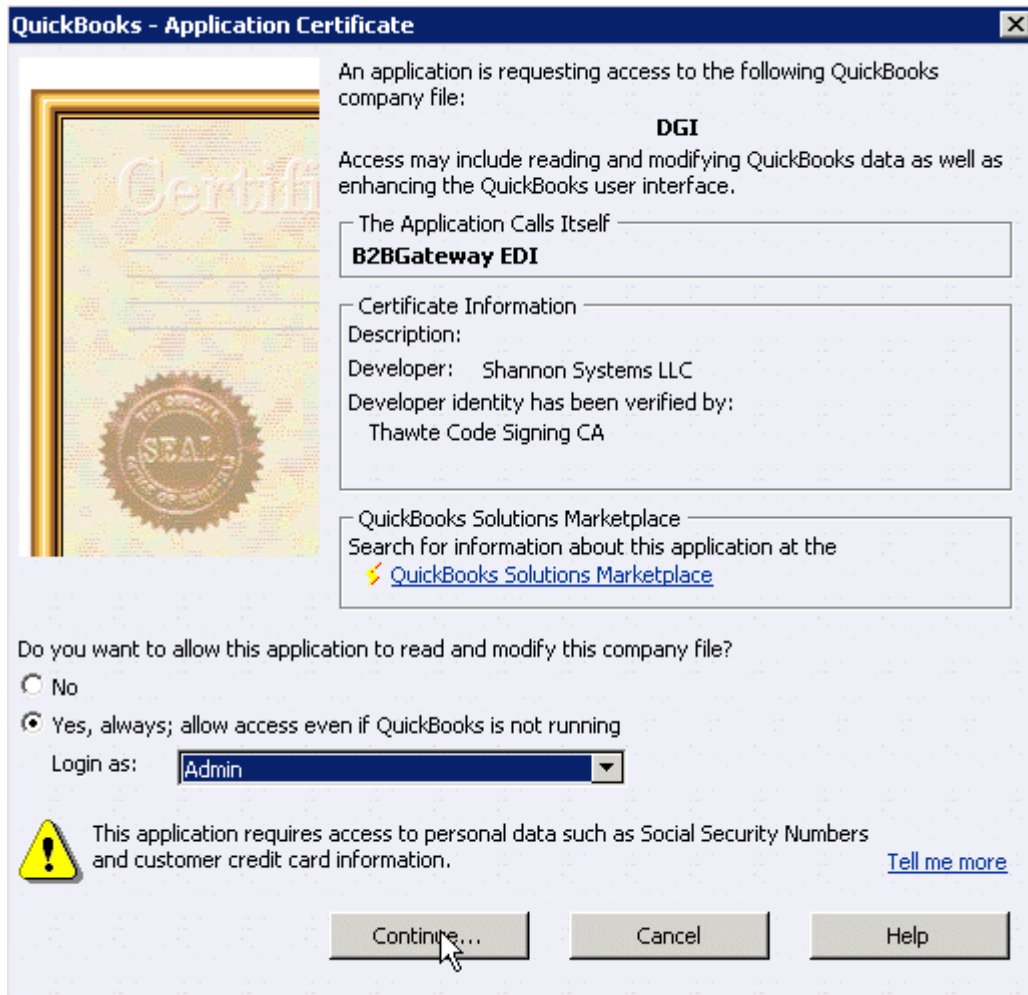


Introduction

This guide will walk you through the steps required to connect B2BGatewayEDI to QuickBooks® and start Sending and Downloading EDI. QuickBooks will need to be installed on your machine and the administrator will need to login to QuickBooks for the initial connection.

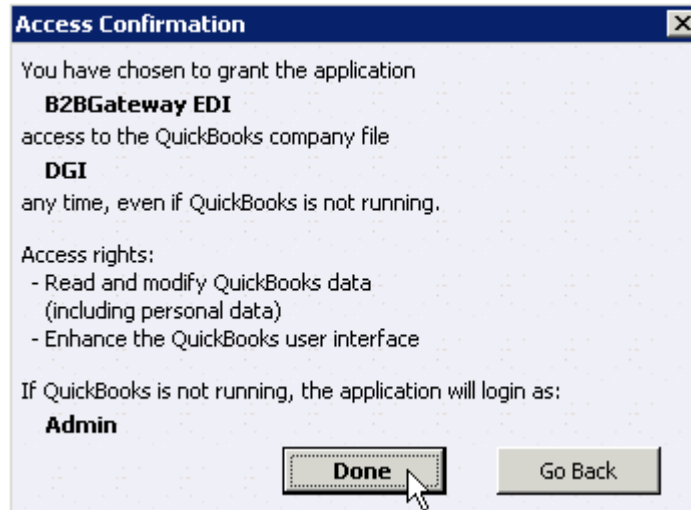
Connect To QuickBooks®

1. Open QuickBooks® and login as the QuickBooks® administrator.
2. Open the B2BGatewayEDI client by double-clicking the shortcut on your desktop or accessing the link under Start->Programs->B2BGateway
3. If this is the first connection, you will be presented with the Connection Wizard screen. Click the OK button to initiate the connection.
4. You will be presented with the below screen from within QuickBooks.



Choose the Yes, always; option and select the user account for B2BGatewayEDI to utilize. Click the Continue button when ready.

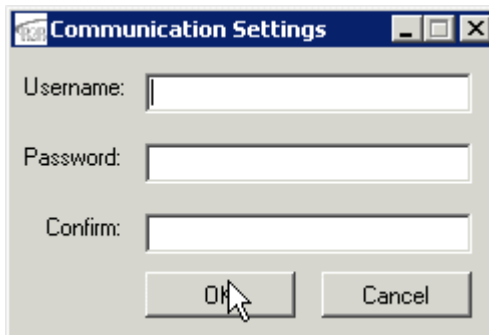
5. Click the Done button on the Access Confirmation dialog.



6. B2BGatewayEDI will display a successful connection dialog; click the OK button to proceed.



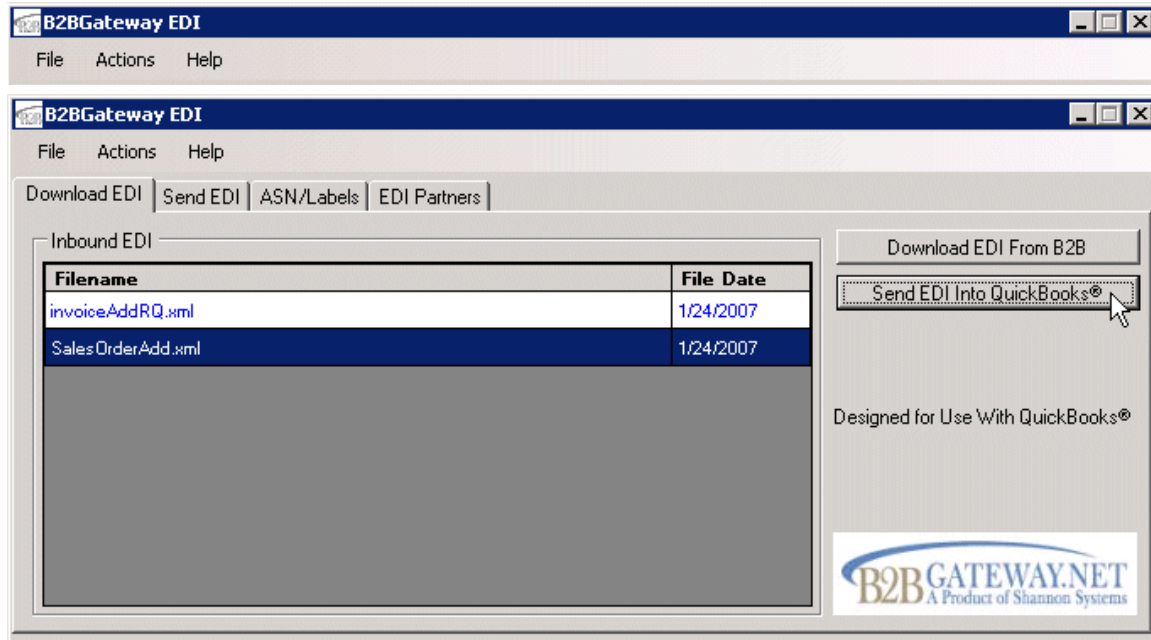
7. Type your B2BGateway username and password into the communication settings dialog and click the OK button when finished.



8. Congratulations! You have successfully configured the B2BGatewayEDI client.

Send EDI Into QuickBooks®

To Send EDI into QuickBooks® you must first download your EDI files from B2BGateway. Click on the Download EDI Tab and click the Download EDI from B2B Button.

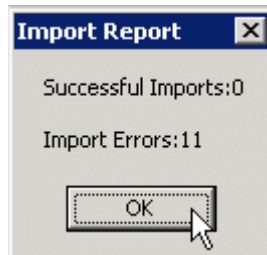


Once your EDI files have been downloaded, select the file you would like to Send into QuickBooks and click on the Send EDI Into QuickBooks button.

Handling Import Errors

When transactions are being imported into QuickBooks the information on the Transaction must match what exists within QuickBooks. If there are any discrepancies with the Transaction and QuickBooks, you will be presented with an Error Report and screens that enable you to correct the Transaction.

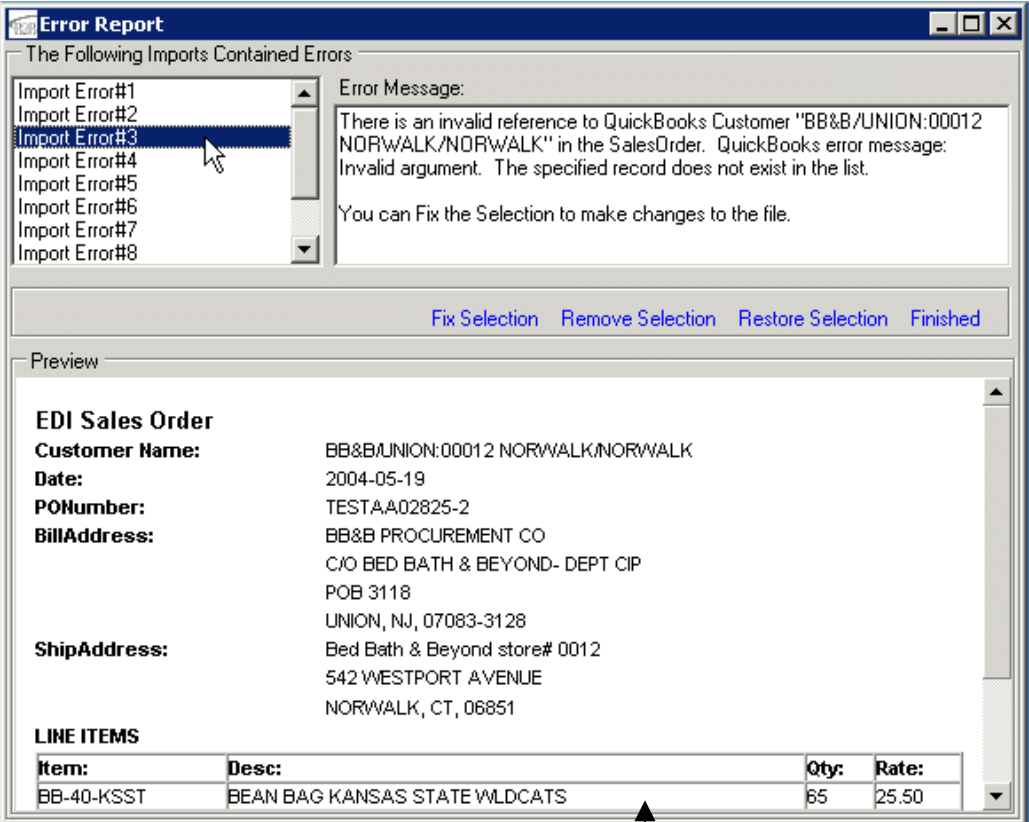
After you have sent a file into QuickBooks, you will see an Import Report. Click the OK button.



You will now see the Error Report screen.

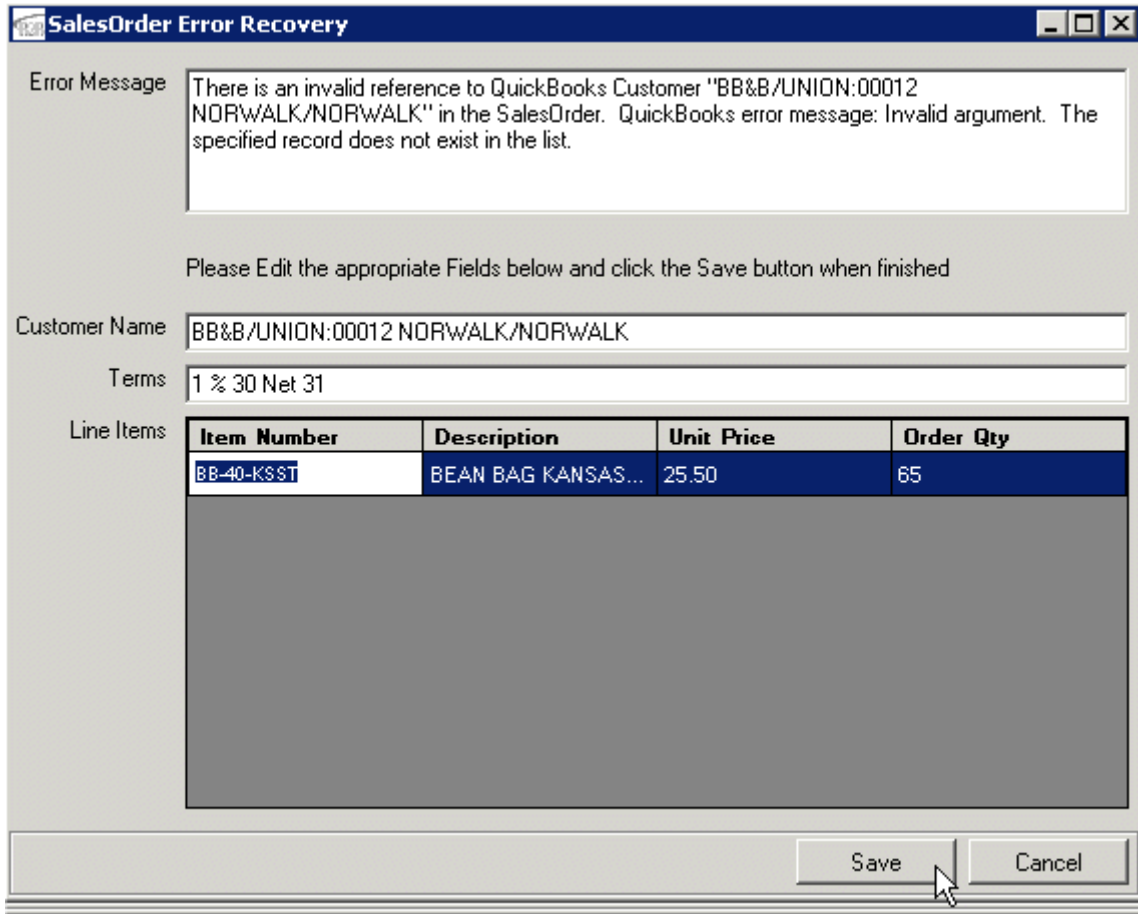
Select the Import Error from the list

The Error Message is displayed here



A preview of the Transaction is displayed here.

Click the **Fix Selection** link to modify data within the selected import transaction. You will be presented with a Recovery Screen for the transaction type.



SalesOrder Error Recovery

Error Message: There is an invalid reference to QuickBooks Customer "BB&B/UNION:00012 NORWALK/NORWALK" in the SalesOrder. QuickBooks error message: Invalid argument. The specified record does not exist in the list.

Please Edit the appropriate Fields below and click the Save button when finished

Customer Name: BB&B/UNION:00012 NORWALK/NORWALK

Terms: 1 % 30 Net 31

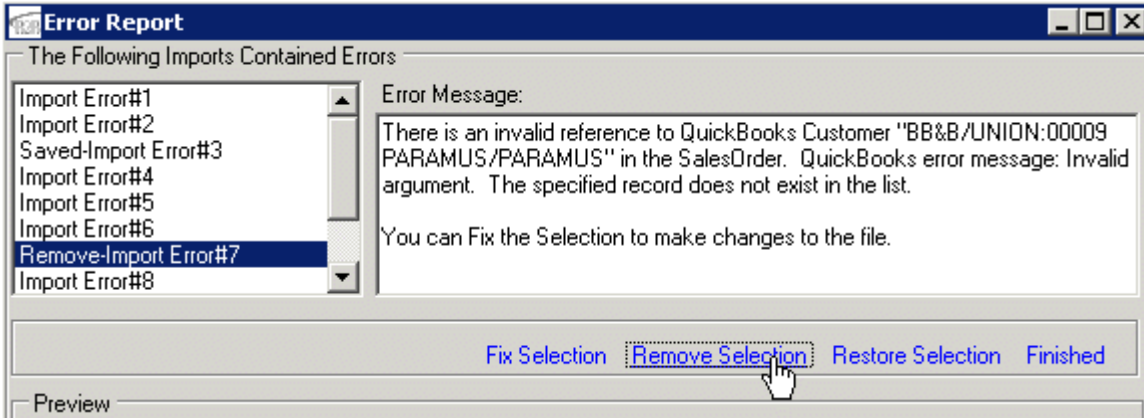
Line Items

Item Number	Description	Unit Price	Order Qty
BB-40-KSST	BEAN BAG KANSAS...	25.50	65

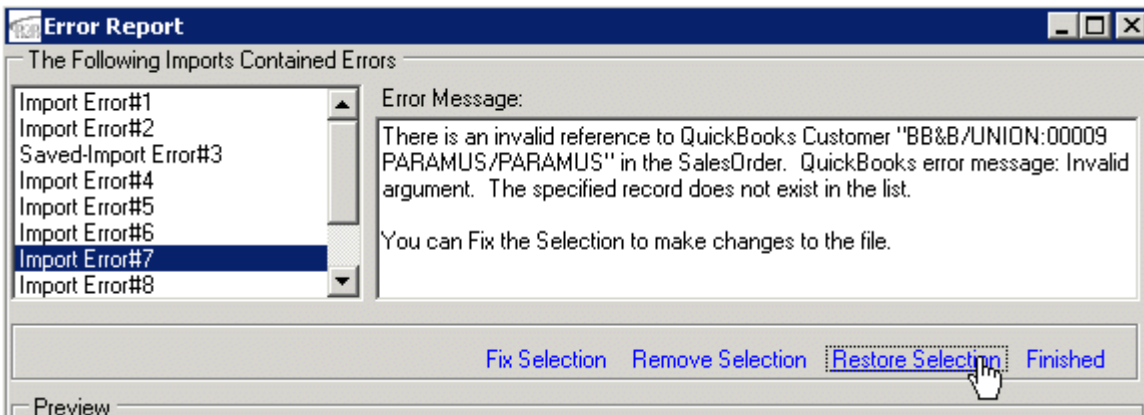
Save Cancel

This screen allows you to edit the Customer Name, Terms, and Line Item fields. To delete a line item, select the row and click the delete button on your keyboard. When you are finished with your modifications click the Save button.

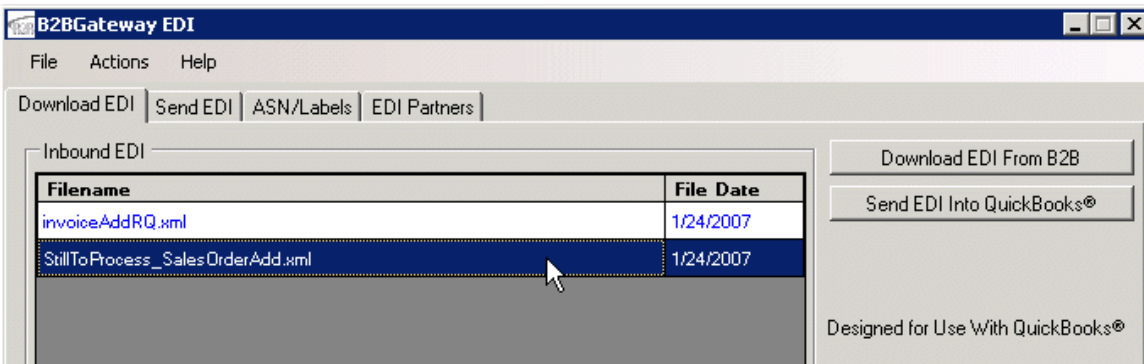
Click the **Remove Selection** link to remove a transaction from your import file.



Click the **Restore Selection** link to restore a removed import.



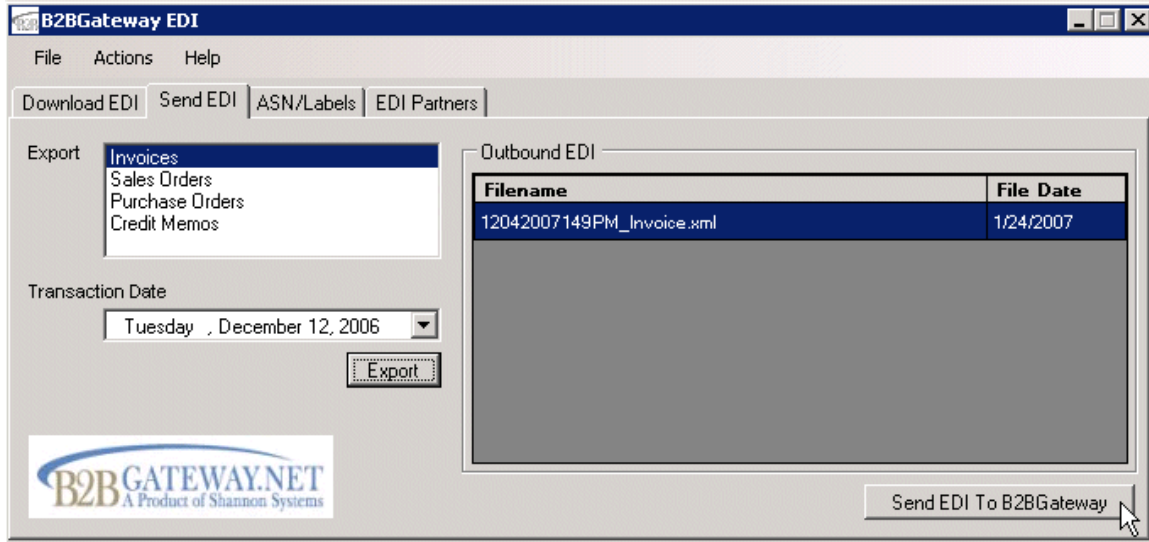
Click the **Finished** link when you have completed making your changes. You will now see that the original file you selected to send into QuickBooks has the prefix StillToProcess_.



Re-import the modified file into QuickBooks.

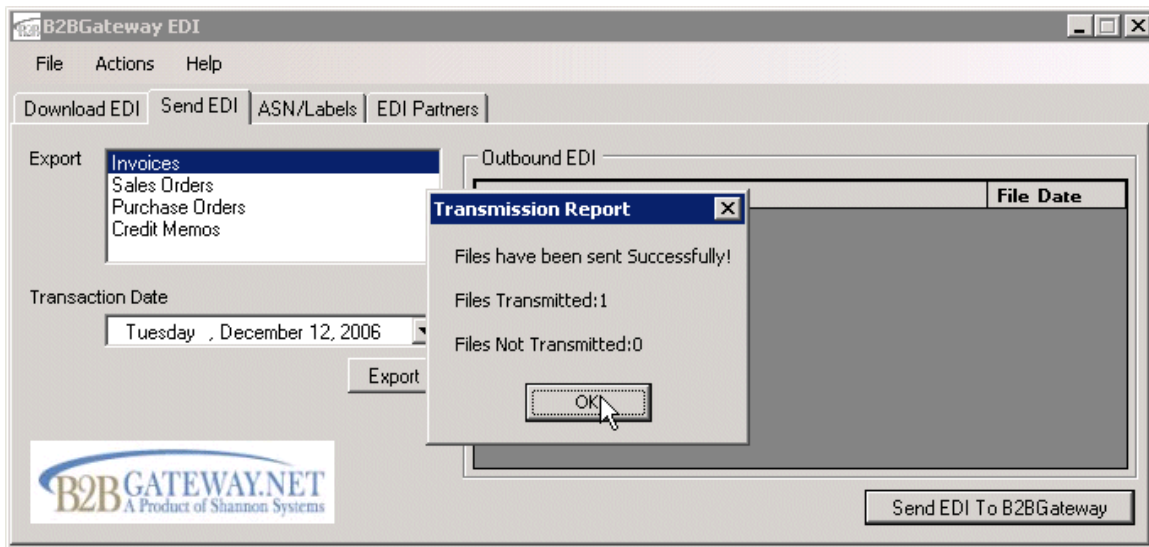
Sending EDI To B2BGateway

To send QuickBooks transactions to B2BGateway for EDI conversion click on the Send EDI Tab.



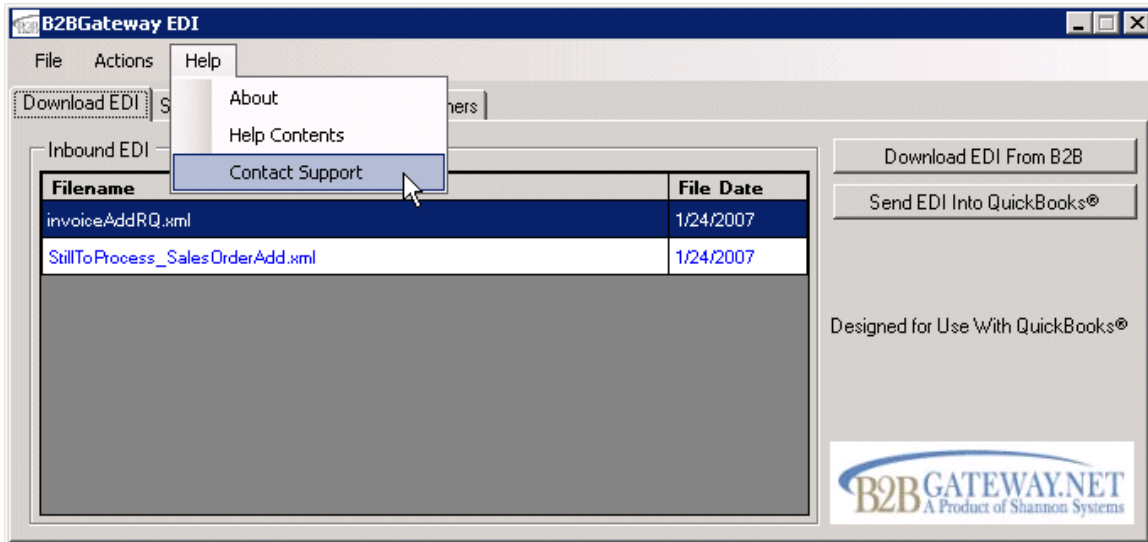
Select the transaction type, the transaction date and click the Export button. The Exported transactions will be listed in the Outbound EDI window. Click the Send EDI To B2BGateway button to transmit the data to B2BGateway.

Once the files have been transmitted, you will be presented with a Transmission Report.

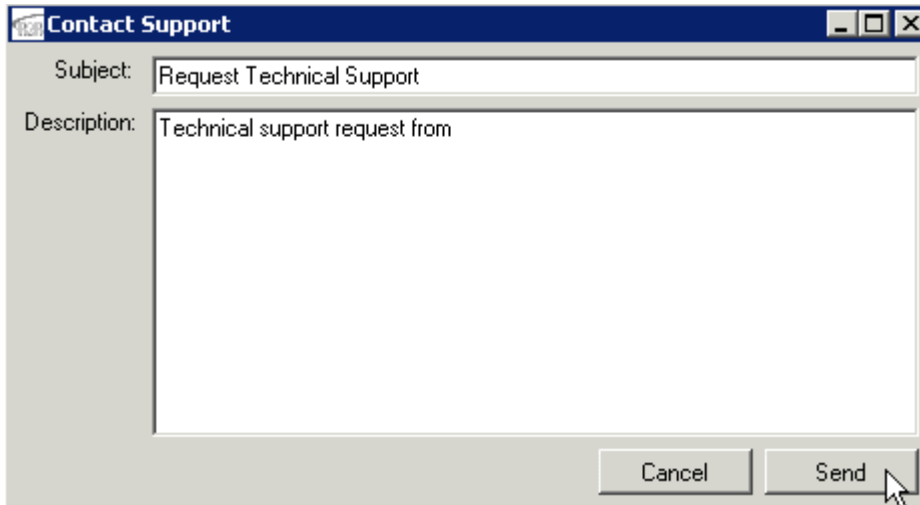


Contacting Support

In addition to contacting your Support Engineer and the Technical support staff, you have the option to Contact Support from the Help Menu.



Enter a subject and Description for the Support Request and click the Send button.



Additional Contact Information

Postal Address:
Shannon Systems/B2BGateway
173 Spark St.
Brockton, MA 02302

Main Phone: 1 (508) 894-2150
Main Fax: 1 (508) 894-2151
Web Address: <http://www.B2BGateway.net>

24 Hour Support Phone: 1 (401) 608-2539
24 Hour Support Email: support@shannonsystems.com