



QuickBooks Connect Guide 2018

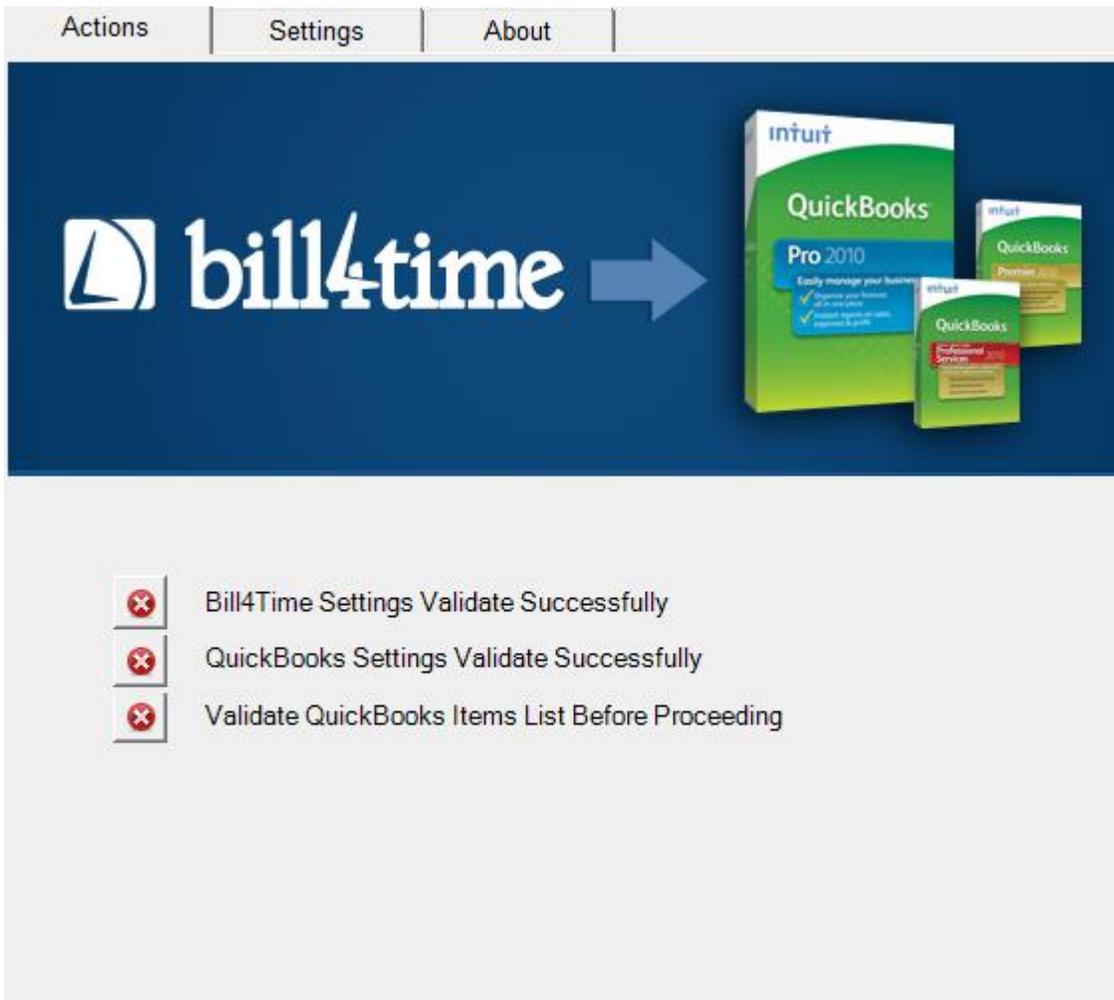
If you are using QuickBooks Pro/Premiere/Enterprise, read on. If you are using QuickBooks Online, skip to page 7

Part I - Downloading the Application

1. Log into your Bill4Time account and scroll to the bottom of the page.
2. Click on the **Downloads** link.
3. Click on the **Bill4Time QB Connect** link on the Downloads page.
4. Click Run and then the Bill4Time QuickBooks Connector Setup will appear.
5. Follow the steps of the setup and click **Install** when prompted.
6. Click **Finish** and the QuickBooks Connector will launch. Proceed to Part II.



Downloads link



Part II – Entering Settings (QuickBooks Pro/Premiere/Enterprise)

Entering Your Settings

For QuickBooks Pro/Premiere/Enterprise

These instructions are when you are opening the QB Connect Application for the first time. Once you have saved successfully entered and saved your settings, you won't have to go through these steps again.

Entering Bill4Time Settings

1. Under **Firm ID**, put in your Bill4Time Firm ID.
2. Under **Username** put in your Bill4Time username.
3. Put a **check mark** next to the pertinent settings.
4. Click the validation button located at the right. A **Login to Bill4Time** pop-up will come up having you enter in your password. If the information is correct, this button will then show a green checkmark. If the validation fails, you will see the error message at the bottom of the screen. You can also read the error message by hovering your mouse over the validation button.
5. Click the **Save Settings** button.

Figure 1: B4T Settings

Entering QuickBooks Settings

1. From the **Settings** tab of the application choose the version of QuickBooks that you are currently using.
2. Click on the **Browse** button next to the **File** field to choose your QuickBooks company file (the file should end with a “.QBW” suffix) or if you already have your QB file open, leave it blank, the program will automatically sync to that file you are currently in.
3. Click on the validation button located under the **Browse** button to validate your QuickBooks settings. You will see a **QuickBooks – Application with No Certificate** pop-up (see Figure 2). Check the option “**Yes, always; allow access even if QuickBooks is not running**” (so you can run the QB connect program without having to open your QuickBooks file) and click **Continue**. From there you will see a **Confirm to Proceed** pop-up and click **Yes**, then **Done**. If the information is correct, this button will then show a green checkmark. If the validation fails, you will see the error message at the bottom of the screen. You can also read the error message by hovering your mouse over the validation button.
4. Click the **Save Settings** button.

Figure 2: QB Settings

Figure 3: Application with No Certificate

Entering QuickBooks Items

1. Fill out the **QuickBooks Items**.
2. Click the **Save Settings** button.
3. Keep the application open to the **Settings** tab and go to the next instructions to setup your items in QuickBooks.

Figure 4: QB Items

Aligning Your Bill4Time Settings with QuickBooks For QuickBooks Pro/Premiere/Enterprise

1. Open QuickBooks.
2. Click on **Lists** in the pull down menu.
3. Click **Item List** and leave the page open.
4. Go back to the Bill4Time QB Connect application.
5. Make sure that the items listed in the **QuickBooks Items** section also listed in QuickBooks. The Bill4Time items MUST all be included in the QuickBooks Item List, and listed exactly the same in the QuickBooks Item List. See *Figure 5*

NAME	D...	TYPE	ACCOUNT
Expense Tax		Service	Legal Fee Income
Expenses		Service	Legal Fee Income
Labor		Service	Legal Fee Income
Labor Tax		Service	Legal Fee Income
Late Fee		Service	Legal Fee Income
Discount		Discount	Legal Fee Income
Subtotal	Subt...	Subtotal	

Figure 5: Matching the QB Items in both applications

6. If there are any missing items in the **Item List** page, do the following on the page (see *Figure 6*):
 - a. Click on the **Item** button at the bottom left corner.
 - b. Click on **New**. A **New Item** page will open.
 - c. In the **Type** section, choose the desired type for this listed item.
 - d. For **Item Name/Number**, type in the item listed as listed in the Bill4Time QB Connect window.

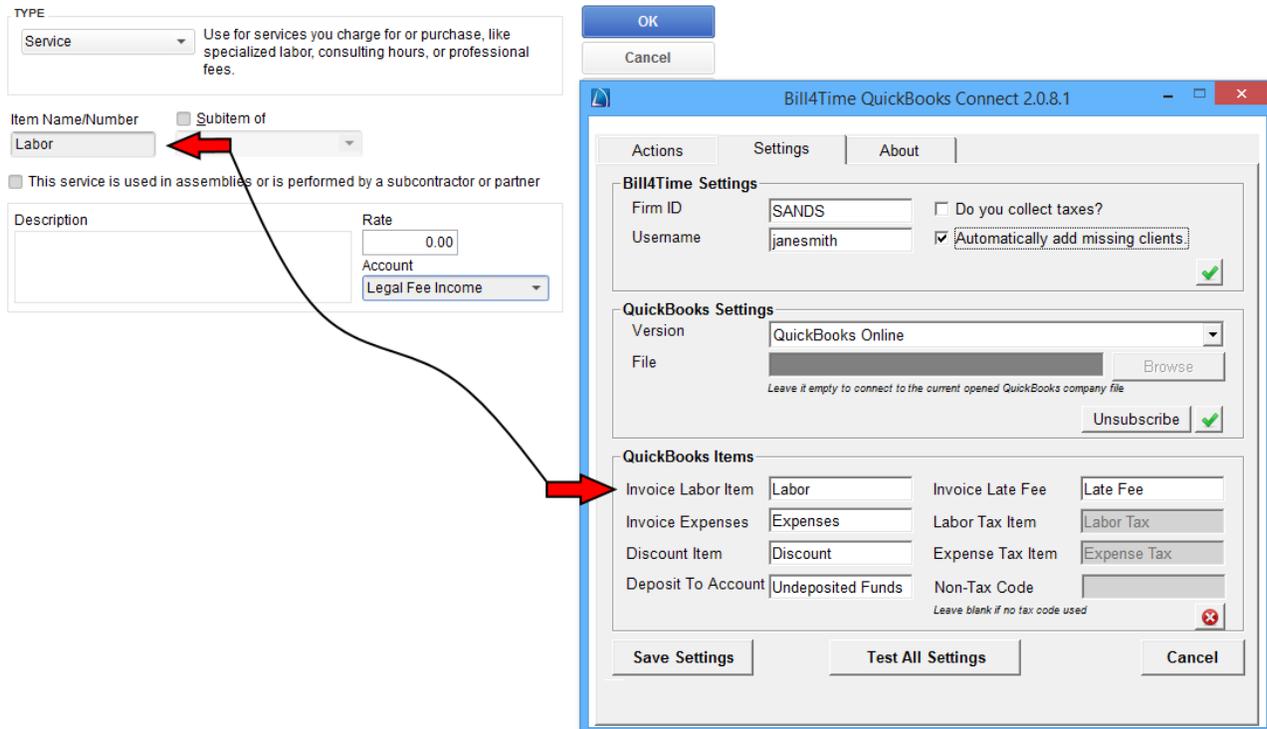


Figure 6: Adding the “Labor” item in QuickBooks

- e. In the **Account** pull down menu, choose the desired account.
- f. Click the **OK** button.
- g. Repeat **Steps a-f** for the additional items that need to be listed in the Item List.

You are now done installing the Bill4Time QuickBooks Connect Application.
It is now synchronized with your QuickBooks Pro/Premiere/Enterprise.

Part III – Importing Data (QuickBooks Pro/Premiere/Enterprise)

Importing Your Bill4Time Data to QuickBooks

For QuickBooks Pro/Premiere/Enterprise

1. Click the **Export Bill4Time Data into QuickBooks** button. Transfer times vary depending upon the amount of invoice totals to be transferred.
2. A pop-up window will open, listing all data that is ready to be transferred as shown in *Figure 7*.

	transDate	transId	transAmount\$	ServiceTotal	ServiceTax	ExpenseTotal	ExpenseTax	scoutAmount	LateFee	transType	checknu
1	10/8/2009	20325	397.24	300.00	21.00	71.25	4.99	0.00	0.00	0	I
2	9/29/2009	20323	21.40	20.00	1.40	0.00	0.00	0.00	0.00	0	I
3	9/29/2009	20322	352.20	300.00	21.00	31.20	0.00	0.00	0.00	0	I
4	9/29/2009	20321	258.80	240.00	16.80	0.00	0.00	0.00	0.00	0	I
5	9/29/2009	20320	85.60	80.00	5.60	0.00	0.00	0.00	0.00	0	I
6	9/29/2009	20318	535.00	500.00	35.00	0.00	0.00	0.00	0.00	0	I
7	9/29/2009	20316	40.67	0.00	0.00	39.07	1.60	0.00	0.00	0	I
8	9/29/2009	20313	187,062.75	174,825.00	12,237.75	0.00	0.00	0.00	0.00	0	I
9	9/29/2009	20311	2.72	1.22	0.09	1.32	0.09	0.00	0.00	0	I
10	9/29/2009	20310	556.40	520.00	36.40	0.00	0.00	0.00	0.00	0	I
11	9/29/2009	20309	786.45	735.00	51.45	0.00	0.00	0.00	0.00	0	I
12	9/29/2009	20308	535.00	500.00	35.00	0.00	0.00	0.00	0.00	0	I
13	9/29/2009	20307	20,061.70	18,749.25	1,312.45	0.00	0.00	0.00	0.00	0	I
14	9/29/2009	20306	1,604.94	1,498.00	104.86	2.08	0.00	0.00	0.00	0	I
15	9/29/2009	20305	888.72	400.00	28.00	460.72	0.00	0.00	0.00	0	I
16	9/29/2009	20304	584.75	525.00	36.75	23.00	0.00	0.00	0.00	0	I
17	9/29/2009	20303	2,110.77	1,800.00	126.00	172.68	12.09	0.00	0.00	0	I
18	9/29/2009	20301	2,140.00	2,000.00	140.00	0.00	0.00	0.00	0.00	0	I
19	9/29/2009	20299	107.00	100.00	7.00	0.00	0.00	0.00	0.00	0	I
20	9/29/2009	20298	3,137.45	2,786.40	195.05	156.00	0.00	0.00	0.00	0	I

3. If you see at the top left corner of the pop-up window, an error message, do the following:
 - a. Scroll to the right-most in this pop-up window.
 - b. Open the **QBErrorMsg** column header shown in *Figure 8* to reveal error message.

	scoutAmount	LateFee	transType	checknumber	clientName	transacti	internalTransId	QBErrorMsg	QBTXND	Qt
1	0.00	0.00	I		123-John Ada	Single inv	20325	Invoice already exist in QuickBooks. I	BBE-1300753	
2	0.00	0.00	I		111 - AAA Inc.	July Batc	20323	Invoice already exist in QuickBooks. I	BBB-1300753	
3	0.00	0.00	I		Kate Bell	July Batc	20322	Invoice already exist in QuickBooks. I	BB5-1300753	
4	0.00	0.00	I		New Client Ma	July Batc	20321	Invoice already exist in QuickBooks. I	BB2-1300753	
5	0.00	0.00	I		AAAA	July Batc	20320	Invoice already exist in QuickBooks. I	BAF-1300753	
6	0.00	0.00	I		Stockton Bark	July Batc	20318	Invoice already exist in QuickBooks. I	BA9-1300753	
7	0.00	0.00	I		test	July Batc	20316	Invoice already exist in QuickBooks. I	BA3-1300753	
8	0.00	0.00	I		FD1GEN	July Batc	20313	Invoice already exist in QuickBooks. I	B9A-1300753	
9	0.00	0.00	I		Bruce Beverly	July Batc	20311	Invoice already exist in QuickBooks. I	B94-1300753	
10	0.00	0.00	I		ABC Corp	July Batc	20310	Invoice already exist in QuickBooks. I	B91-1300753	
11	0.00	0.00	I		John Jones	July Batc	20309	Invoice already exist in QuickBooks. I	B8E-1300753	
12	0.00	0.00	I		JCC	July Batc	20308	Invoice already exist in QuickBooks. I	B8B-1300753	
13	0.00	0.00	I		Test Client 1	July Batc	20307	Invoice already exist in QuickBooks. I	B8B-1300753	
14	0.00	0.00	I		Howard Johns	July Batc	20306	Invoice already exist in QuickBooks. I	B85-1300753	
15	0.00	0.00	I		test 12	July Batc	20305	Invoice already exist in QuickBooks. I	B82-1300753	
16	0.00	0.00	I		Jim Brewer Inc	July Batc	20304	Invoice already exist in QuickBooks. I	B7F-1300753	
17	0.00	0.00	I		Camp Emzee	July Batc	20303	Invoice already exist in QuickBooks. I	B7C-1300753	
18	0.00	0.00	I		Congregation I	July Batc	20301	Invoice already exist in QuickBooks. I	B76-1300753	
19	0.00	0.00	I		Excel Busines	July Batc	20299	Invoice already exist in QuickBooks. I	B70-1300753	
20	0.00	0.00	I		test client	July Batc	20298	Invoice already exist in QuickBooks. I	B6D-1300753	

Figure 8: QBErrorMsg by scrolling far right

4. If you are not sure about the errors listed, click the **Save to file** button to download a .txt file of these listed items, and contact Bill4Time Technical Support.
5. Click the **QuickBooks Import** button. All lined items without an error message will be transferred.

You are now done importing your invoice items from Bill4Time to your QuickBooks Desktop account. For QuickBooks Online, continue on.

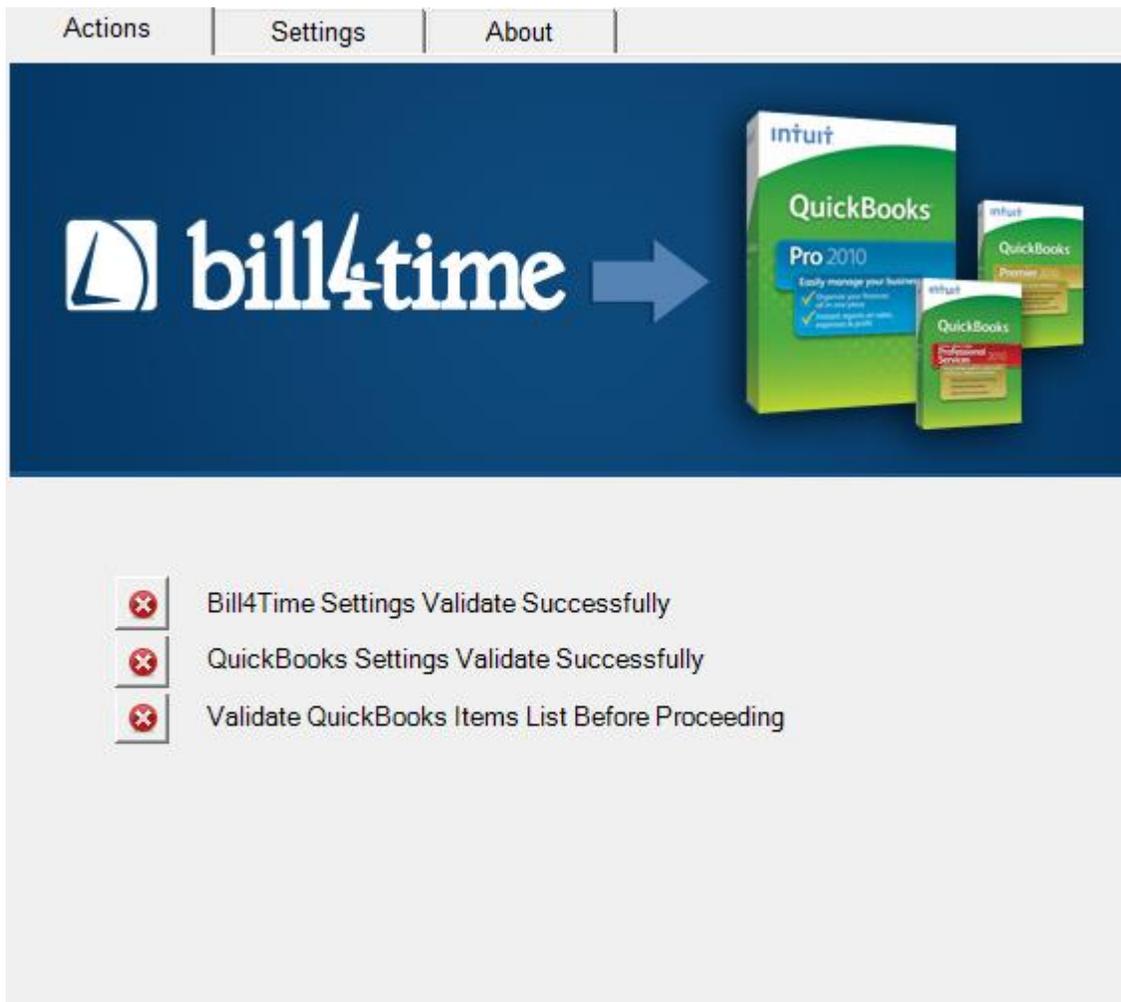
Part I – Downloading the QuickBooks Connector

Downloading the Application to integrate with QuickBooks Online

7. Log into your Bill4Time account and scroll to the bottom of the page.
8. Click on the **Downloads** link.
9. Click on the **Bill4Time QB Connect** link on the Downloads page.
10. Click Run and then the Bill4Time QuickBooks Connector Setup will appear.
11. Follow the steps of the setup and click **Install** when prompted.
12. Click **Finish** and the QuickBooks Connector will launch. Proceed to Part II.



Downloads link



Part II – Entering Settings (QuickBooks Online Edition)

Entering Your Bill4Time QB Connect Settings

For QuickBooks Online

Entering Bill4Time Settings

1. Under **Firm ID**, put in your Bill4Time Firm ID.
2. Under **Username** put in your Bill4Time username.
3. Put a **check mark** next to the pertinent settings.
4. Click the **validation button** off to the right. A pop-up window will come up.
5. Fill in the login information and click the **Ok** button. Once the validation has gone through, the validation button will show a green checkmark.
6. Click the **Save Settings** button.

Figure 1: B4T Settings

Entering QuickBooks Settings

1. Open the Bill4Time QB Connect application.
2. Click the **Settings** tab.
3. In the **Version** pull down menu, choose **QuickBooks Online**.
4. Click the **Subscribe** button shown in *Figure 2*.
5. Your browser will open up to the QuickBooks Sign In page.
6. Put in your QuickBooks Online login information and click the **Sign In** button.
7. You will then be on to the access to Intuit page shown in *Figure 3* and from here click the **Authorize** button.
8. The next page will let you know you have successfully connected to your QuickBooks Online account and can close the browser window.
9. Go back to the Connector and click the **Save Settings** button.

Figure 2: QB Settings for QB Online

Authorize the Sharing of Your Data Between Bill4Time QuickBooks Connect and Intuit



Kristin O'Neill's Company



Bill4Time QuickBooks Connect

By clicking Authorize, I allow Bill4Time QuickBooks Connect and Intuit to use my information* in accordance with each company's respective terms of service and privacy policy; Bill4Time QuickBooks Connect's [Terms of Service](#) and [Privacy Policy](#). Additionally, where applicable, I give Bill4Time QuickBooks Connect limited access to my QuickBooks Payments account to provide me payments-related services. I authorize the sharing of data between Intuit and Bill4Time QuickBooks Connect. *Information may include data from QuickBooks Online, QuickBooks Desktop and QuickBooks Payments.

No, thanks

Authorize

Figure 3: Access to Intuit

Entering QuickBooks Items

1. You have four main items that need to be added to your QuickBooks Item list (if they are not already in there); Labor, Expenses, Discount, and Late Fee. If you collect taxes then you will also need Labor Tax, and Expense Tax. If there are any items missing in your list you can add them in your **Product and Services List**.

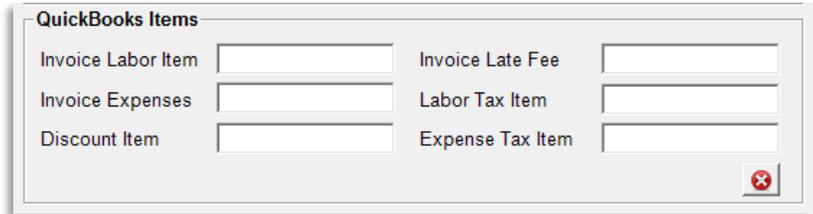
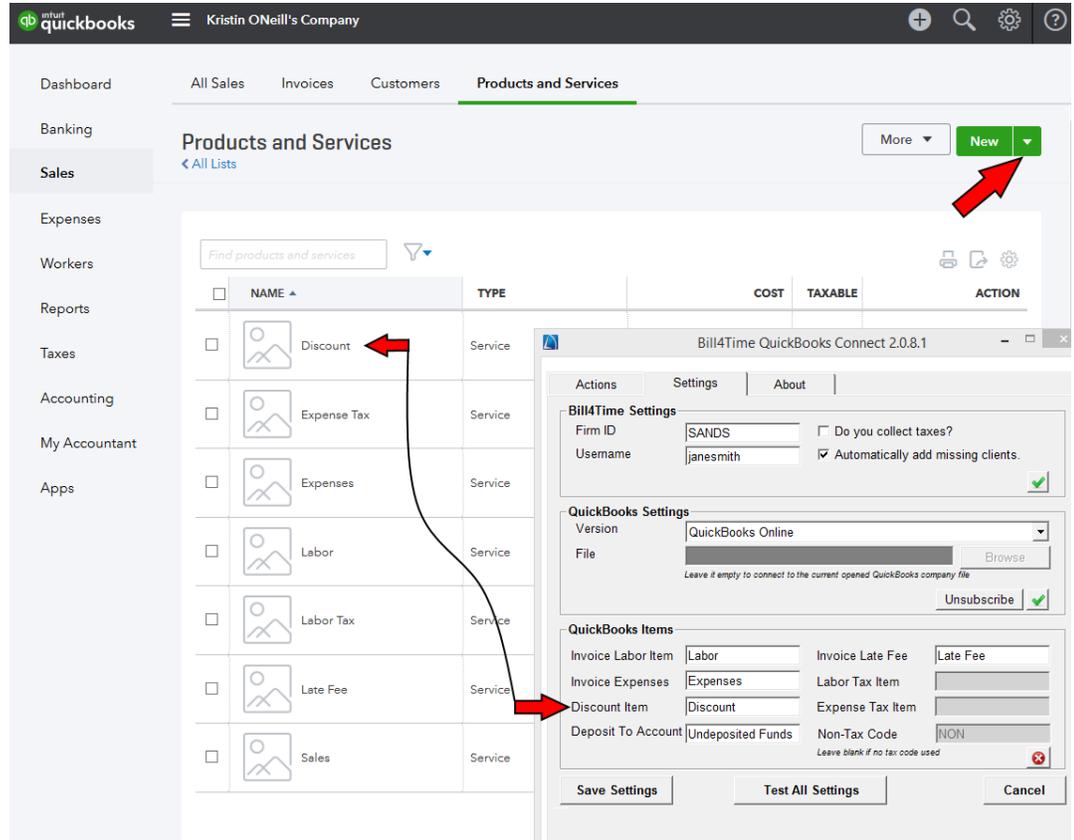


Figure 4: QB Items

2. In your QuickBooks Online account, go to your Settings (gear icon next to your company name). Then click on the **Product and Services List**. To add a new one, follow the steps below:

- a. Click the **New** button (see Figure 5).
- b. Put in the name of the list item as exactly listed in the Bill4Time QB Connect window.
- c. Put in the other required information.
- d. Make sure the **Price/Rate** field is left **blank**. Bill4Time will automatically fill that in later for you.
- e. Click the **Save** button.
- f. Repeat **Steps a-e** for all the other items.



3. Once all items are identical in both applications, click the **validation button**.
4. Once the validation button shows the green checkmark, click the **Save Settings** button.
5. Keep the Bill4Time QB Connect application open to the **Settings** tab.

During the final step of the installation, the installer will download and install online updates. It is critical that you allow the installation of these online updates in order for the program to function correctly.

You are now done installing the Bill4Time QuickBooks Connect Application.
It is now synchronized with your QuickBooks Online.

Part III – Importing Data (QuickBooks Online Edition)

Importing Your Bill4Time Data into QuickBooks

For QuickBooks Online

1. Click the **Export Bill4Time Data into QuickBooks** button. Transfer times vary depending upon the amount of invoice totals to be transferred.
2. A pop-up window will open, listing all data that is ready to be transferred as shown in *Figure 6*.

	transDate	transid	transAmount\$	ServiceTotal	ServiceTax	ExpenseTotal	ExpenseTax	scountAmount	LateFee	transType	checknu
1	10/8/2009	20325	397.24	300.00	21.00	71.25	4.99	0.00	0	I	
2	9/29/2009	20323	21.40	20.00	1.40	0.00	0.00	0.00	0	I	
3	9/29/2009	20322	352.20	300.00	21.00	31.20	0.00	0.00	0	I	
4	9/29/2009	20321	256.80	240.00	16.80	0.00	0.00	0.00	0	I	
5	9/29/2009	20320	85.60	80.00	5.60	0.00	0.00	0.00	0	I	
6	9/29/2009	20318	535.00	500.00	35.00	0.00	0.00	0.00	0	I	
7	9/29/2009	20316	40.67	0.00	0.00	39.07	1.60	0.00	0	I	
8	9/29/2009	20313	187,062.75	174,825.00	12,237.75	0.00	0.00	0.00	0	I	
9	9/29/2009	20311	2.72	1.22	0.09	1.32	0.09	0.00	0	I	
10	9/29/2009	20310	556.40	520.00	36.40	0.00	0.00	0.00	0	I	
11	9/29/2009	20309	786.45	735.00	51.45	0.00	0.00	0.00	0	I	
12	9/29/2009	20308	535.00	500.00	35.00	0.00	0.00	0.00	0	I	
13	9/29/2009	20307	20,061.70	18,749.25	1,312.45	0.00	0.00	0.00	0	I	
14	9/29/2009	20306	1,604.94	1,498.00	104.86	2.08	0.00	0.00	0	I	
15	9/29/2009	20305	888.72	400.00	28.00	460.72	0.00	0.00	0	I	
16	9/29/2009	20304	584.75	525.00	36.75	23.00	0.00	0.00	0	I	
17	9/29/2009	20303	2,110.77	1,800.00	128.00	172.68	12.09	0.00	0	I	
18	9/29/2009	20301	2,140.00	2,000.00	140.00	0.00	0.00	0.00	0	I	
19	9/29/2009	20299	107.00	100.00	7.00	0.00	0.00	0.00	0	I	
20	9/29/2009	20298	3,137.45	2,786.40	195.05	156.00	0.00	0.00	0	I	

Figure 6: Invoice Data ready to be imported to QB

3. If you see at the top left corner of the pop-up window, an error message, do the following:
 - a. Scroll to the right-most in this pop-up window.
 - b. Open the **QBErrorMsg** column header shown in *Figure 7* to reveal error message.

	scountAmount	LateFee	transType	checknumber	clientName	transacti	internaTransid	QBErrorMsg	QBTXNID	Qt
1	0.00	0	I		123-John Ada	Single in	20325	Invoice already exist in QuickBooks. I	BBE-1300753	
2	0.00	0	I		111 - AAA Inc.	July Batc	20323	Invoice already exist in QuickBooks. I	BBB-1300753	
3	0.00	0	I		Kate Bell	July Batc	20322	Invoice already exist in QuickBooks. I	BB5-1300753	
4	0.00	0	I		New Client Ma	July Batc	20321	Invoice already exist in QuickBooks. I	BB2-1300753	
5	0.00	0	I		AAAA	July Batc	20320	Invoice already exist in QuickBooks. I	BAF-1300753	
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9	0.00	0	I		Bruce Beverly	July Batc	20311	Invoice already exist in QuickBooks. I	B94-1300753	
10	0.00	0	I		ABC Corp	July Batc	20310	Invoice already exist in QuickBooks. I	B91-1300753	
11	0.00	0	I		John Jones	July Batc	20309	Invoice already exist in QuickBooks. I	B8E-1300753	
12	0.00	0	I		JCC	July Batc	20308	Invoice already exist in QuickBooks. I	B8B-1300753	
13	0.00	0	I		Test Client 1	July Batc	20307	Invoice already exist in QuickBooks. I	B88-1300753	
14	0.00	0	I		Howard Johns	July Batc	20306	Invoice already exist in QuickBooks. I	B85-1300753	
15	0.00	0	I		test 12	July Batc	20305	Invoice already exist in QuickBooks. I	B82-1300753	
16	0.00	0	I		Jim Brewer Inc	July Batc	20304	Invoice already exist in QuickBooks. I	B7F-1300753	
17	0.00	0	I		Camp Emzee	July Batc	20303	Invoice already exist in QuickBooks. I	B7C-1300753	
18	0.00	0	I		Congregation I	July Batc	20301	Invoice already exist in QuickBooks. I	B76-1300753	
19	0.00	0	I		Excel Busines	July Batc	20299	Invoice already exist in QuickBooks. I	B70-1300753	
20	0.00	0	I		test client	July Batc	20298	Invoice already exist in QuickBooks. I	B6D-1300753	

Figure 7: QBErrorMsg by scrolling far right

4. If you are not sure about the errors listed, click the **Save to file** button to download a .txt file of these listed items, and contact Bill4Time Technical Support.
5. Click the **QuickBooks Import** button. All lined items without an error message will be transferred.

You are now done importing your invoice items from Bill4Time to your QuickBooks Online.