

Integration Guide



# ArchiOffice ↔ QuickBooks Integration

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*Built With Your Industry Knowledge*

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# Table of Contents

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<b>INTRODUCTION .....</b>	<b>1</b>
<i>Software Editions Supported .....</i>	<i>1</i>
<b>HOW INTEGRATION WORKS.....</b>	<b>2</b>
INTEGRATION RULES.....	3
INTEGRATION SETTINGS .....	3
<b>DATA INTEGRATION.....</b>	<b>4</b>
INITIAL INTEGRATION.....	4
DATA VERIFICATION .....	6
DAY-TO-DAY INTEGRATION SETTINGS.....	7
BEST PRACTICES.....	8

# Introduction

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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 Basic 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.

For detailed integration information, see the [ArchiOffice-QuickBooks Advanced Integration Guide](#).



You can contact us at [support@ArchiOffice.com](mailto: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.

## Software Editions Supported

ArchiOffice 2013 integrates with the following QuickBooks editions:

- QuickBooks Pro/Premier/ Enterprise Solutions editions, including the Accountant's Edition (2008 and later)
- QuickBooks Canadian edition (2006 and later)
- QuickBooks UK edition (2006 and later)

QuickBooks Plus edition is not supported.

# 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

ArchiOffice handles most of the time and billing data differently from QuickBooks. To ensure accuracy and completeness of data transfer, ArchiOffice↔QuickBooks integration follows a set of rules. Some of these rules might not be relevant for the first-time data transfer but shall apply in future sync.



Check out the [ArchiOffice-QuickBooks Advanced Integration Guide](#) for details.

## Integration Settings

In ArchiOffice, you can specify data transfer rules and settings in the *ArchiOffice-QuickBooks Integration Settings* screen. You can also restrict the data sent from or transferred to ArchiOffice by setting filters. These settings apply company-wide and are used as defaults when you choose to synchronize data between ArchiOffice and QuickBooks.

A key step in the integration process is to assign general ledger (G/L) accounts to ArchiOffice job codes and other invoice items prior to the sync. This is because QuickBooks requires G/L accounts for all items and transactions. This is done from the ArchiOffice-QuickBooks Integration Settings screen.

ArchiOffice also allows you to assign QuickBooks payroll items and accounts to its payroll items such as regular time, overtime, vacation, and so on for each employee.



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

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

- Send Settings
- Get Settings
- Account Assignments
- Payroll Settings

# Data Integration

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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.

## Initial Integration

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](mailto: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.

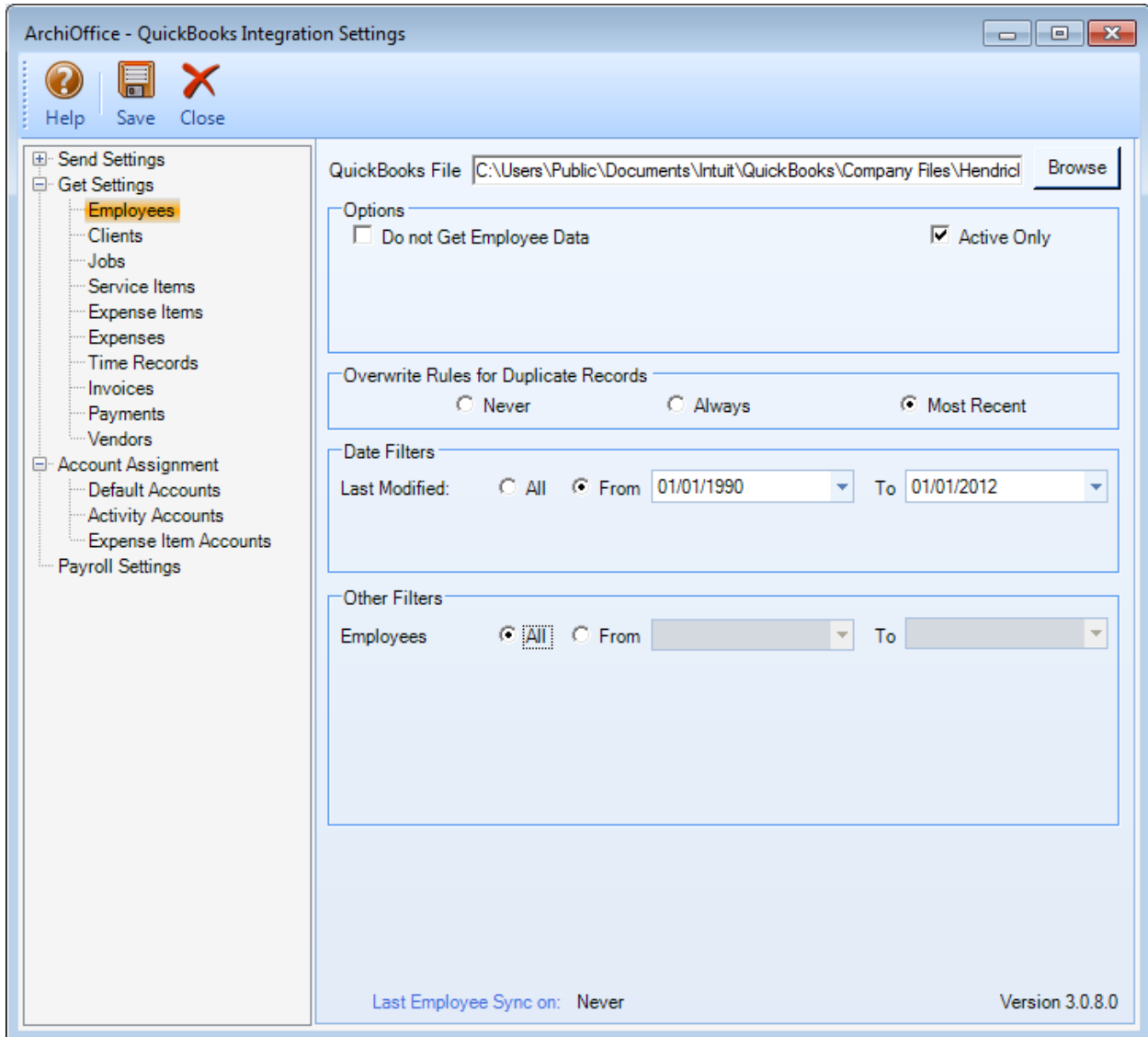
Typically, there are four possible scenarios for first-time integration:

- New ArchiOffice - Existing QuickBooks User
- Existing ArchiOffice - Existing QuickBooks User
- New ArchiOffice - New QuickBooks User
- Existing ArchiOffice - New QuickBooks User

The steps involved in the first-time integration are very simple:

1. Create a new company file or backup an existing company file in ArchiOffice or QuickBooks.
2. Grant access rights to ArchiOffice in your QuickBooks application.
3. Specify sync settings in the ArchiOffice-QuickBooks Integration Settings screen. Later, fine-tune these settings for day-to-day integration process.

- Get Settings/Send Settings for each ArchiOffice module (or skip the sync for some modules)
- QuickBooks account assignment for ArchiOffice items (activities, expenses, invoice line items)
- Payroll settings for ArchiOffice payroll items



4. Start data sync using ArchiOffice’s QuickBooks Sync Options.

Below are the ArchiOffice Send/Get menu items and the corresponding QuickBooks screens.

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

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.

## Data Verification

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 of 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.

Use the following checklist to ensure data integrity after synchronizing data between QuickBooks and ArchiOffice. The following 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.

## 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-QuickBooks Advanced Integration Guide](#) or attend a [Training](#) course.*

*For more information, visit us at [www.ArchiOffice.com](http://www.ArchiOffice.com). If you have any trouble using our integration feature, please contact ArchiOffice Support at (800) 371-0130 or [support@ArchiOffice.com](mailto: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](mailto:sales@ArchiOffice.com).*