Qunote 3.0

Setting up Quickbooks integration

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At the end of your billing period, once all invoices for that period have been finalised, Qunote can provide an export of your invoicing data as a csv file, which can be imported directly into the Quickbooks, ready for reconciliation within the accounting package.

If you wish to enable Quickbooks integration, first read the below guide on how to prepare the system. It is important to carefully read all of the steps below before you begin.

1. ENABLE ACCOUNTS INTEGRATION IN QUNOTE

Go to **Admin section > Invoicing > Invoice settings** and set **Accounts integration** to 'Enable'.

Select 'Quickbooks' as the accounts package, then click **Save**.

2. SET UP PRODUCTS AND SERVICES

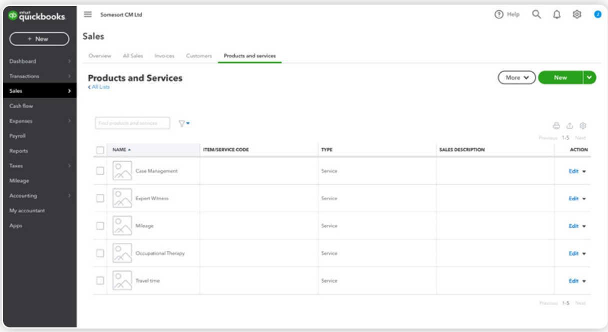
Products and services classify the type of revenue that is being recorded for a transaction, and are used when producing financial reports.

IN QUICKBOOKS:

Quickbooks has a default list of Products and Services, but you can add new Products and Services to use as posting accounts for sales invoices. Your accountant will be able to advise on this further, and set up the relevant Products and Services in Quickbooks.

To view your Products and Services in Quickbooks, go to **Sales > Products and Services**.

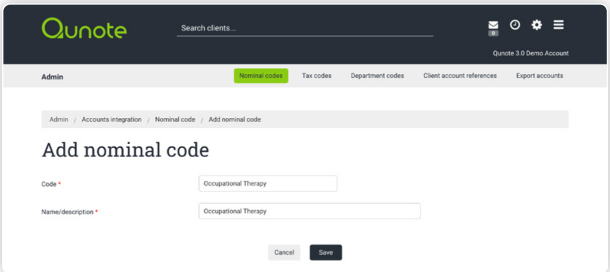
When setting up a Product and Service, you are required to select a *default* VAT rate for the Product and Service. This is the default rate that will be applied when entering invoicing data *manually* against that account code. When importing invoicing data from Qunote, the tax rate applied will change to the tax rate assigned in Qunote if it differs from the default.



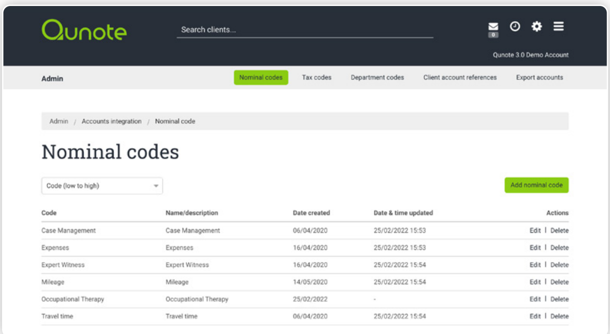
IN QUNOTE:

Once you have setup your Products and Services in Quickbooks, you must set up the same products and services in Qunote as 'Nominal codes'. It is important that only Products and Services which exist in Quickbooks are added in Qunote.

To set up your Products and Services in Qunote, go to **Admin section > Accounts Integration > Nominal codes**. Press the green Add nominal code button and type in the code and description.



The values you enter in both the 'Code' and 'Name/ Description' fields must exactly match the product and service 'Name' in Quickbooks. You should make the code **Active**. Click **Save** and repeat this for all of your relevant products and services in Quickbooks.

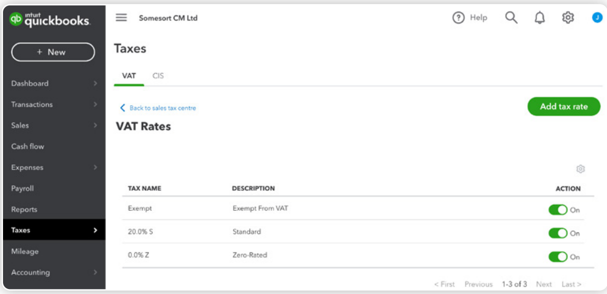


3. SET UP TAX CODES (TAX RATES)

Next you should set up the tax codes you wish to use as for sales invoices and VAT returns. The Qunote invoicing data export is validated by Quickbooks so it is important that only tax codes which exist in Quickbooks are set up in Qunote

IN QUICKBOOKS:

In Quickbooks, go to **Taxes > VAT > Edit VAT > Edit rates** to view the tax rates that you have set up and set to 'On'.

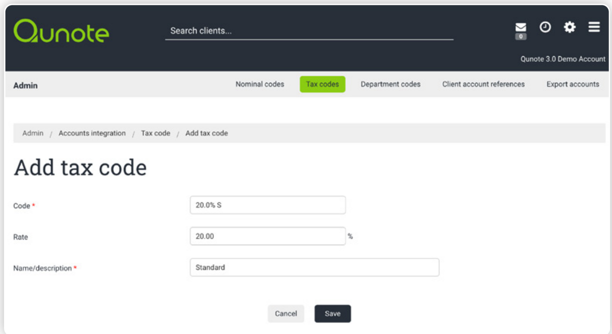


The most commonly used tax rates are set up in Quickbooks for you, but you can add tax rates to this list if necessary. Your accountant can provide further information on the tax rates to set up.

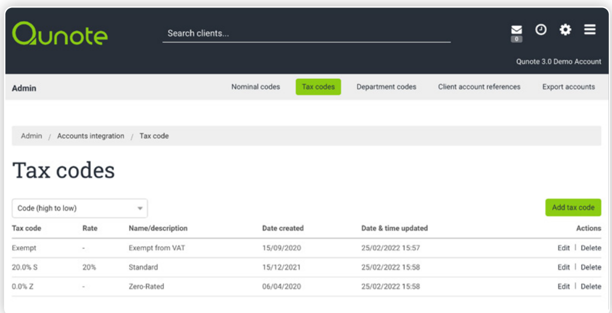
IN QUNOTE:

Once you have your list of tax rates in Quickbooks, you should set up matching tax rates in Qunote.

To set up a tax rate in Qunote, go to **Admin section > Accounts integration > Tax codes** and click the green **Add tax code** button.

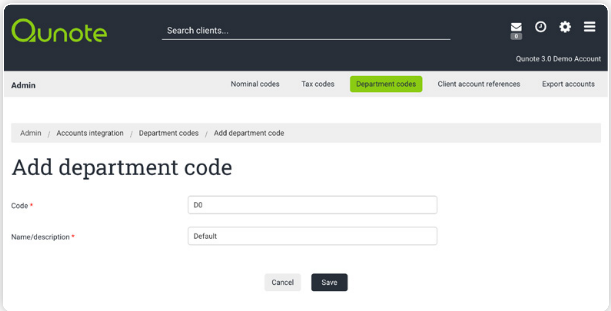


Enter a tax code, rate and a tax name/description. It is essential that the tax 'Code' matches 'Tax name' in Quickbooks, and that "Rate" matches the rate in Quickbooks. Click **Save** and repeat this for all of your relevant tax codes in Quickbooks.



4. SET UP A DEPARTMENT CODE

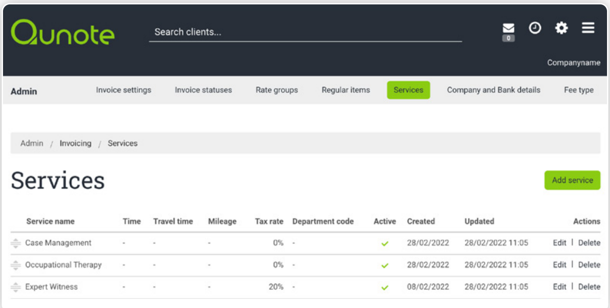
Unlike other accounting software, Quickbooks does not require that you set up department codes. Therefore, in Qunote, simply create a 'dummy' department code by going to **Admin section > Accounts integration > Department codes > Add department code** and adding a department code, like in the screenshot shown here.



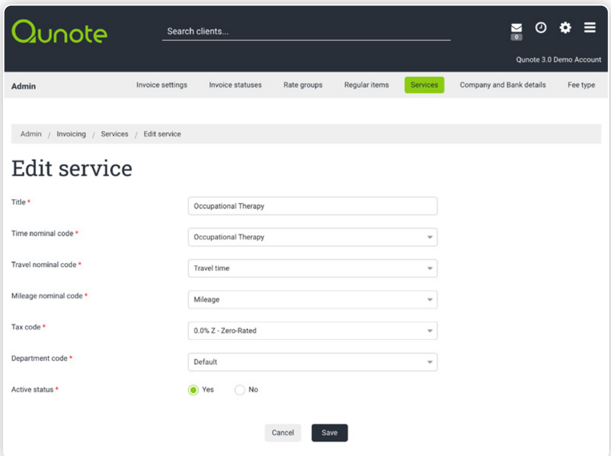
5. ASSIGN NOMINAL CODES, TAX CODES & DEPARTMENT CODES TO SERVICES

You can now assign the product and service nominal codes, tax codes and department code you have created to each type of service you provide.

Go to **Admin section > Invoicing > Services** and click **Edit** next to a service type.



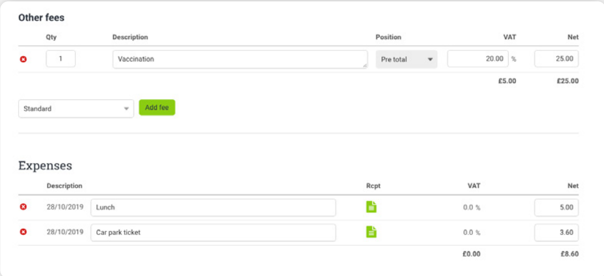
For each service, choose the product and service nominal codes that time, travel and mileage charges will be posted to when invoice transactions are imported into Quickbooks.

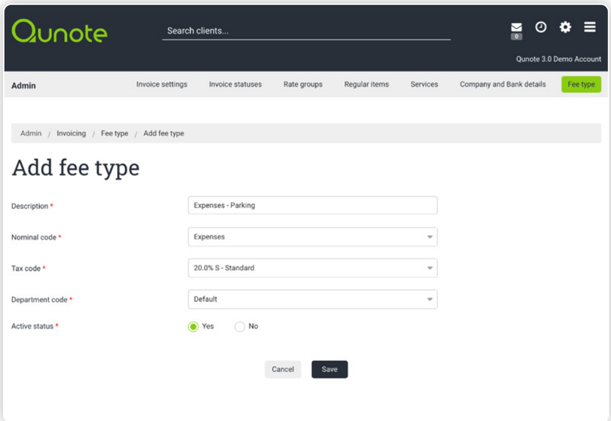


Click **Save** button and repeat for each of your services.

6. ADDING FEE TYPES

Currently, when adding an expense or regular item (under 'Other fees') to your invoice, you can simply free-type the description and VAT rate.



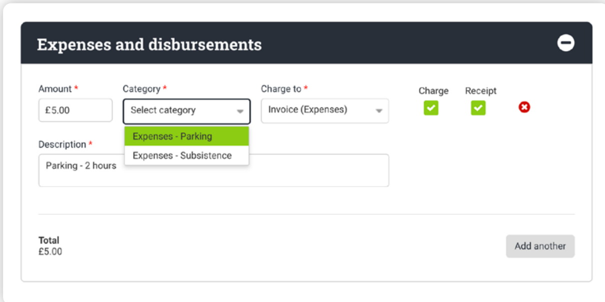


Once integrated with Quickbooks, when entering an expense or adding an additional fee to an invoice, you'll need to select a category from a pre-defined drop-down box of 'Fee types'. The fee type selected assigns the expense/fee a valid product and service nominal code and tax code rate for when the invoice data is imported into Quickbooks.

To create a fee type, in Qunote, go to **Admin section > Invoicing > Fee type** and click **Add fee type**. For each type of expense or fee, enter a description and select the relevant product and service nominal code, tax code and (dummy) department code. As you enter each fee type, make sure that it is **Active**.

Click **Save** and repeat for each category of expenses or additional fees that you require.

You'll be able to select these fee types when adding an Expense to a filenote or an 'Other fee' to your invoice, so that when you export this invoice data, it will be validated by Quickbooks. You can still add a more detailed description of the expense/fee in the free-text description box for reference.



7. CLIENT ACCOUNT REFERENCES

Next, in Qunote, you should enter a client account reference for each client. The client account reference in Qunote should exactly match the 'Customer' name you have entered for that client account in Quickbooks. This is imperative to ensuring that invoices can be posted to the correct account within Quickbooks when you import the data from Qunote into Quickbooks.

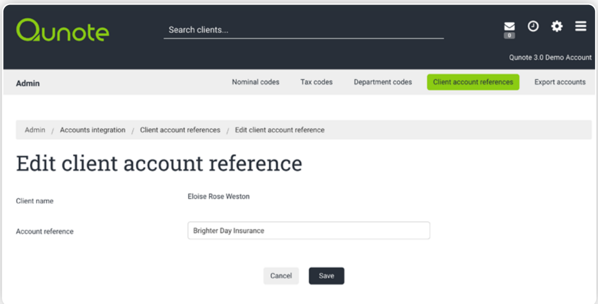
IN QUICKBOOKS:

In Quickbooks, go to **Sales > Customers** to view and add customers.

IN QUNOTE

To set up your client account references in Qunote, go to **Admin section > Accounts integration > Client account references** and click **Edit** next to a client's name. In the Account reference field, enter the 'Customer' name exactly as it appears in Quickbooks.

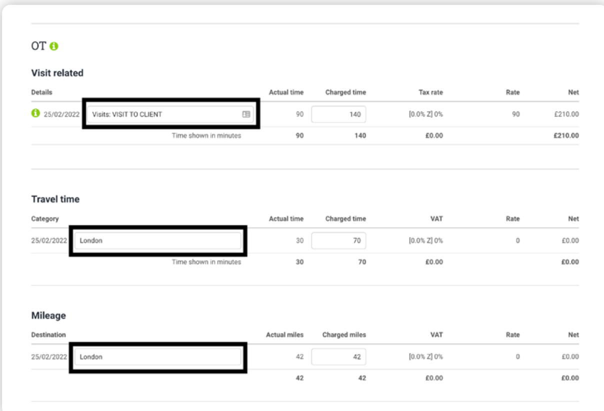
Click **Save** and repeat for each client.



Set up is now complete.

8. INVOICE DESCRIPTION

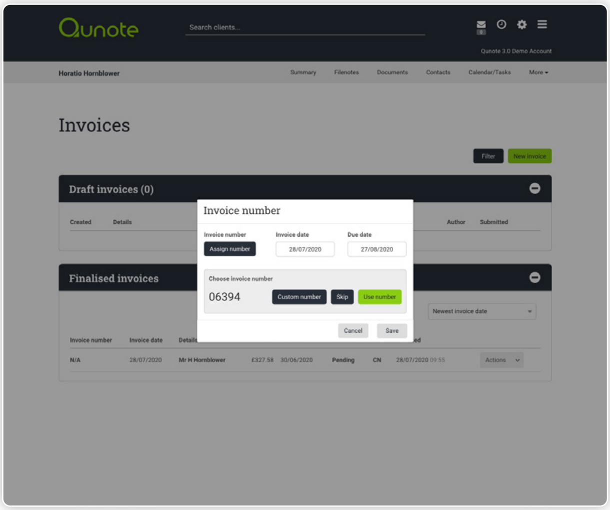
When generating an invoice in Qunote, each item/line of the invoice must have a description, as this is a required field for Quickbooks integration. This will be pre-populated according to your invoice settings.



9. INVOICE NUMBER

Assigning an invoice number within Qunote is another required field for Quickbooks integration.

The invoice number can be chosen based on your preference. When generating an invoice simply click **Assign number**, choose a number, then click **Use number** and then **Save**.



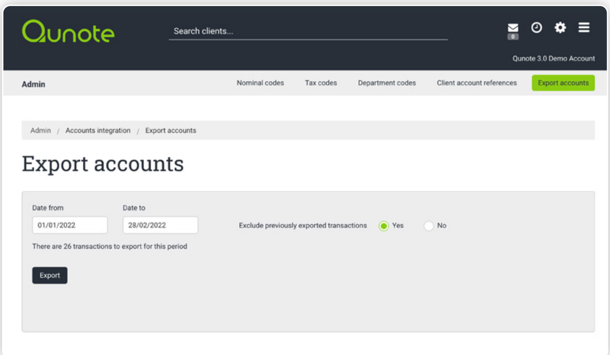
10. EXPORTING FROM QUNOTE

At the end of your billing period, after generating your invoices within Qunote, you can export the invoice data into a CSV file that can be imported directly into Quickbooks. This saves you having to enter each invoice into Quickbooks manually.

Once you have approved all your invoices for the billing period, go to **Admin section > Accounts Integration > Export accounts**.

Select the start and end dates of the period for which you wish to export data. It would be usual to set the "Date from" to a date earlier than the beginning of the current accounting period so as to 'sweep up' any invoices raised after the last period end but dated prior to the previous month end. There is no danger of importing the same invoice twice since you can select that the export should **Exclude previously exported transactions**.

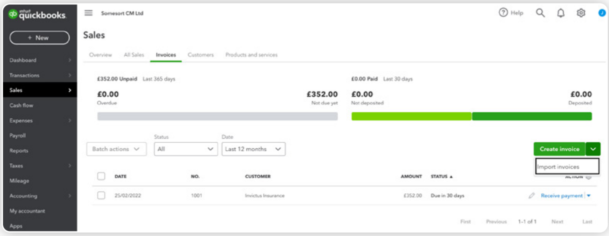
Click **Export** and a ".csv" file is generated which will automatically be downloaded. You should save this to the correct place on your computer.



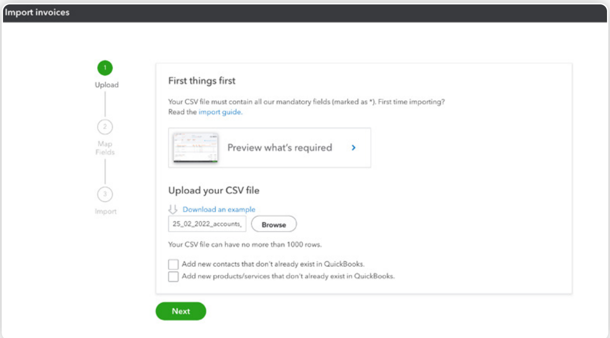
11. IMPORTING INTO QUICKBOOKS

The next stages are carried out entirely in Quickbooks.

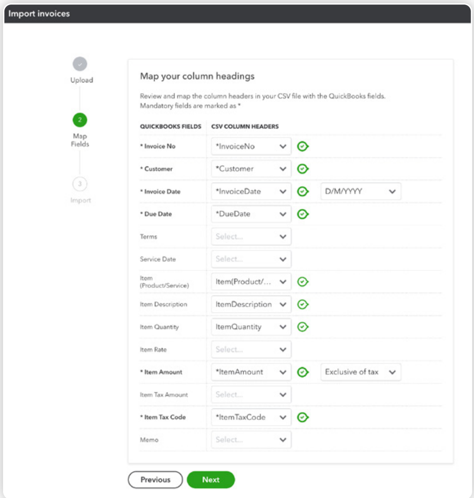
To import invoices using the .csv file produced by Qunote, go to **Sales > Invoices > Import Invoices**. This will open the 'Import invoices' wizard.



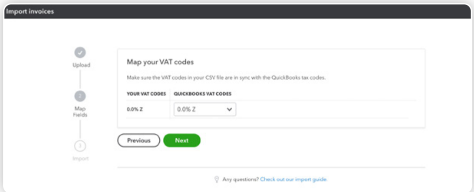
Within the wizard, on the 'Upload' page, click **Browse** and select the .csv file exported from Qunote. Then, click **Next**.



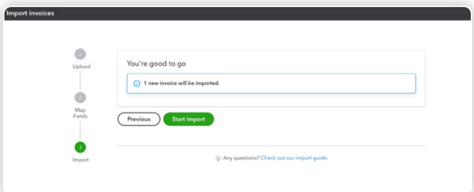
On the 'Map fields' page, set the Invoice Date format to "D/M/YYYY" and set the 'Item Amount' to 'Exclusive of tax'. Then, click **Next**.



On the 'Map your VAT codes' page, provided you have correctly set up your tax codes in Qunote to match those in Quickbooks, no action is required. Simply click **Next**.



On the final page of the import wizard, Quickbooks will indicate the number of invoices to be imported. Click 'Start import' to complete the process.



Once complete, the imported invoices will be show in Quickbooks within the **Sales > Invoices** section and can be identified by the customer name and invoice number. The invoices will show as awaiting payment, ready for reconciliation when payment is received.

The process is now complete

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