Service Fusion QuickBooks Desktop Integration Guide

This guide will serve as a walkthrough for installing and setting up the Service Fusion QuickBooks Integration tool. This tool is only required for users running QuickBooks Desktop. Before beginning this integration, we recommend that you make a backup of your QuickBooks database.

Step 1: Log into QuickBooks using your Admin profile. Leave QuickBooks open and running throughout the next steps.

Step 2: Download, install, and launch the Service Fusion QuickBooks Integrator. (You can <u>click here to download</u> the installation file)

Confirm the integrator is open. The open integrator will look like this:

st of QuickBooks company files:		
Company Path	Enable Auto	o Sync
	Auto Sync S	ettings
	Sync No	w
	Connect Quid	kBook
	Exit	
F Service Fusion		

Step 3: Connecting QuickBooks: Within the integrator, select the **'Connect QuickBooks**' button:

Company Path	Enable Auto Sync Auto Sync Setting
	Sync Now
	Connect QuickBoo
	Exit

The next screen will appear. Click the 'Auto Connect to Open QuickBooks File' button:

Company Info	
Impot Settings Account Settings Purchase/Inventory Orders Settings Impot Customers into QuickBooks Impot Vendors into QuickBooks Impot Vendors into QuickBooks Upload Customers to Service Fusion Upload tests to Service Fusion Upload Customer Notes to Service Fusion Upload Customer Notes to Service Fusion	Please select a QuickBooks company file or use the Auto Connect button if the file is already open uto Connect To Open QuickBooks Company File Please enter your Service Fusion QuickBooks Key and Token values QuickBooks Key: QuickBooks Key: QuickBooks Token:
F Service Fusion	Save Close

You should now see an alert in your active QuickBooks application. Select the 'Yes; always; allow access even if QuickBooks is not running' radio button. If you have multiple user profiles in your QuickBooks, make sure you select the 'Admin' user..

	QuickBooks - Application	on Certificate	×		
Certifi	An application is requesting ac file: Access may include reading ar enhancing the QuickBooks us THE APPLICATION CALLS ITSELF Service Fusion QuickBooks	XYZ Inc. nd modifying QuickBooks data er interface (where applicable)	as well as		
	CERTIFICATE INFORMATION Description: Service Fusion QuickBooks Integration Developer: FSM Technologies LLC Developer identity has been verified by: Go Daddy Secure Certificate Authority - G2				
	QUICKBOOKS SOLUTIONS MARK S Learn about applications	ETPLACE that integrate with QuickBooks			
Do you want to allow this app No	lication to read and modify this	company file?			
Yes, prompt each time					
Yes, whenever this Quick	Books company file is open				
Yes, always; allow access	even if QuickBooks is not runn	ing			
Allow this application to a customer credit card infor	ccess personal data such as S mation.	ocial Security Numbers and	Tell me more		
	Continue	Cancel	Help		

Continue to the next page and accept and close any additional alerts. Afterwards, you should now see your QuickBooks database path listed in the integrator:

Import Settings		
	Please select a Oxick Books compa	any file or use the Auto Connect button if the file is already open
Account Settings		\QuickBooks\Company Files\XYZ Incqbw
Purchase/Inventory Orders Settings	C. Osers videlic (Documents vindu	wulchbooks scompany nes vi 12 inc. dow
Import Customers into Quick Books		Auto Connect To Open QuickBooks Company File
Import Items into QuickBooks	L	
Import Vendors into GuickBooks	Please enter your Service Fusion Quick	Books Key and Token values
Upload Customers to Service Fusion		
Upload Items to Service Fusion	QuickBooks Key:	
Upload Vendors to Service Fusion	QuickBooks Token:	
Upload Customer Notes to Service Fusion	-	
	API URL	
	URL: https://admin.servicefu	new wave fact taked (1.4.)
	WARNING: Do NOT m	odify this field unless specifically instructed by the Service Fusion Support staff.

Now you will need to enter the 'QuickBooks Key' and the 'QuickBooks Token'. This information is found inside of your Service Fusion account. Log into your Service Fusion account and navigate to 'QuickBooks Desktop', located under the 'My Office' menu option (Here is a direct link to this section: <u>click here</u>).

In addition to retrieving the QuickBooks Key and Token information from this screen, there are some additional settings you can you may want to review and enable (e.g., Enabling Class Tracking, Job syncing, Estimate Syncing, and PO/Inventory Order Syncing). If you don't want to enable these syncing functions you can skip them.

Note: The 'QuickBooks Desktop ID' listed in your Service Fusion account will go into the 'QuickBooks Key' field within the integrator. The 'QuickBooks Desktop Token' details listed in your Service Fusion account will go into the 'QuickBooks Token' field within the integrator. It is recommended that you copy and paste these details to ensure accuracy.

Companies	-
Company Info Import Settings Account Settings Purchase/Inventory Orders Settings Import Customers into QuickBooks Import Items into QuickBooks Upload Customers to Service Fusion Upload tems to Service Fusion Upload Customer Notes to Service Fusion	Please select a QuickBooks company file or use the Auto Connect button if the file is already open
Service Fusion	Save Close

Once you have copied the Key and Token into the integrator, click the 'Save' button:

After successfully saving the details, take note of the menu details on the left-hand side of the integrator:

💗 Companies	– ×
Companies Company Info Import Settings Account Settings Purchase/Inventory Orders Settings Import Customers into QuickBooks Import Vendors into QuickBooks Upload Customers to Service Fusion Upload Customers to Service Fusion Upload Vendors to Service Fusion Upload Customer Notes to Service Fusion	Please select a QuickBooks company file or use the Auto Connect button if the file is already open C:\Users\Public\Documents\Intuit\QuickBooks\Company Files\XYZ Inc.qbw un Auto Connect To Open QuickBooks Company File Please enter your Service Fusion QuickBooks Key and Token values QuickBooks Key: JustinDemo QuickBooks Token: API URL URL: https://admin.servicefusion.com/api/qbd/v1/ WARNING: Do NOT modify this field unless specifically instructed by the Service Fusion Support staff.
F Service Fusion	Save Close

Step 4: Import Settings: The settings in this section will allow you to set data handling rules when importing data from Service Fusion to QuickBooks. These settings can be skipped if you do not want to enable any of these rules. If you do enable any of these rules, do not forget to click the 'Save' button before navigating away.

😴 Companies	- ×
Company Info Import Settings Account Settings Purchase/Inventory Orders Settings Import Customers into QuickBooks Import Vendors into QuickBooks Upload Customers to Service Fusion Upload Rems to Service Fusion Upload Customer Notes to Service Fusion	Data Handling Rules when importing from Service Fusion Update customer account if it already exists in QuickBooks Update item if it already exists in QuickBooks Update vendor account if it already exists in QuickBooks, use this line it min Credit Memos. Update vendor account Received vendor
F Service Fusion	Save Close

Step 5: Account Settings: This section must be completed before you can sync back to QuickBooks. Because these settings are determined by your own QuickBooks chart of accounts, you may need to speak to your accountant to ensure the proper accounts are selected. Do not forget to click the 'Save' button before navigating away from this screen.

Note: If you are not tracking inventory in Service Fusion, you can skip the three options under the 'Accounts for Inventory Part Item'. You can also skip the 'Default Bank Account for Check Refunds' selection. All other options on this screen must be completed!

Company Info	Accounts for Service Item	
Import Settings	Expense Account:	Income Account:
Account Settings Purchase/Inventory Orders Settings	Accounts for Inventory Part Item	
Import Customers into QuickBooks	COGS Account:	Income Account:
Import Items into QuickBooks	Asset Account:]
Import Vendors into QuickBooks Upload Customers to Service Fusion Upload Items to Service Fusion	Accounts for Non-inventory Part Item Expense Account:	Income Account:
Upload Vendors to Service Fusion Upload Customer Notes to Service Fusion	Account for Discount item	Accounts Receivable Account For Invoice/Payment
	Account:	Account:
	Sales Tax Code	Default Bank Account For Check Refunds
	Taxable: View Von Taxable: View Von Taxable: View View Von Taxable: View View View View View View View View	Account:

Step 6: Purchase/Inventory Orders Settings: These settings will apply only if you are syncing Purchase Orders and Inventory Orders. Do not forget to click the 'Save' button before navigating away from this screen.

Note: If you are not syncing POs/Inventory Orders, you can skip this section.

Companies	- Special items for Purchase Orders
Import Settings Account Settings Purchase/Inventory Orders Settings	Special tems for Purchase Orders Discounts Received: Discounts Received: Shipping/Freight: Shipping/Freight: Shipping/Freight
Import Customers into QuickBooks Import Items into QuickBooks Import Vendors into QuickBooks Upload Customers to Service Fusion Upload Items to Service Fusion Upload Vendors to Service Fusion Upload Customer Notes to Service Fusion	Import discount/taxes/freight as line items for inventory orders Discounts for Inventory Orders Sales Tax Paid: Shipping/Freight:
F Service Fusion	Save Close

Step 7: Importing Data from Service Fusion to QuickBooks: These three options will allow you to import existing data (**Customers, Items, and Vendors**) from your Service Fusion account into your QuickBooks. Once you have selected the import option you need, click the 'Load Data' button to populate the import list. Select the list items you would like to import and then click the 'Import' button to begin the process.

Note: If you are new to Service Fusion, your account will not have any data to sync. You may skip these import options.

🈴 Companies				- >
Company Info Import Settings Account Settings Purchase/Inventory Orders Settings Import Customers into QuickBooks Import Items into QuickBooks Import Vendors into QuickBooks Upload Customers to Service Fusion Upload Customers to Service Fusion Upload Vendors to Service Fusion Upload Customer Notes to Service Fusion	Name	Company name	Email address	Phone number
F Service Fusion			Load Data In	nport Close

Step 8: Importing Data from QuickBooks into Service Fusion: These four options will allow you to import existing data (**Customers, Items, Vendors, and Customer Notes**) from QuickBooks into your Service Fusion account. Once you have selected the import option you need, click the 'Load Data' button to populate the import list. Select the list items you would like to import and then click the 'Import' button to begin the process.

Companies				
Company Info Import Settings Account Settings Purchase/Inventory Orders Settings Import Customers into QuickBooks Import Items into QuickBooks Import Vendors into QuickBooks Upload Customers to Service Fusion Upload Lems to Service Fusion Upload Vendors to Service Fusion Upload Customer Notes to Service Fusion	Name	Company name	Email address	Phone number
Service Fusion			Load Data	Import Close

Step 9: Finalizing the connection and applying Auto Sync: Once your

configurations are in place and your data has been imported, click the 'Close' button to go back to the main screen:

Companies				
Company Info Import Settings Account Settings Purchase/Inventory Orders Settings Import Customers into QuickBooks Import Vendors into QuickBooks Upload Customers to Service Fusion Upload Items to Service Fusion Upload Vendors to Service Fusion Upload Customer Notes to Service Fusion	Name	Company name	Email address	Phone number
F Service Fusion			Load Data I	Import Close

The main screen will appear. You will now see your QuickBooks path highlighted in green within the Company Path window. Make sure the database has been selected by placing a checkmark in the box next to the path details:

QuickBooks Integration Service Fusion V1.12.0.0			-		
List of QuickBooks company files:					
Company Path			Enable Auto Sync		
C:\Users\Public\Documents\Intuit\QuickBooks\Company Files\XYZ Incqbw	<u>Delete</u>	Configuration	Auto Sync Settings		
1			Sync Now		
			Connect QuickBooks		
			Exit		
]		
Fusion					

Now review the options on the right-hand side of the main screen:

Company Path			Enable Auto Sync
C:\Users\Public\Documents\Intuit\QuickBooks\Company Files\XYZ Incqbw	Delete	<u>Configuration</u>	Auto Sync Settings
			Sync Now
			Connect QuickBook
			Exit

Enable Auto Sync: This setting will minimize the integrator and allow it will run in the background. It is recommended that you review the 'Auto Sync Settings' prior to enabling the Auto Sync function.

Auto Sync Settings: This section will allow you to set your syncing schedule.

Sync Now: This option will force a manual sync. You can always perform a manual sync using this option.

Connect QuickBooks: This setting starts the integration process as outlined in this document.

Exit: This will close the integrator completely. Syncing will not be performed when the integrator closed.

Note: If you need to make adjustments to the configurations for your existing connection, click the 'Configuration' link, located within the green highlighted area next to your company file path.