

# EngineerOffice

Power your office. Empower yourself

---

## EngineerOffice ↔ QuickBooks Integration

---

### Basic Integration Guide



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

# Table of Contents

---

**INTRODUCTION ..... 1**

*Software Editions Supported ..... 1*

**HOW INTEGRATION WORKS ..... 2**

    INTEGRATION RULES.....3

    INTEGRATION SETTINGS .....3

**DATA INTEGRATION..... 5**

    INITIAL INTEGRATION.....5

    DATA VERIFICATION .....7

    DAY-TO-DAY INTEGRATION SETTINGS .....8

    BEST PRACTICES .....9

# Introduction

---

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

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

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

For detailed integration information, see the [EngineerOffice-QuickBooks Advanced Integration Guide](#).



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

## Software Editions Supported

EngineerOffice 2012 integrates with the following QuickBooks editions:

- QuickBooks Pro/Premier editions, including the Accountant's Edition (2004 and later)
- QuickBooks Enterprise Solutions editions, including the Accountant's Edition (4.0 and later)
- QuickBooks Canadian edition (2006 and later)
- QuickBooks UK edition (2006 and later)

# How Integration Works

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

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



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

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

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

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



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

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

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

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

## Integration Rules

EngineerOffice handles most of the time and billing data differently from QuickBooks. To ensure accuracy and completeness of data transfer, EngineerOffice↔QuickBooks integration follows a set of rules. Some of these rules might not be relevant for the first-time data transfer but shall apply in future sync.



Check out the [EngineerOffice-QuickBooks Advanced Integration Guide](#) for details.

## Integration Settings

In EngineerOffice, you can specify data transfer rules and settings in the *EngineerOffice-QuickBooks Integration Settings* screen. You can also restrict the data sent from or transferred to EngineerOffice by setting filters. These settings apply company-wide and are used as defaults when you choose to synchronize data between EngineerOffice and QuickBooks.

A key step in the integration process is to assign general ledger (G/L) accounts to EngineerOffice job codes and other invoice items prior to the sync. This is because QuickBooks requires G/L accounts for all items and transactions. This is done from the EngineerOffice-QuickBooks Integration Settings screen.

EngineerOffice also allows you to assign QuickBooks payroll items and accounts to its payroll items such as regular time, overtime, vacation, and so on for each employee.



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

## How Integration Works

With the EngineerOffice-QuickBooks Integration Settings screen, you can specify the following:

- Send Settings
- Get Settings
- Account Assignments
- Payroll Settings



Check out the [EngineerOffice-QuickBooks Advanced Integration Guide](#) for further details.

# Data Integration

---

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

Both EngineerOffice and QuickBooks must be running during the integration process. You will first specify the synchronization options on the EngineerOffice-QuickBooks Integration Settings screen for the initial integration set up and then use the Get/Send menus to transfer each data type (e.g., Employee, vendor, etc.). You can do this by referring to one of the scenarios covered in this section that best fits your needs.



If you are new to EngineerOffice as well as QuickBooks, initial integration tasks will be completed after you have set up your information in both applications.

## Initial Integration

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



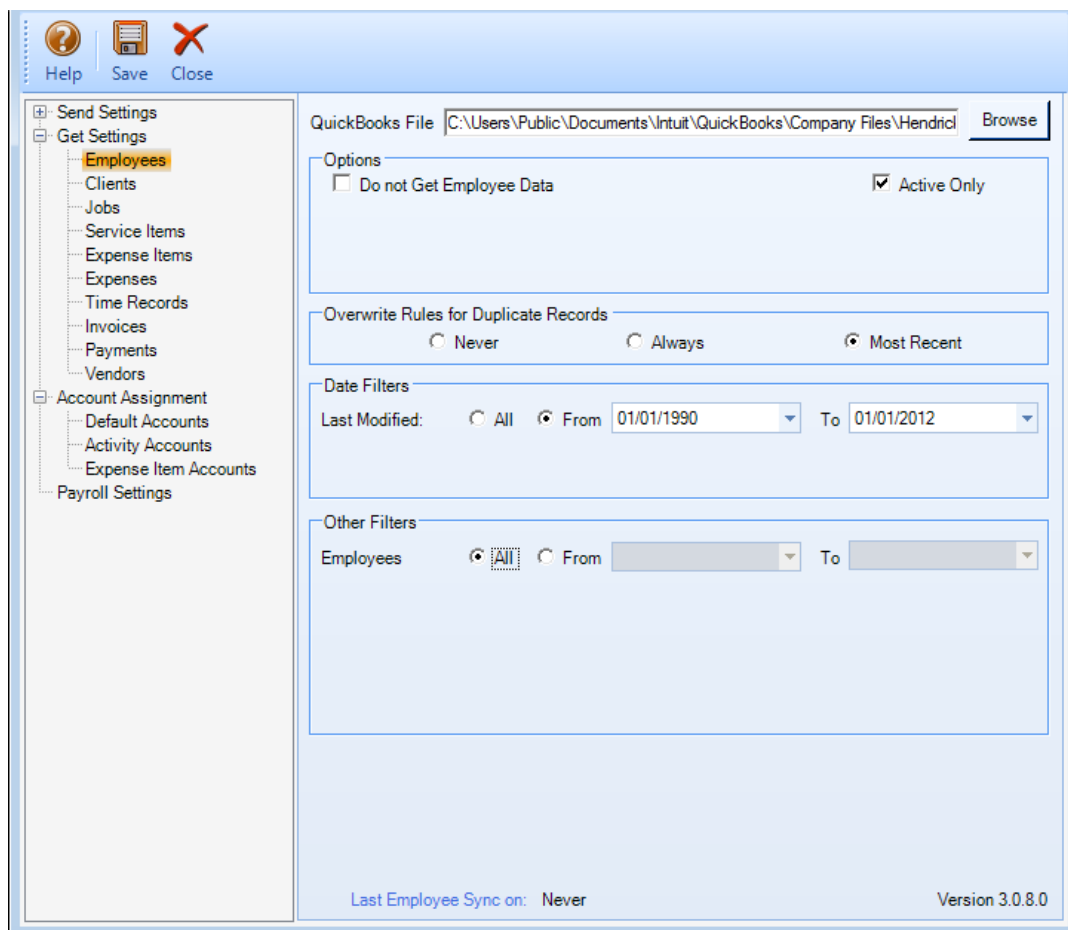
You can contact us at [support@EngineerOffice.com](mailto:support@EngineerOffice.com) to help you with the data integration process. Check out [EngineerOffice Training](#) for a standard or custom training course on data integration with QuickBooks. BQE Software also offers [Consulting Services](#) in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

Typically, there are four possible scenarios for first-time integration:

- New EngineerOffice - Existing QuickBooks User
- Existing EngineerOffice - Existing QuickBooks User
- New EngineerOffice - New QuickBooks User
- Existing EngineerOffice - New QuickBooks User

The steps involved in the first-time integration are very simple:

1. Create a new company file or backup an existing company file in EngineerOffice or QuickBooks.
2. Grant access rights to EngineerOffice in your QuickBooks application.
3. Specify sync settings in the EngineerOffice-QuickBooks Integration Settings screen. Later, fine-tune these settings for day-to-day integration process.
  - Get Settings/Send Settings for each EngineerOffice module (or skip the sync for some modules)
  - QuickBooks account assignment for EngineerOffice items (activities, expenses, invoice line items)
  - Payroll settings for EngineerOffice payroll items



4. Start data sync using EngineerOffice's QuickBooks Sync Options.



Below are the EngineerOffice Send/Get menu items and the corresponding QuickBooks screens.

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

Data adjustments are needed in EngineerOffice after getting data from QuickBooks because EngineerOffice requires certain fields which might be optional in QuickBooks.

- **Employees:** When you get employees from QuickBooks, make sure to check their user and security settings in EngineerOffice.
- **Time Entries:** When you get time entries from QuickBooks, make sure to update the bill and cost rates in EngineerOffice because QuickBooks doesn't require them.
- **Alternate Contact:** Alt. Contact in QuickBooks corresponds to EngineerOffice's Project Leader. If Alternate Contact is not specified in QuickBooks, EngineerOffice fills a placeholder 'FromQuickBooks' in the Project Leader field. Change that to the appropriate names.
- **Names:** Check the names of records (e.g., contacts or projects) transferred from QuickBooks. You can change them, if desired.
- **Data Accuracy:** Verify other data using reports in EngineerOffice and QuickBooks.

## Data Verification

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



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

After completing synchronization your data, you can do a Detailed or Summary data check. A Detailed check involves comparing data on EngineerOffice and QuickBooks screens side-by-side. A Summary check involves comparing EngineerOffice and QuickBooks generated reports.

Use the following checklist to ensure data integrity after synchronizing data between QuickBooks and EngineerOffice. The following table details the EngineerOffice and QuickBooks screens and reports to compare to make sure your data is correct.

Module	Detail Check	Summary Check
Employees	Compare the QuickBooks Employee Center with the EngineerOffice Contacts List	Compare the QuickBooks Employee Contact List with the Employee Address Book in EngineerOffice
Check Clients, Projects, Service and Expense Items	Open the respective screens in EngineerOffice and QuickBooks, and check the data in both applications.	Open the relevant reports in EngineerOffice and QuickBooks.
Check Time Entries	Select Enter Time (Use Weekly Timesheet) from the Employees or Customers menu in QuickBooks and open the Time & Expense screen (Time Card) in EngineerOffice. Check the data in both applications.	Open the time reports in EngineerOffice and QuickBooks.
Check Expense Entries	Select Enter Bills from the Vendors menu in QuickBooks and open the Time/Expense screen (Expenses) in EngineerOffice.	Open the expense reports in EngineerOffice and QuickBooks.
Check Invoices	Select Create Invoices from the Customers menu in QuickBooks and open the Billing screen in EngineerOffice.	Open the billing or receivables reports in EngineerOffice and QuickBooks.
Check Payments	Select Receive Payments from the Customers menu in QuickBooks and open the Billing screen in EngineerOffice.	Open the payment reports in EngineerOffice and QuickBooks.

## Day-to-Day Integration Settings

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

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

# Best Practices

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

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

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