

DESCARTES™ Aljex

Quickbooks Integration Guide
Version 6.

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1.0 Version Control

Resource	Version	Last Edit	Updates
Andrew Odium	1.0	2/1/17	Initial Version
Andrew Odium	2.0	2/7/17	Updated Format Added 3.1 Added 3.2 Adjusted Section 4 Adjusted Appendix 2
Andrew Odium	3.0	2/10/17	Removed Section 4.4 Adjusted Section 4 section names Updated Appendix 2
Craig Wiley	4.0	9/26/18	Updated 4.2 Restrictions Updated Support Email 4.4 & 4.5 Updated Appendix 1 QB 2019 Review Logo & Font
Marni Lellos	5.0	9/11/19	Syntactical Update Updated 4.0 & 4.2 QB 2019 Note Added 4.3 Q5 & Q6 Rename 4.4

2.0 Introduction

Aljex can be configured to import data directly into QuickBooks accounting software. Both a standard integration and an advanced integration is available. The standard integration uses a standardized chart of accounts and is for companies that do not require customization. The advanced integration can use a more customized chart of accounts and/or other features that require customization, such as "class". This guide is intended for users already familiar with the functionality of QuickBooks. If additional training is needed for QuickBooks, helpful links can be found in Appendix 1 of this guide.

The integration itself exports the accounts payable and accounts receivable information from Aljex to QuickBooks. Specifically, A/P bills and checks; A/R invoices and payments. The process is semi-automatic. There are 2 manual steps that must be performed in QuickBooks after the export to complete the process.

3.0 Pricing

QuickBooks Pricing Breakdown	
QuickBooks Standard Integration	\$250 + \$50/month for standard level customers
QuickBooks Advanced Integration	\$500 + \$50/month for standard level customers

3.1 Standard Integration

The standard integration includes the following:

Mapped chart of accounts

The chart of accounts in Aljex is mapped to the corresponding chart of accounts in QuickBooks (cross-reference). Only the accounts you plan to import into QuickBooks need to be added to Aljex. There are also several accounts that don't exist in QuickBooks that need to be added by the customer for mapping purposes. Once these adjustments to the chart of accounts are made, the customer generates an export file (COA.IIF) from QuickBooks and sends it to Aljex Support to incorporate into Aljex and enable the cross-reference.

Vendor & Customer setup

As a one time courtesy, Aljex will import a customer's vendors & customers into Aljex and set up the vendor or customer ID to export from Aljex. If the Aljex vendor or customer ID exists from the customer's data, it will be used on the accounting export, otherwise a unique ID will be created. The vendor and customer ID must exist in QuickBooks prior to the importing of data.

Cash disbursed and cash received setup

Customer can choose to export transactions as summary-only or with detail with summary as the default. Detail would include multiple transactions by Pro #.

Customer's Preexisting Data

If the customer is exporting all data this would fall under the standard integration. However, if only some data needs to be exported this would fall under the advanced integration.

3.2 Advanced Integration

The advanced integration is more customized for a customer's specific needs. Anything that is not covered in the standard integration falls into the advanced integration.

Some examples of customized work for the advanced integration are:

1. Track specific accessories by themselves or by some means.
2. Categorize revenue & expense by some unique factor.
3. Breaking out Accounts Payable & Accounts Receivable into multiple accounts.
4. Tracking advances & commissions in some unique fashion.

4.0 Integration Process

4.1 Benefits of Integration

There are immediate benefits to integrating Aljex with QuickBooks. A summary of the benefits can be found below.

- Aljex transfers all financial transactions to QuickBooks.
- Any vendor or customer added to Aljex is automatically transferred to QuickBooks.
- Aljex is used for invoicing.
- Aljex is used for aged accounts payable.
- Aljex is used for writing checks to vendors.
- Aljex is used for accounts receivable.
- Aljex is used for receiving payments from customers.
- QuickBooks can be used for bank reconciliation.
- QuickBooks OR Aljex can be used for non-carrier "trade bills".
- QuickBooks is used for financial reporting powered by Aljex data.

4.2 Integration Requirements

- QuickBooks installed on a PC.
- Chart of Accounts setup in Aljex and in QuickBooks. Only the accounts you plan to import into QuickBooks will need to be added to Aljex.
- **Versions not supported in integration at this time.**
 - **Quickbooks Online**

NOTE: QuickBooks 2019 and 2020 are supported but have a different import process. Please see addendum to instructions when running export

4.3 Frequently Asked Questions

Q1: It seems like Aljex can do a lot after the integration is complete. Why would I still need to use the QuickBooks interface?

A1: The interface gives you access to instant financial reporting without having to manually enter data into your general ledger.

Q2: What is the big difference?

A2: More detail flows into QuickBooks with the interface, allowing you to generate robust reports from QuickBooks.

Q3: What exports each time I post?

A3: Every time the export occurs the following is exported: Cash Disbursed, Cash Received, Accounts Payable, Accounts Receivable, Other Income. New customers and vendors that are active and have never been exported are also exported.

Q4: Do I have to worry about duplication of my transactions?

A4: No. Transactions will only export one time.

Q5: Is communication 2-way?

A5: No. Information is transmitted from Aljex to QuickBooks, but never from QuickBooks to Aljex. Additionally, items in Aljex are exported only once. It is important to note, if an item is changed in Aljex after export, that change will never get to QuickBooks.

Q6: Is the export automated?

A6: The process is semi-automated. Because of the way QuickBooks is set up, some information gets broken into 2 pieces in the transfer. So after the export you have to perform a procedure we call "matching". It is actually a good exercise, as it allows you a review of your recent data.

4.4 Set Up

Our support and programming teams need to confirm some information before we can begin setting up your solution. Please email our support group answers to the following questions.

- What version of QuickBooks do you have?
- Who is your company contact for the integration setup and training? Please include name, position, phone number and email address. Please also include typical availability during the work week for this resource.
- Does your company plan to use a QuickBooks Class? If so, what category? Examples include Revenue Types, Agents, Offices, etc.
- Will accessorials be assigned to a specific chart of account? If so, will they be considered revenue, expense, or both?
- If you have existing data in Aljex dating back more than a year what would the export starting date be for the integration?

Please include the questions as part of your email to make sure there is no possibility of miscommunication between your company and our team.

Our support team can be reached at servicedesk@descartes.com

4.5 Preparing QuickBooks

Once our support group confirms that they have enough information the next step is to prepare QuickBooks for the integration.

Please verify the existence, or create, of the following accounts:

- Carrier Advance – Asset
- Carrier Advance Fee – Income
- Quick Pay Deduction – Income
- Commission – Expense

Add the following accounts:

- A/P Aljex: TYPE = Accounts Payable. Should be a sub-account of Account Payable
- A/R Aljex: TYPE = Accounts Receivable. Should be a sub-account of Accounts Receivable

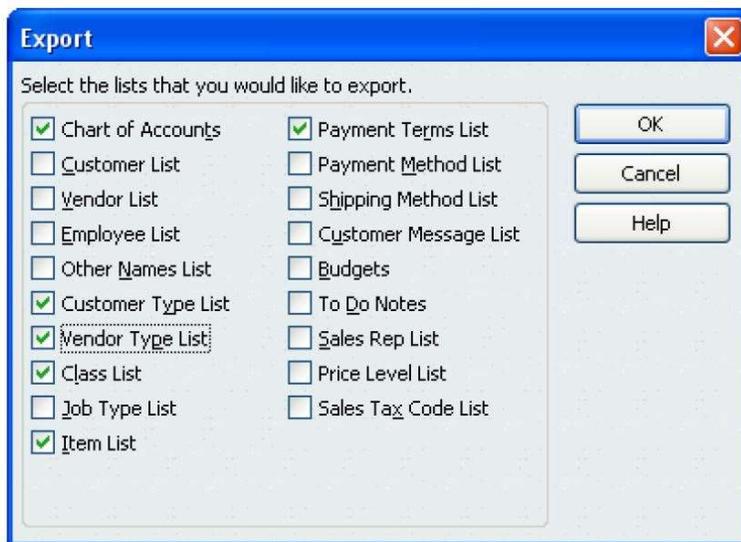
If you are unsure of how to do this, please contact support for instructions.

After you have made the adjustments above to your chart of accounts inside of QuickBooks please export the chart of accounts (see below) and email the file to servicedesk@descartes.com.

How to export a QuickBooks Chart of Accounts (COA)

- Select File
- Select Utilities
- Select Export
- Click the following lists as per Diagram 1: Chart of Accounts, Customer Type List, Vendor Type List, Class List, Item List, Payment Terms List
- Click OK
- Save as COA.iif somewhere safe on your computer

Diagram 1: Lists to include in QuickBooks Export



After the export has been received our support team will work with our QuickBooks integration experts from our programming team to setup the integration for your company.

4.6 Testing the Integration

After the integration setup is complete the testing phase will begin. This vitally important stage is designed to make sure that the risk for data issues is minimized as much as possible. Aljex will generate a sample import file which is designed to be imported into your version of QuickBooks to ensure that the chart of accounts used in the import file is properly configured.

Before importing this sample file, it is highly recommended that you make a backup of your QuickBooks data. We strongly suggest making a backup before every import, not just the test data being provided by Aljex.

We also recommend creating a test environment for this initial testing phase to make sure that there is no risk of accidentally corrupting your data inside of QuickBooks. In order to create this test environment please follow the steps below.

Test Environment Setup

- Select a previous backup to restore and rename the QuickBooks data file to "Company Name TEST TEST".
- Open the QuickBooks TEST file and change the Company Name too. Changing the company name and data file name to TEST TEST will ensure there is no confusion.
- Import the sample file and verify the chart of accounts used in the import.
- Delete TEST file when done.

The sample file will not affect your company's live data if you import it into a Test Data Environment. To import your sample file into your Company Production File follow the steps listed below:

- Backup QuickBooks live data
- Import the sample file and verify chart of accounts used in the import
- Restore the previous backup and use the system as desired

During the process above, any changes made will be lost when the backup is restored, and QuickBooks will be inaccessible since the user will be logged as Admin and Single User Mode. This is required for importing and exporting.

The fields that should be imported into QuickBooks from Aljex are listed below:

- Transaction Date
- Transaction Type
- General Ledger Name
- Amount (Positive or negative depending on nature of transaction)
- Document Number (Pro # from Aljex)
- Memo (Comments entered into Aljex about purchase journal)
- Price (Specific details by line item)

- Due Date (When is the invoice due?)
- Terms (Is it a net 30, net 45, or something else?)
- Address
- Ship Date

Ultimately each item is entered under either Revenue or Expense inside of the General Ledger in QuickBooks as appropriate based off the nature of the transaction.

Once the chart of accounts used in the sample file is verified correct our QuickBooks integration expert will demonstrate the Aljex Accounting Export procedure. This demonstration should take about an hour and uses live data. Once the demonstration is complete, your data will have been imported and your QuickBooks file will be up to date.

Support and training for the QuickBooks integration is provided for 90 days after the first live export. Additional support and training will be billed at Aljex's current hourly rate.

Appendix 1: Learn about QuickBooks

There are many useful resources online that can help a user learn more about using QuickBooks. Aljex recommends the two resources listed below. There are other helpful resources available online but these two are both free and officially connected to Intuit.

QuickBooks User Guide

The 2018 Desktop User Guide provides step by step instructions for getting started, getting around, everyday tasks, and keyboard shortcuts in Quickbooks.

http://http-download.intuit.com/http.intuit/CMO/quickbooks/2018/docs/QuickBooks_2018_User_Guide.pdf

Short videos, screenshots, and summaries can be searched for at the following link.

<https://quickbooks.intuit.com/learn-support/>

QuickBooks 2016: The Missing Manual

This is the official Intuit Guide to QuickBooks 2016. It has been written by Bonnie Biafore who is a Project Management Professional (PMP) with more than 25 years of experience managing projects and working with QuickBooks.

https://http-download.intuit.com/http.intuit/CMO/quickbooks/2016/docs/QuickBooks_2016_The_Missing_Manual.pdf

Appendix 2: Integration Authorization Form

An authorized decision maker from your company must fill out the form below. The decision maker should initial next to the solution that is desired for your company.

I have read the QuickBooks Integration Guide and understand what is required in order to integrate Aljex with QuickBooks. I am authorizing Aljex to enable the following integration option for my company.

_____ QuickBooks Standard Integration (\$250 + \$50/Month)

_____ QuickBooks Advanced Integration (\$500 + \$50/Month)

The above charges cover setup, training, and support for 90 days after my company's first export. After the 90 days any retraining or support will be billable on an hourly basis.

I understand that my company will be billed based off the selection noted above. I also understand that my company needs to provide answers to the following questions to Aljex support:

- What version of QuickBooks do you have?
- Who is your company contact for the integration setup and training? Please include name, position, phone number and email address. Please also include typical availability during the work week for this resource.
- Does your company plan to use a QuickBooks Class? If so, what category? Examples include Revenue Types, Agents, Offices, etc.
- Will accessorials be assigned to a specific chart of account? If so, will they be considered revenue, expense, or both?
- If you have existing data in Aljex dating back more than a year what would the export starting date be for the integration?

Please mail payment and this signed authorization form to the following address:

Aljex Software, Inc.
50 Division St. Suite 204
Somerville, NJ 08876

Company Name

X _____

Printed Name

X _____

Signature

X _____

Date

X _____