

Integration Guide



BillQuick↔MYOB Integration 2014

Built With Your Industry Knowledge

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Introduction



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

Data integration between BillQuick® (by BQE Software) and MYOB® (by MYOB Technology Pty Limited) can make your time billing, accounting, and financial management tasks easier. Full-featured, BillQuick Time Billing and Project Management software helps you manage your company, whether your time, expense, billing and reporting needs are simple or you require complex billing, reporting and management capabilities. MYOB is a multi-user business management software package providing business solutions such as integrated payroll, inventory, multiple currency transactions, profit and loss analysis and other financial tasks. Integrated, BillQuick and MYOB deliver a virtual program that *ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility, and increases control over your bottom line.*

The goal of the **BillQuick↔MYOB Integration Guide** is to help new BillQuick users effectively integrate data between BillQuick and MYOB. BillQuick controls the integration, enabling you to choose what data flows between the programs, and much more.

How to Use This Guide

Integration means data from one program 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 MYOB. BillQuick automatically creates smart connections using your settings and its built-in intelligence.

We encourage you to review the [How Integration Works](#) section. Written for users with a non-technical background, it explains the integration rules built into BillQuick. Understanding what types of data may be shared, and which rules apply during synchronization, helps you visualize what is happening behind the scenes.

In [Initial Integration](#) section, you learn how to integrate data with the other program. Instructions guide you through the initial integration process according to your scenario—new BillQuick and existing MYOB user.

After integration, data is to be checked to make sure everything is synced accurately. [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

All BillQuick editions – Basic (Microsoft Access database), Pro (Microsoft Access and SQL Express database) and BillQuick Enterprise (Microsoft Access, SQL Express and Microsoft SQL Server database) – integrate with the following MYOB editions:

- MYOB Premier Australian Edition (v9 to v19)
- MYOB Premier Enterprise (v9 to v19)
- MYOB Accounting (v15 to v19)
- MYOB Accounting Plus (v15 to v19)



Due to technical reasons, we recommend existing users not to upgrade their MYOB software to AccountRight 2011/2012 (new versions of MYOB) for your BillQuick-MYOB integration to work smoothly. Users with AccountRight 2011/2012 will need to enter their invoices manually or perhaps use text-file based transfers. Please contact the BQE Australian Office (1-300-245-566) for status updates.

How Integration Works

Whether you have a technical background or not, it is helpful to understand the basics of BillQuick↔MYOB integration. This can help you visualize what is happening behind the scenes as BillQuick manages the transfer of data to and from MYOB.

For data integration, you need to install the ODBC Driver to connect successfully to the MYOB program. BillQuick must be allowed to access MYOB for the intelligent, automatic integration to be successful. You can send BillQuick activities, expenses, employees, vendors, clients, projects, time entries, invoices, and payments to MYOB, using the appropriate option from the menu. You can get activities, expense items, employees, suppliers, customers, jobs, activity slips, invoices, and payments from MYOB into BillQuick.

The table below shows the direction in which data can *potentially* flow between BillQuick and MYOB. Whether it flows in one direction or the other depends on your choices in the BillQuick-MYOB Sync Settings screen (discussed in **Initial Integration** section). Each record common to BillQuick and MYOB shares a unique Link ID that identifies it as related. This *does not mean* data in both database is *exactly* the same; only that they share common data. For example, BillQuick Project records contain data that MYOB Job records do not and vice versa. What is important for integration is that the two programs share key data.

BillQuick Table Name	Dataflow	MYOB Table Name
Activity Codes*	↔	Activities List
Expense Codes*	↔	Items Bought**
Employee*	↔	Cards-Employee
Vendor*	↔	Cards-Supplier
Client*	↔	Cards-Customer
Project*	↔	Job
Time Entry	↔	Activity Slips
Purchase Orders	↔	Purchase Orders
Chart of Accounts	↔	Chart of Accounts
Invoices	↔	Invoices
Payments	↔	Payments

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

** Items that are marked as 'I sell this' in MYOB, are marked as Products in BillQuick.



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

As you can see above, integration between BillQuick and MYOB is very comprehensive. Not only are invoices sent to MYOB to post revenue and receivables, the virtual database for the two programs includes clients, projects/jobs, employees, vendors, activity codes, and so on.

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

Integration Rules

Depending on what information is given in BillQuick, the data transfer fills the fields in MYOB Card File accordingly. To ensure accuracy and completeness of data transfer, BillQuick↔MYOB integration follows a set of rules. These are:

1. **Company Start Date:** MYOB accepts the transfer of transactions *only* if their dates are *after* the start date of the MYOB Company. Thus, when you are integrating with MYOB for the first time, and manually entering invoices or payments from a prior fiscal year, be sure to check the start date for the MYOB Company to prevent loss of data.
2. **Synchronization Order:** When you send or get data on-demand from BillQuick or MYOB (via Send or Get menus), BillQuick ensures that corresponding required data is also sent (for example if Projects are sent before Clients, Clients associated with the Project are also sent). To help speed up the synchronization process, please follow the order of the submenus. For example, you should sync Clients before Projects and Invoices before Payments.
3. **MYOBLinkID:** BillQuick automatically creates an internal MYOBLinkID and adds it to the database. Used for internal processing, the special ID ensures accurate and complete transfer of data.
4. **Placeholder Data:** Because MYOB does not require the same data fields and may not track the same data as BillQuick, BillQuick inserts 'FromBQ-MYOBsync' (for example) as a placeholder value when it encounters these situations. As part of the data checking procedure, you would change 'FromBQ-MYOBsync' to whatever value you desire for the field. For example, if the First and Last Name fields on MYOB's Vendor screen are blank, BillQuick inserts 'FromBQ-MYOBsync' into its First and Last Name fields during synchronization.
5. **Employee Transfer:** When an employee with ID 'supervisor' in MYOB is transferred to BillQuick, by default 'From Supervisor-MYOB Sync' is used as the employee name.
6. **Rates:** When transferring employee data from MYOB, BillQuick checks to see if the optional bill and cost rate fields in MYOB contain values. If they do, BillQuick transfers them to an employee's profile. If the fields are blank, BillQuick inserts \$0 in the Bill Rate and Cost Rate fields in the employee's profile.
7. **Activities:** Prior to sending activities from BillQuick to MYOB, if you have not specified the MYOB income account and the tax code in Sync Settings, billable activities transfer as non-chargeable activities to MYOB. Chargeable and non-chargeable fields can't be updated after data is sent to MYOB.
8. **Vendors:** When transferring data from BillQuick to MYOB, if we have vendor's first name and last name specified but not the company, then the mapping is as follows:
First name - First Name
Last name - Last Name

But if we have the company name and do not transfer first name and last name of the vendor, then the mapping is as follows

Company – Name

Designation gets set according to the fields transferred. Same is true for client.

9. Project:

- Maximum length for Project ID and Activity ID in MYOB is 15 characters. If you have integrated with MYOB, you will be warned if you create new projects and activities with more than 15 characters.
- Because BillQuick requires assignment of a Project Manager and there is no corresponding field in MYOB, BillQuick creates a new employee record with placeholder values, 'FromBQ-MYOBsync', as part of the above scenario.
- When projects in BillQuick are transferred to MYOB, the projects with the status Completed, Hold, Cancelled and Inactive, are transferred as inactive. Projects with status other than these are transferred as 'active'.

10. Time Entry:

- A time record can be transferred from BillQuick to MYOB only once.
- Both negative time entries and zero hour time entries can be transferred to MYOB.
- You can choose whether to map BillQuick time entries to MYOB Activity Slips (default) or Timesheets.

11. Expense Entry: An expense recorded in BillQuick Expense Log transfers to MYOB as an expense. During the transfer, the following rules are applied:

- An expense recorded in MYOB transfers to BillQuick only if it is marked 'I buy this item'.
- When transferring expense codes from MYOB to BillQuick, the items are marked as products if marked as 'I sell this item.'
- When transferring expenses, the average cost item is transferred according to the item cost in BillQuick.
- When transferring expenses from MYOB to BillQuick, the markup percentage per item is calculated using MYOB's base selling price and average cost.

12. MYOB Invoice: BillQuick determines whether to transfer an invoice from MYOB after checking for associated projects, clients, and invoice items. When transferring invoices from MYOB to BillQuick, several scenarios can arise.

- *Invoice for Client but No Job Record:* When a MYOB invoice has no specified job, BillQuick automatically creates a new project for the invoice. The Project ID is based on the Client ID on the Invoice.
- *Invoice for Project without Client:* When an MYOB invoice for a project does not have a client associated with it, BillQuick automatically creates a new project and a new client before saving the invoice. The Client ID is based on the MYOB Project ID on the invoice.
- *Multiple Items for Multiple Projects:* When transferring an invoice from MYOB (having multiple invoice items for multiple projects, but with same specific client), BillQuick creates a joint invoice for all invoice items, associating it with that specific client. In this case, the Invoice Client ID becomes the Project Client

ID in BillQuick. However, if the specific clients associated with the projects on the invoice are different, then BillQuick does not transfer the invoice.

- *Invoice for Project with Client associated with a different client:* When transferring an invoice from MYOB, with an associated client for a project having its own specific client, BillQuick associates that invoice with the specific client of the project. In this case, the Invoice Client ID will be the Project Client ID.
- *Transferred as Manual Invoices:* When invoices are transferred from MYOB to BillQuick (without time and expense entries), they are received as manual invoices. With MYOB Accounting Plus and Premier editions, time and expense data also transfers.

13. **BillQuick Invoice:** When invoices transfer from BillQuick to MYOB, the following rules are applied:

- *Accounts:* The items are sent to service amount, expense amount, and discount.
- *Time and Expense Details:* Invoices are transferred from BillQuick to MYOB and vice versa, with or without time and expense details (depending upon your MYOB edition).
- *Discount:* Discounts are applied prior to application of tax to the items.
- *Draft Invoices:* Draft invoices in BillQuick are not sent to MYOB.
- *Taxes:* For invoices created in BillQuick with Main Service Tax (MST) and Main Expense Tax (MET) attached to them, the values of Service Amount, Expense Amount and Discount are sent to the respective fields in MYOB (value prior to taxes). To each item, GST is assigned as the tax code, and the MST and MET amount is assigned as the tax amount for Service Amount and Expense Amount. GST includes item taxes when transferring invoices.
- *Joint Invoices:* If a joint invoice is transferred from BillQuick to MYOB, it is converted into two invoices in MYOB (with the respective projects and amounts specified).
- *Line Items:* When sending invoices from BillQuick, full details are sent over to MYOB but the summary line items with zero value are skipped.

14. **Retainer:** When transferring retainer information from BillQuick to MYOB, both client and project retainer are transferred as Client Credit in MYOB. When getting the retainer value from MYOB to BillQuick, the value is stored as Client Retainer in BillQuick.

15. **Payment:** Payments recorded in MYOB transfer to BillQuick along with related invoice data.

- If a payment does not have associated invoice data (for example, invoice number), it is recorded as a Client Retainer in BillQuick. Similarly, when invoices are transferred from BillQuick, the applied payments will be transferred along with the invoice data.
- If the Invoice Client ID in BillQuick does not match with the actual Payment Client ID in MYOB, the payment will not be transferred to BillQuick.

Synchronization Settings

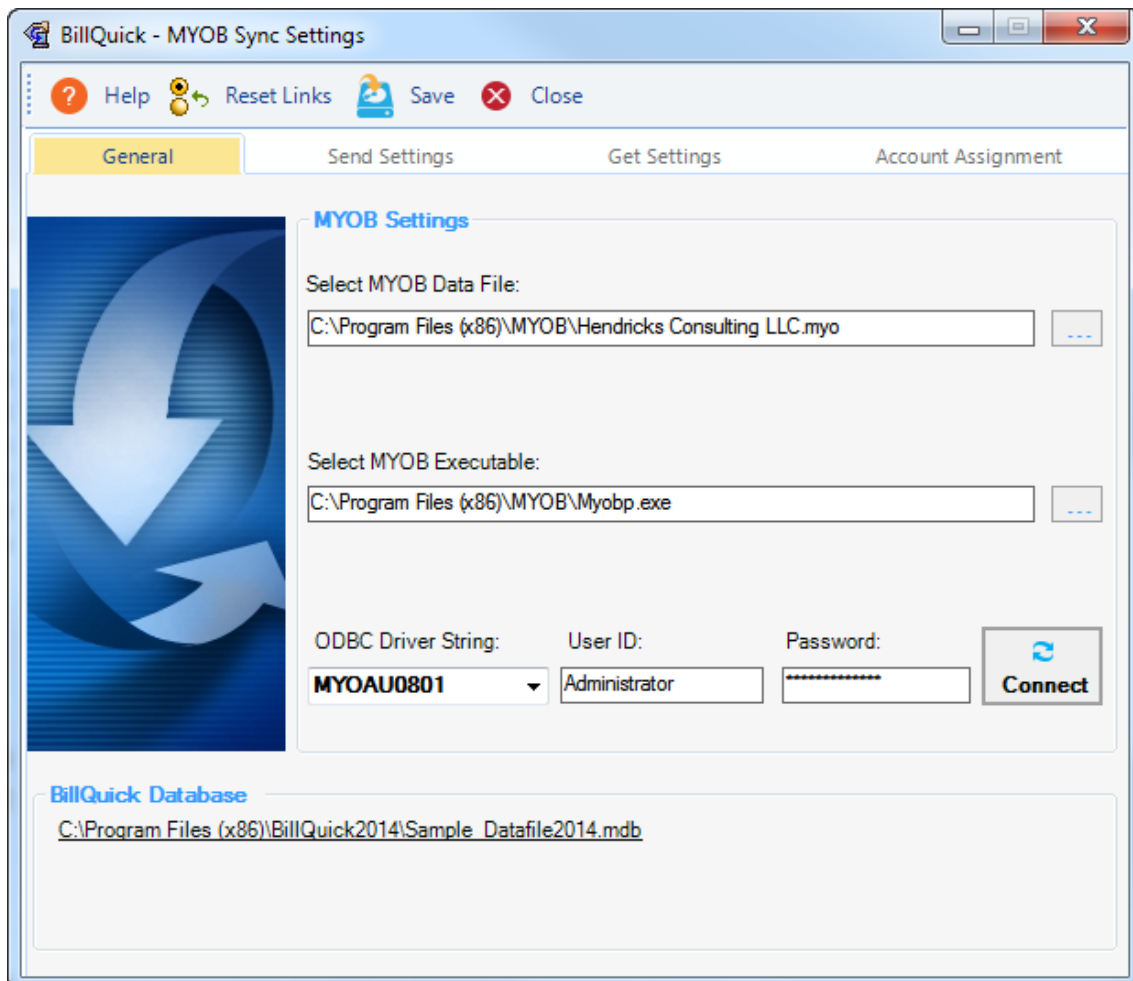
In BillQuick, you can specify data transfer rules and settings in the BillQuick-MYOB Sync Settings screen. These settings apply company-wide and are used as defaults when you choose to sync data between BillQuick and MYOB.

Using the BillQuick-MYOB Sync Settings screen, you can specify the following settings:

- General
- Send Settings
- Get Settings
- Account Assignment

General Settings

The General tab allows allow you to specify general settings for data transfer from BillQuick to MYOB database, such as the MYOB data file, and so on. *For description of each field on this tab, see the BillQuick Help.*



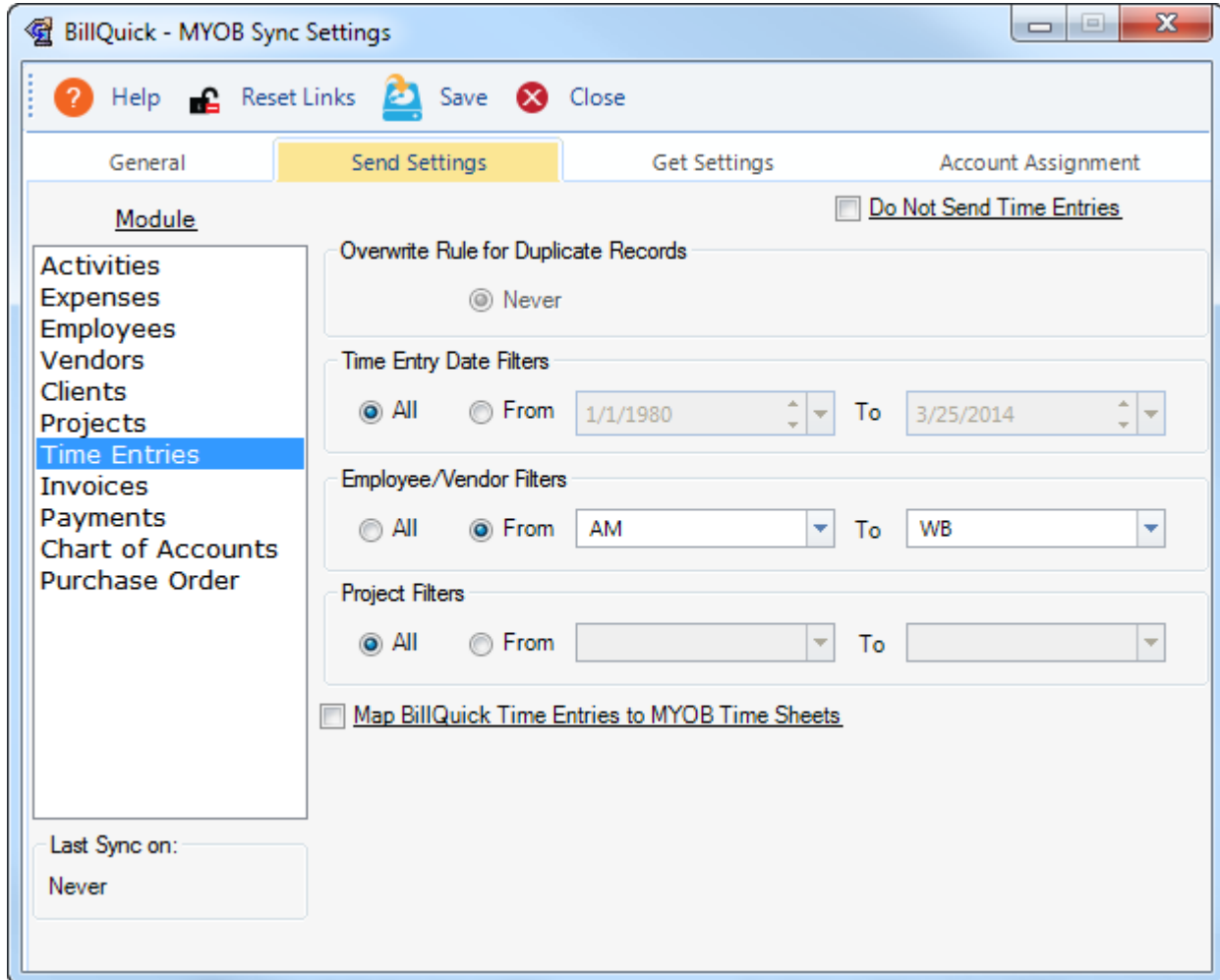
The screenshot shows the "BillQuick - MYOB Sync Settings" dialog box with the "General" tab selected. The dialog has a menu bar with "Help", "Reset Links", "Save", and "Close". Below the menu bar are four tabs: "General", "Send Settings", "Get Settings", and "Account Assignment". The "General" tab is active and contains a large blue graphic with two white arrows forming a circle. To the right of the graphic is the "MYOB Settings" section, which includes:


- "Select MYOB Data File:" with a text box containing "C:\Program Files (x86)\MYOB\Hendricks Consulting LLC.myo" and a browse button (...).
- "Select MYOB Executable:" with a text box containing "C:\Program Files (x86)\MYOB\Myobp.exe" and a browse button (...).
- "ODBC Driver String:" with a dropdown menu showing "MYOAU0801".
- "User ID:" with a text box containing "Administrator".
- "Password:" with a text box containing "*****".
- A "Connect" button with a refresh icon.

Below the "MYOB Settings" section is the "BillQuick Database" section, which includes a text box containing "C:\Program Files (x86)\BillQuick2014\Sample Datafile2014.mdb".

Send Settings

Send settings allow you to set rules for data transfer from BillQuick to MYOB database. You can also restrict the data sent from BillQuick to MYOB and specify filters.

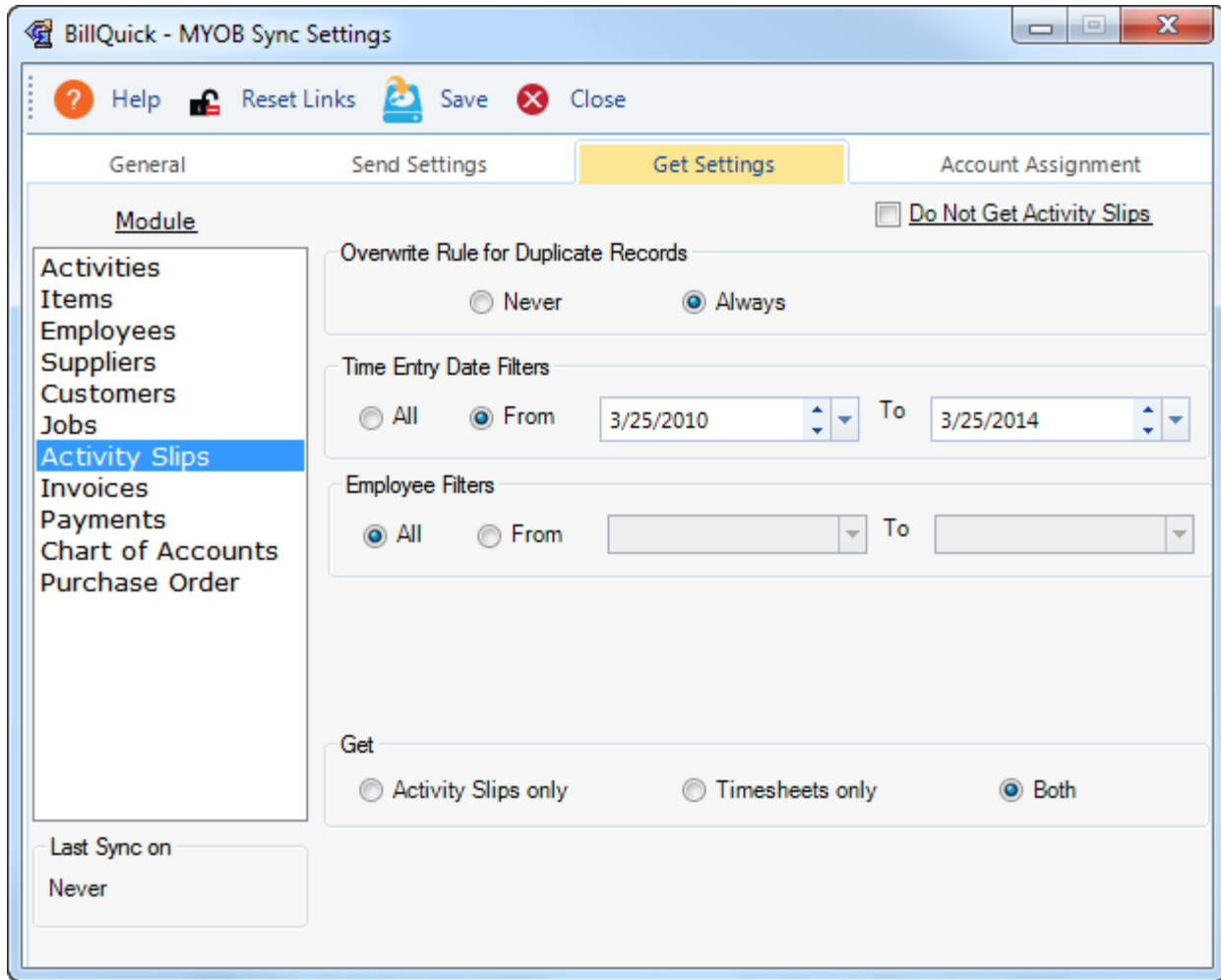



 The send options change depending upon the module selected from the list on the left of the screen.

BillQuick provides some options for sending BillQuick data to MYOB. *For description of each field on this tab, see the BillQuick Help.*

Get Settings

Get Settings allow you to set rules for data transfer from MYOB to BillQuick database. You can restrict the data sent from MYOB to BillQuick and specify filters.



 The Get options change depending upon the module selected from the list on the left of the screen.

BillQuick provides some options for getting MYOB data to BillQuick. *For description of each field on this tab, see the BillQuick Help.*

MYOB Accounts

A key step in the integration process is to assign general ledger (G/L) accounts to BillQuick activity codes, expense codes and other invoice items. In BillQuick, activity and expense accounts are not required, except for the purpose of data integration or accounts payable but MYOB requires G/L accounts for all items and transaction.

For companies that integrate BillQuick with MYOB, they need to specify default General Ledger accounts for activities, expenses, invoice items, and payments in BillQuick (prior to syncing). Your MYOB company file contains an accounts list, which is used for organizing the accounting entries of your business. When you create the MYOB company file, you have the option of importing an accounts list, building a new

one or using the preset accounts lists provided. The Accounts List screen contains eight types of accounts: Asset, Liability, Equity, Income, Cost of Sales, Expense, Other Income, and Other Expense. Different income accounts are created for each category of revenue that is being tracked (for example, retail income, service income, interest income, and so on). For accurate and effective data transfer, these accounts need to be specified for the BillQuick items being sent to MYOB.

When BillQuick invoices are transferred to MYOB, by default it transfers the actual time and expense line items and posts them to their respective accounts. However, when invoice details are not transferred, BillQuick sends activity and expense items as single line items. Normally, the transactions debit or credit these accounts. You can assign G/L accounts to individual activity codes, expense codes and invoice items, or make these assignments at the project or project group level.



MYOB accounts are available for assignment in BillQuick only after a connection has been established between the two programs.

If you integrate with MYOB and *GET* activity and expense items, the associated G/L accounts also carry to BillQuick. You can manually set up the Chart of Accounts in BillQuick or transfer it from MYOB through data synchronization. When an activity or expense is part of an invoice (associated time and expense entries are relieved with the invoice), and you sync that invoice with MYOB, the correct G/L account will be updated there. This tracks your company's income and expenses in the accounting system.



It is preferable to create activity and expense (other charge) items in MYOB and have them transferred into BillQuick. This reduces the step of creating or assigning G/L accounts for them in BillQuick.

Accounts for MYOB can be set up in two ways:

1. *Integration menu:* You can assign accounts to BillQuick invoice items via the BillQuick-MYOB Sync Settings screen. MYOB income and expense accounts are available for assignment after a connection between BillQuick and MYOB is established.
2. *MYOB:* If you integrate with MYOB and GET Activities and Items (expenses), the associated G/L accounts also transfer to BillQuick.

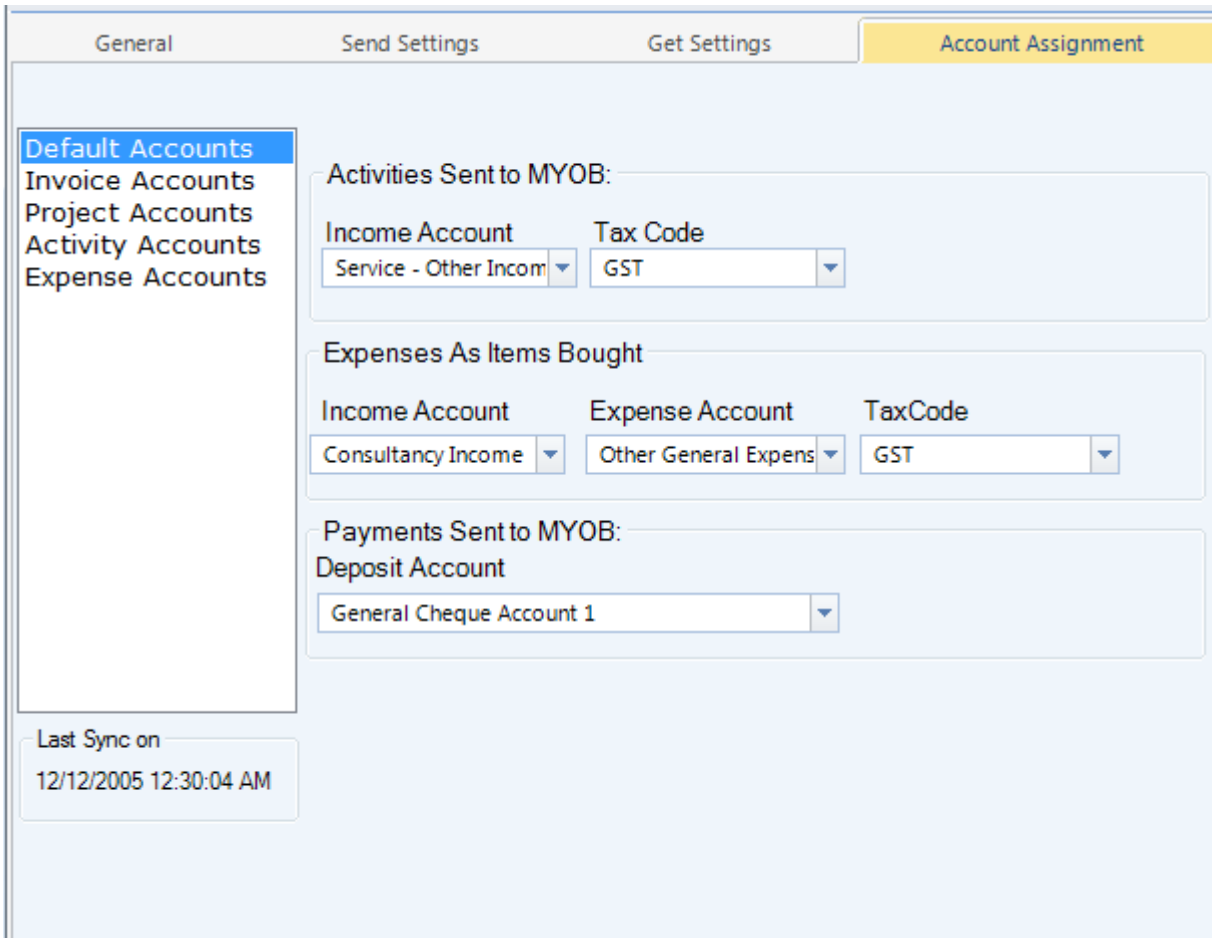
The BillQuick-MYOB Sync Settings screen allows you to specify the desired MYOB account to BillQuick items. You can make the following account assignments:

- Default Accounts
- Invoice Accounts
- Project Accounts
- Activity Accounts
- Expense Accounts

Default Accounts: While sending BillQuick data to MYOB, you must specify default accounts for billable activities, billable expenses, and payments. Besides these, you can also specify specific accounts to individual activity and expense items. *For description of each field on this screen, see the BillQuick Help.*

To assign default accounts to BillQuick items sent to MYOB:

1. Open the BillQuick-MYOB Sync Settings screen from the Integration menu, MYOB.
2. Click the Account Assignment tab and select Default Accounts on the left.



3. Assign an Income Account and Tax Code for the billable activities that transfer from BillQuick to MYOB. Depending upon the tax settings specified here, different tax type, and rate applies to the activities.



If an income account and tax code is not specified, then BillQuick activity codes are transferred as non-chargeable activities to MYOB.

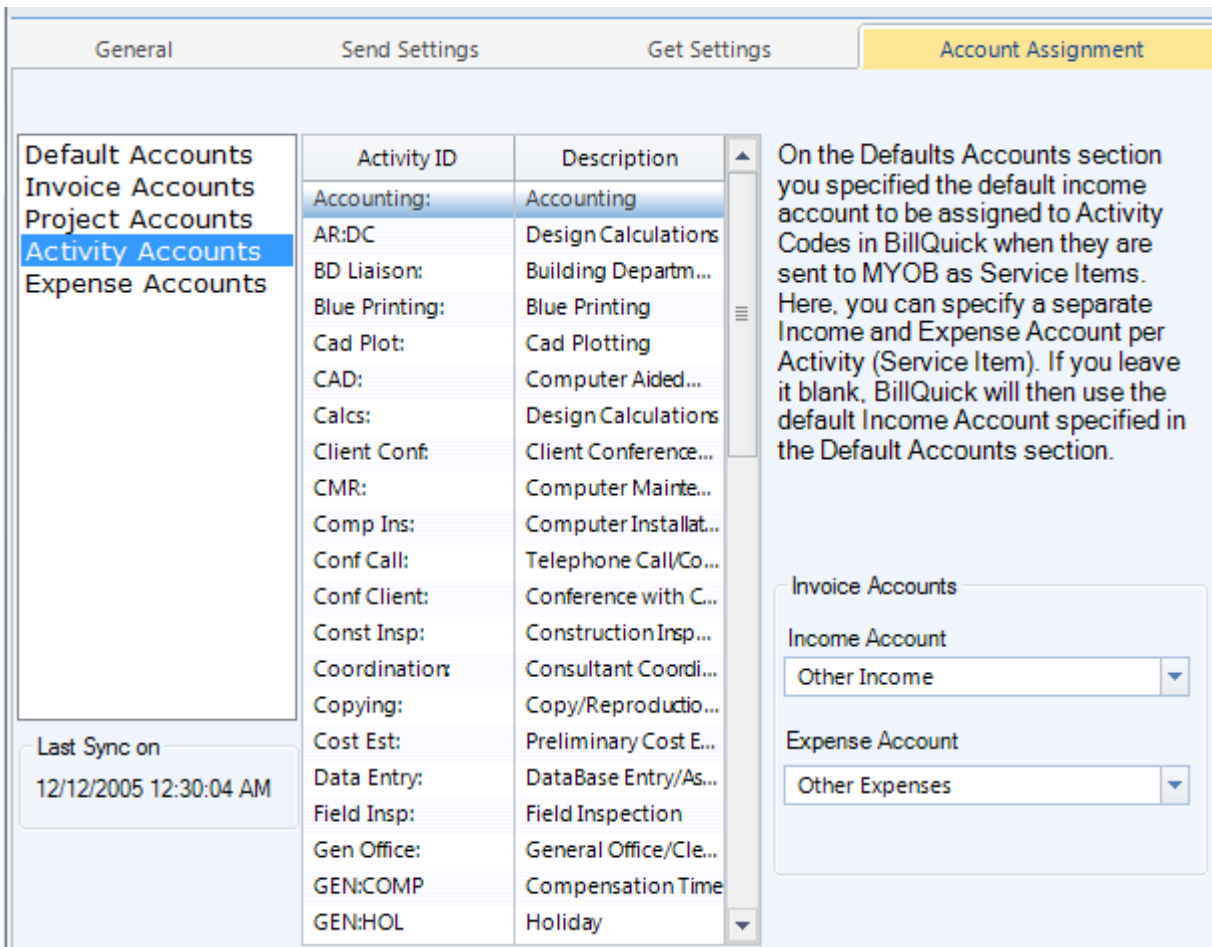
4. Assign an Income Account, Expense Account, and Tax Code for billable expenses that transfer from BillQuick to MYOB. Depending upon the tax settings specified here, different tax type, and rate applies to the expenses.
5. Next, assign a Deposit Account for payments that transfer from BillQuick to MYOB. You can select the Account Number or Name from the drop-down list.

- When you have finished, click Save.

Besides the default accounts, you can specify income and expense accounts for each BillQuick activity code (service item) and expense code (expense item). You can select a single item or multiple items from the grid and assign the desired account to it. If you leave it blank, BillQuick uses the default accounts specified above.

To assign accounts to BillQuick activity and expense items:

- Click on the Account Assignment tab and select Activity Accounts option on the left.



Activity ID	Description
Accounting:	Accounting
AR:DC	Design Calculations
BD Liaison:	Building Departm...
Blue Printing:	Blue Printing
Cad Plot:	Cad Plotting
CAD:	Computer Aided...
Calcs:	Design Calculations
Client Conf:	Client Conference...
CMR:	Computer Mainte...
Comp Ins:	Computer Installat...
Conf Call:	Telephone Call/Co...
Conf Client:	Conference with C...
Const Insp:	Construction Insp...
Coordination:	Consultant Coordi...
Copying:	Copy/Reproductio...
Cost Est:	Preliminary Cost E...
Data Entry:	DataBase Entry/As...
Field Insp:	Field Inspection
Gen Office:	General Office/Cle...
GEN:COMP	Compensation Time
GEN:HOL	Holiday

On the Defaults Accounts section you specified the default income account to be assigned to Activity Codes in BillQuick when they are sent to MYOB as Service Items. Here, you can specify a separate Income and Expense Account per Activity (Service Item). If you leave it blank, BillQuick will then use the default Income Account specified in the Default Accounts section.

Invoice Accounts
Income Account
Other Income

Expense Account
Other Expenses

- Select an Activity ID from the list and assign the desired Income Account and Expense Account for it from the drop-down list.

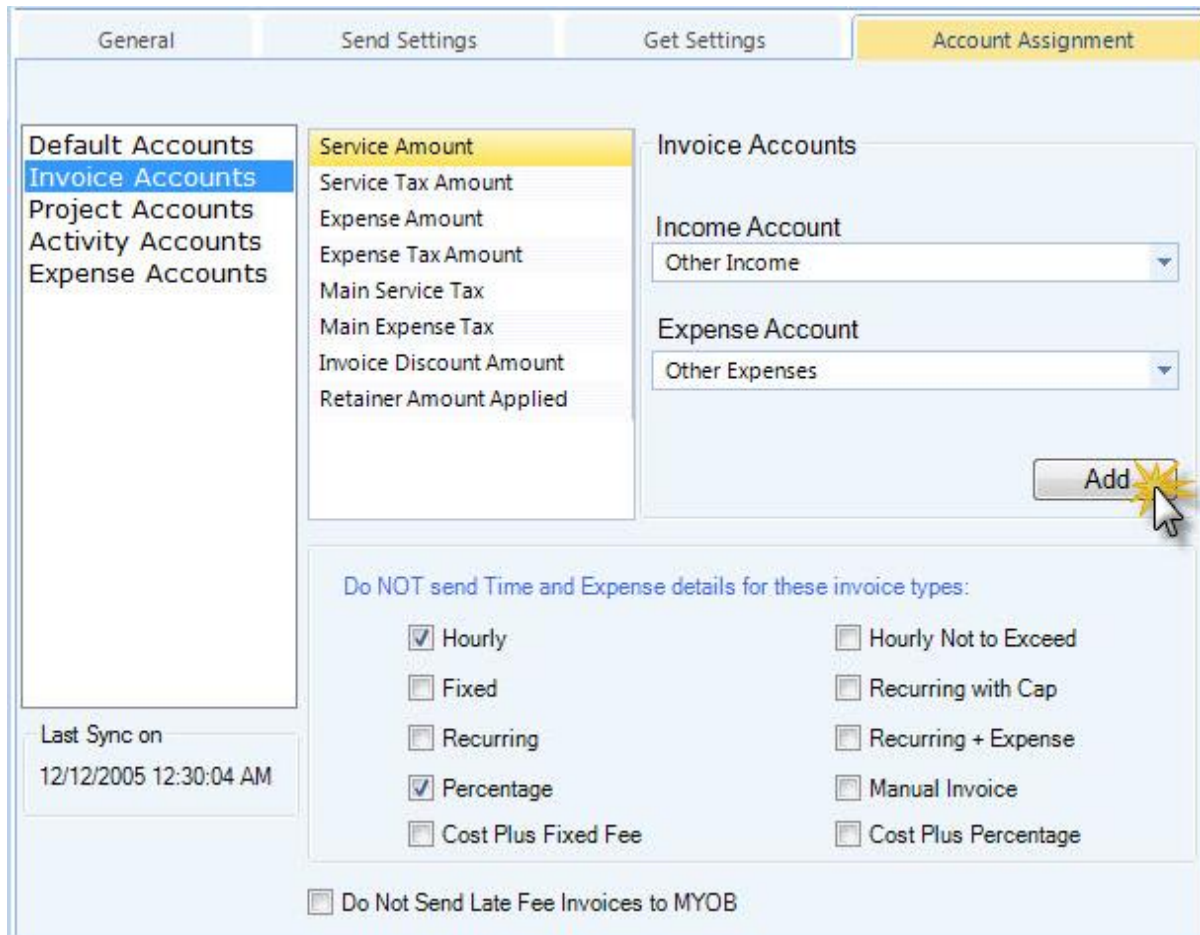
The MYOB account chosen here is assigned to the selected activity (or activities) invoiced. By default, Other Income and Other Expenses accounts are selected but you can change them.

- Similarly, select Expense Accounts option on the left and assign an Income Account and Expense Account to the desired expense items.
- When you have finished, click Save.

Invoice Accounts: Besides specifying default accounts for activity and expense items, you need to specify income and expense accounts for invoice items. These are the accounts into which the service, expense, tax, retainer and other amounts on BillQuick invoices transfer upon synchronization.

To assign accounts to invoice items:

1. Open the BillQuick-MYOB Sync Settings screen from the Integration menu, MYOB.
2. Select the Account Assignment tab and click Invoice Accounts option.



3. Assign an Income Account and Expense Account from the drop-down list for the selected invoice items such as Service Amount, Tax Amount, Discount Amount, Retainer Amount, and so on. By default, Other Income or Expenses account is selected but you can choose any other account from the drop-down list.
4. Click Add to save the account assignments.
5. You are given the option of not sending time and expense details for various invoices transferred from BillQuick to MYOB. You can check any contract type (such as Hourly, Percentage, Cost Plus, and so on) or manual invoice for which you do not want to send time and expense details.



You can skip sending late fee invoices to MYOB by checking that option.

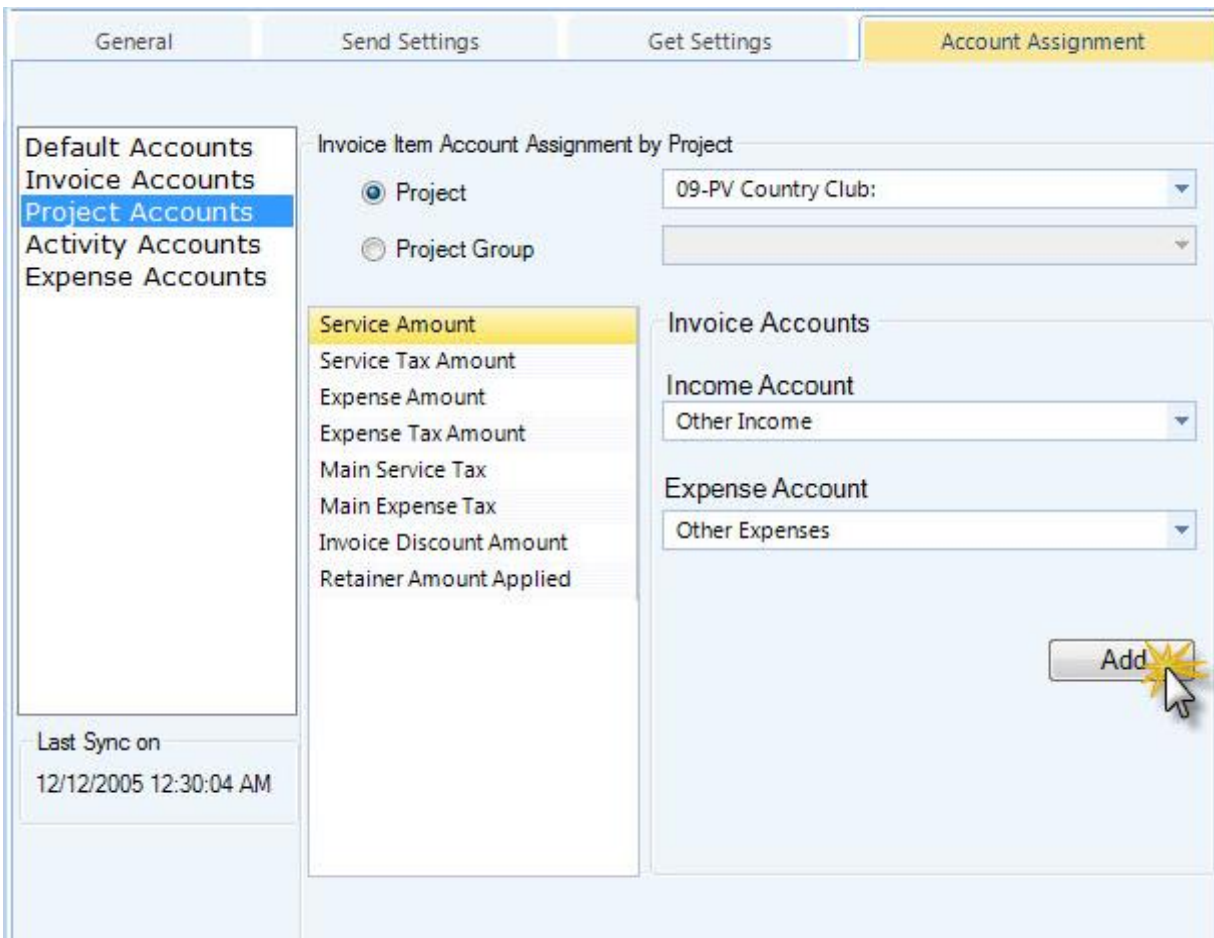
- When you have finished, click Save.

Project Accounts: When sending invoices to MYOB, BillQuick assigns accounts specified on the Invoice Accounts screen to the invoice items. You can override those accounts for projects by assigning G/L accounts to invoice items at the project or project group level.

For the selected project or project group, each item on a BillQuick invoice like tax amount, discount and retainers can have a specific G/L account assigned to it. When you sync invoices with MYOB, the corresponding G/L account will be updated there.

To assign accounts at the project level:

- Open the BillQuick-MYOB Sync Settings screen from the Integration menu, MYOB.
- On the Account Assignment tab, select Project Accounts option on the left. *MYOB accounts are available only after you establish a connection between BillQuick and MYOB programs.*
- Select the desired Project or Project Group from the drop-down.



The screenshot shows the 'Account Assignment' tab in the BillQuick-MYOB Sync Settings interface. On the left, a sidebar lists account categories: Default Accounts, Invoice Accounts, Project Accounts (highlighted), Activity Accounts, and Expense Accounts. The main area is titled 'Invoice Item Account Assignment by Project' and includes two radio buttons: 'Project' (selected) and 'Project Group'. Below these are two dropdown menus for selecting a project or project group; the first is set to '09-PV Country Club'. To the right, under 'Invoice Accounts', there are two more dropdown menus: 'Income Account' set to 'Other Income' and 'Expense Account' set to 'Other Expenses'. At the bottom right, there is an 'Add' button with a mouse cursor pointing to it.



If you assign accounts to the Project Group 'ALL', you no longer have to go back to Sync Settings screen every time you add a new project in BillQuick.

4. You can see a list of invoice items. Select an appropriate Income Account and Expense Account for each item from the drop-down lists.
5. Click Add to save the account assignments.
6. When you have finished, click Save and then Close.

Initial Integration

BillQuick supports bidirectional integration with MYOB, meaning that you can exchange data between BillQuick and MYOB. Initial integration populates the BillQuick or MYOB company database with information from the other program. Your initial synchronization settings define what information and how much of it is shared with the other program. For example, you may decide to move MYOB data for only the last two years to BillQuick.

Prior to initial integration, you must access the Sync Settings screen – which gives you extensive integration control. The tabbed screens can be used for initial integration as well as to define day-to-day integration processing rules. It is accessed from the Integration menu, MYOB.



During integration setup and synchronization procedures, both BillQuick and MYOB must be running.

Registering and Connecting MYOB

You may be an existing or a new user of MYOB. If a new user, you must have installed the MYOB program and ODBC Driver, purchased licenses, and created a new company file.

Depending on the MYOB version you are using, you would need to download an ODBC driver that is supported by it.

MYOB Version	ODBC Driver
Premier v9/Accounting v15	version 5.5
Premier 10/Accounting 16	version 6.xx
Premier 11/Accounting 17	version 7.xx
Premier 12/Accounting 18	version 8.xx
Premier 12.5/Accounting 18.5	version 9.xx

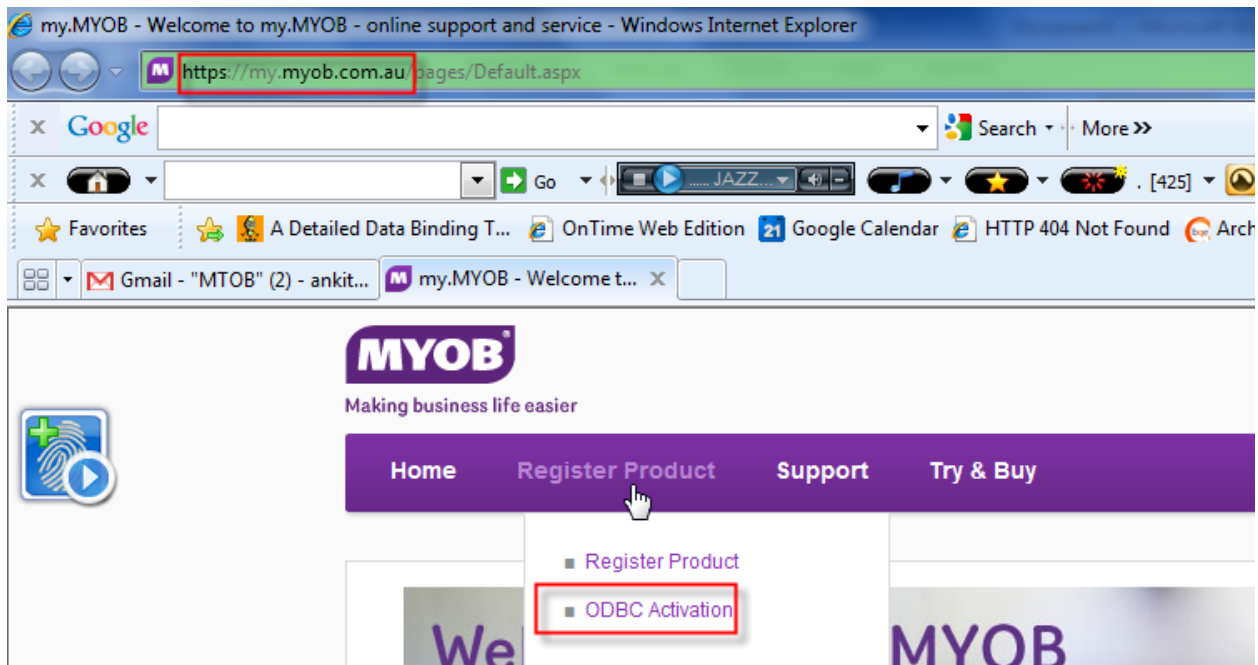
If you are using MYOB Premier 11/Accounting 17 versions, you need to download [ODBC 7.0.9 from our website](#). Newer MYOB versions do not require you to install the driver separately as it is in-built in the setup.

You can download and install the [MYOB ODBC AU edition](#) from our website, if required. Else, you may do so from the [MYOB website](#).

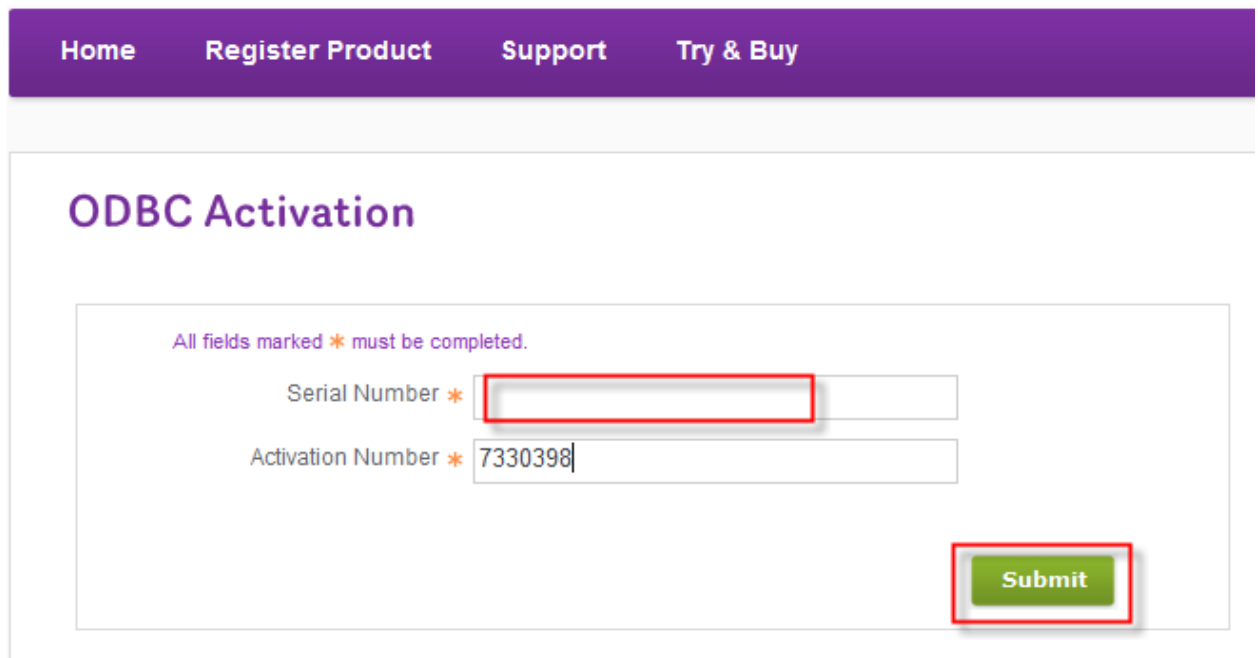
MYOB does not want third party products to have open access to customer data files and hence you need to register your MYOB data file for ODBC access. Trusted programs can be granted Read/Write access by enabling the data file for third party access using the ODBC driver.

To register your MYOB data file:

1. Go to: My.myob.com.au.
2. Under Register Product, click ODBC Activation.



3. On the screen, enter the 12-digit Serial Number and Activation Number of your product. Then click Submit.



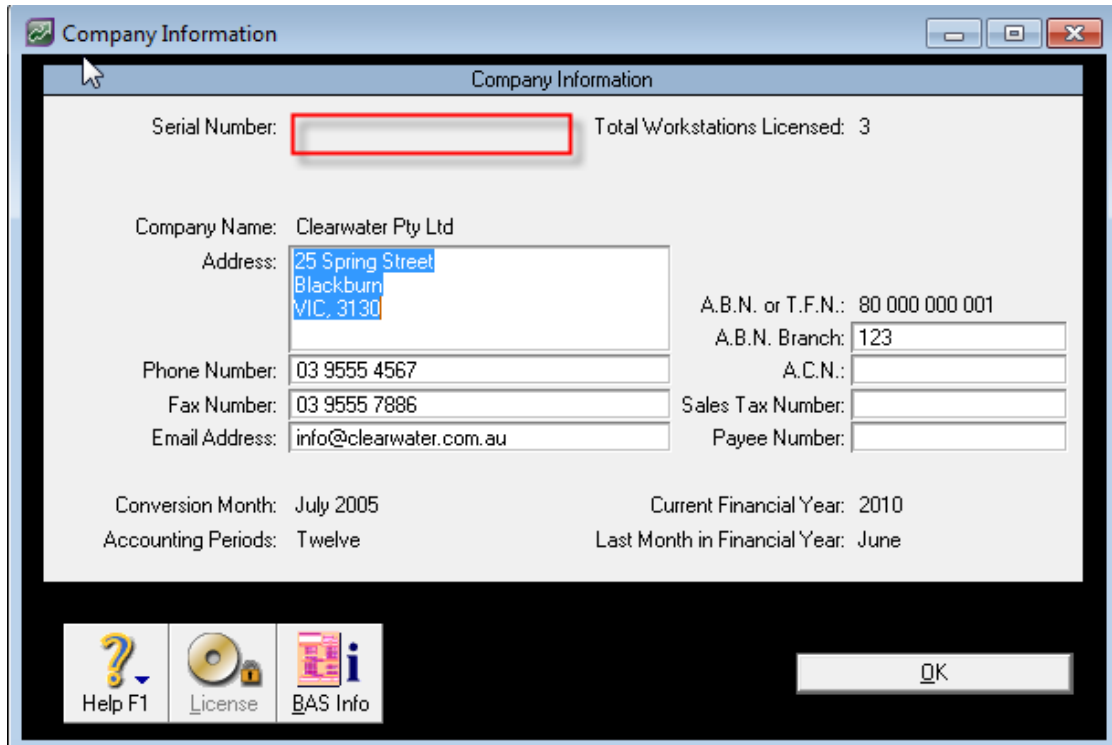
To integrate with BillQuick, you need to connect the BillQuick database with your MYOB company database. In MYOB, information about your company's software license is held within the company

database. To connect BillQuick to your company file you must update that license on the Company Information screen. In order to connect BillQuick to MYOB, please follow the steps below:

1. Open your MYOB company file and log in using 'Administrator' as the ID and Password. In case of a multi-user system, you should use the 'Single-user Access' option.



2. After logging in, from the Setup menu, select Company Information.
3. Review your company information. Click on the License button to enable your license (or purchase additional licenses by calling 1300 555 151).



Company Information

Serial Number: Total Workstations Licensed: 3

Company Name: Clearwater Pty Ltd

Address:

Phone Number: A.B.N. or T.F.N.: 80 000 000 001

Fax Number: A.B.N. Branch:

Email Address: A.C.N.:

Sales Tax Number:

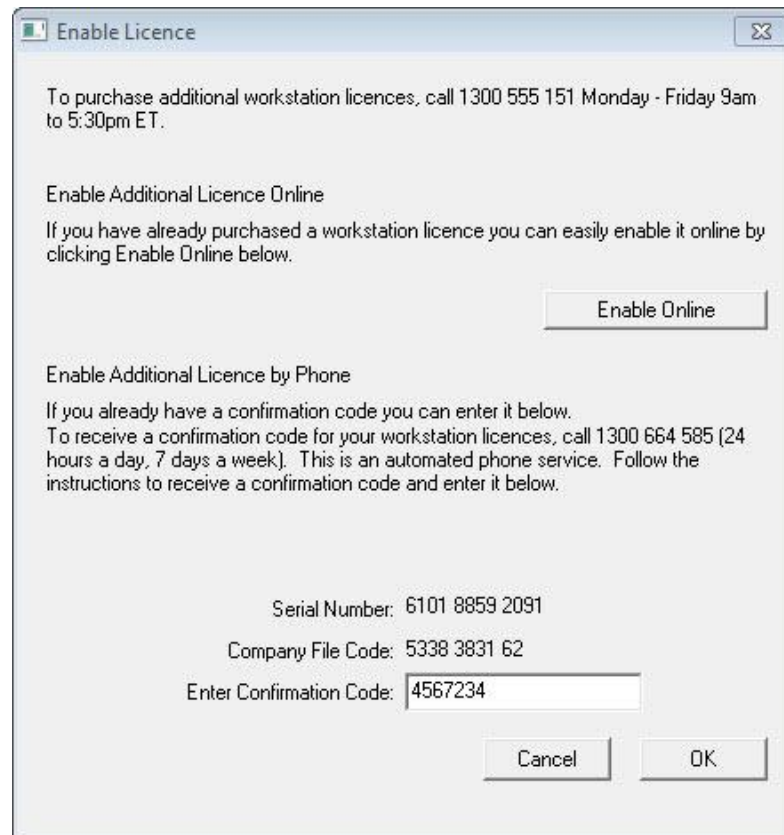
Payee Number:

Conversion Month: July 2005 Current Financial Year: 2010

Accounting Periods: Twelve Last Month in Financial Year: June

Help F1 License BAS Info

4. Click Enable Online. MYOB contacts its licencing server and makes the necessary update in the local data file.



Enable Licence

To purchase additional workstation licences, call 1300 555 151 Monday - Friday 9am to 5:30pm ET.

Enable Additional Licence Online

If you have already purchased a workstation licence you can easily enable it online by clicking Enable Online below.

Enable Additional Licence by Phone

If you already have a confirmation code you can enter it below.
To receive a confirmation code for your workstation licences, call 1300 664 585 (24 hours a day, 7 days a week). This is an automated phone service. Follow the instructions to receive a confirmation code and enter it below.

Serial Number: 6101 8859 2091

Company File Code: 5338 3831 62

Enter Confirmation Code:

If internet access is not available, you will need to call MYOB on the given number (1300 664 585); enter the information requested into the telephone key pad; and then receive the Confirmation Code.

5. Enter the Confirmation Code and click OK.

After these steps have been completed, the file will be activated for Add-on Solution and BillQuick will be able to integrate with your MYOB company database.

Scenario 1: Existing BillQuick-New MYOB User

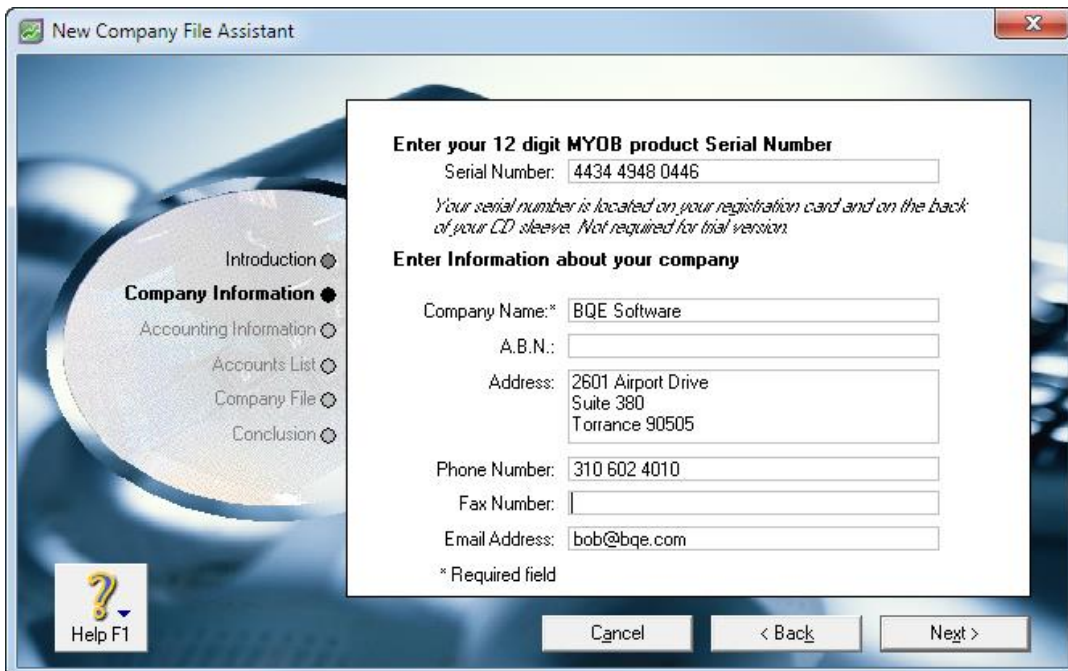
BillQuick users who are new to MYOB start by transferring information from BillQuick to a new MYOB database. After creating the MYOB file and setting synchronization preferences, you can initiate synchronization and check the transferred data.

Please follow the steps below to integrate BillQuick and MYOB.

1. Creating MYOB Database

Before integrating with BillQuick, a new MYOB user must have downloaded and installed MYOB program. Next, you need to create a MYOB company and assign the Add-on Solution permissions (see *Connecting MYOB above*).

1. When MYOB opens, create a new company using the New Company File Assistant.
2. Enter company name, address and other details.



3. Enter the required information and close.

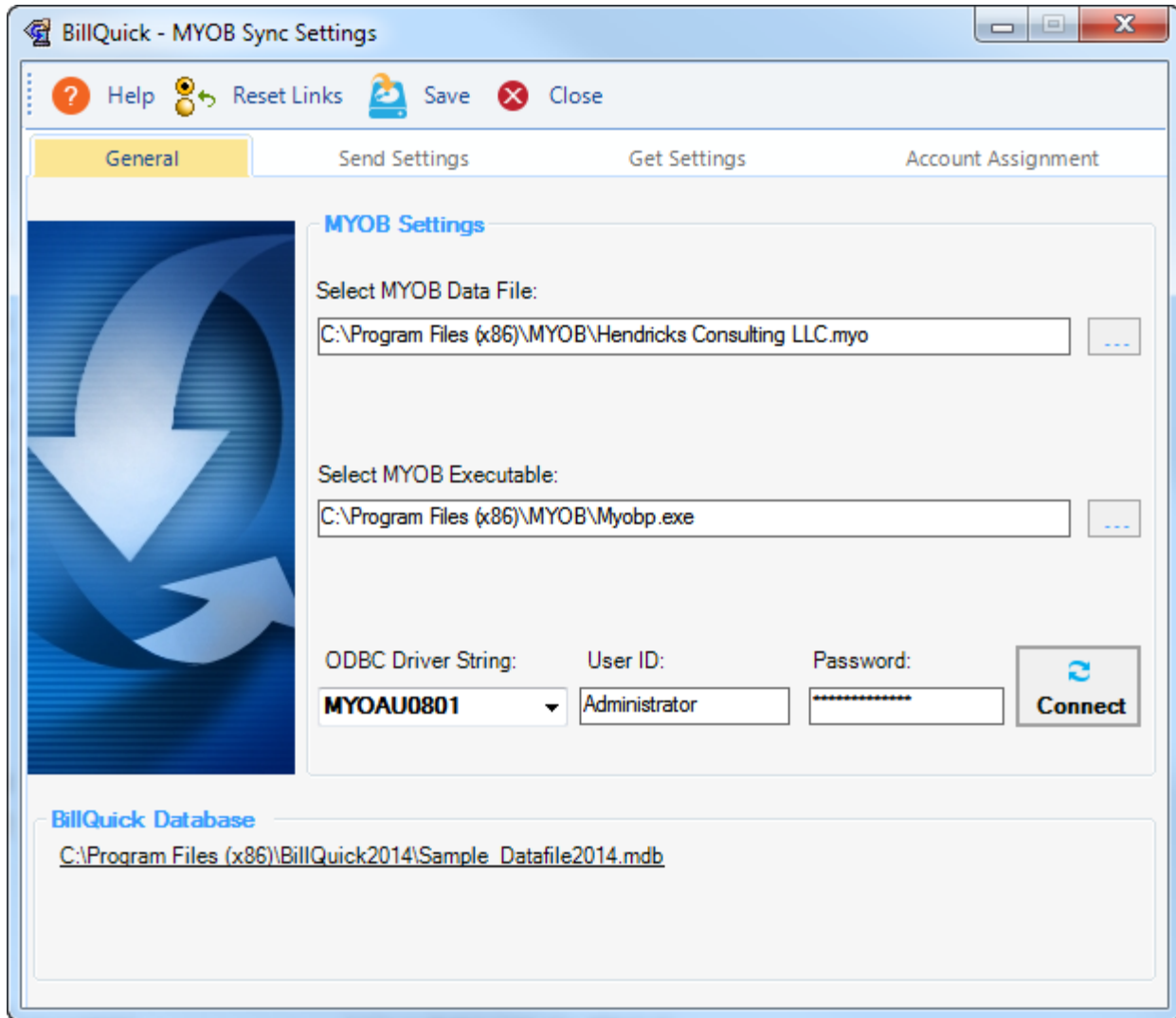
2. Backing up Database

For the first-time synchronization, 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\BillQuick2014; 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.


3. Specifying Synchronization 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 the MYOB database, select File menu, Open Company, choose the correct company, and then continue to the next step.*
2. From the Integration menu, select MYOB, Sync Settings.
3. Click the General tab. Under MYOB Settings, select the desired MYOB Data file (.myo) and MYOB Executable (Myobp.exe), which is available in the folder where you installed MYOB. This is required so that BillQuick can connect with the correct MYOB database for synchronization.



4. Select the right ODBC Driver String from the drop-down. It is pre-selected if the ODBC Driver is installed automatically with the MYOB setup. This file makes a connection between BillQuick and MYOB possible.
5. Enter the User ID (default being *Administrator*) and Password (if any). Click Connect to load the company file and connect with the MYOB program. *The location and path of the BillQuick Database integrating with MYOB is displayed at the bottom.*
6. Click Save to save your settings and establish the connection between the two programs.
7. Next, move to the Send Settings tab. In order, select each Module and assign desired settings to it.
8. You need to decide whether to send each type of BillQuick data to MYOB. If you want to restrict what data records transfer to MYOB, choose one or more filters. See [Synchronization Settings](#) for more information.

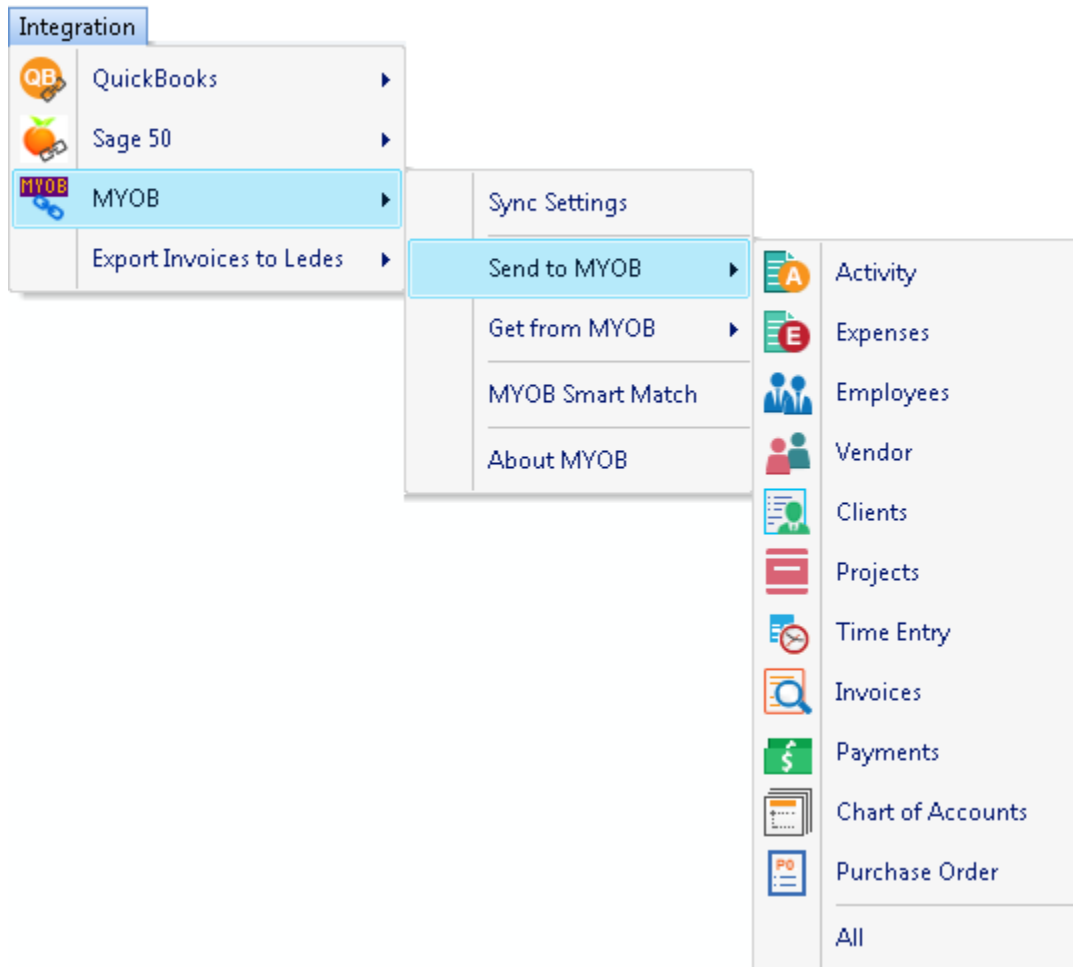
 The Get Settings tab is not used because we are sending data from BillQuick to populate a new MYOB database.

- Click on the Account Assignment tab. Each BillQuick item has to be associated with a G/L account in MYOB. Specify the default accounts for activities, expense items, invoice items, and so on, and click Add to save these assignments. See [MYOB Accounts](#) for more.

4. Sending Data

Now you are ready to sync data with MYOB.

- From the Integration menu in BillQuick, select MYOB, Send to MYOB.
- 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 MYOB 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 MYOB screen.

BillQuick Send Menu Item	MYOB Screen
Activity*	Activity
Expenses*	Items Bought**
Employee*	Card-Employee
Vendor*	Card-Supplier
Client*	Card-Customer
Project*	Jobs
Time Entry	Activity Slips
Invoices	Invoice
Payments	Receipts
Purchase Orders	Purchase Orders
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 Custom Label feature.

** Items that are marked as 'I sell this' in MYOB, are marked as products in BillQuick.

5. Fine Tuning Synchronization Settings

After you check the data transferred to MYOB, you may want 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 MYOB User

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

Please follow the steps below to integrate BillQuick and MYOB:

1. Creating BillQuick Company

Before integrating, a new BillQuick user must first create a BillQuick company database. See *BillQuick Help and other documentation* for more information.

1. In BillQuick, select File menu, New. Choose the type of database technology you want 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

- On the New BillQuick Database dialog box, 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 Start-Up Interview wizard.



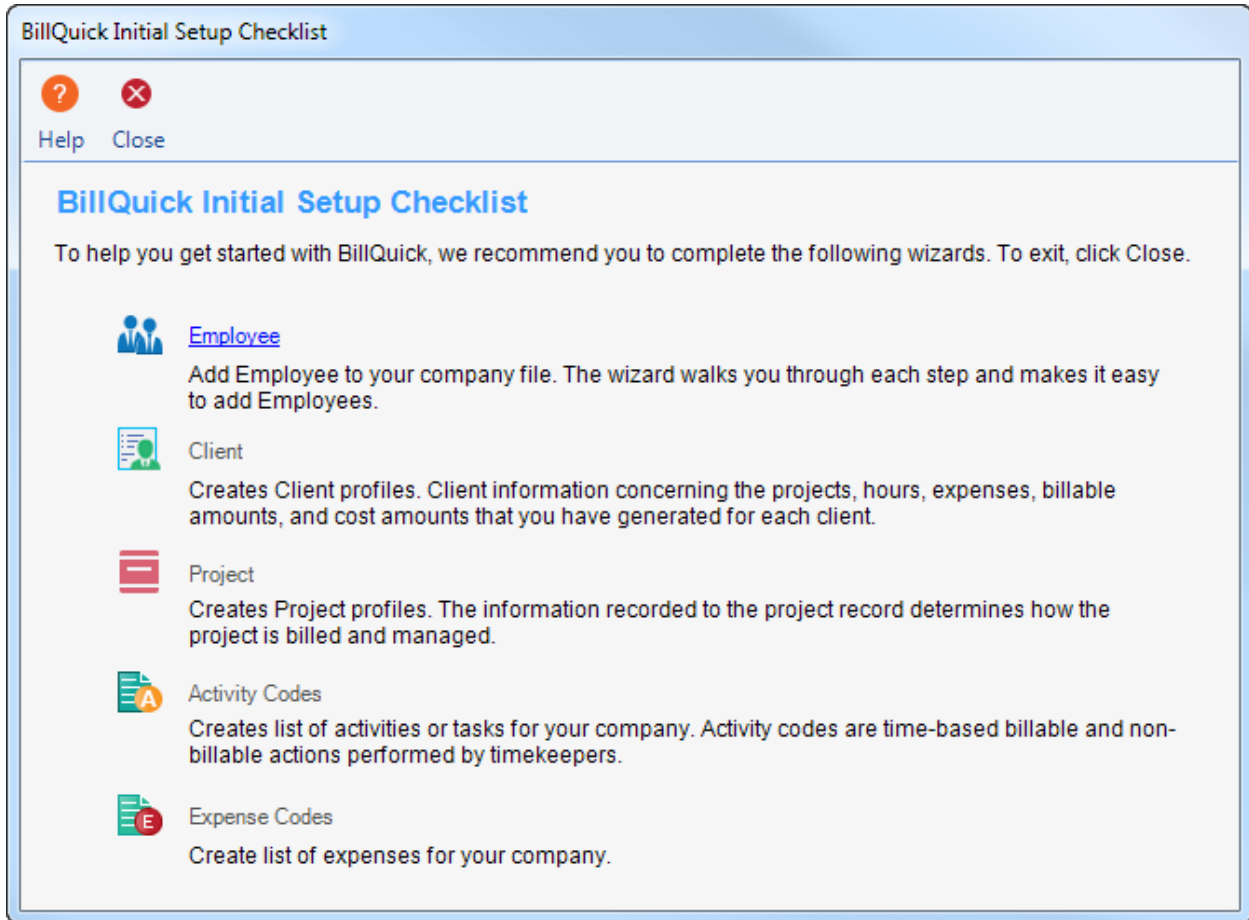
The BillQuick Start-Up Interview can be closed and reopened later. To do so, select BillQuick Interview from the View menu, Wizards.

- On the BillQuick Start-Up Interview page, click the Next button.
- Leave Business Type blank. If you select a type, BillQuick copies industry-specific activity (service) and expense codes into your company database. These codes are not needed because items will transfer from MYOB into BillQuick. Click the Next button twice to bypass the Activity Codes page.
- Custom Labels allow you to change key business terms to suit your profession-specific and company-preferred terminology in BillQuick. Customizing terms eases transition from your old time and billing software. Select your preferred terms from the drop-down lists. When you have finished, click the Next button.
- On the Company Name page, enter your company name. Spell it exactly as it appears on the License and Registration or the Evaluation Key document or email that you received from BQE Software.



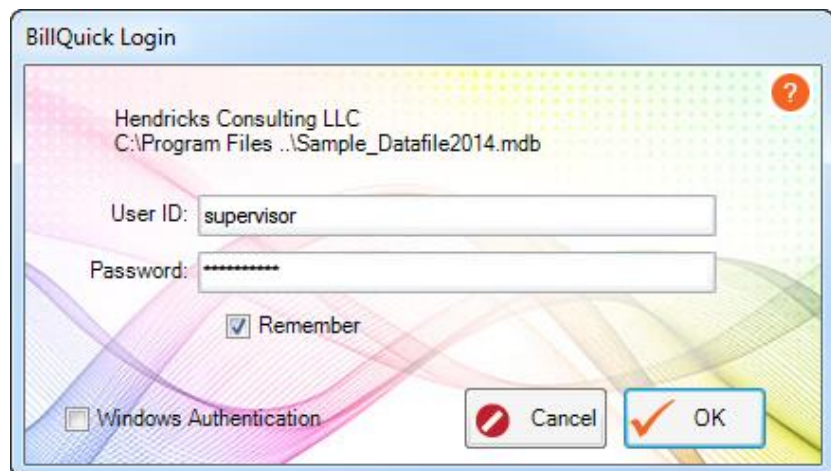
The screenshot shows the 'BillQuick Start-Up Interview Wizard' window. On the left is a vertical list of steps: Welcome, Business Type, Custom Labels, Company Name (highlighted with a green checkmark), Regional Info, Time Entry Evaluation, Smallest Time Increment, First Day of Week, Late Fee, Automatic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

7. Click the Next button to accept the defaults on the remainder of the pages. You can update these options later on the Global Settings and User Preferences screens. On the last page, click the Finish button.
8. The BillQuick Initial Setup Checklist wizard opens. Because clients, jobs, and other data transfer from MYOB, you do not need to set up profiles. You can edit the data later. Close the wizard.



9. The Company page displays next. Either complete the data entry now and click the Save button when you have finished; 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 security permissions in BillQuick to perform integration tasks.



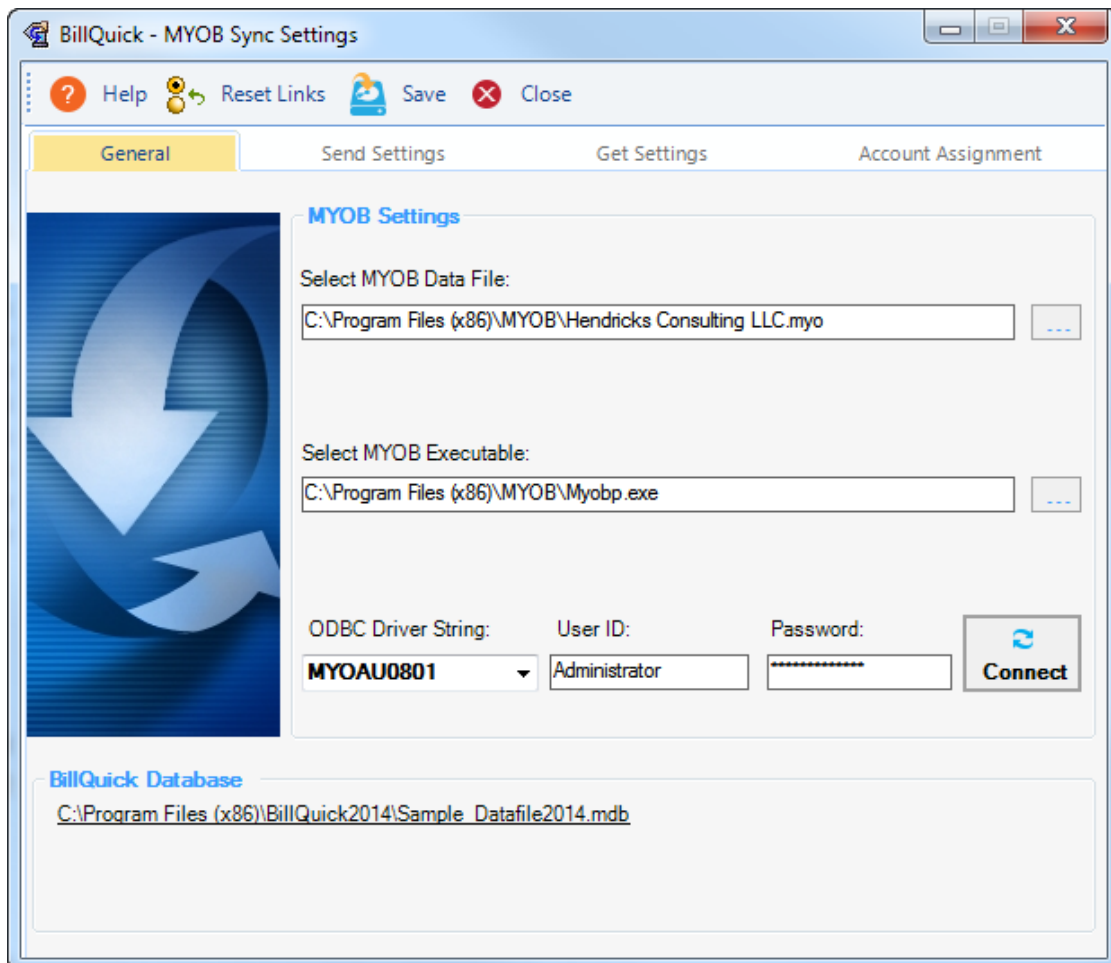
2. Backing up Database

Before the initial synchronization, it is important to back up your MYOB database. Select Backup option from the File menu.


3. Specifying Synchronization Settings

Specifying synchronization settings is necessary to define which data will be transferred as well as other preferences. 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 in the lower right of the BillQuick screen. 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 MYOB, Sync Settings.
3. Click the General tab. Under MYOB Settings, select the desired MYOB Data file (.myo) and MYOB Executable (Myobp.exe program file), which is available in the folder where you installed MYOB. This is required so that BillQuick can connect with the correct MYOB database for synchronization.
4. Select the right ODBC Driver String from the drop-down. It is pre-selected if the ODBC Driver is installed automatically with the MYOB setup. This file makes a connection between BillQuick and MYOB possible.



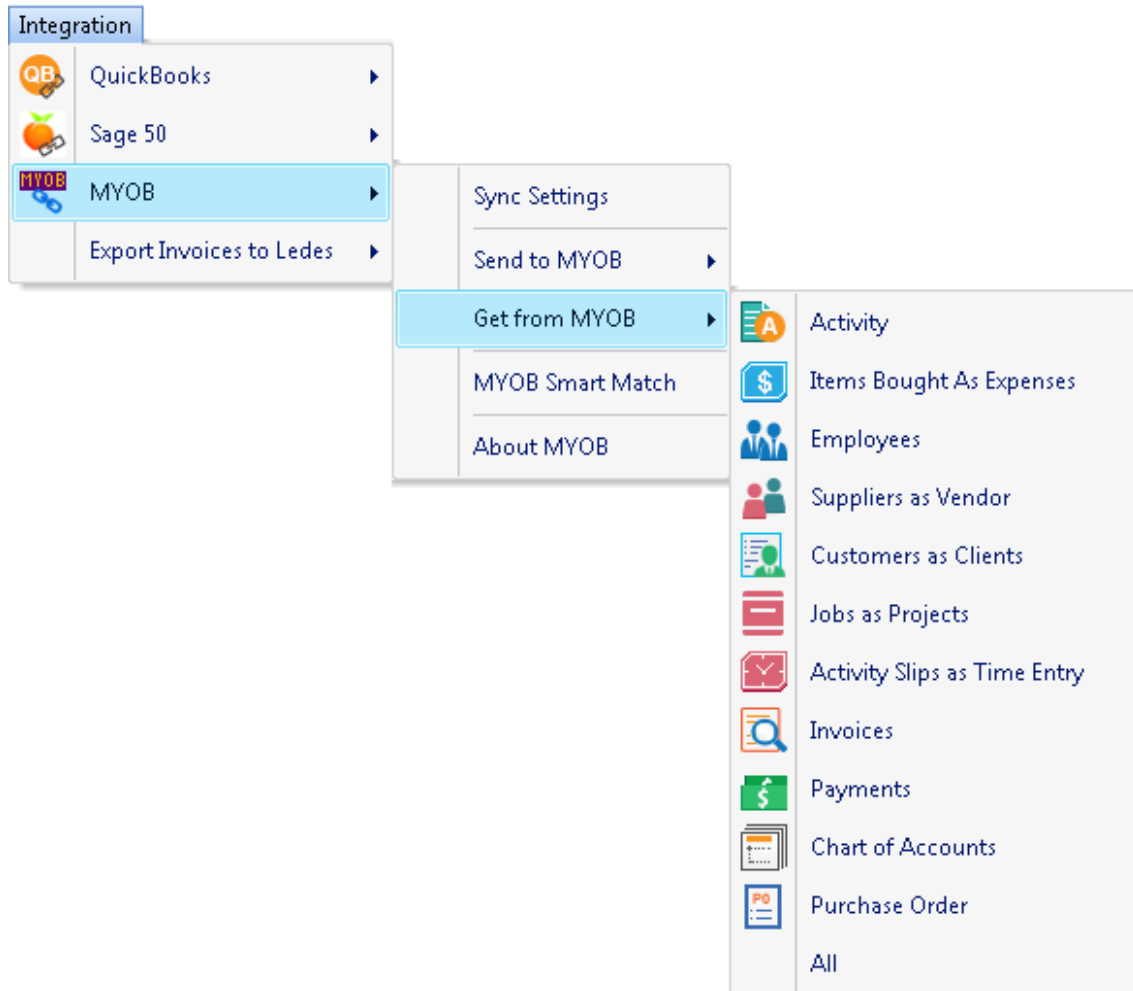
5. Enter the User ID (default being *Administrator*) and Password (if any). Click Connect to load the company file and connect with the MYOB program. *The location and path of the BillQuick Database integrating with MYOB is displayed at the bottom.*
6. Click the Get Settings tab. Select each Module on the left and assign settings to it. This will determine what data transfers from MYOB. See [Get Settings](#) for more information.


 You can get Expense Items *only if* all the three options—I Buy This Item, I Sell This Item and I Inventory This Item—are selected in MYOB.

4. Getting Data

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

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



 Bill Rate and Cost Rate in BillQuick Employee records *must be updated* before syncing time records. In addition, special bill rates and 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 syncing time records*.

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

BillQuick Get Menu Item	MYOB Screen
Activity*	Activity
Expenses*	Items Bought**
Employee*	Card-Employee
Vendor*	Card-Supplier
Client*	Card-Customer
Project*	Jobs
Time Entry	Activity Slips
Invoices	Invoice
Payments	Receipts
Purchase Orders	Purchase Orders
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 Custom Labels feature.

** Items that are marked as 'I sell this' in MYOB, are marked as products in BillQuick.

5. Fine Tuning Synchronization Settings

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

Scenario 3: Existing BillQuick-Existing MYOB User

Typically, a company utilizes BillQuick to manage projects, enter time, generate invoices, record payments, and produce reports. MYOB is utilized for accounting tasks such as payroll, accounts payable, financial reports and so on. If you have been using both BillQuick and MYOB, and want the two programs 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 programs in the past, either manually or via Import/Export facility. Based on this, your initial integration steps may vary.

1. Opening Database

Since you have data in both BillQuick and MYOB, you need to open both programs. Ensure that the company databases that you want to sync are open.

2. Backing up Database

Next, back up both BillQuick and MYOB 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\BillQuick2014; 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.

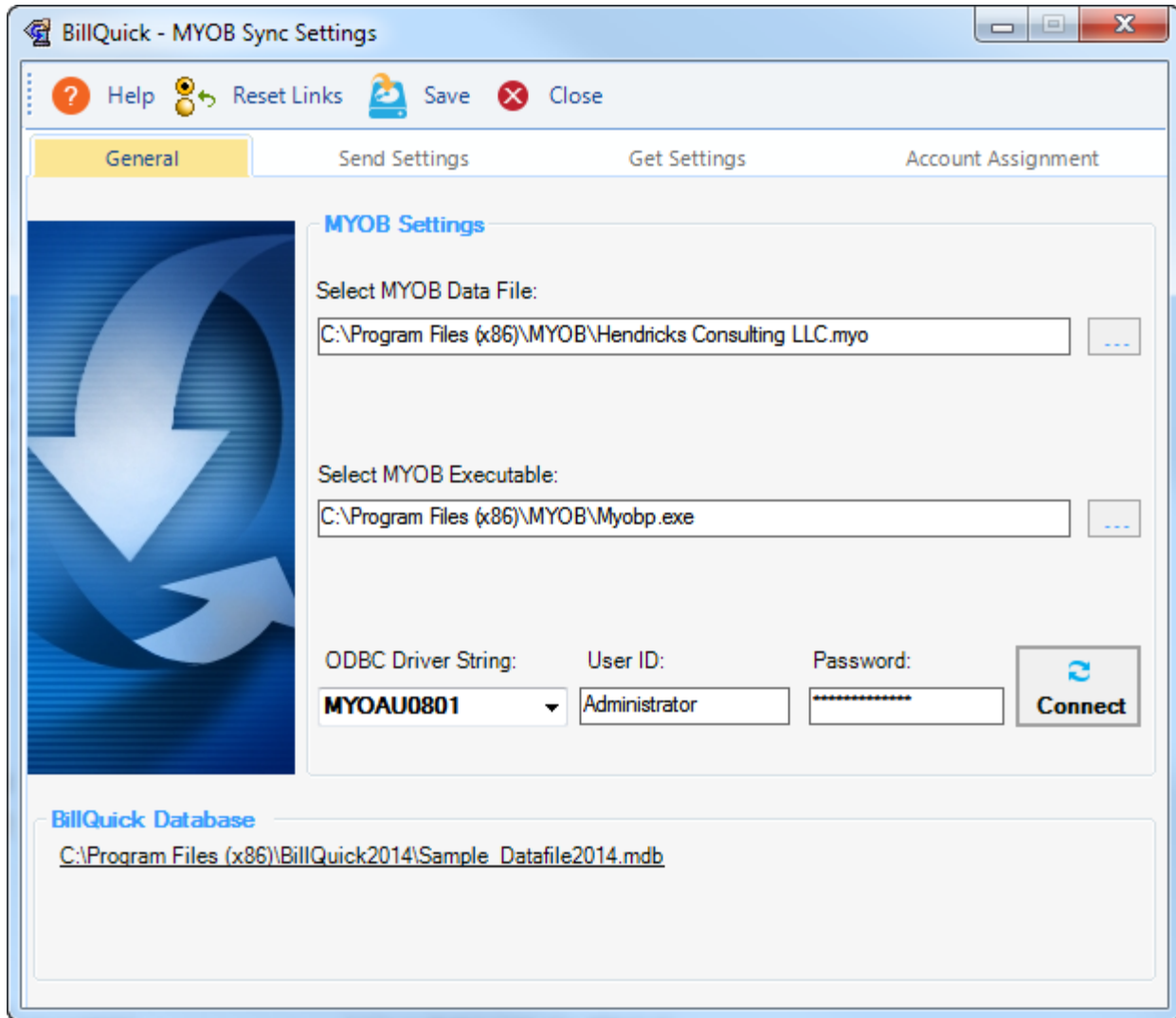
To back up your MYOB database, select Back Up option from the File menu.

In addition, in MYOB you need to assign permission to BillQuick to access its data (see [Connection Instructions](#)). You need to be logged in with administrative privileges to be able to do that.


3. Specifying Synchronization Settings


Existing users have the option to send and get data according to their needs and business practice. What data is to be transferred depends on how you have been previously keeping your data in both programs. 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 program.
2. Look at the status line at the bottom of the BillQuick screen. 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.
3. Start MYOB and open the database that you want to integrate with BillQuick.
4. From the BillQuick Integration menu, select MYOB, Sync Settings. The BillQuick-MYOB Sync Settings screen displays.



5. On the General tab, check the location of the MYOB Data file with which BillQuick is going to integrate.
6. Determine what data you want to get from MYOB and what data to send. Accordingly, select the Send Settings and Get Settings tabs to access the synchronization settings. Select each Module on the left and assign settings to it. See [Synchronization Settings](#) for more information.

 You should send approved time entries to MYOB **only** if you do payroll in MYOB.

 It is preferable to create activity and expense (other charge) items in MYOB and have them transferred into BillQuick. This reduces the step of creating or assigning G/L accounts for them in BillQuick. See [MYOB Accounts](#) for more.

7. For each data module, set your synchronization preferences. See [Synchronization Settings](#) for more.



If you have created Invoices and Payments in MYOB only, you should move the Clients, Projects, and Employees from BillQuick to MYOB. After these records are moved, you can then link the MYOB invoices and payments to these Projects.

8. After the general settings for all the modules are specified, click the Account Assignment tab. Each BillQuick item has to be associated with a G/L account in MYOB. Specify the default accounts for activities, expense items, invoice items, and so on and click Add to save these assignments. See [MYOB Accounts](#) for more.



It is preferable to create activity and expense (other charge) items in MYOB and have them transferred into BillQuick. This reduces the step of creating or assigning G/L accounts for them in MYOB.

9. Click on the Save button to save all the synchronization settings and then close.

4. Syncing Data

Now you are ready to sync data between BillQuick and MYOB.



If you are trying to integrate a BillQuick Sample database with MYOB, you will be warned prior to syncing data.

1. From the Integration menu in BillQuick, select an appropriate option-Send to MYOB or Get from MYOB.
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 MYOB, 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 MYOB Send and Get menu items and the corresponding MYOB screen.

BillQuick	MYOB
-----------	------

Menu Item	Screen
Activity*	Activity
Expenses*	Items Bought**
Employee*	Card-Employee
Vendor*	Card-Supplier
Client*	Card-Customer
Project*	Jobs
Time Entry	Activity Slips
Invoices	Invoice
Payments	Receipts
Purchase Orders	Purchase Orders
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 Custom Labels feature.*

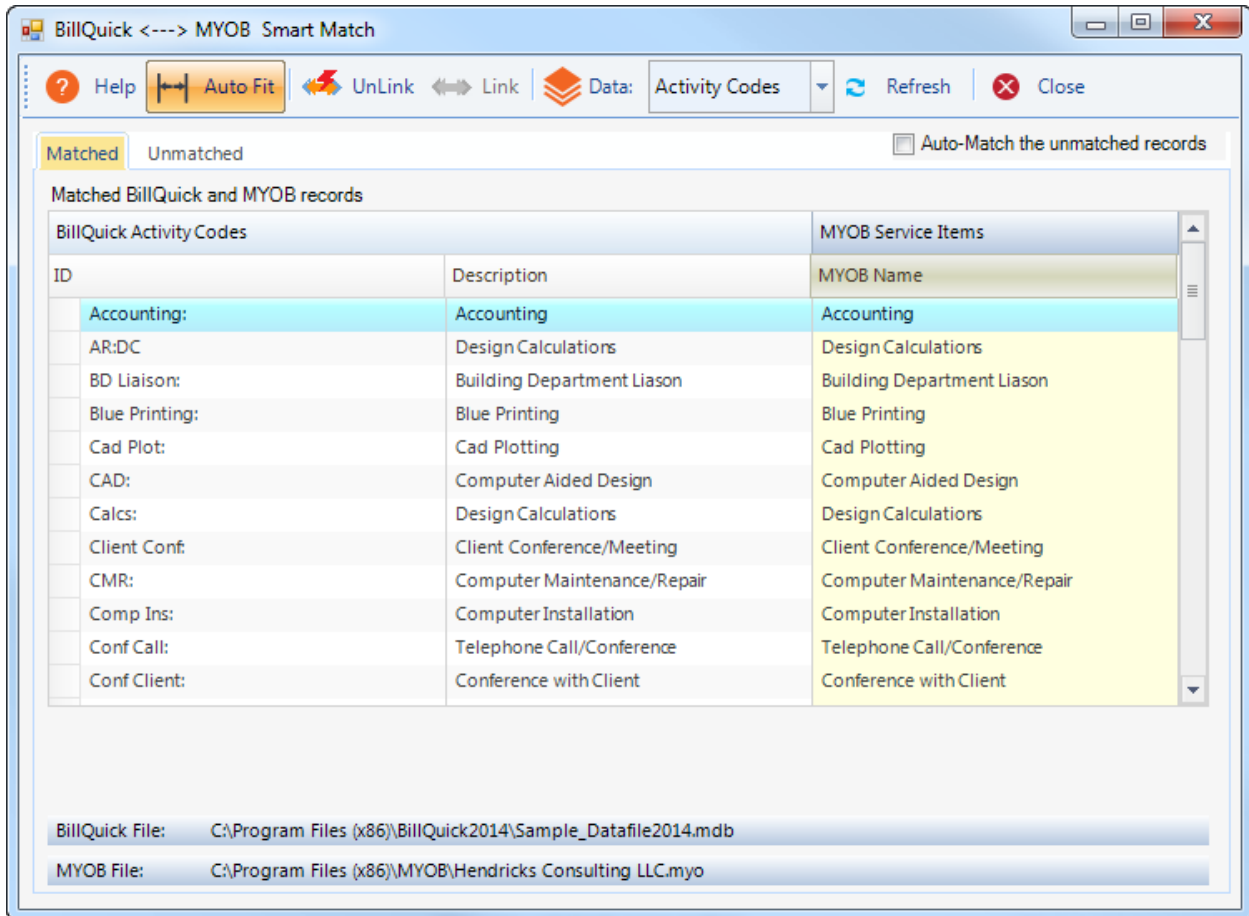
5. Matching Data

In case of existing BillQuick and MYOB users, it is likely that duplicate records are found in the other program. This duplication arises because of separate entry of data in the two programs, 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 synchronization can be scheduled accordingly. To save time, you can skip matching of inactive records.

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

You can manually check and merge the duplicate data in any of the programs. The records that were moved from BillQuick to MYOB should stay and the MYOB 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 programs after the first synchronization. This MYOBLinkID helps to update the two records in the future.

Alternatively, you can make use of BillQuick↔MYOB Smart Match feature to link similar records or unlink different records in BillQuick and MYOB. You can view the matched and unmatched BillQuick and MYOB data on the Matched and Unmatched tab, respectively.




Depending upon the option selected in the Data field on the button panel, the relevant data will be displayed in the grids. UnLink or Link them accordingly using the respective buttons. *See BillQuick Help, BillQuick↔MYOB Integration for more.*

6. Fine Tuning Synchronization Settings

Data touchup is needed in BillQuick after getting data from MYOB because BillQuick requires certain fields which may be optional in MYOB. After you check the data transferred to or from MYOB, you may want to change your settings to ones better suited to day-to-day synchronization. [See Day-to-Day Integration Settings.](#)

Quick-Check

A standard procedure after initial syncing of data between BillQuick and MYOB is to check data. This ensures transferred data is accurate and complete.

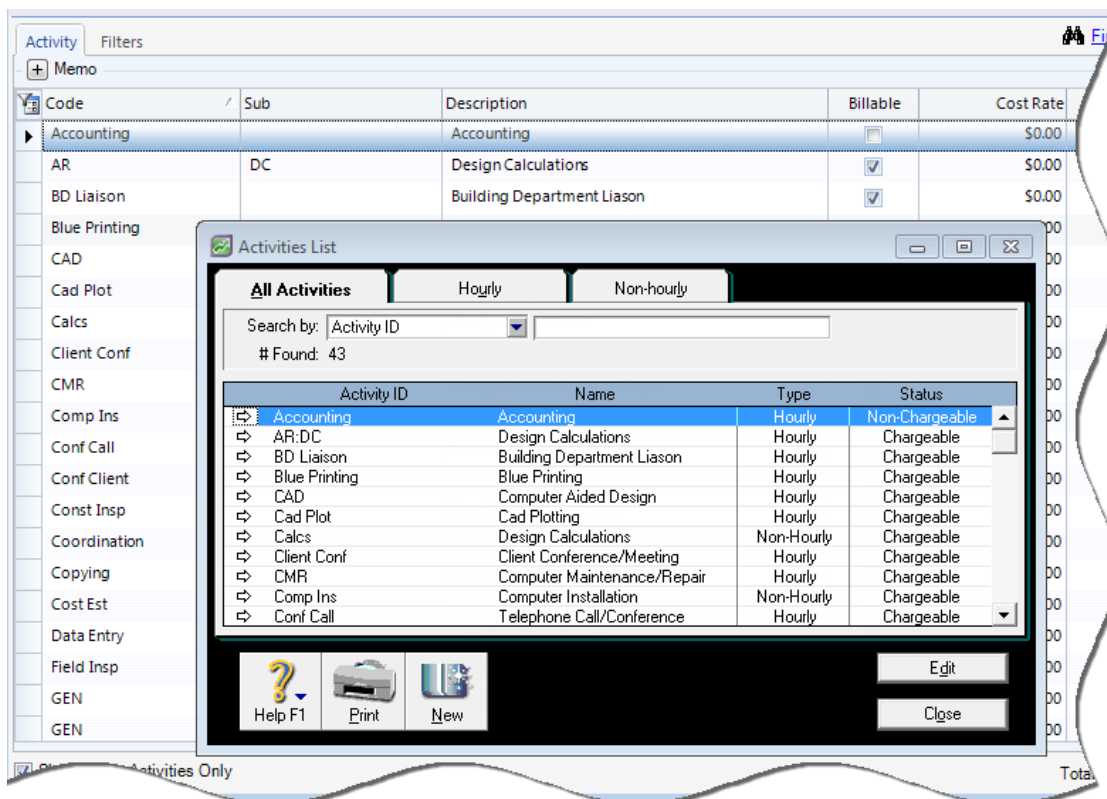
 BillQuick contains multiple processes to ensure accurate and complete transfer of data. However, MYOB settings and other factors may restrict transfer of data. Or you may have inadvertently checked filters on the Sync Settings screen.

After syncing data, go to the section below for verification of data transferred.

1. Checking Activity and Expense Codes

Detailed Checking

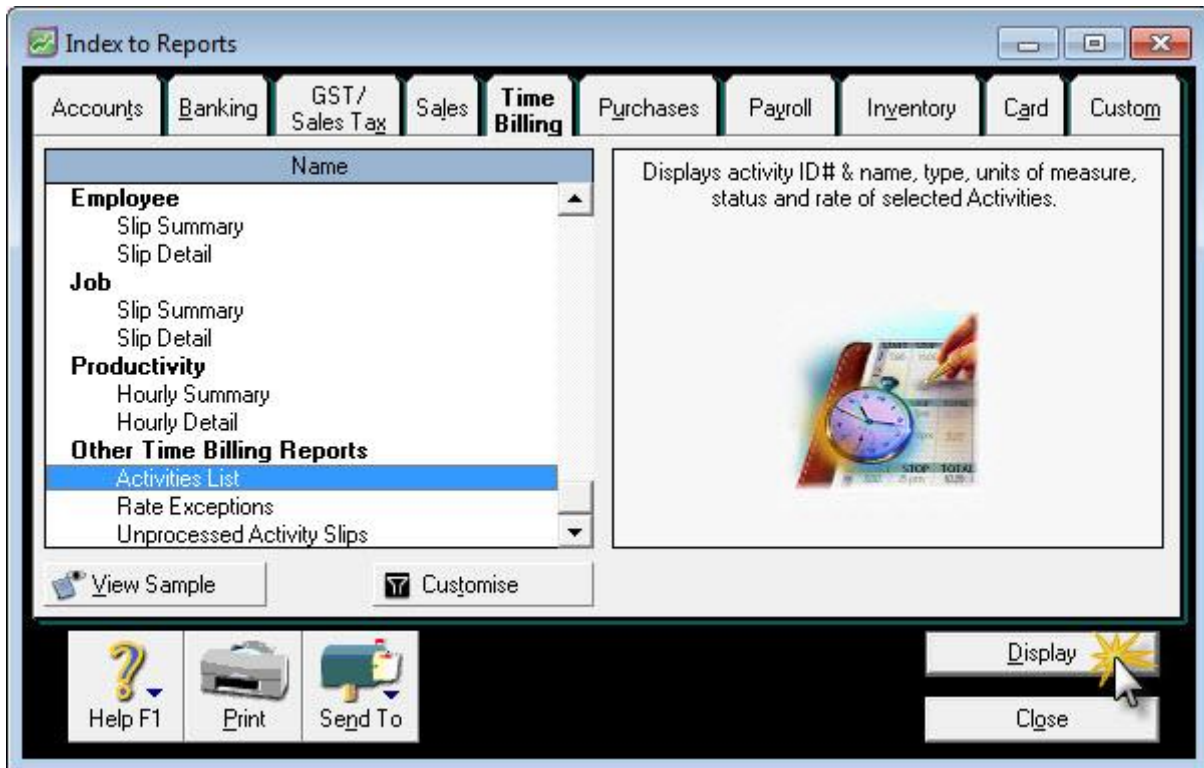
1. In MYOB, select Activities from the Lists menu or Command Centres menu, Time Billing, Activities List.
2. In BillQuick, select Activity Codes from the View menu.
3. Switch between the programs, selecting the same activity item in both and checking that the data is same.



- Repeat this for Expense Codes. In BillQuick, select Expense Codes from the View menu. In MYOB, select Lists menu, Items. Compare the records to the Items-Bought.

Summary Checking

- In MYOB, select Reports menu, Index to Reports. From the Time Billing tab, select the Activities List report and then click on Display button. The report displays on the screen (if desired, you can print the report).

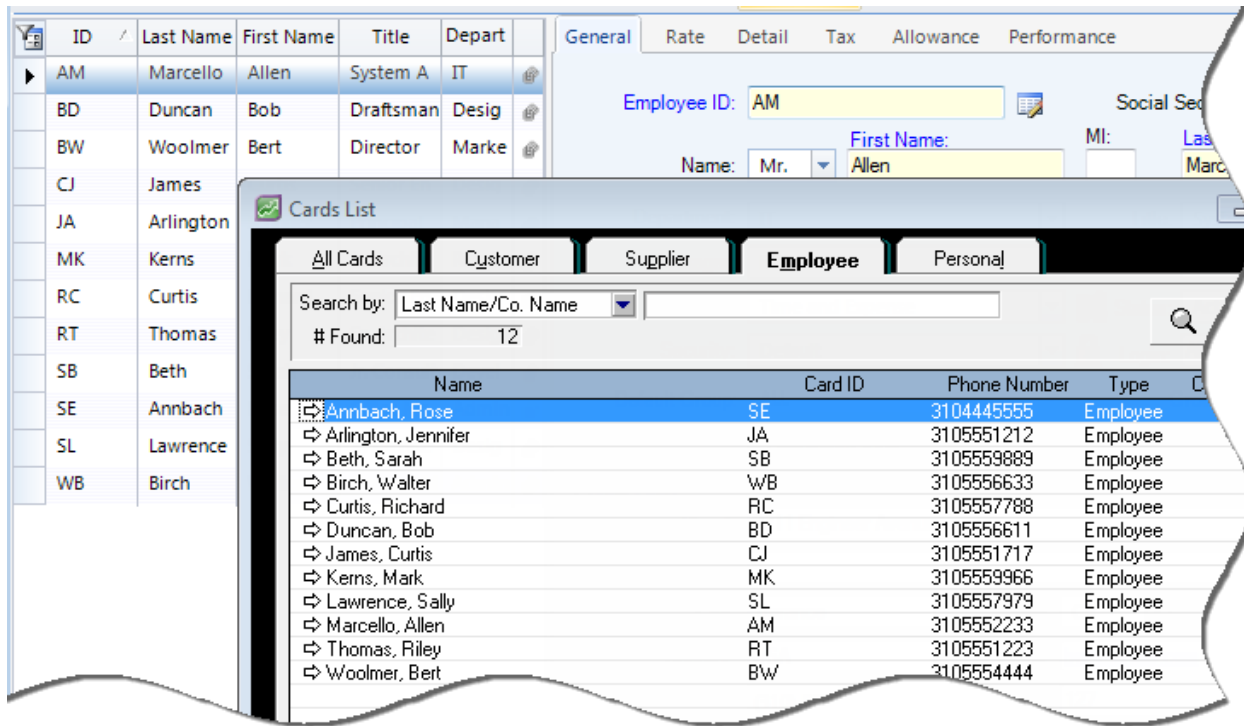


- In BillQuick, open the Activity Master File report from the Activity Codes screen. Else access it from the Reports menu, Activity.
- Compare the two lists to ensure all activities are transferred.
- Repeat steps 2 and 3 for Expense Codes.

2. Checking Employees

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

For detailed checking, in MYOB select Lists menu, Cards, Employee. In BillQuick, select Employees from the View menu. Compare the data in the two screens.



For summary checking, in MYOB select Reports menu, Index to Reports, Payroll. In BillQuick, select Employee Master File report from the Reports menu, Employee. Preview the reports and compare data.



Before entering time records or transferring time records from MYOB, review each employee record in BillQuick to make sure the Bill Rate and Cost Rate is correct. BillQuick uses these rates to calculate the bill amount and cost amount of time records.

3. Checking Vendors

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

For detailed checking, in MYOB select Lists menu, Cards, Supplier. In BillQuick, select Vendors from the View menu. Compare the data in the two screens. From BillQuick Vendor screen, determine which of the vendors transferred from MYOB (if any) should be deleted. Select the vendor from the grid, verify you selected the correct vendor and click the Delete button.

For summary checking, in MYOB select Reports menu, Index to Reports, Purchases. In BillQuick, select the Vendor List report from the Report Center screen. Preview the reports and compare data.

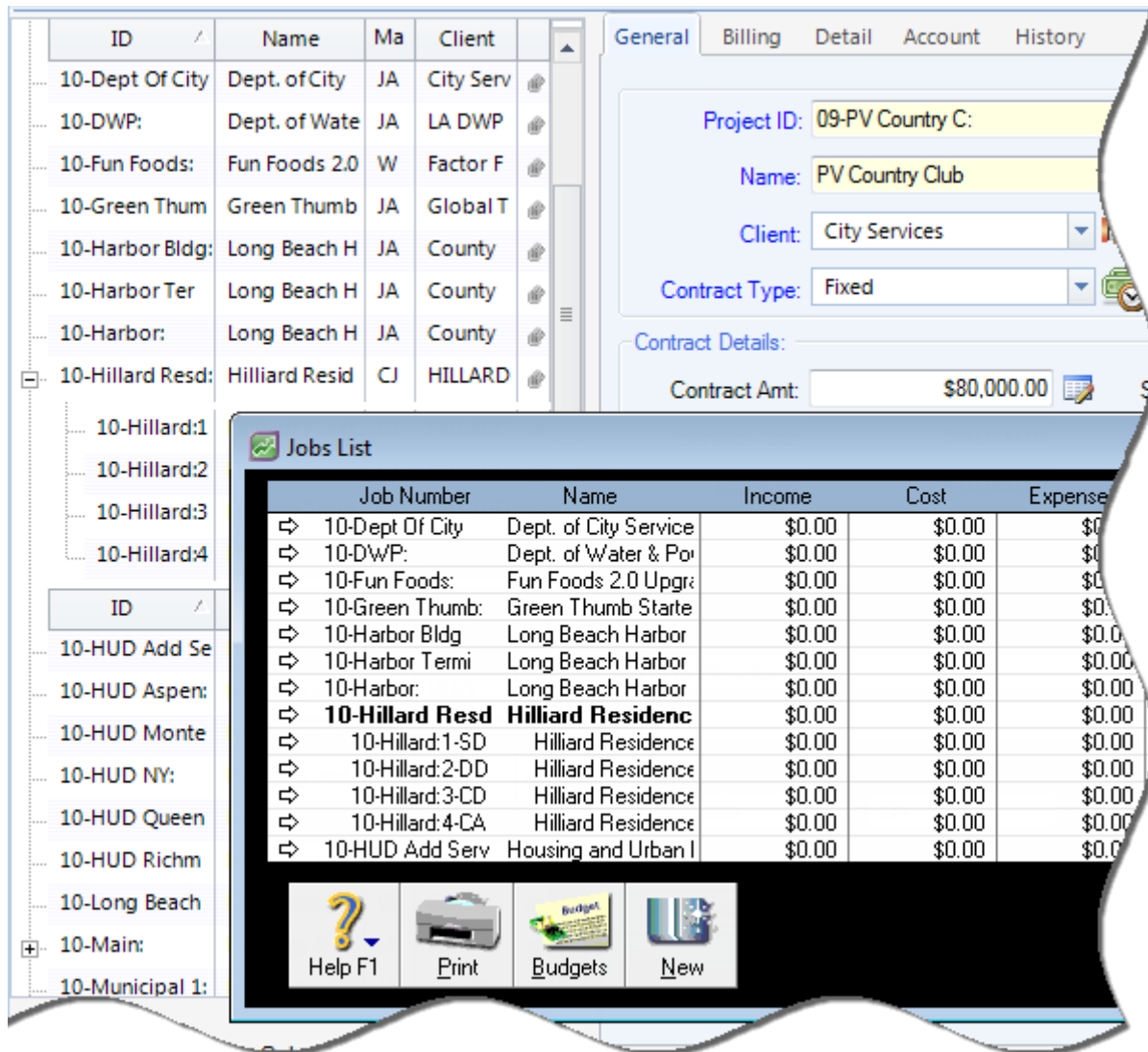


If you enter time records for vendors (subcontractor, consultants) in BillQuick, be sure to change the Bill Rate and Cost Rate. When transferred from MYOB, BillQuick inserts \$0 as placeholder value in vendor records.

4. Checking Projects/Jobs

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

For detailed checking, in MYOB select Lists menu, Jobs. In BillQuick, select Project Information from the Project menu. Compare the data in the two screens.



For summary checking, in MYOB select a Job Slip report from the Reports menu, Index to Reports, Time Billing. In BillQuick, select the Project Master File report from the Reports menu, Project. Preview the reports and compare data.

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 MYOB, you may have billed customers rather than jobs (projects). Or, you may have billed some jobs and some customers.

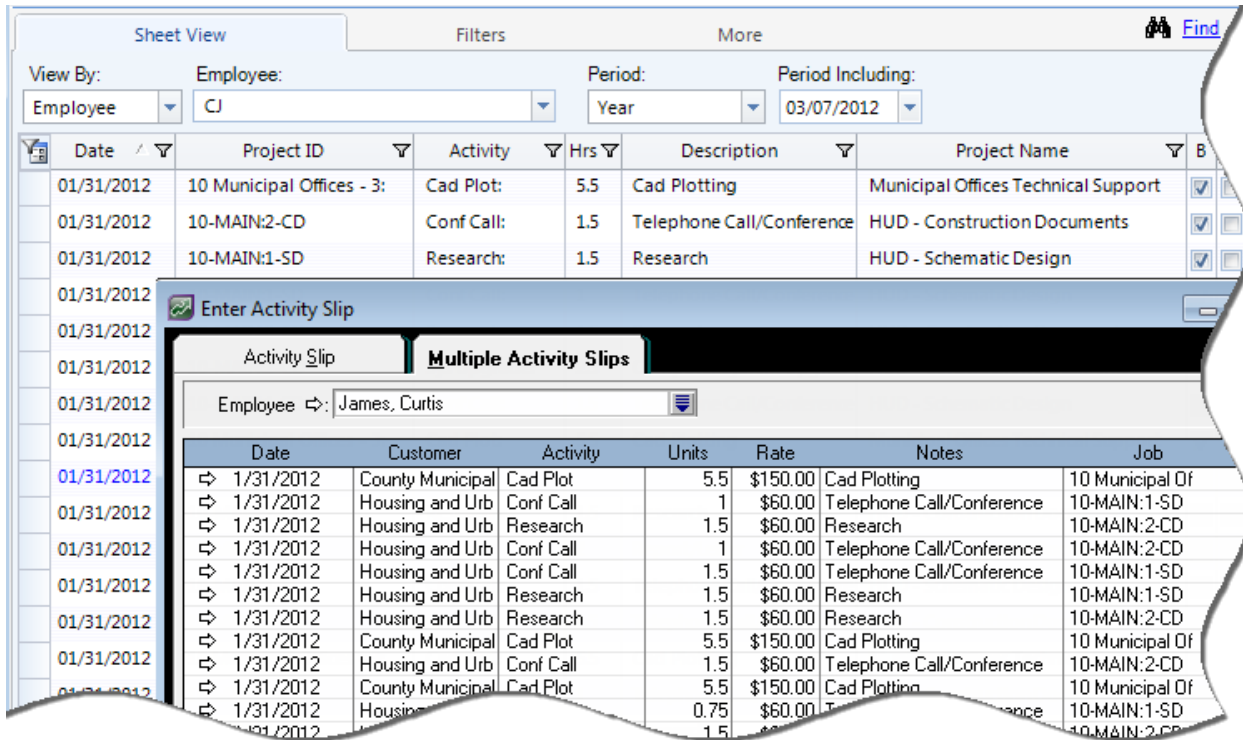
BillQuick handles the situation automatically. It creates projects on the fly when you transfer customer invoices from MYOB. The Project ID is based on the Client ID from the invoice. If there is no 'project name' specified, BillQuick puts the 'FromBQ-MYOBSync' placeholder value in the Project Name field. 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 syncing MYOB invoices to BillQuick.

5. Checking Time Entries

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

For detailed checking, in MYOB select the Command Centres menu, Time Billing, Enter Activity Slip. In BillQuick, select the Time-Expense menu, Enter Time, Sheet View. Compare the data in the two screens.



For summary checking, in MYOB select the Activity Slip Detail report from the Reports menu, Index to Reports, Time Billing. In BillQuick, select any time report from the Report Center or Reports menu. Preview the reports and compare data.

6. Checking Invoices

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

For detailed checking, in MYOB select Sales Register from the Command Centres menu, Sales. In BillQuick, select Billing menu, Review Invoices, Invoice Review. Compare the data in the two screens.

The screenshot shows the MYOB Sales Register window overlaid on a BillQuick invoice list. The BillQuick list shows invoices 1043 through 1045 with columns for Inv#, Date, Project ID, Client ID, Net Amount, Paid, and Balance. The MYOB Sales Register window shows a search filter for 'All Customers' and a date range from 3/1/2000 to 3/6/2015. The Sales Register table lists various invoices with columns for Date, Invoice #, Cust PO#, Customer, Amount, Amt Due, and Status.

Inv#	Date	Project ID	Client ID	Net Amount	Paid	Balance
1043	01/07/2011	10-Torrance Airport:	Lancome	\$2,250.00	\$0.00	\$2,250.00
1044	01/07/2011	10-Dept Of City Services:	City Services	\$3,980.00	\$3,980.00	\$0.00
1045	01/07/2011	10-Fun Foods:	Factor Foundation	\$5,380.00	\$5,000.00	\$380.00

Date	Invoice #	Cust PO#	Customer	Amount	Amt Due	Status
1/7/2011	00001042		Allied Technology	\$4,980.00	\$162.27	Open
1/7/2011	00001043		Lancome LLC	\$2,250.00	\$2,250.00	Open
1/7/2011	00001044		City Services Dept.	\$3,980.00	\$0.00	Closed
1/7/2011	00001045		Factor Foundation	\$5,380.00	\$380.00	Open
1/7/2011	00001046		City Services Dept.	\$376.65	\$0.00	Closed
1/7/2011	00001047		County Municipal Offices	\$1,241.00	\$0.00	Closed
1/7/2011	00001048		County Municipal Offices	\$909.26	\$0.00	Closed
1/7/2011	00001049		Lancome LLC	\$480.00	\$100.00	Open
1/7/2011	00001050		County Municipal Offices	\$15.39	\$0.00	Closed
1/29/2011	00001051		Lancome LLC	\$2,130.00	\$2,130.00	Open
1/29/2011	00001052		City Services Dept.		\$0.00	Closed
1/29/2011	00001053		County Municipal Offices		\$0.00	Closed

For summary checking, in MYOB select a Sales report from the Reports menu, Index to Reports. In BillQuick, select any invoice or billing report from the Reports menu or Report Center. Preview the reports and compare data.

7. Checking Payments

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

For detailed checking, in MYOB select Sales Register (All Sales) from the Command Centres menu, Sales. In BillQuick, select Billing menu, Receive Payments, Payments. Compare the data in the two screens.

The screenshot shows the 'Payment' window in BillQuick. At the top, there is a toolbar with options like History, Help, Print, Send To, Tools, Delete, Void, Edit, and Cancel. Below the toolbar are several input fields for 'View by' (set to Client), 'Client ID' (County), and 'Project ID'. There are also checkboxes for 'Show Active Only'. Further down, there are fields for 'Date' (3/25/2014), 'Pay Method' (Check), and 'Amount'. A 'Process Credit Card' button is visible. Below these are fields for 'Reference', 'Memo', and checkboxes for 'Auto Apply' and 'Apply as Retainer'. There are also fields for 'Balance' (\$43,715.74) and 'Client Retainer Available' (\$0.00). At the bottom of the window is a table of invoices.

Apply	Project ID	Project Name	Inv #	Date	Net Bill	Paid	Bal	Amt Applie	Details
<input type="checkbox"/>	10-CBS Support:	Crystal Blue Waters Ongo	1141	07/20/2014	\$11,990.00	\$10,000.00	\$1,990.00	\$0.00	
<input type="checkbox"/>	10-Crystal Blue Water:	Crystal Blue Waters New	1143	07/20/2014	\$2,175.00	\$0.00	\$2,175.00	\$0.00	
<input type="checkbox"/>	10-Harbor Terminal Bldg 61	Long Beach Harbor Termi	1147	07/20/2014	\$28,645.00	\$20,000.00	\$8,645.00	\$0.00	
<input type="checkbox"/>	10-Long Beach Harbor:	Long Beach Harbor - Rec	1180	07/20/2014	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
<input checked="" type="checkbox"/>	10-Municipal Offices-2:	Municipal Offices Develo	1181	07/20/2014	\$2,680.00	\$0.00	\$2,680.00	\$0.00	

The 'Receive Payments' dialog box is open, showing options for 'Deposit to Account' (1-1110 Cheque Account) and 'Group with Undeposited Funds'. It includes fields for 'Customer' (County Municipal Offices), 'ID #' (CR000004), 'Amount Received', 'Date' (3/25/2014), 'Payment Method', and 'Memo' (Payment: County Municipal Offices). Below these fields is a table of invoices:

Invoice #	Status	Date	Amount	Discount	Total Due	Amount Applied
00001141	⇌ Open	7/20/2014	\$1,990.00		\$1,990.00	
00001181	⇌ Open	7/20/2014	\$2,680.00		\$2,680.00	

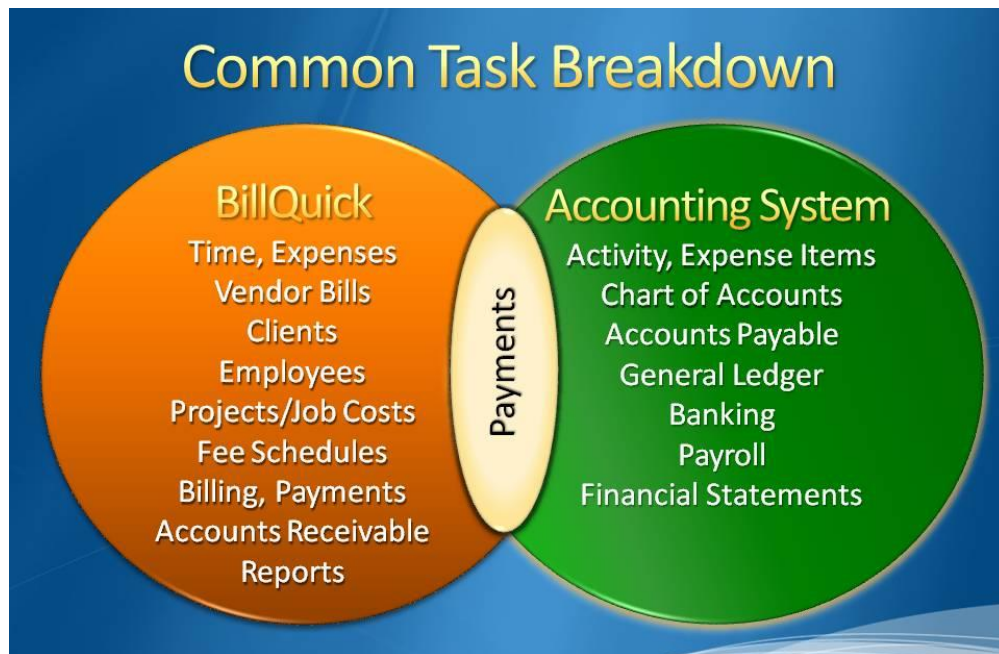
At the bottom of the dialog box, there are summary fields: Total Applied: \$0.00, Finance Charge: \$0.00, Total Received: \$0.00, and Out of Balance: \$0.00. There is also a checkbox for 'Include Closed Sales'.

For summary checking, in MYOB select Cash Receipts Journal from the Reports menu, Index to Reports, Banking. In BillQuick, select Cash Receipts Detail report from the Reports menu, Payments or the Report Center. Preview the reports and compare data.

Day-to-Day Integration Settings

After completing initial synchronization, review the 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. MYOB 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 MYOB.



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↔MYOB 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 MYOB, 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 MYOB.

However, it is a good practice to create activity and expense (other charge) items in MYOB 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 MYOB. This can be done in the BillQuick↔MYOB 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	Synchronization Setting	Action
Require extensive customer information (for example, sales and payment defaults)	From Send Settings list, select Client and check the ‘Do Not Send’ box.	Maintain customer records in MYOB. Get updated records from MYOB 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 MYOB as needed.
Desire convenience of update data common to BillQuick and MYOB, 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> .	Sync as needed.

Decisions about employees follow a similar process.

Time Records

Whether you transfer time records from MYOB or not, time entries from employees (and vendors/suppliers) 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, and work-in-progress reports.

If you do payroll through MYOB, then you should transfer time data to MYOB. Make sure the ‘Do Not Send’ box for Time Entry is *unchecked* for Send Settings option in BillQuick-MYOB Sync Settings screen. BillQuick Time Entries become MYOB Activity Slips.

If payroll is not done through MYOB, 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 programs, you can export time entries using BillQuick Import/Export feature (Utilities menu).

Whether time entries flow to MYOB, depends on your situation.

Situation	Actions
Use hours to process payroll	Transfer time entries to MYOB. Block time entries flowing from MYOB into BillQuick.
Do not use hours to process payroll	Do not transfer time entries to MYOB. Block time entries flowing from MYOB 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 MYOB. 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 MYOB. For example, if you send a time entry to MYOB (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 MYOB, it cannot be re-sent from BillQuick because it has already established a Link ID for it.

You may send BillQuick time records by selecting ‘Send to MYOB’ option from the shortcut menu in the Sheet View screen. Then use the Reset Links option from the BillQuick-MYOB Sync Settings screen to undo the previous synchronization and send the updated time data. You can use this option for records that have already synced.



If you reset or ‘unlink’ the link, BillQuick will treat the record as new and add it to the MYOB database when you sync data next time.

Invoices

Creating invoices in BillQuick is the best course of action because it provides details critical to effective practice management. The most common synchronization scenario is to send invoices from BillQuick to MYOB. There can be an exception to this situation, for example, if you generate product invoices in MYOB and record payments for all invoices.

Generally, invoices with zero value (\$0) do not transfer from BillQuick to MYOB. 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, totaling 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 retainers. You can send such invoices to MYOB in spite of having a \$0 bill value.

If you export invoice payments from BillQuick to MYOB involving credit (or write-offs) and regular payments, the payments are exported but excluding the credits (or write-offs). However, if you specify a Credit Income and Write-off Account in the importer, the credit payments are exported successfully.

Late Fees

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 MYOB 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 MYOB. The finance charge had to be for the exact amount of late fees.

However, BillQuick now allows you to transfer late fee charge to MYOB 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. After being created, you can transfer this manual late fee invoice to MYOB. You can also create a separate late fee payment for this invoice (excluding the principal amount) and then transfer it to MYOB. While transferring late fee invoices and payments, BillQuick will post them to the appropriate MYOB accounts.



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

Payments

You may decide to record payments for invoices and retainers in either BillQuick or MYOB. 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 MYOB databases with unnecessary data transfer.



MYOB supports only on-demand synchronization. You need to manually get or send data using the BillQuick Integration menu to sync on a day-to-day basis.

Best Practices

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

Congratulations! You have now an understanding of data integration between BillQuick and MYOB, how to ensure that the data transfer is accurate and how to verify which records have integrated. To learn more, check our [trainings](#).

For more information, visit us at www.bqe.com. If you have any trouble in using our integration tool, 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.



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