OMNIPILOT®
SOFTWARE

user guide

agency 4.2

Plugin for QuickBooks Pro

Contents

SECTION 1: INSTALLATION

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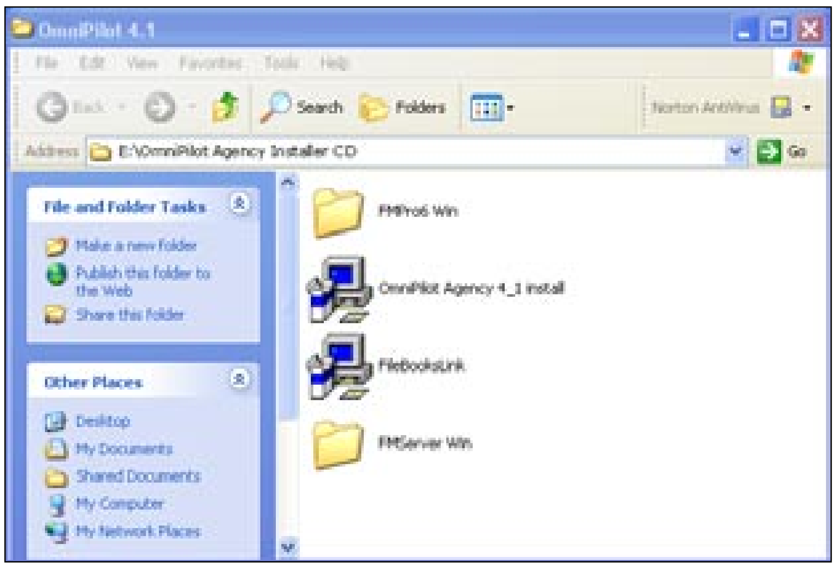
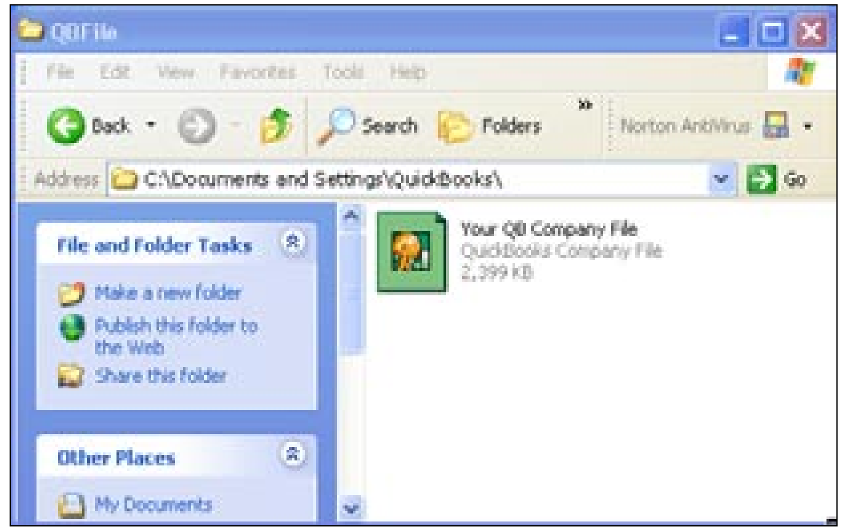
INSTALLATION

PLUG-IN INSTALLATION

IMPORTANT: Make sure that both FileMaker Pro and QuickBooks Pro are already installed on the machine you are installing the plug-in. Be sure to Exit both applications before beginning.

Insert the ***OmniPilot Agency*** CD into your CD-ROM drive on your computer. Double click on FileBooksLink installer Application and follow the installer wizard instructions.

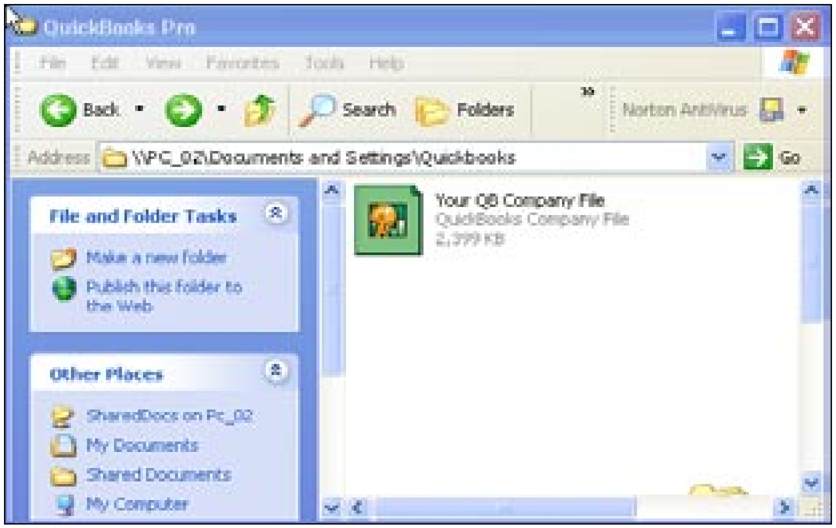




Local QuickBooks File - Not Shared

Once installed, navigate your "C" drive or your Network Neighborhood to locate the QuickBooks company file your accounting department uses. If you are accessing the file via a network, you must navigate to the file via 'My Network Places' or 'Network Neighborhood'. Select the full path to the file as shown in the address window by highlighting it. Copy this path to your clipboard and paste it into a text file or a Word document. At the end of the page, add an additional slash (\) and the name of the QuickBooks file with '.qbw' at the end.

For the above image the result would be: 'C:\Documents and Settings\QuickBooks\Your QB Company File.qbw'.



Network QuickBooks File - Shared

For the network accessible file, the result, as shown above would be '\\PC_02\Documents and Settings\QuickBooks\Your QB Company File.qbw'

Create a shortcut to the QuickBooks file on the desktop by right clicking on the file and selecting 'Send To Desktop (shortcut)' from the list of options. Always launch QuickBooks by using the shortcut you have just created.

SECTION 2:

GETTING STARTED

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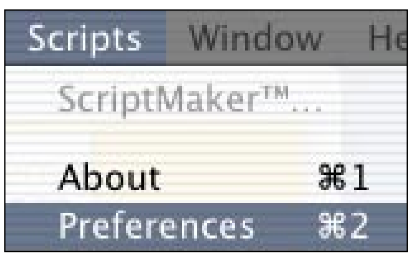
NOTE: The following Getting Started steps are only needed for a first time setup not an upgrade.

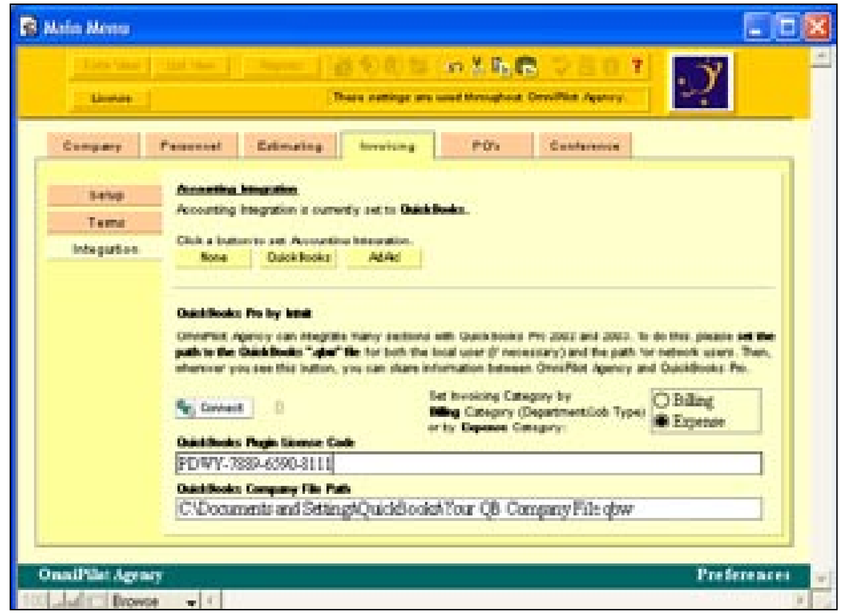
The Preferences that are set in ***OmniPilot Agency*** from your company's QuickBooks Pro file allow seamless communication between the two applications. However, if the Preferences don't match exactly, there can be communication errors.

We have built the plugin to bring in all your preferences from QuickBooks automatically making it easy to copy and paste the exact spelling and wording of the information. This will ensure both programs can communicate without error.

Launch QuickBooks Pro using the shortcut you established in Section 1, then launch ***OmniPilot Agency***.



Access the Preferences to ***OmniPilot Agency*** while on the Welcome screen: go to the Scripts menu and select Preferences. If the Preferences section is password protected, you will be asked for the password to gain access.

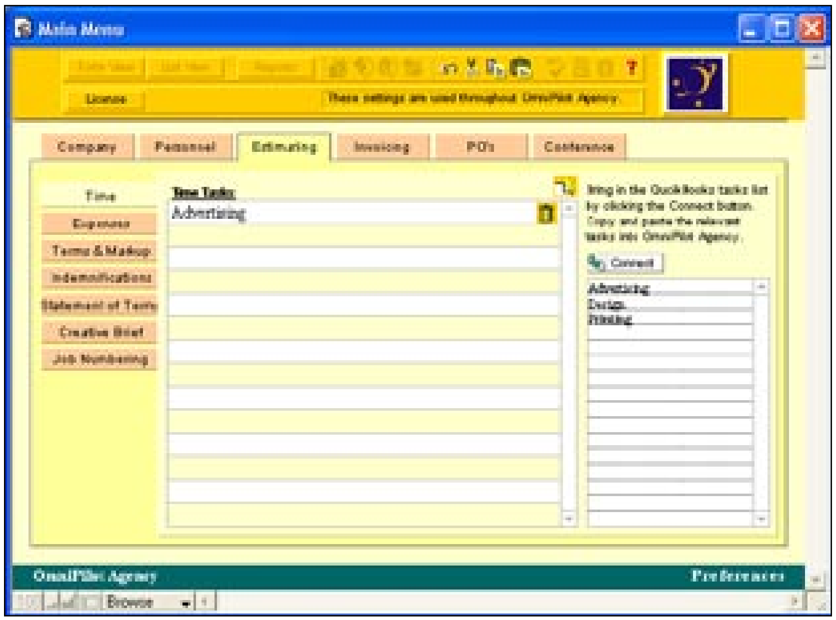


LICENSE INFORMATION

Once in the Preferences, click the Invoicing tab and then the Integration sub-tab on the left. Select 'QuickBooks' from the integration choices. The QuickBooks Plug-in options will appear as shown above. Enter your Quickbooks Plug-in license code. Copy the full path to the QuickBooks file you established in Section 1 and paste it into the Company Path field. Click the 'Connect' button. A '0' should appear to the right of the button. If not, verify your license code and path to the QuickBooks file is correct.

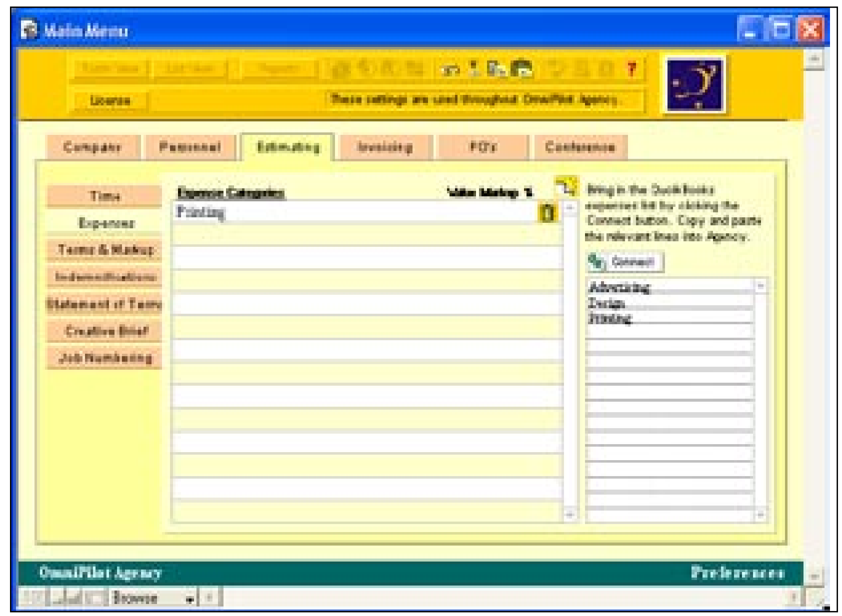
PREFERENCES

Invoicing Category If you are an existing QuickBooks Pro user, determine if you build your Invoice line items by billing category (ie: Design, Production, Printing) or by department (ie: Creative, Production, Interactive). Select the method you build your invoices on the QuickBooks Integration preferences panel.

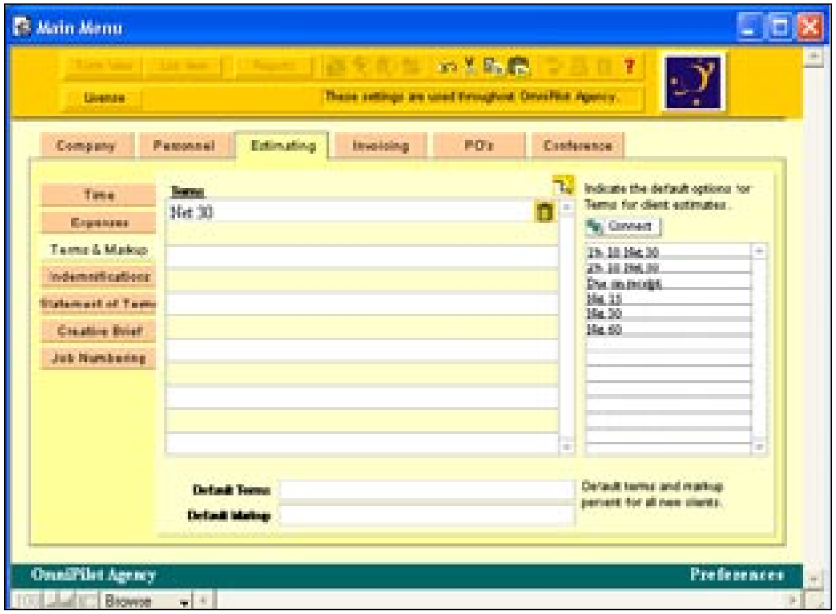


Time Tasks Click on the 'Estimating' tab. Click the 'Connect' button. You will see a list of time and expense item categories that currently exist in QuickBooks. If you do not see an item that should be there, you need to add it in QuickBooks and then click the Connect button again.

NOTE: Be sure there are no ASCII encoded characters in the time/expense categories. For example, replace '&' with 'and' - '@' with 'at' - '%' with 'percent'. Failure to do this will result in communication errors between the two applications. Click the 'Connect' button again. Now select each item from the QuickBooks list and add it to the Time Tasks list by clicking Copy, click the New icon and paste the category from QuickBooks into Agency. If there are many categories in QuickBooks, you only need to add categories relevant to ***OmniPilot Agency***.



Expenses Next click on the 'Expenses' tab on the left and repeat the process you just completed in the previous step. This time select all of the Expense Categories from the list on the right.



Terms and Markup Next click on the 'Terms & Markup' tab and repeat the process again. This time you will notice that the 'Connect' button will bring in all terms that currently exist in QuickBooks.

SECTION 3:

QUICKBOOKS PLUG-IN USAGE

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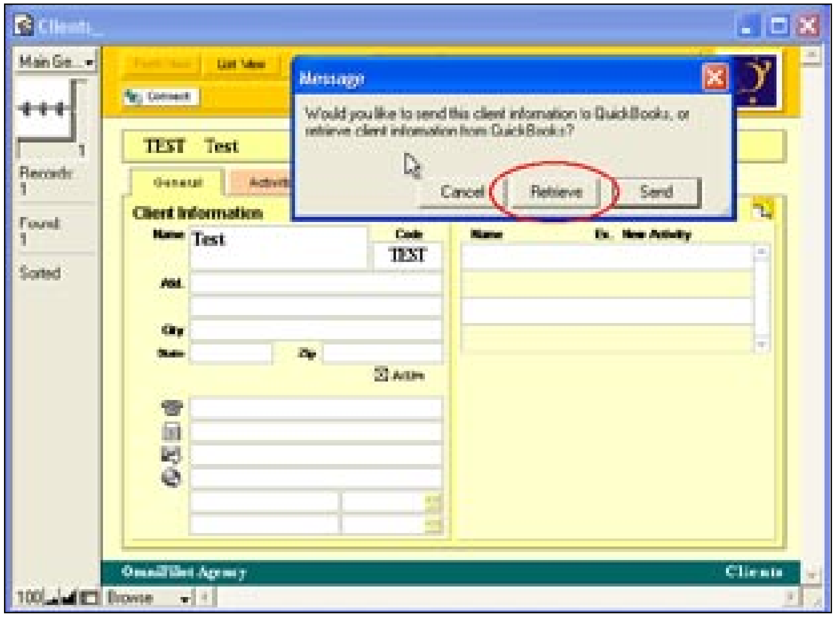
WORKFLOW OVERVIEW

Once you have setup the Preferences for the QuickBooks Plug-in, you are ready to begin using it. The flow of using the plug-in generally goes as follows:

- ***Clients*** As you add Clients to ***OmniPilot Agency*** you can send them to QuickBooks so they are in both systems.
- ***Jobs*** As new Jobs are opened, send the Job to QuickBooks.
- ***Invoices*** After the Client and Job are both in QuickBooks, you can send Invoices as you create them.
- ***Balance*** At any time you can retrieve the Client's open balance from QuickBooks and compare that to the Credit Limit established in ***OmniPilot Agency***.

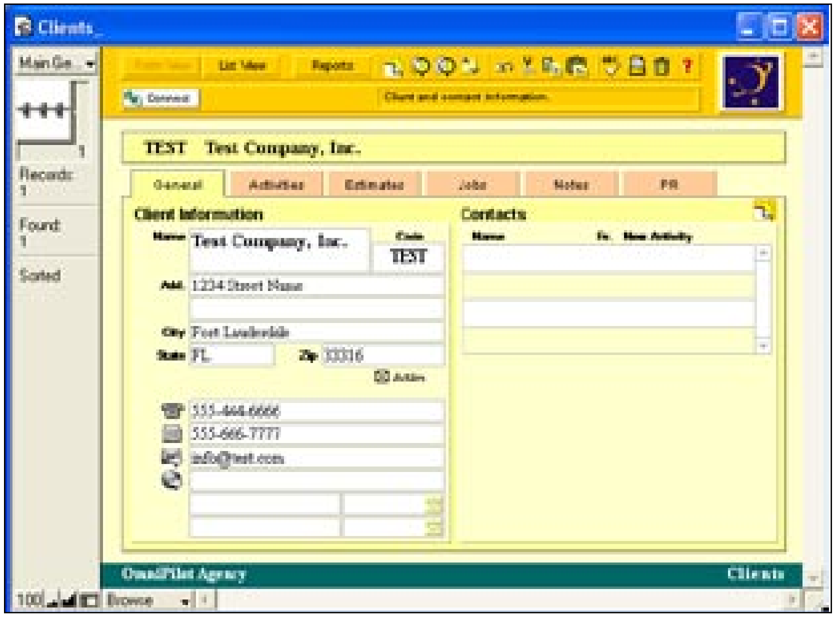
The first thing you want to do with the ***OmniPilot Agency*** QuickBooks Plug-in is send and/or retrieve company information between the two applications.



CLIENTS

In order for ***OmniPilot Agency*** to exchange company data, match the Client Code in ***OmniPilot Agency*** to the Customer Name field in QuickBooks. These fields act as a 'key' between the two applications. If the fields do not match, the data will not be shared. This usage allows data to be shared in both directions.

Click the 'Connect' button to exchange data.

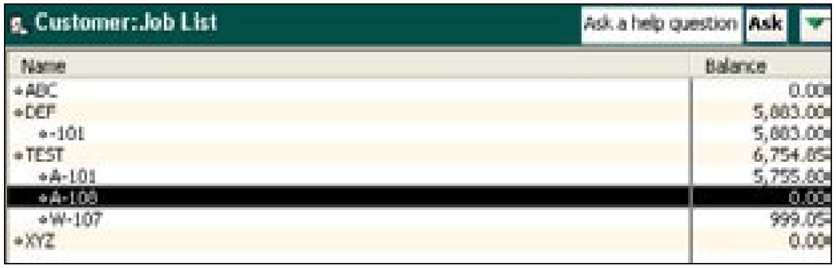


In this example we retrieve the company information from QuickBooks Pro into ***OmniPilot Agency*** for the Test Company.

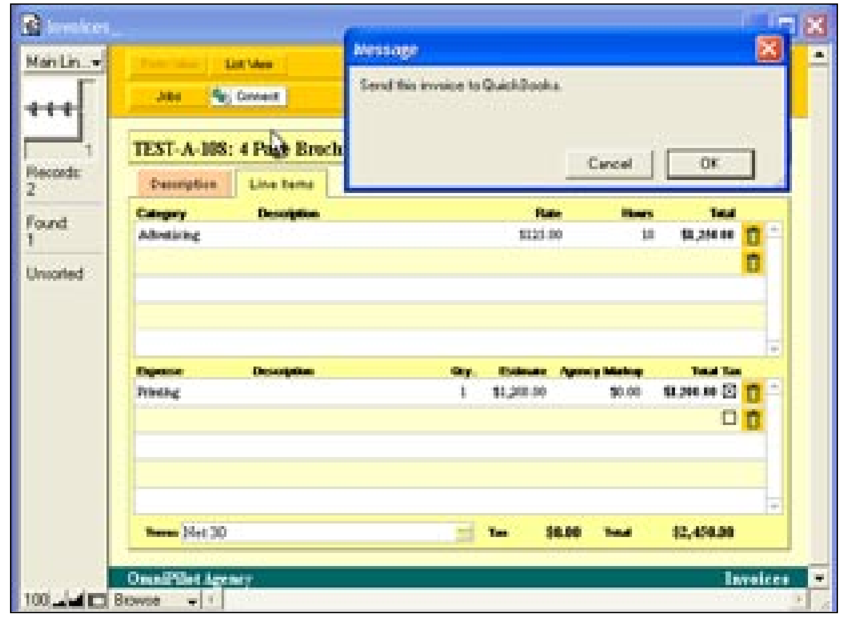
JOBS

Navigate to the Invoicing section and choose the Job you would like to send to QuickBooks. Click 'Connect'. You have two choices as shown above. 'Send Job' will open a new Job in QuickBooks and 'Balance' will get the current open balance from QuickBooks and display it at the bottom of the screen.

Both the Client and the Job must be present in both systems before you can send Invoices to QuickBooks Pro.

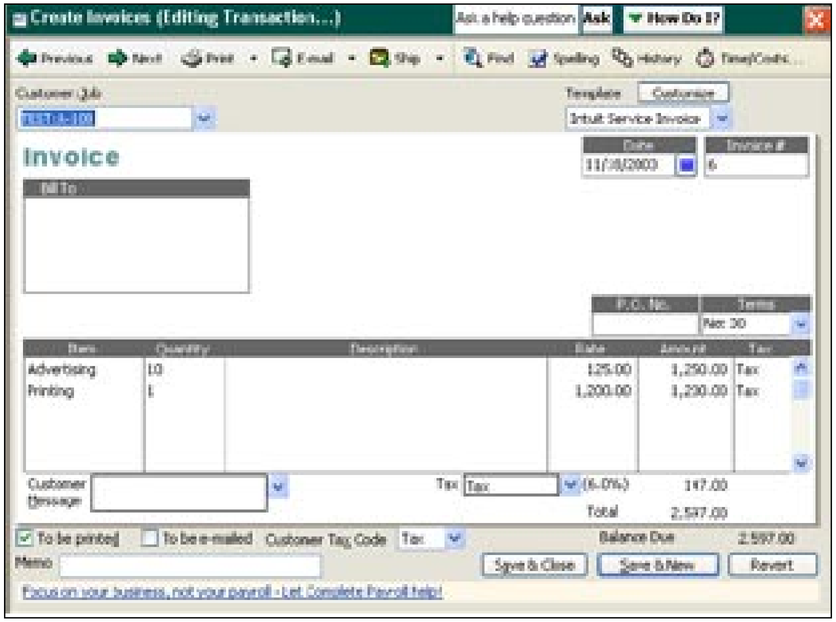


The above image shows the results of sending the Job to QuickBooks.



INVOICES

Once you have entered the Job into QuickBooks you can then begin to send invoices from ***OmniPilot Agency*** to QuickBooks. It is good policy to only send invoices to QuickBooks once they have been approved and is ready to be sent to the Client. When you send an invoice to QuickBooks, the invoice number is returned to ***OmniPilot Agency*** and placed in the invoice number field. You can then print or PDF the invoice and send to the client.



The above image illustrates the results.

If an invoice needs to be resent, simply delete the invoice in QuickBooks, delete the invoice number in ***OmniPilot Agency***, and resend.