## SyncBcoks

## **User's Guide**

1. 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.

< 🕞 🔁 https://imgdev.freshb 🔎 👻 🖀 🖒 🗙	🚰 FreshBooks API: IMGdev 🛛 🗙	<b>↑</b> ★ ☆
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	Boost your productivity with <u>3rd-party software</u> that int	egrates with FreshBooks.
API URL	https:// yyyyyy.freshbooks.com/api/2.1/xml-in	
Authentication Token	your token is here	National Contract Network (Network)
	OAuth Developer Access	
	If you are writing a FreshBooks add-on, we strongl secure authorization. With OAuth, FreshBooks users can data without providing their credentials. Check out our more details.	grant limited access to their
	We may <b>require</b> OAuth for all add-ons in the future. Fr business days to approve your OAuth Application Regist	3 74
Use OAuth	Yes, I agree to the <u>OAuth Consumer terms of service</u>	2 <u>-</u>

2. Start your QuickBooks.



3. Start SyncBooks by clicking on this icon on your desktop

4. The following application window will appear.

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							telp	Timer He	tomm	counte Dun	File Au
	Start		25, 2012	April	Wednesday,	To:		23, 2012	April	Monday ,	From:
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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:

Error	
	User Name / Token combination is wrong.
	Please contact IT MAX Group at http://freshqb.com
	Ok

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

Error		
	Can not connect to QuickBooks.	
	Could not start QuickBooks.	
	Ok	

Wanning	Error in login process, please try again	
	Ok	

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

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

	An application without a certificate is requesting access to the following QuickBooks company file: IT MAX Group, LLC Access may include reading and modifying QuickBooks data as well as enhancing the QuickBooks user interface. The Application Calls Itself
CERTIFICAT	SyncBooks Certificate Information This application does not have a certificate. QuickBooks cannot verify the developer's identity.
	QuickBooks Solutions Marketplace Search for information about this application at the <u>Solutions Marketplace</u>
company file.	uickBooks ask before allowing this application to access the
company file.	puickBooks ask before allowing this application to access the polication to read and modify this company file?
company file. Do you want to allow this a	
company file. Do you want to allow this a No Yes, prompt each time	
company file. Do you want to allow this a No Yes, prompt each time Yes, whenever this Qui	pplication to read and modify this company file?
company file. Do you want to allow this a No Yes, prompt each time Yes, whenever this Qui Yes, always; allow acce	pplication to read and modify this company file? ckBooks company file is open ess even if QuickBooks is not running access personal data such as Social Security Numbers and

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):

	with No Certificate
CERTIFICAT	An application without a certificate is requesting access to the following QuickBooks company file: IT MAX Group, LLC Access may include reading and modifying QuickBooks data as well as enhancing the QuickBooks user interface. The Application Calls Itself SyncBooks Certificate Information This application does not have a certificate. QuickBooks cannot verify the developer's identity.
	QuickBooks Solutions Marketplace Search for information about this application at the <u>Search Solutions Marketplace</u>
You have requested that Que company file.	uickBooks ask before allowing this application to access the
Do you want to allow this ap	oplication to read and modify this company file?
Do you want to allow this ap	oplication to read and modify this company file?
Do you want to allow this ap No Yes, prompt each time	oplication to read and modify this company file? kBooks company file is open
Do you want to allow this ap No Yes, prompt each time Yes, whenever this Ouic	
Do you want to allow this ap No Yes, prompt each time Yes, whenever this Quic Yes, always; allow acces	kBooks company file is open ss even if QuickBooks is not running access personal data such as Social Security Numbers and
Do you want to allow this ap No Yes, prompt each time Yes, whenever this Quic Yes, always; allow acces	kBooks company file is open ss even if QuickBooks is not running access personal data such as Social Security Numbers and



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).

S	B SyncBoo	oks							- • ×
Γ	File A	ccounts Cust	tomers	Taxes A	\bout				
	From:	Wednesday,	June	01, 2011	To:	Thursday ,	June	30, 2011	 Start
					Mapping Ac	counts			
	FB Acc	ount Name		QB A	ccount Name	Q	B Accoun	it Type	
	Sold-har	dware							
	Sold-Sof	tware							
	Consutin	g							
L	Check								
L			Map Acc	ount Receiva	ble - Not Se	lected			
L					10100				
	Can	cel							Save
	IV	lap Account	ts	Ma	ap Customers		Map T	axes	

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

File Accounts Austoment	Inner About		
From: Wednesday, June	01, 2011 🗐 🕆 <b>To:</b> Th	ursday , June 30, 2011	Start
	Mapping Accou	ınts	
FB Account Name	QB Account Name	QB Account Type	
Sold-hardware			
Sold-Software			
Consuting			
Check			
Map. Ac	count Receivable	1	
Map Ac	count Receivable - Not Selected	1	
	count Receivable - Not Selected	t	
Map Ac	count Receivable - Not Selected		Save
	count Receivable - Not Selected	d Map Taxes	Save

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 <sup>≡</sup>
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
Fumiture and Equipment	FixedAsset
Insurance Expense	Expense
Interest Expense	Expense
Meals and Entertainment	Expense T
Cancel	Show Full Names Ok

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.

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	OtherCurrent Liability	
Shareholder Distributions	Equity	Ξ
Telephone Expense	Expense	
Travel Expense	Expense	
Undeposited Funds	OtherCurrentAsset	
Utilities	Expense	
< []		•

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

QB Account Name	QB Account Type	1
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	E
Telephone Expense	Expense	
Travel Expense	Expense	
Undeposited Funds	OtherCurrentAsset	
Utilities	Expense	
۰ m		10

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

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	OtherCurrent Liability
Shareholder Distributions	Equity
Telephone Expense	Expense
Travel Expense	Expense
Undeposited Funds	OtherCurrentAsset
Utilities	Expense
<	

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):

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
Fumiture and Equipment	FixedAsset
Insurance Expense	Expense
Interest Expense	Expense
Meals and Entertainment	Expense
	4
Cancel	Show Full Names Ok

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

ile Accounter Duntomer	no Innee About		
rom: Wednesday, Jun	e 01, 2011 🗐 🕆 <b>To:</b> Th	nursday , June 30, 2011 🗍	- Start
	Mapping Acco	unts	
FB Account Name Sold-hardware	QB Account Name Sales:Sales - Hardware	QB Account Type	-
Sold-Software	Sales:Sales - Hardware Sales:Sales - Software	Income	
Consuting	Consulting Income	Income Income	
Consuting	Undeposited Funds	OtherCurrentAsset	-
Check	ondeposited Funds	OtherCurtentAsset	
Мар /	Account Receivable	eivable	
Map /	Account Receivable	civable	
Map /	Account Receivable Accounts Rec	seivable	Save

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



The following screen will appear (see diagram below).

SB SyncBooks	
File Accounts Contomers In	About
From: Wednesday, June 01	1, 2011 🔲 🛪 To: Thursday , June 30, 2011 🔲 🛪 Start
	Mapping Customers
FB Customer Name	QB Customer Name
IT Max Group, LLC	- Select One ·
Cancel	Save
Map Accounts	Map Customers Map Taxes

Use drop-down to pick appropriate customer from QuickBooks.

**Tip**: I 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.

SE	SyncBoo	oks							
	File	iooume Eu	TOMMER	Inner: Ab	out				
0.00	From:	Wednesday,	June	01, 2011	💵 то			30, 2011	 Start
				1	Mapping (	Customers			
	FB Cus	tomer Name		QB Cu	stomer Name				
	IT Max (	Group, LLC.		- Selec		•			
				Select Custome Custome Custome	er 1 er 2				
	Can	cel							Save
	IV	lap Accour	nts	Maj	o Customers		Map	Taxes	

SB SyncBooks			the second s	
File Accounts Eurometre 1	men: About			
From: Wednesday, June (	1, 2011 🖉 🗖 To: Th	ursday , June 30	, 2011	Start
	Mapping Custo	omers		
FB Customer Name	QB Customer Name			
IT Max Group, LLC.	Customer 1	<b>•</b>		
			1	
Cancel				Save
Map Accounts	Map Customers	Map Taxe	5	

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:

ile Accounte Aumon	nne Innee About		
rom: Wednesday, J	une 01, 2011 🗐 🛪 <b>To:</b> 📑	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 -
×			
<			Save

SB SyncBooks			
File Accounts Austometre In	New About		
From: Wednesday, June 01	, 2011 🔲 🔪 <b>To:</b> Thur	sday , June 30, 2011 🗐	Start
	Mapping Tax Ac	counts	
FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
VHTax			- Select One -
BGTax			- Select One -
WI Tax			- Select One -
Cancel	III		Save
Man Accounts	Man Customore	Man Tayor	
Map Accounts	Map Customers	Map Taxes	

Select Account	And in case of the local division of the loc
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
4 m	*
Cancel Show Ful	Names Ok

S	B SyncBooks			
Γ	File Accounts Customers Taxe	s About		
	From: Wednesday, June 01, 2	Doll To: Thursday Mapping Tax	, June 30, 2011 ■▼ Accounts	Start
	FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
	VHTax	Sales Tax Payable	OtherCurrent Liability	Select One
L	BGTax			Select One Illinois Departmet of Revenue
	WI Tax			Wisconsin Department of Revenue
	Cancel			Save
	Map Accounts	Map Customers	Map Taxes	

SE	SyncBooks			
	File Accounts Customers Taxe	es About		
	From: Wednesday, June 01,	2011 To: Thursday Mapping Tax		Start
	FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
	VHTax	Sales Tax Payable	OtherCurrent Liability	Illinois Departmet of Revenue 🔹
	BGTax	Sales Tax Payable	OtherCurrent Liability	Illinois Departmet of Revenue 🔹
	WI Tax	Sales Tax Payable	OtherCurrentLiability	Wisconsin Department of Revenue
	Cancel Map Accounts	Map Customers	Map Taxes	Save
		iviap Customers	iviap 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



IT MAX Group, LLC - Quick Eile Edit View Lists			Address of the owner.	endgrs I	imploye	es Banking	Beports Onlin	ne Services W	ndow Help	Special Offers	- (6
Company Snapsho	Customer Cen		Center E	imployee i	Center	Online Banking	Doc Center	Report Center	App Center	(2) 🍝 Help Reminders F	eedback Service
Previous 🕒 Next 🥥 P	hint 🔹 🖓 Hi	story *	🖗 Attach								
coupt Payments	Custome Received From	er Payn	nent			Customer Balar	a	0.00			
Add credit card processing	Amount		0.0	0		Date	07/31/2012	1			
Set up (ecurring charges	Prit. Nethod	Check.		-		Check #					
Add eigheck processing	Memo	< Add Net	£.>	_		Where does the	s payment qu?				
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				Totais			0.00			0.00 Amounts for Selected	
										Amount Due	0.0
									o Apply Payment	Applied Discount and Credits	0.0
								Dec	ount & Oredits	Appled	0.0
Close Toolber											

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!

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

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.

SB SyncBooks		
File Accounts Customers	Notes: About	
From: Wednesday, June	01, 2011 📴 🔻 To: Thursday , June 30, 2011 📴 🗸	Start
Customers mapping: S	uccess uccess <b>SyncBooks</b>	
Map Accounts	Map Customers Map Taxes	

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:



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

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.

- a) The regular non-bold font signals that the records are not in QuickBooks yet
- b) The italic non-bold font marks the records were previously imported into FreshBooks The **Invoice Status** column also has *Already Exists* mark.
- c) 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:

- a) All invoices are named with the Invoice numbers from FreshBooks
- b) 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).

			Export	Preview				
Invoice Status	🗸 Date 🖌	EntryN 🖵	QB Account Full Name	Debit	Credit	Memo	Customer Name	
Almarche (All)	A/1/2012	EntryN - 2012-954	Accounts Receivable	2,101.00	creat	Invoice # 2012-954	Professional National	
Already Exists Already Zero paid	4/1/2012	2012-954	Consulting Income	_,	1.551.00	Server/Application S	Professional National	
(Blanks) Already (NonBlanks)	4/1/2012	2012-954	Sales:Web Hosting for Cust			Barracuda Network b	Professional National	
Already Exists	4/1/2012	2012-953	Accounts Receivable	75.00		Invoice # 2012-953	S.B. Smith & Associat	
Already Exists	4/1/2012	2012-953	Sales:Web Hosting for Cust		75.00	Hosted Exchange (A	S.B. Smith & Associat	
Already Exists	4/1/2012	2012-952	Accounts Receivable	400.00		Invoice # 2012-952	Shindler Law	
Already Exists	4/1/2012	2012-952	Consulting Income		400.00	Flat Fee Support Ret	Shindler Law	
	4/11/2012	p2011-706	Undeposited Funds	4,952.50		AMEX: Linkpoint: 201	Relco Locomotives	
	4/4/2012	p2012-971	Undeposited Funds	700.00		Check: Chk # 1003 [	Void	
Already Exists	4/4/2012	p2012-956	Undeposited Funds	2,915.00		VISA: Linkpoint: 2012	Lincoln Insurance Ag	
	4/4/2012	p2012-955	Undeposited Funds	5,000.00		VISA: Linkpoint: 2012	Lincoln Insurance Ag	
Already Exists	4/3/2012	p2012-971	Undeposited Funds	200.00		Check: Chk # 1002 [	Void	
Already Exists	4/2/2012	p2012-971	Undeposited Funds	100.00		Check: Chk # 1001 [	Void	
Zero paid	4/2/2012	p <b>2012-9</b>	Undeposited Funds	0.00		Check: [for invo	SyncBooks Custo	
Zero paid	4/2/2012	p2012-9	Undeposited Funds	0.00		Check: [for invo	SyncBooks Custo	
Already Exists	4/1/2012	p2012-964	Undeposited Funds	40.00		AMEX: Linkpoint auto	International Transpor	
	4/1/2012	p2012-960	Undeposited Funds	10.00		VISA: Linkpoint auto	McLean Manufacturi	
Already Exists	4/1/2012	p2012-957	Undeposited Funds	500.00		VISA: Linkpoint auto	Illinois Spinal Institute	
Already Exists	4/1/2012	p2012-954	Undeposited Funds	2,101.00		AMEX: Linkpoint auto	Professional National	
Already Exists	4/1/2012	p2012-953	Undeposited Funds	75.00		AMEX: Linkpoint auto	S.B. Smith & Associat	
Already Exists	4/1/2012	p2012-952	Undeposited Funds	400.00		VISA: Linkpoint auto	Shindler Law	

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

Import Result	
Success. All data was impo	ted into QuickBooks.
Ok	Show

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.

Import Result		
Success.	All data was imported into QuickBooks.	
12-Apr-2012 19:15:37 :: A 12-Apr-2012 19:15:37 :: A	At 10 Apr 2012 invoice #2012-973 was successfully imported At 10 Apr 2012 invoice #2012-972 was successfully imported	
Ok	Сору	Hide Log
Information		<ul> <li>3</li> </ul>
Information	Data was copied to clipboard	

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e	

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

Import Result	
Fail. Not all data was imported into QuickBooks.	Show

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

Import Result	
Fail. Not all data was imported into QuickBooks.	
12-Apr-2012 19:15:37 :: At 10 Apr 2012 invoice #2012-973 was successfully imported	
12-Apr-2012 19:15:37 :: At 10 Apr 2012 invoice #2012-972 was successfully imported	
12-Apr-2012 19:15:38 :: At 02 Apr 2012 invoice #2012-970 was successfully imported	
12-Apr-2012 19:15:39 :: At 02 Apr 2012 invoice #2012-969 was successfully imported	
12-Apr-2012 19:15:39 :: At 02 Apr 2012 invoice #2012-968 was successfully imported	
12-Apr-2012 19:15:39 :: At 01 Apr 2012 invoice #2012-966 was successfully imported	
12-Apr-2012 19:15:40 :: At 01 Apr 2012 invoice #2012-962 was successfully imported	
12-Apr-2012 19:15:40 :: At 01 Apr 2012 invoice #2012-961 was successfully imported	
12-Apr-2012 19:15:41 :: At 01 Apr 2012 invoice #2012-960 was successfully imported	
12-Apr-2012 19:15:41 :: At 01 Apr 2012 invoice #2012-959 was successfully imported	
12-Apr-2012 19:15:42 :: At 01 Apr 2012 invoice #2012-958 was successfully imported	
12-Apr-2012 19:15:43 :: At 01 Apr 2012 invoice #2012-955 was successfully imported	
12-Apr-2012 19:15:43 :: At 11 Apr 2012 payment #p2011-706 was not imported, reason - ERROR - No invoice for payment	
12-Apr-2012 19:15:43 :: At 04 Apr 2012 payment #p2012-971 was not imported, reason - ERROR - Overpayment	
12-Apr-2012 19:15:44 :: At 04 Apr 2012 payment #p2012-955 was successfully imported	
12-Apr-2012 19:15:45 :: At 01 Apr 2012 payment #p2012-964 was not imported, reason - ERROR - Invoice already paid	
12-Apr-2012 19:15:45 :: At 01 Apr 2012 payment #p2012-960 was successfully imported	
12-Apr-2012 19:15:46 :: At 01 Apr 2012 payment #p2012-957 was not imported, reason - ERROR - Invoice already paid	
12-Apr-2012 19:15:46 :: At 01 Apr 2012 payment #p2012-954 was not imported, reason - ERROR - Invoice already paid	
12-Apr-2012 19:15:46 :: At 01 Apr 2012 payment #p2012-953 was not imported, reason - ERROR - Invoice already paid	
12-Apr-2012 19:15:46 :: At 01 Apr 2012 payment #p2012-952 was not imported, reason - ERROR - Invoice already paid	
Сору	
Ok	Hide 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.

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	Automobile Exponse     idank Service Chargen	Expense USD	
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	<ul> <li>Consulting Income</li> </ul>	Brosme USD	
	Oepredatori Experise	Expense USD	
		Dopense 1190 Other Expense USD	
-		Cast of Goods Sold USD 9.00	
(i)	Amurana Expense     Anterest Expense	Expense USD	
Create Receive	Meak and Entertainment	Expense USD	
Animeter Provinces	+My Bank	Cost of Goods Said USD Bank USD 9.00	
	+Office Supplies +Opening Balance Souty	Expense USD Eavery USD 0.00	
	+Professional Pees +Purchases - Hardware for Resale	Depense USD Cost of Goods Sold USD	
	+Purchases - Software for Resale	Cost of Goods Sold USD	
	+Rent Expense +Retained Earnings	Experise USO Equity USO	
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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.

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**Note**: The payment IDs are placed into Memo field (including Payment Type, Reference #, Check #, the corresponding Invoice #.

View payment method type			All types		What are paymen	nt method views?			
iele	ct Payments to	Deposit							
1	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		
_	of 11: payment	ts select			Paymen	ts Subtotal	0.00		

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.

SB SyncBooks	
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Fror Map Accounts Edit Accounts Mapping	
Account mapping: Success	
Customers mapping: Success	
Tax mapping: Success	
<b>SyncBooks</b>	
JYILDWURS	
Map Accounts Map Customers Map Taxes	



