



**BUILDXACT**

## Connecting Buildxact with QuickBooks



USER HELP GUIDE - 2018

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## Introduction

This document will show you how to connect Buildxact with QuickBooks as well as what information looks like in QuickBooks when transferred.

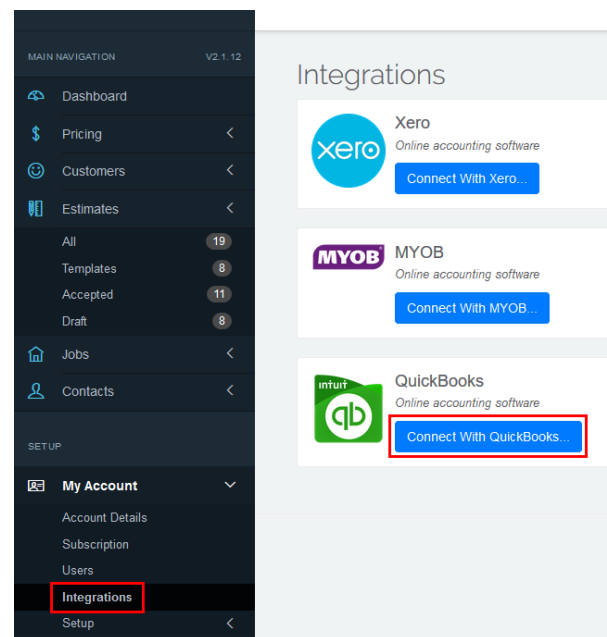
## Connecting

### STEP 1

Login in Buildxact and go  
My account > Integrations

### STEP 2

Click 'Connect with Quickbooks' to connect.

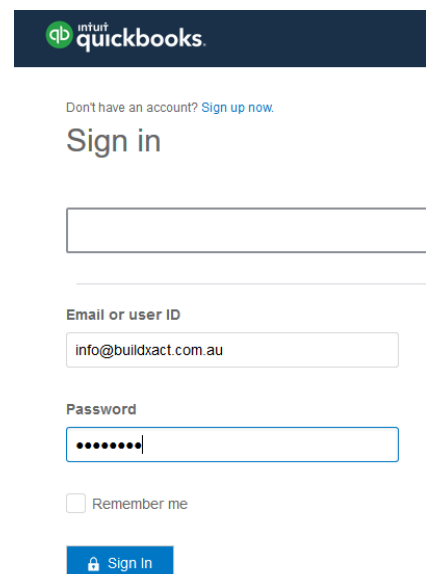


### STEP 3

You may need to enter your login details for Quickbooks, if not ignore this step.

### STEP 4

Click Allow Access to confirm you want to connect  
Buildxact and QuickBooks.



## Connecting Buildxact with Quickbooks

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#### Authorize the Sharing of Your Data Between Buildxact and Intuit



By clicking Authorize, I allow Buildxact and Intuit to use my information\* in accordance with each company's respective terms of service and privacy policy. Buildxact's [Terms of Service](#) and [Privacy Policy](#). Additionally, where applicable, I give Buildxact limited access to my QuickBooks Payments account to provide me payments-related services. I authorize the sharing of data between Intuit and Buildxact. \*Information may include data from QuickBooks Online, QuickBooks Desktop and QuickBooks Payments.

No, thanks

Authorize

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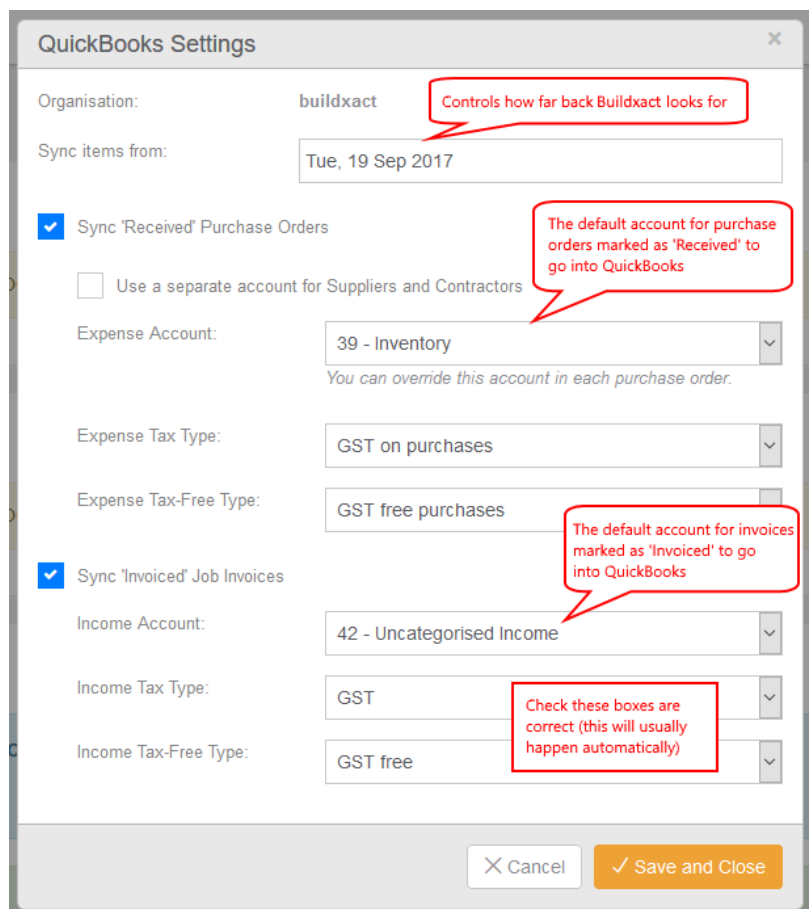
### STEP 5

You will then be redirected back to Buildxact to confirm a few details

### STEP 6

So we just need to set a few things. You will need to set the default expense and income accounts, but everything else can be left as is unless you want to change them for any reason.

**TIP:** For help selecting the right account see the "Help selecting the right QuickBooks accounts" section on page ??.



**QuickBooks Settings**

Organisation: buildxact Controls how far back Buildxact looks for

Sync items from: Tue, 19 Sep 2017

Sync 'Received' Purchase Orders

Use a separate account for Suppliers and Contractors

Expense Account: 39 - Inventory The default account for purchase orders marked as 'Received' to go into QuickBooks

*You can override this account in each purchase order.*

Expense Tax Type: GST on purchases

Expense Tax-Free Type: GST free purchases

Sync 'Invoiced' Job Invoices

Income Account: 42 - Uncategorized Income The default account for invoices marked as 'Invoiced' to go into QuickBooks

Income Tax Type: GST

Income Tax-Free Type: GST free Check these boxes are correct (this will usually happen automatically)

Buttons: X Cancel, ✓ Save and Close

## STEP 7

All done, time to confirm a few details.

## Help selecting the right QuickBooks accounts

This section will help aid your decision in selecting the right to accounts in QuickBooks for your purchase and client invoice information.

### Expense account (purchasing)

You need to select an account with the type 'Expense'. The best way to check which accounts are expense accounts is to check within Quickbooks -> Accounting.

| Dashboard         | Chart of Accounts   | Reconcile |                             |
|-------------------|---|-----------|-----------------------------|
| Banking           | <input type="checkbox"/> Accounting and bookkeeping       | Expenses  | Legal and professional fees |
| Invoicing         | <input type="checkbox"/> Advertising and marketing        | Expenses  | Advertising/Promotional     |
| Expenses          | <input type="checkbox"/> Bank charges and fees            | Expenses  | Bank charges                |
| Employees         | <input type="checkbox"/> BAS Expense                      | Expenses  | BAS expense                 |
| Reports           | <input type="checkbox"/> Contractor Expenses (non salary) | Expenses  | External services           |
| GST               | <input type="checkbox"/> Fuel & oils                      | Expenses  | Auto                        |
| <b>Accounting</b> | <input type="checkbox"/> Gas and electricity              | Expenses  | Utilities                   |
| My Accountant     | <input type="checkbox"/> Gifts and donations              | Expenses  | Charitable Contributions    |
| Apps              | <input type="checkbox"/> Insurance                        | Expenses  | Insurance                   |
|                   | <input type="checkbox"/> Interest expense                 | Expenses  | Interest paid               |

### Revenue account (client invoicing)

You need to select an account with the type 'Income'

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|                   | Chart of Accounts                                | Reconcile               |                              |
|-------------------|--|-------------------------|------------------------------|
| Dashboard         | <input type="checkbox"/> Loan                    | Non-current liabilities | Long term borrowings         |
| Banking           | <input type="checkbox"/> Opening balance equity  | Owner's equity          | Opening Balance Equity       |
| Invoicing         | <input type="checkbox"/> Owners drawings         | Owner's equity          | Owner's Equity               |
| Expenses          | <input type="checkbox"/> Retained Earnings       | Owner's equity          | Retained Earnings            |
| Employees         | <input type="checkbox"/> Billable Expense Income | Income                  | Sales of Product Income      |
| Reports           | <input type="checkbox"/> Sales                   | Income                  | Sales of Product Income      |
| GST               | <input type="checkbox"/> Sales of Product Income | Income                  | Sales of Product Income      |
| <b>Accounting</b> | <input type="checkbox"/> Uncategorized Income    | Income                  | Sales of Product Income      |
| My Accountant     | <input type="checkbox"/> Uncategorized Income    | Income                  | Sales of Product Income      |
| Apps              | <input type="checkbox"/> Cost of sales           | Cost of sales           | Supplies and materials - COS |

## Syncing with QuickBooks

This section will show you the two different ways to prompt Buildxact to sync with QuickBooks, how to know if it is ready to sync, and how to know the results of a sync.

### When does Buildxact need to sync?

Buildxact will want to sync (send information to QuickBooks) when there are purchase orders which are marked as received, or invoices marked as invoiced (or received) which have not previously been synced (sent across).

| Order # | Description       | Supplier # | Supplier | Created      | Required     | Total (Ex) | Status   |
|---------|-------------------|------------|----------|--------------|--------------|------------|----------|
| 0001    | Building Supplies |            | Bunnings | Dec 20, 2017 | Jan 16, 2018 | \$2,000.00 | Received |

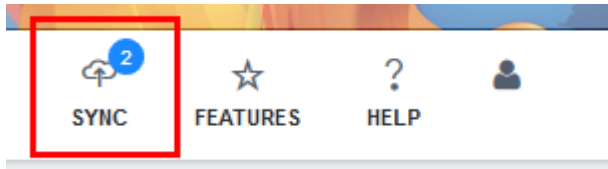
| Invoice # | Description | Invoiced     | Due         | Contract % | Contract (Ex) | Variations (Ex) | Total (Ex) | Status   |
|-----------|-------------|--------------|-------------|------------|---------------|-----------------|------------|----------|
| 0001      | Deposit     | Dec 20, 2017 | Jan 3, 2018 | 10.00      | \$250.00      | \$0.00          | \$250.00   | Invoiced |

You'll know Buildxact has items ready to sync when you see a sync icon at the top of the screen. The icon will also display the number of items ready to sync, as shown below:

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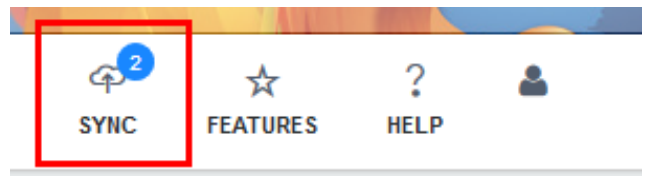


### How to sync?

There are two ways to do this.

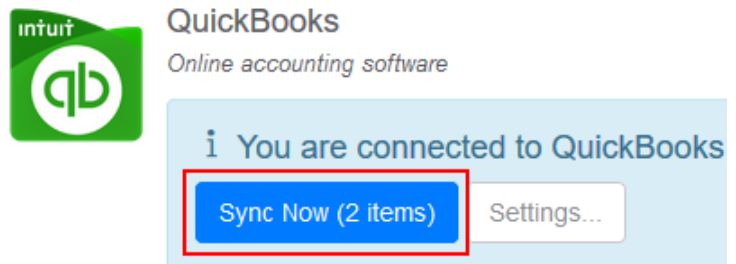
#### OPTION 1

Click the sync icon at the top of the screen.

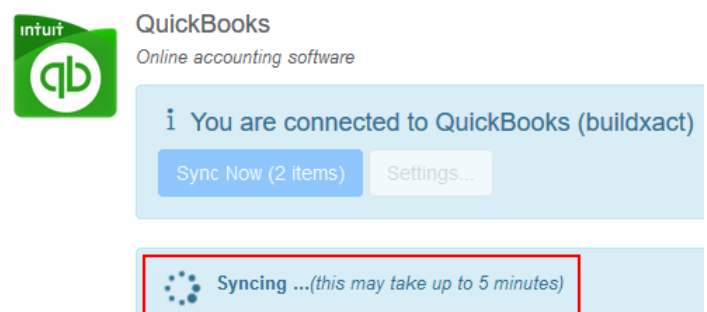


#### OPTION 2

Go to My Account > Integrations, and click the Sync Now button under QuickBooks.



Either way you'll be given this message and a sync (send of information) will occur in the next five minutes.



### How do I know whether my sync has worked?

Within My Account > Integrations you will see 'Last sync was successful'. Click on 'View Log' for detailed information on the most recent sync.

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### QuickBooks

Online accounting software

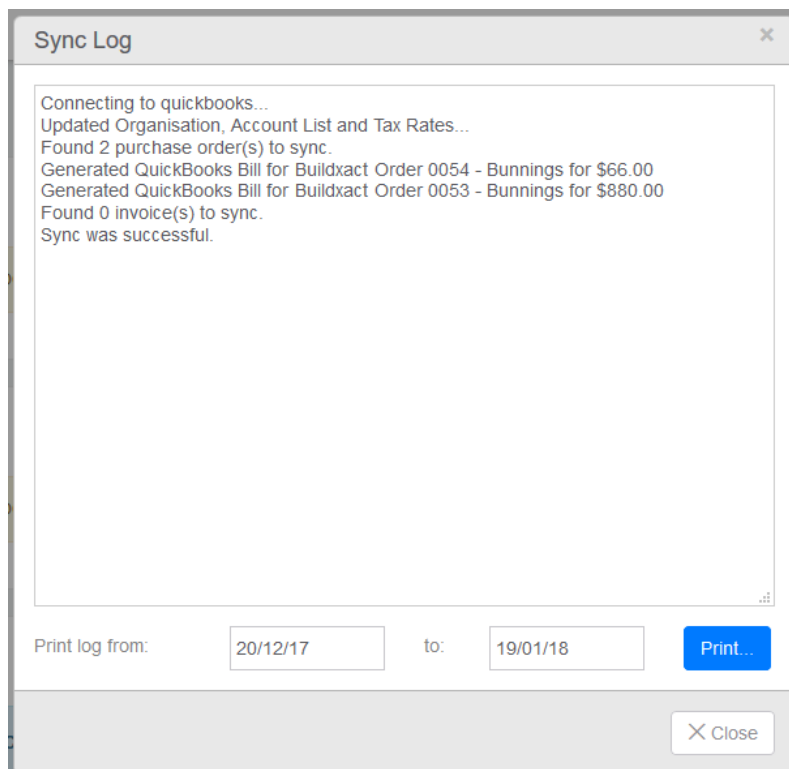
**i** You are connected to QuickBooks (buildxact)

Nothing to sync

Settings...

✓ Last sync was **successful**  
a minute ago

For detailed information on all syncs, click on 'Print' to generate a full report for the selected date range.





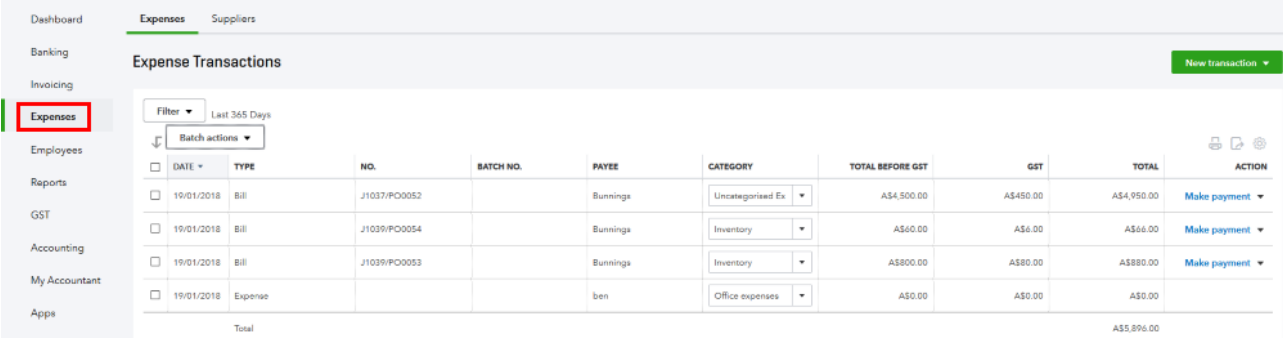
## What does my info look like in QuickBooks?

### Purchasing items

A purchase order in Buildxact will become a bill within QuickBooks.

### STEP 1

Head to Expenses

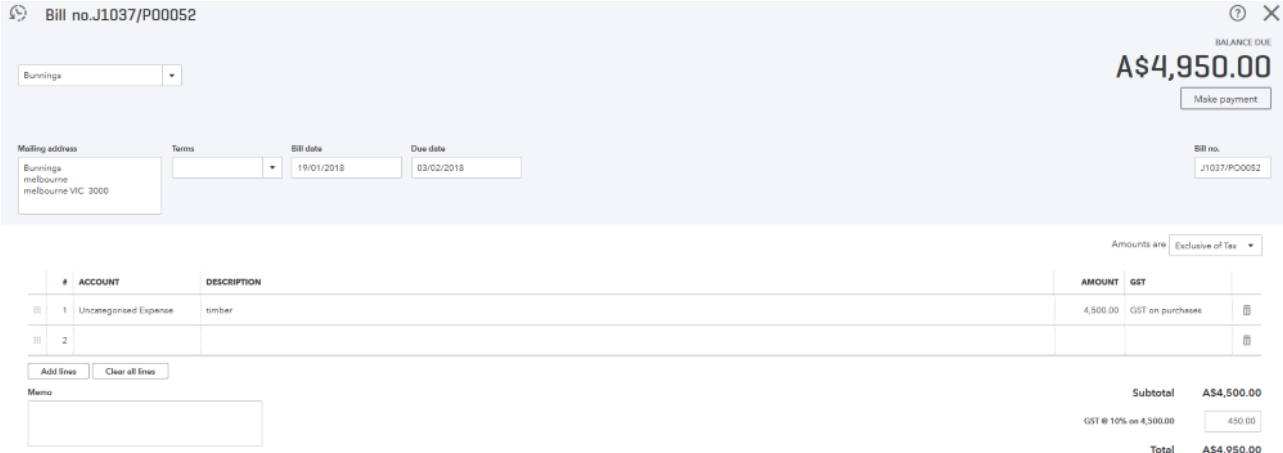


The screenshot shows the QuickBooks interface with the 'Expenses' tab selected in the left-hand navigation menu. The main area displays 'Expense Transactions' for the last 365 days. A table lists several transactions, including bills and an expense.

| DATE       | TYPE    | NO.          | BATCH NO. | PAYEE    | CATEGORY         | TOTAL BEFORE GST | GST       | TOTAL       | ACTION       |
|------------|---------|--------------|-----------|----------|------------------|------------------|-----------|-------------|--------------|
| 19/01/2018 | Bill    | J1037/PO0052 |           | Bunnings | Uncategorised Ex | A\$4,500.00      | A\$450.00 | A\$4,950.00 | Make payment |
| 19/01/2018 | Bill    | J1039/PO0054 |           | Bunnings | Inventory        | A\$60.00         | A\$6.00   | A\$66.00    | Make payment |
| 19/01/2018 | Bill    | J1039/PO0053 |           | Bunnings | Inventory        | A\$800.00        | A\$80.00  | A\$880.00   | Make payment |
| 19/01/2018 | Expense |              |           | ben      | Office expenses  | A\$0.00          | A\$0.00   | A\$0.00     |              |
| Total      |         |              |           |          |                  |                  |           | A\$5,896.00 |              |

### STEP 2

Click on a bill to open it. We'll open J1037/PO0052 (these are the job number and purchase order number sent over from Buildxact).



The screenshot shows the details of a bill for 'Bunnings' with a balance due of \$4,950.00. The bill includes a table of line items and a summary of totals.

| # | ACCOUNT               | DESCRIPTION | AMOUNT   | GST              |
|---|-----------------------|-------------|----------|------------------|
| 1 | Uncategorised Expense | timber      | 4,500.00 | GST on purchases |
| 2 |                       |             |          |                  |

Summary:

- Subtotal: A\$4,500.00
- GST @ 10% on 4,500.00: 450.00
- Total: A\$4,950.00

## Connecting Buildxact with Quickbooks

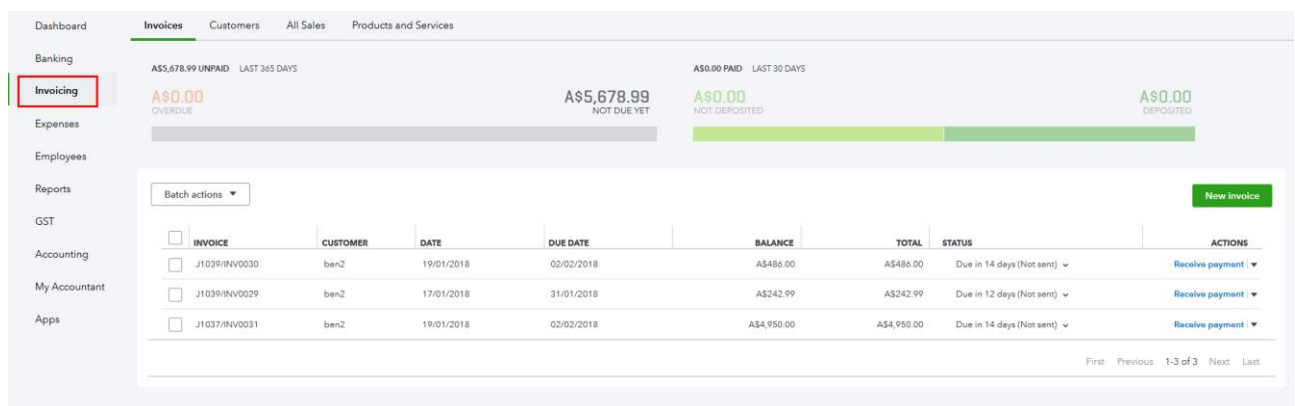
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## Client invoice items

A client invoice within Buildxact will become a sale within QuickBooks.

### STEP 1

Head to Invoices

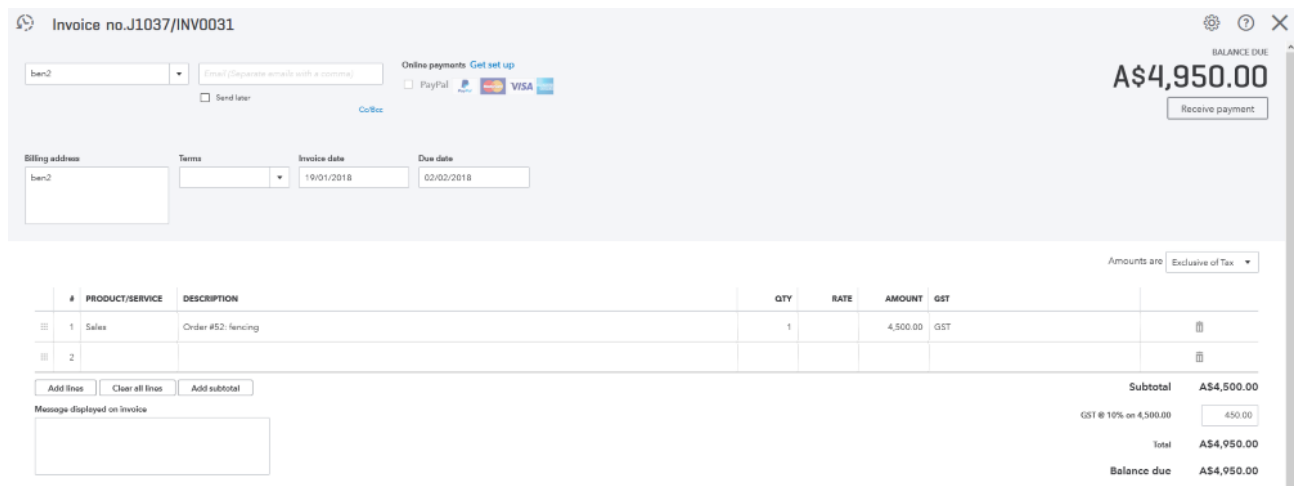


The screenshot shows the QuickBooks Invoices dashboard. On the left is a navigation menu with 'Invoicing' highlighted. The main area displays summary statistics: 'A\$5,678.99 UNPAID LAST 365 DAYS' (with a sub-total of 'A\$0.00 OVERDUE'), 'A\$5,678.99 NOT DUE YET', 'A\$0.00 PAID LAST 30 DAYS' (with a sub-total of 'A\$0.00 NOT DEPOSITED'), and 'A\$0.00 DEPOSITED'. Below these is a table of invoices with columns for INVOICE, CUSTOMER, DATE, DUE DATE, BALANCE, TOTAL, STATUS, and ACTIONS. Three invoices are listed, all from customer 'ben2' and due on 02/02/2018. A 'New Invoice' button is in the top right.

| INVOICE       | CUSTOMER | DATE       | DUE DATE   | BALANCE     | TOTAL       | STATUS                    | ACTIONS         |
|---------------|----------|------------|------------|-------------|-------------|---------------------------|-----------------|
| J1039/INV0030 | ben2     | 19/01/2018 | 02/02/2018 | A\$486.00   | A\$486.00   | Due in 14 days (Not sent) | Receive payment |
| J1039/INV0029 | ben2     | 17/01/2018 | 31/01/2018 | A\$242.99   | A\$242.99   | Due in 12 days (Not sent) | Receive payment |
| J1037/INV0031 | ben2     | 19/01/2018 | 02/02/2018 | A\$4,950.00 | A\$4,950.00 | Due in 14 days (Not sent) | Receive payment |

### STEP 2

Click on an invoice to open it. We'll open J1037/INV0031 (the job number and invoice number from Buildxact).



The screenshot shows the details for invoice J1037/INV0031. At the top right, the 'BALANCE DUE' is 'A\$4,950.00'. The customer is 'ben2'. Billing address is 'ben2'. Invoice date is 19/01/2018 and due date is 02/02/2018. The table below shows one line item: 'Sales' with a description 'Order #52: fencing', quantity 1, rate 4,500.00, and GST. The summary at the bottom right shows: Subtotal A\$4,500.00, GST @ 10% on 4,500.00 450.00, Total A\$4,950.00, and Balance due A\$4,950.00.

| # | PRODUCT/SERVICE | DESCRIPTION        | QTY | RATE     | AMOUNT   | GST |
|---|-----------------|--------------------|-----|----------|----------|-----|
| 1 | Sales           | Order #52: fencing | 1   | 4,500.00 | 4,500.00 | GST |

## Frequently Asked Questions (IMPORTANT)

Q: If I update a purchase order in Buildxact once I have already synced it to my account does it re-sync?

A: If you sync an item (either purchasing or invoicing) and then change that item within Buildxact, the item **DOES NOT UPDATE** within your accounting, you will need to update it within your accounting software. This is the case because we don't know what has been done with the original sync data and re-sending it may lead to double ups.

Q: How to I send different items from Buildxact to different accounts within QuickBooks.

A: Currently all items that go to accounting go first to the default account and then can be moved from there. So the trick is to have your purchase and client invoice information go to the most common account so that you have to move the least amount of items. This may update in the future.

## Further assistance

Please contact Buildxact on 1800 965 597.