BillQuick-QuickBooks Online Integration

Quick Start Guide

BillQuick-QuickBooks Online Integration Utility allows bi-directional synchronization (get and send data) between your BillQuick desktop application and your QuickBooks Online data file. You can assign your sync settings the same way as for the desktop integration and then initiate data synchronization.

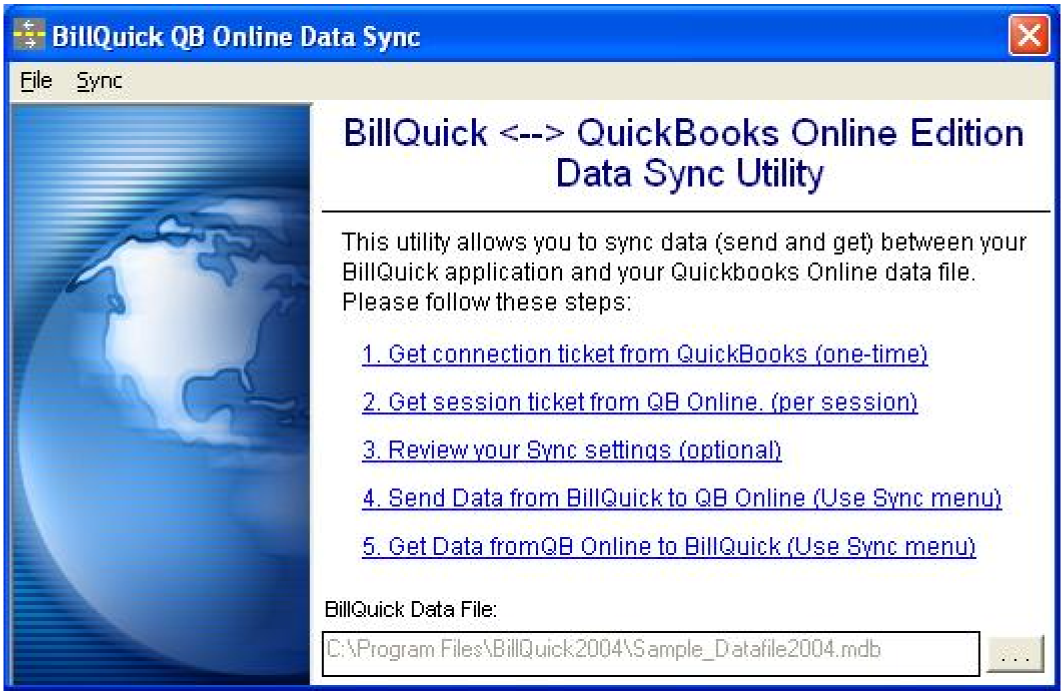
BillQuick 2007 is a perfect compliment to QuickBooks for service industry professionals. QuickBooks Online Edition gives you web-based financial management tools to link multiple users and locations to their business finances at anytime and from anywhere. Till now, BillQuick 2007 synchronized with QuickBooks Pro and Premier editions 2002, 2003, 2004, 2005, 2006, 2007 and enterprise editions, etc and now it can do so with QuickBooks Online Edition. The BillQuick desktop application communicates via a local QuickBooks request processor, whereas the online integration uses HTTPS connectivity to access the remote QuickBooks server. Because of QuickBooks Online connection rules (timeouts, sign-in codes, etc.), the integration process supports only on-demand synchronization.

Using BillQuick, you can send changes or additions to your QuickBooks Online company data and copy data from QuickBooks Online to BillQuick. This exchange of critical data between a leading time billing solution and a leading provider of business and financial management solutions for small businesses, consumers and accounting professionals will provide a wide variety of business with a breakthrough product that will save them time, money and resources, reduce data entry and increase accuracy in data transfer. The primary advantages of this utility are the ability to access business data at any time from any location and the use of the latest QuickBooks version at the remote server, eliminating the need for the end user to upgrade.

To use the BillQuick-QuickBooks Online integration, you need an Internet connection. Such data transfer is secure as QuickBooks validates the shared data. Some applications may be able to run automatically even when no one is working in QuickBooks. You need to upload the QuickBooks database to the QuickBooks web server in case of a new online user. A data conversion process is triggered and on completion you receive a confirmation email. You can only convert your data as you are creating a new company online.

Important: It is highly recommended that you backup both your BillQuick and QuickBooks databases prior to the first online integration.

You can access the BQ-QB Online Integration Utiltiy via the **Start** menu (Start> Programs>BillQuick 2007> BQ-QB Online Integration Utility). To start with, you need to specify the **BillQuick Data File** in the relevant field at the bottom of this screen. Then, BillQuick walks you through the simple 5-step synchronization process.



1. **Get connection ticket from QuickBooks (one-time)**:
   QuickBooks Online requires a connection key for security authorization, which represents the authorization of BillQuick application to connect to the user's QuickBooks company. It is a code that lets the BillQuick Users to connect to QB Online data file. A connection lets data flow in both directions.

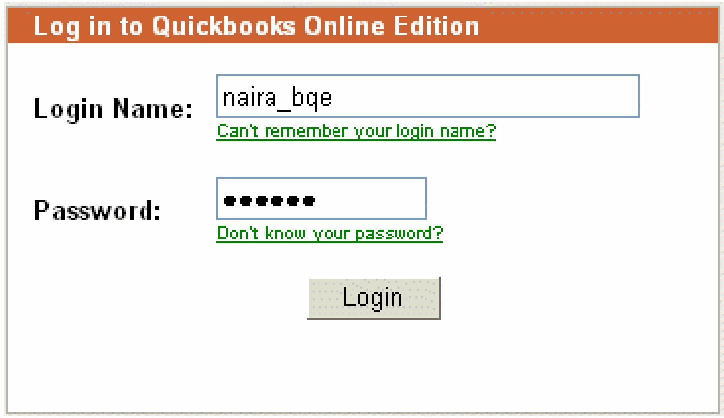
   You will be taken to the **Connection Setup Interview** on the QuickBooks Online Edition authorization web page. You need to follow the directions to create a connection (authorize your application) and the resulting connection ticket is obtained at that point. During this interview, the administrative user can specify certain limitations for the connection ticket. The most important of these is whether to require additional security in the form of a forced QuickBooks logon each time your application begins a session with QuickBooks, known as login security or session authentication.

   QuickBooks must give the BillQuick User **Access Rights** to control which data can be shared by this connection. The access permissions in QuickBooks Online are similar to QuickBooks desktop edition, but they don't allow you to control activity at the level of transactions. **Login Security**, if enabled, makes the user to first log into your QB Online Company each time he tries to use this connection. On finishing the interview, you will be provided a connection key to enter it in BillQuick in order to carry on the integration process.

Notes:

- Once BillQuick application has a valid connection ticket, it accesses the QuickBooks company with no further QuickBooks logons unless the administrative user specified session authentication at authorization time.
- You can change the settings for all your connections from within QuickBooks Online. Open the Company menu and choose Administer Company. Then choose the Connection List.

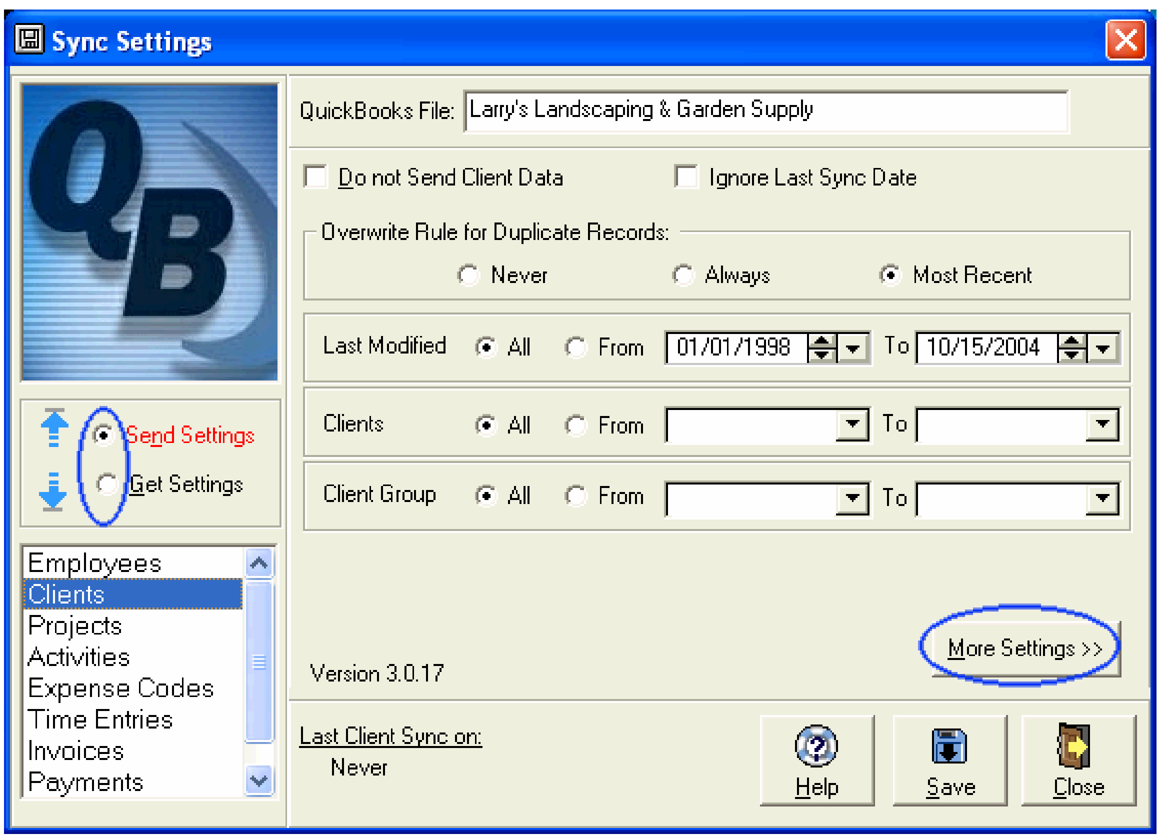
2. **Get session ticket from QuickBooks Online (per session)**:
   Get a session ticket at the start of every BillQuick application session with a particular QB company. Session authentication involves the user to login to the desired company (via the QuickBooks Online Edition session authentication site) each time the user begins a session. The login key lets you share data between BillQuick and your QuickBooks company for the duration of your session.



Once you have the key and complete the connection setup interview, you would (optionally) review your synchronization settings in BillQuick.

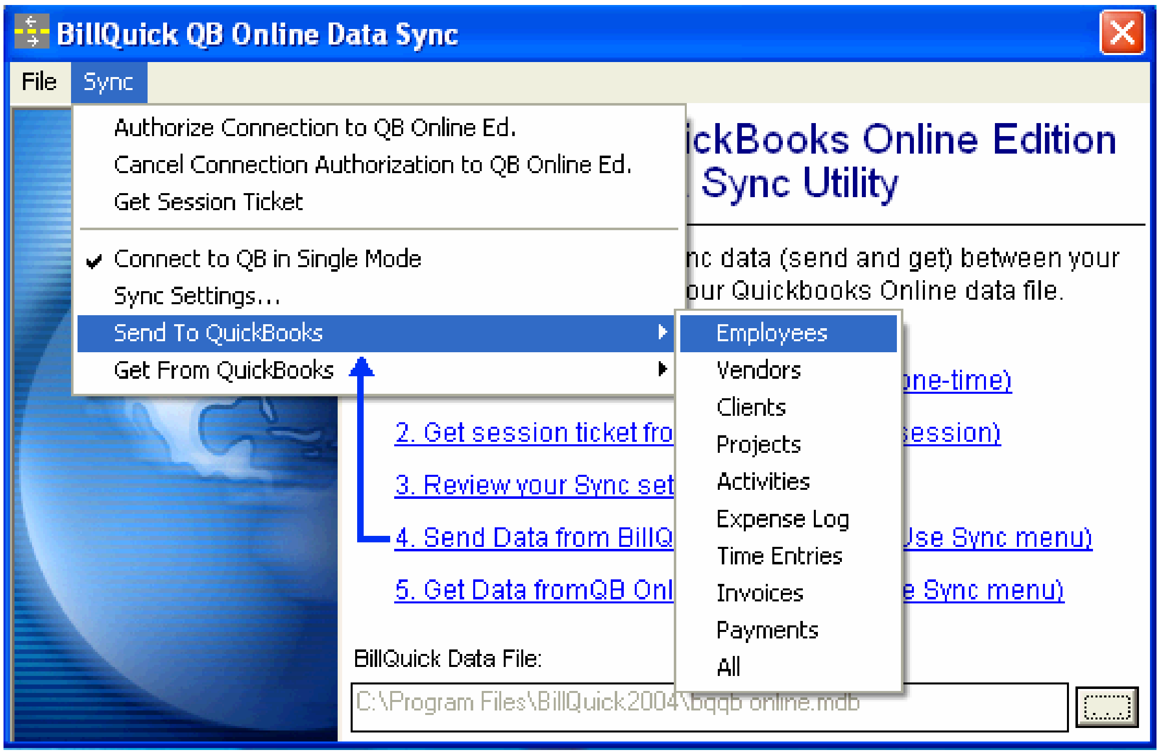
Note: Connection ticket and session ticket provide user access to your QuickBooks company. Therefore they must be protected at all times.

3. **Review Sync Settings (optional)**:
   Integration with QuickBooks Online uses the same settings defined for synchronization with desktop QuickBooks application. Through the Sync Settings screen, all you do is define what data to synchronize, what financial accounts to update with BillQuick data, and so on. You can specify the Send and Get Settings for the sync and then save them. After this, you can send or get data from your QuickBooks Online database using the Sync Menu.

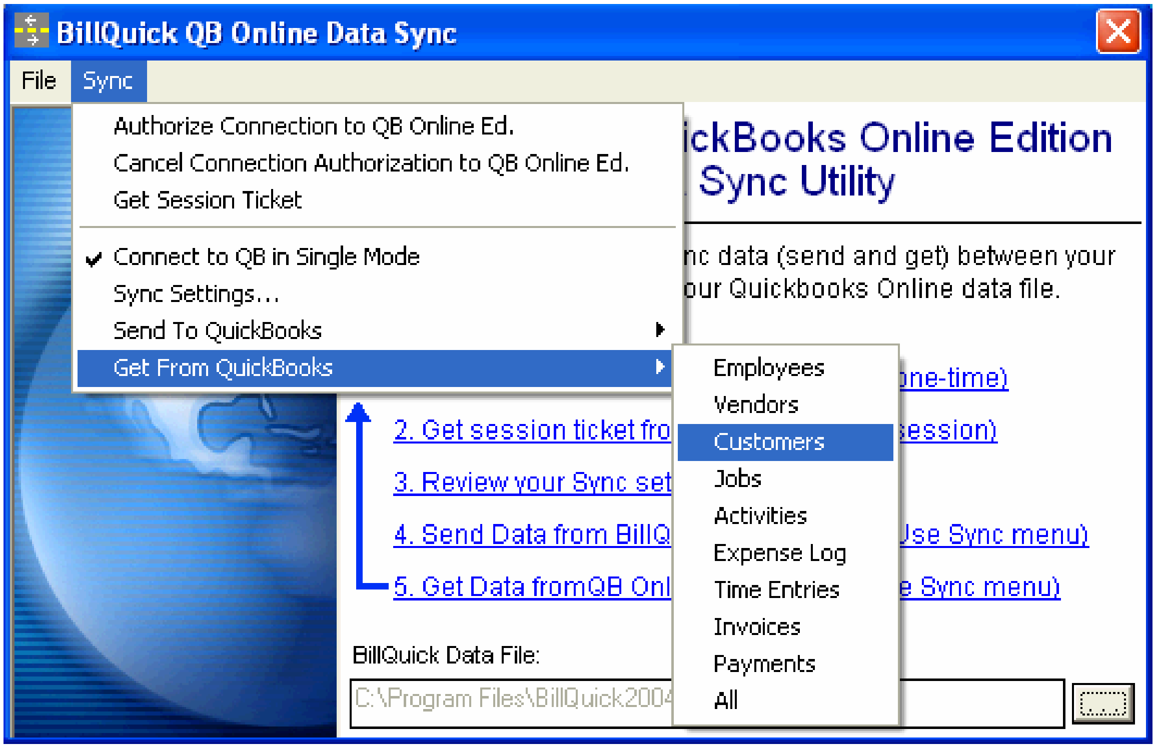


Note: You cannot sync the Expense Codes between BillQuick and QuickBooks Online.

4. **Send Data from BillQuick to QuickBooks Online (Sync Menu)**:
   Data exchange occurs whenever BillQuick sends a request to the QuickBooks company to get data or to send new data, including the initial post to get the session ticket. After specifying or reviewing the sync settings, you can send the data from BillQuick to QB Online data file. You can specify which data to send using the Sync Menu. Various Send options are provided in the sub-menu.



5. **Get Data from QuickBooks Online to BillQuick (Sync Menu)**:
   After specifying or reviewing the sync settings, you can get the data from BillQuick to QB Online data file. You can specify which data to get using the Sync Menu. Various get options are provided in the sub-menu.



Notes:

- QuickBooks Online cannot handle BillQuick Expense Codes, so expenses entered into BillQuick will not transfer to QuickBooks Online. *However*, BillQuick can pull bills and checks from QuickBooks Online into BillQuick's Expense Log
- You can transfer only 1000 time entries at a time
- For security reasons, BillQuick may not automate any part of the QuickBooks Online Edition user interface, including the application attachment (authorization) process nor request and/or store the user's QuickBooks logon and password
- The connection ticket must be stored securely. The session ticket must be kept in memory only
- Once data has been shared, you cannot undo it or delete it in an automated way. If you need to make adjustments, you'll need to make individual edits.