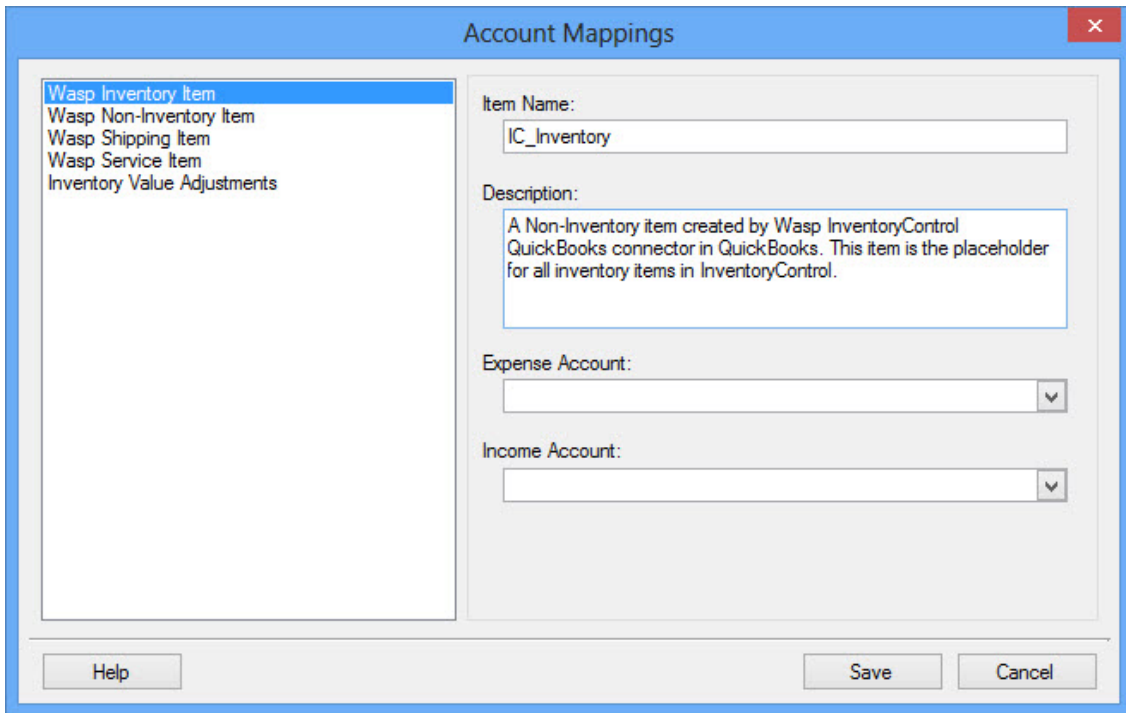
In order for InventoryControl to properly sync invoice data such as Service Fees, Sales Tax, Shipping Fees, etc. to QuickBooks® properly, you will need to create them as "Wasp Items" in QuickBooks®. You can associate an expense or income account with each of these items.

To Map Accounts

1. On the **Settings** screen, click the **Define** button in the **Accounts Mapping** section.



The **Account Mappings** screen appears next.

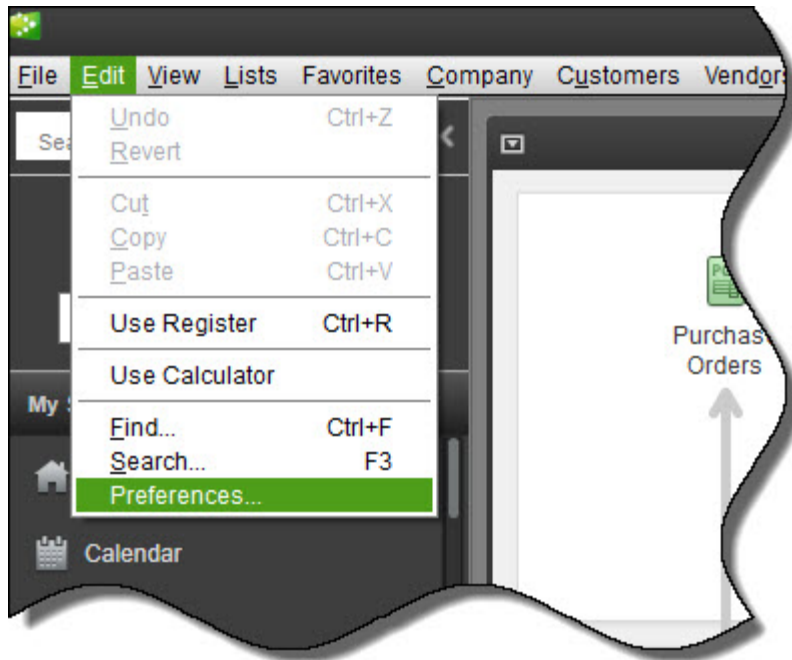


This is where you will map your non-inventory items to the appropriate expense or income accounts. It is very important to map each item type (Shipping, Service, etc.) to the correct account so InventoryControl can properly import and export those items correctly.

The **Expense Account** and **Income Account** drop down lists on the **Account Mappings** screen display the accounts displayed in QuickBooks®. If you do not currently have the "**Use Account Number**" option turned on in QuickBooks®, we recommend you enable it now. If this option is not enabled, the accounts in these drop down lists will appear by **Account Name** only. Since **Account Names** are not unique, but **Account Numbers** are, you may have duplicate account names in the lists, making it harder to select the correct account. The "**Use Account Number**" option is not enabled by default.

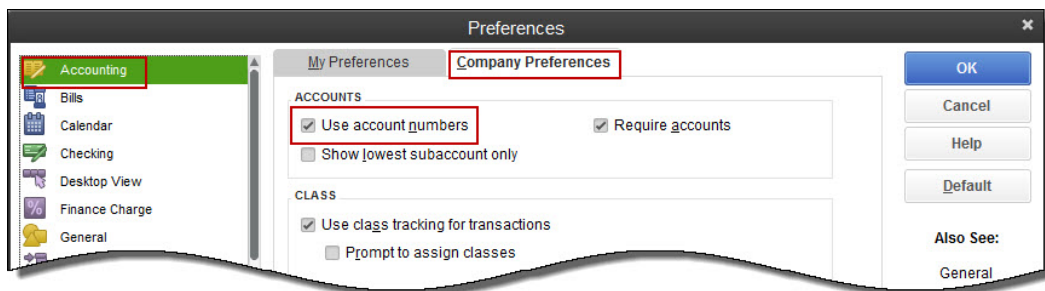
How to enable Use Account Numbers in QuickBooks®

- a. In QuickBooks®, select **Edit > Preferences**.



The **Preferences** screen appears.

- b. On the **Preferences** screen, select **Accounting > Company Preferences** tab, then make sure **Use Account Numbers** is selected.



- c. Click **OK** to close the **Preferences** screen and save your changes.

There are four non-inventory items and one adjustment entry for which you need to map accounts. These are:

- **Wasp Inventory Item** - These are placeholders created by InventoryControl to take the place of your inventory items in QuickBooks®. Once you import your inventory from QuickBooks® to InventoryControl, you will no longer be maintaining or tracking your inventory in QuickBooks®. Your inventory entries in QuickBooks® will be replaced with this placeholder. The placeholder is what will appear on invoices, sales slips, etc., along with the description of that particular item.

You will need to map an income and expense account to this item.

- **Wasp Non-Inventory Item** - These are placeholders created by InventoryControl to take the place of your non-inventory items in QuickBooks®. Once you import your inventory from QuickBooks® to InventoryControl, you will no longer be maintaining or tracking your inventory in QuickBooks®. Your inventory entries in QuickBooks® will be replaced with this placeholder. The placeholder is what will appear on invoices, sales slips, etc., along with the description of that particular item.

You will need to map an income and expense account to this item.

- **Wasp Shipping Item** - These are placeholders for shipping fees charged on orders in InventoryControl.

You will need to map an income account to this item.

- **Wasp Service Item** - These are placeholders for all service charges charged on orders in InventoryControl.

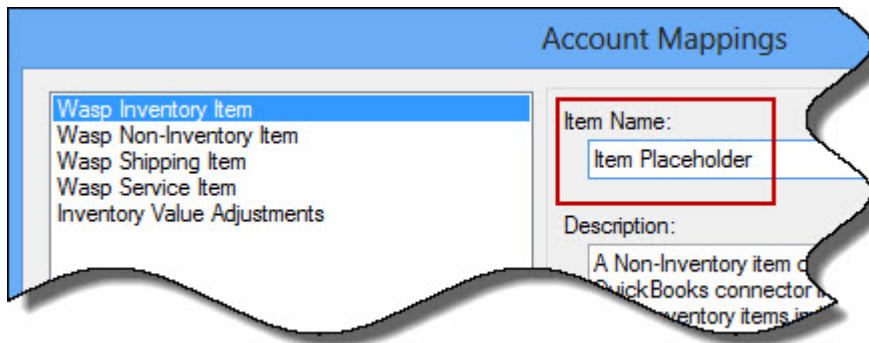
You will need to map an income account to this item.

- **Inventory Value Adjustments** - This represents periodical journal entries created when you adjust the value of an inventory item. You can accept the default Journal Memo text or click in the field and type your own memo.

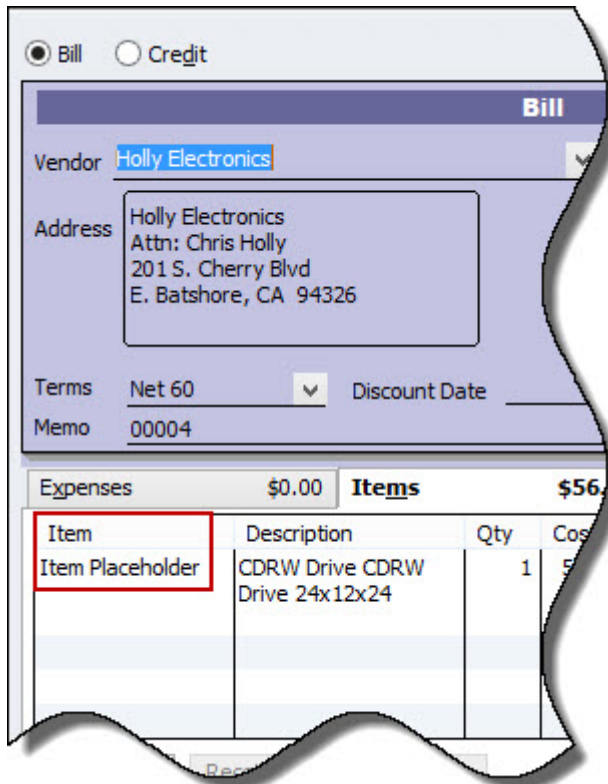
You will need to map an **Inventory Asset Account** and **Cost of Goods Sold** account to this item.

3. Highlight the item (or adjustment) you want to map in the window on the left side of the screen.

4. You can accept the default **Item Name** (for example, the **Item Name** for Wasp Inventory is IC_Inventory) or type a new name field as shown below:



Keep in mind that the name you select here will appear on invoices as shown below:

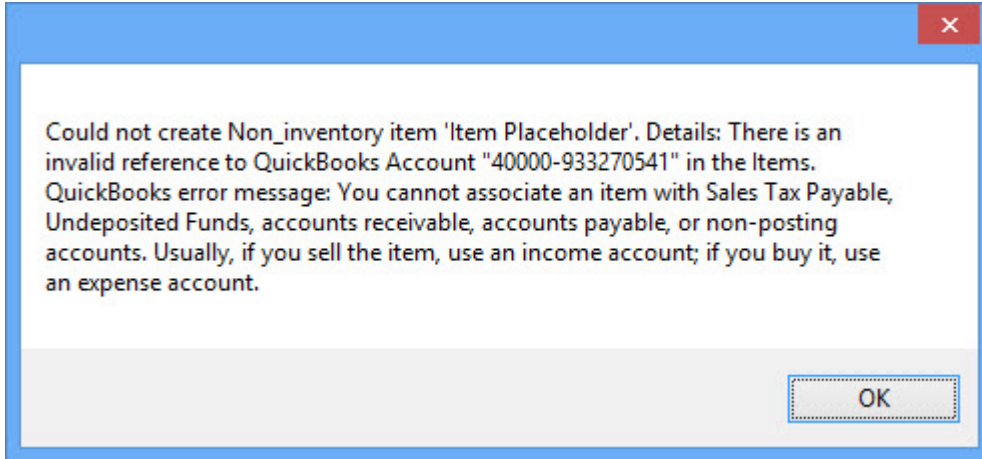


Note: If you do not want the Item column to appear on printed invoices, you can remove it from the Invoice template. [Please refer to the Syncing Purchase Orders/Pick Orders topic for instructions on removing the column.](#)

5. You can accept the default **Description** or type in a different description by clicking in the **Description** field.

6. Select an **Expense** or **Income** account (or **Inventory Asset/Cost of Goods Sold** for **Inventory Value Adjustments**) to which this item should be associated. Keep in mind that when you sync purchase order and/or invoices from InventoryControl to QuickBooks®, the account you selected for these items will be affected by the financial data in those orders. Make sure you are certain you have your mappings correct before you begin syncing invoices/purchase orders back to QuickBooks®.

If you map an expense account where an income account is indicated, or vice-versa, an error message similar to the following will appear:



If you receive this screen, click **OK** to close it, then remap the item to the correct account. You will not be able to save and close the **Account Mapping** screen until you resolve all incorrect mappings.

7. When you are finished mapping accounts, click the **Save** button.

Customize Line Item Description Format String

Line Item Descriptions appear on purchase orders, sales receipts and invoices that are exported to QuickBooks® from Wasp InventoryControl. These descriptions include the **Item Number** and **Item Description**. You can customize the **Line Item Description** to contain additional information such as static text, serial number, lot, date code and/or pallet. Use this screen to define how you want the line item description to be worded. Keep in mind that this is a global template that will be applied to all line item descriptions on purchase orders, sales receipts and invoices.

By default, the line item description on sales orders and invoices for items imported from QuickBooks is in the following format:

{Item Number} {Item Description}

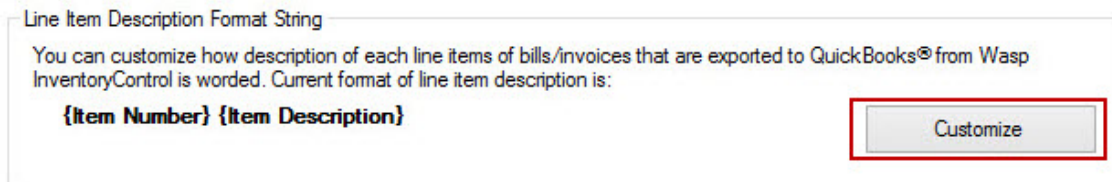
An example of a line item description in this format is:

1000 Table Top 12"

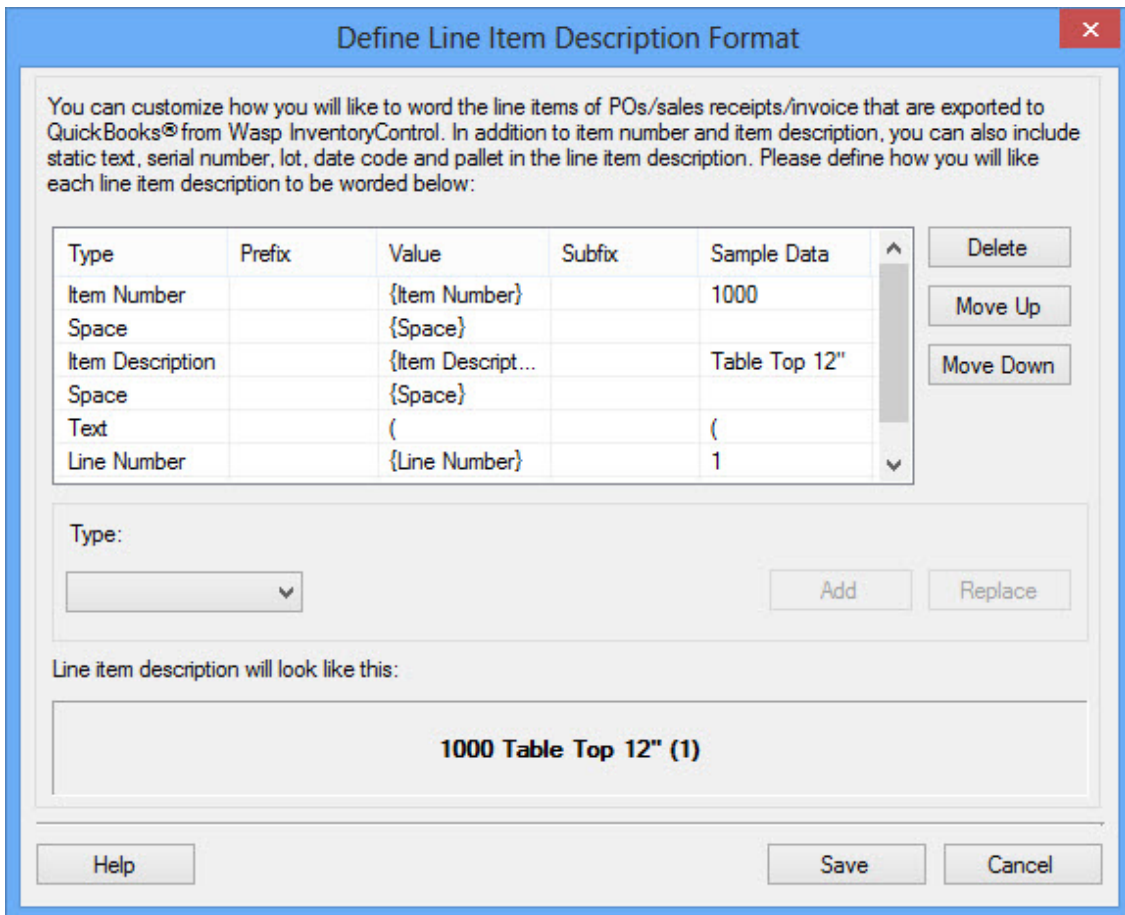
You can customize how information appears by using the **Define Line Item Description Format** screen.

To Customize Line Item Descriptions

1. On the **Settings Screen** click the **Customize** button in the **Line Item Description Format String** section.



The **Define Line Item Description Format** screen appears.



The screen appears pre-populated with the default line item format string.

2. You can delete elements from the default format string by highlighting a listing, such as Item Number, then clicking the Delete button. You can rearrange the elements in the default format string by highlighting a listing, then clicking the Move Up or Move Down button.
3. To add a new element to the format string, select a listing in the **Type** drop down menu.

Options are:

Item Number - This option adds the **Item Number** to the format string.

Type:
Item Number ▼ Add Replace

Item Description - This option adds the **Item Description** to the format string.

Type:
Item Description ▼ Add Replace

Line Number - This option adds the **Line Number** to the format string. The **Line Number** represents the actual line number of the sales order or invoice.

Type:
Line Number ▼ Add Replace

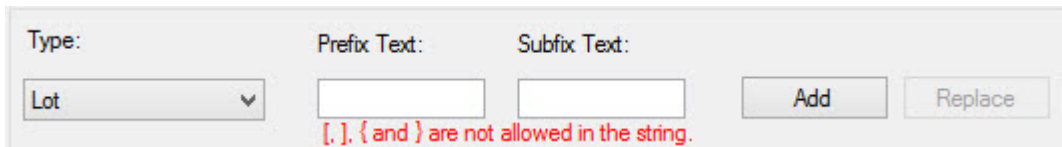
Text - This option adds text or numeric data into the format string. If you select **Text**, a text field appears allowing you to enter the text you want to appear in the format string.

Type: Text:
Text ▼
[.], { and } are not allowed in the string. Add Replace

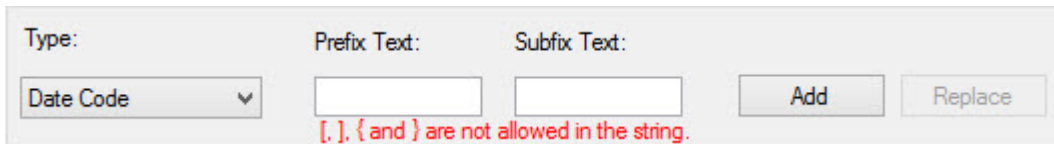
Serial Number - This option adds a serial number in the format string. You can append a prefix or a suffix to the serial number using the **Prefix Text/Subfix Text** fields.

Type: Prefix Text: Subfix Text:
Serial Number ▼
[.], { and } are not allowed in the string. Add Replace

Lot - This option adds a lot code in the format string. You can append a prefix or a suffix to the lot code using the **Prefix Text/Subfix Text** fields.



Date Code - This option inserts the date into the format string. You can append a prefix or a suffix to the date code using the **Prefix Text/Subfix Text** fields.



Pallet - This option adds the pallet code into the format string. You can append a prefix or a suffix to the pallet code using the **Prefix Text/Subfix Text** fields.



Space - This option enters a blank space into the format string.

- When you have chosen your **Type** and entered the required values, select **Add**. Your entries will appear in the grid at the top of the screen and an example of how your number will look appears in the window at the bottom of the screen.
- Repeat steps 4 and 5 until you have entered all types of data you want to appear in your number. Your selections will appear in the number in the order they are displayed in the grid.

You can change the order by highlighting a listing in the grid and clicking the **Up** or **Down** buttons.

You can delete an item in the grid by highlighting it and clicking the **Delete** button.

- Click the **OK** button when you are finished formatting the number.

Chapter 3 - Importing Information to InventoryControl

Import Tab Overview

After you have connected your [QuickBooks® company file](#), [created your Non-Inventory Items](#) and [customized the line item description format string](#) (optional), you are ready to import information from QuickBooks® to InventoryControl.

Importing only needs to be performed once for items. After you import your items to InventoryControl, you will maintain them in that application. Vendors and Customers should be maintained in QuickBooks®, so if you add new vendors or update existing customers, for example, you can re-import them to update InventoryControl. **After you import your inventory from QuickBooks® to InventoryControl, you should continue to maintain your inventory in InventoryControl rather than QuickBooks®.**

To Import Information from QuickBooks® to InventoryControl

Note: These steps should be performed after you have connected to your Wasp InventoryControl service and have connected to your **QuickBooks® Company** file.

Upon successfully connecting to the **QuickBooks® Connector**, the **Wasp Barcode QuickBooks® Sync** screen appears. Make sure the **QB Import** tab is showing.

The screenshot shows a web interface with three tabs: "QB Import" (selected), "Sync", and "Inventory Value". Below the tabs is a text box: "You can optionally import inventory items, customers and/or vendors from QuickBooks® to Wasp InventoryControl. Please select any options that you will like to import." Below this are three sections, each with a checkbox and radio buttons: "Items (Only import Inventory Part, Non-Inventory Part and Service items)" with a "Cost Method:" dropdown set to "Moving Average"; "Customers" with "Import All" and "Partial Import" radio buttons; and "Vendors" with "Import All" and "Partial Import" radio buttons. A large "Import" button with a yellow arrow is on the right.

The top section allows you to select what type of information you want to import and, in the case of Customers and Vendors, to limit that information using the Partial Import option. There are three types of data you can import (click on a listing below to view detailed information about importing that type of data):

- [Items](#)
- [Customers](#)
- [Vendors](#)

The bottom of the import tab is divided into two additional tabs:

Sync History - This tab displays a list of all syncs (including imports) performed. The **Details** window displays information about a sync when that sync is highlighted in the upper window.

The screenshot shows a software interface with two tabs: "Sync History" (selected) and "Current Sync Progress". Below the tabs is a table with the following data:

Operation	Date	Time	Description
Data Sync	3/21/2013	1:22 PM	
Data Sync	3/21/2013	1:21 PM	
Data Sync	3/21/2013	12:13 PM	
Data Sync	3/21/2013	12:06 PM	

Below the table, the selected sync is detailed:

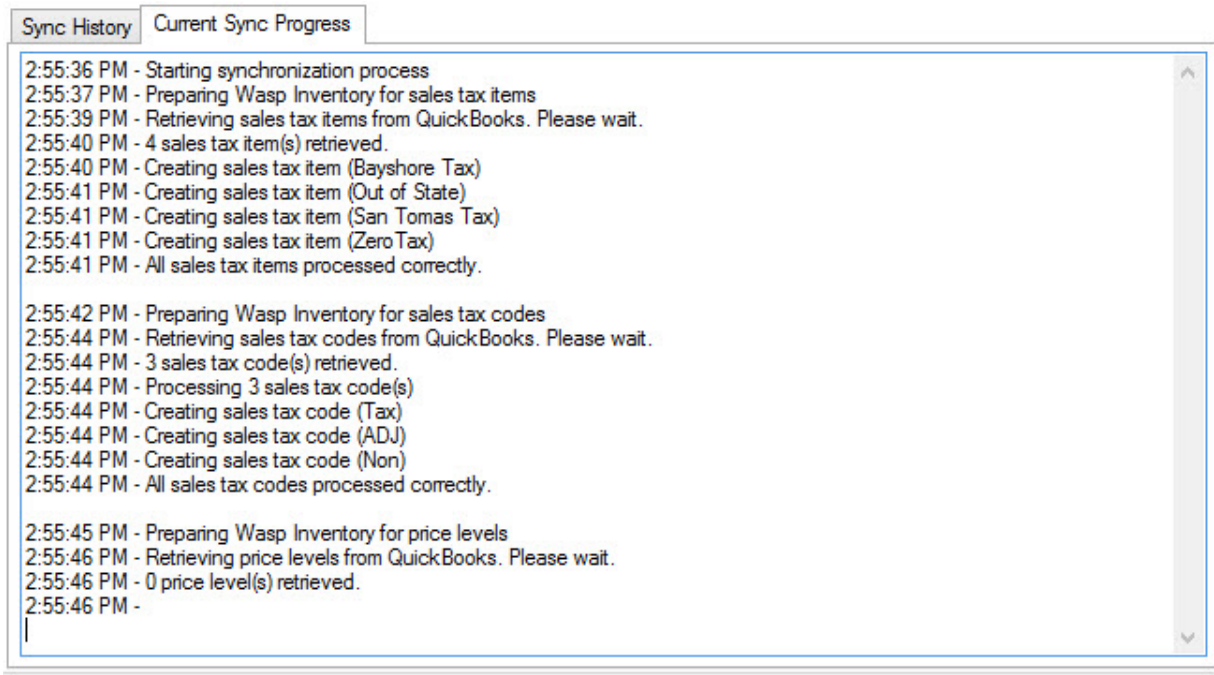
Type: Data Sync Date: 3/21/2013 1:22:42 PM

Summary:

Details:

- 1:22:38 PM - Starting synchronization process
- 1:22:39 PM - Preparing QuickBooks for bill/expenses
- 1:22:39 PM - Selecting bill/expenses. Please wait.
- 1:22:40 PM - Processing 1 bill/expense(s)
- 1:22:40 PM - Creating expense for purchase order 00002 to vendor Holly Electronics
- 1:22:40 PM - Found item IC_Inventory
- 1:22:41 PM - Done creating expense 00002 for vendor Holly Electronics: total amount \$560.00
- 1:22:41 PM - All bill/expenses processed correctly.

Current Sync Progress - This tab displays information about a sync currently in progress.



Note: These two tabs are visible from the **Import**, **Sync** and **Inventory Value** tabs.

Importing Items to InventoryControl

When importing Items there are several things to keep in mind:

- Importing Items only imports **Inventory Parts**, **Non-Inventory Parts** and **Service Items**. Be aware that assembly items will NOT be imported.
- Sales Tax items will be imported, but Group Sales Tax is not supported in InventoryControl.
- Price level information is not imported from QuickBooks®. The only "price" information imported is whether the item is taxable or non-taxable.

Note for Canadian Users: In the Canadian version of QuickBooks, you may have setup two different tax codes for an item. Having two tax codes on the same item is not supported by InventoryControl.

The following topics are discussed in this section:

[Before and After Import - Comparing Data in QuickBooks® and InventoryControl](#)
[How to Import Items](#)

Before and After Import - Comparing Data in QuickBooks® and InventoryControl

When you import your items from QuickBooks® to InventoryControl, you are transferring "ownership" of those items to InventoryControl. The import process removes the items from QuickBooks® and moves them to InventoryControl, where you will maintain and track them going forward. The items are replaced in QuickBooks® with the Wasp Inventory placeholder which will appear on invoices and sales orders that are synced back to QuickBooks® from InventoryControl. This is the [placeholder you mapped accounts](#) to when you setup Wasp Connector for QuickBooks®.

Example:

Below is an example of an **Item List** in QuickBooks® prior to importing data to InventoryControl:

Name	Description	Type	Account	Total ...	On Sa...
✦Cable Inst...	Install computer cables	Service	Sales:...		
✦Consulting...	Consulting and Training	Service	Sales:...		
✦Delivery	Deliver Systems and Set up	Service	Sales:...		
✦Diagnostic...	Diagnose Computer Problem	Service	Sales:...		
✦Install Har...	Install Peripheral	Service	Sales:...		
✦Repair Ser...	Computer Repairs and Hardware Inst...	Service	Sales:...		
✦150 GB Ha...	Hard Drive - 150 GB	Inventory Part	Sales:...	98	4
✦180 GB Ha...	Hard Drive - 180 GB	Inventory Part	Sales:...	96	0
✦200 GB Ha...	Hard Drive - 200 GB	Inventory Part	Sales:...	79	0
✦CDRW Drive	CDRW Drive 24x12x24	Inventory Part	Sales:...	155	8
✦Computer ...	Computer Case - Model #12314551	Inventory Part	Sales:...	234	0
✦CPU-4.0ghz	4.0 Gigahertz processor	Inventory Part	Sales:...	127	0
✦CPU-5.0ghz	5.0 Gigahertz processor	Inventory Part	Sales:...	111	0
✦CPU-8.0ghz	8.0 Gigahertz processor	Inventory Part	Sales:...	53	0
✦DVD Player	DVD ROM Player	Inventory Part	Sales:...	18	0
✦Keyboard	Standard Keyboard	Inventory Part	Sales:...	232	1
✦Laptop on...	Laptop on consignment - Model 4232	Inventory Part	Sales:...	0	1
✦Monitor-15	15 inch Monitor	Inventory Part	Sales:...	110	0
✦Monitor-17	17 Inch Monitor	Inventory Part	Sales:...	107	0
✦Monitor-19	19 inch Monitor	Inventory Part	Sales:...	88	0
✦Motherboard	Computer Motherboard	Inventory Part	Sales:...	227	0
✦Mouse	Computer Mouse	Inventory Part	Sales:...	233	1
✦Network C...	Network Card	Inventory Part	Sales:...	67	0
✦Power Su...	Computer Power Supply	Inventory Part	Sales:...	255	0
✦RAM-1GB	1 GB RAM	Inventory Part	Sales:...	147	0
✦RAM-2GB	2 GB RAM	Inventory Part	Sales:...	187	0
✦RAM-3GB	3 GB RAM	Inventory Part	Sales:...	207	0
✦Computer...	Entry level computer system - Include...	Inventory As...	Sales:...	-72	0
✦Computer...	Midrange computer system - Includes ...	Inventory As...	Sales:...	-79	0
✦Computer...	Power User computer system - Includ...	Inventory As...	Sales:...	-47	0
✦Accessories	Accessory Sales	Non-inventor...	Sales:...		
✦Software	Software Sales	Non-inventor...	Sales:...		
✦Gift Certifi...	Gift Certificate Charge/Redemption	Other Charge	Gift Ce...		
✦Reimb Subt	Reimbursable Expenses Subtotal	Subtotal			
✦Reimb Group	Total Reimbursable Expenses	Group			
✦AMEX	American Express Payments	Payment	Undep...		
✦VISA/Mast...	VISA and MasterCard Payments	Payment	Undep...		
✦Bayshore ...	Bayshore Sales Tax	Sales Tax Item	Sales T...		
✦Out of State	Sales Tax	Sales Tax Item	Sales T...		
✦San Toma...	San Tomas Sales Tax	Sales Tax Item	Sales T...		

The **Item List** in InventoryControl will be empty at this point unless you have manually created items or imported items from another source.

Here is the same QuickBooks® **Item List** after importing data. Notice that all items have been removed except those that are not allowed to be included in the import to InventoryControl, such as **Assembly Items**, or are not supported by InventoryControl, such as **Group Sales Tax**. The four [non-inventory placeholders to which you mapped accounts](#) during the Wasp Connector setup process now appear in the **Item List**. These are IC_Inventory, IC_Item, IC_Service and IC_Shipping.

Name	Description	Type	Ac...	Total ...	On S...
♦ Comput...	Entry level computer sy...	Inventory A...	Sale...	-72	0
♦ Comput...	Midrange computer sys...	Inventory A...	Sale...	-79	0
♦ Comput...	Power User computer s...	Inventory A...	Sale...	-47	0
♦ IC_Inve...	A Non-Inventory item c...	Non-invento...	Sale...		
♦ IC_Item	A Non-Inventory item c...	Non-invento...	Sale...		
♦ IC_Serv...	A Non-Inventory item c...	Non-invento...	Sale...		
♦ IC_Ship...	A Non-Inventory item c...	Non-invento...	Sale...		
♦ Gift Cer...	Gift Certificate Charge/...	Other Charge	Gift ...		
♦ Reimb S...	Reimbursable Expenses...	Subtotal			
♦ Reimb G...	Total Reimbursable Exp...	Group			
♦ AMEX	American Express Paym...	Payment	Und...		
♦ VISA/M...	VISA and MasterCard P...	Payment	Und...		
♦ Bayshor...	Bayshore Sales Tax	Sales Tax Item	Sale...		
♦ Out of ...	Sales Tax	Sales Tax Item	Sale...		
♦ San To...	San Tomas Sales Tax	Sales Tax Item	Sale...		
♦ ZeroTax	Zero percent of sales t...	Sales Tax Item	Sale...		

Below is an example of the InventoryControl Item List after the import.

Type	Item Number	Description	Total Available	Total Checked...	Total In-House	On Order	Committed	Tax Code	Cost	Avera ^
Inventory	150 GB Hard Drive	Hard Drive - 150 ...	0.00	0.00	0.00			Tax	65.00	
Inventory	180 GB Hard Drive	Hard Drive - 180 ...	0.00	0.00	0.00			Tax	99.00	
Inventory	200 GB Hard Drive	Hard Drive - 200 ...	0.00	0.00	0.00			Tax	199.00	
Non-Inventory	Accessories	Accessory Sales	0.00	0.00	0.00			Tax	0.00	
Service	Cable Installation	Install computer ...	0.00	0.00	0.00			Tax	75.00	
Inventory	CDRW Drive	CDRW Drive 24...	0.00	0.00	0.00			Tax	56.00	
Inventory	Computer Case	Computer Case - ...	0.00	0.00	0.00			Tax	89.00	
Service	Consulting & Trai...	Consulting and T...	0.00	0.00	0.00			Non	0.00	
Inventory	CPU-4.0ghz	4.0 Gigahertz pro...	0.00	0.00	0.00			Tax	97.00	
Inventory	CPU-5.0ghz	5.0 Gigahertz pro...	0.00	0.00	0.00			Tax	159.00	
Inventory	CPU-8.0ghz	8.0 Gigahertz pro...	0.00	0.00	0.00			Tax	189.00	
Service	Delivery	Deliver Systems ...	0.00	0.00	0.00			Non	0.00	
Service	Diagnostic Service	Diagnose Compu...	0.00	0.00	0.00			Non	0.00	
Inventory	DVD Player	DVD ROM Player	0.00	0.00	0.00			Tax	89.00	
Service	Install Hardware	Install Peripheral	0.00	0.00	0.00			Non	0.00	
Inventory	Keyboard	Standard Keybo...	0.00	0.00	0.00			Tax	29.00	
Inventory	Laptop on Consi...	Laptop on consi...	0.00	0.00	0.00			Tax	400.00	
Inventory	Monitor-15	15 inch Monitor	0.00	0.00	0.00			Tax	149.00	
Inventory	Monitor-17	17 inch Monitor	0.00	0.00	0.00			Tax	199.00	
Inventory	Monitor-19	19 inch Monitor	0.00	0.00	0.00			Tax	309.00	
Inventory	Motherboard	Computer Mother...	0.00	0.00	0.00			Tax	119.00	
Inventory	Mouse	Computer Mouse	0.00	0.00	0.00			Tax	29.00	
Inventory	Network Card	Network Card	0.00	0.00	0.00			Tax	39.00	
Inventory	Power Supply	Computer Power ...	0.00	0.00	0.00			Tax	29.00	
Inventory	RAM-1GB	1 GB RAM	0.00	0.00	0.00			Tax	49.00	
Inventory	RAM-2GB	2 GB RAM	0.00	0.00	0.00			Tax	59.00	
Inventory	RAM-3GB	3 GB RAM	0.00	0.00	0.00			Tax	79.00	

Now let's take a look at an individual item.

Here is an item in QuickBooks® prior to importing.

The screenshot shows the 'Item Setup' window for 'CDRW Drive'. The 'Type' is 'Inventory Part'. The 'Item Name/Number' is 'CDRW Drive'. The 'Purchase Information' section includes 'Description on Purchase Transactions' (CDRW Drive 24x12x24), 'Cost' (56.00), 'COGS Account' (Cost of Goods Sold), and 'Preferred Vendor' (Mendoza Software). The 'Sales Information' section includes 'Description on Sales Transactions' (CDRW Drive 24x12x24), 'Sales Price' (86.99), 'Tax Code' (Tax), and 'Income Account' (Sales:Merchandise). The 'Inventory Information' section shows 'Asset Account' (Inventory Asset), 'Reorder Point' (10), 'On Hand' (155), 'Average Cost' (56.00), 'On P.O.' (0), and 'On Sales Order' (8).

Here is how that item information appears in InventoryControl after being imported. Note that price level information was not included in the import, but sales tax status (taxable or non-taxable) was. You can manually add price information as needed for items, change cost methods, or do any needed editing on the items in InventoryControl after importing them.

The screenshot shows the 'Edit Item' window for 'CDRW Drive' in InventoryControl. The 'Item Number' is 'CDRW Drive'. The 'Description' is 'CDRW Drive 24x12x24'. The 'Category' is empty. The 'Manufacturer' is empty. The 'Type' is 'Inventory'. The 'Item To Be Tracked By' section has checkboxes for 'Serial Number', 'Lot', 'Date Code', and 'Pallet', all of which are unchecked. The 'Require the user to fill out' section has checkboxes for 'Ref #', 'Supplier', and 'Customer', all of which are unchecked. The 'Cost' is 56.00, 'List Price' is 86.99, and 'Sale Price' is 86.99. The 'Cost Method' is 'Moving Average'. The 'Average Cost' is 0.00, 'Min Stock Level' is 10.00, and 'Reorder Qty' is 0.00. The 'Tax Code' is 'Tax'. The 'Total Available' is 0.00, 'Total Checked-Out' is 0.00, 'Total In-House' is 0.00, 'On Order' is 0.00, and 'Committed' is 0.00. There is a 'Notes Available' icon at the bottom left. The window has tabs for 'General', 'Location Settings', 'Additional', 'Manage Suppliers', 'Attachments', 'Picture', 'Custom Texts', and 'Custom Numbers and Dates'. Buttons for 'Help', 'OK', and 'Cancel' are at the bottom.

How To Import Items

1. On the **Import** tab, Select the **Items** checkbox.

Items (Only import Inventory Part, Non-Inventory Part and Service items)

Select an item cost method to be applied to QuickBooks® items imported to Wasp Inventory Control.

Cost Method:

2. You will need to select a **Cost Method** for QuickBooks® items that are imported to InventoryControl. You can only select one cost method for all items in the same import. Even if you utilize multiple cost methods, you can only select one for all items in the import. If some items in the import use a different cost method from the one selected, you must change the cost method in InventoryControl immediately after the import (before any transactions are made on the items). Once transactions are made on the items, you will not be able to change the cost method.

To select a cost method, select a method from the drop down list.

Items (Only import Inventory Part, Non-Inventory Part and Service it

Select an item cost method to be applied to QuickBooks® items in

Cost Method:

Customers

Moving Average
 Moving Average
 FIFO
 LIFO

Cost Method options are:

- **Moving Average:** When this method is used, the average cost of a particular item is recalculated based on each purchase.

Example: You purchased 100 computers for \$500 each. When you have 10 computers left in stock, you purchase 100 more, but now your cost for the computers is \$600 each. InventoryControl will calculate the cost of this item as following:

Cost of original computers = 10 x 500 = \$5,000
 Cost of new computers = 100 x 600 = \$60,000
 The combined cost of all of the computers is \$65,000

Average cost of all of this type of computer that you have in inventory (110 computers) is
 $65,000 / 110 = 590.91$

- **FIFO** - When this method is used, the inventory that is added first is removed first.

Example: If you added or received 50 Barcode Laser Scanners on the 1st, 8th and 15th, you would end up with 150 scanners. If on the 17th you remove 60 scanners, all of the scanners that came in on the 1st and 10 scanners from the 8th would be removed because the scanners on the 1st were first in and, therefore, will be first out. Next to be removed would be scanners from the 8th.

Keep in mind that there is no "Average Cost" valuation for FIFO. The Average Cost field on the Item List screen will display the cost of the last item in. If you add 50 scanners at \$300.00

each on the 1st, and 50 scanners at \$315.00 each on the 8th, the Average Cost field will display \$315.00. If you remove 50 scanners from your inventory, the Average Cost will remain \$315.00 since that was the cost of the last items in.

Inventory valuation is calculated by multiplying the quantity by the average price. The inventory value on the 16th is \$46,000 or 150 x \$311.67. After 60 are removed the inventory value is \$28,550 or \$317.23 x 90.

- **LIFO** - When this method is used, the inventory that is added last (most recently) is removed first.

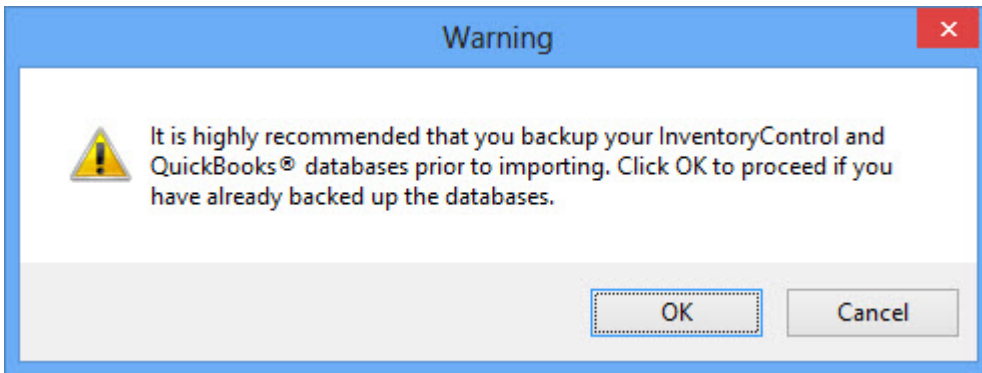
Keep in mind that there is no "Average Cost" valuation for LIFO. The Average Cost field on the Item List screen will display the cost of the most recent item still in inventory. If you add 50 scanners at \$300.00 each on the 1st, and 50 scanners at \$315.00 each on the 8th, the Average Cost field will display \$315.00. If you remove 50 scanners from your inventory, the Average Cost will return to \$300.00 because the most recently added items (the scanners at \$315.00) were removed.

3. After you have made your selection, click the **Import** button.

The screenshot shows a software interface for importing data from QuickBooks. At the top, there are three tabs: 'QB Import', 'Sync', and 'Inventory Value', with 'Inventory Value' being the active tab. Below the tabs, a message reads: 'You can optionally import inventory items, customers and/or vendors from QuickBooks® to Wasp InventoryControl. Please select any options that you will like to import.' There are three main sections: 1. 'Items (Only import Inventory Part, Non-Inventory Part and Service items)' which is checked with a checkbox. Below it is a dropdown menu for 'Cost Method' currently set to 'Moving Average'. 2. 'Customers' which is unchecked. Below it are radio buttons for 'Import All' and 'Partial Import', and a three-dot menu icon. 3. 'Vendors' which is also unchecked, with similar radio buttons and a menu icon. To the right of these options is a large, grey 'Import' button with a yellow arrow pointing right, which is highlighted with a red rectangular border.

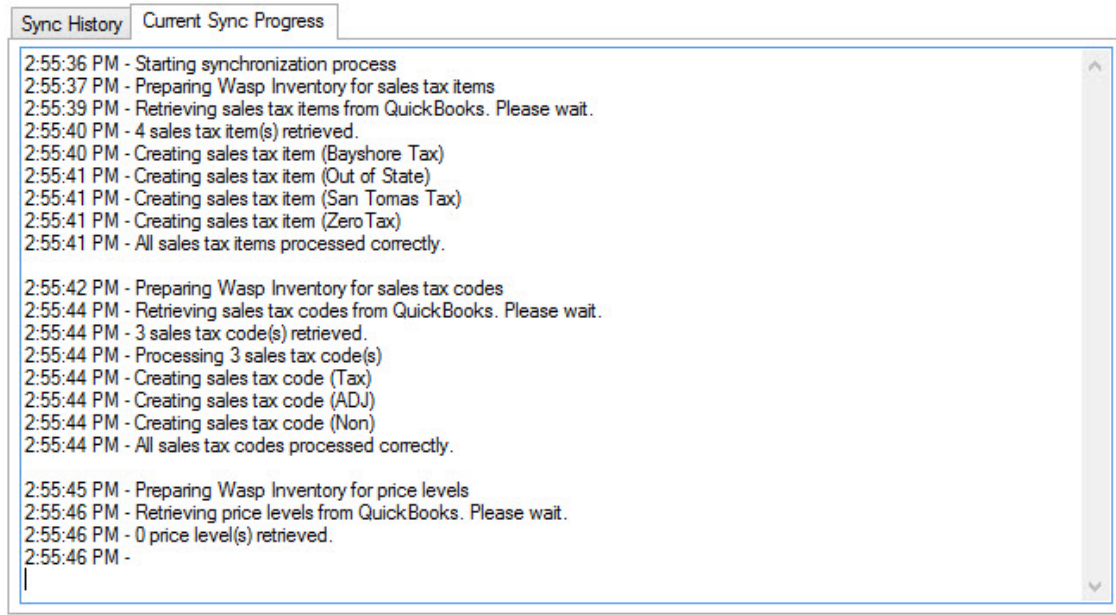
(Reminder: You can import more than one type of data at a time.)

4. A warning screen will appear reminding you to backup your InventoryControl and QuickBooks® databases before you begin the import process.

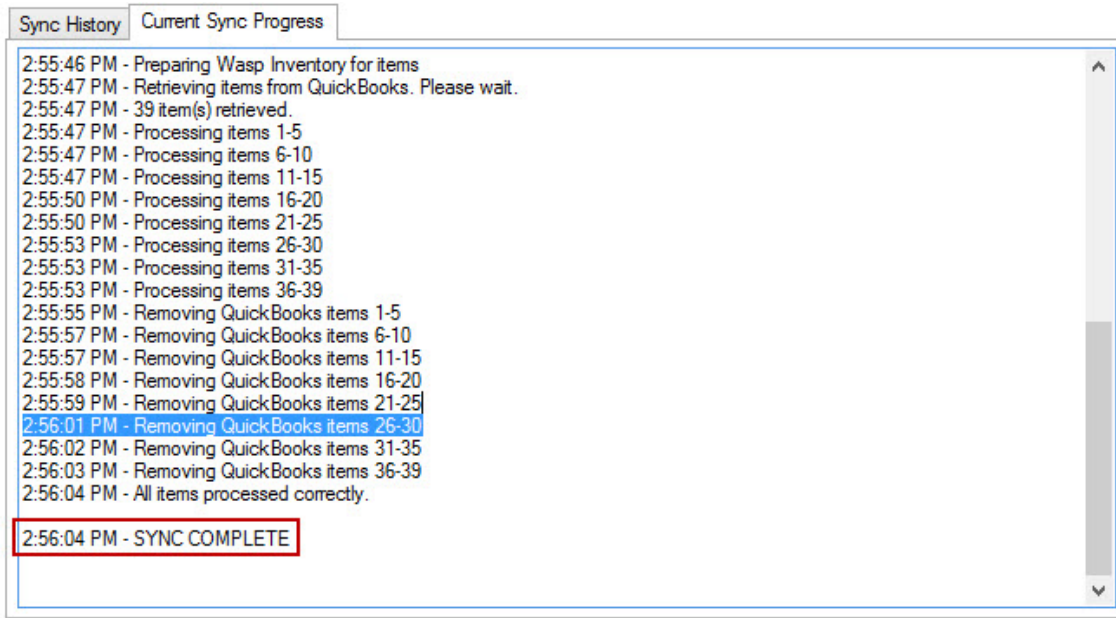


If you have not yet created backups for the databases, click **Cancel** on the **Warning** screen and perform a backup of your InventoryControl database and your QuickBooks® database. If you have already backed up your databases, click **OK** to proceed with the import.

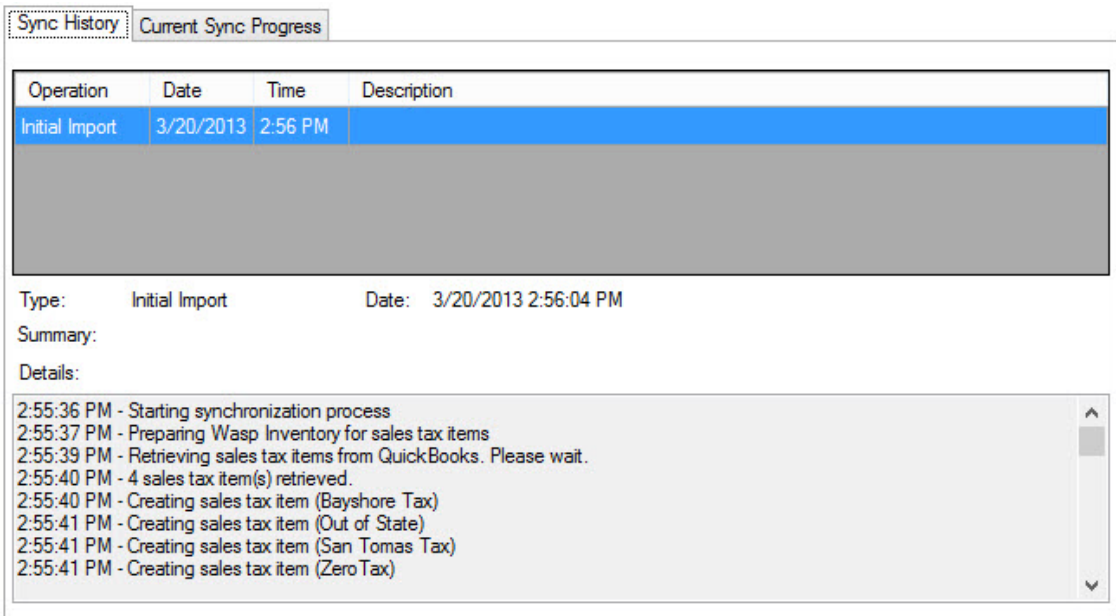
5. The **Sync Progress** tab at the bottom of the Import tab will display the progress of the import.



- When the import is completed, a message will display in the **Current Sync Progress** tab.



The **Sync History** tab will display the date and time of the import as well as a summary of the data imported.



You can now go to InventoryControl and view your new data.

If there are errors during the sync, they will appear in the sync progress. After the sync, you can go through each error to correct the problem, then re-import the items. For more information on resolving import errors, please refer to the topic [Import Errors](#).

Importing Customers to InventoryControl

You can choose to import all customers or select from a list of customers (only customers whose files have been edited since 2000 will be imported/included on the selection list).

The topics discussed in this section are:

[Before and After Import - Comparing Data in QuickBooks® and InventoryControl](#)
[How to Import Customers](#)

Before and After Import - Comparing Data in QuickBooks® and InventoryControl

When customers are imported to InventoryControl, some of the data populates fields that have different names than their QuickBooks® counterparts while others populate fields that have the same name.

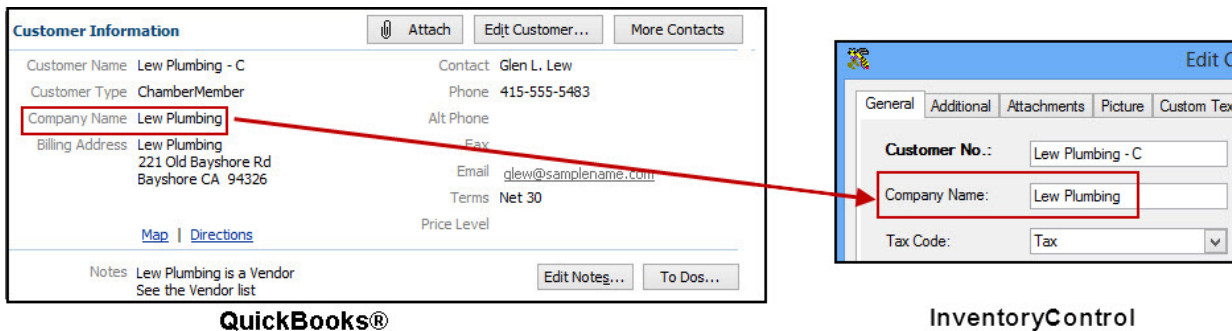
- The **Customer Name** in QuickBooks® is stored as **Customer Number** in InventoryControl.

Keep in mind that when you sync invoices from InventoryControl back to QuickBooks®, the **Customer Number** in InventoryControl will be sent, instead of the **Customer Name** because **Customer Number** in InventoryControl will match the **Customer Name** in QuickBooks®.

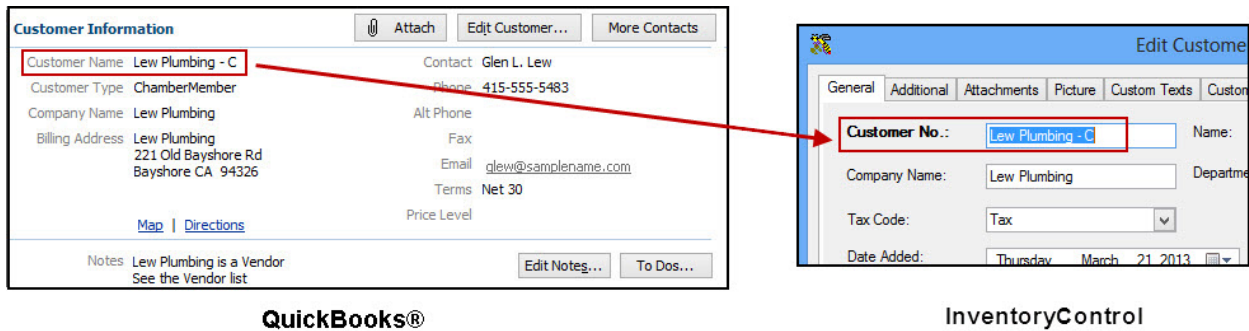
- The customer **Company Name** in QuickBooks® is stored as **Company Name** in InventoryControl.
- The **Contact Name** in QuickBooks® is stored as **Customer Name** in InventoryControl.

Examples of imported data:

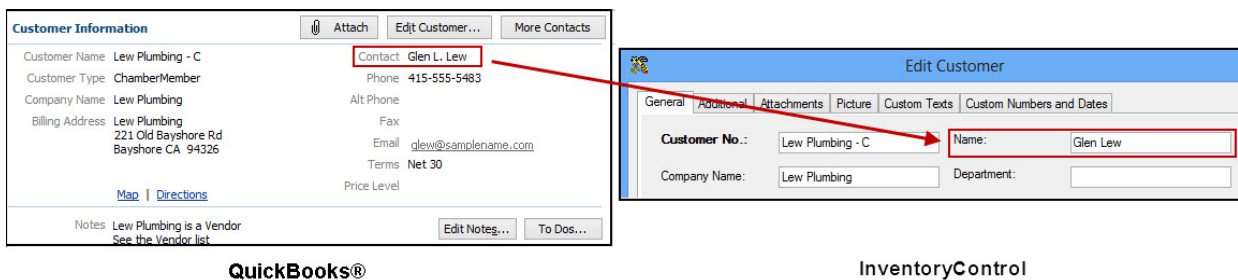
Customer Name in QuickBooks® becomes **Customer Number** in InventoryControl:



Company Name in QuickBooks® becomes **Company Name** in InventoryControl:



Contact Name in QuickBooks® becomes **Name** in InventoryControl:



In QuickBooks® you can create multiple jobs under the same customer. When this jobs data is imported into InventoryControl, each job is brought over as a separate customer and the job name is joined to the customer number.

Examples imported jobs data:

If Joe's Construction as two jobs - Room 1 and Room 2 - in QuickBooks®, it would be set up as follows:

- Joe's Construction
- Room 1
- Room 2

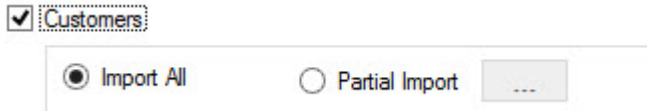
In InventoryControl, each job would be a separate customer with the job name added to the customer name as follows:

- Joe's Construction Room 1
- Joe's Construction Room 2

Be aware that you are limited to 30 characters for your customer names in InventoryControl so a joined customer/job name may exceed this maximum. If this happens, you will receive an error message during the import. You can edit the customer name or job name in QuickBooks® to make it fit the 30 character maximum, then continue the import process.

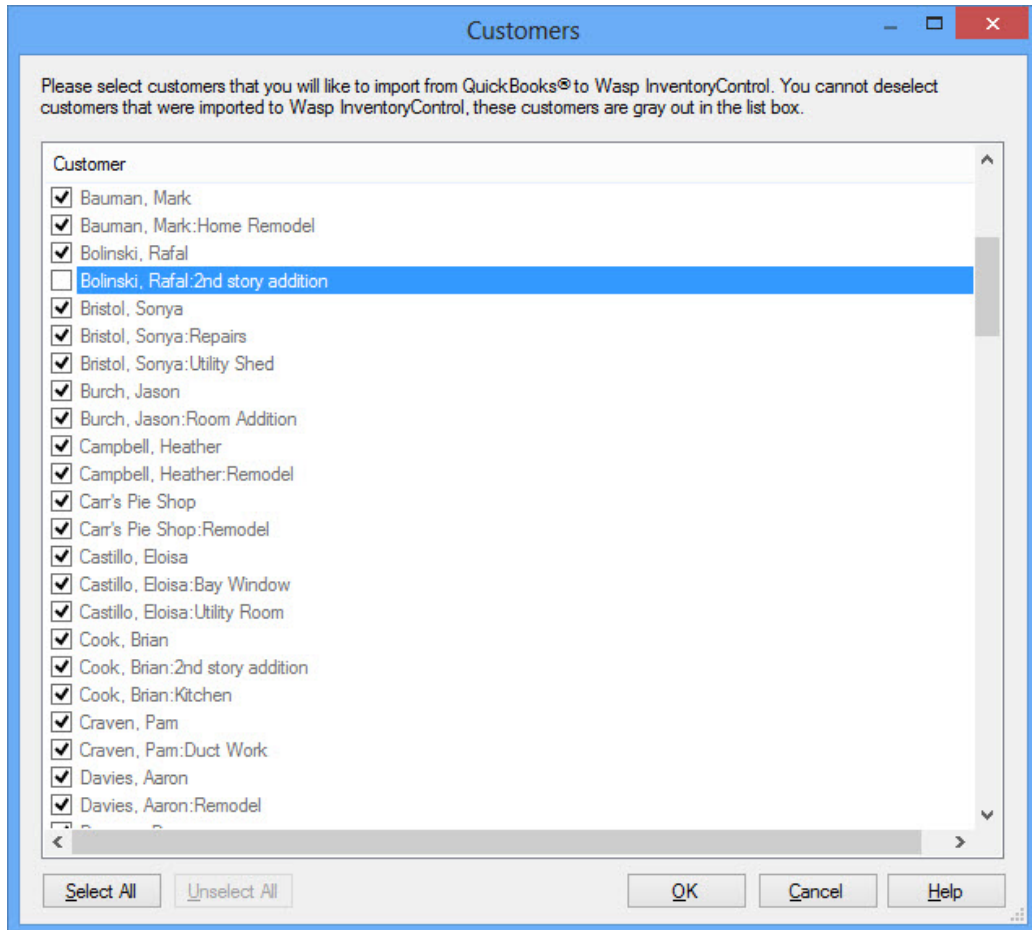
How to Import Customers

1. On the **Import** tab, select the **Customer** checkbox.



2. You have two options for importing customers:

- **Import All** - Select this option to import all of your customers from QuickBooks®. Only those customers who have had their file edited in QuickBooks® since 2000 will be included in the import.
- **Partial Import** - When this option is selected a list of customers in your QuickBooks® file appears:



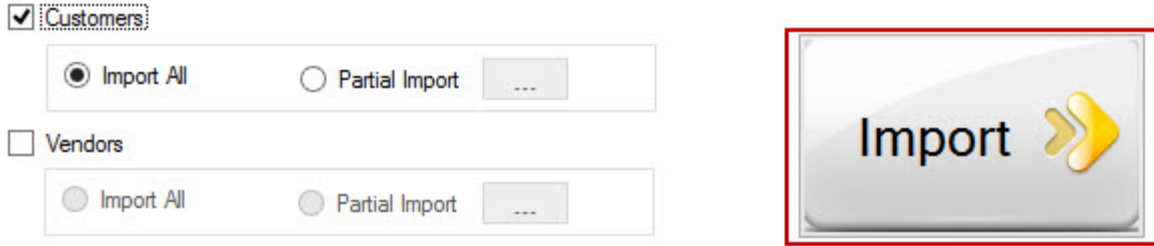
Note: This screen appears automatically when you select the **Partial Import** radio button. If you want to return to this screen at a later time, press the icon next to this button.



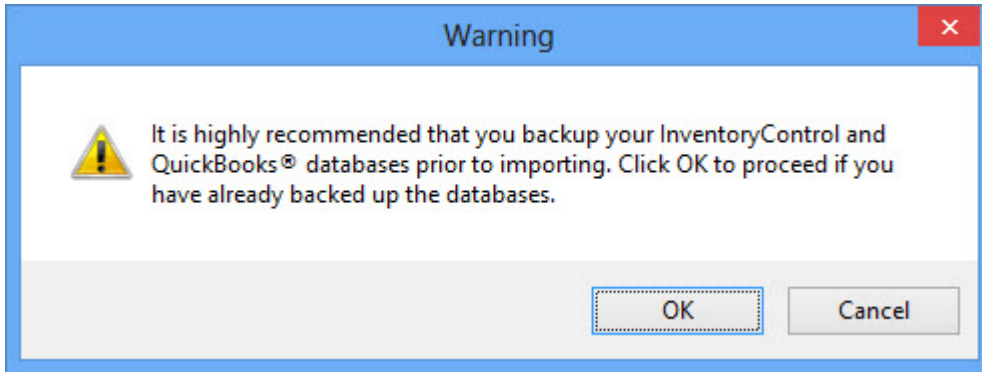
You can select all customers using the **Select All** button at the bottom of the screen, or scroll through the list and select only those customers you wish to import. The list only displays customer records that have been edited in some way since 2000.

Make your selections, then click **OK** on the **Customers** screen.

3. On the **Import** tab, click the **Import** button.



4. A warning screen will appear reminding you to backup your InventoryControl and QuickBooks® databases before you begin the import process.



If you have not yet created backups for the databases, click **Cancel** on the **Warning** screen and perform a backup of your InventoryControl database and your QuickBooks® database. If you have already backed up your databases, click **OK** to proceed with the import.

5. The **Current Sync Progress** tab at the bottom of the **Import** tab will display the progress of the import.

Sync History Current Sync Progress

9:02:43 AM - Creating sales tax item (Out of State)
9:02:43 AM - Creating sales tax item (San Tomas Tax)
9:02:43 AM - Creating sales tax item (Zero Tax)
9:02:43 AM - All sales tax items processed correctly.

9:02:44 AM - Preparing Wasp Inventory for sales tax codes
9:02:47 AM - Retrieving sales tax codes from QuickBooks. Please wait.
9:02:47 AM - 3 sales tax code(s) retrieved.
9:02:47 AM - Processing 3 sales tax code(s)
9:02:47 AM - Creating sales tax code (Tax)
9:02:47 AM - Creating sales tax code (ADJ)
9:02:47 AM - Creating sales tax code (Non)
9:02:48 AM - All sales tax codes processed correctly.

9:02:48 AM - Preparing Wasp Inventory for price levels
9:02:50 AM - Retrieving price levels from QuickBooks. Please wait.
9:02:50 AM - 0 price level(s) retrieved.
9:02:50 AM -
9:02:51 AM - Preparing Wasp Inventory for customers
9:02:52 AM - Retrieving customers from QuickBooks. Please wait.
9:02:52 AM - 26 customer(s) retrieved.
9:02:52 AM - Processing customers 1-5
9:02:53 AM - Processing customers 6-10

6. When the import is completed, a message will display in the **Current Sync Progress** tab.

Sync History Current Sync Progress

9:02:47 AM - Processing 3 sales tax code(s)
9:02:47 AM - Creating sales tax code (Tax)
9:02:47 AM - Creating sales tax code (ADJ)
9:02:47 AM - Creating sales tax code (Non)
9:02:48 AM - All sales tax codes processed correctly.

9:02:48 AM - Preparing Wasp Inventory for price levels
9:02:50 AM - Retrieving price levels from QuickBooks. Please wait.
9:02:50 AM - 0 price level(s) retrieved.
9:02:50 AM -
9:02:51 AM - Preparing Wasp Inventory for customers
9:02:52 AM - Retrieving customers from QuickBooks. Please wait.
9:02:52 AM - 26 customer(s) retrieved.
9:02:52 AM - Processing customers 1-5
9:02:53 AM - Processing customers 6-10
9:03:04 AM - Processing customers 11-15
9:03:04 AM - Processing customers 16-20
9:03:14 AM - Processing customers 21-25
9:03:14 AM - Processing customers 26-26
9:03:18 AM - All customers processed correctly.

9:03:18 AM - SYNC COMPLETE

The **Sync History** tab will display the date and time of the import as well as a summary of the data imported.

The screenshot shows a software interface with two tabs: 'Sync History' (selected) and 'Current Sync Progress'. Below the tabs is a table with the following data:

Operation	Date	Time	Description
Initial Import	3/20/2013	2:56 PM	

Below the table, the following information is displayed:

Type: Initial Import Date: 3/20/2013 2:56:04 PM

Summary:

Details:

- 2:55:36 PM - Starting synchronization process
- 2:55:37 PM - Preparing Wasp Inventory for sales tax items
- 2:55:39 PM - Retrieving sales tax items from QuickBooks. Please wait.
- 2:55:40 PM - 4 sales tax item(s) retrieved.
- 2:55:40 PM - Creating sales tax item (Bayshore Tax)
- 2:55:41 PM - Creating sales tax item (Out of State)
- 2:55:41 PM - Creating sales tax item (San Tomas Tax)
- 2:55:41 PM - Creating sales tax item (Zero Tax)

You can now go to InventoryControl and view your new data.

If there are errors during the sync, they will appear in the sync progress. After the sync, you can go through each error to correct the problem, then re-import the items. For more information on resolving import errors, please refer to the topic [Import Errors](#).

Importing Vendors to InventoryControl

You can choose to import all vendors or select from a list of vendors (only vendors whose files have been edited since 2000 will be imported/included on the selection list).

Note: Vendors are referred to as Suppliers in InventoryControl. If you want to change the term Suppliers to Vendors in InventoryControl, you can do so using the **Customize Fields** function. Please refer to the **Custom Names** topic in the InventoryControl help for detailed instructions.

The topics discussed in this section are:

[Before and After Import - Comparing Data in QuickBooks® and InventoryControl](#)
[How to Import Vendors](#)

Before and After Import - Comparing Data in QuickBooks® and InventoryControl

When vendors are imported to InventoryControl, some of the data populates fields that have different names than their QuickBooks® counterparts while others populate fields that have the same name.

- The **Vendor Name** in QuickBooks® is stored as **Supplier Number** in InventoryControl.

Keep in mind that when you sync invoices from InventoryControl back to QuickBooks®, the **Supplier Number** in InventoryControl will be sent, instead of the **Name** because **Supplier Number** in InventoryControl will match the **Vendor Name** in QuickBooks®.

- The vendor **Name** in QuickBooks® is stored as **Company Name** in InventoryControl.
- The **Contact** in QuickBooks® is stored as the **Contact Name** in InventoryControl.

Examples of imported data:

Vendor Name in QuickBooks® becomes **Vendor Number** in InventoryControl:

QuickBooks® Vendor Information

Vendor Name	Daigle Consulting	Contact	Pam Daigle
Vendor Type	1099 contractor	Phone	415-555-7769
Company Name	Daigle Consulting	Alt Phone	
Address	PO Box 5903 Middlefield CA 94482	Fax	415-555-7770
		Email	info@samplename.com
		Account Number	2-9187
		Terms	Net 15

InventoryControl General

Supplier Code:	Daigle Consulting
Name:	Daigle Consulting
Address:	

Name in QuickBooks® becomes **Company Name** in InventoryControl:

QuickBooks® Vendor Information

Vendor Name	Daigle Consulting	Contact	Pam Daigle
Vendor Type	1099 contractor	Phone	415-555-7769
Company Name	Daigle Consulting	Alt Phone	
Address	PO Box 5903 Middlefield CA 94482	Fax	415-555-7770
		Email	info@samplename.com
		Account Number	2-9187
		Terms	Net 15

InventoryControl General

Supplier Code:	Daigle Consulting
Name:	Daigle Consulting
Address:	

Contact in QuickBooks® becomes **Contact Name** in InventoryControl:

QuickBooks® Vendor Information

Vendor Name	Daigle Consulting	Contact	Pam Daigle
Vendor Type	1099 contractor	Phone	415-555-7769
Company Name	Daigle Consulting	Alt Phone	
Address	PO Box 5903 Middlefield CA 94482	Fax	415-555-7770
		Email	info@samplename.com
		Account Number	2-9187
		Terms	Net 15

InventoryControl Contact Person Information

Contact Name:	Pamela Daigle
Contact Phone:	

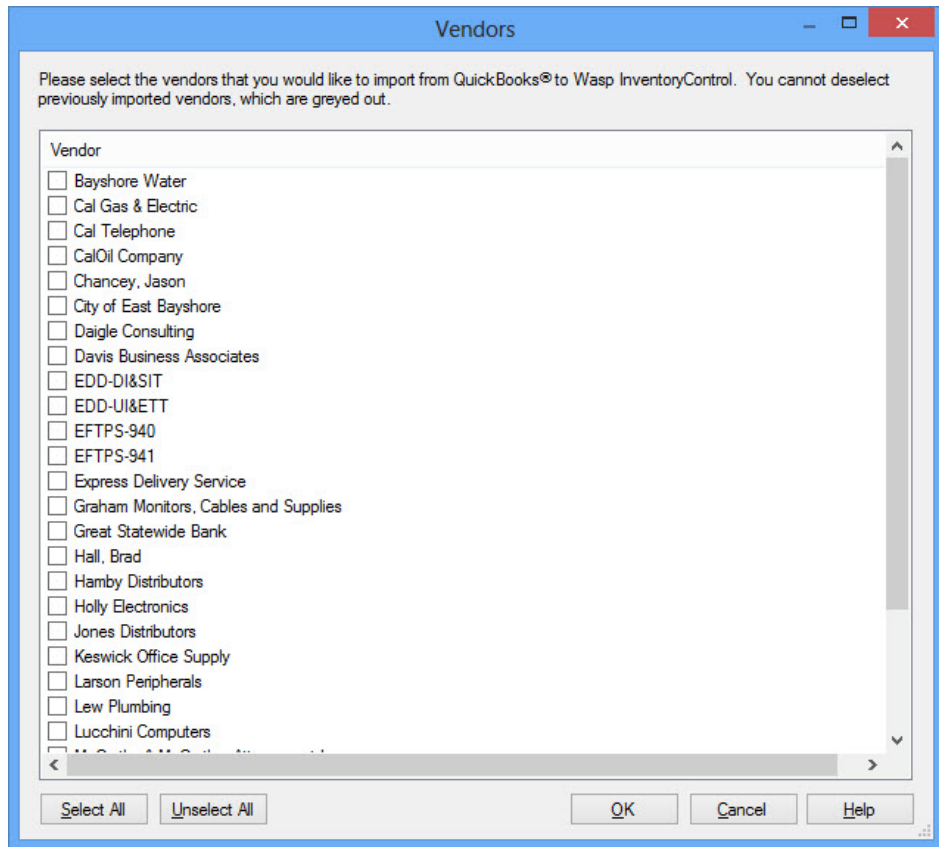
How to Import Vendors

1. Select the **Vendor** checkbox on the Import tab.

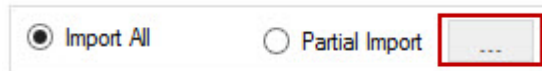


2. You have two options for importing **Vendors**:

- **Import All** - Select this option to import all vendors who have had their file edited in QuickBooks® since 2000.
- **Partial Import** - When this option is selected a list of vendors in your QuickBooks® file appears:



Note: This screen appears automatically when you select the **Partial Import** radio button. If you want to return to this screen at a later time, press the icon next to this button.



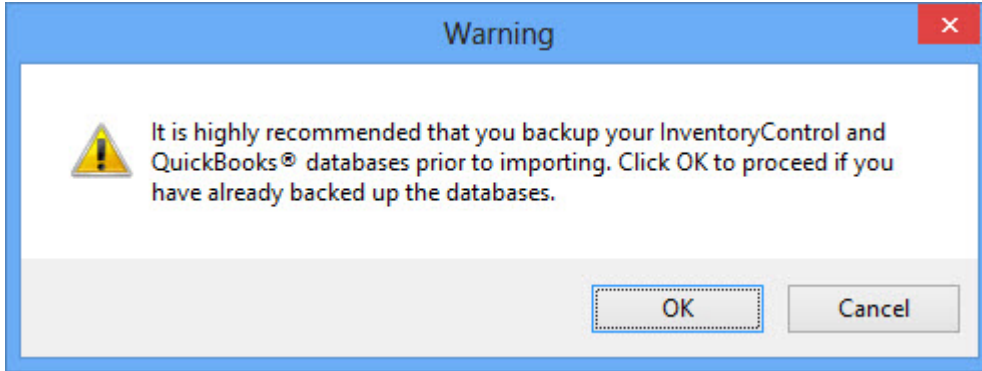
You can select all customers using the **Select All** button at the bottom of the screen, or scroll through the list and select only those customers you wish to import. The list only displays customer records that have been edited in some way since 2000.

Make your selections, then click **OK** on the **Customers** screen.

3. On the **Import** tab, click the **Import** button.

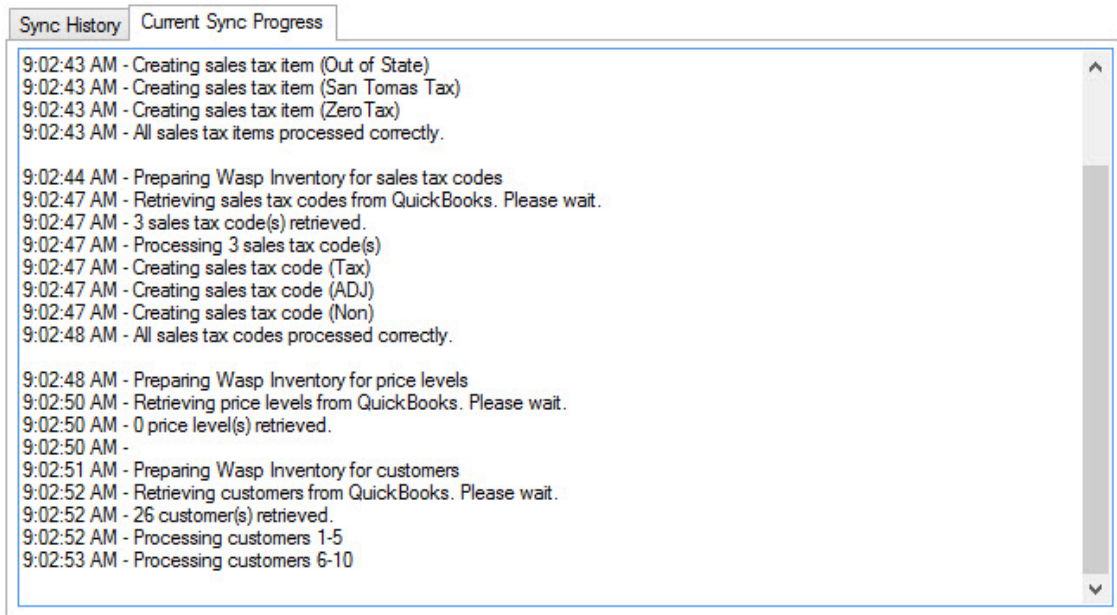


4. A warning screen will appear reminding you to backup your InventoryControl and QuickBooks® databases before you begin the import process.

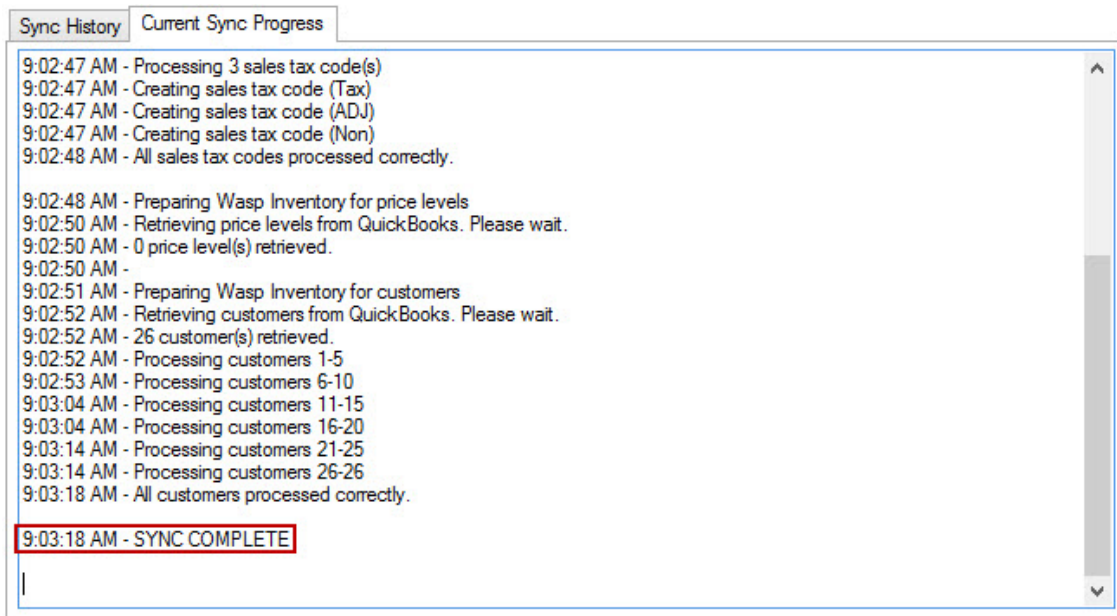


If you have not yet created backups for the databases, click **Cancel** on the **Warning** screen and perform a backup of your InventoryControl database and your QuickBooks® database. If you have already backed up your databases, click **OK** to proceed with the import.

The **Sync Progress** tab at the bottom of the **Import** tab will display the progress of the import.



5. When the import is completed, a message will display in the **Current Sync Progress** tab.



The **Sync History** tab will display the date and time of the import as well as a summary of the data imported.

The screenshot shows a software interface with two tabs: "Sync History" (selected) and "Current Sync Progress". Below the tabs is a table with the following data:

Operation	Date	Time	Description
Initial Import	3/20/2013	2:56 PM	

Below the table, the following information is displayed:

Type: Initial Import Date: 3/20/2013 2:56:04 PM

Summary:

Details:

- 2:55:36 PM - Starting synchronization process
- 2:55:37 PM - Preparing Wasp Inventory for sales tax items
- 2:55:39 PM - Retrieving sales tax items from QuickBooks. Please wait.
- 2:55:40 PM - 4 sales tax item(s) retrieved.
- 2:55:40 PM - Creating sales tax item (Bayshore Tax)
- 2:55:41 PM - Creating sales tax item (Out of State)
- 2:55:41 PM - Creating sales tax item (San Tomas Tax)
- 2:55:41 PM - Creating sales tax item (Zero Tax)

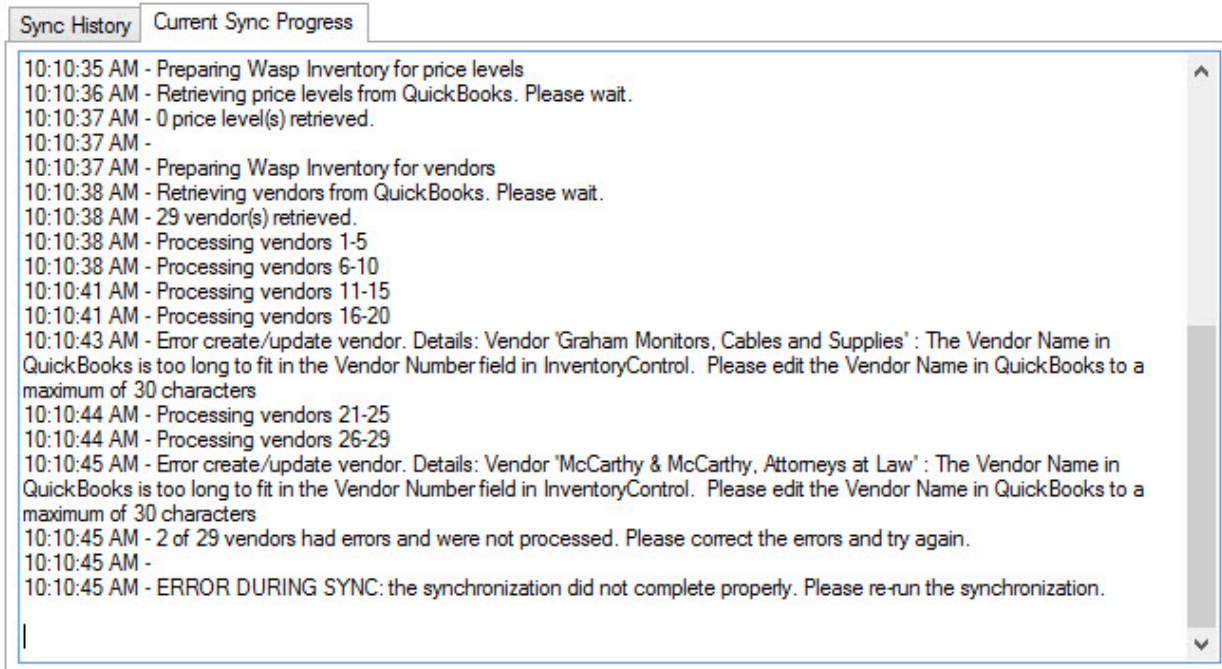
You can now go to InventoryControl and view your new data.

If there are errors during the sync, they will appear in the sync progress. After the sync, you can go through each error to correct the problem, then re-import the items. For more information on resolving import errors, please refer to the topic [Import Errors](#).

Import Errors

If Wasp Connector encounters errors while syncing data, a message will appear in the **Current Sync Progress** screen. You can use the information in this message to correct the error in the data, then perform the sync again.

For example, the screen below displays two errors, one at the 10:10:43 AM mark and one at the 10:10:45 AM mark, encountered when importing vendors.



This message indicates that the vendor name was too long to fit in the Vendor (Supplier) Number field in InventoryControl. You will need to edit this vendor in QuickBooks®, then re-import it. Keep in mind that you only want to re-import data that had errors, so in this case, you would use the **Partial Import** feature to select just these two vendors to re-import.

Chapter 4 - Syncing Purchase Orders/Pick Orders to QuickBooks®

Syncing Purchase Orders/Pick Orders to QuickBooks®

After you receive inventory and mark a purchase order as closed in InventoryControl, it is ready to be synced back to QuickBooks®.

Note: Before syncing purchase orders and pick orders, you should create a "dummy" vendor in QuickBooks® for 0% sales tax. This will appear on the **Sales Tax Liability** and **Sales Tax Summary** reports.

[Before and After Sync - Comparing Data in QuickBooks® and InventoryControl](#)
[How to Sync Purchase Orders/Pick Orders to QuickBooks®](#)

Before and After Sync - Comparing Data in QuickBooks® and InventoryControl

Only purchase orders and pick orders that have been fully received/picked and marked as closed will be imported to QuickBooks®.

Pick Order Data

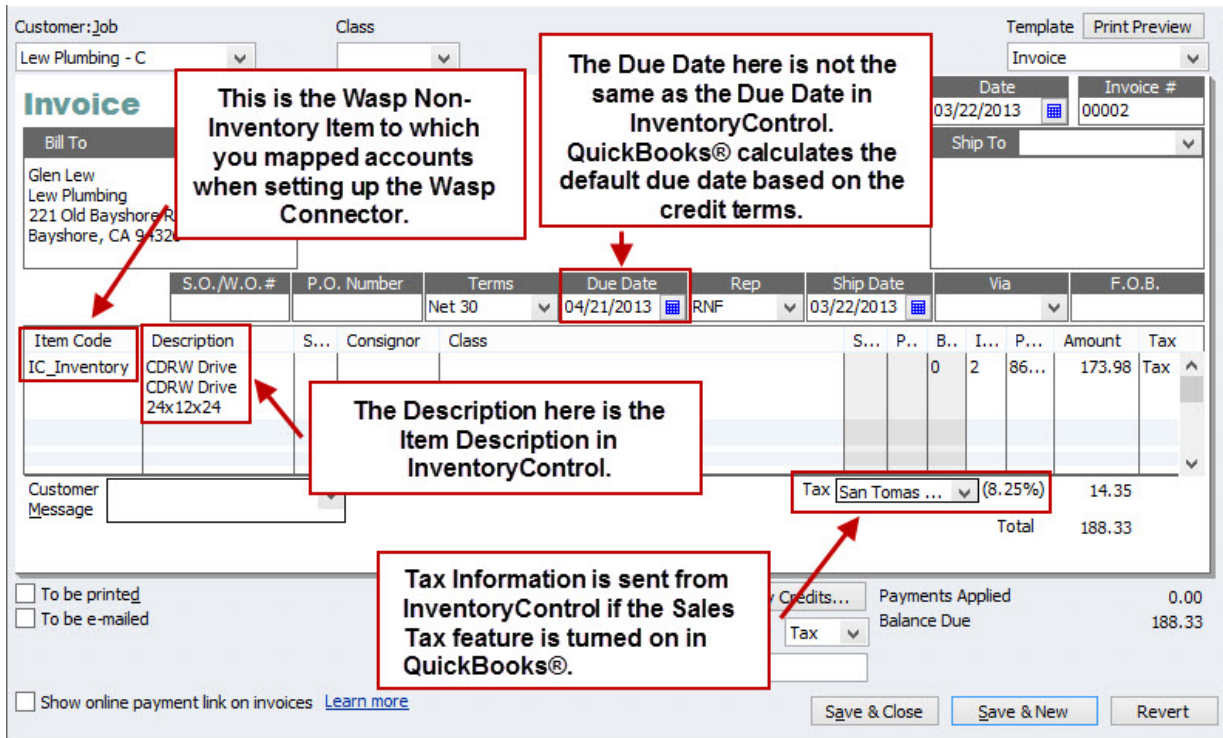
All pick orders marked as closed since the sync date will be sent to QuickBooks®.

The screenshot shows the 'Pick' window in InventoryControl. The window title is 'Pick'. It contains the following information:

- Pick Order Information:**
 - Order Number: 00002 (selected from a dropdown menu)
 - Pick Date: 3/22/2013
 - Notes: (empty text area)
- Table:**

Type	Item No	Stocking Unit	Description	Requested Qty	Previously Picked Qty	Quantity
INVENTORY	CDRW Drive		CDRW Drive 24x12x24	2.00	2.00	0.00
- Record:** 1 Of 1
- On Save:**
 - Print Packing Slip. Copies: 0
 - Print Invoice. Copies: 0
 - Email Packing Slip
 - Close This Pick Order
 - Email Invoice
 - Create Backorder Upon Closing PO
- Buttons:** Help, Quick/Scan Entry, OK, Cancel

After the sync, the data from the pick order shown above will display in QuickBooks® as follows:



Points to keep in mind:

- The **Item Code** field in QuickBooks® displays the [Wasp non-inventory item to which you mapped accounts](#) when setting up the Wasp Connector. This non-inventory item is the placeholder for the items you imported to InventoryControl. You can [change the text that appears here using the Account Mapping screen](#) if you do not like the default text (IC_Inventory, IC_Service, etc.).

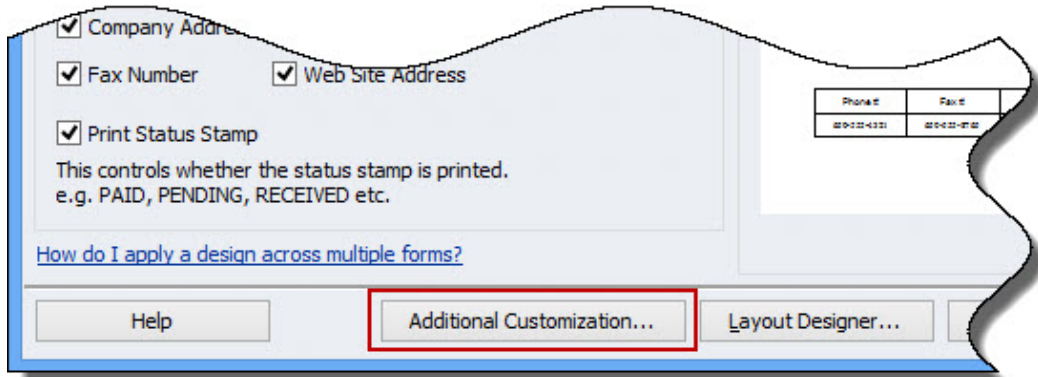
If you do not want the Item Code field to appear on printed invoices, you can remove it from the invoice template in QuickBooks®.

How to remove the Item Code field from printed invoices.

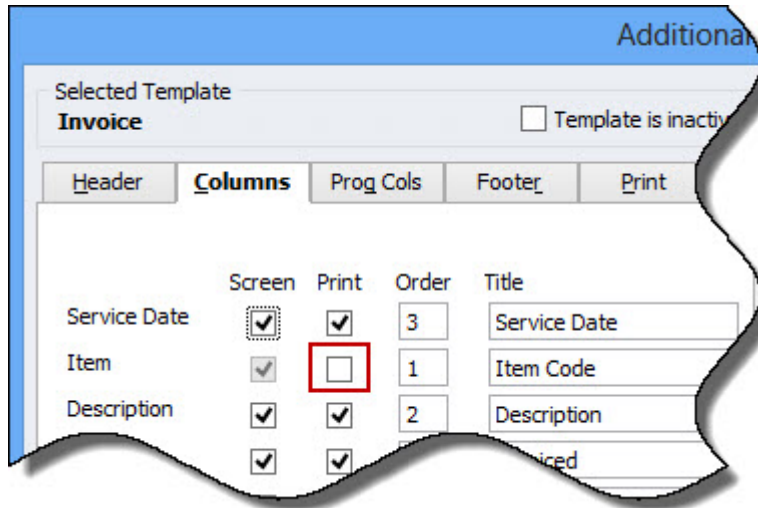
Note: These instructions were written for QuickBooks® 2012.

- In QuickBooks®, navigate to **Lists > Templates**. The **Templates** list appears.
- Double click on **Invoices** on the **Templates List**. The **Basic Customization** screen appears displaying the Invoice template.

- On the **Invoice** template, click **Additional Customization** at the bottom of the screen.



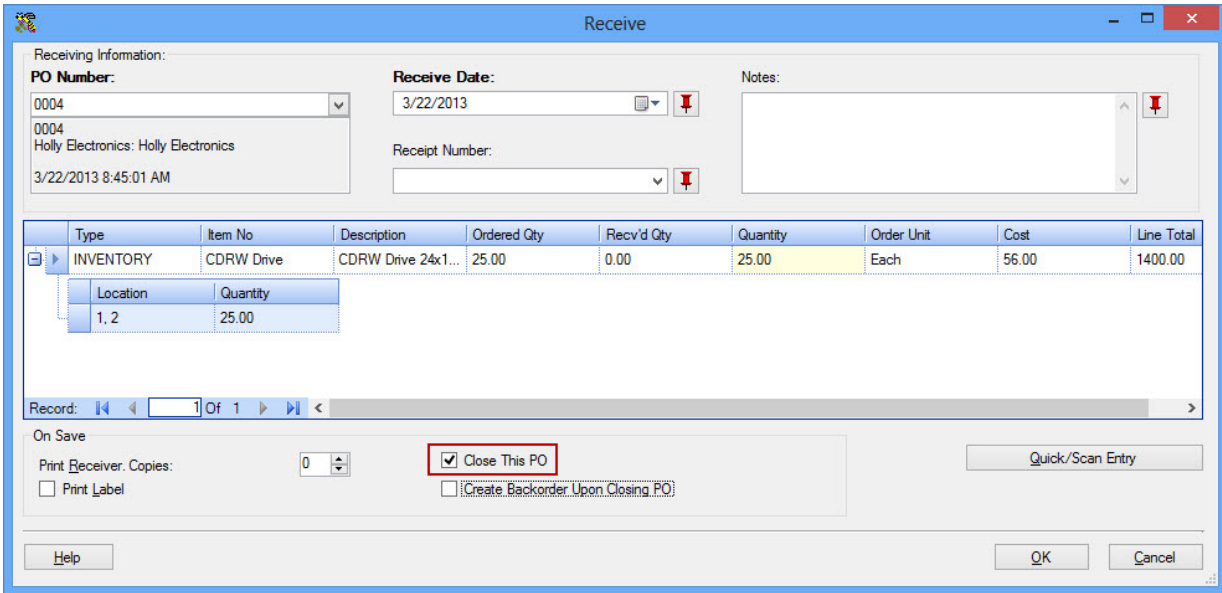
- On the **Additional Customization** screen, make sure the checkbox in **Item > Print** is deselected.



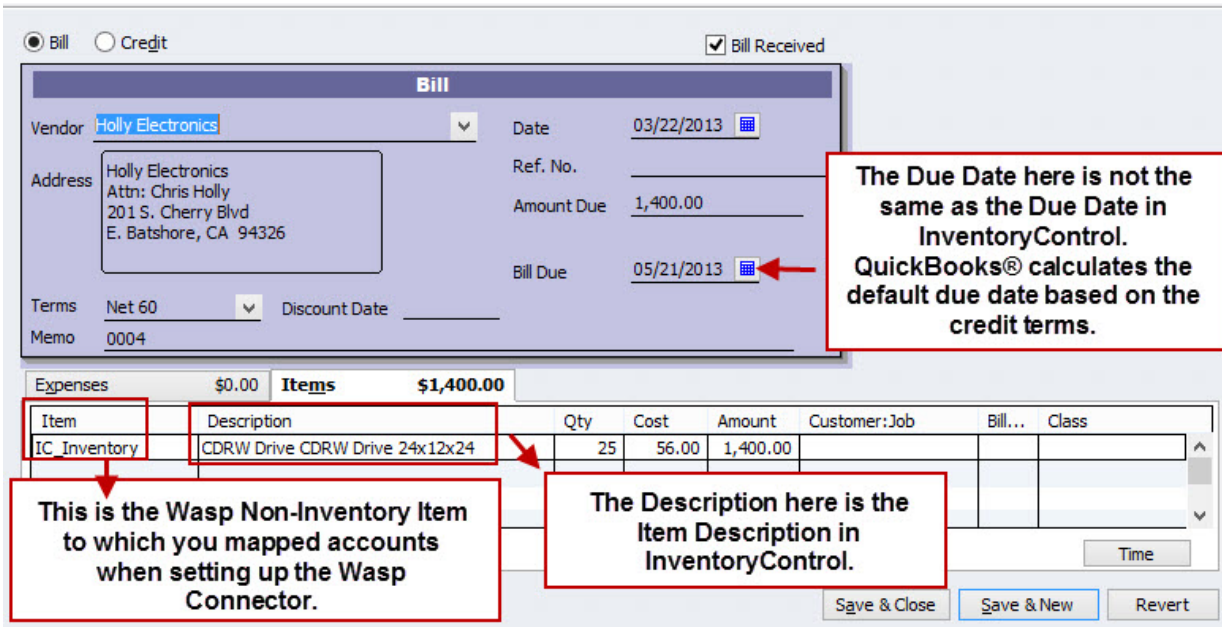
- The **Due Date** you select in InventoryControl will not sync back to QuickBooks®. The due date in QuickBooks® is calculated by QuickBooks using the credit terms.
- The **Description** field in QuickBooks® displays the **Item Number** and **Item Description** from InventoryControl.
- Tax** information is sent from InventoryControl if the **Sales Tax** feature is turned on in QuickBooks®. You can manually change the **Tax** information on the invoice in QuickBooks® as needed.
- The **Payment Method** from InventoryControl (called Terms in QuickBooks®) is **NOT** synced back to QuickBooks®. The **Terms** field on the **Invoice** in QuickBooks® does not reflect the payment method selected on the **Pick Order** in InventoryControl.

Purchase Order Data

All purchase orders marked as closed since the sync date will be sent to QuickBooks®.



After the sync, the data from the pick order shown above will display in QuickBooks® as follows:



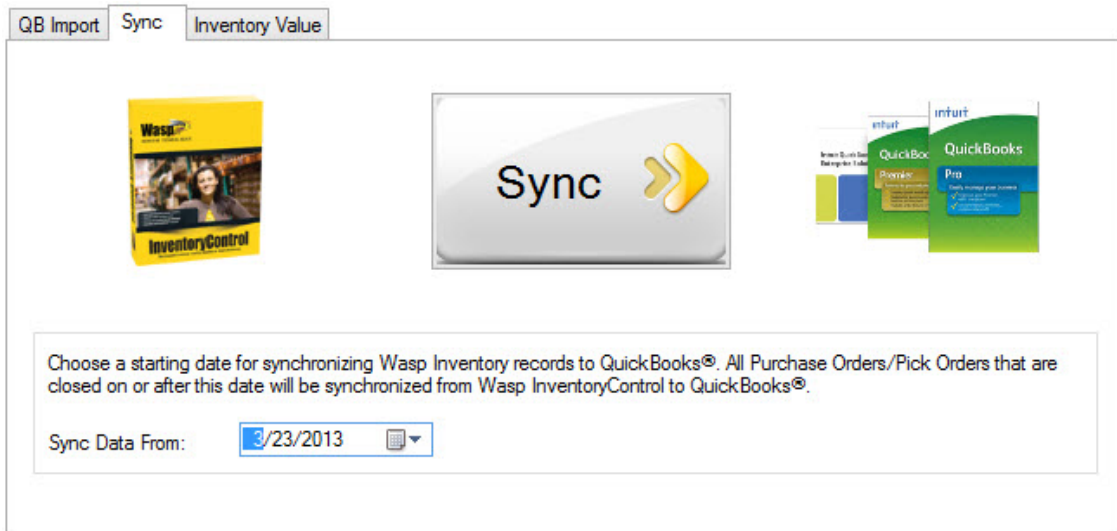
Points to keep in mind:

- The **Item Code** field in QuickBooks® displays the [Wasp non-inventory item to which you mapped accounts](#) when setting up the Wasp Connector. This non-inventory item is the placeholder for the items you imported to InventoryControl. You can [change the text that appears here using the Account Mapping screen](#) if you do not like the default text (IC_Inventory, IC_Service, etc.).
- The **Bill Due** you select in InventoryControl will not sync back to QuickBooks®. The due date in QuickBooks® is calculated by QuickBooks using the credit terms.
- The **Description** field in QuickBooks® displays the **Item Number** and **Item Description** from InventoryControl.
- **Tax** information is sent from InventoryControl if the **Sales Tax** feature is turned on in QuickBooks®. You can manually change the **Tax** information on the invoice in QuickBooks® as needed.
- The **Payment Method** from InventoryControl (called **Terms** in QuickBooks®) is **NOT** synced back to QuickBooks®. The **Terms** field on the **Bill** in QuickBooks® does not reflect the payment method selected on the **Purchase Order** in InventoryControl.

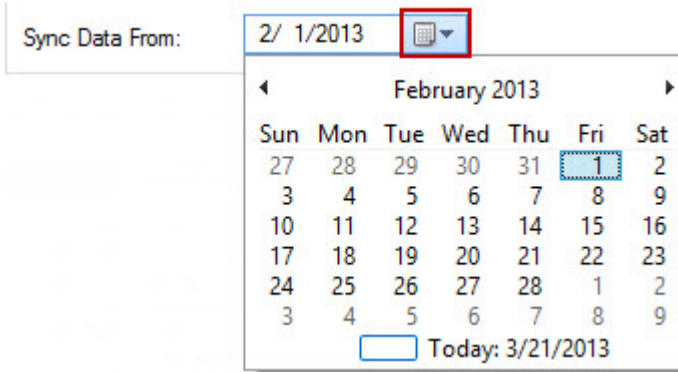
A

How to Sync Purchase Orders/Pick Orders to QuickBooks®

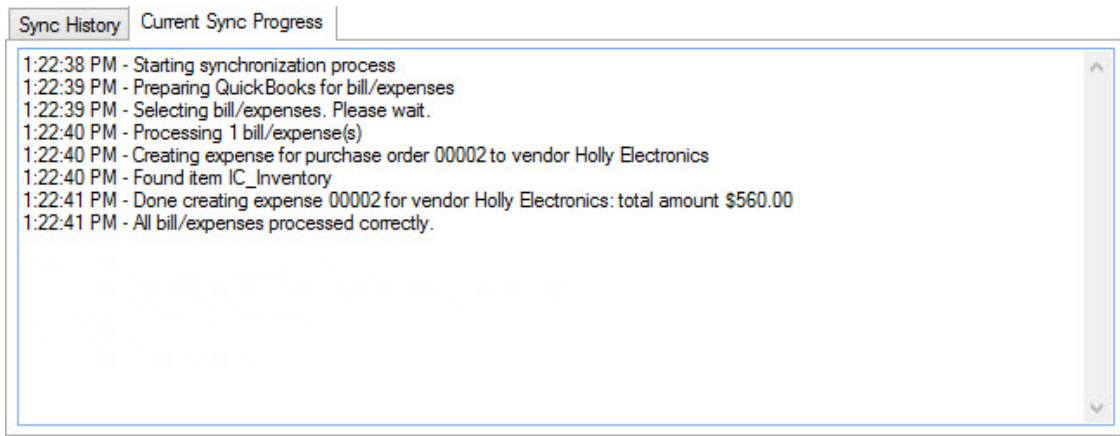
1. Make sure the **Sync** tab is displayed.



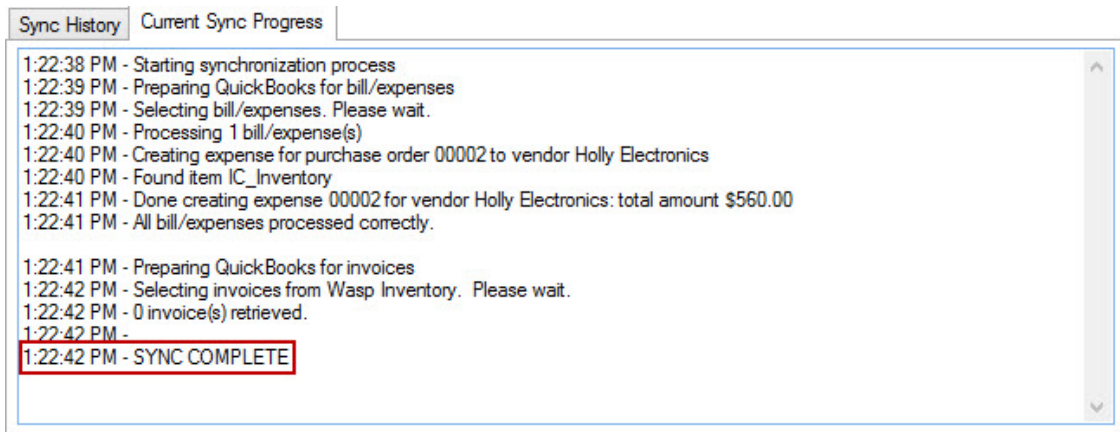
2. Enter the date in the **Sync Data From** field from which you want to start the sync. The default date is the current date. All purchase orders and pick orders closed on or after this date will be included in the sync. You can select the calendar icon to pick your date from a calendar.



- After you have selected a date, click the **Sync** button. The **Current Sync Progress** tab at the bottom of the **Import** tab will display the progress of the import.



- When the import is completed, a message will display in the **Current Sync Progress** tab.



- The **Sync History** tab will display the date and time of the import as well as a summary of the data synced.

The screenshot shows the 'Sync History' tab with two sub-tabs: 'Sync History' and 'Current Sync Progress'. The 'Sync History' sub-tab is active, displaying a table with the following data:

Operation	Date	Time	Description
Data Sync	3/22/2013	9:03 AM	
Data Sync	3/21/2013	1:22 PM	
Data Sync	3/21/2013	1:21 PM	
Data Sync	3/21/2013	12:13 PM	

Below the table, the selected operation (3/21/2013 1:22 PM) is expanded to show details:

Type: Data Sync Date: 3/22/2013 9:03:51 AM

Summary:

Details:

```

9:03:44 AM - Starting synchronization process
9:03:44 AM - Preparing QuickBooks for bill/expenses
9:03:45 AM - Selecting bill/expenses. Please wait.
9:03:45 AM - Processing 1 bill/expense(s)
9:03:45 AM - Creating expense for purchase order 0004 to vendor Holly Electronics
9:03:45 AM - Found item IC_Inventory
9:03:46 AM - Done creating expense 0004 for vendor Holly Electronics: total amount $1,400.00
9:03:46 AM - All bill/expenses processed correctly.
    
```

Note: The Wasp Connector will break each line item to the "eaches" unit of measure, regardless of the unit of measure selected on the PO. This enables QuickBooks® to properly display track bys. The line item is broken into "eaches" whether you use track bys or not. Cost will remain the same, but will be displayed per "each".

Example:

Item 1 - Unit of Measure selected on PO is case. There are 5 eaches in each case. The cost per case is \$120. The item is tracked by LOT.

PO 0001 contains an order for 4 cases at a cost of - $4 * 120 = \$480$.

When the PO is received, it is marked as - LOT 10 = 2 cases, LOT 20 = 1 case and LOT 30 = 1 case.

When this information is synced to QuickBooks®, the information will be broken down as follows:

Item 1 LOT 10, qty 10, cost $\$24 * 10 = \240

Item 1 LOT 20, qty 5, cost $\$24 * 5 = \120

Item 1 LOT 30, qty 5, cost $\$24 * 5 = \120

Chapter 5 - Inventory Value Tab

Inventory Value Tab

The **Inventory Value** tab allows you create periodic journal adjustments to sync the InventoryControl inventory totals with the QuickBooks® inventory totals.

How to Adjust Inventory Value

1. Make sure the **Inventory Value** tab is open.

QB Import Sync **Inventory Value**

Create a journal entry in QuickBooks® to adjust the value of the inventory represented in InventoryControl. By default, the journal amount is the difference between inventory values needed to synchronize the totals. You may optionally choose a different amount or a memo that will be recorded with the transaction. Click the Sync button to create a journal entry that balances InventoryControl and QuickBooks®.

Wasp Inventory Total:	<input type="text" value="1,792.00"/>
QuickBooks® Inventory Total:	<input type="text" value="347.96"/>
Journal Entry Amount:	<input type="text" value="1,444.04"/>
Debit:	<input type="text" value="4000 - Sales"/>
Credit:	<input type="text" value="5100 - Purchases"/>
Journal Memo:	<input type="text" value="Journal entry made by Wasp QB Connector to sync inventory value ..."/>

Sync >>

2. The current **Wasp Inventory Total** and the current **QuickBooks® Inventory Total** will appear on this tab. The **Journal Entry Amount** defaults to the difference between the InventoryControl and QuickBooks® values. You can accept the default or enter a different amount.

You can also accept the default **Journal Memo** or enter a new one by clicking in the **Journal Memo** field.

3. When you have entered your values, click the **Sync** button.
4. The **Sync Progress** tab at the bottom of the screen will display the progress of the sync. When the sync is completed, a message will display in the **Current Sync Progress** tab.

Sync History **Current Sync Progress**

```

2:06:04 PM - Starting synchronization process
2:06:05 PM - Preparing QuickBooks for journal entries
2:06:05 PM - Retrieving journal entries from Wasp Inventory. Please wait.
2:06:06 PM - 1 journal entry(s) retrieved.
2:06:06 PM - Creating journal entry (Wasp QuickBooks Journal Entry)
2:06:10 PM - All journal entries processed correctly.
2:06:10 PM - SYNC COMPLETE
    
```

- The **Sync History** tab will display the date and time of the import as well as a summary of the data synced.

The screenshot shows the 'Sync History' tab with two sub-tabs: 'Sync History' and 'Current Sync Progress'. The 'Sync History' sub-tab is active, displaying a table with the following data:

Operation	Date	Time	Description
Data Sync	3/22/2013	9:03 AM	
Data Sync	3/21/2013	1:22 PM	
Data Sync	3/21/2013	1:21 PM	
Data Sync	3/21/2013	12:13 PM	

Below the table, the details for the selected sync operation are shown:

Type: Journal Sync Date: 3/22/2013 2:06:10 PM

Summary:

Details:

2:06:04 PM - Starting synchronization process
2:06:05 PM - Preparing QuickBooks for journal entries
2:06:05 PM - Retrieving journal entries from Wasp Inventory. Please wait.
2:06:06 PM - 1 journal entry(s) retrieved.
2:06:06 PM - Creating journal entry (Wasp QuickBooks Journal Entry)
2:06:10 PM - All journal entries processed correctly.

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