



BUILDXACT

Connecting Buildxact with QuickBooks



USER HELP GUIDE - 2020

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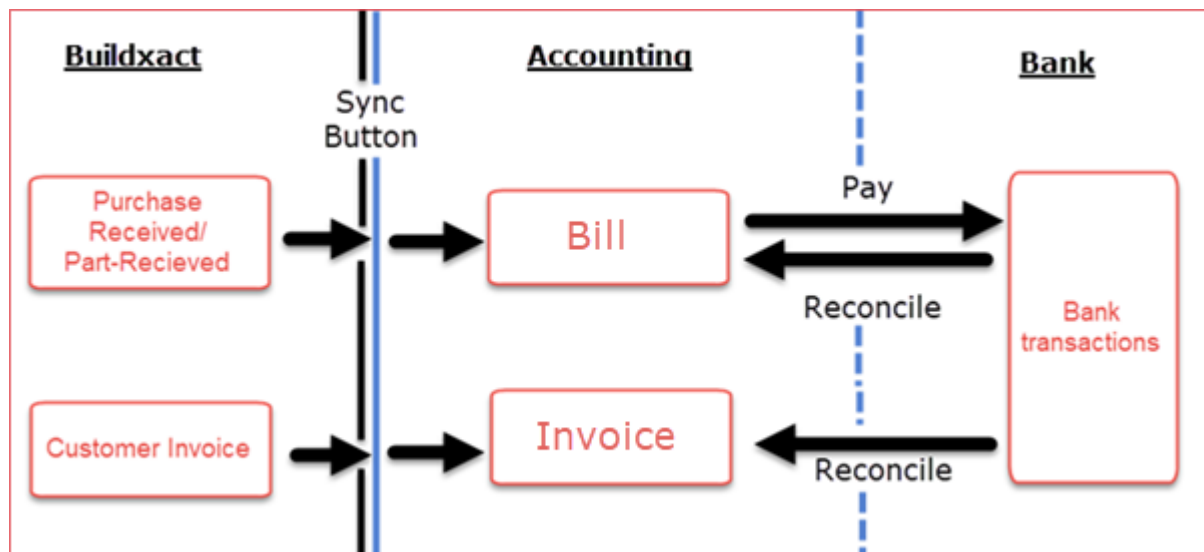
Introduction

This document will guide you through the initial connection with QuickBooks as well as detail how the connection works so that you can get as much as possible from integrating these two software systems.

Summary of the whole sync process

Below is a summary of the whole integration with QuickBooks, we have included the bank in this as QuickBooks connects with your bank for easy reconciling and payment of items.

In summary, users enter purchase and customer invoice information into Buildxact so that we can use that for effective tracking and reporting. To avoid users having to then enter that same information again into QuickBooks, we push the information across into your QuickBooks account when you prompt Buildxact to sync.

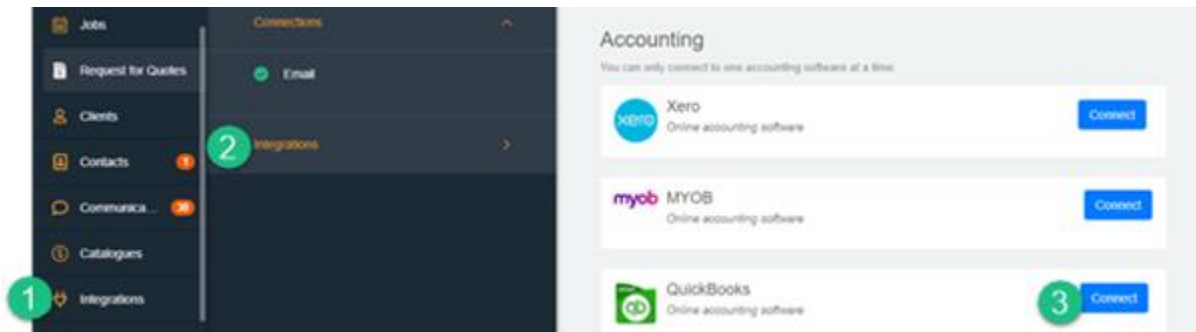


Connecting

This will take you through the initial connection and getting the settings right.

Initial Connection

1. In the Buildxact Navigation menu, click “Integrations”
2. Click “Integrations” in the sub menu
3. Click “Connect” beside QuickBooks



When the QuickBooks log in page opens, enter your log in details. If you are currently logged into QuickBooks this step will skip.

4. In the pop up, click “Authorize”

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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You will now be taken back to Buildxact where you will be prompted to set up the integration settings. This is continued on the next page.

Settings

These settings will need to be setup initially and can be changed at any point.

General settings

1. You have the option to sync information relating to purchases made (Received Purchase Orders) and/or customer invoices (Invoiced Job Invoices). This option simply selects if you want to sync one or both into QuickBooks.
2. The sync item date indicates how far back Buildxact will look for items to sync. It can be useful as a “line in the sand” when changing from another program. This date will use the “Received Date” on purchase orders and the “Invoiced Date” on customer invoices to work out whether an item should sync.

“To” accounts - Expenses

You can further customise where we send things in QuickBooks via the “How does QuickBooks know which account to use?” section in this document.

3. This is the default account for all purchases made where the contact used on that order is set as a “Supplier” in your contacts section.
4. This is the default account for all purchases made where the contact used is set as a Contractor in your contacts section.

Expense Tax types for our old tax settings

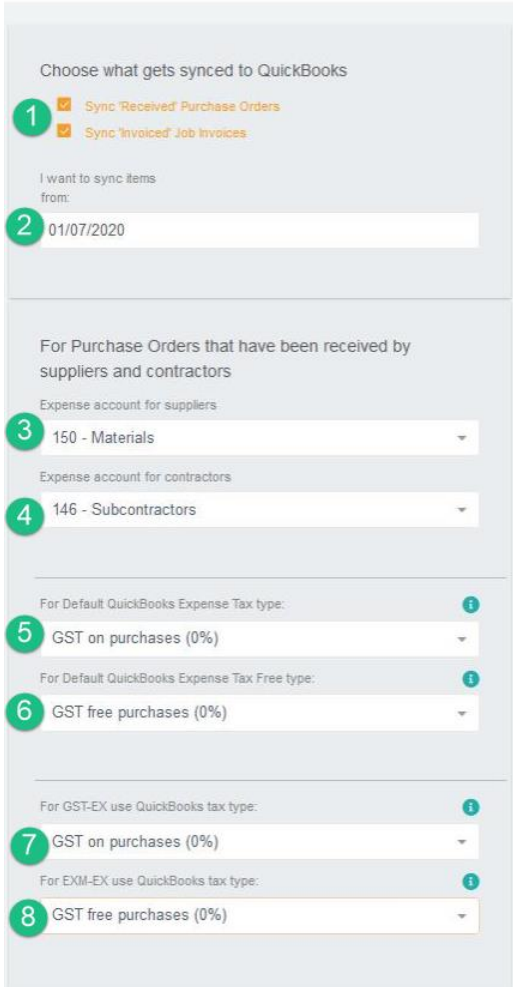
Old tax settings relate to jobs linked to estimates created prior to Nov/2020

5. This will generally be pre-set. For purchases where there is tax being added, we need to tell QuickBooks which tax type to use.
6. This will generally be pre-set. For purchases where there is no tax being added, we need to tell QuickBooks which tax type to use.

Expense Tax types for our new tax settings

New tax settings relate to jobs linked to estimates created after Nov/2020

7. This will generally be pre-set. For purchases where there is tax being added, we need to tell QuickBooks which tax type to use.



QUICKBOOKS SETTINGS

Choose what gets synced to QuickBooks

1. Sync 'Received' Purchase Orders
 Sync 'Invoiced' Job Invoices

I want to sync items from:

2. 01/07/2020

For Purchase Orders that have been received by suppliers and contractors

Expense account for suppliers

3. 150 - Materials

Expense account for contractors

4. 146 - Subcontractors

For Default QuickBooks Expense Tax type:

5. GST on purchases (0%)

For Default QuickBooks Expense Tax Free type:

6. GST free purchases (0%)

For GST-EX use QuickBooks tax type:

7. GST on purchases (0%)

For EXM-EX use QuickBooks tax type:

8. GST free purchases (0%)

- This will generally be pre-set. For purchases where there is no tax being added, we need to tell QuickBooks which tax type to use.

“To” account - Income

- This is the account in QuickBooks where we will send all customer invoices

Income Tax types for our old tax settings

Old tax settings relate to jobs linked to estimates created prior to Nov/2020

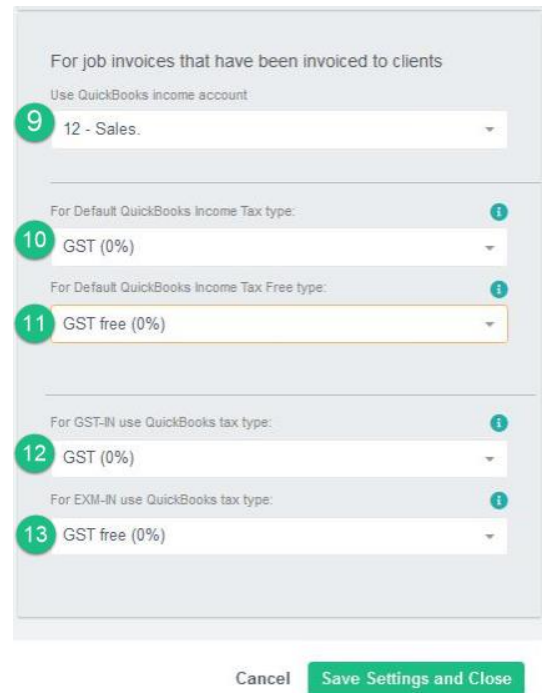
- This will generally be pre-set. For invoices where there is tax being added, we need to tell QuickBooks which tax type to use.
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Expense Tax types for our new tax settings

New tax settings relate to jobs linked to estimates created after Nov/2020

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- This will generally be pre-set. For invoices where there is no tax being added, we need to tell QuickBooks which tax type to use.

All done. Click Save Settings and Close.



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'.

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
Accounting	<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)

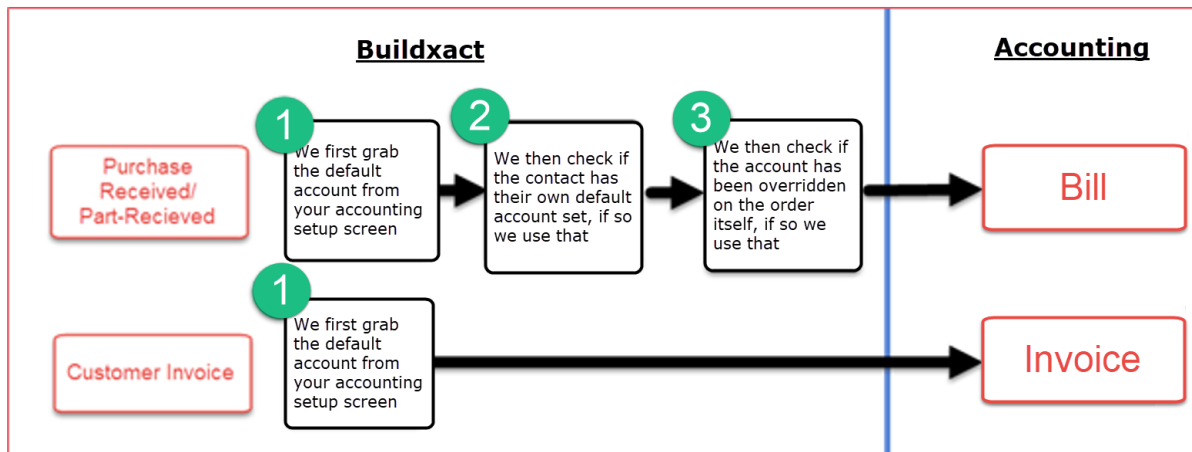
You need to select an account with the type 'Income'

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

How does QuickBooks know which account to use?

When we send a purchase or invoice to QuickBooks, we also send the “to” account which controls which account in QuickBooks the item lands in. This is quite a flexible process meaning you can change the account an item will go to within QuickBooks at several points.

See the process below, the red numbers indicate each possible place the account can be set/alterd before.



Setting a default account on a contact

If you want to change the default account for a contact, head to the contact itself and there is an area where you can set this. This is good if every time you use a supplier they need to go to an account **different to the main default account**.

Changing the account on the order itself

Changing the account on the order itself is good for exceptions, or when you want to change the account at the last second.

1 Item							Total (Inc) \$275.00
Description	Notes	Qty	Unit Cost (Ex)	UOM	Total Cost (Ex)	Actuals Category	
Nails		5	\$50.00	Ea	\$250.00	Framing	
Thursday, 14 February 2019 - 1562151 5 @ \$50.00 = \$250.00							
<input type="checkbox"/> Show costs when printing						Sub Total	\$250.00
<input type="checkbox"/> This order is GST free						Delivery/Freight	\$0.00
						GST	\$25.00
						Order Total (Inc)	\$275.00
						Account	429 - General Expenses

Syncing with QuickBooks

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

Buildxact will want to send data (sync) to QuickBooks when there are

1. Purchase Orders marked “Part Received
2. Purchase Orders marked as “Received”

All Orders - 55

[All](#) [Unsent](#) [Sent](#) [Part Received](#) [Received](#) [Cancelled](#) [Completed](#)

Order #	Description	Job	Supplier #	Supplier/Assigned	Created	Required	Total (Ex)	Status
0048		J1098 - Renovation	234	Bunnings	18 Feb 2020		\$167.39	PartReceived
0047		J1098 - Renovation	34567	Brickin it Bricklaying	18 Feb 2020		\$1,007.18	Received

3. Customer invoices marked as “Invoiced”
4. Customer invoices marked as “Received”

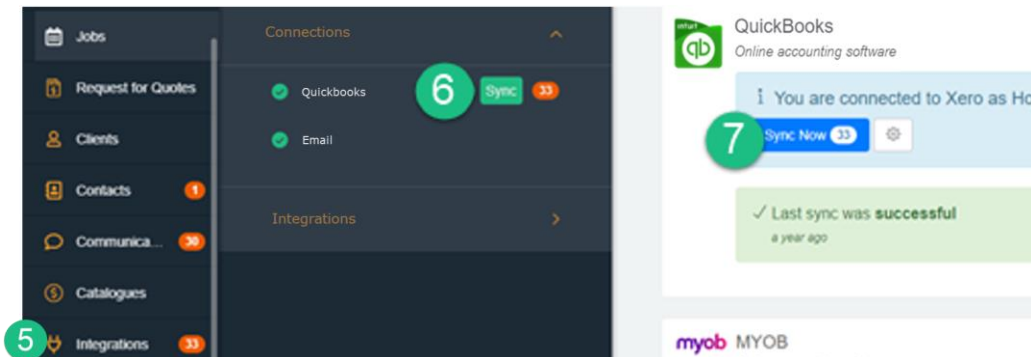
Invoices - 113

[All](#) [Pending](#) [Invoiced](#) [Part Received](#) [Received](#)

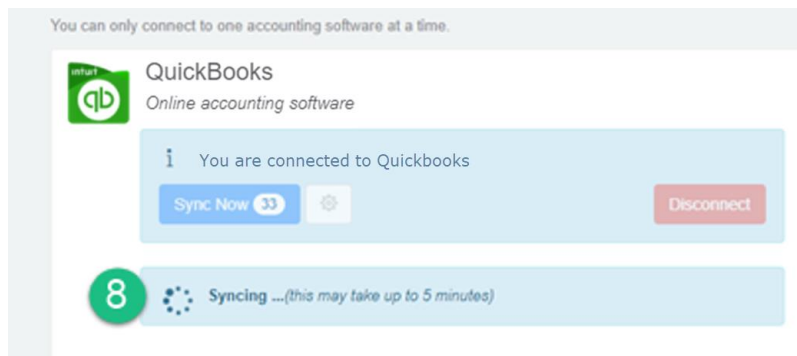
Invoice #	Description	Job	Job Customer	Invoiced	Due	Total (Inc)	Status
0036	claim 1	J1097 - Renovation	John Smith	6 Feb 2020	20 Feb 2020	\$3,182.91	Invoiced
0035	Refundable Deposit	J1102 - Renovation	John Smith	4 Feb 2020	18 Feb 2020	\$939.76	Received

How to sync

5. The “Integrations” tab will have the number of items to sync
6. Click the green “Sync” button
- OR
7. Click the blue “Sync now” button on the integrations screen

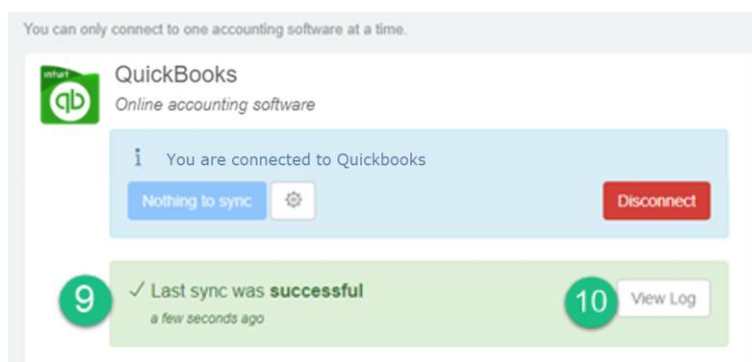


8. A message appears, as the sync occurs



9. Once sync is completed a message appears notifying the last successful sync

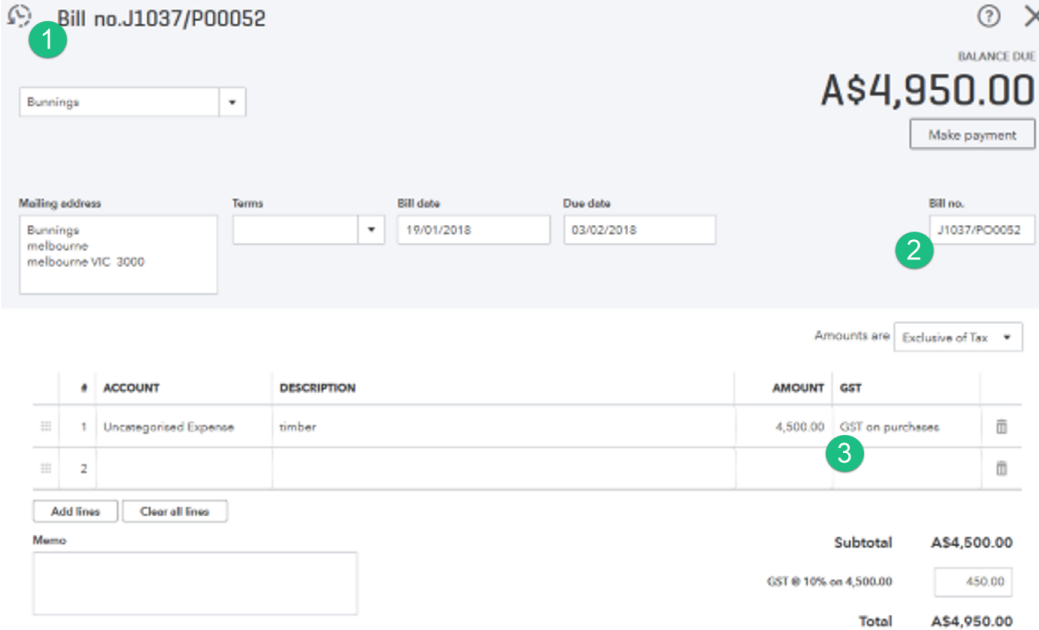
10. Click "View Log" if you want to see a list of the sync history



What the data looks like in QUICKBOOKS

Supplier and Contractor Purchase Orders

1. A PO in Buildxact will become a “Bill” within QuickBooks.
2. The Bill number is the combined Buildxact job number and purchase order number
3. Click on the dropdown to shift this bill to another expense account



Bill no. J1037/P00052

Bunnings

BALANCE DUE
A\$4,950.00

Make payment

Mailing address: Bunnings melbourne melbourne VIC 3000

Terms: [dropdown]

Bill date: 19/01/2018

Due date: 03/02/2018

Bill no.: J1037/P00052

Amounts are: Exclusive of Tax

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

Add lines Clear all lines

Memo

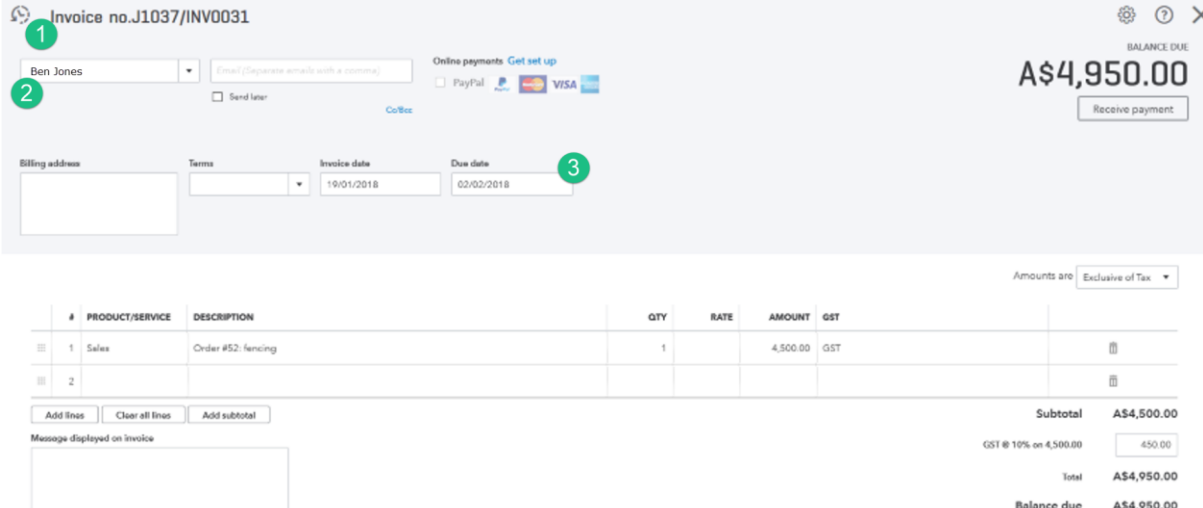
Subtotal **A\$4,500.00**

GST @ 10% on 4,500.00 450.00

Total A\$4,950.00

Client invoices

1. A client invoice within Buildxact will become a “Invoice” within QuickBooks.
2. We will bring through the customer details
3. We will bring through the due date of the invoice



Invoice no. J1037/INV0031

Ben Jones

Online payments **Get set up**

Send later

PayPal VISA

BALANCE DUE
A\$4,950.00

Receive payment

Billing address

Terms

Invoice date 19/01/2018

Due date 02/02/2018

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	GST
1	Sales	Order #52: fencing	1		4,500.00	GST
2						

Subtotal **A\$4,500.00**

GST @ 10% on 4,500.00 **450.00**

Total **A\$4,950.00**

Balance due **A\$4,950.00**

Frequently Asked Questions (IMPORTANT)

Resyncing to QuickBooks

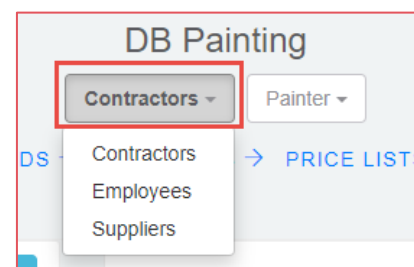
If you sync an item to QuickBooks, and then make subsequent changes to that item within Buildxact, the item **DOES NOT UPDATE** within QuickBooks. The item will need to be manually updated in QuickBooks as well. Once an item has been sent across, it will not send again, even after changes, as re-sending may lead to duplicates.

Fixing mistakes

Since items only sync once from Buildxact to QuickBooks, mistakes will need to be fixed in both QuickBooks and Buildxact.

Sorting of contacts

If you want Buildxact to send items to a Supplier Expense account and a Contractor Expense account in QuickBooks, then we must know which of your contacts are Suppliers and which are Contractors. Please be doubly sure to have this set right for all your contacts as shown.



General business overheads

As Buildxact is very job focused we often get the question of where overheads such as phone bills/car lease/office lease are best entered. In our opinion these are best to enter directly into QuickBooks as they are very difficult to fit into any one job.

Further assistance

Please contact Buildxact in app under the Explore section in the left-hand navigation menu.