

## **OrderTrax<sup>2</sup> QuickBooks Plug-in: SYSTEM REQUIREMENTS**

- Compatible with 2005 and later QuickBooks versions  
**PLEASE NOTE:** Earlier versions of QuickBooks may work, but are not supported.
- Runs on Microsoft Windows XP Service Pack 3 or later
- Minimum 512 MB RAM
- Internet connection is required
- Minimum Disk space – 10 GB Hard Drive
- PC Processor (CPU) – (Base) Pentium running @ 500 MHz
- .NET Framework 2.0 or later.

### **Do you know your system? Here is how you can verify if your system meets the requirements:**

**Step One:** **OPEN** QuickBooks and **GO** to the *Help* option. **SELECT** About QuickBooks to determine what version of the software you are currently running.

**Step Two:** To verify the remaining system requirements for your computer, **SELECT** Computer or My Computer then **SELECT** the System Properties option. From there confirm the remaining requirements for the OrderTrax<sup>2</sup> QuickBooks Plug-in.

**Step Three:** You must have the .NET Framework 2.0 or better installed on your system. If you do not have .Net Framework 2.0, use the following link to install it on your system.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en>

Steps for installing .Net Framework 2.0

1. **Important:** Make sure you have the latest service pack and critical updates for the version of Windows that you are running. To find recent security updates, visit Windows Update.
2. Click the **Download** button on this page to start the download
3. Do one of the following:
  - To start the installation immediately, click **Run**.
  - To save the download to your computer for installation at a later time, click **Save**.
  - To cancel the installation, click **Cancel**.

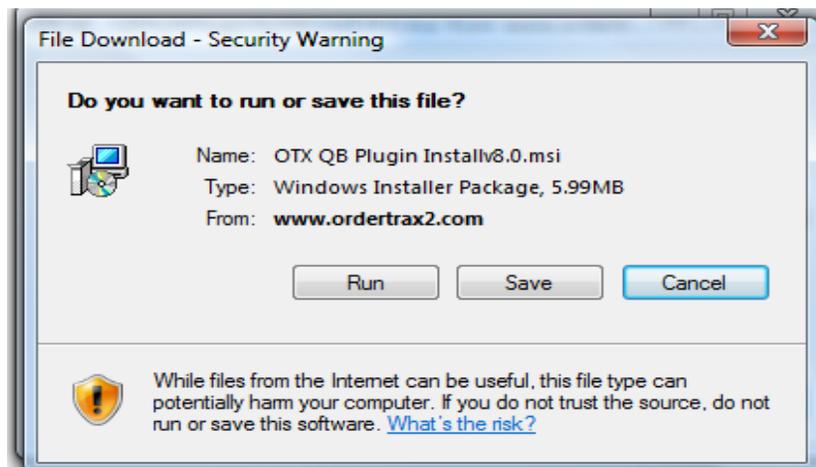
**IMPORTANT:** If you have installed previous pre-release versions of .NET Framework v2.0, such as Beta 1, Beta 2 or Community Technical Preview (CTP) builds, then you must uninstall these versions via Add/Remove Programs in Control Panel before installing this final release version.

**PLEASE NOTE:** The OrderTrax<sup>2</sup> QuickBooks Plug-in will not install if you do not have the .NET Framework.

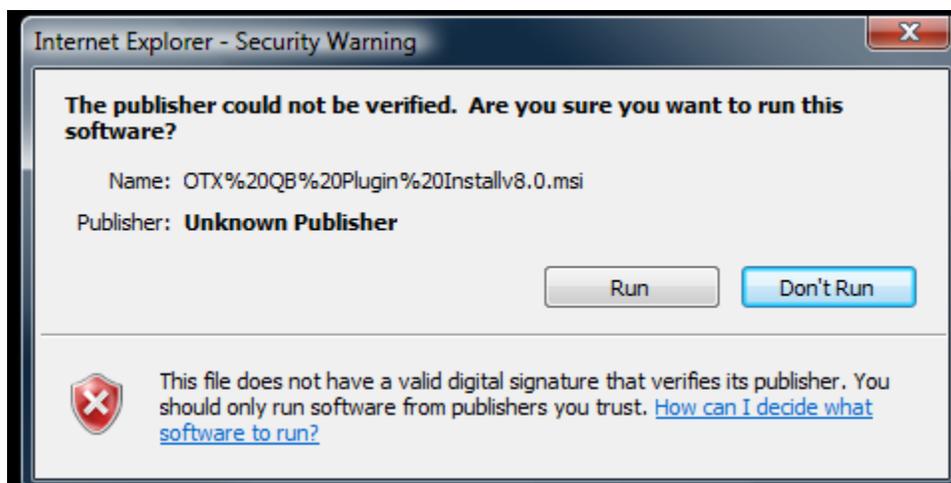
## OrderTrax<sup>2</sup> QuickBooks Plug-in: Installation

### How to install the OrderTrax<sup>2</sup> QuickBooks Plug-in

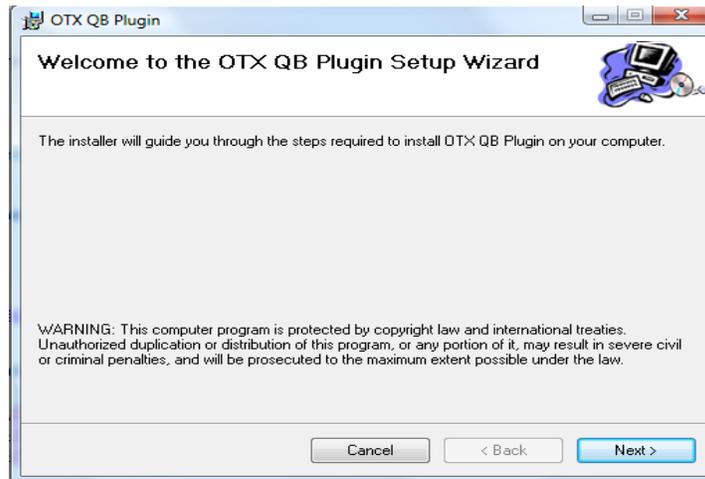
- Please ensure prior to installation that you reviewed the appropriate system requirements for the QuickBooks Plug-in
  - Logon to your Computer as the “Administrator”
  - Logon to QuickBooks as the “Administrator”
  - Set QuickBooks to **Single User** Mode
  - Close QuickBooks
  - Open your confirmation email for your QuickBooks Plug-in and click on the “**Download QuickBooks Plug-in**” Link
- 1) After you click on the Download QuickBooks Plug-in link, the screen below will appear, click on Run.



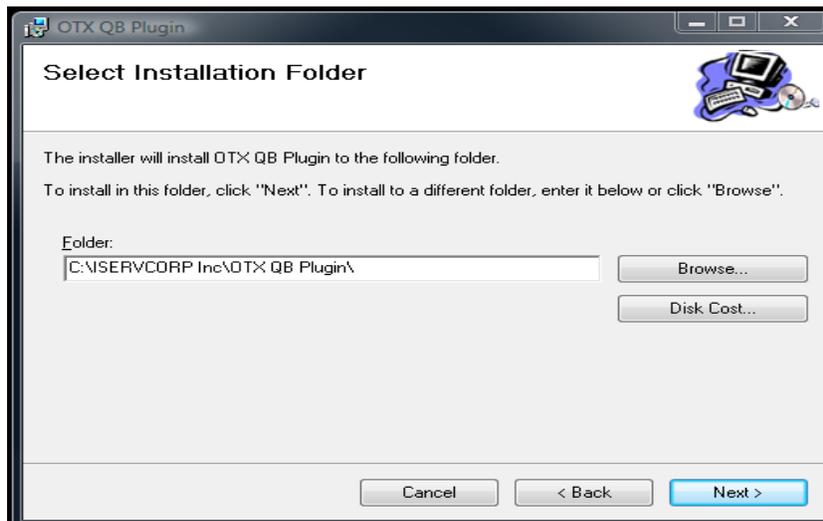
- 2) Once you click on Run, the screen below will appear. Click on Run.



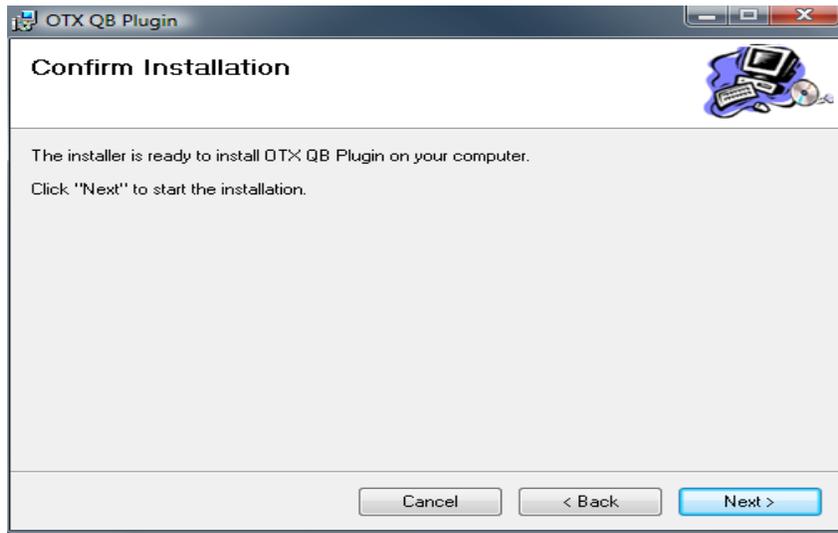
3) The Welcome to the OTX QB Plug-in Set up Wizard will appear –CLICK “NEXT.”



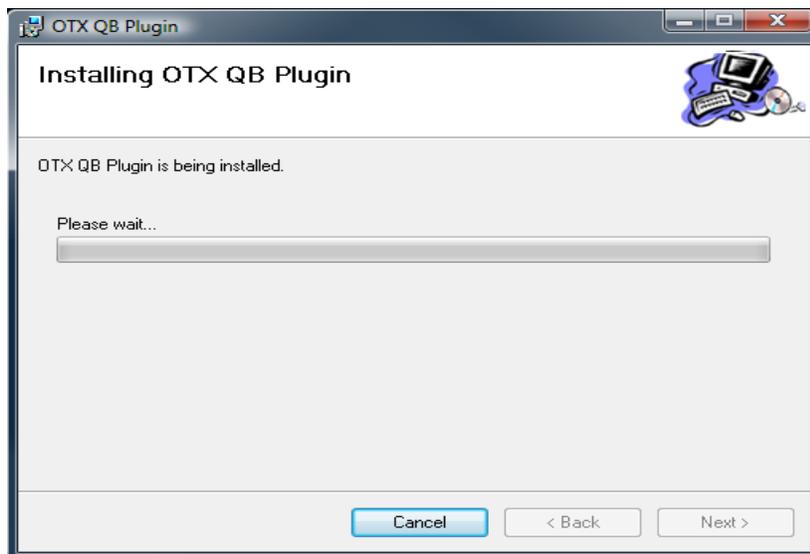
4) Select the installation folder – choose the default folder – CLICK “NEXT.”



5) Confirm installation – CLICK “NEXT.”



6) Installation begins – once complete – CLICK CLOSE.



A shortcut will appear on your desktop and it will be identified as the OTX QuickBooks Plug-in.



### 7) What should I do first after I install the OrderTrax<sup>2</sup> QuickBooks Plug-in?

- Open QuickBooks
- Log in as “Administrator”
- PLEASE NOTE: QuickBooks MUST ALWAYS be open when using the Plug-in
- Click on the Plug-in shortcut located on your desktop
- The first time QuickBooks is opened after the Plug-in is installed you will receive an Application with No Certificate Form (as appears below). This required form allows you to grant permission for the Plug-in to retrieve data from QuickBooks
- If you changed to **Single User** Mode, you can now change it back to **Mutli User** Mode



**8) The next window that will appear is the QuickBooks Plug-in Configure Screen.**

This window allows you to register your Plug-in. You must validate your company information and provide the client key and passphrase that you received via email after you completed your purchase.

You must complete ALL of the REQUIRED FIELDS within the Configure Screen.

**\*\*Please see below for Required Fields\*\***

This page will not save unless all of the required information is entered. You will continue to get prompted with this screen each time you open the Plug-in until this information is entered and saved.

**Information Entered into the Configure Screen will appear on your Purchase Order**

Configure

Company Information

Company Name: QuickBooks Test Company

Company DUNS: TESTUPIC

Company UPIC: TESTUPIC

Address Information

Address Line 1: 3125 Skyway

Address Line 2:

Address Line 3:

City: Irving

State: TX Zip: 75038 Country: USA

Contact Information

Contact Email: iservcorp@gmail.com

Contact Phone #: 972-555-1212

Contact Fax #: 972-555-1211

Plug-in Information

Client Key:

Passphrase:

Logfile Name: logfile.txt

Logging Level: Critical

Install Date: Monday, July 13, 2009

1.1.3478.28768

Cancel Save

**REQUIRED FIELDS**

- Enter your Company Name
- **Enter your Company DUNS Number \*\***
- **Enter your Company UPIC \*\***
- Enter your address, City, State & Zip Code
- Enter your e-mail address
- Enter your phone & fax number
- **Enter the Client Key\***
- **Enter Passphrase\***
- Click on Save

\*When entering the Client Key and Passphrase please make sure they are entered **exactly** as they appear in your welcome e-mail. We recommend copying and pasting the Client Key and Passphrase.

\*\* If you do not know your DUNS Number, please enter your UPIC in the DUNS field.

## Creating Purchase Orders in QuickBooks

The field's numbered 1-14 should be filled out as outlined below. This will ensure that all the required information will appear on your Purchase Order in OrderTrax<sup>2</sup>.

The screenshot shows the QuickBooks Purchase Order form with the following numbered callouts:

- 1**: Date field (07/17/2009)
- 2**: Order Number field (00500000000000000000)
- 3**: Vendor dropdown menu (Baby Promo)
- 4**: Ship To address field (Big Brand Specialties, 123 Happy Street, Dallas, TX 75067, 972-415-1778)
- 5**: Terms dropdown menu (Net 15)
- 6**: In Hands Date field (08/01/09)
- 7**: Ship Via dropdown menu (Federal Ex...)
- 8**: Item dropdown menu (ABC)
- 9**: Description field (Hats with Logo. Color = Blue Thread = yellow. Artwork has been sent via Ordertrax2. Special Instructions: Test order Do Not Process!!!!)
- 10**: Qty field (300)
- 11**: Rate field (1.29)
- 12**: Amount field (387.00)
- 13**: Total field (387.00)
- 14**: Vendor Message field (Please use this field for Vendor Messages)

1. Enter Purchase Order Entry Date
2. Enter Purchase Order Number
3. Choose Vendor from Drop Down
4. Choose Shipping Address. Include shipping phone number in this field, so it will populate on the PO
5. Enter Net Terms
6. Enter "In Hands Date"
7. Enter Shipping Method
8. Enter Item

9. Enter Description of Item – Use this field to enter all Item Information including color, size or any special instructions. This field should be used for all detailed information for Purchase Order.
10. Enter Quantity
11. Enter Rate
12. Amount will be auto calculated
13. Total will be auto calculated
14. Enter Message to Vendor - Message is limited to 80 characters

Below is an example of how your Purchase Order should look in QuickBooks:

Big Brand Specialties

### Purchase Order

Date	P. Order No.
1 7/17/2009	2 0050 Baby

Vendor

Ship To

Baby Proms  
123 Candy Lane  
Dallas, TX 75067

3

Big Brand Specialties  
123 Happy Street  
Dallas, TX 75067  
972-415-1778

4

Terms	In Hand Date	Ship Via
5	6	7

Item	Description	Qty	Rate	Amount
8	<p>ABC</p> <p>Hats with Logo. Color=Blue Thread=yellow. Artwork has been sent via Ordetrack2. Special Instructions Test order Do Not Process!!!</p> <p style="font-size: 2em; font-weight: bold; text-align: center;">9</p>	10 300	11 1.29	12 387.00
<b>Total</b>				13 387.00

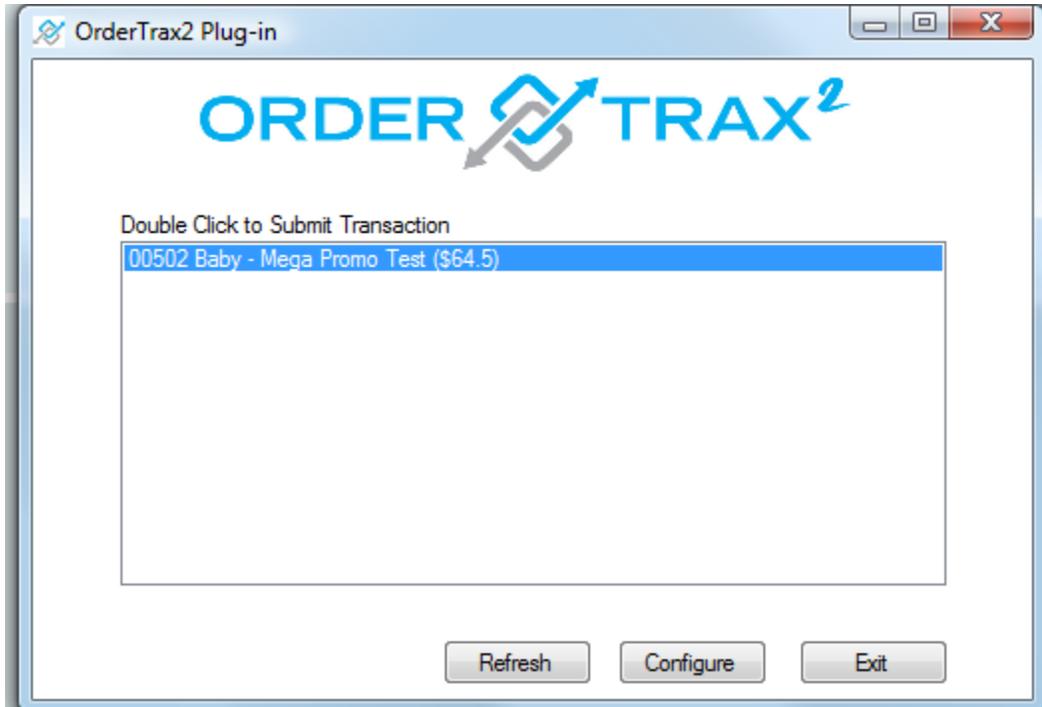
Please use this field for Vendor Messages

14

Below is an example of how your Purchase Order should look in OrderTrax<sup>2</sup>:

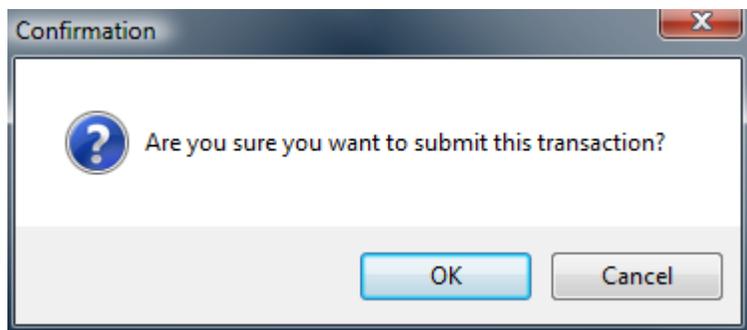
<b>Big Brand Specialities</b> Big Brand Specialities Phone: 972-555-1212 Fax: 972-555-1414 123 Happy Place  Dallas, Texas 75038 iservcorp@gmail.com		<b>Purchase Order</b> <b>1</b> <table border="1"> <tr> <td>DATE</td> <td><b>2</b> P.O. NO.</td> </tr> <tr> <td>7/17/2009 7:56:38 AM</td> <td>00503 Baby</td> </tr> </table> DUNS: 331234321 UPIC: OTXD2		DATE	<b>2</b> P.O. NO.	7/17/2009 7:56:38 AM	00503 Baby															
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To send your Purchase Order to OrderTrax<sup>2</sup>, open QuickBooks then open the OrderTrax<sup>2</sup> QuickBooks Plug-in; QuickBooks must be open for the plug-in to function. You can select a PO to submit to OrderTrax<sup>2</sup> by clicking on it in the OrderTrax<sup>2</sup> QuickBooks Plug-in Screen.



**\*\*Clicking on the REFRESH button will Refresh the screen with any news orders you have entered\*\***

**Click OK to submit transaction**



Once you click OK to submit transaction, the screen below will appear (this will only happen if the record in the Vendor Center does NOT have a UPIC, DUNS or E-MAIL address) When this information is entered it will automatically be saved in the Vendor Center.

Vendor Information

There is insufficient information in the Vendor file to process this order.  
Please provide the information below

**Test Supplier**

Vendor's Order Email Address (required)

Vendor's DUNS #

Vendor's UPIC

Submit Cancel

**Click on SUBMIT to send your Purchase Order to OrderTrax<sup>2</sup>**

Go to [www.Dailyboost.com](http://www.Dailyboost.com) and login to OrderTrax<sup>2</sup>, which allows you to:

- View orders
- Track orders
- Send Artwork
- Request a Status
- Request a Proof
- Send a Trax Message
- View Shipping Details
- Request an Invoice