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 🛛 🗙	
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👍 🏉 Suggested Sites 🔻 🗿 Web Slice Gallery 👻 🔩 join	me – Free Screen Shar	
	Add-on Store My Acco	unt Settings Help Logout 🔺
painless billing		
Home People Invoices Estin	ates Expenses Time Tracking Reports	
Billing Info Admini	strator Invite Import & Export Basecamp	FreshBooks API
	FreshBooks API	=
	Boost your productivity with <u>3rd-party software</u> that int	egrates with FreshBooks.
API URL	https:// уууууу .freshbooks.com/api/2.1/xml-in	
Authentication Token	your token is here	National States API Token
	OAuth Developer Access	
	If you are writing a FreshBooks add-on, we strong secure authorization. With OAuth, FreshBooks users can data without providing their credentials. Check out our more details.	y recommend <u>OAuth</u> for grant limited access to their <u>OAuth documentation</u> for
	We may require OAuth for all add-ons in the future. Fr business days to approve your OAuth Application Regist	eshBooks may take up to 5 ration.
Use OAuth	Yes, I agree to the <u>OAuth Consumer terms of service</u>	1

2. Start your QuickBooks.



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

4. The following application window will appear.

SB S	yncBool	ks							-		100 C		X
File	e do	iounte il	utomenc	Timer H	lelp								
Fr	om:	Monday	, April	23, 2012	0-	To:	Wednesday,	April	25, 2012	-	Start		
							Please lo	gin					
								0				-	
				FreshBo Token:	oks User Nar	ne:	Ok	Ca	ancel				
	M	ap Accou	nts	M	ap Custor	ners		Map 1	- Faxes	Ĩ			

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	
		-

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>
You have requested that Q company file.	uickBooks ask before allowing this application to access the
You have requested that Q company file. Do you want to allow this a No	uickBooks ask before allowing this application to access the polication to read and modify this company file?
You have requested that C company file. Do you want to allow this a No Yes, prompt each time	uickBooks ask before allowing this application to access the pplication to read and modify this company file?
You have requested that C company file. Do you want to allow this a No Yes, prompt each time Yes, whenever this Qui	uickBooks ask before allowing this application to access the pplication to read and modify this company file? ckBooks company file is open
You have requested that C company file. Do you want to allow this a No Yes, prompt each time Yes, whenever this Qui Yes, always; allow acce	puickBooks ask before allowing this application to access the pplication to read and modify this company file? ckBooks company file is open ss even if QuickBooks is not running
You have requested that C 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 ss even if QuickBooks is not running access personal data such as Social Security Numbers and formation.

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):

QuickBooks - Application w	th No Certificate
CERTIFICATE	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>QuickBooks Solutions Marketplace</u>
You have requested that Quic company file.	kBooks ask before allowing this application to access the
Do you want to allow this appl	ication to read and modify this company file?
O No	
🔘 Yes, prompt each time	
Yes, whenever this QuickB	ooks company file is open
Yes, always; allow access	even if QuickBooks is not running
Allow this application to ac customer credit card inform	cess personal data such as Social Security Numbers and nation. <u>Tell me more</u>
	Continue Cancel Help



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).

SE	SyncBoo	oks							- • ×
Γ	File A	ccounts Cust	tomers	Taxes	About				
	From:	Wednesday,	June	01, 201	1 💽 To:	Thursday	, June	30, 2011	Start
					Mapping A	ccounts			
	FB Acc	ount Name		QE	Account Name		QB Accour	nt Type	
	Sold-har	rdware							
	Sold-Sof	ftware							
	Consutir	ng							
	Check								
			Map Acco	ount Recei	vable - Not 9	elected			
					- NOL 3	000100			
	Can	cel							Save
	IV	Nap Account	ts	r	Map Customers		Map 1	Taxes	

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

File Accounts Austoment	Inner About		
From: Wednesday, June	01, 2011 🗐 🕆 To: 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	
Map Ac	count Receivable - Not Selected	t	
Map Ac	count Receivable - Not Selected		Save
Map Ac	count Receivable - Not Selected	t	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
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 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	CostOfGoods Sold	
Purchases - Software for Resale	CostOfGoodsSold	
Rent Expense	Expense	
Retained Eamings	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	E
Telephone Expense	Expense	
Travel Expense	Expense	
Undeposited Funds	OtherCurrentAsset	
Utilities	Expense	
۰ m		5

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	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	=			
Telephone Expense	Expense				
Travel Expense	Expense				
Undeposited Funds	OtherCurrentAsset				
Utilities	Expense				
		1			
•	4				

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):

Se	lect 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	1
	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	
	Cancel Show Ful	l Names Ok	

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

SyncBooks			
File Accounts Cuntomere	Miner About		
rom: Wednesday, June	01, 2011 🗐 🕆 To: Th	ursday , June 30, 2011 🔲 🖛	Start
	Manning Accou	inte	
	Mapping Accor		
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 Av Cancel	count Receivable	eivable	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).

SB SyncBooks	
File Accounts Customers Ins	About
From: Wednesday, June 01,	I, 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 👘	acounte Eu	TOMMER	Inner: Ab	out				
0.00	From:	Wednesday,	June	01, 2011	💵 то	Thursda	y , June	30, 2011	 Start
				1	Mapping (Customer	s		
	FB Cus	tomer Name		QB Cu	stomer Name				
	IT Max (Group, LLC.		- Selec	t One –	-			
				- Select Custome Custome Custome	t One ← er 1 er 2 er 3				
							-		
	Can	cel							Save
	IV	lap Accour	nts	Maj	o Customers		Map	Taxes	

SB SyncBooks			No. of Concession, name	
File Accounts Eurometre I	Intern About			
From: Wednesday, June C	1, 2011 🔍 To: Th	uursday , June 30,20)11 🛛 🖛	Start
	Mapping Custo	omers		
FB Customer Name	QB Customer Name			
IT Max Group, LLC.	Customer 1			
			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 anonum nun	iomene Muee Ab	out		
From: Wednesday,	June 01, 2011	To: Th	ursday , June 30, 2011	Start
	- /1	Mapping Tax A	ccounts	
FB Account Name	QB Acc	ount Name	QB Account Type	QB Vendor Name
VHTax				- Select One -
BGTax				- Select One -
WI Tax				- Select One -
		111		
Cancel				Save

SB SyncBooks			
File Accounts Autometry In	New About		
From: Wednesday, June 01	l, 2011 🖉 🔭 To: Thu	rsday , June 30, 2011 🗐	- Start
142	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			Save
	11	1	- Cure
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
Cancel Show Full	Names Ok

S	B SyncBooks			
Γ	File Accounts Customers Taxe	s About		
	From: Wednesday, June 01, 2	011 To: Thursday Mapping Tax	, June 30, 2011	Start
	FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
	VHTax	Sales Tax Payable	OtherCurrent Liability	Select One 🔹
	BGTax			- Select One
	WI Tax			Wisconsin Department of Revenue
	Cancel			Save
	Map Accounts	Map Customers	Map Taxes	

File Accounts Customers Taxe About From: Wednesday, June 01, 2011 To: Thursday, June 30, 2011 Start Mapping Tax Accounts Image: Start Mapping Tax Accounts Image: Start Mapping Tax Accounts Image: Start VHTax Sales Tax Payable OtherCumentLiability Illinois Department of Revenue Image: Start WI Tax Sales Tax Payable OtherCumentLiability Winconsen Department of Revenue Image: Start WI Tax Sales Tax Payable OtherCumentLiability Winconsen Department of Revenue Image: Start WI Tax Sales Tax Payable OtherCumentLiability Winconsen Department of Revenue Image: Start Cancel	SI	B SyncBooks			
From: Wednesday, June 01, 2011 To: Thursday, June 30, 2011 Start Dapping Tax Accounts Maccount Name OB Account Type OB Vendor Name Imois Department of Revenue Imois Department of Revenue Imois Department of Revenue Imois Department of Revenue VHTax Sales Tax Payable OtherCurrentLiability Imois Department of Revenue Imois Department of Revenue WI Tax Sales Tax Payable OtherCurrentLiability Wacconsin Department of Revenue Imois Department of Revenue WI Tax Sales Tax Payable OtherCurrentLiability Wacconsin Department of Revenue Imois Department of Revenue Cancel Save	Γ	File Accounts Customers Taxe	s About		
FB Account Name QB Account Type QB Vendor Name VHTax Sales Tax Payable OtherCurrentLiability Illinois Department of Revenue • BGTax Sales Tax Payable OtherCurrentLiability Illinois Department of Revenue • WI Tax Sales Tax Payable OtherCurrentLiability Illinois Department of Revenue • WI Tax Sales Tax Payable OtherCurrentLiability Wisconsin Department of Revenue • VH Tax Sales Tax Payable OtherCurrentLiability Wisconsin Department of Revenue •		From: Wednesday, June 01, 2	2011 To: Thursday Mapping Tax	, June 30, 2011	Start
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 • WI Tax Sales Tax Payable OtherCurrentLiability Wisconsin Department of Revenue •		FB Account Name	QB Account Name	QB Account Type	QB Vendor Name
BGTax Sales Tax Payable OtherCurrentLiability Ilinois Department of Revenue • WI Tax Sales Tax Payable OtherCurrentLiability Wisconsin Department of Revenue •		VHTax	Sales Tax Payable	OtherCurrent Liability	Illinois Departmet of Revenue 🔹
WI Tax Sales Tax Payable OtherCurrentLiability Wisconsin Department of Revenue • Cancel Save		BGTax	Sales Tax Payable	OtherCurrentLiability	Illinois Departmet of Revenue
Cancel		WI Tax	Sales Tax Payable	OtherCurrentLiability	Wisconsin Department of Revenue
Map Accounts Map Customers Map Taxes		Cancel Map Accounts	Map Customers	Map Taxes	Save



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



Ele Edit View Lists	Favorites Com	pany Cu	stomers	Vendors	Employe	es Banking	Seports Onlin	e Services W	ndow Help	Special Offers	_ 6
Company Snapsho	Customer Cer	ter Vend	or Center	Employee	Center	Online Banking	Doc Center	Report Center	App Center	(?) 🍝 Help Reminders	Feedback Service
Previous 🕒 Next 👙 P	hint 🔹 🖓 Hi	story *	🖉 Attac	h							
coupt Payments	Custome Received From	er Pay	ment			Gustomer Balar		0.00			
kdd orgdit card processing	Amount		0.	00		Date	07/31/2012	10000			
Set up (ecurring charges	Prit. Nethod	Check.				Check #					
Add eigheck processing	Meno	< Add Ne	5W >	_		Where does th	is payment qu?				
anage Payments		Cash Check American	Express	-						Find a Cush	aner Studies
t payment preferences	/ Date	Discover MesterCa	ard	-	Orig, A	mt.		Ant. Due		Payment	and January 1
ment souchor numering Optione of sour activities of your e-mailed invotes		Debit Car Gift Card ACH E-Check	d		latome	1 01 100 111		eurionn	eiu		
				Tota	ls .		0.00			0.00 Amounts for Selecte	0.00 d Invoices
										Amount Due	0.0
								940	o Approv Mayment	Applied	8.0
								Dec	ount & Credits	Applied	0.0
Close Tooher											

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: Atcourtin Customera: Doons About	
From: Wednesday, June 01, 2011 To: Thursday , June 30, 2011 To: Start	
Account mapping: Success	
Tax mapping: Success	
SupeReduc	
JYILDWURS	
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:



SB SyncBo	oks								
File A	ccounts Cust		Taxes	Help					
From	Sunday	April	01 2012		To: Thursday Apri	1 12 2012		Start	
From:	Sunday ,	April	01, 2012	<u> </u>	IO: Indisday, Apri	1 12,2012	- U	Start	
					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
	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
	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
V			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	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	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
Can	cel								
Ν	/lap Account	5	N	lap Custom	ners Map	Taxes			

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).

				Exercise 1	Duniday			
				Export	Preview			
	Invoice Status	Date 💂	EntryN 🖵	QB Account Full Name	Debit	Credit	Memo	Customer Name
	Already (All)	4/1/2012	2012-954	Accounts Receivable	2,101.00		Invoice # 2012-954	Professional National
	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		550.00	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
V		4/11/2012	p2011-706	Undeposited Funds	4,952.50		AMEX: Linkpoint: 201	Relco Locomotives
V		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
V		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	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	p2012-964	Undeposited Funds	40.00		AMEX: Linkpoint auto	International Transpor
V		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 imported 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	a was imported into QuickBooks.	
12-Apr-2012 19:15:37 :: At 10 Apr 2 12-Apr-2012 19:15:37 :: At 10 Apr 2	012 invoice #2012-973 was successfully imported 012 invoice #2012-972 was successfully imported	
Ok	Сору	Hide Log
Information		
Information	Data was copied to clipboard	

Untitled - Notepad	
Elle Edit Format View Help	
ile Edit Fgrmat View Help 2-Apr-2012 19:15:37 :: At 10 Apr 2012 invoice #2012-973 was successfully imported 2-Apr-2012 19:15:37 :: At 10 Apr 2012 invoice #2012-972 was successfully imported	
	*
	- E 28

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 #p2012-95/ was not imported, reason - ERROR - Invoice already paid	
12-Apr-2012 19:15:46 :: At 01 Apr 2012 payment #2012-954 was not imported, reason - EKROR - Invoice aiready paid	
12-Apr-2012 19:15:46 :: At 01 Apr 2012 payment #2012-953 was not imported, reason - EKROR - Invoice aiready paid	
12-Apr-2012 19:15:46 :: At 01 Apr 2012 payment #p2012-952 was not imported, reason - EKKOK - Invoice aiready 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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+ Conputer and Internet Expenses	Expense	150	
Consulting Income A Continuous Enk continue	Drosme D	150	
+Oepredation Expense	Expense	JSD	
+Dues and Subscriptore	Expense	150	
+Exchange Gain or Loss a Prainful and Shinners Costs	Cher Expense	150	_
+Purviture and Equipment	Fixed Asset	150 0.00	
+ Insurance Expense	Expense	150	
Media and Entertainment	Expense	100	
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+Opening Balance Souty	Eauty	19D 0.00	
+Protessional Pees	Expense	450	
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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.

		-			
6		Change	Questioned a Couch Wee the Tubpia		
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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		• <u>v</u>	Vhat are paymen	t method views?		
ele	ct Payments to D	Deposit						
1	Date	Time	Type	No.	P	ayment Method	Name	Amount
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	04/01/2012		PMT		Ch	eck	S.B. Smith & Associat	75.00
	04/01/2012		PMT		Ch	eck	Illinois Spinal Institute	500.00
	04/01/2012		PMT		Ch	eck	Shindler Law	400.00
	04/01/2012		PMT		Ch	eck	Professional National	2,101.00
	04/01/2012		PMT		Ch	eck	McLean Manufacturin	10.00
	04/02/2012		PMT		Ch	ieck	Void	100.00
	04/03/2012		PMT		Ch	ieck	Void	200.00
	04/03/2012		PMT		Ch	ieck	Void	200.00
	04/04/2012		PMT		Ch	eck	Lincoln Insurance Age	2,915.00
	04/04/2012		PMT		Ch	leck	Lincoln Insurance Age	5,000.00
0 0	of 11, payment	s selec	ted for deposit	8		Payment	ts Subtotal	0.00
S	elect <u>Al</u> Se	ect Non	e					

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



