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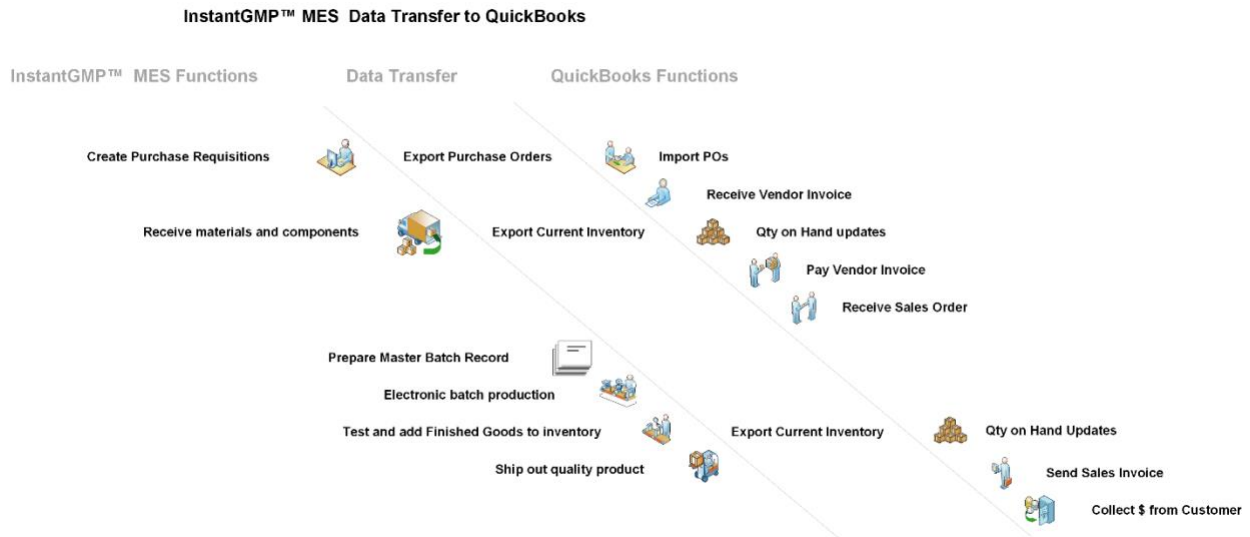
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Overview

InstantGMP™ MES is primarily used to requisition materials, to manage inventory and to manufacture products. Purchase Order information and current inventory levels are transferred to QuickBooks where vendors are paid, sales invoices are created and revenue collections are recorded.



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First-Time Set-Up Activities

- Items from QuickBooks can be exported as an Excel file and exported into InstantGMP™ MES before training or before any material data is entered into InstantGMP.
- The **InstantGMP Materials Export** app must be downloaded and installed in order to enable purchase order and inventory updates to be exported into QuickBooks.
- [Go here](#) to learn how to set up for data transfers.

Purchase Orders Overview

- Requisitions are created in InstantGMP™ MES and can be transferred to QuickBooks as Purchase Orders.
- A download function in InstantGMP™ MES exports a .csv file with Purchase Order information for QuickBooks.
- The InstantGMP Materials Export app will export the Purchase Orders to QuickBooks
- [Go here](#) to learn how to transfer requisitions.

Inventory Update Overview

- Inventory items and amounts are managed in InstantGMP™ MES.
- A download function in InstantGMP™ MES exports a .csv file of Current Inventory information for QuickBooks.
- The InstantGMP Materials Export app will export the Current Inventory information to QuickBooks and automatically update the Quantity on Hand for exported items.
- [Go here](#) to learn how to transfer current inventory.

System Requirements:

The InstantGMP Materials Export will work with:

- QuickBooks 2017, 2018 and 201 Premier Edition, Warehouse and Inventory Edition on Windows 10.
- QuickBooks 2015 and 2016 Premier Edition, Warehouse and Inventory Edition on Windows 7, 8 or 10.
- QuickBooks 2014 and 2015 Premier Edition, Warehouse and Inventory Edition on Windows 7 and Windows 8.
- QuickBooks 2012 and 2013 Premier Edition, Warehouse and Inventory Edition on Windows Vista and Windows 7.
- QuickBooks 2010 and 2011 Premier Edition, Warehouse and Inventory Edition on Microsoft Windows XP and Windows 7.
- QuickBooks 2008 and 2009 Premier Edition, Warehouse and Inventory Edition on Windows XP.

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Set Up

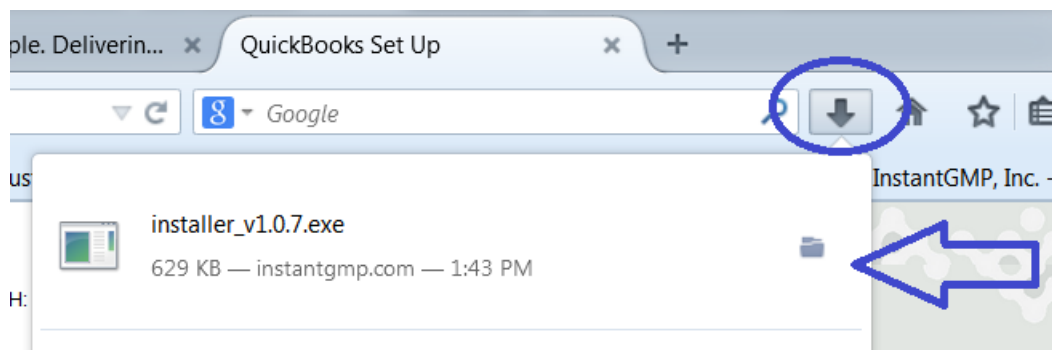
Note: The InstantGMP Materials Export app must be installed on the same computer where your desktop version of QuickBooks is installed. There will be two installations; one for the InstantGMP Materials Export app and another for the QuickBooks SDK toolkit.

Installing the InstantGMP Materials Export App

1. Download the **QB Data Export Installer** file from this web page:
<https://www.instantgmp.com/support/quickbooks-setup/export-setup/>

Note: this will take a couple of minutes to download.

2. Go to your download list in the browser or folder on your computer and select “installer_v10.10.exe.” Then follow the “install” instructions.

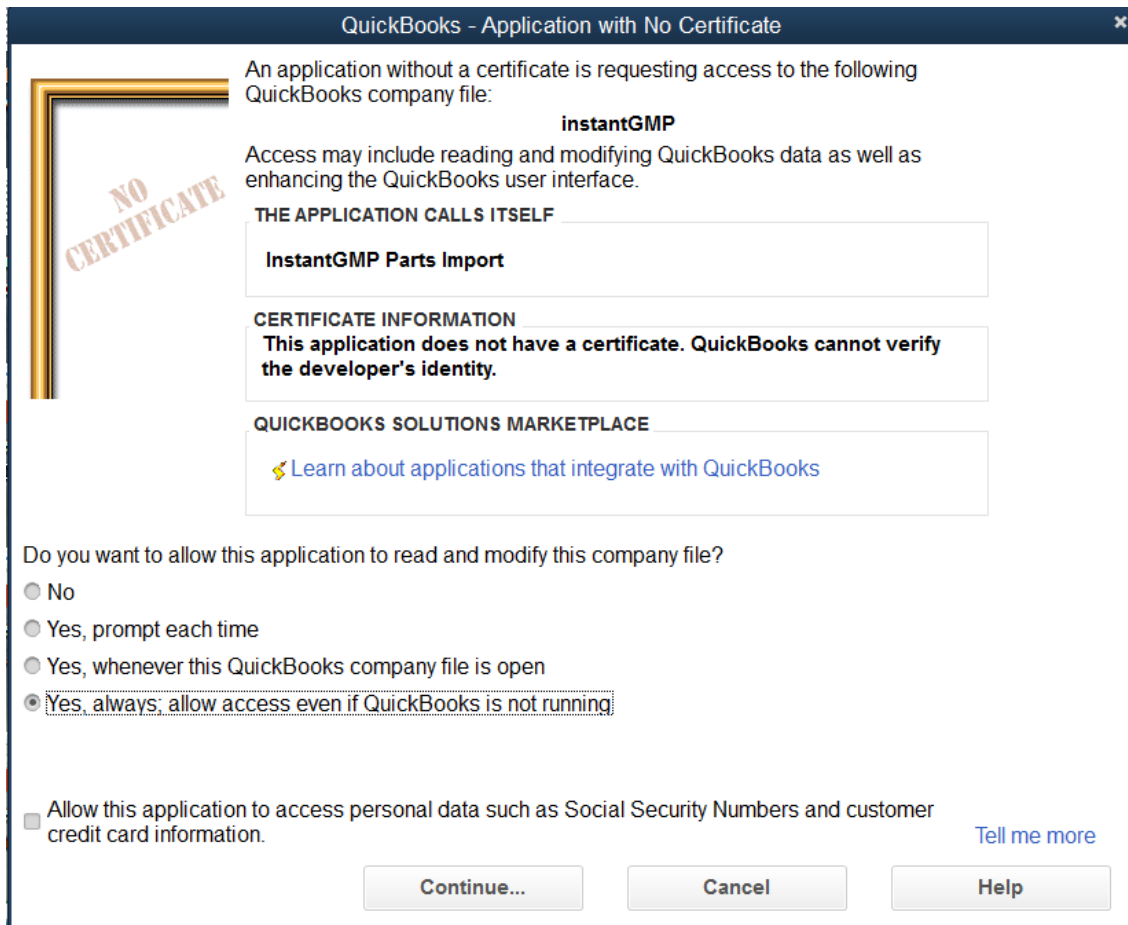


Note: There are two install wizards and the process will take a few minutes, depending on your computer and internet speed.

Note: After installation, the “ InstantGMP Materials Export” will appear on your desktop.

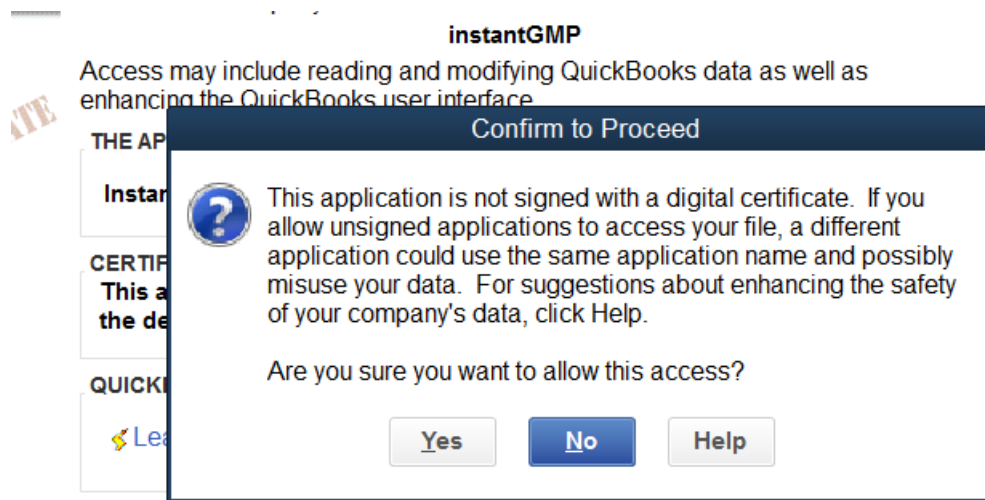
3. Open your QuickBooks Desktop on your computer.
4. A pop-up appears. Select “**Yes, always allow access even if QuickBooks is not running.**”
5. Note: You can select any option other than “No”

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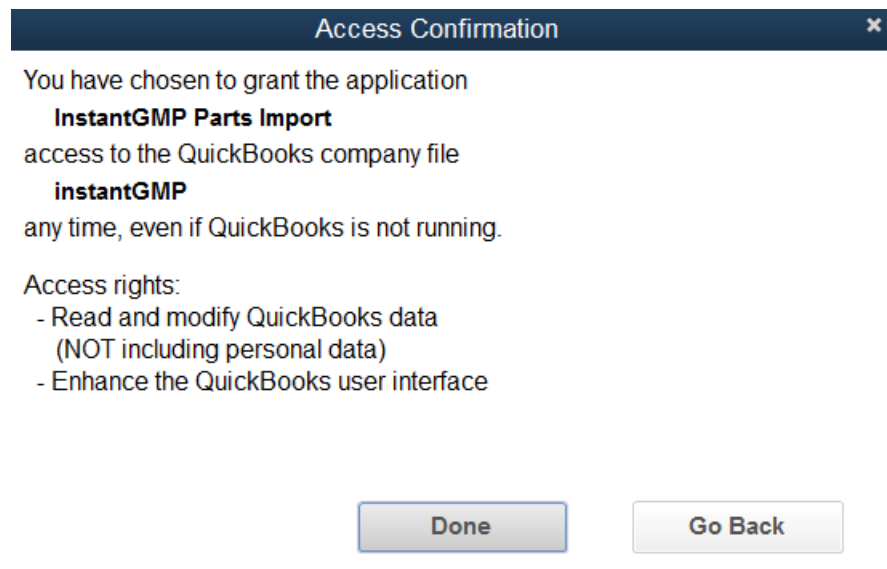
6. Another selection box appears; Select “Yes” for “Are you sure you want to allow this access?”

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low this application to read and modify this company file?

7. Select “Done”



Initial Material Data transfer from QuickBooks to InstantGMP

Note: This is done prior to any data entry in your InstantGMP instance and prior to technical training.

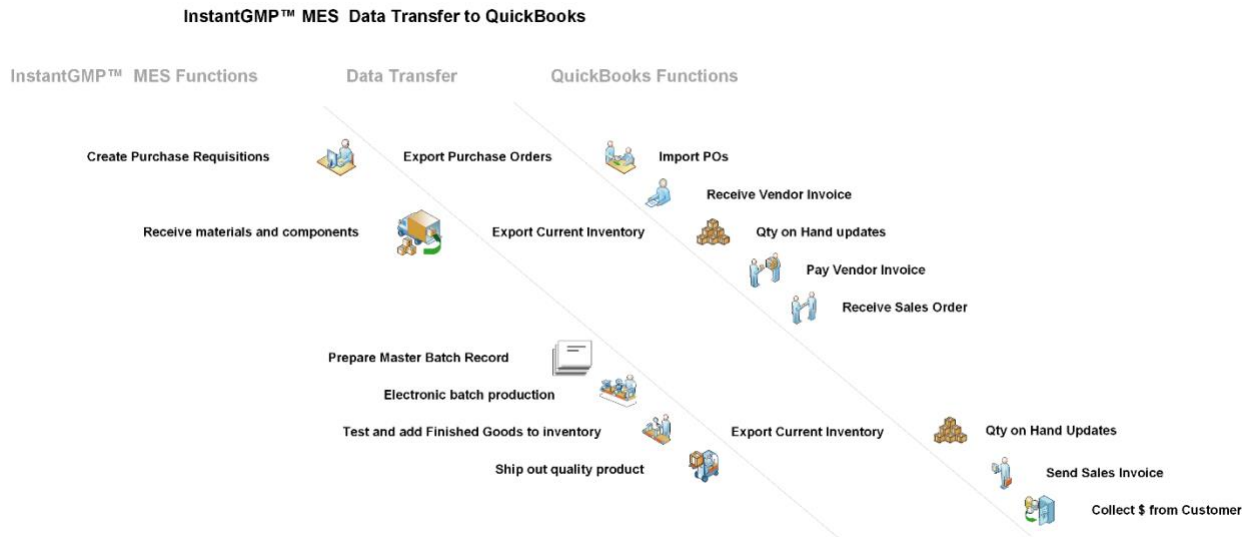
1. Ensure the QuickBooks Chart of Accounts includes the following:

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- "Inventory Asset" as an Asset Account
 - "Manufacturing" as a COGS account
2. Export the Items List (Lists >> Item List >> Excel >> Export all Items) and then select "Export."
 3. Submit the Items List Spreadsheet to your InstantGMP Customer Service Representative who will make sure this data is entered into your new InstantGMP™ MES instance.

Note: This list of materials transferred into InstantGMP shall only include unique entries (items, *not assemblies or sub-assemblies*)

Note: After this initial Material export is executed, InstantGMP becomes the primary starting place for entering material data and purchase requisition data into InstantGMP; this data is then exported to the QuickBooks Exporter on demand as outlined below.



Purchase Orders Transfer Instructions

1. Open QuickBooks and then the **InstantGMP Materials Export** app.
2. Open the **InstantGMP Materials Export** app on the same computer as your QuickBooks Desktop.

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Note: It is highly recommended that you backup your company file before using the export app for the first time

- When the **InstantGMP Materials Export** app establishes a connection with QuickBooks Desktop, it checks which version of the qbXML specification is supported by the version of QuickBooks that is currently running.
- The InstantGMP Materials Export app will branch and deal intelligently with differences between different versions of the qbXML specification.
- Data will be exported from InstantGMP™ MES in a way in which the business owner can control and edit all data going into QuickBooks.
- During the first use of the **InstantGMP Materials Export** app, the following U/M sets will be installed or updated in QuickBooks: bottle, box, carton, ea, fl oz, ft, g, gal, in, kg, L, lb, m, mg, mL, oz, shipper, tbsp, tsp.
- During the first use of the **InstantGMP Materials Export** app, an Income Account = InstantGMP will be added or updated.



3. Open your InstantGMP™ MES instance (link and credentials provided via email by your Support Specialist) and navigate to the “Requisition” screen.

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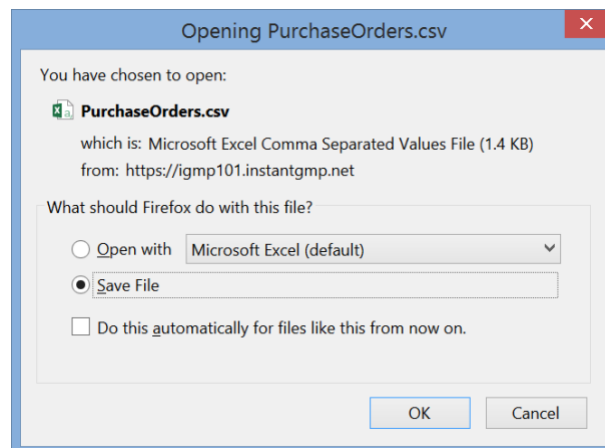
Status	Requisition #	Part #	Version	PO #	Material Name	Material Id	Vendor	Item Qty	Unit	Requested by:	Date/Time
Approved	234	181	1		Amber Bottle 10 mL	B10	Best Ingredients, Inc.	2,000.000000	ea	Paul Miller (pm01)	03/30/19 06:18
Approved	233	178	1		Propylene Glycol	Bulk Code: PG-8302	Best Ingredients, Inc.	400.000000	L	Paul Miller (pm01)	03/29/19 05:33
Approved	232	179	1		Veg Glycerin	AKA Glycerin	American Biotech Supplies	100.000000	fl oz	Paul Miller (pm01)	03/29/19 05:32
Approved	231	262	2		HDPE Drum	55 gallon HDPE Drum w/Lid	Actual Vendor	100.000000	ea	Paul Miller (pm01)	03/28/19 02:17
Approved	230	187	1	PO# 1321	Vitamin D2		American Biotech Supplies	2,000.000000	g	Paul Miller (pm01)	03/28/19 12:39
Approved	229	387	1	PO #	v3.011 FG	Material ID	Actual Vendor	1,111.000000	kg	Paul Miller (pm01)	03/20/19 04:03
Approved	228	386	1	PO #	v3.011 RM	Material ID	Actual Vendor	1,111.000000	kg	Paul Miller (pm01)	03/20/19 04:03
Approved	227	387	1	PO #	v3.011 FG	Material ID	Actual Vendor	1,111.000000	kg	Paul Miller (pm01)	03/20/19 03:50
Approved	226	386	1	PO #	v3.011 RM	Material ID	Actual Vendor	1,111.000000	kg	Paul Miller (pm01)	03/20/19 03:50
Approved	225	262	2		HDPE Drum	55 gallon HDPE Drum w/Lid	American Biotech Supplies	100.000000	m	Paul Miller (pm01)	03/13/19 07:43
Approved	224	262	2		HDPE Drum	55 gallon HDPE Drum w/Lid	American Biotech Supplies	100.000000	m	Paul Miller (pm01)	03/13/19 07:43
Approved	223	262	2		HDPE Drum	55 gallon HDPE Drum w/Lid	American Biotech Supplies	100.000000	m	Paul Miller (pm01)	03/13/19 07:43
Approved	222	262	2		HDPE Drum	55 gallon HDPE Drum w/Lid	American Biotech Supplies	100.000000	ea	Paul Miller (pm01)	03/13/19 07:37
Approved	221	158	1	PO#54654	Purified Protein	Demo123	American Biotech Supplies	1,000.000000	g	Paul Miller (pm01)	02/19/19 02:09
Approved	220	158	1	PO#5331	Purified Protein	Demo123	American Biotech Supplies	1,000.000000	g	Paul Miller (pm01)	02/19/19 02:06
Approved	219	326	1	PO# 1234	Disodium EDTA		Best Ingredients, Inc.	10.000000	kg	Paul Miller (pm01)	02/19/19 11:45
Approved	219	310	1	PO# 1234	P000116 Bottle		Best Ingredients, Inc.	5,500.000000	ea	Paul Miller (pm01)	02/19/19 11:45
Approved	219	308	1	PO# 1234	Citric Acid USP		Best Ingredients, Inc.	100.000000	kg	Paul Miller (pm01)	02/19/19 11:45
Approved	219	307	1	PO# 1234	Niacinamide		Best Ingredients, Inc.	1,000.000000	g	Paul Miller (pm01)	02/19/19 11:45
Approved	218	159	1	PO#orPart#159	Dried cannabis sativa flower	Dried Flowers	American Biotech Supplies	100.000000	g	Paul Miller (pm01)	02/12/19 02:16
Approved	217	158	1	po#1	Purified Protein	Demo123	Actual Vendor	10.000000	g	Paul Miller (pm01)	02/12/19 02:13

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IGMP:HWWRequisition

EXPORT TO QB APP EXPORT TO EXCEL

- Click the “EXPORT TO QB APP” button. Either the download will appear in the bottom of your screen or a dialog box will open:



- Save the file to a convenient location on your computer.
- Go to the **InstantGMP Materials Export** app on your desktop and click the “Open” button.

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7. Open the file that was just saved and click the “Export” button.
- The InstantGMP Materials Export app can add purchase order requisition information into the QuickBooks Desktop with the following information: P.O Vendor, P.O. Number, Item, Description, Quantity, Unit of Measure, Rate, Customer, Type, Income Account
 - During export, the InstantGMP Materials Export app will check to see if the P.O. No. is unique and does not yet exist in QuickBooks. If it does exist, it will skip the export of that P.O. No information.
 - The PO export function will have the ability to determine if an inventory part is new to QuickBooks.
 - If so, it will add the new inventory items with data such as P.O Vendor, P.O. Number, Item, Description, Quantity, Unit of Measure, Rate, Customer, Type, Income Account, COGS Account with default of Manufacturing, Asset Account with default of Inventory Asset
 - The export function will display the item name, and allow the other fields to be edited prior to export.
 - If any Unit of Measure or Income Account is not already in the QuickBooks desktop, the export function will add them.
 - If any Vendor is not already in QuickBooks, the export function will add them.
 - If the Customer Name is blank in the export spreadsheet, it will export the row without a Customer Name
 - If the rate is blank in the export spreadsheet, it will use the rate associated with the item to fill in the rate in the QuickBooks Purchase Order
 - If the amount is blank in the export spreadsheet, it will use the rate associated with the item to fill in the rate in the QuickBooks Purchase Order and have QuickBooks fill in the amount

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- When errors in exporting occur, error messages will be displayed which indicate what caused the error.
- A notification will appear when new inventory items or inventory assemblies have been added in QuickBooks since the last export.

Current Inventory Export

1. Open QuickBooks Desktop
 - QuickBooks must be open before the **InstantGMP Materials Export** app can run.
 - It is highly recommended that you backup your company file before using the export app for the first time.
2. On the same computer, open the **InstantGMP Materials Export** app.



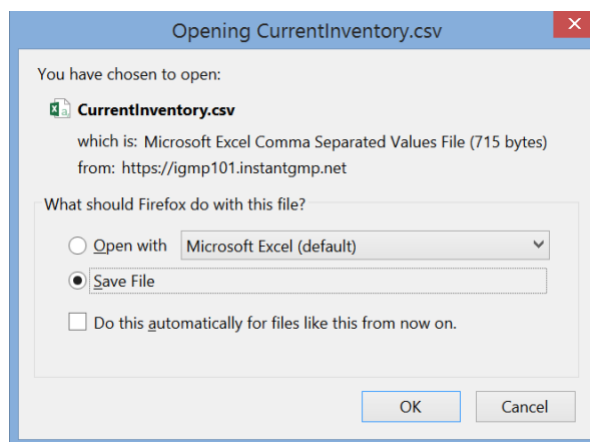
3. Open your InstantGMP™ MES and navigate to the “Inventory Management” screen.

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Inventory Management										
Part #	Version	Receipt #	Split From	Req #	PO #	Material Name	Material Id	Vendor	Project	
262	2	157	0	231	PO1234	HDPE Drum	55 gallon HDPE Drum w/Lid	Actual Vendor	General Inventory	
387	1	155	0	229	PO #-Receipt ID	v3.011 FG	Material ID	Actual Vendor	General Inventory	
386	1	154	0	228	PO #-Receipt ID	v3.011 RM	Material ID	Actual Vendor	General Inventory	
387	1	153	0	227	PO #-Receipt ID	v3.011 FG	Material ID	Actual Vendor	General Inventory	
386	1	152	0	226	PO #-Receipt ID	v3.011 RM	Material ID	Actual Vendor	General Inventory	
158	1	147	148	215	PO# Test 1	Purified Protein	Demo123	American Biotech Supplies	General Inventory	
158	1	156	0	215	PO# Test 1	Purified Protein	Demo123	American Biotech Supplies	General Inventory	
158	1	146	0	215	PO# Test 1	Purified Protein	Demo123	American Biotech Supplies	General Inventory	
384	1	144	0	216	PO# 3.011-3.011	v3.011 Test 2		Actual Vendor	General Inventory	
158	1	145	0	215	PO# Test 1	Purified Protein	Demo123	American Biotech Supplies	General Inventory	
155	1	143	22	162		ONCX-291	Experimental Oncology Treatment	American Biotech Supplies	General Inventory	
380	1	142	0	214	PO # Test	Preferred Vendor=VWR		American Biotech Supplies	General Inventory	
380	1	141	0	213	Vendor = Actual Vendor	Preferred Vendor=VWR		Actual Vendor	General Inventory	
378	1	139	0	211		TRJH		test	General Inventory	
376	1	140	0	206		PRBC	Patient Blood Cell Supply	Mayo Clinic	MPX-102 Phase 2 Clinical Trial 201	
376	1	136	0	210		PRBC	Patient Blood Cell Supply	Mayo Clinic	MPX-102 Phase 2 Clinical Trial 201	
236	1	131	0	209		HCl Reagent Grade		Best Ingredients, Inc.	General Inventory	
179	1	132	0	209		Veg Glycerin	AKA Glycerin	Best Ingredients, Inc.	General Inventory	
178	1	133	0	209		Propylene Glycol	Bulk Code: PG-8302	Best Ingredients, Inc.	General Inventory	
174	1	134	0	209		Flavor Orange	Flavor Orange Powder	Best Ingredients, Inc.	General Inventory	
153	1	135	0	209		Fruit Infused E-Liquid		Best Ingredients, Inc.	General Inventory	

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- Click the “EXPORT TO QB APP” button. Either the download will appear in the bottom of your screen or a dialog box will open:



- Save the file to a convenient location on your computer.
- Go to the InstantGMP Materials Export app and click the “Open” button.

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7. Open the file that was just saved and click the “Export” button.
 - During the first use of the InstantGMP Materials Export app, the following income account will be added or updated: InstantGMP Account
 - The export function will have the ability to determine if an inventory part is new to QuickBooks.
 - If so, it will add the new inventory items with data such as Item, Material Part #, Quantity on Hand, Unit of Measure, Income Account and Type.
 - The export function will display the item name, and allow the other fields to be edited prior to export.
 - If any Unit of Measure or Income Account is not already in the QuickBooks desktop, the export function will add them.
 - If any Vendor is not already in QuickBooks, the export function will add them.
 - The export function will have the ability to identify existing Inventory Parts in QuickBooks and update the Quantity on Hand.
 - A notification will appear that new inventory items have been added in QuickBooks since the last export.