Q2QCONNECT®

Connecting Quick Base and QuickBooks

VARC SOLUTIONS

Q2QConnect®

For installation, configuration, or Quick Base development, contact us at:

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Friendswood, TX 77549
281-412-6914
https://varcsolutions.com

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Welcome

Thanks for your purchase of Q2QConnect by VARC Solutions. Q2QConnect is the only tool of its kind to quickly connect Quick Base to QuickBooks Desktop (Pro, Premier, or Enterprise Solutions).

In this manual, we'll walk you through installation, connecting, and configuring Q2QConnect to sync the available lists and transactions you want. Also included are FAQs, Tips, and Best Practices to help you set up your Quick Base application like a pro!

We also acknowledge that some folks might feel more comfortable having our developers do the work for you, which we are happy and standing by to do. If you'd prefer us to get things set up and working for you, please call our sales team at 281-412-6914 and we'll get a developer assigned to do the work.

Overview

Q2QConnect helps you sync the following **transactions** between Quick Base and QuickBooks:

- Estimates
- Sales Orders
- Invoices and Invoice Paid Status
- Credit Memos
- Payments
- Purchase Orders
- Item Receipts
- Bills and Bill Paid Status
- Timesheets

Transactions are synced FROM Quick Base TO QuickBooks, and relevant information is reported back to Quick Base to keep things organized.

Q2QConnect helps you sync the following **lists** between Quick Base and QuickBooks:

- Customers
- Vendors
- Items
- Employees

Customer and Vendor lists are synced FROM Quick Base TO QuickBooks. For Items and Employees, you can choose which direction the sync will flow.

PRO TIP: For accounting purposes, we recommend syncing Items and Employees FROM QuickBooks TO Quick Base.

Installation

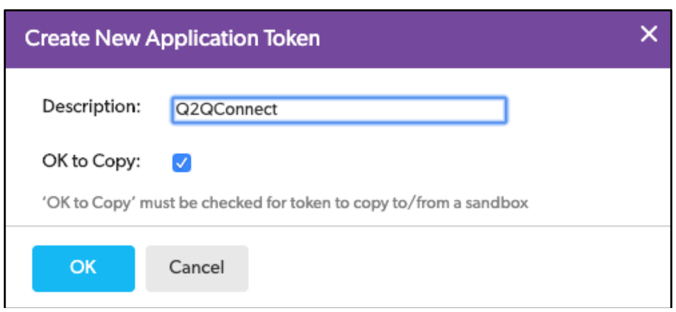
Let's get Q2QConnect installed! To ensure things run smoothly, **please complete the installation steps in the following order**. You will need to be logged into a computer with Administrator rights. Then, follow the installation steps below:

Preparing for Install

In order for Q2QConnect to establish a connection with your Quick Base app, you'll need to create an application token. Don't let that scare you, we'll walk you through the process.

Create Quick Base Application Token

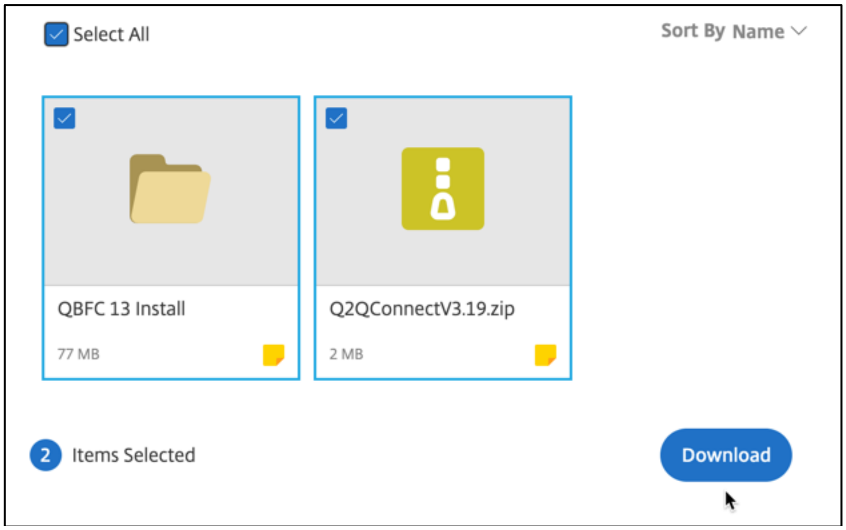
1. Sign in to your Quick Base application as a user with admin privileges.
2. Add the following text to the end of your browser's URL, and press the enter key: **?a=GetAppDevKey**
   Example: https://yourrealmname.quickbase.com/db/a1b2c3d4f5**?a=GetAppDevKey**
   a. Or, go to your application **Home** page, click the **Settings** gear icon, click **App Properties**.
   b. Scroll down and click **Manage Application Token** in the **Advanced settings: Security options** section of the window.
3. Click **Create New Application Token**.
4. Enter **Q2QConnect** in the **Description** field.
5. Click the checkmark next to **OK to Copy**.
6. Click **OK**.



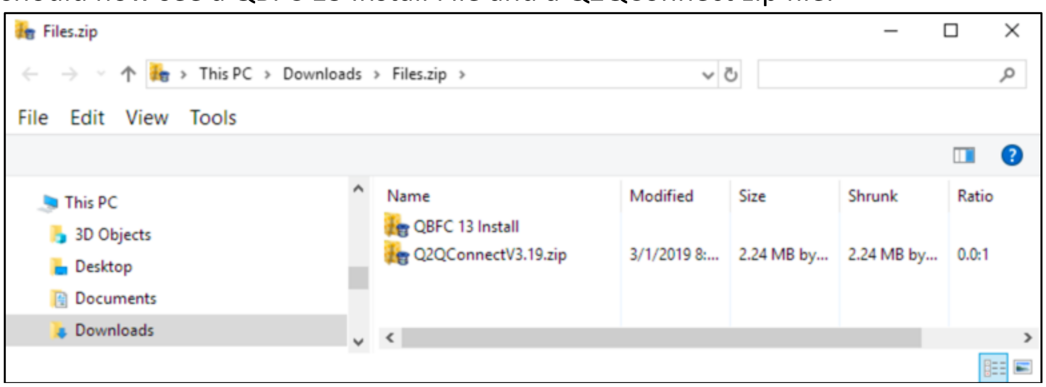
7. You'll copy and paste the **Application Token** into Q2QConnect later in the installation process.
8. If you need to get back to the **Manage Application Tokens** page later, repeat steps 1-2 above.

Download the QuickBooks Desktop SDK and Q2QConnect Installation Files

1. VARC Solutions emailed you a link to the **QuickBooks Desktop SDK** (otherwise known as "QBFC13") and the most recent version of **Q2QConnect**.
2. Click on the link in your email to access our ShareFile repository. Or visit https://tinyurl.com/q2qinstall
3. Click **Select All**.
4. Click **Download**.



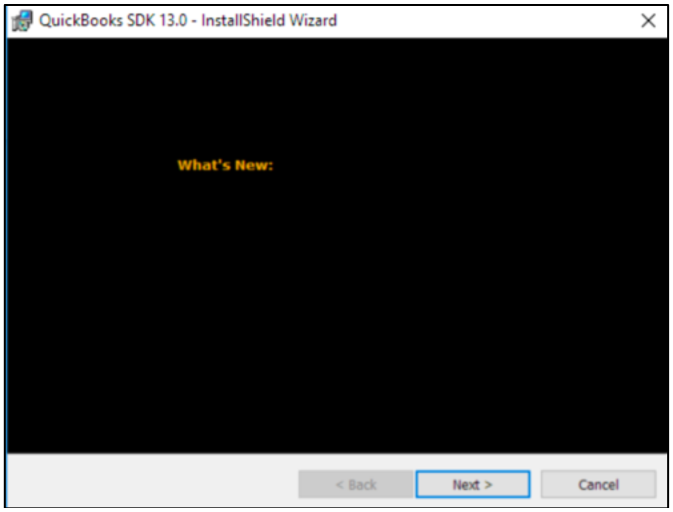
5. Click to open the Files.zip file in your downloads folder. (Depending on your operating system, you may need to double-click on Files.zip to open the downloaded zip file.) You should now see a QBFC 13 Install File and a Q2QConnect zip file.



6. Select and drag both files to your desktop for easy access.

Install the QuickBooks Desktop SDK (QBFC 13)

1. Double-click on the **QBFC 13 Install** file.
2. Double-click on the **qbsdk130.exe** file.
3. Click **Yes** several times (as many times as necessary) until the **QuickBooks SDK13.0 – InstallShield Wizard** appears.



4. Click **Next** several times (as many times as necessary) until the installation copies the files and finishes installation.
5. Click **Finish**.
6. You can safely close any Getting started window that opens after installation.

Q2QConnect Installation

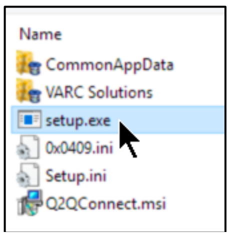
At this point, you are ready to install Q2QConnect with the previously downloaded Q2QConnect installation zip file. The Q2QConnect installation file should be on your Desktop.

Multi-User Installs (V 3.22 and newer)

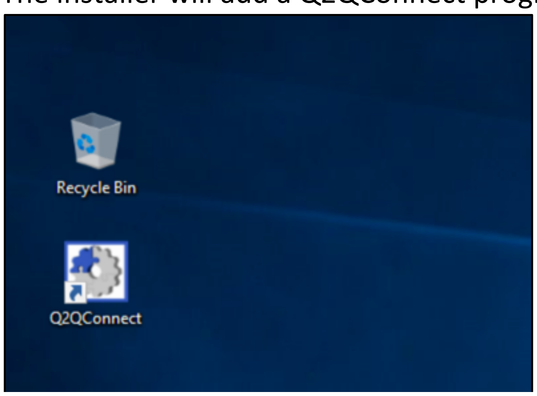
For multi-user installs of Q2QConnect, you'll complete the installation and licensing steps on each computer. We'll alert you to specific multi-user steps to complete as you go.

Install Q2QConnect

1. Double-click on the Q2QConnect installation zip file on your desktop. Another window will open.
2. Double-click on the Q2QConnect installation file in the window that opens.
3. Double-click on the setup.exe file.



4. Click **Yes** until the **Q2QConnect – InstallShield Wizard** appears.
5. Click **Next**.
6. Click **Install**.
7. Click **Yes** (if prompted).
8. Click **Finish**.
9. The installer will add a Q2QConnect program icon on your desktop.



10. At this point, you can safely delete the downloaded zip and install files.

Configuring Q2QConnect

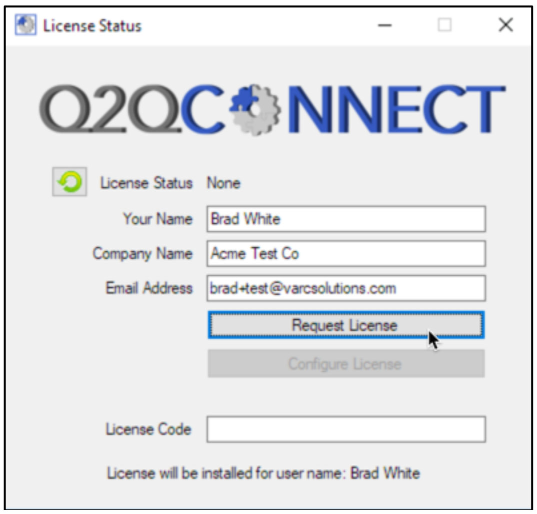
Nicely done! Now that Q2QConnect is installed, it's time to get the application configured and activate your Q2QConnect license.

Open QuickBooks

1. Open QuickBooks as normal and open your desired QuickBooks company file.
2. Login as an Admin user.
3. From the **File** menu, select **Switch to Multi-user Mode**.

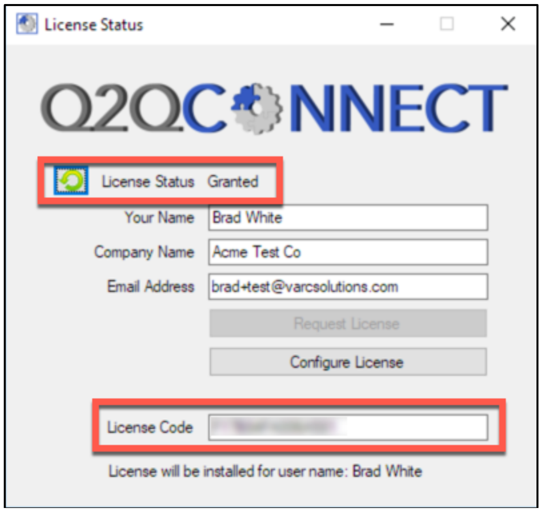
Launch Q2QConnect and Request License

1. Switch to your desktop and double-click on the Q2QConnect program icon.
2. Enter your name, company name, and email address in the Q2QConnect License Status window.
3. Click **Request License**. This sends an email to VARC Solutions to grant your license.



4. Your license status should now shows as Pending.
5. Once your license has been granted, you will receive an email confirmation. This can take up to 1 business day. To expedite, feel free to call VARC Solutions at 281-412-6914.
6. After receiving email confirmation, click the **Refresh** button on the **License Status** window.

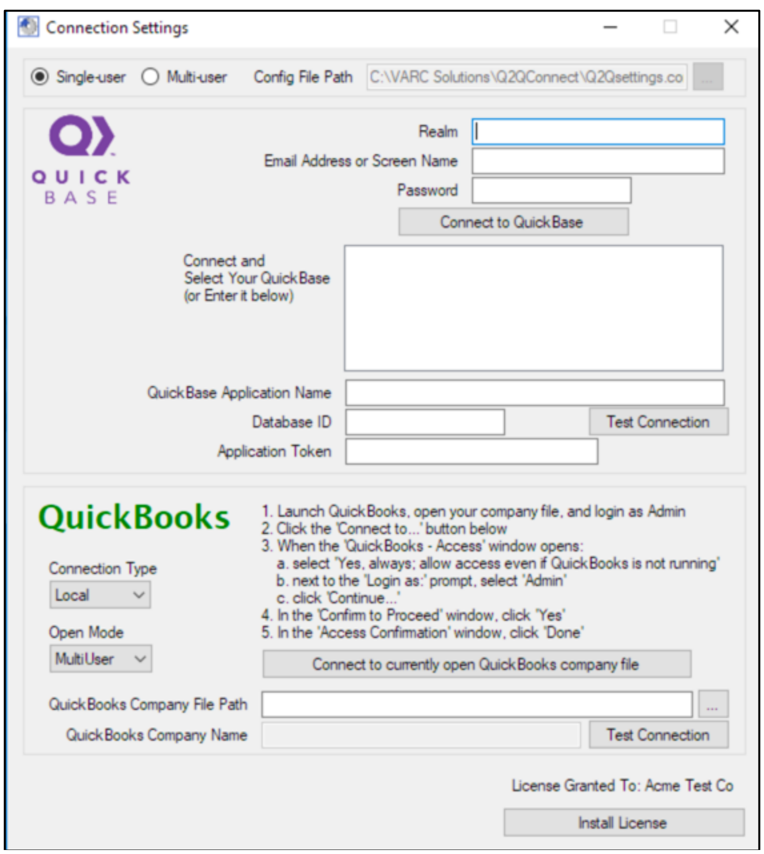
7. Your **License Status** should change to **Granted**, and your **License Code** should automatically populate.



8. Click **Configure License**.

Establish Q2QConnect Connection Settings

You are almost home! Now that Q2QConnect is installed and your license has been granted, it's time to establish your connection settings. This is where you'll get Quick Base and QuickBooks talking to one another!

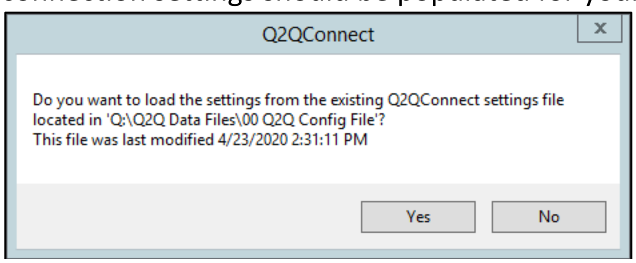


Configuration: Single-user vs Multi-user

1. Single-user Configurations:
   a. Select **Single-user**. Continue to **Configuration: Quick Base Section** below.

2. Multi-user Configurations (V 3.22 and newer):
   a. For the FIRST user being configured:
      - Select **Single-user**. You will change the setting to Multi-user later. Continue to **Configuration: Quick Base Section** below.

   b. For subsequent users:
      - Select **Multi-user**.
      - Click the button to browse to the shared network folder where configuration settings are stored.
      - Click **OK**.
      - Click **Yes** when prompted to copy the configuration settings. The rest of the connection settings should be populated for you.

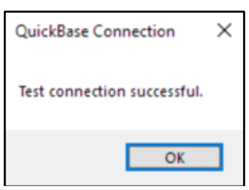


      - Click **Test Connection** on both the Quick Base and QuickBooks sections.
      - Click **Install License**.
      - Accept the **License Agreement** and click **OK**.
      - Click **OK**.
      - Exit **Q2QConnect**.
      - At this point, you will skip the remaining configuration steps and proceed to the instructions for Connecting and table/field Mapping if that hasn't already been completed.

Configuration: Quick Base Section

This needs to be completed by a Quick Base Admin user with full access to all tables within your application. For example, they need to be able to add and modify fields.

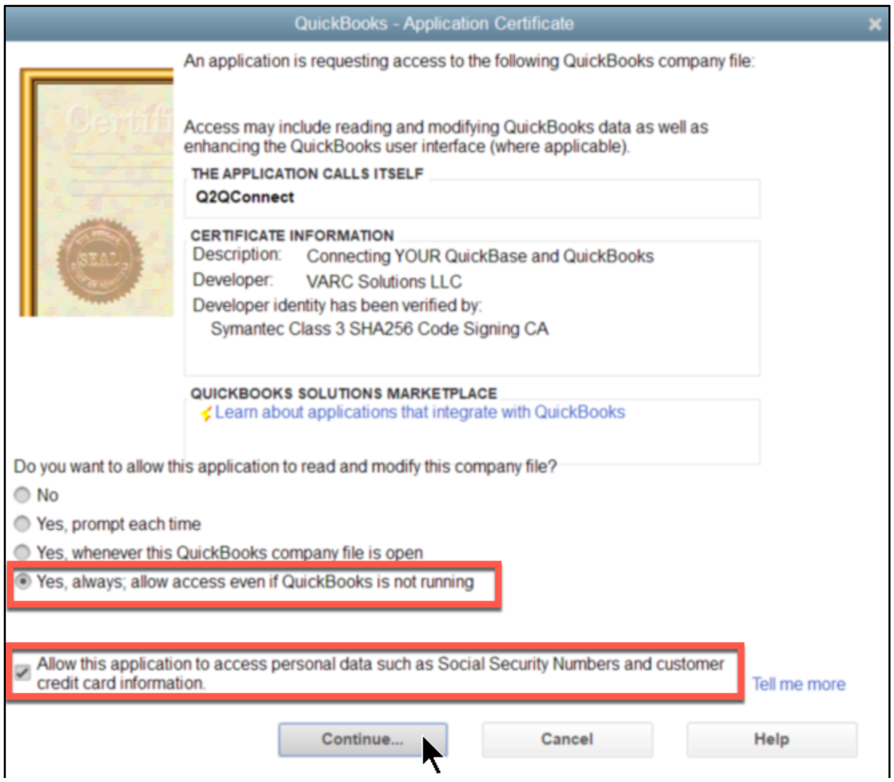
1. Enter your Quick Base **Realm**. For example, when you login to your Quick Base application, the Realm will be something like the bolded text here: https://**varcsolutions.quickbase.com**/db/bmg6k2bmy
2. Enter your Quick Base login **Email Address or Screen Name** and **Password**.
3. Click **Connect to Quick Base**. A list of available applications will show in the box below.
   a. **Note**: Q2QConnect is currently not compatible with Quick Base 2 Step Authentication. If necessary, disable 2 Step Authentication in your realm/policy or account settings. Learn how to enable/disable here: *https://help.quickbase.com/user-assistance/two_step_auth.html*
4. Click on the Quick Base application you want to connect to. This should populate the Quick Base Application Name and Database ID fields below.
5. You can also manually enter the Quick Base Application Name and Database ID. The Database ID will be something like the bolded text here: https://varcsolutions.quickbase.com/db/**bmg6k2bmy**
6. Next, copy and paste your **Application Token** from Quick Base. The application token should have been created earlier in the **Preparing for Install** steps. However, to copy the previously created application token, go to your application **Home** page, click the **Settings** gear icon, and click **App Properties**. Scroll down and click **Manage Application Token** in the **Advanced settings: Security options** section of the window. Select your Q2QConnect application token and press Control+C to copy. Click in **the Application Token** field in the Q2QConnect **Connection Settings** window and press Control+V to paste.
7. Click **Test Connection**.



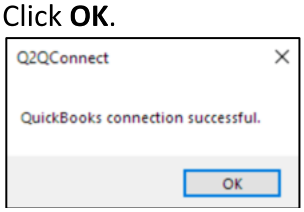
Configuration: QuickBooks Section

You should already be logged into your desired QuickBooks company file as an Admin user, in Multi-user Mode.

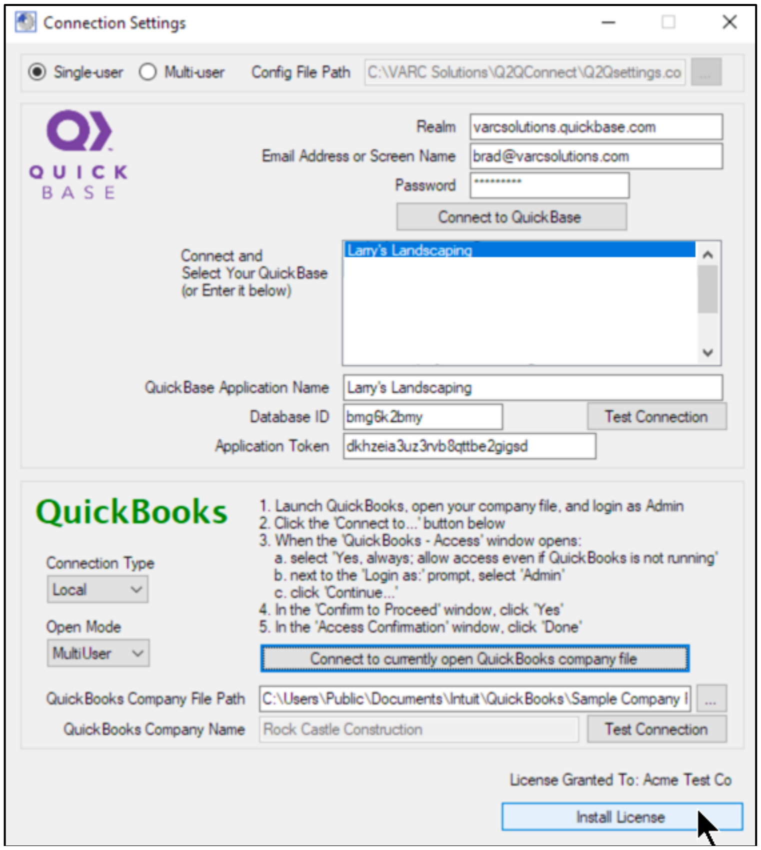
1. Click **Connect to currently open QuickBooks company file**. QuickBooks should open a QuickBooks – Application Certificate window.
   a. If this window is accidentally closed, you can find it again by switching to QuickBooks in Single-user Mode, and selecting **Edit > Preferences** from the menu. Click **Integrated Applications**. Click the **Company Preferences** tab. Select **Q2QConnect** and click **Properties** or **Reauthorize**.
2. Click **Yes, always; allow access even if QuickBooks is not running**.
   Yes, whenever this QuickBooks company file is open will also work if you prefer.
3. Click **Allow this application**… to provide sufficient rights for Q2QConnect to sync data with QuickBooks.



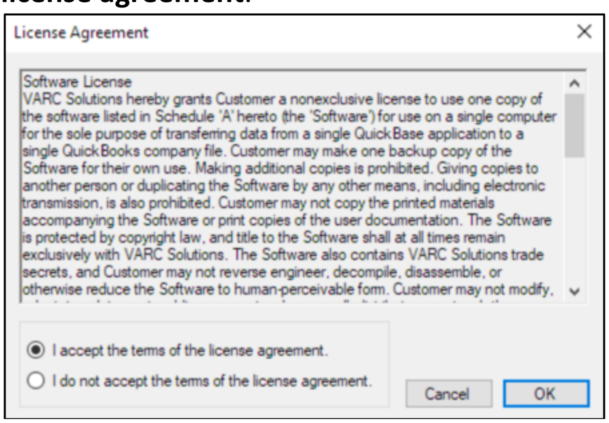
4. Click **Continue**.
5. Click **Done** (if prompted) in the **Access Confirmation** window.
6. Click **OK**.



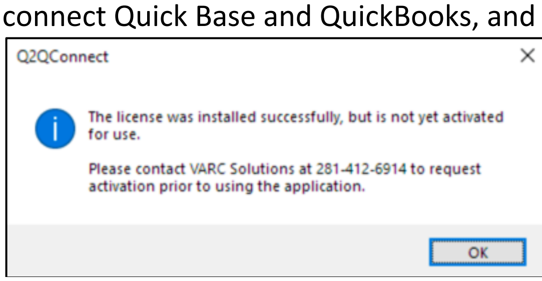
7. Click **Install License**.



8. Review the Q2QConnect **License Agreement**, and select **I accept the terms of the license agreement**.



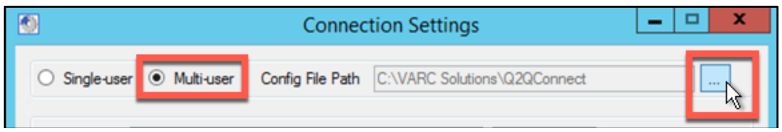
9. Click **OK**
10. Finally, call VARC Solutions at 281-412-6914 to request activation prior to using the application. Once VARC Solutions confirms your activation, you can launch Q2QConnect, connect Quick Base and QuickBooks, and proceed with the mapping process.



Multi-User Configuration (V 3.22 and newer)

At this point, you have installed and licensed Q2QConnect for your first user, however the configuration is set for Single-user. If you purchased a multi-user license, you need to enable the multi-user configuration.

1. Create a shared network folder, with full read/write access, where the Q2QConnect configuration files can be stored and accessed by your desired users.
    a. Make a note of the full path to this shared folder. The file path specified for all installations needs to match. Example, if your configuration file path is **M:\<foldername or path>** on one computer, the same path must be used on other computers. If you specify a UNC path such as **\\servername\path** on one computer, that same path must be used on other computers.
2. Select **Settings > Database Connections** from the menu.
3. Select **Multi-user**.
4. Click the ... button to browse to the shared network folder created in Step 1 above.



5. Click **OK**.
6. Click **Save Settings**.
7. Click **Close**.

At this point, you can either repeat the installation and licensing steps for subsequent users or continue with connecting and mapping tables and fields as instructed below.

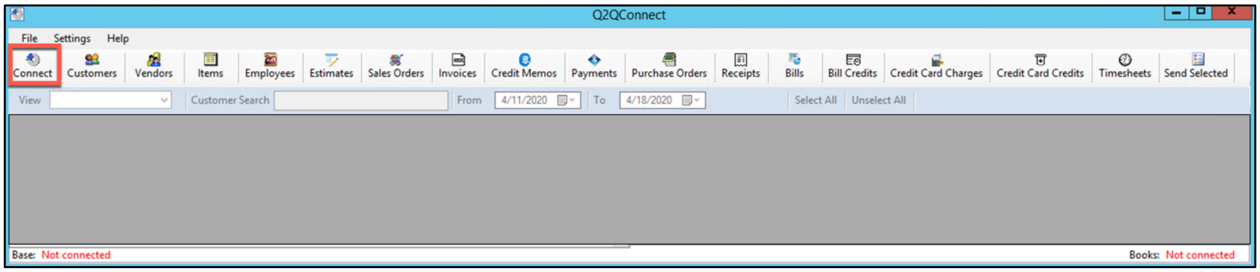
When you install Q2QConnect for subsequent users, the configuration and mapping will be shared across all licensed users.

Connecting Quick Base and QuickBooks

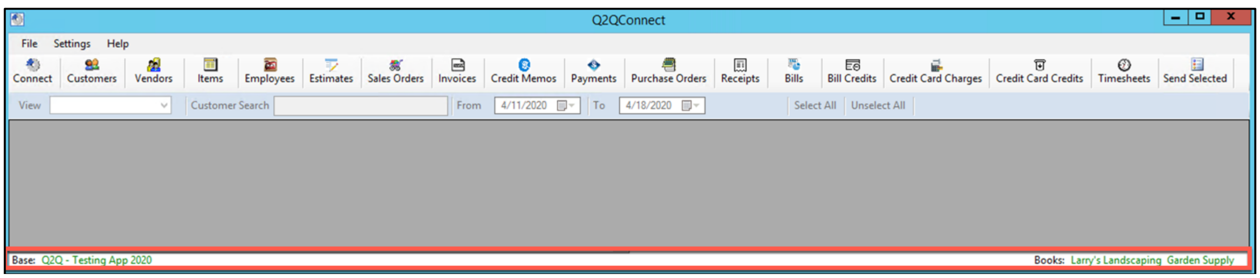
At this point, you have installed Q2QConnect and have an active license. Q2QConnect has stored the Quick Base and QuickBooks information, along with your license so you won't need to enter them again.

When you are ready to use Q2QConnect, open the program using your Q2QConnect application shortcut and click **Connect**.

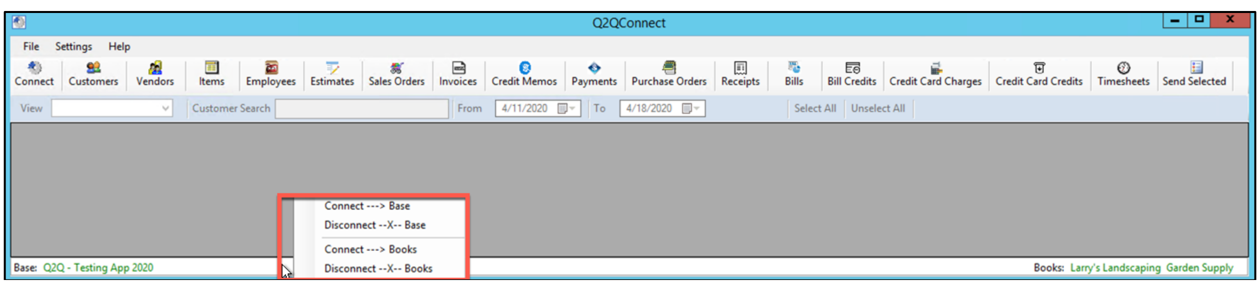
1. Double-click the Q2QConnect application shortcut on your desktop.
2. Click **Connect**. This will initiate a connection to Quick Base and QuickBooks.



NOTE: When Quick Base and QuickBooks are connected, the Base and Books indicators on the bottom of the screen will show the connections in green.



PRO TIP: If you right-click on the bottom row of Q2QConnect that shows Base and Books, you can individually connect or disconnect Quick Base or QuickBooks as needed.

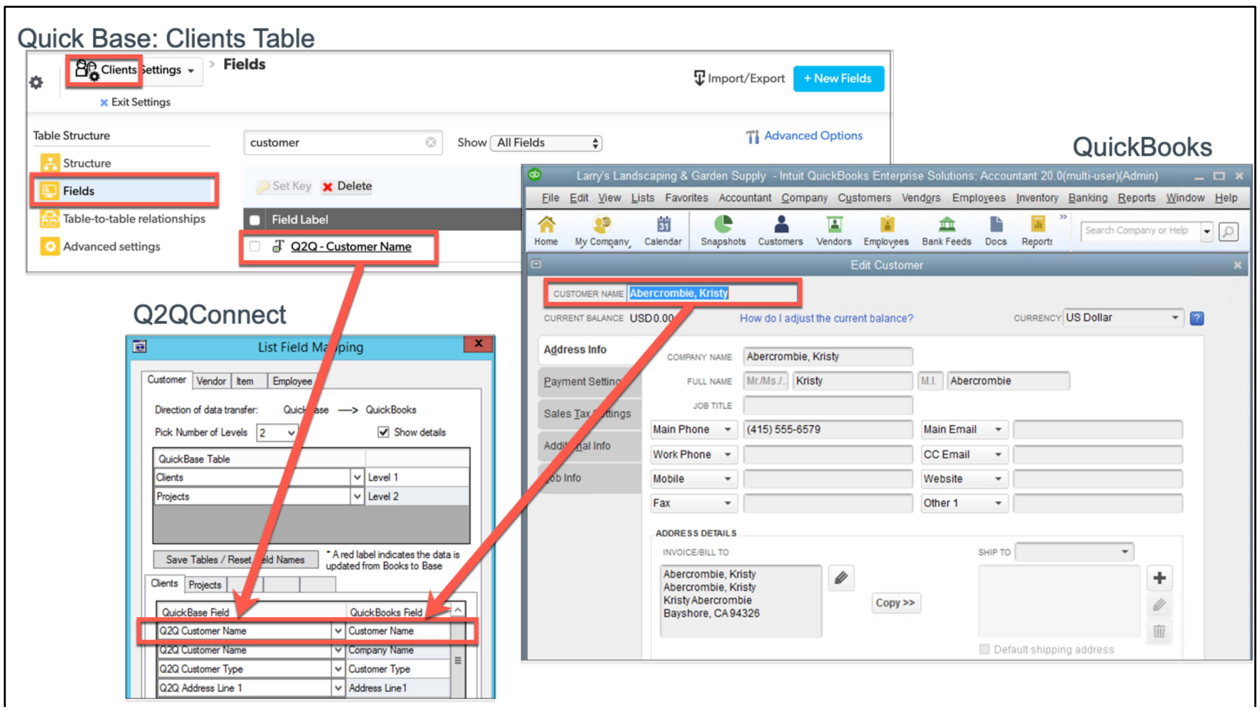


Mapping

Mapping is the process of defining which QuickBooks fields correlate to matching tables and fields in Quick Base. Without mapping, Q2QConnect won't know where to get or store the information.

As an example, on the QuickBooks Customer:Job list, there are Company Name, Phone Number, Email Address, and Bill To/Ship To Address fields. Which Quick Base table stores customers? And which fields in that table should be linked to name, phone, email, and address fields in QuickBooks? Welcome to mapping!

The following diagram shows mapping of the **Client Name** in **Quick Base** to the **Customer Name** in **QuickBooks**.



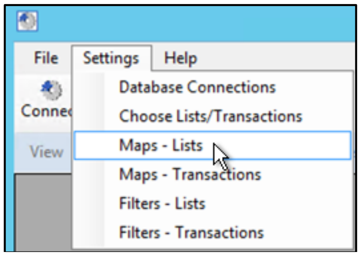
Q2QConnect makes it easy to map the available lists and transactions you plan to sync. And this mapping process only needs to be completed one time. However, if you make changes to your Quick Base application, or start using additional fields later, you can update your field mappings at any time.

- First, we'll show you how to map your lists
- Then, we'll show you how to map transactions
- Lastly, we'll help you avoid some of the more common mapping mistakes and share some mapping best-practices.

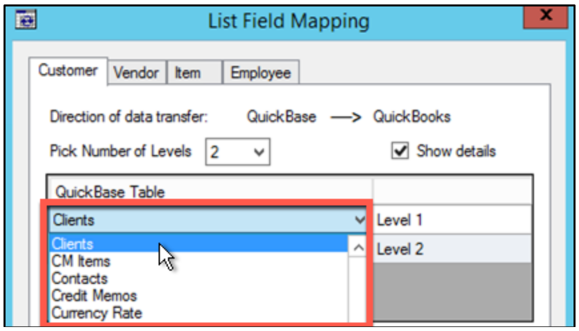
Refer to the individual list or transaction to see a complete list of fields you can map in Q2QConnect.

General List Mapping Instructions

1. Click **Settings > Maps – Lists** or **Maps – Transactions** from the menu.

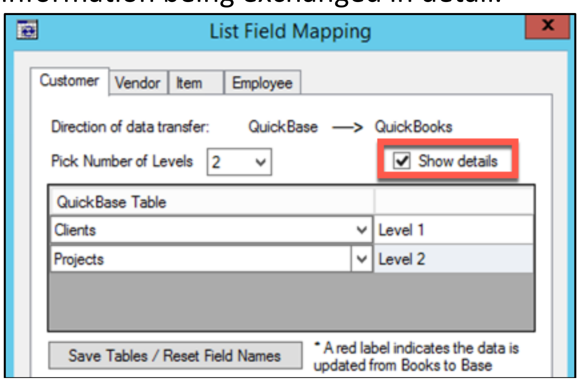


2. Select the appropriate list or transaction tab to map.
3. Click the **Quick Base Table** drop-down list and select the appropriate table that corresponds to the list/level in QuickBooks.

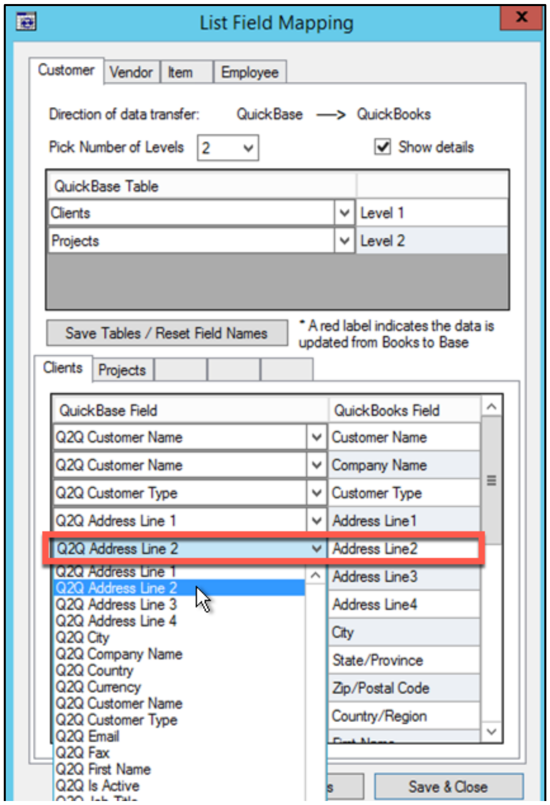


4. Click **Save Tables / Reset Field Names**.

Pro Tip: When mapping lists and transactions, click the **Show details** box. Later, when transferring data between Quick Base and QuickBooks, Q2QConnect will show the information being exchanged in detail.



5. For each field you want to map between Quick Base and QuickBooks, click the **Quick Base Field** drop-down list and select a matching field.

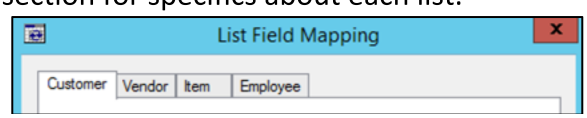


6. Click **Apply Changes** or **Save & Close**.

Pro Tip: It's not necessary to map every field between Quick Base and QuickBooks. However, there are some REQUIRED fields. See the particular list or transaction page in this manual for a list of required fields.

Mapping Lists

Let's get your lists mapped! Follow the general list mapping instructions on Page 15. Then, refer to this section for specifics about each list.



In this section, we'll cover mapping the following lists:

- Customers
- Vendors
- Items
- Employees

Remember: To start mapping lists, open Q2QConnect, click **Connect**, then click **Settings > Maps – Lists** from the menu. Fields shown in Red font are written back to Quick Base.

Refer to the individual list to see a complete list of fields you can map in Q2QConnect.

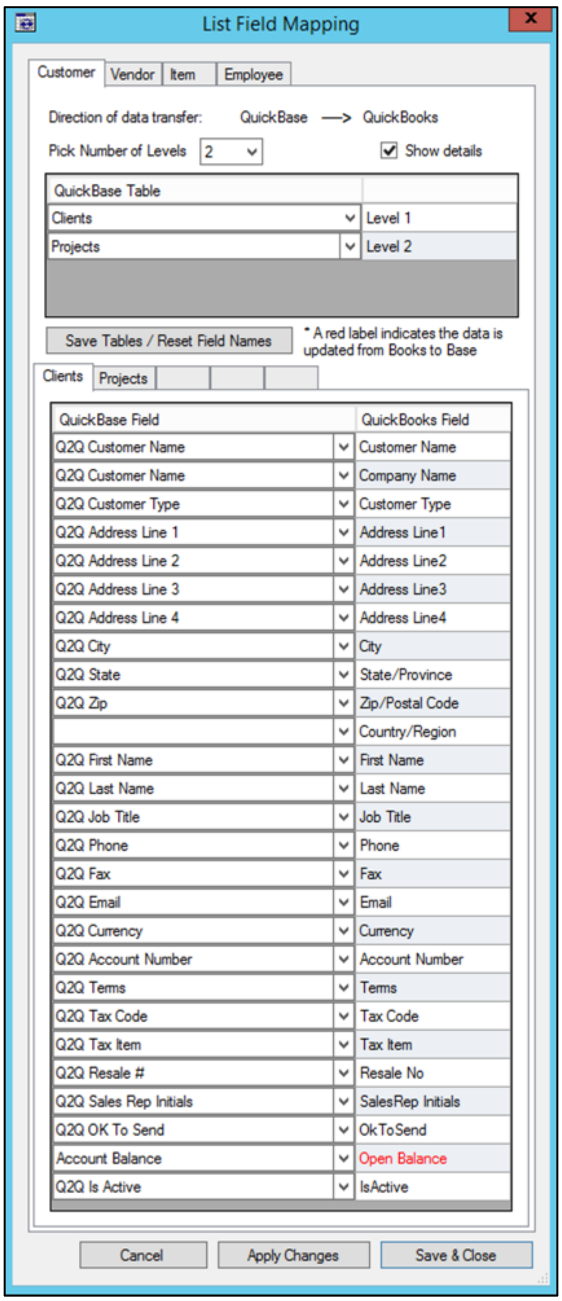
Customers

For **Customers**, you need to **specify the number of levels** that you have in QuickBooks; Customers, Jobs, Sub-Jobs, etc.

You can map up to 5 customer levels, however we recommend keeping it simple and mapping only up to 2 customer levels. For example, if you have customers AND jobs in QuickBooks, select 2 Levels.

Customer	(Level 1)	Example: Acme Co
Job	(Level 2)	Example: Acme Co:Acme Telephone, Acme Co:Acme Steel

Next, for each table/level, map specific fields between Quick Base to QuickBooks.



QuickBooks Required Fields:

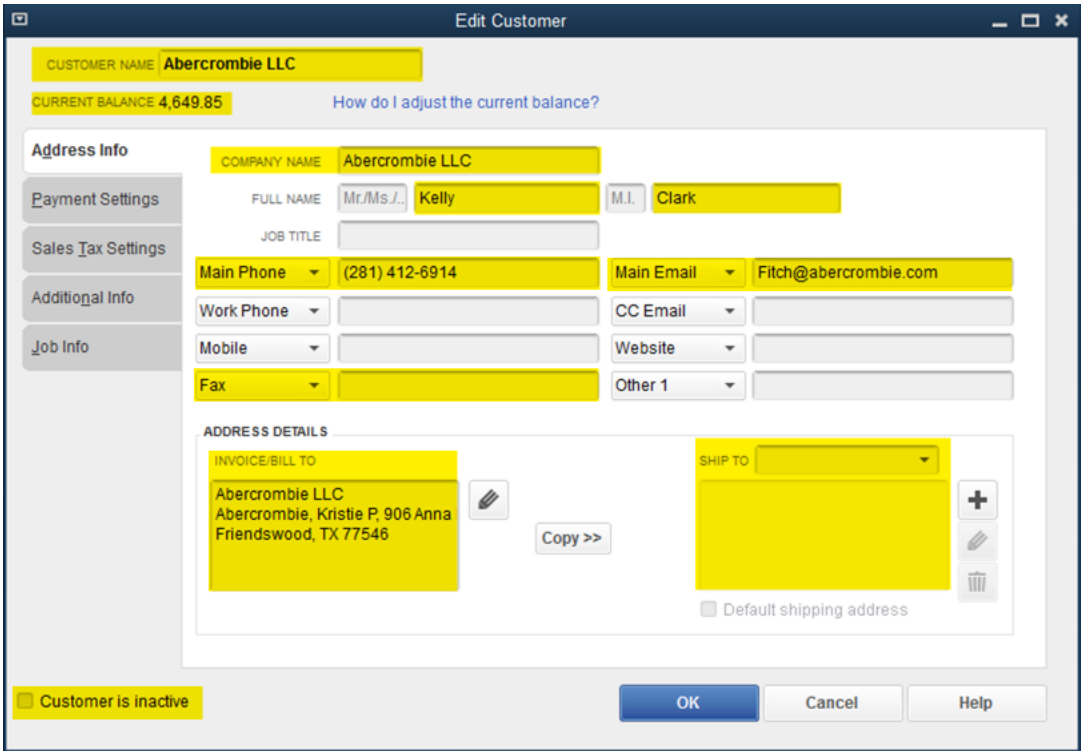
- Customer Name

Fields That Are Written Back to Quick Base:

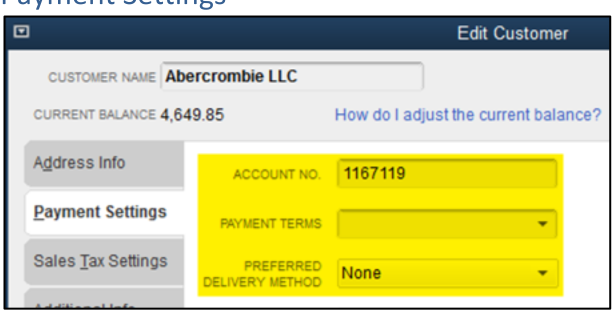
- Open Balance

Customer Mappable Fields (Level 1)
The following highlighted QuickBooks fields that are mappable to Quick Base:

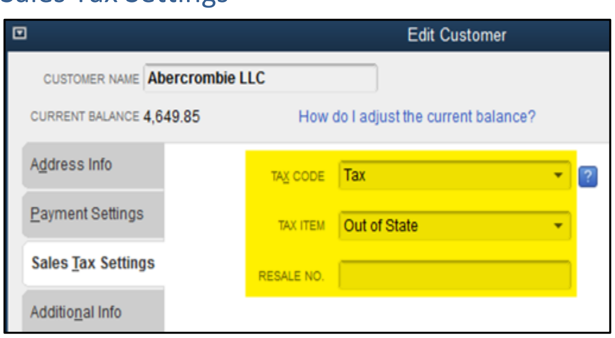
Address Info



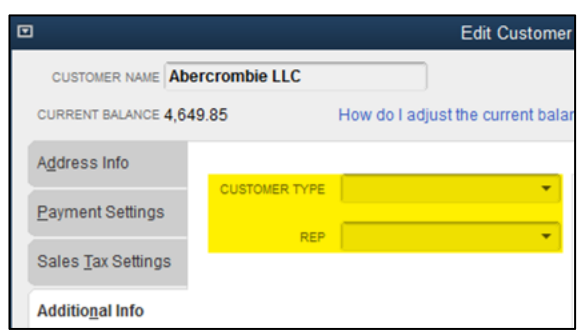
Payment Settings



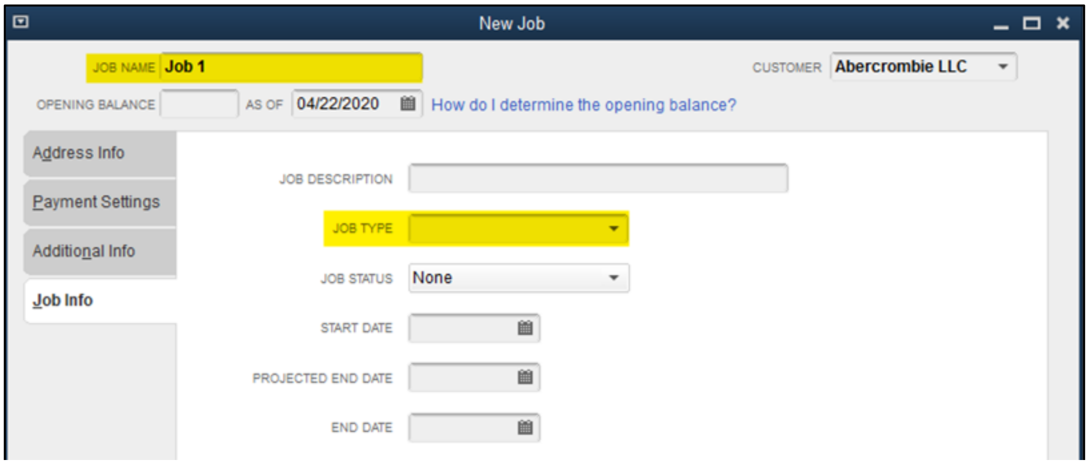
Sales Tax Settings



Additional Info

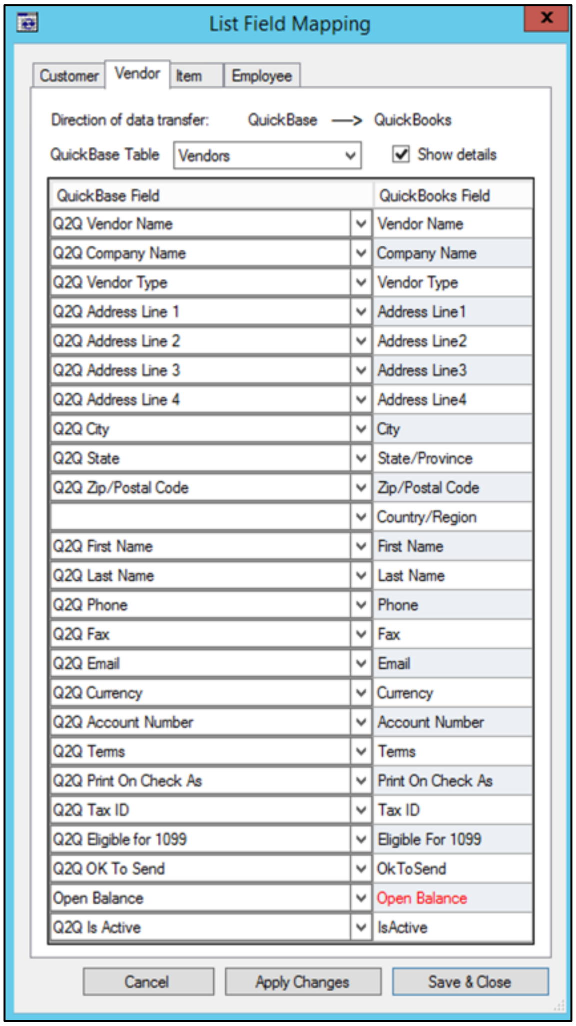


Job Mappable Fields (Level 2-5)
In addition to the standard customer mappable fields, he following highlighted QuickBooks Job fields that are mappable to Quick Base:



Vendors

For **Vendors**, there is only 1 table level to map. In the example below, we are mapping the Vendors table in Quick Base to the Vendors list in QuickBooks.



QuickBooks Required Fields:

- Vendor Name

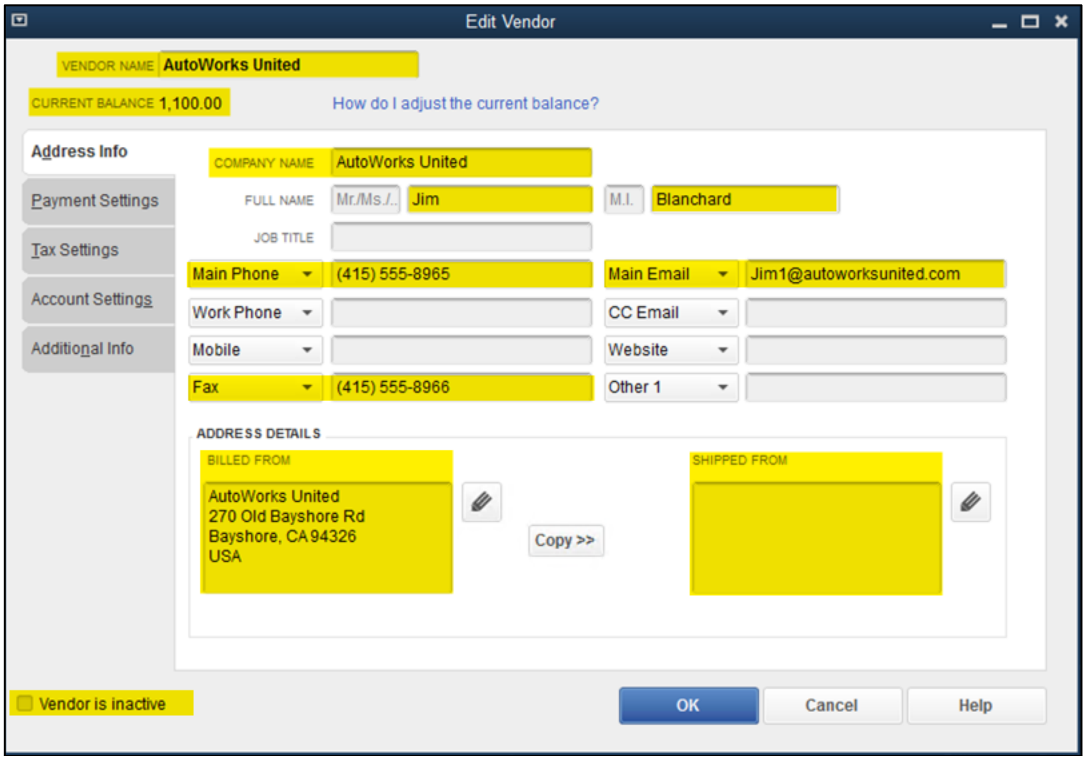
Fields That Are Written Back to Quick Base:

- Open Balance

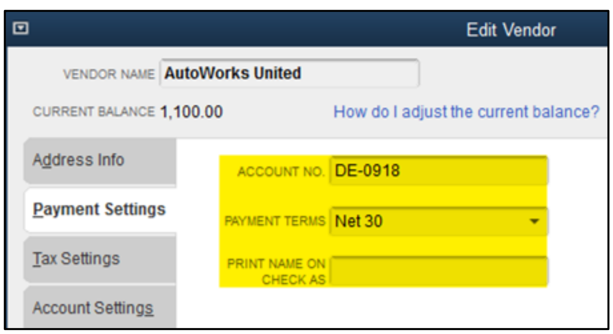
Vendor Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

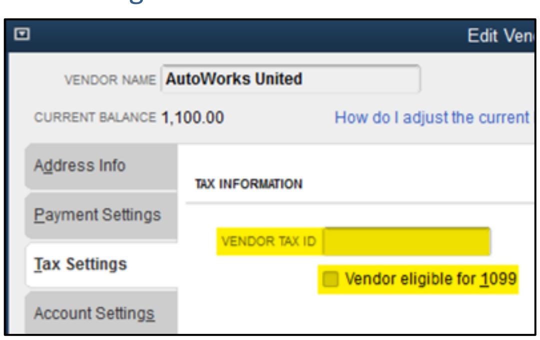
Address Info



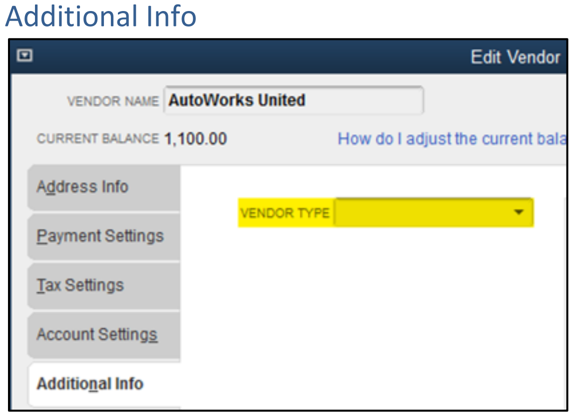
Payment Settings



Tax Settings



Additional Info



Items

For **Items**, you need to **specify the number of levels** that you have in QuickBooks; Items, Sub-Items, etc.

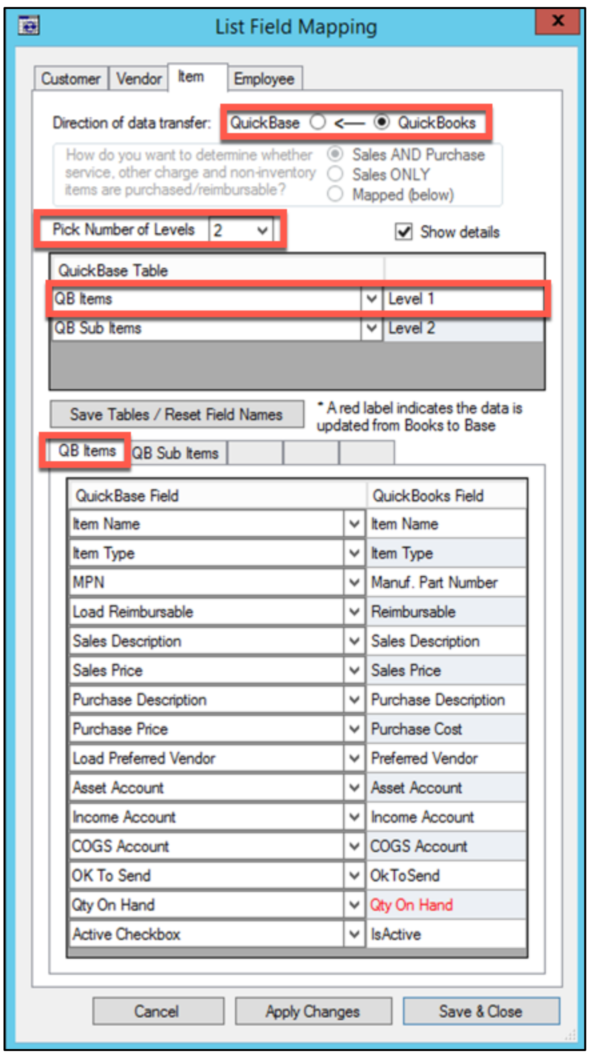
You can map up to 5 item levels, however we recommend keeping it simple and mapping only up to 2 item levels. For example, if you have Item and Sub-Items in QuickBooks, select 2 Levels.

Item	(Level 1)	Example: Trees
Sub-Item	(Level 2)	Example: Trees:Oak Tree, Trees:Fruit Tree

Q2QConnect also allows you to choose which direction data will transfer for Items; Quick Base to QuickBooks or QuickBooks to Quick Base.

We recommend transferring data from QuickBooks to Quick Base for items to preserve the Item account mapping correctly in QuickBooks.

In the example below, we are mapping the QB Items (child) table in Quick Base to the Items list in QuickBooks.



QuickBooks Required Fields:

- Item Name
- Item Type

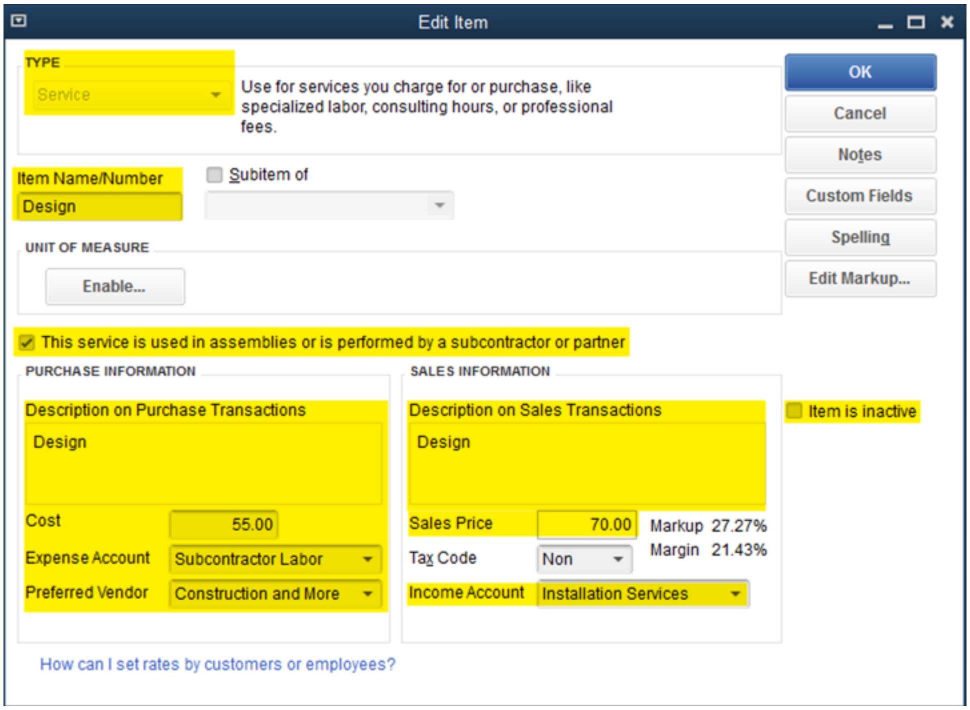
Fields That Are Written Back:

- Books to Base:
  - Qty on Hand
- Base to Books:
  - Qty on Hand

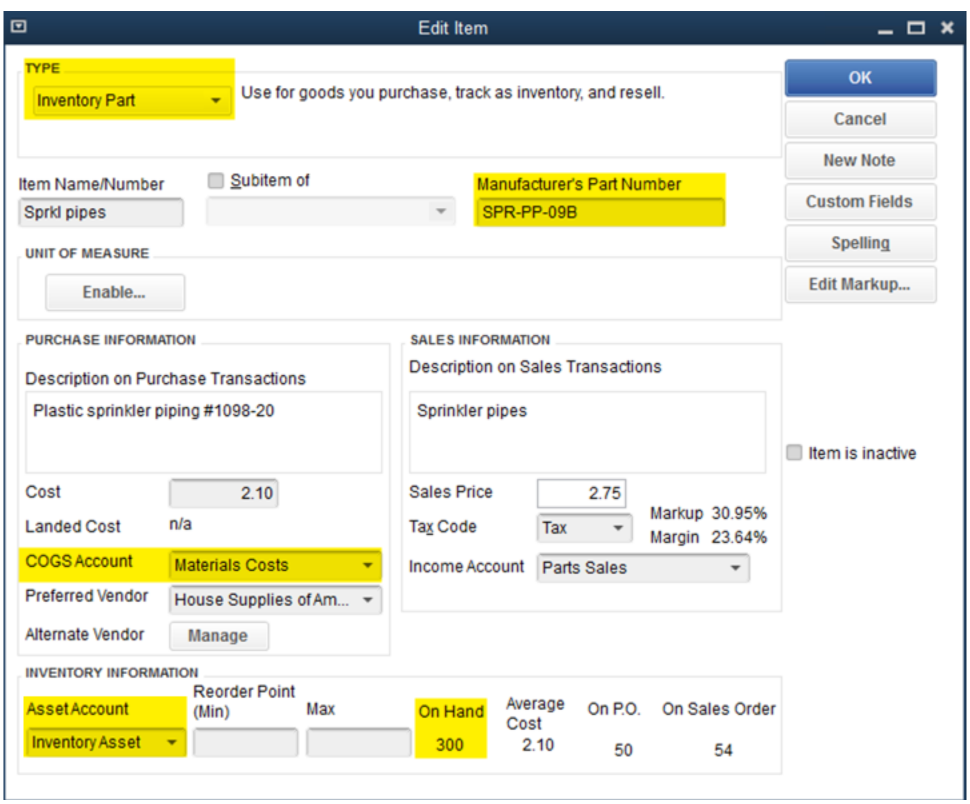
Item Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

Service Item Fields



Inventory Part Fields

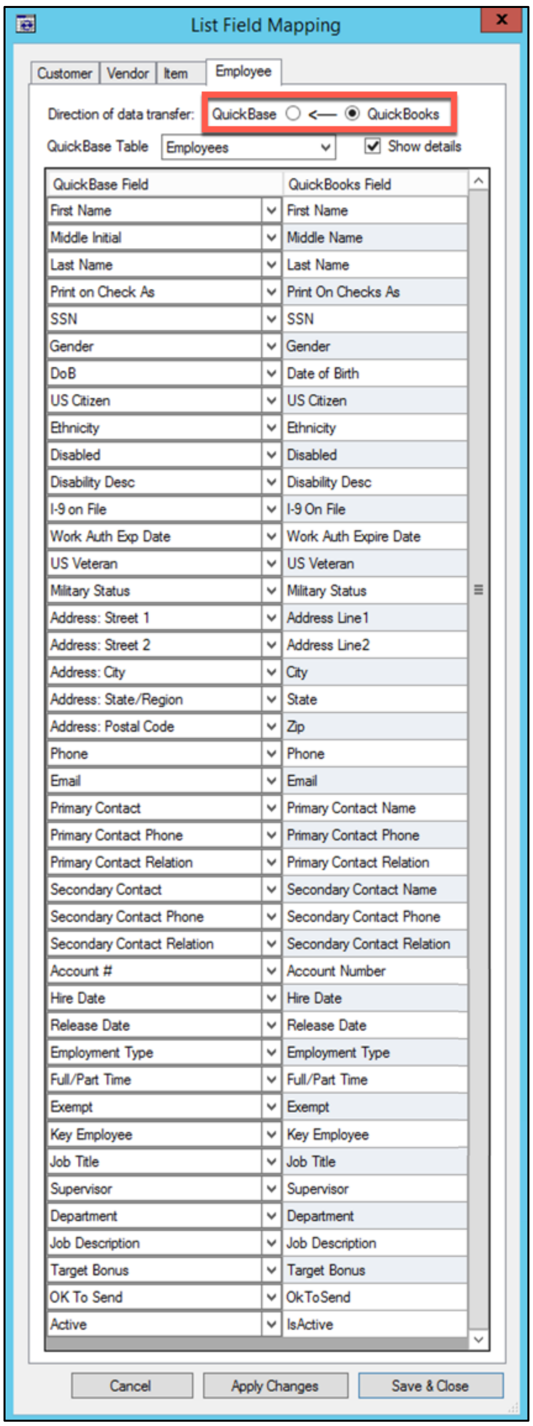


Employees

Q2QConnect also allows you to choose which direction data will transfer for Employees; Quick Base to QuickBooks or QuickBooks to Quick Base.

We recommend transferring data from QuickBooks to Quick Base for Employees to ensure Earnings and other important employee details in QuickBooks are properly set up and maintained.

In the example below, we are mapping the Employees table in Quick Base to the Employees list in QuickBooks.



QuickBooks Required Fields:

- Base to Books:
  - At least one of the name fields (First Name, Middle Name/Initial, or Last Name)

  If the QuickBooks Employee List includes Middle Initial data, then you need to map the middle initial field.

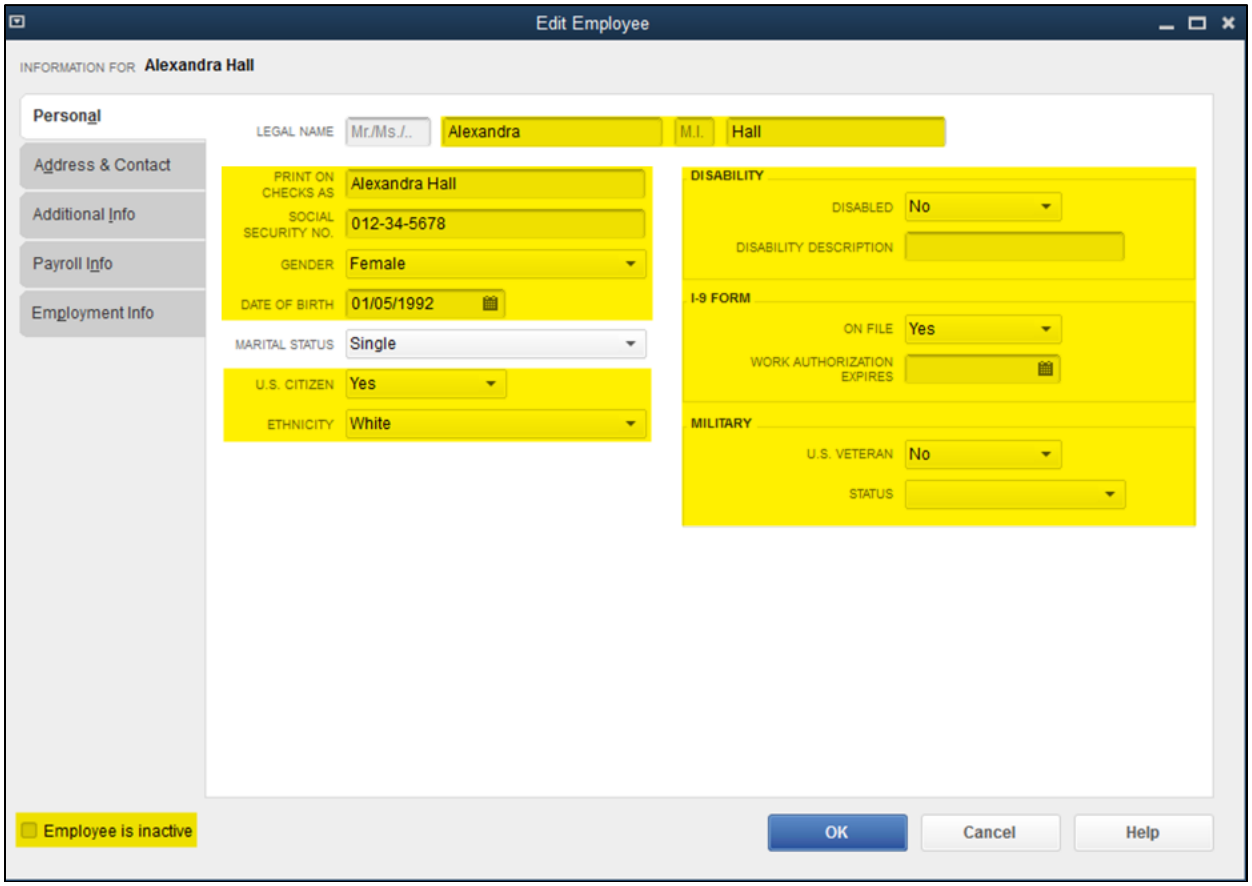
Fields That Are Written Back to Quick Base:

- (none)

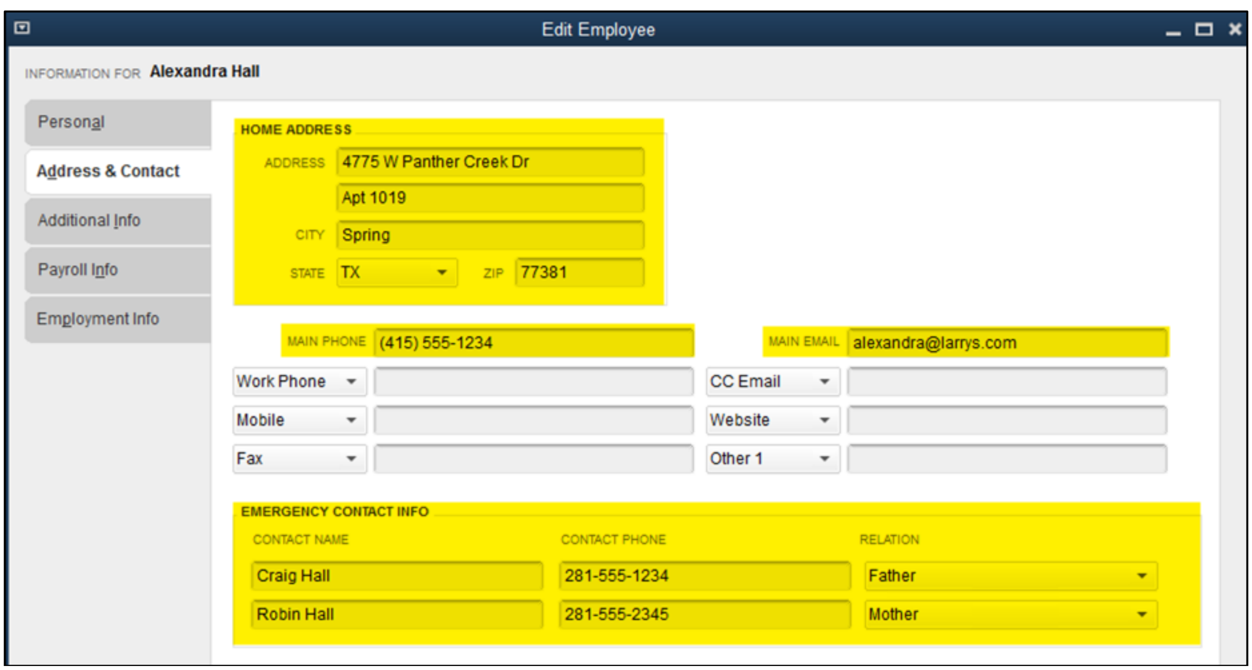
Employee Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

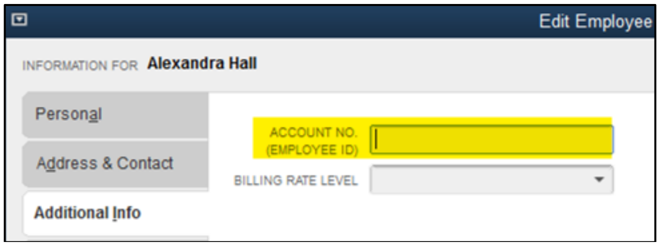
Personal



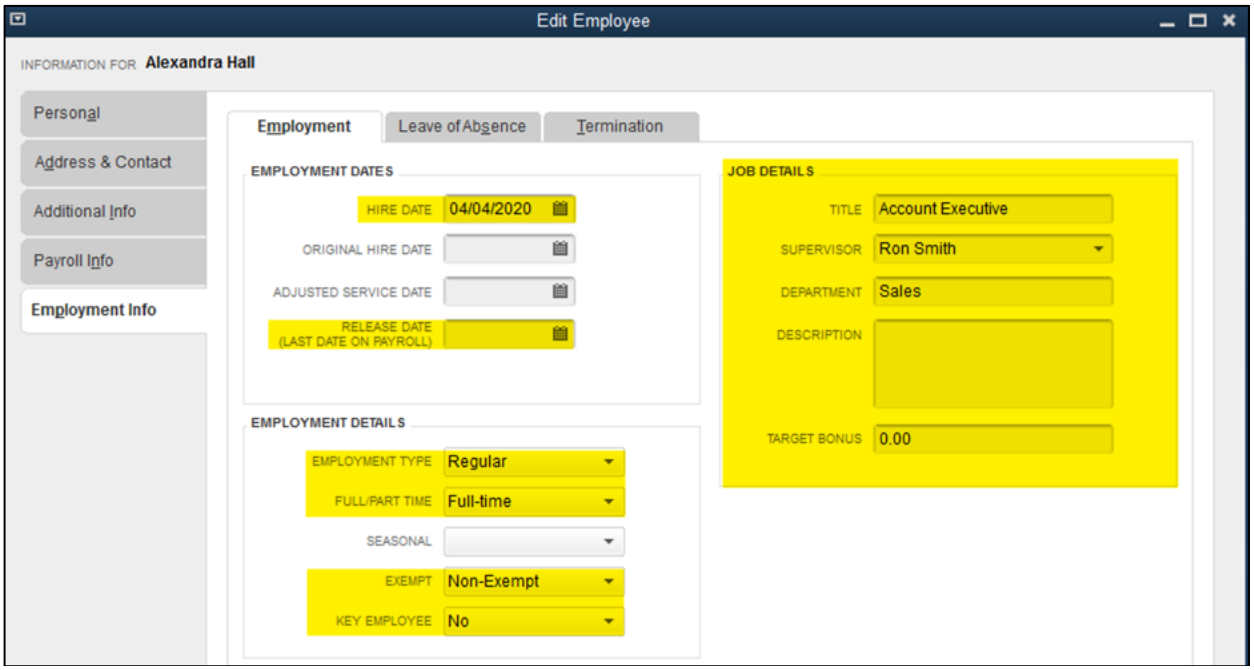
Address & Contact



Additional Info



Employment Info



Structuring Your Quick Base Application for Mapping Transactions

Mapping transactions requires at little more planning and likely some updates to your Quick Base application.

Quick Base is a relational database, which means it can relate tables together for greater efficiency and data integrity. In practice, this means you wouldn't have one table in Quick Base called "Invoices" that contains all the information you need to transfer to QuickBooks. If so, you would see incredible amounts of redundancy in the data, and dramatically increase the likelihood of data inconsistencies.

Consider the following example, where you are mapping a 3 line invoice. To accomplish this using a single Quick Base table, in addition to the line item details of what you sold, each line would also contain the customer name, address, invoice #, invoice date, customer terms, etc.

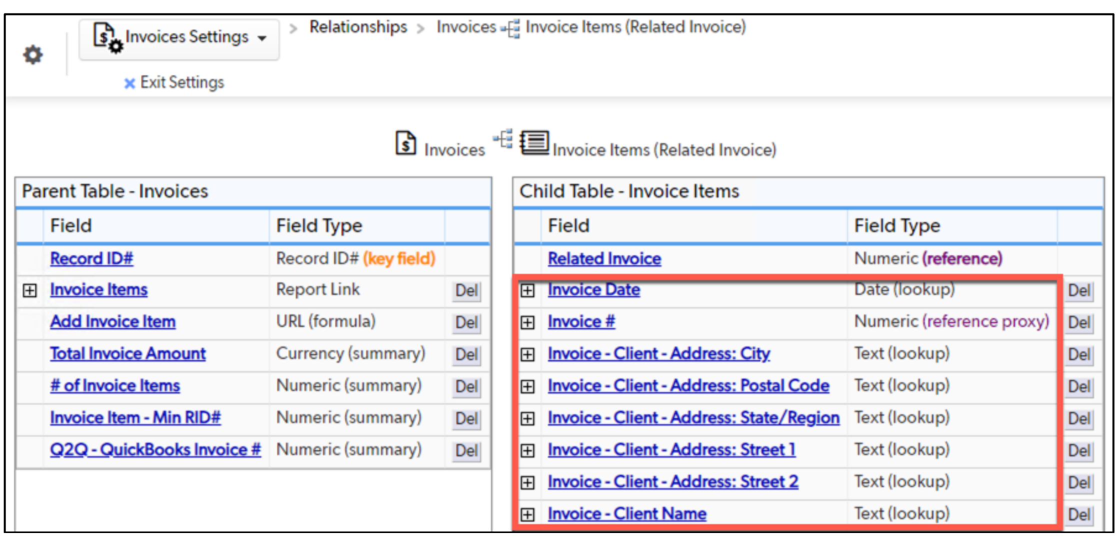
Instead, you would have a parent table named something like "Invoices" and a child table named something like "Invoice Items". The "Invoices" parent table would store the information that applies to each line item (aka. header information), such as customer name, address, invoice #, invoice date, customer terms, etc. The "Invoice Items" child table would store the line item details, such as the item name, description, quantity, and price.

You would create a relationship between the "Invoices" and "Invoice Items" tables so that each line item detail is associated back to the same "Related Invoice".

Which Table Do I Map?

So, let's assume at this point you've set up a parent Invoices table and a child Invoice Items table in Quick Base. Which table do you use for mapping in Q2QConnect? The answer: you map the child Invoice Items table.

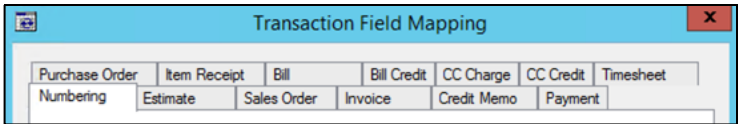
It's beyond the scope of this manual, but you'll need to edit your parent/child relationship to add "Lookup Fields" to your child table to pull header fields from the parent table into the child table. So, even though you are mapping the child table, the parent table header information will be included.



Mapping Transactions

Let's get your transactions mapped! Follow the general transaction mapping instructions on Page 15, and make sure you read the section on structuring your Quick Base application and which table to map BEFORE proceeding.

Then, refer to this section for specifics about mapping each transaction.



In this section, we'll cover mapping the following transactions:

- Customer Transactions:
  - Estimate
  - Sales Order
  - Invoice and Invoice Paid Status
  - Credit Memo
  - Payment
- Vendor Transactions:
  - Purchase Order
  - Item Receipt
  - Bill and Bill Paid Status
  - Bill Credit
  - CC Charge
  - CC Credit
- Employee Transaction
  - Timesheets

Remember: To start mapping transactions, open Q2QConnect, click **Connect**, then click **Settings > Maps – Transactions** from the menu.

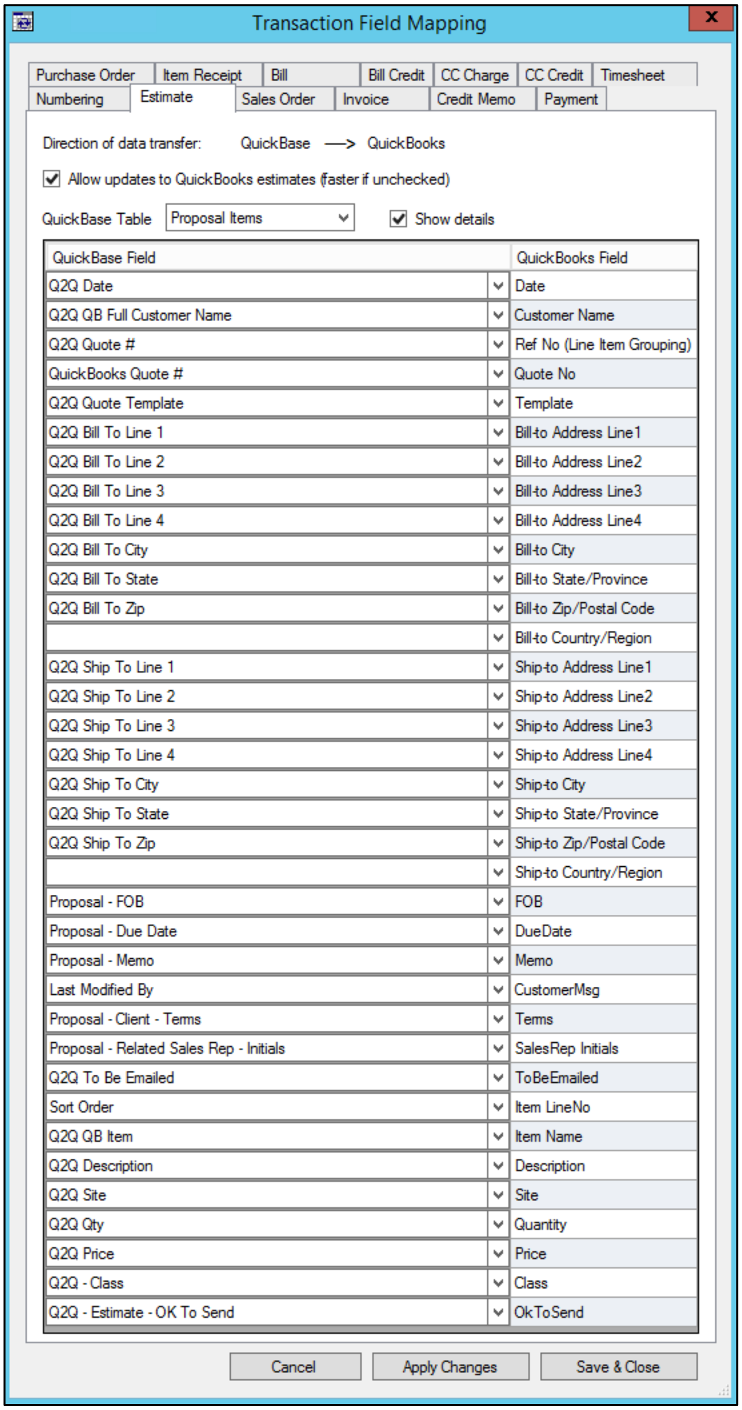
Refer to the individual transaction to see a complete list of fields you can map in Q2QConnect.

It's also important to note here that Q2QConnect maps transactions only in one direction: from Quick Base to QuickBooks. So, Quick Base will be the Master in terms of where transactions are entered. And then those transactions will be transferred to QuickBooks using Q2QConnect.

Fields shown in Red font are written back to Quick Base.

Estimates

In the example below, we have two tables in Quick Base; a parent table named Estimates and a child table named Proposal Items. We're mapping the Proposal Items table in Quick Base to Estimates in QuickBooks.



QuickBase Field	QuickBooks Field
Q2Q Date	Date
Q2Q QB Full Customer Name	Customer Name
Q2Q Quote #	Ref No (Line Item Grouping)
QuickBooks Quote #	Quote No
Q2Q Quote Template	Template
Q2Q Bill To Line 1	Bill-to Address Line1
Q2Q Bill To Line 2	Bill-to Address Line2
Q2Q Bill To Line 3	Bill-to Address Line3
Q2Q Bill To Line 4	Bill-to Address Line4
Q2Q Bill To City	Bill-to City
Q2Q Bill To State	Bill-to State/Province
Q2Q Bill To Zip	Bill-to Zip/Postal Code
	Bill-to Country/Region
Q2Q Ship To Line 1	Ship-to Address Line1
Q2Q Ship To Line 2	Ship-to Address Line2
Q2Q Ship To Line 3	Ship-to Address Line3
Q2Q Ship To Line 4	Ship-to Address Line4
Q2Q Ship To City	Ship-to City
Q2Q Ship To State	Ship-to State/Province
Q2Q Ship To Zip	Ship-to Zip/Postal Code
	Ship-to Country/Region
Proposal - FOB	FOB
Proposal - Due Date	DueDate
Proposal - Memo	Memo
Last Modified By	CustomerMsg
Proposal - Client - Terms	Terms
Proposal - Related Sales Rep - Initials	SalesRep Initials
Q2Q To Be Emailed	ToBeEmailed
Sort Order	Item LineNo
Q2Q QB Item	Item Name
Q2Q Description	Description
Q2Q Site	Site
Q2Q Qty	Quantity
Q2Q Price	Price
Q2Q - Class	Class
Q2Q - Estimate - OK To Send	OkToSend

QuickBooks Required Fields:

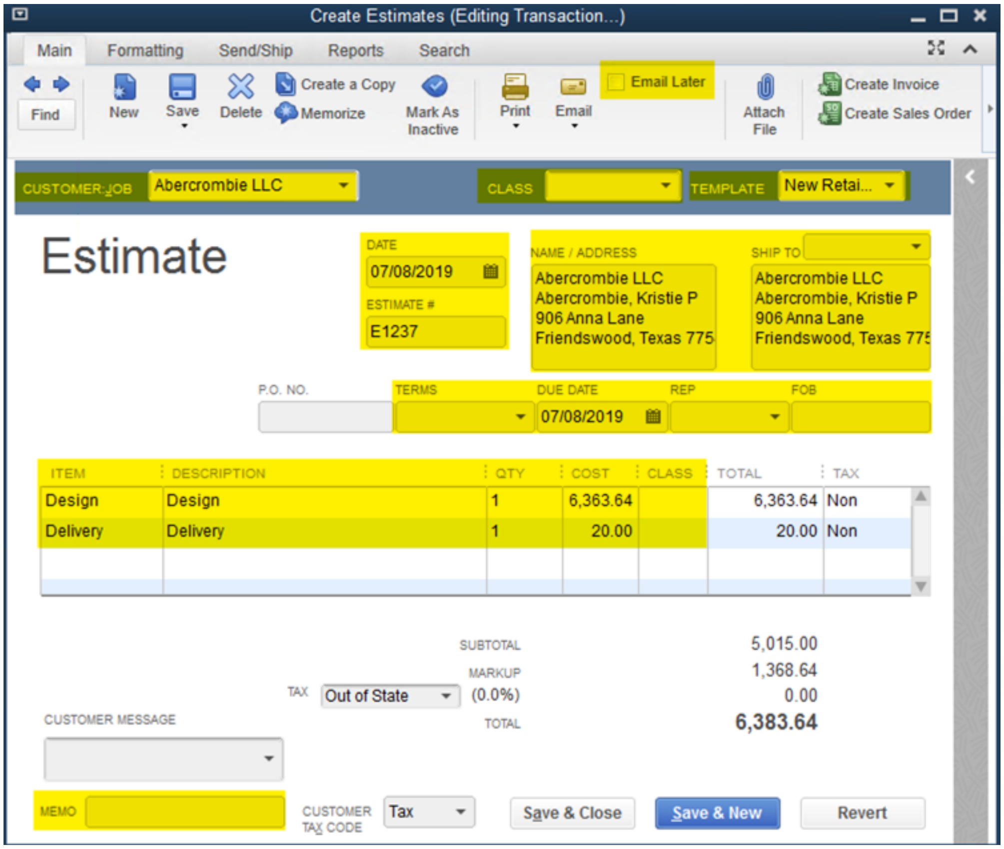
- Date
- Customer Name
- Item Name

Fields That Are Written Back to Quick Base:

- Quote No

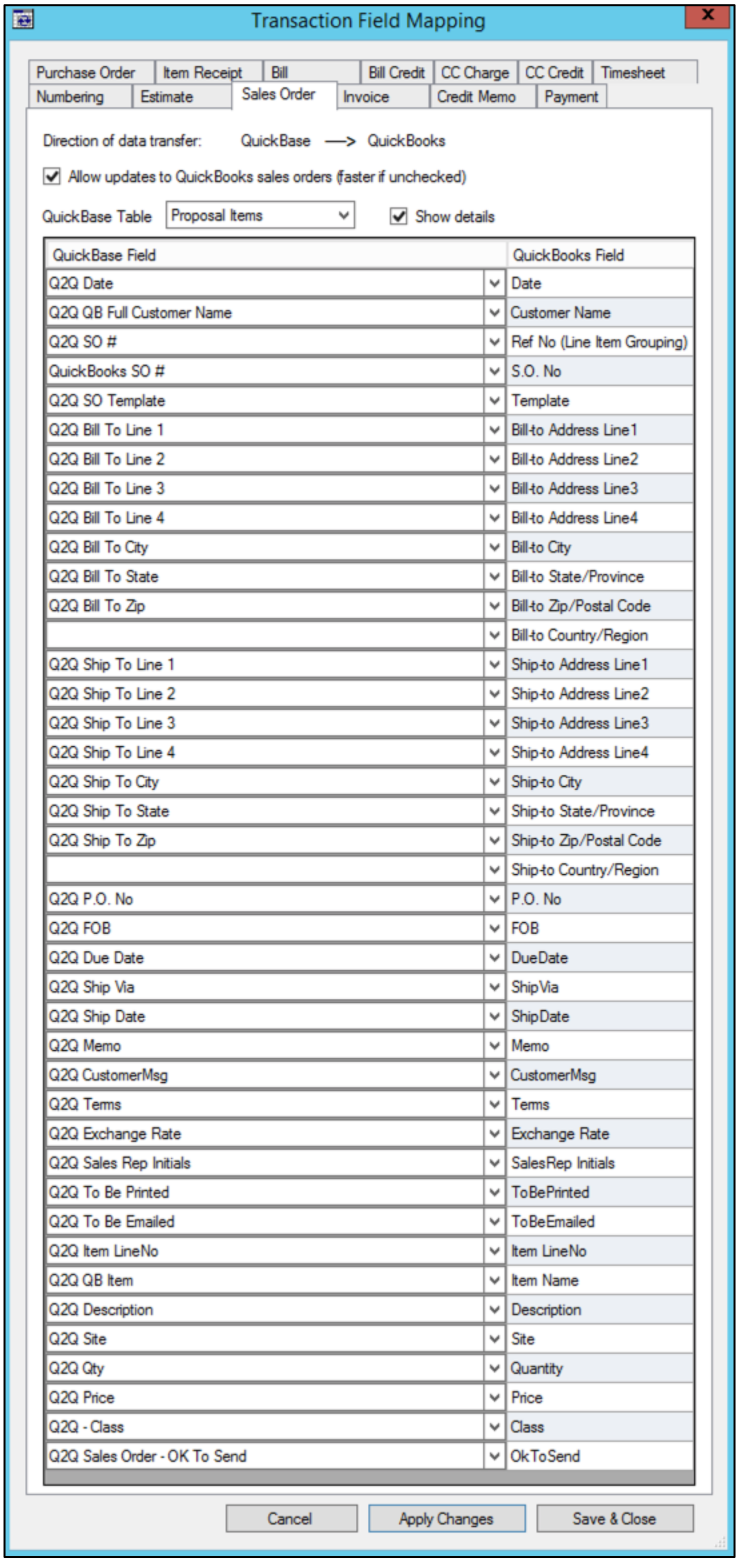
Estimate Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:



Sales Orders

In the example below, we have two tables in Quick Base; a parent table named Sales Orders and a child table named Proposal Items. We're mapping the Proposal Items table in Quick Base to Sales Orders in QuickBooks.



QuickBooks Required Fields:

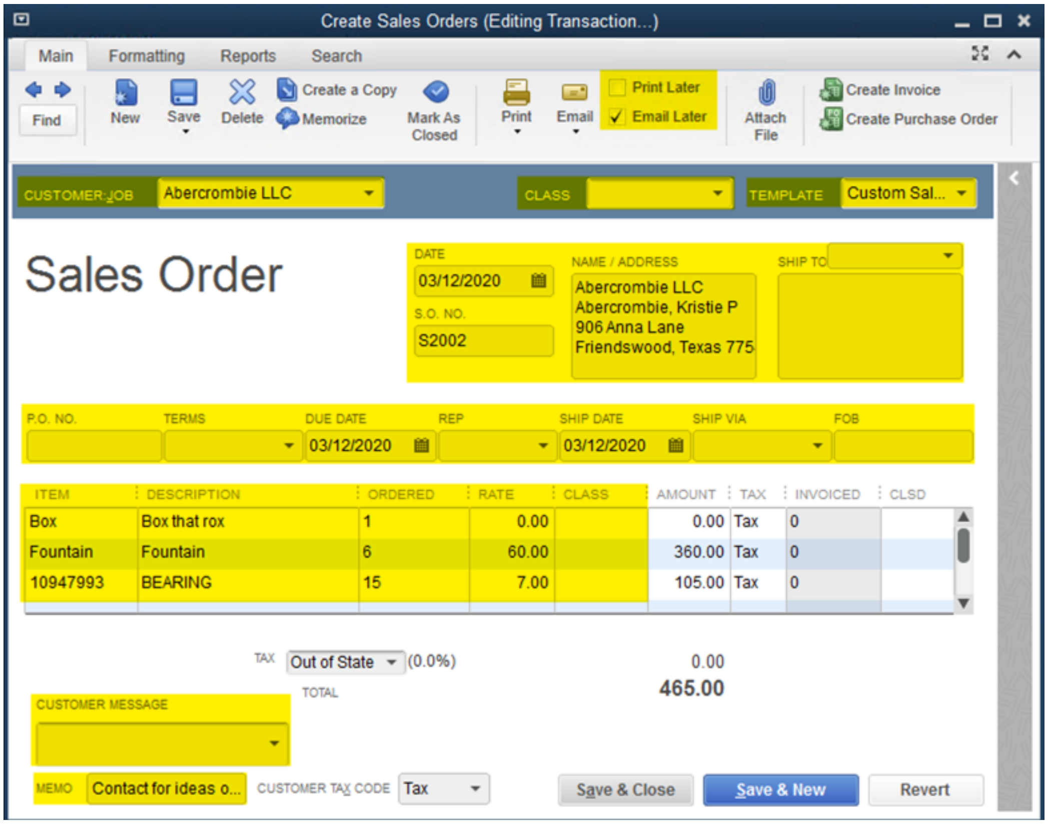
- Date
- Customer Name
- Item Name

Fields That Are Written Back to Quick Base:

- S.O. No

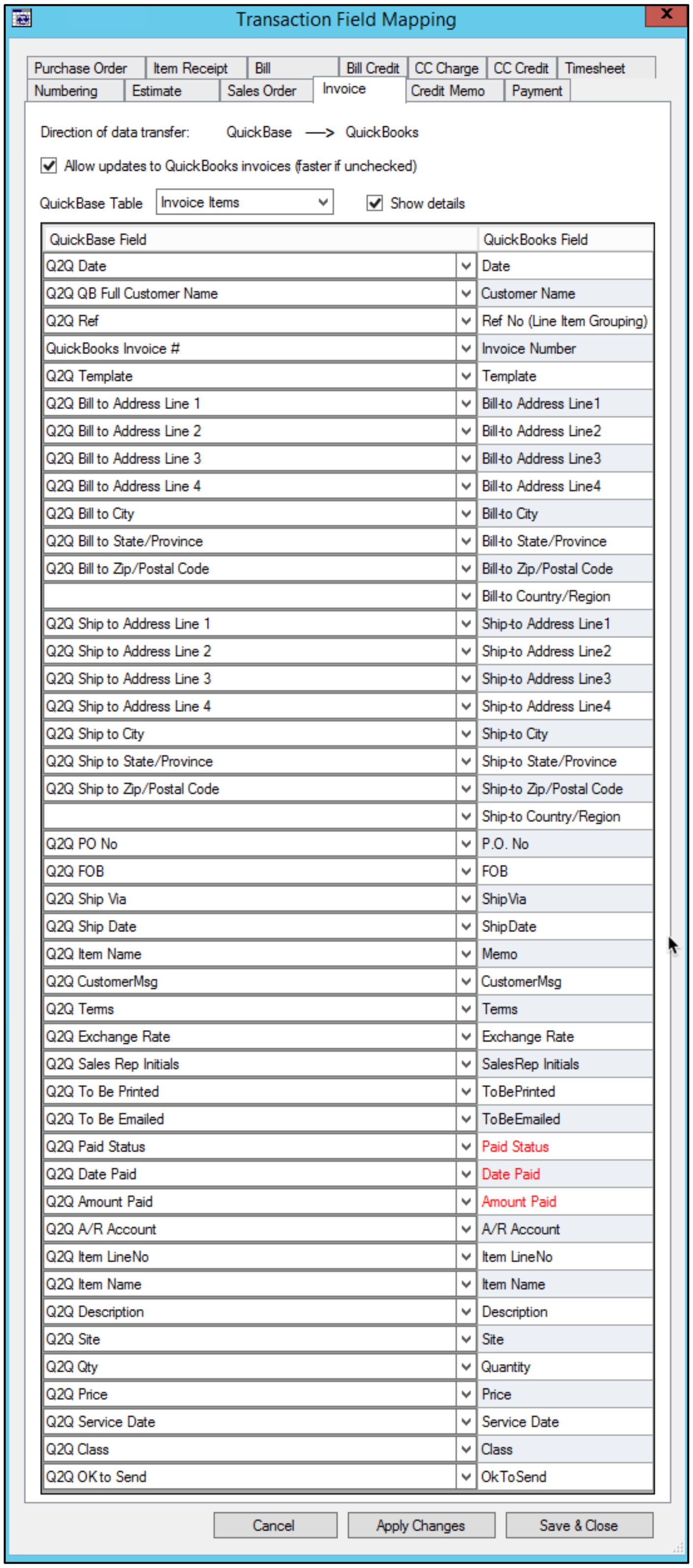
Sales Order Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:



Invoices and Invoice Paid Status

In the example below, we have two tables in Quick Base; a parent table named Invoices and a child table named Invoice Items. We're mapping the Invoice Items table in Quick Base to Invoices in QuickBooks. *For information about Invoice Paid Status, see Page 57.*



QuickBooks Required Fields:

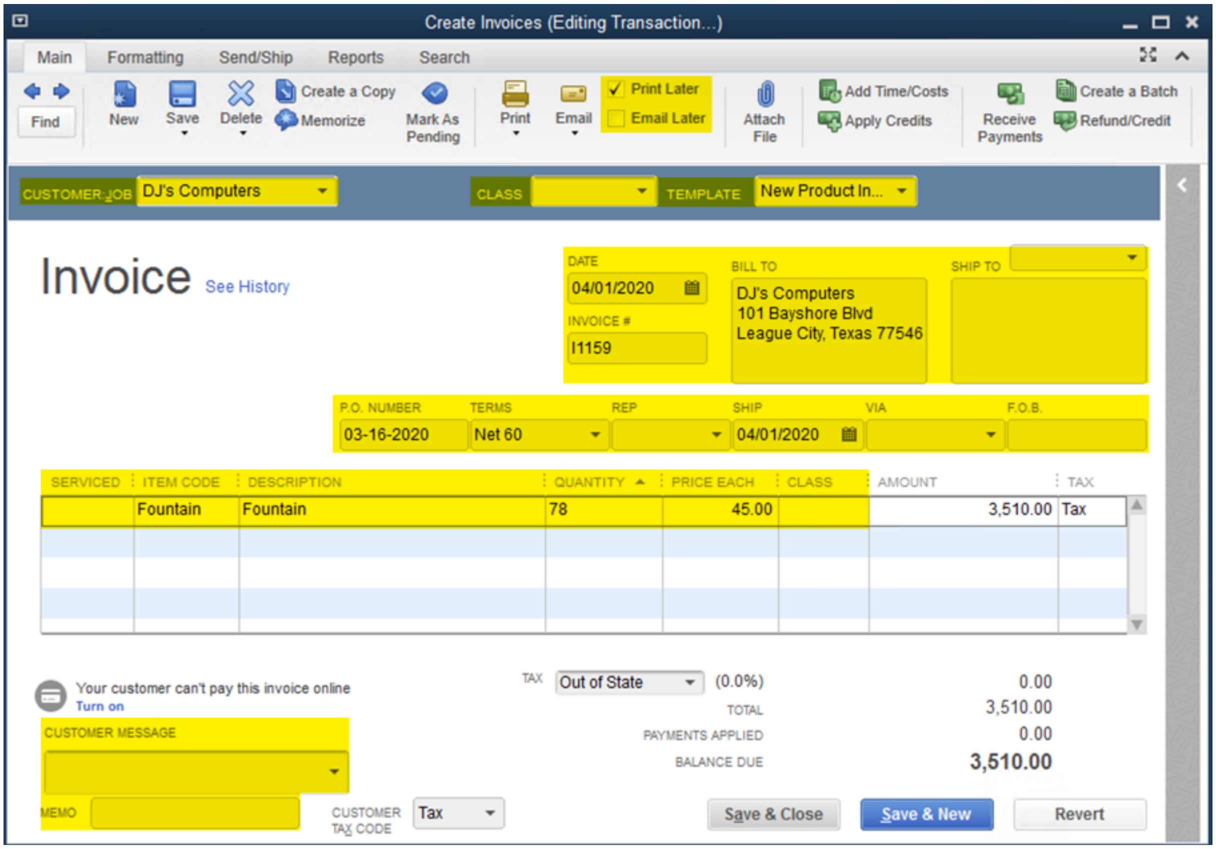
- Date
- Customer Name
- Item Name

Fields That Are Written Back to Quick Base:

- Invoice Number
- Paid Status
- Date Paid
- Amount Paid

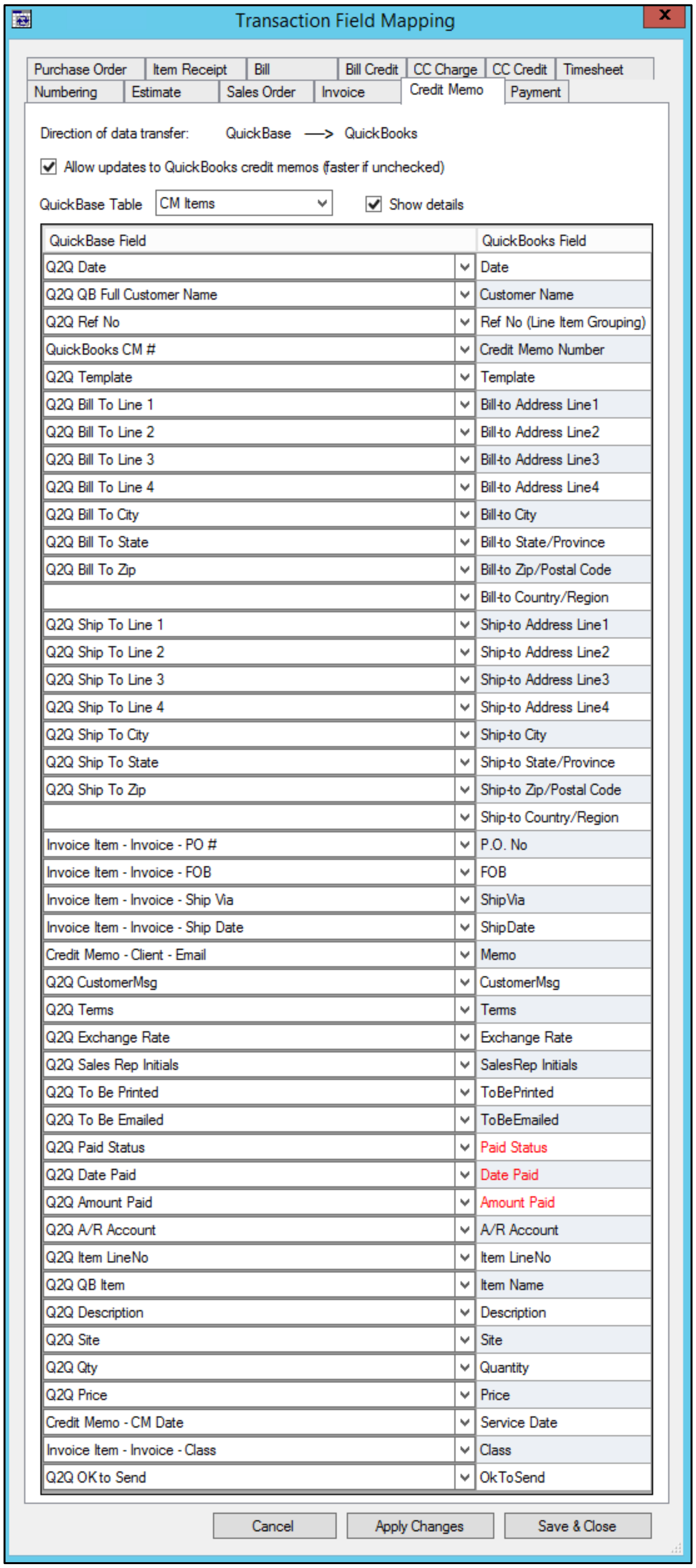
Invoice Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:



Credit Memos

In the example below, we have two tables in Quick Base; a parent table named Credit Memos and a child table named CM Items. We're mapping the CM Items table in Quick Base to Credit Memos in QuickBooks.



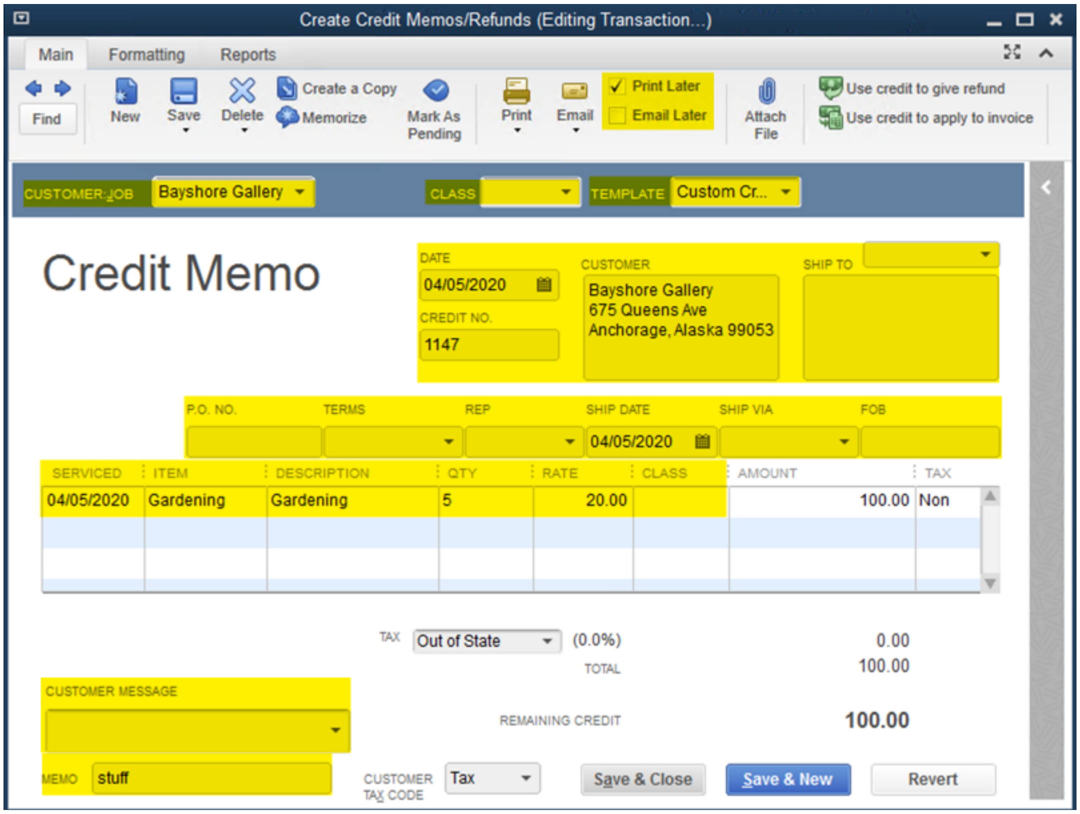
QuickBooks Required Fields:

- Date
- Customer Name
- Item Name

Fields That Are Written Back to Quick Base:

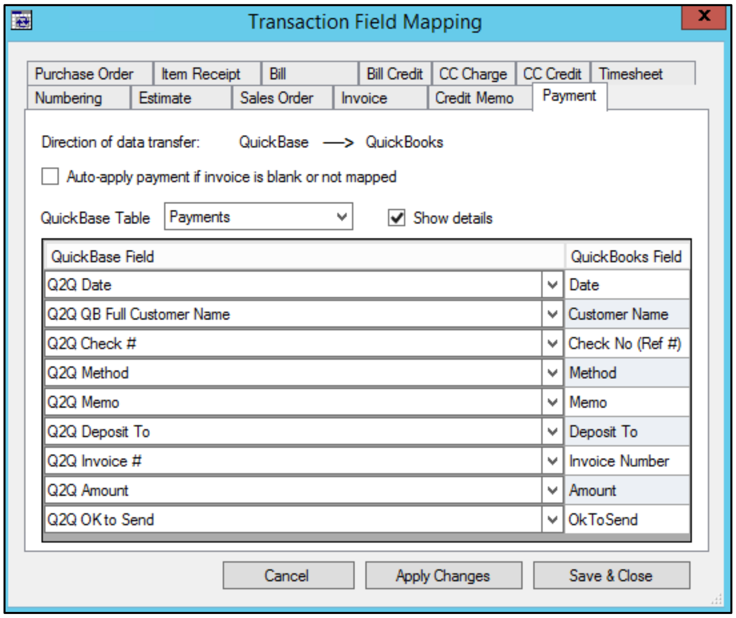
- Credit Memo Number
- Paid Status
- Date Paid
- Amount Paid

Credit Memo Mappable Fields
The following highlighted QuickBooks fields that are mappable to Quick Base:



Payments (From Customers)

In the example below, we have a single table in Quick Base named Payments mapping to Payments in QuickBooks. A child table isn't necessary since payments do not include multiple line items.



QuickBooks Required Fields:

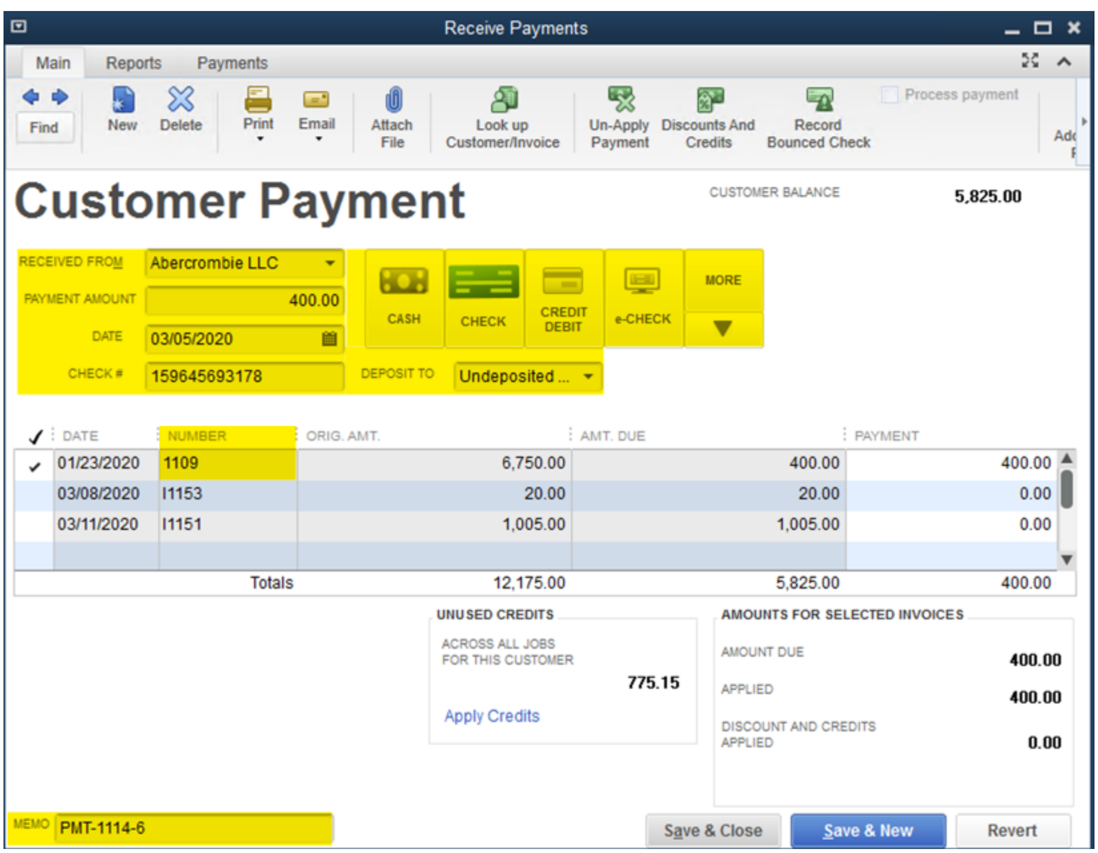
- Date
- Customer Name

Fields That Are Written Back to Quick Base:

- (none)

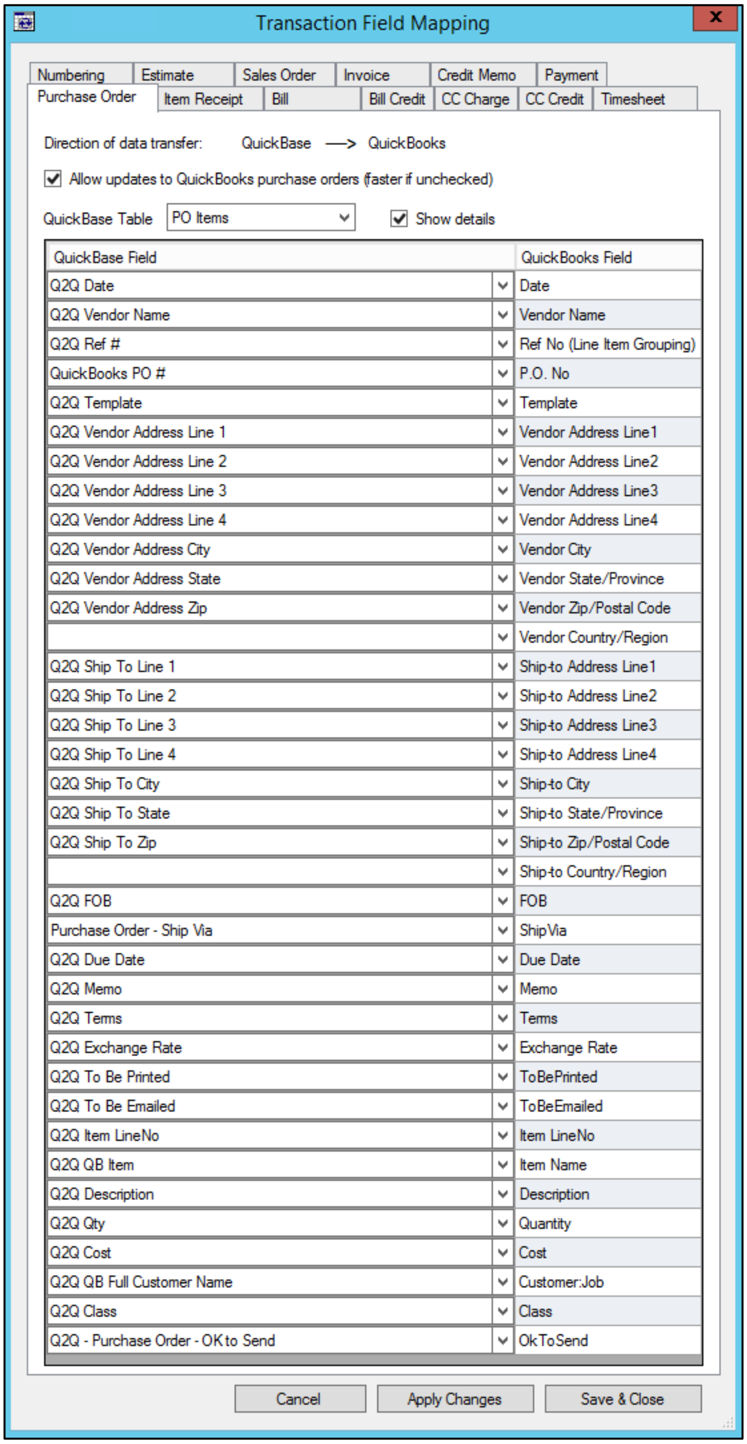
Payment Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:



Purchase Orders

In the example below, we have two tables in Quick Base; a parent table named Purchase Orders and a child table named PO Items. We're mapping the PO Items table in Quick Base to Purchase Orders in QuickBooks.



QuickBooks Required Fields:

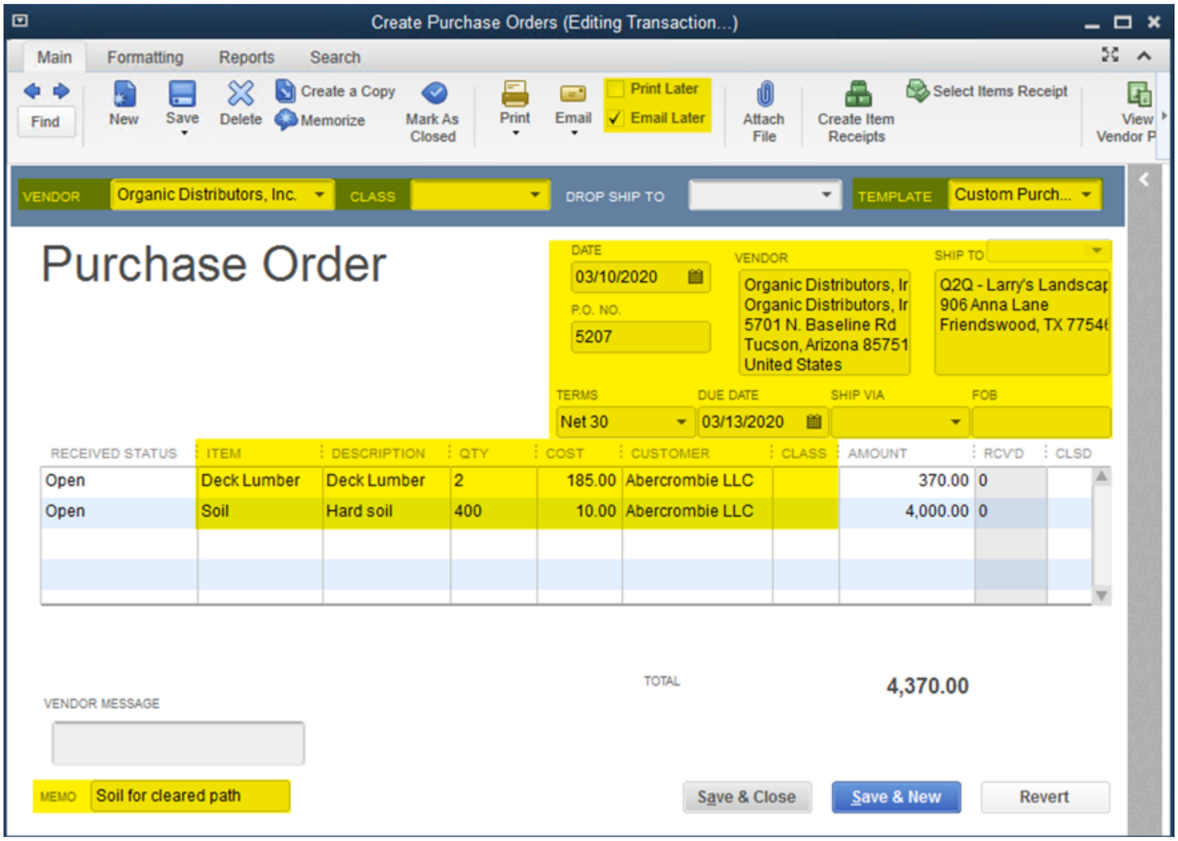
- Date
- Vendor Name
- Item Name

Fields That Are Written Back to Quick Base:

- (none)

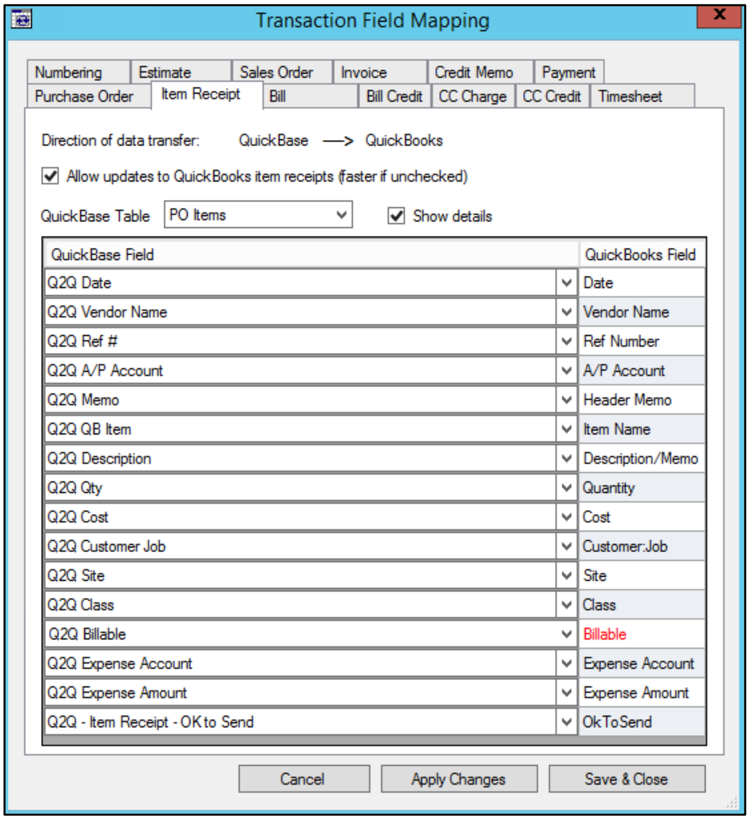
Purchase Order Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:



Item Receipts

In the example below, we have two tables in Quick Base; a parent table named Item Receipts and a child table named Bill Items. We're mapping the Bill Items table in Quick Base to Item Receipts in QuickBooks.



QuickBooks Required Fields:

- Date
- Vendor Name
- Item Name

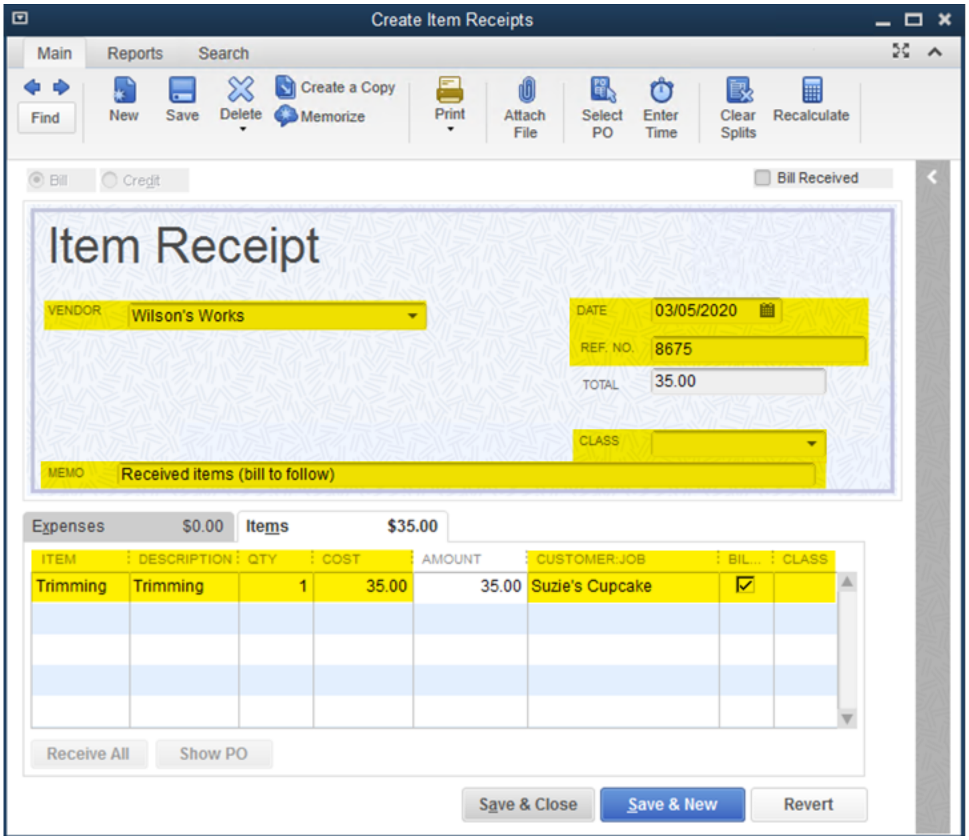
Fields That Are Written Back to Quick Base:

- Billable

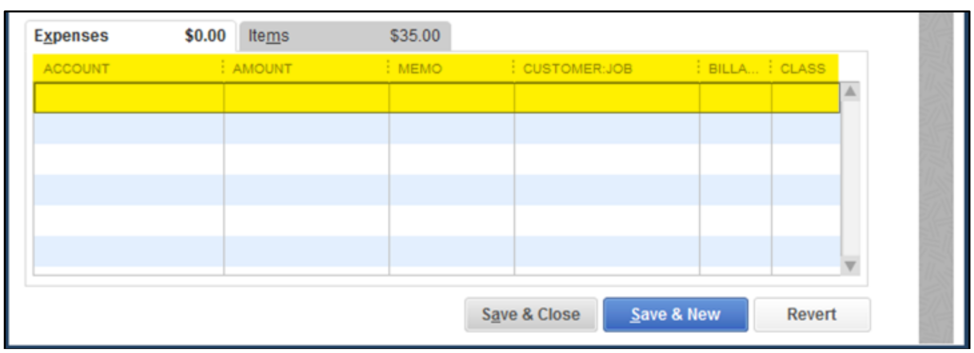
Item Receipts Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

Items Tab

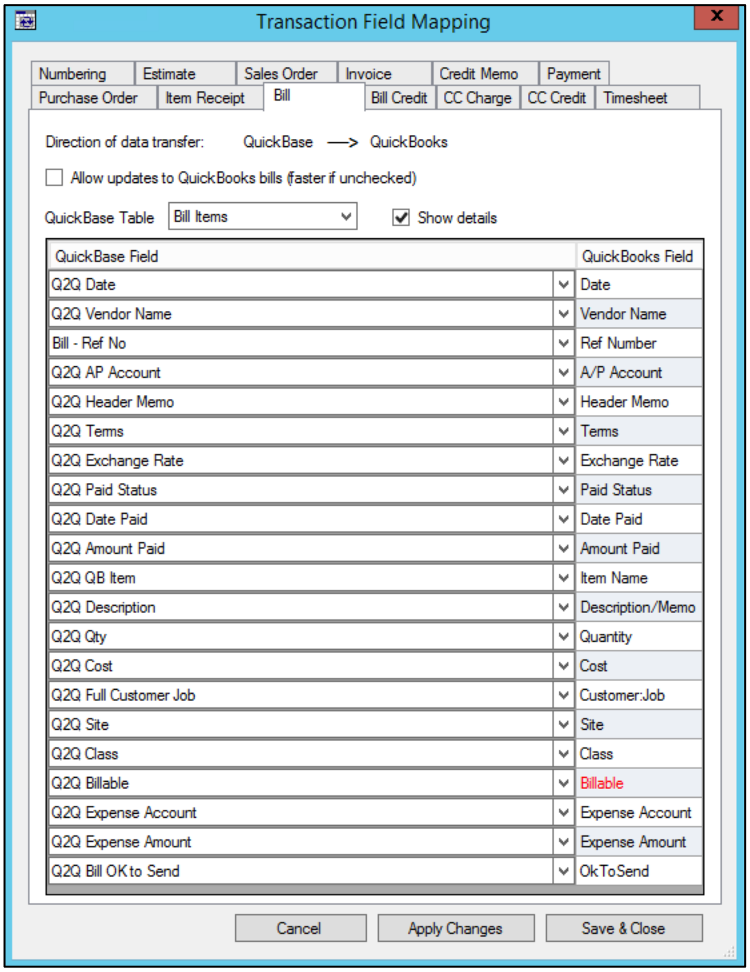


Expenses Tab



Bills and Bill Paid Status

In the example below, we have two tables in Quick Base; a parent table named Bills and a child table named Bill Items. We're mapping the Bill Items table in Quick Base to Bills in QuickBooks. *For information about Bill Paid Status, see Page 58.*



QuickBooks Required Fields:

- Date
- Vendor Name
- Item Name or Expense Account

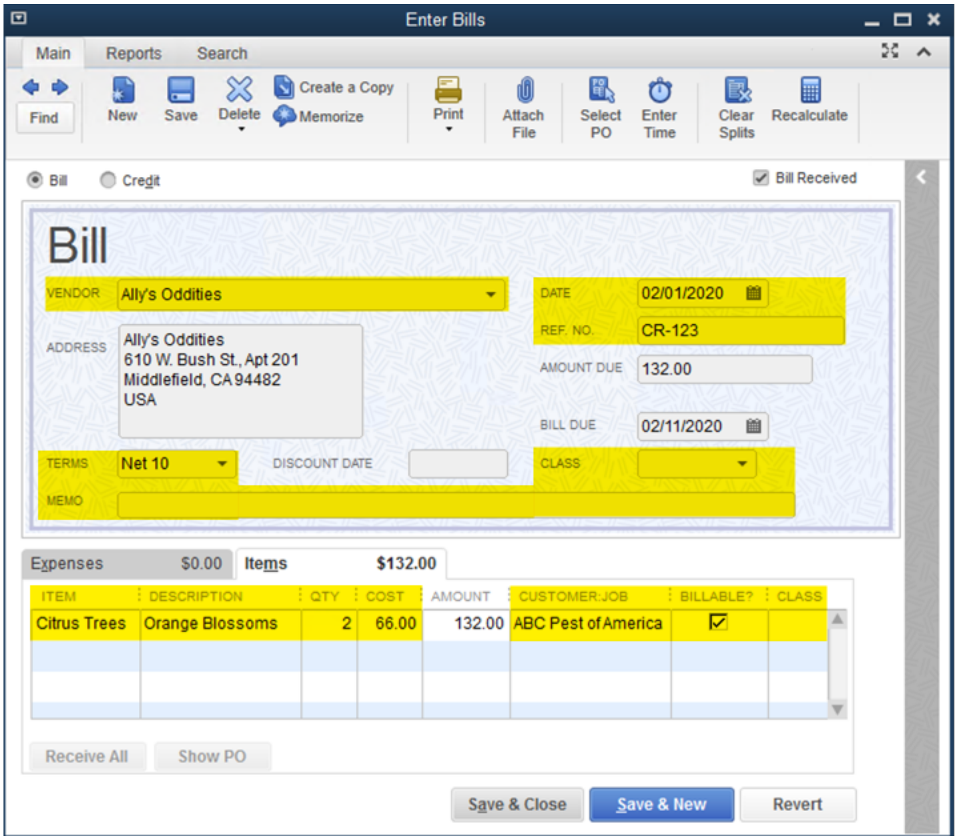
Fields That Are Written Back to Quick Base:

- Paid Status
- Date Paid
- Amount Paid
- Billable

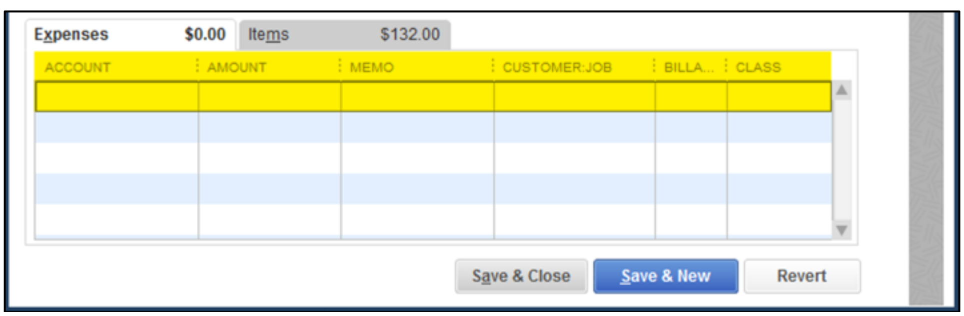
Bills Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

Items Tab

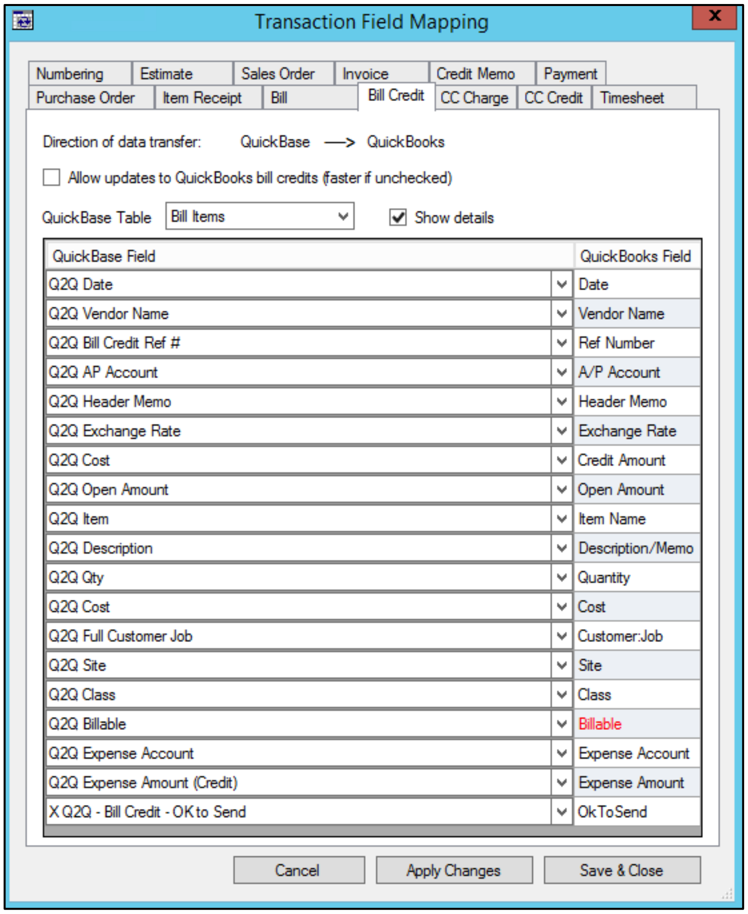


Expenses Tab



Bill Credits

In the example below, we have two tables in Quick Base; a parent table named Bills (where we enter Bills and Bill Credits) and a child table named Bill Items. We're mapping the Bill Items table in Quick Base to Bills Credits in QuickBooks.



QuickBooks Required Fields:

- Date
- Vendor Name
- Item Name or Expense Account

Fields That Are Written Back to Quick Base:

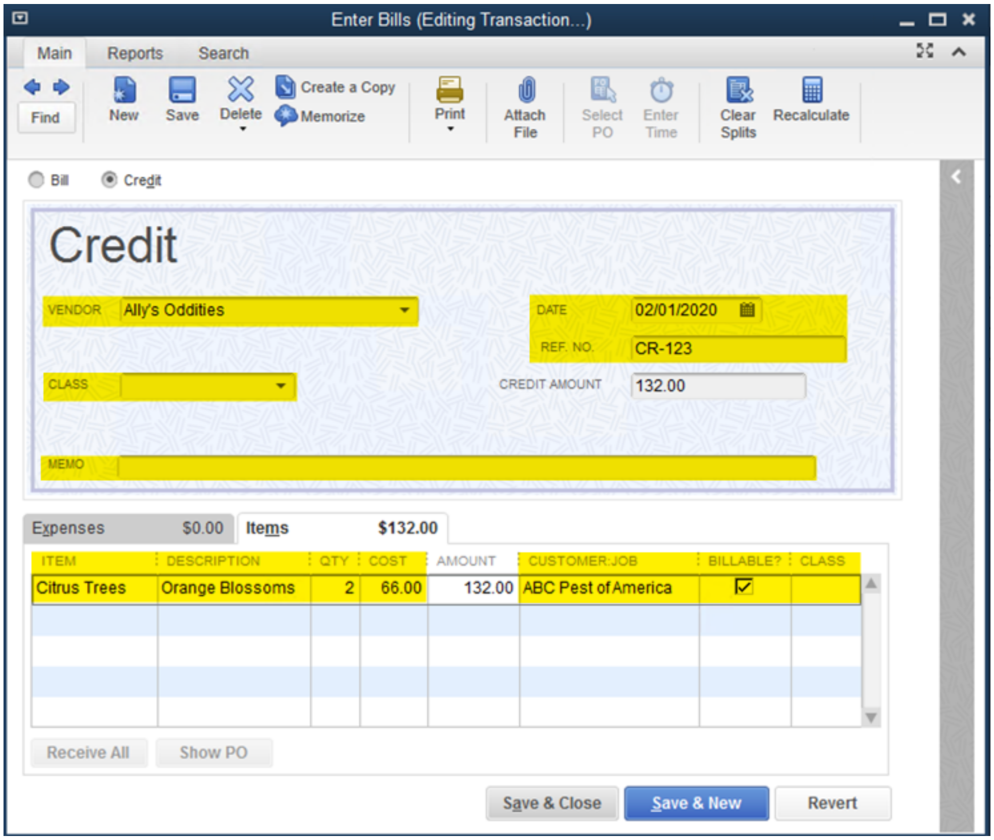
- Paid Status
- Date Paid
- Amount Paid
- Billable

Note: When sending bill credits to QuickBooks, the total of all line items should be a positive number. The positive Bill Credit amount will be a reduction of Accounts Payable in QuickBooks.

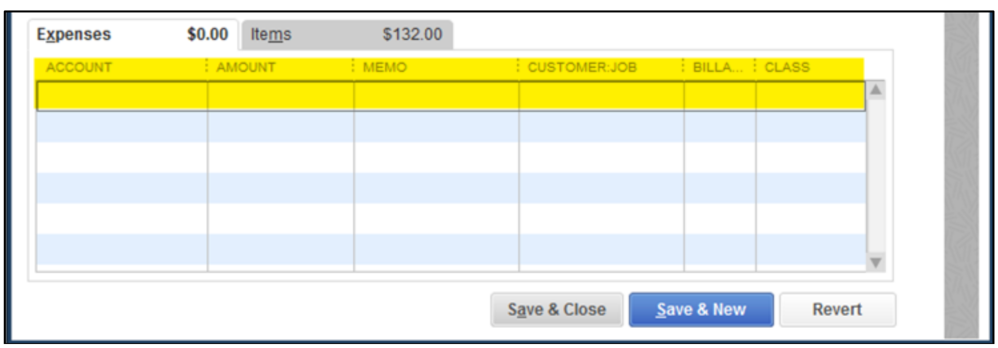
Bill Credit Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

Items Tab

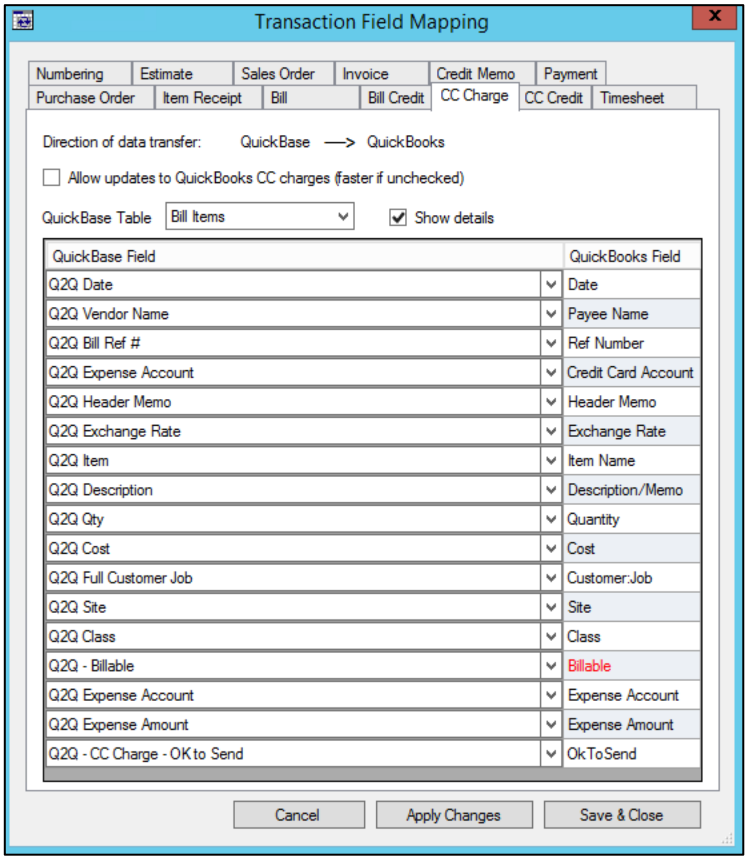


Expenses Tab



Credit Card Charges

In the example below, we have two tables in Quick Base; a parent table named Bills (where we enter Bills that are subsequently paid with Credit Card) and a child table named Bill Items. We're mapping the Bill Items table in Quick Base to Credit Card Charges in QuickBooks.



QuickBooks Required Fields:

- Date
- Payee Name
- Item Name or Expense Account

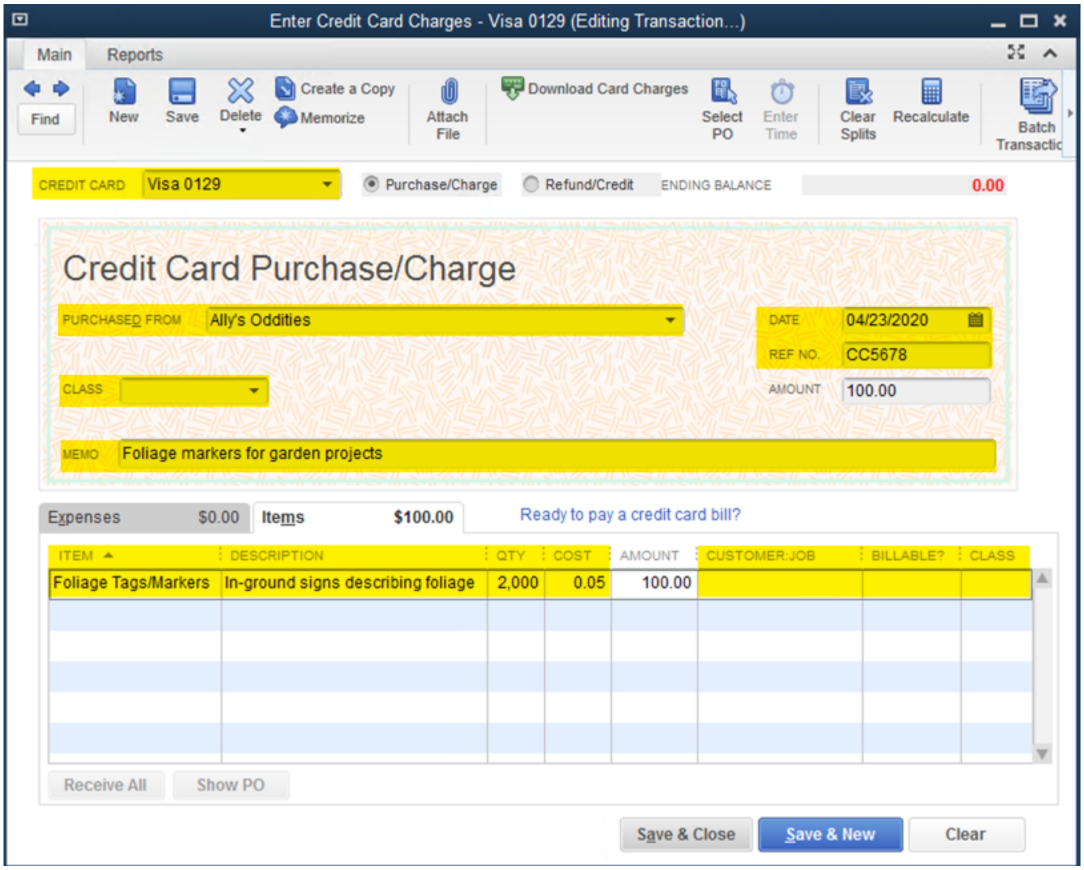
Fields That Are Written Back to Quick Base:

- Billable

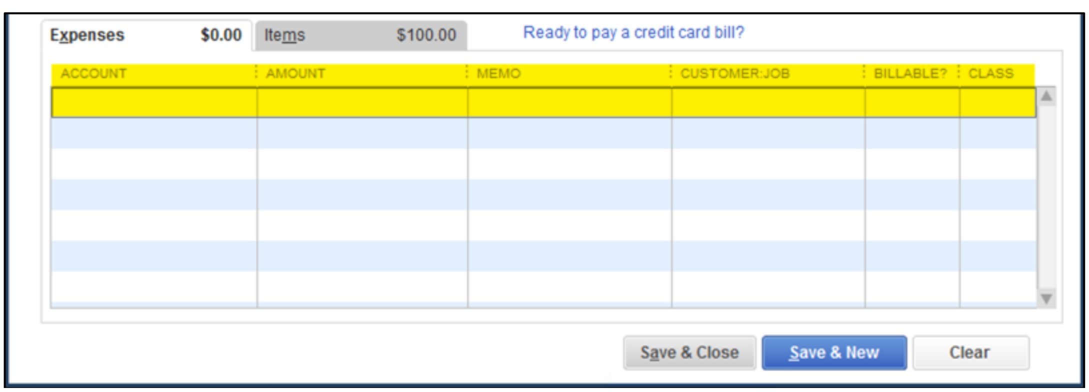
Credit Card Charges Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

Items Tab

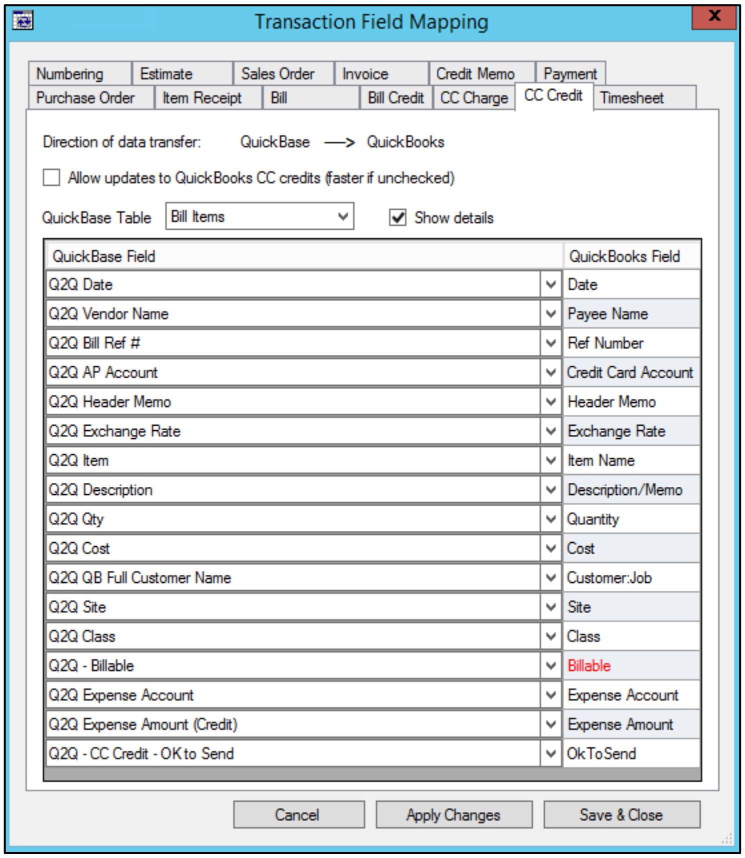


Expenses Tab



Credit Card Credits

In the example below, we have two tables in Quick Base; a parent table named Bills (where we enter Bills, bill payments via Credit Card, and credit card credits) and a child table named Bill Items. We're mapping the Bill Items table in Quick Base to Credit Card Credits in QuickBooks.



QuickBooks Required Fields:

- Date
- Payee Name
- Item Name or Expense Account

Fields That Are Written Back to Quick Base:

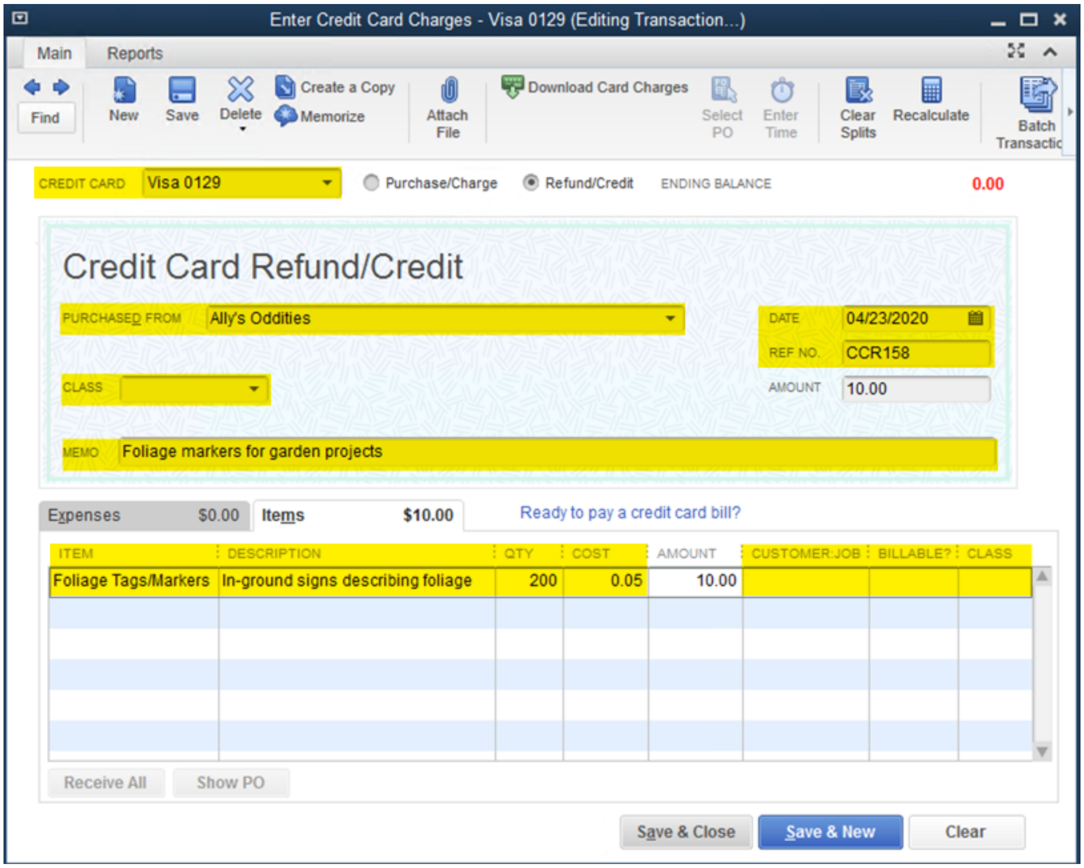
- Billable

Note: When sending credit card credits to QuickBooks, the total of all line items should be a positive number. The positive Credit Card Credit amount will be a reduction of the related Credit Card account in QuickBooks.

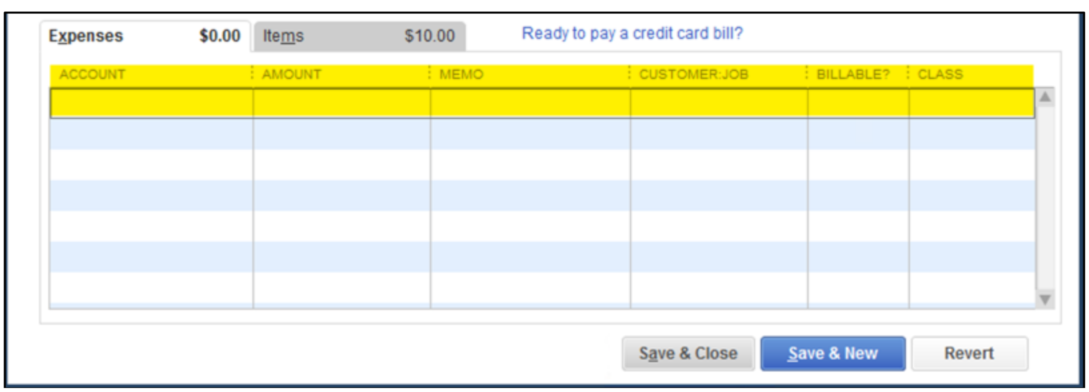
Credit Card Credits Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:

Items Tab

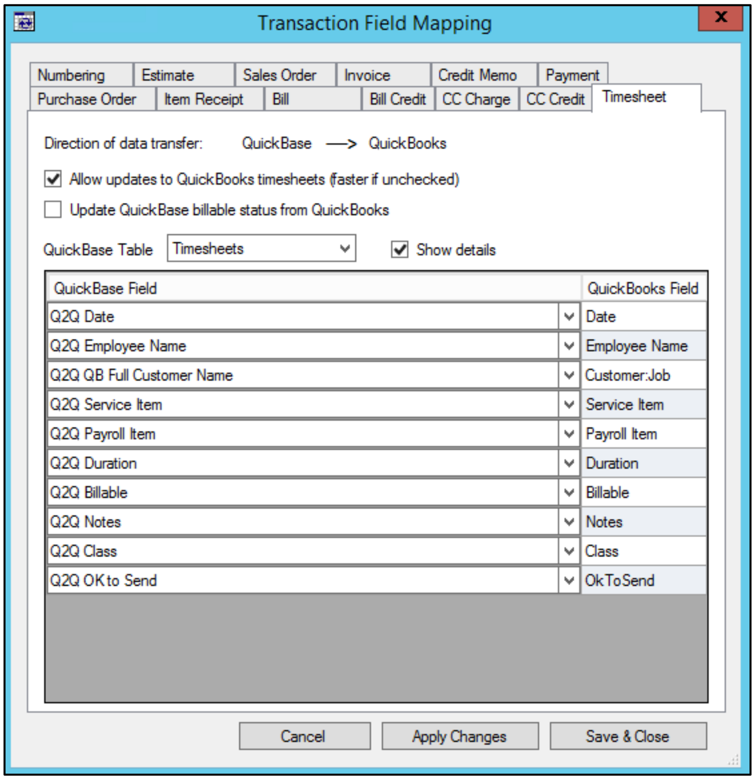


Expenses Tab



Timesheets

In the example below, we have a single table in Quick Base named Timesheets mapping to Timesheets in QuickBooks. A child table isn't necessary since timesheets do not include multiple line items.



QuickBooks Required Fields:

- Date
- Employee Name
- Payroll Item
  (if paying employees for time)
- Customer:Job and Service Item (if time entry marked as billable)

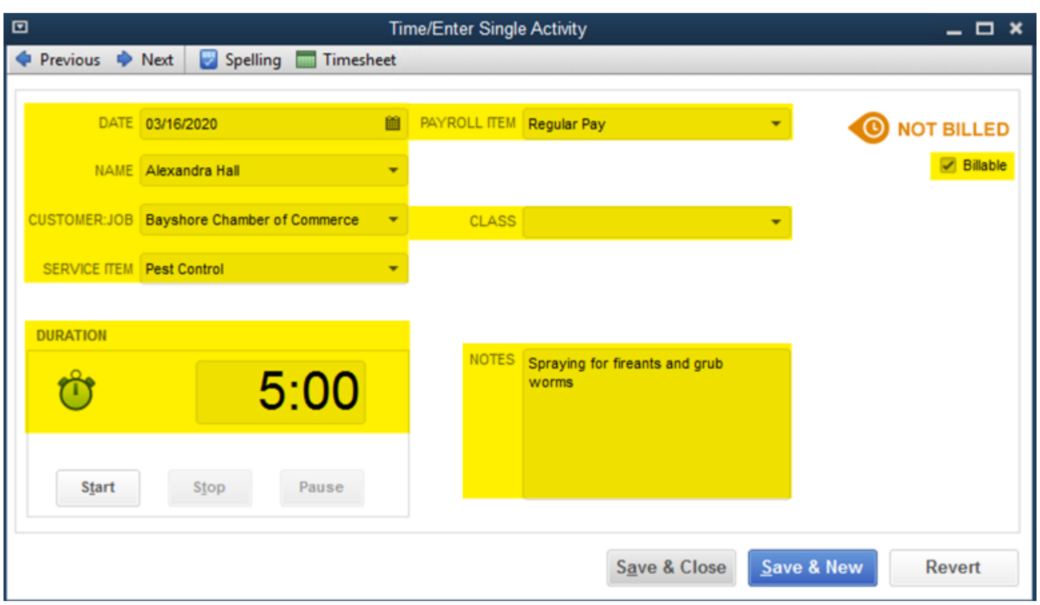
  To import time into QuickBooks, you must check the "Use Time Data to Create Paychecks" box on the Edit Employee, Payroll Info tab.

Fields That Are Written Back to Quick Base:

- (none)

Timesheet Mappable Fields

The following highlighted QuickBooks fields that are mappable to Quick Base:



Transaction Numbering

With Q2QConnect, you can select how certain transactions are numbered when transferred to QuickBooks.

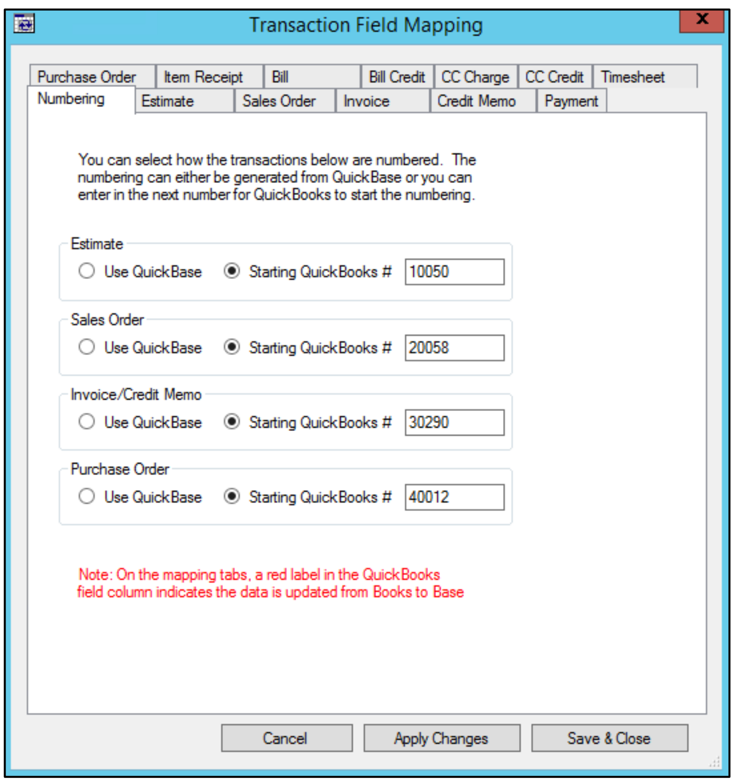
To specify transaction numbering, open Q2QConnect, click **Connect**, then click **Settings > Maps – Transactions** from the menu. Then, click the **Numbering** tab.

You can select from two options for each transaction type:

- Use Quick Base transaction number
- Specify a Starting QuickBooks #

If you select **Use Quick Base**, Q2QConnect will apply the transaction number found in Quick Base to the transactions being transferred to QuickBooks.

If you select **Starting QuickBooks #**, specify the next available number, a starting number of your choosing, or a pattern such as S1000, EST101, I5000, or PO333. Q2QConnect will automatically increment and update the number after each transfer. If you choose to enter a transaction number pattern, do NOT use any special characters or – symbol. For example, I5000 is fine, but I-5000 is not.



Initial List Load (Optional)

Once you've setup Q2QConnect and mapped your desired lists, you may want to load your Quick Base list tables with existing list entries from QuickBooks. There are three reasons you may want to do this:

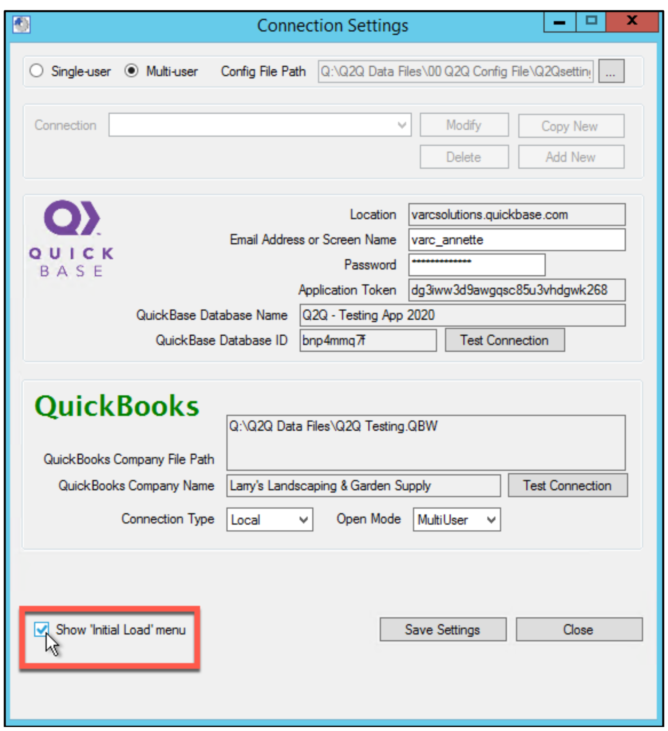
1. You have empty list tables in Quick Base and want to populate them with the list entries from QuickBooks
2. You want to purge the Quick Base list table entries and replace them with the list entries from QuickBooks. This is helpful if your Quick Base application has test data you want to clear out.
3. You want to append to the Quick Base lists with list entries from QuickBooks

If you want to start with an empty Quick Base table, check the box next to **Clear all Quick Base tables first**. For a Customer Load, this means the mapped Customer table(s) in Quick Base will be cleared prior to the transfer. **CAREFUL! There is no Undo button!**

You can also instruct Q2QConnect to set a TRUE flag for the OkToSend field in Quick Base. This means that in future syncs, Q2QConnect will see those list entries IF you have mapped the list's OkToSend field to an OkToSend field in the Quick Base table.

Show Initial Load Menu

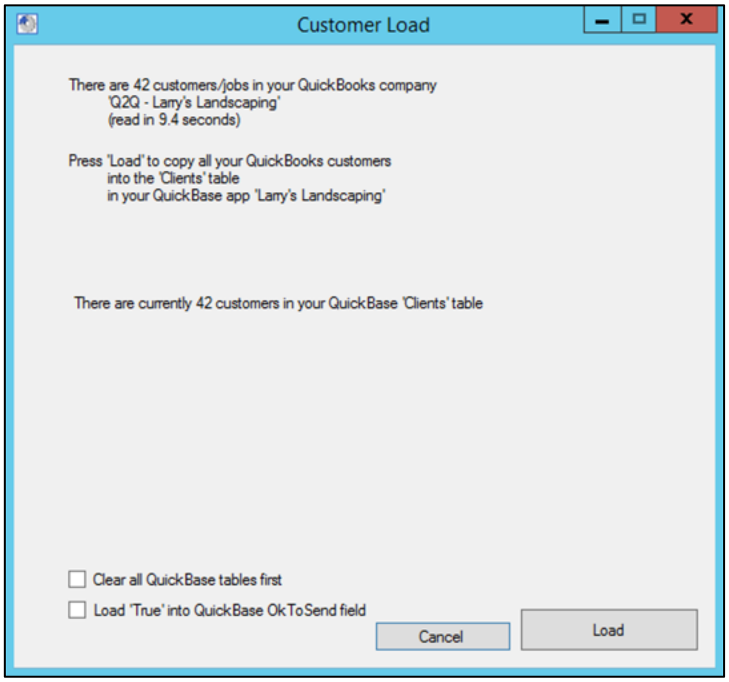
1. Select **Settings > Database Connections** from the menu.
2. Click the box next to **Show "Initial Load" menu**.
3. Click **Close**.



Note: This setting will revert to unchecked after closing Q2QConnect.

Load Lists

1. Click **Connect**.
2. Select **Initial Load > <List Name> Load** from menu.
3. Wait for Q2QConnect to evaluate your list information.
4. Make appropriate selections in the **Load** window.
5. Click **Load**.
6. Repeat steps 1-5 for each list you wish to load.

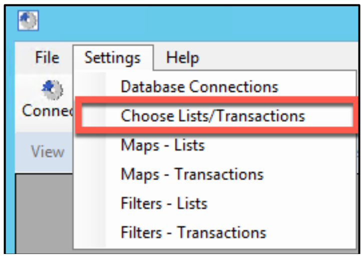


Using Q2QConnect

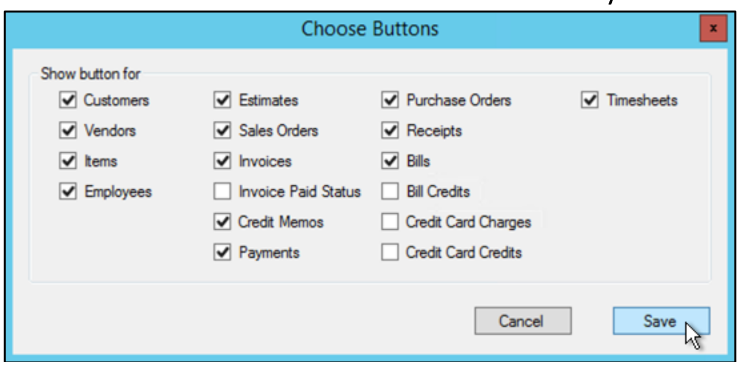
Once you've setup Q2QConnect and mapped your desired lists and transactions, you are ready to start using Q2QConnect! Congratulations!

Choose Lists/Transactions for Button Bar

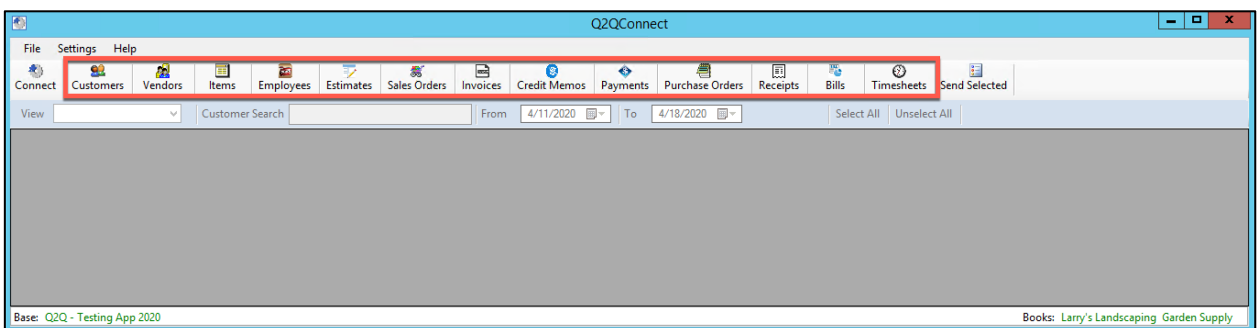
1. Select **Settings > Choose Lists/Transactions** from the menu.



2. Click the box next to the lists and transactions you want to see on the Q2QConnect button bar.



3. Click **Save**.



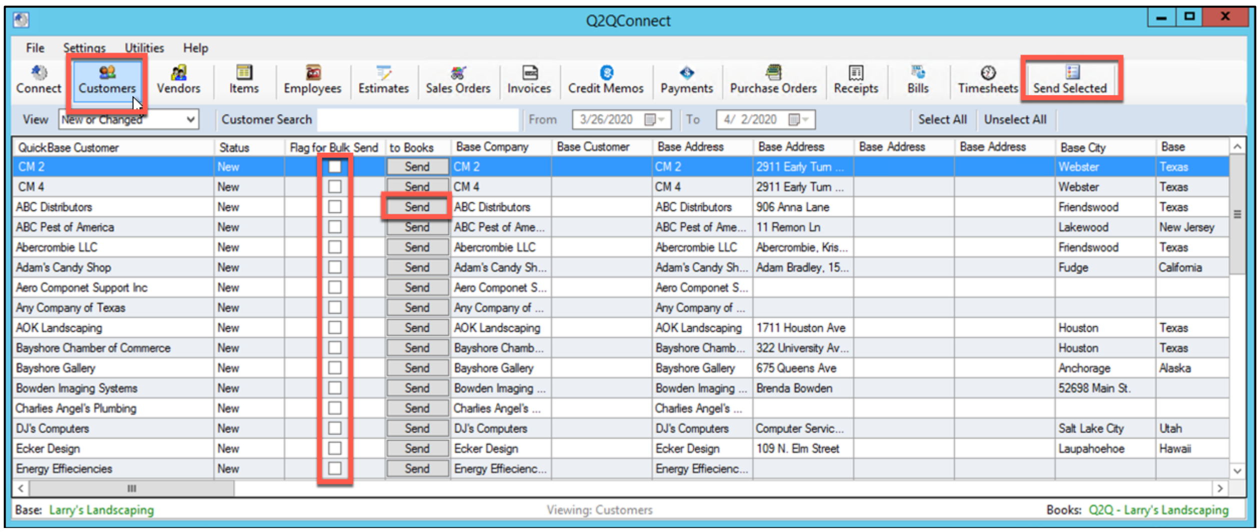
Sync List or Transaction

In the example below, we are syncing Customers from Quick Base to QuickBooks. The same steps apply regardless of which list or transaction you are transferring using Q2QConnect.

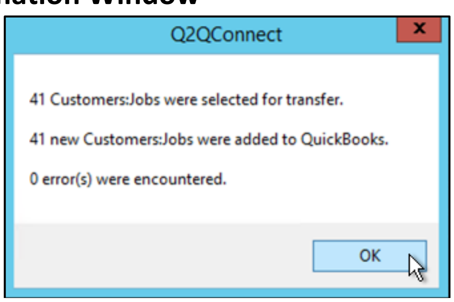
Sync

1. Click **Connect**.
2. Click on the desired list or transaction button.
3. Either click **Send** next to the desired entry, or click the **Flag for Bulk Send** box next to multiple entries and then click **Send Selected**.
4. Click **OK** on the informational window after the transfer is complete.

Q2QConnect: Select Entries to Send



Confirmation Window

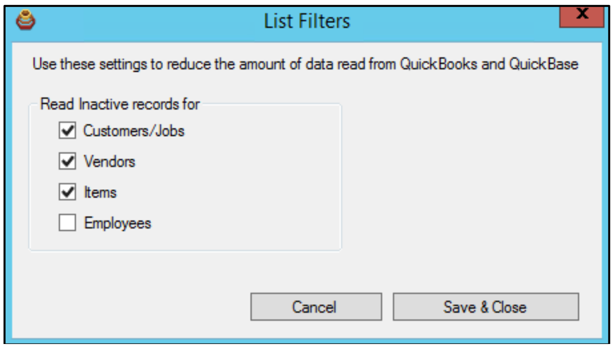


Filters

You can specify certain list and transaction filters to reduce the amount of data being read by Q2QConnect. This can speed up the evaluation and transfer of data.

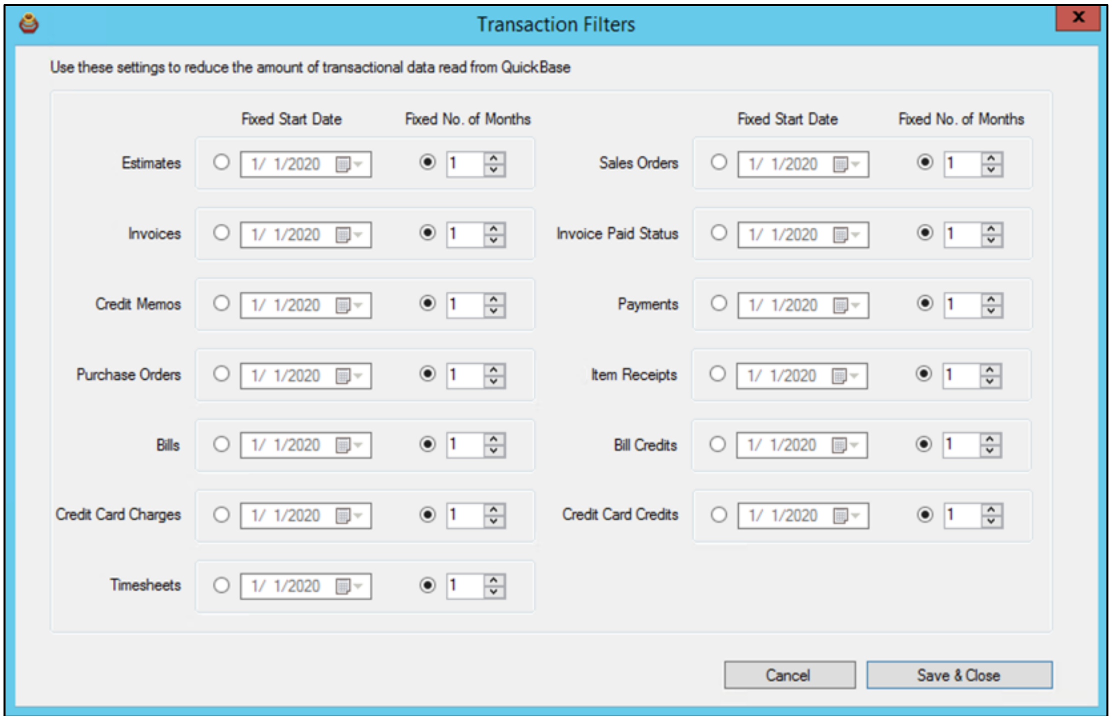
List Filters

1. Click **Connect**.
2. Select **Settings > Filters – Lists** from the menu.
3. Uncheck the box next to desired lists to exclude inactive records from being read. If the box is checked, inactive records will be read.
4. Click **Save & Close**.



Transaction Filters

1. Click **Connect**.
2. Select **Settings > Filters – Transactions** from the menu.
3. Select either a starting **Fixed Date** or a **Fixed No. or Months** to be included for each transaction.
   If you select a Fixed No. of Months, Q2QConnect will include that number of months prior to the current date. If you choose a Fixed Date, Q2QConnect will include all transactions from the selected date to today's date.
4. Click **Save & Close**.



Invoice Paid Status

The normal Invoice transaction in Q2QConnect transfers invoices from Quick Base to QuickBooks. The Invoices transaction filter is helpful because it reduces the amount of historical Quick Base data that Q2QConnect considers transferring. We normally set this to 1 Fixed No. of Months.

You'll use the Invoice button in Q2QConnect for your daily transfer of new or changed invoices. However, what if you just want to update Quick Base with the paid status of invoices from QuickBooks? You might need to look at invoices dated farther back in the past (example: an invoice created 4 months ago that was finally paid today!). Instead of having to keep changing the Invoices transaction filter, just use the Invoice Paid Status button, and expand the number of months it considers.

Set your Invoice Paid Status transaction filter to something like 4 months, and Q2QConnect will review the last 4 months of invoices, and update Quick Base if the paid status on those invoices has changed. Note: you must also map the Invoices Paid Status field in Q2QConnect with a Paid Status field in Quick Base.

Bill Paid Status

The normal Bills transaction in Q2QConnect transfers bills from Quick Base to QuickBooks. The Bills transaction filter is helpful because it reduces the amount of historical Quick Base data that Q2QConnect considers transferring. We normally set this to 1 Fixed No. of Months.

You'll use the Bills button in Q2QConnect for your daily transfer of new or changed bills. However, what if you just want to update Quick Base with the paid status of bills from QuickBooks? You might need to look at bills dated farther back in the past (example: a bill created 4 months ago that you paid today). Instead of having to keep changing the Bills transaction filter, just use the Bill Paid Status button, and expand the number of months it considers.

Set your Bill Paid Status transaction filter to something like 4 months, and Q2QConnect will review the last 4 months of bills, and update Quick Base if the paid status on those bills has changed. Note: you must also map the Bills Paid Status field in Q2QConnect with a Paid Status field in Quick Base.

Best Practices

We've compiled the following suggestions and best practices to help you be successful using Q2QConnect.

Q2Q Starter App

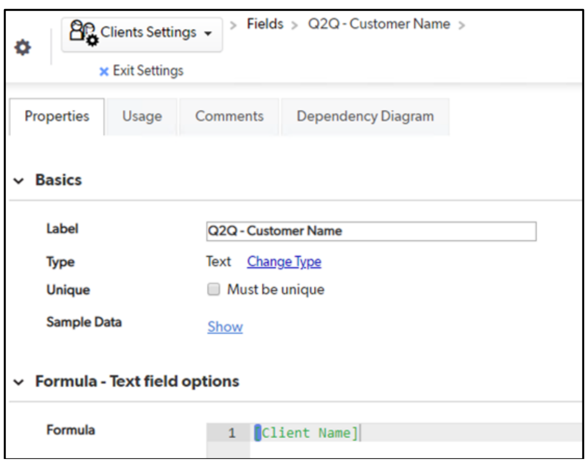
- If you haven't built out your Quick Base app yet, you might consider purchasing our Q2QConnect Starter App. We've built an app with all the tables and fields you would need to get started in minutes. Call us at 281-412-6914 for current pricing.

Field Mapping

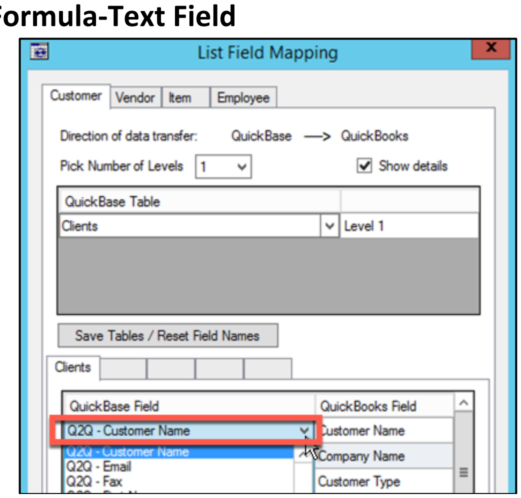
- Instead of mapping normal fields in Quick Base, set up Formula fields (text, numeric, or date) instead which reference your normal Quick Base fields. For example, instead of mapping a Customer Name field in Quick Base, set up a formula-text field called "Q2Q – Customer Name". Edit the formula for that field to point to the normal Customer Name field. Then, in Q2QConnect, select the Q2Q – Customer Name field when mapping.

  This allows you to change the formula/contents of that field later without having to change the mapping in Q2QConnect. This approach makes the connection and mapping more flexible going forward.

Formula-Text Field



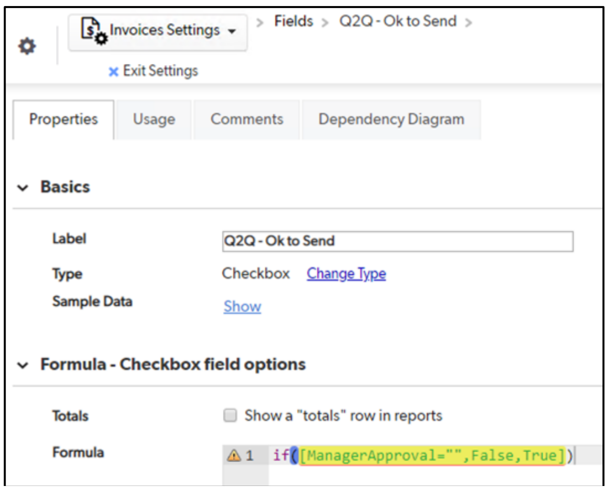
Map Formula-Text Field



Ok To Send

- When mapping lists and transactions in Q2QConnect, scroll to the bottom of the field list and you'll see an OkToSend field. This allows you to control in Quick Base which list entries or transactions Q2QConnect can see. You can create an OkToSend formula-checkbox field in Quick Base, and then build a formula to restrict which transactions flow through Q2QConnect. For example, you might have an approval process in Quick Base, and if a manager's initials aren't found, the OkToSend box is not checked. Q2QConnect won't see the transaction until the manager has approved the entry. The possibilities of this technique are endless. Call us for a consultation to explore how this could be used to maximize your workflow.

Formula-Checkbox Field



Mapping the OkToSend Field

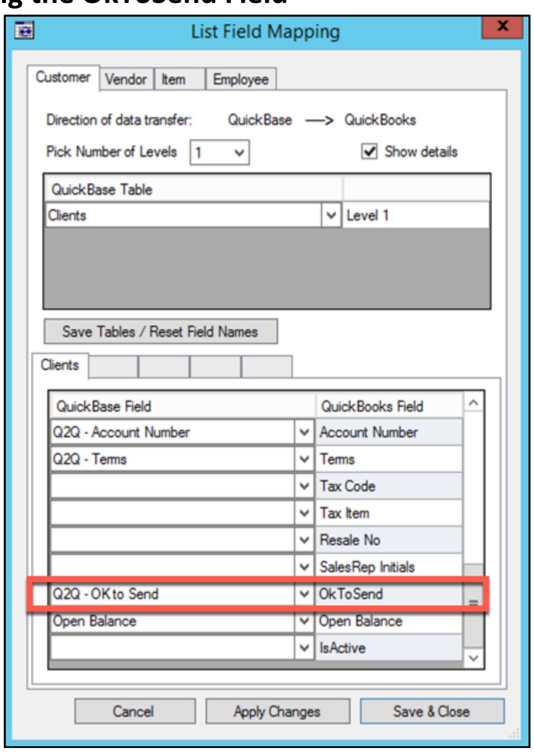
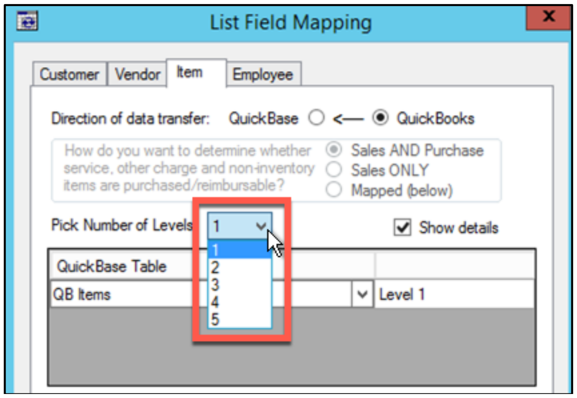


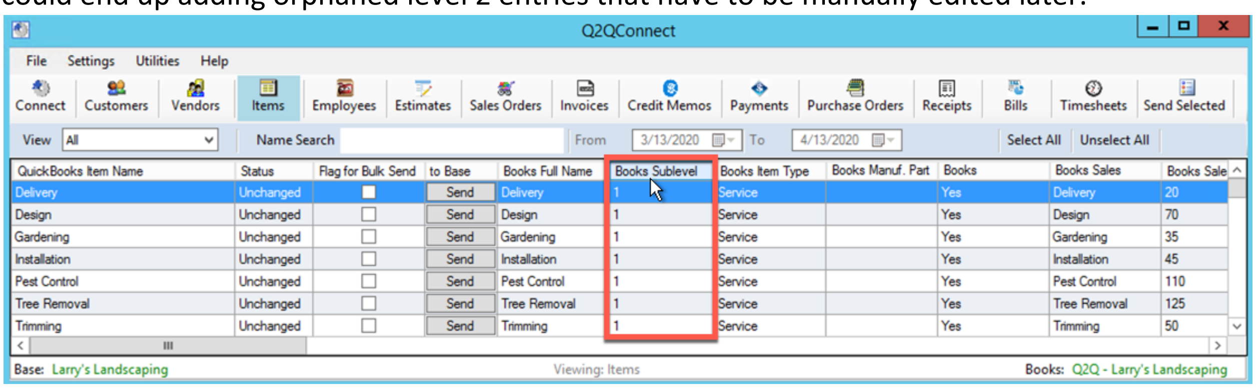
Table Levels

- With Q2QConnect, you can map up to 5 customer levels and up to 5 item levels. This matches the capabilities of QuickBooks. However, in practice, mapping more than 2 levels makes your Quick Base application and mapping increasingly complex. If you find yourself mapping more than 2 table levels, you may want to evaluate whether your Quick Base application is set up correctly. Contact us for a consultation if you need help in this area.



Syncing Multiple Levels

- If you have established multiple table levels for customers (such as Customers – Level 1 and Jobs or Projects – Level 2) or Items (Items – Level 1 and Sub-Items – Level 2), make sure and sync the PARENT (or highest level) 1st. Then, sync the 2nd highest level, etc. in progression. When you sync the parent item first, you'll ensure that when the next level is synced, the related parent item will be there. If you don't follow this approach, you could end up adding orphaned level 2 entries that have to be manually edited later.



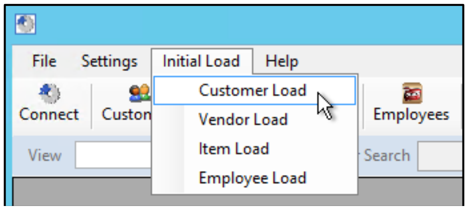
Syncing Lists and Related Transactions

- If you are syncing Customers and related customer transactions such as invoices, payments, etc. always sync the list first to ensure you have brought in new customers. Otherwise, your transaction sync might fail due to a missing customer. This concept also applies to vendors and vendor transactions where you would want to sync your vendor list before syncing vendor transactions.

Initial Quick Base Table Population from QuickBooks

- If you are starting out with a fully populated QuickBooks file and an empty Quick Base application, make sure and use our Q2QConnect Load utility to populate your Quick Base list tables with data from QuickBooks.

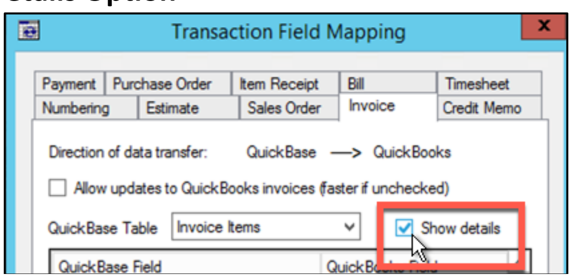
  See Page 52 for instructions on loading initial tables.



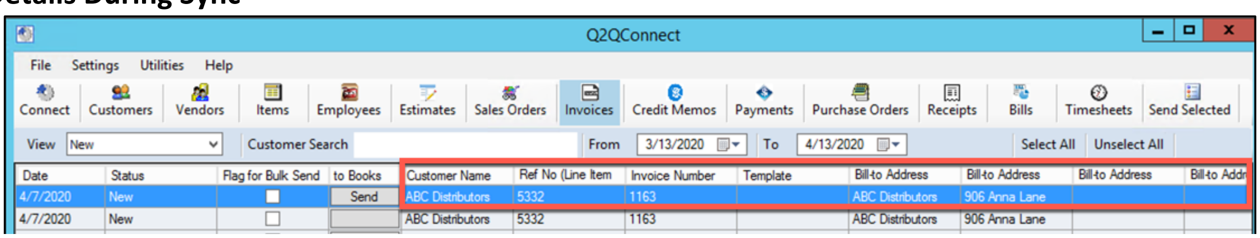
Show the Details During Sync

- When mapping your lists and transactions, check the box next to **Show details**. When syncing, Q2QConnect will show you more information about what is being synced which can be very helpful.

Show Details Option



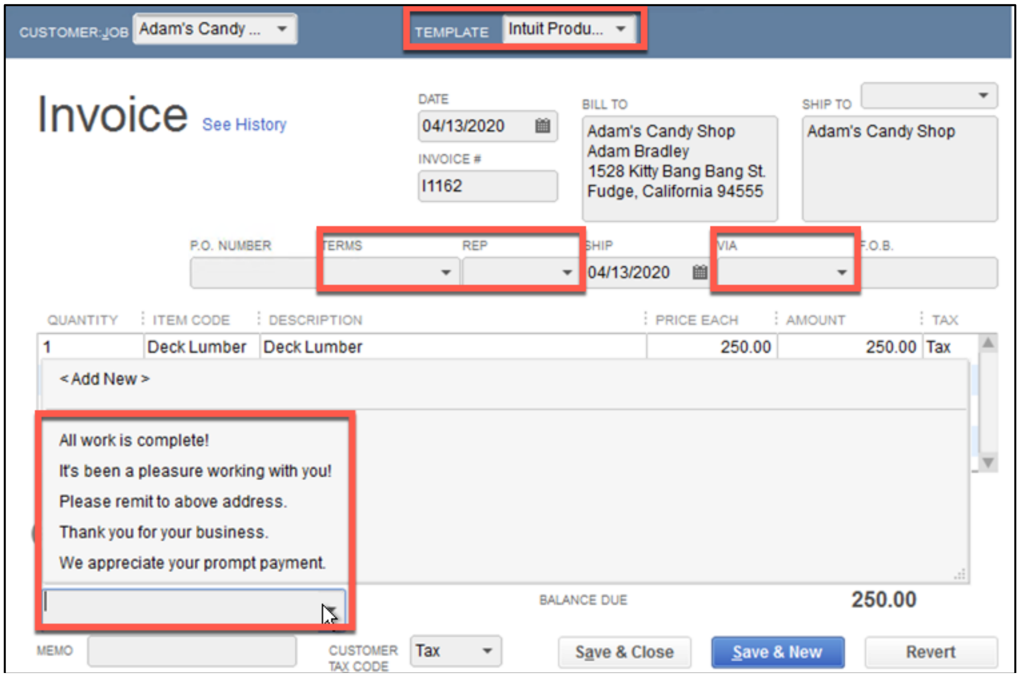
More Details During Sync



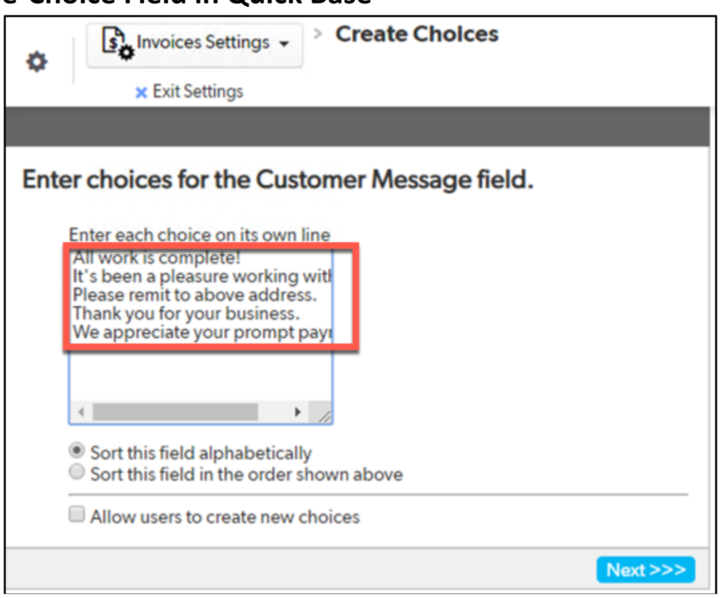
Mapping Transaction Drop-Down List Fields

- QuickBooks transactions sometimes have drop-down list fields, such as **Customer Message**, **Template**, **Terms**, **Rep**, ship **Via**, etc. Q2QConnect allows you to map these fields to Quick Base. If you choose to map such fields, you'll want to create a multiple choice field in Quick Base and only include options that are an exact match of the data in QuickBooks. Otherwise the synced transaction will not flow into QuickBooks.

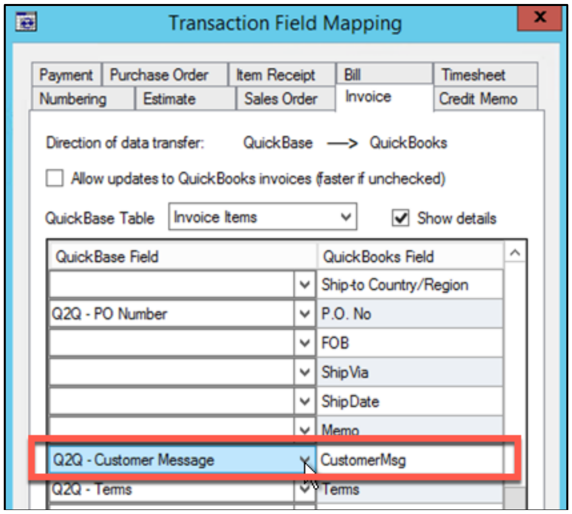
Drop-Down List Fields in QuickBooks



Multiple-Choice Field in Quick Base



Mapping Field in Q2QConnect



FAQs

We've collected some of the most common Q2QConnect questions and answers below. If you have a question not answered here, call us at 281-412-6914, or submit a question through our website contact us form at https://varcsolutions.com/contact-us.

Lists

How do I handle Items that are double-sided (including both sales and purchase info)?
In QuickBooks, if an item needs to be double-sided (including both the sales/income and purchase/expense sides), that option needs to be specified within QuickBooks.

How do I track the Preferred Vendor for an Item?
If you are transferring Items from QuickBooks to Quick Base, the Preferred Vendor will only populate to a text-only field; it will not go into a Related Vendor field. If transferring Items from Quick Base to QuickBooks, you can use the Related Vendor field to move the information to QuickBooks.

For Address State fields, do I use the state name or abbreviation?
The Quick Base address field type spells out the state name "Texas" verses using the state abbreviation "TX". QuickBooks typically uses the 2-digit state abbreviation. Q2QConnect translates from "Texas" to "TX" and puts the abbreviation in QuickBooks. If you have TX in the Quick Base state field, Q2QConnect can't do the translation. Q2QConnect will push all of the data that you have but it will show that the address does not match and will show up for sync again. The resolution is to use the State field from the Quick Base address field type, or create a state field in Quick Base that lists states using the name instead of the abbreviation.

Transactions

How do I update the Quick Base Paid Status on Invoices and Credit Memos that have changed status?

If you have an invoice or credit memo that has been marked paid, but something changes in QuickBooks or Quick Base to make that transaction unpaid, you will need to sync the changes from Quick Base (such as an increase in the invoice amount, reduction of a payment, or correction of a payment to another customer). Then sync again to pick up the paid status change.

How do I map transactions that include multiple line items?

In order to ensure that multi-line transactions (Bills, invoices, etc.) map correctly, Quick Base needs to be set up with two tables; one for the header (parent) and one for the line item detail (child). Q2QConnect mapping should use the child table. Make sure to edit your parent/child table relationship and add lookup fields to the child table for the required header/parent fields, such as transaction date, client name, address, ref #, etc.

How do I ensure Q2QConnect applies payments to invoices correctly?

You have two options in Q2QConnect:

Option 1: Auto Apply Payment is Checked

This means that Q2QConnect will apply payments to the oldest invoice first if the invoice number is not specified. If there is an over-payment on a specified invoice, the amount will apply to the next sequentially dated invoice. If there are no more invoices, then the overage will be left on the account as a credit to be applied later.

Option 2: Auto Apply Payment is Not Checked

The system will apply payments to invoices specified and add an additional payment for any overage amount that is put on account (each payment with an overage will create a separate payment). For payments without invoices specified, a payment will be added to the customer's account as a credit to be applied later.

Additional FAQs

Are there any field limits I should be aware of?

All of the settings and field-length restrictions in QuickBooks will be followed when transferring information to QuickBooks using Q2QConnect. If the QuickBooks character limit is exceeded, the name and/or transaction will not go into QuickBooks, but an error message/error log will indicate the problem.

For fields potentially longer than the character limit, we recommend you set up a formula field that truncates the field to the max character limit, then map this formula field to the matching QuickBooks field in Q2QConnect. This formula field can be pulled through to child tables in QuickBase via table relationship lookup fields, if you are using it on transactions.

Field	Maximum Characters
Account Name	31
Account Numbers	7
Amount	20
Customer message (Invoices)	101
Customer, Vendor Names	41
Employee Name (first and last)	25
Item Name	31
Item Part Number	31
Item Description (Invoices)	4095
Job Description	99
Memo (Transaction)	4095
Notes in Shipping/Billing Address	41
Ship to Name	41
Invoice Number Field	11

What should the path be to my QuickBooks company file?

If your QuickBooks company file is stored on a server, then you're able to get to the file through a mapped drive or through a direct connect through the server. When using Q2QConnect, make sure the path used to get to QuickBooks is the same. Q2QConnect validates the path and filename to ensure the correct QuickBooks file is synced.

In Q2QConnect, verify the company file path by clicking **Settings > Database Connections**.

In QuickBooks, verify the company file path by clicking **File > Open Previous Company**. Both paths and should match.

Note: If you find the paths are different, open the QuickBooks file using the same path as listed in Q2QConnect. This can happen when the QuickBooks file is upgraded and the file is opened through another path.

Should I include my chart of accounts account number when specifying expense accounts to sync?
If you are syncing the expense side of bills to QuickBooks, use the name of the account and not the name and number. In QuickBooks the name and account number are two separate fields and both should not be included in the synced data.

How should I indicate sub accounts when specifying expense accounts to sync?
If you are syncing the expense side of bills to QuickBooks, use the full account name. Ie. if the account is a sub-account on the chart of accounts, then concatenate the parent account and sub-account with a colon (“:”) and no spaces.

Example: Professional Fees:Accounting

How should I indicate sub customers (aka “Jobs”) when syncing customer:job names?
If you are syncing Customers that have Jobs and you are syncing the whole job name, concatenate the customer name and job name separated by a colon (“:”) and no spaces.

Example: ABC Company:Job 1234

Minimum System Requirements

The following system requirements must be met for a successful install and use of Q2QConnect.

	Minimum requirement
Processor	Intel® or AMD processor; 2 GHz or faster processor
Operating system	Microsoft 8.1 or 10. There are no known issues with Windows 7, but it is no longer supported. For server installations: Windows Server 2008 R2 SP1 and Higher (Windows Server 2012, 2016, or 2019 preferred). Q2QConnect is not compatible with Mac OS.
RAM	1 GB or more of RAM (8 GB recommended). More RAM may be required for larger Quick Base applications. For example, performance testing found that evaluating a customer list with 44,400 records required 450MB of RAM.
Hard disk space	100 MB or more of available hard-disk space (includes installation of the QuickBooks Desktop SDK, aka QBFC13).
Internet	Internet connection required for software activation, connection to Quick Base, and transfer of data to QuickBooks Desktop.
QuickBooks Version	QuickBooks Desktop 2015/15.0 or higher (Pro, Premier, or Enterprise Solutions). Current version recommended. QuickBooks Online and QuickBooks for Mac not supported.
Admin Rights	Admin rights on local installation computer required, as well as modify access to installation folders, subfolders, and files (c:\varcsolutions\) When setting up Q2QConnect, the initial connection to your Quick Base application must be done by an admin user with full access to all tables and fields.

Troubleshooting

The following are problems you may encounter and our recommended solution. If you encounter a problem not listed here, please call us at: 281-412-6914.

Installation Problems

Can't install Q2QConnect as a non-admin computer user
The most common problem we see is an error during install. This is usually the result of insufficient privileges on the installation computer. Make sure you are installing the program as an Admin user with modify rights to the installation folder, subfolder, and files.

Installing QuickBooks Desktop SDK AFTER Q2QConnect Install
For proper install and operation of Q2QConnect, the QuickBooks Desktop SDK (aka QBFC13) must be installed PRIOR to installing Q2QConnect. If necessary, uninstall Q2QConnect, install QBFC13, then reinstall Q2QConnect.

Q2Q Connect Doesn't Support Quick Base 2 Step Authentication
2 Step Authentication must be disabled in your realm/policy or account settings for Q2QConnect to connect with Quick Base. Learn how to enable/disable here:
https://help.quickbase.com/user-assistance/two_step_auth.html

Mapping Problems

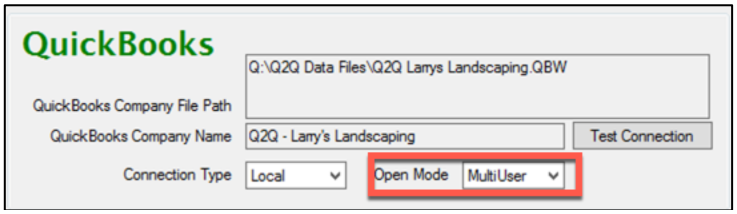
When mapping fields in Q2Q, sometimes the fields don't show below. What's the resolution?
If you select a table and the fields do not show below, click on another table name then back to the desired table and the fields should populate.

Q2QConnect Operation Problems

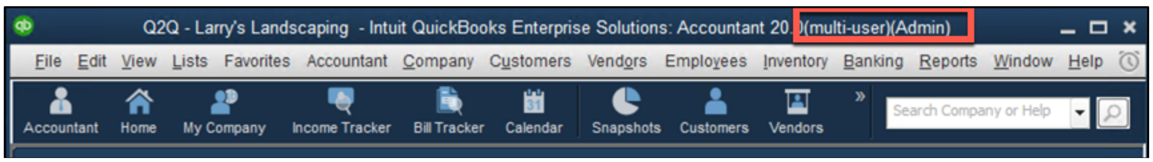
Why is Q2QConnect not using my specified transaction number correctly?
If you configure Q2QConnect to specify the next QuickBooks transaction number or scheme (Estimate, Sales Order, Invoice, Purchase Order), the number should NOT include a dash ("-") in the number. Example, you can specify S1234, but not S-1234.

Why can't I create a connection to QuickBooks?
QuickBooks should be open prior to connecting Q2QConnect. Also, review your connection settings under **Settings > Database Connections**. If you have specified an **Open Mode** of Multi-User for QuickBooks, make sure you are logged into QuickBooks and toggled into Multi-User Mode (QuickBooks: **File > Switch to Multi-User Mode**). The modes need to be the same between Q2QConnect and QuickBooks.

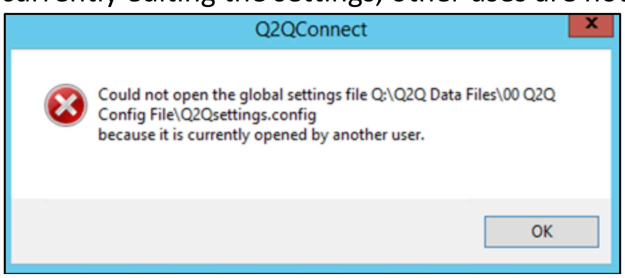
Database Connection Settings



QuickBooks Mode:



Why can't I access the Q2QConnect Settings? (Multi-user Configurations)
In a multi-user configuration, the global settings file is shared by all licensed users. If a user is currently editing the settings, other uses are not able to edit the settings.



Release Notes

The following table lists each software release and what changed. We are actively testing and developing New/Improved Features and fixing bugs when discovered.

Version	Release Date	Release Notes
3.22	05/01/2020	Added Multi User Configuration for Local Machine or Hosting Machine Added Terms and FOB fields to Purchase Orders Added Due Date field to Estimates Added New Transactions: Bill Credit, Credit Card Charge, Credit Card Credit, Invoice Paid Status, Bill Paid Status Added Due Date and Currency fields to Sales Orders Added Currency field to Invoices Added Email Address and CC Email Address to Customers Added Email Address and CC Email Address to 2nd Level Customer:Job list Fixed a bug where Estimate Ship To Addresses were being overwritten even if the fields were not mapped Solved an issue where Sync ID on Payments not coming over consistently
3.19	03/17/2019	Fixed OK To Send on Single Level Customers.
3.18	02/25/2019	Added Currency and Exchange Rate on Customers, Vendors, and Bills
3.16	2/8/2019	Added/Fixed sync of Currency & Exchange Rate after updating Invoices exchange rate in QuickBooks.
3.15	12/20/2018	Fixed intermittent crashing issues when syncing Bills with multiple customer lines included in sync. Fixed Payments not updating Q2Q ListID in Quick Base.
3.10	8/21/2017	Added Sync for Date Paid, Amount Paid on Invoices, Credit Memos, and Bills. Added Purchase Order Template mapping.
3.09	6/28/2017	Added Search for Estimates, Sales Orders, Credit Memos, Payments, Purchase Orders, Receipts, Bills. Note: Search not available on lists or Timesheets
3.07	6/12/2017	Added Sync Back to Base for all transactions, based on Qty change. Payments Sync Back if deleted from Books
3.06	4/11/2017	Added Invoice Sync Back to Base
3.04	4/2/2017	Added List Filters for Active/Inactive Fixed Invoice paid status for line-item detail Added Payments Sync
3.03	3/31/2017	Added Items Sync for the Preferred Vendor and Manufacturer's Part Number fields. Added Invoice Paid Status
3.01	3/25/2017	Added Customer Name search on Customers screen and Invoices Screen Added Line Item Sync for Invoices and Credit Memos Added paid status for Invoices and Credit Memos

Revision: 3.22, 5/1/2020

