

3. The Franchise has separate holding and operating QuickBooks® files. Feel free to upload the operating file; however, the data cannot be merged automatically so the holding file data must be manually entered.

2.2 Upload a QuickBooks® File

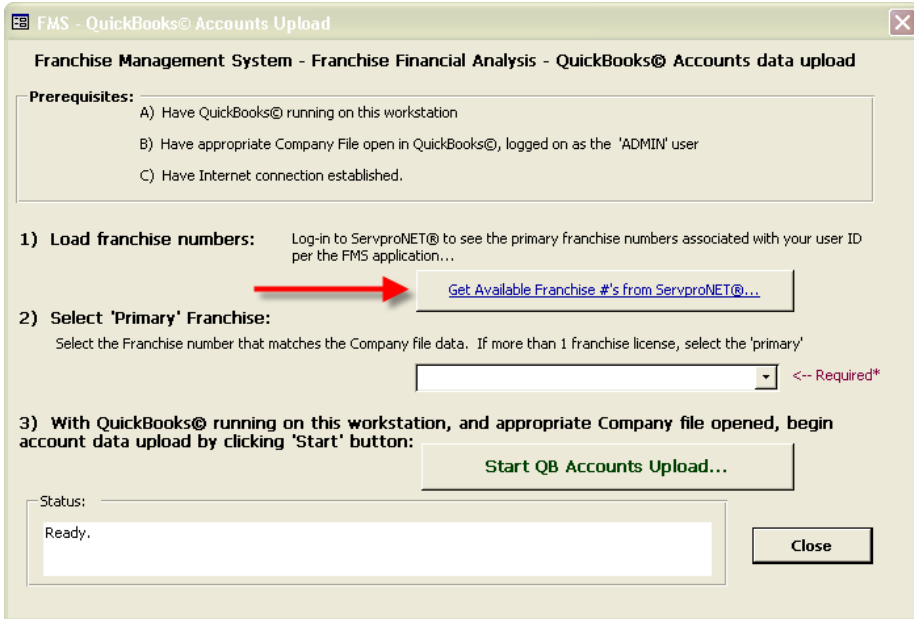
1. Open QuickBooks®.
2. Open the company file that will be uploaded and login as the Admin.
Note: If you use account numbering on your reports, please turn it off prior to performing an upload. After the upload is complete the account numbering can be turned on again.
3. Open SERVPRO® Office Automation Software (SOA).
4. Connect to a database and log-in.
5. Select the FMS link.



6. The QuickBooks® Accounts Upload window displays.
7. Select the “Get Available Franchise #'s from ServproNET®” button.

Tips and Tricks:

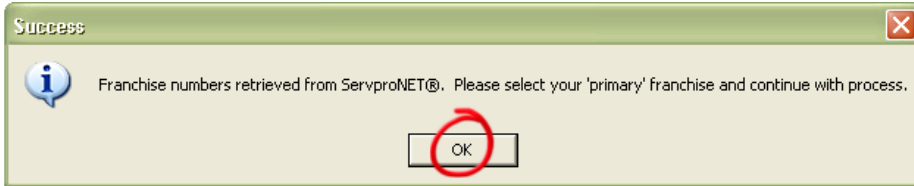
If any issues occur during the upload process, consult Appendix C: QuickBooks® Upload Troubleshooting prior to contacting SERVPRO's Help Desk.



8. The User Authentication window displays.
9. Enter the owner's *ServproNET*® User Name and Password.
10. Select OK.



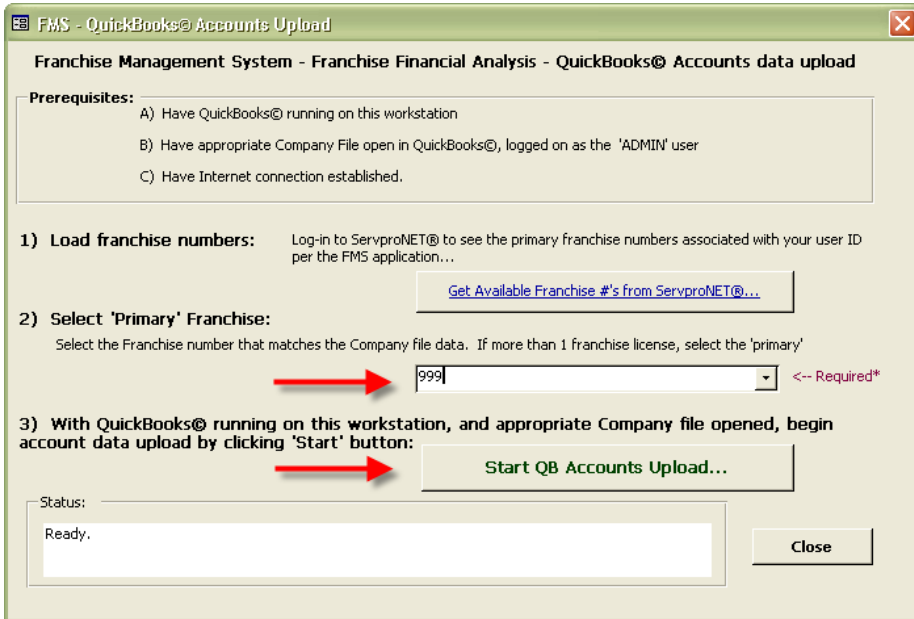
11. Confirmation that the franchise numbers were retrieved displays.
12. Select OK.



13. The QuickBooks® Accounts Upload window displays.
14. Select the primary franchise number from the drop down in Step Two.

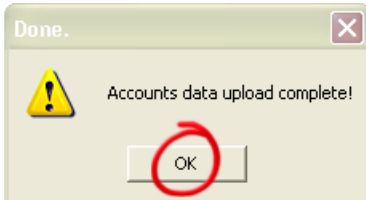
WARNING:
Before moving to the next step, ensure that the franchise number selected is the number associated with the QuickBooks® file you have open. Once the Start Button is selected, any existing data for the franchise selected will be deleted from the database and replaced with the data in the open QuickBooks® file.

15. Select the "Start QB Accounts Upload" Button.
Note: Up to 60 months of data will be uploaded as available in the open QuickBooks® file.



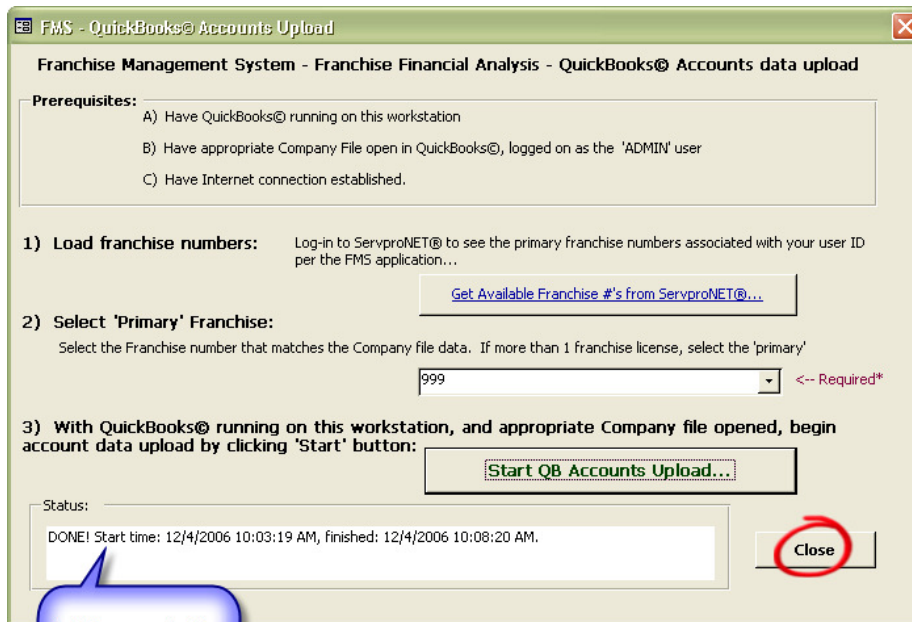
16. Confirmation data was uploaded displays.

17. Select OK.



18. The QuickBooks® Accounts Upload window displays.

19. Select Close.



In this example, the Upload took five minutes

20. The QuickBooks® Accounts Upload window will close and both QuickBooks® and SOA may be closed.

2.3 Manually Enter QuickBooks® Data

1. Print the Profit and Loss and Balance Sheet for the desired date range from QuickBooks®.