

InstantGMP Materials Import to QuickBooks

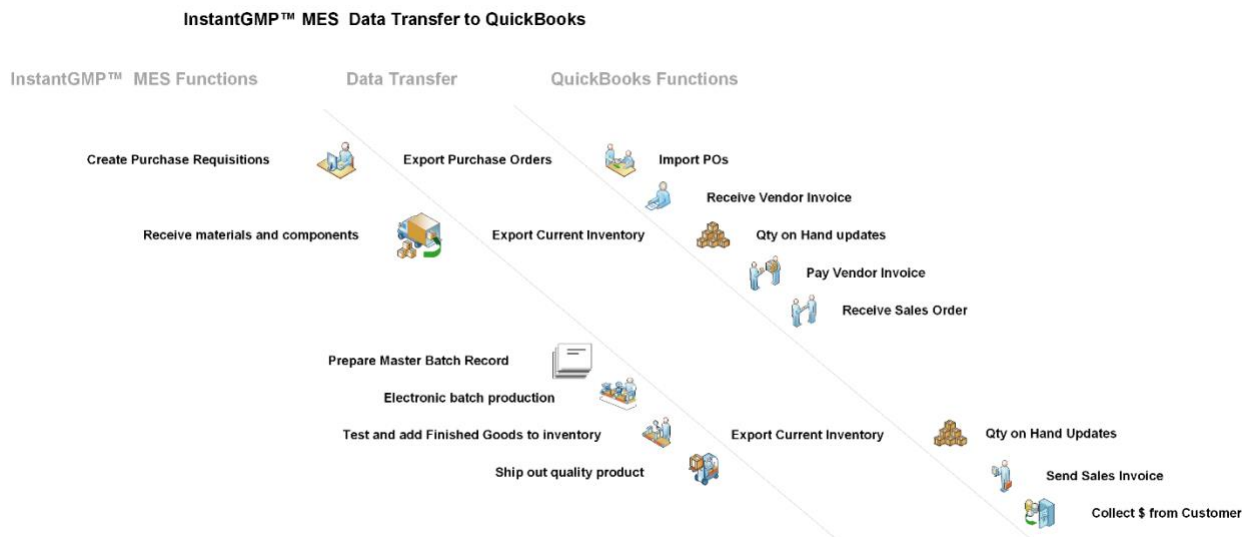
Instructions for transferring data from InstantGMP™ MES to QuickBooks using the InstantGMP Materials Import app

Contents

Overview	1
First-Time Set-Up Activities	2
Purchase Orders Overview	2
Inventory Update Overview	2
System Requirements:	2
Set Up:	2
Installing the InstantGMP Materials Import App	2
Initial Material Data transfer from Quickbooks to InstantGMP	4
Purchase Orders Transfer Instructions	5
Current Inventory Import	8

Overview

InstantGMP™ MES is primarily used to requisition materials, to manage inventory and to manufacture products. Purchase Order information and current inventory levels are transferred to QuickBooks where vendors are paid, sales invoices are created and revenue collections are recorded.



System Requirements:

The InstantGMP Materials Import will work with:

- QuickBooks 2014 and 2015 Premier Edition on Windows 7 and Windows 8.
- QuickBooks 2012 and 2013 Premier Edition on Windows Vista and Windows 7.
- QuickBooks 2010 and 2011 Premier Edition on Microsoft Windows XP and Windows 7.
- QuickBooks 2008 and 2009 Premier Edition on Windows XP.

Set Up

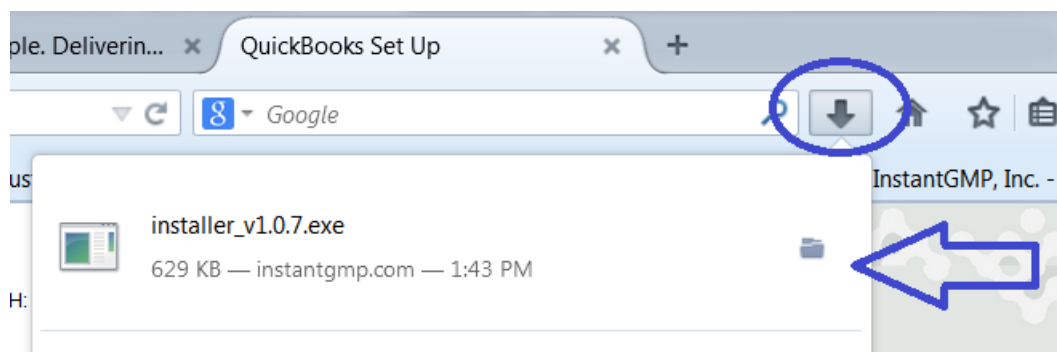
Note: The InstantGMP Materials Import app must be installed on the same computer where your desktop version of QuickBooks is installed. There will be two installations; one for the InstantGMP Materials Import app and another for the QuickBooks SDK toolkit.

Installing the InstantGMP Materials Import App

1. Download the **QB Data Import Installer** file from this web page:
www.instantgmp.com/quickbooks-set-up

Note: this will take a couple of minutes to download.

2. Go to your download list in the browser or folder on your computer and select “installer_v10.10.exe.” Then follow the “install” instructions.

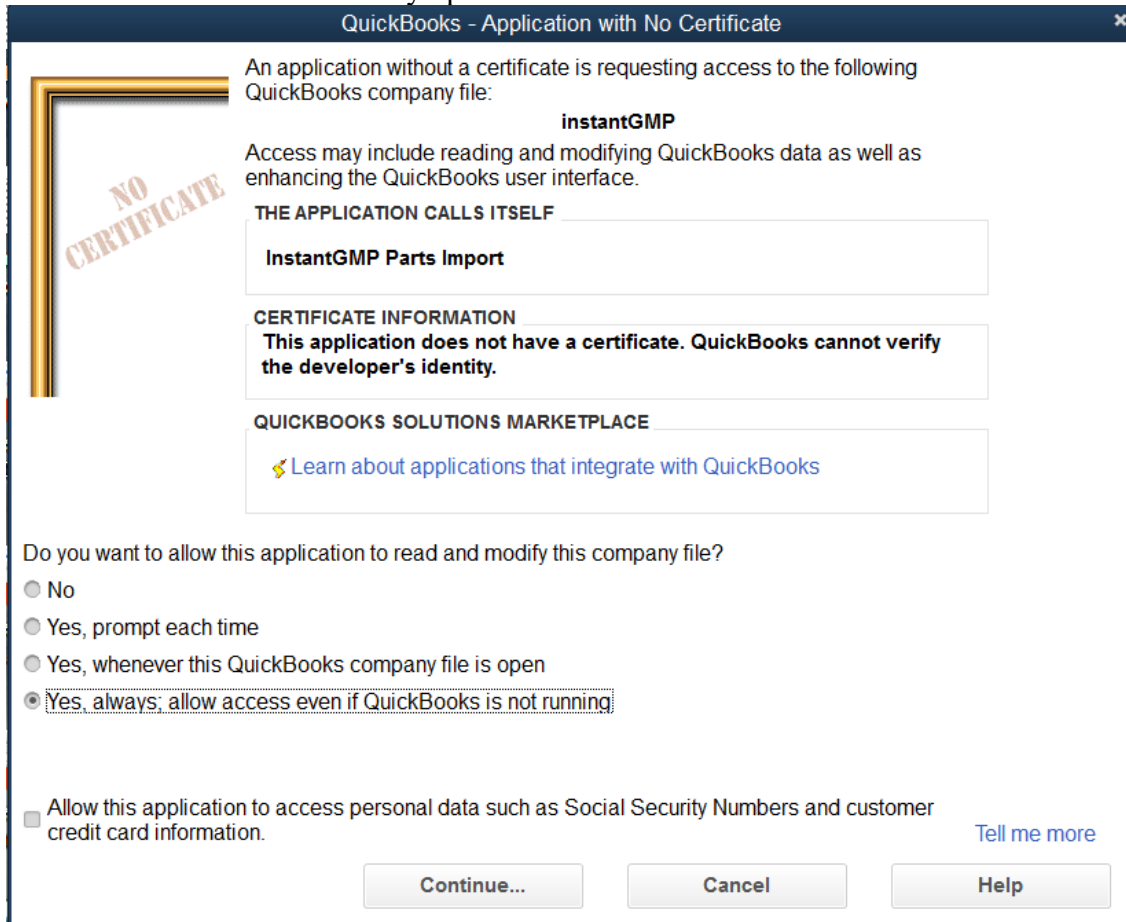


Note: There are two install wizards and the process will take a few minutes, depending on your computer and internet speed.

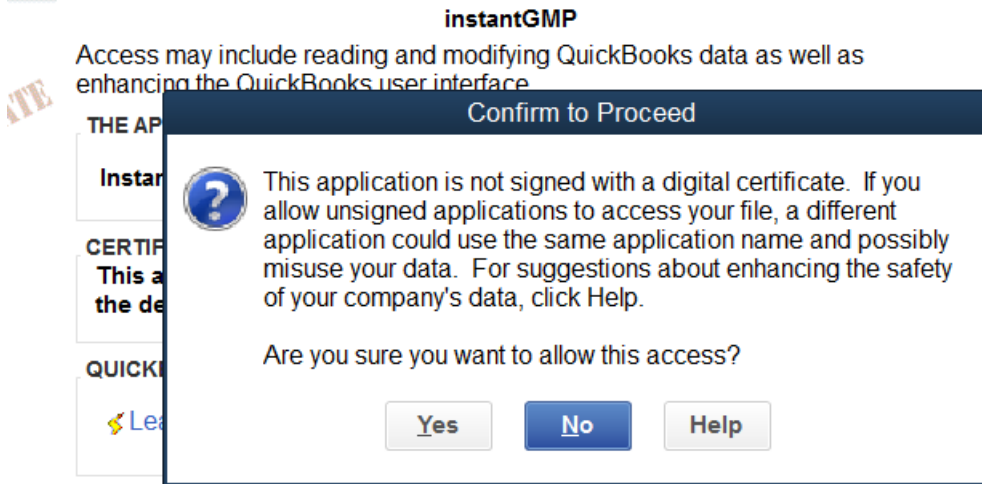
Note: After installation, the “ InstantGMP Materials Import” will appear on your desktop.

3. Open your QuickBooks Desktop on your computer.
4. A pop-up appears. Select “**Yes, always allow access even if QuickBooks is not running.**”

5. Note: You can select any option other than “No”

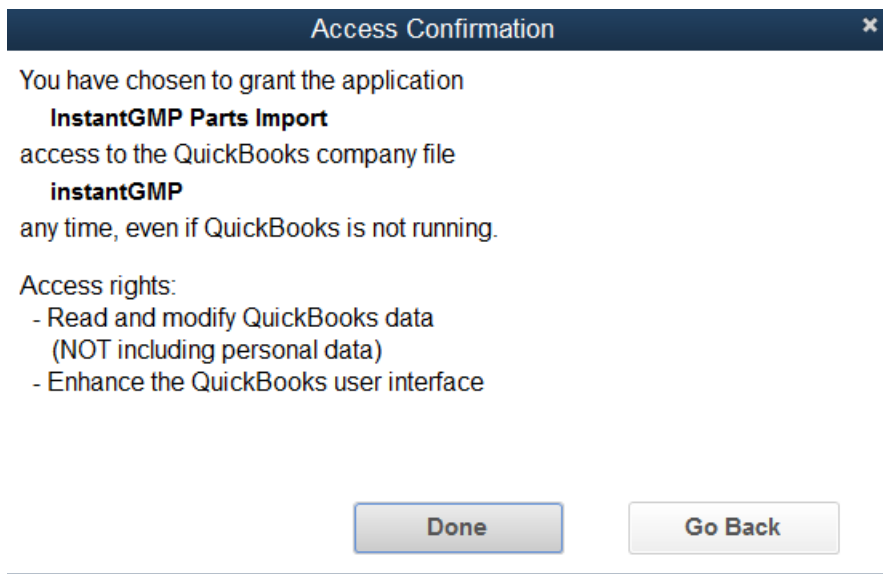


6. Another selection box appears; Select “Yes” for “Are you sure you want to allow this access?”



low this application to read and modify this company file?

7. Select “Done”



Initial Material Data transfer from Quickbooks to InstantGMP

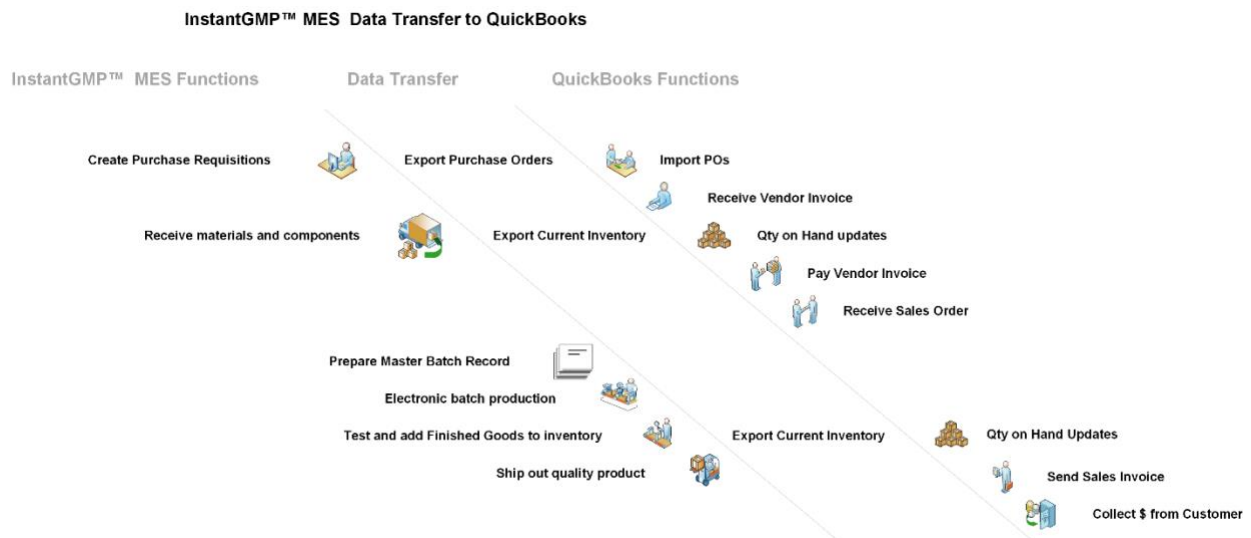
Note: This is done prior to any data entry in your InstantGMP instance and prior to technical training.

1. Ensure the QuickBooks Chart of Accounts includes the following:
 - “Inventory Asset” as an Asset Account
 - "Manufacturing" as a COGS account

2. Export the Items List (Lists >> Item List >> Excel >> Export all Items) and then select “Export.”
3. Submit the Items List Spreadsheet to your InstantGMP Customer Service Representative who will make sure this data is entered into your new InstantGMP™ MES instance.

Note: This list of materials transferred into InstantGMP shall only include unique entries (items, *not assemblies or sub-assemblies*)

Note: After this initial Material import is executed, InstantGMP becomes the primary starting place for entering material data and purchase requisition data into InstantGMP; this data is then exported to the Quickbooks Importer on demand as outlined below.



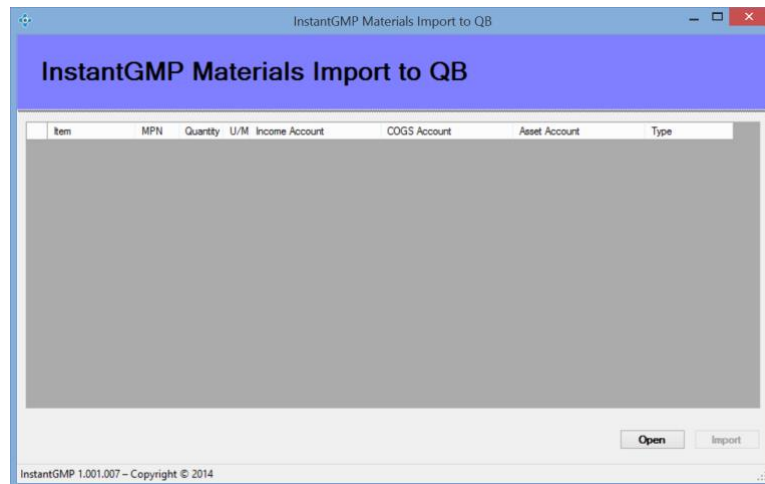
Everyday Data transfers from IGMP to Quickbooks

Purchase Orders Transfer Instructions

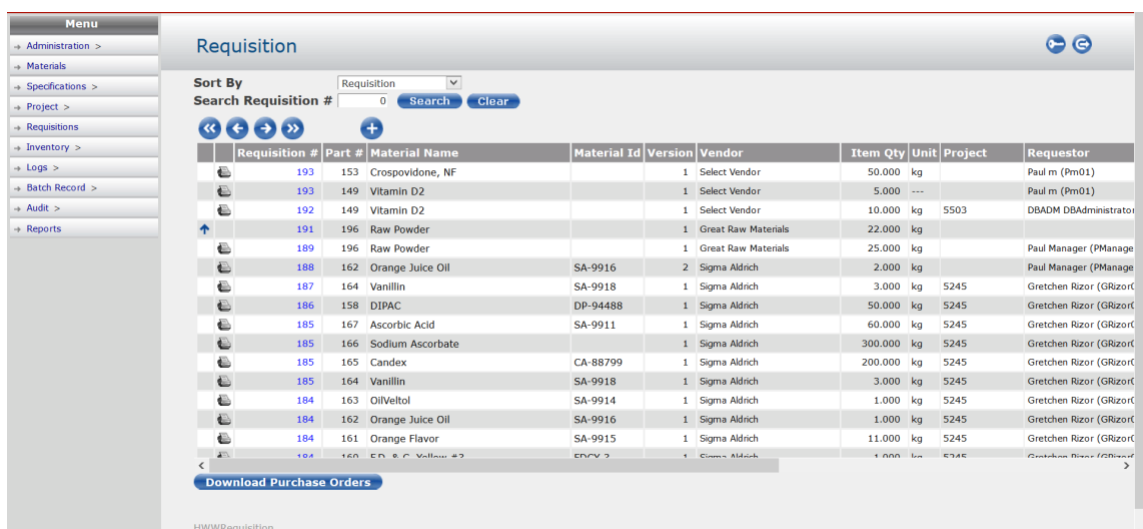
1. Open QuickBooks and then the **InstantGMP Materials Import** app.
2. Open the **InstantGMP Materials Import** app on the same computer as your QuickBooks Desktop.

Note: It is highly recommended that you backup your company file before using the import app for the first time

- When the **InstantGMP Materials Import** app establishes a connection with QuickBooks Desktop, it checks which version of the qbXML specification is supported by the version of QuickBooks that is currently running.
- The InstantGMP Materials Import app will branch and deal intelligently with differences between different versions of the qbXML specification.
- Data will be exported from InstantGMP™ MES in a way in which the business owner can control and edit all data going into QuickBooks.
- During the first use of the **InstantGMP Materials Import** app, the following U/M sets will be installed or updated in QuickBooks: bottle, box, carton, ea, fl oz, ft, g, gal, in, kg, L, lb, m, mg, mL, oz, shipper, tblsp, tsp.
- During the first use of the **InstantGMP Materials Import** app, an Income Account = InstantGMP will be added or updated.

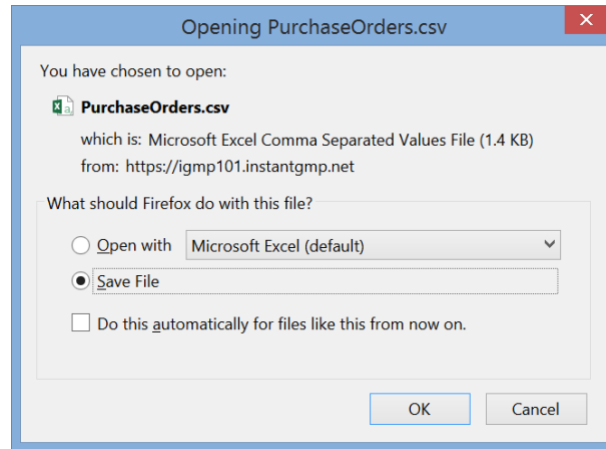


3. Open your InstantGMP™ MES instance (link and credentials provided via email by your Support Specialist) and navigate to the “Requisition” screen.

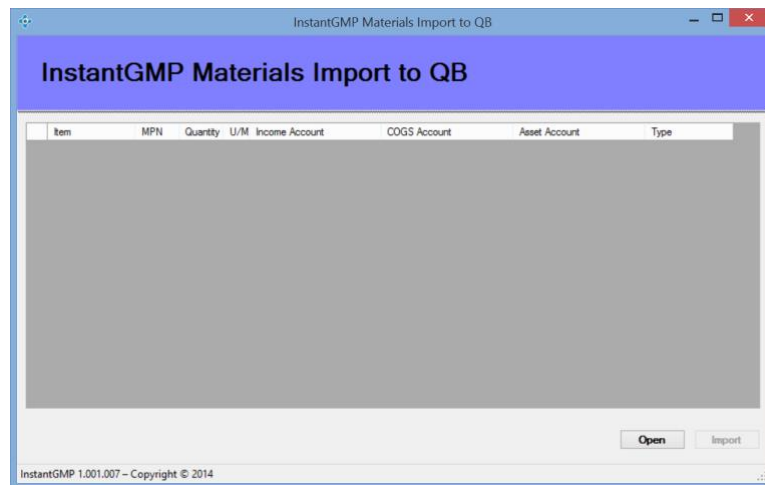


Requisition #	Part #	Material Name	Material Id	Version	Vendor	Item Qty	Unit	Project	Requestor
193	153	Crospovidone, NF		1	Select Vendor	50.000	kg		Paul m (Pm01)
193	149	Vitamin D2		1	Select Vendor	5.000	---		Paul m (Pm01)
192	149	Vitamin D2		1	Select Vendor	10.000	kg	5503	DBADM DBAdministrator
191	196	Raw Powder		1	Great Raw Materials	22.000	kg		
189	196	Raw Powder		1	Great Raw Materials	25.000	kg		Paul Manager (PManage)
188	162	Orange Juice Oil	SA-9916	2	Sigma Aldrich	2.000	kg		Paul Manager (PManage)
187	164	Vanillin	SA-9918	1	Sigma Aldrich	3.000	kg	5245	Gretchen Rizer (GRizer)
186	158	DIPAC	DP-94488	1	Sigma Aldrich	50.000	kg	5245	Gretchen Rizer (GRizer)
185	167	Ascorbic Acid	SA-9911	1	Sigma Aldrich	60.000	kg	5245	Gretchen Rizer (GRizer)
185	166	Sodium Ascorbate		1	Sigma Aldrich	300.000	kg	5245	Gretchen Rizer (GRizer)
185	165	Candex	CA-88799	1	Sigma Aldrich	200.000	kg	5245	Gretchen Rizer (GRizer)
185	164	Vanillin	SA-9918	1	Sigma Aldrich	3.000	kg	5245	Gretchen Rizer (GRizer)
184	163	OilVeltol	SA-9914	1	Sigma Aldrich	1.000	kg	5245	Gretchen Rizer (GRizer)
184	162	Orange Juice Oil	SA-9916	1	Sigma Aldrich	1.000	kg	5245	Gretchen Rizer (GRizer)
184	161	Orange Flavor	SA-9915	1	Sigma Aldrich	11.000	kg	5245	Gretchen Rizer (GRizer)
184	160	FD & C Yellow #2	FDY 2	1	Sigma Aldrich	1.000	kg	5245	Gretchen Rizer (GRizer)

- Click the “Download Purchase Orders” button. A dialog box will open:



- Save the file to a convenient location on your computer.
- Go to the **InstantGMP Materials Import** app on your desktop and click the “Open” button.



- Open the file that was just saved and click the “Import” button.
- The InstantGMP Materials Import app can add purchase order requisition information into the QuickBooks Desktop with the following information: P.O Vendor, P.O. Number, Item, Description, Quantity, Unit of Measure, Rate, Customer, Type, Income Account
 - During import, the InstantGMP Materials Import app will check to see if the P.O. No. is unique and does not yet exist in QuickBooks. If it does exist, it will skip the import of that P.O. No information.
 - The PO import function will have the ability to determine if an inventory part is new to QuickBooks.

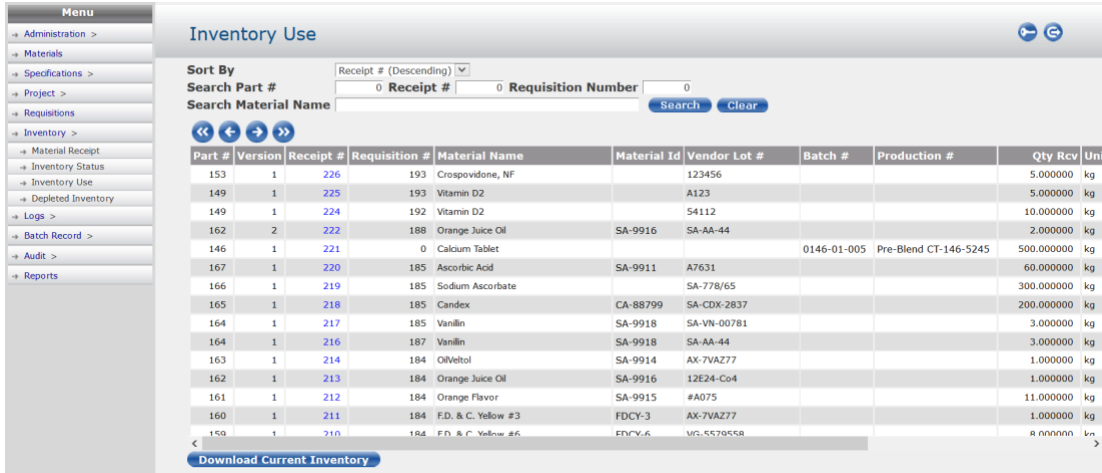
- If so, it will add the new inventory items with data such as P.O Vendor, P.O. Number, Item, Description, Quantity, Unit of Measure, Rate, Customer, Type, Income Account, COGS Account with default of Manufacturing, Asset Account with default of Inventory Asset
- The import function will display the item name, and allow the other fields to be edited prior to import.
- If any Unit of Measure or Income Account is not already in the QuickBooks desktop, the import function will add them.
- If any Vendor is not already in QuickBooks, the import function will add them.
- If the Customer Name is blank in the import spreadsheet, it will import the row without a Customer Name
- If the rate is blank in the import spreadsheet, it will use the rate associated with the item to fill in the rate in the QuickBooks Purchase Order
- If the amount is blank in the import spreadsheet, it will use the rate associated with the item to fill in the rate in the QuickBooks Purchase Order and have QuickBooks fill in the amount
- When errors in importing occur, error messages will be displayed which indicate what caused the error.
- A notification will appear when new inventory items or inventory assemblies have been added in QuickBooks since the last import.

Current Inventory Import

1. Open QuickBooks Desktop
 - QuickBooks must be open before the **InstantGMP Materials Import** app can run.
 - It is highly recommended that you backup your company file before using the import app for the first time.
2. On the same computer, open the **InstantGMP Materials Import** app.

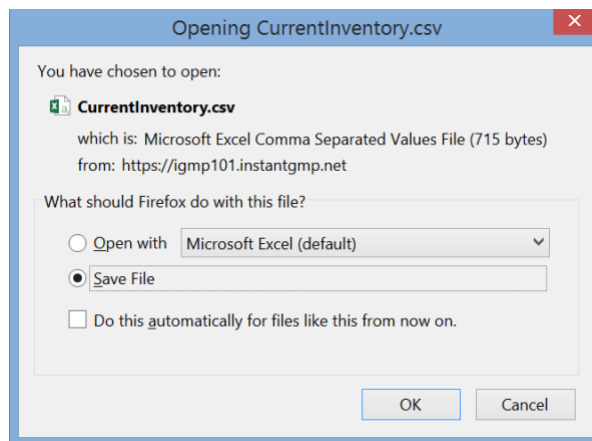


- Open your InstantGMP™ MES and navigate to the “Inventory Use” screen.



Part #	Version	Receipt #	Requisition #	Material Name	Material Id	Vendor Lot #	Batch #	Production #	Qty Rcv	Unit
153	1	226	193	Crospovidone, NF		123456			5.000000	kg
149	1	225	193	Vitamin D2		A123			5.000000	kg
149	1	224	192	Vitamin D2		54112			10.000000	kg
162	2	222	188	Orange Juice Oil	SA-9916	SA-AA-44			2.000000	kg
146	1	221	0	Calcium Tablet			0146-01-005	Pre-Blend CT-146-5245	500.000000	kg
167	1	220	185	Ascorbic Acid	SA-9911	A7631			60.000000	kg
166	1	219	185	Sodium Ascorbate		SA-778/65			300.000000	kg
165	1	218	185	Candex	CA-88799	SA-CDX-2837			200.000000	kg
164	1	217	185	Vanillin	SA-9918	SA-VN-00781			3.000000	kg
164	1	216	187	Vanillin	SA-9918	SA-AA-44			3.000000	kg
163	1	214	184	OrNitol	SA-9914	AX-7VAZ77			1.000000	kg
162	1	213	184	Orange Juice Oil	SA-9916	12E24-Co4			1.000000	kg
161	1	212	184	Orange Flavor	SA-9915	#A075			11.000000	kg
160	1	211	184	F.D. & C. Yellow #3	FDCY-3	AX-7VAZ77			1.000000	kg
150	1	210	184	F.D. & C. Yellow #6	FDCY-6	MG-5578558			8.000000	kg

- Click the “Download Current Inventory” button. A dialog box will open:



- Save the file to a convenient location on your computer.
- Go to the InstantGMP Materials Import app and click the “Open” button.



7. Open the file that was just saved and click the “Import” button.
- During the first use of the InstantGMP Materials Import app, the following income account will be added or updated: InstantGMP Account
 - The import function will have the ability to determine if an inventory part is new to QuickBooks.
 - If so, it will add the new inventory items with data such as Item, Material Part #, Quantity on Hand, Unit of Measure, Income Account and Type.
 - The import function will display the item name, and allow the other fields to be edited prior to import.
 - If any Unit of Measure or Income Account is not already in the QuickBooks desktop, the import function will add them.
 - If any Vendor is not already in QuickBooks, the import function will add them.
 - The import function will have the ability to identify existing Inventory Parts in QuickBooks and update the Quantity on Hand.
 - A notification will appear that new inventory items have been added in QuickBooks since the last import.