Step-by-Step Integration Guide

(QuickBooks Online)

CONTRACTOR FOREMAN & INTUIT quickbooks

Please do not be intimidated by the length of this guide. Understand that our goal is to provide you with every detail necessary to make the integration successful by ensuring that all prep work is done ahead of time to make the process go smoothly. We understand that following this page-by-page will take longer but we also know that when someone rushes through it, they spend more time on the backend cleaning up data they realized they should have managed prior to the sync.

NOTE: The supported versions are **QuickBooks Online PLUS & QuickBooks Online ADVANCED**. **(Simple Start or Essentials is not supported for project management)**

REV: 10/22/25

We provide integration assistance with our internal accounting team, but you are welcome to follow this guide and complete the integration, then you can follow up with our accounting team later for review. See "Other valuable resources:" below to help with setup

Integration Assistance (RECOMMENDED)

Register here for our pre-integration webinar (12 mins) to schedule your first meeting with our integration team. Pre-Integration Webinar Contractor Foreman and QuickBooks | Webinar Registration

Prior to attempting the integration, please follow the following guidelines for system setup to ensure a successful Integration.
Note: Attempting the integration without properly setting up your systems will result in duplications and project syncing problems on current projects in progress.

- CF Pre-Integration Client Checklist
- Cost Codes Setup Webinar for Proper QuickBooks Reporting (45 mins)

If support is needed, reach out to our live chat support or email support@contractorforeman.com and please provide details and screenshots.

Prior to Integration

Step 1: Prepping Your Data

Before continuing, it's extremely important that you take the time and thoroughly watch all videos read through the "Other valuable resources" above. Once you feel you are ready, follow this entire guide and make sure your QuickBooks Online account is structured for syncing. Do not move forward with the integration until your data is prepped syncing. Do not continue with the integration until you have read through the guide.

Contacts

If you have contacts (Customers, Employees & Vendors) in QuickBooks that you do not want to import into Contractor Foreman, consider making them Inactive. Otherwise, all contacts will be imported. ***If you complete the integration and then decide to archive or delete records, you must Archive or delete them in Contractor Foreman so that they will archive or delete in QuickBooks. Archiving and deleting records are a one-way sync from Contractor Foreman to QuickBooks. Make sure that you unlink the records you want to archive in CF if you don't want them archived in QUICKBOOKS.*** If you have been using Contractor Foreman and QuickBooks in the past but did not have the two connected, you will first want to make sure the contact names in both systems have the same spelling so that the records can be automatically matched.

Projects

All projects added to Contractor Foreman get saved in QuickBooks as a Sub-Customer. You will need to convert them to Projects once they are synced to QuickBooks from Contractor Foreman. See How Projects Sync to QuickBooks and How to Convert them to the Projects Module

Deleting Transactions in both Systems

You must delete transactions in CF so that they will delete them in QuickBooks. Deleting transactions in QuickBooks does not affect that transaction in CF.

What Does/Does Not Transfer During Integration

NOTE: ***Existing transactions in QuickBooks (Bills, Invoices, Payments, Estimates, PO's) do not sync into CF during the Integration. If an existing record in QuickBooks is updated, it will then pull over into CF.***

After Integration: The following are synced between Contractor Foreman and QuickBooks Online once certain statuses are reached

- Contacts (Employees, Vendors, Customers)
- Projects (Sub-Customers): Once Estimates are in approved status or a project gets manually created.
    - *All new Projects created in CF will Sync to QuickBooks as a sub-customer. If is then important to convert each new sub customer to the "Projects" Module. Moving forward the projects will sync from Projects in CF to Projects in QuickBooks. (In QuickBooks sub-customers not converted to Bills with assigned Bills and Expenses will be marked "Billable Expense' regardless of project type) Converting sub-customers to Projects makes this optional.
- Estimates
    - Estimates are not sent to QuickBooks until they have been **"Approved"** in Contractor Foreman.
      *Make sure that every item on an estimate has a dedicated cost code assigned to it. If a cost code is not assigned it will not sync correctly to QuickBooks and QuickBooks a generic cost codes of "Sales" from QuickBooks will be assigned as a default and sync back into QuickBooks.
- Purchase Orders
    - Purchase Orders are not sent to QuickBooks until they have been "Approved" in Contractor Foreman.
- Invoices
    - Invoices are not sent to QuickBooks until they are marked as **"Submitted"** in Contractor Foreman.
- Invoice Payments
    - Invoice Payments are not sent to QuickBooks until they have been **"Verified"** in Contractor Foreman.
    - Currently we do not sync Invoice Payments from QuickBooks to CF if it's associated with multiple Projects (split transactions not supported).
- Bills
    - Currently we do not sync Bills from QuickBooks to CF if it's associated with multiple Projects (split transactions not supported). Bills must be entered on a per/project basis only if entered QuickBooks and assigned a project. Otherwise, the whole transaction will lump to first project only.
- Bill Payments
- Expenses

- Timecards
    - Timecard data only syncs one-way from CF to QuickBooks. We do not transfer how much your employee is to be paid – QuickBooks handles the payroll.
- Tax Rates
- Chart of Accounts
    - The COA is referenced within CF but updating or adding a new COA must take place in QuickBooks.
- Cost Codes
- Archived Items- See (pg. 2 Highlighted section under Contacts)

- Change orders, Work Orders, and Service Tickets
    - Change orders, Work Orders, and Service Tickets will only sync to QuickBooks once invoiced and "**Submitted"**

Cost Codes: Video- Cost Codes Set-up

Contractor Foreman (CF) uses a two-tier Cost Code system. In Contractor Foreman, all items added to an invoice, estimate, etc. are to be assigned to a **Child Code**. **All Child Codes must be grouped under a Parent code for proper syncing**. Child codes in Contractor Foreman are equal to Products and Services in QuickBooks Online. A Parent code in Contractor Foreman is equal to a Category in QuickBooks. ***Codes that are not set up properly will not transfer correctly and will greatly increase the integration time and data cleanup. Do not continue with the integration until you have this step completed.***

An example of how this correctly looks in QuickBooks and in Contractor Foreman is shown below. Here we have the Parent "Finishing Trades" and child codes within that division below it. (The link icon represents the code is correctly synced with QuickBooks.) Keep in mind that QuickBooks restricts the length of each name to 31 characters. This will only be a concern if you have codes in CF that you are trying to match or import into QuickBooks. If you have been using Contractor Foreman and QuickBooks in the past but did not have the two connected, you will first want to make sure the Cost Code names in both have the same spelling so that the records can be automatically matched.

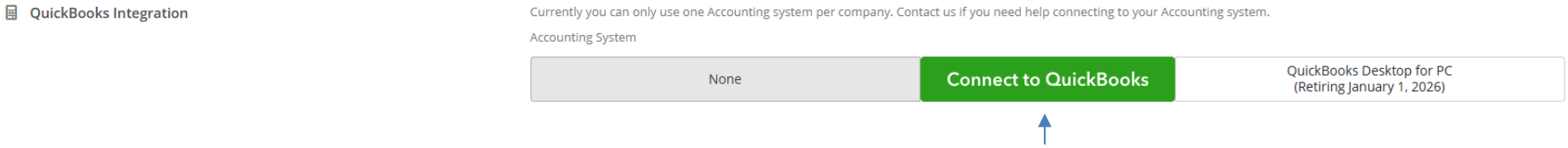
** IMPORTANT: Go to Contractor Foreman > Menu > Settings > Cost Codes. If you see codes in there that you do not want imported into QuickBooks, do not just archive as they can still import during integration, instead email support@contractorforeman.com from the main admin's email and we can remove those for you.

Our Third Party Accounting Partner and Integration Specialist offers expanded cost codes templates (free to any CF client) as described in the Pre-integration Webinar and the Proper Cost Coding for QuickBooks Reporting Webinar. Cost codes below are a sample of how these extended templates are structured.

REV: 10/22/25

Step 2: Connecting to QuickBooks

Once the data in QuickBooks is prepped for syncing, the next step is to connect to your QuickBooks account. To do this, go to Contractor Foreman > Menu > Settings > Integration > QuickBooks Online. Halfway down the pg.

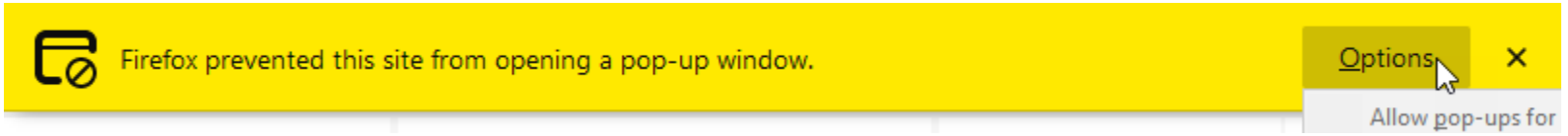


There you will see something that looks like the image above. Take the time to thoroughly read through the integration guide (if you haven't done so already).

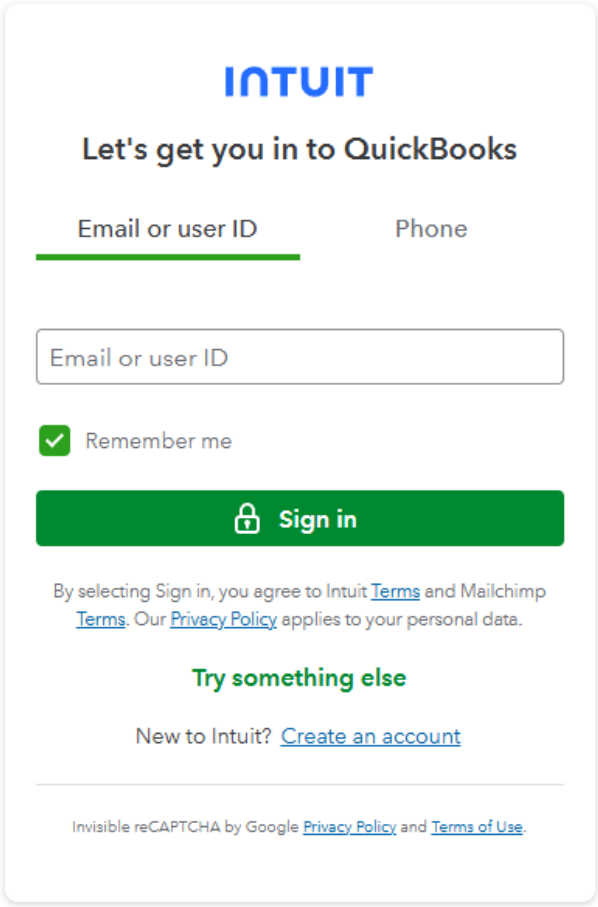
Once ready, click on QuickBooks Online.

If you have Demo data still enabled in your account, you will be prompted to ask if you would like to remove it. We highly recommend that you do so otherwise the demo data will be sent to QuickBooks.

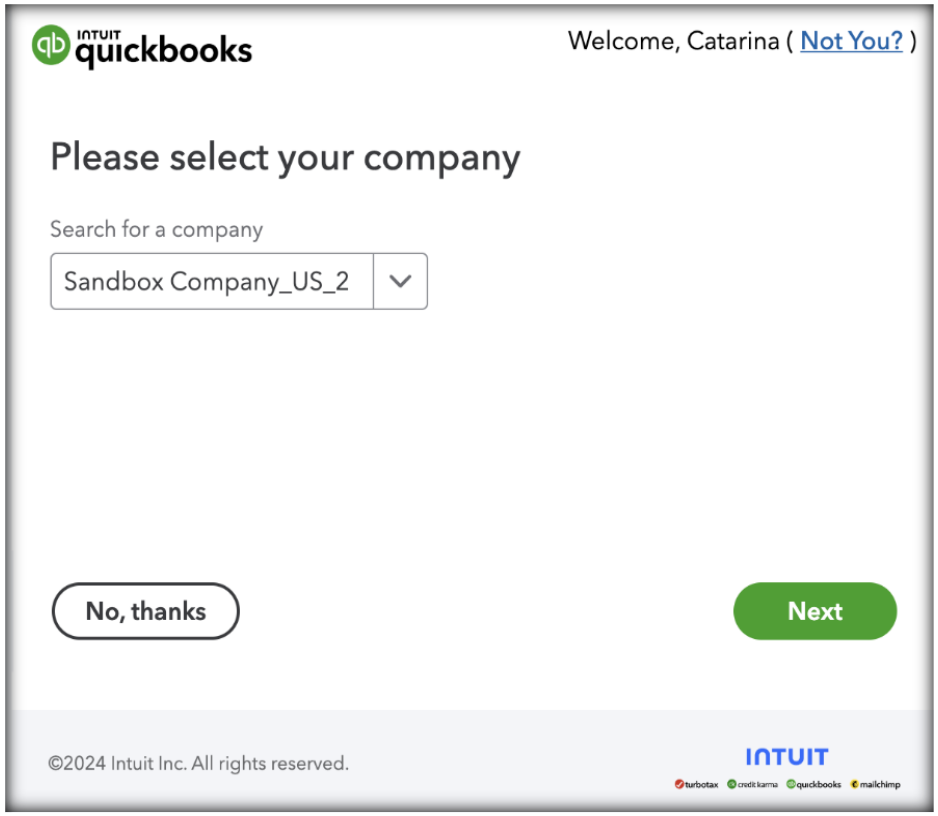
It's possible that the QuickBooks popup will be blocked by your browser. If so, allow popups for this page.

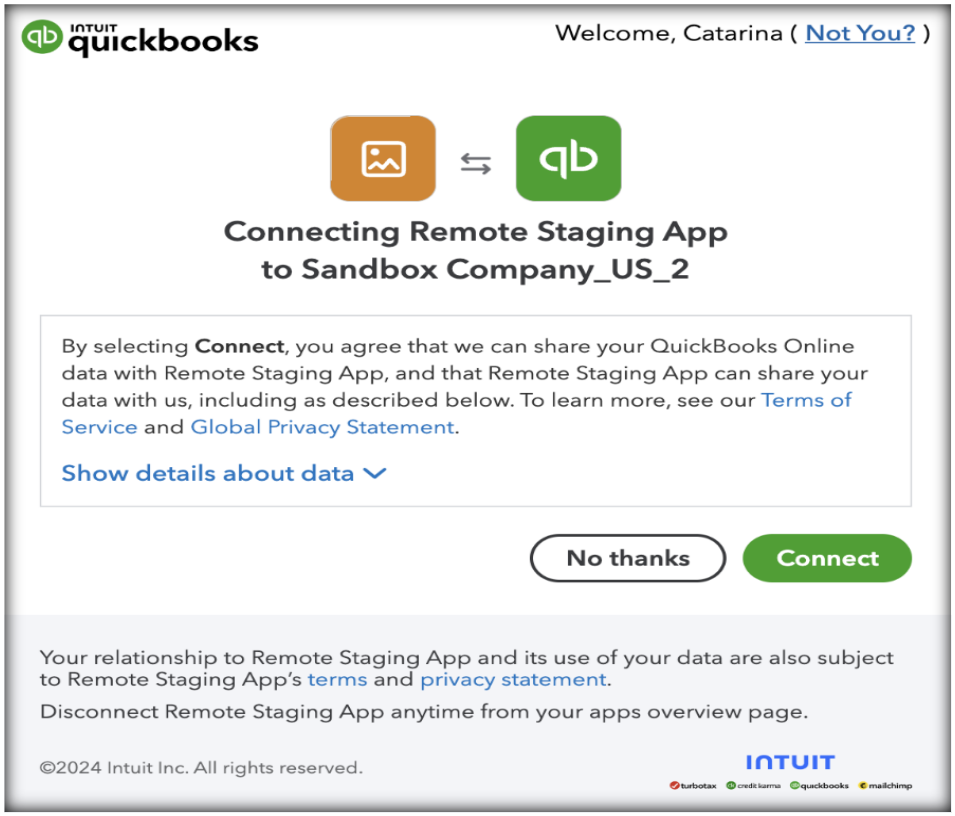


Once the popup is enabled, you'll then be asked to log into your QuickBooks account. This information is shared with QuickBooks online and is not visible to Contractor Foreman. YOU MUST BE AN ADMIN IN BOTH SYSTEMS



After signing in, QuickBooks will show you the company file associated with your QuickBooks account. If you have multiple company files, you'll need to select the account to connect to. Then click Next.

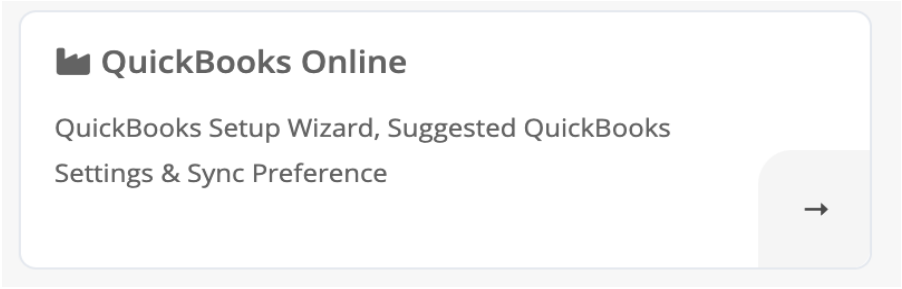




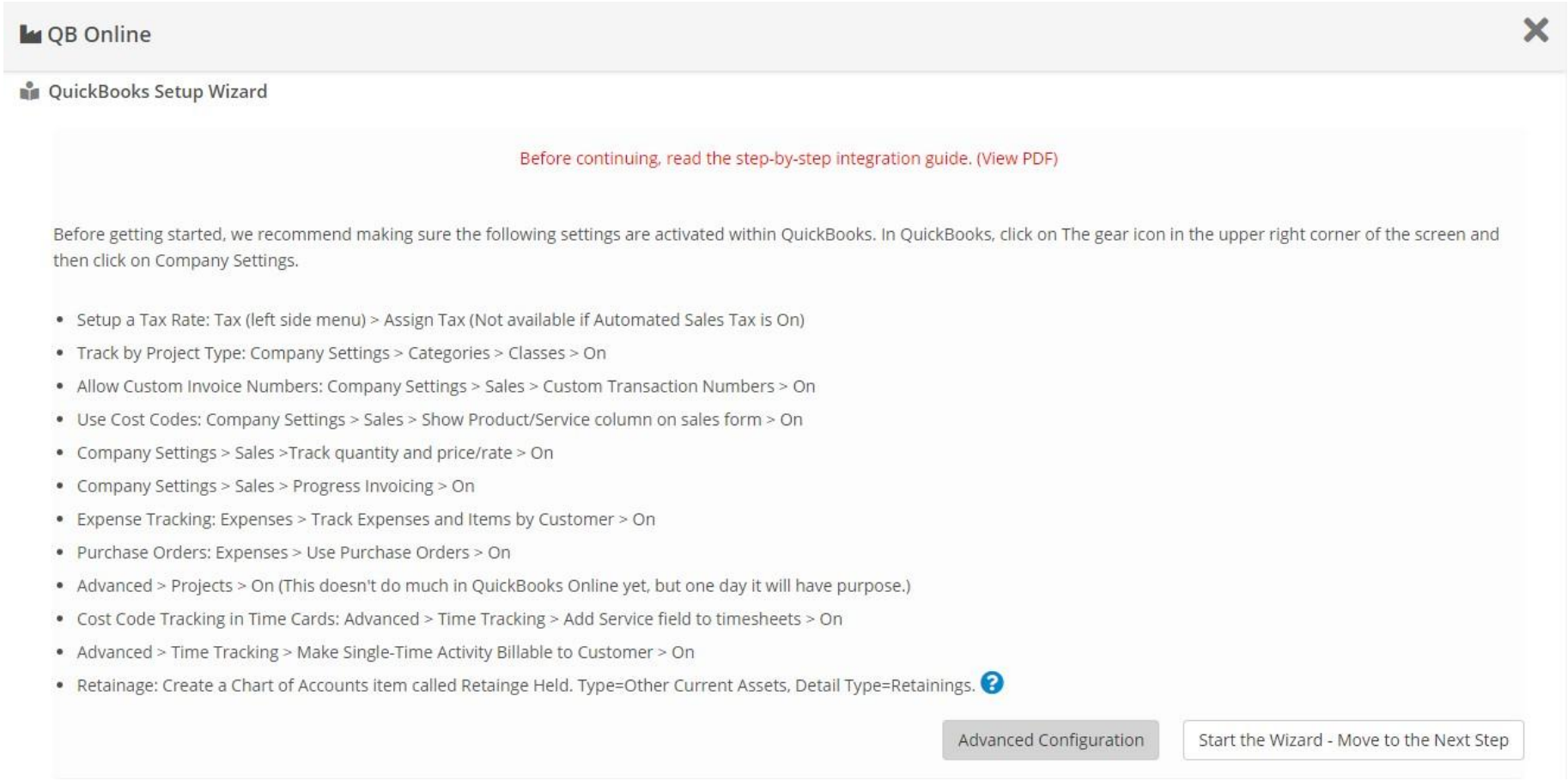
After clicking next, the page will refresh and close the QuickBooks window, and you will return to the Integration Tab. Exit out of this setting and return to the settings.

Step 3: Beginning the Setup Wizard

After the popup in the previous screen closes, you'll see a new QuickBooks Online tile in Settings.



This page is only available once you have connected to QuickBooks Online. It's where all your QuickBooks sync settings are stored.



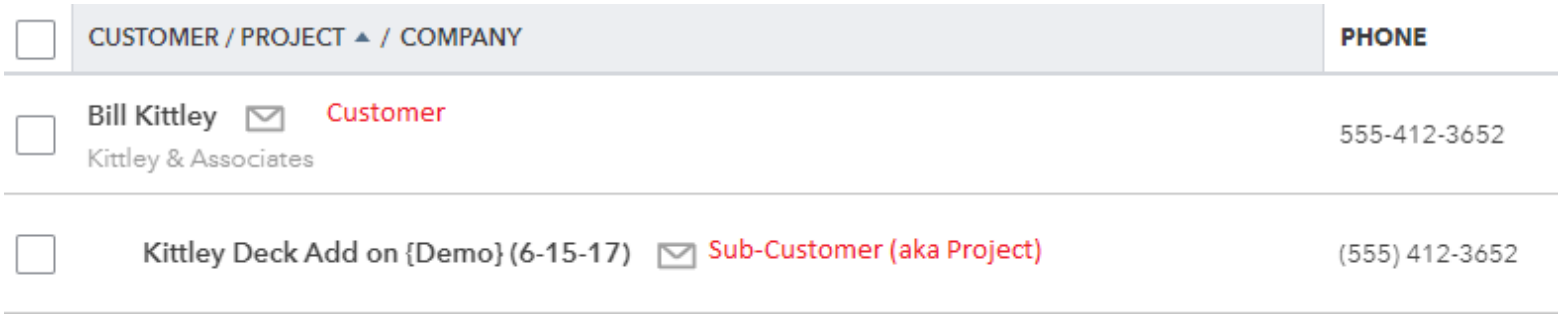
Revising QuickBooks Settings

Prior to continuing, read each point on the list and make any changes to your QuickBooks settings that may be necessary. If you have been using QuickBooks forsome time, then most likely the necessary settings have already been enabled. This is something that can be done later as well.

- ☐ Setup a Tax Rate: Tax (left side menu) > Assign Tax (Not available if Automated Sales Tax is On)
- ☐ Track by Project Type: Company Settings > Categories > Classes > On
- ☐ Allow Custom Invoice Numbers: Company Settings > Sales > Custom Transaction Numbers > On
- ☐ Use Cost Codes: Company Settings > Sales > Show Product/Service column on sales form > On
- ☐ Company Settings > Sales >Track quantity and price/rate > On
- ☐ Company Settings > Sales > Progress Invoicing > On
- ☐ Expense Tracking: Expenses > Track Expenses and Items by Customer > On
- ☐ Purchase Orders: Expenses > Use Purchase Orders > On
- ☐ Advanced > Projects > On (This doesn't do much in QuickBooks Online yet, but one day it will have purpose.)
- ☐ Cost Code Tracking in Timecards: Advanced > Time Tracking > Add Service field to timesheets > On
- ☐ Advanced > Time Tracking > Make Single-Time Activity Billable to Customer > On
- ☐ Retainage: Create a Chart of Accounts item called Retainage Held. Type=Other Current Assets, Detail Type=Retaining.

Once finished, click on the 'Start the Wizard' button.

Please note – Contractor Foreman can only support 1 and 2 tier customers as shown below.

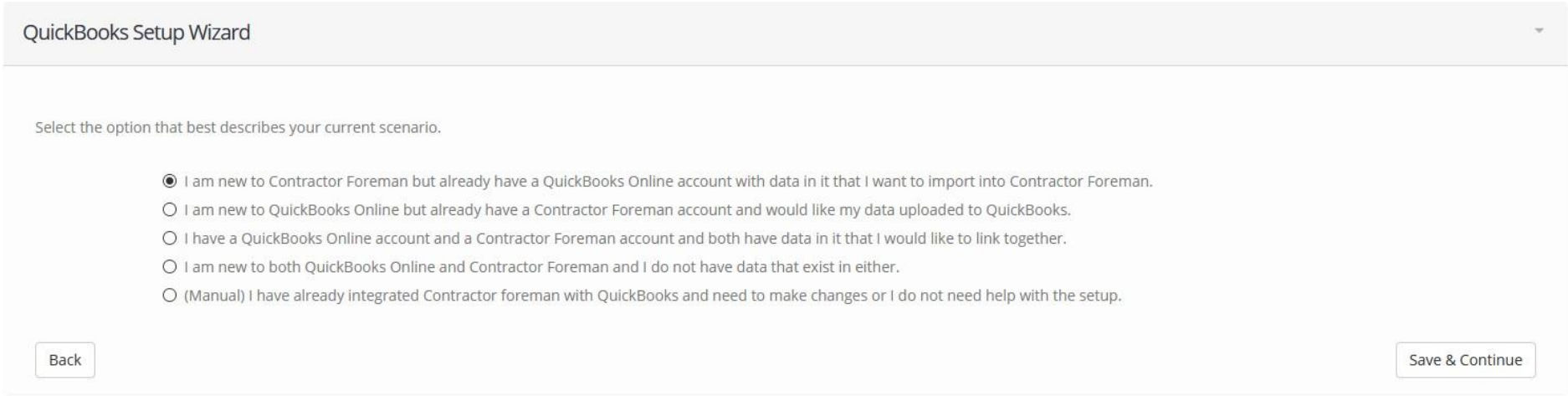


⚠Select an Option- Read each carefully- wrong selection can cause duplicates

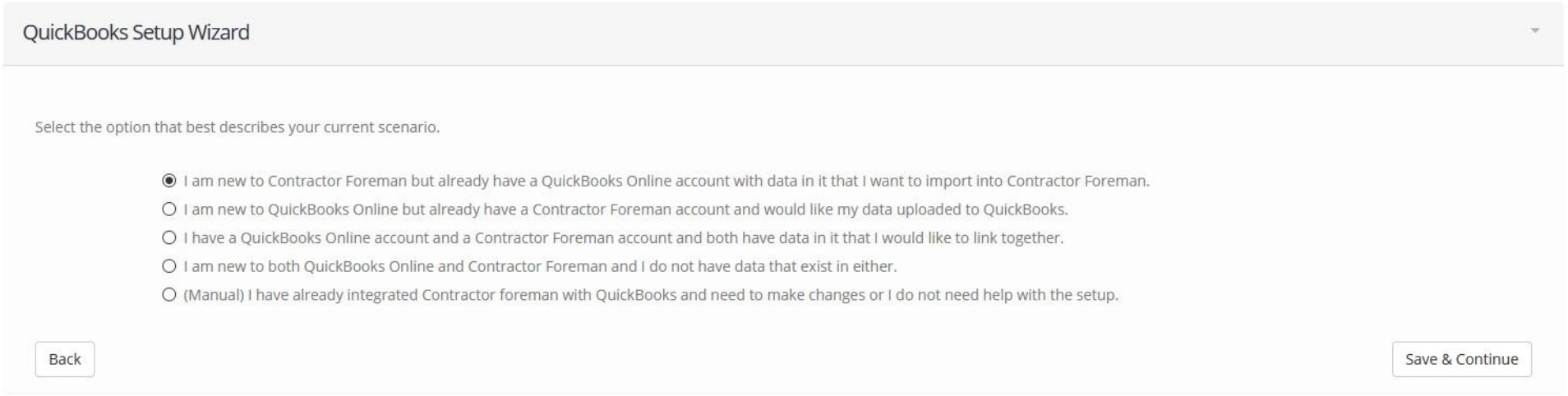
READ Carefully: This step will determine how everything will sync. Note: Note which option you select and follow only that options process throughout this guide. Reference the top of the pg. for guidance.

You will now be required to select one of the three options. Read each option carefully before continuing. Select the best option to what fits your situation. If you are unsure which is best based on the amount of data in your account, email support@contractorforeman.com and we will be glad to assist.

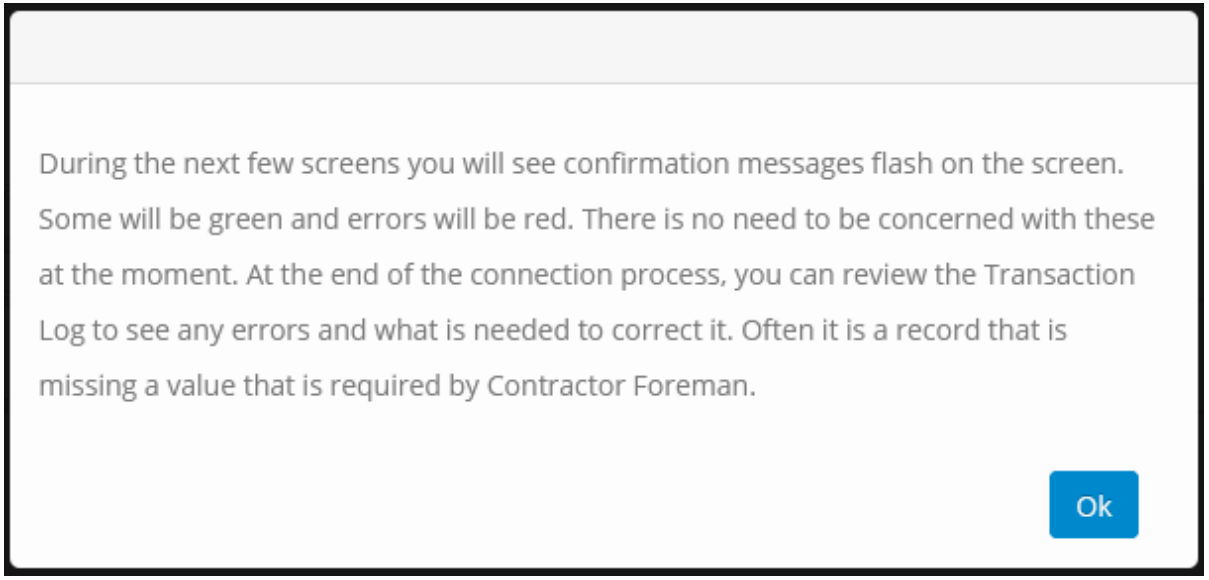
- Option 1 – Continue to Page 12 - Only choose this Option if your CF file is completely empty and no directories in CF.
- Option 2 – Continue to Page 14 – Only choose this option if your QuickBooks file is completely brand new and empty
- Option 3 – Continue to Page 16 – Safest option: If you have any number of records in both systems.
- Option 4 – Continue to Page 26 -Least Common
- Option 5 – Bypasses the wizard and is only recommended for those who have already been through the setup.



Option 1 (Most Popular for New Customer-No data in CF)



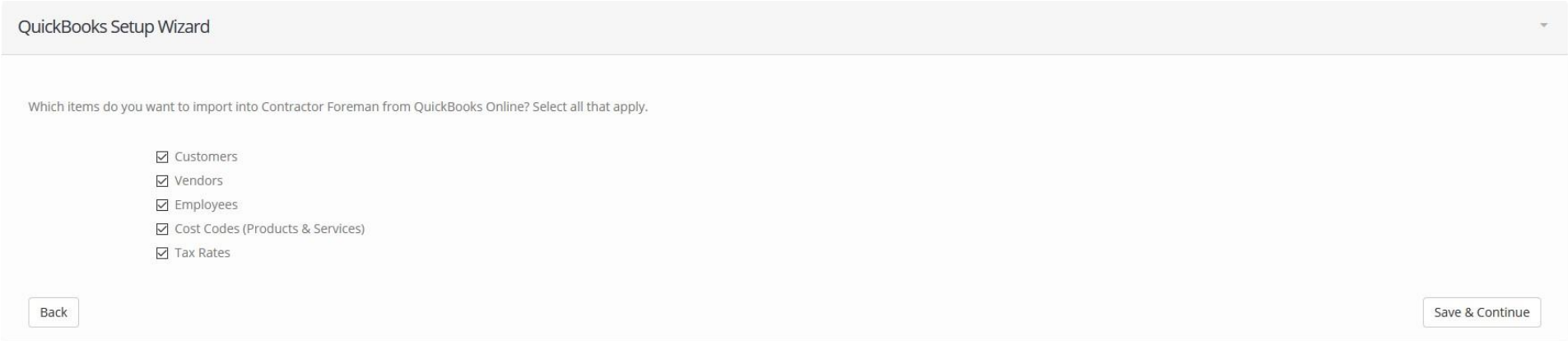
After you click Save & Continue, you'll see a popup alerting you that it is OK to ignore the Success and Error messages you'll see. If there are any problems during the sync, then those items will be listed in the Transaction Log.



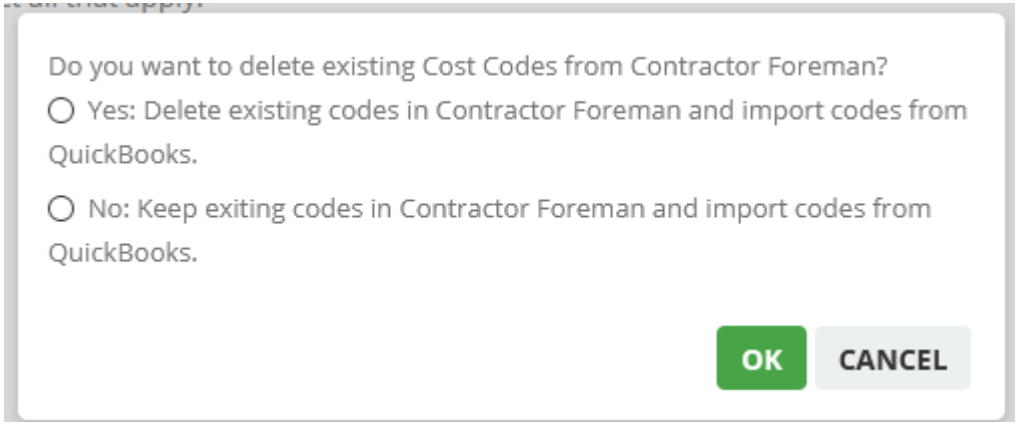
Select What to Import

Since you selected the option “New to CF”, the connector will first try to import your contacts and cost codes and tax rates into Contractor Foreman from QuickBooks.

In most cases you will select to import all the following items from QuickBooks into Contractor Foreman. Click Save & Continue.

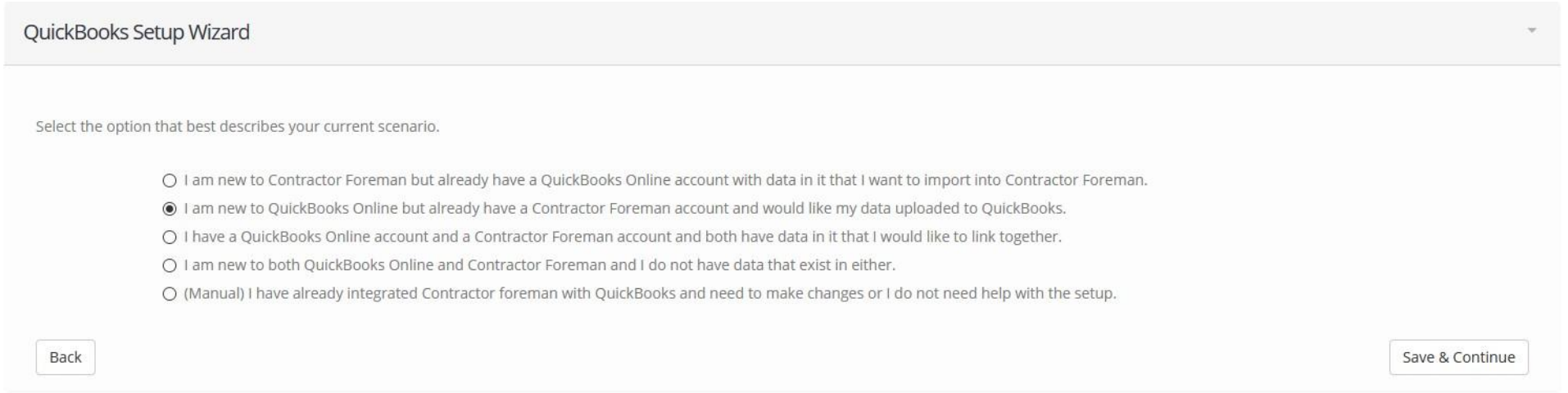


If you select to import your Cost Codes from QuickBooks to CF, you will be asked if you want to delete the existing codes that are in Contractor Foreman. Ifyou have not used the codes in CF extensively, it is recommended to click Yes. Clicking No will require you to later match the CF codes to the QuickBooks codes manually.

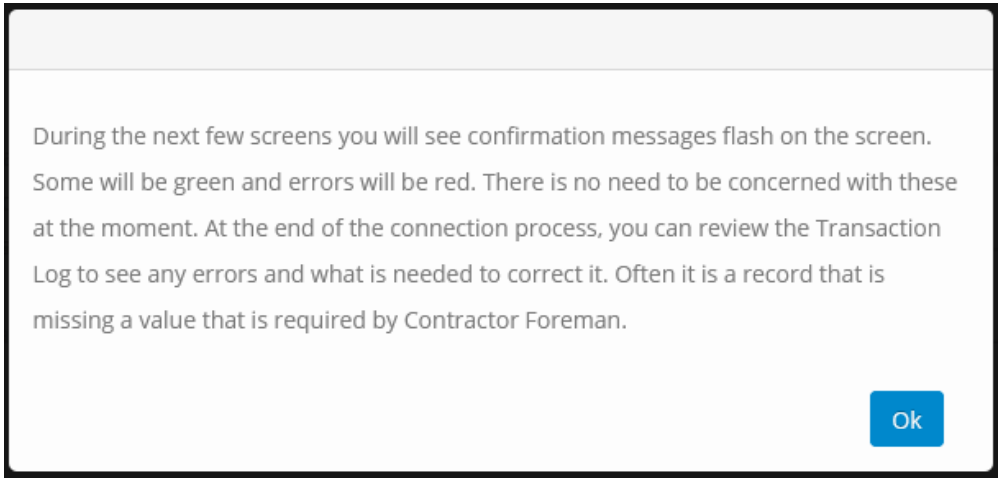


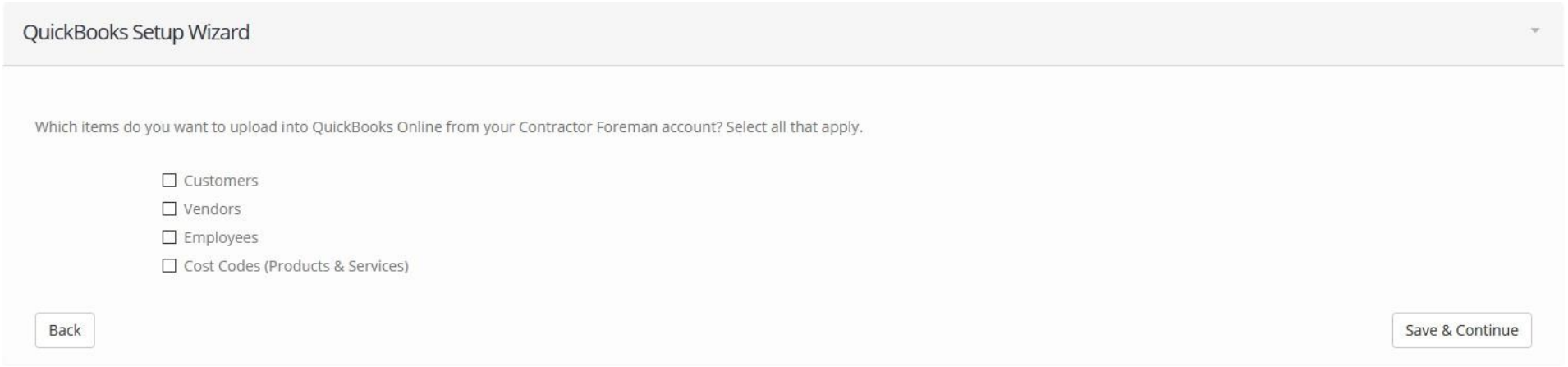
Skip to page 26 “Sync Preferences”

Option 2 – Brand new to QuickBooks or New QUICKBOOKS account-
No data



After you click Save & Continue, you'll see a popup alerting you that it is OK to ignore the Success and Error messages you'll see. If there are any problems during the sync then those items will be listed in the Transaction Log.





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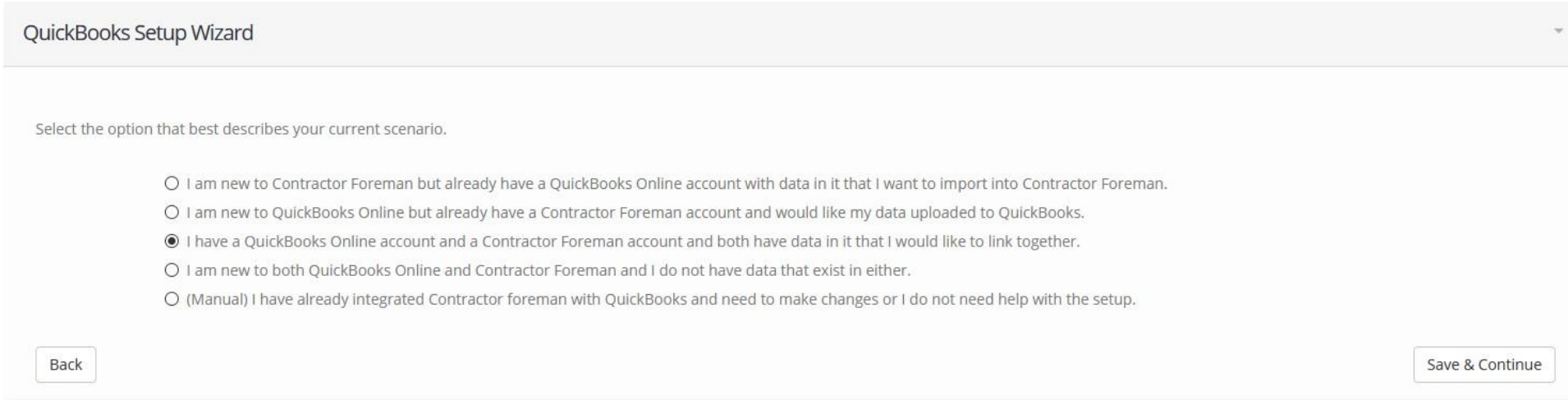
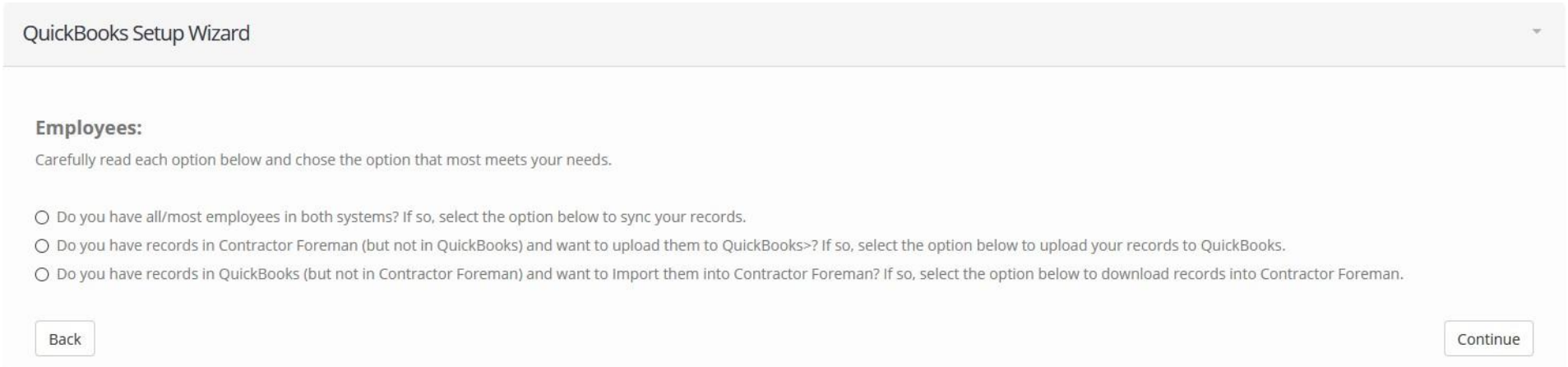
Option 3 (Most Popular for Existing Data in Both Systems)



The next few screens will allow you to manually import or sync the items that already exist in both systems.

Most people using Option 3 will use the top option indicating that you have data in both systems that needs to be matched.

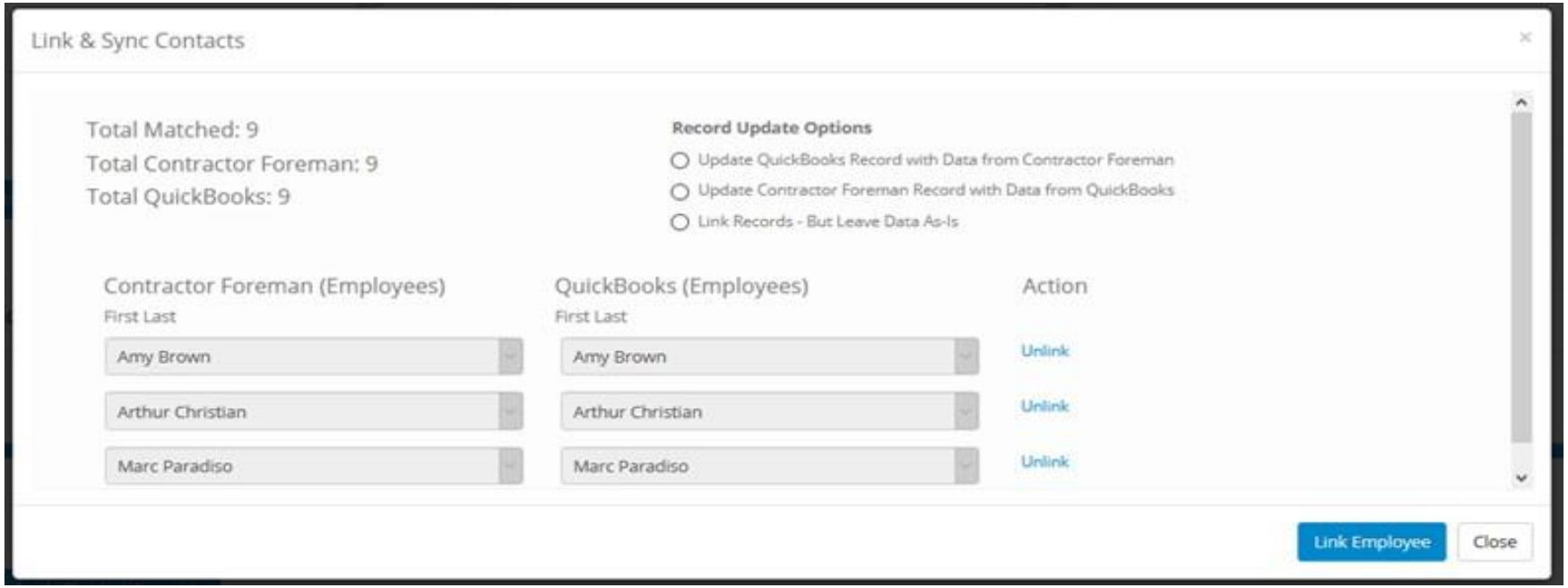


Employee Sync: Option 3

With the top option selected, you'll now see a Link Employee Records button.

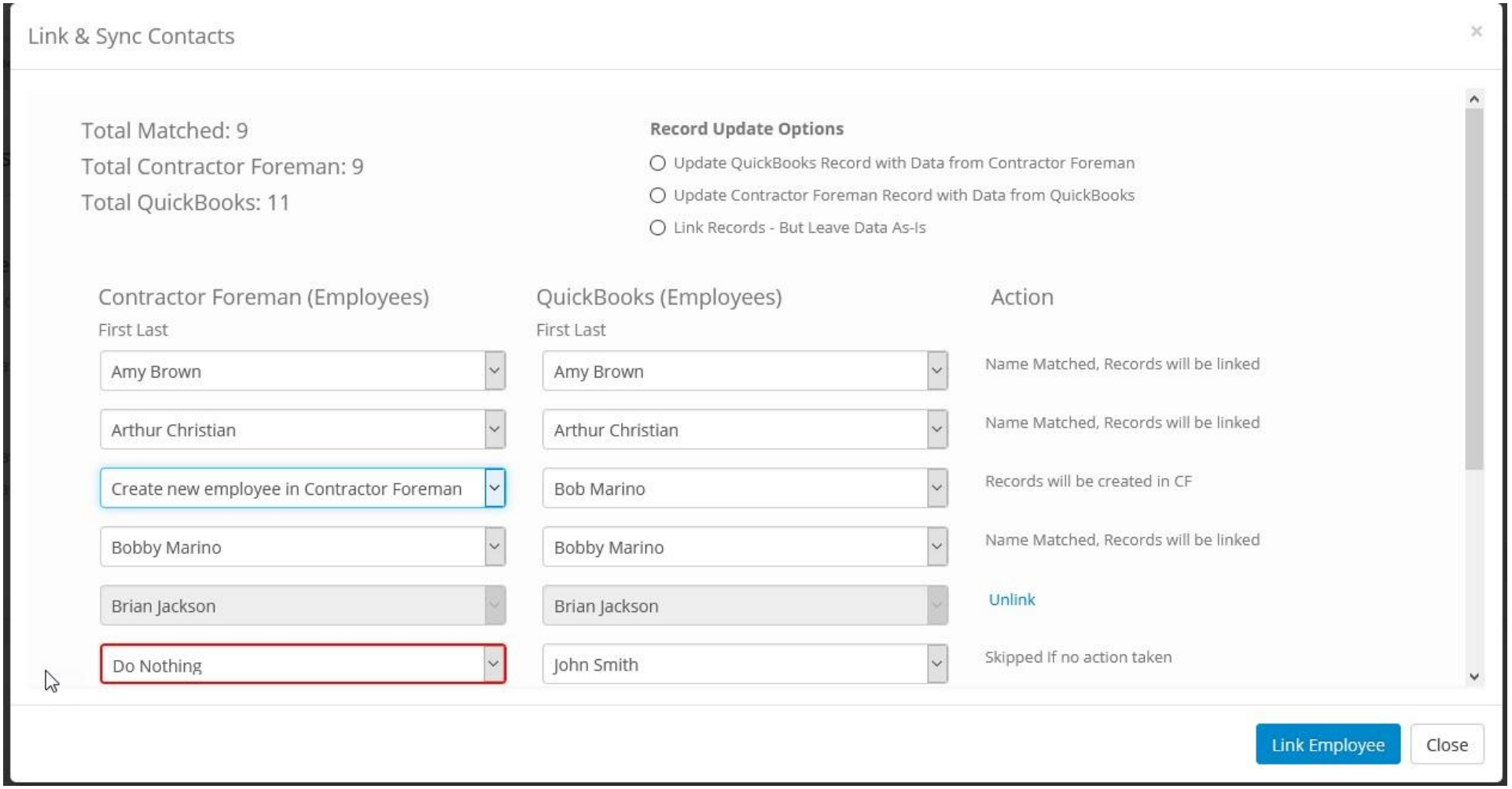
Clicking the button will open popup. In the popup you'll see a list of CF Contacts on the left and QuickBooks Contacts on the right. If the names in bothsystems are the same, the items will be linked automatically. If an item is linked incorrectly, you can click the Unlink button.

Example: If CF had Bob Jones and QuickBooks had Robert Jones, the integration process will have made a copy of the missing record in both systems. So now you have Bob Jones and Robert Jones in both systems. To fix this issue, you would need to Unlink both records. Then select Bob Jones in the CF column and link it to the Robert Jones record that is in QuickBooks. Once finished, you can then archive or delete the unwanted Bob and Robert item.



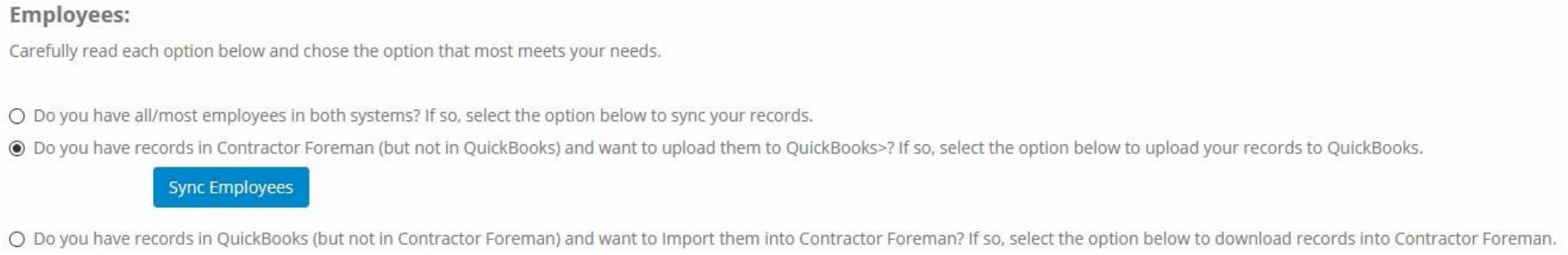
Employee Sync: Option 3

If a record does not exist in one of the systems, you can click on –Create New Entry—from the dropdown list. The Record Update option gives you the ability to select which record should be the Master. This allows you to make QuickBooks show as Bob (instead of Robert) or you can leave it as-is but connect the item (so that CF is Bob and QuickBooks is Robert).



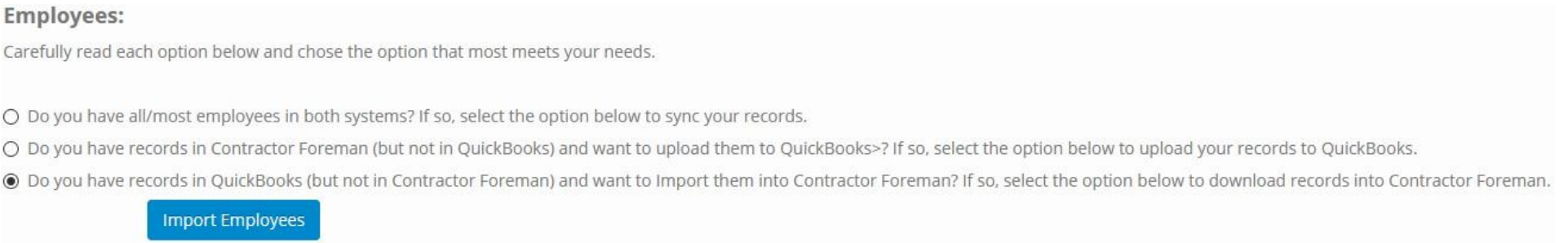
Employee Sync: Option 3

The second option in the list allows you to upload the contacts in Contractor Foreman to QuickBooks. This would normally be used by someone who is new to QuickBooks.



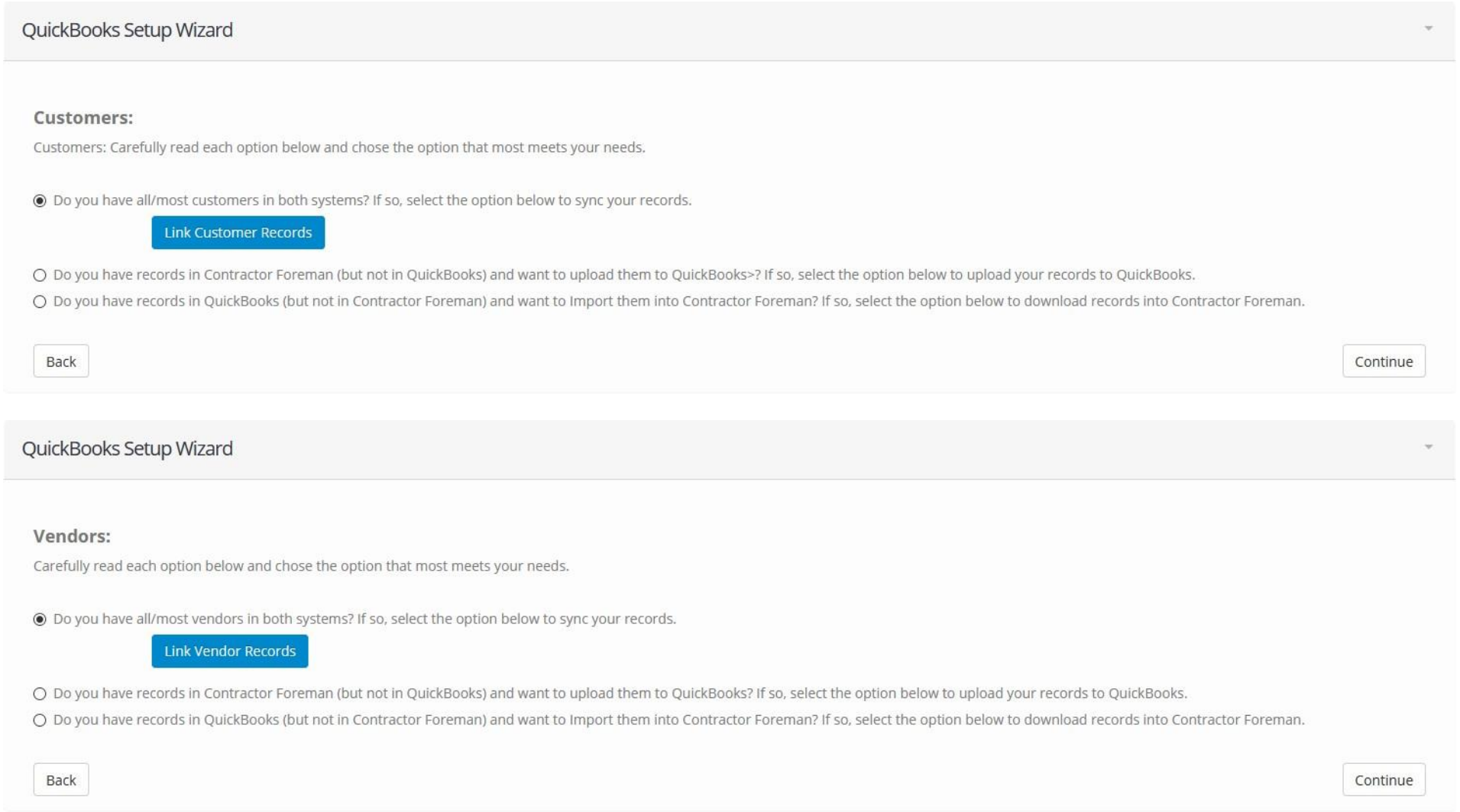
Employee Sync: Option 3

The third sync option allows you to easily copy your contacts in QuickBooks to Contractor Foreman. This will often by used by someone who is newto Contractor Foreman and already has data in their QuickBooks account.



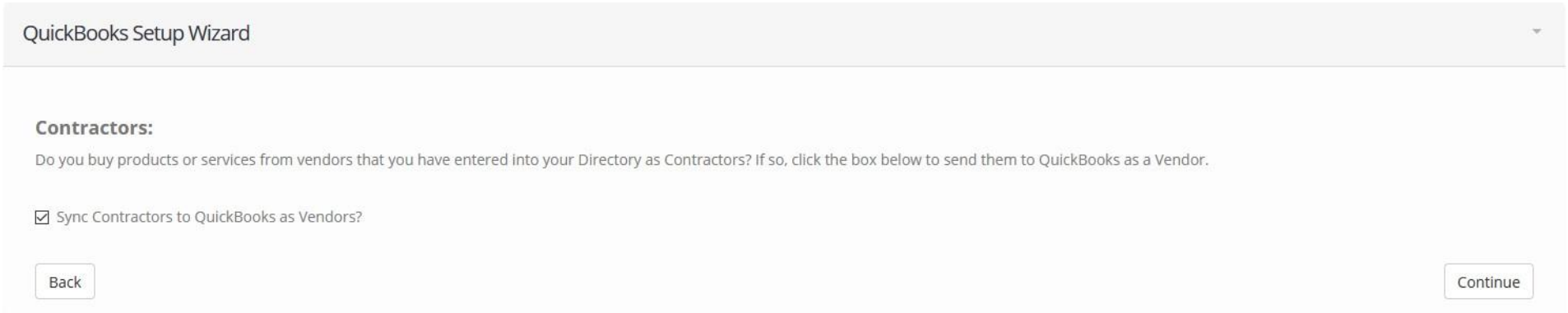
Contacts Sync & Merge-Option 3

You will now follow the same steps (as above) with the Customer and Vendor sections.



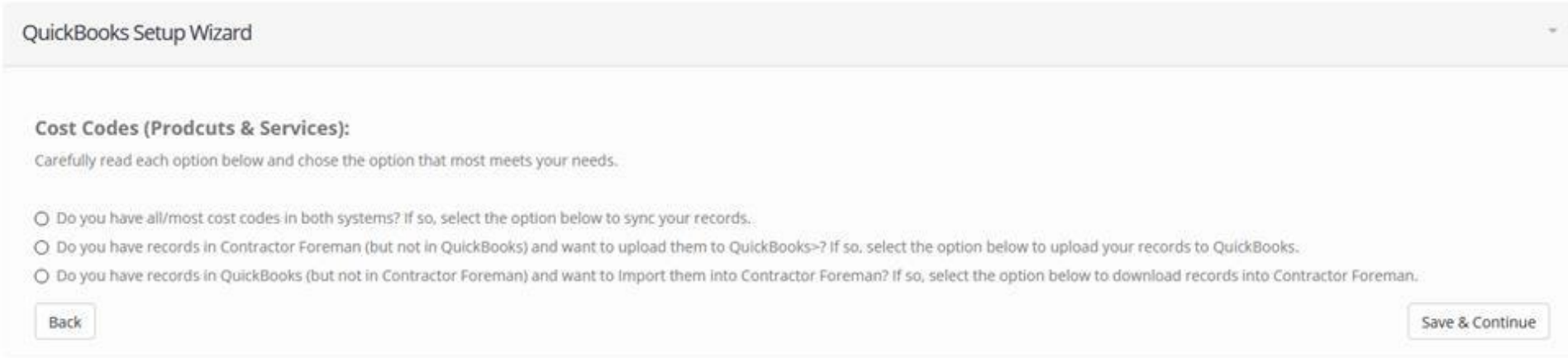
Sync Contractors as Vendors

Unlike QuickBooks, Contractor Foreman has a Directory type called Contractor. To post a Bill or receive an invoice against a Contractor, you must have them added in QuickBooks as a Vendor. Selecting this option will send your Contractors to QuickBooks as a Vendor. They will remain in Contractor Foreman as a Contractor record but in QuickBooks they will be a Vendor. This is normally selected.



⚠Sync Cost Codes- Read carefully to select the best option.

The next step in the process is to sync your Cost Codes. The procedure will be like the way contacts were synced.



Option 1: Not the most recommended: If you know that your cost codes in both systems are identical and spelling and name punctuation then select this option. Note that if the structure is not set up correctly in a two tier there can be conflict with choosing this option and the cost codes colliding.

Option 2: If your new cost codes are stored in Contractor Foreman making sure that all QuickBooks products and services are archived that you do not want to sync back into Contractor Foreman.

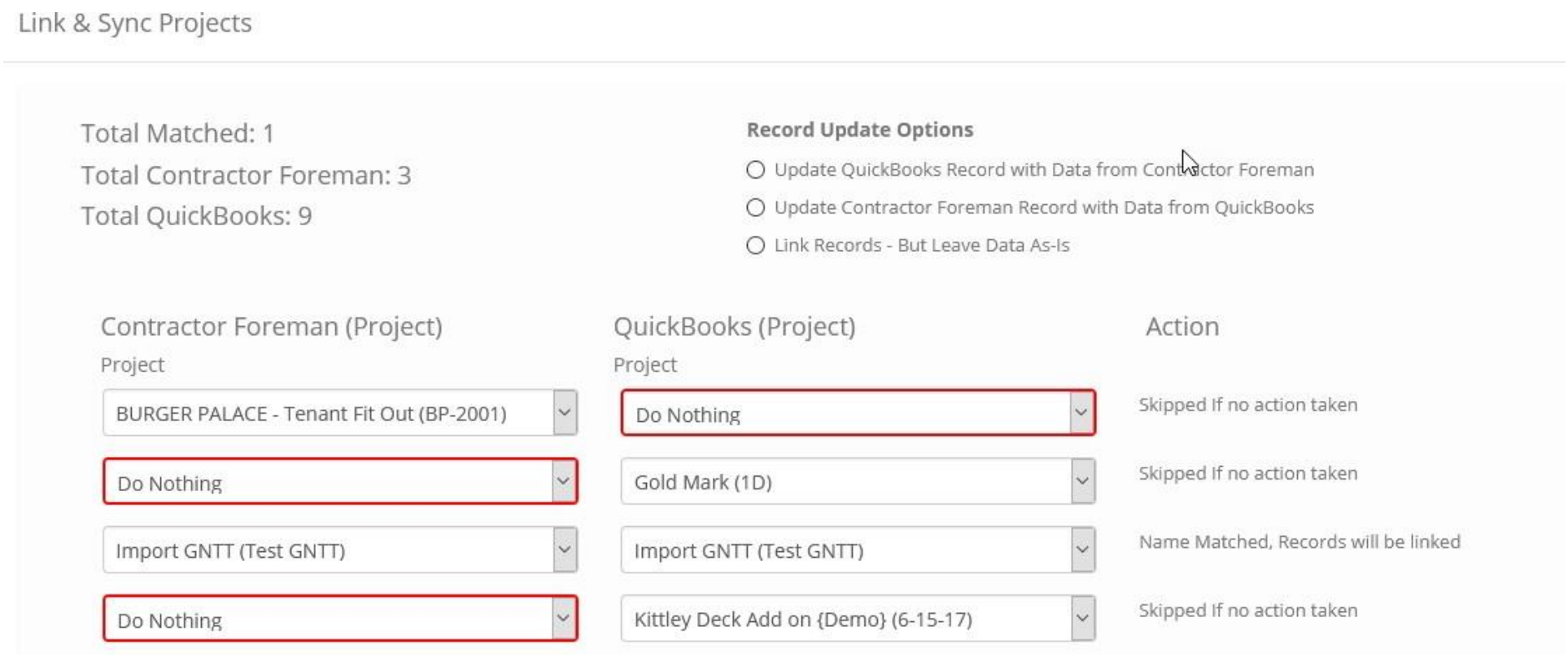
Option 3: If you're going to be using your products and services as your cost codes in contractor foreman. Make sure there is no cost codes stored in contractor foreman in either the active or archived.

Sync Projects- Option 3

The final step in this part of the integration is to sync projects you have in CF to projects you have in QuickBooks. During this process we do not import existing projects from QuickBooks to Contractor Foreman, but we do allow you to link projects that exists in both systems.

Do you have projects that exists in both Contractor Foreman and QuickBooks that need to be synced?

If yes, you'll be given an option to sync your projects.

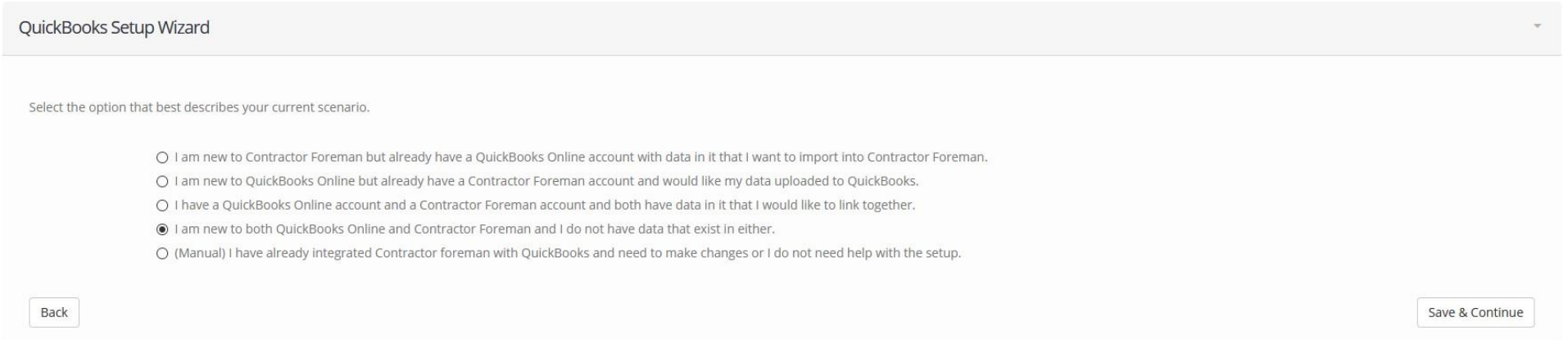


If not, you can click Save & Continue.

Skip to page 26 "Sync Preferences"

Option 4

This option is the least likely to be selected. If you do select it, you'll be taken to the Sync Preferences page to continue the integration.



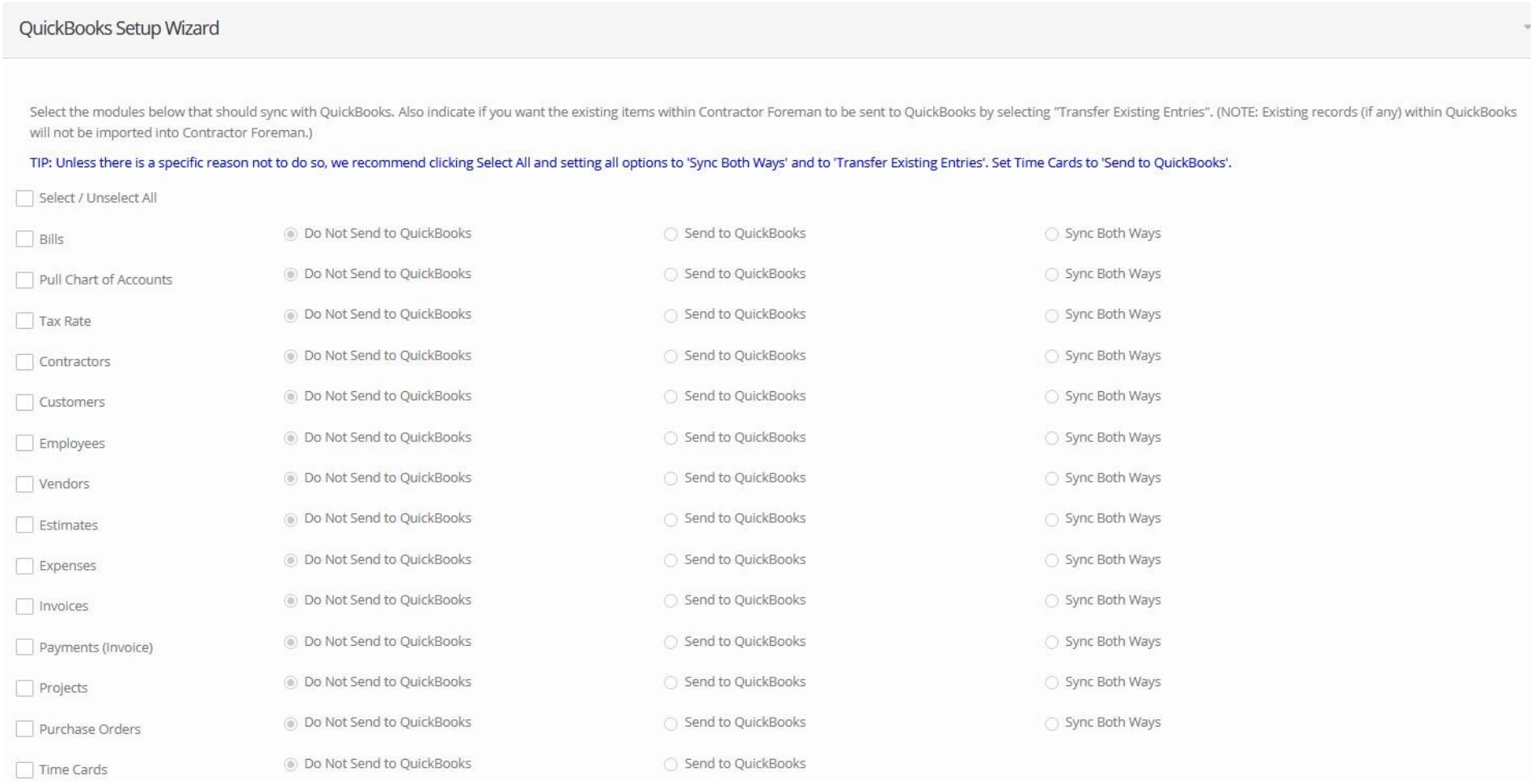
Skip to page 26 "Sync Preferences"

Sync Preferences

The next step of the wizard is where you define how each item will sync.

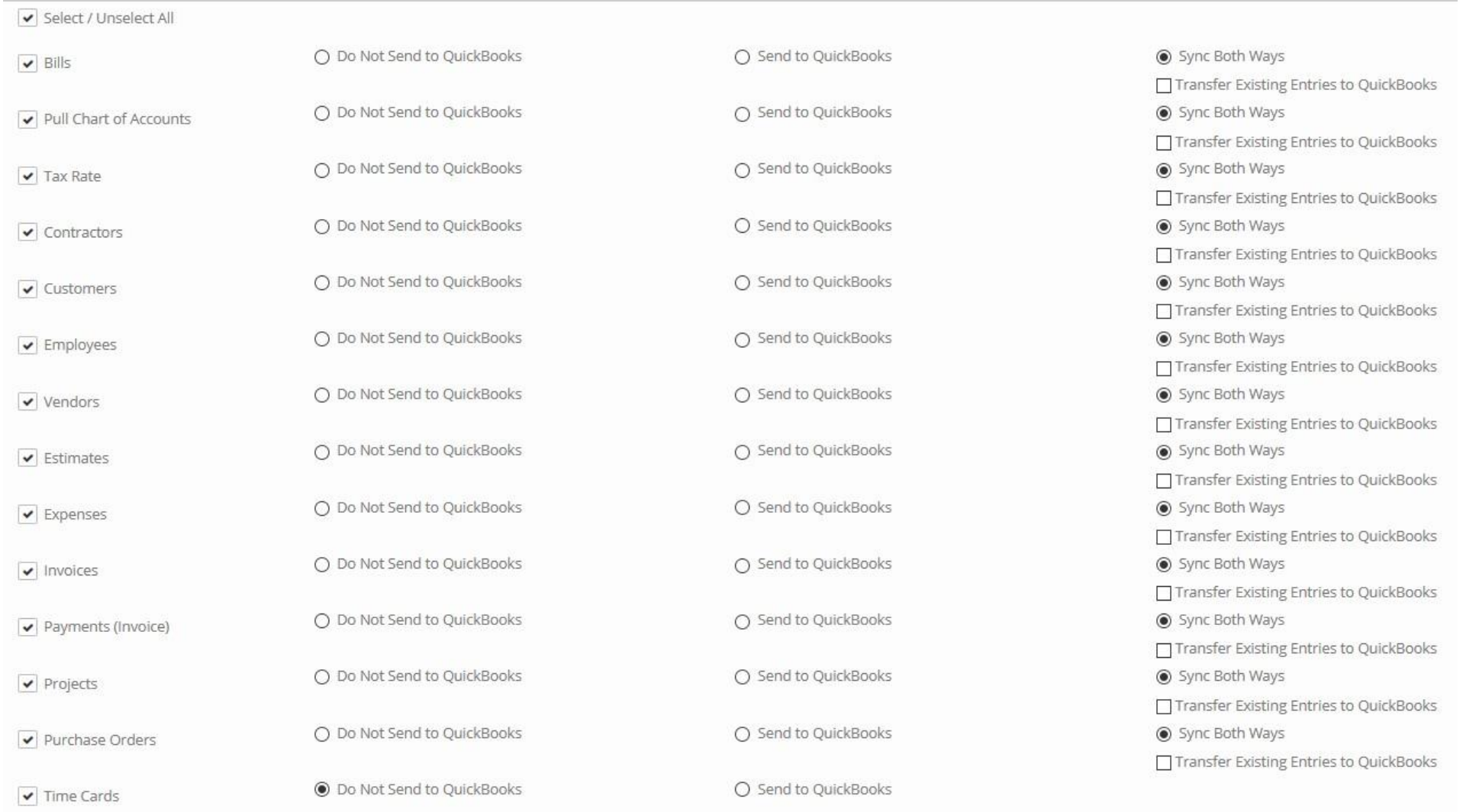
- If an item is not checked, it will not sync at all.
- If "Do Not Send to QuickBooks" is checked, that means changes made in QuickBooks will sync to CF, but changes made in CF will not sync to QuickBooks.
- If "Send to QuickBooks" is checked, that means changes made in CF will sync to QuickBooks, but changes made in QuickBooks will not sync to CF.
- MOST RECOMMENDED: "Sync Both Ways" is the most popular option as it allows two-way syncs between both systems.

NOTE: **Timecards are only a one-way sync from CF to QuickBooks. All Timecard changes should be made in Contractor Foreman**.

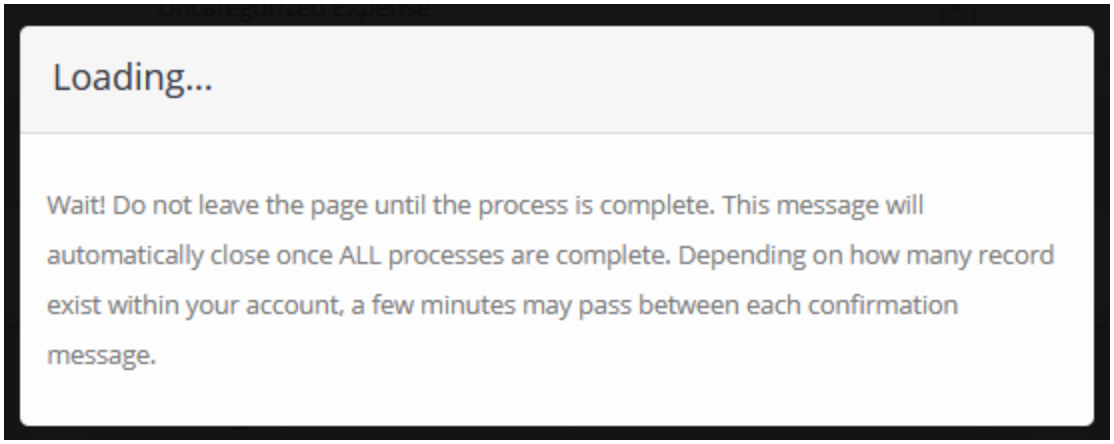


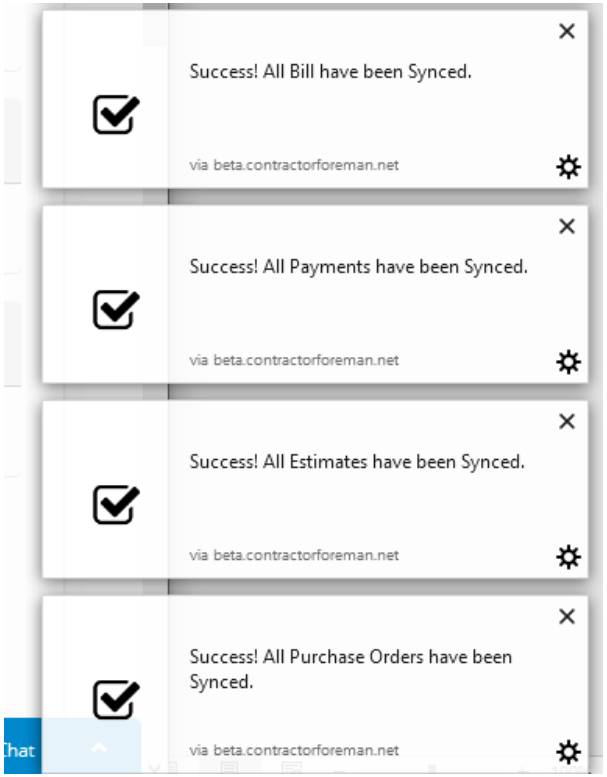
Sync Preferences

Most customers tend to select all items, and they select Sync Both Ways. When you click "Sync Both Ways", an option shows that enables you to transfer existing entries. If checked, this will transfer existing items from CF to QuickBooks. If you have been using both systems at the same time and adding the same data to both systems (such as timecards and invoices), do not use this feature. This feature is ideal for someone who wants to send data to QuickBooks that exists in CF but not in QuickBooks. (Only if QuickBooks is NEW)



Once Save & Continue is clicked, the sync process will continue and transfer existing items from CF to QuickBooks (if option was selected). Depending on the amount ofdata you have this can take a few seconds to five minutes.

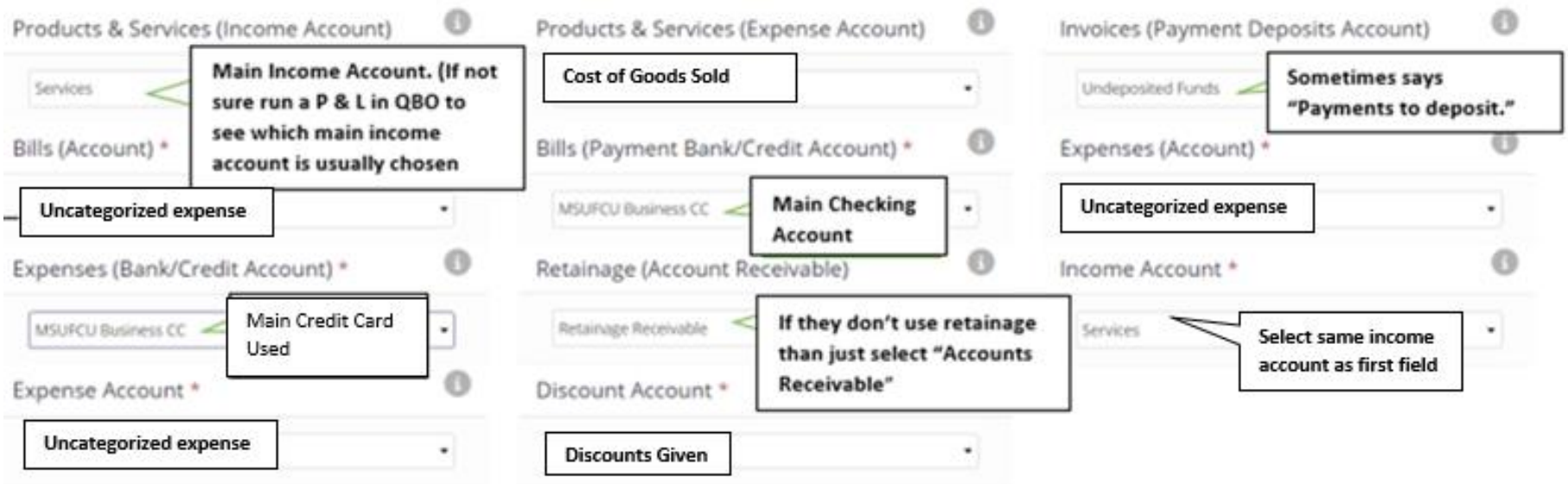




Step: Account Mapping

The next step in the process is mapping default accounts. This is where you can assign default values to your data. The defaults will be based on your current QuickBooks Financial Reporting. Keep in mind that the accounts that show within the dropdowns are pulled from your QuickBooks Chart of Accounts. We do not manage the Chart of Accounts and any changes that need to be made to them should be done within QuickBooks directly.

Recommended: Pull a Current Profit and Loss report in QuickBooks and Select your current Revenue account that is at the top of your P&L report. (Sales, Construction Income, Services, etc...) Using your current Revenue account instead of a universal one will prevent extra income accounts appearing on the P & L later



<u>The main reason for using uncategorized expense for the expenses and bills default is so that if the wrong expense account is selected at the time of entering the transaction into Contractor Foreman it will be easier to find in QuickBooks when a report is run. Therefore, it can be easily flagged. If the right account is selected at the time of entry, then the default no longer applies. Example: An expense is entered into CF requiring a category (COA) to be selected at that time. If the right category is selected, then that category will be transferred to QuickBooks. However, if that is missed it will default to the uncategorized expense to make it easier to find in QuickBooks.</u> **Note: As long as the right data is entered at the time you are entering the transactions into the right fields, those will always override any defaults selected.**

Transaction Log

Once the default accounts are assigned, you will be taken to a page showing more information about the Transaction Log. Found in Menu >Transaction Log, this is where you will look if an item does not sync correctly with QuickBooks.

Status	Transfer Date/Time	Module	Process	Source	Details	Action
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #07: $1.16	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #021: $44933.85	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	Hwy 25 - Lane Repaving	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	School Renovations	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #039: $9131.74	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	Smith Roof Replacement	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #044: $100.00	CF QuickBooks
Success	2019-01-03 03:19 AM	Project	Update	QuickBooks	Resurface Hamburg Shopping Center	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #035: $1415.38	CF QuickBooks
Success	2019-01-03 03:19 AM	Invoice	Create	QuickBooks	Invoice #036: $12817.34	CF QuickBooks

Showing 41 to 50 of 1,187 entries

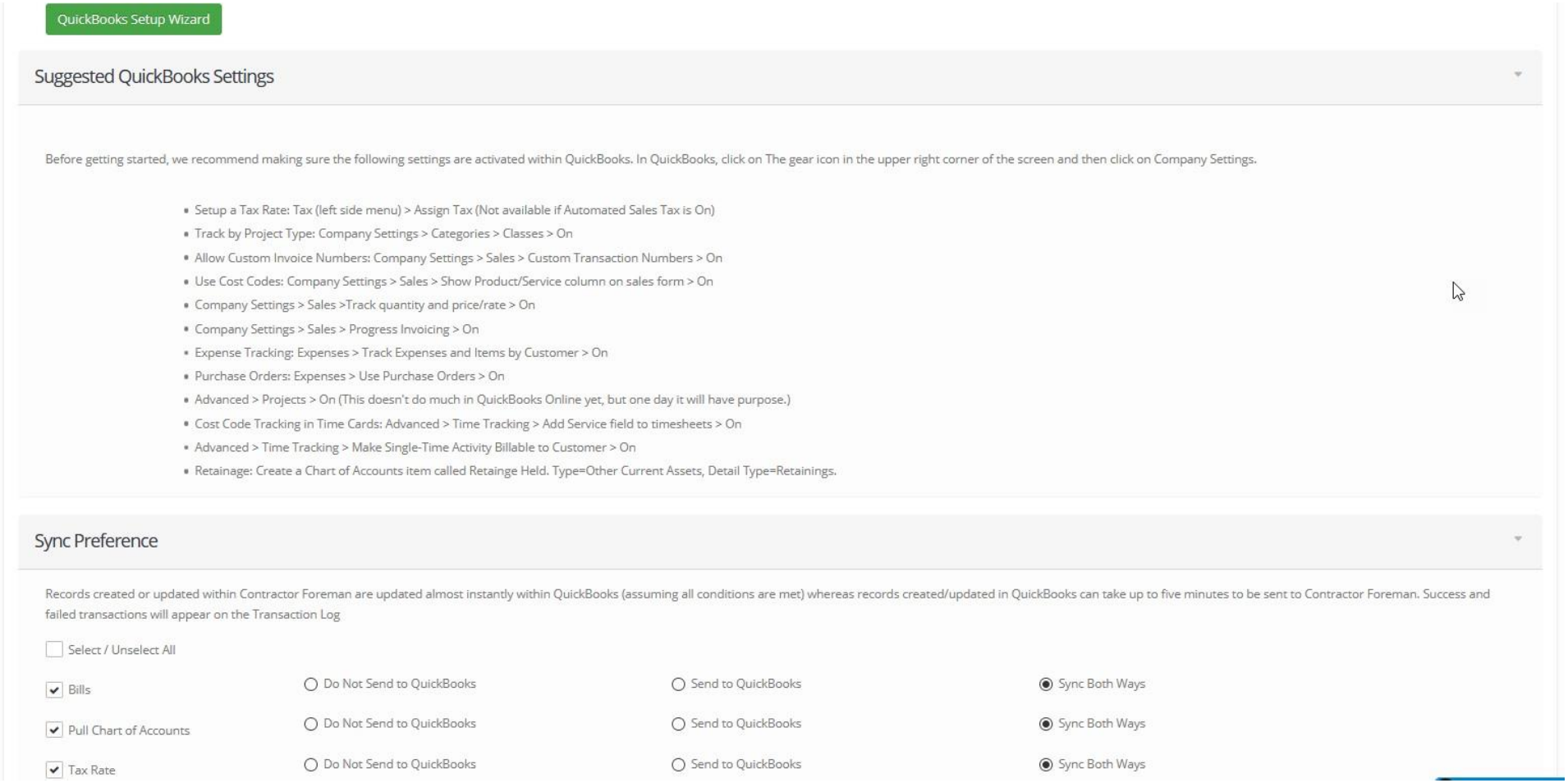
< 3 4 5 6 7 >

Here you'll see the Status of the item: Success or ErrorDate:
When the item transferred
Module Impacted
Process Type: Update or Create
Source: QuickBooks or Contractor Foreman
Details: What transferred (or why something didn't if there is an error and how to fix it) Action:
Clicking on the bule CF or green QuickBooks button will take you directly to that item.

Click Save & Continue to move to the next step.

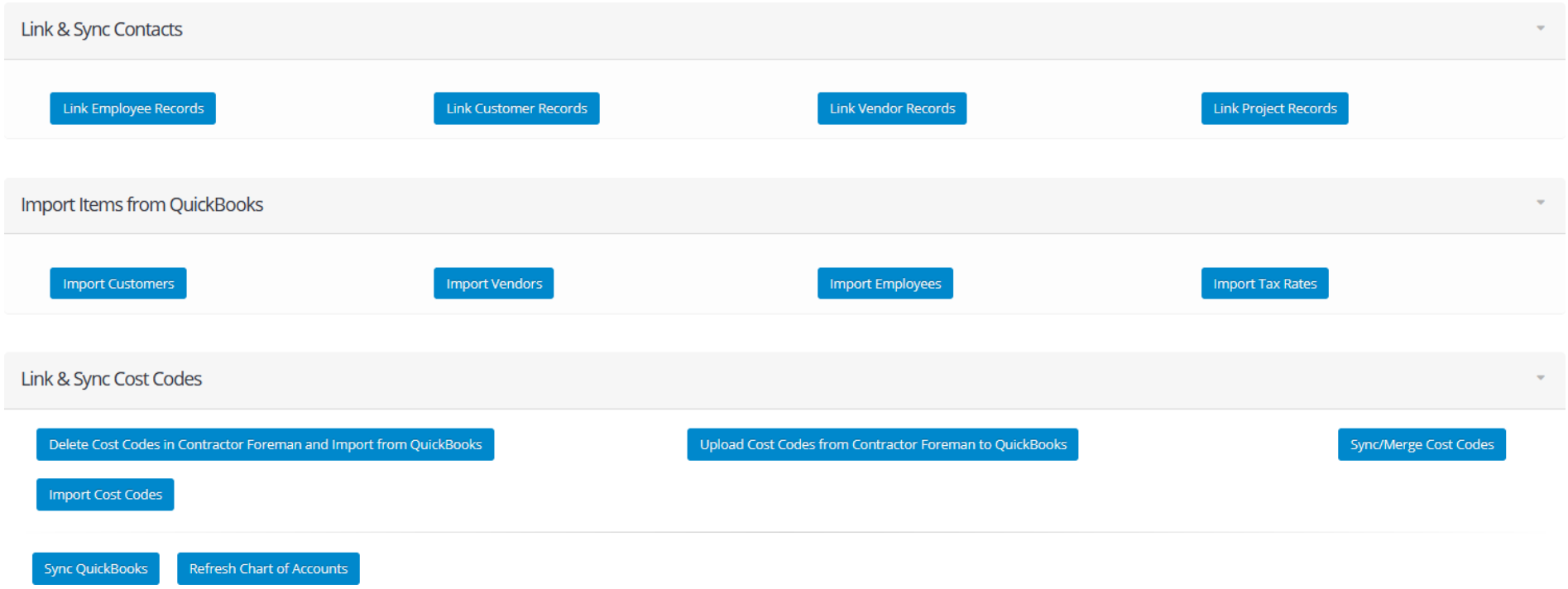
Account Settings Overview

Once the step-by-step wizard is completed, you will then be taken to the account settings overview page. If you need to make any changes to the options you selected during the integration, this is where you will do it. To return to this screen later, go to Menu > Settings > QuickBooks Online >Advanced Configuration.



Advanced Tools

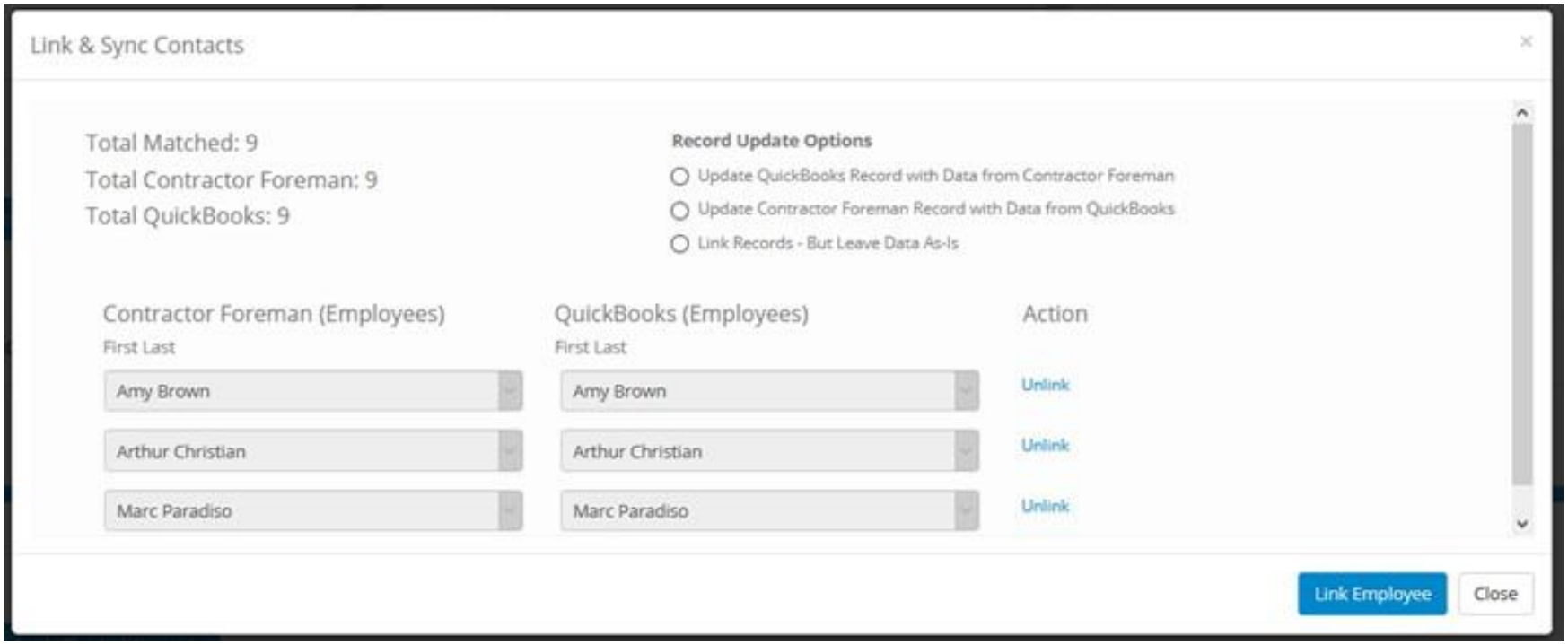
Further down the page you'll see several advanced tools that are used to match and merge data that exist in both systems. These tools will be needed if you choose to manually link records that exist in both systems and if there is a problem with the way data is automatically connected.You do not need to use these tools unless directed or unless you are aware of a record that did not sync correctly.



Link & Sync Contacts

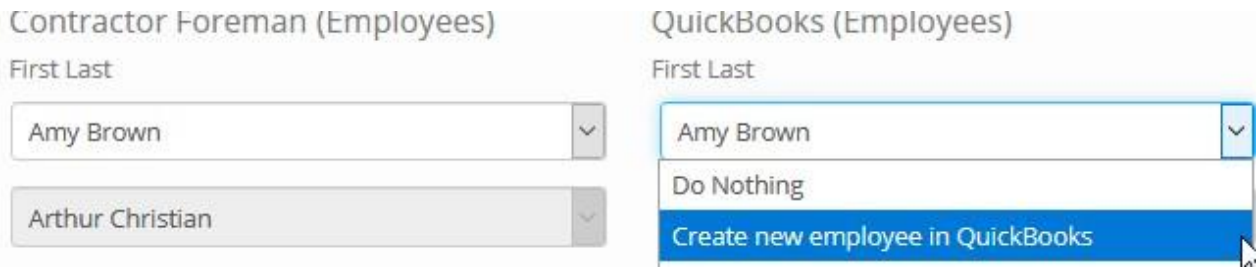
This is used to manually link a record that exists within QuickBooks to one that already exists within CF. Once you click the button a popup will then load (after a short
time). On the left you will see the contacts that appear in CF and on the right, you'll see the items that appear in QuickBooks. If the names in both systems are the same,the items will be linked automatically. If an item is linked incorrectly, you can click the Unlink button.

Example: If CF had Bob Jones and QuickBooks had Robert Jones, the integration process would have made a copy of the missing record in both systems. So now you have Bob Jones and Robert Jones in both systems. To fix this issue, you would need to Unlink both records. Then select Bob Jones in the CF column and link it to the Robert Jones record that is in QuickBooks. Once finished, you can then archive or delete the unwanted Bob and Robert item.

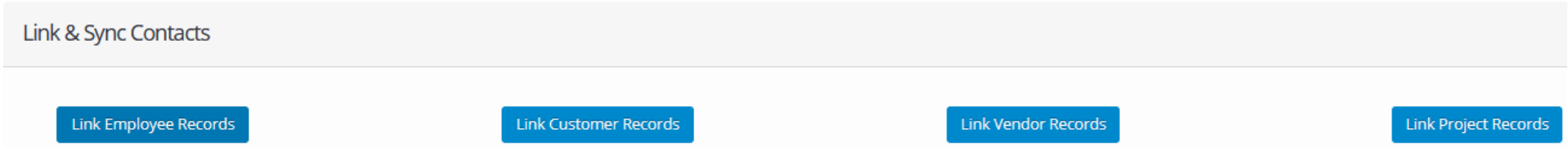


The Record Update option gives you the ability to select which record should be the Master. This allows you to made QuickBooks show as Bob (instead of Robert) or youcan leave it as-is but connect the item (so that CF is Bob and QuickBooks is Robert).

If the employee record did not exist in the other system, you will be given an option to create the new record within the dropdown.



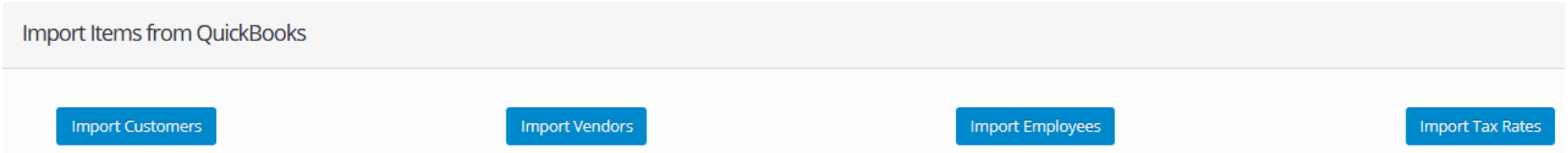
The process will be the same for all Link/Sync options



Once finished, click Link Employee to apply any new changes.

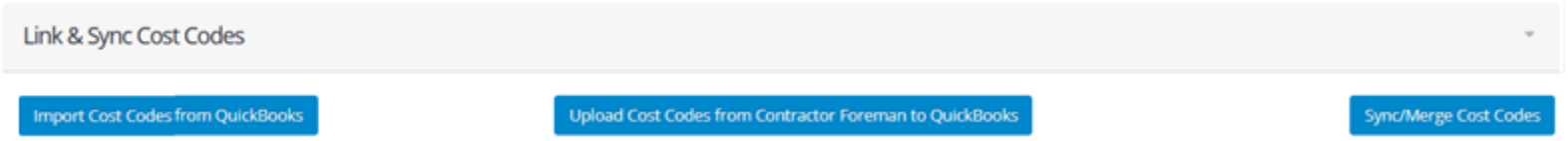
Imports from QuickBooks

When clicked, the records for that module will be imported from QuickBooks into Contractor Foreman. This option isn't typically used unless you did not select the checkbox during the integration do import the items at that time.



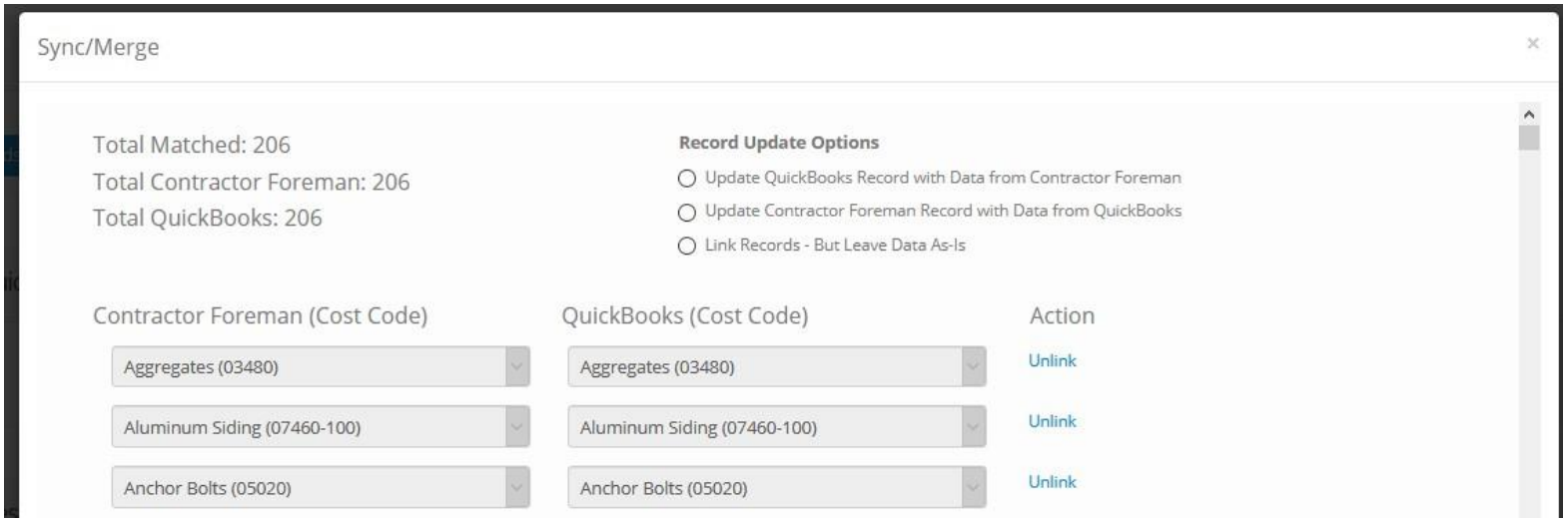
Link & Sync Cost Codes

If you have records that are not syncing with QuickBooks, the most likely issue is due to cost codes not being correctly matched. These tools give you the abilityto match your cost codes as well as import codes from one system to another. If you've been using QuickBooks and CF at the same time and each system has their own set of cost codes, it is recommended that you take the time and decide which system has the data you want to continue with. (This is often determined by which has been used the most which will normally be QuickBooks.) You have a couple options here – you can replace the codes in one system with the codes inthe other system or you can modify both lists to make them match. If the data is similar, modifying both systems manually (to match the other system) will be the best option so that any existing item using those codes will still reference them.



- Import Cost Codes from QuickBooks: This option is used if the codes you have in QuickBooks are in the correct format but are not in the same format as those in QuickBooks. Clicking this will give you an option to delete the existing codes in CF. It is recommended that you delete the codes in CF before importing the codefrom QuickBooks.
- Upload Cost Codes from CF to QuickBooks: This option is used if the codes you have in CF are in the correct format but are not in the same format as those in QuickBooks.Unlike above, you will not be given an option to delete the existing codes in QuickBooks.
- Sync/Merge Cost Codes: This is the most popular option as it allows you to match the codes you have in CF with the codes you have in QuickBooks. This is performed the same as you did above with contacts.

Clicking Sync/Merge Cost Codes will show a similar view as we saw when matching existing contacts.



Additional Tools

As additional tools are added, they will appear within the section.

- Sync QuickBooks: Can be used if a mass sync needs to be pushed through. This will not be common.
- Refresh Chart of Accounts: If you recently updated your COA and it's not shown the updated COA item in CF (such an Expense account).

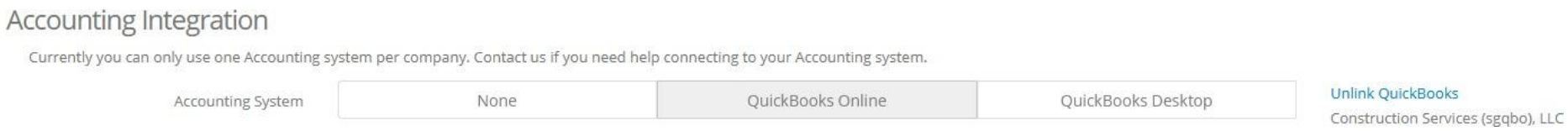
Cost Code (Expense & Income Account)

Once connected with QuickBooks, you can now assign specific Income and Expense accounts to each cost code (instead of the default values that were assigned). To do this, go to Menu > Company Settings > Cost Code. Select one of the child cost codes and click Edit.

The options that appear within the Income and Expense Account field are pulled from your QuickBooks Chart of Accounts list.

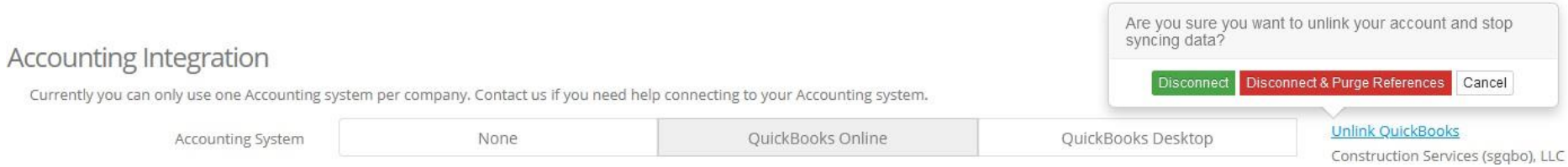
Disconnecting from QuickBooks Online

In the event, that you need to disconnect from QuickBooks online, go to Menu > Settings > Integration. From there, click on Unlink beside the connectedcompany name.



After doing so you'll see two options:

- Disconnect: Disconnects you from QuickBooks but keeps the link references in place (ideal if you plan to reconnect later).
- Disconnect & Purge References: Used if you do not plan to reconnect to QuickBooks or if you need to disconnect and clean up a lot of data and then reconnectlater.



Resource for after Integration: [Proper Work Follow After Integration with QuickBooks Online and Additional Financial Procedures designed for CF to automate reporting in QuickBooks available through Smart Business Solutions.] (Exclusive third party accounting partner.

This is the end of the guide.

Is something missing? Is there a topic we could have covered in more detail that would have been beneficial? If so, please mention it so that we can immediately improve this guide.

support@contractorforeman.com