

QuickBooks Integration Overview

Summary:

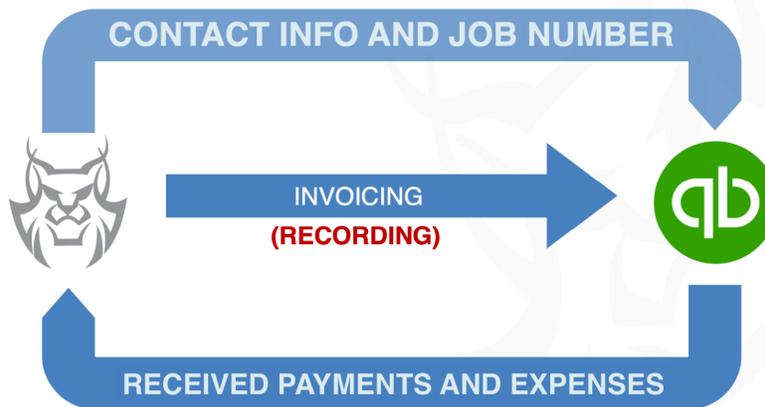
This integration allows you to easily transfer information between AccuLynx and the QuickBooks account for your company.

Explanation:

This is a simple visual of how QuickBooks and AccuLynx communicate. Below that is a more in depth explanation of when the information goes from AccuLynx to QuickBooks and vice versa.

QuickBooks and AccuLynx

Syncing Job Data and Financial Data



Information goes from AccuLynx to QuickBooks when a job goes to the approved milestone. This is a forward sync which means any jobs that are currently approved or beyond will not be synced automatically. You would have to sync those jobs manually.

Note: If you need to change the customer's information, do that in AccuLynx - NOT QuickBooks.

5: Lenny Lynx

Job Priority: Normal

Overview Messages

Milestones In Approved Milestone: 4 hours

NEXT STEP: Completed

Advance Job

Lead 3/20/2022 <1 hour Prospect 3/20/2022 20 hours Approved 3/21/2022 Completed Invoiced Closed

There will be a green dot in the job activity box by the push pin if the job was successfully synced to QuickBooks.

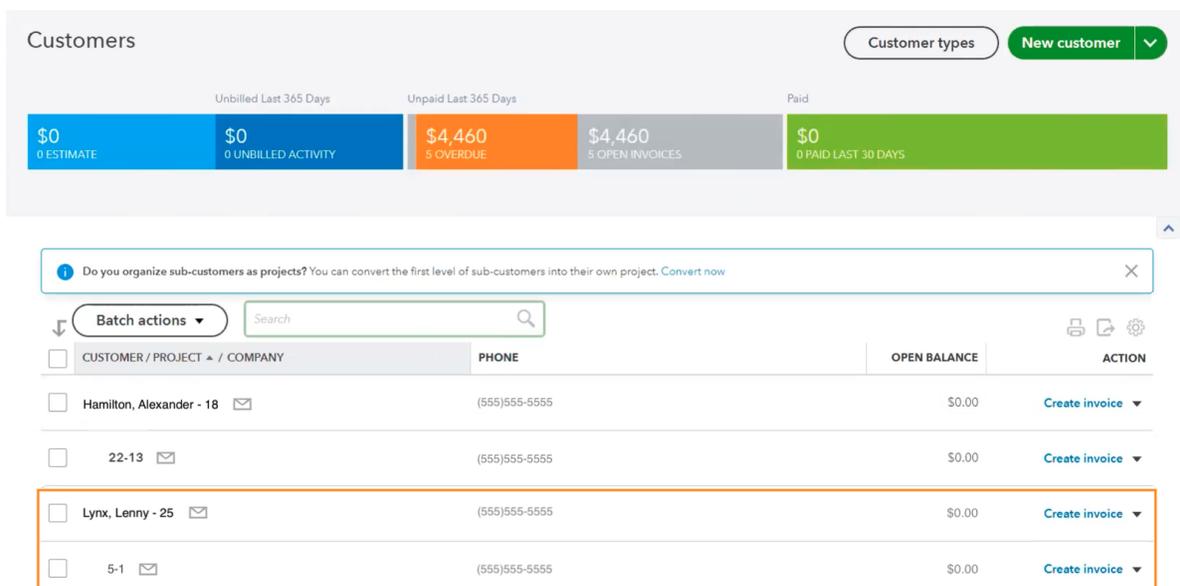


If a yellow dot appears, that could mean a couple things:

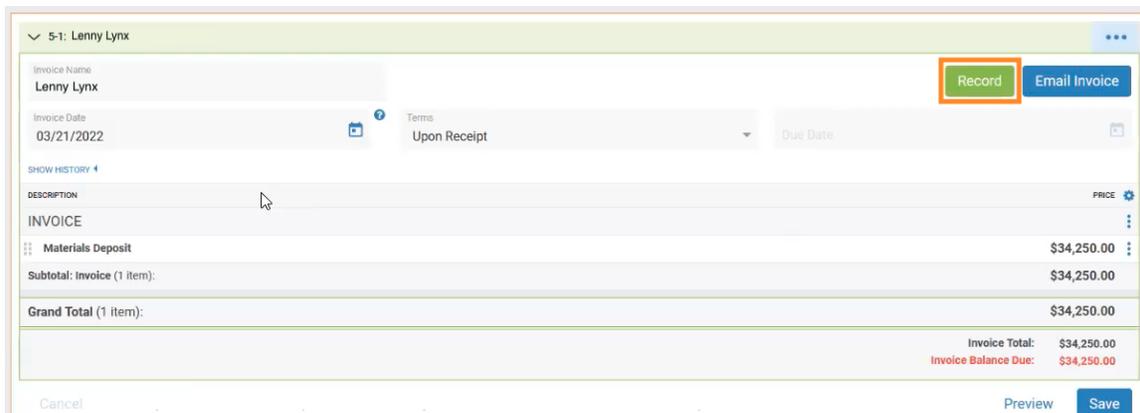
- For QuickBooks Desktop users, that means the job is in queue to be synced.
- For QuickBooks Online users, the dot should not turn yellow. If it does, please contact our support team at 608-473-3800 ext. 2 to resolve the issue.



In QuickBooks, you'll have a parent customer with the customer number and a sub-customer with the job number from AccuLynx.



After you create an invoice in AccuLynx and save it, the green 'Record' button will be clickable.



Then you'll choose the appropriate list item(s) before clicking the blue 'Record' button at the bottom of the screen. The list items are managed by your settings in QuickBooks.

Record Invoice

RECORD 1 2

Job: 5: Lenny Lynx
Invoice Total: \$34,250.00
Invoice Number: 5-1

Invoice Name: Lenny Lynx
Invoice Date: MAR 21, 2022

QuickBooks Class

Confirm and assign QuickBooks items

DESCRIPTION	QUICKBOOKS LIST ITEM
Invoice	
Materials Deposit	QuickBooks List Item* 05 Roofing

Cancel Record

In QuickBooks, the invoice amount will be seen for the job. If you have multiple invoices for a job, you will have to record each invoice separately for the amounts to show in QuickBooks for that customer.

Customers

Customer types New customer

Unbilled Last 365 Days Unpaid Last 365 Days Paid

\$0 0 ESTIMATE	\$0 0 UNBILLED ACTIVITY	\$4,460 5 OVERDUE	\$4,460 5 OPEN INVOICES	\$0 0 PAID LAST 30 DAYS
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Do you organize sub-customers as projects? You can convert the first level of sub-customers into their own project. Convert now

CUSTOMER / PROJECT / COMPANY	PHONE	OPEN BALANCE	ACTION
Hamilton, Alexander - 18	(555)555-5555	\$0.00	Create invoice
22-13	(555)555-5555	\$0.00	Create invoice
Lynx, Lenny - 25	(555)555-5555	\$34,250.00	Receive Payment
5-1	(555)555-5555	\$34,250.00	Receive Payment

When you receive a payment from a customer, go to the invoice in the sub-customer. Then click 'Receive Payment.' Fill out the information you have for that payment.

Receive Payment ? Help X

Customer: Lynx, Lenny - 25:5-1 Get paid 2 times faster [Accept payments online](#)
Credit card

AMOUNT RECEIVED: **\$34,250.00**

Payment date: 12/06/2022

Payment method: Reference no.: Deposit to: Amount received:

Outstanding Transactions

All ⚙️

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 5-1 (06/12/2022)	07/12/2022	34,250.00	34,250.00	<input type="text" value="34,250.00"/>

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$34,250.00
Amount to Credit: \$0.00

After about 10 minutes (for desktop, it depends on how you set up the web connector), the payment will be seen in AccuLynx in the 'Payments' section for that job in the 'Received' table and will be applied to the appropriate invoice.

Payments

Last updates from QuickBooks were received on Sunday, April 24, 2022 5:35 PM.

Received Add New Row					
From/Method	Amount	Date	Check No.	Memo/Notes	
Credit Card	\$7,036.42	04/14/2022			Linked Delete
Lenny Lynx	\$7,036.43	04/05/2022 05:55 PM	4340		Linked Delete
Total:	\$14,072.85				

Paid Add New Row					
To/Method	Amount	Date	Ref No.	Memo/Notes	Is Paid #
Lowe's	\$55.13	04/11/2022			✓ Delete
Home Depot	\$39.79	04/11/2022			✓ Delete
Home Depot	\$456.17	04/11/2022			✓ Delete
SRS	\$5,487.55	04/07/2022			✓ Delete
Total:	\$6,038.64				

Additional Job Expenses Add New Row			
To	Amount	Memo/Notes	#
Credit Card Fee	\$211.10		Edit Delete
Total:	\$211.10		

Job Net (Received - (Paid + Additional Job Expenses)): **\$7,823.11**

Linked: Payment is linked to the Invoice Worksheet. To edit this payment, unlink it first. (This **does not** apply to a job with a Contract Worksheet).

When you have an expense for a job, mark the expense in QuickBooks under the sub-customer. After about 10 minutes (for desktop, it depends on how you set up the web connector), the expense will be seen in AccuLynx in the 'Payments' section for that job in the 'Paid' table.

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