

Setting up to sync with QuickBooks (Windows XP)

(Recommended) Back up your QuickBooks company file before proceeding. This is not mandatory but ensures that you'll have a clean file should any problems arise.

Before you launch this installer, you must close your QuickBooks application. Make sure anyone else using the QuickBooks company file you are about to sync does the same thing. You must be in single user mode to install the sync.

1. Download the Bill.com Sync program (~25 MB)
<https://app.bill.com/QBSyncPlugin>
2. Install the plug-in on your Windows XP machine by launching the installer. Bill.com Sync installs Microsoft.Net framework if it is not previously installed.
3. If an Application Certificate dialog box displays, select "Yes, always..."

Syncing with QuickBooks – 1st time

4. On your computer desktop, open the Sync Dashboard:



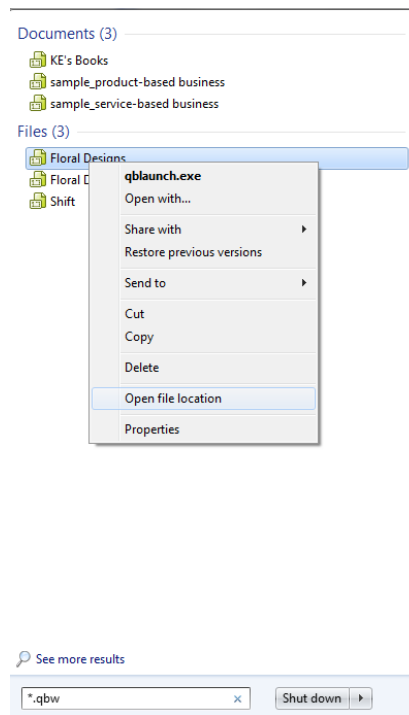
If you can't find this icon, click the Windows button and enter Sync Dashboard into the Search programs and files bar.

5. Follow the instructions to re-open QuickBooks and open the QuickBooks company file you'll sync with.

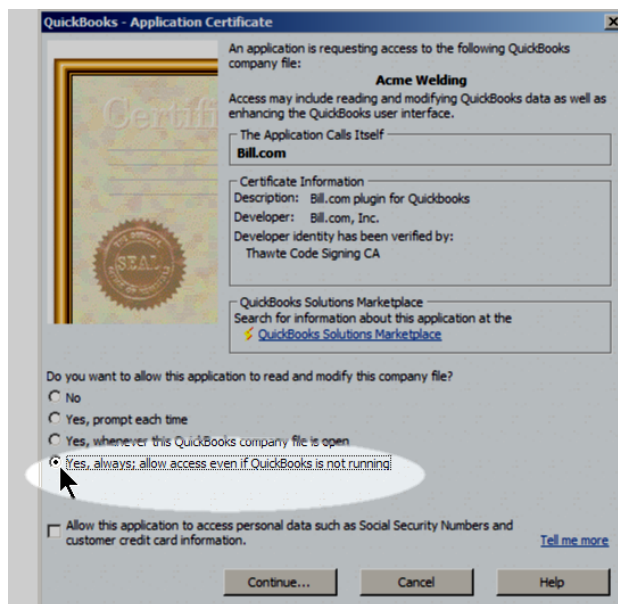
If more than one person uses the company file, you need to be the QuickBooks Administrator (right-click your QuickBooks program and select Run as administrator) or in single user mode. Also, we might ask you to confirm the location of your company file.

Can't find your QuickBooks company file? QuickBooks creates a folder on your computer where it saves your company file, such as: C:\Program Files\Intuit\QuickBooks\Company File...

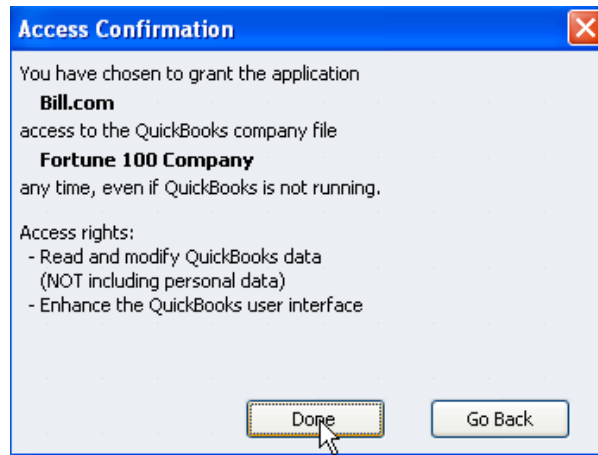
If that doesn't work, use Windows search to find the file: click the Windows button, then in the search bar type *.qbw. When you see the file appear in the file search menu, right-click it and select Open file location.



6. Return to the Sync Dashboard and click Next.
7. If an Application Certificate dialog box displays, select “Yes, always...”.



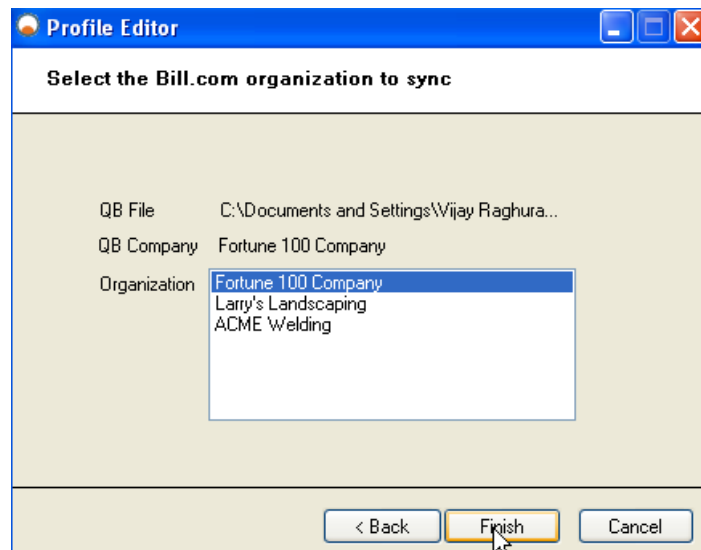
8. On the confirmation page, click Done.



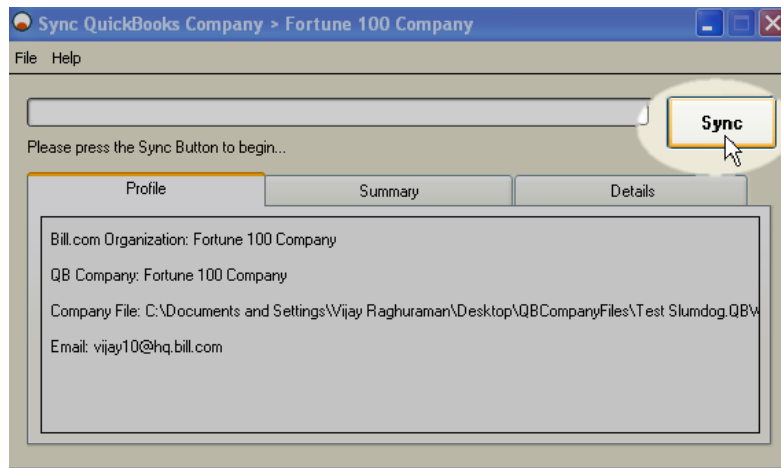
9. Enter your Bill.com logon credentials (which consist of an email address and a password), and click **Next**.



10. If you use Bill.com to manage more than one company, you'll be prompted to select the client company you wish to sync with Bill.com.



11. Click Sync.



You're now transferring existing account information between Bill.com and QuickBooks. This first sync may take a while depending on how much information is in your QuickBooks file; now may be a good time to grab a cup of coffee and a snack. It will not take as long in the future. In fact, you won't even need your QuickBooks file open while you sync!

Syncing with QuickBooks – 2nd time

To prepare for your subsequent syncs, wait for the first sync to complete. Once it does, return to Bill.com and follow the steps below:

12. From the gear icon, select Settings > Overview.

13. Click Preferences in the accounting box.

The screenshot shows the 'Accounting' preferences page in Bill.com. On the left is a sidebar menu with the following items: Accounting (highlighted), Preferences, Chart of Accounts, Items, Payment Terms, and Classifications. The main content area is titled 'Preferences' and contains several settings, each with an 'Edit' button in the top right corner. The settings are:

- Accounting**: When syncing, choose to classify/categorize details in the bills you pay and in the invoices you send. (No Edit button visible)
- Print Numbers**: Print red numbers for accounts in your Chart of Accounts, show them when you enter bill details. (No)
- Use Departments**: Groups or divisions within your company, such as Marketing, HQ, or Asia-Pacific. (Yes)
- Use Locations**: Geographical groupings, such as Midwest, Main Office, or Downtown. (No)
- Show Company Name in Customer Dropdown**: (No)
- Use Customers/Jobs in Payables**: Customers who you sell products/services and/or projects for those customers. (No)
- Use Items in Payables**: Products and services. (No)

14. Click Edit and change any applicable preferences to Yes. Using Departments will allow you to code using Classes with QuickBooks.

15. Once you have selected your accounting preferences, set up preferences for your next sync. From Settings > Overview, select Preferences from the Sync box.

The screenshot shows a 'Sync' preferences menu with the following items: Sync (highlighted), Status, Setup, Preferences, and History.

16. Click Edit, select the checkboxes to Move Transactions and Record Funds transfers and fill in all the boxes that appear with the correct accounts from your QuickBooks Chart of Accounts. Depending on the services you have active with Bill.com and the number of bank accounts you currently have entered, you may have more or fewer accounts than pictured below. Bill.com will set up one or two new accounts on your Chart of Accounts called Billcom Money Out Clearing and Billcom Money In Clearing. These allow us to reconcile your payables and receivables payments respectively. Do not delete or alter these accounts.

Sync Preferences

[Status](#) | [Setup](#) | [Preferences](#) | [History](#)

Your Accounting Software QuickBooks 2008 (Change)

Move Transactions to QuickBooks 2008 ? ☒

* Accounts Payable Account in QuickBooks 2008 ? Accounts Payable

* Accounts Receivables Account in QuickBooks 2008 Accounts Receivable

* Deposit To Account ? Undeposited Funds

* Unallocated Expenses Account ? Ask My Accountant

* Bill.com Money Out Clearing Account ? BillCom Clearing

* Bill.com Money In Clearing Account ? Bill.com Money In Cle

* Default Bank Account in QuickBooks 2008 ? BillCom Offline

* For offline payments ? Check to be printed

Record Funds Transfer ? ☒

GL Account for Bank Account *2345 ? Wells Fargo

GL Account for Bank Account *****2903 ? Operating Checking

GL Account for PayPal Account 'FixIt Demo' ? BillCom Offline

Lists synced

Master item in case of conflict

Accounts ? ☒ QuickBooks 2008 ☐ Bill.com

Customers ☐ QuickBooks 2008 ☒ Bill.com

Departments ☒ QuickBooks 2008 ☐ Bill.com

Vendors ☐ QuickBooks 2008 ☒ Bill.com

Save Cancel

17. Click Save. From now on, you'll sync using desktop.



on your computer's

You can check the status of your sync from the Status link in the Sync box on the Settings > Overview page in your Bill.com account. This is especially important if the Sync Dashboard indicates there are fixes needed for your most recent sync. You can also see the last sync time.