

QuickBooks: Step 7: Creating a Copy and Hooking Up the Web Connector

Integration Checklist

1. Map the CoA in Fuse5 using the appropriate CoA mentioned by each line item and the exact NAME from Quick Books.
 - a. Ensure that EOD Memo types have been mapped in Fuse5 and are created in your QB.
 - b. Ensure that the Discrepancies have been mapped in the VIR section and exist in your QB.
2. Create sub accounts and map to Fuse5 if you have more than one location and want to track P&L separately.
3. Ensure Dummy Customer Account is set up under EOD Reconciliation section and exists in your QB – this is one of the most common issues with the integration.
4. Create the “items” in Quick Books
5. Create Invoice and Credit Memo Template.
6. Ensure that all of your accounts have the QB Profile Setting set to Company QB Settings.
7. **Create a copy of your QB and hook up the web connector (notes below).**
8. Once comfortable with data flow to your copy of QB, hook up web connector to your live QB (notes below).

7. Creating a copy and hooking up the web connector

Once all done with the integration, hit FILE and CREAT A COPY (in QB). Save a copy locally (on the desktop) and sink the copy to Fuse5 with the following steps. This copy of QB is tied to Fuse5 for testing / training.

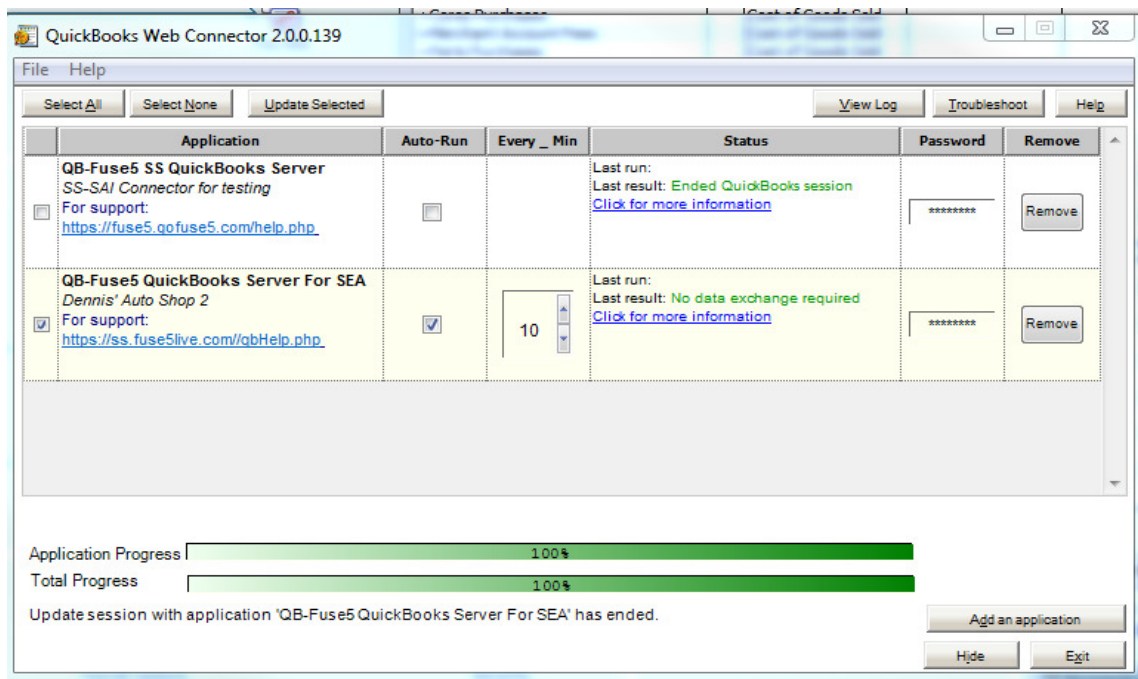
To Copy the users QB: (These directions can vary based on your version of Quick Books)

1. With QB Closed, right click on the company file you want to copy and select copy.
2. Move your mouse to the desktop (or where ever you want to save the copy), right click the mouse and hit paste.
3. Right click on the copy and rename it.
4. Open the Copy from the desk top
5. Go to the COMPANY tab
6. Company Information
7. Change the company name and the Legal Name and click OK
8. You are now in your copy of QB and can access it from your desktop / wherever you saved it without impacting your actual QB.

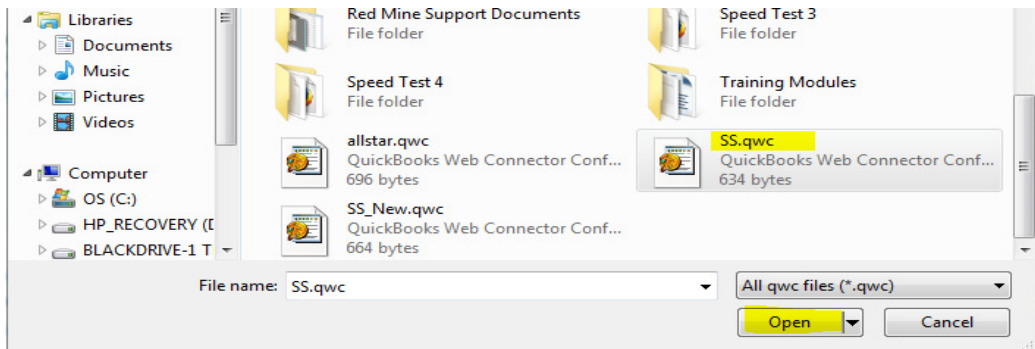
A web connection is made that ties Fuse5 and your copy of QB together. This connection is made with a QWC file. This is all done in QB.

To attach the web-link to QB:

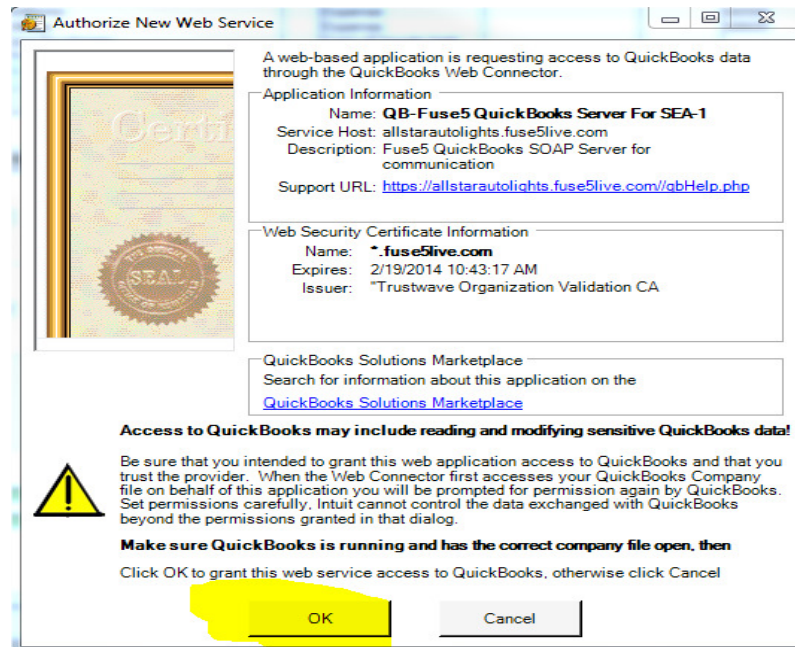
1. Use the back up copy of QB (try not to have it saved anywhere near the real version of QB to avoid confusion)
2. Restore backup
3. Get a web connector from either Fuse5 or by accessing at this website (<http://marketplace.intuit.com/webconnector/>) and save it to your desktop.
4. Locate "Update web services" in your QB. Depending on your version it may be somewhere different but on recent QB versions it can be found under FILE > UPDATE WEB SERVICES. You will get a pop up similar to this, although there will probably be NO applications showing.



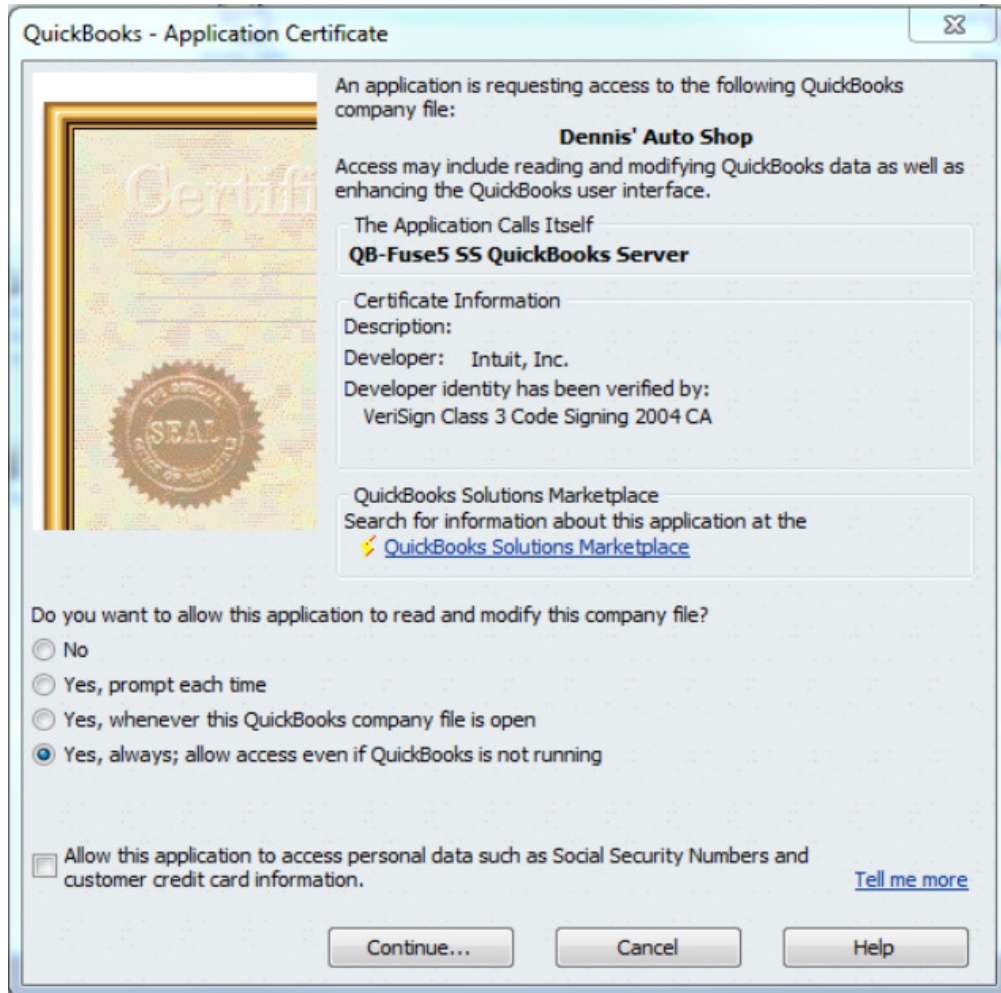
5. Click the Add An Application button, locate the QWC file on your computer and Click OPEN. It will not be named SS.qwc, rather it will be named whatever you named it when you downloaded or what was provided from Fuse5.



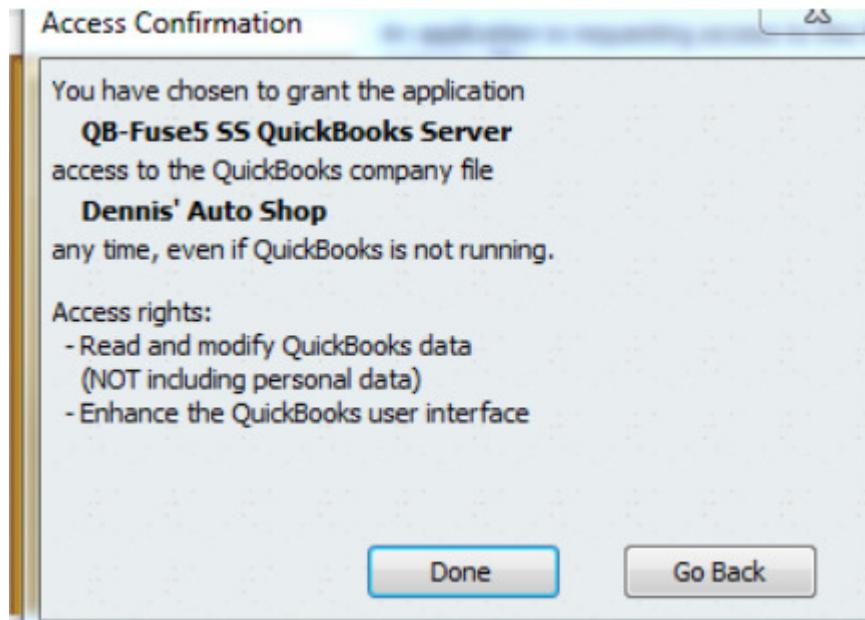
6. You will get a pop up box asking you to Authorize New Web Services. Click OK.



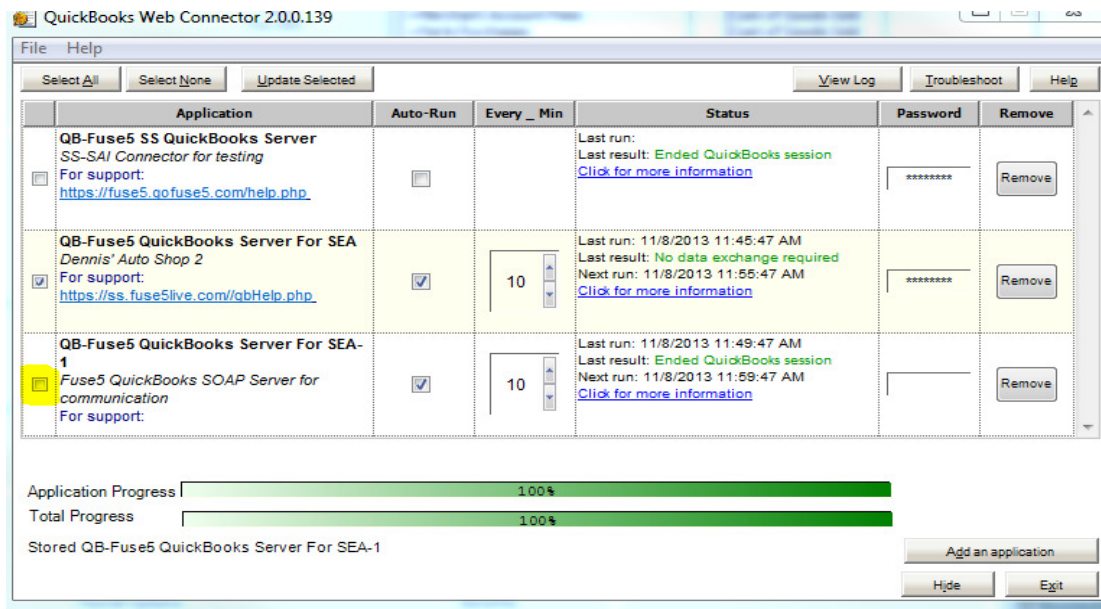
7. You may get a pop up related to an Application Certificate. If so Choose Yes, always: allow



8. You may then get an Access Confirmation. Choose DONE.



9. Type in the password (field off to right....Fuse5 password...comes with QWC file)
10. Click yes to save password.
11. Check mark next to the entry for QWC that comes across pop up.
12. If you have a hard time finding the web connector Go to your systems tray, which is the up arrow at bottom right of your computers bottom menu. Choose the one that looks like an orange cog in front of a notepad called "QuickBooks web connector".



13. Click button at top that says UPDATE SELECTED.
14. If green message, it worked. If red message, it didn't work. If you get a red error message it will probably include information about a specific CoA, invoice, item, or account that you have not set up correctly. You should then go back to review your previous work in an effort to find the issue.

Once you have confirmed that the feed from Fuse5 to your copy of QB is working. The same process for attaching the web-link is followed to your live QB. The web connector runs real time (usually updating every 10 minutes) all day long. The only thing that the user must push to QB manually is the EOD (End of Day). A series of entries will be made in QB, some will be GL (General Ledger) entries, some will be in the form of invoices.