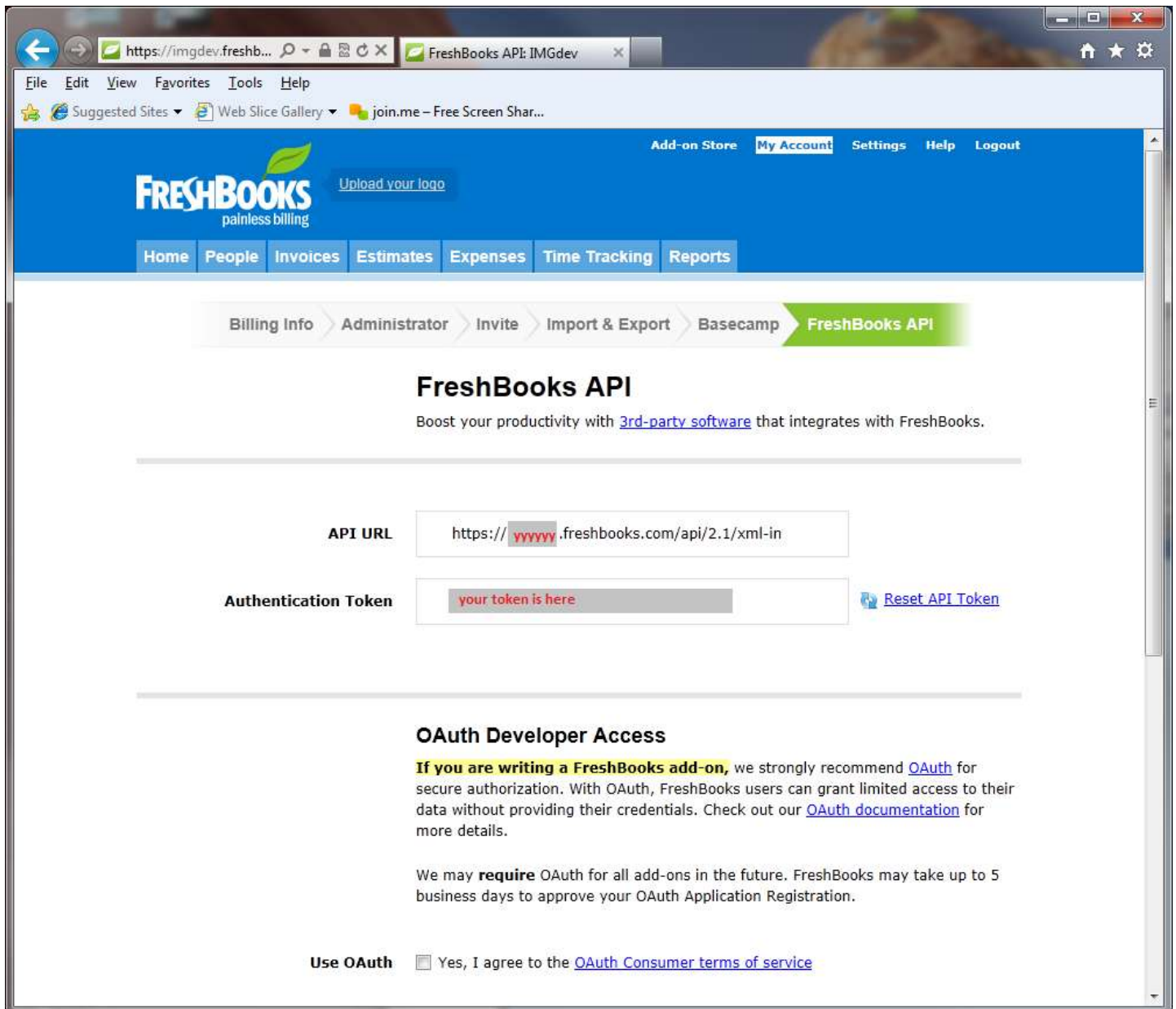


- Before you start SyncBooks you need to obtain your FreshBooks API Authentication Token. In order to do so, please login to your FreshBooks account, click on **My Account** menu then pick **FreshBooks API** menu item (see diagram below). Copy the value of API Authentication Token (it's a long alpha-numeric value) by double clicking on it and pressing Ctrl+C.

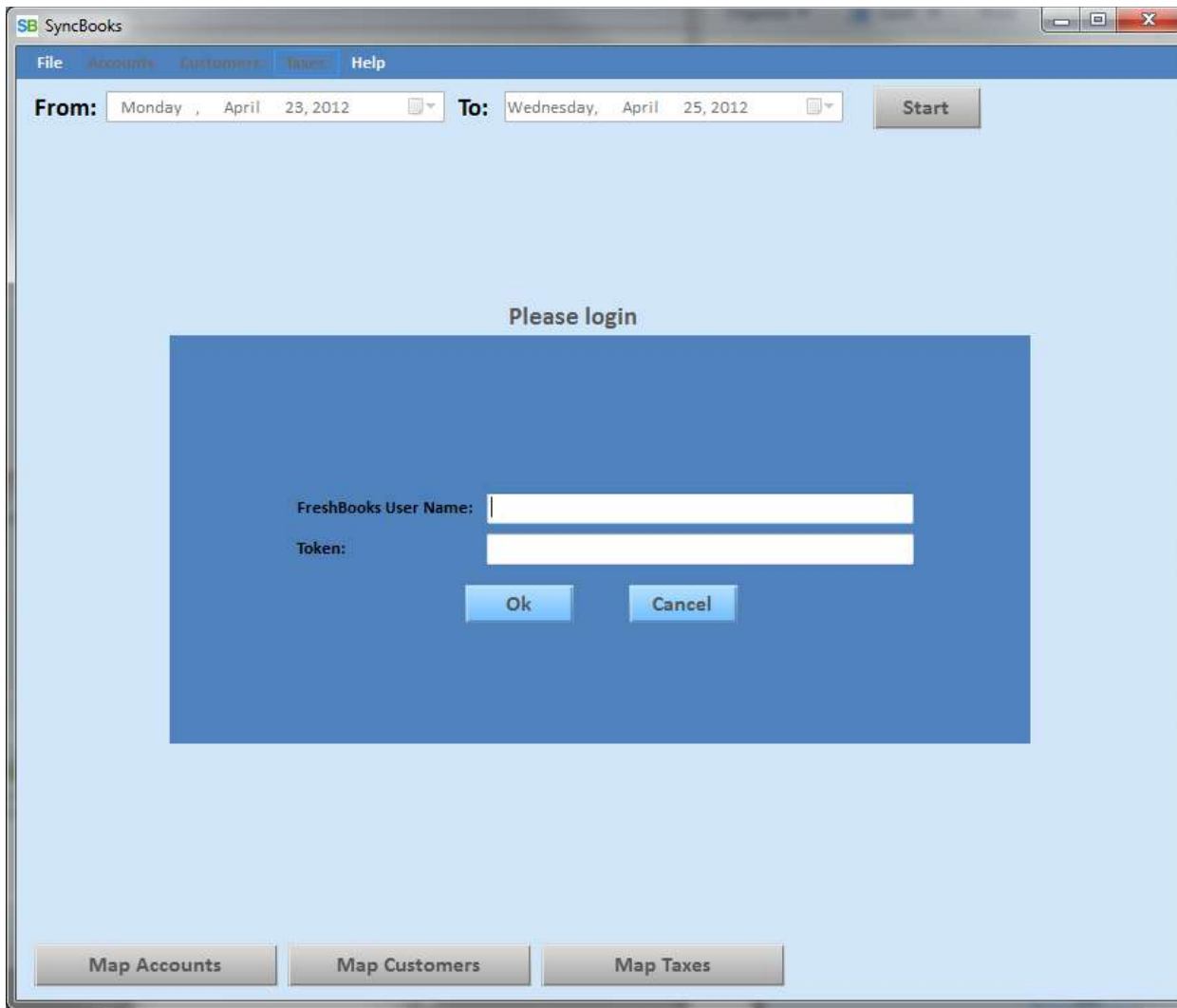


- Start your QuickBooks.

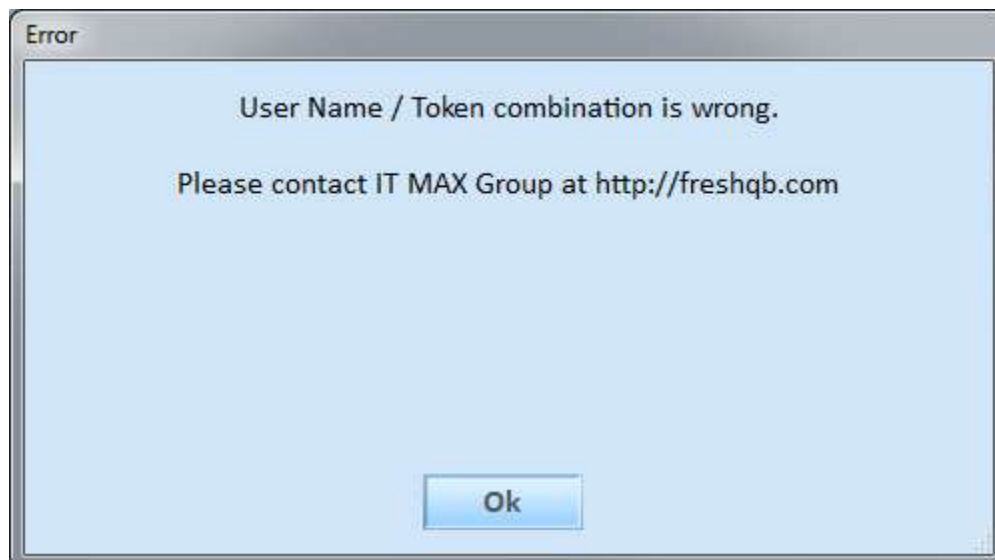


- Start SyncBooks by clicking on this icon on your desktop

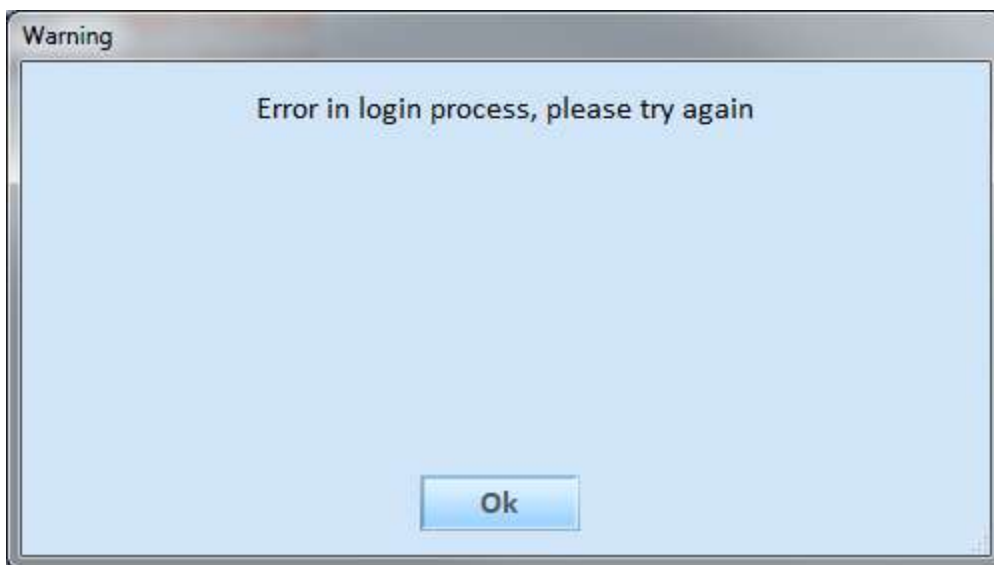
4. The following application window will appear.



5. Type your first portion of FreshBooks API URL (the one after **https://** but before first dot in API URL box in diagram in step 1. – it's highlighted in gray and is red on that diagram).
Paste the Authentication Token (the one in your Clipboard).
Click **OK**.
If you made a mistake in User Name and/or Token you will get the following message:



6. If by any chance you missed to launch your QuickBooks (see step 2.) then you will get the following two messages.



In this case please close SyncBooks and start from step 2.

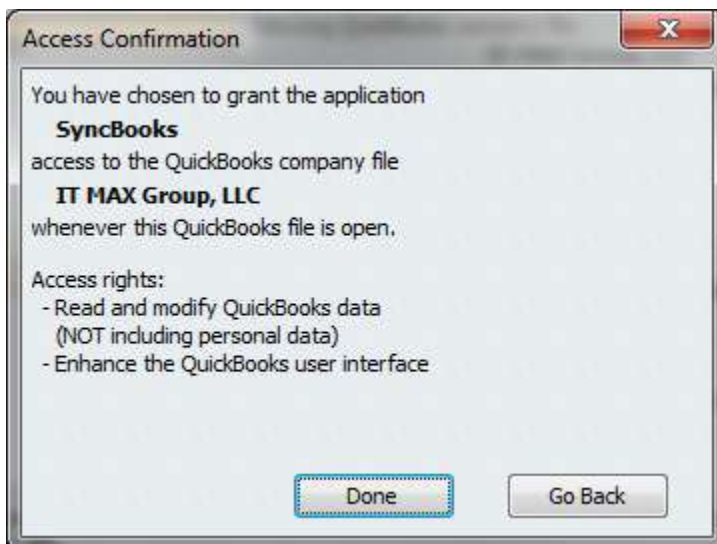
7. If you QuickBooks was started you will get the following message from QuickBooks:



We recommend using second or third choice.

If you chose option two, you will be prompted same way every time you use SyncBooks.

If you use option three, you will get the warning that SyncBooks is not digitally signed. It's still safe to use it (see two diagrams below):



8. SyncBooks will start preliminary synchronization with FreshBooks and QuickBooks.
At that point SyncBooks analyzes Accounts, Customers, and Tax Information.



9. After completing Step 8 SyncBooks allows you to choose the time range to import the data from FreshBooks. Please select **From** and **To** dates using built-in calendars. Then click **Start** button.



10. SyncBooks will read the data in the selected range from FreshBooks:



11. First time you use SyncBooks there is no mapping or Accounts, Customers, and Taxes established between your FreshBooks and QuickBooks. That's why you will see **Failed** indicators as shown below. The **Failed** indicators may appear on the mappings statuses when you further use SyncBooks, if you keep adding Items, Accounts, Customers, and/or Taxes to your FreshBooks. It will require mapping them as explained in the next steps.



12. To map accounts please click **Map Accounts** button or use **Accounts/Map Accounts** menu item.
The following screen will appear (see diagram below).

The screenshot shows the 'SyncBooks' application window with the 'Mapping Accounts' dialog box open. The dialog has a menu bar with 'File', 'Accounts', 'Customers', 'Taxes', and 'About'. Below the menu bar, there are date pickers for 'From' (Wednesday, June 01, 2011) and 'To' (Thursday, June 30, 2011), and a 'Start' button. The main title of the dialog is 'Mapping Accounts'. Below this is a table with three columns: 'FB Account Name', 'QB Account Name', and 'QB Account Type'. The table contains four rows: 'Sold-hardware', 'Sold-Software', 'Consulting', and 'Check'. The 'Sold-hardware' row is highlighted. Below the table is a large grey rectangular area. At the bottom of the dialog, there is a label 'Map Account Receivable' followed by a dropdown menu showing '- Not Selected -'. There are 'Cancel' and 'Save' buttons. At the very bottom of the window, there are three buttons: 'Map Accounts' (highlighted), 'Map Customers', and 'Map Taxes'.

SB SyncBooks

File Accounts Customers Taxes About

From: Wednesday, June 01, 2011 To: Thursday, June 30, 2011 Start

Mapping Accounts

FB Account Name	QB Account Name	QB Account Type
Sold-hardware		
Sold-Software		
Consulting		
Check		

Map Account Receivable - Not Selected -

Cancel Save

Map Accounts Map Customers Map Taxes

Click on the empty field in **QB Account Name** column

SB SyncBooks

File Accounts Customers Taxes About

From: Wednesday, June 01, 2011 To: Thursday, June 30, 2011 Start

Mapping Accounts

FB Account Name	QB Account Name	QB Account Type
Sold-hardware		
Sold-Software		
Consulting		
Check		

Map Account Receivable -- Not Selected --

Cancel Save

Map Accounts Map Customers Map Taxes

The account selection window will pop up.

Select Account

QB Account Name	QB Account Type
-- Not Selected --	-- Not Selected --
Accounts Receivable	AccountsReceivable
Accumulated Depreciation	FixedAsset
Advertising and Promotion	Expense
Ask My Accountant	OtherExpense
Automobile Expense	Expense
Bank Service Charges	Expense
Capital Stock	Equity
Computer and Internet Expenses	Expense
Consulting Income	Income
Continuing Education	Expense
Depreciation Expense	Expense
Dues and Subscriptions	Expense
Exchange Gain or Loss	OtherExpense
Freight and Shipping Costs	CostOfGoodsSold
Furniture and Equipment	FixedAsset
Insurance Expense	Expense
Interest Expense	Expense
Meals and Entertainment	Expense

☐ Show Full Names

Click inside the window. For quick search you may press the first letter of the account you are looking for. The list will scroll to show the first account starting with this letter.

Select Account

QB Account Name	QB Account Type
Office Supplies	Expense
Opening Balance Equity	Equity
Professional Fees	Expense
Purchases - Hardware for Resale	CostOfGoodsSold
Purchases - Software for Resale	CostOfGoodsSold
Rent Expense	Expense
Retained Earnings	Equity
Sales	Income
Sales - Hardware	Income
Sales - Software	Income
Sales - Support and Maintenance	Income
Shipping and Delivery Income	Income
Sales Tax Payable	OtherCurrentLiability
Shareholder Distributions	Equity
Telephone Expense	Expense
Travel Expense	Expense
Undeposited Funds	OtherCurrentAsset
Utilities	Expense

☐ Show Full Names

Select the appropriate account and click **Ok**.

Select Account

QB Account Name	QB Account Type
Office Supplies	Expense
Opening Balance Equity	Equity
Professional Fees	Expense
Purchases - Hardware for Resale	CostOfGoodsSold
Purchases - Software for Resale	CostOfGoodsSold
Rent Expense	Expense
Retained Earnings	Equity
Sales	Income
Sales - Hardware	Income
Sales - Software	Income
Sales - Support and Maintenance	Income
Shipping and Delivery Income	Income
Sales Tax Payable	OtherCurrentLiability
Shareholder Distributions	Equity
Telephone Expense	Expense
Travel Expense	Expense
Undeposited Funds	OtherCurrentAsset
Utilities	Expense

☐ Show Full Names

For items in FreshBooks such as Check, ACH, VISA, Master Card etc. please select the **Undeposited Funds** accounts from QuickBooks.

Select Account

QB Account Name	QB Account Type
Office Supplies	Expense
Opening Balance Equity	Equity
Professional Fees	Expense
Purchases - Hardware for Resale	CostOfGoodsSold
Purchases - Software for Resale	CostOfGoodsSold
Rent Expense	Expense
Retained Earnings	Equity
Sales	Income
Sales - Hardware	Income
Sales - Software	Income
Sales - Support and Maintenance	Income
Shipping and Delivery Income	Income
Sales Tax Payable	OtherCurrentLiability
Shareholder Distributions	Equity
Telephone Expense	Expense
Travel Expense	Expense
Undeposited Funds	OtherCurrentAsset
Utilities	Expense

☐ Show Full Names

To map **Account Receivable** click on -- **Not Selected**--field next to **Map Account Receivable** label and select appropriate **Account Receivable** in the pop up window (as shown below):

The 'Select Account' dialog box displays a table with two columns: 'QB Account Name' and 'QB Account Type'. The first row shows '-- Not Selected --' for both. The second row, 'Accounts Receivable', is highlighted in blue, with 'AccountsReceivable' in the type column. Subsequent rows list various accounts like 'Accumulated Depreciation', 'Advertising and Promotion', etc., with their respective types. At the bottom, there are 'Cancel' and 'Ok' buttons, and a checkbox labeled 'Show Full Names' which is currently unchecked.

QB Account Name	QB Account Type
-- Not Selected --	-- Not Selected --
Accounts Receivable	AccountsReceivable
Accumulated Depreciation	FixedAsset
Advertising and Promotion	Expense
Ask My Accountant	OtherExpense
Automobile Expense	Expense
Bank Service Charges	Expense
Capital Stock	Equity
Computer and Internet Expenses	Expense
Consulting Income	Income
Continuing Education	Expense
Depreciation Expense	Expense
Dues and Subscriptions	Expense
Exchange Gain or Loss	OtherExpense
Freight and Shipping Costs	CostOfGoodsSold
Furniture and Equipment	FixedAsset
Insurance Expense	Expense
Interest Expense	Expense
Meals and Entertainment	Expense

Cancel ☐ Show Full Names Ok

When all accounts are mapped, click **Save** button.

SB SyncBooks

File Accounts Customers Taxes About

From: Wednesday, June 01, 2011 To: Thursday, June 30, 2011 Start

Mapping Accounts

FB Account Name	QB Account Name	QB Account Type
Sold-hardware	Sales:Sales - Hardware	Income
Sold-Software	Sales:Sales - Software	Income
Consuting	Consulting Income	Income
Check	Undeposited Funds	OtherCurrentAsset

Map Account Receivable Accounts Receivable

Cancel Save

Map Accounts Map Customers Map Taxes

13. To map customers please click **Map Customers** button or use **Customers/Map Customers** menu item.



The following screen will appear (see diagram below).

The screenshot shows a software window titled "SyncBooks" with a menu bar containing "File", "Accounts", "Customers", "Taxes", and "About". Below the menu bar, there are date selection fields for "From:" (Wednesday, June 01, 2011) and "To:" (Thursday, June 30, 2011), each with a calendar icon. A "Start" button is to the right of the "To:" field. The main area of the window is titled "Mapping Customers" in a bold, italicized font. Inside this area is a table with two columns: "FB Customer Name" and "QB Customer Name". The first row of the table shows "IT Max Group, LLC." in the first column and a dropdown menu with "-- Select One --" in the second column. Below the table, there are "Cancel" and "Save" buttons. At the bottom of the window, there are three buttons: "Map Accounts", "Map Customers" (which is highlighted in blue), and "Map Taxes".

FB Customer Name	QB Customer Name
IT Max Group, LLC.	-- Select One --

Use drop-down to pick appropriate customer from QuickBooks.

Tip: If you don't want to keep the detailed records for each customer in QuickBooks (as you already have them in FreshBooks) you may opt of having one "Generic" customer in QuickBooks and keep mapping all your FreshBooks customers to generic one. Otherwise in this version of SyncBooks you have to add new customers to QuickBooks first in order to map them to FreshBooks.

SB SyncBooks

File Accounts Customers Taxes About

From: Wednesday, June 01, 2011 To: Thursday, June 30, 2011 Start

Mapping Customers

FB Customer Name	QB Customer Name
IT Max Group, LLC.	-- Select One --
	-- Select One --
	Customer 1
	Customer 2
	Customer 3

Cancel Save

Map Accounts Map Customers Map Taxes

SB SyncBooks

File

Accounts

Customers

Taxes

About

From: Wednesday, June 01, 2011

To: Thursday, June 30, 2011

Start

Mapping Customers

FB Customer Name	QB Customer Name
IT Max Group, LLC.	Customer 1

Cancel

Save

Map Accounts

Map Customers

Map Taxes

14. To map Tax information please click **Map Taxes** button or use **Taxes /Map Taxes** menu item.



Follow the process shown in the following diagrams:

The screenshot shows the 'SyncBooks' application window with the 'Mapping Tax Accounts' dialog box open. The dialog has a menu bar with 'File', 'Accounts', 'Customers', 'Taxes', and 'About'. Below the menu bar, there are date pickers for 'From' (Wednesday, June 01, 2011) and 'To' (Thursday, June 30, 2011), and a 'Start' button. The main title of the dialog is 'Mapping Tax Accounts'. Below the title is a table with four columns: 'FB Account Name', 'QB Account Name', 'QB Account Type', and 'QB Vendor Name'. The table contains three rows of data: 'VHTax', 'BGTax', and 'WI Tax'. The 'QB Vendor Name' column for each row has a dropdown menu with the text '-- Select One --'. Below the table is a large grey rectangular area. At the bottom of the dialog, there are 'Cancel' and 'Save' buttons. Below the dialog, there are three buttons: 'Map Accounts', 'Map Customers', and 'Map Taxes'.

SB SyncBooks

File Accounts Customers Taxes About

From: Wednesday, June 01, 2011 To: Thursday, June 30, 2011 Start

Mapping Tax Accounts

FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
VHTax			-- Select One --
BGTax			-- Select One --
WI Tax			-- Select One --

Cancel Save

Map Accounts Map Customers Map Taxes

File Accounts Customers Taxes About

From: Wednesday, June 01, 2011

To: Thursday, June 30, 2011

Start

Mapping Tax Accounts

FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
VHTax			- Select One -
BGTax			- Select One -
WI Tax			- Select One -

Cancel

Save

Map Accounts

Map Customers

Map Taxes

Select Account

QB Tax Account Name	QB Tax Account Type
Office Supplies	Expense
Opening Balance Equity	Equity
Professional Fees	Expense
Purchases - Hardware for Resale	CostOfGoodsSold
Purchases - Software for Resale	CostOfGoodsSold
Rent Expense	Expense
Retained Earnings	Equity
Sales	Income
Sales - Hardware	Income
Sales - Software	Income
Sales - Support and Maintenance	Income
Shipping and Delivery Income	Income
Sales Tax Payable	OtherCurrentLiability
Shareholder Distributions	Equity
Telephone Expense	Expense
Travel Expense	Expense
Undeposited Funds	OtherCurrentAsset
Utilities	Expense

Cancel

☐ Show Full Names

Ok

From: Wednesday, June 01, 2011

To: Thursday, June 30, 2011

Start

Mapping Tax Accounts

FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
VHTax	Sales Tax Payable	OtherCurrentLiability	-- Select One --
BGTax			-- Select One --
WI Tax			Illinois Departmet of Revenue Wisconsin Department of Revenue

Cancel

Save

Map Accounts

Map Customers

Map Taxes

From: Wednesday, June 01, 2011

To: Thursday, June 30, 2011

Start

Mapping Tax Accounts

FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
VHTax	Sales Tax Payable	OtherCurrentLiability	Illinois Departmet of Revenue
BGTax	Sales Tax Payable	OtherCurrentLiability	Illinois Departmet of Revenue
WI Tax	Sales Tax Payable	OtherCurrentLiability	Wisconsin Department of Revenue

Cancel

Save

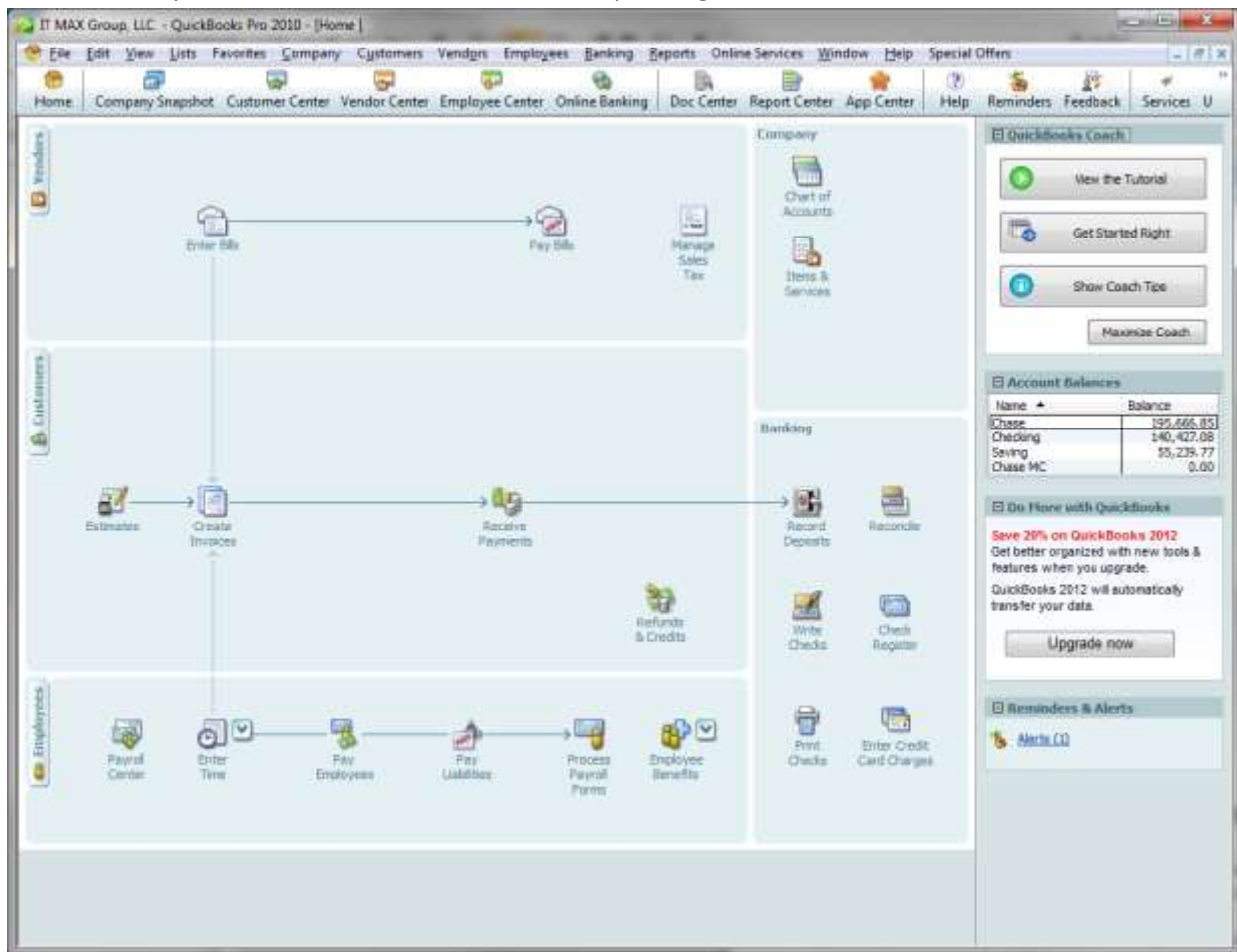
Map Accounts

Map Customers

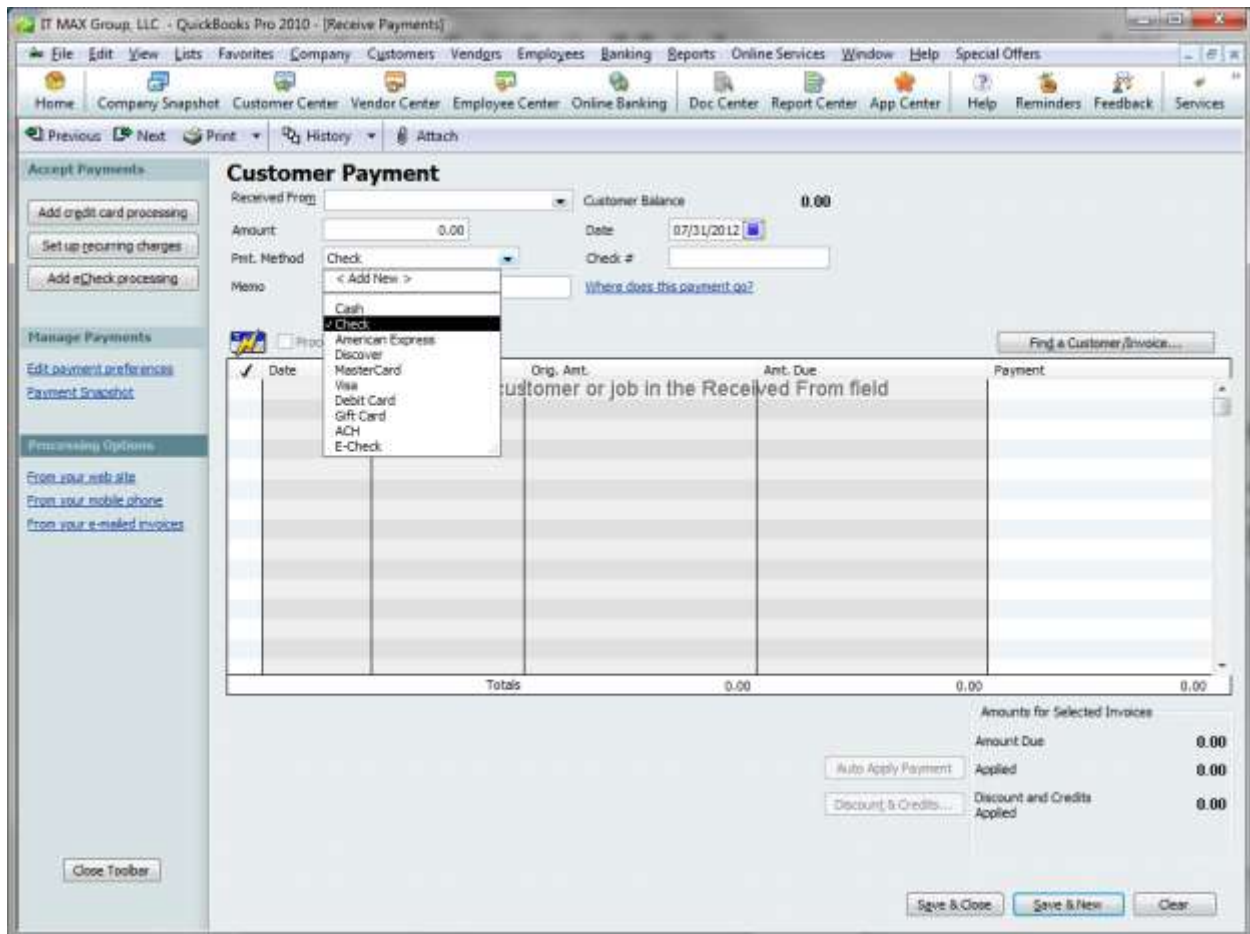
Map Taxes



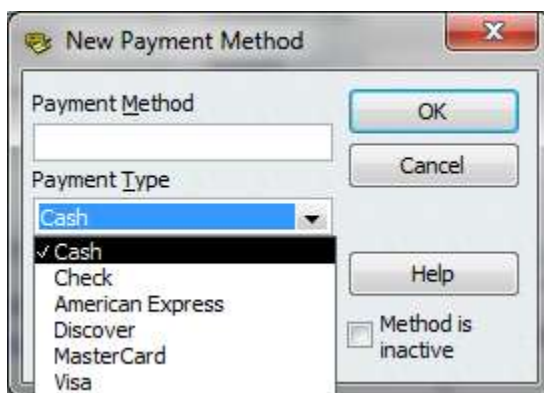
15. Before trying to actually export the records from FreshBooks please make sure that the **Check** payment method is available in your version of QuickBooks. To do so please go to QuickBooks



Click on **Receive Payments** link and expand the **Payment Method** drop down box



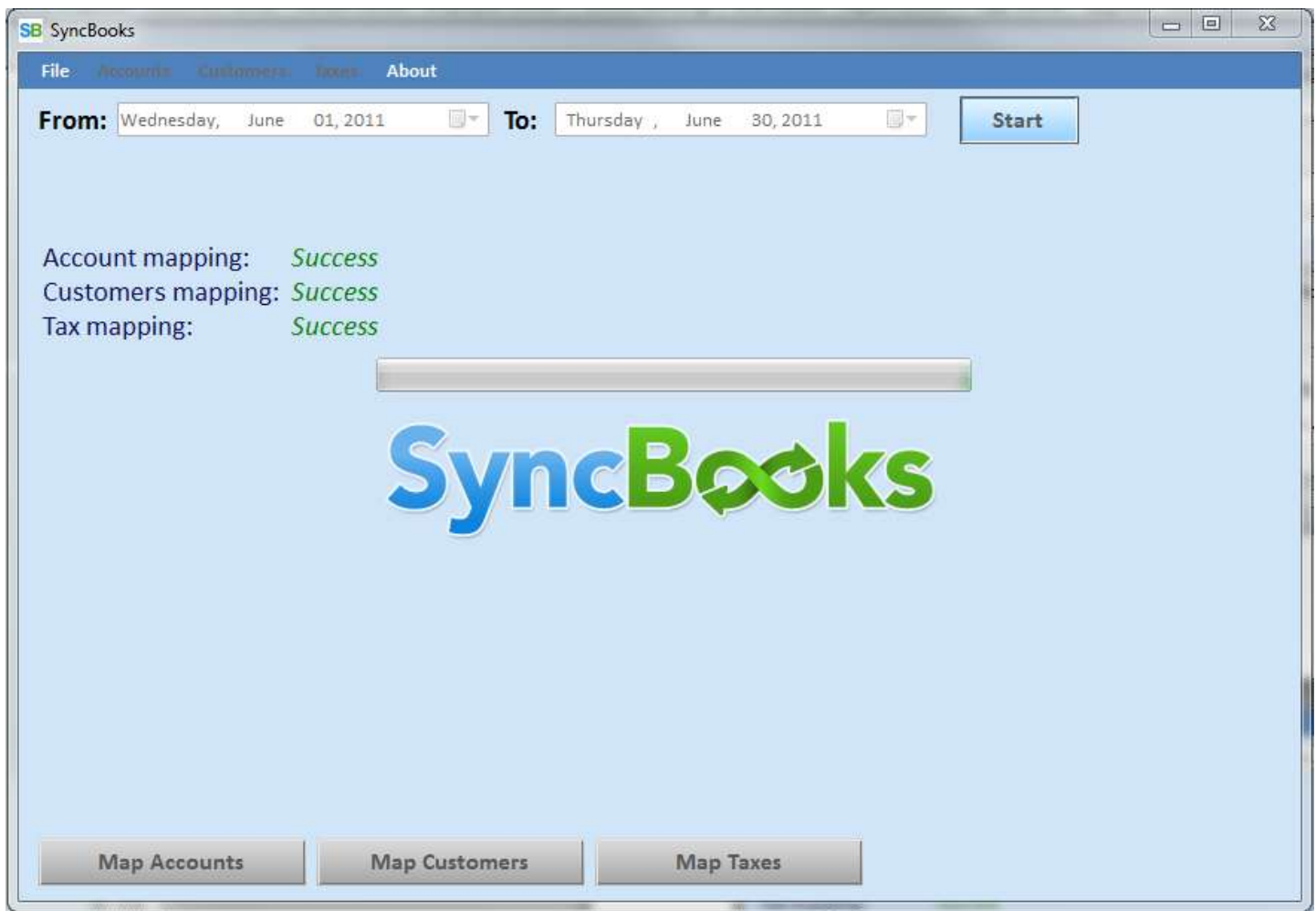
If **Check** method is not present (for Canadian QuickBooks it's spelled **Cheque** by example) please add the **Check** method by clicking onto **<Add New>** option.



Type **Check** in **Payment Method** box and select the appropriate matching **Pay Type** from the dropdown box (**Cheque** for Canadian QuickBooks, by example).

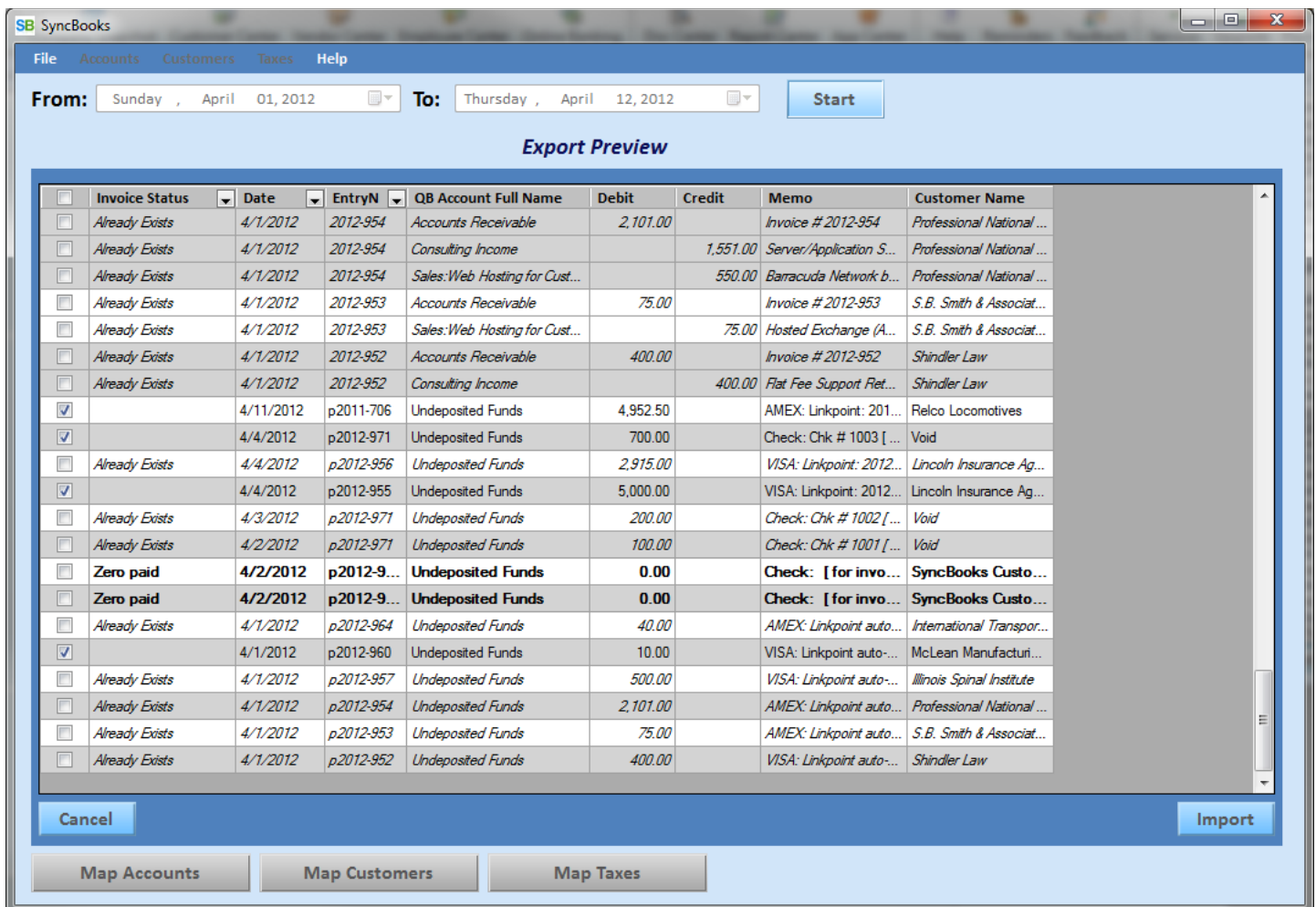
Note: This is important for appropriate import of the payments into QuickBooks!

16. To export the invoices and payments in the selected data range from FreshBooks please click **Start** button. The export process may take from several seconds to several minutes depending on the number of invoices and payments available in selected date range, so please be patient. While the imports occurs the progress bar is animated indicating that communication with FreshBooks is going on.



After export is complete the **Export Preview** screen will appear for review and import selection, or if there were duplicate (Already Exist) invoices (payments) discovered during the export, prior receiving the **Export Preview** screen you will get the warning message shown below:





The exported data in **Export Preview** screen are color and style coded:

The similar white or light-gray background combines the detailed records of invoices and payments together.

- The regular non-bold font signals that the records are not in QuickBooks yet
- The italic non-bold font marks the records were previously imported into FreshBooks

The **Invoice Status** column also has *Already Exists* mark.

- The records from FreshBooks that have errors are in bold font and marked **Error** mark in **Invoice Status** column.

The most common error is **no Item** provided by FreshBooks for the detailed record of the invoice (unfortunately FreshBooks does not validate invoices for that kind of error). Those errored out invoices have to be corrected in FreshBooks prior to be imported into QuickBooks, as there is no way of appropriately book those records to the QuickBooks accounts.

Couple of notes about Entry names:

- All invoices are named with the Invoice numbers from FreshBooks
- All payments are named with the invoice numbers, to which the payments were applied in FreshBooks, but preceding with lowercase letter **p** (for Payment).

The check marks next to records designate the records to be imported into QuickBooks. That allows you to make a decision, which invoices and/or payment actually to import. The Already Existing and Error records are

unmarked by default, the rest are marked. You could mark the Already Existing invoices and/or payments for import, if after checking your QuickBooks you decide so.

Clicking on the check mark place holder on any row of the invoice (payment) will check/un-check the entire invoice (payment).

Clicking on the check mark place holder in the column header, will check/un-check all the records in the column (with applicable filter).

The columns **Invoice Status**, **Date**, and **Entry Name** allow filtering (one value at the time).

SB SyncBooks

File Accounts Customers Taxes Help

From: Sunday , April 01, 2012 To: Thursday , April 12, 2012 Start

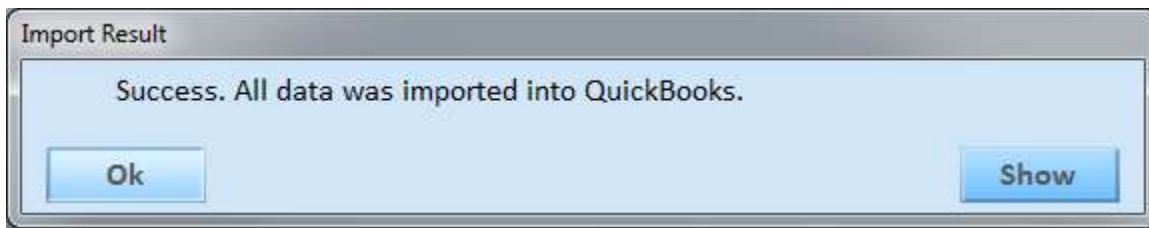
Export Preview

<input type="checkbox"/>	Invoice Status	Date	EntryN	QB Account Full Name	Debit	Credit	Memo	Customer Name
<input type="checkbox"/>	Already (All)	4/1/2012	2012-954	Accounts Receivable	2,101.00		Invoice # 2012-954	Professional National ...
<input type="checkbox"/>	Already Exists	4/1/2012	2012-954	Consulting Income		1,551.00	Server/Application S...	Professional National ...
<input type="checkbox"/>	Already Zero paid (Blanks)	4/1/2012	2012-954	Sales:Web Hosting for Cust...		550.00	Barracuda Network b...	Professional National ...
<input type="checkbox"/>	Already (NonBlanks)	4/1/2012	2012-953	Accounts Receivable	75.00		Invoice # 2012-953	S.B. Smith & Associat...
<input type="checkbox"/>	Already Exists	4/1/2012	2012-953	Sales:Web Hosting for Cust...		75.00	Hosted Exchange (A...	S.B. Smith & Associat...
<input type="checkbox"/>	Already Exists	4/1/2012	2012-952	Accounts Receivable	400.00		Invoice # 2012-952	Shindler Law
<input type="checkbox"/>	Already Exists	4/1/2012	2012-952	Consulting Income		400.00	Flat Fee Support Ret...	Shindler Law
<input checked="" type="checkbox"/>		4/11/2012	p2011-706	Undeposited Funds	4,952.50		AMEX: Linkpoint: 201...	Relco Locomotives
<input checked="" type="checkbox"/>		4/4/2012	p2012-971	Undeposited Funds	700.00		Check: Chk # 1003 [...	Void
<input type="checkbox"/>	Already Exists	4/4/2012	p2012-956	Undeposited Funds	2,915.00		VISA: Linkpoint: 2012...	Lincoln Insurance Ag...
<input checked="" type="checkbox"/>		4/4/2012	p2012-955	Undeposited Funds	5,000.00		VISA: Linkpoint: 2012...	Lincoln Insurance Ag...
<input type="checkbox"/>	Already Exists	4/3/2012	p2012-971	Undeposited Funds	200.00		Check: Chk # 1002 [...	Void
<input type="checkbox"/>	Already Exists	4/2/2012	p2012-971	Undeposited Funds	100.00		Check: Chk # 1001 [...	Void
<input type="checkbox"/>	Zero paid	4/2/2012	p2012-9...	Undeposited Funds	0.00		Check: [for invo...	SyncBooks Custo...
<input type="checkbox"/>	Zero paid	4/2/2012	p2012-9...	Undeposited Funds	0.00		Check: [for invo...	SyncBooks Custo...
<input type="checkbox"/>	Already Exists	4/1/2012	p2012-964	Undeposited Funds	40.00		AMEX: Linkpoint auto...	International Transpor...
<input checked="" type="checkbox"/>		4/1/2012	p2012-960	Undeposited Funds	10.00		VISA: Linkpoint auto...	McLean Manufacturi...
<input type="checkbox"/>	Already Exists	4/1/2012	p2012-957	Undeposited Funds	500.00		VISA: Linkpoint auto...	Illinois Spinal Institute
<input type="checkbox"/>	Already Exists	4/1/2012	p2012-954	Undeposited Funds	2,101.00		AMEX: Linkpoint auto...	Professional National ...
<input type="checkbox"/>	Already Exists	4/1/2012	p2012-953	Undeposited Funds	75.00		AMEX: Linkpoint auto...	S.B. Smith & Associat...
<input type="checkbox"/>	Already Exists	4/1/2012	p2012-952	Undeposited Funds	400.00		VISA: Linkpoint auto...	Shindler Law

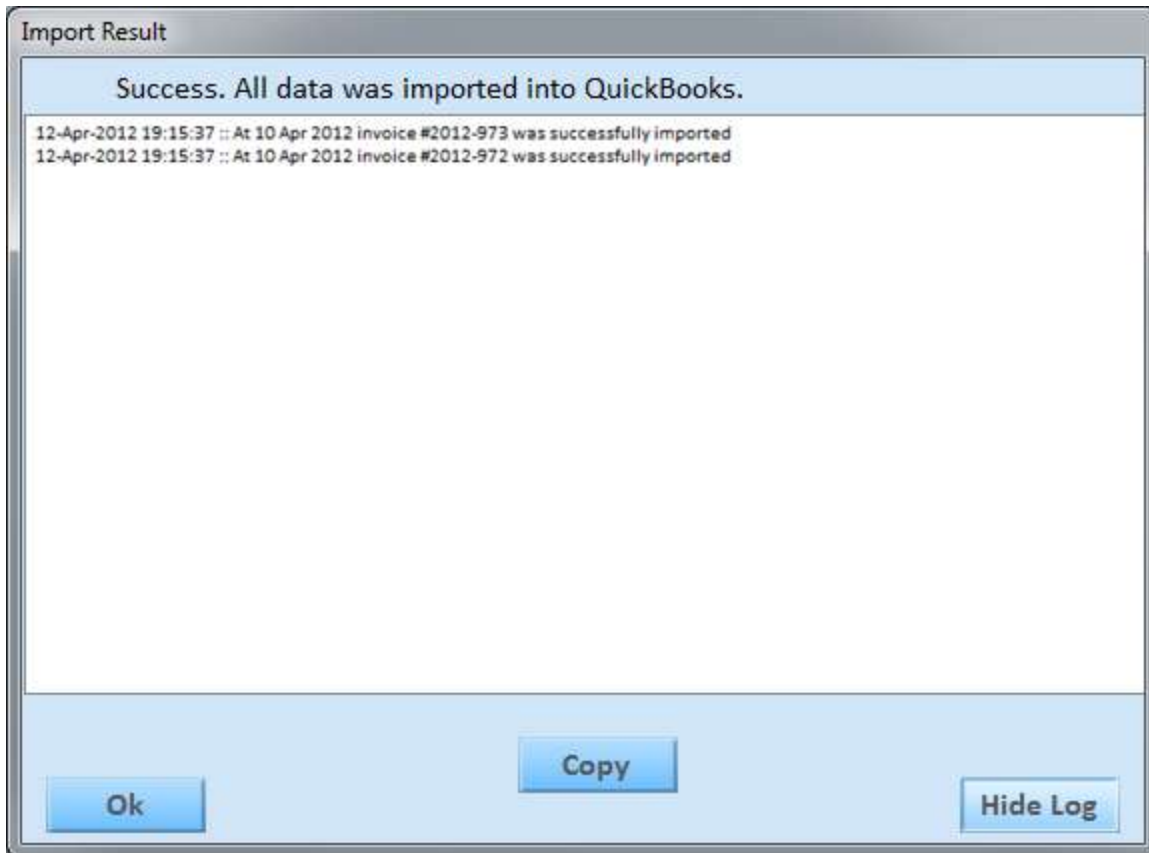
Cancel Import

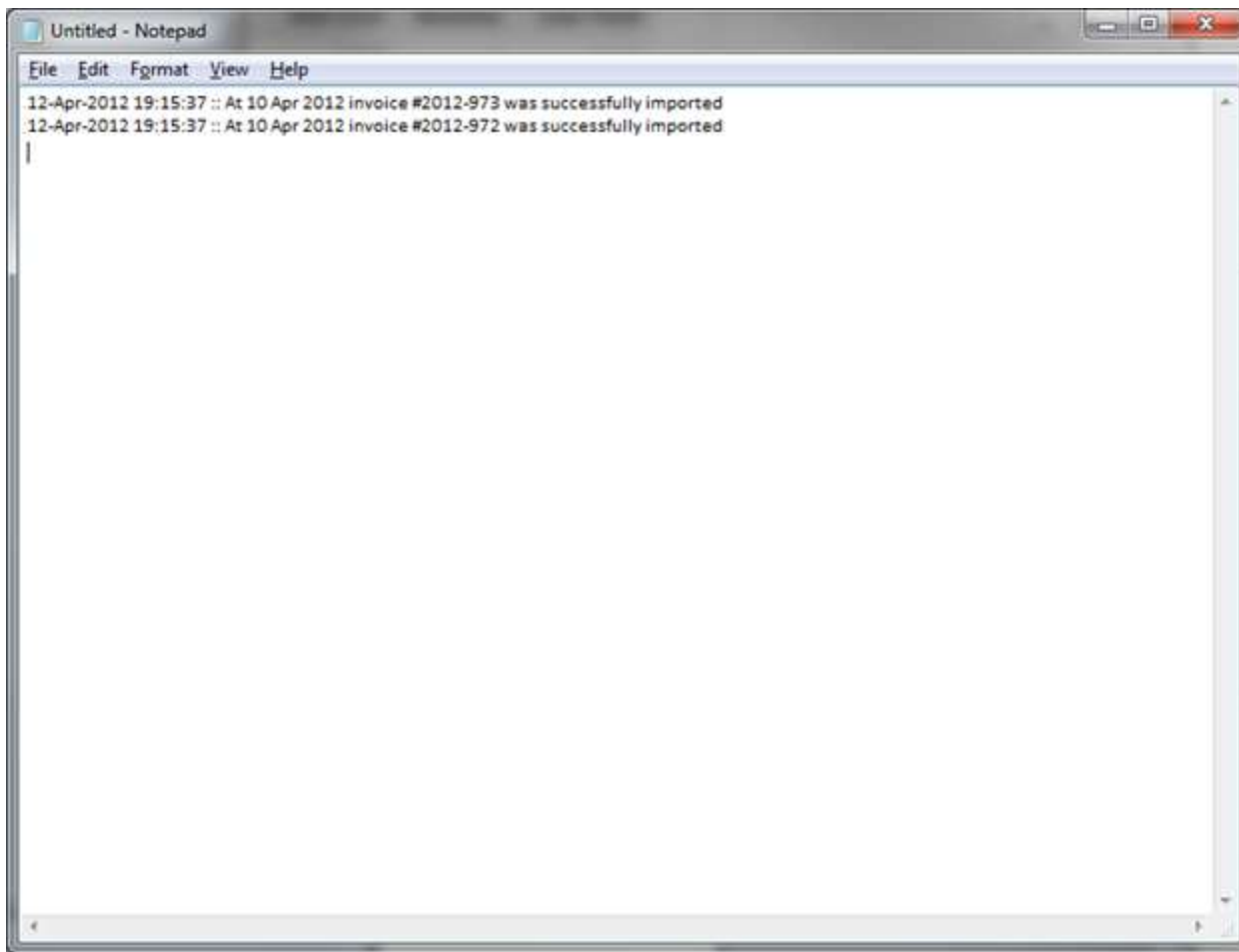
Map Accounts Map Customers Map Taxes

After you click on **Import** button the actual import into QuickBooks will occur. After its completion you will see the following message box.

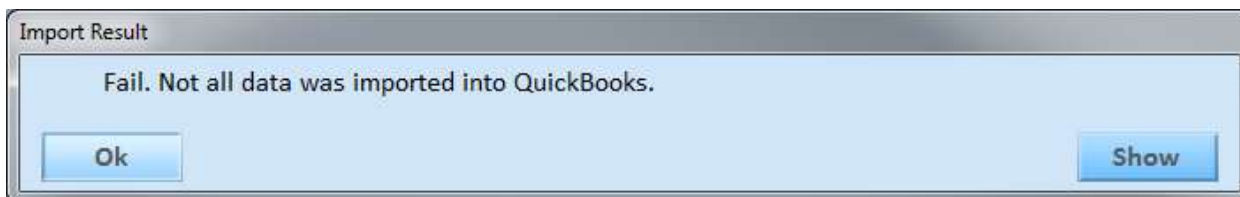


After you click on **Show** button you will see the import log, which you may copy and save using Notepad of any other text editor.

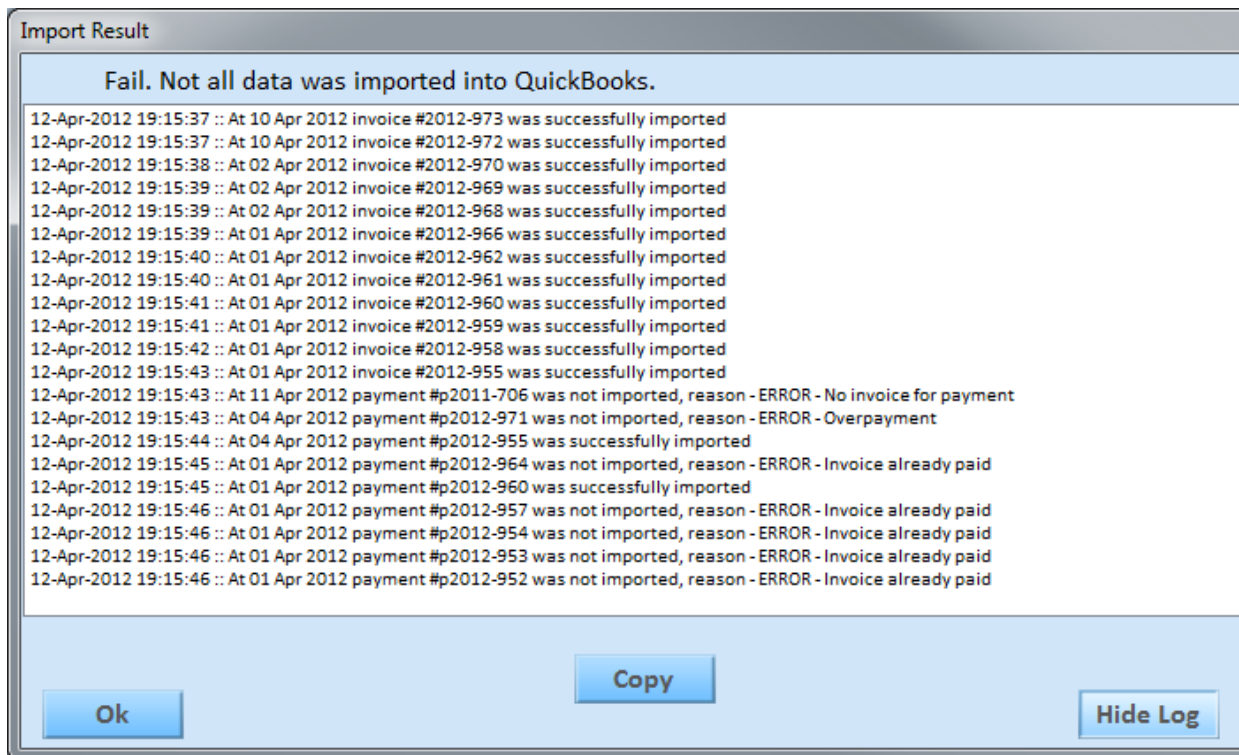




In case of some problems were encountered during the import process the following message box will appear.

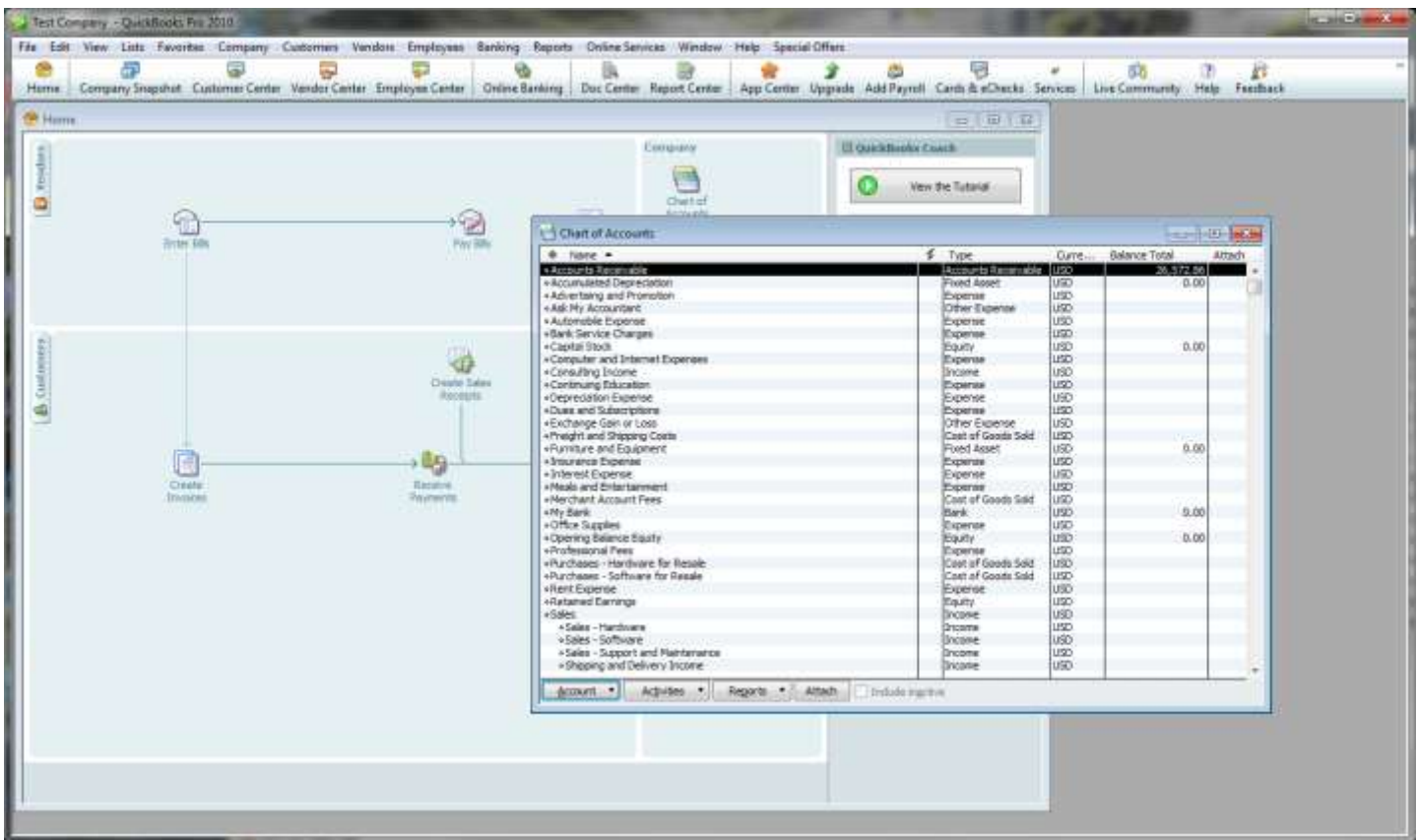


After you click on **Show** button you will see the import log



As you see there are comprehensive messages explaining every situation. Those situations could be resolved by either correcting information in FreshBooks or in QuickBooks or in both.

17. To review the results of the import inside QuickBooks go to chart of accounts right-click on any account and select **Make Journal Entries...** menu item.



All Invoices are imported into QuickBooks as General Journal entries. That allows the full compatibility between FreshBooks invoices and QuickBooks accounts. The direct import of FreshBooks Invoices into QuickBooks Invoices is generally not possible, because of some features not supported by QuickBooks. It is small sacrifice, as FreshBooks provides extensive reporting capabilities for any audit purposes: internal or external. It also allows simplified bookkeeping in QuickBooks, in order not to duplicate all the information already stored in FreshBooks. Let's allow each of the systems to do what they are best designed for.

The Payments are imported as QuickBooks payments assigned to the corresponding General Journal Entries.

Note 1: *The Sales Tax reporting should be performed inside FreshBooks only!*

Note 2: *All the messages in SyncBooks refer to the FreshBooks invoices as Invoices even though they are General Journal Entries in QuickBooks. That is why if you are looking for appropriate records for Invoices always look in the Journal. The Payments are in QuickBooks at their usual place.*

Payments to Deposit



Select View

View payment method type

All types

[What are payment method views?](#)

Select Payments to Deposit

✓	Date	Time	Type	No.	Payment Method	Name	Amount
	04/01/2012		PMT		Check	International Transpo...	40.00
	04/01/2012		PMT		Check	S.B. Smith & Associat...	75.00
	04/01/2012		PMT		Check	Illinois Spinal Institute	500.00
	04/01/2012		PMT		Check	Shindler Law	400.00
	04/01/2012		PMT		Check	Professional National ...	2,101.00
	04/01/2012		PMT		Check	McLean Manufacturin...	10.00
	04/02/2012		PMT		Check	Void	100.00
	04/03/2012		PMT		Check	Void	200.00
	04/03/2012		PMT		Check	Void	200.00
	04/04/2012		PMT		Check	Lincoln Insurance Age...	2,915.00
	04/04/2012		PMT		Check	Lincoln Insurance Age...	5,000.00

0 of 11: payments selected for deposit

Payments Subtotal

0.00

Select All

Select None

OK

Cancel

Help

18. To edit the entire mappings the entire please use the respective menu items such as **Accounts/Edit Account Mapping**, **Customers/Edit Customers Mapping**, and/or **Taxes/Edit Taxes Mapping**. That will allow you to correct the records which are no visible through regular mapping, if they are not needed by imports in the selected date range. It also allows you to get rid of records you may not need anymore.





