RCO Services, Inc

Time and Billing

Bill for QuickBooks

Time & billing integrated

Thank you for choosing Bill for QuickBooks! The application that will make your life simpler when it comes to manage time and billing from inside QuickBooks!

Unless you are using Windows XP, next you will need to install and start QuickBooks in administrator mode the first time and read the instructions available in section 'What to do next?'.

For more details about the new functionality now available in your QuickBooks company file please read further. You will learn what new functionality you have and how to use it from QuickBooks. You will also learn a little more about what the application does and how it will help you save time and simplifying when it comes to time and billing tasks.

If you have questions or need help with Bill please call us at 800-972-3027.

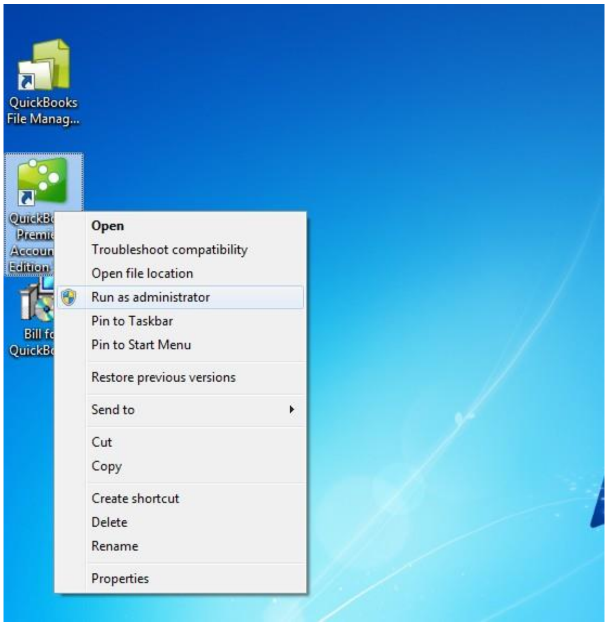
What to do first?

Install Bill for QuickBooks as an administrator

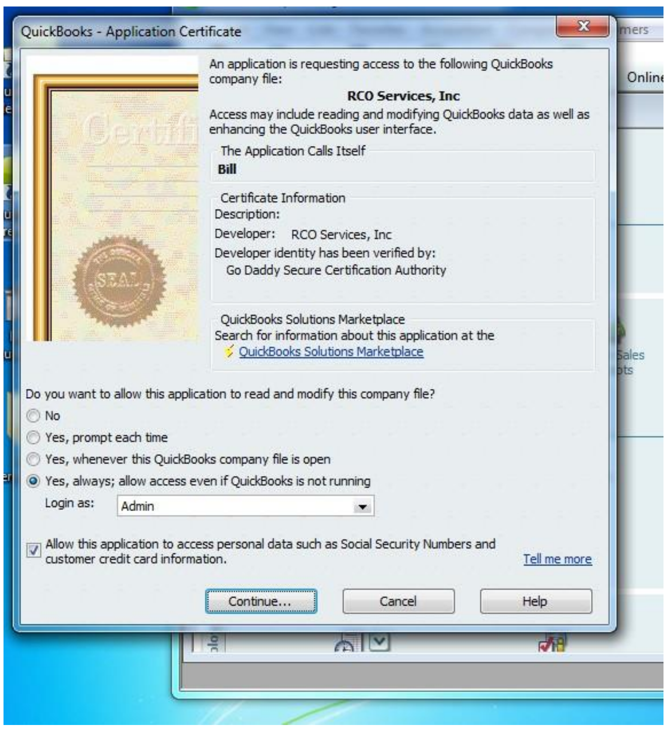
1. Open command prompt as an administrator. See directions here:
    a. Click Start, click All Programs, and then click Accessories.
    b. Right-click Command prompt, and then click Run as administrator.
    c. If the User Account Control dialog box appears, confirm that the action it displays is what you want, and then click Continue.
2. Navigate to the directory that contains the *Bill for QuickBooks.msi* file (or similarly named).
3. Type in *Bill for QuickBooks.msi* to execute the setup

Running Bill for QuickBooks the first time – very important

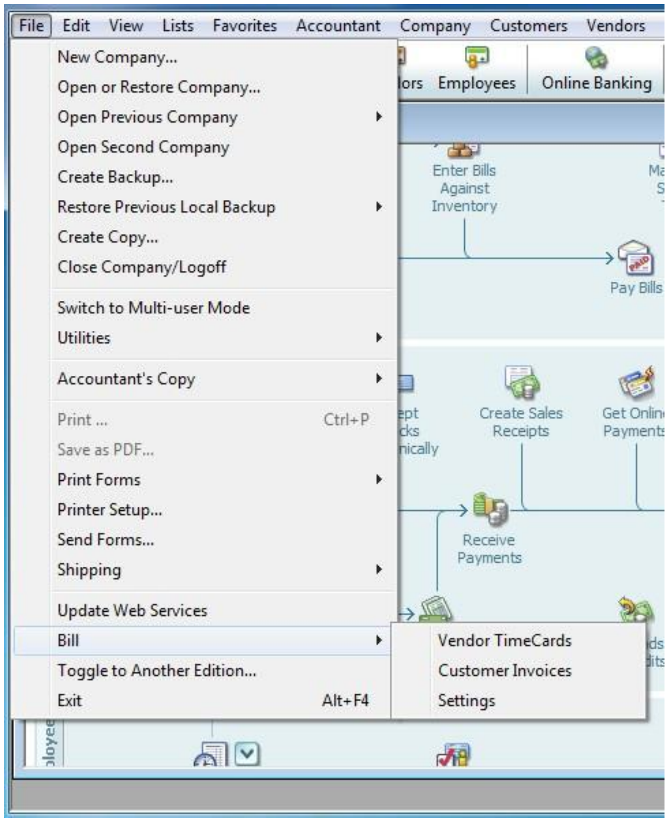
1. Right click on the icon to start QuickBooks
2. Choose *Run as Administrator*



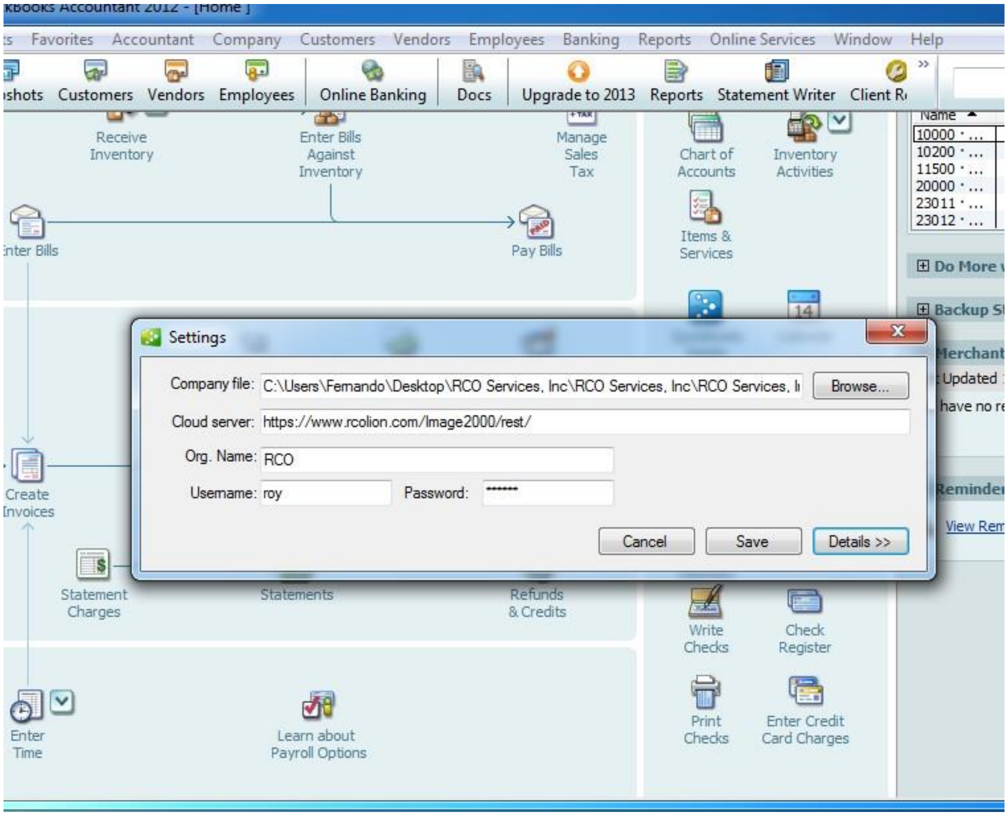
3. You should now select the QuickBooks company file you will use with this application and open it. QuickBooks will then show a new window asking to allow privileges to this application to access the company file. You can check the company and application certificate details and give permissions as shown next and click 'Continue...'.



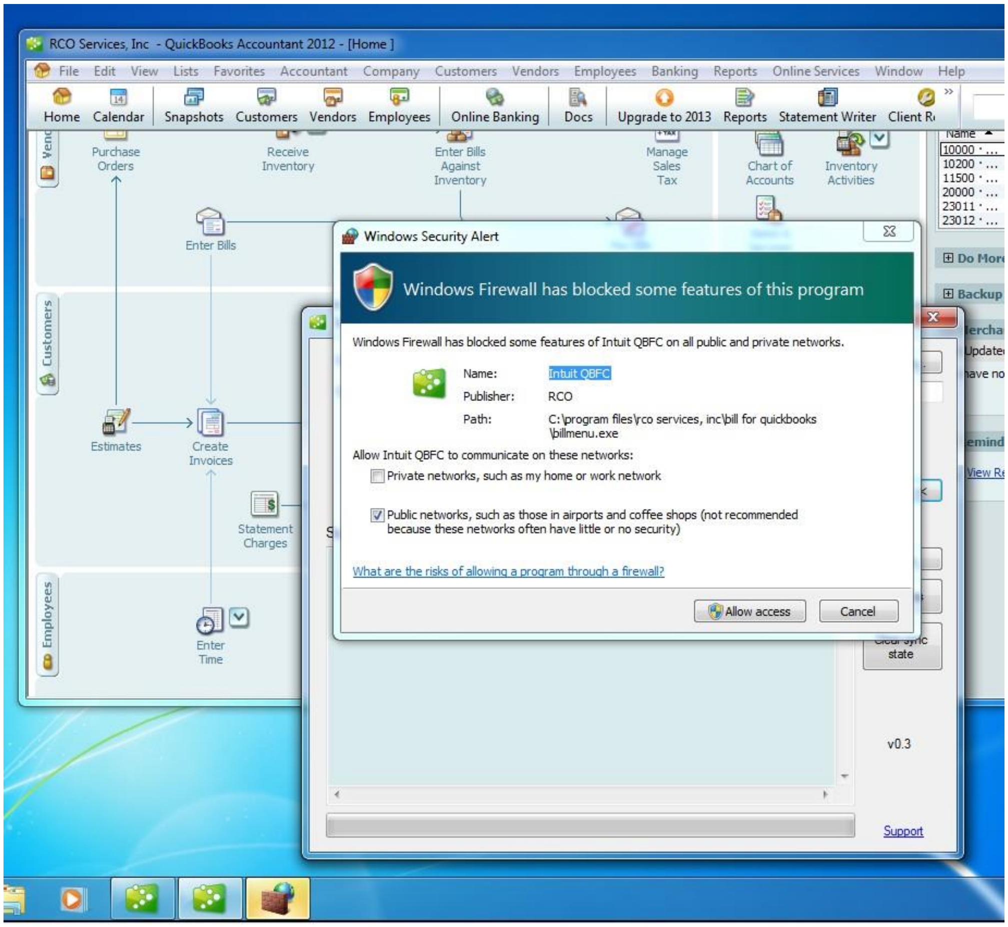
The Home child window will now show-up and you can check that Bill was registered successfully by going into the menu File, Bill. This new menu proof that you have finished installing Bill successfully.



4. Exit QuickBooks
5. Just click on the icon to start QuickBooks – do not run as administrator. Start QuickBooks in normal mode.
6. Now go to Bill\File\Settings and double check you have selected the right company file and the organization and credentials are correct.

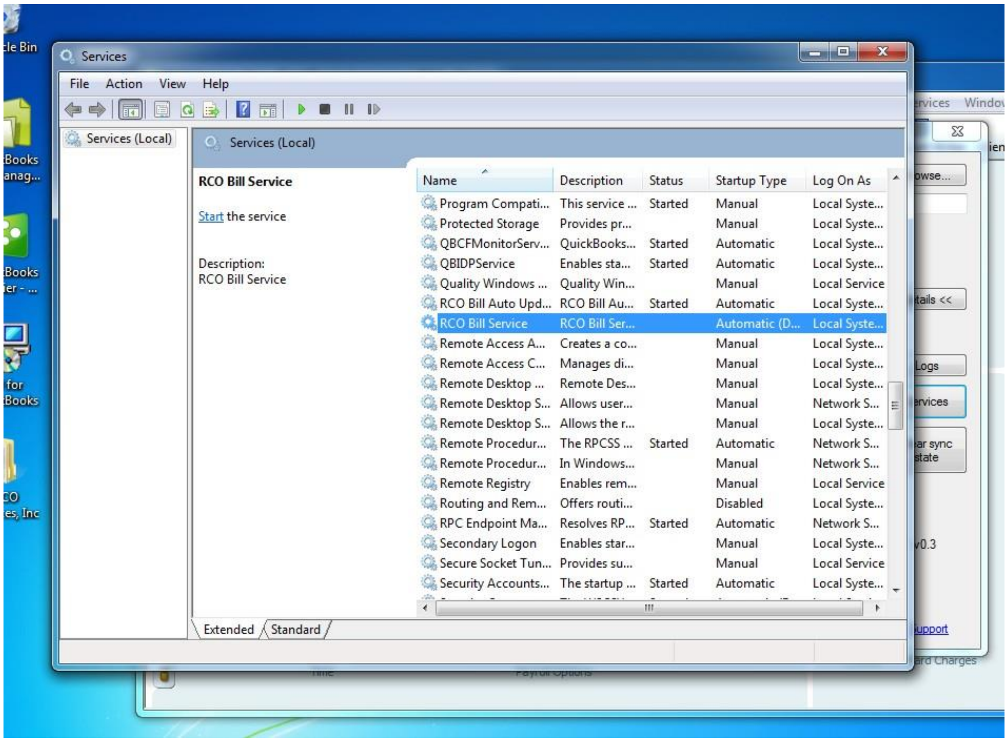


7. Now please expand the settings window to access the service functionality. Click 'Details >>' to do this. Since there is network communication involved with the functionality in the expanded section your Windows Firewall will most likely detect this and ask you to allow communication. Click in the allow private and public communication checkboxes and then 'Allow access'.

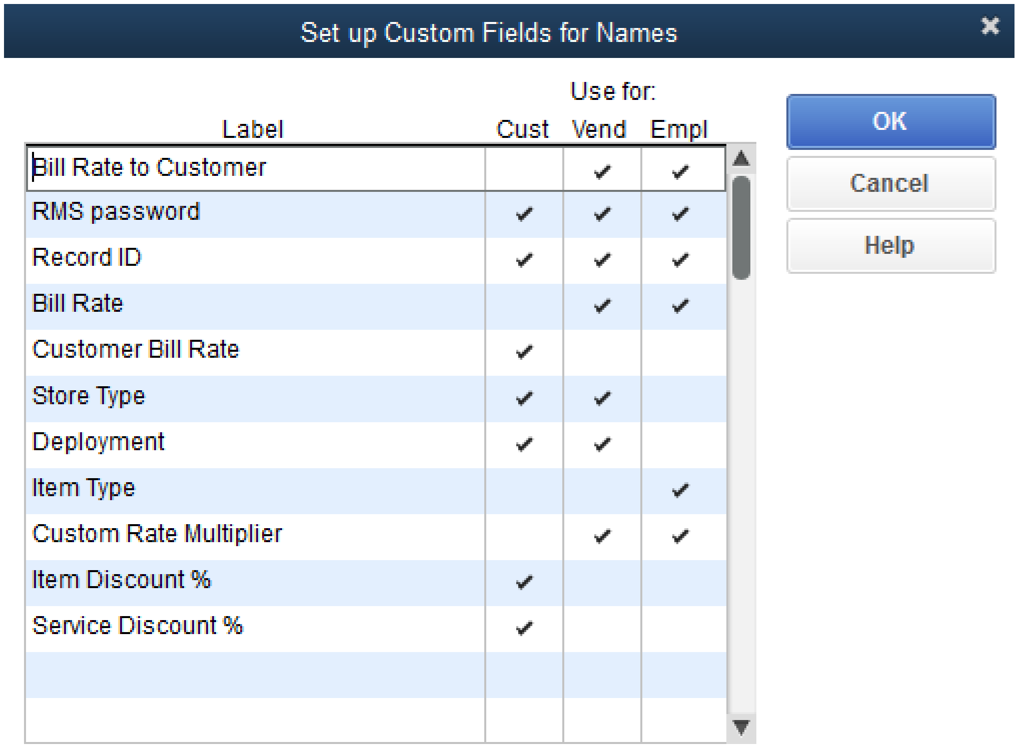


8. The service, also known as RCO Bill Service, is a mechanism that runs daily and synchronizes your data with the cloud server. Because after installing Bill we also had to register the application in QuickBooks it wasn't possible to start the service automatically just after the installation. Therefore now we need to start the sync engine manually once.

   After the first start the service will run forever (even if you reboot the computer) and you will not need to worry about it anymore. Let's start the service by going to Windows Services panel. Click 'Services' and search for services starting by 'RCO...' in the services list.



9. Right-click 'RCO Bill Service' and click Start. Wait for the synchronization to finish. It may take a few minutes since it's the first time you are synchronizing and some setup steps will most likely happen.
10. Click Cancel (or close the Settings window) and go to File\Bill\Vendors Bills to make sure you have your vendors timecards synchronized with your company file. You can also check File\Bill\Customers Invoices in case you sync customers invoices.
11. Adding/updating custom variables:
    a. You should have these custom fields as shown in this image to support Bill for QuickBooks.

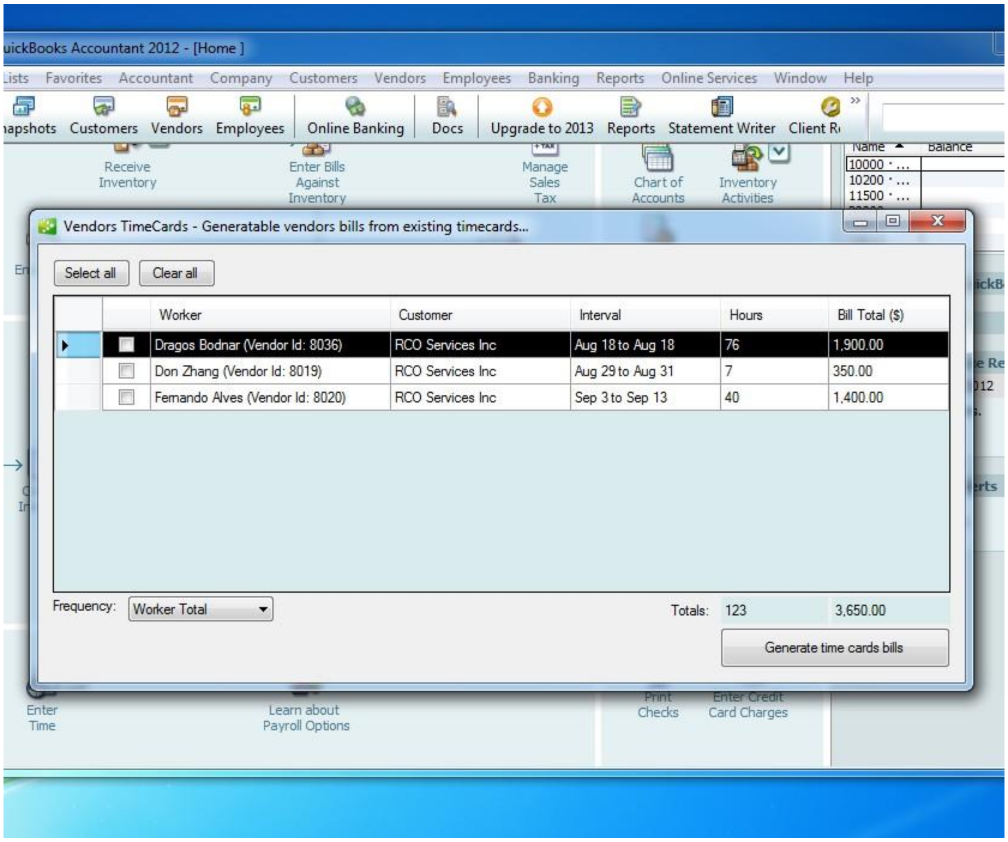


b. To see your list of custom fields
   i. With QuickBooks open, click on the Customer Menu
   ii. Click on Customer Center
   iii. Right click on any 1 customer
   iv. Choose Edit Customer:Job
   v. Click on Additional Info
   vi. Click on Define Fields
   vii. If the list of Custom Fields does not match the image above (order does not matter) then add any fields that are missing and ensure the checkmarks match.

12. Done with initial setup.

Subsequent uses of Bill for QuickBooks

1. Just click on the QuickBooks icon to run in normal mode. No need for administrator mode.



Bill setup

(available before final release version)

Sync service

(available before final release version)

Auto-update service

(available before final release version)

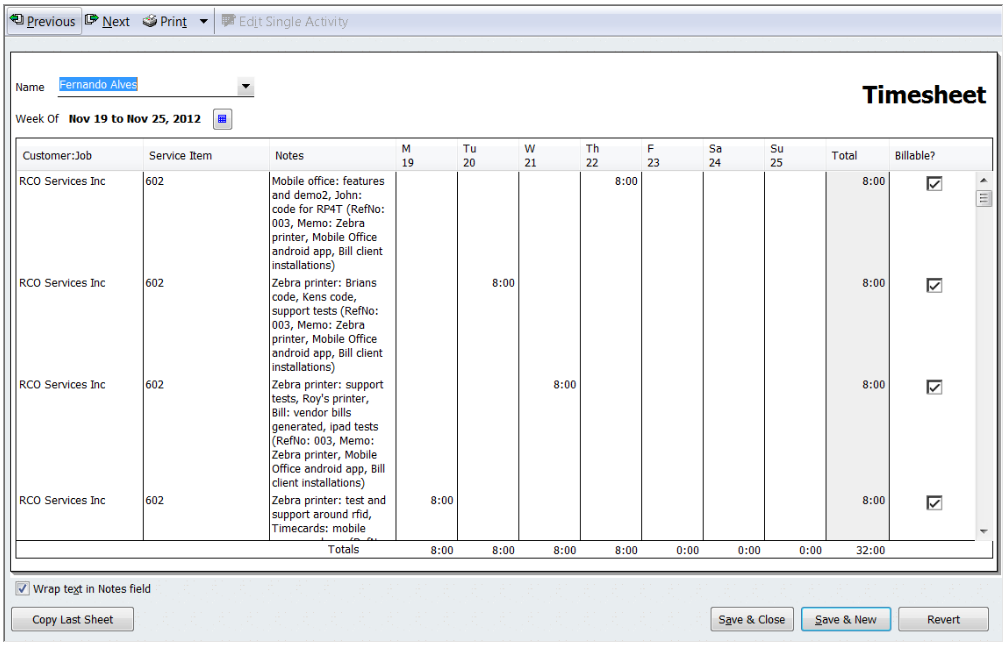
Settings window

(available before final release version)

Vendors bills

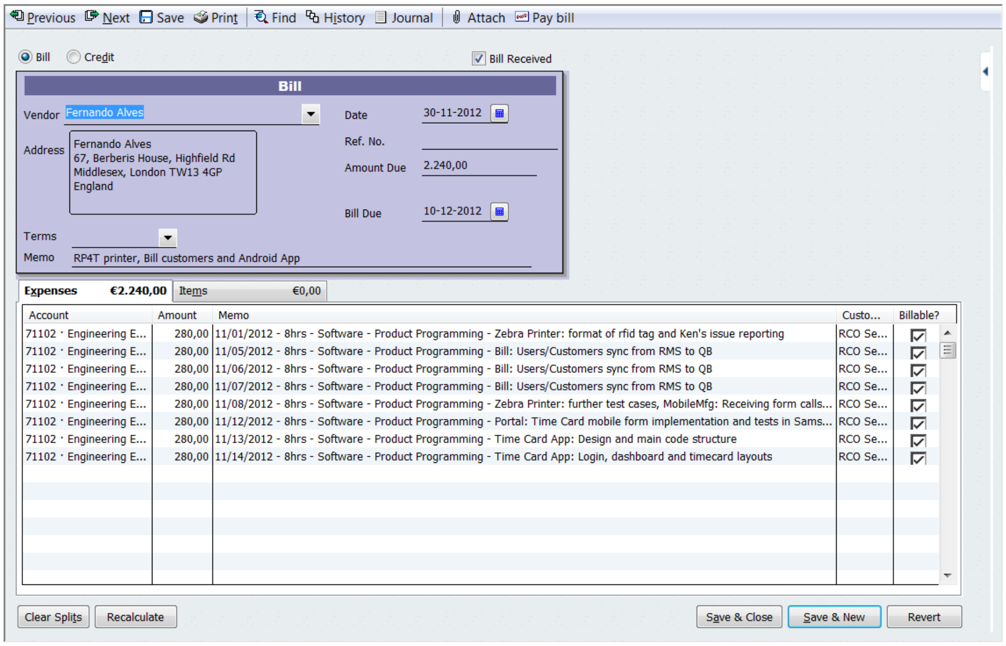
The Vendors Bills form (available under 'File\Bill\Vendors Bills') allow the creation of bills for your vendors automatically. This bills are calculated based in the information that was filled online in the time cards, and then synchronized via the cloud server and Bill Sync Service.

When this time cards are synchronized the time is created in QuickBooks in the timesheets section. Both time for vendors and employees gets synchronized in this section but only time for vendors can be considered billable, since an employee is paid in a bi-weekly or monthly bases.

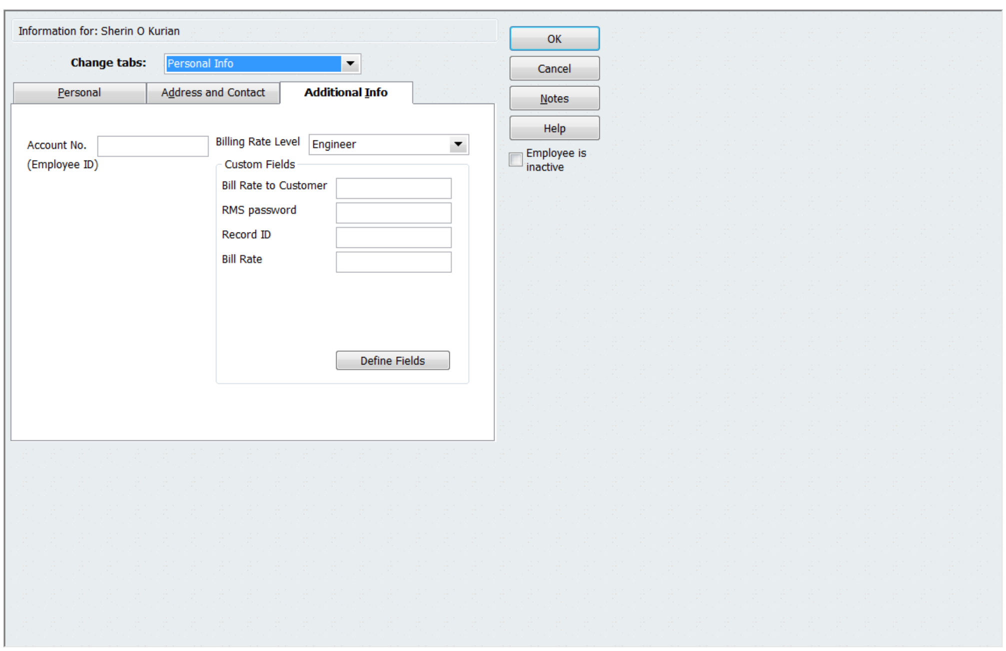


When the user open the 'Vendors Bills' it's able to visualize a grid with the vendors and employees with worked time. This is a preview window with what bills can be generated but also allows to select the billing period for formatting the bills (total for all work done by vendor, work done in the month, bi-weekly, etc.). It's also possible to select and unselect the bills to generate at that point by clicking in the grid lines and then generate some bills, then come back re-select a different period and generate more bills. The grand total spent in bills at each moment also change based in this selections.

Finally when the user clicks 'Generate Bills' the bills get generated inside QuickBooks (under Home \ Vendors \ Transactions \ Bills). This bills contains not just the total and header information but also the detail lines with the date of the work, the task number and description, the effort and other information about each work.



Looking to the preview screen you may be confused on how the totals got calculated in the first place and how you can configure them. This information is configured in a per vendor bases. You should go to the Vendors Center, select the vendor and then the 'Additional Info' tab. In this tab there is two fields that affect the calculations in 'Vendors Bills' form. They are 'Bill Rate' and 'Billing Rate Level'.



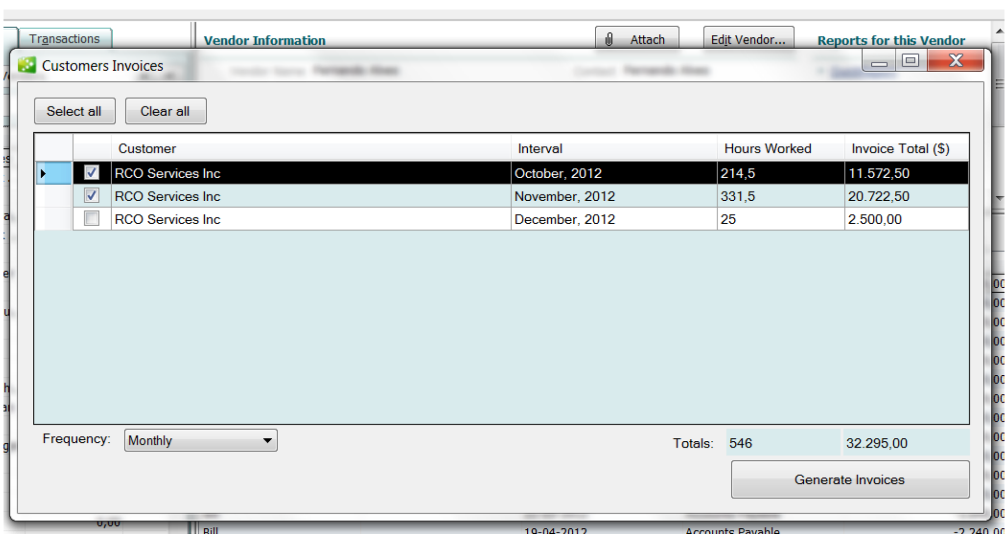
The 'Billing Rate Level' is available in QuickBooks Premier, QuickBooks Premier Plus, QuickBooks Accountant, QuickBooks Enterprise and QuickBooks Enterprise Accountant and was created by Intuit with the purpose to create a place for managing rates and associate them with workers. If you use this feature it's great because Bill is going to calculate the vendors bills directly with this information and no setup is required. If you never used Billing Rate Levels or if you don't have them available at all in QuickBooks because you use the Pro or Pro Plus versions then you can still provide this information via the 'Bill Rate' field.

'Bill Rate' accept numbers in the format N, NN or NN.NN where N is a digit.

Remember that if you have a 'Billing Rate Level' configured but you choose to specify the rate in the 'Bill Rate' field anyway then this field is going to take precedence over 'Billing Rate Level' in the 'Vendors Bills'.

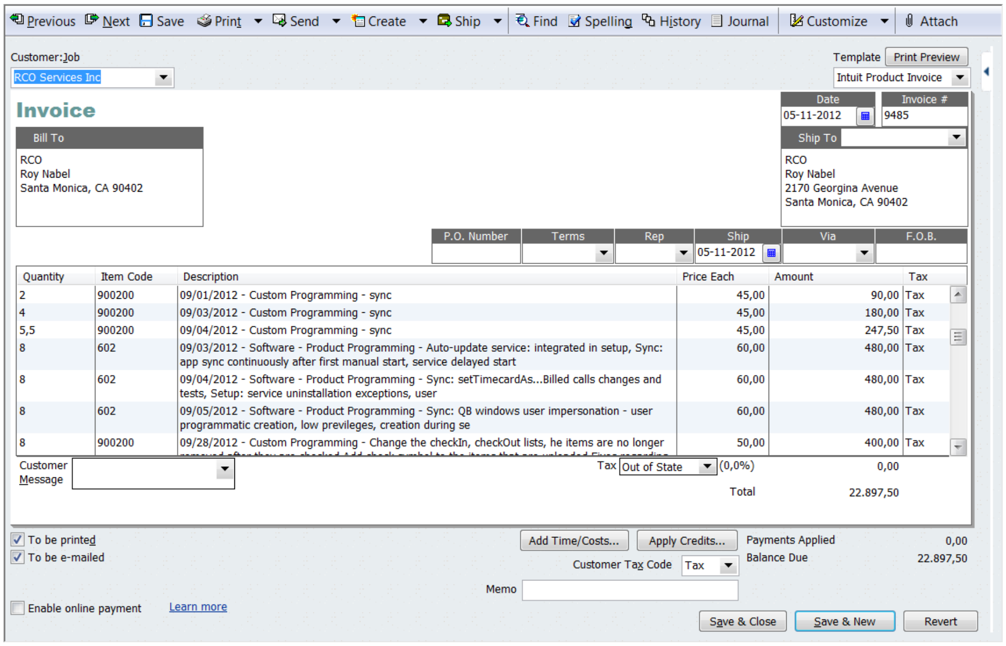
Customers invoices

The Customers Invoices form (available under 'File\Bill\Customers Invoices') allow the creation of invoices for your customers automatically. This invoices are calculated based in the information that was filled online for the time cards, and then synchronized via the cloud server and Bill Sync Service.



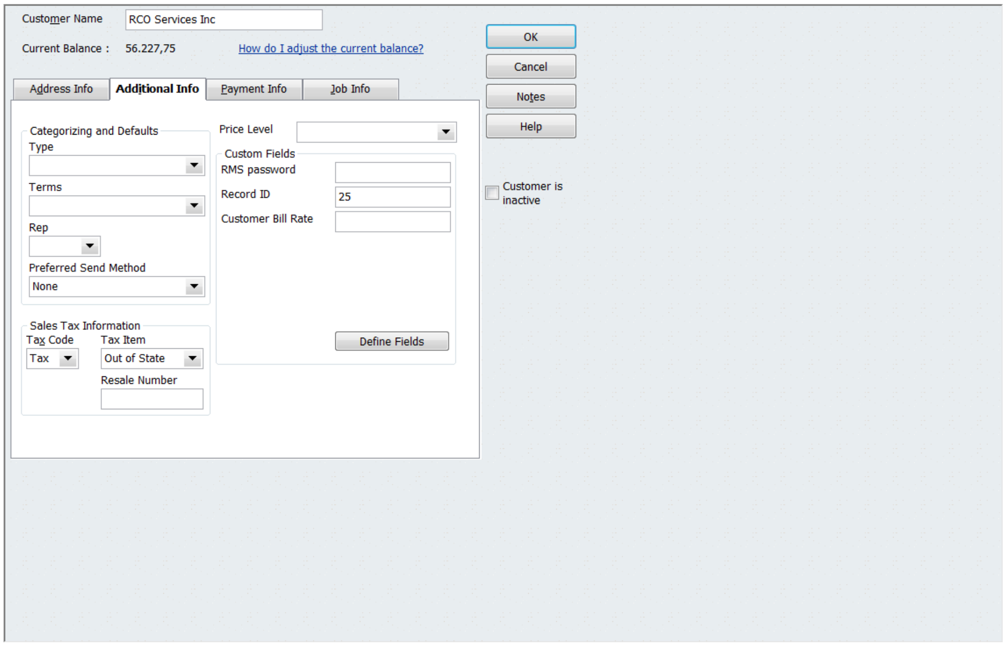
Both vendors and employees time/effort is used in this form for calculating the amounts per invoice. When the user open the 'Customers Invoices' it's able to visualize a grid with the customers which has vendors/employees that worked for them previoulsy and the pending amounts for each invoice. This is a preview window with what invoices can be generated but also allows to select the period for formatting the invoices (invoices with total per customer, work done in the month for the customer, bi-weekly, etc.). It's also possible to select and unselect the invoices to generate at that point by clicking in the grid lines and then generate some invoices, then come back re-select a different period and generate more invoices. The grand total in invoices at each moment also change based in this selections.

Finally when the user clicks 'Generate Invoices' they get generated inside QuickBooks (under Home \ Customers \ Transactions \ Invoices). This invoices contains not just the total and header information but also all the detail lines with the date of the work, the task, the effort and other information about each work done for that customer.



You may wonder how the invoices totals and details got calculated and how you can configure them. This information can be configured both in the customer and worker (vendor or employee). In the worker you will find the 'Bill Rate to Customer' field. This rate is multiplied by the hours the worker done. This is the sum for the worker for that invoice and the same sum is done for all other workers for the same invoice. The invoice total is the sum of all workers sums (Total = SUM-i[rate-i * hours-i], where 'i' is worker index).

If you go to Customers Center and select a customer you will also find the 'Customer Bill Rate' under the 'Additional Info' tab. If this field is filled then it's used across all workers as the rate to use, so, in this case, the invoice total is simply the total hours of all workers multiplied by the customer bill rate. This calculation method is useful for instance when we want to give a special flat rate to a client.



Remember that 'Customer Bill Rate' field under Customers Center has precedence over the 'Bill Rate to Customer' field under Vendors and Employees Center, and that this fields accept numbers in the formats N, NN or NN.NN where N is a digit.

Troubleshooting

If you start experiencing problems with the synchronization service make sure you have all QuickBooks updates installed and that R10 update is also installed. This update brings several important fixes to Intuit QuickBooks that may fix access to the company file from integrated applications.

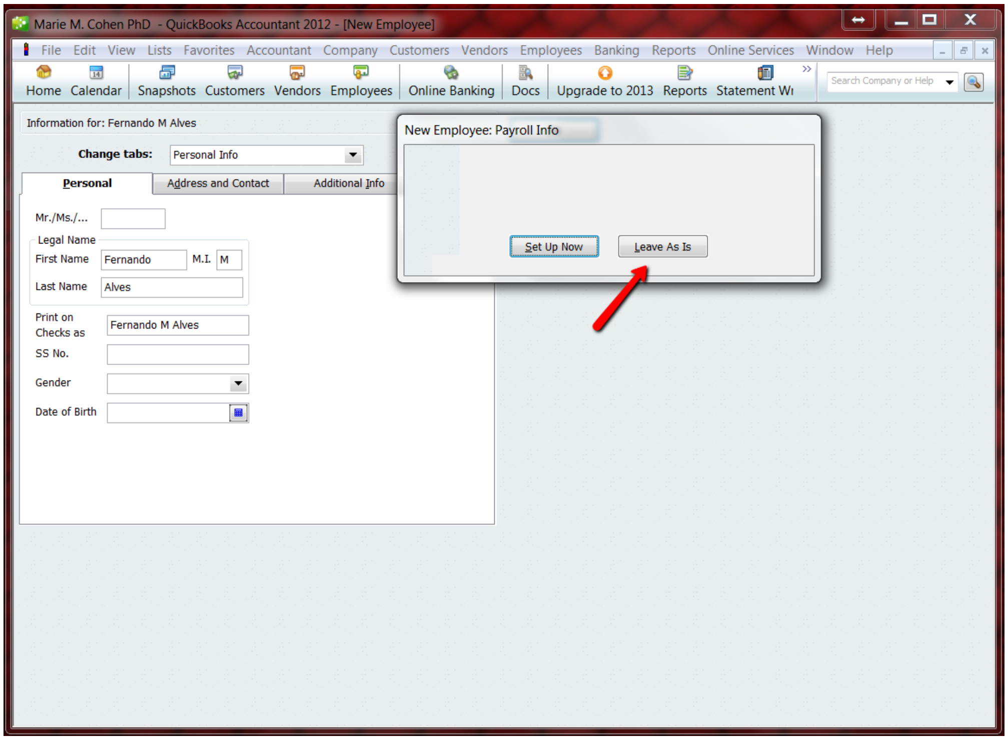
Also make sure you install QBFC10 available here and that you are running in a compatible operating system. Bill was officially tested with Windows XP, Windows Vista and Windows 7. It's also know that it works with QuickBooks 2011 and with QuickBooks 2012 versions. Pro, Pro Plus, Premier, Premier Plus, Accountant, Enterprise and Enterprise Accountant editions.

You are also required to have Microsoft.NET v4.0 installed. You probably have it since you are running QuickBooks which uses it. If you experience problems you can download .NET from here.

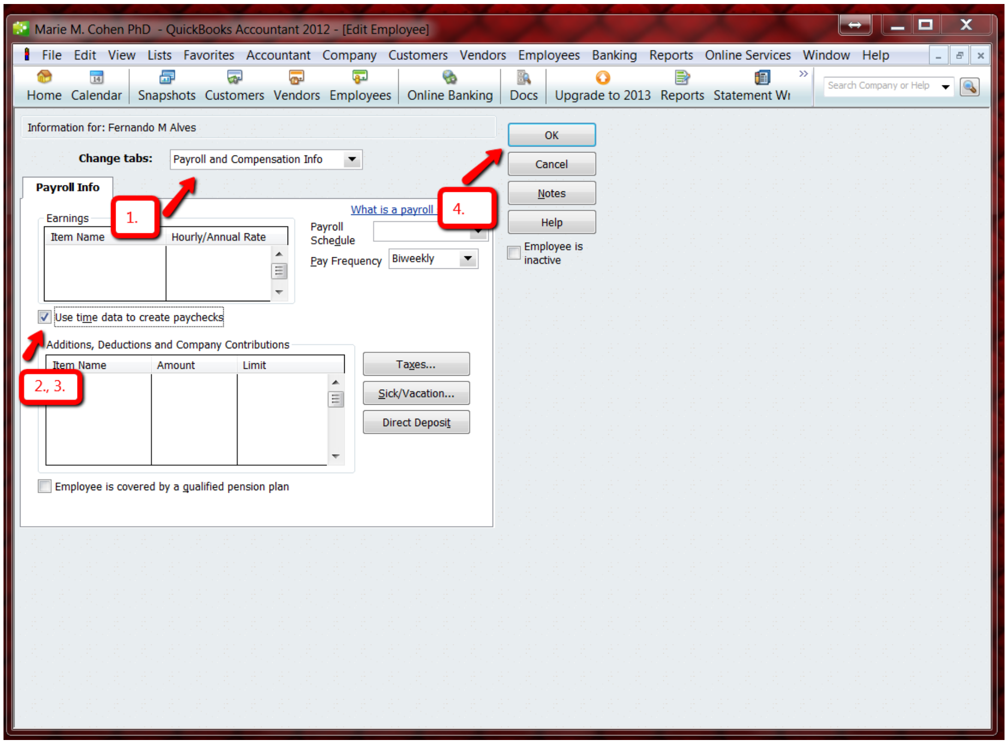
Getting an error 0x9A123%$#!? This kind of error code is returned from QuickBooks when something wasn't possible to synchronize with the QBW file. Check below to determine your error and how to fix it.

0x80040300

This error happens when there is a time card to sync and the corresponding vendor/employee (worker) is not properly configured, in terms of the payroll info. This state is created in QuickBooks when a worker is created and then the user choose to not provide the payroll info for the worker at that point, and also leave's it like that afterwards. Like the image below shows. Bill then tries to sync one or more time cards and then the QuickBooks interfacing mechanism responds back with this error.



There is a fix for this, without needing to provide real payroll info for the worker. First locate the worker causing the problem and then select 'Payroll and compensation info.'. Then check and uncheck the option 'Use time data to create paychecks' and then click OK. You will need to repeat this for each worker with the problem. This, internally creates a payroll entity associated with the worker which fix the QuickBooks response back to Bill, therefore allowing the sync process to keep going.



Unable to sync, invalid company file path (S:\Map1\SharedFolder2\...\...\MyCompanyFile.QBW)

If you are getting this error when synchronizing a QBW file under a mapped drive and you already checked that the mapped path is correct then check that the password for the user that is mapping the drive is also correct.

You can re-enter the password by re-selecting the file under the mapped drive (in the File\Bill\Settings menu) and then try to re-sync. Also check that the user is prefixed with the right domain (e.g. DOMAIN1\Michael). If it doesn't work also try the username without any domain.

If the user is a domain user under Active Directory make sure this belongs to the Users and Domain Users groups and that the user has enough privileges to map a drive letter. Make sure there is no Deny permission or policy taking precedence over any Allow permission or policies. After all it's what this credentials are going to be used for.