



Amicus Link Guide

Designed for use with QuickBooks® Pro, Premier & Enterprise

Applies to: Amicus Attorney (with or without Amicus Billing)

Synchronize your Amicus and QuickBooks files/jobs and contacts/customers, and dynamically exchange your Amicus time entries or General Ledger transactions to QuickBooks.

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About the Link



NOTE: Some configuration and features depend on whether or not your firm is licensed for Amicus Billing. Convention used in this Guide:

- **WITHOUT BILLING** – Link for Amicus Attorney **without** Amicus Billing
- **WITH BILLING** – Link for Amicus Attorney **with** Amicus Billing

Amicus Attorney users can increase the efficiency of their firm by exchanging their data with QuickBooks. The dynamic link with QuickBooks provides seamless bi-directional integration by saving time while ensuring consistency and eliminating the need to enter data twice.

You can exchange **Amicus File** and **Contact** information with **QuickBooks Job** and **Customer information**, map Amicus **Firm Members** to **QuickBooks Employees**, **Files Types** to **Types of Law**, and optionally take advantage of QuickBooks Class Lists. A **Link Wizard** easily guides you through configuration of the exchange options. The link ensures that **Amicus Billing Rates** are available in **QuickBooks** without the need for a separate exchange process.

You have the choice of exchanging **Amicus Files** individually or performing a global exchange of all **Files** and **Contacts**.

WITHOUT BILLING: The Link ensures that posted Time goes directly to QuickBooks without the need for a separate exchange process.

WITH BILLING: Client Bills are generated and paid within Amicus. Instead of exchanging Amicus Time Entries to QuickBooks, the Link sends Amicus Billing transactions (Receipts, General Retainer activity, Trust Receipts, Trust Checks, Trust to AR Transfers, and Trust File-to-File Transfers) to QuickBooks. During setup, billing-related posting options are provided and your Amicus accounts must be mapped to QuickBooks Accounts. QuickBooks Client Costs can be imported to Amicus as Expenses.

The first and second parts of this *Guide* are primarily written for Amicus Administrators, describing how to set up and maintain the Link. Amicus Firm Members should see “*Using the Link*” for details on daily use of the link functions.

What you need

The Link requires:

- Installed on the Amicus Attorney Application Server:
 - Amicus Attorney Server
 - **WITHOUT BILLING:** U.S. or Canadian Editions — QuickBooks Pro, Premier, or Enterprise
 - **WITH BILLING:** U.S. Editions only — QuickBooks Pro, Premier, or Enterprise
- Installed on the workstations of users who wish to use the Link:
 - Amicus Attorney Workstation

For a list of supported QuickBooks versions, see the *Amicus Attorney Software & Hardware Requirements*, available from the [Technical Resource Guides/Updates](#) section of our website.



IMPORTANT: For the QuickBooks Link to work without interruption in normal day-to-day use, we strongly recommend that Amicus Server be run under Windows Server 2012 / 2012 R2 with Remote Desktop Services enabled.

What information is exchanged

Records are exchanged between Amicus Attorney and QuickBooks in the directions indicated, using appropriate match criteria.

WITHOUT BILLING:

Amicus record type	Exchange direction	QuickBooks record type
Files	↔	Jobs
Client Contacts	↔	Customers
Vendor Contacts	← (optional exchange)	Vendors
Time Entries	→	Time Tracking Entries
Billing Rates	→	Service Items

WITH BILLING:

Amicus record type	Exchange direction	QuickBooks record type
Files	↔	Jobs
Client Contacts	↔	Customers
Vendor Contacts	← (optional exchange)	Vendors
Billing Transactions	→	General Ledger Transactions
Expenses (Hard Cost)	← (optional import)	Client Costs

Scope

In some instances the above noted records are filtered based on certain criteria such as their current status (i.e., Open versus Closed). The following rules apply:

General Rule:

- **WITHOUT BILLING:** Record Deletions are not supported in the Link and therefore must be performed manually in both applications.
- **WITH BILLING:** While File/Job, Client/Customer, and Vendor deletions are not supported in the Link and must therefore be performed manually in both applications, Amicus Billing transaction deletions and key field edits are supported. For example, Amicus users may delete a Trust Receipt, or edit the amounts in a Trust File-to-File Transfer, and a reversing entry will be exchanged to QuickBooks.

Files/Jobs:

- Only Amicus Open Billable Files with an associated Client where the Responsible Lawyer is mapped to a QuickBooks Sales Rep will be exchanged.
- Amicus Files set to be Excluded from the Link will not be exchanged.
- Only QuickBooks Active Customer:Jobs where the Sales Rep is mapped to an Amicus Timekeeper will be exchanged.
- Updates will not be sent over from Amicus where the Amicus File is Active and the QuickBooks Job is Inactive. Therefore, changes must be manually input.
- Updates to some fields are not supported in QuickBooks. For details, see “File/Job field mapping”.

Clients/Customers:

- Only Amicus Primary Clients on Files that meet the scope requirements above are exchanged with QuickBooks Customers
- Only QuickBooks Customers with eligible Jobs are exchanged.

Vendors:

- Only QuickBooks Vendors marked Active will be exchanged.
- A QuickBooks Vendor cannot be matched with an Amicus Contact record if that record is already linked to a QuickBooks Customer as a Primary Client.

WITHOUT BILLING: Billing Rates/Service Items

- Billing Rates that do not exist as Service Items in QuickBooks will be added.
- A “parent” Service Item for the Amicus Timekeeper will be created in QuickBooks, with “sub items” created for each Billing Rate.
- Updates to Service Items that match a Billing Rate are not supported.

WITHOUT BILLING: Time Entries

- Time Entries are sent to QuickBooks from Amicus directly by Firm Members by using the Posting function.
- Updates to Time Entries already posted to QuickBooks are not supported. Revisions must be made directly in QuickBooks.

WITH BILLING: Expenses/Costs

- QuickBooks Client Costs can be imported to Amicus as "Hard Cost" Expenses on Files, by Billing Supervisors using the Import QuickBooks Costs function.
- Updates or deletions to Costs already imported to Amicus are not supported. Revisions must be made directly in Amicus Expenses. However, voided checks and refunded credit card transactions in QuickBooks can be imported as negative (reversing) Expenses.

Mappings

The following *common list items* must be mapped through the QuickBooks Link Configuration wizard in Amicus. For example, in order to successfully exchange an **Amicus File** of a particular **File Type** with a **QuickBooks Job** of a particular **Job Type**, the **File Type** and **Job Type** must have first been mapped. Mapping facilitates differences in naming convention between the two applications.

It is important to map new common list items as they are added in either application. For more information, see [Maintaining the Link](#).

Amicus items	QuickBooks items
Timekeepers/ Responsible Lawyer ¹	Sales Reps (based on Employees)
File Types	Job Types
WITHOUT BILLING: File Types OR Billing Categories OR Timekeepers OR Office Location ²	Classes
WITH BILLING: File Types OR Billing Categories	Classes
WITH BILLING: Expense Codes	Items
¹ Amicus Firm Members are designated as Timekeepers in the Administration Profile of their Contact record. ² Optionally, one of File Types, Billing Categories, Timekeepers, or Office Locations can be exchanged with QuickBooks Classes. Office Locations are stored as part of the Firm Member record—they are not technically mapped as an item, but rather added to QuickBooks during an exchange if necessary based on a text-string match.	

Link setup checklist

The Link is configured by the Amicus Administrator from the Amicus Attorney Office module. When you set up the Link, you will need to complete several steps, listed below and described in more detail throughout this *Link Guide*. It is assumed that you have installed and configured Amicus Attorney and have ensured that it is running properly.

- 1** Read this *Link Guide* to gain an understanding of how data in the two applications will be exchanged and matched.
- 2** Install QuickBooks on the Amicus Attorney Application Server.
 - Ensure that any QuickBooks service/maintenance releases are applied if applicable.
 - Configure QuickBooks to use the Company File (QuickBooks database) you want Amicus Attorney to link with. If a Company File does not exist, create one.
 - **WITHOUT BILLING:** Navigate to QB Preferences > Time Tracking > Company Preferences, and select the Yes option under “Do you Track Time?”.
 - If you want to use Classes, navigate to QuickBooks Preferences > Accounting > Company Preferences > and select the Use Class Tracking checkbox.
- 3** Prepare your data where necessary in both applications as detailed in this *Guide*.
- 4** Ensure that QuickBooks is not running on the workstations.
- 5** In Amicus Attorney, at the Amicus Attorney Application Server, go to Firm Settings > Time – Accounting and set your Accounting System to QuickBooks and click Install Components to install the necessary components.



NOTE: *If running with User Access Control (UAC) enabled (e.g. under Windows 8, 7, or Vista), first right-click the “Amicus Attorney” icon on your Desktop and choose “Run as administrator”.*

- 6** In Amicus Attorney, run the Link Configuration wizard. Complete Step 1 of the Wizard, and then configure the QuickBooks Integrated Applications setting. Continue with the remaining Steps.
- 7** Perform the initialization.
- 8**



IMPORTANT: For performance reasons, we recommend that QuickBooks be running on the Server whenever the Link is in use. To ensure that added or edited records are exchanged, all views should be closed in QuickBooks on the Server (importantly the Customer Job List).

Amicus Attorney and QuickBooks will now be ready to allow users to perform exchanges and post Time Entries.

Administrators will need to maintain common list mappings on an on-going basis as items are added or deleted in either application.

RESTARTING THE SERVER: Whenever the Amicus Application Server is restarted, someone must log in to Windows at the Server before Amicus may communicate with QuickBooks.

Initialization and exchange details

The Link exchanges File/Job and Contact/Customer information between Amicus Attorney and QuickBooks. The following sections describe **how records are matched** and **how fields are mapped** in order to facilitate the proper supply of information to the records that are updated or created in the other application.

For a complete list of field mappings, see “Preparing your data” on page 16.

Exchange methods

There are two exchange methods:

- **Individual File exchange**—involves a **single** Amicus File and its Primary Client Contact record with the corresponding QuickBooks Job and Customer. Individual File exchange is performed from the Accounting Link Details view of the File Detail in Amicus Attorney.
- **Global exchange**—involves additions or modifications since the last exchange in either database involving the following record types:
 - All eligible Amicus Files and Primary Clients, and all eligible QuickBooks Jobs and Customers.
 - Amicus Billing Rates and the corresponding QuickBooks Service Items (includes updates where supported)
 - All eligible QuickBooks Vendors.

Exchange direction

The Link Configuration Wizard allows you to set which application takes priority for the purposes of those records types that involve a bi-directional exchange during each of initialization and subsequent exchanges.

Match Criteria

Eligible records that meet the scope requirements (see “Scope” on page 5) are matched based on the **Key Identifiers** in each record. This matching is not case sensitive, but spaces and punctuation do matter.

- **If a match is not found**, the Link will create a new record so that there are corresponding records in both applications.
- **If a match is found**, either the Amicus record or the QuickBooks record is updated (where updates are supported by the QuickBooks API). Where a record has been changed in both applications, conflicts are resolved based on the Link priority options set by the Amicus Administrator as noted above.
- **If more than one match is found** an error is logged.

File/Job record match criteria

A Job in QuickBooks is the equivalent of an Amicus File.

The match criteria for exchanging Files is dependent on whether you identify your Customer:Jobs according to Client ID:Matter ID or Client Name:Matter Name. It is important that your Link Configuration settings properly reflect the naming convention you use in QuickBooks, and that all records use the same naming convention.

NOTE: Amicus and QuickBooks fields containing French characters are not supported by the Link.

Key Identifiers

- **If you choose to identify Customer:Jobs according to Client Name:Matter Name**, the Full Client Name and the Full Matter Name in the Amicus File will be used to identify the Customer and Job in QuickBooks.
- **If you choose to identify Customer:Jobs according to Client ID:Matter ID**, the Client ID and Matter ID in the Amicus File will be used to identify the Customer and Job in QuickBooks.

Additionally a secondary check on Client/Contact Name is optionally done during initialization. If this option is selected in the Link Configuration wizard, then in addition to the File/Job match described above, the Primary Client Name in Amicus is compared to the Customer Name in QuickBooks. If the names do not match exactly, the File/Job will be skipped during Initialization. If the option is not selected, the result will be that the Name in one application will update the other (according to your Priority preference in Step 2a).



IMPORTANT: You must ensure that Jobs are separate records and not part of the Customer parent record. For information, see *“Preparing your data”*.

File/Job field mapping

The following field mapping is used when an Amicus File is created or updated from a QuickBooks Job, or vice versa.

Amicus File field	QuickBooks Job field
Client ID (or Full Client Name)	Client Name
Matter ID (or Full Matter Name)	Job Name
Full Matter Name ³	Job Description ³
Responsible Lawyer ¹	Sales Rep ¹
File Type ¹	Job Type ¹
File Status: "Active" ¹	Active ¹
File Open Date ¹	Job Start Date ¹
Primary Client Entity (Individual or Company)	Customer Type
Job Bill To Address ²	Bill To Address
Job First Name ²	First Name
Job Last Name ²	Last Name
Job Fax ²	Fax
Job Alt. Ph. ²	Alt. Ph.
Job E-mail ²	E-mail
¹ Updates are not supported.	
² These fields are located on Billing Info view of the File Details.	
³ This mapping only applies if Client ID/Matter ID used as Key Identifiers.	

Responsible Lawyer assignments

The Responsible Lawyer/Sales Rep assignment is exchanged in new records. Because a QuickBooks Job has a Customer assigned, and the Customer is in turn associated with a Sales Rep, all new Amicus Files created by the Link for the same Primary Client will have the same Responsible Lawyer.

Firm Member assignments to Amicus Files

If a new Amicus File is created from a QuickBooks Job, the Responsible Lawyer (mapped from the Sales Rep on the Job's Customer) is assigned to the File. In addition, the Firm Members who are specified in that Responsible Lawyer's Amicus Preferences as the ones to be assigned by default to new Files are assigned to the File.

Short File Name in Amicus

If a new Amicus File is created from a QuickBooks Job (during an exchange), the Amicus Short File Name is constructed from the QuickBooks Job information as follows:

Customer Name <SPACE> <HYPHEN> <SPACE> *Job Name*

For example, a generated Amicus Short File Name might be:

Berwood Construction Ltd. - Wrongful dismissal

Contact/Customer record match criteria

A Customer in QuickBooks is the equivalent of an Amicus Primary Client on a File.



NOTE: Amicus and QuickBooks fields containing French characters are not supported by the Link.

Key Identifiers

Amicus-to-QuickBooks exchange:

If you choose to identify Customer:Jobs according to **Client Name:Matter Name**, the Amicus Full Client Name field in Contact records will be compared with the Customer Name in QuickBooks.

If you choose to identify Customer:Jobs according to **Client ID:Matter ID**, the Amicus Client ID field in Contact records will be compared with the Customer Name in QuickBooks.

QuickBooks-to-Amicus exchange:

The above criteria are first applied. If a Contact match is not found this way (which may be the case when a new Customer:Job is being exchanged), then the following match criteria is used:

Key Identifier fields when there is a QuickBooks Company:

Amicus Contact field	QuickBooks Customer field
Company Name	Company Name
First Name	First Name
Last Name	Last Name
Business Phone or Primary Phone	Phone
Business Address City or Primary Address City	Address City

- If the QuickBooks Customer has a First and/or Last Name but no Company Name, an Amicus Contact record must be an Individual to be eligible for a match.

Key Identifier fields when there is no QuickBooks Company:

Amicus Contact field	QuickBooks Customer field
First Name	First Name
Last Name	Last Name
Home Phone or Primary Phone	Phone
Home Address City or Primary Address City	Address City

Phone format

As noted above Phone information may be part of the Key Identifier for QuickBooks-to-Amicus record match criteria.

Amicus Phone information is divided into four components: Country Code, Area Code, Local Number, and Extension. QuickBooks Phone information is in one, undivided field.

To ensure proper matching and avoid the creation of duplicate records in Amicus, use any the following formats when entering Phone information in QuickBooks:

+CountryCode <SPACE> (AreaCode) <SPACE> LocalNumber <SPACE> xExtension
+CountryCode <SPACE> (AreaCode) <SPACE> LocalNumber
(AreaCode) <SPACE> LocalNumber <SPACE> xExtension
(AreaCode) <SPACE> LocalNumber
LocalNumber <SPACE> xExtension
LocalNumber



Note: A space is required between each division, a Country Code must be preceded by a plus sign, an Area Code must be surrounded by parentheses, and an “x” must precede an Extension.

Contact/Customer field mapping

The following field mapping is used when an Amicus File is created or updated from a QuickBooks Job, or vice versa.

Amicus Contact field	QuickBooks Customer field	If Contact/Customer is
Prefix	Mr. / Ms /...	Company or Individual
First Name	First Name	Company or Individual
Middle Name	Middle Initial	Company or Individual
Last Name	Last Name	Company or Individual
Company Name	Company Name	Company or Individual
Business Phone	Phone	Company
Home Phone	Phone	Individual
Business Fax	Fax	Company
Home Fax	Fax	Individual
Business 2 Phone	Alt. Phone	Company
Home 2 Phone	Alt. Phone	Individual
Business E-mail	E-mail	Company
Home E-mail	E-mail	Individual
Business Address	Bill To Address	Company
Home Address	Bill To Address	Individual
Contact Entity (Individual / Company)	Customer Type	Company or Individual



NOTE: All four lines of address information in a QuickBooks Customer record are exchanged with Amicus.

Firm Members assigned to Amicus Contact records

If an Amicus Contact is created or updated from a QuickBooks Customer, the Firm Members who are assigned to the Amicus File on which this Contact is the Primary Client are automatically assigned to the Contact.

Contact/Vendor record match criteria

QuickBooks Vendors may be optionally transferred one-way to Amicus as Contact records.

Key Identifiers

Amicus Contact field	QuickBooks Vendor field
Company Name	Company Name
First Name	First Name
Last Name	Last Name
Business Phone or Primary Phone	Phone
Business Address City or Primary Address City	Address City

Vendor field mapping

The following field mapping is used when an Amicus Contact is created or updated from a QuickBooks Vendor.

Amicus Contact field	QuickBooks Vendor field	If QuickBooks Vendor is
Prefix	Mr. / Ms./...	Individual
First Name	First Name	Individual
Middle Name	Middle Initial	Individual
Last Name	Last Name	Individual
Company Name	Company Name	Individual or Company
Business Phone	Phone	Individual or Company
Business Fax	Fax	Individual or Company
Business 2 Phone	Alt. Phone	Individual or Company
Business E-mail	E-mail	Individual or Company
Business Address	Address	Individual or Company

Amicus Contact Record Entity and Group

- If the QuickBooks Vendor has only a Company Name, an Amicus **Company** Contact record is created, and assigned to the “Vendors” People Group.
- If the QuickBooks Vendor has a First Name and/or Last Name, an Amicus **Individual** Contact record and assigned to the “Vendors” People Group.

Firm Members assignment

When a new Contact record is created in Amicus from a QuickBooks Vendor, all Amicus Timekeepers are automatically assigned to it.

WITHOUT BILLING: About Billing Rates and Service Items

Billing Rates are exchanged in one direction only—from Amicus to QuickBooks, as Service Items. This is to ensure that any Billing Rate used in an Amicus Time Entry will exist as a Service Item in QuickBooks. A Service Item parent record will be created during initialization or exchange for each Timekeeper, if one does not already exist, with Sub items for each Billing Rate, including Non-billable and Contingency. For example, the Amicus Timekeeper, “Heather Gavel”, is matched with the QuickBooks Service Item (parent item) of the same name*, and the Amicus Billing Rates belonging to that Timekeeper for each Billing Category (i.e., “Normal”, “Discount”, etc.) are matched with the QuickBooks Sub items of the same names.

The following illustrates how the Timekeeper and Billing Rates appear as a Service Item and Sub items, respectively, in the QuickBooks Item List:

◆ Heather Gavel
◆ Discount
◆ Normal
◆ Premium

* Please note that the Amicus Timekeeper is matched with the QuickBooks Service Item (parent item) according to the Mapped Name. No rate or description is required for the parent record.

WITHOUT BILLING: About Time Entries

Time Entries in Amicus are exchanged with QuickBooks in one direction—from Amicus to QuickBooks. Time Entries are sent to QuickBooks through the Posting function in the Time module, not through the Exchange function in the Office module. This model maintains the law firm workflow within which lawyers are accustomed to working. It allows the lawyer to be confident that the Time Entries will not be billed until they are finalized.

The following table shows what information is exchanged to QuickBooks, depending on the Billing Category and Billing/Time Tracking Rate assigned in the Amicus Time Entry.

Amicus		QuickBooks			
Billing Category	Billing/Time Tracking Rate	Duration	Billable Attribute	Service Item	Service Item Price
Fixed Fee	File Fee or Flat Rate	1	Billable	[Rate Label] – [Fee Amount]	Fee Amount
Fixed Fee	Normal, Other, etc.	Duration	Non-Billable	“Fixed Fee Tracking - \$0.00”	\$0
Contingency	File Fee or Flat Rate	1	Billable	“Contingency” – [Fee Amount]	Fee Amount
Contingency	Normal, Other, etc.	Duration	Non-Billable	“Contingency Tracking - \$0.00”	\$0
Billable ¹	Flat Rate	1	Billable	“Flat Rate” – [Fee Amount]	Fee Amount
Billable ¹	Non-Billable	Duration	Non-Billable	“Non-Billable - \$0.00”	\$0
Billable ¹	Normal, etc.	Duration	Billable	[Timekeeper]: [Rate Label] ³	Rate Value
Billable ¹	Other	Duration	Billable	“Other Rate” – [Rate Value]	Rate Value
Non-Billable ²	Normal, etc.	Duration	Non-Billable	[Timekeeper]: [Rate Label] ³	Rate Value
Non-Billable ²	Other	Duration	Non-Billable	“Other Rate” – [Rate Value]	Rate Value

¹ Billable = Billing Categories assigned the “Billable” attribute, excluding Fixed Fee and Contingency.
² Non-Billable = Billing Categories not assigned the “Billable” attribute, including Vacation and Personal.
³ Sub item under the Timekeeper Service Item.

WITH BILLING: Account mapping

When configuring the Link you must map the Amicus accounts to QuickBooks accounts. We recommend that you consult your accountant. Note that you may map multiple Amicus accounts to the same QuickBooks account where appropriate.

Amicus Accounts	QuickBooks Accounts
General Bank Account(s) One or more Accounts of type "General" (as specified in your Firm Settings > Billing - Bank Accounts list)	Undeposited Funds (Asset) account. TIP: We recommend subsequently depositing funds to the appropriate General Bank account(s) in QuickBooks.
Trust Bank Account(s) Zero, one, or more Accounts of type "Trust" (as specified in your Firm Settings > Billing - Bank Accounts list), and only if you configure the Link Posting Options to post Trust activity	If you wish to use the Undeposited Funds (Asset) account, you should split the Trust Check and Trust Receipt mapping. If you wish to use a single account for both Trust Checks and Trust Receipts, consider mapping the Amicus accounts to a QuickBooks clearing (exchange) account. This enables a QuickBooks user to print checks and receipts against this clearing account, upon which the funds would be transferred as appropriate.
Client Funds in Trust Only if you configure the Link Posting Options to post Trust activity	Trust Liability account
General Retainers	General Retainer account, typically, an Expense (Cash) or Asset (Modified Cash) account, but alternatively a Revenue account
Fees Fees Income Account	Fee Revenue account(s) You may choose to map the Amicus account to a single General Fee account, a separate account per Amicus File Type, or a separate account per Amicus Lawyer to which Fees are distributed.
Client Recoverable Expense We recommend using only one account.	Typically, an Expense or Asset account. You may choose to map the Amicus account to a single account, a separate account per Amicus File Type, or a separate account per Amicus File Responsible Lawyer.
Interest Income Used in exchanges only if interest is applied by the firm on overdue client accounts (as specified in your Firm Settings > Billing - Interest & Reminder Statements)	Interest Revenue account
[Tax 1 Name] Only if Tax 1 is applied by the firm on client fees and/or expenses (as specified in your Firm Settings > General - Tax Settings)	A clearing (exchange) Liability account. Do NOT map the real QuickBooks Tax Liability account.
[Tax 2 Name] Only if Tax 2 is applied by the firm on client fees and/or expenses (as specified in your Firm Settings > General - Tax Settings)	A clearing (exchange) Liability account. Do NOT map the real QuickBooks Tax Liability account.

Preparing your data

We recommend that the firm's QuickBooks/Amicus expert, with the assistance of the Amicus Administrator and QuickBooks Administrator, prepares the firm's data for Link configuration and initialization.

Special preparation prior to database conversion from an earlier version of Amicus Attorney

The Amicus Attorney link with QuickBooks includes new processes that require that data eligible for exchange with QuickBooks be "clean" prior to initialization. There are huge advantages to this approach. It allows for a prompt-free initialization, it avoids duplicates, and more importantly, it ensures that the link runs as smoothly as possible thereafter.

Completing some preliminary reclassification and data checks PRIOR TO CONVERTING DATA FROM AN EARLIER VERSION OF AMICUS ATTORNEY will facilitate a smooth Initialization process.

If upgrading from Amicus Small Firm, we recommend that you run the Accounting Integration Consistency Checker in Small Firm. This utility enables you to test your Amicus Attorney database for data inconsistencies, and directly open any problem Files for viewing and/or editing. For details, see the *Accounting Integration Consistency Checker* document, available from the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.

General Preparation

Common Lists

It is not necessary that corresponding common list item names match exactly in each application, as the Link Configuration wizard will permit items to be mapped. For example, Litigation - Civil ↔ Civil Litigation.

In addition, the Common Lists Alignment dialogs of the wizard permit you to directly add some list items from one program to the other.

Amicus	QuickBooks	Add to Amicus via the wizard	Add to QuickBooks via the wizard
File Types	Types of Law	YES	YES*
Timekeepers	Sales Reps	No	No
WITHOUT BILLING: Timekeepers	Classes	No	YES
WITHOUT BILLING: Office Location	Classes	No	No
File Types	Classes	No	YES
Billing Categories	Classes	No	YES
WITH BILLING: Expense Codes	Items	YES	No
* Ensure that any File Type name added to QuickBooks does not contain a colon (:)			

QuickBooks data

- Confirm that every QuickBooks Customer eligible for exchange has been assigned a Sales Rep.
- Confirm that QuickBooks Jobs have been moved out of the Customer records. Although QuickBooks allows a Job to be embedded in a Customer record, the Link only supports Jobs that are separate, listed beneath the Customer record in the Customer:Job list.

To manually separate a Job from a Customer, select the Customer in the Customer:Job list, choose **Customer:Job > Add Job**, click OK in the **Moving Existing Job Information** prompt that appears, and then click **Cancel** in the **New Job** window that appears. Finally, open the **Job** record, edit the **Job Name**, and click **OK**. See your QuickBooks documentation for further details.

Amicus data

- Confirm that every Amicus File eligible for exchange has a **Primary Client**, a **Responsible Lawyer**, and, depending on your Key Identifiers for match criteria, either a **Client ID/Matter ID** or a **Full Client Name/Full Matter Name**.
- Ensure that the Amicus File Preference that specifies the Firm Members to be automatically assigned to new Files is set properly for each Responsible Lawyer.



TIP: If the Pre-Initialization Check fails on any Files that the initializing Amicus Administrator is Restricted from viewing or editing, the error log will simply report “restricted” rather than the specific Short File Name.

We therefore recommend that all Files be made accessible to that Amicus Administrator for the period of initialization. On each File, either remove Restrictions or assign the Amicus Administrator and ensure they have Edit rights.

Additional preparation

If your data is either all in QuickBooks or all in Amicus, then complete the following steps:

- Because an exchange will transfer only **Open Files/Jobs** that are not flagged as **Excluded**, and only if the Sales Rep in QuickBooks is mapped to a Timekeeper in Amicus, ensure that these are set properly.

If your data is in both Amicus and QuickBooks, then complete the above steps and also the following additional steps:

- For initialization purposes, decide which side should take priority in the exchange of **Files/Jobs** and **Contacts/Customers**.
- Check that corresponding **Amicus Client IDs** and **Matter IDs** (or alternatively, **Full Client Names** and **Full Matter Names**) match **QuickBooks Customer Names** and **Job Names**, and vice versa.
- Check that **Primary Client/Customer** information (name, phone, and address) is consistent on both sides, to help avoid the creation of duplicate records. Check phone formatting in particular.

It may be necessary to exclude some Files from exchange. For instructions on how to exclude Amicus Files, see *“Excluding an Amicus File from the Link”*.

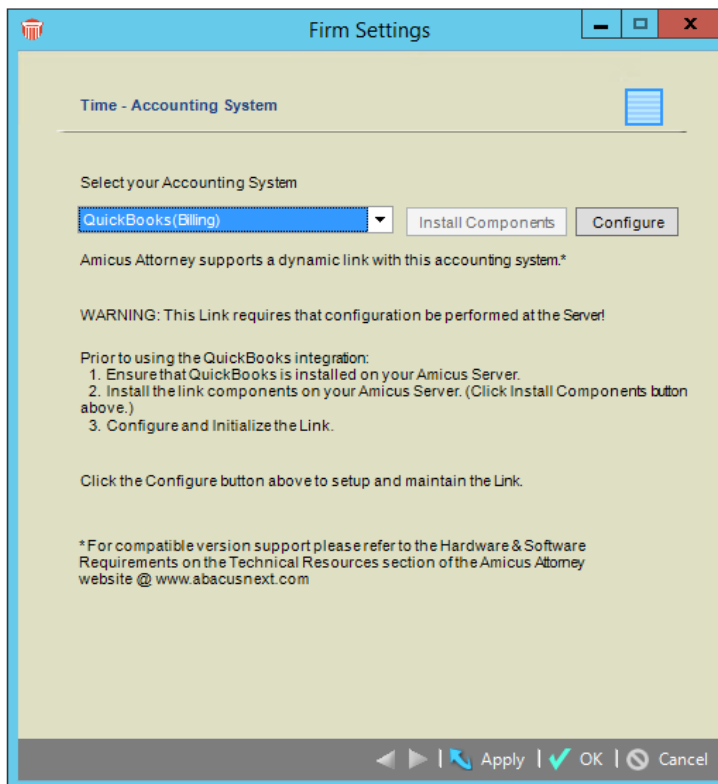
You are now ready to proceed to configuring the Link.

Configuring the Link

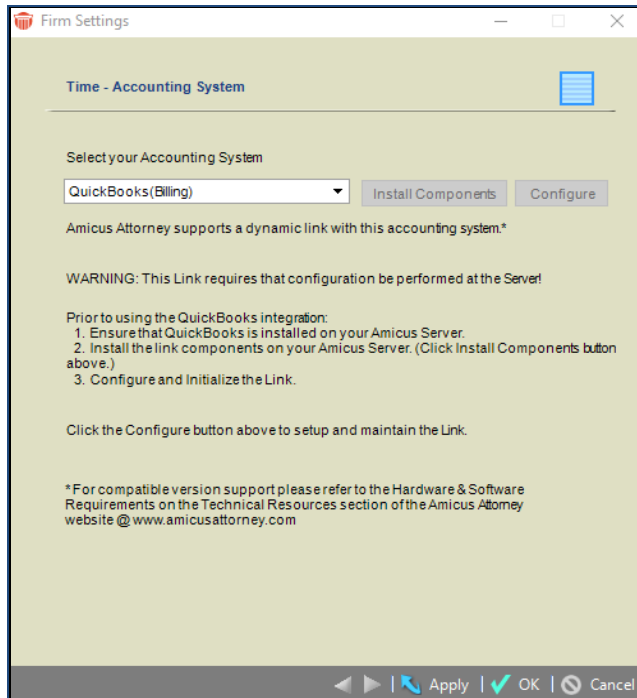
The Link Configuration Wizard is available to Amicus Administrators in the Firm Settings dialog, accessible from the Office module. Follow the steps below:

- 1 Perform the configuration on your Amicus Attorney Application Server.
- 2 Ensure that QuickBooks is currently running on the Amicus Attorney Application Server and you are logged into QuickBooks as the QuickBooks Administrator.
- 3 Ensure that QuickBooks is running in Single-User Mode, so that you will receive the security prompt when testing the connection in Step 1 below.
- 4 Choose **Firm Settings** on the navigation list in the control panel of the **Office** module. The **Firm Settings** view appears. Then choose **Time > Accounting** on the navigation list in the view. The **Time - Accounting System** view appears.

WITHOUT BILLING:



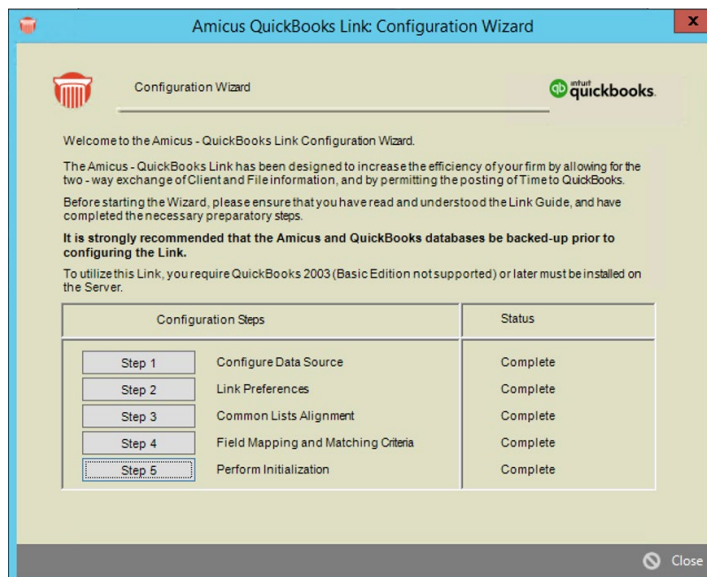
WITH BILLING:



- 5 Select *QuickBooks* from the drop-down list in the **Select Your Accounting System** field.
- 6 Click **Configure** to run the **Link Configuration wizard**. Complete each of the multi-dialog steps in order, as described in the following sections.

Welcome dialog

The **Welcome** dialog of the wizard displays the current status of each step in the right-hand column.

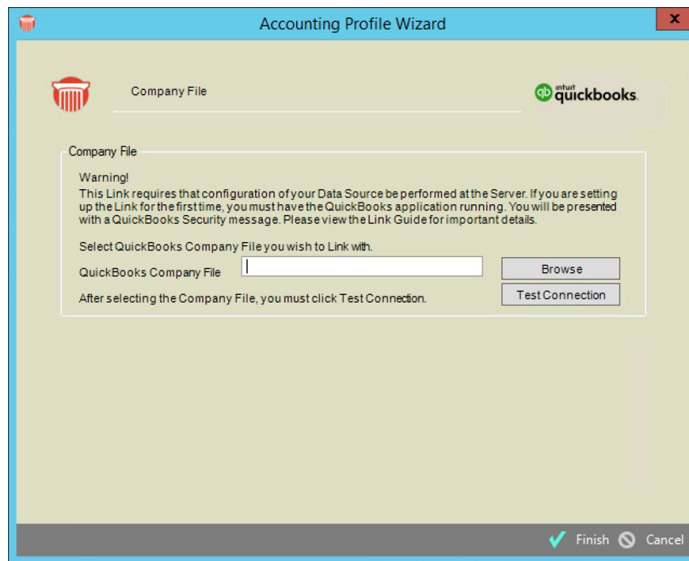


You can click **Print Settings** to print your settings.

Complete the configuration steps as described in the following sections.

Step 1 - Set the QuickBooks Company File for the Link and test the connection

Click **Step 1** in the Welcome dialog of the Link Configuration wizard. The **Company File** dialog appears.



Enter the path to the **QuickBooks Company File**, or click **Browse**, select the *.QBW file, and click Open. For optimal performance, consider storing the QuickBooks database on the Amicus Attorney Application Server.



IMPORTANT: If you specify a different QuickBooks Company File after you have performed an initialization, the Link is automatically reset and you will be required to reconfigure and Re-Initialize the Link before using it again. This may be a lengthy process.

Then click **Test Connection** to ensure that the File can be properly accessed by the Link. A QuickBooks - Application With No Certificate dialog appears, asking whether you trust this connection—choose the "Yes, always, allow access even if QuickBooks is not running" option.

Then click **Finish**. The **Welcome** dialog reappears.

At this point, you will need to go to QuickBooks on the Amicus Attorney Application Server and perform the step outlined below.

Step 1a - Automatic login of Amicus Attorney to QuickBooks



IMPORTANT: Because QuickBooks on the Amicus Attorney Application Server is not continuously updated with all record changes and additions done in QuickBooks at the workstations, QuickBooks should not be running at the workstations and you must set QuickBooks to allow Amicus Attorney to automatically log in as "Admin"

This will ensure that the initialization and exchange processes use all current information.

Before doing initialization or exchange, complete the following steps in QuickBooks:

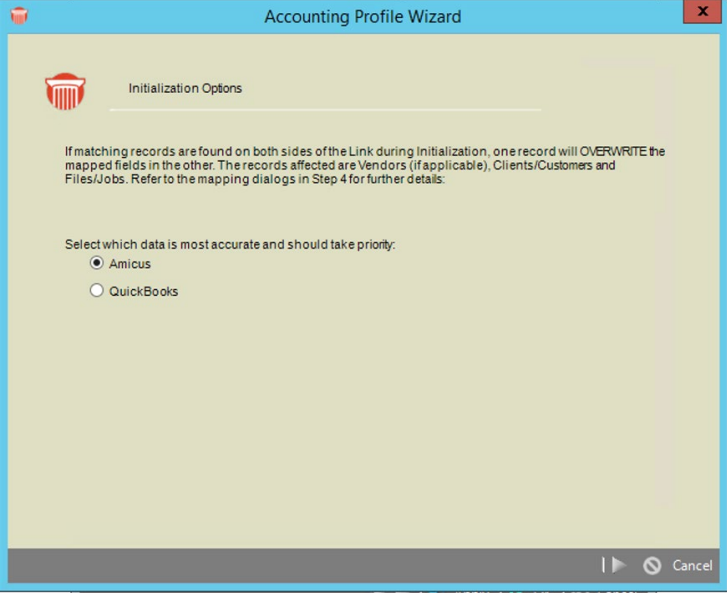
- 1 Choose **Edit > Preferences**.
- 2 Choose **Integrated Applications** at the left. Choose the **Company Preferences** tab.
- 3 Then select **Amicus Attorney** and click **Properties**.
- 4 In the **Access Rights** tab, select the *Allow this application to login automatically* option, select **Admin** from the **Login As** list, and click **OK**.

We recommend that users now exit QuickBooks on any computer other than the Amicus Attorney Application Server.

Step 2 - Set the Link preferences

Click **Step 2** in the **Welcome** dialog of the **Link Configuration wizard**. In this step, you set general initialization and exchange preferences for the Link.

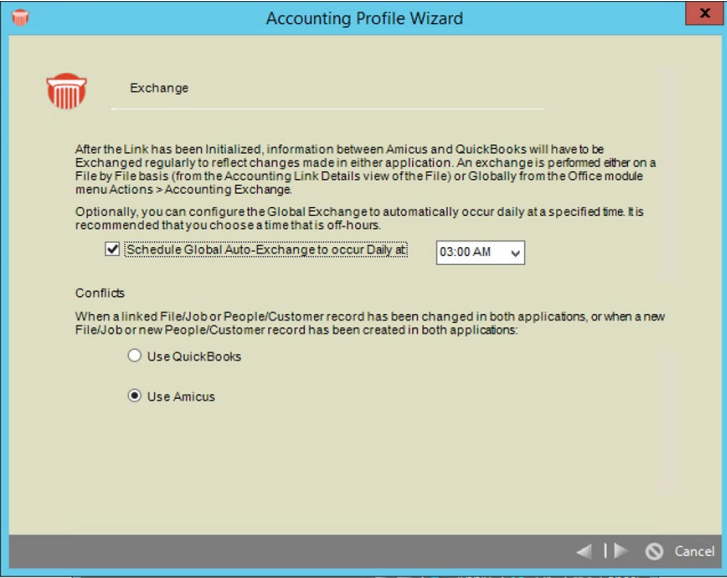
Step 2a - Initialization options



The screenshot shows the 'Accounting Profile Wizard' window with the 'Initialization Options' tab selected. The window has a title bar with a red close button. Inside, there's a red icon of a classical building. The text explains that if matching records are found, one will overwrite the other, affecting Vendors, Clients/Customers, and Files/Jobs. It asks the user to select which data is most accurate and should take priority, with radio buttons for 'Amicus' (selected) and 'QuickBooks'. At the bottom right are 'Next', 'Previous', and 'Cancel' buttons.

Specify whether Amicus Attorney or QuickBooks takes priority during initialization. Then click **Next**.

Step 2b - Exchange



The screenshot shows the 'Accounting Profile Wizard' window with the 'Exchange' tab selected. The window has a title bar with a red close button. Inside, there's a red icon of a classical building. The text explains that after initialization, information between Amicus and QuickBooks will be exchanged regularly. It offers to schedule a Global Auto-Exchange to occur daily at a specified time, with a checkbox checked and a dropdown menu set to '03:00 AM'. Below, under 'Conflicts', it asks what to do when a linked File/Job or People/Customer record has been changed in both applications, with radio buttons for 'Use QuickBooks' and 'Use Amicus' (selected). At the bottom right are 'Next', 'Previous', and 'Cancel' buttons.

Specify whether and when a Global Exchange should occur daily automatically. A Global Exchange includes all Files and Contacts added or modified since the last exchange in either Amicus or the accounting application. We recommend that you choose a time that is off-hours, and does not conflict

with other scheduled services, such as automatic backups your firm may have scheduled, or the Amicus Daily Checks routines which run at midnight.

Specify whether Amicus Attorney or QuickBooks takes priority in exchanges. Then click **Next**.

WITH BILLING: Step 2c – Posting Options

Accounting Profile Wizard

Posting Options

Accounting Type Cash **Posting From Date** Mon, Dec 01, 2014

Account Posting Options ☒ Post Trust Activity **Mon, Dec 01, 2014**

☒ Post Checks and Receipts to separate QuickBooks GL Accounts (for each Trust Account)

You can choose to track revenue for Fees and Expenses by Lawyer, File Type or have it all go to one account.

Post Fees: In One Account **Post Expenses:** In One Account

Default Journal Entry Descriptions

Choose how you wish to have the description appear for each journal entry

1st: Client Matter ID 2nd: None 3rd: None

Cost Import ☒ Enable importing of costs from QuickBooks from Mon, Dec 01, 2014

Import ☒ Checks ☒ Vendor Bills/Checks ☒ Credit Card Charges

QuickBooks Bank Account Exclusions Select accounts to exclude from import

Navigation: < | > Cancel

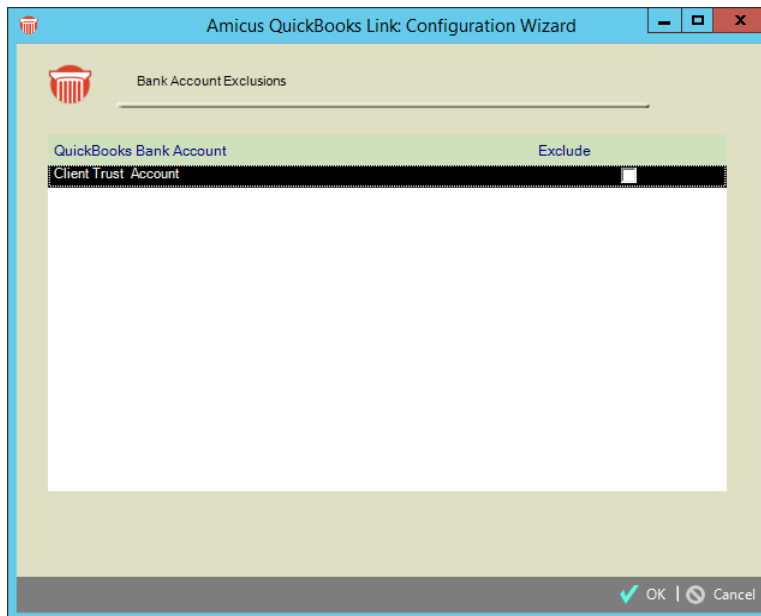
Specify the General Ledger transaction posting options.

- **Date**—Specify the date for which you want GL transactions to start exchanging to QuickBooks. In general, you will set this date when you first implement the Link, in order to exclude old transactions from affecting your QuickBooks.
- **Posting Trust transactions**—Choose whether to exchange Trust Account transactions and, if so, the transactions start date, and whether to post Trust Check and Trust Receipt transactions to separate QuickBooks accounts or together to a single account.
- **Posting Fee payments**—Choose whether to exchange Payments for Fees to one QuickBooks account, or to various ones based on the Amicus File Type or Lawyer related to the Fee. For example, you could have Fees on “Litigation” Files go to one QuickBooks account, while Fees on “Real Estate” Files go to a different account. Or you could have Fees distributed to Lawyer “TF” go to one QuickBooks account, while Fees to Lawyer “BK” go to a different account.
- **Posting Expense payments**—Choose whether to exchange Payments for Expenses to one QuickBooks account, or to various ones based on the Amicus File Type or Responsible Lawyer. For example, you could have Expenses on “Litigation” Files go to one QuickBooks account, while Expenses on “Real Estate” Files go to a different account. Or you could have Expenses on Files for which Lawyer “TF” is responsible go to one QuickBooks account, while Expenses on Files for which Lawyer “BK” is responsible go to a different account.
- **Descriptions**—Select what description information to include in each transaction exchanged to QuickBooks (where it will appear in the Memo field), and indicate the sequence in which that information should appear. For example, you could include the Amicus transaction Description text followed by the Invoice Number (if any).

Specify the Cost import options.

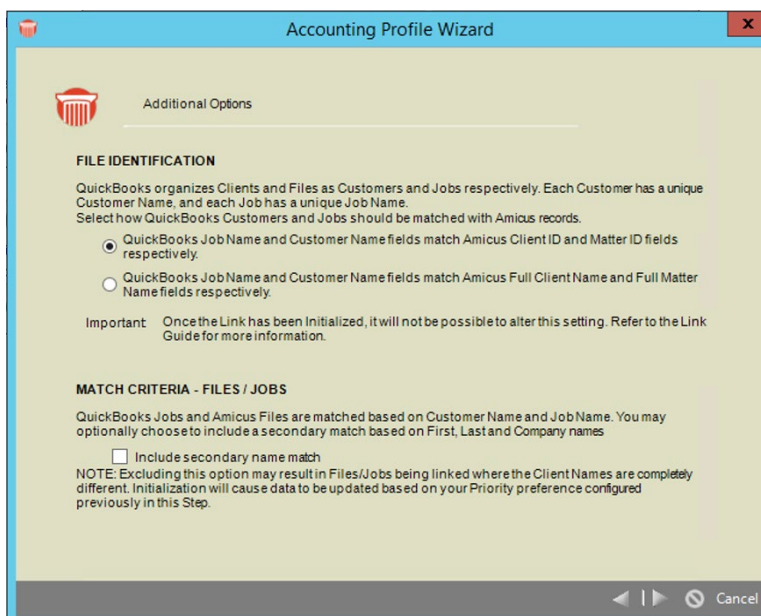
- **Enable Cost Import**—Choose whether Billing Supervisors will be able to import QuickBooks Costs to Amicus as Expenses via the Import QuickBooks Costs function in Amicus.
- **Date**—Specify the transaction date from which you want Costs available for import.

- **Cost Types**—Choose which types of hard cost charges you want available for import: Checks, Vendor Bills, Credit Card charges, and/or Credit Card Refunds.
- **Bank Account Exclusions**—Click the "Select accounts" button to select the QuickBooks Bank Accounts from which customer and vendor checks will be excluded from import.



IMPORTANT: We recommend you exclude Trust Bank Accounts because checks written out of them are not billed to clients as expenses but rather as simply trust entries.

Step 2d - Additional Options



- **File Identification**—Specify how **Files/Jobs** and **Contacts/Customers** are identified for matching during the exchanges.

- **Match Criteria**—select the option if you want a secondary check on names done during initialization. Then, once a **File/Job** that matches on **Client** and **Matter IDs** (or Full Names), the Primary Client's Name in Amicus Attorney is compared to the Customer's Name in QuickBooks. If the names do not match exactly, the **File/Job** will not be exchanged. If you do NOT select this option, minor differences in the names (e.g. "Chris" vs. "Christopher", or punctuation) will not cause the match to fail, and will result in the names from one application overwriting those in the other application during initialization (according to your Priority preference in Step 2a), even if the names are quite different.

Then click **Next**.



IMPORTANT: Do not Reset the Link and change this setting after initialization because that would cause the creation of duplicate records in both systems.

Step 2e - Classes

This dialog appears only if Classes are enabled in QuickBooks.

Specify whether to include class tracking in the Link, which will result in the Class field in QuickBooks Time Entries to be populated with the mapped information from Amicus.

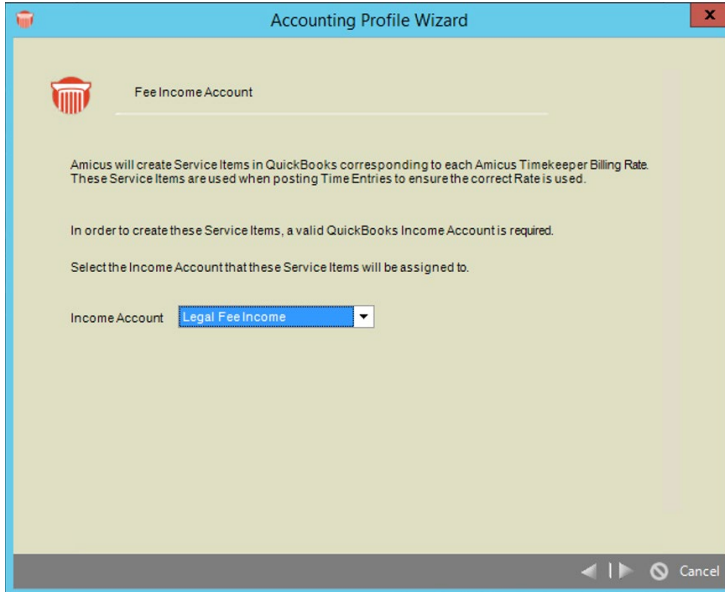
If you select Yes, specify which Amicus information should populate the Class field in QuickBooks when a Time Entry is transferred:

- **WITHOUT BILLING: Office Location**—as specified in the Admin Profile for the Firm Member who is assigned to the Time Entry. In order to comply with the field requirements in QuickBooks ensure that this text is limited to a maximum of 31 characters and is on a single line.
- **WITHOUT BILLING: Timekeeper**—a QuickBooks Class, as determined by the Timekeeper-Class mapping in Step 3c of the Link Configuration wizard.
- **File Type**—a QuickBooks Class, as determined by the File Type-Class mapping in Step 3c of the Link Configuration wizard.
- **Billing Category**—a QuickBooks Class, as determined by the Billing Category-Class mapping in Step 3c of the Link Configuration wizard.

Then click **Next**.

WITHOUT BILLING: Step 2f - Fee Income Account

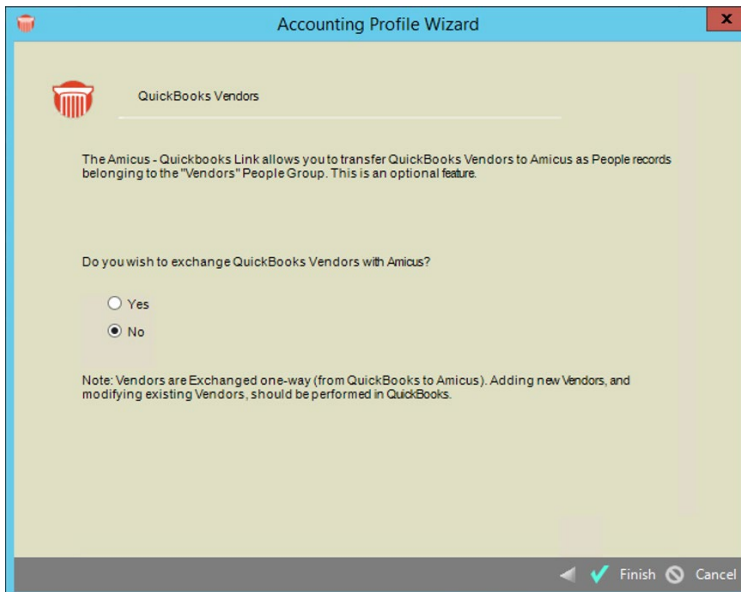
Each QuickBooks Time Entry is associated with a Service Item, which carries a Rate. The Link creates a QuickBooks Service Item for each Timekeeper Billing Rate—if there are 5 Amicus Timekeepers and each has 3 Billing Rates, then 5 main Service Items are created in QuickBooks for Timekeepers, each with 3 Sub items for a total of 15 Sub items.



The screenshot shows the 'Accounting Profile Wizard' window with the 'Fee Income Account' step. It explains that Amicus will create Service Items in QuickBooks corresponding to each Amicus Timekeeper Billing Rate. It states that a valid QuickBooks Income Account is required to create these Service Items. A dropdown menu for 'Income Account' is set to 'Legal Fee Income'. Navigation buttons at the bottom include a back arrow, a forward arrow, a cancel button, and a 'Finish' button.

Select the QuickBooks Income Account (of type “Income”) that you want these Service Items assigned to. Then click Next.

Step 2g – Vendors



The screenshot shows the 'Accounting Profile Wizard' window with the 'QuickBooks Vendors' step. It explains that the Amicus - Quickbooks Link allows you to transfer QuickBooks Vendors to Amicus as People records belonging to the "Vendors" People Group. It asks if you wish to exchange QuickBooks Vendors with Amicus, with radio buttons for 'Yes' and 'No' (selected). A note states: 'Note: Vendors are Exchanged one-way (from QuickBooks to Amicus). Adding new Vendors, and modifying existing Vendors, should be performed in QuickBooks.' Navigation buttons at the bottom include a back arrow, a forward arrow, a 'Finish' button, and a 'Cancel' button.

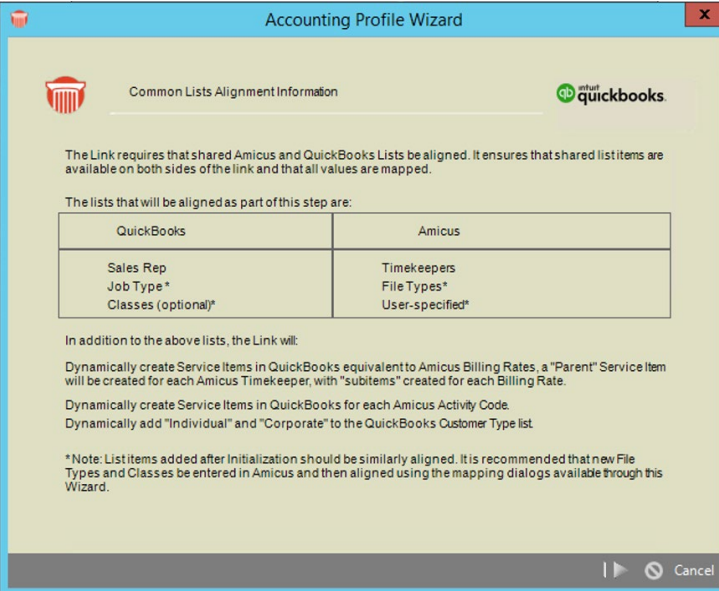
Specify whether to transfer QuickBooks Vendors to Amicus during exchanges. You can turn this transfer on or off when you wish. If you transfer Vendors, we recommend that you add and edit Vendors only in QuickBooks given that the exchange direction is one-way.

Then click **Finish**. The **Welcome** dialog reappears.

Step 3 - Map the common lists

Click **Step 3** in the **Welcome** dialog of the **Link Configuration** wizard. In this step, you map and add (where supported) shared list items to ensure that they are available in both Amicus and QuickBooks.

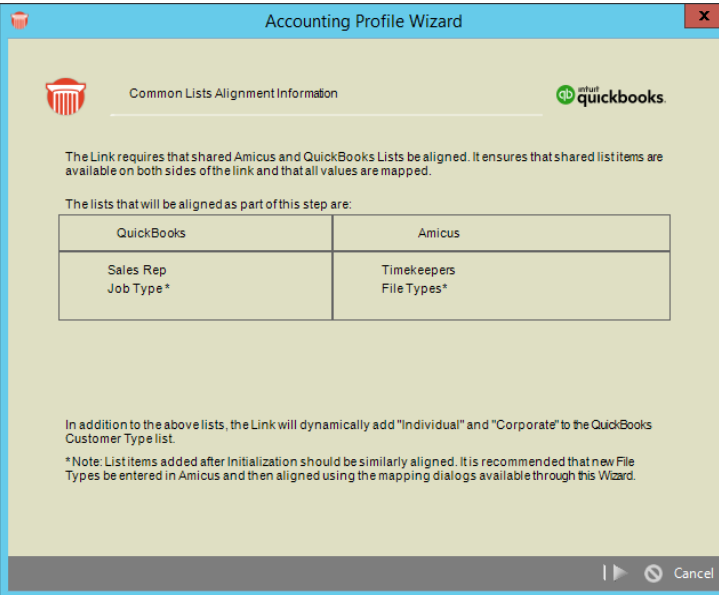
WITHOUT BILLING:



The Accounting Profile Wizard window shows the "Common Lists Alignment Information" step. It explains that the Link requires shared Amicus and QuickBooks Lists to be aligned. A table lists the lists to be aligned: QuickBooks (Sales Rep, Job Type*, Classes (optional*)) and Amicus (Timekeepers, File Types*, User-specified*). Below the table, it states that the Link will dynamically create Service Items in QuickBooks equivalent to Amicus Billing Rates, a "Parent" Service Item will be created for each Amicus Timekeeper, with "subitems" created for each Billing Rate. It also states that the Link will dynamically create Service Items in QuickBooks for each Amicus Activity Code and dynamically add "Individual" and "Corporate" to the QuickBooks Customer Type list. A note at the bottom states that list items added after initialization should be similarly aligned.

QuickBooks	Amicus
Sales Rep	Timekeepers
Job Type *	File Types*
Classes (optional)*	User-specified*

WITH BILLING:



The Accounting Profile Wizard window shows the "Common Lists Alignment Information" step. It explains that the Link requires shared Amicus and QuickBooks Lists to be aligned. A table lists the lists to be aligned: QuickBooks (Sales Rep, Job Type*) and Amicus (Timekeepers, File Types*). Below the table, it states that the Link will dynamically add "Individual" and "Corporate" to the QuickBooks Customer Type list. A note at the bottom states that list items added after initialization should be similarly aligned.

QuickBooks	Amicus
Sales Rep	Timekeepers
Job Type *	File Types*



NOTE: The following mapping dialogs include an Auto button that enables you to quickly and automatically map matching items.

Step 3a - Map QuickBooks Sales Reps with Amicus Timekeepers

After an informational dialog, the **Map Timekeepers/Sales Reps** dialog appears.

Amicus QuickBooks Link: Configuration Wizard

Map QuickBooks Sales Reps (Employees) with Amicus Timekeepers

To map Sales Reps/Timekeepers, select a QuickBooks Sales Rep (Employee) and a corresponding Amicus Timekeeper and click the Map button.

QB Sales Reps	Mapped QB Sales Reps	Amicus Timekeepers
Bobby Donnell	Bobby Donnell Bobby Donnell	Bobby Donnell

Auto Map Unmap

Clear Mapping

All Amicus Timekeepers must be mapped to equivalent QuickBooks Sales Reps on a one-to-one basis.
Note: Only Active QuickBooks Sales Reps based on Employees (Active) are displayed in this list.

Cancel

Map the QuickBooks Sales Reps to Amicus Timekeepers. All Amicus Timekeepers must be mapped. You can have more Sales Reps in QuickBooks than Timekeepers in Amicus. A QuickBooks Sales Rep can be mapped to only one Amicus Timekeeper, and vice versa.

The Sales Reps available for mapping are Active Sales Reps based on Active Employees. Click Next.

Step 3b - Map QuickBooks Job Types with Amicus File Types

Amicus QuickBooks Link: Configuration Wizard

Map QuickBooks Job Types with Amicus File Types

QB Job Types	Mapped QB Job Types	Amicus File Types
Commercial		Administrative Law
Consumer Law		Agency
Criminal Law		Civil Litigation
Family Law		Commercial
Intellectual Property Law		Corporate
Labor Law		Criminal
Landlord / Tenant Law		Directorship
Medical Malpractice		Environmental
Personal Injury		Family Law
Residential		Firm administration
Tax Law		Insolvency
Wills & Estate Planning		Intellectual Property

Auto Map Unmap Add > < Add

Clear Mapping

ALL Amicus File Types and Active QuickBooks Job Types must be mapped.

Finish Cancel

Map the **QuickBooks Job Types** to **Amicus File Types**. Add new **QuickBooks Job Types** or **Amicus File Types** if necessary. You must map all **File Types** and all **Active Job Types**. The Amicus File Types that you add to QuickBooks from this dialog must not contain colons (:).

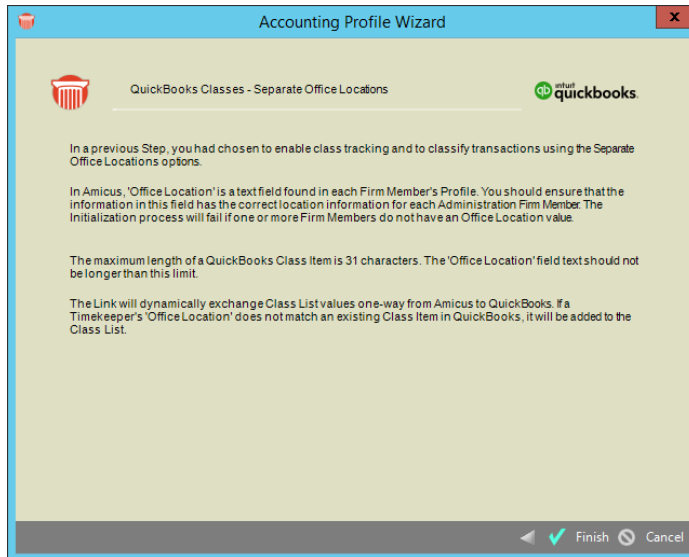
Then click **Next**. Or, if you are not including QuickBooks class tracking as part of the Link, click **Finish**.

Step 3c - Map QuickBooks Classes with Amicus Office Locations, Timekeepers, File Types, or Billing Categories

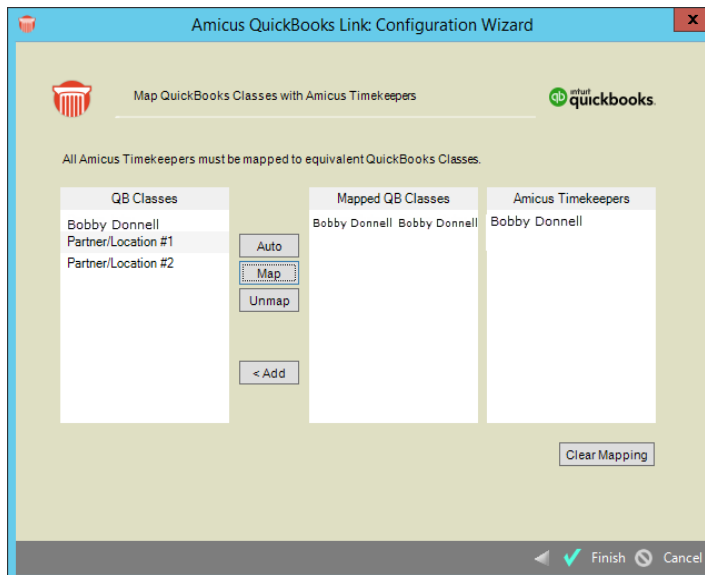
One of the following four dialogs appears only if you have set the Link to include class tracking in QuickBooks Time Entries (in Step 2d of the Link Configuration wizard).

- **WITHOUT BILLING: QuickBooks Classes - Separate Office Location**—The Link uses the text specified in the Admin Profile of the Firm Member who posts the Time Entry. In order to comply with the field requirements in QuickBooks ensure that this text is limited to a maximum of 31 characters and is on a single line.

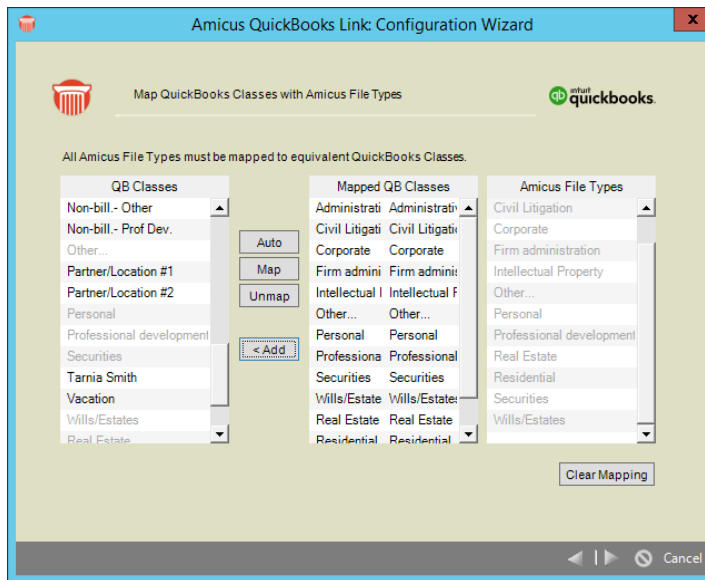
If this option was chosen, the Class List in QuickBooks is populated one-way from Amicus to QuickBooks based on a text match. No mapping is required. Then click **Finish**.



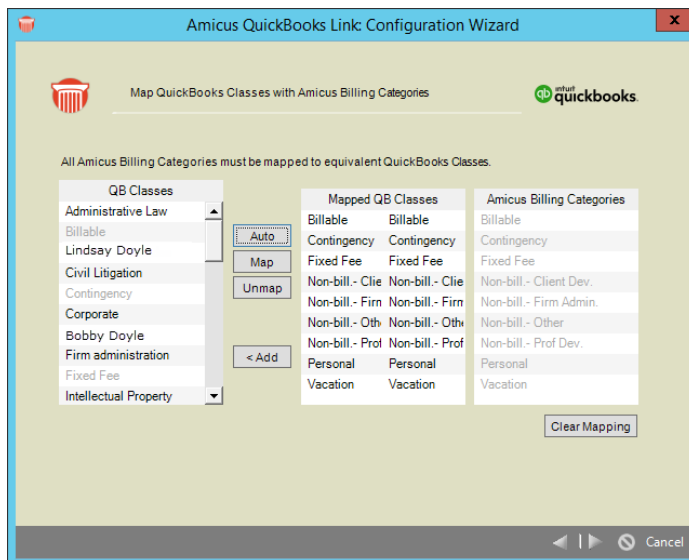
- **WITHOUT BILLING: Map QuickBooks Classes with Amicus Timekeepers**—Map the Amicus Timekeepers to QuickBooks Classes. Add new QuickBooks Classes if necessary. Then click **Finish**.



- **Map QuickBooks Classes with Amicus File Types**—Map the Amicus File Types to QuickBooks Classes. Add new QuickBooks Classes if necessary. Then click **Finish**.



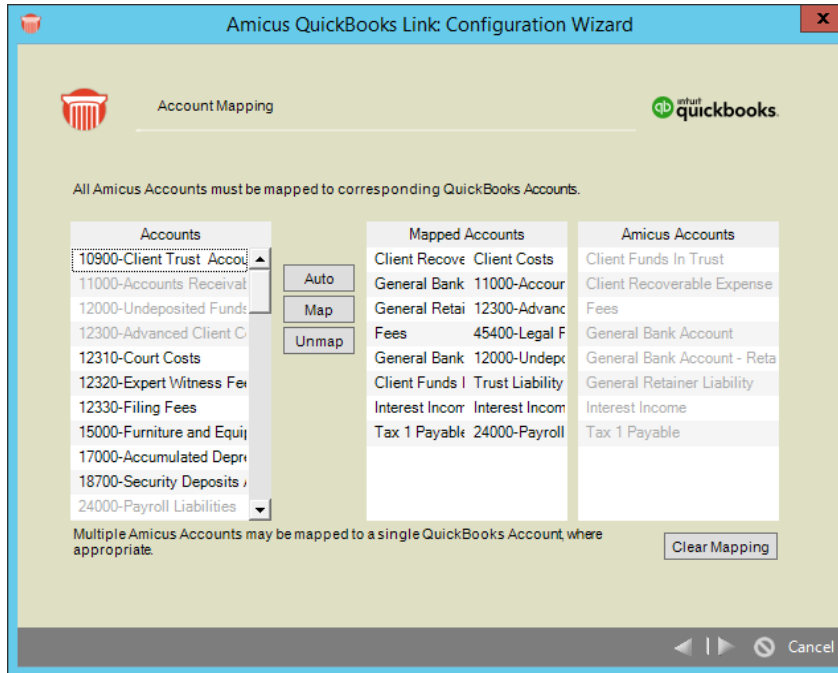
- **Map QuickBooks Classes with Amicus Billing Categories**—Map the Amicus Billing Categories to QuickBooks Classes. Add new QuickBooks Classes if necessary. Then click **Finish**.



WITH BILLING: Step 3d - Map QuickBooks Accounts with Amicus Accounts

If you configure the Link (in Step 2c). to exchange Fees, Expenses, and optionally Trust each to a single account, then all Amicus accounts are listed in the Account Mapping dialog, and all account mapping is done there. Otherwise, one or more of the subsequent dialogs will also appear.

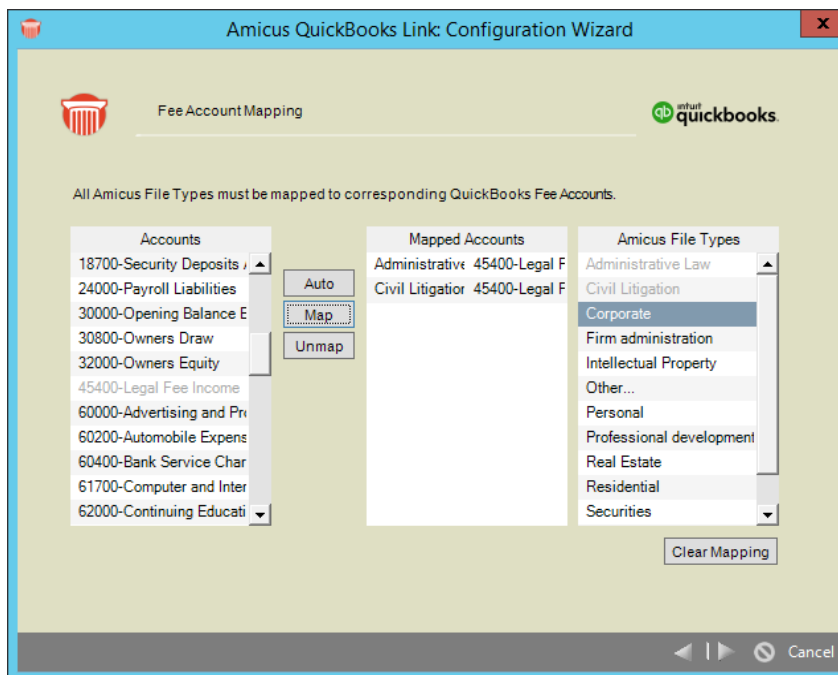
- **Account Mapping**—Map all Amicus Accounts listed. You can map multiple Amicus Accounts to the same QuickBooks Account where appropriate.



The "Amicus QuickBooks Link: Configuration Wizard" window is shown at the "Account Mapping" step. It features the Amicus logo on the left and the QuickBooks logo on the right. A message states: "All Amicus Accounts must be mapped to corresponding QuickBooks Accounts." Below this, there are three columns: "Accounts", "Mapped Accounts", and "Amicus Accounts". The "Accounts" column has a list of Amicus accounts, with "10900-Client Trust Acco..." selected. The "Mapped Accounts" column shows mappings like "Client Recove Client Costs" and "General Bank 11000-Accour". The "Amicus Accounts" column lists various Amicus account types. Buttons for "Auto", "Map", and "Unmap" are between the first two columns. A "Clear Mapping" button is at the bottom right. Navigation arrows and a "Cancel" button are at the bottom.

Accounts	Mapped Accounts	Amicus Accounts
10900-Client Trust Acco...	Client Recove Client Costs	Client Funds In Trust
11000-Accounts Receival	General Bank 11000-Accour	Client Recoverable Expense
12000-Undeposited Funds	General Retai 12300-Advanc	Fees
12300-Advanced Client C	Fees 45400-Legal F	General Bank Account
12310-Court Costs	General Bank 12000-Undep	General Bank Account - Reta
12320-Expert Witness Fee	Client Funds I Trust Liability	General Retainer Liability
12330-Filing Fees	Interest Incom Interest Incom	Interest Income
15000-Furniture and Equip	Tax 1 Payabl 24000-Payroll	Tax 1 Payable
17000-Accumulated Depr		
18700-Security Deposits		
24000-Payroll Liabilities		

- **Fee Account Mapping** (optional)—Map all Amicus File Types or Lawyers. You can map multiple Amicus Accounts to the same QuickBooks Account where appropriate.



The "Amicus QuickBooks Link: Configuration Wizard" window is shown at the "Fee Account Mapping" step. It features the Amicus logo on the left and the QuickBooks logo on the right. A message states: "All Amicus File Types must be mapped to corresponding QuickBooks Fee Accounts." Below this, there are three columns: "Accounts", "Mapped Accounts", and "Amicus File Types". The "Accounts" column has a list of Amicus accounts, with "18700-Security Deposits" selected. The "Mapped Accounts" column shows mappings like "Administrative 45400-Legal F" and "Civil Litigator 45400-Legal F". The "Amicus File Types" column lists various Amicus file types, with "Corporate" selected. Buttons for "Auto", "Map", and "Unmap" are between the first two columns. A "Clear Mapping" button is at the bottom right. Navigation arrows and a "Cancel" button are at the bottom.

Accounts	Mapped Accounts	Amicus File Types
18700-Security Deposits	Administrative 45400-Legal F	Administrative Law
24000-Payroll Liabilities	Civil Litigator 45400-Legal F	Civil Litigation
30000-Opening Balance E		Corporate
30800-Owners Draw		Firm administration
32000-Owners Equity		Intellectual Property
45400-Legal Fee Income		Other...
60000-Advertising and Pro		Personal
60200-Automobile Expens		Professional development
60400-Bank Service Char		Real Estate
61700-Computer and Inter		Residential
62000-Continuing Educati		Securities

Mapping by File Type

Amicus QuickBooks Link: Configuration Wizard

Fee Account Mapping

All Amicus Timekeepers must be mapped to corresponding QuickBooks Fee Accounts.

Accounts		Mapped Accounts	Amicus Firm Members
Court Costs		Amicus User Legal Fee Inc	
Expert Witness Fees	Auto	Bobby Donnell Legal Fee Inc	Bobby Donnell
Filing Fees	Map	Lindsay Doyle Legal Fee Inc	Lindsay Doyle
General Bank - QB	Unmap	Eugene Young Legal Fee Inc	Eugene Young
General Retainer QB - Ex			Unlicensed*
Interest Income			
Legal Fee Income			
Tax Expense			
Trust Bank - QB			
Trust Clearing Account - (
Trust Liability			

* Use this to map all unlicensed firm members to one QuickBooks Account.

Clear Mapping

Mapping by Lawyer

- **Expense Account Mapping** (optional)—Map all Amicus File Types or Lawyers. You can map multiple Amicus Accounts to the same QuickBooks Account where appropriate.

Amicus QuickBooks Link: Configuration Wizard

Expense Account Mapping


All Amicus File Types must be mapped to corresponding QuickBooks Expense Accounts.

Accounts		Mapped Accounts	Amicus File Types
67100-Rent Expense		Administrative Client Costs	Administrative Law
67200-Repairs and Maint	Auto	Civil Litigator Client Costs	Civil Litigation
67300-Research Services	Map	Corporate Client Costs	Corporate
68100-Telephone Expens	Unmap	Firm administ Client Costs	Firm administration
68400-Travel Expense			Intellectual Property
68600-Utilities			Other...
80000-Ask My Accountant			Personal
Client Costs			Professional development
Interest Income			Real Estate
Trust Check Clearing Acc			Residential
Trust Liability			Securities


Clear Mapping

Mapping by File Type

Amicus QuickBooks Link: Configuration Wizard



Fee Account Mapping



All Amicus Timekeepers must be mapped to corresponding QuickBooks Fee Accounts.

Accounts

24000-Payroll Liabilities

30000-Opening Balance E

30800-Owners Draw

32000-Owners Equity

45400-Legal Fee Income

60000-Advertising and Pr

60200-Automobile Expens

60400-Bank Service Char

61700-Computer and Inter

62000-Continuing Educati

62400-Depreciation Expe

Auto

Map

Unmap

Mapped Accounts

Bobby Donn..45400-Legal F

Lindsay Doy..45400-Legal F

Amicus Firm Members

Bobby Donnell

Lindsay Doyle

Eugene Young

Tara Wilson

Clear Mapping

◀

|

▶


⛔

Cancel


Mapping by Lawyer

- **Trust Receipt Account Mapping** (optional)—Map all Amicus Trust Accounts. You can map multiple Amicus Accounts to the same QuickBooks Account where appropriate.

Amicus QuickBooks Link: Configuration Wizard



Trust Receipt Account Mapping



All Amicus Trust Bank Accounts must be mapped to corresponding QuickBooks Trust Receipt Accounts.

Accounts

10900-Client Trust Accou

11000-Accounts Receivat

12000-Undeposited Fund

12300-Advanced Client C

12310-Court Costs

12320-Expert Witness Fe

12330-Filing Fees

15000-Furniture and Equip

17000-Accumulated Depr

18700-Security Deposits

24000-Payroll Liabilities

Auto

Map

Unmap

Mapped Accounts

Trust Bank Ac 12000-Undep

Amicus Trust Bank Accounts

Trust Bank Account

Clear Mapping

◀

|



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⛔

Cancel

- **Trust Check Account Mapping** (optional)—Map all Amicus Trust Accounts. You can map multiple Amicus Accounts to the same QuickBooks Account where appropriate.

Amicus QuickBooks Link: Configuration Wizard

 **Trust Check Account Mapping** 

All Amicus Trust Bank Accounts must be mapped to corresponding QuickBooks Trust Check Accounts.

Accounts		Mapped Accounts	Amicus Trust Bank Accounts
10900-Client Trust Account	<input type="button" value="Auto"/> <input type="button" value="Map"/> <input type="button" value="Unmap"/>	Trust Bank Ac Trust Check C	Trust Bank Account
11000-Accounts Receivable			
12000-Undeposited Funds			
12300-Advanced Client C			
12310-Court Costs			
12320-Expert Witness Fee			
12330-Filing Fees			
15000-Furniture and Equip			
17000-Accumulated Depre			
18700-Security Deposits			
24000-Payroll Liabilities			

◀ ☒ Finish

WITH BILLING: Step 3e - Map QuickBooks Items with Amicus Expense Codes

If you configure the Link (in Step 2c). to enable the importing of QuickBooks Costs to Amicus as Expenses, then all QuickBooks Active Items (Services, Other Charges, and Non Inventory) and all Amicus Active Expense Codes are listed in the Account Mapping dialog.

The mapping is optional. If importing a Cost whose Item Name is mapped to an Expense Code, default information from the Expense Code will be included in the new Expense's description, tax setting, and "combine on bills" setting.

- **Item Mapping**—Map QuickBooks Item Names as desired. This is optional. You can map multiple Items to the same Amicus Expense Code where appropriate.

The screenshot shows the 'Amicus QuickBooks Link: Configuration Wizard' dialog box, specifically the 'Map QuickBooks Items with Amicus Expense Codes' step. The dialog has a title bar with a close button (X). Inside, there are three main columns: 'QB Item Lists', 'Mapped QB Item Lists', and 'Amicus Expense Codes'. The 'QB Item Lists' column contains a list of items including 'Bobby Doyle', 'Bobby Doyle: Normal Consulting', 'Contingency Tracking - \$1', 'Lindsay Doyle', 'Lindsay Doyle: NewIn', 'Lindsay Doyle: Normal', 'Flat Rate - \$100.00', 'Alan Shore', 'Alan Shore: Normal', and 'Postage and Delivery'. The 'Mapped QB Item Lists' column shows 'E101 Copying Postage and Translation S' and 'Bobby Doy'. The 'Amicus Expense Codes' column lists codes from 'Balance Forward' to 'E110 Out-of-town travel'. Between the first two columns are buttons for 'Auto', 'Map', 'Unmap', and 'Add >'. At the bottom, there is a 'Clear Mapping' button and a 'Cancel' button. A note at the bottom states: 'Note: Only Services, Other Charges and Non Inventory QB Item types are displayed.'

If you use the Wizard to *add* a new Expense Code to Amicus from a QuickBooks Item, it will have:

- **Rate Per Unit** from the QuickBooks Rate (if Service item), Price (if Non-Inventory item), or Amount (if Other Charge item)
- Combine on Bills set to "Never"
- **Apply Tax 1 / Apply Tax 2** flag(s) selected if the QuickBooks Item has Tax Code set to "Tax"

The QuickBooks Item's Subitem, Manufacturer's Part Number, and Account information is not transferred to the new Amicus Expense Code.

Step 4 - Review the field mapping and matching criteria

Click Step 4 in the Welcome dialog of the Link Configuration wizard.



The dialog box is titled "Accounting Profile Wizard" and "Client/Customer Field Mapping". It features the Amicus logo on the left and the QuickBooks logo on the right. Below the logos, a text block states: "Client/Customer information is exchanged between Amicus and QuickBooks according to defined Field Mapping as follows." Below this text is a table with three columns: "Amicus", "QuickBooks", and "When Customer is...". The table lists various fields and their corresponding mappings. At the bottom of the dialog, there is a "Note" and navigation buttons (back, forward, cancel).

Amicus	QuickBooks	When Customer is...
Prefix	Salutation	
First Name	First Name	
Middle Name	Middle Initial	
Last Name	Last Name	
Company Name	Company Name	
Business Phone	Phone	Corporate
Home Phone	Phone	Individual
Business Fax	Fax	Corporate
Home Fax	Fax	Individual
Business Phone 2	Alt. Phone	Corporate
Home Phone 2	Alt. Phone	Individual
Business Address	Bill To Address	Corporate
Home Address	Bill To Address	Individual
Entity Type	Customer Type	Individual or Corporate

Note: For a definition of Individual and Corporate Customers, please view the Link Guide.

Several informational dialogs are provided as a quick reference on how:

- Contact/Customer fields are mapped
- File/Job fields are mapped
- QuickBooks Vendor fields are mapped to Amicus Contact fields, if you selected this option
- Files and Jobs are matched
- Primary Clients and Customers are matched
- Vendors and Contacts are matched, if you selected this option

Initializing the Link

You are now ready to exchange information between Amicus and QuickBooks. An Amicus Administrator performs the initialization (i.e. the first exchange).

- 1 IMPORTANT:** Back up both the QuickBooks database and the Amicus database.
- 2** Prepare your data in both applications (as outlined earlier in this *Guide*).
- 3** Ensure that all users are logged out of Amicus Attorney.
- 4** Ensure that QuickBooks is running in Single-User Mode, and you are logged in as the QuickBooks Administrator. (This mode will prevent other users from launching QuickBooks on another computer.)
- 5** To start initialization, first click Step 5 in the Welcome dialog of the Link Configuration wizard. Then click Begin Initialization in the Initialization dialog.

- 6** The Link does a Pre-initialization Check to ensure that initialization will produce good results.

- If the pre-initialization fails, errors will be noted in an error log on the Amicus Attorney Application Server). All issues must be resolved before initialization can take place.

The log is named `AmicusQB.log` and is located in the folder accessed by choosing Amicus > Amicus Attorney Premium Tools > Server Logs from the Windows Start menu

The following issues are checked for in Amicus Attorney:

- Files that do not have a both a Client ID and a Matter ID or both a Full Client Name and a Full Matter Name, depending on your choice of Key Identifiers for Files/Jobs.
- Files that do not have a Primary Client
- two or more Primary Clients that have the same Client ID (or alternatively Full Client Name)
- Primary Clients that have different Client IDs on different Files (or alternatively Full Client Name)

The following problem is checked for in QuickBooks:

- Customers that have a Job embedded in their Customer record

See “Preparing your data” on page 16.

- If the Link passes the Pre-initialization Check, initialization starts automatically.
- 7** The Link performs the following tasks:
 - synchronizes Amicus Files with QuickBooks Jobs, and Amicus People with QuickBooks Customers
 - optionally, transfers QuickBooks Vendors to Amicus Contacts
 - creates a QuickBooks Service Item for each Amicus Timekeeper Billing Rate—these Items are assigned to the Time Entries posted from Amicus Attorney
 - adds “Individual” and “Corporate” to the QuickBooks Customer Type list—this setting is used for assignment of the Individual/Company property of the Client Role On The File in Amicus Files
 - 8** If initialization fails, review the error log, resolve all issues, and repeat the initialization process.

- 9 A secondary check is done during initialization. For a matching File/Job, if the Primary Client's Name in Amicus is different from the Customer's Name in QuickBooks, the File/Job will not be exchanged. Instead, the Names will be listed in a Resolve Mismatched Clients dialog after initialization.

We recommend that, before regular, day-to-day use of the link by Firm Members, you align Client/Customer names and exchange these Files/Jobs.

Alternatively, you may click Cancel at this time and align Client/Customer Names later, before regular, day-to-day use of the link by Firm Members.

- 10 You can now set QuickBooks to run in Multi-User Mode if desired.



IMPORTANT: For performance reasons, we recommend that QuickBooks be running on the Server whenever the Link is in use. To ensure that added or edited records are exchanged, all views should be closed in QuickBooks on the Serve (Importantly the Customer Job List).

Maintaining the Link

The common lists

The Amicus Administrator and QuickBooks Administrator must maintain the common lists of Amicus Timekeepers/QuickBooks Sales Reps, Amicus File Types/QuickBooks Job Types, and Classes. For a table of these lists, see “Preparing your data” on page 16.

For example, if you add a File Type in Amicus, you will need to add a corresponding Job Type in QuickBooks too, and then map the two items via the Link Configuration wizard. Note that for some items (as indicated in the table of lists), you can use the convenient Add feature in the Link Configuration wizard to transfer the new list items you create in one program directly to the other program, without having to manually create them twice. Care should be taken when deleting common list items in either application as existing data may be affected. We recommend that before deleting common list items in QuickBooks, you first unmap them using Step 3 of the Link Configuration wizard.

Resetting the Link

The Amicus Administrator can reset the Link if necessary. This unlinks all Files/Jobs and unlinks all Contacts/Customers.



WARNING: We highly recommend that you reset the Link only with the assistance of [Amicus Technical Support](#) (at 1-800-472-2289). The Link should be reset only under the following conditions:

- After recovering your Amicus database or QuickBooks database, or
- After restoring a backup in Amicus or QuickBooks

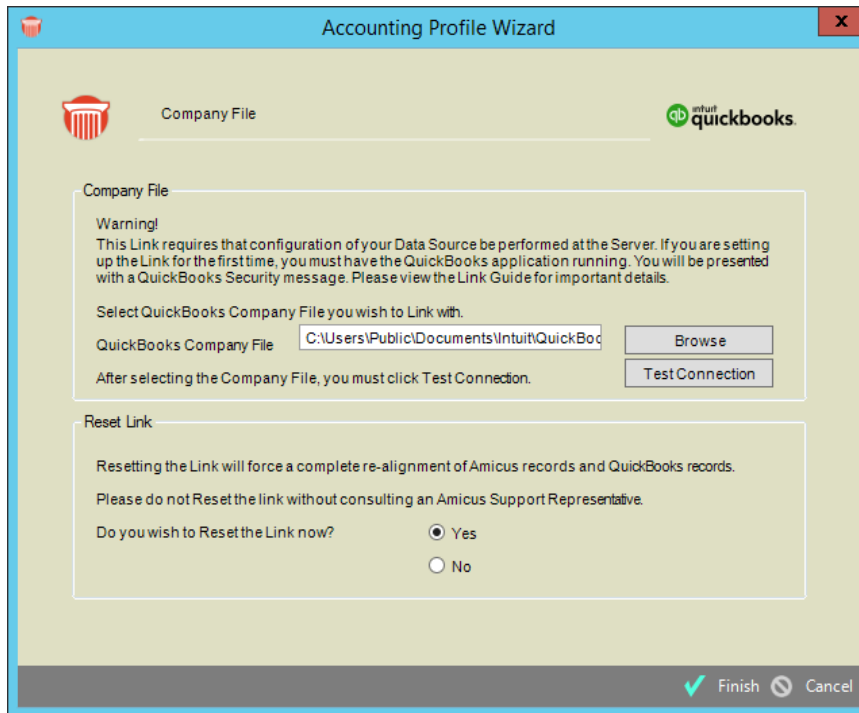
To reset the Link, perform the following steps:



IMPORTANT: Back up the QuickBooks database and the Amicus database before resetting the Link.

- 1 Ensure that all users are logged out of both Amicus Attorney and QuickBooks.
- 2 Ensure that QuickBooks is running in Single-User Mode, and you are logged in as the QuickBooks Administrator.
- 3 Select **Office > Firm Settings** to display the **Firm Settings** view appears.
- 4 Choose **Time > Accounting** in the view to display the **Time - Accounting System** view.
- 5 Click **Configure** to run the **Link Configuration** wizard.

- 6 Click **Step 1** in the **Welcome** dialog to display the **Company File** dialog.



- 7 Select the **Yes** radio button in the **Reset Link** section at the bottom of the dialog, and then click **Finish**. The Link is reset.
- 8 After resetting the Link, you will need to repeat Steps 2 to 5 in the wizard and initialize the Link again in order to resume sharing data with QuickBooks.
- 9 You can now set QuickBooks to run in Multi-User Mode if desired.

Using the Link

Once the Amicus Administrator has configured and Initialized the Link, Amicus Attorney and QuickBooks users can use the Link functions in various ways, including:

- Using Client IDs in Amicus
- Adding a File in Amicus and sending it to QuickBooks.
- Using the Accounting Link Details view of a File in Amicus to exclude the File from exchanges or unlink the File from a QuickBooks Job.
- Using the Billing Info view of a File in Amicus to change the QuickBooks Job Bill To Address information.
- Doing an individual File exchange from Amicus (your Amicus Administrator can also do global File exchanges).
- Creating and posting Time Entries from Amicus.

RESTARTING THE SERVER: Whenever the Amicus Application Server is restarted, someone must log in to Windows at the Server before Amicus may communicate with QuickBooks.

Using Client IDs in Amicus Attorney

Client IDs are shown in the **File Details** dialog, Files Index, Person Edit dialog, and People Index.

- *If the Amicus Contact is NOT linked to a QuickBooks Client*, you may create or edit their Client ID from File Details (in which the Contact is assigned as the Primary Client). For more information, see the next section. Additionally, you may delete their Client ID from Person Edit (by clicking the Clear button next to the field).
- *If the Amicus Contact is linked to a QuickBooks Client*, you must unlink (exclude) all Files on which that Contact is the Primary Client.
- You may then change their **Client ID** from **File Details** or **Person Edit**.

Adding a File in Amicus Attorney



IMPORTANT: Follow the firm's policy on creating all new Files either in Amicus Attorney only or in QuickBooks only.



Note: If you add a File in Amicus, you can send it to QuickBooks immediately upon creation, but if you add a Job in QuickBooks, a global exchange is required to send it to Amicus.

When you add a new File in Amicus, it must contain certain required information in order for it to be eligible for exchange with a QuickBooks Job. This required information is: Primary Client, Client ID (or Full Client Name), Matter ID (or Full Matter Name), Responsible Lawyer, and File Type. Required information is dependant upon how your Amicus Administrator has configured the Link.

From the **Admin > General** view of the Amicus File:

- To identify the Primary Client, click the **Select People** button under the **Primary Client** heading, select a Person in the dialog that appears, and click **OK**. The **Client ID** field is automatically filled in assuming that the Amicus Person already has an ID assigned. If the Amicus Person is not already linked to a QuickBooks Customer, the field is left editable.

Alternatively, if the Link is set to use **Full Client Name** and **Full Matter Name** for matching, the **Full Client Name** field is automatically filled in provided that the **Primary Client** is also the Primary Client on another File, in which case that Full Client Name is used. If the Primary Client is not already linked to a QuickBooks Customer, the field is left editable.

- You must also enter a **Matter ID** (or Full Matter Name).
- To identify the Responsible Lawyer on the File, you can click the **Select People** button under the Responsible Lawyer heading, select a Person in the dialog that appears, and click **OK**.
- Enter a unique Short File Name and select a File Type as well.
-



NOTE: If you create a File based on another File that has a Primary Client, the Primary Client is automatically assigned in the new File.

Saving the new File

When you save the new File, you are prompted *"Do you wish to send this Client/Customer and File/Job information to QuickBooks now?"*

If you click **Yes**, and all required fields are present (Primary Client, Client ID or Full Client Name, Matter ID or Full Matter Name, Responsible Lawyer, File Type, and Short File Name), and additionally, the Responsible Lawyer has been mapped as a Link setting to a QuickBooks Sales Rep based on an Employee, then the File will be saved and sent to QuickBooks.

If you click **No**, the File will be saved. The **Exclude This File** checkbox is automatically selected (in the **Accounting Link Details** view). Later, you can clear the **Exclude** checkbox and then proceed to exchange the File with QuickBooks.

Using the Accounting Link Details view

The **Accounting Link Details** view of the **Amicus File Details** window shows how a File is linked to a record in QuickBooks, provides a checkbox to exclude the File from the Link, and provides an Exchange button to synchronize the File with the corresponding Job in QuickBooks.

To see the Link Details, open the **File Details** window and choose **Admin > Link Details** on the navigation list in the control panel.

Link Details

☐ Exclude this File from the Accounting Link

This File Links with the following QuickBooks Customer Job

Customer: RBC

Job: RBC job in QB

The following Client on this File is Linked with the above noted QuickBooks Customer:

RBC

Unlink

Exchange File/Job and Client/Customer information with QuickBooks now.

Exchange

Excluding an Amicus File from the Link

To exclude an Amicus File from exchanges, select the **Exclude This File** checkbox. Or, select one or more Files in the Files Index window, right-click on the list, and choose **Exclude From Accounting Link** in the shortcut menu that appears. Or if you display the **Excluded** column in the Files Index, select the checkbox in that column. If the File is already linked to a QuickBooks Job, the link with the corresponding QuickBooks Job is maintained, but the File is excluded from any future exchanges.

File Name	Client ID	Matter ID	Primary Client	Type	Excluded
Alladin Purchase	ALLMA	97088	Mathew Alladin	Residential Real Estate	<input type="checkbox"/>
Armstrong v. Ekersly	1006	001	Ann Armstrong	Personal Injury	<input checked="" type="checkbox"/>
Baily re Kipling	BALJA	2345	Janet Baily	Civil Litigation	<input type="checkbox"/>
Berwood Directorship	AUTO	33402	Gary Berwood	Directorship	<input type="checkbox"/>

We recommend that you also exclude the corresponding QuickBooks Job from exchange, by making it Inactive or changing its Job Status to Not Awarded, Closed, or Pending.

Clearing the checkbox will make the File eligible for exchange. If the File is already linked to a QuickBooks Job, be sure that the QuickBooks Job is not excluded from exchanges (by making it Active or changing its Job Status to something other than Not Awarded, Closed, or Pending). A prompt may appear, informing you of any other requirements before the File may be included in the next exchange, such as assigning a unique **Client ID** and/or **Matter ID**.

Unlinking an Amicus File from a QuickBooks Job

To unlink an Amicus File from a QuickBooks Job, perhaps because the wrong records were linked by mistake, you can click Unlink in the Amicus File's Link Details dialog. This breaks the link between the Amicus File and the QuickBooks Job. If the Primary Client on that Amicus File is also the Primary Client on other Amicus Files that are linked to QuickBooks Jobs, then the link between the Primary Client and the QuickBooks Customer is maintained.

If you want to prevent the Link from being automatically reestablished on the next exchange (by match criteria), select the Exclude This File checkbox in the File, and exclude the corresponding Job in QuickBooks from the Link (by making it Inactive or changing its Job Status to Not Awarded, Closed, or Pending).

Exchanging an individual File

One method of exchanging an Amicus File with a QuickBooks Job is the individual File exchange. This involves a single File along with its Primary Client's Person record, and the corresponding QuickBooks Job and Customer.

To exchange a single File, go to the **Link Details** view of **File Details** and click **Exchange**.

Global exchange

Your Amicus Administrator can perform a global exchange, which involves all Files/Jobs and Contacts/Customers added or modified since the last exchange in either database.

To perform a global exchange, go to the **Office module** and choose **Accounting Exchange** on the Actions menu.

It is not necessary for Amicus Attorney users to be logged out during a global exchange—if any relevant Files or People are locked (in use), those particular records will be skipped at this time and dealt with on a subsequent exchange.



NOTE: If a Sales Representative has been assigned to a Job in QuickBooks, it will be exchanged with Amicus only if the Job itself was modified.

WITH BILLING: Exchanging General Ledger transactions

From **Actions > Billing Exchange** in the Office module, an Amicus Administrator (or Billing Supervisor) can exchange all outstanding General Ledger transactions to QuickBooks.

Errors will be noted in the error log on the Amicus Attorney Application Server. The log is named `AmicusQB.log` and is located in the folder accessed by choosing Amicus > (Amicus Attorney Premium Tools >) Server Logs from the Windows Start menu.

LIMITATION: In Amicus, do not perform transactions that transfer funds to multiple Files (e.g. a Trust Receipt to multiple Files) because QuickBooks can transfer funds to only a single Job per transaction.

GL Transaction Report

You can run the GL Transaction Report to see which Transactions over a selected period have been exchanged ("posted") and which have not.

Gavel & Gown LLC					
GL Transaction Report				28 March 2017	
Transaction Date Client	Audit # - Transaction Type Client Matter ID - Short File Name General Ledger Account	Invoice #	Debit	Credit	Posted
11/29/2011 David Teale	200 - Receive Payment (TEALE346776) - Teale v Ramsey 6003 - Client Recoverable Expense - Invoice#: 582 4005 - Fees - Invoice#: 582 1020 - General Bank Account	582	500.00 500.00	395.00 105.00 500.00	N
9/16/2012 Clark M. Admiral	201 - Trust Receipt (ADMHE/010901) - Admiral Heating v Hamilton Plumbing 2075 - Client Funds in Trust 1192 - Trust Bank Account		15,000.00 15,000.00	15,000.00 15,000.00	N
11/30/2011 Elizabeth Fairchild	205 - Receive Payment (FAIREL/022501) - Fairchild v Norman 6003 - Client Recoverable Expense - Invoice#: 702 4005 - Fees - Invoice#: 702 1020 - General Bank Account 6206 - General Retainers	702	2,350.00 2,350.00	650.00 1,685.00 15.00 2,350.00	N

Viewing and changing Job billing address information

The Billing Info view of File Details shows the QuickBooks Job Bill To Address information, which may be different than the Primary Client/Customer address information.

WITH BILLING: The Billing Info information may also be different than the Bill To information at the bottom of the People On File panel in the Billing-side File Details.

To see the Billing Info view, open the File Details window and choose Admin > Billing Info on the navigation list in the control panel.

The screenshot shows a 'Billing Info' form with the following fields and values:

Billing Info	
Salutation	Ms.
First Name	Janet
Last Name	Baily
Company	House of Grant
Address	House of Grant
	Janet Baily
	37 Forsyth
City	Marmora
State/Prov	ON
Zip/PCode	K0K 2M0
Home	(613) 555-8844
Fax	(613) 555-8874
Alt. Phone	
E-mail	janetbaily2@yahoo.com

This Billing Info address is synchronized on exchange. You can edit it in either QuickBooks or Amicus Attorney.

WITHOUT BILLING: Posting Time Entries to QuickBooks

You can post Time Entries directly from Amicus Attorney to QuickBooks, from the Time module. In order to post a Time Entry successfully, the following conditions must be met:

- The Amicus File associated with the Time Entry must already be linked to, and exchangeable with, a QuickBooks Job—the link could have been established by an exchange or by the saving and sending of a new File.
- The Timekeeper who owns the Time Entry must be mapped to a valid QuickBooks Sales Rep based on an Employee.

The Time Entry's rate and time are transferred. Make sure your Amicus Attorney preferences for minimum and rounding up times are set appropriately. For more information about posting Time Entries, see the "Time" topic of the online User Help.

Non-Timekeepers cannot post Time Entries from their own Office. However, any Firm Member with permission may open a Timekeeper's Office in Amicus Attorney and post Time Entries for that Timekeeper.

WITH BILLING: Importing Client Costs to Amicus as Expenses

If the Link is configured to allow the import of QuickBooks Costs to Amicus as Expenses, then from **Actions > Import QuickBooks Costs** on the Billing side of the Office module, a Billing Supervisor can display QuickBooks Costs and choose which to import to Amicus.



TIP: Perform a global Accounting Exchange first, to ensure that any new **Files/Jobs** are added as appropriate.

Filter the list of QuickBooks Costs

QuickBooks Cost Import

View QuickBooks costs dated from To

If QuickBooks item has matching Amicus expense code use description from ☐ Show previously ignored cost

☐ Show non File/Job related costs

Choose the transaction date range of Costs to list, whether to include Costs previously set to be ignored, and whether to include Costs that aren't on a QuickBooks Job matched to an Amicus File.

Choose what description to include when Expenses are created:

- **QuickBooks entry**--always use the memo field from the QuickBooks Cost line item
- **Expense Code default**--use the description from the Expense Code if the Cost's Item Name is mapped to an Expense Code, and otherwise use the memo field from the QuickBooks Cost line item.

Click **Proceed**.

Working with the list of QuickBooks Costs

QuickBooks Cost Import

View QuickBooks costs dated from To

If QuickBooks item has matching Amicus expense code use description from ☒ Show previously ignored cost

☒ Show non File/Job related costs

<input type="checkbox"/>	Date	Type	File	Paid to: Description	Amount
<input type="checkbox"/>	Sep 10/17	V.Bill	Stark Industries - Stark Industries	Temporary Work Services: vbill exp alloc memo2	841.52
<input type="checkbox"/>	Sep 10/17	V.Bill	Stark Industries vs Obadiah Stane	Temporary Work Services: vbill exp alloc memo1	841.52
<input checked="" type="checkbox"/>	Sep 02/17	Chk	ABC Company - ABC vs Bell	BELL: Consulting	540.00
<input type="checkbox"/>	Sep 02/17	CC	Black - Black-001	Office Depot: Paper	38.64
<input type="checkbox"/>	Sep 01/17	Chk	Nick Fury - Shield vs Hydra	FEDEX: VOID: vendor check	0.00
<input checked="" type="checkbox"/>	Sep 01/17	Chk		The Crossways: Rent Sep 2014	2,500.00
<input checked="" type="checkbox"/>	Sep 01/17	V.Bill		BELL Canada:	0.00
<input checked="" type="checkbox"/>	Sep 01/17	V.Bill		BELL Canada: Other telephone Charge	250.22
<input type="checkbox"/>	Sep 01/17	V.Bill		BELL Canada: Tax	1.23
<input type="checkbox"/>	Sep 01/17	V.Bill	Izzy Stevens - Stevens vs Grey	BELL Canada: Long Distance Charge	57.33
<input type="checkbox"/>	Aug 22/17	V.Bill	Crane vs Snow	A & B Janitorial Service: bill memo	744.81

Costs from Checks ("Chk"), Vendor Bills ("V.Bill"), Credit Card charges ("CC"), and/or Credit Card Refunds ("CCR") are listed, depending on your Link configuration. Each Cost is listed separately—for example, a Check might include several categorized and uncategorized items.

- **Ignore Costs:** Some Costs might be ones that you don't intend importing. For convenience you can mark them to be ignored—select their checkboxes at the left and click Ignore. The list refreshes and those Costs are now either shown in grey text or hidden, depending on how your list is filtered.
- **Import Costs:**
 - If a Cost does not have a corresponding File shown, click the Select File icon and assign one.
 - Select the Costs' checkboxes at the left and click Create Expenses. The list refreshes and those Costs no longer appear. Expenses are created.

Notes

- **Expense details:** Imported Client Expenses include transaction date, unit price, total cost, Expense Code (if the Cost's Item Name is mapped to one in the Link configuration), and tax (if set for both the File and the Expense Code).
- **Costs edited or deleted in QuickBooks:** If the original Costs have not yet been imported, these changes are reflected in the Import QuickBooks Costs list—an edited Cost shows its changed information in the list, and a deleted Cost is simply omitted from the list.
If a Cost has already been imported, you'll need to manually edit or delete the corresponding Expense in Amicus as appropriate.
- **Voided Checks in QuickBooks:** Voided Checks are listed as separate (zero) Costs (with a description prefixed with "VOID"), and can be imported as new Expenses.
 - If the original Check transaction has not yet been imported, then neither that Cost nor the voided Cost are listed.
 - If the original Check transaction has already been imported, then the voided Cost is listed.
- **Refunded Credit Card transactions in QuickBooks:** Credit Card Refunds are listed as separate (negative) Costs (with a description prefixed with "CCR"), and can be imported as new Expenses.
 - If the original Credit Card transaction has not yet been imported, then neither that Cost nor the refunded Cost are listed.
 - If the original Credit Card transaction has already been imported, then the refunded Cost is listed.
- **Import errors:** Will be noted in the error log on the Amicus Attorney Application Server. The log is named `AmicusQB.log` and is located in the folder accessed by choosing Amicus > Amicus Attorney Premium Tools > Server Logs from the Windows Start menu.
- **Client Expense Report:** Distinguishes "Hard (QB)" costs (imported from QuickBooks) from "Hard" costs (created within Amicus).

Troubleshooting

- 39456 If exchanges stop occurring, it might be necessary to restart the Amicus PE Service.
- 39295 Posting Time Entries might fail for a Timekeeper added and mapped since the Link was initialized, and the following message appears: "The integration with your accounting application is currently unavailable. You may continue working..."
TIP: In QuickBooks, add the corresponding Sales Rep to the Item List, as a Service type item with its Account set to the Fee Income Account (set in Step 2 of your Link Configuration wizard).
- 39294 Posting Time Entries might fail for a Timekeeper, and the log shows the following error: "TimeTracking. QuickBooks error message: The employee is set to have activities transferred to paychecks".
TIP: In QuickBooks, go to the Employee Center and edit the corresponding Employee's Payroll Info (or Personal info)—select the "Use time data to create paychecks" checkbox, click OK, and then return and deselect the checkbox.

And see "Link setup checklist" on page 6 for important tips about keeping QuickBooks running and restarting the Amicus Server.



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