Mobile Office for Quickbooks

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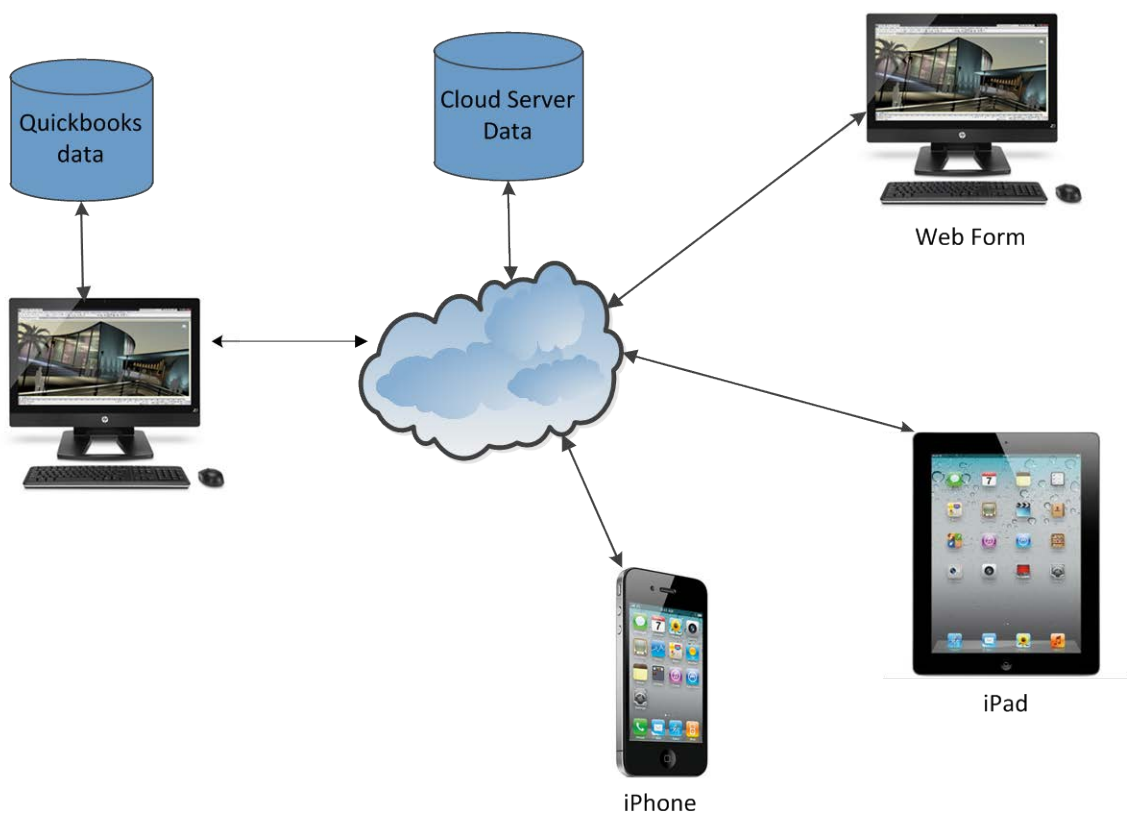
Table of Contents

1 Introduction 1
1.1 Document History 2
2 Getting Started 2
2.1 Quickbooks setup 2
2.2 Custom Fields 2
2.3 Synchronization 4
3 Customer Invoices 4
4 People 4
4.1 Customers 5
4.2 Employees 5
4.3 Vendors 5
5 Synchronization 5
5.1 Service 5
6 Vendor Timecards 5
6.1 Weekly Worksheet 5
6.2 Vendor Bills 5

1 Introduction

Mobile Office connects your Intuit Quickbooks accounting to your mobile device (iPad, iPhone) via the Internet so you can get business done when you are on the road. You can see lists (customers, vendors, employees), create invoices and take a credit card payment, review documents and review your inventory. When the iPad detects a network connection the unit will try and synchronize data to the cloud data server. When you are in the office you can synchronize your Quickbooks with the cloud data server. We show this synchronization process in the following figure.



Mobile Office removes all the tedious Quickbooks data entry. As your employees and vendors enter their time via the iPhone, iPad or web form the information automatically updates the Weekly timesheet. Cutomers Invoice and Vendor Bills get generated. You can even control the time period (automatic, weekly, bi-weekly or monthly). Invoices generated in the field get synchronized with Quickbooks in the office.

Mobile Office does the busy work so you can focus on making money!

1.1 Document History

Document	Author	Date	Revision Description
Mo4Qb	Roy Nabel	3/29/2011	Creation

2 Getting Started

You need to do the following items before you can start using the mobile office with Quickbooks.

1. Download and install the Quickbooks setup program from www.rco.com
2. Setup the custom fields
3. Setup the synchronization login/password

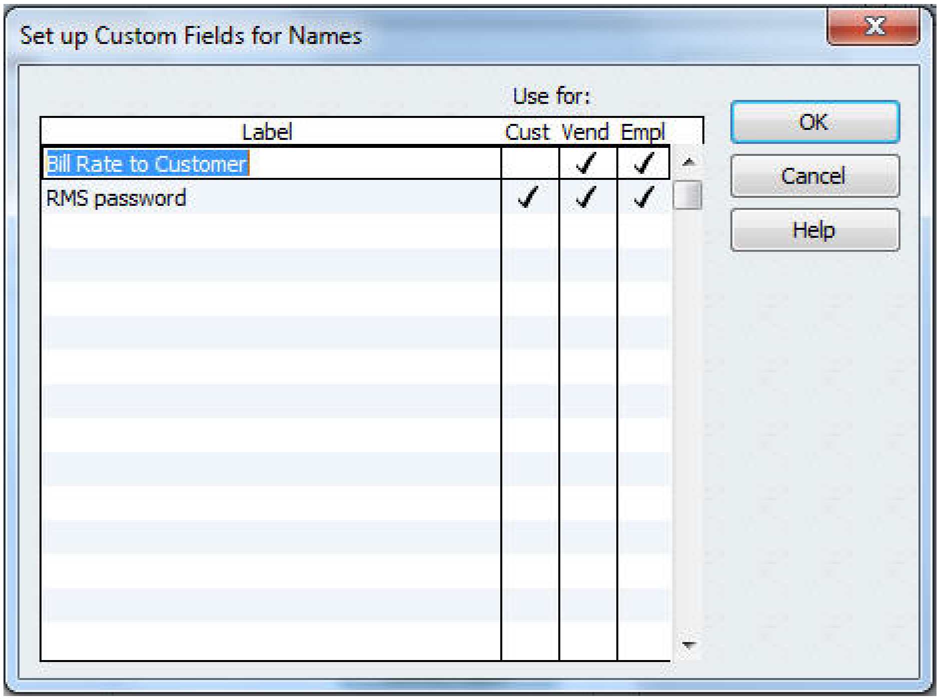
2.1 Quickbooks setup

When you buy the mobile office product you will receive an email that has a link to where you can download the setup program and your login and password information. To ensure the setup runs smoothly first turn off all programs. You might want to save the setup program to a folder on your computer like c:\setup\rco\mobileOfficeQuickbooks. Start the setup program and follow the wizard steps. The setup installs 2 programs. One is the quickbooks software development kit and the other is the rco quickbooks program.

2.2 Custom Fields

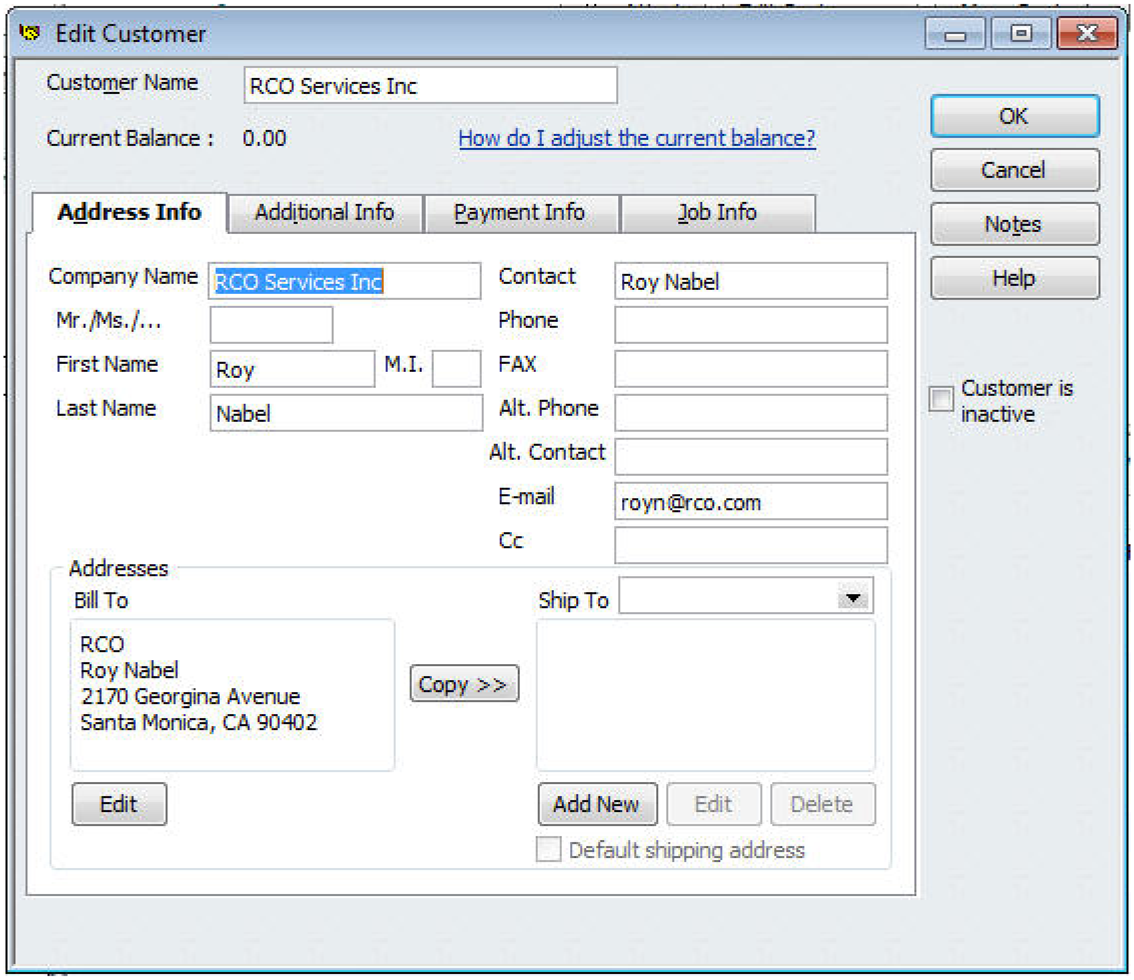
You need to setup custom fields for customers, employees and vendors. First you want to create the custom name fields as shown in the following figure. The Bill Rate to customer is the amount that you bill for a vendors or employees time (typically 2 to 5 times the pay rate). You can assign the RMS password. Please make sure that you check the columns in each row to match the following figure.

Once you create the names you need to go through all your employees and vendors and set these data fields.



First go through and set the data fields for the employee. You want to make sure that you have a customer name and a company name. You may have customers that are individuals for example the customer name is Jane Doe so how to fill out the company name. Just put in customer name in the company so you would repeate Jane Doe in the company name field. Another critical field is the email address. Email addresses must be unique between customers, employees and vendors.

****Note that one problem you need to solve is that your company was created by the service and you want to use that same name in the customer list so that vendors' bills can get generated but quickbooks does not allow you to have the same name. To get around this thorny problem just modify your company name so you can easily recognize it. As an example RCO is the company name created in quickbooks and used for the invoices so we modify this slightly and create RCO Services Inc. Now when vendors fill out their time cards on their mobile device or a web form and imagine they did work for RCO that was not billable to a customer they select RCO Services. Note that they check billable on their mobile devices or web form since they want to get paid.



2.3 Synchronization

3 Customer Invoices

The following screen shows the iPad version.

4 People

4.1 Customers

4.2 Employees

4.3 Vendors

5 Synchronization

5.1 Service

6 Vendor Timecards

6.1 Weekly Worksheet

6.2 Vendor Bills