



Time Billing and Business Management Software

*Built With **Your** Industry Knowledge*

BillQuick↔Peachtree Integration

Integration Guide



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Introduction



You will gain the most from this guide by first reviewing it. Also, be sure to back up your data.

Data integration between BillQuick® (by BQE Software, Inc.) and Peachtree Accounting® (by Sage Software SB, Inc.) can make your time billing, accounting and financial management tasks easier. Full-featured, BillQuick helps you manage your company, whether your time, expense, billing, project management and reporting needs are simple or you demand complex billing, reporting and management capabilities. Peachtree Accounting is a business accounting software that provides solutions such as general accounting, limited time and billing, accounts receivable, accounts payable, inventory, online banking, job costing, reporting and payroll services. Integrated, BillQuick and Peachtree deliver a virtual application that *ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility, and increases control over your bottom line.*

The goal of the **BillQuick↔Peachtree Integration Guide** is to help users effectively integrate data between BillQuick and Peachtree Accounting. BillQuick controls integration, enabling you to choose General Ledger accounts, what data flows between the applications, and more.

How to Use This Guide

Integration means data from one application transfers to another. This sharing offers many benefits. You control what data transfers to and from BillQuick using synchronization settings. Your preferences tell BillQuick exactly how you want it to interact with Peachtree. BillQuick automatically creates smart connection using your settings and built-in intelligence.

We encourage you to review the [How Integration Works](#) section. Written for the non-technical user, it explains the integration rules built into BillQuick. Understanding what type of data may be shared and the rules applied during synchronization, will help you visualize what is happening behind the scenes.

In the [Initial Integration](#) section, you can choose the scenario which best fits your company. Instructions guide you through initial integration process according to your situation, whether new or existing BillQuick/Peachtree user.

After integration, data is to be checked to make sure everything is synchronized accurately. The [Quick Check](#) section provides specific guidance on this aspect. The section on [Day-to-Day Integration Settings](#) provides suggestions for fine-tuning synchronization settings for normal, day-to-day processing.

Software Editions Supported

BillQuick Basic (Microsoft Access), Pro (Microsoft Access and SQL Express database) and Enterprise (Microsoft Access, SQL Express and Microsoft SQL database) editions (2005 or later) integrate with the following Peachtree editions:

- Peachtree Complete Accounting® (2005 or later)
- Peachtree Accounting®
- Peachtree Premium Accounting® (2005 or later)
- Peachtree Premium Accounting for Construction/ Distribution/Manufacturing/Non-Profit (2006 or later)
- Peachtree Premium Accounting Accountant's Edition (2006 or later)

How Integration Works

Even if you are not a technical person, it is helpful to understand the basics of BillQuick↔Peachtree Accounting integration. This can help you visualize what is happening behind the scenes as BillQuick manages transfer of information to and from Peachtree.

You can send BillQuick activities, expense codes, employees, vendors, clients, projects, time entries, invoices and payments to Peachtree. You can get activity and expense/charge items, employees, vendors, customers, jobs, expense and time entries, invoices and payments from Peachtree into BillQuick. You have to send or get the data in the order of the menu. E.g., send Clients prior to sending the Projects. Each record common to BillQuick and Peachtree share a unique Link ID that identifies them as related. This *does not mean* data in both records is *exactly* the same, only that they share common data. BillQuick Project records contain data and options that Peachtree Job records do not and vice versa. What is important for integration is that the two applications share key data.



Before integrating data, back up your data in Peachtree Accounting and BillQuick.

The table below shows the directions in which data can *potentially* flow between BillQuick and Peachtree. Whether it flows in one direction or the other depends on your choices on the BillQuick↔Peachtree Sync Settings screen.

BillQuick Table Name	Dataflow	Peachtree Table Name
Activity Codes	↔	Inventory Item (Activity)
Expense Codes	↔	Inventory Item (Charge)
Employee	↔	Employee
Vendor	↔	Vendor
Client	↔	Customer
Project	↔	Job
Time Entry	↔	Time Ticket
Expense Log	↔	Expense Ticket
Invoice	↔	Sales/Invoicing
Payments	↔	Receipts
Chart of Accounts	↔	Chart of Accounts
Purchase Orders	↔	Purchase Orders
Vendor Bills	↔	Vendor Bills



To review detailed, field-by-field mapping of records between Peachtree Accounting and BillQuick, see BillQuick Help, BillQuick↔Peachtree Integration, Table & Field Mapping.

As you can see above, BillQuick's integration with Peachtree is very comprehensive. Not only are invoices sent to Peachtree to post revenue and receivables, the virtual database for the two applications includes clients, projects/jobs, employees, vendors, activity codes, etc.

Bottom Line: The major benefit is that you do not have to re-enter BillQuick data into Peachtree. BillQuick manages the process, using your synchronization settings.

Integration Rules

To ensure accuracy and completeness of data transfer, BillQuick↔Peachtree integration follows a set of rules. These are:

1. **Start Date:** Peachtree accepts the transfer of time, expense, invoice and payment records *only* if their dates are *after* the start date of the Peachtree Company. Thus, when you are an *existing BillQuick user integrating with Peachtree for the first time*, or you are *new to both BillQuick and Peachtree* and manually entering invoices, payments, and/or time and expenses from a prior fiscal year, *be sure to check the start date* of the Peachtree Company.
2. **Synchronization Order:** When you send or get data on-demand from BillQuick or Peachtree (via Send, Get or Sync menu), follow the order of the sub-menus for speedier data transfer. For example, you should synchronize Clients before Projects and Invoices before Payments.
3. **PTLinkID:** BillQuick automatically creates an internal PTLinkID and adds it to the database. Used for internal processing, the special ID ensures accurate and complete transfer of data.
4. **Placeholder Data:** Because Peachtree does not require the same data fields as BillQuick and it may not track the same data as BillQuick (does not have the same fields), BillQuick inserts 'FromPeachtree' (for example) as a placeholder value when it encounters these situations. As part of the data checking procedure, you would change FromPeachtree to whatever value you desire for the field. For example, if the First and Last Name fields on Peachtree's Vendor screen are blank, BillQuick inserts FromPeachtree into its First and Last Name fields during synchronization.
5. **Rates:** When transferring employee data from Peachtree, BillQuick inserts 0\$ Bill Rate and Pay Rate. This is because Peachtree supports only hourly billing with optional Bill Rate and no Cost Rate.
6. **Client Contacts:** Client contacts in BillQuick transfer to Peachtree automatically when you synchronize clients.
7. **Project:** BillQuick handles the integration of project phases with Peachtree.
8. **Time Entry:**
 - After transferring a time record from BillQuick to Peachtree, it can only be transferred again as a new entry or record.
 - Negative time entries cannot be transferred from BillQuick to Peachtree.
9. **Purchase Orders and Vendor Bills:** Purchase orders and vendor bills are integrated between BillQuick and Peachtree. The received items information is also transferred against the appropriate purchase order, adjusting the vendor bill accordingly.

10. **Peachtree Invoice:** When transferring invoices from Peachtree to BillQuick, several scenarios can arise.

- *Client Invoice but No Job Record:* When BillQuick encounters an invoice from Peachtree that is associated with a client rather than a job/project, it automatically creates a project record and uses the Client ID to create the Project ID. This is done because BillQuick requires projects, and invoices are associated with projects (scopes or types of work) done for clients.
- *Invoice for One Job, different Client:* When BillQuick encounters an invoice from Peachtree that contains items for a single project with a client other than the invoice client; it associates the invoice with the specific client of the project.
- *Invoices for Multiple Jobs, Same Client:* When BillQuick encounters an invoice from Peachtree with items for different jobs but the same client, it creates a 'joint invoice'. In other words, the invoice items for each job are associated with the corresponding project in BillQuick. Together, they are reported in BillQuick as a Joint Invoice.
- *Invoices for Multiple Jobs, Different Clients:* When BillQuick encounters an invoice from Peachtree with items for different jobs *and* those jobs involve more than one client, BillQuick *will not transfer* the invoice. You must revise the invoice in Peachtree so it only reflects items for jobs associated with a single client, and then synchronize with BillQuick again.

11. **BillQuick Invoice:**

- When BillQuick sends an invoice with taxes to Peachtree, there are two items (Service Amount and Service Tax Amount) appearing as a single line item. Hence, different accounts cannot be specified for them.
- Joint Invoices are integrated between BillQuick and Peachtree.

12. **Payment:** Like invoices, when transferring payments to/from BillQuick, several scenarios can arise.

- *Payment to Client Invoice, No Job:* When BillQuick encounters a payment from Peachtree for a client invoice rather than a job/project invoice, it automatically creates a project record (if it does not exist) and uses the Client ID to create the Project ID. This is done because BillQuick requires projects, and invoices are associated with projects (scopes or types of work) done for clients.
- *From Peachtree Payments, No Invoice in BillQuick:* When BillQuick encounters a payment from Peachtree for which the associated invoice does not exist in BillQuick, it *will transfer* the payment into BillQuick. The payment is 'on-account' for the client and can be used to pay invoices and/or reduce the net bill amount of future invoices.
- *No Invoice:* A payment entered in BillQuick/Peachtree transfers to Peachtree/BillQuick even if the associated invoice does not exist in the other application.

Peachtree Accounts

A general ledger contains financial transactions and balances in various accounts for the specified fiscal year or time period. It represents a complete collection of accounts (chart of accounts) of a company, transactions associated with these accounts, and account balances for a specified period of time.

For companies that integrate BillQuick with Peachtree, they need to specify default General Ledger accounts for the services, expenses, invoice and other items in BillQuick (prior to the sync). Normally, the transactions debit or credit these accounts.

The G/L account that you select depends on whether your company follows a Cash Basis or Accrual Basis of accounting. For cash basis, the Income Account is where payments from BillQuick are posted. The Sales Account receives invoiced activities or services; and the Inventory Account receives invoiced expenses. BillQuick posts costs (time, expenses) associated with an invoice to the Cost of Sales Account. For accrual basis, the same accounts are used except that the Income Account is not needed.

In BillQuick, activity and expense accounts are not required, except for the purpose of data integration with Peachtree. For all activity and expense codes in BillQuick, you can specify different G/L accounts. As activities, expenses and other items are part of an invoice, when you synchronize invoices with Peachtree, BillQuick assigns the specified G/L accounts to each item. Accordingly, the correct G/L accounts are updated in Peachtree after sync. This tracks your company's income and expenses in the accounting system.

Accounts Assignment

Accounts for various BillQuick items can be set up in two ways:

- *Integration menu:* You can assign accounts to BillQuick activities and expenses, and other items via the BillQuick-Peachtree Sync Settings-Accounts screen. Peachtree accounts are available for assignment after a connection between BillQuick and Peachtree is established.
- *Peachtree:* If you integrate with Peachtree and GET Service and Expense Items, the associated G/L accounts also transfer to BillQuick.

To assign accounts to BillQuick items:

1. Open the BillQuick-Peachtree Sync Settings screen from the Integration menu, Peachtree Accounting.
2. Select the Accounts tab. Choose Default Accounts on the left.
3. Select the Peachtree accounts for the Default option. You can also specify some of these accounts at the project level by selecting the Project or Project Group option. *Project accounts will override the ones specified at the Default level.*

BillQuick - Peachtree Sync Settings

Help Save Close

General Send Settings Get Settings **Accounts** Payroll Settings

Default Accounts
Activity Accounts
Expense Accounts

☒ Default
☐ Project ☐ Project Group

Expenses/Activities Sent to Peachtree :

G/L Income Account: 41000-00
G/L Sales Account: 40000-00
G/L Inventory Account: 12000-00
G/L Cost of Sales Account: 50000-00

Invoices Sent to Peachtree:

A/R Account: 11000-00
G/L Account: 11400-00

Payments Sent to Peachtree:

Cash Account: 10200-00

Vendor Bills and Purchase Order Sent to Peachtree :

A/P Account: 20000-00
Sales Account: 40000-00

- Assign the following Default Accounts from the dropdown lists to expenses and activities sent to Peachtree.

G/L Income Account: Income account contains revenue items (from the sale of products and services to the customers). For your business, you may need to create specific income accounts, based upon items and services you offer. Different income accounts are created for each category of revenue that is being tracked (e.g. retail income, service income, interest income, etc). Hence, for activity and expense codes transferred from BillQuick to Peachtree, specify the corresponding G/L account.

G/L Sales Account: Sales Account contains information about all incomes resulting from the sales for the specified fiscal year. Sales represent the sum of all incomes for a company. Peachtree requires each customer to have a default sales account (typically an income account), to be used when recording a sale. Different sales accounts are created for each category of income that is being tracked (e.g. services, inventory, etc). Selection of this account is optional for BillQuick users.

G/L Inventory Account: Inventory Account contains information about inventory items that you want to track (e.g. retail, raw materials, work in progress, finished goods inventory, etc) for the specified fiscal year or time period. Inventory represents the quantity or value of goods on hand and available for sale at any given time. It is considered to be an asset that is purchased, manufactured, and sold to customers for revenue. Selection of this account is optional for BillQuick users.

G/L Cost of Sales Account: Cost of Sales Account contains information about the known cost to your business for items or services when sold to customers for the specified fiscal year. This

account type is used if you are setting up cost-of-goods-sold accounts when selling inventory items. Cost of sales for inventory items is based on inventory costing method. Different accounts are created for each category of cost that is being tracked (e.g. freight expense, shipping charges, inventory costs, etc). Selection of this account is optional for BillQuick users.

5. Now, specify the following Default Accounts for invoices sent to Peachtree. These are the default accounts where the line item amounts on BillQuick invoices transfer after sync with Peachtree.

A/R Account: Accounts Receivable represents amounts owed by customers for items or services sold to them. Typically, A/R balances are recorded on sales invoices that include terms of payment. If you have set up your company on an accrual basis, you must enter an A/R general ledger account. Different A/R accounts are created for each category of accrued income that customers owe. Hence, for invoices transferred from BillQuick, you have to specify the corresponding account.

G/L Account: General Ledger contains information about all the financial transactions and balances in various accounts for the specified fiscal year or time period. Different G/L accounts are created for invoice items that are being tracked. You can specify a G/L account for the paid invoices.

6. Next, select the Cash Account for payments sent to Peachtree.

Cash Account contains information about all the cash transactions and balances for the specified fiscal year or time period. Cash represents available deposits in banks, cash on hand, undeposited checks, drafts, money orders, etc. Different cash accounts are created for each category, such as bank checking accounts, petty cash accounts, money market accounts, certificates of deposit (CDs), payroll, cash receipts, cash sales, etc. Hence, for payments transferred from BillQuick to Peachtree, you have to specify the corresponding account.

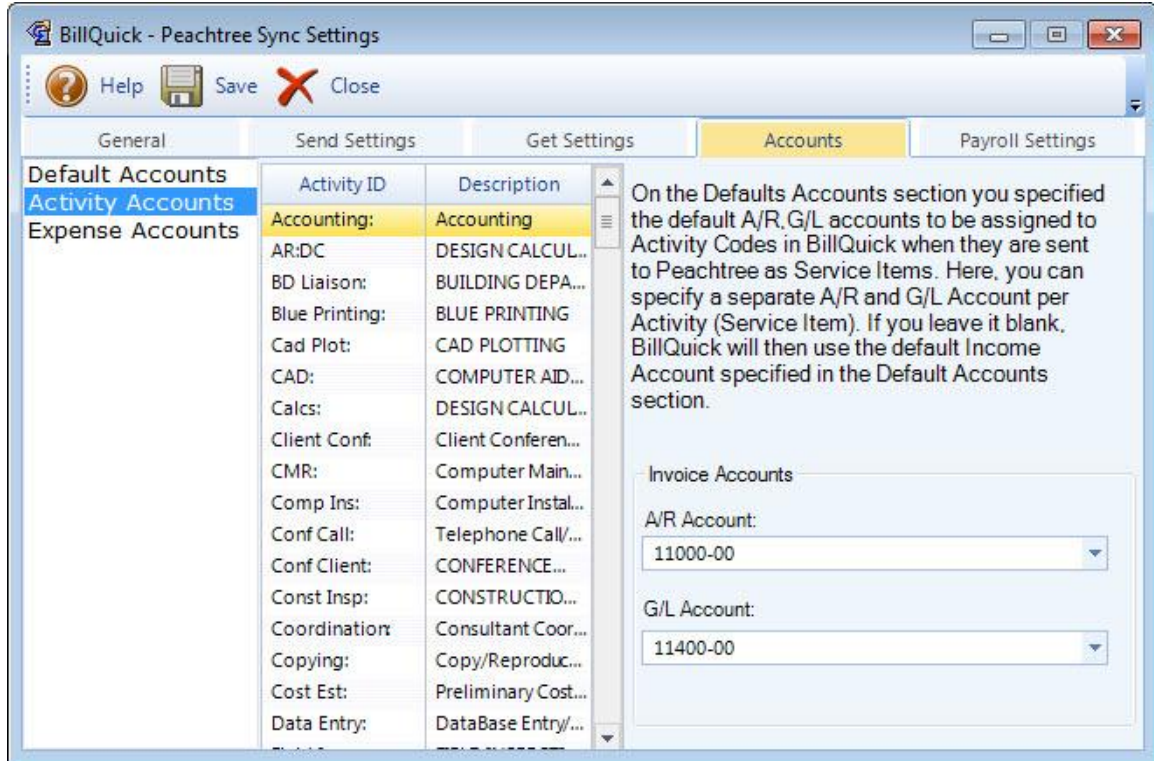
7. Finally, specify the following Default Accounts for vendor bills and purchase orders sent to Peachtree.

A/P Account: Accounts Payable is an account that contains money that the company owes to its vendors. It represents credit that the vendor offers to the company by allowing it to pay for a product or service at a later time. You can specify an A/P account for the Purchase Orders.

Sales Account: Sales account can be assigned to the Vendor Bills.

8. If you want to assign separate accounts to individual activity items, select Activity Accounts option on the left. Assign the desired A/R Account and G/L Account per item. *These accounts override the default accounts specified earlier.*

How Integration Works



Similarly, you can specify individual accounts per expense item from the Expense Accounts panel.

9. When done, click Save and then Close to exit.

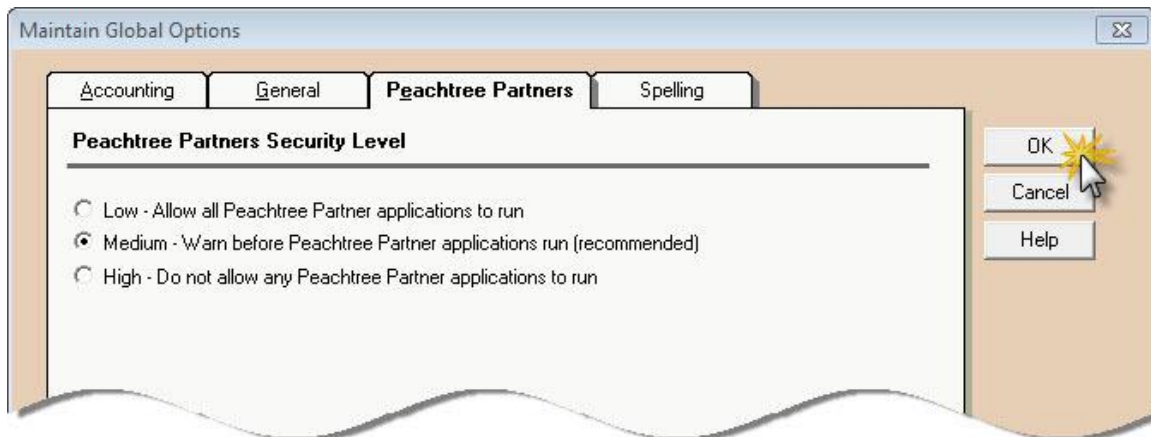
Initial Integration

Preferences controlling how BillQuick and Peachtree work together are managed through the Sync Settings screen. It is accessed from the Integration menu, Peachtree Accounting. During integration setup and synchronization procedures, both BillQuick and Peachtree must be running. Peachtree allows only on-demand synchronization.

Security Permissions

Before you ask BillQuick to synchronize data with Peachtree, you (the user) must have security permission in BillQuick to perform the task. The BillQuick Supervisor in your company assigns security permissions to users.

Second, you must tell Peachtree to allow direct communication with BillQuick. To do this, again you must have the security permissions. Once you do, you would set the security level for BillQuick (called a Peachtree Partner) on Peachtree's Maintain Global Options screen.



With Medium security, for example, each time you synchronize data, Peachtree prompts you to allow BillQuick to access your Peachtree database (one currently open in Peachtree). Other options provide more or less open security access.

Scenario I: Existing BillQuick-New Peachtree User

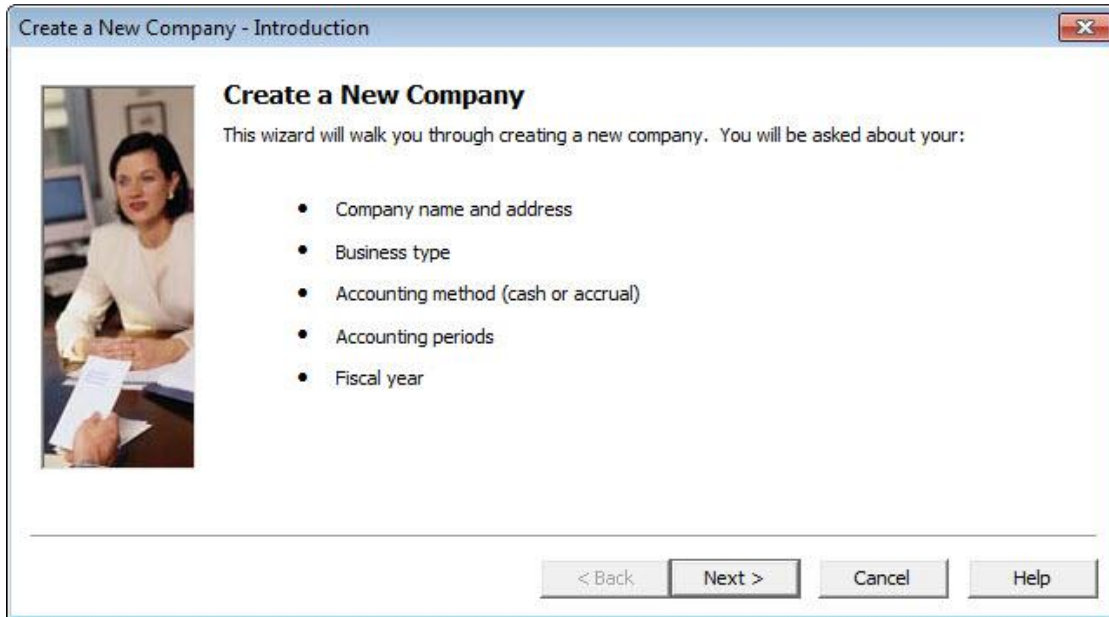
BillQuick users who are new to Peachtree Accounting start by transferring information from BillQuick to a new Peachtree database. After creating the Peachtree file and setting synchronization preferences, you can initiate synchronization and check the transferred data.

Please follow the steps below to integrate BillQuick and Peachtree.

I. Peachtree Database

Before integrating with BillQuick, a new Peachtree user must first create a Peachtree database and assign the Peachtree Partner security level (see *Security Permissions above* or *Peachtree Help for more*).

1. When Peachtree opens, choose 'Create a New Company'. The New Company wizard launches. Click Next.



Create a New Company - Introduction

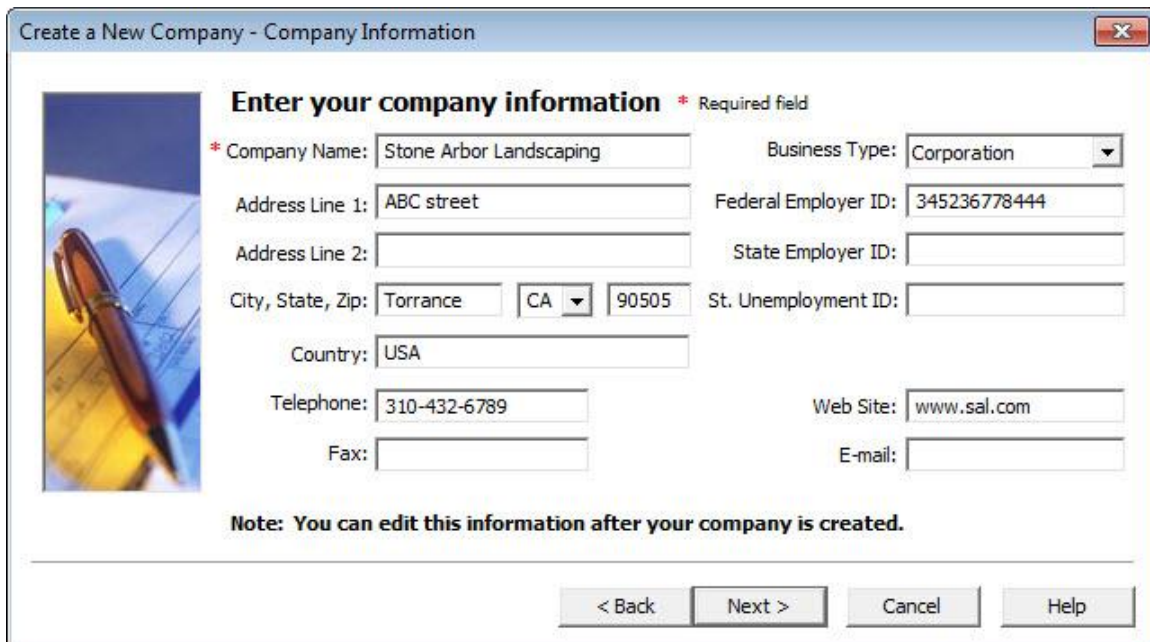
Create a New Company

This wizard will walk you through creating a new company. You will be asked about your:

- Company name and address
- Business type
- Accounting method (cash or accrual)
- Accounting periods
- Fiscal year

< Back Next > Cancel Help

2. Enter company name, address and other details.



Create a New Company - Company Information

Enter your company information * Required field

* Company Name: Stone Arbor Landscaping Business Type: Corporation

Address Line 1: ABC street Federal Employer ID: 345236778444

Address Line 2: State Employer ID:

City, State, Zip: Torrance CA 90505 St. Unemployment ID:

Country: USA

Telephone: 310-432-6789 Web Site: www.sal.com

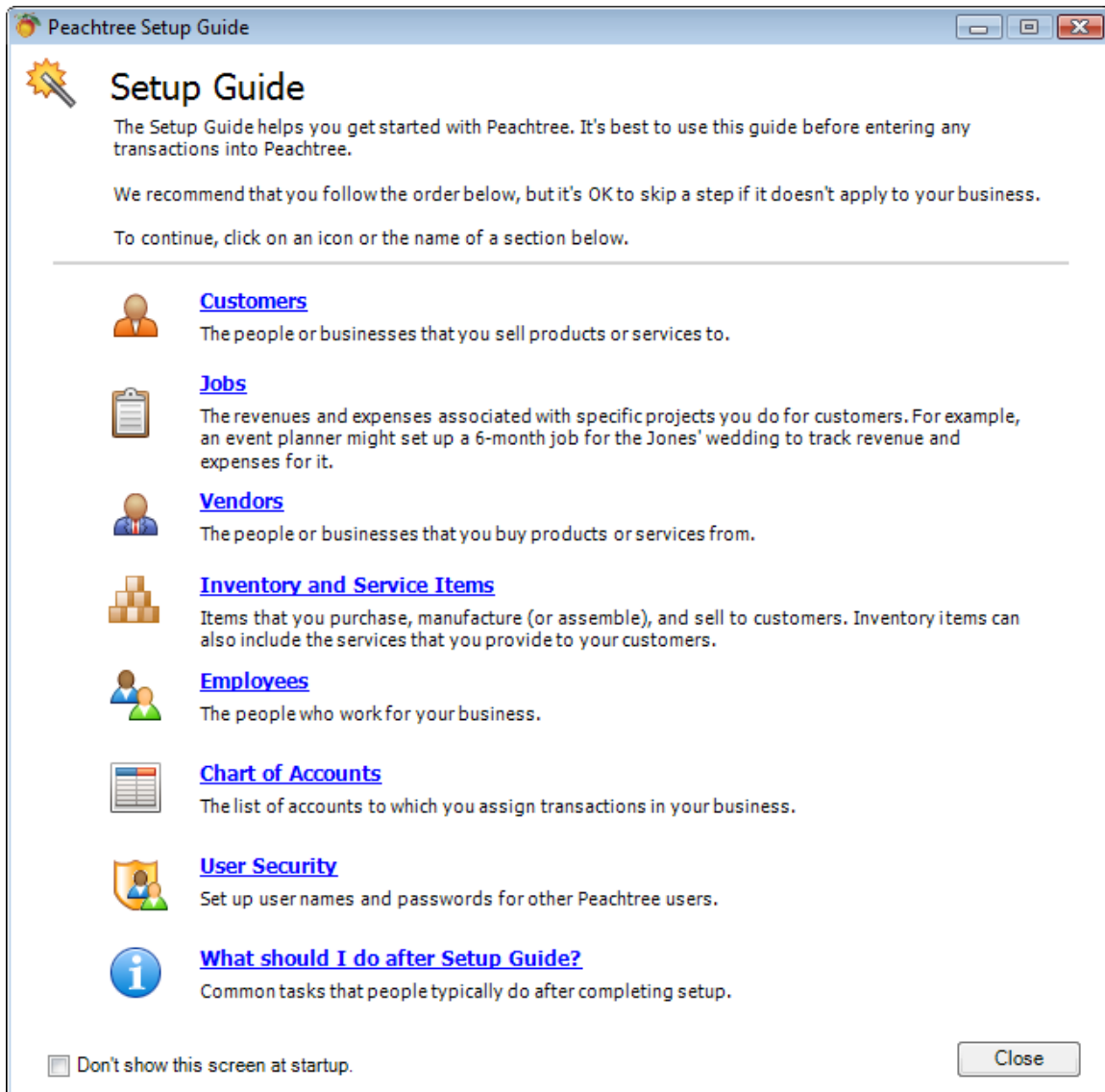
Fax: E-mail:

Note: You can edit this information after your company is created.

< Back Next > Cancel Help

Initial Integration

3. Select your business type and if you wish, let Peachtree suggest a Chart of Accounts for your business type. If you already have a chart of accounts, enter them after exiting the wizard.
4. Enter your preferred accounting method, period and other financial data.
5. Enter the required information and exit the wizard.
6. Use the Peachtree Setup Guide to customize company defaults and create company records.



2. Backup Database

For the first-time sync, it is important to back up your BillQuick database. Select BackUp Database from the Utilities menu. By default, BillQuick stores the backup copy in the same folder as the company database (for example, the standard installation folder x:\Program Files\BillQuick2011; x = drive letter). If

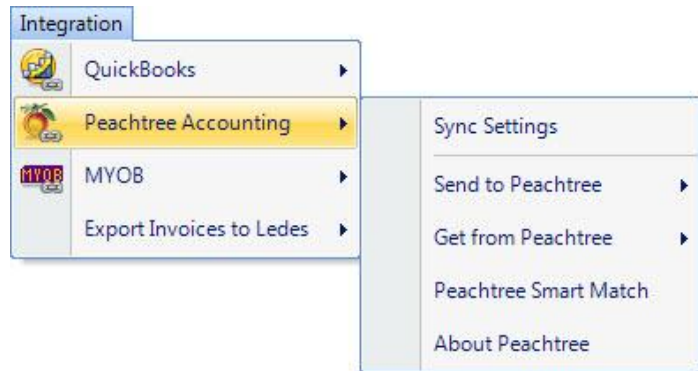
you want the database copy to be saved in another location, select Global Settings-Folders from the Settings menu and enter a new location.

3. Sync Settings

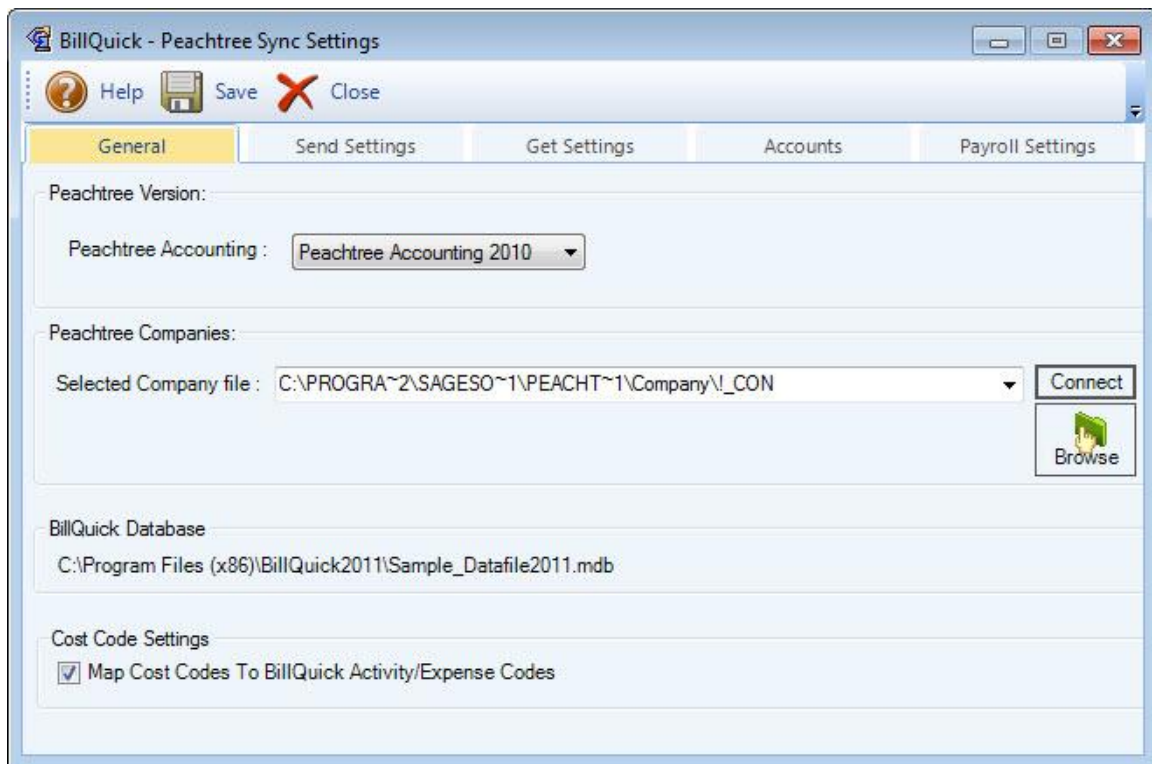
For BillQuick to know what data to transfer and other integration preferences, you need to define integration settings. Later, you can fine-tune the settings for day-to-day integration (see 5. *Fine-Tune Synchronization Settings* below).

1. In BillQuick, look at the status line at the bottom. It displays the BillQuick database that is open. *If it is not the one you want to integrate with*, select File menu, Open Company. Choose the correct company, and then continue to the next step.

2. From the Integration menu, select Peachtree Accounting, Sync Settings.



3. Click the General tab. Select your Peachtree Version. Also, select the desired Peachtree Company file from the drop-down list or click Browse to locate it.



Initial Integration

- Click the Connect button to establish a link to the Peachtree database. If the Peachtree application is not running, it starts automatically.

You can see the location of the BillQuick Database that will integrate with Peachtree.

- If you want to map the Peachtree Cost Codes to BillQuick Activity/Expense Codes during sync, check that option at the bottom.
- Click the Send Settings tab. In order, select each Module and assign desired settings to it.

The screenshot shows the 'BillQuick - Peachtree Sync Settings' dialog box with the 'Send Settings' tab selected. The 'Module:' list on the left includes Activity Code, Expense Code, Employee, Vendor, Client, Project, Time Entries (highlighted), Invoice, Payment, Expenses, Charts of Accounts, Vendor Bills, and Purchase Order. The main area contains several settings: 'Do Not Send Time Entries' (unchecked), 'Ignore Last Sync Date' (unchecked), 'Overwrite Rule for Duplicate Records' (radio buttons for 'Never' and 'Always', with 'Always' selected), 'Time Entry Date Filters' (radio buttons for 'All' and 'From', with 'All' selected; 'From' is set to 1/1/1980 and 'To' is 1/1/2099), 'Employee Filters' (radio buttons for 'All' and 'From', with 'All' selected), 'Project Filters' (radio buttons for 'All' and 'From', with 'All' selected), 'Last Sync on:' (dropdown set to 'Never'), and 'Billing Type:' (radio buttons for 'Employee' and 'Vendor', both with 'Override rate' selected in the dropdown).

- You need to decide whether to send each type of BillQuick data to Peachtree. If you wish to restrict what data records transfer to Peachtree, choose one or more filters. See *BillQuick 2011 Help* for more information.



The Get Settings tab is not used because we are sending data from BillQuick to populate a new Peachtree database.

- Click the Accounts tab.

In Peachtree, each item is associated with a general ledger (G/L) account. To ensure activities, expenses, invoices and other BillQuick items update the correct G/L account in Peachtree, specify their default accounts from the dropdown list. See [Peachtree Accounts](#) for more.

Initial Integration

The screenshot shows the 'BillQuick - Peachtree Sync Settings' window with the 'Accounts' tab selected. The left sidebar lists 'Default Accounts', 'Activity Accounts', and 'Expense Accounts'. The main area contains several sections for account mapping:

- Default:** Radio button selected. Below it are 'Project' and 'Project Group' dropdown menus.
- Expenses/Activities Sent to Peachtree:**
 - G/L Income Account: 41000-00
 - G/L Sales Account: 40000-00
 - G/L Inventory Account: 12000-00
 - G/L Cost of Sales Account: 50000-00
- Invoices Sent to Peachtree:**
 - A/R Account: 11000-00
 - G/L Account: 11400-00
- Payments Sent to Peachtree:**
 - Cash Account: 10200-00
- Vendor Bills and Purchase Order Sent to Peachtree:**
 - A/P Account: 20000-00
 - Sales Account: 40000-00

9. Every payroll item in BillQuick must be assigned a number that will determine the order in which it will be listed in Peachtree's Pay Types list. Select a number for the Default Payroll Item.
10. If you want to specify the payroll settings for a specific Employee or Employee Group, select that option. Then select a number for different payroll items, say 1 for Regular Time, 2 for Overtime, 5 for Vacation, etc. *This will override the default setting specified above.*

The screenshot shows the 'BillQuick - Peachtree Sync Settings' window with the 'Payroll Settings' tab selected. The left sidebar is the same as the previous screenshot. The main area contains:

- General Payroll Setting:**
 - Default Payroll Item: 1
- Payroll Item Assignment Per Employee or Group:**
 - ☒ Employee: AM
 - ☐ Employee Group: (empty)
 - Add** button with a star icon.
- Pay Types Assignment:**

The below numbers refer to the order in which the Pay Types are listed in Peachtree "Pay Types" drop down.

Regular Time	1	Vacation	5
Regular Non-Billable Time	3	Sick	6
Overtime	2	Holiday	7
Overtime Non-Billable	4	Other	Flag1 8



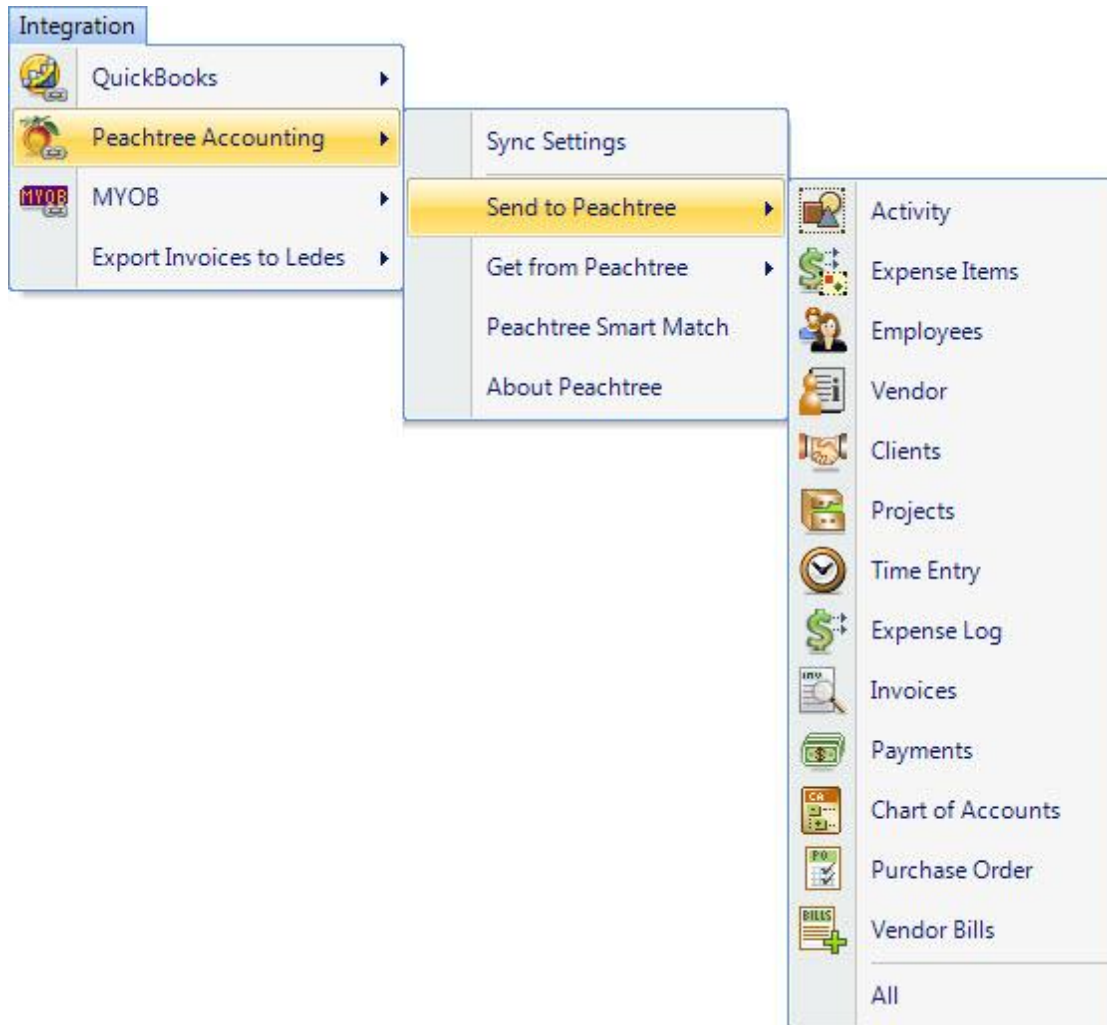
If you assign payroll settings to the Employee Group 'ALL', you no longer have to go back to Sync Settings screen every time you add a new employee in BillQuick.

11. Click Add to associate these BillQuick payroll items to the Peachtree Pay Types and then click Save.

4. Send Data

Now you are ready to synchronize data with Peachtree.

1. From the Integration menu in BillQuick, select Peachtree Accounting, Send to Peachtree.



2. In turn, select each menu item, starting with Activity. After the progress bar indicates that the transfer is complete, open the corresponding screens in BillQuick and Peachtree and verify the data is complete. See [Quick-Check](#) for more information.

Repeat this step for the next menu item. Below are the BillQuick Send menu items and the corresponding Peachtree screen.

BillQuick Send Menu Item	Peachtree Screen
Activity*	Inventory Item (Activity)
Expense Item*	Inventory Item (Charge)
Employees*	Employee
Vendors*	Vendor
Clients*	Customer
Projects*	Jobs
Time Entry	Time Ticket
Expense Log	Expense Ticket
Invoices	Invoice
Payments	Receipts
Chart of Accounts	Chart of Accounts
Purchase Orders	Purchase Orders
Vendor Bills	Vendor Bills

** The screen name may be different based on your profession or industry, or if you customized them using BillQuick's Custom Label feature.*

5. Fine-Tune Synchronization Settings

After you check the data transferred to Peachtree, you may wish to change your integration settings to ones better suited for day-to-day synchronization. See [Day-to-Day Integration Settings](#) for more information.

Scenario 2: New BillQuick-Existing Peachtree User

Peachtree users who are new to BillQuick start by transferring information from Peachtree to a new BillQuick database. After creating the BillQuick Company and setting synchronization preferences, you can initiate synchronization and check the transferred data.

Please follow the steps below to integrate BillQuick and Peachtree.

I. BillQuick Company

Before integrating, a new BillQuick user must first create a BillQuick company database. BillQuick requires security permission to perform this task (see [Security Permissions](#) above).

1. In BillQuick, select File menu, New Company. Choose the type of database technology you wish to use. If unsure, choose Standard.



The database technology available to you depends on the BillQuick edition purchased. If you are unsure what edition you licensed, select About BillQuick from the Help menu. The edition abbreviation displays right after the version number.

Edition	Database Technology
BillQuick Basic	Microsoft Access (Standard)
BillQuick Pro	Microsoft Access Microsoft SQL Express
BillQuick Enterprise	Microsoft Access Microsoft SQL Express Microsoft SQL Server

2. On the New BillQuick Database dialog, enter a name for the new database. Most commonly, the company name is used for easy identification. Click the Open button. BillQuick creates the database and opens the BillQuick Startup Interview wizard.



The BillQuick Start-Up Interview can be closed and reopened later. To do so, select Wizards, BillQuick Interview from the View menu.

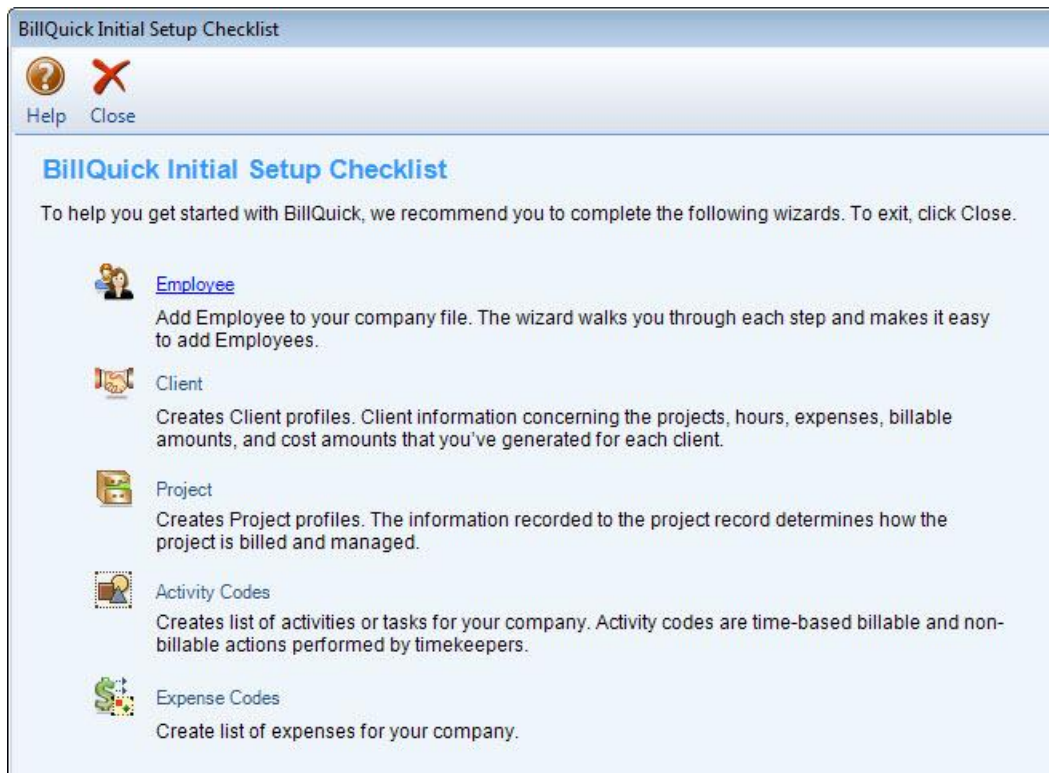
3. On the BillQuick Start-Up Interview panel, click the Next button.
4. Leave Business Type blank. If you select a type, BillQuick copies industry-specific activity (service) and expense codes into your firm database. These codes are not needed because items will transfer from Peachtree into BillQuick. Click the Next button.
5. Custom Labels allow you to customize key business terms to your profession and firm-preferred terminology in BillQuick. Customizing terms eases transition from your old time and billing solution. Select your preferred terms from the drop-down lists. When done, click the Next button.
6. On the Company Name panel, enter your company name. Spell it exactly as it appears on your License and Registration (or Evaluation) Key email.

Initial Integration



The screenshot shows the 'BillQuick Start-Up Interview' window. On the left is a vertical list of steps: Welcome, Business Type, Custom Labels, Company Name (highlighted with a green checkmark), Regional Info, Time Entry Evaluation, Smallest Time Increment, First Day of Week, Late Fee, Database Maintenance, Automatic Backup, Last Invoice No., Import Data from TimeSlips, Quickbooks Integration, and Finish. The main area is titled 'Company Name' and contains instructions: 'Your company name prints on invoices, statements and reports. If you are evaluating BillQuick, please enter the name of your company.' and 'If you have purchased BillQuick, please enter your company name exactly as it appears on the email containing the license and registration keys. Your BillQuick license key is based on your company name.' Below this is a text input field labeled 'Enter your Company Name:' with the text 'Hendricks Consulting LLC' entered. At the top right are buttons for Help, Cancel, Previous, Next, and Finish.

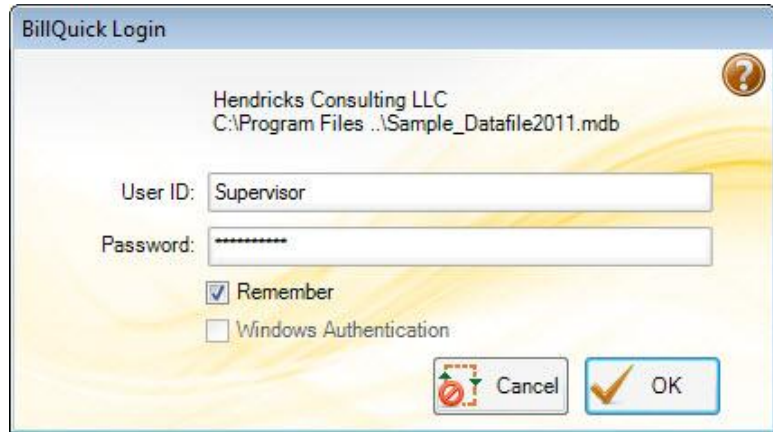
7. Click the Next button to accept the defaults on the remainder of the panels. You can update these options later on the Global Settings and Preferences screen. On the last panel, click the Finish button.
8. The BillQuick Initial Setup Checklist wizard displays. This wizard enables the first time user to create master information; setting up basic employee, client, project, etc, confirming the actions using the checklists. When done, click the Close button.



The screenshot shows the 'BillQuick Initial Setup Checklist' window. It has a title bar and buttons for Help and Close. The main content area is titled 'BillQuick Initial Setup Checklist' and includes the text: 'To help you get started with BillQuick, we recommend you to complete the following wizards. To exit, click Close.' Below this is a list of recommended wizards, each with an icon and a description:

- Employee**: Add Employee to your company file. The wizard walks you through each step and makes it easy to add Employees.
- Client**: Creates Client profiles. Client information concerning the projects, hours, expenses, billable amounts, and cost amounts that you've generated for each client.
- Project**: Creates Project profiles. The information recorded to the project record determines how the project is billed and managed.
- Activity Codes**: Creates list of activities or tasks for your company. Activity codes are time-based billable and non-billable actions performed by timekeepers.
- Expense Codes**: Create list of expenses for your company.

9. The Company screen displays. Either complete the fields now and click the Save button when done; or click the Close button and perform this task later.
10. From the File menu, select Login. For User ID, type 'supervisor' (without quotes), then for password, type 'supervisor' (without quotes). This gives you full security permissions in BillQuick to perform integration tasks.



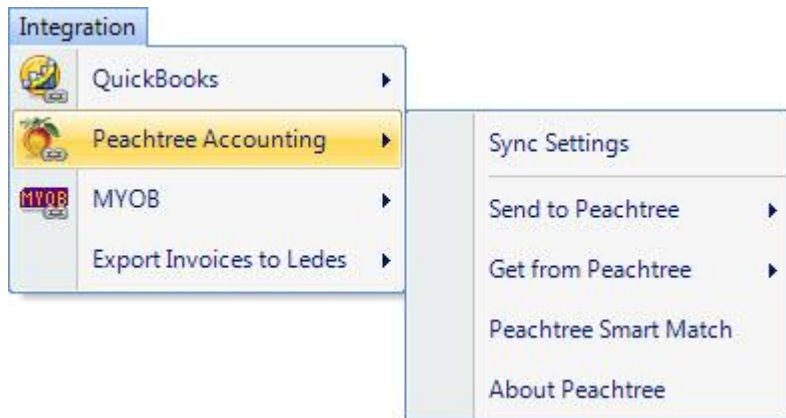
2. Backup Database

For the first-time sync, it is important to back up your Peachtree database. Select Back Up from the File menu. Click on the Back Up button on the dialog to make a copy of your database.

3. Sync Settings

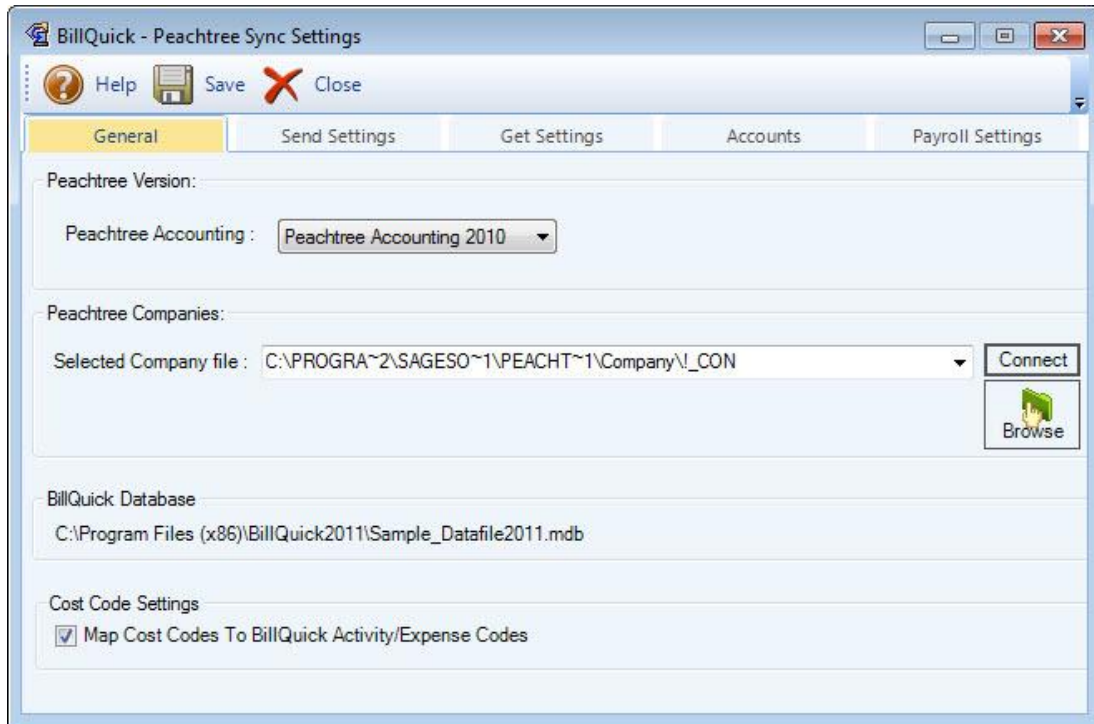
For BillQuick to know what data to transfer and your other integration preferences, you need to define sync settings. Later, you can fine-tune these settings for day-to-day integration (see 5. *Fine-Tune Synchronization Settings* below).

1. Look at the status line at the bottom of the BillQuick screen. It displays the currently open BillQuick database. *If it is not the one you want to integrate with*, select File menu, Open Company. Choose the correct company, and then continue to the next step.
2. From the Integration menu, select Peachtree Accounting, Sync Settings.

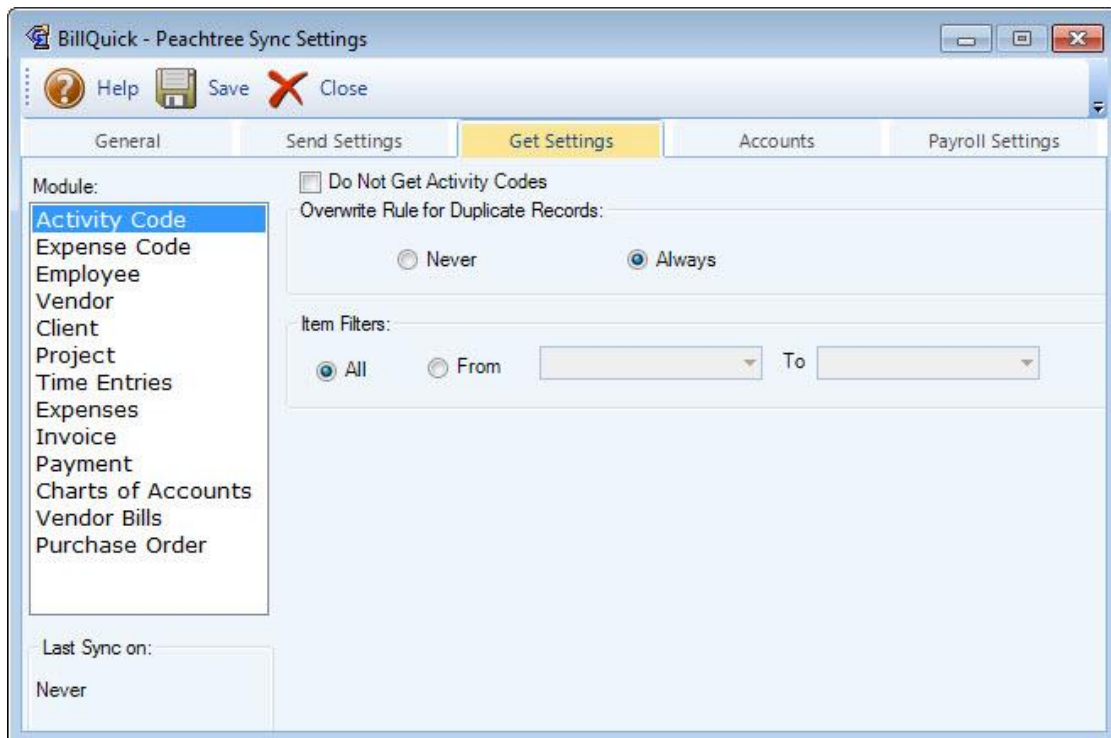


3. Click the General tab. Select your Peachtree Version and the desired Peachtree Company file from the drop-down list or click Browse to locate it.

Initial Integration



4. Click the Connect button to establish a link to the Peachtree database. If the Peachtree application is not running, it starts automatically. At the bottom, it displays the location of the BillQuick Database that will integrate with the Peachtree data.
5. Click the Get Settings tab. In order, select each Module and assign desired settings to it.

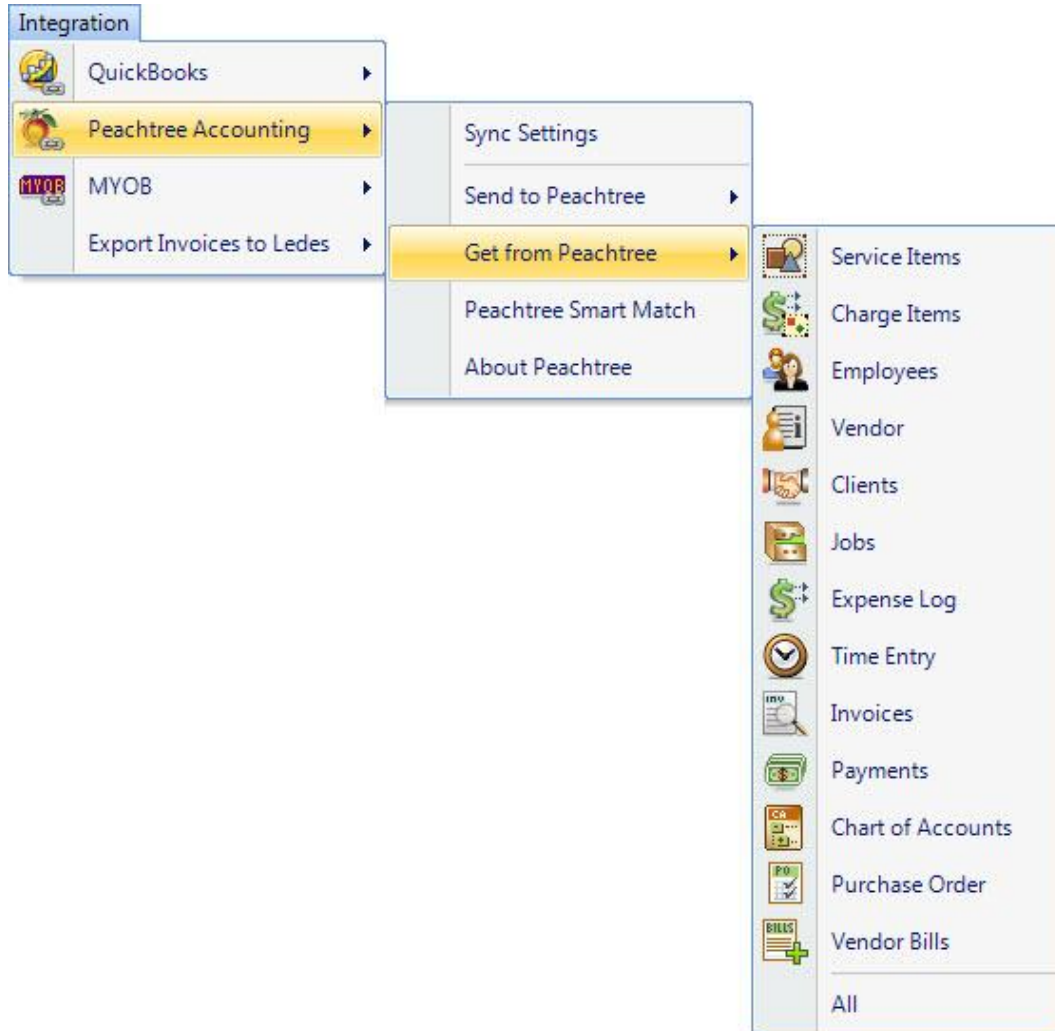


6. In most cases, you only need to decide whether to get each type of Peachtree data. If you wish to restrict what data records transfer from Peachtree, choose one or more filters. See *BillQuick 2011 Help* for more information.

4. Get Data

Now you are ready to transfer data from Peachtree to BillQuick.

1. From the Integration menu in BillQuick, select Peachtree Accounting, Get from Peachtree.



2. In turn, select each menu item, starting with Service Items. After the progress bar indicates that the transfer is complete, open the corresponding screens in BillQuick and Peachtree and verify the data is complete. See [Quick-Check](#) section for more information.



Bill Rate and Cost Rate in employee records must be updated before synchronizing time records. Special bill rates/cost rates associated with work done by employees on a project must be defined in a Service Fee Schedule and assigned to the project *before synchronizing time records*.

Repeat this step for the next menu item. Below are the BillQuick Get menu items and the corresponding Peachtree screen.

BillQuick Get Menu Item	Peachtree Screen
Service Items*	Inventory Item (Activity)
Charge Items*	Inventory Item (Charge)
Employees*	Employee
Vendors*	Vendor
Clients*	Customer
Jobs*	Jobs
Time Entry	Time Ticket
Expense Log	Expense Ticket
Invoices	Invoice
Payments	Receipts
Chart of Accounts	Chart of Accounts
Purchase Orders	Purchase Orders
Vendor Bills	Vendor Bills

** The screen name may be different based on your profession or industry, or if you customized them using BillQuick's Custom Label feature.*

5. Fine-Tune Synchronization Settings

Data touchup is needed in BillQuick after getting data from Peachtree because BillQuick requires certain fields which might be optional in Peachtree.

After you check the data transferred to BillQuick, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Settings](#) for more information.

Scenario 3: New BillQuick-New Peachtree User

If you are new to both BillQuick and Peachtree Accounting, you need to set up company databases in both applications, enter and/or import master information in BillQuick (or Peachtree), then synchronize the data with the other application.

To gain the most complete and useful practice management information from the start and reduce setup time, we recommend that you add or import all master information and other time and billing data into your BillQuick firm database, then synchronize it with Peachtree.



BillQuick's **Import/Export** function (Utilities menu) reads data in Comma Separated Value (comma delimited) or Tab Delimited files. In this utility, you can associate each data field with the corresponding one in BillQuick. If your old application exports data to a comma - or tab - delimited file format, or to Microsoft Excel (which can save data in these file formats), you can reduce setup time.

I. BillQuick Company Database

Before integrating, a new BillQuick user must first create a new BillQuick company database. BillQuick requires security permission to perform this task (see [Security Permissions](#) above).

1. In BillQuick, select File menu, New Company. Choose the type of database technology you wish to use. If unsure, choose Standard.



The database technology available to you depends on the BillQuick Edition purchased. If you are unsure what edition you licensed, select About BillQuick from the Help menu. The edition abbreviation displays right after the version number.

Edition	Database Technology
BillQuick Basic	Microsoft Access (Standard)
BillQuick Pro	Microsoft Access Microsoft SQL Express
BillQuick Enterprise	Microsoft Access Microsoft SQL Express Microsoft SQL Server

2. On the New BillQuick Database dialog, enter a name for the new database. Most commonly, the company name is used for easy identification. Click the Open button. BillQuick creates the database and opens the BillQuick Startup Interview wizard.



The BillQuick Start-Up Interview can be closed and reopened later. To do so, select Wizards, BillQuick Interview from the View menu.

3. On the BillQuick Start-Up Interview panel, click the Next button.
4. For the Business Type, you would select a type if you want BillQuick to copy default industry-specific activity (service) and expense codes into your firm database. If you wish to use your own set of codes, leave the field blank and click the Next button.
5. Labels allow you to customize key business terms to your profession and firm-preferred terminology in BillQuick. Customizing terms eases transition from your old time and billing solution. If you selected a business type on the previous panel, common terms or custom labels display for your profession. If you left business type blank, these fields will be blank too. To select a BillQuick label, click the drop-down. When done, click the Next button.

Initial Integration

- On the Company Name panel, enter your company name. Spell it exactly as it appears on your License and Registration (or Evaluation) Key or email.

The screenshot shows the 'BillQuick Start-Up Interview' window. On the left is a vertical list of steps: Welcome, Business Type, Custom Labels, Company Name (highlighted with a green checkmark), Regional Info, Time Entry Evaluation, Smallest Time Increment, First Day of Week, Late Fee, Database Maintenance, Automatic Backup, Last Invoice No., Import Data from TimeSlips, Quickbooks Integration, and Finish. The main area is titled 'Company Name' and contains two paragraphs of text. The first paragraph states that the company name is used on invoices and reports, and asks for the name if evaluating. The second paragraph states that if purchased, the name must be entered exactly as it appears on the license email. Below the text is a text input field labeled 'Enter your Company Name:' with the text 'Hendricks Consulting LLC' entered.

BillQuick Start-Up Interview

Help Cancel Previous Next Finish

Company Name

Your company name prints on invoices, statements and reports. If you are evaluating BillQuick, please enter the name of your company.

If you have purchased BillQuick, please enter your company name exactly as it appears on the email containing the license and registration keys. Your BillQuick license key is based on your company name.

Enter your Company Name:

Hendricks Consulting LLC

- Click the Next button to accept the defaults on the remainder of the panels. You can update these options later on the Global Settings and Preferences screen. On the last panel, click the Finish button.
- The BillQuick Initial Setup Checklist wizard displays. This wizard enables the first time user to create master information; setting up basic employee, client, project, etc, confirming the actions using the checklists. When done, click the Close button.

The screenshot shows the 'BillQuick Initial Setup Checklist' window. It has a title bar with 'Help' and 'Close' buttons. The main content area is titled 'BillQuick Initial Setup Checklist' and contains a paragraph of text. Below this are five items, each with an icon and a description: Employee (person icon), Client (building icon), Project (box icon), Activity Codes (calendar icon), and Expense Codes (dollar sign icon).

BillQuick Initial Setup Checklist

Help Close

To help you get started with BillQuick, we recommend you to complete the following wizards. To exit, click Close.

- Employee**
Add Employee to your company file. The wizard walks you through each step and makes it easy to add Employees.
- Client**
Creates Client profiles. Client information concerning the projects, hours, expenses, billable amounts, and cost amounts that you've generated for each client.
- Project**
Creates Project profiles. The information recorded to the project record determines how the project is billed and managed.
- Activity Codes**
Creates list of activities or tasks for your company. Activity codes are time-based billable and non-billable actions performed by timekeepers.
- Expense Codes**
Create list of expenses for your company.

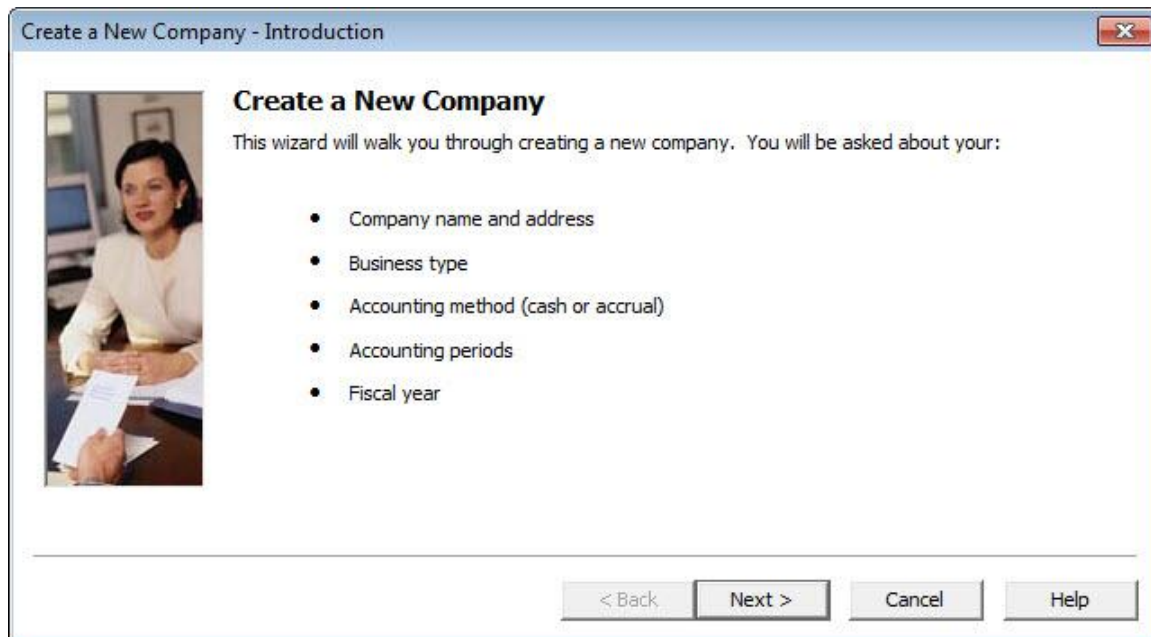
9. The Company screen displays. Either enter data now and click the Save button when done, or click the Close button and perform this task later.
10. From the File menu, select Login. For User ID, type 'supervisor' (without quotes), then for password, type 'supervisor' (without quotes). This gives you full security permissions in BillQuick to perform integration tasks.



2. Peachtree Database

A new Peachtree user must first create a Peachtree database and assign the Peachtree Partner security level (see [Security Permissions](#) above).

1. When Peachtree opens, choose 'Create a new company'. The New Company Setup wizard launches.



2. Enter company name, address and other details.
3. Select your business type and if you wish, let Peachtree suggest a Chart of Accounts for your business type. If you already have a chart of accounts, enter them after exiting the wizard.

Initial Integration

Create a New Company - Company Information

Enter your company information * Required field

* Company Name: Stone Arbor Landscaping Business Type: Corporation

Address Line 1: ABC street Federal Employer ID: 345236778444

Address Line 2:

City, State, Zip: Torrance CA 90505 State Employer ID:

Country: USA St. Unemployment ID:

Telephone: 310-432-6789 Web Site: www.sal.com

Fax: E-mail:

Note: You can edit this information after your company is created.

< Back Next > Cancel Help

4. Enter your preferred accounting method, period and other financial data.
5. Enter the relevant information and exit from the wizard.
6. Use the Setup Guide to customize company defaults and create company records.









Peachtree Setup Guide

Setup Guide

The Setup Guide helps you get started with Peachtree. It's best to use this guide before entering any transactions into Peachtree.

We recommend that you follow the order below, but it's OK to skip a step if it doesn't apply to your business.

To continue, click on an icon or the name of a section below.

-  **Customers**
The people or businesses that you sell products or services to.
-  **Jobs**
The revenues and expenses associated with specific projects you do for customers. For example, an event planner might set up a 6-month job for the Jones' wedding to track revenue and expenses for it.
-  **Vendors**
The people or businesses that you buy products or services from.
-  **Inventory and Service Items**
Items that you purchase, manufacture (or assemble), and sell to customers. Inventory items can also include the services that you provide to your customers.
-  **Employees**
The people who work for your business.
-  **Chart of Accounts**
The list of accounts to which you assign transactions in your business.
-  **User Security**
Set up user names and passwords for other Peachtree users.
-  **What should I do after Setup Guide?**
Common tasks that people typically do after completing setup.

☐ Don't show this screen at startup. Close

3. Set up Data

Setting up data may be a manual process, utilize imported data, or a combination of both. The sequence for efficient setup is:

BillQuick Setup Sequence	BillQuick Screen
Employees	Employee*
Clients	Client*
Activity Items	Activity Codes*
Expense Items	Expense Codes*
Vendors	Vendor*
Projects	Project*
Time Entries	Time Entry* (Sheet View)
Expense Entries	Expense Log
Invoices	Invoice Review
Payments	Payment
Chart of Accounts	Chart of Accounts

* The screen name may be different based on your profession or industry, or if you customized them using BillQuick's Custom Label feature.

1. Master information should be set up or imported first. In BillQuick, this data includes (View menu) Employee, Clients, Activity Codes, and Expense Codes. If you have subcontractors or consultants for whom you record time or expenses, also set up Vendors. Other types of master information can be added later.

When setting up new records, you only need to enter data into a few required fields. *All required fields have **BLUE** field labels.* Other data can be entered now or later.

2. The term 'project' may be changed in BillQuick to Engagement, Matter, Job, Work Order or any other term you prefer. Phases and segments are sub-projects or detailed breakdowns of work being done for a client.

Projects represent the scope of work or type of service performed for a client. Each project record contains contract, billing arrangement, budget, special billing rate, and other elements that control how BillQuick adapts to your firm and processes data. When billing, BillQuick automatically organizes information by project (with the option to create one invoice per project or one invoice for all of a client's projects), making it easier and faster to bill clients. Also, practice management information is more detailed and readily available by project.

An accountant, for instance, may deliver tax, write-up, payroll and consulting services to a client, each billed differently (fixed fee, recurring monthly fee, hourly), and possibly, at different bill rates for the same employees doing the work. An attorney may handle contract, litigation, real estate, and other matters for a client, and again elements of the relationships may vary. Architects and

engineers often break down projects into phases, assigning a portion of the contract amount and/or budget to the phase of work.

Add Project records, and as needed, project phases and segments.

3. Determine what time records (e.g. timesheets, daily diaries, time entries in your old time and billing application) and expenses (e.g. expense reports) are *unbilled*. Manually enter or import these records into BillQuick.



Before entering time records, review each employee record in BillQuick to make sure the Bill Rate and Cost Rate is correct. Also, if special bill rates (and special cost rates) apply to work done by employees on a project, be sure to define an appropriate Service Fee Schedule and assign it to related projects before entering time records. BillQuick uses these rates to calculate the bill amount and cost amount of time records.

To manually enter time records, select Sheet View or Simple Time Card from the Time-Expense menu. Each time record for an employee requires a date, project to be charged, activity code, and hours. A memo or extended note is optional.



BillQuick supports Control Hours. To activate the feature, check the option on the Sheet View screen. It warns you if the hours entered during a session are different from the control hours.

To manually enter expense records into BillQuick, Select Expense Log or Simple Expense Log from the Time-Expense menu. Each expense record for an employee requires a date, project to be charged, expense code, units, and as needed, cost and markup (when a default is not part of the expense code). A memo or extended note is optional.

4. When recording old invoices in BillQuick, you have several options:
 - 'Project' detailed invoices – previous project invoices sent to clients. You can enter only outstanding (unpaid) invoices, or invoices going back as long as you want practice management information available. See *A below*.
 - 'Client' detailed invoices – previous invoices sent to a client for all work done that is not broken out by project. See *B below*.
 - Balance forward invoices – summary amount by client for all outstanding invoices. See *C below*.

A. To enter detailed invoices by project. . .

- Select Manual Invoice from the Billing menu.
- Select the ID of the project to which the invoice applies.
- In the Description field, enter a brief description or explanation for the services billed in your old system and the total for the services from the old invoice. On the next line, do the same for expenses and check the Exp box.
- Verify that Amount Due at the bottom of the screen matches the old invoice.
- Click the Process button.

- Repeat for each detailed project invoice.

B. To enter detailed invoices by client. . .

- Select Project Information from the Project menu.
- Click the New button.
- Enter a unique Project ID that identifies the project record as existing only for detailed client invoices. Fill in the required fields and click the Save button.
- Click the Clone button, select the ID of the project you just defined from the drop-down list, check the 'Clone for Selected Clients' box, and select the clients for whom you want to add detailed client invoices. Click the OK button. Close the Project screen.
- Select Manual Invoice from the Billing menu.
- Select the ID of the first 'client invoices' project.
- In the Description field, enter a brief description or explanation for the services and the total amount for all services from the old invoice. On the next line, do the same for expenses and check the Exp box.
- Verify that the Amount Due at the bottom of the screen matches the old invoice.
- Click the Process button.
- Repeat for each detailed client invoice.

C. To enter balance forward invoices by client. . .

- Select Project Information from the Project menu.
- Click the New button.
- Enter a unique Project ID that identifies the project as existing only for balance forward amounts. Fill in the other required fields and click the Save button.
- Click the Clone button, select the ID of the project you just defined from the drop-down list, check the 'Clone for Selected Clients' box, and select the clients for whom you want to add balance forward amounts. Click the OK button. Close the Project screen.
- Select Manual Invoice from the Billing menu.
- Select the ID of the first 'balance forward' project.
- In the Description field, enter a brief description such as 'Balance Forward for Client ABC' and the total service amount for all outstanding invoices. On the next line, do the same for expenses and check the Exp box.
- Verify that Amount Due at the bottom of the screen matches the summary balance.
- Click the Process button.
- Repeat the steps above for each balance forward invoice.

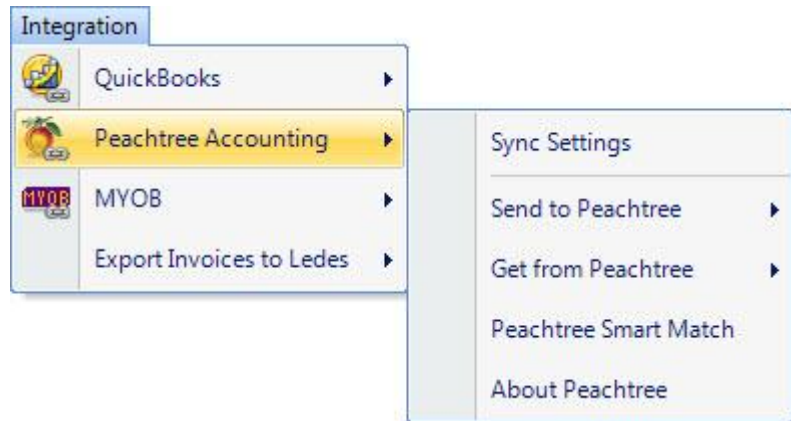
5. If you entered any paid invoices, you need to record the associated payment (cash receipt) to bring it to 'paid' status in BillQuick. Select Payments from the Billing menu and record cash receipts, credit memos, and other items for each invoice. Retainer amounts and amounts on account can also be recorded on the Payment screen, either to the client or to a specific project.

If you entered only outstanding invoices or balance forward amounts, you can move to the next step.

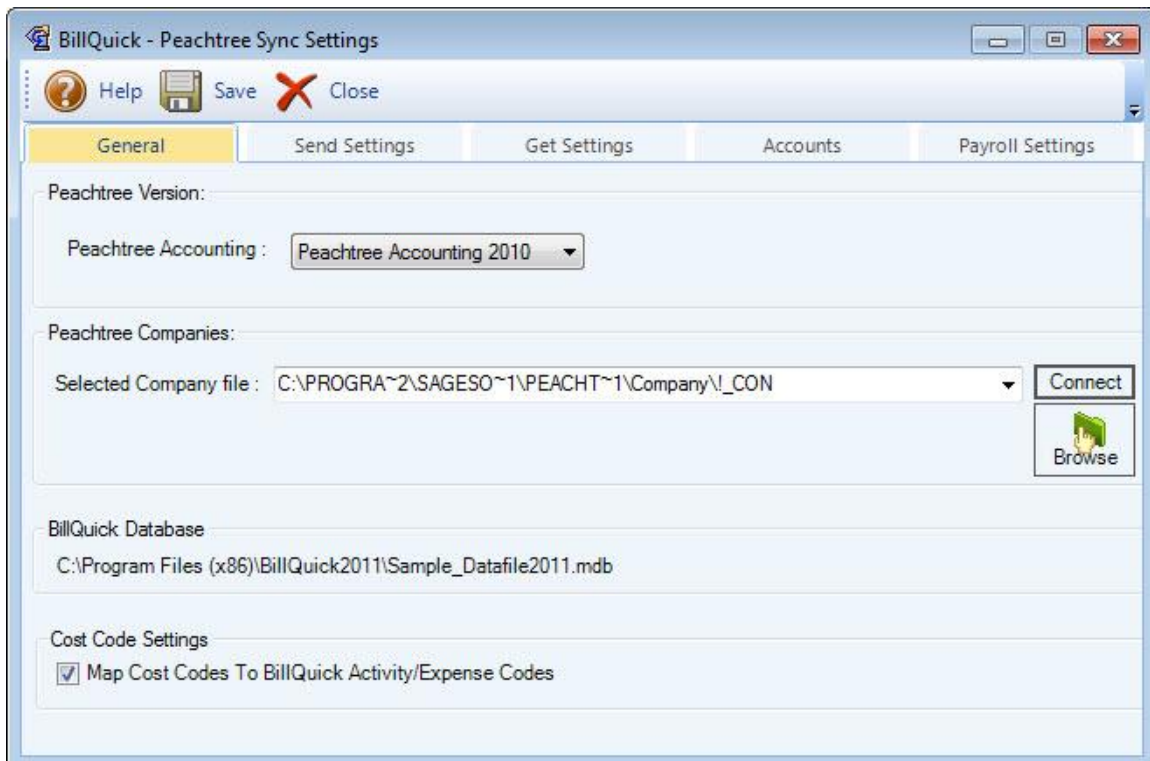
4. Sync Settings

Now that you have data set up in BillQuick, you need to transfer it to Peachtree Accounting so that both applications begin processing from the same point. For BillQuick to know what data to transfer and your other integration preferences, you need to define integration settings. Later, you can fine-tune the settings for day-to-day integration (see 5. *Fine-Tune Synchronization Settings* below).

1. Look at the status line at the bottom of the BillQuick screen. It displays the currently open BillQuick database. *If it is not the one you want to integrate with, select File menu, Open Company.* Choose the correct company, and then continue to the next step.
2. From the Integration menu, select Peachtree Accounting, Sync Settings.



3. Click the General tab. Select your Peachtree Version and the desired Peachtree Company file from the drop-down list or click Browse to locate it.



- Click the Connect button to establish a link to the Peachtree database. If the Peachtree application is not running, it starts automatically.

At the bottom, it displays the location of the BillQuick Database that will integrate with Peachtree.

- If you want to map the Peachtree Cost Codes with the BillQuick Activity/Expense Codes during sync, check that option at the bottom.
- Click the Send Settings tab. In order, select each Module and assign desired settings to it.

The screenshot shows the 'BillQuick - Peachtree Sync Settings' dialog box with the 'Send Settings' tab selected. The 'Module' list on the left includes Activity Code, Expense Code, Employee, Vendor, Client, Project, Time Entries (highlighted), Invoice, Payment, Expenses, Charts of Accounts, Vendor Bills, and Purchase Order. The main area contains settings for 'Do Not Send Time Entries' (unchecked), 'Ignore Last Sync Date' (unchecked), and 'Overwrite Rule for Duplicate Records' (set to 'Always'). There are also sections for 'Time Entry Date Filters', 'Employee Filters', and 'Project Filters', each with 'All' and 'From' to 'To' date range options. At the bottom, there are 'Last Sync on' and 'Billing Type' (Employee and Vendor) settings, both with 'Override rate' dropdowns.

- You only need to decide whether to send each type of BillQuick data to Peachtree. If you wish to restrict what data records transfer to Peachtree, choose one or more filters. See *BillQuick 2011 Help* for more information.



The Get Settings tab is not used because we are sending data from BillQuick to populate a new Peachtree database.

- Click the Accounts tab.

In Peachtree, each item is associated with a general ledger (G/L) account. To ensure activities, expenses, invoices and other BillQuick items update the correct G/L account in Peachtree, specify their default accounts from the dropdown list. See [Peachtree Accounts](#) for more.

Initial Integration

The screenshot shows the 'BillQuick - Peachtree Sync Settings' window with the 'Accounts' tab selected. The left sidebar lists 'Default Accounts', 'Activity Accounts', and 'Expense Accounts'. The main area has radio buttons for 'Default' (selected), 'Project', and 'Project Group'. Below are several account selection fields:

Category	Field	Value
Expenses/Activities Sent to Peachtree :	G/L Income Account:	41000-00
	G/L Sales Account:	40000-00
	G/L Inventory Account:	12000-00
	G/L Cost of Sales Account:	50000-00
Invoices Sent to Peachtree:	A/R Account:	11000-00
	G/L Account:	11400-00
Payments Sent to Peachtree:	Cash Account:	10200-00
Vendor Bills and Purchase Order Sent to Peachtree :	A/P Account:	20000-00
	Sales Account:	40000-00

9. Every payroll item in BillQuick must be assigned a number that will determine the order in which it will be listed in Peachtree's Pay Types list. Select a number for the Default Payroll Item.

The screenshot shows the 'BillQuick - Peachtree Sync Settings' window with the 'Payroll Settings' tab selected. The 'General Payroll Setting' section has a 'Default Payroll Item' dropdown set to '1'. The 'Payroll Item Assignment Per Employee or Group' section has radio buttons for 'Employee' (selected) and 'Employee Group'. An 'Add' button with a starburst icon is visible. Below is a table for assigning numbers to payroll items:

The below numbers refer to the order in which the Pay Types are listed in Peachtree "Pay Types" drop down.			
Regular Time	1	Vacation	5
Regular Non-Billable Time	3	Sick	6
Overtime	2	Holiday	7
Overtime Non-Billable	4	Other	Flag1 8

10. If you want to specify the payroll settings for a specific Employee or Employee Group, select that option. Then select a number for different payroll items, say 1 for Regular Time, 2 for Overtime, 5 for Vacation, etc. *This will override the default setting specified above.*



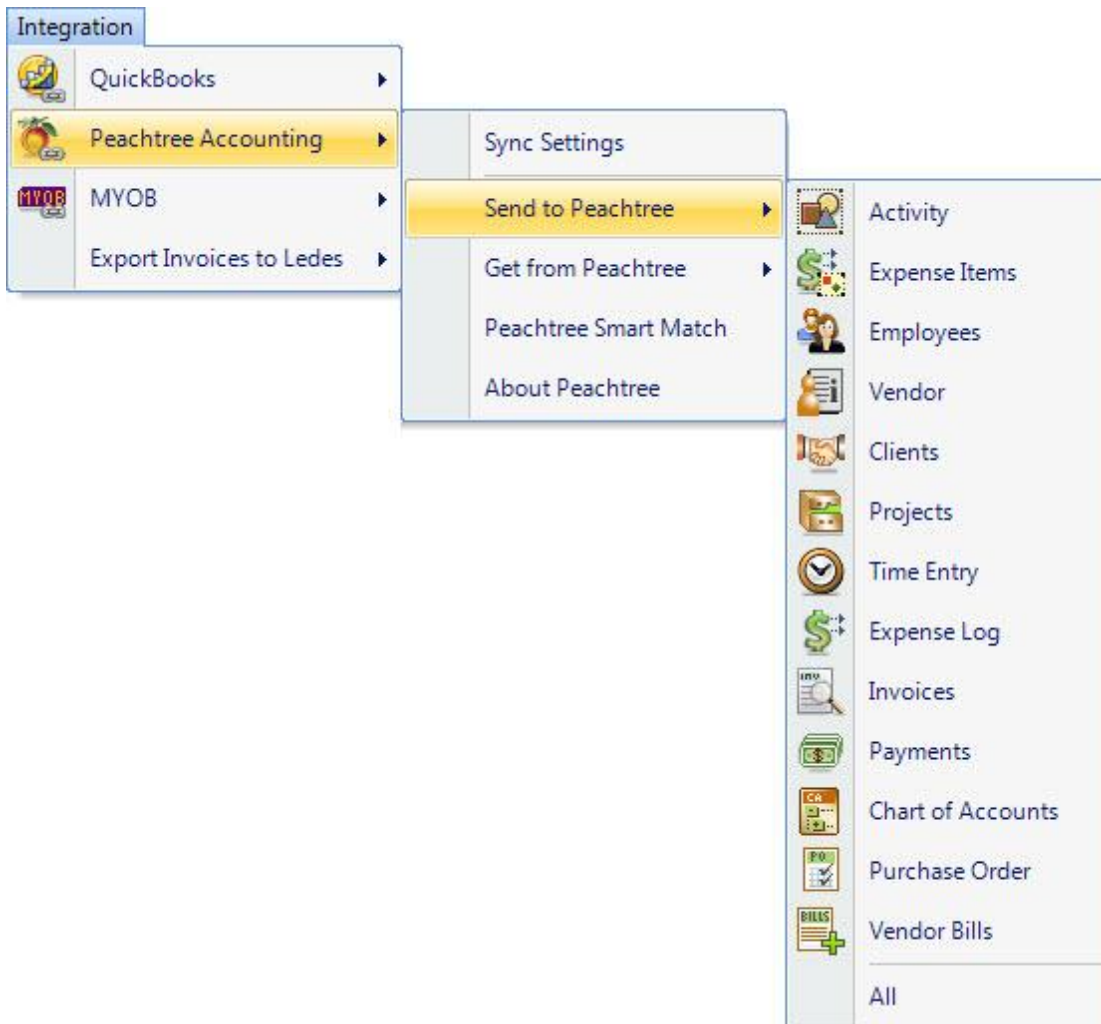
If you assign payroll settings to the Employee Group 'ALL', you no longer have to go back to Sync Settings screen every time you add a new employee in BillQuick.

11. Click Add to associate these BillQuick payroll items to the Peachtree Pay Types and then click Save.

4. Send Data

Now you are ready to synchronize data with Peachtree.

1. From the Integration menu in BillQuick, select Peachtree Accounting, Send to Peachtree.



Repeat this step for the next menu item. Below are the BillQuick Send menu items and the corresponding Peachtree screens.

BillQuick Send Menu Item	Peachtree Screen
Activity*	Inventory Item (Activity)
Expense Items*	Inventory Item (Charge)
Employees*	Employee
Vendors*	Vendor
Clients*	Customer
Projects*	Jobs
Time Entry	Time Ticket
Expense Log	Expense Ticket
Invoices	Invoice
Payments	Receipts
Chart of Accounts	Chart of Accounts
Purchase Orders	Purchase Orders
Vendor Bills	Vendor Bills

** The screen name may be different based on your profession or industry, or if you customized them using BillQuick's Custom Label feature.*

6. Fine-Tune Synchronization Settings

After you check the data transferred to Peachtree, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Settings](#) for more information.

Scenario 4: Existing BillQuick-Existing Peachtree User

Typically, a company utilizes BillQuick to manage projects, enter time, generate invoices, record payments, and produce reports. Peachtree is utilized for accounting tasks such as payroll, accounts payable, financial reports and so on. If you have been using both BillQuick and Peachtree, and want the two applications to be able to share data, you need to develop a proper integration plan. This plan should take into consideration what data (if any) has been transferred between the applications in the past, either manually or via Import/Export facility. Based on this, your initial integration steps may vary.

I. Open Database

Since you have data in both BillQuick and Peachtree, you need to open both applications. Ensure that the company databases that you wish to synchronize are open.

2. Backup Data

Next, back up both BillQuick and Peachtree databases. To back up the BillQuick Database, select BackUp Database from the Utilities menu. By default, BillQuick stores the backup copy in the same folder as the company database (for example, the standard installation folder x:\Program Files\BillQuick2011; x = drive letter). If you want the database copy to be saved in another location, select Global Settings-Folders screen from the Settings menu and enter a new location.

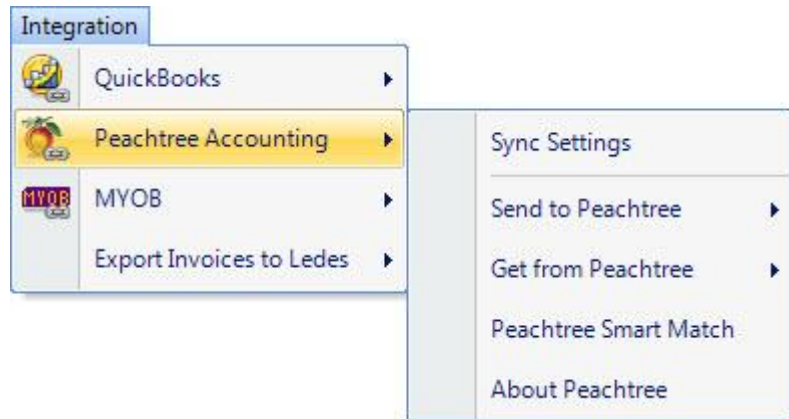
Select Back Up from the File menu. Click on the Back Up button on the dialog.

3. Sync Settings

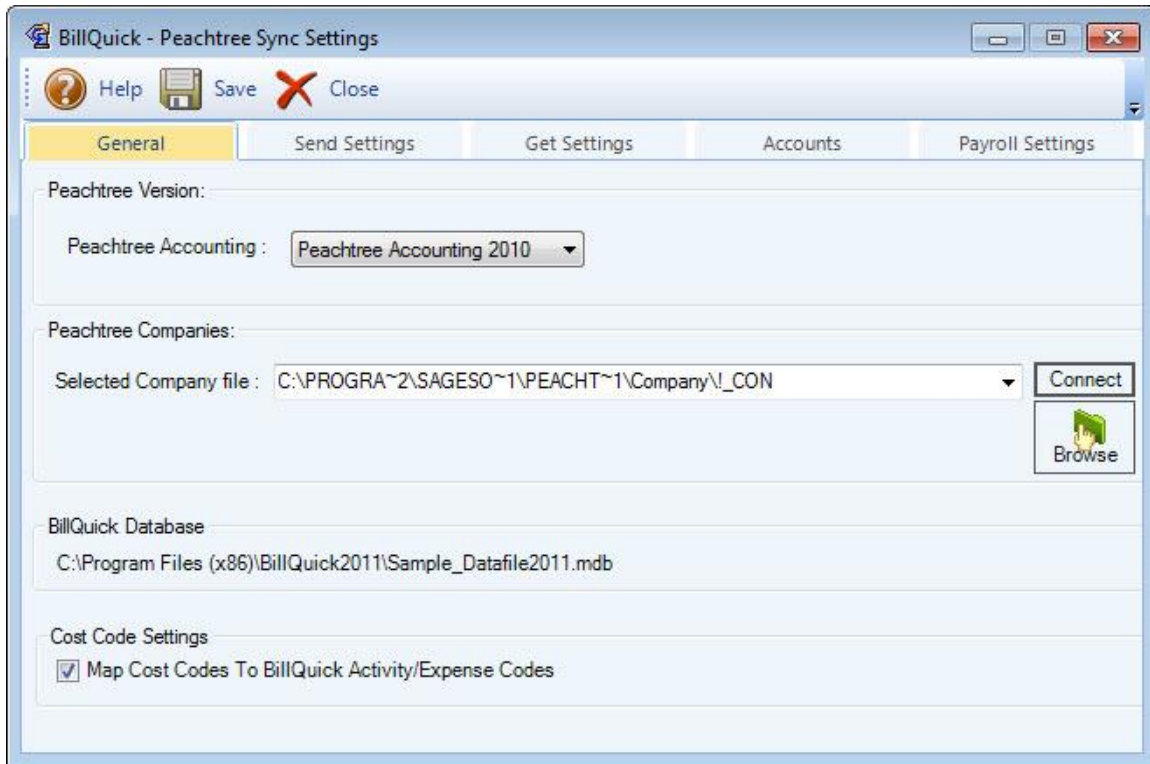
Existing users have the option to send and get data as per their needs and business practice. What data is to be transferred depends on how you have been previously keeping your data in both applications. Some of the records being transferred between the two may already be present in the other database. In this case, the duplicates need to be merged.

1. Open the BillQuick application.
2. Look at the status line at the bottom of the BillQuick screen. It displays the currently open BillQuick database. *If it is not the one you want to integrate with, select File menu, Open Company. Choose the correct company and then continue to the next step.*
3. Start Peachtree and open the database that you wish to integrate with BillQuick.

4. From the BillQuick Integration menu, select Peachtree Accounting, Sync Settings. The BillQuick-Peachtree Sync Settings screen displays.




5. Click the General tab. Select your Peachtree Version. Also, select the desired Peachtree Company file from the drop-down list or click Browse to locate it.




6. Click the Connect button to establish a link to the Peachtree database. If the Peachtree application is not running, it starts automatically.

You can see the location of the BillQuick Database that will integrate with the Peachtree.

7. If you want to map the Peachtree Cost Codes to BillQuick Activity/Expense Codes during sync, then check that option at the bottom.
8. Determine what data you want to get from Peachtree and what data to move into Peachtree. Accordingly, select the Send Settings or Get Setting tab. You can specify various filters and other options for each module selected from the list on the left.

 You should send approved time entries to Peachtree only if you do payroll there.

 If you have created invoices and payments in Peachtree only, you should move the clients, projects and employees from BillQuick to Peachtree. Once these records are moved, you can then link the Peachtree invoices and payments to these projects (jobs).

9. Click the Accounts tab. In Peachtree, each item is associated with a general ledger (G/L) account.

To ensure activities, expenses, invoices and other BillQuick items update the correct G/L account in Peachtree, you must specify their default accounts from the dropdown list. See [Peachtree Accounts](#) for more.

BillQuick - Peachtree Sync Settings

Help Save Close

General Send Settings Get Settings Accounts Payroll Settings

Default Accounts
Activity Accounts
Expense Accounts

☒ Default
☐ Project ☐ Project Group

Expenses/Activities Sent to Peachtree :

G/L Income Account: 41000-00
G/L Sales Account: 40000-00
G/L Inventory Account: 12000-00
G/L Cost of Sales Account: 50000-00

Invoices Sent to Peachtree:

A/R Account: 11000-00
G/L Account: 11400-00

Payments Sent to Peachtree:

Cash Account: 10200-00

Vendor Bills and Purchase Order Sent to Peachtree :

A/P Account: 20000-00 Sales Account: 40000-00

10. Every payroll item in BillQuick must be assigned a number that will determine the order in which it will be listed in Peachtree's Pay Types list. Select a number for the Default Payroll Item.

BillQuick - Peachtree Sync Settings

Help Save Close

General Send Settings Get Settings Accounts Payroll Settings

General Payroll Setting

Default Payroll Item: 1

Payroll Item Assignment Per Employee or Group

☒ Employee AM

☐ Employee Group

The below numbers refer to the order in which the Pay Types are listed in Peachtree "Pay Types" drop down.

Regular Time	1	Vacation	5
Regular Non-Billable Time	3	Sick	6
Overtime	2	Holiday	7
Overtime Non-Billable	4	Other	Flag1 8

11. If you want to specify the payroll settings for a specific Employee or Employee Group, select that option. Then select a number for different payroll items, say 1 for Regular Time, 2 for Overtime, 5 for Vacation, etc. *This will override the default setting specified above.*



If you assign payroll settings to the Employee Group 'ALL', you no longer have to go back to Sync Settings screen every time you add a new employee in BillQuick.

12. Click Add to associate these BillQuick payroll items to the Peachtree Pay Types and then click Save.

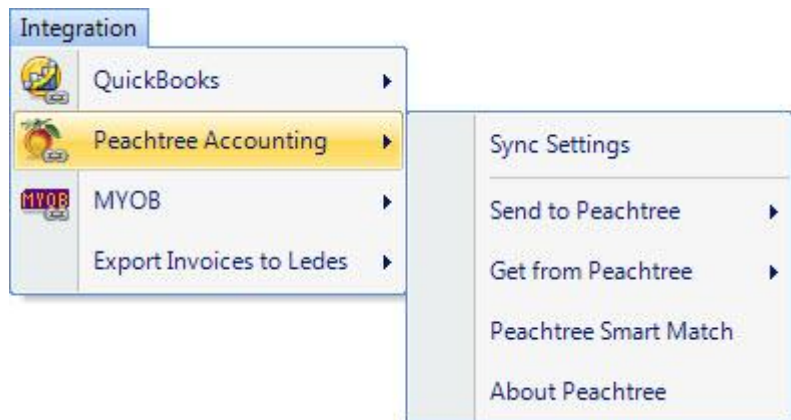
4. Sync Data

Now you are ready to synchronize data between BillQuick and Peachtree.



If you are trying to integrate a BillQuick Sample database with Peachtree, you will be warned prior to the sync.

1. From the Integration menu, Peachtree Accounting in BillQuick, select an appropriate option - Send to Peachtree or Get from Peachtree.



2. In turn, select each menu item, starting with Activity/Service Items. After the progress bar indicates that the transfer is complete, open the corresponding screens in BillQuick and Peachtree and verify whether the data is complete. See [Quick-Check](#) for more information.

Repeat this step for the next menu item. Below are the BillQuick Send/Get menu items and the corresponding Peachtree screen.

BillQuick Menu Item	Peachtree Screen
Activity/Service Items*	Inventory Item (Activity)
Expense/Charge Item*	Inventory Item (Charge)
Employees*	Employee
Vendors*	Vendor
Clients*	Customer
Projects/Jobs*	Jobs
Time Entry	Time Ticket
Expense Log	Expense Ticket
Invoices	Invoice
Payments	Receipts
Chart of Accounts	Chart of Accounts
Purchase Orders	Purchase Orders
Vendor Bills	Vendor Bills

* The screen name may be different based on your profession or industry, or if you customized them using BillQuick's Custom Labels feature.

5. Match Data

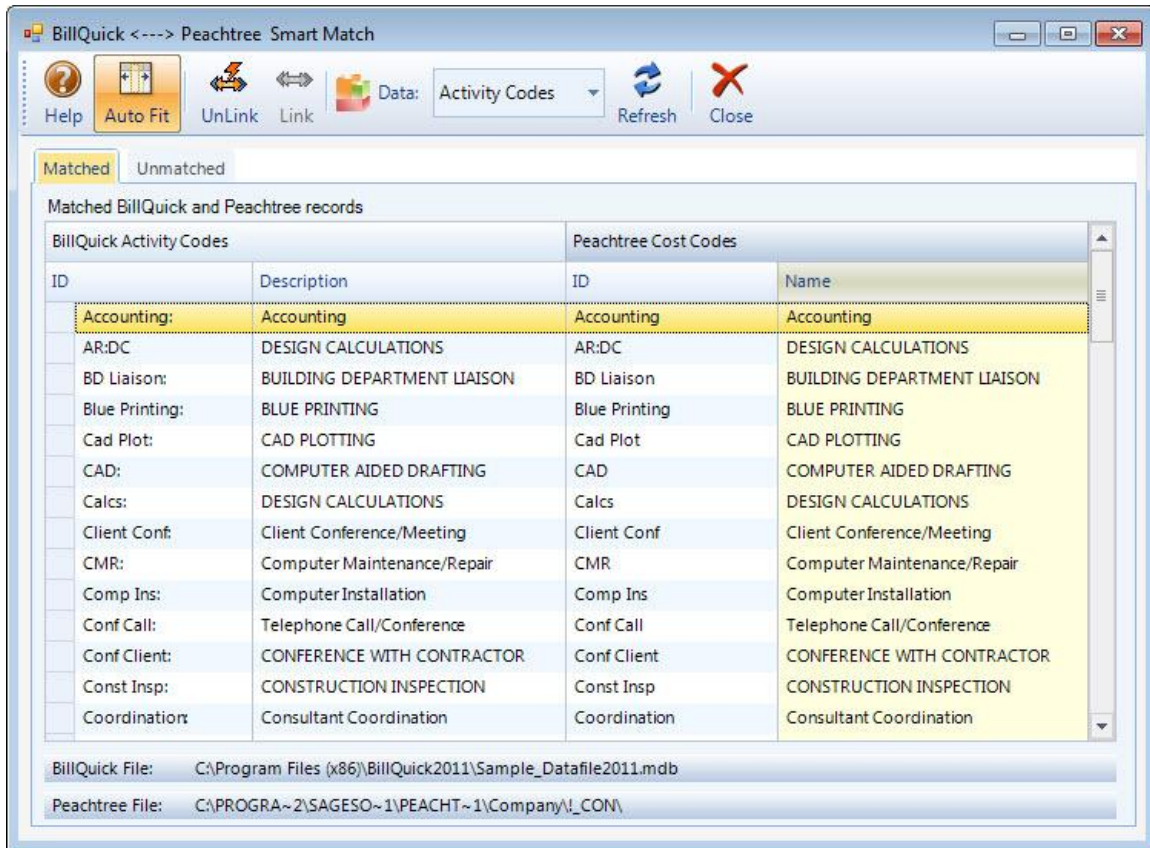
In case of existing BillQuick and Peachtree users, it is likely that duplicate records are found in the other application. This duplication arises because of separate entry of data in the two applications, even for similar records. The matching of these records can be a time consuming process. However, you will need to do it only once and then from that point onwards, data sync can be scheduled accordingly. To save time, you can skip matching of inactive records.

During data sync process, BillQuick will either overwrite the duplicate data or leave it as is, depending upon the Overwrite Rules specified in the BillQuick-Peachtree Sync Settings screen.

You can manually check and merge the duplicate data in any of the applications. The records that were moved from BillQuick to Peachtree should stay and the Peachtree records can be deleted after you have copied that data to the records created by BillQuick. The main reason for keeping the BillQuick-created records is that BillQuick maintains a link between the two applications after the first sync. This PTLinkID helps to update the two records in the future.

Alternatively, you can make use of BillQuick's Smart Match feature to link similar records or unlink different records. With this feature, BillQuick attempts to find matching data (both active as well as inactive) and link them automatically. If it fails to find a match, you can match it manually.

You can view both BillQuick and Peachtree data on the BillQuick↔Peachtree Smart Match screen.



Depending upon the option selected in the Data field in the button panel, the data records will be displayed in grids, separately for BillQuick and Peachtree. E.g., if you select Activity Codes in the Data field, you can view activity data already matched between the two applications on the Matched tab.

The grid will display BillQuick records and corresponding matched Peachtree records. If needed, you can select the matched records and then un-match them using the UnLink button. Similarly, on the Unmatched tab, you will see unmatched data between the two applications. If needed, you can select the unmatched records and then match them using the Link button.

6. Fine-Tune Synchronization Settings

Data touchup is needed in BillQuick after getting data from Peachtree because BillQuick requires certain fields which might be optional in Peachtree.

After you check the data transferred to/from Peachtree, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Settings](#).

Quick Check

A standard procedure after initial synchronization of data between BillQuick and Peachtree Accounting is to check data. This ensures transferred data is accurate and complete.



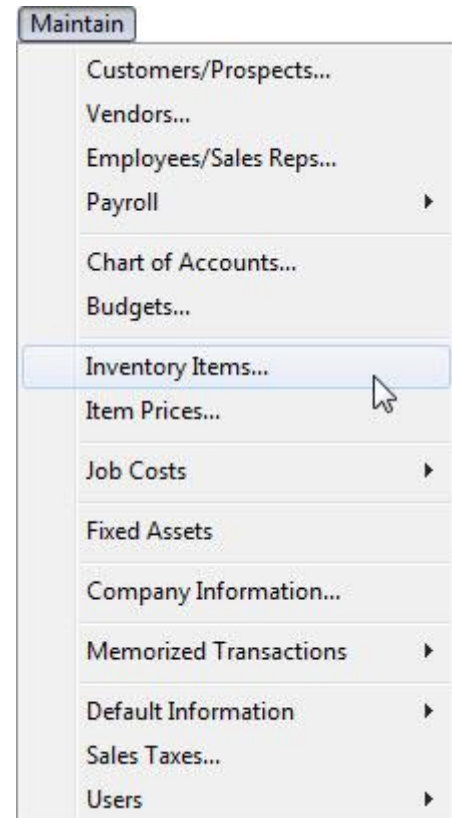
BillQuick contains multiple processes to ensure accurate and complete transfer of data. However, you may find that a setting in Peachtree may have restricted transfer of data. Or you may have inadvertently checked a filter on the Sync Settings screen. Checking data before you begin normal processing ensures no surprises later.

After synchronizing, go to the section below for the type of data and follow the suggested instructions.

I. Check Activity and Expense Codes

Detailed Checking

1. In Peachtree, select Inventory Items from the Maintain menu.
2. In BillQuick, select Activity Codes from the View menu.

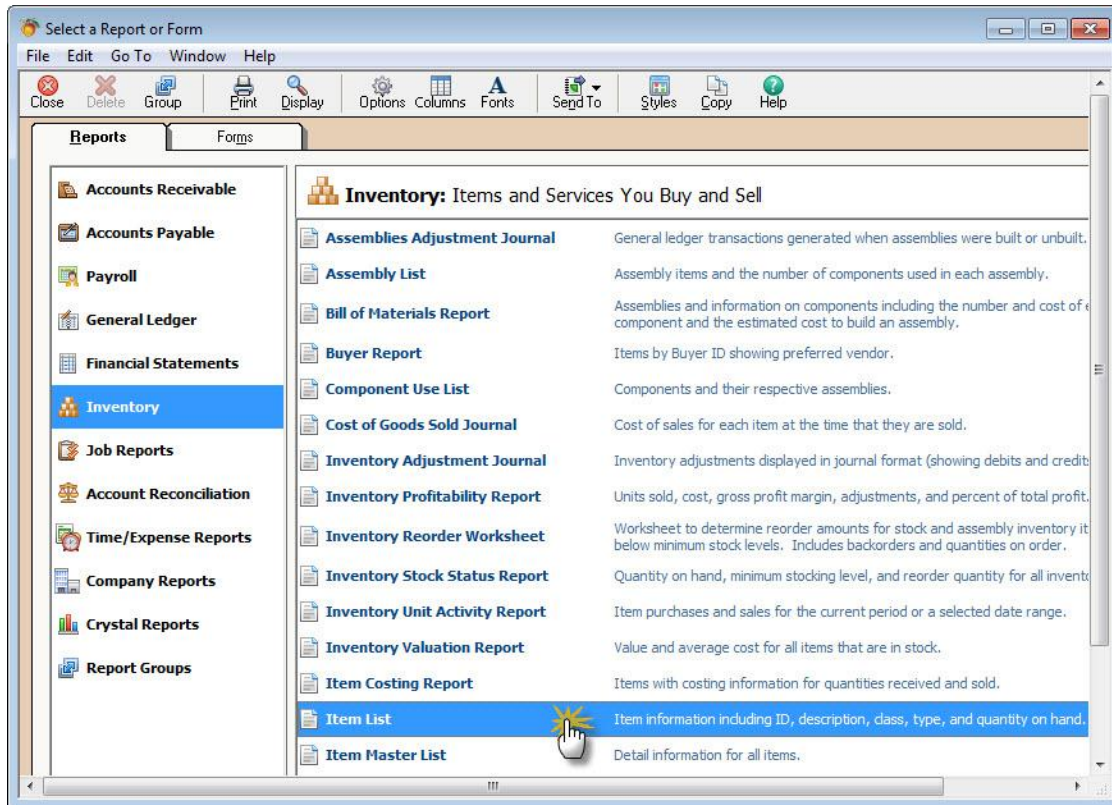


3. Switch between the applications, selecting the same activity item in both and checking that the data is same.
4. Repeat this for Expense Codes. In BillQuick, select Expense Codes from the View menu. Compare the records to Inventory Charge Items in Peachtree.

Quick Check

Summary Checking

1. In Peachtree, select Reports & Forms menu, Report Groups. From the 'Select a Report or Form' screen, select Inventory on the left. Select and double-click Item List to display that report (if desired, you can print the report).



2. In BillQuick, select Activity Master File report from the Activity Codes screen. Else open it from the Reports menu, Activity.
3. Compare the two lists to ensure all the activities are transferred.
4. Repeat steps 2 and 3 for Expense Codes.



2. Check Employees

Repeat the above process for employee data. Use the Detailed Checking or Summary Checking method.

For detailed checking, in Peachtree select Maintain menu, Employees/Sales Reps. In BillQuick, select View menu, Employees. Compare the employee list in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups, Payroll; then double-click Employee List. In BillQuick, select Reports menu, Employee and open the Employee Master File report. Compare the data in the two reports.



Before entering time records, or transferring time records from Peachtree, review each employee record in BillQuick to make sure the Bill Rate and Cost Rate are correct. Also, if special bill rates (and special cost rates) apply to work done by employees on a project, be sure to define an appropriate Service Fee Schedule and assign it to related projects before entering or transferring time records. BillQuick uses these rates to calculate the bill amount and cost amount of time records.

3. Check Vendors

Repeat the above process for vendor data. Use the Detailed Checking or Summary Checking method.

For detailed checking, in Peachtree select Maintain menu, Vendors. In BillQuick, select View menu, Vendors. Compare the vendor list in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups, Accounts Payable; then double-click Vendor List. In BillQuick, select Reports menu, Report Center and open the Vendor List report. Compare the data in the two reports.

On the BillQuick Vendor screen, determine which of the vendors transferred from Peachtree (if any) should be deleted. Select the vendor from the grid, verify you selected the correct vendor and click the Delete button.



If you enter time records for vendors (subcontractor or consultants) in BillQuick, be sure to change the Bill and Cost Rates. When transferred from Peachtree, BillQuick inserts \$0 as placeholder values in vendor records.

4. Check Clients/Customers

Repeat the above process. Use the Detailed Checking or Summary Checking method.

For detailed checking, in Peachtree select Maintain menu, Customers/Prospects. In BillQuick, select View menu, Client. Compare the client list in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups, Accounts Receivables; then double-click Customer Master File List. In BillQuick, select Reports menu, Client and open the Client Master File report. Compare the data in the two reports.

5. Check Projects/Jobs

Repeat the above process. Use the Detailed Checking or Summary Checking method.

For detailed checking, in Peachtree select Maintain menu, Job Costs, Jobs. In BillQuick, select Project menu, Project Information. Compare the project list in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups, Job Reports; then double-click Job Master File List. In BillQuick, select Reports menu, Project and open the Project Master File report. Compare the data in the two reports.

Special Note

BillQuick is project-centric. Each project is associated with a client. Time and expenses are charged to a project, and bills are generated by project (though multiple bills can appear on a joint invoice).

In Peachtree you may have billed customers rather than jobs (projects). If so, no projects appear in BillQuick because there are no jobs to transfer. Similarly, if you billed some jobs and some customers, only the existing jobs transfer to BillQuick.

However, BillQuick automatically creates projects on-the-fly when you transfer customer invoices from Peachtree. The Project ID is based on the Client ID. Also, because Project Manager is a required field in BillQuick, and there is no corresponding field in Peachtree, BillQuick creates a new employee record with placeholder values, 'FromPeachtree'. This maintains data integrity in BillQuick. You can decide who is responsible for each project/job later.

Bottom Line: You may need to repeat this quick-check step after synchronizing Peachtree invoices to BillQuick.

6. Check Time Entries

Repeat the above process for time entries. Use the Detailed Checking or Summary Checking method.

For detailed checking, in Peachtree select Lists menu, Time/Expense, Time Tickets. In BillQuick, select Time-Expense menu, Enter Time, Sheet View. Compare the time entries in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups Time/Expense Reports; then double-click Payroll Time Sheet. In BillQuick, select a time entry report from the Reports menu or Report Center. Compare the data in the two reports.

7. Check Expense Entries

Repeat the above process. Use the Detailed Checking or Summary Checking method.

For detailed checking, in Peachtree select Lists menu, Time/Expense, Expense Tickets. In BillQuick, select Time-Expense menu, Enter Expense, Expense Log. Compare the expense entries in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups, Time/Expense Reports; then double-click Expense Ticket Register. In BillQuick, select an expense entry report from the Reports menu or Report Center. Compare the data in the two reports.

8. Check Invoices

Repeat the above process for invoices. Use the Detailed Checking or Summary Checking method.

For detailed checking, in Peachtree select Lists menu, Customers & Sales, Sales Invoices. In BillQuick, select Billing menu, Review Invoices, Invoice Review. Compare the invoices in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups, Accounts Receivable; then double-click Invoice Register. In BillQuick, select Reports menu, Billing and open the Invoice Register. Compare the data in the two reports.

9. Check Payments

Repeat the above process for payments. Use the Detailed Checking or Summary Checking method.

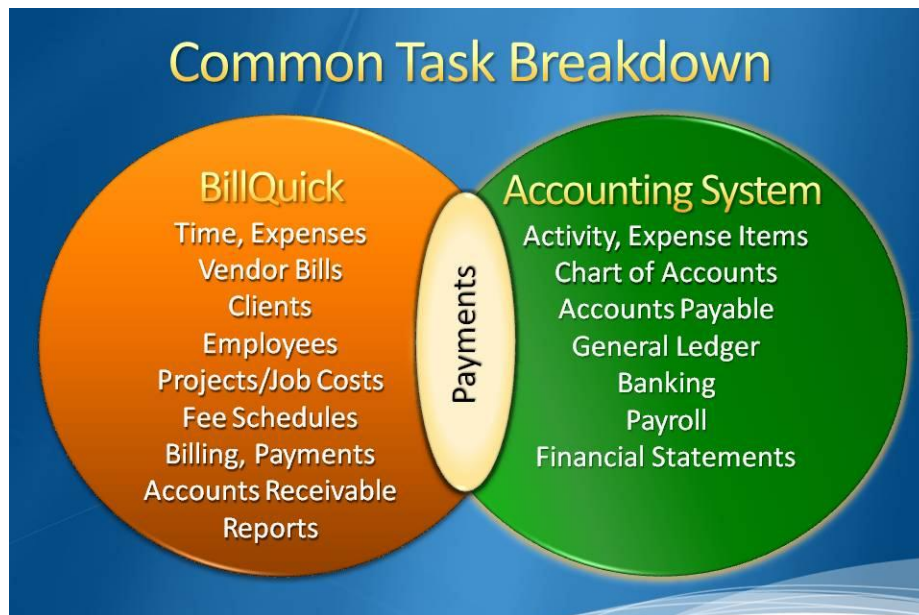
For detailed checking, in Peachtree select Lists menu, Customers & Sales, Receipts. In BillQuick, select Billing menu, Receive Payments, Payments. Compare the payments in both screens.

For summary checking, in Peachtree select Reports & Forms menu, Report Groups, Accounts Receivable; then double-click Cash Receipts Journal. In BillQuick, select Reports menu, Payments and open the Cash Receipts Journal report. Compare the data in the two reports.

Day-to-Day Integration Settings

After completing initial synchronization, review current settings to determine if they should be fine-tuned for day-to-day processes.

It is a good practice to maintain clients, projects, time and expenses, billing, accounts receivables, payments and reports in BillQuick. Peachtree should be used for functions such as accounts payable, general ledger, banking, payroll and financial statements. The following illustration gives an idea about the common breakdown of tasks you should be doing in BillQuick and Peachtree.



Below are situations to consider for each type of data and also the best practices followed in the industry.



Please check the [Integration Rules](#) for underlying rules and details about BillQuick↔ Peachtree Integration.

Master Information

Consider where you want to save each type of master information – activity codes, expense codes, employees, clients, and projects. When you add, edit or delete records, do you want this task done in BillQuick, in Peachtree, or both?

Commonly, companies maintain project records in BillQuick only. This is the core information essential to effective practice management and maintaining it in BillQuick is appropriate. Hence, it is better to create and maintain that data in BillQuick and send it to Peachtree.

However, it is a good practice to create activity and expense (other charge) items in Peachtree because appropriate G/L accounts are assigned to them there. It is easier to transfer these items into BillQuick along with their G/L accounts. To enforce this policy, you should accordingly 'turn on' getting this data from Peachtree. This can be done in the BillQuick↔Peachtree Sync Settings screen by selecting the desired module and un-checking the 'Do Not Get' option.

Where you maintain client (customer) records depends on your situation.

Situation	Sync Setting	Action
Require extensive customer information (e.g. sales and payment defaults)	From Send Settings list, select Client and check the 'Do Not Send' box.	Maintain customer records in Peachtree. Get updated records from Peachtree as needed.
Require typical customer information	From the Get Settings list, select Client and check the 'Do Not Get' box	Maintain client records in BillQuick. Send updated records to Peachtree as needed.
Desire convenience of update data common to BillQuick and Peachtree, or want to enter data in either system	From the Send Settings and Get Settings list, select Client and make sure both 'Do Not...' boxes are <i>unchecked</i> .	Synchronize as needed.

Decisions about employees follow a similar process.

Time Records

You can record all time entries in BillQuick or one of its add-on modules and then send it to Peachtree via integration. Whether you transfer time records from Peachtree or not, time entries from employees (and vendors/consultants) should be entered in BillQuick. It is designed for maximum data entry efficiency and maximum flexibility (4 built-in ways to manage time, plus 5 ways to capture your hours remotely). BillQuick also includes numerous time and expense/work-in-progress reports.

If you do payroll through Peachtree, you would send time records to Peachtree. Make sure the 'Do Not Send' box for Time Entry is *unchecked* for Send Settings option in BillQuick-Peachtree Sync Settings screen. BillQuick Time Entries become Peachtree Time Entries.

If payroll is not done through Peachtree, then there is no reason to send time entries to it. Check the 'Do Not Send' option for time entries.



For payroll done using other applications, you can export time entries using BillQuick's Import/Export feature (Utilities menu).

When you integrate with Peachtree, a flag can be associated with a payroll item. For example, if you track hours as well as piecework in BillQuick and pass both types of hours to Peachtree, the hourly work might be associated with the regular pay item and piece work with another payroll item. Whether time entries flow to Peachtree, depends on your situation.

Situation	Actions
Use hours to process payroll	Transfer time entries to Peachtree. Block time entries flowing from Peachtree into BillQuick.
Do not use hours to process payroll	Do not transfer time entries to Peachtree. Block time entries flowing from Peachtree into BillQuick.
Use hours for special analysis	Determine whether you analyze time (a) as a custom BillQuick report, (b) when exported to Excel, or (c) through Peachtree. If (c) then follow the first suggestion above.

However, there are some integration rules that limit the re-sending of the same time data to Peachtree. For example, if you send a time entry to Peachtree (say for 40 hours) and then change it in BillQuick, it cannot be re-sent as it creates duplicate hours. Even if you delete it in Peachtree, it cannot be re-sent from BillQuick because it has already established a Link ID for it.

Expense Records

You can record expenses in BillQuick or Peachtree. There is no duplication of data involved in the integration process between BillQuick and Peachtree. However, Peachtree does not accept negative expenses. To transfer expenses to/from BillQuick, make sure the Do Not Get/Send box for Expenses is used accordingly.



If you send invoices with negative line items from BillQuick, the total of all line items has to be positive for data transfer to Peachtree.

Whether you process reimbursable expenses to employees (e.g., travel, mileage) and other items chargeable to project (e.g., vendor invoices, materials) in BillQuick or in Peachtree depends on the accounting software you use and your company procedures.

Situation	Actions
Record employee and vendor expenses in BillQuick	<ol style="list-style-type: none"> 1. Enter expenses in Expense Log. Mark the 'R' box. 2. Review and approve expenses. Adjust markups and charge amounts as needed. 3. Synchronize the expenses with Peachtree from the Integration menu. 4. Cut checks for employee and vendor reimbursements when ready.
Record expenses in BillQuick and reimbursable	<ol style="list-style-type: none"> 1. Enter copies, faxes and other resource usage expenses in BillQuick. 2. Record reimbursable expenses for employees and vendors in Peachtree (e.g., from expense reports, download credit card

expenses in Peachtree	<p>statements) and assign to jobs.</p> <ol style="list-style-type: none"> 3. Synchronize BillQuick and Peachtree expenses using the Integration menu. 4. Cut checks for employee and vendor reimbursements when ready.
Record expenses in Peachtree	<ol style="list-style-type: none"> 1. Enter expenses in Peachtree. 2. Synchronize them with BillQuick using the Integration menu. 3. Review and approve expenses on Expense Log, adjusting markups and charge amounts as needed. 4. Cut checks for employee and vendor reimbursements when ready.

Although you can send both Expense Log entries and vendor bills from BillQuick to Peachtree, but Peachtree accepts them only as *vendor bills*. When you are sending employee expenses to Peachtree as bills, BillQuick prompts you to predefine the Employee ID to Vendor ID switch. You can choose whether it is for all expenses or not, and specify the switch for different expenses. BillQuick can remember those settings and accordingly change the Employee ID to Vendor ID during the current sync and in future.

BillQuick vendor bills have a unique Bill No. (maximum length = 50 characters) and Reference No. (maximum length = 60 characters) while Peachtree has an Invoice No. (maximum length = 20 characters) only. BillQuick maps its Bill No. to Peachtree's Invoice No.

Typically, you may enter the vendor's invoice number in BillQuick's Bill No. field. To avoid duplicate bill numbers, you can append it with a date or ID. E.g., if you received a bill from a vendor named ABC on May 25, 2011 with invoice number 2000, you can enter it as 2000-052510. Some of you may prefer to prefix it with the Vendor ID. Then it would be ABC-2000.

Invoice Records

Creating invoices in BillQuick is the best course of action because it provides details critical to effective practice management. The most common synchronization setting for invoices is to send invoices from BillQuick to Peachtree ('Do Not Send box' is *unchecked* and the 'Do Not Get box' is *checked* in the BillQuick-Peachtree Sync Settings screen).

There can be an exception to this situation. For example, if you generate product invoices in Peachtree and you want to record payments for all invoices, then you would not turn off getting invoices from Peachtree.

Generally, invoices with zero value (\$0) do not transfer from BillQuick to Peachtree. You may generate zero dollar invoices in BillQuick in various ways:

- You may manually adjust the New Bill value to \$0 in the Billing Review screen.
- You may generate a write-down on the invoice to \$0 in the Time Entry or Billing Review screen.
- You may generate a manual invoice with a \$0 value in the Manual Invoice screen.
- You may apply a huge discount to the bill amount, bringing down the Net Bill to \$0 in the Manual Invoice or Billing Review screen.

- You may apply a retainer to the invoice, totally the Net Bill to \$0 in the Manual Invoice or Billing Review screen.

The only exception to transferring a zero dollar invoice is in case of discounts and retainers. You can send such invoices to Peachtree in spite of having a \$0 bill value.

Late Fee Invoices

At times, you may include a late fee or finance charge on your invoices. In such cases, you will receive a payment for the invoice amount plus that late fee amount. Earlier BillQuick transferred the invoice amount to Peachtree but did not transfer the late fee or its payment. In order for the accounts receivable to match in the two databases (reconciliation of transactions), you had to manually create a finance charge and corresponding payment in Peachtree. The finance charge had to be for the exact amount of late fees.

However, BillQuick allows you to transfer late fee charge to Peachtree just as standard invoices. When you create a separate late fee invoice in Invoice Review screen, BillQuick generates a manual invoice internally with an invoice number same as that of the actual invoice but with 'LF' appended to it. The first late fee invoice will have the same invoice number but with a prefix of LF, and any subsequent late fee invoices will have initials LF1, LF2 and so on. Once created, you can transfer this manual late fee invoice to Peachtree. You can also create a separate late fee payment for this invoice (excluding the principal amount) and then transfer it to Peachtree. While transferring late fee invoices and payments, BillQuick will post them to the appropriate Peachtree accounts.



You can specify invoice accounts in the BillQuick-Peachtree Sync Settings screen.

Payments

You may decide to record payments for invoices and retainers in either BillQuick or Peachtree. Or you may choose the convenience of entering payments in BillQuick. Mark the 'Do Not Send' and 'Do Not Get' options according to your preference.



In any case, you should make use of Date Filters in the Sync Settings screen to place less burden on the BillQuick and Peachtree databases with unnecessary data transfer.

Best Practices

Items	BillQuick	Peachtree
Employees	✓	✓
Vendors		✓
Activity/Service items		✓
Expense/Charge Items		✓
Clients	✓	
Projects/Jobs	✓	
Estimates/Budgets	✓	
Service Fee Schedules	✓	
Chart of Accounts		✓
Time	✓	
Expenses	✓	✓
Billing	✓	
Vendor Bills	✓	
Accounts Payable		✓
Accounts Receivable	✓	
Invoices	✓	
Payments	✓	
Payroll		✓
Reports	✓	
Financial Statements		✓
Banking		✓

Congratulations! You have now an understanding of data integration between BillQuick and Peachtree, how to ensure that the data transfer is accurate and how to verify which records have integrated. To learn more, check the *BillQuick Help*.

For more information, visit us at www.bqe.com. If you have any trouble in using our integration utility, please contact BillQuick Support at (310) 602-4030 or Support@bqe.com. For other questions, please call us at (888) 245-5669 (US and Canada) or (310) 602-4020; or email Sales@bqe.com.