

Contractor's Cloud integrates with QuickBooks Windows Desktop via Intuit's Web Connector.

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Currently QuickBooks for Mac and QuickBooks online are not supported.

All information gets entered into Contractor's Cloud first, than it gets pushed to QuickBooks via the web connector.

The following can be imported from Contractor's Cloud to QuickBooks:

- Customers
- Customer Jobs
- Invoices
- Payments
- Expenses
- Vendors
- Invoice Items

Therefore, you primarily use QuickBooks for your check writing, payroll, and tax information.

# QuickBooks Setup

## Preparation

Before we get started on the QuickBooks setup process there are a couple of things that need to be done.

- 1. Your Contractor's Cloud Account Manager will need to first enable your QuickBooks integration.
- 2. Make sure you are a Contractor's Cloud QuickBooks Administrator
- 3. You will need to work on the same computer/server that your QuickBooks file is stored on.
- 4. You will need to work as an administrator in your QuickBooks
- 5. You will need to work in single-user mode in your QuickBooks
- 6. Log into your Contractor's Cloud and navigate to Dashboard -> Corporate Dashboard -> Click Quickbooks Integration on the left-hand side.

## **QuickBooks File Profiles**

Depending how your corporate entities are structured you may run multiple QuickBooks files if you have more than one company or you may run all of your companies through one file. Regardless if you have one QuickBooks files or many, we need to create a profile for the QuickBooks files you wish to integrate with.

STEP 1: Set up your QuickBooks	s files profiles
Add a file profile name 🛛 🚽	+Add
sampleqbfile	

Enter a profile name here and then click <u>+Add</u>.

An example could be as follows:

If your QuickBooks file is XYZ Contracting Inc.qwc then the profile name could be XYZ Contracting Inc. However, if you have more than one XYZ Contracting for different locations then maybe the profile name should be XYZ Contracting Inc – Dallas.

If you are running only one QuickBooks file then simple add a profile name of your company name.

## Associate a QuickBooks File Profile with a Contractor's Cloud Company

Within Contractor's Cloud you can run multiple different corporate entities. We now need to associate the QuickBooks File profile above with a specific company in Contractor's Cloud.

STI	EP 2: Associate a Quick	Boo	ks Company file with this Company
(	Pick a Company file	÷,	+Add

Pick a file and then click Add. The file you pick will be the QuickBooks file this Contractor's Cloud company will send data to. Once you associate a file then additional options will show within the setup.

## Verify Web Connector and Add Company File

First download your Web Connector Company File by clicking this link.

STEP 3: Download QuickBooks Web Connector Company File Click here to download Web Connector Company File Download QuickBooks Web Connector from Intuit

This will bring up your browser's file download dialog box. When this box appears, choose "Save", and put the file somewhere on your computer where you can easily find it, such as on your desktop. This is the Contractor's Cloud application file.

File Downlo	ad 🔀
Do you	want to open or save this file?
	Name: OrderSync.qwc Type: QuickBooks Web Connector Configuration File From: admin.agenne.com
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Go into your QuickBooks and under the File menu item locate and click on Update Web Services.



This will open the Intuit Web Connector. It should look similar to the image below.



If you do not have the web connector click the following link in Contractor's Cloud to download and install.

#### STEP 3: Download QuickBooks Web Connector Company File

Click here to download Web Connector Company File Download QuickBooks Web Connector from Intuit

If you do have the connector click Add an application in the lower right-hand corner of the connector. Locate the company file you just downloaded and open it. This will open the QuickBooks application authorization screen. Click the third option that says "Yes, whenever this QuickBooks company file is open". Leave the bottom checkbox unchecked. That deals with personal data and is not needed with the integration.

	An application is requesting access to the following QuickBooks company file:
Certi	Access may include reading and modifying QuickBooks data as well as enhancing the QuickBooks user interface. The Application Calls Itself Troubleshoot access via QuickBooks
	Certificate Information Description: Developer: Intuit, Inc. Developer identity has been verified by: VeriSign Class 3 Code Signing 2004 CA
	QuickBooks Solutions Marketplace Search for information about this application at the <u>QuickBooks Solutions Marketplace</u>
o you want to allow this a	oplication to read and modify this company file?
Yes, prompt each time Yes, whenever this Quid	kBooks company file is open ss even if QuickBooks is not running
Allow this application to customer credit card inf	access personal data such as Social Security Numbers and ormation. <u>Tell me more</u>

Now, the QuickBooks Web Connector window will appear with the Contractor's Cloud application listed. To finish the setup complete the following steps:

- 1. Check the checkbox in the left column
- 2. Enter your Web Connector password into the password field and press enter on your keyboard. Click OK to the password verification dialog.
- 3.

QuickBooks Web Connector 2.0.0.139					
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NOTE: You can find your Web Connector password back within the Contractor's Cloud QuickBooks set up area.

## STEP 4: QuickBooks integration settings



## How the Web Connector Works

Through various methods discussed later, Contractor's Cloud will send data to the Web Connector. The Web Connector will process the data and convert it to QuickBooks language and populate the data into your QuickBooks file.

The Web Connector will automatically process data every X amount of minutes you have in the Every\_Min column of the connector. Typically this is defaulted to 10. We recommend going no lower than 3 minutes. This is because if you have a lot of data being transferred the Web Connector may gum up due to too much data being processed too often.

You can get instant gratification of data processing anytime by clicking the checkbox in the left column and then clicking the Update Selected button. Clicking Update Selected will process whatever has been sent to the Web Connector.

Select All Select None Update Selected	)		
Application	Auto-Run	Every _ Min	Status
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## The QuickBooks Integration Settings

Here you can customize how your integration works.



## STEP 4: QuickBooks integration settings

#### Update Quickbooks Setup

- 1. QuickBooks Sync Status Choose Enable Quickbooks Integration to activate the system. You can manually shut down the integration anytime by choosing Disable Quickbooks Integration.
- 2. Sync Contracts After this Date Here you enter a date where any contract on or after this date will have the option to be synced with your QuickBooks.

CAUTION: IT IS HIGHLY RECOMMENDED TO START FRESH WITH NEW CONTRACTS THAT ARE NOT CURRENTLY IN YOUR QUICKBOOKS. So set your date to something that is recent and that is not currently in your QuickBooks. The reason for this is if you have manually entered a customer into QuickBooks and you try to sync from Contractor's Cloud it could recreate the customer or duplicate transactions that may have been entered manually.

- 3. Quickbooks Sync Type The only option available is Contractor's Cloud to Quickbooks.
- 4. Sync Method Here you get to choose how data get sent to the Web Connector
  - Manual by Button on Contract With this option you will have to push a button within the contract to send the data to QuickBooks.
  - Fully Automatic With this option it will automatically send data to QuickBooks whenever a financial transaction is updated in Contractor's Cloud.

#### CAUTION: IT IS OUR RECOMMENDATION TO INITIALLY USE THE MANUAL BY BUTTON OPTION UNTIL YOU ARE CONFIDENT AND COMFORTABLE WITH HOW THE INTEGRATION WORKS FOR YOU.

- 5. Import Names/Labels as CAPS Here you can choose to bring all data with capitalized letters. This is merely a personal preference setting.
- 6. Customer Format Here you can set how you want your customer names to be formatted in your QuickBooks. It defaults to Lastname, Firstname. We recommend keeping this default.

Revised 8/14/14

- 7. Enable Customer Jobs Here you can enable customer jobs. WE HIGHLY RECOMMEND ENABLING CUSTOMER JOBS in case you do future work for an existing customer.
- 8. Customer Job Format Here you can set the format of your customer jobs. It defaults to Project Number Project Address. We recommend keeping this format.
- 9. Sync Items and Invoices Enabling this will allow "customer" invoices to be synced from Contractor's Cloud to QuickBooks.
- 10. Printing Invoices Here you can set if you want the synced invoices marked for printing or not within your QuickBooks.
- 11. Sync Payments Enabling this will allow payments to be synced from Contractor's Cloud to QuickBooks. NOTE: all payments will be brought over as un-deposited payments. If you wish to have them automatically marked as deposited, you will need to set this in your QuickBooks Company Preferences.
- 12. Sync Vendors/Bills Enabling this will allow Contractor's Cloud expenses to be synced as QuickBooks bills.
- 13. Expense Sync Here you can choose if you want expense status within Contractor's Cloud can be transferred.
- 14. Auto Sync when All Work Orders are Done Setting this auto sync is a safety measure to insure all of your invoices are in QuickBooks when Contractor's Cloud senses all work has been completed.
- 15. Once you have set your settings click Update Quickbooks Setup to save.

Add Assessed

#### Set QuickBooks Accounts for future use

Here you can store your QuickBooks expense accounts for use throughout Contractor's Cloud. These accounts are useful in setting up your suppliers, installers, vendors as well as customizing individual expenses.

	Add Account		
1	Account	Status	
(	Construction Income	Active	×
(	Construction Income:General Labor	Active	×
(	Construction Income:Roofing Labor	Active	×
(	Construction Materials Costs	Active	×
(	COS Material	Inactive	×
9	Subcontractors Expense	Active	×
9	Subcontractors Expense:General Labor	Active	×
9	Subcontractors Expense:Roofing Labor	Active	×
9	Subcontractors Expense:Siding Labor	Active	×

#### STEP 5: Set QuickBooks Accounts for future use

To Add an account click the Add Account button. You don't have to add all of your QuickBooks accounts but only the expense accounts that deal with labor and materials.

If you have sub-accounts of main accounts you can add sub-accounts but separating the main account and sub-account with a colon. The above image shows Construction Income as the main account and General Labor and Roofing Labor as sub-accounts. Revised 8/14/14

## **Check for possible errors**

This is a utility that is helpful in eliminating errors that could occur during a sync due to lack of information from Contractor's Cloud. If there are possible errors that could occur they will be listed here and you will have to fill in the missing data.

Some of these errors may include:

- Users Set the QuickBooks Initials \* for each user.
- If your have any 1099/Vendor Users go into Users, set them as 1099/Vendor at the User Type field and then enter their Vendor name as seen in your QuickBooks in the QuickBooks Employee/Vendor Name \* field.
- Suppliers go into your Contacts->Suppliers and set their Unique Name (As defined in QuickBooks) as well as their default account Default QuickBooks Account
- Installers go into your Contacts->Installers and set their Unique Name (As defined in QuickBooks) as well as their default account Default QuickBooks Account
- Vendors go into your Contacts->Vendors and set their Unique Name (As defined in QuickBooks) as well as their default account Default QuickBooks Account
- Invoice Items Corporate Dashboard->Invoice Items Set the QuickBooks Income Account for each of your invoice items.

NOTE: You can always go into the individual invoice item, user, supplier, installer, or vendor interface and make these changes as well.

#### CAUTION: WHEN ENTERING THIS DATA IT IS EXTREMELY IMPORTANT TO ENTER IT HOW IT IS EXACTLY IN QUICKBOOKS LETTER FOR LETTER, SPACE FOR SPACE, CAPITAL FOR CAPTIAL, AND PUNCTUATION. It must match perfectly or the data transfer may fail or you may get duplicates.

## Using the QuickBooks Integration

First, log into a project, then click into Contracts/Orders.

Within the contract you will see a Sync with Quickbooks button.

Project Administration     John Smith       Canvasser     John Smith       In-House Adjustor     John Smith       Field Damage Inspector     John Smith       Field Damage Inspector     Solon       Stablect Destructs     Inapplied Payments		Notes Jet Stream	Workflow Tasks Calendar	Claims Proposals Contracts/Orders		Statistics Quickbooks L	.og Refresh Clos					
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Clicking this button sends the project to the Web Connector. NOTE: This button needs to be pushed if you have the Manual by Button on Contract setting set. If you are fully automatic, this button will still be available for use.

Within the project there is also a QuickBooks Log interface. Here you can see the status of the project within the Web Connector.

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(C) (444) 444-4444		Clear L	oq													
(E) siones@contractors	cloud com															
Contact #2: Betty Blade	<u>kiloud.com</u>	Codes [	q = queue	d, s = syn	ced, h	= minor	issue (5	00, 3170	errors normal),	i = code	e error]					
(E) sjones@contractors	scloud.com															
Open Customer Por		Ticket	Sync Da	ite		ction			Message							
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This log is useful in troubleshooting issues that may arise. If there is an error a message will appear within the log.

Log legend:

q = The data is queued in the Web Connecter and waiting to be processed

s = The data has been successfully processed into QuickBooks

h = There was a minor issue with the processing of the data. NOTE: Notice any messages that accompany this code. 500 and 3170 codes errors are normal.

i = There was a major issue with the processing and more specifically programming related.

## Invoicing

CONTRACTORS C 1 0 U D	11113 - Blade, Le:	ster Project Status	Production									
ID: 112	Notes Jet Stream	Workflow Tasks	Calendar Claims	Proposals Contracts	/Orders Photos	Files M	280	ics Quickbooks Log	Refresh	Close		
lain Contact: Lester Blade			12	v		٩ 🌓	MAP		$\bigcirc$			
(1)         (555) 326-9876           (C)         (444) 444-4444	Add Contract F	Print Statement En	nail Statement									
E) <u>siones@contractorscloud.com</u> ontact #2: Betty Blade	Blade-Insurance	Proceeds-09/08/	2011									
E) sjones@contractorscloud.com		Edit Invoice										
Open Customer Portal	Type:											
Fri, Mar 07 2014, 03:48 PM	Rep:	Project: 11113 -		de, Lester)								
	Date Created:	H: (555) 326-98 C: (444) 444-444										
	Date Createu.	E: sjones@contra										
	Claim:	Invoice #		Class		Terms			P.O. Num			
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	Contract Approv	Date		Lock Status	,		ith Quickboo		Rep			
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JECT TEAM Edit Team	Invoices/Payn	00/11/25										
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ject Administration John Smith	invoices	1 🔲 08/19	2013 46 Insur	rance Starting Amoun	nt Per Scope o	Loss				Billable	30,001.00 Peter	Parker 🕑
vasser John Smith	Inv # Date	2 📄 08/19	2013 46 Cred	lit – Item Not Comple	ted Gutters					Billable (	\$-600.00) Peter	Parker 🕑
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d Damage Inspector John Smith		Check		)								
											Sales Total	: \$29,40
JIECT DETAILS	Unapplied P										Billable To	tal: \$29,40
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d & Site Information Edit	#	Apply rayment.		•								
<i>ject Name</i> st Residence	No unapplied p	Date	Type				Num	Description	State	us	Amount	<u>م</u>
d Source		07/11/2014	Down Paym	nent					Depo	osited	\$5,000.00	1
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pointment Scheduling Scheduling Required												_
nt		07/11/2014	Credit – To	Contract (Credit Mer	10)				Depo		\$250.00	
lahoma, Oklahoma City											\$5,000.00	
e Type											Payments Appli	
abin te Address 0405 Greenbriar Place											Credits Applied Balance Due:	\$23,65

In order for invoices to sync to QuickBooks the items need to be marked Billable and an invoice date needs to be entered in the upper left-hand corner of the invoice.

You can also turn off the sync for an entire invoice by marking it Do Not Sync with Quickbooks at the top of the invoice.

You can also turn off the sync for individual invoice items and payments by unchecking the checkbox off to the right next to the red X.

#### Payments

It is a rule within QuickBooks that when applying payments to an invoice the total payments must equal or be less than the invoice total. Therefore, if you wish apply payments to a project and the invoice may not be filled out, you need to add the payment in the Unapplied Payments section. You can always easily associate that payment to an invoice later on when the invoice gets created or edited.

CONTRACTORS C L O U	눩 Samplet.com) 😭 🛊	#11113 – Bl	ade, Lester	Project Status:	Production								
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fain Contact: Lester Blade	P		S 🗄	🎫 🏊	12	02			280 MAP	The second second			
H) (555) 326-9876	-						-				-		
C) (444) 444-4444		Add Cont	ract Print	Statement Ema	ail Statement								
E) sjones@contractors	cloud.com												
ontact #2: Betty Blade		Blade-in:	surance Pro	ceeds-09/08/2	011								
E) sjones@contractors	cloud.com												
Open Customer Port	tal	Type:		Insurance Proc	eeds	Update	Details	Add Files					
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	Activity	Date Crea	ated:	09/08/11		Delete C	Contract	🤻 LienRele	ase 66441.pd	df Edit File			
		Claim:		YU-8976		View Cla	aim Info						
11 111 111													
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Project Manager	Peter Parker	•											
ales Manager	John Smith												
roduction Manager	John Smith	Invoic	es										
roject Administration	John Smith										Add Inv	oice	
anvasser	John Smith	Inv #	Date	Pending	Sold	В	illable	Payments	Credits	Balance	<u>ی</u>		
-House Adjustor	John Smith	46	08/14/13	\$0.00	,401.0	00 \$	29,401.00	\$5,000.00	\$250.00	\$23,651.00		9	
eld Damage Inspector	John Smith			\$0	\$29,401.0	00 <b>\$</b>	29,401.00	\$5,000.00	\$250.00	\$23,651.00			
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	U	Unapp	olied Paym	ents							Add Pay	ment	
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roject Name		Nouna	nolied navmer	nt items available.									
est Residence			ppce paymen	aranabiei									
ead Source Self Generated										Current Bal	ance: \$23,	651.00	
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Oklahoma, Oklahoma City

#### Expenses

	11113 - Blade, I	Lester Project Stat	us: Production							
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(H) (555) 326-9876 (C) (444) 444-4444 (E) sjones@contractorscloud.com	Add Contract	Print Statement				×		()		
Contact #2: Betty Blade (E) <u>sjones@contractorscloud.com</u> <u>Open Customer Portal</u>	Type:	Company *	ample Contracting, Inc.	- Mayflower, AR	¢					
Fri, Mar 07 2014, 03:48 PM	Rep: Date Creat	Project *         Blade, Lester, 11113 - Production, 10405 Greenbriar Place \$           Contract *         Blade-insurance Proceeds-09/08/2011 \$					f <u>Edit File</u> Edit File			
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PROJECT DETAILS () Lead & Site Information Edit	E 6	E 5 Comment						mplete iting for proval		
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Event Oklahoma, Oklahoma City Site Type Cabin	VS11113 VS11113	8-2 06/26/13	-	ologies - Aerial Measu						

It is important and recommended to always have a Reference/Invoice Number for an expense. If you don't multiple bills could be synced together in QuickBooks.

To help with this you can turn on auto numbering by going into your Corporate Dashboard and clicking on Expenses Setup.

CONTRACTORSE LOUD											
Dashboard Projects Contac	cts Corporate Settings	My Settings	Help R	eports & Files							
A											
CORPORATE DASHBOARD	Expenses Setup										
Sample Contracting, Inc \$	✓ Turn on auto reference/invoice numbering in expenses										
	Expense Reference/Ir	voice number	prefix		SCI						
SampleLogo	SAVE										
	SAVE										
<u>General</u>											
Appointment Setup											
<u>Calendar</u>											
Company Details											
<u>Events</u>											
General Parameters											
Lead Sources											
Milestones/Workflows											
Project Status Subcategories											
Roles											
<u>Staff</u>											
<b>Financial</b>											
Commissions/Payouts											
Class Tracking											
Expenses Setup											
Invoice Terms											

You can turn off the sync to an individual expense by changing the Quickbooks Export field to Do Not Sync with Quickbooks.

You can also designate the a specific account to the expense by picking one in the Quickbooks Account field.

#### New Invoice Items, Suppliers, Installers, Vendors, Users

When creating new invoice items, suppliers, installers, vendors, or users there is no need to create them in your QuickBooks. They will automatically be created in your QuickBooks upon the next sync and if they are being used in the project that you are syncing.

#### No Delete Functions

Within the Contractor's Cloud/QuickBooks integration there is absolutely no delete functionality at all. It will add things into your QuickBooks but will not remove them. This is a policy of Contractor's Cloud to eliminate the risk of messing up your QuickBooks files.