

Yahoo! Merchant Solutions and QuickBooks®

Introduction

Yahoo! Merchant Solutions allows you to export information from one or more orders into Intuit QuickBooks for accounting, inventory, and offline processing. This application note describes how to perform the export and provides answers to the most commonly asked questions about the export process.

Solution Overview

What Yahoo! Provides

When orders are placed in your Yahoo! Merchant Solutions store, the order information is stored online. Yahoo! provides tools to retrieve these orders and export these orders in multiple formats including CSV, M.O.M., XML, plain text, and QuickBooks. This export functionality is available on the Retrieve Orders page of the Store Manager.

What Intuit Provides

QuickBooks is small-business accounting software that allows merchants to invoice customers, manage accounts payable and receivable, and manage inventory and assets.

Integration Benefits

The integration provides you with the ability to select a range of orders from your store Order Manager and export a QuickBooks .IIF file to your computer. IFF stands for "Intuit Interchange Format." The .IIF file is used by QuickBooks to import lists or transactions into QuickBooks.

Using the Export to QuickBooks

Prerequisites

Yahoo! only supports QuickBooks exports of order information up to QuickBooks version 2002.

To export a range of orders to QuickBooks, you must be a Merchant Solutions Standard or Professional customer.

Exporting Your Orders to QuickBooks

To export order information from your Yahoo! Store Manager to QuickBooks:

1. From the Orders screen in the Store Manager, indicate an order or range of orders to export to QuickBooks. Click the "Export" button.
2. On the next page, click the "Export" link and choose "Save to Disk," name your IIF file, and save the file to the hard drive of your computer.
3. Open QuickBooks.
4. In QuickBooks, select "Import" from the File menu.
5. Finally, select the IIF file that you saved on your hard drive in Step 2. Your Yahoo! Store order information will now be viewable in QuickBooks.

QuickBooks Items Imported as Services

When importing orders or invoices, QuickBooks will automatically create a new item if the ordered item does not currently exist within QuickBooks. When QuickBooks creates new items, it will automatically create them as "Service" items.

To prevent ordered items being imported as Services, you will need to set up all the items currently in your Yahoo! Store within QuickBooks. The Item Name/Number for each item in QuickBooks must exactly match the corresponding Item Code in your Yahoo! Store.

When importing orders, QuickBooks will search for the Item Name or Number, and if a match is found it will decrease the quantity available by the number of units shipped. Additionally, QuickBooks will create the journal entry that decreases the Inventory account and increases the Cost of Goods Sold account.

If QuickBooks does not find a matching item, it will create a new item with the type of "Service," which does not allow tracking of quantities. It also will not create an entry to the Cost of Goods Sold account.

You can choose to export a .CSV file of the Item Codes in your Yahoo! Store to compare the Codes with the Item Names or Numbers

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currently entered into QuickBooks. To export this file, follow these steps:

1. From your Store Manager page, click "Orders," which appears below the Process heading.
2. On the following screen, in the last row of boxes next to the "Export" button, enter any range of orders. The range selected will not matter in this case.
3. Select the format of the file as Excel, Access, or a generic .CSV from the pull-down menu, then click "Export."
4. A list of eight different files will appear to export. Select "Products.csv" from the list, and save the file to your computer.

All Orders Exported as Paid

Because merchants have the option of processing orders offline, it is not always possible for Yahoo! to determine if an order has been charged. Therefore, when you export an order to QuickBooks, all orders will be exported as "Paid."

Editing Titles of Fields

It is not currently possible to modify the field titles that are included within the QuickBooks export from your Yahoo! Store.

While it is possible to edit the IIF file manually to change the field titles, working with the IFF file directly can be complicated, and Yahoo! strongly suggests that only those who are very familiar with such files edit them. Yahoo! cannot provide support on any issues that may arise from modifying the IIF file.

Exporting Hold and Cancelled Orders

At this time, all orders placed "On Hold" in your Yahoo! Store will be exported with your other orders when exporting into QuickBooks.

You have two options on how to manage these orders within QuickBooks:

Option 1: You can selectively export orders from your Yahoo! Store Manager. In this case, you will need to enter either specific order numbers or specific ranges of orders, instead of choosing a single large range of orders which may include both "OK" and "On Hold" orders. You may need to export several smaller ranges of orders from

your Store Manager to ensure only those orders that are "OK" are included.

Option 2: You can choose to export both "OK" and "On Hold" orders from your Store and delete the payments for the "On Hold" orders manually within QuickBooks.

To manually delete the payments for an "On Hold" order, do the following:

1. Choose "Chart of Accounts" from the Lists menu.
2. Select your "Undeposited Funds" account.
3. Select the payment transaction you want to delete.
4. Choose "Edit/Delete Payment" from the Menu bar.

The payment will be deleted from Accounts Receivable and the Undeposited Funds accounts.

Masking Credit Card Information During Export

The invoice statement currently includes the full credit card information for each order. If you do not want this information visible on the Invoice, you will need to manually delete the credit card number from each invoice statement within QuickBooks.

Support

Support from Yahoo!

Yahoo! will handle customer service issues with regard to the export to QuickBooks:

- Yahoo! Help/FAQs: <http://help.yahoo.com/help/us/store/order/retrieve>
- Yahoo! Email Support: store-support@yahoo-inc.com
- Yahoo! Merchant Solutions 24/7 Technical Support: 1-866-800-8092

Support From Intuit

Questions regarding QuickBooks will be handled by Intuit: <http://www.QuickBooks.com/support>

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About Yahoo! Merchant Solutions

Yahoo! Merchants Solutions is a complete e-commerce system that includes such features as a secure shopping cart and online order processing, advanced catalog and inventory management, a domain name, hosting services, and business mail, as well as tools and templates to help build a web site. An industry leader for more than 6 years, Yahoo! powers 1 in 8 online stores and handles billions in merchant sales.

About Intuit

Intuit Inc. (Nasdaq: [INTU](#)) is a leading provider of business and financial management solutions for small- and mid-sized businesses, consumers, and accounting professionals. Its flagship products and services, including QuickBooks®, Quicken®, and TurboTax® software, simplify small business management and payroll processing, personal finance, and tax preparation and filing. ProSeries® and Lacerte® are Intuit's leading tax preparation software suites for professional accountants. Founded in 1983, Intuit had annual revenue of more than \$1.6 billion in its fiscal year 2003. The company has nearly 7,000 employees with major offices in 13 states across the U.S. and offices in Canada and the United Kingdom. More information can be found at www.intuit.com.