

PlanSwift Integration to QuickBooks Plugin

User Guide

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PlanSwift

Authored by: Dave Hansen



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Overview

This guide will teach you how to properly use the tools and features found within the PlanSwift Integration to QuickBooks Plugin. It is designed for use with PlanSwift® Takeoff and Estimating Software. This guide is not meant to be a step-by-step “walk through” document, although it can be used as a reference for getting the work done. If you encounter technical difficulty, consult this guide (including the [FAQ](#) section of this user manual) or contact the technical support department at:

PlanSwift® Technical Support
support@PlanSwift.com
1-888-752-6794 ext. 2

PlanSwift also offers additional training. For training options, contact the training department at:

PlanSwift® Training Department
training@PlanSwift.com
1-888-752-6794 ext. 4

Purchasing and Installation

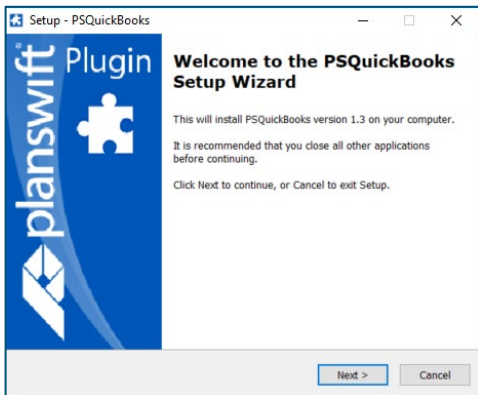
Purchasing Plugins

If you need to purchase PlanSwift or a plugin product, contact the Sales Department at:

PlanSwift® Sales
sales@PlanSwift.com
1-888-752-6794 Ext. 1

Installation and Uninstallation

Installing and uninstalling the PlanSwift Integration to QuickBooks Plugin is simple. To install it, launch the executable and follow the prompts (see figure below). For uninstalling, use your normal Windows uninstall method.



Features

The PlanSwift Integration to QuickBooks Plugin allows you to export selected estimating items from PlanSwift to Intuit® QuickBooks™ Desktop Pro, Premier, or Enterprise. PlanSwift Integration to QuickBooks adds an additional four icons to the PlanSwift **Estimating** tab ribbon-bar (Figure 1). These four icons provide these functions: **Invoice**, **Estimate**, **Purchase Order**, and **Item List**. We highly recommend purchasing a training package for accelerated learning and faster customization.

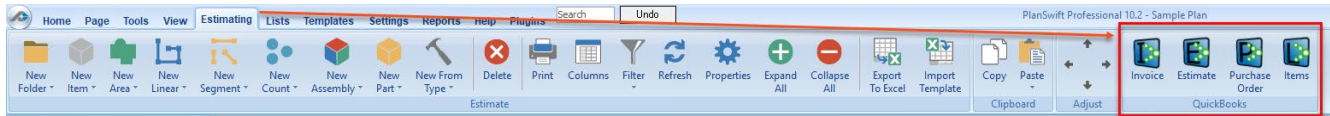


Figure 1

How To

How to: Integrate PlanSwift items to Invoices

The purpose of the **Invoices** function is to create a QuickBooks invoice from PlanSwift data. Follow the procedure below to create an invoice in QuickBooks from PlanSwift.

1. Open QuickBooks and select your company.
2. From PlanSwift, open the project you want to create an invoice for.
3. Open the **Estimating** tab in PlanSwift.
4. Select the estimating items from PlanSwift that are to be included in the invoice (see the arrows at 1 of Figure 2).

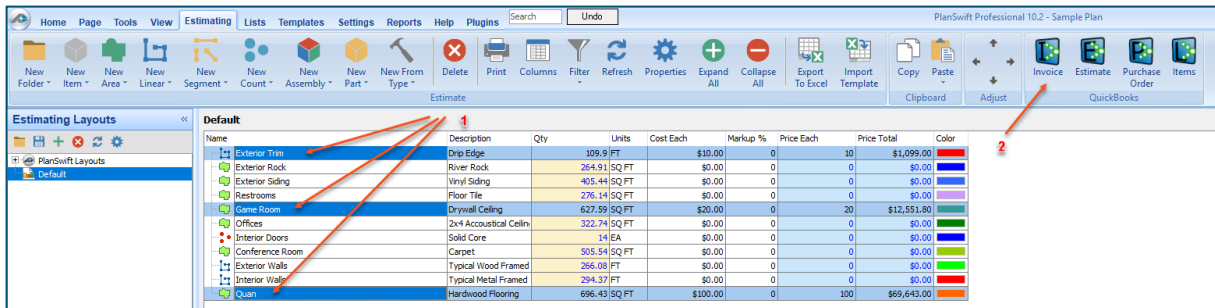


Figure 2

5. Click on the **Invoice** icon in the **QuickBooks** group of the **Estimating** tab ribbon-bar (arrow 2 of Figure 2).

6. This opens the **Invoice** window (Figure 3). The arrows in Figure 3 also show the correlation between the **Invoice** window and the invoice items that were selected in the Estimating tab.

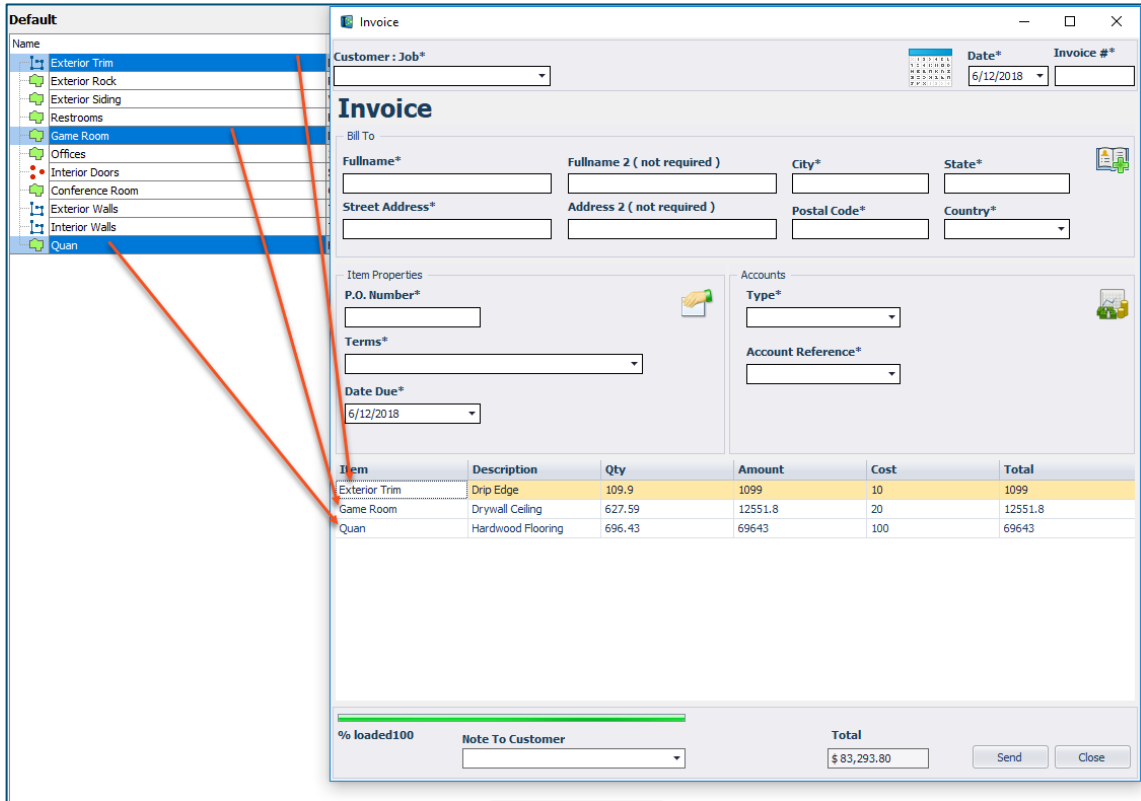


Figure 3

7. Fill in the required fields (marked with asterisks): **Customer: Job** (the customer the invoice is to be sent to), **Invoice #**, **P.O. Number**, **Terms**, **Type**, **Account Reference**, **Due Date**, and, optionally, any desired **Note To Customer** (see Figure 4).

The screenshot shows a software window titled "Invoice" with the following sections:

- Customer Information:**
 - Customer : Job*:** Dropdown menu with "Abercrombie, Kristy" selected.
 - Date*:** Calendar icon and dropdown menu with "6/12/2018" selected.
 - Invoice #*:** Text box with "321" entered.
- Invoice Title:** Large heading "Invoice".
- Bill To:**
 - Fullname*:** Text box with "Kristy Abercrombie".
 - Fullname 2 (not required):** Empty text box.
 - City*:** Text box with "Bayshore".
 - State*:** Text box with "CA".
 - Street Address*:** Text box with "5647 Cypress Hill Rd".
 - Address 2 (not required):** Empty text box.
 - Postal Code*:** Text box with "94326".
 - Country*:** Empty dropdown menu.
- Item Properties:**
 - P.O. Number*:** Text box with "123".
 - Sub Item:** Dropdown menu with "Interior Walls" selected.
 - Terms*:** Dropdown menu with "Due on receipt" selected.
 - Date Due*:** Dropdown menu with "6/12/2018" selected.
 - Item is inactive**
- Accounts:**
 - Type*:** Dropdown menu with "Service" selected.
 - Account Reference*:** Dropdown menu with "Checking" selected.
- Item Table:**

Item	Description	Qty	Amount	Cost	Total
Exterior Trim	Drip Edge	109.9	1099	10	1099
Game Room	Drywall Ceiling	627.59	12551.8	20	12551.8
Quan	Hardwood Flooring	696.43	69643	100	69643
- Summary Section:**
 - % loaded:** 100
 - Note To Customer:** Text box with "All work is complete!"
 - Total:** Text box with "\$ 83,293.80"
 - Buttons:** "Send" and "Close"

Figure 4

- Click on **Send** to create the invoice in QuickBooks. An **Activity Log** window indicates the transfer was successful (Figure 5).

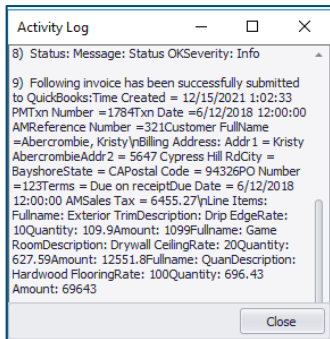


Figure 5

- Click on **Close** to close the **Activity Log** window. This also closes the **Invoice** window.
- The invoice is now in QuickBooks. Go to QuickBooks and verify the invoice information was received (see Figure 6).

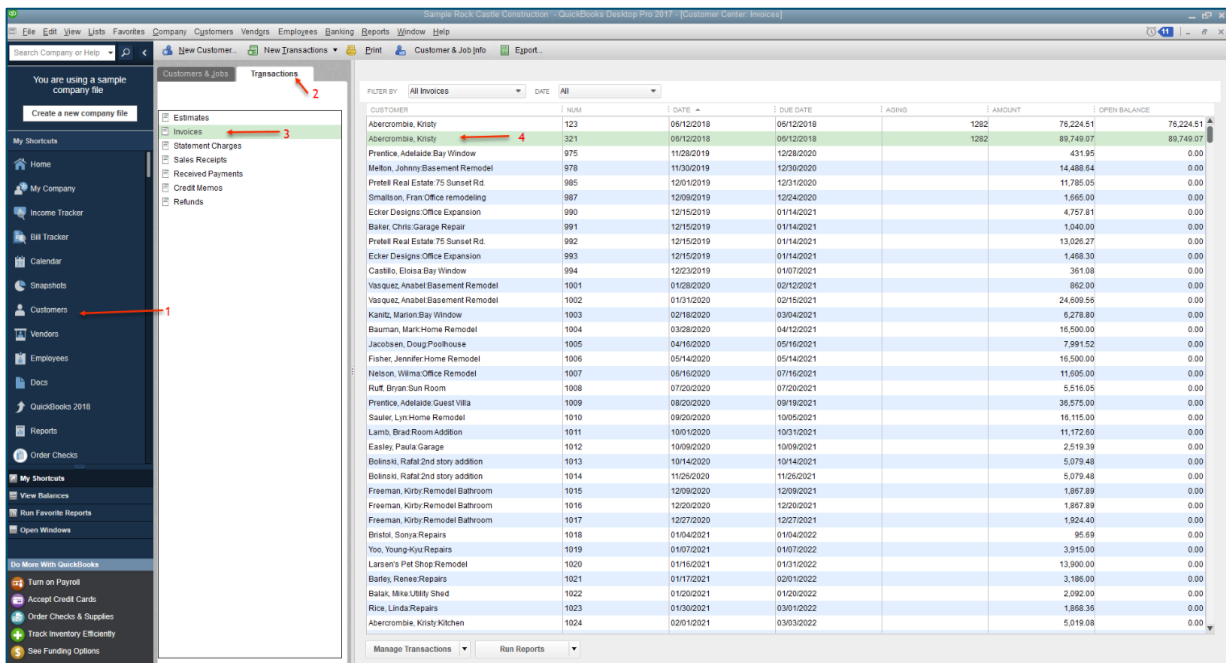


Figure 6

11. In QuickBooks, click on **Customers** (arrow 1 of Figure 6), **Transactions** (arrow 2 of Figure 6), **Invoices** (arrow 3 of Figure 6), and then the customer (arrow 4 of Figure 6). (This documentation was done using QuickBooks Desktop Pro 2017—your version of QuickBooks may differ.)
12. Double-clicking on the customer (arrow 4 of Figure 6) opens the QuickBooks Invoice with the PlanSwift data in it (Figure 7).

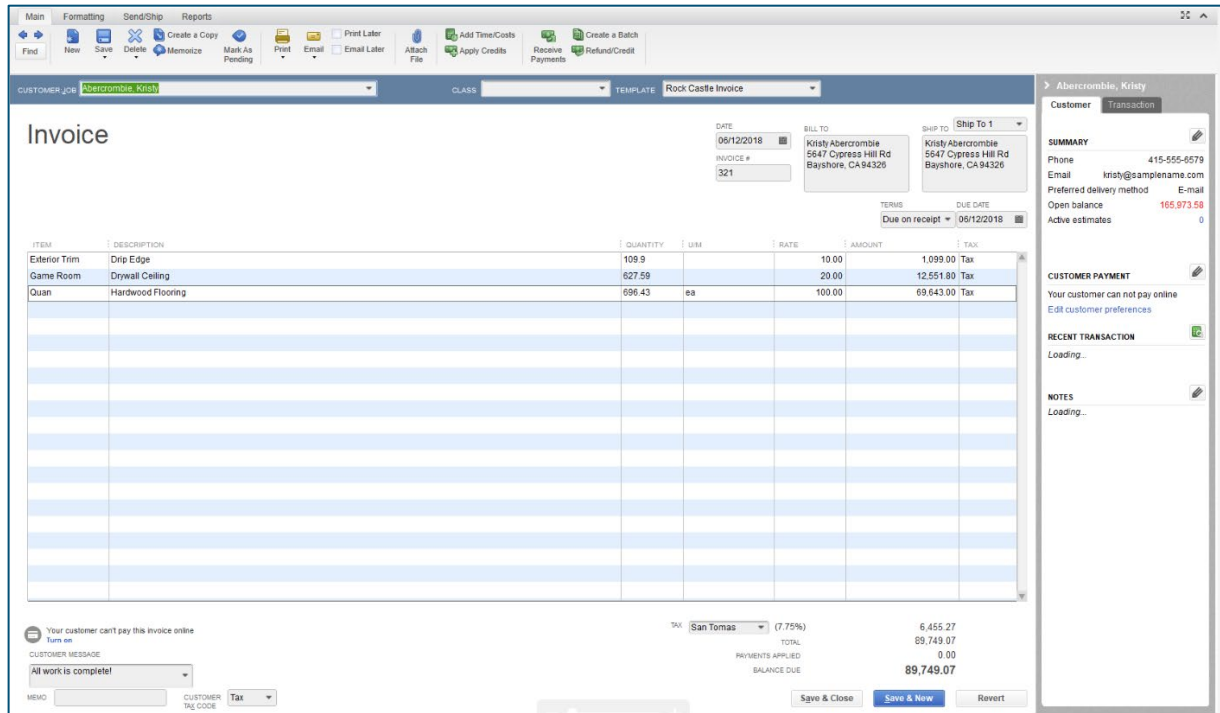


Figure 7

How to: Integrate PlanSwift Items to Estimates

The purpose of the **Estimates** function to create a QuickBooks estimate from estimating data in PlanSwift. Follow the procedure below to create an estimate in QuickBooks from PlanSwift.

1. Open QuickBooks and select your company.
2. From PlanSwift, open the project you want to create an Estimate for.
3. Open the **Estimating** tab in PlanSwift.

4. Select the estimating items from PlanSwift that are to be included in the estimate (see the arrows at 1 of Figure 8).

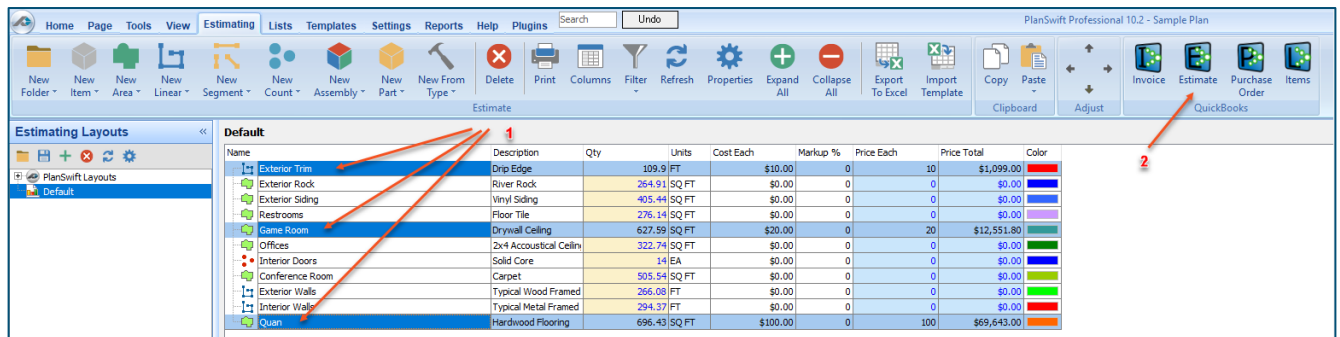


Figure 8

5. Click on the **Estimate** icon in the **QuickBooks** group of the **Estimating** tab ribbon-bar (arrow 2 of Figure 8).

6. This opens the **Estimate** window (Figure 9). The arrows in Figure 9 also show the correlation between the **Estimate** window and the estimate items that were selected in the Estimating tab. Fill in the required fields (marked with asterisks): **Customer: Job** (the customer the estimate is to be sent to), **Estimate #**, **Type**, **Account Reference**, **Due Date**, and, optionally, any desired **Note To Customer**.

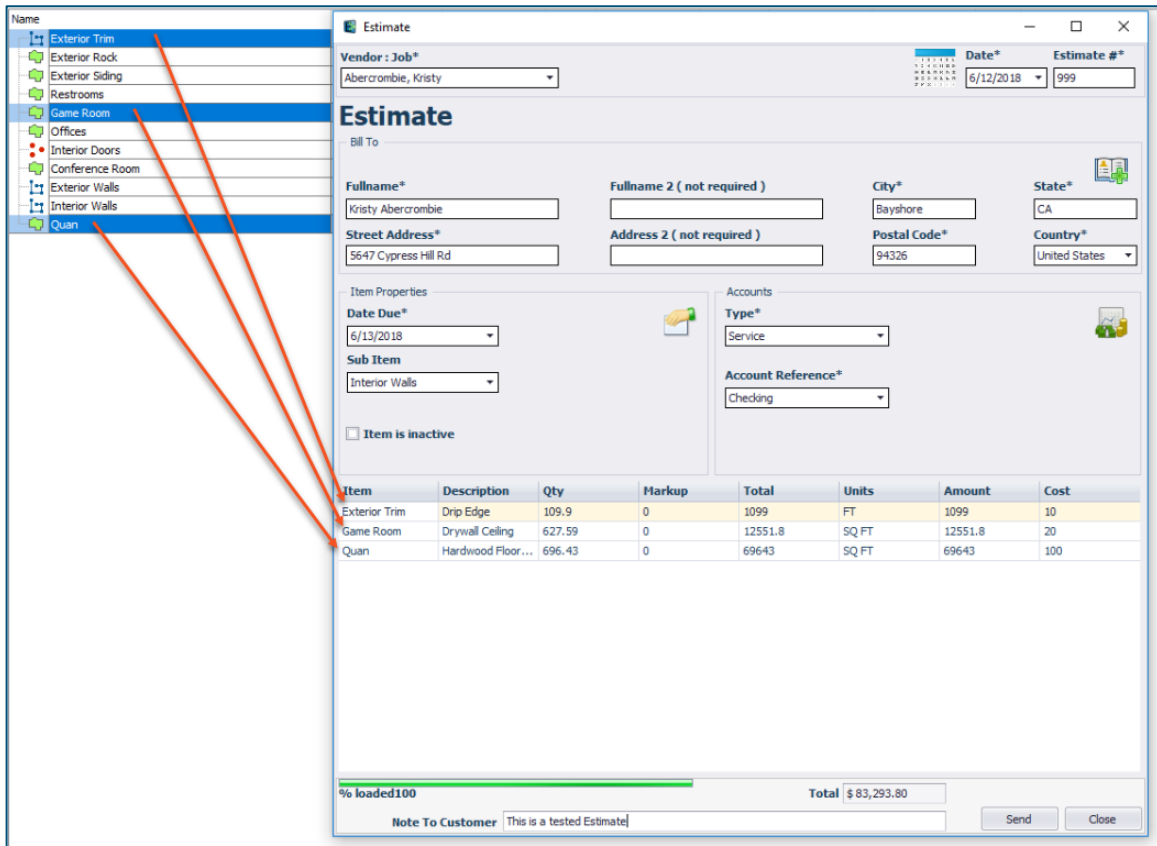


Figure 9

-
- Click on **Send** to create the estimate in QuickBooks. An **Activity Log** window indicates the transfer was successful (Figure 10).

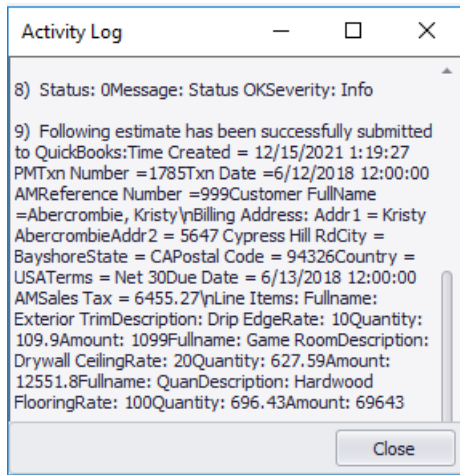


Figure 10

- Click on Close to close the Activity Log window. This also closes the Estimate window.

9. The estimate is now in QuickBooks. Go to QuickBooks and verify the estimate information was received (see Figure 11). Click on **Customers** (arrow 1 of Figure 11), **Transactions** (arrow 2 of Figure 11), **Estimates** (arrow 3 of Figure 11), and then the customer (arrow 4 of Figure 11). (This documentation was done using QuickBooks Desktop Pro 2017—your version of QuickBooks may differ.)

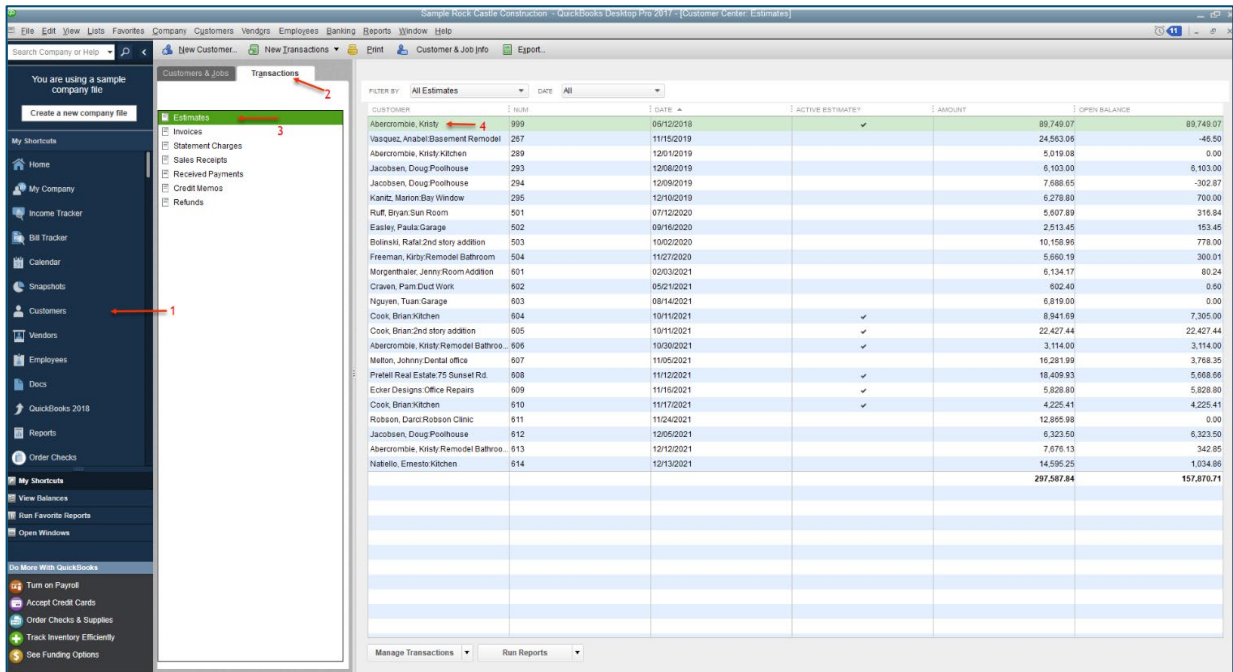


Figure 11

10. Double-clicking on the customer (arrow 4 on Figure 11) opens the QuickBooks Invoice with the PlanSwift data in it (Figure 12).

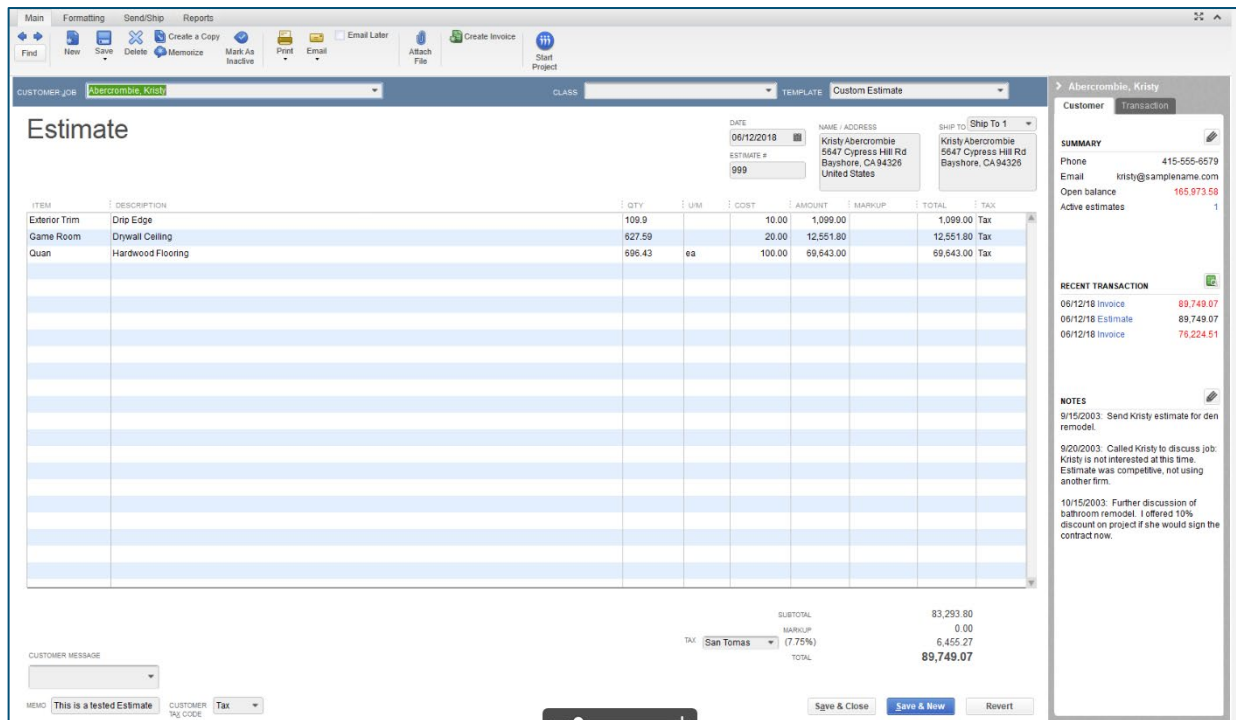


Figure 12

How to: Integrate PlanSwift Items to Purchase Orders

The purpose of the **Purchase Orders** function to create a QuickBooks purchase order from PlanSwift estimating data. Follow the procedure below to create a purchase order in QuickBooks from PlanSwift.

1. Open QuickBooks and select your company.
2. From PlanSwift, open the project you want to create a purchase order for.
3. Open the **Estimating** tab in PlanSwift.
4. Select the estimating items from PlanSwift that are to be included in the purchase order (see the arrows at 1 of Figure 13).

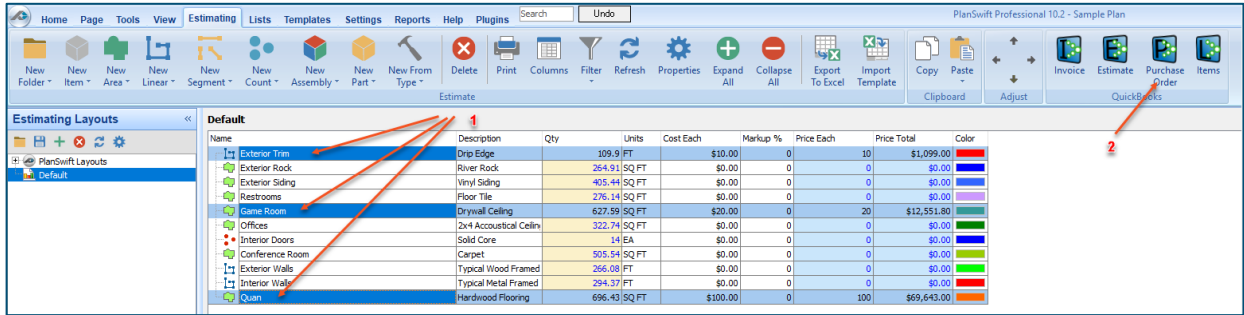


Figure 13

- Click on the **Purchase Order** icon (arrow 2 of Figure 13) in the **QuickBooks** group of the **Estimating** tab ribbon-bar.
- This opens the **Purchase Order** window (Figure 14). The arrows in Figure 14 also show the correlation between the **Estimate** window and the estimate items that were selected in the Estimating tab. Fill in the required fields (marked with asterisks): **Vendor: Job** (the vendor the estimate is to be sent to), **Type**, **Account Reference**, **Due Date**, and, optionally, any desired **Memo**.

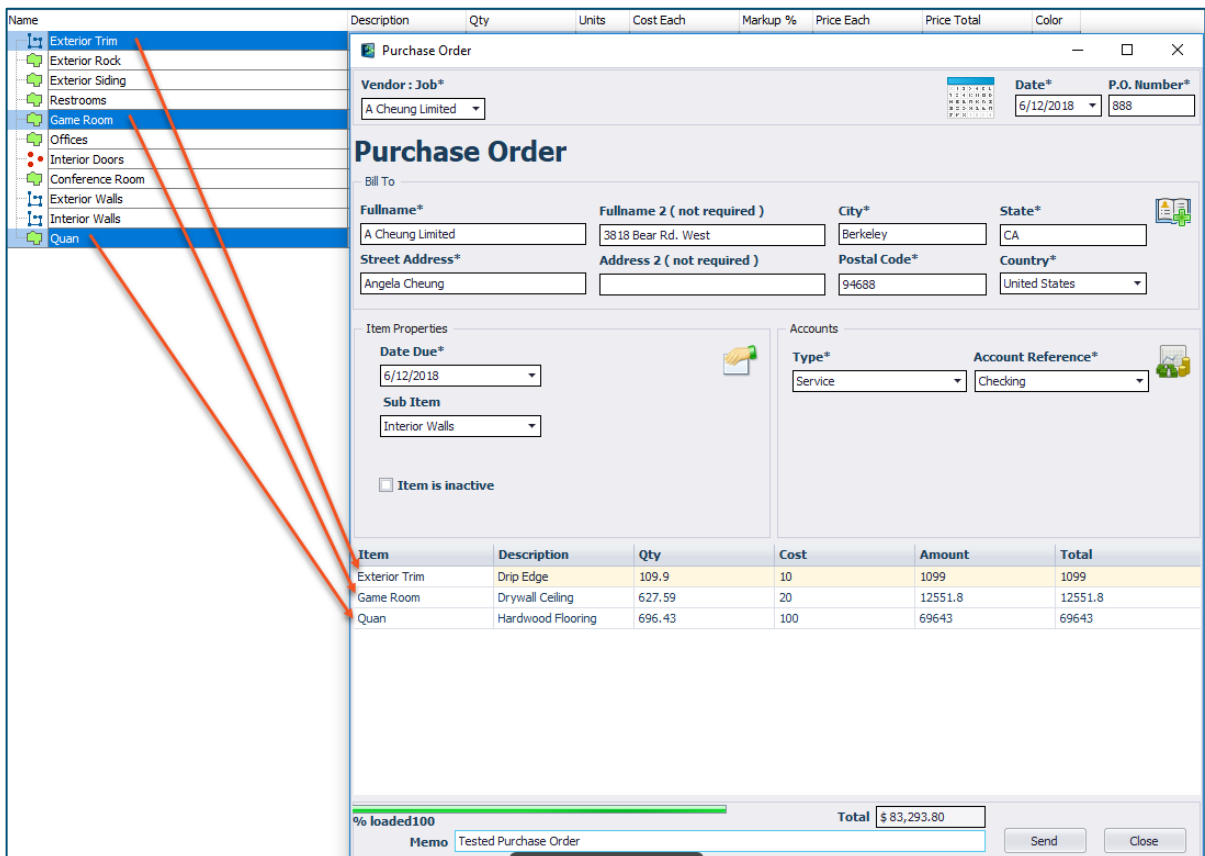


Figure 14

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- Click on **Send** to create the purchase order in QuickBooks. An **Activity Log** window indicates the transfer was successful (Figure 15).

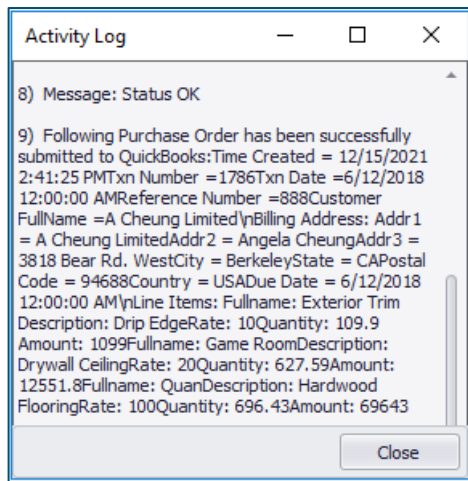


Figure 15

- Click on **Close** to close the **Activity Log** window. This also closes the **Purchase Order** window.

9. The purchase order information is now in QuickBooks. Go to QuickBooks and verify the estimate information was received (see Figure 16). Click on **Vendors** (arrow 1 of Figure 16), **Transactions** (arrow 2 of Figure 16), **Purchase Orders** (arrow 3 of Figure 16), and then the customer (arrow 4 of Figure 16). (This documentation was done using QuickBooks Desktop Pro 2017—your version of QuickBooks may differ.)

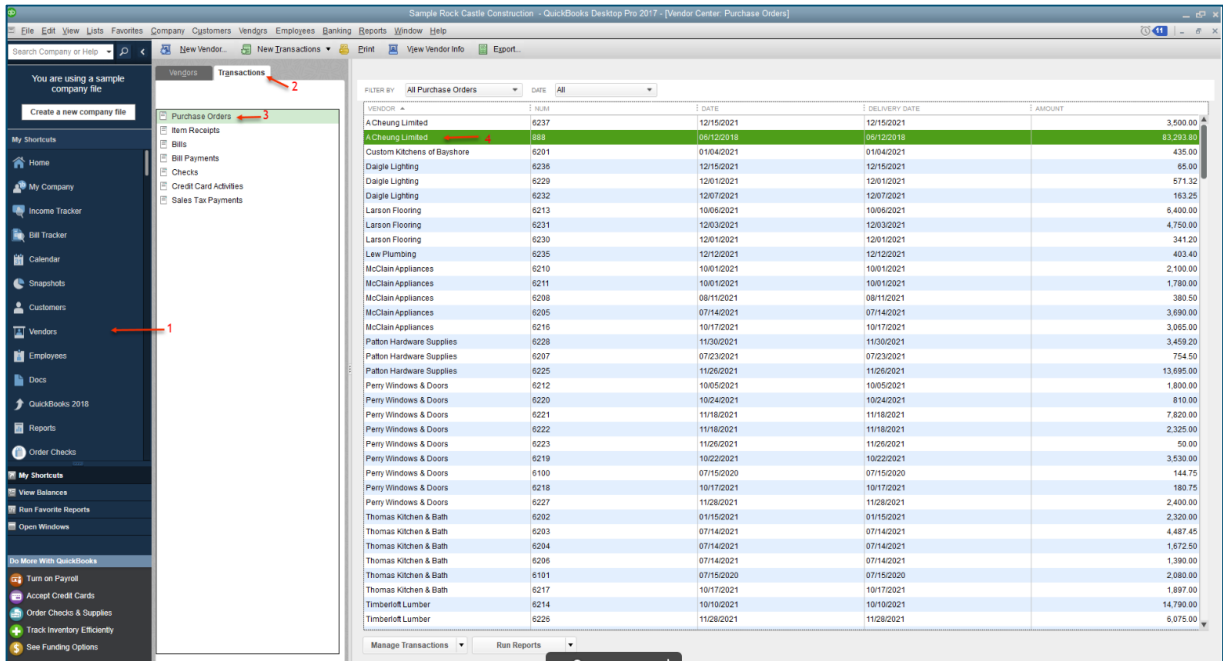


Figure 16

10. Double-clicking on the customer opens the QuickBooks Purchase Order with the PlanSwift data in it (Figure 17).

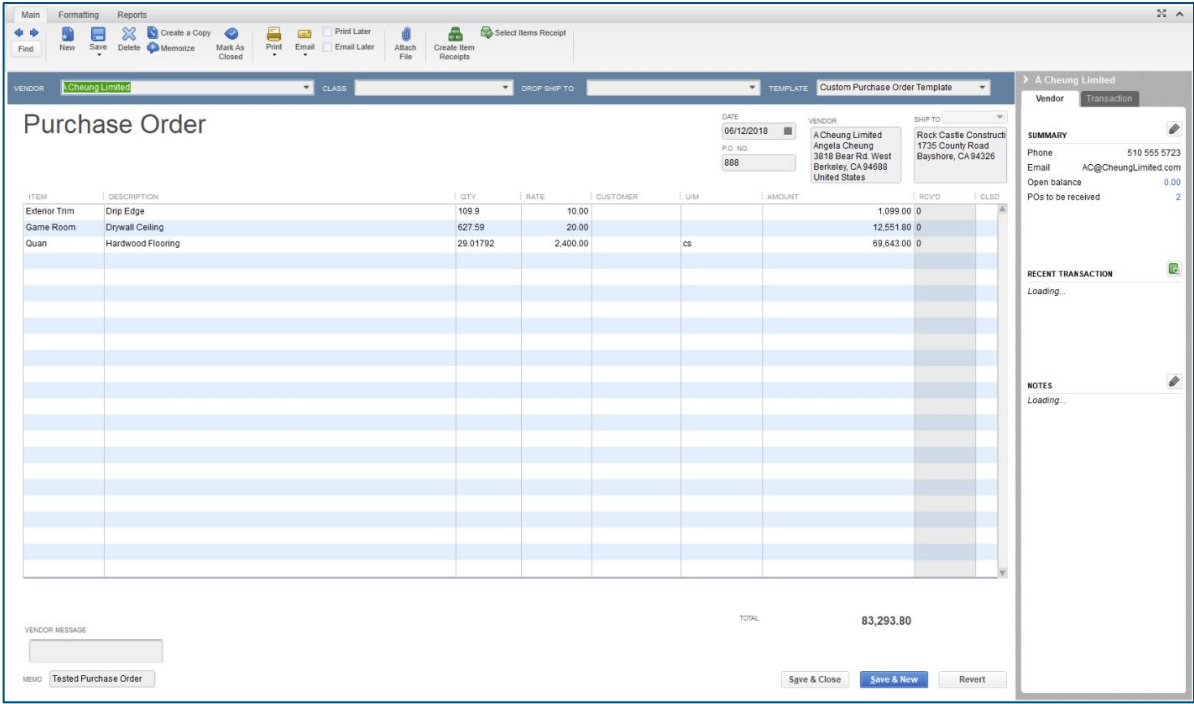


Figure 17

How to: Integrate PlanSwift Items to Generic Item Lists

The purpose of the **Items** function is to add a list of items from a PlanSwift estimate to the QuickBooks Item List. Follow the procedure below to add a list of items from PlanSwift to QuickBooks.

1. Open QuickBooks and select your company.
2. From PlanSwift, open the project you want to create a list of items from.
3. Open the **Estimating** tab on the PlanSwift home ribbon-bar tab.

- Select the items from PlanSwift that are to be included in the list of items (see the arrows at 1 of Figure 18).

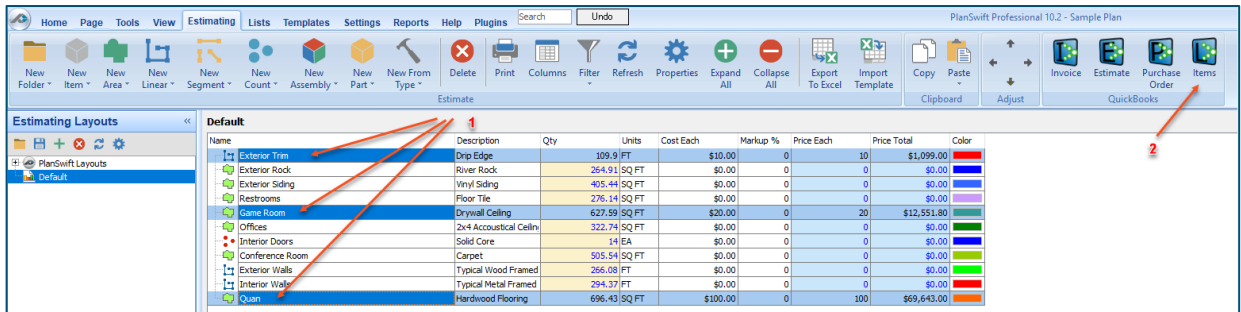


Figure 18

- Click on the **Items** icon (arrow 2 of Figure 18) in the **QuickBooks** group of the **Estimating** tab ribbon-bar.
- This opens the **Item List** window (Figure 19). The arrows in Figure 19 also show the correlation between the **Estimate** window and the items that were selected in the Estimating tab. Fill in the required fields (marked with asterisks): the account **Type** and the **Account Reference**.

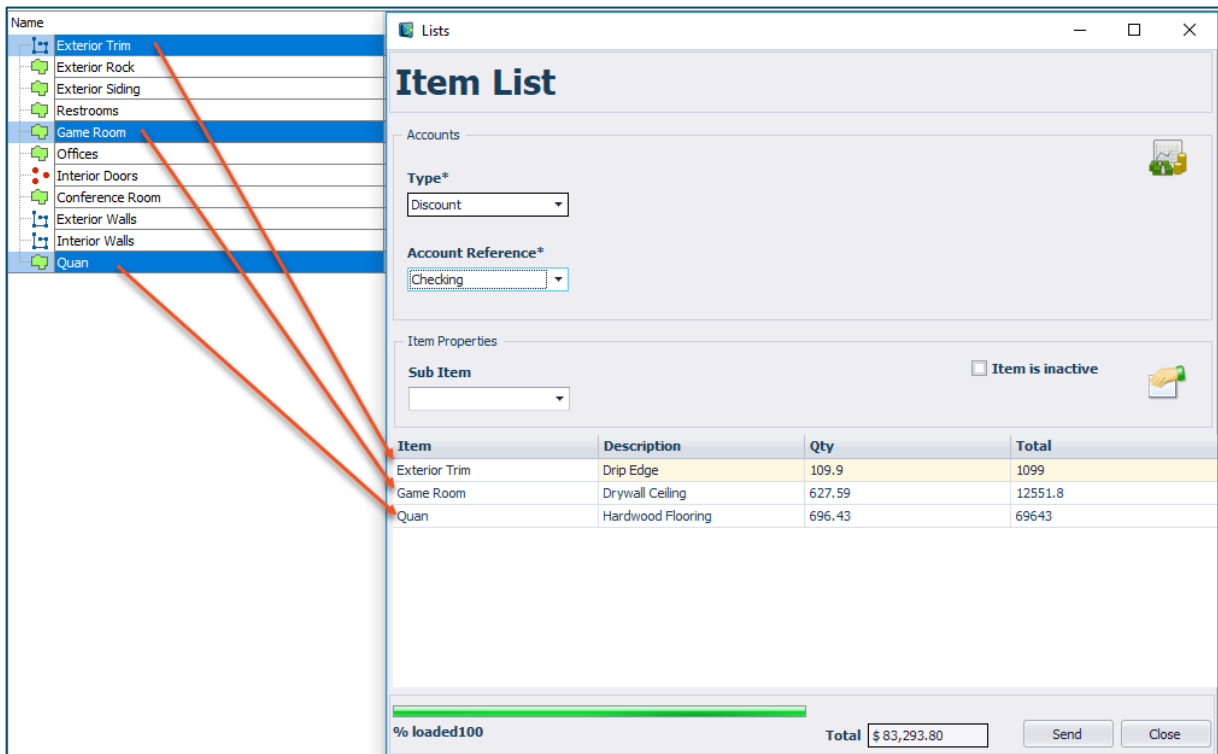


Figure 19

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- Click on **Send** to create the item list in QuickBooks. An **Activity Log** window indicates the transfer was successful (Figure 20).

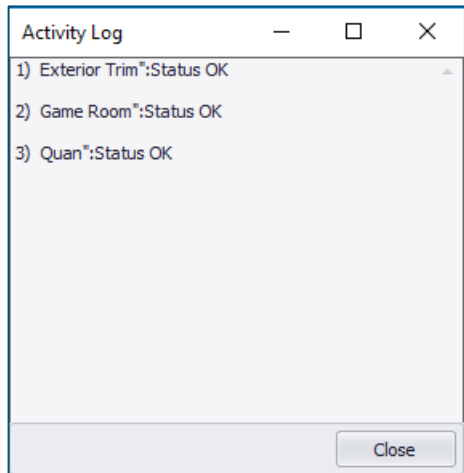


Figure 20

- Click on **Close** to close the **Activity Log** window. This also closes the **Item List** window.

9. The **Item List** information is now in QuickBooks. Go to QuickBooks and verify the list of items was received (see Figure 21). Click on **Item** (arrow 1 of Figure 21). The items that were transferred are visible at arrow 2 of Figure 21. (This documentation was done using QuickBooks Desktop Pro 2017—your version of QuickBooks may differ.)

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTITY	PRICE	ATTACH
Cabinets - Custom	Custom counters	Non-inventory Part	40100 - Construction Income-4.		0.00	
Counter	Custom made counter top	Non-inventory Part	40100 - Construction Income-4.		1,099.98	
Electrical Materials	Electrical Materials	Non-inventory Part	40100 - Construction Income-4.		0.00	
Flooring	Flooring	Non-inventory Part	40100 - Construction Income-4.		0.00	
Fluorescent Ceiling Lig.	Fluorescent Lights	Non-inventory Part	40100 - Construction Income-4.		0.00	
Lighting	Lighting	Non-inventory Part	40100 - Construction Income-4.		0.00	
Patio Door		Non-inventory Part	40100 - Construction Income-4.		200.00	
Plumb Fittings	Plumbing fixtures	Non-inventory Part	40100 - Construction Income-4.		0.00	
Window	Window	Non-inventory Part	40100 - Construction Income-4.		0.00	
Freight Reimbursement	Freight and Delivery Reimbursement	Other Charge	40500 - Reimbursement Incom...		0.00	
Deposit		Other Charge	40100 - Construction Income		0.00	
Bad debt	Bad debt or write-off amounts	Other Charge	60200 - Bad Debt		0.00	
Deliver Charges	Freight & Delivery	Other Charge	40500 - Reimbursement Incom...		0.00	
Equip Rental	Equipment Rental	Other Charge	40100 - Construction Income-4.		0.00	
Fin Chg	Finance Charges on Overdue Balance	Other Charge	70100 - Other Income		10.00	
Permit	Building permit	Other Charge	40500 - Reimbursement Incom...		0.00	
Retainage 1	10% retainage to be billed after job is complete and approved.	Other Charge	13400 - Retainage Receivable		-10.00	
Retainage 2	Final billing for 10% retainage	Other Charge	13400 - Retainage Receivable		0.00	
Reimb Subt	Subtotal of Reimbursable Expenses	Subtotal				
Subtotal	Subtotal	Subtotal				
BOM		Group				
A1 Custom Storage Shed	Custom Storage Building - Model A1	Group				
A2 Custom Storage Shed	Custom Storage Building - Model A2	Group				
A3 Custom Storage Shed	Custom Storage Building - Model A3	Group				
Door set	Exterior door and hardware set	Group				
Reimb Group	Time and materials	Group				
Room Addition/Remodel	Project Total	Group				
Quan	Hardwood Flooring	Discount	10100 - Checking		-69,643.00	
Game Room	Drywall Ceiling	Discount	10100 - Checking		-12,551.80	
Exterior Trim	Disp Edge	Discount	10100 - Checking		-1,099.98	
Discount	10% Discount	Discount	40100 - Construction Income-4.		-10.00	
Pri-Payment		Payment	12000 - Undeposited Funds			
Payment	Down payment received	Payment	12000 - Undeposited Funds			
East Bayshore	City Sales Tax	Sales Tax Item	25500 - Sales Tax Payable		0.2%	
Out of State	Out-of-state sale, exempt from sales tax	Sales Tax Item	25500 - Sales Tax Payable		0.0%	
San Domingo	CA sales tax, San Domingo County	Sales Tax Item	25500 - Sales Tax Payable		7.5%	
San Tomas	CA sales tax, San Tomas County	Sales Tax Item	25500 - Sales Tax Payable		7.75%	
E Bayshore/County	Sales Tax	Sales Tax Group			8.05%	

Figure 21

FAQ

Question: I've read this user guide, and I still have questions. What do I do?

Answer: PlanSwift recommends that you purchase a training package. We highly recommend new users purchase a training package, because training is customized to each user. We offer [one-on-one training](#) and [classroom training](#). Contact training@PlanSwift.com or at 1-888-752-6794 Ext. 4.

Question: Will this work with the online version of QuickBooks?

Answer: No. PlanSwift only works with Intuit QuickBooks Desktop Pro, Premier, and Enterprise products.