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# *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>

## 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](mailto:support@contractorforeman.com) and provide details and screenshots.

### Step 1: Prepping Your Data

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*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.*

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**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
	Common Work Results for Electri	Active

*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.

### Accounting Integration

Currently you can only use one Accounting system per company. Contact us if you need help connecting to your Accounting system.

Accounting System	None	QuickBooks Online	QuickBooks Desktop
Current Version:	1.0.2		
Whats' New:	<p>Some tabs are being shown based on setting like Roles, Groups, Vehicles and Cost Code. What about them? Should they be visible based on the above setting and not the access defined in the role. SG: With any NEW customer that signs up, the above roles should be applied to their account.</p> <p>This should not impact anyone who already has an account. Anyone assign to the role listed above should have access to those items. Meaning, the Office Manager will be able to see all tabs except for Roles. Laboror will not have access to any tabs.</p>		<b>Integration Steps</b> <ol style="list-style-type: none"><li>1. Watch Integration Video<ul style="list-style-type: none"><li>• <a href="#">New Contractor Foreman Users</a></li><li>• <a href="#">Existing Contractor Foreman Users</a></li></ul></li><li>2. Confirm Cost Code Structure<ul style="list-style-type: none"><li>• Before starting the integration, make sure the structure of your cost codes in QB and in CF match. Do not continue until this is finalized. (<a href="#">watch</a>)</li></ul></li><li>3. Download Installer (<a href="#">Link</a>)</li><li>4. Install Connector</li></ol>

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).

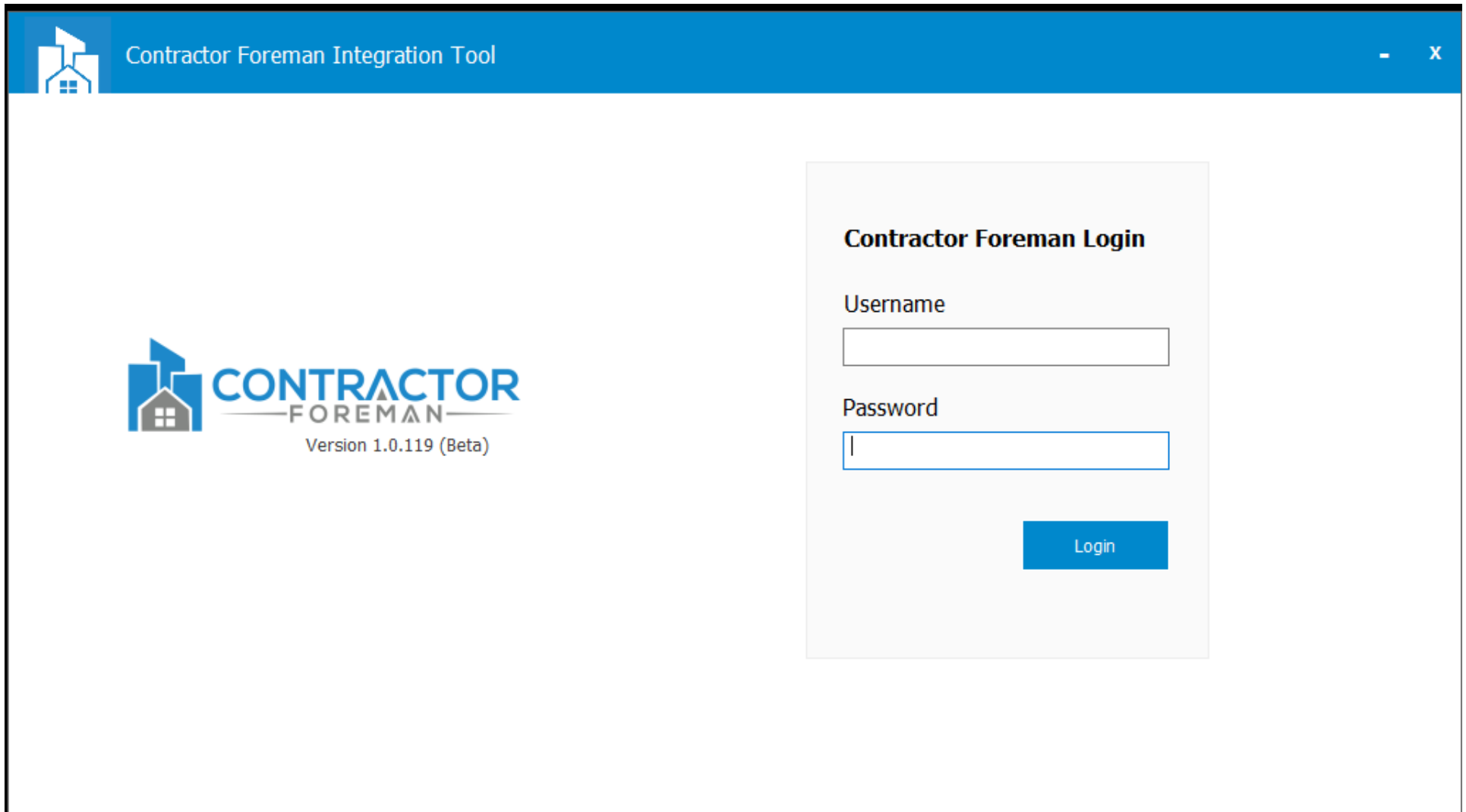
Click on the download link to install the Windows connector. During the installation process, provide the necessary permission for the application to be installed.

## 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 3<sup>rd</sup> 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.



The screenshot shows a web application window titled "Contractor Foreman Integration Tool". On the left side, there is a logo for "CONTRACTOR FOREMAN" with the text "Version 1.0.119 (Beta)" below it. On the right side, there is a login form titled "Contractor Foreman Login". The form contains two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button.

Contractor Foreman Integration Tool

 **CONTRACTOR**  
FOREMAN  
Version 1.0.119 (Beta)

**Contractor Foreman Login**

Username

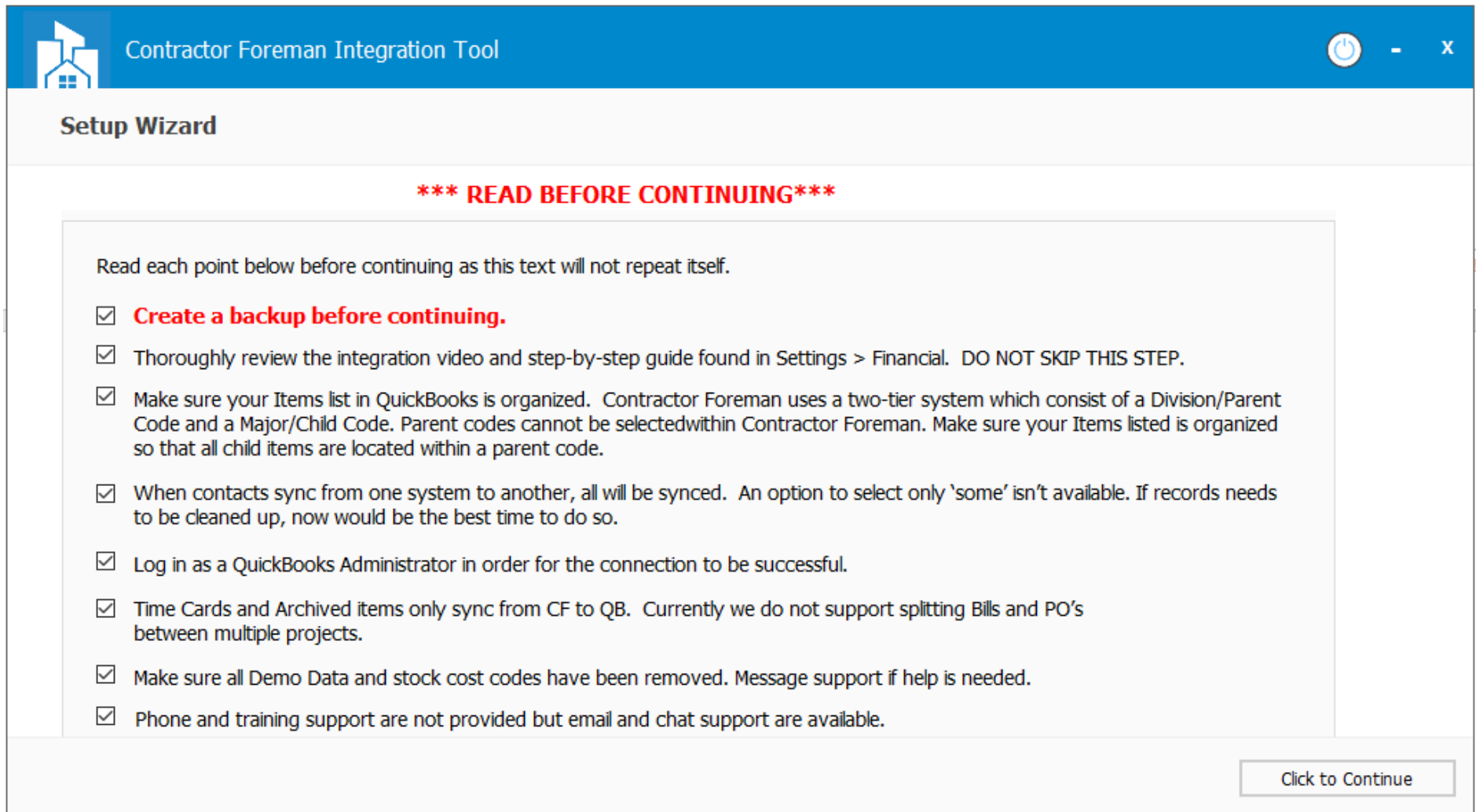
Password

Login

## 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.



The screenshot shows a software window titled "Contractor Foreman Integration Tool" with a blue header bar. Below the header, the text "Setup Wizard" is displayed. A red warning message reads: "\*\*\* READ BEFORE CONTINUING\*\*\*". Below this, a list of instructions is provided, each preceded by a checked checkbox. The instructions are: "Create a backup before continuing.", "Thoroughly review the integration video and step-by-step guide found in Settings > Financial. DO NOT SKIP THIS STEP.", "Make sure your Items list in QuickBooks is organized. Contractor Foreman uses a two-tier system which consist of a Division/Parent Code and a Major/Child Code. Parent codes cannot be selected within Contractor Foreman. Make sure your Items listed is organized so that all child items are located within a parent code.", "When contacts sync from one system to another, all will be synced. An option to select only 'some' isn't available. If records needs to be cleaned up, now would be the best time to do so.", "Log in as a QuickBooks Administrator in order for the connection to be successful.", "Time Cards and Archived items only sync from CF to QB. Currently we do not support splitting Bills and PO's between multiple projects.", "Make sure all Demo Data and stock cost codes have been removed. Message support if help is needed.", and "Phone and training support are not provided but email and chat support are available." A "Click to Continue" button is located at the bottom right of the window.

Contractor Foreman Integration Tool

Setup Wizard

**\*\*\* READ BEFORE CONTINUING\*\*\***

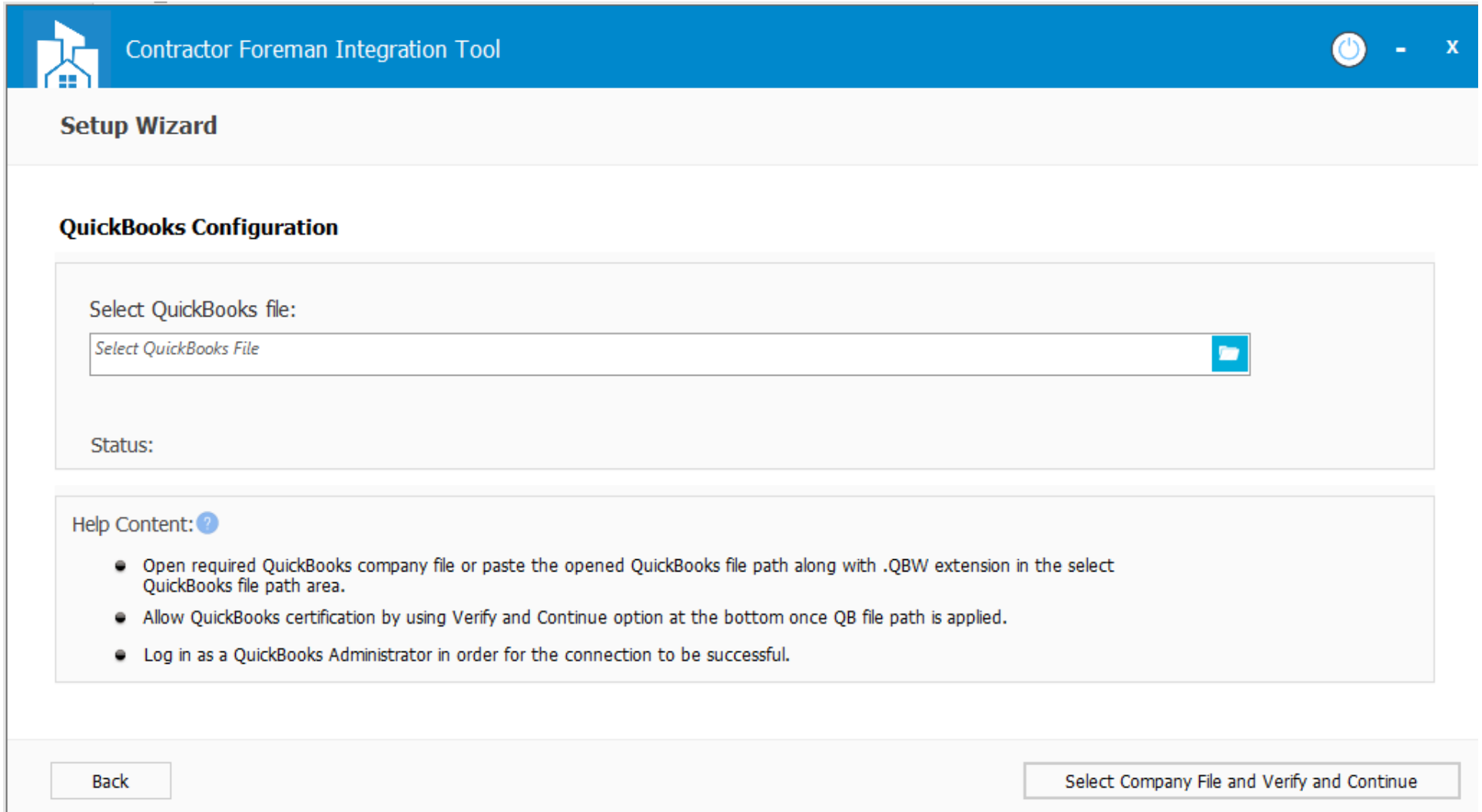
Read each point below before continuing as this text will not repeat itself.

- ☒ **Create a backup before continuing.**
- ☒ Thoroughly review the integration video and step-by-step guide found in Settings > Financial. DO NOT SKIP THIS STEP.
- ☒ Make sure your Items list in QuickBooks is organized. Contractor Foreman uses a two-tier system which consist of a Division/Parent Code and a Major/Child Code. Parent codes cannot be selected within Contractor Foreman. Make sure your Items listed is organized so that all child items are located within a parent code.
- ☒ When contacts sync from one system to another, all will be synced. An option to select only 'some' isn't available. If records needs to be cleaned up, now would be the best time to do so.
- ☒ Log in as a QuickBooks Administrator in order for the connection to be successful.
- ☒ Time Cards and Archived items only sync from CF to QB. Currently we do not support splitting Bills and PO's between multiple projects.
- ☒ Make sure all Demo Data and stock cost codes have been removed. Message support if help is needed.
- ☒ Phone and training support are not provided but email and chat support are available.

Click to Continue

## 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.



The screenshot shows a software window titled "Contractor Foreman Integration Tool" with a blue header bar. Below the header, the main area is titled "Setup Wizard". Underneath, there is a section titled "QuickBooks Configuration". This section contains a label "Select QuickBooks file:" followed by a text input field with the placeholder text "Select QuickBooks File" and a folder icon button on the right. Below the input field is a "Status:" label. At the bottom of the configuration section is a "Help Content: ?" link. Below the help link is a list of three bullet points: "Open required QuickBooks company file or paste the opened QuickBooks file path along with .QBW extension in the select QuickBooks file path area.", "Allow QuickBooks certification by using Verify and Continue option at the bottom once QB file path is applied.", and "Log in as a QuickBooks Administrator in order for the connection to be successful." At the bottom of the window, there are two buttons: "Back" on the left and "Select Company File and Verify and Continue" on the right.

Contractor Foreman Integration Tool

### Setup Wizard

#### QuickBooks Configuration

Select QuickBooks file:

Select QuickBooks File

Status:

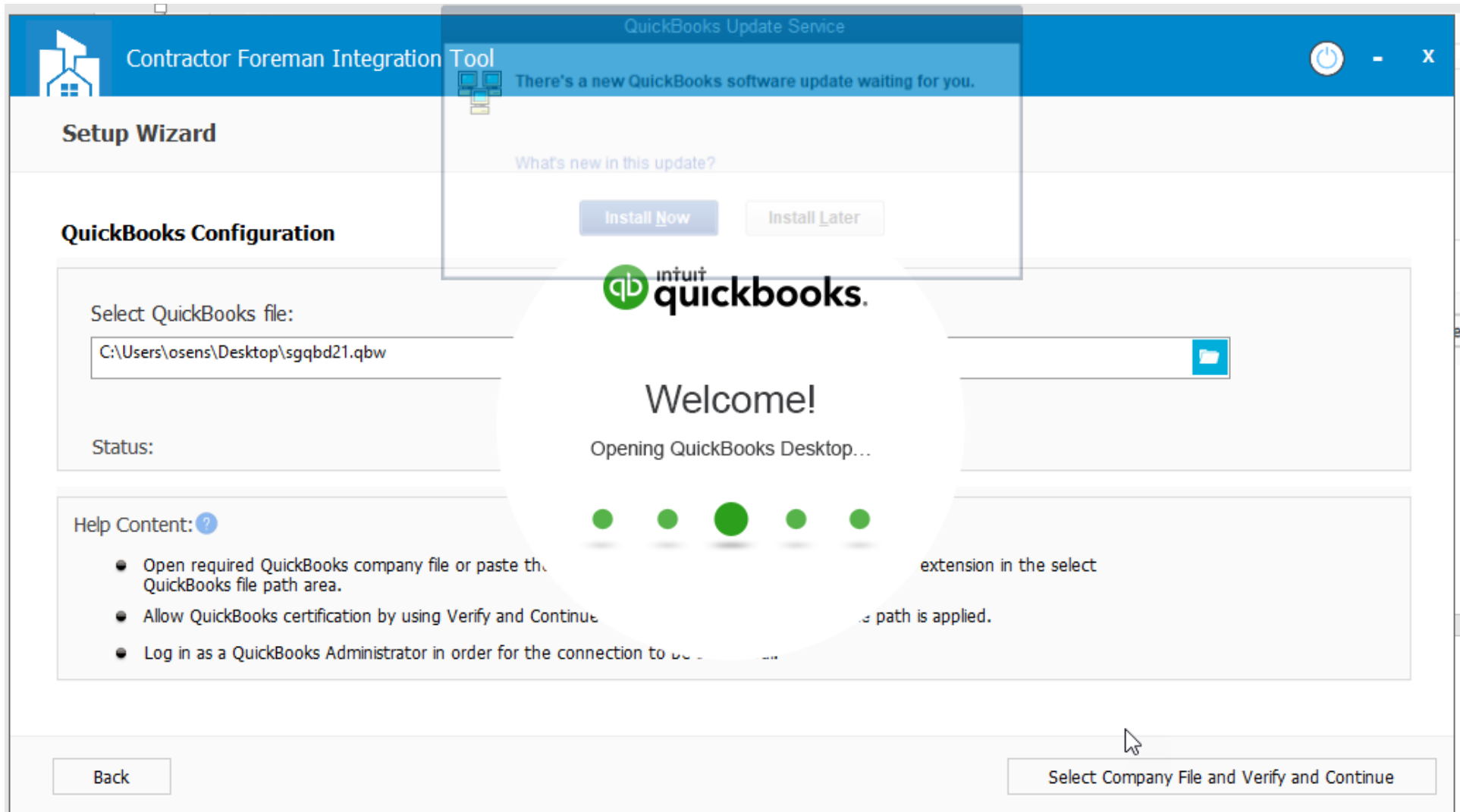
Help Content: ?

- Open required QuickBooks company file or paste the opened QuickBooks file path along with .QBW extension in the select QuickBooks file path area.
- Allow QuickBooks certification by using Verify and Continue option at the bottom once QB file path is applied.
- Log in as a QuickBooks Administrator in order for the connection to be successful.

Back

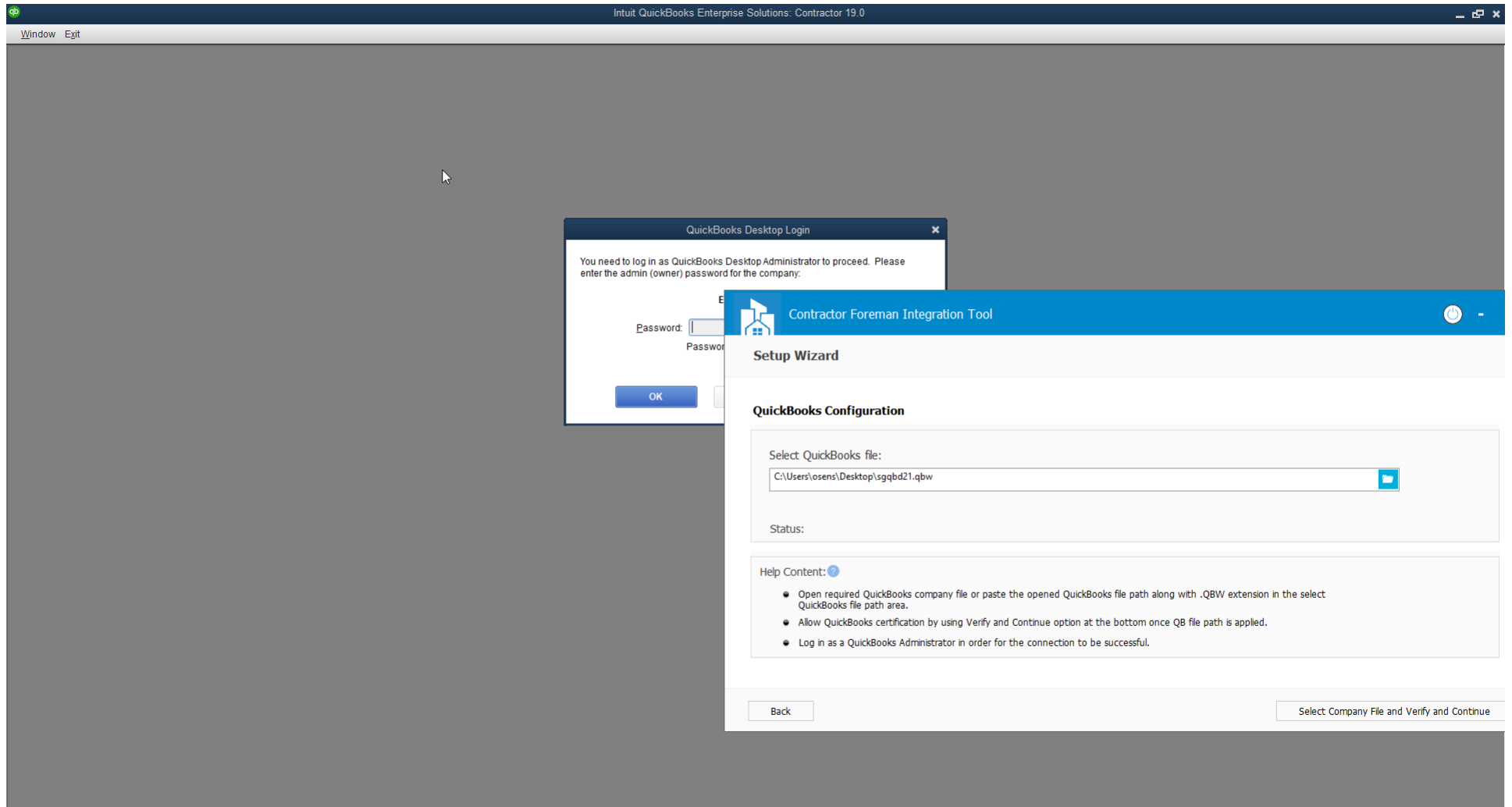
Select Company File and Verify and Continue





## 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.



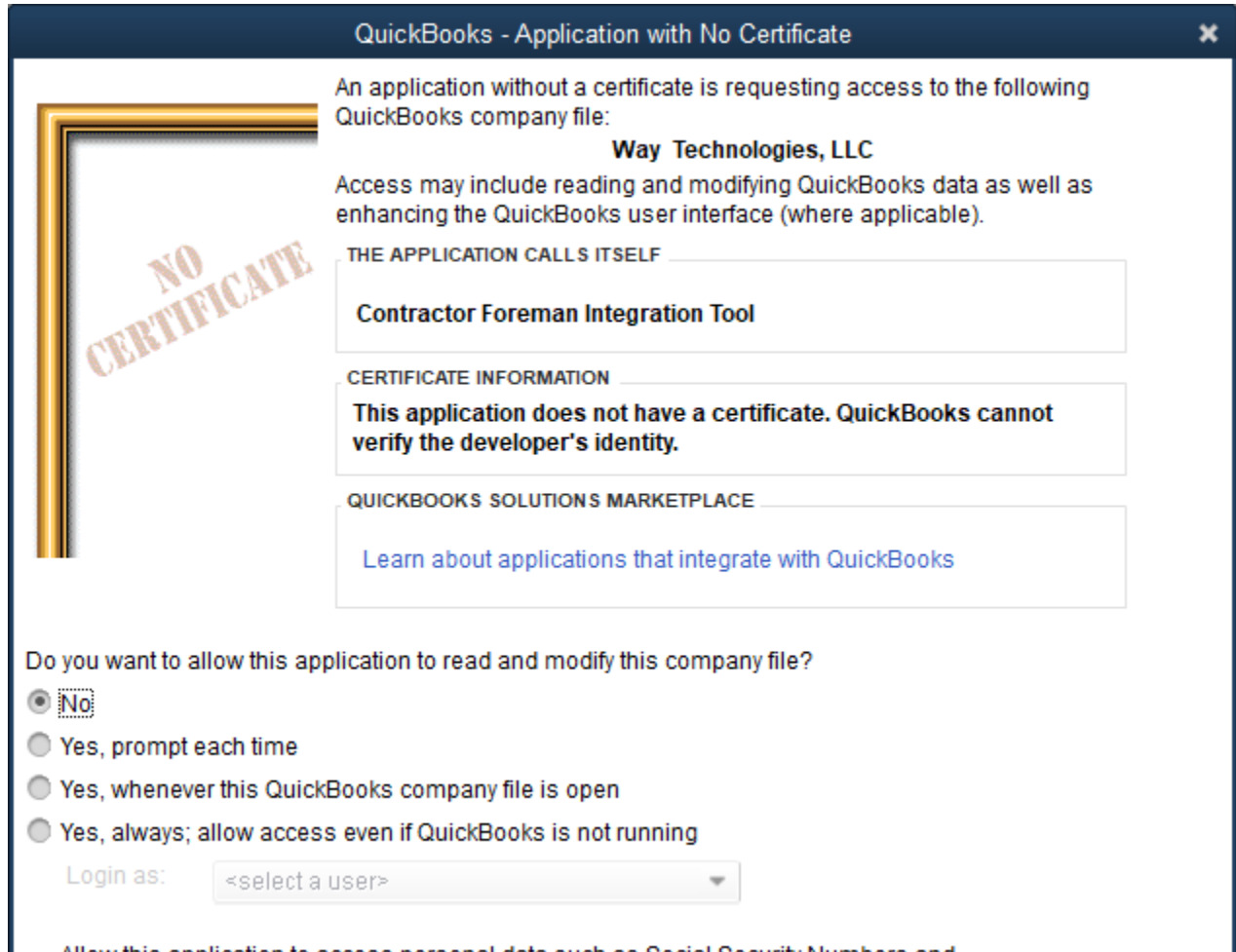
During the process, you will receive a security notification asking you to allow the connector to connect to your QB file. Select the option that best meets your needs.

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.



QuickBooks - Application with No Certificate

An application without a certificate is requesting access to the following QuickBooks company file:

**Way Technologies, LLC**

Access may include reading and modifying QuickBooks data as well as enhancing the QuickBooks user interface (where applicable).

THE APPLICATION CALLS ITSELF

Contractor Foreman Integration Tool

CERTIFICATE INFORMATION

This application does not have a certificate. QuickBooks cannot verify the developer's identity.

QUICKBOOKS SOLUTIONS MARKETPLACE

[Learn about applications that integrate with QuickBooks](#)

Do you want to allow this application to read and modify this company file?

☒ No

☐ Yes, prompt each time

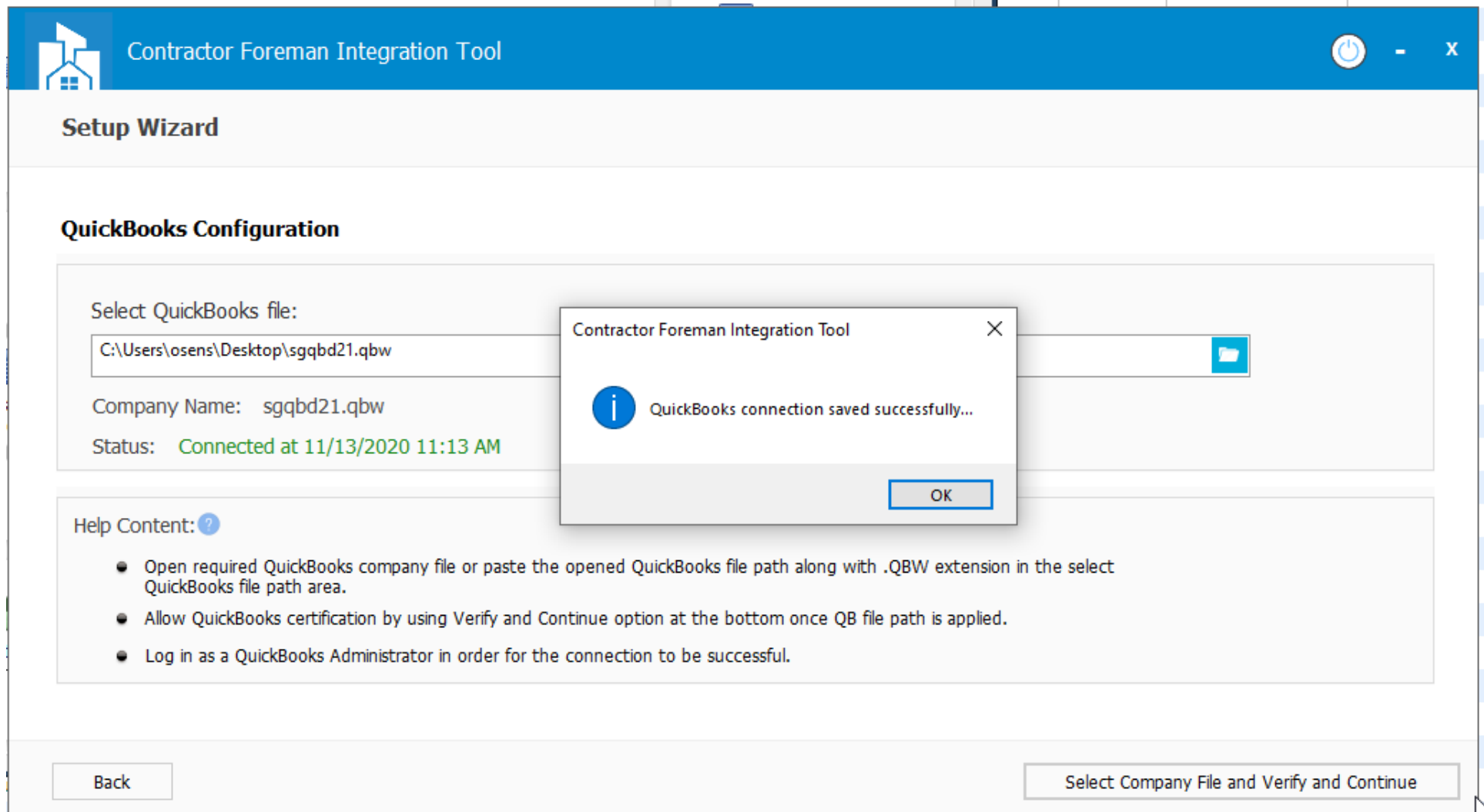
☐ Yes, whenever this QuickBooks company file is open

☐ Yes, always; allow access even if QuickBooks is not running

Login as: <select a user>

Allow this application to access personal data such as Social Security Numbers and

The following screen will show upon successful connection.



## Step 7: Account Mapping

Rev 05/12/20223

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.

The screenshot shows the 'Contractor Foreman Integration Tool' window with a blue header bar containing a house icon and window controls. Below the header is a 'Setup Wizard' section. The main area is titled 'Account Mapping' and features a green 'Refresh QuickBooks' button in the top right. The mapping section is divided into four boxes with dropdown menus and a 'Do I have Sales Tax Agency setup?' section with radio buttons. The 'Products and Services Default Account' dropdown is set to 'Construction Income'. The 'Invoices (Payment Deposits Account)' dropdown is set to 'Accounts Receivable'. The 'Bills (Payment Bank/Credit Account)' dropdown is set to 'Checking PNC'. The 'Expenses (Account)' dropdown is set to 'Uncategorized Expenses'. The 'Sales Tax Item Agency' dropdown is set to 'Tax Agency'. The 'Do I have Sales Tax Agency setup?' section has the 'Yes' radio button selected. At the bottom, there are 'Back' and 'Verify and Continue' buttons.

**Contractor Foreman Integration Tool**

**Setup Wizard**

**Account Mapping**

Refresh QuickBooks

**Products and Services Default Account** ?

Construction Income

**Invoices (Payment Deposits Account)** ?

Accounts Receivable

**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

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

Contractor Foreman Integration Tool⏻ - ✕

Setup Wizard

Account MappingRefresh QuickBooks

Products and Services Default Account ?  
Construction Income ▼

Bills (Payment Bank/Credit Account) ?  
Checking PNC ▼

Expenses (Account) ?  
Uncategorized Expenses ▼

Do I have Sales Tax Agency setup?  
☒ Yes  
☐ No

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](mailto: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

**Contractor Foreman Integration Tool**

### Setup Wizard

Select the option that best describes your current scenario.

- ☒ I am new to Contractor Foreman but already have QuickBooks.
- ☐ I am new to QuickBooks but already have Contractor Foreman **(Most Popular)**.
- ☐ I have a QuickBooks and a Contractor Foreman.

**Contractor Foreman Integration Tool**

The Directories (Customers, Vendors & Employees) will sync and upload to Contractor Foreman. Would you like to proceed?

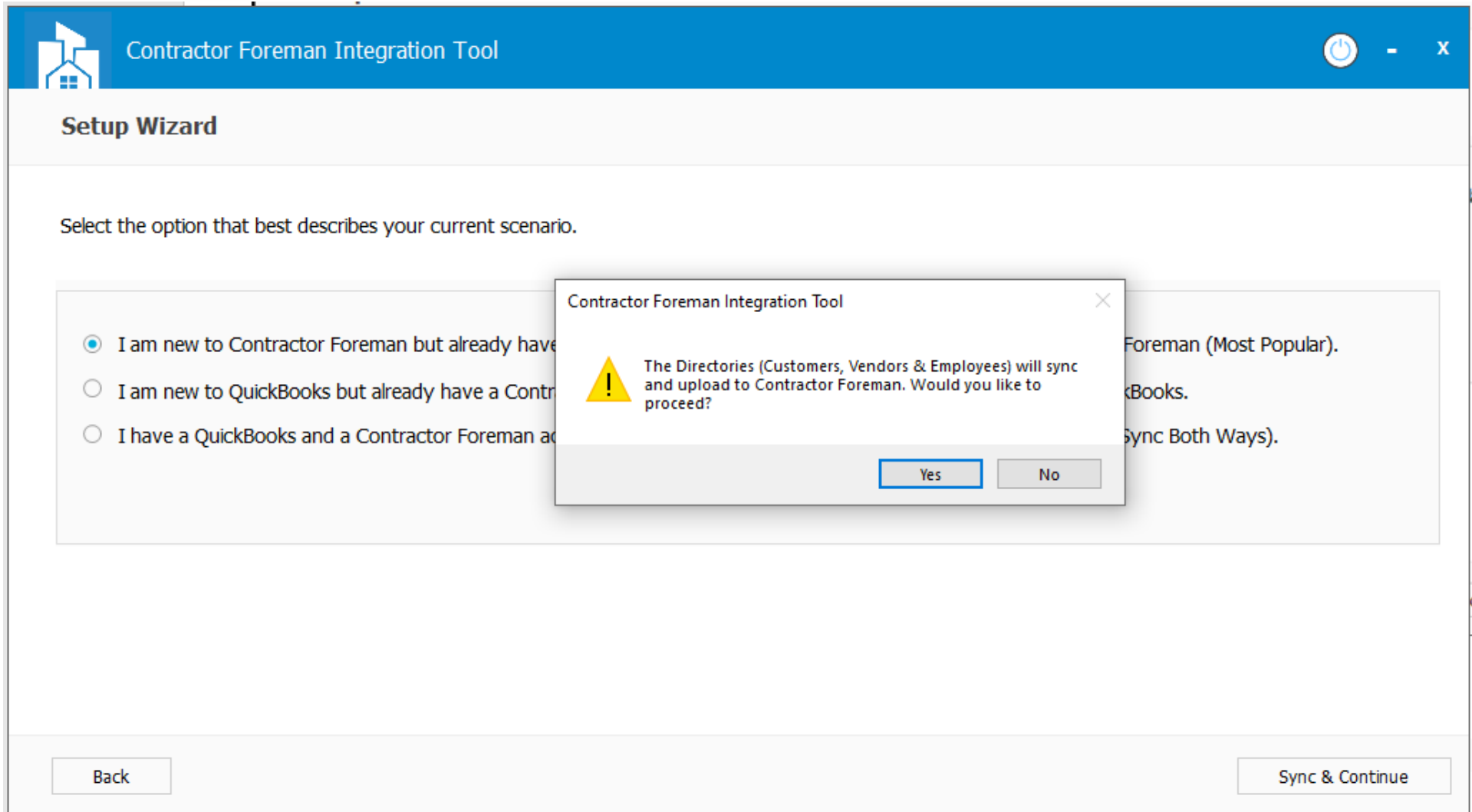
Yes No

Back Sync & Continue

## Option 1 (and 2)

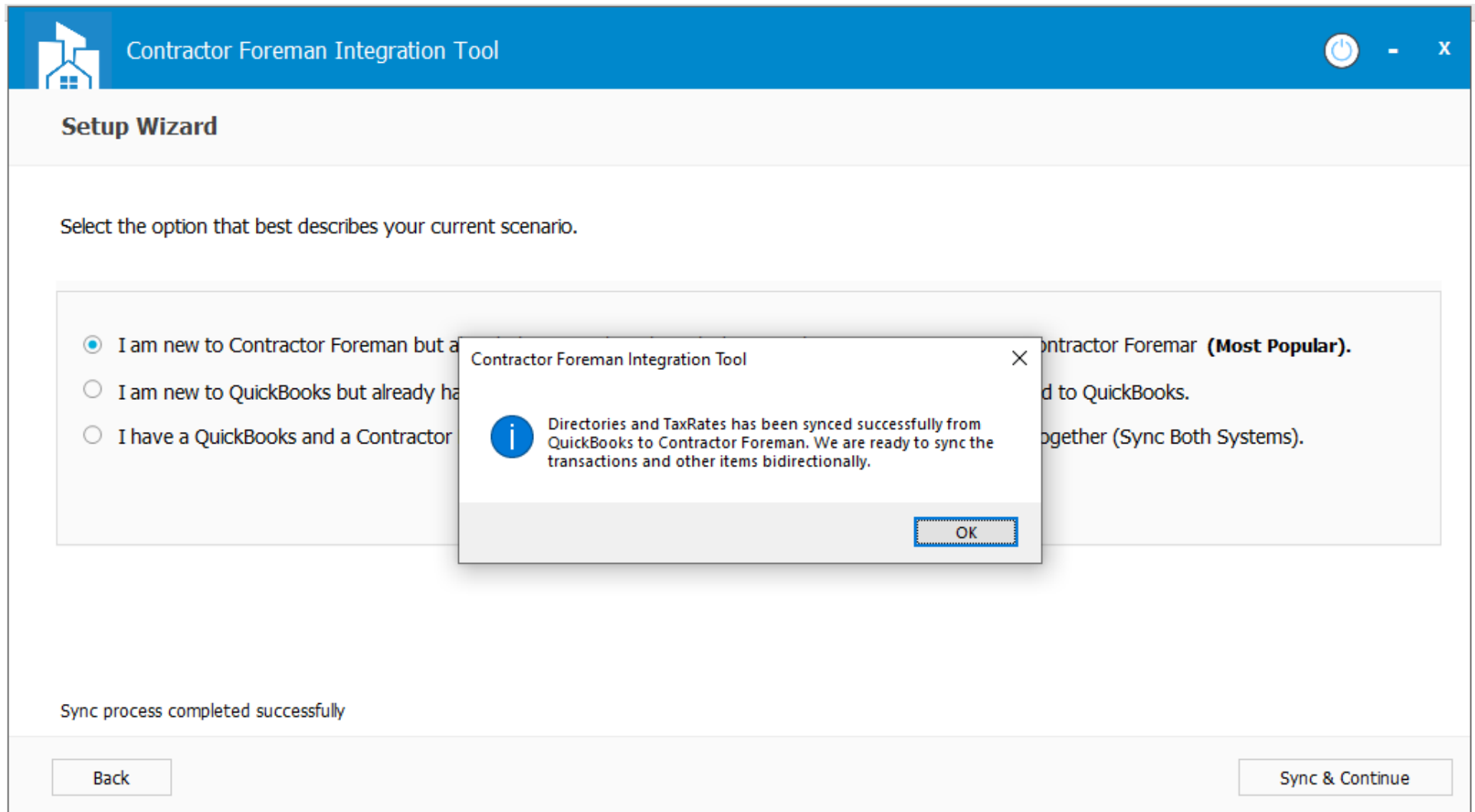
With the first option selected, clicking the button will show the following prompt. Clicking Yes will begin the process of importing your contacts into Contractor Foreman from QuickBooks. (Cost Codes are imported in a later step.)

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.



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.

**Contractor Foreman Integration Tool**

**Setup Wizard**


**Import/Export Cost Codes (Products & Services)**

Review each option below before selecting one below. This action cannot be undone. If you are not ready to make a decision at this point, click Continue to move to the next step and come back to this step later. NOTE: QuickBooks limits Services to 31 characters.




- Import Cost Codes from QuickBooks to Contractor Foreman (Most Popular)**  
(Used when QuickBooks has cost codes but Contractor Foreman doesn't have all/most.)
- Sync/Merge Cost Codes**  
(Used when QuickBooks and Contractor Foreman have existing cost codes.)
- Upload Cost Codes from Contractor Foreman to QuickBooks**  
(Used when needing to send a properly formatted list of cost codes to QuickBooks.)

**Back** **Sync & Continue**

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.



Contractor Foreman Integration Tool



Setup Wizard

**Import/Export Cost Codes (Products Services)**

Review each option below before selecting one below. This action cannot be undone. If you are not ready to make a decision at this point, click Continue to move to the next step and come back to Contractor Foreman Integration Tool

Delete Cost Codes in Contractor Foreman  
Import from QuickBooks

Sync/Merge Cost Codes


Import Cost Codes in Contractor Foreman

Import Cost Codes

Adding/updating Cost Code (208/208)

Back

Sync & Continue



Cost Codes are deleted in Contractor Foreman and imported from QuickBooks successfully.

OK

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).**

The screenshot shows the 'Contractor Foreman Integration Tool' window. The title bar is blue with a house icon and the text 'Contractor Foreman Integration Tool'. The main content area has a light blue header with 'Sync' and 'Beta Username: sgqbd21'. A left sidebar contains a 'CONTRACTOR FOREMAN' logo and a menu with 'Sync' (highlighted), 'Directories', 'Projects', 'Cost Codes', 'Settings', 'Log', 'Minimize', and 'Logout'. The 'Sync' section has two main areas: 'Sync type' with radio buttons for 'Manual' (selected) and 'Scheduled', and 'Data sync volume' with radio buttons for 'Full Sync' (selected) and 'Partial Sync'. The 'Scheduled' option has a 'Schedule sync at' field set to '12:00:00 AM (Daily)' and a checked checkbox 'Do not send Unit of Measurement to QB (recommended if frequent U/M errors occur)'. The 'Full Sync' option has a checkbox 'Sync all existing items (Invoices, Bills, Estimates, Expenses, PO's, Time Cards). WARNING: This could result in duplicates if you have been adding these data into BOTH systems prior to integration.' The 'Partial Sync' option has 'From' and 'To' date pickers both set to 'Nov-13-2020'. At the bottom, it shows 'Last Synced Time: 11/13/2020 10:52 AM' and a blue 'Sync' button. The version '1.0.119' is in the bottom left corner.

Contractor Foreman Integration Tool

Beta Username: sgqbd21

**Sync**

Sync type

- ☒ Manual
- ☐ Scheduled

Schedule sync at: 12:00:00 AM (Daily)

☒ Do not send Unit of Measurement to QB (recommended if frequent U/M errors occur).

Data sync volume

- ☒ Full Sync
- ☐ Sync all existing items (Invoices, Bills, Estimates, Expenses, PO's, Time Cards). WARNING: This could result in duplicates if you have been adding these data into BOTH systems prior to integration.
- ☐ Partial Sync

From: Nov-13-2020

To: Nov-13-2020

Last Synced Time: 11/13/2020 10:52 AM

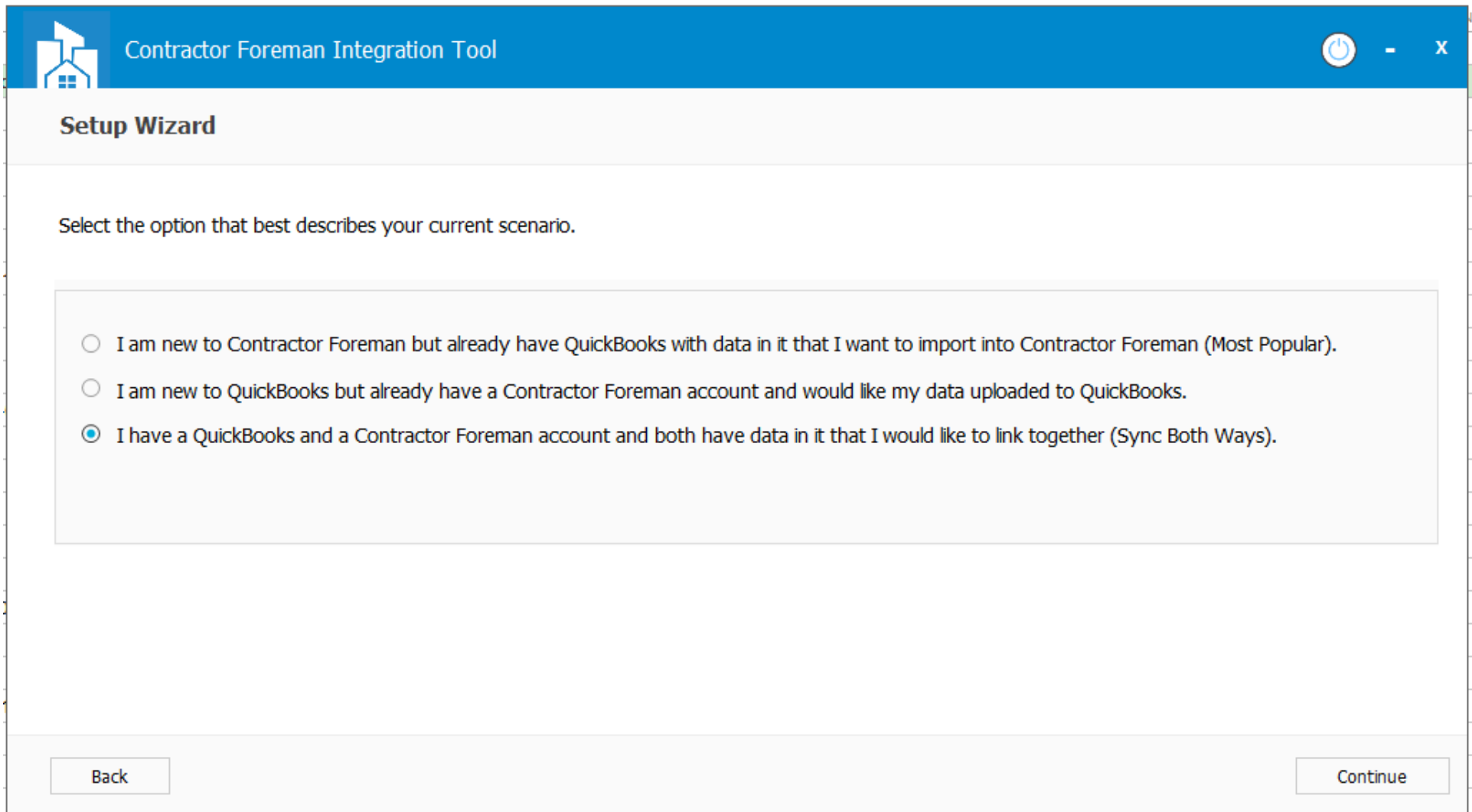
Sync

Version 1.0.119

### 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.



The screenshot shows a window titled "Contractor Foreman Integration Tool" with a blue header bar. Below the header, the title "Setup Wizard" is displayed. The main content area contains the instruction "Select the option that best describes your current scenario." followed by three radio button options. The third option, "I have a QuickBooks and a Contractor Foreman account and both have data in it that I would like to link together (Sync Both Ways).", is selected. At the bottom of the window, there are "Back" and "Continue" buttons.

**Contractor Foreman Integration Tool**

**Setup Wizard**

Select the option that best describes your current scenario.

- ☐ I am new to Contractor Foreman but already have QuickBooks with data in it that I want to import into Contractor Foreman (Most Popular).
- ☐ I am new to QuickBooks but already have a Contractor Foreman account and would like my data uploaded to QuickBooks.
- ☒ I have a QuickBooks and a Contractor Foreman account and both have data in it that I would like to link together (Sync Both Ways).

[Back](#) [Continue](#)

## 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.

### Link Employees

X

#### Step 1) 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
Alex E. Boweman	Alex E. Boweman	UnLink
Amy E. Smith	Amy E. Smith	UnLink
Asking Kumar	Asking Kumar	UnLink
Austin E. Dillon	Austin E. Dillon	UnLink
Bill Johnson	Bill Johnson	UnLink
Billy Glover	Billy Glover	UnLink
Billy Madison	Billy Madison	UnLink
Brandon Jones	Brandon Jones	UnLink
Charles Bandy	Charles Bandy	UnLink
Gina Rockwell	Gina Rockwell	UnLink
Homer Simpson	Homer Simpson	UnLink
James Soloman	James Soloman	UnLink

Save and Continue

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

Step 1) 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
Mike McCaugherty	Mike McCaugherty	UnLink
Natalie Grant	Natalie Grant	UnLink
Nazira SF	Nazira SF	UnLink
Randy Newbaugh	Randy Newbaugh	UnLink
Randy Nolan	Randy Nolan	UnLink
Sheena Gabbard	Sheena Gabbard	UnLink
Steve Gabbard	Steve Gabbard	UnLink
Steve Smith	--Add New Entry--	Save to Link
Tim Taylor	--Add New Entry--	UnLink
Tina E. Jackson	A&B;CD'EF'HI:JK L&M"OP/QR.ST#UV	UnLink
Tommy Jones	A&B;CD'EF'HI:JK L&M"OP/QR.ST#UV	UnLink
Tyler Perkins	Adam Smith	UnLink
	Alex E. Boweman	UnLink
	Amy E. Smith	UnLink
	Asking Kumar	UnLink
	Austin E. Dillon	UnLink
	Bill Johnson	UnLink

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
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




### 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
<div><div>Contractor Foreman Integration Tool</div><div> Employees are synced successfully.</div><div>OK</div></div>		

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

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
5555555555 (Add Test)	5555555555 (Add Test)	UnLink
A New CF Customer (Tomy Jones)	--Add New Entry--	Save to Link
abc (Johnson Kumar)	abc (Johnson Kumar)	UnLink
Adrienne Cullen	Adrienne Cullen	UnLink
Advent Retirement Center (Tina Ball)	Advent Retirement Center (Tina Ball)	UnLink
Allied Maintenance Inc. (Archived)	--Add New Entry--	Save to Link
Amazing Builds (Henry Jones)	Amazing Builds (Henry Jones)	UnLink
American Airlines	American Airlines	UnLink
Andrew-Jacobs Construction	Andrew-Jacobs Construction	UnLink
Arjun Reddy (Arjun Reddy)	Arjun Reddy (Arjun Reddy)	UnLink
Arrisbrook	Arrisbrook	UnLink
Associated Builders Inc.	Associated Builders Inc.	UnLink

Save and Continue

## Link Customers



### 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

#### 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
Spelling Brothers Tile	Spelling Brothers Tile	UnLink
Stika Concrete		UnLink
Sundstone Roofing		UnLink
TA		UnLink
Tax Agency		UnLink
Ted V. Cruz		UnLink
TPT123 (Naga Bushan)		UnLink
v(é), (è), (â, î ô), (ñ), ü ī (V é), (è) V (â, î ô), (	i)	UnLink
Weenggs Technology (Seema Developer)	Weenggs Technology (Seema Developer)	UnLink
Willey Roofing & Thermal Protection	Willey Roofing & Thermal Protection	UnLink
Willey Roofing & Thermal Protection (Willey Roofing & Thermal Pro...	Willey Roofing & Thermal Protection (Willey Roofing & Thermal ...	UnLink
Yudhistar	Yudhistar	UnLink

Save and Continue

Contractor Foreman Integration Tool

 Are you sure all Vendor records have been correctly matched? Failure to do so will result in duplicates (and extra work)

Yes

No

## Link Vendors




### 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
<div><div>Contractor Foreman Integration Tool</div><div> Vendors are synced successfully.</div><div>OK</div></div>		

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.

 **Link Project** X

**Projects** Refresh List

● Unlike Contractor Foreman, QuickBooks restricts Project Names to 41 characters. It may be necessary to link a full-text CF Project to a clipped-text QB Project.

Contractor Foreman	QuickBooks	Link / Unlink
3002	3002	UnLink
700	700	UnLink
7000	7000	UnLink
8249 - Data Center	8249 - Data Center	UnLink
A New CF Project	--Add New Entry--	Save to Link
AA Conv	AA Conv	UnLink
AB-10-007-001	AB-10-007-001	UnLink
AHC - 001	AHC - 001	UnLink
AIA	AIA	UnLink
AJC-001	AJC-001	UnLink
BCM	BCM	UnLink
Billings Exterior	Billings Exterior	UnLink
BRUG	BRUG	UnLink
C2010-013	C2010-013	UnLink

Save and Continue

## Cost Codes

Most sync errors are due to cost codes not being matched correctly. If 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.

Contractor Foreman Integration Tool

### Setup Wizard

#### Import/Export Cost Codes (Products Services)

Review each option below before selecting one below. This action cannot be undone. If you are not ready to make a decision at this point, click Continue to move to the next step and come back to this step later.

Delete Cost Codes in Contractor Foreman and Import from QuickBooks

Upload Cost Codes from Contractor Foreman to QuickBooks

Sync/Merge Cost Codes


Import Cost Codes

Back

Continue

## 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 X

**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).



## 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.

The screenshot shows the 'Contractor Foreman Integration Tool' window. The title bar is blue with a house icon and the text 'Contractor Foreman Integration Tool'. In the top right corner of the title bar are a power icon, a minus sign, and an 'X' icon. Below the title bar, the main content area has a light blue header with the 'CONTRACTOR FOREMAN' logo on the left. The logo consists of a blue house icon followed by the text 'CONTRACTOR' in bold and 'FOREMAN' in a smaller font. To the right of the logo, the word 'Sync' is displayed in a larger font. Further right, the text 'Beta Username: sgqbd21' is shown, with 'Username' in red below it. In the top right corner of the main content area, the word 'Logout' is written in red. On the left side of the main content area, there is a vertical sidebar with a blue header 'Sync' and several menu items: 'Directories', 'Projects', 'Cost Codes', 'Settings', 'Log', 'Minimize', and 'Logout'. The main content area is divided into two sections. The first section is titled 'Sync type' and contains two radio button options. The first option is 'Manual', which is selected, and has a red description: 'Run the sync manually (by clicking sync). Recommend at first until everything is working as planned.' The second option is 'Scheduled', with a red description: 'Allows you to schedule when the automatic sync should take place.' Below these options, there is a text input field for 'Schedule sync at:' containing '12:00:00 AM' and a dropdown menu set to '(Daily)'. Below this is a checked checkbox with the text 'Do not send Unit of Measurement to QB (recommended if frequent U/M errors occur)'. The second section is titled 'Data sync volume' and contains two radio button options. The first option is 'Full Sync', which is selected, and has a red description: 'This is the most common option to sync all data going forward.' Below this is an unchecked checkbox with a red warning: 'Sync all existng items (Invoices, Bills, Estimates, Expenses, PO's, Time Cards). WARNING: This could result in duplicates if you have been adding these data into BOTH systems prior to integration. This would only be used by someone who is new to QB but has been using CF in the past.' The second option is 'Partial Sync', with a red description: 'This is less common and only used when someone wants to sync data for a certain period of time.' Below this are two date input fields, 'From' and 'To', both containing 'Nov-13-2020' and having a calendar icon to their right. At the bottom of the main content area, the text 'Last Synced Time: 11/13/2020 10:52 AM' is shown in green, with 'When the last sync took place' in red below it. In the bottom right corner, there is a blue button labeled 'Sync' with the text 'This starts the sync process' in red below it. In the bottom left corner, the text 'Version 1.0.119' is displayed in red.

Contractor Foreman Integration Tool

Beta Username: sgqbd21  
Username

Logout

Sync

Sync type

- ☒ Manual Run the sync manually (by clicking sync). Recommend at first until everything is working as planned.
- ☐ Scheduled Allows you to schedule when the automatic sync should take place.

Schedule sync at: 12:00:00 AM (Daily)

☒ Do not send Unit of Measurement to QB (recommended if frequent U/M errors occur).

Data sync volume

- ☒ Full Sync This is the most common option to sync all data going forward.
- ☐ Sync all existng items (Invoices, Bills, Estimates, Expenses, PO's, Time Cards). WARNING: This could result in duplicates if you have been adding these data into BOTH systems prior to integration. This would only be used by someone who is new to QB but has been using CF in the past.
- ☐ Partial Sync This is less common and only used when someone wants to sync data for a certain period of time.

From Nov-13-2020

To Nov-13-2020

Last Synced Time: 11/13/2020 10:52 AM  
When the last sync took place

Sync


This starts the sync process


Version  
Version 1.0.119

## 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).

 Contractor Foreman Integration Tool



Select Directory ☒ Employee ☐ Customer ☐ Vendor

Reset Link

Sync Employees


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
Adam Smith	Adam Smith	UnLink
Alex E. Boweman	Alex E. Boweman	UnLink
Amy E. Smith	Amy E. Smith	UnLink
Asking Kumar	Asking Kumar	UnLink
Austin E. Dillon	Austin E. Dillon	UnLink
Bill Johnson	Bill Johnson	UnLink
Billy Glover	Billy Glover	UnLink
Billy Madison	Billy Madison	UnLink
Brandon Jones	Brandon Jones	UnLink
Charles Bandy	Charles Bandy	UnLink
Gina Rockwell	Gina Rockwell	UnLink
Homer Simpson	Homer Simpson	UnLink
James Soloman	James Soloman	UnLink
Johnny Bravo	Johnny Bravo	UnLink
Leroy Jackson	Leroy Jackson	UnLink


Version 1.0.119

Here's an example where we have a contact in CF that doesn't exist 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.



Contractor Foreman Integration Tool



Select Directory

☒ Employee
 ☐ Customer
 ☐ Vendor

Reset Link

Sync Employees

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
Mark Richards	Mark E Richards	UnLink
Michael E. Angeloo	Michael E. Angeloo	UnLink
Mike McCaugherty	Mike McCaugherty	UnLink
Natalie Grant	Natalie Grant	UnLink
Nazira SF	Nazira SF	UnLink
QW QT	--Add New Entry--	Save to Link
Randy Newbaugh	--Add New Entry--	UnLink
Randy Nolan	A&B;CD'EF'HI:JK L&M"OP/QR.ST#UV	UnLink
Sheena Gabbard	A&B;CD'EF'HI:JK L&M"OP/QR.ST#UV	UnLink
Steve Gabbard	Adam Smith	UnLink
Steve Smith	Alex E. Boweman	UnLink
Tim Taylor	Amy E. Smith	UnLink
Tina E. Jackson	Asking Kumar	UnLink
Tommy Jones	Austin E. Dillon	UnLink
Tyler Perkins	Bill Johnson	UnLink
	Billy Glover	UnLink
	Billy Madison	UnLink
	Brandon Jones	UnLink
	Charles Bandy	UnLink
	Gina Rockwell	UnLink
	Homer Simpson	
	James Soloman	
	Johnny Bravo	
	Leroy Jackson	

Sync

Directories

Projects

Cost Codes

Settings

Log

Minimize


Logout


Version 1.0.119

## 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.

 Contractor Foreman Integration Tool

**Projects**

Sync ProjectsRefresh List

- Unlike Contractor Foreman, QuickBooks restricts Project Names to 41 characters. It may be necessary to link a full-text CF Project to a clipped-text QB Project.

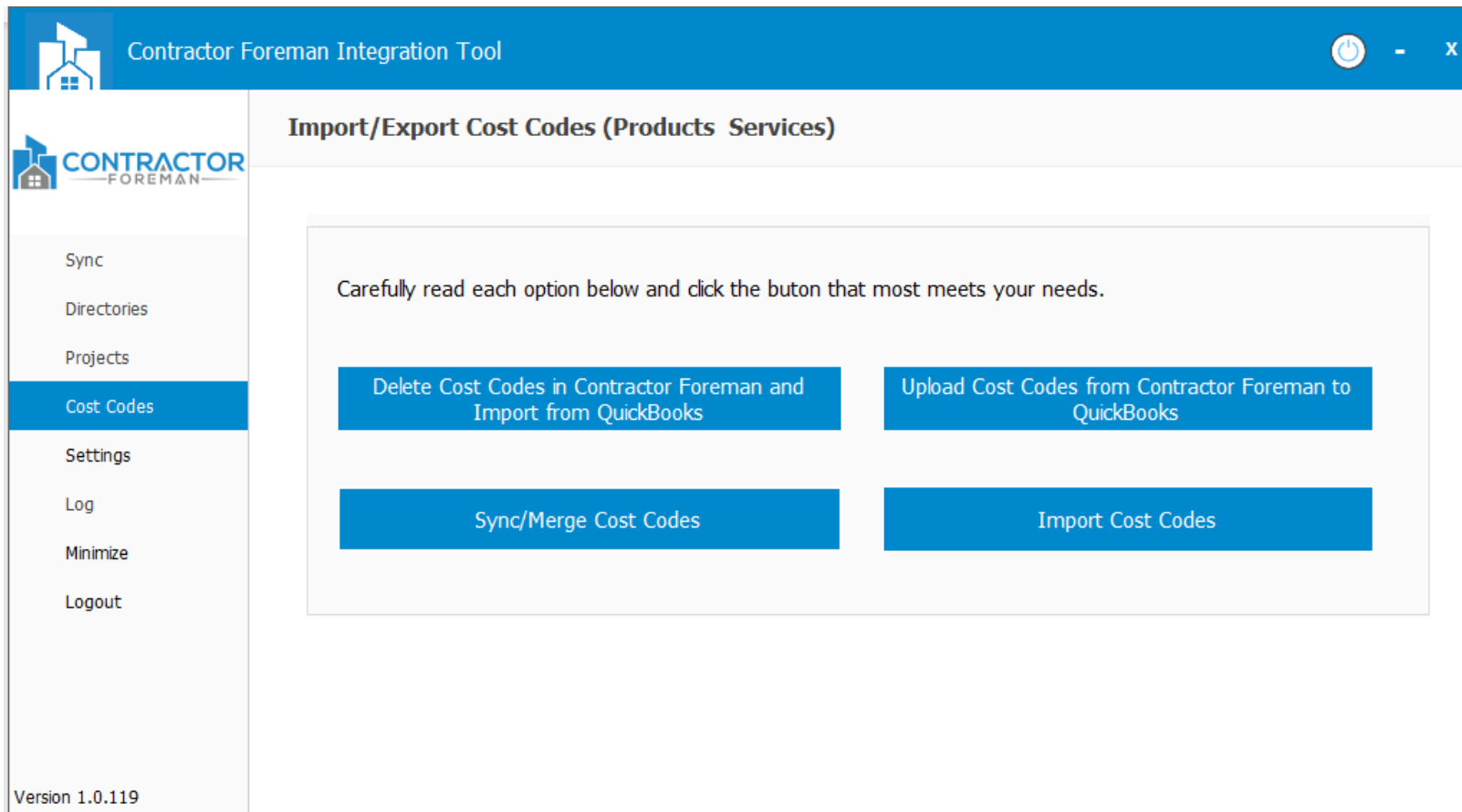
Contractor Foreman	QuickBooks	Link / Unlink
039-2015-001	039-2015-001	UnLink
101	101	UnLink
10-290	10-290	UnLink
1064	1064	UnLink
13362	13362	UnLink
14-00001	14-00001	UnLink
14-005	14-005	UnLink
14-082	14-082	UnLink
14-0996	14-0996	UnLink
14-100-001	14-100-001	UnLink
14-999	14-999	UnLink
15.0000.01-001	15.0000.01-001	UnLink
15005	15005	UnLink
15-025-001	15-025-001	UnLink
1503-001	1503-001	UnLink

Version 1.0.119

## 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).

 Link Cost Codes X

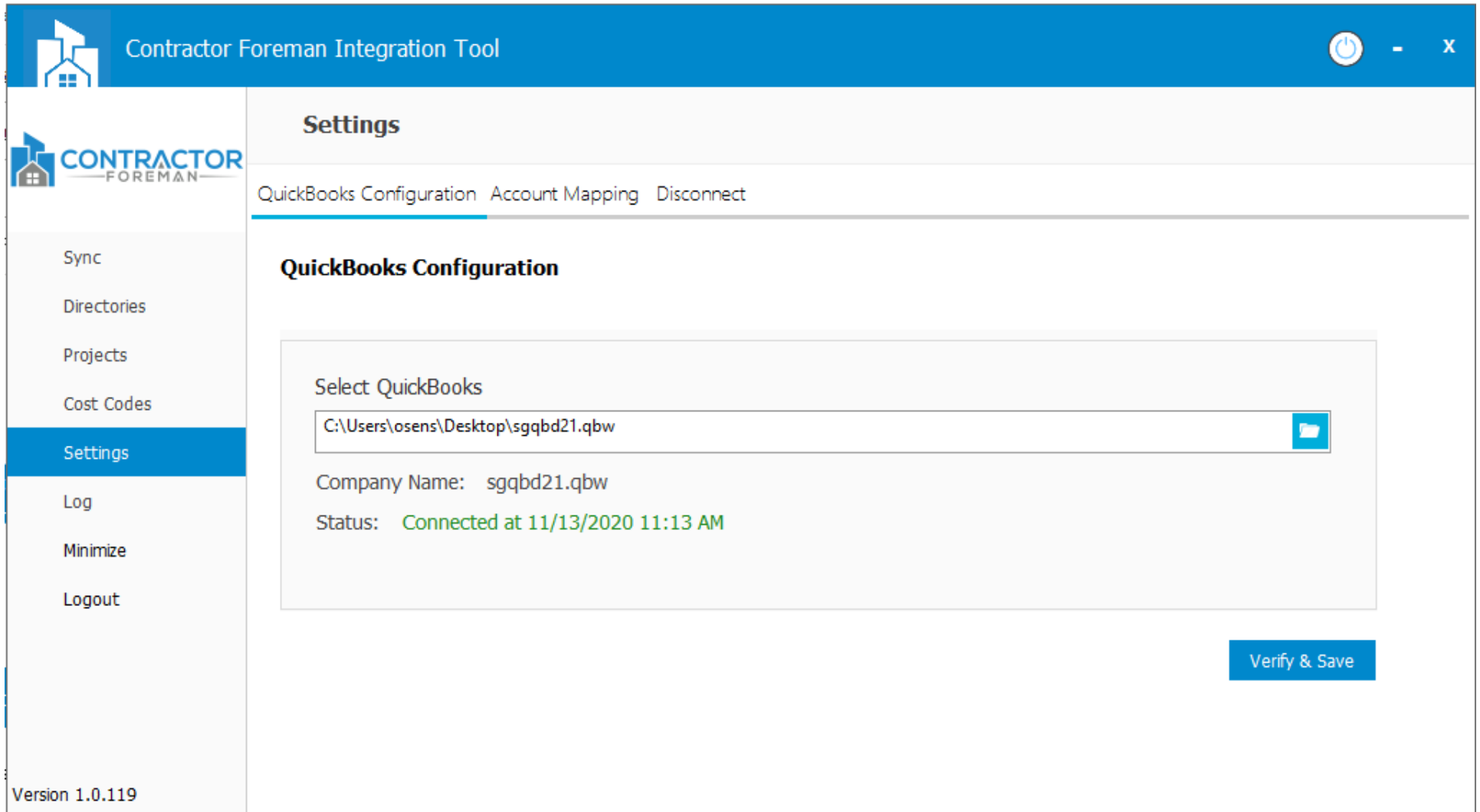
**Cost Codes** Reset Link Sync Cost Code Refresh List

● 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

## 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.



The screenshot shows the 'Contractor Foreman Integration Tool' window. The title bar is blue with a house icon and the text 'Contractor Foreman Integration Tool'. The main content area is white and titled 'Settings'. Below the title, there are three tabs: 'QuickBooks Configuration' (selected), 'Account Mapping', and 'Disconnect'. The 'QuickBooks Configuration' tab contains a section titled 'QuickBooks Configuration' with a text input field labeled 'Select QuickBooks' containing the path 'C:\Users\osens\Desktop\sgqbd21.qbw'. Below this, it shows 'Company Name: sgqbd21.qbw' and 'Status: Connected at 11/13/2020 11:13 AM'. A blue 'Verify & Save' button is at the bottom right. On the left, a sidebar contains the 'CONTRACTOR FOREMAN' logo and a list of menu items: 'Sync', 'Directories', 'Projects', 'Cost Codes', 'Settings' (highlighted), 'Log', 'Minimize', and 'Logout'. The version 'Version 1.0.119' is at the bottom left.

Contractor Foreman Integration Tool

**Settings**

QuickBooks Configuration Account Mapping Disconnect

**QuickBooks Configuration**

Select QuickBooks

C:\Users\osens\Desktop\sgqbd21.qbw

Company Name: sgqbd21.qbw

Status: Connected at 11/13/2020 11:13 AM

Verify & Save

Version 1.0.119

## 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.

The screenshot shows the 'Contractor Foreman Integration Tool' window. The title bar is blue with a house icon and window controls. The main content area has a light gray header with the 'Settings' title and navigation links: 'QuickBooks Configuration', 'Account Mapping' (which is underlined), and 'Disconnect'. Below the header, the 'Account Mapping' section is active. On the right side of this section is a green 'Refresh QuickBooks' button. The main area contains four account mapping boxes, each with a title, a dropdown menu, and a help icon (a blue circle with a white question mark). The boxes are: 'Products and Services Default Account' (dropdown: 'Construction Income'), 'Invoices (Payment Deposits Account)' (dropdown: 'Accounts Receivable'), 'Bills (Payment Bank/Credit Account)' (dropdown: 'Checking PNC'), and 'Expenses (Account)' (dropdown: 'Uncategorized Expenses'). To the right of these boxes is a section titled 'Do I have Sales Tax Agency setup?' with two radio buttons: 'Yes' (selected) and 'No'. Below this is a 'Sales Tax Item Agency' dropdown menu with 'Tax Agency' selected. At the bottom right of the main area is a blue 'Verify & Save' button. On the left side of the window is a sidebar with the 'CONTRACTOR FOREMAN' logo and a list of menu items: 'Sync', 'Directories', 'Projects', 'Cost Codes', 'Settings' (highlighted in blue), 'Log', 'Minimize', and 'Logout'. At the bottom left of the sidebar, it says 'Version 1.0.119'.

Contractor Foreman Integration Tool

Settings

QuickBooks Configuration Account Mapping Disconnect

Account Mapping Refresh QuickBooks

Products and Services Default Account ?  
Construction Income

Invoices (Payment Deposits Account) ?  
Accounts Receivable

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

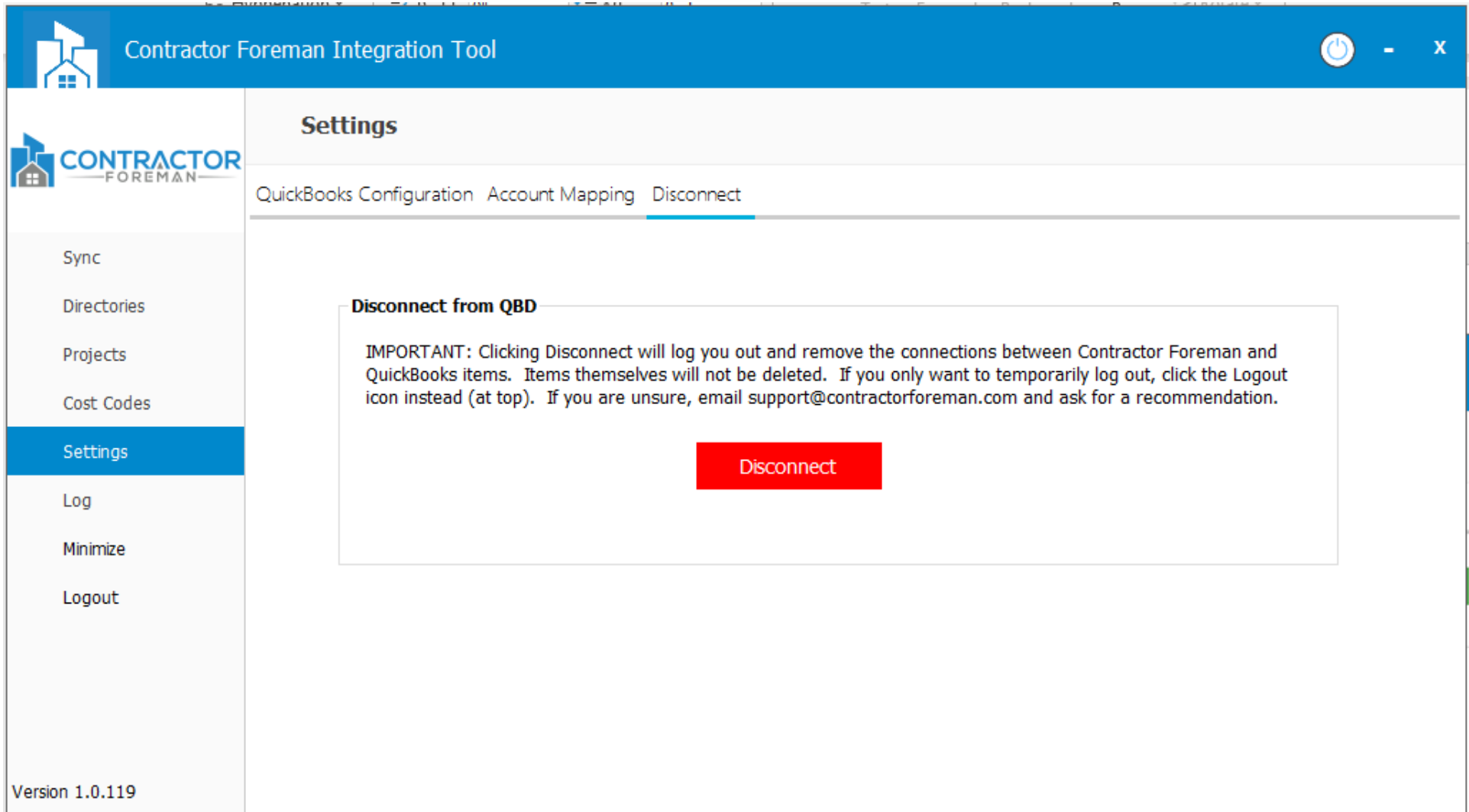
Verify & Save

Version 1.0.119



## 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](mailto: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.





The screenshot displays the Contractor Foreman Integration Tool interface. The title bar is blue with the Contractor Foreman logo and the text "Contractor Foreman Integration Tool". Below the title bar is a sidebar with a menu containing: Sync, Directories, Projects, Cost Codes, Settings, Log (highlighted in blue), Minimize, and Logout. The main area is titled "View Log" and contains two tabs: "Application Log" (selected) and "Error Log". To the right of the tabs are two buttons: "Log Folder" and "Clear Log". The "Application Log" tab displays a list of log entries, each starting with a timestamp and a description of the transaction. The entries are as follows:

- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Office Supplies
- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Payroll Expenses
- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Professional Fees
- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Rent Expense
- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Repairs and Maintenance
- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Telephone Expense
- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Utilities
- 11/13/2020 02:40 PM: QB to CF: Expense account created successfully. Account name: Uncategorized Expenses
- 11/13/2020 02:40 PM: QB to CF: OtherExpense account created successfully. Account name: Ask My Accountant
- 11/13/2020 02:40 PM: CF to QB: Employee created successfully: QW QT
- 11/13/2020 02:41 PM: Manual process completed at - 11/13/2020 02:41 PM
- 11/13/2020 03:46 PM: Sync started at - 11/13/2020 3:46:49 PM
- 11/13/2020 03:47 PM: Manual process completed at - 11/13/2020 03:47 PM

At the bottom left of the sidebar, the version number "Version 1.0.119" is displayed.

## 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
 sqqbd17 (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.

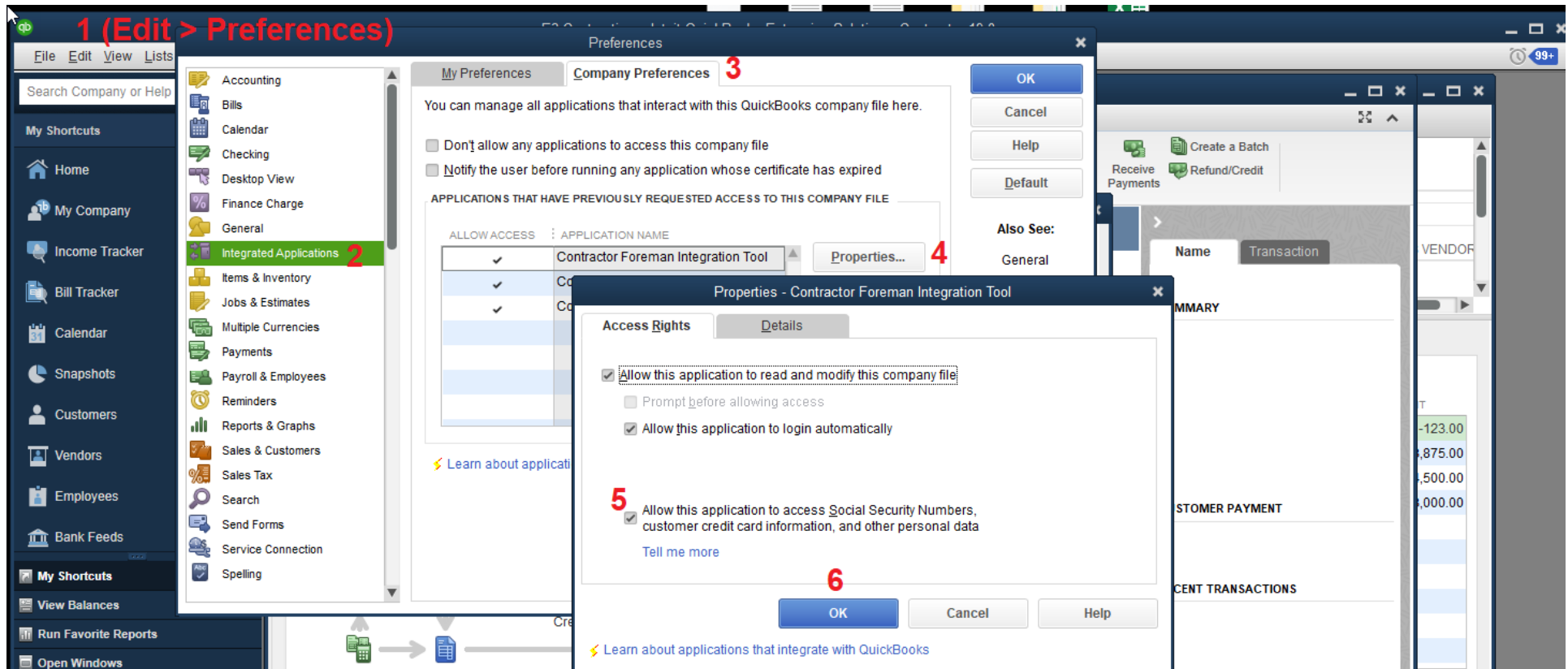
[support@contractorforeman.com](mailto:support@contractorforeman.com)

## 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..

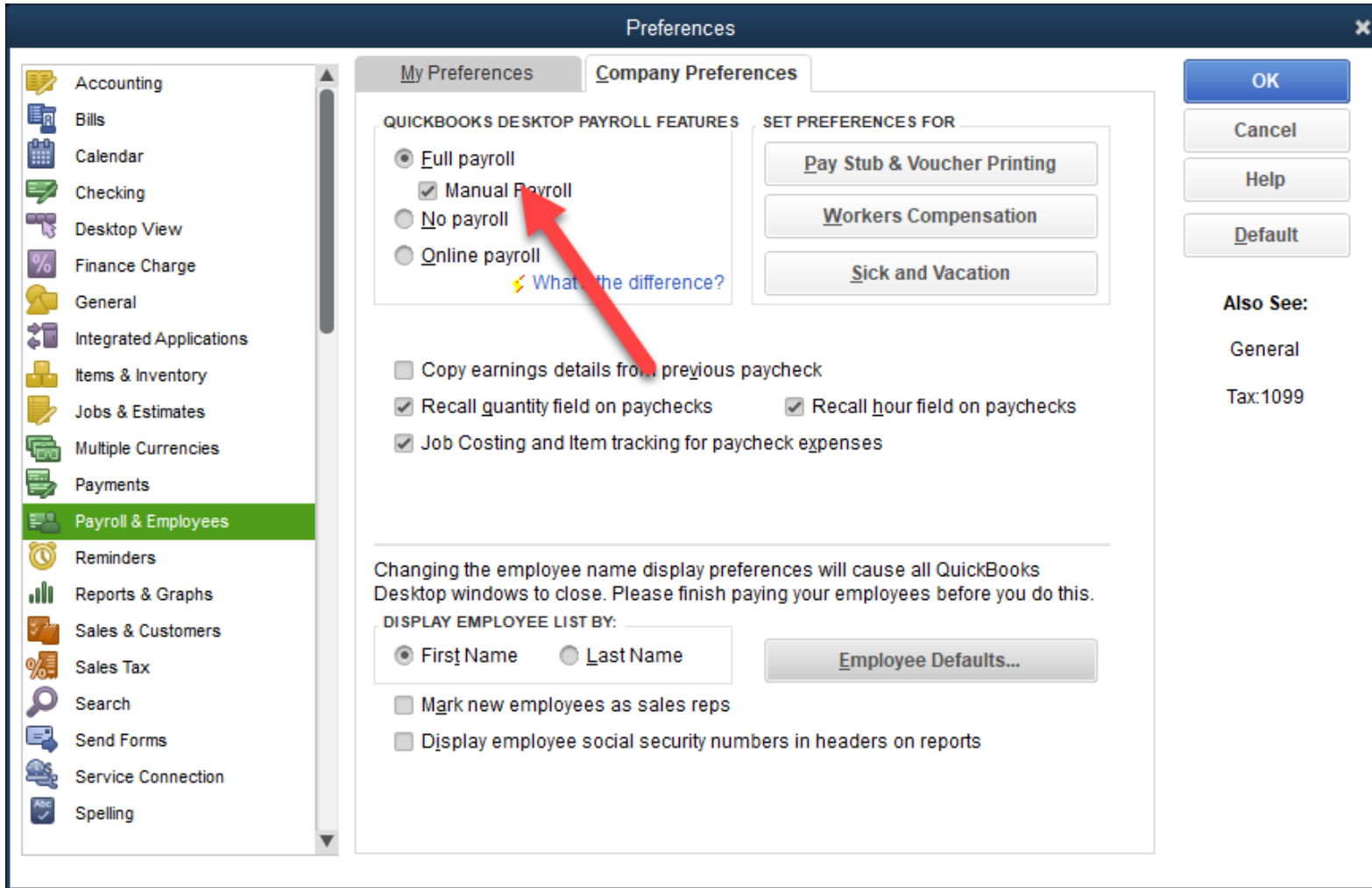


## Some of my items are not syncing.

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.

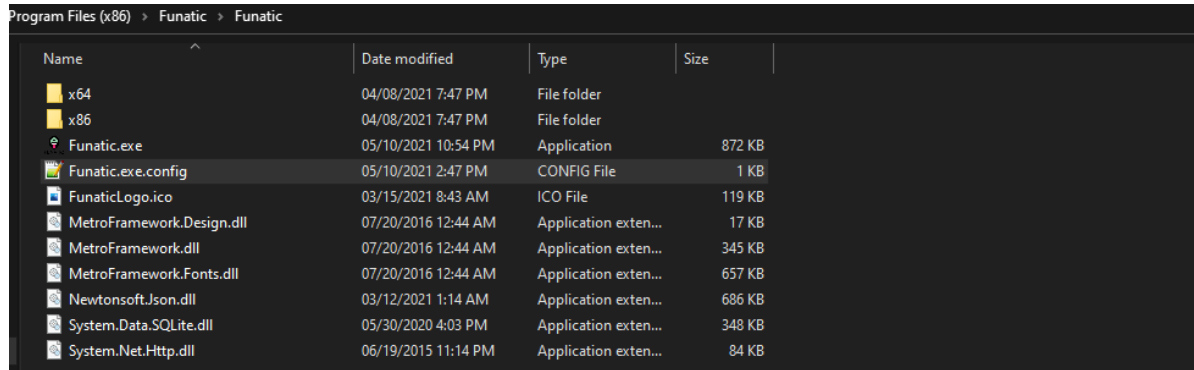
Please go to the following location and enable the full payroll. Edit >> Preferences >> Payroll & Employees >> Company Preferences



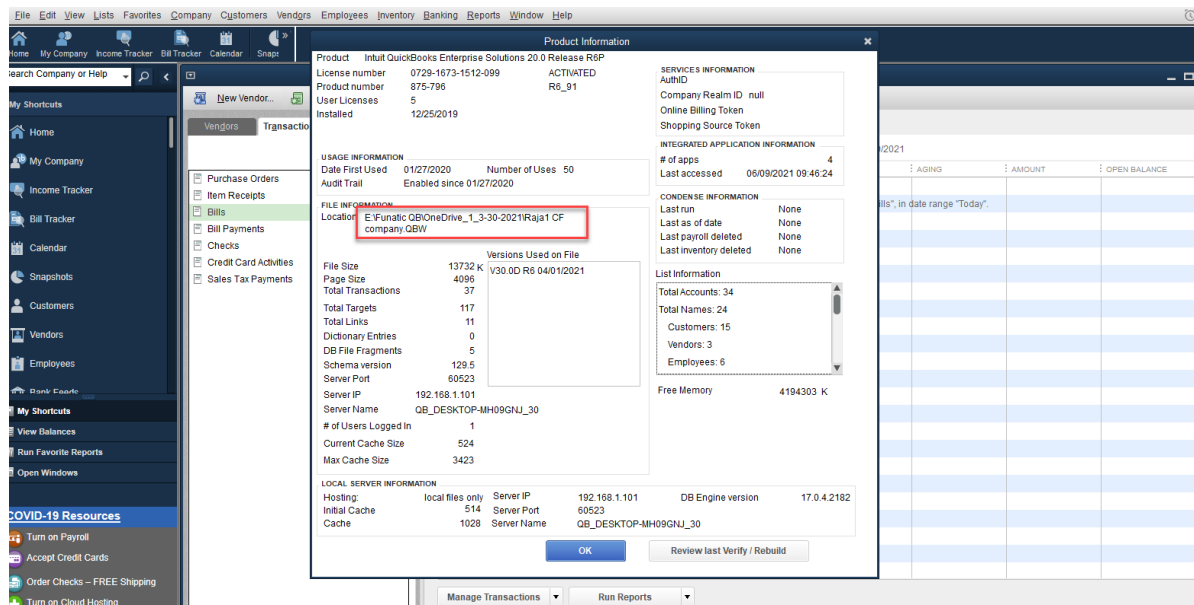
The screenshot shows the 'Preferences' window with the 'Company Preferences' tab selected. The left sidebar has 'Payroll & Employees' highlighted. The main area is divided into two sections: 'QUICKBOOKS DESKTOP PAYROLL FEATURES' and 'SET PREFERENCES FOR'. In the first section, 'Full payroll' is selected with a radio button, and 'Manual Payroll' is checked with a checkbox. A red arrow points to the 'Manual Payroll' checkbox. Below this, there are checkboxes for 'Copy earnings details from previous paycheck' (unchecked), 'Recall quantity field on paychecks' (checked), 'Recall hour field on paychecks' (checked), and 'Job Costing and Item tracking for paycheck expenses' (checked). The second section, 'SET PREFERENCES FOR', contains buttons for 'Pay Stub & Voucher Printing', 'Workers Compensation', and 'Sick and Vacation'. On the right side of the window, there are buttons for 'OK', 'Cancel', 'Help', and 'Default', along with an 'Also See:' section listing 'General' and 'Tax:1099'. A warning message at the bottom states: 'Changing the employee name display preferences will cause all QuickBooks Desktop windows to close. Please finish paying your employees before you do this.' Below the warning, there is a 'DISPLAY EMPLOYEE LIST BY:' section with radio buttons for 'First Name' (selected) and 'Last Name', and an 'Employee Defaults...' button. At the bottom, there are checkboxes for 'Mark new employees as sales reps' (unchecked) and 'Display employee social security numbers in headers on reports' (unchecked).

## 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**.



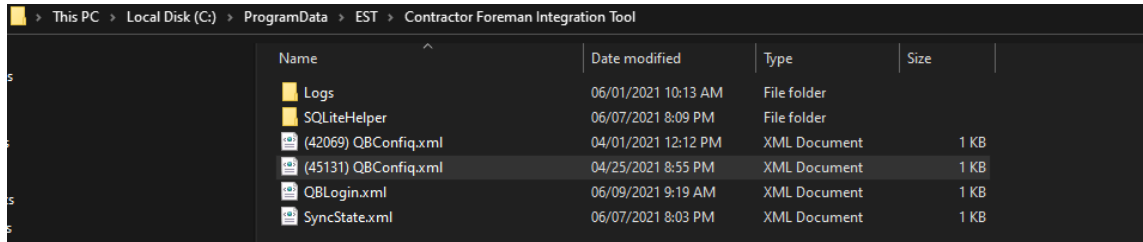
- Copy the EST folder from the old system and move it to the new System (2) with the same location (**C:\ProgramData**).
- Open the QB file in your System (2). Then press F2. Now you can see the QB details. Please copy the file path.





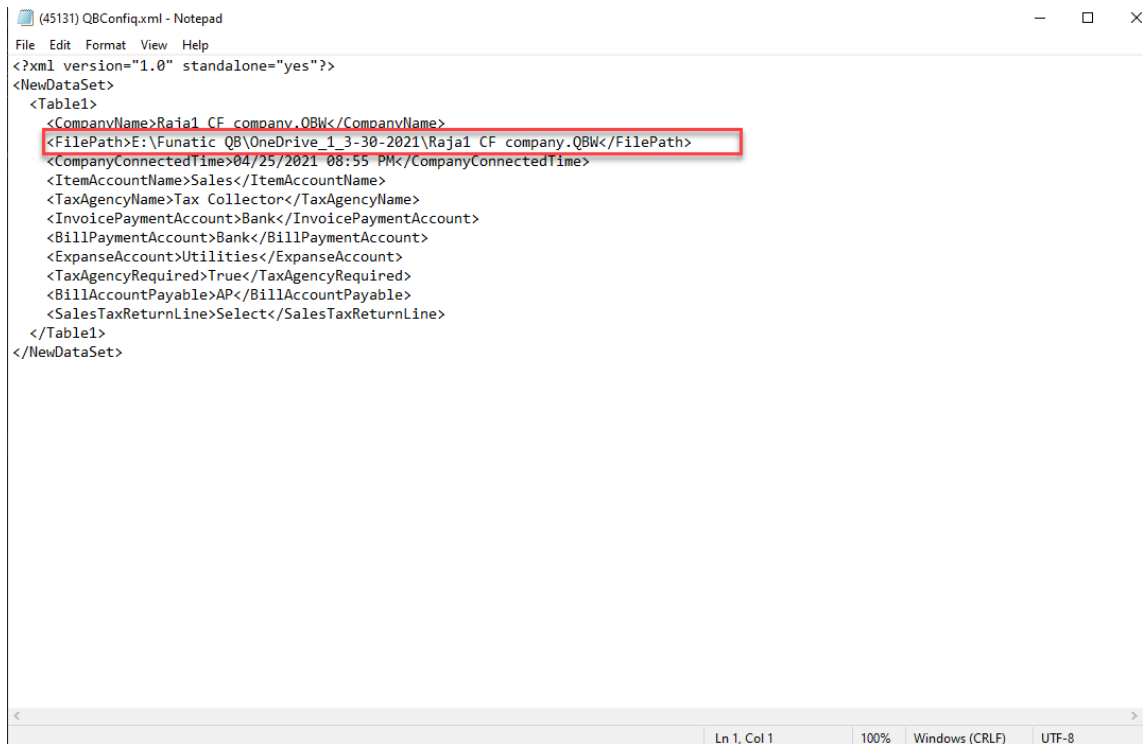
→ Once you copy the file path, go the following location on your new System.

### C:\ProgramData\EST\Contractor Foreman Integration Tool



Name	Date modified	Type	Size
Logs	06/01/2021 10:13 AM	File folder	
SQLiteHelper	06/07/2021 8:09 PM	File folder	
(42069) QBConfiq.xml	04/01/2021 12:12 PM	XML Document	1 KB
(45131) QBConfiq.xml	04/25/2021 8:55 PM	XML Document	1 KB
QBLogin.xml	06/09/2021 9:19 AM	XML Document	1 KB
SyncState.xml	06/07/2021 8:03 PM	XML Document	1 KB

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



```
<?xml version="1.0" standalone="yes"?>
<NewDataSet>
  <Table1>
    <CompanyName>Raja1 CF company.QBW</CompanyName>
    <FilePath>E:\Funatic QB\OneDrive_1_3-30-2021\Raja1 CF company.QBW</FilePath>
    <CompanyConnectedTime>04/25/2021 08:55 PM</CompanyConnectedTime>
    <ItemAccountName>Sales</ItemAccountName>
    <TaxAgencyName>Tax Collector</TaxAgencyName>
    <InvoicePaymentAccount>Bank</InvoicePaymentAccount>
    <BillPaymentAccount>Bank</BillPaymentAccount>
    <ExpenseAccount>Utilities</ExpenseAccount>
    <TaxAgencyRequired>True</TaxAgencyRequired>
    <BillAccountPayable>AP</BillAccountPayable>
    <SalesTaxReturnLine>Select</SalesTaxReturnLine>
  </Table1>
</NewDataSet>
```

→ 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>