QSALES
for Act!

Contents

keystroke!ca
BUSINESS SOLUTIONS

QSALESDATA USER GUIDE

Take your Business to the next level of efficiency by seamlessly linking your CRM and accounting data together. Keystroke's new Qsales for Act! links your Act! and Quickbooks applications together to eliminate double-entry and make your Act! users more productive and informed.

INSTALLING THE QSALESDATA SOFTWARE

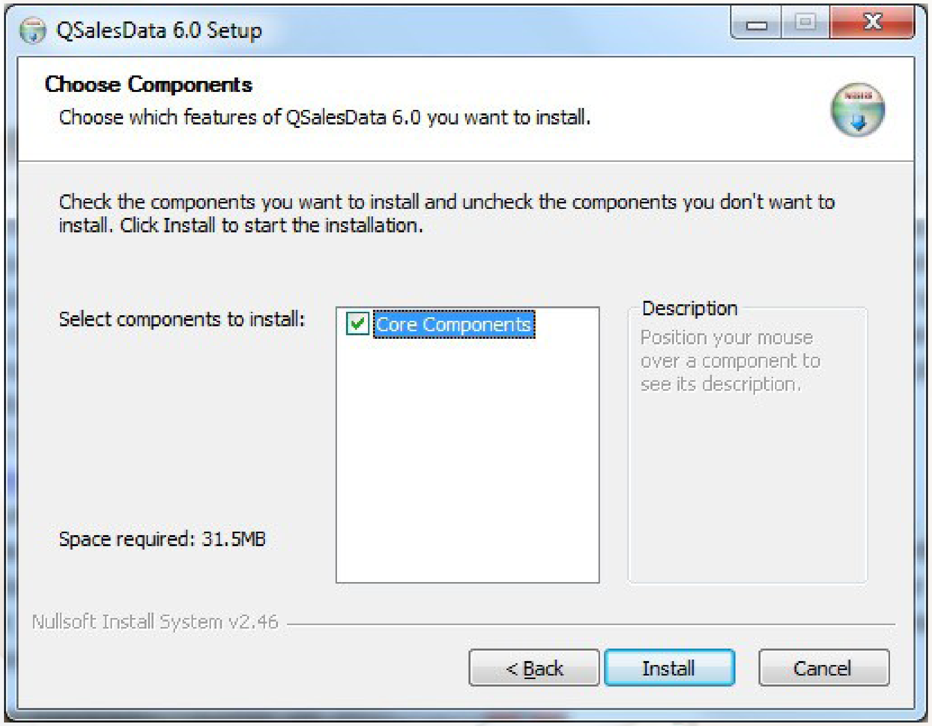
1. You should perform your first install of QSalesData on a computer that has both ACT! and QuickBooks client software installed. You do not need to be on the machine that actually hosts those databases, you just need to be able to login to ACT! and QuickBooks on the machine you are using to do the initial configuration of QSalesData. If you are performing the install on a server, verify that the QuickBooks client software is installed, and you can login to QuickBooks on the server. Sometimes IT professionals will only install the QB Database Manager, which is not enough to get QSalesData configured.

2. Close out of ACT! on your machine.

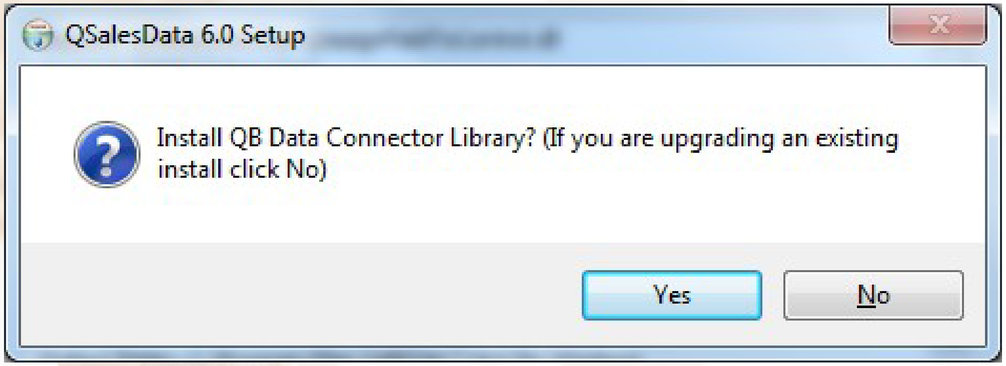
3. Go to http://www.act4work.com/files/QSalesForAct/w

4. Download and run the appropriate QSalesData install file for your version of ACT!.

5. When you get to the Choose Components screen click on the INSTALL button.



6. Click on YES to Install the Data Connector Library files.



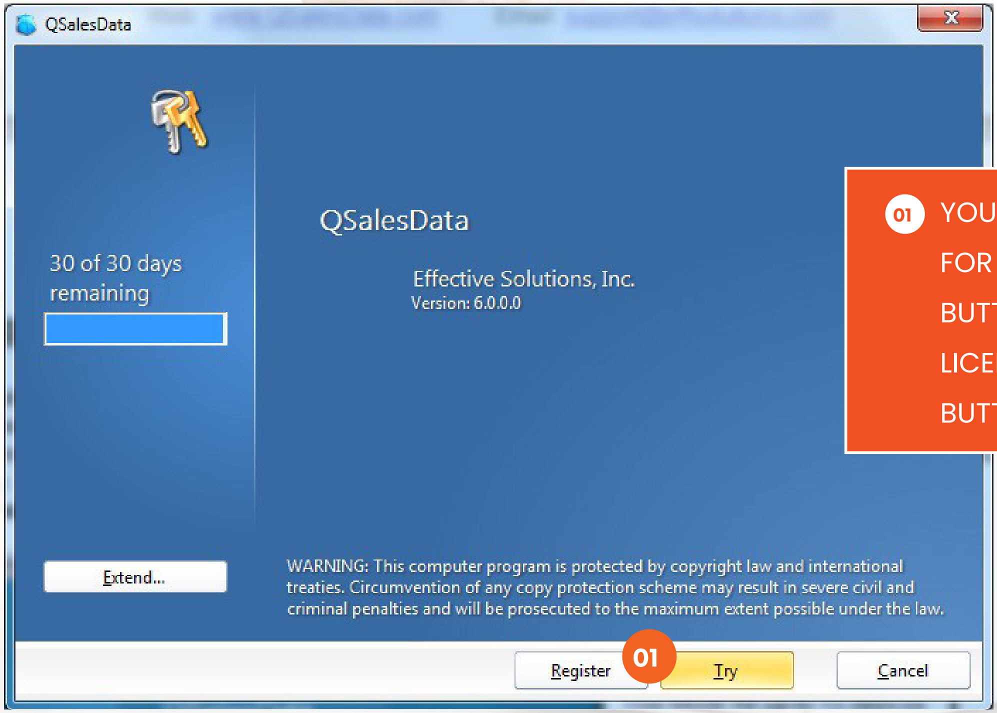
7. If you get prompted to Modify, Repair or Remove, choose the REPAIR option and click on Next.

8. Click on INSTALL.

9. Click on FINISH, and the installation is complete.

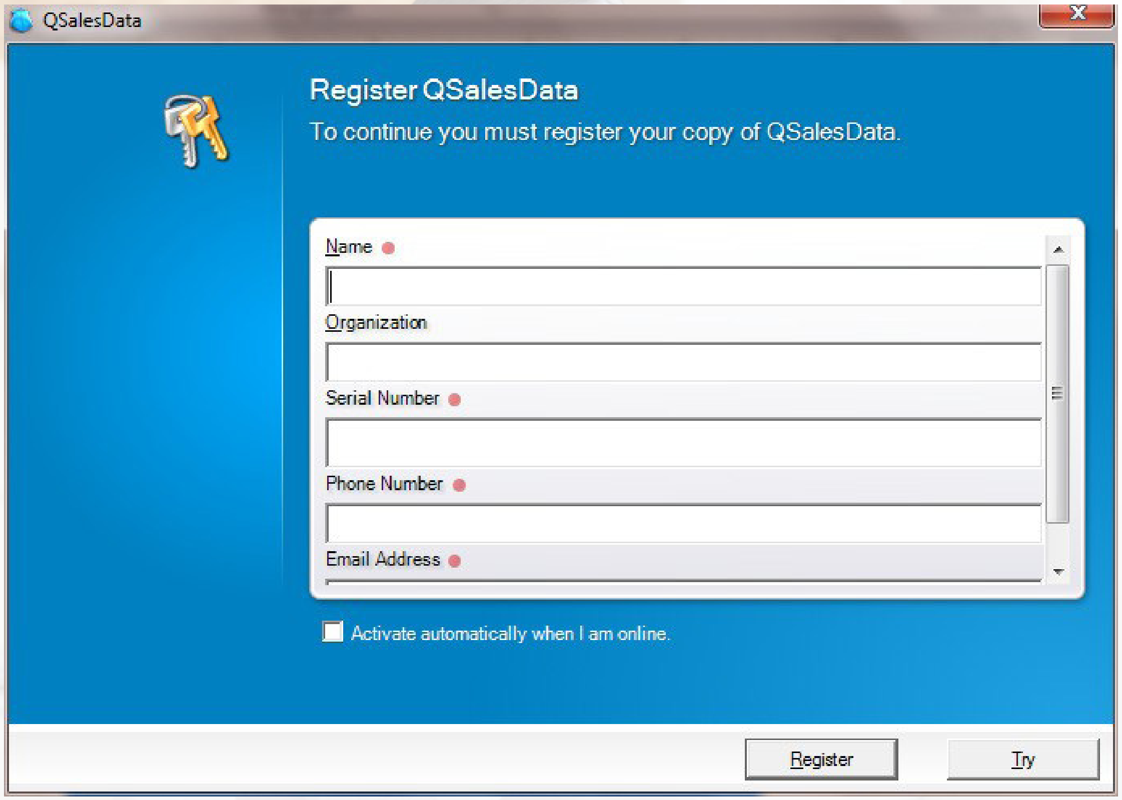
LICENSING THE QSALESDATA PRODUCT

The QSalesData software will run in trial mode for 15 days when you first install it. While in Trial Mode, the software will have full functionality. After 15 days you will need to purchase a license, or the software will no longer run. You need a license for each physical workstation that will be running the QSalesData software. **The first time you open ACT! after installing the QSalesData product you will be prompted with the following screen.**



01 YOU CAN RUN THE SOFTWARE IN TRIAL MODE FOR UP TO 15 DAYS BY CLICKING ON THE TRY BUTTON. WHEN YOU HAVE PURCHASED YOUR LICENSES YOU CAN CLICK ON THE REGISTER BUTTON TO ENTER YOUR SERIAL NUMBERS.

You can run the software in Trial Mode by clicking on the TRY button. After you have purchased your licenses, you can click on the REGISTER button to enter in your Serial Number and Company information and activate your license. When you click on REGISTER, you will get the following window:



FILL OUT YOUR SPECIFIC COMPANY AND CONTACT INFORMATION, ENTER IN THE SERIAL NUMBER PROVIDED TO YOU AND CLICK ON THE REGISTER BUTTON. ***NOTE: YOU NEED AN INTERNET CONNECTION FOR THE LICENSE TO ACTIVATE.***

When you click on REGISTER the program will go out to the Internet and verify and activate your Serial Number. Once activated, ACT! will start up, and the QSalesData software is ready for use.

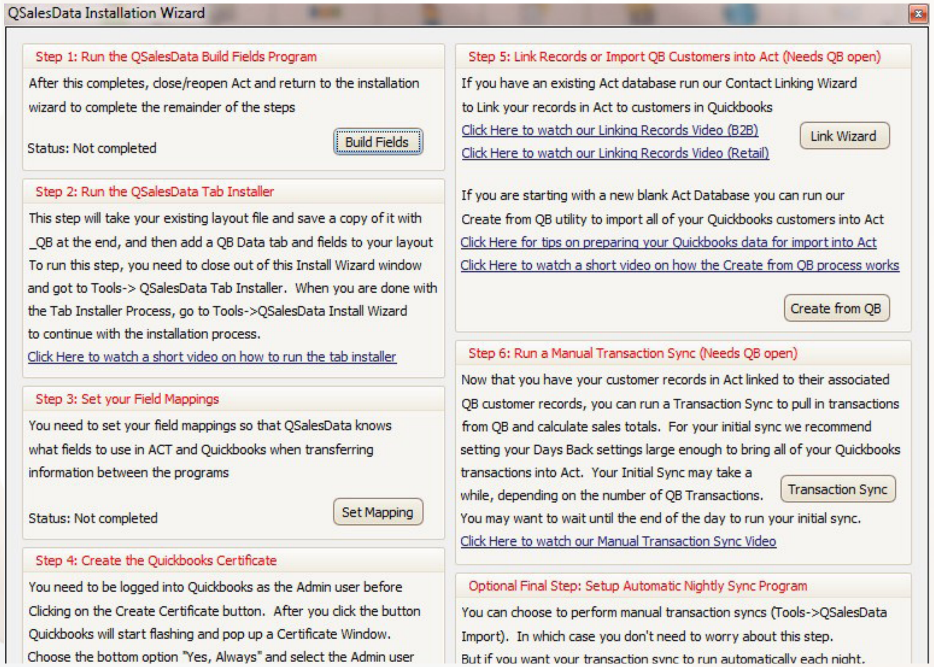
QSALESDATA INSTALLATION WIZARD – INITIAL ONFIGURATION

Note: The steps below are meant for a first time installation. If you have already gone through the Installation Wizard steps on your machine or another machine, you don't need to do them again. The configuration settings are stored in the database. So once you have configured QSalesData for your ACT database, you can simply install QSalesData on subsequent machines and all of the data will appear.

After you get past the Registration screen for QSalesData by either registering the product or clicking on the Try button, ACT will open up. If your ACT system is set to start up on the Contact View, the QSalesData Installation Wizard screen should automatically appear.

If the Installation Wizard screen does not appear, you are probably set to go to the Welcome screen on startup. From the top menu in ACT, go to VIEW > CONTACTS. That should make the Installation Wizard appear, as well as all of the other QSalesData features. You can also go to Tools > QSalesData Install Wizard to make it appear.

Here is what the Installation Wizard Screen looks like:

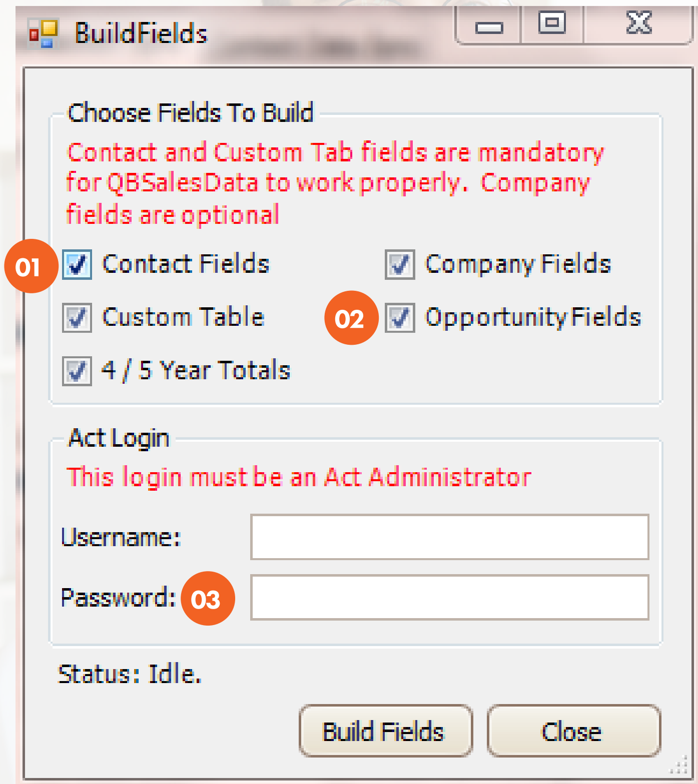


Follow the steps in the order specified.

STEP 1 OF INSTALLATION WIZARD: BUILD FIELDS

There is a series of fields that need to be created in order for the QSalesData product to work properly. Step 1 of the Install Wizard runs a program that will build these ACT fields for you. **Note:** This process will take between 5-10 minutes to complete.

1. Click on the BUILD FIELDS button and say YES to continue.
2. You will get the following window. Select the field sections you want to build and enter in the login info for an ACT user that has administrator rights.



01 BUILDING THE CONTACT AND CUSTOM TABLE FIELDS IS MANDATORY. BUILDING YEARS 4/5 IS OPTIONAL. YOU ONLY NEED TO BUILD THE COMPANY FIELDS IF YOU PLAN ON USING COMPANY RECORDS IN ACT AND YOU WANT TO SEE SALES FIELDS THERE

02 BUILDING THE OPPORTUNITY FIELDS ONLY APPLIES IF YOU WOULD LIKE TO UTILIZE THE OPPORTUNITY TO INVOICE FEATURES DISCUSSED LATER IN THE USER GUIDE.

03 ENTER IN THE LOGIN AND PASSWORD INFORMATION FOR AN ACT USER THAT HAS ADMINISTRATOR PRIVILEGES.

3. Once you have the appropriate check boxes selected and your ACT Login information entered, go ahead and click on the BUILD FIELDS button and the QSalesData program will build the appropriate fields in your ACT database.

HERE IS A LIST OF THE FIELDS BUILT BY THE QSALESDATA BUILD FIELDS PROGRAM

Field Name	Field Description	Field Name	Field Description
QB_InternalID	Stores the QuickBooks unique ID	STTotal	Lifetime Sales total for data in the QB Transactions Tab
QB_PrimaryContact	Tag ACT contact for Contact Data Sync with QuickBooks	ST AvgSaleAmt	Avg Sales Amt for data in the QB Transactions Tab
STLastInvoiceDate	Last Invoice Date	QB_0-30	A/R Balance 0-30 days
STFirstInvoiceDate	Date of First Invoice that exists in the QB Transactions Tab	QB_31-60	A/R Balance 31-60 days
STcur-01 thru			
STcur-12	Current Year Monthly Totals	QB_61_90	A/R Balance 61-90 days
STcur-YTD	Current Year YTD Sales	QB_91	A/R Balance 91-120
STprev-01 thru			
STprev-12	Previous Year Monthly Totals	QB_121	A/R Balance 121 +
STprev-Total	Previous Year Total Sales	QB_Credit Limit	QB Credit Limit
STprev-YTD	Previous Year YTD Sales	QB_Past Due Total	QB Past Due Total
STprev2-01 thru			
STprev2-12	2 Years Ago Monthly Totals	QB_Terms	QB Terms
STprev2-Total	2 Years Ago Total Sales	QB_Total Balance	QB Total Balance
STprev2-YTD	2 Years Ago YTD Sales	QB_Account Number	QB Account Number
STprev3-01 thru			
STprev3-12	3 Years Ago Monthly Totals	QB_Rep	QB Sales Rep
STprev3-Total	3 Years Ago Total Sales	QB_Type	QB_Type
STprev3-YTD	3 Years Ago YTD Sales	QB_Price Level	QB Price Level
STprev4-01 thru			
STprev4-12	4 Years Ago Monthly Totals	QB_Last Payment Date	QB Last Payment Date
STprev4-Total	4 Years Ago Total Sales	QB_Last Payment Amt	QB Last Payment Amount
STprev4-YTD	4 Years Ago YTD Sales	QB_Notes	Notes form QB Customer Rec
		QB_Contact	Contact field from QB Cust

The QSalesData program will build Custom Table in ACT called QSALESDATA and the associated fields to store the Invoice Detail information on the QB Transactions tab in ACT.

STprev3 and STprev4 field sets get built when you choose the Years 4/5 option in our Build Fields program.

The Opportunity section of the build fields and QSalesData will build the following fields in the Opportunity table of ACT:

- **QB_QBID =>** QB ID of the ACT contact linked to this Opportunity
- **QB_TransID =>**QB Transaction ID when a QB Transaction is created from the Opportunity
- **QB_Type =>**The type of QB Transaction created (Invoice, Estimate, Sales Order, Sales Rcpt)

STEP 2 OF INSTALLATION WIZARD: TAB INSTALLER

Now that the fields have been added to ACT, you can use our QSalesData Tab Installer to add the fields to your ACT layout. Here is a link to a video that takes you through this process if you would like to visually see how the process works as well: http://www.youtube.com/watch?v=sTBKS1Rzhlc

Here are the steps to run our QSalesData Tab Installer:

1. This utility will take the layout file you select and save a copy of it with a _QB at the end, it will then add a QB Data tab and fields to your layout.

2. Close out of the Installation Wizard, and go to Tools > QSalesData Tab Install, then choose "current layout" or pick a different layout.

3. You should see a message stating that the Operation Completed Successfully and the layout will refresh to the _QB version and it should now instruct you to go to Tools > Design Layouts > Contacts. If you don't get the message, and the layout doesn't refresh, close out of ACT and go back in and switch to the new layout with the _QB at the end.

4. Go into the Layout Designer as instructed, click on the QB Data tab once you are in the layout editor, and click anywhere in the tab area to add the fields to the layout.

5. It will let you know when it is completed. At this point simply close and say "yes" to save the layout.

HERE IS WHAT THE NEW QB DATA TAB WILL LOOK LIKE ON YOUR LAYOUT AFTER USING OUR TAB INSTALLER PROGRAM:

STEP 3 OF INSTALLATION WIZARD: SET YOUR FIELD MAPPING

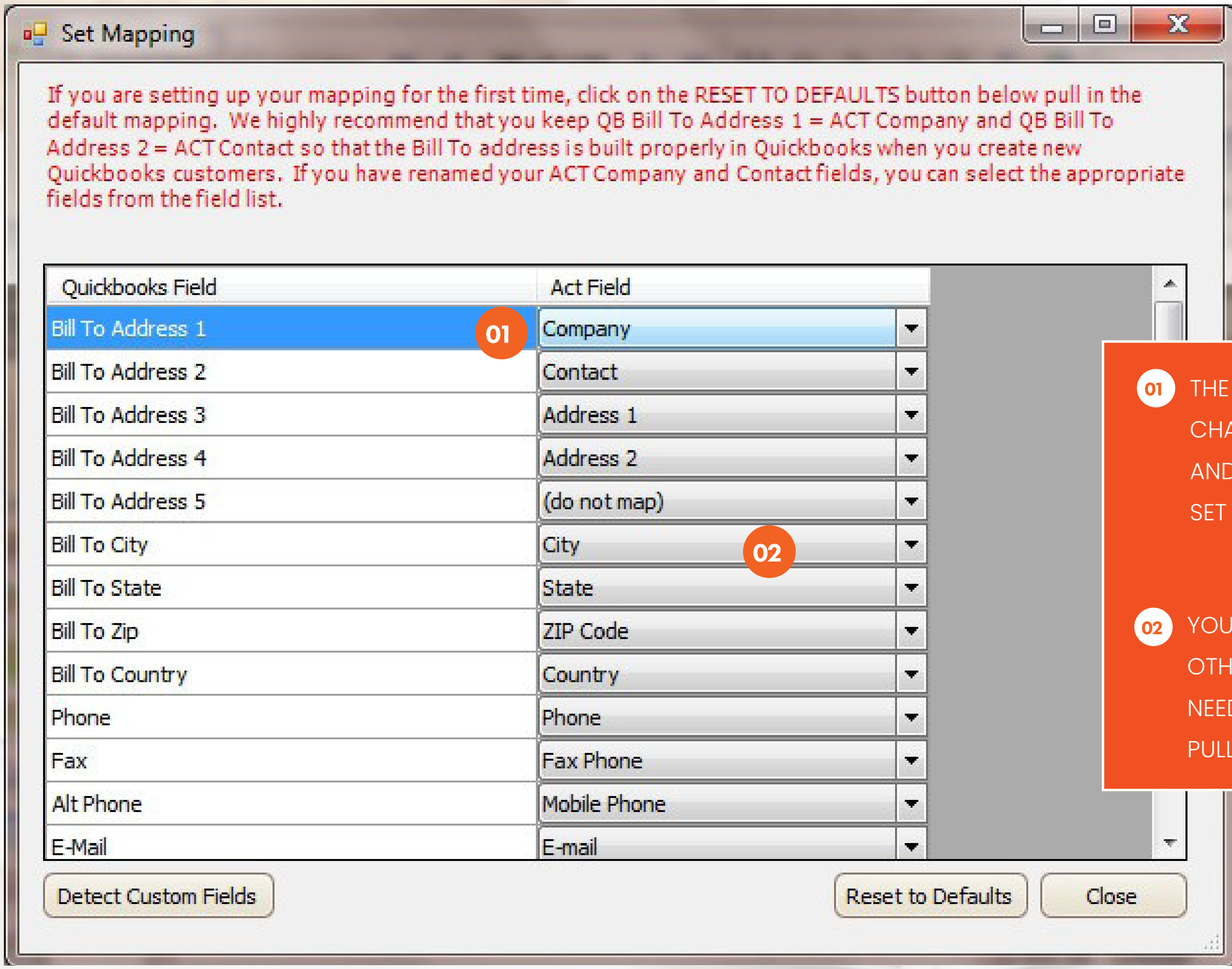
It is important to configure your field mapping in the QSalesData product so that features within the product function properly.

The following functions in QSalesData utilize the Set Mapping configuration:

- When creating ACT records from QB (QB Link Wizard)
- When creating new QB Customers from ACT records (QB Create/Link button)
- Customer Data Sync option to sync field data between ACT and QuickBooks

Here is how you configure your field mapping in the QSalesData product:

1. Click on the **SET MAPPING** button on the Installation Wizard screen (you can also get to the Set Mapping button from Tools > QSalesData Import). You will get the following window. Click on the **RESET TO DEFAULTS** to apply the default mapping. From this point you can make adjustments to the default mapping if you need to.



01 THE TOP 2 LINES OF THE MAPPING ARE SPECIAL. ONLY CHANGE THESE IF YOU HAVE RENAMED YOUR COMPANY AND CONTACT FIELDS IN ACT. OTHERWISE LEAVE THEM SET TO COMPANY AND CONTACT.

02 YOU CAN GO AHEAD AND MAKE ADJUSTMENTS TO OTHER FIELDS IF YOU HAVE CUSTOM FIELDS IN ACT THAT NEED TO POINT TO FIELDS IN QB. SIMPLY CLICK ON THE PULLDOWN TO PICK FROM A LIST OF ACT FIELDS.

2. If you have custom fields in QuickBooks that you want to map back to ACT, check out the instructions on the next page. If you have completed your mapping configurations, click on the CLOSE button and your mapping changes will be saved.

MAPPING QUICKBOOKS CUSTOM FIELDS TO ACT!

If you have created custom fields in QuickBooks at the Customer or Item level, you can use QSalesData to map them back to ACT!. If you haven't setup any custom fields in QuickBooks, you can skip this section.

Note, the sync of this data is 1-way, from QuickBooks to ACT. You will need to maintain the field data in QuickBooks, and the information will sync back to ACT each time your Transaction Sync runs, or you hit the Refresh Data from QB button.

Here is how to map your QB Custom fields to ACT:

1. Make sure you are on the Set Mapping window. Either from the Installation Wizard, or you can also go to Tools **=>** QSalesData Import and click on the Set Mapping.

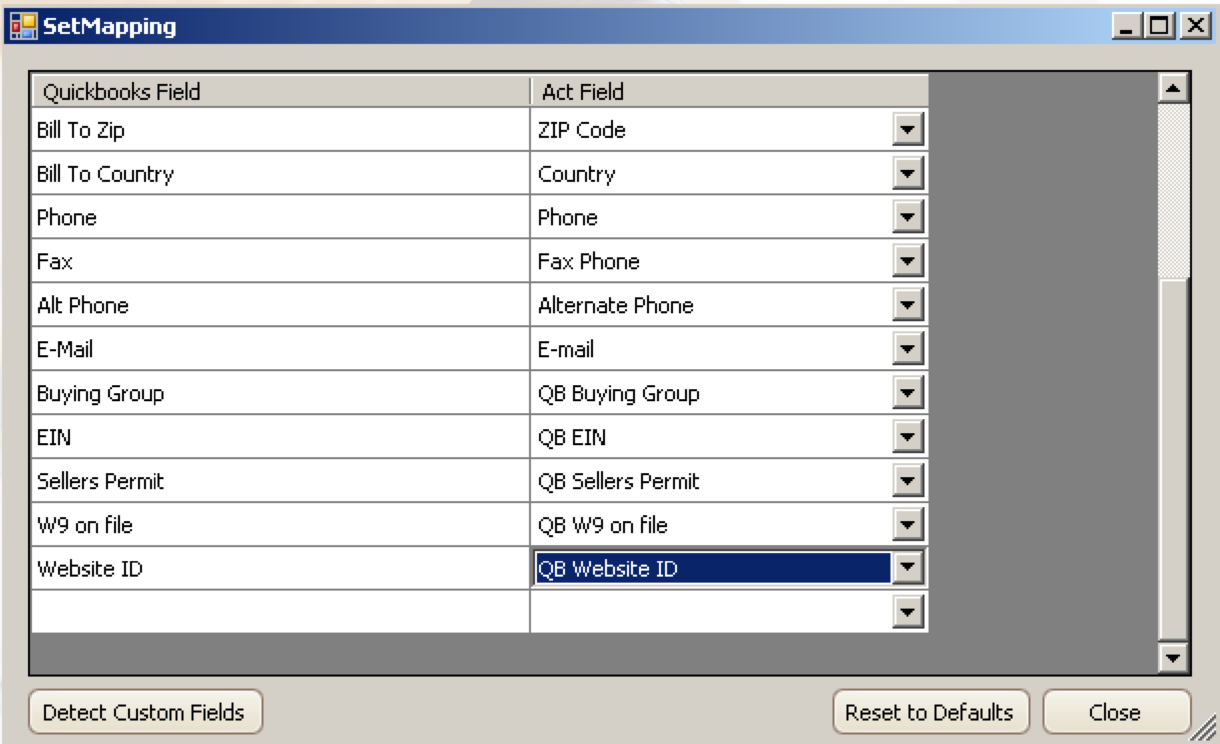
2. Click on the DETECT CUSTOM FIELDS button in the lower left of the screen. You can also go to Tools **=>** QSalesData Import and click on the Set Mapping.

3. When complete, you will get a message stating that the "Custom Transaction Mapping Set".

4. If you only have custom fields at the Item level, you are done. The next time you run a transaction sync, or a Refresh from QB, it will add your custom field information to the data on your QB Transaction tab.

MAPPING QUICKBOOKS CUSTOM FIELDS TO ACT!

5. If you have custom fields at the Customer Level in QB, scroll down within the Set Mapping window and you will see your QB custom fields. This version can see the first 10 custom fields in QuickBooks depending on your version of QuickBooks. You will need to map these fields to fields in ACT. See the screen shot below.

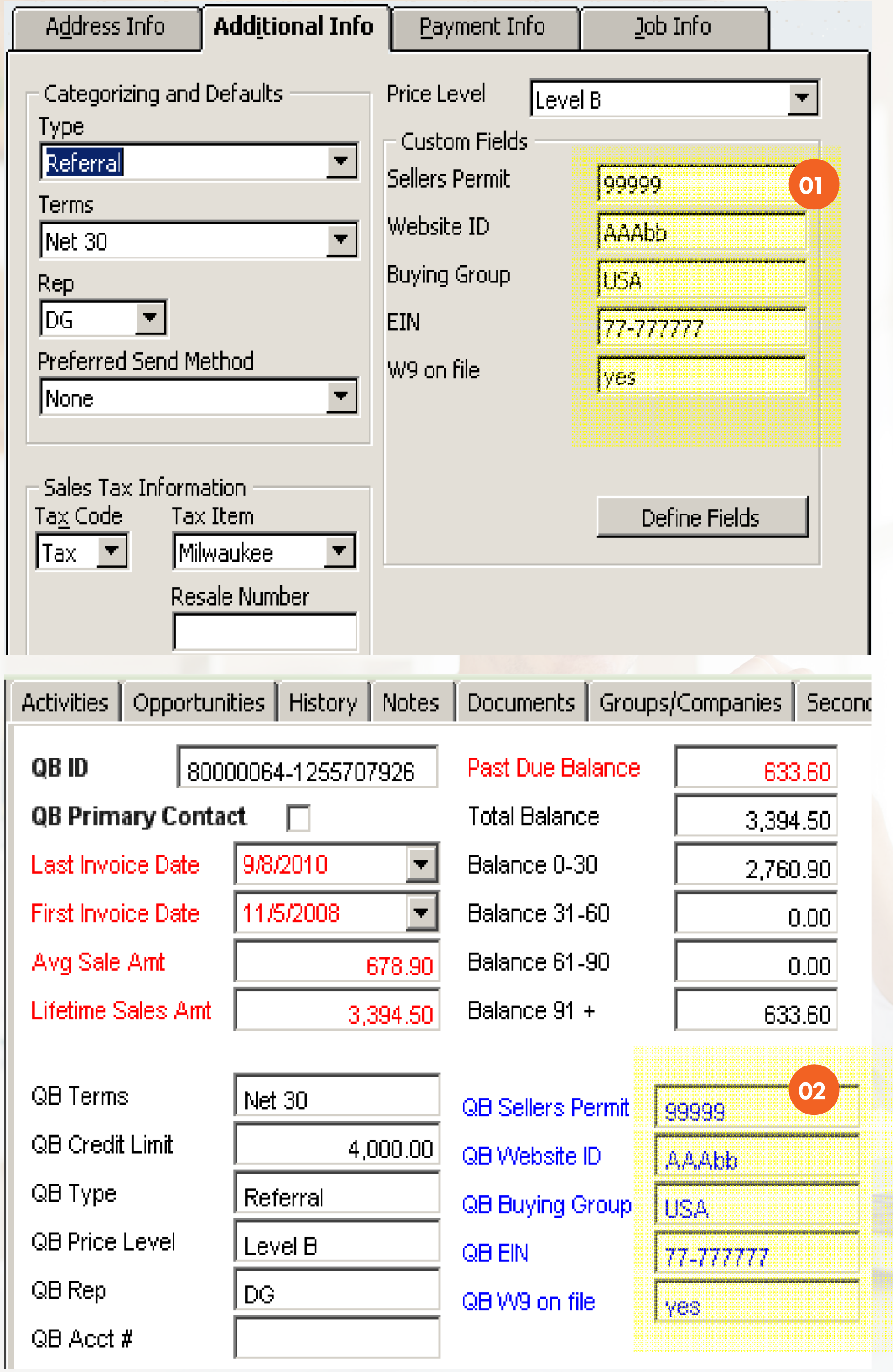


Quickbooks Field	Act Field
Bill To Zip	ZIP Code
Bill To Country	Country
Phone	Phone
Fax	Fax Phone
Alt Phone	Alternate Phone
E-Mail	E-mail
Buying Group	QB Buying Group
EIN	QB EIN
Sellers Permit	QB Sellers Permit
W9 on file	QB W9 on file
Website ID	QB Website ID

Note: you need to have fields built in your ACT database (Tools > Define Fields) to map your QB custom fields to. QSalesData will not build those ACT fields for you.

6. Once you have the QB custom fields mapped to fields in ACT, simply click on Close.

7. Close out of ACT and go back in to refresh your mapping. The next time you run a Transaction Sync, or you click on the Refresh from QB button, it will bring the custom field data over from QB to ACT. Custom field data will show up at the contact level in ACT, and also at the Transaction Detail level. See screen shots below.



01 CUSTOM FIELD DATA FROM QB WILL SYNCHRONIZE DOWN TO THE MAPPED ACT FIELDS EACH TIME A TRANSACTION SYNC

02 RUNS OR YOU USE THE REFRESH FROM QB FEATURE.

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Invoice Detail (V2.0.7.5)

Invoice #: 126 Invoice Date: 8/30/2010 Terms: Net 30

PO #: 0 Due Date: 8/30/2010

Item Number	Item Desc	Qty	Price	Amount	U/M	Color	Height	Size	Smell	Weight
Consulting-125	Consulting-125 (Consulting-125)	8	125	1000		Blue	27 in	L	lime	5 lbs
Dell Server	Dell Server (Dell Server)	1	4000	4000		Red	40 in	L	lemon	20 lbs
MS Office 2010	MS Office 2010 (MS Office 2010)	1	350	350						
Inventory:Keyboard	Computer Keyboard (Inventory:Keyboard)	1	15	15						

01 CUSTOM FIELD DATA AT THE ITEM LEVEL IN QB WILL SYNCHRONIZE DOWN TO TRANSACTIONS IN THE QB TRANSACTIONS TAB WHEN YOU DOUBLE CLICK ON A TRANSACTION TO SEE THE DETAILS.

STEP 4 OF INSTALLATION WIZARD: CREATE YOUR QUICKBOOKS CERTIFICATE

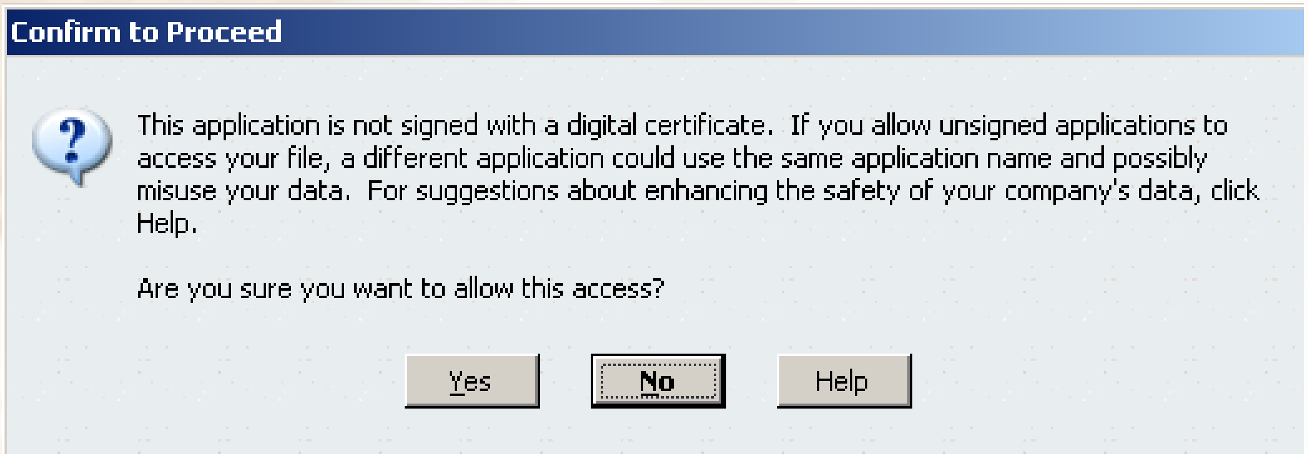
NOTE: If you have a multiple user install, you should only be prompted for the certificate once. Once QuickBooks has the certificate on file, all other machines with QuickBooks should not get prompted.

Make sure you are logged into QuickBooks as the Admin user. Then click on the CREATE CERTIFICATE button in Step 4 of the Installation Wizard screen.

You will get a screen similar to the one below:

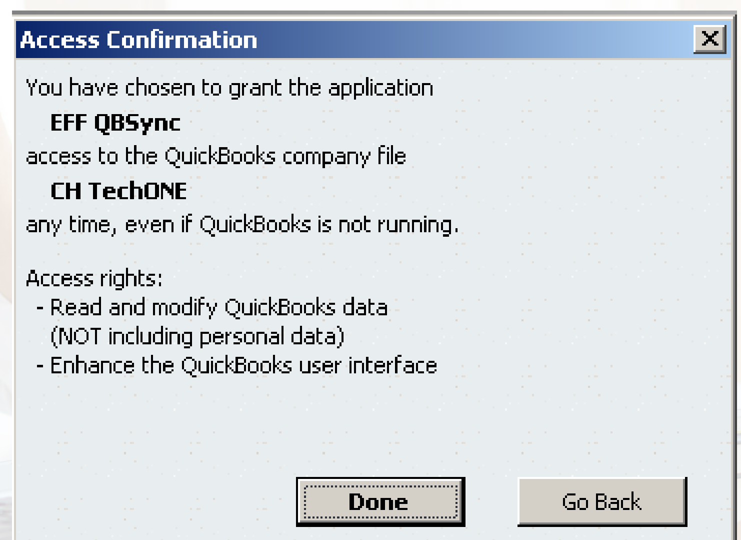
01 CLICK ON THE YES – ALWAYS OPTION, SELECT THE USER WITH ADMINISTRATIVE RIGHTS AND CLICK ON CONTINUE.

When you get the digital certificate message, Click on YES.



6. After you click on YES, you will get the following window. Click on DONE and your link to QuickBooks has been established. The QSalesData product will now be able to talk to QuickBooks. You can close out of the QB Link Wizard window.

Once completed, you can return to the QSalesData application and continue.



STEP 5: LINK ACT RECORDS TO QB (EXISTING ACT DATABASE)

Now that the fields are built and ready to go in the ACT database, we can begin linking records between ACT and QuickBooks. With most ACT! databases, you will be linking ACT! Contacts with QuickBooks customer records. **If you are starting out with a brand new ACT database, you can skip ahead to the Create from QB feature.**

Feature Needs Quickbooks Open

Here is how you can link records in a batch mode:

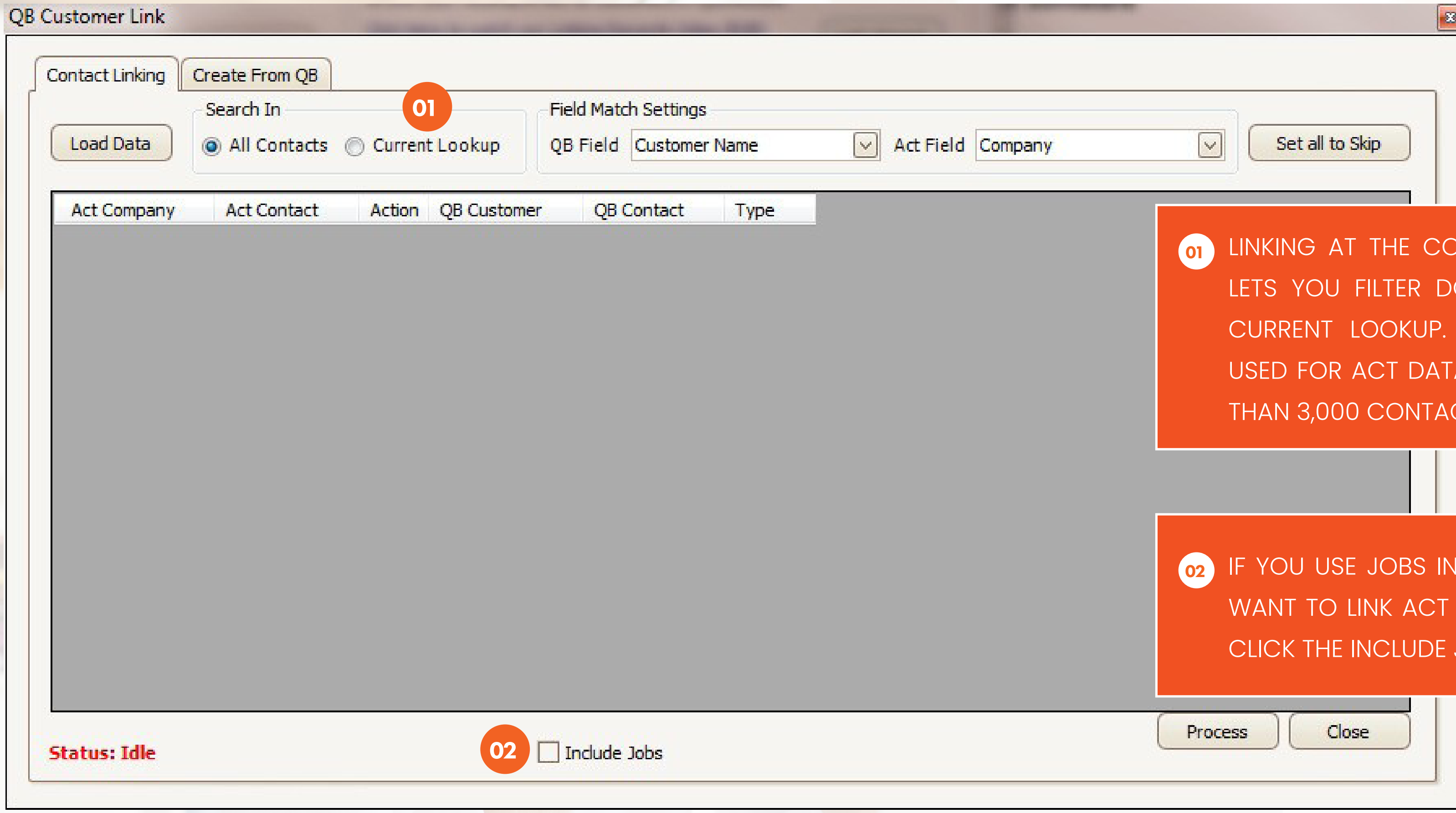
1. Have the appropriate ACT and QuickBooks databases open on your computer.

2. Click on the LINK WIZARD button in the Installation Wizard, or in ACT go to TOOLS **=>** QB CUSTOMER LINK WIZARD

3. From the "Contact Linking" tab click on the LOAD DATA button. If your ACT database has more than 3,000 contacts, you will want to lookup a smaller segment of your ACT database first, and then run the Link Wizard against the Current Lookup, rather than trying to run the Link Wizard against your entire database. The Link Wizard screen will look like the one below:

Note: The list displayed will only show you Contact Records that are not yet linked to QuickBooks.

Contact Linking



01 LINKING AT THE CONTACT LEVEL ALSO LETS YOU FILTER DOWN TO JUST THE CURRENT LOOKUP. THIS SHOULD BE USED FOR ACT DATABASES WITH MORE THAN 3,000 CONTACTS.

02 IF YOU USE JOBS IN QUICKBOOKS AND WANT TO LINK ACT RECORDS TO JOBS, CLICK THE INCLUDE JOBS CHECKBOX.

4. The Linking program will compare all Contact Records in ACT to the QB Customer list. Where an exact match is found, it will set the action to LINK. The action will be set to SKIP if no matching record is found. The program ignores all Quickbooks customers that are marked “inactive”. If you would like to manually link a record that the program didn’t find a match on, simply double-click on the area that it says “Double Click to Choose”. A box will pop up to allow you to manually search for a match and then link. You can also adjust the Field Match Settings to use other data in ACT and QuickBooks to match on.

5. Once you have your Links defined, click on the PROCESS button and it will run through the records and link them to QuickBooks.

STEP 5: CREATE FROM QB OPTION (BRAND NEW ACT DATABASE) PREP DATA

Preparing your Customer Record Data in QuickBooks

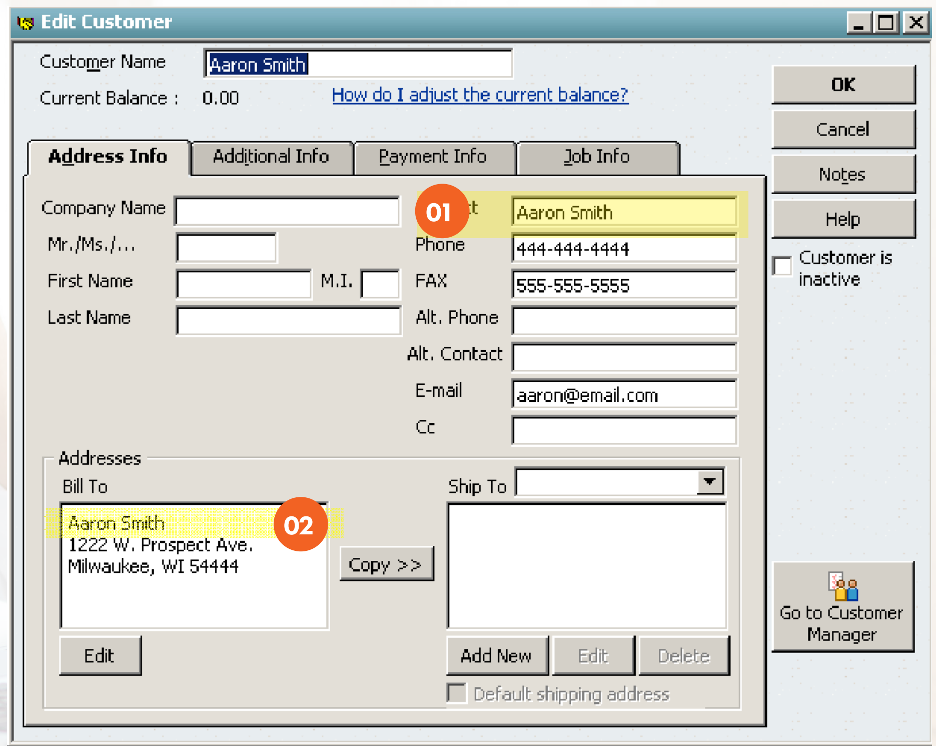
If you plan on transferring QuickBooks Customer records from QuickBooks into ACT, you want to make sure that your data is filled in appropriately in QuickBooks so that it can map properly into ACT.

Note: This is only important if you are going to push field data from QB to ACT or use our Create from QB function. If you are going push contact data syncs from ACT to QB, ignore this section.

01 IF YOU HAVE INDIVIDUAL PEOPLE SETUP AS CUSTOMERS IN QUICKBOOKS, YOU NEED TO HAVE THEM SETUP LIKE THE SCREEN SHOT TO THE LEFT. AT A MINIMUM, YOU NEED TO HAVE THE
02 CONTACT NAME FIELD FILLED OUT, AND THE FIRST LINE OF THE BILL TO ADDRESS NEEDS TO MATCH THE CONTACT NAME.

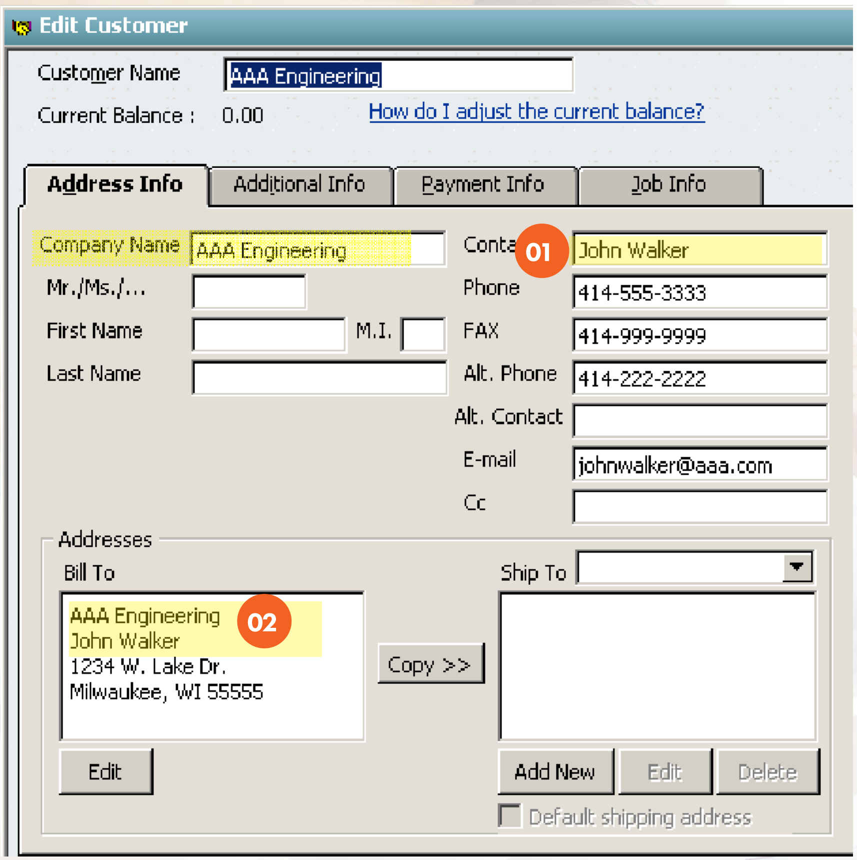
Minimum requirements for an Individual Person record in QuickBooks

For a Person record in QuickBooks, you need to at least have the Contact field filled out, and the Contact name needs to match the first line of the Bill To address exactly.



Minimu requirements for a Company record in QuickBooks

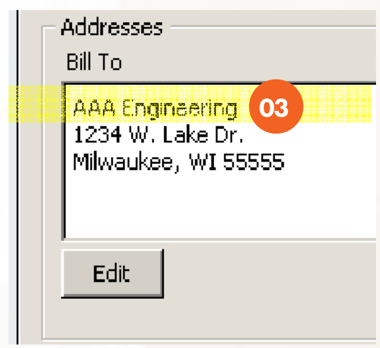
For a Company record in QuickBooks, you need to at least have the Company and Contact fields filled out. The top of your billing address should match the Company, Contact or both so they don't get pushed to ACT as Address lines.



01 FOR COMPANY RECORDS IN QUICKBOOKS, YOU SHOULD HAVE BOTH THE COMPANY AND CONTACT FIELDS POPULATED. QSALESDATA COMPARES THE TOP LINES OF THE BILL TO ADDRESS TO THE COMPANY AND CONTACT FIELDS IN QB, AND IF THEY MATCH, IT WILL KNOW THAT IT IS NOT AN ADDRESS LINE AND SKIP IT.

02 EITHER STYLE WILL WORK FOR A BILL TO ADDRESS, JUST AS LONG AS THE COMPANY AND/

03 OR CONTACT DATA MATCHES DATA IN THE COMPANY AND/OR CONTACT FIELDS.



STEP 5: CREATE FROM QB OPTION (BRAND NEW ACT DATABASE)

If you are starting with a brand new ACT! database, you can use this feature to push all of your QuickBooks customers into ACT. There is a tab on the QB Link Wizard called **Create from QB** that lets you take records from QuickBooks and make them records in ACT!.

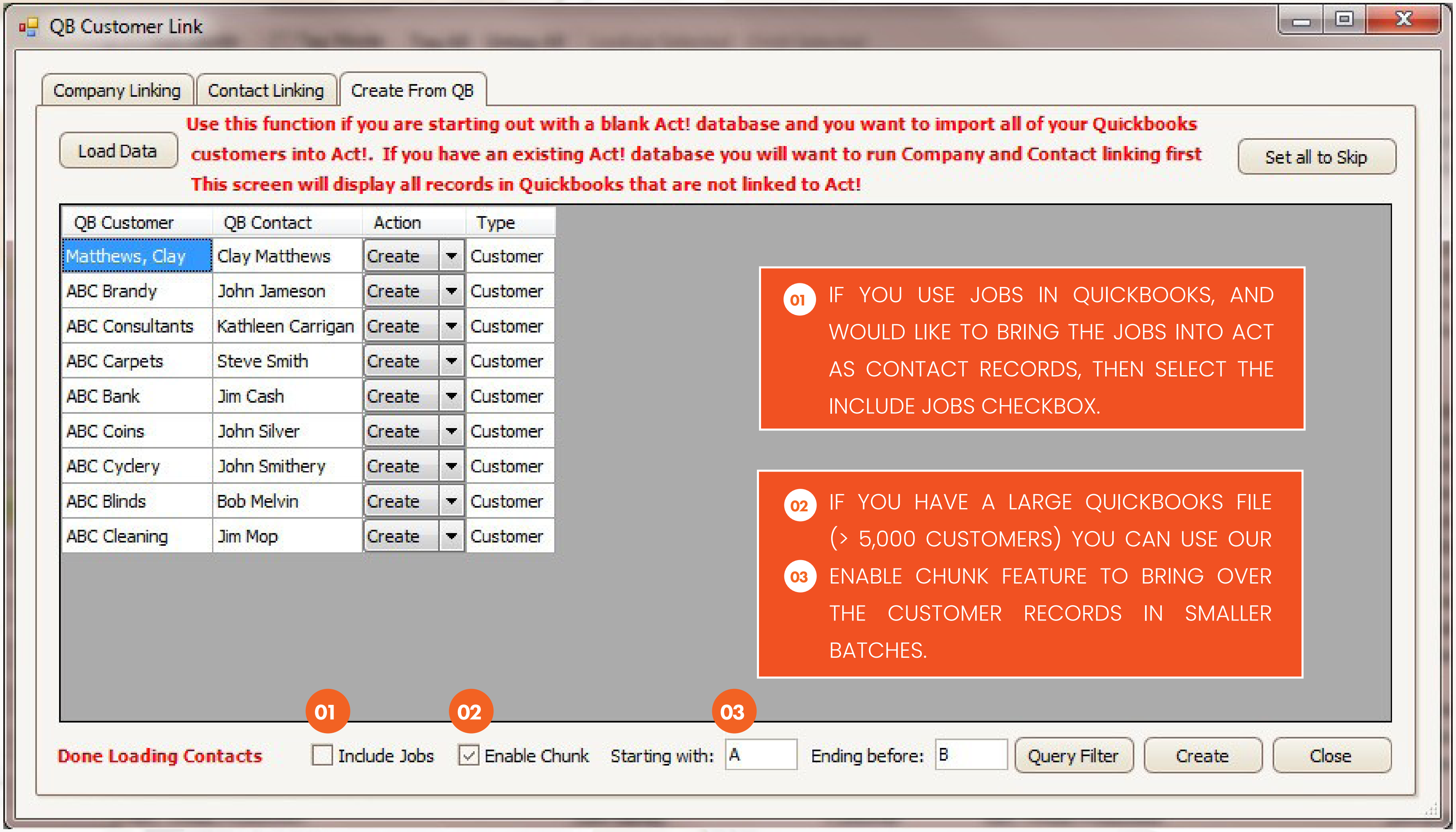
You want to verify that your QB Customer records are setup appropriate, refer to the previous page that talks about "Preparing your Customer Record Data in QuickBooks" for more information.

Feature Needs Quickbooks Open

1. From the Install Wizard click on CREATE FROM QB or from ACT, go to Tools > QB Customer Link Wizard, click on the Create from QB tab.

2. If you have a large QuickBooks database (greater than 5,000 customers), you can use our Enable Chunk option at the bottom of the screen to pull in smaller sections of the QuickBooks customer list. Simply click on the Enable Chunk checkbox, and provide a start and end range, ie. Starting With = A and Ending Before = F. That will bring in all customers that start with A thru E.

3. Click on the Load Data button when you are ready to lookup the Customer record from QuickbBooks. It will give you a list of all of the QuickBooks Customer Records that are not linked to records in ACT. The assumption here is that these QuickBooks records should be added to ACT!.



4. You can click on the CREATE button and the contact records will be created in ACT! using the information from the QB Customer records. The new records in ACT! will automatically be linked to the appropriate record in QuickBooks as part of this process.

5. When the contact creation process is complete, you will get the message in the lower left status section: **Done Creating Contacts!**

Now that you have records linked between ACT and QuickBooks, you are ready to run our Transaction Sync program to import data from QuickBooks into ACT.

STEP 6: RUN INITIAL TRANSACTION SYNC OF QB DATA

Now the fun part, let's import your initial set of QuickBooks data into ACT! Follow the steps below to pull in sales transaction data from QuickBooks into the linked records in ACT.

Feature Needs Quickbooks Open

Here is an overview of what happens during the Transaction Sync Process, this also applies to what happens during the Nightly Sync program process:

• Using the Days Back setting provided, QSalesData will get the appropriate Transactions from QuickBooks and write them to the QB Transactions Tab in ACT.

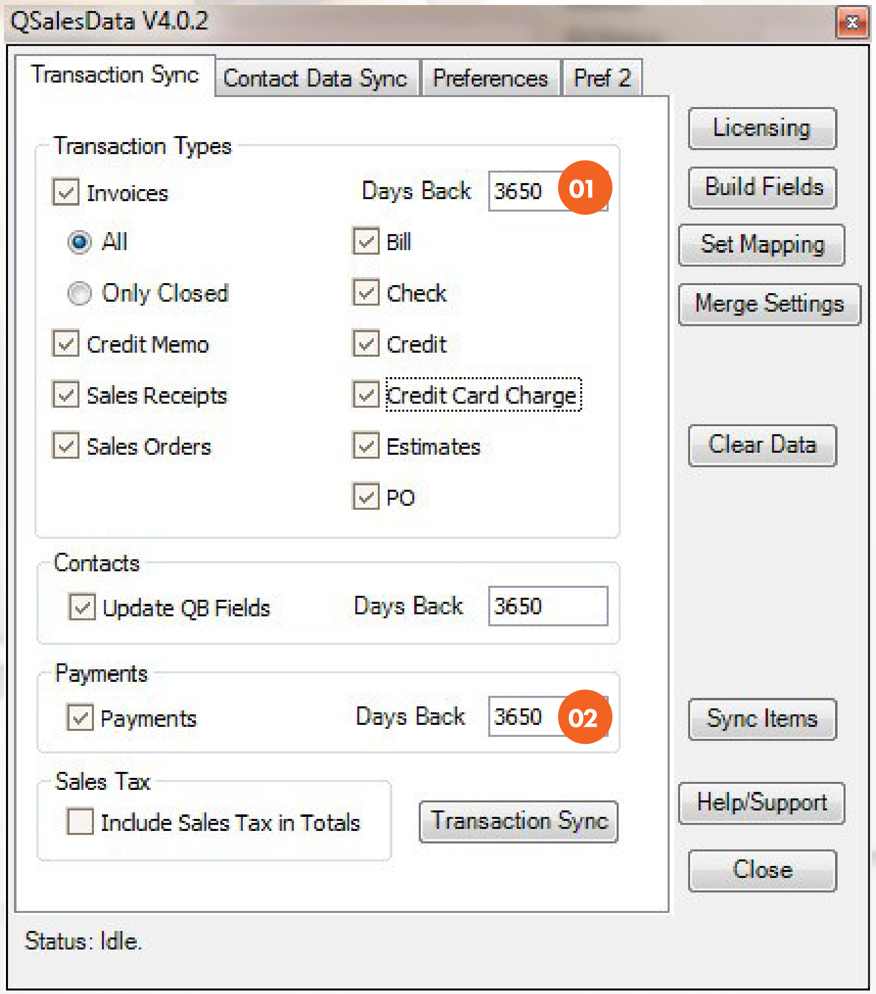
• Using the new transactions imported into ACT, the QB Items tab information will be updated with the new Item information.

• Fields on the QB Data tab in ACT will be updated (Past Due amounts, Sales Totals, Last Invoice Date, etc.

RUNNING YOUR INITIAL TRANSACTION SYNC (CAN ALSO BE USED TO DO MANUAL SYNCS IN THE FUTURE)

1. Make sure that the appropriate ACT and QuickBooks databases are open on your computer.

2. From the Install Wizard click on TRANSACTION SYNC button, or from ACT go to TOOLS > QSalesData Import. The following window will be displayed.



01 THE FIRST TIME YOU IMPORT DATA, IT IS A GOOD IDEA SET YOUR "DAYS BACK" NUMBER FAR ENOUGH TO GET ALL OF YOUR TRANSACTIONS FROM QUICKBOOKS AND PULL THEM INTO ACT. SO IF YOU HAVE BEEN USING QUICKBOOKS FOR 10 YEARS, YOU SHOULD SET YOUR DAYS BACK = 3650

=> CLICK ON THE TRANSACTION SYNC BUTTON TO START THE IMPORT.

02 AFTER YOU HAVE ALL OF YOUR DATA OVER, YOU CAN RESET YOUR DAYS BACK TO 5, 5 AND 180, LIKE THE SCREEN SHOT DISPLAYS, OR OBVIOUSLY CHANGE IT TO FIT YOUR SITUATION SO IT ONLY SEARCHES FOR NEW QB DATA TO BRING OVER.

3. If you are importing for the first time, we recommend setting your “Days Back” number far enough to get all of your transactions from QuickBooks and pull them into ACT so that the First Invoice and Lifetime Sales fields will populate with the appropriate data. That will match up with the Sales Totals fields you have in the database, and give your ACT users the information they need. Once you have all invoices in the database, you can pull in just new information from QuickBooks by using the Filter Range option.

4. Once you have your date parameter specified, click on the TRANSACTION SYNC to begin the import. The Status section in the lower left will give you progress updates, and let you know when the process is complete.

Note: If you have a large QuickBooks file, this process can take several hours to complete. You most likely want to run this at the end of the day.

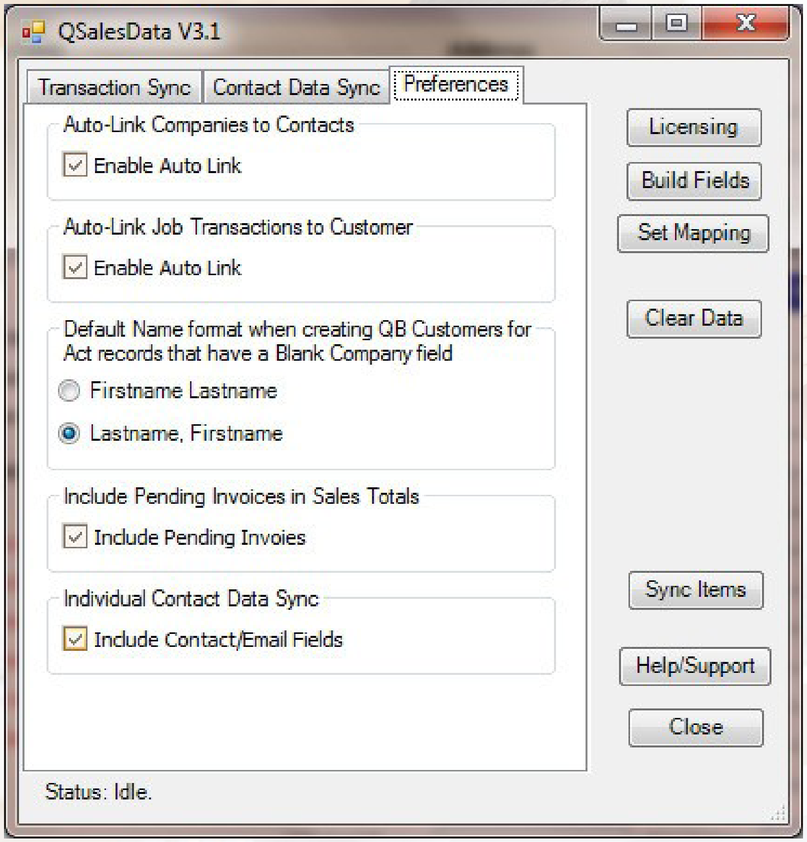
5. Once complete, you can go to the QB Transactions tab on any linked contact to see the transactions that were imported.

Once you have manually imported the data, you can install the QB Transaction Sync program on your server computer to schedule automatic nightly transaction imports. See the instructions for installing and configuring the QTransactionSync module (Nightly Sync Program) later in this manual.

SETTING YOUR QSALESDATA PREFERENCES

Starting with QSalesData version 2.0.7.9, a Preferences tab was added to the Tools => QSalesData Import set of options.

Here are the current preferences you can set in version 3.1 of QSalesData:



Auto-Link Companies to Contacts:

This preference lets you choose whether you want other contacts and Company records to be automatically linked to the same customer in QuickBooks if they are not currently linked. This only applies if you are using Company Records in ACT. With this feature turned on, if you link one contact in ACT to the customer in QuickBooks, the next time a QSalesData transaction sync occurs, the associated Company record and any other contacts linked to that company will also be linked to the same customer in QuickBooks. This functionality was automatically ON in prior versions of QSalesData, but some of our customers requested the ability to turn this functionality off. If you want to turn off this auto-link functionality, simply uncheck the Enable Auto Link checkbox.

Auto-Link Job Transactions to Customer: This option only applies to customers that use the "Jobs" feature of QuickBooks. If you have this option ON, then all job transactions in QuickBooks will "roll-up" and appear under the customer record in ACT. If you have this feature turned off, then only transactions at the customer level will appear, and job transactions will be ignored in the transaction sync process. This "roll-up" feature was automatically built into prior versions of QSalesData, but some of our customers requested the ability to turn this functionality off.

Default Name Format: This option only applies to situations where you are using our QB Create/Link feature to add a new customer to QuickBooks and the record in ACT has a blank Company field. Meaning that the record is an "individual/person" rather than a "company". This lets you set your default preference to either Lastaname, Firstname or vice versa.

Include Pending Invoices: Check this option to include Pending Invoices in the Last Invoice Date and Past Due Balance fields calculations.

Individual Contact Data Sync: Check this option if you would like to include the Contact/Email fields when you use the ACT > QB button on the QSalesData toolbar to perform a Contact Data Sync for an Individual contact.

QB VENDOR LINK WIZARD

New with QSalesData version 2.0.6.8 is the QB Vendor Link Wizard. This feature works just like the QB Customer Link Wizard explained on the previous pages.

You can use the QB Vendor Link Wizard to:

- Link ACT Vendor records to QuickBooks Vendor records in mass
- Create new ACT records from existing QuickBooks Vendor records in mass

From ACT, go to Tools **=>** QB Vendor Link Wizard to utilize these features. Refer to the detailed instructions on the QB Customer Link Wizard for functionality descriptions.

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INSTALLING QSALESDATA ON ADDITIONAL WORKSTATIONS

1. Once you have your main database setup with the QSalesData fields, layout and data imported, you can install the QSalesData program on the other workstations that are going to be using the features.

2. Simply install the QSalesData program on each workstation. You can go back to the Installing the QSalesData software section of this guide for reference, and install the program on the appropriate workstations.

3. Once installed, you will be prompted to enter a Serial Number and Register QSalesData on each workstation. Each workstation requires a separate serial number to register QSalesData.

4. Once all of the workstations have QSalesData installed and registered, the QB Transactions tab plus the QSalesData toolbar will appear in ACT and you will be ready to go.

INSTALL AND CONFIG THE NIGHTLY SYNC PROGRAM

The QTransactionSync program allows you to configure automatic background imports of QuickBooks Sales data into ACT.

The computer running the QTransaction Sync program will also require a copy of the QSalesData program licensed and registered on the computer.

Note: We recommend manually importing your full set of QuickBooks data into ACT first using the Manual Transaction Sync process, before scheduling your automatic background synchronizations.

1. Go to the computer that you would like to run your nightly QSalesData nightly imports. Note that the machine you choose needs to have both ACT! and QuickBooks installed and needs to be able to login to both the ACT and QuickBooks databases. You will obviously need to leave this machine on overnight as well.

2. Download the Installer HERE.

3. On the Welcome Screen, click on NEXT.

4. Read the License Agreement and click on the appropriate button to continue.

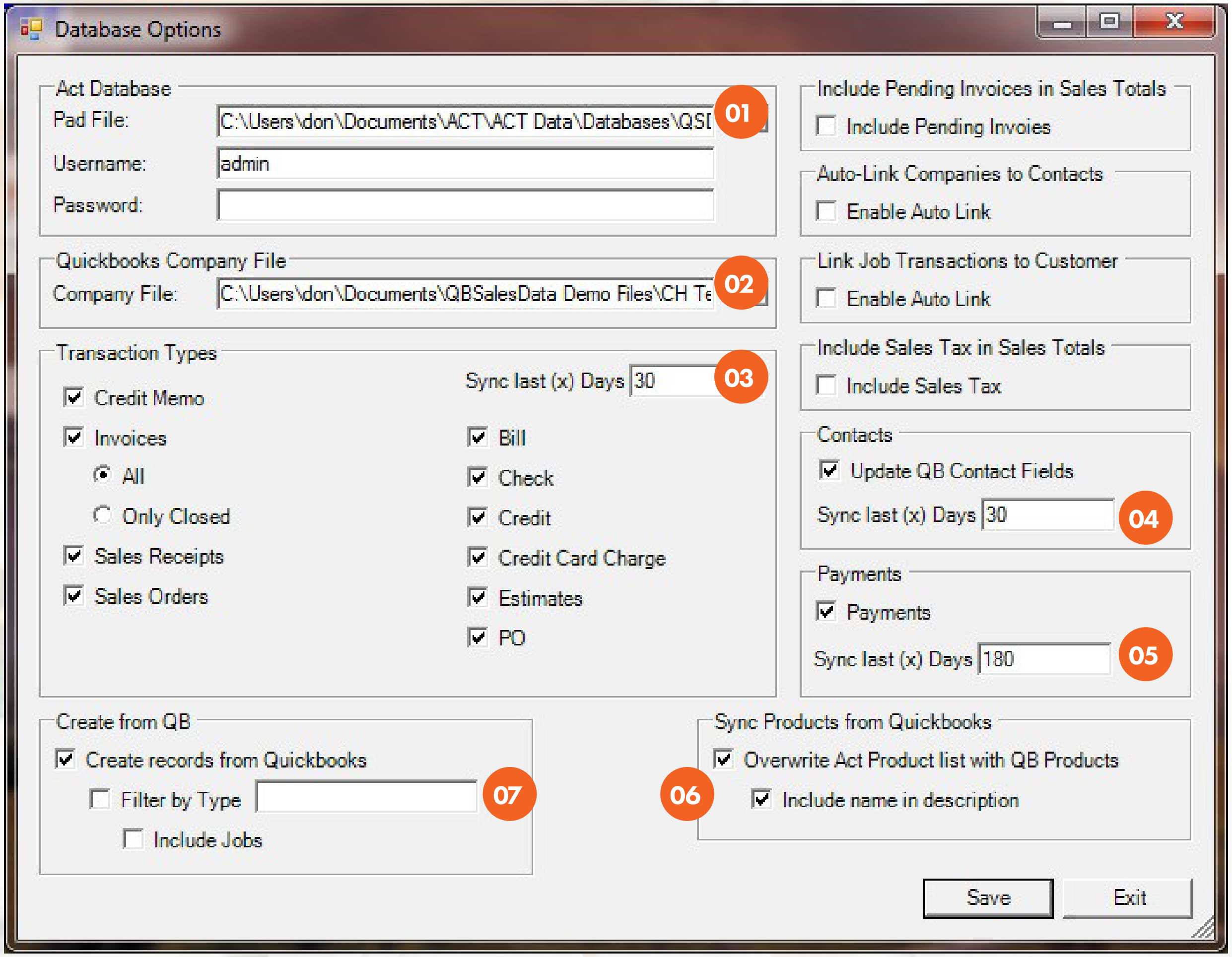
5. Install to the default folder and click on INSTALL.

6. Click on FINISH, the install is complete. Two new icons will now exist on your Windows Desktop.

a. Effective Solutions QB Transaction Sync Config: this is the program that lets you configure the synchronization parameters between ACT and QuickBooks
b. Effective Solutions QB Transaction Sync: this is the program that runs the synchronization process using the configuration settings you configured using the config tool.

7. Double-click on the Effective Solutions QB Transaction Sync Config Icon. The Databases to Sync Transactions window appears.

8. Click on the ADD button. You will get the following dialog box. Fill out the information. We recommend setting your Sync to the Last 180 days to cover any old invoices that may have outstanding balances.



01 SELECT YOUR ACT DATABASE AND ENTER IN YOUR ACT LOGIN INFORMATION.

02 SELECT YOUR QUICKBOOKS DATABASE. **THIS PATH NEEDS TO BE THE SAME PATH YOU USE TO OPEN THE FILE FROM QUICKBOOKS AND CAN'T BE A UNC PATH. NEEDS TO USE A DRIVE LETTER IN PATH.**

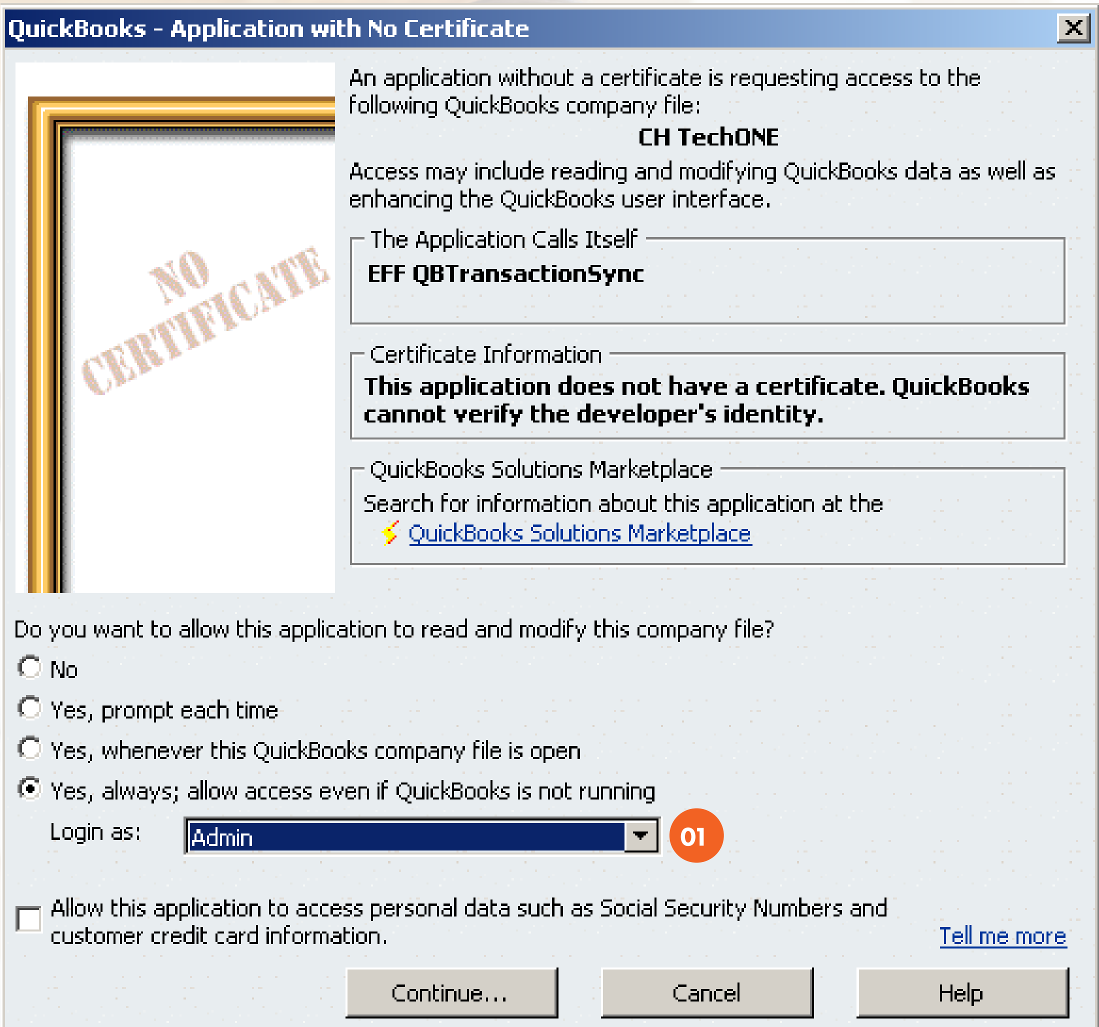
03 04 05 SET YOUR DAYS BACK PARAMETERS. **WE RECOMMEND USING THE SETTINGS ON THE SCREEN SHOT DISPLAYED: 7, 7. AND 180.**

06 07 YOU CAN ALSO BRING IN NEW QB CUSTOMERS EACH NIGHT, AND SYNC THE QB ITEM LIST FROM QB TO ACT USING THESE TWO OPTIONS.

9. Don't open your QuickBooks program until after you have selected your QuickBooks file using the browse button, otherwise you may get a "File is in Use" message. If that is the case, have everyone close out of QuickBooks, and hit the open button to select the QuickBooks file. After you have selected the QuickBooks file, you then need to login to QuickBooks as the admin account in single user mode. The configuration tool will need the QuickBooks program open to perform its initial configuration.

10. Click on the SAVE button.

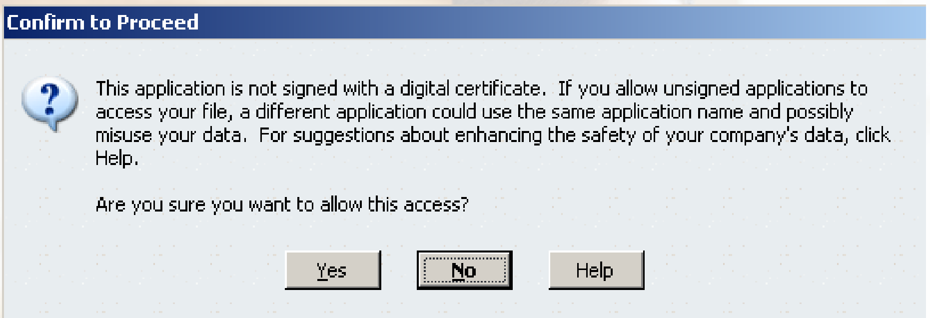
11. You will see the status in the lower left say **"Updating Configuration, Please Wait"** and after a few seconds your QuickBooks program should start flashing, switch over to QuickBooks and the following window should appear.



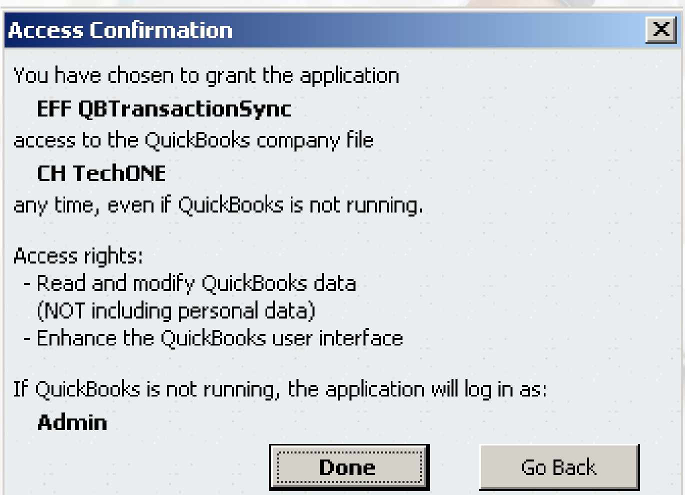
01 SELECT THE BOTTOM OPTION TO ALLOW ACCESS, EVEN IF QUICKBOOKS IS NOT RUNNING, AND **SELECT AN ACCOUNT THAT HAS ADMINISTRATIVE PRIVILEGES IN QUICKBOOKS.**

12. Select the bottom option to allow access, even if QuickBooks is not running, and **select a user that has administrator privileges in QuickBooks => CLICK ON CONTINUE**

13. When asked "Are you sure you want to allow access?" **=> CLICK YES**

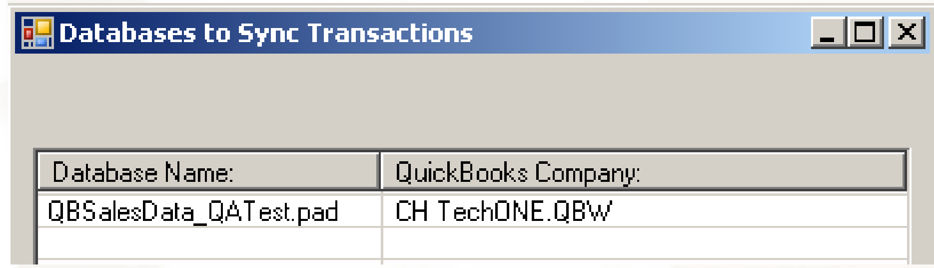


14. You will then get a confirmation window, like the one below. **=> You can CLICK ON DONE.**

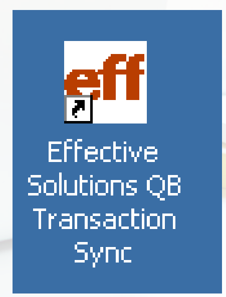


15. Going back to the EFF Configuration tool, the window status in the lower left should now say **Configuration Settings Saved**. Just like the window below.

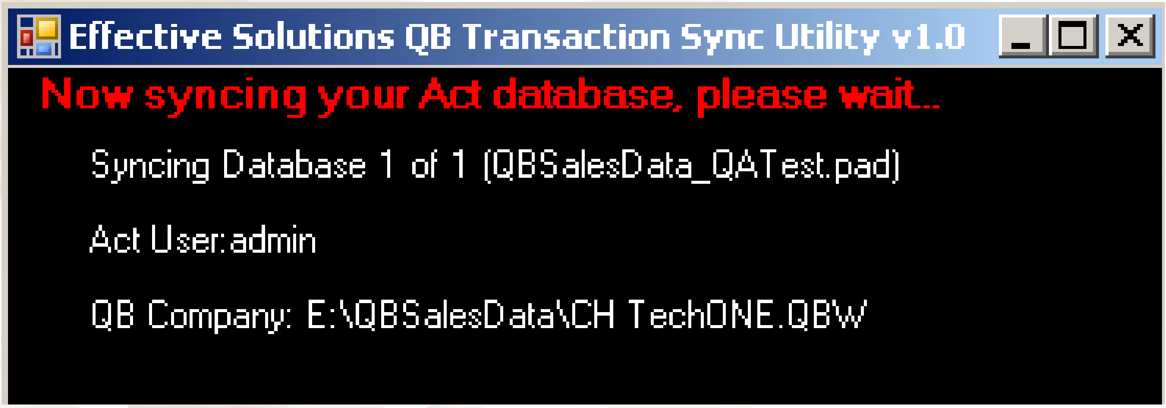
16. You can click on the EXIT button, and your configuration will show up in the list. Click on EXIT on this window as well.



17. You are now ready to test the background synchronization you just configured. Add a new transaction to QuickBooks that doesn't exist in ACT yet. Close out of ACT and QuickBooks. Go to your Windows Desktop, and double-click on the EFF QB Transactions Sync icon to run the background sync process.



18. When the background sync process is running, you will see a status window on the screen, like the one below.



This background process will import QuickBooks sales data for the "Last XX Days" that you specified in the configuration tool. It will also update the Sales Total fields in ACT where necessary.

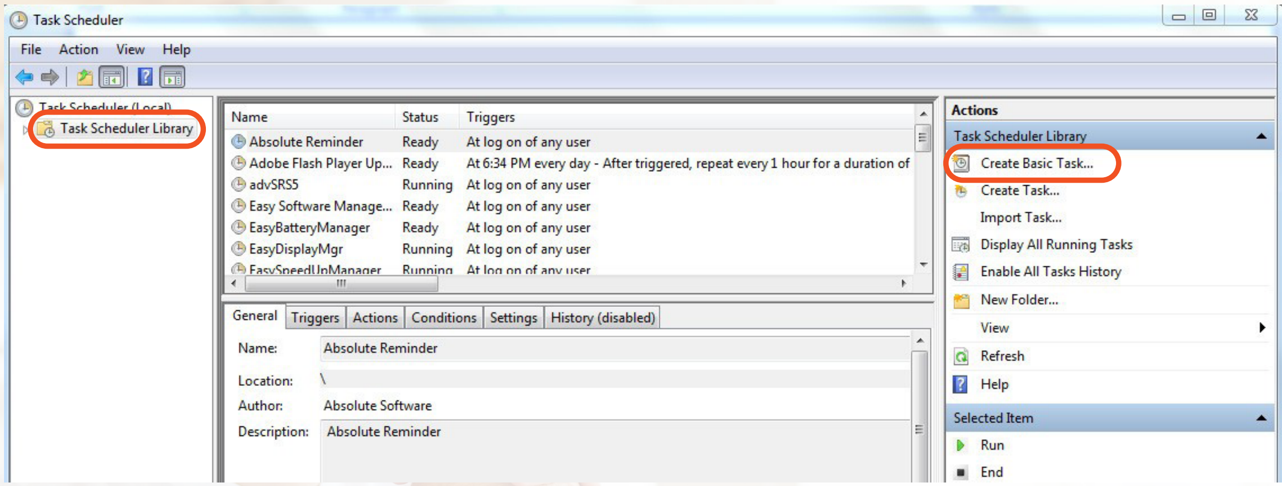
When the background sync process is complete, the window will simply disappear from the screen.

19. You can now go into ACT and verify that any new transactions have been imported.

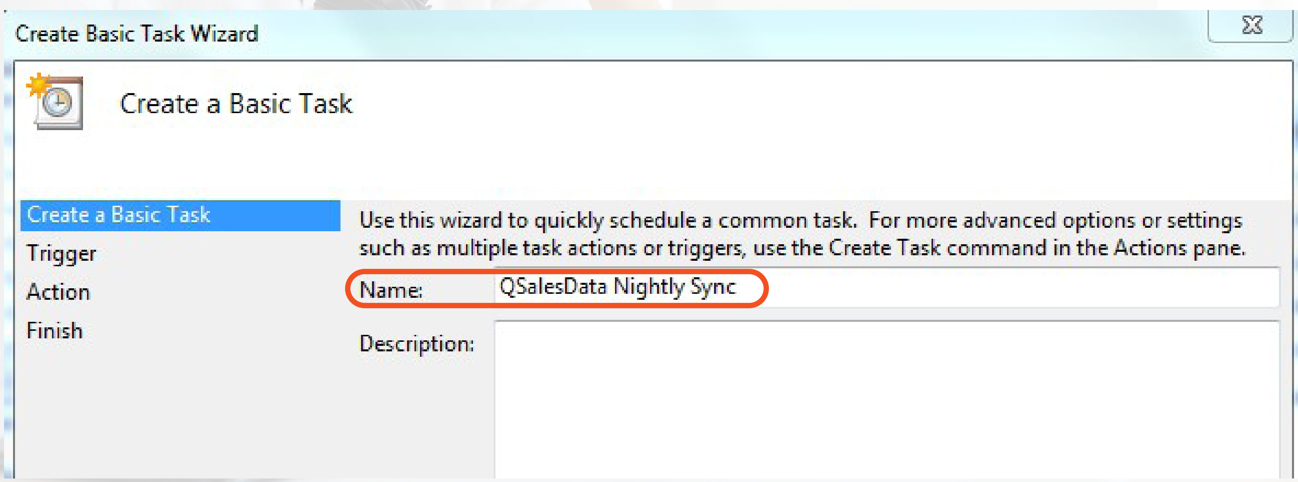
20. The last step is to add the EFF Transaction Sync program to the Windows scheduler on this machine. Go to Start **=>** Programs > Accessories > System Tools and select the program called **Task Scheduler.**

Note: there is a video in our QSalesData Online Video Library [HERE] that takes you thru how to setup the Nightly Sync Program on a Windows 2008 Server, Windows 7 and newer machines.

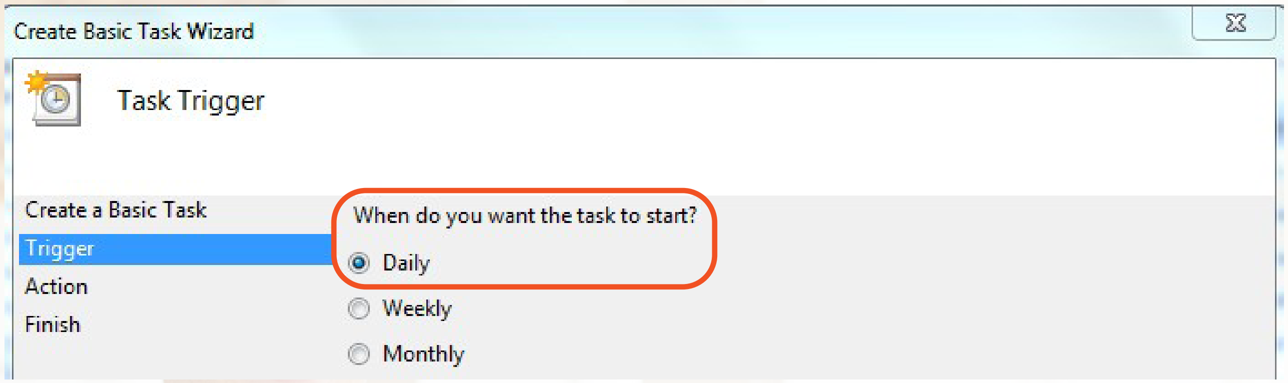
You will get a window similar to the one below. Click on the Task Scheduler Library option in the left hand window to display all of the current scheduled tasks that exist.



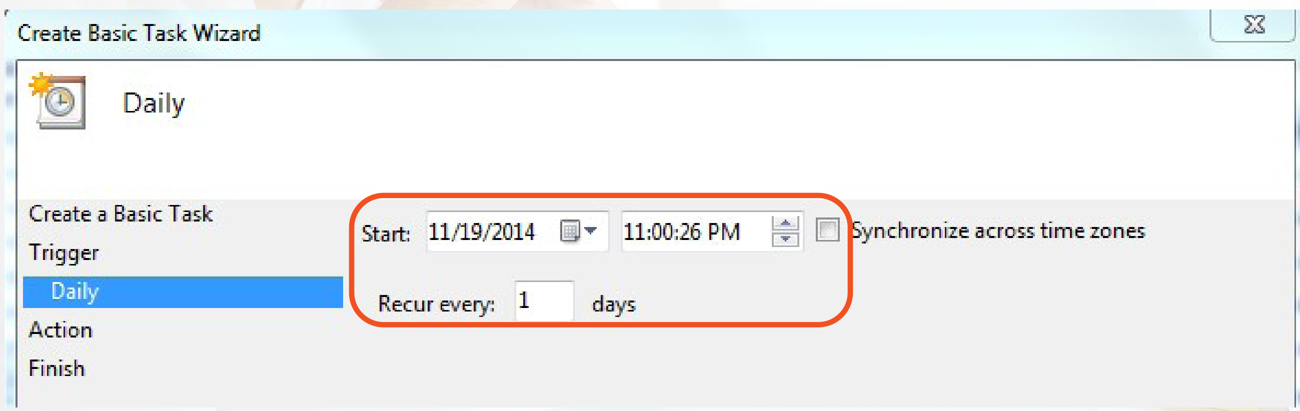
21. Click on the CREATE BASIC TASK button on the right, and you will get the following window.



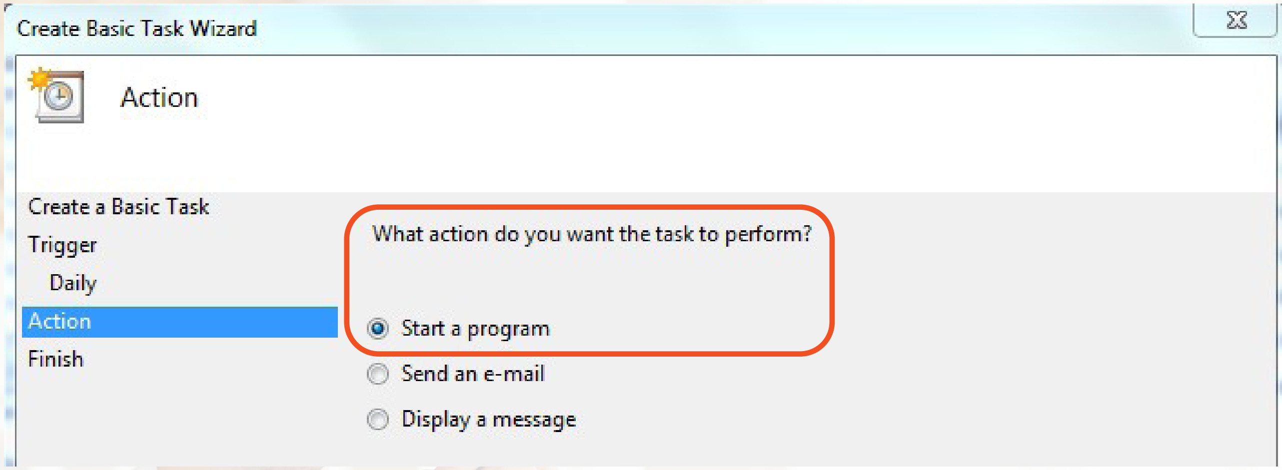
22. Go ahead and give the task a name like the one displayed and click on NEXT.



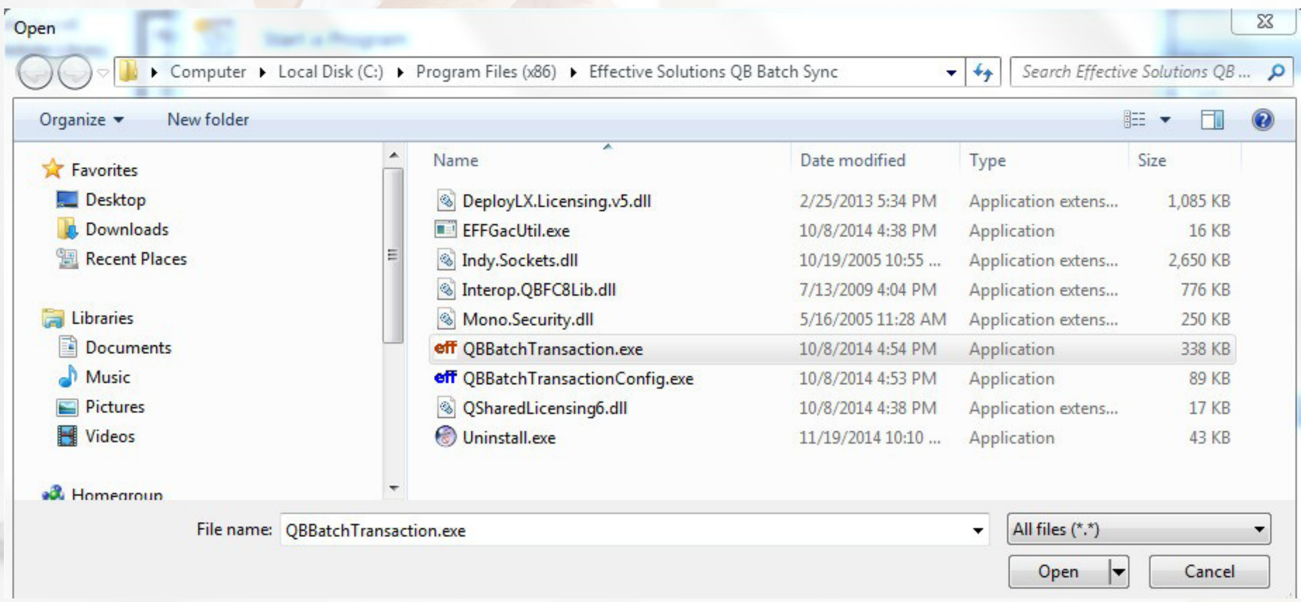
23. Choose to run the task daily and click on NEXT.



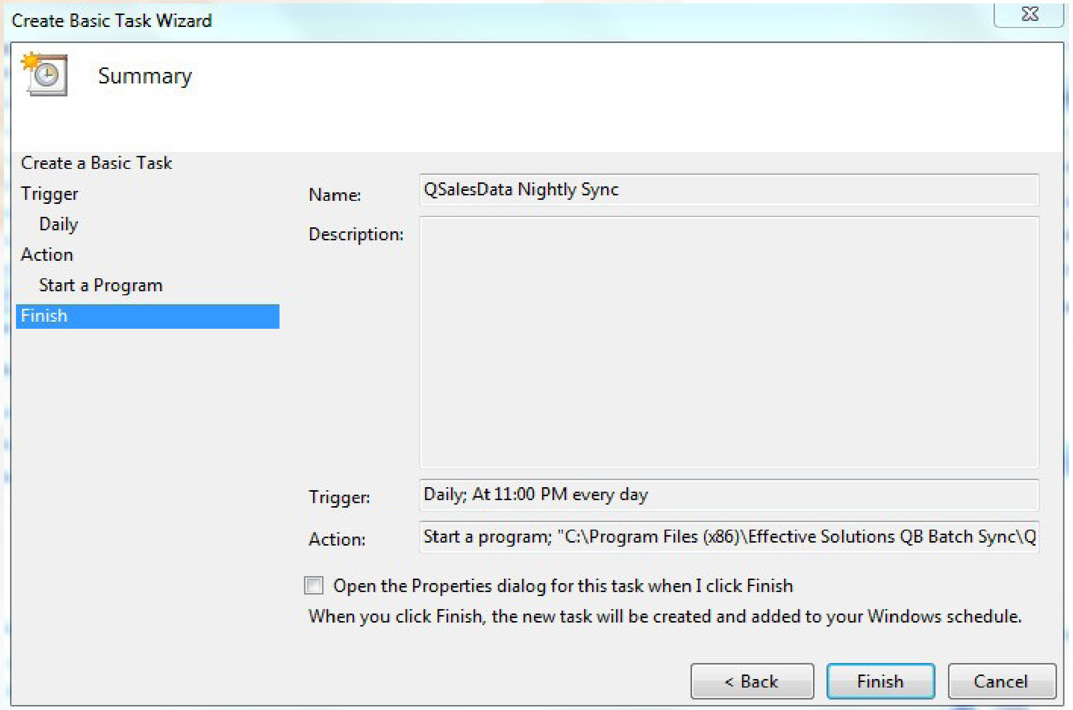
24. Enter in a start time for the task to run and **CLICK ON NEXT**.



25. Choose the START A PROGRAM option as the action to perform and **CLICK ON NEXT**.



26. Click on the BROWSE button and browse out to "C:\Program Files (x86)\Effective Solutions QB Batch Sync" and select the QBBatchTransaction.exe file and click on OPEN. **CLICK ON NEXT**.



27. You will be presented with a summary screen, review the settings and click on FINISH when complete. The newly created Task will show up in your Task Library list.

28. It is a good idea to test the new task you just created. Right-click on the task item in the list and select the RUN option. The background sync window should pop up and run. If so, you are all set. If not, right-click on the task and go to Properties and check your settings and credentials. Congratulations, you have now setup your background sync to run automatically.

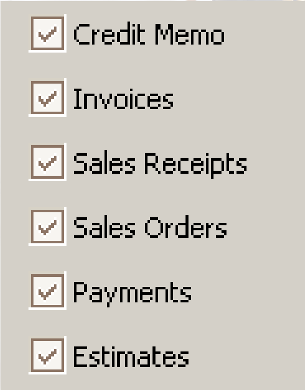
Note: You will need to stay logged in on your computer for the task to run each night. You can hit CTRL-ALT-DELETE and choose the LOCK option to lock your computer and stay logged in and the nightly task will run just fine.

IUSING THE QB TRANSACTIONS TAB

The QB Transactions tab will display all of the QuickBooks transactions imported for a Contact or Company linked to QuickBooks. If you are working with a Contact linked to a Company, the data in the QB Transactions tab will be identical, whether you are on the Contact record or the Company record.

Note: The QB Transactions and QB Items Tabs will only display on workstations that have QSalesData installed.

QSalesData lets you import the following transaction types for customer records in ACT:



NOTE: THERE IS NO TRANSACTION DETAIL FOR PAYMENTS. MEANING IF YOU DOUBLE-CLICK ON A PAYMENT, NOTHING WILL HAPPEN. YOU CAN USE THE GOTO FEATURE FOR ALL TRANSACTIONS, INCLUDING PAYMENTS.

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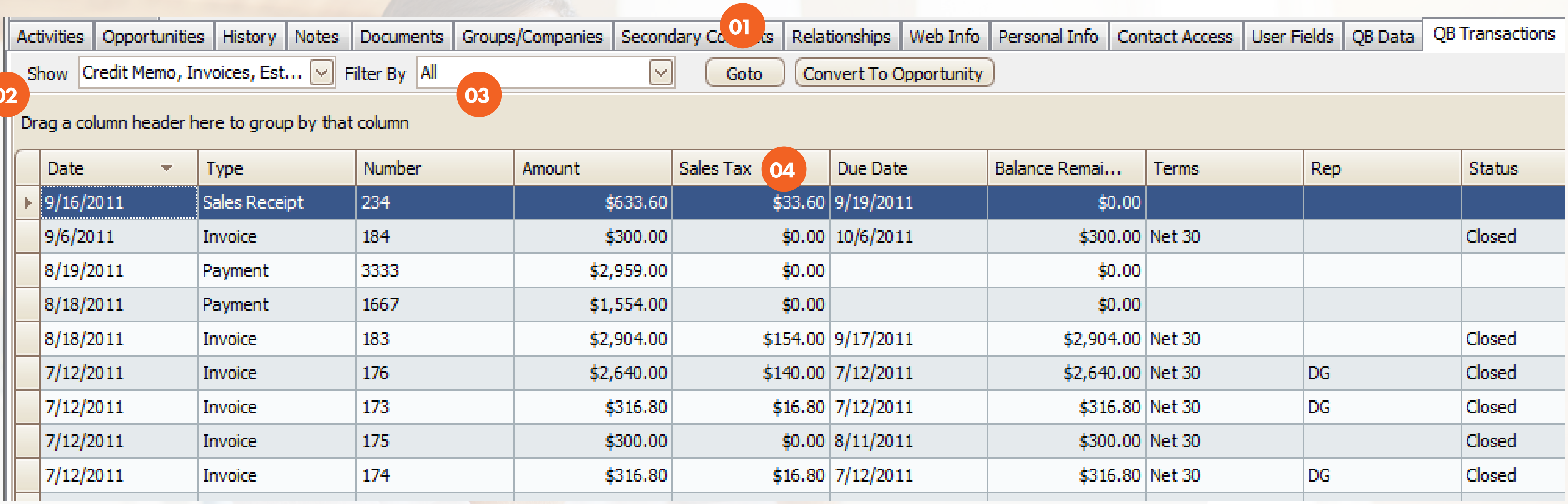
Here is what the data on the QB Transactions tab will look like:

01 YOU CAN CLICK ON THE GOTO BUTTON TO PULL UP THE TRANSACTION IN QUICKBOOKS. YOU NEED TO HAVE QB OPEN FOR THIS FEATURE TO WORK.



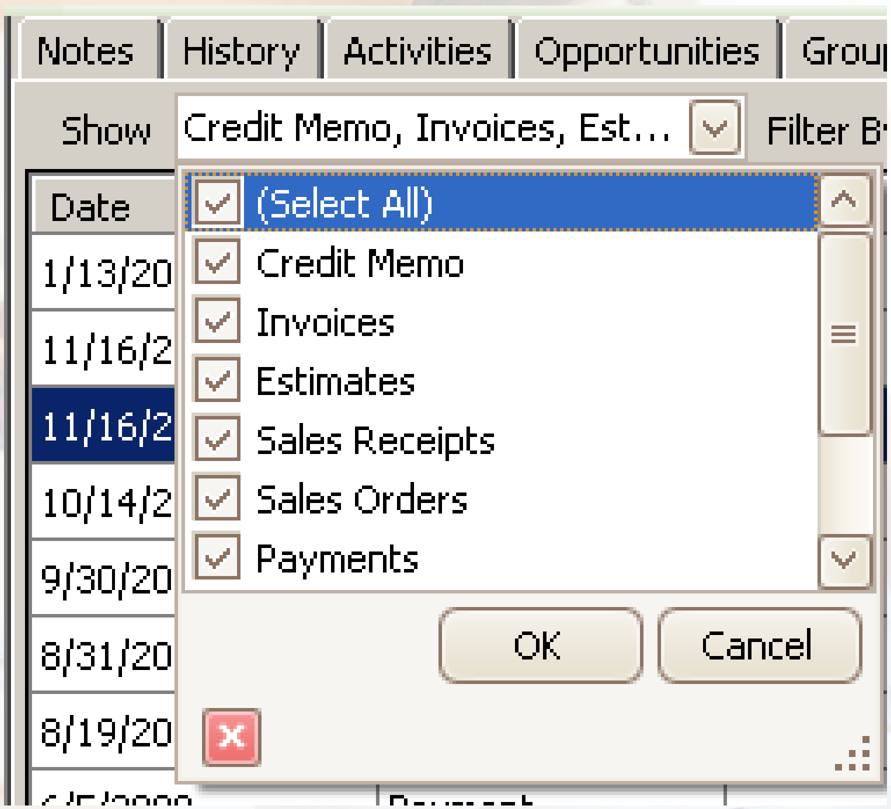
Date	Type	Number	Amount	Sales Tax	Due Date	Balance Remai...	Terms	Rep	Status
9/16/2011	Sales Receipt	234	$633.60	$33.60	9/19/2011	$0.00			
9/6/2011	Invoice	184	$300.00	$0.00	10/6/2011	$300.00	Net 30		Closed
8/19/2011	Payment	3333	$2,959.00	$0.00		$0.00			
8/18/2011	Payment	1667	$1,554.00	$0.00		$0.00			
8/18/2011	Invoice	183	$2,904.00	$154.00	9/17/2011	$2,904.00	Net 30		Closed
7/12/2011	Invoice	176	$2,640.00	$140.00	7/12/2011	$2,640.00	Net 30	DG	Closed
7/12/2011	Invoice	173	$316.80	$16.80	7/12/2011	$316.80	Net 30	DG	Closed
7/12/2011	Invoice	175	$300.00	$0.00	8/11/2011	$300.00	Net 30		Closed
7/12/2011	Invoice	174	$316.80	$16.80	7/12/2011	$316.80	Net 30	DG	Closed

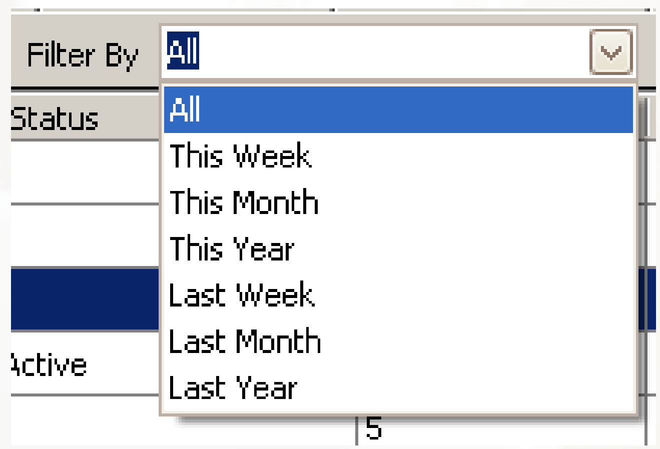
01 02 YOU CAN USE THE TRANSACTION FILTERS TO FILTER YOUR LIST BY DATE OR TRANSACTION TYPE.

04 YOU CAN MAKE COLUMN DISPLAY ADJUSTMENTS BY RIGHT-CLICKING ON THE COLUMN HEADERS AND SELECTING COLUMN CHOOSER. YOU CAN ALSO RESIZE AND CLICK-AND DRAG COLUMNS, AND CLICK ON ANY COLUMN HEADER TO SORT BY THAT COLUMN. YOU CAN REMOVE COLUMNS BY CLICKING AND DRAGGING THEM STRAIGHT UP AND OFF OF THE TAB.

Using the Filters on the Transactions Tab

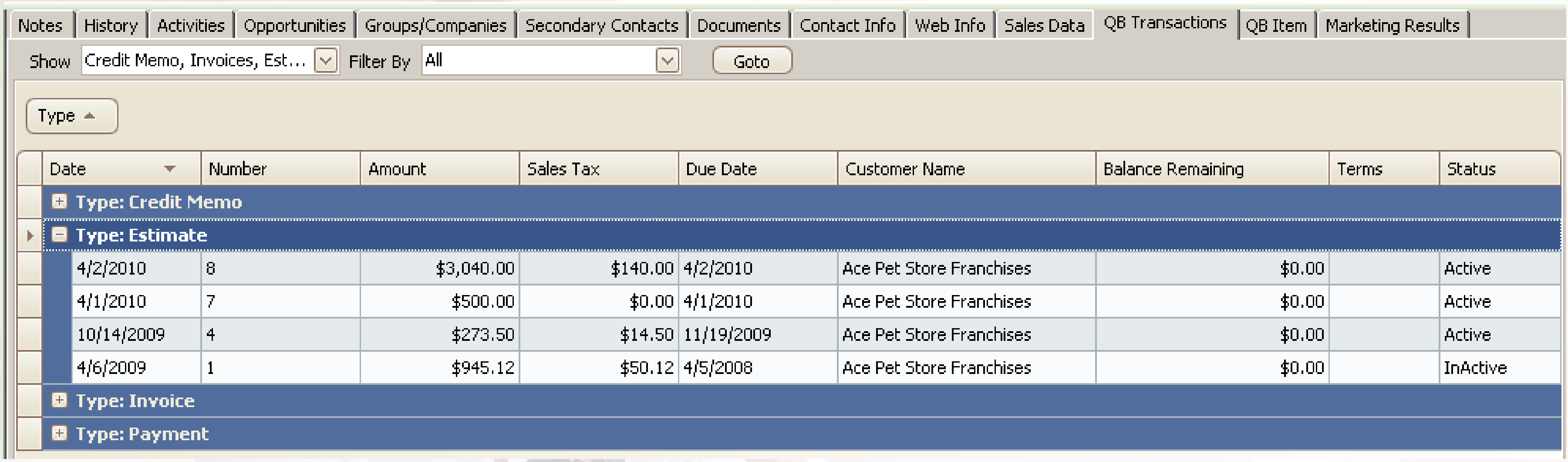
You can filter items on the Transactions Tab by either Transaction Type or by Date Range. See the example shots below.



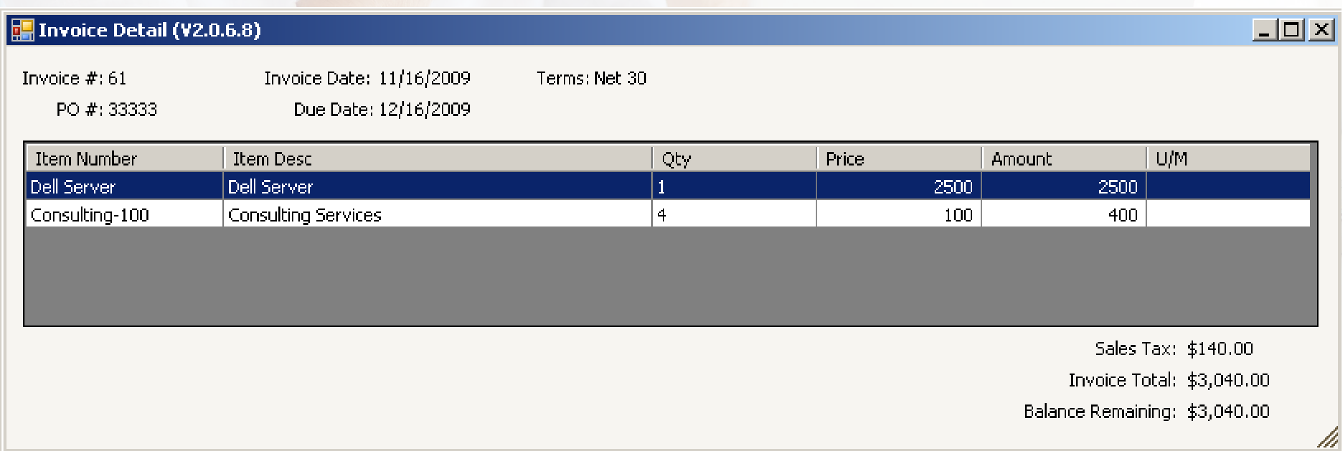


USING THE GROUPING OPTION ON THE QB TRANSACTIONS TAB

Here is an example of what the new grid style looks like when grouping by a column:



To see the detail of any Invoice, simply double-click on the Invoice line and you will get a screen display like the one below:



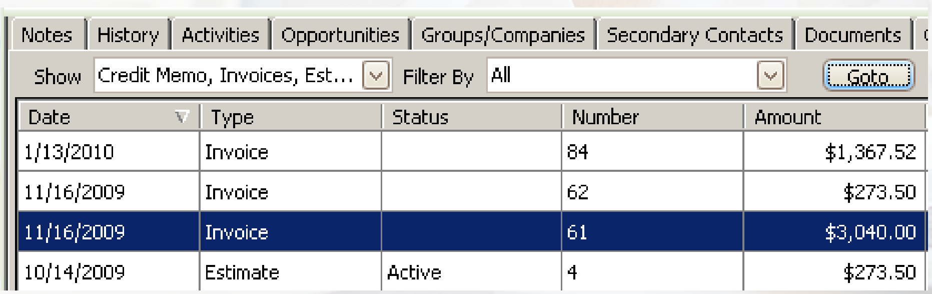
USING THE GOTO BUTTON ON THE QB TRANSACTIONS TAB

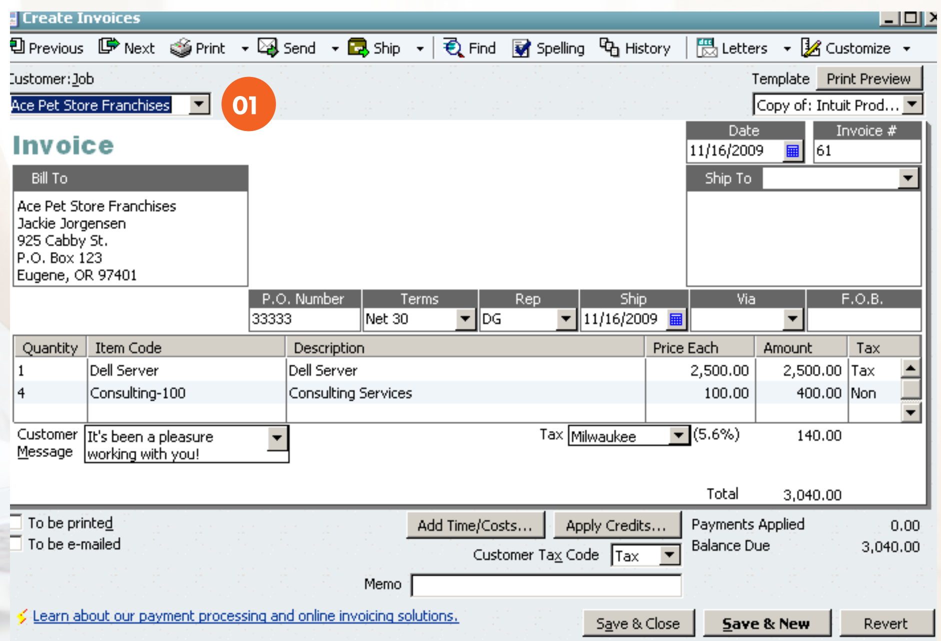
If the user has access to QuickBooks on their computer, they can utilize the GOTO button on the transactions tab to pull up the transaction in QuickBooks.

1. Highlight the appropriate transaction in the QB Transactions list.
2. Make sure that QuickBooks is open.
3. Click on the GOTO Button, you will be taken to the transaction in QuickBooks.

01 02 SELECT A TRANSACTION, CLICK ON THE GOTO BUTTON, AND QSALESDATA WILL PULL UP THAT SPECIFIC TRANSACTION IN.

02

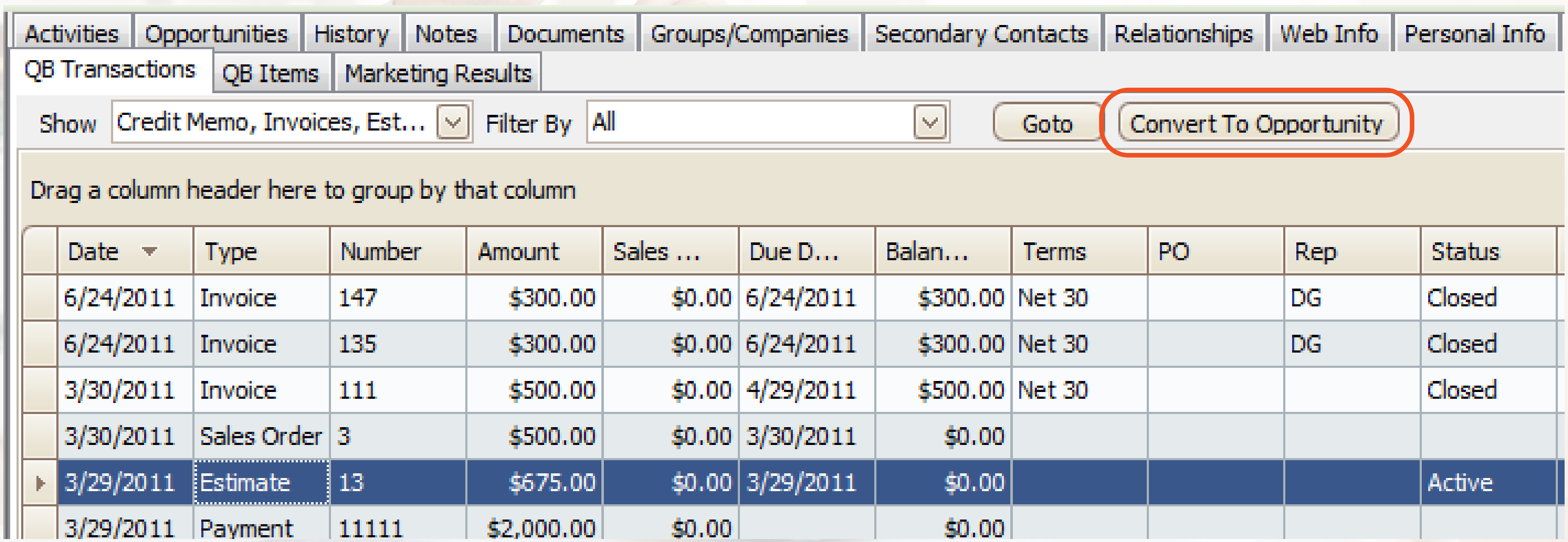




CONVERT ESTIMATES AND INVOICES FROM THE QB TRANSACTIONS TAB TO OPPORTUNITIES IN ACT

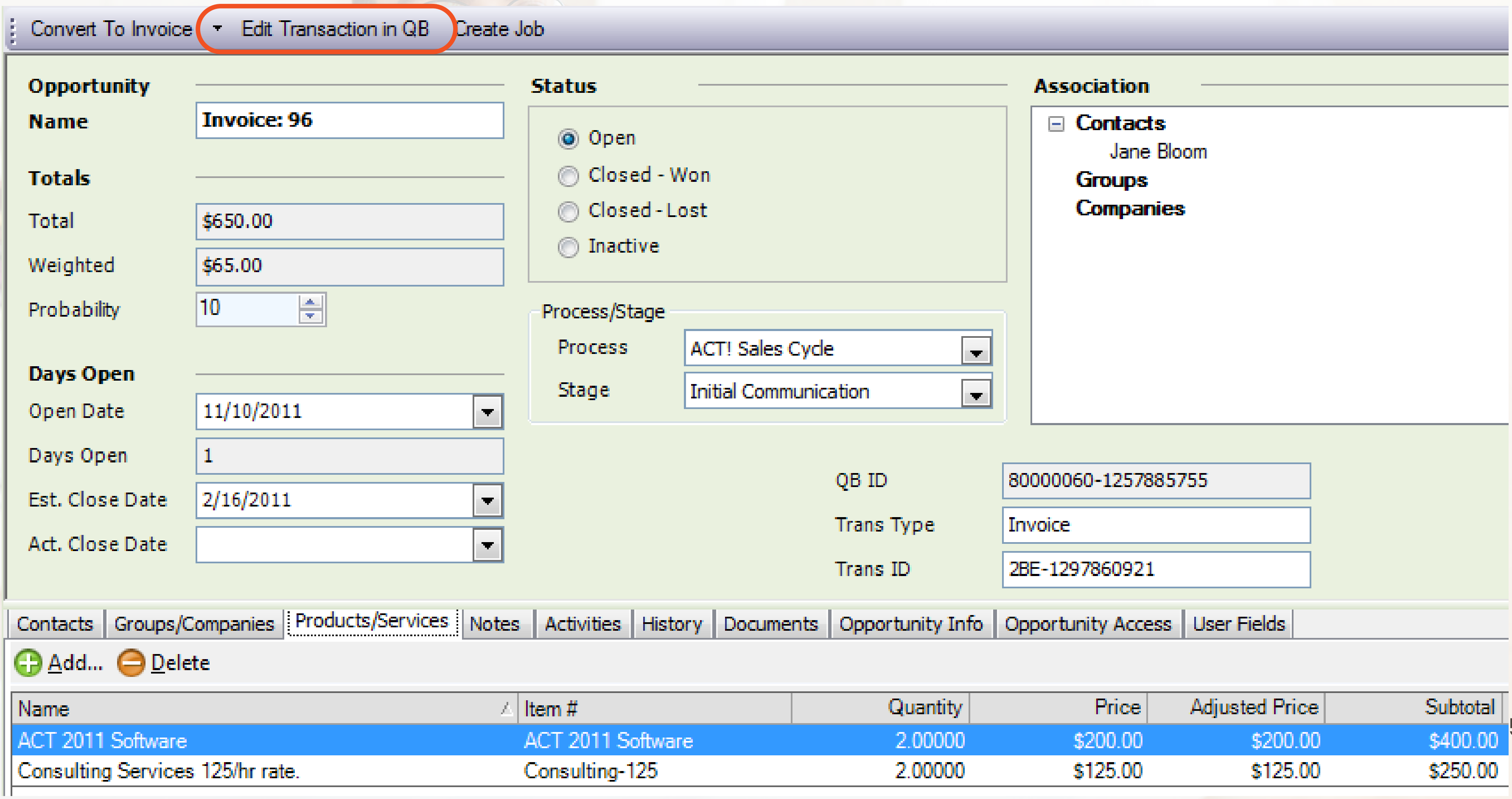
In some cases you may want to continue to create Estimates in Quickbooks because your salespeople are comfortable with the process, but you also want to be able to convert the estimate to an Opportunity in ACT. We added a **Convert to Opportunity button** to the QB Transactions Tab in ACT to do just that.

You can simply select an Invoice, Estimate or Sales Order from the QB Transactions list and then click on the CONVERT TO OPPORTUNITY button and it will take the information from the transaction and build an associated Opportunity for it in ACT.



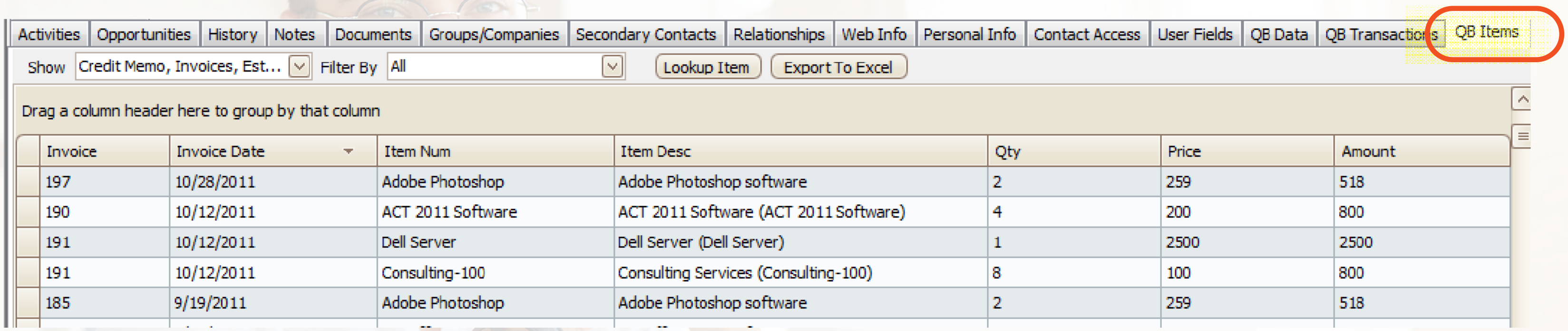
After you click on the **CONVERT TO OPPORTUNITY button**, it will take you to the Opportunity that was just created so you can enter in an Estimated Close date and Stage for the Opportunity. The screen shot below is what the Opportunity will look like after it has been created. Notice that the Line Items from the QB Transaction have been transferred to the Products/Services section of the Opportunity, and the Opportunity Total amount should match your QuickBooks transactions.

From this point the user can manage the Sales Opportunity in ACT until it is sold. The BackOffice user that has QuickBooks on their computer can also click on the EDIT TRANSACTION IN QB button to pull up the Estimate in Quickbooks and quickly convert it to an Invoice if appropriate.



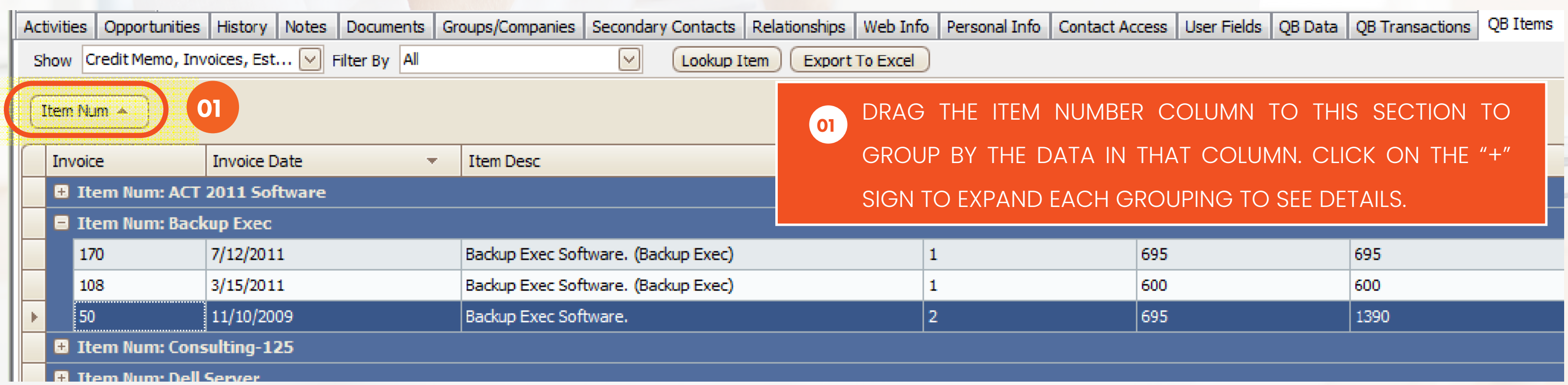
USING THE QB ITEMS TAB

QB ITEM tab in ACT lets you see sales data by QB Item number. Use this tab to see what items the customer has purchased. You can click on any of the column headers to sort by that data.You are able to take the Item Number column add move it to the Group By section to group sales by Item Number.



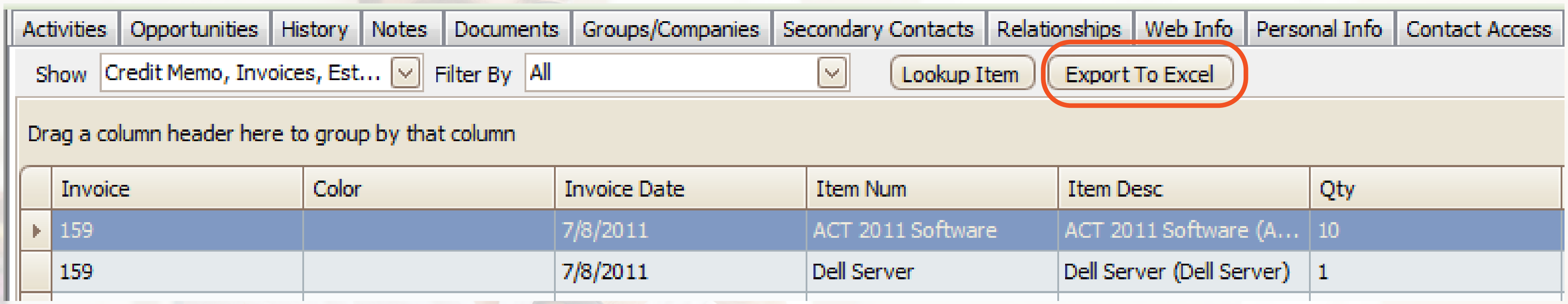
Invoice	Invoice Date	Item Num	Item Desc	Qty	Price	Amount
197	10/28/2011	Adobe Photoshop	Adobe Photoshop software	2	259	518
190	10/12/2011	ACT 2011 Software	ACT 2011 Software (ACT 2011 Software)	4	200	800
191	10/12/2011	Dell Server	Dell Server (Dell Server)	1	2500	2500
191	10/12/2011	Consulting-100	Consulting Services (Consulting-100)	8	100	800
185	9/19/2011	Adobe Photoshop	Adobe Photoshop software	2	259	518

Grouping your Item Information: You are able to take the Item Number column add move it to the Group By section to group sales by Item Number.



Invoice	Invoice Date	Item Desc			
170	7/12/2011	Backup Exec Software. (Backup Exec)	1	695	695
108	3/15/2011	Backup Exec Software. (Backup Exec)	1	600	600
50	11/10/2009	Backup Exec Software.	2	695	1390

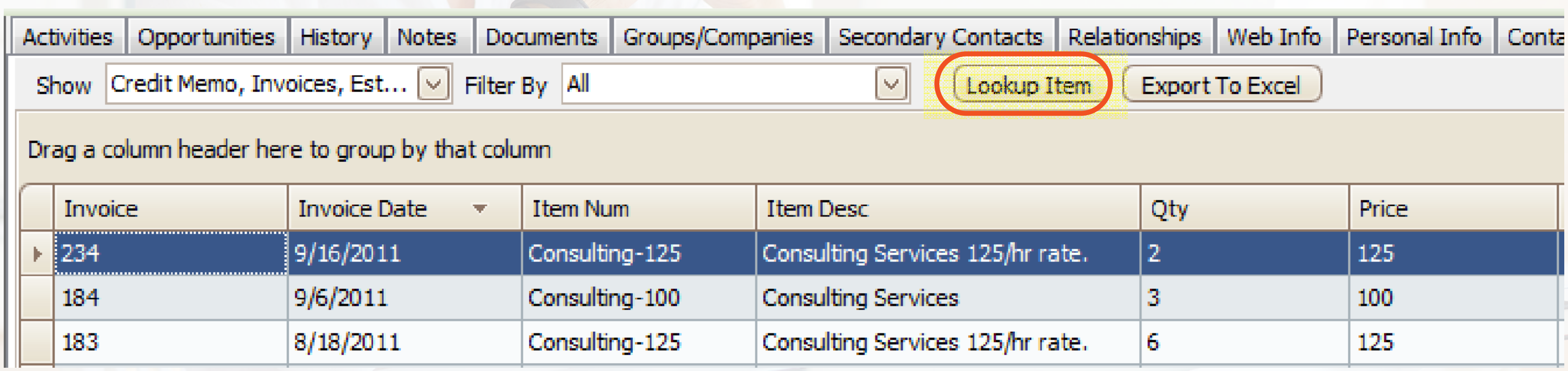
Export your Item Data to Excel: In some cases you may want to export your customers Items purchased to Excel for further analysis. We have added a Export to Excel button to the QB Items tab. Click the button the the Item data for the current contact will be exported to Excel.



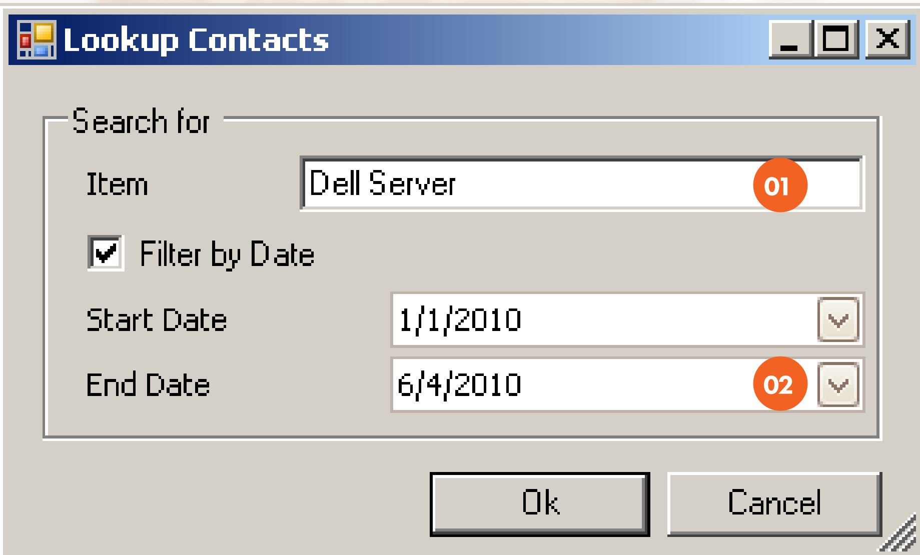
USING THE LOOKUP ITEM FEATURE

This button gives the QSalesData user the ability to search through the QB Items tab and lookup all customers that purchased a particular QB Item for a specific date range in ACT. This then gives you the ability to up-sell or cross-sell to these customers from ACT using an email blast, mail merge, label print, etc. You do not need to have QuickBooks on your computer to use the Lookup Item feature.

The LOOKUP ITEM button will show up both on the QSalesData toolbar and within the QB Items tab.



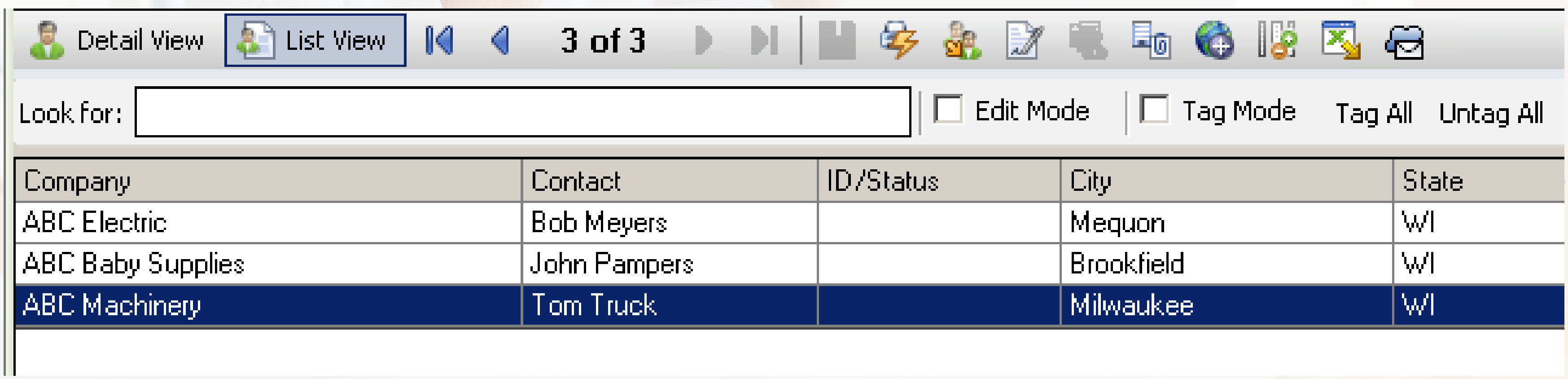
When you click on the LOOKUP ITEM button, you will get the following dialog box:



01 TYPE IN ALL OR PART OF THE QB ITEM NAME TO SEARCH FOR. IT WILL DO A "CONTAINS" SEARCH.

02 YOU CAN ALSO SPECIFY A DATE RANGE FOR WHEN THE QB ITEM WAS PURCHASED.

So, in this example, I want to pull up all customers that bought a Dell Server between 1/1/2010 and 6/4/2010. When you click OK, you will get a list of contacts that match the criteria in ACT. They become your "current lookup" in ACT. You can then perform your marketing in ACT from this list.



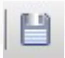
CREATING A QUICKBOOKS CUSTOMER FROM A RECORD IN ACT!

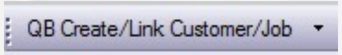
If a prospect in ACT becomes a customer, the QSalesData product gives you a quick way to add them to QuickBooks as a customer. If you get a brand new customer, you want to enter them into ACT first and then use this process to add them to QuickBooks.

Note: You will want to confirm that your Field Mapping is set properly before performing this step. Go to Tools > QSalesData Import and click on the SET MAPPING button.

Here is how you create a QuickBooks customer from a record in ACT:

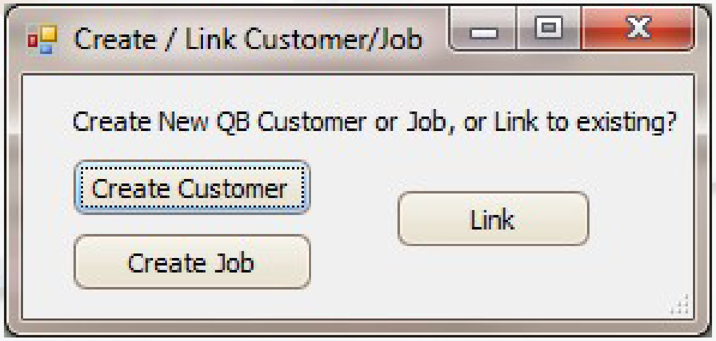
1. Make sure that the appropriate ACT and QuickBooks databases are open on your computer.

2. Pull up the appropriate record in ACT! If you just created a new Contact in ACT, make sure to hit the SAVE button on the toolbar first =  to save the record to ACT.

3. Click on the 

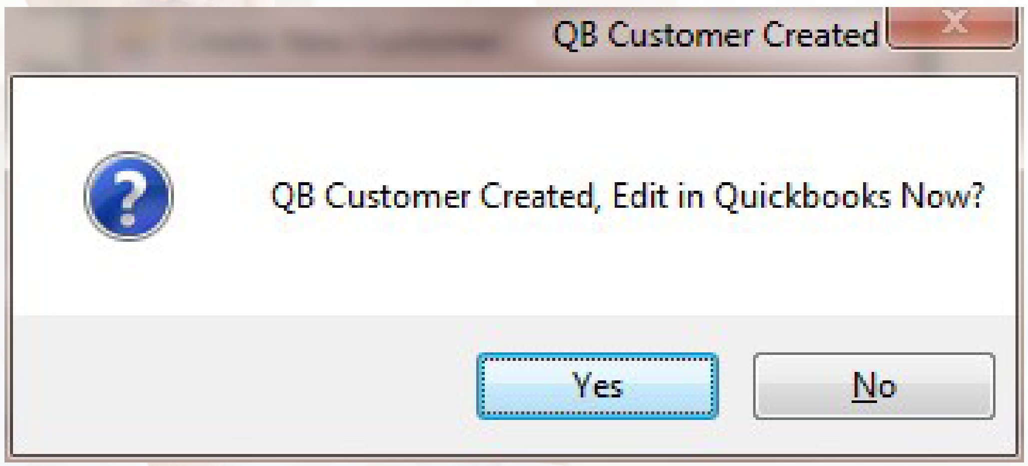
button on the ACT! toolbar.

4. You will get the following prompt. Note that you can also create a Job in QB from this screen.



6. Click on CREATE to create the QB Customer. The QSalesData program will use your SET MAPPING field settings configured earlier in the Quick Start Guide. (Tools > QSalesData Import > Set Mapping button)

7. The end result is a new Customer in QuickBooks, and the record in ACT will be automatically linked to the record. You will be prompted with the following message which gives you the option to jump to the customer record in QuickBooks to enter in additional customer setup information if you choose.

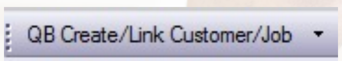


LINK A SINGLE ACT! RECORD TO AN EXISTING QUICKBOOKS CUSTOMER

If you have a single record in ACT! that you want to link to QuickBooks, you don't have to use the QB Link Wizard. You can quickly attach the record using the QB Create/Link Customer button.

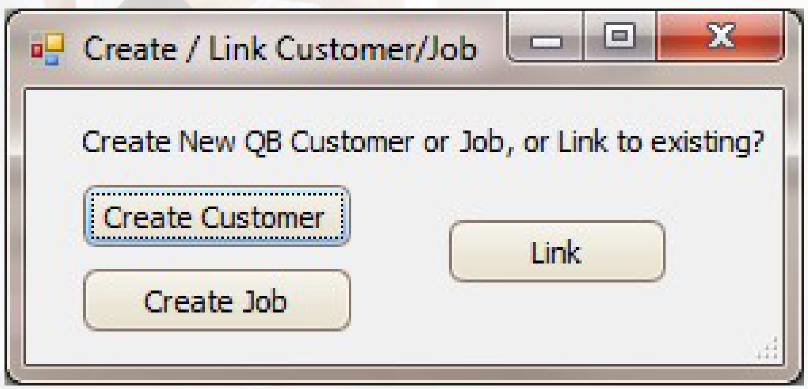
1. Make sure that the appropriate ACT and QuickBooks databases are open on your computer.

2. Pull up the appropriate record in ACT!

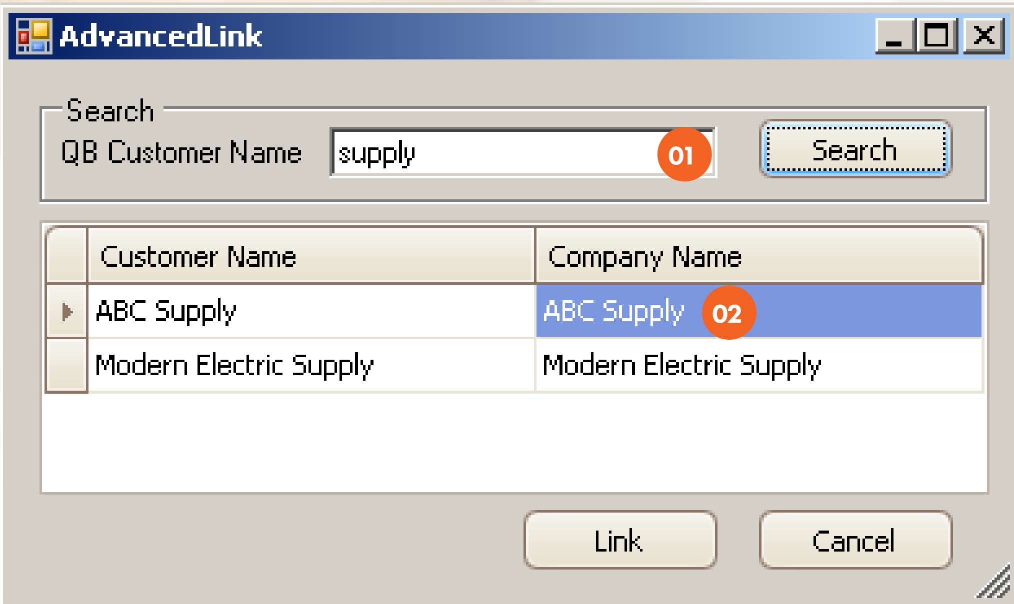
3. Click on the 

button on the ACT! toolbar.

4. You will get the following window that appears. Click on the LINK button.



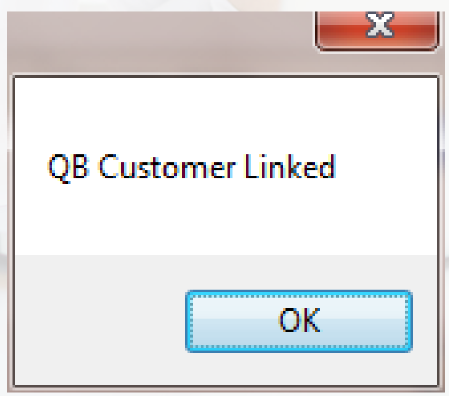
5. QSalesData will use the ACT Company and Contact fields to search for a match in QuickBooks. If it finds a match, it will display the matching QB records in the list. Otherwise you can type in what to search for in the QB Customer list and click on the SEARCH button.



01 IF A MATCH IS FOUND, IT WILL BE DISPLAYED IN THE LIST. OTHERWISE YOU CAN TYPE IN WHAT TO SEARCH FOR AND CLICK ON THE SEARCH BUTTON. IT WILL DO A "CONTAINS" TYPE SEARCH, MEANING IT WILL LOOK FOR THE TEXT ANYWHERE IN THE

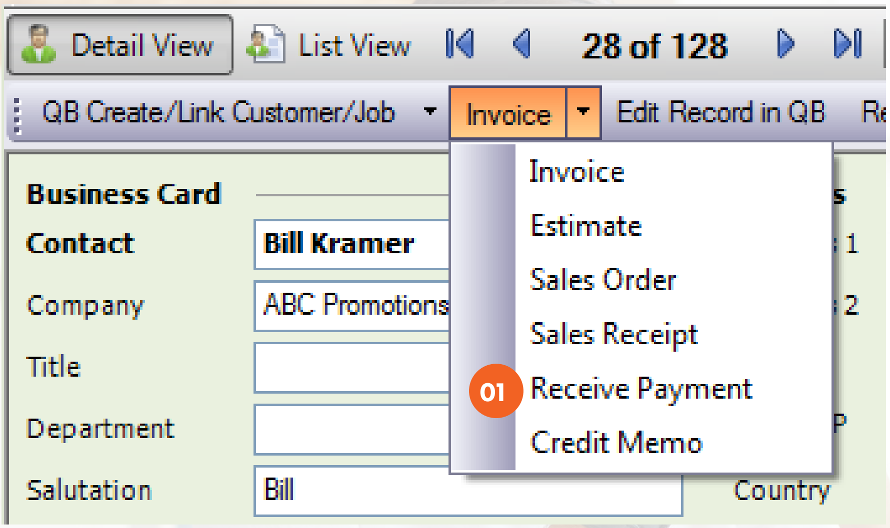
02 QUICKBOOKS CUSTOMER NAME. WHEN YOU FIND THE QB RECORD YOU WANT TO LINK TO, SELECT IT FROM THE LIST AND CLICK ON THE LINK BUTTON.

6. Click on the LINK button when you have found the QB record you want to link to. You will get the following message when the record link is complete.



CREATING QUICKBOOKS CUSTOMER TRANSACTIONS FROM ACT!

The QSalesData product gives you the ability to create all of the major types of QuickBooks transactions from ACT! with the click of a button.



Feature Needs Quickbooks Open

01 USING THE QSALESDATA TOOLBAR IN ACT, YOU ARE ABLE TO QUICKLY CREATE:

- INVOICES
- ESTIMATES
- SALES ORDERS
- SALES RECEIPTS
- RECEIVE PAYMENT
- CREDIT MEMOS

1. Make sure that the appropriate ACT and QuickBooks databases are open on your computer.

2. Pull up the appropriate record in ACT! Note that you need to be on a contact record that is linked to QuickBooks for this feature to work.

3. Select the appropriate Transaction Type (Invoice, Estimate, etc.) from the QSalesData toolbar in ACT!.

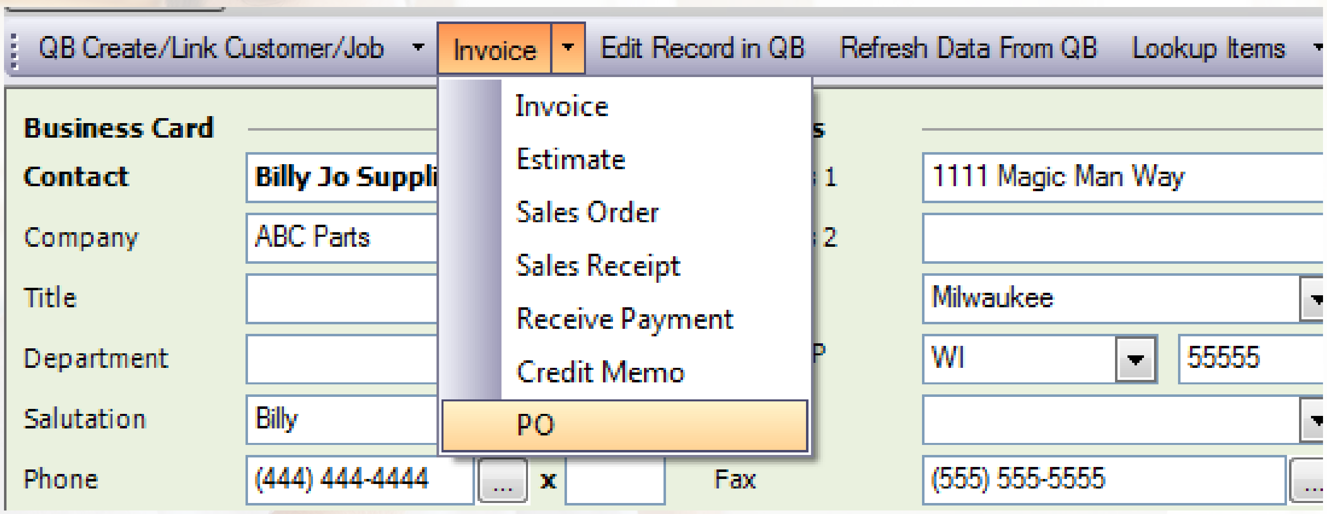
4. You will be transferred over to QuickBooks, and a new transaction will window will be displayed and pointing to the appropriate customer record. From there you can complete the transaction and hit SAVE & CLOSE.

5. If you would like the new transaction to be transferred to ACT right away, you can jump back to the ACT record and click on the REFRESH DATA FROM QB button.

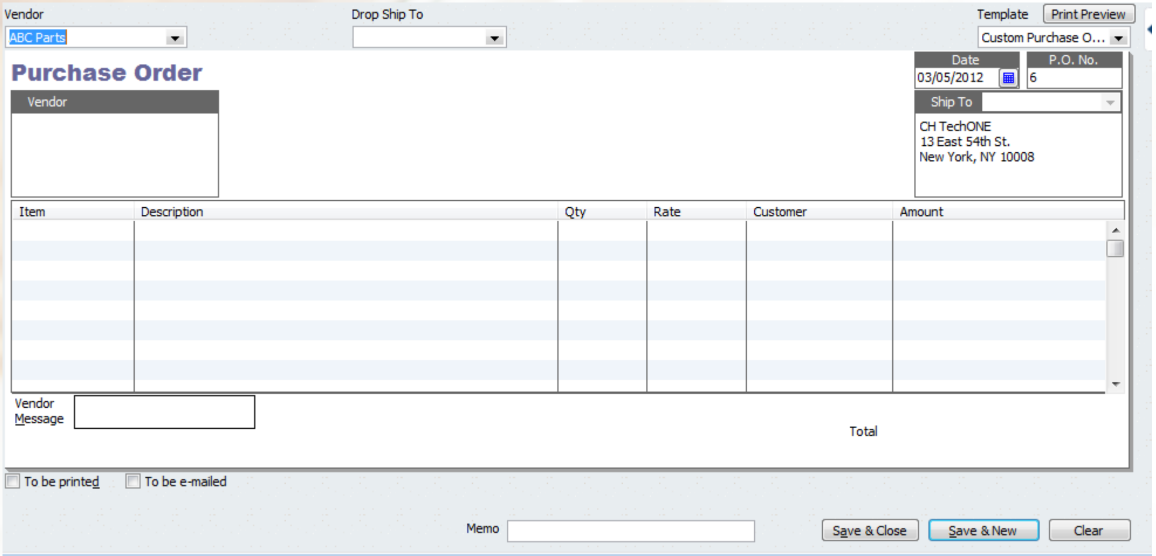
CREATING POS FROM VENDOR RECORDS IN ACT!

If you have linked Vendor records in ACT to their associated Vendor record in QuickBooks, you can choose the PO option from the QSalesData toolbar to quickly create a Purchase Order in QuickBooks.

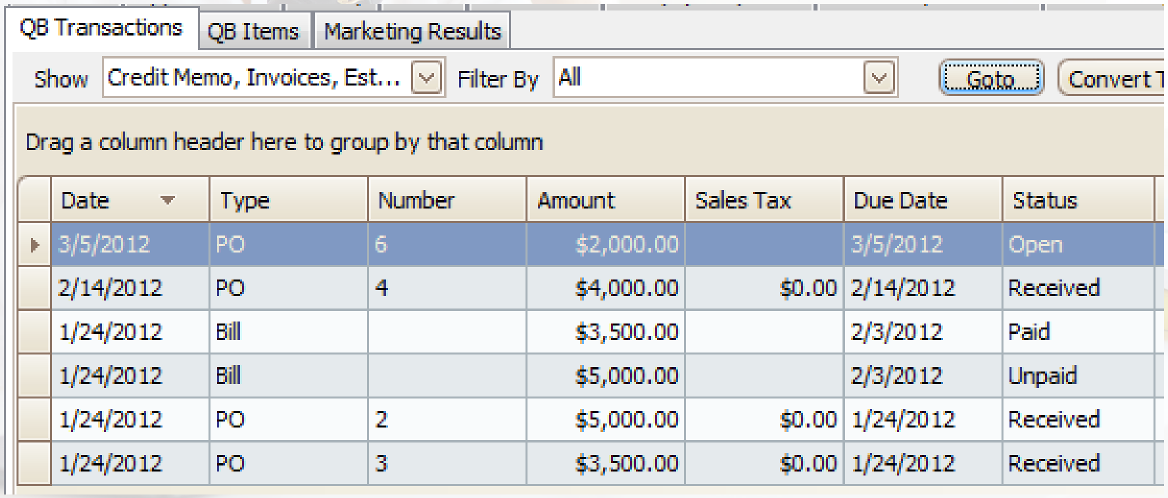
Feature Needs Quickbooks Open



When you choose the PO option from the dropdown, QSalesData will jump you to the Purchase Order screen in QuickBooks, pointing to the specific customer. You can then fill out the PO and hit Save & Close. Note: You will get an error message if you try to create a PO for a Customer or Job. You need to be on a Vendor record in ACT.



PO transactions come over to the QB Transactions Tab for Vendors in ACT that are linked to QuickBooks. See the screen shot below for an example of what POs look like in the QB Transactions tab. Note that the line items of the POs will also be broken down in the QB Items tab of the Vendor Record so you can see what products have been ordered from a particular vendor.



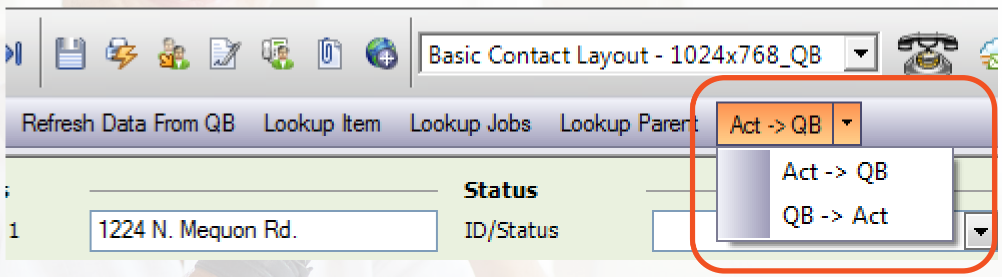
Date	Type	Number	Amount	Sales Tax	Due Date	Status
3/5/2012	PO	6	$2,000.00		3/5/2012	Open
2/14/2012	PO	4	$4,000.00	$0.00	2/14/2012	Received
1/24/2012	Bill		$3,500.00		2/3/2012	Paid
1/24/2012	Bill		$5,000.00		2/3/2012	Unpaid
1/24/2012	PO	2	$5,000.00	$0.00	1/24/2012	Received
1/24/2012	PO	3	$3,500.00	$0.00	1/24/2012	Received

USING THE QUICK CONTACT SYNC BUTTON TO UPDATE A SINGLE ADDRESS IN QUICKBOOKS (ACT > QB BUTTON)

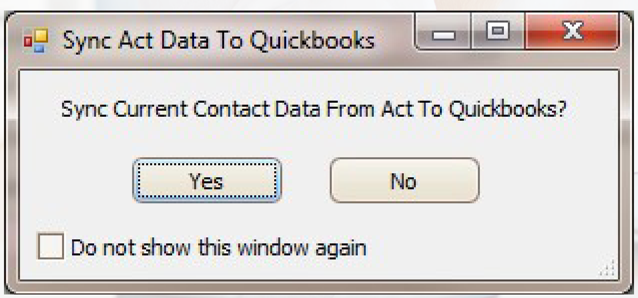
Feature Needs Quickbooks Open

There is an ACT > QB button on the QSalesData toolbar that allows the user to quickly sync the address information of the current contact with Quickbooks. The new button is at the end of the QSalesData toolbar and allows you to select either ACT > QB or QB > ACT. When you click the button it will take the ACT address info and overwrite the customer info in Quickbooks, or vice versa.

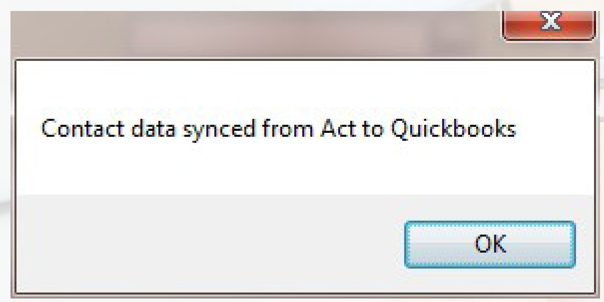
If you have made a change to the record in ACT, make sure to hit the SAVE button on the toolbar before clicking on the ACT > QB button.



When you click this button, you will be prompted with the following dialog box.



When you click on YES the address information will be pushed in the direction you selected, and you will receive the following message when the process is complete.



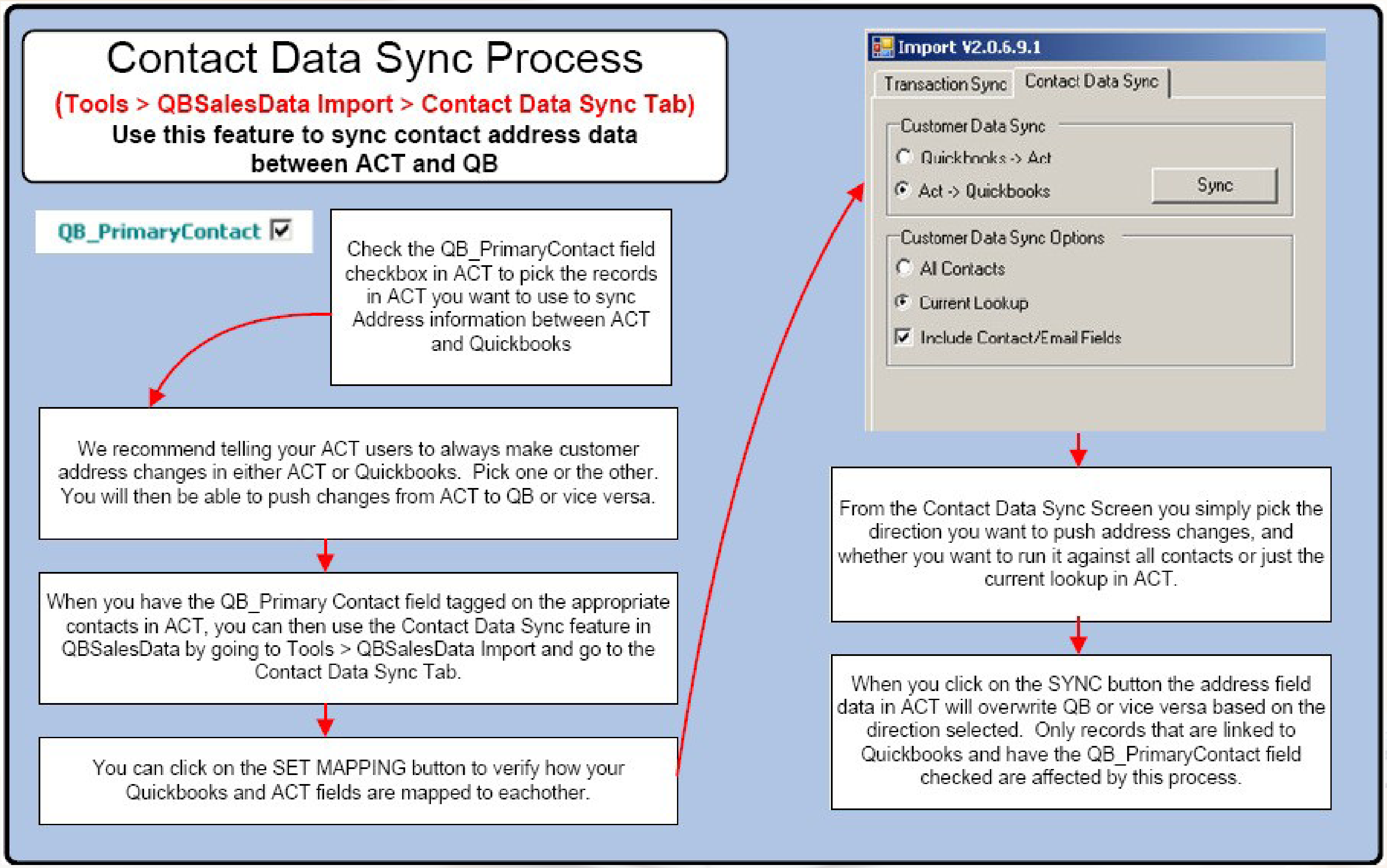
CONTACT DATA SYNC PROCESS (UPDATING A BATCH OF ADDRESSES IN ACT! AND QUICKBOOKS)

Feature Needs Quickbooks Open

The Contact Data Sync feature in QSalesData lets you push contact field information between ACT! and QuickBooks records that are linked. You will be able to select which direction to push updates, and you will be able to run the updates on All Contacts or the Current Lookup in ACT!. This feature works great if you make all of your customer field changes in either ACT! or QuickBooks. You can then push them to the records in the other application.

As a best practice, we recommend that a company decides where they are going to make all of their customer record changes, ACT! or QuickBooks, and stick to that procedure. That will give you the flexibility to push all records, rather than having to do individual record pushes. We recommend making all of your customer address changes in ACT and pushing the changes to QuickBooks on a regular basis, like once a day or once a week.

Here is a diagram of how the Contact Data Sync feature works:



Here is how to setup your system for the Contact Data Sync process:

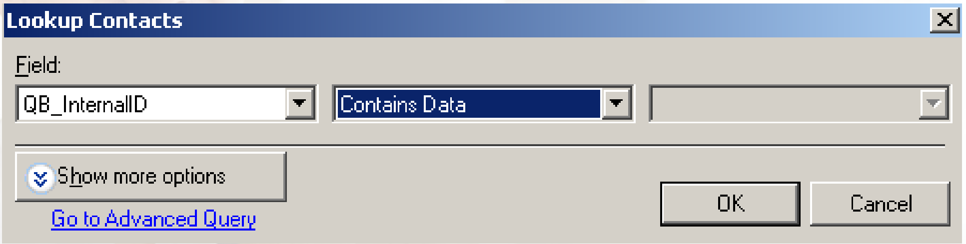
STEP 1 – Make sure the QB_PrimaryContact field is accessible

Make sure you added the QB_PrimaryContact checkbox field to your ACT! layout.

STEP 2 – Check the QB_PrimaryContact box for records you want to sync data with

Pull up all of your ACT! contacts linked to QuickBooks by doing a lookup on the QB_InternalID field and searching for records that Contain Data.

- Lookup => Other Fields
- Set field to QB_InternalID and change operator to Contains Data
- Click on OK



You now have a list of all of the Contacts that are linked to QuickBooks. Go through the list and check the QB_PrimaryContact box for the ACT! contacts that you would like to sync field information with QuickBooks customer records. We recommend a 1-to-1 relationship, meaning that you should only select one ACT! contact for each QuickBooks customer.

TIP: When you are first starting out, it may be a good idea to pick 1 or 2 ACT! records as the QB_PrimaryContact and test your Data Sync to make sure your field mappings are appropriate for your ACT! database. You can come back and select the other records later.

TIP: From the Contact List view, you can add the QB_PrimaryContact field as a column, and then use the EDIT MODE feature if you are on a newer version of ACT to quickly check the box for contacts.

If you are an Advanced ACT user, you can use the EDIT > REPLACE feature to change the value of the QB_PrimaryContact field on multiple ACT records all at once.

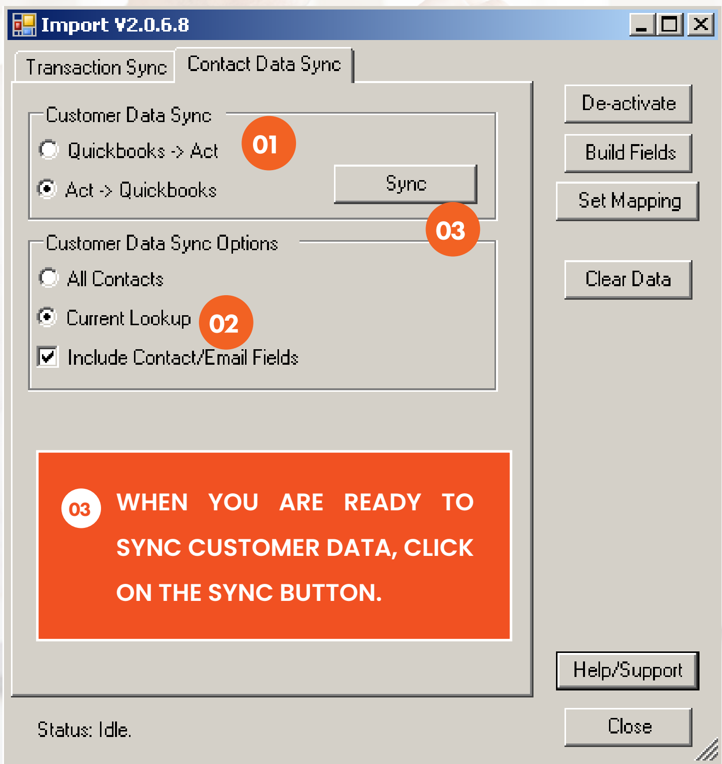
STEP 3 – Run your Contact Data Sync Process

TIP REMINDER: When you are first starting out, it may be a good idea to pick 1 or 2 ACT! records as the QB_PrimaryContact and test your Data Sync to make sure your field mappings are appropriate for your ACT! database. You can come back and select the other records later.

Note: You will want to confirm that your Field Mapping is set properly before performing this step. Go to Tools > QSalesData Import and click on the SET MAPPING button.

Now that you have records in ACT! tagged as QB_PrimaryContact's we can run a data sync between ACT! and QuickBooks. Here is the procedure for the Contact Data Sync.

1. In ACT, go to Tools > QSalesData Import, and click on the Contact Data Sync tab.



01 YOU PICK WHICH DIRECTION YOU WANT THE DATA SYNC TO RUN.
YOU PICK WHETHER YOU WANT TO RUN ON THE CURRENT LOOKUP IN ACT, OR USING ALL CONTACTS.

02 YOU CAN CHECK THE BOX TO INCLUDE THE CONTACT AND EMAIL FIELDS IN THE DATA SYNC.

2. Pick the direction to sync QB to ACT or vice versa.

3. Choose whether you want to sync all ACT contacts that are tagged as QB_PrimaryContact, or just the Current Lookup.

4. If you want to include the Company, Contact and Email address fields in the sync, select the Checkbox at the bottom of the screen.

5. When you are ready to sync, click on the SYNC button in the Contact Data Sync section.

Data will be pushed in the direction you specified, and you will get a "Contact Sync Complete" message in the lower left of your screen.

Note: Only ACT records that are linked to QB, and have the QB_PrimaryContact field checked will be included in the Contact Data Sync process.

CREATING A QUICKBOOKS VENDOR FROM A RECORD IN ACT!

Starting with QSalesData version 2.0.6.8, you can now create Vendors in QuickBooks from records in.

Feature Needs Quickbooks Open

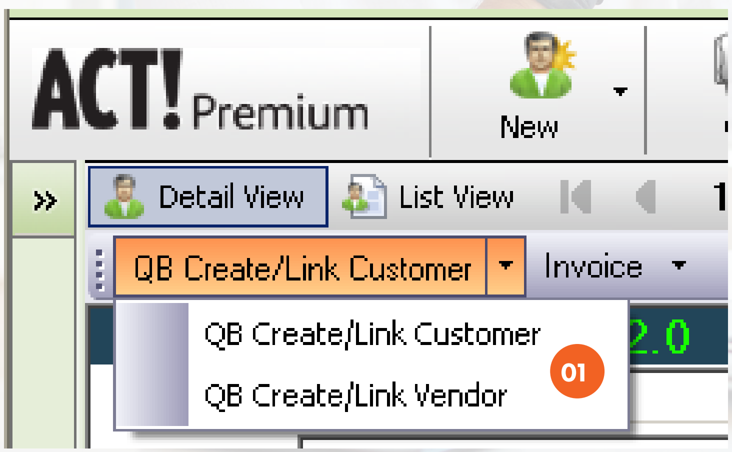
Note: You will want to confirm that your Field Mapping is set properly before performing this step. Go to Tools => QSalesData Import and click on the SET MAPPING button.

Here is how you do it:

1. Make sure that the appropriate ACT and QuickBooks databases are open on your computer.

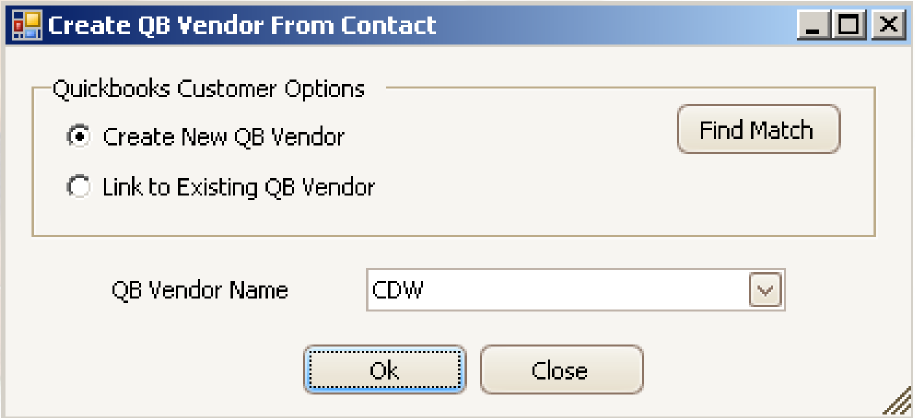
2. Pull up the appropriate record in ACT!

3. Click on the QB Create/Link Vendor option on the QSalesData toolbar in ACT!



01 FROM THE QSALESDATA TOOLBAR IN ACT, CLICK ON THE ARROW TO PULL DOWN THE QB CREATE/LINK VENDOR OPTION AND SELECT IT.

4. You will get the following window that appears.



5. Click on the FIND MATCH button to make sure the record doesn't already exist in QuickBooks. It will attempt to match by Vendor Name. If it finds a match, you will have the option to link to that record in QuickBooks. If you get a NO MATCH FOUND message, you can go ahead and select the CREATE NEW QB VENDOR option to add the record to QuickBooks.

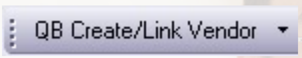
6. Click on OK to create the QB Vendor. The QSalesData program will use your SET MAPPING field settings configured earlier in the Quick Start Guide. (Tools > QSalesData Import > Set Mapping button)

8. The end result is a new Vendor in QuickBooks, and the record in ACT will be automatically linked to the record.

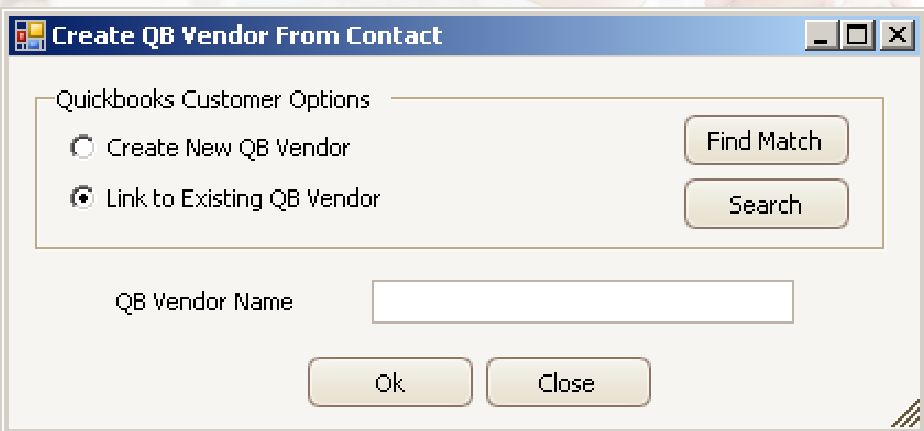
LINK A SINGLE ACT! RECORD TO AN EXISTING QUICKBOOKS VENDOR!

If you have a single record in ACT! that you want to link to QuickBooks, you don't have to use the QB Link Wizard. You can quickly attach the record using the QB Create/Link Vendor button on the QSalesData toolbar.

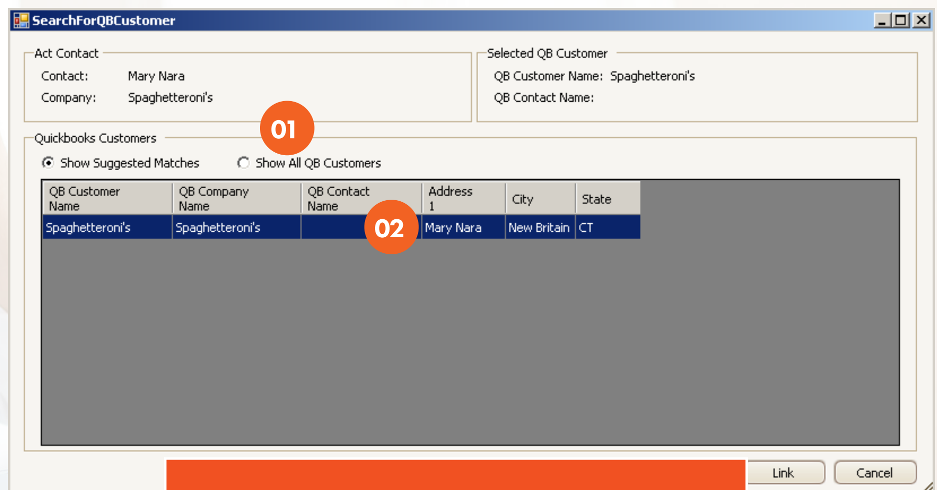
1. Make sure that the appropriate ACT and QuickBooks databases are open on your computer.

3. Click on the  button on the ACT! toolbar.

4. You will get the following window that appears. Click on the LINK TO EXISTING QB Customer option.



5. Then click on the SEARCH button to search for an existing QuickBooks Vendor record to link to.

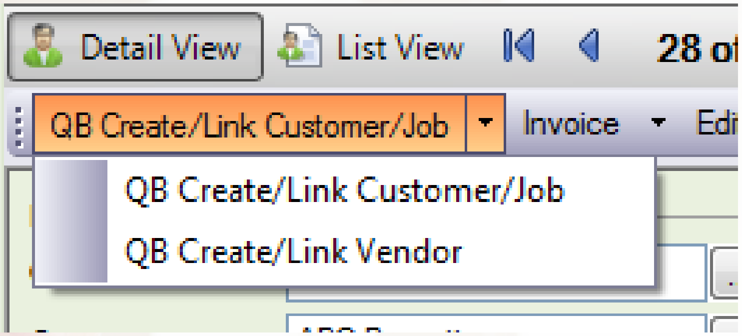


01 IF A MATCH IS FOUND, IT WILL BE DISPLAYED. OTHERWISE YOU CAN CHOOSE THE SHOW
02 ALL QB VENDORS OPTION TO CHOOSE FROM THE ENTIRE LIST OF QB VENDOR RECORDS.

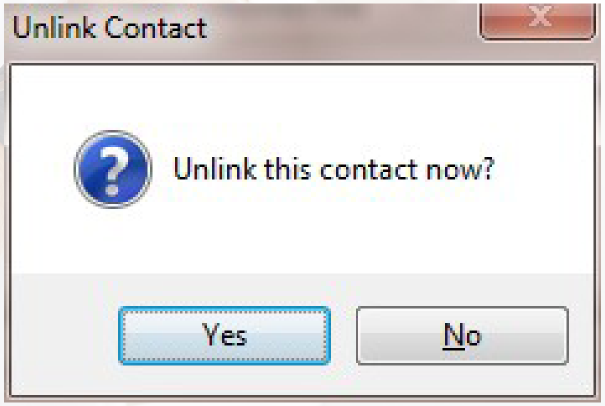
9. Click on the LINK button when you have the appropriate QB Vendor record selected.

UNLINKING AN ACT! RECORD

At some point you may want to unlink an ACT Record from QuickBooks. To unlink a record, simply pull up that record in ACT and click on the appropriate button on the toolbar depending on if it is a Customer record or Vendor record.



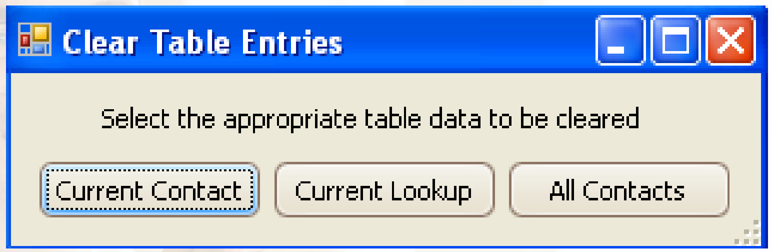
Then click on the LINK button and you will get the following message:



Answer YES and the record will be unlinked. When you unlink a contact all of the QB Sales Total and Related fields will be cleared as well. The next time the QB import runs, the QB Transactions will be cleared for that record as well.

CLEARING DATA ON THE QB TRANSACTION TAB

In some cases you may have linked an ACT record to the wrong customer in QuickBooks, or you deleted a transaction in QB and you need to clear the data in the QB Transactions tab and resync the transaction data. We have added functionality to the Clear Data button. You can access the Clear Data function by going to TOOLS > QSALESDATA IMPORT in ACT. You will get the following options:



Once you clear the data, you can click on the REFRESH FROM QB button or run a Transaction Sync (Tools > QSalesData import) to bring down the data again from QuickBooks.

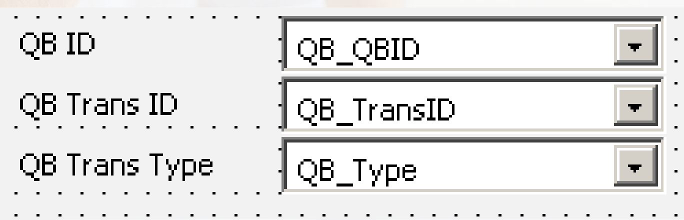
CONVERTING ACT! OPPORTUNITIES TO QB TRANSACTIONS

This new functionality allows the ACT Sales User to create an Opportunity in ACT!, select QuickBooks Items from the ACT! product tab, and when the timing is right, the Opportunity can then be converted to a QB Transaction (Estimate, Invoice, Sales Order, Sales Receipt) with a click of a button.

There is no easy way to update existing ACT Opportunities so they can be converted to QB Transactions. We recommend using this new process for all future Opportunities created.

How to get the Opportunities to QB Transactions process setup on your ACT! system:

1. From ACT, go to Tools > QSalesData Import and click on the Build Fields button, and say YES when prompted.
2. Check the box for Opportunity fields, enter in the ACT login info and click on the BUILD FIELDS button, and the specific Opportunity fields needed for QSalesData will be built.
3. Close out of ACT and go back in after the Build Fields program has completed.
4. Go to Tools > Design Layouts > Opportunity and add the following fields to the Opportunity Layout so you can see them on the Opportunity screen in ACT:

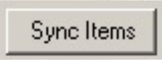


Your ACT! 2010 system is now setup and ready to utilize the new Opportunity to QB Transaction features.

COPYING THE QUICKBOOKS ITEM LIST INTO THE PRODUCT LIST IN ACT!

One of the key components of the process is having your QuickBooks Items listed in the ACT Opportunity Product list. We have a function that copies your QB item list into the ACT Opportunity Product List.

1. From ACT, go to Tools **=>** QSalesData Import.

2. Click on the SYNC ITEMS button 

in the lower right of the window.

3. You will be prompted to Clear the Product list before syncing, we recommend saying YES to this. A status of "Updating ACT! Product List" will appear in the lower left while the QB Items are being copied down to ACT.

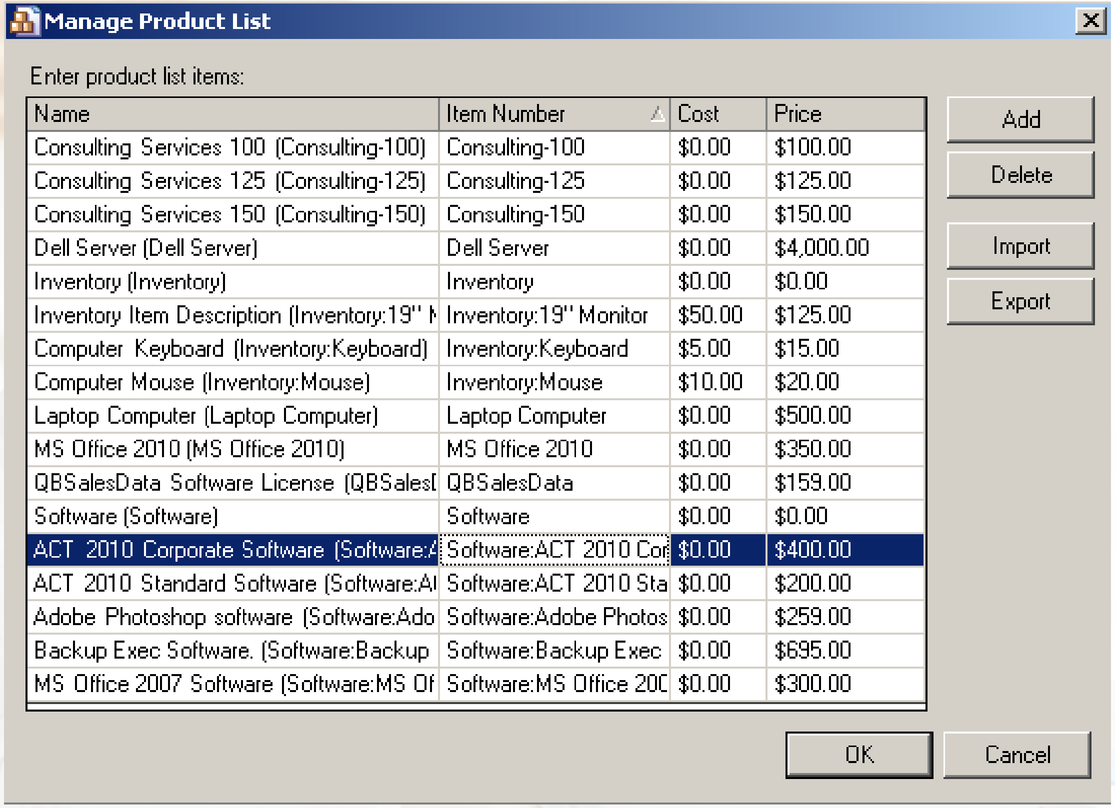
4. When the process is complete, you will get a "Sync Complete" message.

5. When complete, all of your QB items exist within the ACT Products list.

6. To verify, you can go to the Opportunities section of ACT (View > Opportunities). And then go to (Opportunities > Manage Product List) and that will pull up the product list in ACT.

Note: Each time you run the SYNC ITEMS function it will copy down any new QB Items and also make updates to existing QB Items that may have been changed (description, price). The new nightly sync program will also have a checkbox to run the Sync Items every night as well.

Here is what the Product List looks like in ACT with the QB items copied down. Notice that the Item Number, Item Description, and Price came down for all QB Items. If you have Inventory Parts in QuickBooks, then the Cost will also come down into ACT. We include the Item Number at the end of each Description/Name to keep them unique in the ACT product list.

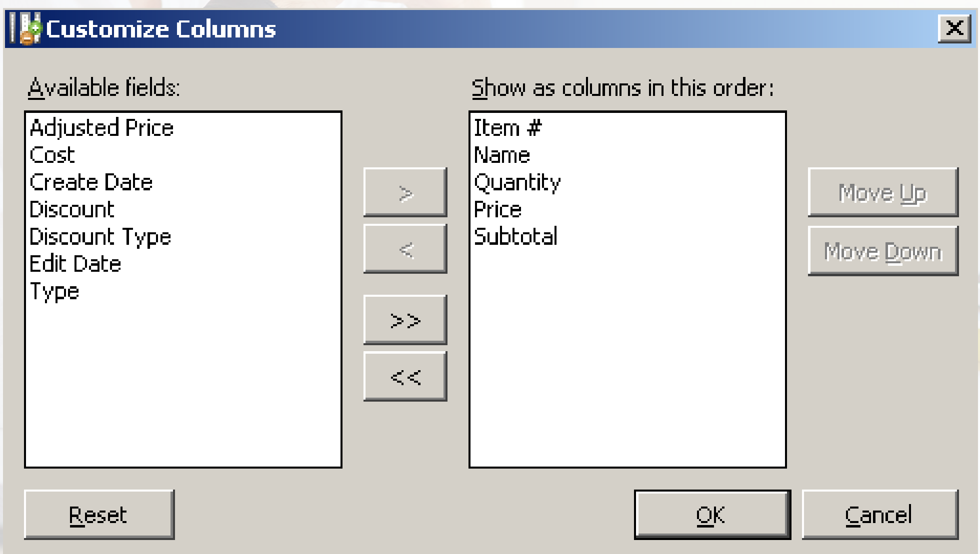


Name	Item Number	Cost	Price
Consulting Services 100 (Consulting-100)	Consulting-100	$0.00	$100.00
Consulting Services 125 (Consulting-125)	Consulting-125	$0.00	$125.00
Consulting Services 150 (Consulting-150)	Consulting-150	$0.00	$150.00
Dell Server (Dell Server)	Dell Server	$0.00	$4,000.00
Inventory (Inventory)	Inventory	$0.00	$0.00
Inventory Item Description (Inventory:19" M	Inventory:19" Monitor	$50.00	$125.00
Computer Keyboard (Inventory:Keyboard)	Inventory:Keyboard	$5.00	$15.00
Computer Mouse (Inventory:Mouse)	Inventory:Mouse	$10.00	$20.00
Laptop Computer (Laptop Computer)	Laptop Computer	$0.00	$500.00
MS Office 2010 (MS Office 2010)	MS Office 2010	$0.00	$350.00
QBSalesData Software License (QBSalesI	QBSalesData	$0.00	$159.00
Software (Software)	Software	$0.00	$0.00
ACT 2010 Corporate Software (Software:A	Software:ACT 2010 Cor	$0.00	$400.00
ACT 2010 Standard Software (Software:AI	Software:ACT 2010 Sta	$0.00	$200.00
Adobe Photoshop software (Software:Ado	Software:Adobe Photos	$0.00	$259.00
Backup Exec Software. (Software:Backup	Software:Backup Exec	$0.00	$695.00
MS Office 2007 Software (Software:MS Of	Software:MS Office 200	$0.00	$300.00

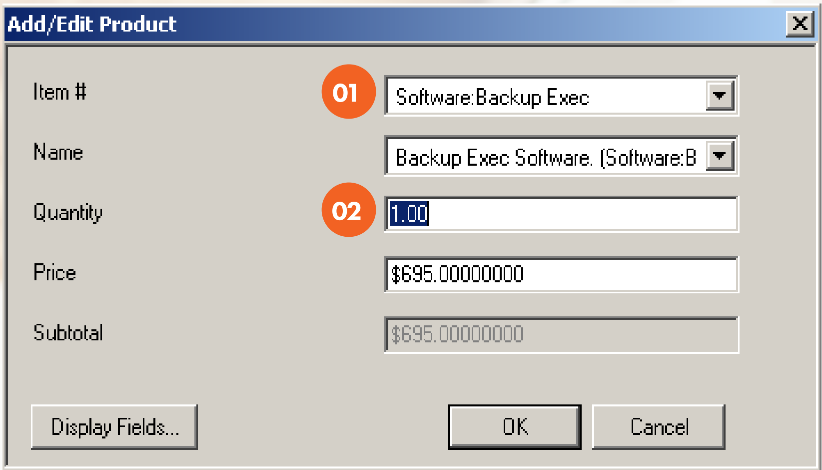
CREATING AN OPPORTUNITY IN ACT! THAT CAN BE CONVERTED TO A QB TRANSACTION

First thing to note is the user/workstation that is creating the opportunity needs to have a QSalesData license in order for the process to work.

1. Pull up the contact in ACT that you want to create an Opportunity for.
2. Go to the Opportunities tab and click on the NEW OPPORTUNITY button
3. ACT will jump you to the New Opportunity screen. If the contact was linked to QuickBooks, than the QB ID number on the Opportunity will be filled in, otherwise it will say NOID.
4. Go to the Products tab of the Opportunity and click on the ADD button.
5. The first time you see this screen, you will have more fields than you need. Click on the DISPLAY FIELDS button to adjust the fields that show up to match the list below:



6. When you click OK, your data entry screen will look like the one below. This should work just fine for most companies

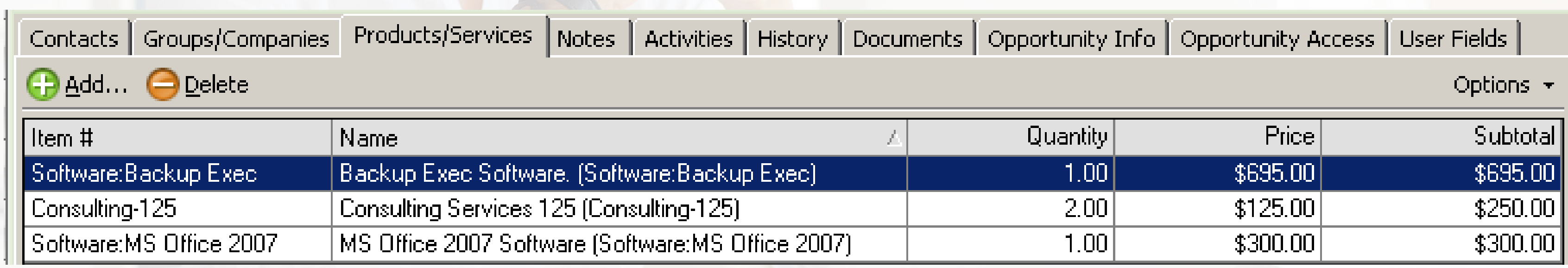


01 SELECT YOUR QB ITEM FROM THE LIST. WHEN YOU HIT TAB, THE NAME AND PRICE WILL AUTO-POPULATE.

01 THEN UPDATE YOUR QUANTITY AND YOU ARE DONE WITH ENTERING THIS PRODUCT IN ACT. THIS IS THE EQUIVALENT TO A LINE ITEM ON AN INVOICE IN QUICKBOOKS.

7. The user can click on the ADD button again on the Products tab to add more line items to the Opportunity.

8. Below is an example of a Products tab that has multiple line items created in ACT.



Item #	Name	Quantity	Price	Subtotal
Software:Backup Exec	Backup Exec Software. (Software:Backup Exec)	1.00	$695.00	$695.00
Consulting-125	Consulting Services 125 (Consulting-125)	2.00	$125.00	$250.00
Software:MS Office 2007	MS Office 2007 Software (Software:MS Office 2007)	1.00	$300.00	$300.00

9. At this point the user can fill out any other fields related to the Opportunity (stage, process, etc) and manage that opportunity. Once the Opportunity is sold, you will be able to convert it to a QuickBooks transaction.

10. If the user wants to generate a quote from ACT, they can use the Create Quote feature (Opportunity > Create Quote). The ACT quote template is pretty limited. If you need more advanced

CONVERTING AN ACT OPPORTUNITY TO A QB TRANSACTION

When the time is right (deal is sold, time to create estimate, etc.) you can quickly convert an Opportunity to a QuickBooks transaction.

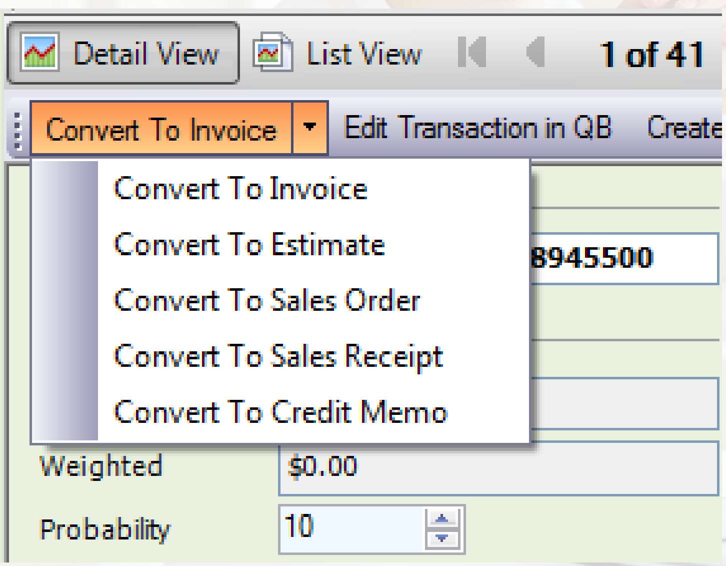
Feature Needs Quickbooks Open

In order to perform this conversion, you need to be on a workstation that has QuickBooks Installed as well as QSalesData. What will normally happen is the Salesperson will create and maintain the Opportunity in ACT, and a back office person that has QuickBooks on their computer will lookup Opportunities that are WON and convert them to QuickBooks transactions.

CONVERTING A SINGLE OPPORTUNITY FROM THE DETAIL VIEW IN ACT!

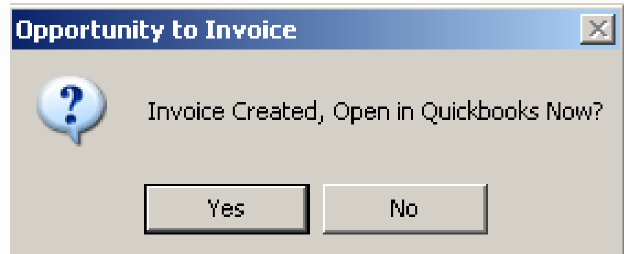
1. Pull up the Opportunity in ACT that needs to be converted.

2. When you are on the Detail view of that opportunity, you will have a QSalesData toolbar with the following options for converting:



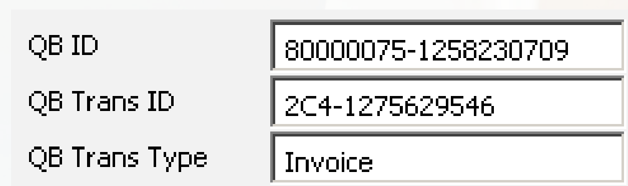
3. Choose the appropriate conversion option.

4. The QB transaction will be created and you will be prompted with the following window:



5. If you choose yes, it will bring up the transaction in QuickBooks that you just created.

6. In addition, the QB Trans ID and QB Trans Type fields are also updated for the opportunity, giving you a record that it was converted and what it was converted to.



7. Once the Opportunity is converted, you can use the on the QSalesData toolbar to pull up the transaction in QuickBooks.

CONVERTING A MULTIPLE OPPORTUNITIES FROM THE OPPORTUNITY LIST VIEW IN ACT!

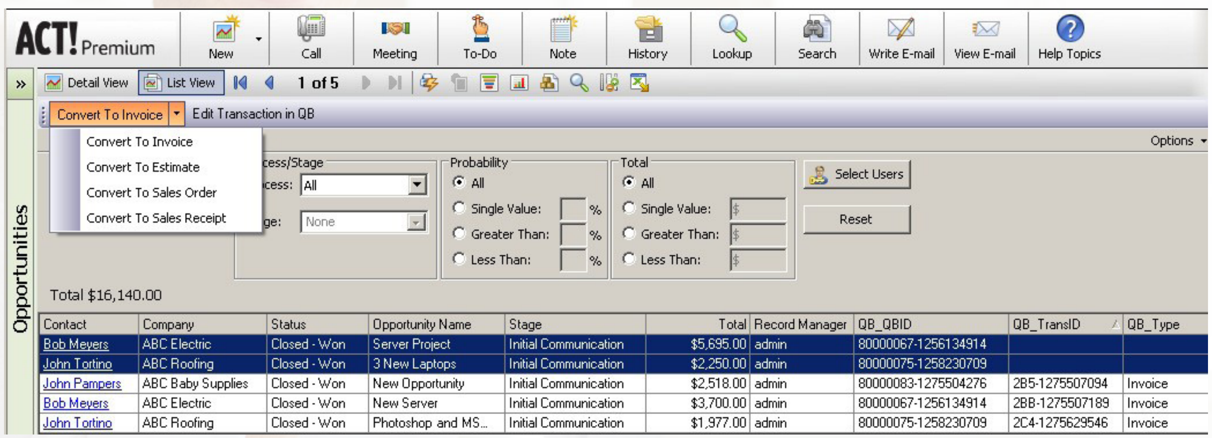
You also have the option of converting a whole chunk of opportunities all at once. You could for example lookup all Opportunities that are WON, but have a blank QB Trans ID or QB Trans Type, meaning they haven't been converted to QB Transactions yet.

Here is how to convert from the Opportunity List:

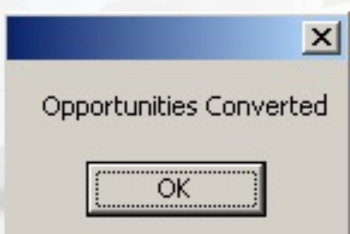
Feature Needs Quickbooks Open

1. Select the Opportunities from the list that you want to convert. Notice the ones in the screen shot below don't have a Trans ID or Trans Type, telling me they have not been converted yet.

2. Click on the CONVERT TO button on the QSalesData toolbar, and select the type of QB Transaction you would like to create.



3. When all of the Opportunities have been converted, you will get the following message:



4. You will see that the Trans ID and Trans Type get filled in for each one created.

5. Once the Opportunities are converted, you can use the on the QSalesData toolbar to pull up the transaction in QuickBooks if necessary.

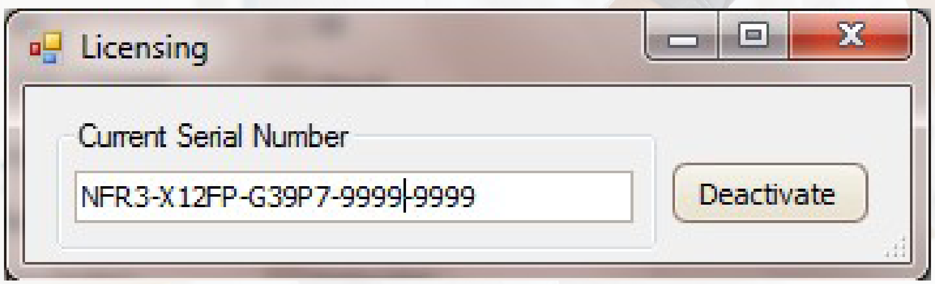
MOVING A QSALESDATA LICENSE TO ANOTHER MACHINE

You may need to move a QSalesData install from one machine to another machine because you are replacing a machine, or you want to give the functionality to a different user.

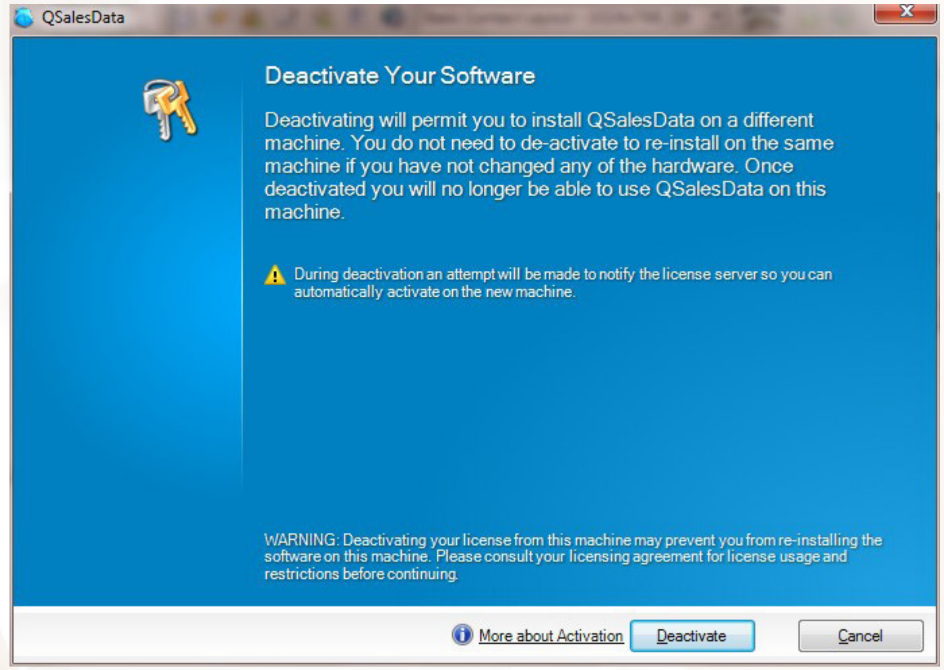
Here are the steps to deactivating a license and moving it to a new machine:

1. Go to the machine that you want to remove QSalesData from

2. In ACT!, go to Tools > QSalesData import and click on the LICENSING button. You will get the following window. Highlight your serial number, and paste it into a document for future reference.



3. Click on the DEACTIVATE button to run the Deactivate process. You will get the following window:



4. Click on the DEACTIVATE button and your serial number will be deactivated on this machine via the Internet. You will get a message saying the license has been deactivated and the serial number will be displayed so you can note it to use it on the new machine.

5. You should go to Control Panel > Add/Remove Programs on the machine and remove the QSalesData program. The serial number can now be used to register QSalesData on another machine.

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