

# ArchiOffice

Office and Project Management Solution

---

## ArchiOffice ↔ QuickBooks Integration

---

### Integration Guide



BQE Software, Inc.  
2601 Airport Drive  
Suite 380  
Torrance CA 90505  
Support: (310) 602-4030  
Sales: (888) 245-5669  
Fax: (310) 784-8482

# Table of Contents

---

<b>INTRODUCTION .....</b>	<b>1</b>
<i>How to Use This Guide.....</i>	<i>1</i>
<i>Software Editions Supported .....</i>	<i>2</i>
<b>HOW INTEGRATION WORKS .....</b>	<b>3</b>
INTEGRATION RULES.....	4
INTEGRATION SETTINGS .....	7
<i>Send Settings .....</i>	<i>8</i>
<i>Get Settings .....</i>	<i>10</i>
<i>Account Assignment .....</i>	<i>11</i>
<b>INITIAL INTEGRATION .....</b>	<b>14</b>
SECURITY PERMISSIONS .....	14
SCENARIO 1: NEW ARCHIOFFICE-EXISTING QUICKBOOKS USER.....	17
SCENARIO 2: EXISTING ARCHIOFFICE-NEW QUICKBOOKS USER.....	20
SCENARIO 3: EXISTING ARCHIOFFICE-EXISTING QUICKBOOKS USER .....	25
SCENARIO 4: NEW ARCHIOFFICE-NEW QUICKBOOKS USER.....	26
<b>QUICK-CHECK.....</b>	<b>34</b>
<b>DAY-TO-DAY .....</b>	<b>38</b>
<b>INTEGRATION SETTINGS .....</b>	<b>38</b>
<i>Master Information .....</i>	<i>38</i>
<i>Time Entries .....</i>	<i>39</i>
<i>Expense Entries .....</i>	<i>39</i>
<i>Invoices .....</i>	<i>40</i>
<i>Payments .....</i>	<i>40</i>
<b>BEST PRACTICES .....</b>	<b>41</b>

# Introduction

---

Data integration between ArchiOffice® (by BQE Software, Inc.) and QuickBooks® (by Intuit) can make your time billing, accounting and financial management tasks easier. Full-featured, ArchiOffice helps you manage your company, whether your time, expense, billing and reporting needs are simple or you require complex billing, reporting and management capabilities. With ArchiOffice, you are equipped with a powerful office and project management solution for architects. QuickBooks is a business accounting software that provides solutions such as general accounting, accounts receivable, accounts payable, online banking, reporting, payroll, and other functions. Integrated, ArchiOffice and QuickBooks deliver a virtual application that *ensures data accuracy, eliminates time-consuming duplicate manual entry, enhances flexibility, and increases control over your bottom line.*

Integration means data from one application transfers to another. This sharing offers many benefits. You control what data transfers to and from ArchiOffice using synchronization settings. Your preferences tell ArchiOffice exactly how you want it to interact with QuickBooks. ArchiOffice automatically creates smart connections using your settings and its built-in intelligence.



The ArchiOffice↔QuickBooks Integration feature is supported only on a Windows operating system. However, even if you are running ArchiOffice Server on a Mac, this feature can work for you provided you install ArchiOffice Client on a PC or virtual machine with Windows OS.

The goal of the **ArchiOffice↔QuickBooks Integration Guide** is to help you effectively integrate data between ArchiOffice and QuickBooks. ArchiOffice controls integration, enabling you to choose accounts, what data flows between the applications, and much more.



You can contact us at [support@ArchiOffice.com](mailto:support@ArchiOffice.com) to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

## How to Use This Guide

The [How Integration Works](#) section is written for users with a non-technical background, explaining the integration rules and settings built into ArchiOffice. Understanding what type of data may be shared and which rules apply during synchronization, will help you visualize what is happening behind the scenes.

In [Initial Integration](#), you can choose the scenario that best fits your company. Instructions guide you through initial integration, whether you are a new or existing ArchiOffice or QuickBooks user.

When you reach the point where data is to be checked to make sure it was synchronized accurately, [Quick Check](#) section provides specific guidance. [Day-to-Day Integration Settings](#) provides suggestions for

fine-tuning your synchronization settings for normal, day-to-day sync and also points out the industry's best practices.

## Software Editions Supported

ArchiOffice (version 2010.122 and later) integrates with the following QuickBooks editions:

- QuickBooks Pro/Premier editions, including the Accountant's Edition (2004 and later)
- QuickBooks Enterprise Solutions editions, including the Accountant's Edition (4.0 and later)
- QuickBooks Canadian edition (2004 and later)
- QuickBooks UK edition (2004 and later)
- QuickBooks Australia edition (2008 and later)

# How Integration Works

Whether you have a technical background or not, it is helpful to understand the basics of ArchiOffice↔QuickBooks integration. This can help you visualize what is happening behind the scenes as ArchiOffice manages the transfer of data to and from QuickBooks.

There are some differences between QuickBooks and ArchiOffice that need to be understood in order to ensure smooth and accurate data integration. ArchiOffice is *project-centric* and supports a hierarchical structure while as QuickBooks is *client-centric* and utilizes a flat project structure. Each record common to ArchiOffice and QuickBooks share a unique Link ID that identifies them as related. This *does not mean* data in both databases is *exactly* the same; only that they share common data. ArchiOffice Project records contain data and options that QuickBooks Job records do not and vice versa. What is important for integration are that the two applications share key data.



Back up your data in QuickBooks and ArchiOffice prior to data sync.

The table below shows the direction data can *potentially* flow between ArchiOffice and QuickBooks. Whether it flows in one direction or the other (or both directions) depends on choices made on the ArchiOffice-QuickBooks Integration Settings screen. You can be very specific in determining how data flows *to* and *from* ArchiOffice, and also which General Ledger accounts in QuickBooks are posted.

ArchiOffice Table Name	Dataflow	QuickBooks Table Name
Job Codes	↔	Service Items
Account Codes	↔	Other Charge Items
Contacts (Employees) *	↔	Employees
Contacts (Vendors)*	↔	Vendors
Contacts (Clients)*	↔	Customers
Projects	↔	Jobs
Time & Expense (Time Card)	↔	Time Tracking (Time Records)
Time & Expense (Expenses)	←	Bills/Checks
Invoices	↔	Invoices
Transactions (Payments)	↔	Payments

\*When the Billing option is checked, all Contacts transfer as Customers.



Also see the [ArchiOffice Help](#) for ArchiOffice↔QuickBooks Integration.

As you can see above, integration between ArchiOffice and QuickBooks is very comprehensive. Not only are invoices sent to QuickBooks to post revenue and receivables, the virtual database for the two applications includes clients, projects, employees, vendors, job codes, etc.

After initial integration, you may set integration rules so that master information transfers only from ArchiOffice to your accounting package. You would choose 'Do not Get Data' (i.e. turn off the flow of data) in the Get Settings. In other words, you decide to maintain master data in ArchiOffice only. It flows to your accounting package, updating its database and keeping information synchronized. You can be just as specific when assigning General Ledger accounts to service, expense and invoice items.

**Bottom Line:** The major benefit is that you do not have to re-enter ArchiOffice data into QuickBooks. ArchiOffice manages the process, using your synchronization settings.

## Integration Rules

To ensure accuracy and completeness of data transfer, ArchiOffice↔QuickBooks Integration follows a set of rules. These are:



Some of these rules may not be relevant for the first-time data transfer between QuickBooks and ArchiOffice but will apply in future data sync.

1. **Operating System:** ArchiOffice↔QuickBooks Integration works only on Windows operating system (PCs and not Mac).
2. **Server:** For data integration, you should have only one ArchiOffice Server on the network. If more than one ArchiOffice Server is available, make sure that their Sybase instance names are different.
3. **Company:** Accounting systems accept the transfer of time, expense, invoice, and payment records only if the record dates are after the start date of the Company.
4. **Date:** When data is transferred from QuickBooks to ArchiOffice, the system date is converted to Greenwich Mean Time (GMT) and is recorded in the Last Modified date field for each record.
5. **Placeholder Data:** Because QuickBooks does not require the same fields of data as ArchiOffice, and because it may not track the same data as ArchiOffice (does not have the same fields), ArchiOffice inserts placeholder data in the required fields—'FromQuickBooks'.
6. **Synchronization Order:** When you send or get data on-demand (via Send to QuickBooks or Get from QuickBooks sub-menu), follow the order of the menu items. For example, synchronize Clients before Projects and Invoices before Payments.
7. **LinkID:** ArchiOffice automatically creates an internal unique identifier called 'QBLinkID'. It is saved in the database for the records that have been transferred between the two applications and are linked.
8. **Employees:**
  - Employees are transferred from QuickBooks to ArchiOffice as Contacts with Type 'Employee'. A corresponding 'User' is created automatically for it on-the-fly.

- An ArchiOffice User can be an Employee, Client or a Vendor. A User is defined as a Billing Client in the Projects-Details screen and has address details in his Contact record marked 'Billing'. The same User can have a different address in the Preferences-Users-Details screen, also displayed in his Contact record. On data sync, the following scenarios arise:
    - User is an Employee and his Billing option is checked. This will be transferred to QuickBooks both as a Customer and an Employee with all details. You can change these details in both the Employee and Customer screens in both applications. However, if you sync the modified data, only Client details will be updated in ArchiOffice.
    - User is an Employee and his Billing option is not checked. This will be transferred to QuickBooks as an Employee with all details. If you are sending employee data from QuickBooks to ArchiOffice, it should update the address on the first tab.
    - User is a Client and his Billing option is checked. This will be transferred to QuickBooks as a Customer with all details. If you are sending customer data from QuickBooks to ArchiOffice, it should update the address on the second tab.
    - All Contacts that have the Billing option checked will be sent to QuickBooks as Customers irrespective of the Type.
    - Only user selected as Vendor Type on the ArchiOffice-QuickBooks Integration Settings screen will transfer to QuickBooks as a Vendor.
9. **Address:** In QuickBooks, addresses are entered in four one-line fields, while in ArchiOffice fields are assigned for each component of the address. To ensure accuracy and consistency during data transfer, make sure your address in QuickBooks is entered according to the U.S. Postal Service Standard:  
Address Line 1  
Address Line 2 (optional)  
City, State, Zip Code (comma separation is optional)
10. **Service Items:**
- Only Job Codes assigned to projects will be sent to QuickBooks. Description of the sent job codes will include the project that it is assigned to.
  - New Service Items created in QuickBooks will be fetched into the Preferences screen in ArchiOffice.
11. **Expense Items:** QuickBooks Other Charge Items are transferred as Account Codes in ArchiOffice with the account type as 'Expense'. They can be viewed in Preferences-Billing-Accounting screen.
12. **Projects:**
- When sub-jobs or project phases are transferred from QuickBooks to ArchiOffice, they are saved as Project Phases in ArchiOffice.
  - In ArchiOffice, every project has a phase and work is done only through phases. During sync, a dummy phase called 'Legacy' is created for each QuickBooks project in ArchiOffice as time and expenses can be recorded against phases only.

Apart from this, the Service Items used in QuickBooks time entries for each phase are assigned as Job Codes to that phase in ArchiOffice. All Employees used in time entries for each phase are assigned as Team Members for parent projects.

- When Jobs are transferred from QuickBooks, a user 'FromQuickBooks' is automatically assigned to the project as a Project Leader. It is because when a check against this project is transferred, it will be recorded as an expense utilizing this Project Leader.

### 13. Time Entry:

- You cannot transfer a time-entry older than 01/01/1901 to ArchiOffice. If a time entry older than this is sent to ArchiOffice it will be saved with the date 01/01/1901.
- When a time entry or an invoice is transferred from ArchiOffice to QuickBooks, it cannot be transferred again. In other words, changes made to transferred invoices and time entries will not be transferred to QuickBooks.
- When transferring time entries to QuickBooks, only basic information like Project, Job Code and Hours is sent. The associated taxes can be seen as line items when we send the related invoices to QuickBooks.
- When time entries are transferred from QuickBooks into ArchiOffice, following scenarios are possible:
  - If time entry is against a Job, a Phase called 'Legacy' is created for this project and then that entry is recorded against it.
  - If time entry is against a Customer, a Project and a Phase called 'Legacy' is created and then that entry is recorded against it.
  - If time entry is against an Employee which is not assigned to a Job, the employee is assigned to that Project on-the-fly.
  - If time entry is against a Service Item which is not assigned to a Job, the Job Code is assigned to the Phase on-the-fly.

### 14. Expense Entry:

- Bills and checks can be marked as Billable or Non-Billable and transferred with their status from QuickBooks to ArchiOffice.
- When bills, checks and credit card charges are transferred from QuickBooks into ArchiOffice, following scenarios are possible:
  - If expense entry is against a Job, a Phase called 'Legacy' is created for this project and then that entry is recorded against it.
  - If expense entry is against a Customer, a Project and a Phase called 'Legacy' is created and then that entry is recorded against it.
  - If expense entry is against a Vendor which is not assigned to a Job, the vendor is assigned to that Project on-the-fly.
  - If expense entry is against a Charge Item not assigned to a Job, a default Account Code called 'FromQB' is used.

### 15. Invoices:

- **Only** Hourly and Stipulated Sum invoices are transferred from ArchiOffice to QuickBooks.
- All invoices transferred from QuickBooks are recorded as Stipulated Sum Invoices in ArchiOffice.
- When transferring invoices to QuickBooks, separate line items are created for taxes, service amount and expense amount. Markup is added to the expense amount.
- Pending invoices in QuickBooks cannot be transferred to ArchiOffice. Draft invoices in ArchiOffice do not transfer to QuickBooks.

- If a discount is applied to an invoice using the 'Discount and Credits' option on the Payment screen in QuickBooks, ArchiOffice will *NOT* transfer this payment. We recommend that you use the Credit Memo option in QuickBooks to properly discount an existing invoice.
- While transferring invoices, details like associated items, units and rates can also be transferred from QuickBooks.
- Invoices and Payments in QuickBooks should be linked to Jobs, not Customers. This is because in ArchiOffice invoices and payments are associated with jobs and not directly with a client. In QuickBooks, you can associate invoices and payments directly with the client. In order to get these invoices and payments, ArchiOffice will create a project on-the-fly based on the client and associate all these transactions to this project.

**16. Retainers:**

- When transferring retainers to QuickBooks, it saves them as Client Credits in a liability account.

**17. Payments:**

- If a payment was applied to a client in QuickBooks and then invoices related to jobs were paid, it gets transferred as Client Payment and is associated to the correct job.
- Payments from QuickBooks do not transfer to ArchiOffice if there is no invoice in ArchiOffice to which the payment amount was applied (the invoice does not exist in ArchiOffice). Similarly, payments from ArchiOffice do not transfer to QuickBooks if the invoice does not exist there.
- Credit type payments are transferred between ArchiOffice and QuickBooks. Retainer payments are sent as 'check' type by default.
- When paying an invoice in ArchiOffice using a retainer, ArchiOffice debits the liability account in QuickBooks.
- When we send one payment that pays two or more invoices to QuickBooks, it is not sent as separate payments but rather a single payment.

## Integration Settings

In ArchiOffice, you can specify data transfer rules and settings in the ArchiOffice-QuickBooks Integration Settings screen. These settings are used as defaults when you choose to synchronize data between ArchiOffice and QuickBooks.

The ArchiOffice-QuickBooks Integration Settings screen displays your Server IP address as well as 'Sybase instance name' (*servoy\_repository* by default). If your Sybase instance name is different, you can specify it here.




Prior to the sync, make sure you have **only one** ArchiOffice Server on the network. If more than one ArchiOffice Server is available, make sure that their Sybase instance names are different.

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

- [Send Settings](#)
- [Get Settings](#)
- [Account Assignment](#)

## Send Settings

Send settings allow you to set rules for data transfer from ArchiOffice to QuickBooks database. You can also restrict the data sent from ArchiOffice to QuickBooks using filters.

 The Send options change depending upon the module selected from the list on the left of the screen.

You can specify the following settings *per module* for sending data to QuickBooks:

**QuickBooks File:** Your QuickBooks database is displayed here. By default, ArchiOffice will always connect to the currently open QuickBooks company file. However, if QuickBooks is not running, then ArchiOffice opens the file specified here.

**Options:** ArchiOffice provides some options for sending ArchiOffice data to QuickBooks:

- *Do not Send:* Check this option if you don't want ArchiOffice to send data for the selected module. E.g., if you do not wish to send time entries to QuickBooks, check 'Do not Send Time Data' option.
- *Ignore Last Sync Date:* Checked, ArchiOffice ignores the date when it had last integrated with QuickBooks for the selected module. The *Last Sync on* date, displayed at the bottom of the screen, is used for reference when we want ArchiOffice to sync data since this date.
- *Active Only:* Checked, only active ArchiOffice data is considered for transfer, e.g. active employees, clients, vendors, and so on.

For Time Entries, you can specify additional options:

- *Map TE Notes to QB Notes:* Check this option to map ArchiOffice time entry notes to QuickBooks time entry notes.

For Vendors, you can specify additional options:

- *Treat these contact types as vendors:* From the 'Select contact type' dropdown list, check all the contacts that you want to send as vendors to QuickBooks.

**Overwrite Rules for Duplicate Records:** In this section, you can specify overwrite rules for the selected module. For instance, if both ArchiOffice and QuickBooks have a record for employee John Doe:


- *Never:* Neither ArchiOffice's nor QuickBooks' version of field data will be updated. Thus, you will have two versions of that record. E.g., if the employee record has different address in each database, those fields will not be updated upon sync.
- *Always:* ArchiOffice data will always overwrite the QuickBooks data in the Send mode. Again, if two different addresses exist, the employee address in ArchiOffice will replace that of QuickBooks.
- *Most Recent:* ArchiOffice compares the Last Modified date-time stamps for QuickBooks and ArchiOffice fields. The more recent one replaces the older data in the other database.

**Filters:** allow you to restrict the data transferred between ArchiOffice and QuickBooks. For example, you may like to transfer only certain clients from ArchiOffice to QuickBooks. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

- *Date Filters:* Each linked record saves a 'Last Modified' date that is used to determine which record is most recent. The date filters are useful and save time when you want to sync data for a specific period.
- *Other Filters:* Depending upon the module selected, you can also apply other filters to restrict data sent from ArchiOffice to QuickBooks. E.g., you can filter data by IDs for employees, job codes, projects and so on.

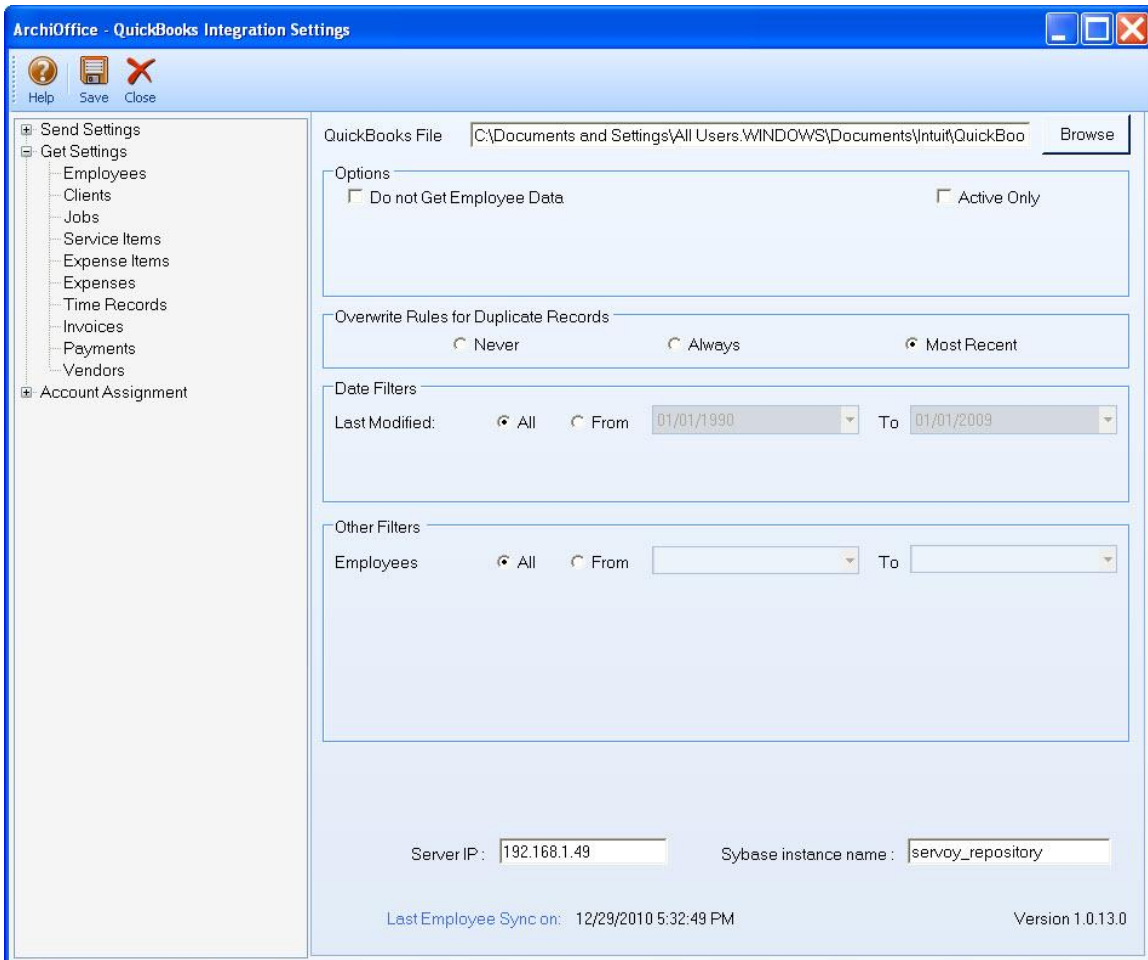
## Get Settings

Get settings allow you to set rules for data transfer from QuickBooks to ArchiOffice database. You can also restrict the data received from QuickBooks into ArchiOffice using filters.

 The Get options change depending upon the module selected on the left of the screen.

You can specify the following settings *per module* for getting data from QuickBooks:

**QuickBooks File:** Your QuickBooks database is displayed here. By default, ArchiOffice will always connect to the currently open QuickBooks company file. However, if QuickBooks is not running, then ArchiOffice opens the file specified here.



**Options:** ArchiOffice provides some options for getting QuickBooks data into ArchiOffice:

- *Do not Get:* Check this option if you don't want ArchiOffice to get data for the selected module. E.g. if you do not wish to get employee data from QuickBooks, check 'Do not Get Employee Data' option.

- *Active Only:* Checked, only active QuickBooks data is considered for transfer, e.g. active employees, clients, vendors, and so on.

**Overwrite Rules for Duplicate Records:** In this section, you can specify overwrite rules for the selected module. For instance, if both ArchiOffice and QuickBooks have a record for employee John Doe:

- *Never:* Neither ArchiOffice's nor QuickBooks' version of field data will be updated. Thus, you will have two versions of that record. E.g., if the employee record has different address in each database, those fields will not be updated upon sync.
- *Always:* QuickBooks data will always overwrite the ArchiOffice data in the Get mode. Again, if two different addresses exist, the employee address in QuickBooks will replace that of ArchiOffice.
- *Most Recent:* ArchiOffice compares the Last Modified date-time stamps for QuickBooks and ArchiOffice fields. The more recent one replaces the older data in the other database.

**Filters:** allow you to restrict the data transferred between ArchiOffice and QuickBooks. For example, you may like to transfer only certain clients from QuickBooks into ArchiOffice. The filter fields keep on changing depending upon the module selected. The intersection of data produced by applying all filters is what will be transferred.

- *Date Filters:* Each linked record saves a Last Modified date that is used to determine which record is most recent. The date filters are useful and save time when you want to sync data for a specific period.
- *Other Filters:* Depending upon the module selected, you can also apply other filters to restrict data received from QuickBooks. E.g., you can filter data by IDs for employees, job codes, projects and so on.

## Account Assignment

Job Codes (activities) in ArchiOffice are linked to Service Items in QuickBooks. Similarly, Account Codes (expense items) in ArchiOffice are linked to Other Charge Items in QuickBooks. A key step in the integration process is to assign general ledger (G/L) accounts to ArchiOffice codes and invoice items. In ArchiOffice, service and expense accounts are not required, except for the purpose of data integration with other accounting software that require G/L accounts for all items and transactions.

For companies that integrate ArchiOffice with QuickBooks, they need to specify default General Ledger accounts for the service, expense and invoice items in ArchiOffice (prior to the sync). When ArchiOffice invoices are transferred to QuickBooks, by default it transfers the actual time and expense line items and posts them to their respective accounts. However, when invoice details are not transferred, ArchiOffice sends service and expense items as single line items. Normally, the transactions debit or credit these accounts. You can assign G/L accounts to job codes, account codes and invoice items on the ArchiOffice-QuickBooks Integration Settings screen.



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

## How Integration Works

If you integrate with QuickBooks and *GET* service and other charge items, the associated G/L accounts also carry to ArchiOffice. When a job code or expense is part of an invoice (associated time and expense entries are relieved with the invoice), and you synchronize that invoice with QuickBooks, the correct G/L account will be updated there. This tracks your company's income and expenses in the accounting system.



It is preferable to create service and expense items in QuickBooks and have them transferred into ArchiOffice. This reduces the step of creating or assigning G/L accounts for them in ArchiOffice.

Service and expense accounts can be set up in two ways:

- *Accounting menu*: You can assign accounts to ArchiOffice job and account codes via the ArchiOffice-QuickBooks Integration Settings screen. QuickBooks income and expense accounts are available for assignment after a connection between ArchiOffice and QuickBooks is established.
- *QuickBooks*: If you integrate with QuickBooks and GET Service and Other Charge Items, the associated G/L accounts also transfer to ArchiOffice.

The ArchiOffice-QuickBooks Integration Settings screen allows you to specify the desired QuickBooks account to ArchiOffice items. You can make the following account assignments:

- Default Accounts

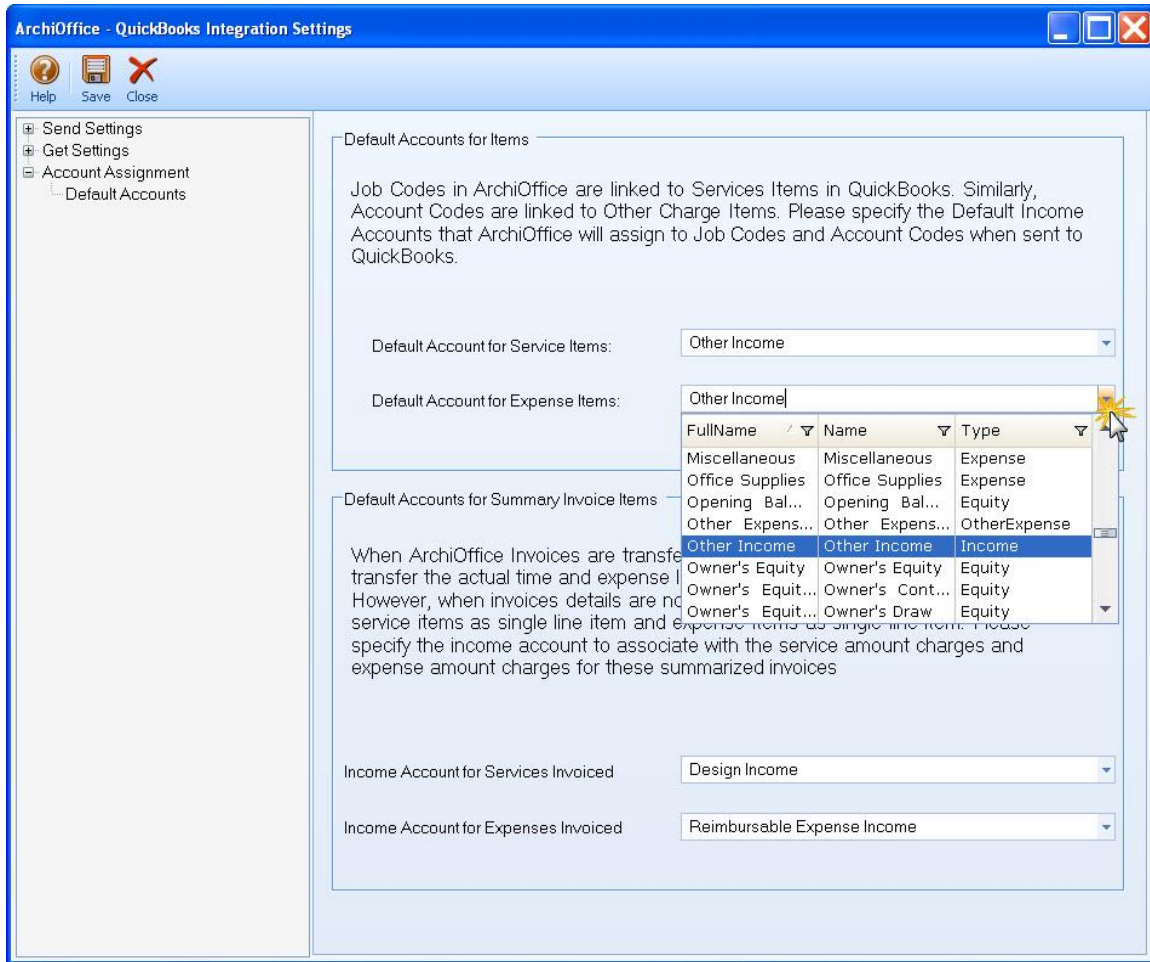


See the [Initial Integration](#) section for step-by-step instructions.

**Default Accounts:** You can specify default accounts for ArchiOffice job codes (service items) and account codes (expense items). Besides these, you can also specify default accounts for summarized service and expense line items that are invoiced.

If you want to assign specific accounts to individual job codes and account codes, you can do so in QuickBooks after the sync. On the List Items screen, you can change the assigned account for each service and expense (other charge) item. You can also create new accounts in the Chart of Account screen and then assign those accounts to these items.

## How Integration Works




- **Default Account for Service Items:** Every service item in QuickBooks must be assigned to an income account. The QuickBooks income account selected here is assigned to all service items of ArchiOffice. By default, Other Income is selected but you can choose any other account from the drop-down list.
- **Default Account for Expense Items:** Every expense item in QuickBooks must be assigned to an income account. The QuickBooks income account selected here is assigned to all expense items of ArchiOffice. By default, Other Income is selected but you can choose any other account from the drop-down list.
- **Income Account for Services Invoiced:** The QuickBooks income account selected here is where the service total of your ArchiOffice invoices will transfer upon sync. By default, Other Income is selected but you can select any other account from the drop-down list.
- **Income Account for Expenses Invoiced:** The QuickBooks income account selected here is where the expense total of your ArchiOffice invoices will transfer upon sync. By default, Other Income is selected but you can select any other account from the drop-down list.

# Initial Integration

Initial integration populates the ArchiOffice or QuickBooks company database with information from the other application. Your initial synchronization settings determine what information and how much of it is shared between the applications. For example, you may decide to move QuickBooks data for only the last two years to ArchiOffice.

During initial integration, both ArchiOffice and QuickBooks must be running. For initial integration set up, you can specify synchronization options on the ArchiOffice-QuickBooks Integration Settings screen and then use the menu to transfer each type of data. You can do this by referring to the scenario best describing your needs, as discussed below.

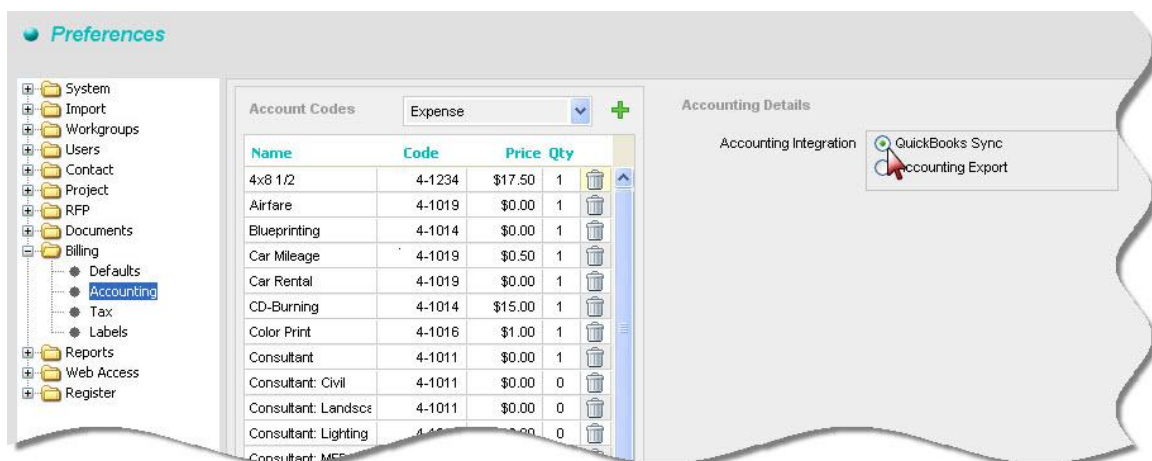
 If you are new to ArchiOffice as well as QuickBooks, initial integration tasks will be completed after you have set up your information in one or the other application.

## Security Permissions

Before you synchronize ArchiOffice data with QuickBooks, you must have security permission to perform the task. The Administrator in your company sets the QuickBooks Sync option in the Preferences screen. An easy way to avoid warning messages is to add ArchiOffice and QuickBooks to your Windows Startup folder so they run automatically at startup.

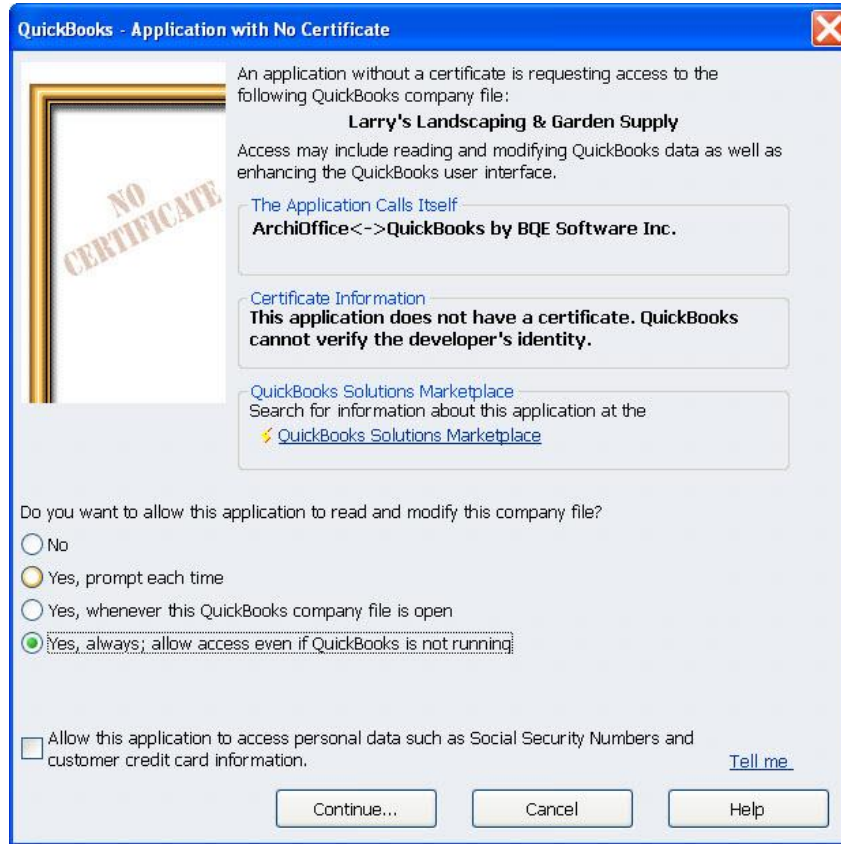
You also need to assign auto logon permission to ArchiOffice from QuickBooks. To allow direct communication, you have to grant permission to ArchiOffice to access your QuickBooks database.

- I. Start ArchiOffice and select the QuickBooks Sync option from the Preferences-Billing-Accounting screen.

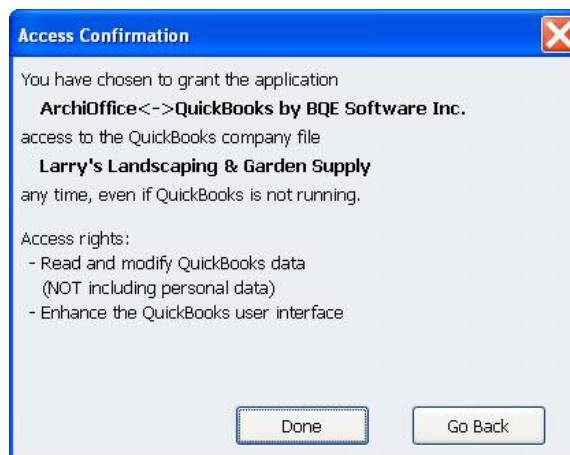


## Initial Integration

2. Open QuickBooks application and log in with administrative privileges. Open the desired company file.
3. You will be prompted to grant access to ArchiOffice. Choose the 'Yes, always allow access...' option and click Continue.



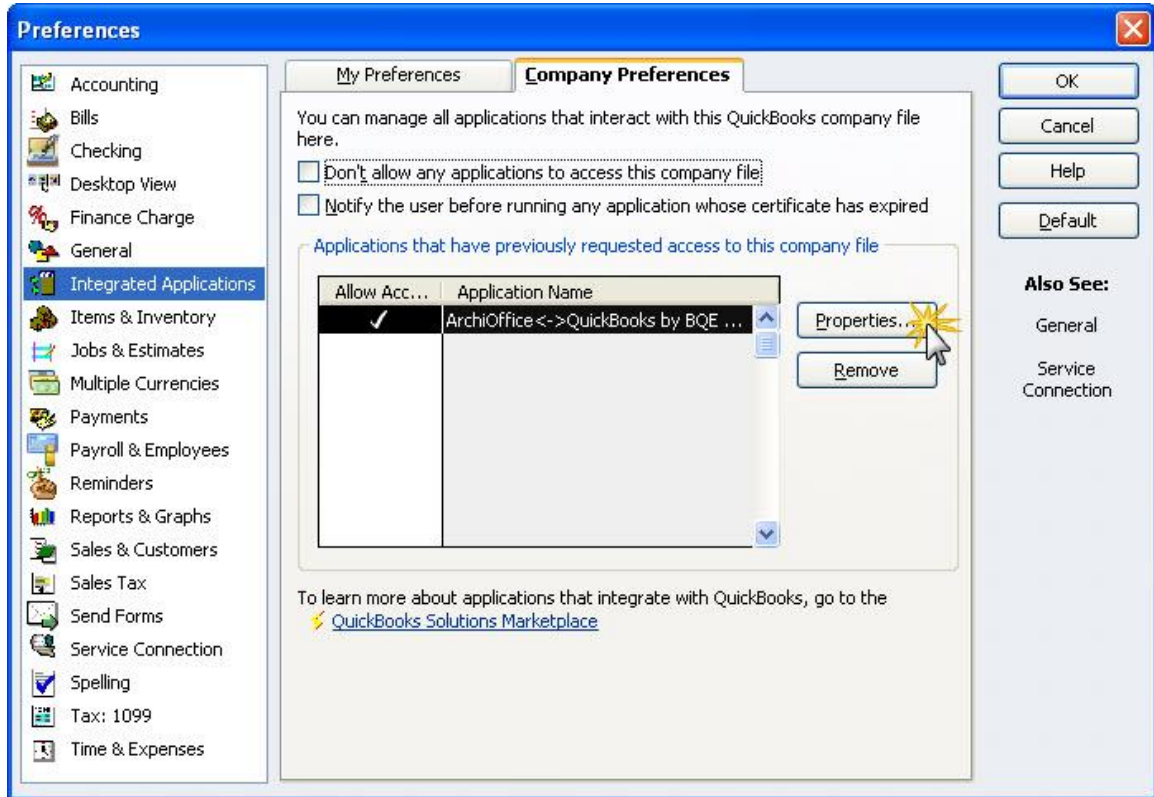
4. Confirm your selection by clicking Done. This establishes the first connection between the two applications.



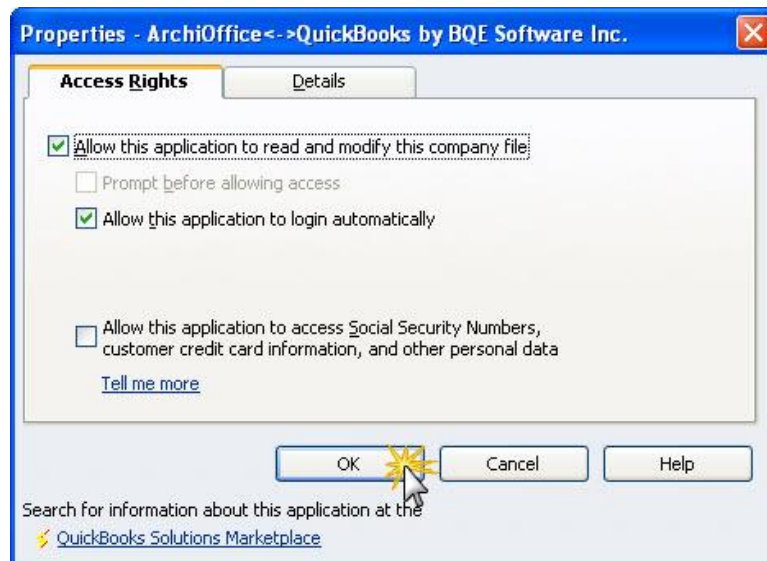
5. Next, select Edit menu, Preferences, Integrated Applications option.

## Initial Integration

- Click on Company Preferences tab. Allow access to ArchiOffice application.



- Click on Properties and select its Access Rights tab.




- Check the desired permissions for ArchiOffice. Click OK to save these settings and then exit.



Please check [Integration Rules](#) before proceeding further.

# Scenario I: New ArchiOffice-Existing QuickBooks User

QuickBooks users who are new to ArchiOffice start by transferring information from QuickBooks to a new ArchiOffice database. After creating the ArchiOffice company file and setting preferences, you can initiate synchronization and check the transferred data.

 You can contact us at [support@ArchiOffice.com](mailto:support@ArchiOffice.com) to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

Please follow the steps below to integrate ArchiOffice and QuickBooks data.

## I. ArchiOffice Company

Before integrating data, a new ArchiOffice user must first set up an ArchiOffice company database. See [ArchiOffice 2010 Help](#) or [ArchiOffice Getting Started Guide](#) for more information.

1. Install the ArchiOffice↔QuickBooks Integration Tool from <http://www.bqe.com/archioffice2010/AOQB2010/index.asp>.
2. Start ArchiOffice and log in. For User Name and Password, type 'Admin' (without quotes). This gives you full security permissions in ArchiOffice to perform integration tasks.



3. Look at the status line at the bottom of the ArchiOffice screen. It displays the currently open ArchiOffice database. Make sure this is the correct company database and then continue to the next step.

4. Open the Preferences screen. Select Billing and then Accounting on the left and choose the QuickBooks Sync option. The Accounting menu displays.

## 2. Backup Database

Before the initial sync, it is important to back up your QuickBooks database. In QuickBooks, select Backup from the File menu and then choose a backup option from the 'Save Copy or Backup' screen. Also, you need to assign permissions to ArchiOffice to access its data (see [Security Permissions](#) above).

## 3. Sync Settings

Specifying integration settings is necessary to define which data will be transferred as well as other preferences. Later, you can fine-tune these settings to control day-to-day integration processing (see 5. *Fine-Tune Synchronization Settings* below).


1. In ArchiOffice, select Sync Settings from the Accounting menu. The ArchiOffice-QuickBooks Integration Settings screen displays.



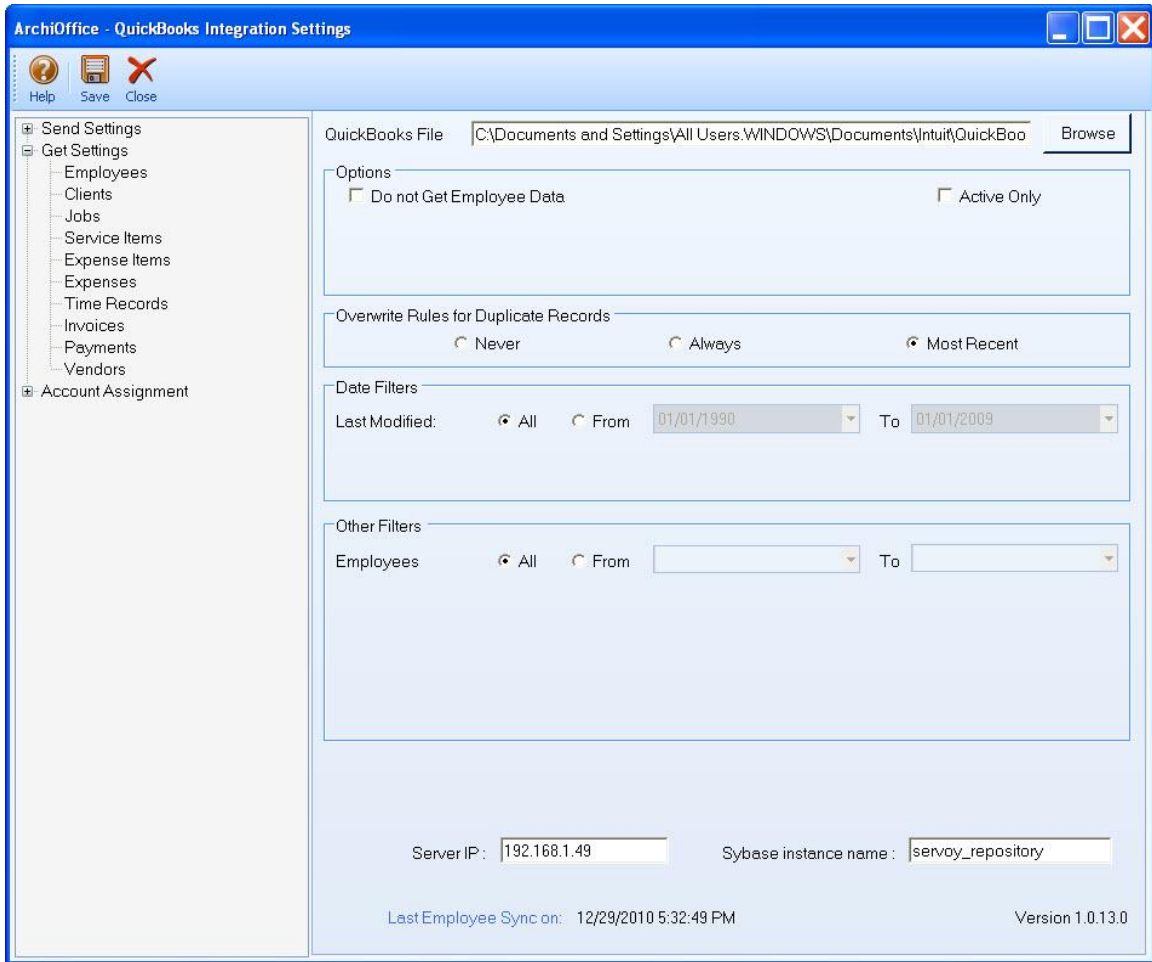
 See the [Integration Settings](#) section for more information.

2. On the left of the screen is a list of ArchiOffice modules, both for Send Settings and Get Settings. You can specify various filters and other sync options based on the module selected.

Since we want to transfer data from QuickBooks to ArchiOffice, ensure that the modules are selected from the Get Settings list. (See [Get Settings](#) for more.)

 You only need to decide whether to get each type of QuickBooks data to ArchiOffice. If you wish to restrict what data records transfer from QuickBooks, choose one or more filters.

## Initial Integration

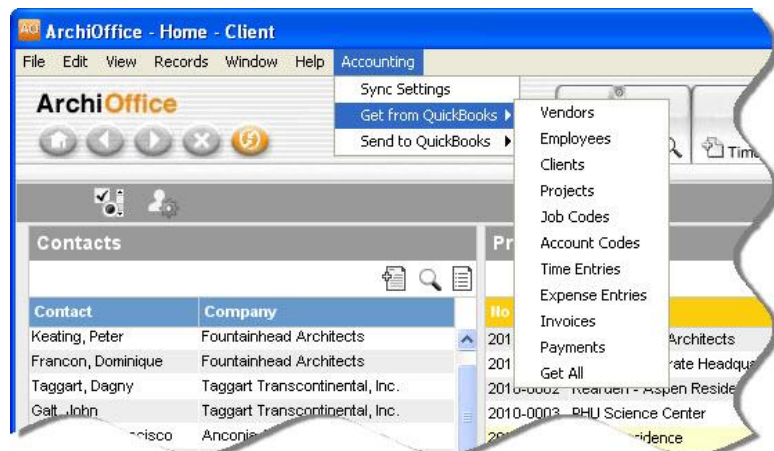


3. Click Save to save the sync settings and then exit.

### 4. Get Data

Now you are ready to get data from QuickBooks to ArchiOffice.

1. From the Accounting menu in ArchiOffice, select Get from QuickBooks.
2. In turn, select each menu item, starting with Vendors. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.



3. Repeat this step for the next menu item. Below are the ArchiOffice Get menu items and the corresponding QuickBooks screen.

ArchiOffice Get Menu Item	QuickBooks Screen
Vendors	Vendors
Employees	Employees
Clients	Customers
Projects	Jobs
Job Codes	Service Items
Account Codes	Other Charge Items
Time Entries	Time Tracking
Expense Entries	Bills/Checks
Invoices	Invoices
Payments	Payments

## 5. Fine-Tune Synchronization Settings

Data touchup is needed in ArchiOffice after getting data from QuickBooks because ArchiOffice requires certain fields which might be optional in QuickBooks.


- When you get employees from QuickBooks, make sure to check their user and security settings in ArchiOffice.
- When you get time entries from QuickBooks, make sure to update the bill and cost rates in ArchiOffice because QuickBooks doesn't require them.
- Alt. Contact in QuickBooks corresponds to ArchiOffice's Project Leader. If Alternate Contact is not specified in QuickBooks, ArchiOffice fills a placeholder 'FromQuickBooks' in the Project Leader field. Change that to the appropriate names.
- Check the IDs of records transferred from QuickBooks. You can change them, if desired.
- Verify other data using reports in ArchiOffice and QuickBooks.

After you check the data transferred to ArchiOffice, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Scenarios](#) for more.

## Scenario 2: Existing ArchiOffice-New QuickBooks User

ArchiOffice users who are new to QuickBooks start by transferring information from ArchiOffice to a new QuickBooks database. After creating the QuickBooks file and setting synchronization preferences, you can initiate synchronization and check the transferred data.

## Initial Integration

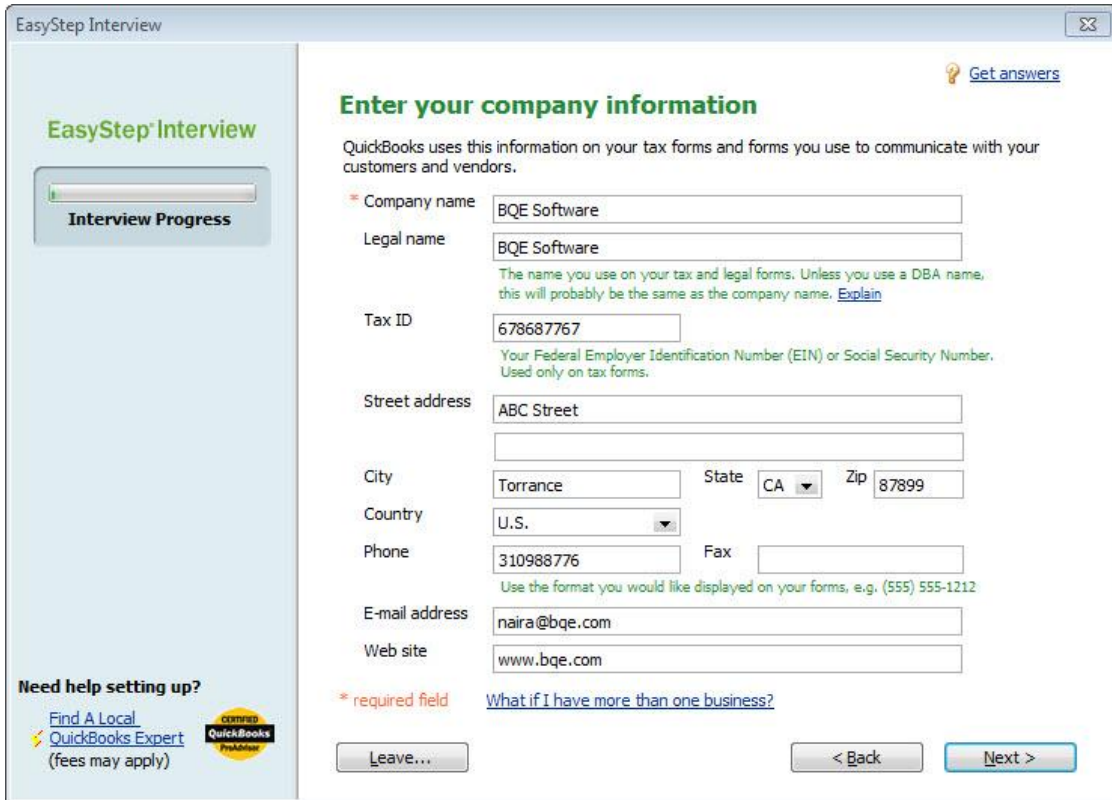
 You can contact us at [support@ArchiOffice.com](mailto:support@ArchiOffice.com) to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

Please follow the steps below to integrate ArchiOffice and QuickBooks data.

### I. QuickBooks Database

Before integrating data with ArchiOffice, a new QuickBooks user must first create a new QuickBooks database and assign permissions to ArchiOffice to access its data (see [Security Permissions](#) above).

1. Open QuickBooks and choose 'Create a new company'. The EasyStep Interview starts and guides you through the process of creating a new company file.
2. Enter your company name, address and other details.



The screenshot shows the 'EasyStep Interview' window with the title 'Enter your company information'. On the left, there is a sidebar with 'EasyStep Interview' and 'Interview Progress' (indicated by a progress bar). The main area contains the following fields and text:

- Company name:** BQE Software
- Legal name:** BQE Software  
The name you use on your tax and legal forms. Unless you use a DBA name, this will probably be the same as the company name. [Explain](#)
- Tax ID:** 678687767  
Your Federal Employer Identification Number (EIN) or Social Security Number. Used only on tax forms.
- Street address:** ABC Street
- City:** Torrance
- State:** CA
- Zip:** 87899
- Country:** U.S.
- Phone:** 310988776
- Fax:** (empty)
- Use the format you would like displayed on your forms, e.g. (555) 555-1212
- E-mail address:** naira@bqe.com
- Web site:** www.bqe.com

At the bottom, there is a legend: '\* required field' and a link 'What if I have more than one business?'. Navigation buttons include 'Leave...', '< Back', and 'Next >'. A 'Get answers' link is in the top right. A sidebar at the bottom left offers 'Need help setting up?' with links to 'Find A Local QuickBooks Expert (fees may apply)' and a 'Compare QuickBooks ProAdvisor' badge.

3. Select your business type.
4. If you want, enter other information and exit from the wizard.

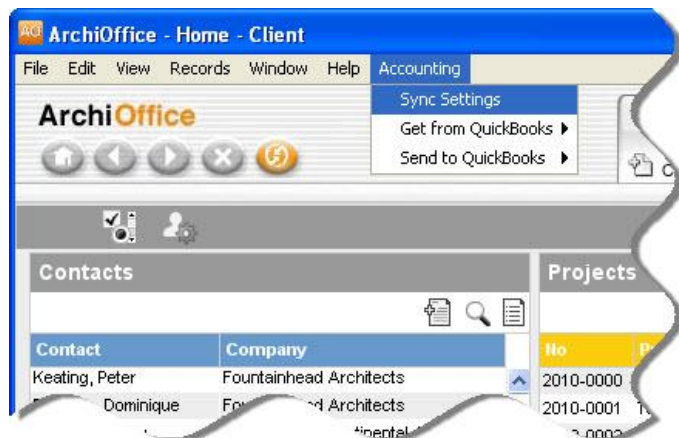
### 2. Backup Database

Before the initial sync, it is important to back up your ArchiOffice database on the server. Select Backup option on the Preferences-System screen and specify a Backup Path.

### 3. Sync Settings

Specifying sync settings is necessary to define which data will be transferred as well as other preferences. Later, you can fine-tune these settings to control day-to-day integration process (see 5. *Fine-Tune Synchronization Settings* below).

1. Install the ArchiOffice↔QuickBooks Integration Tool from <http://www.bqe.com/archioffice2010/AOQB2010/index.asp>.
2. Start ArchiOffice and look at the status line at the bottom of the ArchiOffice screen. It displays the currently open ArchiOffice database. Make sure this is the correct company database and then continue to the next step.
3. Open the Preferences screen. Select Billing and then Accounting on the left and choose the QuickBooks Sync option.
4. The Accounting menu displays. Select Sync Settings from the menu.



 See the [Integration Settings](#) section for more information.

5. On the left of the screen is a list of ArchiOffice modules, for both Send Settings and Get Settings. You can set various filters and other sync options based on the selected module.

## Initial Integration

ArchiOffice - QuickBooks Integration Settings

Help Save Close

Send Settings

- Employees
- Clients
- Projects
- Job Codes
- Account Codes
- Time Entries
- Invoices
- Payments
- Vendors
- Get Settings
- Account Assignment

QuickBooks File: C:\Documents and Settings\All Users\WINDOWS\Documents\Intuit\QuickBoo Browse

Options

- Do not Send Time Data
- Map TE Notes to QB Notes
- Ignore Last Sync Date

Overwrite Rules for Duplicate Records

- Never
- Always
- Most Recent

Date Filters

Last Modified:  All  From 01/01/1990 To 01/01/2009

Date:  All  From 01/01/2009 To 12/29/2010

Other Filters

Employees:  All  From 2 To 23

Projects:  All  From To

Job Codes:  All  From To

Server IP: 192.168.1.49 Sybase instance name: servoy\_repository

Last Time Entry Sync on: Never

Version 1.0.13.0

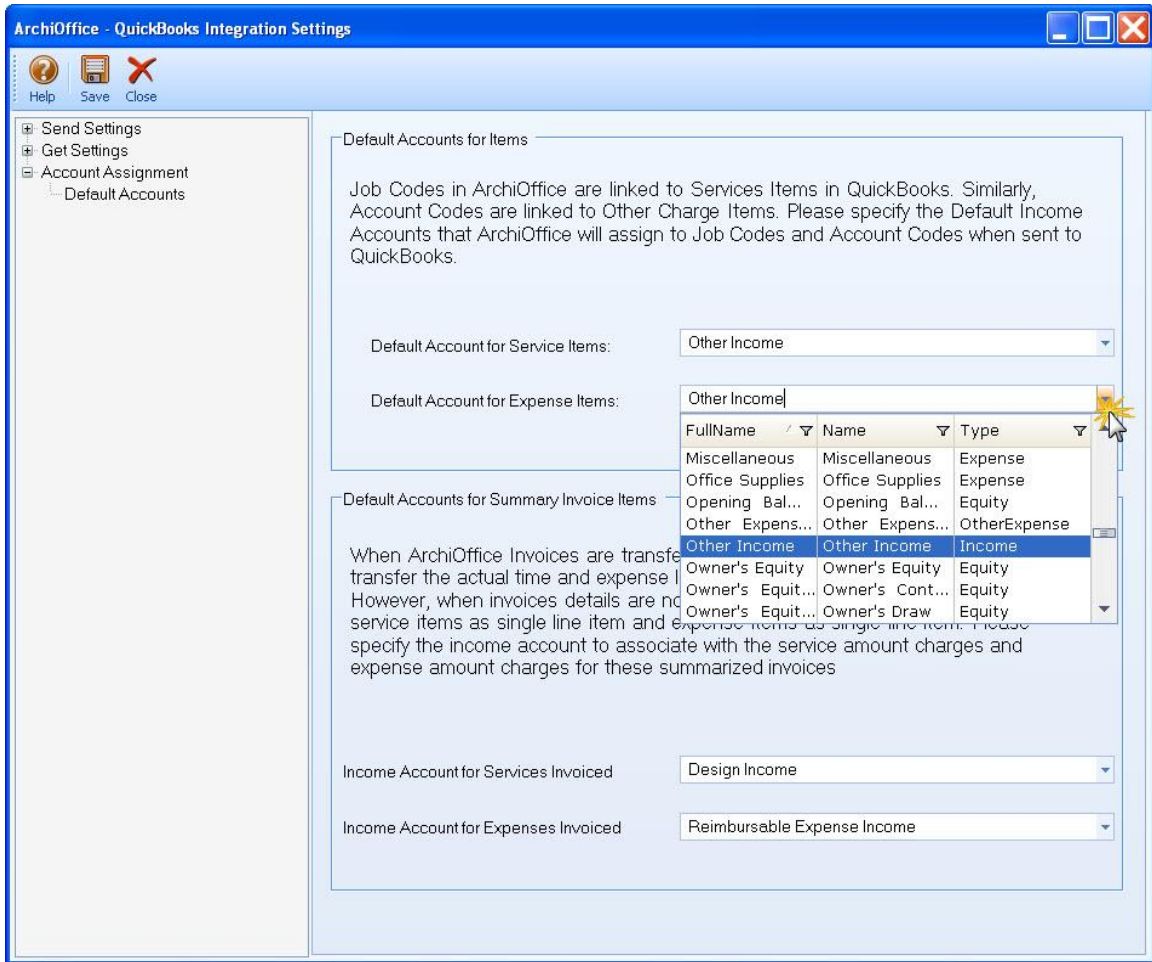
Since we want to transfer data from ArchiOffice to QuickBooks, ensure that the modules are selected from the Send Settings list. See [Send Settings](#) for more.



You only need to decide whether to send each type of ArchiOffice data to QuickBooks. If you wish to restrict what data records transfer to QuickBooks, choose one or more filters.

6. Click on Account Assignment and select the default accounts for ArchiOffice items prior to data transfer. (See [Account Assignment](#) for more.)

## Initial Integration

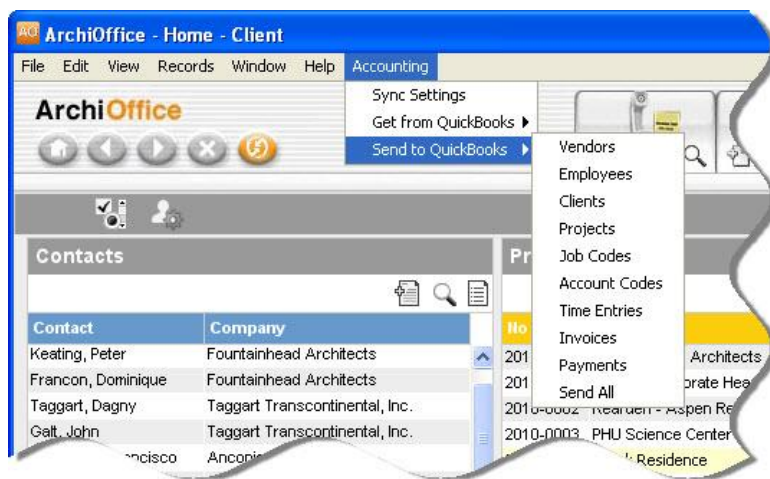


7. Click Save to save all sync settings and then exit.

## 4. Send Data

Now you are ready to send data from ArchiOffice to QuickBooks.

1. From the Accounting menu in ArchiOffice, select Send to QuickBooks.
2. In turn, select each menu item, starting with Vendors. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.



- Repeat this step for the next menu item. Below are the ArchiOffice Send menu items and the corresponding QuickBooks screens.

ArchiOffice Send Menu Item	QuickBooks Screen
Vendors	Vendors
Employees	Employees
Clients	Customers
Projects	Jobs
Job Codes	Service Items
Account Codes	Other Charge Items
Time Entries	Time Tracking
Invoices	Invoices
Payments	Payments

### 5. Fine-Tune Synchronization Settings

After you check the data transferred to QuickBooks, you may wish to change your integration settings to ones better suited for day-to-day synchronization. See [Day-to-Day Integration Scenarios](#) for more.

## Scenario 3: Existing ArchiOffice-Existing QuickBooks User

Typically, a company utilizes ArchiOffice to manage projects, enter time, generate invoices, record payments and produce reports. QuickBooks is utilized for accounting tasks such as payroll, accounts payable, financial reports and so on. If you have been using both ArchiOffice and QuickBooks, and want the two applications to be able to share data, data integration between the two needs a proper plan.

In case of existing ArchiOffice and QuickBooks users, it is likely that duplicate records are found in the other application. This duplication arises because of separate entry of data in the two applications, even for similar records. The matching of these records can be a time consuming process. However, this needs to be done only once and then from that point onwards, data sync can be scheduled accordingly.

You have two options:

- Create a new database in either of the two applications—ArchiOffice or QuickBooks. Accordingly follow the relevant scenario:
  - [Existing ArchiOffice-New QuickBooks User](#)
  - [New ArchiOffice-Existing QuickBooks User](#)

2. If you do not want to create a new database in any of the two applications and want to maintain your existing data in both databases, use our [BQE Consulting Services](#) for a nominal fee. We can sync the data between your existing databases and match/merge the duplicate records for you.



You can contact us at [support@ArchiOffice.com](mailto:support@ArchiOffice.com) to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks.

## Scenario 4: New ArchiOffice-New QuickBooks User

If you are new to both ArchiOffice and QuickBooks, you need to set up databases in both applications for your company, enter and/or import master information in ArchiOffice (or QuickBooks), and then synchronize the data. The instructions below cover these tasks.



You can contact us at [support@ArchiOffice.com](mailto:support@ArchiOffice.com) to help you with the data integration process. Check out [ArchiOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in these areas.

To gain the most complete and useful practice management information from the start and to reduce setup time, we recommend that you add or create master information and other time and billing data in your ArchiOffice database. The exception to this would be the job codes and account codes (service and expense items), which should be created in QuickBooks and then transferred to ArchiOffice. Once databases are set up, you can sync data between ArchiOffice and QuickBooks.



The Import feature of ArchiOffice (Preferences screen) allows you to import time, expense and contact data from another software. You can associate each source data field with a corresponding destination field in ArchiOffice. As long as you can export data from your existing application in a .csv Excel sheet, it can be loaded into ArchiOffice to reduce setup time.

### I. ArchiOffice Company Database

Before integrating data, a new ArchiOffice user must first set up an ArchiOffice company database. See [ArchiOffice 2010 Help](#) or [ArchiOffice Getting Started Guide](#) for more information.

1. Install the ArchiOffice↔QuickBooks Integration Tool from <http://www.bqe.com/archioffice2010/AOQB2010/index.asp>.
2. Start ArchiOffice and log in. For User Name and Password, type 'Admin' (without quotes). This gives you full security permissions in ArchiOffice to perform integration tasks.

## Initial Integration

3. Look at the status line at the bottom of the ArchiOffice screen. It displays the currently open ArchiOffice database. Make sure this is the correct company database and then continue to the next step.
4. Open the Preferences screen. Select Billing and then Accounting on the left and choose the QuickBooks Sync option. The Accounting menu displays.

## 2. QuickBooks Database

Before integrating, a new QuickBooks user must create a QuickBooks database and assign permission to ArchiOffice to access its data (see [Security Permissions](#) for more).

1. Open QuickBooks and choose 'Create a new company'. The EasyStep Interview starts and guides you in the creation of a new company file.
2. Enter your company name, address and other details.

The screenshot shows the 'EasyStep Interview' window with the title 'Enter your company information'. On the left, there is a sidebar with 'EasyStep Interview' and 'Interview Progress' buttons. The main area contains a form with the following fields: Company name (BQE Software), Legal name (BQE Software), Tax ID (678687767), Street address (ABC Street), City (Torrance), State (CA), Zip (87899), Country (U.S.), Phone (310988776), Fax, E-mail address (naira@bqe.com), and Web site (www.bqe.com). There are also links for 'Get answers', 'Need help setting up?', and 'What if I have more than one business?'. Buttons for 'Leave...', '< Back', and 'Next >' are at the bottom.

3. Select your business type.
4. If you wish, enter other information and then exit from the wizard.

## 3. Set Up Data

Setting up data may be a manual process or may utilize imported data, or a combination of both. The sequence for efficient setup is as follows:

## Initial Integration

1. Master information should be set up first in ArchiOffice (from the Window menu or title bar). This includes Contacts (employees, clients and vendors), Projects, Job Codes, etc. Other information can be added later.

When setting up new records, you only need to enter data into a few required fields. Other data can be entered now or later.

ArchiOffice Setup Sequence	ArchiOffice Screen
Employees	Contacts
Vendors	Contacts
Job Codes	Preferences
Account Codes	Preferences
Clients	Contacts
Projects	Projects
Time Entries	Time & Expense
Expense Entries	Time & Expense
Invoices	Billing
Payments	Billing

The exception to this would be the job and account codes (service and expense items), which should be created in QuickBooks and then transferred to ArchiOffice.

2. Create or add project records in ArchiOffice. Phases and sub-phases can be created to break down work being done for a client.

Each project record contains contacts, milestones, billing options, budget and other elements that control how ArchiOffice adapts to your company and processes data. When billing, ArchiOffice automatically organizes information by project, making it easier and faster to bill clients.

Architects and engineers often break down projects into phases, assigning a portion of the contract amount or budget to a phase of work.

3. Create a chart of accounts in QuickBooks to describe and monitor the financial activity of your business. You can create these accounts from scratch or use the standard chart of accounts.
4. Determine what time (e.g. timesheets or time entries) and expenses (e.g. expense reports) in your old time and billing application are *unbilled*. Manually enter or import these records into ArchiOffice.

To manually enter time and expense records, use the Time & Expense screen.

5. When recording historical or old invoices, you have several options:

## Initial Integration

- You can enter summarized historical invoices in QuickBooks and then transfer them to ArchiOffice.
- You can enter summarized historical invoices in ArchiOffice and then transfer them to QuickBooks.



In any case, it is recommended to enter summarized time and expense entries for accurate reporting, job costing and profitability.

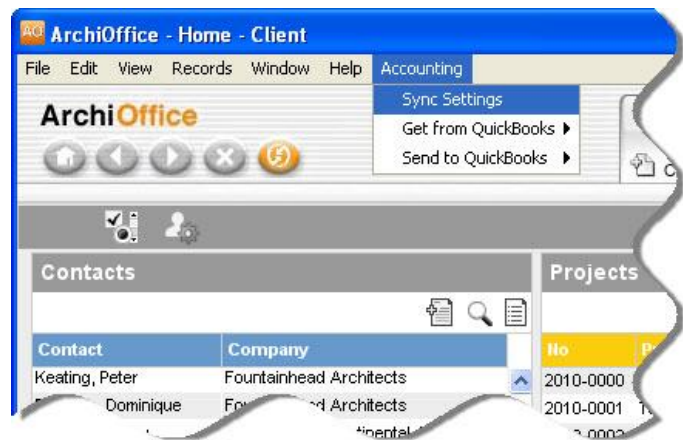
6. If you entered any paid invoices, you need to record the associated payment (cash receipt) to bring it to the 'Paid' status in ArchiOffice. Select Billing from the Window menu or title bar and record payments for each invoice on the Transactions tab. Retainer amount can also be recorded for a project on the Billing-Transactions screen.

If you entered only outstanding invoices or balance forward amounts, you can move to the next step.

## 4. Sync Settings

After data has been set up in the respective applications, you need to sync it. You can start by transferring the QuickBooks data into ArchiOffice (service and expense items). As the rest of the data is in ArchiOffice, you will have to transfer that to QuickBooks so that both applications begin processing from the same point onwards. Specifying sync settings is necessary to define which data will be transferred as well as other preferences. Later, you can fine-tune these settings to control day-to-day integration (see 9. *Fine-Tune Synchronization Settings below*).

1. In ArchiOffice, select Accounting menu, Sync Settings. The ArchiOffice-QuickBooks Integration Settings screen displays.

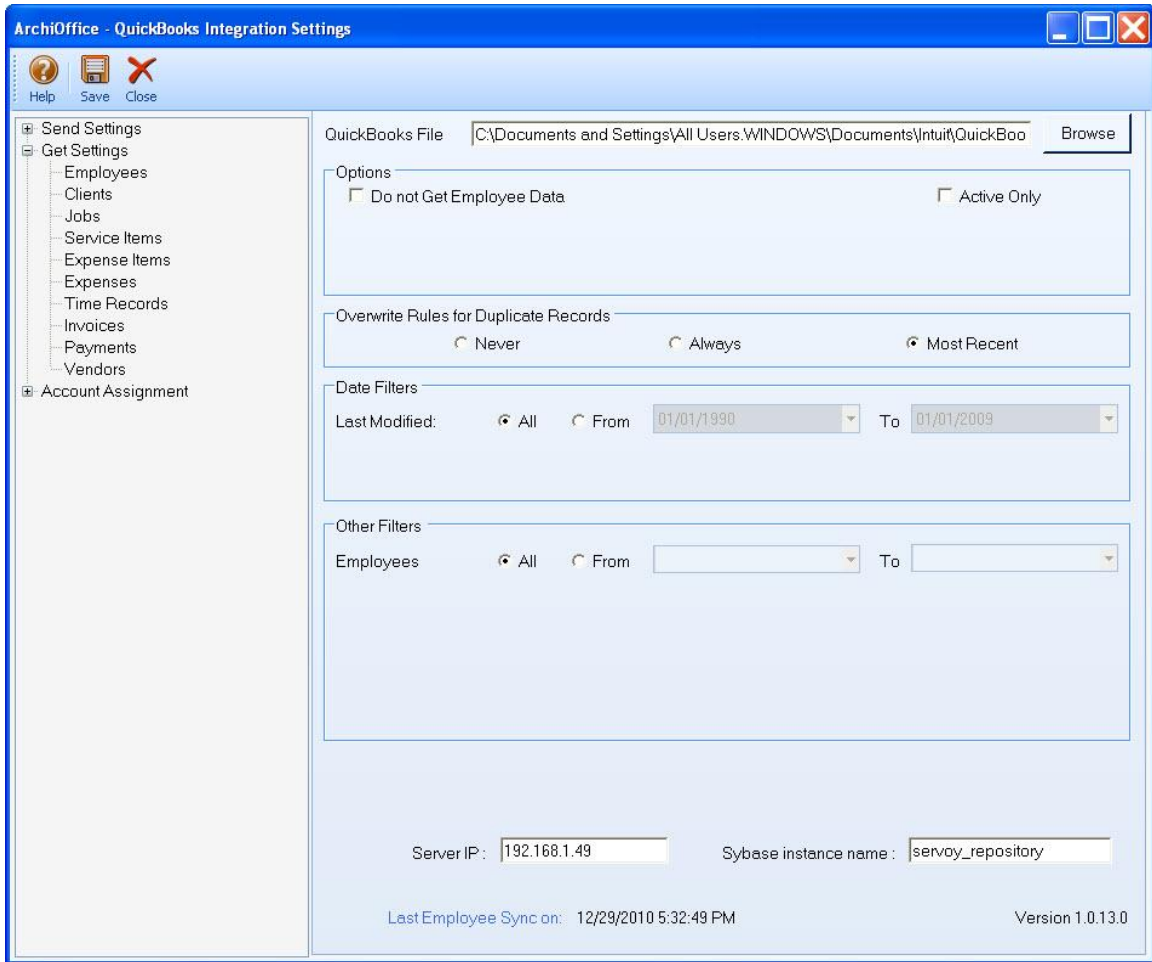


See the [Integration Settings](#) section for more information.

2. On the left of the screen is a list of ArchiOffice modules for both Send Settings and Get Settings. You can specify various filters and other sync options based on the module selected here.

First, we want to transfer data (service and expense items) from QuickBooks to ArchiOffice. Ensure that these modules are selected from the Get Settings list. (See [Get Settings](#) in the *Integration Settings* section for more.)

## Initial Integration

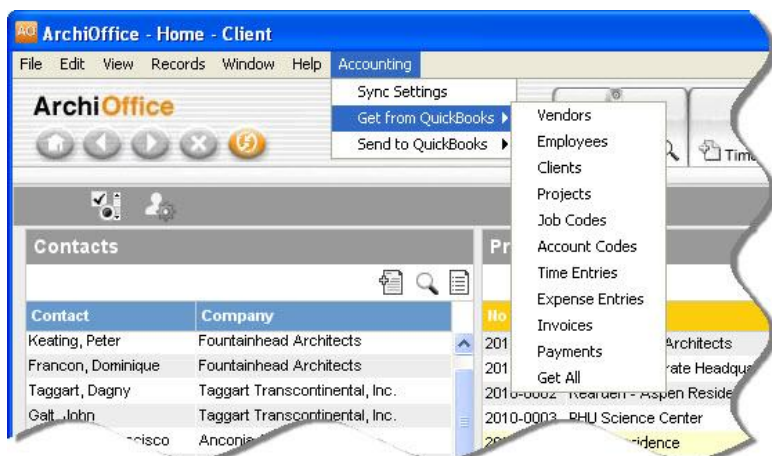


3. Click Save button to save the sync settings and then exit.

## 5. Get Data

Now you are ready to get data from QuickBooks to ArchiOffice.

1. From the Accounting menu in ArchiOffice, select Get from QuickBooks.
2. In turn, select your menu item, starting with Job Codes. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.



## 6. Fine-Tune Synchronization Settings

Data touchup is needed in ArchiOffice after getting data from QuickBooks because ArchiOffice requires certain fields which might be optional in QuickBooks.

- When you get employees from QuickBooks, make sure to check their user and security settings in ArchiOffice.
- When you get time entries from QuickBooks, make sure to update the bill and cost rates in ArchiOffice because QuickBooks doesn't require them.
- Alt. Contact in QuickBooks corresponds to ArchiOffice's Project Leader. If Alternate Contact is not specified in QuickBooks, ArchiOffice fills a placeholder 'FromQuickBooks' in the Project Leader field. Change that to the appropriate names.
- Check the IDs of records transferred from QuickBooks. You can change them, if desired.
- Verify other data using reports in ArchiOffice and QuickBooks.

After you check the data transferred to ArchiOffice, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Scenarios](#) for more.


## 7. Send Settings

Since our next step is to transfer the rest of the data from ArchiOffice to QuickBooks, you have to specify Send Settings in the ArchiOffice-QuickBooks Integration Settings screen. You also need to specify accounts for ArchiOffice items prior to the sync. See the [Integration Settings](#) section for more information.

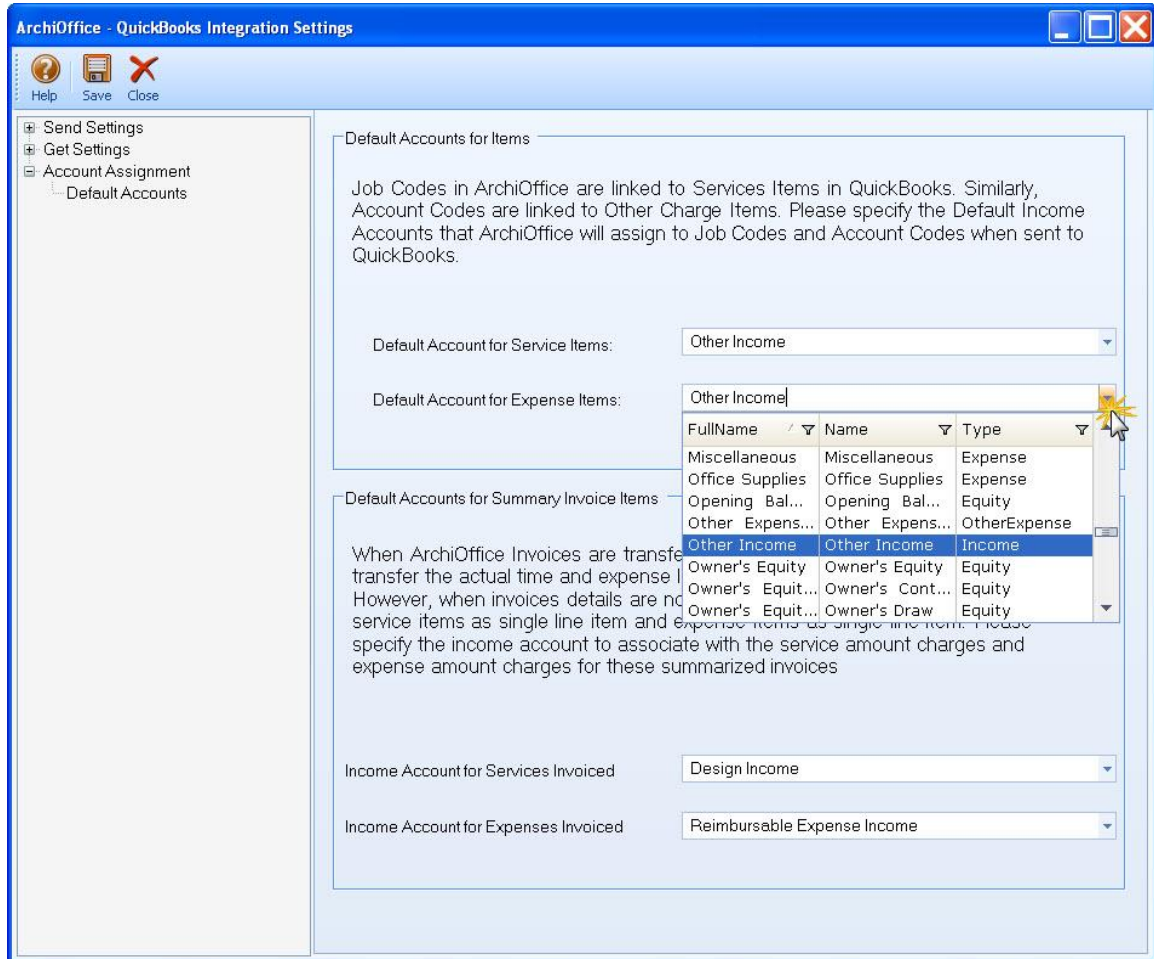
- I. Again open the ArchiOffice-QuickBooks Integration Settings screen.

## Initial Integration

Since we want to transfer data from ArchiOffice to QuickBooks, ensure that the modules are selected from the Send Settings list. (See [Send Settings](#) for more.)

 You only need to decide whether to send each type of ArchiOffice data to QuickBooks. If you wish to restrict what data records transfer to QuickBooks, choose one or more filters.

2. Click the Account Assignment option and select default accounts for ArchiOffice items. (See [Account Assignment](#) for more.)



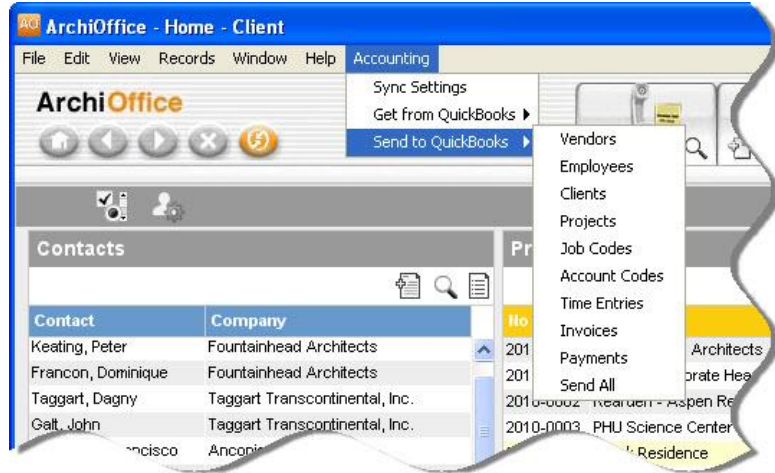
3. Click Save to save all the sync settings and then exit.

## 8. Send Data

Now you are ready to synchronize data with QuickBooks.

## Initial Integration

1. From the Accounting menu in ArchiOffice, select Send to QuickBooks.
2. In turn, select each menu item, starting with Vendors. After the progress bar indicates that the transfer is complete, open the corresponding screens in ArchiOffice and QuickBooks and verify whether the data is complete. See [Quick-Check](#) for more information.



3. Repeat this step for the next menu item. Below are the ArchiOffice Send menu items and the corresponding QuickBooks screen.


ArchiOffice Send Menu Item	QuickBooks Screen
Vendors	Vendors
Employees	Employees
Clients	Customers
Projects	Jobs
Job Codes	Service Items
Account Codes	Other Charge Items
Time Entries	Time Tracking
Invoices	Invoices
Payments	Payments

## 9. Fine-Tune Synchronization Settings

After you check the data transferred to QuickBooks, you may wish to change your integration settings to ones better suited to day-to-day synchronization. See [Day-to-Day Integration Scenarios](#) for more.

# Quick-Check

A standard procedure after initial synchronization of data between ArchiOffice and QuickBooks is to check the transferred data. This ensures that your information is accurate and complete before you begin normal processing.

 ArchiOffice contains multiple processes to ensure accurate and complete transfer of data. However, you may find that a setting in QuickBooks may have restricted the transfer of some data. Or, you may have inadvertently checked filters on the ArchiOffice-QuickBooks Integration Settings screen. Checking data before you begin normal processing ensures no surprises later.

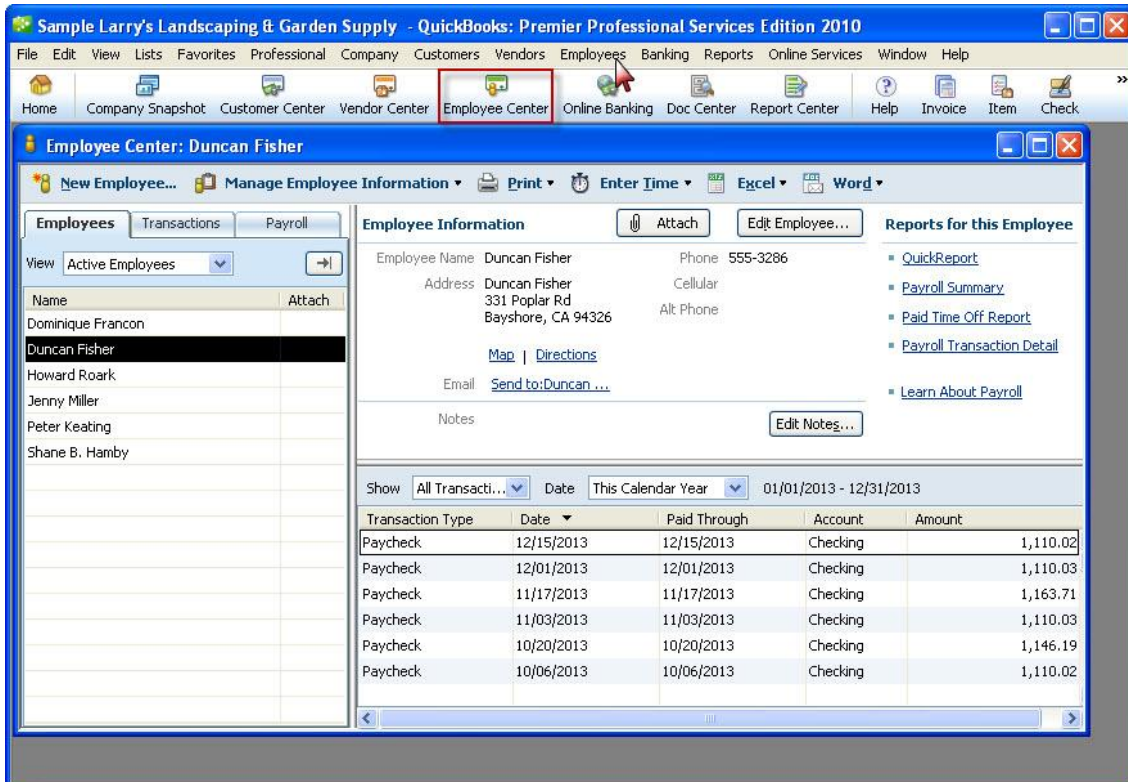
After synchronizing data, go to the section below and follow the suggested instructions.

## I. Check Employees

Check the data that exists in ArchiOffice and QuickBooks to ensure that data transfer has occurred as planned.

### Detailed Checking

- I. In QuickBooks, open the Employee Center from the Employees menu or the toolbar.

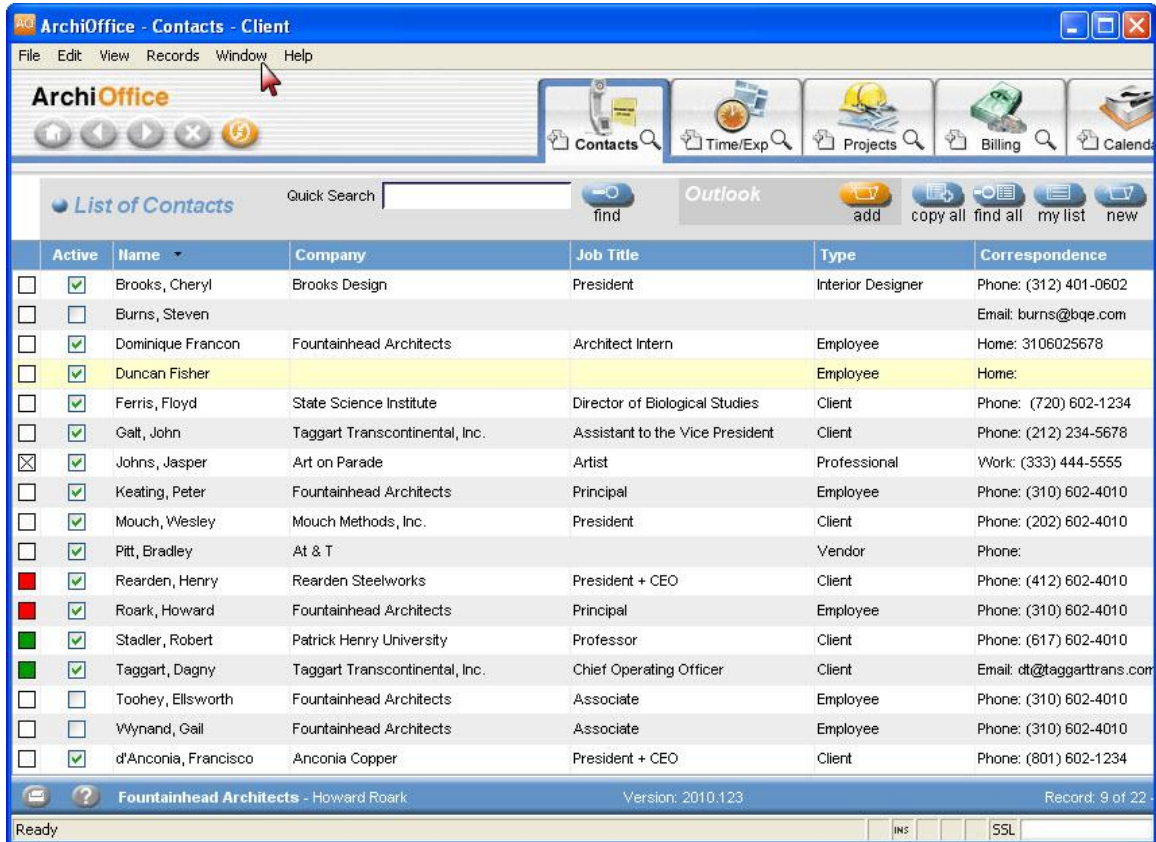


The screenshot shows the QuickBooks interface for 'Sample Larry's Landscaping & Garden Supply'. The 'Employee Center' for 'Duncan Fisher' is open. The 'Employees' tab is selected, showing a list of employees. The 'Employee Information' pane for Duncan Fisher is visible, including contact details and a list of transactions.

Transaction Type	Date	Paid Through	Account	Amount
Paycheck	12/15/2013	12/15/2013	Checking	1,110.02
Paycheck	12/01/2013	12/01/2013	Checking	1,110.03
Paycheck	11/17/2013	11/17/2013	Checking	1,163.71
Paycheck	11/03/2013	11/03/2013	Checking	1,110.03
Paycheck	10/20/2013	10/20/2013	Checking	1,146.19
Paycheck	10/06/2013	10/06/2013	Checking	1,110.02

## Quick Check

2. In ArchiOffice, select Contacts from the title bar or Window menu.



3. In the List of Contacts, check out the records for the Type 'Employee'.
4. Switch between the applications, selecting the same employee in both screens and checking whether the data is same.

### Summary Checking

Both ArchiOffice and QuickBooks contain reports that can help you verify the transfer of information between the two applications.

1. Open a List-Employee report from the Report Center (Reports menu) in QuickBooks.



3. Preview and compare both reports to verify the employee data.

## **2. Check Clients, Projects, Service and Expense Items**

Repeat the above process for clients, projects, and service and expense items. Use the Detailed Checking or Summary Checking method.

For a detailed checking, open the respective screens in ArchiOffice and QuickBooks, and check the data in both applications.

For a summary checking, open the relevant reports in ArchiOffice and QuickBooks.

## **3. Check Time Entries**

Repeat the above process for time entries. Use the Detailed Checking or Summary Checking method.

For a detailed checking, select Enter Time (Use Weekly Timesheet) from the Employees or Customers menu in QuickBooks and open the Time & Expense screen (Time Card) in ArchiOffice. Check the data in both applications.

For a summary checking, open the time reports in ArchiOffice and QuickBooks.

## **4. Check Expense Entries**

Repeat the above process for expense entries. Use the Detailed Checking or Summary Checking method.

For a detailed checking, select Enter Bills from the Vendors menu in QuickBooks and open the Time & Expense screen (Expenses) in ArchiOffice. Check the data in both applications.

For a summary checking, open the expense reports in ArchiOffice and QuickBooks.

## **5. Check Invoices**

Repeat the above process for invoices. Use the Detailed Checking or Summary Checking method.

For a detailed checking, select Create Invoices from the Customers menu in QuickBooks and open the Billing screen in ArchiOffice. Check the data in both applications.

For a summary checking, open the billing or receivables reports in ArchiOffice and QuickBooks.

## **6. Check Payments**

Repeat the above process. Use the Detailed Checking or Summary Checking method.

For a detailed checking, select Receive Payments from the Customers menu in QuickBooks and open the Billing screen in ArchiOffice. Check the data in both applications.

For a summary checking, open the payment reports in ArchiOffice and QuickBooks.

# Day-to-Day Integration Settings

---

After completing initial synchronization, review current settings to determine if they should be fine-tuned for day-to-day integration.

It is a good practice to maintain clients, projects, time entries, billing, accounts receivables, payments and reports in ArchiOffice. QuickBooks should be used for functions such as accounts payable, general ledger, banking, payroll and financial statements.

Below are situations to consider for each type of data and also the best practices followed in the industry.



Please check the [Integration Rules](#) for underlying rules and details about ArchiOffice↔QuickBooks Integration.

## Master Information

Consider where you want to save each type of master information – service items, expense items, employees, clients, and projects. When you add, edit or delete records, do you want this task done in ArchiOffice, in QuickBooks, or both?

Commonly, companies maintain project records in ArchiOffice only. This is the core information essential to effective practice management and maintaining it in ArchiOffice is appropriate. Hence, it is better to create and maintain that data in ArchiOffice and send it to QuickBooks. To enforce this policy, you should accordingly 'turn on' sending this data from ArchiOffice. This can be done in the ArchiOffice↔QuickBooks Integration Settings screen by selecting the desired module (Projects) and un-checking the 'Do not Send' option.

However, it is a good practice to create service and expense items in QuickBooks because appropriate general ledger accounts are assigned to them there. It is better to transfer these items into ArchiOffice along with their G/L accounts. To enforce this policy, you should accordingly 'turn on' getting this data from QuickBooks. This can be done in the ArchiOffice↔QuickBooks Integration Settings screen by selecting the desired module and un-checking the 'Do not Get' option.

Where you maintain client records depends on your situation.

Situation	Sync Setting	Action
Require extensive customer information (e.g. sales and payment defaults)	From Send Settings list, select Client and check the 'Do not Send' box.	Maintain customer records in QuickBooks. Get updated records from QuickBooks as needed.
Require typical customer information	From the Get Settings list, select Client and check the 'Do not Get' box	Maintain client records in ArchiOffice. Send updated records to QuickBooks as needed.
Desire convenience of update data common to ArchiOffice and QuickBooks, or want to enter data in either system	From the Send Settings and Get Settings list, select Client and make sure both 'Do not...' boxes are <i>unchecked</i> .	Synchronize as needed.

Decisions about employees follow a similar process.

## Time Entries

You can record all time entries in ArchiOffice and then send it to QuickBooks via integration. Whether you transfer time records from QuickBooks or not, time entries from employees should be entered in ArchiOffice. It is designed for maximum data entry efficiency. ArchiOffice also includes numerous time and expense reports.

If you do payroll through QuickBooks, you would send time records to QuickBooks. Make sure the 'Do not Send' box for Time Entry is *unchecked* for Send Settings option in ArchiOffice-QuickBooks Integration Settings screen. ArchiOffice time entries become QuickBooks Time Tickets.

If payroll is not done through QuickBooks, then there is no reason to send time entries to it. Check the 'Do not Send' option for time entries.



For payroll done using other applications, you can either export time entry reports in Excel, or send them to QuickBooks and run payroll reports there.

However, there are some integration rules that limit the re-sending of the same time data to QuickBooks. For example, if you send a time entry to QuickBooks (say for 40 hours) and then change it in ArchiOffice, it cannot be re-sent as it creates duplicate hours. Even if you delete it in QuickBooks, it cannot be re-sent from ArchiOffice because it has already established a Link ID for it.

## Expense Entries

You can record expenses in ArchiOffice or QuickBooks. There is no duplication of data involved in the integration process between ArchiOffice and QuickBooks. However, you can only get expenses to QuickBooks. To transfer expenses from QuickBooks, make sure the 'Do not Get' box is unchecked in the ArchiOffice-QuickBooks Integration Settings screen.

Whether you process reimbursable expenses to employees (e.g., travel, mileage, etc.) and other items chargeable to projects (e.g., vendor invoices, materials, etc.) in ArchiOffice or in QuickBooks depends on the accounting software you use and your company procedures.

Although you can get vendor bills, checks and credit card charges from QuickBooks to ArchiOffice, they are all recorded as expenses in ArchiOffice.

## Invoices

Creating invoices in ArchiOffice is the best course of action because it provides details critical to effective practice management. The most common synchronization setting for invoices is to send invoices from ArchiOffice to QuickBooks ('Do not Send' box is *unchecked* and the 'Do not Get' box is *checked* in the ArchiOffice-QuickBooks Integration Settings screen).

There can be an exception to this situation. For example, if you generate product invoices in QuickBooks and you want to record payments for all invoices, then you would not turn off getting invoices from QuickBooks.

Generally, invoices with zero value (\$0) do not transfer from ArchiOffice to QuickBooks. The only exception to transferring a zero dollar invoice is in case of discounts and retainers. You can send such invoices to QuickBooks in spite of having a \$0 bill value.

## Payments

You may decide to record payments for invoices and retainers in either ArchiOffice or QuickBooks. Or you may choose the convenience of entering payments in ArchiOffice. Mark the 'Do not...' boxes accordingly in the ArchiOffice-QuickBooks Integration Settings screen.



In any case, you should make use of Date Filters in the ArchiOffice-QuickBooks Integration Settings screen to place less burden on the ArchiOffice and QuickBooks databases with unnecessary data transfer.

At times, you may include a late fee or interest charge on your invoices in ArchiOffice (Project-Billing-Options). In such cases, you will receive a payment for the invoice that includes the late fee/interest amount. ArchiOffice transfers the entire invoice amount to QuickBooks.

# Best Practices

Items	ArchiOffice	QuickBooks
Employees	✓	✓
Vendors		✓
Job Codes/Service Items		✓
Account Codes/Charge Items		✓
Clients/Customers	✓	
Projects/Jobs	✓	
Chart of Accounts		✓
Time Entries	✓	
Expense Entries		✓
Billing	✓	
Vendor Bills		✓
Accounts Payable		✓
Accounts Receivable	✓	
Invoices	✓	
Payments	✓	
Bills & Checks		✓
Payroll		✓
Reports	✓	
Financial Statements		✓
Banking		✓

*Congratulations!* You have now an understanding of data integration between ArchiOffice and QuickBooks, how to ensure that the data transfer is accurate and how to verify which records have integrated. To learn more, check the [ArchiOffice Help](#) or attend a [Training](#) course.

For more information, visit us at [www.ArchiOffice.com](http://www.ArchiOffice.com). If you have any trouble using our integration feature, please contact ArchiOffice Support at (800) 371-0130 (ext #0) or [support@ArchiOffice.com](mailto:support@ArchiOffice.com). For other questions, please call us at (888) 245-5669 (US and Canada) or (310) 602-4020; or email [sales@ArchiOffice.com](mailto:sales@ArchiOffice.com).