

Billings Pro & QuickBooks Integration

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Objective

The purpose of this document is to help you to seamlessly integrate Billings Pro with QuickBooks.

Audience

This document is for users who wish to export their financial data from Billings Pro to QuickBooks for accounting purposes.

Introduction

Using Billings Pro & QuickBooks integration, you can seamlessly export your financial data from Billings Pro into QuickBooks, including clients, retainers, invoices, and payments. This integration happens via IIF files. [Click here](#) for more information about IIF files.

The integration requires you to use QuickBooks 2011/2012/2014 on Mac.

We recommend that you must install both Billings Pro and QuickBooks on the same computer. If you are using QuickBooks on a different computer, it is important that you do not lose any of the exported IIF files (one per export) in transit; Billings Pro remembers which items have been exported and does not offer to re-export them unless you specifically clear the history.

For integration purposes, we assume that you've already set up QuickBooks and are currently using it in your environment.

Adding customers from QuickBooks as clients

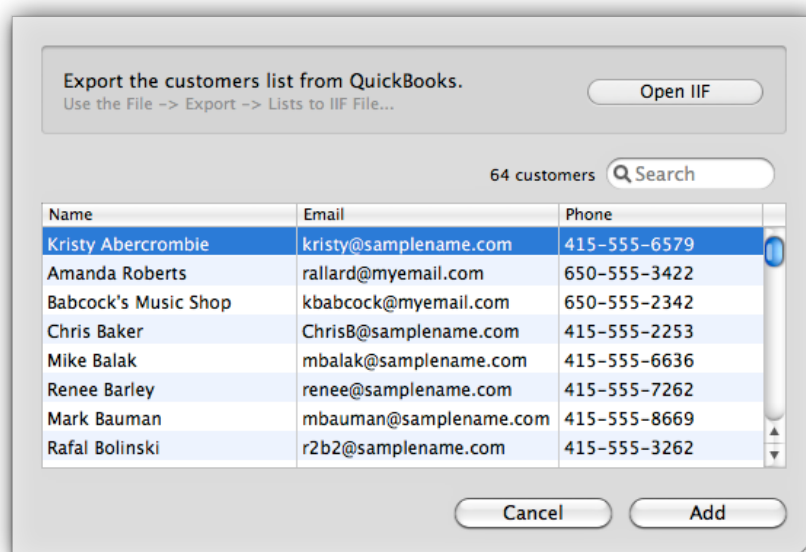
If you wish, you may add customers from QuickBooks as clients in Billings Pro. You must first export your customer list from QuickBooks into an IIF file. This IIF file will then be used to import your customers into Billings Pro.

To export your customer list from QuickBooks

1. In QuickBooks, choose File > Export > Lists to IIF File.
The Export window opens.
2. Select the Customer List checkbox.
3. Click OK.
4. Enter a filename, choose an export location, and click Save.

To add customers from QuickBooks as clients

1. In Billings Pro, choose File > Add Client from > QuickBooks IIF.
2. In the sheet that opens, click Open IIF. Select the IIF file you have just exported from QuickBooks and click Open.
Billings Pro displays all the customers who were exported from QuickBooks.



3. Select the customer(s). Click Add.

Alternately, you may click the "+" button at the bottom-left corner of the Billings Pro window and choose "Add Client from QuickBooks IIF."

Mapping rules for QuickBooks integration

It is very important to assign proper mapping before you export data from Billings Pro into QuickBooks. The exporter tool has many hints and tips in the interface for setting up the correct mapping. We recommend that you read the information and assign mapping accordingly.

Mapping rules must be set up **once** and those rules are applied every time you export data. If your chart of accounts, item list, and/or customer list changes in QuickBooks, you are required to review and update your mapping rules again before doing the export.

You can assign mapping rules by choosing File > Export > To QuickBooks IIF and clicking the Rules tab.

❖ **General.** Here, you specify mapping for retainers, invoices, and payments. A retainer is an advance fee or pre-payment given by a client for services offered or products sold. Retainers go into a liability account—typically, "Long Term Liability" or "Other Current Liability"—since you have not earned this amount yet and it is still owed to the client. Invoices go into an "Accounts Receivable" account in QuickBooks as the client owes you the amount. A payment is the amount owed to you for the work done and they must be mapped to "Other Current Assets."

❖ **Taxes.** Each tax you've set up in Billings Pro must be mapped to the appropriate one in QuickBooks. At minimum, you must map your default tax by selecting the appropriate tax name in QuickBooks. If your customers in QuickBooks are taxable, select the "All customers are taxable in QuickBooks" checkbox.

❖ **Categories.** If you wish to track what type of activities were your source of income in QuickBooks, then you must map categories to accounts. You may specify one income account per slip category or one default income account to be used for all slips. If a slip has no category or the category has not been mapped to a QuickBooks account, then the default income account is used.

❖ **Clients.** If a client exists in both Billings Pro and QuickBooks, then you must assign proper mapping rules. Otherwise, the client will be sent over as a new customer in QuickBooks.

The required mappings are indicated by red flags and they must be set for you to be able to export. Nice to have mappings are indicated with yellow flags.

How to format a customer's billing address in QuickBooks so it is imported correctly into Billings Pro

When importing customers from QuickBooks into Billings Pro, the address in Billings Pro is not formatted correctly.

In order for the customer's billing address to be imported correctly, it needs to be in the following format:

- Address line 1 -> Street
- Address line 2 -> City
- Address line 3 -> State
- Address line 4 -> ZIP/Postal
- Address line 5 -> Country

The screenshot shows a window titled 'Rice, Linda' with a 'Guide Me' button set to 'OFF'. The 'Customer' field contains 'Rice, Linda' and there is a checkbox for 'Customer is inactive'. The 'Address Info' tab is selected, showing fields for Company Name, Phone (415-555-7423), Mr./Ms./... (Mrs.), Fax, First Name (Linda), M.I., Alternate Phone, Last Name (Rice), Alternate Contact, Contact (Linda Rice), Email (lrice@samplename.com), and Cc. The 'Bill To' address is highlighted with a blue border and contains the text: 6225 N. Laguna Vista, Bayshore, CA, 94326, USA. A 'Copy >' button is next to the 'Bill To' address. The 'Ship To' address field is empty. At the bottom, there are buttons for '?', 'Cancel', and 'OK'.

Before you export

Ensure that you've verified the following before you export.

- ❖ Go to QuickBooks > Preferences. Click Sales Tax. Depending on whether you charge customers sales tax or not, set the "Customers are charged sales tax" checkbox accordingly.
- ❖ Now, in Billings Pro, when you are specifying mapping rules for Taxes, ensure that you match the QuickBooks settings by either checking or unchecking the "All customers are taxable in QuickBooks" checkbox.

If the QuickBooks settings and Billings Pro settings for charging taxes do not match, then you will not be able to export.

Exporting information from Billings Pro to QuickBooks

As a pre-requisite, you must complete steps A, B, and C once before you export data from Billings Pro to QuickBooks for the first time.

Working from QuickBooks, you must export your chart of accounts, customer list and item list to an IIF file.

A. To export lists as an IIF file

1. In QuickBooks, choose File > Export > Lists to IIF File.
The Export window opens.
2. Select the "Chart of Accounts," "Customer List," and "Item List" checkboxes.
3. Click OK.
4. Enter a filename. Specify an export location. Click Save.
Upon exporting, QuickBooks displays a message saying "Your data has been exported successfully."
5. Click OK.

The next step is to load the IIF file you have just created in Billings Pro via the Billings Pro export tool. Working from Billings Pro, do the following:

B. To load the IIF file

1. In Billings Pro, choose File > Export > To QuickBooks IIF.
A new export window opens.

2. Click the Load IIF button at the bottom-left corner of the window.
3. Browse to the location where you have saved your IIF file which was exported from QuickBooks. Select it and click Open.

You must now assign mapping rules that specify how you wish to export your data.

C. To assign mapping rules

1. In the Billings Pro Export window, click the Rules tab.
2. Specify mapping rules for General, Taxes, Categories, and Clients. (*For more information about mapping, please read "Mapping rules for QuickBooks integration" on page 6.*)

Note: The above mentioned pre-requisites are required to be completed just **once** before you export from Billings Pro for the first time. Only if your chart of accounts, items, and/or customer list changes in QuickBooks, must you re-export your IIF file from QuickBooks and re-load the new IIF file in the Billings Pro export tool. You must also review your mapping rules in the Billings Pro export tool and update them when these lists have changed.

You are now ready to export your data.

Step 1: Working from Billings Pro, do the following:

To export your data

1. In Billings Pro, choose File > Export > To QuickBooks IIF.
A new export window opens.
2. Click the Retainers, Invoices, and/or Payments tab to review the respective items you will export. You may un-select the checkbox for the ones you don't want to export. **Note:** You must have already set up retainers, invoices and payments in your Billings Pro database for these tabs to display those items.
3. When you are ready, click Export.
4. Enter a filename. Click Save.

In the export tool, the Retainers, Invoices, and Payments tabs each have clickable "Pending" and "History" buttons. Clicking "Pending" displays the item(s) (i.e., retainers/invoices/payments) that are available to be exported. Clicking "History" displays the item(s) (i.e., retainers/invoices/payments) that you have already exported. As soon as you click Export, Billings Pro considers those items as sent and groups them under "History" even though you've not yet imported them into QuickBooks.

Step 2: Working from QuickBooks, you must import the file that was just exported from Billings Pro into QuickBooks.

To import your data into QuickBooks

1. In QuickBooks, choose File > Import > From IIF Files.
2. In the alert window, click OK to create a backup. Enter a name and choose a location to save the backup file. Click Save.
A Finder window opens.
3. Browse to the location where you had saved the IIF file after exporting it from Billings Pro, select it, and click Open.
Upon importing, QuickBooks displays a message saying "Your data has been imported."
4. Click OK.

Where can I find the exported data in QuickBooks?

The data you've exported from Billings Pro is now available in QuickBooks. Go to the Customer Center, select your customer, specify display settings (if any) and you will be able to view the data you've exported from Billings Pro.

Help and other resources

There are a number of resources available to help you to learn more about Billings Pro & QuickBooks integration and to provide answers when you have technical questions.

- Apple Help offers step-by-step instructions and tips for your questions related to the application. Working from Billings Pro, choose **Help > Billings Pro Help**.
- The support website and knowledge base has up-to-date articles and movies that can help you solve technical difficulties. Please visit <http://www.marketcircle.com/help/index.html>.
- Visit <http://forums.marketcircle.com> to share ideas, tips, and questions with other users. Marketcircle engineers, designers, and support staff also share their knowledge on the forums.

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