Purchasing Deluxe for QuickBooks (PDQ)

Online Administration Manual

eQuality Internet Services

Table of Contents

Minimum System Requirements

- Microsoft XP or newer
- Windows 2000 or newer
- QuickBooks 2003 or newer
- LogMeIn installation with username and password

Installation

Purchasing Deluxe for QuickBooks (PDQ) software installation is easy. On purchase, we will contact you by telephone to set up installation of the following components:

LogMeIn IT Reach
Purchasing Deluxe for QuickBooks (PDQ)

Training

Once your Purchasing Deluxe for QuickBooks (PDQ) is installed, we will contact you to schedule a training session to go over the main features of the system.

Before you Begin

Getting Started

Before you begin using PDQ you will need to start the following:

- QuickBooks 2003 or newer
- eQuality PDQ software
- Your printer (for order acknowledgements from your wholesaler)

Opening PDQ

When PDQ is installed to your computer, an icon for opening the software will be placed on your desktop for easy access. To open PDQ, simply double click on the icon. The following screen will appear and you are now ready to begin using the system:

** If you do not wish to use the Order Wizard at this time, click Cancel.*

The Menu

The main menu for PDQ looks like this:

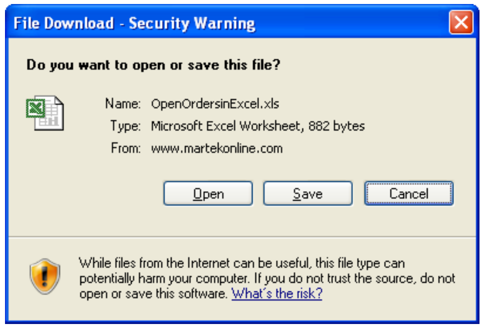
The rest of this administration Manual covers features in they system by these link names, and sub links are preceded by the ▶ symbol.

Saving orders from website to Computer

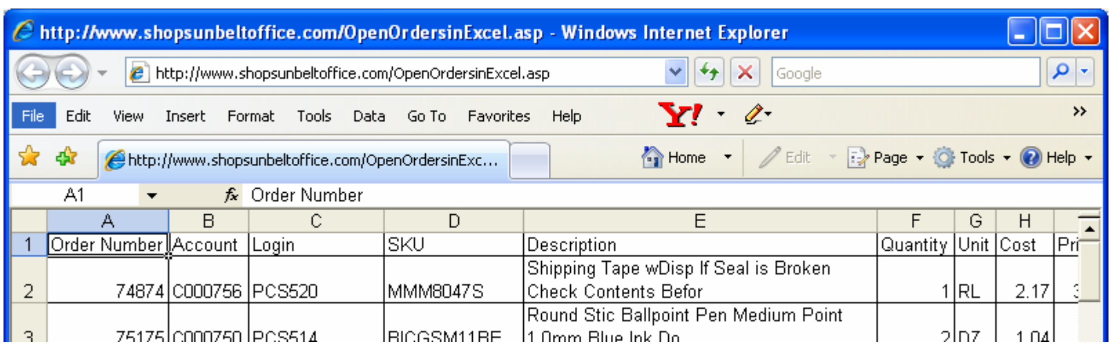
Before you can begin to use your software; you must first import orders from your website and save them to your Inbox in your PDQ system. To import orders for processing:

1) Log in to your online catalog as Administrator, and go to the Orders link at the top of the page.

2) In the main Waiting Orders area, click on the **View Orders in Excel** link located at the bottom of the page. When asked if you would like to open or save the spreadsheet, select open.



3) Once the spreadsheet is open, go to the top of the page and click **File** and select **Save As**:

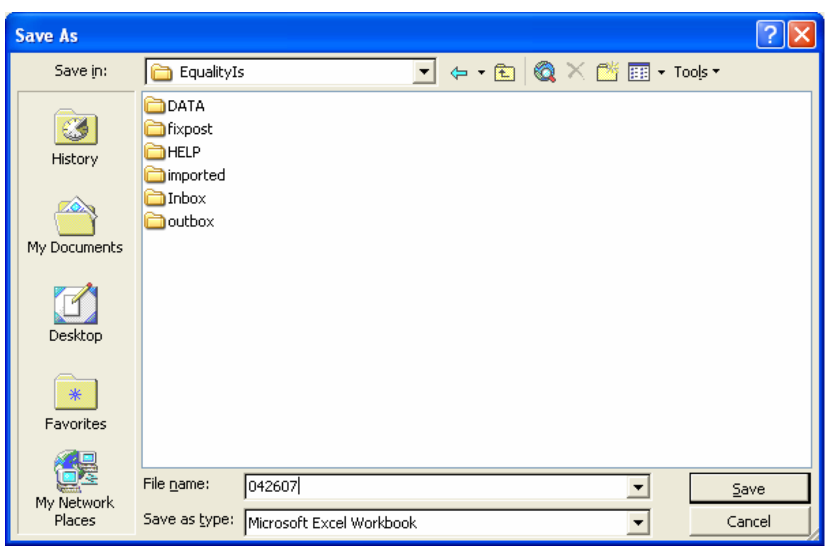


4) This box will appear:

Save In: save your file in the **Inbox** of your PDQ Software.

File Name: For single postings, we recommend using numbers indicating the date. For multiple postings, we recommend using a numerical/letter series. For example: 042507a, 042707b, etc.

Save as type: You will drop this box down here and select: **Microsoft Excel Workbook**. Select Save. You are now ready to use the system.



File

This is your main link for importing orders into your software. It contains the following links:

- **Order Wizard:** Used for Importing orders for Processing
- **Manual Import Orders from Web Site:** Used to manually import orders into PDQ.
- **Exit:** Exits the PDQ system.

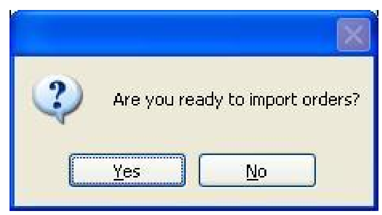
► Order Wizard:

The Order Wizard is used to import orders into your PDQ system. The system is encompasses all elements and abilities of the PDQ system in several steps.

When you select the order wizard the following will appear:

To use the order wizard:

1. In the field labeled Inbox Directory, it should read: C:\EQUALITYIS\INBOX\. We will preset this information when we install PDQ.
2. Click the **Next** button.
3. The following box will appear:
4. **Click Yes**



The following will now appear once import is complete:

Void Order: To void an order, highlight the order you wish to void, and then click the void order button. Voided orders will appear in red.

Print Order: Prints the order you have selected.

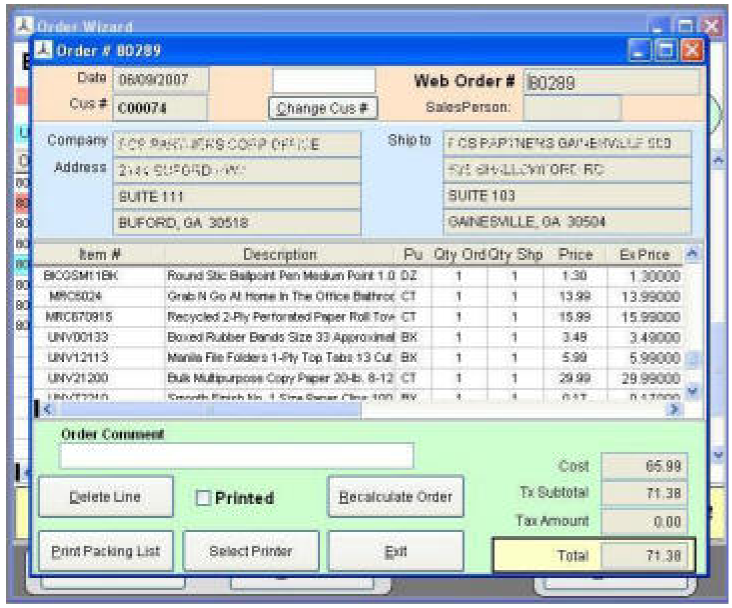
Print All Orders: Prints all the orders listed on the page that have not been voided.

Select/Unselect Order:
Selected orders are in white and will be added to the purchase orders, while unselected orders are put on hold and are not generated into purchase orders. If you wish to remove an order from hold, click on the order line, and click Unselect. If you want to release all orders on hold, click the Unselect All button. Unselected orders will appear in blue.

Print Packing List/Print all P- Lists: You are able to print packing lists for individual or all orders. To print all, be sure to select the **Print them All!** option.

You can edit orders you have imported before you transmit to your wholesaler.

View Order: By highlighting the desired order number, you can view an order in its entirety:

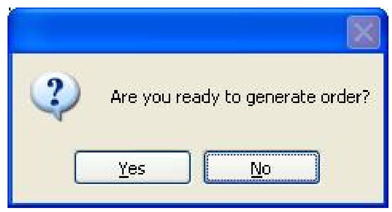


(*For further information on this page, go to the Edit/View Orders Section of this manual.)*

When you are finished with editing and/or selecting orders to transmit to your wholesaler, **Click Next**.

The following option will now appear:

Click Yes to continue.



6. Your screen will now look like this:

You can add, delete, or edit lines of product to be sent to your wholesaler in this area.

Adding a Line:
This allows you to add items for orders. This is to add items to be purchased at cost, such as warehouse or store items.

Deleting a Line:
This allows you to delete specific lines of product from your order.

Once you are finished adding or deleting lines, **Click Next**.

7. You will then be given the following order options:

Normal Order: Orders are consolidated at the warehouse and shipped and sorted by the dealer on arrival.
Wrap and Pack: Orders are sorted by customer and wrapped and sent to the dealer in a single box or boxes for delivery by the dealer.

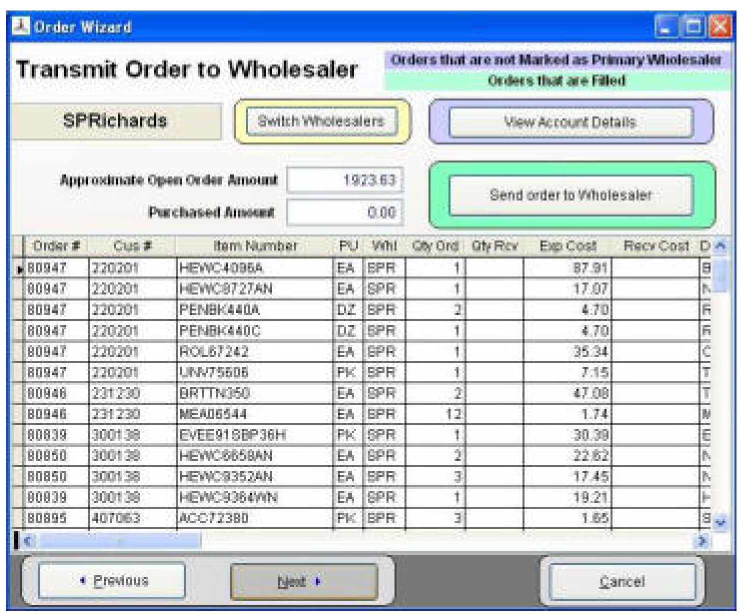
When you are finished making your selection, **Click Next**.

8. Before the order is sent to your wholesaler or wholesalers, you are given a final look at the items you will be transmitting:

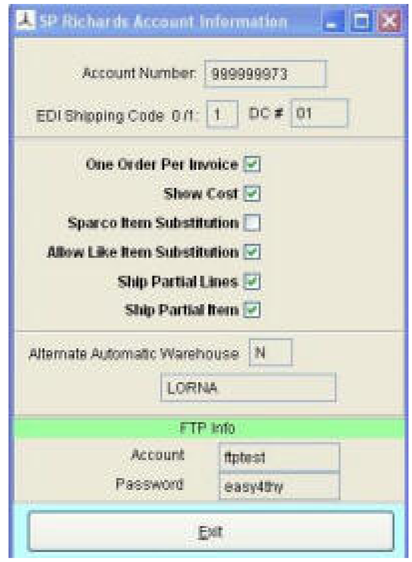
There are a few options available to you in this area.

Switch Wholesaler: To display the correct wholesaler to transmit this order to.

View Account Details: This displays your correct account information that is sent to your wholesaler when you transmit your order online. You can edit this information for the displayed wholesaler by clicking this button. We will set up this information for you when your software is installed.

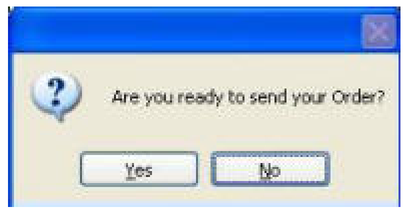


Wholesaler information in this area is displayed similarly:



You can also edit your wholesaler information in the Utilities link under **Options**.

Send Order to Wholesaler: When you are ready, click this button and your order is sent to the wholesaler after the following message appears:

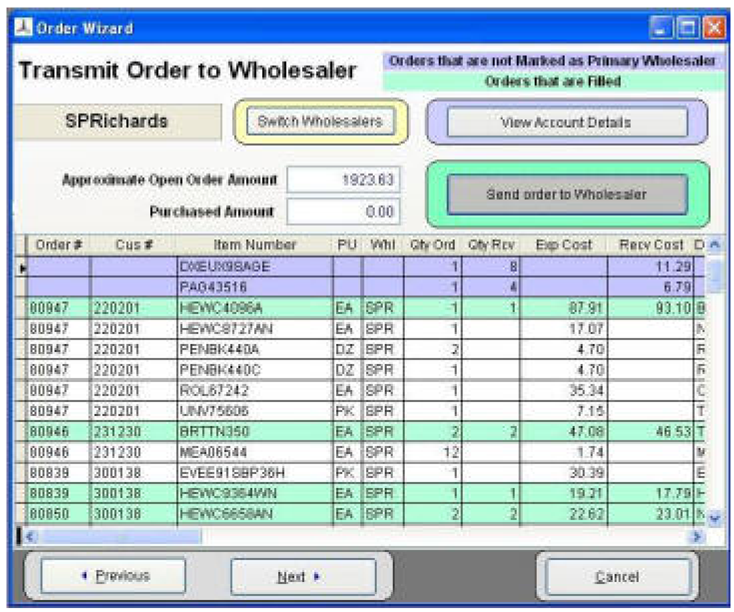


Click Yes

9. If you need to send the remaining items on to another wholesaler, simply click the **Switch Wholesaler's** button to select a different wholesaler to send the remaining items to. You do not need to do anything else, and only items not highlighted will be sent to your second wholesaler.

- Areas that still are white are items which *have not* been sent to the selected wholesaler.
- Areas highlighted in green are items which have been sent to the selected wholesaler.

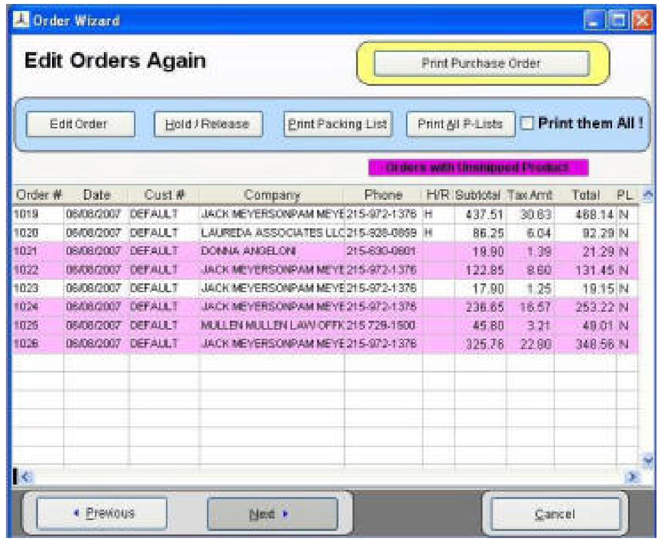
Once you have completed transmitting your order, **Click Next**.



10. If any product was not shipped via your transmission, you will be asked to Edit the remaining items on your order.

You can edit, hold or release an order and print packing lists from these options.

Once you are finished, **Click Next.**



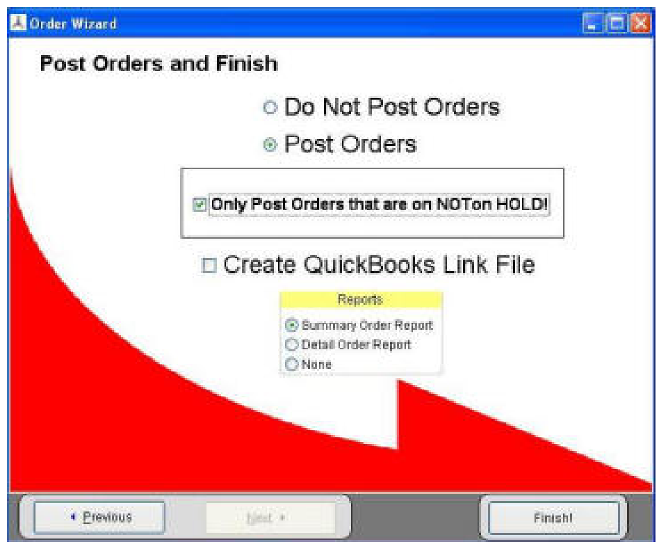
11. You now have the option of whether to post your orders.

Do Not Post Orders: does not post your transmitted orders to QuickBooks. If you transmit orders to your wholesaler several times a day and wish to import all your orders at once into QuickBooks, you will not wish to post your orders until the end of the day.

Post Orders: posts your orders to QuickBooks.

Only Post Orders that are NOT on HOLD: Posts only orders you have not placed on hold to QuickBooks.

Create QuickBooks Link File: this tells the system to place your posted orders to QuickBooks. This option MUST be checked in order to import your orders to QuickBooks.



You also have the option to print the following reports:

- **Summary Order Report:** summarizes the order placed with your wholesaler.
- **Detail Order Report:** details the order placed with your wholesaler.
- **None:** does not print a report.

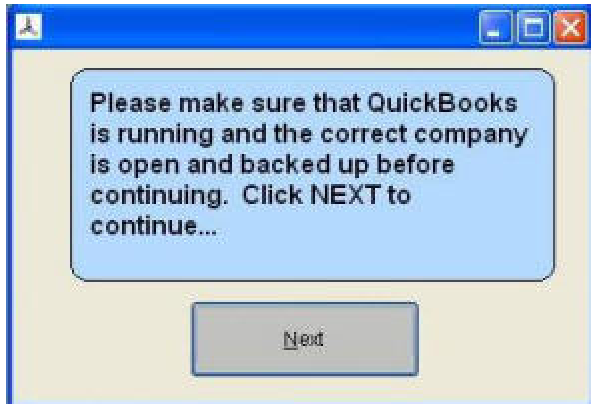
Click the **Finished!** button to begin importing your orders to QuickBooks.

The following will appear:

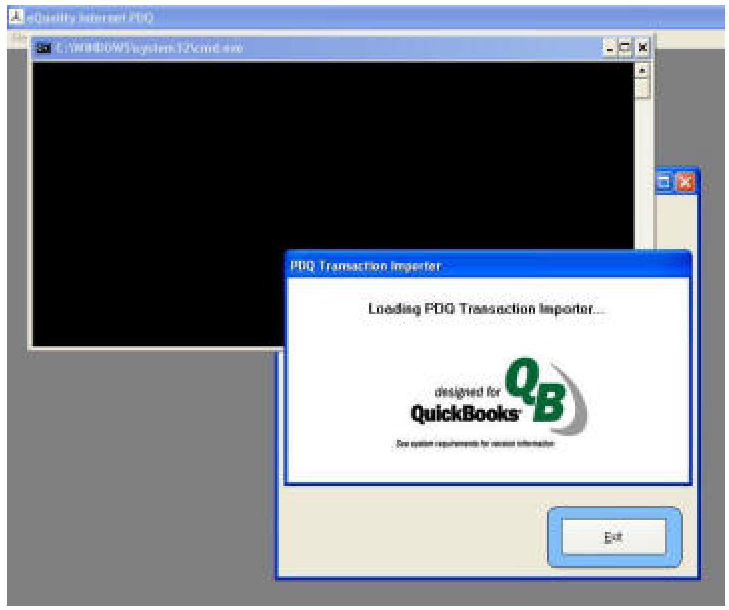
Click Yes to begin moving all your transmitted orders into QuickBooks.

Next, the following will appear to remind you to be sure your QuickBooks software is open. ***You will not be able to import your orders to QuickBooks unless it is opened before you click the Next button in this area.***

Click Next once you are certain your QuickBooks is open.



The following will appear as your importer loads:



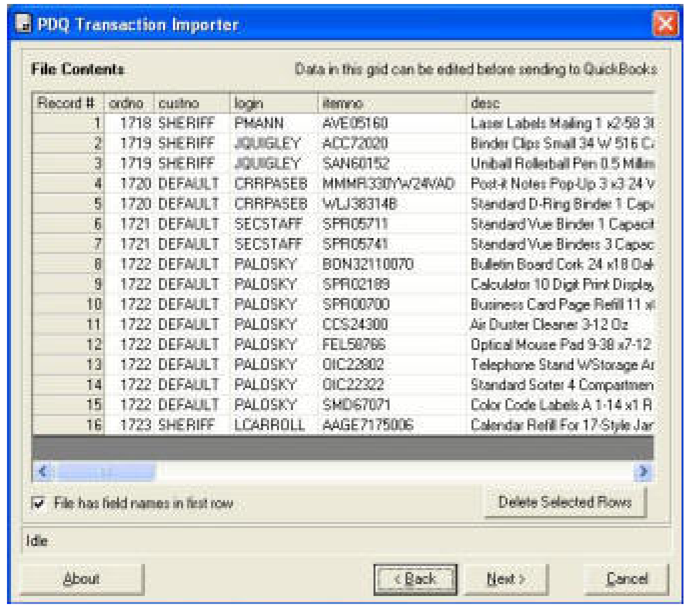
12. Your import wizard will now open:

We will preset this are during your setup.

Click Next to continue.

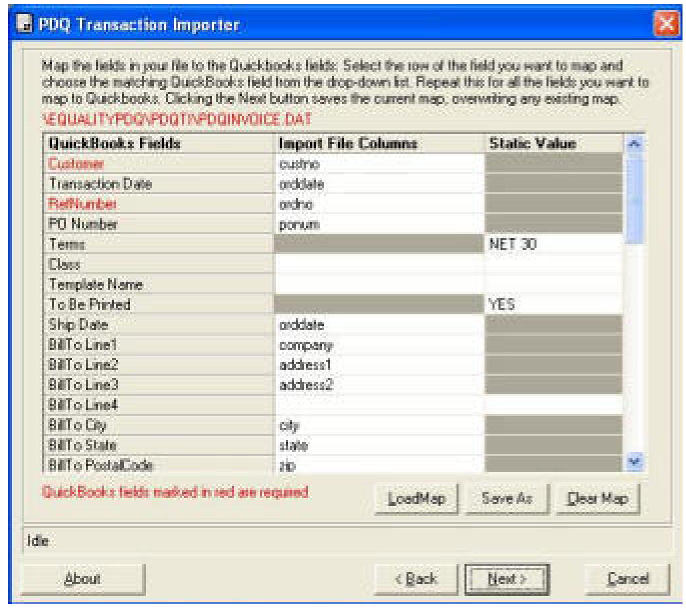
The transaction importer will allow you to delete specific rows from importing into QuickBooks.

Once you are finished, **Click Next.**



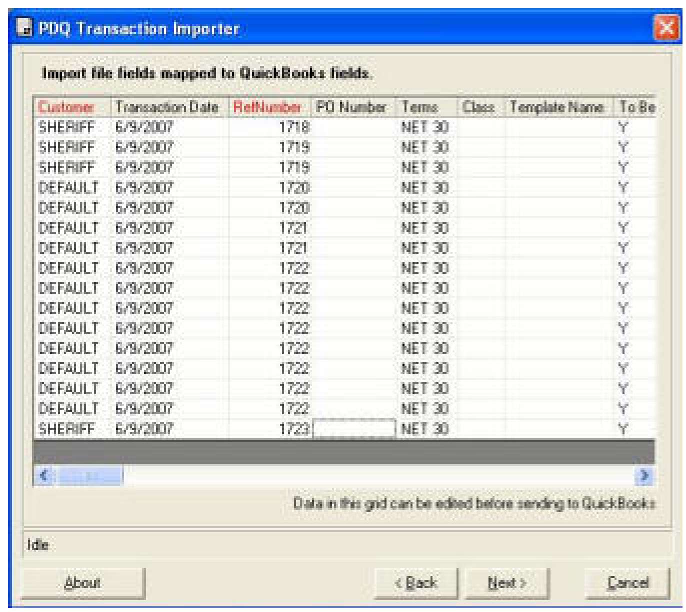
You can map the files in your file to QuickBooks in this area. We will do this for you when we install your software.

To continue, **Click Next**



This screen shows your import fields that will be imported to QuickBooks.

Click Next to continue.



Customer	Transaction Date	RefNumber	PO Number	Terms	Class	Template Name	To Be
SHERIFF	6/9/2007	1718		NET 30			Y
SHERIFF	6/9/2007	1719		NET 30			Y
SHERIFF	6/9/2007	1719		NET 30			Y
DEFAULT	6/9/2007	1720		NET 30			Y
DEFAULT	6/9/2007	1720		NET 30			Y
DEFAULT	6/9/2007	1721		NET 30			Y
DEFAULT	6/9/2007	1721		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
DEFAULT	6/9/2007	1722		NET 30			Y
SHERIFF	6/9/2007	1723		NET 30			Y

13. In this area you can designate the following:

Item Type: you can choose to designate your orders as

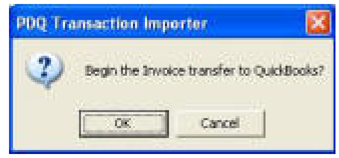
- Service
- Inventory Part
- Non-Inventory Part
- Other Charge

Account: designate here the account type from the list

Sales tax code: designate whether the orders are taxable or non-taxable if desired.

Click Finish to import your orders to QuickBooks.

Click OK to continue.



Click OK to continue.

You will now be brought back to the transaction main page.

Click Cancel and OK to exit the wizard.

You will now bring up your QuickBooks application to begin invoicing and handling your order.

You have now completed your transmission and import of your orders. **Congratulations!**

► Manual Import Orders from Web Site

The manual import feature allows you to import orders without the wizard into PDQ. The following will appear:

To manually import orders into PDQ, be sure your download directory is pointed to your PDQ Inbox as shown, then **Click Import Orders**.

You can import orders manually several times a day, then use the Wizard to transmit and post orders to QuickBooks at the end of the day if you wish.

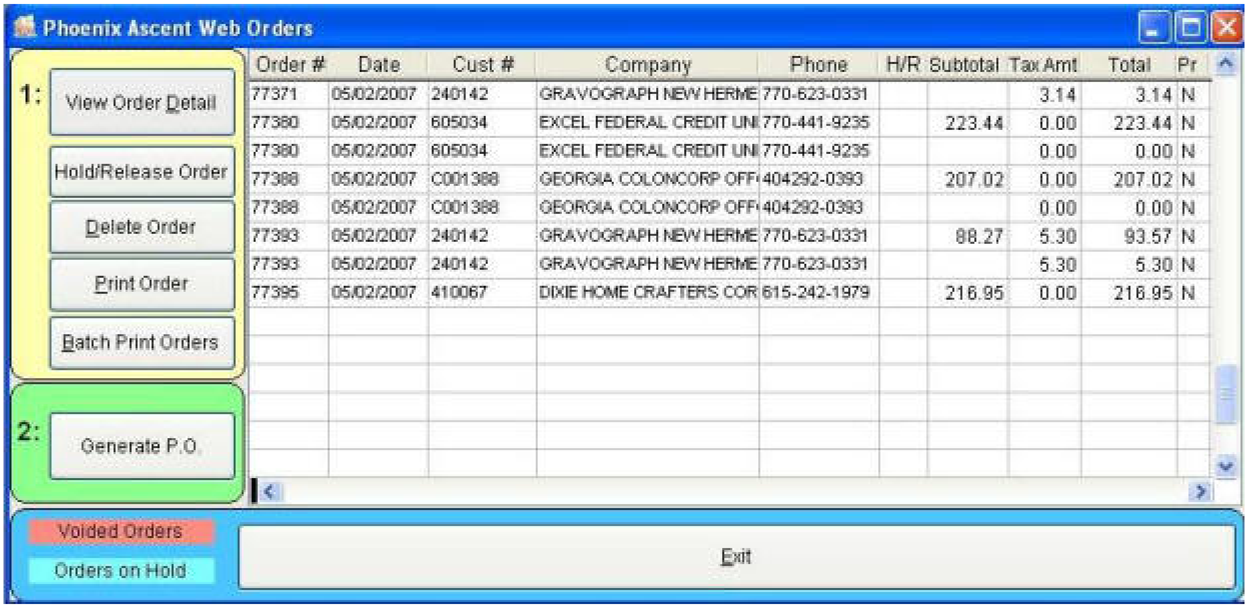
Orders:

Your main link for your Orders. The following links appear:

- **Edit/ View Orders-** to view/edit current orders
- **Post Orders to history-**move orders from your Inbox into History
- **Retry Transferring Orders to QuickBooks-** retries to transfer orders to QuickBooks
  Reverse Posting- reverses your posting.

► Edit/View Orders:

The Edit/View Orders link displays the following screen:



View Order Detail:

When an item number is highlighted, the following screen appears and contains the following:

Date: Date order was placed.

Cus #: Customer number.

Change Cus #: To change the displayed customer number.

Web Order #: The order number from the web site.

Salesperson: The sales representative's name/number that handles the account.

Order Comment: Insert any comments you would like displayed for this order here.

Delete Line: To delete a line from the order, highlight the item number, and select the Delete Line button.

Print Order: To print the order for a packing list, select this option.

Select Printer: Use this to select or change the current printer the order is on.

Recalculate Order: After adjusting a price/quantity for a particular item, you can recalculate the order total.

Exit: exits this screen.

Simply highlight the order you wish to work with to do the following:

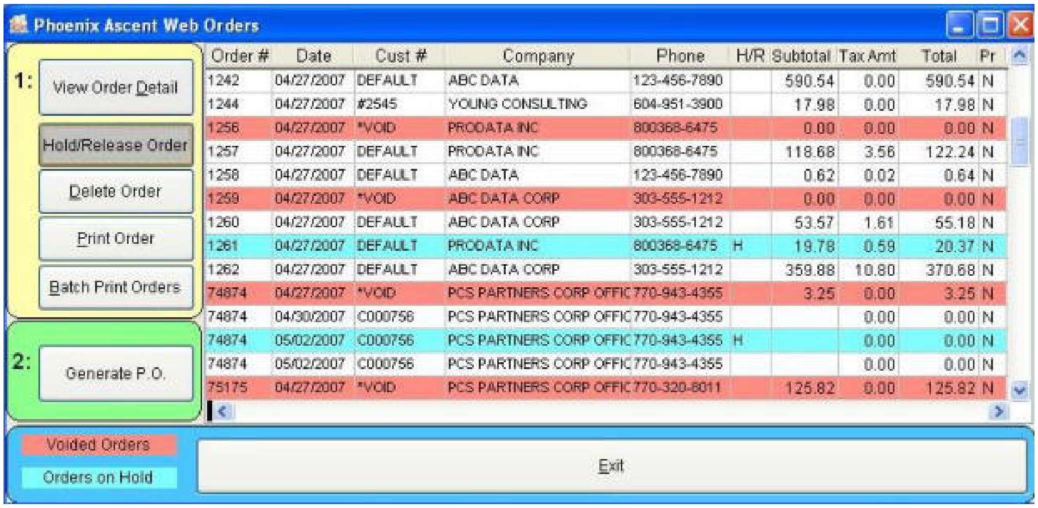
Hold/Release Order: You can hold or release specific orders from being transmitted.

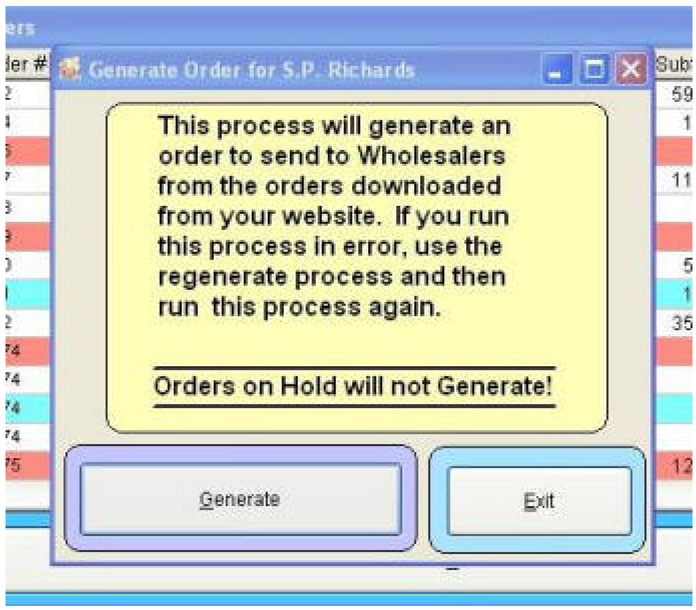
Delete Order:
You can delete orders from being transmitted.

Print Order: prints the selected order.

Batch Print orders: Prints this batch of orders.

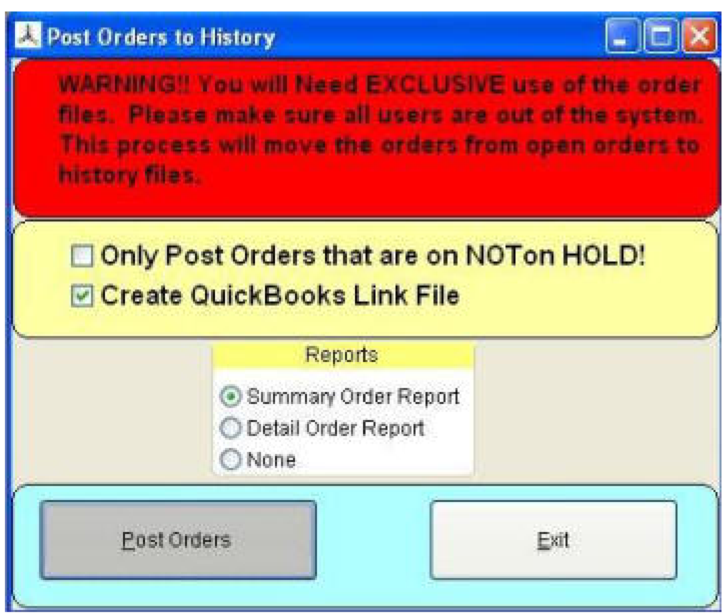
Generate P.O.: Generates your purchase order.





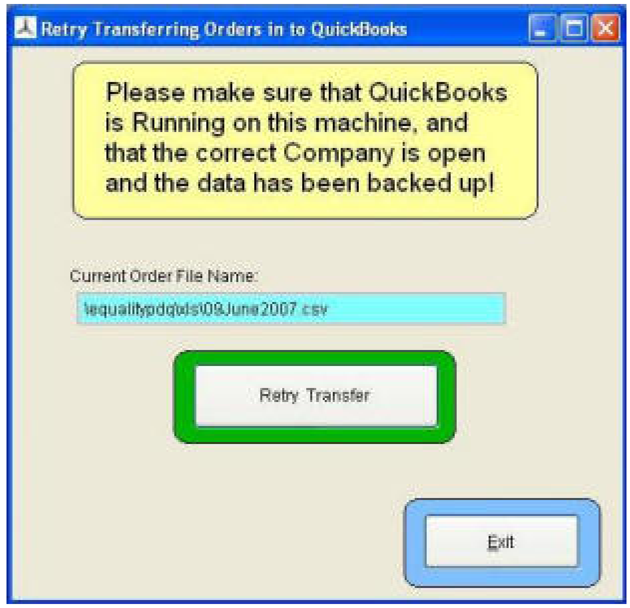
► Post Orders

Posting of orders moves orders from the purchasing software into your QuickBooks. You will do this once you are finished with this program and are ready to begin generating invoices.



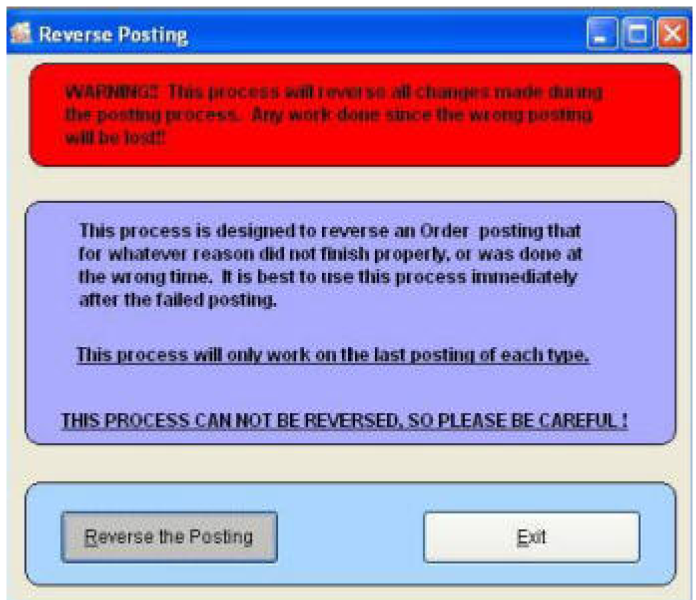
► Retry Transferring Orders to QuickBooks

If your order does not transfer to QuickBooks, you can retry transferring your orders to QuickBooks.



► Reverse Posting:

This feature allows you to reverse your latest posting.



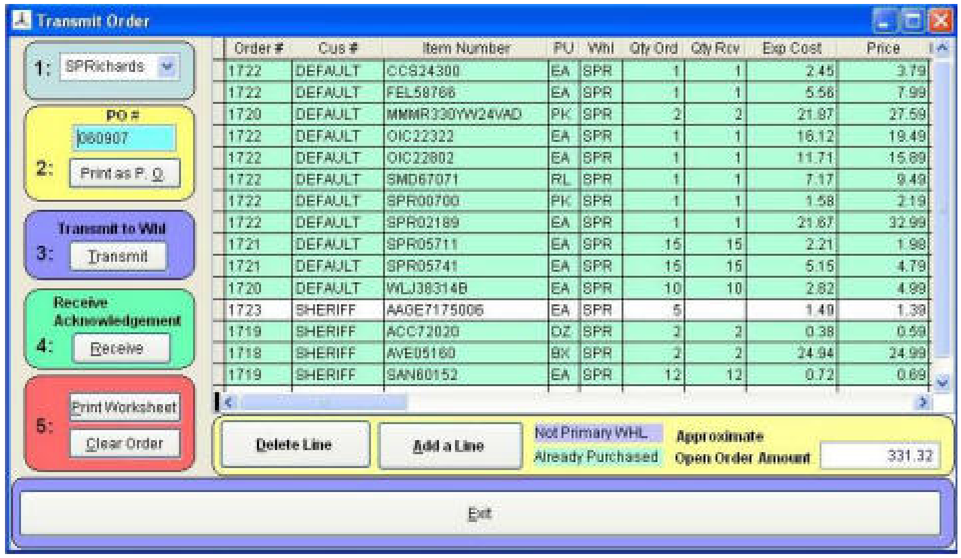
Purchasing

Your main link for Purchasing. The following links appear:

- **Place an Order for wholesaler**
- **Regenerate order for wholesaler**
- **View Purchasing History**

►Place an Order for Wholesaler

You can transmit orders to your wholesaler manually from this area.



►Regenerate Order for Wholesaler

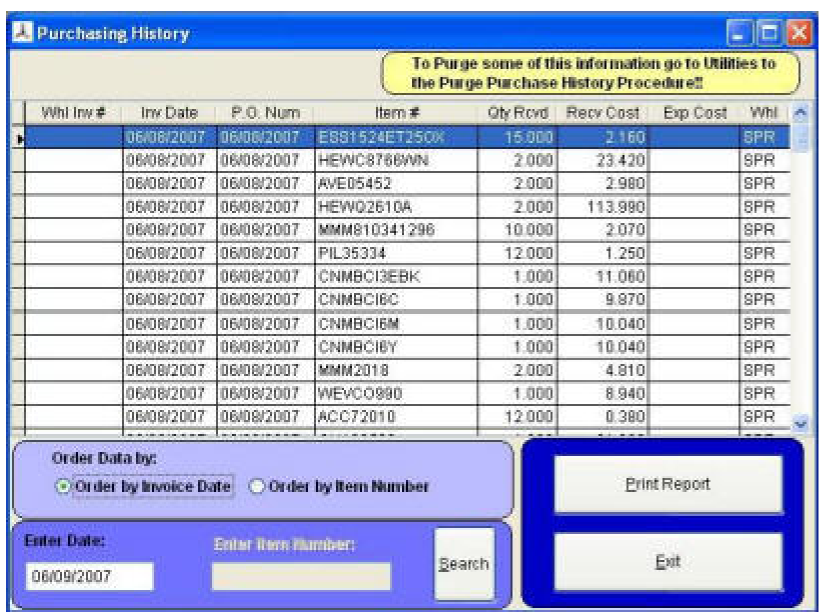
This allows you to reset the order file so that the order can be regenerated.

►View Purchasing History

You can view and print your purchasing history using the following criteria:

- Invoice Number
- Item Number

You can also search for specific items by item number and date.



Reports

You have several selections in the reports link that you can print out. With each of the following selections, this window or similar will appear:

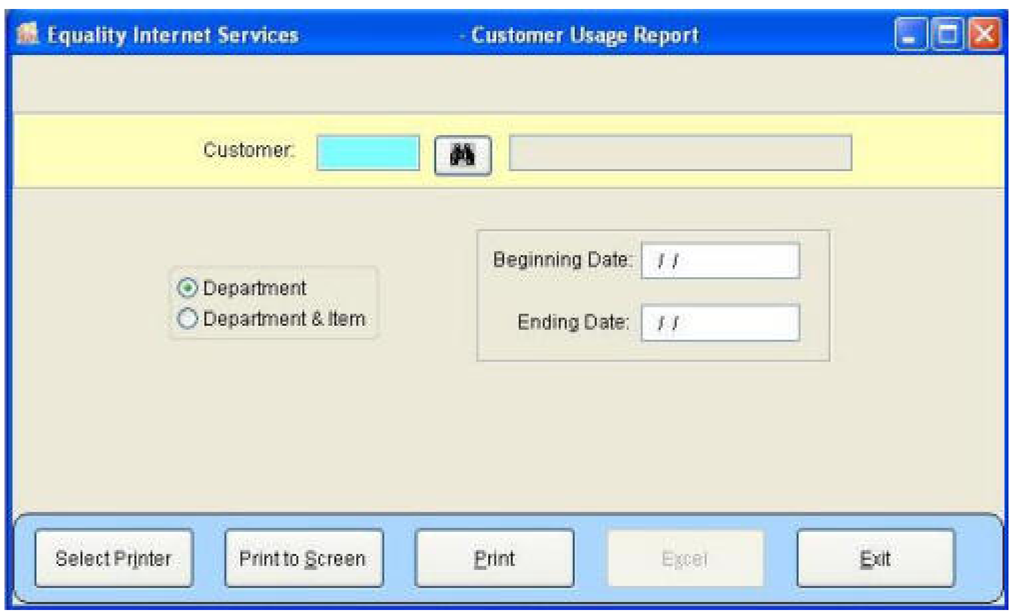
- ► **History by Customer**
- ► **History by Customer & Department**
- ► **History by Customer & P.O. Number**
- ► **History by month**

Simply type your beginning and end date for the report you wish to print and select Print or Print to Screen.

You may choose between printing a detail or summary report with this feature.

You can also print reports of the following and this window or similar will appear:

- ► **Customer Usage Report**
- ► **Item Summary Report**
- ► **Sales Report MTD (Month to Date)**
- ► **Reprint Orders from History**



Simply type the account number of the customer whom you would like to print, and select Print, and Print to Screen.

► Options:

This is where the basic information displayed in your PDQ software is placed, and contains the following tabs:

Company Info: This is your basic company information.

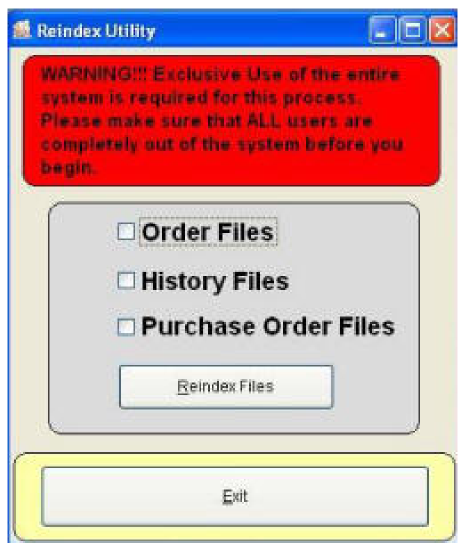
Import/Export: This contains the path the PDQ takes when importing or exporting your orders. When we set your PDQ software, we will ensure the correct information is here. In addition, you can also see the last order number and date of import. You can also change the number of invoices printed here.

Wholesaler tabs: these tabs contain account information and preferences for your wholesaler(s). You can also make necessary changes to this information here.

QuickBooks: this contains the pathing information to import into QuickBooks.

► Reindex Utility:

This is used to reindex the data tables used in this system. This is used to repair files that could become damaged during a computer failure. Do not use this feature unless instructed by eQuality Internet Services staff to do so.



► Purge History

You can purge your history in PDQ.

Simply type the date that you wish, and everything before that date will be permanently removed from your history.

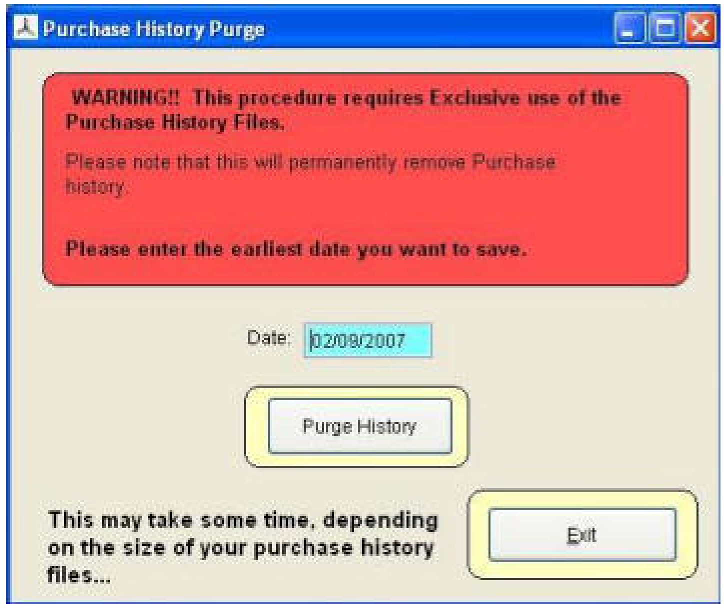
Warning: this procedure is PERMANENT and we cannot retrieve files deleted once this action is taken.

►Purge Purchase History

You can purge your purchase history in PDQ.

Simply type the date that you wish, and everything before that date will be permanently removed from your purchase history.

Warning: this procedure is PERMANENT and we cannot retrieve files deleted once this action is taken.



Other Utilities:

► **Empty Inbox:** Empties the contents of your Inbox.

► **Empty Outbox:** Empties the contents of your Outbox

► **Empty Imported Orders:** Removes all imported orders from the system.

► **Empty Xcel Files Folder:** Removes all xcel file folders from the system. Do not use this feature unless instructed by eQuality Internet Services staff to do so.

► **Dot Prompt & Command Prompt:** These utilities are features used by eQuality Internet Services staff to attend to your system. Do not use this feature unless instructed to by eQuality Internet Services staff.

Help

Help contains the following links:

► **About PDQ:** Displays system information about PDQ

► **Contact Us:** Contact Information for eQuality Internet Services

► **Help:** Links to a printable form of the PDQ Manual

Quick Wizard Guide (Expert Users ONLY)
This tool is only for transfers to wholesalers and QuickBooks that do not require editing. This is to allow to quickly maneuver through PDQ. Please do not use this guide unless you feel comfortable with all of your orders and PDQ settings.

1) Open your QuickBooks (be sure your company is open), PDQ Software, and turn on your printer.

2) Save your PDQ spreadsheet to your Inbox of PDQ.

3) Click Yes to import.

4) Click Next to begin generating an order, and click Yes to confirm.

5) In the Edit Purchase order Page (before transmit) click Next.

6) Select Normal Order and click Next

7) In the Transmit Order to Wholesaler page, confirm yes you do want to send your order to Wholesaler. When you are finished click Next.

8) Click Next on the Edit Orders Again screen.

9) In the Post Orders page, select: Post Orders and check the Post Orders that are not on Hold and Create Quickbooks Link File box. Select any reports you wish printed now. When you are finished, click the Finish button to begin importing your orders into QuickBooks.

10) Click Yes to confirm start of QuickBooks importation. Be sure your QuickBooks is running, and click the next button.

11) When the import wizard opens, click Next in the following pages: Welcome, Transaction importer, and the QB mapping area until you come to the page labeled QuickBooks Item Settings.

12) In the QuickBooks Item Settings page, be sure these setting are appropriate and click Finish.

13) Click OK to begin the invoice transfer. When you are finished, click OK to confirm. You will now be redirected to the importer main page. Click Cancel and OK to exit the import feature. You may now begin to work with your orders that are now in QuickBooks.

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