



QuickBooks Sync User Guide

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Introduction

The **QuickBooks Sync** utility is a standalone Windows application that directly connects to your DataManager database and a QuickBooks company file to sync data. QuickBooks Sync provides extensive, fully automated data synchronization in intervals as short as 5 minutes. The application also pulls customer balances back into DataManager, enabling timely and accurate balance updates.

This document provides explanations for each configuration setting and includes step-by-step instructions for applying these settings.

System Requirements

Your system must meet the following requirements to run QuickBooks Sync:

- Windows 7
- 2 GB RAM
- .NET Framework 4.5 (included in installer)
- DataManager
- QuickBooks Pro or Enterprise (2016 recommended)

Features

- Configurable sync dates, times, and intervals
- Customer sync
 - Sync DataManager customer names and addresses
 - Transfer DataManager balances on first-time sync
 - Automatically sync updated customer information in DataManager to QuickBooks
 - Write QuickBooks balances to DataManager
- Inventory sync
 - Sync DataManager inventory items to QuickBooks
 - Configure QuickBooks account mapping on a global or category level
- Sales, invoices, and payments sync
 - Record cash, credit, debit, and check sales at the register as QuickBooks Sales Receipts
 - Record private/fleet card sales at the register as QuickBooks Invoices
 - Record ROA payments as QuickBooks Customer Payments

First Sync

You must have QuickBooks open when you first configure QuickBooks Sync in order to authorize it to read your QuickBooks company file. QuickBooks Sync only interacts with one company file, so ensure you select the appropriate file when completing this configuration. QuickBooks does not need to be open once QuickBooks Sync has been authorized.

The application has a **First sync** tab, which includes important configuration settings for how QuickBooks Sync handles historical data during the initial sync.

Sync historical transactions and receipts

Earliest Date to Sync

This field indicates the earliest transaction date to sync to QuickBooks. By default, this value is set to the first day of the month three months prior to the current date. This option primarily exists to prevent the initial sync from attempting to sync too large of a data set at once, but it can also be used to ensure a seamless accounting transition from DataManager to QuickBooks.

If you are already using QuickBooks for your accounting, the **Earliest Date to Sync** value should be set to the day after your most recent data import. This ensures that no transactions are duplicated during the initial sync.

Transfer current data on first sync

If you are setting up QuickBooks for the first time to use with QuickBooks Sync, you can use the following options to sync a current snapshot of your DataManager data as a starting point.

Transfer customers' current balances to QuickBooks

When this option is checked, syncing historical transaction data is disabled. Instead, current balances are synced to QuickBooks during the first sync for customers that don't exist in QuickBooks.

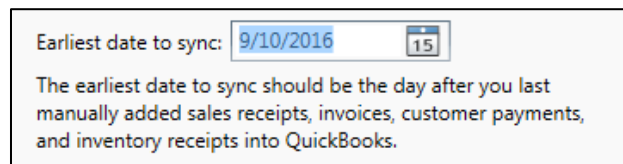
If you are new to QuickBooks, you should enable this option to ensure you begin with the most recent customer balance information. Doing so will also prevent transactions from double-applying to a customer's balance.


Transfer current on-hand inventory quantities to QuickBooks

When this option is checked, historical inventory receipts will not be synced. Instead, inventory that does not already exist in QuickBooks will be synced with the current on-hand inventory.

To configure first sync:

1. Enter **Earliest date to sync**.



Earliest date to sync: 

The earliest date to sync should be the day after you last manually added sales receipts, invoices, customer payments, and inventory receipts into QuickBooks.


2. If desired, check the following checkboxes:

Transfer customers' current balances to QuickBooks	Disable syncing of transaction data. Balances for any customer that currently does not exist in QuickBooks will be synced.
Transfer current on-hand inventory quantities to QuickBooks	Disable syncing of historical receipts. Inventory that does not exist in QuickBooks will be synced with current on-hand inventory.

Transfer current data on first sync

Transfer customers' current balances to QuickBooks

Transfer current on-hand inventory quantities to QuickBooks

 You should only check these options if you are not already tracking them in QuickBooks. Information will only be applied to new items created during the first sync. Existing records will not be updated.

3. Click **Apply** to save changes.

Interval

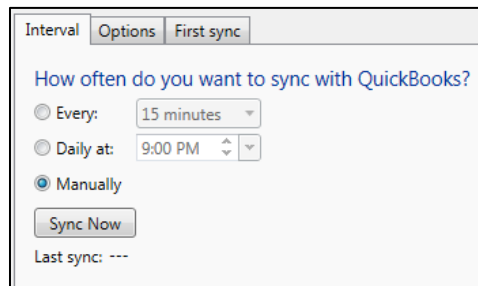
The options in the **Interval** tab control how often the application will attempt to sync with QuickBooks. The configurable sync intervals include:

- 5 minutes
- 10 minutes
- 15 minutes
- 30 minutes
- 60 minutes
- Daily at a specified time
- Manually

It is recommended that you **perform the first sync manually**, since it can take a considerable amount of time for the application to collate data between DataManager and QuickBooks. Once the initial sync is complete, you can establish a consistent interval schedule, if desired.

Note: If it takes longer to complete a sync than the specified interval, the application will try again after another interval has passed to avoid data corruption, loss, or duplication. *(E.g., if the application is configured to sync every 5 minutes but a sync takes 6 minutes to complete, the second sync will occur 10 minutes after the first.)*

To configure interval frequencies:



- Do one of the following:
 - If setting up automatic sync, select **Every** or **Daily at** and specify interval values.
 - Click **Apply** to save changes.

OR

- If syncing manually one-time, select **Manually**, then click **Sync Now**.

Options

Customers

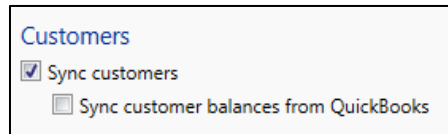
Sync customers

The **Sync customers** checkbox sends DataManager customer names and addresses to QuickBooks. Updating a customer’s information in DataManager automatically updates their information in QuickBooks.

Sync customer balances from QuickBooks

You can use this option when **Sync customers** is enabled. This option imports customer balances from QuickBooks to DataManager. **This will overwrite the balances in DataManager and cannot be undone.** It is strongly advised that you verify customer balances in QuickBooks are accurate before enabling this option.

To configure customer sync:



- In the **Customers** section, check the following checkboxes, if desired:

Sync customers	Send customer names and addresses to QuickBooks.
Sync customer balances from QuickBooks	Import customer balances from QuickBooks to DataManager. This will overwrite DataManager balances. <i>*This option is only available when the Sync customers option is enabled.*</i>

Inventory

Sync Inventory

You can choose whether to sync inventory categories or individual inventory items when configuring QuickBooks Sync.

Categories

When this option is selected, only inventory categories will be synced from DataManager to QuickBooks; individual inventory items will not be synced. When other portions of the sync need to reference an inventory item, they will use its category instead.

Items

When this option is selected, all DataManager inventory items and their corresponding details will be synced to QuickBooks, including:

- Item name
- Description
- Minimum stock quantity

- Maximum stock quantity
- Cost
- Sale price

Match Items Using

The **Match Items Using** drop-down menu specifies which DataManager field to use when matching inventory items to the **Item Name** field in QuickBooks.

Stock Number

This option is most reliable when syncing inventory to a new QuickBooks company file because stock numbers are guaranteed to be unique.

Description

This option creates more legible item names in QuickBooks but is more prone to potential sync issues if item descriptions are longer than 31 characters. If the QuickBooks and DataManager item descriptions do not match, it is recommended to change the DataManager descriptions to match the ones in QuickBooks.

Sync Vendors and Inventory Receipts

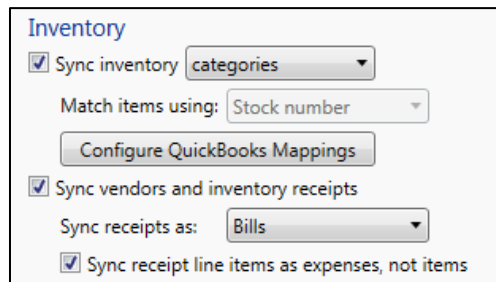
When this option is checked, your DataManager vendor list and inventory receipts will be synced to QuickBooks. You may choose to sync receipts to QuickBooks as **Item Receipts** or as **Bills**.

Note: When syncing inventory by category, inventory receipts will also be synced using categories, not by individual items.

Sync receipt line items as expenses, not items

When this option is checked, the individual items within an inventory receipt will be synced as expenses. These expenses will be billed to the income amount specified for the inventory item’s category in the QuickBooks **Account Mapping** dialog.

To configure inventory sync:



The screenshot shows a configuration window titled "Inventory". It contains the following settings:

- Sync inventory: categories
- Match items using: Stock number
-
- Sync vendors and inventory receipts
- Sync receipts as: Bills
- Sync receipt line items as expenses, not items

1. In the **Inventory** section, select values for or check the following:

Sync inventory	Specify whether categories or items will be synced.
Match items using:	Specify which DataManager field to use when matching inventory items to the Item Name field in QuickBooks.
Sync vendors and inventory receipts	Sync DataManager vendor list and inventory receipts to QuickBooks.

Sync receipts as:	Specify whether to sync DataManager receipts to QuickBooks as Item Receipts or Bills .
Sync receipt line items as expenses, not items	Sync individual line items within an inventory receipt as expenses.

Transactions

Sync Sales, Invoices, and Payments

You can use this option if both the **customer** and **inventory sync** options are enabled. Enabling this option allows QuickBooks Sync to communicate which items are included in each transaction and which customers should be billed to QuickBooks.

- **Cash, credit, debit, and check sales** at the register or pump are recorded as **sales receipts** in QuickBooks. If a transaction is associated with a particular customer, it will appear on that customer's transaction list in QuickBooks.
- **Private/fleet card purchases** are recorded as **invoices** in QuickBooks. Invoices are mapped to the customer's account and affect their current balance.
- **ROA payments** are synced to QuickBooks as **customer payments** and are credited towards customer invoices from oldest to newest. In general, however, QuickBooks is better suited for handling customer payments, invoicing, and statements.
- **Negative transaction amounts** are synced to QuickBooks as **credit memos** because QuickBooks does not support creating Sales Receipts or Invoices with negative dollar amounts.
- **Transactions containing inventory items that have been deleted from DataManager** since completing the sale will be synced as **orphaned inventory**. A distinct inventory item is created to track these items during the first transaction sync.

Sync site names as QuickBooks classes


You can enable this option when **sales, invoices, and payments sync** is enabled. When this option is enabled, QuickBooks Sync will include the name of the site where the transaction occurred as a QuickBooks **class reference**. This option is useful for tracking sales by location, which is referred to as a **class** in QuickBooks. The entries in the QuickBooks class list must match the site names in DataManager. Site names are not synced to QuickBooks, so this configuration must be completed manually in advance.

To configure transactions:

Transactions

Sync sales, invoices, and payments

Sync site names as QuickBooks Classes

 Locations specified in the QuickBooks Class List must match the names of sites specified in DataManager.

- In the **Transactions** section, check the following checkboxes, if desired:

Sync sales, invoices, and payments	Specify which items are included in each transaction and which customer is to be billed. <i>*This option requires both customer and inventory sync to be enabled.*</i>
Sync site names as QuickBooks Classes	Include the name of the site where the transaction occurred as a QuickBooks Class Reference .

Account Mapping

Sales Tax

QuickBooks requires that each transaction specifies which taxes should be applied to the sale or invoice. Inventory marked as **non-tax** in DataManager is synced using the **Non** tax code, which prevents the specified sales tax group from being applied to it. All other inventory is synced with the **Tax** code, so the sales tax group applies. Due to limitations in the compatibility between how QuickBooks and DataManager apply sales taxes, QuickBooks Sync is only able to apply single sales tax group to synced transactions.

Let QuickBooks calculate sales tax

If you apply a **consistent sales tax** to all taxable items in your inventory, select **Let QuickBooks calculate sales tax** to allow QuickBooks to handle sales tax calculation and accounting internally. In the **QuickBooks sales tax group** drop-down, specify the correct tax group in QuickBooks that matches the rate you have configured in DataManager.

Sync sales tax to QuickBooks as a transaction item

If you apply **different tax amounts** to taxable items, you cannot use QuickBooks' built-in sales tax calculations. Instead, you will need to select **Sync sales tax to QuickBooks as a transaction line item**. A new **Other Charge** item named **Sales Tax** will be automatically added to QuickBooks to track this information.

To ensure this new Other Charge item is used for calculations, you will need to either delete or rename the existing **Sales Tax** item in QuickBooks.

When syncing sales tax as a transaction line item, you **must specify a sales tax group with a total tax rate of 0%** to avoid double-taxing your transactions in QuickBooks. When choosing a QuickBooks account to use for tracking applied sales tax, you should use the **Other Current Liability** account type in QuickBooks. **You must create a new account for this purpose**; QuickBooks does not allow an item which references the built-in **Sales Tax Payable** account to be created, even though it is the same account type.

Chart of Accounts Mapping

QuickBooks requires that each inventory item specifies which accounts should be used to track orders and sales. If you want to track all inventory sales through a single set of accounts, you can use the **income**, **asset**, and **cost of goods** dropdown menus to configure global settings. The accounts listed in each dropdown are pulled directly from your QuickBooks company file and must be fully configured before running QuickBooks Sync.

Account mapping is applied to inventory items when they are synced. Changes to these mapping configurations will only update when the sync utility detects that the inventory item itself has been modified and **not** when the mapping configuration is edited. To properly sync mapping changes, either update the **LastChanged** value for those items in DataManager's **Inventory** table, or delete the **LASTSYNCSINVENTORY** key in the application's registry entries. Deleting the registry key may trigger a conflict resolution dialog when the sync utility detects that those inventory items already exist in Quickbooks. In this case, select **Use all information from DataManager** and continue with the sync.

Convert DataManager Categories to QuickBooks Parent Items

This option syncs DataManager’s inventory categories to QuickBooks as inventory items. The inventory items will then be synced as children of these parent items. Enabling this option is highly recommended if you have already configured your QuickBooks item list this way, as it will prevent QuickBooks Sync from creating duplicate inventory items. Prior to running the sync utility, you should ensure the **parent item names** match the counterpart **DataManager inventory categories**.

Note: This setting has no effect if you are only syncing inventory categories.

Use Separate Accounts for Each DataManager Inventory Category

Checking this option activates the list of DataManager inventory categories at the bottom of the screen, allowing you to specify different income, asset, and cost of good accounts for each category.

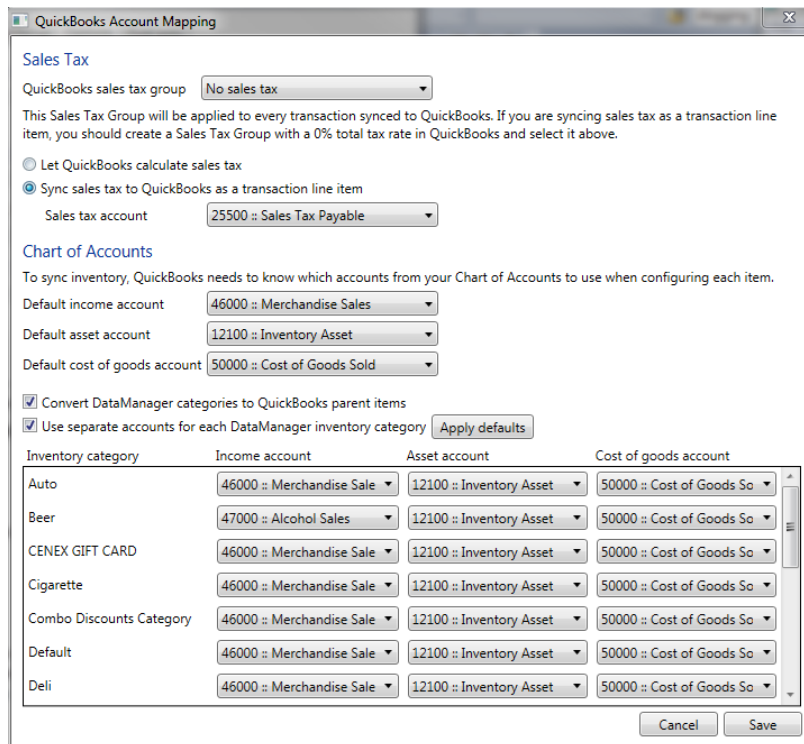
Note: When using this option, **all** categories must be fully mapped before you can save the settings. If an item is not in any mapped inventory category, the default global mappings will be applied.

Apply defaults

This button allows you to quickly apply the values you selected for the default **income**, **asset**, and **cost of goods** accounts to all of the drop-downs in the per-category mapping area. The defaults will only be applied to blank drop-downs; any drop-downs that you have previously configured will **not** be modified. Once defaults are applied, you can customize any of the categories that should be mapped to other accounts.

To configure account mapping:

1. Click **Configure QuickBooks Mappings** to begin mapping inventory.



Sales Tax

QuickBooks sales tax group: No sales tax

This Sales Tax Group will be applied to every transaction synced to QuickBooks. If you are syncing sales tax as a transaction line item, you should create a Sales Tax Group with a 0% total tax rate in QuickBooks and select it above.

Let QuickBooks calculate sales tax

Sync sales tax to QuickBooks as a transaction line item

Sales tax account: 25500 :: Sales Tax Payable

Chart of Accounts

To sync inventory, QuickBooks needs to know which accounts from your Chart of Accounts to use when configuring each item.

Default income account: 46000 :: Merchandise Sales

Default asset account: 12100 :: Inventory Asset

Default cost of goods account: 50000 :: Cost of Goods Sold

Convert DataManager categories to QuickBooks parent items

Use separate accounts for each DataManager inventory category **Apply defaults**

Inventory category	Income account	Asset account	Cost of goods account
Auto	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Beer	47000 :: Alcohol Sales	12100 :: Inventory Asset	50000 :: Cost of Goods So
CENEX GIFT CARD	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Cigarette	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Combo Discounts Category	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Default	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Deli	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So

Cancel Save

- In the **Sales Tax** section, select a **QuickBooks sales tax group** from the dropdown menu.

Sales Tax

QuickBooks sales tax group No sales tax

This Sales Tax Group will be applied to every transaction synced to QuickBooks. If you are syncing sales tax as a transaction line item, you should create a Sales Tax Group with a 0% total tax rate in QuickBooks and select it above.

Let QuickBooks calculate sales tax
 Sync sales tax to QuickBooks as a transaction line item

Sales tax account 25500 :: Sales Tax Payable

- Select one of the following:

Let QuickBooks calculate sales tax	Allow QuickBooks to handle sales tax calculation and accounting internally.
Sync sales tax to QuickBooks as a transaction line item	Allow QuickBooks to apply different tax amounts to taxable items. If this option is selected, you must specify a sales tax group with a total tax rate of 0% to avoid double-taxing your QuickBooks transactions.

- If **Sync sales to QuickBooks as a transaction line item** is selected, select the appropriate **Sales tax account** for tax calculations.

Sync sales tax to QuickBooks as a transaction line item

Sales tax account 25500 :: Sales Tax Payable

- In the **Chart of Accounts** section, select accounts from the **income**, **asset**, and **cost of goods** dropdown menus.

Chart of Accounts

To sync inventory, QuickBooks needs to know which accounts from your Chart of Accounts to use when configuring each item.

Default income account 46000 :: Merchandise Sales

Default asset account 12100 :: Inventory Asset

Default cost of goods account 50000 :: Cost of Goods Sold

Convert DataManager categories to QuickBooks parent items
 Use separate accounts for each DataManager inventory category

Apply defaults

- If desired, check the following checkboxes:

Convert DataManager categories to QuickBooks parent items	Sync DataManager inventory categories to QuickBooks as inventory items.
Use separate accounts for each DataManager inventory category	Specify QuickBooks accounts for each DataManager inventory category.

- If using category specific mapping, select **income**, **asset**, and **cost of goods** accounts for each **inventory category**.

Inventory category	Income account	Asset account	Cost of goods account
Auto	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Beer	47000 :: Alcohol Sales	12100 :: Inventory Asset	50000 :: Cost of Goods So
CENEX GIFT CARD	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Cigarette	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Combo Discounts Category	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Default	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So
Deli	46000 :: Merchandise Sale	12100 :: Inventory Asset	50000 :: Cost of Goods So

Status Messages and Errors

The current status of the application is shown at the bottom left of the application window. If QuickBooks sync has not been fully configured, a **Sync configuration incomplete** message will display. When configuration is complete, a **Ready to Sync** message will display, and the **Sync Now** button will be enabled. When a sync is running, the status message will indicate the current step.

If a sync fails for any reason, a **Sync Error** message will display. Errors are written to a log file located at **C:\Users\\AppData\Local\QuickBooks Sync**.