BillQuick Online Sync Tool Guide

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INTRODUCTION

BillQuick Online is a subscription-based, Software-as-a-Service (SaaS) model of BillQuick® offered by BQE Software. Being a *hybrid* SaaS model, BillQuick Online does not store data solely at the hosted site (called 'cloud') but also at the local site. If you are using BillQuick desktop on a computer or laptop, whenever Internet connection is available, you can sync that data with the BillQuick Online database using the synchronization tool. You can always have a copy of your company data in case you cannot access BillQuick Online. This is *in addition* to the data backups automatically taken by us. The data synchronization brings the databases of the two programs to the same level.

On signup, you can specify your country and based on your regional settings (e.g., Australia, Canada, New Zealand, UK, USA, etc.), BillQuick Online will change the date and currency format. When you subscribe to BillQuick Online, your email address becomes the Owner's account. An Owner has unlimited access to the online company account and information. However, Standard users (timekeepers, managers, employees, etc.) will have limited access to the account and BillQuick Online features, based on their security permissions. Only Owner and Administrator will be able to sync data between BillQuick Online and their local BillQuick desktop database.
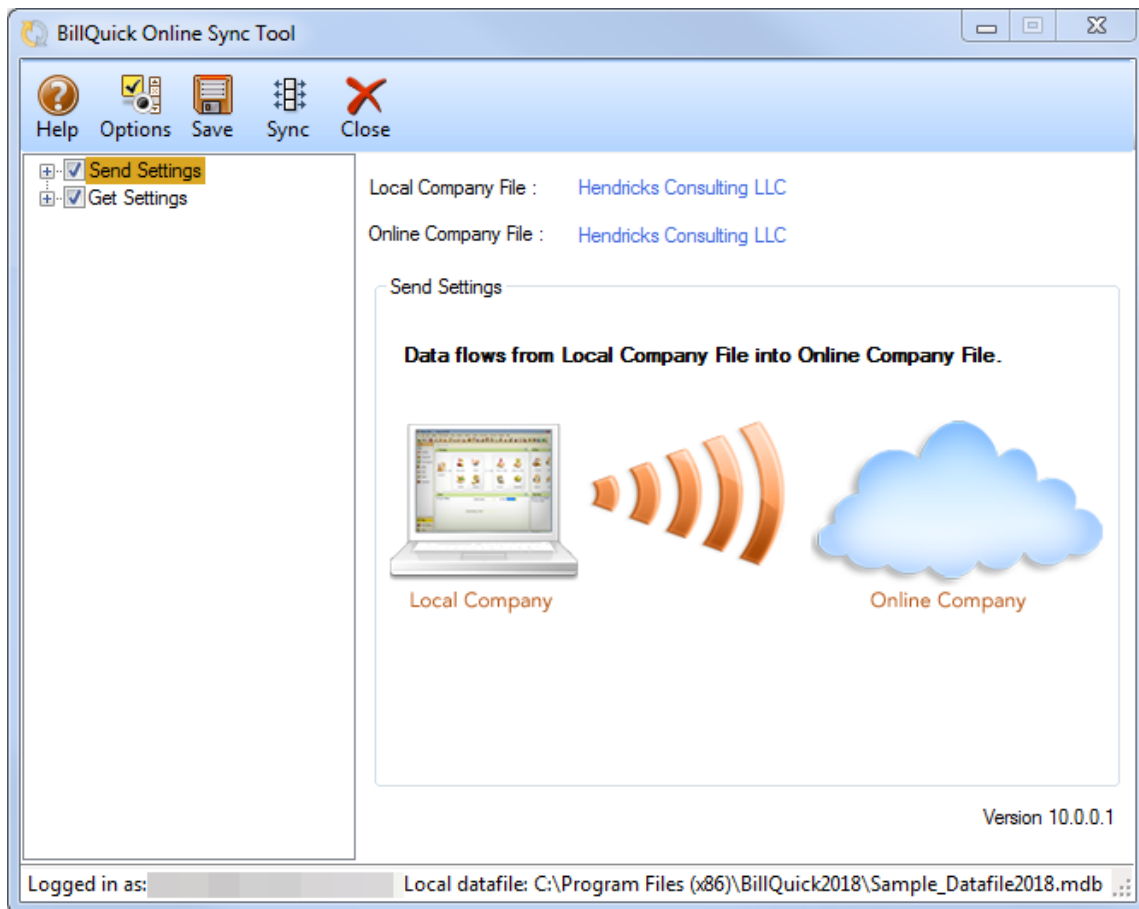
The goal of this **BillQuick Online Sync Tool Guide** is to help you understand the data synchronization between your BillQuick desktop program and BillQuick Online edition using the Sync Tool. You can control what data transfers *to* and *from* BillQuick using the synchronization settings in this tool. From your BillQuick desktop, you can further sync that data with your accounting software such as QuickBooks, Sage 50 (formerly Peachtree Accounting) or MYOB Australia.

All BillQuick desktop editions – Basic (Microsoft Access), Pro (Microsoft Access and SQL Server Express) and Enterprise (Microsoft Access, SQL Server Express and Microsoft SQL Server Standard) – sync with BillQuick Online. BillQuick Online works and syncs with its corresponding version of BillQuick. *It will not work with an older or a newer version of BillQuick.*

Data Synchronization

Whether you have a technical background or not, it is helpful to understand the basics of BillQuick↔BillQuick Online synchronization. This can help you visualize what is happening behind the scenes as the BillQuick Online Sync Tool manages the transfer of data to and from the BillQuick database. BillQuick Online allows you to sync data automatically as well as manually. Integrated, BillQuick and BillQuick Online deliver a virtual application that ensures data accuracy and eliminates time-consuming duplicate manual entry.

BillQuick data synchronization with BillQuick Online is very comprehensive. To sync data, you must download and install the latest BillQuick Online Sync Tool. Prior to data synchronization, you should set the synchronization options for better control of data being transferred. You can choose to turn off the flow of data from BillQuick desktop to BillQuick Online and vice versa, or sync data for a selective date range.

Every time data is synced, BillQuick Online creates and maintains a synchronization log. You can access this synchronization log from your BillQuick Online account-Sync Log tab or view the synchronization details from the Sync Tool screen.

Bottom Line: You do not have to re-enter data into the two databases nor worry about backups. The Sync Tool manages the process using your synchronization options.

Synchronization Rules

The data synchronization between BillQuick desktop and BillQuick Online follows a set of rules. These include:

- The Sync Tool can be accessed only by the Owner or Administrator of the BillQuick Online account.

- Client contacts transfer when you sync client records.

- Vendor information transfers when you sync employee records.

- Attached files associated with master information or other records will *not* sync between the two programs.

- Security settings are transferred along with the employee and vendor data but only during the first-time synchronization. From then onwards, security settings are not updated via synchronization; it has to be done manually in each program.

- BillQuick Online handles automatic deletion of time and expense entries on sync. After sync, if you delete any time or expense entry in either of the database, BillQuick Online will delete that entry in the other database automatically upon the next sync.

- It automatically syncs dependency data for:

  - Vendor bills - time and expense references

  - Time and expense entries - vendor bill and workflow references

When you transfer invoices, retainers, and retainer history data is also transferred.

SYNC TOOL

Data synchronization populates the BillQuick and BillQuick Online databases with information from the other program. Your synchronization options define what information and how much of it is transferred to or from the other program. You can specify these options on the BillQuick Online Sync Tool screen and then transfer data such as activities, projects, time and expenses, invoices, schedules, terms, security templates, accounts, etc. to and from the BillQuick desktop database.

Please check the <u>Synchronization Rules</u> for underlying rules about BillQuick↔BillQuick Online Synchronization.

BillQuick Online Sync Tool

To be able to use BillQuick Online Sync Tool, you must have a computer enabled with an internet connection. The BillQuick Online account Owner or Administrator is provided with the <u>download link</u> for installing the Sync Tool. You can also do so from the <u>BillQuick Online</u> account-Sync Log tab.

After installing the Sync Tool, you can access it via Start menu-All Programs-BQE Software-BillQuick Online Sync Tool. You must log in using your User ID and Password (same as your BillQuick Online account) to establish a connection with your company file.

If you have multiple BillQuick Online companies, you must choose one for the synchronization. After specifying the synchronization settings in the Sync Tool, you can start the synchronization process.
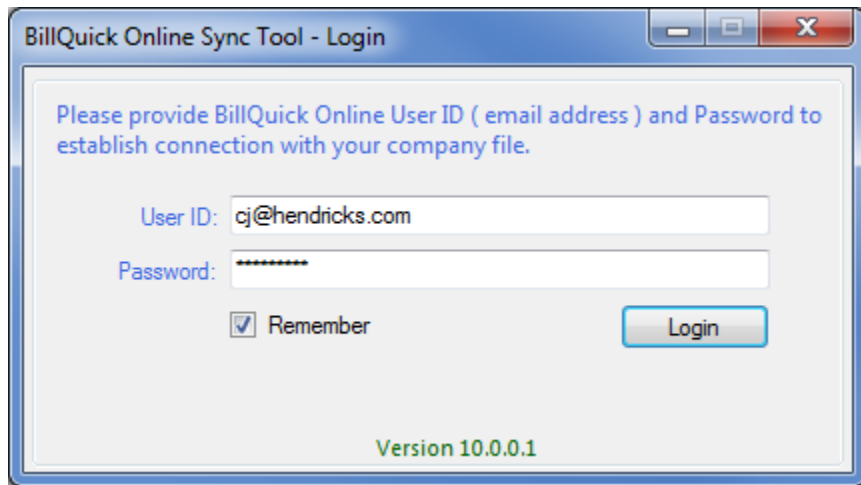
Synchronization Options

You can specify data synchronization options in the BillQuick Online Sync Tool screen. These settings should be specified by the Owner or Administrator of the BillQuick Online account and used as defaults when you choose to integrate data between BillQuick desktop and BillQuick Online.

Using the Sync Tool, you can specify the following:

- [Send Settings](#)
- [Get Settings](#)
- [Options](#)

Send Settings

Send settings allow you to set rules for data transfer from BillQuick desktop (Local Company) to BillQuick Online (Online Company). Using these settings, you can restrict the data sent from BillQuick to BillQuick Online by specifying filters.

On the main Send Settings screen, you have the following options:

Local Company File: Your BillQuick desktop database is displayed here. By default, BillQuick Online will always connect to the currently open company file.

Online Company File: Your BillQuick Online database is displayed here. By default, BillQuick will always connect to the currently selected company file.

Do not Send any data to Online: You can choose NOT to send any data to BillQuick Online by checking this option.

Clicking on the Send Settings option displays a list of BillQuick modules. You can restrict or specify what data to send to BillQuick Online. The filter and other options on the right change for each module selected on the left.
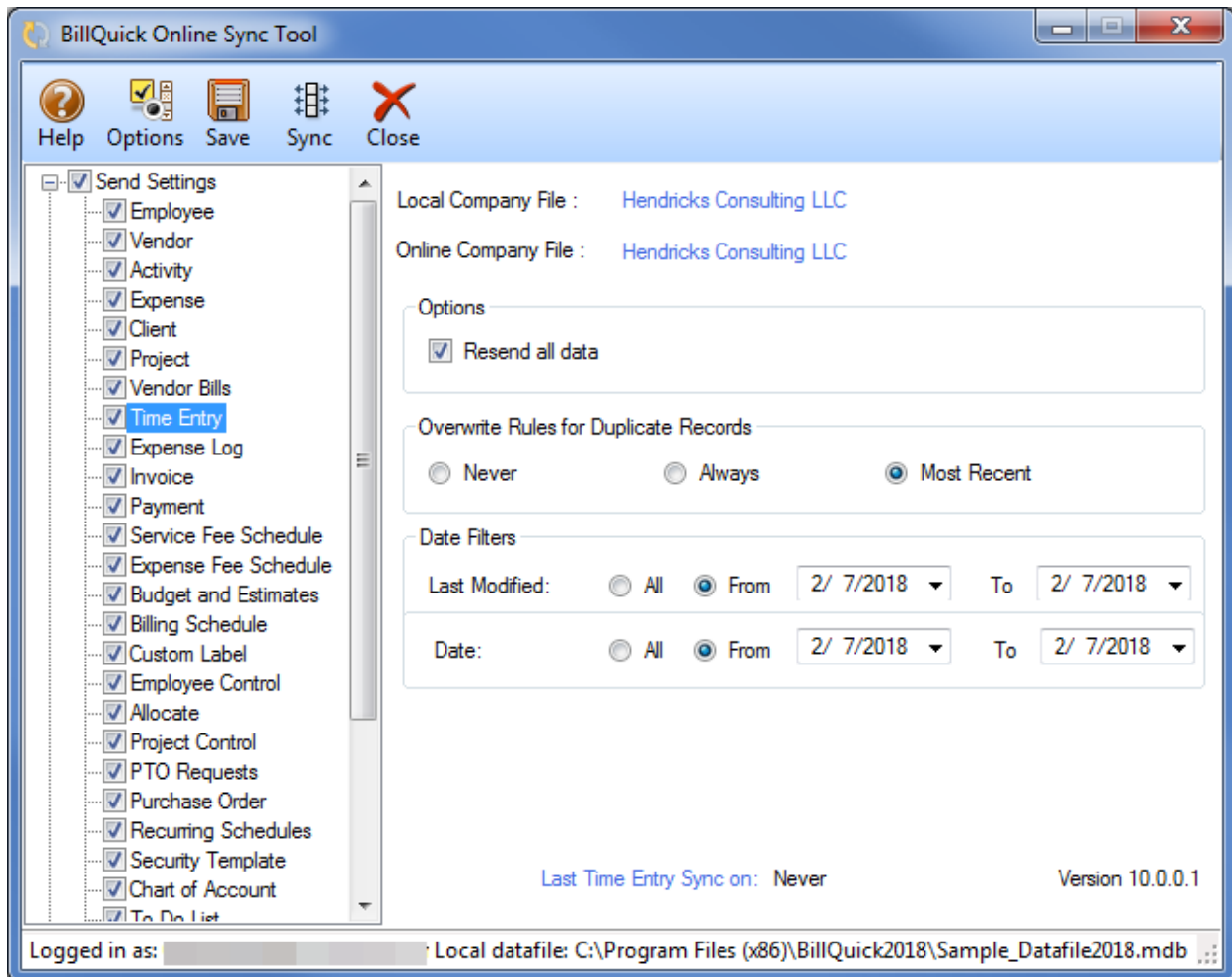
Options: BillQuick provides some options for sending BillQuick desktop data to BillQuick Online:

- *Do Not Send . . . Data:* Check this option if you do not want BillQuick to send data for the selected module. E.g. if you do not want to send time entries to BillQuick Online, check 'Do not Send Time Data' option.

- *Resend all data:* Checked, BillQuick ignores the date when it had last integrated with BillQuick Online for the selected module and will resend all the data during the synchronization. The Last Sync On date, displayed at the bottom of the screen, is used for reference when we want BillQuick

to sync data since this date.

- *Active Only:* Checked, only active BillQuick data is considered for transfer, e.g. active employees, clients, vendors, and so on.

By default, only Employee, Activity, Expense and Client data is sent to BillQuick Online from your local BillQuick database. However, you can choose to send other items as well by un-checking 'Do not Send …' option.

Overwrite Rules for Duplicate Records: In this section, you can specify the overwrite rules for selected module. For instance, if both BillQuick desktop and BillQuick Online have record for employee John Doe:

- *Never:* Neither BillQuick nor BillQuick Online version of field data will be updated. Thus, you will have two versions of that record. E.g., if the employee record has different address in each database, those fields will not be updated upon synchronization.

- *Always:* BillQuick desktop data will always overwrite the BillQuick Online data in the Send mode. Again, if two different addresses exist, the employee address in BillQuick will replace that of BillQuick Online.

- *Most Recent:* BillQuick compares the 'Last Modified On' date-time stamps for BillQuick Online and BillQuick fields. The more recent one replaces the older data in the other database.

Date Filters: These allow you to restrict the data transferred between BillQuick desktop and BillQuick Online based on the specified date range. For example, you might like to transfer time entries only for the last month. The filter fields keep on changing depending upon the module selected.

- *Last Modified:* Each linked record saves a 'Last Modified On' date that is used to determine which record is most recent. This From-To filter is useful and saves time if you want to avoid scanning the records every time you use the synchronization option.

- *Date:* Specify the From-To date range for the selected module. This will determine which records will transfer. This option is available for the Time Entry, Expense Log, Invoice, and Payment modules.

Get Settings

Get settings allow you to set rules for data transfer from BillQuick Online (Online Company) to BillQuick desktop (Local Company). Using these settings, you can restrict the data received from BillQuick Online into BillQuick by specifying filters.

On the main Get Settings screen, you have the following options:

Local Company File: Your BillQuick desktop database is displayed here. By default, BillQuick Online will always connect to the currently open company file.

Online Company File: Your BillQuick Online database is displayed here. By default, BillQuick will always connect to the currently selected company file.

Do not Get any data from Online: You can choose NOT to get any data from BillQuick Online by checking this option.

Clicking on the Get Settings option displays a list of BillQuick modules. You can restrict or specify what data to get from BillQuick Online. The filter and other options on the right change for each module selected on the left.
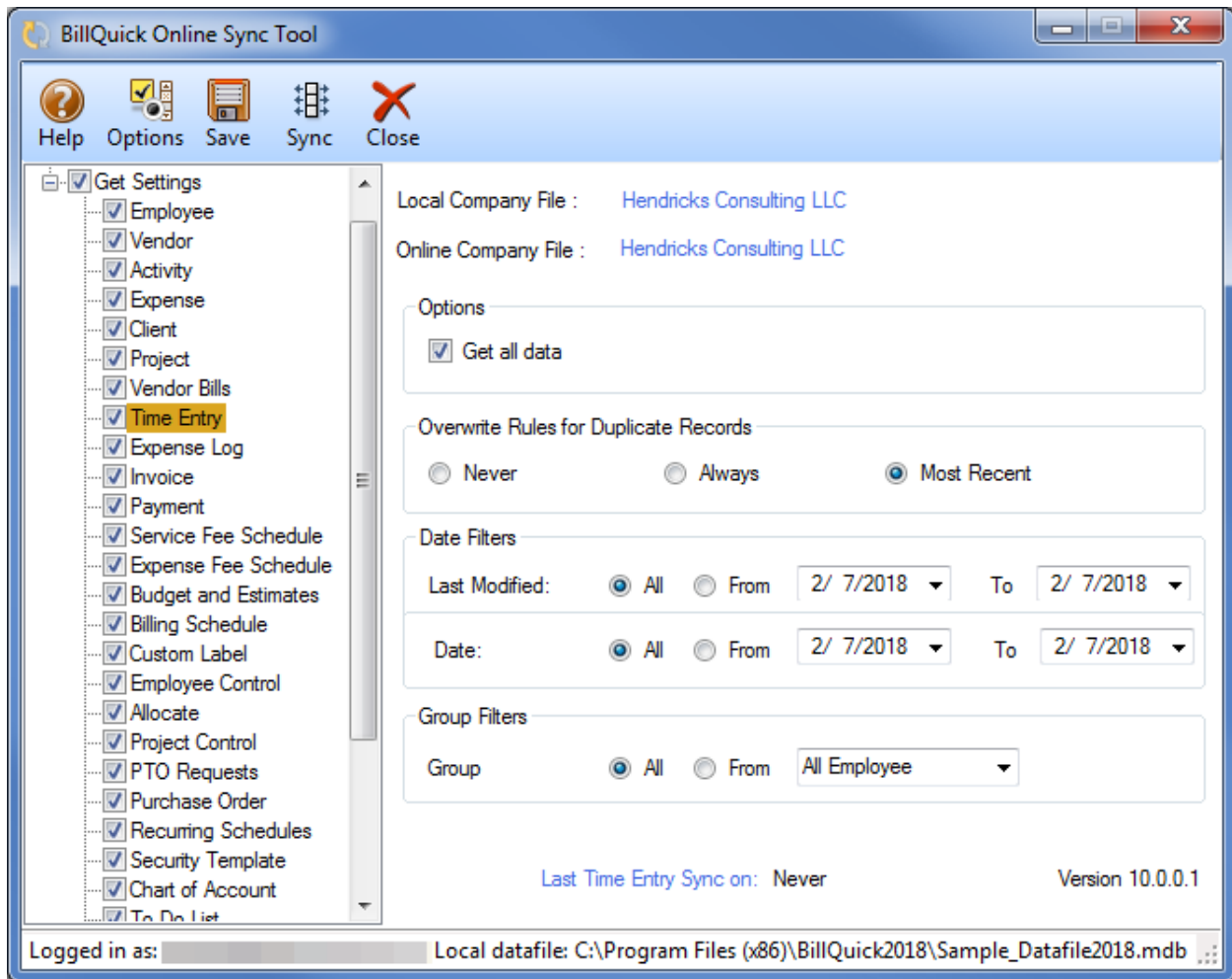
Options: BillQuick provides some options for getting BillQuick Online data:

- *Do Not Get . . . Data:* Check this option if you do not want BillQuick desktop to get data for the selected module. E.g. if you do not want to get employee data from BillQuick Online, check 'Do not Get Employee Data' option.

- *Get all data:* Checked, BillQuick ignores the date when it had last integrated with BillQuick Online

for the selected module and will get all the data during the synchronization. The Last Sync On date, displayed at the bottom of the screen, is used for reference when we want BillQuick to sync data since this date.

- *Active Only:* Checked, only active BillQuick Online data is considered for transfer, e.g. active employees, clients, vendors, and so on.

By default, no Employee, Activity, Expense and Client data is transferred from BillQuick Online to your local BillQuick database. However, you can choose to get any data by un-checking the 'Do not Get …' option.

Overwrite Rules for Duplicate Records: In this section, you can specify the overwrite rules for selected module. For instance, if both BillQuick and BillQuick Online have record for employee John Doe:

- *Never:* Neither BillQuick nor BillQuick Online version of field data will be updated. Thus, you will have two versions of that record. E.g., if the employee record has different address in each database, those fields will not be updated upon synchronization.

- *Always:* BillQuick Online data will always overwrite the BillQuick data in the Get mode. Again, if two different addresses exist, the employee address in BillQuick Online will replace that of BillQuick.

- *Most Recent:* BillQuick compares the Last Modified On date-time stamps for BillQuick Online and BillQuick fields. The more recent one replaces the older data in the other database.

Date Filters: These allow you to restrict the data transferred between BillQuick desktop and BillQuick Online based on the specified date range. For example, you might like to transfer time entries only for the last month. The filter fields keep on changing depending upon the module selected.

- *Last Modified:* Each linked record saves a 'Last Modified On' date that is used to determine which record is most recent. This From-To filter is useful and saves time if you want to avoid scanning the records every time you use the synchronization option.

- *Date:* Specify the From-To date range for the selected module. This will determine which records will transfer. This option is available for the Time Entry, Expense Log, Invoice and Payment modules.

The Time Entry module has an additional **Group Filters** option that can be used to get time entries from your BillQuick Online database into your local database specific to an employee group (e.g., based on different departments, office locations, etc.).

Options

After synchronizing data between BillQuick and BillQuick Online for the first time, you can set the mode or frequency for future synchronization operations. This can be specified on the Sync Tool using the Options button.
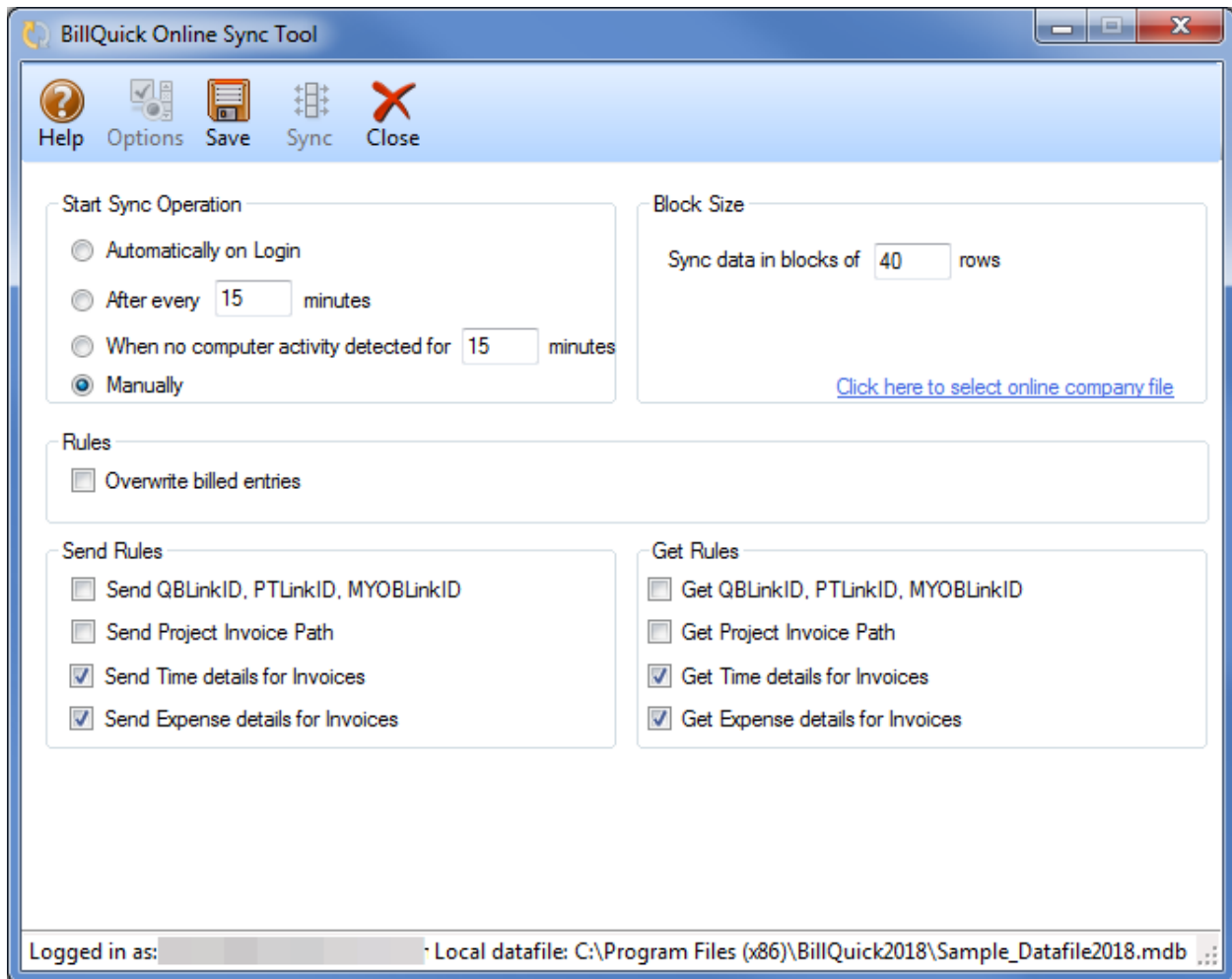
Start Sync Operation: You can choose the mode for synchronizing data between BillQuick desktop and BillQuick Online databases. The options include:

- *Automatically:* You can choose to sync the data between the two databases automatically upon login or after a specific frequency (say 15 minutes). You can even choose to sync data when your computer is idle for a specified time (in minutes).

- *Manually:* You can choose to sync the data between the two databases manually, on-demand or whenever required.

Block Size

Sync data in blocks: The Sync Tool allows you to sync data in separate blocks rather than all in a single transfer. You can specify the number of rows of data for each block that should be synchronized between the two databases.

If you have more than one company file, you can click on the link to select the desired Online Company file.

Rules:

Overwrite billed entries: As a default, billed time and expense entries will not be overwritten during synchronization. However, you can check this rule wherein you allow overwriting of billed entries when sending data to or getting data from BillQuick Online.

Send Rules:

- *Send QBLinkID, PTLinkID, MYOBLinkID*: By default, reference values such as QBLinkID, PTLinkID and MYOBLinkID are not overwritten while sending data to BillQuick Online. However, this option allows you to override that rule and send these IDs.

- *Send Project Invoice Path:* The invoice template set at the project level has a different path in the desktop version than in the online version. This path is not overwritten while sending data to BillQuick Online. However, this option allows you to override it.

- *Send Time Details/Expense Details for Invoices:* If this rule is checked, time and expenses associated with the invoices in BillQuick are sent to BillQuick Online along with their details. However, if you uncheck this rule, the invoices are sent with only time and expense items (account summary). By default, this rule is checked.

Get Rules:

- *Get QBLinkID, PTLinkID, MYOBLinkID*: By default, reference values such as QBLinkID, PTLinkID and MYOBLinkID are not overwritten while getting data from BillQuick Online. However, this option allows you to override that rule and get these IDs.

- *Get Project Invoice Path*: The invoice template set at the project level has a different path in the desktop version than in the online version. This path is not overwritten while getting data from BillQuick Online. However, this option allows you to override it.

- *Get Time Details/Expense Details for Invoices*: If this rule is checked, time and expenses associated with invoices in BillQuick Online are received in BillQuick along with their details. However, if you uncheck this rule, the invoices received contain only time and expense items (account summary). By default, this rule is checked.

INITIAL SYNCHRONIZATION

The first-time or initial synchronization between BillQuick desktop and BillQuick Online brings the databases of the two programs to the same level. You can specify the synchronization settings using the BillQuick Online Sync Tool and then transfer each type of data. Your synchronization options determine what

information and how much of it is shared between the two.

The steps involved in the synchronization process can differ depending upon your scenario—whether you are an existing or a new user of BillQuick desktop, using BillQuick Online for the first time. You can choose either:

- Scenario 1: Existing BillQuick-New BillQuick Online User

- Scenario 2: New BillQuick-New BillQuick Online User

Existing BillQuick-New BillQuick Online User

1. BillQuick desktop users who are new to BillQuick Online can start by transferring information from their desktop database to a new BillQuick Online company data file. In this situation, the synchronization process will involve the following steps:
   BillQuick Online Database: Before integrating data, a user must create a new BillQuick Online company. See the *BillQuick Online Help* for more details on that.

2. *Company Files:* Open or select the desired company file in BillQuick desktop.

⚠️ Make sure your BillQuick desktop is pointing to the correct database prior to the synchronization. If the company names don't match, you will be prompted to continue or abort the process.

3. Login: BillQuick Online requires a login for security authorization to connect to your BillQuick desktop company. On opening the Sync Tool (Start menu-All Programs-BQE Software Inc-BillQuick Online Sync Tool), enter your User ID and Password. Then click Login.

ℹ️ In case of multiple companies in BillQuick Online, you need to specify which one you want to sync with.

4. *Sync Options:* On the left of the screen is a list of BillQuick modules for which you can specify the synchronization settings. Being an existing BillQuick user, you will specify the Send Settings to transfer data to your new BillQuick Online Company.
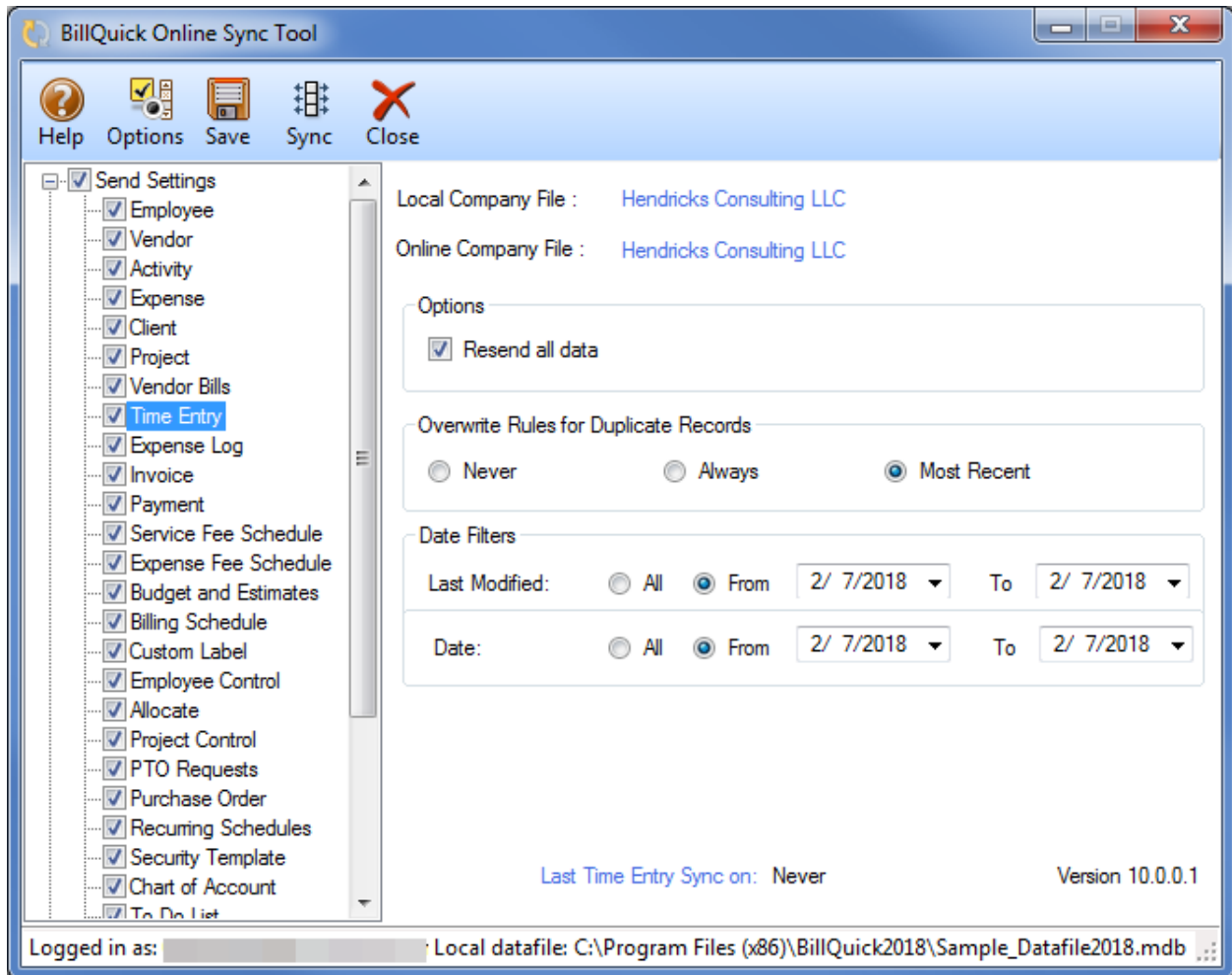
<i>i</i> You only need to decide whether to send BillQuick data to BillQuick Online. If you want to restrict what data records transfer to BillQuick Online, choose the available options and filters for each module.

5. *Sync:* After specifying the Send Settings, click Save to save all the synchronization settings. Now you can send data by clicking the Sync button.

After the progress bar indicates the transfer is complete, open the corresponding screens in BillQuick Online and verify that the data is accurate and complete. *See* *Quick-Check* *for more.*

New BillQuick-New BillQuick Online User

If you are new to both BillQuick and BillQuick Online, you need to set up new company files in both programs and then enter or import master information in BillQuick (or BillQuick Online). **To reduce setup time, we recommend that you add or create master information and other data in your BillQuick desktop database.** After data is set up, you can sync this data with the other program.

In this situation, the synchronization process will involve the following steps:

1. BillQuick Database: Before integrating data, a user must create a new BillQuick company (File menu > New Company). If you are planning to set up data here, you can use the BillQuick Start-Up Interview and BillQuick Initial Setup Checklist wizard to speed up this process. See the BillQuick Help for details on that.
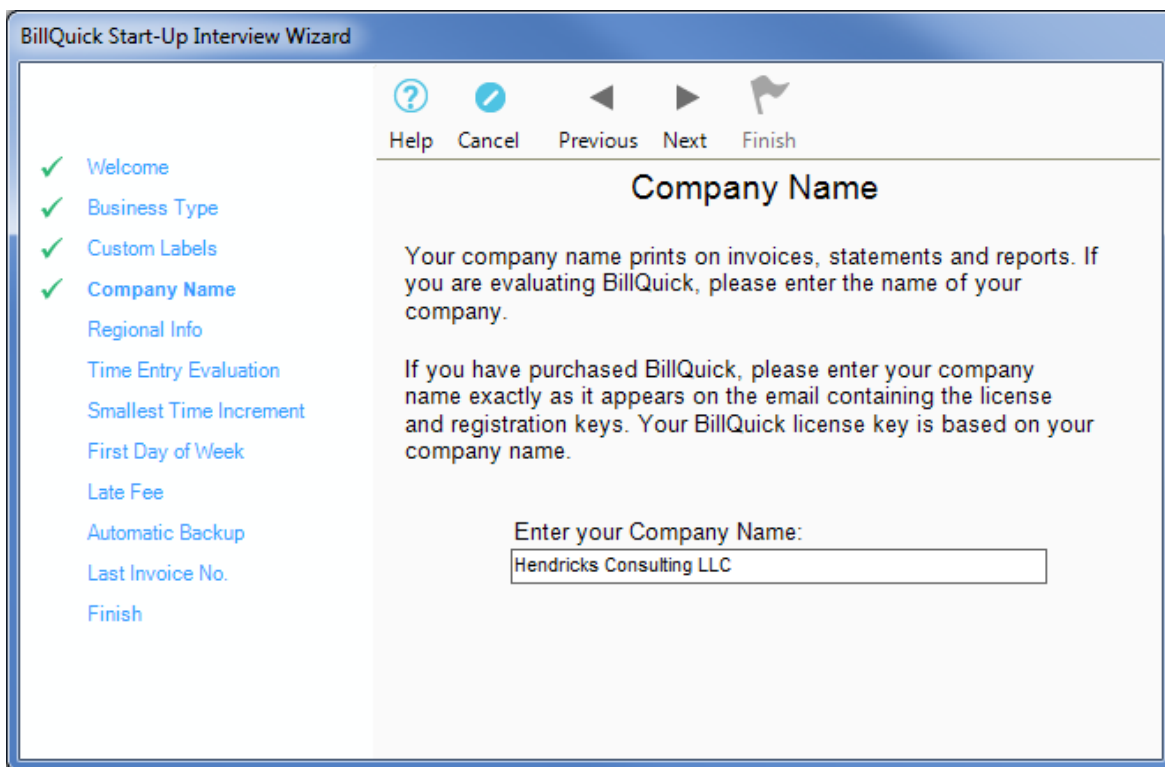

2. *BillQuick Online Database*: Before integrating data, a user must create a new BillQuick Online company. If you are planning to set up data here, you can start by creating master profiles (by clicking Lists on the navigation bar). *See [BillQuick Online Help](#) for more details on that.*

3. *Company Files:* Open or select the desired company file in BillQuick desktop.

⚠ Make sure your BillQuick desktop is pointing to the correct database prior to the synchronization. If the company names don't match, you will be prompted to continue or abort the process.

4. Login: BillQuick Online requires a login for security authorization to connect to your BillQuick desktop company. On opening the Sync Tool (Start menu-All Programs-BQE Software Inc-BillQuick Online Sync Tool), enter your User ID and Password. Click Login.

💬 In case of multiple companies in BillQuick Online, you need to specify which one you want to sync with.

5. *Sync Options:* On the left of the screen is a list of BillQuick modules for which you can specify the synchronization settings. Being a new user, you can specify either the <u>Send Settings</u> or <u>Get Settings</u>, depending upon which company database you have populated and whether you have to send data from or get data into the BillQuick desktop database.
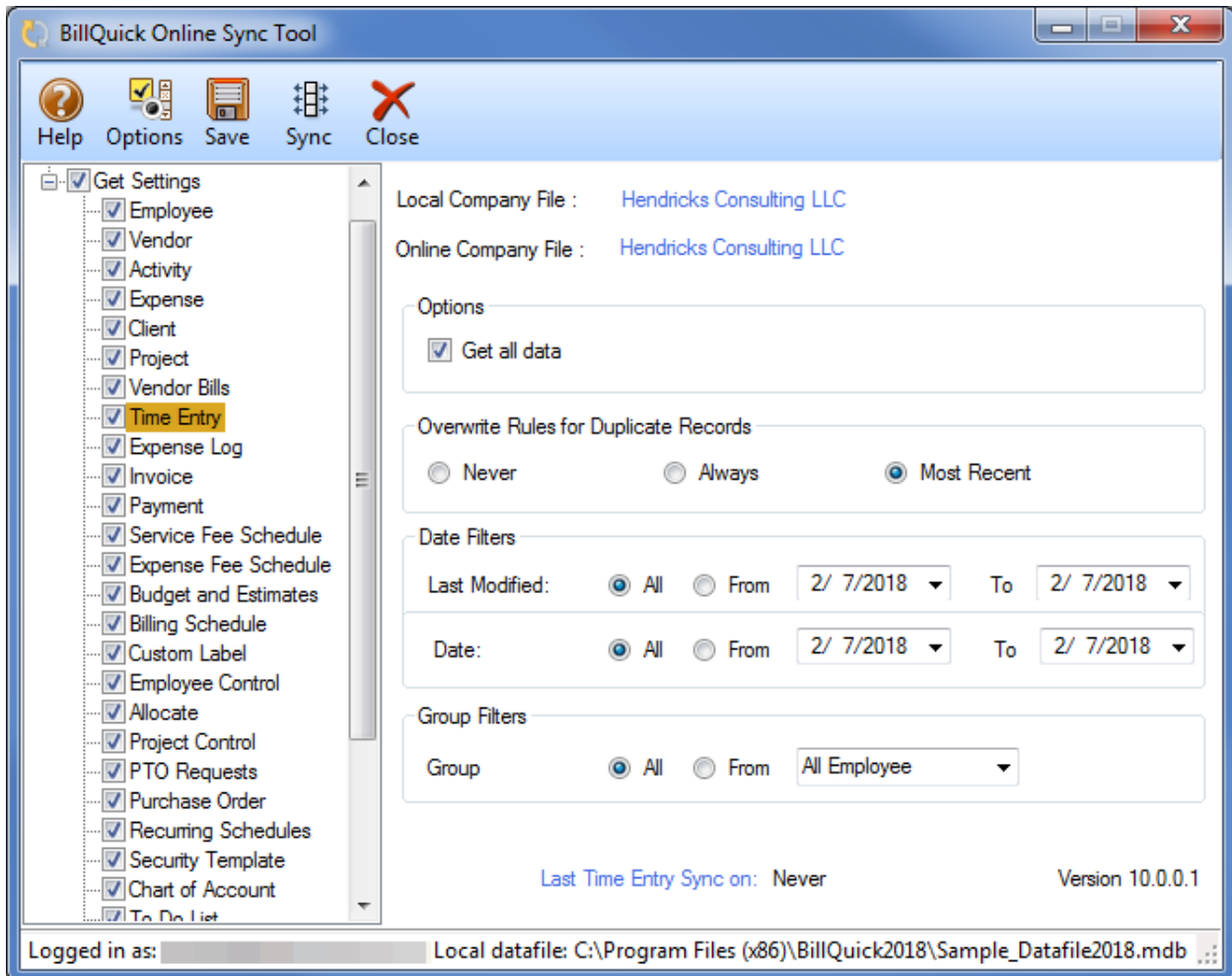
You only need to decide whether to send BillQuick Online data or get BillQuick data. If you want to restrict what data records transfer, choose the available options and filters for the desired modules.

6. *Sync:* After specifying the Send or Get Settings, click Save to save all the synchronization settings. Now you can send or get data by clicking Sync.

After the progress bar indicates the transfer is complete, open the corresponding screens in BillQuick or BillQuick Online and verify that the data is accurate and complete. See Quick-Check for more.

QUICK-CHECK

A standard procedure after the first-time synchronization of data between BillQuick and BillQuick Online is to verify the accuracy and completeness of data by performing a quick-check of information in both programs.
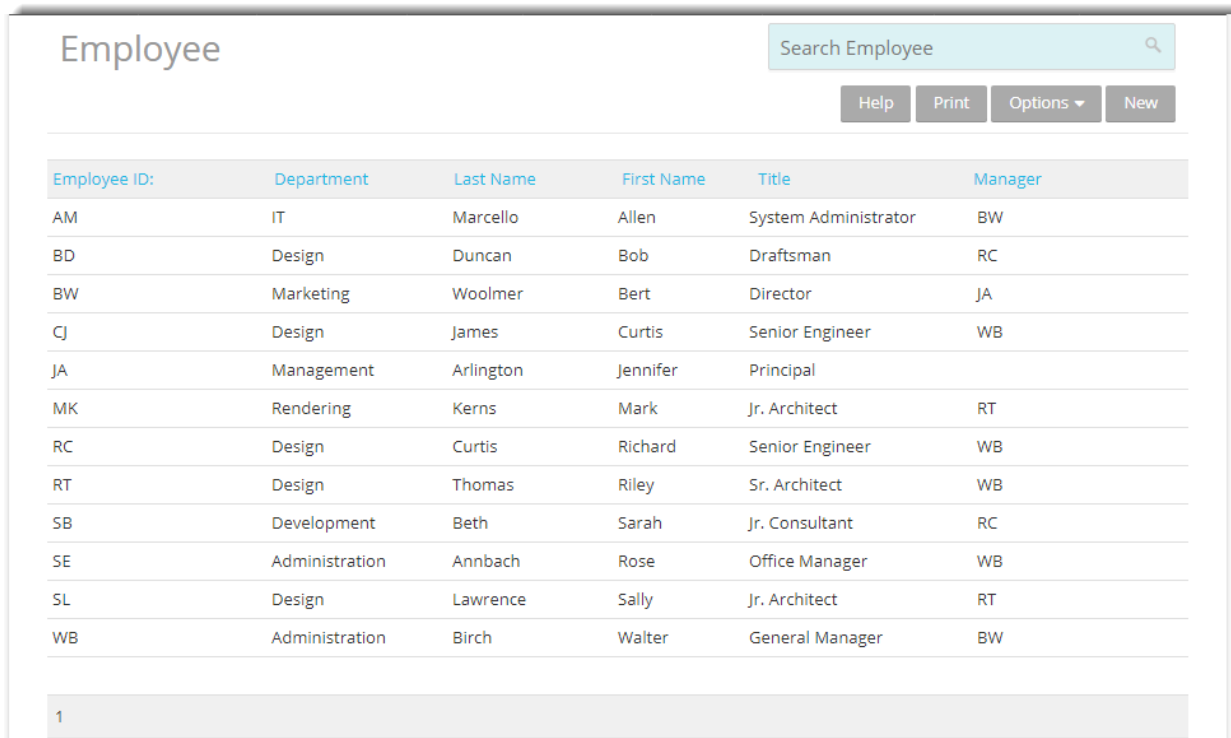
BillQuick contains multiple ways to ensure accurate and complete transfer of data. However, you might find that a synchronization rule or setting in BillQuick Online Sync Tool might have restricted the transfer of data. Checking data before you begin day-to-day processing ensures no surprises later.

Check Employees and Vendors

Detailed Checking

1. In BillQuick Online, click Lists on the navigation bar and select Employee to view the list of employees.

Employee

Employee ID:	Department	Last Name	First Name	Title	Manager
AM	IT	Marcello	Allen	System Administrator	BW
BD	Design	Duncan	Bob	Draftsman	RC
BW	Marketing	Woolmer	Bert	Director	JA
CJ	Design	James	Curtis	Senior Engineer	WB
JA	Management	Arlington	Jennifer	Principal	
MK	Rendering	Kerns	Mark	Jr. Architect	RT
RC	Design	Curtis	Richard	Senior Engineer	WB
RT	Design	Thomas	Riley	Sr. Architect	WB
SB	Development	Beth	Sarah	Jr. Consultant	RC
SE	Administration	Annbach	Rose	Office Manager	WB
SL	Design	Lawrence	Sally	Jr. Architect	RT
WB	Administration	Birch	Walter	General Manager	BW

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2. In BillQuick, select Employees from the View menu to view the employee profiles.
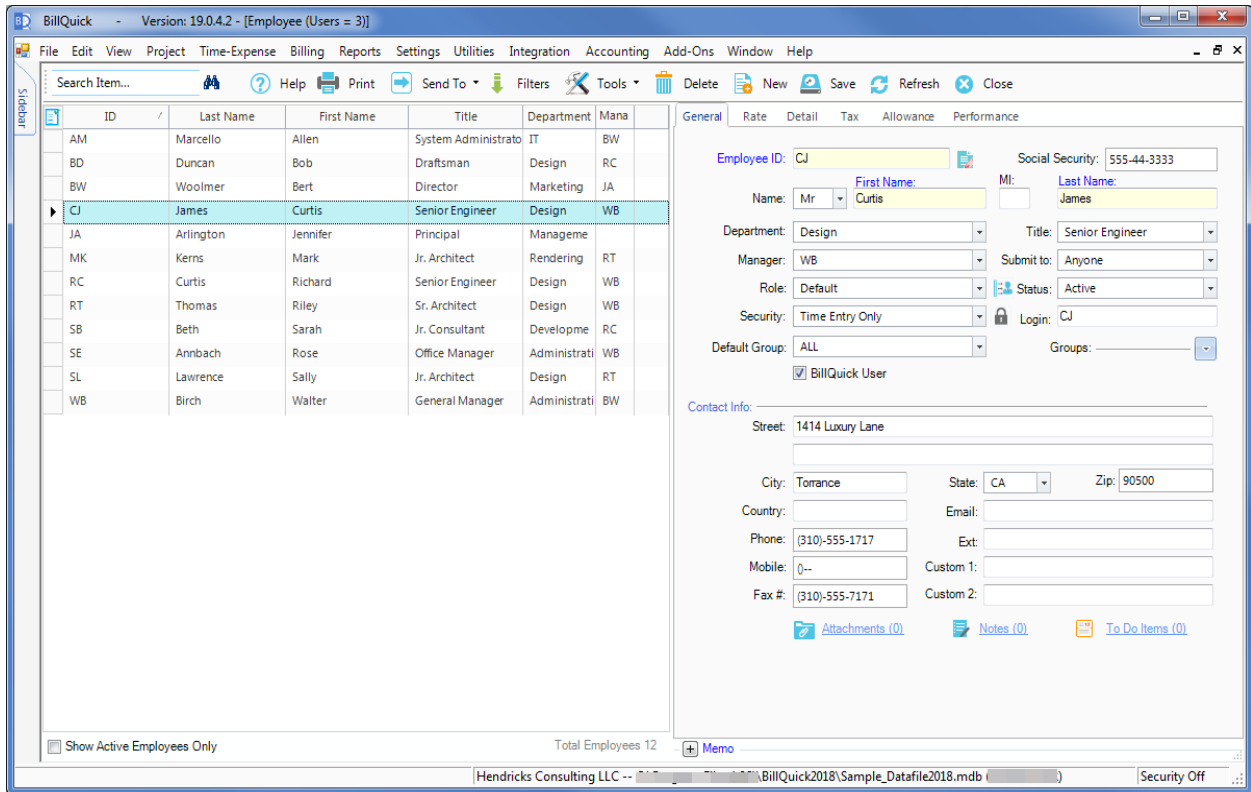
3. Switch between the programs, selecting the same employee in both and confirming whether the data is same.

Summary Checking

1. In BillQuick Online, click Reports on the navigation bar and select Report Center.

2. On the Standard tab, select the Employee Master File report from the report list. Click View to display the report on the screen (if desired, you can print it).

Similarly, follow this process to check the vendor information.

Check Clients, Projects, Activity and Expense Codes

Repeat the above process for clients, projects, activities codes and expense codes. Use the *Detailed Checking* or *Summary Checking* method.

For detailed checking, open the respective screens and check the data in both programs.

For summary checking, open the relevant reports from the respective programs.

Check Time and Expense Entries

Repeat the above process for time and expense entries. Use the *Detailed Checking* or *Summary Checking* method.

For detailed checking, open the respective screens (Sheet View and Expense Log) and check the data in both programs.

For summary checking, open the relevant reports from the respective programs.

Check Invoices and Payments

Repeat the above process for invoices and payments. Use the *Detailed Checking* or *Summary Checking*

method.

For detailed checking, open the respective screens (Invoice Review and Payments) and check the data in both programs.

For summary checking, open the relevant reports from the respective programs.

Congratulations! You now have an understanding of data synchronization between BillQuick desktop and BillQuick Online, how to set the synchronization options and ensure that the data transfer is accurate. For more information on BillQuick Online, check out the BillQuick Online Help.

You can visit us at www.BillQuickOnline.com. If you have any trouble in using the synchronization tool, please contact Technical Support at Support@BillQuickOnline.com. For other questions, please call (888) 530-3085 or email Sales@BillQuickOnline.com.

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