CHAMBER NATION

QuickBooks System Integration Agreement

Questions: Please submit a help desk ticket which will be routed to the advanced support team.
(855) ADD-Members / (855) 233-6362

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Please complete the following information to order a Chamber Operating System.
FAX ENTIRE AGREEMENT INCLUDING SIGNATURE ON LAST PAGE TO: (855) 268-7329 or Email to Richard@MemberMomentum.Com

Organization: _____

Contact: _____   Title: _____

Your Email: _____   Phone: _____

I understand that the QuickBooks integration is a sophisticated service and requires a $500 fee for consulting, engineering and integration services to activate. I also understand that the ongoing license fee will be $25 per month. The details of this service is shown below.

Please read the following description on the Quickbooks interface.

The QuickBooks interfaces are written for Quickbooks Online Edition (QBOE) and QuickBooks Desktop (QBD) version 2014+. The two interfaces operate roughly the same, with exceptions noted below.   It is designed to allow you to push transactions in the **Chamber Nation System ("CNS")** over into QB so that they will match. This pushing of transactions (invoices and payments from the member billing and event registration modules) is done when you execute the sync operation, located at the top-right of member billing (once you've granted the CNS access to your QB account).

The primary difference between the two interfaces is that in the QBOE interface, the data is pushed directly into QBOE; and in the QBD interface, the data is pushed into a cloud environment (intuit anywhere), which can then be synced to your desktop using a 2nd sync operation within QBD.

NOTE: initially setting up the QB interface can be tricky; we recommend working with one of our staffers to guide you through the process one step at a time.

NOTE: keeping two systems in sync requires an ongoing commitment to verify that the two systems do not diverge. Although our interface contains tools to prevent this, there are no guarantees that you as a user do not create or change transactions in QB that the CNS is not/cannot be aware of, making the two systems fall out of sync. Since the bulk of problems that occur arise from user error, we can not be responsible for providing forensic accounting services to help you determine the source of a problem. In the event that the two systems get out of sync, if the source of the problem turns out to be a system error, we will correct it. However, determining the source of the divergence (specific transaction) is YOUR responsibility.

Connecting

for QBOE

In CNS configuration, Quickbooks configuration; there is a link = 'Click here to add/edit a connection'. Click on this and it will take you to a QBOE login screen where you can log in with your user/pass info, and then follow a series of pages that will allow you to grant the CNS access to your QBOE account.

- The user who does this must-have company administrator access rights.

- When going through the process, be sure to grant access rights for All Accounting.

For login security, answer 'No, Anyone who can log in... can use the connection'
 Once completed, QBOE will send the CNS a 'connection ticket' which allows the CNS to submit transactions to your account.

for QBD

You will first need to sync your company file to the Intuit Anywhere cloud. To do this it uses the Intuit Sync Manager. [need to add additional instructions here on procedure per version] so contact us.

Once that is done go to CNS Config, QB Desktop Config; then click on the Connect to QuickBooks button. You'll be asked a series of questions, at the end... the CNS will have a connection to the cloud version of your company data.

Starting out 'In-Sync'

Before we can start pushing transactions over to QB, the two systems (the CNS as well as QB), need to be 'in-sync'. This means that the AR (Accounts Receivable) numbers on QBOE must match that which is in the CNS, as of a particular date *AND any transactions after that date are only in the CNS and not in QB*. The idea is that by doing this, there is a starting point of agreement, such that we can easily detect out-of-sync conditions if necessary. The best report to use in the CNS is the aging report within member billing (view active and drop, members with +/- balances), then compare the number at the bottom to the numbers in AR in QB. Or better yet, compare to Member Balance Detail to see where the disagreement is.

Once you have reached an in-sync point, you will want to mark all transactions before the in-sync point as no-go (such that they will not be re-sent to QB, causing duplicates), and mark transactions after the in-sync point as 'go' (assuming they are not already reflected in QB). See the next section on how to do this...

Transactions - go or no-go?

You have the option of having some transactions to not be synced. This is useful if you have been using the CNS for a long time, and for many of the older transactions... you simply do not want pushed over into QBOE, because they are already reflected there (via double entry of transactions, journal entry, etc.). Consult with us on how best to get your QBOE started if this is the case.

To mark individual transactions as go/no-go, you can use the two Transaction Status reports at the top-right of member billing, under Quickbooks Interface; and then click on the links to the right of each transaction to toggle between export/do-not-export.

To mass-mark all transactions not yet synced as non-export (typically used when starting out with the QBOE interface), look for the link at the top of CNS Config -> Quickbooks Config.

Mapping of Transactions

In addition, we also need to set up a few items such that transactions in the CNS can map 1-to-1 and field-by-field.

In order to map individual transactions in the CNS to QB GL (General Ledger) accounts and QB invoice items, We first map individual transactions to CNS GL accounts, and then in turn map those CNS GL Accounts to QB GL accounts and QB items.

For the first part of this, the mapping of (invoice) transactions to CNS GL accounts works in 3 ways:

Membership Invoices (New Member and Dues) - GL accounts are assigned as a package, all new member invoices are assigned to a particular GL account, all renewal invoices are assigned to a particular GL account. This is done in Member Billing -> Edit General Ledger Accounts -> Select GL Accounts for Membership Invoices.
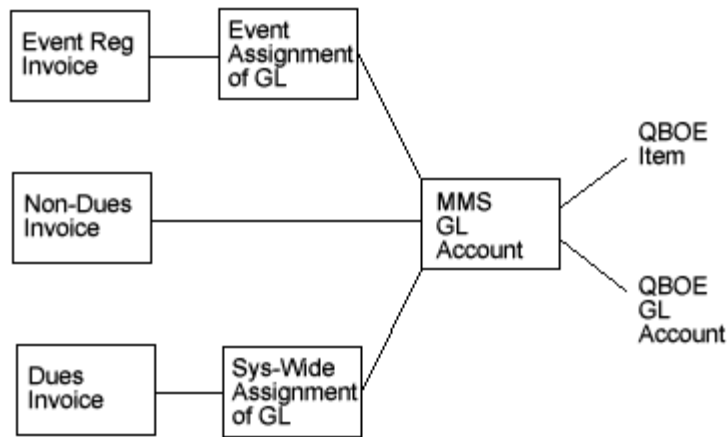
Non-Dues Invoices - GL accounts are assigned on an invoice-by-invoice basis, when they are entered.

Event Registration Invoices - GL accounts are assigned at the event level when the event is created/edited. There is a default GL account for event registrations, which can be set via CNS Config -> Quickbooks Config

For the second part of this, for any CNS GL account, it will need to be mapped to a gl account and an item (products/services) in QB. This can be done via Member Billing -> Edit General Ledger Accounts.
If an appropriate GL account or item is not available for selection, you will need to create it first in QB.
This diagram attempts to explain the linkage between transactions and QB items (listed as Products and Services in QB) and GL accounts:

Event Reg Invoice — Event Assignment of GL

Non-Dues Invoice

Dues Invoice — Sys-Wide Assignment of GL

MMS GL Account — QBOE Item

QBOE GL Account

We also have class codes that can be mapped to classes in QB, in an identical manner as the GL accounts (however, as of this writing, classes are only available in QB in the higher-tiered QB plans)

AR Accounts - transactions from the CNS can also be mapped to AR accounts in QuickBooks. This can be done via CNS Config -> Quickbooks Config. This feature can be very useful in dealing with out-of-sync issues (see below).

Running the Sync Operation

The sync operation is where the transactions are actually sent ('pushed') to QB.

You'll want to do this on a regular basis. Probably weekly or monthly, however often you want to make sure things are synced up. The sync operation is located in the upper right of the billing menu, at the bottom of the Quickbooks functions.

The sync operation works in two stages (and two corresponding pages). You will run the sync, and scroll to the bottom looking for a 'continue' button- two times one for each state (page).

The first page deals with problems with transactions detected on the CNS side

The second page deals with problems with transactions detected on the QB side

If a problem is detected in either, the script will stop and give you an error, you will then need to make corrections to the data/system and try the sync operation again. This can be tedious the first few times if there are lots of errors, but over time, it will get easier.

Keeping In-Sync

Not every action in the CNS is automatically sent through to QB. Changes and voids to transactions in the CNS, need to be MANUALLY reflected in QB. **NOTE: Once you are up and running using the QB interface, it is YOUR RESPONSIBILITY to periodically compare numbers between QB and the CNS to make sure the two systems are in sync**.

Dealing with Out-of-Sync problems

There are several reports that are available that will help you track down the mismatched transactions in out-of-sync situations. Assuming that you have all transactions in the CNS over in QB and vice-versa (there are no transactions in QB that didn't originate in the CNS), this will make keeping things in sync easier.

If this is not the case, probably the best way to do this is to have CNS-based transactions all go into a particular AR Account. Then you'll be able to use reports to get totals on the QB side, exclusive to the CNS transactions. Which you can then match up to equivalent CNS reports.

Automatic Out-of-Sync Detection

We have a module that compares all synced transactions nightly and can provide you with a report (list) of all out-of-sync conditions (where the amount of a transaction or the date of transactions has changed on the CNS or QB side). You may then use the list to manually correct, and then overnight, the script will verify you have returned the system to an in-sync status.   Ask us for more info on this out-of-sync detection.

I have read the Quickbooks interface description and agree to follow the instructions. There is a $500.00 setup fee and a $25.00 per month service charge for this program. It is your responsibility to maintain both the Chamber Nation billing system and your Quickbooks with proper updates and accurate information. Chamber Nation provides this service as stated above. It is your responsibility to maintain its accuracy. If you require additional engineering support to fix internal errors caused by not following the instructions, you may incur additional charges.

Acceptance of the Monthly Online Services Agreement

Your signature acknowledges acceptance of the monthly "Online Service Agreement" to pay for service beginning at the time QuickBooks sync access is granted. I also agree to abide by the terms of service described above:

Signature: _____ Date: _____

Your Organization Name: _____ Phone: _____

Please EMAIL signed this agreement to richard@membermomentum.com / mail check for setup to: EcTownUSA, LLC. Attn: Accounting Department P.O. Box 61626 Reno, NV 89506

Main: 855-Add-Members/855-233-6362   Fax: 855-2OurFax/855-268-7329

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