



QuickBooks® Transfer

The following describes how to use the QuickBooks transfer feature in Pilot ERP. For those who wish to continue using QuickBooks for accounting, Pilot provides a quick and easy way to transfer the following into QuickBooks.

- Items
- Customers
- Vendors
- GL Accounts
- Invoices
- Purchase Orders
- Item Receipts
- Credit Card Charges

Transaction Pro Import Wizard

To import your data to QuickBooks, you will need to use the *Transaction Pro Import Wizard* available from Bay State Consulting. This import utility is compatible with all versions of QuickBooks.

How to Purchase

You can purchase and download the Transaction Pro Import Wizard online from Bay State Consulting here: www.baystateconsulting.com

Installation

The Transaction Pro Import Wizard must be installed on a PC Workstation running QuickBooks.

Additional Information

Purchase includes: Installation and setup assistance. 30 days of e-mail support. Single user license.

System Requirements

Windows PC running Windows XP, Vista, or Windows 7.

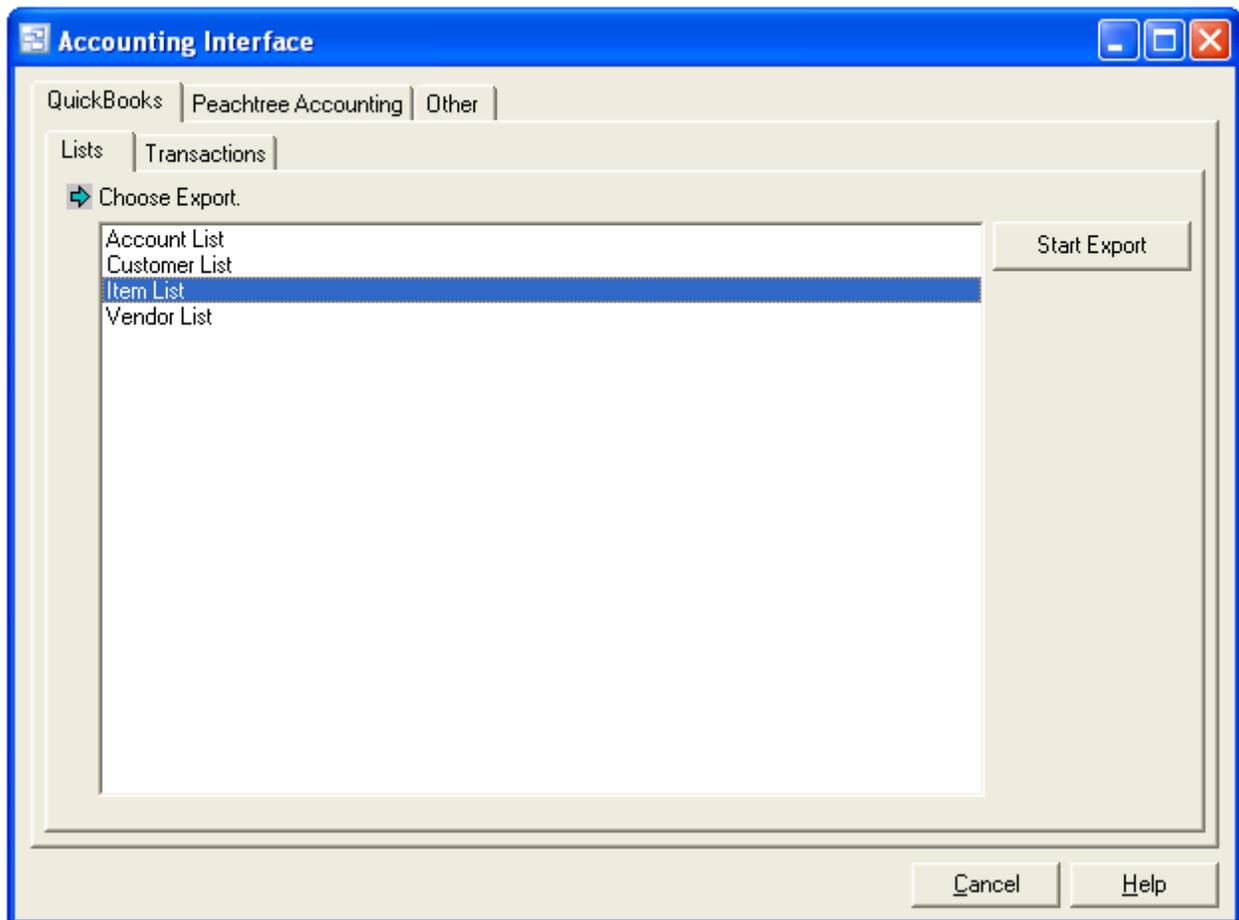
QuickBooks Financial Software Versions:

- * USA: 2003-2011 Pro/Premier/Enterprise Editions
- * Canada: 2003 or later Editions
- * United Kingdom, Australia 2005 or later Editions
- * Online Edition Products work only with QBOE

QuickBooks Transfer Process

Step 1: Pilot Accounting Interface

Go to the Setup – Accounting Interface menu in Pilot ERP. Here you will see a list of Options for exporting your data to QuickBooks. You can select from Lists or Transactions in Pilot. Select the data you wish to transfer to QuickBooks and click on the *Start Export* button.



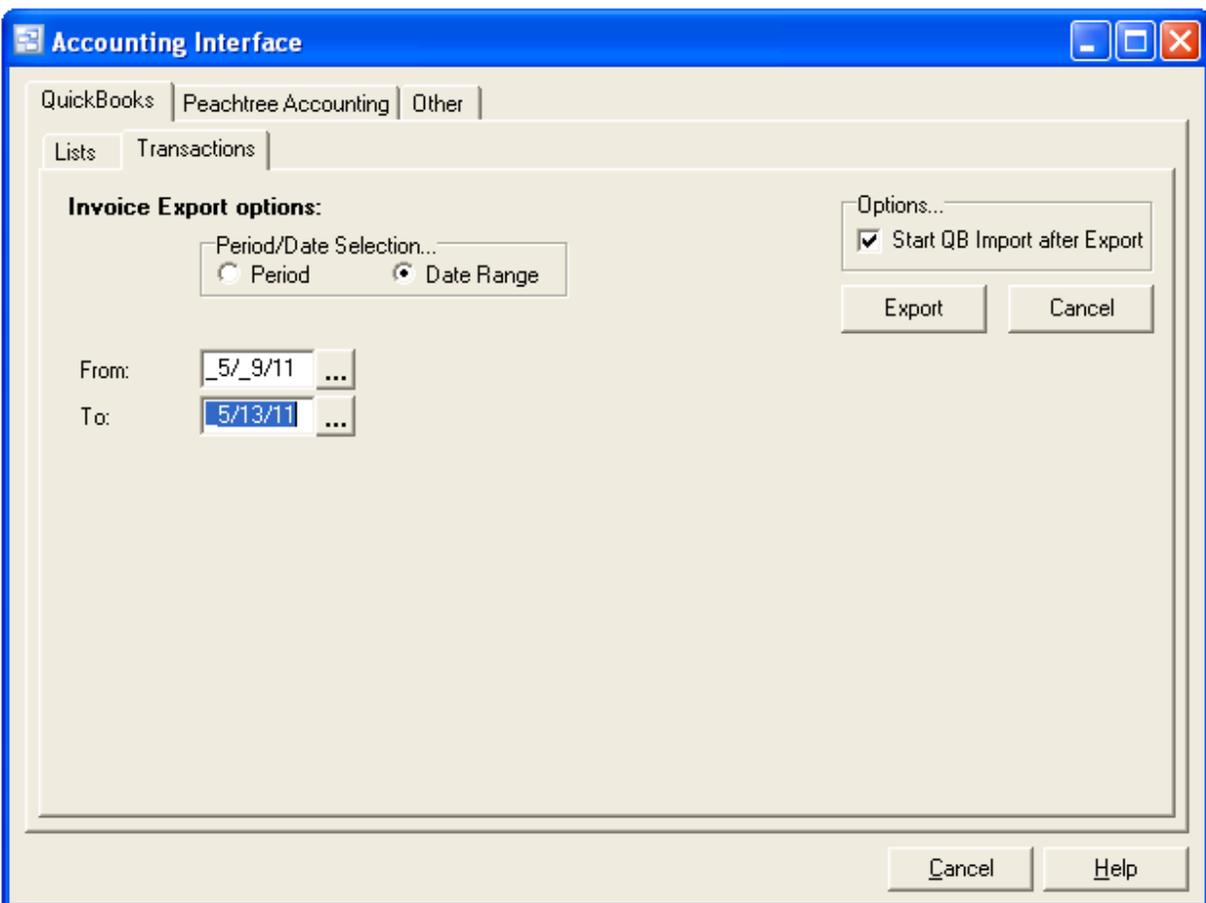
For Lists, the export will automatically begin and update the QuickBooks List with data from Pilot. For Transactions, you will be presented with a date or period to select for the export.

Step 2: Date Selection (Transactions)

Select the Date Range or Period you wish to transfer. There are options available in the Transaction Pro Import Wizard utility which will determine how duplicate transactions are handled if you select transactions from a date which have already been transferred to QuickBooks.

After you have selected your date range, click on the *Export* button.

If you leave the “*Start QB Import after Export*” option checked (this is checked by default), the Transaction Pro Import Wizard will automatically start and import your data to QuickBooks when you click on the Export button. If you uncheck this option, the transactions will be exported to a file located in the Pilot ERP\Export folder on the server without starting the import wizard. You can manually start the Transaction Pro Import Wizard and import these files if needed.



It is recommended that you export your data to QuickBooks daily or weekly at a minimum to keep QuickBooks as up to date as possible with Pilot ERP.