

ArchiOffice

Office and Project Management Solution

ArchiOffice ↔ QuickBooks Integration

Advanced Integration Guide



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Introduction

Data integration between ArchiOffice® (by BQE Software, Inc.) and QuickBooks® (by Intuit) can make your time billing, accounting and financial management tasks easier. The full-featured ArchiOffice helps you manage your company, whether your time, expense, billing and reporting needs are simple or you require complex billing, reporting and management capabilities. With ArchiOffice, you are equipped with a powerful office and project management solution for architects. QuickBooks is a business accounting software that provides solutions such as general accounting, accounts receivable, accounts payable, online banking, reporting, payroll, and other functions. Integrated, ArchiOffice and QuickBooks deliver a virtual application that *ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility, and increases control over your bottom line.*

Integration means data from one application transfers to another. This sharing offers many benefits. You control what data transfers to and from ArchiOffice using synchronization settings. Your preferences tell ArchiOffice exactly how you want it to interact with QuickBooks. ArchiOffice automatically creates smart connections using your settings and its built-in intelligence.

The goal of the **ArchiOffice↔QuickBooks Advanced Integration Guide** is to help you effectively integrate data between ArchiOffice and QuickBooks. ArchiOffice controls integration, enabling you to choose accounts, what data flows between the applications, and much more.



You can contact us at support@ArchiOffice.com to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

How to Use This Guide

The [How Integration Works](#) section is written for users with a non-technical background, explaining the integration rules and settings built into ArchiOffice. Understanding what type of data may be shared and which rules apply during synchronization will help you visualize what is happening behind the scenes.

The instructions guide you through the initial integration set up, whether you are a new or existing ArchiOffice or QuickBooks user. It covers a variety of [Initial Integration](#) scenarios. Use the instructions for the scenario that best fits your company.

The [Quick Check](#) section provides specific guidance on how to validate the accuracy of your data after completing the synchronization process. [Day-to-Day Integration Settings](#) provides suggestions for fine-tuning your synchronization settings for normal, day-to-day sync and also points out the industry's best practices.

If you have been using both ArchiOffice and QuickBooks and now plan to use them as integrated applications, it is important that you develop a proper integration plan. You can use the ArchiOffice-QuickBooks [Smart Match utility](#) to match up records that need to be linked.

Software Editions Supported

ArchiOffice 2012 integrates with the following QuickBooks editions:

- QuickBooks Pro/Premier editions, including the Accountant's Edition (2004 and later)
- QuickBooks Enterprise Solutions editions, including the Accountant's Edition (4.0 and later)
- QuickBooks Canadian edition (2006 and later)
- QuickBooks UK edition (2006 and later)

How Integration Works

It is helpful to understand the basics of the ArchiOffice↔QuickBooks integration, whether or not you have a technical background. This can help you visualize what is happening behind the scenes as ArchiOffice manages the transfer of data to and from QuickBooks.

There are some differences between QuickBooks and ArchiOffice that need to be understood in order to ensure a smooth and accurate data integration. ArchiOffice is *project-centric* and supports a hierarchical structure while QuickBooks is *client-centric* and uses a flat project structure. Each record common to ArchiOffice and QuickBooks shares a unique Link ID that identifies them as related. This *does not mean* data in both databases is *exactly* the same, only that they share common data. ArchiOffice Project records contain data and options that QuickBooks Job records do not and vice versa. What is important for integration are that the two applications share key data.



Back up your data in QuickBooks and ArchiOffice prior to data sync.

The table below shows the direction data can *potentially* flow between ArchiOffice and QuickBooks. Whether it flows in one direction or the other (or both directions) depends on choices made on the ArchiOffice-QuickBooks Integration Settings screen. You can determine how data flows *to* and *from* ArchiOffice and also which General Ledger accounts in QuickBooks are posted.

ArchiOffice Table Name	Dataflow	QuickBooks Table Name
Job Codes	↔	Service Items
Account Codes	↔	Other Charge Items
Contacts (Employees) *	↔	Employees
Contacts (Vendors)*	↔	Vendors
Contacts (Clients)*	↔	Customers
Projects	↔	Jobs
Time & Expense (Time Card)	↔	Time Tracking (Time Records)
Time & Expense (Expenses)	←	Bills/Checks
Invoices	↔	Invoices
Transactions (Payments)	↔	Payments

*When the Billing option is checked, all Contacts transfer as Customers.



Also see the [ArchiOffice Help](#) for ArchiOffice↔QuickBooks Integration.

As you can see above, integration between ArchiOffice and QuickBooks is very comprehensive. Not only are invoices sent to QuickBooks to post revenue and receivables, the virtual database for the two applications includes clients, projects, employees, vendors, job codes, etc.

After initial integration, you may set integration rules so that master information transfers only from ArchiOffice to your accounting package. You would choose 'Do not Get Data' (i.e. turn off the flow of data) in the Get Settings. In other words, you decide to maintain master data in ArchiOffice only. It flows to your accounting package, updating its database and keeping information synchronized. You can be just as specific when assigning General Ledger accounts to service, expense and invoice items.

Bottom Line: The major benefit is that you do not have to re-enter ArchiOffice data into QuickBooks. ArchiOffice manages the process, using your synchronization settings.

Integration Rules

To ensure accuracy and a successful data transfer, the ArchiOffice↔QuickBooks Integration uses the following set of rules:



Some of these rules may not be relevant for the first-time data transfer between QuickBooks and ArchiOffice but will apply in future data sync.

1. **Operating System:** ArchiOffice↔QuickBooks Integration works only on Windows operating system (PCs and not Mac).
2. **Company:** Accounting systems accept the transfer of time, expense, invoice, and payment records only if the record dates are after the start date of the Company.
3. **Date:** When data is transferred from QuickBooks to ArchiOffice, the system date is converted to Greenwich Mean Time (GMT) and is recorded in the Last Modified date field for each record.
4. **Placeholder Data:** Because QuickBooks does not require the same fields of data as ArchiOffice, and because it may not track the same data as ArchiOffice (does not have the same fields), ArchiOffice inserts placeholder data in the required fields — 'FromQuickBooks'.
5. **Synchronization Order:** When you send or get data on-demand, using the Send to QuickBooks or Get from QuickBooks options, follow the order of the listed menu items. For example, synchronize Clients before Projects and Invoices before Payments.
6. **LinkID:** ArchiOffice automatically creates an internal unique identifier called 'QBLinkID'. It is saved in the database for the records that have been transferred between the two applications and are linked.
7. **Employees:** QuickBooks employee records are transferred to ArchiOffice as contacts with their type set to *Employee*. A corresponding ArchiOffice *User* profile is also automatically created. Employee contacts are transferred to QuickBooks as *Employees* with all details.



If the Billing option is selected for an ArchiOffice User or Employee, this record is transferred to QuickBooks as both a Customer and an Employee with all details.

8. **Contacts:** All Contacts that have the Billing option checked are sent to QuickBooks as Customers irrespective of the Type.
9. **Vendors:** Only contacts selected as Vendor Type on the ArchiOffice-QuickBooks Integration Settings screen are transferred to QuickBooks as vendors.
10. **Address:** In QuickBooks, addresses are entered in four one-line fields, while in ArchiOffice fields are assigned for each component of the address. To ensure accuracy and consistency during data transfer, make sure your address in QuickBooks is entered according to the U.S. Postal Service Standard:

Address Line 1

Address Line 2 (optional)

City, State, Zip Code (comma separation is optional)

11. **Service Items:**

- Only Job Codes assigned to projects will be sent to QuickBooks. Description of the sent job codes will include the project to which it is assigned.
- New Service Items created in QuickBooks will be populated into the Preferences screen in ArchiOffice.

12. **Expense Items:** QuickBooks Other Charge Items are transferred as Account Codes in ArchiOffice with the account type as 'Expense'. They can be viewed in Preferences-Billing-Accounting screen.

13. **Projects:**

- When sub-jobs or project phases are transferred from QuickBooks to ArchiOffice, they are saved as Project Phases in ArchiOffice.
- In ArchiOffice, every project has a phase and work is done only through phases. During sync, if a QuickBooks project does not have existing phases, a phase labeled Legacy will be created for the project in ArchiOffice, because, unlike QuickBooks, time and expenses can only be recorded against phases.



If a QuickBooks project has phases but also has time and expense allocated directly to the project, a Legacy phase will still be created in ArchiOffice during the sync process.

Apart from this, the Service Items used in QuickBooks time entries for each phase are assigned as Job Codes to that phase in ArchiOffice. All Employees used in time entries for each phase are assigned as Team Members for parent projects.

- When Jobs are transferred from QuickBooks, a user 'FromQuickBooks' is automatically assigned to the project as a Project Leader. It is because when a check against this project is transferred, it will be recorded as an expense utilizing this Project Leader.

14. **Time Entry:**

- You cannot transfer a time-entry older than 01/01/1901 to ArchiOffice. If a time entry older than this is sent to ArchiOffice it will be saved with the date 01/01/1901.
- When a time entry or an invoice is transferred from ArchiOffice to QuickBooks, it cannot be transferred again. In other words, changes made to transferred invoices and time entries will not be transferred to QuickBooks.

- When transferring time entries to QuickBooks, only basic information like Project, Job Code and Hours is sent. The associated taxes can be seen as line items when we send the related invoices to QuickBooks.
- When time entries are transferred from QuickBooks into ArchiOffice, following scenarios are possible:
 - If time entry is against a Job, a Phase called 'Legacy' is created for this project and then that entry is recorded against it.
 - If time entry is against a Customer, a Project and a Phase called 'Legacy' is created and then that entry is recorded against it.

15. Expense Entry:

- Expenses can be marked as Billable or Non-Billable and transferred with their status from QuickBooks to ArchiOffice.
- When payments are transferred from QuickBooks into ArchiOffice, following scenarios are possible:
 - If expense entry is against a Job, a Phase called 'Legacy' is created for this project and then that entry is recorded against it.
 - If expense entry is against a Customer, a Project and a Phase called 'Legacy' is created and then that entry is recorded against it.
 - If expense entry is against a Vendor which is not assigned to a Job, the vendor is assigned to that Project on-the-fly.
 - If expense entry is against a Charge Item not assigned to a Job, a default Account Code called 'FromQB' is used.

16. Invoices:

- **Only** Hourly and Stipulated Sum invoices are transferred from ArchiOffice to QuickBooks.
- All invoices transferred from QuickBooks are recorded as Stipulated Sum Invoices in ArchiOffice.
- When transferring invoices to QuickBooks, separate line items are created for taxes, service amount and expense amount. Markup is added to the expense amount.
- Pending invoices in QuickBooks cannot be transferred to ArchiOffice. Draft invoices in ArchiOffice do not transfer to QuickBooks.
- If a discount is applied to an invoice using the 'Discount and Credits' option on the Payment screen in QuickBooks, ArchiOffice will *NOT* transfer this payment. We recommend that you use the Credit Memo option in QuickBooks to properly discount an existing invoice.
- While transferring invoices, details like associated items, units and rates can also be transferred from QuickBooks.
- Invoices and Payments in QuickBooks should be linked to Jobs, not Customers. This is because in ArchiOffice invoices and payments are associated with jobs and not directly with a client. In QuickBooks, you can associate invoices and payments directly with the client. In order to get these invoices and payments, ArchiOffice will create a project on-the-fly based on the client and associate all these transactions to this project.



It is highly recommended that prior to the first sync, all invoices are moved to the project. Sync invoices directly from the client can result in complications.

17. Retainers:

- When transferring retainers to QuickBooks, it saves them as Client Credits in a liability account.

18. Payments:

- If a payment was applied to a client in QuickBooks and then invoices related to jobs were paid, it gets transferred as Client Payment and is associated to the correct job.
- Payments from QuickBooks do not transfer to ArchiOffice if there is no invoice in ArchiOffice to which the payment amount was applied (the invoice does not exist in ArchiOffice). Similarly, payments from ArchiOffice do not transfer to QuickBooks if the invoice does not exist there.
- Credit type payments are transferred between ArchiOffice and QuickBooks. Retainer payments are sent as 'check' type by default.
- When paying an invoice in ArchiOffice using a retainer, ArchiOffice debits the liability account in QuickBooks.
- When we send one payment that pays two or more invoices to QuickBooks, it is not sent as separate payments but rather a single payment.

Integration Settings

In ArchiOffice, you can specify data transfer rules and settings in the ArchiOffice-QuickBooks Integration Settings screen. These settings are used as defaults when you choose to synchronize data between ArchiOffice and QuickBooks.

Using the ArchiOffice-QuickBooks Integration Settings screen, you can specify the following:

- [Send Settings](#)
- [Get Settings](#)
- [Account Assignment](#)
- [Payroll Settings](#)

Send Settings

The send settings allow you to set rules for transferring data from ArchiOffice to QuickBooks database. You can also restrict the data sent from ArchiOffice to QuickBooks using filters (e.g., employees, job codes, etc.).

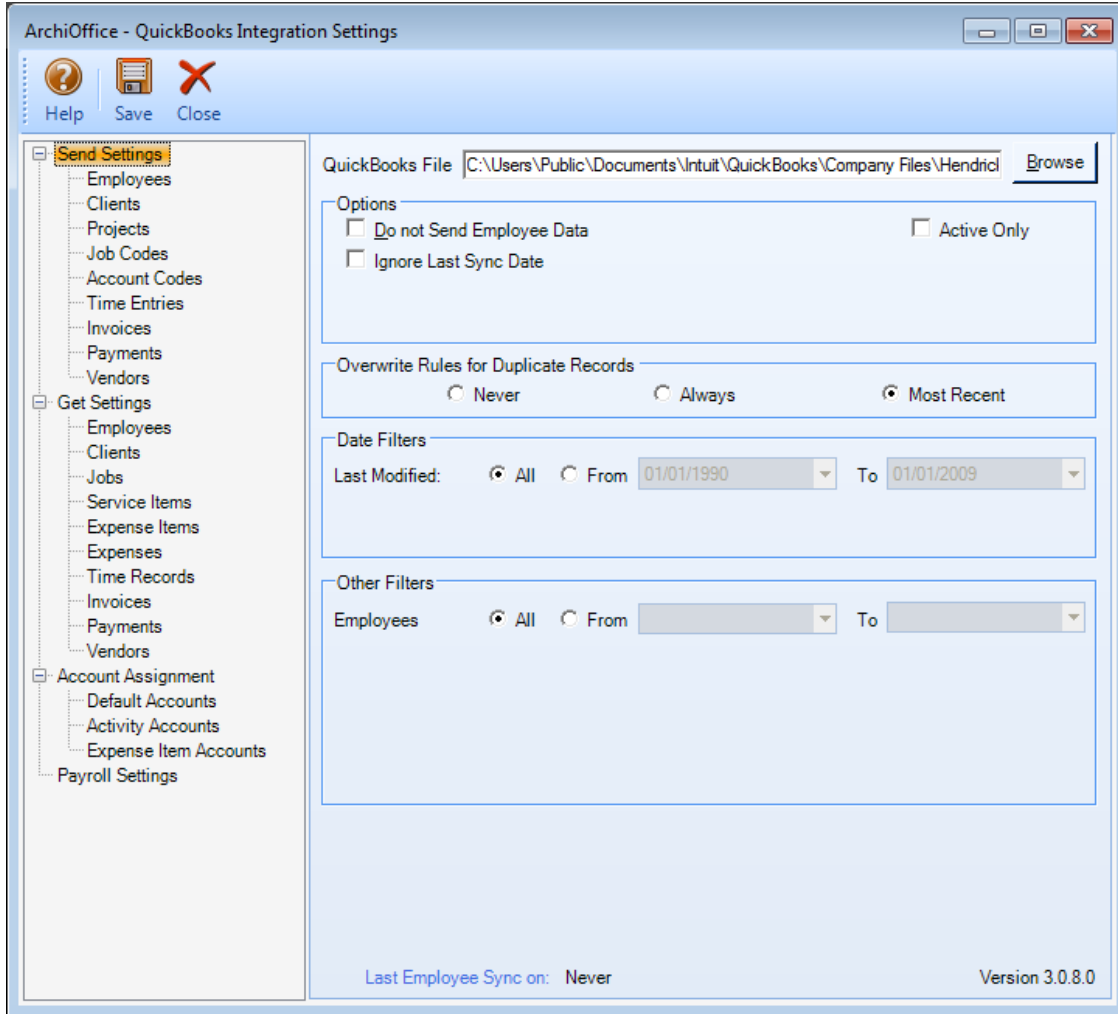


The Send options change depending upon the module selected from the list on the left of the screen.

You can specify the following settings *per module* for sending data to QuickBooks:

QuickBooks File: Your QuickBooks database is displayed here. By default, ArchiOffice will always connect to the currently open QuickBooks company file.

How Integration Works



Options: ArchiOffice provides some options for sending ArchiOffice data to QuickBooks:

- *Do not Send Employee Data:* Check this option if you don't want ArchiOffice to send data for the selected module. E.g., if you do not wish to send time entries to QuickBooks, check 'Do not Send Time Data' option.
- *Ignore Last Sync Date:* Checked, ArchiOffice ignores the date when it had last integrated with QuickBooks for the selected module. The *Last Sync on* date, displayed at the bottom of the screen, is used for reference when we want ArchiOffice to sync data since this date.
- *Active Only:* Checked, only active ArchiOffice data is considered for transfer, e.g. active employees, clients, vendors, and so on.

For Time Entries, you can specify additional options:

- *Map TE Notes to QB Notes:* Check this option to map ArchiOffice time entry notes to QuickBooks time entry notes.

For Vendors, you can specify additional options:

- *Treat these contact types as vendors:* From the 'Select contact type' dropdown list, check all the contacts that you want to send as vendors to QuickBooks.

Overwrite Rules for Duplicate Records: In this section, you can specify overwrite rules for the selected module. For instance, if both ArchiOffice and QuickBooks have a record for employee John Doe:

- *Never:* Neither ArchiOffice's nor QuickBooks' version of field data will be updated. Thus, you will have two versions of that record. E.g., if the employee record has different address in each database, those fields will not be updated upon sync.
- *Always:* ArchiOffice data will always overwrite the QuickBooks data in the Send mode. Again, if two different addresses exist, the employee address in ArchiOffice will replace that of QuickBooks.
- *Most Recent:* ArchiOffice compares the Last Modified date-time stamps for QuickBooks and ArchiOffice fields. In Send operations, QuickBooks data is overwritten if the ArchiOffice record has a more recent modified date.

Filters: allow you to restrict the data transferred between ArchiOffice and QuickBooks. For example, you may like to transfer only certain clients from ArchiOffice to QuickBooks. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

- *Date Filters:* Each linked record saves a 'Last Modified' date that is used to determine which record is most recent. The date filters are useful and save time when you want to sync data for a specific period.
- *Other Filters:* Depending upon the module selected, you can also apply other filters to restrict data sent from ArchiOffice to QuickBooks. E.g., you can filter data by IDs for employees, job codes, projects, etc.

Get Settings

Get settings are used to set rules for transferring data from QuickBooks to ArchiOffice database. You can also restrict the data received from QuickBooks into ArchiOffice using filters.

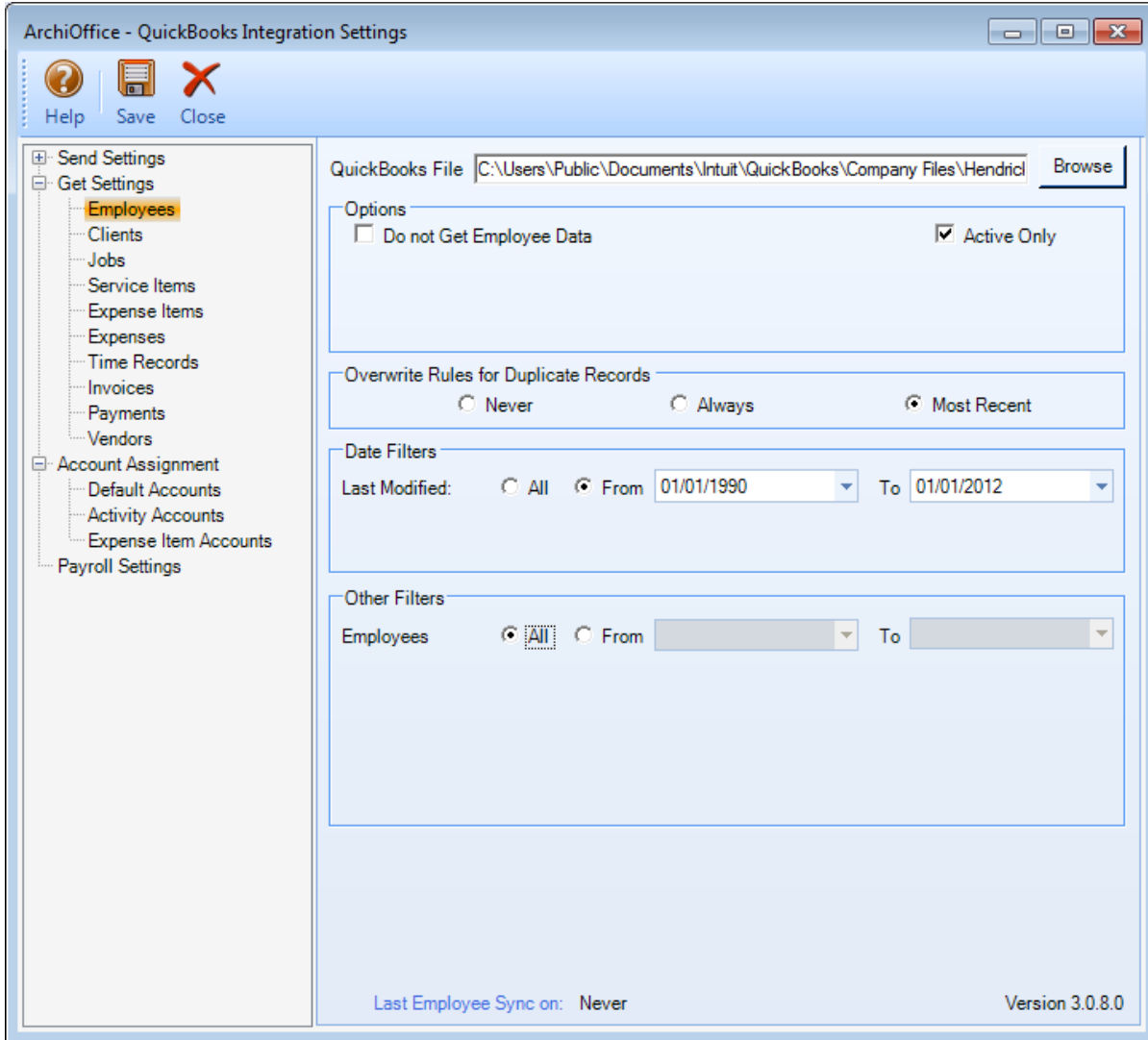


The Get options change depending upon the module selected on the left of the screen.

You can specify the following settings *per module* for getting data from QuickBooks:

QuickBooks File: Your QuickBooks database is displayed here. By default, ArchiOffice will always connect to the currently open QuickBooks company file.

How Integration Works



Options: ArchiOffice provides some options for getting QuickBooks data into ArchiOffice:

- *Do not Get Employee Data:* Check this option if you don't want ArchiOffice to get data for the selected module. E.g. if you do not wish to get employee data from QuickBooks, check 'Do not Get Employee Data' option.
- *Vendor Related Expense Entries:* Expense entries (i.e., Vendor Bills, Checks or Credit card charges) coming from QuickBooks that have vendors associated to them must be recorded against a Project Leader, Project Principal or Originator in ArchiOffice. The system first attempts to record the entries against the Project Leader of the expense's project. If a Project leader is not present, the Project Principal of the expense's project is used. If neither a Project Leader nor a Principal has been assigned, the Project Originator of the expense's project is used. If none of these three are present, then the expense entries are recorded against any user. The vendor associated to the entries in QuickBooks will display in the notes/description field of the Expense Detail screen.

Make a selection from this drop-down list to manually select the person against which vendor related expense entries will be recorded in ArchiOffice.

- *Active Only:* Checked, only active QuickBooks data is considered for transfer, e.g. active employees, clients, vendors, and so on.

Overwrite Rules for Duplicate Records: In this section, you can specify overwrite rules for the selected module. For instance, if both ArchiOffice and QuickBooks have a record for employee John Doe:

- *Never:* Neither ArchiOffice's nor QuickBooks' version of field data will be updated. Thus, you will have two versions of that record. E.g., if the employee record has different address in each database, those fields will not be updated upon sync.
- *Always:* QuickBooks data will always overwrite the ArchiOffice data in the Get mode. Again, if two different addresses exist, the employee address in QuickBooks will replace that of ArchiOffice.
- *Most Recent:* ArchiOffice compares the Last Modified date-time stamps for QuickBooks and ArchiOffice fields. In Get operations, ArchiOffice data is only overwritten if the QuickBooks record has a more recent modified date.

Filters: allow you to restrict the data transferred between ArchiOffice and QuickBooks. For example, you may like to transfer only certain clients from QuickBooks into ArchiOffice. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

- *Date Filters:* Each linked record saves a Last Modified date that is used to determine which record is most recent. The date filters are useful and save time when you want to sync data for a specific period.
- *Other Filters:* Depending upon the module selected, you can also apply other filters to restrict data received from QuickBooks. E.g., you can filter data by IDs for employees, job codes, projects, and so on.

Account Assignment

Job Codes (activities) in ArchiOffice are linked to Service Items in QuickBooks. Similarly, Account Codes (expense items) in ArchiOffice are linked to Other Charge Items in QuickBooks. A key step in the integration process is to assign general ledger (G/L) accounts to ArchiOffice codes and invoice items. In ArchiOffice, service and expense accounts are not required, except for the purpose of data integration with other accounting software that require G/L accounts for all items and transactions.

For companies that integrate ArchiOffice with QuickBooks, they need to specify default General Ledger accounts for the service, expense and invoice items in ArchiOffice (prior to the sync). When ArchiOffice invoices are transferred to QuickBooks, by default it transfers the actual time and expense line items and posts them to their respective accounts. However, when invoice details are not transferred, ArchiOffice sends service and expense items as single line items. Normally, the transactions debit or credit these accounts. You can assign G/L accounts to job codes, account codes and invoice items on the ArchiOffice-QuickBooks Integration Settings screen.

How Integration Works



QuickBooks accounts are available for assignment in ArchiOffice only after a connection has been established between the two applications.

If you integrate with QuickBooks and *GET* service and other charge items, the associated G/L accounts also carry to ArchiOffice. When a job code or expense is part of an invoice (associated time and expense entries are relieved with the invoice), and you synchronize that invoice with QuickBooks, the correct G/L account will be updated there. This tracks your company's income and expenses in the accounting system.

Service and expense accounts can be set up in two ways:

- *ArchiOffice Accounting Option*: You can assign accounts to ArchiOffice job and account codes via the ArchiOffice-QuickBooks Integration Settings screen. QuickBooks income and expense accounts are available for assignment after a connection between ArchiOffice and QuickBooks is established.
- *QuickBooks*: If you integrate with QuickBooks and GET Service and Other Charge Items, the associated G/L accounts also transfer to ArchiOffice.

Use the ArchiOffice-QuickBooks Integration Settings screen to specify the desired QuickBooks account for ArchiOffice items.

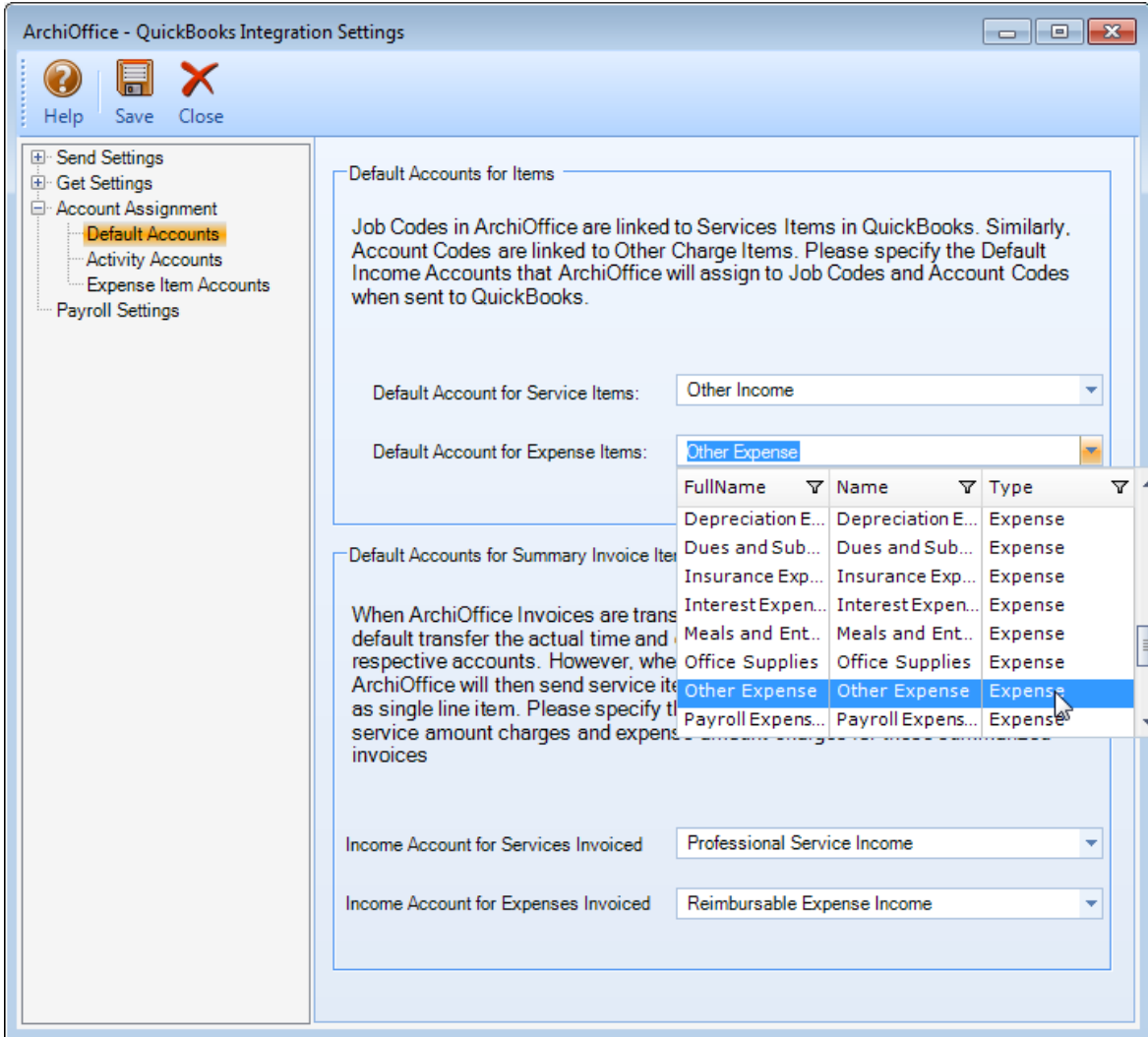
You can specify default accounts for ArchiOffice job codes (service items) and account codes (expense items). Besides these, you can also specify default accounts for summarized service and expense line items that are invoiced.

Default Accounts

You can make the following default account assignments:



See the [Initial Integration](#) section for step-by-step instructions.



- **Default Account for Service Items:** Every service item in QuickBooks must be assigned to an income account. The QuickBooks income account selected here is assigned to all service items of ArchiOffice. By default, Other Income is selected but you can choose any other account from the drop-down list.
- **Default Account for Expense Items:** Every expense item in QuickBooks must be assigned to an income account. The QuickBooks income account selected here is assigned to all expense items of ArchiOffice. By default, Other Income is selected but you can choose any other account from the drop-down list.
- **Income Account for Services Invoiced:** The QuickBooks income account selected here is where the service total of your ArchiOffice invoices will transfer upon sync. By default, Other Income is selected but you can select any other account from the drop-down list.
- **Income Account for Expenses Invoiced:** The QuickBooks income account selected here is where the expense total of your ArchiOffice invoices will transfer upon sync. By default, Other Income is selected but you can select any other account from the drop-down list.

Activity Accounts

On the Defaults Accounts screen you specified the default income account to be assigned to Activity Codes in ArchiOffice when they are sent to QuickBooks as Service Items. On this screen, you can specify a separate Income and Expense Account per Activity (Service Item). If you leave it blank, ArchiOffice uses the default Income Account specified in the Default Accounts section.

Expense Item Accounts

On the Defaults Accounts section you specified the default income account to be assigned to Expense Codes in ArchiOffice when they are sent to QuickBooks as Other Charge Items. Here, you can specify a separate Income and Expense Account per Expense Item. If you leave it blank, ArchiOffice uses the default Income Account specified in the Default Accounts section.

You can also assign specific accounts to individual job codes and account codes in QuickBooks after the sync. On the List Items screen, you can change the assigned account for each service and expense (other charge) item. You can also create new accounts in the Chart of Account screen and then assign those accounts to these items.

Payroll Settings

Every payroll item must be assigned to an account in QuickBooks. ArchiOffice allows you to assign QuickBooks payroll items and accounts to its time entry related items such as regular time, overtime, vacation, etc on an employee or employee group basis. The time data transferred will be assigned to the specified payroll item and account in QuickBooks. For description of each field on this panel, see the ArchiOffice Help.

Initial Integration

The initial integration populates the ArchiOffice or QuickBooks company database with information from the other application. Your initial synchronization settings determine what information and how much of it is shared between the applications. For example, you may decide to move QuickBooks data for only the last two years to ArchiOffice.

Both ArchiOffice and QuickBooks must be running during the integration process. You will first specify the synchronization options on the ArchiOffice-QuickBooks Integration Settings screen for the initial integration set up and then use the Get/Send menus to transfer each data type (e.g., Employee, vendor, etc.). You can do this by referring to one of the scenarios covered in this section that best fits your needs.



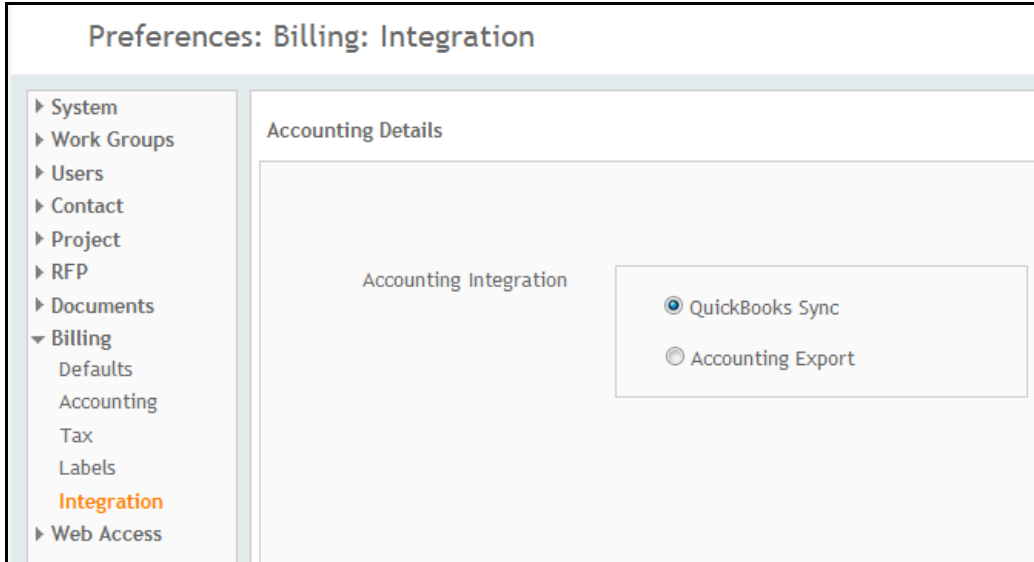
If you are new to ArchiOffice as well as QuickBooks, initial integration tasks will be completed after you have set up your information in both applications.

Security Permissions

Before you synchronize ArchiOffice data with QuickBooks, you must have security permission to perform the task. The Administrator in your company sets the QuickBooks Sync option in the ArchiOffice Preferences screen. An easy way to avoid warning messages is to add ArchiOffice and QuickBooks to your Windows Startup folder so they run automatically at startup.

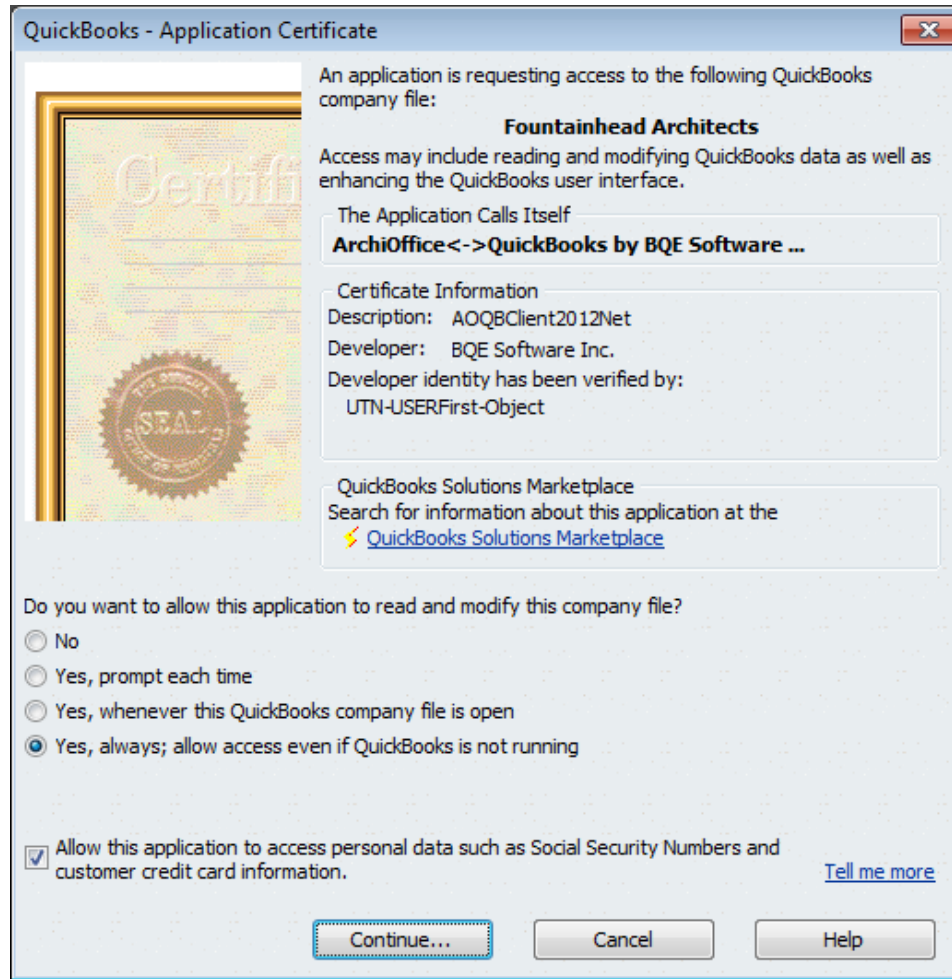
You also need to assign auto logon permission to ArchiOffice from QuickBooks. To allow direct communication, you have to grant permission to ArchiOffice to access your QuickBooks database.

1. Open QuickBooks and log in as an administrative user. Open the desired company file.
2. Start ArchiOffice and go to the Preferences-Billing-Integration screen
3. Select the QuickBooks Sync option and click Save.

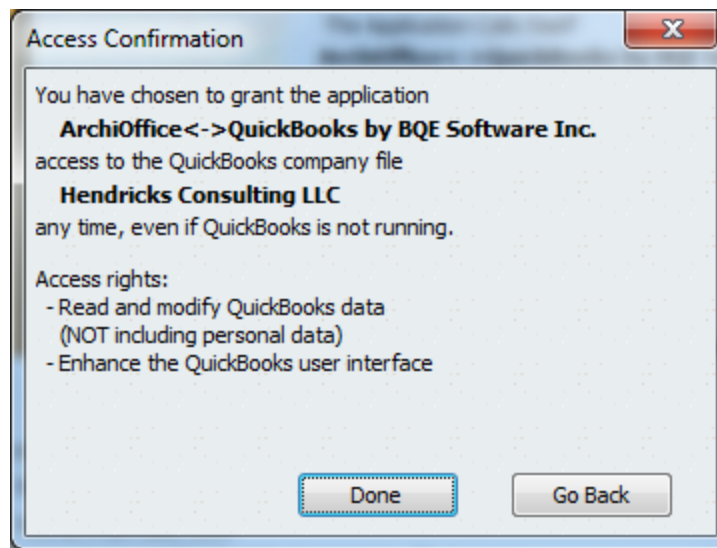


4. Click your user name at the top of the ArchiOffice screen and select Accounting from the drop-down list.
5. Choose Sync Settings.
6. You will be prompted to grant access to ArchiOffice. Choose the *Yes, always; allow access...* option and select the *Allow this application to access to personal data...* checkbox.
7. Click Continue.

Initial Integration



8. Confirm your selection by clicking Done. This establishes the first connection between the two applications.



9. A confirmation to back up your QuickBooks data before settings ArchiOffice-QuickBooks Integration settings displays. Select Yes or No to continue. After you make your choice the ArchiOffice – QuickBooks Integration Settings window displays.



If you don't see the dialog, look for the ArchiOffice icon on your windows toolbar and click it.

Scenario I: New ArchiOffice-Existing QuickBooks User

QuickBooks users who are new to ArchiOffice should start by transferring information from QuickBooks to a new ArchiOffice database. After creating the ArchiOffice company file and setting preferences, you can initiate synchronization and check the transferred data.



You can contact us at support@ArchiOffice.com to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

Follow the steps below to integrate ArchiOffice and QuickBooks data.

Step 1: Set Up ArchiOffice Company

In this step, you must first set up a company in ArchiOffice and enable the integration feature.

1. Before integrating data, you must first set up an ArchiOffice company database. See [ArchiOffice Help](#) or [ArchiOffice Getting Started Guide](#) for more information.
2. Download and install the ArchiOffice↔QuickBooks Integration Tool from <http://www.bqe.com/archioffice2012/AOQB2012/index.asp>.
3. Start ArchiOffice and log in as an administrator.
4. Click your user name at the top of the ArchiOffice screen and select Preferences. Select Billing and then Integration on the left of the Preferences screen and choose the QuickBooks Sync option.

Step 2: Backup QuickBooks Database

Back up your QuickBooks database before the initial synchronization. In QuickBooks, select Create Backup from the File menu and then choose a backup option.

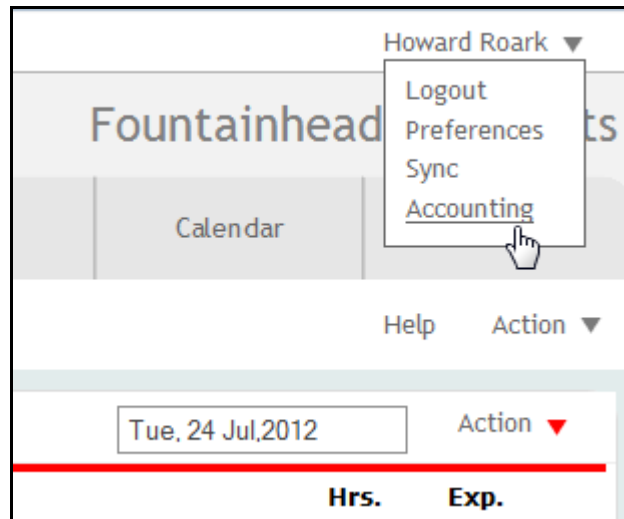


If you haven't already done so, you need to assign permissions to ArchiOffice to access QuickBooks's data (see Security Permissions above).


Step 3: Configure ArchiOffice Sync Settings

Specifying integration settings is necessary to define what data is transferred as well as other preferences. You can later fine-tune these settings to control day-to-day integration processing (see 5. *Fine-Tune Synchronization Settings* below).

1. In ArchiOffice, click your user name at the top of the ArchiOffice screen and select Accounting from the drop-down list.





2. Click Sync Setting. The ArchiOffice-QuickBooks Integration Settings screen displays.

 See the [Integration Settings](#) section for more information.

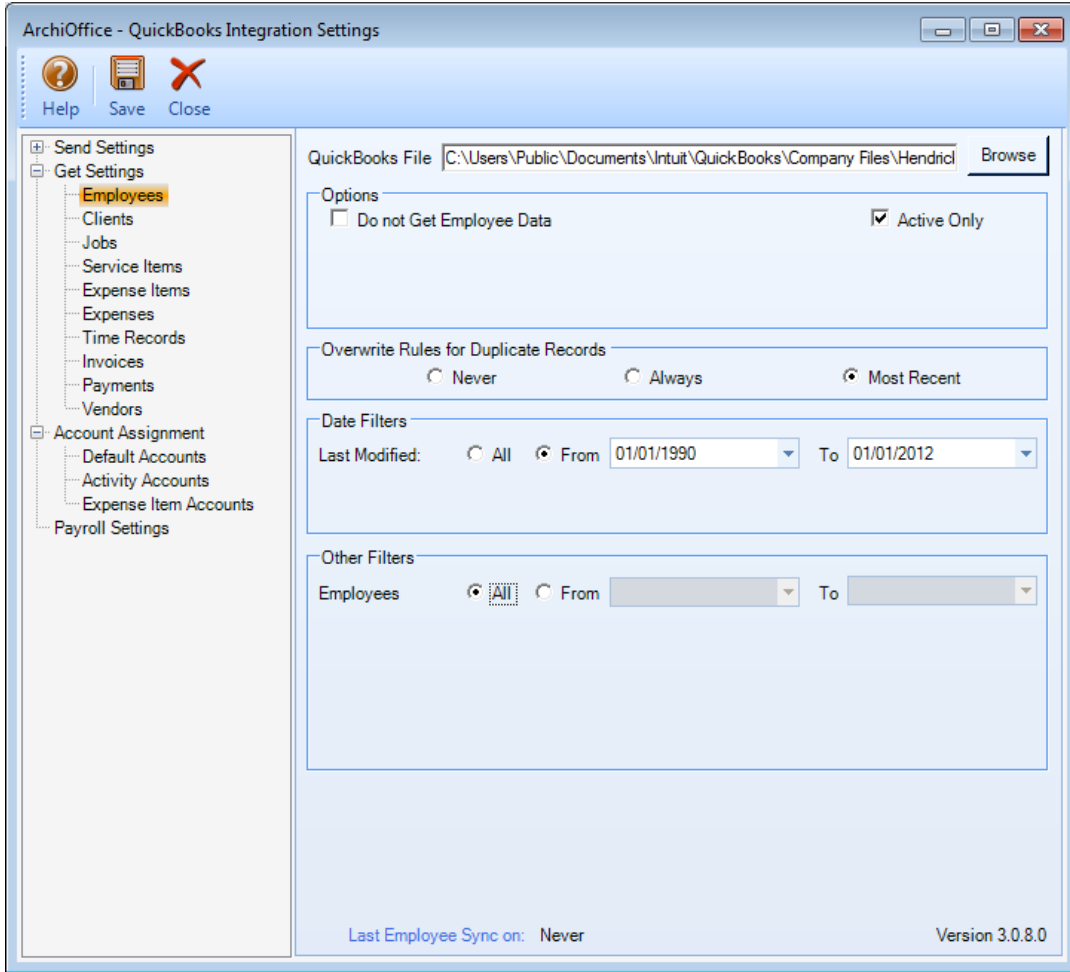
3. On the left of the screen is a list of ArchiOffice modules, both for Send Settings and Get Settings. You can specify various filters and other sync options based on the module selected.

Since you want to transfer data from QuickBooks to ArchiOffice, configure settings for the modules (e.g., employees, clients, etc.) in the Get Settings list containing data to be transferred (See [Get Settings](#) for more.).

 You only need to decide whether to get each type of QuickBooks data to ArchiOffice. If you wish to restrict what data records transfer from QuickBooks, choose one or more filters.

 We recommend that you do not get time or expense entries from QuickBooks which are already accounted for on an invoice. Use the Date filters in the ArchiOffice-QuickBooks Integration utility to only retrieve time and expense entries that have not been invoiced yet using.

Initial Integration



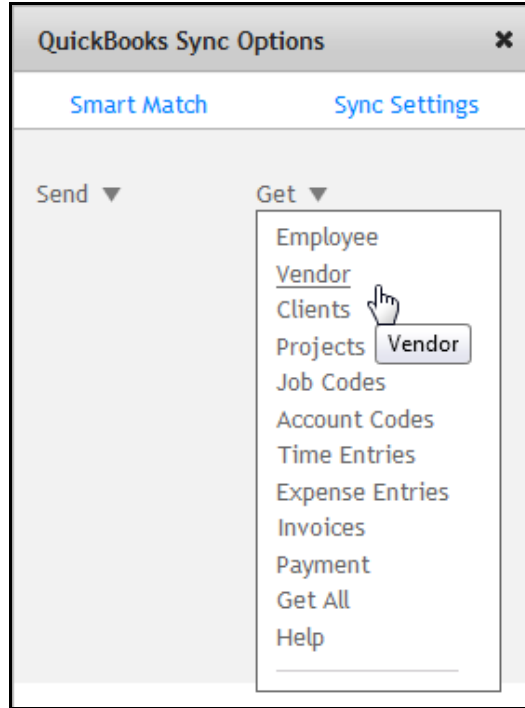
4. Click Save to save the sync settings and then exit.

Step 4: Get Data from QuickBooks


Now you are ready to transfer data from QuickBooks to ArchiOffice.

1. Click your user name at the top of the ArchiOffice screen and select Accounting from the drop-down list.
2. Click the Get drop-down list on the QuickBooks Sync Options screen.

Initial Integration



3. Select each listed item, starting with Employees.
4. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.
5. Repeat steps 3 and 4 for each displayed item, in the order listed. Below are the ArchiOffice Get menu items and the corresponding QuickBooks screen.

 It is *highly recommended* that you import items in the order they are listed on the drop-down list.

ArchiOffice Get Menu Item	QuickBooks Screen
Employees	Employees
Vendors	Vendors
Clients	Customers
Projects	Jobs
Job Codes	Service Items
Account Codes	Other Charge Items
Time Entries	Time Tracking
Expense Entries	Bills/Checks
Invoices	Invoices
Payments	Payments

Step 5: Verify Data Transfer and Refine Synchronization Settings

Data adjustments are needed in ArchiOffice after getting data from QuickBooks because ArchiOffice requires certain fields which might be optional in QuickBooks.

- **Employees:** When you get employees from QuickBooks, make sure to check their user and security settings in ArchiOffice.
- **Time Entries:** When you get time entries from QuickBooks, make sure to update the bill and cost rates in ArchiOffice because QuickBooks doesn't require them.
- **Alternate Contact:** Alt. Contact in QuickBooks corresponds to ArchiOffice's Project Leader. If Alternate Contact is not specified in QuickBooks, ArchiOffice fills a placeholder 'FromQuickBooks' in the Project Leader field. Change that to the appropriate names.
- **Names:** Check the names of records (e.g., contacts or projects) transferred from QuickBooks. You can change them, if desired.
- **Data Accuracy:** Verify other data using reports in ArchiOffice and QuickBooks.

After you check the data transferred to ArchiOffice, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Scenarios](#) for more.

Scenario 2: Existing ArchiOffice-New QuickBooks User

ArchiOffice users who are new to QuickBooks must first transfer information from ArchiOffice to a new QuickBooks database. After creating the QuickBooks file and setting synchronization preferences, you can initiate synchronization and check the transferred data.



You can contact us at support@ArchiOffice.com to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

Please follow the steps below to integrate ArchiOffice and QuickBooks data.

Step 1: Create a QuickBooks Company Database

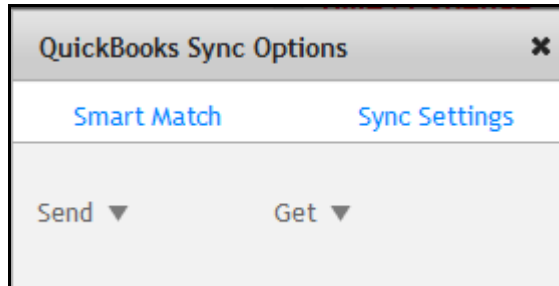
Before integrating data with ArchiOffice, create a new QuickBooks company database and assign permissions to ArchiOffice to access its data (see [Security Permissions](#) above).

Step 2: Configure ArchiOffice Sync Settings

Specifying sync settings is necessary to determine what data will be transferred as well as other preferences. Later, you can fine-tune these settings to control day-to-day integration process (see 5. *Fine-Tune Synchronization Settings* below).

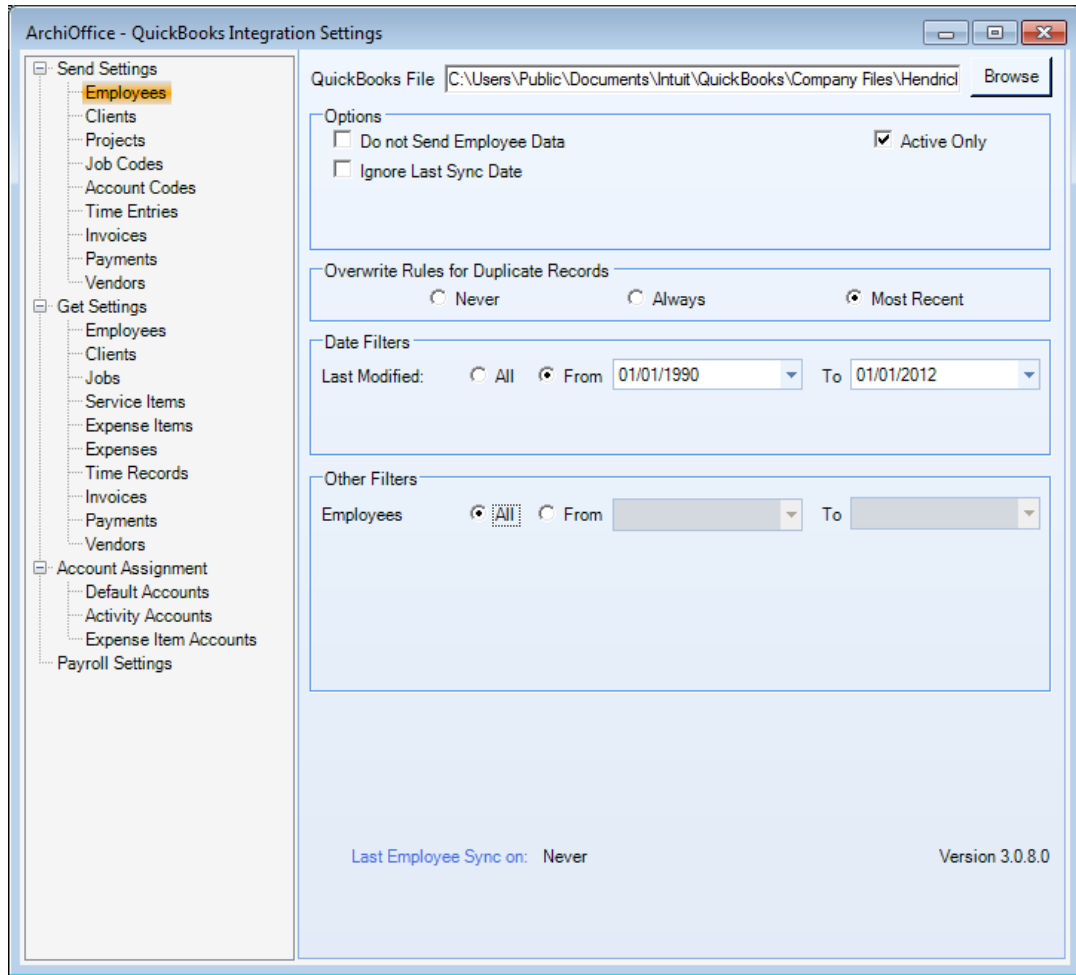
Initial Integration

1. Download and install the ArchiOffice↔QuickBooks Integration Tool from <http://www.bqe.com/archioffice2012/AOQB2012/index.asp>.
2. Login to ArchiOffice as an Administrative user.
3. Click your user name at the top of the ArchiOffice screen and select Preferences. Select Billing and then Integration on the left of the Preferences screen and choose the QuickBooks Sync option.
4. Select Accounting from the Master Action drop-down list.
5. Click Sync Settings on the QuickBooks Sync Options screen.



6. On the left of the screen is a list of ArchiOffice modules (e.g., employees and jobs) for both Send Settings and Get Settings. You can set various filters and other sync options for each module.

Initial Integration



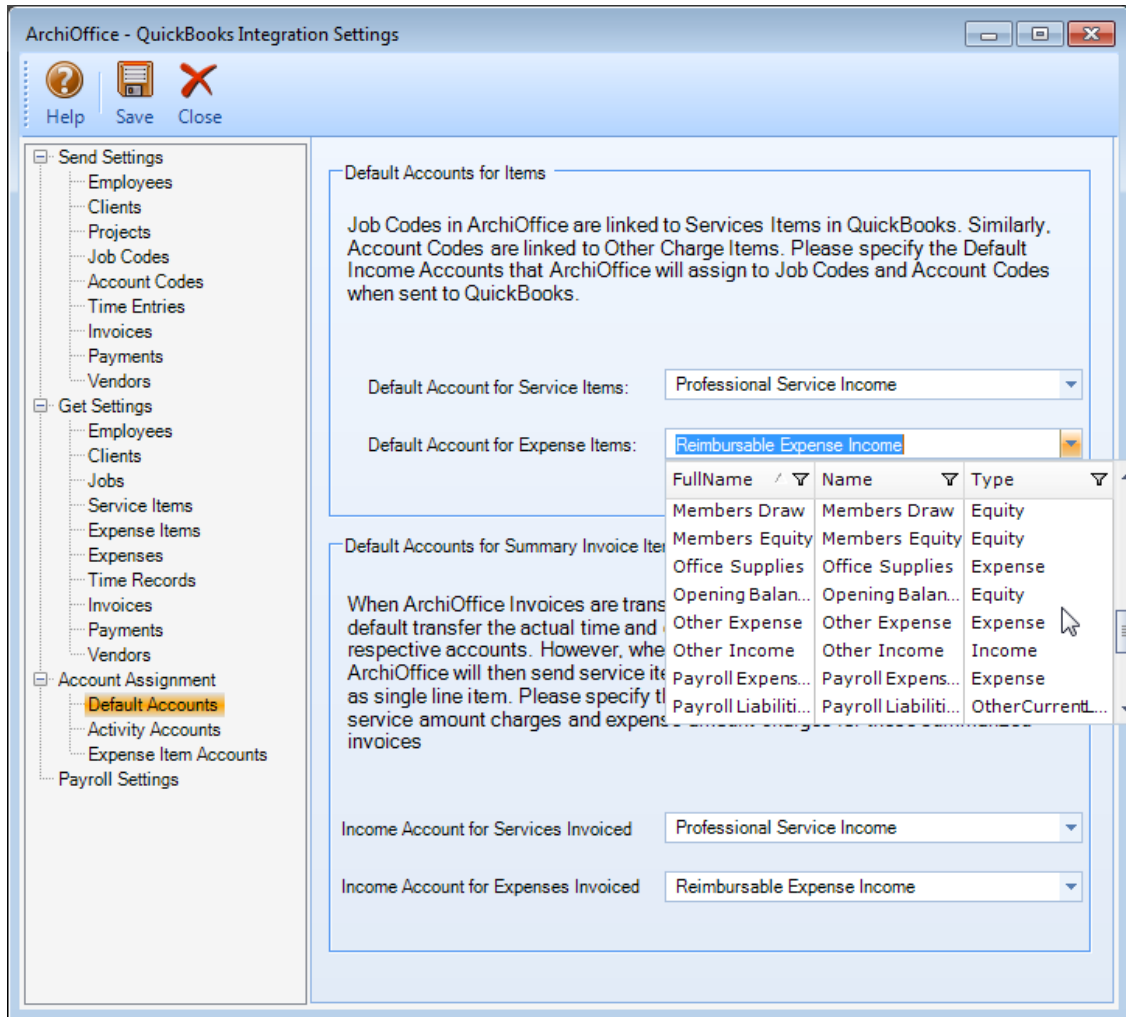
Since you want to transfer data from ArchiOffice to QuickBooks, configure the modules in the Send Settings list. See [Send Settings](#) for more.



You only need to decide whether to send each type of ArchiOffice data to QuickBooks. If you wish to restrict what data records transfer to QuickBooks, choose one or more filters.

7. Click on Account Assignment and select the default accounts for ArchiOffice items prior to data transfer. See [Account Assignment](#) for more.

Initial Integration

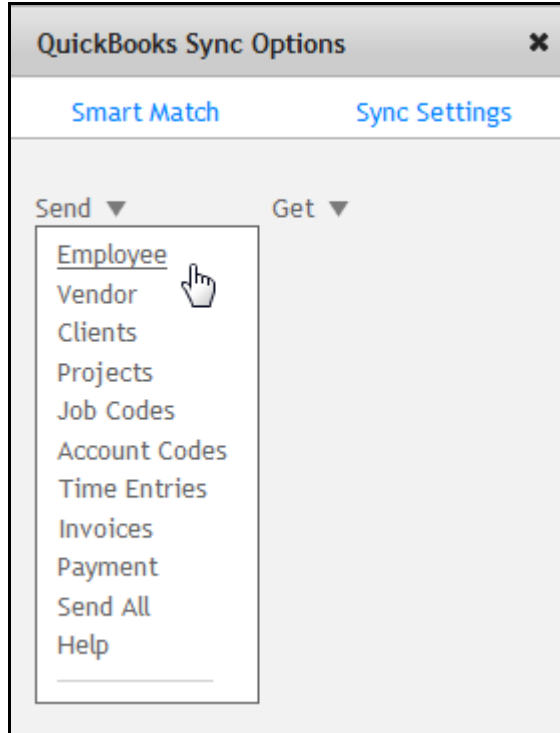


8. Click Save and then Close.


Step 3: Send ArchiOffice Data

Now you are ready to send data from ArchiOffice to QuickBooks.

1. Click your user name at the top of the ArchiOffice screen and click Accounting.
2. Click the Send drop-down list on the QuickBooks Sync Options screen.



3. Select each listed item, starting with Employees.
4. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.
5. Repeat steps 3 and 4 for each displayed item, in the order listed. Below are the ArchiOffice Send menu items and the corresponding QuickBooks screens.

 It is *highly recommended* that you import items in the order they are listed on the drop-down list.

ArchiOffice Send Menu Item	QuickBooks Screen
Employees	Employees
Vendors	Vendors
Clients	Customers
Projects	Jobs
Job Codes	Service Items
Account Codes	Other Charge Items
Time Entries	Time Tracking
Invoices	Invoices
Payments	Payments

Step 4: Verify Data and Refine Synchronization Settings

In this stage, you should check the data transferred to QuickBooks and verify its accuracy. In addition, you may wish to change your integration settings to ones better suited for day-to-day synchronization. See [Day-to-Day Integration Scenarios](#) for more.

Scenario 3: Existing ArchiOffice-Existing QuickBooks User

Typically, a company uses ArchiOffice to manage projects, enter time, generate invoices, record payments and produce reports. QuickBooks is used for accounting tasks such as payroll, accounts payable, financial reports and so on. If you have been using both ArchiOffice and QuickBooks, and want the two applications to be able to share data, data integration between the two needs a proper plan.

In case of existing ArchiOffice and QuickBooks users, it is likely that duplicate records exist in the other application. This duplication occurs because of separate entry of data in the two applications, even for similar records. The matching of these records can be a time consuming process. However, this needs to be done only once and then from that point onwards, data syncing can be scheduled accordingly.

You have three options:

1. If you have created a set of clients, projects (jobs), employees, invoices and payments in both databases, you should move the records from ArchiOffice to QuickBooks first. If you move this data from ArchiOffice to QuickBooks and some of these records already exist in QuickBooks, it is recommended that you merge the duplicates. This merging of the records can be a time consuming process. ArchiOffice provides a separate ArchiOffice-QuickBooks Smart Match utility. You will need to run it only once and then from that point onwards, data can be synchronized automatically. You can even select the modules for matching data



See the [ArchiOffice Help](#) for details on the Smart Match utility.

2. Create a new database in one of the two applications—ArchiOffice or QuickBooks. And follow the relevant scenario:
 - [Existing ArchiOffice-New QuickBooks User](#)
 - [New ArchiOffice-Existing QuickBooks User](#)
3. If you do not want to create a new database in any of the two applications and want to maintain your existing data in both databases, use our [BQE Consulting Services](#). For a nominal fee, we can sync the data between your existing databases and match/merge the duplicate records for you.



You can contact us at support@ArchiOffice.com to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks.

Scenario 4: New ArchiOffice-New QuickBooks User

If you are new to both ArchiOffice and QuickBooks, you need to set up databases in both applications for your company, enter and/or import master information in ArchiOffice (or QuickBooks), and then synchronize the data. The instructions below cover these tasks.



You can contact us at support@ArchiOffice.com to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

To get complete and useful practice management information from the start and to reduce setup time, we recommend that you add or create master information and other time and billing data in your ArchiOffice database. The exception to this would be the job codes and account codes (service and expense items), which should be created in QuickBooks and then transferred to ArchiOffice. Once databases are set up, you can sync data between ArchiOffice and QuickBooks.

Step 1: Configure Your ArchiOffice Company Database

This step covers instructions for setting up a new ArchiOffice database for integration with QuickBooks.

1. You need to set up an ArchiOffice company database. See [ArchiOffice Help](#) or [ArchiOffice Getting Started Guide](#) for more information.
2. Install the ArchiOffice↔QuickBooks Integration Tool from <http://www.bqe.com/archioffice2012/AOQB2012/index.asp>.
3. Start ArchiOffice and log in as an administrator.
4. Click your user name at the top of the ArchiOffice screen and select Preferences from the drop-down list.
5. Open the Billing folder and click Integration. Choose the QuickBooks Sync option.

Step 2: Create a QuickBooks Database

Next you must create a QuickBooks database and assign permission to ArchiOffice to access its data (see [Security Permissions](#) for more).

Step 3: Preparing Data for Integration

You can set up your data manually, import it, or use a combination of both methods. The sequence for an efficient set up is as follows:

Initial Integration

1. Master information should be set up first in ArchiOffice. This includes Contacts (employees, clients and vendors), Projects, Job Codes, etc. Other information can be added later.

When setting up new records, you only need to enter data into a few required fields. Other data can be entered now or later.

ArchiOffice Setup Sequence	ArchiOffice Screen
Employees	Contacts
Vendors	Contacts
Job Codes	Preferences
Account Codes	Preferences
Clients	Contacts
Projects	Projects
Time Entries	Time & Expense
Expense Entries	Time & Expense
Invoices	Billing
Payments	Billing

The exception to this would be the job and account codes (i.e., service and expense items), which should be created in QuickBooks and then transferred to ArchiOffice.

2. Create or add project records in ArchiOffice. Phases and sub-phases can be created to break down work being done for a client.

Each project record contains contacts, milestones, billing options, budget and other elements that control how ArchiOffice adapts to your company and processes data. When billing, ArchiOffice automatically organizes information by project, making it easier and faster to bill clients.

Architects and engineers often break down projects into phases, assigning a portion of the contract amount or budget to a phase of work.

3. Create a chart of accounts in QuickBooks to describe and monitor the financial activity of your business. You can create these accounts from scratch or use the standard chart of accounts.
4. Determine what time (e.g. timesheets or time entries) and expenses (e.g. expense reports) in your old time and billing application are *unbilled*. Manually enter or import these records into ArchiOffice. To manually enter time and expense records, use ArchiOffice's Time/Expense screen.
5. When recording historical or old invoices, you have several options:
 - You can enter summarized historical invoices in QuickBooks and then transfer them to ArchiOffice.

- You can enter summarized historical invoices in ArchiOffice and then transfer them to QuickBooks. This is the recommended option for an easy set up.



In any case, it is recommended to enter summarized time and expense entries for accurate reporting, job costing and profitability.

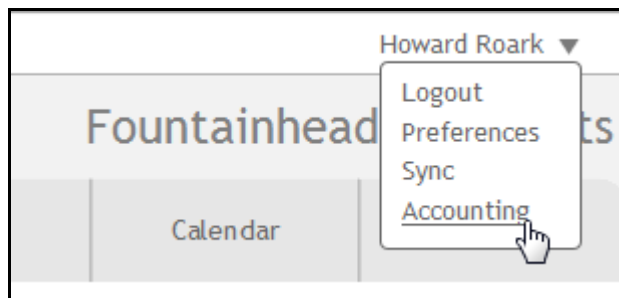
6. If you entered any paid invoices, you need to record the associated payment (cash receipt) to bring it to the *Paid* status in ArchiOffice. Record payments or retainers for invoices via the Transactions Details screen, accessed by going to the Project > Billing > Transaction screen and double-clicking a listed invoice. See the *ArchiOffice Help* for more information.

If you entered only outstanding invoices or balance forward amounts, you can move to the next step.

Step 4: Configure Sync Settings

After data has been set up in the respective applications, you need to sync it. You can start by transferring service and expense items data in QuickBooks into ArchiOffice. As the rest of the data is in ArchiOffice, you will have to transfer that to QuickBooks so that both applications begin processing from the same point onwards. Specifying sync settings is necessary to define which data will be transferred as well as other preferences. Later, you can fine-tune these settings to control day-to-day integration (see 9. *Fine-Tune Synchronization Settings* below).

1. In ArchiOffice, click your user name at the top of the ArchiOffice screen and select Accounting from the Action drop-down list.



2. On the Sync Options screen, click Sync Settings. The ArchiOffice-QuickBooks Integration Settings screen displays.

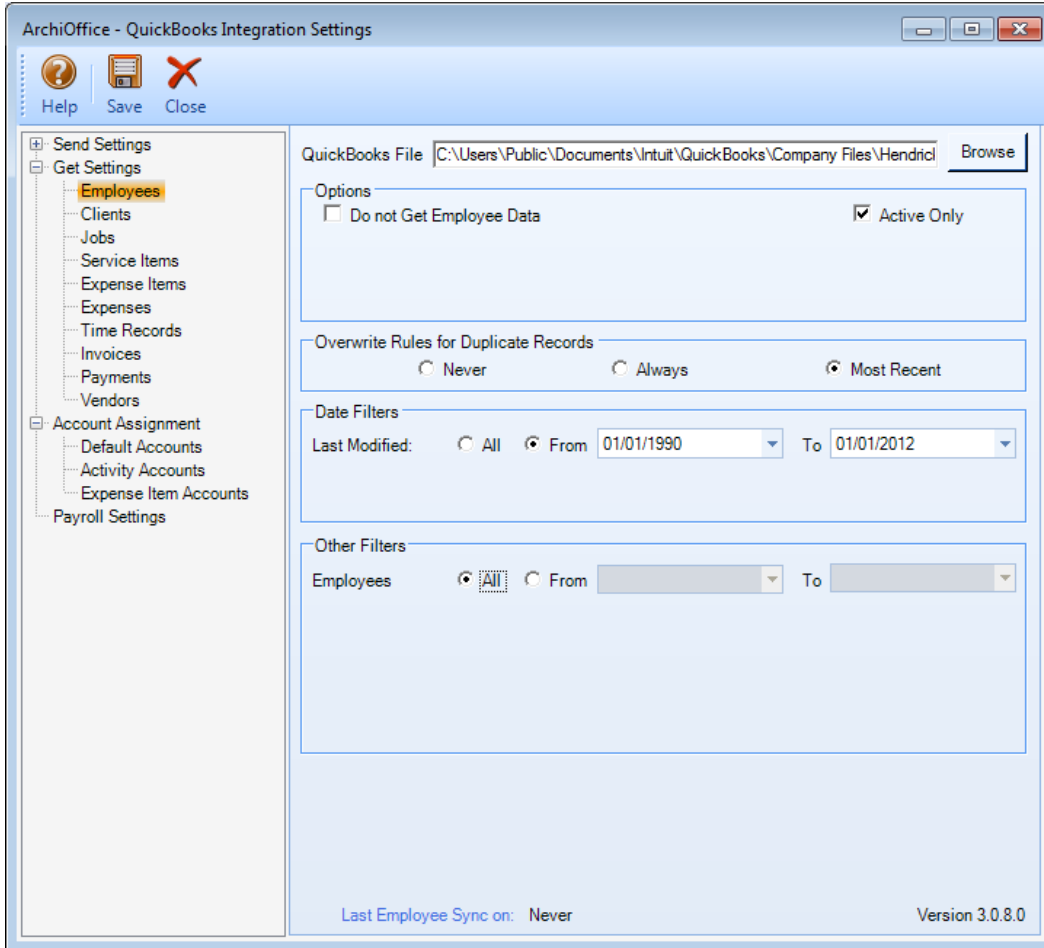


See the [Integration Settings](#) section for more information.

3. On the left of the screen is a list of ArchiOffice modules for both Send Settings and Get Settings. You can specify various filters and other sync options for each module.

First, you want to transfer service and expense items data from QuickBooks to ArchiOffice. Ensure that these modules are selected from the Get Settings list. See [Get Settings](#) in the *Integration Settings* section for more.

Initial Integration

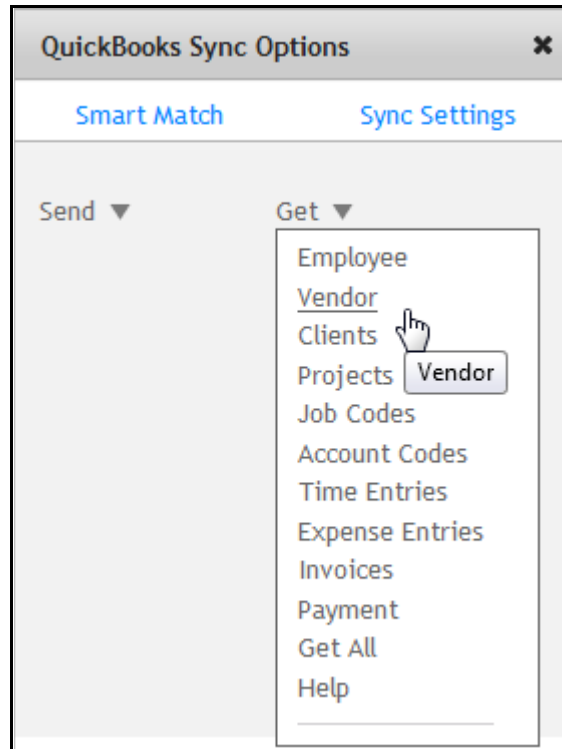


4. Click the Save button to save the sync settings and then Close.

Step 5: Get Data from QuickBooks

Now you are ready to transfer data from QuickBooks to ArchiOffice.

1. Click your user name at the top of the ArchiOffice screen and select Accounting from the drop-down list.
2. Select Get on the QuickBooks Sync Options screen.



3. Select each listed item, starting with Job Codes.
4. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.
5. Repeat steps 3 and 4 for each displayed item, in the order listed.

Step 6: Fine-Tune Synchronization Settings

A data accuracy check is needed in ArchiOffice after retrieving data from QuickBooks because ArchiOffice requires certain fields which might be optional in QuickBooks.

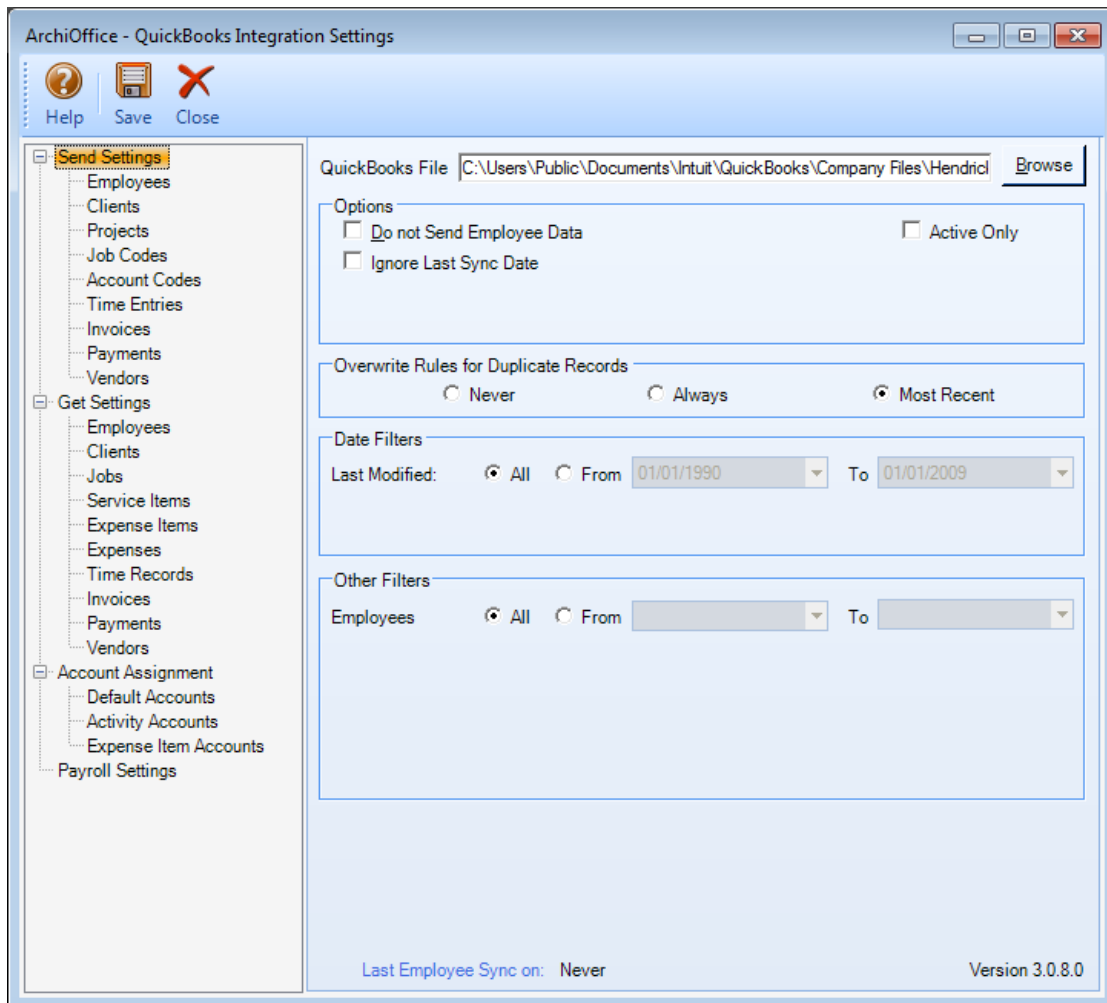
- **Employees:** When you get employees from QuickBooks, make sure to check their user and security settings in ArchiOffice.
- **Time Entries:** When you get time entries from QuickBooks, make sure to update the bill and cost rates in ArchiOffice because QuickBooks doesn't require them.
- **Alternate Contacts:** Alt. Contact in QuickBooks corresponds to ArchiOffice's Project Leader. If Alternate Contact is not specified in QuickBooks, ArchiOffice fills a placeholder 'FromQuickBooks' in the Project Leader field. Change that to the appropriate names.
- **Record Names:** Check the names of records (e.g., contacts or projects) transferred from QuickBooks. You can change them, if desired.
- **Reports:** Verify other data using reports in ArchiOffice and QuickBooks.

After you check the data transferred to ArchiOffice, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Scenarios](#) for more.

Step 7: Configure Send Settings

Since your next step is to transfer the rest of the data from ArchiOffice to QuickBooks, you have to specify Send Settings in the ArchiOffice-QuickBooks Integration Settings screen. You also need to specify accounts for ArchiOffice items prior to the sync. See the [Integration Settings](#) section for more information.

- I. Again open the ArchiOffice-QuickBooks Integration Settings screen.



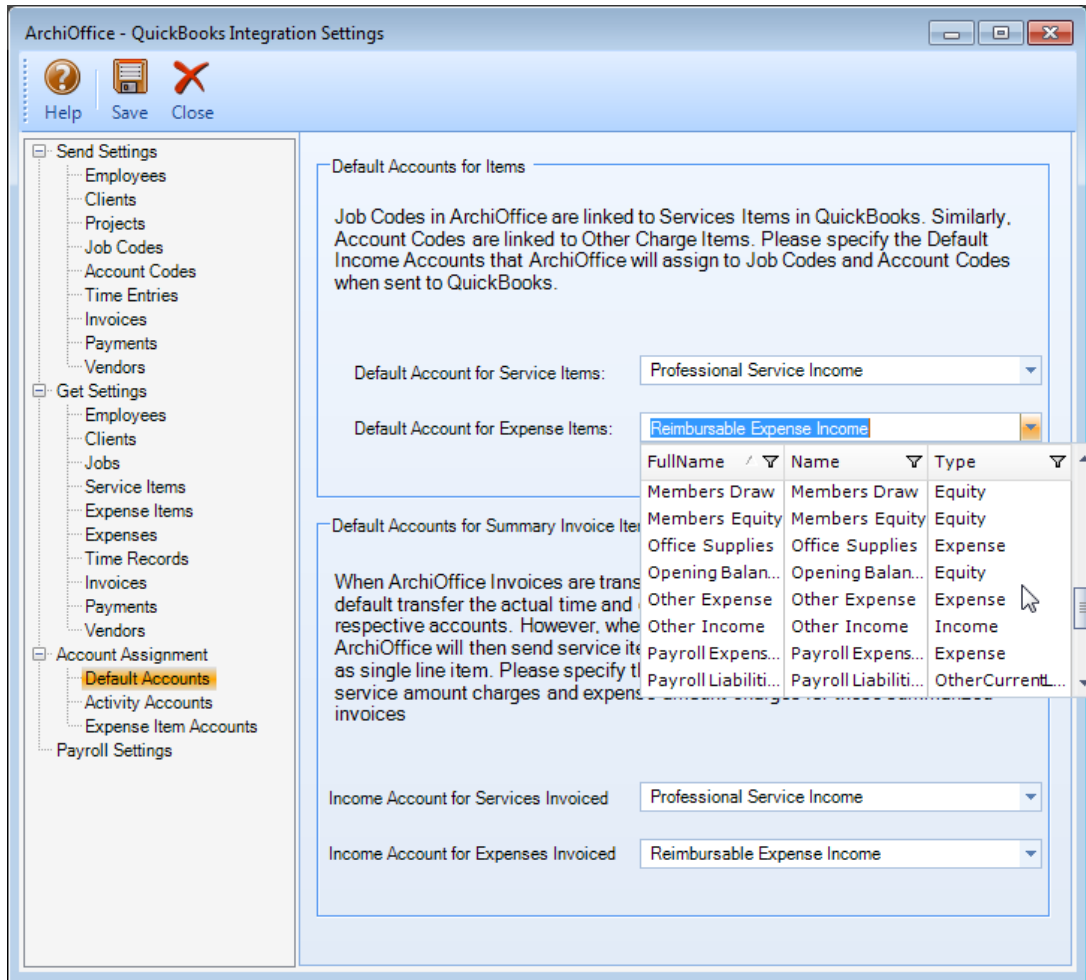
Since you want to transfer data from ArchiOffice to QuickBooks, select and configure modules in the Send Settings list. See [Send Settings](#) for more information.



You only need to decide whether to send each type of ArchiOffice data to QuickBooks. If you wish to restrict what data records transfer to QuickBooks, choose one or more filters.

Initial Integration

2. Expand the Account Assignment list and select default accounts for ArchiOffice items. See [Account Assignment](#) for more information.



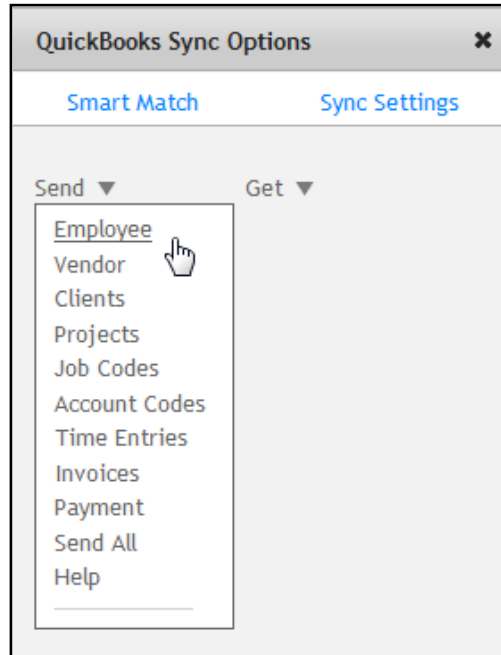
3. Click Save to save all the sync settings and then Close.

Step 8: Send Data to QuickBooks

Now you are ready to synchronize data with QuickBooks.

1. Click your user name at the top of the ArchiOffice screen and select Accounting.
2. On the QuickBooks Sync Options screen, click Send.

Initial Integration



3. Select each listed item, starting with Employees.
4. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.
5. Repeat steps 3 and 4 for each displayed item, in the order listed. Below are the ArchiOffice Send menu items and the corresponding QuickBooks screen.


ArchiOffice Send Menu Item	QuickBooks Screen
Employees	Employees
Vendors	Vendors
Clients	Customers
Projects	Jobs
Job Codes	Service Items
Account Codes	Other Charge Items
Time Entries	Time Tracking
Invoices	Invoices
Payments	Payments

Step 9: Fine-Tune Synchronization Settings

After you check the data transferred to QuickBooks, you may wish customize or adjust your integration options to settings appropriate for daily synchronization. See [Day-to-Day Integration Scenarios](#) for more.

Quick-Check

A standard procedure after initial synchronization of data between ArchiOffice and QuickBooks is to check the transferred data. This ensures that your information is accurate and complete before you begin normal processing.

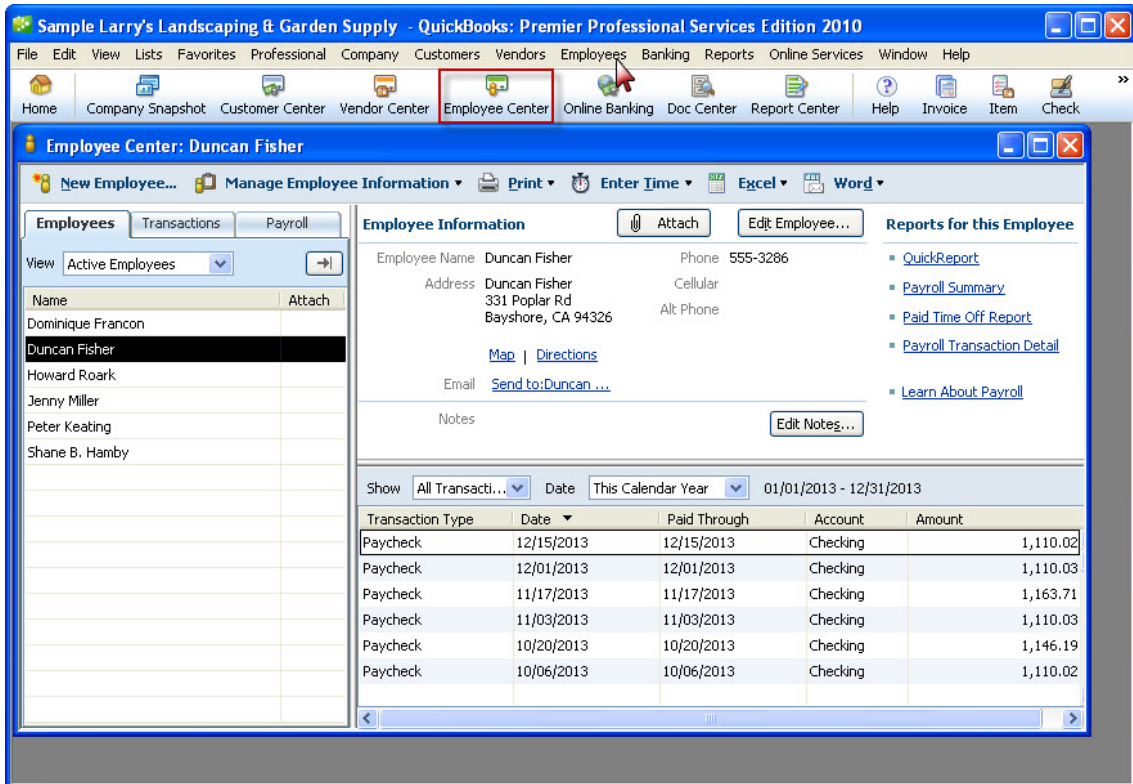
 ArchiOffice contains multiple processes to ensure accurate and complete data transfer. However, you may find that a setting in QuickBooks may have restricted the transfer of some data. Or, you may have inadvertently checked filters on the ArchiOffice-QuickBooks Integration Settings screen. Checking data before you begin normal processing ensures no surprises later.

After completing synchronization your data, you can do a Detailed or Summary data check. A Detailed check involves comparing data on ArchiOffice and QuickBooks screens side-by-side. A Summary check involves comparing ArchiOffice and QuickBooks generated reports.

For example, after synchronizing data, you would use the following steps to check employee data:

Detailed Check

- I. In QuickBooks, open the Employee Center from the Employees menu or the toolbar.



The screenshot shows the QuickBooks interface for 'Sample Larry's Landscaping & Garden Supply'. The 'Employee Center' menu item in the top toolbar is highlighted with a red box. The main window displays the 'Employee Center: Duncan Fisher' page. The 'Employee Information' section shows the following details:

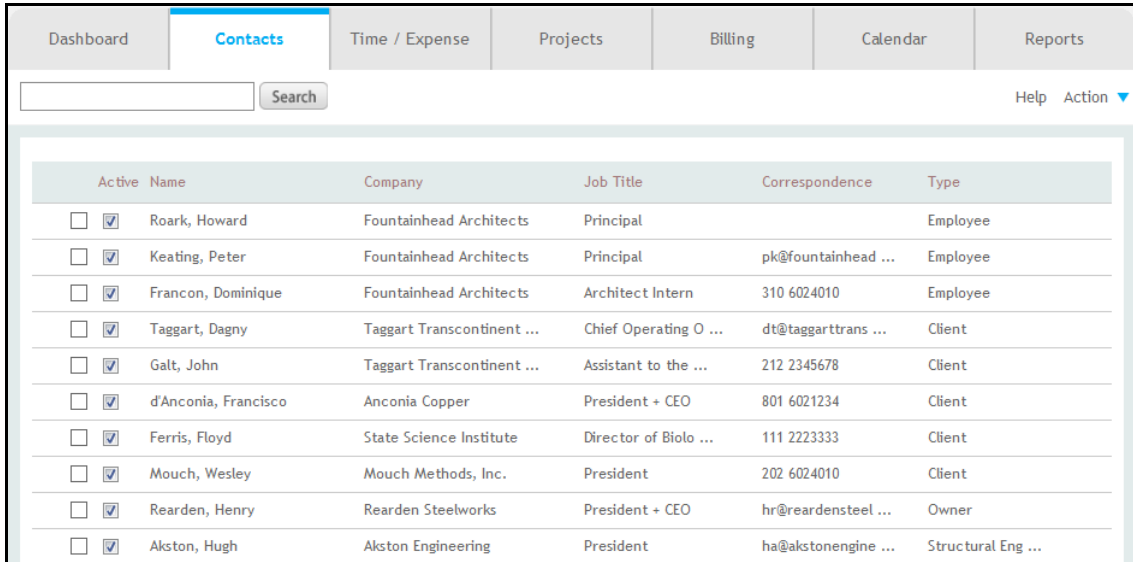
- Employee Name: Duncan Fisher
- Address: Duncan Fisher, 331 Poplar Rd, Bayshore, CA 94326
- Phone: 555-3286
- Cellular: [blank]
- Alt Phone: [blank]
- Email: Send to: Duncan ...

Below the employee information, there is a table of transactions for this employee. The table has the following columns: Transaction Type, Date, Paid Through, Account, and Amount.

Transaction Type	Date	Paid Through	Account	Amount
Paycheck	12/15/2013	12/15/2013	Checking	1,110.02
Paycheck	12/01/2013	12/01/2013	Checking	1,110.03
Paycheck	11/17/2013	11/17/2013	Checking	1,163.71
Paycheck	11/03/2013	11/03/2013	Checking	1,110.03
Paycheck	10/20/2013	10/20/2013	Checking	1,146.19
Paycheck	10/06/2013	10/06/2013	Checking	1,110.02

Quick Check

2. In ArchiOffice, select Contacts from the Navigation bar.



The screenshot shows the ArchiOffice interface with the 'Contacts' tab selected in the navigation bar. Below the navigation bar is a search input field and a 'Search' button. The main content area displays a table of contacts with the following columns: Active, Name, Company, Job Title, Correspondence, and Type. The table contains 10 rows of contact data.

Active	Name	Company	Job Title	Correspondence	Type
<input type="checkbox"/>	Roark, Howard	Fountainhead Architects	Principal		Employee
<input type="checkbox"/>	Keating, Peter	Fountainhead Architects	Principal	pk@fountainhead ...	Employee
<input type="checkbox"/>	Francon, Dominique	Fountainhead Architects	Architect Intern	310 6024010	Employee
<input type="checkbox"/>	Taggart, Dagny	Taggart Transcontinent ...	Chief Operating O ...	dt@taggarttrans ...	Client
<input type="checkbox"/>	Galt, John	Taggart Transcontinent ...	Assistant to the ...	212 2345678	Client
<input type="checkbox"/>	d'Anconia, Francisco	Anconia Copper	President + CEO	801 6021234	Client
<input type="checkbox"/>	Ferris, Floyd	State Science Institute	Director of Biolo ...	111 2223333	Client
<input type="checkbox"/>	Mouch, Wesley	Mouch Methods, Inc.	President	202 6024010	Client
<input type="checkbox"/>	Rearden, Henry	Rearden Steelworks	President + CEO	hr@reardensteel ...	Owner
<input type="checkbox"/>	Akston, Hugh	Akston Engineering	President	ha@akstonengine ...	Structural Eng ...

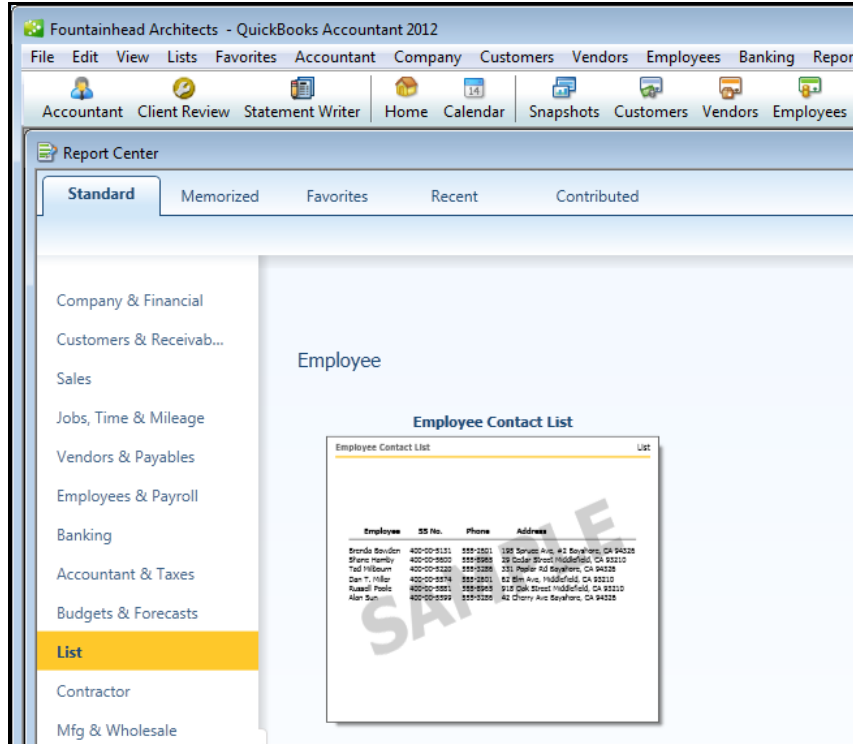
3. In the List of Contacts, look for records with *Employee* in the Type column.
4. Switch between the applications, selecting the same employee in both screens and verify the data is same.

Summary Check

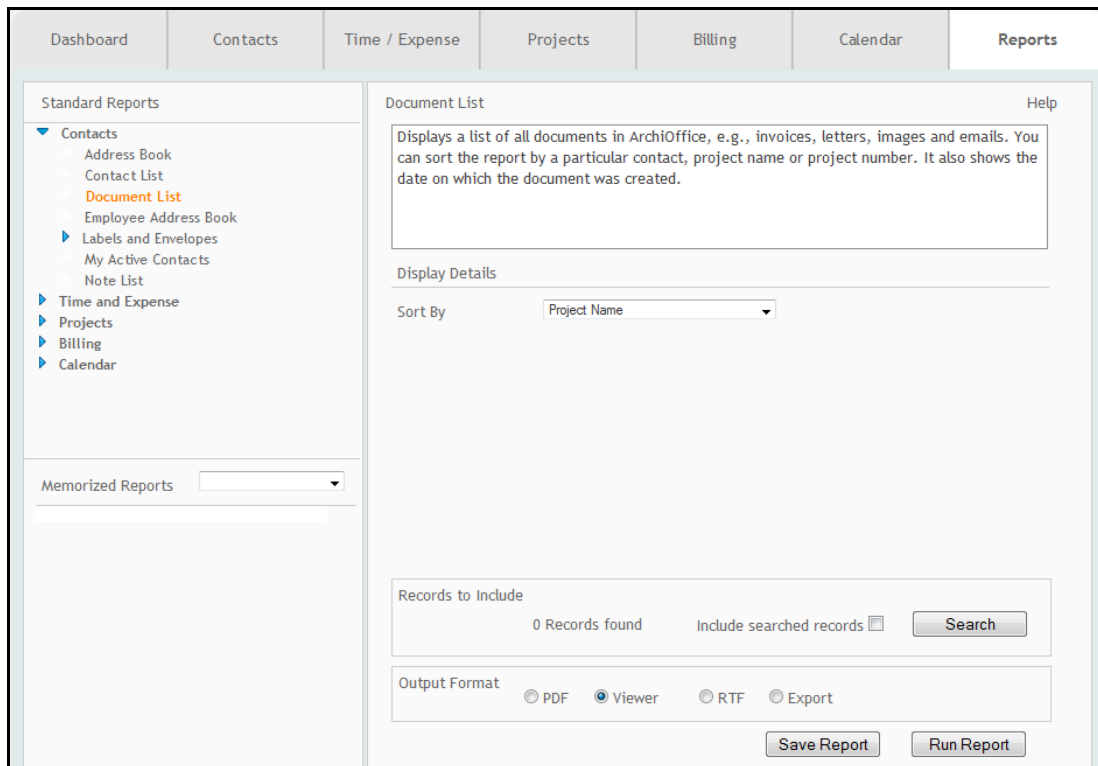
Both ArchiOffice and QuickBooks contain reports that can help you verify the transfer of information between the two applications.

1. In QuickBooks, open the Employee Contact List report from the Report Center (Reports menu).

Quick Check



2. In ArchiOffice, open Employee Address Book report from the Reports screen.



3. Preview and compare both reports to verify the employee data.

Post Sync Data Check and Comparison Checklist

Use the following checklist to ensure data integrity after synchronizing data between QuickBooks and ArchiOffice. The table details the ArchiOffice and QuickBooks screens and reports to compare to make sure your data is correct.

Module	Detail Check	Summary Check
Employees	Compare the QuickBooks Employee Center with the ArchiOffice Contacts List	Compare the QuickBooks Employee Contact List with the Employee Address Book in ArchiOffice
Check Clients, Projects, Service and Expense Items	Open the respective screens in ArchiOffice and QuickBooks, and check the data in both applications.	Open the relevant reports in ArchiOffice and QuickBooks.
Check Time Entries	Select Enter Time (Use Weekly Timesheet) from the Employees or Customers menu in QuickBooks and open the Time & Expense screen (Time Card) in ArchiOffice. Check the data in both applications.	Open the time reports in ArchiOffice and QuickBooks.
Check Expense Entries	Select Enter Bills from the Vendors menu in QuickBooks and open the Time/Expense screen (Expenses) in ArchiOffice.	Open the expense reports in ArchiOffice and QuickBooks.
Check Invoices	Select Create Invoices from the Customers menu in QuickBooks and open the Billing screen in ArchiOffice.	Open the billing or receivables reports in ArchiOffice and QuickBooks.
Check Payments	Select Receive Payments from the Customers menu in QuickBooks and open the Billing screen in ArchiOffice.	Open the payment reports in ArchiOffice and QuickBooks.

Day-to-Day Integration Settings

After completing the initial synchronization, you need to review the current settings to determine if they should be fine-tuned for day-to-day integration.

It is a good practice to maintain clients, projects, time entries, billing, accounts receivables, payments and reports in ArchiOffice. QuickBooks should be used for functions such as accounts payable, general ledger, banking, payroll and financial statements.

Below are situations to consider for each type of information and also the best practices followed in the industry.



Please check the [Integration Rules](#) for underlying rules and details about ArchiOffice↔QuickBooks Integration.

Master Information

Consider where you want to save each type of master information – service items, expense items, employees, clients, and projects. When you add, edit or delete records, do you want this task done in ArchiOffice, QuickBooks, or both?

Commonly, companies maintain project records in ArchiOffice only. This core information is essential to effective practice management and maintaining it in ArchiOffice is appropriate. Hence, it is better to create and maintain that data in ArchiOffice and send it to QuickBooks. To enforce this policy, you should accordingly *turn on* sending this data from ArchiOffice. This can be done in the ArchiOffice↔QuickBooks Integration Settings screen by selecting the desired module (Projects) and un-checking the *Do not Send* option.

However, it is a good practice to create service and expense items in QuickBooks because appropriate general ledger accounts are assigned to them there. It is better to transfer these items into ArchiOffice along with their G/L accounts. To enforce this policy, you should accordingly *turn on* getting this data from QuickBooks. This can be done in the ArchiOffice↔QuickBooks Integration Settings screen by selecting the desired module and un-checking the 'Do not Get' option.

Where you maintain client records depends on your situation.

Situation	Sync Setting	Action
Require extensive customer information (e.g. sales and payment defaults)	From Send Settings list, select Client and check the 'Do not Send' box.	Maintain customer records in QuickBooks. Get updated records from QuickBooks as needed.
Require typical customer information	From the Get Settings list, select Client and check the 'Do not Get' box	Maintain client records in ArchiOffice. Send updated records to QuickBooks as needed.
Desire convenience of update data common to ArchiOffice and QuickBooks, or want to enter data in either system	From the Send Settings and Get Settings list, select Client and make sure both 'Do not...' boxes are <i>unchecked</i> .	Synchronize as needed.

Decisions about employees follow a similar process.

Time Entries

You can record all time entries in ArchiOffice and then send them to QuickBooks via integration. Whether you transfer time records from QuickBooks or not, time entries from employees should be entered in ArchiOffice. It is designed for maximum data entry efficiency. ArchiOffice also includes numerous time and expense reports.



If an employee logs more than 24 hours in one day (e.g., entering historical entries) in ArchiOffice, QuickBooks will not accept this and the time will not sync.

If you do payroll through QuickBooks, you would send time records to QuickBooks. Make sure the *Do not Send* box for Time Entry is *unchecked* for Send Settings option in ArchiOffice-QuickBooks Integration Settings screen. ArchiOffice time entries become QuickBooks Time Tickets.

If payroll is not done through QuickBooks, then there is no reason to send time entries to it. Check the *Do not Send* option for time entries.



For payroll done using other applications, you can either export time entry reports in Excel or send them to QuickBooks and run payroll reports there.

However, there are some integration rules that limit the re-sending of the same time data to QuickBooks. For example, if you send a time entry to QuickBooks (say for 40 hours) and then change it in ArchiOffice, it cannot be re-sent as it creates duplicate hours. Even if you delete it in QuickBooks, it cannot be re-sent from ArchiOffice because it has already established a Link ID for it.

Expense Entries

You can record expenses in ArchiOffice or QuickBooks. There is no duplication of data involved in the integration process between ArchiOffice and QuickBooks. However, you can only get expenses from QuickBooks. To transfer expenses from QuickBooks, make sure the *Do not Get* box is unchecked in the ArchiOffice-QuickBooks Integration Settings screen.

Whether you process reimbursable expenses to employees (e.g., travel, mileage, etc.) and other items chargeable to projects (e.g., vendor invoices, materials, etc.) in ArchiOffice or in QuickBooks depends on the accounting software you use and your company procedures.

Although you can get vendor bills, checks and credit card charges from QuickBooks to ArchiOffice, they are all recorded as *expenses* in ArchiOffice.

Invoices

Creating invoices in ArchiOffice is the best course of action because it provides details critical to effective practice management. The most common synchronization setting for invoices is to send invoices from ArchiOffice to QuickBooks ('Do not Send' box is *unchecked* and the 'Do not Get' box is *checked* in the ArchiOffice-QuickBooks Integration Settings screen).

There can be an exception to this situation. For example, if you generate product invoices in QuickBooks and you want to record payments for all invoices, then you would not turn off getting invoices from QuickBooks.

Generally, invoices with zero value (\$0) do not transfer from ArchiOffice to QuickBooks

Payments

You may decide to record payments for invoices and retainers in either ArchiOffice or QuickBooks. Or you may choose the convenience of entering payments in ArchiOffice. Mark the *Do not...* boxes accordingly in the ArchiOffice-QuickBooks Integration Settings screen.



In any case, you should make use of Date Filters in the ArchiOffice-QuickBooks Integration Settings screen to reduce the amount of unnecessary data transferred to the ArchiOffice and QuickBooks databases.

At times, you may include a late fee or interest charge on your invoices in ArchiOffice (Project-Billing-Options). In such cases, you will receive a payment for the invoice that includes the late fee/interest amount. ArchiOffice transfers the entire invoice amount to QuickBooks.

Best Practices

Items	ArchiOffice	QuickBooks
Employees	✓	✓
Vendors		✓
Job Codes/Service Items		✓
Account Codes/Charge Items		✓
Clients/Customers	✓	
Projects/Jobs	✓	
Chart of Accounts		✓
Time Entries	✓	
Expense Entries		✓
Billing	✓	
Vendor Bills		✓
Accounts Payable		✓
Accounts Receivable	✓	
Invoices	✓	
Payments	✓	
Bills & Checks		✓
Payroll		✓
Reports	✓	
Financial Statements		✓
Banking		✓

Congratulations! You now have an understanding of data integration between ArchiOffice and QuickBooks, how to ensure that the data transfer is accurate and how to verify which records have integrated. To learn more, check the [ArchiOffice Help](#) or attend a [Training](#) course.

For more information, visit us at www.ArchiOffice.com. If you have any trouble using our integration feature, please contact ArchiOffice Support at (800) 371-0130 (ext #0) or support@ArchiOffice.com. For other questions, please call us at (888) 245-5669 (US and Canada) or (310) 602-4020; or email sales@ArchiOffice.com.