



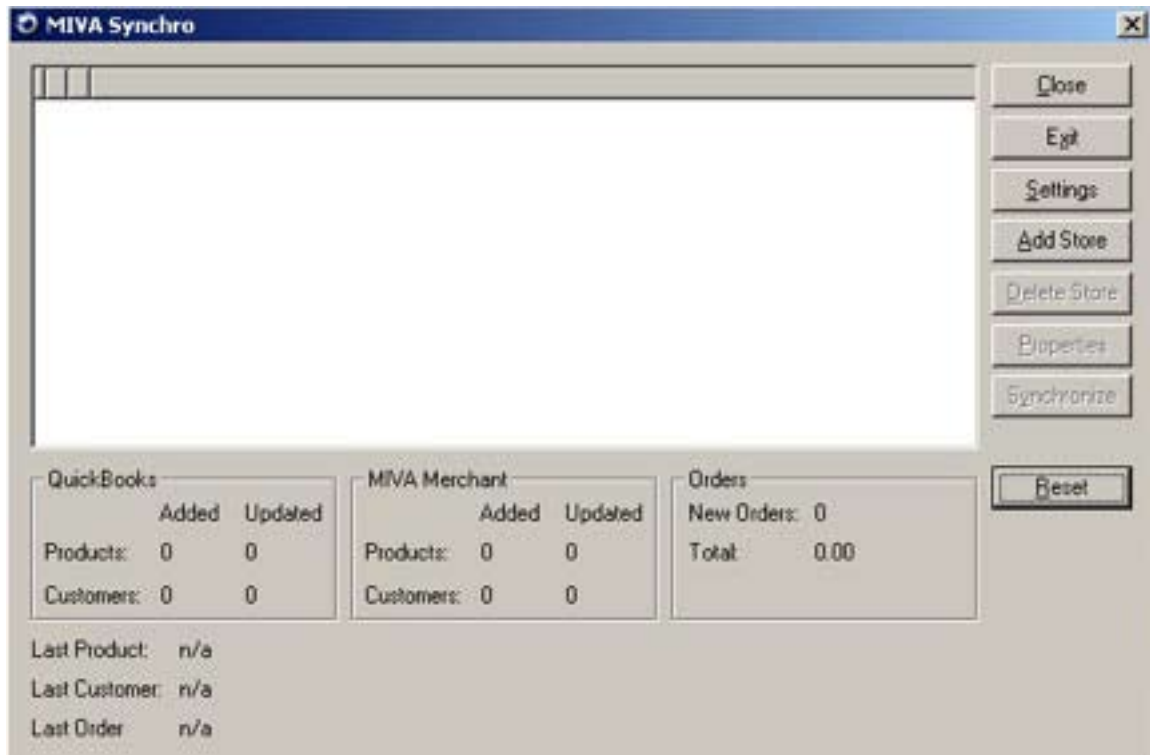
MIVA MERCHANT

MIVA MERCHANT SYNCHRO 1.63

*Quick Start
Guide*



MIVA SYNCHRO 1.63 QUICK START GUIDE



START QUICKBOOKS, AND MIVA SYNCHRO. YOU WILL BE PRESENTED WITH THE MAIN SCREEN, CLICK ON ADD STORE.



CLICK NEXT



BROWSE TO YOUR COMPANY FILE, AND CLICK NEXT.

Add Store Wizard
MIVA Merchant

Please enter the complete URL to your MIVA Merchant administration, and the login/password of a user with Administrator access. MIVA Synchro will use this information to communicate with your MIVA Merchant storefront.

URL:

Login:

Password:

< Back Next > Finish Cancel

AFTER CLICKING NEXT, TYPE IN THE URL, TO THE ADMIN CONSOLE OF YOUR STORE, AND THEN ENTER IN THE USERNAME AND PASSWORD AS YOU WOULD TO LOG INTO THE BACK END OF YOUR STORE.

Add Store Wizard
Select Storefront

Please select the MIVA Merchant Storefront you wish to synchronize:

< Back Next > Finish Cancel

HIGHLIGHT THE NAME OF YOUR STORE, AND CLICK NEXT.



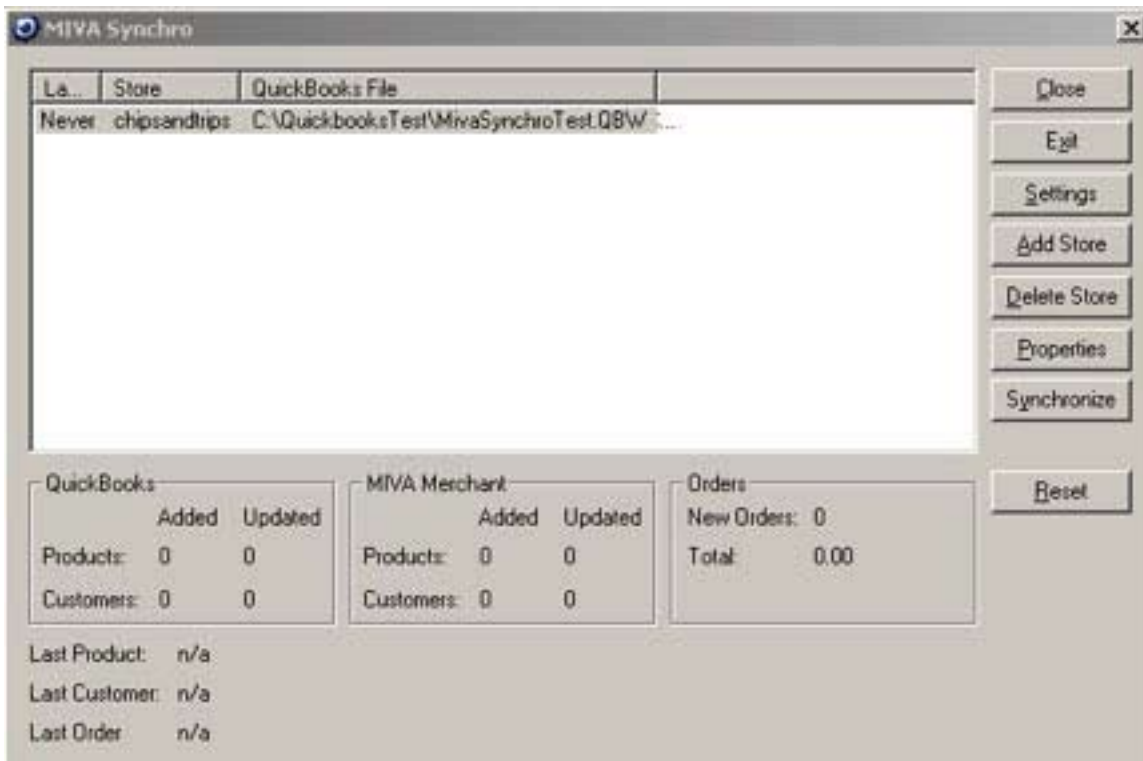
FOR THIS SYNC, SELECT TO SYNC ORDERS, PRODUCTS, AND CUSTOMERS, AND CLICK NEXT.



FOR THIS SYNC, SELECT TO RECORD ORDERS AS SALES RECEIPTS, AND CLICK NEXT.



CLICK FINISH AND WE'RE READY TO CONFIGURE MIVA SYNCHRO TO TALK TO QUICKBOOKS.



HIGHLIGHT THE NAME OF THE STORE IN THE TOP OF THE WHITE BOX, AND THEN CLICK ON PROPERTIES.

The screenshot shows the 'Properties' dialog box for Miva Merchant Synchro. It contains the following fields and options:

- Miscellaneous:**
 - Name: chipsandtrips
 - Synchronization Log: (empty) [Browse]
 - License #: mvtup-AFT223AB968
- QuickBooks:**
 - File: C:\Quickbooks\Test\MivaSynchroTest.QBW [Browse]
- MIVA Merchant:**
 - URL: http://san-pc14.8001/mmv5/admin.mvc?
 - Store Code: test
 - Login: miva Password: [masked]
 - Place Store in Maintenance Mode During Synchronization
- Synchronization:**
 - Manual
 - Automatically synchronize every 12 [Hour(s)]

On the right side of the dialog, there are buttons for 'OK', 'Cancel', 'Products', 'Customers', 'Orders', and 'Fields'.

HERE, YOU CAN CONFIGURE MIVA SYNCHRO FOR PRODUCTS, CUSTOMERS, AND ORDERS. THERE IS ALSO AN AREA WHERE YOU CAN TYPE THE PATH FOR THE SYNCHRONIZATION LOG. IT IS ADVISABLE TO CREATE A SYNC LOG THE FIRST TIME YOU USE MIVA SYNCHRO. TYPE IN C:\SYNCLOG. NEXT SELECT PRODUCTS ON THE RIGHT HAND SIDE.

Properties: Products

Synchronization Settings:

Synchronize Products Created in MIVA Merchant Full Product Scan at Next Synchronization

Synchronize Products Created in QuickBooks Recreate Previously Deleted Products

Track Cost for Non-Inventory Items

Conflict Resolution:

Sync Direction:

Selective Synchronization Custom Field:

Assign New Products to the Following:

Price Groups:

Availability Group:

Accounts:

COGS:

Asset:

Income:

Expense:

Tax Codes:

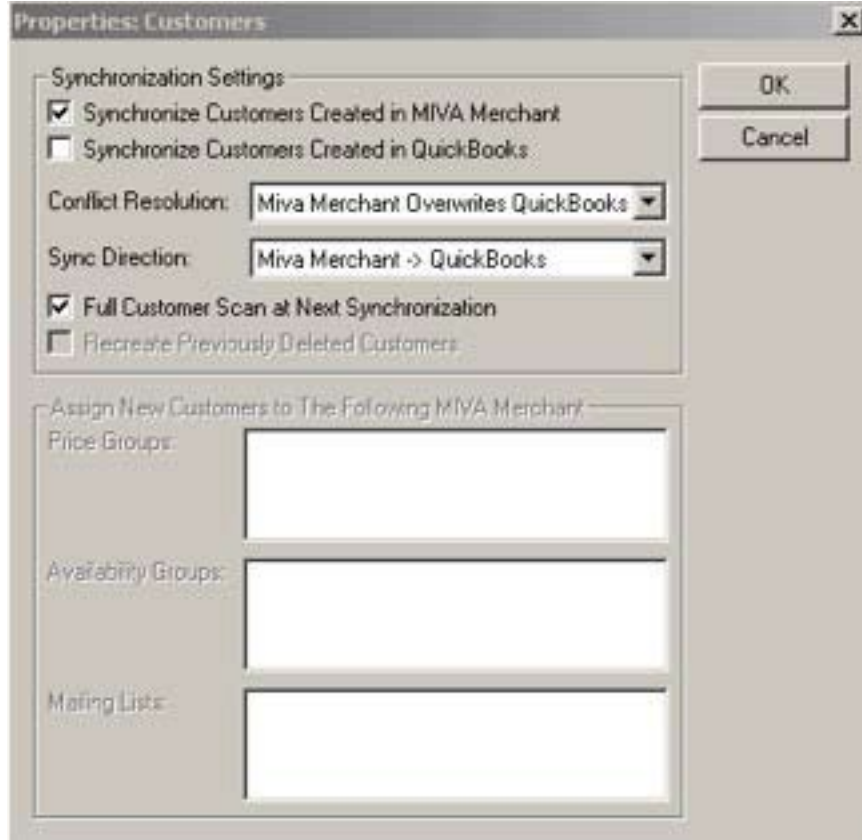
Taxable:

Non Taxable:

OK

Cancel

MATCH ALL THE SETTINGS LISTED ABOVE. FOR THE ACCOUNTS SECTION, THE COGS ACCOUNT MUST BE OF THE TYPE COGS, AND THE INCOME ACCOUNT MUST BE OF THE TYPE OTHER INCOME. THESE ACCOUNTS WILL BE FOUND IN THE CHART OF ACCOUNTS IN QUICKBOOKS. ONCE ALL THIS IS COMPLETED, CLICK OK.



NEXT CLICK ON CUSTOMERS, AND MATCH THE SETTINGS FOUND ABOVE.
ONCE COMPLETE, CLICK OK.

Properties: Orders

Synchronization Settings

- Synchronize Orders Created in MIVA Merchant
- Detect out of Sequence Orders
- Order # Prefix: mm-
- Last Order #: 0
- Sales Rep: <none>
- Deposit Account: Ord_Dep_Acct_Other_C
- Record Orders As: Sales Receipts
- AR Account:

Payment Method

- None
- Create/Use Miva Merchant Payment Method
- Use Fixed:

Shipping

- Don't set Shipping Method
- Create/Use MIVA Merchant Shipping Method
- Use Fixed:

Sales Tax

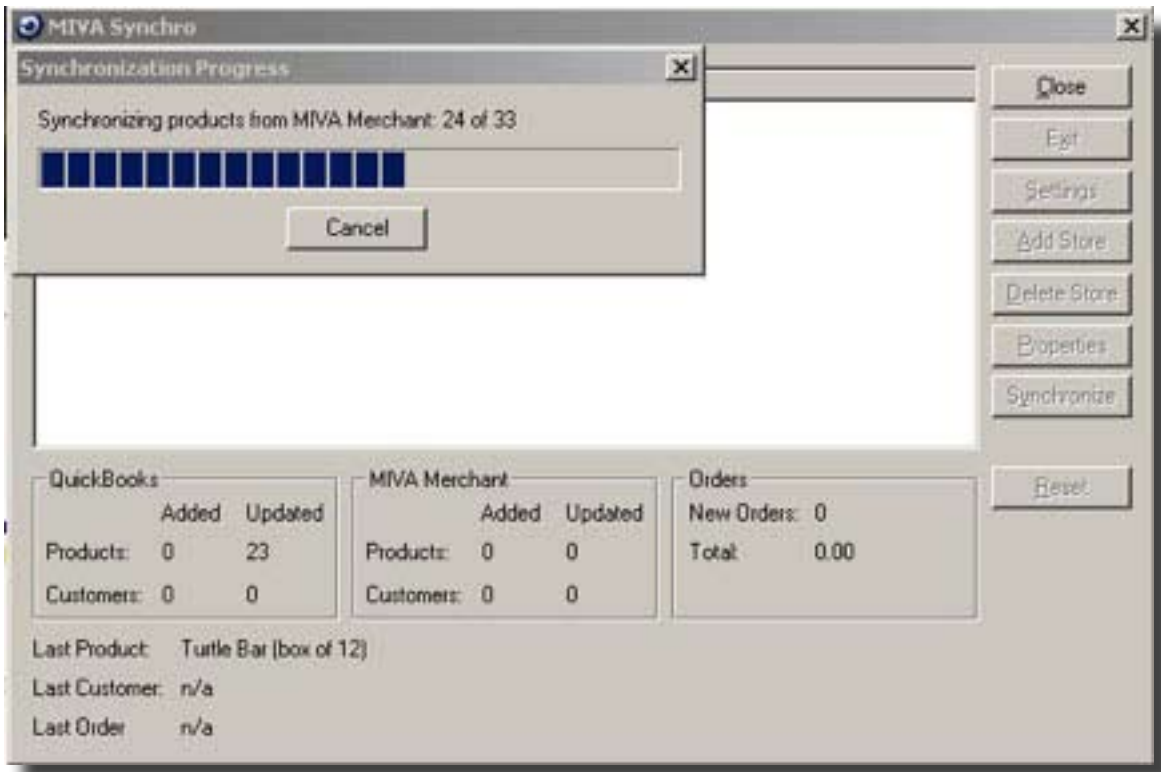
- Allow QuickBooks to Apply/Recalculate
- Create Invoice Line Item
- Line Tax Item: mm-tax-item
- Invoice Tax Item: mm-tax-invoice

Line Items

- Create Line Item for Shipping Charges
- Create Line Item for Other (Coupon) Charges
- Shipping Item: mm-shipping
- Other Item:

OK
Cancel

MATCH THE SETTINGS ABOVE. THE DEPOSIT ACCOUNT MUST BE OF THE TYPE OTHER CURRENT ASSET IF RECORDING ORDERS AS SALES RECEIPTS. IF RECORDING ORDERS AS INVOICES, THEN THE DEPOSIT ACCOUNT AREA WILL BE GREYED OUT, AND YOU WILL SPECIFY AN AR TYPE ACCOUNT. ONCE THIS IS COMPLETED, CLICK OK TWICE TO GET BACK TO THE MAIN SCREEN, AND THEN CLICK SYNCHRONIZE.



IF SUCCESSFUL, YOU WILL START TO SYNC ODERS, THEN PRODUCTS, FOLLOWED BY ALL YOUR CUSTOMERS.

QUICKBOOKS CONFIGURATION

THERE ARE SEVERAL ITEMS THAT WHEN MIVA SYNCHRO IS INSTALLED SHOULD BE CONFIGURED WITHIN QUICKBOOKS. IF THESE ITEMS ARE NOT PRESENT IN THE ITEM LIST, THEY WILL NEED TO BE ADDED.

MM-SHIPPING
MM-TAX-INVOICE
MM-TAX-ITEM

CONFIGURING MM-SHIPPING

IN QUICKBOOKS, CLICK ON ITEM TO OPEN UP THE ITEM LIST. RIGHT CLICK AND SELECT NEW. CONFIGURE THE NEW ITEM AS SHOWN BELOW.

The screenshot shows the 'Edit Item' dialog box with the following configuration:

- Type:** Other Charge (Use for miscellaneous labor, material, or part charges, such as delivery charges, setup fees, and service charges.)
- Item Name/Number:** mm-shipping
- Subitem of:** (empty)
- This is a reimbursable charge:**
- Item is inactive:**
- Description:** (empty)
- Amount or %:** 0.00
- Tax Code:** Tax
- Account:** Postage and Shipping

CONFIGURING MM-TAX-INVOICE

The screenshot shows the 'Edit Item' dialog box with the following fields and options:

- Type:** A dropdown menu set to 'Sales Tax Item'. Below it is the text: 'Use to calculate a single sales tax at a specific rate that you pay to a single tax agency.'
- Tax Name:** A text box containing 'mm-tax-invoice'.
- Description:** A text box containing 'Sales Tax'.
- Tax Rate (%):** A text box containing '0.0%'.
- Tax Agency:** A dropdown menu set to 'BOE'.
- Buttons:** 'OK', 'Cancel', and 'Spelling' are located on the right side.
- Item is inactive:** An unchecked checkbox labeled 'Item is inactive' is located on the right side.

CONFIGURE THE MM-TAX-INVOICE ITEM AS SHOWN ABOVE. NOTE, YOU MUST SPECIFY A TAX AGENCY FOR STATE SALES TAX. IF A TAX AGENCY IS NOT SPECIFIED, YOU WILL GET ERRORS.

The screenshot shows the 'Edit Item' dialog box with the following fields and options:

- Type:** A dropdown menu set to 'Sales Tax Item'. Below it is the text: 'Use to calculate a single sales tax at a specific rate that you pay to a single tax agency.'
- Tax Name:** A text box containing 'mm-tax-item'.
- Description:** A text box containing 'Sales Tax'.
- Tax Rate (%):** A text box containing '0.0%'.
- Tax Agency:** A dropdown menu set to 'BOE'.
- Buttons:** 'OK', 'Cancel', and 'Spelling' are located on the right side.
- Item is inactive:** An unchecked checkbox labeled 'Item is inactive' is located on the right side.

CONFIGURE THE MM-TAX-ITEM AS SHOWN ABOVE. NOTE, YOU MUST SPECIFY A TAX AGENCY FOR STATE SALES TAX. IF A TAX AGENCY IS NOT SPECIFIED, YOU WILL GET ERRORS.