



NOTE If you have questions about any of these sections, click the [links](#) to access our documentation wiki with detailed instructions.

Phase 1: Install Fishbowl & Accounting Integration Prep

Hardware Implementation

- You'll need a server computer that meets the [System Recommendations](#)
- Make sure the currently running [Operating System](#) is supported.

Accounting Integration Prep

- Install a [Supported Version of QuickBooks](#) on the same computer as the Fishbowl server (If using a desktop version of QuickBooks).
- Enable class tracking in QuickBooks, if applicable
- Verify that all data in your accounting software is accurate and make any needed changes
- Print instructions for your specific accounting integration from Fishbowl's accounting wiki page [HERE](#).
 - Desktop version of QuickBooks (Pro, Premier, or Enterprise) will have some needed steps before integrating with Fishbowl*

Installation

- Download the Fishbowl installer to [install the latest version of Fishbowl](#)
- Determine the number of workstations the Fishbowl client will be running on
- Install on all computers, selecting "Server with Client" to install on the server or **Client Only** on all other workstations
- Note what costing method you are currently using for your business. (Average, Standard, FIFO, or LIFO. You can find more info on these [HERE](#). This is the first thing you'll need to set when creating a new database).
- [Create a new database](#)

Phase 2: Building Initial Fishbowl Database

Option 1: Building Fishbowl by Integrating with an Accounting System

- [Go to accounting module and select an accounting integration](#)
- Enable class tracking within QuickBooks (desktop) if applicable
- Bring in [company information](#) if applicable
- Bring in [inventory items](#) if applicable
- Bring in [vendor \(supplier\) information](#) if applicable
- Bring in [customer information](#) if applicable
- Decide how frequently you will export information to QuickBooks
 - NOTE** You can create a [scheduled task](#) to export to QuickBooks on a regular basis
- Set the [Accounting module options](#)

Option 2: Building Fishbowl using CSV Imports

- Review the [CSV Imports and Exports](#) that are available in Fishbowl. Below is the suggested order of imports via excel.
- [Export the CSV templates and follow the instructions to import data into Fishbowl](#), or you can use the [Import Mapping](#) add-on module if you already have external files to be imported without modification.
 - [Units of Measure](#)
 - [Unit of Measure Conversions](#)
 - [Location Groups/ Locations](#)
 - [User/User Rights](#)
 - [Payment Terms](#)
 - [Carriers](#)
 - [Custom Fields](#)
 - [Vendors](#)
 - [Tax Rates](#)
 - [Customers](#)
 - [Customer Group Relations](#)
 - [Part, Product, and Vendor Pricing](#)
 - [Kit Items](#)

- [Default Locations](#)
- [Add Inventory](#)
- [Bill of Materials](#)
- [Product Tree Categories/ Product Tree](#)
- [Pricing Rules](#)
- [Sales Orders](#)
- [Purchase orders](#)

Option 3: Building Fishbowl Manually

3a. Company Set Up

- [Configure user groups and users](#), ([access rights for Fishbowl modules](#))
- Set appropriate [payment terms](#) for your customers
- [Determine how many locations you have and set up appropriate warehouses](#)
- Determine the functionality of each needed location and configure appropriately
- Assign locations to proper location groups
- Determine if you will need a [Product Tree](#) (to apply pricing changes by category)
- [Create classes](#) as needed (Location, Enterprise or Type of Product)
- Determine if you will use [serial numbers, expiration dates, or other tracking](#)
- Determine which [units of measure](#) (and conversions) you will need
- Create a scheduled database backup in the [Schedule module](#)

3b. Set up User Groups and Access Rights

- [Create new user groups](#)
- [Assign user group rights](#)
- [Create new users and enter passwords](#)
- [Assign users to user groups](#)

3c. Setup Inventory Locations & Units of Measures

- Set up needed [location groups](#)
- Set up needed [locations](#), delete any that are unused
- Enter applicable [units of measure](#), they are all currently each on your end.
- [Enter unit of measure conversions as needed](#)

- Edit information on *carriers* that are applicable and *add needed vendors*

- *Enter new terms offered to customers and by vendors*
- *Add company logo* to be used on Fishbowl reports

3d. Setup the Materials Module Group

- Make sure all parts are *entered into Fishbowl*
- Use the Part import to *update* multiple parts
- Make sure all parts are properly classified under the *Details tab*
- Check any options that will be applicable for each part
- *Associate each part with the vendors* that sell it
- If applicable, set the *default vendor* for each part.
- *Import pictures* if you are going to use that feature on various parts and products
- *Assign default locations* for each part

3e. Create Bills of Material

- (Option 1) See above how to import CSV to *Bill of Materials import*
- (Option 2) *Manually Create a bill of materials*
- Set the *Auto Create* option where applicable

3f. Purchasing Module Group

- Update vendor information (*Creating Vendors Manually*)
- Enter information on parts purchased from vendors
- Review the *module options* for each module in the **Purchasing** group

3g. Sales Module Group

- *Create needed customer groups* in the customer module

- *Assign customers to groups* under the groups tab
- *Assign default salesperson* to manage customer accounts
- *Set up needed pricing rules* on a customer, customer group, or product basis
- *Set up any discounts* that are used
- Review the *module options* for each module in the **Sales** group

3h. Enter Tax Information

- *Add tax agencies*
- *Add tax rates*

 Phase 3: Train on Processes
Make backup of database before training

- General (Customer, Vendor)
- Materials (Part, Product, Inventory, etc.)
- Sales (SO, Picking, Shipping, etc.)
- Purchasing (PO, Receiving, Reconciling, etc.)
- Manufacturing (Bill of Materials, Manufacturing Orders, Work Orders, etc.)
- Accounting
- Plugins/Integrations

 Phase 4: Plugins/3rd Party apps

- If you have any outside integrations, those companies should be in contact with you about the integration

- If you have any plugins to install, instructions can be accessed *HERE*.

 Phase 5: Finalize data and Process

- Review database and processes to determine data is correctly setup. **(Reviewing your specific order processes will help find the errors in the data)**
- **Make a backup of your new database**
- Go through the Procurement and Fulfillment process of a couple of Live orders, but just for testing.

 Phase 6: Add Inventory/Go Live with Fishbowl

- IF needed, restore backup of clean database before test orders were run
- Add initial inventory into Fishbowl, this can be *manually added*, or imported in using the Add Inventory CSV import.
- “Mark as posted” in the accounting module
- **MAKE SURE VALUES MATCH IN FISHBOWL AND ACCOUNTING SOFTWARE**
- Close any orders that you can in QuickBooks and re-enter open orders into Fishbowl (Sales Orders, Purchase Orders, Manufacture Orders)
- Go Live with Fishbowl (Start processing orders in Fishbowl)

ADDITIONAL NOTES
