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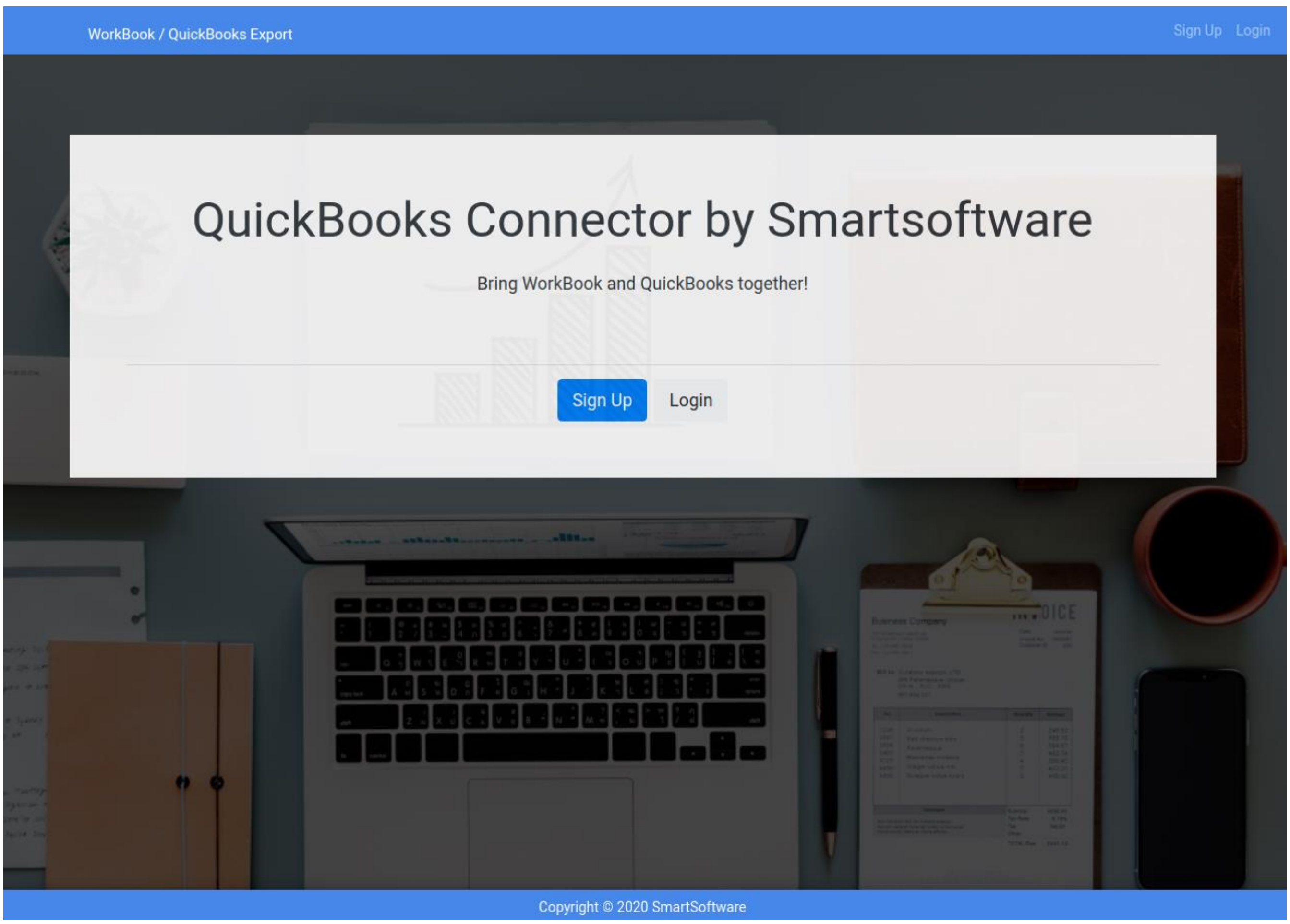
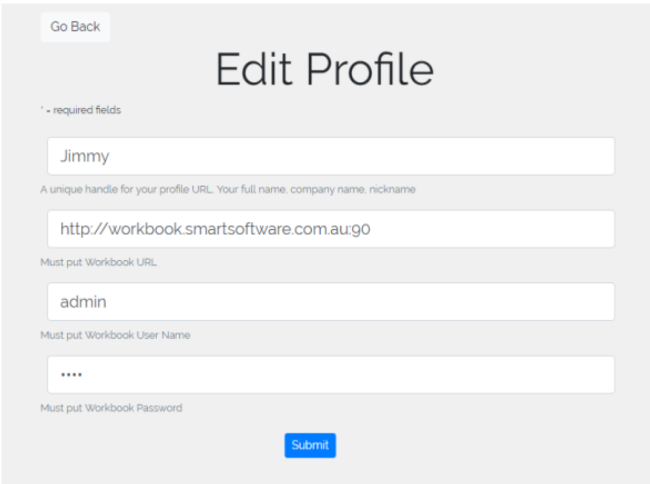
WorkBook to QuickBooks Connector

The WorkBook to QuickBooks Connector is an online web application which runs in a Web Browser. Clients can create user accounts where they can safely and securely connect their WorkBook system to QuickBooks, to manage Sales Invoices, Creditor Memos, Purchase Orders, Creditor Invoices, Expenses and Invoice Payments.

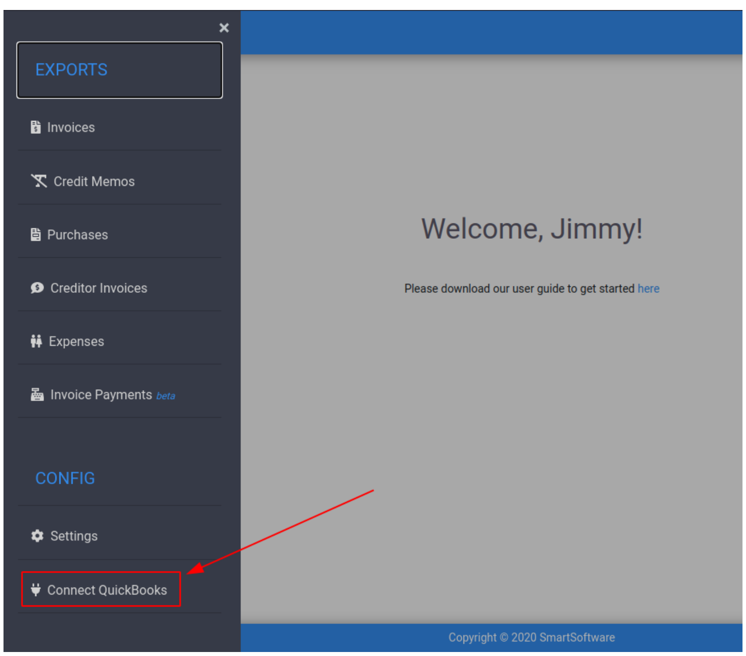


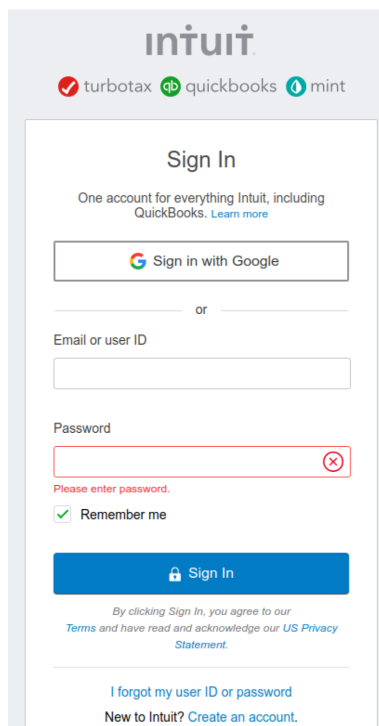
Settings and QuickBooks connection

After creating an account, users will need to enter their WorkBook login credentials in to their settings. This is used to fetch data.



Users will need to connect to QuickBooks using OAuth authentication. Clicking 'Connect to QuickBooks' will ask the user to log into their QuickBooks system. They will be then linked to their QuickBooks system for 30 minutes. In V2, users will not have to re-connect after 30 minutes. Connections will last up to 4 months.





Invoice, Creditor Memos, Purchases, Creditor Invoices and Expense Export Workflow

1) Items that have a system status in WorkBook which corresponds with the table below (fig 1) are eligible for export.

2) If an item is not yet ready to be exported, the item can easily be removed it from the list, it will not be considered for processing.

3) Once items have been reviewed, the user may then export them to QuickBooks under a 'Draft' or 'Approved' status. Draft status is used if further approval is required in QuickBooks.

4) QuickBooks will report any errors or warnings for each item back to the user post export. The user can use this to amend any item before proceeding for a re-export.

5) Once the items are exported into QuickBooks, the user can then update ALL items that were processed at the click of a button. This will change all items original status to a status corresponding with the table below (fig 1) in WorkBook.

6) Processed items will not appear in the web application unless their status is manually updated in WorkBook.

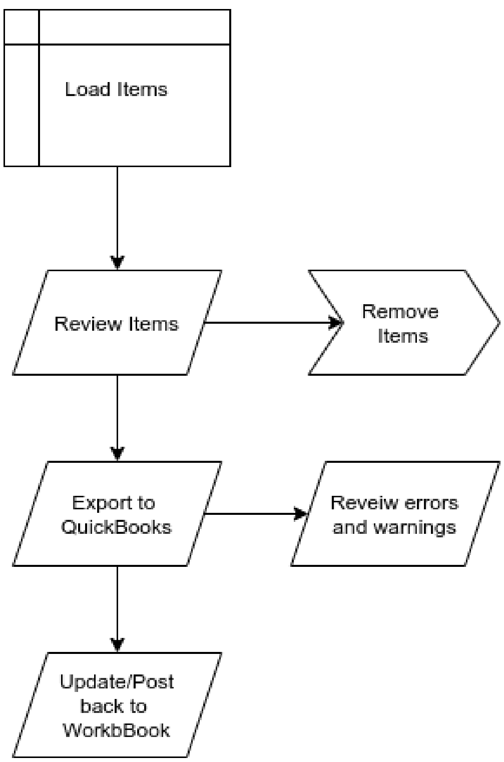


Fig 1

	Before Export Status	Post Export Status
Sales Invoice	Ready for Print	Finalized
Purchase	Approved	Ordered
Creditor Invoice	For booking	Booked
Expense	For Booking	Booked

Fields for export

Invoice

Description	WorkBook	QuickBooks
Invoice	Invoice Number	Invoice Number
Client	Debtor Name	Customer ID
Issued	Invoice Date	Invoice Date
Due	Due Date	Due Date

Invoice Items

Description	WorkBook	QuickBooks
Description	Invoice Line Item Description	Invoice Item Description
Qty	Invoice Line Item Qty	Invoice Item Qty
Unit Amount	Invoice Line Item Unit Amount	Invoice Item Rate
Acc Code	Invoice Line Item Revenue Acc	Product/Service

Purchase Orders

Description	WorkBook	QuickBooks
PO	Purchase Number	Purchase Order Number
Supplier	Creditor External Code	Vendor ID
Issued	Purchase Date	Purchase Order Date
Account	Creditor Default Activity	CoA (AP)

Purchase Items

Description	WorkBook	QuickBooks
Description	Purchase Line Item Description	Expense Item Description
Qty	Purchase Line Item Qty	Expense Item Qty
Unit Amount	Purchase Line Item Unit Amount	Expense Item Unit Price
Acc Code	Invoice Line Item Activity	Invoice Item CoA

Creditor Invoice

Description	WorkBook	QuickBooks
Creditor Invoice	Creditor Invoice Number	Invoice Number
Supplier	Supplier Name	Vendor ID
Issued	Creditor Invoice Date	Invoice Date
Account	Creditor Default Activity	CoA (AP)

Creditor Invoice Items

Description	Creditor Invoice Line Description	Expense Item Description
Qty	Creditor Invoice Line Qty	Expense Item Qty
Unit Amount	Creditor Invoice Line Unit Amount	Expense Item Unit Price
Acc Code	Creditor Invoice Line Item Activity	CoA (AP)

Expense

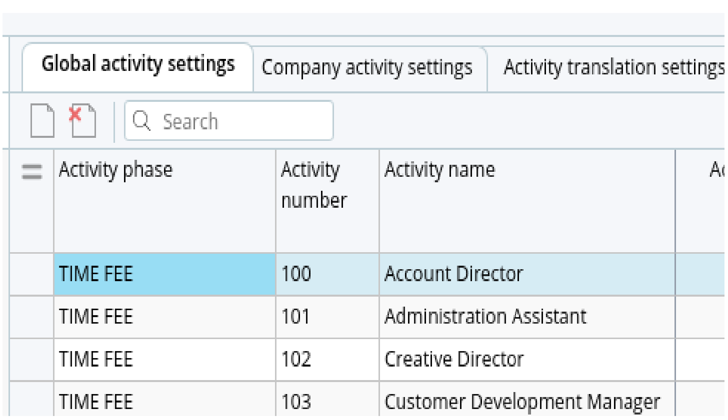
Expense	Creditor Invoice Number	Invoice Number
Resource	Resource Name	Vendor ID
Issued	Creditor Invoice Date	Invoice Date
Account	Resource Default Activity	CoA (AP - Bank, Check or Cash)

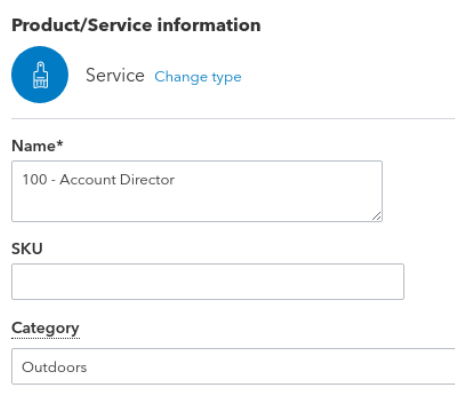
Expense Items

Description	Creditor Invoice Line Description	Expense Item Description
Qty	Creditor Invoice Line Qty	Expense Item Qty
Unit Amount	Creditor Invoice Line Unit Amount	Expense Item Unit Price
Acc Code	Creditor Invoice Line Item Activity	CoA (AP)

Tax and Activities

- Tax is applied for each item in QuickBooks. QuickBooks calculates this by matching what the correct percentage is from the matched Product/Service's CoA.
- To match WorkBook's activities to QuickBooks Product/Service, you must enter the WorkBook Activity number followed by a dash, into the QuickBook's Product/Service name, as per the images below.





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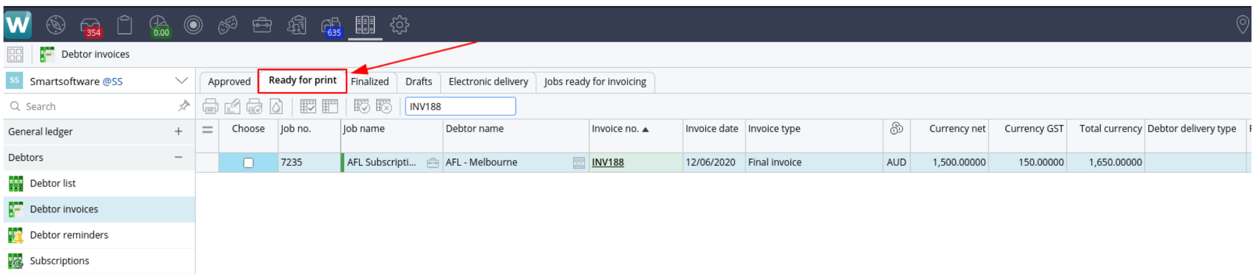
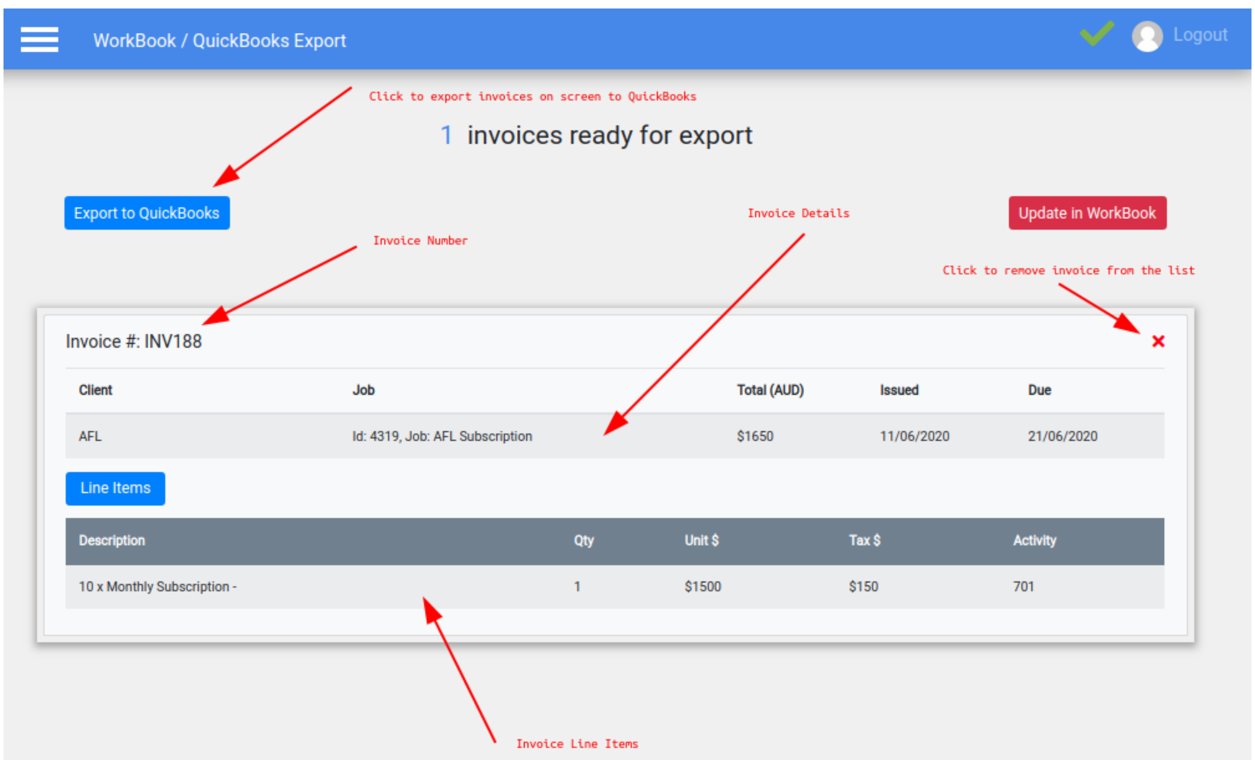
Example Workflow

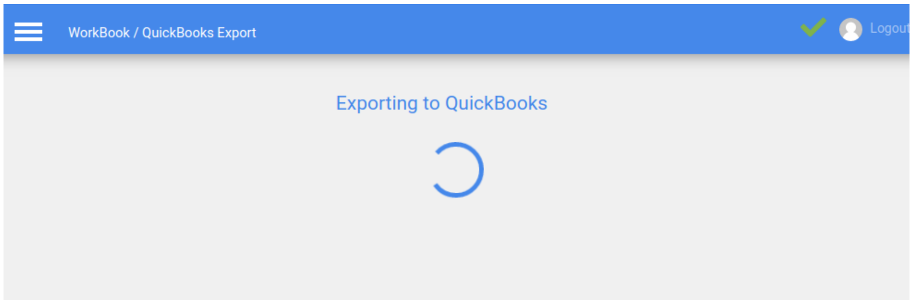
The below is documenting Invoices workflow, however the same will be applied against all items, as per the workflow diagram and tables above.

Step 1:
The connector will look for items in their required state. In regards to invoices, this will be Finance & Administration > Debtors > Debtor Invoices > Ready for Print.



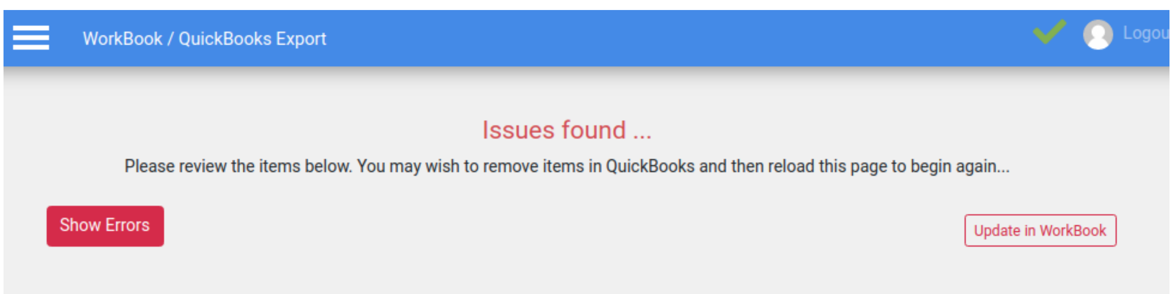


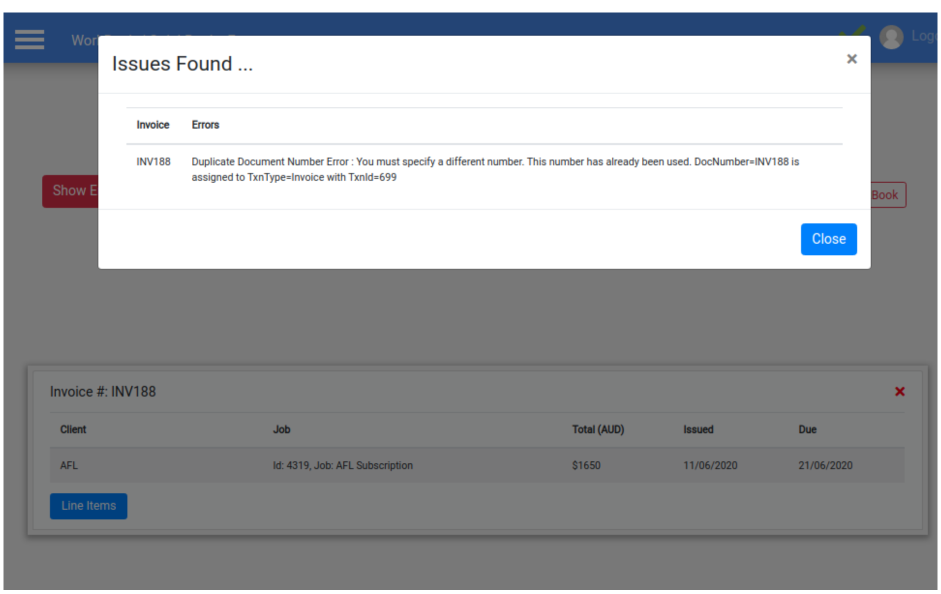
Step 2
Once you have removed any invoices you do not wish to export and/or have reviewed your list of invoices, you can now click ‘Export to QuickBooks’ to post them.



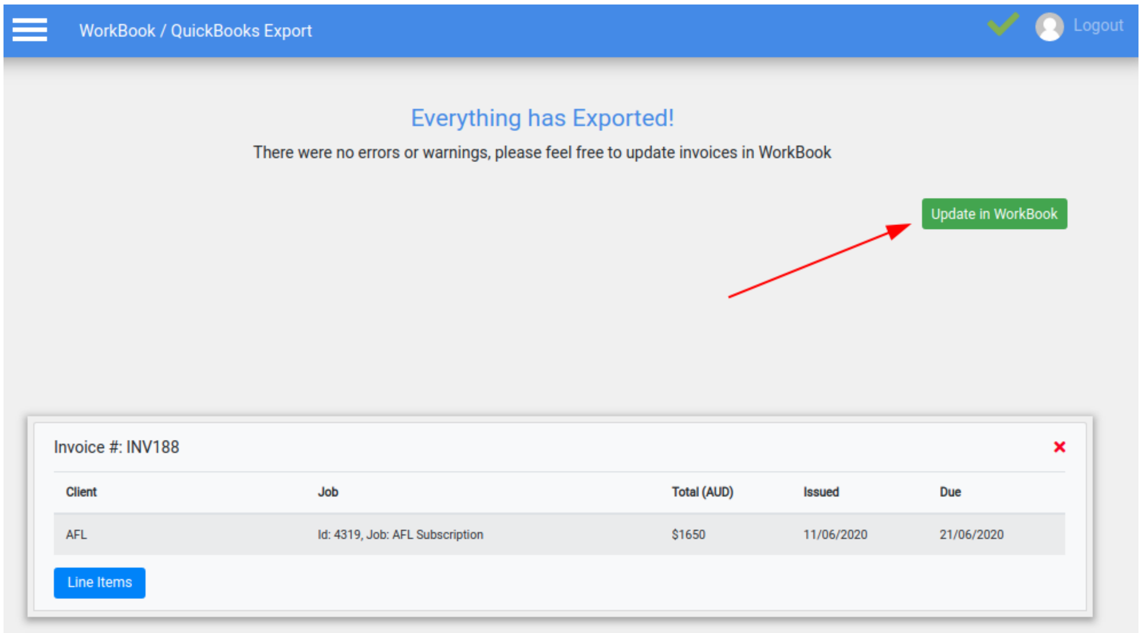
Errors

If there are any errors, you can review them. You can resolve these in WorkBook, and then re-run the process above.



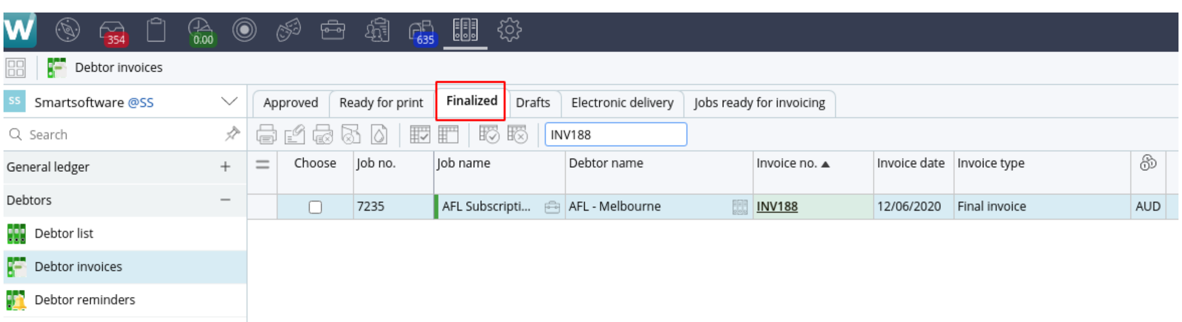


Step 3



If everything went fine, or you resolved your errors. You can now update your items in WorkBook, by clicking 'Update in WorkBook'.

You will now see your items have updated in WorkBook. In the case of this example for

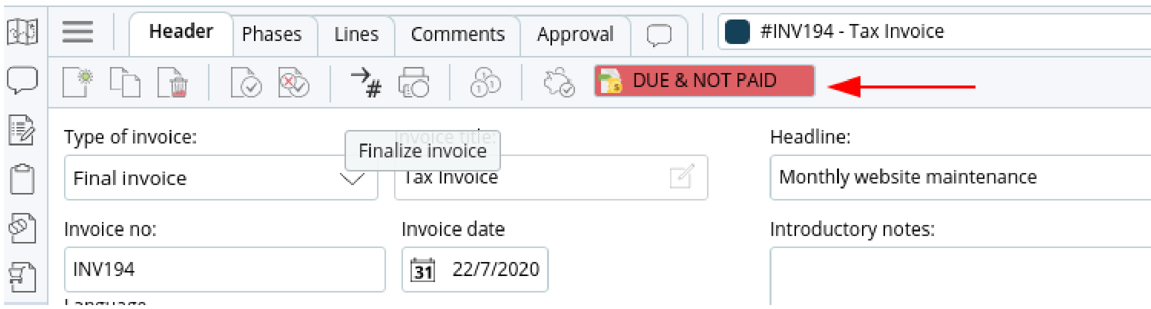


Invoices, the invoice has now updated from Read to Print to Exported. It will not pull into the Connector again.

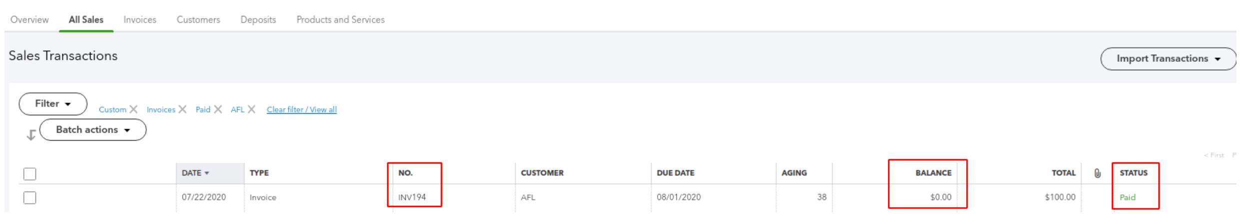
Invoice Payments

How Payments Work

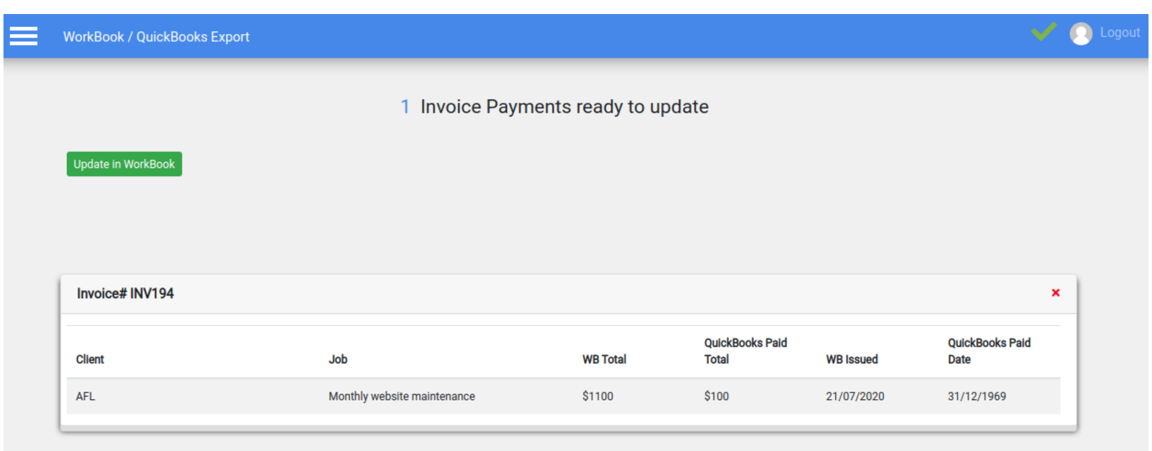
Let's say we have an unpaid invoice in WorkBook that has previously been exported to QuickBooks.



The Invoice has been paid in QuickBooks, giving it a Balance of $0.



The invoice will come through into the Connector in the Invoice Payments module.



By clicking the 'Update in WorkBook' button, the Invoice in WorkBook will now have a status of 'Paid'.