Step-by-Step Integration Guide

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Please do not be intimidated by the length of this guide. Understand that our goal is to provide you with every detail necessary to make the integration successful by ensuring that all prep work is done ahead of time to make the process go smoothly. We understand that following this page-by-page will take longer but we also know that when someone rushes through it, they spend more time on the backend cleaning up data they realized they should have managed prior to the sync. We do provide free integration assistance. It is recommended. Details on the next page.

v2022 - 2023 Users: You must install this Intuit patch (before or after) installing the connector for it to properly function. After installing the patch restart both the connector and QuickBooks Desktop (if they are running). https://www.contractorforeman.com/qbd/qbdsdk160.exe

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Integration Assistance (RECOMMENDED)

We provide up to 1.5 hours of integration assistance with our third-party accounting partner. This is a recommended service as it can help save time due to an integration that wasn't correctly completed as a result of how your data is currently managed in QuickBooks.
Register: https://kb.contractorforeman.com/knowledge-base/how-do-i-integrate-with-quickbooks/ Need help? Email support@contractorforeman.com and provide details and screenshots.

Step 1: Prepping Your Data

The connector works for Windows only. Before continuing, it's extremely important that you take the time and thoroughly read through the entire guide and that you make sure your QuickBooks account is prepped for syncing. Do not move forward with the integration until your data is prepped for syncing. Do not continue with the integration until you have read through the guide.

NOTE: The QB Desktop Canadian version is not supported if items are to be taxed. To connect QB and Contractor Foreman, a connector (.exe) must be installed on the machine running QB. If your host does not allow this, it will not work.

Contacts

If you have contacts (Customers, Employees & Vendors) in QuickBooks that you do not want to import into Contractor Foreman, consider making them Inactive. Otherwise, all contacts will be imported. If you complete the integration and then decide to archive records, you must Archive them in Contractor Foreman so that they flow to QuickBooks and become archived there. Archiving records is a one-way sync from Contractor Foreman to QuickBooks. If you have been using Contractor Foreman and QuickBooks in the past but did not have the two connected, you will first want to make sure the contact names in both systems have the same spelling so that the records can be automatically matched.

Archived Items

Archiving items is a one-way sync. If an item in Contractor Foreman is archived, it will become archived in QuickBooks (if linked). Items archived in QB do not get archived in CF.

Deleting Items

When you delete an item in one system, it WILL delete it in the other system. After the integration, do not delete anything that you do not want deleted from the other system.

What Does/Does Not Transfer

The following items are synced by the Contractor Foreman and QuickBooks Desktop Connector. **NOTE**: Existing items in QB (Bills, Invoices, Payments, Estimates, PO's) do not import into CF. If an existing record in QB is updated, it will then pull over into CF.

- Contacts (Employees, Vendors, Customers)
  - Keep in mind that QB requires unique first/last names across the whole system. If you have an Employee and Vendor with the same name, add a middle initial.
- Projects (Sub-Customers)
- Estimates
  - Estimates are not sent to QB until they have been Approved in Contractor Foreman.
- Projects
- Purchase Orders
  - Purchase Orders are not sent to QB until they have been Approved in Contractor Foreman.
- Invoices
  - Invoices are not sent to QB until they have been Approved in Contractor Foreman.
- Invoice Payments
  - Invoice Payments are not sent to QB until they have been Verified in Contractor Foreman.
  - Currently we do not sync Invoice Payments from QB to CF if it's associated with multiple Projects.
- Bills
  - Currently we do not sync Bills from QB to CF if it's associated with multiple Projects.
- Bill Payments
- Expenses
- Time Cards
  - Time Card data only syncs one-way from CF to QB. We do not transfer how much your employee is to be paid – QB handles that.
- Tax Rates
- Chart of Accounts
  - The COA is referenced within CF but updating or adding a new COA must take place in QB.
- Cost Codes
- Archived Items
  - If an item in Contractor Foreman is archived, it will become archived in QuickBooks (if linked). Items archived in QB do not get archived in CF.

Cost Codes

Contractor Foreman uses a two-tier Cost Code system. In Contractor Foreman, all items added to an invoice, estimate, etc are associated with a Child code. All Child codes are then grouped under a Parent code (for better structure and jobcosting). Child items in Contractor Foreman are equal to a Product/Service in QuickBooks. A Parent code in Contractor Foreman is equal to a top-level Service in QuickBooks. All Child items (QB:Service) must be under a Parent item as shown in the image. Codes that are not setup properly will not transfer correctly and will greatly increase the integration time and data cleanup. Here we have the Parent (Electrical Power Generation) and two child items below it. (The link icon represents the code is correctly synced with QB.)

Only the Name value gets transferred. If you want to use a code name and number, the format can shown in the Name value as “1010 – Flooring”.

NAME	DESCRIPTION	TYPE	ACCOUNT	ON S...	PRICE
⋄ Electrical Power Gene...	Electrical Power Generation	Servi...	42600 · C...		
⋄ Commissioning of ...	Commissioning of Electrical Pow	Servi...	42600 · C...		
⋄ Common Work Re...	Common Work Results for Electri	Servi...	42600 · C...		

Cost Code #	Cost Code Name	Status	
	Electrical Power Generation	Active	
	Commissioning of Electrical Pow	Active	Available in Time Cards?
	Common Work Results for Electri	Active	Available in Time Cards?

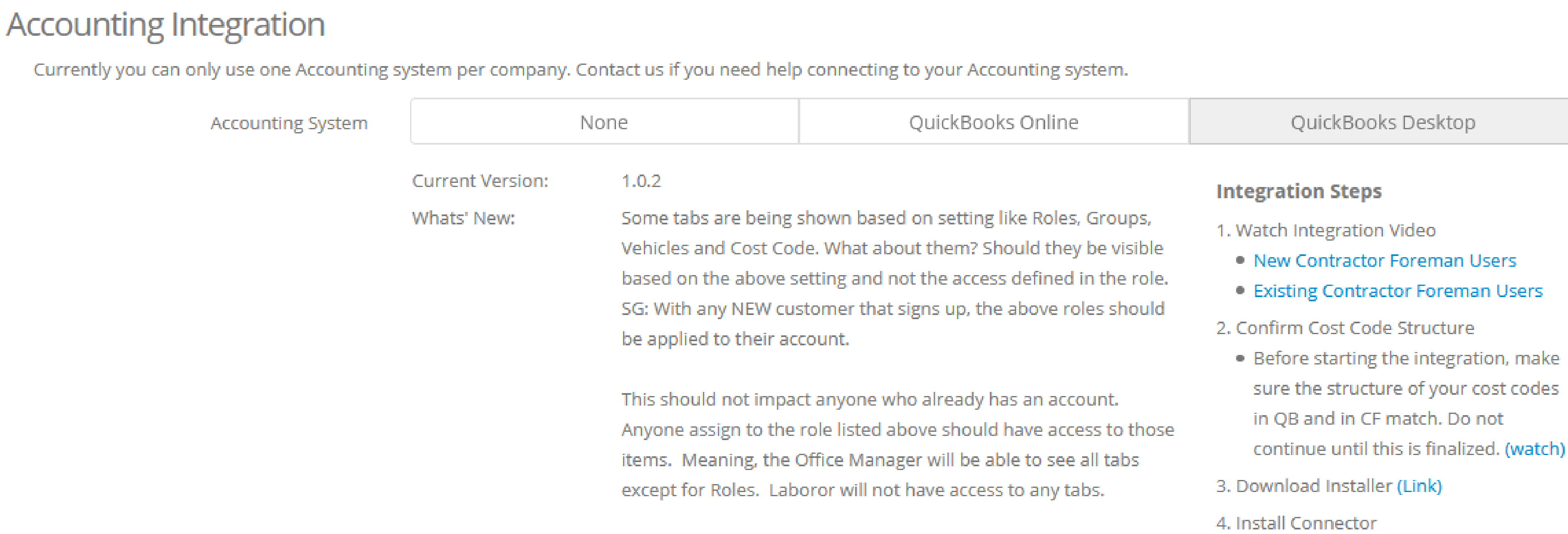
IMPORTANT: Go to Contractor Foreman > Menu > Settings > Cost Codes. If you see codes in there that you do not want imported into QuickBooks, contact support and we can remove those for you. You’ll also have the option during the integration.

Keep in mind that QuickBooks restricts the length of each name to 31 characters. This will only be a concern if you have codes in CF that you are trying to match or import into QB. If you have been using Contractor Foreman and QuickBooks in the past but did not have the two connected, you will first want to make sure the Cost Code names in both systems have the same spelling so that the records can be automatically matched.

Do not continue with the integration until you have this step completed. An example of how this correctly looks in QuickBooks and in Contractor Foreman is shown below.

Step 2: Installing the Connector

Once the data in QuickBooks is prepped for syncing, the next step is to download the Connector. To do this, go to Menu > Settings > Integration and select QuickBooks Desktop. The connector should only be installed on one computer Contractor Foreman account.



There you will see something that looks similar to the image above. Take the time to watch the integration video for a quick overview of the entire integration process whereas this guide is more detailed (and updated more frequently).

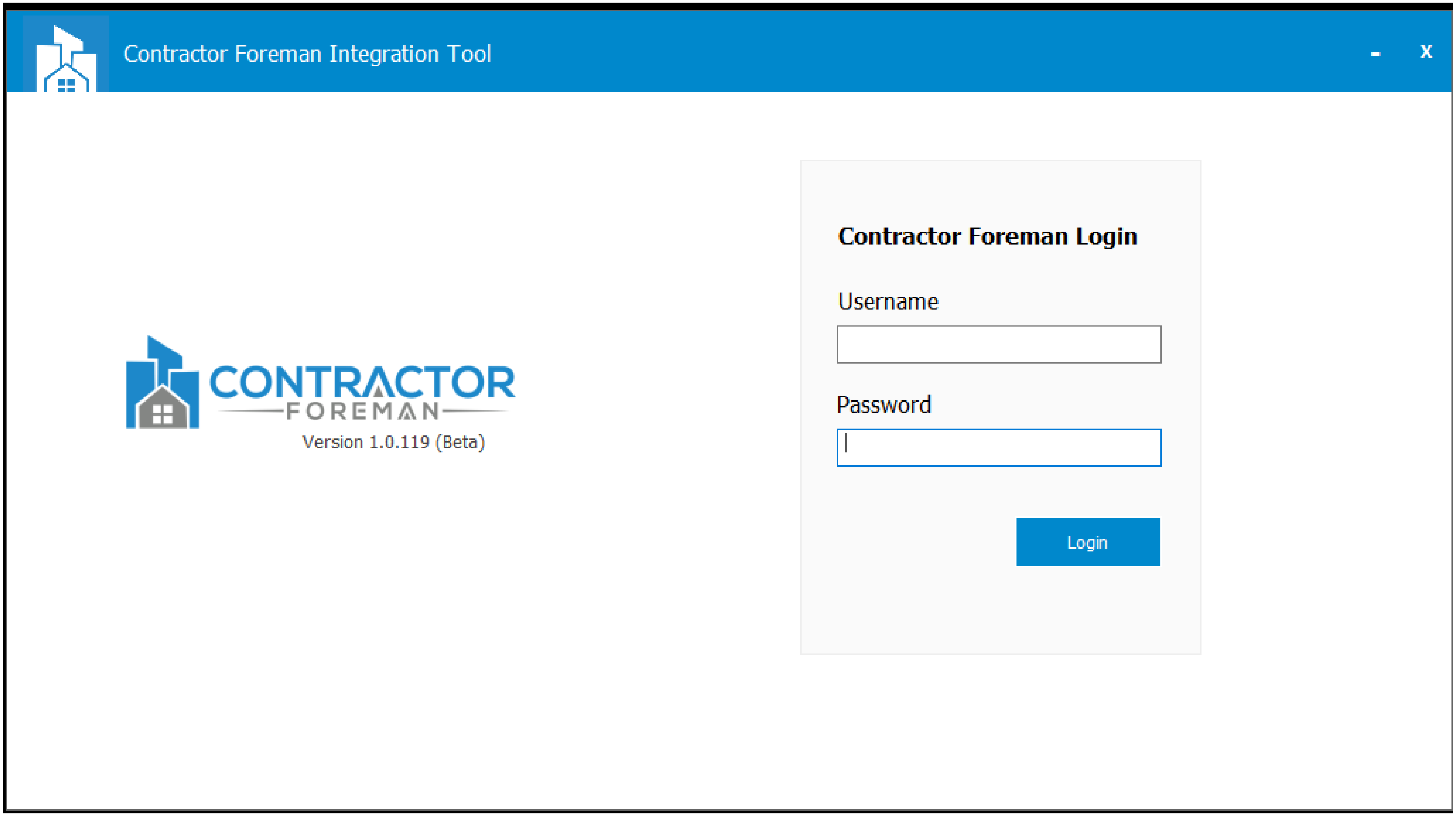
Click on the download link to install the Windows connector. During the installation process, provide the necessary permission for the application to be installed.

System Requirements

The connector will run on most any Windows machine. If you use a remote server, the connector will work as long as your hosting provider allows 3rd party tools to be installed. We do not support Mac. The connector works with QB Desktop 2016 and later.

Step 3: Logging into the Connector

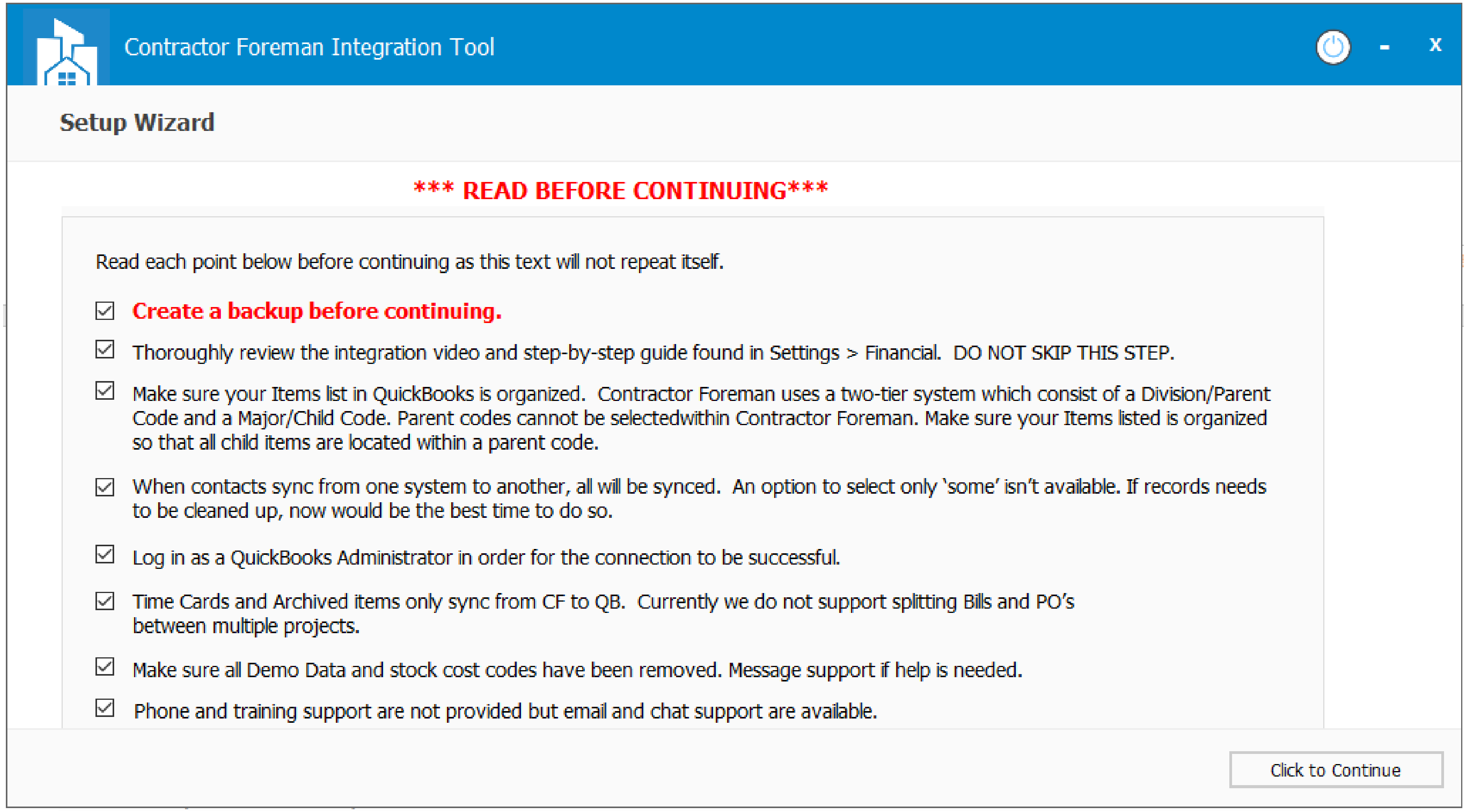
Once the connector has been installed, you'll see something similar to the screen below. Here you will need to login using the credentials for the Contractor Foreman account administrator.



Step 4: Reviewing Reminders

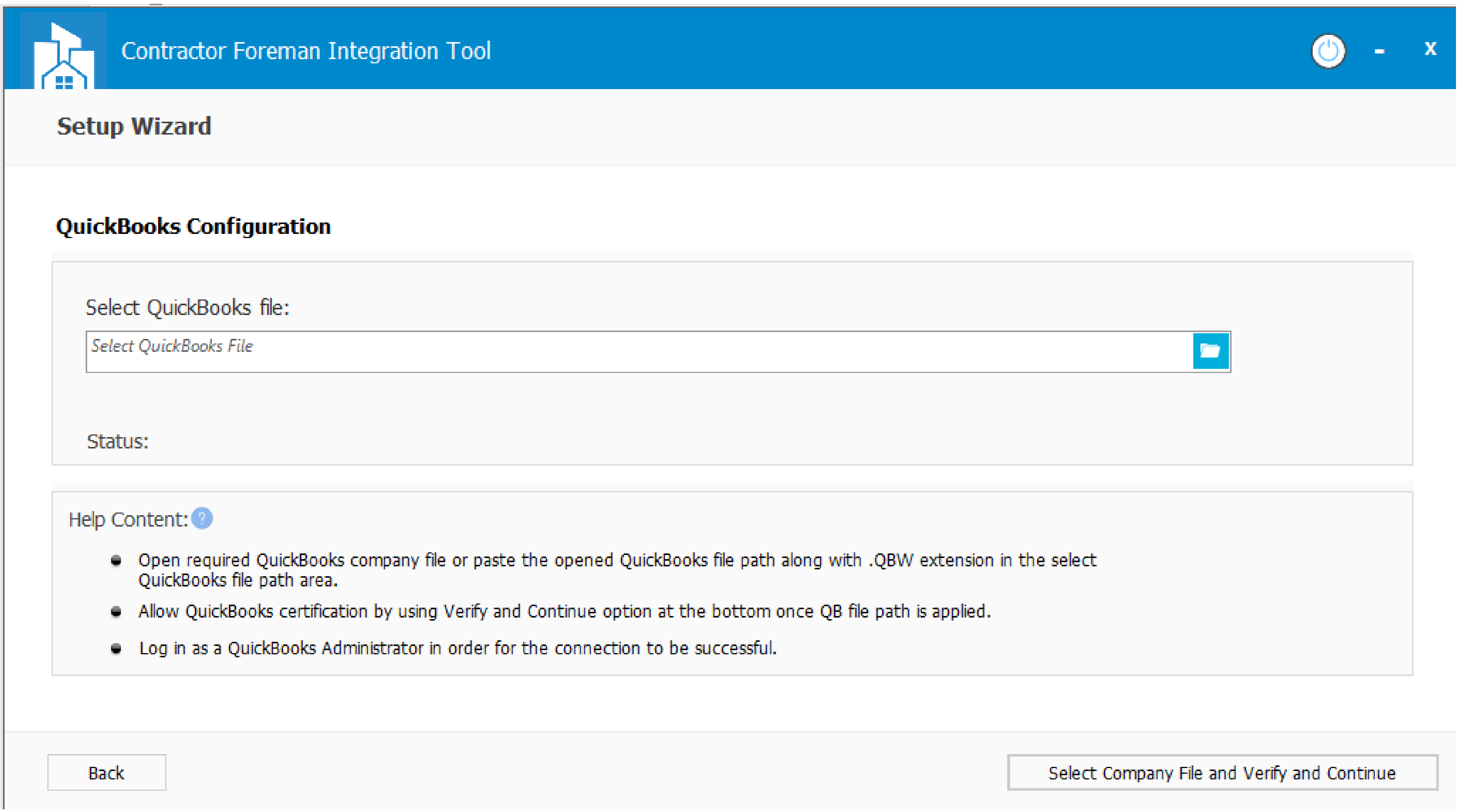
On the next screen, make sure you review each point on the list. You'll need to check each point in the list before moving to the next step. Our experience shows us that those who rush through the integration tend to need to go back and clean up data in QB that should have been prepped to begin with.

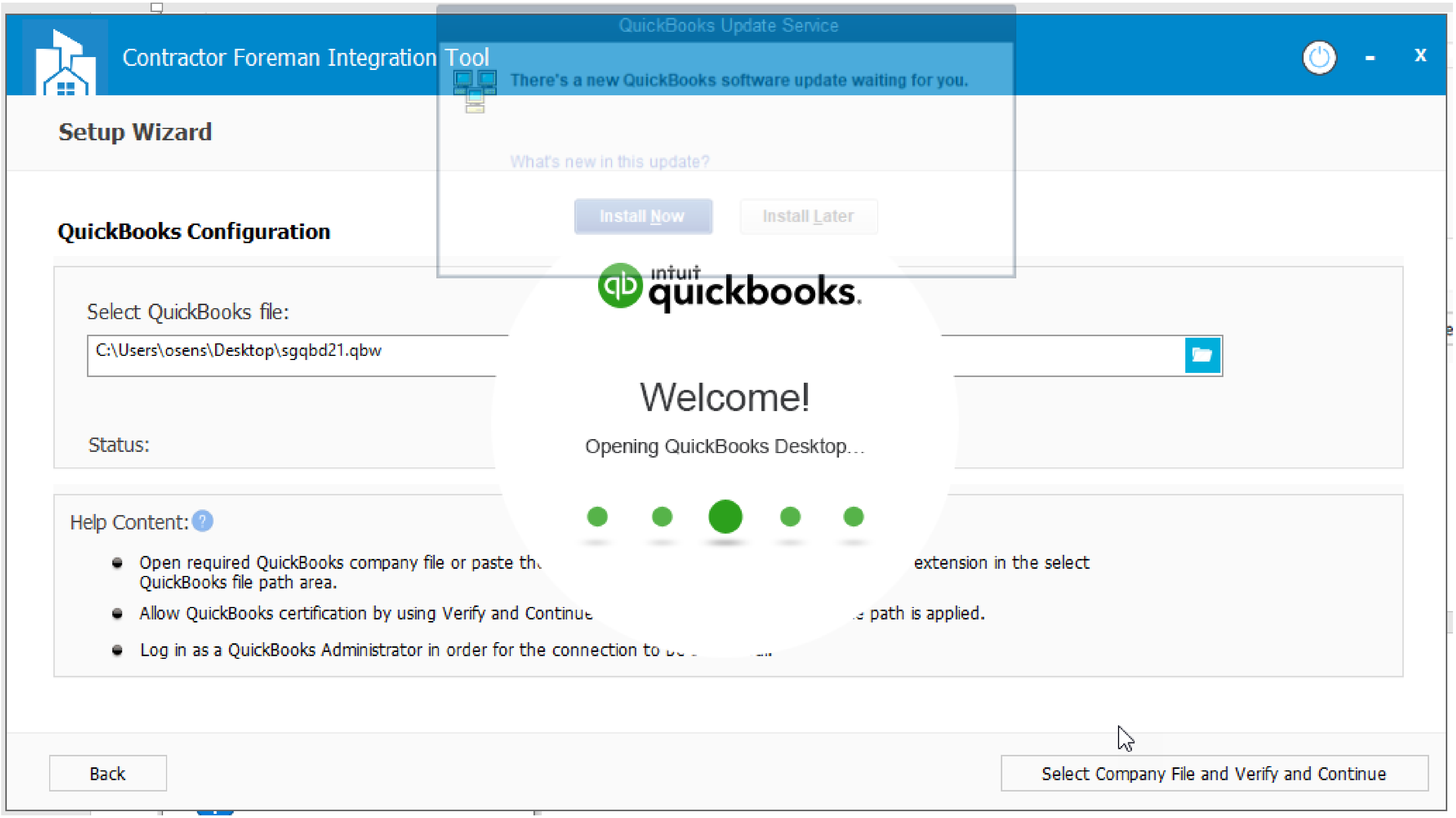
Before moving forward, make a backup of your QB file.



Step 5: Connecting the Connector to Your QB File

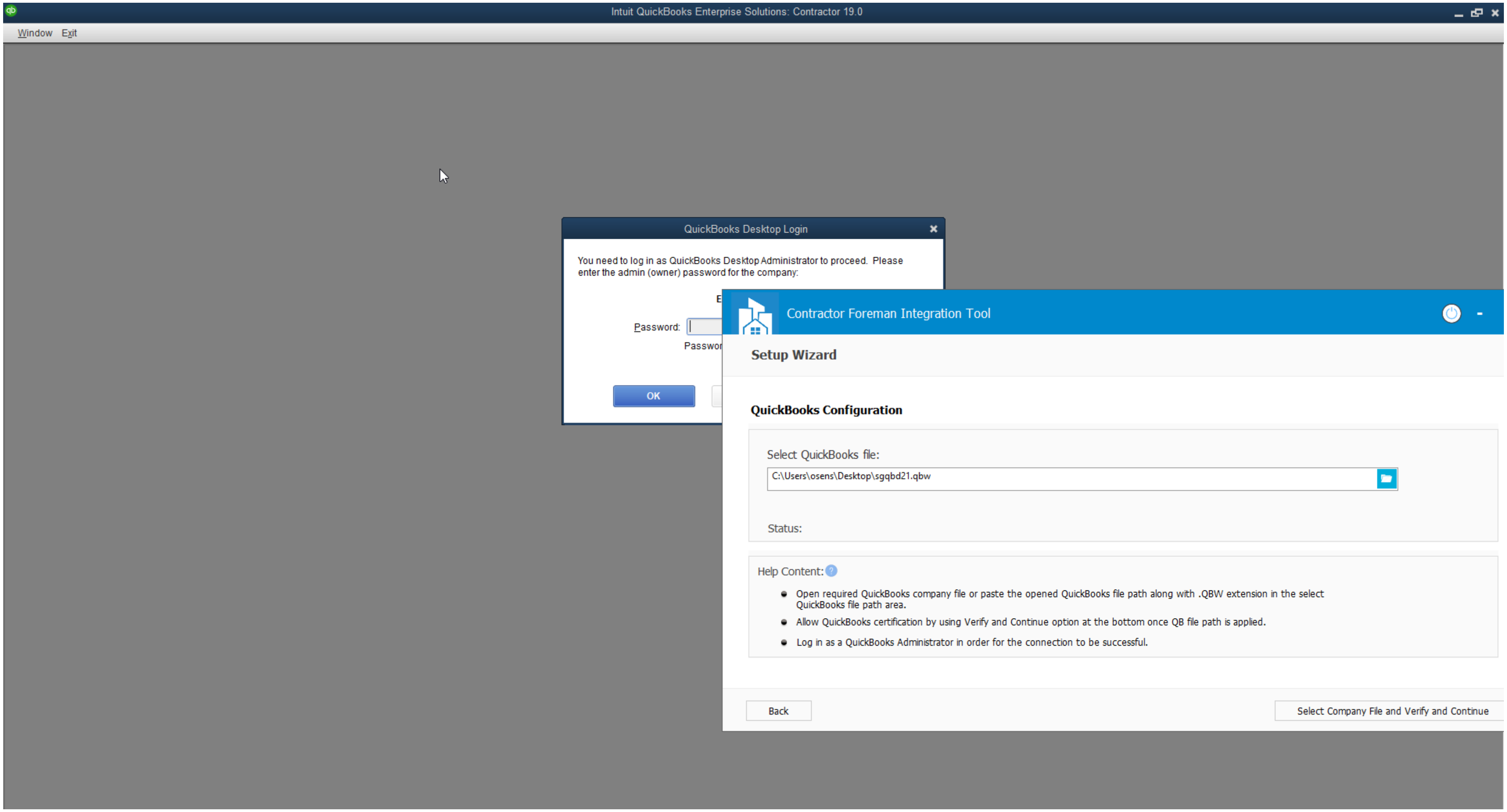
The next screen will require you to select the QB file that you want to connect to. It is not possible to connect to multiple QB files (companies/divisions) from one connector. Once the file has been selected, click the button in the bottom right to verify and continue.




Contractor Foreman Integration Tool
QuickBooks Update Service
There's a new QuickBooks software update waiting for you.
What's new in this update?
Install Now
Install Later
Setup Wizard
QuickBooks Configuration
Select QuickBooks file:
C:\Users\osens\Desktop\sgqbd21.qbw
Status:
intuit quickbooks.
Welcome!
Opening QuickBooks Desktop...
Help Content:
Open required QuickBooks company file or paste th
extension in the select
QuickBooks file path area.
Allow QuickBooks certification by using Verify and Continue
path is applied.
Log in as a QuickBooks Administrator in order for the connection to
Back
Select Company File and Verify and Continue

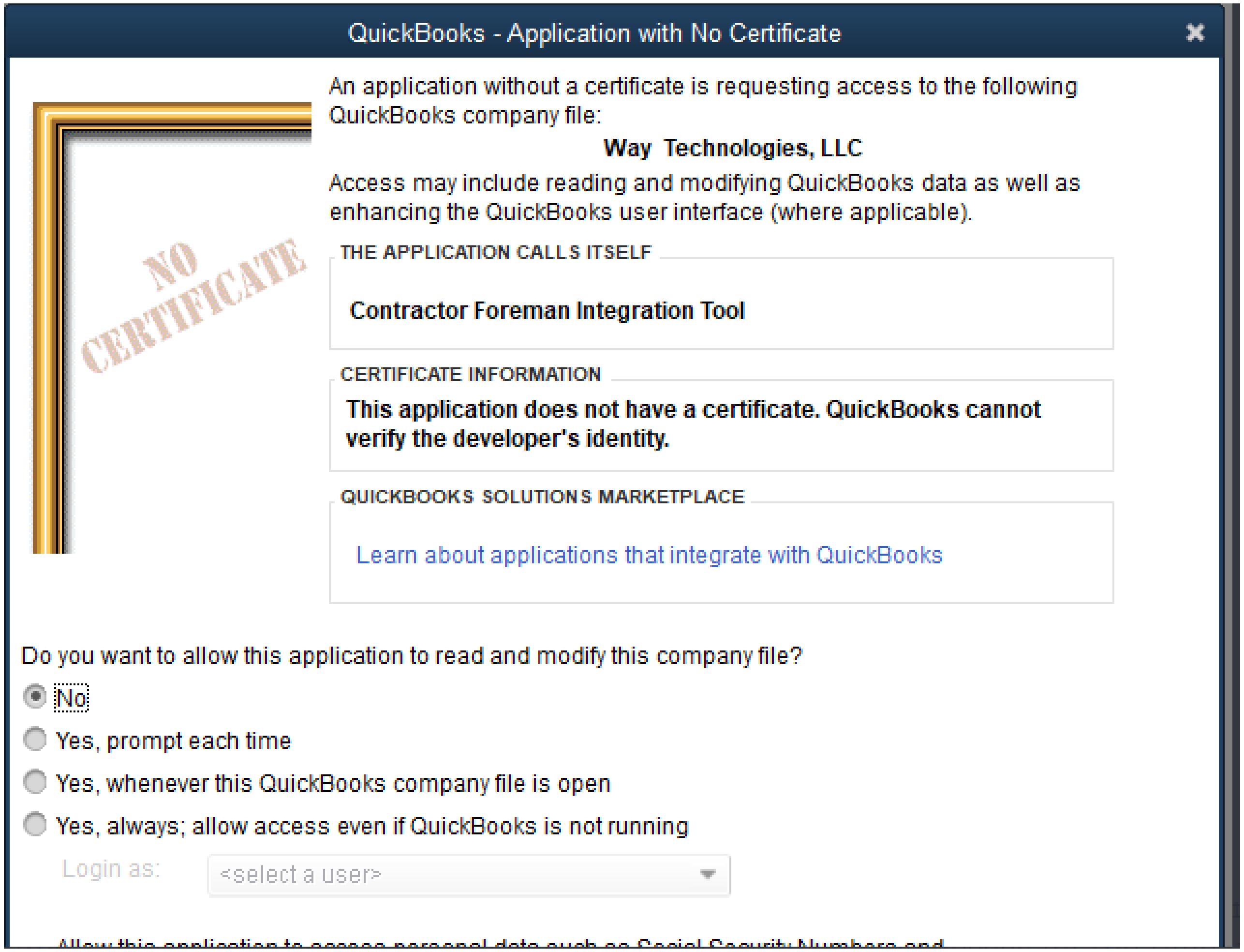
Step 6: Log into Your QuickBooks File

Once the connection has been established, QuickBooks may ask you to log into your account. Remember that you must do so as the QB Admin. After the initial connection, future logins to QB can resume using the normal credentials you've used in the past.

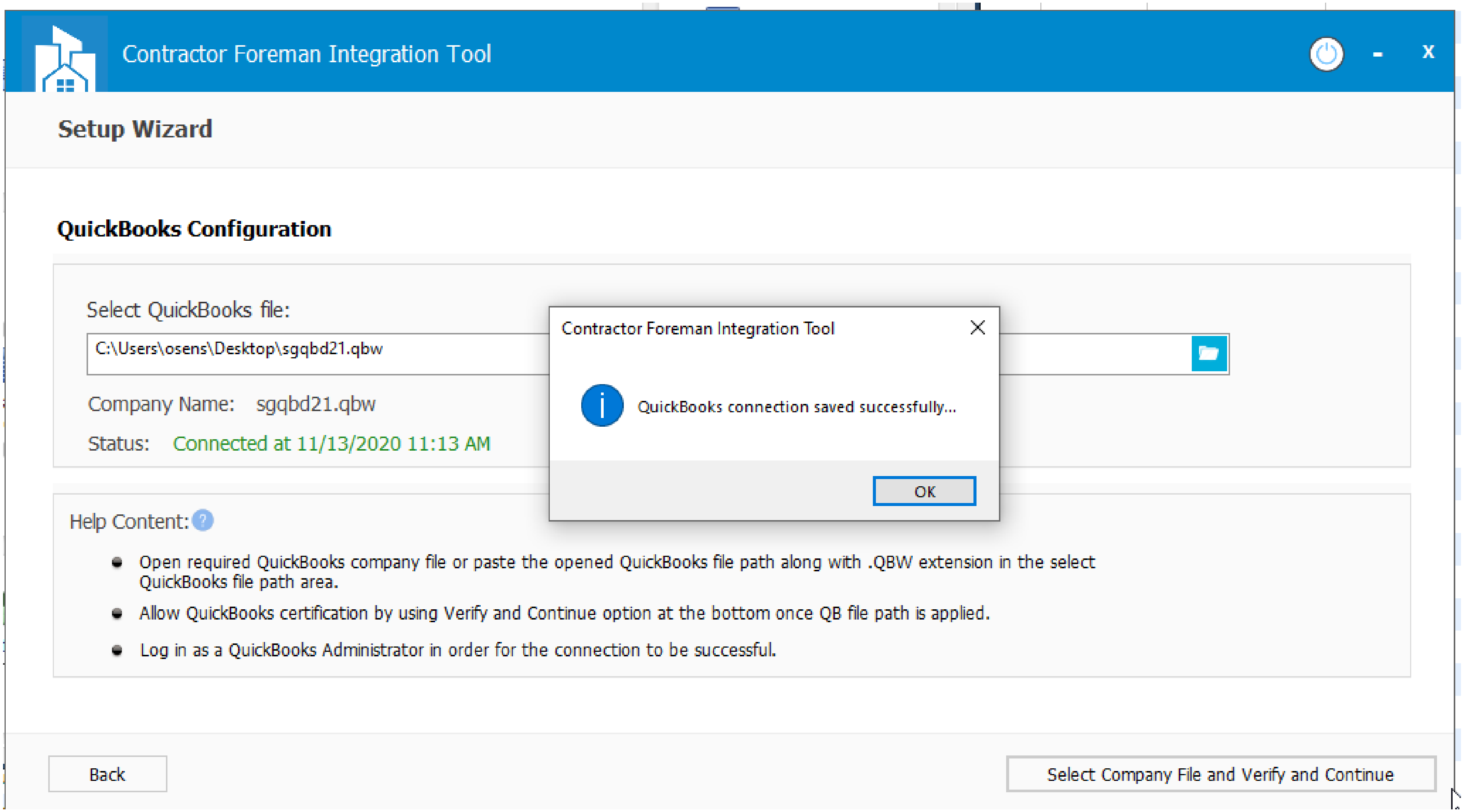


During the process, you will receive a security notification asking you to allow the connector to connect to your QB file. Select the option that best meets your needs.

No = The connector will not be able to connect to QB and data will not sync.
Yes, prompt each time = You will be able to sync each time but you will have to confirm it.
Yes, when the QuickBooks company file is open = Data can be scheduled to sync (or manually) but QB will have to be open and running.
Yes, always; allow access even if QuickBooks is not running = This is the most popular as it allows you to sync changes after office hours.



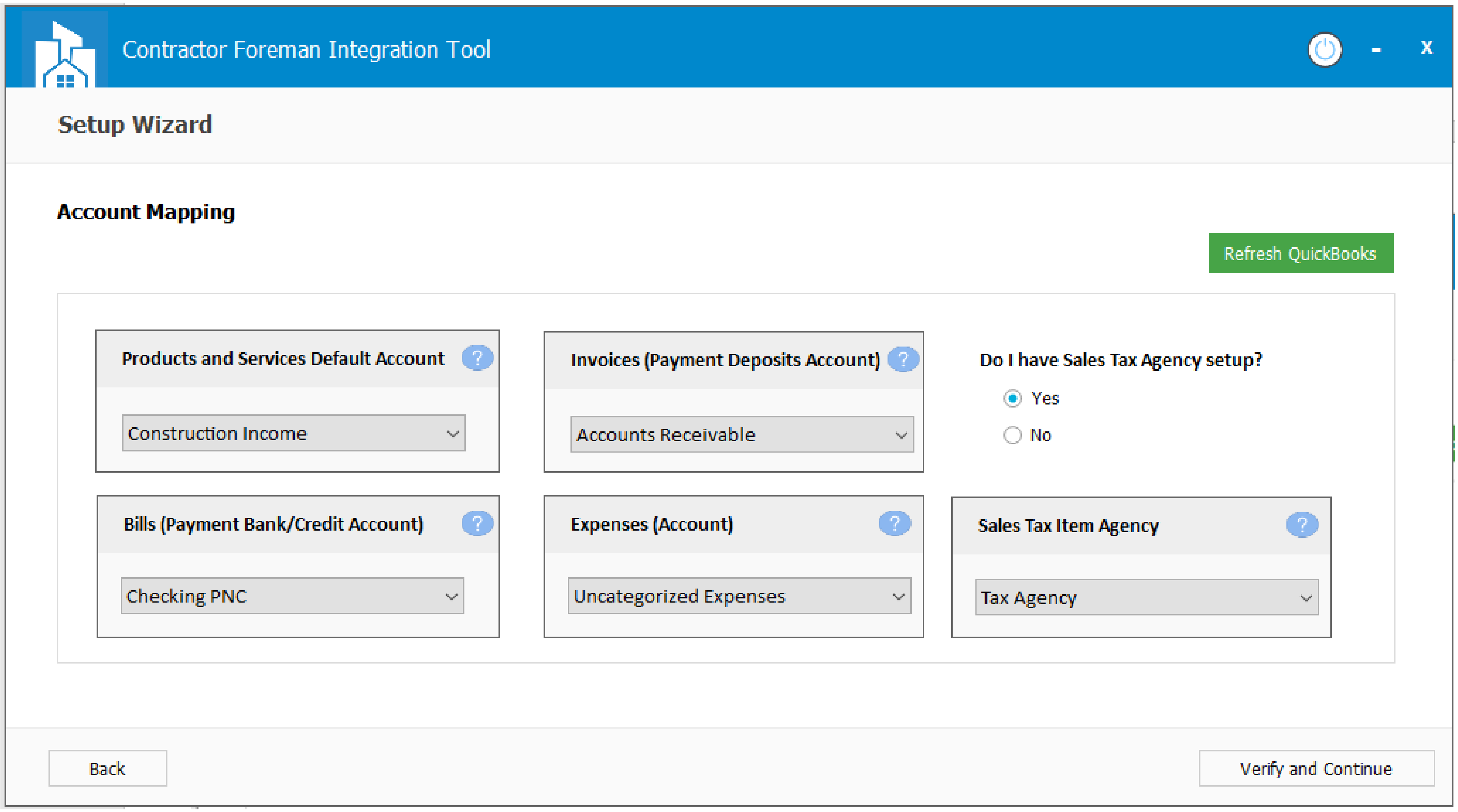
The following screen will show upon successful connection.



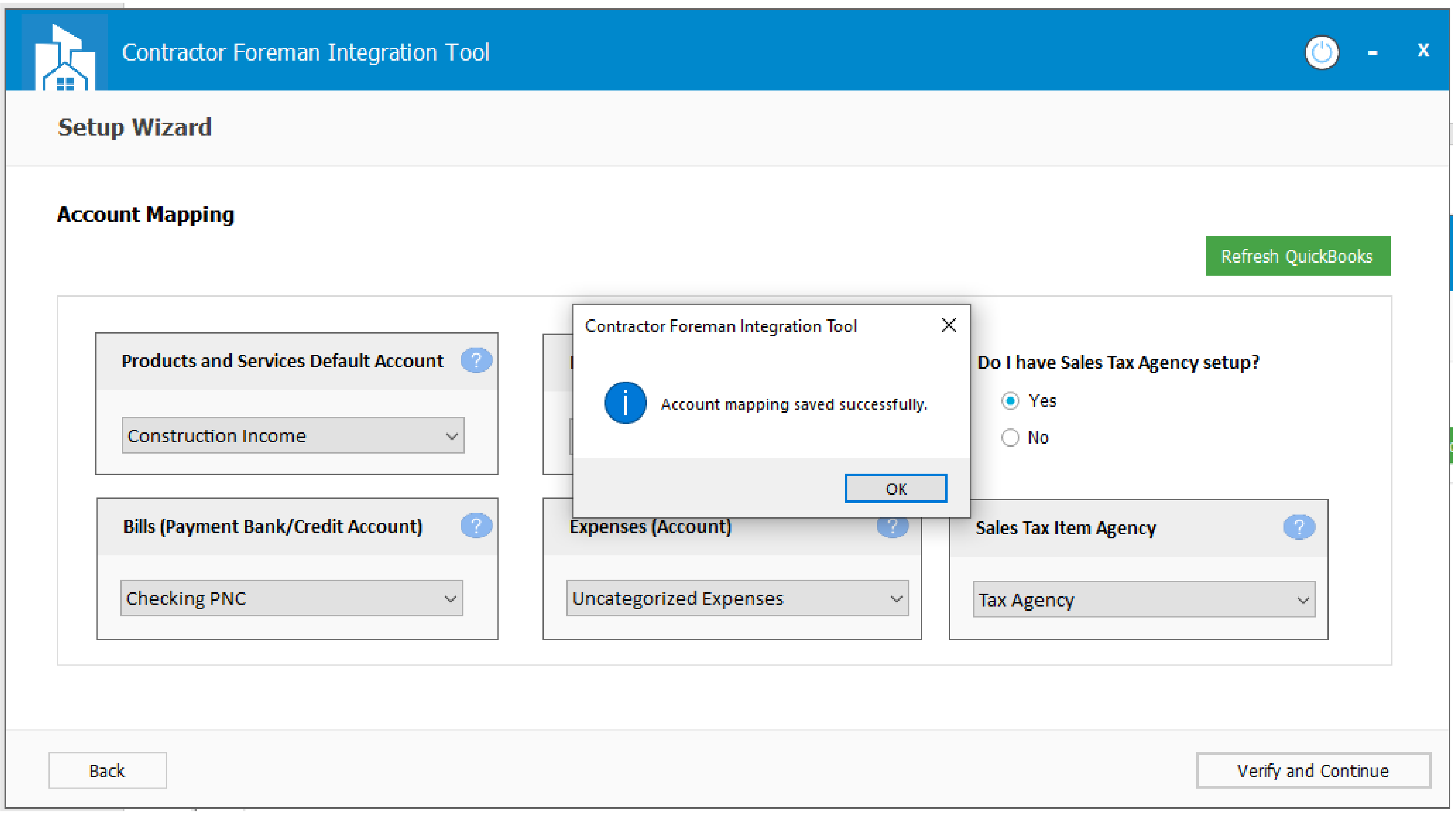
Step 7: Account Mapping

QuickBooks requires that certain defaults be set before continuing. These do not replace the assigned income/expense accounts that you may have already assigned in QB to your Products & Services.

NOTE: Do not select "No Tax Agency" if you ever have a reason to assign a tax to anything as it will prevent the tax from sending from CF to QB.



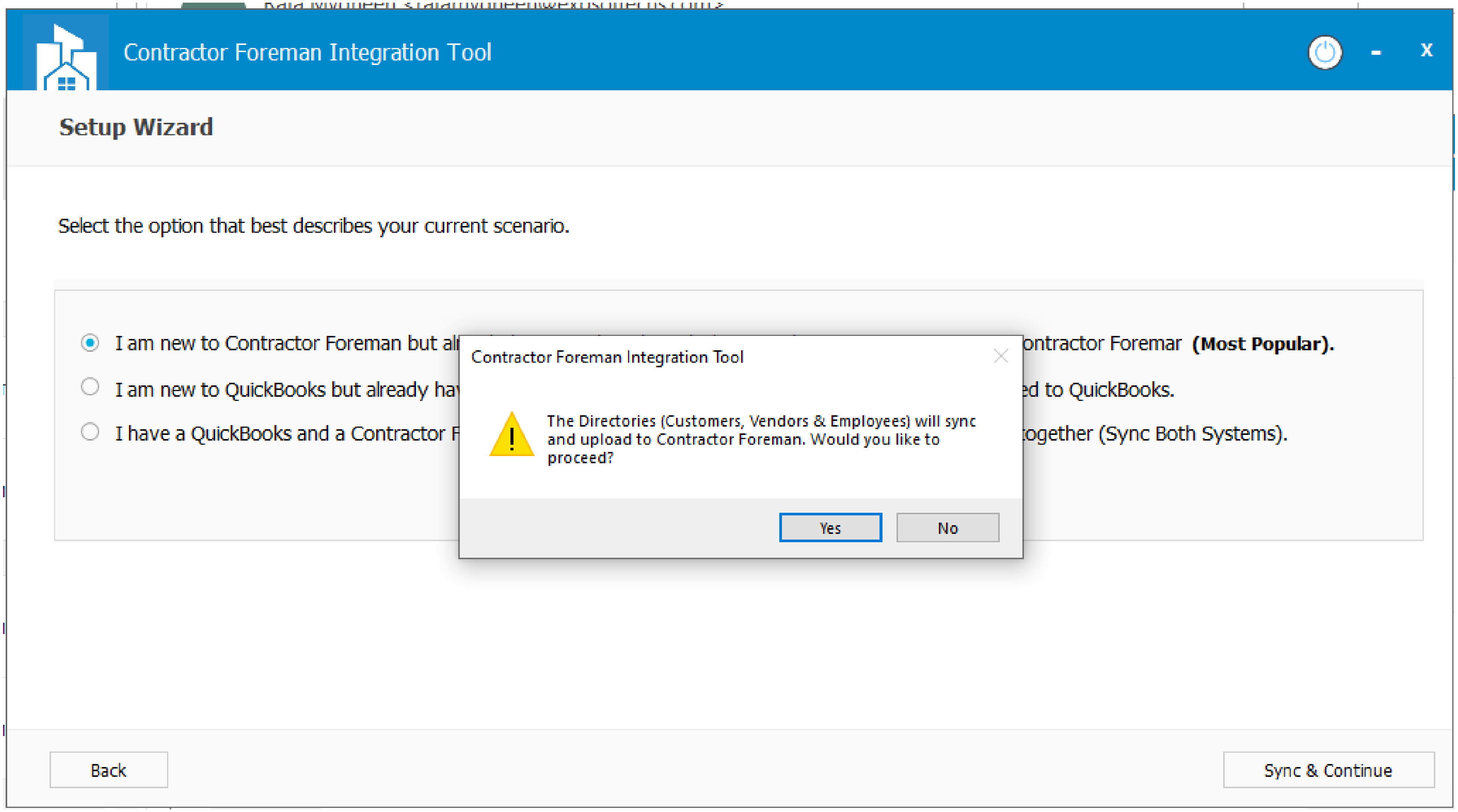
Once the accounts are mapped you'll receive a confirmation.


Contractor Foreman Integration Tool
Setup Wizard
Account Mapping
Refresh QuickBooks
Products and Services Default Account
Construction Income
Contractor Foreman Integration Tool
Account mapping saved successfully.
OK
Do I have Sales Tax Agency setup?
Yes
No
Bills (Payment Bank/Credit Account)
Checking PNC
Expenses (Account)
Uncategorized Expenses
Sales Tax Item Agency
Tax Agency
Back
Verify and Continue

Select An Option

You'll now be required to select one of the three options. Read each option carefully before continuing. Most people will select the top option. If you are unsure which is best based on the amount of data in your account, email support@contractorforeman.com and we will be glad to assist.

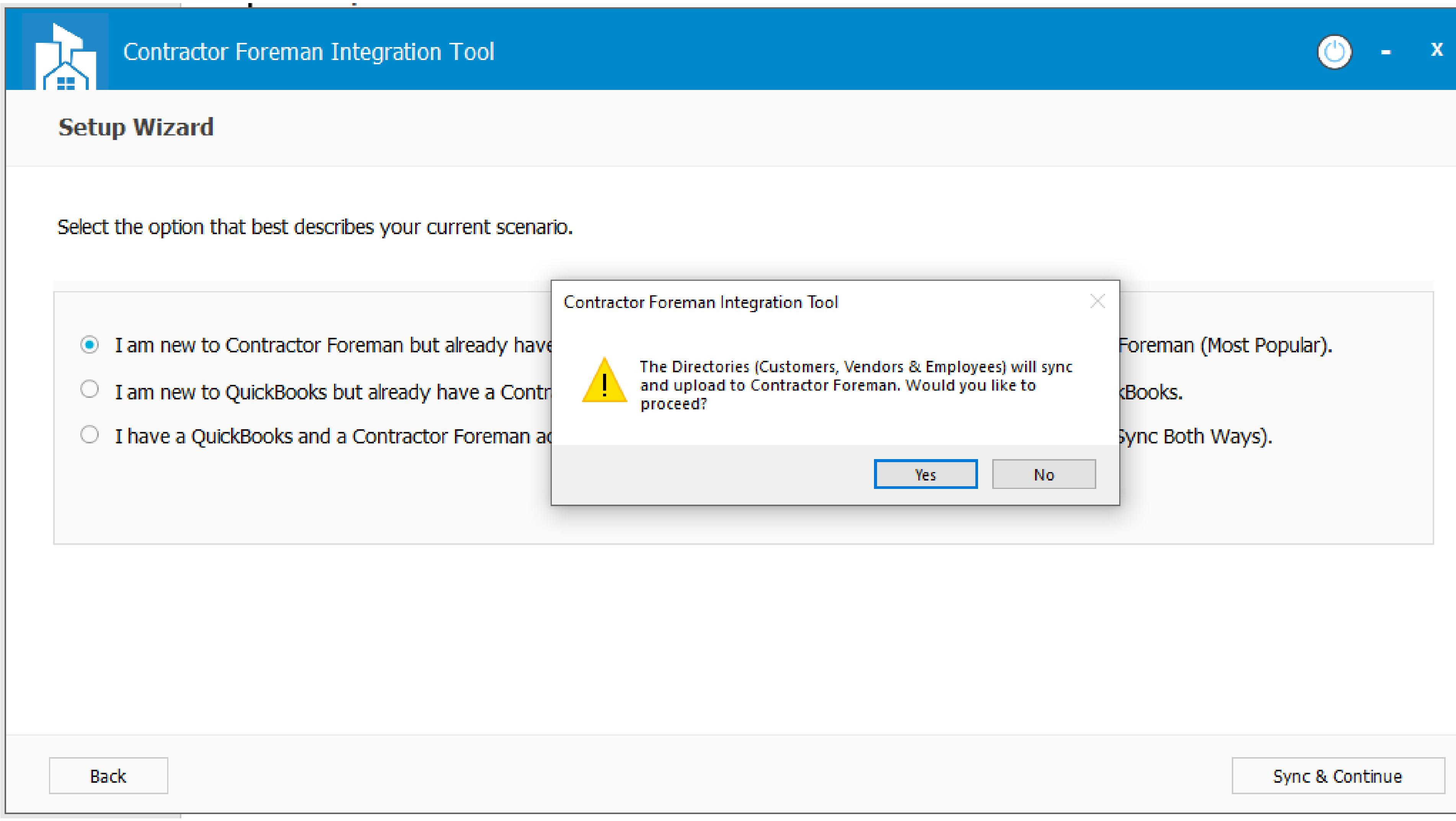
- Option 1 – Continue to Page 15
- Option 2 – Continue to Page 15
- Option 3 – Continue to Page 21



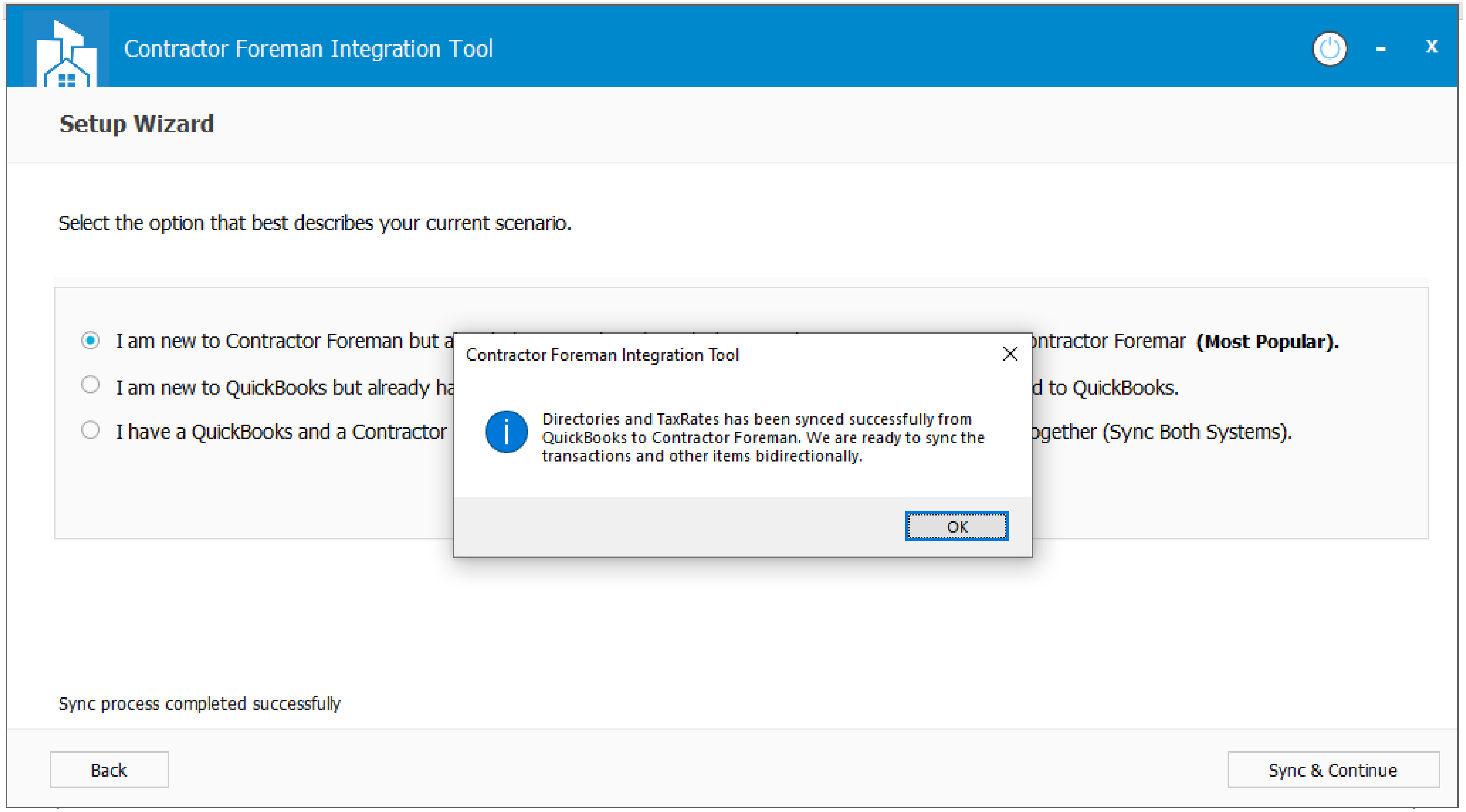
Option 1 (and 2)

With the first option selected, clicking the button will show the following prompt. Clicking Yes will begin the process of importing your contacts into Contractor Foreman from QuickBooks. (Cost Codes are imported in a later step.)

Selecting Option 2 will have the same workflow as found below for Option 1.



Once finalized, you'll see a confirmation similar to the one below.



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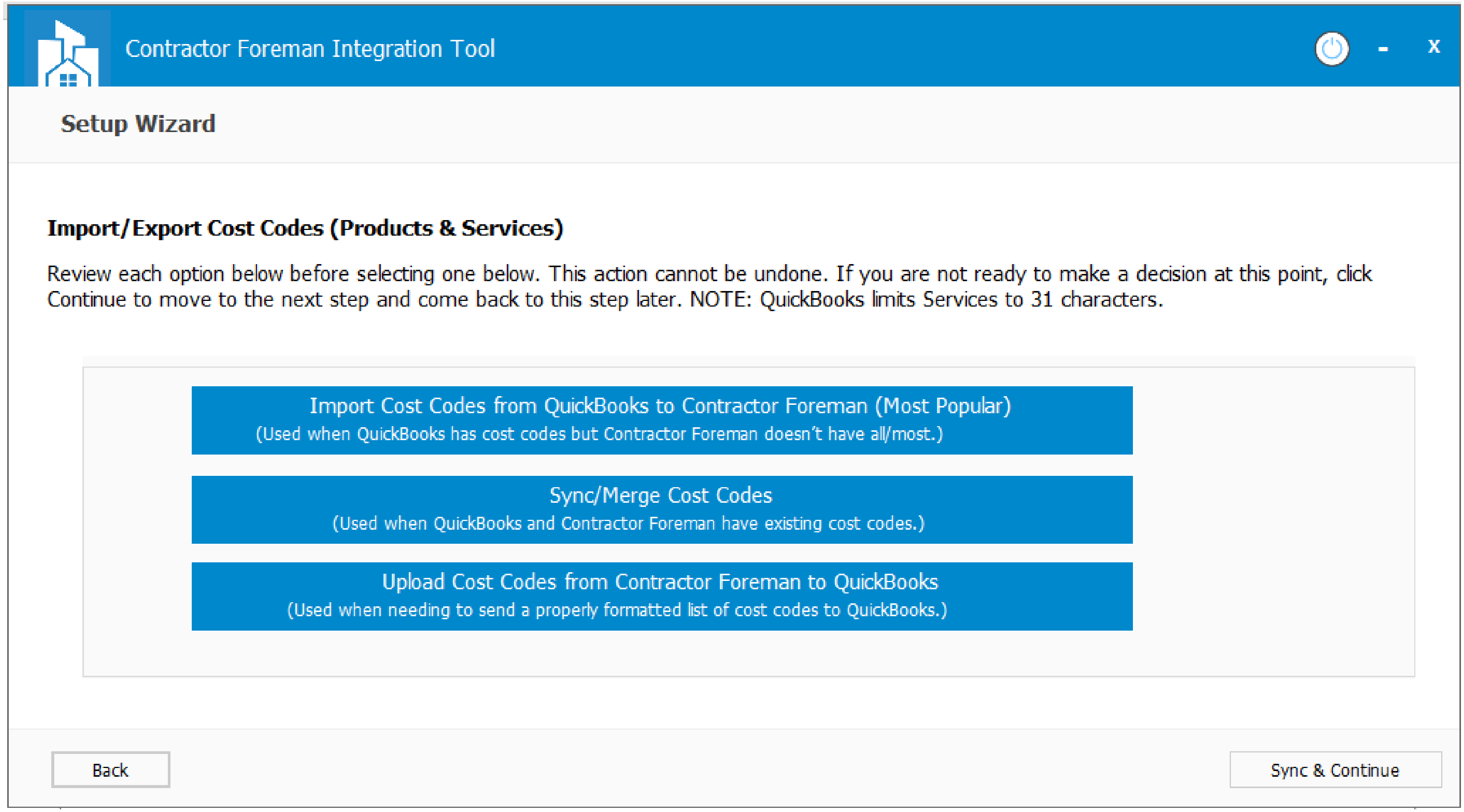
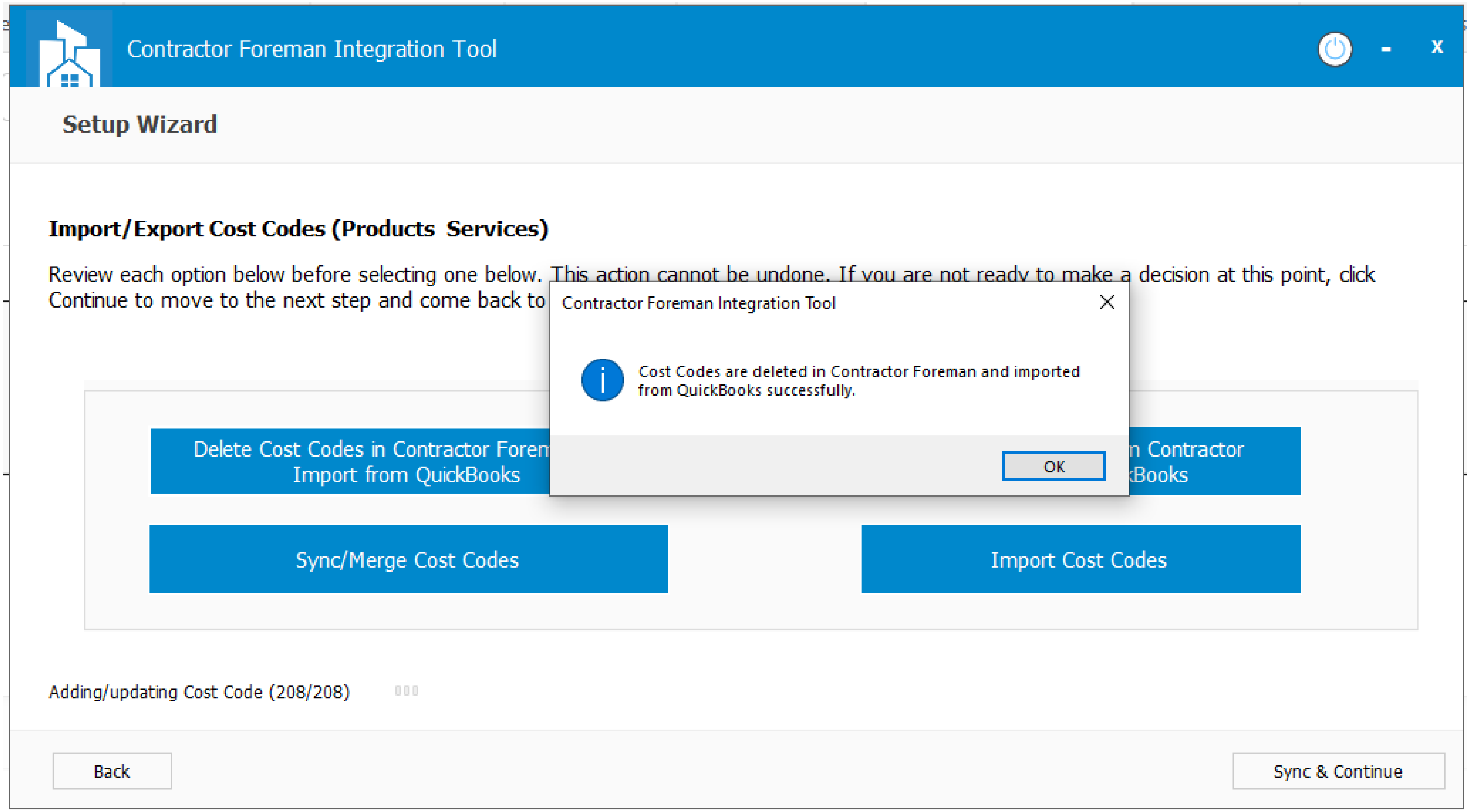
The next step in the process is importing your Cost Codes (Products & Services) from QuickBooks into Contractor Foreman. This process is extremely easy if your items in QuickBooks are setup in the two-tier format mentioned at the beginning of the guide. Refer there if a review is needed.

Once ready, click on Import Cost Codes. You will be asked if you want to delete the existing codes in Contractor Foreman. We suggest clicking Yes so that there are no conflicts.

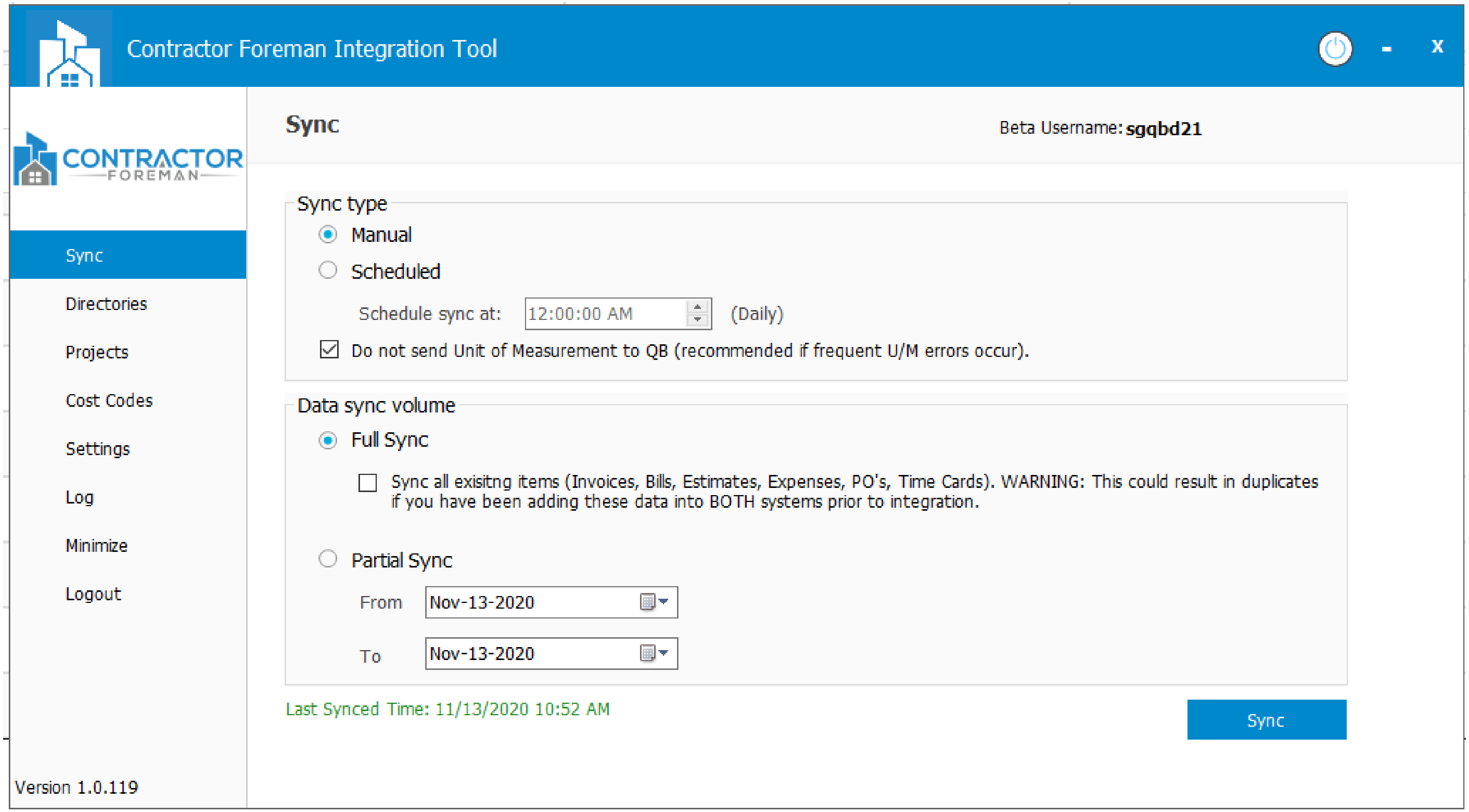


A confirmation will show that Cost Codes in Contractor Foreman have been deleted and the new items from QuickBooks have been imported. (You can also verify this by going to the Cost Codes section within your Contractor Foreman account.



Now you'll see a screen similar to the one below. We will go through each screen one-by one.

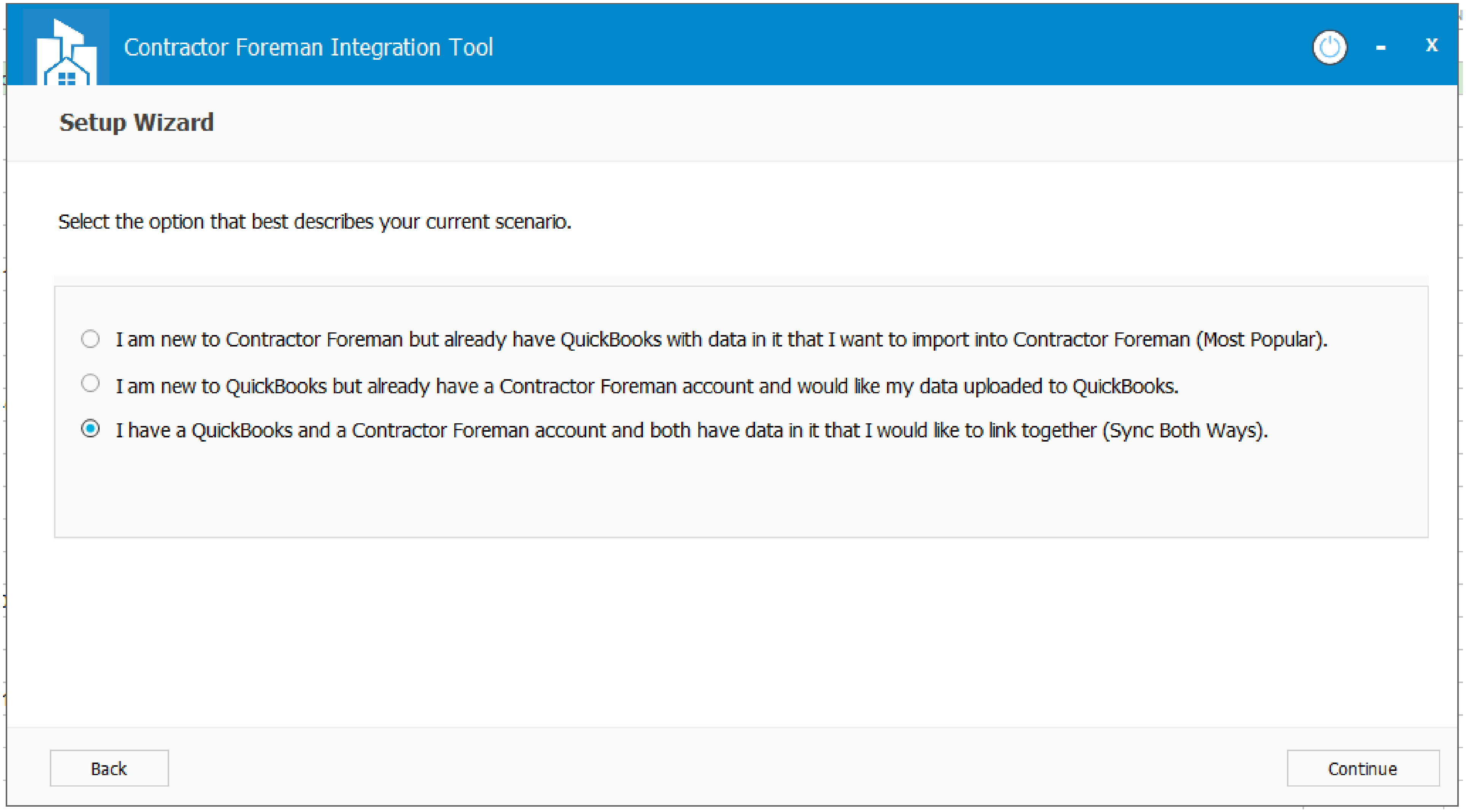
This completes the integration, see page 33 (Connector Overview).



Option 3

If you've been using QuickBooks Desktop and Contractor Foreman at the same time and have populated data in both, you will want to select this option so that you can link the records in CF to the similar records in QB.

As you start the process of syncing data, we will take you step-by-step through each screen to connect the data you have in CF with the data you have in QB.

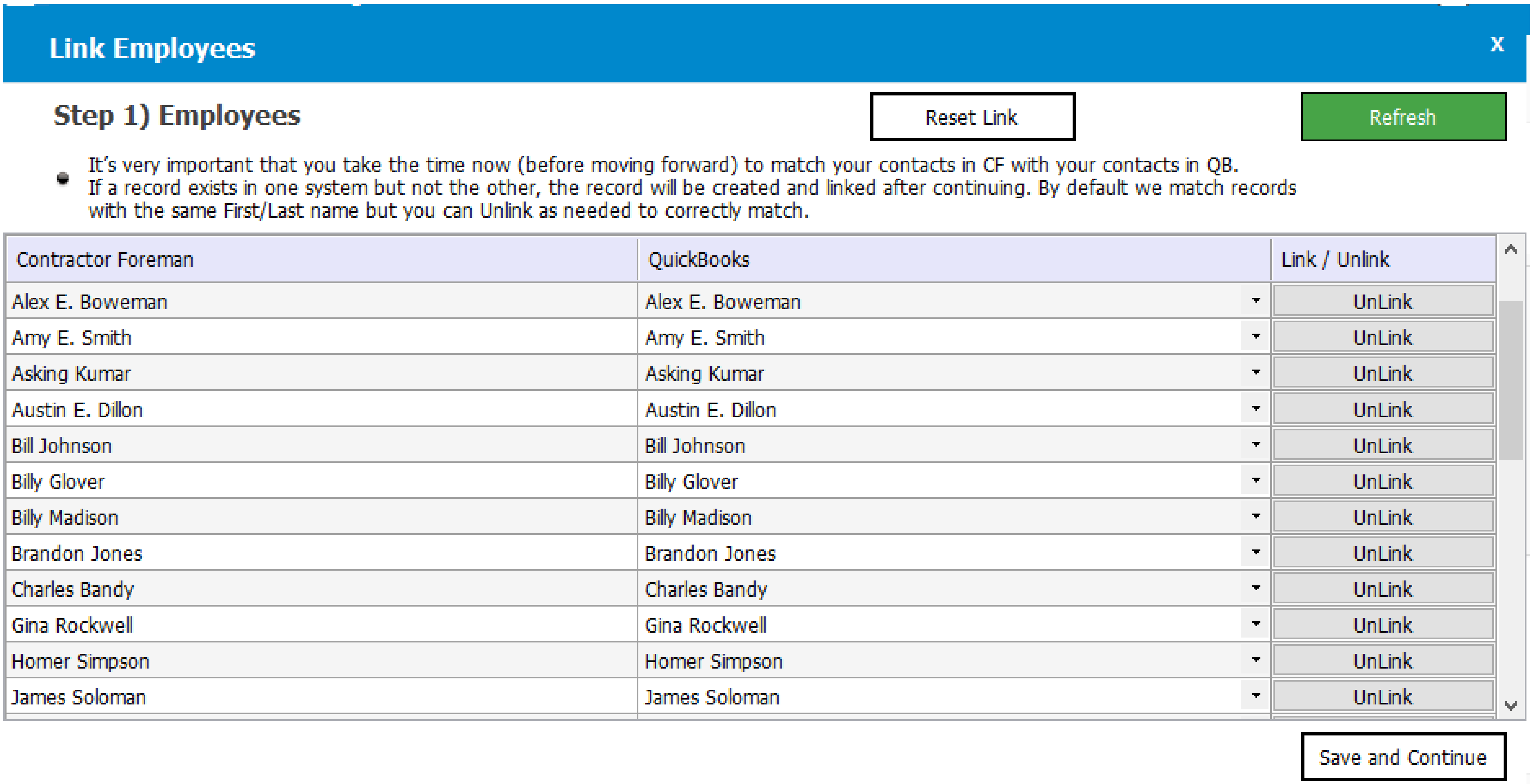


Link Employees

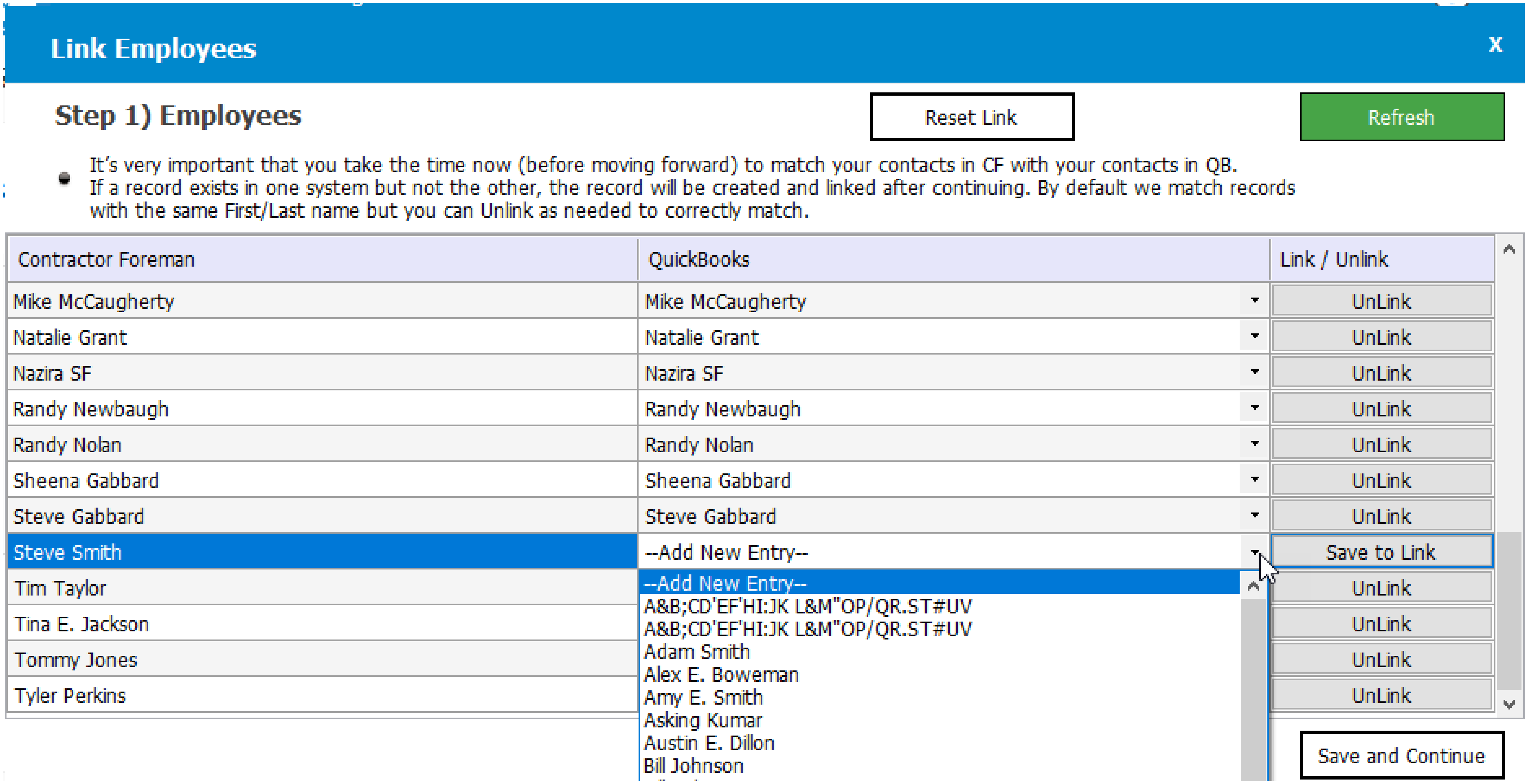
The first step is to match the Employees you have in your CF account to the Employees you have in your QB account. Keep in mind that the account admin will be sent to QB as an employee so that time card data (if any) can transfer. This is needed for better jobcosting data.

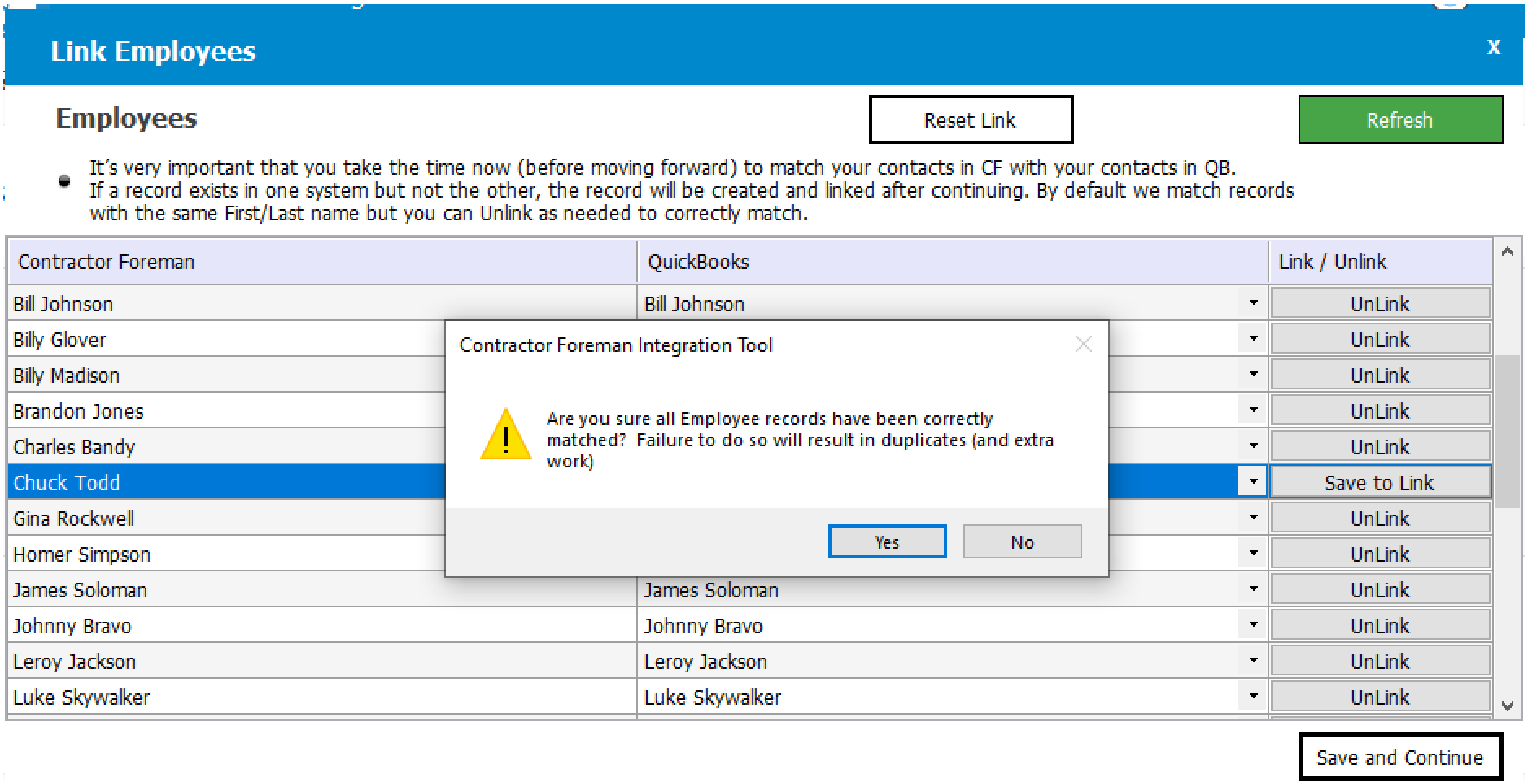
If records in both systems have the same name, the items will be matched automatically. But if you have Rob in one system and Robert in the other system, you will want to link those two items together so that both systems do not end up with a Rob and Robert record.

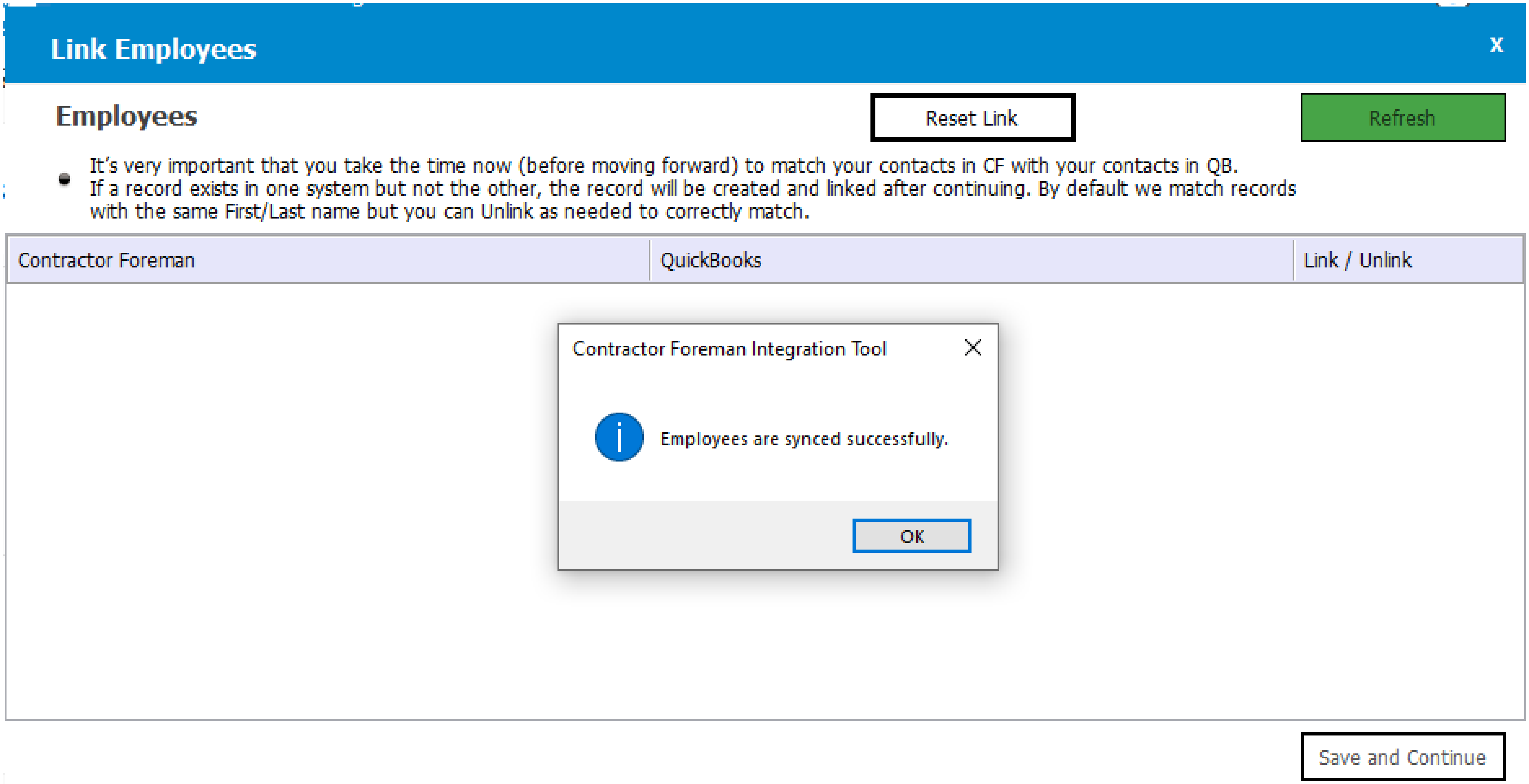
If you are on this screen and you realize the spelling of names needs to be revised, you can go do that now and once finished click on Refresh.



If a Employee Exists in one system but not in the other system, select the option “—Add New Entry—“. Doing so will create the record and link it once Save to Link is clicked.

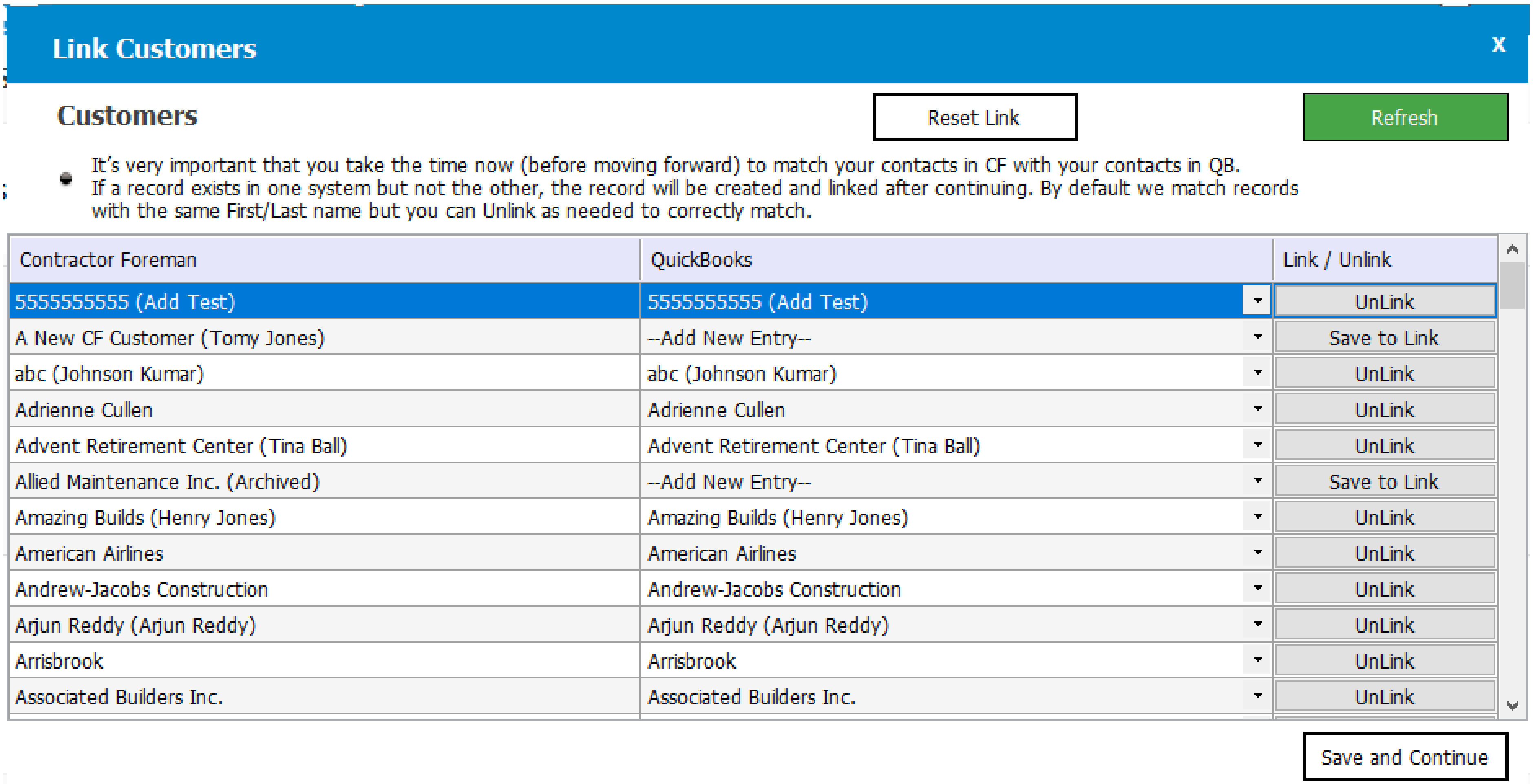


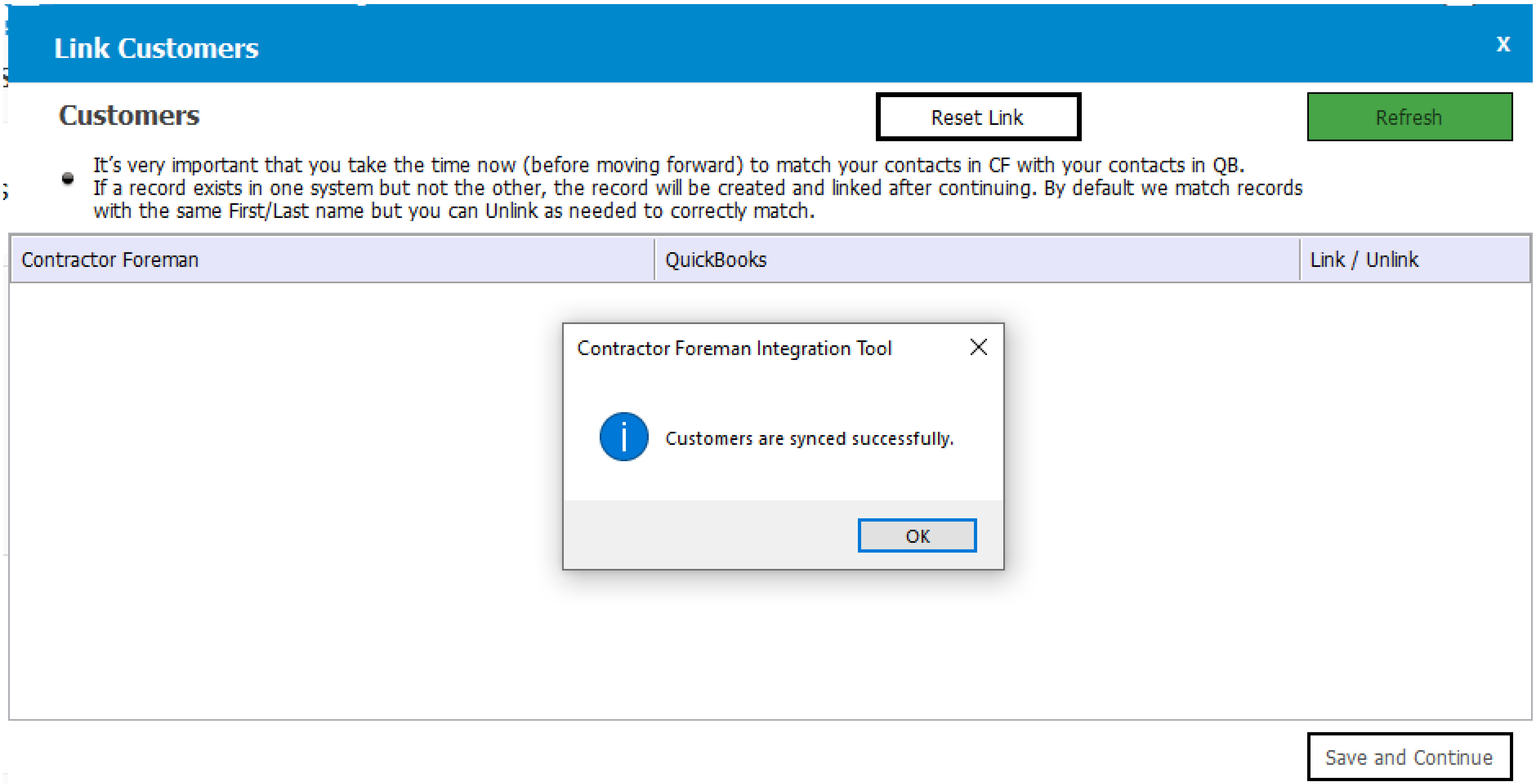

Link Employees
x
Employees
Reset Link
Refresh
It's very important that you take the time now (before moving forward) to match your contacts in CF with your contacts in QB.
If a record exists in one system but not the other, the record will be created and linked after continuing. By default we match records with the same First/Last name but you can Unlink as needed to correctly match.
Contractor Foreman
QuickBooks
Link / Unlink
Bill Johnson
Bill Johnson
UnLink
Billy Glover
UnLink
Billy Madison
UnLink
Brandon Jones
UnLink
Charles Bandy
UnLink
Chuck Todd
Save to Link
Gina Rockwell
UnLink
Homer Simpson
UnLink
James Soloman
James Soloman
UnLink
Johnny Bravo
Johnny Bravo
UnLink
Leroy Jackson
Leroy Jackson
UnLink
Luke Skywalker
Luke Skywalker
UnLink
Contractor Foreman Integration Tool
Are you sure all Employee records have been correctly matched? Failure to do so will result in duplicates (and extra work)
Yes
No
Save and Continue


Link Employees
X
Employees
Reset Link
Refresh
It's very important that you take the time now (before moving forward) to match your contacts in CF with your contacts in QB.
If a record exists in one system but not the other, the record will be created and linked after continuing. By default we match records with the same First/Last name but you can Unlink as needed to correctly match.
Contractor Foreman
QuickBooks
Link / Unlink
Contractor Foreman Integration Tool
Employees are synced successfully.
OK
Save and Continue

Customers

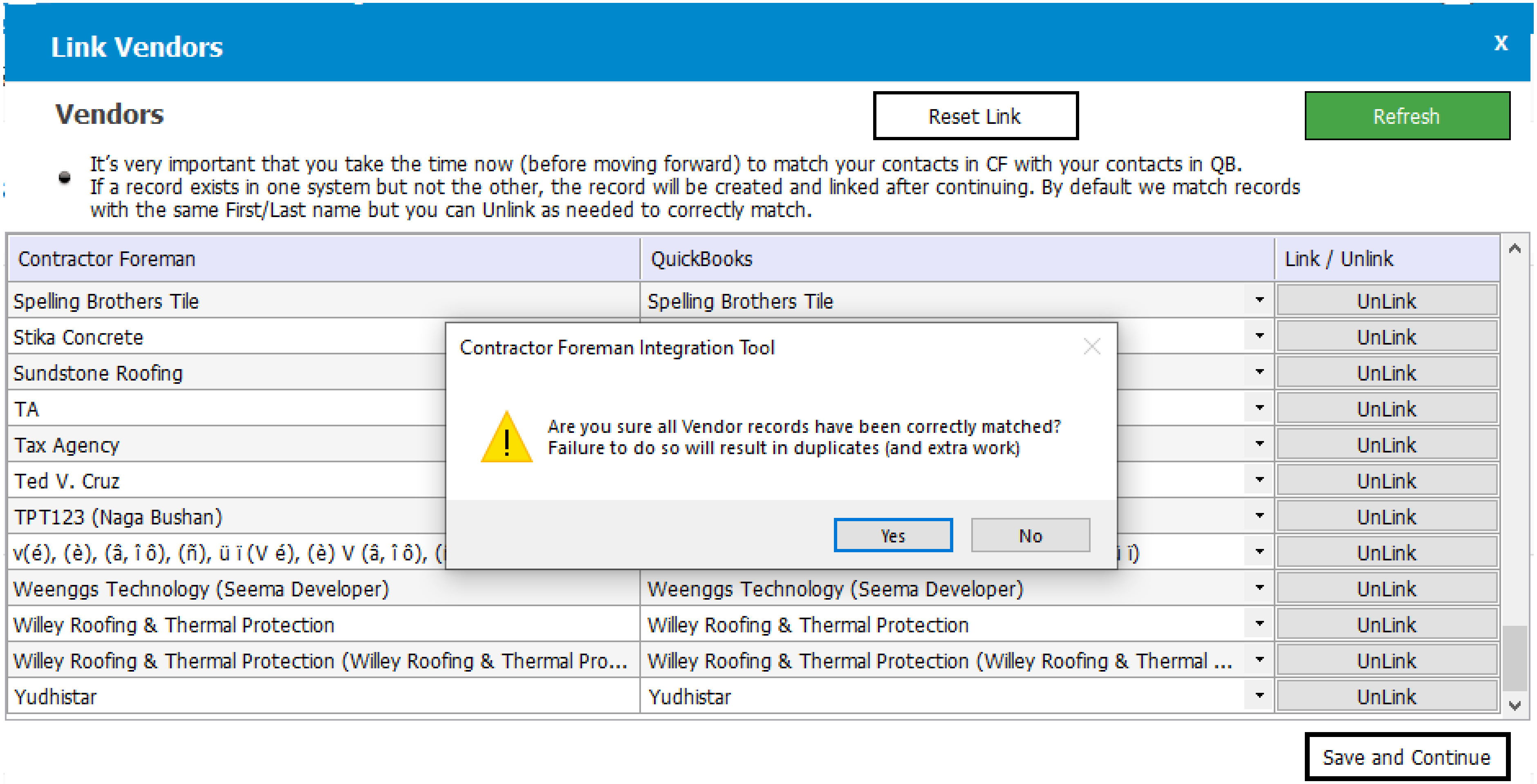
The process for Customers is the same as mentioned above with Employees. Here you will see the records showing as “Company (First Last)”.

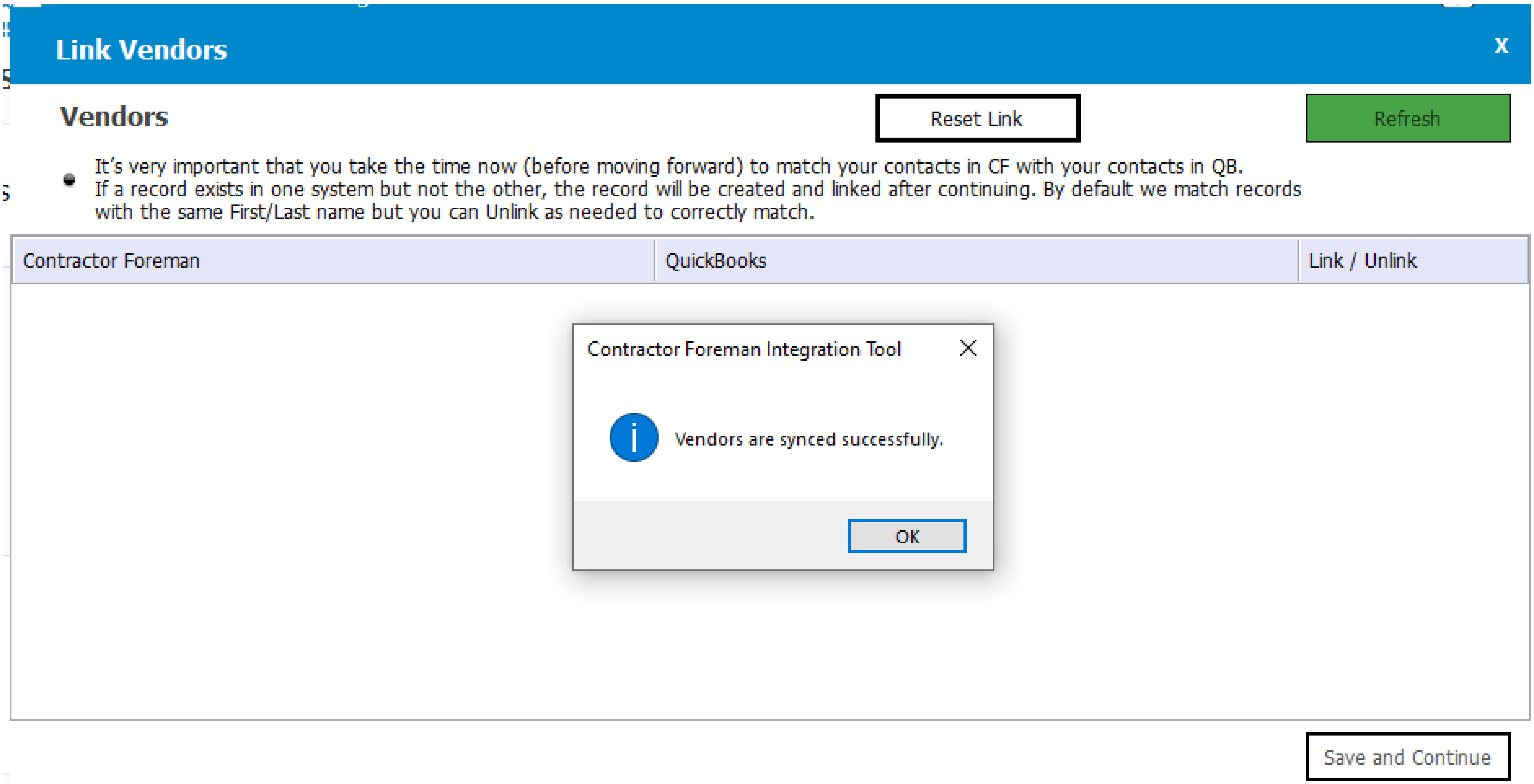



Link Customers
x
Customers
Reset Link
Refresh
It's very important that you take the time now (before moving forward) to match your contacts in CF with your contacts in QB. If a record exists in one system but not the other, the record will be created and linked after continuing. By default we match records with the same First/Last name but you can Unlink as needed to correctly match.
Contractor Foreman
QuickBooks
Link / Unlink
Contractor Foreman Integration Tool
Customers are synced successfully.
OK
Save and Continue

Vendors

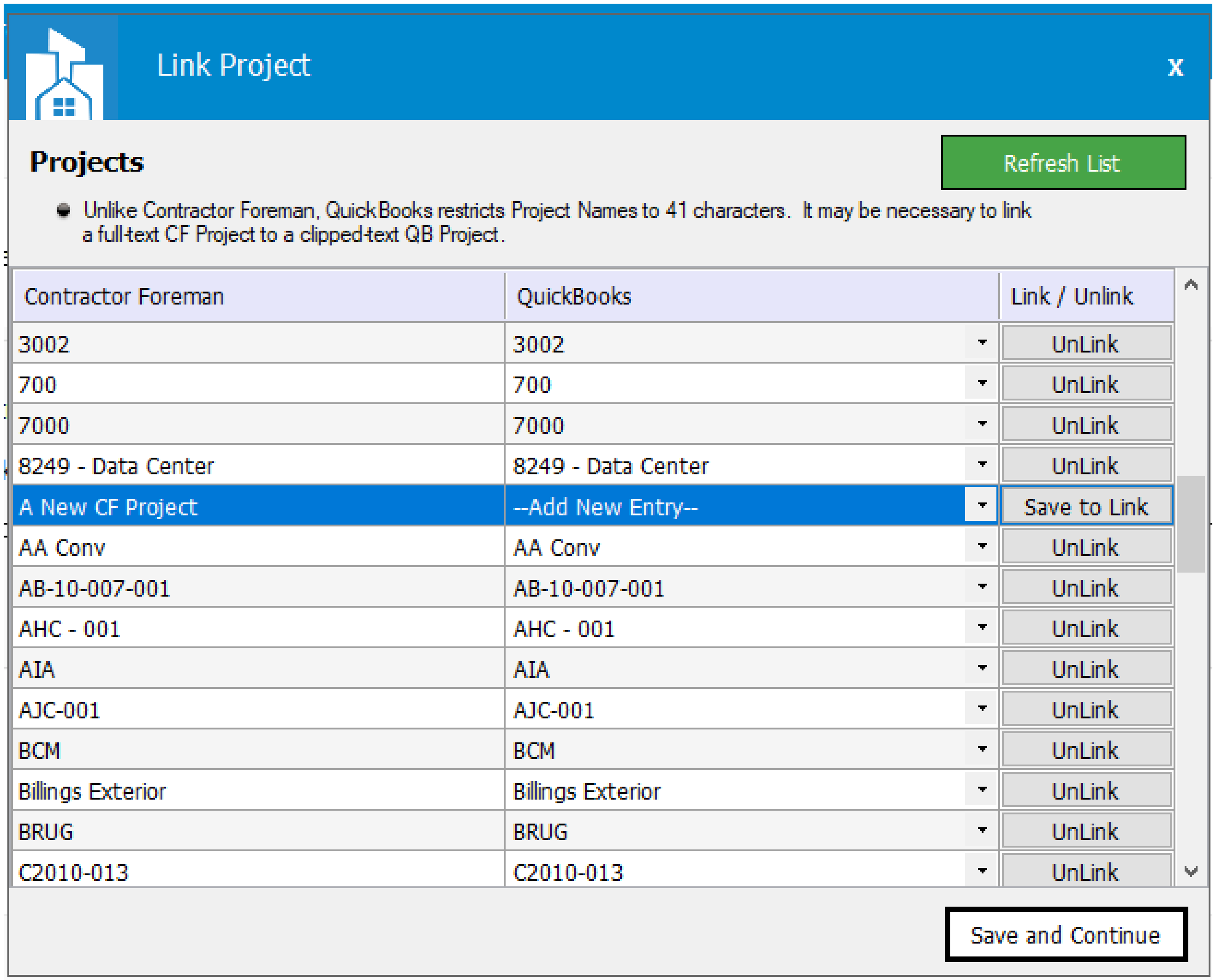
Follow the same process for Vendors.




Link Vendors
x
Vendors
Reset Link
Refresh
It's very important that you take the time now (before moving forward) to match your contacts in CF with your contacts in QB. If a record exists in one system but not the other, the record will be created and linked after continuing. By default we match records with the same First/Last name but you can Unlink as needed to correctly match.
Contractor Foreman
QuickBooks
Link / Unlink
Contractor Foreman Integration Tool
Vendors are synced successfully.
OK
Save and Continue

Projects

To prevent duplicate projects, it's very important that you take the time to link projects that appear in both systems. This process will be completed the same way as done above with contacts. Since we do not import existing project data and financials from QB to CF, we will only give you the option to link projects that exists in CF to projects that exists in QB.



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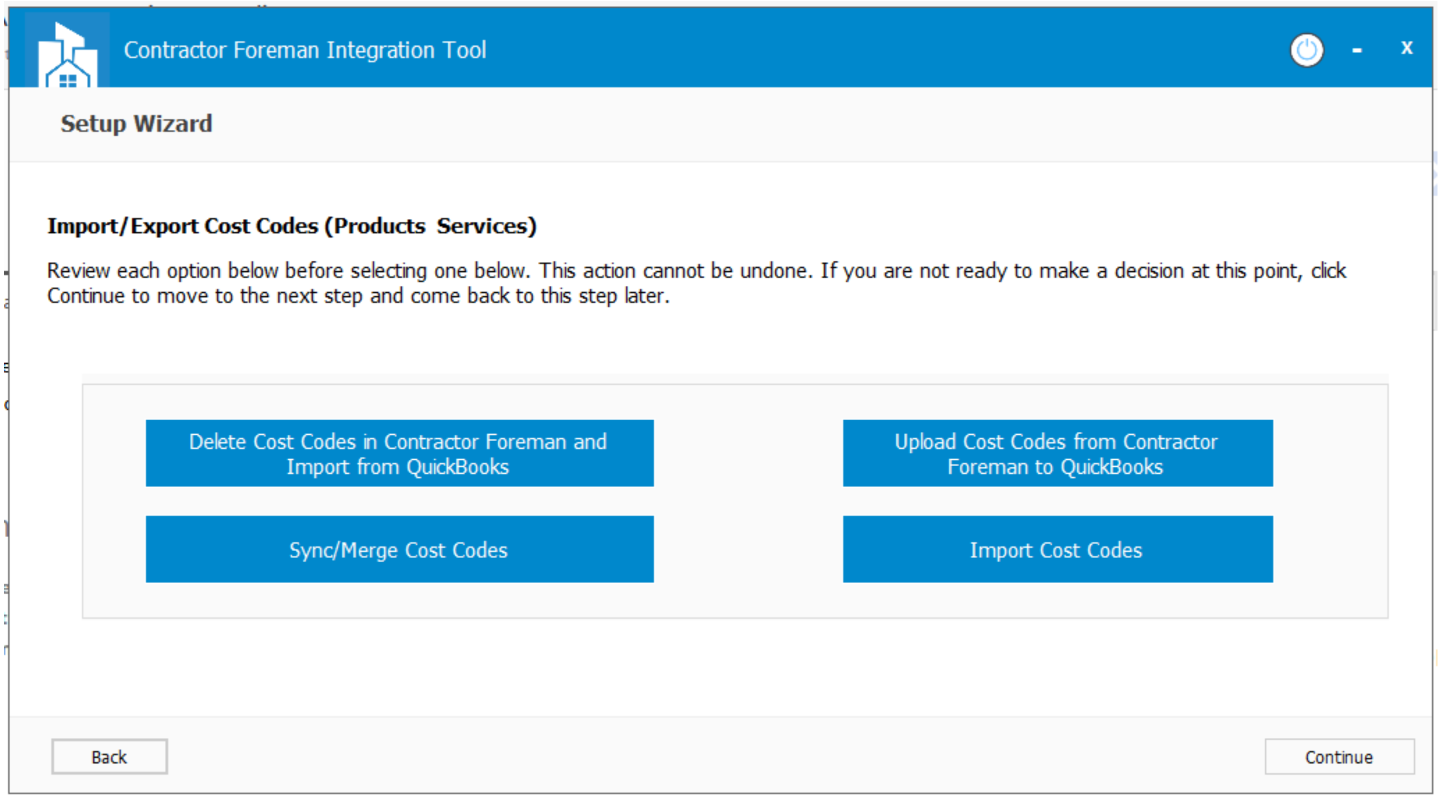
Cost Codes

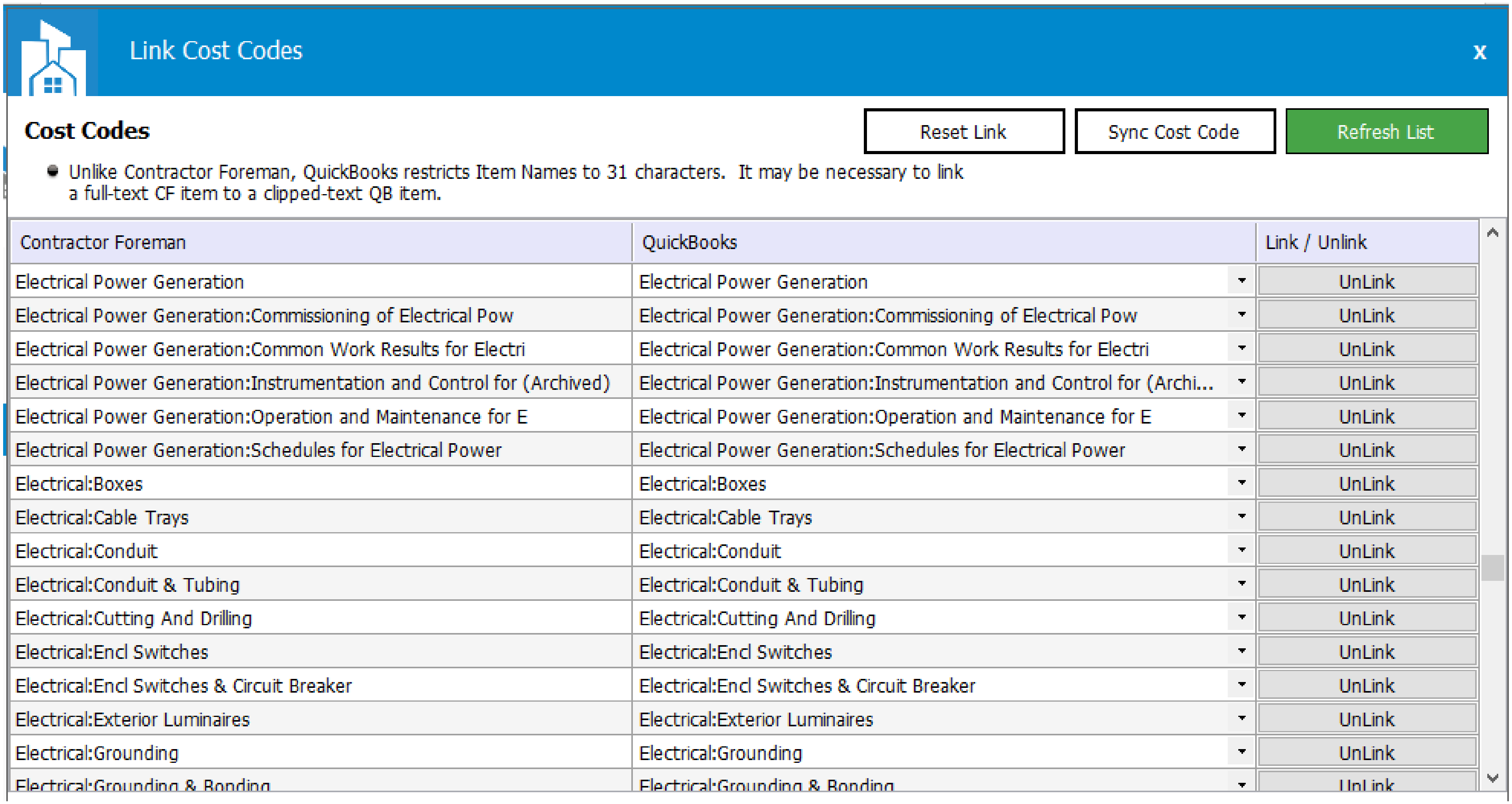
Most sync errors are due to cost codes not being matched correctly. It you've been using QB and CF at the same time and each system has their own set of cost codes, it is recommended that you take the time and decide which system has the data you want to continue with. (This is often determined by which has been used the most which will normally be QuickBooks.) You have a couple options here – you can replace the codes in one system with the codes in the other system or you can modify both lists to make them match. If the data is similar, modifying both systems manually (to match the other system) will be the best option so that any existing item using those codes will still reference them.

- **Sync/Merge Cost Codes**: This option is used to match the QB version of the cost code to the CF version of the cost code.
- **Import Cost Codes**: This will import your cost codes from QB to CF. You'll be asked if you want to delete the existing codes in CF. In most cases you will want to select 'Yes'.
- **Upload from CF to QB**: Although it's not used often, this tool allows you to upload your CF list of cost codes to QB. This would mainly be used by someone new to QB.



Sync/Merge Cost Codes

When syncing and merging cost codes, the Parent and Child code will show in the format “Parent:Child” to make it easier to confirm that the items are in the correct matching format. If a code is linked incorrectly, you will Unlink it and select the correct record (just as we’ve done before with Contacts and Projects). If needed, go to the child code details in CF and reassign it to the correct Parent code.


Link Cost Codes

Cost Codes

Reset Link | Sync Cost Code | Refresh List

- Unlike Contractor Foreman, QuickBooks restricts Item Names to 31 characters. It may be necessary to link a full-text CF item to a clipped-text QB item.

Contractor Foreman	QuickBooks	Link / Unlink
Electrical Power Generation	Electrical Power Generation	UnLink
Electrical Power Generation:Commissioning of Electrical Pow	Electrical Power Generation:Commissioning of Electrical Pow	UnLink
Electrical Power Generation:Common Work Results for Electri	Electrical Power Generation:Common Work Results for Electri	UnLink
Electrical Power Generation:Instrumentation and Control for (Archived)	Electrical Power Generation:Instrumentation and Control for (Archi...	UnLink
Electrical Power Generation:Operation and Maintenance for E	Electrical Power Generation:Operation and Maintenance for E	UnLink
Electrical Power Generation:Schedules for Electrical Power	Electrical Power Generation:Schedules for Electrical Power	UnLink
Electrical:Boxes	Electrical:Boxes	UnLink
Electrical:Cable Trays	Electrical:Cable Trays	UnLink
Electrical:Conduit	Electrical:Conduit	UnLink
Electrical:Conduit & Tubing	Electrical:Conduit & Tubing	UnLink
Electrical:Cutting And Drilling	Electrical:Cutting And Drilling	UnLink
Electrical:Encl Switches	Electrical:Encl Switches	UnLink
Electrical:Encl Switches & Circuit Breaker	Electrical:Encl Switches & Circuit Breaker	UnLink
Electrical:Exterior Luminaires	Electrical:Exterior Luminaires	UnLink
Electrical:Grounding	Electrical:Grounding	UnLink
Electrical:Grounding & Bonding	Electrical:Grounding & Bonding	UnLink

This completes the integration, see page 33 (Connector Overview).

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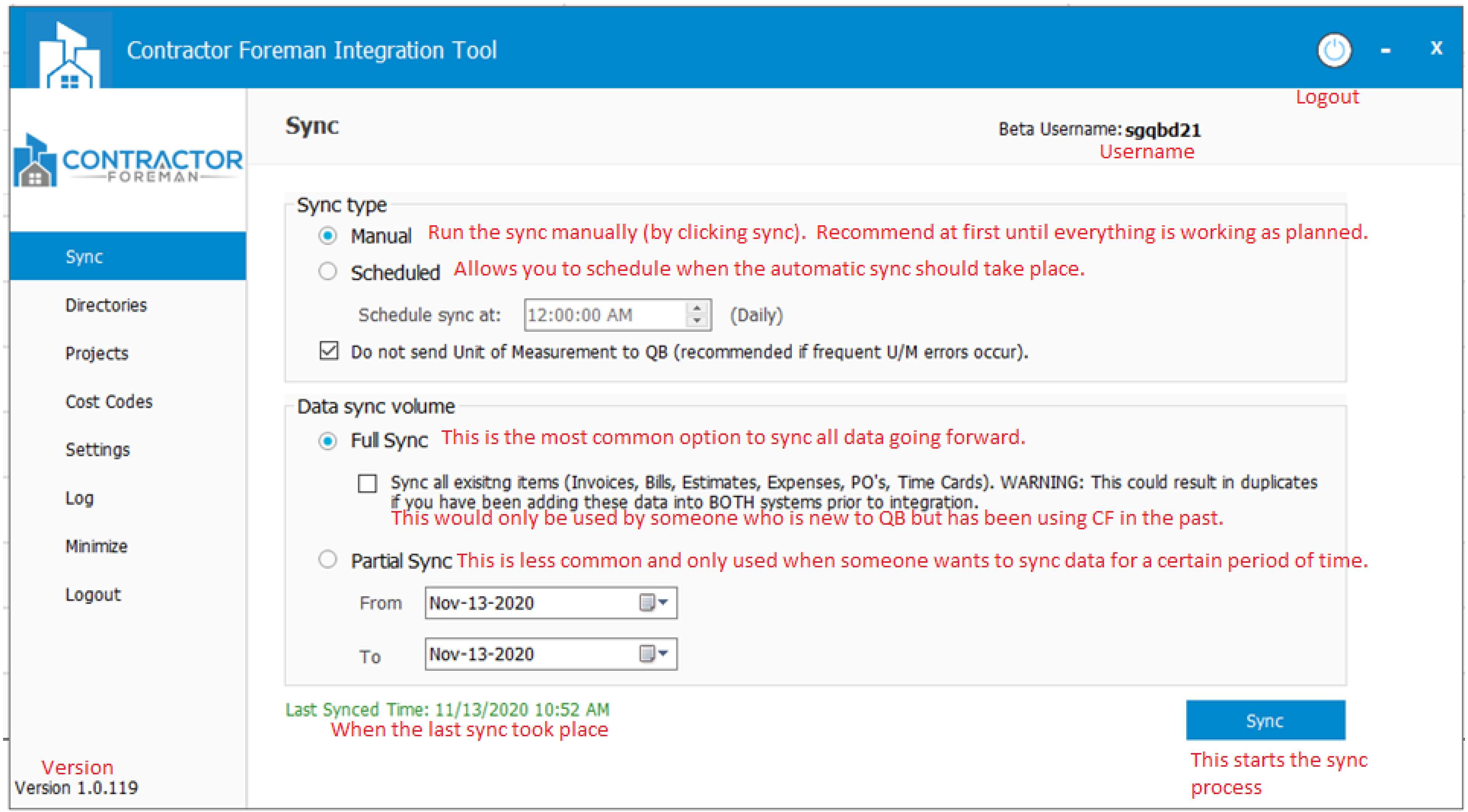
Connector Overview

The default values are recommend and used by most people and are the best option to start with.

NOTE: If an updated version is available, you'll see it mentioned beside the Version number in the bottom left.



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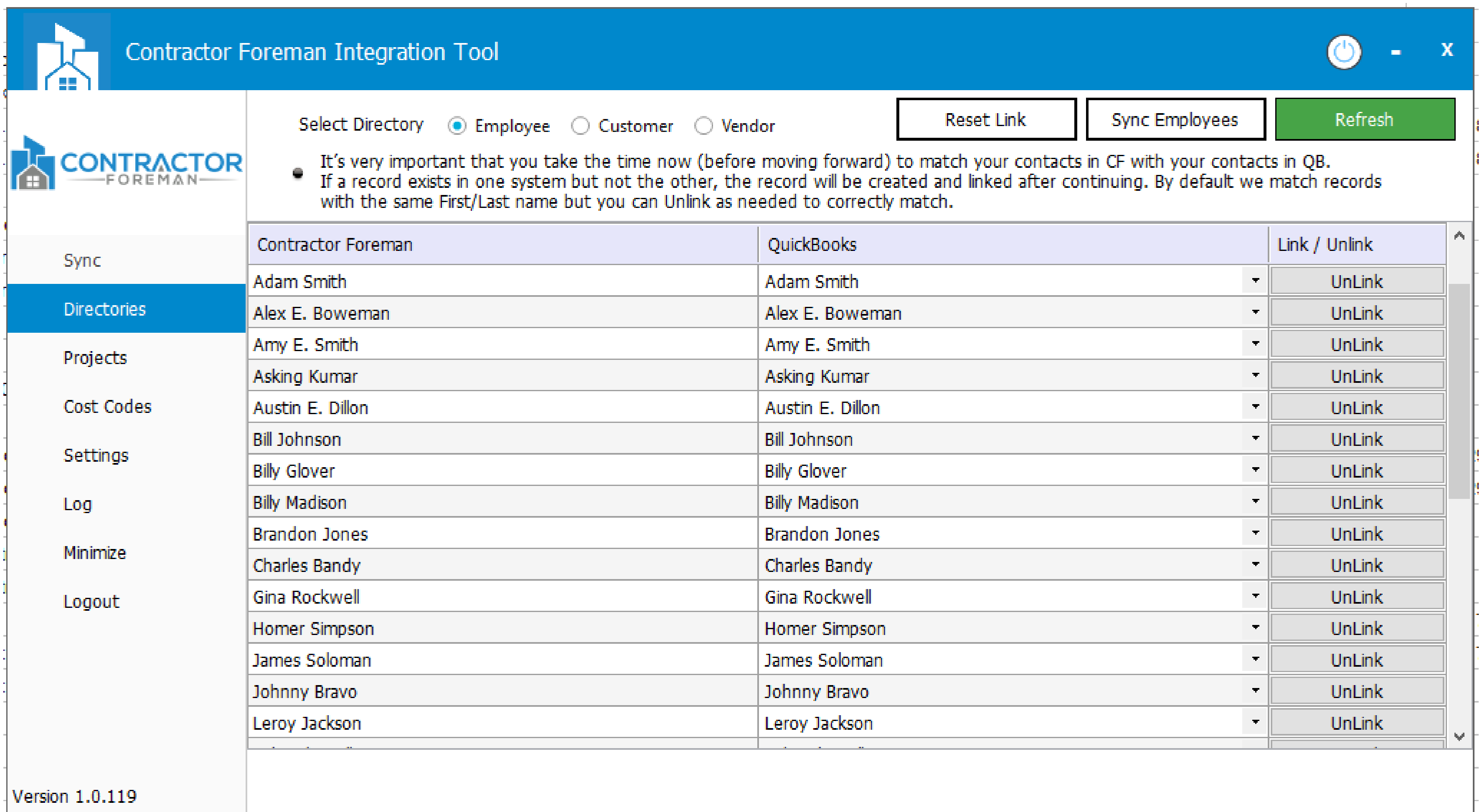
Directories

The Directories section is where you will sync records that were matched incorrectly. If an item is not linked correctly, click Unlink from this screen. Then you'll select the correct CF record and select the correct QB record and Link the two together.

- Clicking Reset Link removes the existing link (based on the contact type selected).   This applies to all contacts in the list. This is not used often.
- The 'Sync' button applies any changes that were made on this screen.
- Refresh is used to bring in new changes that you may have made in CF or QB in the background (such as cleaning up a misspelling).



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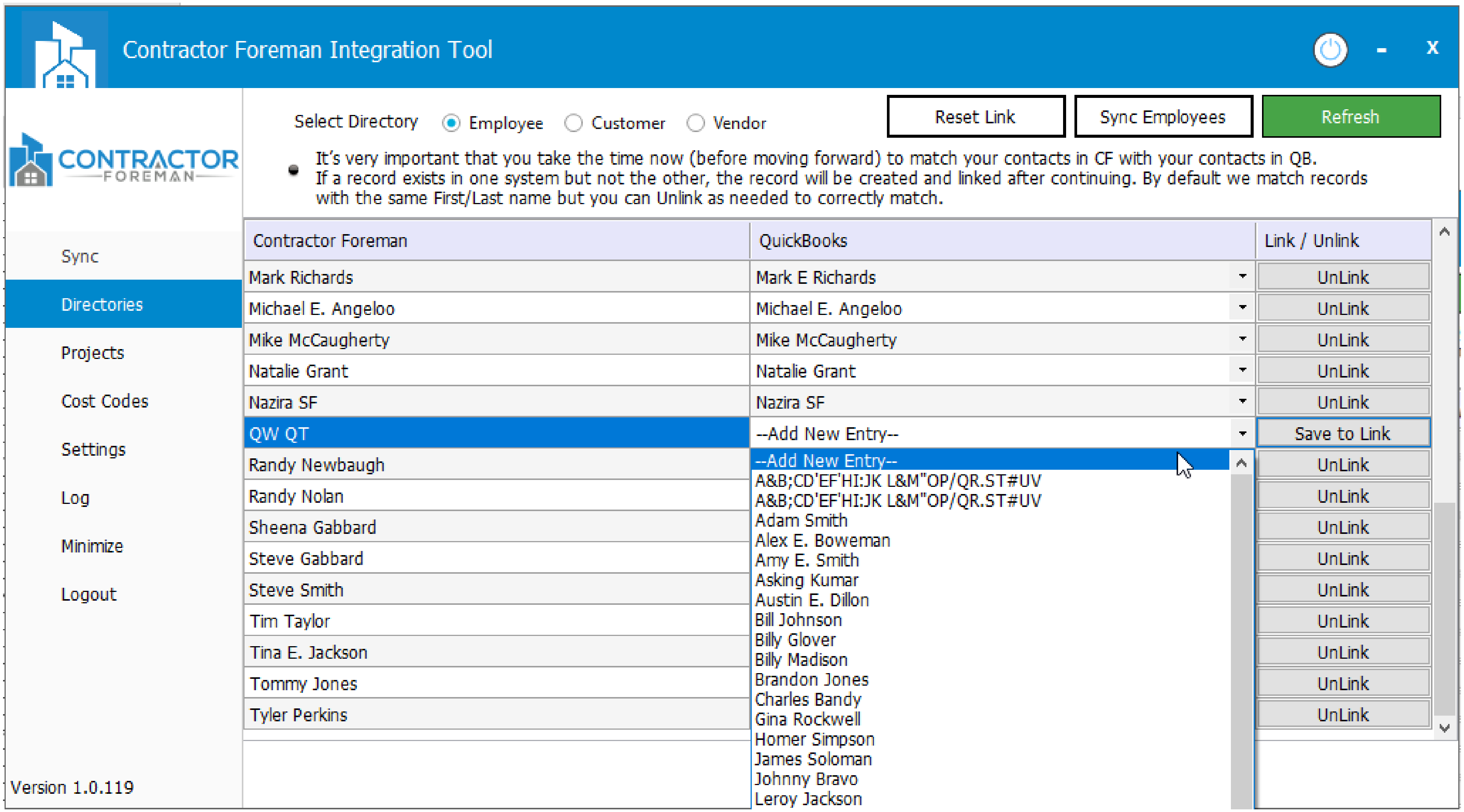
Here's an example where we have a contact in CF that doesn't exists in QB. We have the option to link the contact to an existing record in QB or we can create a new entry in QB.



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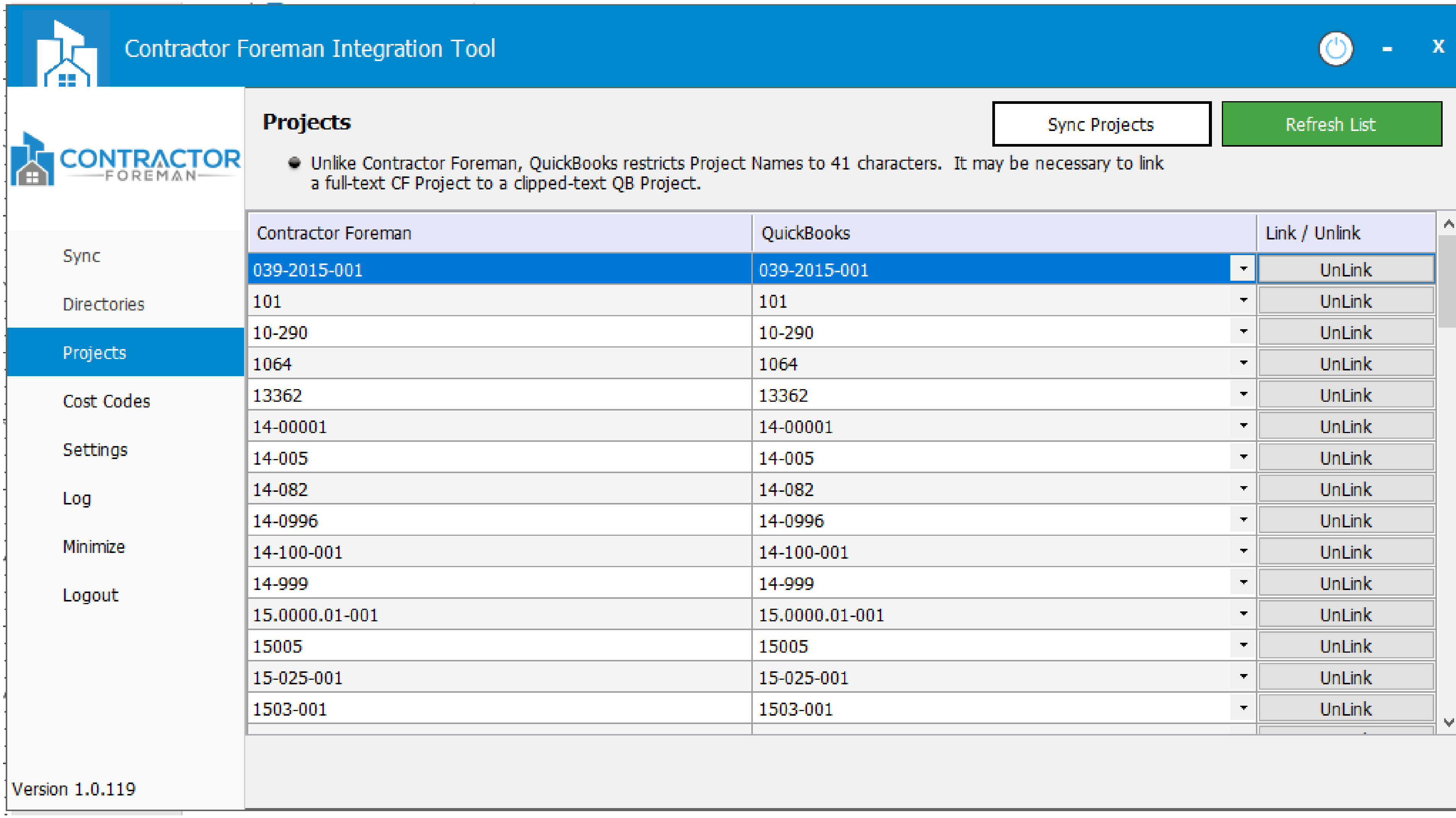
Projects

There may arise the need to manually revise the way Projects in CF and Projects in QB are linked. Just like with the Directories tab, you can do the same from here.

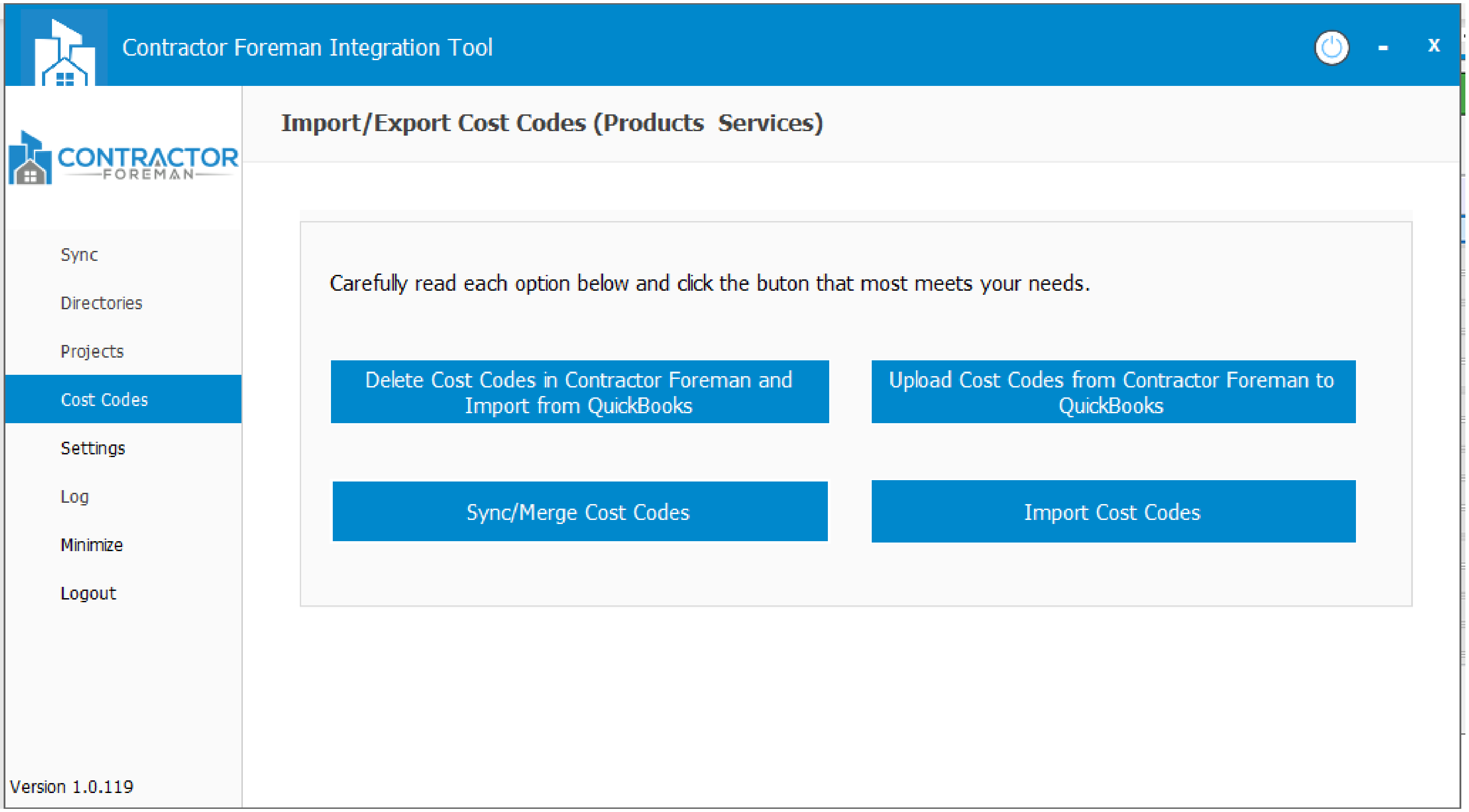
Keep in mind that QB limits Project names to 41 characters. If a project in CF has a name longer than 41 characters, QB will reduce the project name. It is recommended to be proactive with this and change it in CF prior to integration.



Cost Codes

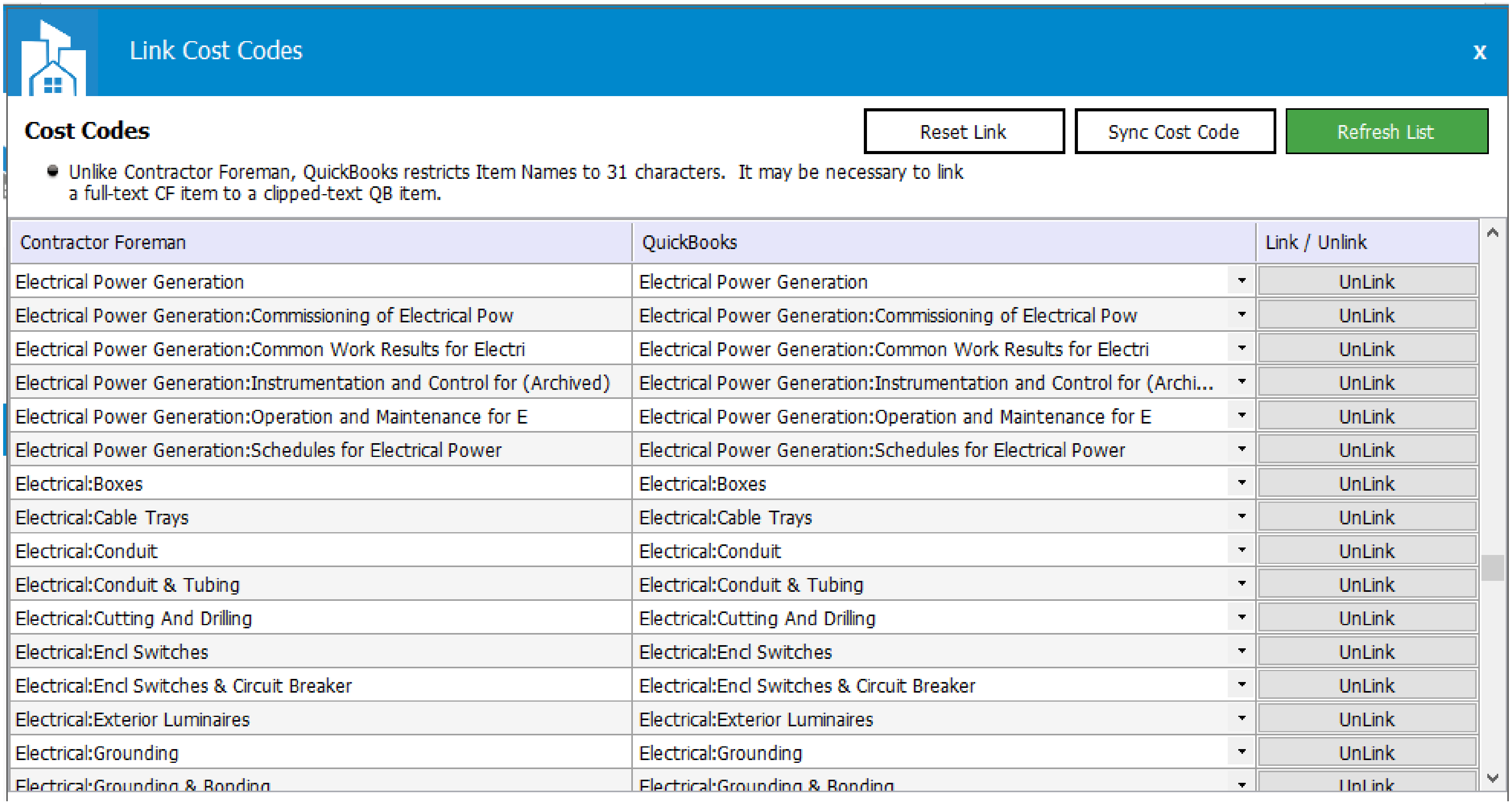
There may arise a need for you to make changes to the way your cost codes are synced between CF and QB. If needed, this is where it will be done. As long as the sync process was correct in the initial integration, this will most likely not be a section you'll need to utilize.

- **Sync/Merge Cost Codes**: This tool is used to match the QB version of the cost code to the CF version of the cost code.
- **Import Cost Codes**: This will import your cost codes from QB to CF. You'll be asked if you want to delete the existing codes in CF. In most cases you will want to select 'Yes'.
- **Upload from CF to QB**: Although it's not used often, this tool allows you upload your CF list of cost codes to QB. This would mainly be used by someone new to QB.



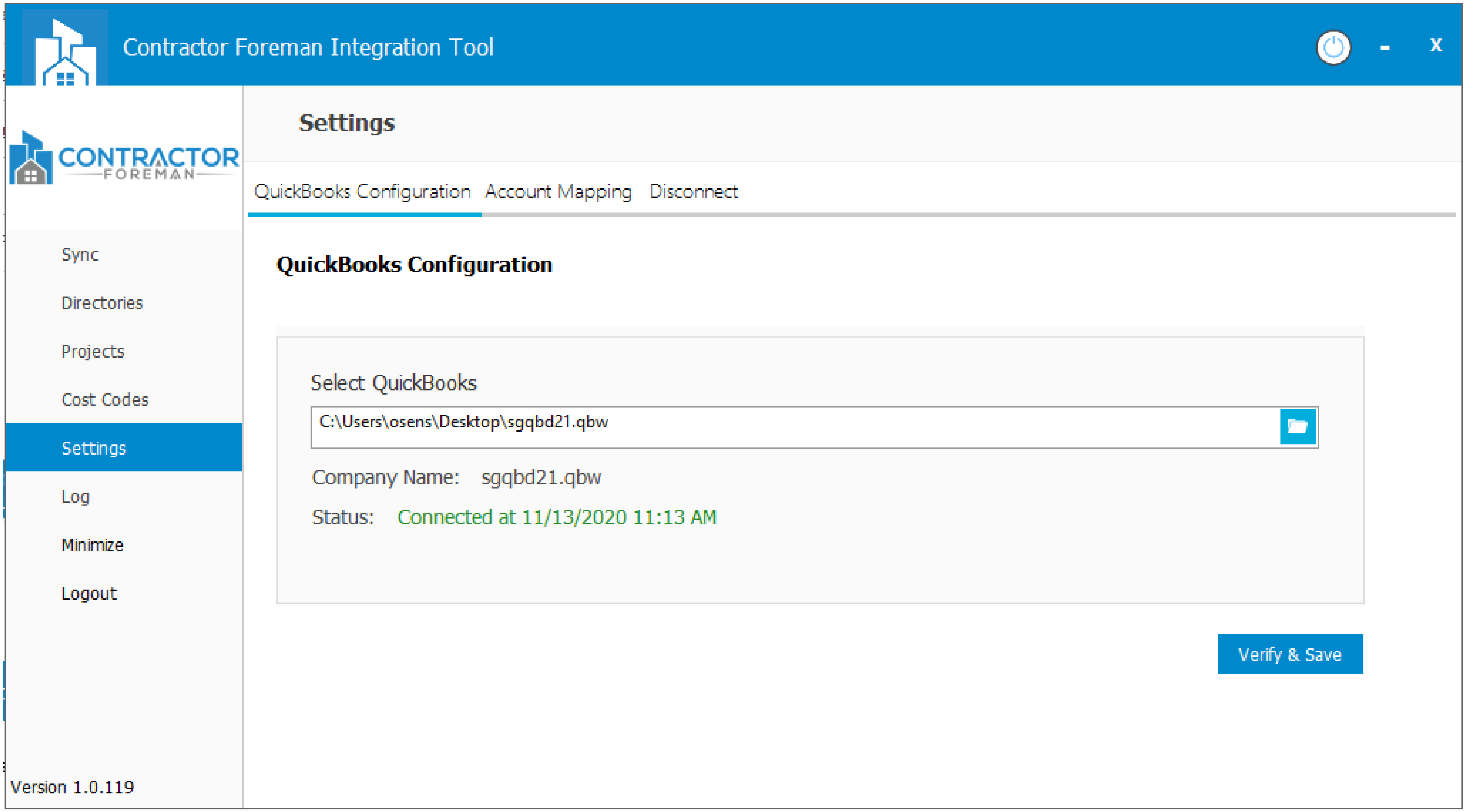
Cost Codes: Sync/Merge Cost Codes

When syncing and merging cost codes, the Parent and Child code will show in the format "Parent:Child" to make it easier to confirm that the items are in the correct matching format. If a code is linked incorrectly, you will Unlink it and select the correct record (just as we've done before with Contacts and Projects).



Settings

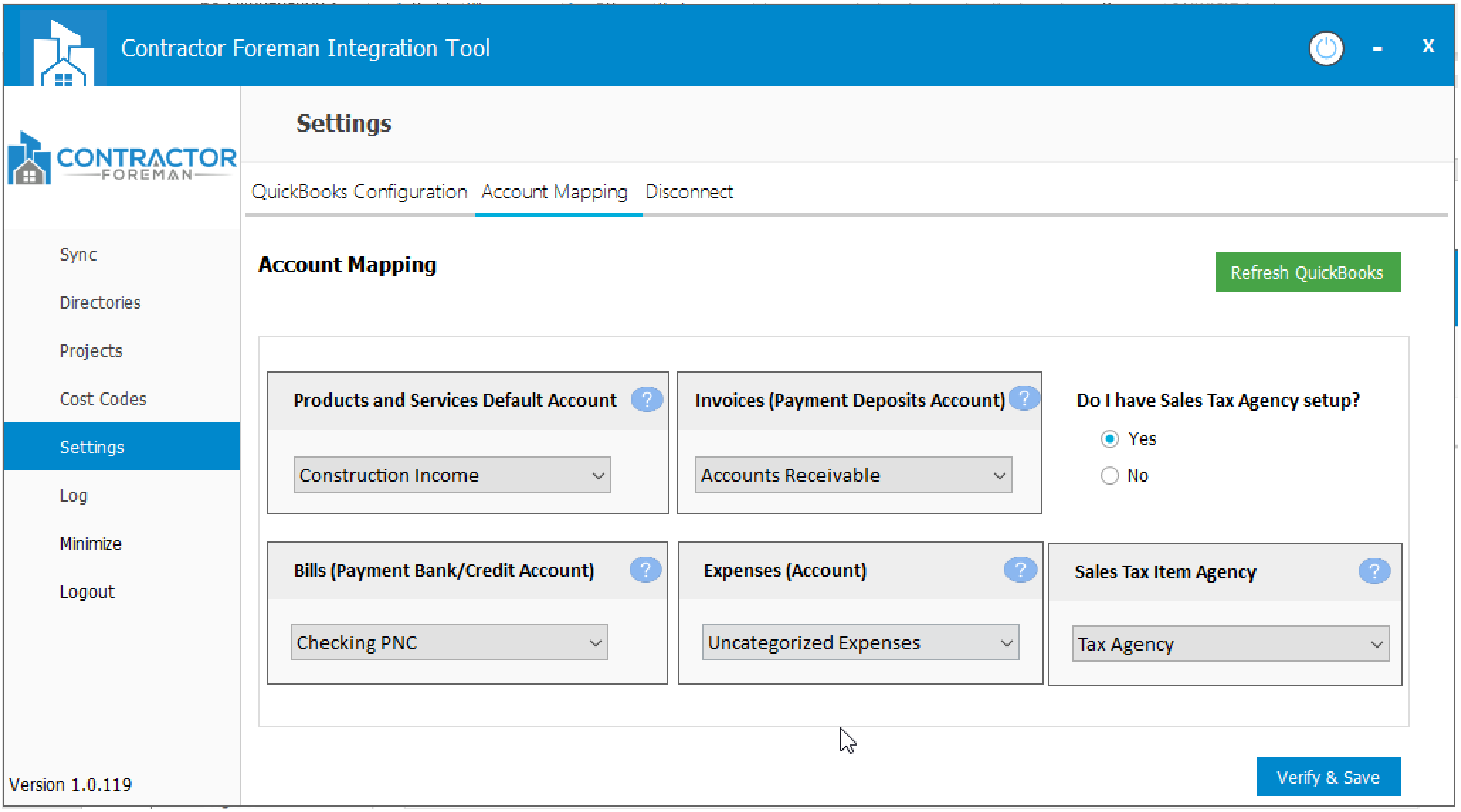
Normally it’s not necessary to make a change to the Settings. If you move the location of your QB file, this is where you will reconfigure the connector.



Account Mapping

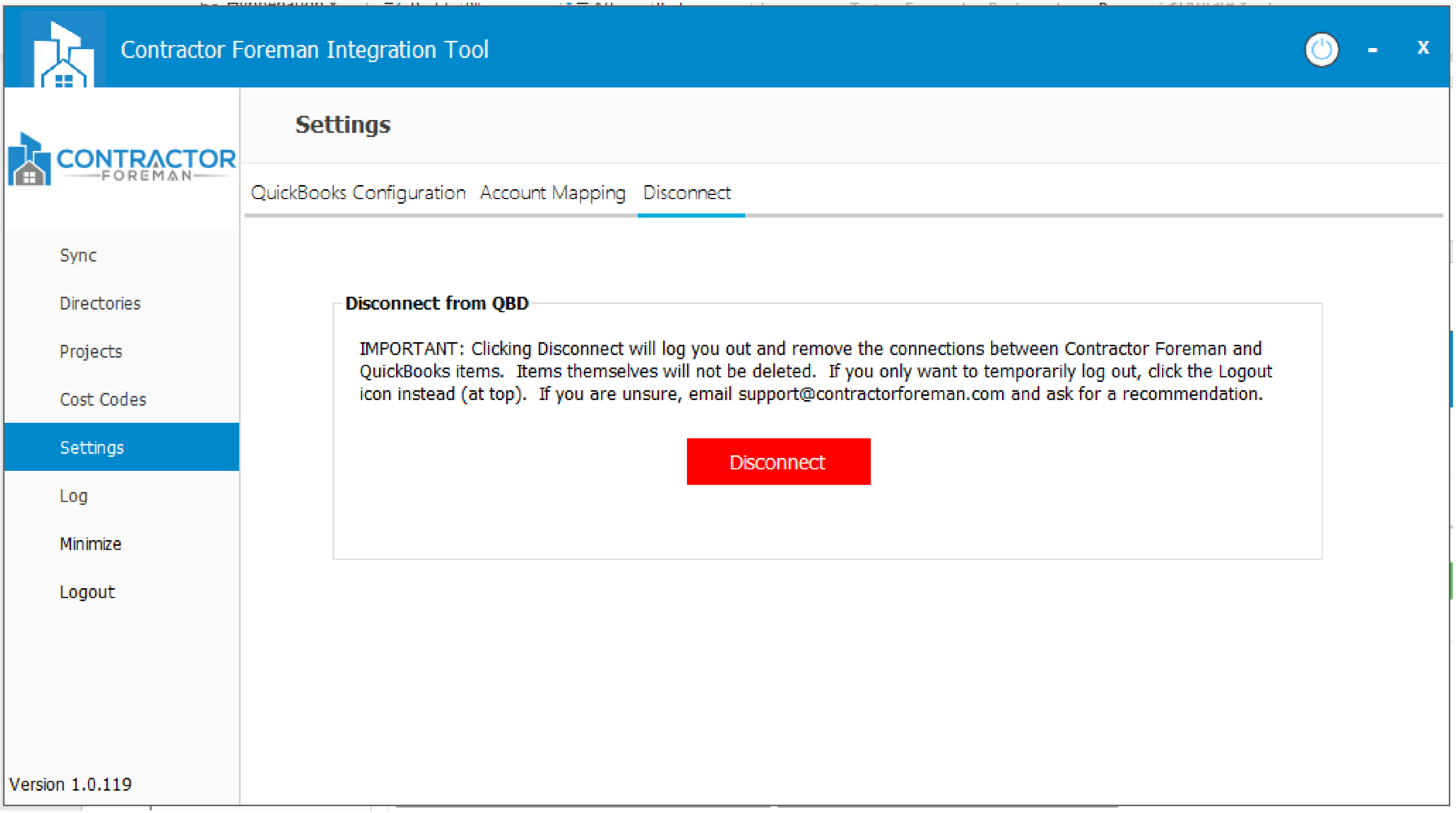
Here you can revise the default values you assigned during the integration. If you select 'No' Tax Agency and later realize that your selected taxes are not transferring, this is where you will enable the Tax feature.

Tax Agency: This will only show Vendors who are setup as a Tax Agency (Vendor Record > Edit > Additional Info > Vendor Type)
UK/CA Customers: You may be required to select a Sales Tax Return line within the Account Mapping field.



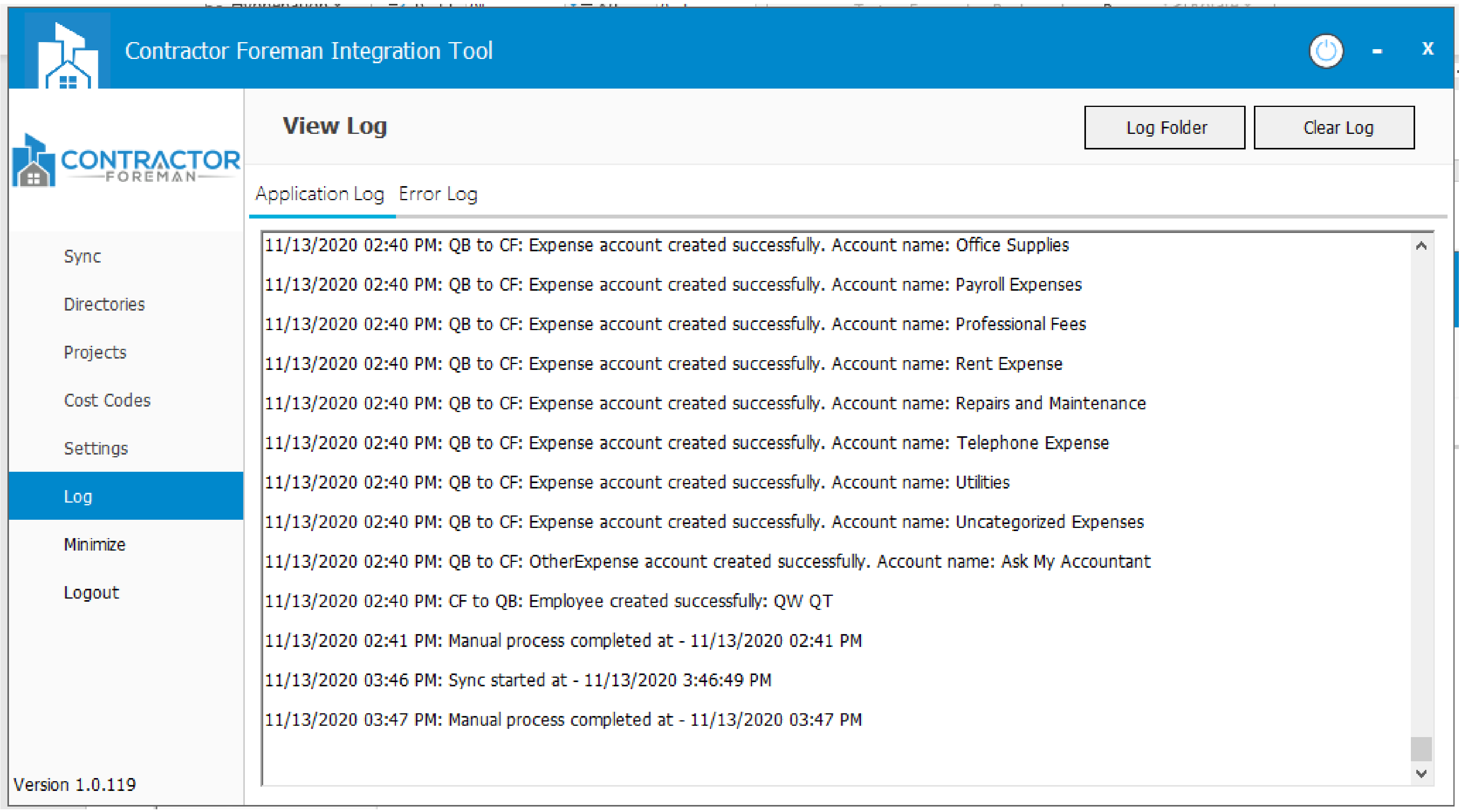
Disconnect

In the event that you need to disconnect from QBD, you will need to click the red button. Doing this will delete the reference links. Meaning, if you were to reconnect later you would have to go through the integration again. Do not use this feature if you simply need to logout for a short term. If you are not sure which option is best, email support@contractorforeman.com and provide the details and we will help.



Log

The transaction logs are a great tool to keep you informed on what is happening with your data. The Application Log tab shows the successful items that have transferred. Any items that did not transfer will appear in the Error Log tab. An explanation will also be provided letting you know why the item did not sync and what needs to be revised to make the record sync. You can also access the Transaction Log from the CF Menu.



Log Folder

It may be necessary at times for you to send us your error logs so that we can better diagnose a problem. To do this, go to the Connector > Log > Log Folder (button) > Click on the Month. Then send us the three text files (as seen below).

Acer (C:) › ProgramData › EST › Contractor Foreman Integration Tool › Logs › November 2020

Name	Date modified	Type	Size
sgqbd17 (35647) 11.13.2020 11.02.24 AM	11/13/2020 11:02 AM	File folder	
APILog.txt	11/13/2020 3:47 PM	Text Document	201 KB
ApplicationLog.txt	11/13/2020 3:47 PM	Text Document	51 KB
ErrorLog.txt	11/13/2020 11:02 AM	Text Document	1 KB

This is the end of the guide.

Is something missing? Is there a topic we could have covered in more detail that would have been beneficial? If so, please mention it so that we can immediately improve this guide.

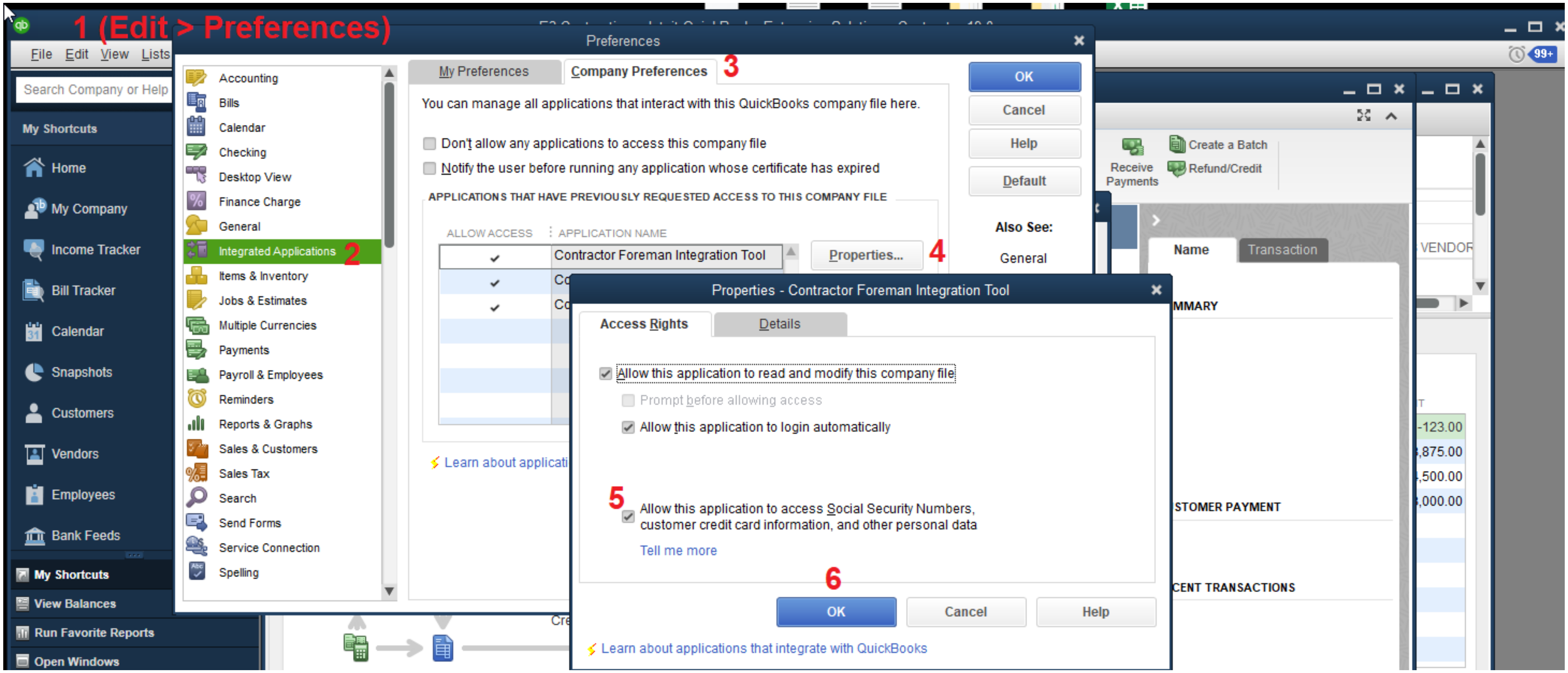
support@contractorforeman.com

QuickBooks Integration Checklists

- Watch the Integration Overview Video
- Read the Full Integration Guide
- Prep Data
    - Archive Old Data
    - Properly Format Cost Codes (Make sure all codes are in a two-tier format)
    - Check Spelling of Contact and Cost Codes (so they can merge/sync)
- Review Troubleshooting Items

Troubleshooting

CF to QB: Failed to update Employee: James Bond. Reason: The integrated application has no permission to access personal data. The QuickBooks administrator can grant permission to access personal data through the Integrated Application preferences..



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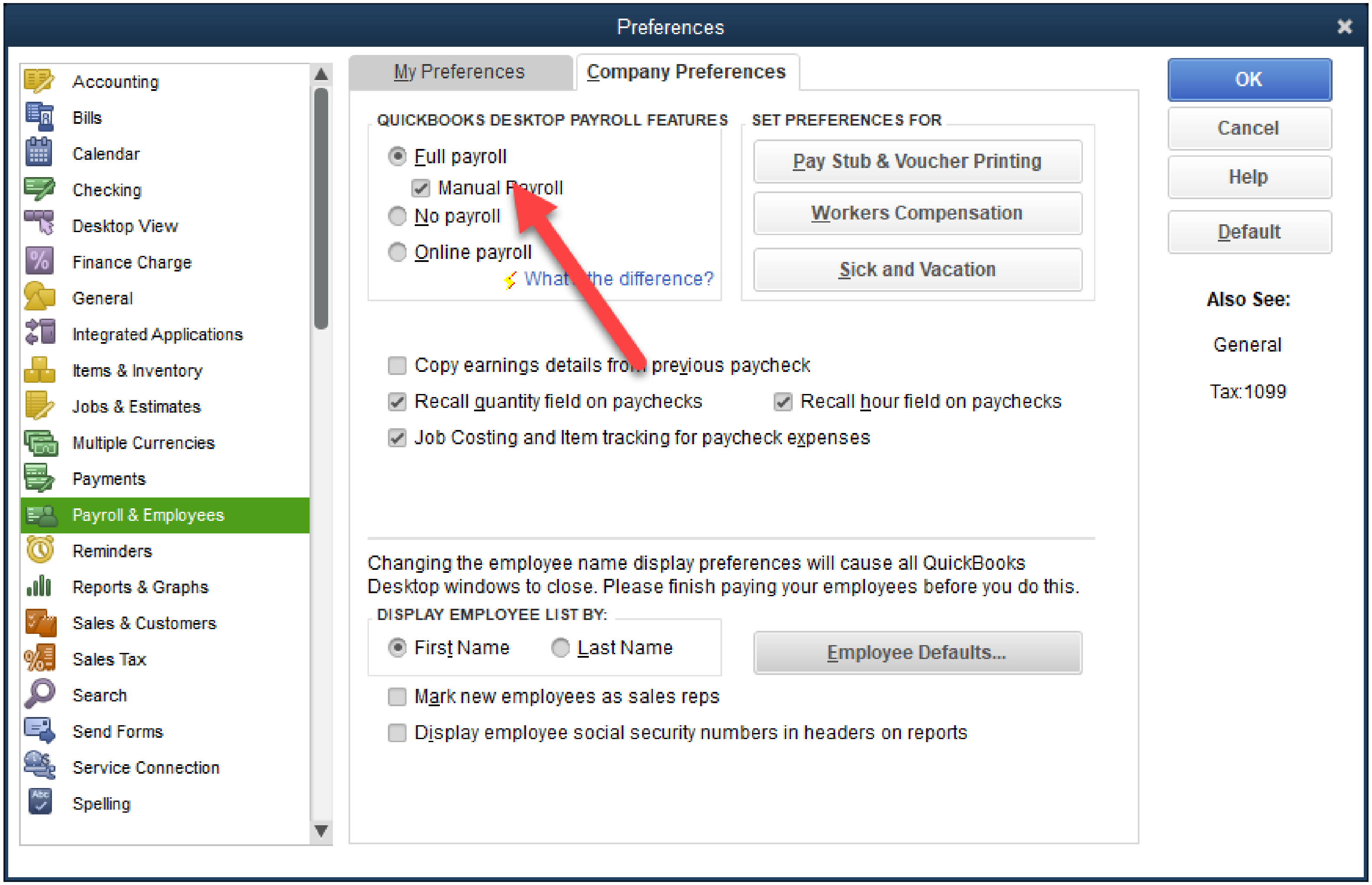
Some of my items are not syncing.

Think of the sync process as a chain. If your Customer doesn't sync, the Project will not sync. If your Project does not sync, the Time Card will not sync. When an item doesn't sync, but most others do, it's due to one of the items in the chain not being synced. This is usually a contact or a cost code. Confirm that the items are syncing correctly.

Time Card creation failed for Employee: John Doe (05/17/2021). Reason: This feature is not enabled or not available in this version of QuickBooks.

Please go to the following location and enable the full payroll. Edit >> Preferences >> Payroll & Employees >> Company Preferences



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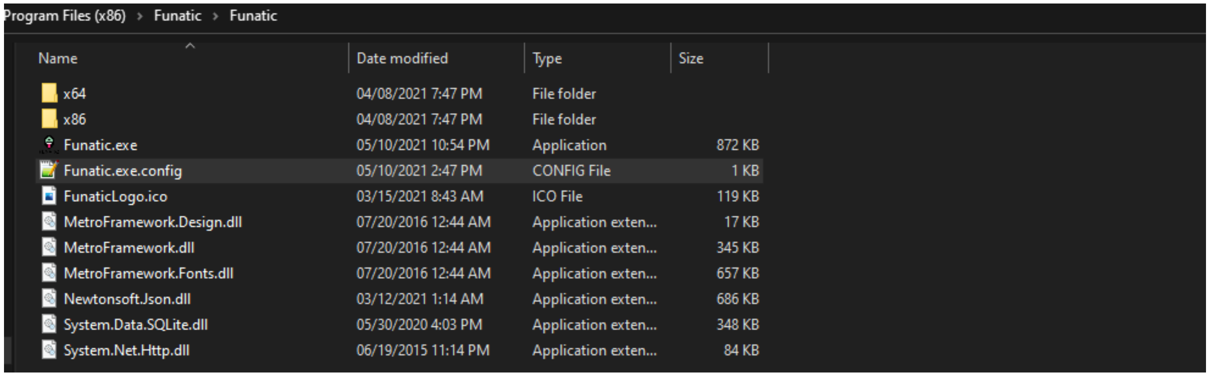
How to Move QB Connector to Another Computer (without losing previous sync logs).

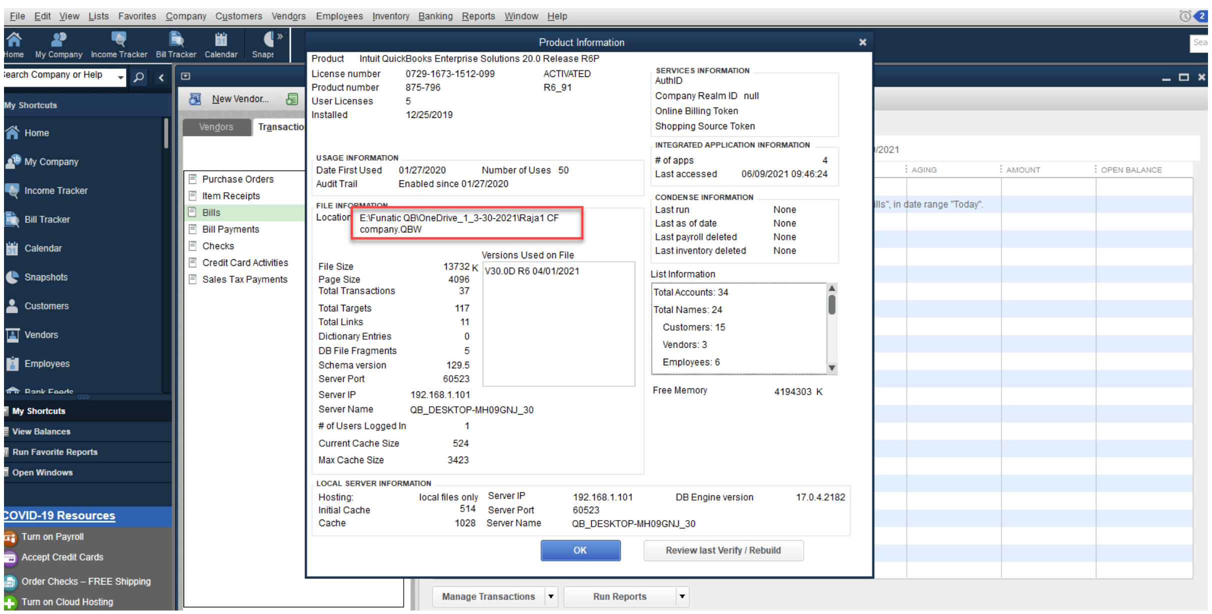
→ Install the connector on the new system. When asked to login, stop there (do not login).

→ Go the following location of your system (1) - **C:\ProgramData\EST.**



→ Copy the EST folder from the old system and move it to the new System (2) with the same location (**C:\ProgramData**).

→ Open the QB file in your System (2). Then press F2. Now you can see the QB details. Please copy the file path.



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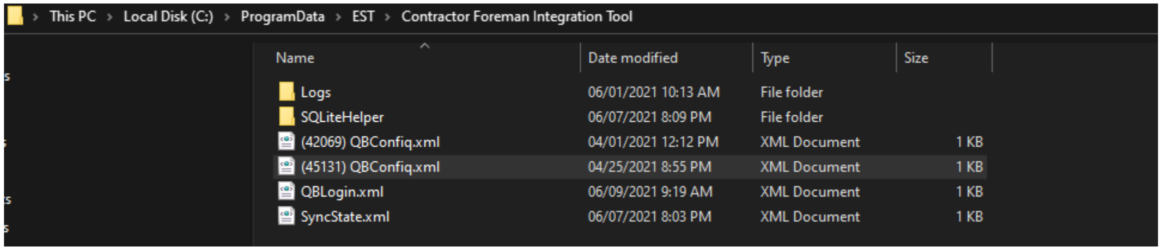
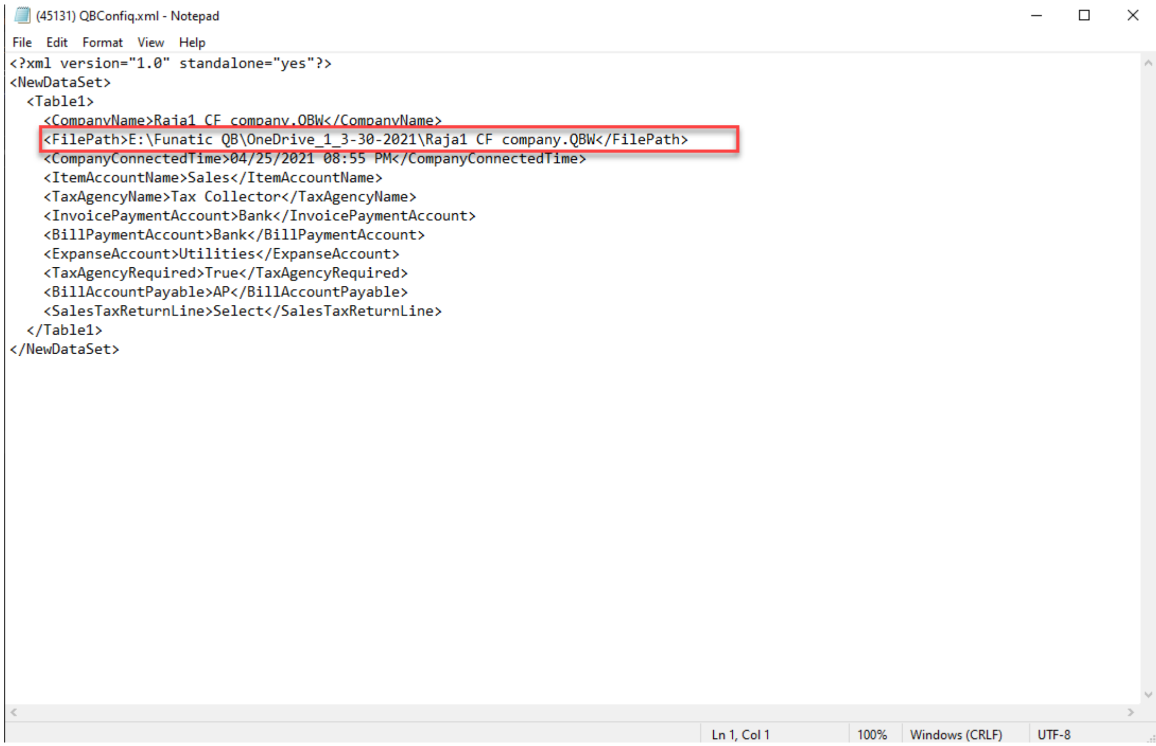
→ Once you copy the file path, go the following location on your new System.

C:\ProgramData\EST\Contractor Foreman Integration Tool



→ Edit all instances of QBCongiq.xml file with notepad and change the path.



→ Save the changes and close notepad.

→ Open the Contractor Foreman Sync Tool. Now you will able to sync without an issue.

QuickBooks Enterprise 2022 (or greater) will not Install

The recent versions of QuickBooks Enterprise are 64-bit versions which require an additional patch to be installed. If you are having problems during the integration, install the patch. Not doing so will prevent the chart of accounts list from loading. You can download it here: https://www.contractorforeman.com/qbd/qbdsdk160.exe