



RB8 legal support firm software

# QuickBooks Integrator User Guide

## Integrating *QuickBooks* with RB8

*QuickBooks* is a popular accounting package used by many court reporting and other legal support businesses. We developed a tool in RB8, the Integrator for *QuickBooks*, which streamlines the integration of RB8 data into *QuickBooks*.

If you use *QuickBooks* as your in-house accounting system, you can now:

- Import invoices that were generated in RB8 *directly* into *QuickBooks* so that you can run consolidated financial statements.
- Import resource paychecks *directly* into *QuickBooks* so that you can reconcile your bank account easily.
- Import payment transactions *directly* into *QuickBooks* so that your bank deposits record will be accurate.

The integrator eliminates the cumbersome steps of exporting from RB8 and importing into *QuickBooks*. Instead it updates *QuickBooks* data directly programmatically.

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Integrator for QuickBooks

### **Importing invoices into QuickBooks**

There are several reasons to import your RB8 invoices into *QuickBooks*. If you operate multiple businesses and use *QuickBooks* to generate invoices for a business other than court reporting (e.g., a staffing business), you can import RB8 invoices into *QuickBooks* to run consolidated income statements. If you keep track of deposits with *QuickBooks*, you can eliminate duplicate entries of invoices and payments by importing that information directly from RB8. You can even reprint RB8 invoices in *QuickBooks* format, if needed.

1. Launch your *QuickBooks* and have the right company file open.
2. On the menu bar in RB8, click **Tools > Integrator for QuickBooks**.
3. In the Search Criteria pane, specify the following filters:
  - **QuickBooks Data** – Select **Invoices** in the drop-down.
  - **Post Date From/To** – Enter an invoice post date range.
  - **Business Units** – Select business unit(s) in the drop-down. The default is ALL.
4. Click **Search** (or press **Alt + S**).
5. RB8 lists all of the invoices posted for the specified period.
6. Right-click on the grid, then choose **Check All** to select all of the invoices displayed.
7. Right-click on the grid, then choose **Add to QuickBooks**.
8. As each invoice imports directly into *QuickBooks*, its corresponding **Select** checkbox clears.



#### NOTE

RB8 automatically generates any missing data in *QuickBooks* (such as customers, chart of accounts, or items) as invoices are imported. You do not have to worry about importing all of the supporting data for invoices one at a time.

Integrator for QuickBooks

### ***Importing resource payroll checks into QuickBooks***

Instead of printing resource payroll checks directly from RB8, have *QuickBooks* print them since reconciling your bank account can only be done in *QuickBooks*.

1. Launch your *QuickBooks* and have the right company file open.
2. On the menu bar in RB8, click **Tools > Integrator for QuickBooks**.
3. In the Search Criteria pane, specify the following filters:
  - **QuickBooks Data** – Select **Checks** in the drop-down.
  - **Pay Date From/To** – Enter a pay date range.
  - **Memo for Check** – Enter the common text that will appear in the Memo field on each check.
4. Click **Search** (or press **Alt + S**).
5. RB8 lists all of the resources being paid in the specified payroll along with their check amounts.
6. Right-click on the grid, then choose **Check All** to select all of the resources displayed.
7. Right-click on the grid, then choose **Add to QuickBooks**.
8. As each check imports directly into *QuickBooks*, its corresponding **Select** checkbox clears.



#### NOTE

RB8 automatically generates any missing data in *QuickBooks* (such as vendors) as checks are imported. You do not have to worry about importing all of the supporting data for checks one at a time.

Integrator for QuickBooks

### ***Importing payments into QuickBooks***

Instead of recording deposits manually in *QuickBooks*, you can import payment transactions directly from RB8. However, you must import invoices before you can import payments since payments are applied to invoices in *QuickBooks*. (See “Importing invoices into *QuickBooks*.”)

1. Launch your *QuickBooks* and have the right company file open.
2. On the menu bar in RB8, click **Tools > Integrator for QuickBooks**.
3. In the Search Criteria pane, specify the following filters:
  - **QuickBooks Data** – Select **Receive Payments** in the drop-down.
  - **Post Date From/To** – Enter a payment post date range.
4. Click **Search** (or press **Alt + S**).
5. RB8 lists all of the payments posted for the specified period.
6. Right-click on the grid, then choose **Check All** to select all of the payments displayed.
7. Right-click on the grid, then choose **Add to QuickBooks**.
8. As each payment imports directly into *QuickBooks*, its corresponding **Select** checkbox clears.