



## How To: Send and Retrieve QuickBooks Data

The Assured QuickBooks Connector allows JobCheck to integrate with QuickBooks on two levels:

- a) The Connector shares JobCheck job information and customer account information (i.e. main phone number, address details, and job name) with QuickBooks. It creates the job and the customer in QuickBooks if it doesn't exist or merges and links this data if it does.
- b) Once a job has been created in QuickBooks, the Connector transfers related revenue and expense data created in QuickBooks, into the financials tab of the job in JobCheck.

### Integration Overview

1. Install the QuickBooks Connector on the accounting computer. See the tutorial “3 - How to Set Up the JobCheck QuickBooks Connector”.
2. Authenticate the Connector with both QuickBooks and JobCheck.
3. Log into QuickBooks and open the correct company to integrate with.
4. Log into JobCheck and open the job you wish to share with QuickBooks.
5. Send the Job and Contact information to QuickBooks.
6. Manually update the QuickBooks Connector.
7. Open QuickBooks to view the contact and job created by JobCheck.
8. Open the job in QuickBooks and post expenses and revenue.
9. Manually update the QuickBooks Connector.
10. Open JobCheck and refresh your browser on the job's financial page.

You will see the new expense and revenue information appear with a reference to the QuickBooks Accounting ID.

### Step 1: Ensure the Account is Created Correctly within the Job

In order to be considered a matched customer in QuickBooks, the customer account in Connect must have the same **name**, **postal code**, and **phone number** as the customer account in QuickBooks.



Postal code and phone number fields must be populated and must be identical in order to be matched successfully.

If the customer account in Connect has the same customer name in QuickBooks but the postal code and phone number do not match, the system will create a new customer account with the same name but different details in QuickBooks.

### Step 2: Send Job to QuickBooks

This can be initiated at any time after the job detail has been created and an account has been associated to the job, even if there is not any financial data yet in the job.

As a best practice, we recommend making this part of your job setup process; the job and account will be created or linked in QuickBooks at the next scheduled update, unless the Connector is updated manually.

1. Log-in to JobCheck as any user.
2. Select a job and navigate to the *Financial* tab.
3. Click on “*Create Job in QuickBooks*”.

Job 0007-2013									
Financial									
Category/Estimate Item	Estimate	Hours	Budget	GM	Hours	Actual	GM	Hours	Actual Profit
Subtotal	\$0.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00	0.00	\$0.00
Overhead		0%		0%		\$0.00	0%		
Profit	\$0.00	0%	\$0.00	0%		\$0.00	0%		
<b>Total (before tax)</b>	<b>\$0.00</b>		<b>\$0.00</b>			<b>\$0.00</b>			
<a href="#">Create Job in QuickBooks</a>									
EXPENSES									\$0.00
REVENUE									\$0.00
PROFIT									\$0.00

Once the job has been sent to QuickBooks, the header will change to say ‘Accounting – Pending Creation’ (see below).

Accounting - Pending Creation	
EXPENSES	\$0.00
REVENUE	\$0.00
PROFIT	\$0.00

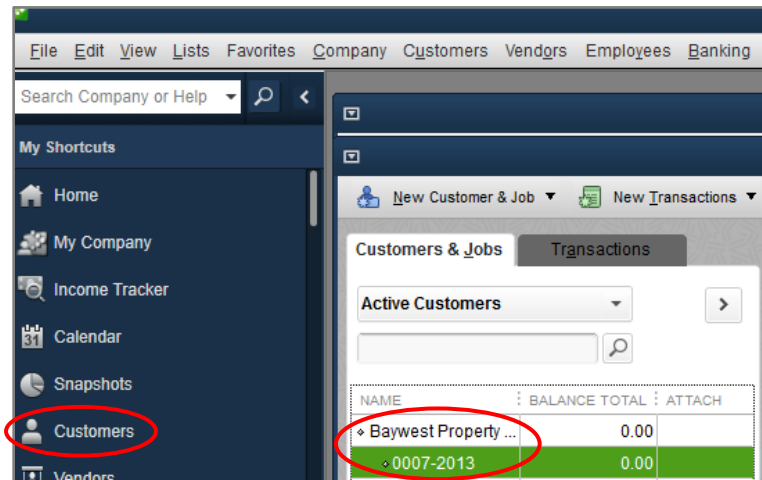
Now that job has been sent to QuickBooks, it is ‘Pending Creation’ because the job is waiting for the scheduled update that is controlled by the QuickBooks Connector. If you do not want to wait until the scheduled time, you can choose to manually update.

When the Connector has updated, refresh your screen to see the associated QuickBooks ID appear as well as when it was last updated.

Accounting - QuickBooks ID: Baywest Property Management:0007-2013	Last Updated 01/08/2014, 11:39:35 AM
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### Step 3: Retrieve Expense and Revenue Data from QuickBooks

Once the Connector has updated QuickBooks with the new job and account information from JobCheck, you will be able to see this information appear in QuickBooks under *Customers*.



The accountant can now begin posting expenses and revenue to the job. When creating transactions, the Reference field in QuickBooks will be visible as the transaction type in JobCheck. To correlate expenses and revenue more quickly, consider including the work order number in the reference field (i.e. Invoice 12345 <WO22>).

The next time the Connector updates, the revenue and expense data posted against the job will push to the linked job in JobCheck and will appear in the QuickBooks panel under the *Financial* tab.

Accounting - QuickBooks ID: Baywest Property Management:0007-2013					Last Updated 01/08/2014, 11:39:35 AM	
<b>EXPENSES</b>						
TransactionType	Memo	Account	Source Name	Date	Amount	
Bill W22	Site Work - Emergency Services	Subcontractors Expense	ABC Painters	01/08/2014	\$4,000.00	
<b>Total Expenses</b>					<b>\$4,000.00</b>	
<b>REVENUE</b>						
TransactionType	Memo	Account	Date		Amount	
Invoice 2	Site Work - Emergency Services	Job Income	01/08/2014		\$5,000.00	
	Demolition	Job Income	01/08/2014		\$800.00	
<b>Total Revenue</b>					<b>\$5,800.00</b>	
<b>PROFIT</b>					<b>\$1,800.00</b>	

Having this information allows the user to see what is being processed by accounting and compare it to the actuals being tracked in JobCheck. Notice the QuickBooks ID. The ID will match the QuickBooks customer name and the QuickBooks job name.

**Keep in mind that the QuickBooks Connector does not handle updates to already transferred data; it will only update JobCheck with new transactions.**