Sunburst Software Solutions, Inc. Presents

A Complete Installation Presentation of:
Construction Application for Payment Solution (CAPS)© &
QuickBooks® Pro/Premier 2003-2006 & Enterprise Solution 3.0-6.0

For Use With CAPS Version 5.0
http://www.sunburstsoftwaresolutions.com/

2/3/2006

Construction Application for Payment Solution: Generate Quick, Accurate Billing Information Using the Standard AIA Format.

Overview:

Construction Application for Payment Solution (CAPS) works with QuickBooks® to help you or your clients create Percentage of Completion contract billing on original AIA G702 "Contractor Application for Payment" and G703 "Continuation Sheet" and the Construction Manager-Advisor AIA G702 and G703 (or similar plain paper forms) without time-consuming data entry.

Because CAPS utilizes existing QuickBooks data:

- You can reduce or eliminate errors
- You can expedite the payment process,
- Anyone in your office can generate these billings
- You save time and money

Key Benefits:

- Get paid faster
- Save time on contract billings through seamless integration with QuickBooks
- Create accurate, timely, legible billings
- Eliminate transposition errors
- Stop entering the same data twice

- Uses your existing QuickBooks data
- Simplifies critical areas of your business
- Makes your job more efficient
- Allows you to concentrate on your business
- Designed specifically to integrate with QuickBooks®; since QuickBooks Pro 99
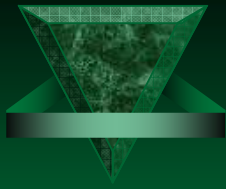
Welcome

Welcome to the Construction Application for Payment Solution (CAPS)/QuickBooks Data Integration presentation. This document will provide you with the information necessary to successfully integrate CAPS with QuickBooks.

This presentation should be used along with the Flash training demonstration provided on the Demonstration page of our site, the installation CD and either the whitepaper, printed manual or in-program Help File. In CAPS click on Help->Contents or Help->Search for Help on......
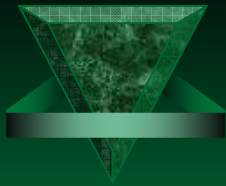
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Why was CAPS created?

Nancy Smyth, President of Sunburst Software Solutions, Inc., has utilized Intuit products in a variety of industries since 1986, specializing in the construction industry, and has been a Certified QuickBooks ProAdvisor since 1999.

Providing bookkeeping services for several small Union and Non-Union construction firms in Connecticut, Nancy knew QuickBooks® was a great tool to be used not only for herself, but also by the small business owner.

While completing a job-costed payroll for 10 employees or a progress invoice within QuickBooks® was a fast and efficient process, completing the required Certified Payroll Reports and AIA Billing would take hours to complete.

Distaste for these tedious tasks led to a lengthy search for someone to extract this information from QuickBooks® and assemble these forms, ready to be signed and submitted.

Entering the same information multiple times in QuickBooks and an Excel spreadsheet, a standalone billing program, or another software program was a time-consuming, highly error prone, and tedious process taking hours each week or each month to complete.

Finding a way to automate these tasks would free up time, increase accuracy, and reduce the risk of transposition errors – which in turn would allow the contractor to be paid faster.
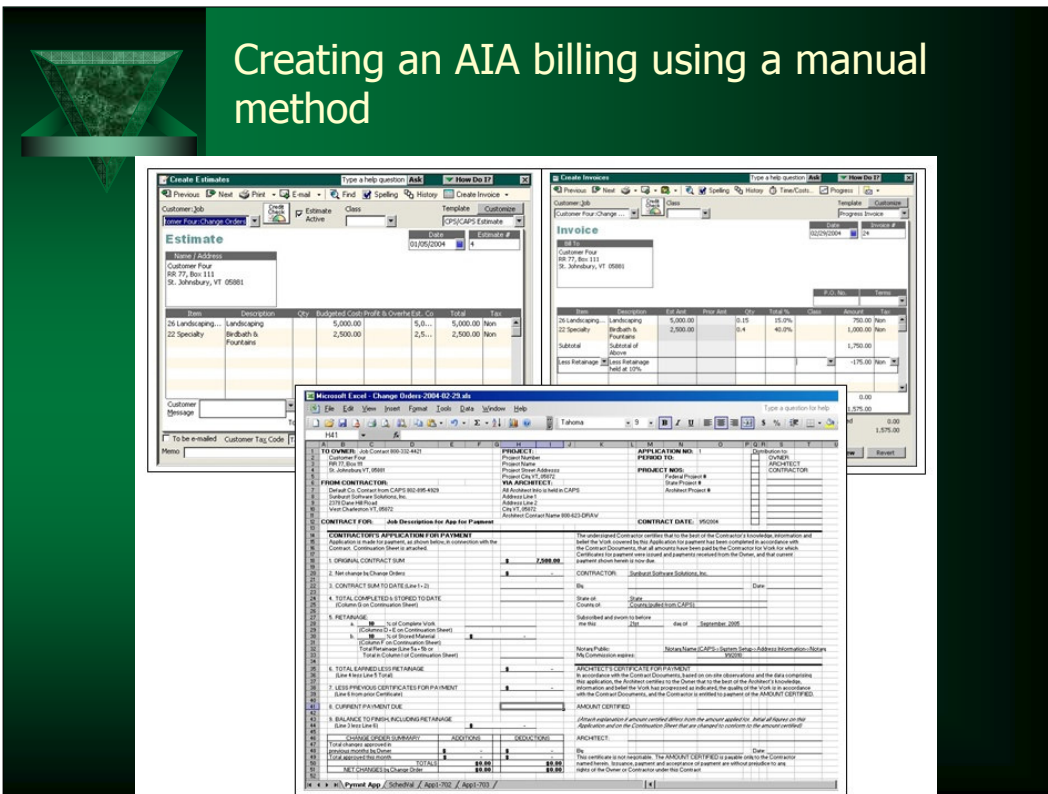
Creating an AIA billing using a manual method

This is a sample of the AIA billing format created in an Excel Workbook.

First the user must create "Worksheet Templates" for both the Application for Payment and the Continuation Sheet that contain information that does not vary each month..

Each month as they are ready to make a draw request they must create a QuickBooks Progress Invoice and print it out.

Then they must open the Workbook, make copies of their templates and manually enter the required information.

These individual worksheets contain complex mathematical formulas that can be broken quite easily.

All in all the manual transfer of data is a tedious and error prone task.
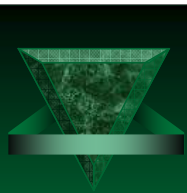
Problems that arise from manual methods

- Time consuming task
- Easy to transpose numbers
- Error prone process
- Tedious process
- Inaccurate billings
- Illegible billings if completed by hand
- Missing information
- Billings do not meet compliance monitoring
- Billings are not approved
- Payments to the contractor is delayed
- Overall frustration & dissatisfaction with QuickBooks due to lack of functionality

CAPS extends the power and functionality of QuickBooks Pro, Premier, Premier Contractor, or Enterprise. QuickBooks on it's own cannot produce the required billing format required under AIA billing, which means that the end use must re-enter the data using the required format using either a stand-alone program, handwritten forms, or elaborate Excel spreadsheets that must be updated with each new billing. Duplicate data entry in multiple programs is time-consuming and error prone.

Key Benefits of using CAPS in conjunction with QuickBooks

▪Saves time on contract compliance

▪Creates accurate, timely, legible billings following the AIA format

▪Eliminates transposition errors

▪Eliminates duplicate data entry

▪Simplifies critical areas of clients business

▪Expedites the payment process

Key Features of CAPS

▪Uses existing QuickBooks data from Job Records, Estimates, and Progress Invoices

▪Holds required information that QuickBooks has no means of tracking in *linked* records within its own database

▪Print on AIA original G-702/703 or AIA G-702/703 CMa forms

▪Print plain paper version of the G-702/703 and G-702/703 CMa

▪Handles Fixed or Variable Rates of Retainage Calculations

▪Easily handles Taxable Contracts

▪Generate 30+ common Contract Documents or create your own custom documents

The Bigger Picture

- These billings are required to be submitted by General Contractors, Subcontractors, Developers, or Builders under various circumstances
- It takes hours each month to complete these forms by hand.
- The contractor typically doesn't receive payment until 60-90 days from the time the billing is generated.
- QuickBooks holds 75% of the information required to complete the forms.
- The problem – how to get that data!

Typically contractors have to wait 60-90 days from the date they submit the draws before they are paid; additionally, if there is a problem with the billing they are not notified until it is time for the first draw to be paid – in the mean time they have submitted additional billings.

In situations like this, not only is payment delayed; but all invoices submitted up to this point must be corrected and resubmitted; causing a longer delay in payment and cash flow problems.

When this happens the contractor becomes extremely frustrated with QuickBooks due to the lack of functionality and begins the search for a higher-end construction specific software program that will automate billings and eliminate transposition errors; however, these programs can cost thousands of dollars and require hours of specialized training.

The thought process, program design, and solving the problem
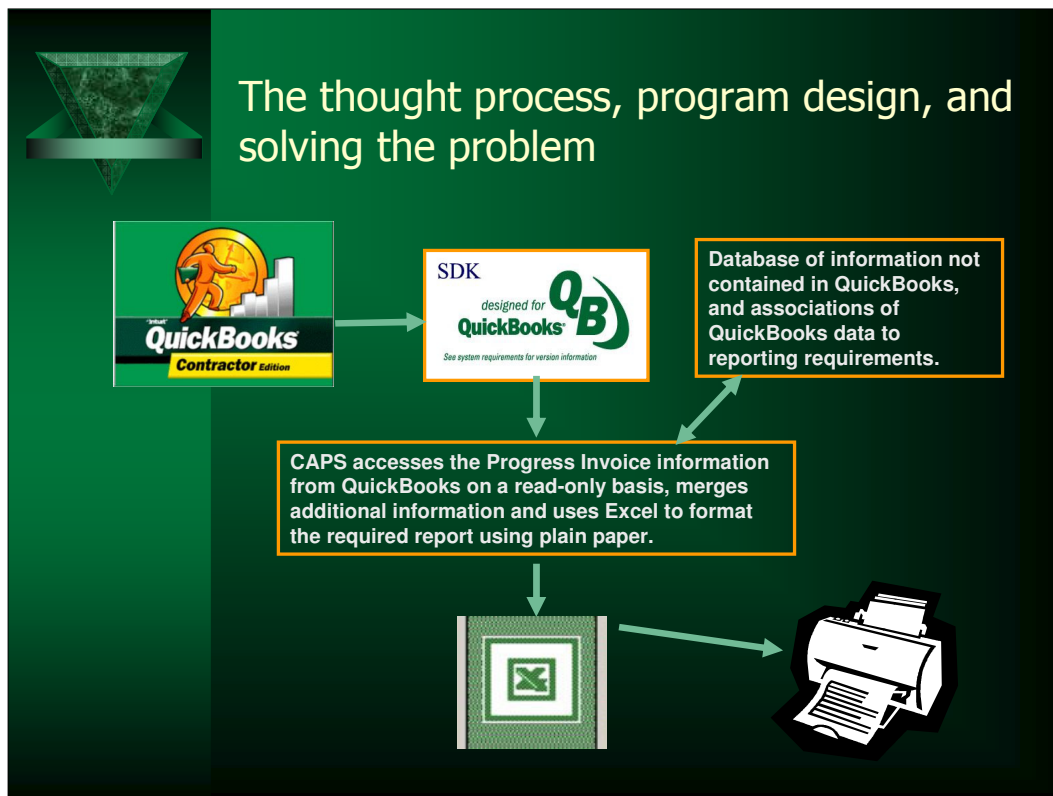
1. QuickBooks with some fine tuning – specifically the use of the Estimating/Progress Invoicing functions, and utilization of the "Ship To" Address Block in the job record to hold the project number, project name, and physical location – holds **roughly 80-90% of the required information.**

2. The Intuit Software Development Kit (SDK) provides access to Job records, Estimates and Progress Invoices on a **read-only basis** (which means your clients data is totally safe because **nothing** is written back to the QuickBooks file.

3. Construction Application for Payment Solution would contain in it's own database, through the one-time creation of **"linked records"**, missing information about jobs; that QuickBooks either provides no means of tracking or cannot be reliably tracked and read due to limitations of the SDK.

4. The information from both programs would then be "merged" and formatted into the correct layout using Microsoft Word and Excel and printed.

5. If AIA Original documents are required, the user purchases the appropriate forms, completes a printer alignment in CAPS, feeds the forms into their printer, and prints the information onto those documents.
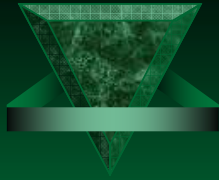
How Construction Application for Payment Solution Accesses QuickBooks

Construction Application for Payment Solution (CAPS) is written using the Intuit Software Development Kit (SDK) and accesses the QuickBooks® data file on a read only basis – in other words, CAPS *only reads* information that has already been entered in QuickBooks® and manages that data in a way that is unique to certain portions of the construction industry that QuickBooks® cannot accomplish itself without ever writing anything back to the data file.

For more information on how CAPS utilizes the Intuit Software Development Kit we have provided the following article
http://www.sunburstsoftwaresolutions.com/articles/CAP%20SDK%20Utilization.pdf

What information does CAPS access?

CAPS utilizes the following QuickBooks items:

- ✔ The "Bill To", "Ship To", "Customer Type", "Job Status", and "Job Description" information contained in the QuickBooks Job Record
- ✔ QuickBooks Estimates
- ✔ QuickBooks Progress Invoices

How does CAPS utilize this information? Refer to the following article
http://www.sunburstsoftwaresolutions.com/articles/CAP%20Info+.pdf
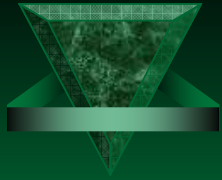
What Functions Does Construction Application for Payment Solution Provide?

By reading basic information from Estimates, Progress Invoices, and Job records in QuickBooks, and combining that with other required items that QuickBooks provides no means of tracking (which are stored in *"linked records"* in Construction Application for Payment Solutions own database), CAPS will generate a plain paper version of the G-702 – Contractor Application for Payment and G-703 Continuation Sheet and G-702/G-703 CMa **OR** will print the required information on AIA Original G-702/G-703 and G-702/G-703 CMa versions that you purchase and feed into your printer.

Additionally, CAPS can produce various Contract Documents, deal with several different methods of retainage, handle negative invoices or credits, track and bill for retainage, and generate a convenient "Billing Worksheet" for the next payment application.
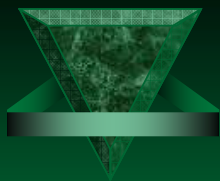
Advantages of the QuickBooks 2004-2006 Data Interface*

- ❖ CAPS Menu Items can be added directly to the QuickBooks Customer Menu
- ❖ CAPS can be automatically notified when a new customer, or job is added to QB, so that you can complete the additional information required on the billing forms that QB doesn't handle while having all the proper paperwork in front of you

*Important Note:
These options are only available if you are using QuickBooks Pro/Premier 2004/2006 or Enterprise Solutions 4.0/6.0 editions, and complete instructions for accomplishing this are provided in the programs manual.

Through improvements made in the Intuit SDK, features like the above give 3rd party applications a more "integrated" look and feel. Instructions for accomplishing this are provided in the manual included with the program.
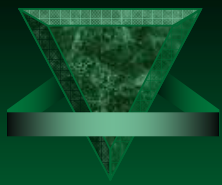
Prerequisites Before Starting –
How to ensure a smooth integration

Installing & integrating CAPS with QuickBooks is an easy process – most times this setup is minimal.

There are some things that can cause this process to not go smoothly, such as improperly updated computers/programs and failure to read the manual – to avoid any potential pitfalls, refer to the **Quick Start Guide** provided with the manual and be sure that all items listed have been reviewed. The Flash Training Demonstration provided on our site or on the CD will cover all the basics.
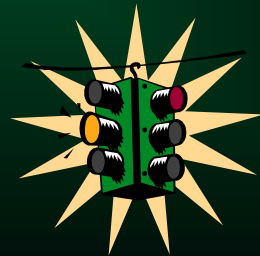
The **Quick Start Guide** provided with each manual covers such items as the following:

•The windows operating system has all critical updates & service patches applied

• Microsoft Word & Excel are installed on the computer & have all service patches applied

• All QB updates have been downloaded & are installed properly

• Verify that QB Preferences are set as outlined in the manual

• Insert the CAPS installation CD and from the Installation Manager select the Flash training demonstration for a basic overview if you prefer NOT to read the manual

• Verify Setup of QuickBooks Jobs, as outlined in the manual

• Setup Retainage Accounts and Items, as outlined in the manual

• Setup and Create Estimates, as outlined in the manual

• Setup and Create Progress Invoices, as outlined in the manual

•Visit http://www.sunburstsoftwaresolutions.com/support-area.htm & download the most up to date troubleshooting & error messages
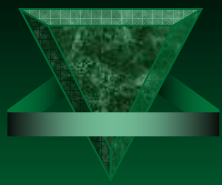
Integrating CAPS with QuickBooks – A Step-by-Step Overview

 ⍔ In most cases, inserting the installation CD starts the Setup Manager.
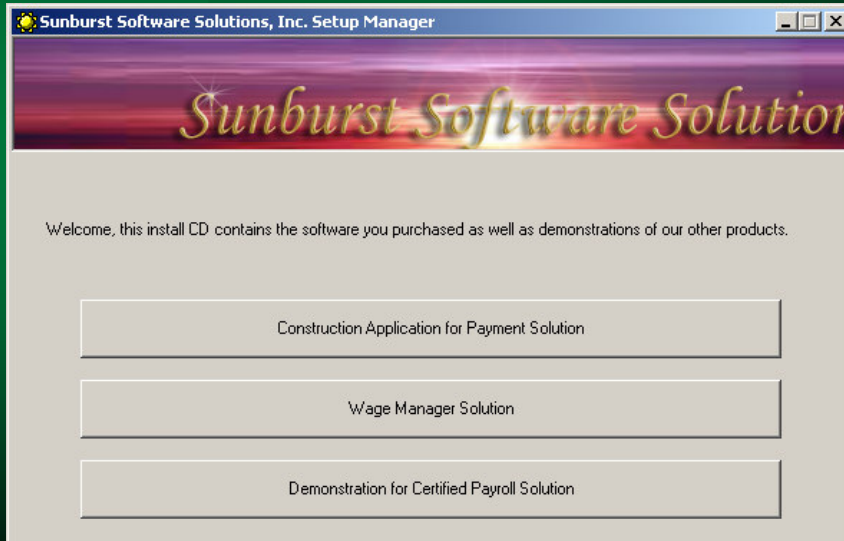
Select Install Construction Application for Payment Solution to begin the program installation.

You may also view demonstrations of Wage Manager and Certified Payroll Solution.

**Network installation instructions are provided in the manual.**

What can go wrong and why?

We have thoroughly tested the installation process with various hardware and software configurations, however, it is virtually impossible to know exactly how someone else has setup their computer, their network, etc.

Spyware programs, such as Microsoft Anti-Spyware, can cause installation issues and it is best to disable spyware prior to installation.

Other things that can cause installation and integration problems include:

✓ Insufficient permissions to install programs in a network environment

✓ Windows updates have not been installed

✓ Office updates have not been installed

✓ Windows 98 computers have been upgraded to Windows 2000 or XP
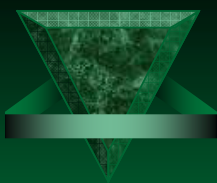
Integrating CAPS with QuickBooks – Initial Setup

⋎ While CAPS is installing, open the QB company file in single user mode, logged in as the QB Administrator, and minimize QB.

Initial Setup

Company Name for Reports	
Serial Number	
License Key	
Data Location Path	

Ok

The Initial Setup screen will be pre-filled with the Company Name as provided when you placed your order; along with the Serial Number and License Key if you purchased CAPS on CD.

If you purchased CAPS via download you will need to copy and paste this information from the email you received.

CAPS is licensed to a single company, should you need an additional license for another company that you own please contact us to purchase an additional license at a discount.

Modifying the company name in any way will result in an error message.

After you have accepted the license agreement, you will be taken to the Initial Setup screen.

Here you will be required to enter the following information – if you purchase the program via electronic download:

Company Name for Reports

This is the information that you provided at the time you placed the order.

Serial Number

The product serial number

License Key

The product license key

Data Location Path

The default is to install CAPS to C:\Program Files, if you have more than one drive, you can change the location of where your data is stored.

Troubleshooting

Altering the Company Name in any manner will result in an "illegal license agreement" error message, this includes having the CAPS Lock on when the licensed name is in both upper and lower case. If the company name is not correct, contact technical support to notify us of the problem.
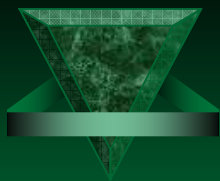
Integrating CAPS with QuickBooks:
Granting Permissions – A 2 step process for users of QuickBooks 2003/2004, Enterprise Solutions 3.0/4.0
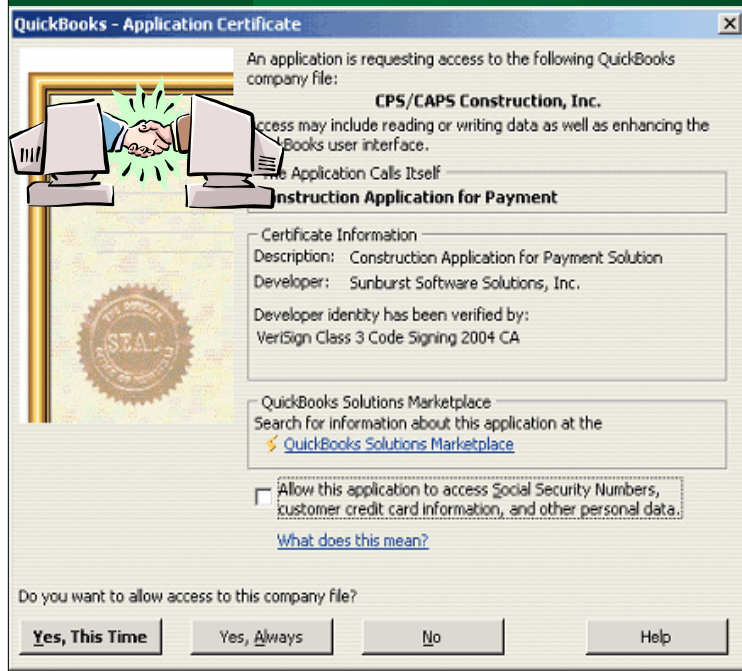
CAPS will now access your QuickBooks Pro/Premier/Enterprise company file requesting that you grant it permission to access your file. The following QuickBooks Integrated Application Screen will appear click the Yes, Always button.

On the Confirm to Proceed screen, select the Yes button.

Troubleshooting:
If this screen does not appear there are two possible problems:
1. You are using QuickBooks Pro/Premier 2003 or Enterprise 3.0 and the Request Processor (which is how CAPS talks to QuickBooks) did not install correctly. Use CTRL+ALT+DEL to bring up the Windows Task Manager, select End Task for both QB and CAPS. Contact Technical Support for help installing the New Request Processor.
2. You are using QuickBooks Pro/Premier 2004/2005 or Enterprise 4.0/5.0 and there is a QuickBooks update that has not installed properly. We see this on occasion, mostly with Dell & HP computers running Windows XP. Please contact Technical Support should this happen.

Permissions must be granted by the QuickBooks Administrator, while being in single-user mode. This is a one-time process.

Selecting the "Yes, Always" option is entirely safe. CAPS does not access the QuickBooks company file unless it is instructed by a "human" to retrieve invoice information.

Troubleshooting:

If this screen does not appear there are two possible problems:

1. You are using QuickBooks Pro/Premier 2003 or Enterprise 3.0 and the Request Processor (which is how CAPS talks to QuickBooks) did not install correctly. Use CTRL+ALT+DEL to bring up the Windows Task Manager, select End Task for both QuickBooks and CAPS. Contact Technical Support for help installing the New Request Processor.

2. You are using QuickBooks Pro/Premier 2004-2006 or Enterprise 4.0-6.0 and there is a QuickBooks update that has not installed properly. We see this on occasion, mostly with Dell & HP computers running Windows XP Home Edition. Please contact Technical Support should this happen.
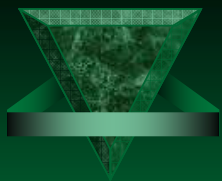
Integrating CAPS with QuickBooks: Granting Permissions – the 2nd step

To grant the 2nd set of permissions: In QB, Choose Edit -> Preferences -> Integrated Applications -> Company Preferences

Highlight Construction Application for Payment Solution in the box and click Properties to be taken to the Access Rights tab
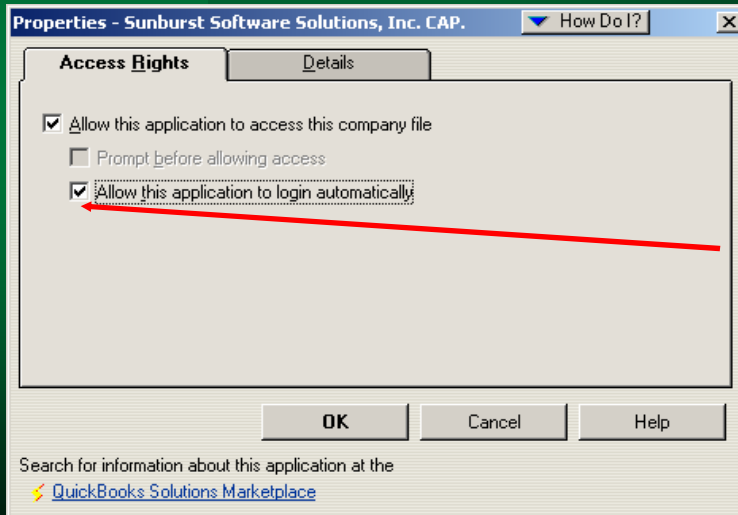
To allow CAPS to access the QB file even if it is closed – check Allow this application to login automatically. The Login as should be someone with Administrator rights or sufficient privileges to access billing information.

This is our #1 support call

If you choose to run CAPS with QuickBooks closed, you will notice a difference in the amount of time in which the two programs begin their initial communication.

Construction Application for Payment Solution follows the protocols of the User Permissions that have been established within the QuickBooks data file.

Integrating CAPS with QuickBooks:
Granting Permissions – QuickBooks Pro/Premier
2005/2006 and Enterprise Solution 5.0/6.0
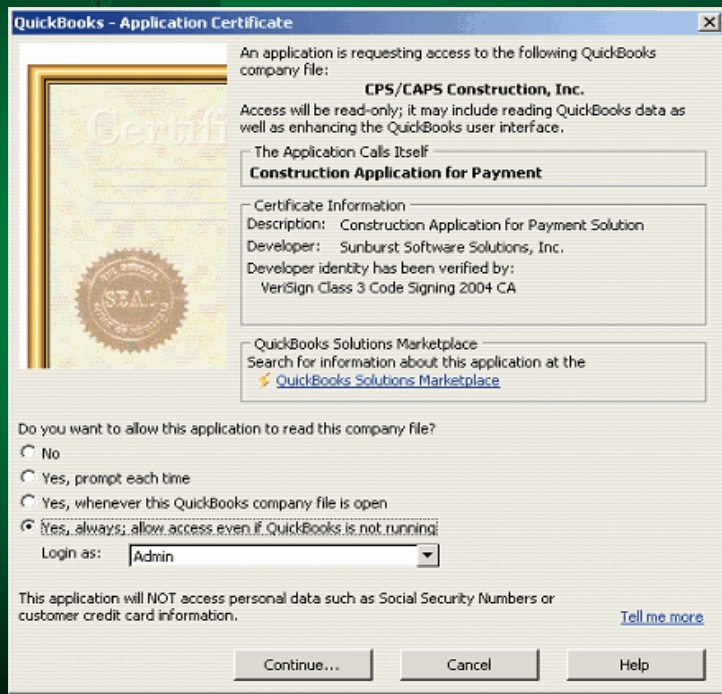
Intuit has made it easier to grant permissions in these versions, and allows Developers such as ourselves to indicate "how" we will be accessing your QuickBooks company file.

On this screen you should check the **"Yes, always allow access even if QuickBooks is not running".**

This screen also indicates that CAPS does not requires access to personal data such as Social Security Numbers, and that it access the QB file on a read-only basis

Because of stricter permission settings in Enterprise 5.0/6.0, some users may experience difficulties, if you experience error messages stating that the user chosen in the "Login as" section does not have sufficient permissions to access information", please refer to the Minimum Permission Settings for Enterprise 5.0/6.0 Users, found in the printed manual and the CAPS In-Program help.

Integrating CAPS with QuickBooks:
Granting Permissions – QuickBooks Pro/Premier
2005/2006 and Enterprise Solution 5.0/6.0
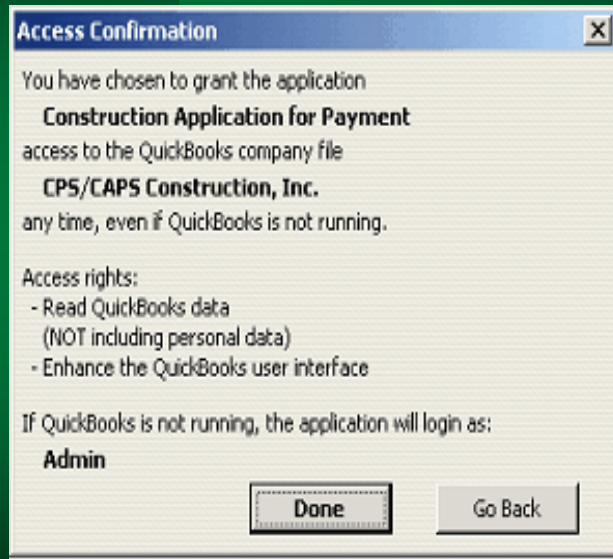
The Access Confirmation screen shown to the left simply provides an overview of the permissions that you have just granted to CAPS, and confirms that it will only **Read QuickBooks Data.**

Special Note for Enterprise 5.0/6.0 Users: Due to the dramatic changes that Intuit has made in the entire User Permission process only in Enterprise – we have documented what the required permissions are that CAPS needs in order to run correctly under any user other than the QuickBooks Administrator, and have included them in the manual.
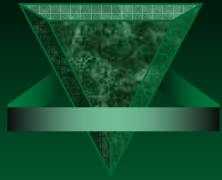
Integrating CAPS with QuickBooks:

This concludes the most crucial portion of the integration of the two programs.

After you have completed granting permissions, minimize QB and you will have been automatically taken to the System Setup - Addresses section of CAPS.

Following the instructions found in the manual, complete the necessary information on the Addresses Tab, and then System Setup and Options tabs.

When you have completed this you are ready to begin Setting up Construction Application for Payment Solution to Work with QuickBooks!

Setting Up CAPS to work with QuickBooks: Starting CAPS

You are now ready to run the first AIA billing with CAPS.

From the Main CAPS Menu, choose File -> Application for Payment
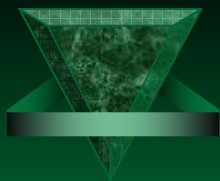
Setting Up CAPS to Work With QB: Entering Dates

You are now ready to run the first AIA billings with CAPS.

From the Main Construction Application for Payment Solution screen, choose File -> Application for Payment.

You can choose to retrieve invoices:
1. by a date range that they were created
2. or an actual invoice number range
3. or invoices that were modified today

When these dates/invoice numbers have been entered, click the Next Button

QuickBooks Progress Invoices can be retrieved batch style with either a date or invoice number range or individually based on a specific invoice number to retrieve.

Setting Up CAPS to Work with QB:
Retrieval of Data & Creating Linked Records

As CAPS accesses the data file, it will begin compiling a list in this box of all the jobs that it finds that have a **Customer Type** of "AIA format" and a **Status** of "In Progress" in the QuickBooks job record based on the dates provided and will require you to "Create link to QuickBooks".

Selecting **Add** will begin the process.

You will find it most helpful if your client is sitting with you during the initial "linking" process, as there is likely information that only they will know about the Jobs and the billing requirements.

Linked Records are created because there are several items that are required to comply with AIA Billing mandates that Quickbooks either has no means of tracking or doesn't reliably provide its own internal linking, this linking process is done the first time that you run CAPS, and all information will then be remembered. You will not be required to do any additional linking until CAPS finds a new Job, at which time you will be prompted just like this and walked through the setup.

How do I know that CAPS is retrieving the correct information?

Very good question. The designer of this program, Nancy Smyth (who is a Certified QuickBooks ProAdvisor) has been generating AIA billings since 1991 using QuickBooks, therefore, she knew where all of the required information came from in QuickBooks – this knowledge has been coded into the CAPS program.

Troubleshooting:

There are a number of error messages that could occur here that relate directly to:

Incorrectly granting CAPS permission to access the QB data could result in error code 8004041D

Failure of the installation of the request processor required for CAPS to talk to QuickBooks resulting in error code 8007007E

The unsuccessful installation of a QuickBooks update produces various error code numbers and messages

A detailed listing of possible error codes as well as their resolution can be found at

http://www.sunburstsoftwaresolutions.com/support-area.htm

Setting up CAPS to Work with QB – Linking Jobs

The **Project Name** shown here is the same as your **QuickBooks Job Name.**

Following the instructions in the manual, complete the missing information for each Job that CAPS found.

Need to add an Architect? Simply press the Edit Architects button and then choose Add

When you have completed this information select **Save**

Setting up CAPS to Work with QB –
What does "linking" do?

In the case of CAPS (all integrated applications do not work the same) it means that the information that is contained in the QB Job Record and the corresponding record in CAPS for the same job are "tied" together and the information from both records can be merged and utilized in the various documents CAPS provides.

Construction Application for Payment Detail

Job Name: 06 Ship To feature   Invoice/Estimate #   34/15

Application #: [1]   Line 7 Adjust: [0]   Period Ending: 9/30/2005   Invoice date: 09/30/2005

Line	Description	Scheduled	Previous Bill	Current Bill	Status	Stored	Retainage %	Subtotal	Page Break
1	Interior Finish	$0.00	$0.00	$0.00	Original	$0.00	Fixed 0%		
2	Interior Walls	$5,000.00	$0.00	$500.00	Original	$0.00	Fixed 0%		
3	Painting	$1,500.00	$0.00	$150.00	Original	$0.00	Fixed 0%		
4	Ceilings & Coverings	$4,500.00	$0.00	$450.00	Original	$0.00	Fixed 0%		
5	Profit & Overhead	$1,650.00	$0.00	$0.00	Future	$0.00	Fixed 0%		
6	Sales Tax Total	$99.00	$0.00	$9.90	Original	$0.00	Fixed 0%		

Auto Distribute SalesTax   Edit Sales Tax Distribution   Ok   Cancel

After choosing to **Save** the linked Job record you will be returned to the Step 1 Screen. Selecting the **Detail** button will take you to this screen.

Descriptions and Scheduled Amounts come from the QB Estimate, Current Bill comes from the Progress Invoice you created.

Select OK to return to the Step 1 Screen

The Detail Screen contains the information that will appear on the Continuation Sheet (G-703). The information shown in the Desctiption and Scheduled columns come from the QuickBooks Estimate and the Current Billed Column is pulled from the current Progress Invoice.

The Status Column allows you to easily pick up in the middle of a contract or re-create the history of a contract.
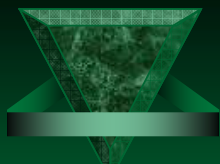
Original means that an item was part of the Original Contract

Current means that an item is a Change Order that is Current as of this billing

Future means that an item is a Change Order that will occur in the future

Prior means that an item is a Change Order that happened in a prior billing

You can also specify where you would like to insert a Subtotal or a Page Break.

Setting Up CAPS to Work with QB – Print or Preview?

Construction Application for Payment Print

Description	Invoice Date	Period Ending	Application #	Copies
Job Name for Customer One	12/31/2003	12/31/2003	1	1

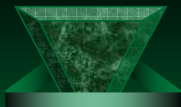Set All Copies To   1

Select Printer   Lexmark T520

[Preview]   [Print on blank paper]   [Print on AIA Forms]   [Complete]

Choosing to Preview is an effective means of verifying the accuracy of the bill prior to printing it out.

Choose to **Print on blank paper** or to **Print on AIA forms**.

Select **Complete** when you are finished

If a Run-time Error 91 occurs when you click the Preview button either Microsoft Excel is not installed or there is a problem with the Excel installation. In most cases, starting Excel, going to the Help Menu and choosing Detect & Repair will solve the problem. You will need to have your Office installation CD's available. In rare instances you will need to uninstall and then reinstall Excel.

CAPS will generate a completed G-702 Contractor Application for Payment by merging the information contained in the Linked records.

The first month that CAPS is run, it will take close to the same amount of time to link everything that it did to complete the billings by hand, but after the linked records have been established this same billing that used to take an hour to complete manually will literally take just minutes.

Why are these billings important?

If a contractor does not follow the requirements of the American Institute of Architects standard percentage of completion billing protocols, the contract's bill will be rejected, and the payment will be delayed until such time as the problems are corrected. Most of the time there is a 60-90 day wait before payment is made or the contractor is notified that there is a problem. This can cause a very serious cash flow problem for contractors.

Customer Testimonial

"Words cannot express how much Sunburst Software has made my life easier. I researched other construction accounting software packages that cost as much as $7000.00. I purchased QuickBooks Premier 2002 along with the CAPS billing program. The marriage of the two is the best solution to construction accounting needs. My cost, total, was less than $600.00. That's a savings of over $6,400. A small price to pay for such a robust package. With a click of a mouse, your progress invoice is brought into CAPS with all the appropriate line items, percentages, retainage and stored materials all appropriately billed. What used to take me an hour with a spreadsheet, now only takes me 2 minutes."

Peter Adams, Accountant
Campbell Construction, Beverly, MA

(CAPS user since 2002)
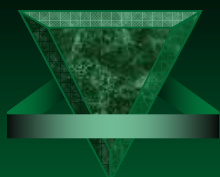
Additional Information – Resources on our website

Training Demonstrations, Whitepapers, case studies, product sheets & sample forms are available at
http://www.sunburstsoftwaresolutions.com/app-for-payment-quick-tour.htm

Common Problems, Version 5.0 Error Messages specific to QB 2004, Version 5.0 General Error Messages, Generating Negative or Credit Applications for Payment, Where does the information that appears on the G-702/G703 come from are available at
http://www.sunburstsoftwaresolutions.com/support-area.htm

A general overview of AIA billing requirements are available at
http://www.sunburstsoftwaresolutions.com/about-aia-billing.htm

Making use of the information that we provide free of charge on our website will make you look like an "AIA billing pro" when you talk to or work with your clients!
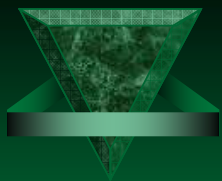
Common Problems

- No Invoices found – filtering parameters have not been set up in the QB Job Record – Customer Type=AIA format, Job Status=In Progress, normal invoices were created instead of Progress Invoices. Read about setting up **Jobs** in the manual.
- Continuation Sheet does not match Progress Invoice – check the **Preferences** section in the manual. If you have selected Not to print line items with 0 amounts this could cause the problem.
- Can't connect to QuickBooks – request processor was not installed, permissions were not properly granted, or a QB update did not install properly
- No Project information showing on the Application for Payment – check the "Ship To" Address block in the QB Job Record.

Hurdles that are normally see with clients using CAPS

Failure to grant CAPS permission to access the QuickBooks data file

Users have insufficient permission in a networked environment

Failure to watch training demonstrations or read/follow provided setup instructions

QuickBooks is improperly setup

User's have not been utilizing the Estimating & Progress Invoicing functionality

Insufficient knowledge on "how to use" QuickBooks

Mutilation of QuickBooks Estimate and/or Progress Invoice templates

Top 5 Things That Will Cause Integration Problems

1. The QuickBooks Administrator is a Certified QuickBooks ProAdvisor or Accountant who is not readily available, and you cannot get their username and password, therefore, the software cannot be installed until they are able to come to your office to grant CAPS access to your data file.

2. As an accountant you close the books for the previous year, your client still has open jobs, and without the password they cannot modify the Estimates for those jobs that are still in progress.

3. In the QuickBooks Jobs & Estimates Company Preferences Tab, you have selected the **"Don't print items that have zero amount"** option. This cause CAPS to "go nuts" when you have many lines on your Estimate, but only bill for a few.

4. When recreating the job's billing history in QuickBooks, you inadvertently have all your Progress Invoices dated for the same day.

5. There are multiple Estimates for the same job
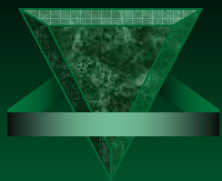
When To Call Support

Feel free to contact technical support at any time

by email: sales@sunburstsoftwaresolutions.com

By phone: (802) 895-4929

Via our on-line support forums:
http://www.certifiedpayrollreports.com/forum/index.php

If you have an error code/message that you cannot diagnose from the error messages on our on-line support area at http://www.sunburstsoftwaresolutions.com/support-area.htm, please have both the error code # and error message available when you call.

"Learning about integration, is much like learning a foreign language…….you can't go to a two week or even a two month course and expect to be fluent."

How to request a FREE 30-day trial version of the software

A FREE 30-day trial is available on the Sunburst Software Solutions, Inc. website after viewing the flash demo. The flash demo is included with the software as a training demonstration tool. It covers QuickBooks Setup along with Setup in CAPS and explains how the two programs work together.

Link to Flash Demonstration page:

http://qb4contractors.com/app-for-payment-quick-tour.htm