Mobile Office for Apple iPhone

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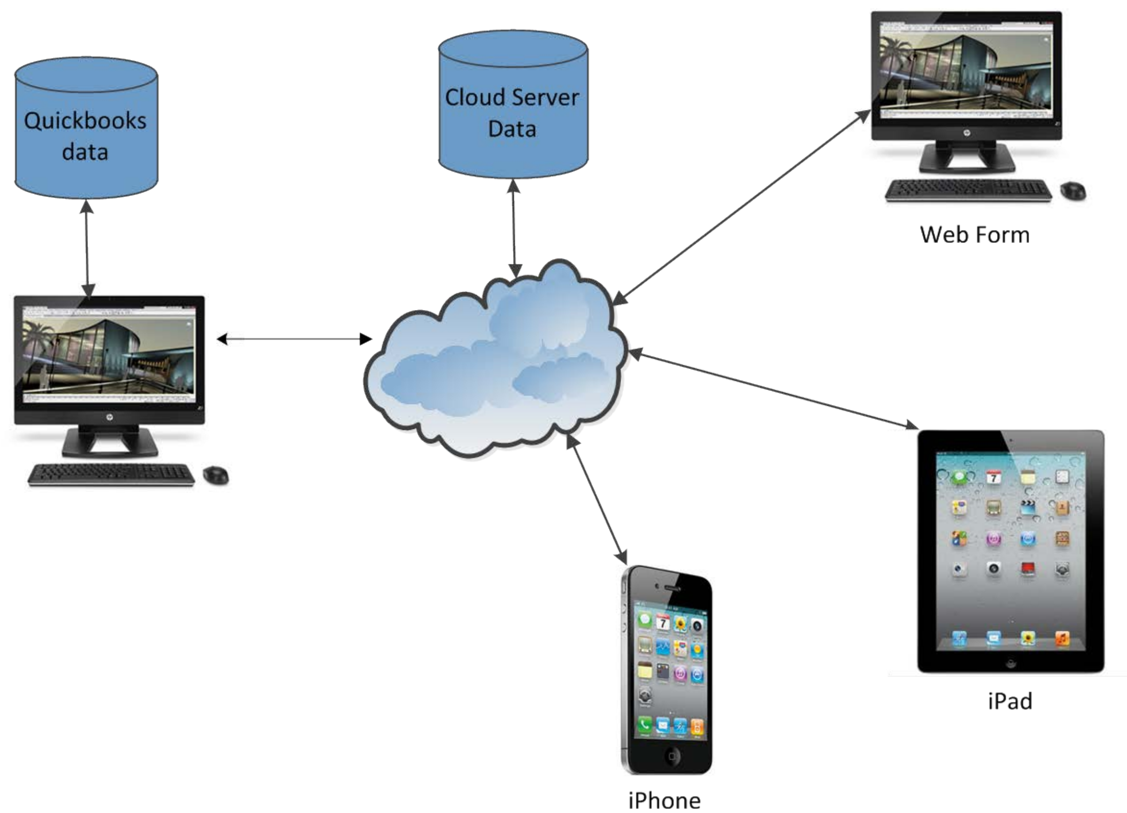
1 Introduction

Mobile Office connects your Intuit Quickbooks accounting to your iPad 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.



The advantage of a custom iPhone application is that you can keep working even when you don't have a network connection. No more hand written invoices and then time consuming data entry into Quickbooks.

1.1 Document History

Document	Author	Date	Revision Description
iPhoneMobile	Roy Nabel	3/26/2011	Creation
iPhoneMobile	Roy Nabel	4/7/2011	Extensive modifictions to stores
iPhoneMobile	Roy Nabel	4/9/2011	Redid all the store screens

2 Getting Started

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

1. Download and install the mobile office app from the Apple App Store
2. Start the app and touch settings and enter some information and touch the Save button

2.1 iPhone Setup

In the Apple app strore search for Mobile Office and then look for the one from RCO Services Inc as shown in the following screen.

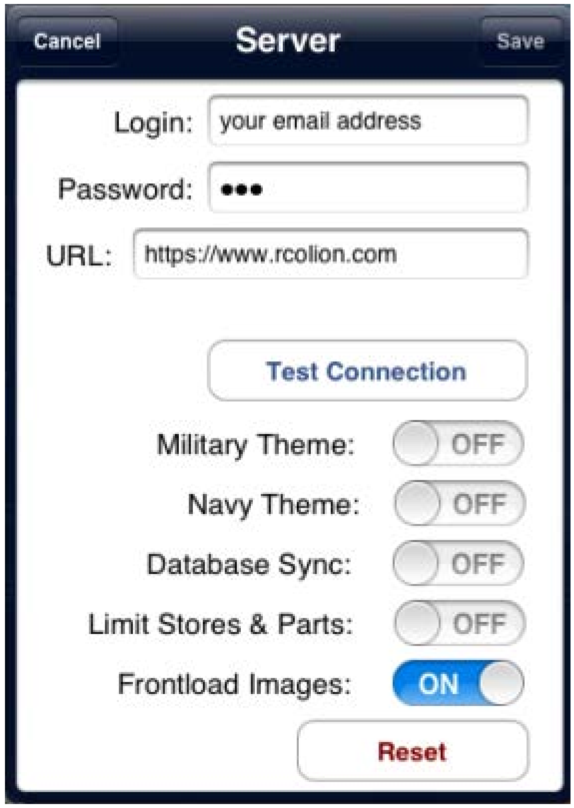

iPad
6/12 - 11:47
100%
New
What's Hot
Release Date
google
App Store
1-12 of 10018
ABC Phonics Animals Writin...
Education
Released Jun 12, 2010
FREE
12000 Aforismi HD
Lifestyle
Released Jun 12, 2010
$3.99
Blindfold German Penalty Sh...
Games
Released Jun 12, 2010
$4.99
Brain Boosting
Games
Released Jun 12, 2010
$2.99
Four Rivers Lite
Games
Released Jun 12, 2010
FREE
Hangman HD + Bluetooth Mul...
Games
Released Jun 12, 2010
$2.99
HayaMemo for iPad
Productivity
Released Jun 12, 2010
$2.99
infobae América HD
News
Released Jun 12, 2010
FREE
John Bishop FC HD
Entertainment
Released Jun 12, 2010
$6.99
John Bishop FC HD LITE
Entertainment
Released Jun 12, 2010
FREE
Langenscheidt Basic-Wörter...
Education
Released Jun 12, 2010
$19.99
Langenscheidt Basic-Wörter...
Education
Released Jun 12, 2010
$19.99
indicates an app designed for both iPhone and iPad
Account: info@macstor...
Redeem
Support
Featured
Top Charts
Categories
Updates

2.2 Login

When you start the app for the first time you will see a PIN login screen. You will need to type in a 4 digit PIN and then the app will display the same screen so type in the same PIN you did on the first screen. After this initial time you will only have to enter your PIN number once. If you click the Reset button in the Settings screen you will have to repeat this initial PIN assisgnment since the database is blank.

2.3 Mobile Settings

From the home screen click on the Settings Icon and you will see the following screen. Enter your login which is your email address (example jane@gmail.com), your password which you will receive in an email after you purchase the product. Make sure that your iPad has a network connection. Click the test connection button and then click the Save button. Note that if you have many items stored on the cloud data server you will see the system busy icon working for a few minutes.



2.4 Home Screen

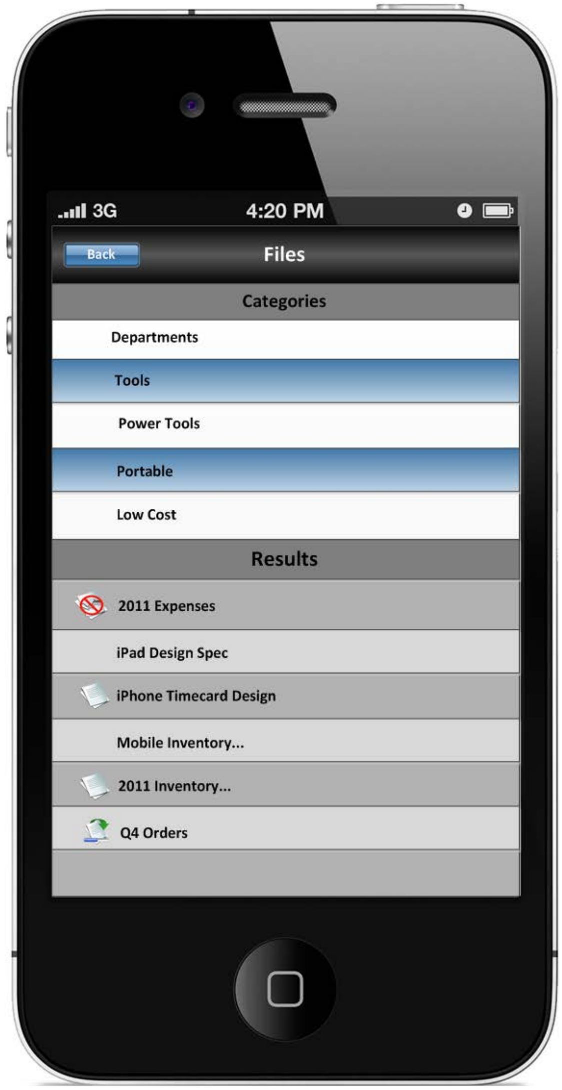
In the following figure you see the mobile office home screen. You touch one of the icons to activate a command.

3 Files

The files command allows you to see files filtered based on up to five different category classifications.

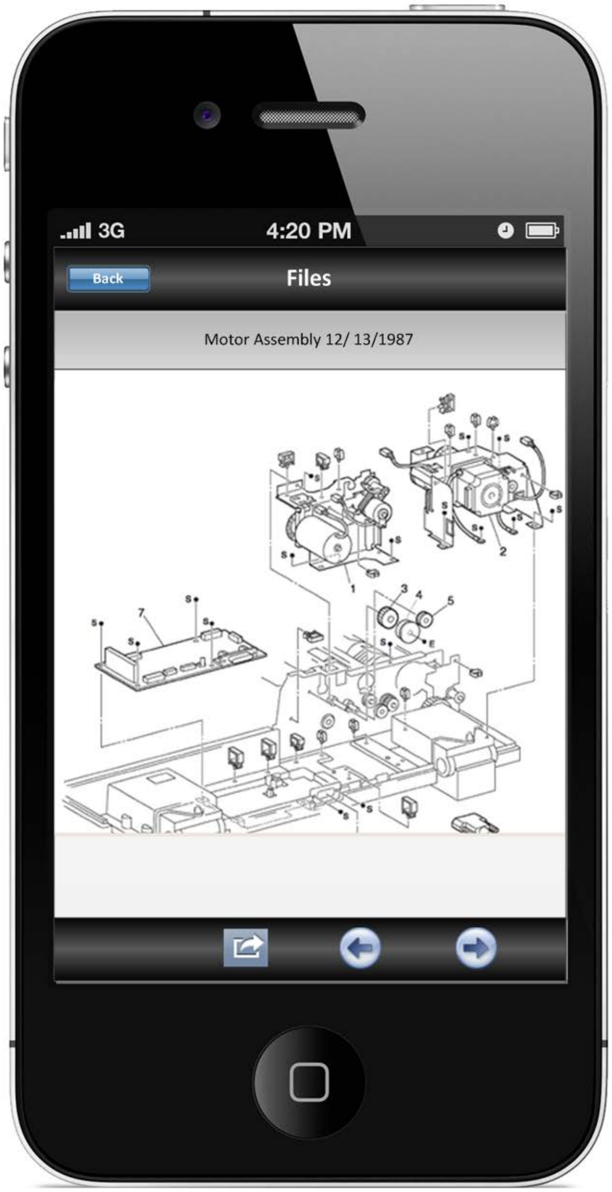
3.1 Filtering Files

On your computer's hard drive you have many files. If you code the files as they get stored on the cloud server then you can retrieve them more easily. In the following screen there are 2 sections. The top section shows the categories. You always have at least one category but you can have up to five when you have many different files that require grouping.



3.2 Displaying Files

When you touch a file in the results list you will see a small document icon in front of the file if the file is stored in the phone. The phone will try and download the file from the cloud server. If the phone is unsuccessful at getting the file you will see a red circle with a cross through the circle.



4 Invoices

Having the ability to create an invoice on your iPhone has many advantages over traditional paper invoices. The following list shows some tangible benefits.

1. No dedicated bookkeeper required to enter invoice into quickbooks
2. Take credit card payment for work immediately
3. No need for service personnel to come back to office except for more inventory
4. Ability to find invoices on past jobs

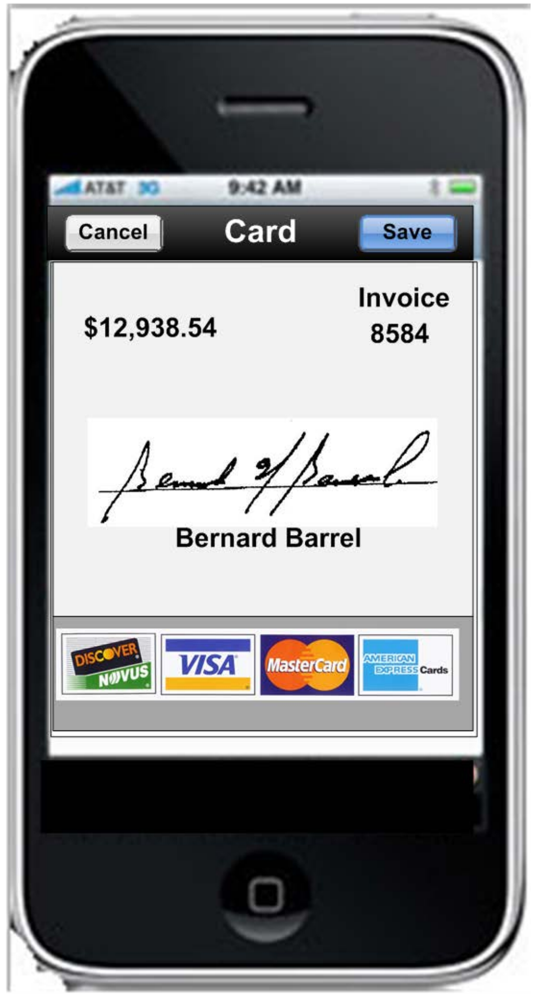
5. Email easy to read invoices to customers

4.1 Creating a new invoice

To create an invoice the operator click on the invoice command on the home screen and then clicks the plus sign.

4.2 Credit Card Payments

The operator uses the phone swipe credit card reader (www.phoneswipe.com) to enter information. If the card reader is broken the operator can manually enter information in all the fields. The following screens show the portrait orientation view of getting the credit card information and the customer's signature. The credit card is verified using a phone connection. If no phone connection is available the system alerts the operator. If the card is approved the software displays a dialog showing “Approved”. If the card is rejected the software displays a dialog showing “Declined”.



4.3 Emailing an Invoice

After you have received a credit card payment you can email an invoice to a customer. From the invoice list select the more icon and then select the email invoice button. Please note that you need a connection to the cloud server to obtain an invoice number.

5 People

The iPhone matches the types of people that quickbooks has (Customers, Employees, Vendors). Note on the iPhone we use Staff to mean the same as Employees. The iPhone keeps all 3 of these people lists updated by synchronizing with the cloud server. All the information concerning people gets generated or updated in quickbooks. The iPhone checks to see if any changes have occurred and downloads the latest information from the cloud server.

5.1 People List

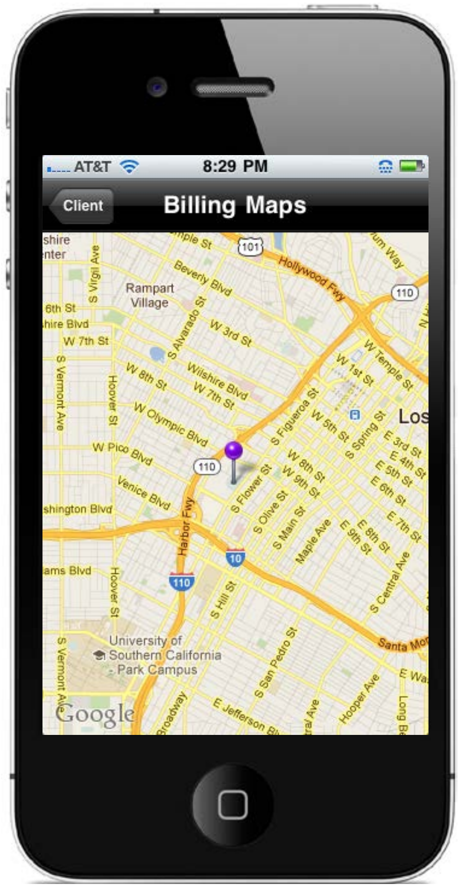
All 3 list work the same way. You will see a list of the people. Some people may have a picture. They always have a company name. The iPhone displays the company name first. Normally you have a company name on the first list and the second line contains the contact person at the company. Sometimes you have a single person company or the name of the person is the same as the company. In this case the software only displays the first list as the person's last name followed by their first name and no second line name is displayed.

5.2 Calling a person

If you click on a the call button in the detail view the software will dial the person's number. If the person does not have a number the system will display a message "No phone number".

5.3 Mapping a Person

From the detail screen click the Map button and you will see where the person is located on the map. Note that you need to have phone service for this function to work. You can use gestures to zoom in and out



5.4 Message a Person

From the detail screen select the Chat button at the bottom of the screen and if the person has a phone number you will see the message screen enabling you to send the person some text. If no phone number exists the software will display a message indicating “No Phone Number”.

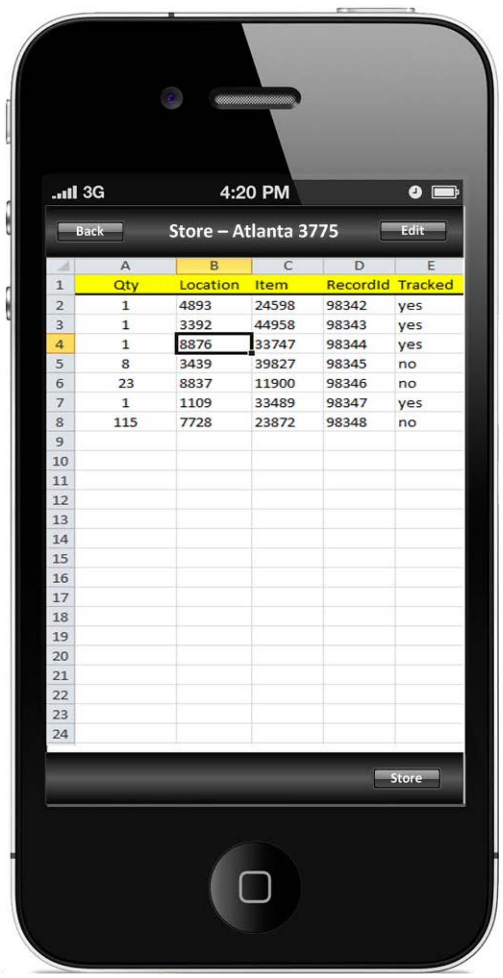
6 Stock Count

A stock count gives you an accurate count for each item in a store. After you finish your stock count for a store each item will have a coding field called quantity counted. You can run a report for each item in a store to compare the quantity as recorded in the accounting system with the actual quantity counted.

7 Counting

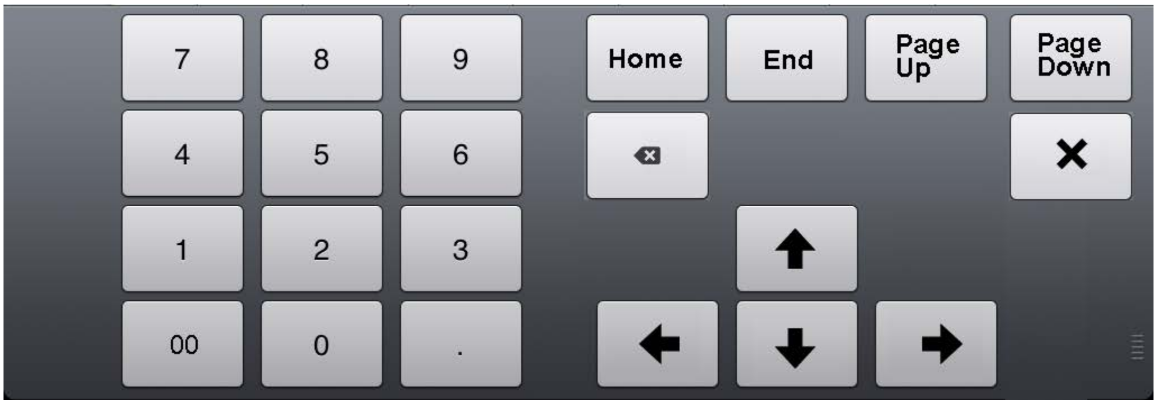
The following screen shows the stock count command. The operator first selects a store (store button). You can sort by Location, Item or Record Id. The operator can switch between a manual hand count and a scan count mode. In the manual count mode the operator uses the keyboard enters a quantiy for a give row and then touches the down arrow and counts the next item until all rows are done. In the scan count mode if the item is a tracked part you scan the item label (recordId). The quantity should be 1. If the item is not tracked you still scan the item label (recordId) but you can scan the label multiple times until you reach the correct item count. You can scroll the spreadsheet by swiping your fingers left and right or up and down. Note that as you swipe left and right the row numbers are fixed but the column data including the column title will move.

When the operator is finished with the stock count they select the save button and the application will update the quantity on hand in the local database and also synchronize with the RMS server.



8 *Keyboard Operation*

The following screen shows the numeric keypad which can be used for manual entry.



The currently selected cell (column B, row 4) in the above grid has a heay solid line around the cell and is called the cursor. The following table gives a description of the keyboard commands.

Button	Description
Home	moves grid up one page
End	move to last row and the last editable cel
Page Up	moves grid up one page
Page Down	moves grid down one page
Up Arrow	moves cursor up one cell up to row 1
Down Arrow	moves cursor down one cell down to last row
Left Arrow	moves cursor left one cell
Right Arrow	moves cursor right one cell
x	If the cursor is on a cell in the labeled column and the space bar key is touched the state reverses. If an x is present it is removed. An x means you want to create a label for the given row.

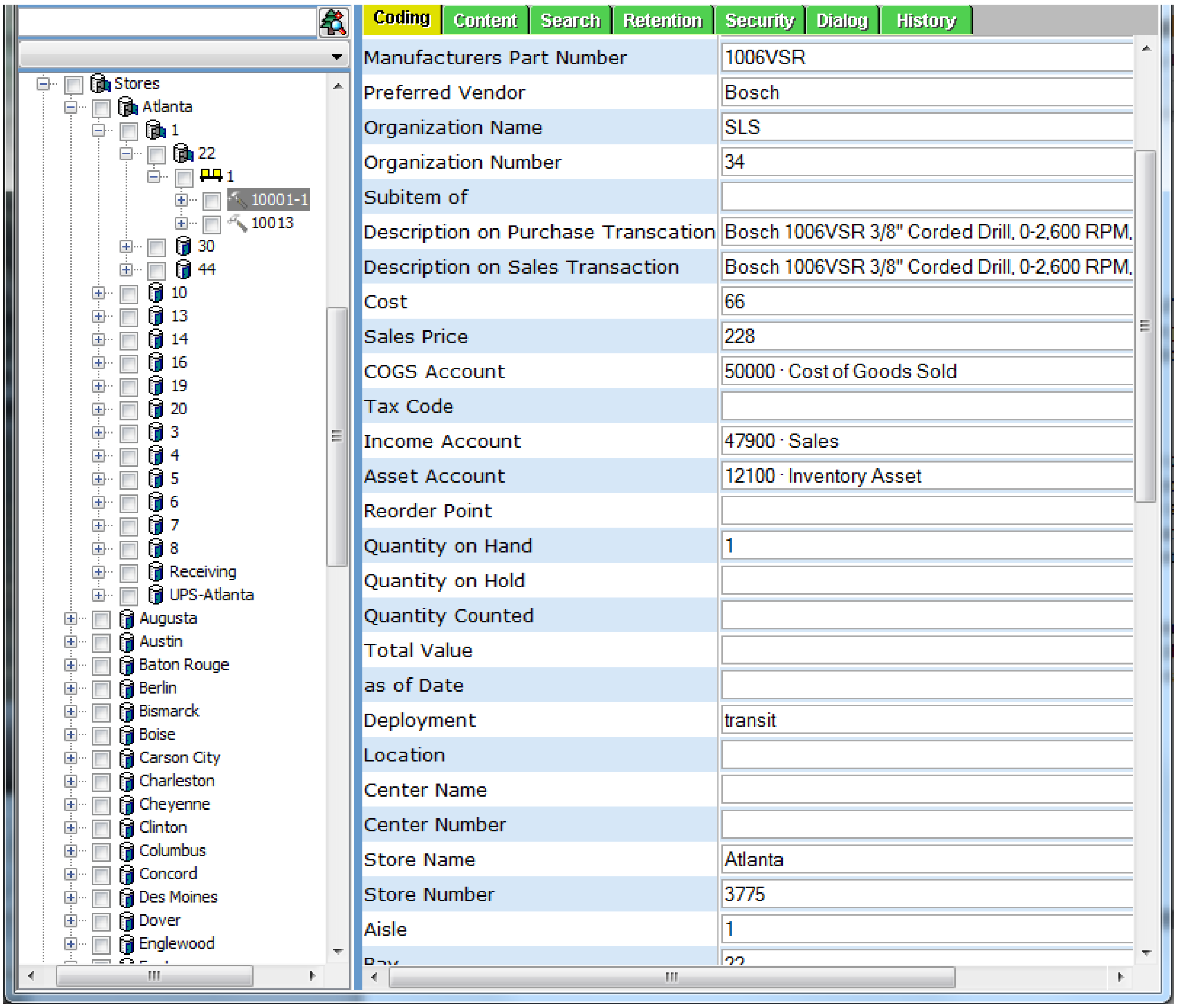
9 Stores

The stores command gives you information about your stores. You may have only one store or you may have hundreds of stores. A single store contains items that you build or buy for sale. The items that we show are only the inventory items that are for sale. In the Intuit Quickbooks accounting system somebody has to indicate which items are inventory items and enter all the detail information concerning the item. This information is synchronized and stored in your iPhone.

You may ask why you even want to see a list of stores or the items in a particular store. If you are on the road and a potential customer want to make a purchase of say 100 shirts you want to be able to answer how many you currently have on hand and if you have another store whether you can fill the order by using inventory from another store.

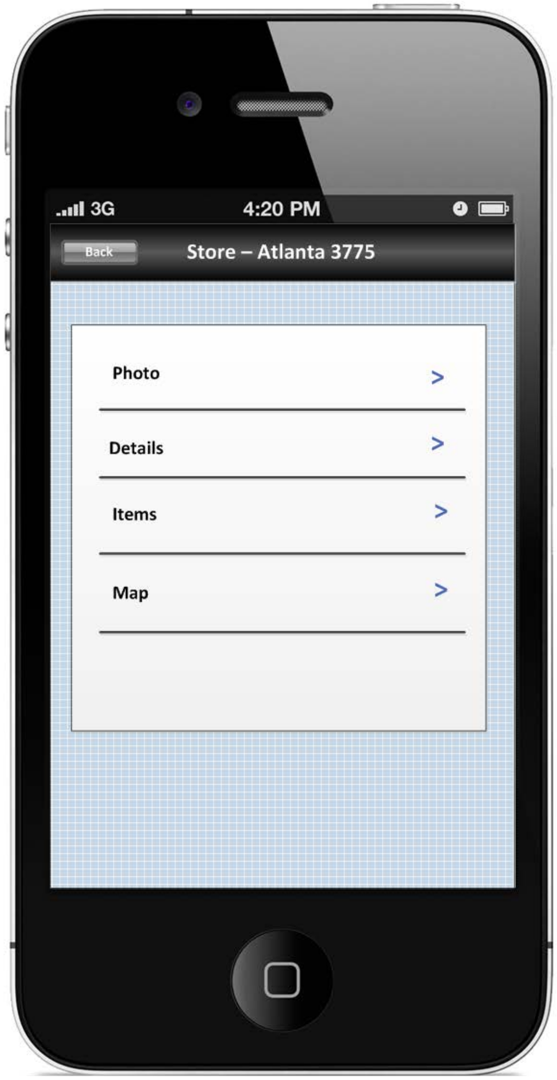
The accounting system does not have the concept of a store since they have only a single item list. The information in the item list is synchronized to the cloud server library store. On the cloud server you have to create all your stores and move inventory to each store.

In the follow figure you see what the local administrator has created. They have a list of stores. We have expanded the Atlanta store where they have created all the aisles, bays and shelves and stocked each shelf with an item.



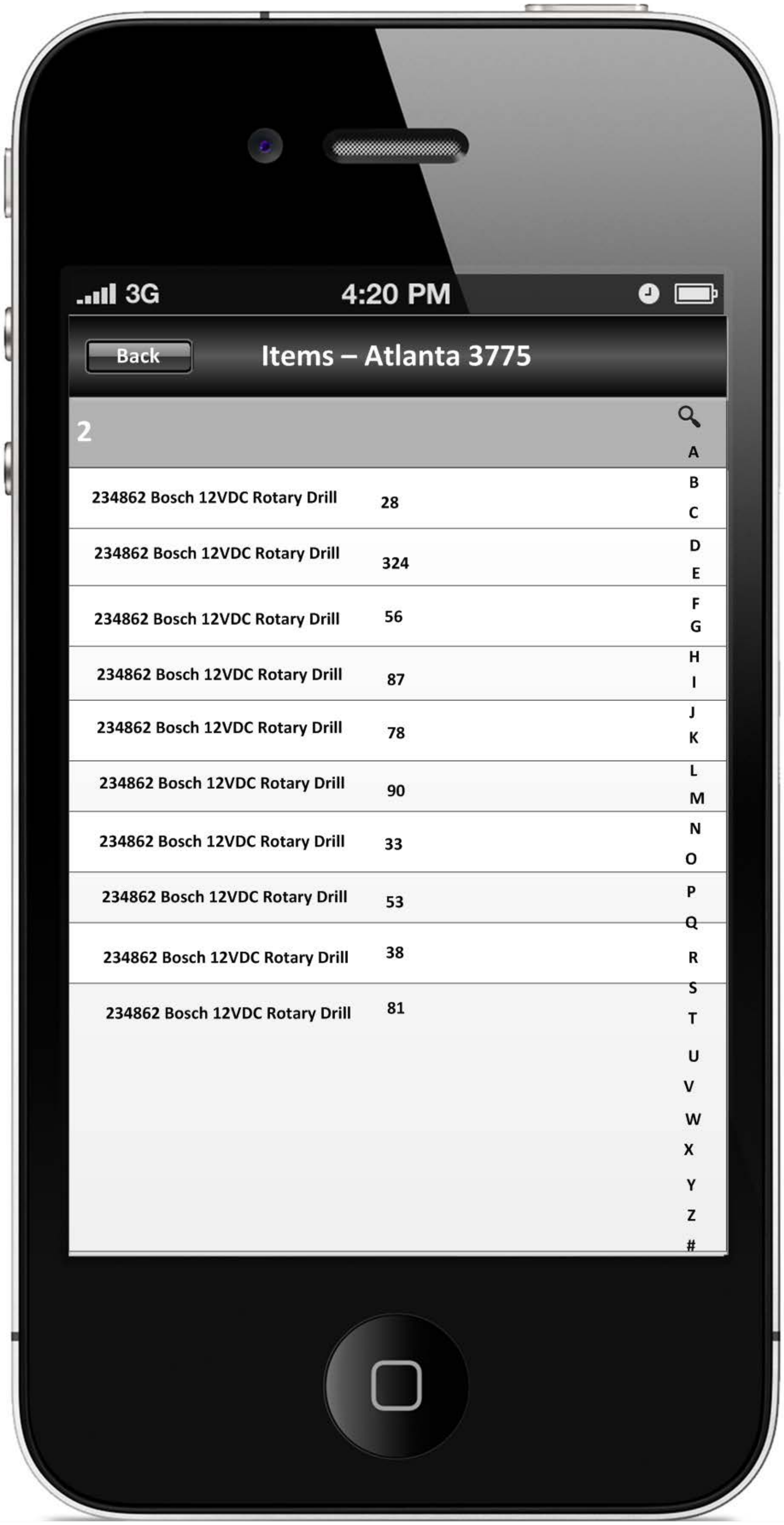
9.1 Stores List

The administrator creates all the stores on the cloud server. Every store has a unique store number. There are several icons at the bottom of the following figure which when selected give you more information about the store that is currently selected. You can view a photo of the store, or get a google map of the stores location on the map, the details about a store and you can get a detailed list of items that are in the store.



9.2 Items List

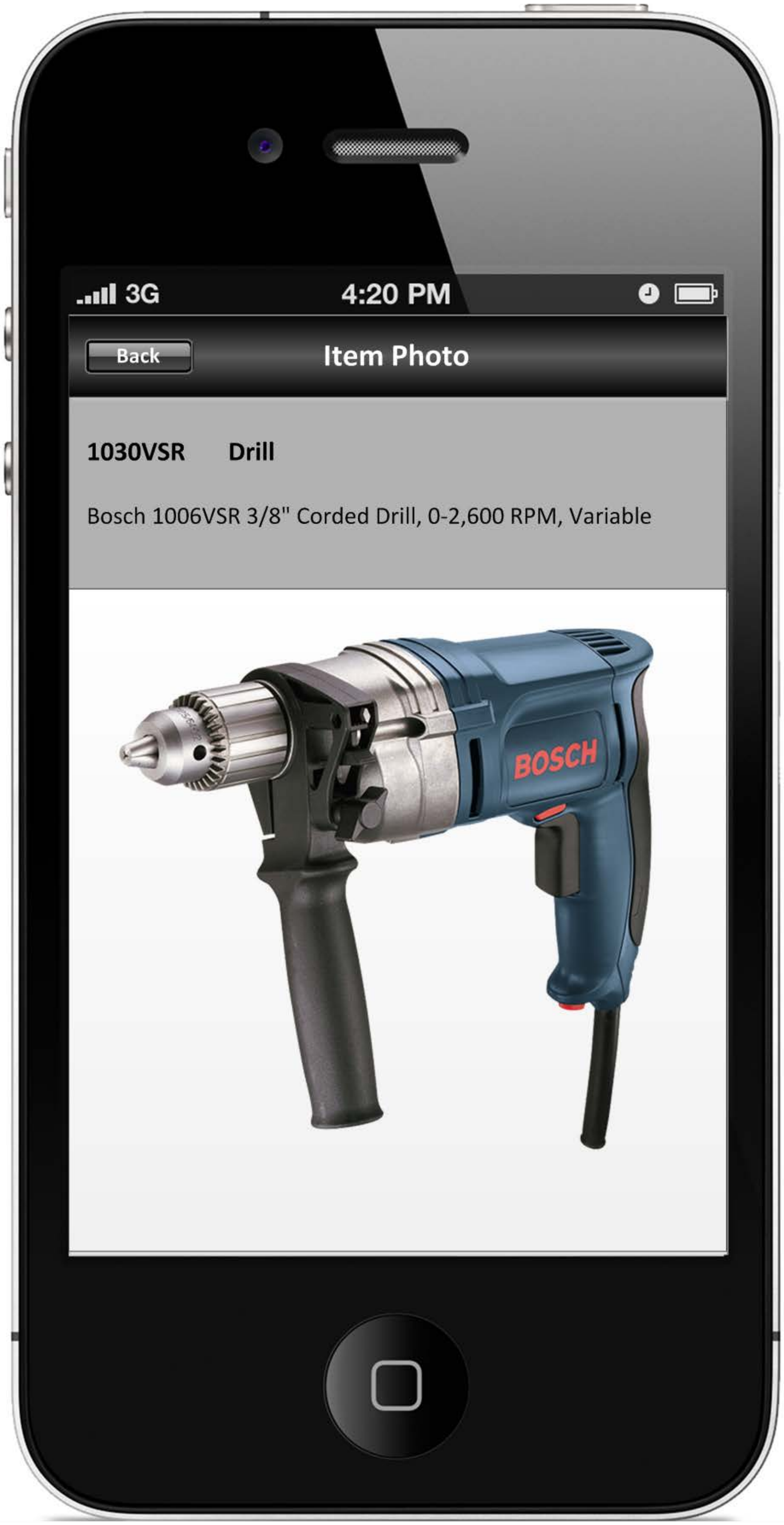
The following screen shows the parts list form. The operator can look up parts from their parts store by typing any text in the search edit box. A store is the collection of parts that the operator has access to from their personal inventory. When you touch the filter button this only shows the parts that you have edited. If you touch the filter again then it shows your complete inventory.


3G
4:20 PM
Back
Items – Atlanta 3775
2
234862 Bosch 12VDC Rotary Drill 28
234862 Bosch 12VDC Rotary Drill 324
234862 Bosch 12VDC Rotary Drill 56
234862 Bosch 12VDC Rotary Drill 87
234862 Bosch 12VDC Rotary Drill 78
234862 Bosch 12VDC Rotary Drill 90
234862 Bosch 12VDC Rotary Drill 33
234862 Bosch 12VDC Rotary Drill 53
234862 Bosch 12VDC Rotary Drill 38
234862 Bosch 12VDC Rotary Drill 81
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

The stores pane displays all the stores for a given organization. You can select and work on only one store at a time. There are 2 actions that you may want to perform. The most common for the billing application is to select one store and then select the parts and quantity used for a given client and task. The other action is to view the parts contained in a particular store.

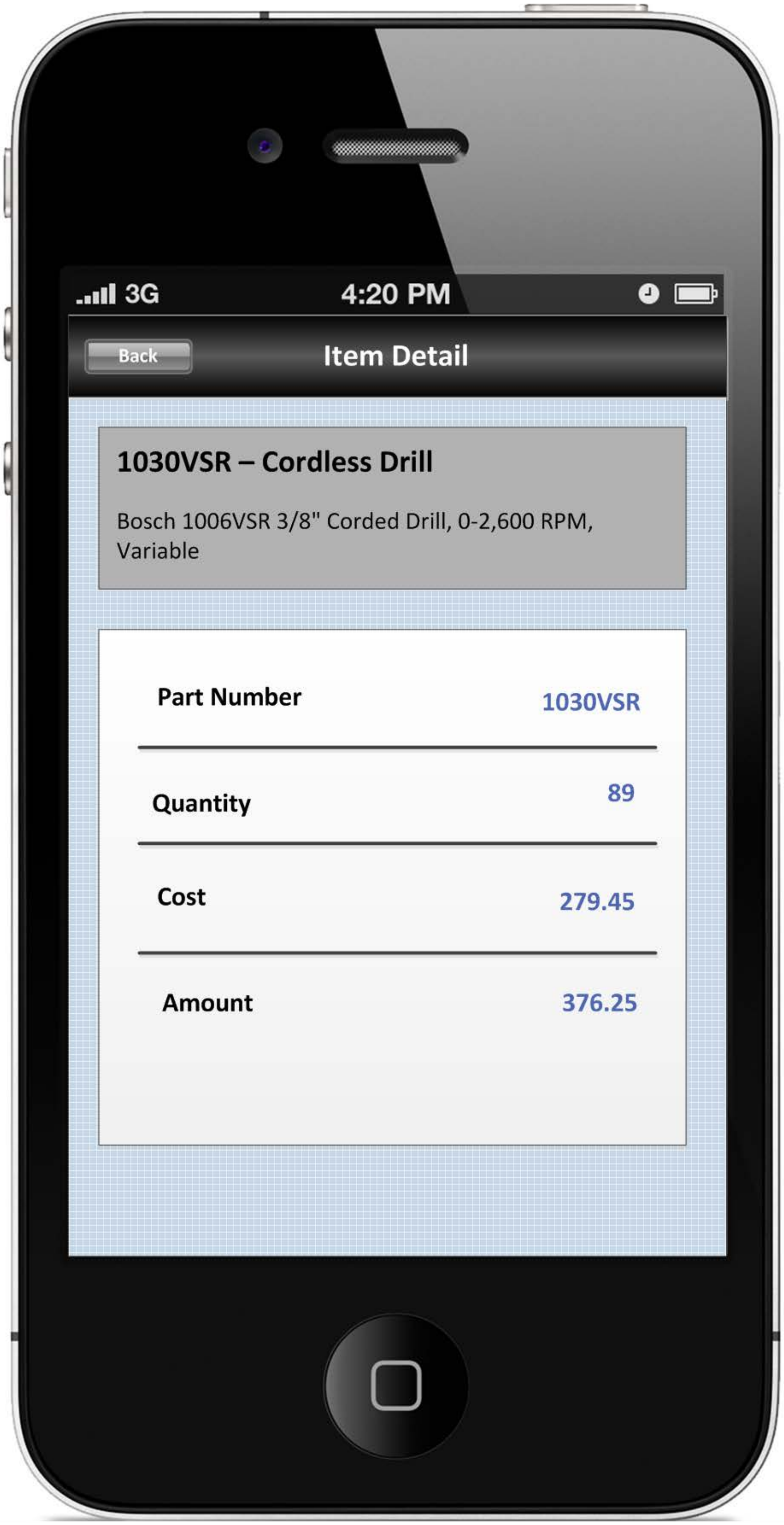
9.3 Item Photo

To display a photo of the part from the parts list you click the photo button at the bottom and then you will see the following figure. There are 3 mode buttons at the bottom of the Part Photo that will show you the details for the currently selected part, the parts list for the currently selected store or the last button shows you a complete list of stores.


3G
4:20 PM
Back
Item Photo
1030VSR Drill
Bosch 1006VSR 3/8" Corded Drill, 0-2,600 RPM, Variable
BOSCH

9.4 Item Details

When you have a store and a part selected you can select the Details icon at the bottom of the screen and this will provide you with a list of information for the selected part.


3G
4:20 PM
Back
Item Detail
1030VSR – Cordless Drill
Bosch 1006VSR 3/8" Corded Drill, 0-2,600 RPM, Variable
Part Number
1030VSR
Quantity
89
Cost
279.45
Amount
376.25

10 Timecards

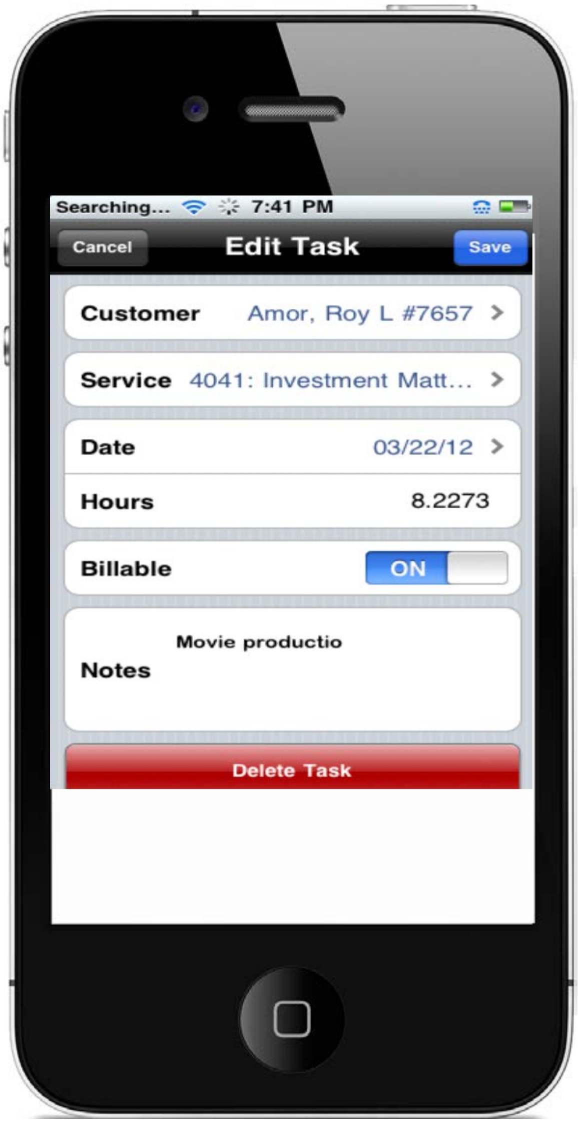
Each person who has the mobile office on their iPad can submit timecards. When you synchronize with Quickbooks the system will create an employee time sheet for each employee or vendor. The Quickbooks software will then create a bill for your vendors and a bill for your customer.

10.1 Time Card Summary Form

The following display shows the timecard form main screen. The operator can create new timecards, edit existing cards or delete cards in the list.

10.2 Time Card in Edit Mode

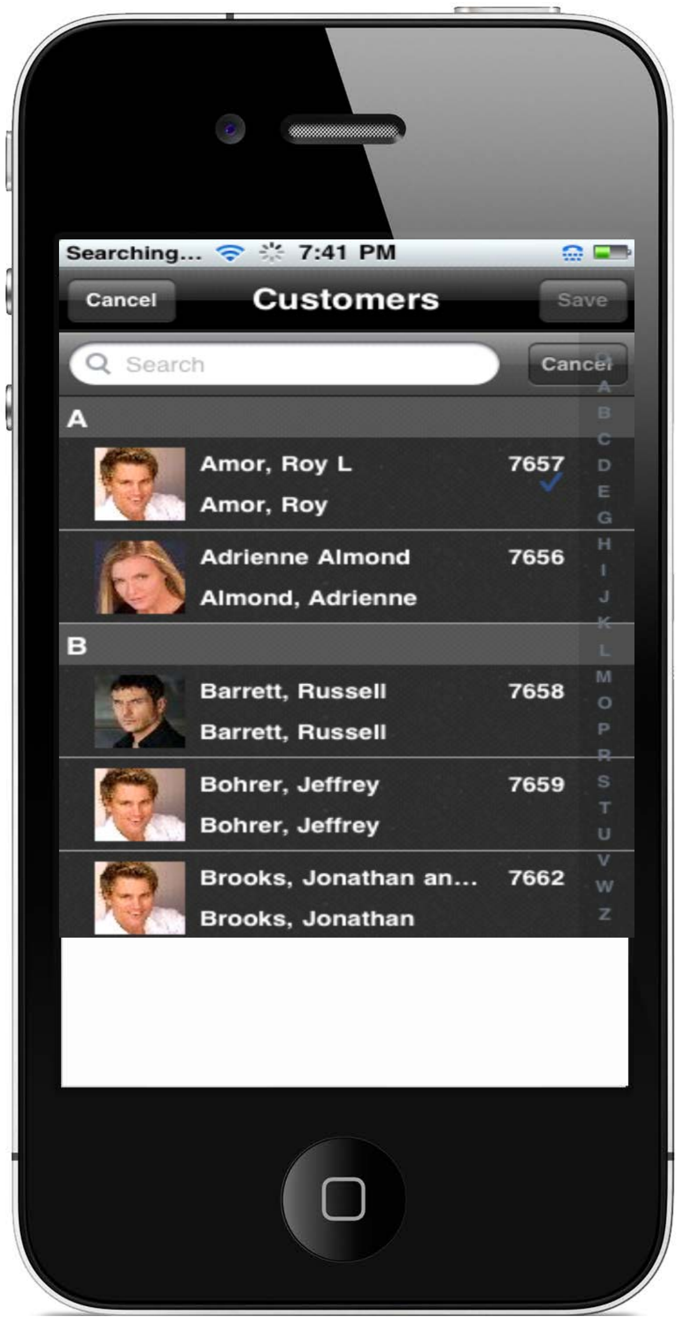
When you touch the blue chevron on the timecard summary you will see the edit task shown next where you can edit the details or delete the entry. The Customer entry allows you to choose an existing customer. The Service entry lets you pick from the service list what action you performed for the customer. The Date entry shows you a calendar to pick the date when the work was performed. The Hours entry represents the total hours you worked for the customer. The billable slide switch indicates whether there is a charge for the work. Finally notes help you remember specific details for the job.



Note that the customer and service list come from Quickbooks so if you have a new customer or don't see a customer or service you think was recently added you have to call somebody in the office to run the Quickbooks File – Synchronization command.

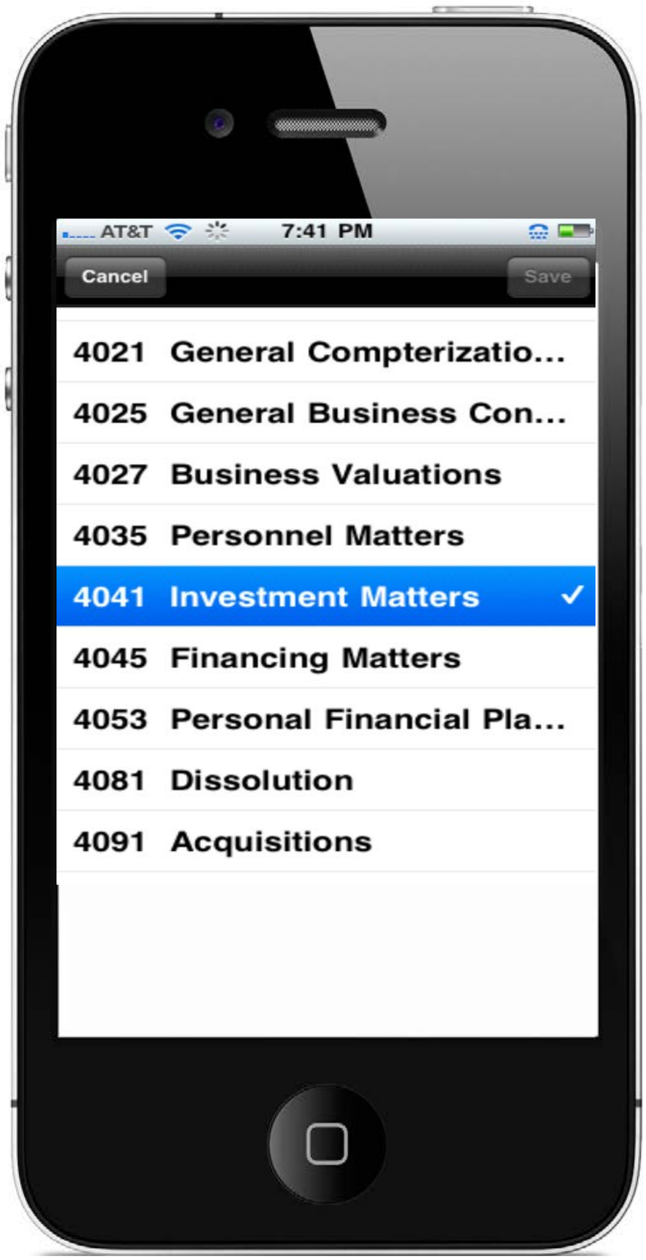
10.2.1 Customer

In the customer entry you can scroll through thelist on the left by swiping your hand or you can use the search box to find a customer by type a few characters of their name. For example if you were looking for Jane Doe you might type Do. The software will filter the list using the character you type. You can touch one of the names to get more details as shown in the following figure.



10.2.2 Service

The operator can enter a search string form any of the columns (number, name or description) to find the required records.



10.2.3 Date

The date entry displays a calendar shown in the next figure. At the bottom you can chage the months or year. You can also drag your finger from bottom right corner to top left corner to show next month or drag from top left corner to the bottom right corner to show the previous month. Touching the Today button in the bottom left corner will select the current day.

When you touch a day on the Calendar the Save button will turn blue and when you touch the Save button this date will be put in your edit task and you will see the edit task form.

10.2.4 Hours

The start and end time checks that the end time is greater than start time. The all-day and the text “Set the details for this event” should be hidden.

10.2.5 Billable

You can choose the timer mode to record time duration if you have to start and stop a job task several times. The following shows the timer screen.

10.2.6 Notes

When you edit the notes section you will see the following control.