

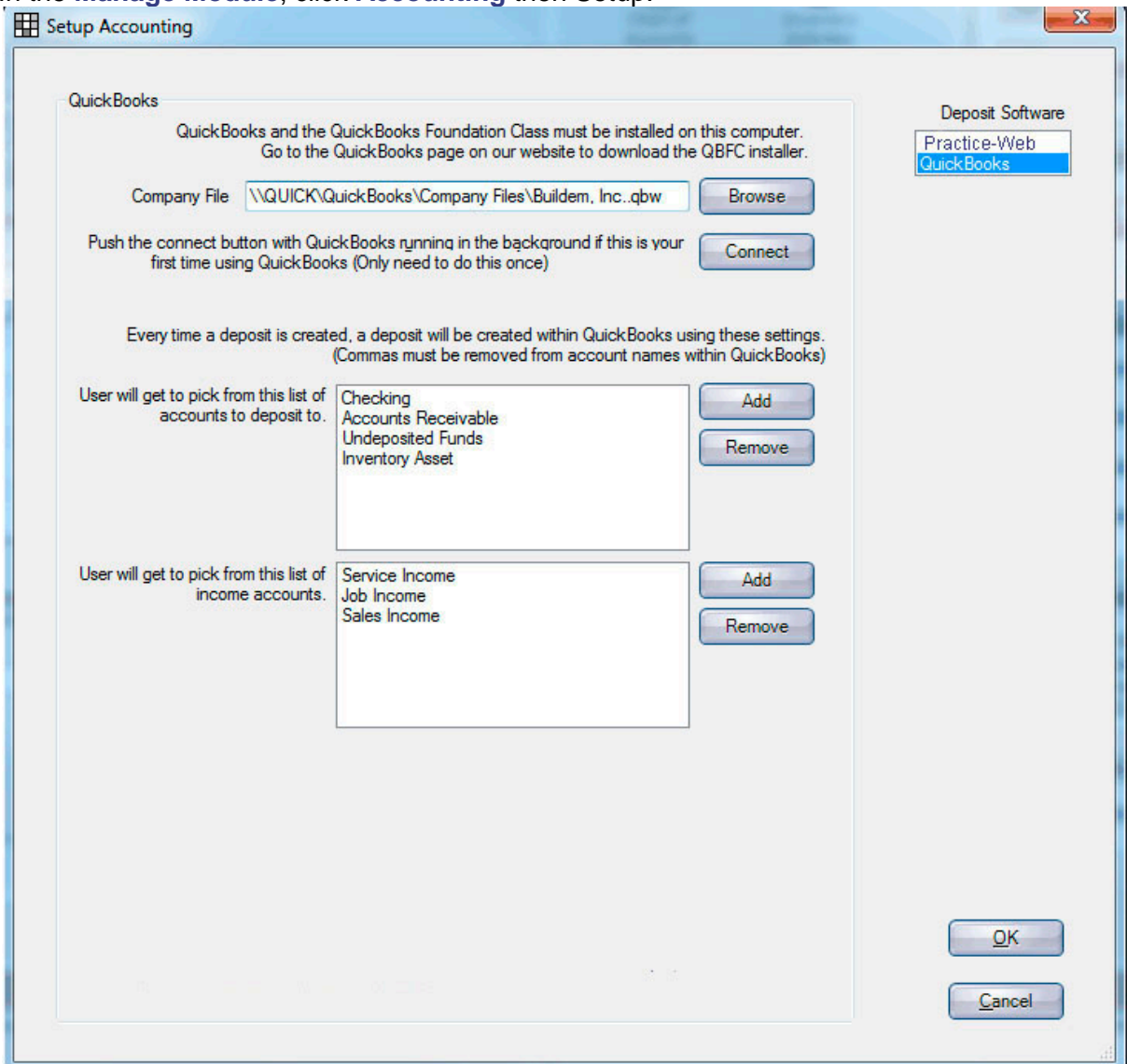
Using QuickBooks with Practice-Web:

Practice-web has the ability to automatically create accounting transactions for deposits in the QuickBooks accounting software. The bridge was designed using QuickBooks 2012 and may not work with other versions or the online version of QuickBooks.

Follow the instructions below to enable the QuickBooks bridge. Once enabled, refer to Deposit Slip below, for instructions on sending new and old deposits to QuickBooks.

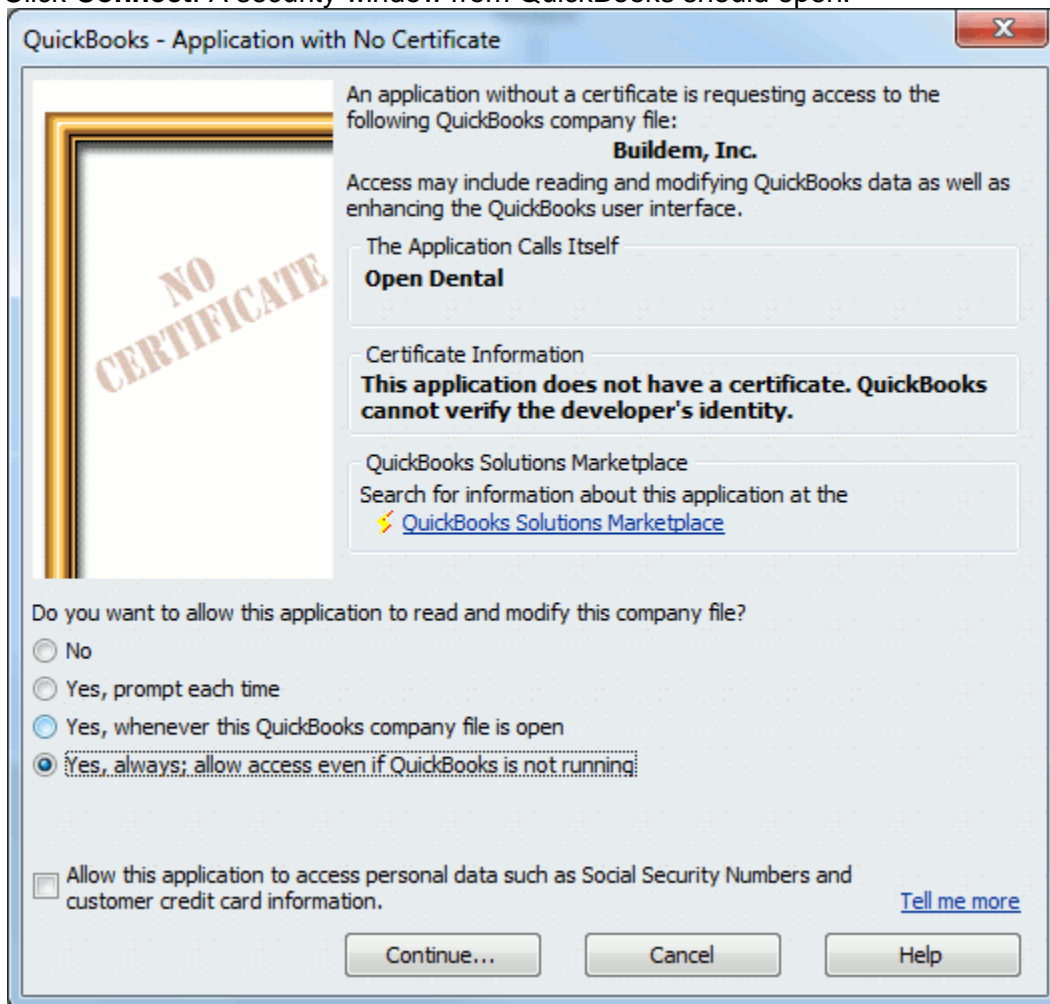
To enable the QuickBooks bridge:

1. Install QuickBooks on the local computer, provide access to the company file and log in as an administrator user.
 - o *Note: Let Quickbooks run in the background*
2. Install QuickBooks Foundation Class: Download [QBFC10_0Installer.zip](#), unzip, and run the installer.
3. In the **Manage Module**, click **Accounting** then Setup.

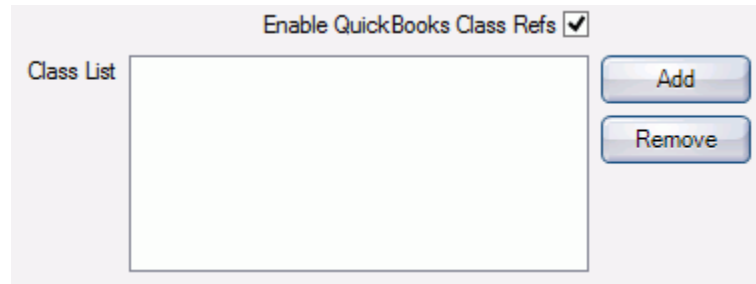


4. **Deposit Software:** Select QuickBooks.

5. **Company File:** Enter the path to your QuickBooks company file. To Browse for the company file, close QuickBooks in the background first. Once added, run QuickBooks in the background again.
6. Click **Connect**. A security window from QuickBooks should open.



7. Select Yes, always. Click Continue.
8. **List of accounts to deposit to:** Click Add and select the deposit account to add it to the pick list. Accounts entered here will be options when sending a deposit to QuickBooks on the Edit Deposit Slip window.
9. **List of income accounts:** Click Add to select the Income Account options available when the deposit transaction is created.
 - o *Note: If the account you are looking for is not available when you click Add, make sure you have logged in to QuickBooks as a user who has access to all accounts.*
10. **Enable QuickBooks Class Refs:** This preference is useful for those who want to track deposits by clinic in QuickBooks (Class Refs).
 - o Checked: Enable the ability to assign class refs to deposits. A Class List area will show listing the class options that will be available when sending a deposit to QuickBooks.
 - To add a class ref, click Add, select it from the Input dropdown, then click OK.
 - To remove a class ref, highlight it and click Remove.



- Unchecked: (old behavior) There will be no Class selection option on the Edit Deposit window.
2. Click OK to save the settings. The next time a deposit is created in Practice-web, a deposit transaction will automatically be created within the QuickBooks company file, using the accounts you choose at the time of creation.

Technical Details:

Multiple Practice-web Databases: One QuickBooks company file can have multiple Practice-web databases making deposits into it. Each Practice-web database will need to have the settings manually set up in order to start making deposits into the company file. Be sure to make a detailed memo if you need to know which database the deposit came from.

Running QuickBooks in Background: Practice-web will run much faster if QuickBooks is open in the background. Make sure to use the exact same company file path to launch QuickBooks outside of Practice-web otherwise you will receive an error that says "Error: A QuickBooks company data file is already open and it is different from the one requested or there are multiple company files open". Having QuickBooks running in the background significantly cuts down on authentication and communication time for every command that Practice-web sends.

Edit Application Permissions in QuickBooks:

1. Open the company file. Go to the Edit menu, choose Preferences, and click Integrated Applications.
2. Click the Company preferences tab.
3. Set the following preferences:
 - Uncheck 'Don't allow any applications to access this company file'.
 - Uncheck 'Notify the user before running any applications whose certificate has expired'

Note: If checked, automatic access will be suspended when the application's certificate expires.

4. Select the appropriate application and click Properties.
5. Change any of the options.
6. If the company file has multiple users and 'Allow this application to login automatically' is checked, select a user for the application to log in as. Although you can permit the application to log in as any user you want, you may want to create a user specifically for the application. This lets you control the type of data the application can access.
7. If necessary, using whatever mechanism is available in the third-party application, set it to communicate with QuickBooks at your chosen time.

Deposit Slips:

In order to send deposits to QuickBooks:

1. Create the deposit.
2. Click Send QB.
3. Select the desired deposit and income account for this deposit.

Note: When a deposit is sent to QuickBooks, historical information about the accounts used is not kept. Instead look in QuickBooks.

You have the option of sending deposits to *Class Refs* in QuickBooks for clinics. To enable this option and define Class Ref options, see QuickBooks, Enable QuickBooks Class Refs. When enabled, there will be a Class dropdown on the Edit Deposit Slip window:

A screenshot of a software interface showing a dropdown menu labeled 'Class'. The menu is currently empty, and a small downward-pointing arrow is visible on the right side of the dropdown box.

To send deposits to a specific Class Ref in QuickBooks:

1. Create the deposit.
2. Select the clinic.
3. Click the Class dropdown to select the Class Ref. The available options are determined by the Class Refs added on the Setup Accounting window.
4. Click OK or Send QB.
5. Select the desired deposit and income account for this deposit.

A message will let you know that the deposit was successfully sent to QuickBooks.

Correcting a Deposit

To correct a deposit follow these steps:

- Gather all physical documentation regarding the deposit.
- Print the current deposit slip in Practice-web for your records.
- Open the deposit, then click Delete to delete it. If you are using the Accounting feature deleting the deposit will also remove the transaction from the Transaction History.

Note: If you change or delete a deposit, you need to manually make the same change in QuickBooks.

- Manually go through and correct the claim payments, check amounts, or anything that was causing the deposit to be incorrect.
- Create a new deposit (see steps 1 - 5 above).

Hint: It is easiest to complete all deposits first, then make corrections at the end. This way all remaining payments can easily be identified as the payments to attach to the corrected deposit.