Integrations Set Up

This guide will walk you through the steps to setting up an integration with your accounting software.

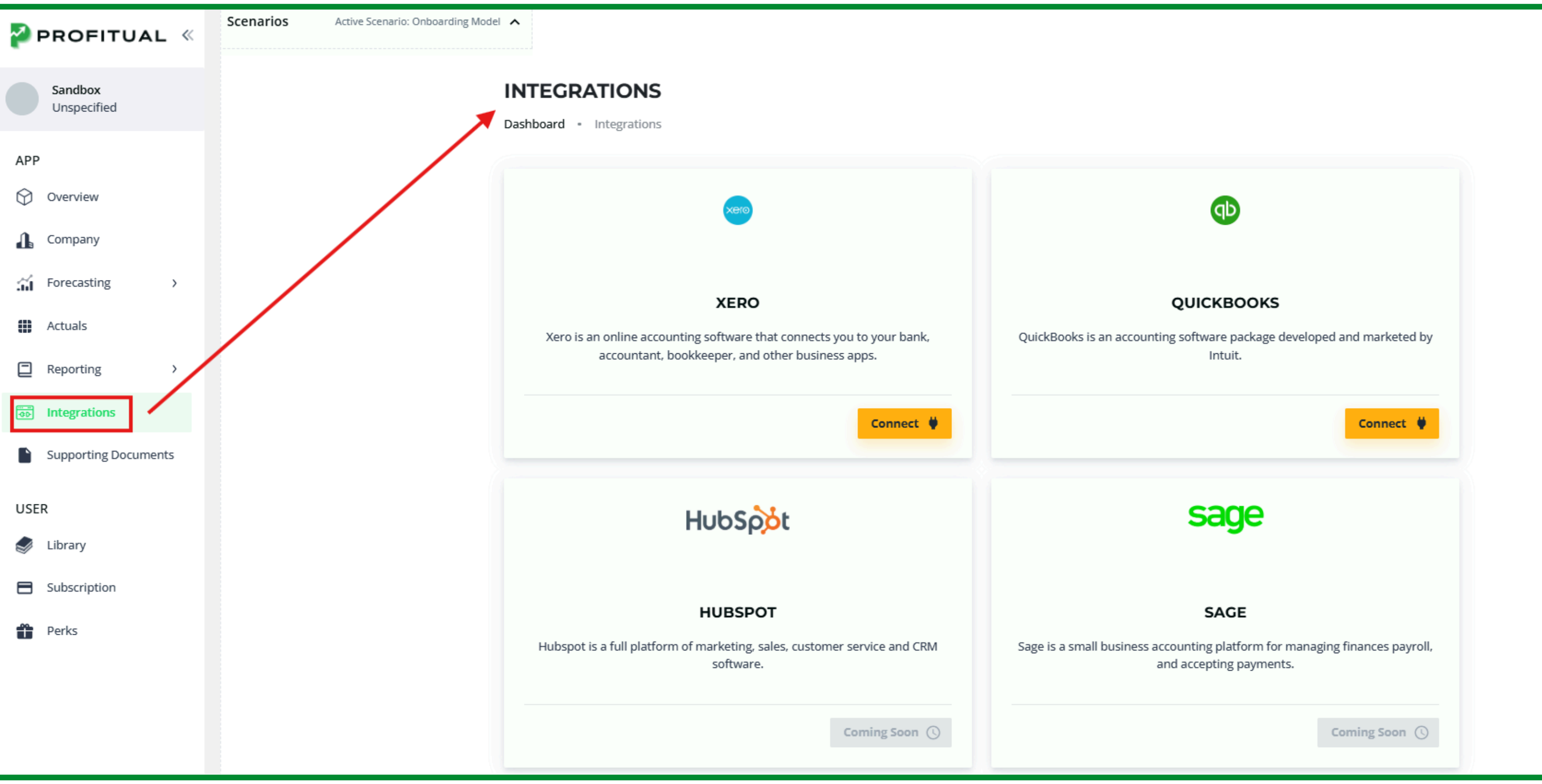
OBJECTIVE: Map your general ledger accounts to the forecast from steps 1-4 to enable analysis and reporting on actual vs. projected results.

NOTE - This guide uses Quickbooks Online as the example. Xerox has an identical integration process.

Connecting your Accounting System:

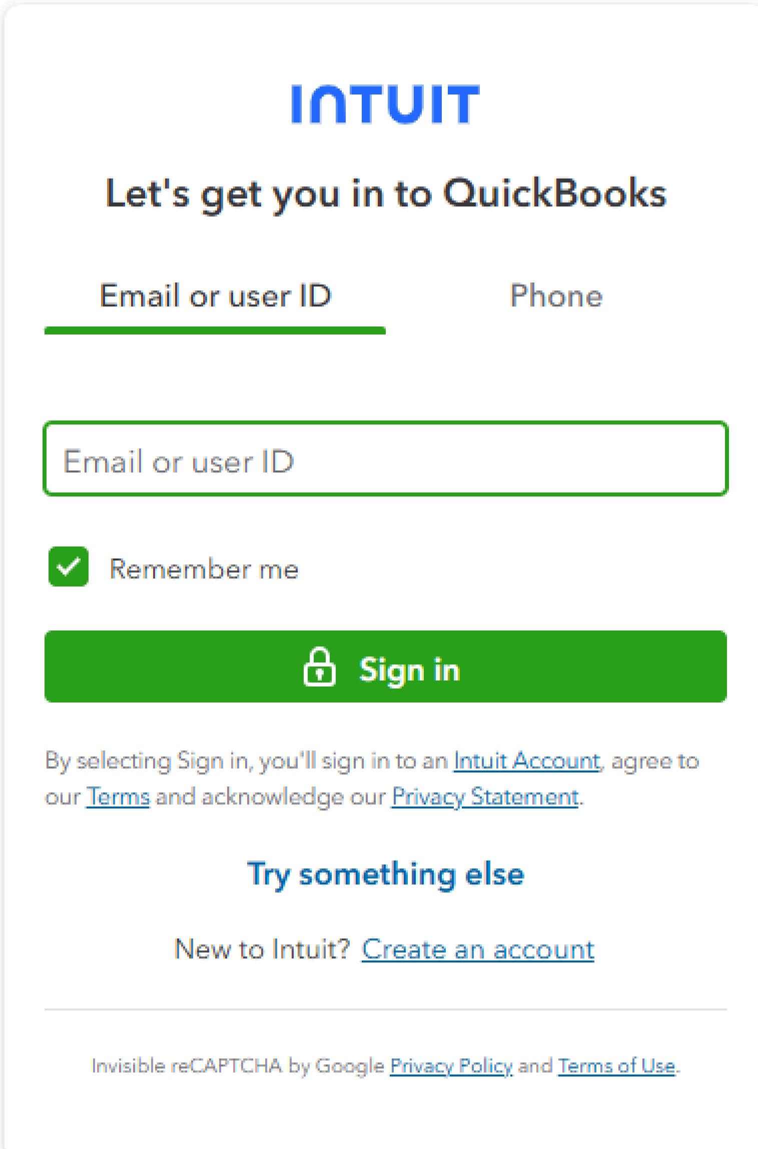
1) Navigate to the Integrations tool in our Platform using the below path:

Integrations

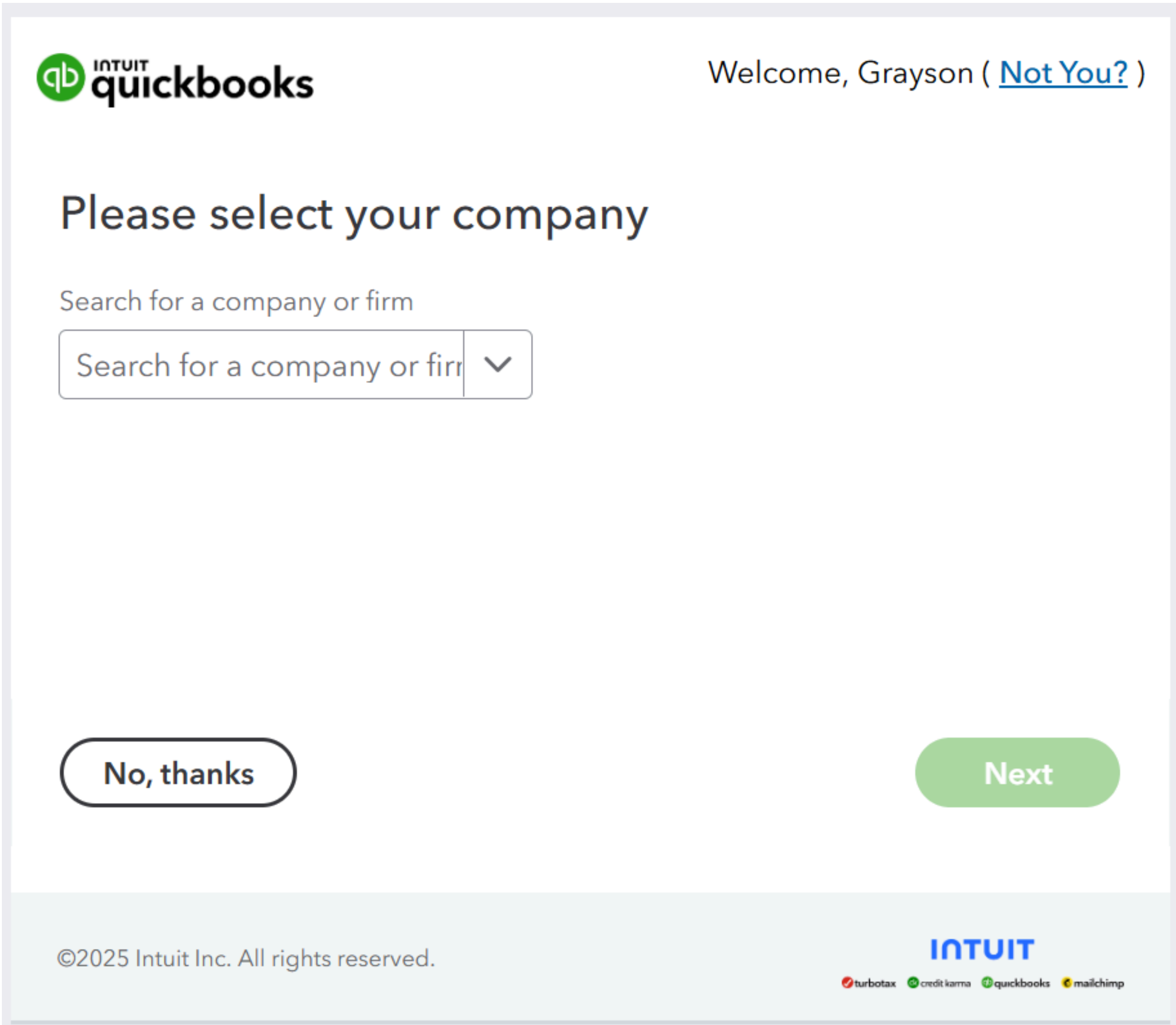


2) Select **Connect** for the applicable application
    a) Currently Profitual integrates with Xerox & QuickBooks Online. If you have an alternate platform you would like to see an integration created for please let us know so we can optimize our system for our users: support@profitual.ai

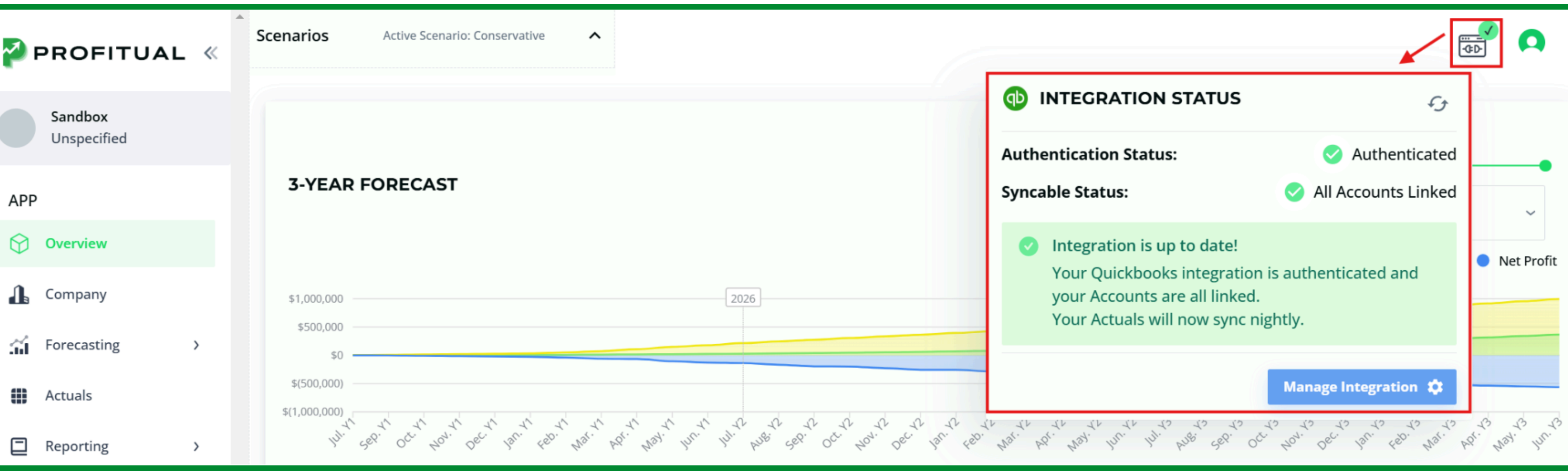
3) Next, Profitual needs permission to access your accounting platform. Enter your accounting platform credentials in the window below permit access:



4) Select the company you wish to connect:



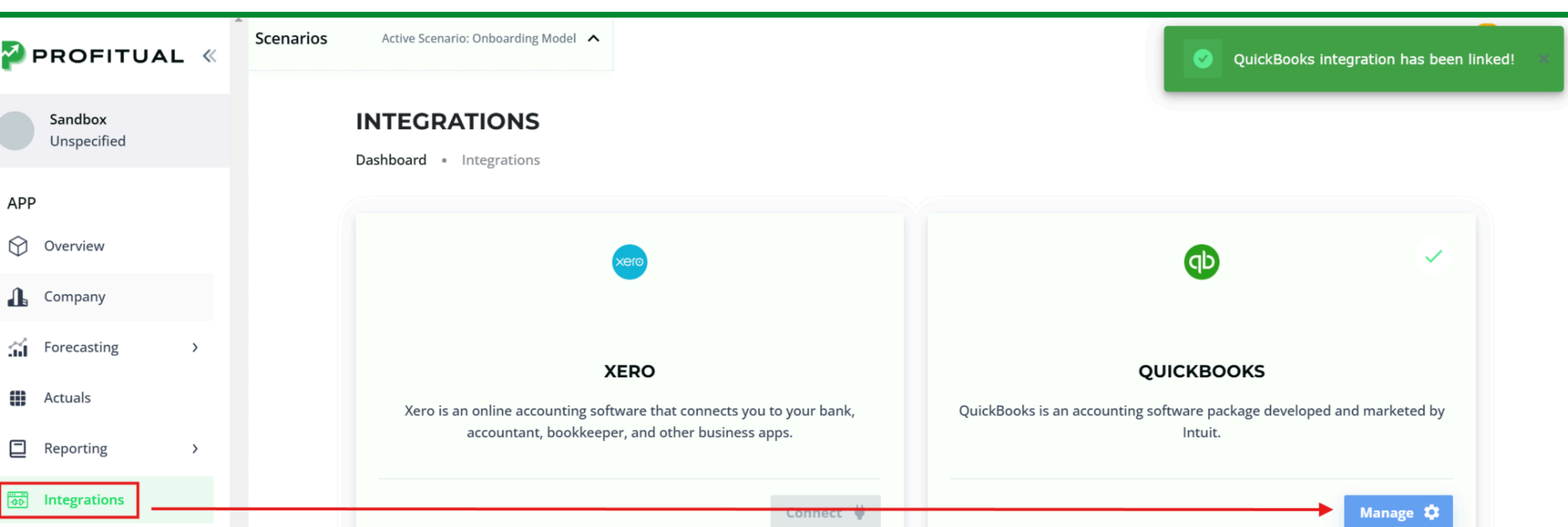
5) You have now successfully connected your accounting software to Profitual and can carry on to the next step of mapping your accounts to your forecast
6) Upon completing your Integration setup, the **Integrations Status tool** in the top right corner will give you quick insight into the status of your Integration from any screen in the Platform:
    a) Authentication Status - Indicates whether there is a need to resubmit credentials to authorize the connection between Profitual and your accounting software.
        i) This is a security requirement on the accounting software side to maintain the integrity of your financial information
    b) Syncable Status - This field will notify you of unsync'ed accounts if applicable
    c) **[Manage Integrations]** button - Gives direct access to the Mapping page for your integration for updates



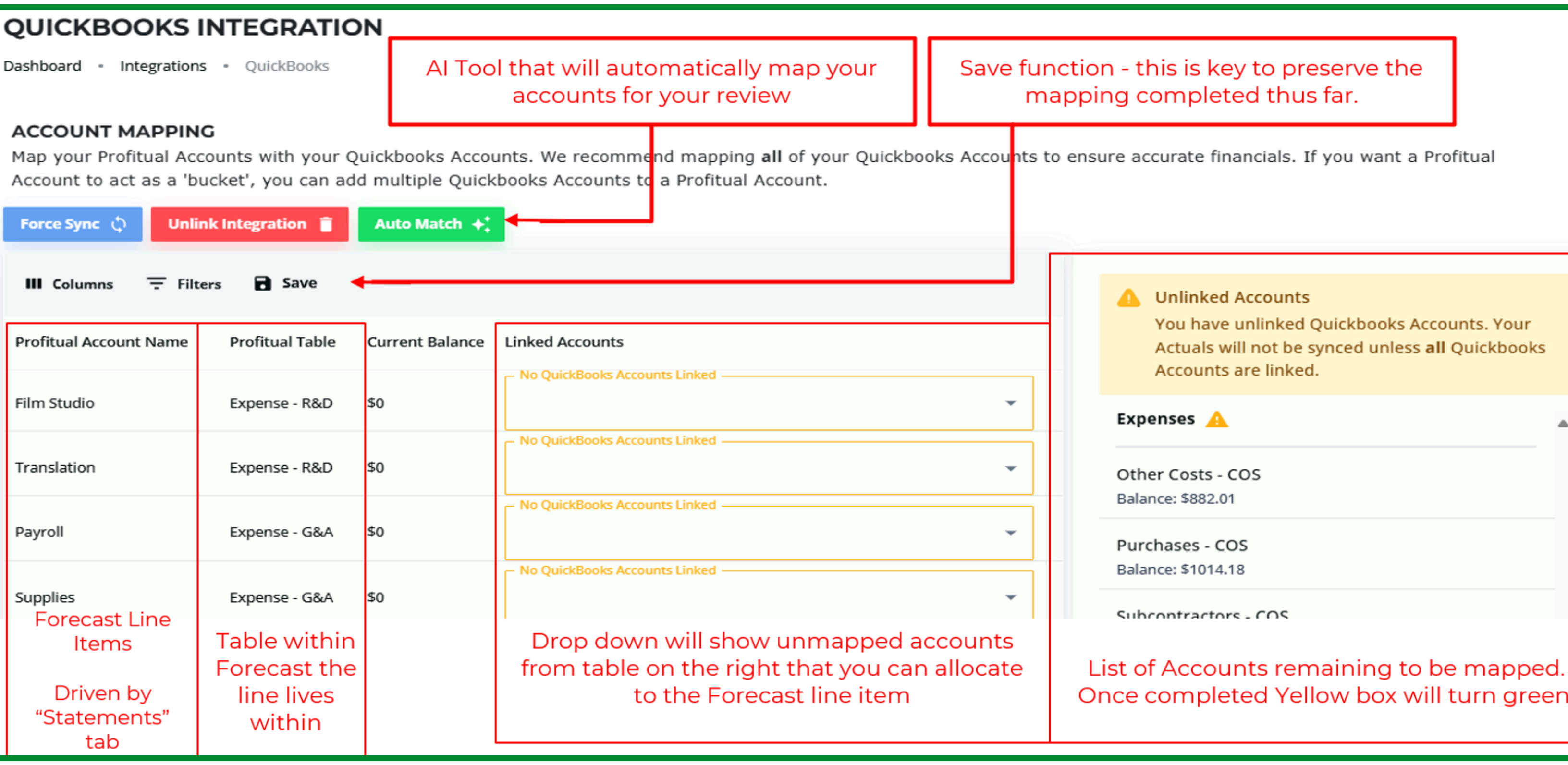
d) Below screencap shows the **Integration Status tool** with unlinked accounts:

Map Accounting Software to Forecast:

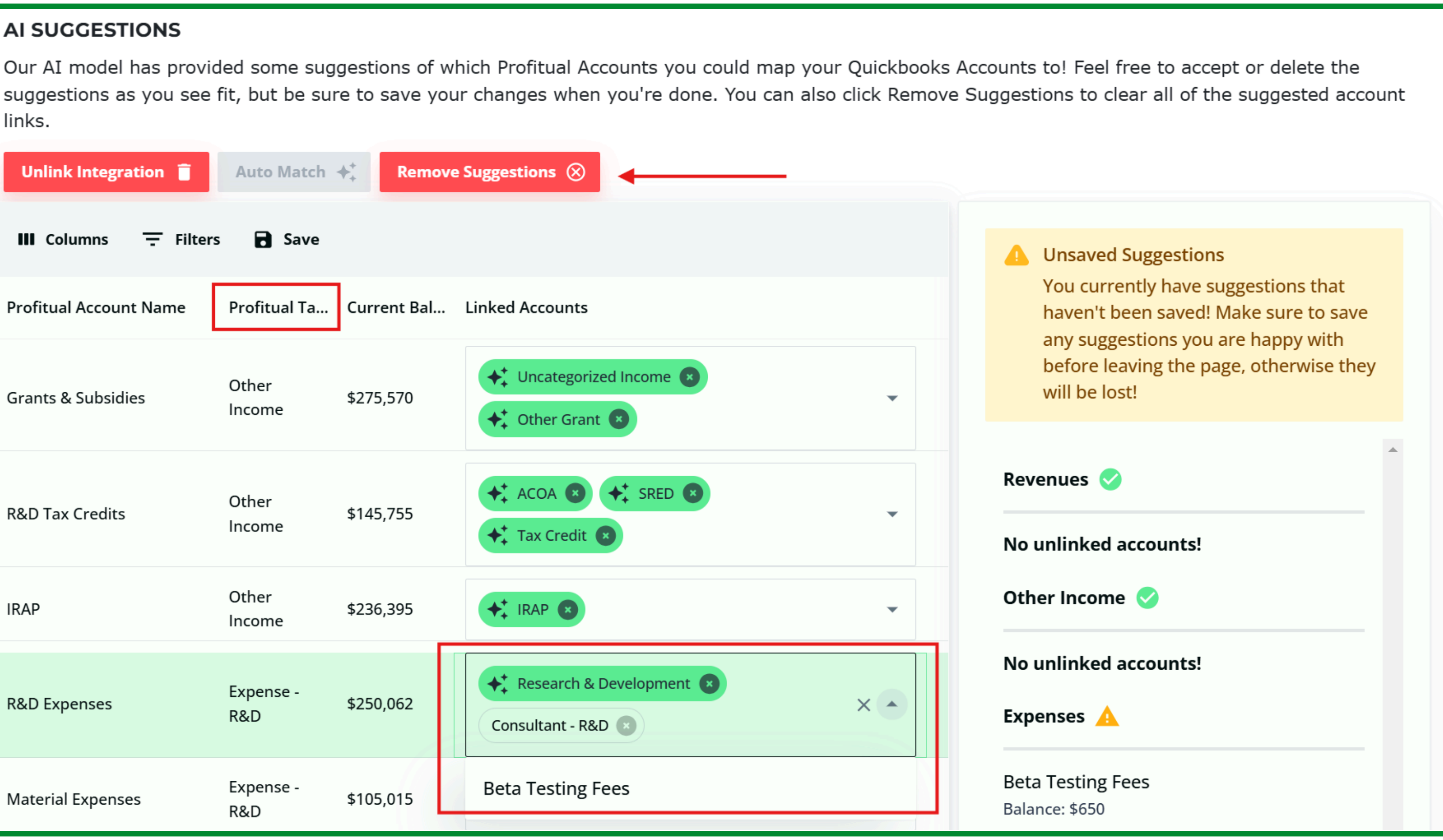
1) In the same Integrations screen as mentioned in step 1 above - select **Manage**



2) Account Mapping is completed in the screen shown below that includes tool tip info boxes.



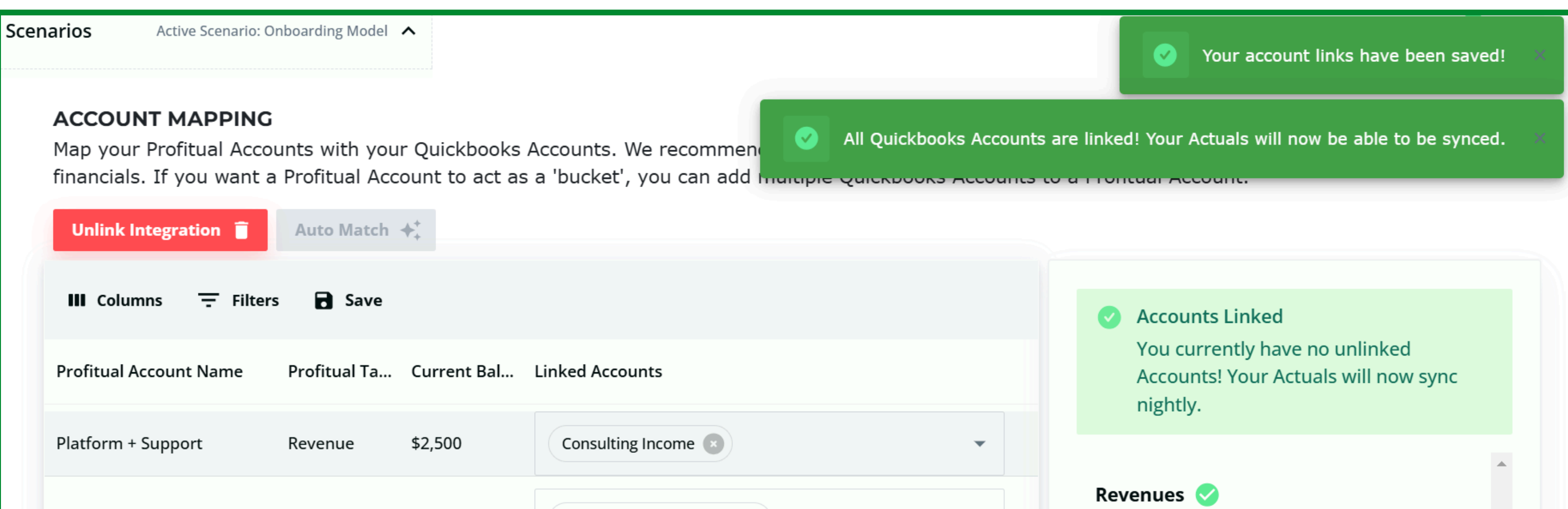
3) Recommended process is below:
   a) **Objective:** Map the accounts from Quickbooks listed on the right hand side under the yellow **"Unlinked Accounts"** notice to the **Profitual Accounts** listed on the left hand side of the table.
   b) Use the **Auto Match** function at the top of screen to enable our AI tool to map the QuickBooks accounts to your Profitual Accounts
   c) Review the resulting mapping under column **Linked Accounts** for correctness
4) Manual account mapping
   a) **Remove Suggestions** button at top of screen can be used to undo the **Auto Match** at any time
   b) Auto Matched items are shown in Green with the magic dust icon
   c) Manually Mapped items will show in Grey
   d) Unmapped accounts are listed in the drop down of each line
   e) See an example of each of these in the below screen for account **R&D Expense**:



Note - Profitual will use your Quickbook data to determine if accounts are Revenue or Expense and provide only appropriate account options based on the Profitual table you are mapping to which can be seen in the column second from the left

- *I.e. you can only map Revenue accounts to Revenue table and Expense accounts to Expense table*

5) Once all accounts are mapped, hit Save and the yellow box on the right of the screen should turn Green and say "Accounts Linked". Actuals will sync to Profitual each night at Midnight



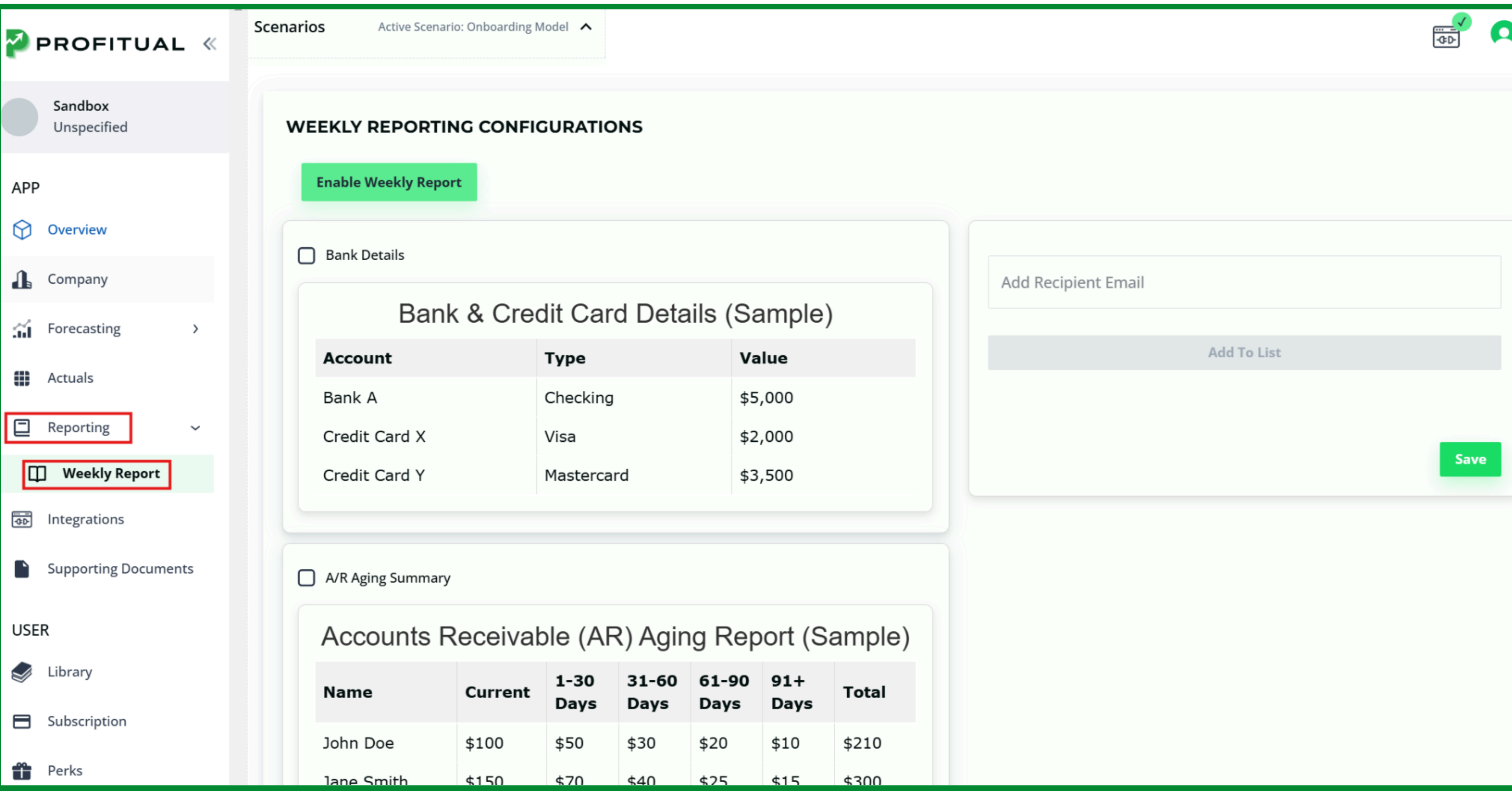
Weekly Report Set Up:

Profitual offers a weekly report to, QuickBooks users, sent directly to an email address(es) of your choice that highlights actionable financial information from your QuickBooks account:

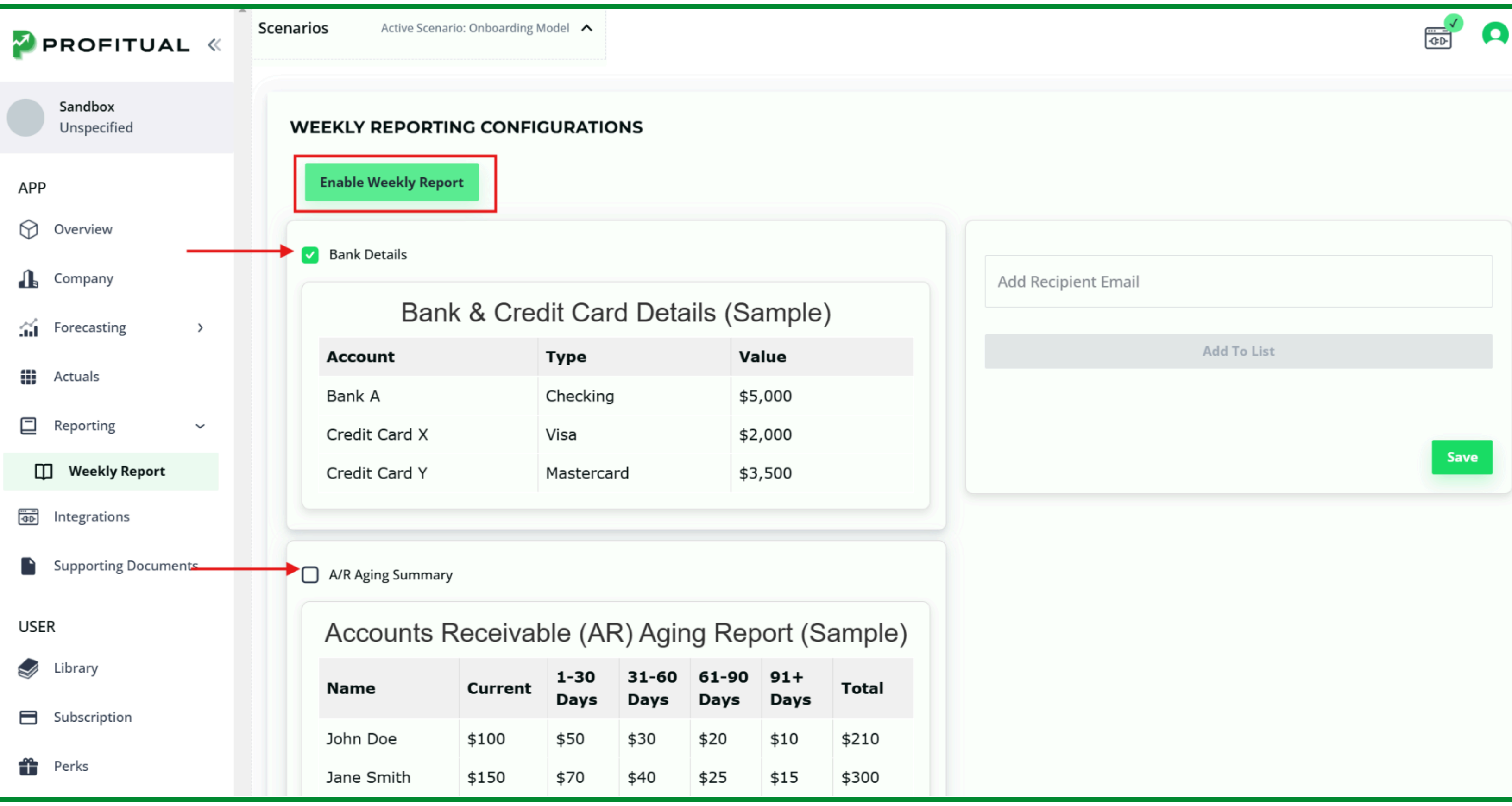
- Cash balance
- Accounts Receivable Aging Report - Who owes you money, and how over due is it?
- Accounts Payable Aging Report - What payments do you have outstanding, and how long have they been outstanding for?

1) Navigate to the Weekly Report tool:

Reporting > Weekly Reports



2) Use the check marks for each report available to select which ones you would like to receive, then select enable report:



3) Add the emails of anyone you would like to receive the report