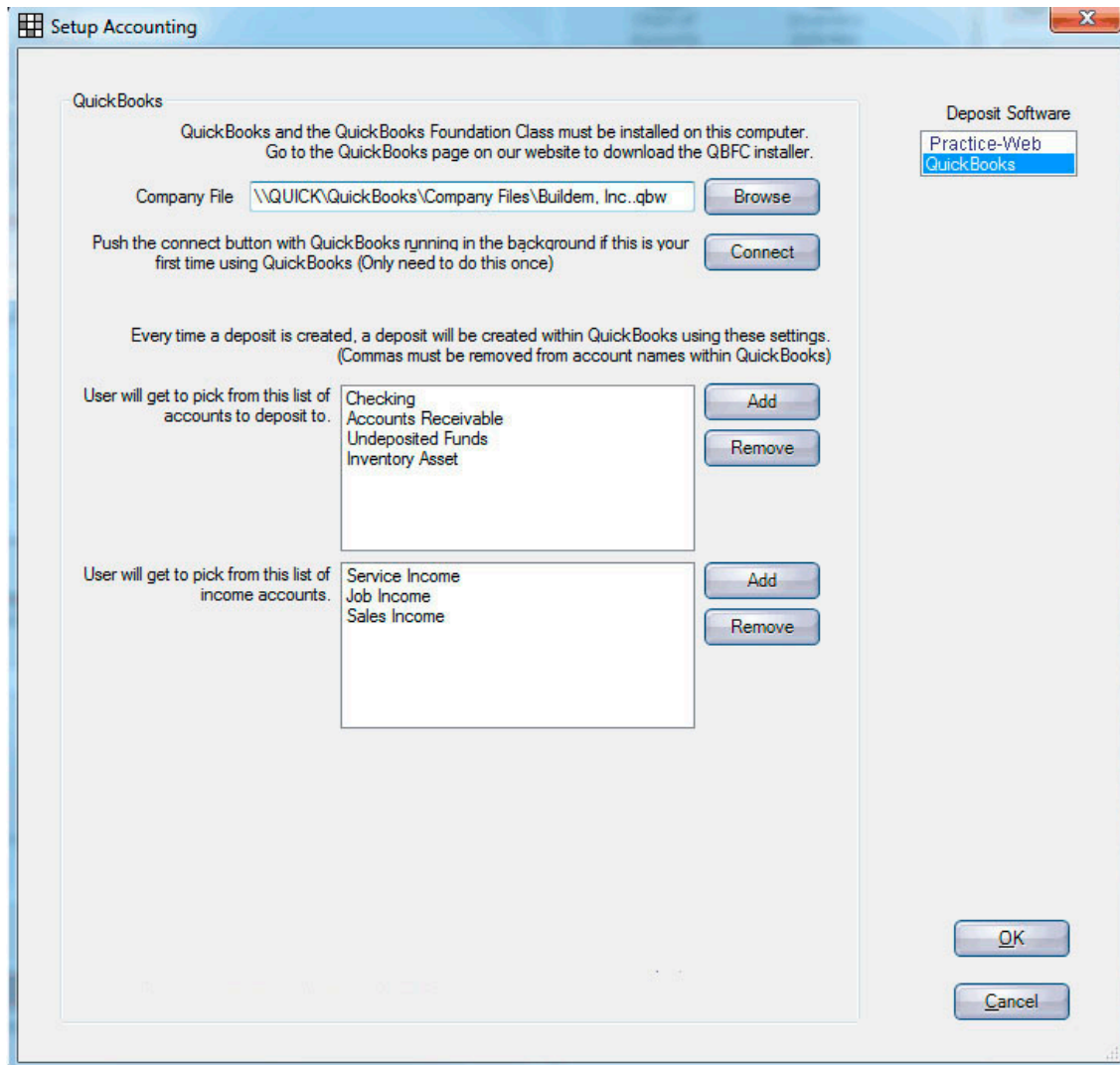# Using QuickBooks with Practice-Web

In the Accounting section, click setup from the menu. At the upper right corner of this Accounting Setup window, there is an option to use QuickBooks.

Before trying to use Practice-Web with QuickBooks you must first install the QuickBooks Foundation Class. Download QBFC10Installer.zip, unzip it, and then run the installer.

In the window above, type in or browse to your QuickBooks company file (if you choose to browse, make sure QuickBooks is not running while browsing for the file). If this is the first time connecting to this company file with Practice-Web, open the desired company file and log into QuickBooks as an administrator user if possible. While QuickBooks is logged into the company file, go back to Practice-Web and click the Connect button. If you did the previous steps correctly, this security window from QuickBooks should open.

Deposit Entries

To have a deposit automatically created in QuickBooks when a deposit is created within Practice-Web, click the Add button to create a list of deposit accounts that you will be able to choose from. Do the same for the list of income accounts that you will be able to select from when the deposit is created.

Press OK. The next time a deposit is created within Practice-Web, a deposit will automatically be created within the QuickBooks company file specified above using the accounts you chose at the time of creation. If you change or delete a deposit in Practice-Web, you will need to manually make the same change in QuickBooks.

Old deposits made in Practice-Web can be sent over to QuickBooks in the next update..

Things to Note

Practice-Web will not be able to utilize QuickBooks functionality if it is not installed on the local computer or if it cannot access the company file.

Practice-Web will run much faster if QuickBooks is open in the background. Otherwise QuickBooks will be launched silently in the background (no UI), have the necessary commands run and then close every time communication is required.

This bridge was written using QuickBooks 2012 and might not work with older versions of QuickBooks.

To edit the application permissions within QuickBooks, open your company file and:
1. Go to the Edit menu, choose Preferences, and then click Integrated Applications.
2. Click the Company preferences tab.
3. Make sure that "Don't allow any applications to access this company file" checkbox is not checked.
The Notify the user before running any applications whose certificate has expired checkbox can be checked. If it is, however, automatic access will be suspended if the application's certificate expires.
4. Select the appropriate application and click Properties.
5. Change any of the options.
6. If the company file has multiple users and Allow this application to login automatically is checked, select a user for the application to log in as.
Although you can permit the application to log in as any user you want, you may want to create a user specifically for the application. This lets you control the type of data the application can access.
7. If necessary, using whatever mechanism is available in the third-party application, set it to communicate with QuickBooks at your chosen time.

Deposit Slips

In the Manage module, at the top, click on Deposit Slips. The list will show all deposits ever made. Click Add to create a new deposit slip.

Edit Deposit Slip

Patient Payments

Date	Patient	Type	Check Number	Bank-Branch	Amount
10/03/2005	Leach, Michael	Cash			50.00
10/03/2005	Dahl, Francine	Credit Card			504.45

Insurance Payments

Date	Carrier	Check Number	Bank-Branch	Amount
10/03/2005	PHA	11111	96-505-1232	53.00
10/03/2005	Delta Dental	03880576	4-21	35.20
10/03/2005	Arizona Pipeline Services	316731	91-527	120.00

Date
11/10/2005

Amount
607.45

Bank Account Info
1234-567

Memo

Deposit into Account
Checking

Income Account
Service Income

Show
Start Date
10/03/2005

Clinic
all

Patient Payment Types
Check
Cash
Credit Card
Patient Refund
Insurance Refund

Refresh

Delete   Print   OK   Cancel

If a check you need is not visible, then you can change the start date and click Refresh. Unselect any patient payments or insurance payments that you don't want included on this deposit slip. Once you click OK to save the deposit slip, any attached payments are locked and not allowed to change.

Deposit slip printing is handled through Sheets. The deposit slip is completely customizable. The internal(default) sheet for deposit slips is designed to print onto preprinted QuickBooks forms. These can be ordered from many different suppliers. The top third gets torn off and includes preprinted bank account information. The bottom 2/3 is a detailed report that is kept by the dental office.

Correcting a Deposit

To correct a deposit slip, gather all physical documentation regarding the deposit and then print the current deposit slip in Practice-Web for your records. If you are using the Accounting feature and the deposit being corrected is attached to an accounting transaction, it must be detached first. Click the delete button to delete the deposit. Manually go through and correct the claim payments, check amounts, or anything that

was causing the deposit to be incorrect. Create a new deposit by clicking the add button and attach all the necessary payments then click OK.

QuickBooks

The memo and income account drop down will only be visible if you have the QuickBooks bridge enabled. This is so that deposits created in QuickBooks with specific accounts and will have a unique memo to easily identify them by.

Practice-Web can send old deposits over to QuickBooks. Double click on an old deposit from the Deposit Slips list and if the QuickBooks bridge is setup correctly, you will see the Send QB button in the middle right of the window. Select the desired deposit and income account for this deposit and click the Send QB button. A message will let you know that the deposit was successfully sent to QuickBooks. This button will only show if this is an old deposit that has not been sent over to QuickBooks.