Q2QCONNECT

Connecting YOUR Quick Base and QuickBooks

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Q2QConnect Configuration

NOTE: Call VARC at 281-412-6914 when know that you will be installing Q2QConnect so that your license can be verified and granted ahead of time.

1. Install Q2QConnect by running the setup.exe program.
2. Launch the Q2QConnect Tool.
3. Enter in the License Request Information.

4. Click the Request License button.

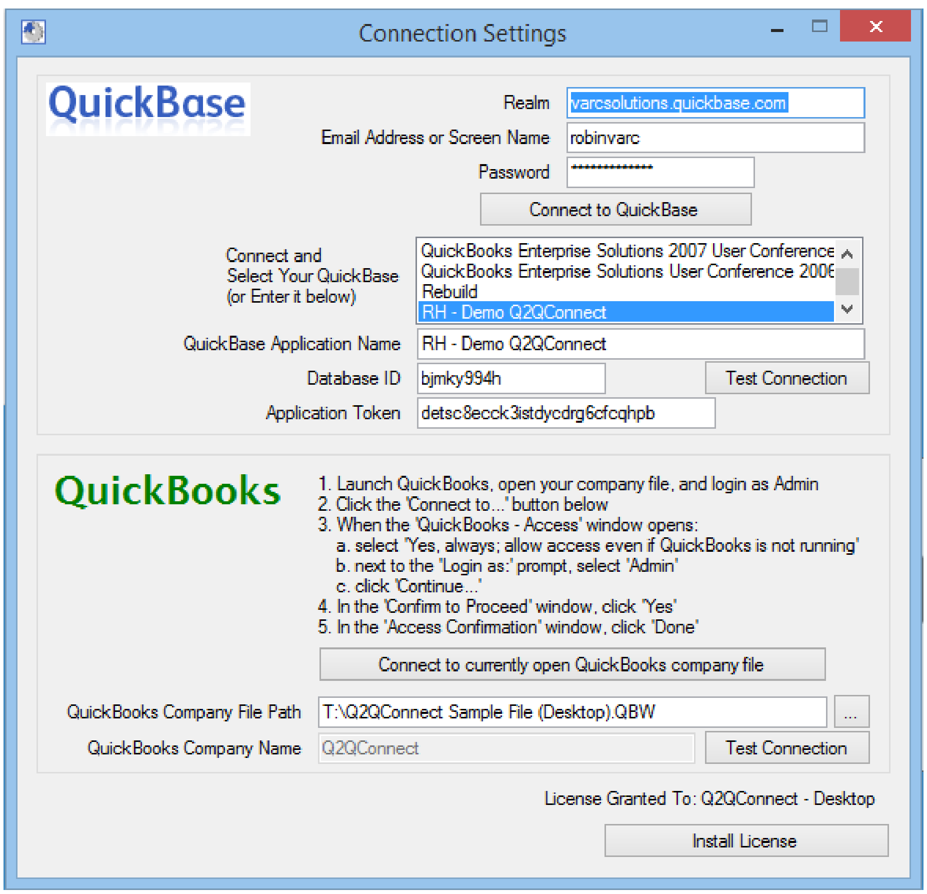
NOTE: This will send an email to the Q2QConnect Administrator.

5. Click the Refresh button.
6. Once the License status is changed to “Granted,” Click the Configure License button.

Connection Setup

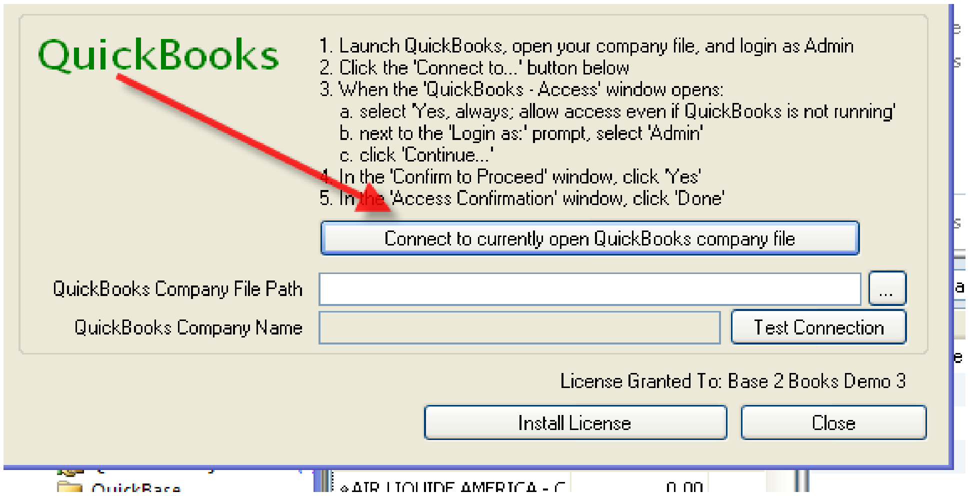
Quick Base Section

1. Enter your Quick Base Realm.
2. Enter your Quick Base Email Address or Quick Base User Name and Password.
3. Click the “Connect to Quick Base” button to show all of the applications available to you for connection to Q2Q.
4. Choose the Quick Base application that Q2Q will connect to.
   Enter Application Token – You will need to configure an Application Token in your Quick Base.
   - Go to your Quick Base application Home Page, click Settings, and click App properties.
   - Under Advanced Settings, click Manage Application Tokens, and then click Create a New Application Token. Enter the description: “Q2QConnect”.
   - Once the application token has been generated, copy the Application Token and paste it into the Q2QConnect Configuration Page.
5. Click the Test Connection button.

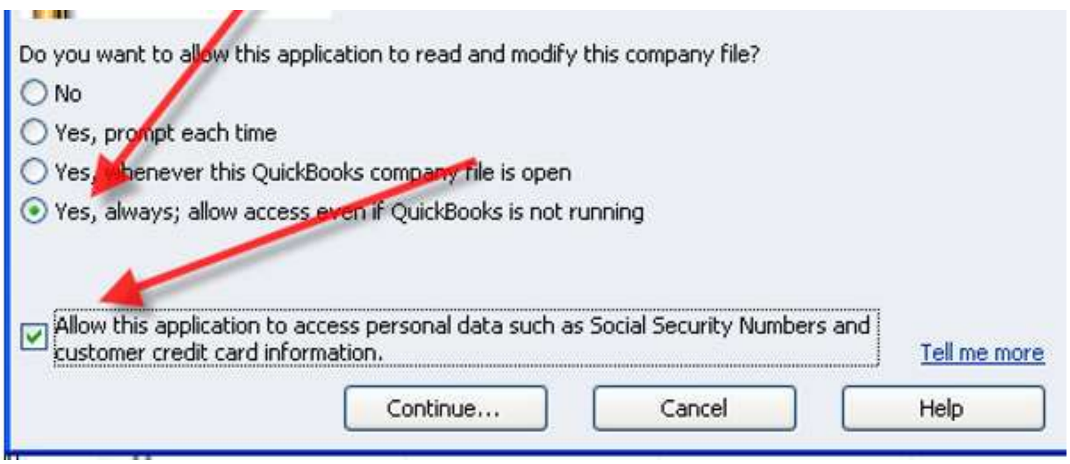


QuickBooks Section

1. Open the QuickBooks file that you want to connect with Q2Q in multi-user mode and sign in as admin.
2. Click on the “Connect to currently open QuickBooks company file” button.

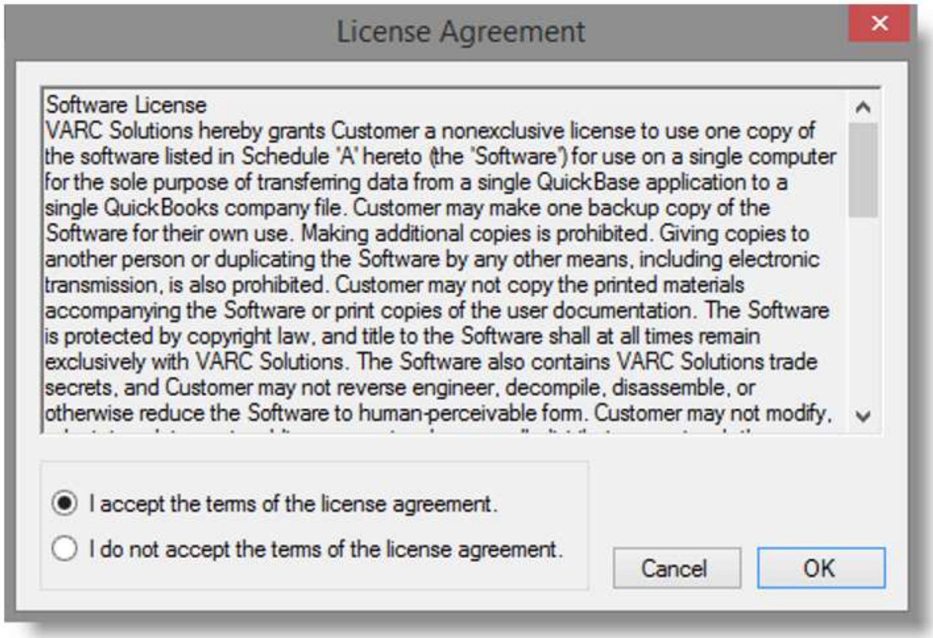


3. A pop up will open in QuickBooks. Choose the selections indicated in the picture below.
4. Choose the “Yes, Always” option and “Allow this application…”
5. Click the “Continue” button.

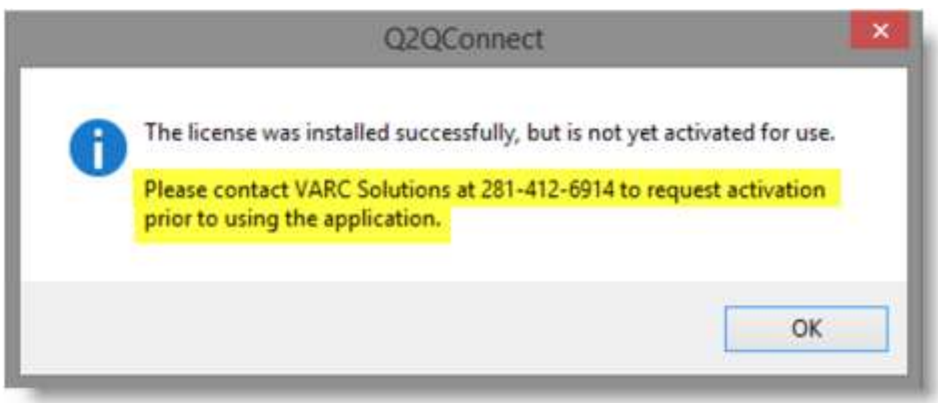


6. Click the “Install License” button.
7. Click OK.

8. Select the I accept the terms of the license agreement option. Click the “OK” button.

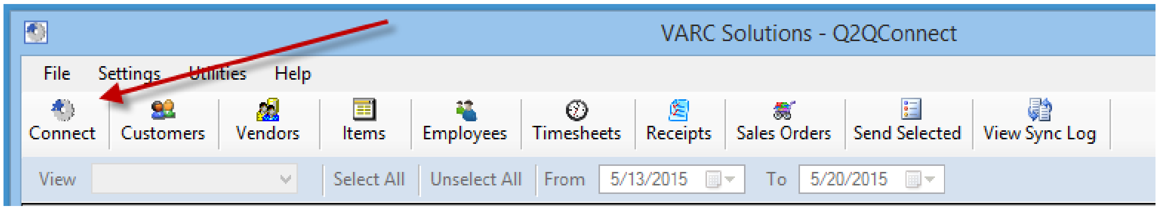


9. Click the “OK” button.
10. Call VARC Solutions at 281-412-6914 to activate the proper license type. VARC Solutions will have to activate the license for the proper features in Q2Q.

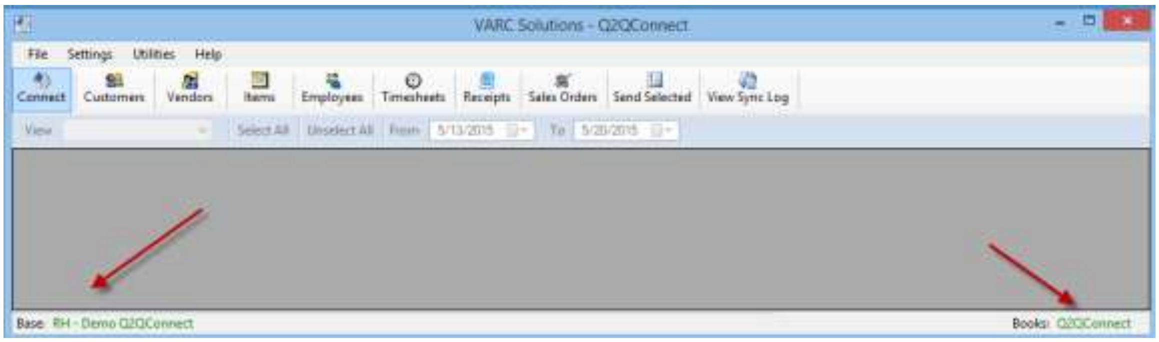


Connecting the Database

Since the QuickBooks file and the Quick Base application have been hard coded into the license, you will not have to choose them again. When you are ready to use Q2Q, click on the desktop application and click the “Connect” button to activate Q2Q with QuickBooks and Quick Base.



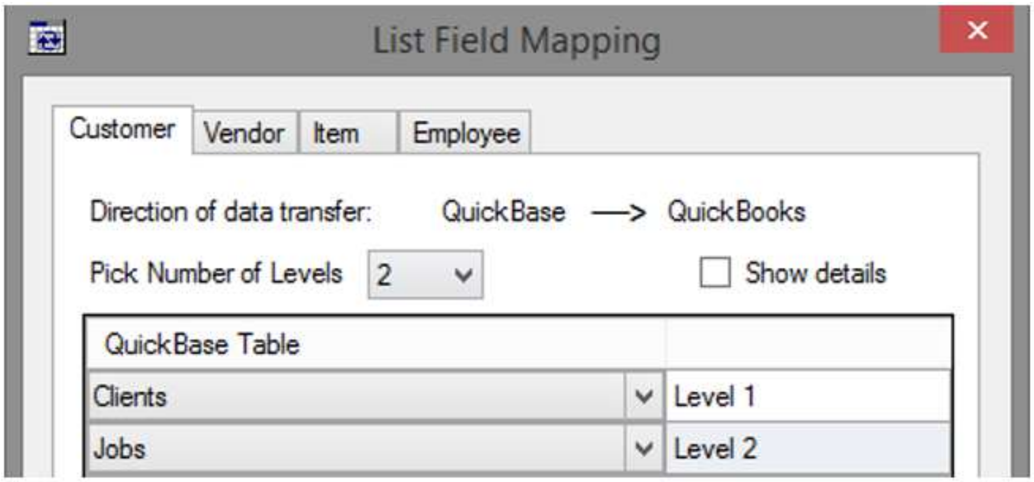
NOTE: When the database and QuickBooks are connected, they will be displayed in green at the bottom of the screen.



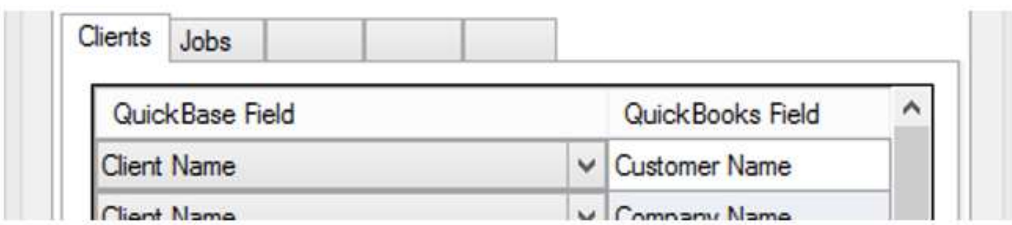
Mapping the Lists

In order for Q2Q to know how to process the information between QuickBooks and Quick Base, the maps will have to be set up. These maps should only have to be set one time, but if changes are made to your Quick Base application, then the maps can be changed at any time.

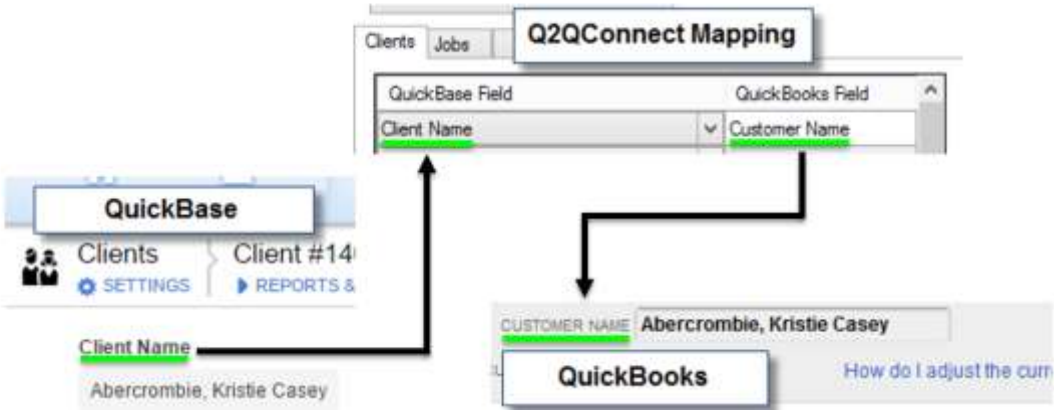
1. Click Settings, Maps – List.
2. You can set up maps for Customers, Vendors, Items and Employees.
   - For the Customers and Items, you need to determine the number of levels that you have in QuickBooks, i.e., Customers, Jobs, Sub-Jobs, or Items, Sub-Items; you need to map the tool for the highest number of levels that you have.
3. Pick the number of Levels that you have in QuickBooks.
4. Choose the tables in Quick Base that correspond to the levels in QuickBooks.



5. Match the Quick Base fields to the different levels of QuickBooks and select them in the drop down fields. Click Save Tables/Reset Field Names

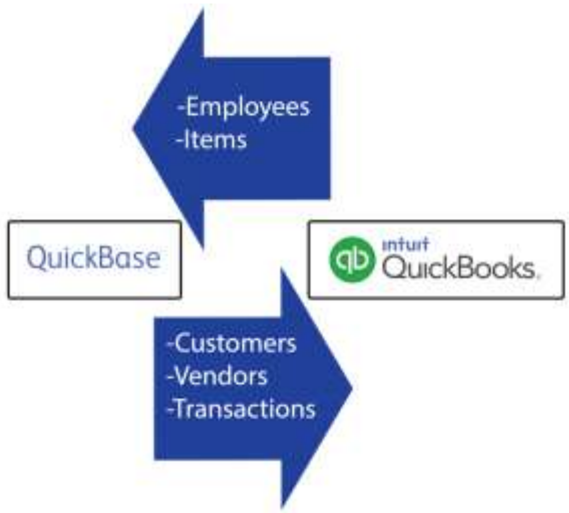


6. Click on each tab (Customer, Vendor, Item, and Employee) and map the Quick Base fields to the corresponding fields in QuickBooks. The example below shows how the fields correspond within the different systems with the proper mapping.

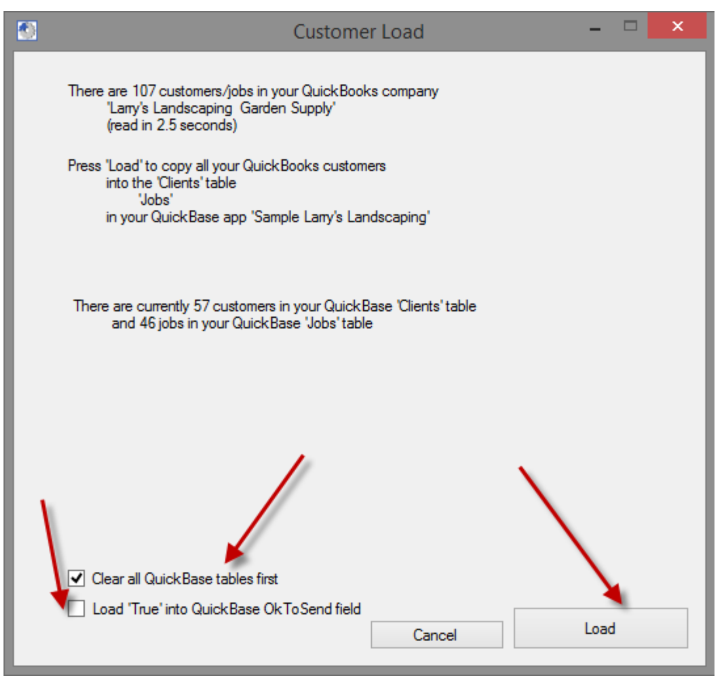


Initial Syncing of the Lists

Once setup is complete, the Customer and Vendor Lists both flow from Quick Base into QuickBooks. However, at the initial setup, if you already have data in QuickBooks, and you want to get it into your Quick Base, then you have the option to push the data from QuickBooks to Quick Base and the option to clear data from Quick Base (such as if you have test data that you want to clear out). The Employee and the Item Lists always read from QuickBooks to Quick Base, unless you purchase the option for reverse direction.



1. Click Utilities.
2. Choose the List you want to Load.
   For this example, we will use Customer Load. This will read data from QuickBooks.
   If you want to clear the Quick Base data, then check the box in the bottom left corner.
3. Click the "Load" button.

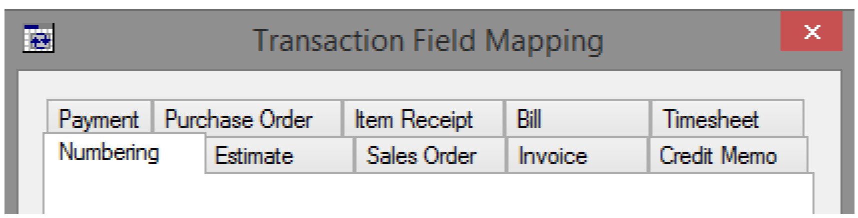


Mapping Transactions

In order for Q2Q to know how to process the information between QuickBooks and Quick Base, the maps will have to be set up. These maps should only have to be set one time, but if changes are made to your Quick Base application, then the maps can be changed at any time.
There are several transactions that can be used with Q2Q.

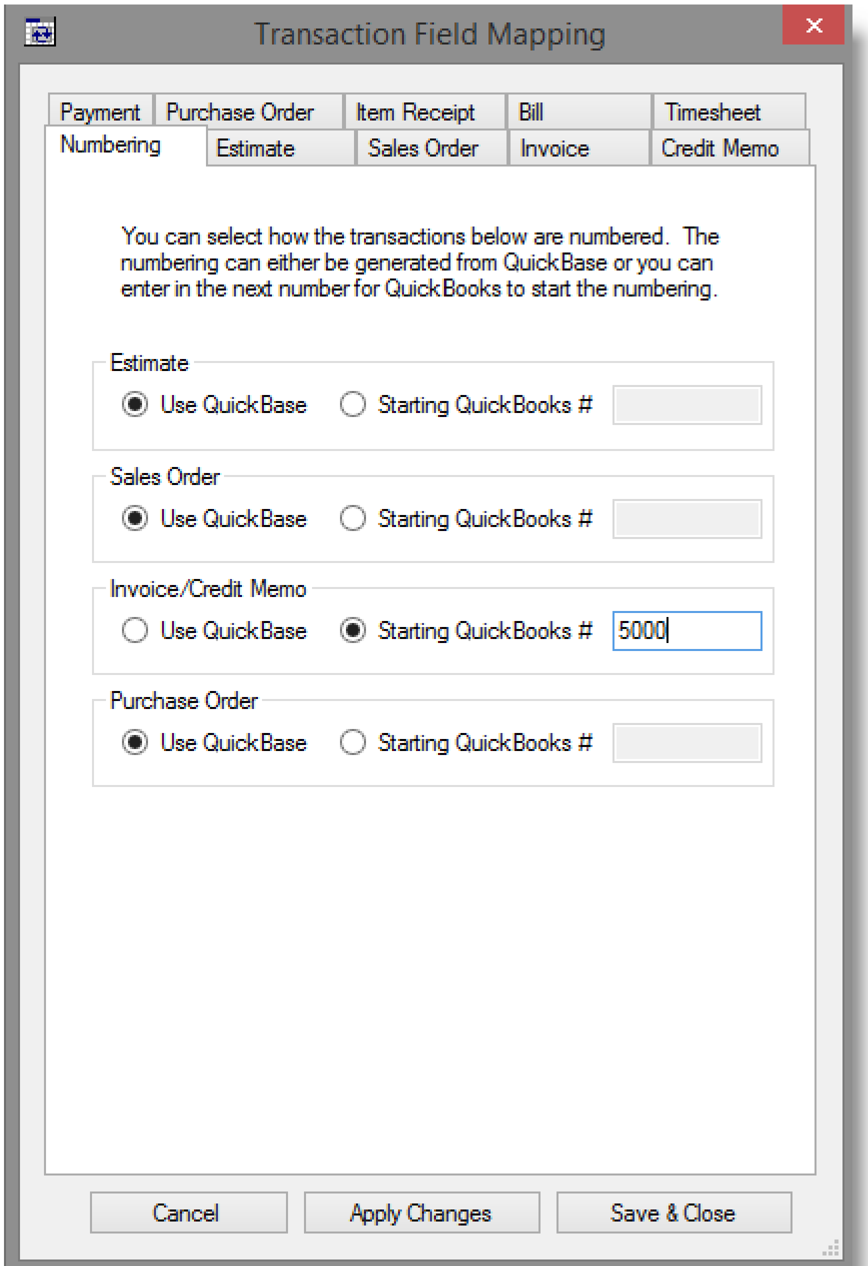
- Customer Transactions:
    - Estimate
    - Sales Order
    - Invoice
    - Credit Memo
    - Payment
- Vendor Transactions:
    - Purchase Order
    - Item Receipt
    - Bill
- Employee Transaction
    - Timesheets

If a transaction has multiple lines on it (i.e. Invoice), then you will need to map Q2Q to the lowest table. The same process will be followed when mapping transactions. Below are the different transactions.



Numbering

- You can select how the transactions below are numbered. The numbering can either be generated from Quick Base, or you can enter in the next number for QuickBooks to start the numbering.
- Below you can see that for the Invoice/Credit Memo Field, we have chosen to use QuickBooks as the master for the numbering. In this case, we want the numbering to start at 5000.



See available fields for:

FAQs for Q2Q Connect

Lists

Active Status

The active status will come in as a True/False, you can use a Text Multiple-Choice Field or a Text field so that Q2Q can write to the field.

Item list

In QuickBooks, if an item needs to be a double-sided item, that option needs to be selected within QuickBooks, as it cannot be changed after the fact from Quick Base to QuickBooks.

Preferred Vendor (Item List)

If you are using the flow of the Items list 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 the flow of the item list is from Quick Base to QuickBooks, you can use the Related Vendor field to move the information to QuickBooks.

Mapping Tables

If you pick a table and the fields do not show below, click onto another table name then back to the desired table and the fields will populate.

Transactions

Paid Status on Invoices and Credit Memos

If you have an invoice or CM that has been marked paid, but something changes in QuickBooks or Quick Base to make that transaction unpaid, you will need to transfer the changes from Quick Base. You will also then you will need to sync again to pick up the changed in the paid status.

Transaction Numbering

If you are assigning to the next transaction number (Estimate, Sales Order, Invoice, Purchase Order) the number should not include a “-“ dash in the number.

Payments

You have two options in Q2Q, just like in QuickBooks, and the logic follows the same pattern.

Option 1 Auto Apply is Checked

This means that the system 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 not more invoices, then the overage will be left on the account.

Option 2 Auto Apply 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 put on account.

Field Limitations

All of the setting and restrictions that are set in QuickBooks will be followed when transferring information to QuickBooks using Q2Q from QuickBase. There are character limitations on names in lists. IF the character limitation is exceeded the name and/or transaction will not go into QuickBooks. For the field that may have the potential to exceed the character limitation, you may want to set up a formula field that cuts the name field to the correct character limitation insuring it does not exceed. This will be the field that will need to be mapped for the lists and the same field will need to be pulled through in the relations ship if you are using it on transactions.

Field	Maximum Characters
Account Name	31
Account Numbers	7
Amount	20
Custom Fields (items)	30
Customer message (Invoices)	101
Customer, Vendor, and Other Names	41
Item Name	31
Employee Name (first and last)	25
Item Description (Invoices)	4095
Item Part Number	31
Job Description	99
Memo	4095
Note Field	4095
Notes in Shipping/Billing Address	41
Username	29
Password	16
Ship to Name	41
Invoice Number Field	11
Lot Numbers	40
Report Company Name	60
Report Title	60
Report Subtitle	60
Reports Extra Footer	60
Text Box	1000

QuickBooks Path

If QuickBooks is stored on a server, then you are able to get to the file through a mapped drive or through a direct connect through the server. When using Q2Q, make sure that the path that you use to get to QuickBooks is the same, as this is a point of validation to ensure that information is being synced to the correct QuickBooks file.

In the Q2Q mapping, the path can be verified by clicking into Settings, Database Connections; in QuickBooks the path to the company file can be verified by clicking File, Open Previous Company File Path to make sure that both path names read the same.

Note: If you find that the pathways are different, then the easiest solution is to open the QuickBooks file using the same path in which it is mapped for Q2Q Connect. This happens sometimes when the QuickBooks file is upgraded and the file is opened through another direction.

Account Mapping

If you are syncing the expense side of the bills to QuickBooks, make sure to just use the name of the account and not the name and the number. In QuickBooks the name and the account number are actually two separate fields and both should not be in the field to sync the data.

If you are syncing the expense side of the bills to QuickBooks, make sure that the full name of the account is being used; if the account is a sub account on the chart of accounts then the names must be concatenated with a Colon (":") between the names with no spaces.

Example: Professional Fees:Accounting

Customer Name Mapping

If you are syncing the Customers that have Jobs and you are syncing the whole job name, make sure that the full name of the customer is being used; if the name has a job then the names must be concatenated with a Colon (":") between the names with no spaces.

Example: ABC Company:Job 1234

Mapping Lists - Address Fields

Using the Quick Base address field type, the state is put into the system using the fully spelled out state (Texas vs TX). Generally, in QuickBooks, since we are using the USPS to mail invoices, the state is shown as a 2-digit state. Q2Q Connect does the translation from "Texas" to "TX" and puts TX in the QuickBooks system. If you have TX in Quick Base in the state field, then Q2Q cannot do the translation; it will push all of the data that you have but it will show that the address does not match and it will show up for sync again.

Mapping Transactions

When mapping transactions, in order to ensure that multi-line transactions (Bills, invoices, etc.), Quick Base will need to be set up with two tables, one for the header and one for the transactions lines. Q2Q Connect will map off of the bottom (child table); make sure to pull through as a lookup field all of the header information that is needed to sync on the transaction (Name, Address, Ref #, Due Date, etc.).

Q2QConnect List Fields

Customer Fields	Job Fields
Customer Name	Job Name
Company Name	Company Name
Customer Type	Job Type
Address Line 1	Address Line 1
Address Line 2	Address Line 2
Address Line 3	Address Line 3
Address Line 4	Address Line 4
City	City
State/Province	State/Province
Zip/Postal Code	Zip/Postal Code
Country/Region	Country/Region
First Name	First Name
Last Name	Last Name
Job Title	Job Title
Phone	Phone
Fax	Fax
Email	Email
Account Number	Account Number
Terms	Terms
Tax Code	Sales Rep Initials
Tax Item	Preferred Delivery Method
Resale No	OkToSend
Sales Rep Initials	Open Balance
Preferred Delivery Method	IsActive
Notes	
OkToSend	
Open Balance	
IsActive	

Vendor Fields
Vendor Name
Company Name
Vendor Type
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State/Province
Zip/Postal Code
Country/Region
First Name
Last Name
Phone
Fax
Email
Account Number
Terms
Print on Check As
Tax ID
Eligible for 1099
OkToSend
Open Balance
IsActive

Item Fields
Item Name
Item Type
Reimbursable
Sales Description
Sales Price
Purchase Description
Purchase Cost
Preferred Vendor
Asset Account (Cannot be left blank)
Income Account (Cannot be left blank)
COGS Account (Cannot be left blank)
OkToSend
Qty on Hand
IsActive

Employee Fields
First Name
Middle Name
Last Name
Print On Check As
SSN
Gender
Date of Birth
US Citizen
Ethnicity
Disability Description
I-9 On File
Work Auth Expir eDate
US Veteran
Military Status
Address Line 1
Address Line 2
City
State
Zip
Phone
Email
Primary Contact Name
Primary Contact Phone
Primary Contact Relation
Secondary Contact Name
Secondary Contact Phone
Secondary Contact Relation
Account Number
Hire Date
Release Date
Employment Type
Full/Part Time
Exempt
Key Employee
Job Title
Supervisor
Department
Job Description
Target bonus
Ok To Send
IsActive

Q2QConnect Transaction Fields

Customer

Estimate Fields
Date
Customer Name
Ref No (Line Item Grouping)
Quote No
Estimate
Bill-to Address Line 1
Bill-to Address Line 2
Bill-to Address Line 3
Bill-to Address Line 4
Bill-to City
Bill-to State/Province
Bill-to Zip/Postal Code
Bill-to Country/Region
Ship-to Address Line 1
Ship-to Address Line 2
Ship-to Address Line 3
Ship-to Address Line 4
Ship-to City
Ship-to State/Province
Ship-to Zip/Postal Code
Ship-to Country/Region
Memo
CustomerMsg
Terms
Sales Rep Initials
ToBe Emailed
Item Line No
Item Name
Description
Quantity
Price
Class
OkToSend

Sales Order Fields
Date
Customer Name
Ref no (Line Item Grouping)
S.O. No
Template
Bill-to Address Line 1
Bill-to Address Line 2
Bill-to Address Line 3
Bill-to Address Line 4
Bill-to City
Bill-to State/Province
Bill-to Zip/Postal Code
Bill-to Country/Region
Ship-to Address Line 1
Ship-to Address Line 2
Ship-to Address Line 3
Ship-to Address Line 4
Ship-to City
Ship-to State/Province
Ship-to Zip/Postal Code
Ship-to Country/Region
P.O. No
FOB
Ship Via
Ship Date
Memo
CustomerMsg
Terms
Sales Rep Initials
ToBePrinted
ToBeEmailed
Item Line No
Item Name
Description
Quantity
Price
Class
OkToSend

Invoice Fields

Date
Customer Name
Ref No (Line Item Grouping)
Invoice Number
Template
Bill-to Address Line 1
Bill-to Address Line 2
Bill-to Address Line 3
Bill-to Address Line 4
Bill-to City
Bill-to State/Province
Bill-to Zip/Postal Code
Bill-to Country/Region
Ship-to Address Line 1
Ship-to Address Line 2
Ship-to Address Line 3
Ship-to Address Line 4
Ship-to City
Ship-to State/Province
Ship-to Zip/Postal Code
Ship-to Country/Region
P.O. No
FOB
Ship Via
Ship Date
Memo
CustomerMsg
Terms
Sales Rep Initials
ToBePrinted
ToBeEmailed
Paid Statust
A/R Account
Item Line No
Item Name
Description
Site
Quantity
Price
Service Date
Class
OkToSend

Credit Memo Fields
Date
Customer Name
Ref No (Line Item Grouping)
Credit Memo Number
Rtemplate
Vendor Address Line3
Vendor Address Line4
Vendor City
Vendor State/Province
Bill-to City
P.T. Nt
Ship-to Name
P.O. No
Ship-to Address Line2
Ship-to Address Line3
Ship-to Address Line4
Ship-to City
Ship-to Country/Region
P.O. No
FOB
Ship Via
Ship Date
Memo
CustomerMsg
Terms
SalesRep Initials
ToBePrinted
ToBeEmailed
Paid Status
A/R Account
Item LineNo
Item Name
Description
Site
Price
Service Date
Class
Ok To Send

Payment Fields
Date
Customer Name
Check No (Ref#)
Method
Memo
Deposit To
Invoice Number
Amount
Ok To Send

Vendor

Purchase Order Fields
Date
Vendor Name
P.O. No
Vendor Address Line 1
Vendor Address Line 2
Vendor Address Line 3
Vendor Address Line 4
Vendor City
Vendor State/Province
Vendor Zip/Postal Code
Vendor Country/Region
Ship-to name
Ship-to Address Line 1
Ship-to Address Line 2
Ship-to Address Line 3
Ship-to Address Line 4
Ship-to City
Ship-to State/Province
Ship-to Zip/Postal Code
Ship-to Country/Region
Memo
Due Date
ToBePrinted
ToBe Emailed
Item LineNo
Item Name
Description
Quantity
Cost
Customer:Job
Class
OkToSend

Item Receipt Fields
Date
Vendor Name
Ref Number
A/P Account
Header/Memo
Item Name
Description/Memo
Quantity
Cost
Customer:Job
Site
Class
Billable
Expense Account
Expense Amount
OkToSend

Bill Fields
Date
Vendor Name
Ref Number
A/P Account
Header Memo
Terms
Paid Status
Item Name
Description/Memo
Quantity
Cost
Customer Job
Site
Class
Billable
Expense Account
Expense Amount
Ok To Send

Employee

Timesheet Fields
Date
Employee Name
Customer:Job
Service Item
Payroll Item
Duration
Billable
Notes
Class
OkToSend

Congratulations on your successful install of Q2QConnect. Thank you again for your business. If you have any questions or concerns, please feel free to call us at 281.412.6914.