



# QuickBooks & Local Dirt

We've been listening to your requests and we heard you wanted a QuickBooks Integration. Well, it's finally here. Now the same tool you manage your business with can be the same tool you use to keep track of the books.



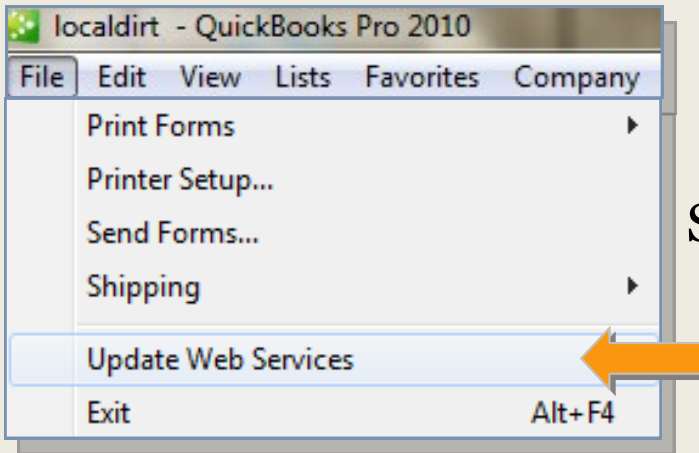
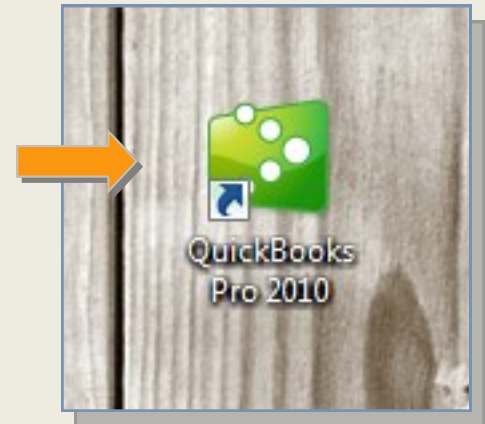
Here is a step by step guide of how to connect your QuickBooks with Local Dirt and what items will be connected for you. If you need any help, we are always here to help. Call us at 608-554-4800 or email us at [dirt@localdirt.com](mailto:dirt@localdirt.com).

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# QuickBooks & Local Dirt

## Step 1

Open your QuickBooks Account

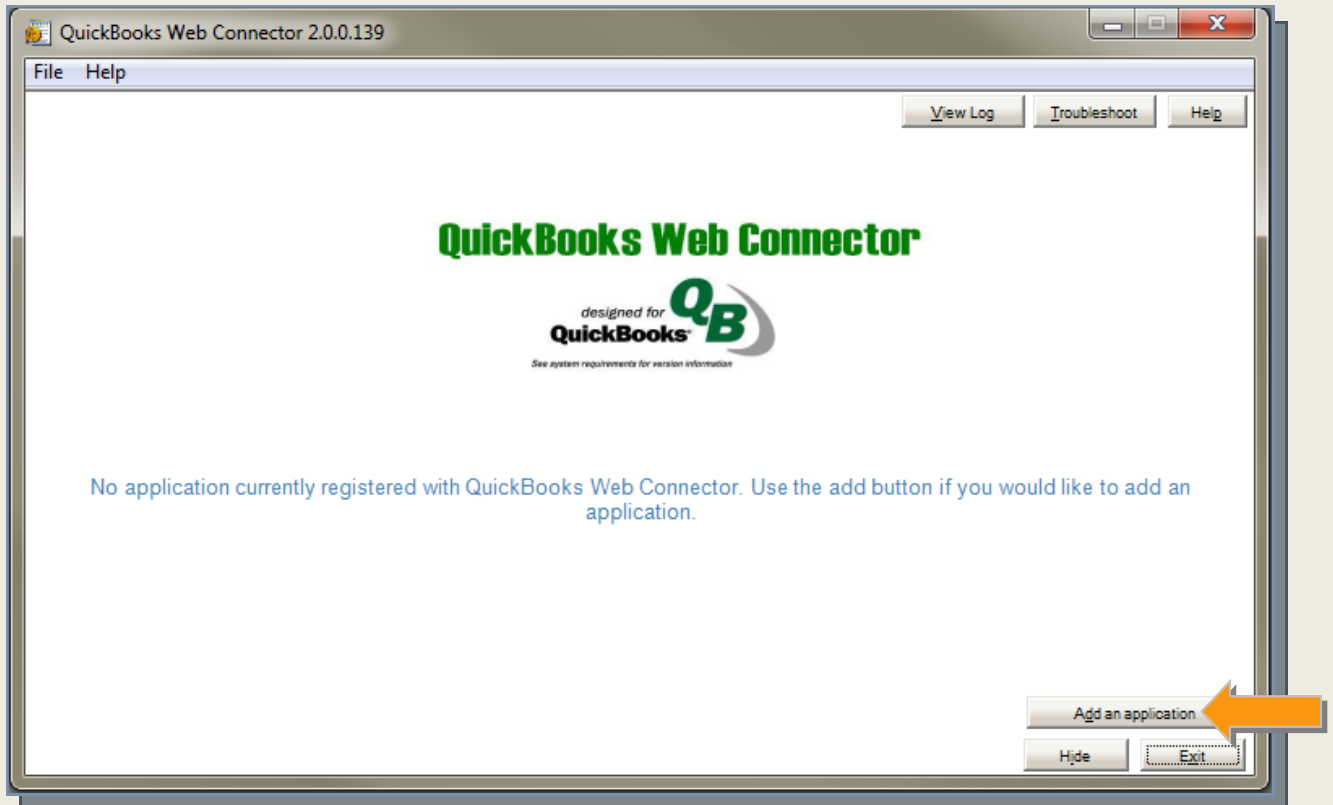


## Step 2

In QuickBooks, click on “File” and “Update Web Services”

## Step 3

Click “Add an application”

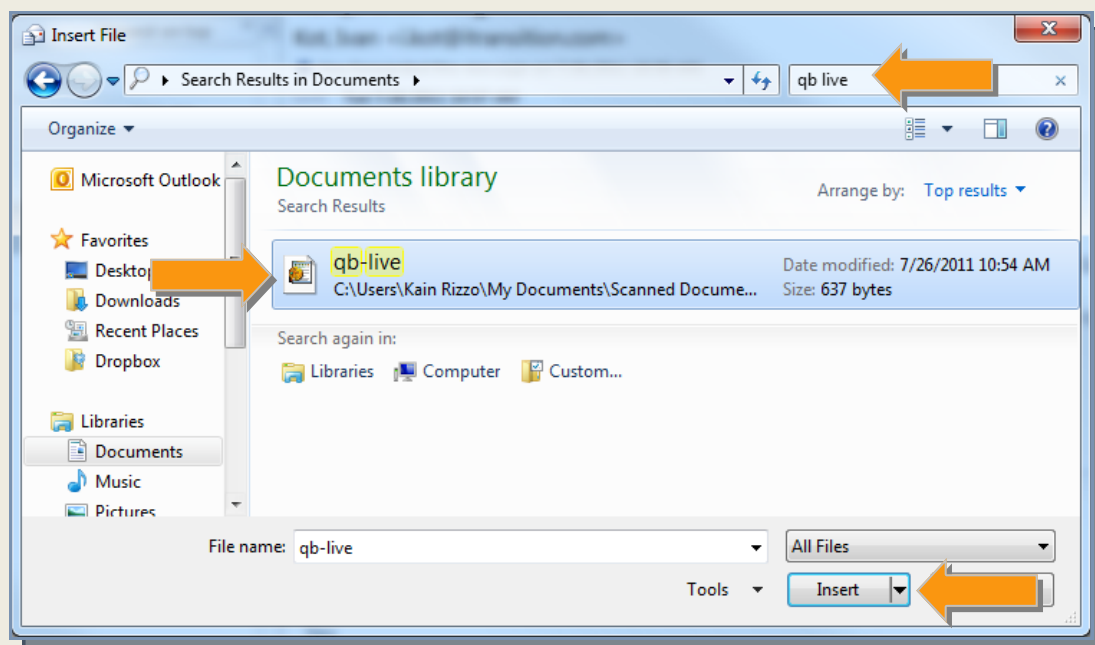
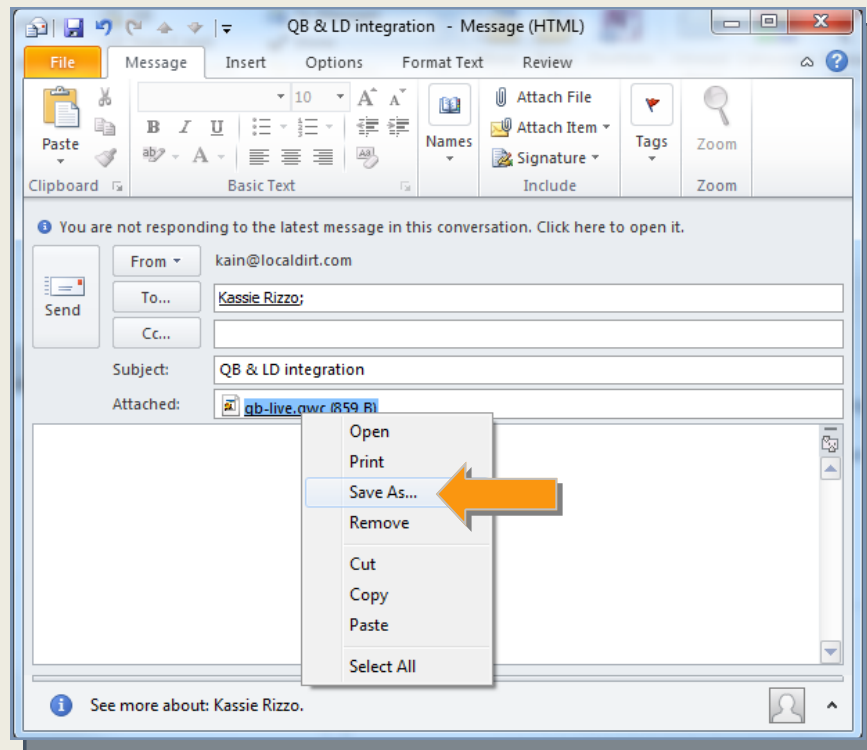


# QuickBooks & Local Dirt

## Step 4

### Locate QB File

The QuickBooks file, which creates the connection between Local Dirt and QuickBooks, will be sent to you in an email. Save the file in a location that you can find it later, i.e. your desktop or within documents. Like below, you can search for the title in the search bar to help locate the file. Select file and “Insert”.

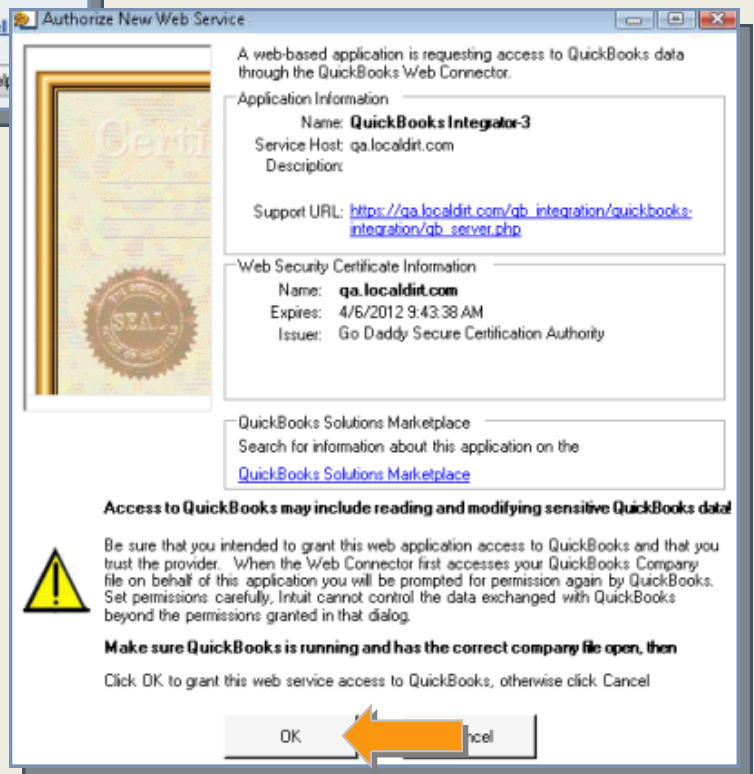
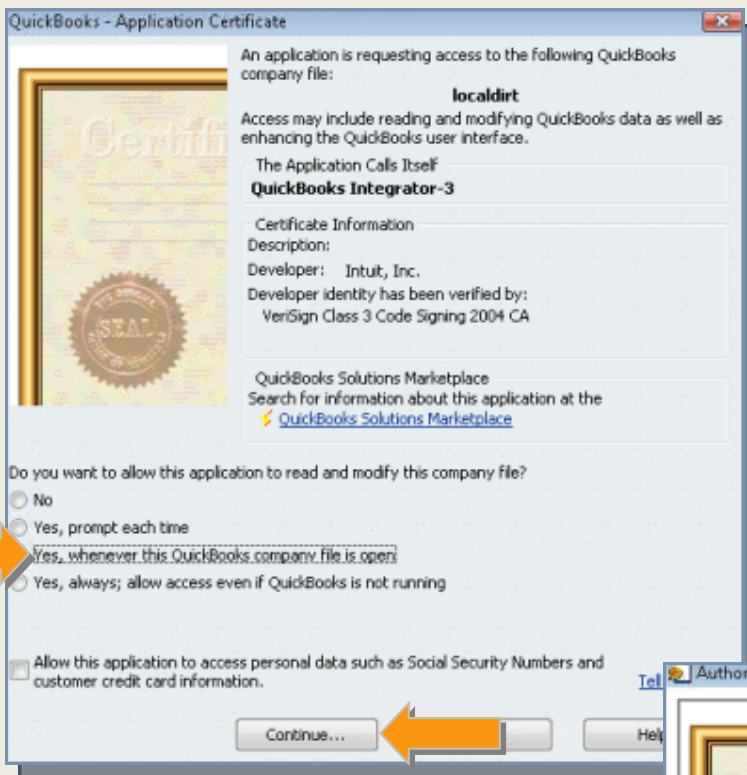


# QuickBooks & Local Dirt

## Step 4

### Locate QB File Cont'd

2 Popups will occur after inserting the connecting file. The first one, shown below, choose option "Yes, whenever the QuickBooks Company File is Open" then continue.  
For the second popup, also shown below, simply click "ok."



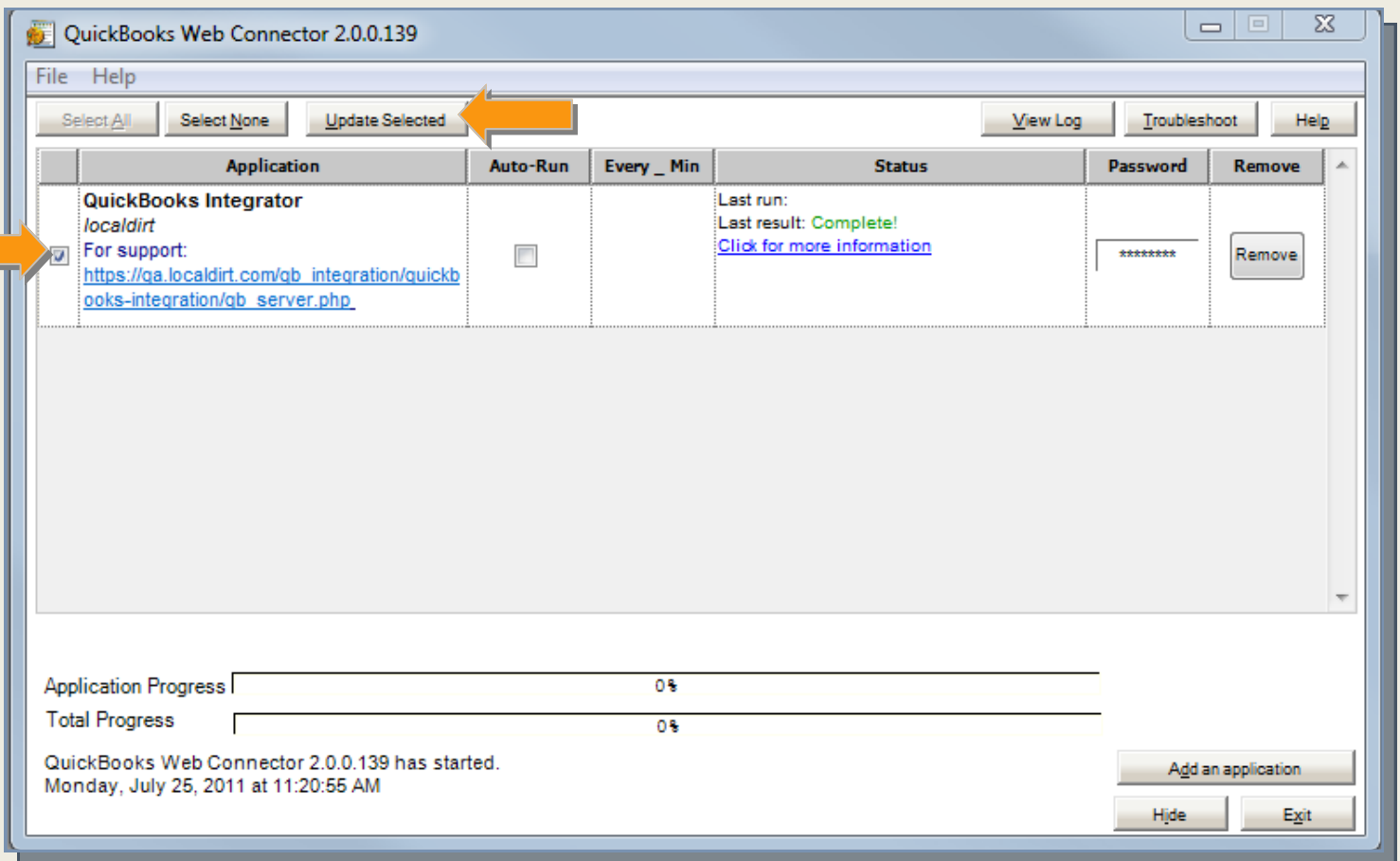
# QuickBooks & Local Dirt

## Step 5

### Connect QuickBooks with Local Dirt

Check the box and then click update web services. This step is how QuickBooks and Local Dirt will communicate. This step will need to take place prior to working with your QuickBooks account every time.

Note\* The password is "password"

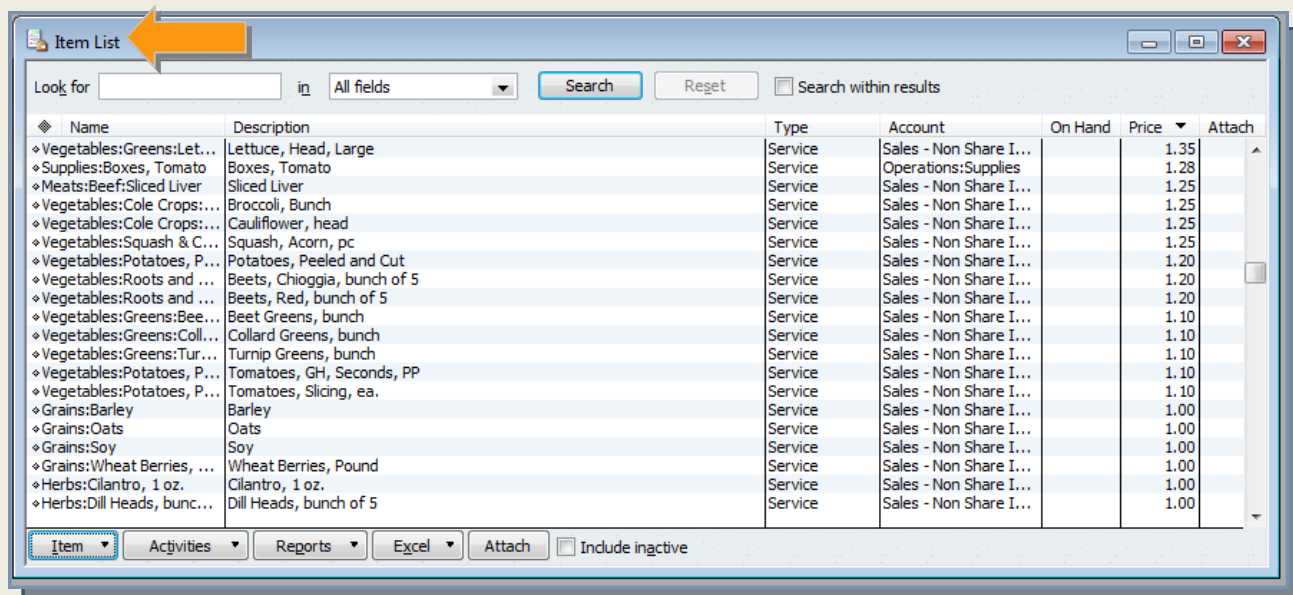
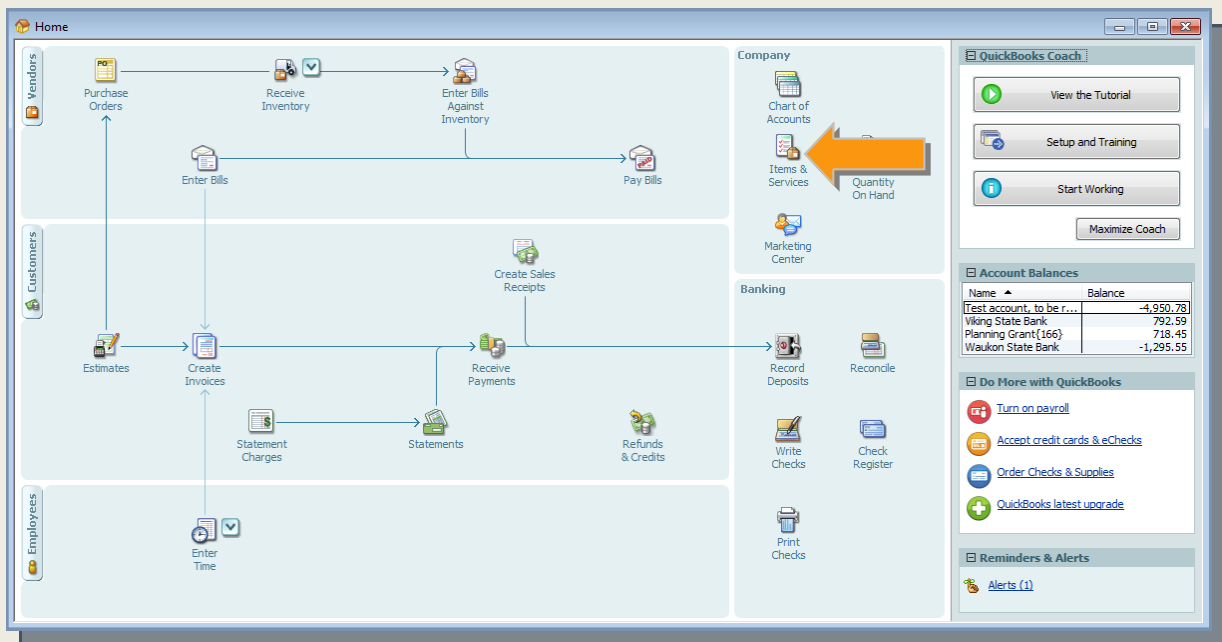


# QuickBooks & Local Dirt

## Integrated Items

### -Inventory

Within QuickBooks this is found in your “Item List”. In Quickbooks this is under List >> Item List or, on your home screen>> Items & Services.



# QuickBooks & Local Dirt



## Integrated Items

### -Inventory

By double clicking on a product, you can see the additional product details transferred in from Local Dirt. For Cooperatives– Cost is the amount the farm lists the item at and the Sale Price is the amount the customer is buying it for, including the markup set by the coop.

Purchase Information		Sales Information	
Description on Purchase Transactions	Cost	Description on Sales Transactions	Sales Price
Case, 14 ct., Vegan	30.00	Case, 14 ct., Vegan	35.00



Note: With Cooperatives, 2 products will be shown for each product listed in Local Dirt in your QuickBooks Item List. This is to account for the purchase to the farm for the item and the purchase from the customer.

# QuickBooks & Local Dirt

## Integrated Items -Inventory

In Local Dirt, your inventory is found under Sell Local >> products.

[Buy Local](#)
[Sell Local](#)
[My Local Dirt](#)
[About Us](#)
[Membership Services](#)

Welcome Nagi  
[Sign Out](#)

🛒 1 item in Cart

[Products](#)
[Deals](#)
[Order Schedule](#)
[Sales](#)

### My Products for Sale

Onsite pickup  
 Delivery  
 Groups  

All ▾

[Email Price List](#)

Choose price list to print ▾

Choose price list to save as PDF ▾

Search

View All

Product	Department	Variety	Criteria	Grade	Producer	Size	End Date	Price	Markup	Unit	Unit Size	Available	Sale Type	Status
<a href="#">Flour</a>	Baking supplies	000	Organic - certified	AA	<a href="#">Windy Valley Farms</a>	1	11/30/20	\$16.00	\$5.00	Pound (lbs.)		10	Pickup \$21.00	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Strawberries</a>	Berries		Organic - certified		<a href="#">Windy Valley Farms</a>		03/31/12	\$6.00	\$1.00	1/2 Pint		10	Pickup \$7.00	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Eggs</a>	Chicken		Antibiotic free	Extra large	<a href="#">Back Woods Farm</a>	2	08/20/11	\$7.00	\$0.00	1/2 Dozen		494	Pickup \$7.00 Delivery \$7.00	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Orange</a>	Citrus				<a href="#">Back Woods Farm</a>	2	08/26/11	\$5.00	\$1.00	Pound (lbs.)		31	Pickup \$5.00 Delivery \$6.00	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Chard</a>	greens	Rainbow			<a href="#">Tranquility Bay Farm</a>	10/ bunch	11/30/11	\$20.00	\$0.00	Case	12 bunch	1	Pickup \$20.00 Delivery \$20.00	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Beets</a>	roots	Golden		No. 1	<a href="#">Tranquility Bay Farm</a>		11/30/11	\$3.50	\$0.00	Bunch	6 beets	80	Pickup \$3.50 Delivery \$3.50	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Onions</a>	roots	Red	Organic - certified	No. 1	<a href="#">Tranquility Bay Farm</a>		11/30/11	\$30.00	\$0.00	Case	30 lbs	20	Pickup \$30.00 Delivery \$30.00	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Onions</a>	roots	Red Onions	Pesticide free	No. 1	<a href="#">Tranquility Bay Farm</a>	large	03/23/12	\$18.00	\$1.00	Case	10 lbs	15	Pickup \$19.00 Delivery \$19.00	Active <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Cucumber</a>	veggie	Slicing	Organic - certified	No. 1	<a href="#">Tranquility Bay Farm</a>		11/30/11	\$16.00	\$2.00	Case	40 lbs	34	Pickup \$18.00	Active <a href="#">Edit</a> <a href="#">Delete</a>

[Save markup prices](#)

# QuickBooks & Local Dirt

## Integrated Items

### -Purchase Orders

In QuickBooks, Purchase Orders are found in your Vendor Center. Within QuickBooks, you can see the Purchase Orders under the Vendors tab or under Transactions.

NOTE: This is specific to Cooperatives.

Vendor Center: Purchase Orders

Filter By: All Purchase Or... Date All

Vendor	Num	Date	Delivery Date	Amount
Back Woods Farm	2568	07/22/2011	07/22/2011	212.00
Back Woods Farm	2572	07/22/2011	07/22/2011	150.00
Back Woods Farm	2522	07/07/2011	07/07/2011	72.00
Back Woods Farm	2523	07/07/2011	07/07/2011	2,244.00
Back Woods Farm	2525	07/07/2011	07/07/2011	13.00
Back Woods Farm	2528	07/07/2011	07/07/2011	13.00
Back Woods Farm	2529	07/07/2011	07/07/2011	13.00
Back Woods Farm	2530	07/07/2011	07/07/2011	13.00
Back Woods Farm	2531	07/07/2011	07/07/2011	13.00
Back Woods Farm	2532	07/07/2011	07/07/2011	13.00
Back Woods Farm	2533	07/07/2011	07/07/2011	26.00
Back Woods Farm	2535	07/07/2011	07/07/2011	13.00
Back Woods Farm	2536	07/07/2011	07/07/2011	11.00
Back Woods Farm	2537	07/07/2011	07/07/2011	22.00
Back Woods Farm	2518	06/30/2011	06/30/2011	2.75
66 Cafe - Vendor	11	06/29/2011	06/29/2011	111.00
Back Woods Farm	2514	06/29/2011	06/29/2011	1,973.45
Back Woods Farm	2516	06/28/2011	06/29/2011	2,762.83
Back Woods Farm	2517	06/29/2011	06/29/2011	4,736.28

Create Purchase Orders

Vendor: Back Woods Farm

Ship To: [Empty]

Template: Custom Purchase O...

Date: 07/22/2011 P.O. No.: 2568

Ship To: 4536 Monroe St. college, AK 99709

Item	Description	Qty	Rate	Customer	Amount	Rcv'd	Clsd
Mushroom-41	Case	4	53.00	Test buyer 2	212.00	0	

Vendor Message: [Empty]

Total: 212.00

To be printed  To be e-mailed  Closed

Memo: [Empty]

Buttons: Save & Close, Save & New, Revert

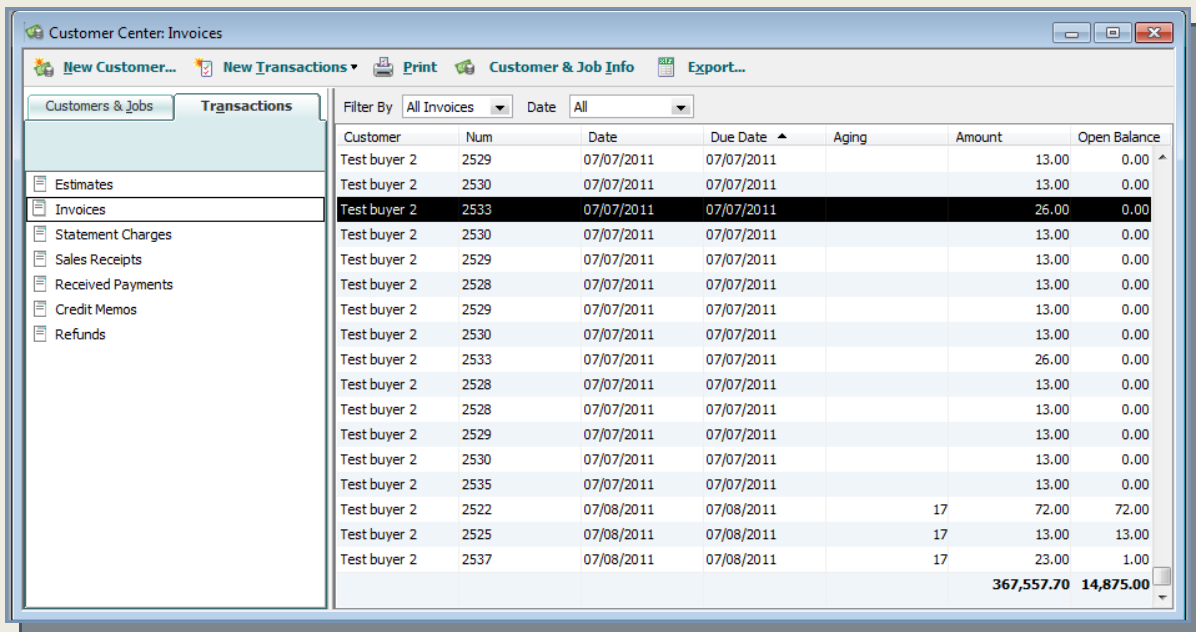
For Coops- In Local Dirt, Purchase Orders for the farm are created automatically within the farm's Local Dirt account. Local Dirt does not break out the Purchase Orders for the farms within the cooperative membership.

# QuickBooks & Local Dirt

## Integrated Items

### -Invoices

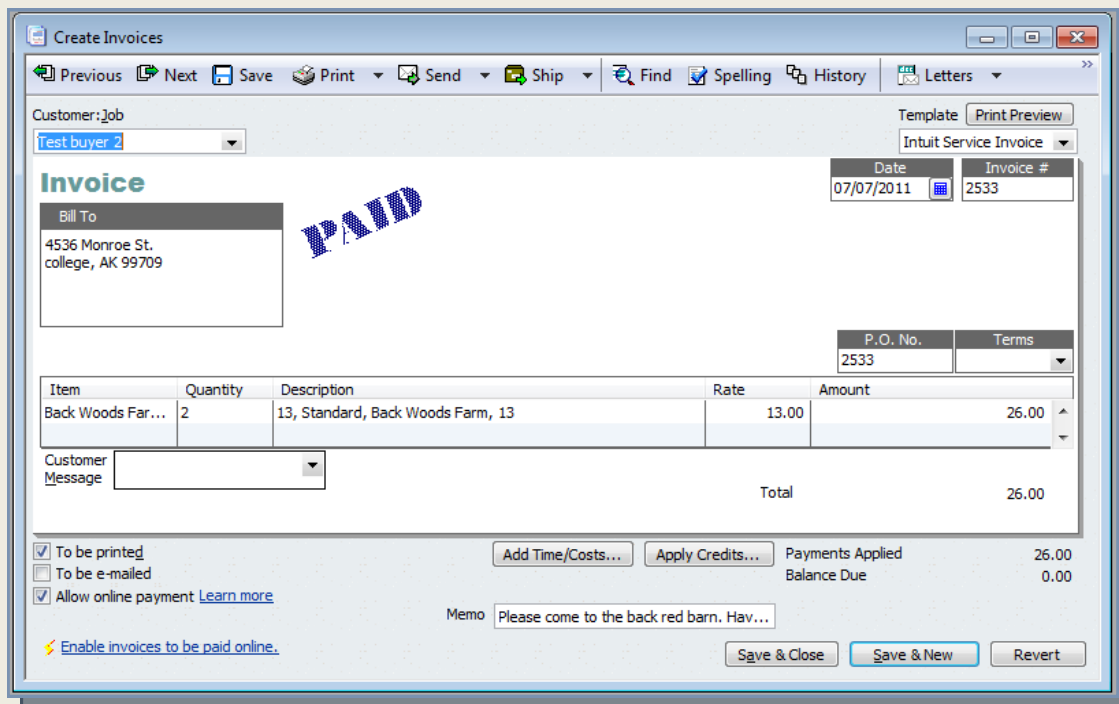
In QuickBooks, Invoices are found in your Customer Center. Within QuickBooks, you can see the Invoices under the Customer & Jobs tab or under Transactions. NOTE: This information will only be transferred into QuickBooks the day after the order is received and becomes an invoice within Local Dirt.



Customer Center: Invoices

Filter By: All Invoices | Date: All

Customer	Num	Date	Due Date	Aging	Amount	Open Balance
Test buyer 2	2529	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2530	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2533	07/07/2011	07/07/2011		26.00	0.00
Test buyer 2	2530	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2529	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2528	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2529	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2530	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2533	07/07/2011	07/07/2011		26.00	0.00
Test buyer 2	2528	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2528	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2529	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2530	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2535	07/07/2011	07/07/2011		13.00	0.00
Test buyer 2	2522	07/08/2011	07/08/2011		17	72.00
Test buyer 2	2525	07/08/2011	07/08/2011		17	13.00
Test buyer 2	2537	07/08/2011	07/08/2011		17	23.00
					<b>367,557.70</b>	<b>14,875.00</b>



Create Invoices

Customer: Job  
Test buyer 2

Template: Intuit Service Invoice

Date: 07/07/2011 | Invoice #: 2533

Bill To: 4536 Monroe St. college, AK 99709

P.O. No.: 2533 | Terms: [Dropdown]

Item	Quantity	Description	Rate	Amount
Back Woods Far...	2	13, Standard, Back Woods Farm, 13	13.00	26.00

Customer Message: [Text Box]

Total: 26.00

Payments Applied: 26.00  
Balance Due: 0.00

Memo: Please come to the back red barn. Hav...

Buttons: Save & Close, Save & New, Revert




You'll notice that all the information from your Local Dirt invoices transfer in seamlessly.


## Integrated Items

### -Invoices

In Local Dirt, customer invoices are located under sell local>> sales>> invoices. Please note, only after purchase orders become an invoice in Local Dirt will they sync up to QuickBooks.



[Buy Local](#) | [Sell Local](#) | [My Local Dirt](#) | [About Us](#) | [Membership Services](#)

Welcome Nagi  
[Sign Out](#)  
 1 item in Cart

Purchase Orders

Invoices

[All](#) | [Payment Due](#) | [Completed](#) | [Archive](#)

Invoice	Buyer	Order Date	Delivery Date	Invoice Type	Paid	Amount	View
<a href="#">2501</a>	<a href="#">Test buyer 2</a>	03/28/11	05/02/11	Pickup	<input type="checkbox"/>	\$ 32.00	<a href="#">View</a>
<a href="#">2489</a>	<a href="#">Test buyer 2</a>	03/16/11	03/20/11	Delivery	<input type="checkbox"/>	\$ 124.00	<a href="#">View</a>
<a href="#">2476</a>	<a href="#">Test buyer 2</a>	03/09/11	03/16/11	Delivery	<input type="checkbox"/>	\$ 130.00	<a href="#">View</a>
<a href="#">2473</a>	<a href="#">Test buyer 2</a>	03/09/11	03/13/11	Delivery	<input type="checkbox"/>	\$ 121.60	<a href="#">View</a>
<a href="#">2461</a>	<a href="#">Test buyer 2</a>	03/07/11	03/09/11	Delivery	<input type="checkbox"/>	\$ 33.00	<a href="#">View</a>
<a href="#">2205</a>	<a href="#">Kassie Rizzo</a>	12/08/10	12/27/10	Pickup	<input type="checkbox"/>	\$ 224.00	<a href="#">View</a>
<a href="#">2199</a>	<a href="#">Lucy Merriweather</a>	12/08/10	12/27/10	Pickup	<input type="checkbox"/>	\$ 190.00	<a href="#">View</a>
<a href="#">2227</a>	<a href="#">Test buyer 2</a>	12/15/10	12/22/10	Delivery	<input type="checkbox"/>	\$ 404.40	<a href="#">View</a>
<a href="#">2219</a>	<a href="#">Kassie Rizzo</a>	12/09/10	12/20/10	Pickup	<input type="checkbox"/>	\$ 258.40	<a href="#">View</a>
<a href="#">2186</a>	<a href="#">Test buyer 2</a>	12/07/10	12/19/10	Delivery	<input type="checkbox"/>	\$ 225.00	<a href="#">View</a>

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# QuickBooks & Local Dirt

## Integrated Items

### -Messages

In QuickBooks, your messages are found in your ToDo List. To find this list go to your home page >> Alerts (in the bottom right hand corner) and all of your synced messages will appear.

Home

Vendors

Customers

Employees

Company

Banking

QuickBooks Coach

Account Balances

Name	Balance
Test account, to ...	-4,950.78
Viking State Bank	792.59
Planning Grant {166}	718.45
Waukon State Bank	-1,295.55

Do More with QuickBooks

- Turn on payroll
- Accept credit cards & eChecks
- Order Checks & Supplies
- QuickBooks latest upgrade

Reminders & Alerts

Alerts (1)

Reminders


Due Date	Description	Amount
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	
07/27/2011	Subject: Thank you, your order has been successfully placed. Sent from Co-op_account to Test bu...	

Custom View Collapse All Expand All Set Preferences...

## Integrated Items

### -Messages

Messages in Local Dirt are sent when an order is placed or if a member sends a message directly to you through Local Dirt. In Local Dirt these messages can be found in your inbox under my local dirt.



Buy Local
Sell Local
My Local Dirt
Membership Services

Welcome Nagi  
[Sign Out](#)  
🛒 1 item in Cart

Inbox

Reports

Settings

Customers

Group Profile

Operating Schedule

Vendors

**Messages (42 New Messages)** [Sent Messages](#)





From	Subject	Preview	Date	
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/27/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/27/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/26/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/22/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/22/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/22/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/21/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/21/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/20/11	<span>Delete</span> <span>View</span>
Theresa Johnson	<a href="#">You have received a new order</a>	An order for Back Woods Farm You have a new order from Test ...	07/20/11	<span>Delete</span> <span>View</span>

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Items per page: 10 ▼

# QuickBooks & Local Dirt

## Points to Mention:

-  I. Within your QuickBooks Customer Center, invoices will only appear the day after the order has been received according to Local Dirt. Within Local Dirt, this is when the sale becomes an invoice.
-  II. For Cooperatives: To make sure the markup price is communicated correctly, when items are added to the Coop within Local Dirt, update your QuickBooks account before adding a markup. After adding a markup within Local Dirt, you can sync up your QuickBooks account with Local Dirt and the information will match up seamlessly.
-  III. Be sure to update your web services prior to doing any work with QuickBooks so that the information is communicated up to date at all times with Local Dirt. See Step 5
-  IV. Vendors in Local Dirt will need to be manually added to QuickBooks. This is not automatically synced. The vendors business names will need to match exactly. However, customers are automatically synced.