

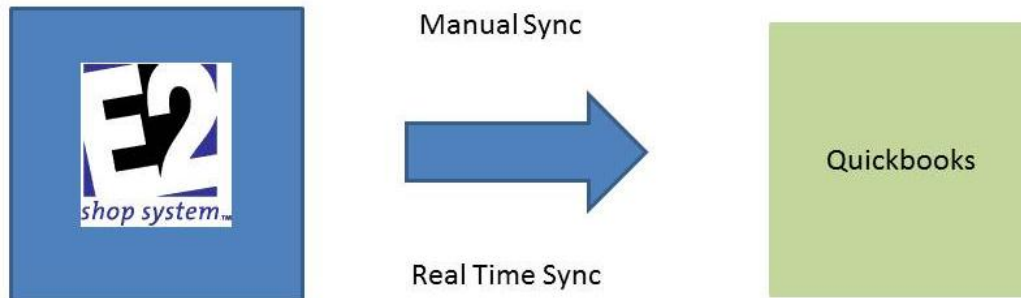


E2 and QuickBooks Interface: Syncing	QB-106	Rev. 1.0
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Problem: Syncing QuickBooks and E2

Solution:

E2 and QuickBooks Interface: Syncing



A utility included with the E2 Shop System will allow you to send information from E2 back into your QuickBooks. This is done either using the manual sync which means you will click a button in E2 to send over A/R (from billing or packing list), A/P (from vendor invoices or receiving), or Time & Attendance. There is also an option for the real time sync which means in the background without a button being selected the system will send over A/R (from billing or packing list), A/P (from vendor invoices or receiving) depending on the criteria defined. The real time syncing doesn't allow for time and attendance this would still be a button to click once ready to process payroll.

It is suggested companies start with the manual sync so you can see the information going over until you feel comfortable. Then you can use the real time syncing once you have confirmed that you understand the process taking place.

We also recommend using the most current version of E2 and a version of QuickBooks in which they support.

Regardless of the syncing method chosen the first time you sync the interface file adds the following general ledger accounts into QuickBooks: E2PartIncome, E2PartCOGSacct, E2PartAssetAcct, FreightAcct, SalesTaxAcct. If they are removed from QuickBooks the interface will not function. These are created in case you do not define the record correctly in E2 it will use these accounts.

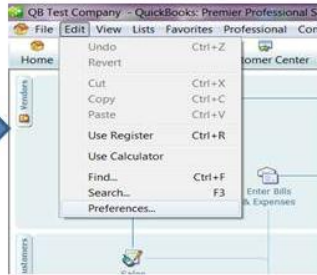
- **Important:** Must have Quickbooks Pro and above for any conversion or sync options. If you have "standard" or internet version of Quickbooks you can not move to the next step.

- **Important:** Only the current two years are supported by Quickbooks. If you are on a later version you may have to update Quickbooks

Step One: Confirming Quickbook

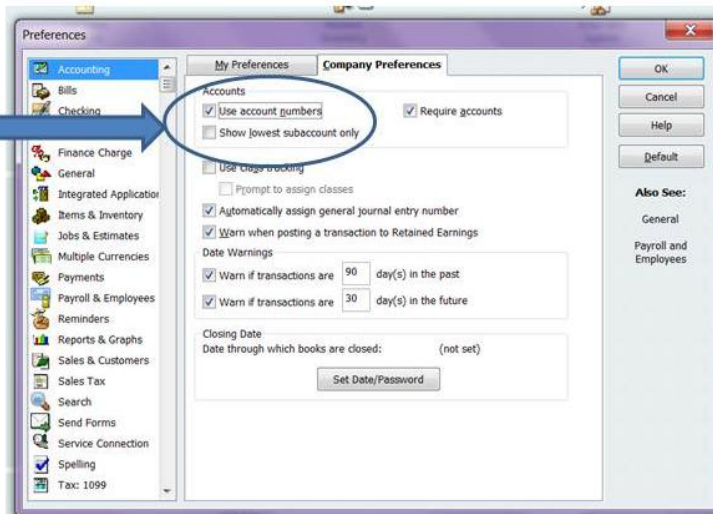
If a QuickBooks Conversion was done all of this should be addressed

Edit | Preferences



Accounting | Company Preferences

- Verify that you have checked use account numbers.
- If you have show lowest subaccount only checked this **MUST** be unchecked.



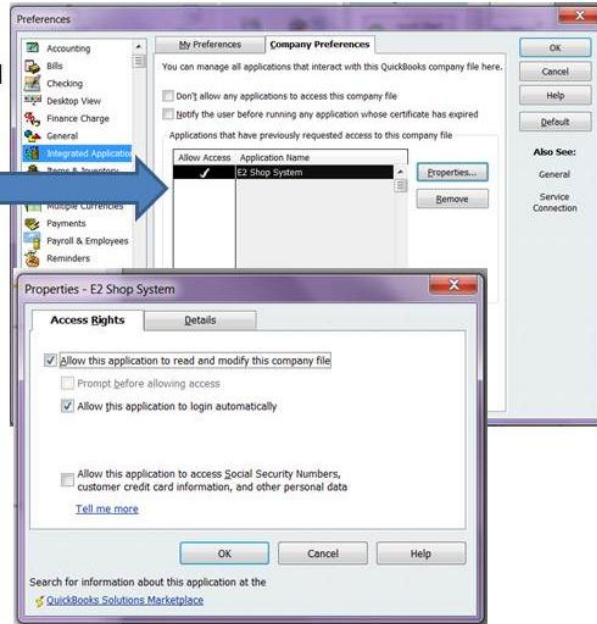
Integrated Applications | Company Preferences

- Application names: Should list the E2 Shop System.



Click | Properties

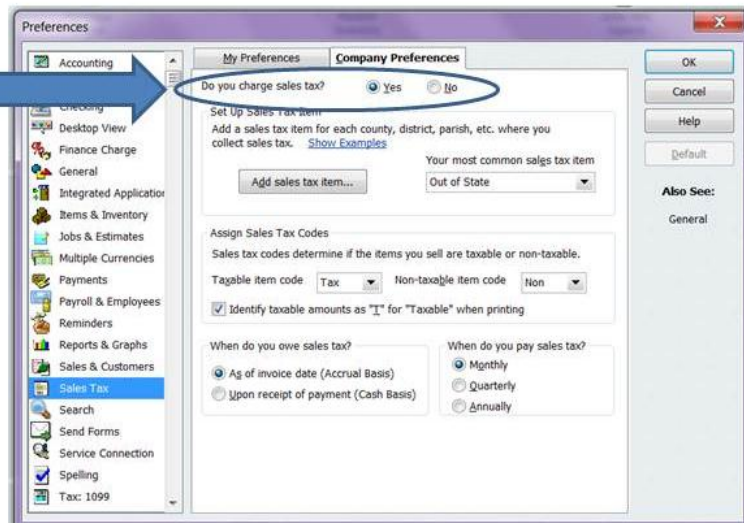
- On the access rights tab, click the Allow this application to login automatically check box. OK to save the preferences



Important: If you do not see the E2 Shop System, you are likely a brand new user and during the syncing process you will be prompted to grant access to your QuickBooks company.

Sales Tax | Company Preferences

- Do you charge sales tax? Verify this is checked YES
- This is a requirement for QuickBooks to interface with E2 System.
- If you are changing the option from a no to a yes you will have to create an exempt sales tax item.





Customer Center | Edit Customer

- Customer names must match the customer code field in E2.



- In E2 this field has a *maximum length of 12 characters*. If chosen not to truncate syncing (sending information from E2 to Quickbooks) will not function correctly. Duplicates would be created in Quickbooks because the two systems would not match.

Tip: Spaces, commas, special characters (i.e &) count as a character.

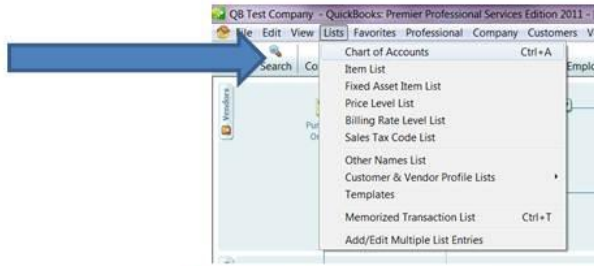
Vendor Center | Edit Vendor

- Vendor names need to match the vendor code field in E2.





Lists | Chart of accounts



- Verify that your account numbers match what is in E2.

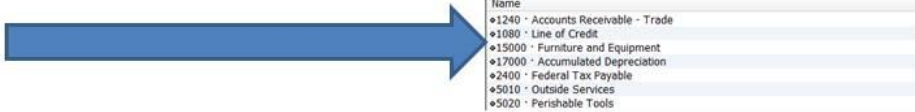


Chart of Accounts | Edit Account



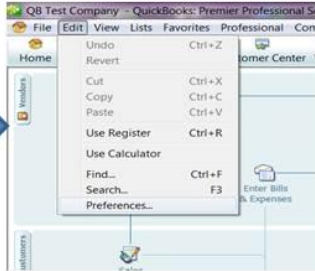
Recap: QuickBooks & E2 Match

- Verifying Preferences:
 - Accounting | Use account numbers is checked
 - Sales Tax | Do you charge sales tax? Yes
 - Integrated Applications | access rights
- Verifying Customer names match E2 customer code
- Verifying Vendor names match E2 vendor code
- Verifying Chart of accounts have numbers assigned that match E2

• **Important:** In order to do the sync you *must* have access to E2 System and QuickBooks on at least one computer.

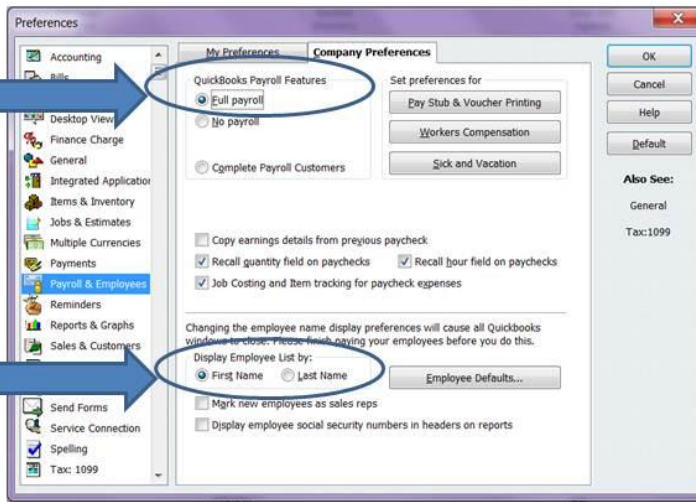
Settings Required: Time and Attendance (Payroll) Quickbooks Settings

Edit | Preferences



Payroll & Employees | Company Preferences

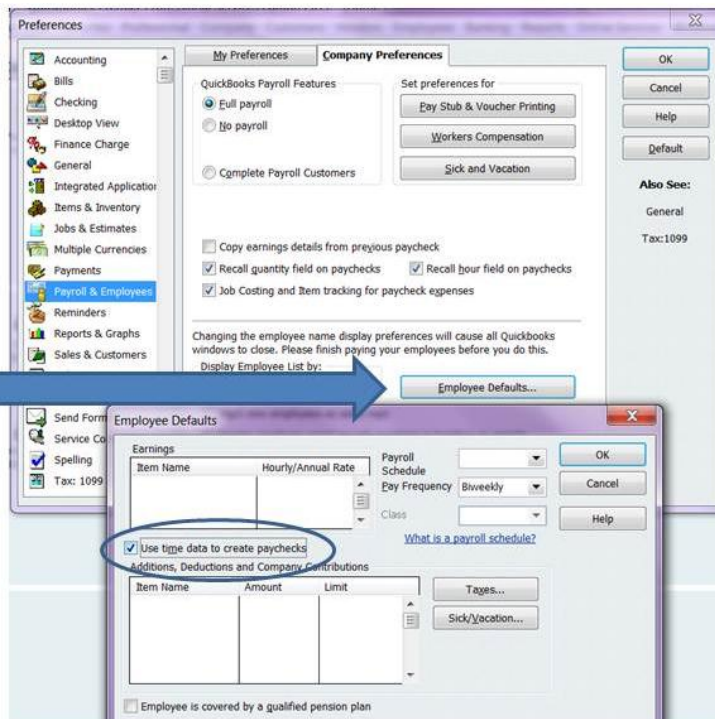
- QuickBooks Payroll Features:
Verify it is set to Full Payroll



- Display Employee List by:
Verify it is set to First Name

- The following change will only affect NEW employee's that are added to QuickBooks

Click | Employee Defaults

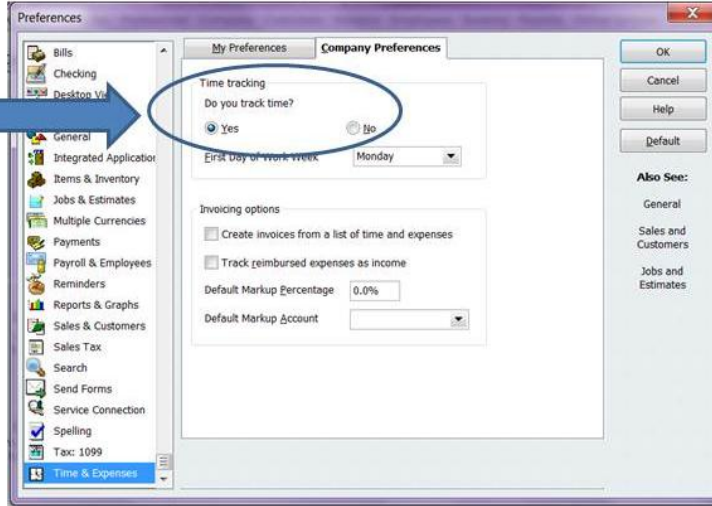


- Verify use time data to create paychecks is checked



Time & Expenses | Company Preferences

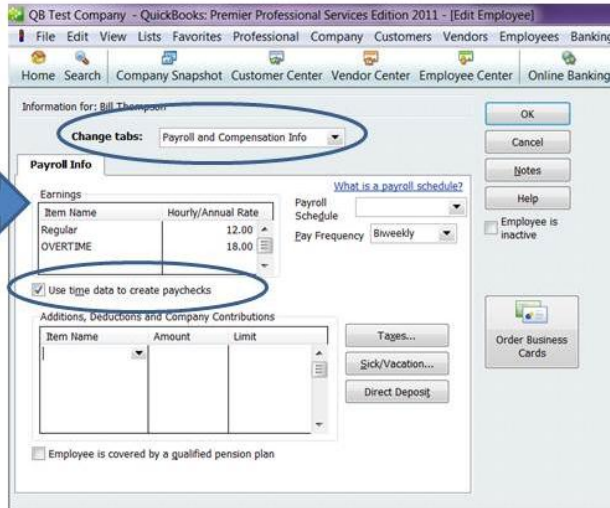
- Do you track time? Verify this is YES



Employee Center | Edit Employee

Click | Change Tabs:

- Choose Payroll and Compensation Info



- Payroll Items under the earnings MUST match the payroll rate descriptions in E2 System. If they do not the time will not sync over
- Verify use time data to create paychecks is checked

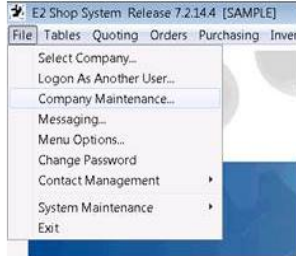
Tip: In QuickBooks you MUST have an Overtime Pay item defined. Any Attendance Ticket created in E2 that has been marked "Y" in the Overtime column of the Attendance Ticket will be sync'd as overtime. In E2 you DO NOT need a payroll rate description called overtime.



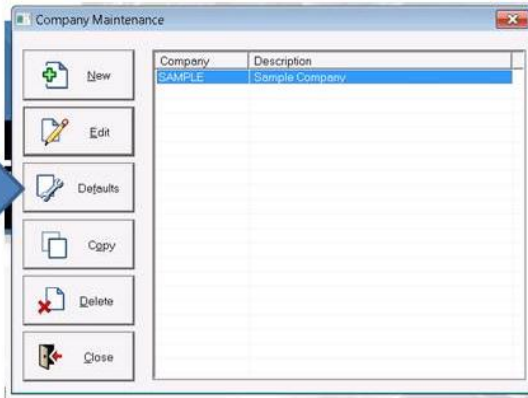
Step Two: Verifying Settings in E2

File | Company Maintenance

• **Tip:** If you have the ribbon view choose system | Company Maintenance



Click | Defaults

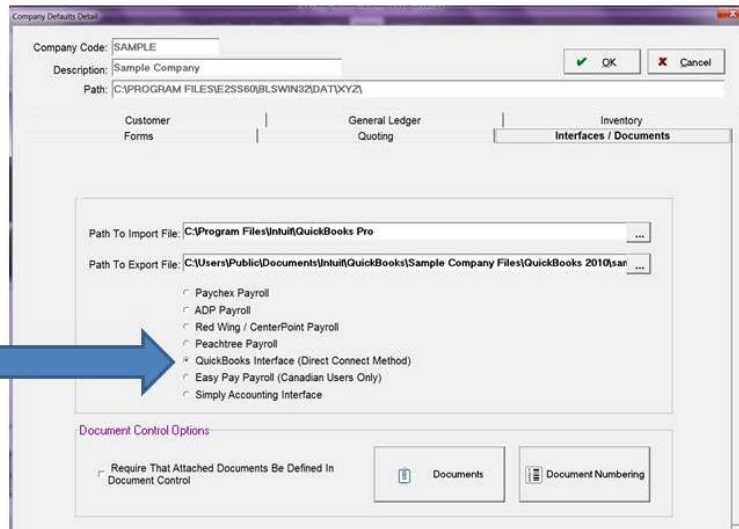


Interfaces / Documents

- QuickBooks data path can be defined so this doesn't have to be selected each time you sync



- Setting the interface method in E2 as the QuickBooks Interface / direct connection method



• **Important:** XP users can have QuickBooks running while setting these paths, but Vista and Windows 7 users cannot have the application running when setting the path here or in the QB server.



Settings Required: A/R (from billing or packing list)

Defaults | Customer Tab

- Customer Billing GL Coding Driven By: MUST select product code
- Every part in E2 MUST be defined with a product code this is where the interface will look for the A/R GL codes.

Tables | Base Tables | Product Codes

Quoting | Routing/Estimating

- If the product code is left blank the system will not know what GL codes to use when creating the A/R transaction

Quantity	Markup Pct	Sell Price	Unit Cost	Profit Pct
20	0.00	\$35.16	\$28.34	19.40
50	0.00	\$24.52	\$19.42	20.80
100	0.00	\$20.99	\$16.40	21.64
	0.00	\$0.00	\$0.00	0.00
	0.00	\$0.00	\$0.00	0.00
	0.00	\$0.00	\$0.00	0.00



Tables | Customers

- Sales ID is a required field when syncing and MUST be filled in



Important: Canadian versions of QuickBooks require users to have individual AR and AP accounts for all their foreign customers. These accounts can be applied to Work Codes that are set on each individual customer. New customers entered into E2 without a Work Code will sync into Quickbooks using the default AR account set in company maintenance defaults.

Settings Required: A/P (from vendor invoices or receiving)

Defaults | General Ledger

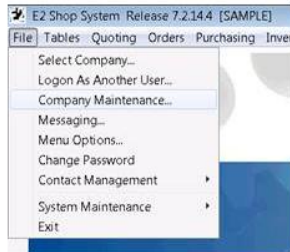
- The accounts listed in Red are required. The system will look at these when creating A/P invoices
- If these fields are blank when syncing and / or invoicing will not function





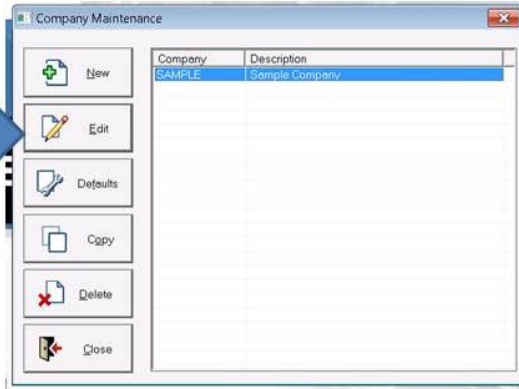
Settings Required: Time and Attendance (Payroll)

File | Company Maintenance



- **Tip:** If you have the ribbon view choose system | Company Maintenance

Click | Edit

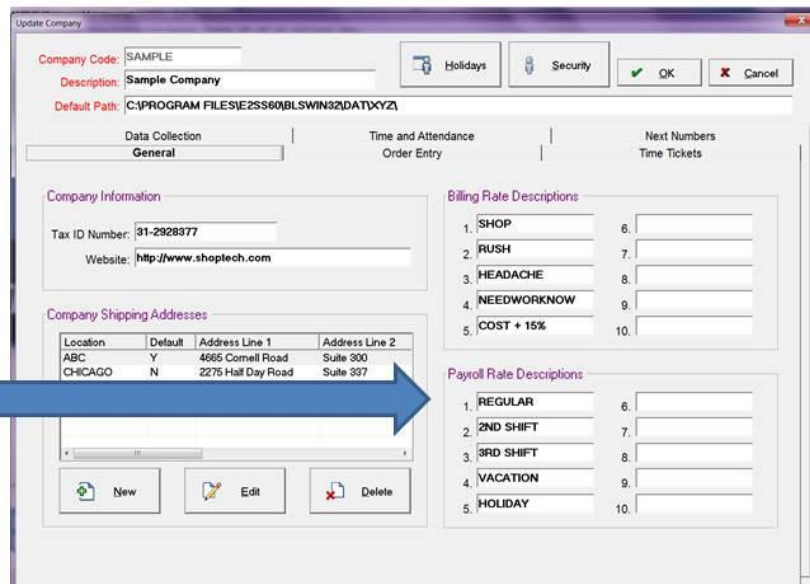


Edit | General

- Payroll Rate Descriptions MUST match the Payroll Items defined in QuickBooks



- These are the descriptions used under Tables | Employee's | Payroll Tab



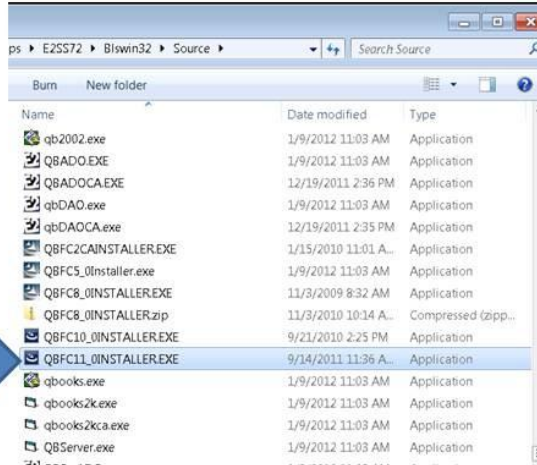


Step Three: Running the installer file

Install the interface File

- Located in your source directory the file name is:

QBFC11_0INSTALLER.EXE



Tip: If you don't know how to get to your source folder follow the steps below:

- Right click on your E2 icon on your desktop
- Choose properties
- Then click the find target or open file location button
- This will open you directly into your source folder

- This has to run on any computer that E2 and QuickBooks will be communicating on.

Transferring Information via the Sync Button:

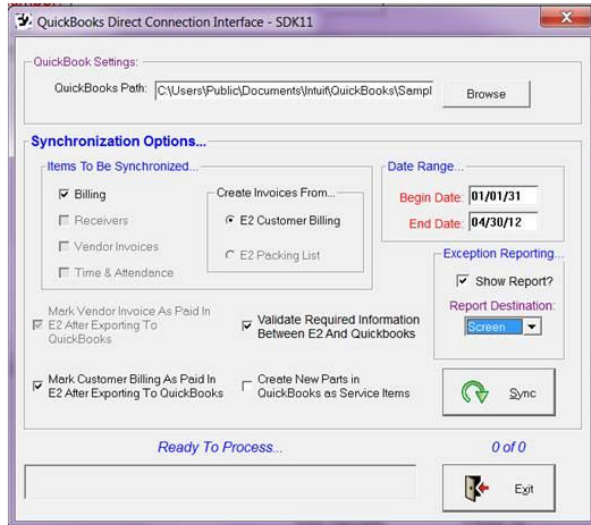
- A/R Billing or Packing list and A/P invoicing or Receiving now has a special button labeled sync. This is what will launch the interface to communicate and send the respective information over to QuickBooks
- It is suggested that you sync at the A/R Billing & A/P Invoicing this gives you the most information in E2 for Reporting.



- This is the box that will appear before the interface sends the data over

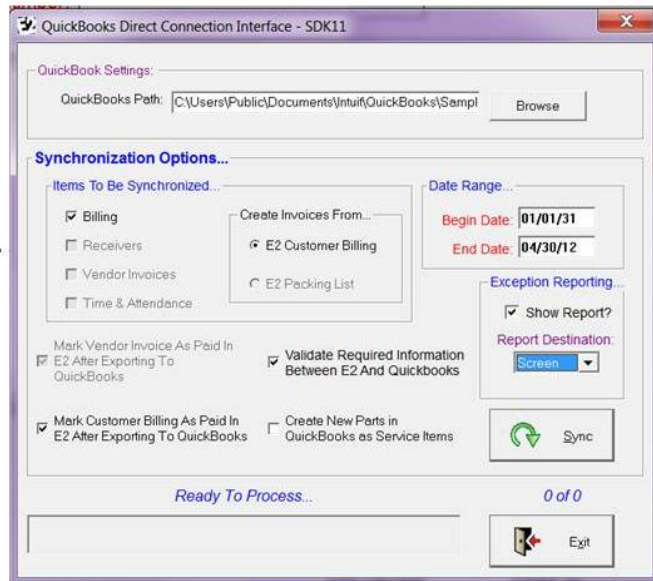


- **Mark Customer Billing as paid after exporting:** The recommendation is checked – Reason is moving forward you would look in QuickBooks to see if an item is paid not E2 which isn't updated with payment information
- **Validate required information:** The recommendation is checked - this will added any new records that are needed into QuickBooks. I.E new customers, vendors, and parts that aren't in QuickBooks will be added. For example if the customer isn't in QuickBooks and the option is unchecked the transaction will not sync.
- **Create New Parts in QuickBooks as Service Items:** This pertains to "new" parts being added to QuickBooks and the type of part added. Unchecked will be added as inventory items, Checked will be added as service items



• **Important:** When you are interfacing with QuickBooks either A/R Billing or Packing list : QuickBooks uses the average cost values on the part for Cost of Goods which hits your financials – it is up to the user to do a journal entry to clear the value if incorrect – Values of parts do not interface. There is an option to send new parts from Shoptech to QuickBooks as service item which doesn't hold any values. Typically, you would be using Shoptech for inventory control and QuickBooks for financials.

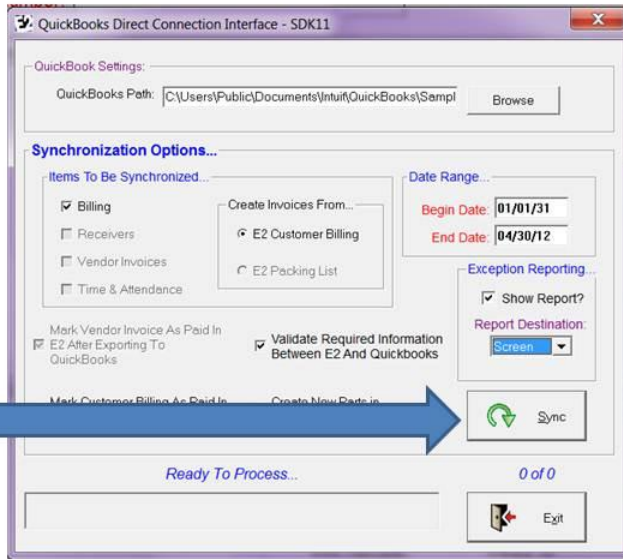
- **QuickBooks Path:** This path is defined in company maintenance and points to the Inuit QBW file
- **Items To be Synchronized:** Defaulted based on the area when clicking the sync button. I.E. Under A/P Invoicing it would be checked for vendor invoices.
- **Date Range:** Will default with the beginning of time (calendars) to today's date – should not have to change this is E2's invoice date.
- **Exception Reporting:** If an item doesn't sync or items are added the system will show this in a report



• **Important:** The first time you sync if you haven't synced in the past QuickBooks must be open. After the first time syncing you do not need QuickBooks open to sync.



- **Sync:** Once the proper options have been selected, click the sync button to move the transactions to QuickBooks. The record would still remain in E2, payments would then be completed in QuickBooks moving forward.



Important: If you received an exception report be sure to review and print it out. This report typically is showing you what has been added. At times it may reflect if an invoice didn't sync over with a statement of why.

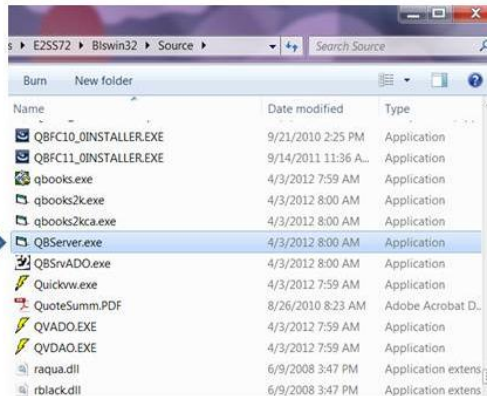
Transferring Information via the QuickBooks Server (Real-Time):

Starting the QuickBooks Server:

- Located in your source directory the file name is:

QBServer.exe – (Access Database)

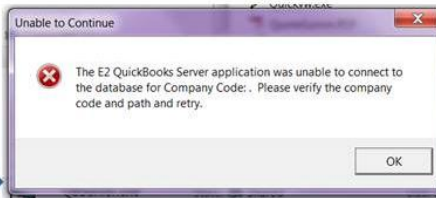
QBSrvADO.exe – (SQL Database)



Tip: If you don't know how to get to your source folder follow the steps below:

- Right click on your E2 icon on your desktop
- Choose properties
- Then click the find target or open file location button
- This will open you directly into your source folder

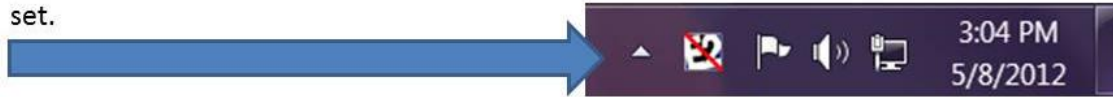
- The first time you launch the server you will be prompted that the application couldn't connect. The settings for the QuickBooks server must be set.



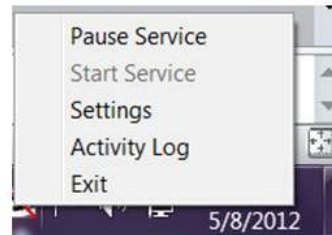


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- When the program is started it will display in the computer's system tray. The example shows with a red line through it because the settings aren't set.



- If you ever need to change settings simply right click on the E2 icon in the system tray. The following options will appear.



- E2 Settings:** Set the path and company code for E2 company you will be syncing information from.
- QuickBooks Settings:** This path is defined in company maintenance and points to the Inuit QBW file. You may also browse and define it here if needed.
- Items To Be Synchronized:** are the forms you are able to sync back into QuickBooks from E2. You MUST have the Customer Billing and Vendor Invoices check boxes selected in order to enable one of the corresponding options.
- Options:** This section allows you the flexibility to create customer invoices from billing or packing list, and create vendor invoices from vendor invoices or receivers
- Set Begin Date:** The server must be paused for this option. It should be used by all new QBServer users BEFORE they run the executable for the first time. This will set all the items that can be sync'd previous to this date as already exported so there is no duplication.





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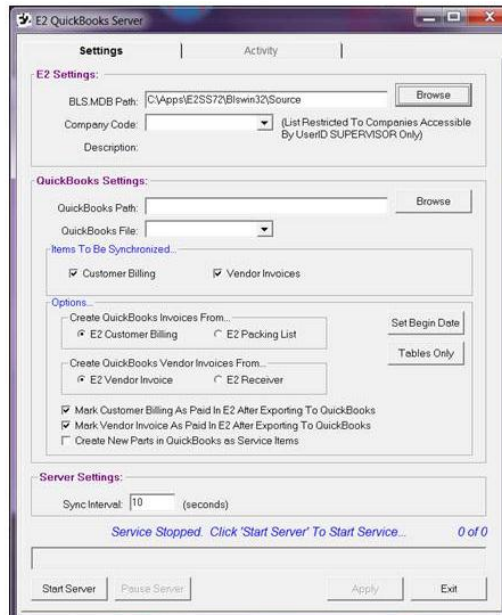
- **Tables Only:** The server must be paused for this option. It is suggested you run this before you begin the real time syncing. Allows you to validate all of your base tables with one click.
- **Additional Options:** Mark Customer / Vendor records as paid after exporting The recommendation is checked – Reason is moving forward you would look in QuickBooks to see if an item is paid not E2 which isn't updated with payment information
- **Create New Parts in Quickbooks as Service Items:** This pertains to "new" parts being added to QuickBooks and the type of part added. Unchecked added as inventory items, Checked as service items



• **Important:** When you are interfacing with QuickBooks either A/R Billing or Packing list : QuickBooks uses the average cost values on the part for Cost of Goods which hits your financials – it is up to the user to do a journal entry to clear the value if incorrect – Values of parts do not interface. There is an option to send new parts from Shoptech to QuickBooks as service item which doesn't hold any values. Typically, you would be using Shoptech for inventory control and QuickBooks for financials.

- **Server Settings:** Defaulted to use a 10 second interval to maintain the real-time capabilities, but you can alter this time if needed.
- **Start Server / Pause Server:** This allows you to start and stop the server from processing information.
- **Apply:** This saves your defaults you have defined on the settings tab. If you do not hit apply your settings will not be saved.

• **Important:** If you want to open/ close QuickBooks during the real-time sync, you MUST use the Pause server button first so that a QuickBooks error does not occur. This breaks the automatic connection on the QuickBooks side.



- **Activity Tab:** All of the activity is tracked on this tab. You will see an starts and stops as well as all exports and any failures. If it fails to export an item it will continue to fail that item till fixed. The basics of the error message will show here.

• **Note:** If you want to see the full error description with the details you will need to view the GL | Audit Trail Summary user ID equal to E2QBSERVER Action equal to EXPORT



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Tips: Real Time Sync

- Must run the QBServer on a PC that has QuickBooks installed
- To function successfully you cannot run multiple instances of the QBServer
- The first time you run the real-time sync it may take some time since everything in your E2 data is "New".
- While the QBServer is running refrain from opening or closing your QuickBooks company or this will disrupt the automatic connection.
- Some elect to run the QBServer as an NT service so that it is always running as long as the computer where it resides is on.