

# Q-Agent

User's Guide  
Version 1.3

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## Overview

If you are QuickBooks® customer and using QuickBooks® Online this solution intended for you. It allows you to keep and manage your accounting data from the Pocket PC device wherever you go. You can manage time sheets, create invoices, make banking operations and even more. At any time you can synchronize handheld data with your Quick Books Online account straightly from the Pocket PC without using desktop computer via WiFi, GPRS or another available connection. Q-Agent runs on Pocket PC 2003, Windows Mobile 5.0 and later.

## Manage Time

This hub allows you to track time and bill customers in the same way as QuickBooks® Online Edition. Single activity time sheet gives you ability to record single time entry. Weekly time sheet provides access to all time reports grouped by week and entity (vendor or employee). By using single activity time sheet you can add the new time entry only.

The image displays two screenshots of a software interface for managing time entries.

**Left Screenshot: Manage Time - QE**

- Window title: Manage Time - QE
- Time: 10:12
- Buttons: None, Menu
- Options: Single Time Sheet (selected), Weekly Time Sheet

**Right Screenshot: Single Activity Tin**

- Window title: Single Activity Tin
- Time: 12:07
- Buttons: Cancel
- Fields:
  - Vendor: Robertson & Associates
  - Date: 6 / 1 /06
  - Customer: Amy's Bird Sanctuary
  - Service: Hours
  - ☒ Billable
  - Rate, \$/hour: 10.00
  - Summary, \$: 10.00
- Bottom tabs: General, Time, Description

In Weekly time sheet you can select certain Employee or a Vendor and specify a week to view all time activities for this week. Also you can see billable amount and total time for each day of week and for whole week. You can add, edit or delete single time entry from Weekly time sheet by selecting specific day of week and tapping menu action.

Left column shows the status of time entry. "S" - Synchronized, "C" - created. After next synchronization session all the new created time entries will be uploaded and will have synchronized statuses. You cannot edit and delete synchronized entries but you can do this with just created entries.

"Copy" function allows you to create the new time entry with the settings copied from the old one, but you can change any data as well.

Weekly Time Sheet 12:31 ok

Employee Mark Rosenblum

<< May 29-04, 2005 >>

Total	14:00	\$134.00
Sun, 29 May		
Mon, 30 May		
Tue, 31 May	9:00	\$84.00
C Dylan Sollfrank	2:00	
C Kate Whelan	7:00	\$84.00
Wed, 01 Jun		
Thu, 02 Jun		
Fri, 03 Jun	5:00	
C Gevelber Photogr.	5:00	
Sat, 04 Jun		

Edit Menu

Add  
Copy  
Delete  
Edit

## Customer management

Customer management hub shows you list of customers and their current balance. Enter the first letters of the customer's name into the quick search field to find a certain customer.

**Manage Customers**

	Full Name	Balance
S	Andres, Cristina	3377.68
S	Balak, Mike	0.00
S	330 Main St	180.00
S	Residential	0.00
S	Blackwell, Edward	
S	Bob Robertson	
S	Chapman, Natalie	
S	Cheknis, Benjamin	
S	Corcoran, Carol	
S	Crenshaw, Bob	
S	Crider, Craig	

Context Menu for 'Andres, Cristina':

- Add
- Delete
- Edit
- Undo
- Call
- Add new invoice
- Show invoices

**Edit Customer - QI**

Title: [Dropdown] Suffix: [Dropdown]

First Name: Amy

Middle Name: [Empty]

Last Name: Lauterbach

Display As: Amy's Bird Sanctuary

Print As: Amy's Bird Sanctuary

Company: Amy's Bird Sanctuary

Info | Contacts | Billing Addr | Shipping Addr

Cancel

Left column of the customer list shows the status of customer record. "C" - Created, "S" - Synchronized and "M" - Modified. You can edit customer details disregard if it is synchronized or not. Editing synchronized customer changes its status to "modified" so you can apply undo operation to reset all the changes you made. You cannot delete modified or synchronized customer, but you can do this on the created customer. After next synchronization session all the changes will be uploaded to your QuickBooks Online account and their statuses will become synchronized.

If your Pocket PC supports phone you can make a call to a customer.

Q-Agent supports Invoice functionality. Press menu item "Add new invoice" to create new invoice for selected customer or "Show invoices" to view list of all available invoices.

Invoice #	Date
20	2007-04-30
115	2007-11-30
86	2007-10-31
60	2007-09-30
53	2007-08-31
43	2007-07-31
35	2007-06-30
29	2007-05-31

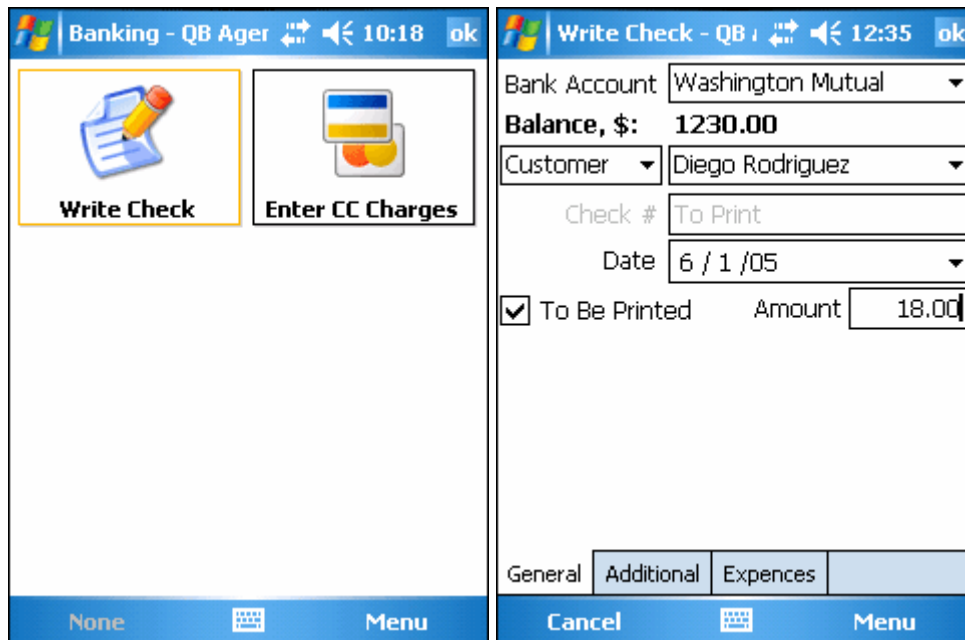
Subtotal:		\$50.00
Discount	5 %	-2.50
<input checked="" type="checkbox"/> Customer is Taxable		
Calc Tax Subtotal	After discount	
Tax Subtotal:		(\$2.50)
Tax	8 %	-0.20
Shipping		2.00
<b>Balance Due:</b>		<b>\$49.30</b>

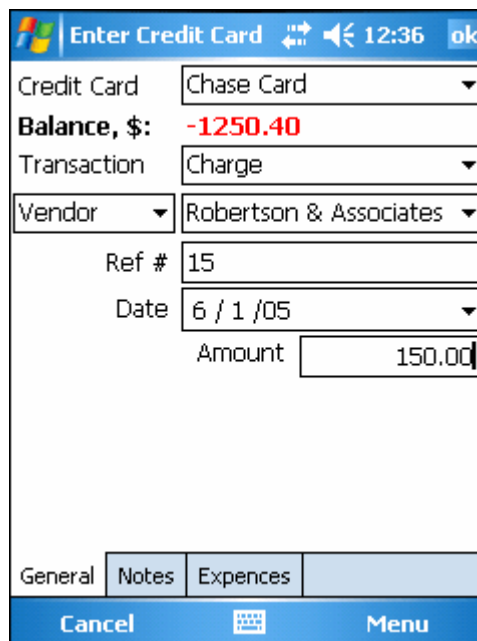
New Charges	Bill To	Ship To	Totals	◀ ▶
Cancel		Menu		

## Banking

Banking hub allows you to write checks or enter credit card charges in the same way as on QuickBooks Online.



The image shows two screenshots of the Banking hub interface. The left screenshot, titled "Banking - QB Ager", shows two main buttons: "Write Check" (with a check icon) and "Enter CC Charges" (with a credit card icon). The right screenshot, titled "Write Check - QB Ager", shows the "Write Check" form. It includes fields for "Bank Account" (Washington Mutual), "Balance, \$" (1230.00), "Customer" (Diego Rodriguez), "Check #" (To Print), "Date" (6 / 1 /05), and a checkbox for "To Be Printed" (checked) with an "Amount" field (18.00). At the bottom, there are tabs for "General", "Additional", and "Expenses", and buttons for "Cancel" and "Menu".

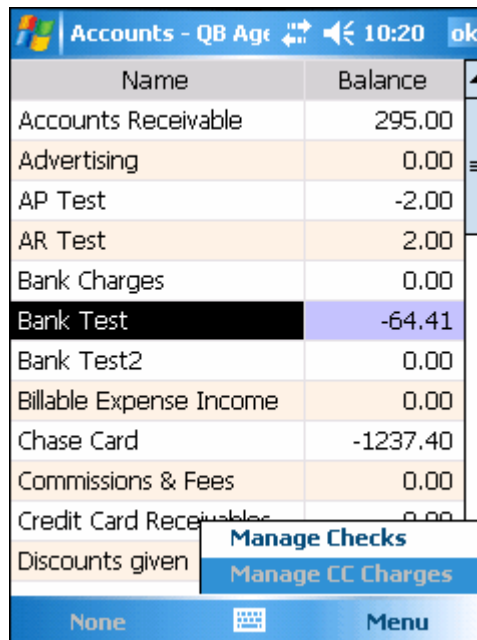


The image shows the "Enter Credit Card - QB Ager" form. It includes fields for "Credit Card" (Chase Card), "Balance, \$" (-1250.40), "Transaction" (Charge), "Vendor" (Robertson & Associates), "Ref #" (15), "Date" (6 / 1 /05), and "Amount" (150.00). At the bottom, there are tabs for "General", "Notes", and "Expenses", and buttons for "Cancel" and "Menu".



## Accounts

Account hub shows the list of accounts with their current balance. Here you can also write check or enter credit card charges by selecting corresponding account from the list.



Name	Balance
Accounts Receivable	295.00
Advertising	0.00
AP Test	-2.00
AR Test	2.00
Bank Charges	0.00
Bank Test	-64.41
Bank Test2	0.00
Billable Expense Income	0.00
Chase Card	-1237.40
Commissions & Fees	0.00
Credit Card Receivables	0.00
Discounts given	

**Manage Checks**  
**Manage CC Charges**

None Menu

## View Employees, Vendors and Item

These hubs give you the full list of employees, vendors and items. You cannot manage these entries, just view.

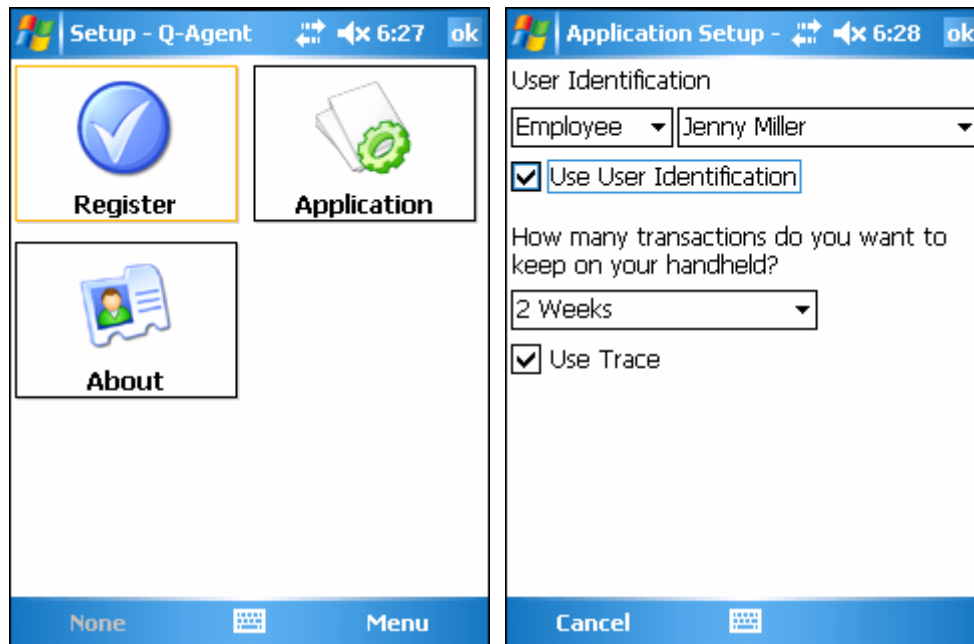


The screenshot displays two windows from the Q-Agent software. The left window, titled 'Main Menu - Q-Agent', shows a grid of icons for 'Banking', 'Accounts', 'Employees', 'Vendors', 'Items', and 'Setup'. The 'Accounts' icon is highlighted with a yellow border. The right window, titled 'Vendors - Q-Agent', shows a list of vendors with their names and balances. The 'Bank of Anycity' entry is selected, and a pop-up window displays its contact information: Phone: 415-555-9135 and Fax: 415-555-9153. The 'Call' button is also visible.

Name	Balance
Accumulated Depreciation	\$0.00
ATM Withdrawal	(\$10.00)
Bank of Anycity	\$0.00
Bayshore CalOil Service	\$0.00
Bayshore Water	\$0.00
Brown Equipment Rental	\$0.00
Cal Gas & Electric	\$137.50
Cal Telephone	\$45.00
CalOil Company	\$0.00
Campion, Patrick, CPA	\$0.00
Chris Markley	\$0.00

Phone: 415-555-9135  
Fax: 415-555-9153

## Setup



This hub allows you to register application, view application version and set different Q-Agent setting.

User Identification gives you ability to identify yourself as Employee or Vendor. This option takes effect on Manage Time hub (single and weekly). If this option is turned on, only selected person will be available as time tracking person. This might be useful if you are usually creating time tracking records for 1 person and bored with switching person's dropdown box every time. To turn this option on please select person type and name and check on "Use User Identification" check box. To turn this option off just uncheck "Use User Identification" check box.

Transaction freshness setting allows you not to keep all transaction records (such as invoices, check transactions, credit card transactions etc). This might be useful if your company contains lots of transaction data and you don't want to keep them all on your handheld. Fewer amounts of transaction records reduce synchronization time and mobile database file size.

## Quick Synchronization with QuickBooks® Online Edition

Use this hub to upload the changes you made and to get the latest data from your Quick Books Online account. Before synchronization, make sure you have an internet connection. You can use WiFi, GPRS or any other connection even ActiveSync with the host PC connected. Synchronization time can take several minutes and depends on amount of data. After tapping "Start" you will be prompted for a password which you had entered during the installation. This password is used to decrypt your connection ticket. Also at the first time sync you will be prompted for entering transaction persistence. It allows you not to get all the transactions (such as Time Tracking, Invoices etc.) but get and keep the fresh data only. This setting could be changed at any time in "Application Setup" hub.

Synchronization works via SSL protocol which guarantees the safe connection.

When synchronization is finished you can review details for every synchronized record.

