Preparing for QuickBooks/CF Integration
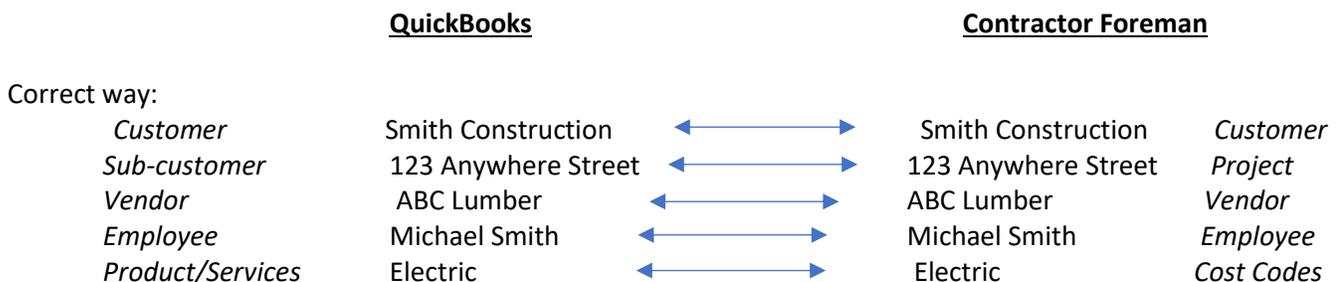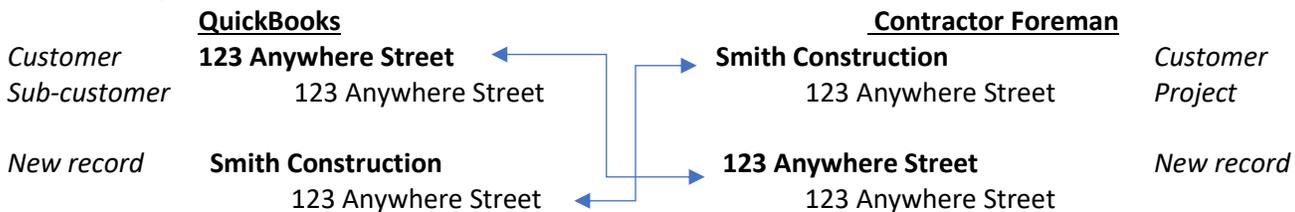## Please read the following completely

Welcome to Smart Business Solutions LLC,

This guide is a compilation of many of the issues I run into during the integration process. My hope is that you take the time to read through this guide and have a complete understanding of how the systems need to be set up. Be sure to also review at least the first four pages of The Contractor Foreman integration guides to see what syncs and when. These guides can be found below with the cost codes illustrations.

What Syncs and how? All Records of Employees, Vendors, Customers, Cost Codes, and Projects, but not the associated transactions (estimates, expenses, invoices) prior to the integration. This prevents years old data dumping into Contractor Foreman. Once the integration process is successful than any new data entered in one system will automatically generate in the other system. Where you choose the enter the data per transaction (either CF or QB) varies per company and depends on the workflow process of the company. If you are unsure what the best workflow process is between the two systems for your company, we can set up a workflow consult/training and help you figure that out as well.

The integration is designed to link/sync the related fields in each system together and in the way it was designed. Many contractors use the customer field for projects, or other variations of names in QuickBooks other than the standard first and last name or company name, and then try to use Contractor Foreman's fields as it's designed to be with customer names and project names in their corresponding fields. This will create a syncing problem, what happens is the projects in CF will come over to QuickBooks as sub-customers under the customer it was created under in CF, and you end up with something like this below once it syncs. The integration will fill in the missing pieces in the other system if it can't find its match. You don't need to manually enter new records missing in the other system. The integration will do it for you. Less is better in this case.

Incorrect way:

	QuickBooks		**Contractor Foreman**	
Customer	**123 Anywhere Street**		**Smith Construction**	*Customer*
Sub-customer	123 Anywhere Street		123 Anywhere Street	*Project*
New record	**Smith Construction**		**123 Anywhere Street**	*New record*
	123 Anywhere Street		123 Anywhere Street	

	QuickBooks		**Contractor Foreman**	
Correct way:				
Customer	Smith Construction		Smith Construction	*Customer*
Sub-customer	123 Anywhere Street		123 Anywhere Street	*Project*
Vendor	ABC Lumber		ABC Lumber	*Vendor*
Employee	Michael Smith		Michael Smith	*Employee*
Product/Services	Electric		Electric	*Cost Codes*

*This applies to all records: Employee Names need to be the same variation. (ex. Not Michael in QB and Mike in Contractor Foreman), Customer Names, Vendor Names, and Project Names all apply this same rule regardless of which version of QuickBooks used. If the time isn't taken to make sure these records are the same, then you will spend more time cleaning up after. Again, don't import information from one system to the other if its not there already. Just make sure any existing information is matched up between the two. The best integration is when one system is completely empty and clean and the other is cleaned up to how you want it.

This also applies to cost codes which I'll explain more in the next section
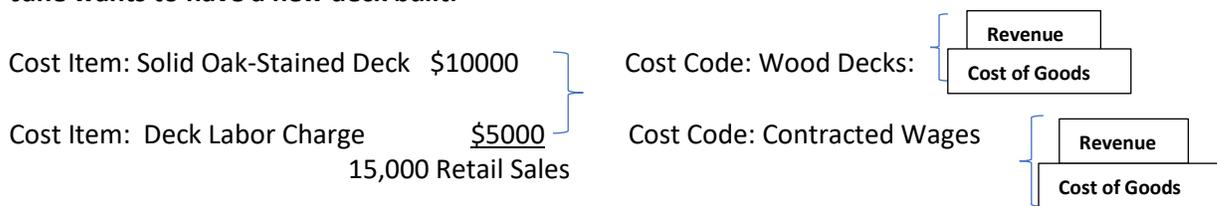
Cost Codes

What are Cost Codes and why are they important? if you are new to cost codes these are equivalent to products and services (or items in QBD) in QB Online. Cost Codes are the essence of job costing and the main reason for using Contractor Foreman. These are different and separate from the QuickBooks chart of accounts. Cost Codes are the products or services you are performing.
What are cost items? Cost items are the individual items detailed on estimates or invoices that are connected to the cost codes. These items are stored in the cost items database.

 For QuickBooks to reflect your profitability per project, each cost code has an **income(revenue)** and an **expense (cost of goods)** account connected to it from the chart of accounts, which is the main source from which all financial reports are created.
Example Sale: Jane wants to have a new deck built.
You invoice her

Cost Item: Solid Oak-Stained Deck $10000	Cost Code: Wood Decks:	**Revenue**	
		Cost of Goods	
Cost Item: Deck Labor Charge $5000	Cost Code: Contracted Wages	**Revenue**	
15,000 Retail Sales		**Cost of Goods**	

How this sale reflects in chart of accounts
Sales Price $15,000   **Sales** (**Revenue)**
3500 Lumber: Costs of Goods
2500 Supplies & Materials: Cost of Goods   Profit & Loss Report
1500Contractor Labor: Cost of Goods   **Expenses (Cost of Goods**)
2500 Employee Labor: Cost of Goods
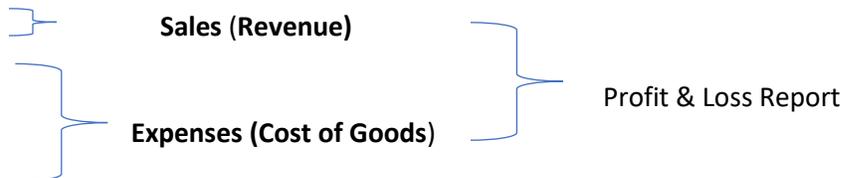
Which Codes will you use?
        If you are new to Contractor Foreman, be advised that it comes preloaded with the Construction Specifications Institute (CSI) Cost Codes. These codes cover many different trades and are a good starting point if you're just getting started. You can always archive the ones you don't use after the integration then build on the ones that relate to your profession. Contractor Foreman also uses a two-tier cost code system. Both QuickBooks and Contractor Foreman will need to be set up this way. If you prefer to only use your own cost codes already in QB, then I recommend contacting support@contractorforeman.com to have the preloaded cost codes deleted (**not archived**) to best assure that your codes in QB are the only codes to integrate. On the other hand, if you want to implement these codes than make sure any items in your QuickBooks (Online: Products and Services) or (Desktop: Items list) are either deleted (archived) or set up as a hierarchy two-tier category/item to Product and services/sub-item as shown in the CF/QB Integration Guides (below) on pg. 4

Images below are a reference as to how each system should look prior to the integration depending on which version of QuickBooks you are using.

Contractor Foreman QB Desktop Guide

NAME	DESCRIPTION	TYPE	ACCOUNT	ON S...	PRICE
◆ Electrical Power Gene...	Electrical Power Generation	Servi...	42600 · C...		
◆ Commissioning of ...	Commissioning of Electrical Pow	Servi...	42600 · C...		
◆ Common Work Re...	Common Work Results for Electri	Servi...	42600 · C...		

Cost Code # ▲	Cost Code Name		Status
	Electrical Power Generation		Active
	Commissioning of Electrical Pow	🔗 Active ✏ 🚫 ☑ Available in Time Cards?	
	Common Work Results for Electri	🔗 Active ✏ 🚫 ☑ Available in Time Cards?	

Electrical Power Generation is the **Parent Code in Contractor Foreman** and the equivalent of **Item in QuickBooks Desktop**.

Commissioning of Electrical Power is a **Child Code** in Contractor Foreman and the equivalent of a **sub-item in QB Desktop**

Contractor Foreman QB Online Guide

Overview   All Sales   Invoices   Customers   Deposits   **Products and Services**

	NAME	SKU ▲	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	QTY ON HAND	REORDER POINT	ACTION
☐	Concrete	03000	Service			0	✓			Edit ▾
☐	Slabs Sub-item of Concrete	03410	Service			0	✓			Edit ▾
☐	Gunite Sub-item of Concrete	03420	Service			0	✓			Edit ▾

Cost Code #	Cost Code Name	Status		Action
03000	Concrete	Active		➕ ✏ 🚫
1 03410	Slabs	Active		✏ 🚫 ☑ Available in Time Cards?
2 03420	Gunite	Active		✏ 🚫 ☑ Available in Time Cards?

A Parent code in Contractor Foreman (*Concrete: as shown above*) are listed as Categories in QuickBooks Online.
Child codes in Contractor Foreman (*Slabs*: as shown above) are Products/Services in QuickBooks Online.

Also be advised that once the integration is complete, that if you have QB Online the syncing between systems is automatic and instantaneous. However, when using QB Desktop this process must be done manually through the integration tool. You may also set it up to sync every day or night at a specified time.

 Note: (Recommended but not required) **QuickBooks Online is better suited to work with Contractor Foreman software simplify because they are both cloud-based. QuickBooks has added more advanced versions of QBO to suit job costing**

which it lacked before. If you are considering switching to QuickBooks Online Plus or Advanced version to support projects, please inquire at time of integration call.

Contractor Foreman offers an integration tool to bridge the gap between QuickBooks Desktop and Contractor Foreman but if not setup properly, up front, can lead to syncing issues.

Servers: Let us know if you are using a shared server network like right networks for your desktop QB file. This may cause a problem with downloading the integration tool.

If you still have questions about how the syncing works, you will have a better understanding as we go through the integration process.

Once you have reviewed this guide and feel your system is ready than can schedule the integration call.