

Intro

For property management companies and self-managed associations that use QuickBooks for accounting, uManage offers convenient account integration. Download and install the uManage integration application and populate uManage with unit owner and address information, as well as account ledger histories. This powerful integration eliminates the need for redundant manual data entry. Account data can also be displayed to homeowners upon login to the eUnify community web portal, keeping everyone up-to-date on their assessments.

Integration Setup

System Recommendations:

1. Operating system should be Windows 7 or newer, with a minimum of 6GB RAM and 10GB of free disk space, and two processor cores. The application will run on machines with lesser specs but the integration process may be slower depending on the size of the Quickbooks company files.
2. The computer must be on (not in sleep mode), and connected to the internet in order for nightly integration to run automatically. The sync with eUnify servers typically runs in early morning hours, around 2:00 AM Central.
3. The integration app must be installed on a computer that has QuickBooks installed. If running QuickBooks in a server environment, the company files can be on a server but the integration app requires a local version of QuickBooks to be installed.

Installation:

1. Download the Quickbooks integration setup file from <http://www.eunify.net/download>
2. Right-click the "Setup" application file and select to "Run as Administrator".
3. Click "Next" on the initial screen of the install wizard popup window.
4. Click "Next" again, or designate an alternate folder destination for the application with the "Change..." button and then click "Next" to proceed.
5. Click "Install" on the next screen of the popup window to confirm installation.

Installation may take a few minutes from this point, and a status bar indicates the progress of the install wizard. Once the installation is complete, click the "Finish" button, and the application is ready for use.

Data in QuickBooks

Contacts:

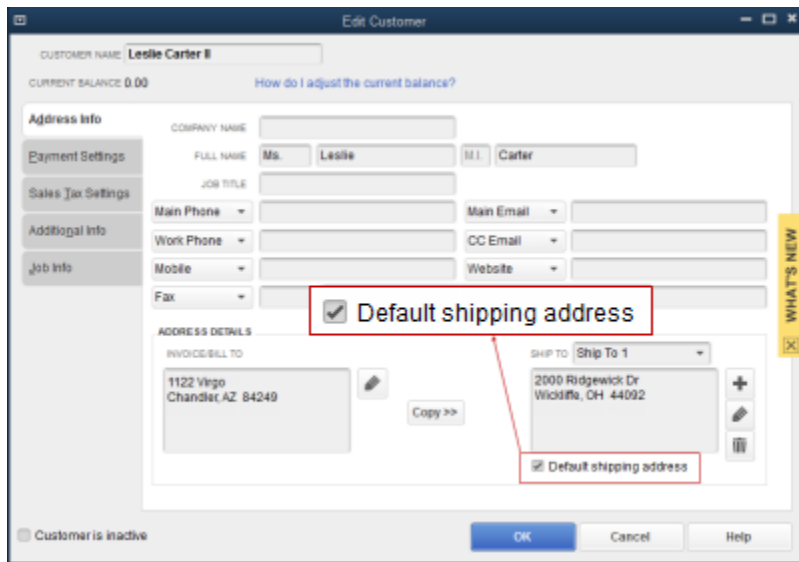
In QuickBooks, each customer record has a "bill-to" contact, and may also have a "ship-to" contact as well. One of these fields will contain the unit address or physical property address of the property. The other will contain the mailing address for the property.

Note: uManage pulls the contents of these two fields to populate the unit and mailing addresses, so it is important that the fields representing the unit address incorporate only the address information. If the contact

name is entered as the first row of the address block, then the resulting address in uManage will list the name as the street address, and the unit location will not be correctly geocoded onto a map.

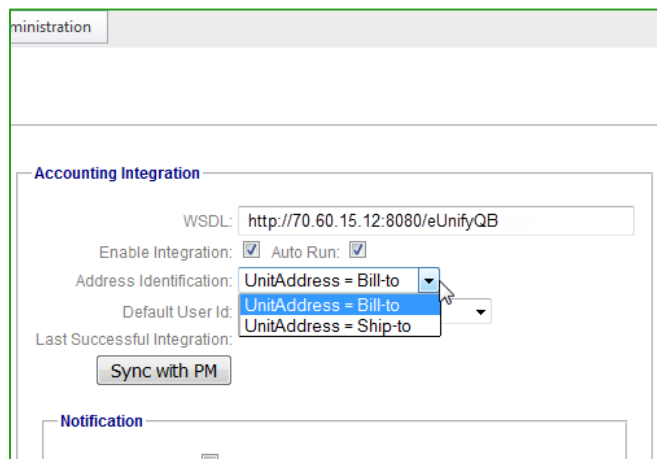
uManage takes only the designated “ship to” and “bill to” contacts from QuickBooks. Set one “Ship-to” contact address as the “Default shipping address” (as in screenshot (a) below).

In uManage, on the Setup Association > Manage Mgmt Co page, there is a setting in the “Accounting Integration” section, called “Address Identification”, which allows you to designate the unit address to be determined by either the “Ship-to” or “Bill-to” address from QuickBooks. This setting should be decided prior to initial integration and maintained as a standard for all integrated customer accounts (see screenshot (b) below).



Screenshot (a):

Note: For each customer in QuickBooks, there will need to be one contact assigned as the “Billing” address, and one contact set as the “default ship-to contact”. This point of setup is critical in order for the integration to function properly.



Screenshot (b):

Select whether the unit address that populates into uManage is determined by either the “Bill-to” or “Ship-to” address in QuickBooks on the Setup Association > Manage Mgmt Co page, Accounting Integration section.

Linking Company Files to uManage

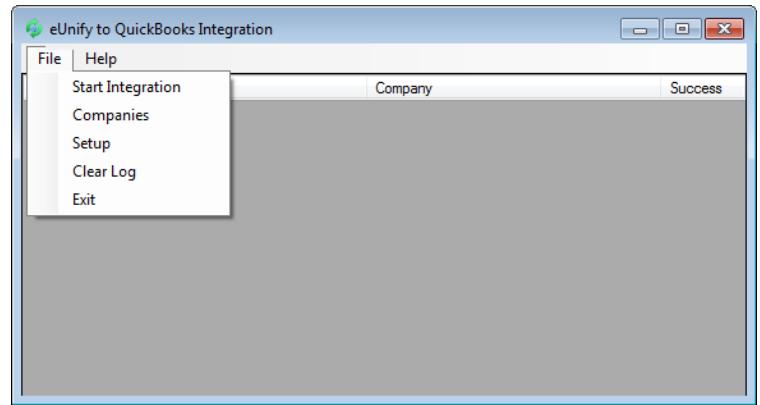
Run the installed QuickBooks integration application.

Note: You must have administrator access in QuickBooks. QuickBooks will need to open and logged in with administrator credentials when confirming company file access.

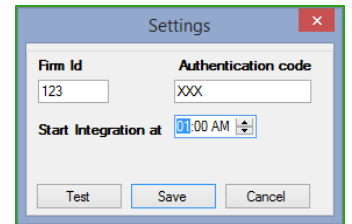
A few easy steps outlined below will complete setup and synchronize your company, customer, and transaction data in QuickBooks with uManage units, accounts, and account ledgers.

1. Settings:

(a) Click on the “File” menu and select “Setup”.



(b) In the resulting “Settings” popup window, enter the Firm ID, Authentication Code, and specify a time for the automated integration to start. Note that the computer must be on at this time and not in sleep mode.



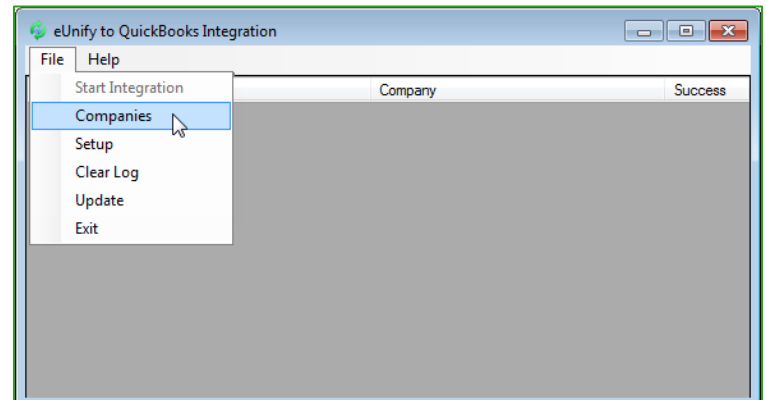
Note: Both the Firm ID and Authentication Code are found on the Setup Association > Manage Mgmt Co page.



2. Company Files:

Only company files listed on the Companies page will be integrated with eUnify.

(a) Click on the “File” menu and select “Companies”. In the resulting window, click on the “Add” button to designate a company file for integration. Company files need only be linked once, so long as the destination folder where they are saved remains unchanged.

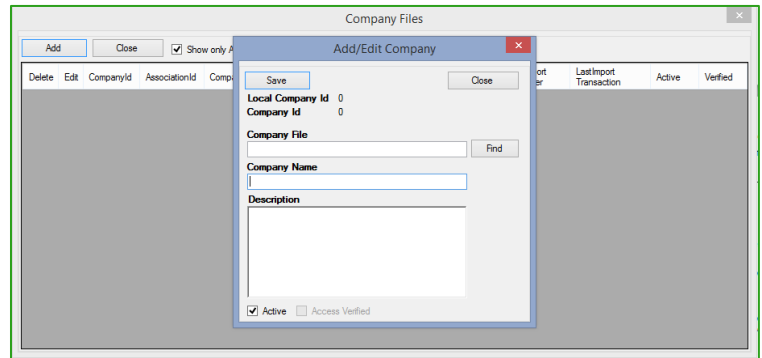


(i) Click the “Find” button and browse to the folder where the desired company file is saved.

(ii) The Company Name field populates from the file name. Change this to a “friendly name” that is used to display within uManage.

(iii) Enter a description for the selected company file (optional).

(iv) Check the “Active” box to mark the company file as active for integration and click “Save” to update.

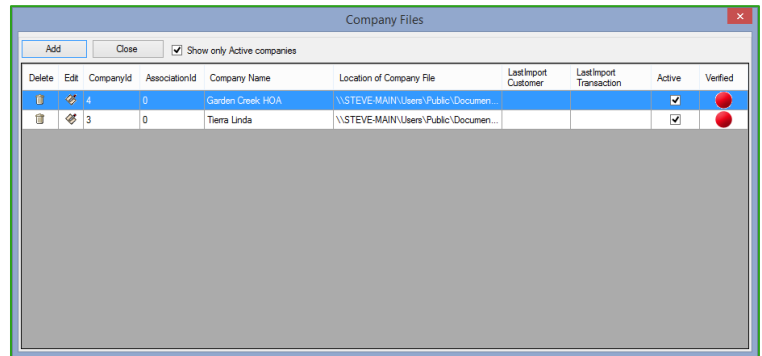


(b) Once a company file is linked, access must be verified in QuickBooks before data can be integrated.

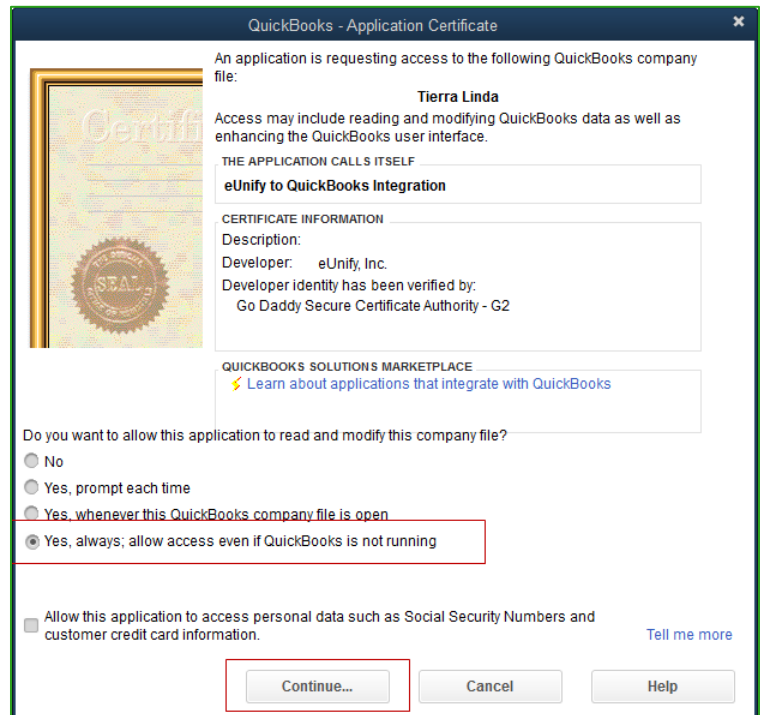
(i) Open QuickBooks as an **administrator** and open the company file, but not a specific customer file.

(ii) In the eUnify integration application, click on the red circle for the company file that is currently open.

(iii) Approve access in the popup “QuickBooks – Application Certificate” window, which opens automatically.



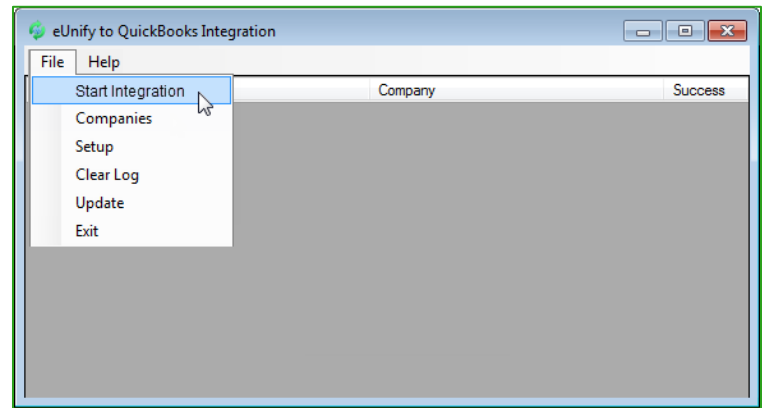
Select the “Yes, always allow access...” option and click “Continue...”.



3. Start Integration:

(a) Click on the “File” menu and select “Start Integration”. This initiates the integration, passing association (company) and account (customer)

information from QuickBooks to eUnify. Initiating integration calls a number of methods, identified as, “GetCompany”, “GetCustomer”, and “GetTransactions”; each of these methods will display as a log in the main window of the application. Each method should display “Finished” in the Success column to confirm that the data was passed to eUnify. Select “Clear Log” from the “File” menu to clear contents integration results from this window.



(b) If any of the methods for a company file display “Error”, integration for that particular method failed and integration should be attempted again. Contact support@eunify.net to help troubleshoot.

Automatic + Manual Synchronization

Automatic Synchronization:

If the machine is on at the time specified in the ‘Start Integration at’ field, the application will attempt to integrate with the eUnify servers. This is the preferred method as it does not require any intervention once it is set up. The integration is fully automated.

Manual Synchronization:

Integration may be initiated manually at any time using the “Start Integration” option under the “File” menu in the integration application. This is helpful if you post payments or transactions during the day and you want this information to be immediately available on the portals.

eUnify – QuickBooks Integration Checklist

- | <input type="checkbox"/> | # | Step |
|--------------------------|---|---|
| <input type="checkbox"/> | 1 | Identify the computer on which to install the application. |
| <input type="checkbox"/> | 2 | Install the integration application and run as administrator. |
| <input type="checkbox"/> | 3 | Enter uManage integration information for the “Firm ID” and “AuthCode”. Confirm by clicking the “Test” button. Be sure to Save the settings. |
| <input type="checkbox"/> | 4 | Add company files and verify Quickbooks access. |
| <input type="checkbox"/> | 5 | In uManage, set whether the unit address is populated from the bill-to or the ship-to on the Setup Firm > Manage Firm page, Integration tab. Options are, “UnitAddress = Bill-to” or “UnitAddress = Ship-to”. |
| <input type="checkbox"/> | 6 | In the integration application window, click File > Start Integration. All rows listed in the process of integration should show a “Finished” value in the far right “Success” column. |