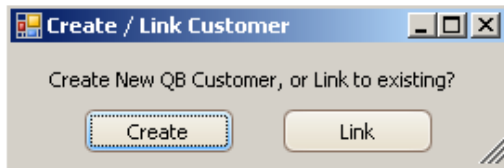


# QBSalesData Version 2.0.7.3 Release Notes

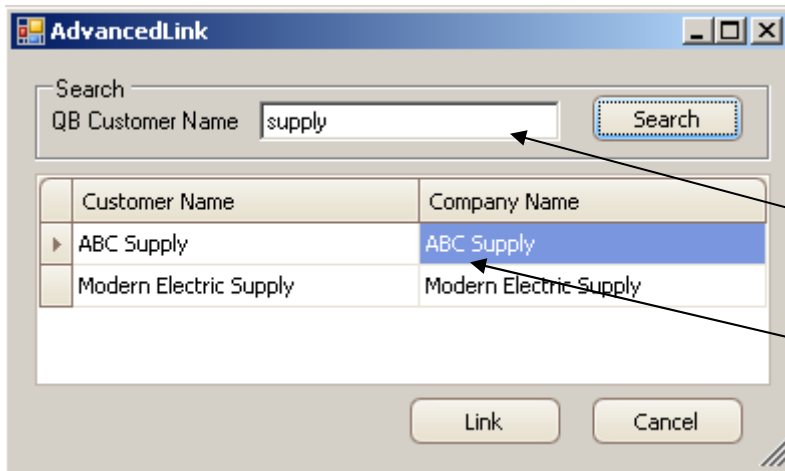
## Overview of Fixes and Enhancements included in this build:

- 1. New QB Create/Link Button Functionality (added in 2.0.7.2):** The QB Create/Link button has been updated to provide faster performance and more search capabilities when linking to existing QB records. The 2.0.7.3 version also make this function more efficient. See the example below.

When you click on the QB Create/Link button you will get the following window that appears. Click on the LINK button to do a manual link to an existing QB Customer record.



QBSalesData 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.



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 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.

Highlight the row and click on the LINK button when you have found the QB record you want to link to.

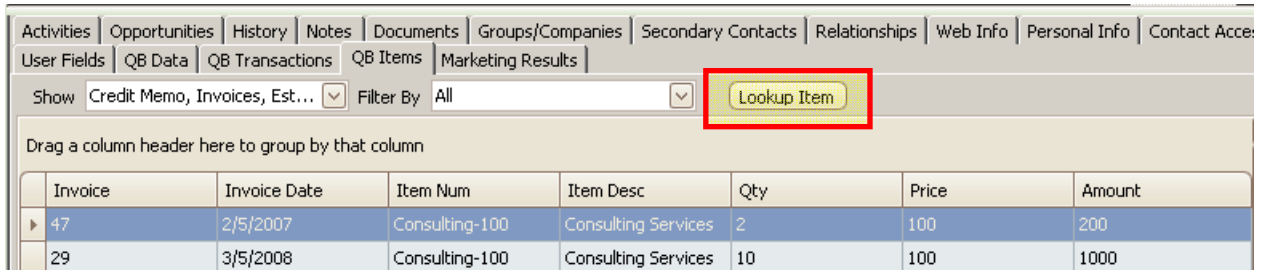
- 2. Additional Calculated Sales Fields:** We have added the following Calculated Sales fields to the QBSalesData program:

- STFirstInvoiceDate:** This is the date of the oldest invoice listed in the QB Transactions Tab
- STAvgSaleAmt:** This is the Average Sale Amount for the transactions that exist in the QB Transactions Tab
- STTotal:** This is the total of all of the sales that exist in the QB Transactions Tab. Another way to look at this would be the Lifetime Sales Amount.

**Note:** You will need to go into Tools > QBSalesData Import, click on the BUILD FIELDS button, and check the Contact Fields option to add these new fields to your ACT database. You will then also need to go into Tools > Design Layouts > Contact to add the fields to your ACT layout. The fields will then be populated the next time you run a Transaction Sync, or click on the REFRESH DATA FROM QB option for that contact.

- 3. New LOOKUP ITEM button:** This was a highly requested feature from our customer base. This button gives you 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.

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



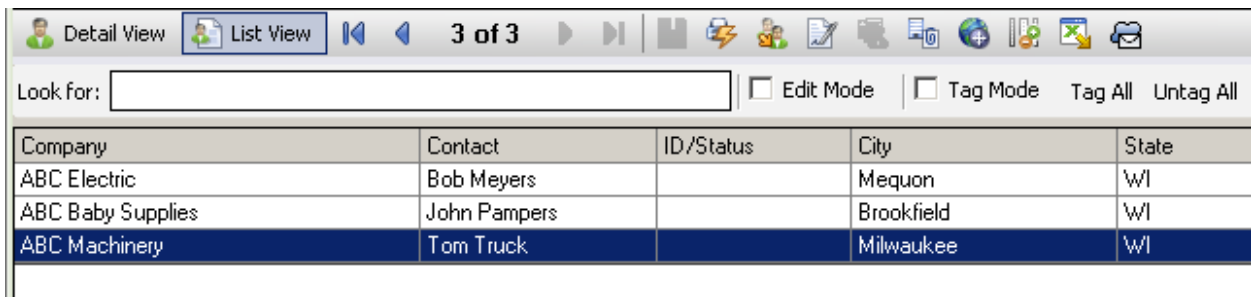
When you click on the LOOKUP ITEM button, you will get the following dialog box:



Type in all or part of the QB item name to search for. It will do a "contains" search.

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.



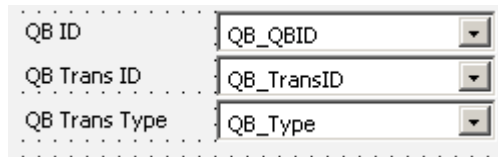
**4. Ability to Convert ACT! Opportunities to QB Transactions:** (This Feature only works with ACT! 2010 and higher because it has enhanced Opportunity functionality built into it)

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! 2010 system:**

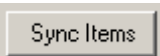
1. From ACT, go to Tools > QBSalesData Import and click on the Build Fields button, and say YES when prompted.
2. Check the box for Opportunity fields, enter in the ACT login info and click on the BUILD FIELDS button, and the specific Opportunity fields needed for QBSalesData will be built.
3. Close 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.

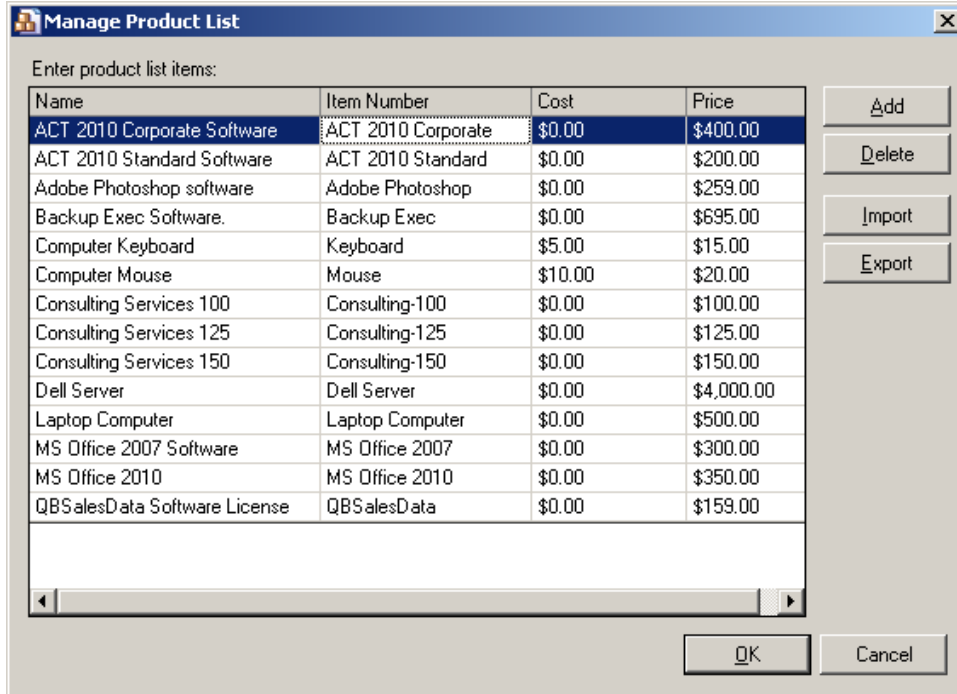
**Copying the Quickbooks Item list into the Product List in ACT!**

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 > QBSalesData Import
2. Click on the SYNC ITEMS button  in the lower right of the window.
3. 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.

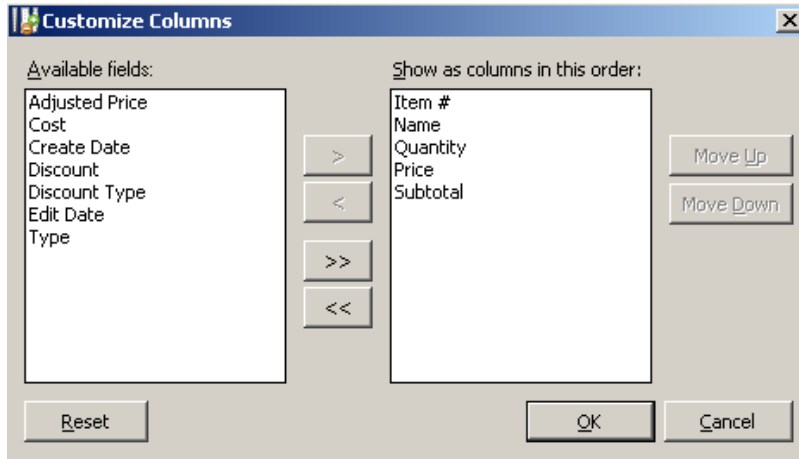
Here is what the Product List looks like in ACT with the QB items copied down. Notice that the Item Number, Item Description, and Price came down for all QB Items. If you have Inventory Parts in Quickbooks, then the Cost will also come down into ACT.



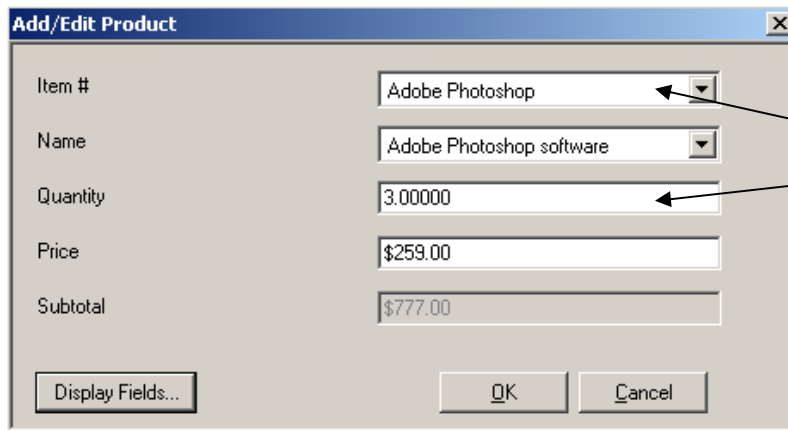
### Creating an Opportunity in ACT! that can be converted to a QB Transaction

*First thing to note is the user/workstation that is creating the opportunity needs to have a QBSalesData 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,



Select your QB Item from the list. When you hit TAB, the Name and price will auto-populate. 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
Adobe Photoshop	Adobe Photoshop software	3.00	\$259.00	\$777.00
Consulting-125	Consulting Services 125	4.00	\$125.00	\$500.00
MS Office 2010	MS Office 2010	2.00	\$350.00	\$700.00

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 quote template/merge functionality, we can recommend some 3<sup>rd</sup> party addons for you.

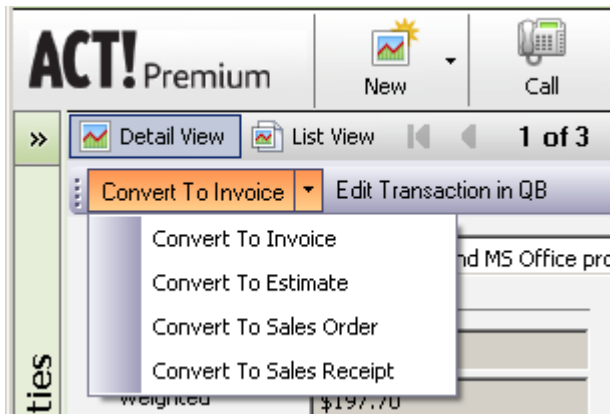
## Converting an ACT Opportunity to a QB Transaction

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

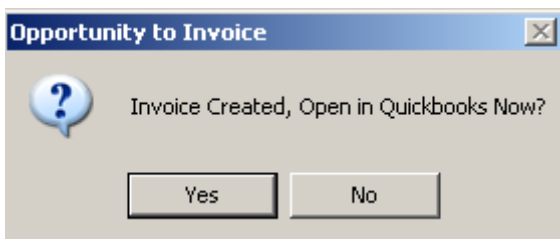
In order to perform this conversion, you need to be on a workstation that has Quickbooks Installed as well as QBSalesData. What will normally happen is the Salesperson will create and maintain the Opportunity in ACT, and a back office person that has Quickbooks on their computer will lookup Opportunities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

QB ID	80000075-1258230709
QB Trans ID	2C4-1275629546
QB Trans Type	Invoice

7. Once the Opportunity is converted, you can use the **Edit Transaction in QB** on the QBSalesdata toolbar to pull up the transaction in Quickbooks.

## Converting a Multiple Opportunities from the Opportunity List View in ACT!

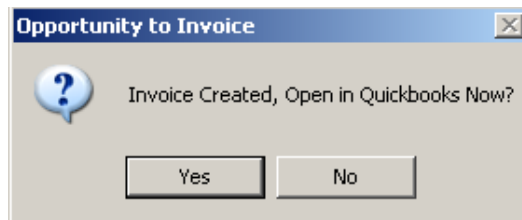
You also have the option of converting a whole chunk of opportunities all at once. You could for example lookup all Opportunities that are WON, but have a blank QB Trans ID or QB Trans Type, meaning they haven't been converted to QB Transactions yet.

Here is how to convert from the Opportunity List

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 QBSalesData toolbar, and select the type of QB Transaction you would like to create.

Contact	Company	Status	Opportunity Name	Stage	Total	Record Manager	QB_QBID	QB_TransID	QB_Type
Bob Meyers	ABC Electric	Closed - Won	Server Project	Initial Communication	\$5,695.00	admin	80000067-1256134914		
John Tortino	ABC Roofing	Closed - Won	3 New Laptops	Initial Communication	\$2,250.00	admin	80000075-1258230709		
John Pampers	ABC Baby Supplies	Closed - Won	New Opportunity	Initial Communication	\$2,518.00	admin	80000083-1275504276	2B5-1275507094	Invoice
Bob Meyers	ABC Electric	Closed - Won	New Server	Initial Communication	\$3,700.00	admin	80000067-1256134914	2B8-1275507189	Invoice
John Tortino	ABC Roofing	Closed - Won	Photoshop and MS...	Initial Communication	\$1,977.00	admin	80000075-1258230709	2C4-1275629546	Invoice

3. With each QB transaction created, you will get the following prompt:



4. You can click on NO and it will process the next one in the list, and you just repeat until all of the transactions are created. 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 **Edit Transaction in QB** on the QBSalesData toolbar to pull up the transaction in Quickbooks if necessary.