

# Q2QC NNECT<sup>®</sup>

Connecting Quickbase and QuickBooks



## Q2QConnect®

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For installation, configuration, or Quickbase development, contact us at:

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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 Quickbase 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 Quickbase 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 Quickbase and QuickBooks:

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

Transactions are synced FROM Quickbase TO QuickBooks, and relevant information is reported back to Quickbase to keep things organized. Fields that are written back to Quickbase are indicated in Red on the transaction mapping screens. See **Mapping** section of this manual for more information.

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

- Customers
- Vendors
- Items
- Employees

Customer and Vendor lists are synced FROM Quickbase 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 Quickbase.

## Installation

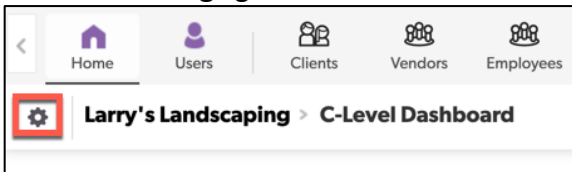
Let's get Q2QConnect installed! To ensure things run smoothly, **please complete the installation steps in the following order**. You will need to be logged into a computer with Administrator rights. Then, follow the installation steps below:

### Preparing for Install

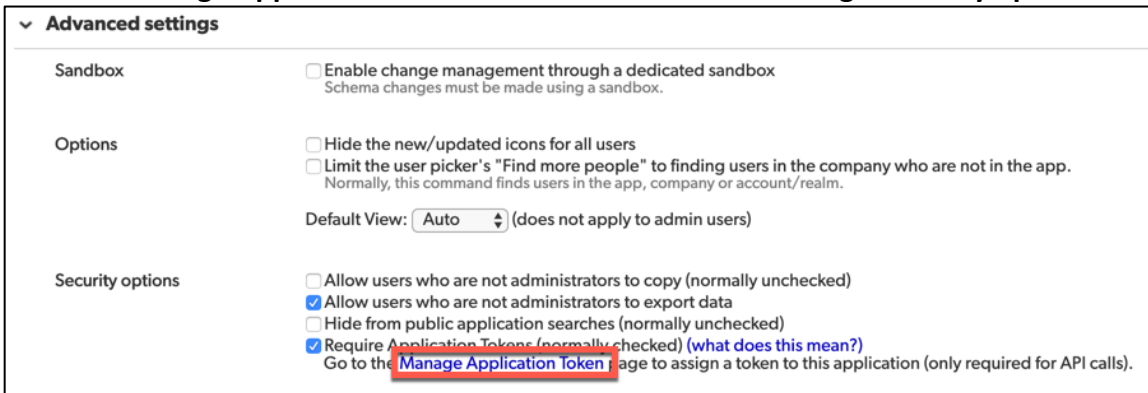
In order for Q2QConnect to establish a connection with your Quickbase app, you'll need to create an application token. Don't let that scare you, we'll walk you through the process.

#### Create Quickbase Application Token

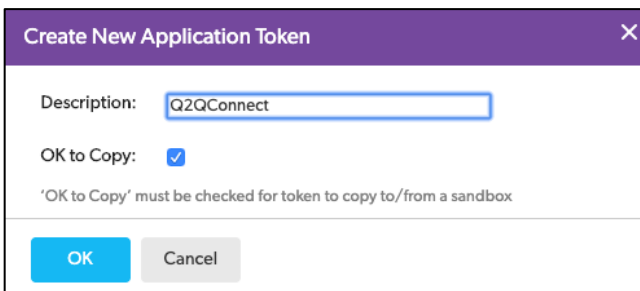
1. Sign in to your Quickbase application as a user with admin privileges.
2. Click the **Home** button.
3. Click the **Settings** gear icon.



4. Click **App properties**.
5. Click the **Manage Application Token** link below **Advanced settings: security options**.



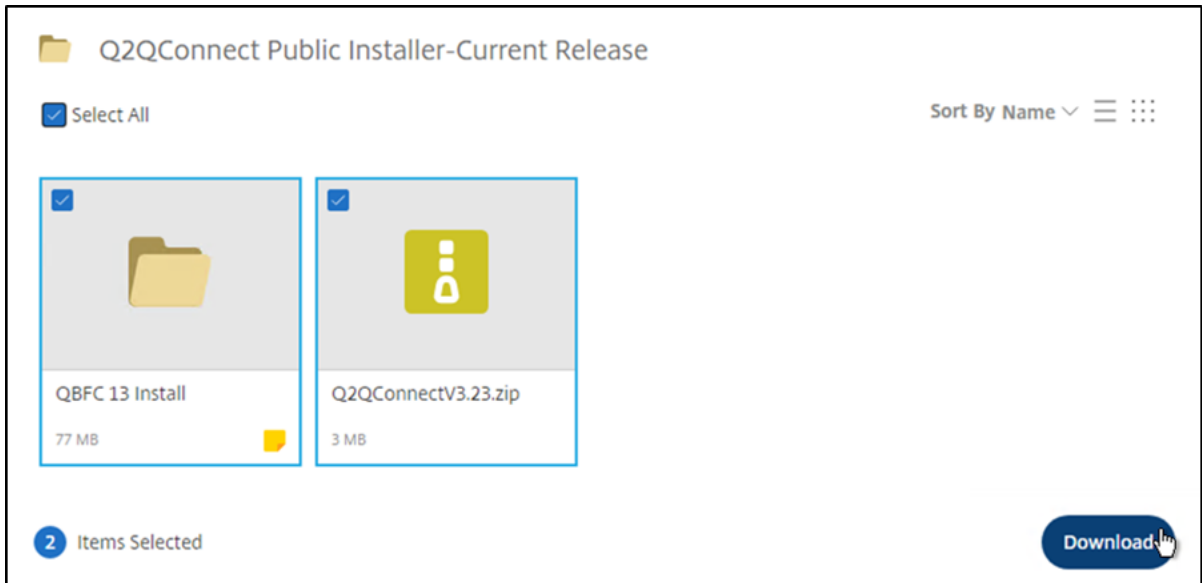
6. Click **Create New Application Token**.
7. Enter **Q2QConnect** in the **Description** field.
8. Click the checkmark next to **OK to Copy**.
9. Click **OK**.



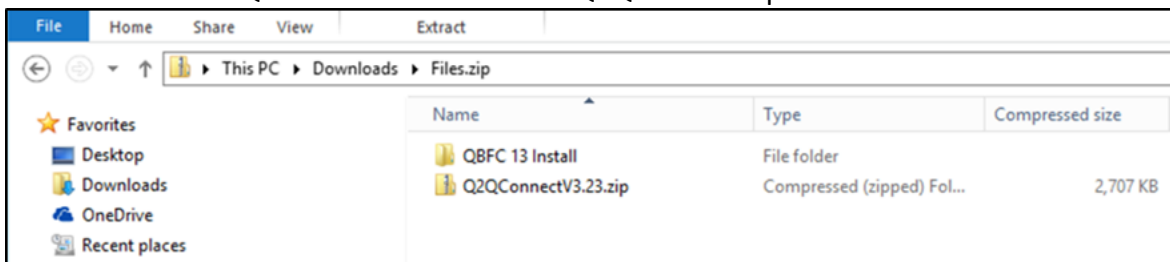
10. You'll copy and paste the **Application Token** into Q2QConnect later in the installation process.
11. If you need to get back to the **Manage Application Tokens** page, repeat the steps above.

## 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/q2qconnect-current>
3. Click **Select All**.
4. Click **Download**.



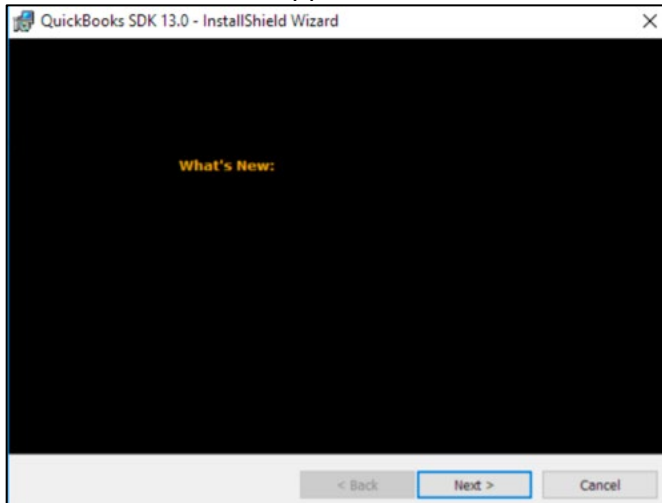
5. Click to open the Files.zip file in your downloads folder. (Depending on your operating system, you may need to double-click on Files.zip to open the downloaded zip file.) You should now see a QBFC 13 Install File and a Q2QConnect zip file.



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 3.25 and newer)

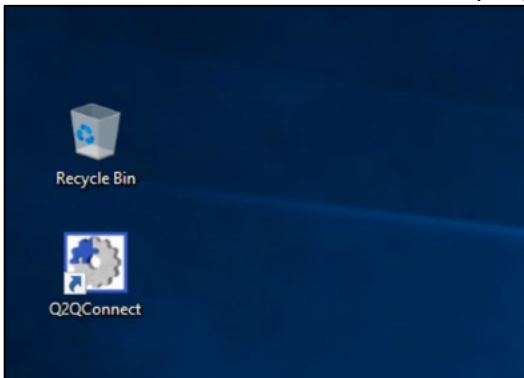
For multi-user installs of Q2QConnect, you'll complete the installation and licensing steps on each computer. We'll alert you to specific multi-user steps to complete as you go.

### 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

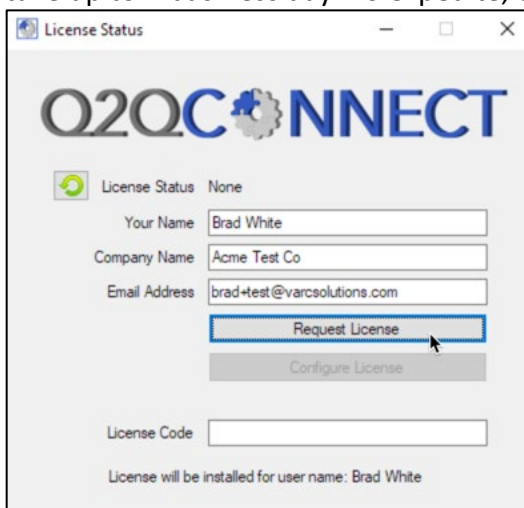
Nicely done! Now that Q2QConnect is installed, it's time to get the application configured and activate your Q2QConnect license.

### 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

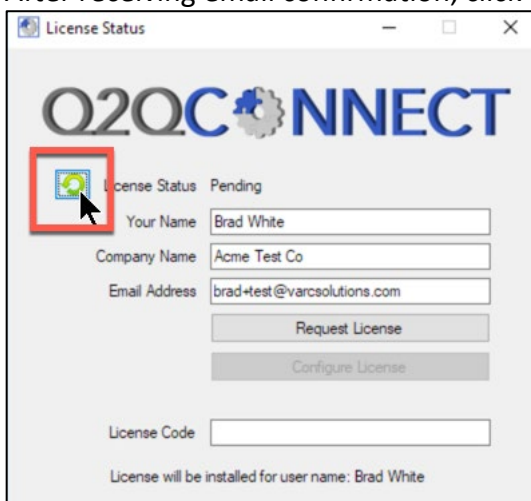
1. Switch to your desktop and double-click on the **Q2QConnect** program icon.
2. Enter your name, company name, and email address in the **Q2QConnect License Status** window.
3. Click **Request License**. This sends an email to VARC Solutions to grant your license. This can take up to 1 business day. To expedite, call VARC Solutions at 281-412-6914.



The screenshot shows the 'License Status' window for Q2QCONNECT. The license status is currently 'None'. The form contains the following fields and buttons:

- Your Name: Brad White
- Company Name: Acme Test Co
- Email Address: brad+test@varcsolutions.com
- Buttons: Request License (highlighted with a blue border), Configure License (disabled)
- License Code: (empty field)
- License will be installed for user name: Brad White

4. Your license status should now show as **Pending**.
5. Once your license has been granted, you will receive an email confirmation.
6. After receiving email confirmation, click the **Refresh** button on the **License Status** window.



The screenshot shows the 'License Status' window for Q2QCONNECT. The license status is now 'Pending'. The form contains the following fields and buttons:

- License Status: Pending (highlighted with a red box)
- Your Name: Brad White
- Company Name: Acme Test Co
- Email Address: brad+test@varcsolutions.com
- Buttons: Request License (disabled), Configure License (disabled)
- License Code: (empty field)
- License will be installed for user name: Brad White

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

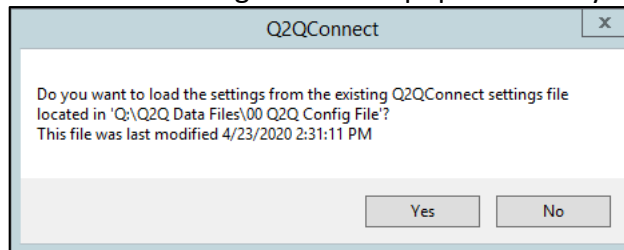
8. Click **Configure License**.

### 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 Quickbase and QuickBooks talking to one another!

## Configuration: Single-user vs Multi-user

1. Single-user Configurations:
  - a. Select **Single-user**. Continue to **Configuration: Quickbase Section** below.
2. Multi-user Configurations (V 3.25 and newer):
  - a. **For the FIRST user being configured:**
    - Select **Single-user**. You will change the setting to Multi-user later. Continue to **Configuration: Quickbase 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.

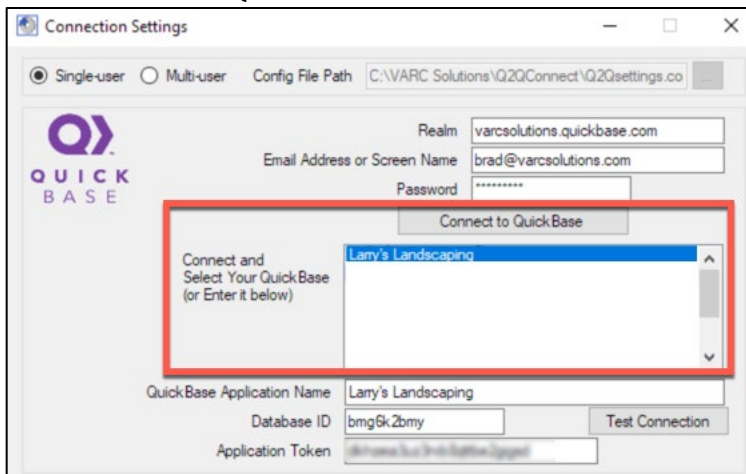


- Click **Test Connection** on both the Quickbase and QuickBooks sections.
- Click **Install License**.
- Accept the **License Agreement** and click **OK**.
- Click **OK**.
- Exit **Q2QConnect**.
- At this point, you will skip the remaining configuration steps and proceed to the instructions for Connecting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

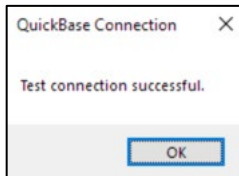
### Configuration: Quickbase Section

**This needs to be completed by a Quickbase 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 Quickbase **Realm**. For example, when you login to your Quickbase application, the Realm will be something like the bolded text here:  
<https://varcsolutions.quickbase.com/db/bmg6k2bmy>
2. Enter your Quickbase login **Email Address or Screen Name** and **Password**. This can be changed later as needed.
3. Click **Connect to Quickbase** and select from the list of available applications.



4. Next, copy and paste your **Application Token** from Quickbase. The application token should have been created earlier in the **Preparing for Install** steps.
5. Click **Test Connection**.

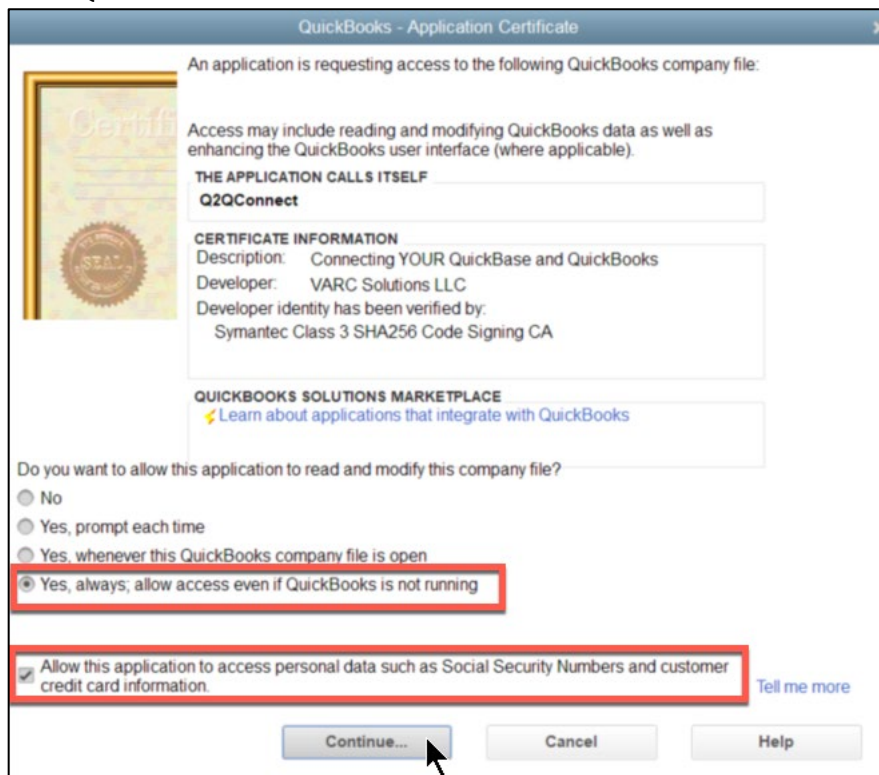


**Note:** Q2QConnect is currently not compatible with Quickbase 2 Step Authentication. If necessary, disable 2 Step Authentication in your realm/policy or account settings. Learn how to enable/disable here: [https://help.quickbase.com/user-assistance/two\\_step\\_auth.html](https://help.quickbase.com/user-assistance/two_step_auth.html)

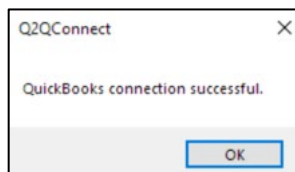
## Configuration: QuickBooks Section

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

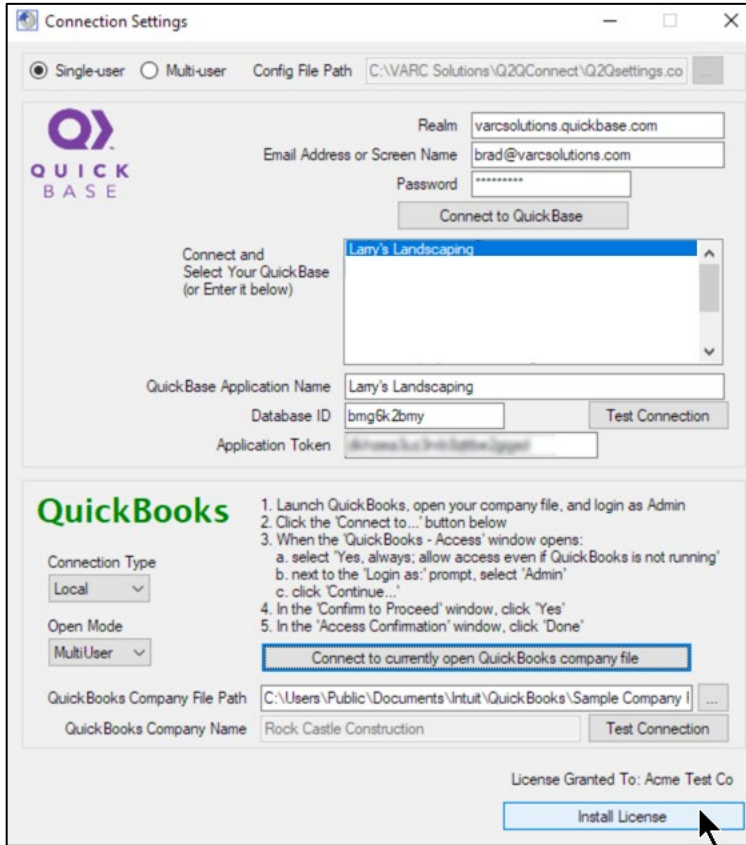
1. Click **Connect to currently open QuickBooks company file**. QuickBooks should open a QuickBooks – Application Certificate window.
  - a. If this window is accidentally closed, you can find it again by switching to QuickBooks in Single-user Mode, and selecting **Edit > Preferences** from the menu. 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.



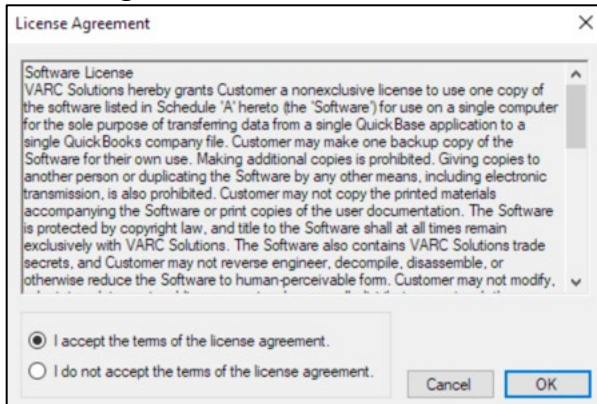
4. Click **Continue**.
5. Click **Done** (if prompted) in the **Access Confirmation** window.
6. Click **OK**.



7. Click **Install License**.

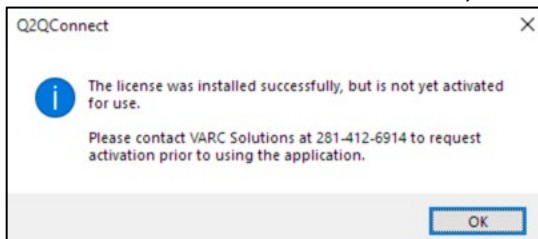


8. Review the Q2QConnect **License Agreement**, and select **I accept the terms of the license agreement**.



9. Click **OK**

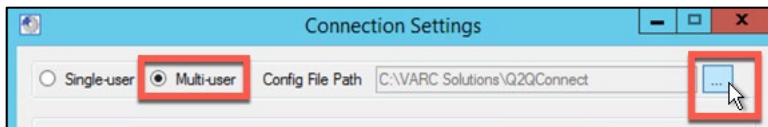
10. Finally, call VARC Solutions at 281-412-6914 to request activation prior to using the application. Once VARC Solutions confirms your activation, you can launch Q2QConnect, connect Quickbase and QuickBooks, and proceed with the mapping process.



### Multi-User Configuration (V 3.25 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.

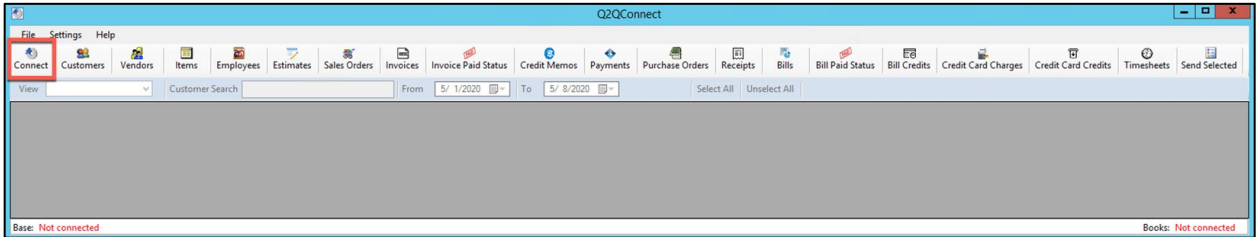


## Connecting Quickbase and QuickBooks

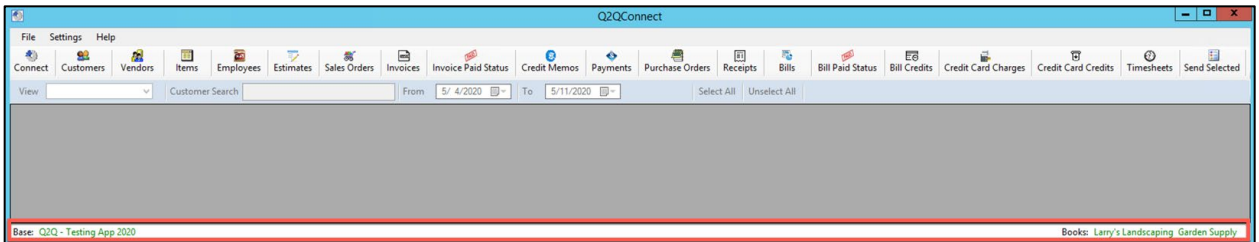
At this point, you have installed Q2QConnect and have an active license. Q2QConnect has stored the Quickbase and QuickBooks information, along with your license so you won't need to enter them again.

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

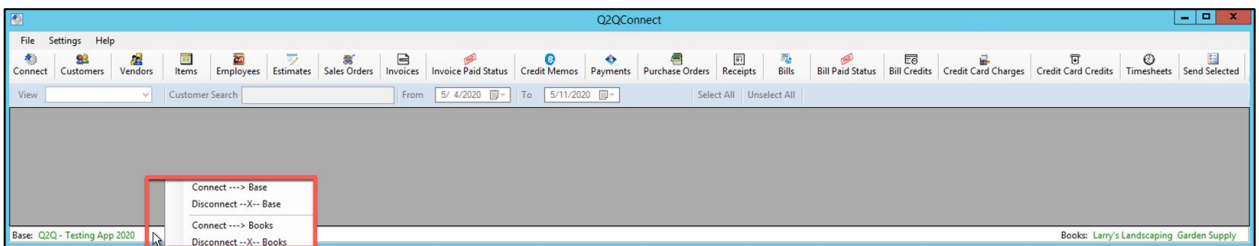
1. Double-click the Q2QConnect application shortcut on your desktop.
2. Click **Connect**. This will initiate a connection to Quickbase and QuickBooks.



**NOTE:** When Quickbase 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 Quickbase or QuickBooks as needed.



## Mapping

Mapping is the process of defining which QuickBooks fields correlate to matching tables and fields in Quickbase. Without mapping, Q2QConnect won't know where to get or send 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 Quickbase 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 Quickbase** to the **Customer Name in QuickBooks**.

The image displays a composite screenshot illustrating the field mapping process. On the left, the QuickBase 'Clients Table' configuration is shown, with the 'Fields' tab selected. A red box highlights the 'Q2Q-Customer Name' field. Below this, the 'Q2QConnect List Field Mapping' window is open, showing a table where 'Q2Q Customer Name' is mapped to 'Customer Name'. On the right, the QuickBooks 'Edit Customer' form is shown, with the 'CUSTOMER NAME' field containing 'Abercrombie, Kristy'. Red arrows indicate the flow of information from the QuickBase field to the QuickBooks field.

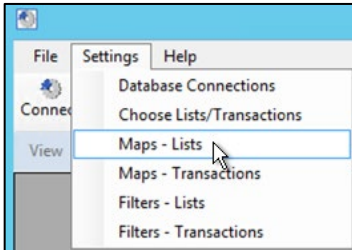
Q2QConnect makes it easy to map the available lists and transactions you plan to sync. And this mapping process only needs to be completed one time. However, if you make changes to your Quickbase application, or start using additional fields later, you can update your field mappings at any time.

- 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.

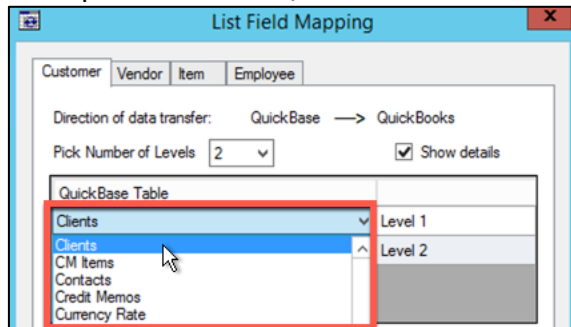
Refer to the individual list or transaction to see a complete list of fields you can map in Q2QConnect.

## General Mapping Instructions

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

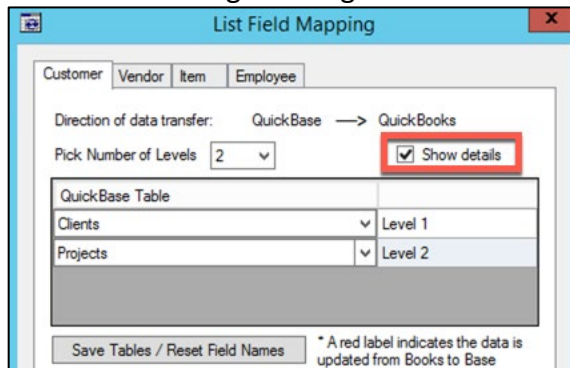


2. Each tab represents a list or transaction. Select the appropriate list or transaction tab to map.
3. Click the **Quickbase Table** drop-down list and select the appropriate table that corresponds to the list/level in QuickBooks.

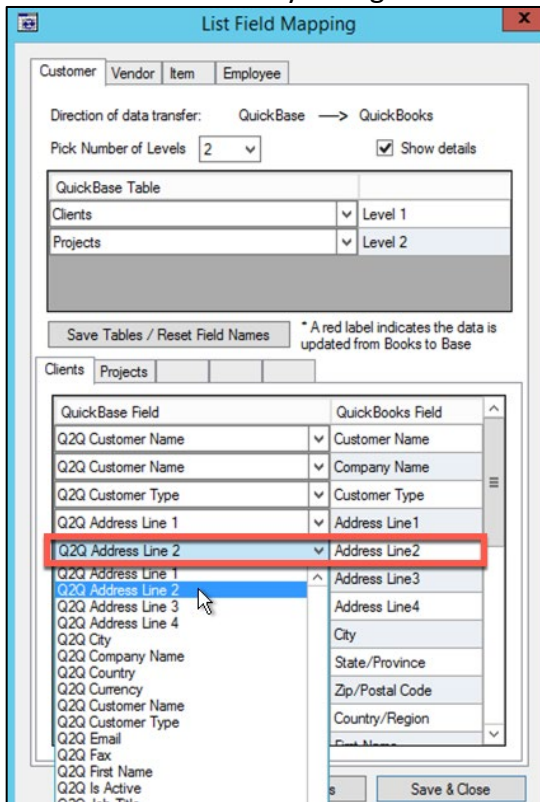


4. Click **Save Tables / Reset Field Names**.

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



5. For each field you want to map between Quickbase and QuickBooks, click the **Quickbase Field** drop-down list and select a matching field. **Pro Tip:** We suggest creating Q2Q formula fields to easily change data without having to remap fields later.

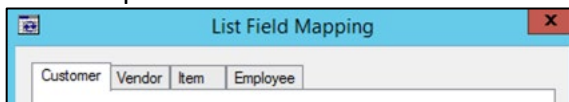


6. Click **Apply Changes** or **Save & Close**.

**Pro Tip:** It's not necessary to map every field between Quickbase 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 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 Quickbase. Refer to the individual list to see a complete list of fields you can map in Q2QConnect.

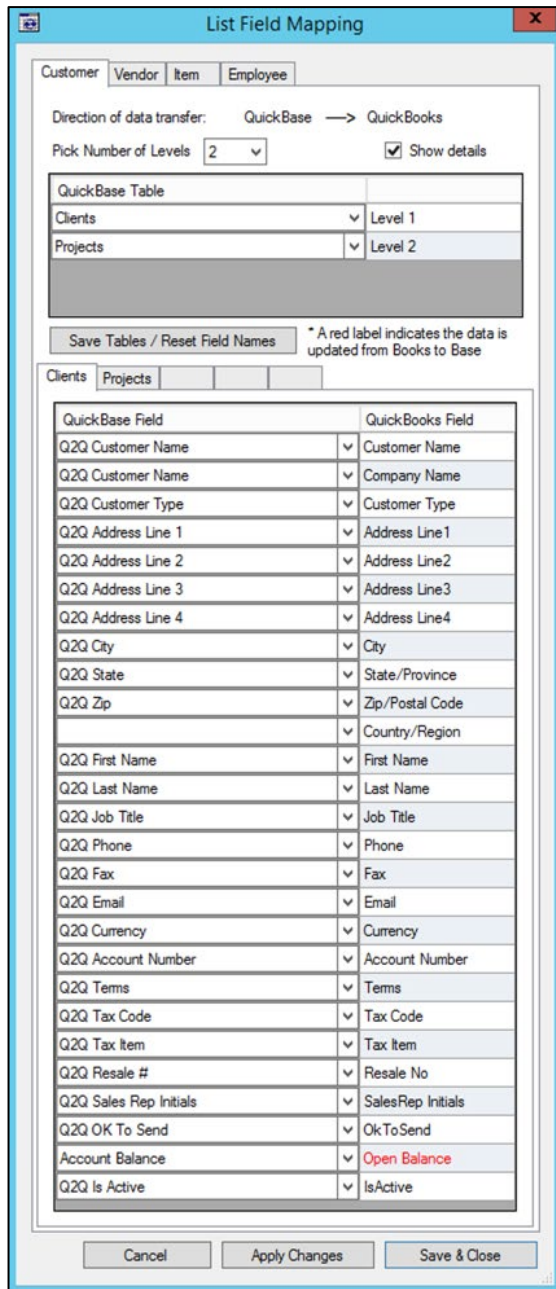
## Customers

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

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



- QuickBooks Required Fields:**

  - Customer Name

**Fields That Are Written Back to Quickbase:**

  - Open Balance

### Customer Mappable Fields (Level 1)

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Address Info Tab

**Address Info**

CUSTOMER NAME: **Abercrombie LLC**

CURRENT BALANCE: **4,649.85** [How do I adjust the current balance?](#)

COMPANY NAME: **Abercrombie LLC**

FULL NAME: Mr./Ms./J. **Kelly** M.I. **Clark**

JOB TITLE:

Main Phone: **(281) 412-6914** Main Email: **Fitch@abercrombie.com**

Work Phone:  CC Email:

Mobile:  Website:

Fax:  Other 1:

ADDRESS DETAILS

INVOICE/BILL TO: **Abercrombie LLC  
Abercrombie, Kristie P, 906 Anna  
Friendswood, TX 77546**

SHIP TO:

Default shipping address

Customer is inactive

OK Cancel Help

#### Payment Settings Tab

**Payment Settings**

CUSTOMER NAME: **Abercrombie LLC**

CURRENT BALANCE: **4,649.85** [How do I adjust the current balance?](#)

ACCOUNT NO.: **1167119**

PAYMENT TERMS:

PREFERRED DELIVERY METHOD: **None**

#### Sales Tax Settings Tab

**Sales Tax Settings**

CUSTOMER NAME: **Abercrombie LLC**

CURRENT BALANCE: **4,649.85** [How do I adjust the current balance?](#)

TAX CODE: **Tax**

TAX ITEM: **Out of State**

RESALE NO.:

#### Additional Info Tab

**Additional Info**

CUSTOMER NAME: **Abercrombie LLC**

CURRENT BALANCE: **4,649.85** [How do I adjust the current balance?](#)

CUSTOMER TYPE: **REP**

### Job Mappable Fields (Level 2-5)

In addition to the standard customer mappable fields, the following highlighted QuickBooks Job fields are mappable to Quickbase:

The screenshot shows the 'New Job' form in QuickBooks. The 'JOB NAME' field is highlighted in yellow and contains the text 'Job 1'. Other fields include 'OPENING BALANCE', 'AS OF' (04/22/2020), 'JOB DESCRIPTION', 'JOB TYPE' (highlighted in yellow), 'JOB STATUS' (None), 'START DATE', 'PROJECTED END DATE', and 'END DATE'.

#### QuickBooks Required Fields:

- Job Name

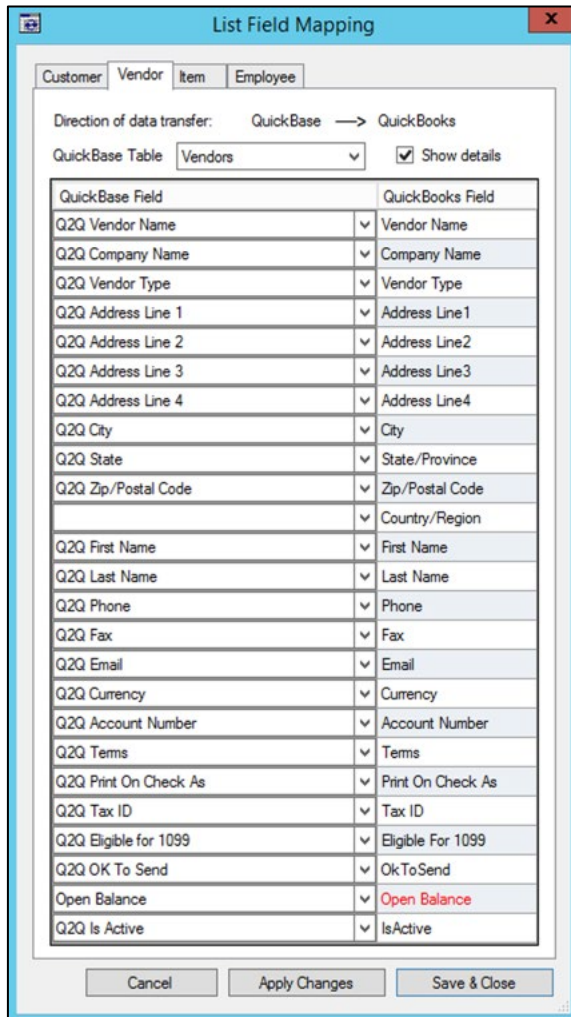
#### Fields That Are Written Back to Quickbase:

- Open Balance

**Pro Tip:** If **IsActive** is mapped on the Customer level, it must be mapped at each lower level.

## Vendors

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



**QuickBooks Required Fields:**

- Vendor Name

**Fields That Are Written Back to Quickbase:**

- Open Balance



### Vendor Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Address Info Tab

**Vendor Name:** AutoWorks United

**Current Balance:** 1,100.00

**Address Info:**

- COMPANY NAME: AutoWorks United
- FULL NAME: Mr./Ms./, Jim
- M.I.: Blanchard
- MAIN PHONE: (415) 555-8965
- MAIN EMAIL: Jim1@autoworksunited.com
- FAX: (415) 555-8966

**BILLED FROM:**  
AutoWorks United  
270 Old Bayshore Rd  
Bayshore, CA 94326  
USA

Vendor is inactive

#### Payment Settings Tab

**Vendor Name:** AutoWorks United

**Current Balance:** 1,100.00

**Payment Settings:**

- ACCOUNT NO.: DE-0918
- PAYMENT TERMS: Net 30

#### Tax Settings Tab

**Vendor Name:** AutoWorks United

**Current Balance:** 1,100.00

**Tax Information:**

- VENDOR TAX ID
- Vendor eligible for 1099

#### Additional Info Tab

**Vendor Name:** AutoWorks United

**Current Balance:** 1,100.00

**Vendor Type:**

### Items

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

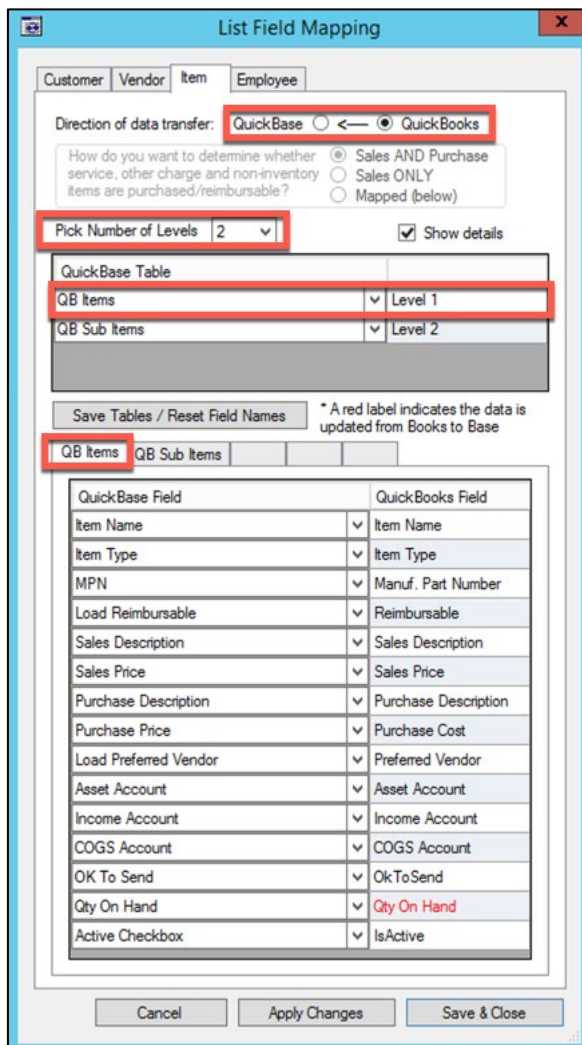
You can map up to 5 item levels, however we recommend keeping it simple and mapping only up to 2 item levels. For example, if you have Item and Sub-Items in QuickBooks, select 2 Levels.

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

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

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

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



**QuickBooks Required Fields:**

- Item Name
- Item Type

**Fields That Are Written Back to Quickbase:**

- Qty on Hand

**Note:** In our Best Practices section of this manual, we suggest creating Q2Q Formula Fields, and mapping lists to those fields. However, when the direction of transfer is set from QuickBooks to Quickbase, you need to map to writeable, non-formula fields, as shown to the left.

### Item Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Service Item Fields

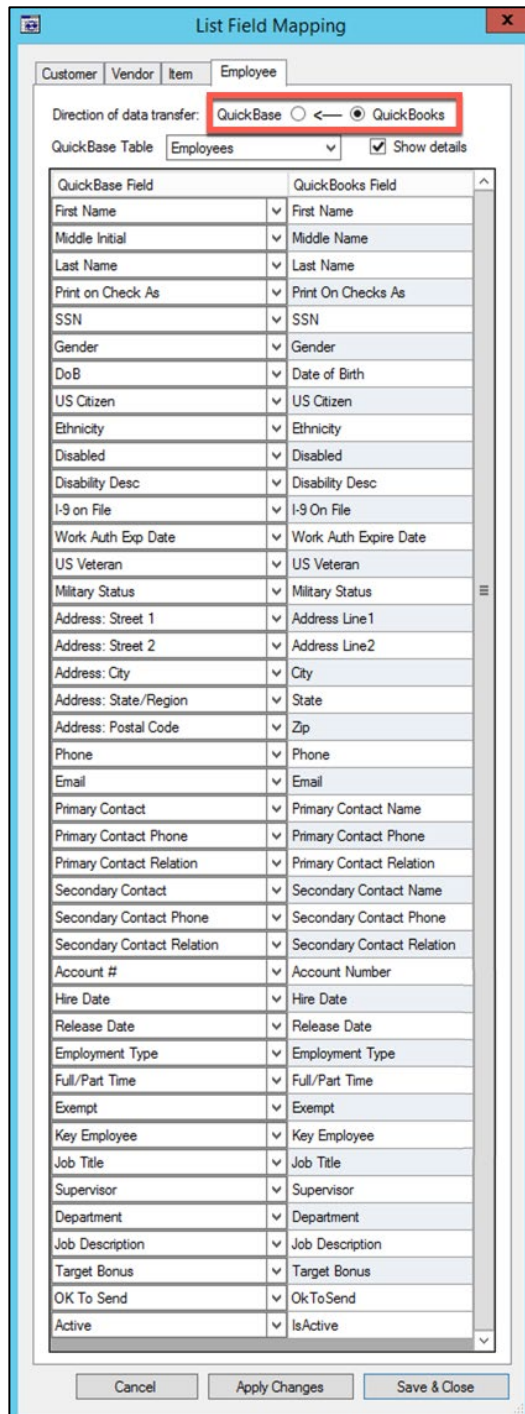
#### Inventory Part Fields

## Employees

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

We recommend transferring data from QuickBooks to Quickbase 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 Quickbase 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 Quickbase:**

- (none)

**Note:** Payrates can't be imported into QuickBooks. They must be manually updated in QuickBooks.

In our Best Practices section of this manual, we suggest creating Q2Q Formula Fields, and mapping lists to those fields. However, when the direction of transfer is set from QuickBooks to Quickbase, you need to map to writeable, non-formula fields, as shown to the left.

### Employee Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Personal Tab

**INFORMATION FOR Alexandra Hall**

**Personal**

LEGAL NAME: Mr./Ms./... Alexandra M.I. Hall

PRINT ON CHECKS AS: Alexandra Hall

SOCIAL SECURITY NO.: 012-34-5678

GENDER: Female

DATE OF BIRTH: 01/05/1992

MARITAL STATUS: Single

U.S. CITIZEN: Yes

ETHNICITY: White

**DISABILITY**

DISABLED: No

DISABILITY DESCRIPTION:

**I-9 FORM**

ON FILE: Yes

WORK AUTHORIZATION EXPIRES:

**MILITARY**

U.S. VETERAN: No

STATUS:

Employee is inactive

OK Cancel Help

#### Address & Contact Tab

**INFORMATION FOR Alexandra Hall**

**Address & Contact**

**HOME ADDRESS**

ADDRESS: 4775 W Panther Creek Dr  
Apt 1019

CITY: Spring

STATE: TX ZIP: 77381

MAIN PHONE: (415) 555-1234 MAIN EMAIL: alexandra@larrys.com

Work Phone: CC Email:

Mobile: Website:

Fax: Other 1:

**EMERGENCY CONTACT INFO**

CONTACT NAME	CONTACT PHONE	RELATION
Craig Hall	281-555-1234	Father
Robin Hall	281-555-2345	Mother

### Additional Info Tab

The screenshot shows the 'Edit Employee' window for Alexandra Hall. The 'Additional Info' tab is selected. The form contains the following fields:

- ACCOUNT NO. (EMPLOYEE ID):** A text input field with a yellow background.
- BILLING RATE LEVEL:** A dropdown menu.

### Employment Info Tab

The screenshot shows the 'Edit Employee' window for Alexandra Hall with the 'Employment Info' tab selected. The form is divided into three main sections:

- EMPLOYMENT DATES:** Includes fields for HIRE DATE (04/04/2020), ORIGINAL HIRE DATE, ADJUSTED SERVICE DATE, and RELEASE DATE (LAST DATE ON PAYROLL).
- EMPLOYMENT DETAILS:** Includes dropdown menus for EMPLOYMENT TYPE (Regular), FULL/PART TIME (Full-time), SEASONAL, EXEMPT (Non-Exempt), and KEY EMPLOYEE (No).
- JOB DETAILS:** Includes fields for TITLE (Account Executive), SUPERVISOR (Ron Smith), DEPARTMENT (Sales), DESCRIPTION, and TARGET BONUS (0.00).

## Structuring Your Quickbase Application for Mapping Transactions

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

Quickbase 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 Quickbase 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 Quickbase 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 Quickbase. 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.

Invoices Settings > Relationships > Invoices - Invoice Items (Related Invoice)

Exit Settings

Invoices - Invoice Items (Related Invoice)

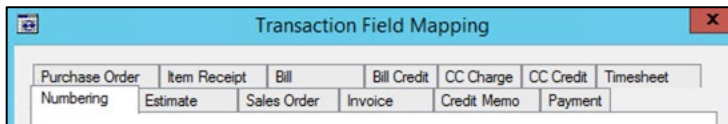
Parent Table - Invoices			
Field	Field Type		
<a href="#">Record ID#</a>	Record ID# (key field)		
<a href="#">Invoice Items</a>	Report Link	Del	
<a href="#">Add Invoice Item</a>	URL (formula)	Del	
<a href="#">Total Invoice Amount</a>	Currency (summary)	Del	
<a href="#"># of Invoice Items</a>	Numeric (summary)	Del	
<a href="#">Invoice Item - Min RID#</a>	Numeric (summary)	Del	
<a href="#">Q2Q - QuickBooks Invoice #</a>	Numeric (summary)	Del	

Child Table - Invoice Items			
Field	Field Type		
<a href="#">Related Invoice</a>	Numeric (reference)		
<a href="#">Invoice Date</a>	Date (lookup)	Del	
<a href="#">Invoice #</a>	Numeric (reference proxy)	Del	
<a href="#">Invoice - Client - Address: City</a>	Text (lookup)	Del	
<a href="#">Invoice - Client - Address: Postal Code</a>	Text (lookup)	Del	
<a href="#">Invoice - Client - Address: State/Region</a>	Text (lookup)	Del	
<a href="#">Invoice - Client - Address: Street 1</a>	Text (lookup)	Del	
<a href="#">Invoice - Client - Address: Street 2</a>	Text (lookup)	Del	
<a href="#">Invoice - Client Name</a>	Text (lookup)	Del	

## 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 Quickbase 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 Quickbase to QuickBooks. So, Quickbase will be the Master in terms of where transactions are entered. And then those transactions will be transferred to QuickBooks using Q2QConnect.

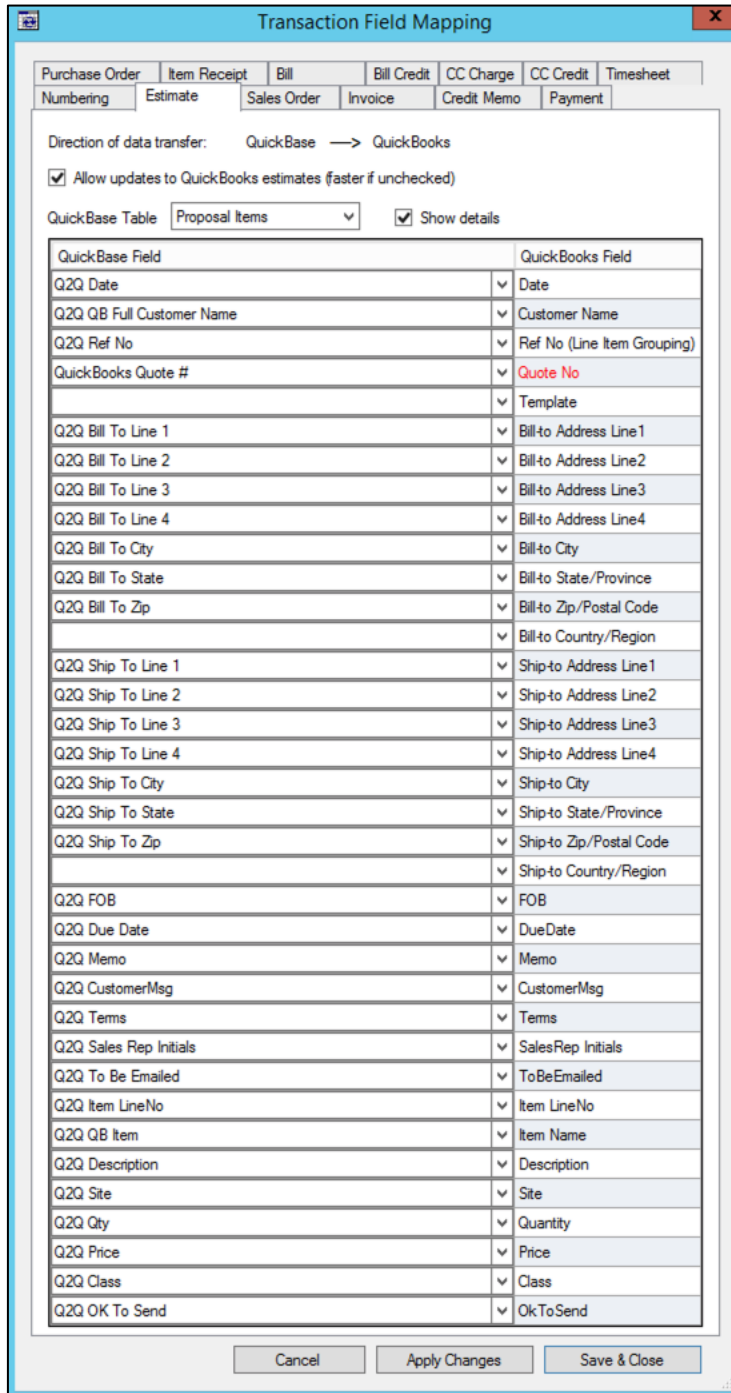
Fields shown in **Red font** are written back to Quickbase.

**PRO TIP:** 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 Quickbase. However, the data coming in from Quickbase must match an available list option in QuickBooks exactly. See page 64 for more information.



### Estimates

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



**QuickBooks Required Fields:**

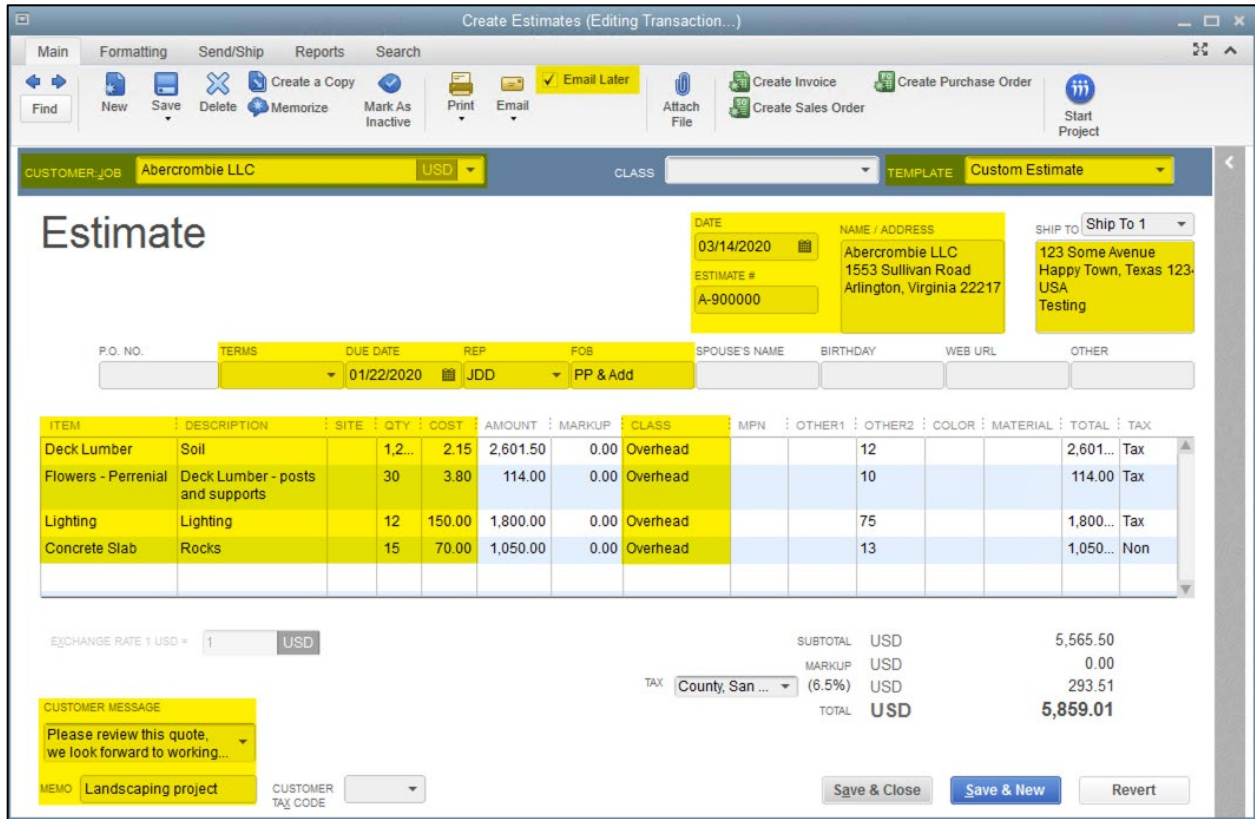
- Date
- Customer Name
- Item Name

**Fields That Are Written Back to Quickbase:**

- Quote No

### Estimate Mappable Fields

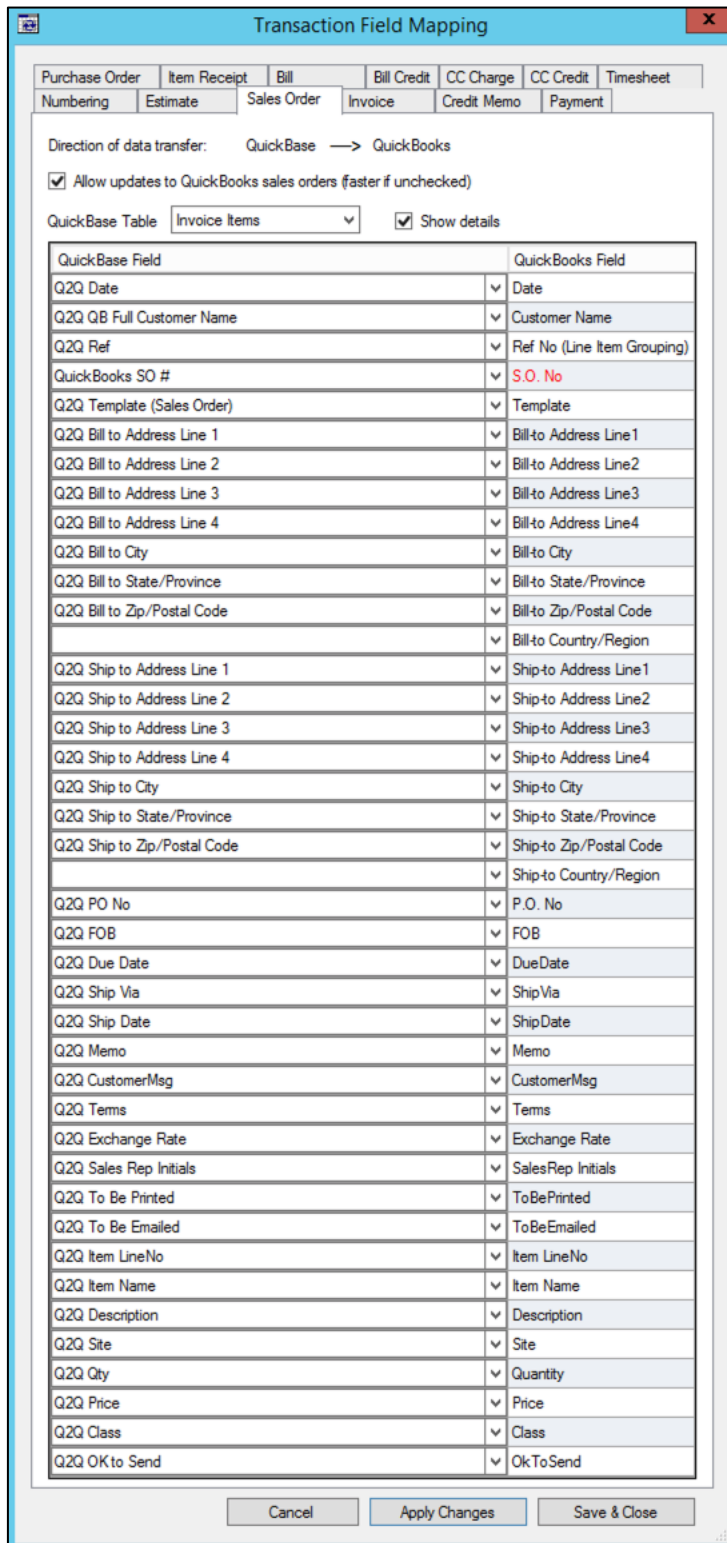
The following highlighted QuickBooks fields are mappable to Quickbase:



**PRO TIP:** You don't need to map the line Total or Extended price. QuickBooks automatically calculates the total based on the Qty \* Rate.

### Sales Orders

In the example below, we have two tables in Quickbase; a parent table named Sales Orders and a child table named Invoice Items. We’re mapping the Invoice Items table in Quickbase to Sales Orders in QuickBooks.



**QuickBooks Required Fields:**

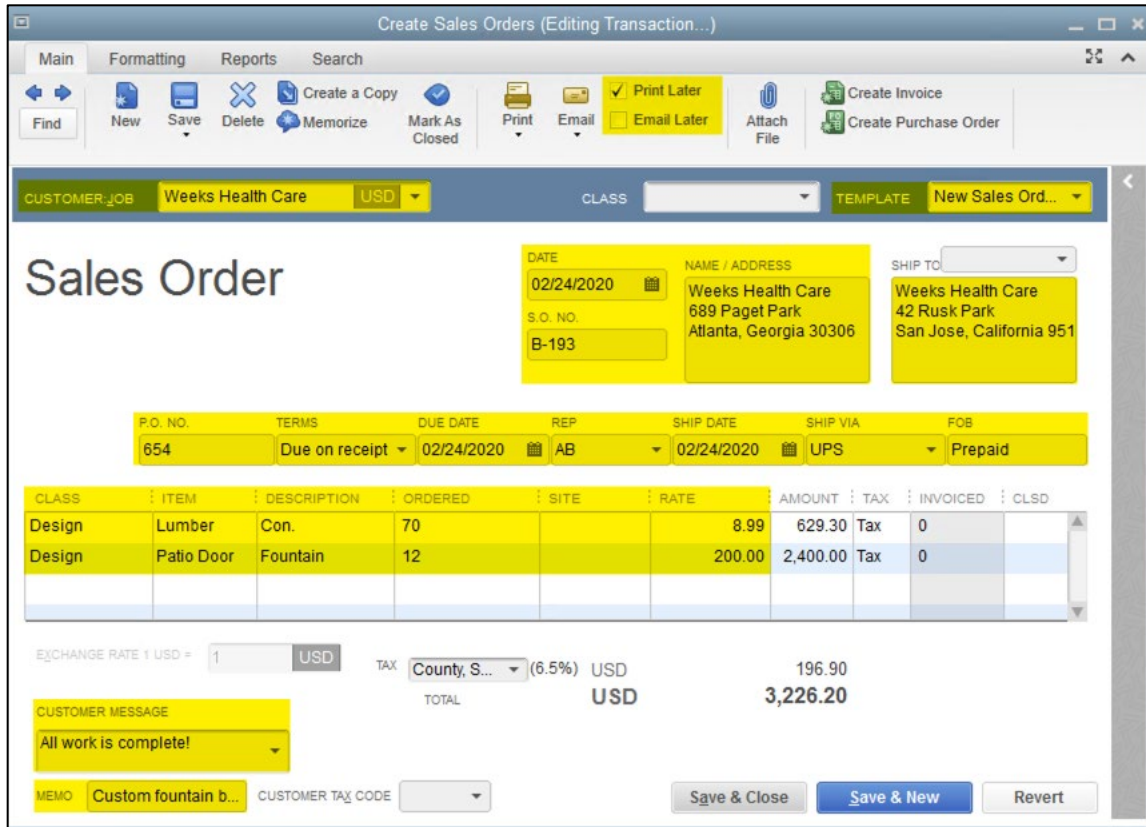
- Date
- Customer Name
- Item Name

**Fields That Are Written Back to Quickbase:**

- S.O. No

### Sales Order Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:



**PRO TIP:** You can map the Customer Message field. However, if mapped, the Customer Message text in Quickbase must match one of the drop-down list options in QuickBooks exactly.

### Invoices and Invoice Paid Status

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

Transaction Field Mapping

Purchase Order | Item Receipt | Bill | Bill Credit | CC Charge | CC Credit | Timesheet  
 Numbering | Estimate | Sales Order | Invoice | Credit Memo | Payment

Direction of data transfer: QuickBase → QuickBooks

Allow updates to QuickBooks invoices (faster if unchecked)

QuickBase Table: Invoice Items  Show details

QuickBase Field	QuickBooks Field
Q2Q Date	Date
Q2Q QB Full Customer Name	Customer Name
Q2Q Ref	Ref No (Line Item Grouping)
QuickBooks Invoice #	Invoice Number
Q2Q Template	Template
Q2Q Bill to Address Line 1	Bill-to Address Line1
Q2Q Bill to Address Line 2	Bill-to Address Line2
Q2Q Bill to Address Line 3	Bill-to Address Line3
Q2Q Bill to Address Line 4	Bill-to Address Line4
Q2Q Bill to City	Bill-to City
Q2Q Bill to State/Province	Bill-to State/Province
Q2Q Bill to Zip/Postal Code	Bill-to Zip/Postal Code
	Bill-to Country/Region
Q2Q Ship to Address Line 1	Ship-to Address Line1
Q2Q Ship to Address Line 2	Ship-to Address Line2
Q2Q Ship to Address Line 3	Ship-to Address Line3
Q2Q Ship to Address Line 4	Ship-to Address Line4
Q2Q Ship to City	Ship-to City
Q2Q Ship to State/Province	Ship-to State/Province
Q2Q Ship to Zip/Postal Code	Ship-to Zip/Postal Code
	Ship-to Country/Region
Q2Q PO No	P.O. No
Q2Q FOB	FOB
Q2Q Ship Via	Ship Via
Q2Q Ship Date	Ship Date
Q2Q Item Name	Memo
Q2Q CustomerMsg	CustomerMsg
Q2Q Terms	Terms
Q2Q Exchange Rate	Exchange Rate
Q2Q Sales Rep Initials	SalesRep Initials
Q2Q To Be Printed	ToBePrinted
Q2Q To Be Emailed	ToBeEmailed
Q2Q Paid Status	Paid Status
Q2Q Date Paid	Date Paid
Q2Q Amount Paid	Amount Paid
Q2Q A/R Account	A/R Account
Q2Q Item LineNo	Item LineNo
Q2Q Item Name	Item Name
Q2Q Description	Description
Q2Q Site	Site
Q2Q Qty	Quantity
Q2Q Price	Price
Q2Q Service Date	Service Date
Q2Q Class	Class
Q2Q OK to Send	OkToSend

Buttons: Cancel, Apply Changes, Save & Close

#### QuickBooks Required Fields:

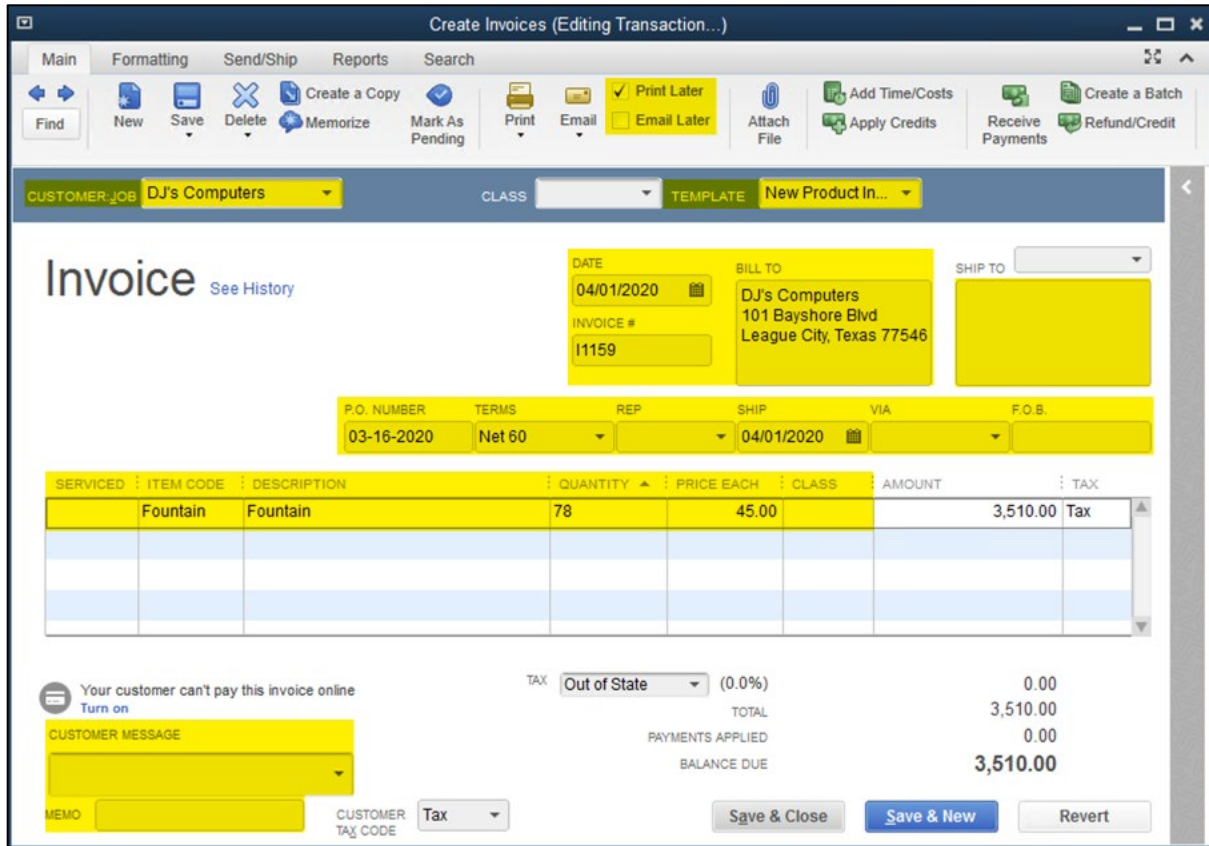
- Date
- Customer Name
- Item Name

#### Fields That Are Written Back to Quickbase:

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

### Invoice Mappable Fields

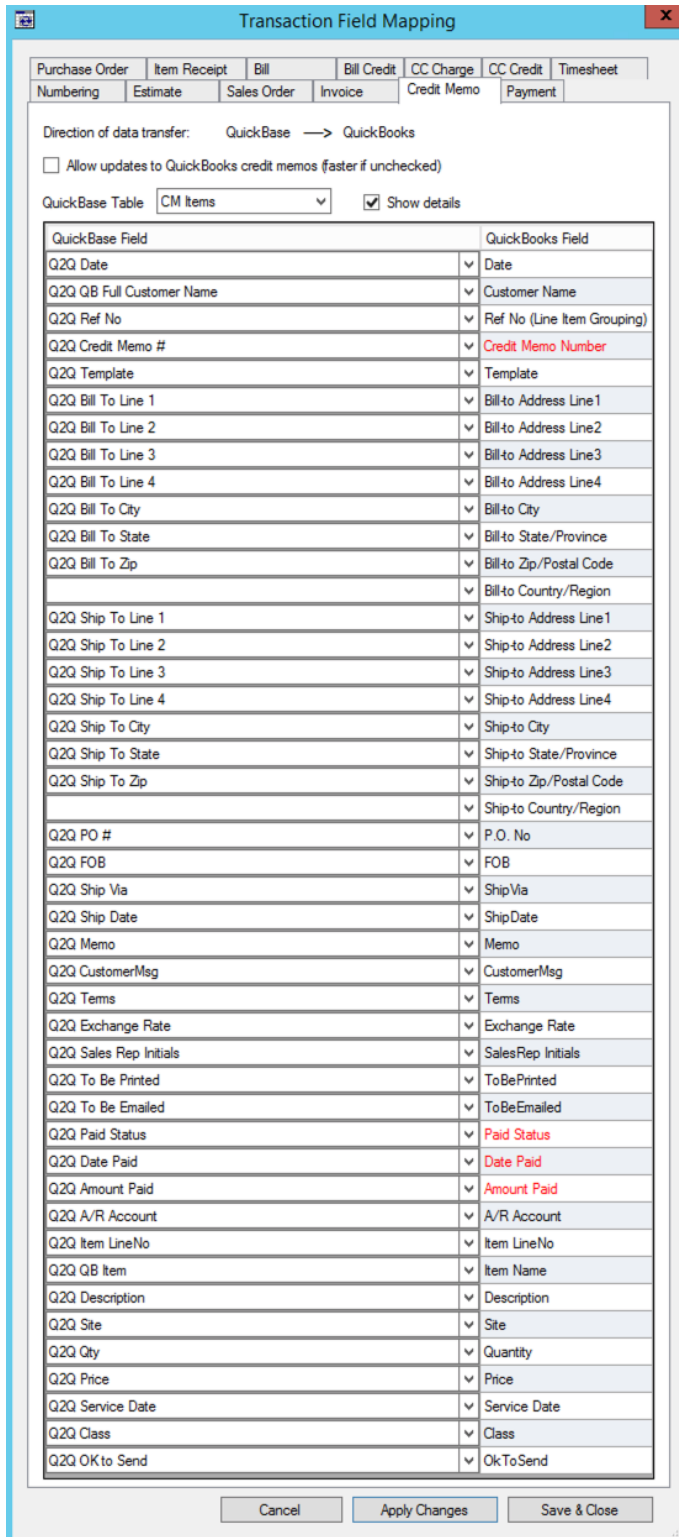
The following highlighted QuickBooks fields are mappable to Quickbase:



**PRO TIP:** You can map the Customer Message field. However, if mapped, the Customer Message text in Quickbase must match one of the drop-down list options in QuickBooks exactly.

### Credit Memos

In the example below, we have two tables in Quickbase; a parent table named Credit Memos and a child table named Credit Memo Items. We’re mapping the Credit Memo Items table in Quickbase to Credit Memos in QuickBooks.



**QuickBooks Required Fields:**

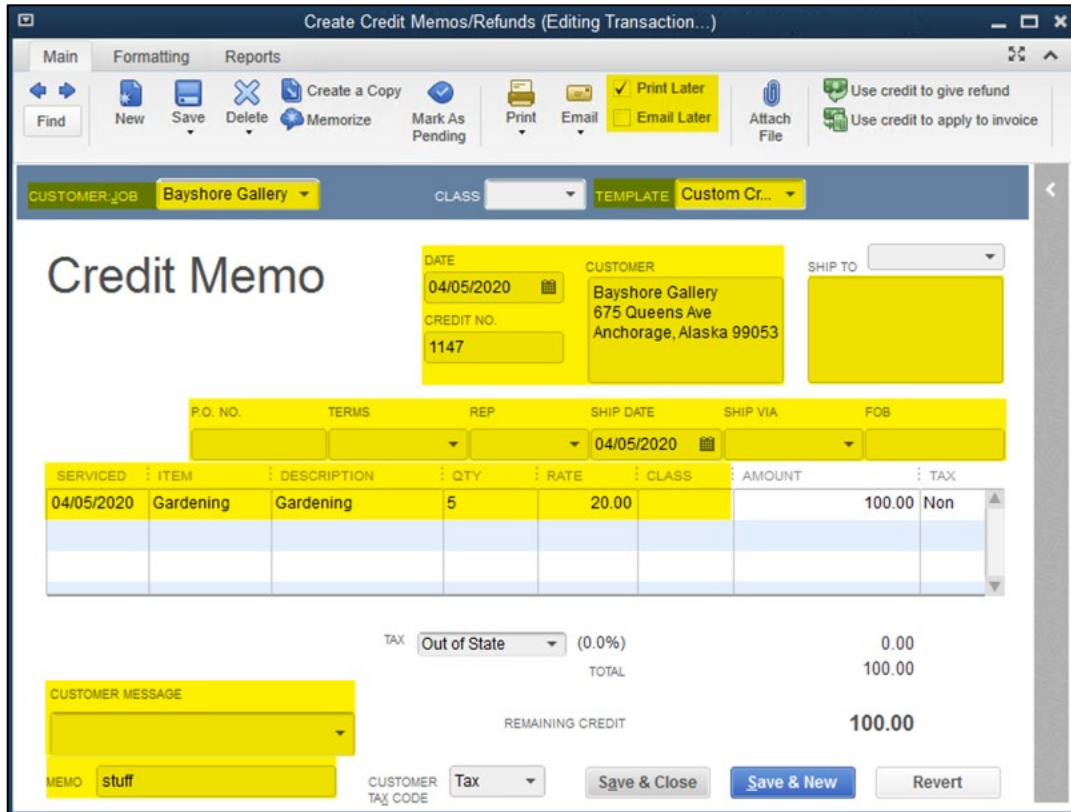
- Date
- Customer Name
- Item Name

**Fields That Are Written Back to Quickbase:**

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

### Credit Memo Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

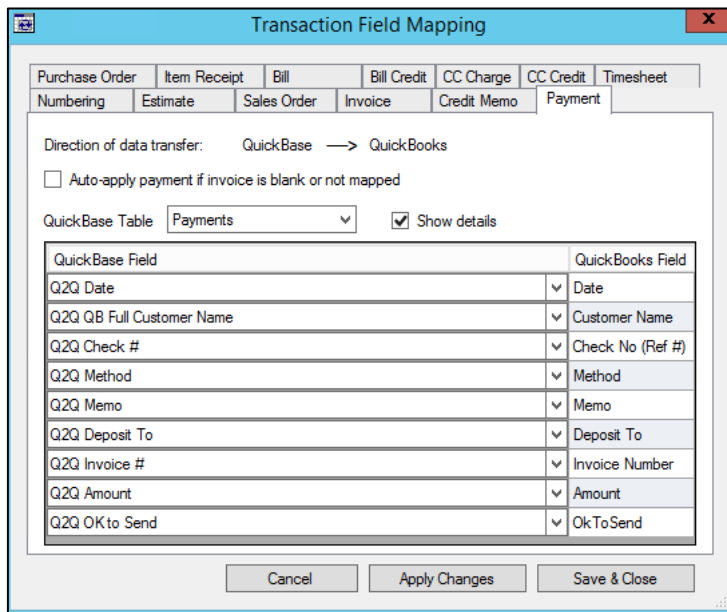


**PRO TIP:** You can map the Customer Message field. However, if mapped, the Customer Message text in Quickbase must match one of the drop-down list options in QuickBooks exactly.



### Payments (From Customers)

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



#### QuickBooks Required Fields:

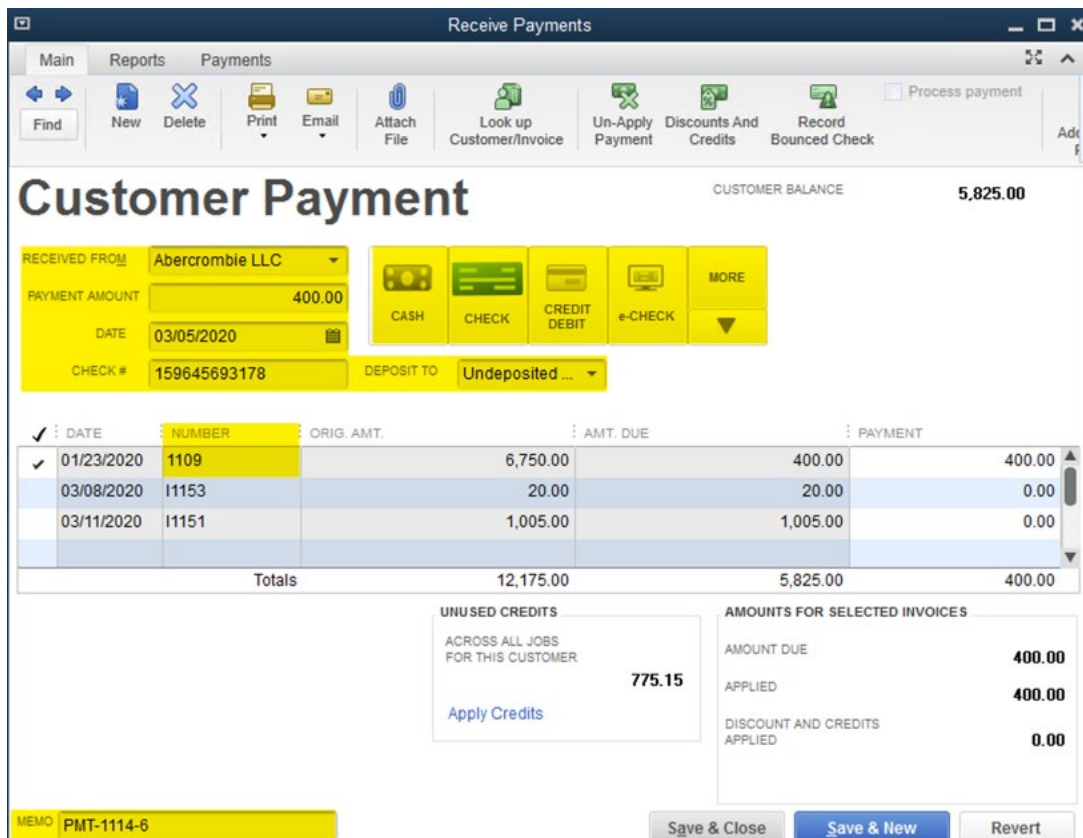
- Date
- Customer Name

#### Fields That Are Written Back to Quickbase:

- (none)

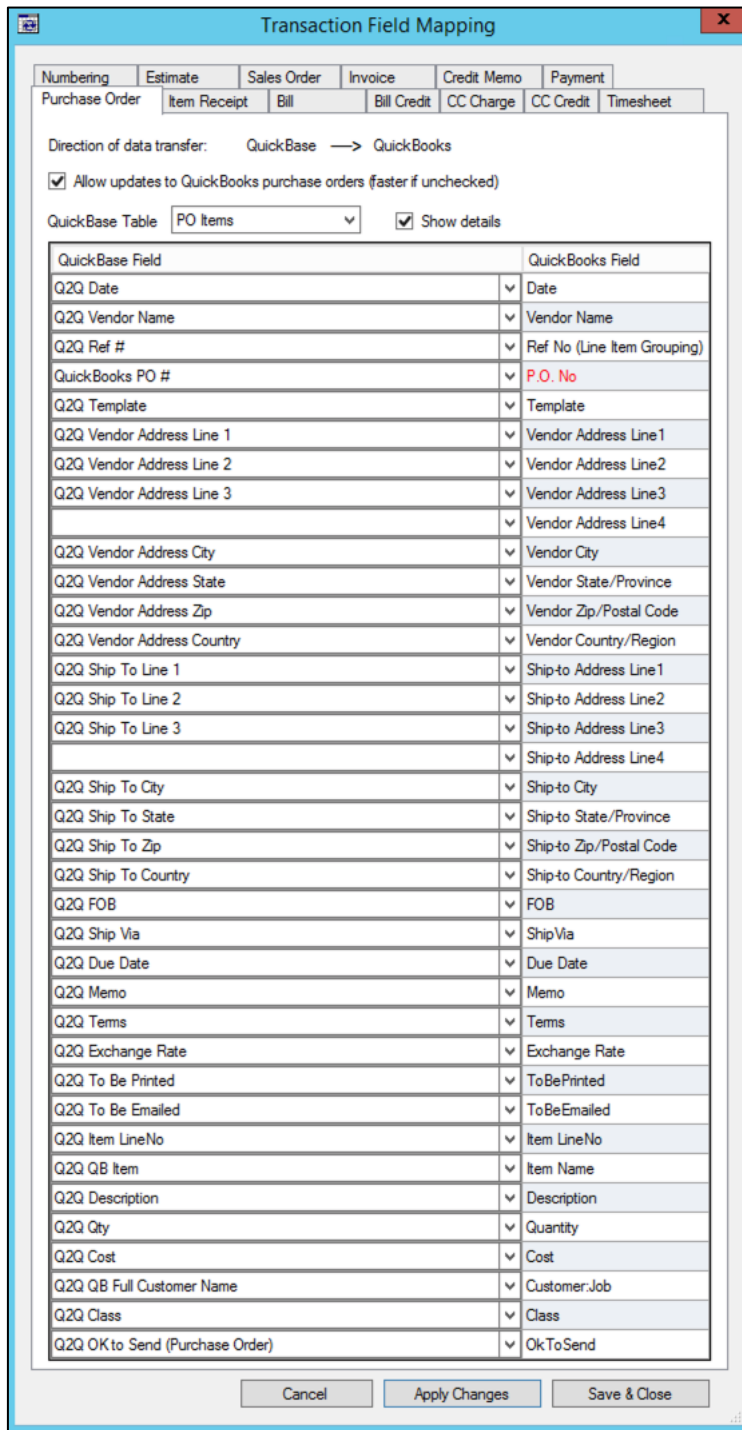
### Payment Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:



### Purchase Orders

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



**QuickBooks Required Fields:**

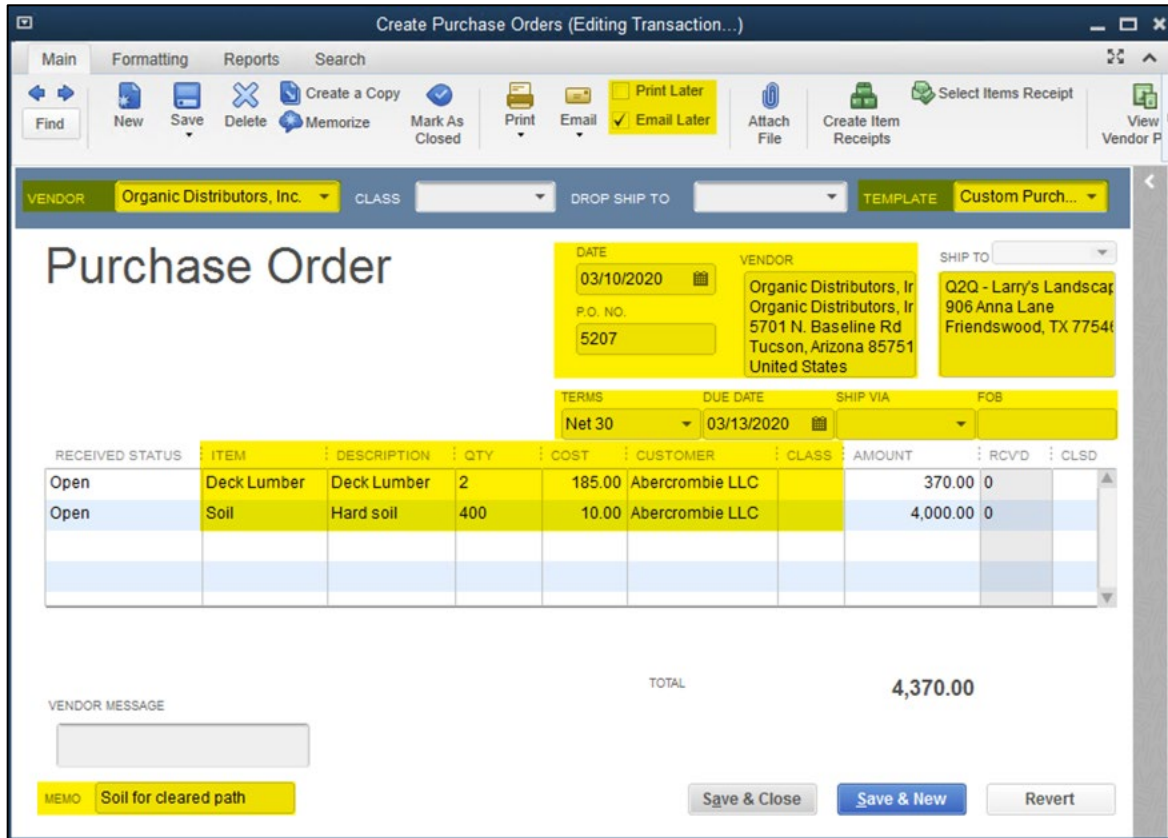
- Date
- Vendor Name
- Item Name

**Fields That Are Written Back to Quickbase:**

- (none)

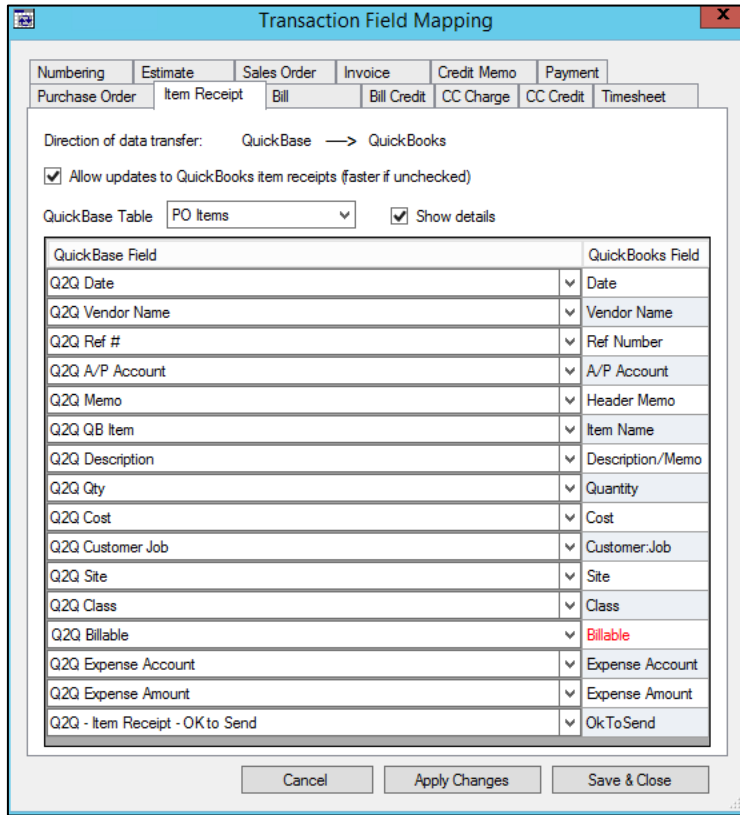
### Purchase Order Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:



### Item Receipts

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



- QuickBooks Required Fields:**
- Date
  - Vendor Name
  - Item Name
- Fields That Are Written Back to Quickbase:**
- Billable

### Item Receipts Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Items Tab

The screenshot shows the 'Create Item Receipts' window. The 'Items' tab is active, displaying a table with the following data:

ITEM	DESCRIPTION	QTY	COST	AMOUNT	CUSTOMER JOB	BIL...	CLASS
Trimming	Trimming	1	35.00	35.00	Suzie's Cupcake	<input checked="" type="checkbox"/>	

Other visible fields include: VENDOR: Wilson's Works, DATE: 03/05/2020, REF. NO.: 8675, TOTAL: 35.00, and MEMO: Received items (bill to follow).

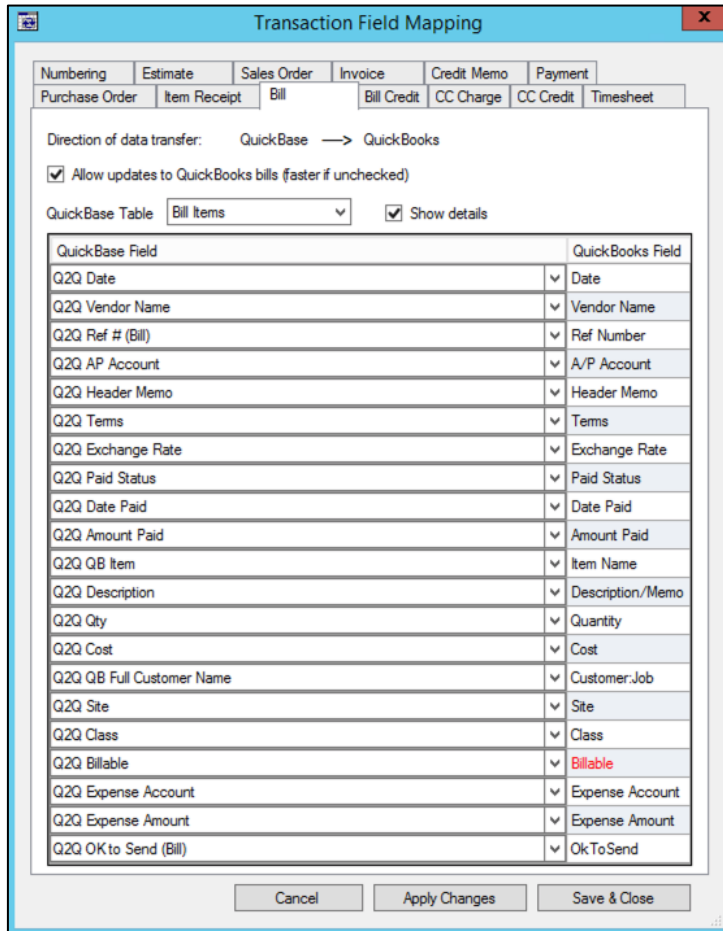
#### Expenses Tab

The screenshot shows the 'Expenses' tab, which is currently empty. The table structure is as follows:

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLA...	CLASS

### Bills and Bill Paid Status

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



#### QuickBooks Required Fields:

- Date
- Vendor Name
- Ref Number
- Item Name or Expense Account

#### Fields That Are Written Back to Quickbase:

- Paid Status
- Date Paid
- Amount Paid
- Billable

### Bills Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Items Tab

**Bill**

VENDOR: Ally's Oddities

DATE: 02/01/2020

REF. NO: CR-123

ADDRESS: Ally's Oddities  
610 W. Bush St., Apt 201  
Middlefield, CA 94482  
USA

AMOUNT DUE: 132.00

TERMS: Net 10

DISCOUNT DATE:

BILL DUE: 02/11/2020

CLASS:

MEMO:

Expenses \$0.00 Items \$132.00

ITEM	DESCRIPTION	QTY	COST	AMOUNT	CUSTOMER JOB	BILLABLE?	CLASS
Citrus Trees	Orange Blossoms	2	66.00	132.00	ABC Pest of America	<input checked="" type="checkbox"/>	

Receive All Show PO

Save & Close Save & New Revert

#### Expenses Tab

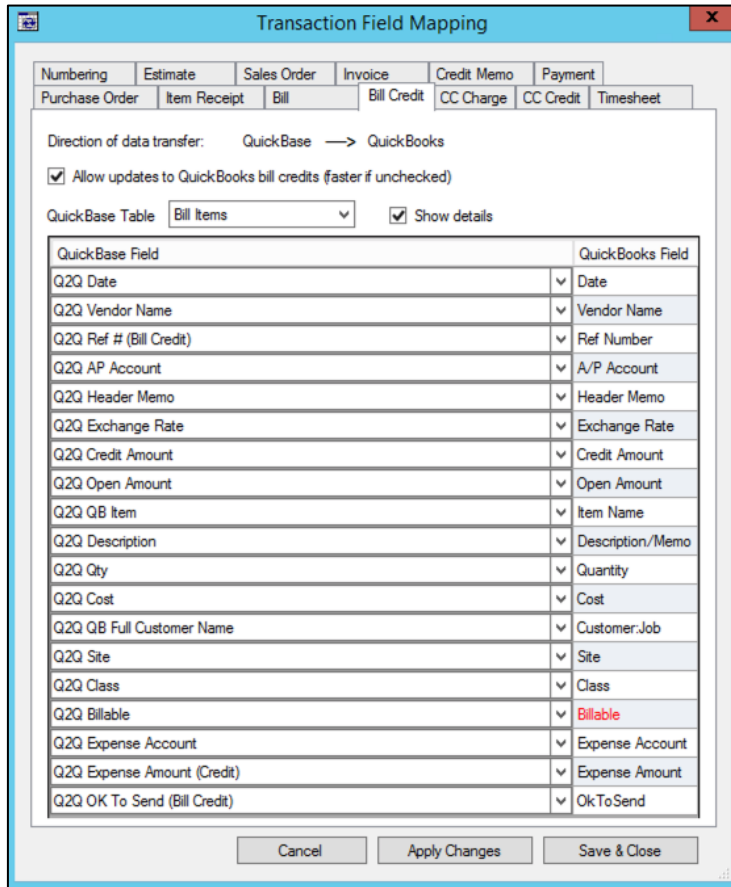
Expenses \$0.00 Items \$132.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLA...	CLASS
---------	--------	------	--------------	----------	-------

Save & Close Save & New Revert

## Bill Credits

In the example below, we have two tables in Quickbase; 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 Quickbase to Bills Credits in QuickBooks.



### QuickBooks Required Fields:

- Date
- Vendor Name
- Item Name or Expense Account

### Fields That Are Written Back to Quickbase:

- Paid Status
- Date Paid
- Amount Paid
- Billable

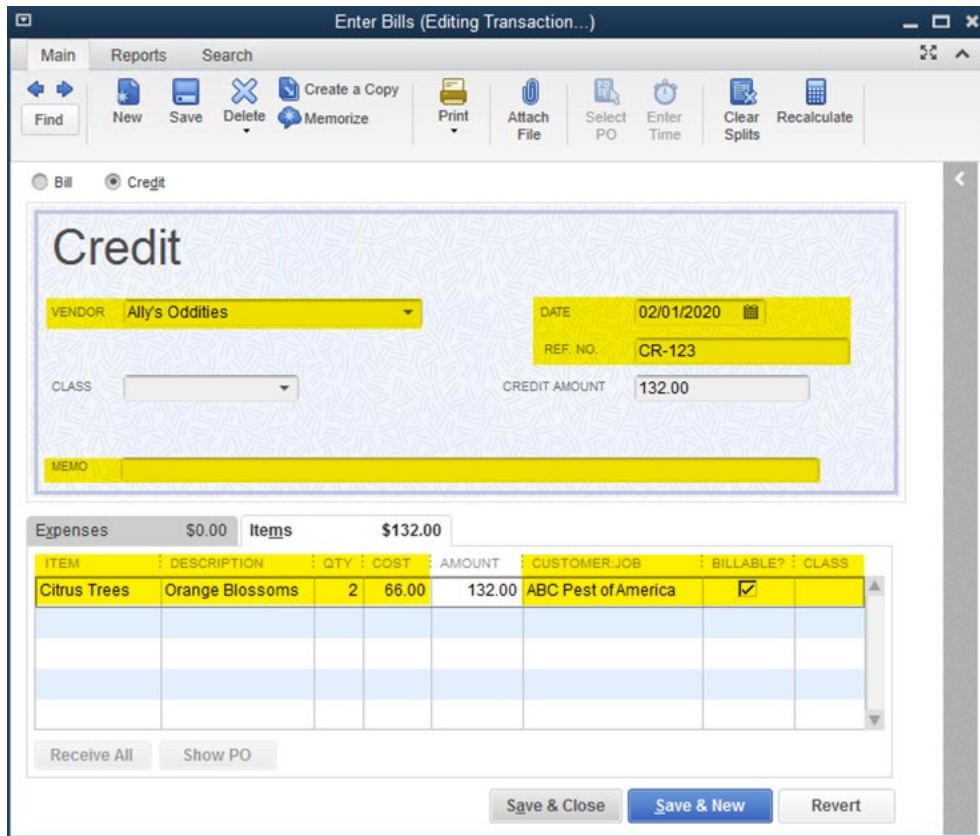
**Note:** When sending bill credits to QuickBooks, the total of all line items should be a positive number. The positive Bill Credit amount will be a reduction of Accounts Payable in QuickBooks.



### Bill Credit Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Items Tab

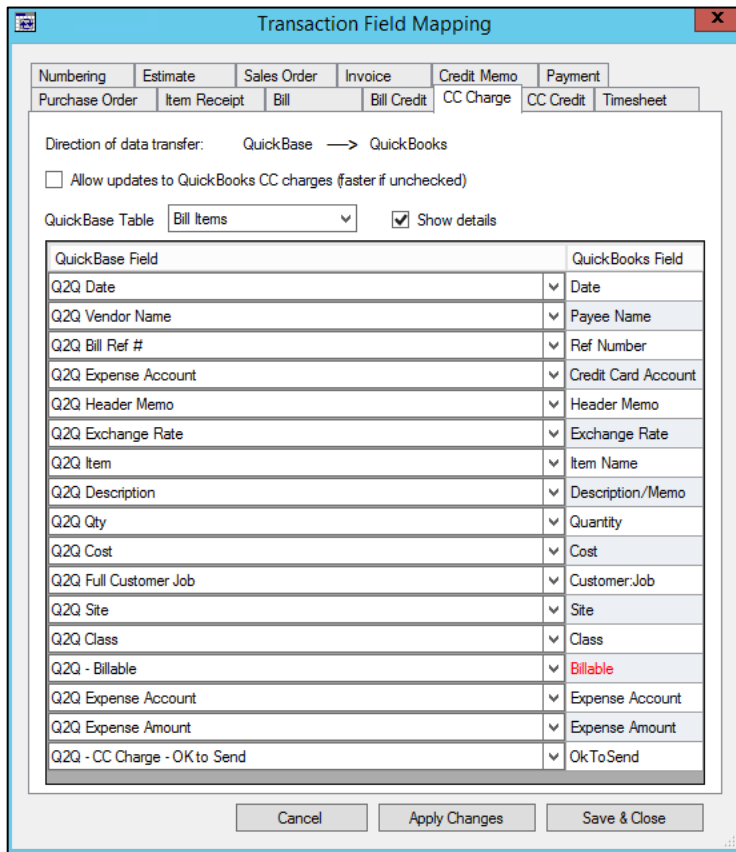


#### Expenses Tab



### Credit Card Charges

In the example below, we have two tables in Quickbase; 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 Quickbase to Credit Card Charges in QuickBooks.



**QuickBooks Required Fields:**

- Date
- Payee Name
- Item Name or Expense Account

**Fields That Are Written Back to Quickbase:**

- Billable

### Credit Card Charges Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:

#### Items Tab

Enter Credit Card Charges - Visa 0129 (Editing Transaction...)

Main Reports

Find New Save Delete Create a Copy Attach File Download Card Charges Select PO Enter Time Clear Splits Recalculate Batch Transactions

CREDIT CARD: Visa 0129 Purchase/Charge Refund/Credit ENDING BALANCE: 0.00

### Credit Card Purchase/Charge

PURCHASED FROM: Ally's Oddities DATE: 04/23/2020  
CLASS: REF NO: CC5678  
MEMO: Foliage markers for garden projects AMOUNT: 100.00

Expenses: \$0.00 Items: \$100.00 Ready to pay a credit card bill?

ITEM	DESCRIPTION	QTY	COST	AMOUNT	CUSTOMER JOB	BILLABLE?	CLASS
Foliage Tags/Markers	In-ground signs describing foliage	2,000	0.05	100.00			

Receive All Show PO Save & Close Save & New Clear

#### Expenses Tab

Enter Credit Card Charges - Visa 0129 (Editing Transaction...)

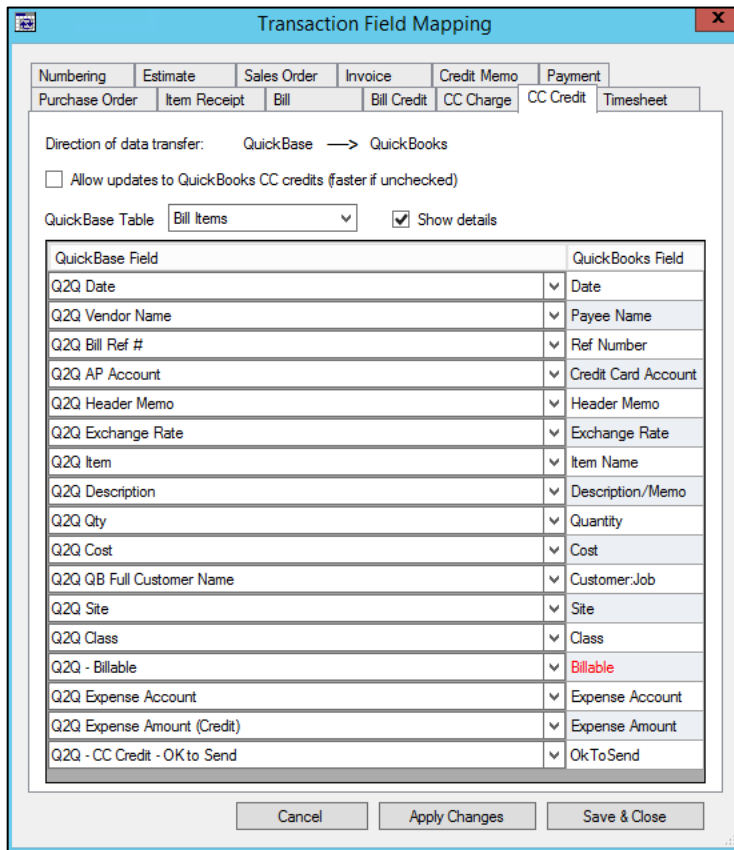
Expenses: \$0.00 Items: \$100.00 Ready to pay a credit card bill?

ACCOUNT	AMOUNT	MEMO	CUSTOMER JOB	BILLABLE?	CLASS

Save & Close Save & New Clear

### Credit Card Credits

In the example below, we have two tables in Quickbase; 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 Quickbase to Credit Card Credits in QuickBooks.



**QuickBooks Required Fields:**

- Date
- Payee Name
- Item Name or Expense Account

**Fields That Are Written Back to Quickbase:**

- 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

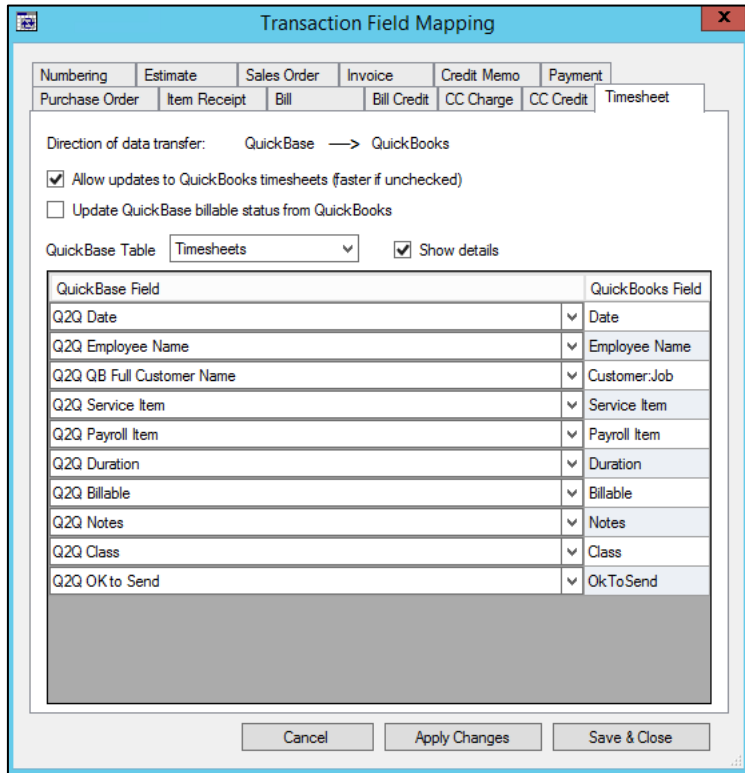
The following highlighted QuickBooks fields are mappable to Quickbase:

#### Items Tab

#### Expenses Tab

## Timesheets

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



### QuickBooks Required Fields:

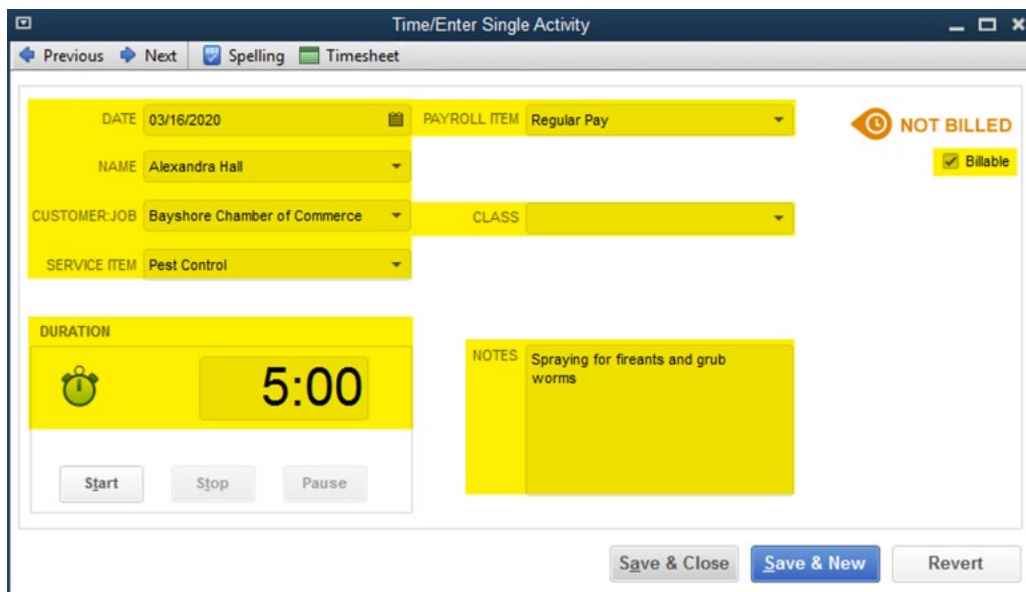
- Date
- Employee Name
- Payroll Item (if paying employees for time)
- Customer:Job and Service Item (if time entry marked as billable)

### Fields That Are Written Back to Quickbase:

- (none)

## Timesheet Mappable Fields

The following highlighted QuickBooks fields are mappable to Quickbase:



**PRO TIP:** To import time into QuickBooks, you must check the “Use Time Data to Create Paychecks” box on the **Edit Employee, Payroll Info** tab.

The screenshot shows the 'Edit Employee' window for Alexandra Hall. The 'Payroll Info' tab is selected. The 'EARNINGS' table contains one entry: 'Regular Pay' with an hourly rate of 18.00. The 'ADDITIONS, DEDUCTIONS AND COMPANY CONTRIBUTIONS' table is empty. The checkbox 'Use time data to create paychecks' is checked and highlighted with a red box. Other options include 'Employee is covered by a qualified pension plan' (unchecked) and 'Employee is inactive' (unchecked). Buttons for 'Direct Deposit', 'Taxes...', 'Sick/Vacation...', 'OK', 'Cancel', and 'Help' are visible.

INFORMATION FOR **Alexandra Hall**

Personal  
Address & Contact  
Additional Info  
**Payroll Info**  
Employment Info

PAYROLL SCHEDULE [dropdown] [help icon]  
PAY FREQUENCY: Biweekly [dropdown]  
CLASS: [dropdown]

Direct Deposit Taxes...  
Sick/Vacation...

**EARNINGS**

ITEM NAME	HOURLY/ANNUAL RATE
Regular Pay	18.00

Use time data to create paychecks

Employee is covered by a qualified pension plan

Employee is inactive

OK Cancel Help

## Transaction Numbering

With Q2QConnect, you can select how customer 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 Quickbase transaction number
- Specify a Starting QuickBooks #

If you select **Use Quickbase**, Q2QConnect will apply the transaction number found in Quickbase 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.

You can enter a transaction text-number pattern, such as ABC-5000, using a dash "-" separator. However, the dash must be preceded by text and followed by a number. Text following the dash or other special characters will not work.

The screenshot shows the "Transaction Field Mapping" dialog box with the "Numbering" tab selected. The dialog has a title bar with a close button (X) and a help icon. Below the title bar are two rows of tabs: the first row contains "Purchase Order", "Item Receipt", "Bill", "Bill Credit", "CC Charge", "CC Credit", and "Timesheet"; the second row contains "Numbering", "Estimate", "Sales Order", "Invoice", "Credit Memo", and "Payment". The "Numbering" tab is active. The main content area contains the following text: "You can select how the transactions below are numbered. The numbering can either be generated from QuickBase or you can enter in the next number for QuickBooks to start the numbering." Below this text are four sections, each with a radio button for "Use QuickBase" and a radio button for "Starting QuickBooks #". The "Starting QuickBooks #" option is selected for all sections. Each section has a text input field: "Estimate" (A-1), "Sales Order" (B-194), "Invoice/Credit Memo" (C-200), and "Purchase Order" (A13). At the bottom of the dialog are three buttons: "Cancel", "Apply Changes", and "Save & Close". A red note at the bottom of the main content area reads: "Note: On the mapping tabs, a red label in the QuickBooks field column indicates the data is updated from Books to Base".



## Initial List Load (Optional)

Once you've setup Q2QConnect and mapped your desired lists, you may want to load your Quickbase 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 Quickbase and want to populate them with the list entries from QuickBooks
2. You want to purge the Quickbase list table entries and replace them with the list entries from QuickBooks. This is helpful if your Quickbase application has test data you want to clear out.
3. You want to append to the Quickbase lists with list entries from QuickBooks

If you want to start with an empty Quickbase table, check the box next to **Clear all Quickbase tables first**. For a Customer Load, this means the mapped Customer table(s) in Quickbase 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 Quickbase. 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 Quickbase table.

**Pro Tip:** In our Best Practices section of this manual, we suggest creating Q2Q Formula Fields in Quickbase to use for list and transaction mapping. However, Q2QConnect can't update the contents of Quickbase formula fields. To use this Load feature, your lists need to be mapped to writable (non-formula) fields.

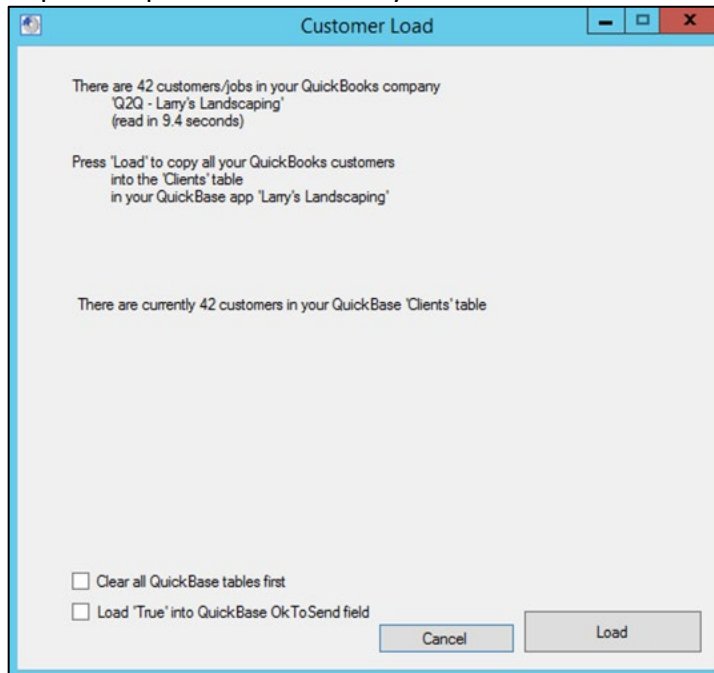
### Show Initial Load Menu

1. Select **Settings > Database Connections** from the menu.
2. Click the box next to **Show "Initial Load" menu**.
3. Click **Close**. This setting will revert to unchecked after closing Q2QConnect.

The screenshot shows the 'Connection Settings' dialog box. At the bottom left, the checkbox 'Show Initial Load menu' is checked and highlighted with a red box. The dialog also includes fields for QuickBase connection details and QuickBooks company information.

## 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.



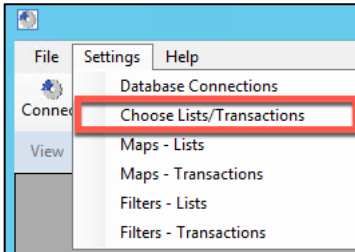
## Using Q2QConnect

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

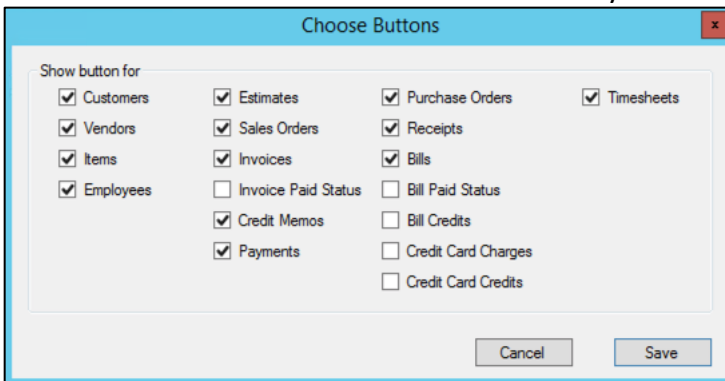
Start by telling Q2QConnect which list and transaction buttons you want to see on the Q2QConnect dashboard.

### Choose Lists/Transactions for Button Bar

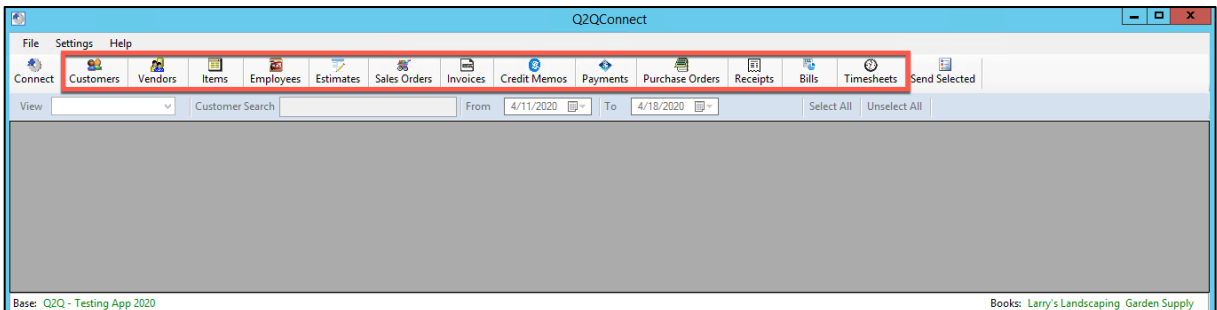
1. Select **Settings > Choose Lists/Transactions** from the menu.



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



3. Click **Save**.

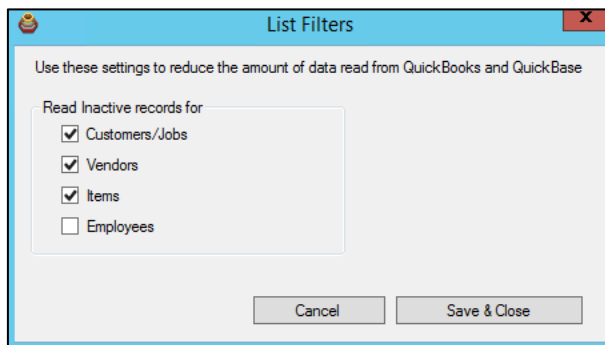


## Filters

Before syncing, review and update the list and transaction filter settings. You can include/exclude inactive records as well as specify the starting date or number of months of transactions to include. This ensures you are bringing in appropriate records, and 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 Quickbase to QuickBooks. The Invoices transaction filter is helpful because it reduces the amount of historical Quickbase 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 Quickbase 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 Quickbase 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 Quickbase.

**Bill Paid Status**

The normal Bills transaction in Q2QConnect transfers bills from Quickbase to QuickBooks. The Bills transaction filter is helpful because it reduces the amount of historical Quickbase 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 Quickbase 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 Quickbase 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 Quickbase.

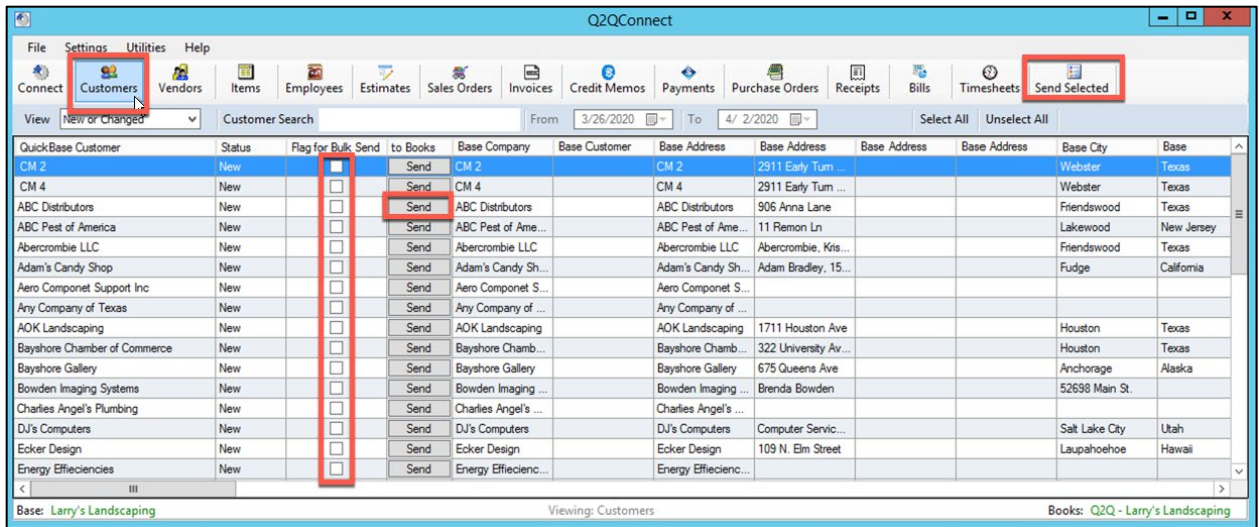
## Sync List or Transaction

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

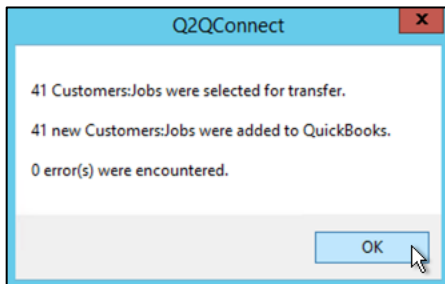
### Sync

1. Click **Connect**.
2. Click on the desired list or transaction button.
3. Click **Select All** if you want all entries transferred or click the **Flag for Bulk Send** box next to the entries you want to transfer.
4. If you have selected multiple entries, click **Send Selected**. Otherwise, click **Send** next to the individual entries to transfer.
5. Click **OK** on the informational window after the transfer is complete.

### Q2QConnect: Select Entries to Send



### Confirmation Window



## Best Practices

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

### Q2Q Starter App

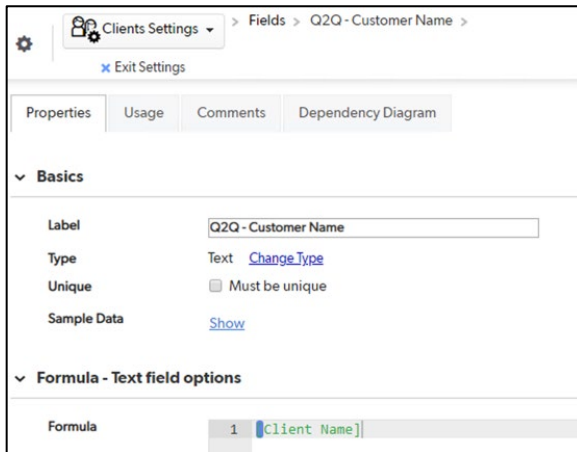
- If you haven’t built out your Quickbase app yet, you might consider purchasing our Q2QConnect Starter App. We’ve built an app with all the tables and fields you would need to get started in minutes. Call us at 281-412-6914 for current pricing.

### Field Mapping

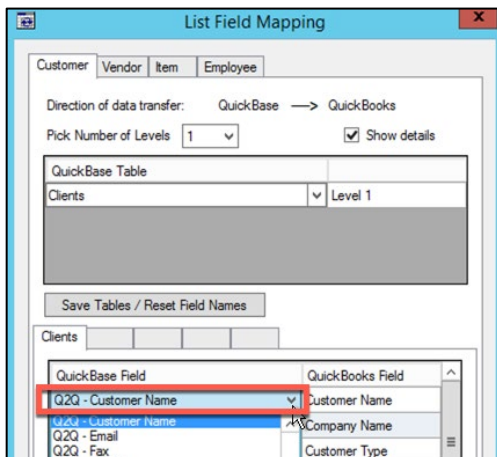
- Instead of mapping normal fields in Quickbase, set up Formula fields (text, numeric, or date) instead which reference your normal Quickbase fields. For example, instead of mapping a Customer Name field in Quickbase, set up a formula-text field called “Q2Q – Customer Name”. Edit the formula for that 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 Quickbase which list entries or transactions Q2QConnect can see. You can create an OkToSend formula-checkbox field in Quickbase, and then build a formula to restrict which transactions flow through Q2QConnect. For example, you might have an approval process in Quickbase, 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

The screenshot shows the 'Invoices Settings' window in Quickbase, specifically the 'Fields > Q2Q - Ok to Send' configuration page. The 'Basics' section shows the field is a 'Checkbox' type with the label 'Q2Q - Ok to Send'. The 'Formula - Checkbox field options' section shows a formula: `if([ManagerApproval]="", False, True)`. There is also an option to 'Show a "totals" row in reports' which is currently unchecked.

### Mapping the OkToSend Field

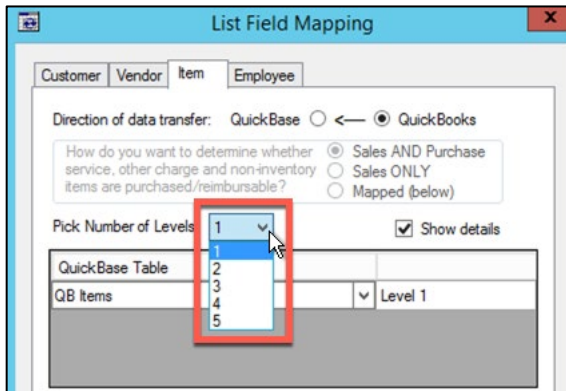
The screenshot shows the 'List Field Mapping' dialog box. It is configured for a 'Customer' list with 'QuickBase' as the source and 'QuickBooks' as the destination. The 'QuickBase Table' is 'Clients' at 'Level 1'. A table below shows the mapping of fields:

QuickBase Field	QuickBooks Field
Q2Q - Account Number	Account Number
Q2Q - Terms	Terms
	Tax Code
	Tax Item
	Resale No
	SalesRep Initials
Q2Q - OK to Send	OkToSend
Open Balance	Open Balance
	IsActive

The 'Q2Q - OK to Send' row is highlighted with a red border. At the bottom of the dialog are 'Cancel', 'Apply Changes', and 'Save & Close' buttons.

### Table Levels

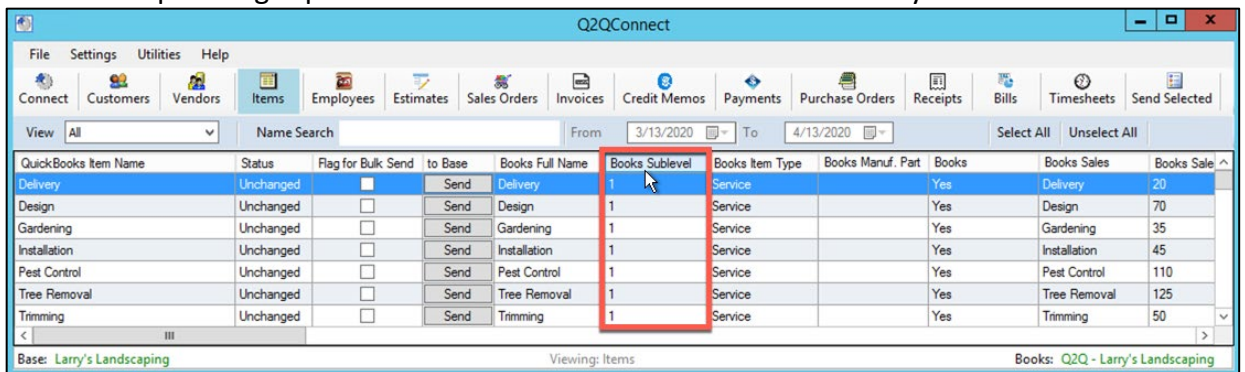
- With Q2QConnect, you can map up to 5 customer levels and up to 5 item levels. This matches the capabilities of QuickBooks. However, in practice, mapping more than 2 levels makes your Quickbase application and mapping increasingly complex. If you find yourself mapping more than 2 table levels, you may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



**Pro Tip:** Even though you may have multiple levels (Customers, jobs) in Quickbase, you can choose to just send 1 level to QuickBooks.

### 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) 1<sup>st</sup>. Then, sync the 2<sup>nd</sup> 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.



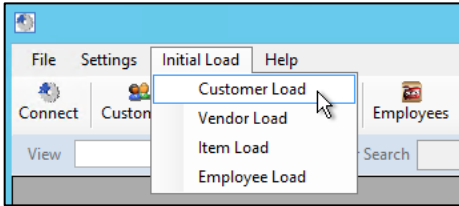
### Syncing Lists and Related Transactions

- 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 Quickbase Table Population from QuickBooks

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

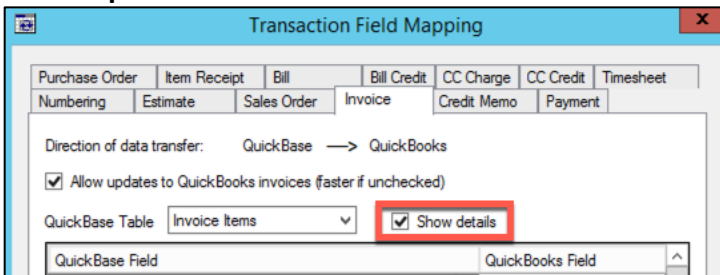
See Page 53 for instructions on loading initial tables.



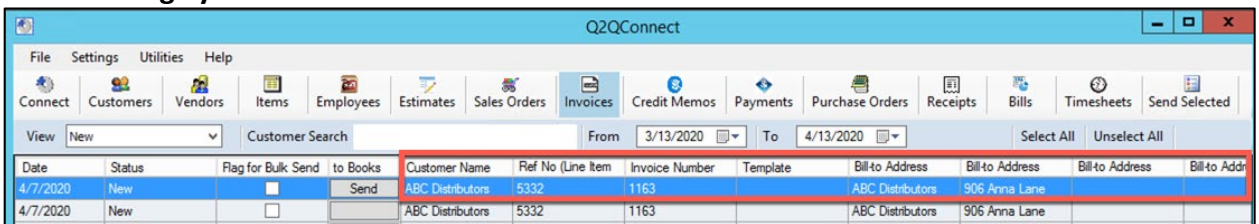
### Show the Details During Sync

- 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



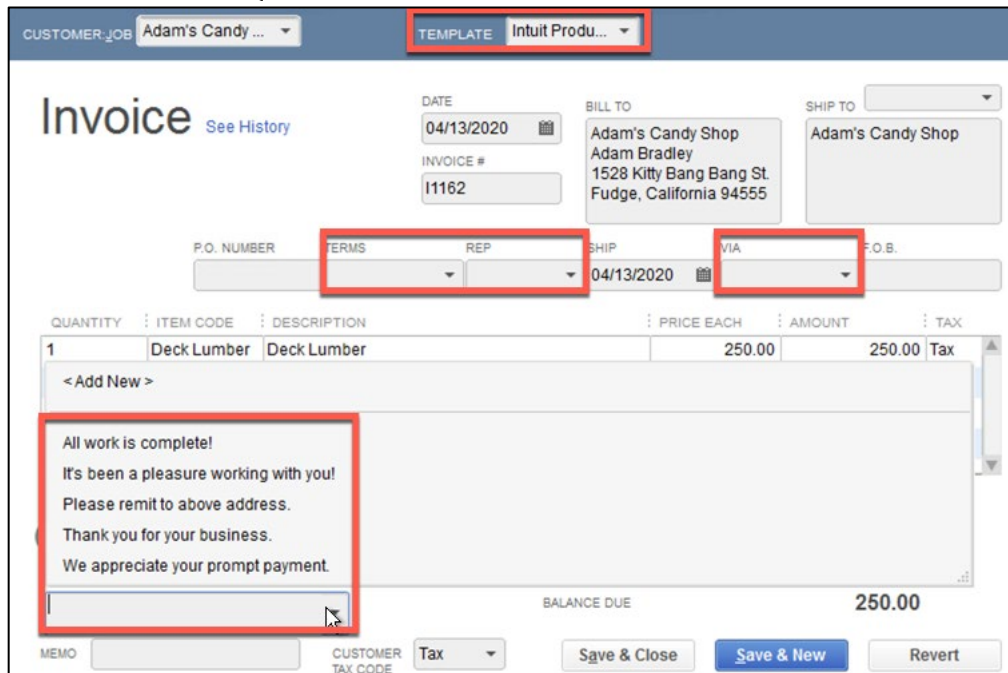
### More Details During Sync



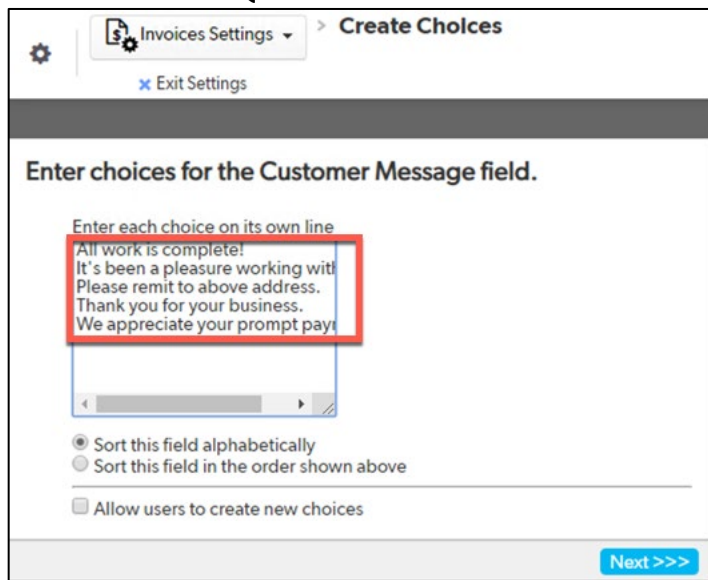
### Mapping Transaction Drop-Down List Fields

- 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 Quickbase. If you choose to map such fields, you'll want to create a multiple choice field in Quickbase and only include options that are an exact match of the data in QuickBooks. Otherwise the synced transaction will not flow into QuickBooks.

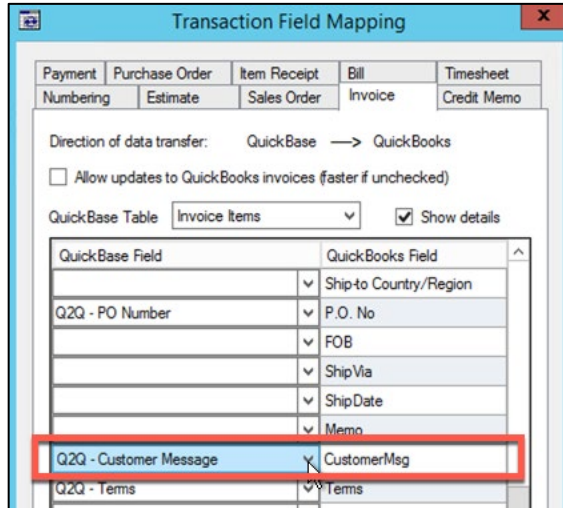
### Drop-Down List Fields in QuickBooks



### Multiple-Choice Field in Quickbase



## 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 Quickbase, the Preferred Vendor will only populate to a text-only field; it will not go into a Related Vendor field. If transferring Items from Quickbase 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 Quickbase 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 Quickbase 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 Quickbase address field type, or create a state field in Quickbase that lists states using the name instead of the abbreviation.

## Transactions

### **How do I update the Quickbase 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 Quickbase to make that transaction unpaid, you will need to sync the changes from Quickbase (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, Quickbase 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?**

In QuickBooks the account name and account number are two separate fields. If you are syncing the expense side of transactions to QuickBooks, only use the account name; not the account name and number.

**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. I.e. 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
<b>Processor</b>	Intel® or AMD processor; 2 GHz or faster processor
<b>Operating system</b>	<p>Microsoft 8.1, 10 or Windows 11. Current version of QuickBooks (2022) will not install on Windows 7.</p> <p>For server installations: Windows Server 2008 R2 SP1 and Higher (Windows Server 2012, 2016, or 2019 preferred).</p> <p>Q2QConnect is not compatible with Mac OS.</p>
<b>RAM</b>	1 GB or more of RAM (8 GB recommended). More RAM may be required for larger Quickbase applications. For example, performance testing found that evaluating a customer list with 44,400 records required 450MB of RAM.
<b>Hard disk space</b>	100 MB or more of available hard-disk space (includes installation of the QuickBooks Desktop SDK, aka QBFC13).
<b>Internet</b>	Internet connection required for software activation, connection to Quickbase, and transfer of data to QuickBooks Desktop.
<b>QuickBooks Version</b>	QuickBooks Desktop 2015/15.0 or higher (Pro, Premier, or Enterprise Solutions). Current version recommended. QuickBooks Online and QuickBooks for Mac not supported.
<b>Admin Rights</b>	<p>Admin rights on local installation computer required, as well as modify access to installation folders, subfolders, and files (c:\varcsolutions\)</p> <p>When setting up Q2QConnect, the initial connection to your Quickbase application must be done by an admin user with full access to all tables and fields.</p>

## 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 Quickbase 2 Step Authentication**

2 Step Authentication must be disabled in your realm/policy or account settings for Q2QConnect to connect with Quickbase. Learn how to enable/disable here:

[https://help.quickbase.com/user-assistance/two\\_step\\_auth.html](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?**

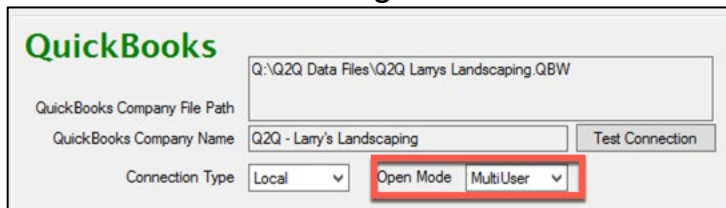
If you select a table and the fields do not show below, click on another table name then back to the desired table and the fields should populate.

## Q2QConnect Operation Problems

### Why 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.

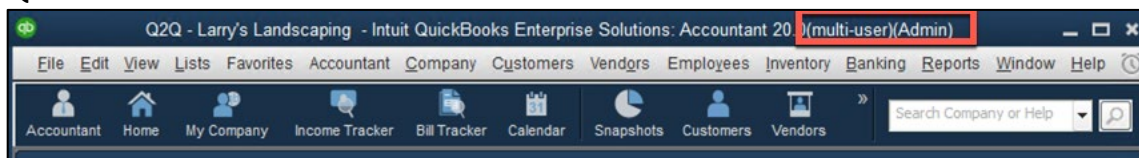
### Database Connection Settings



The screenshot shows the 'QuickBooks Database Connection Settings' dialog box. It contains the following fields and controls:

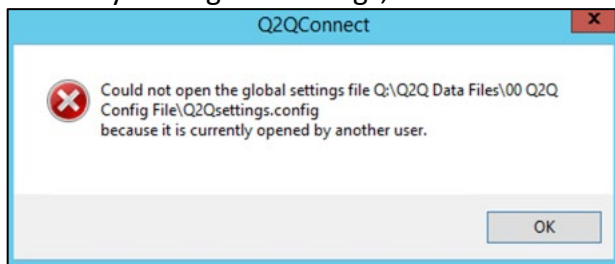
- QuickBooks Company File Path:** Q:\Q2Q Data Files\Q2Q Larrys Landscaping.QBW
- QuickBooks Company Name:** Q2Q - Larry's Landscaping
- Test Connection:** A button to the right of the company name field.
- Connection Type:** A dropdown menu set to 'Local'.
- Open Mode:** A dropdown menu set to 'MultiUser', which is highlighted with a red box.

### QuickBooks Mode:



### Why can't I access the Q2QConnect Settings? (Multi-user Configurations)

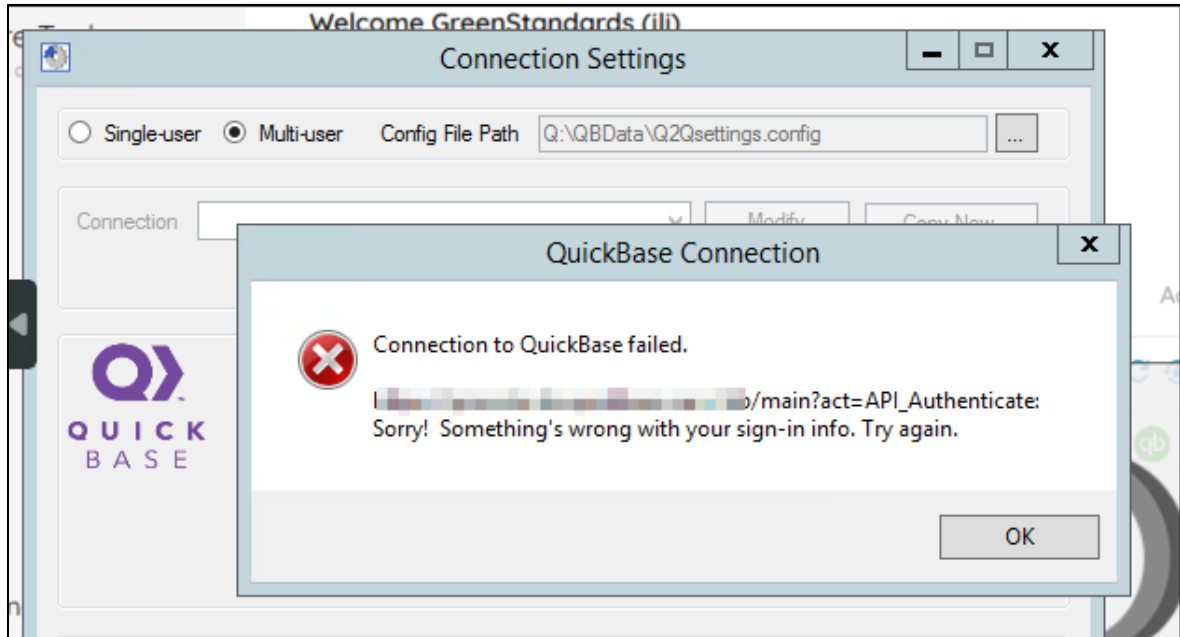
In a multi-user configuration, the global settings file is shared by all licensed users. If a user is currently editing the settings, other users are not able to edit the settings.



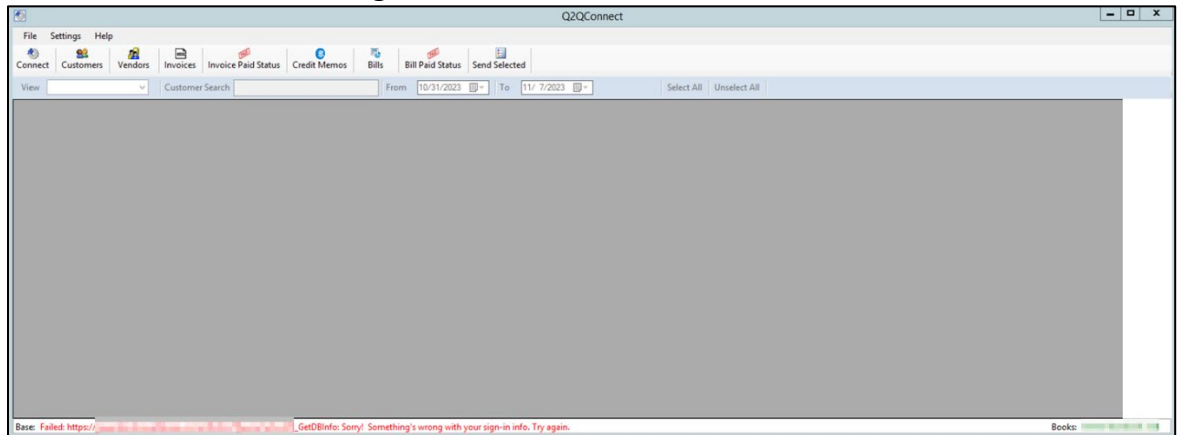
**A Quickbase application user or password change is causing a “Connection to QuickBase failed” error message.**

If the user name or password in Q2QConnect refers to a user id/pw that has been changed in your Quickbase application, you need to update that authentication information in Q2QConnect using the following instructions.

**Quickbase Connection Error Message-Popup**

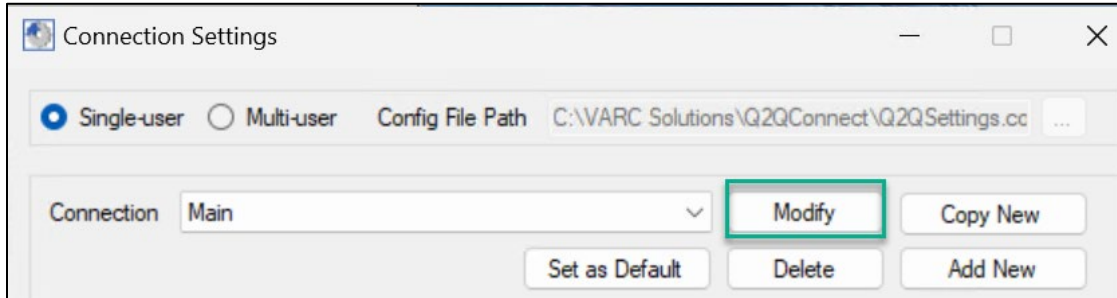


**Quickbase Connection Error Message-Status Bar**

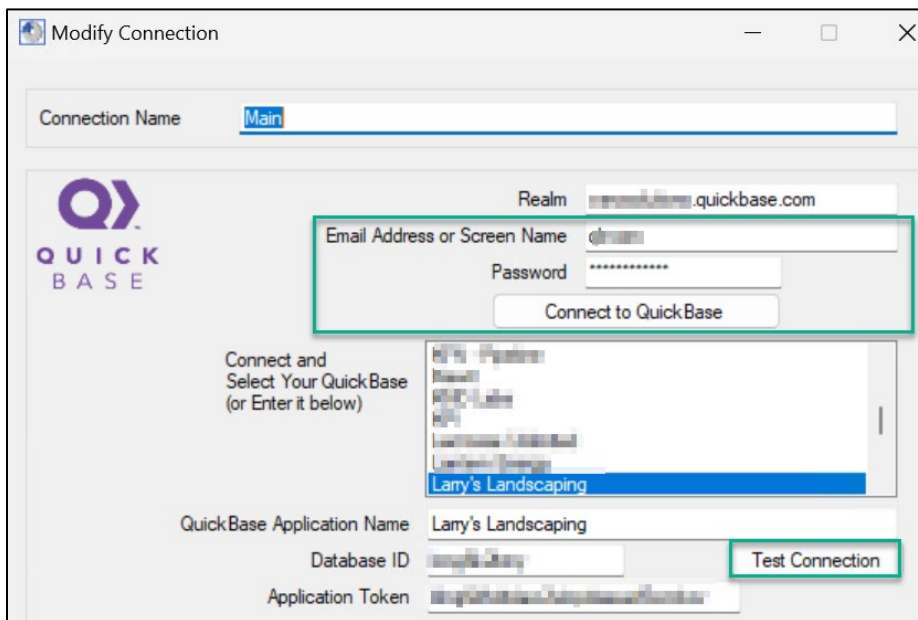


## Modify Connection Settings

1. Open Q2QConnect
2. Click **Connect** (and select specific connection if applicable).
3. Click **Settings > Database Connections** for the current connection.
4. Click **Modify** at the top of the window.



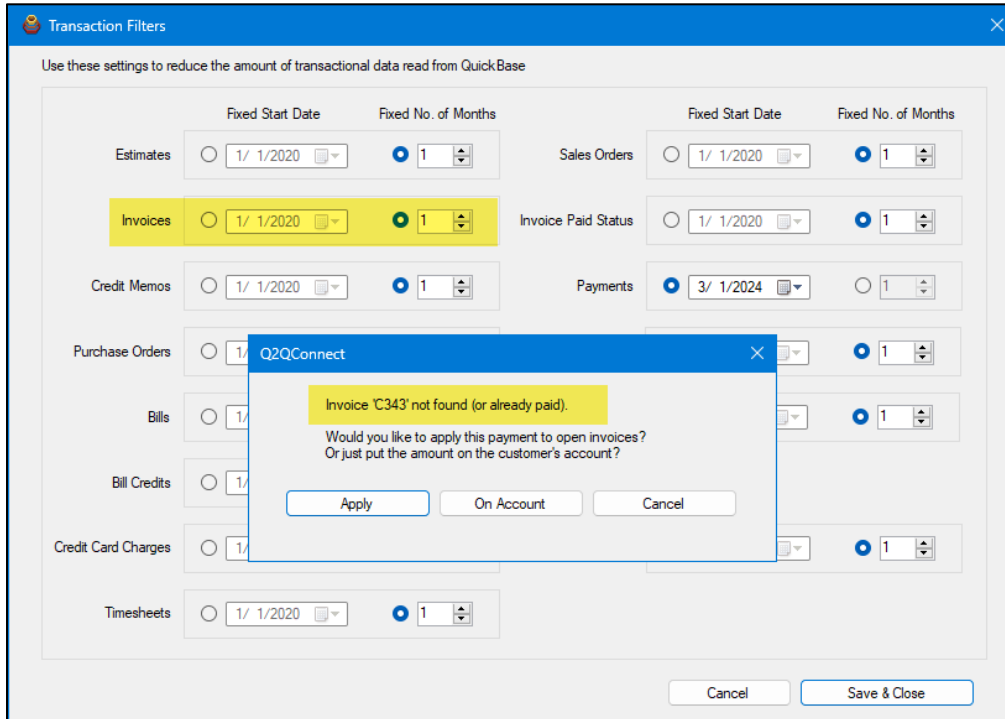
5. In the **Modify Connection** window, update the **Email Address or Screen Name** and **Password** as appropriate.
6. Click **Connect to QuickBase**.
7. Select your Quickbase application from the list.
8. Click **Test Connection**.



9. Click **OK**.
10. Click **Save Connection**.
11. Click **Close** in the **Connection Settings** window.
12. Retry your Q2QConnect connection as normal.

**Payments are not applying to open customer invoices**

When sending payments, if the date of the invoice to apply the payment to is outside of the invoice date range in the transaction filters it will not apply.



To resolve this issue, expand the invoice transaction filter to include the date of the invoice. Sync again and Q2QConnect will find and apply the payment to the proper invoice.

## 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. (\* indicates additional license fees may apply).

Version	Release Date	Release Notes
3.35	04/07/2024	<p>Improved Installation Process to make installation and updates easier.</p> <p>Resolved issue with Paid Status and Date Paid reversed mapping.</p> <p>Resolved several "under the hood" issues with invoice numbering, transferring of "Site" information on invoices, bill and invoice Due Dates.</p> <p>Resolved an issue preventing Credit Memos from syncing when "Allow Updates" is unchecked.</p> <p>Improved Sync Processing time related to Sync Error notifications. Instead of prompting a user to click "OK" for each transaction sync error, the sync process will continue. User is presented with a sync summary at the end with number of successful and number of errors as applicable. Transactions not successfully synced will remain in Q2QConnect window for review.</p>
3.31.99	08/24/2023	Updated SSL Cert on Executable to resolve "Revoked SSL" Issue with QuickBooks desktop 3rd party apps.
3.31	09/09/2022	<p>Improvement of Multi-User Licensing process*</p> <p>Improvement of Multi-QB File feature when switching between QB Files or Quickbase accounts*</p> <p>Invoice Paid Status and Bill Paid Status updates now ignores "ok to send" setting in Quickbase.</p>
3.29	07/13/2022	<p>Improvement of Multi-User and Multi-QB File Configuration Settings*</p> <p>Added ability to change column display width of all fields in Q2QConnect</p> <p>Additional under-the-hood improvements for sync speed and error handling</p>
3.28	02/08/2022	<p>Improvements to Multi-User setup*</p> <p>Added the ability to export/import Q2QConnect configuration settings</p> <p>Added Multi-QB File Configuration Capability*</p> <p>Fixed bug related to QuickBooks default values</p> <p>Fixed bug related to entries incorrectly showing as changed</p>
3.27	06/14/2021	Improvements to sync of billable line items for Bills, Bill Credits, Credit Card Charges, and Credit Card Credits
3.24	06/05/2020	<p>Added Multi User Configuration for Local Machine or Hosting Machine*</p> <p>Added Terms and FOB fields to Purchase Orders</p> <p>Added Due Date field to Estimates</p> <p>Added New Transactions: Bill Credit, Credit Card Charge, Credit Card Credit, Invoice Paid Status, Bill Paid Status</p> <p>Added Due Date and Currency fields to Sales Orders</p> <p>Added Currency field to Invoices</p> <p>Added CC Email Address to Customers, Jobs (2nd level customers), and Vendors</p> <p>Fixed a bug where Estimate Ship To Addresses were being overwritten even if the fields were not mapped</p> <p>Solved an issue where Sync ID on Payments not coming over consistently</p>

		Add the ability to use a "-" character in transaction numbering (e.g. ABC-123) Added CC Email Address to Customers, Jobs (e.g. 2nd level customers), and Vendors
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 Quickbase.
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: 3.35, 04/07/2024