

McWilliams & Associates Inc.

QuickBooks® Accounting Software Training

Transaction Pro Importer

Presented by:

Bonnie Nagayama, CPA

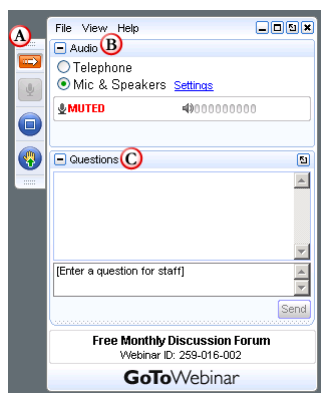
925-247-0100 x 106

Bonnie@AccountingSoftwareSecrets.com



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Using GoToWebinar (Basics)



A To minimize (or expand) the control panel, click on the orange box with the white arrow.

B Choose Telephone (then the call in information will appear) or listen via your computer speakers

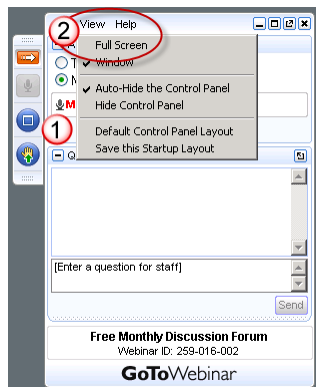
C Please submit questions via the Q&A box.

Note all attendees are muted.



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Using GoToWebinar (Full Screen)



1 Click on the circle with the full screen icon (it switches to two windows if you want to switch it back)

2 To switch to via the presentation via Full Screen:

- Expand the control panel, if necessary
- Click on View on the top menu
- Click on Full Screen



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Agenda

- Introduction and Housekeeping
- Overview of the App Center
 - What it is
 - Why Intuit Anywhere
 - How it helps grow your practice
- Now to the Product
 - Getting Started
 - Using the App
 - Getting Help
- Wrap Up and Q&A



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Accounting Software Secrets for your Business

Speaker Bio – Bonnie Nagayama, CPA

- **Founded McWilliams & Associates in 1992, exclusive Intuit focus since 1997**
- **“Clients” are QB Professionals which we work with directly and via their clients**
- **Weekly Tips & Tricks Newsletter**
- **Monthly FREE Discussion Forum**
- **Intuit Premier Reseller**
- **Advanced Certified ProAdvisor**
- **Intuit’s Trainer/Writer Network Member**
- **Intuit IPP Advisory Council Member**
- **Sleeter Group Consultant Network Member**
- **Sleeter Developer Advisory Panel Member**



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Speaker Bio – Karen Magno

Karen Magno has been supporting users of the Transaction Pro products since 2006. Karen is both a QuickBooks Certified Pro Advisor as well as a QuickBooks Online certified ProAdvisor. Karen’s passion is to show users how they can eliminate data entry so they can free up their time on more important aspects of their business. She regularly posts tips and tricks on how users can get the most out of these products on the Transaction Pro blog at <http://blog.transactionpro.com/>. In her free time Karen enjoys taking her Cocker Spaniel, Charlie, on walks, obtaining new gadgets, listening to music and reading.



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Housekeeping

- If you would like CPE credit for this course, you will need to
 - Be on the call at least 50 minutes AND
 - Answer ALL three of the polling questions
 - Your CPE certification will be emailed as a PDF in 2-3 weeks
- This session will be recorded and available via <http://www.growyourpracticeapps.com/>
- The handouts are available via the link in the reminder email, or via <http://www.accountingsoftwaresecrets.com/intuit-app-center-webinars>



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Save The Dates

9 AM Pacific/10 AM Mountain/11 AM Central/12 PM Eastern

Sign Up: <http://www.growyourpracticeapps.com>

- Thursday, September 19, 2013 – FG Receivables
- Thursday, October 17, 2013 – SmartVault
- Thursday, November 21, 2013 – Agiliron
- The dates have been chosen, but the apps have not!
 - Thursday, December 19, 2013
 - Thursday, January 16, 2014
 - Thursday, February 20, 2014


Sign Up: <http://www.accountingsoftwaresecrets.com/intuit-app-center-webinars>




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Current Webinar Series


9 AM Pacific/10 AM Mountain/11 AM Central/12 PM Eastern
Sign Up: <http://www.growyourpracticeapps.com>




- **Tsheets: Time Tracking and Reporting**




- **Inventory Management with SOS Inventory**



- **Time Tracking with eBillity Time Tracker**




- **eCommerce Integration with eCC Cloud**



- **Concur Expense Reporting for Small Business**

Sign Up: <http://www.accountingsoftwaresecrets.com/intuit-app-center-webinars>



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Previous Recordings

Access via: <http://www.growyourpracticeapps.com/>



- **Monday, July 9, 2012**



- **Wednesday, July 11, 2012**



- **Thursday, July 12, 2012**



- **Friday, July 13, 2012**

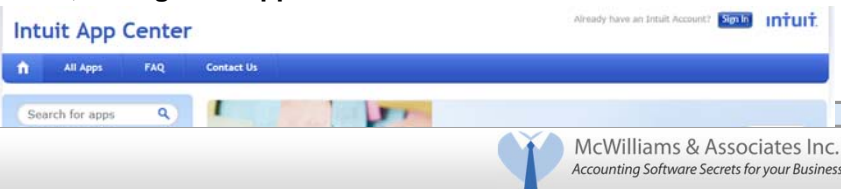
Also available via <http://www.accountingsoftwaresecrets.com/intuit-app-center-webinars>



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What is the App Center?

- Intuit's app store to find web and mobile apps that work with QuickBooks
 - Apps work with QuickBooks Online or QuickBooks Desktop
 - Every app on Intuit App Center has passed a technical, security, and marketing review by Intuit
- Find Intuit-built apps and 3rd party partner apps
- Access Intuit App Center on the web at <http://appcenter.intuit.com>
 - Or, through the App Center button on QuickBooks Desktop
 - Or, through the App Center tab in QuickBooks Online



Why Intuit Anywhere?

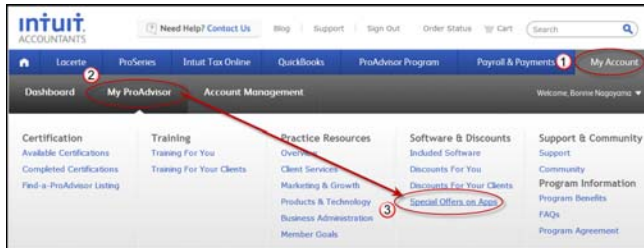
- Intuit Anywhere is the recommended way for apps to integrate with QuickBooks
- One sync process to send QuickBooks data to the Intuit servers so that it can work with multiple web and mobile apps
 - Users 'authorize' each app to work with their QuickBooks data
- Improved User Experience
 - You choose how to access: Intuit App Center, QuickBooks, or the developer site
 - Intuit has provided guidelines for a consistent experience
 - The apps undergo an Intuit review prior to being listed
 - The app card has user content including Advisor reviews



Additional Benefit for ProAdvisors

• **How to get information about integrated applications**

- Go to <http://www.qbadvisor.com/>
- Login using your User ID and Password
- Click on the My Account tab at the top
- Hover over My ProAdvisor then choose Special Offers on Apps



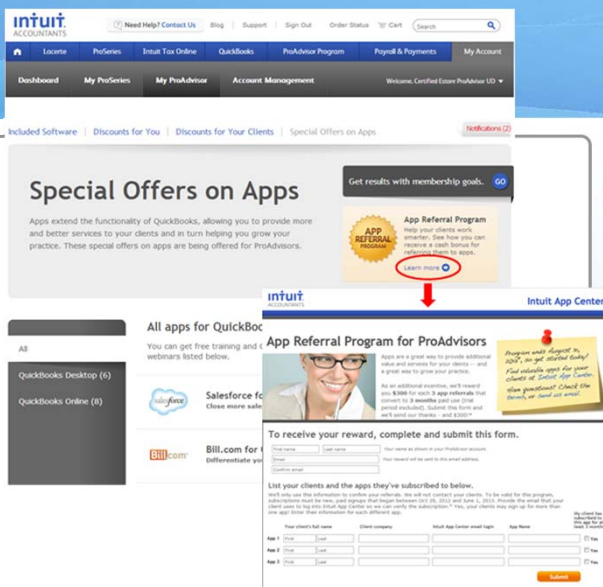
- Click the "+" next to an app to see the special offers. There are also referral incentives by some developers and Intuit.



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\$300 Reward!

- **Must be a ProAdvisor**
- **Refer 3 Apps via Intuit App Center**
- **For new, paid sign ups from 10/28/2012 – 12/31/2013**
- **Client pays for 3 months (each client can count for multiple apps)**
- **You submit the form**
- **Intuit confirms and provides the reward**



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How It Helps Grow Your Practice

- Discuss with the client how it will benefit them
- Consider using product yourself for experience
- How will it be implemented? (Leverage others?)
- Consider value pricing (systems, processes)
- Maybe a “menu” makes more sense for you?
- Include services, reports, meetings, other deliverables
- What makes you different?



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Transaction Pro

EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Growing your Practice with QBO and Transaction Pro

Transaction Pro Importer
<http://transactionpro.com/>

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Transaction Pro

EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Agenda:

- Introduction to Transaction Pro Importer for QuickBooks Online
- Who is Baystate Consulting?
- Product Demo
- Case Studies
- Transaction Pro Partner Network

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Excel Files

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Bank/Credit Card Statements



Time Activities




Shopping Carts

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 **Transaction Pro**
EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

- Be a hero to your client by eliminating data entry
- Affordable pricing starts at \$24.99/month for up to three users and unlimited transactions
- Convince your clients to move to QuickBooks Online as you can use TPI for integration between third party software and QuickBooks Online.
- Move more of your practice online

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Why Transaction Pro?

- Third party integration with QuickBooks products since 2002
- Products for sale since 2005
- Over 20,000 satisfied customers
- Niche Product – subscribe to one product to do all of your imports

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Why Transaction Pro?

- With over 20,000 customers we have the experience to build tools that are both powerful and easy to use
- Transaction Pro Importer for QuickBooks Online has been on the App Center for over two years have imported over 3 million transactions

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

What Can I Import?

- | | |
|---------------------|------------------|
| Bills | Items |
| Bill Payments | Journal Entries |
| Checks | Receive Payments |
| Credit Card Charges | Sales Receipts |
| Customers | Time Activities |
| Estimates | Vendors |
| Invoices | |

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LIVE DEMO – INVOICE IMPORT

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LIVE DEMO – JOURNAL ENTRY IMPORT

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Common Uses of Transaction Pro?

- Commission checks calculated in another system
- Credit Card Charges from banks that do not have Online Banking
- Invoices and Sales Receipt transactions from Shopping Carts
- Payroll Journal Entries
- Journal Entries from Point of Sale Systems or other back end software
- Time Activities from other applications that do not have a way of importing into QuickBooks Online

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Where Can a Consultant Add Extra Value?

- Interview your client and find out all the areas where they are doing manual entry
- Contact their vendors to see if they can provide your clients with flat files
- If necessary write an Excel Macro
- Perform a test of a few transactions and run multiple financial reports to make sure everything was recorded properly
- Train your clients on how to do the recurring imports and set best practices

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How do I get started?

- Sign up for the ProAdvisor three month trial that can be used with any QuickBooks Online company file
- Or start a 30 day free trial so you can start recommending this powerful tool to your clients

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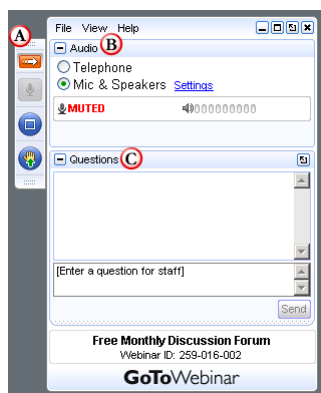
EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Transaction Pro Consultant's Network

- We refer all of our clients that need assistance with QuickBooks or Transaction Pro products to our Partner Page at <http://partner.transactionpro.com/>
- Software, training and priority support are also included

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Q & A



A To minimize (or expand) the control panel, click on the orange box with the white arrow.

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 - Answer ALL three of the polling questions
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- This session will be recorded and available at <http://www.growyourpracticeapps.com/> and <http://www.accountingsoftwaresecrets.com/intuit-app-center-webinars>
- Following the webinar, there will be a brief survey. We appreciate your feedback!
- On the survey you can also indicate your interest for more info.



McWilliams & Associates Inc.
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Wrap Up

Thanks so much for attending!


Sign up for our free weekly QuickBooks Tips and Tricks email update filled with time saving suggestions for using QuickBooks more effectively.

Bonnie Nagayama, CPA
925-247-0100 x 106


Bonnie@AccountingSoftwareSecrets.com





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APPENDIX
SCREEN SHOTS – INVOICE IMPORT




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When logged into QuickBooks Online access the Transaction Pro Importer App from upper right hand corner of you web browser





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Welcome to Transaction Pro Importer for QuickBooks Online

With just a few steps you can import transactions and lists into your QuickBooks Online file. For a list of supported import types, click [Help](#) on the upper right drop-down menu and choose [Help for Transaction Pro Importer](#).

Before importing your Excel file:

1. Download this [sample file](#) and use it as a template. Each sheet in the file corresponds to a list or transaction type in QuickBooks Online.
2. Be sure your column headers are in the first row.
3. You can map your fields on the next screen if your column headers do not match up with the QuickBooks fields.

Having trouble or need help? [Get Support](#) | Watch a 2 minute training video of how it works: [Watch Video](#)

Having trouble uploading your file? Your session may have timed out. [Refresh/Reload This Page](#)

Select a File to Upload:

Import File Requirements:


- Excel 2007-2010 (.xls, .xlsx, .xlsm)
- Excel 97-2003 (.xls)
- CSV Comma Separated Text (.csv, .txt)
- 2MB or 1,000 rows maximum size

No File

[Select File](#) [Upload File](#)

Google Chrome browser users may experience longer file upload times. For best performance, use [Firefox](#) or [Internet Explorer](#)

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QuickBooks Field	Import Column	Default Value
RefNumber	Invoice Number	
Customer	Customer	
TxnDate	Date	
DueDate	Select Field	
ShipDate	Select Field	
ShipMethodName	Select Field	
ShipMethodId	Select Field	
SalesTerm	Select Field	
BillAddrLine1	Street	
BillAddrLine2	Select Field	


[Field Match](#) [Save Map](#) Map saved successfully.

Data Mapped to QuickBooks Online

The grid below displays the data that will be imported into QuickBooks Online. Review this grid carefully as it represents the data that will be imported into QuickBooks online when the import button is clicked.

<input type="checkbox"/>	RefNumber	Customer	TxnDate	DueDate	ShipDate	ShipMethodName	ShipMethodId	SalesTerm	BillAddrLine1	BillAddrLine2	BillAddrLine3	BillAddrLine4	BillAddrLineCity	BillAddrLineState	BillAddrLinePostalCode
<input type="checkbox"/>	1835	Karen Jones	8/1/2013						18 Old Harbor Rd				Mashpee	MA	12345
<input type="checkbox"/>	1835	Karen Jones	8/1/2013						18 Old Harbor Rd				Mashpee	MA	12345
<input type="checkbox"/>	1835	Karen Jones	8/1/2013						18 Old Harbor Rd				Mashpee	MA	12345
<input type="checkbox"/>	1836	Darla Smith	8/2/2013						18 Main St				Mashpee	MA	12345
<input type="checkbox"/>	1836	Darla Smith	8/2/2013						18 Main St				Mashpee	MA	12345
<input type="checkbox"/>	1836	Darla Smith	8/2/2013						18 Main St				Mashpee	MA	12345

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Data Mapped to QuickBooks Online


The grid below displays the data that will be imported into QuickBooks Online. Review this grid carefully as it represents the data that will be imported.

<input type="checkbox"/>	RefNumber	Customer	TxnDate	DueDate	ShipDate	ShipMethodName	ShipMethodId	SalesTerm	BillAddrLine1
<input type="checkbox"/>	1835	Karen Jones	8/1/2013						18 Old Harbor Rd
<input type="checkbox"/>	1835	Karen Jones	8/1/2013						18 Old Harbor Rd
<input type="checkbox"/>	1835	Karen Jones	8/1/2013						18 Old Harbor Rd
<input type="checkbox"/>	1836	Darla Smith	8/2/2013						18 Main St
<input type="checkbox"/>	1836	Darla Smith	8/2/2013						18 Main St
<input type="checkbox"/>	1836	Darla Smith	8/2/2013						18 Main St

NOTE: Clicking import below will change your data in QBO. Be sure the grid above has the data you wish to import before clicking the import button below.

Tip: Using sub-product/services in QuickBooks and your import file? Be sure to specify in this format: ProductsWidget A where Products is the the product/service and Widget A is the sub-product/service

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS


Transaction Pro Importer Options

- Let QuickBooks Auto-Assign Estimate Numbers
- Let QuickBooks Auto-Assign Invoice Numbers
- Let QuickBooks Auto-Assign Journal Entry Numbers
- Let QuickBooks Auto-Assign Sales Receipt Numbers
- Enable Account Numbers on Transactions
- Update address on Customer/Vendor during transaction import

Before checking the options below, read the help file to understand what they do.

- Cross reference customer name with resale number on sales transactions
Applies to: Estimates, Invoices, Receive Payments, Sales Receipts
- Cross reference vendor name with account number on purchase transactions
Applies to: Bills, Bill Payments, Checks (to vendors only)

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Data Mapped to QuickBooks Online

The grid below displays the data that will be imported into QuickBooks Online. Review this grid.


<input checked="" type="checkbox"/>	RefNumber	Customer	TxnDate	DueDate	ShipDate	ShipMethodName	ShipMeth
<input checked="" type="checkbox"/>	1835	Karen Jones	8/1/2013				
<input checked="" type="checkbox"/>	1835	Karen Jones	8/1/2013				
<input checked="" type="checkbox"/>	1835	Karen Jones	8/1/2013				
<input checked="" type="checkbox"/>	1836	Daria Smith	8/2/2013				
<input checked="" type="checkbox"/>	1836	Daria Smith	8/2/2013				
<input checked="" type="checkbox"/>	1836	Daria Smith	8/2/2013				

<

NOTE: Clicking import below will change your data in QBO
Be sure the grid above has the data you wish to import before clicking the import button below.

Tip: Using sub-products/services in QuickBooks and your import file? Be sure to specify in this form Products:Widget A where Products is the the product/service and Widget A is the sub-product/sen

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SCREEN SHOTS – CHECK IMPORT

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Select a File to Upload:

Import File Requirements

- Excel 2007-2010 (.xls, .xlsx, .xlsm)
- Excel 97-2003 (.xls)
- CSV Comma Separated Text (.csv, .txt)
- 2MB or 1,000 rows maximum size

Import File.xlsx


Uploaded File:

Import File.xlsx Worksheet: Checks\$

Select Import Type:

Select Import Type:

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QuickBooks Field	Import Column	Default Value
RefNumber *	Rep ID	
BankAccount *	Select Field	1050
Vendor *	Rep ID	
TxnDate	Date	
AddressLine1	Select Field	
AddressLine2	Select Field	
AddressLine3	Select Field	
AddressLine4	Select Field	
AddressCity	Select Field	
AddressState	Select Field	
AddressPostalCode	Select Field	
Msg	Select Field	
ToBePrinted	Select Field	Y
ExpenseAccount	Select Field	5001
ExpenseAmount	Amount	
ExpenseDescription	Select Field	
ExpenseClass	Select Field	
ExpenseBillableStatus	Select Field	
ExpenseBillableEntity	Select Field	
LineItem	Select Field	
LineDesc	Select Field	
LineQty	Select Field	
LineUnitPrice	Select Field	

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Data Mapped to QuickBooks Online


The grid below displays the data that will be imported into QuickBooks Online. [Rev](#)

<input checked="" type="checkbox"/> Import	RefNumber	BankAccount	Vendor	TxnDate	AddressLine1
<input checked="" type="checkbox"/>	101	1050	101	8/1/2013	
<input checked="" type="checkbox"/>	102	1050	102	8/1/2013	
<input checked="" type="checkbox"/>	103	1050	103	8/1/2013	
<input checked="" type="checkbox"/>	104	1050	104	8/1/2013	

NOTE: Clicking import below will change your data in QBO
 Be sure the grid above has the data you wish to import before clicking the import button
 Tip: Using Account Numbering in QuickBooks and your import file?
 Be sure to click Options/Enable Account Numbers on Transactions

Start Over Options Import

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EASILY IMPORT TRANSACTIONS AND LISTS INTO QUICKBOOKS

Transaction Pro Importer Options


- Let QuickBooks Auto-Assign Estimate Numbers
- Let QuickBooks Auto-Assign Invoice Numbers
- Let QuickBooks Auto-Assign Journal Entry Numbers
- Let QuickBooks Auto-Assign Sales Receipt Numbers
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- Cross reference vendor name with account number on purchase transactions
Applies to: Bills, Bill Payments, Checks (to vendors only)

Cancel Save

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Full Name
Company: X

Display Name As:

Print on Check As:

Address:
Street: [Map](#)

City: State:

ZIP Code: Country:

Tax Information:
Tax ID:

Track payments for 1099 [What's this?](#)

Contact Information

Email:

Phone:

Mobile:

Pager:

Fax:

Other:

Website:

Additional Information

Terms:

Account #:
Appears in the memo of bill payer

Billing Rate (\$/hr):
Example: Enter 50 for \$50/hour.

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