Step-by-Step Integration Guide

CONTRACTOR FOREMAN & intuit QuickBooks Online

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.

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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 here: https://contractorforeman.com/knowledge-base/how-do-i-integrate-with-quickbooks/ If additional support is needed, a discounted rate is available for all customers directly through the partner.

If support is needed, email support@contractorforeman.com and please provide details and screenshots.

Step 1: Prepping Your Data

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.

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.

Projects

All projects added to Contractor Foreman get saved in QuickBooks as a Sub-Customer. Although QuickBooks does have a Projects section, we as developers are unable to sync data into this section. This is true for us as well as other providers.

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.

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 Category in QuickBooks. All Child items (QB:Services) must be under a Parent item (QB:Category). Codes that are not setup properly will not transfer correctly and will greatly increase the integration time and data cleanup. 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. Here we have the Parent (Concrete) and four child items below it. (The link icon represents the code is correctly synced with QB.) 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.

** 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.

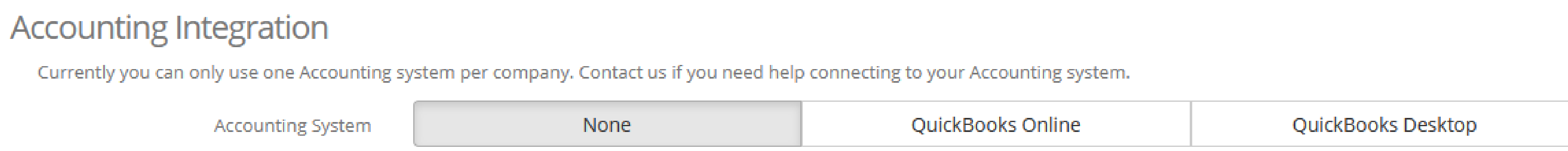
Overview | All Sales | Invoices | Customers | Deposits | **Products and Services**

NAME	SKU ▲	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
Concrete	03000	Service			0	✓			Edit ▾
Slabs *Sub-item of Concrete*	03410	Service			0	✓			Edit ▾
Gunite *Sub-item of Concrete*	03420	Service			0	✓			Edit ▾

Cost Code #		Cost Code Name	Status	Action
03000		Concrete	Active	
1	03410	Slabs	Active	☑ Available in Time Cards?
2	03420	Gunite	Active	☑ Available in Time Cards?

Step 2: Connecting to QuickBooks

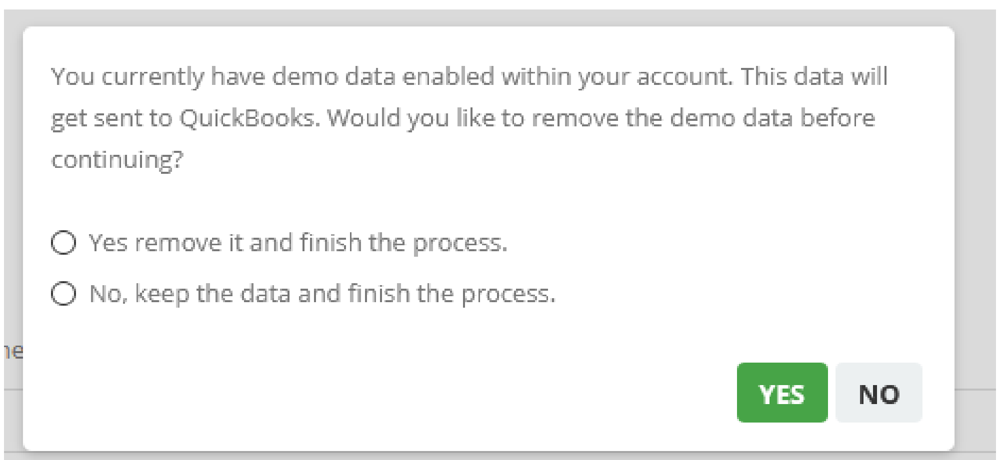
Once the data in QuickBooks is prepped for syncing, the next step is to connect to your QuickBooks account. To do this, go to Contractor Foreman > Menu > Settings > Integration > QuickBooks Online.



There you will see something that looks similar to the image above. Take the time to thoroughly read through the integration guide (if you haven't done so already).

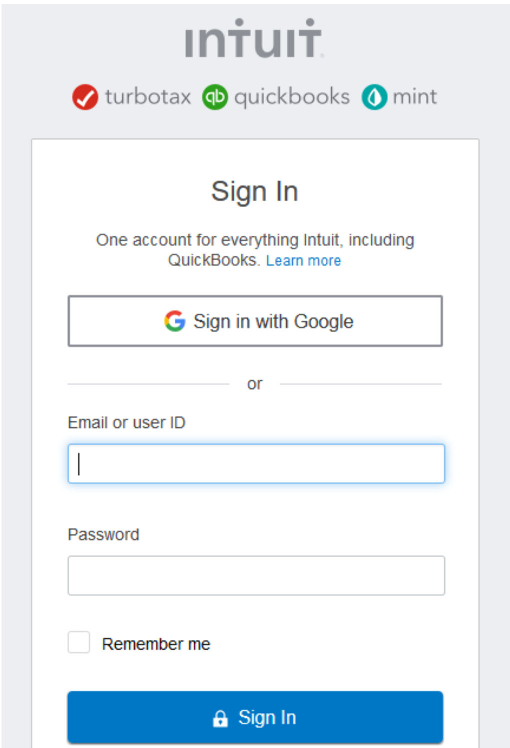
Once ready, click on QuickBooks Online.

If you have Demo data still enabled in your account, you will be prompted asking if you would like to remove it. We highly recommend that you do so otherwise the demo data will be sent to QB.



It's possible that the QB popup will be blocked by your browser. If so, allow popups for this page.

Once the popup is enabled, you'll then be asked to log into your QuickBooks account. This information is shared with QuickBooks online and is not visible to Contractor Foreman.



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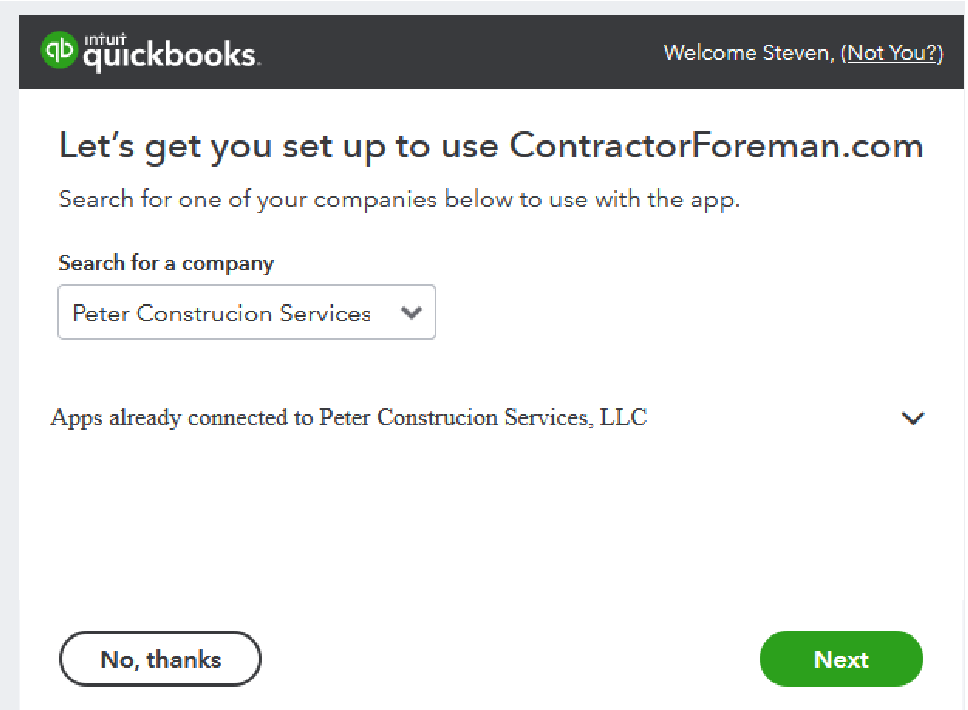
After signing in, QuickBooks will show you the company file associated with your QB account. If you have multiple company files, you'll need to select the account to connect to. Then click Next.

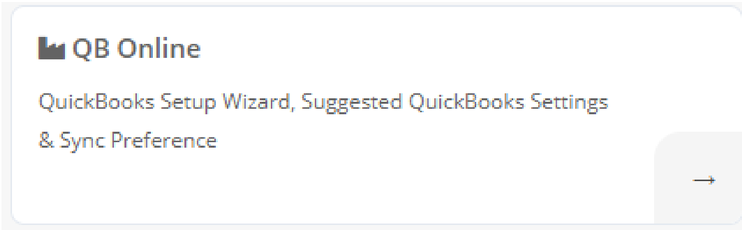


After clicking Next, the page will refresh and close the QB window and you will now be ready to begin the step-by-step wizard.

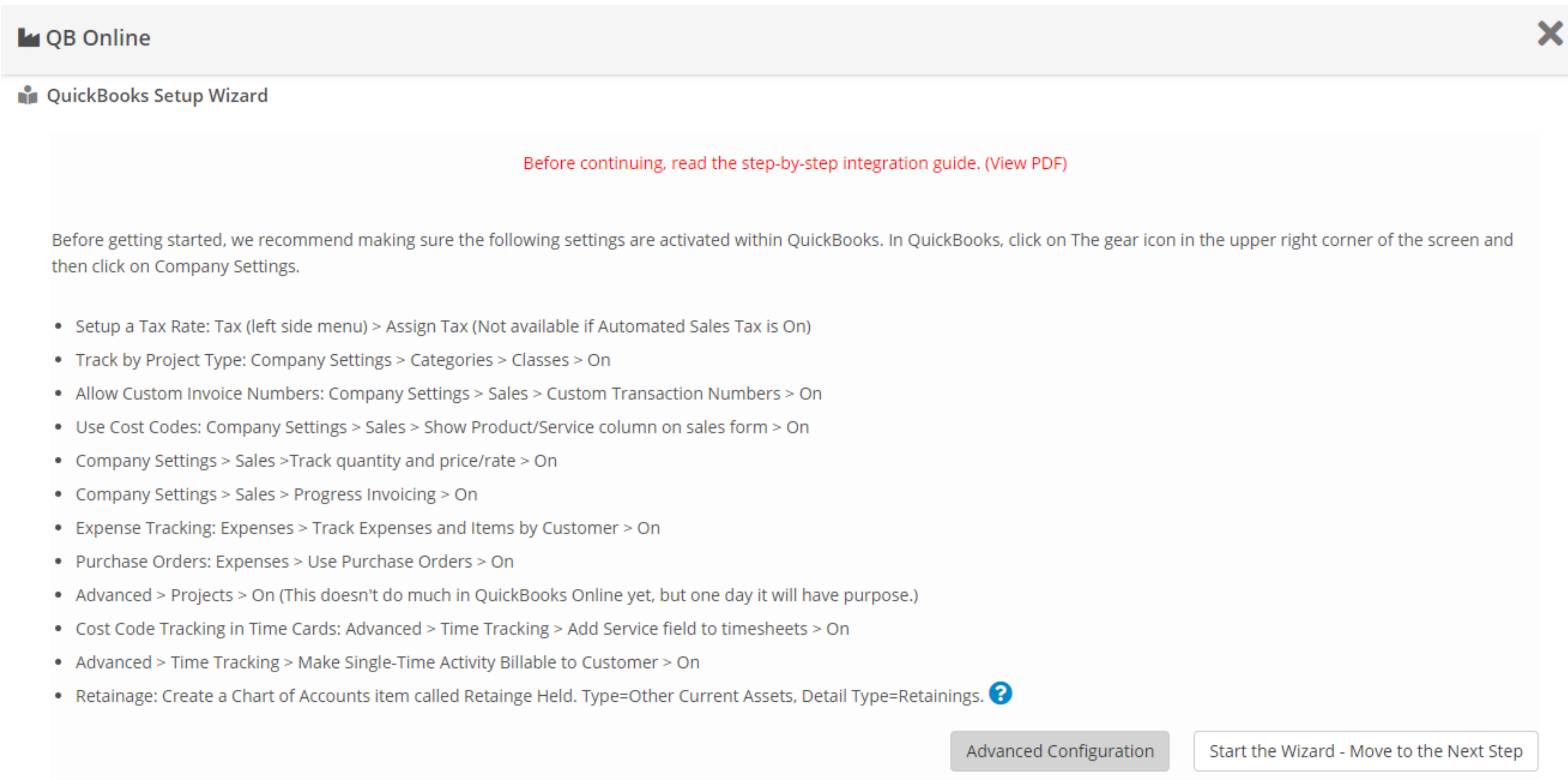
**Even though you are connected to QB at this point, you need to finish the integration to get the data to sync.

Step 3: Beginning the Setup Wizard

After the popup in the previous screen closes, you'll then be taking to the newly created QB Online page within Settings.



This page is only available once you have connected to QuickBooks Online. It's where all of your QB sync settings are stored.



Revising QuickBooks Settings

Prior to continuing, read each point on the list and make any changes to your QB settings that may be necessary. If you have been using QB for some time then most likely the necessary settings have already been enabled. This is something that can be done later.

- Setup a Tax Rate: Tax (left side menu) > Assign Tax (Not available if Automated Sales Tax is On)
- Track by Project Type: Company Settings > Categories > Classes > On
- Allow Custom Invoice Numbers: Company Settings > Sales > Custom Transaction Numbers > On
- Use Cost Codes: Company Settings > Sales > Show Product/Service column on sales form > On
- Company Settings > Sales >Track quantity and price/rate > On
- Company Settings > Sales > Progress Invoicing > On
- Expense Tracking: Expenses > Track Expenses and Items by Customer > On
- Purchase Orders: Expenses > Use Purchase Orders > On
- Advanced > Projects > On (This doesn't do much in QuickBooks Online yet, but one day it will have purpose.)
- Cost Code Tracking in Time Cards: Advanced > Time Tracking > Add Service field to timesheets > On
- Advanced > Time Tracking > Make Single-Time Activity Billable to Customer > On
- Retainage: Create a Chart of Accounts item called Retainge Held. Type=Other Current Assets, Detail Type=Retainings.

Once finished, click on the ‘Start the Wizard’ button.

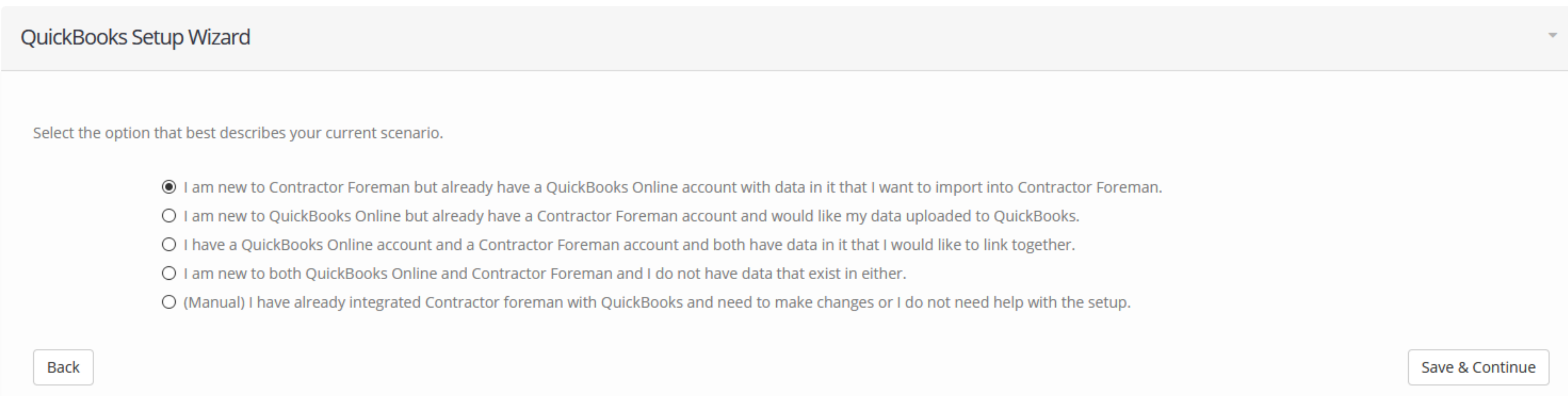
Please note – Contractor Foreman can only support 1 and 2 tier customers as shown below.

CUSTOMER / PROJECT ▲ / COMPANY		PHONE
Bill Kittley Kittley & Associates	Customer	555-412-3652
Kittley Deck Add on {Demo} (6-15-17)	Sub-Customer (aka Project)	(555) 412-3652

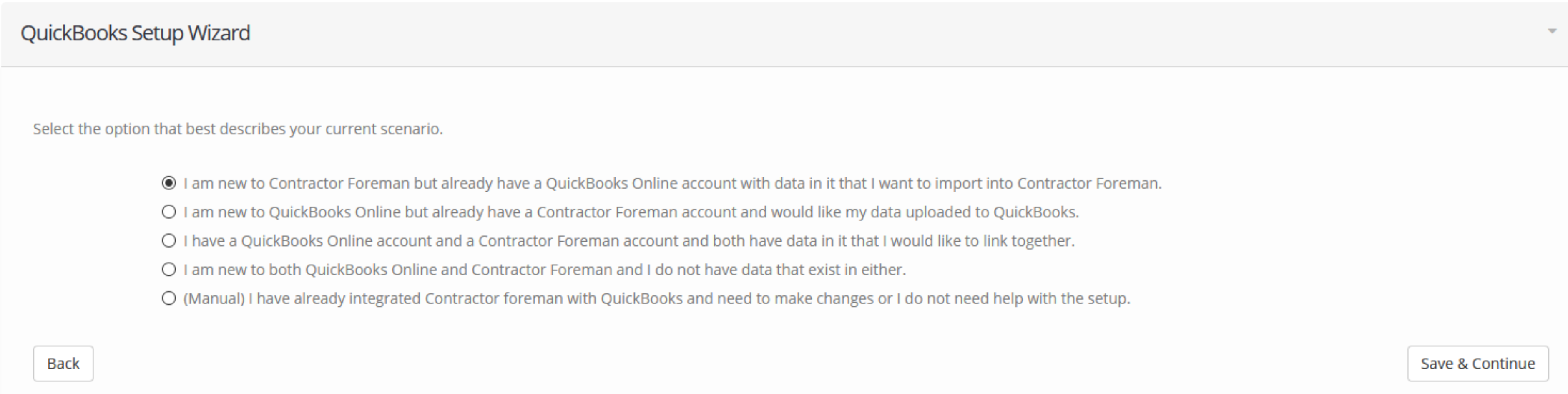
Select an Option

You will now be required to select one of the three options. Read each option carefully before continuing. Most people will select the Option 1. 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.

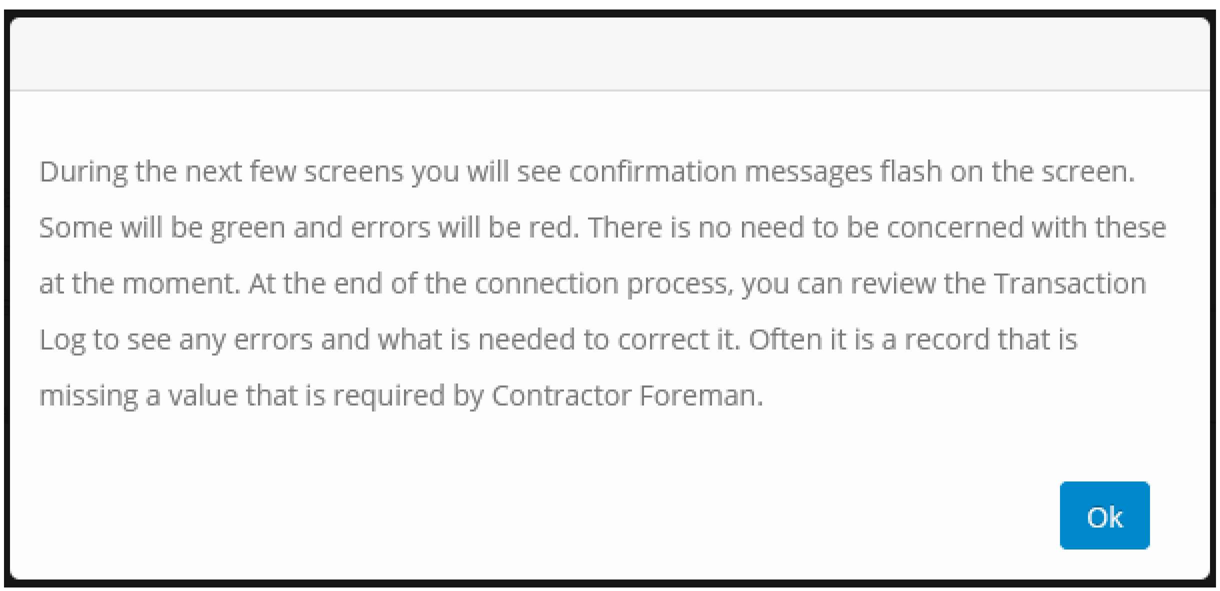
- Option 1 – Continue to Page 11
- Option 2 – Continue to Page 13
- Option 3 – Continue to Page 15
- Option 4 – Continue to Page 25
- Option 5 – Bypasses the wizard and is only recommended for those who have already been through the setup.



Option 1 (Most Popular for New Customers)



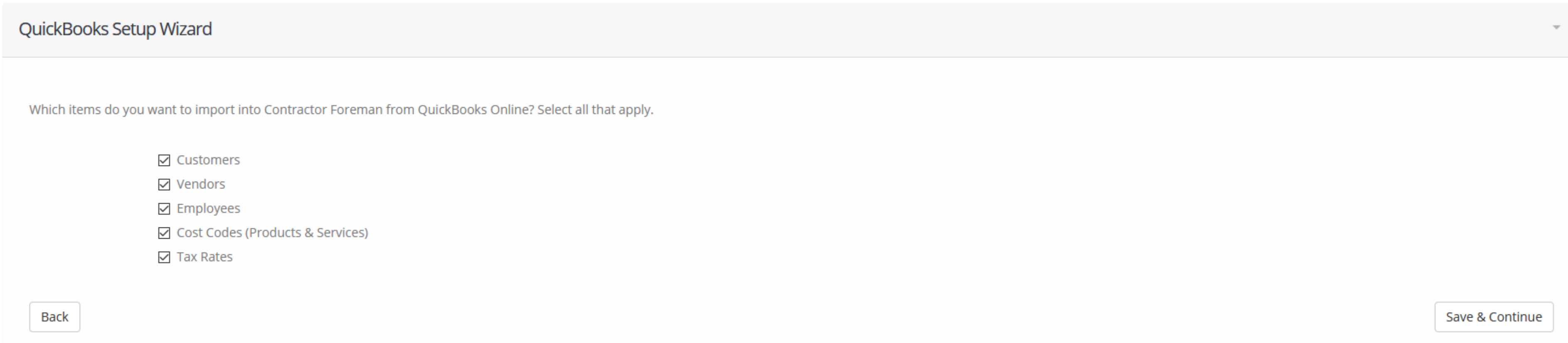
After you click Save & Continue, you'll see a popup alerting you that it is OK to ignore the Success and Error messages you'll see. If there are any problems during the sync then those items will be listed in the Transaction Log.



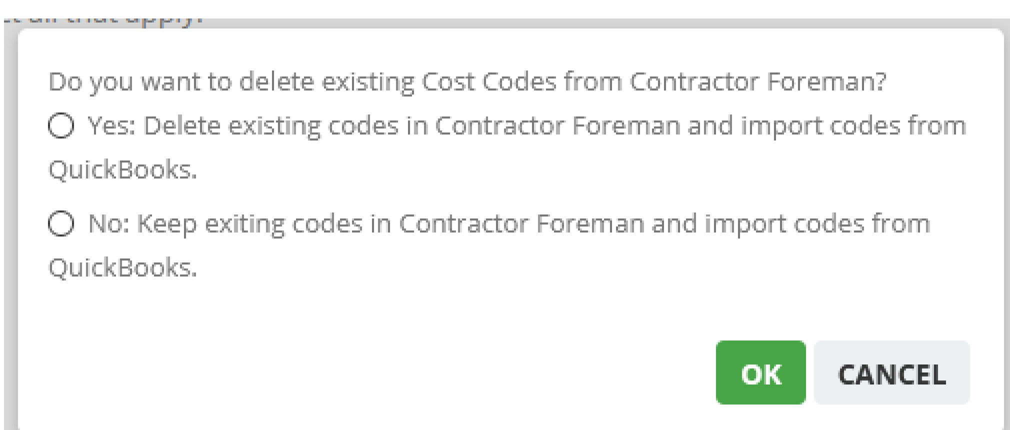
Select What to Import

Since you selected the option “New to CF”, the connector will first try to import your contacts and cost codes and tax rates into Contractor Foreman from QuickBooks.

In most cases you will select to import all of the following items from QuickBooks into Contractor Foreman. Click Save & Continue.



If you select to import your Cost Codes from QB to CF, you will be asked if you want to delete the existing codes that are in Contractor Foreman. If you have not used the codes in CF extensively, it is recommended to click Yes. Clicking No will require you to later match the CF codes to the QB codes manually.



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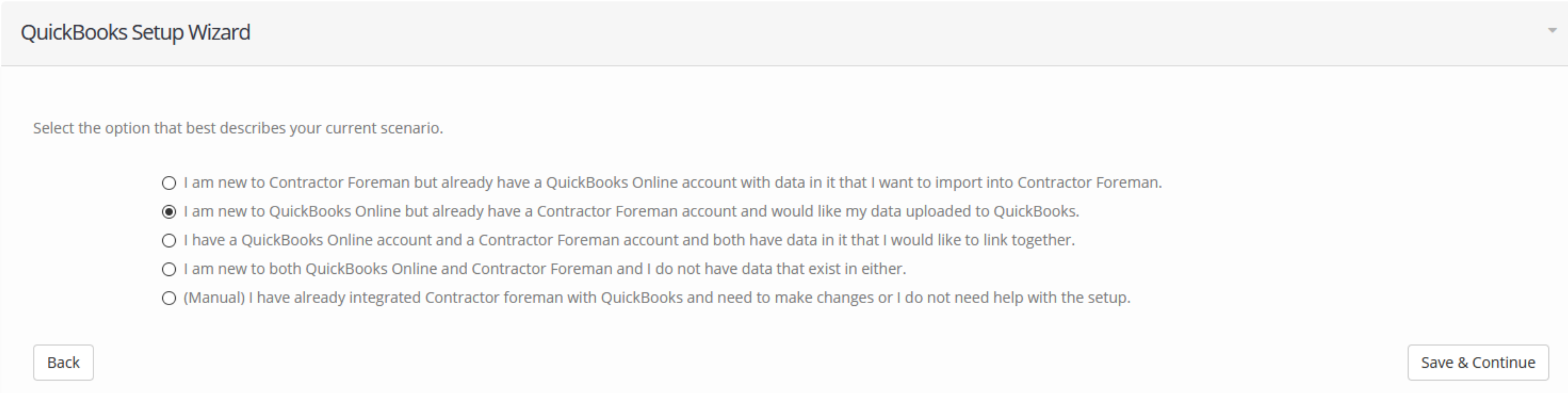
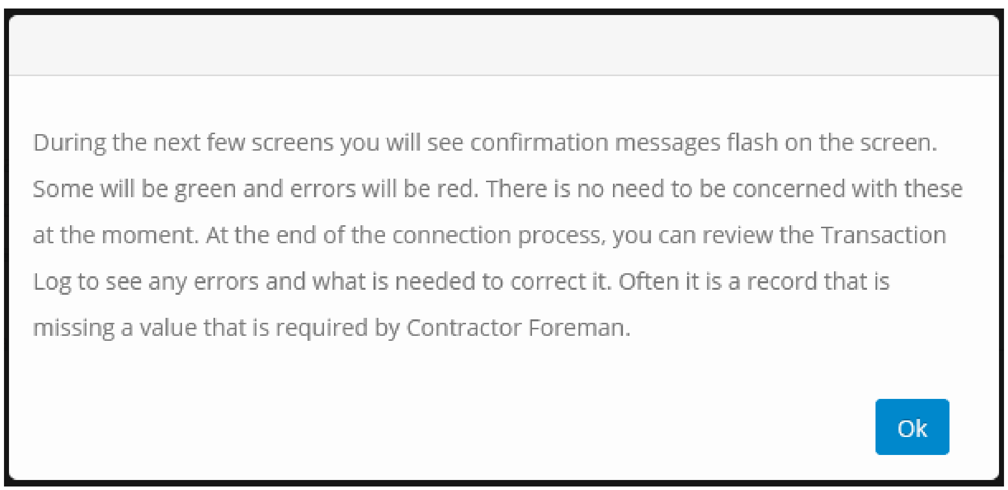
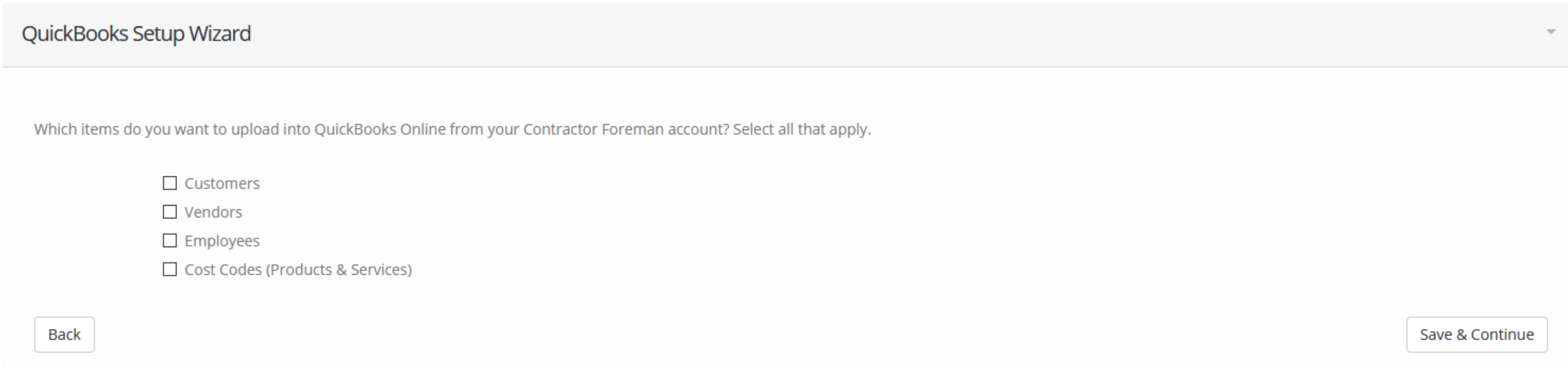
Option 2



After you click Save & Continue, you'll see a popup alerting you that it is OK to ignore the Success and Error messages you'll see. If there are any problems during the sync then those items will be listed in the Transaction Log.





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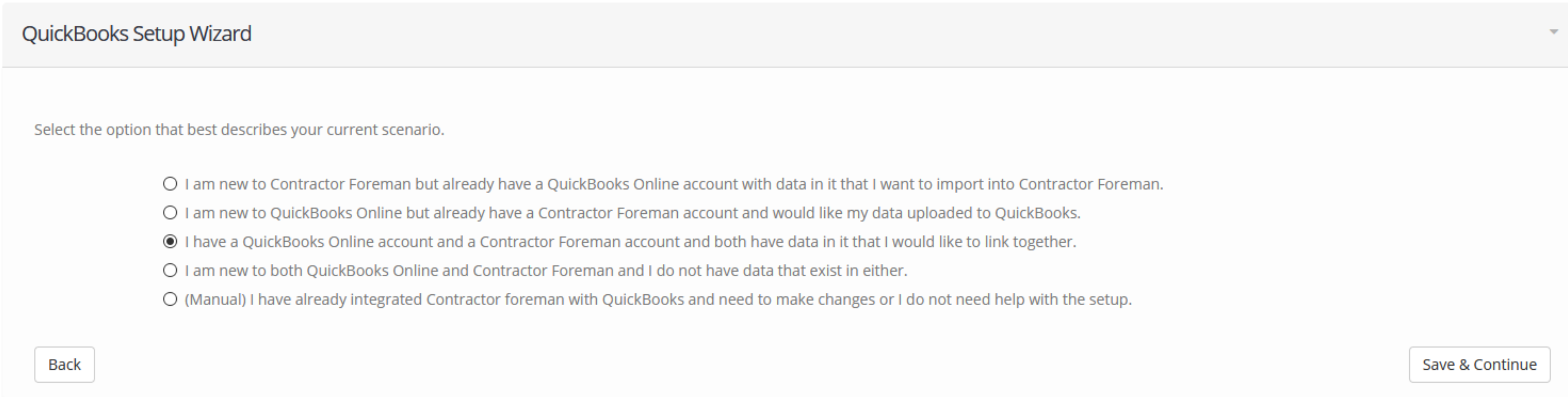
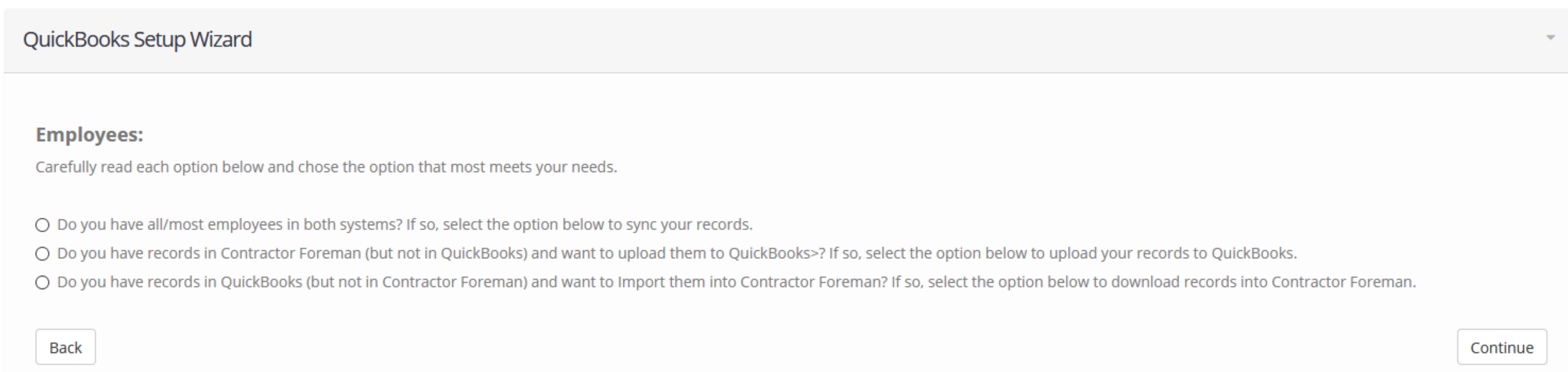
Option 3 (Most Popular for Existing Customers)



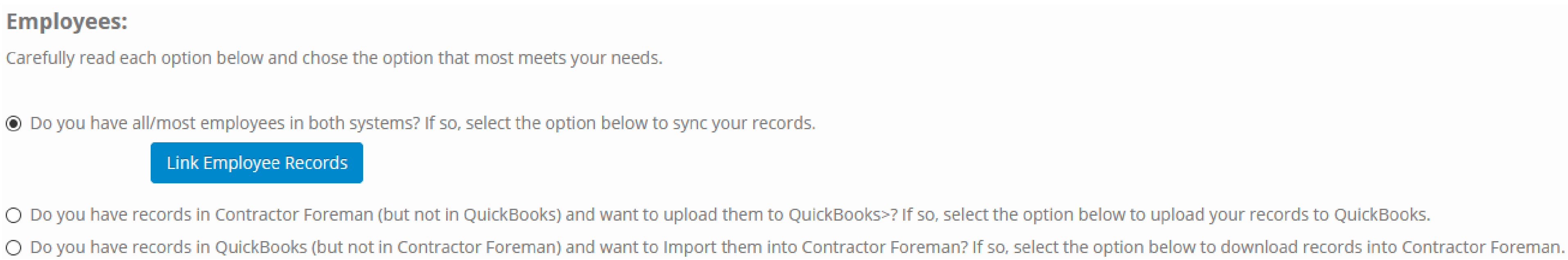
The next few screens will allow you to manually import or sync the items that already exists in both systems.

Most people using Option 3 will use the top option indicating that you have data in both systems that needs to be matched.



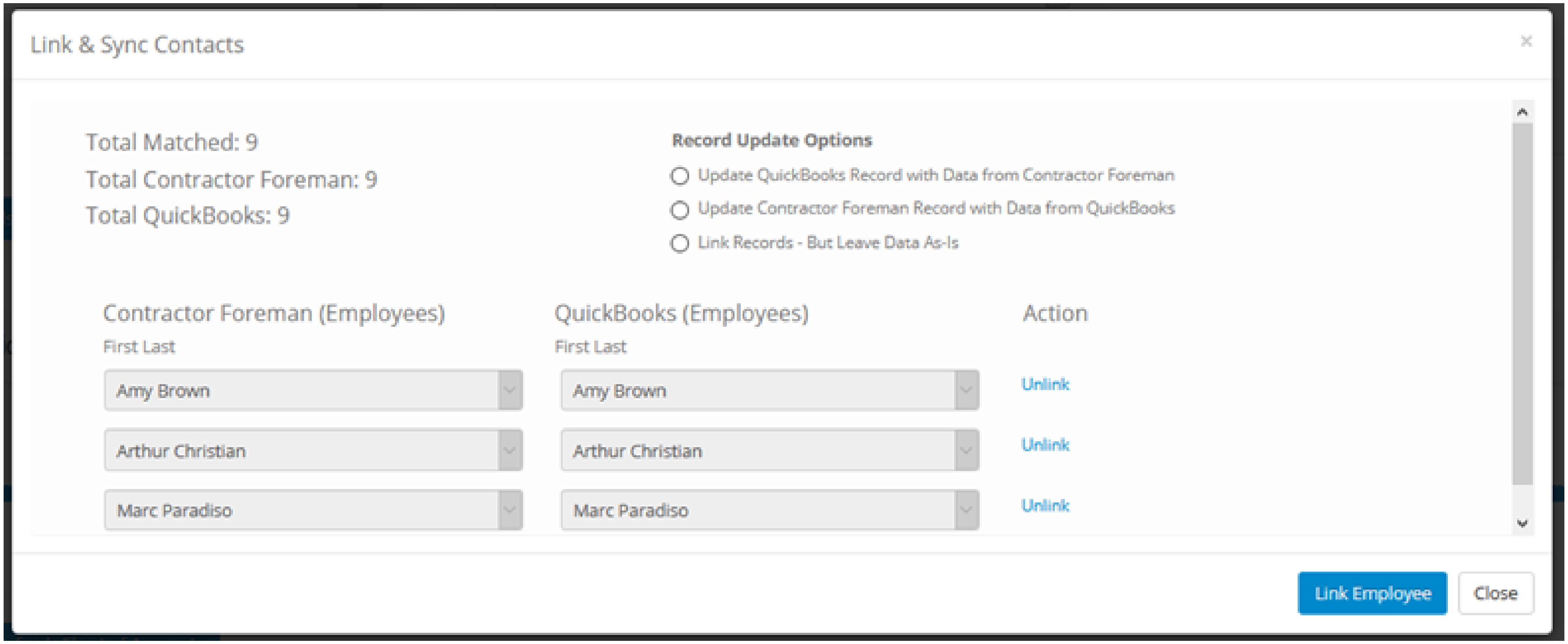
Employee Sync: Option 1

With the top option selected, you'll now see a Link Employee Records button.

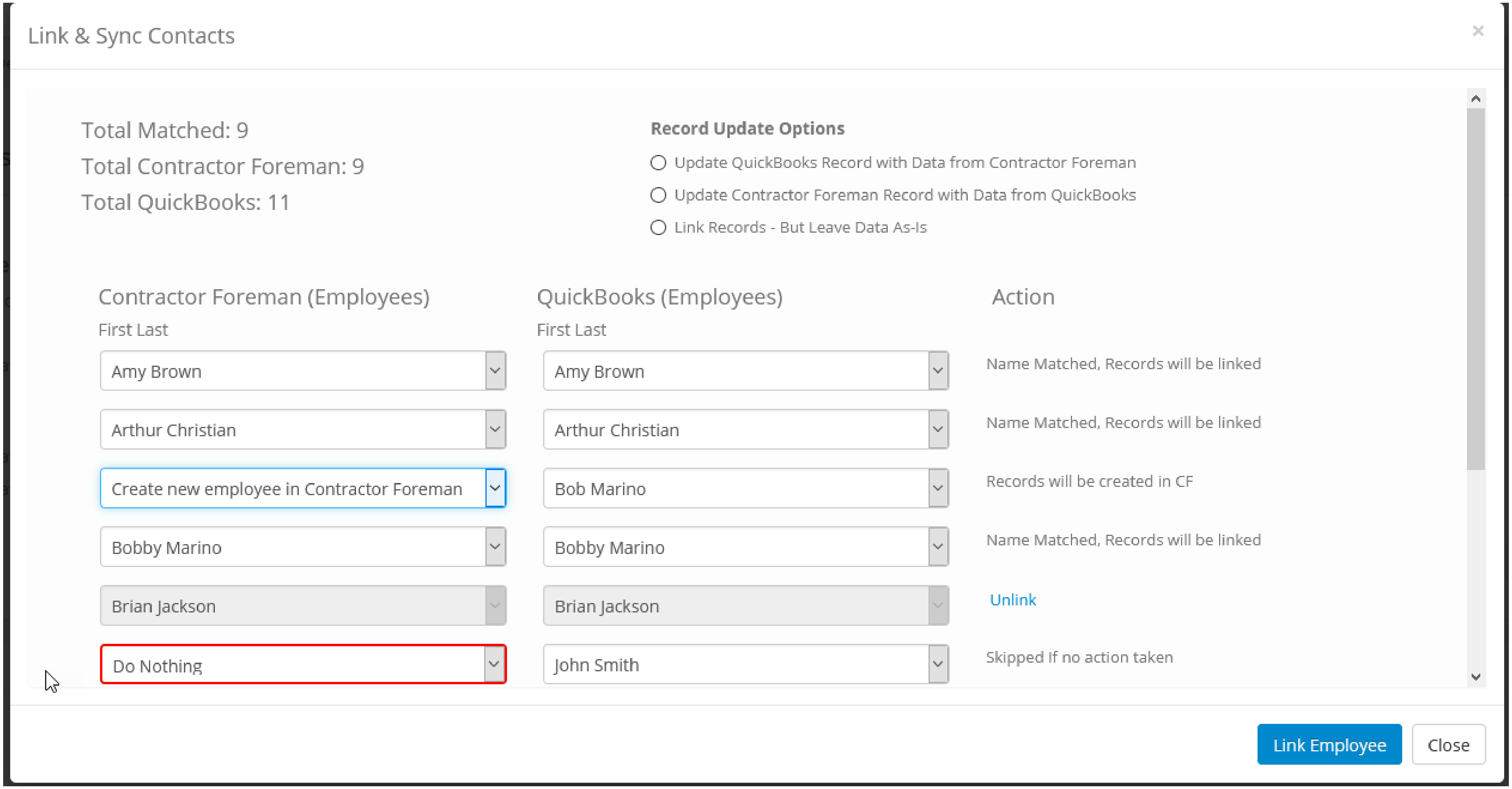


Clicking the button will open a popup. In the popup you'll see a list of CF Contacts on the left and QB Contacts on the right. If the names in both systems are the same, the items will be linked automatically. If an item is linked incorrectly, you can click the Unlink button.

Example: If CF had Bob Jones and QB had Robert Jones, the integration process will have made a copy of the missing record in both systems. So now you have Bob Jones and Robert Jones in both systems. To fix this issue, you would need to Unlink both records. Then select Bob Jones in the CF column and link it to the Robert Jones record that is in QB. Once finished, you can then archive or delete the unwanted Bob and Robert item.

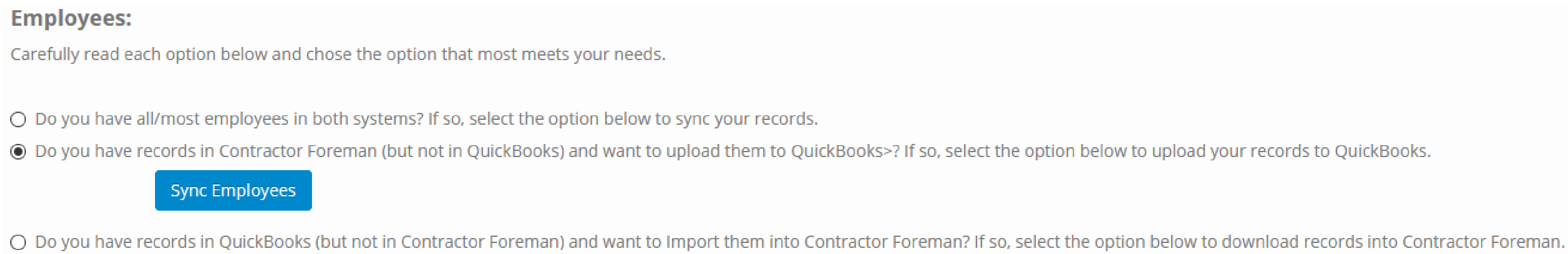


If a record does not exist in one of the systems, you can click on –Create New Entry—from the dropdown list. The Record Update option gives you the ability to select which record should be the Master. This allows you to make QB show as Bob (instead of Robert) or you can leave it as-is but connect the item (so that CF is Bob and QB is Robert).


Link & Sync Contacts
Total Matched: 9
Total Contractor Foreman: 9
Total QuickBooks: 11
Record Update Options
Update QuickBooks Record with Data from Contractor Foreman
Update Contractor Foreman Record with Data from QuickBooks
Link Records - But Leave Data As-Is
Contractor Foreman (Employees)
First Last
QuickBooks (Employees)
First Last
Action
Amy Brown
Amy Brown
Name Matched, Records will be linked
Arthur Christian
Arthur Christian
Name Matched, Records will be linked
Create new employee in Contractor Foreman
Bob Marino
Records will be created in CF
Bobby Marino
Bobby Marino
Name Matched, Records will be linked
Brian Jackson
Brian Jackson
Unlink
Do Nothing
John Smith
Skipped If no action taken
Link Employee
Close

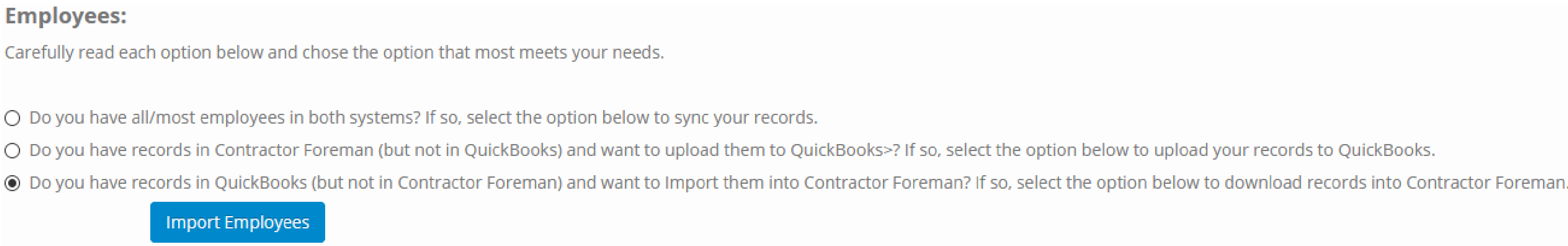
Employee Sync: Option 2

The second option in the list allows you to upload the contacts in Contractor Foreman to QuickBooks. This would normally be used by someone who is new to QB.



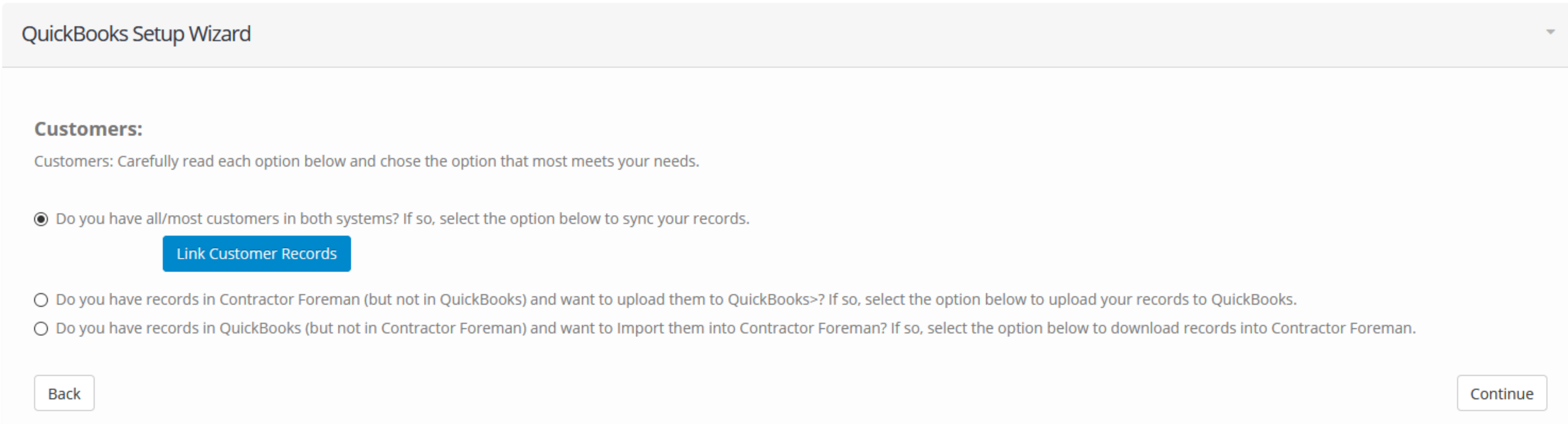
Employee Sync: Option 3

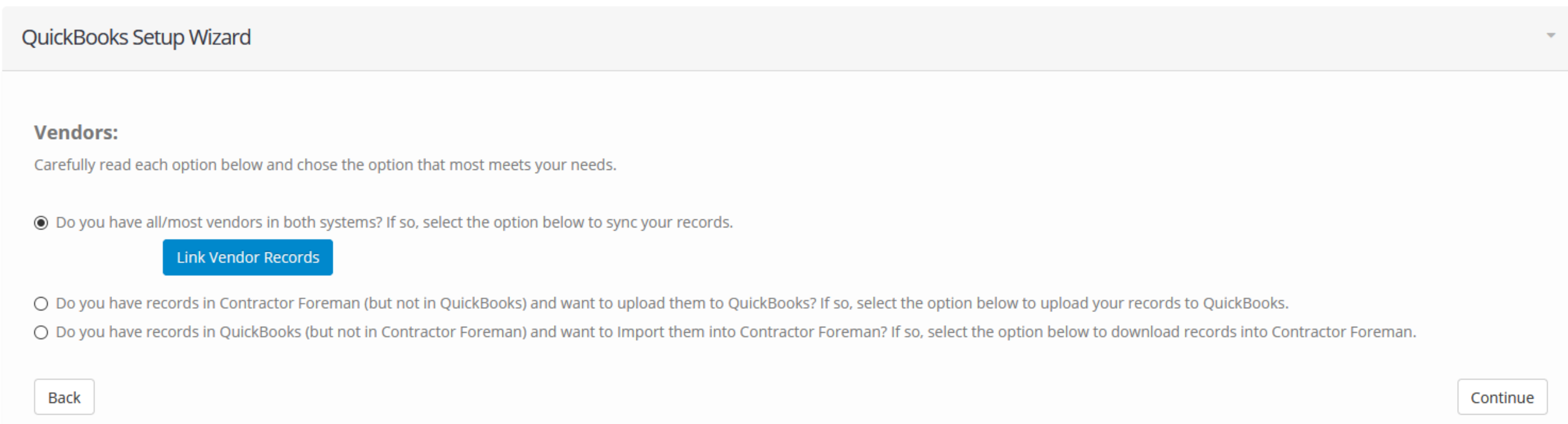
The third sync option allows you to easily copy your contacts in QuickBooks to Contractor Foreman. This will often by used by someone who is new to Contractor Foreman and already has data in their QB account.



Contacts Sync & Merge

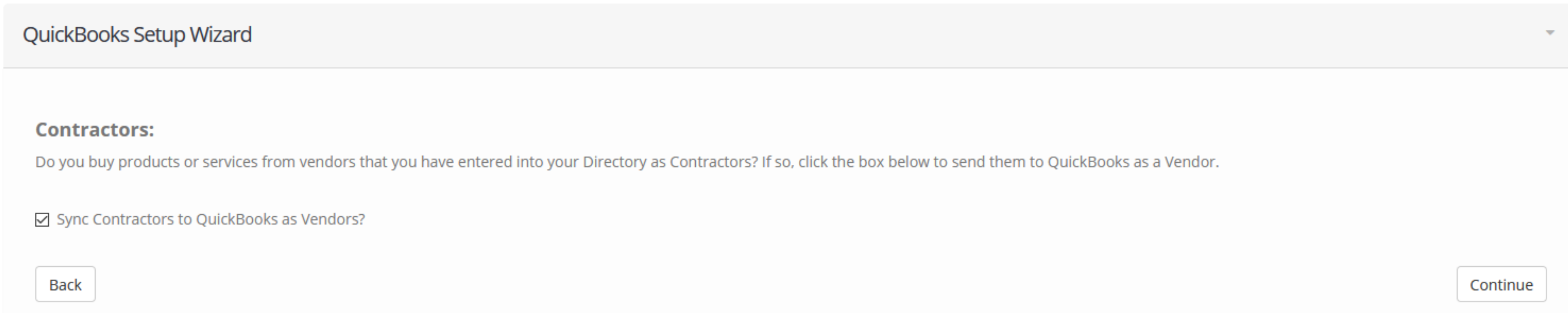
You will now follow the same steps (as above) with the Customer and Vendor sections.





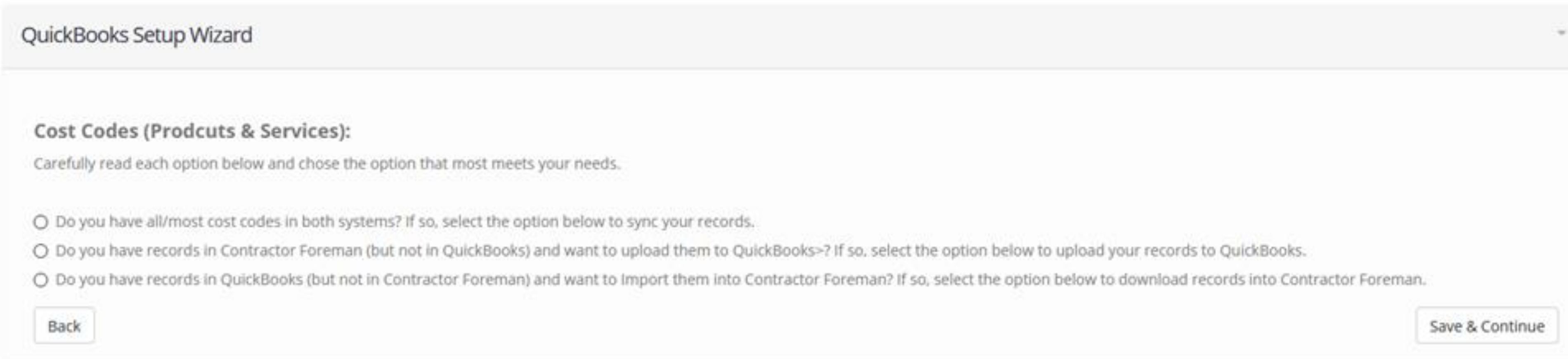
Sync Contractors as Vendors

Unlike QuickBooks, Contractor Foreman has a Directory type called Contractor. In order to post a Bill or receive an invoice against a Contractor you must have them added in QuickBooks as a Vendor. Selecting this option will send your Contractors to QB as a Vendor. They will remain in Contractor Foreman as a Contractor record but in QB they will be a Vendor. This is normally selected.



Sync Cost Codes

The next step in the process is to sync your Cost Codes. The procedure will be similar to the way contacts were synced.

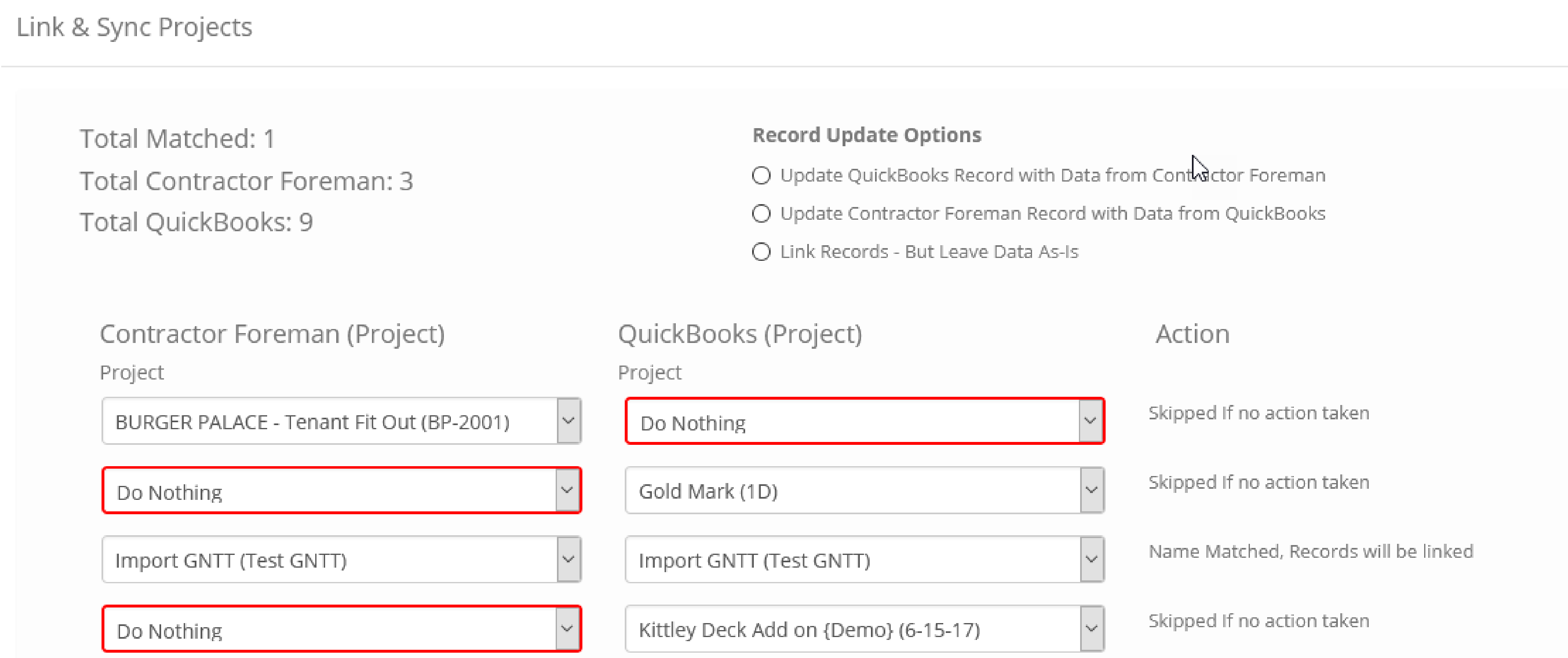


Sync Projects

The final step in this part of the integration is to sync projects you have in CF to projects you have in QB. During this process we do not import existing projects from QuickBooks to Contractor Foreman but we do allow you to link projects that exists in both systems.

Do you have projects that exists in both Contractor Foreman and QuickBooks that need to be synced?

If Yes, you'll be given an option to sync your projects.



If not, you can click Save & Continue.

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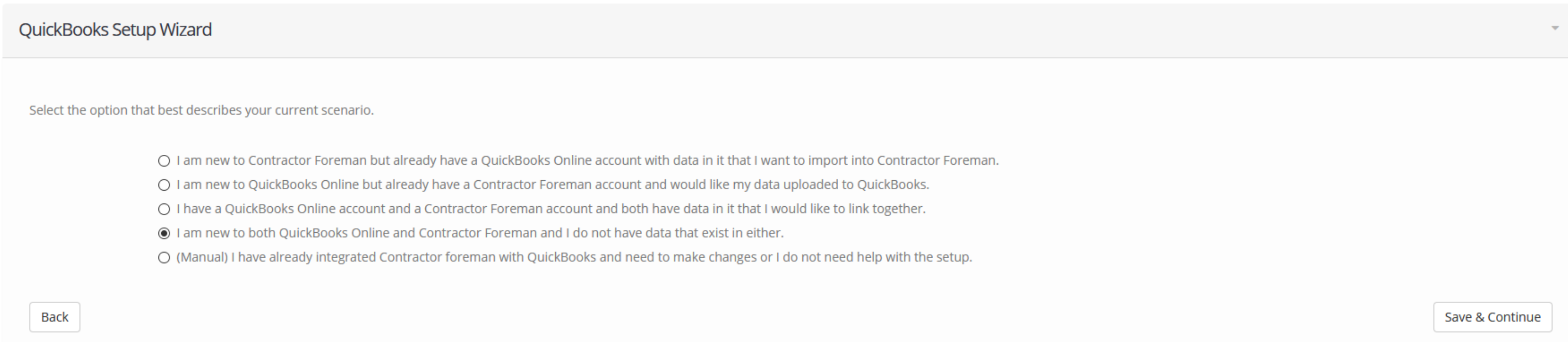
Option 4

This option is the least likely to be selected. If you do select it, you'll be taken to the Sync Preferences page to continue the integration.



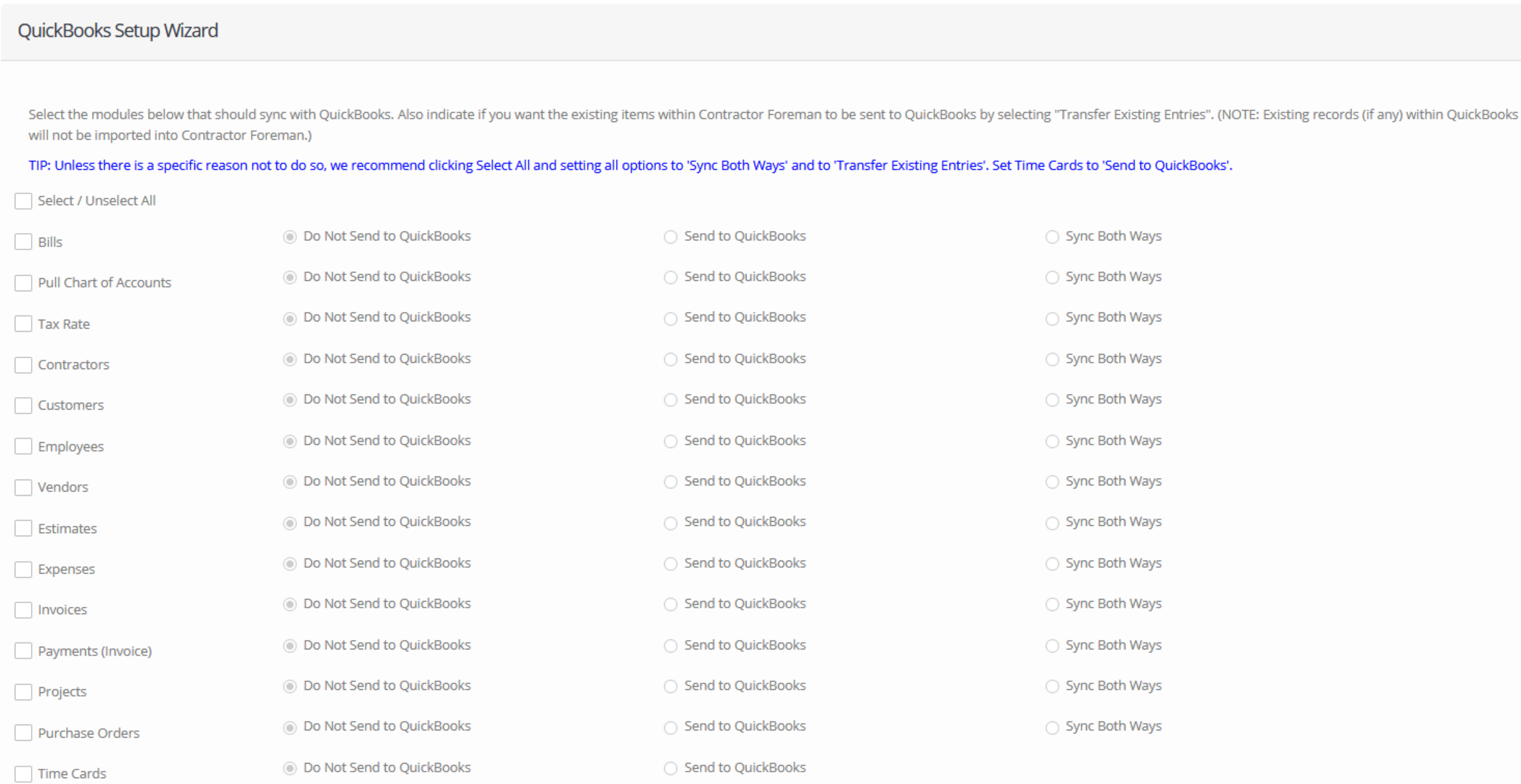
Skip to page 26 "Sync Preferences"

Sync Preferences

The next step of the wizard is where you define how each item will sync.

- If an item is not checked, it will not sync at all.
- If “Do Not Send to QuickBooks” is checked, that means changes made in QB will sync to CF but changes made in CF will not sync to QB.
- If “Send to QuickBooks” is checked, that means changes made in CF will sync to QB but changes made in QB will not sync to CF.
- “Sync Both Ways” is the most popular option as it allows two-way syncs between both systems.

NOTE: Time Cards are only a one-way sync from CF to QB. All Time Card changes should be made in Contractor Foreman.



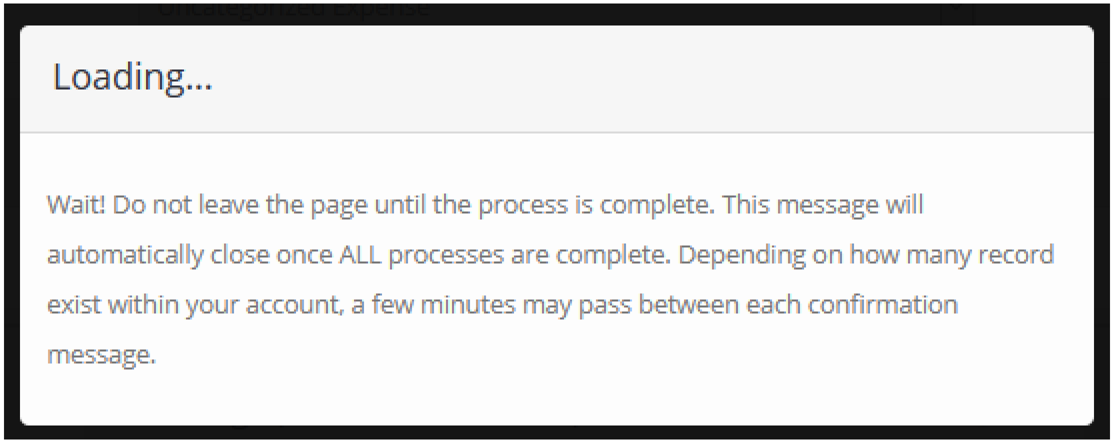
Sync Preferences

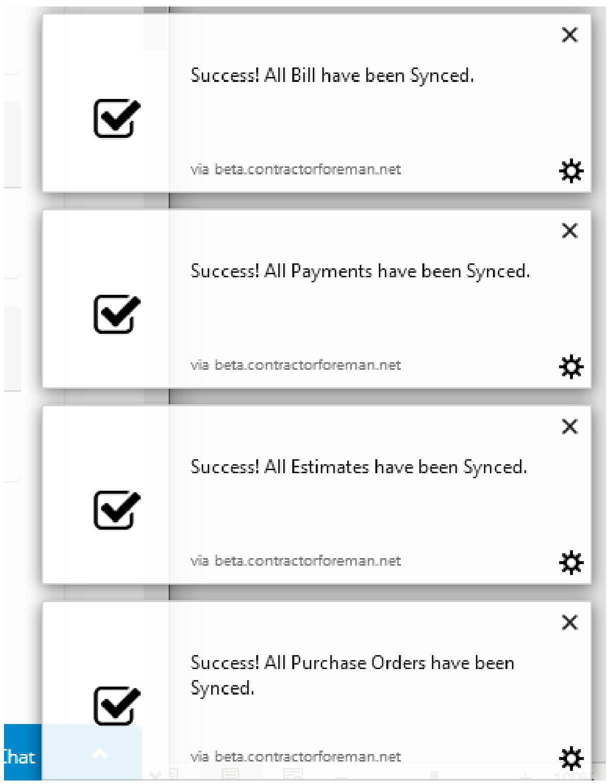
Most customers tend to select all items and they select Sync Both Ways. When you click “Sync Both Ways”, an option shows that enables you to transfer existing entries. If checked, this will transfer existing items from CF to QB. If you have been using both systems at the same time and adding the same data to both systems (such as time cards and invoices), do not use this feature. This feature is ideal for someone who wants to send data to QB that exists in CF but not in QB.

Select / Unselect All

Bills	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Pull Chart of Accounts	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Tax Rate	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Contractors	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Customers	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Employees	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Vendors	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Estimates	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Expenses	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Invoices	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Payments (Invoice)	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Projects	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Purchase Orders	Do Not Send to QuickBooks	Send to QuickBooks	Sync Both Ways Transfer Existing Entries to QuickBooks
Time Cards	Do Not Send to QuickBooks	Send to QuickBooks	

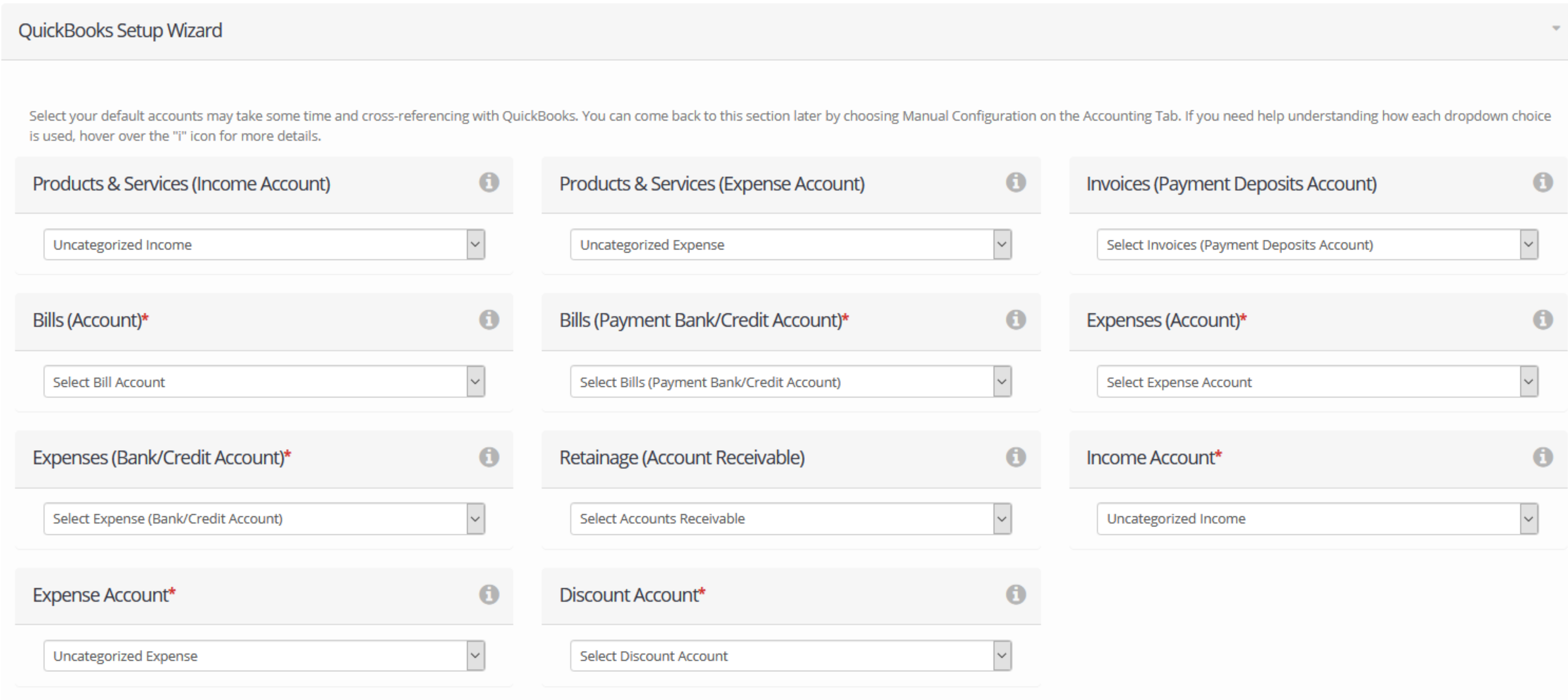
Once Save & Continue is clicked, the sync procss will continue and transfer existing items from CF to QB (if option was seleted). Depending on the amount of data you have this can take a few seconds to five minutes.





Step: Account Mapping

The next step in the process is mapping default accounts. This is where you can assign default values to your data. Most customers use the stock QB defaults. Keep in mind that the accounts that show within the dropdowns are pulled from your QB Chart of Accounts. We do not manage the Chart of Accounts and any changes that need to be made to them should be done within QB directly.



Transaction Log

Once the default accounts are assigned, you will be taken to a page showing more information about the Transaction Log. Found in Menu > Transaction Log, this is where you will look if an item does not sync correctly with QuickBooks.

Status	Transfer Date/Time	Module	Process	Source	Details	Action
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #07: $1.16	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #021: $44933.85	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	Hwy 25 - Lane Repaving	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	School Renovations	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #039: $9131.74	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	Smith Roof Replacement	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #044: $100.00	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	Resurface Hamburg Shopping Center	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #035: $1415.38	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #036: $12817.34	CF QuickBooks

Showing 41 to 50 of 1,187 entries

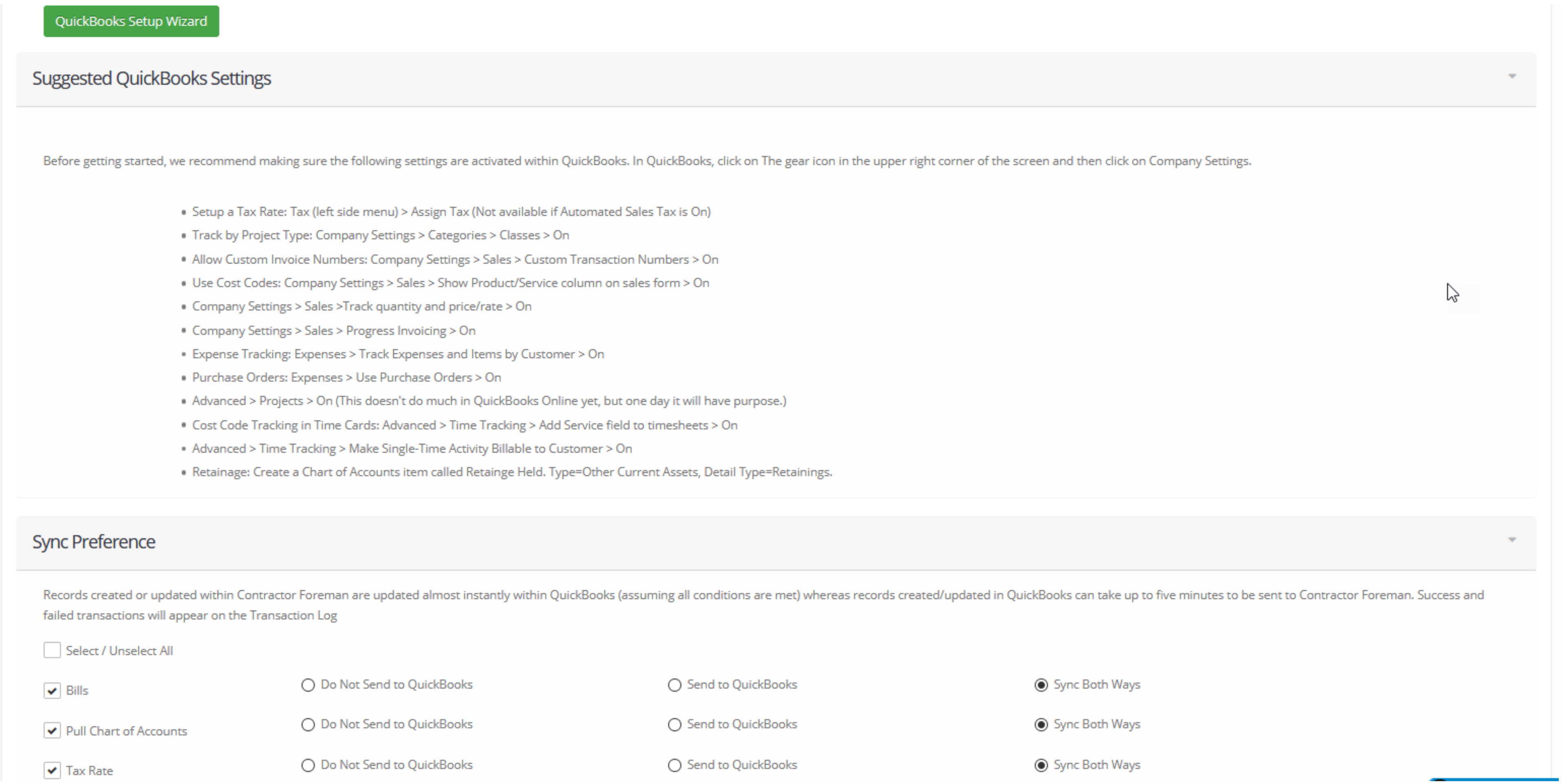
< 3 4 5 6 7 >

Here you'll see the Status of the item: Success or Error
Date: When the item transferred
Module Impacted
Process Type: Update or Create
Source: QuickBooks or Contractor Foreman
Details: What transferred (or why something didn't if there is an error and how to fix it)
Action: Clicking on the bule CF or green QuickBooks button will take you directly to that item.

Click Save & Continue to move to the next step.

Account Settings Overview

Once the step-by-step wizard is completed, you will then be taken to the account settings overview page. If you need to make any changes to the options you selected during the integration, this is where you will do it. To return to this screen at a later time, go to Menu > Settings > QB Online > Advanced Configuration.



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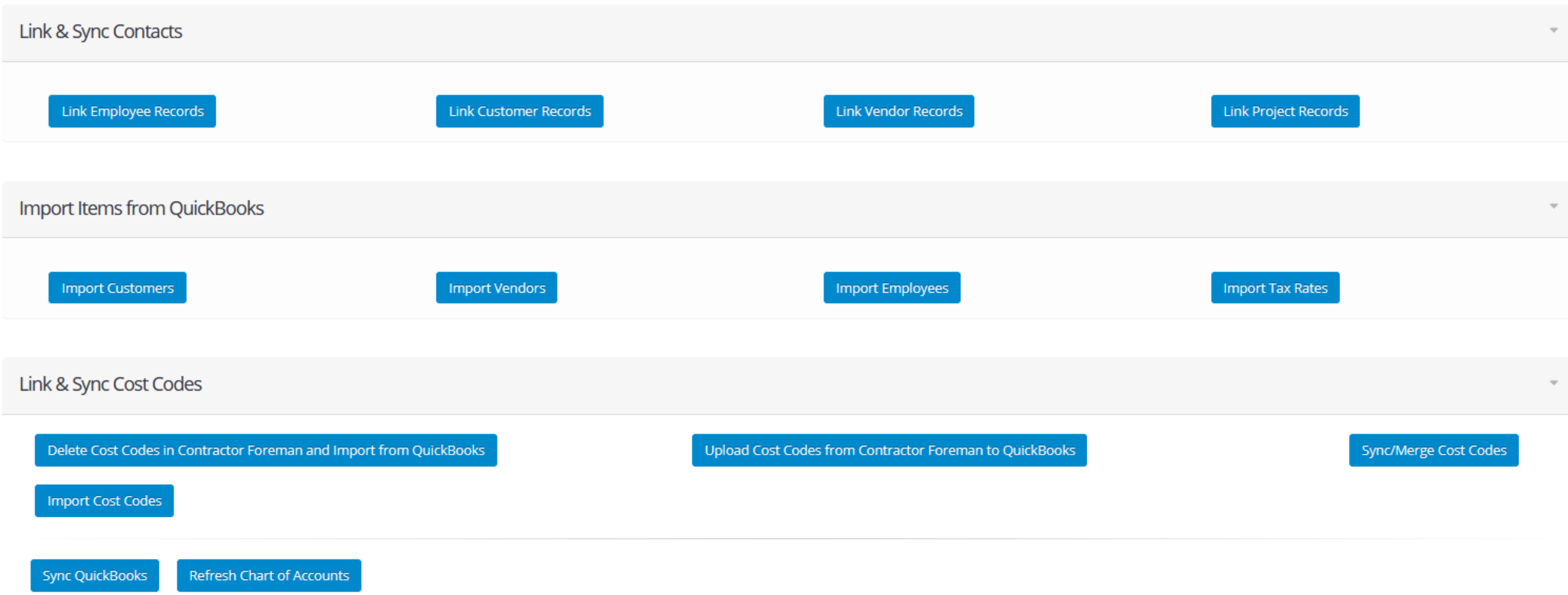
Advanced Tools

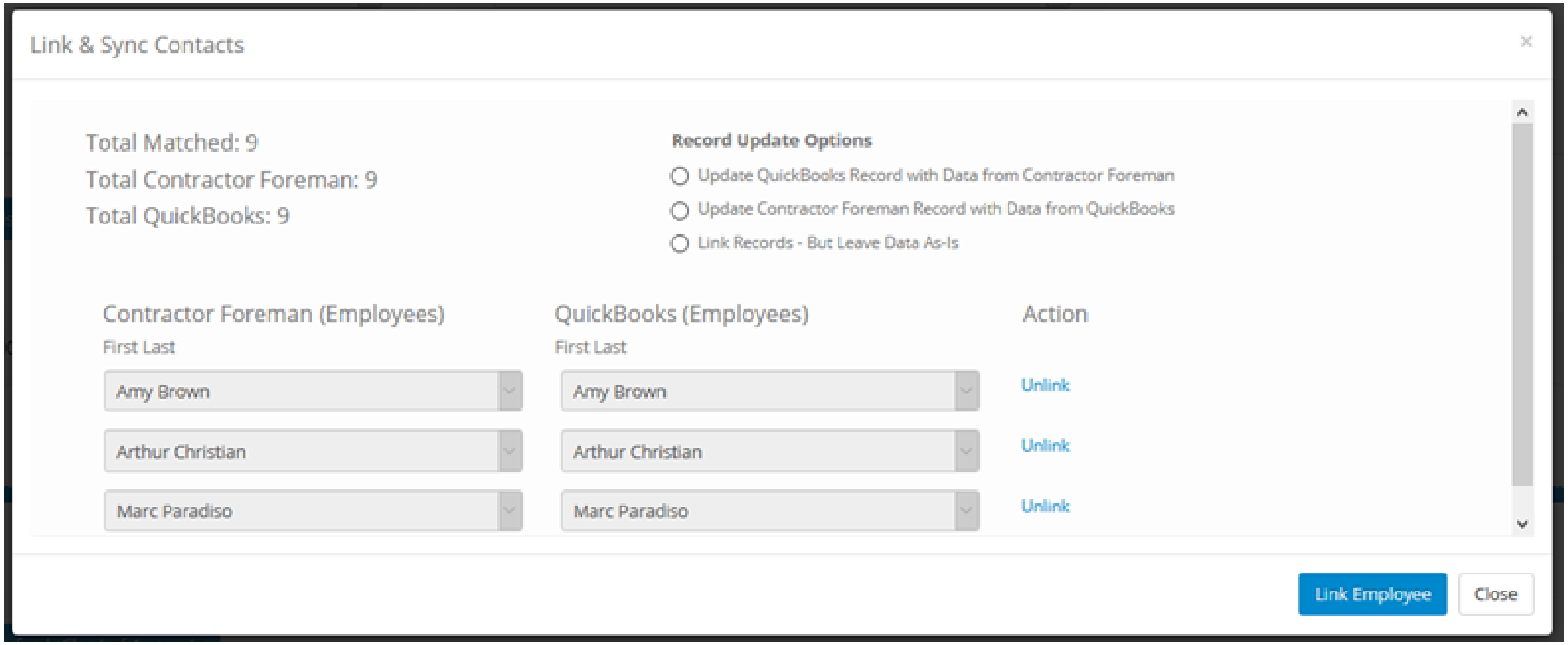
Further down the page you'll see several advanced tools that are used to match and merge data that exists in both systems. These tools will be needed if you chose to manually link records that exists in both systems or if there is a problem with the way data was automatically connected. You do not need to use these tools unless directed or unless you are aware of a record that did not sync correctly.



Link & Sync Contacts

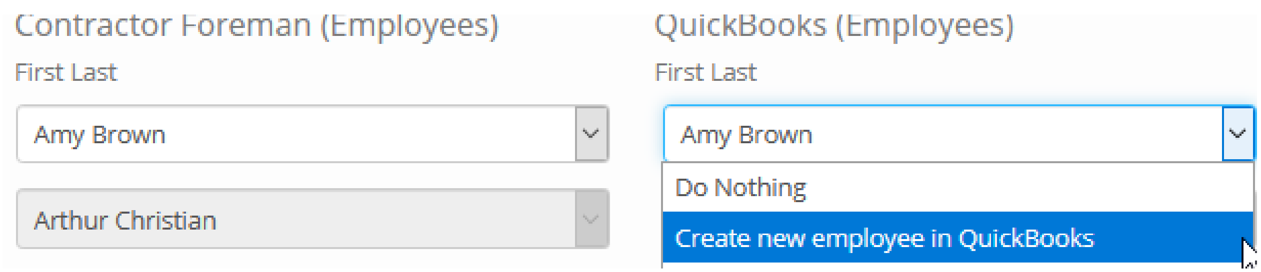
This is used to manually link a record that exists within QB to one that already exists within CF. Once you click the button a popup will then load (after a short time). On the left you will see the contacts that appear in CF and on the right you'll see the items that appear in QB. If the names in both systems are the same, the items will be linked automatically. If an item is linked incorrectly, you can click the Unlink button.

Example: If CF had Bob Jones and QB had Robert Jones, the integration process will have made a copy of the missing record in both systems. So now you have Bob Jones and Robert Jones in both systems. To fix this issue, you would need to Unlink both records. Then select Bob Jones in the CF column and link it to the Robert Jones record that is in QB. Once finished, you can then archive or delete the unwanted Bob and Robert item.

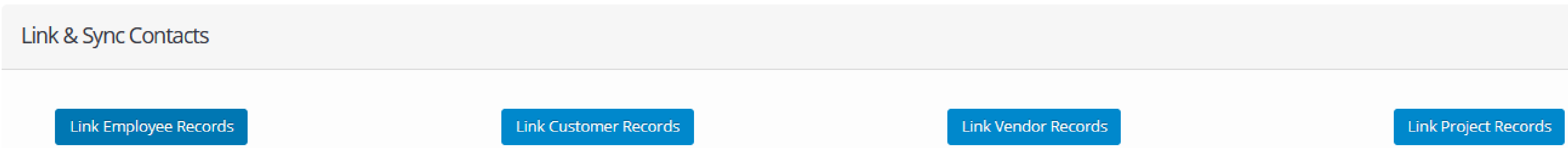


The Record Update option gives you the ability to select which record should be the Master. This allows you to made QB show as Bob (instead of Robert) or you can leave it as-is but connect the item (so that CF is Bob and QB is Robert).

If the employee record did not exist in the other system, you will be given an option to create the new record within the dropdown.



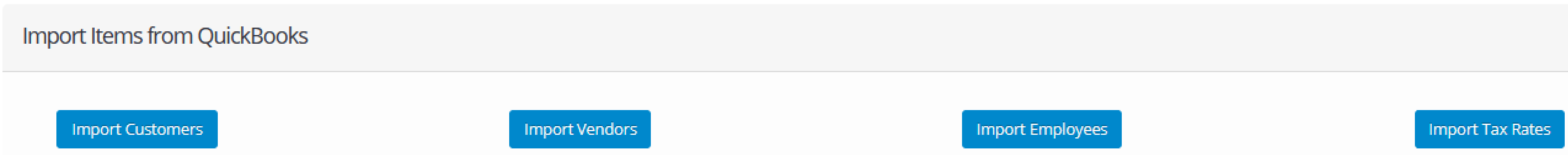
The process will be the same for all Link/Sync options



Once finished, click Link Employee to apply any new changes.

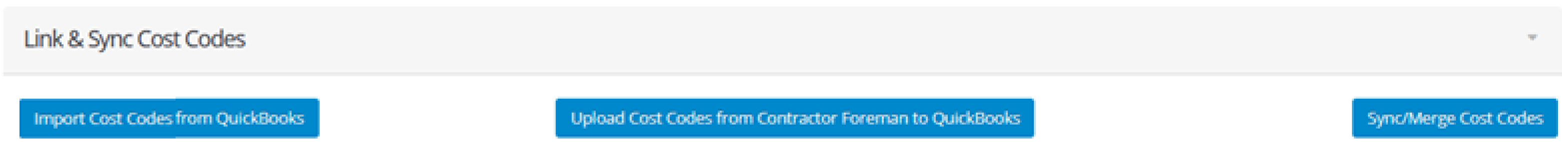
Import from QuickBooks

When clicked, the records for that module will be imported from QuickBooks into Contractor Foreman. This option isn't typically used unless you did not select the checkbox during the integration do import the items at that time.



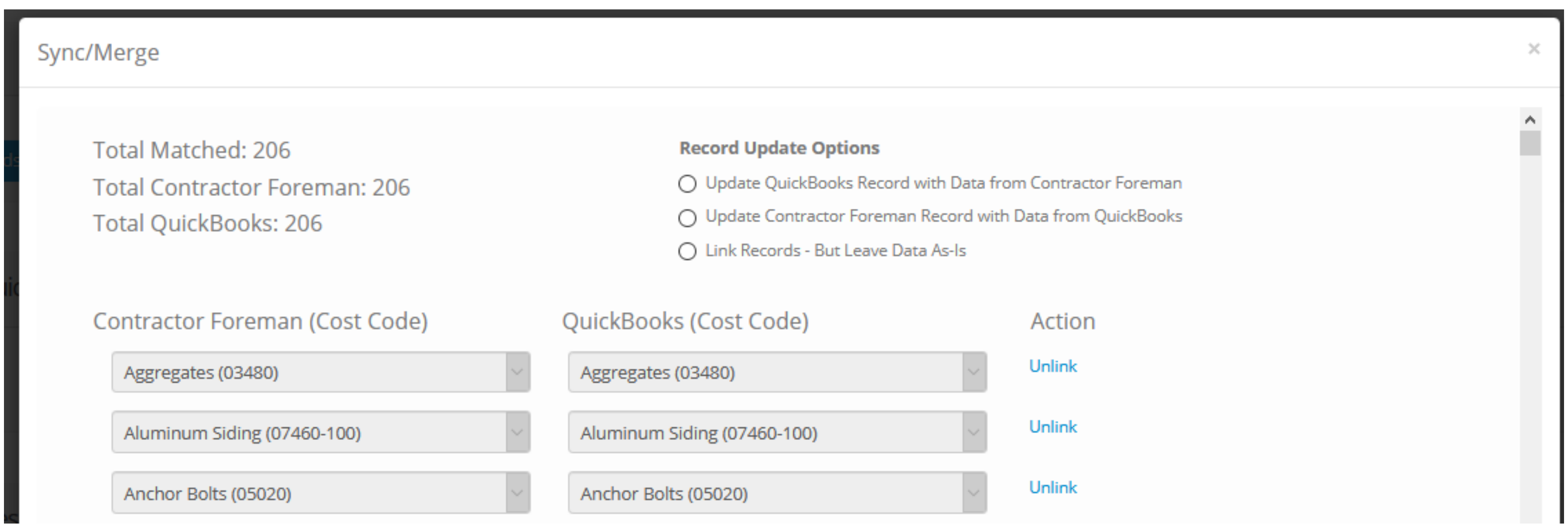
Link & Sync Cost Codes

If you have records that are not syncing with QuickBooks, the most likely issue is due to cost codes not being correctly matched. These tools give you the ability to match your cost codes as well as import codes from one system to another. 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.



- Import Cost Codes from QB: This option is used if the codes you have in QB are in the correct format but are not in the same format as those in QB. Clicking this will give you an option to delete the existing codes in CF. It is recommended that you delete the codes in CF before importing the codes from QB.
- Upload Cost Codes from CF to QB: This option is used if the codes you have in CF are in the correct format but are not in the same format as those in QB. Unlike above, you will not be given an option to delete the existing codes in QB.
- Sync/Merge Cost Codes: This is the most popular option as it allows you to match the codes you have in CF with the codes you have in QB. This is performed the same as you did above with contacts.

Clicking Sync/Merge Cost Codes will show a similar view as we saw when matching existing contacts.



Additional Tools

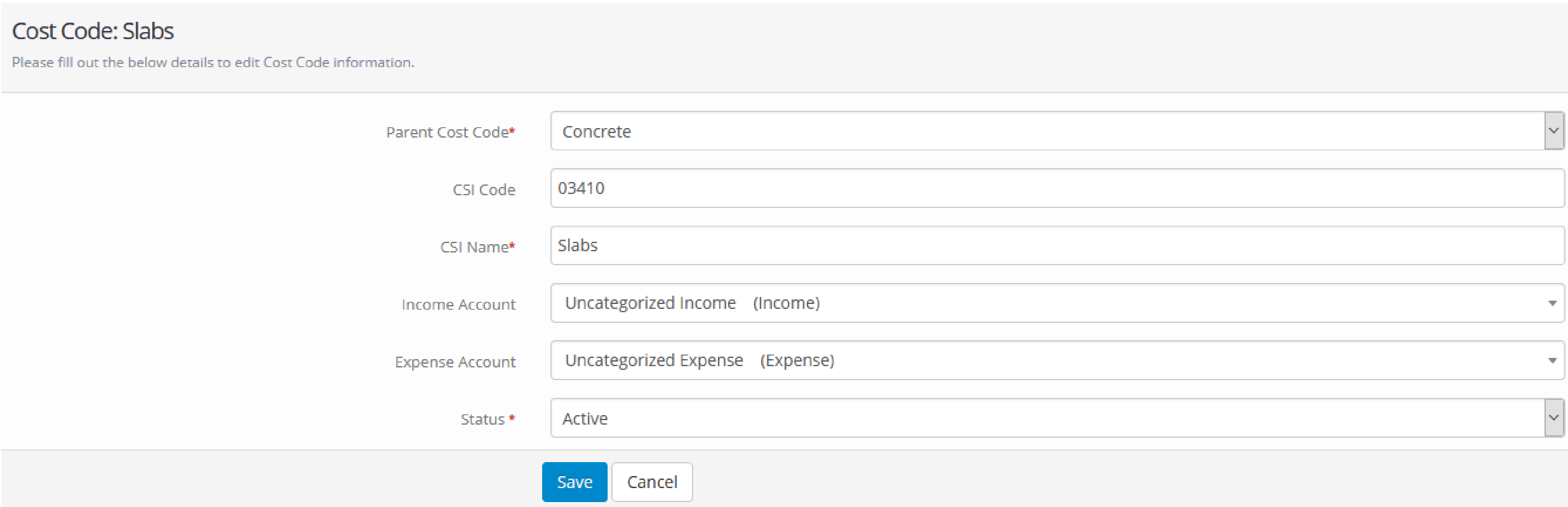
As additional tools are added, they will appear within the section.

- Sync QuickBooks: Can be used if a mass sync needs to be pushed through. This will not be common.
- Refresh Chart of Accounts: If you recently updated your COA and it's not show the updated COA item in CF (such an Expense account).

Cost Code (Expense & Income Account)

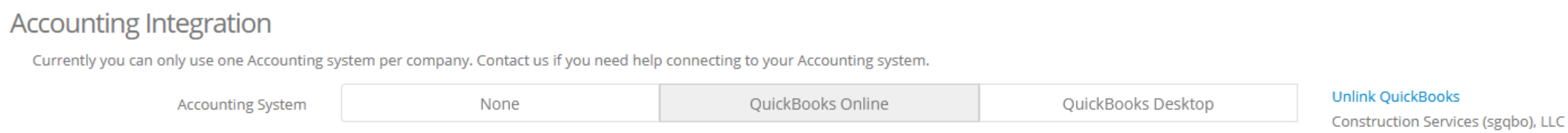
Once connected with QuickBooks, you can now assign specific Income and Expense accounts to each cost code (instead of the default values that were assigned). To do this, go to Menu > Company Settings > Cost Code. Select one of the child cost codes and click Edit.

The options that appear within the Income and Expense Account field are pulled from your QB Chart of Accounts list.



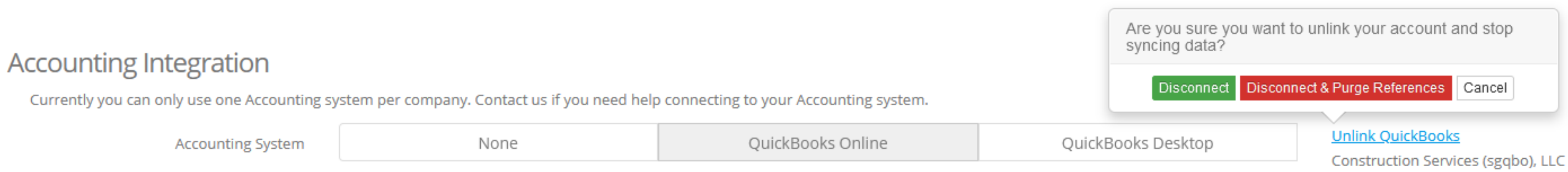
Disconnecting from QuickBooks Online

In the event that you need to disconnect from QuickBooks online, go to Menu > Settings > Integration. From there, click on Unlink beside the connected company name.



After doing so you'll see two options:

- Disconnect: Disconnects you from QB but still keeps the link references in place (ideal if you plan to reconnect later).
- Disconnect & Purge References: Used if you do not plan to reconnect to QBO or if you need to disconnect and clean up a lot of data and then reconnect later.



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

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QuickBooks Integration Checklists

- 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)