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General Requirements

QuickBooks Pro, Premier, or Enterprise versions 2010 or higher including Contractor and Accountant Editions

Integrates with one QuickBooks company file per Quantum Project Manager file

Note: You can purchase QuickBooks software via our website and save up to 20% and get free shipping!

Contractor Billing Process

- ◆ Create retainage receivable account
- ◆ Create QuickBooks items for invoice
- ◆ Enable the QuickBooks Integration
- ◆ Setup schedule of values in Project Manager and map to QuickBooks items
- ◆ Setup projects in Project Manager and map to QuickBooks customer:jobs
- ◆ Create payment application in Project Manager and post to QuickBooks

Certified Payroll Requirements

Must be on a weekly payroll period

Paychecks must exist in QuickBooks

Use Weekly timesheets in QuickBooks (or you will need to enter time card details)

Payroll items must identify work class (in some cases you can use service items)

Initial Setup Required:

- ◆ Enable the QuickBooks Integration
- ◆ Import employees from QuickBooks and setup any fringe benefit amounts
- ◆ Setup work classifications used
- ◆ Import and configure payroll items
- ◆ Setup projects in Project Manager

Weekly Process:

- ◆ Add any new projects, employees, etc.
- ◆ Import time cards
- ◆ Print Reports

For assistance or more information, visit www.quantumss.com, email support@quantumss.com or call 610-373-4835.

Quantum Project Manager - QuickBooks Integration

If you are planning to use the QuickBooks integration features available in the Quantum Project Manager, this will give you some additional information designed to make your QuickBooks integration go as smoothly as possible. Below is some information to help get you started.

Getting Help

There is a section in the back of the printed user guide you received entitled “QuickBooks Integration” that gives detailed steps to follow. There is also a help file that contains topics with similar information. For the Certified Payroll Reports module, there is a checklist built into the program to walk you through the setup and weekly usage process. Just click on the “Certified Payroll Checklist” button on the main menu. And, of course, you can always call our technical support staff at 610-373-4835 with any questions or problems. You can also make an appointment with technical support to walk through the entire setup process on the phone. We even have remote access capabilities where we can connect to your PC via the Internet (with your permission) to help you set things up or troubleshoot any issues.

Enabling the QuickBooks Integration

You can enable the QuickBooks integration by going into preferences and clicking on the check box “enable the QuickBooks integration features”. Make sure QuickBooks is running, then click on “QuickBooks Settings” to select your company data file and do a basic test of the interface. Click “View Help Topic” or “Certified Payroll Checklist” for the next steps.

Customer and Vendor Information

You can import QuickBooks customers and vendors into the Quantum Project Manager to avoid manually entering this information. From the main menu, click on “All Companies” and then click on “Import Customers from QuickBooks” or “Import Vendors from QuickBooks”.

Project Information

You link a Quantum Project Manager project to a QuickBooks customer:job via the “QuickBooks Customer:Job” field on the project screen. When you add a new project and select a QuickBooks Customer:Job, some project information is filled in and you then manually fill in the rest.

What Else Do I Need to Know?

Refer to the left of this page for an overview of the requirements and process of using the Contractor Billing and Certified Payroll Reports features with QuickBooks. More details are in the help file, manual, and checklist as mentioned above. Please do not hesitate to call technical support at 610-373-4835 with any problems or questions.