Creating a Fishbowl Database

Here are the basic instructions to help you create your Fishbowl database. If you have questions about any of the instructions, contact a Fishbowl Trainer:

Phone: 800-774-7085 ext. 6.
Email: training@fishbowlinventory.com

The initial setup of Fishbowl will be done on the server computer. If you are integrating with QuickBooks, it must be installed on the same computer as the Fishbowl Server.

If you are integrating with QuickBooks, make sure your QB file is up-to-date before you integrate, especially the information that will import into Fishbowl. Listed below are the items that can be imported from QuickBooks into Fishbowl. As you complete the Accounting Configuration Wizard the following information can be imported from QuickBooks:

1. Vendors & Customers
2. Parts, Products (Items) & Inventory Quantities
3. Bill of Materials (Assemblies)
4. Company Information & Users (Sales Reps)
5. Classes, Tax Rates, Payment Terms, Carriers

Inactive information, open orders (Invoices & Bills) and your history from QuickBooks will not be imported into Fishbowl at this time. Some of this information, like open orders can be imported later (explained below).

Database Creation & QuickBooks Integration

Step 1: Create a New Database & Login – To start, you will need to create a new, blank Fishbowl database. Visit our website if you need detailed instructions. Once the database is started, you can login with the Fishbowl Client.

Step 2: Setup Wizard – the first time you login to a new database, you will be prompted to complete the Setup Wizard. The Setup Wizard contains critical information and should be completed before you setup any other part of Fishbowl. It will take you through the QuickBooks integration, basic company information and let you choose a costing method.

QuickBooks Integration – **To successfully configure QuickBooks and Fishbowl, QuickBooks needs to be in Single-user mode and logged in as Administrator**. Watch the integration video. Remember that you must be on the computer where the Fishbowl Server is installed and all QuickBooks updates should be installed prior to integration.

Choose a Costing Method - Most companies use the Average Costing method (this is what QuickBooks uses), and you must get advice from a qualified accountant before changing the costing method your company uses. Many of the reports in Fishbowl will only work with Average Cost.

You must choose your costing method before you finish the setup wizard. Any of the information in the setup wizard, WITH THE EXCEPTION OF THE COSTING METHOD, can be changed later in their respective modules.

Modify and Add Additional Information

Important: You must add your information in the following order or you may need to start over. If you have a lot of new data to add then we recommend that you import your data with a CSV file to save time. CSV files are usually created with spreadsheet software like Microsoft Excel.

From this point in the Setup Process, some of the sections may not apply to your specific situation (for example, your company may not use Multiple Location Groups, Classes or Work Order Stages). We recommend you evaluate the necessity of each step and use those that apply to you.

Step 3: Units of Measure & Conversions – Fishbowl allows you to buy, store and sell your parts in different units of measure. All parts will come over from QuickBooks as "each" and you can convert them to another UOM. Watch the UOM video. Fishbowl also has a CSV import titled "Part Units of Measure" that can be used to update the part UOM for many parts at once. We recommend that you store parts in their smallest unit of measure.

Step 4: Location Groups – If you have multiple addresses or buildings where you keep inventory, you may want to create Location Groups for each one. When setting up, you need to have at least one stock, receiving, and shipping type location for each Location Group (these are referred to as Default Locations). Fishbowl will automatically create these default locations with each new Location Group you make. Watch the Location Group video.

Step 5: Locations – For the Main Location Group, delete or rename the Locations that you will not be using (except for receiving and shipping). Stock 100 currently has all of your inventory so you will not be able to delete it (locations with inventory in them can only be inactivated). Add new locations manually, by CSV, or by using the Auto Create. Watch the Location video.

Step 6: Backup the database - Make a copy of the database to preserve what you have made so far. On the server computer, stop the Fishbowl Server software and go to the folder C:\Program Files\Fishbowl\database\data (assuming default installation) and make a copy of your database.

Step 7: **Verify Data** - Determine if the following information from QuickBooks is complete and where necessary delete irrelevant items, add missing information, and edit incorrect entries.

1. **Bill of Material (Assemblies)** – View a part's BOM under the Materials | Part | Bill of Material Tab. If Always Manufacture is checked or if any of the components are configurable, Fishbowl will automatically create a Work Order when you issue the Sales Order. Watch the BOM video.

2. **Inventory Quantities** – There are three ways you can move inventory from the Stock 100 location to its proper shelf location: **1)** Manually move them one at a time in the Inventory module **2)** Use a CSV file import to move all of your inventory (Inventory Transfer Data import) **3)** Use the "Put Away" feature in the Transfer Order module to move all inventory from Stock 100 to its shelf location. Using this feature, each part can only go to one shelf location and you must first set up your Default Locations (see Default Locations under optional features below).

3. **Tax Rates** – Manage Tax Rates in Accounting | Tax Rates. If you need to create a new Tax Agency, create them as a Vendor in Fishbowl first. Watch the Tax Rate video.

4. **Payment Terms** – The default Term in Fishbowl is COD, and you can change it in Setup | Terms. Watch the Payment Terms video.

5. **Classes** – If you plan on using Classes in QuickBooks then you will also want to use them in Fishbowl (if not, then do not use Classes - just be consistent). Watch the Class video.

6. **Users** – Each user should be assigned the appropriate Location Groups and User Groups which give them rights to specific modules. Watch the Users video.

7. **Carriers** – You can modify or add carriers to suit your shipping situation. Change Carriers in Setup | Carriers.

Optional Features

Step 8: Here are optional features that many Fishbowl customers also set up. Click on the links to get more information:

1. Default Locations – The recommended shelf location that each part should be stored in. There can only be one Default Location per part in each Location Group.

2. Pricing Rules – A discount or markup that automatically adjusts the list price so the customer will not see it (anyone logged into Fishbowl can see the adjustment on the Sales Order screen).

3. Discounts – A discount that the customer will see on the Sales Order.

4. Customer Group Relations – Can be used on Pricing Rules.

5. Part/Product Details – Setup additional information about each part like Weights, QB accounts, Taxable, Tracking and UPC. You can change all parts at once using a Part Product and Vendor Pricing import. Watch the Part video.

6. Reorder Points – Ensures that you always have inventory on hand. Create Reorder Points on Materials | Part | Inventory tab. Watch the Part video.

7. Company Module – Add basic company information, logo, etc. Go to Setup | Company.

8. Product Tree – Used to categorize or group parts for quick search, pricing and reports. Create a Product Tree in Materials | Product.

9. Email – Allows orders and reports to be emailed out of Fishbowl. Set up your email account information in the Setup | Company | Email tab.

10. Pictures – You can associate one picture with each part & product. Add a picture in the Materials | Part | Details tab.

11. Add a vendor for each part (Vendor tab) – Assign multiple vendors and costs per part. Add new vendors on the Materials | Part | Vendor tab.

12. Kits – Similar to a BOM or Assembly, Fishbowl can group products when they are sold. In Materials | Product, click the dropdown next to New to create a new Kit.

13. Custom Fields – For adding custom information to almost anything in Fishbowl. Manage Custom Fields in Setup | Custom Fields.

14. Work order Stages – For tracking the progress of Work Orders that taka long time to finish. Create stages in the Materials | Part | Bill of Materials tab.

Step 9: **Open Orders in QuickBooks** – Open orders will not be automatically moved from QuickBooks to Fishbowl. There are two ways you can handle the current orders that you have in QuickBooks:

1. We recommend that you print out each open order in QuickBooks, manually enter it into Fishbowl and then delete it from QuickBooks (new Sales Orders can also be imported if you prefer). If you have partial orders, you can also close each order short in QuickBooks and add the remaining portion as a new order in Fishbowl.

2. Less recommended option: If you must continue fulfilling your old orders in QuickBooks, you will need to manually adjust inventory in Fishbowl every time you fulfill a QuickBooks Invoice and then delete the corresponding journal entry that is sent from Fishbowl.

Step 10: Module Options – In most of the sections of Fishbowl there are Module Options that you can use to customize how Fishbowl behaves to match your specific needs. In each module, go to Tools | Module Options to adjust these settings. There are over 80 module options, and the following are the most popular:

Part Module Options

1. Turn on the ability to search by part descriptions as well as the part number.

Sales Order Module Options

1. Put the default Salesperson assigned to the customer on the order instead of the current user.

2. Check inventory levels and see if you have enough in stock to fulfill the order.

3. Alert the user if they forget to add a shipping line item to the order.

Shipping Module Options

1. Automatically fulfill Service and Misc. items when inventory items on the order are shipped.

2. Automatically send an email when the order is fulfilled.

Accounting Module Options

1. Include the line item note of the Sales Order on the Invoice in QuickBooks.

2. Use the Sales Order number in Fishbowl as the Invoice number in QuickBooks.

See all Fishbowl Training Videos.

Again, if you have any questions about these instructions, contact a Fishbowl Trainer

Phone: 800-774-7085 ext. 6.
Email: training@fishbowlinventory.com