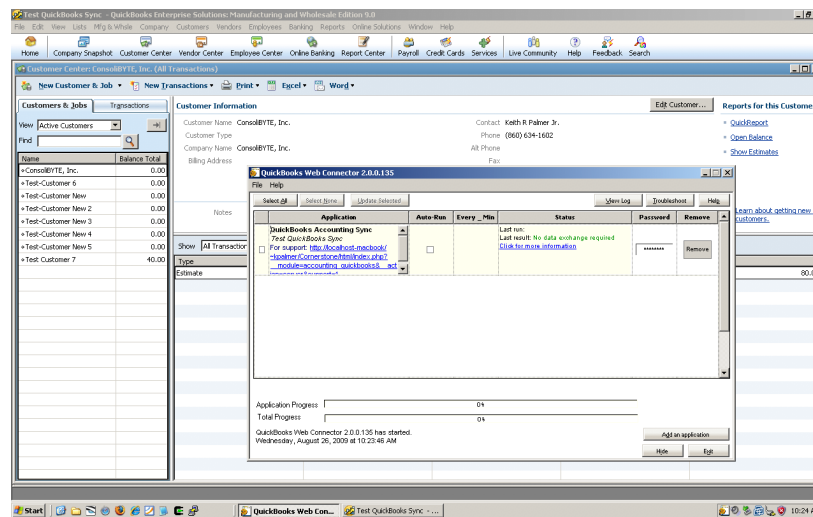




Contractor's Cloud integrates with QuickBooks Windows Desktop via Intuit's Web Connector.



Currently QuickBooks for Mac and QuickBooks online are not supported.

All information gets entered into Contractor's Cloud first, then 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

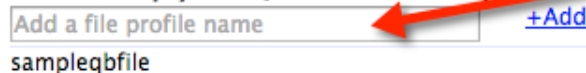
Before we get started on the QuickBooks setup process there are a couple of things that need to be done.

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 files profiles



Enter a profile name here and then click [+Add](#).

An example could be as follows:

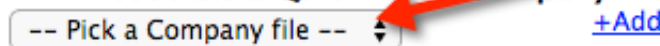
If your QuickBooks file is XYZ Contracting Inc.qwc then the profile name could be XYZ Contracting Inc. However, if you have more than one XYZ Contracting for different locations then maybe the profile name should be XYZ Contracting Inc - Dallas.

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.

STEP 2: Associate a QuickBooks Company file with this Company



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.

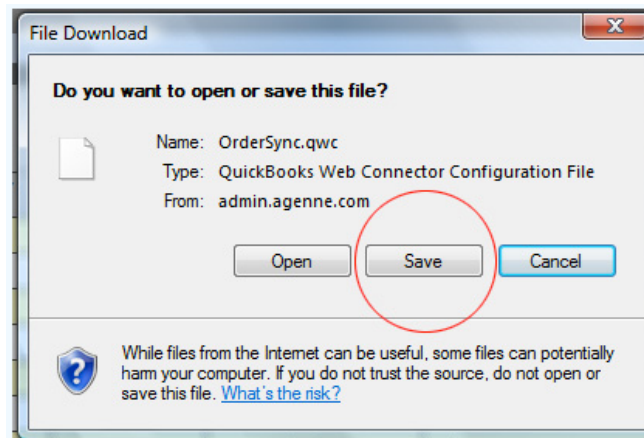
Verify Web Connector and Add Company File

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

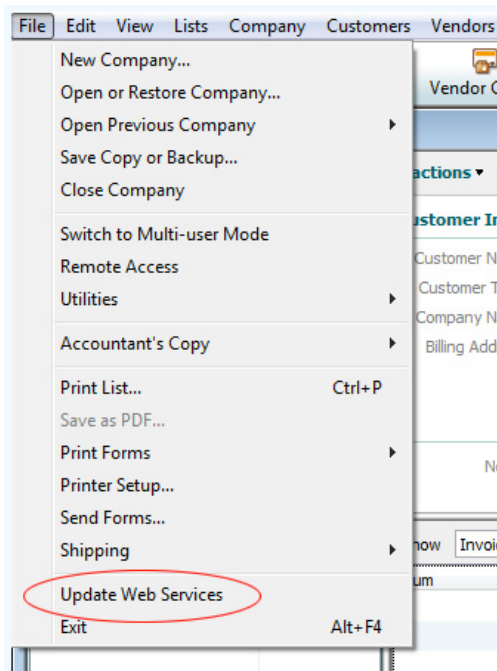
STEP 3: Download QuickBooks Web Connector Company File

[Click here to download Web Connector Company File](#)
[Download QuickBooks Web Connector from Intuit](#)

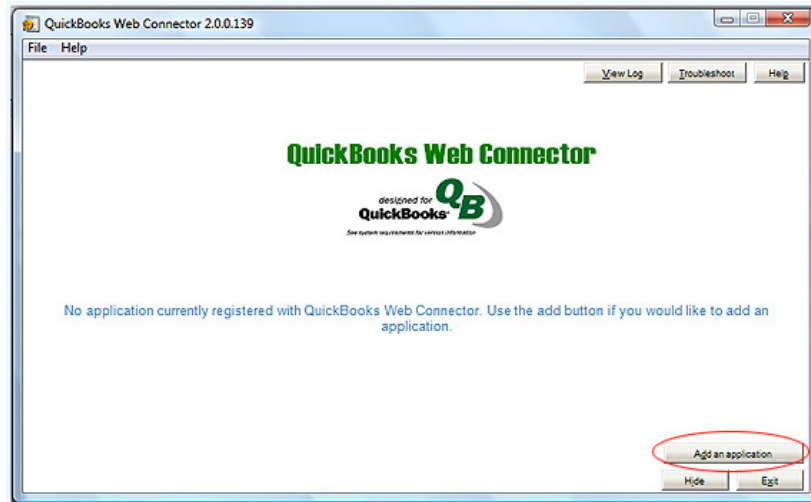
This will bring up your browser's file download dialog box. When this box appears, choose "Save", and put the file somewhere on your computer where you can easily find it, such as on your desktop. This is the Contractor's Cloud application file.



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](#)

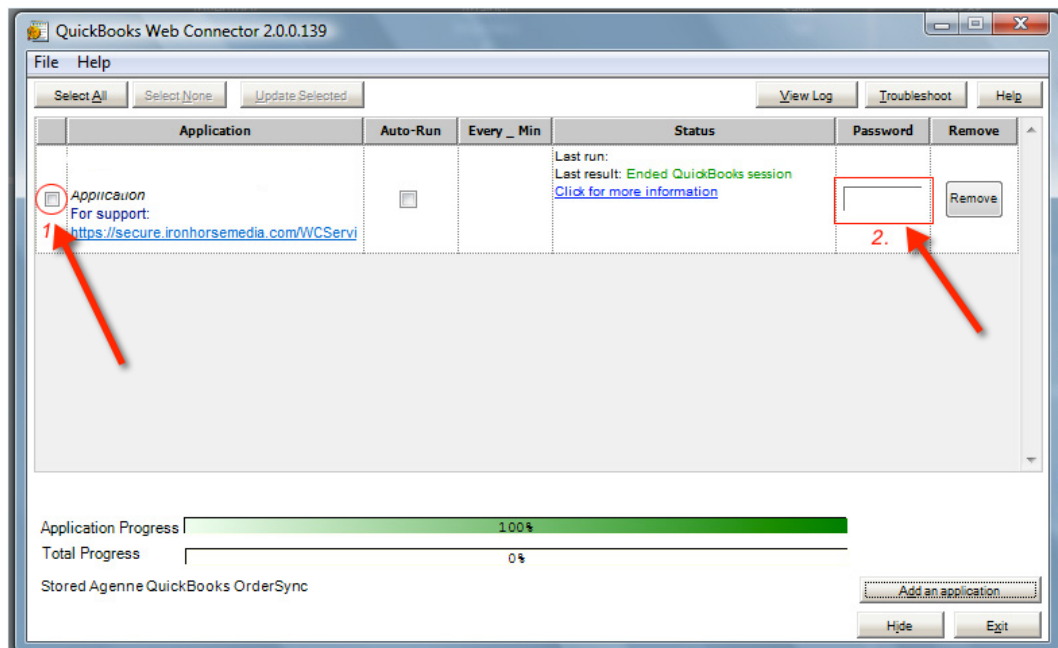


If you do have the connector click Add an application in the lower right-hand corner of the connector. Locate the company file you just downloaded and open it. This will open the QuickBooks application authorization screen. Click the third option that says "Yes, whenever this QuickBooks company file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



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.



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

STEP 4: QuickBooks integration settings

Quickbooks File sampleqbfile	Import Names/Labels as CAPS * Import Names/Labels as t	Sync Items and Invoices * Enable Item/Invoice Sync
Web Connector Password samplecon6!	Customer Format * Lastname, Firstname (Cus	Printing Invoices * Do Not Mark Invoices for f
Quickbooks Sync Status * Enable Quickbooks Integr	Enable Customer Jobs * Enable Customer Jobs	Sync Payments * Disable Payment Sync
Sync Contracts After this Date * 07/01/11	Customer Job Format * Project Number – Project /	Sync Vendors/Bills * Disable Vendor/Bill Sync
Quickbooks Sync Type * Contractor's Cloud to Quic		Expense Sync * Sync Only Paid Expenses
Sync Method * Manual by Button on Cont		Auto Sync when All Work Orders are Done * Sync When All Complete

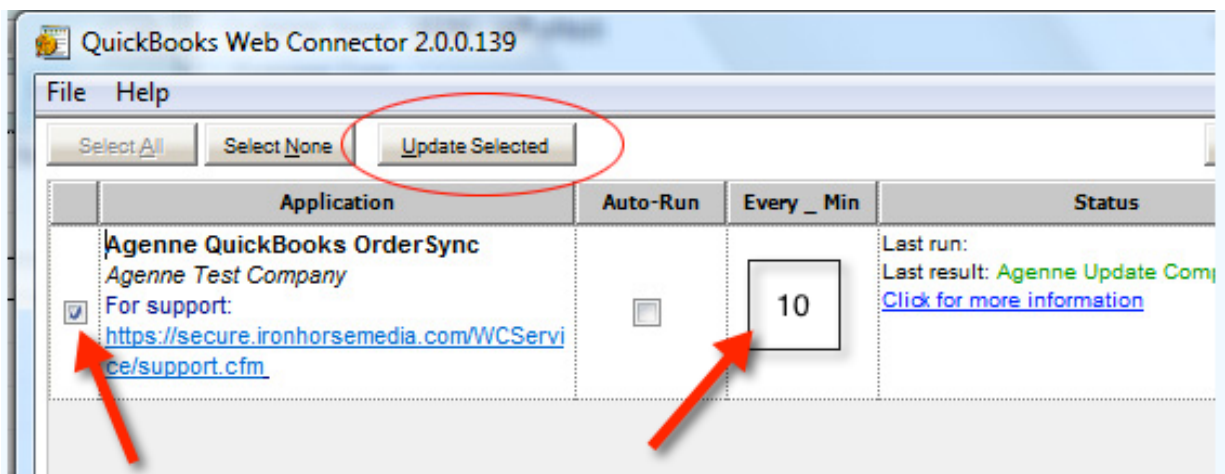
Update Quickbooks Setup

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.



The QuickBooks Integration Settings

Here you can customize how your integration works.

STEP 4: QuickBooks integration settings

<i>Quickbooks File</i> sampleqbf1e	<i>Import Names/Labels as CAPS *</i> Import Names/Labels as t	<i>Sync Items and Invoices *</i> Enable Item/Invoice Sync
<i>Web Connector Password</i> samplecon6!	<i>Customer Format *</i> Lastname, Firstname (Cus	<i>Printing Invoices *</i> Do Not Mark Invoices for f
<i>Quickbooks Sync Status *</i> Enable Quickbooks Integr	<i>Enable Customer Jobs *</i> Enable Customer Jobs	<i>Sync Payments *</i> Disable Payment Sync
<i>Sync Contracts After this Date *</i> 07/01/11	<i>Customer Job Format *</i> Project Number – Project /	<i>Sync Vendors/Bills *</i> Disable Vendor/Bill Sync
<i>Quickbooks Sync Type *</i> Contractor's Cloud to Quic		<i>Expense Sync *</i> Sync Only Paid Expenses
<i>Sync Method *</i> Manual by Button on Cont		<i>Auto Sync when All Work Orders are Done *</i> Sync When All Complete

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.

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.

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.

STEP 5: Set QuickBooks Accounts for future use

Add Account	
Account	Status
Construction Income	Active ✖
Construction Income:General Labor	Active ✖
Construction Income:Roofing Labor	Active ✖
Construction Materials Costs	Active ✖
COS Material	Inactive ✖
Subcontractors Expense	Active ✖
Subcontractors Expense:General Labor	Active ✖
Subcontractors Expense:Roofing Labor	Active ✖
Subcontractors Expense:Siding Labor	Active ✖

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.

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 you 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 CAPITAL, 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.

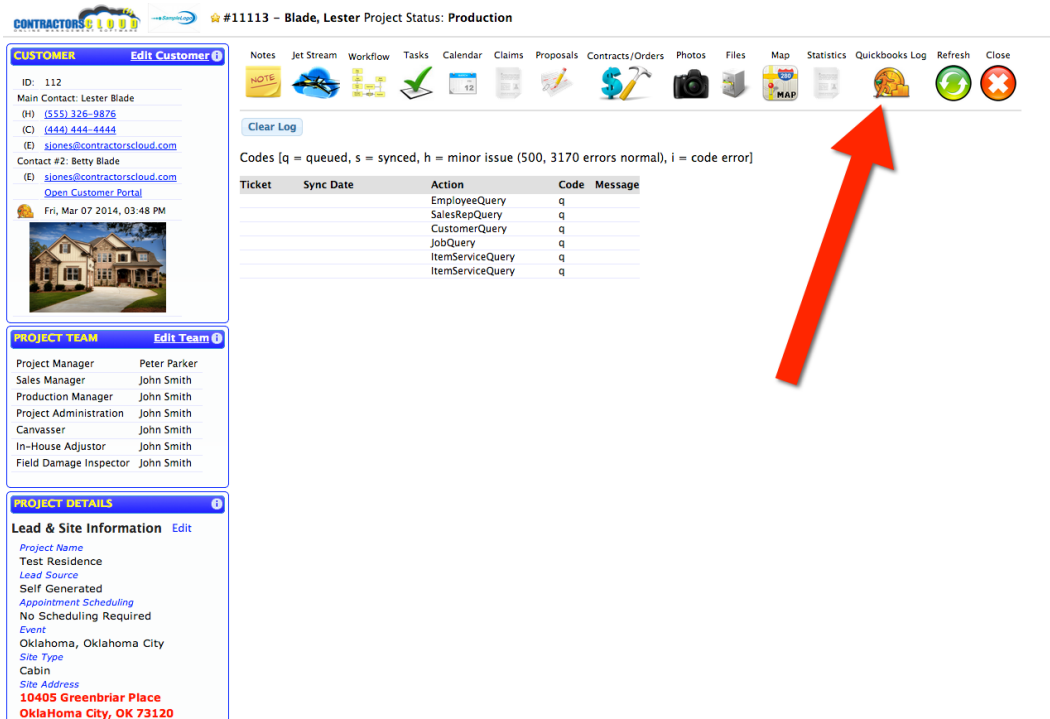
Within the contract you will see a Sync with Quickbooks button.

The screenshot displays the Contractor's Cloud interface for a project named "Blade, Lester Project Status: Production". The interface is divided into several sections:

- CUSTOMER:** ID: 112, Main Contact: Lester Blade, (H) (555) 326-9876, (C) (444) 444-4444, (E) sjones@contractorscloud.com. Contact #2: Betty Blade, (E) sjones@contractorscloud.com. Open Customer Portal. Fri, Mar 07 2014, 03:48 PM.
- PROJECT TEAM:** Project Manager: Peter Parker, Sales Manager: John Smith, Production Manager: John Smith, Project Administration: John Smith, Carver: John Smith, In-House Adjustor: John Smith, Field Damage Inspector: John Smith.
- PROJECT DETAILS:** Lead & Site Information, Edit. Project Name: Test Residence, Lead Source: Self Generated, Appointment Scheduling: No Scheduling Required, Event: Oklahoma, Oklahoma City.
- Contracts/Orders:** Blade-Insurance Proceeds-09/08/2011. Type: Insurance Proceeds, Rep: Peter Parker, Date Created: 09/08/11, Claim: YU-8976. Last Quickbooks Sync: Mon, Aug 05 2013, 12:00 AM. Contract Approval: Mon, Aug 05 2013, 12:00 AM. Buttons: Add Contract, Print Statement, Email Statement, Update Details, Delete Contract, View Claim Info, Sync with Quickbooks (highlighted with a red arrow), Add Files, Sample Contract 162.pdf Edit File, LienRelease 66441.pdf Edit File.
- Invoices/Payments:** Invoices table with columns: Inv #, Date, Pending, Sold, Billable, Payments, Credits, Balance. Row 46: 08/14/13, \$0.00, \$29,401.00, \$29,401.00, \$5,000.00, \$250.00, \$23,651.00. Unapplied Payments section: No unapplied payment items available. Current Balance: \$23,651.00.

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.



The screenshot shows the ContractorsCloud interface for project #11113 - Blade, Lester. The interface includes a left sidebar with sections for Customer, Project Team, and Project Details. The main area displays the QuickBooks Log interface, which includes a 'Clear Log' button and a table of log entries. A red arrow points to the 'Quickbooks Log' button in the top navigation bar.

CUSTOMER Edit Customer

ID: 112
Main Contact: Lester Blade
(H) (555) 326-9876
(C) (444) 444-4444
(E) sjones@contractorscloud.com
Contact #2: Betty Blade
(E) sjones@contractorscloud.com
Open Customer Portal
Fri, Mar 07 2014, 03:48 PM

PROJECT TEAM Edit Team

Project Manager Peter Parker
Sales Manager John Smith
Production Manager John Smith
Project Administration John Smith
Canvasser John Smith
In-House Adjustor John Smith
Field Damage Inspector John Smith

PROJECT DETAILS

Lead & Site Information Edit

Project Name
Test Residence
Lead Source
Self Generated
Appointment Scheduling
No Scheduling Required
Event
Oklahoma, Oklahoma City
Site Type
Cabin
Site Address
10405 Greenbriar Place
OklaHoma City, OK 73120

Notes Jet Stream Workflow Tasks Calendar Claims Proposals Contracts/Orders Photos Files Map Statistics Quickbooks Log Refresh Close

Clear Log

Codes [q = queued, s = synced, h = minor issue (500, 3170 errors normal), i = code error]

Ticket	Sync Date	Action	Code	Message
		EmployeeQuery	q	
		SalesRepQuery	q	
		CustomerQuery	q	
		JobQuery	q	
		ItemServiceQuery	q	
		ItemServiceQuery	q	

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 Connector 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 #11113 - Blade, Lester Project Status: Production

CUSTOMER Edit Customer

ID: 112
Main Contact: Lester Blade
(H) (555) 326-9876
(C) (444) 444-4444
(E) sjones@contractorscloud.com
Contact #2: Betty Blade
(E) sjones@contractorscloud.com
Open Customer Portal
Fri, Mar 07 2014, 03:48 PM

PROJECT TEAM Edit Team

Project Manager: Peter Parker
Sales Manager: John Smith
Production Manager: John Smith
Project Administration: John Smith
Canvasser: John Smith
In-House Adjustor: John Smith
Field Damage Inspector: John Smith

PROJECT DETAILS

Lead & Site Information Edit

Project Name
Test Residence
Lead Source
Self Generated
Appointment Scheduling
No Scheduling Required
Event
Oklahoma, Oklahoma City
Site Type
Cabin
Site Address
10405 Greenbriar Place
OklaHoma City, OK 73120

Notes Jet Stream Workflow Tasks Calendar Claims Proposals Contracts/Orders Photos Files Map Statistics Quickbooks Log Refresh Close

Add Contract Print Statement Email Statement

Blade-Insurance Proceeds-08/08/2011

Edit Invoice

Type:
Rep:
Date Created:
Claim:
Last Quickbooks
Contract Approval

Project: 11113 - Lester Blade (Blade, Lester)
H: (555) 326-9876
C: (444) 444-4444
E: sjones@contractorscloud.com

Invoice # 46 Class Oklahoma City Terms Net 30 P.O. Num WERS3
Date 08/14/13 Lock Status Sync with Quickbooks Rep Peter Parker
Do Not Sync with Quickbooks

Add Item Delete All Items Import Invoice Item List... Import Active Estimate Total...

#	Date	Inv #	Item	Description	Class	Status	Amount	Winner
1	08/19/2013	46	Insurance Starting Amount	Per Scope of Loss		Billable	\$30,001.00	Peter Parker
2	08/19/2013	46	Credit - Item Not Completed	Gutters		Billable	(\$-600.00)	Peter Parker

-- Checked Action --

Sales Total: \$29,401.00
Billable Total: \$29,401.00

Apply Payment:

Date	Type	Num	Description	Status	Amount
07/11/2014	Down Payment			Deposited	\$5,000.00
07/11/2014	Credit - Refund			Deposited	\$500.00
07/11/2014	Credit - To Contract (Credit Memo)			Deposited	\$250.00
					\$5,000.00

Payments Applied: \$5,000.00
Credits Applied: \$750.00
Balance Due: \$23,651.00

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.

#11113 – Blade, Lester Project Status: Production

CUSTOMER [Edit Customer](#)

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(E) sjones@contractorscloud.com
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[Open Customer Portal](#)

Fri, Mar 07 2014, 03:48 PM

PROJECT TEAM [Edit Team](#)

Project Manager Peter Parker
Sales Manager John Smith
Production Manager John Smith
Project Administration John Smith
Canvasser John Smith
In-House Adjustor John Smith
Field Damage Inspector John Smith

PROJECT DETAILS [Edit](#)

Lead & Site Information
Project Name
Test Residence
Lead Source
Self Generated
Appointment Scheduling
No Scheduling Required
Event
Oklahoma, Oklahoma City

Notes Jet Stream Workflow Tasks Calendar Claims Proposals Contracts/Orders Photos Files Map Statistics Quickbooks Log Refresh Close

Add Contract Print Statement Email Statement

Blade-Insurance Proceeds-09/08/2011

Type: Insurance Proceeds [Update Details](#)
Rep: Peter Parker [Add Files](#)
Date Created: 09/08/11 [Sample Contract 162.pdf](#) [Edit File](#)
Claim: YU-8976 [LienRelease 66441.pdf](#) [Edit File](#)
Last Quickbooks Sync: [Delete Contract](#)
Contract Approval: Mon, Aug 05 2013, 12:00 AM [View Claim Info](#)
[Sync with Quickbooks](#)

Invoices/Payments Expenses/Orders P & L/Payouts – Forecast P & L/Payouts – Actual Completion Certificates

Invoices [Add Invoice](#)

Inv #	Date	Pending	Sold	Billable	Payments	Credits	Balance
46	08/14/13	\$0.00	\$29,401.00	\$29,401.00	\$5,000.00	\$250.00	\$23,651.00
		\$0	\$29,401.00	\$29,401.00	\$5,000.00	\$250.00	\$23,651.00

Unapplied Payments [Add Payment](#)

#	Date	Type	Num	Description	Status	Amount
No unapplied payment items available.						

Current Balance: \$23,651.00

Expenses

Contractors Cloud #11113 - Blade, Lester Project Status: Production

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ID: 112
Main Contact: Lester Blade
(H) (555) 326-9876
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(E) sjones@contractorscloud.com
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Fri, Mar 07 2014, 03:48 PM

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Field Damage Inspector: John Smith

PROJECT DETAILS
Lead & Site Information Edit
Project Name
Test Residence
Lead Source
Self Generated
Appointment Scheduling
No Scheduling Required
Event
Oklahoma, Oklahoma City
Site Type
Cabin

Contract Expense - Miscellaneous
Type: Company * Sample Contracting, Inc. - Mayflower, AR
Rep: Project * Blade, Lester, 11113 - Production, 10405 Greenbriar Place
Contract * Blade-insurance Proceeds-09/08/2011
Expense Type * Misc. Exp/Cred
Attach To -- Pick Item --
Vendor Type * Installer
Vendor * Spicoli Roofers, Llc - Springfield
Expense or Credit * Expense to Contract
Date * 10/01/13
Reference/Invoice Number SCI21985
Quantity * 1.00
Unit * LS
Amount 1000.00
Terms Net 15
Status * Paid
Quickbooks Export Do Not Export to Quickbooks
Quickbooks Account -- Quickbooks Account --
Comment Optional
Update Expense Delete Expense Print Expense Add Expense Files

Vendors
PO Date Service
VS11113-1 02/12/13 EagleView Technologies - Aerial Measurement
VS11113-2 06/26/13 EagleView Technologies - Aerial Measurement
VS11113-3 09/15/13 GAF - Golden Pledge Warranty

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.

Contractors Cloud

Dashboard Projects Contacts Corporate Settings My Settings Help Reports & Files

CORPORATE DASHBOARD
Sample Contracting, Inc. -
SampleLogo

Expenses Setup
☒ Turn on auto reference/invoice numbering in expenses
Expense Reference/Invoice number prefix SCI
SAVE

General
Appointment Setup
Calendar
Company Details
Events
General Parameters
Lead Sources
Milestones/Workflows
Project Status Subcategories
Roles
Staff
Financial
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.