QQCATALYST®

Quick Start Guide

QuickBooks® Integration

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Overview

This document illustrates how an Administrator can set up an agency's QuickBooks account to integrate and sync financial activities with QQCatalyst.

Our integration automatically creates journal entries in QuickBooks based on bills and payments created in QQCatalyst upon completion of financial transaction. Users do not need to manually synchronize transactions.

Prerequisites

To successfully integrate QQCatalyst and QuickBooks,

- An agency must have a current QuickBooks subscription. Information on subscribing to QuickBooks can be found [here](#).
  - QQCatalyst can be setup to work with the Online version of QuickBooks. The Windows Desktop (2009 and newer) version will be coming soon
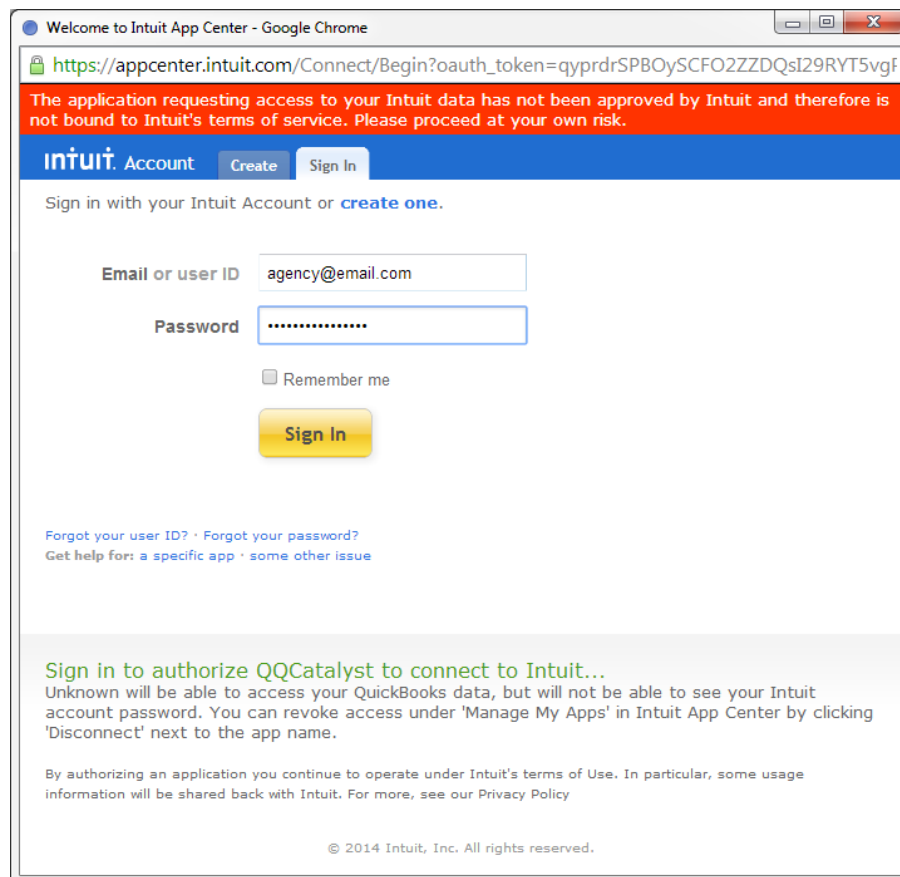
Authentication

Connect to QuickBooks

To authorize QQCatalyst to access QuickBooks, the account's administrator must

- Log into QQCatalyst
- Go to Global Preferences
- Click on the QuickBooks tab
- And click on the "Connect to QuickBooks" button.

An Intuit popup window will appear prompting you to begin the authorization. You will be asked to enter the agency's QuickBooks account credentials and authorize QQCatalyst to securely access it. Your information will be safe; QQCatalyst is a certified Intuit partner.

When the authentication is successfully completed you will be redirected to QQCatalyst, where the screen will refresh and display the QuickBooks configuration screen.

QQCatalyst will receive the chart of accounts from QuickBooks, from which you can take accounts and assign to different financial transactions.

QuickBooks Setup/Configuraton

Now that you are connected to QuickBooks, assigning debit and credit accounts to financial transactions is easy:

- If you are not there already, go to Global Preferences in QQCatalyst
- Click on the QuickBooks tab
- There you will find three sections where you can assign accounts: Agency Receivable, Agency Payable, and Trust Accounts.

Agency Receivable

The Agency Receivable section is a list of all financial transactions related to money owed to your agency.

Click the Edit button to expand all of the options. Each one of these options will have 4 dropdown boxes:

- **For**: This indicates that the bill/payment is for Premium, Agency Fees, or Commission.

- **Billing Type**: You can specify Agency Bill, Direct Bill, or Any.

- **Debit Account**: This list contains the accounts imported from QuickBooks. Select an account from this list to debit in QuickBooks.

- **Credit Account**: This list contains the accounts imported from QuickBooks. Select an account from this list to credit in QuickBooks.

For each financial transaction, click on "Add Another" and set up the fields above.

If you need to set a trust account, use the (TRUST ACCOUNT) option. Directions are listed below in the Trust Account section below.

Click on the save button once all applicable transactions have been assigned a debit and credit account. Next time transactions are synced to QuickBooks, the assigned accounts will be updated accordingly.

Agency Payable

The Agency Payable section is a list of all financial transactions related to money owed to your agency. All the set up options are the same as in the Agency Receivable section above; please refer to it for details.

Trust Accounts

Trust Accounts are accounts that hold funds that belong to, in whole or in part, to your customers. This section contains a list of one or more bank accounts imported from QuickBooks and designated as trust accounts.

You have the option to setup a "Single Trust Account for ALL locations" or "Specific Trust Account for EACH location". To update,

- Click "Edit",
- Select "Single Trust Account for ALL locations" or "Specific Trust Account for EACH location",
- And assign the account to be used as a "Trust Account".

This trust account will be used in place of the (TRUST ACCOUNT) that has been set as a debit or credit account in the Agency Receivable and Agency Payable sections.

Processing Transactions

The automated QuickBooks integration will automatically push financial transactions from QQCatalyst to QuickBooks as you complete transactions. A user is not required to manually synchronize to QuickBooks.

When QQCatalyst updates QuickBooks, customers and vendors will be created within QuickBooks and subsequent synchronizations will update that customer/vendor record with the corresponding journal entries.

Sync Status

In QQCatalyst, you can view the sync status in the contact's billing tab. There are 4 types

No Transactions Synced – The last transaction(s) have not been synced with QuickBooks. Sync will be performed upon completion of the next financial transaction.

All Transactions Synced – All transactions have been successfully synced with QuickBooks.

Partial Transactions Synced - Updates to this transaction(s) have not been synced with QuickBooks. Sync will be performed upon completion of the next financial transaction.

Configuration Error for Transactions - Unable to sync transaction with QuickBooks. Please review QuickBooks setup in Global Preferences to confirm your account is setup properly.

The sync column only appears when QQCatalyst has been connected to QuickBooks. If QQCatalyst has not been connected to, or has been disconnected from, QuickBooks the transactions listed on the billing tab will appear without the sync column.

Disconnect from QuickBooks

To disconnect QQCatalyst from QuickBooks, you must go to the Global Preferences section of QQCatalyst and click on the Disconnect QuickBooks button in the action toolbar. You will receive confirmation that QQCatalyst will no longer connect to your QuickBooks account.

Reconnect to QuickBooks

To reconnect QQCatalyst to QuickBooks information, you must go to the Global Preferences section in QQCatalyst and click on the QuickBooks tab.

You will see a button called "Connect to QuickBooks". Click on it and an Intuit screen will popup up requesting your QuickBooks account credentials.

If QQCatalyst is connecting to a recently connected QuickBooks account, all account mapping done in QQCatalyst will reappear. It is important that you review this information to confirm that account mapping is still correct.

If QQCatalyst is being connected to a different account, you will be required to remap all financial transactions to the appropriate QuickBooks accounts.