

The Quickbooks Desktop Integrator



For integrating with Quickbooks Online [click here](#)

Installing the integrator

- FastManager's *QuickBooks Integrator* is a separate program which is automatically installed at the same time as FastManager
 - If you already have FastMananager installed, look for the *QuickBooks Integrator* shortcut on your desktop:



Minimum requirements



Both FastManager and QuickBooks need to be installed on the same computer that you will be using to integrate.

- You need to have at least FastManager version 2014.75 installed to integrate with Quickbooks Desktop
- To use the Quickbooks Desktop Integrator, you need to have QuickBooks PRO 2007 or better installed.
- You need to have QuickBooks *open* and logged into the correct company file while using the Integrator.

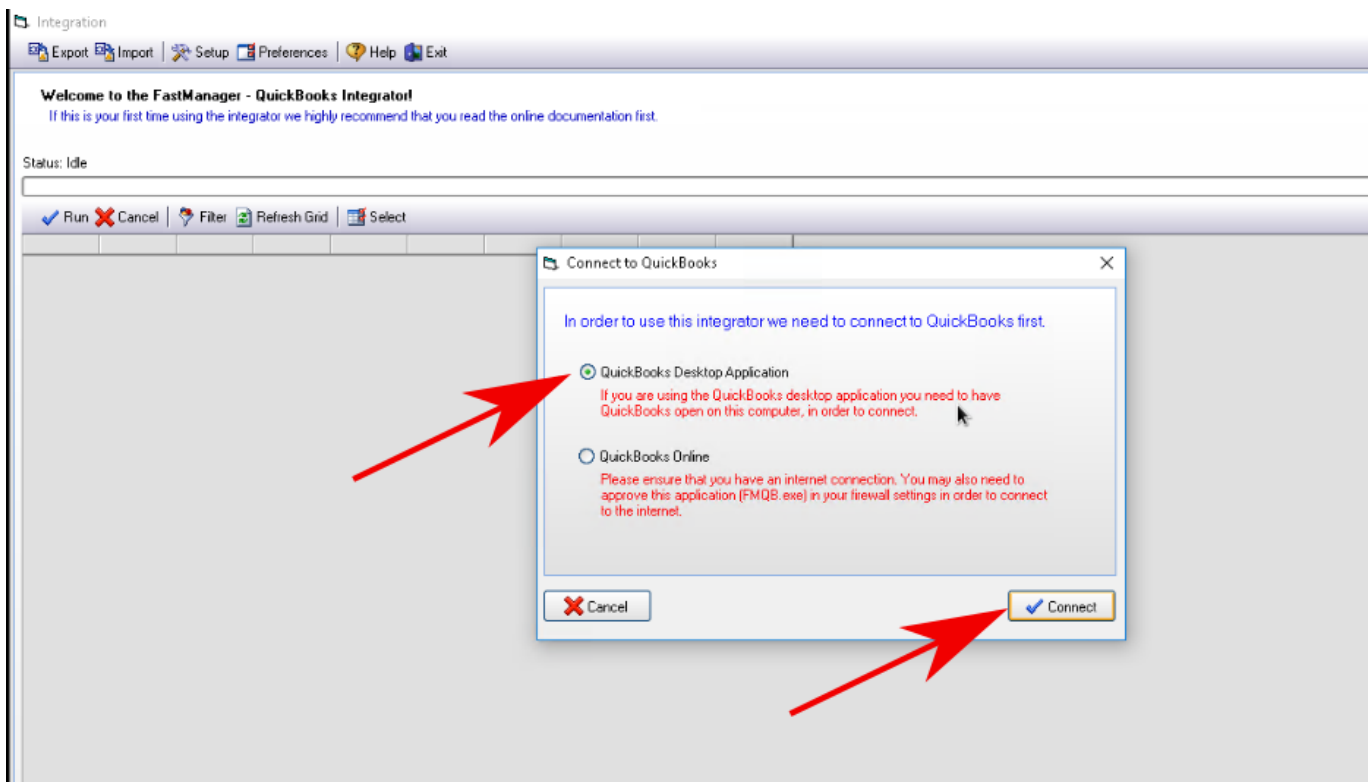
Getting Connected

Ensure that QuickBooks Desktop is open on the computer where you want to use the integrator, then use the shortcut on your desktop to open the Integrator



In order to properly grant access permissions to the Integrator, you need to login to Quickbooks as the *Administrator*.
- This is only necessary the *first time* you use the Integrator.

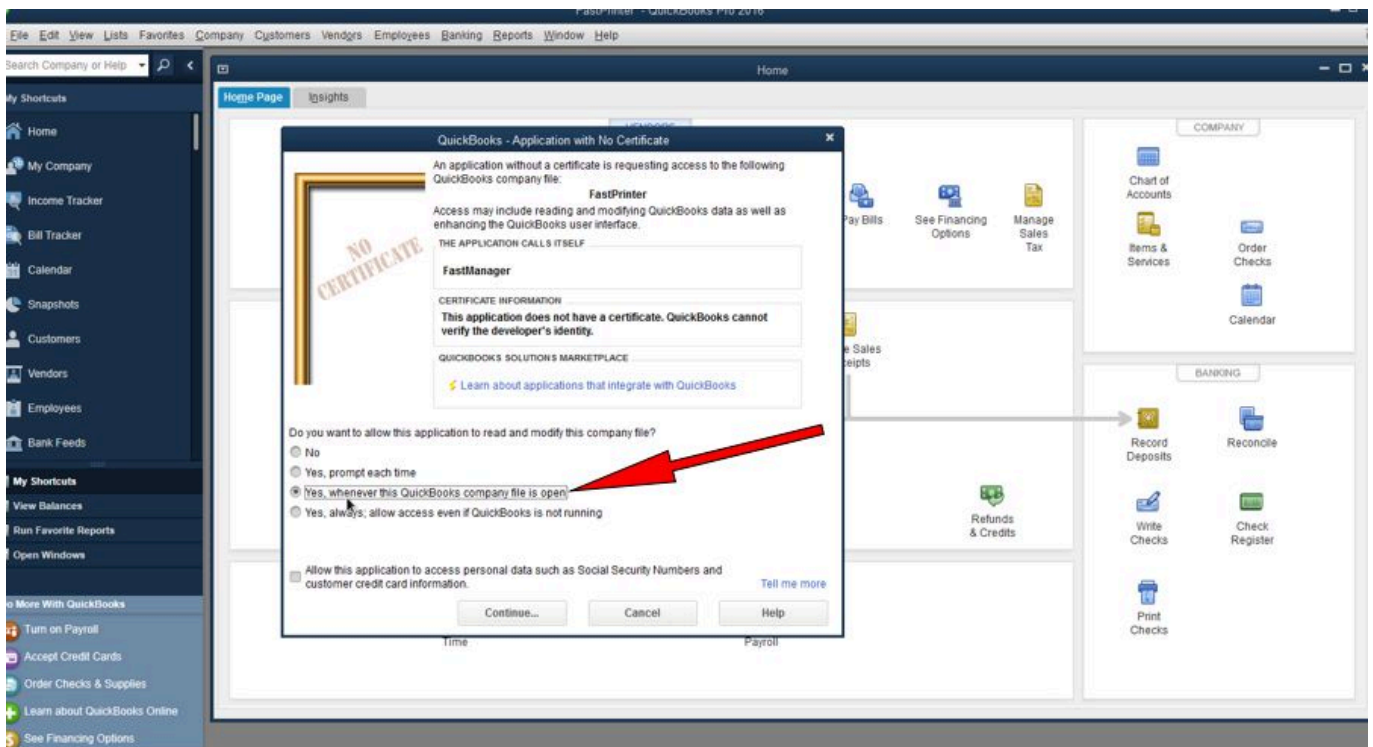
Select Quickbooks Desktop Application and click on Connect



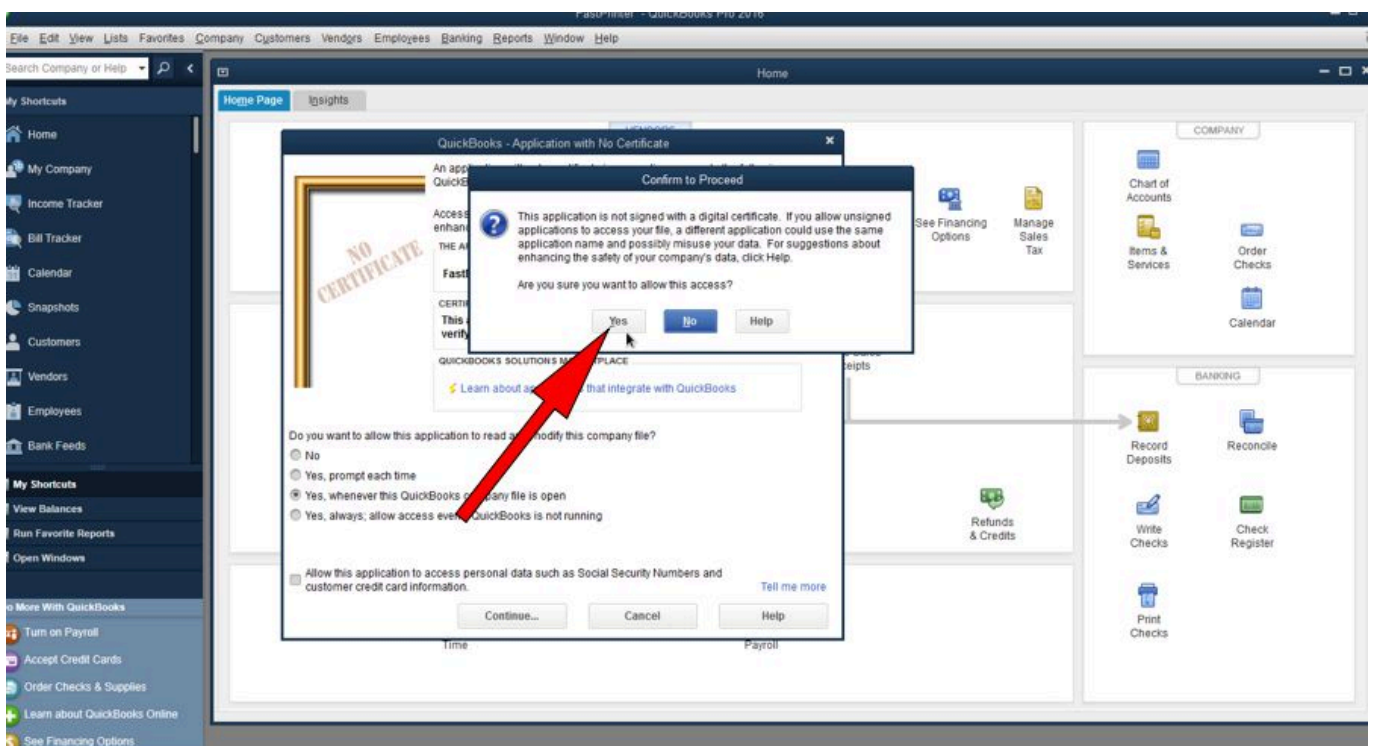
- If this is the first time you are connecting, QuickBooks will prompt you for permission if you are

logged in as the administrator.

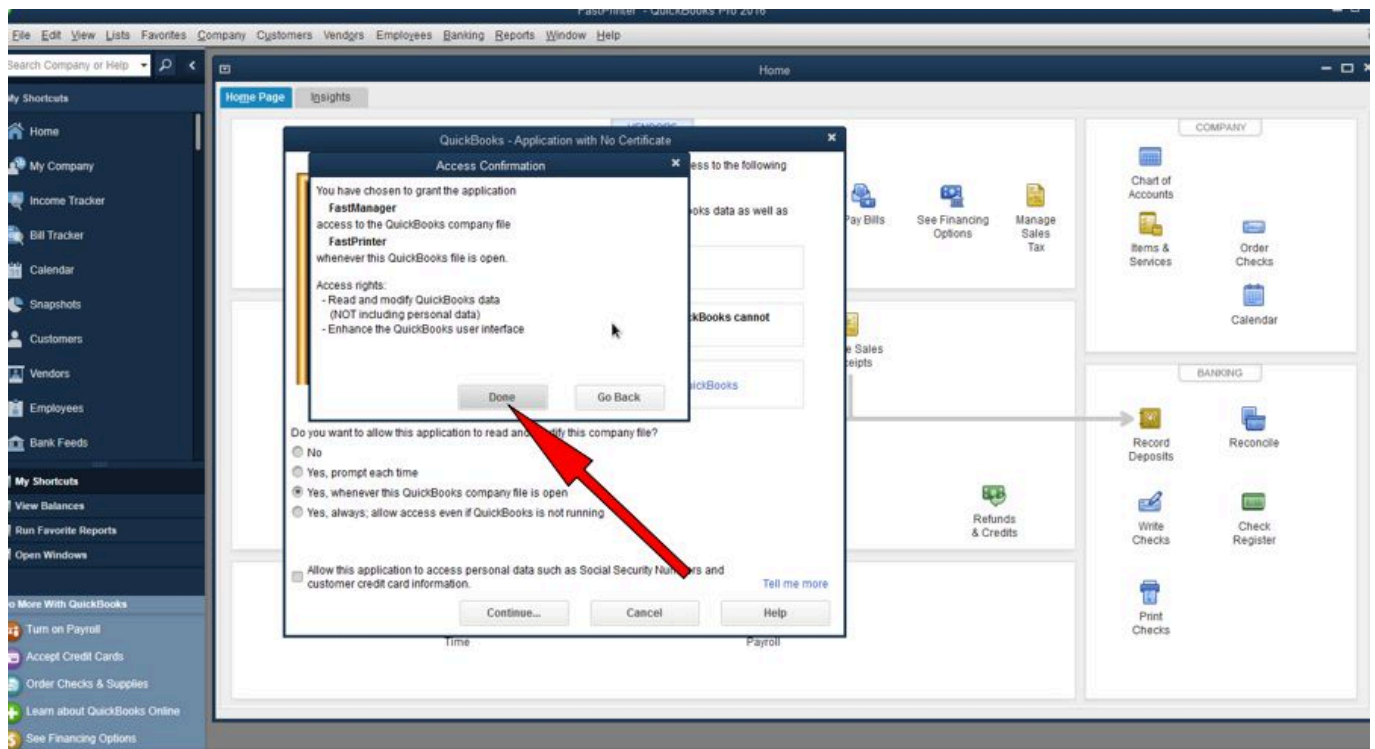
- From the QuickBooks permission screen, select Yes, whenever this QuickBooks company file is open



- QuickBooks will prompt a second time to confirm if you are sure that you want this application to integrate.



- Click on YES
- QuickBooks will show this confirmation screen telling you how to remove the company in future. Click on Done



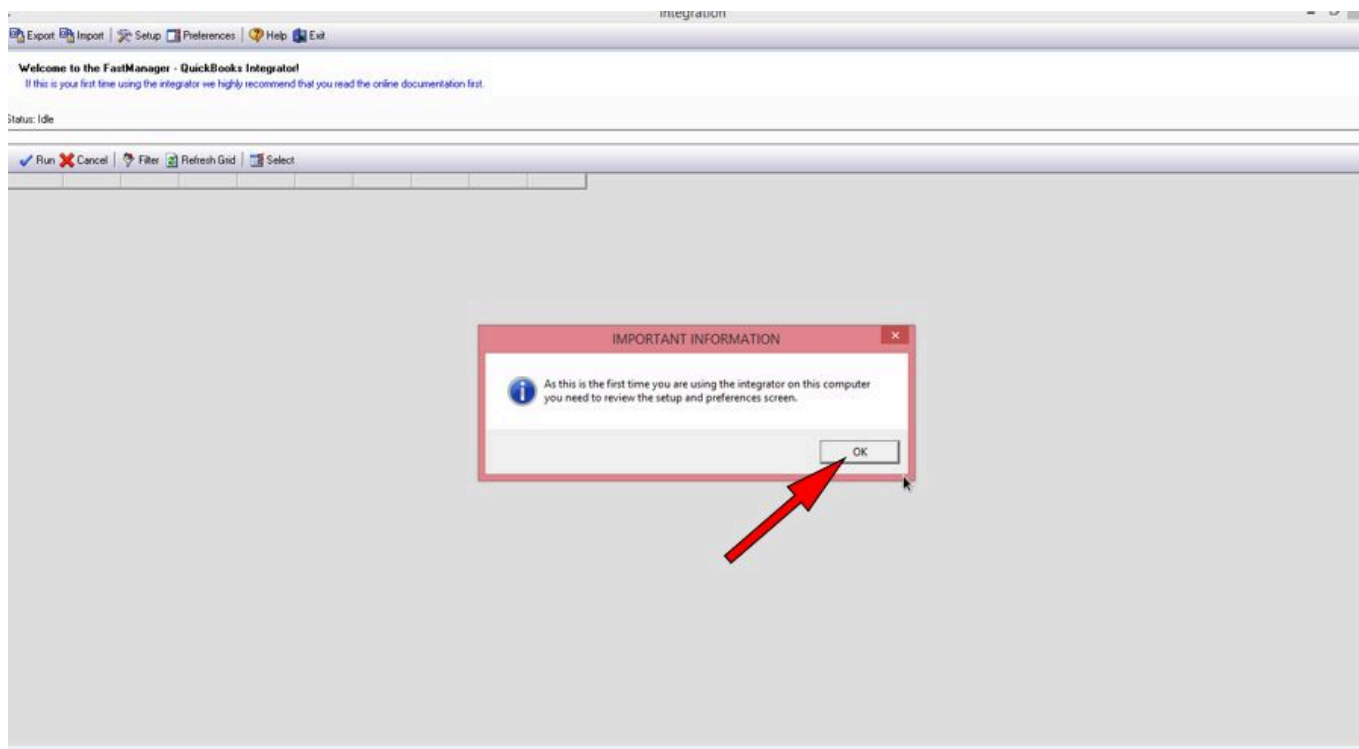
- The Integrator will connect to the company file that is currently open in QuickBooks. That is why it is important that you have QuickBooks open when trying to integrate.



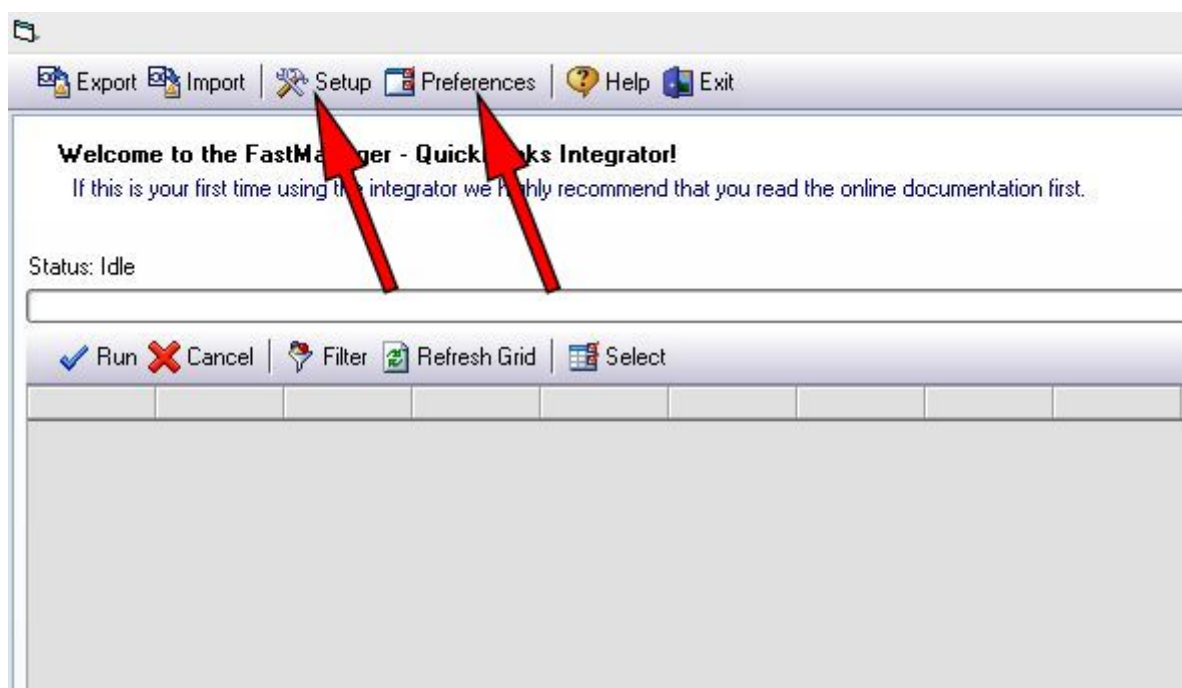
The next time you open the Integrator, Quickbooks will not prompt for your permission again

Setting up the Integrator

Once you are connected to Quickbooks, you will be presented with the Preferences and Setup screens, one at a time.



- This will only happen the first time that you run the Integrator. Once the Preferences and Setup have been done, you will no longer be prompted each time you open the Integrator.
- However, if you want to view or edit any of the Preferences or Setup, you can just click on the appropriate button at the top of the Integrator window:

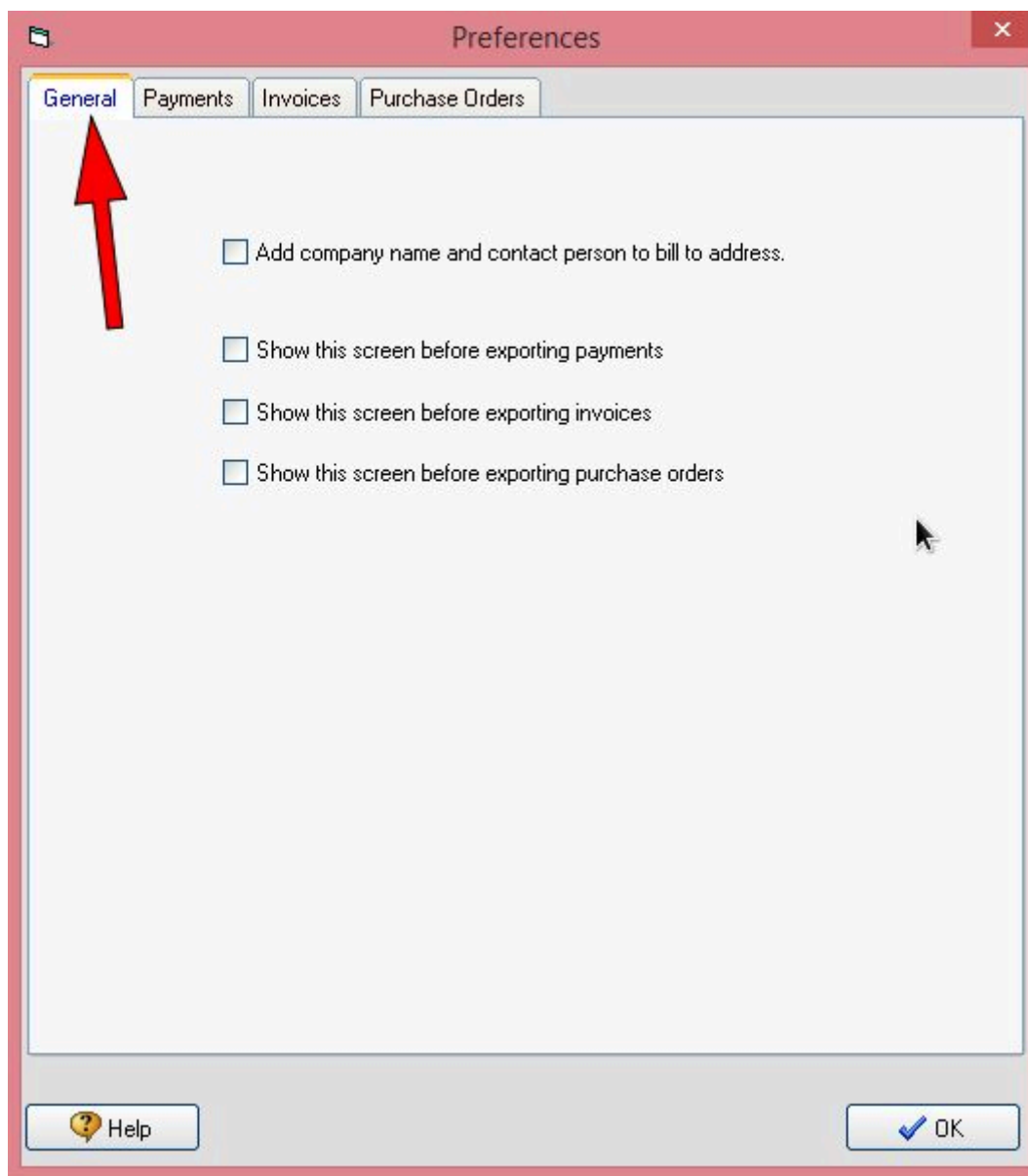


Preferences

To access the preferences area, you can click on the Preferences button.

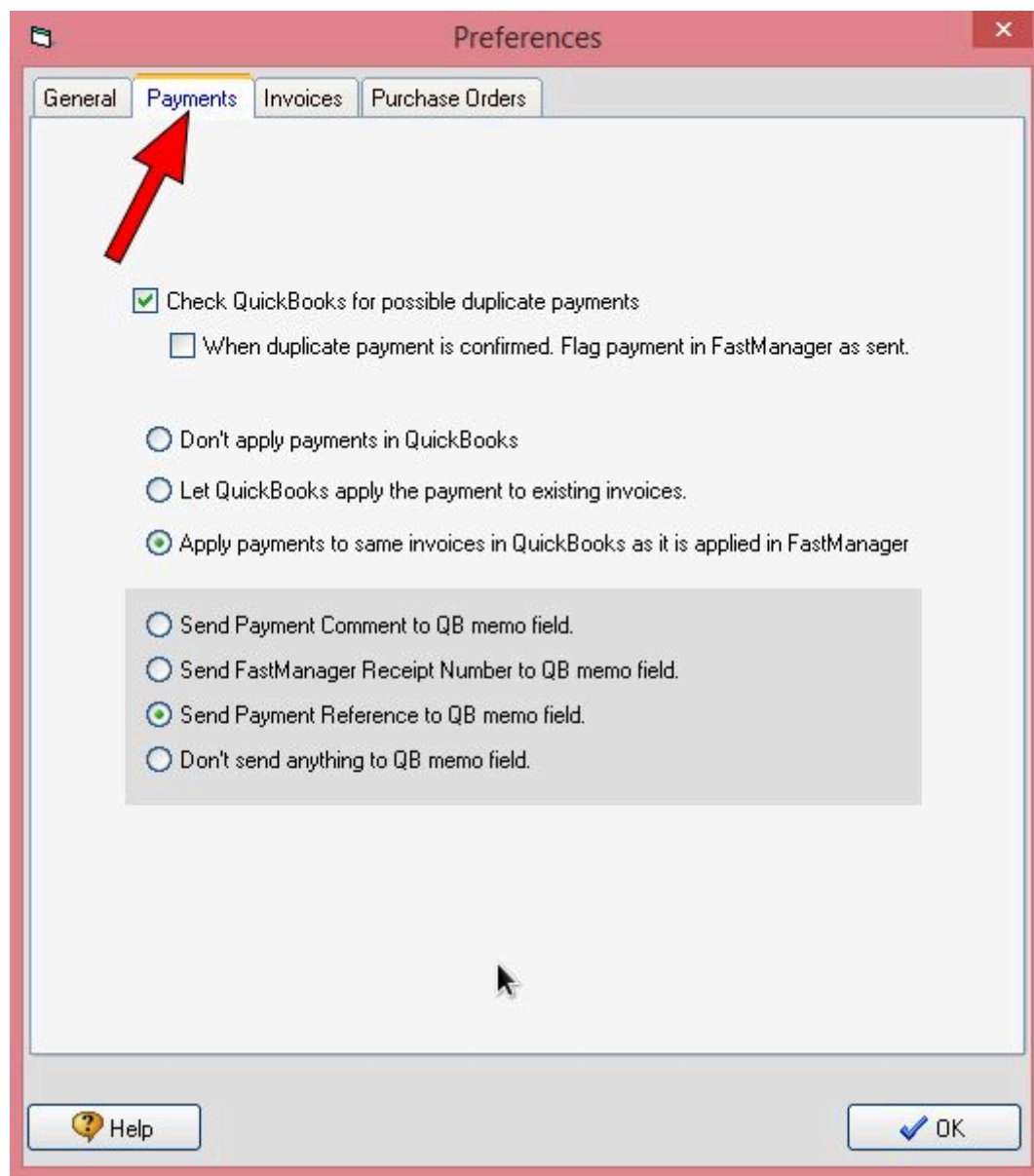
The Preferences window has 4 tabs:

The General Tab



- Add company name and contact person to bill to address
 - If this option is selected, then the Integrator will **ADD** the company name and contact person to the Bill To field on the Invoice in Quickbooks
 - *This option is only useful if preference is not already enabled in Quickbooks*
- Show this screen before exporting invoices
- Show this screen before exporting payments
- Show this screen before exporting purchase orders
 - If any of these are selected, then this preferences screen will pop up (for review) just before the Invoices/Payments/PO's are exported

The Payments Tab



Select your preferences when exporting *Payments* to Quickbooks

- The most commonly selected preferences are indicated in the image above

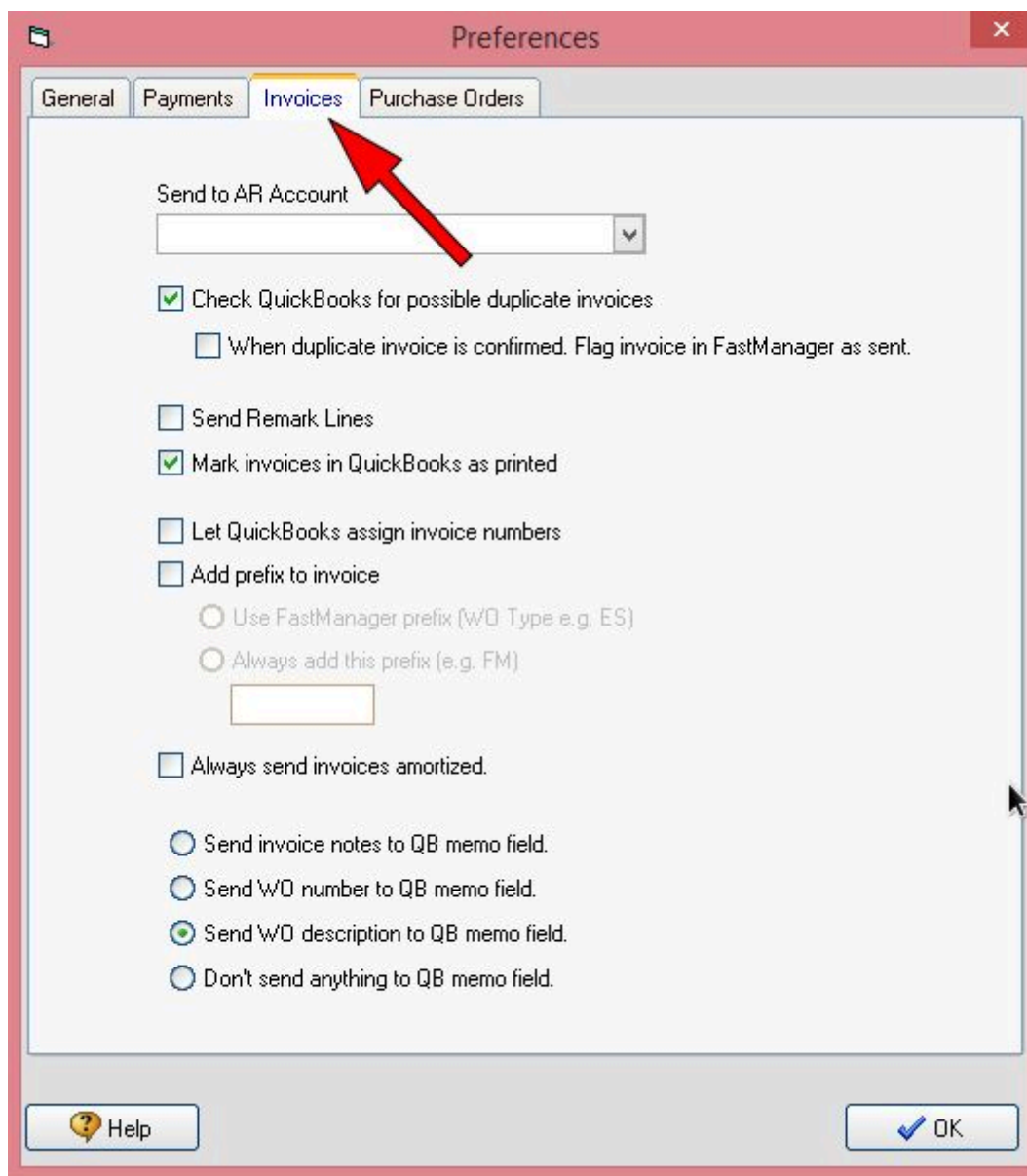


Payments that have been applied to Work Orders in FastManager can also be exported to Quickbooks, even before the job is Invoiced.

Later, once the WIP is converted to an Invoice, that invoice can also be exported to Quickbooks and the payment (which is *already* in Quickbooks) will automatically be applied to the Invoice.

- This assumes that the preference: Apply payments to the same invoice in Quickbooks as in FastManager has been selected

The Invoices Tab



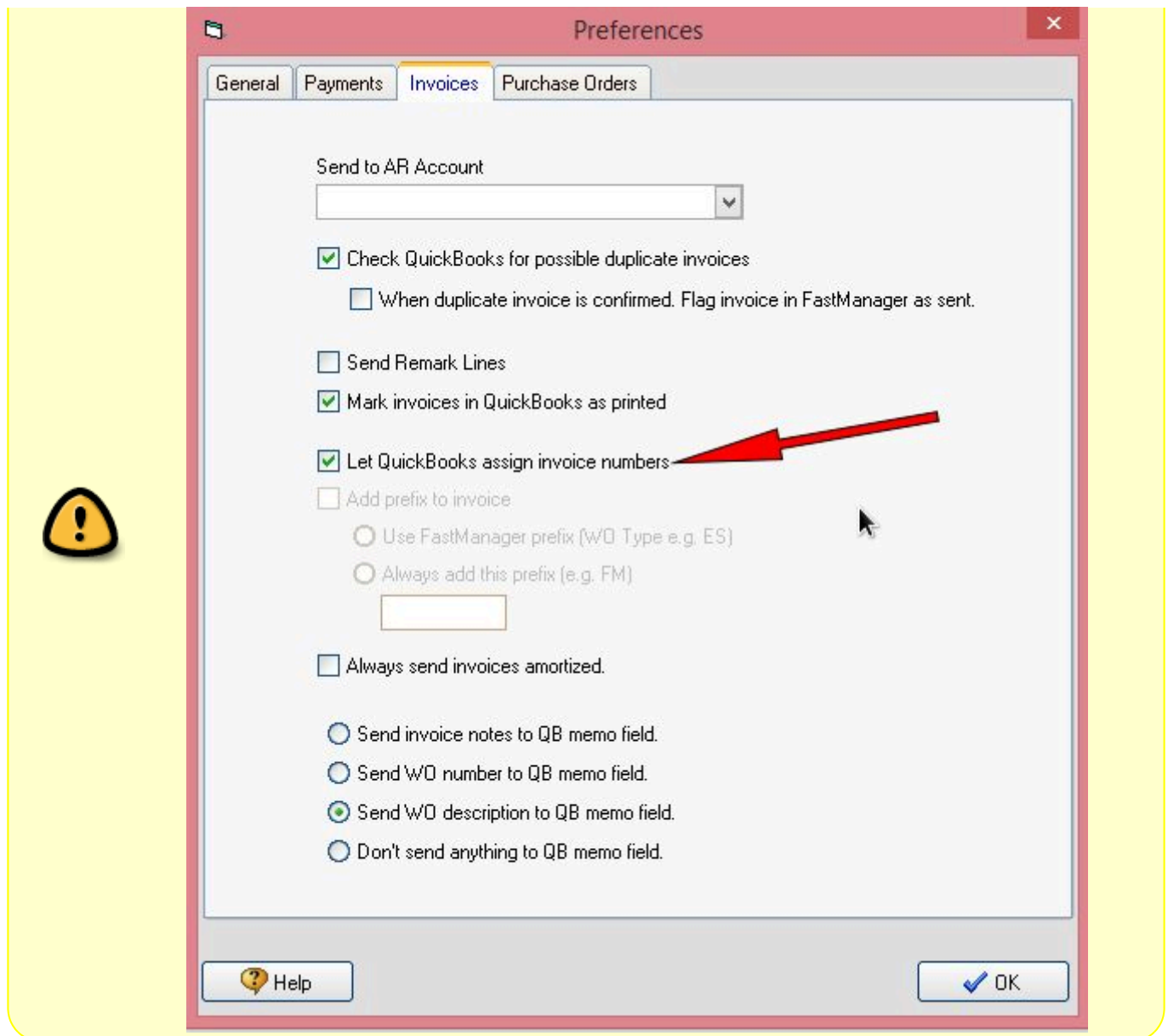
- Select your preferences when exporting Invoices to Quickbooks
 - The most commonly selected preferences are indicated in the image above



Important Note about Invoice Numbers“ If you make no selection regarding Invoice Numbers, then the Invoice in Quickbooks will have the SAME NUMBER as it had in FastManager.

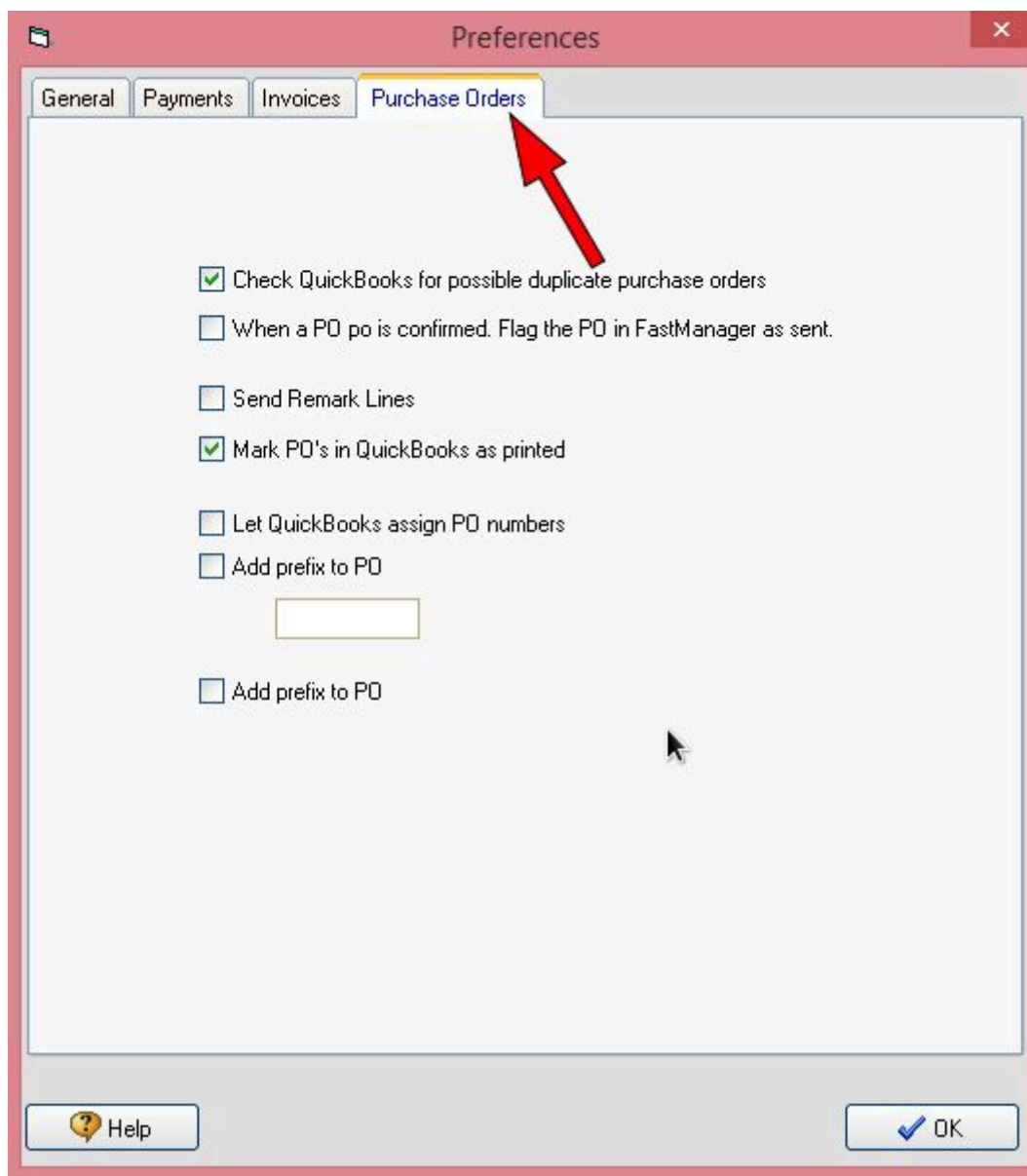
If you select: Let Quickbooks assign invoice numbers, then Quickbooks will give the Invoice a NEW NUMBER.

Optionally, you may also have the Integrator ADD A PREFIX to the FastManager Order Number (the prefix will show up in front of the Invoice number in Quickbooks)



- Always send invoices amortized
 - By default, all invoice lines are UNamortized when they get exported to Quickbooks. This is to split out the Sales Values for each different line item (such as Apparel / Embroidery / Setup charge / etc...)
 - If you wish, you may keep the total sales value combined on the item line/s (which will leave the services and additional charge lines with ZERO sales value)

The Purchase Orders Tab



- Select your preferences when exporting Purchase Orders to Quickbooks
 - The most commonly selected preferences are indicated in the image above

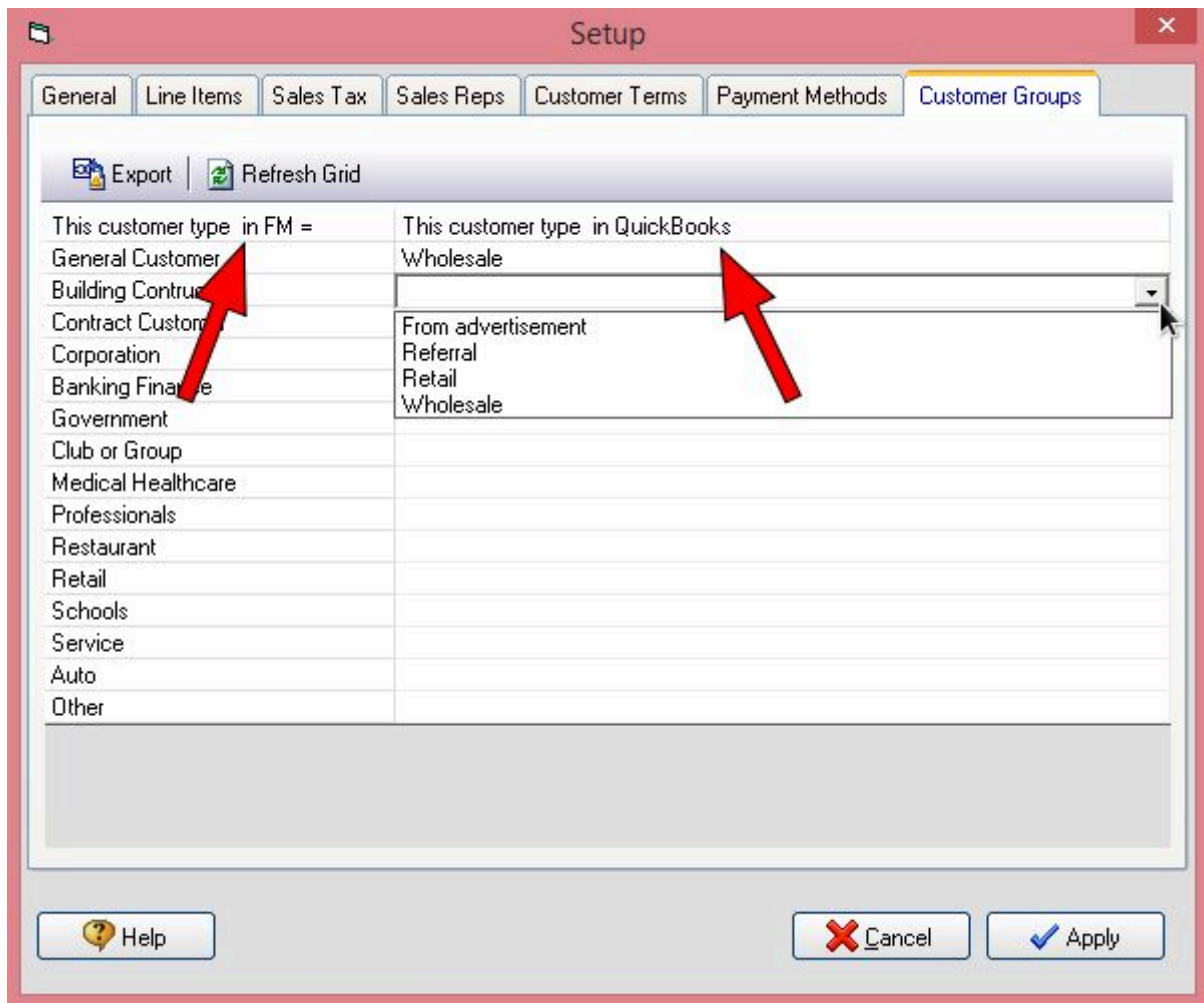
When you are done setting your Preferences, click on OK

Setup

- In order to exchange data with QuickBooks you need to cross match certain data fields in QuickBooks with those in FastManager.
- For example: The sales rep in FastManager might be John Smith and the Sales Rep in QuickBooks could be J Smith.
 - We will link these two reps together on the Sales Reps tab of the Integrator setup screen
- You only need to do the setup once. You only need to come back to the setup screen if you

make changes to any of its values in either FastManager or QuickBooks.

- To access the setup area, you can click on the Setup button.
- You will see different tabs from where you can setup different values.
 - On each one, there will be a list of options on the left, which are the values as they appear in *FastManager* and a corresponding list on the right, of the same types of items as they appear in *Quickbooks*
 - From the drop-down selection on the **right** ("Quickbooks items"), select the appropriate value to map to the item listed on the **left** (the items from FastManager)



If, on any of the tabs on the Setup screen, some items are missing from the Quickbooks side (always listed on the RIGHT), you may need to go to Quickbooks to create these.

After you have created the new item in Quickbooks you will need to close and reopen the Integrator in order for the item/s in question to show up in the drop-down selection.



It might therefore be a good idea to review all the different tabs and compile a list of what is needed in Quickbooks, then go to Quickbooks and create ALL the missing items, then close and reopen the Integrator once in order for all the new items to show up.

This can reduce or remove the need to close and reopen the Integrator multiple times



as new items are added to Quickbooks during the initial setup.

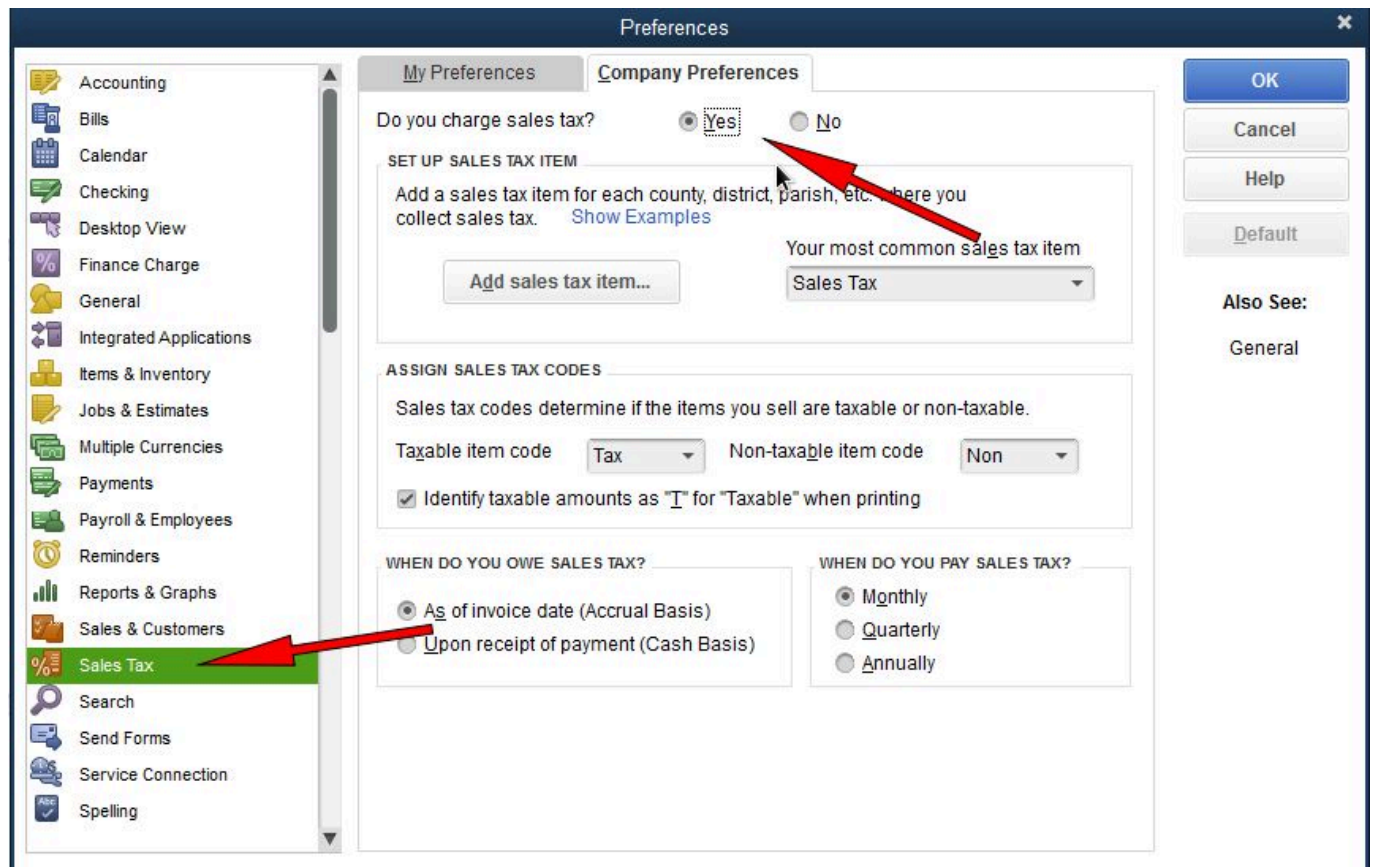
General Tab

The screenshot shows the 'Setup' window with the 'General' tab selected. The 'General' tab is highlighted with a red arrow. The window contains the following fields and options:

- Country:** A dropdown menu.
- Date Format:** A text input field with the note '(Optional if Country <> USA)'.
- ☒ **Company charges sales tax.** (See QuickBooks Preferences)
- ☐ **Send sales reps.** (When exporting customers and invoices)
- ☐ **Send customer terms**
- ☐ **Send customer groups**
- ☐ **Company uses QuickBooks Class Tracking**
- Import Classes** button

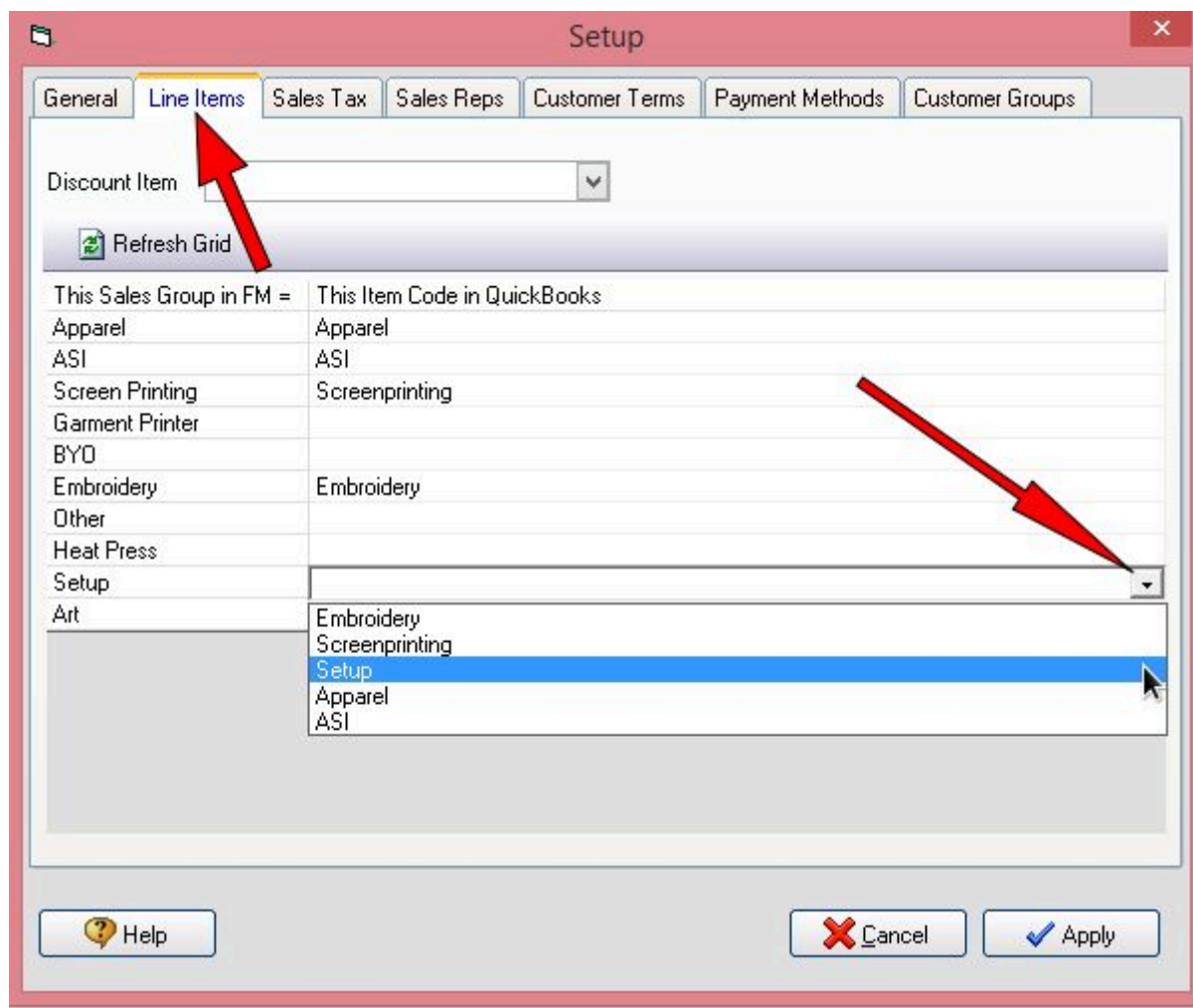
At the bottom of the window are three buttons: **Help** (with a question mark icon), **Cancel** (with a red X icon), and **Apply** (with a blue checkmark icon).

- **Country** - Only required if the country is outside the USA.
- **Date Format:** Enter: **dd-mm-yyyy** (Only required if the country selected is something other than USA.)
- **Company charges sales tax**
 - In Quickbooks, go to **Edit -> Preferences -> Sales Tax -> Company** Preferences and check if **Do you charge sales tax?** is set to **Yes** or **No**



- If it is set to Yes - check the box in the Integrator Setup
 - Leave the box unchecked if the setting in Quickbooks is No

Line Items



Every SALES GROUP in FastManager will link to a corresponding LINE ITEM CODE in Quickbooks. On the left you will see a list of the existing [Sales Groups](#) in FastManager.

- From the drop-down selector on the right, under This item code in Quickbooks, select the appropriate Quickbooks item code to link with the corresponding Sales Group from FastManager



If no items show up in the drop-down, this will either be because there are none, or because there are too many.

The Integrator will not show the list if there are too many items.

You may need to create new Line Items in Quickbooks.

- If necessary, in Quickbooks, go to Lists -> Item List and then Items -> New Item to create a new Line Item.
- The new line item must NOT be of the type: Inventory Part
 - If this is a physical item, such as an item that will correspond with the Sales Group called: Apparel, then the best item type to use will be Non-inventory Part or Other Charge.
 - If this is a Service item, such as an item that will correspond with an embellishment like Screen Printing, then the best item type to use will be Service or Other Charge.
 - If this is going to be the Discount item, then the only item to choose will be the type:

Discount



All the items in all of the imported vendor catalogs will ALL be listed under a **single** Sales Group in FastManager, (most likely: Apparel).

In other words, all the different vendor SKU's will end up under the same item code in Quickbooks.



For Apparel or other physical goods, or for any items or services that you expect to include on any *Purchase Order* in FastManager: - in Quickbooks, when creating the item be sure to check the box: *This item is used in assemblies*. That will allow you to select both the *Sales* (Income) account as well as the *Purchasing* ("Cost of goods") account.



Remember: If you create new Line Items in Quickbooks, you will need to close and reopen the Integrator in order to see the new items in the drop-down selection.

Sales Tax

Setup

General | Line Items | **Sales Tax** | Sales Reps | Customer Terms | Payment Methods | Customer Groups

Import | Up | Tax % | Refresh Grid

Tax Codes (Determines if line item is taxable)

This tax code in FM =	This tax code in QuickBooks
Non (N)	Non
Tax (T)	Tax

Tax Items (Determines if customer is taxable)

This tax type in FM =	This tax item in QuickBooks
Sales Tax @ 5%	Sales Tax
No Tax @ 0%	Exempt Tax Exempt 0.00%
Out Of State @ 0%	Sales Tax General Sales Tax 5.00%
Exempt @ 0%	Exempt

Help Cancel Apply

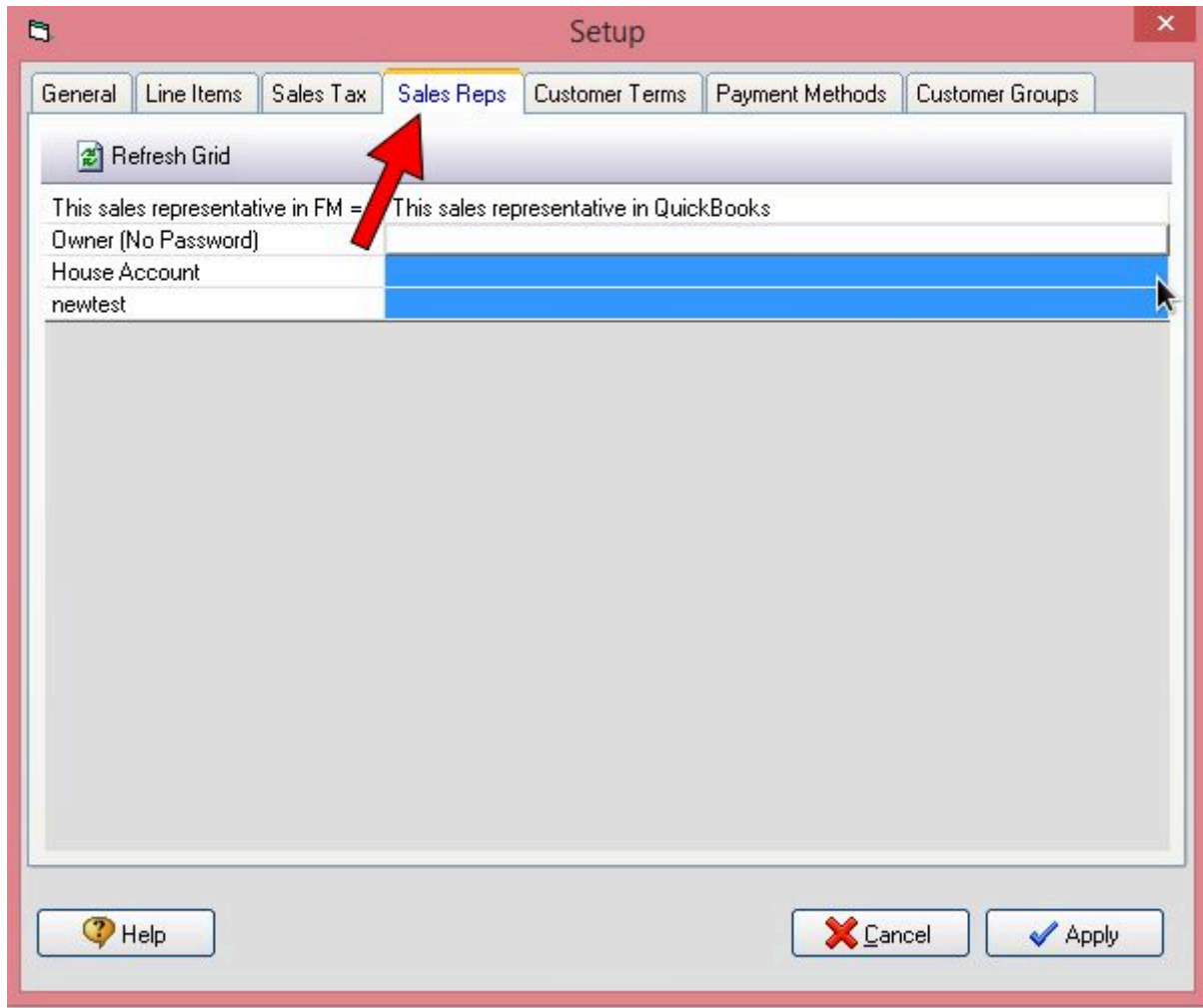
The Sales Tax tab is separated into 2 sections: Tax Codes and Tax Items

- Tax Codes should never need to be changed
 - These refer to each line item on an Invoice and indicates if the line item is (T)axable or (N)on-taxable
- Tax Items
 - Refers to the tax item percentages in each program.



It is important that the corresponding Tax Items have the same percentage, If the percentage/s ever change - make sure to change them in both programs!

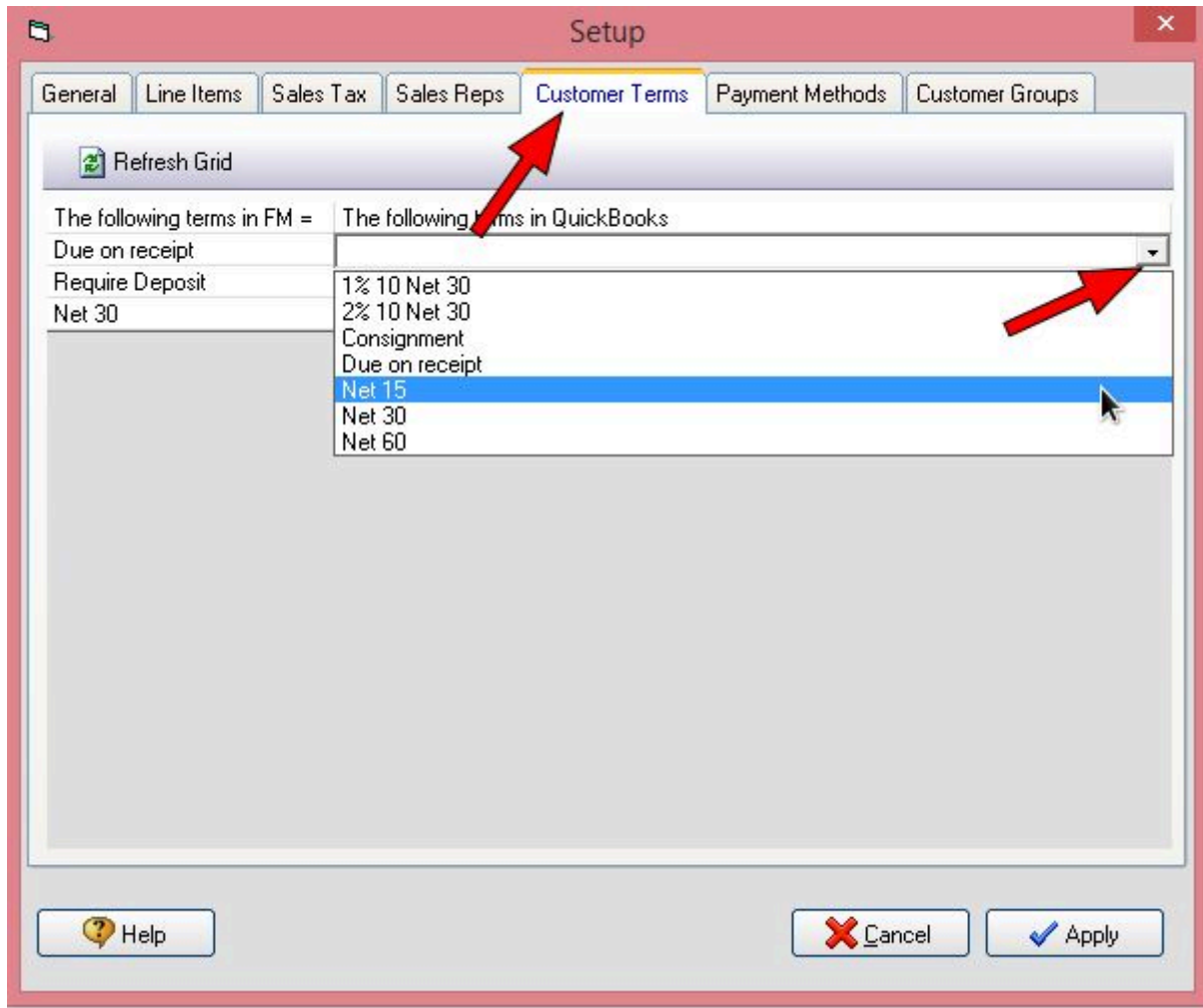
Sales Reps



On the right hand side, select the Sales Rep from Quickbooks to correspond with the Sales Rep from FastManager.

- If the option: Send Sales Reps, on the General tab, is not checked, then this tab is unused

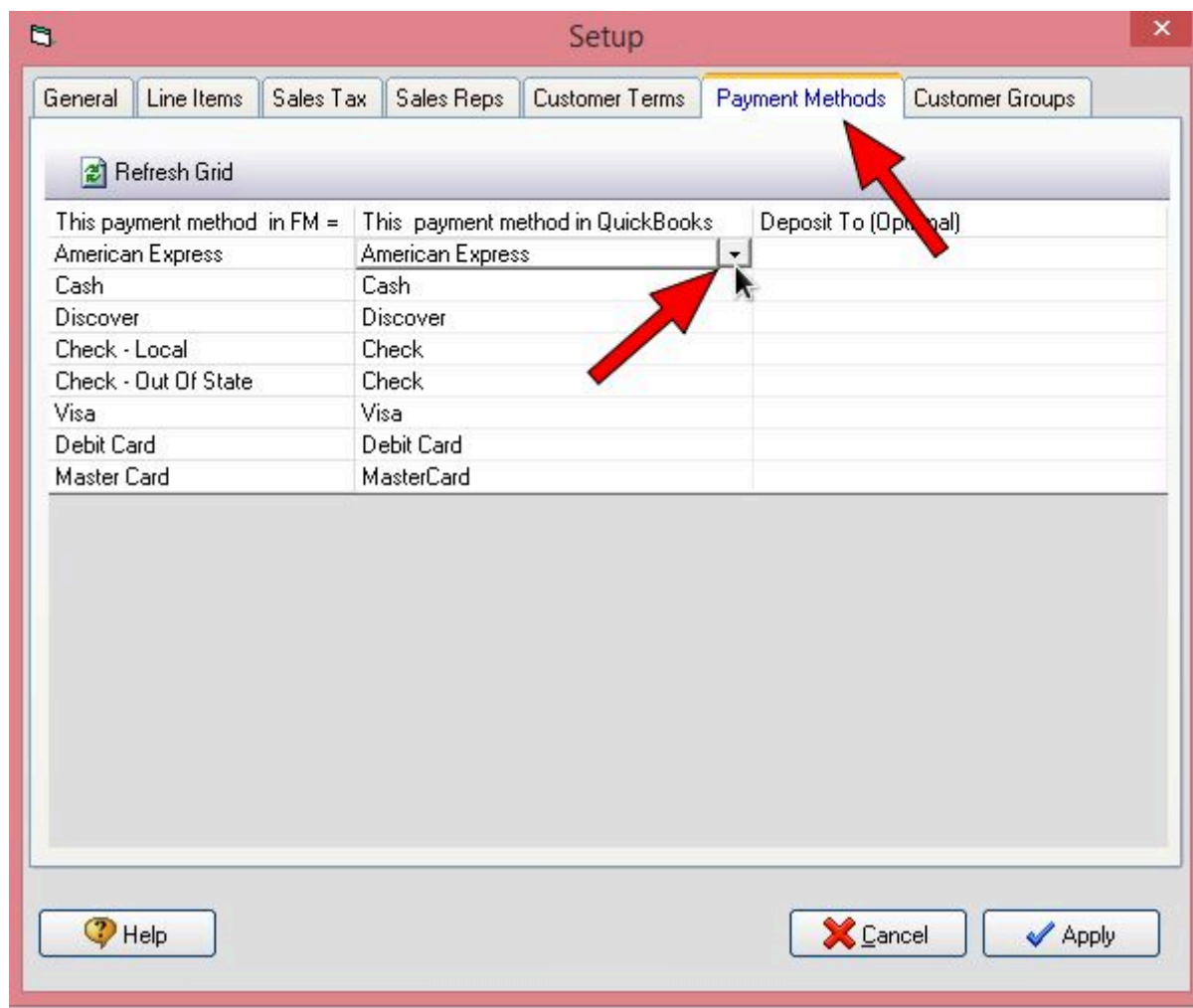
Customer Terms



On the right hand side, select the “Customer Terms” from Quickbooks to correspond with the same from FastManager.

- If the option: Send Customer Terms, on the *General* tab is not checked, then this tab is unused

Payment Methods

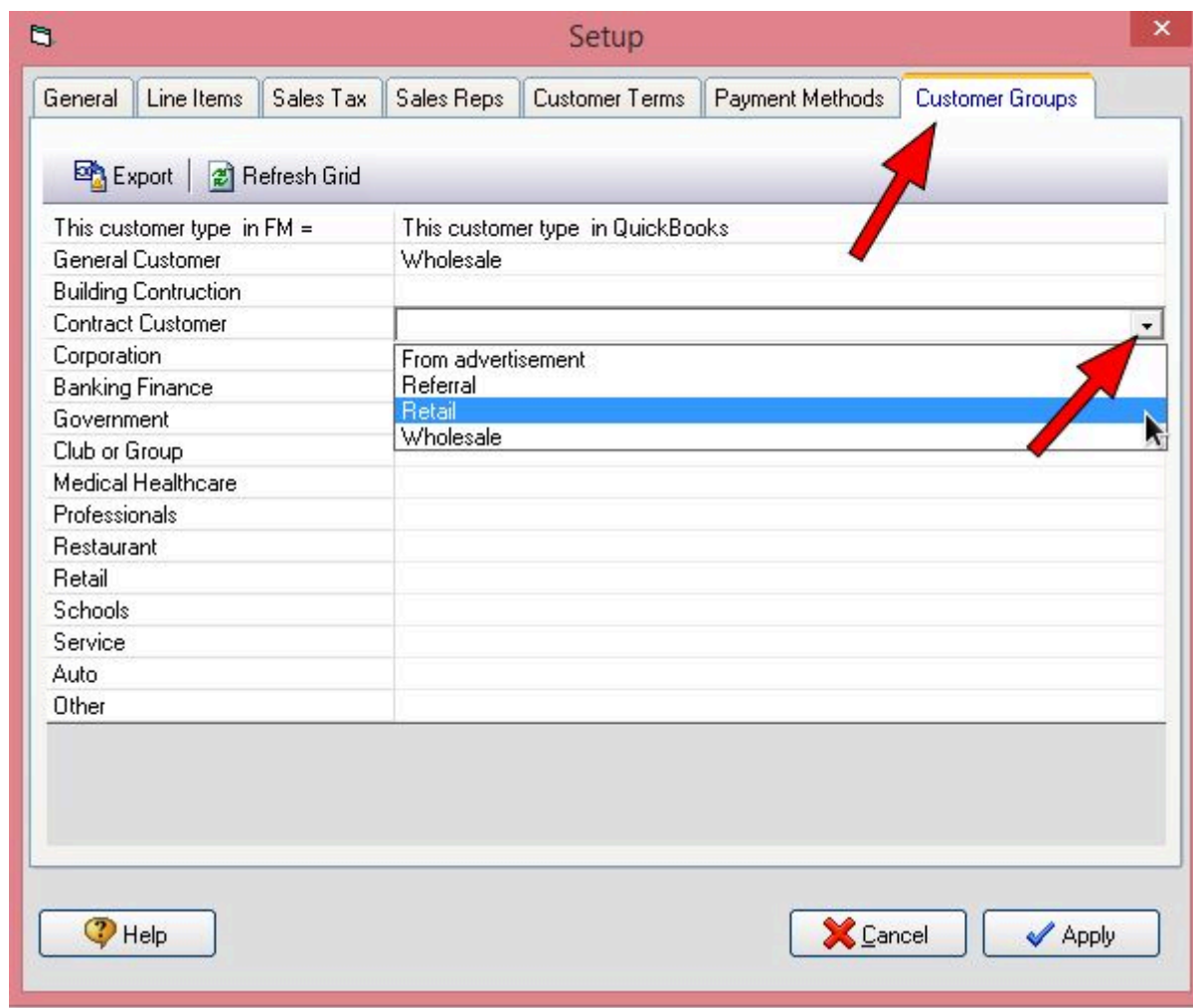


In the center column, select the Payment Method from Quickbooks to correspond with the same from FastManager.



By default, all payments that are exported from FastManager will be posted to the Undeposited Funds account in Quickbooks. If necessary, in the Deposit To column, you can select a different or specific banking or other "Current Asset" account in Quickbooks for payments in that particular payment method to be posted to directly.

Customer Groups



On the right hand side, select the Customer Type from Quickbooks to correspond with the Customer Group from FastManager.

- If the option: Send Customer Groups, on the *General* tab, is not checked, then this tab is unused



In FastManager, the customer groups are found at: Edit -> Lists -> Customer Industry

When you are done with the setup on each tab, click on Apply



It is possible that you might get one more prompt from Quickbooks to give permission to the Integrator.
If you do, select: Yes, whenever this company file is open (as you did before)

That is all there is to setting up the integrator.

You only need to revisit this section if you make any changes in QuickBooks or FastManager that will effect the associated values.

Importing/Exporting Customers

It is a good idea to first EXPORT any existing customers from FastManager to Quickbooks

- In the Integrator, click on Export → Customers
 - The Integrator will build a list of all the customers **in FastManager**



- You can uncheck the box next to any customer/s that you do NOT want to export to Quickbooks at this time
- Then click on Run to begin the export

!!! note If the customer already exists in Quickbooks you will be prompted with the option to link the customer or cancel the export

You should also IMPORT any existing customers from Quickbooks to FastManager:

- In the Integrator, click on Import → Customers
 - The Integrator will build a list of all the customers **in Quickbooks**



- You can uncheck any customers in the list that you do not want to import into FastManager at this time
- Click on Run to begin the import
 - you will be prompted with the option to also import any balances that the customer/s have in Quickbooks

In the future, as new customers are added to FastManager, you can export them to Quickbooks in the same way.



In fact, it is recommended to export new customers to Quickbooks prior to exporting new Invoices, since it will ensure that all the extra information (such as additional contact info) is exported as well.

Sending Invoices

Click on Export → Invoices

- Select the invoices that you want to send.
- Click on the Run button to start exporting Invoices



If any Invoices exist for which there is no customer in Quickbooks, the Integrator will prompt you to create the customer in Quickbooks "on the fly"



Payments, Customers, Suppliers and Purchase Orders can all be exported the same way.



QuickBooks will try to apply the payment to existing transactions it may have. If you want to control the application of payments to invoices yourself uncheck the Apply payments to existing invoices in QuickBooks option on the [Payments tab](#) of the Preferences screen.

Troubleshooting

See [Troubleshooting - Quickbooks Integrator](#)

[⇐ Accounts Overview](#)

[Quickbooks Online Integration ⇒](#)

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<https://docs.fastmanager.com/accounts/quickbooks>

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