

EasyRoyaltiesUSA

Importing QuickBooks Authors

Summary

This document tells you how to export author (i.e. vendor) information from QuickBooks and import it into EasyRoyalties.

- Phase 1. Create a custom report in QuickBooks for author and agent contact information
- Phase 2. Export the report into an Excel worksheet
- Phase 3. Import the author records into Easy Royalties

Assumptions

This paper assumes that you are using QuickBooks 2008 or later and that authors or the agents of authors have a vendor type of "Author".

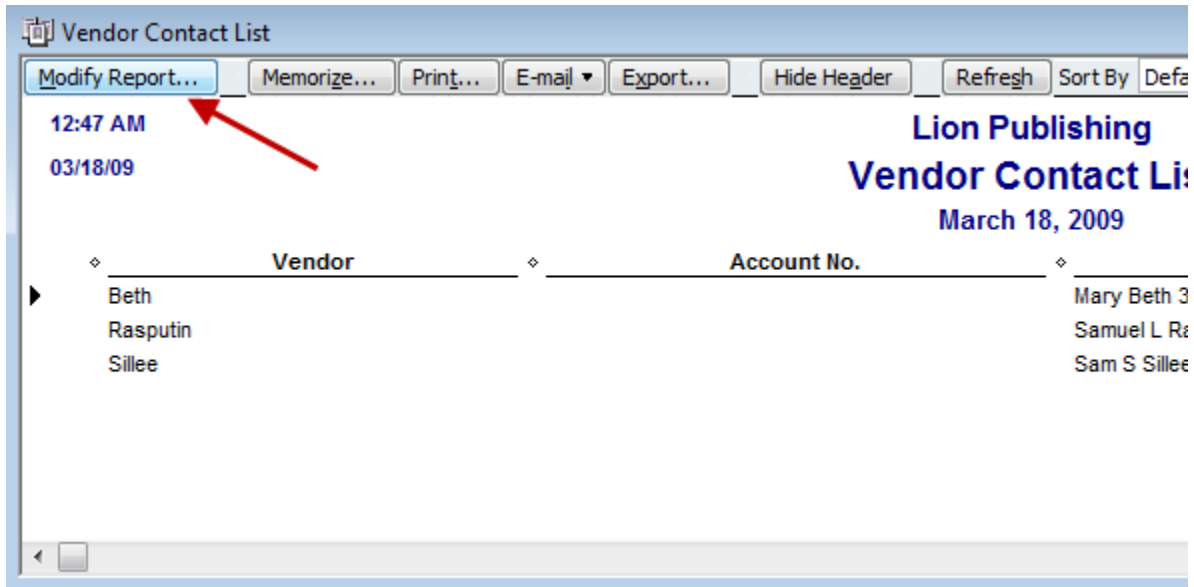
QuickBooks Vendor Record:

The screenshot shows the 'Edit Vendor' window in QuickBooks. The 'Additional Info' tab is active. The 'Type' dropdown menu is set to 'Author', and a red arrow points to it. Other fields include Vendor Name (Beth), Current Balance (0.00), Account No., Billing Rate Level, Credit Limit, and Tax ID (123-50-9999). Buttons for OK, Cancel, Notes, and Help are visible on the right.

Phase 1: Create a custom report to export author information

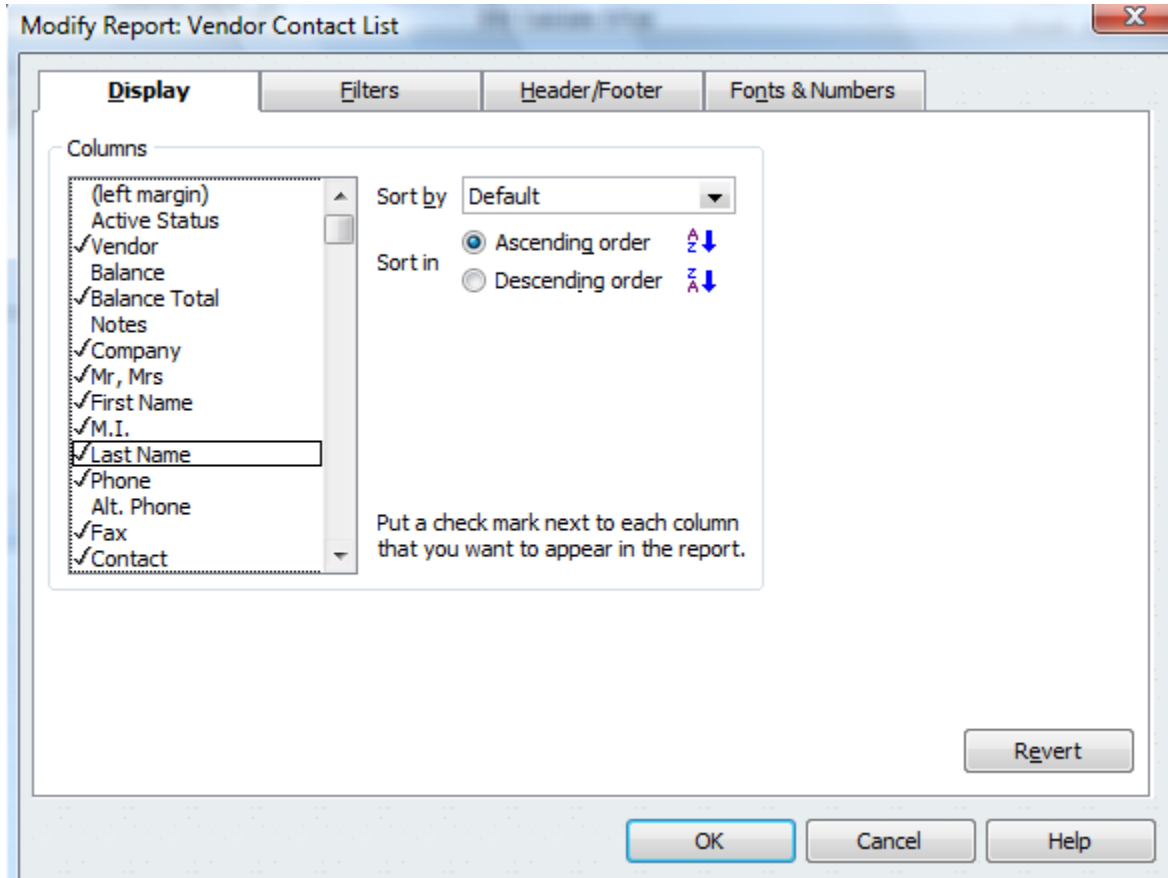
To export author information from QuickBooks you need to generate a vendor contact list that contains contact information for vendors with a vendor type of "Author". After you create the report save the report (i.e. Memorize) so you can generate it again without going through these steps.

To do this go to **Reports > Vendor & Payables > Vendor Contact List** and select **Modify Report**.



Tab: Display

In the display tab select the author (agent) contact fields that you want to import.



We recommend that you select;

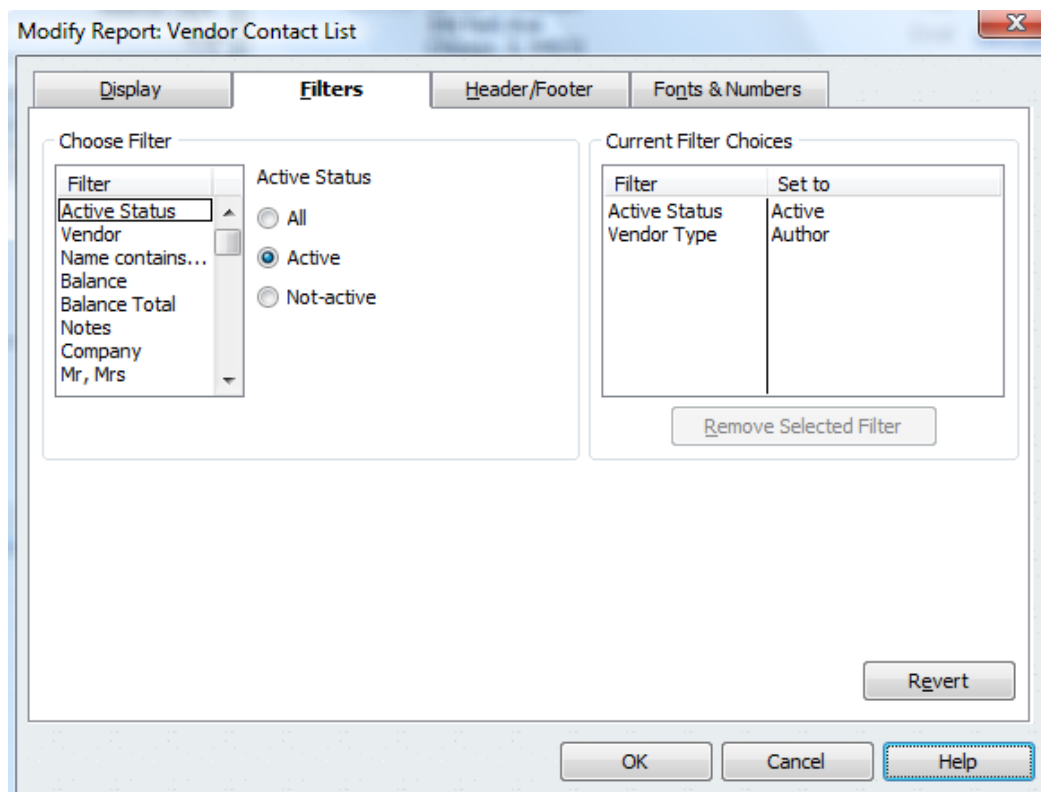
Vendor, Company, First Name, Last Name, Phone, Street1, Street2, City, State, Zip, County, Email, Vendor Type, and Tax ID.

You should deselect (left margin). If you don't you will have to delete the empty left column before importing the file into EasyRoyalties.

Note that you will map **Vendor** to the **Author code** field in EasyRoyalties, as QuickBooks uses the vendor name field as the vendor number.

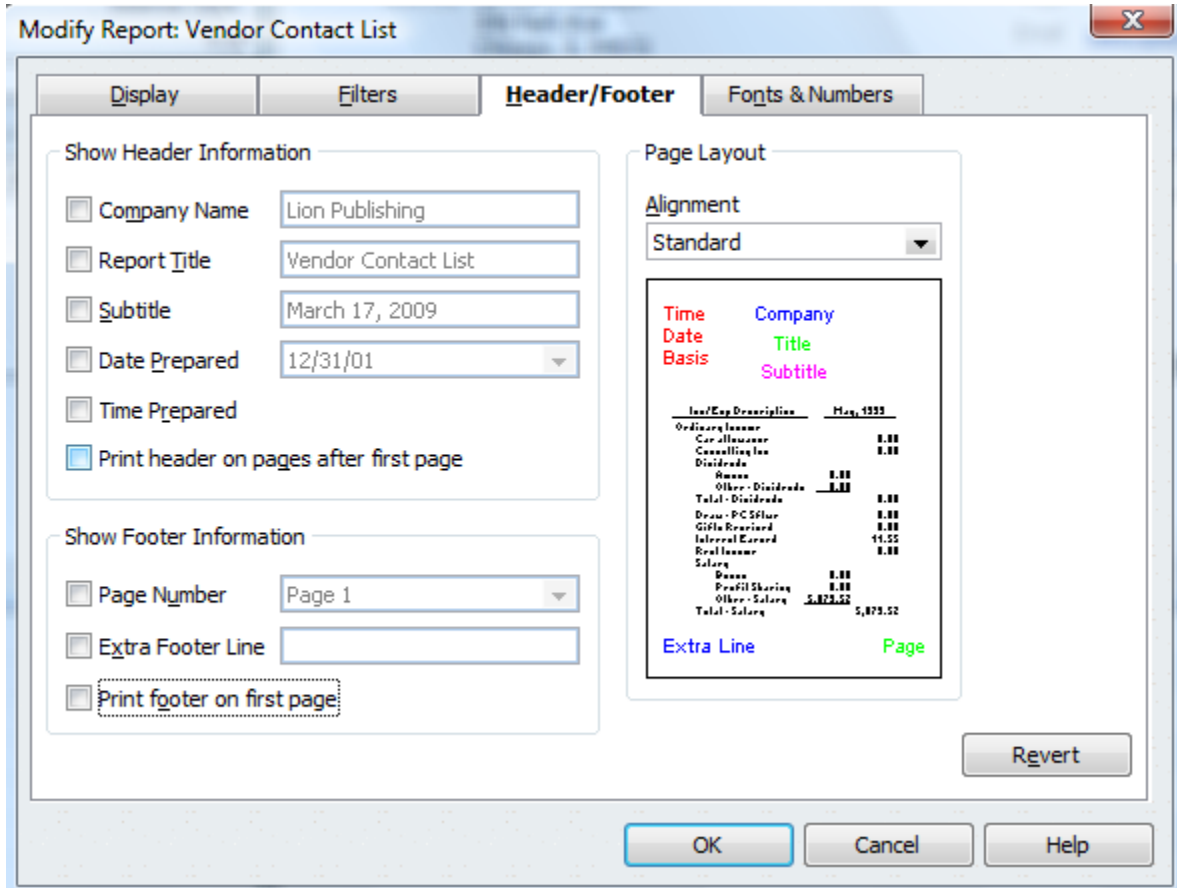
Tab: Filters

In the filters tab add filters to select only Vendors Type “Author” and Active Status “Active.”

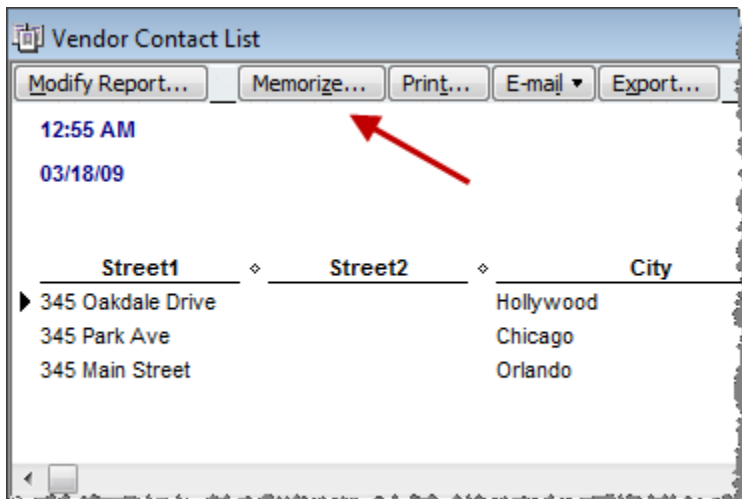


Tab: Header/Footer

In the Header/Footer tab deselect all check boxes.



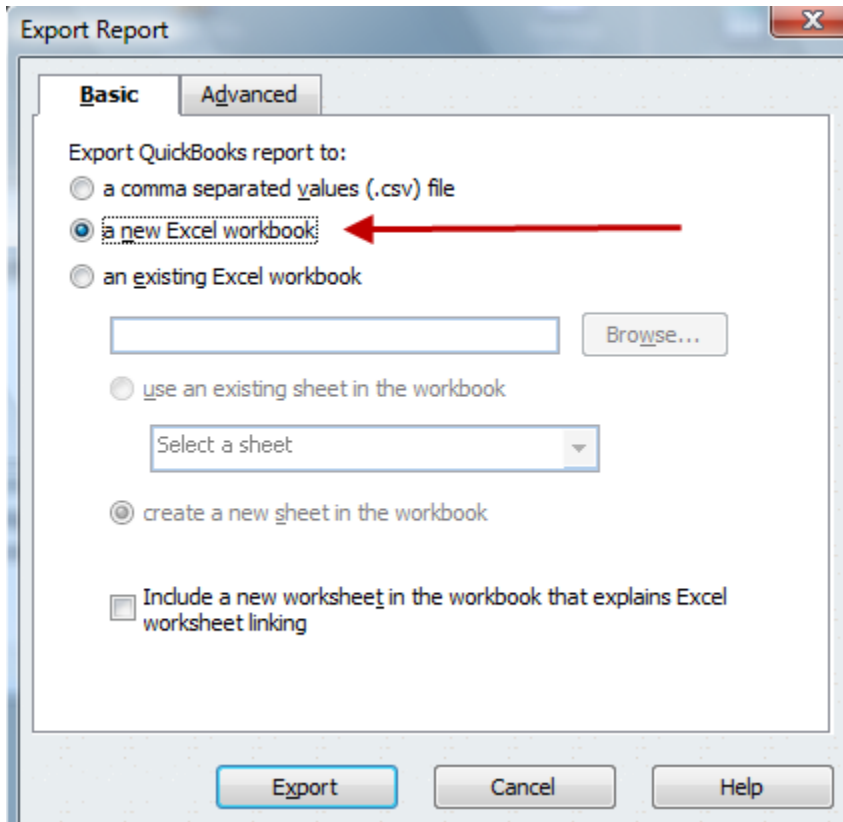
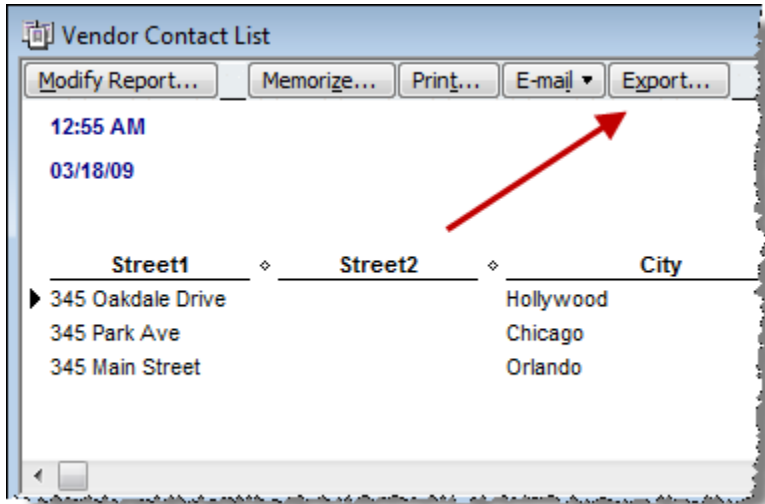
Save the report (Memorize) after you have modified it



Phase 2: Export the Report

After you have created the report you need to export it to Excel.

While you have your report on the screen select the Export button.



When the export screen comes up select a **new Excel workbook** and press the export button.

After the report appears in Excel, you need to delete the top 3 rows; the rows with your company name, the report name and the report date.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Lion Publishing											
2	Vendor Contact List											
3	March 18, 2009											
4	Street1	Street2		City	State		Zip		Country			
5	345 Oakdale Drive			Hollywood	CA		94000					beth@
6	345 Park Ave			Chicago	IL		94053					rassy@
7	345 Main Street			Orlando	FL		23444					silee@
8												

This will leave you with an excel spreadsheet that has a single header row followed by the vendor records. Each field will be separated by an empty column.

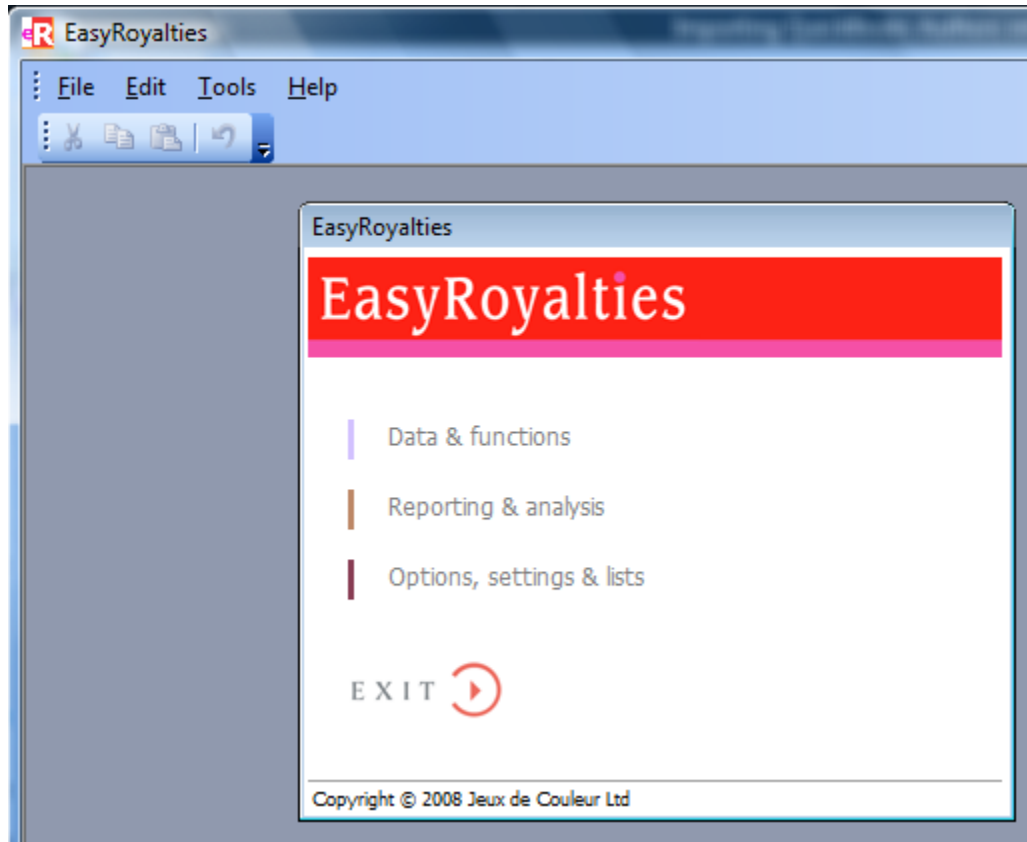
	A	B	C	D	E	F	G	H	I	J	K	L
1	Street1	Street2		City	State		Zip		Country			
2	345 Oakdale Drive			Hollywood	CA		94000					be
3	345 Park Ave			Chicago	IL		94053					ras
4	345 Main Street			Orlando	FL		23444					sile
5												
6												

Save the Excel worksheet in Excel 2003 format.

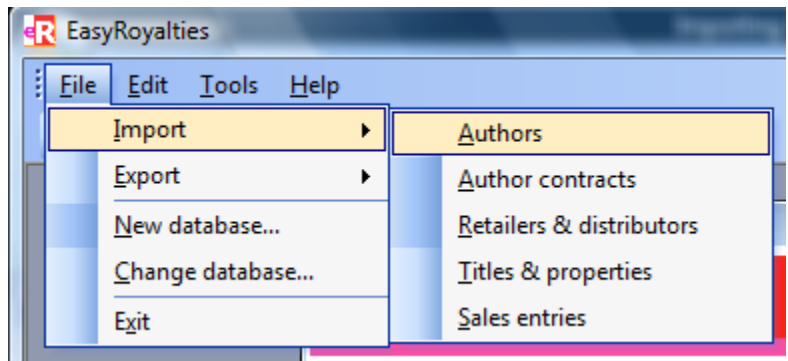
Phase 3. Import Author Information into EasyRoyalties

In Phase 3 you will import the excel worksheet containing the author contact information into EasyRoyalties.

Step 1. Open up EasyRoyalties

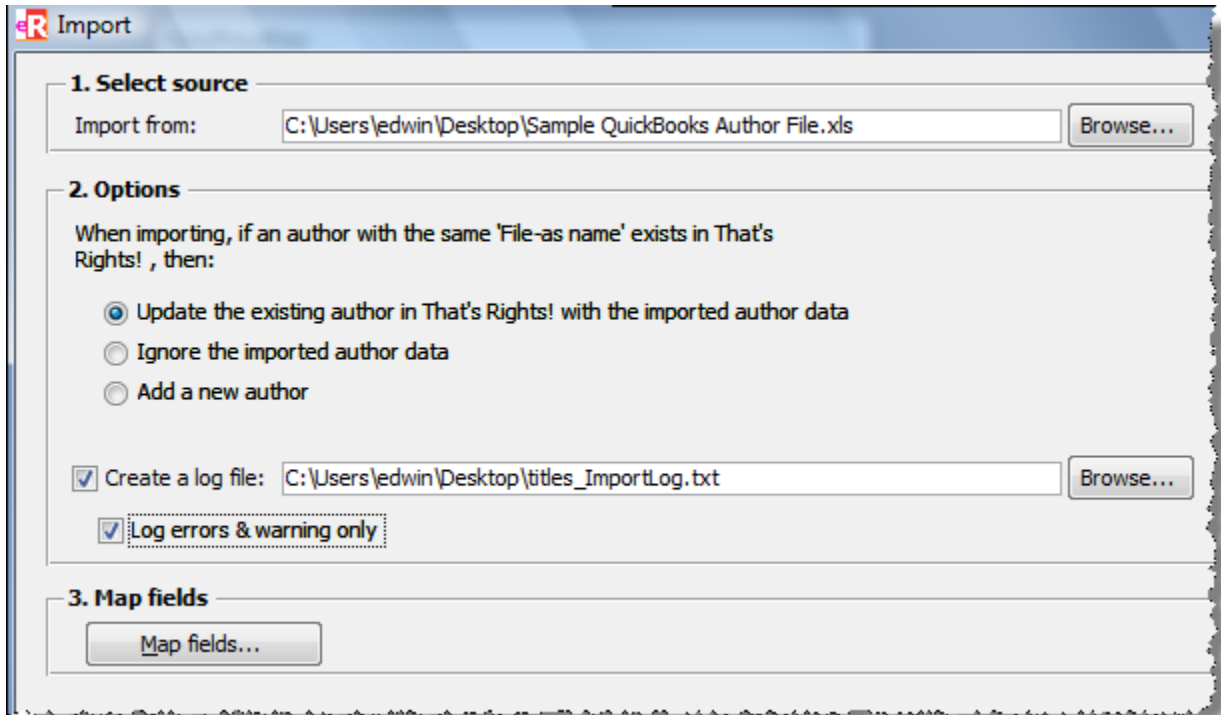


Step 2. Go to File > Imports > Authors



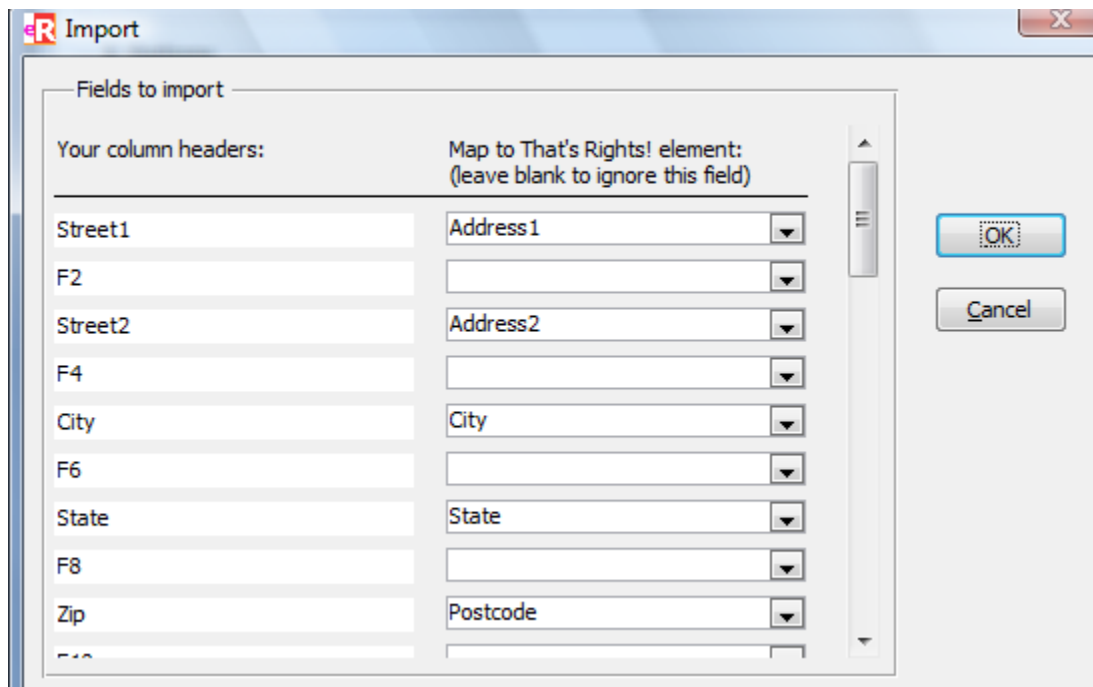
Step 3: Select the source file (i.e. your Excel file) using the browse button

Step 4. Tell the system to create a log file and select “Log errors & warning only”. This will generate a log of records that could not be imported.



Step 5. Map Fields

Press the **Map fields** button. Now you need to map the column headers in your QuickBooks Excel file to the field names in EasyRoyalties. When you are done press **OK**.



Step 6. Import

Press the **Import Now** button. This starts the import process. After importing the records a status box appears that tells you how many author records were added, updated, ignored and if there were any invalid records.

- Added – New authors added to the author file.
- Updated – Existing author records were updated.
- Ignored – If the author record already exists it was ignored.
- Invalid – The record was not imported. This occurs if the author and company name fields are blank.

