

## Setting up Safeguards in QBO to work in Contractor Foreman

What are safeguards and how does Smart Business Solutions teach companies to use them in the intersystem workflow process?

Our recommended workflow is to delegate the responsibility of entering project related expenses to those that are making the purchases out on the field. We will explain in more detail why this is not only beneficial for the bookkeeper, but also saving time and productivity in the field. You will save hours of time tracking down receipts, less likely to lose receipts and costing you even more money, and waiting for answers on the field, as to what expenses are related to which projects.

Anyone who has worked in accounting has experienced this and more than likely still is, this is the number one complaint I hear, and I have been there too. I understand your pain and want to help you make the right adjustments to ease this pain. We have developed safeguards we can implement to assure the proper entries are made within Contractor Foreman to reflect properly in QuickBooks. Best of all, everything you need for data entry and reconciling in QuickBooks will be delivered to you on a metaphorical platter within QuickBooks. How awesome does that Sound?

As accounting professionals, we always look at the system setup from the accounting perspective and understand that delegating this responsibility to others can make most bookkeepers and accountants cringe at the idea of allowing others to input expenses that could potentially create difficulties in QuickBooks. We assure you that we understand your concern and will work with you to ease these concerns.

Here are a few examples of safeguards we put into QBO and how they will appear in Contractor Foreman.

<input type="checkbox"/>	1-Project Related Expenses	Cost of Goods Sold	Supplies & Materials - COGS
<input type="checkbox"/>	Client Meals -Project Related	Cost of Goods Sold	Cost of labor - COS
<input type="checkbox"/>	Equipment Rental- COGS	Cost of Goods Sold	Equipment Rental - COS
<input type="checkbox"/>	Fuel for project related equipment.	Cost of Goods Sold	Cost of labor - COS
<input type="checkbox"/>	Project Materials-COGS	Cost of Goods Sold	Supplies & Materials - COGS

In QBO, how project related expenses get setup has to do with which accounts in QuickBooks that any employees with purchasing power would use. We will ask for specific accounts related to your company in the discovery phase of our process.

How these expense accounts would appear in CF.

Because numbers always come before letters this structure would automatically drive the numbered accounts to the top of the list, limiting the selection for the field crew and minimizing the potential of incorrect accounts being selected. Not to mention shortens the time of entering the accounts.

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Project *	Select Project	Date	01/24/2024
Total *	\$ 0.00	Ref #	Ref #
Vendor *	Select/View Vendor	Category *	1-Project Related Expenses (Cost of Goods Sold)
Expense Name *	Expense Name	Bank Account *	Q
Expense Reason	Expense Reason	Employee	1-Cost of Goods Sold:Equipment Rental- COGS (Cost of Goods Sold) 1-Cost of Goods Sold:Project Materials-COGS (Cost of Goods Sold) <b>1-Project Related Expenses (Cost of Goods Sold)</b> 1-Project Related Expenses:Client Meals -Project Related (Cost
Item Type	Material	Notes	Add description...
Cost Code	Select Cost Code		

We do the same also with company credit cards that are used by the employees who would be entering expenses. Then this narrows down the options even more.

<input type="checkbox"/>	2-Company Credit Cards	Credit Card	Credit Card
<input type="checkbox"/>	Bills Credit Card 1234	Credit Card	Credit Card
<input type="checkbox"/>	Dave's Card	Credit Card	Credit Card
<input type="checkbox"/>	James Card	Credit Card	Credit Card
<input type="checkbox"/>	Steve's Card	Credit Card	Credit Card

Project *	Select Project	Date	01/24/2024
Total *	\$ 0.00	Ref #	Ref #
Vendor *	Select/View Vendor	Category *	1-Project Related Expenses (Cost of Goods Sold)
Expense Name *	Expense Name	Bank Account *	2-Company Credit Cards:Dave's Card (Credit Card)
Expense Reason	Expense Reason	Employee	Q   2-Company Credit Cards (Credit Card) 2-Company Credit Cards:Bills Credit Card 1234 (Credit Card) <b>2-Company Credit Cards:Dave's Card (Credit Card)</b> 2-Company Credit Cards:James Card (Credit Card) 2-Company Credit Cards:Steve's Card (Credit Card)
Item Type	Material	Notes	
Cost Code	Select Cost Code		

By taking these measures, it not only safeguards both systems but also makes it very fast to enter an expense into contractor foreman through the mobile app and attaching a copy of any receipt from photos on your phone and have them flow easily to QuickBooks with a digital copy in both systems. By doing this one that expense hits the bank feeds it will instantly match, and you can simply confirm it with the attachment receipt.

\*Note. That if you see an expense come through a bank feed that should have matched make sure that the right bank account was selected within Contractor Foreman, or these expenses will appear as extra transactions in your bank reconciling. The right accounts must be carefully selected for this process to be successful so spend the appropriate amount of time training any new hires in this process.

