# Documentation for HearForm10 QuickBooks Integration

Background

This procedure posts HearForm Patient demographics, Invoices, Modifications and Payments to QuickBooks. Returns/Cancellations do not transfer and must be manually input into QuickBooks. This system requires FileMaker 8.5 or higher and QuickBooks Pro 2003 or higher.

Setting Up QuickBooks Items

QuickBooks Items contains the line items you have set up for entry on sales, service and repair forms. The line items include the services and products you sell as well as special items that perform calculations (subtotals, discounts, and sales tax at specific rates).   View the Item List by clicking *Lists – Item List* in QuickBooks.
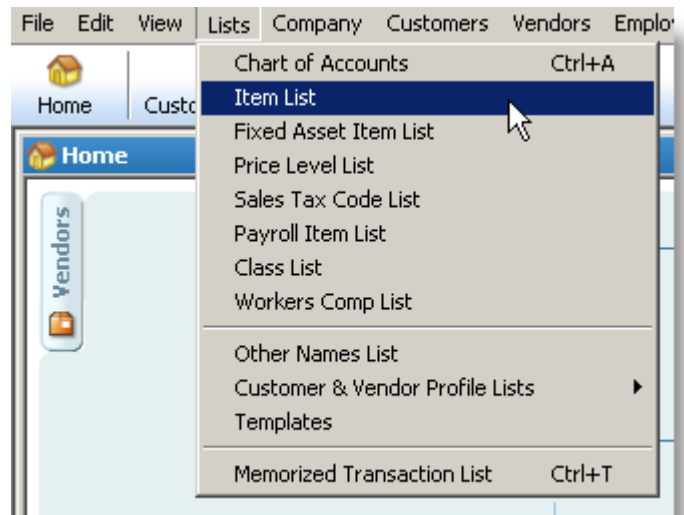
For HearForm to post to QuickBooks some items need to be pre-setup in the Item List section of QuickBooks.

Item Set-up Detail (Items must be assigned to an account. Due to the differences in Charts of Accounts, please seek the advice of your accountant.)

- Hearing Instrument

    o Item Type should equal "Non-inventory Part".
    o Item Name/Number must equal "Hearing Instrument"

- Service

    o Item Type should equal "Service".
    o Item Name/Number must equal "Service"

- Accessory - Item Type should equal "Non-inventory Part".
  - Item Name/Number must equal "Hearing Instrument"

- Battery - Item Type should equal "Non-inventory Part."
  - Item Name/Number must equal "Battery"

- Adjustment - Used for posting positive or negative adjustments made in HearForm.
  - Item Type should equal "Other Charge".
  - Item Name/Number must equal "Adjustment"

- Tax - Used for posting Sales Tax amounts generated in HearForm
  - Item Type must equal "Sales Tax Item"
  - Tax Name must equal "Tax"
    - Description may be left blank
    - Tax Rate may be left blank, the tax rate selected in HearForm will populate this value on Invoices.
    - A Tax Agency will have to be selected in the Tax Agency field.

Other Product/Service Types

In addition to adding the Items mentioned above, a QuickBooks Item needs to be created for each unique Item type entered into the HearForm Product/Services Table. The easiest way to determine the unique entries in the **Item/Main Category** field is to navigate to the Product Table (look for Product Set-up under the Scripts Menu.) Place your cursor in the **Item/Main Category** field and press **ctrl-I** to display the "View Index" window.

Make a note of each unique Product and service. Add each of these items to QuickBooks as previously explained.

Class List

In order to send invoices to QuickBooks, you need to <u>allow</u> <u>for class tracking</u> (in QuickBooks.) To turn on class tracking, you must open QuickBooks with full Admin rights and be in "Single User" mode.
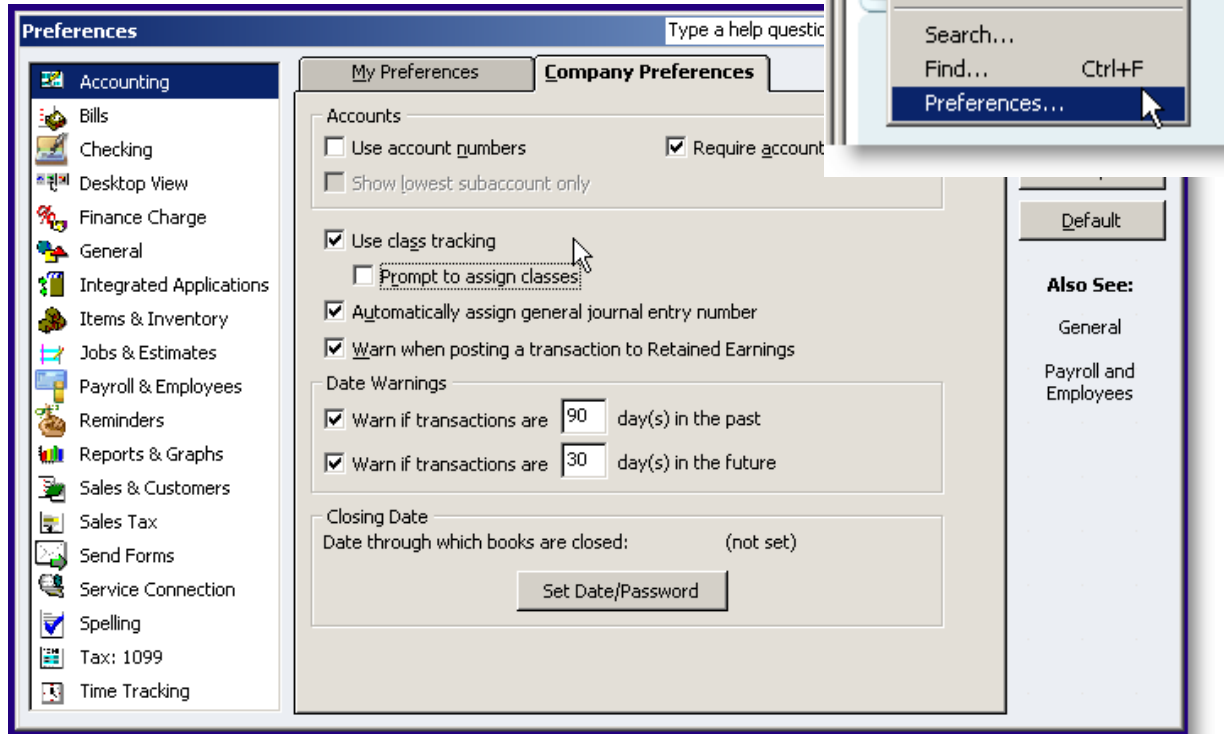

1. From the QuickBooks Menu, Select Edit – Preferences
2. Choose the *Accounting* Area on the Left
3. Click the *Company Preferences* tab
4. Check the Box "Use Class Tracking." The "Prompt to assign classes" box is optional
5. Click the OK button in the upper right corner

Adding to the Class List

Now, you'll need to add all of your "Assigned Office" codes from HearForm to the QuickBooks Class List.

1. Select "Lists" from the top menu
2. Right click to add a new Class
3. Close the window when finished
4. Make sure to spell classes exactly the same as the office locations that are assigned in HearForm.
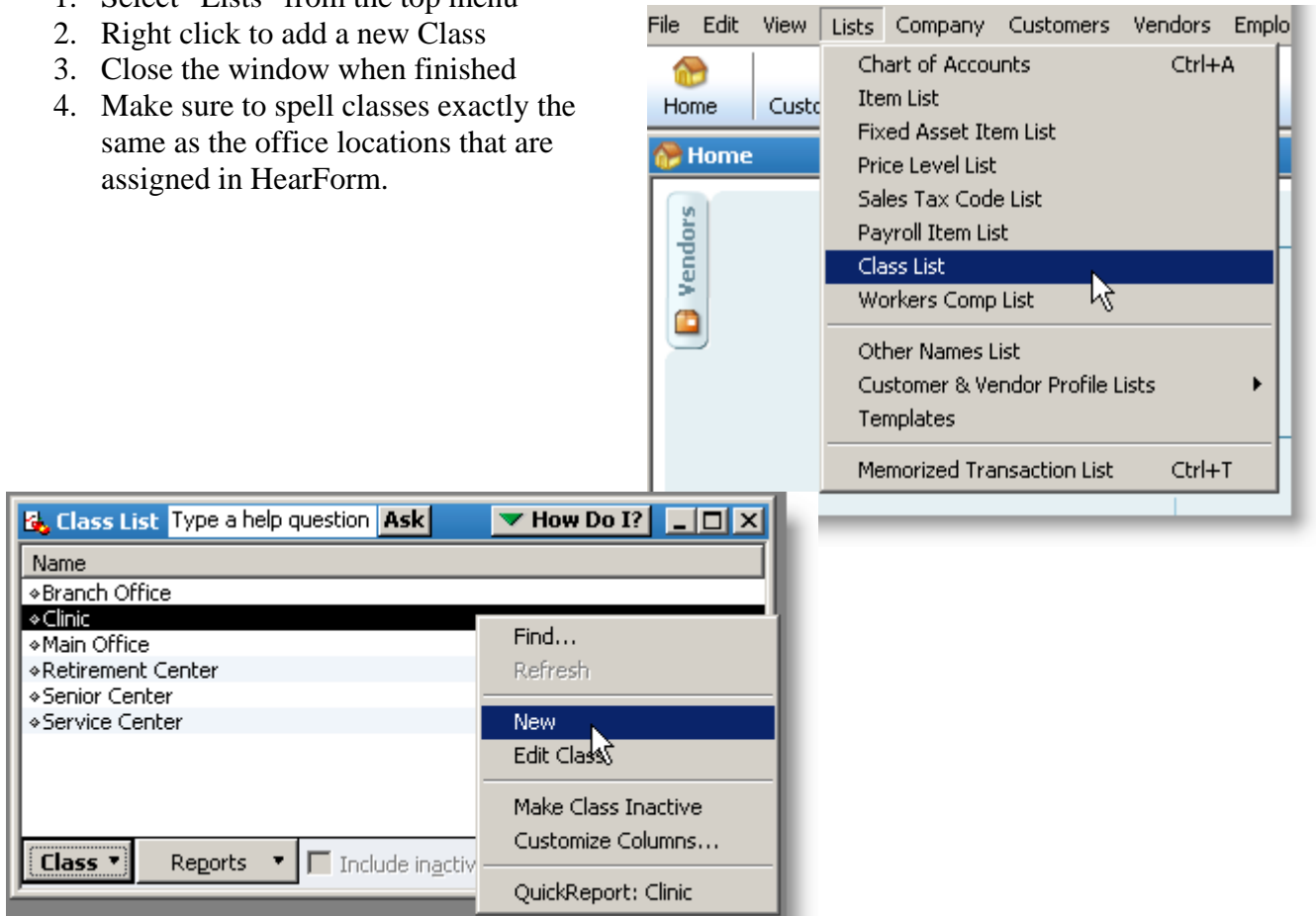
Note: If you make a mistake, you can Edit the class name or make it inactive, but it appears that QuickBooks will not let you delete a Class Name.

Setting up Payment transfers in QuickBooks

1. Select Customers – Receive Payments from the top menu
2. Select "Pmt. Method" from the drop down list
3. Select <Add New>
4. Name the new *Payment Method* "Credit Card" and Select "Other credit card" as the *Payment Type*
5. Click OK
6. Add any additional custom Payment Methods used in HearForm's Invoices
7. Close the window with the X in the upper right corner
8. If prompted to Save, do not save changes
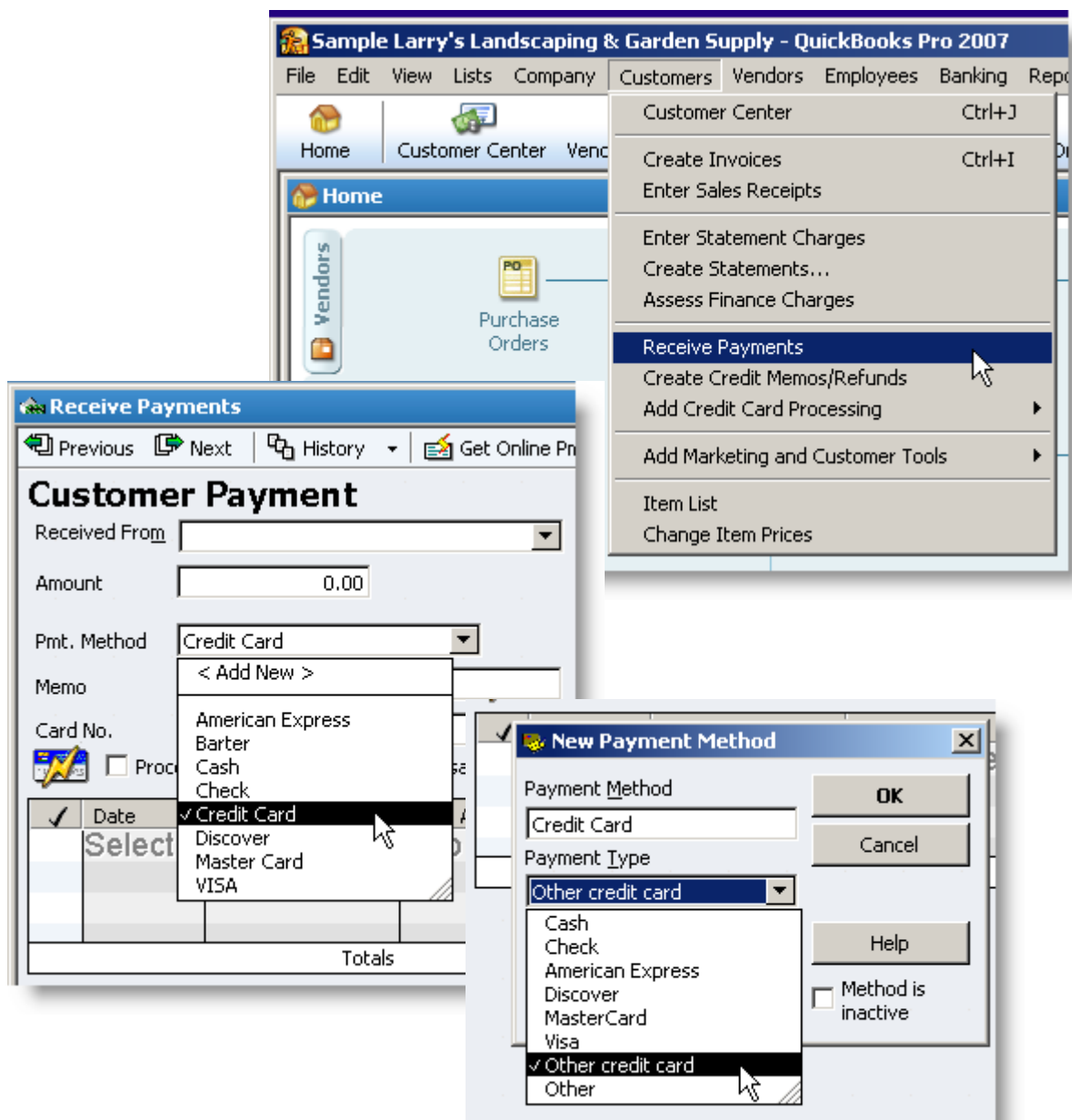
Getting Started Instructions

Before being able to post data to QuickBooks, you need to install the FileBooks Plug-In into FileMaker's Extensions folder. It's easy to do.
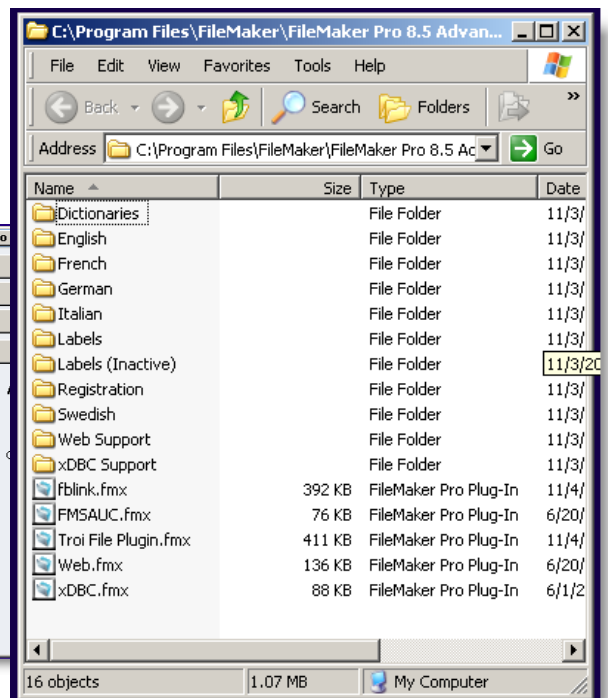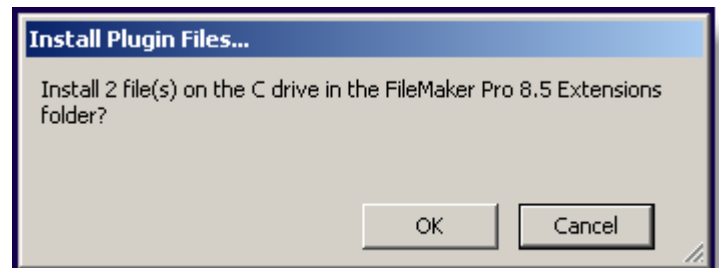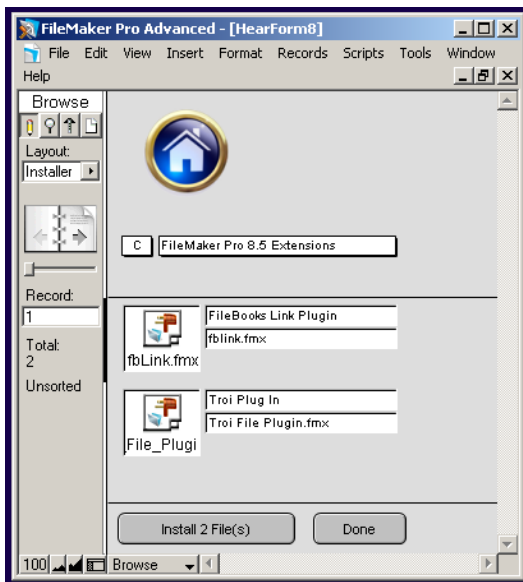
1. Select Installer from the dropdown menu above the "Rolodex" in HearForm

2. Click the "Install 2 File(s)" button

3. Click OK

4. Close the window that pops up

5. Press ctrl-1 to go back to the overview screen

6. You will need to close FileMaker Pro/HearForm before the plug-in change will take effect.
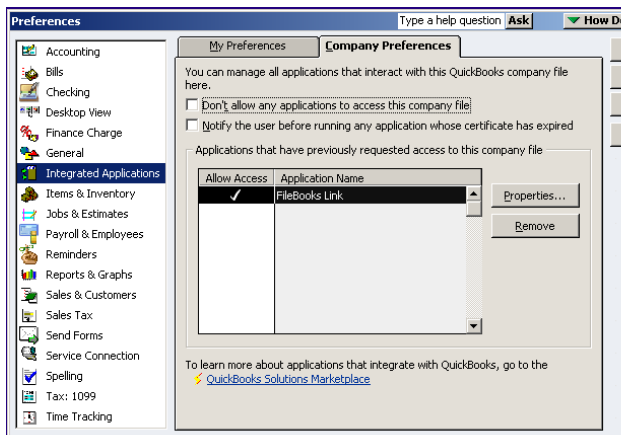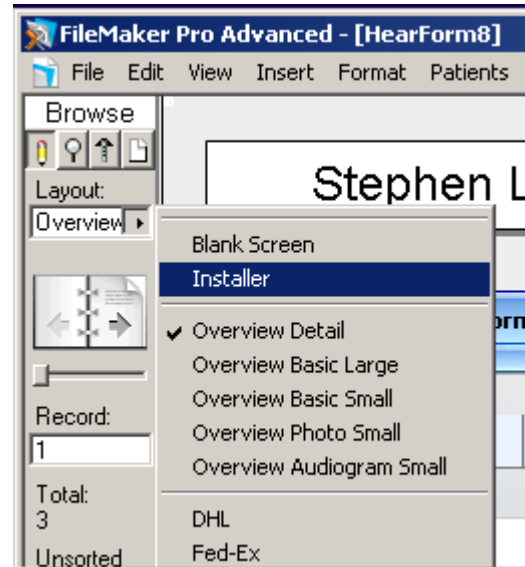
Windows 7/Vista UAC Instructions

On some Windows 7/Vista machine the User Account Controls (UAC) are enabled. These controls are designed to prevent files from being written to certain parts of the hard drive. Unfortunately one of those parts is where FileMaker Pro is stored.
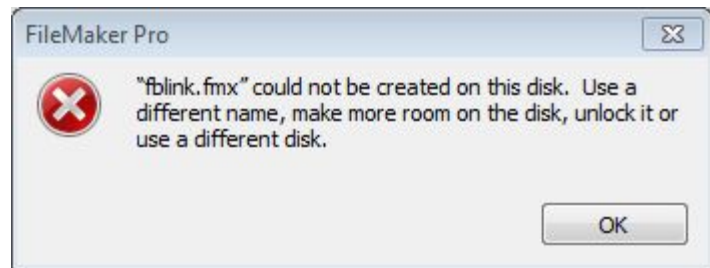
If you receive this error you will need to change you installation path to 'desktop'. This will save two (2) files to your desktop; Fblin.fmx and troi file plugin.fmx.

These two files will need to be copied to your FileMaker Pro installation folder.

1. Click on the Windows (Start) icon in the lower left of your computer screen.
2. Double-click the Computer entry from the pop-up menu.
3. Double-click the C:\ drive to open its contents.
4. Depending on your Operating system you may or may not have a folder called Program Files(x86). If this folder is present then double-click on it to open the folder, otherwise double-click the folder labeled Program Files.
5. Double-click the folder labeled FileMaker.
6. Double-click your FileMaker installation folder. The folder will have a number after the FileMaker name denoting the version you are using.
7. Double-click the folder labeled Extensions.
8. From your desktop drag the two (2) files you saved into your open Extensions folder. You may be prompted with a confirmation from your Operating system. Click Ok (Allow).
9. Start (or Re-start) HearForm.
10. Once HearForm is running confirm you have installed the plugins by Selecting the Edit Menu at the top of the screen then choosing Preferences.
11. Select the Plug-Ins tab and confirm the two (2) files, Filebooks Link and Troi File Plug-in are listed and checked.
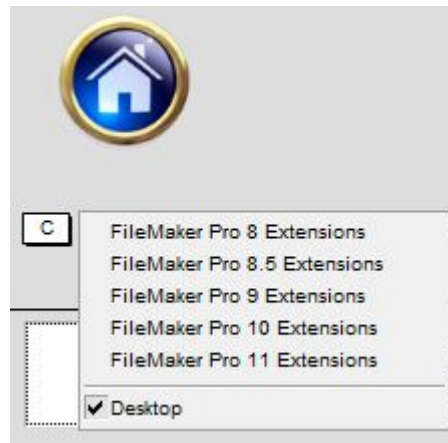
Transfering your Data to QuickBooks

Reopen your HearForm database system and navigate to any Sales Invoices screen.

Click the Orange QuickBooks Icon button to begin the posting process:

Note: It is possible that your scripts menu has been enabled to Post to QuickBooks. If so, you may simply select that option from the scripts menu from any screen.

Invoices cannot be posted twice, so only unposted Invoices will be processed.

If there are no unposted Invoices in the selected set of records the posting window will be empty. (Close the empty window.)

The very first time the HearForm plug-in links to QuickBooks, a dialog box will appear asking if you wish to grant access from an outside application.

1. Be sure to check the "Allow this application to access personal data such as Social Security Numbers…" checkbox at the bottom.

2. Click the "Yes, whenever this QuickBooks company file is open" radio button

3. Select **Continue…** when you have performed steps 1 & 2 above.
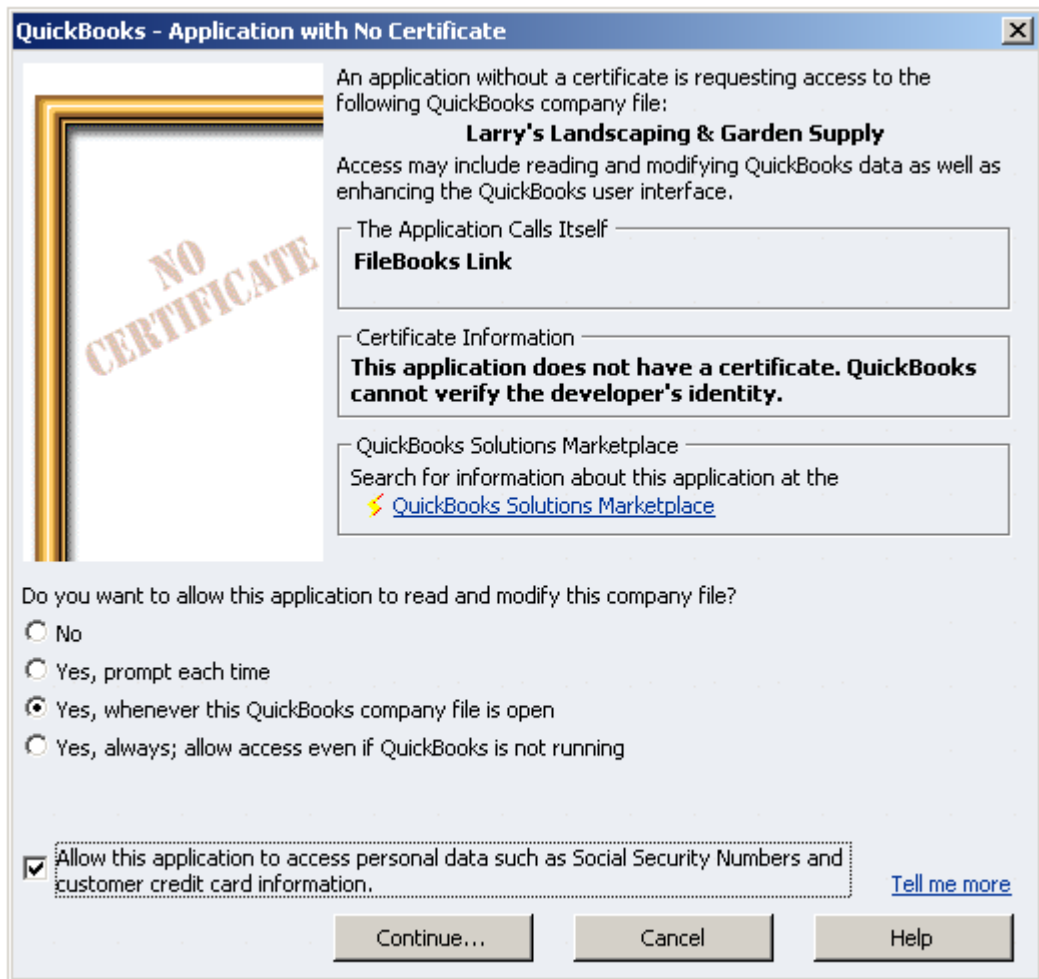
A subsequent dialog box will appear explaining certificate. Click the **Yes** button.
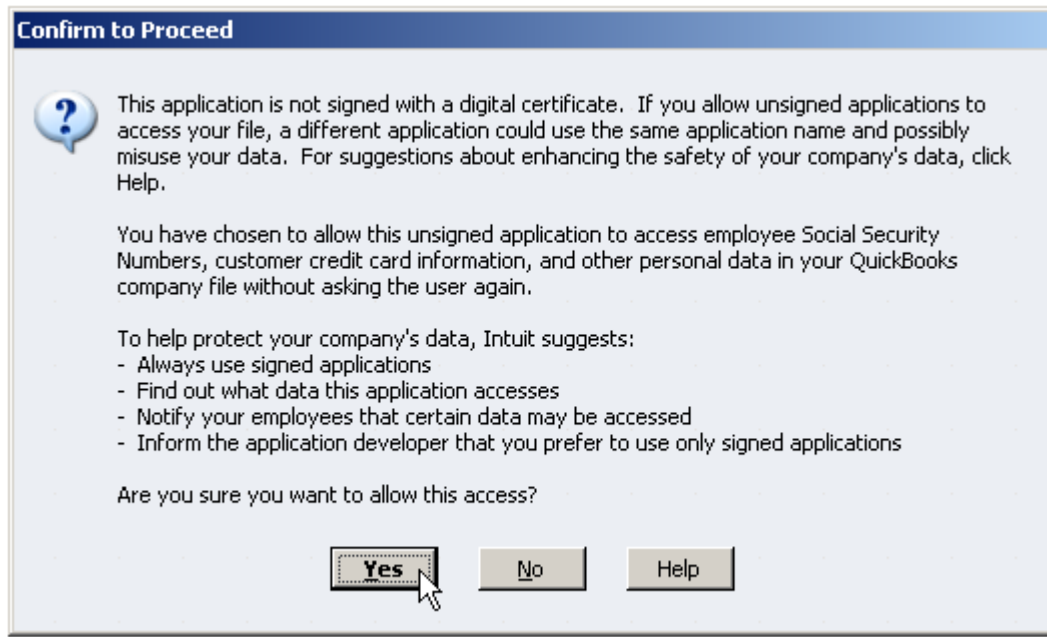
You will receive an Access Confirmation Dialog Box. Click **Done**.
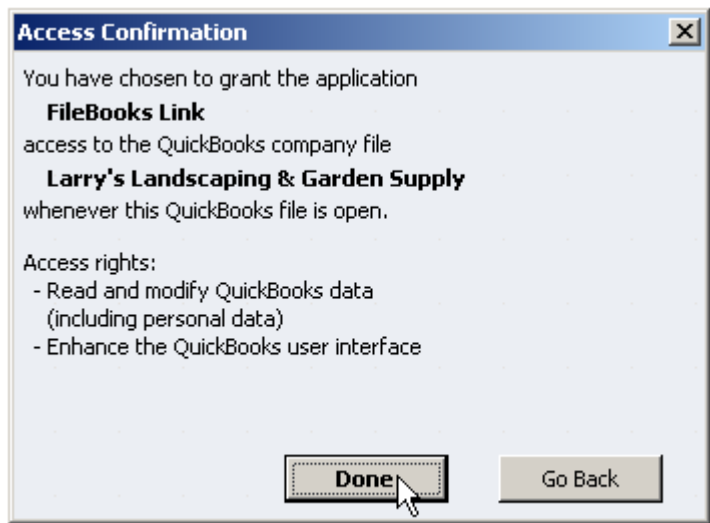
The very first time you try to send data to QuickBooks, you might see a dialog box explaining that the company file name in HearForm does not match with the Company File Currently opened in QuickBooks. (This should only happen the first time.) Click **OK**

Different Quickbooks Company Open...

The currently opened QuickBooks file with a company name of Larry's Landscaping & Garden Supply does not match the company name stored in preferences. Please open the correct QuickBooks file or change the name stored in preferences.

OK

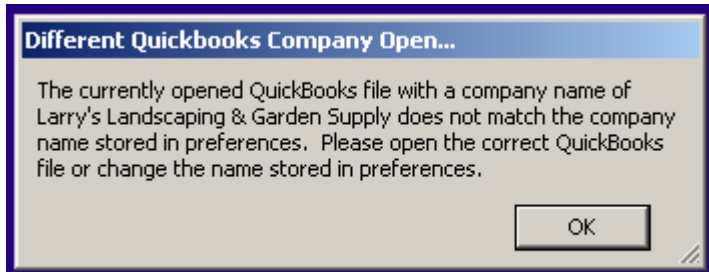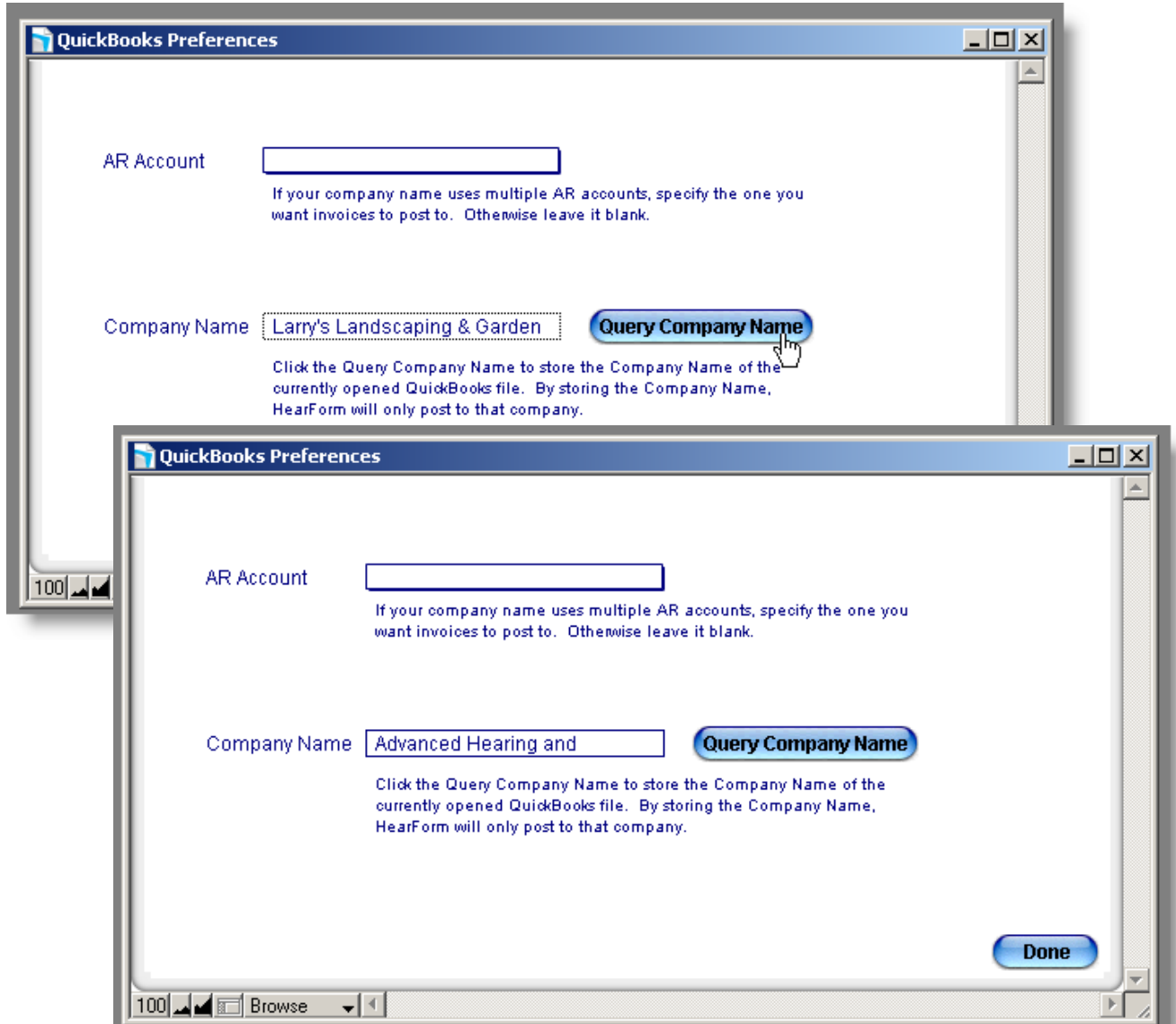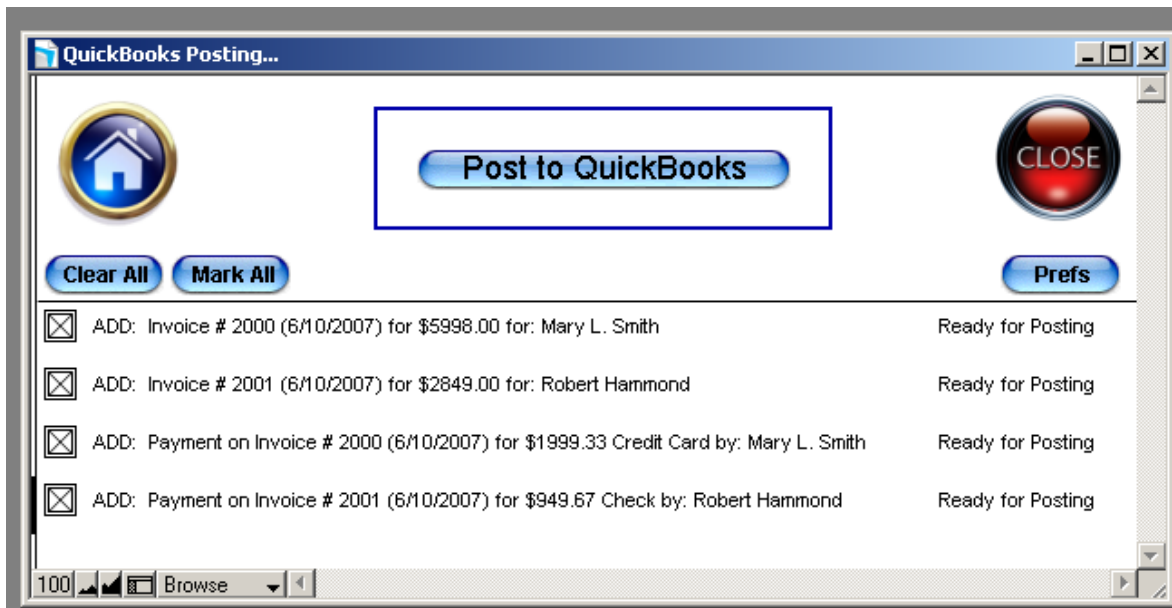Click the **Query Company Name** Button. Then Click **Done**. Your company name is now entered into HearForm's QuickBooks preferences. (Example: "Advanced Hearing") You do not need to adjust the AR Account field.

QuickBooks Preferences

AR Account

If your company name uses multiple AR accounts, specify the one you want invoices to post to. Otherwise leave it blank.

Company Name   Larry's Landscaping & Garden   **Query Company Name**

Click the Query Company Name to store the Company Name of the currently opened QuickBooks file. By storing the Company Name, HearForm will only post to that company.

QuickBooks Preferences

AR Account

If your company name uses multiple AR accounts, specify the one you want invoices to post to. Otherwise leave it blank.

Company Name   Advanced Hearing and   **Query Company Name**

Click the Query Company Name to store the Company Name of the currently opened QuickBooks file. By storing the Company Name, HearForm will only post to that company.

Done

100   Browse

The screen shown above will display.

This posting screen provides the following options…

- **Clear All – Clears the x from all invoices, Mods and Payments**
- **Mark All – Marks all the Boxes**
- **Prefs – Not needed for most users**
- **Home – Close this screen and navigate to the overview screen**
- **Close – Close this screen and go back to your previous screen**
- **<u>Post to QuickBooks</u> (The most common choice to make)**

Click the **Post to QuickBooks** button.

The QuickBooks Customer Association Screen Appears.

This Association screen provides the following options…

- Associate this HearForm Patient to an Existing QuickBooks Customer
- Automatically Create a New Customer
- Skip
- Continue
- Cancel

If HearForm finds a close match in QuickBooks, that customer's name will appear in the dropdown list. You can **Show All QB Customers** (this may take a while, depending upon the number of customers in QB.) You can also try to find a close match by clicking the **Show Name Match** text.
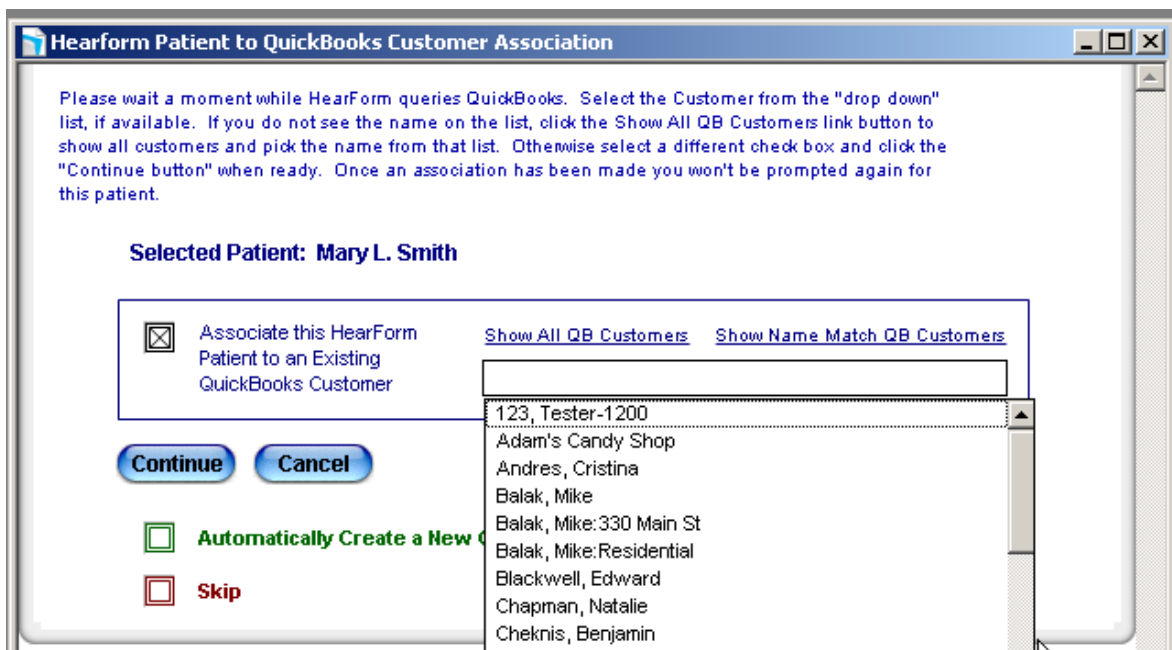

Typically, if a match is not found by HearForm, you will check the Green Box Marked "Automatically Create a New Customer."

Continue with the association process until all customers are associated, created or skipped.

Note: Once a patient in HearForm is associated with a customer in QuickBooks, you will not need to re-associate them each time a new invoice is created. If you accidentally associate a patient incorrectly, please call tech support for help. www.hearform.com

Once all the Patient / Customers have been processed, the following screen will appear. Close this window when you are finished. If there are any errors, please refer to the error list at the end of this document / section.
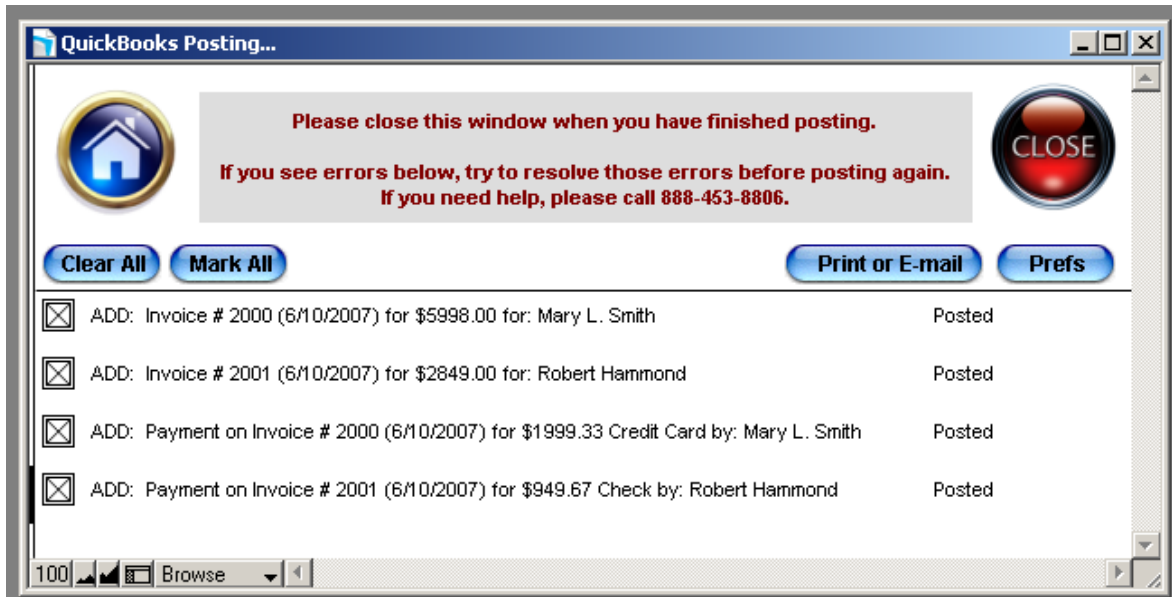
The HearForm invoices have now been re-created in your QuickBooks company file.
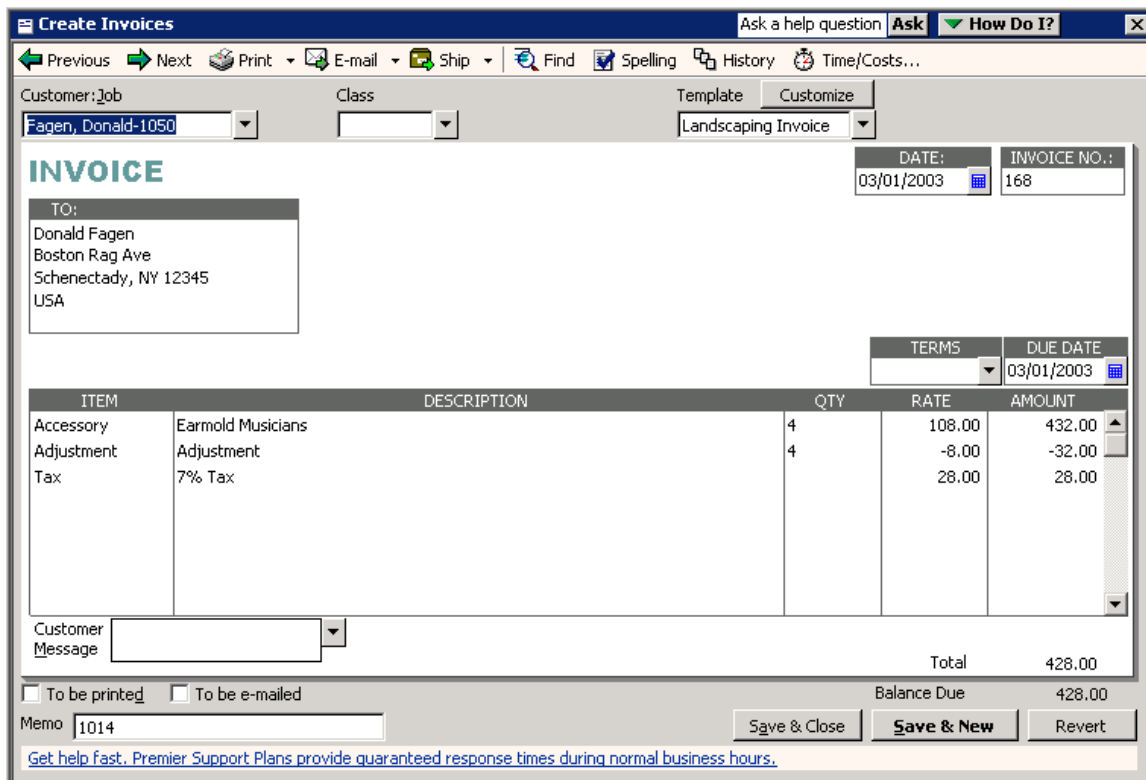
About Error Testing

Three types of error appear on the report: Pre Posting, QuickBooks and FileBooks Link errors. QuickBooks errors are identifiable by the "$" symbol and a positive error number. FileBooks Link generated errors are identified by the "$" symbol and a negative error number.

Pre Posting Errors

The following conditions will be tested before an Invoice posting is attempted:

- Invoice Number already exists in QuickBooks
- No Client Selected on Invoice
- Total Amount is Greater than Zero
- No Line Item Amount
- Product Type on Line Item

The following conditions will be tested before a Payment posting is attempted:

- Total Amount is Greater than Zero
- No Client Selected on Payment