**Setting Up New QuickBooks Online (QBO) and SOS Inventory Accounts**

*Note*: This is best accomplished in the FireFox browser.

1. Create new QBO account (either Essentials or Plus) using your desired email address (this will be login for both).
2. Make following changes in QBO:
   1. Company settings
      1. If Plus Edition, turn Quantity On Hand tracking off under Sales section
      2. If using, turn shipping/discounts/deposits options on
   2. Establish basic Sales Tax Center if taxes are being used
   3. Establish Chart of Accounts
      1. If essentials, create Inventory Asset and COGS accounts
   4. Go to the company menu and select all lists
      1. If using, build departments and classes
3. Go to Apps at left side list
4. Search for SOS Inventory and select it
5. Click on Get App Now on the SOS Inventory information page
   1. This will present you with the page stating to pick a plan, select one by clicking the button under the plan you desire
   2. It will give you a message to please wait while creating account
   3. You will be now placed into SOS at the dashboard and the accounts will be performing the initial sync (SOS retrieves copy of chart of accounts, sales tax center, and anything else you may have defined such as departments and classes)
   4. This will also add a new My Apps list in QBO under the Apps tab for entry into SOS Inventory from QBO
6. In SOS, go to the User Menu and select User Profile to change the password and add a security question/answer in case of password recovery
7. Go to the User menu again and select User Settings and change the time zone to yours
8. By now you should have received at least an email Welcoming you to SOS Inventory with a login link you can use later on if needed. You may have also received the email stating that the initial sync is completed and you are ready to go. If not, wait until you get it to move on.
9. Go to the gear icon and select QuickBooks Settings to ensure automated sync is set to desired level (most customers choose hourly)
10. Complete company settings under the Company Menu
    1. Company Settings – If needed, modify company header, enable multi-currency (make sure QBO is set up for multi-currency as well) and set home currency, and add your company logo (make sure the log file meets requirements in the note)
    2. User Administration – add any other users you want to have access to SOS.
    3. Account Info – check the plan setting to make sure it is the one you selected when creating the account
    4. If SOS Plus or Pro, setup your locations if you are multiple warehouses, delivery vehicles, contract manufacturing, or other reason for additional location)
11. Complete operational settings under the Gear Icon
    1. Inventory
       1. If you don’t want to let stock levels go negative, uncheck the first option
       2. Select all default accounts needed for new items, inventory changes, and item receiving
       3. Enable advanced search options if desired
       4. Select desired valuation method
       5. Review all other inventory options and enable/disable as desired
    2. Purchasing
       1. Set your default location to receive goods into
       2. Enable advanced search option
       3. Set default expense account for items that do not have one in their definition
       4. If using QBO Essentials, uncheck Synchronize POs
       5. Review all other purchasing options and set as desired
    3. Sales (General tab)
       1. Set default tax code
       2. Enable the Show Available for Sale on Forms (shows available stock while adding items to the sales forms)
       3. Set default payment method
       4. Set default terms for sales
       5. Enable advanced search option
       6. Review all other sales options and set as desired
12. Now you can load any vendors and customers that you have (you can use the Bulk Edit tool under the company menu to load these. It is recommended to add one each manually to have a sample during the bulk edit process)
13. Finally, you can import your items into SOS using the Import Data tool. See section 6.1.5 in the SOS Inventory User’s Guide for more information on the data columns and process. You can export your items from a previous inventory system, then copy the data from that system’s spreadsheet to SOS’s spreadsheet to load.
    1. Columns to make sure you have
       1. Name
       2. Sales Description
       3. Sales Price
       4. Purchase Description
       5. Cost
       6. Item Type (ex: Inventory Item, Service, Assembly, etc., see guide)
       7. Quantity on Hand
       8. Value on Hand (total value of stock)
       9. Income, inventory, COGS, and expense accounts as appropriate to item type
    2. Do not put anything into column A (ItemID)
    3. If you have any specific questions on data before loading this spreadsheet, contact SOS technical support at 888-545-4146 x2 or via email at [support@sosinventory.com](mailto:support@sosinventory.com). This includes use of bins, multiple locations, serial inventory, or **lot inventory**.
14. Done