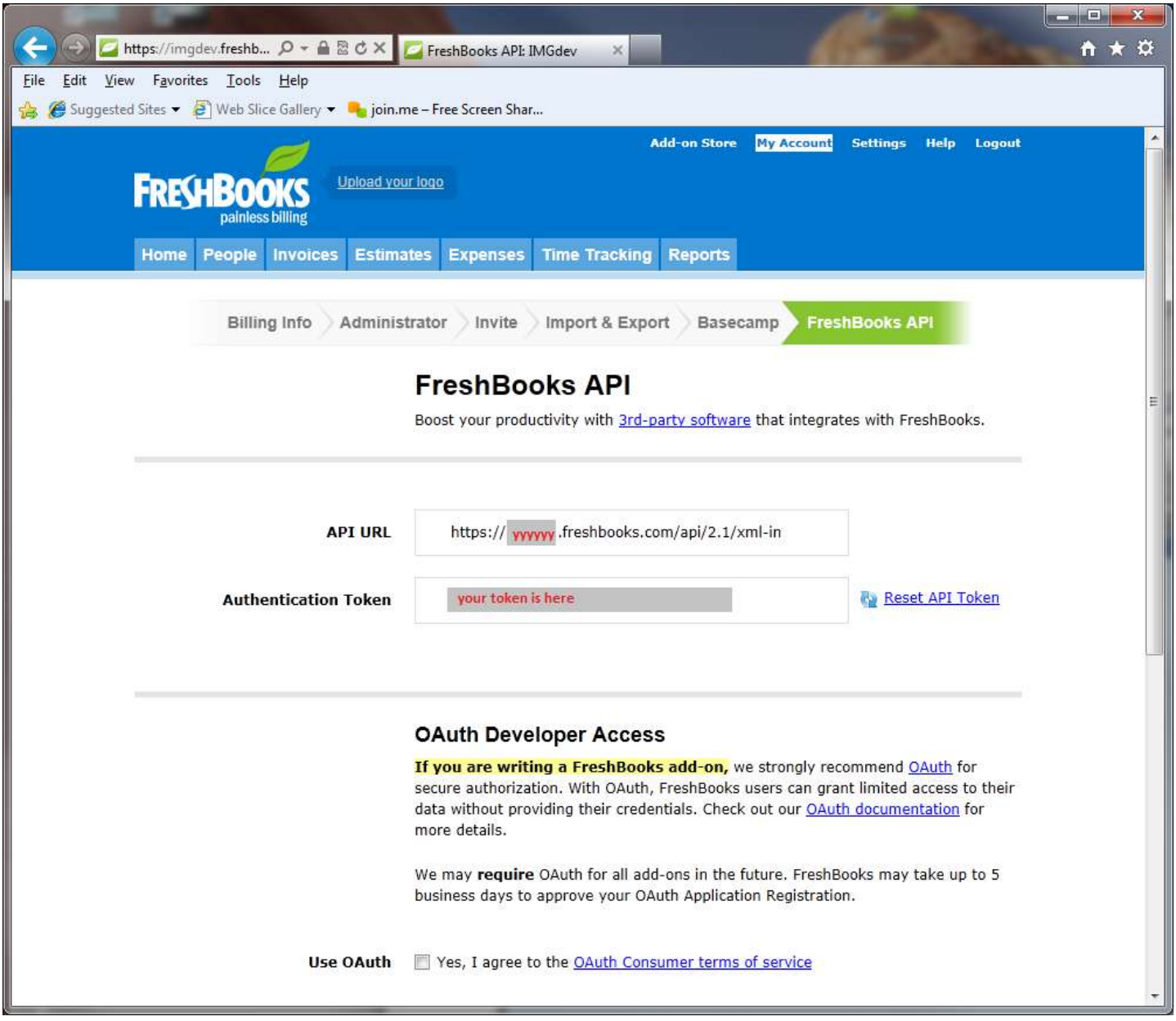
SyncBooks

# 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.

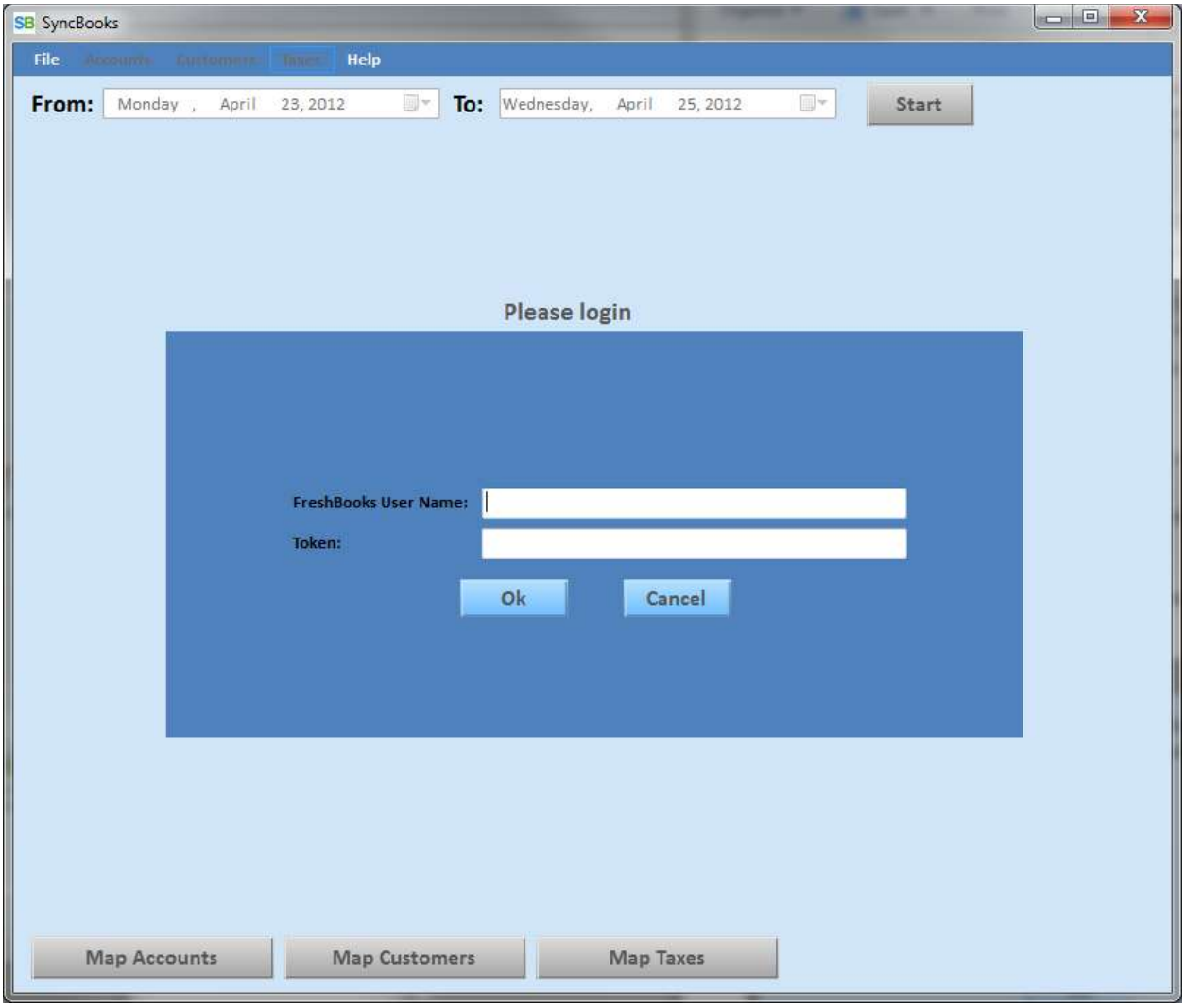



2. Start your QuickBooks.

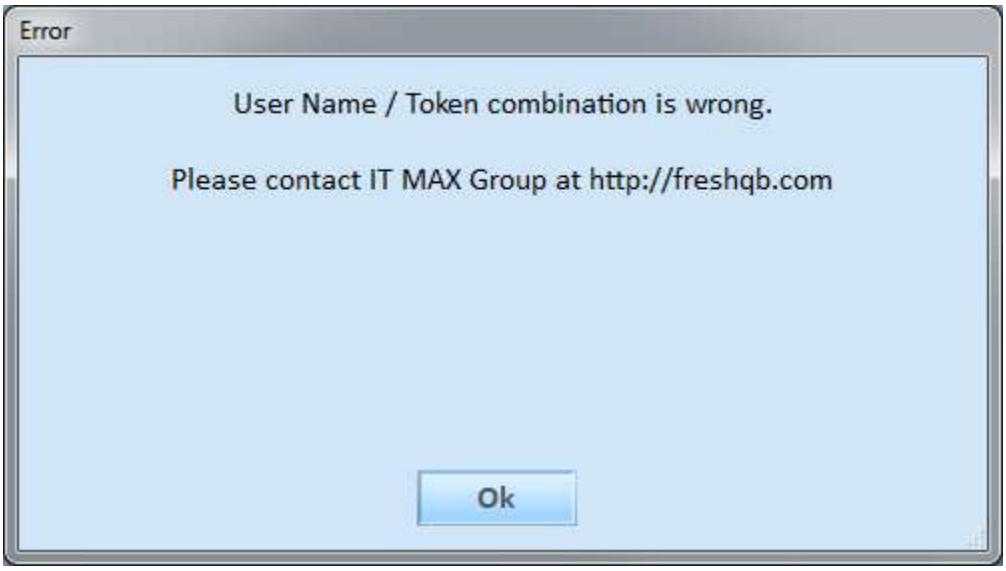
3. Start SyncBooks by clicking on this icon on your desktop

.

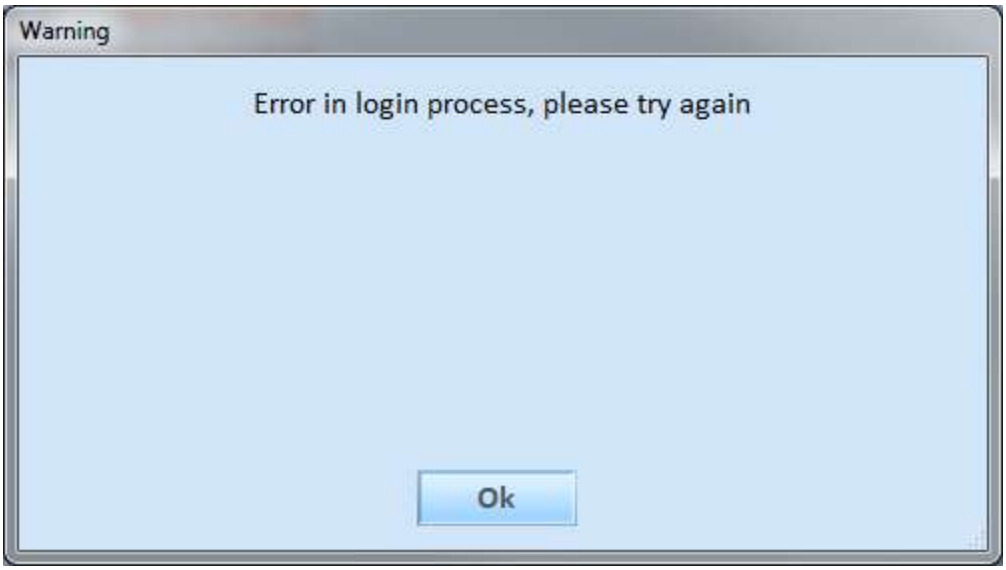
4. The following application window will appear.




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.



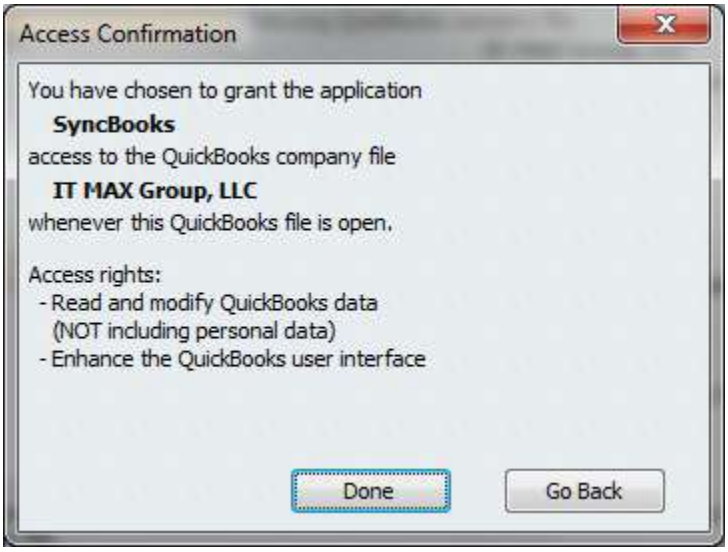

I this case please close SyncBooks and start from step 2.

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

We recommend using second or third choice.

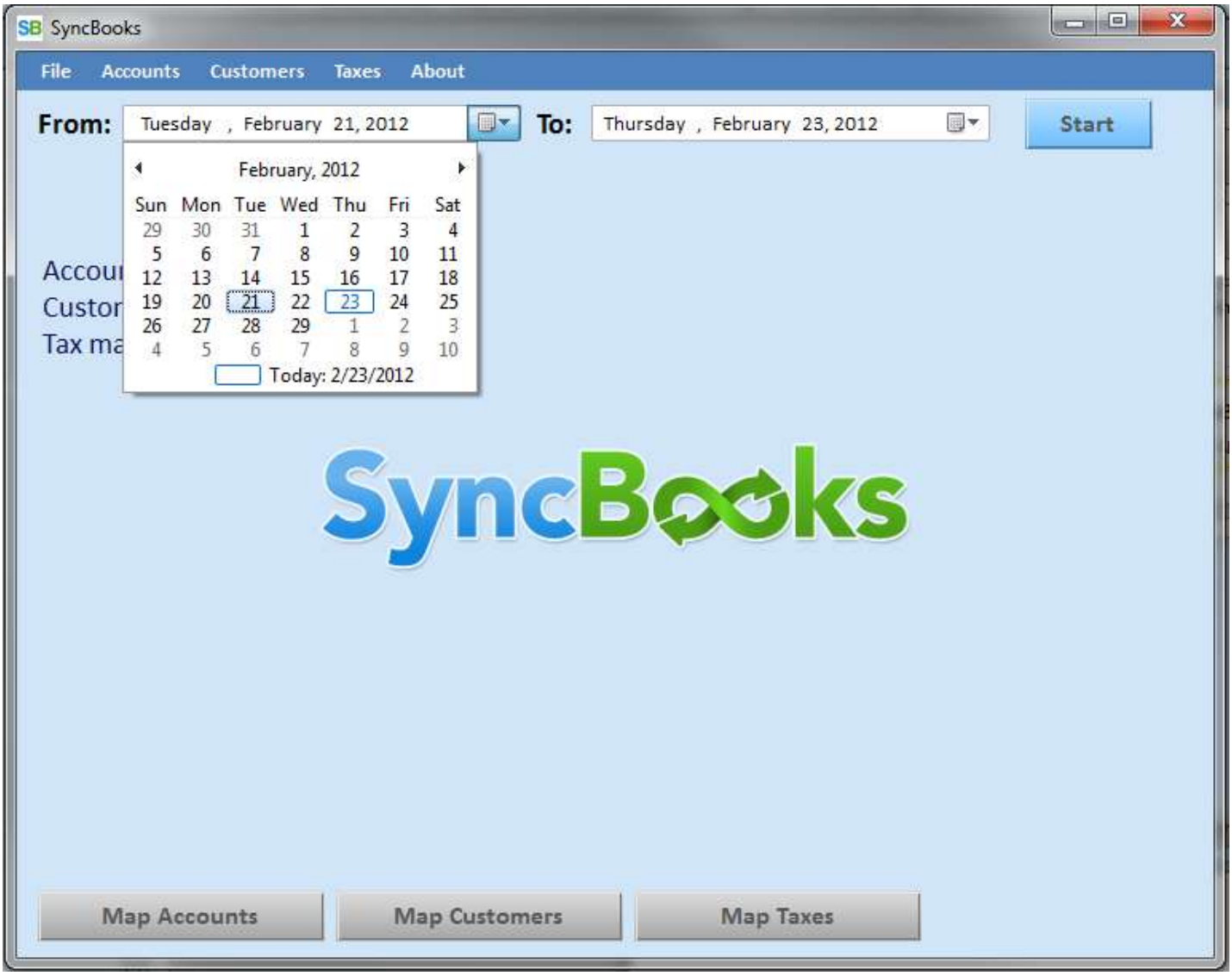
If you chose option two, you will be prompted same way every time you use SyncBooks.

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.

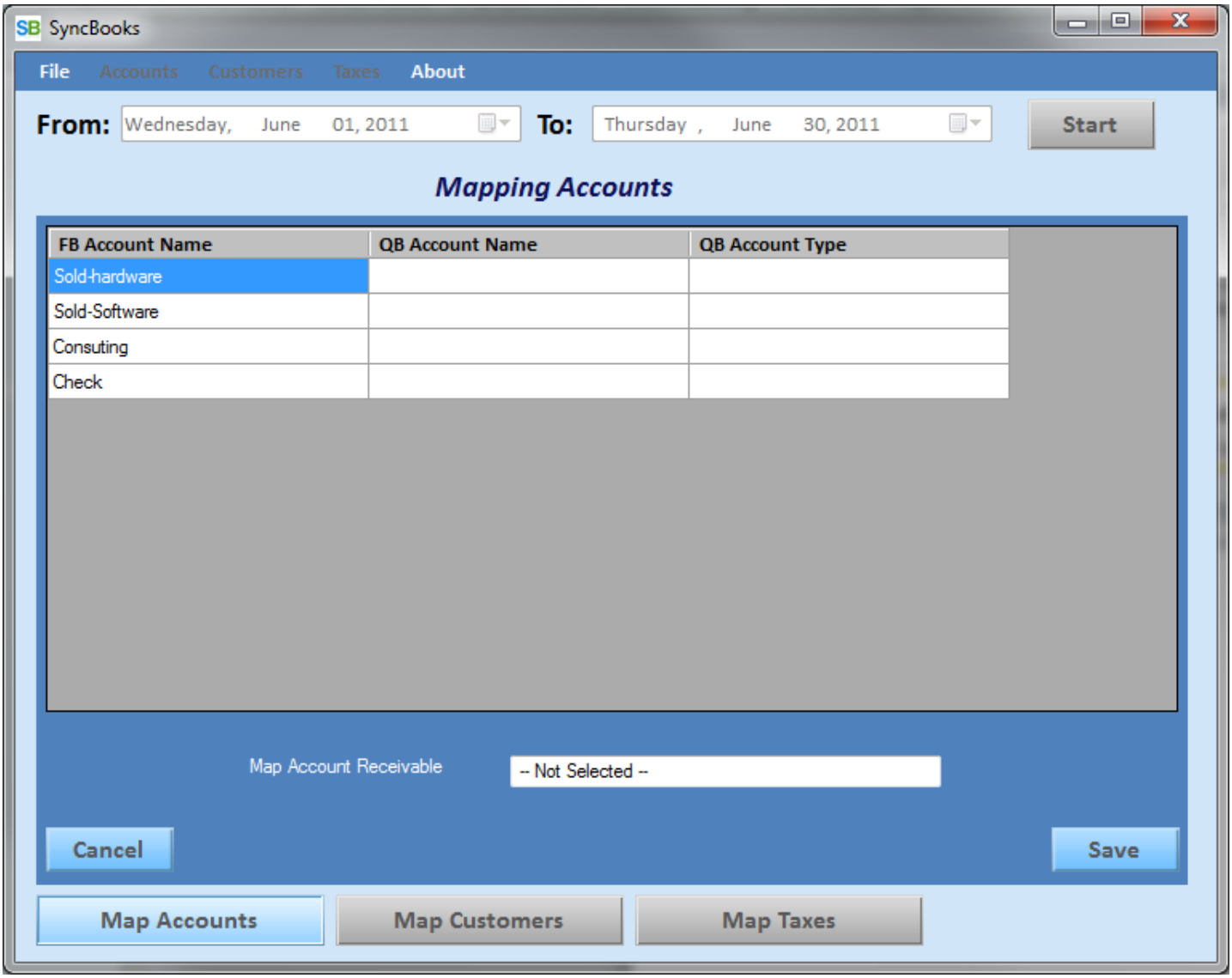
9. After completing Step 8 SyncBooks allows you to choose the time range to import the data from FreshBooks. Please select **From** and **To** dates using built-in calendars. Then click **Start** button.



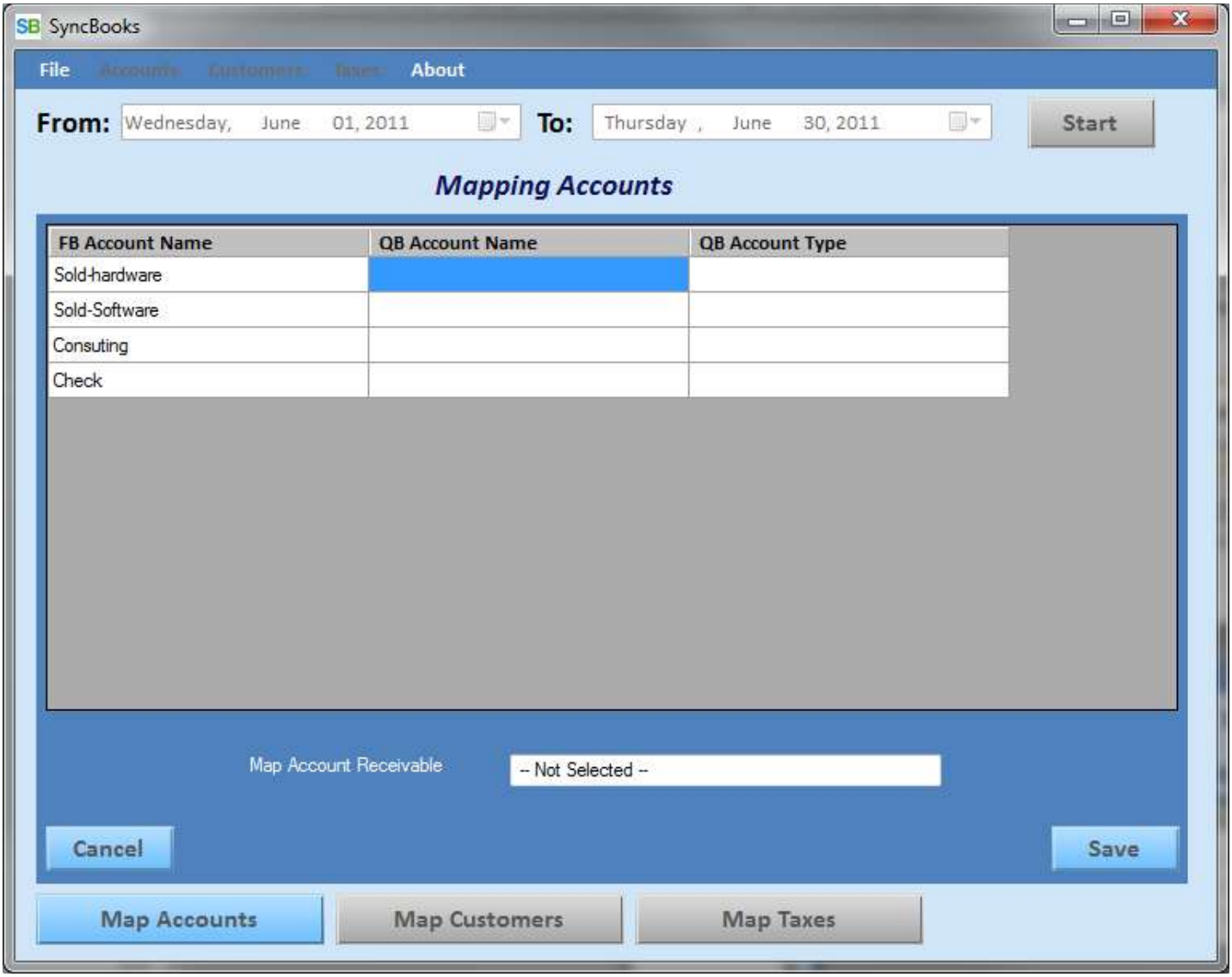
10. SyncBooks will read the data in the selected range from FreshBooks:

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.

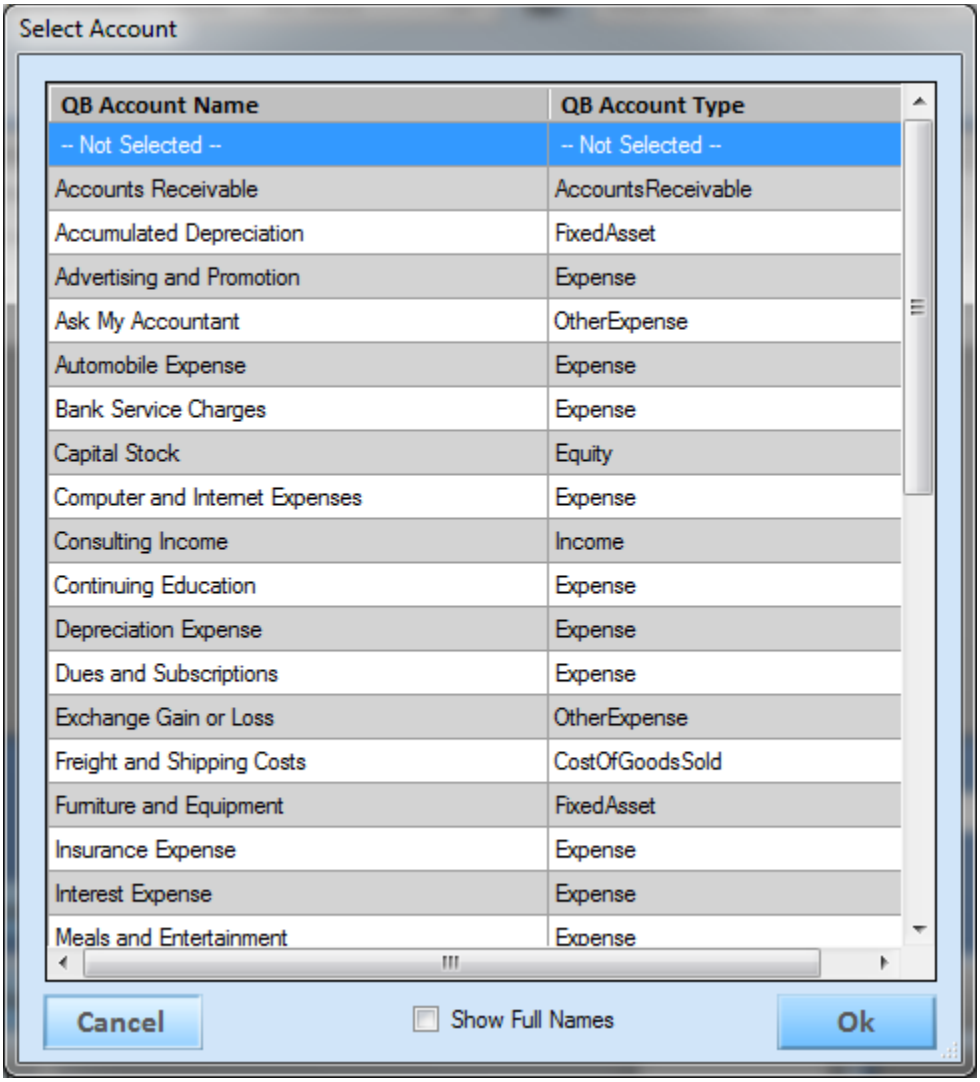
12. To map accounts please click **Map Accounts** button or use **Accounts/Map Accounts** menu item. The following screen will appear (see diagram below).



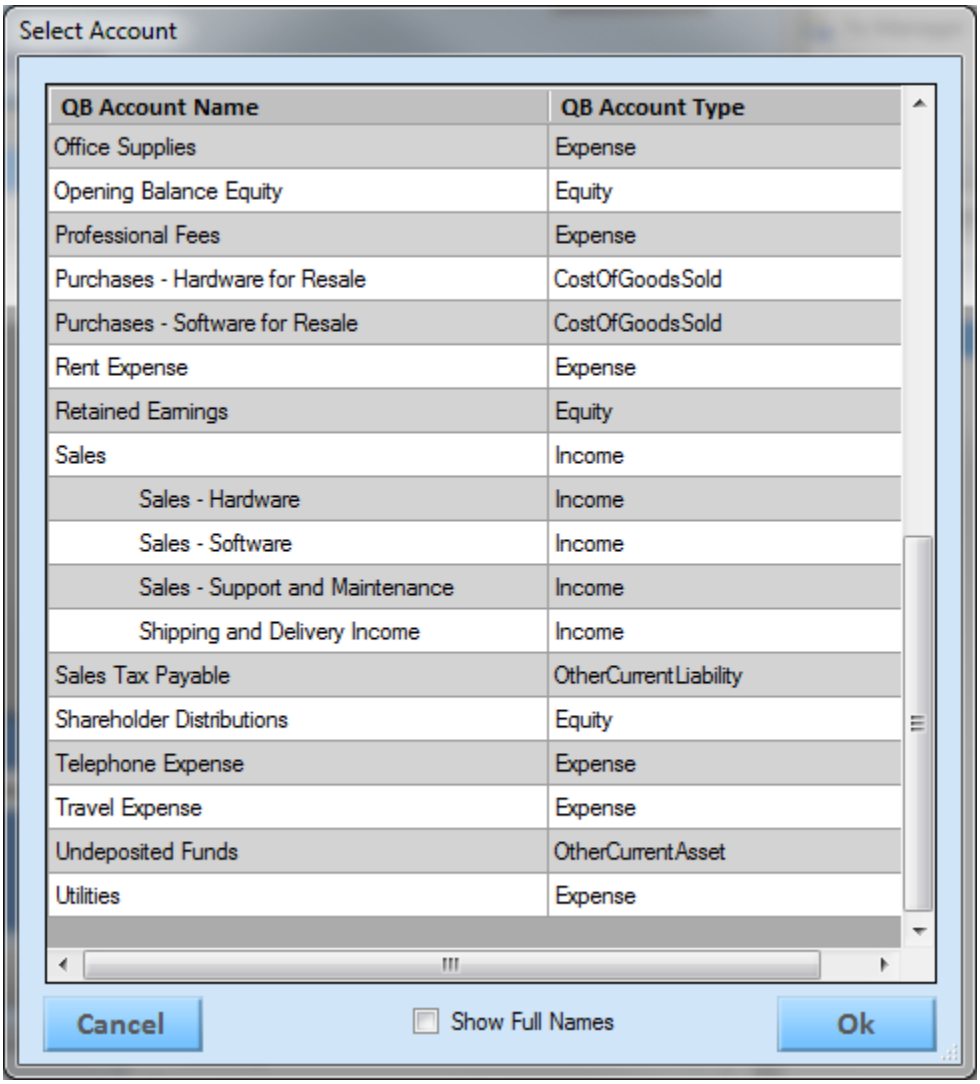
Click on the empty field in **QB Account Name** column



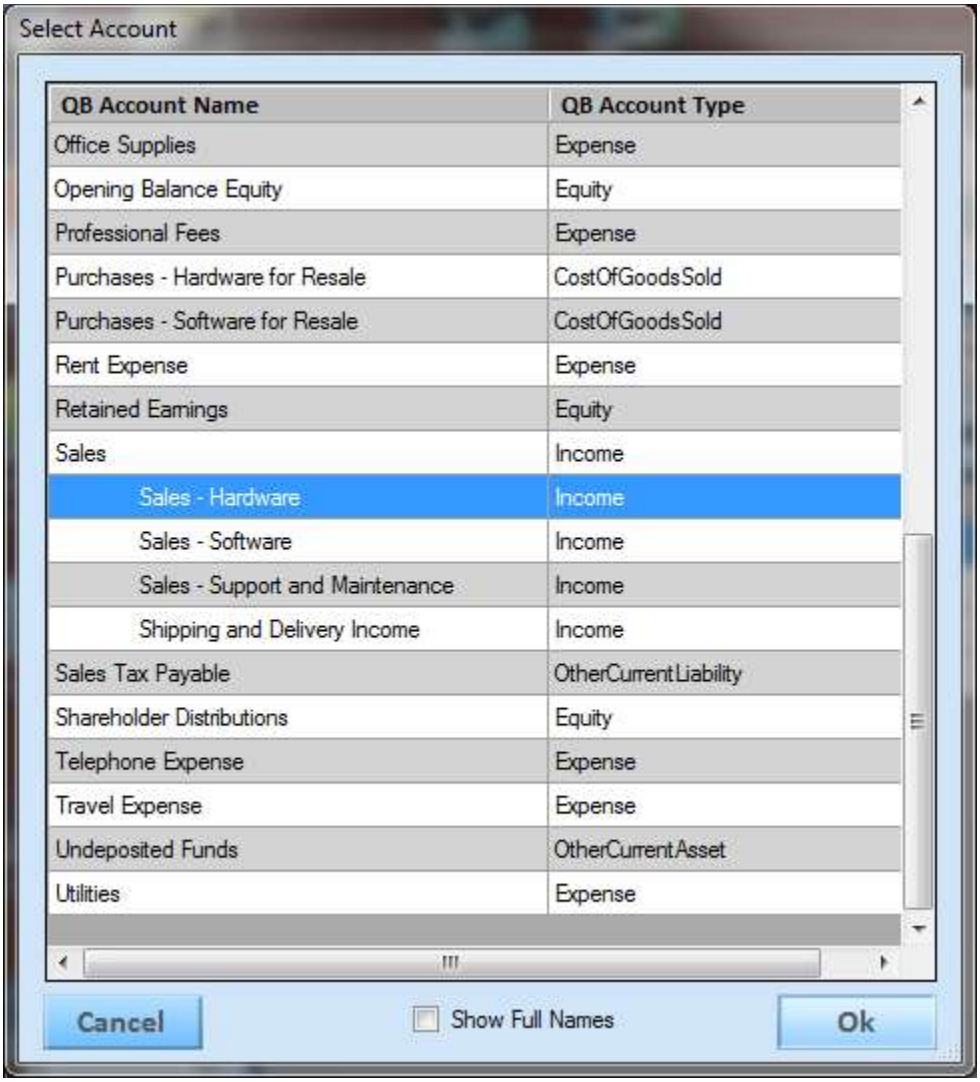
The account selection window will pop up.



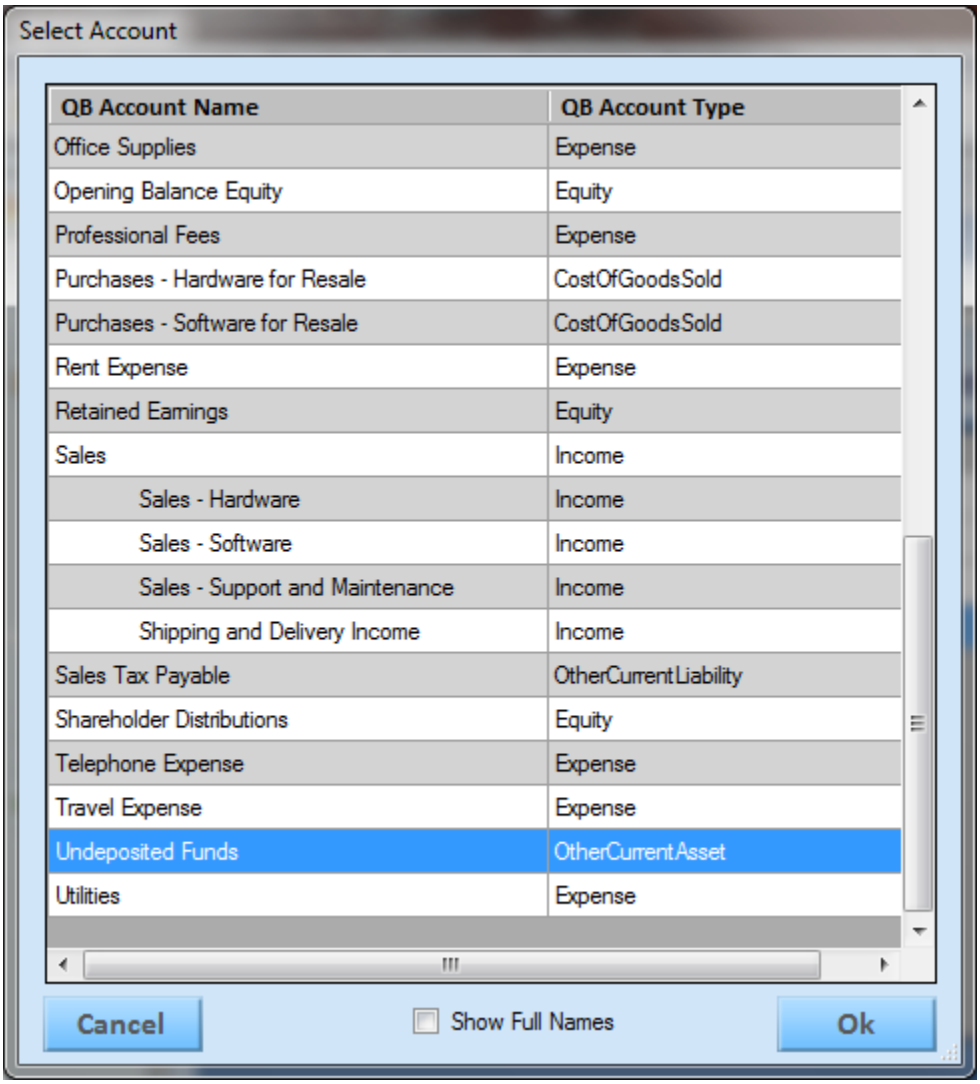
Click inside the window. For quick search you may press the first letter of the account you are looking for. The list will scroll to show the first account starting with this letter.



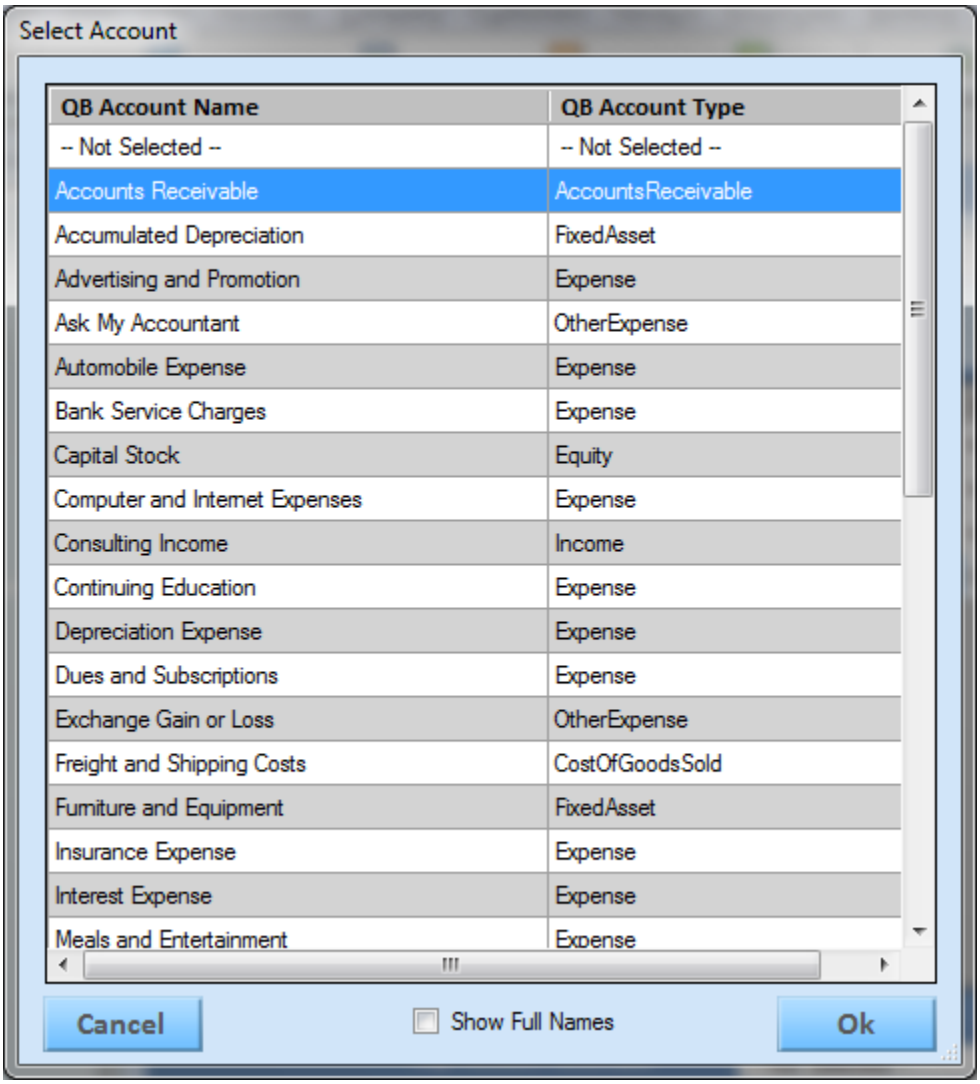
Select the appropriate account and click **Ok**.



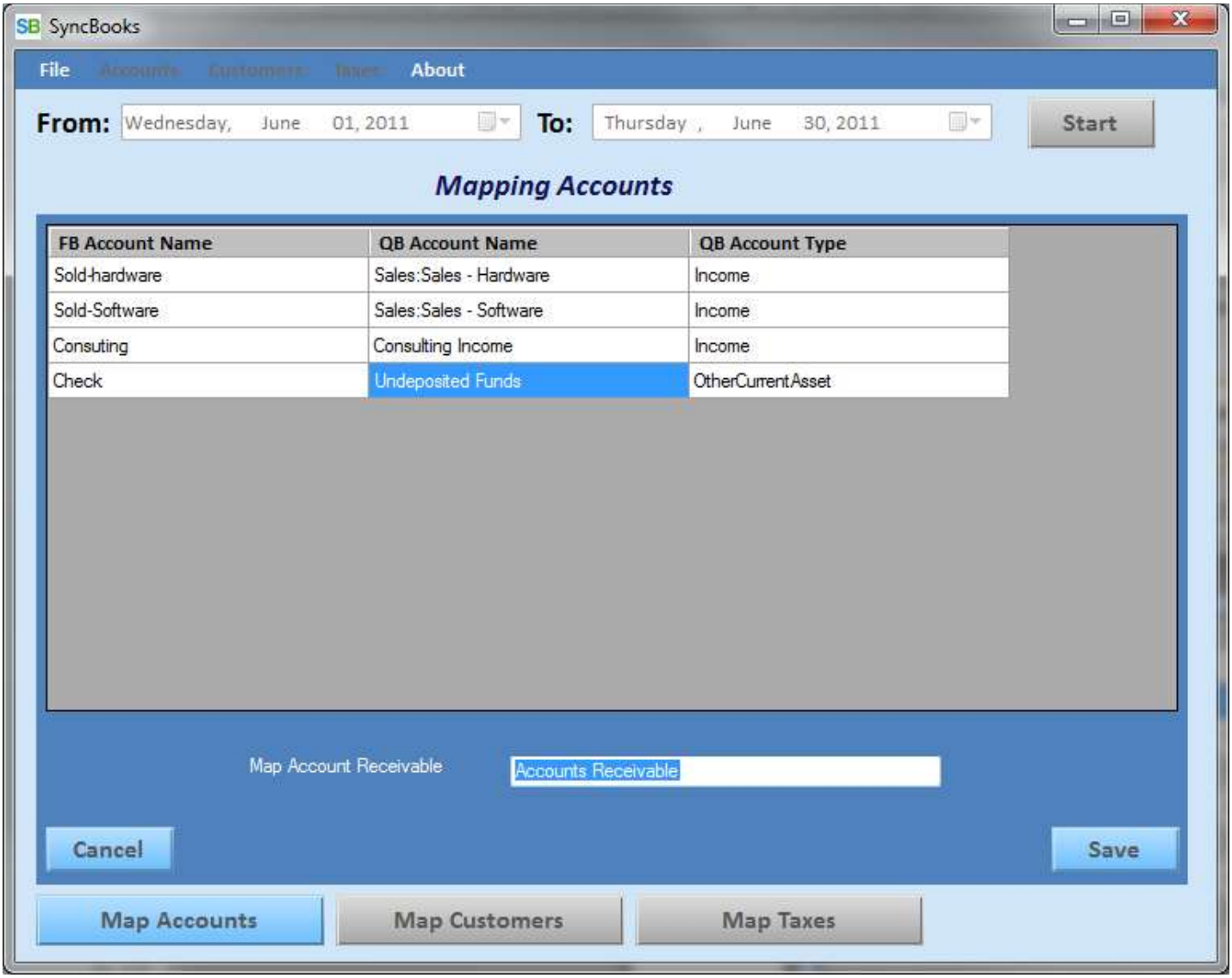
For items in FreshBooks such as Check, ACH, VISA, Master Card etc. please select the **Undeposited Funds** accounts from QuickBooks.



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):

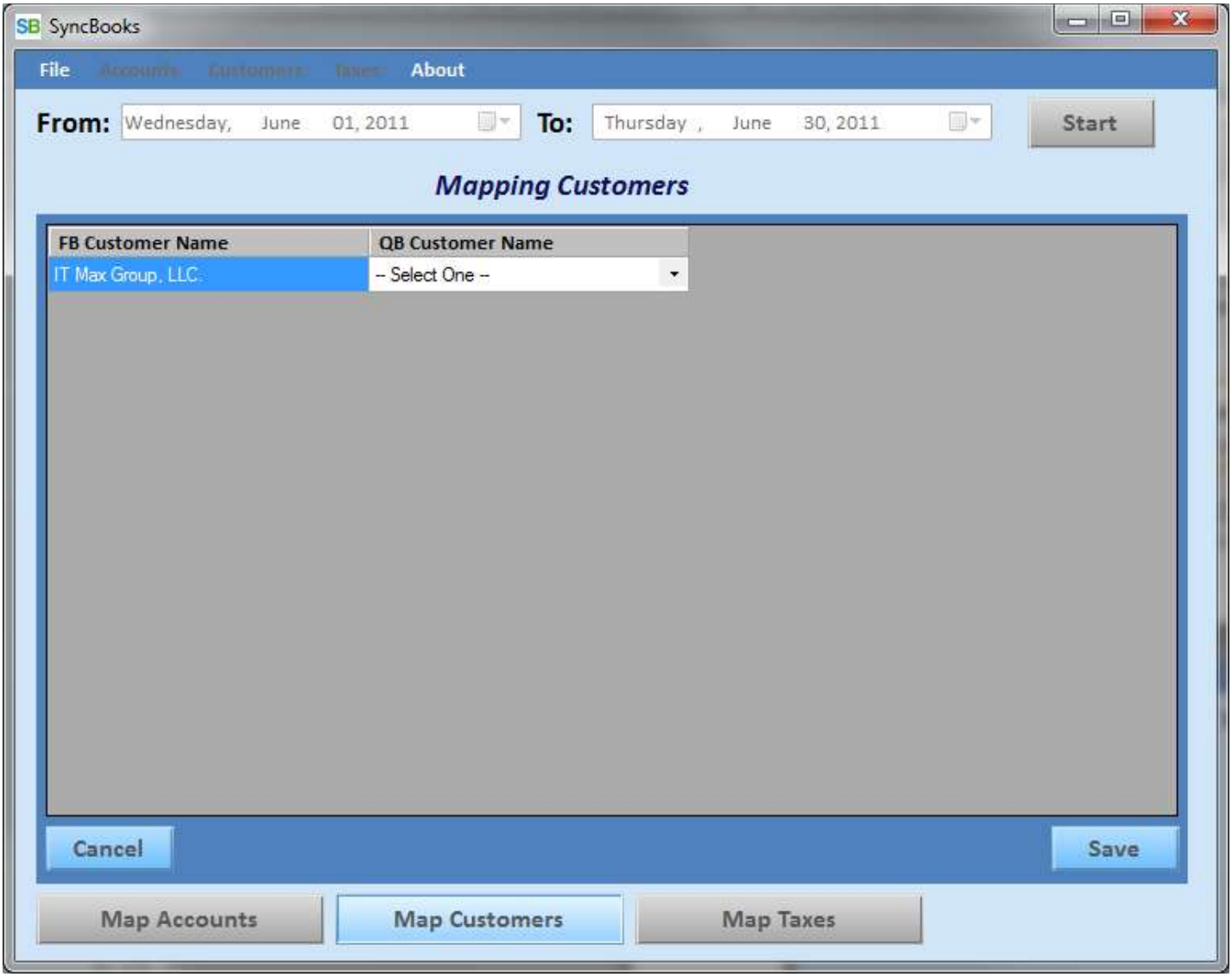


When all accounts are mapped, click **Save** button.



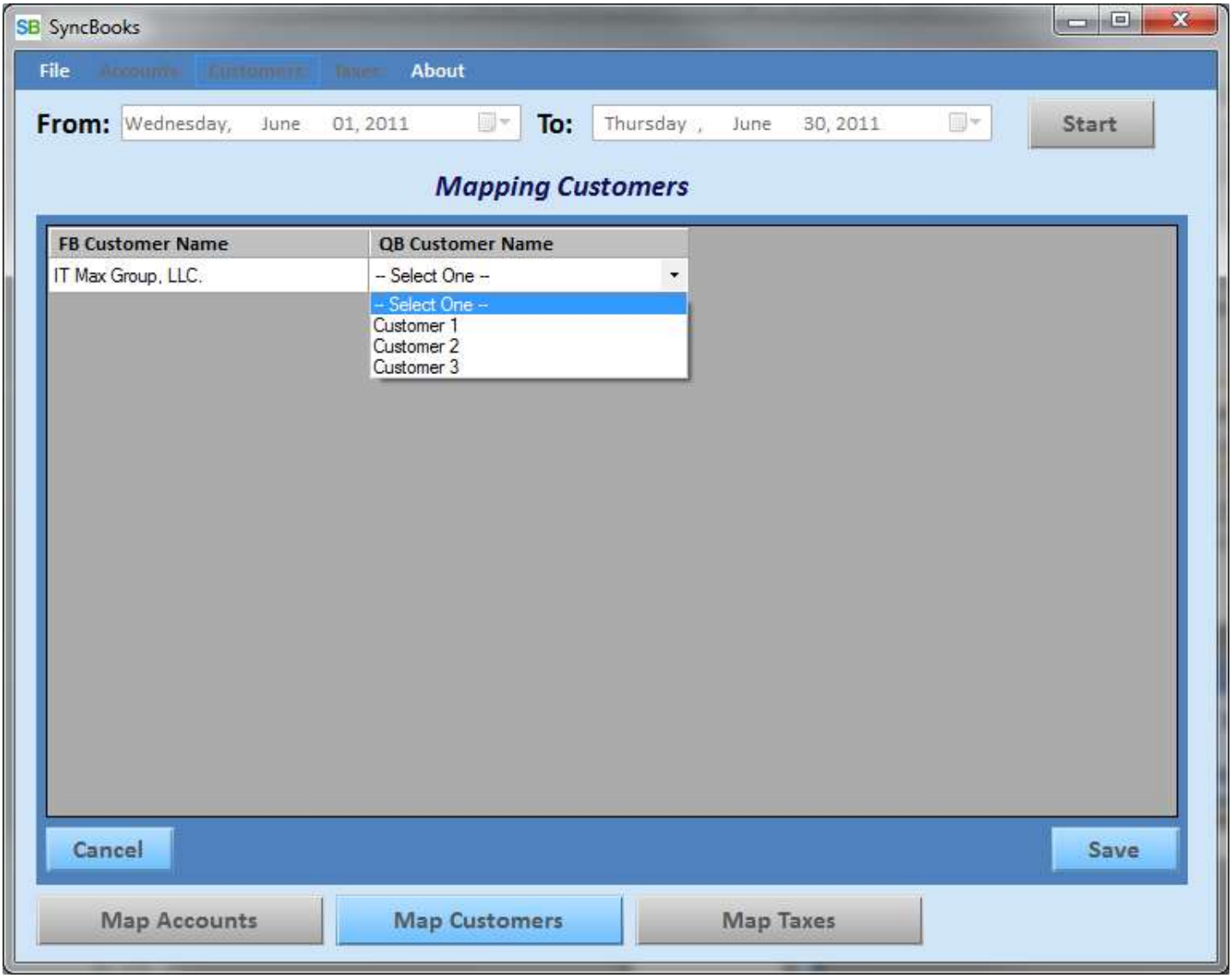
13. To map customers please click **Map Customers** button or use **Customers/Map Customers** menu item.

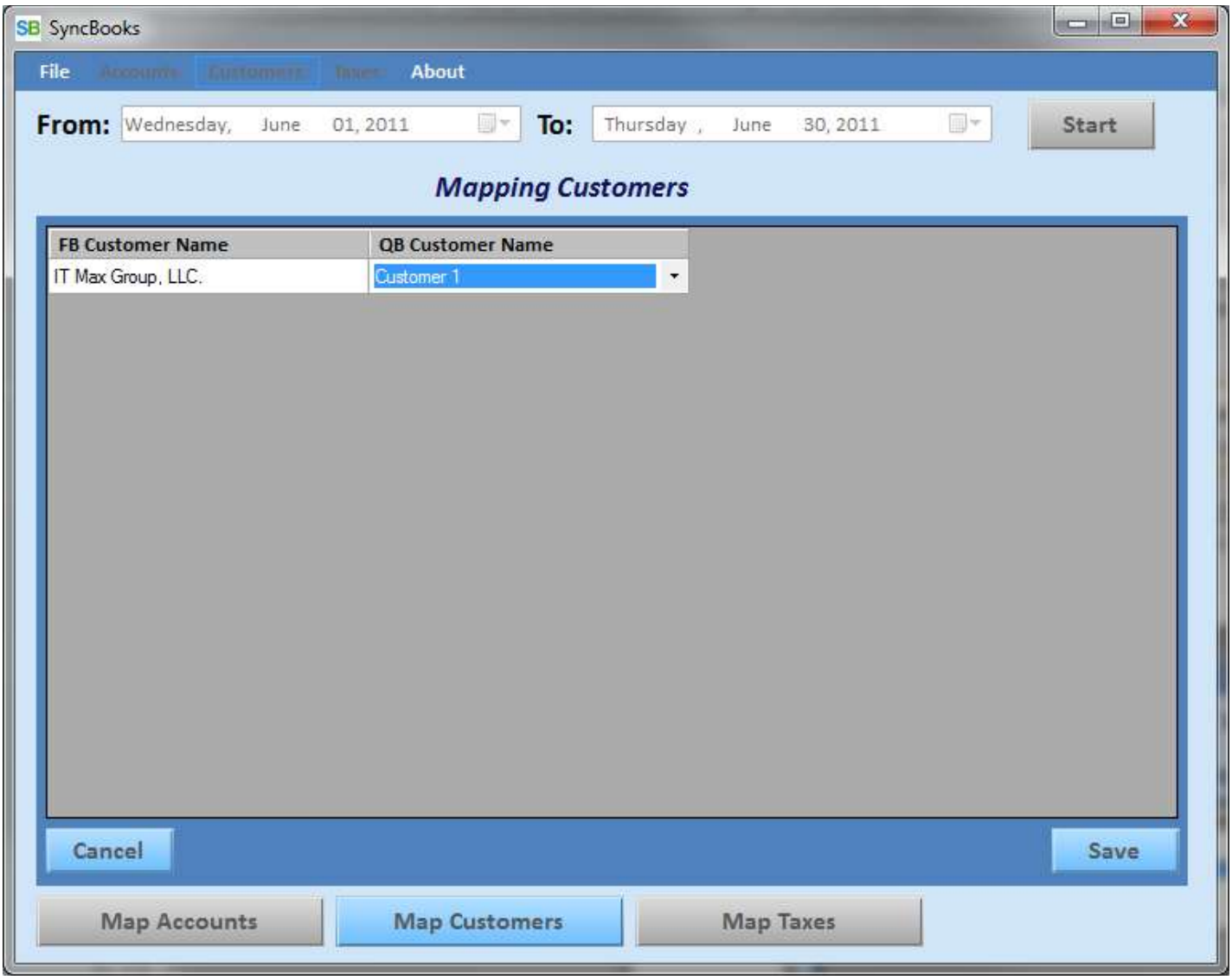
The following screen will appear (see diagram below).



Use drop-down to pick appropriate customer from QuickBooks.

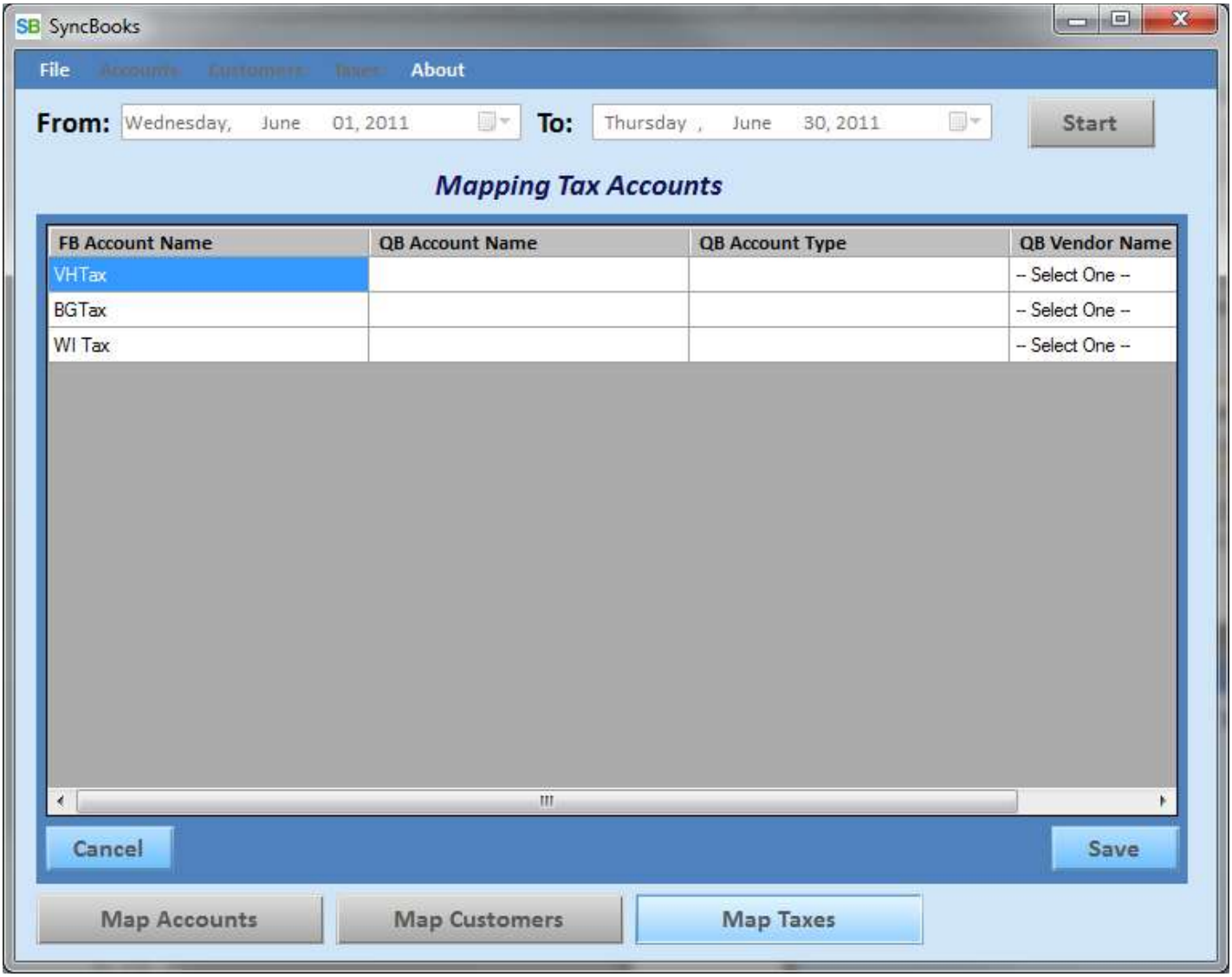
***Tip**: I you don't want to keep the detailed records for each customer in QuickBooks (as you already have them in FreshBooks) you may opt of having one "Generic" customer in QuickBooks and keep mapping all your FreshBooks customers to generic one. Otherwise in this version of SyncBooks you have to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

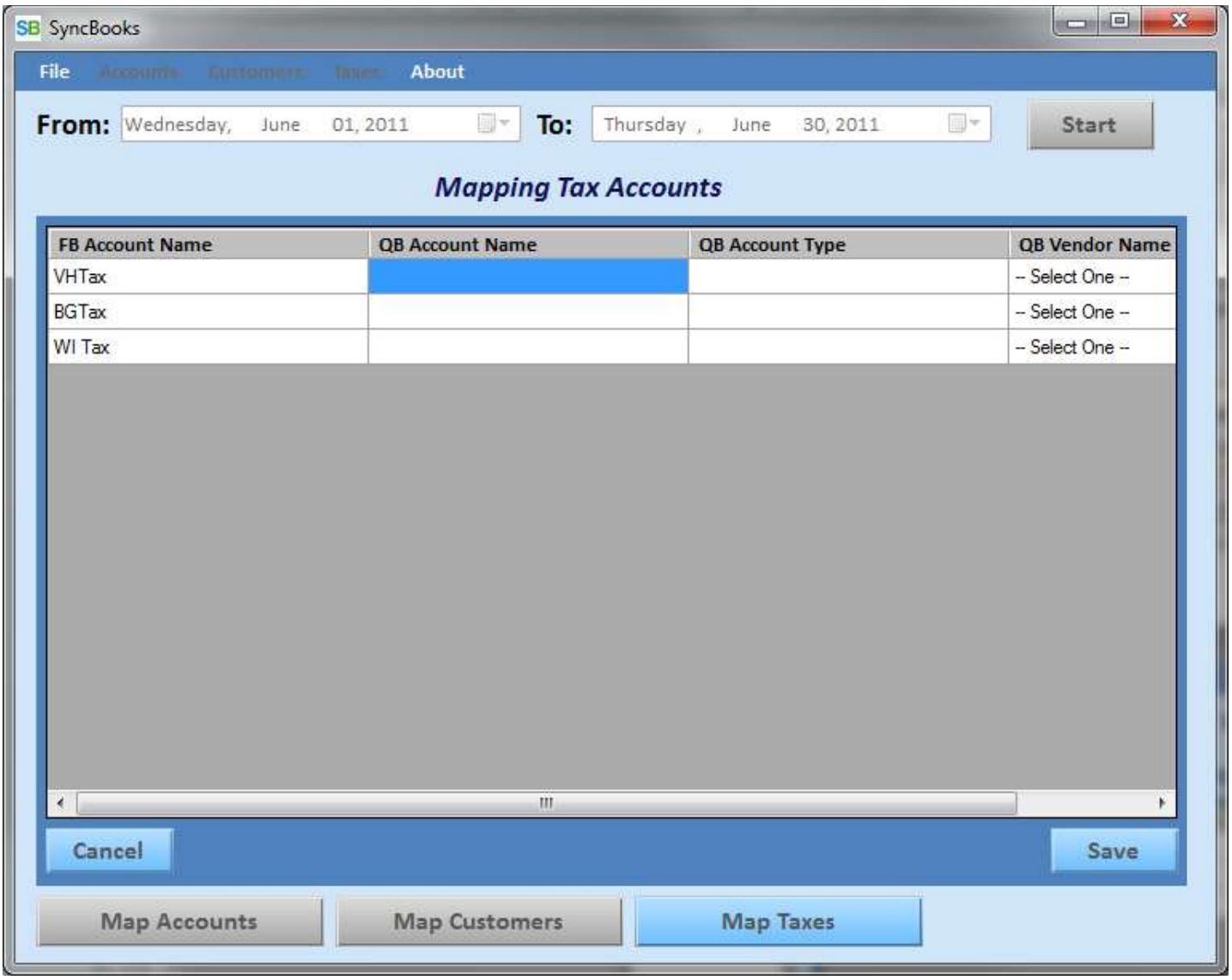


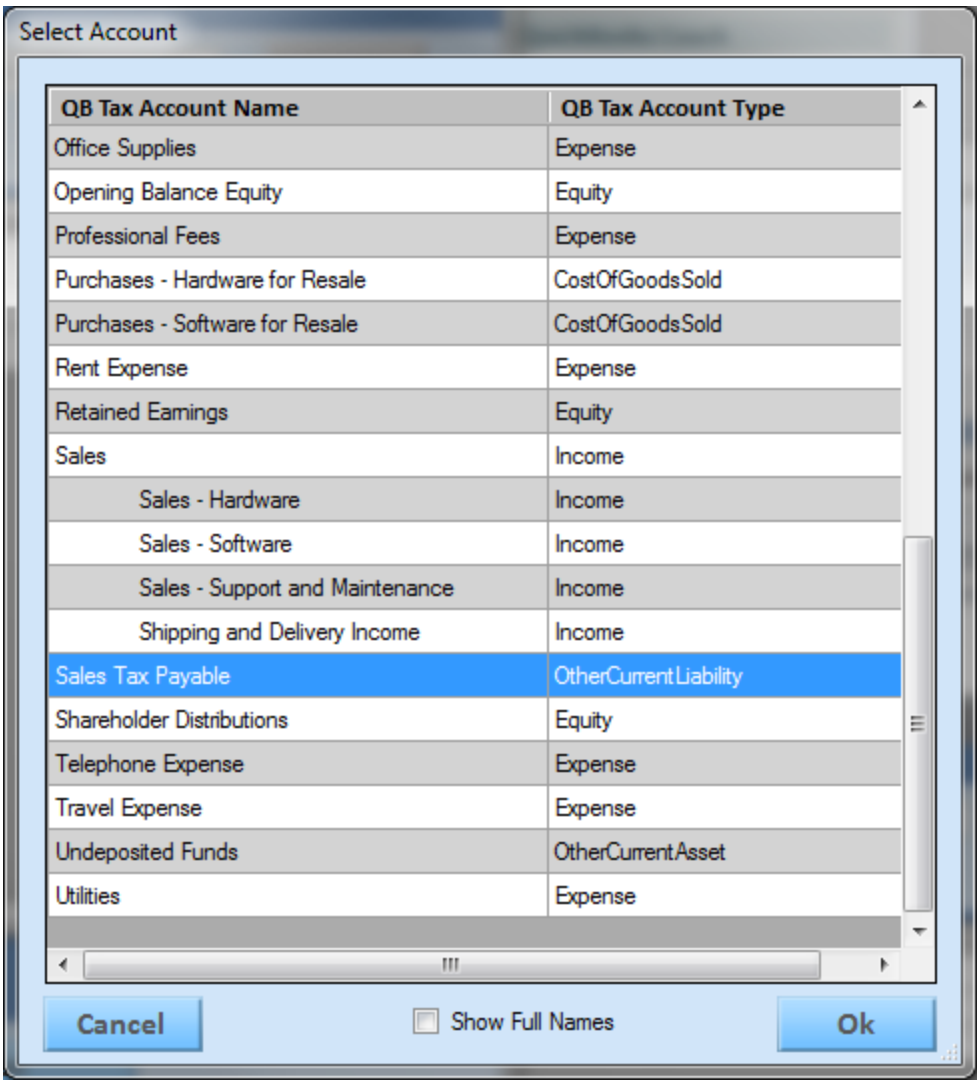

SyncBooks
File
About
From:
Wednesday, June 01, 2011
To:
Thursday , June 30, 2011
Start
Mapping Customers
FB Customer Name
QB Customer Name
IT Max Group, LLC.
Customer 1
Cancel
Save
Map Accounts
Map Customers
Map Taxes

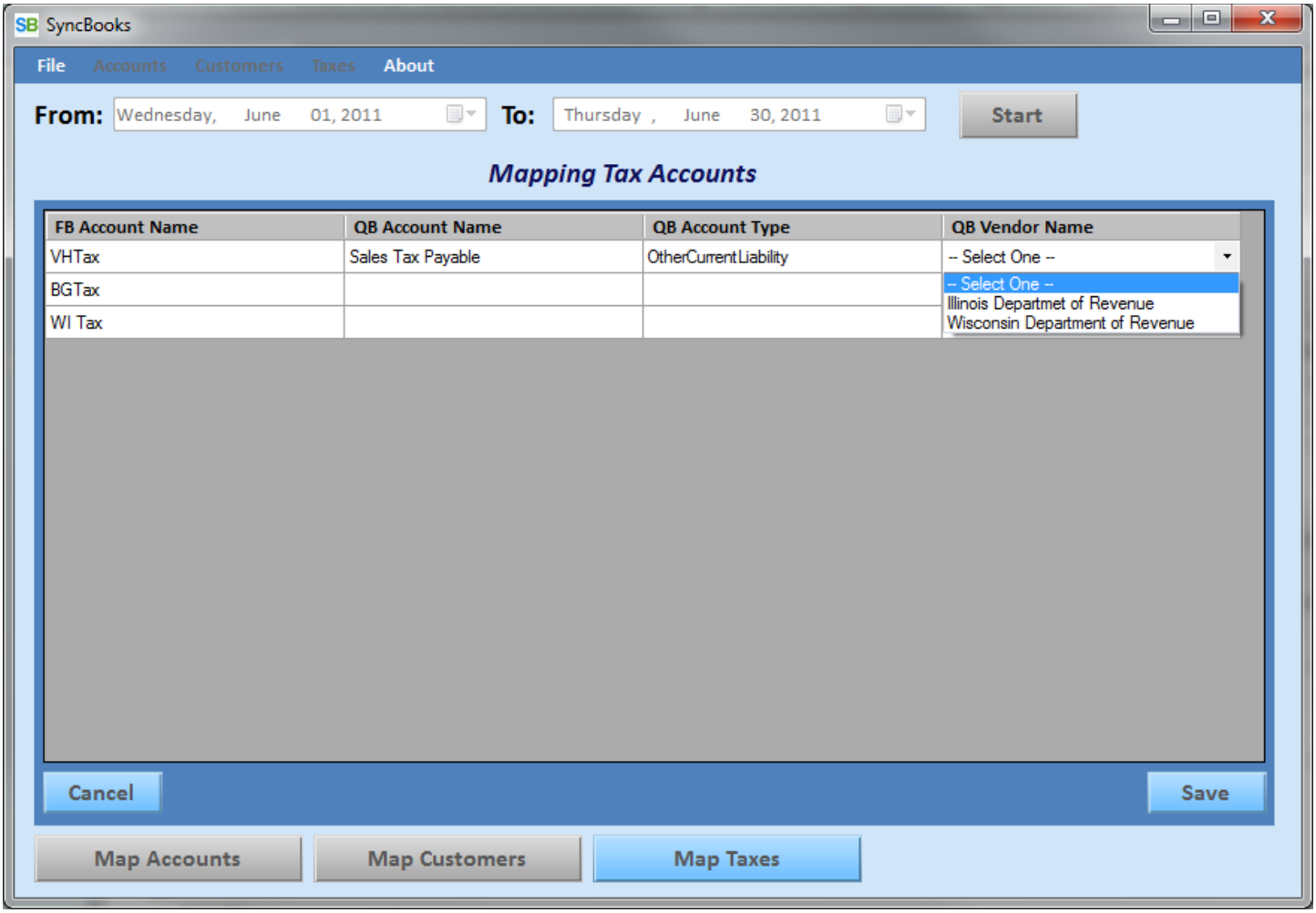
14. To map Tax information please click **Map Taxes** button or use **Taxes /Map Taxes** menu item.

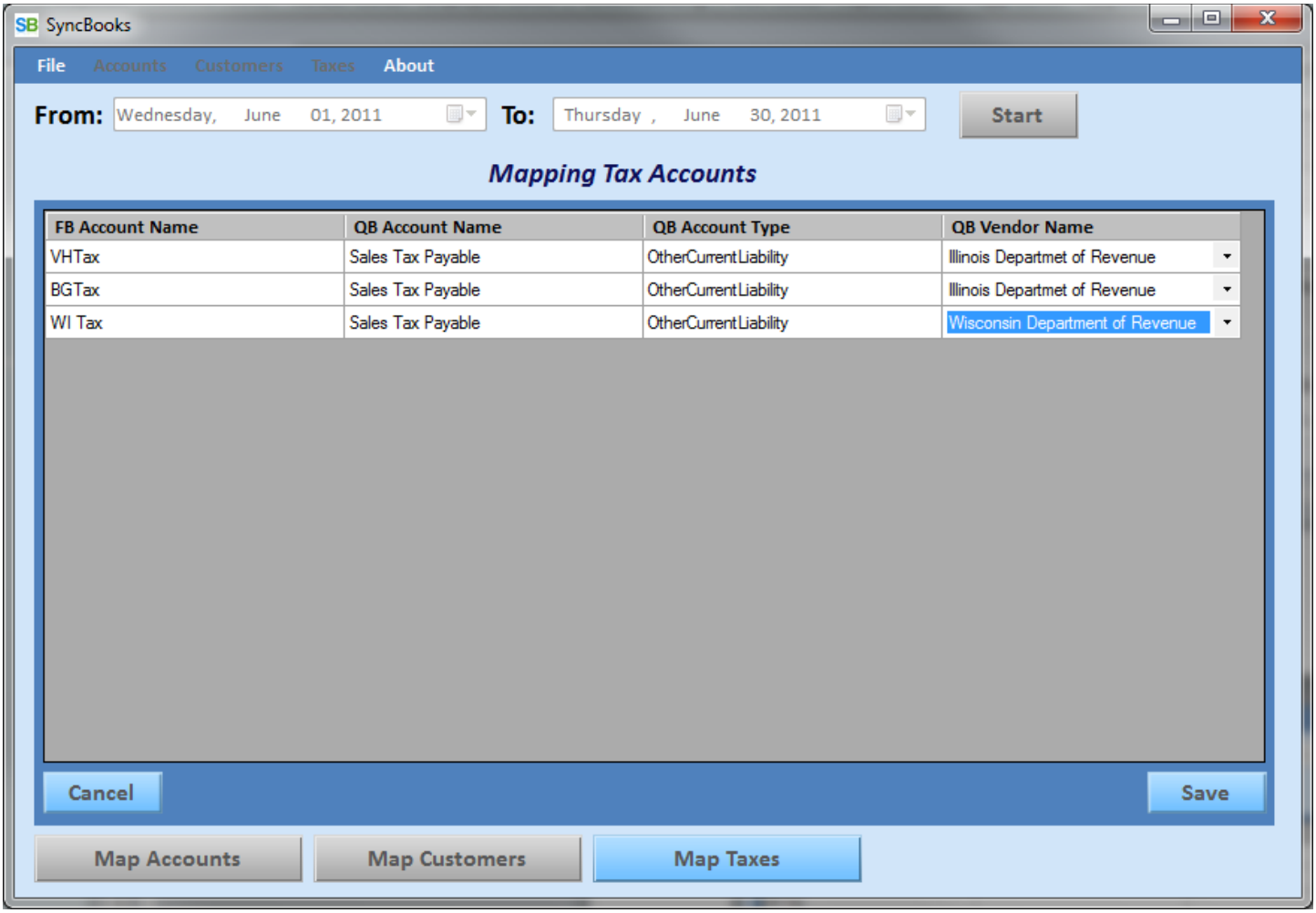
Follow the process shown in the following diagrams:




SyncBooks
File
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

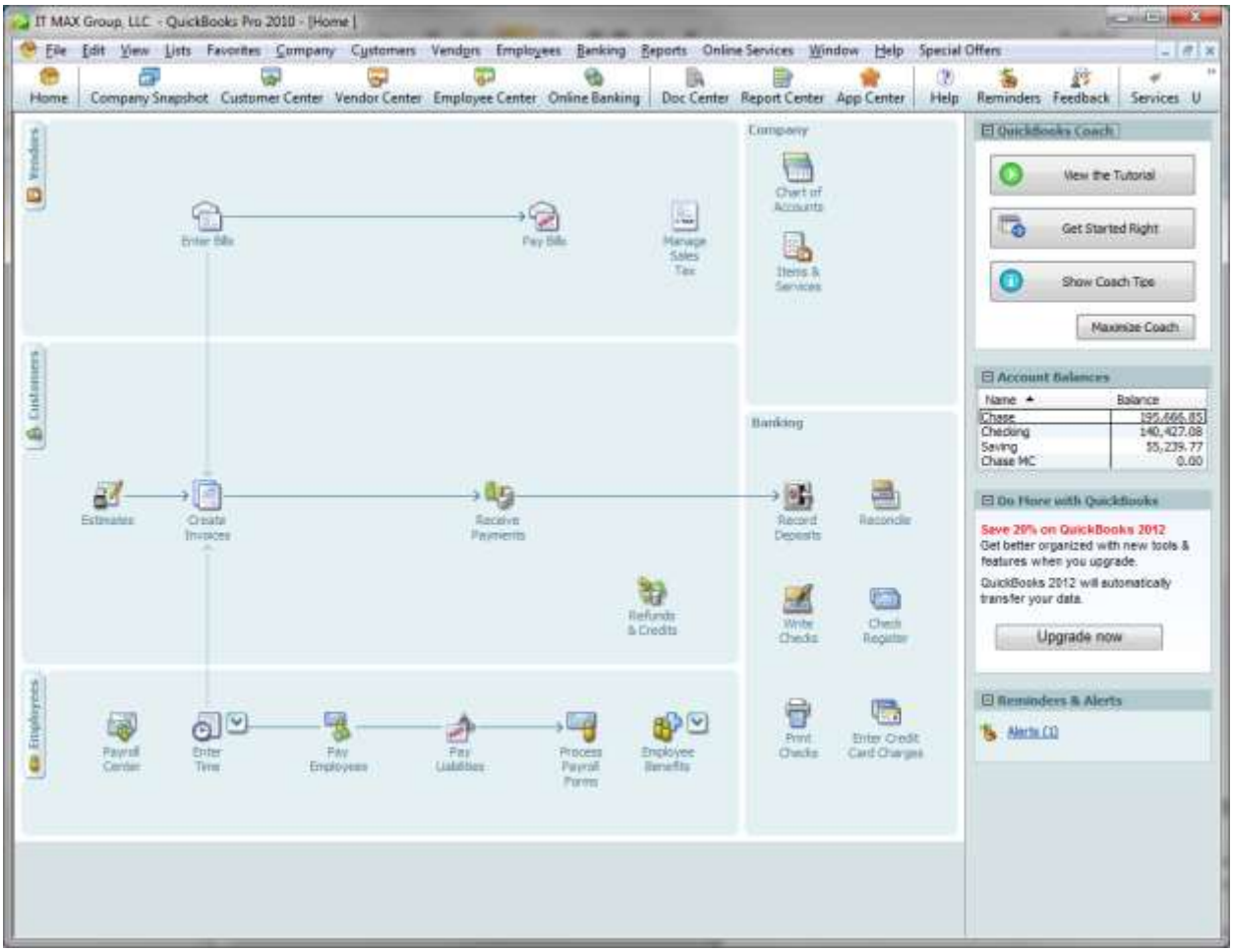

Select Account
QB Tax Account Name
QB Tax Account Type
Office Supplies
Expense
Opening Balance Equity
Equity
Professional Fees
Expense
Purchases - Hardware for Resale
CostOfGoodsSold
Purchases - Software for Resale
CostOfGoodsSold
Rent Expense
Expense
Retained Earnings
Equity
Sales
Income
Sales - Hardware
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


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
Sales Tax Payable
OtherCurrentLiability
-- Select One --
BGTax
WI Tax
-- Select One --
Illinois Departmet of Revenue
Wisconsin Department of Revenue
Cancel
Save
Map Accounts
Map Customers
Map Taxes

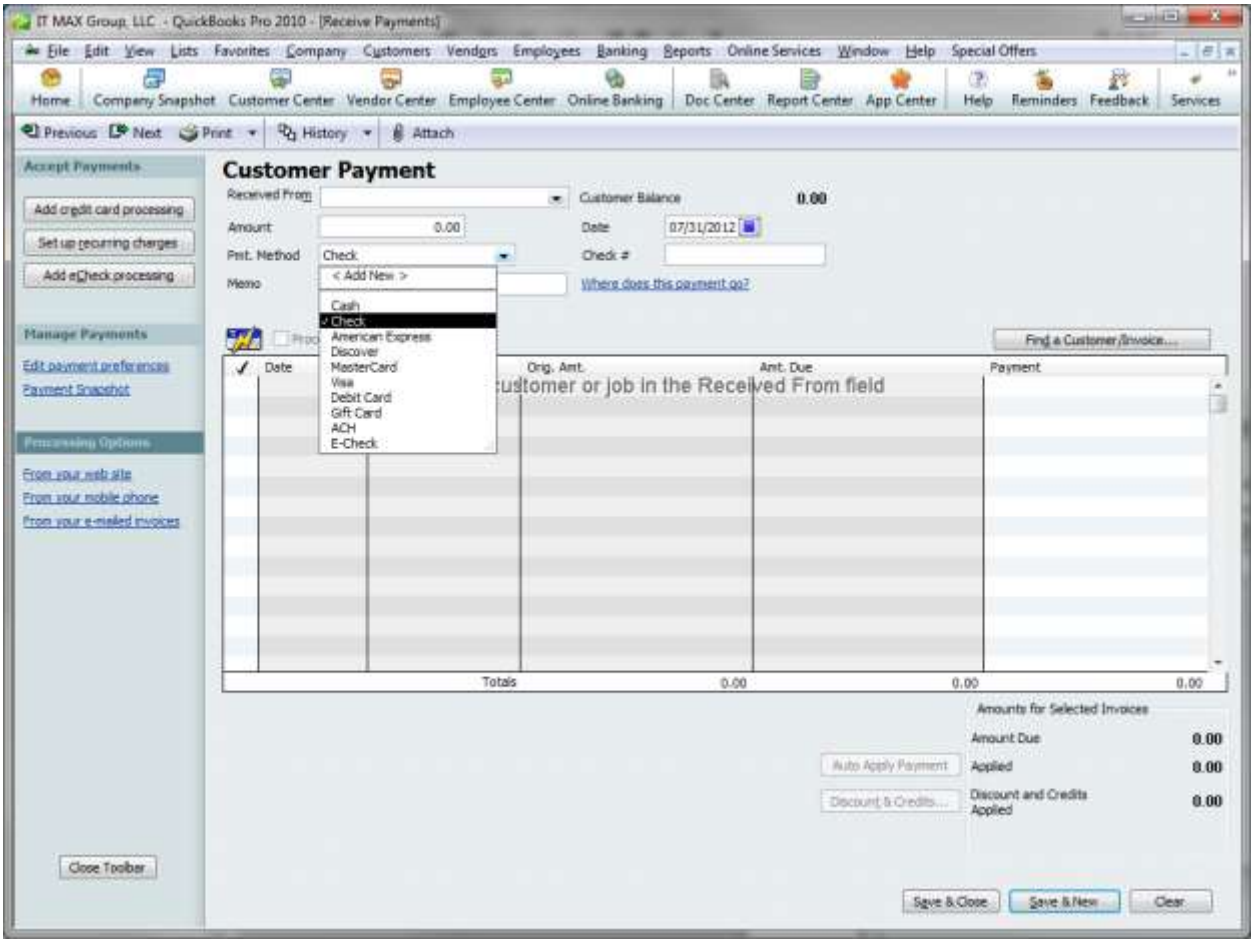

SyncBooks
File
Accounts
Customers
Taxes
About
From:
Wednesday, June 01, 2011
To:
Thursday , June 30, 2011
Start
Mapping Tax Accounts
FB Account Name
QB Account Name
QB Account Type
QB Vendor Name
VHTax
Sales Tax Payable
OtherCurrentLiability
Illinois Departmet of Revenue
BGTax
Sales Tax Payable
OtherCurrentLiability
Illinois Departmet of Revenue
WI Tax
Sales Tax Payable
OtherCurrentLiability
Wisconsin Department of Revenue
Cancel
Save
Map Accounts
Map Customers
Map Taxes

SyncBooks
File
Accounts
Customers
Taxes
About
From:
Wednesday, June 01, 2011
To:
Thursday , June 30, 2011
Start
Account mapping: Success
Customers mapping: Success
Tax mapping: Success
SyncBooks
Map Accounts
Map Customers
Map Taxes

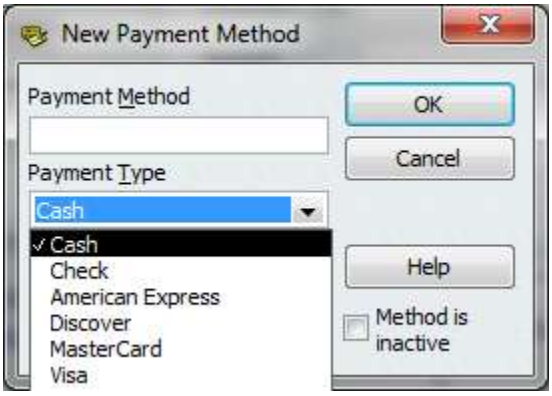
15. Before trying to actually export the records from FreshBooks please make sure that the **Check** payment method is available in your version of QuickBooks. To do so please go to QuickBooks



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.

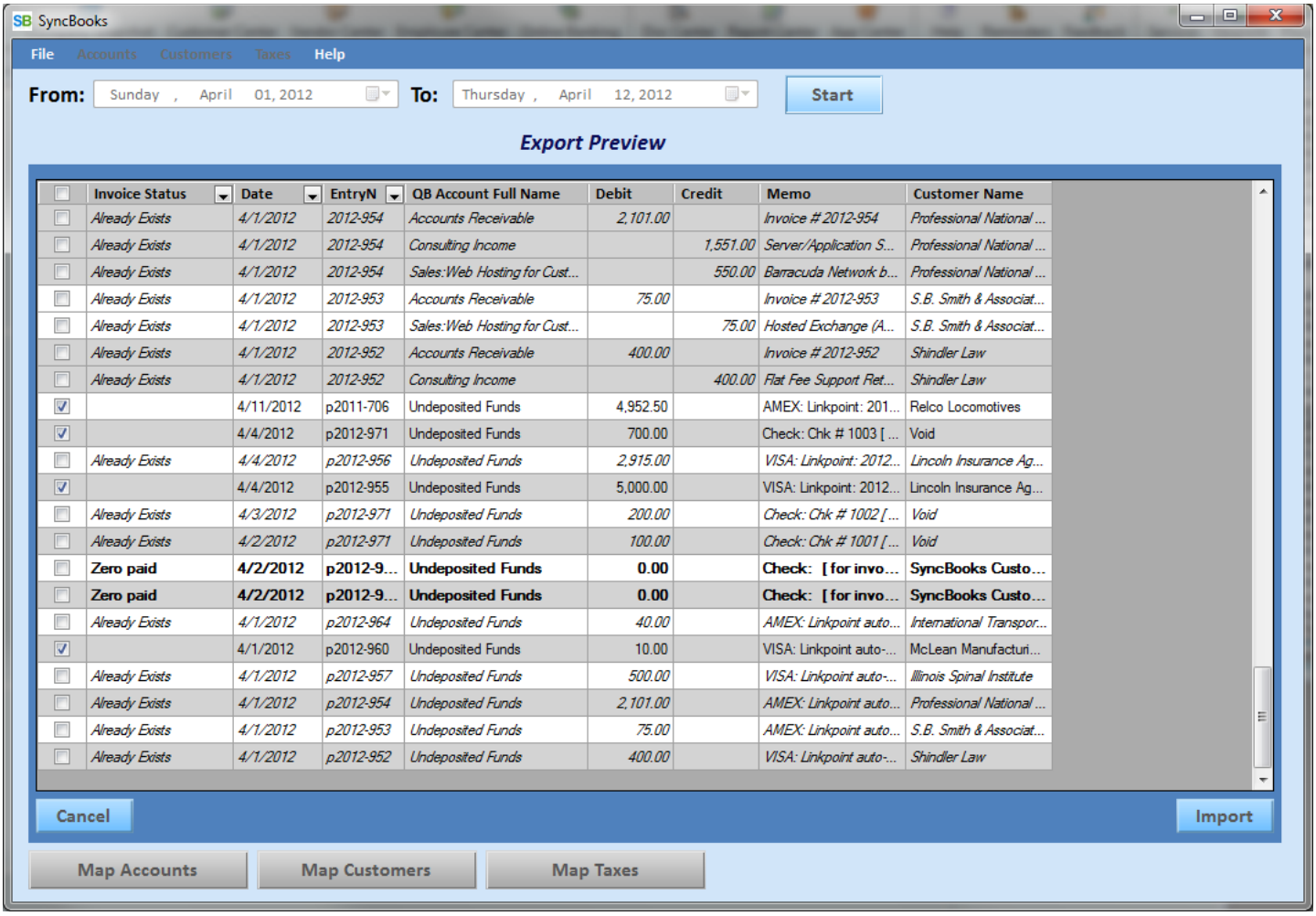



Type **Check** in ***Payment Method*** box and select the appropriate matching ***Pay Type*** from the dropdown box (**Cheque** for Canadian QuickBooks**,** by example**).**

**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.

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).

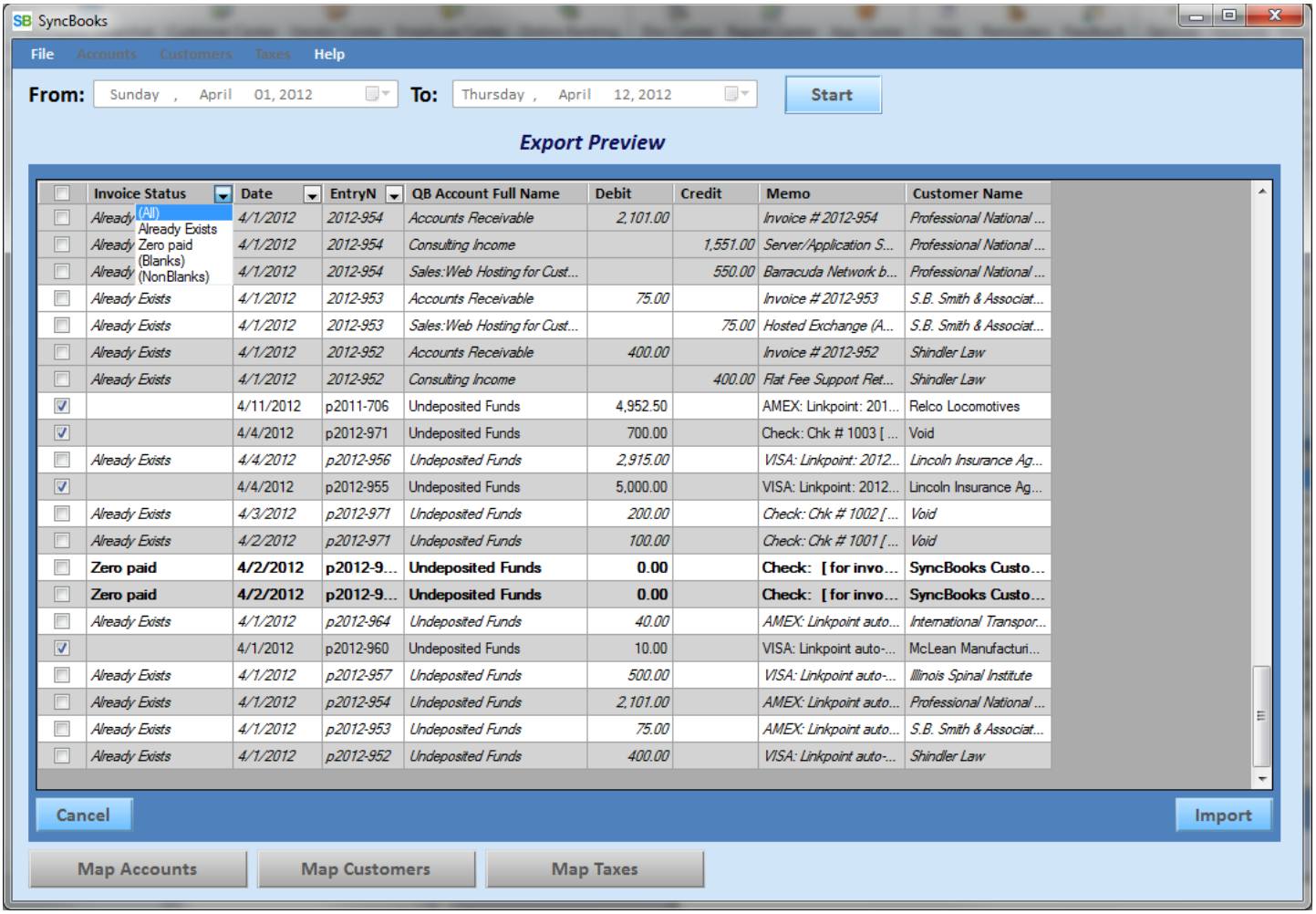
The check marks next to records designate the records to be imported into QuickBooks. That allows you to make a decision, which invoices and/or payment actually to import. The Already Existing and Error records are

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.

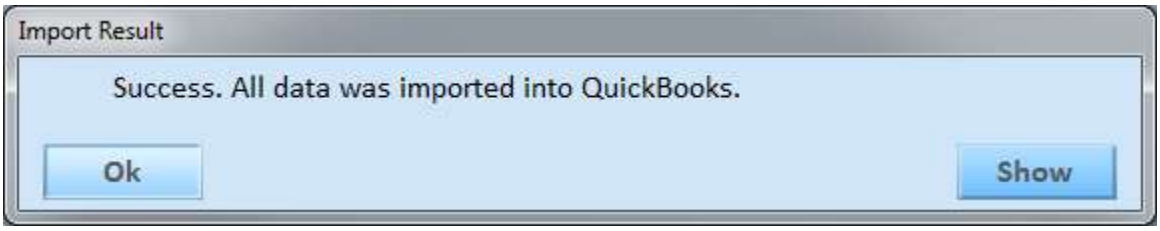
Clicking on the check mark place holder on any row of the invoice (payment) will check/un-check the entire invoice (payment).

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

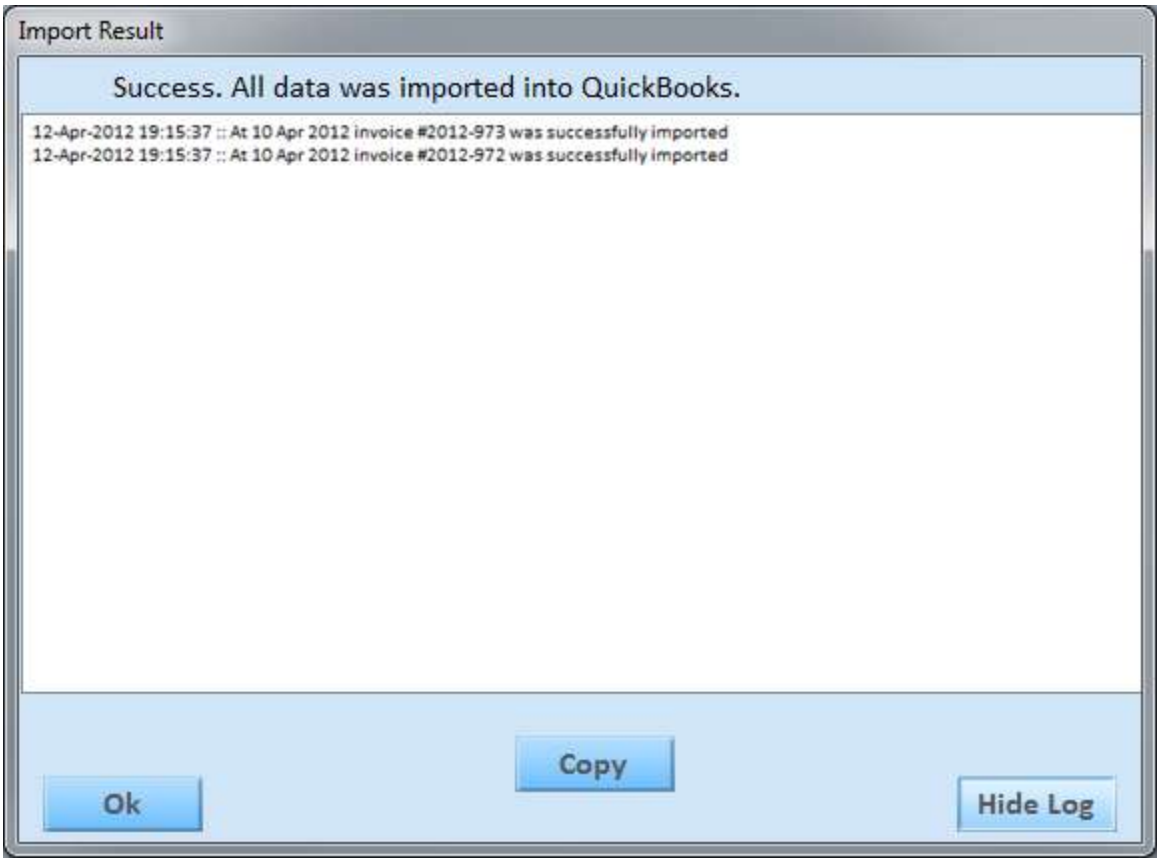
The columns **Invoice Status, Date,** and **Entry Name** allow filtering (one value at the time).

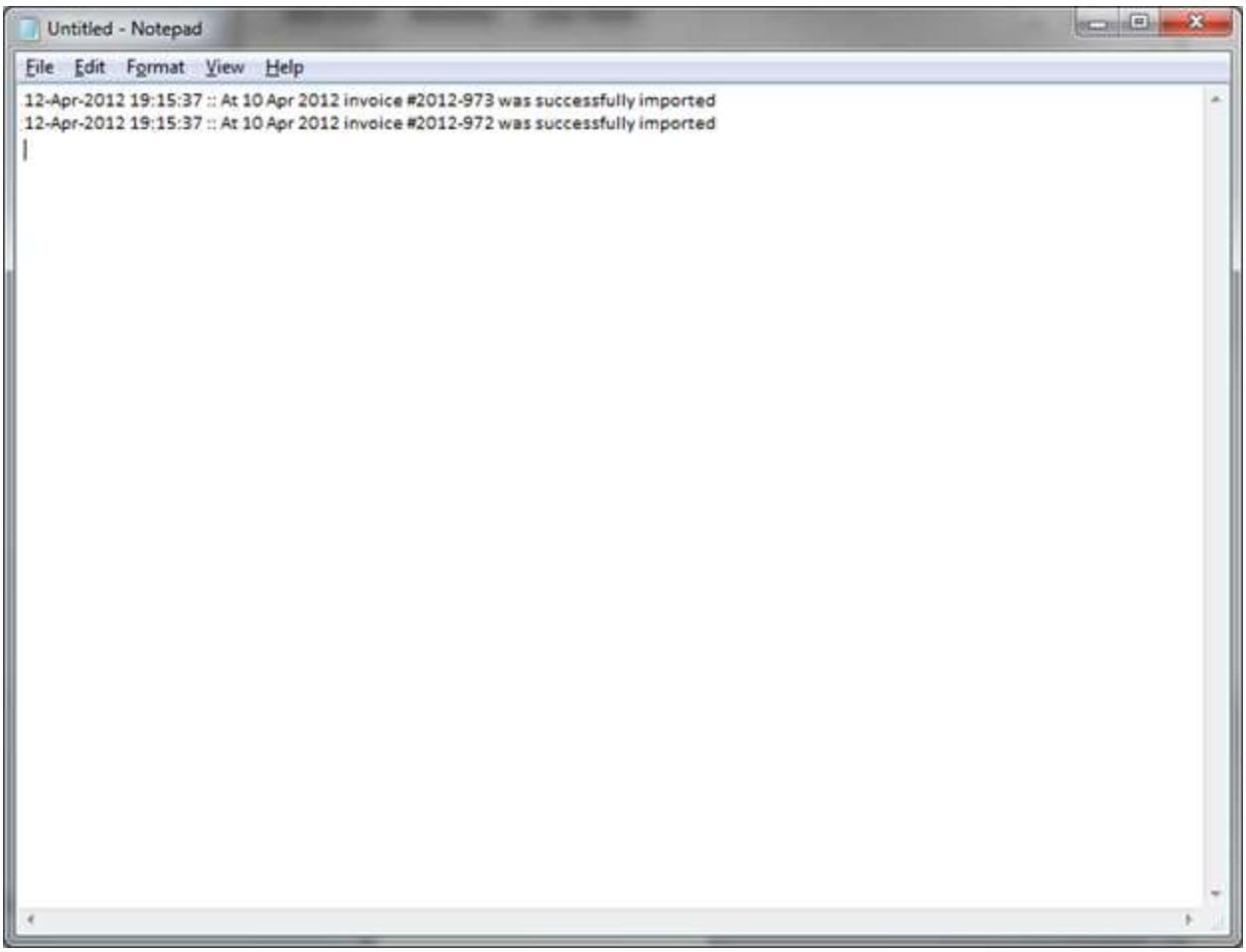


After you click on **Import** button the actual import into QuickBooks will occur. After its completion you will see the following message box.

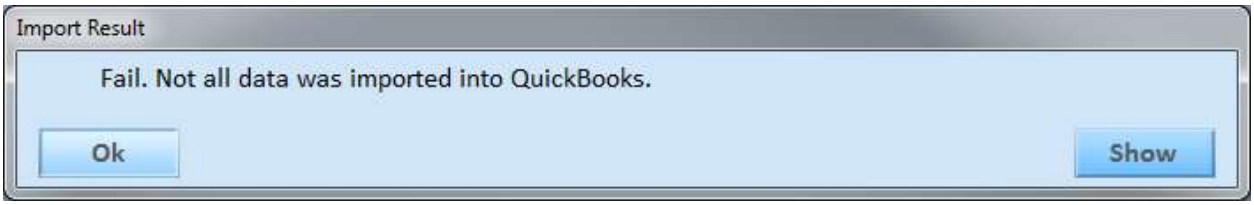



After you click on **Show** button you will see the import log, which you may copy and save using Notepad of any other text editor.

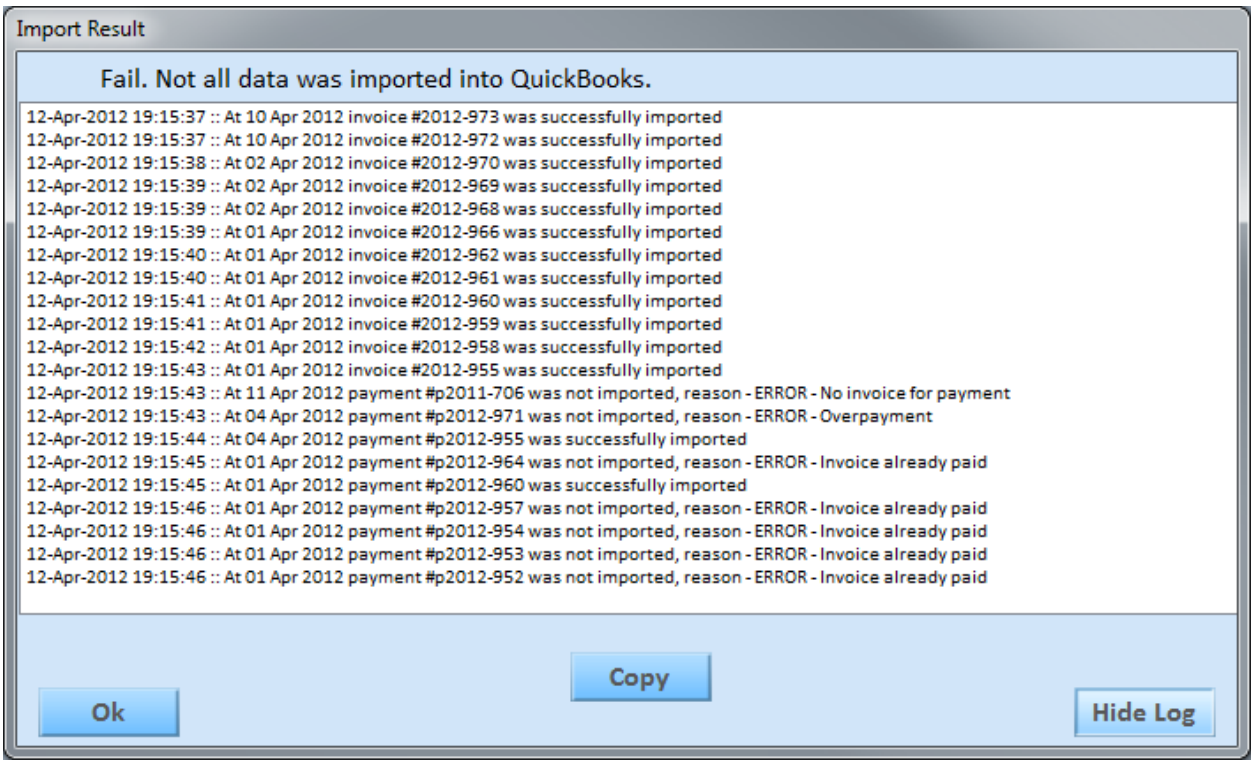





In case of some problems were encountered during the import process the following message box will appear.

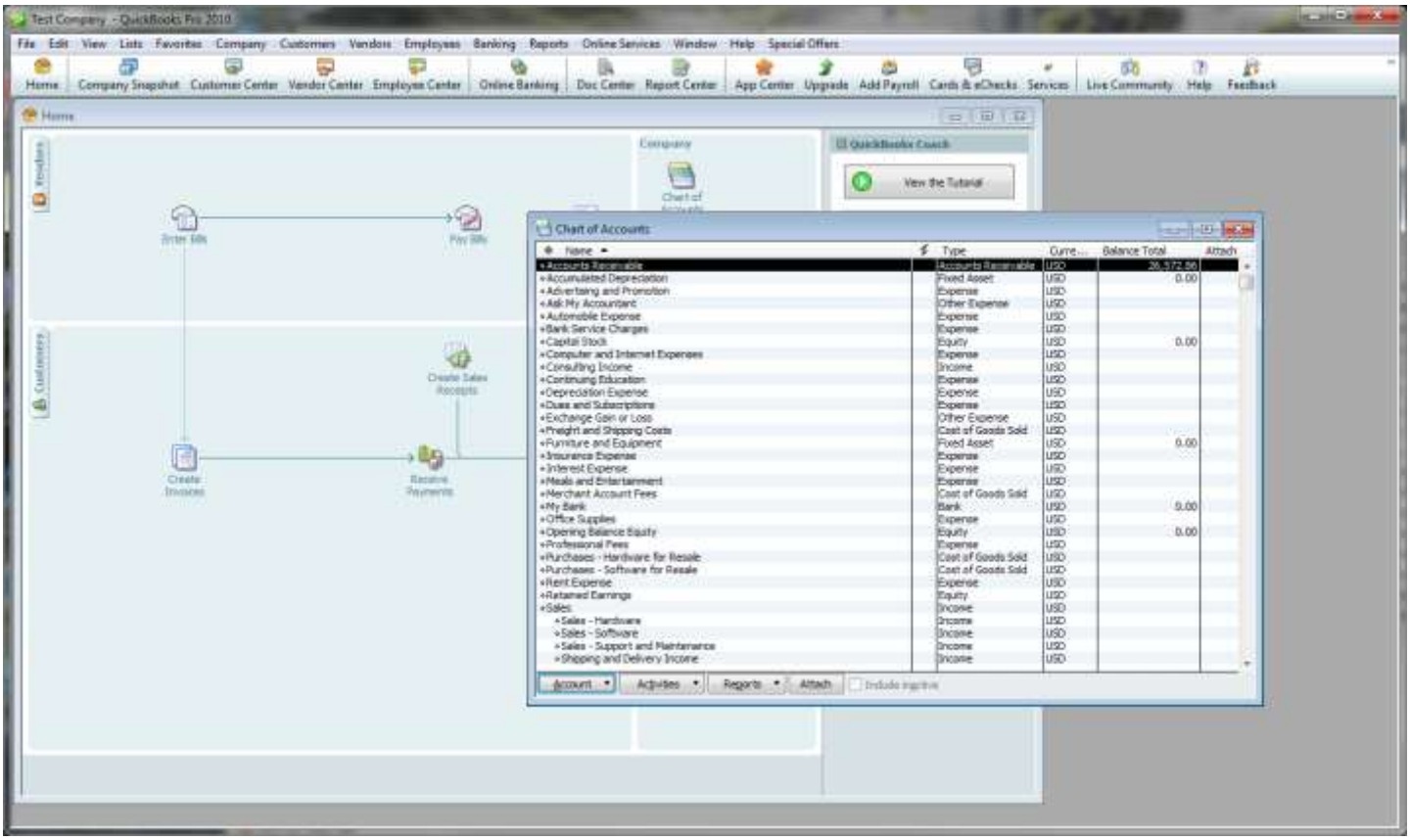



After you click on **Show** button you will see the import log




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.

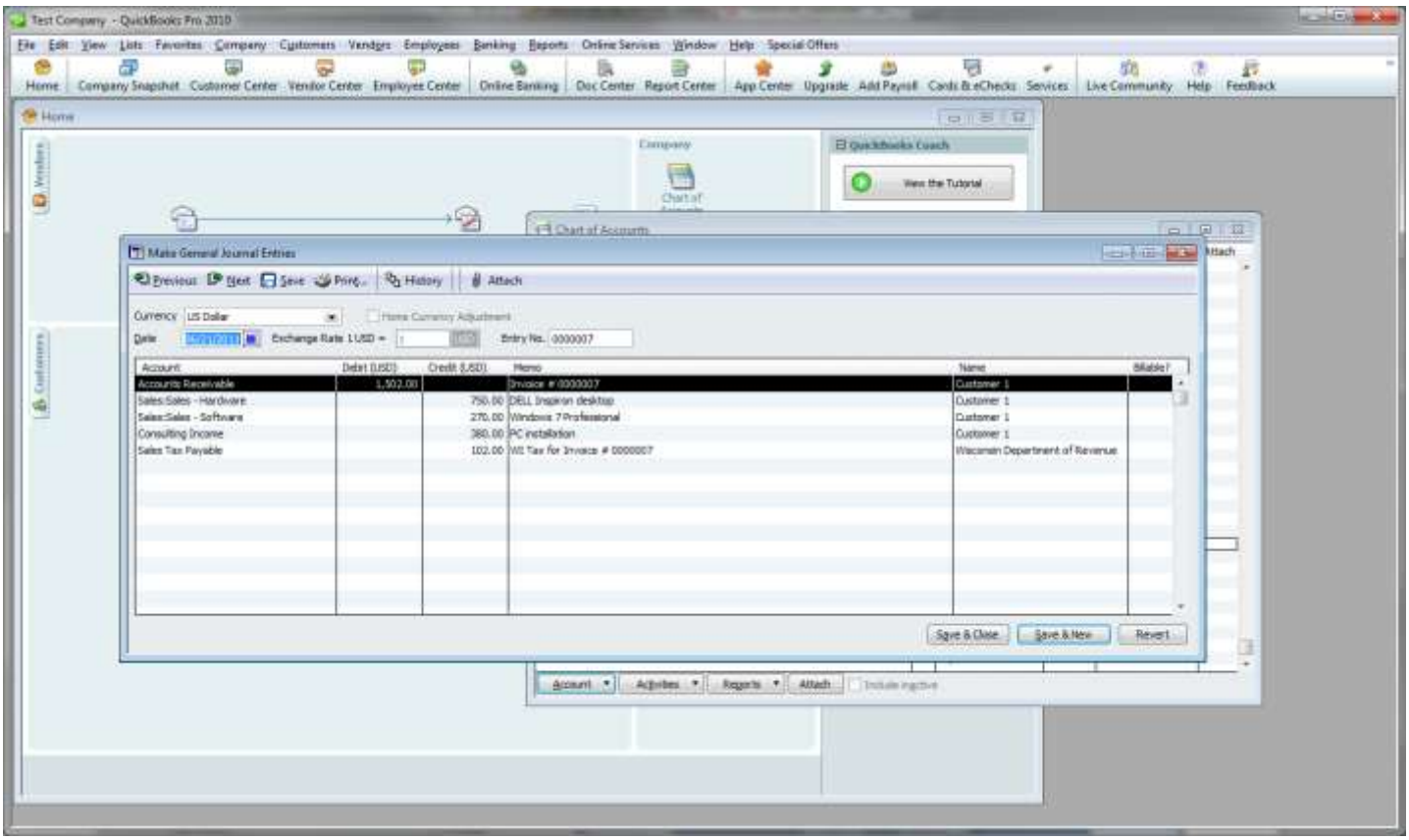


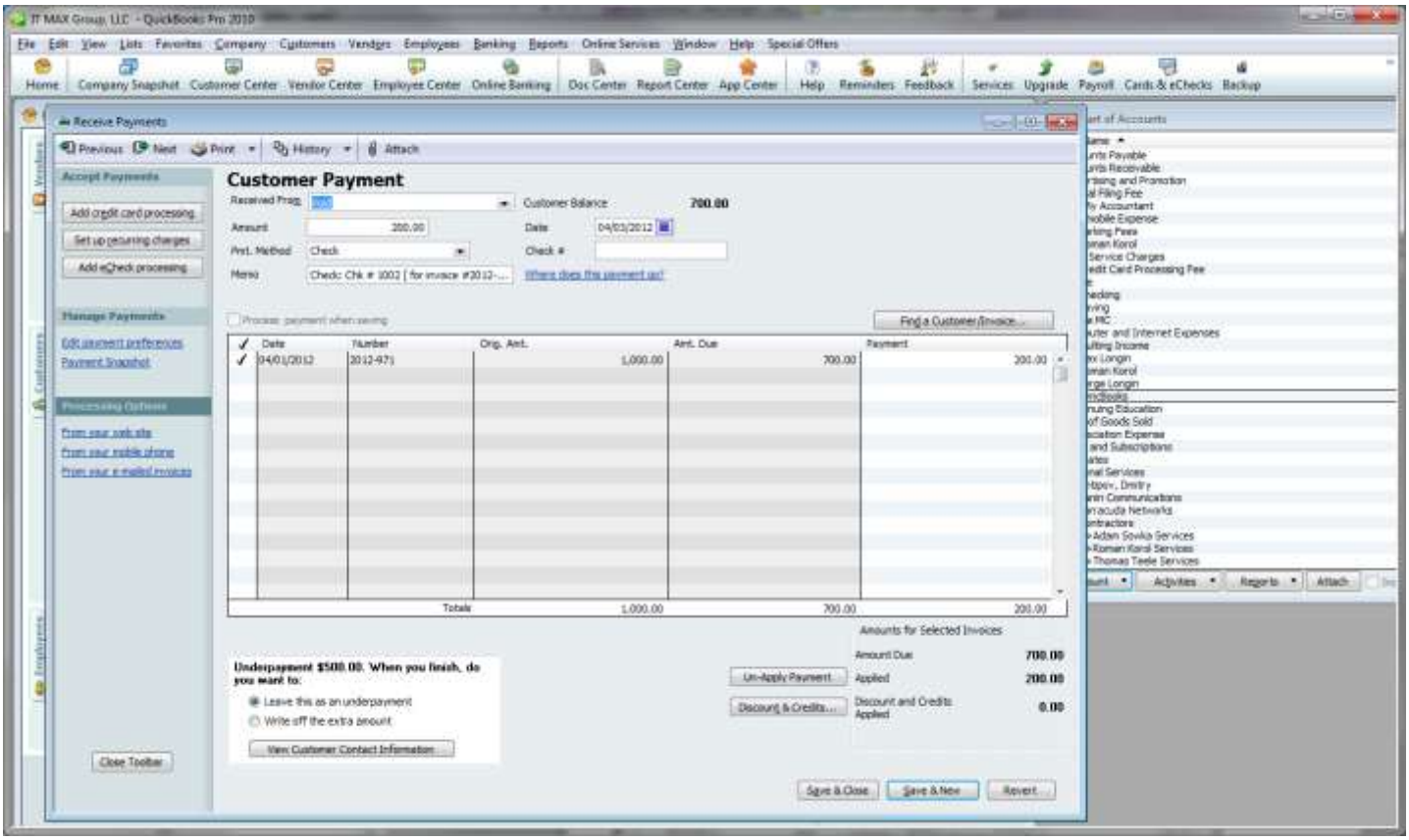

All Invoices are imported into QuickBooks as General Journal entries. That allows the full compatibility between FreshBooks invoices and QuickBooks accounts. The direct import of FreshBooks Invoices into QuickBooks Invoices is generally not possible, because of some features not supported by QuickBooks. 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.

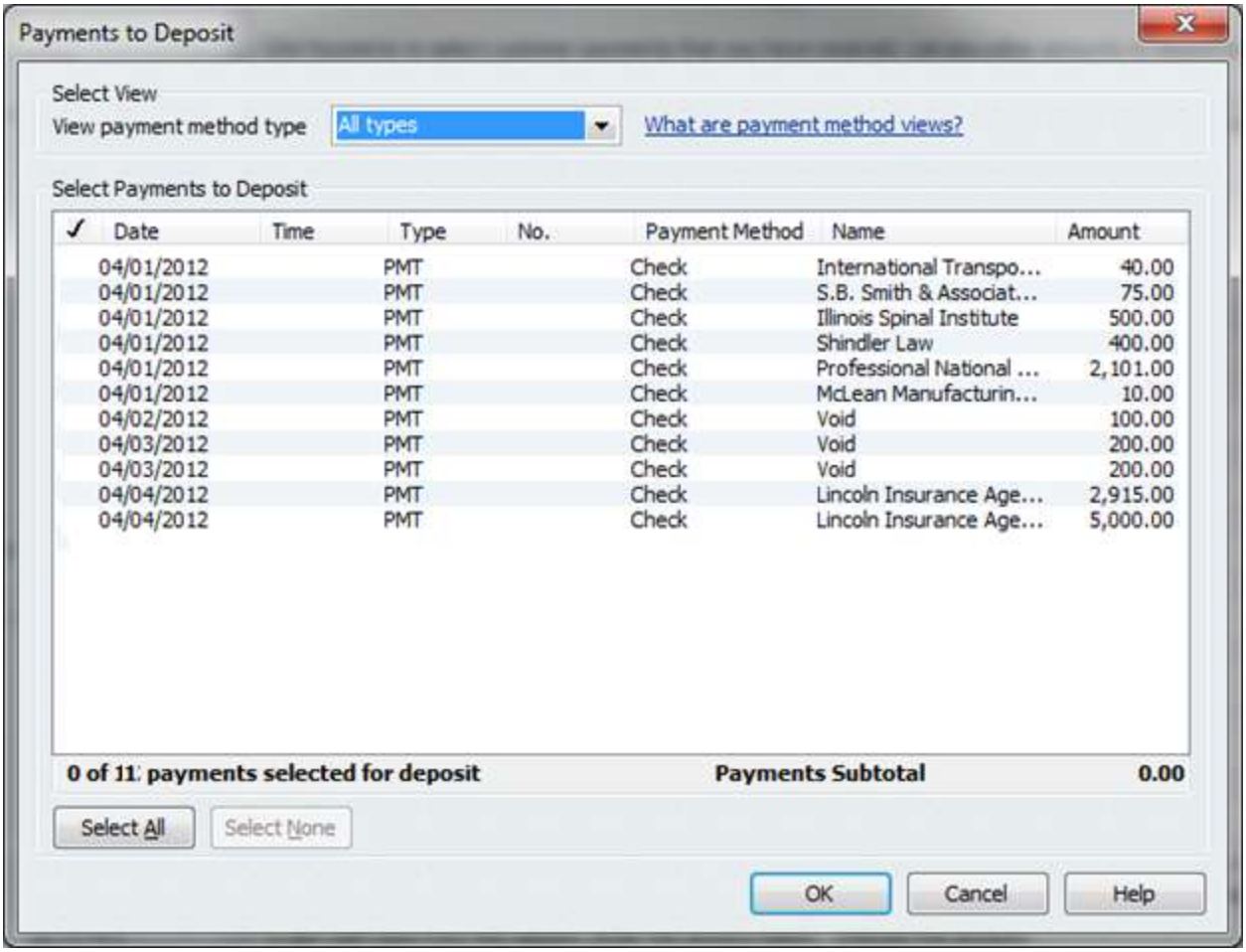
**Note 1**: *The Sales Tax reporting should be performed inside FreshBooks only!*

**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.*




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


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.

SyncBooks
File
Accounts
Customers
Taxes
About
Map Customers
Edit Customers Mapping
From:
Wednes
To:
Saturday , December 31, 2011
Start
Account mapping: Success
Customers mapping: Success
Tax mapping: Success
SyncBooks
Map Accounts
Map Customers
Map Taxes

SyncBooks
File
Accounts
Customers
Taxes
About
Map Taxes
Edit Taxes Mapping
From:
Wednesday, June
Saturday , December 31, 2011
Start
Account mapping: Success
Customers mapping: Success
Tax mapping: Success
SyncBooks
Map Accounts
Map Customers
Map Taxes