



Instructions for Importing QuickBooks® Data into ALERE

April 4, 2007

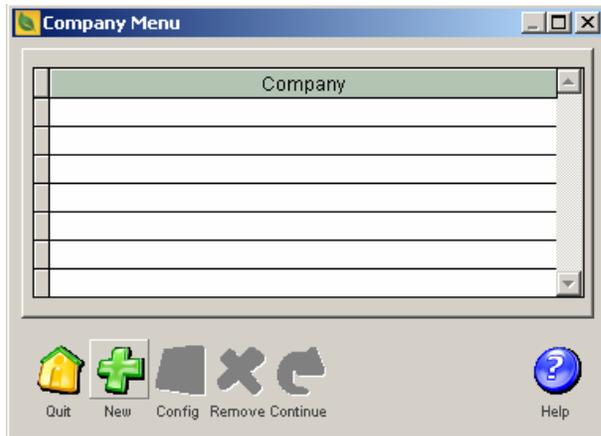
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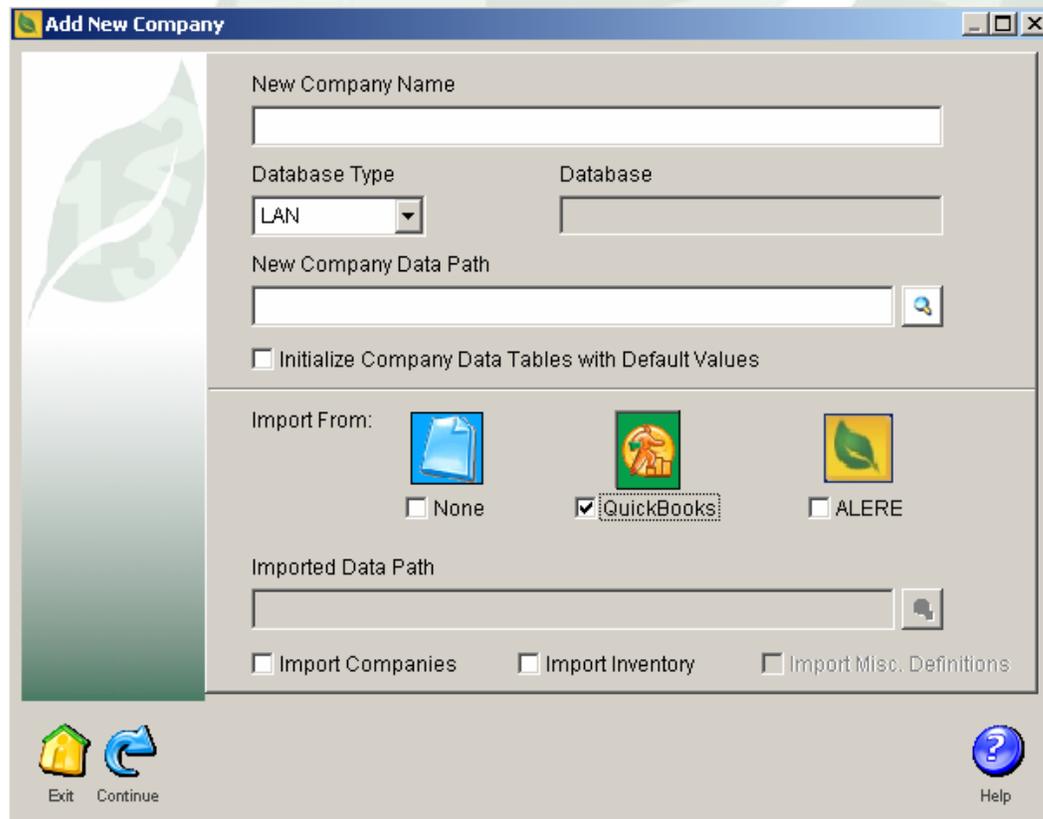
QuickBooks to ALERE conversion.

Please Read and understand all of the following before starting a live conversion. Pressing **Exit** or **Cancel** in any screen will cancel the conversion. Note that QuickBooks must be installed on the machine that is attempting to perform the conversion.

1. Run complete backups.
2. Create the new company in ALERE by pressing the **Add** button on the Company Menu screen.



3. Enter a *New Company Name* and a path to the ALERE company data.



4. Check the **Initialize Company Data Tables with Default Values** if desired. This will initialize the GL Fiscal Periods, GL Chart of Accounts, GL Default Accounts, Company Codes, Unit of Measure Conversions, Tax Rates and Payment Terms with preset defaults.

5. Check the **Import from QuickBooks** box and then check the **Import Companies** and/or **Import Inventory** boxes as desired.

6. Press the **Continue** button.

7. If the directory and/or company tables do not exist at the location specified then the system will prompt if the directory and blank tables should be created.

The screenshot shows the 'Company Defaults' window with the following fields and values:

Section	Field	Value
Accounting	Company Name	ALERE Inc
	Index	0
	Database Type	LAN
	Database	
	Data Path	C:\AC51\SAMPLECO\VALEREINC\
	System Mgr	
	Purchased	//
	Icon Path	
	Auto Number Orders	<input type="checkbox"/>
	Ignore Customer PoNo Warning	<input type="checkbox"/>
Manufacturing / SOC	Date/Time Formats	AMERICAN mm/dd/yyyy
	99:99:99	99:99:99
	Allow Overissue	<input type="radio"/>
	Ask Overissue	<input type="radio"/>
	No Overissue	<input checked="" type="radio"/>
	Costing	Average
	Tax ID	
	Global Lingo	Standard
	Local Lingo	Standard
	Misc. Supplier ID	
Miscellaneous	GL Segments	53 XXXXX-XXX
	My Company ID	TIW
	Default Location	LOC1
	Item type - Finance	FIN
	Default Store	
	Item type - Shipping	SHIP
	Default Bin	
	Item Decimals	3
	Cost Decimals	5
	Price Decimals	5

8. Set the **GL Segments**. 53 is the standard default for the supplied GL Chart of Accounts.

9. Enter a value in the **My Company ID** field.

10. Enter a value in the **Item Type - Finance** field. FIN is the standard default.

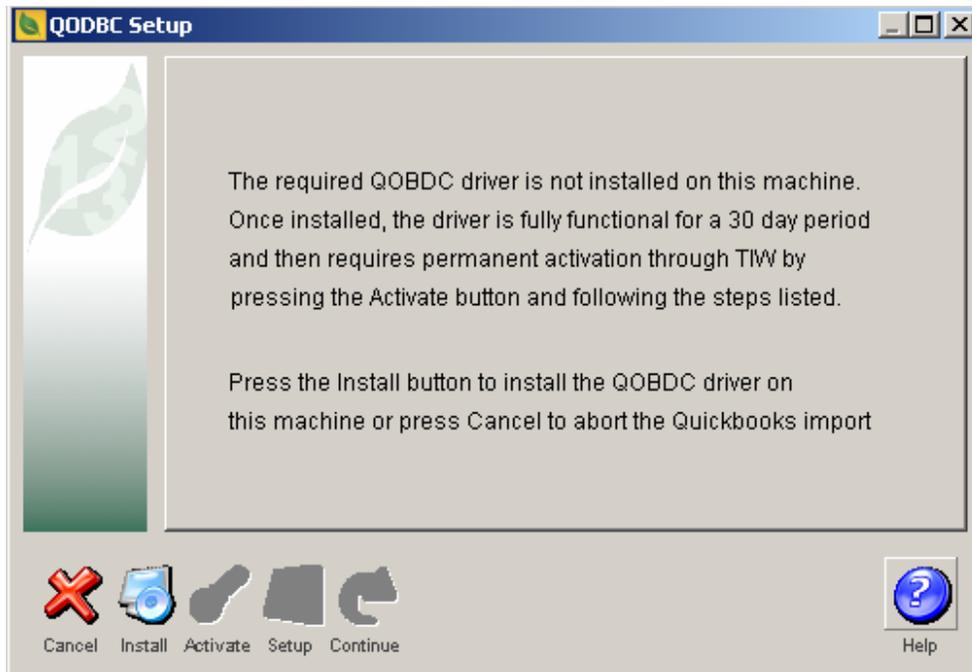
11. Enter a value in the **Item Type - Shipping** field. SHIP is the standard default.

12. Enter a **Default Location**.

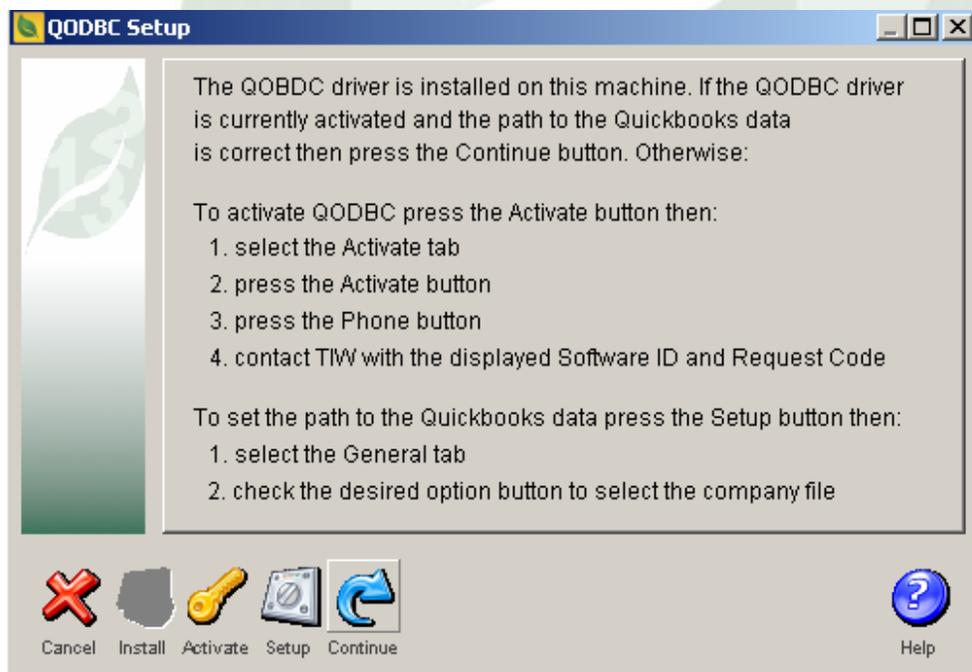
13. Note that if a Costing Method other than Average is required then this must also be set now. Other fields can be set at this time or left for later.

14. Press the **Save** button and then the **Exit** button.

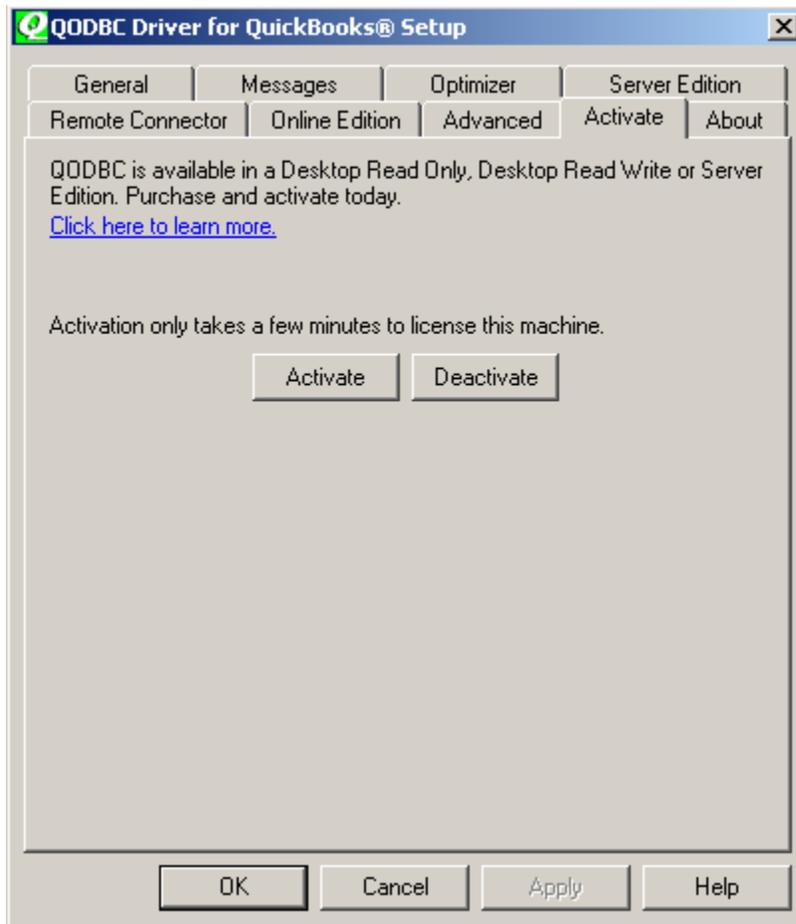
15. If this is the first time a conversion from QuickBooks has been done on this machine then the QODBC setup screen will prompt you to install the QODBC drivers. Press the **Install** button and then press the **Next** button several times on the screens that come up. It is not necessary to enter any CD key at this point; the QODBC driver will be active for 30 days from the moment it is installed.



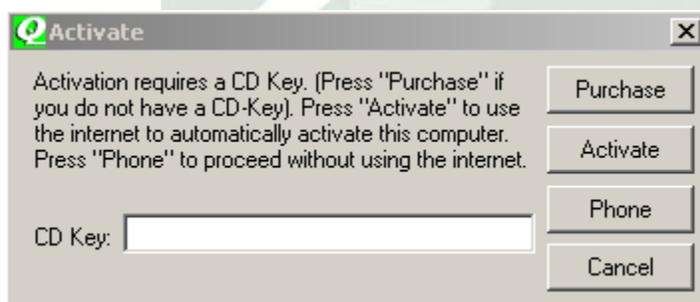
16. After the QODBC driver has been installed or if the driver was previously installed, the QODBC setup screen is presented.



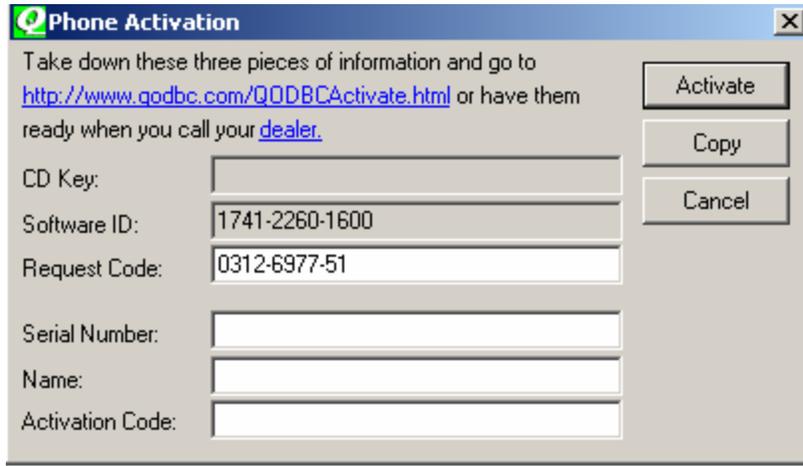
17. After the QODBC driver has been installed, it can be activated but this is not necessary during the 30-day trial period. To Activate the QODBC driver press the **Activate** button. Select the Activate tab on the QODBC Driver for QuickBooks Setup screen. Press the **Activate** button.



18. Then press the **Phone** button.



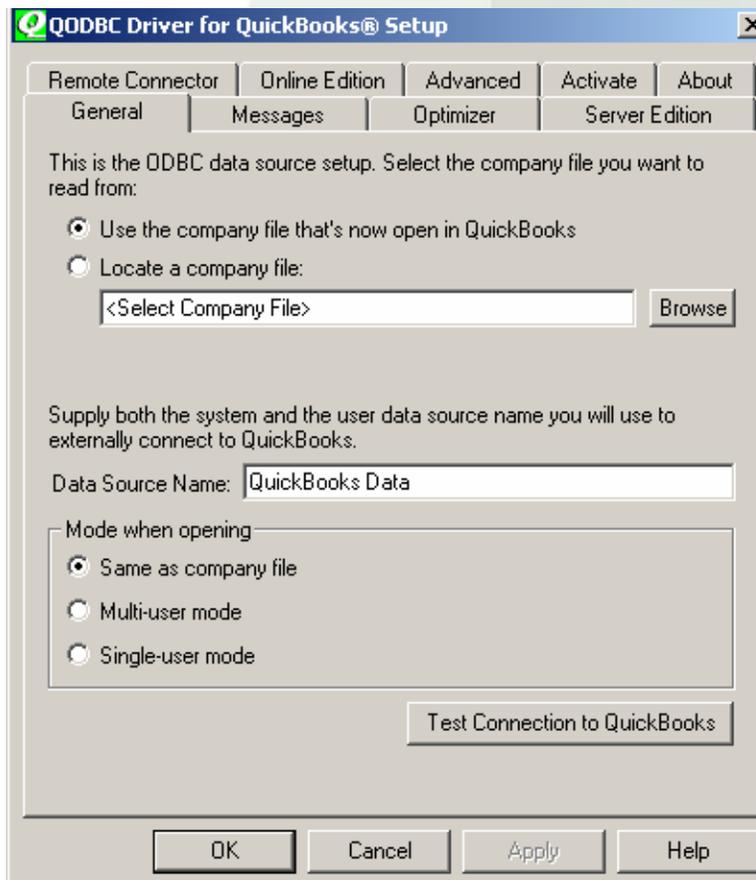
19. Contact TIW with the **Software ID** and **Request Code** that are shown. TIW will give you the **Serial Number**, **Name** and **Activation Code** that will need to be entered here for permanent activation on this machine.



The 'Phone Activation' dialog box contains the following fields and buttons:

- Text: "Take down these three pieces of information and go to <http://www.qodbc.com/QODBCActivate.html> or have them ready when you call your [dealer](#)."
- Buttons: "Activate", "Copy", "Cancel"
- CD Key: [Empty text box]
- Software ID: [1741-2260-1600]
- Request Code: [0312-6977-51]
- Serial Number: [Empty text box]
- Name: [Empty text box]
- Activation Code: [Empty text box]

20. Once activated or at any time during the 30-day trial period, you can set the path to the QuickBooks data by pressing the Setup button. Near the top of the General tab of the QODBC Driver for QuickBooks Setup screen, the path to the QuickBooks data can be selected or the option to use the currently open QuickBooks company file can be selected. You should press the **Test Connection to QuickBooks** button to confirm that the connection is valid.



The 'QODBC Driver for QuickBooks Setup' dialog box features the following elements:

- Navigation tabs: "Remote Connector", "Online Edition", "Advanced", "Activate", "About", "General", "Messages", "Optimizer", "Server Edition".
- Text: "This is the ODBC data source setup. Select the company file you want to read from:"
- Radio buttons:
 - Use the company file that's now open in QuickBooks
 - Locate a company file:
- Text box: "<Select Company File>" with a "Browse" button.
- Text: "Supply both the system and the user data source name you will use to externally connect to QuickBooks."
- Text box: "Data Source Name: QuickBooks Data"
- Section: "Mode when opening"
 - Same as company file
 - Multi-user mode
 - Single-user mode
- Button: "Test Connection to QuickBooks"
- Bottom buttons: "OK", "Cancel", "Apply", "Help"

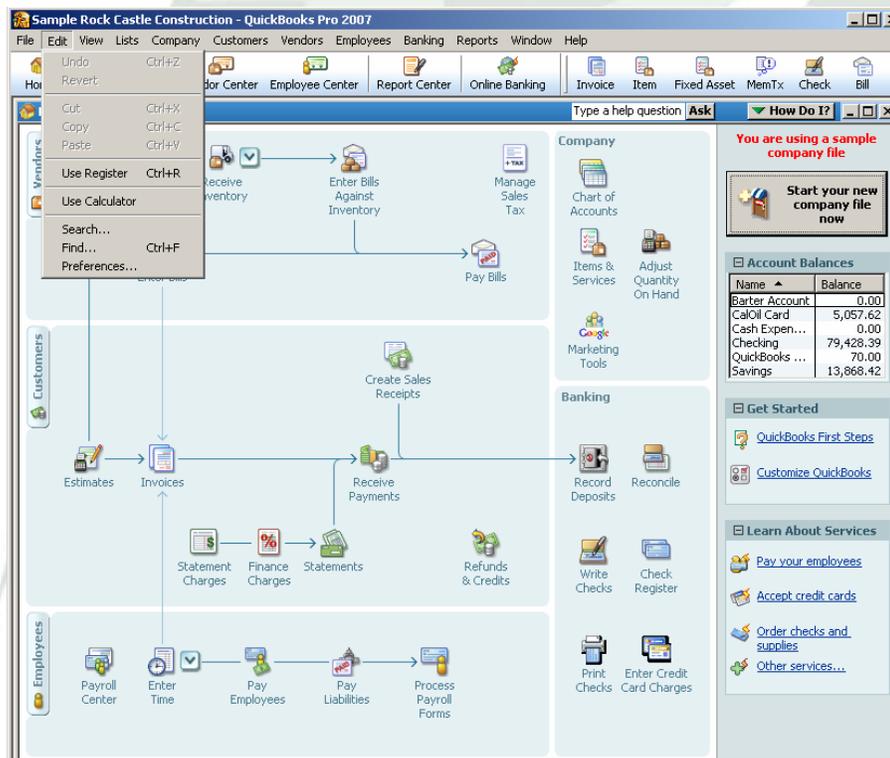
Note that certain Operating Systems and versions of QuickBooks require a Security confirmation from within QuickBooks to allow QODBC to access the company data. If you are unable to get a valid test connection follow these steps to add the QODBC Driver to the QuickBooks Integrated Application list:

1. Run the conversion again while the QuickBooks file is open or open the QuickBooks file and press the **Test Connection to QuickBooks** button again.
2. When you choose to share data with QuickBooks through your application, you are asked whether to allow access. Select **Yes**, always; allow access even if QuickBooks is not running and click Continue.
3. If the application is not signed the Confirm to Proceed window appears. Click **Yes** to accept the unsigned application.
4. The Access Confirmation window will list the application and the file you want to access. If this information is correct, click **Done**. The application will appear in your list of integrated applications in QuickBooks.

Once QODBC has been added to the list, your QuickBooks Administrator may need to modify the way the application communicates with QuickBooks. For example, the QuickBooks Administrator may select or change the login user in the Integrated Applications preferences.

To modify the way QODBC communicates with QuickBooks:

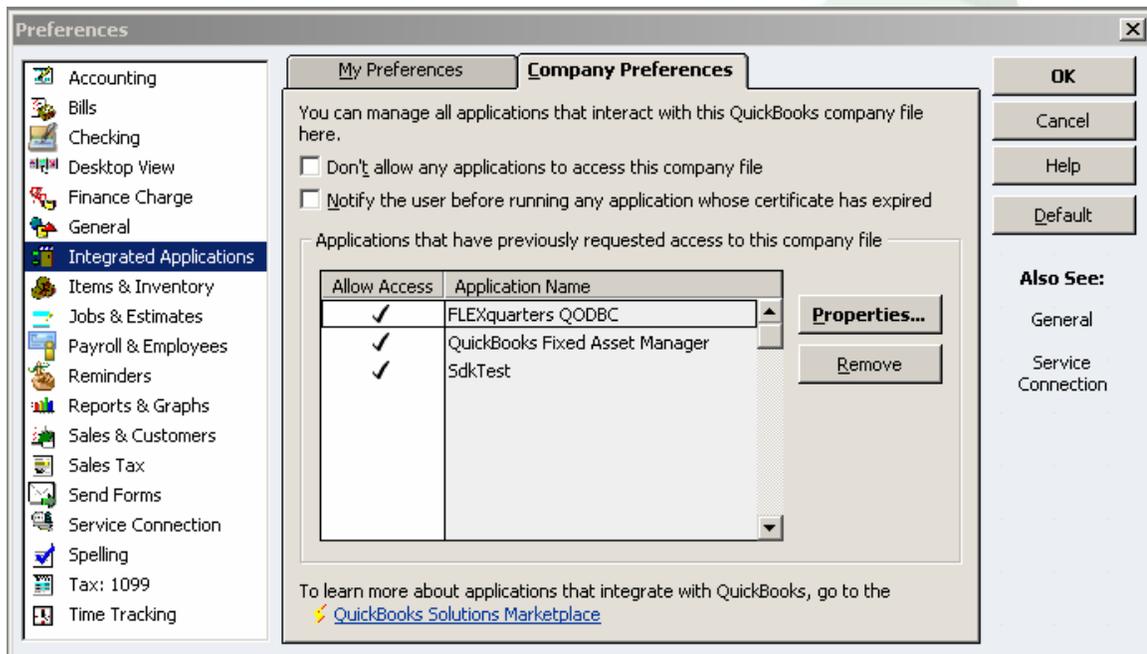
1. Go to the Edit menu within QuickBooks, choose Preferences, and then click Integrated Applications.



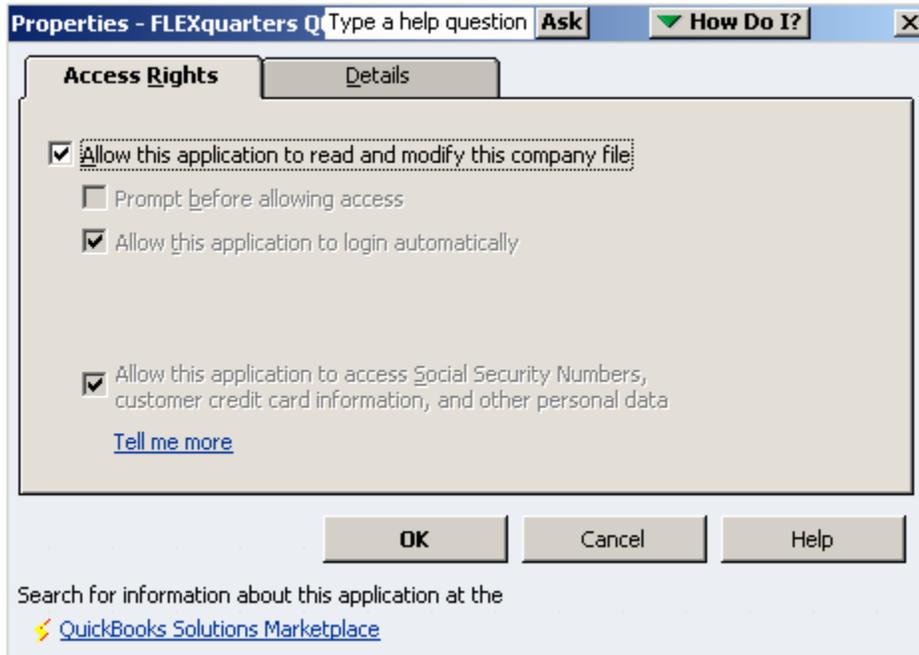
2. Click the Company preferences tab. Make sure that the “Don't allow any applications to access this company file” checkbox is not checked.

The Notify the user before running any applications whose certificate has expired checkbox can be checked. If it is, however, automatic access will be suspended if the application's certificate expires.

3. Select the FLEXquarters QODBC application and click Properties.



4. Change any of the options.



21. Once you have a valid connection to QuickBooks, press the **OK** button on the QODBC Driver for QuickBooks Setup screen.

22. Press the **Continue** button on the QOBDC Setup screen.

23. The **TIW File Update** screen will come up once the conversion is finished. Follow the instructions and update the company you just converted. Note that everyone must be out of the ALERE company to run **File Update**.

24. Go to **Manager > Utilities > Reconcile Balances**, Select **ALL**, **Build**, and **Fix** until it shows no errors.

25. Verify that your data was properly imported.

Please contact us if you have questions or problems.