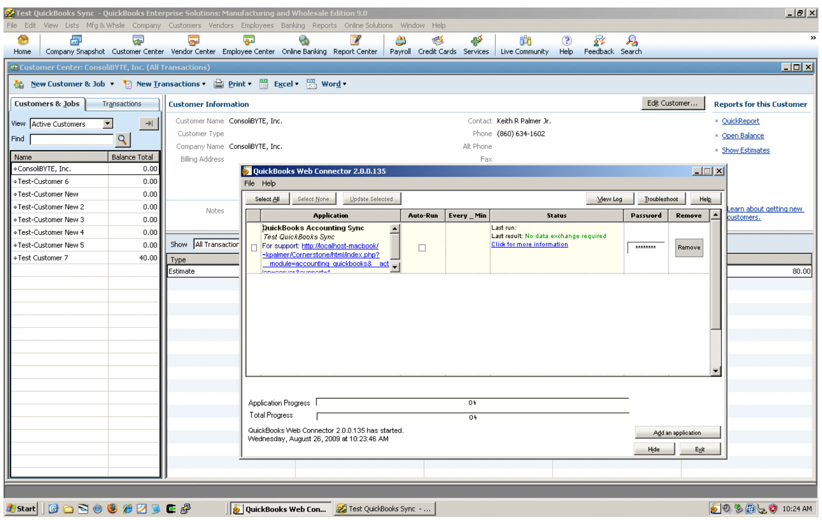
CONTRACTORS CLOUD
ONLINE MANAGEMENT SOFTWARE

QuickBooks

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, 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

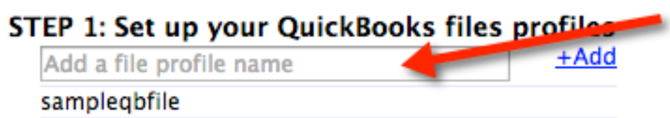
Preparation

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.



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

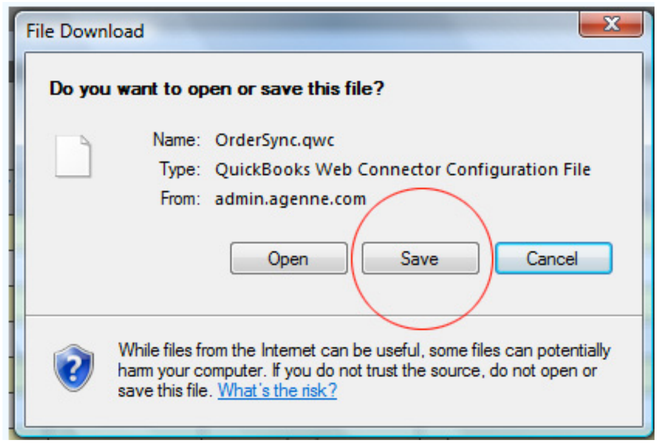
Within Contractor’s Cloud you can run multiple different corporate entities. We now need to associate the QuickBooks File profile above with a specific company in Contractor’s Cloud.

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.

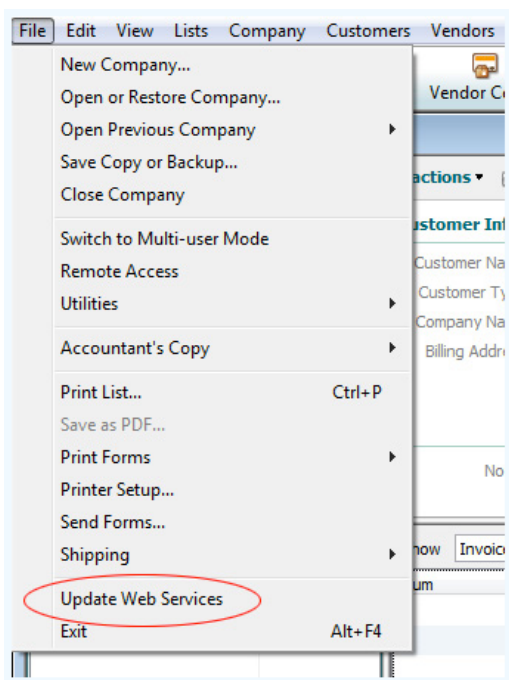
Verify Web Connector and Add Company File

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

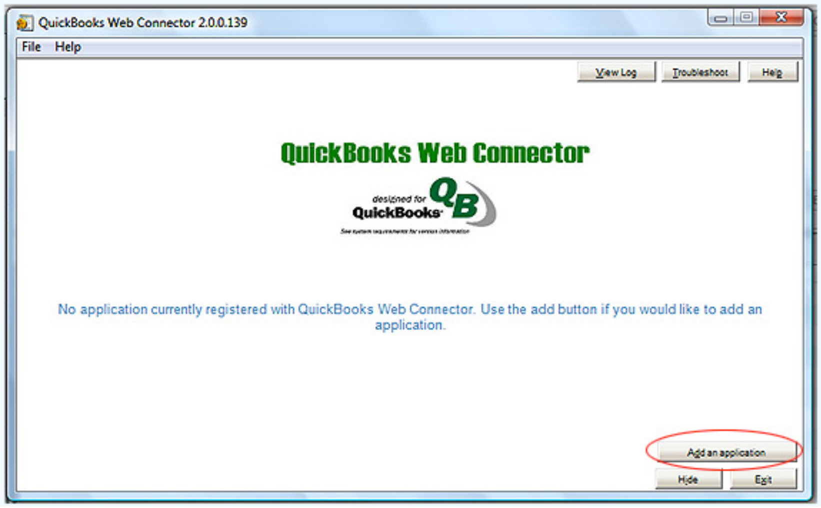
This will bring up your browser's file download dialog box. When this box appears, choose "Save", and put the file somewhere on your computer where you can easily find it, such as on your desktop. This is the Contractor’s Cloud application file.



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

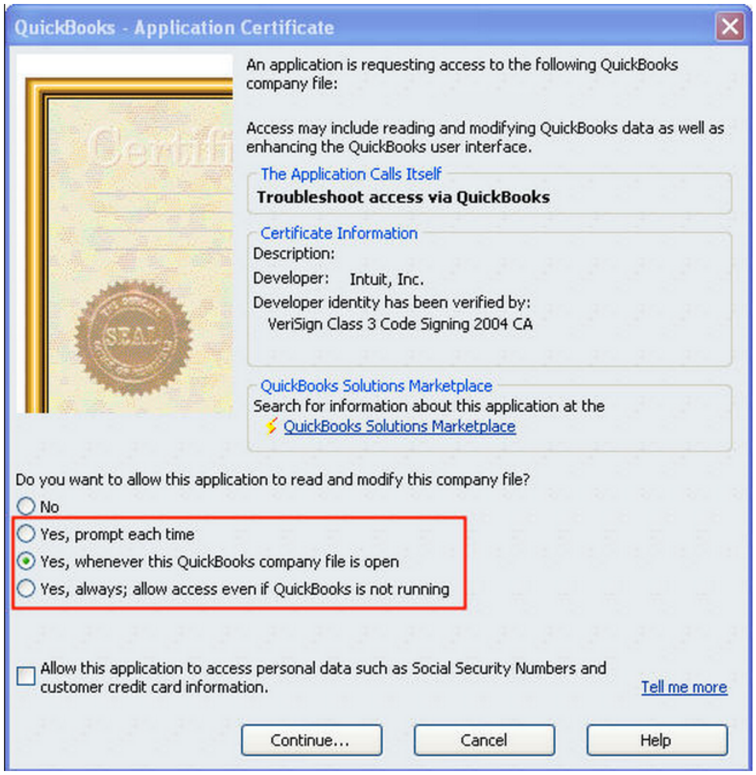


This will open the Intuit Web Connector. It should look similar to the image below.



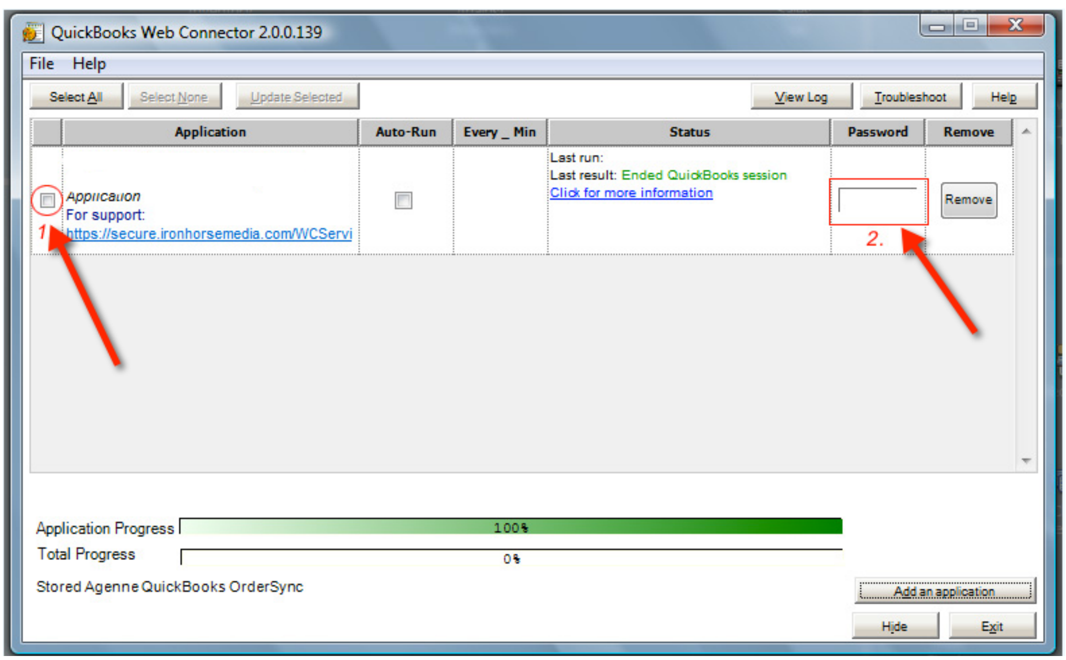
If you do not have the web connector click the following link in Contractor's Cloud to download and install.

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.

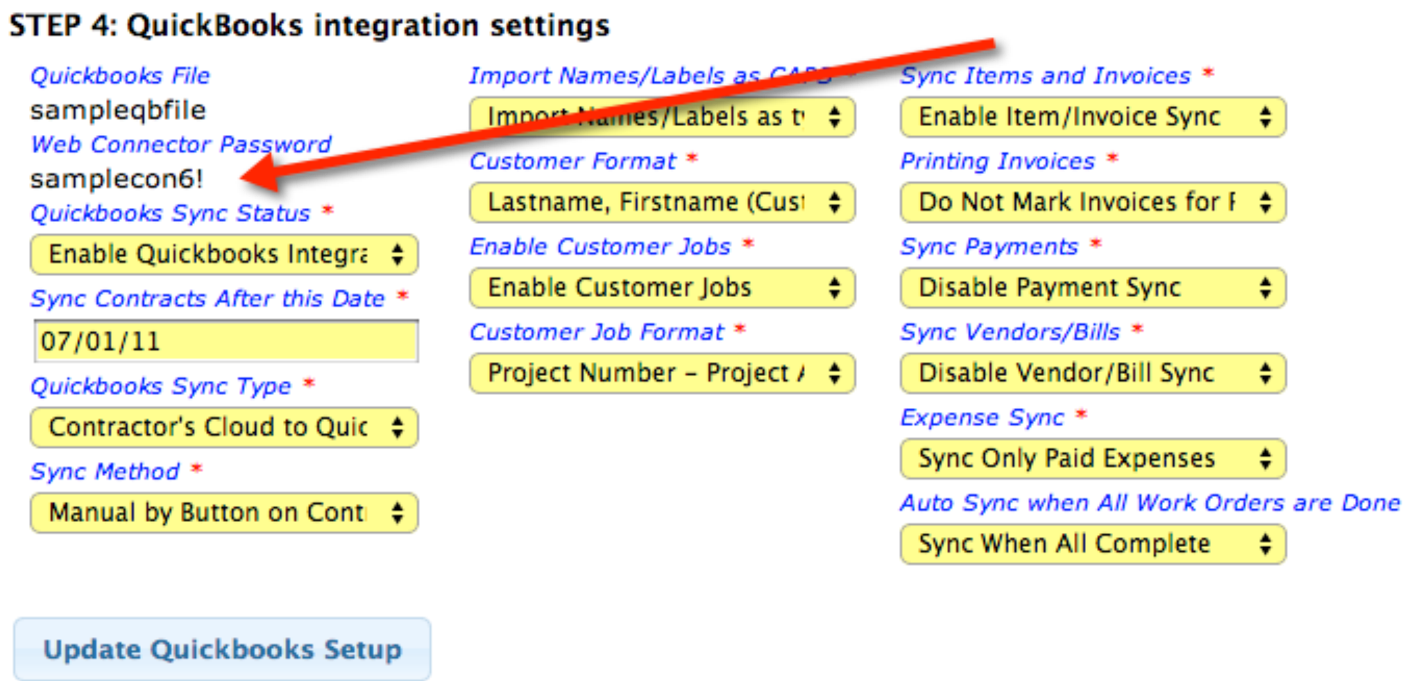


Now, the QuickBooks Web Connector window will appear with the Contractor's Cloud application listed. To finish the setup complete the following steps:

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.

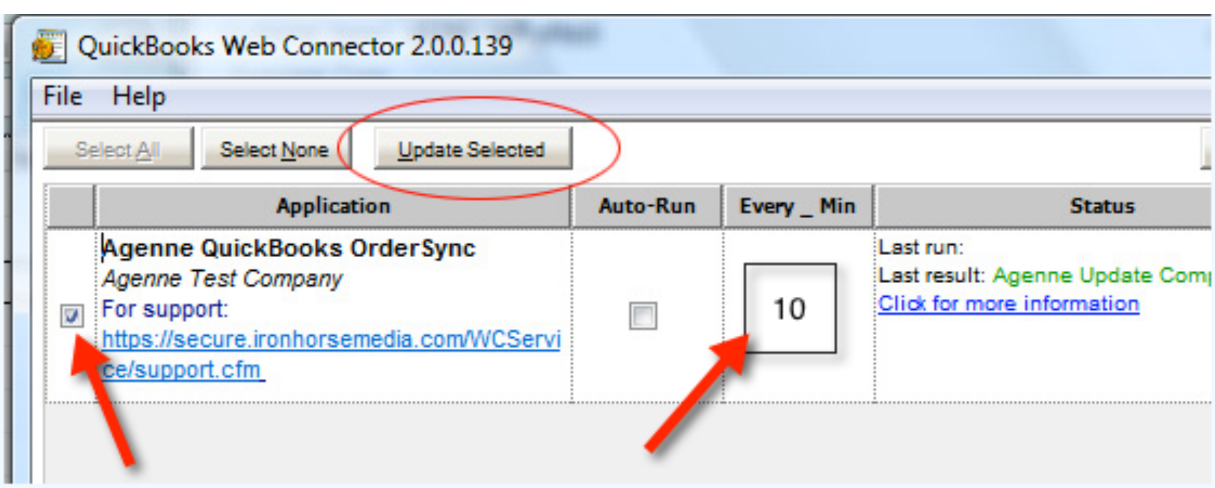


How the Web Connector Works

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.

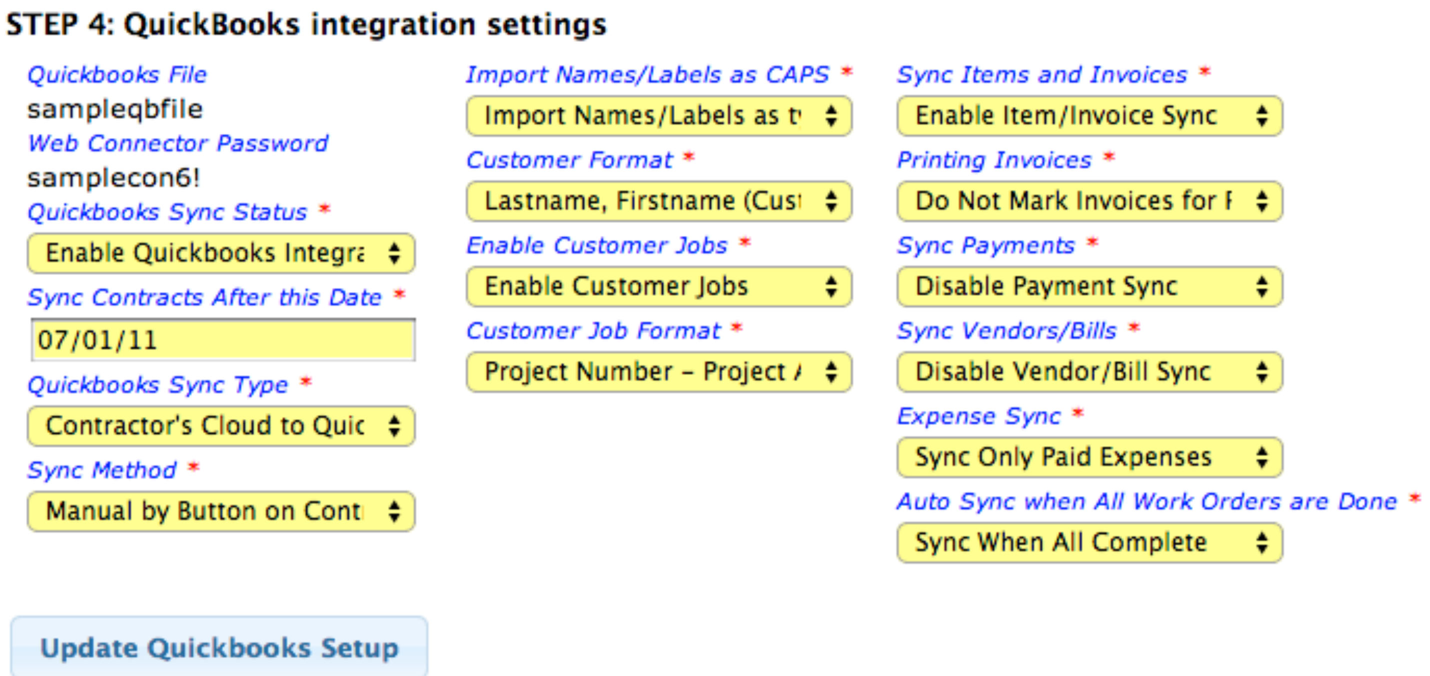
The Web Connector will automatically process data every X amount of minutes you have in the Every_Min column of the connector. Typically this is defaulted to 10. We recommend going no lower than 3 minutes. This is because if you have a lot of data being transferred the Web Connector may gum up due to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



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.

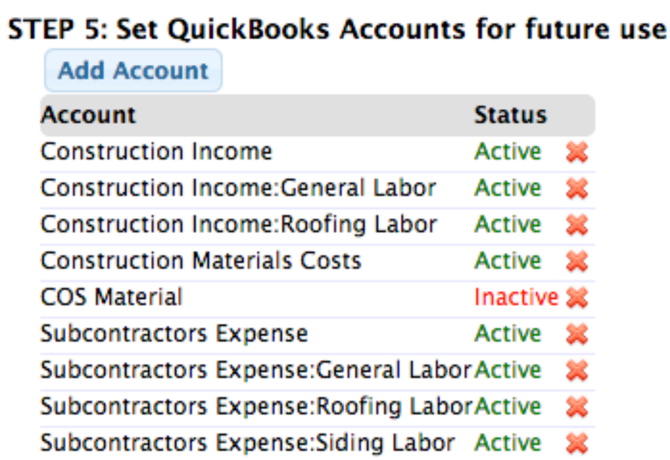
13. Expense Sync – Here you can choose if you want expense status within Contractor’s Cloud can be transferred.

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 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.

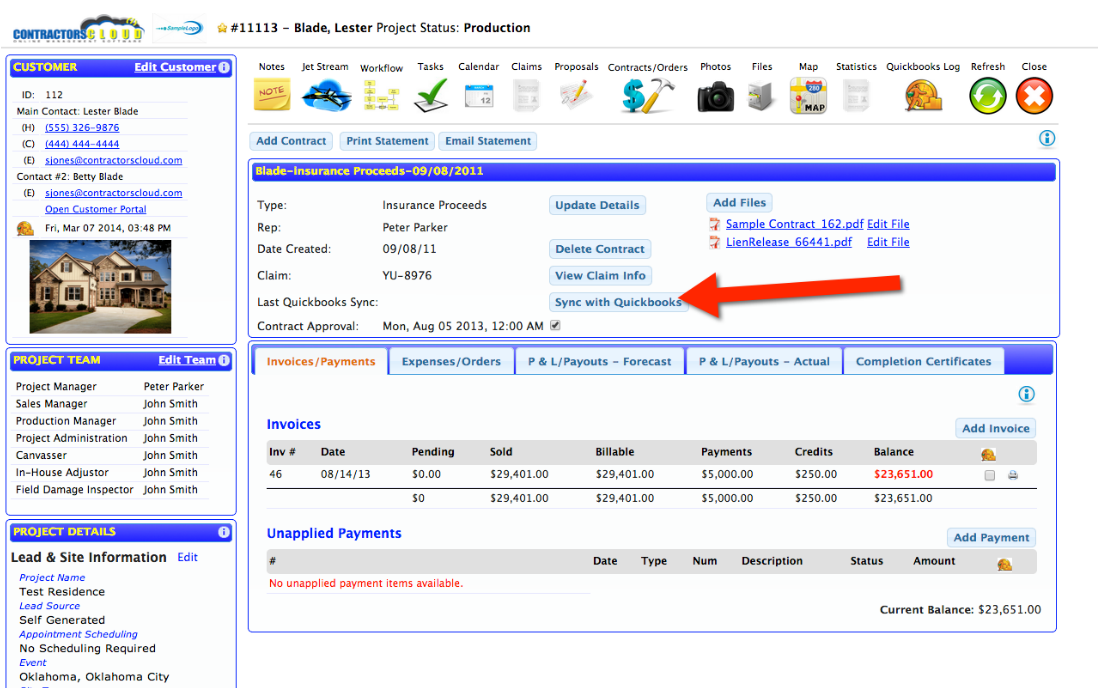
NOTE: You can always go into the individual invoice item, user, supplier, installer, or vendor interface and make these changes as well.

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

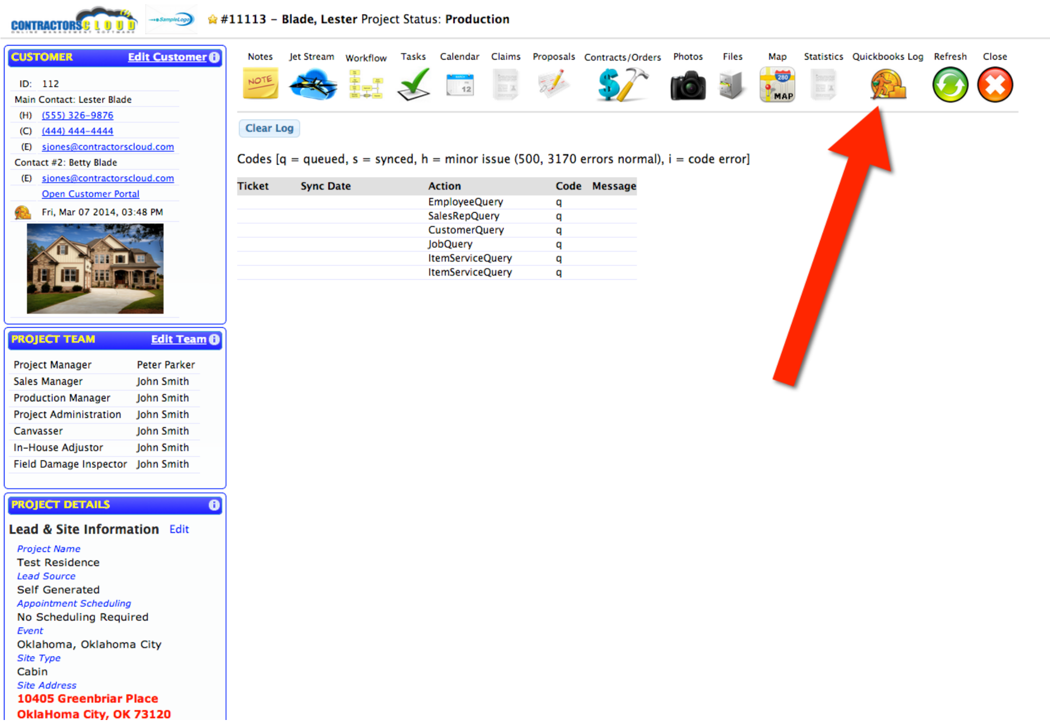
First, log into a project, then click into Contracts/Orders.

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



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.

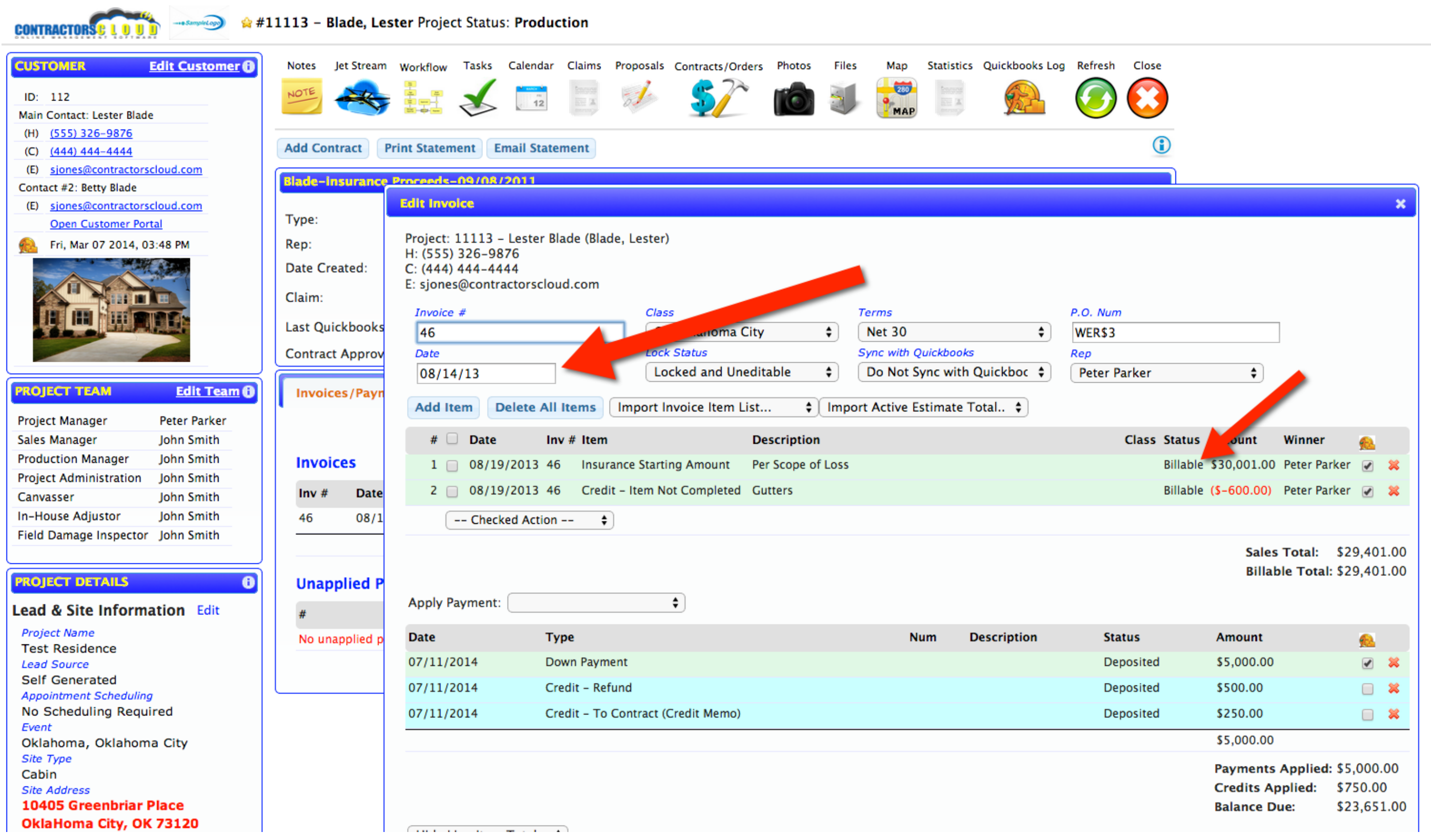


This log is useful in troubleshooting issues that may arise. If there is an error a message will appear within the log.

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



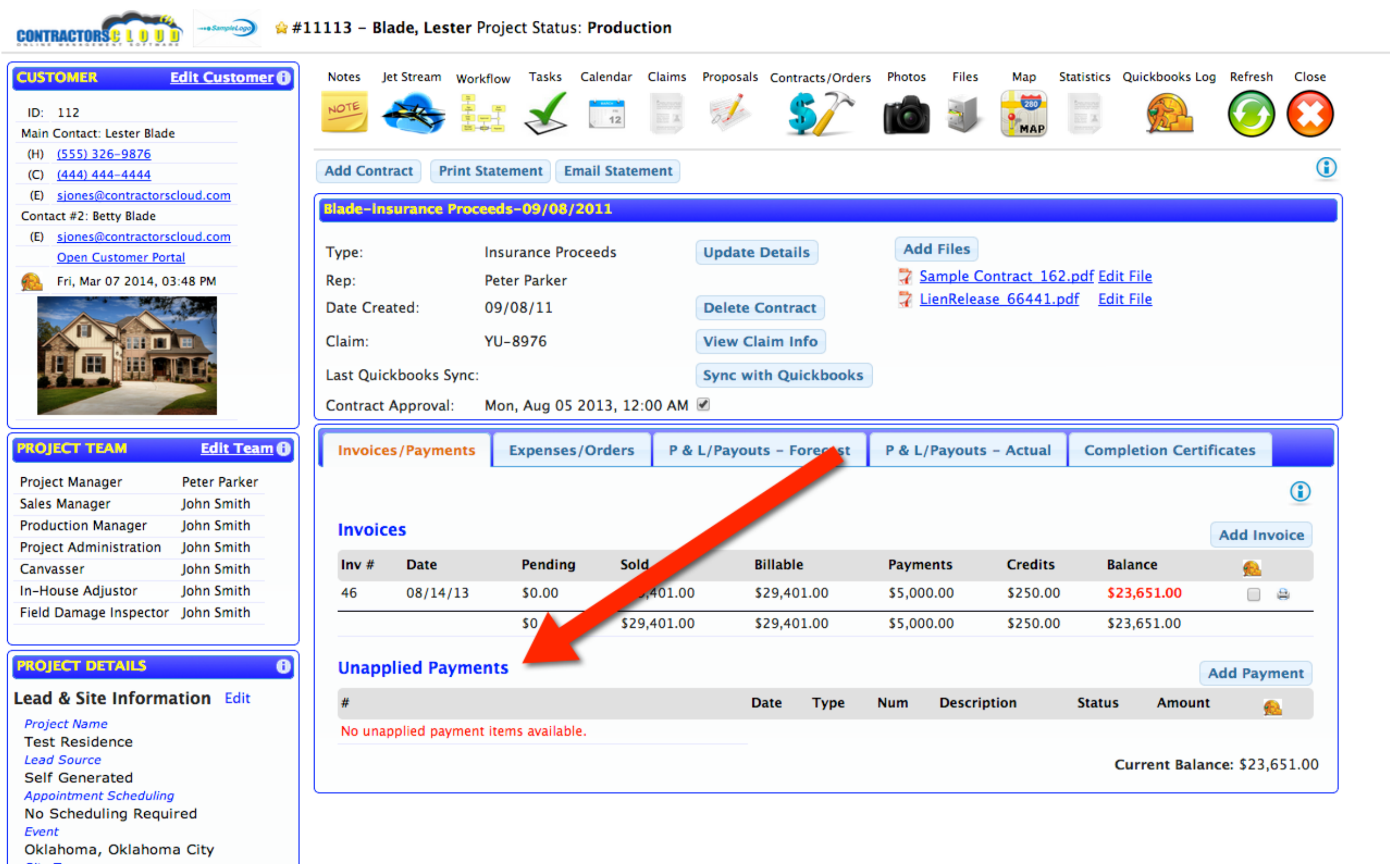
In order for invoices to sync to QuickBooks the items need to be marked Billable and an invoice date needs to be entered in the upper left-hand corner of the invoice.

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.

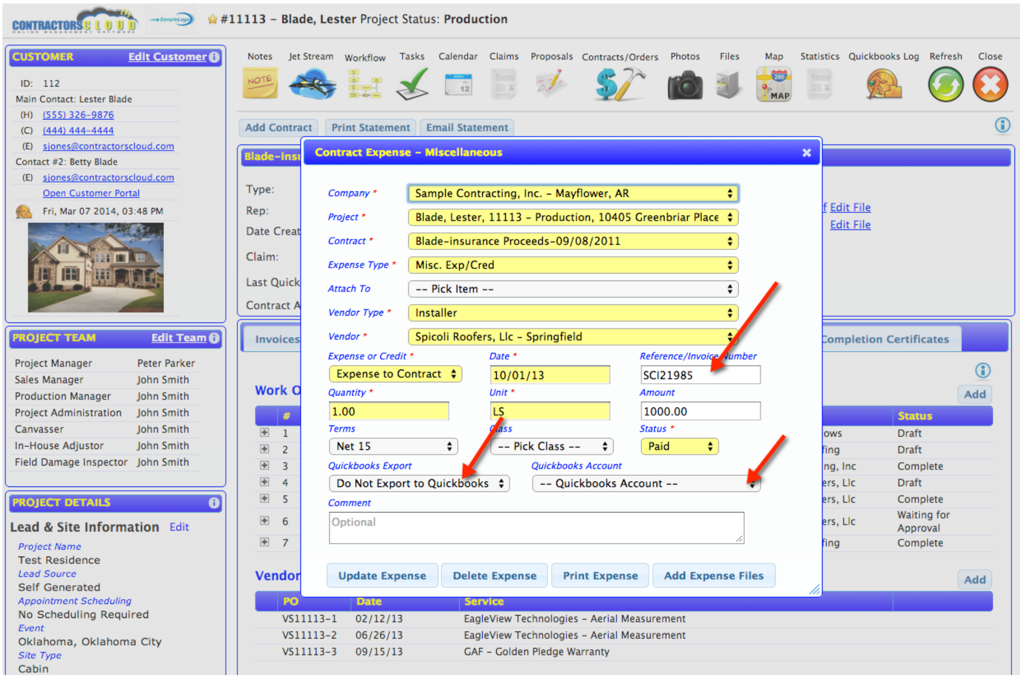
You can also turn off the sync for individual invoice items and payments by unchecking the checkbox off to the right next to the red X.

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.

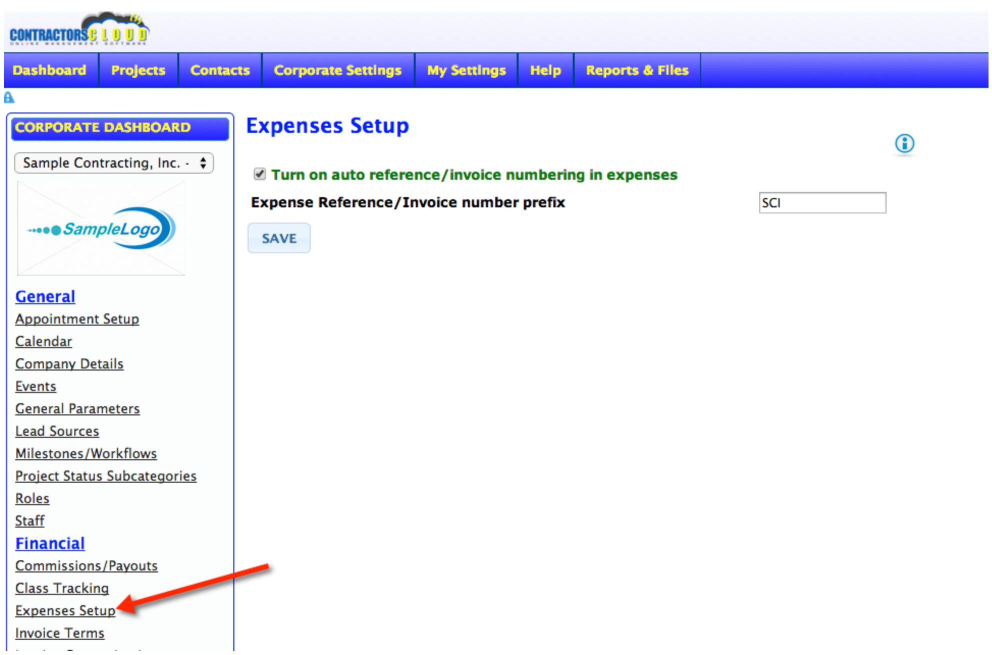


Expenses



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.



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.