

QuickBooks® Integration Guide



Tabs3 Billing



PracticeMaster



General Ledger



Accounts Payable




Trust Accounting

Tabs3 & QuickBooks Integration Guide

Copyright © 2016-2019

Software Technology, LLC
1621 Cushman Drive
Lincoln, NE 68512
(402) 423-1440

Tabs3.com

Tabs3, PracticeMaster, and the “pinwheel” symbol () are registered trademarks of Software Technology, LLC

Intuit and QuickBooks are trademarks and service marks of Intuit Inc., registered in the United States and other countries.

Version 19 (Wednesday, January 2, 2019)

Table of Contents

Introduction	6
Purpose of Guide	6
Knowledge Base	6
Additional Resources	6
Integration Overview	7
Tabs3 Billing to QuickBooks	7
QuickBooks to Tabs3 Billing	7
Terminology Differences	8
Version Compatibility	8
Integration Configuration	9
Multi-user Mode vs. Single-user Mode in QuickBooks	9
QuickBooks Application Certificate	10
Configuring Tabs3 Billing	12
Configuring Tabs3 Customization	12
Configuring Tabs3 Billing Clients	14
Configuring Tabs3 Billing Transaction Codes	15
Configuring Tabs3 Billing for Assessing Sales Tax	17
Configuring QuickBooks	19
Verifying the Customer Account No, Rep, and Job Type	19
Setting Up Class Tracking	20
Configuring the Employee List to Display by First Name	20
Configuring QuickBooks for Assessing Sales Tax	21
Getting Started	23
Implementation Scenarios	23
Posting an Existing Tabs3 Client Database to QuickBooks	23
Bringing over an Existing Customer:Job Database from QuickBooks	23
When Data Exists in both Tabs3 and QuickBooks	24
Disabling Integration after Clients and Costs have Merged from QuickBooks to Tabs3	24
Initial Integration	24
Type of Integration	25
Tabs3 File	25

Merge Count	25
How Tabs3 Integrates with QuickBooks	26
How Clients, Costs, and Payments Integrate	26
Clients	27
Costs	28
Payment Entry	29
Payment Adjustments	30
What Does Not Integrate	31
Fees	31
Archived Transactions	31
Accounts Receivable Balance	31
Client Funds	31
Progress Billing Codes	32
Write Offs	32
How QuickBooks Integrates with Tabs3 Billing	32
How Clients and Costs Integrate	32
Clients	32
Costs	33
Reporting Data from QuickBooks	34
Detail Work-In-Process Report	34
Task Code Billing Report	34
Transaction Code List	35
Transaction File List	35
Verification Lists	35
Best Practices	36
How Other Tabs3 Software Integrates with QuickBooks	37
PracticeMaster	37
Tabs3 Trust Accounting Software	37
Tabs3 Accounts Payable Software	37

Tabs3 General Ledger Software	37
Tabs3 Connect	38
Cost Recovery Software	38
Tabs3 Remote	38
Technical Considerations	39
Renaming Contacts	39
Undo Updated Statement(s)	39
Backing Up Data	40
QuickBooks Remote Data Sharing (RDS)	40
Troubleshooting QuickBooks Integration	40
Resources	41
Built-in Help	41
Knowledge Base	41
Field Mapping Between Tabs3 and QuickBooks	43
Client File Screenshots	43
Fields in the Client File	46
Cost File Screenshots	49
Fields in the Cost File	50
Index	51

Introduction

Purpose of Guide

This **QuickBooks Guide** covers QuickBooks integration with Tabs3 software. It includes information on setting up integration and how QuickBooks integrates with Tabs3.

Additional guides for separate software features are also available.

All guides are available on our Web site at:

www.Tabs3.com/support/docs.html

Knowledge Base

You may be referred to additional detailed information located in our Knowledge Base on the Internet at:

www.support.tabs3.com

Additional Resources

A comprehensive list of all resources for Tabs3 and PracticeMaster can be found on page 41.

Integration Overview

Tabs3 can optionally integrate clients, costs, and payments with QuickBooks. Fees and accounts receivable (A/R) *do not* integrate with QuickBooks.

Tabs3 Billing to QuickBooks

Integration from Tabs3 Billing to QuickBooks is automatic. Whenever a client, cost, or payment is added to Tabs3 Billing, a corresponding customer, job, or bill is automatically added to QuickBooks (provided the client or tcode is configured to integrate with QuickBooks). Journal entries are automatically created in QuickBooks for costs and payments in Tabs3 Billing.

QuickBooks to Tabs3 Billing

Integration from QuickBooks to Tabs3 Billing is performed on demand. Running the Merge QuickBooks Data with Tabs3 program in Tabs3 Billing transfers all new or changed clients and bill (cost) entries in QuickBooks to Tabs3 Billing.

The figure to the right provides an overview of what data integrates between Tabs3 and QuickBooks.

For more detailed information on what does and does not integrate, see the [How Tabs3 Integrates with QuickBooks](#) section of this Guide (page 26). For best practices when integrating Tabs3 and QuickBooks, see the [Best Practices](#) section of this Guide (page 36).

	Tabs3 to Qb (Automatic)	Qb to Tabs3 (Merge program)
Client / Customer		
Add	✓	✓
Change	✓	✓
Delete	No	No
Costs / Bills		
Add	✓	✓
Change	No	✓
Delete	No	No
Costs / Bill Journal Entries		
Add	✓	No
Change	No	No
Delete	No	No
Payments / General Journal Entries		
Add	✓	No
Change	No**	No
Delete	No**	No
Reverse or Refund	✓	No
** Existing journal Entries cannot be deleted or changed. Adjusting Journal Entries will be created when changing or deleting a WIP payment.		

Figure 1, Integration Overview

Terminology Differences

The terminology between Tabs3 and QuickBooks differs for certain fields. The following table shows the Tabs3 field name and the associated QuickBooks field name.

Tabs3	QuickBooks
Client Name	Customer Name
Work Description	Job Name
Client ID	Account No.
Timekeeper	Sales Rep
Cost	Bill
Credit	Credit Memo
Billing Category Desc	Job Type
Tcode	Class

For a complete listing of field mappings between Tabs3 and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 and QuickBooks](#) section of this Guide (*page 43*).

Version Compatibility

Tabs3 Billing integrates with versions of QuickBooks Pro, QuickBooks Premier, and QuickBooks Enterprise that are currently supported by Intuit. Tabs3 Billing does not integrate with QuickBooks Simple Start or QuickBooks Online.

Tip: For more information on the versions that are supported, including which versions of QuickBooks were tested with Tabs3 Billing and any issues, visit Knowledge Base Article [R11752](#), "Third Party Integration Requirements."

In order for integration to occur, every computer that has Tabs3 installed must also have QuickBooks installed. Alternatively, QuickBooks Remote Data Sharing (RDS) can be installed (*page 40*).

In order for integration to occur, every computer on which clients, costs, and payments are added, edited, or deleted must be able to access the QuickBooks company file. This can be accomplished via the installed QuickBooks program or via the QuickBooks RDS program (*page 40*).

Integration Configuration

Before Tabs3 and QuickBooks can integrate, certain settings must be specified in both Tabs3 Billing and QuickBooks. It is recommended to back up your data before beginning. Tabs3 and QuickBooks backups must be made at the same time. If you restore a backup of one system and not the other, your data may become mismatched.

Multi-user Mode vs. Single-user Mode in QuickBooks

In order for Tabs3 Billing to access QuickBooks, QuickBooks must be running in Multi-user mode. By default, QuickBooks is configured to run in Single-user mode.

► Switching to Multi-user mode

1. In QuickBooks, from the **File** menu, select **Switch to Multi-user Mode**.
2. If a "Create New Users" dialog box is displayed, click **No**.
3. If a message is displayed indicating that the file can now be used in Multi-user mode, click **OK**.

QuickBooks Multi-user Mode Limitations

When running QuickBooks in Multi-user mode, certain activities cannot be performed in QuickBooks. If you need to perform an activity that can only be performed when QuickBooks is in Single-user mode, you must first close Tabs3 Billing. Then, before Tabs3 Billing and QuickBooks can integrate again, QuickBooks must be switched back to Multi-user mode. The following is a list of activities that can only be performed in Single-user mode.

Note: This list was provided by QuickBooks and is subject to change.

- Backing up, condensing, converting, rebuilding, restoring, or updating the company data file.
- Changing company information, including the closing date.
- Setting up or changing company preferences.
- Importing or exporting data.
- Merging, deleting, or restoring list items.
- Changing list item fields that interact with other lists.
- Signing up for QuickBooks Payroll Service.
- Printing Form 1099-MISC.

- Mapping a network drive from within QuickBooks.
- Defining custom fields.
- Linking to QuickBooks from TurboTax.
- Accountant's review activities.

► **Switching to Single-user mode**

1. In QuickBooks, from the **File** menu, select **Switch to Single-user Mode**.
2. If a message is displayed indicating that the company file cannot be closed because Tabs3 Billing is using it, click **OK**. Close Tabs3 Billing and repeat step 1.
3. A message will be displayed indicating that the file can now be used in Single-user mode. Click **OK**.
4. Perform the desired task that requires Single-user mode.
5. Before using Tabs3 Billing again, switch back to Multi-user mode.

QuickBooks Application Certificate

The first time Tabs3 Billing attempts to pass data to QuickBooks, the user will see that a certified application (*Figure 2*), Tabs3 Billing Software from Software Technology, is requesting access to a QuickBooks data file.

- Select "Yes, always; allow access even if QuickBooks is not running". In the **Login as** field, select the desired user. (*Note: This option is only available if multiple users are set up in QuickBooks*). Then click the **Continue** button.
- You will then receive a QuickBooks Access Confirmation window (*Figure 3*). Click the **Done** button to complete the request.

Likewise, the first time Accounts Payable Software (APS), or PracticeMaster attempts to pass Tabs3 Billing data (e.g., clients or costs) to QuickBooks, the user will see that a certified application with the program's name on it is requesting access to a QuickBooks data file.

Note: APS and PracticeMaster do not integrate with QuickBooks. Instead, each of these programs passes the requested data to QuickBooks via Tabs3 Billing. For more information on how integration occurs with PracticeMaster, APS, TAS, GLS, and more, see the [How Other Tabs3 Software Integrates with QuickBooks](#) section (*page 37*).

Tip: For more information on Tabs3 and PracticeMaster Digital Certificates, visit Knowledge Base Article [R10905](#), "Authenticode Digital Certificate."

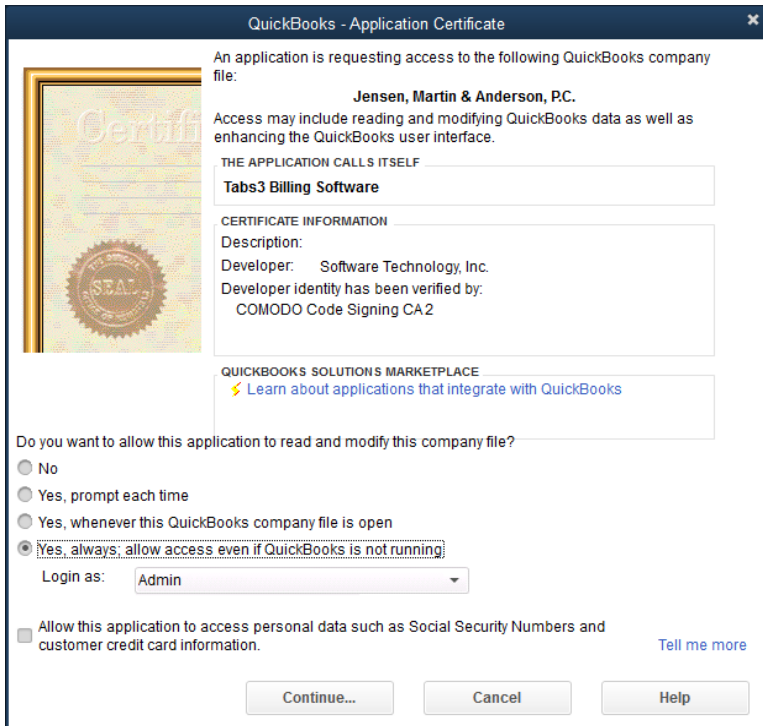


Figure 2, QuickBooks Application Certificate

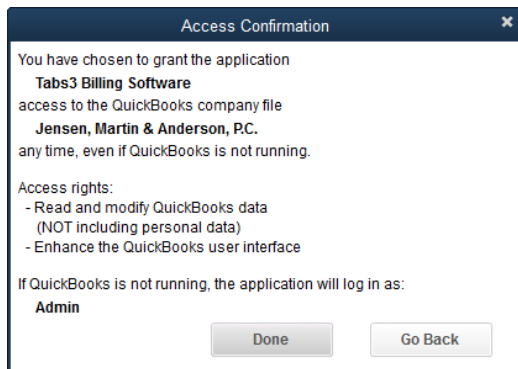


Figure 3, Access Confirmation

Configuring Tabs3 Billing

In Tabs3 Billing, the following must be set up before integration can occur:

- Customization
- Clients
- Transaction Codes
- Sales Tax

Configuring Tabs3 Customization

Integration with QuickBooks must be turned on in the Tabs3 Billing Customization program before other integration setup can occur.

► Configuring QuickBooks Integration in Tabs3 Billing Customization

1. Determine the location of the company file you want to integrate with. An example of a QuickBooks Company file is: \\server1\Program Files\Intuit\QuickBooks Premier\Jensen.qbw. *(Note: We recommend using a UNC path to avoid potential problems with mapped drives when all computers do not use the same mapped drive letter. When using a mapped drive, the mapped drive is seen from the perspective of the workstation.)* To locate your company file, perform the following steps.
 - a. In QuickBooks, press F2 or Ctrl+1.
 - b. In the **File Information** section (*Figure 4*), the **Location** field shows the path of your Company file. Write this down.
2. Close the Product Information window and then the QuickBooks company file.
3. In Tabs3 Billing, from the **Utilities** menu, select **Customization** (*Figure 5*).
4. On the **Other Systems** tab, select **QBXML Format** for the **Type of Integration**.
5. If you want the Client ID shown after the description in the QuickBooks General Journal Entry's Memo field, select the **Append Client ID to QuickBooks General Journal Entry Description** check box.
6. In the **Company File** field, specify the location of the QuickBooks Company file from step 1. The **Browse** button can be used to find the desired QuickBooks Company file.
7. Press Ctrl+S.

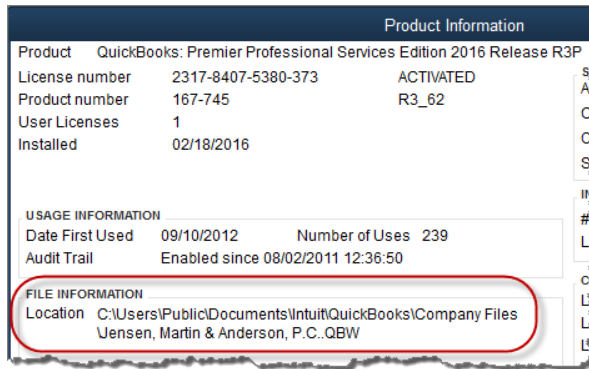


Figure 4, QuickBooks Product Information

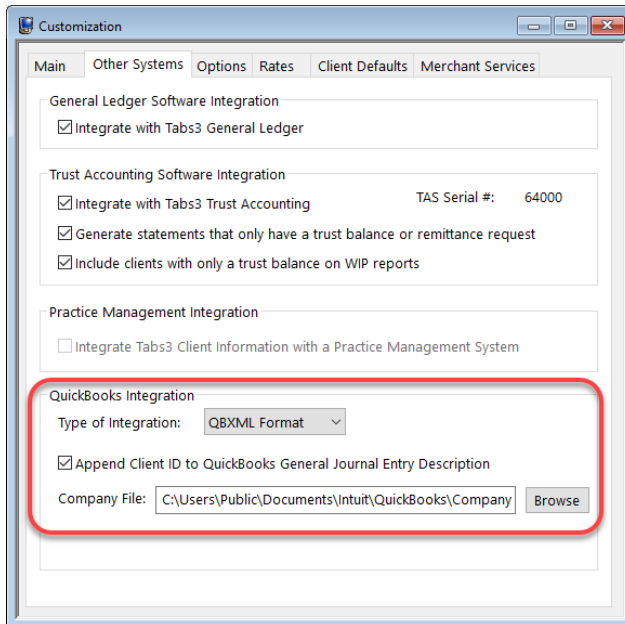


Figure 5, Tabs3 Billing Customization

Configuring Tabs3 Billing Clients

When adding a new client in Tabs3 that will integrate with QuickBooks, you must first add a master client record with no Work Description. This master client record is also referred to as a base client file record. After saving the master client record, you can then add a matter (or job) for the client. The master client record and matter for the client must have different Client IDs. For example, "808726.00" represents a master client record that would be added first and "808726.01" represents a job or matter added afterward. If this procedure is not followed, jobs may not be created in QuickBooks, or they may be created improperly. If jobs are created improperly, further integration for those jobs may not be possible. Keep in mind that adding a separate master client record only applies for the first Matter for the client.

Note: If Tabs3 clients are not already set up in this manner, one or more clients in Tabs3 must be renumbered before merging.

Tabs3 clients must have a Client ID, Primary Timekeeper, and Billing Category that match the Account No, Rep, and Job Type for the customer in QuickBooks.

- The **Client ID** field in Tabs3 Billing must match the **Account No** field in QuickBooks.
- The **Primary Reporting Timekeeper** in Tabs3 Billing must match the **Rep** field in QuickBooks.
- The **Billing Category** field in Tabs3 Billing must match the **Job Type** field in the QuickBooks Job record.

Tip: For a complete listing of field mappings between Tabs3 and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 and QuickBooks](#) section of this Guide (page 43).

All clients are automatically set up to integrate with QuickBooks when Customization settings are initially saved. However, you can individually change clients to not integrate with QuickBooks (Figure 6).

► To disable integration for a client

1. In Tabs3 Billing, from the **File** menu, point to **Open** and select **Client**.
2. Select the desired **Client ID**.
3. From the **Setup** tab, clear the **Integrate with QuickBooks** check box.
4. Press Ctrl+S.

The screenshot shows the 'Client Information' window with the 'Setup' tab selected. The 'Client ID' is 850.00 and the name is 'White/Kelly'. In the 'Settings' section, 'Billing Category' is 35 (Family Law) and 'Billing Frequency' is Monthly (Monthly Clients). In the 'Report Order Timekeepers' section, 'Primary' is 5 (Kendra I. Michaels), 'Secondary' is 1 (Michael L. Jensen), and 'Originating' is 4 (Robert O. Burns). In the 'Status' section, the 'Integrate with QuickBooks' checkbox is checked and circled in red.

Figure 6, Client Information, Setup tab

Configuring Tabs3 Billing Transaction Codes

In order for cost and payment transactions to integrate to QuickBooks, the transaction must be saved with a transaction code (tcode) (Figure 7) and client configured to integrate with QuickBooks. When configuring tcodes, keep the following in mind:

- Fees do not integrate with QuickBooks, therefore the QuickBooks integration fields are not available for tcodes with a Transaction Type of Fee.
- Transaction codes with a Transaction Type of Expense or Advance create Bills and Bill journal entries in QuickBooks. A default QuickBooks Debit Account can be specified for the tcode. The QuickBooks Credit Account is always the Accounts Payable account. Therefore, the QuickBooks Credit Acct field is not available.
- Payment transaction codes create general journal entries in QuickBooks. A default QuickBooks Debit Acct and QuickBooks Credit Acct can be specified for payment tcodes (e.g., Debit Undeposited Funds and Credit Income Account).
- The Tabs3 Billing Tcode Alpha Code field is used for integration instead of the Tcode number. The Alpha Code is saved as a QuickBooks Class.
- Transaction codes with the following Type do not integrate with QuickBooks:
 - Fee Tcodes
 - Type 4 - Description Only
 - Type 6 - Progress Fee

► **To configure cost and payment Tcodes in Tabs3 Billing**

1. In QuickBooks, switch to multi-user mode.
2. In Tabs3 Billing, from the **File** menu, point to **Open** and then select **Miscellaneous**.
3. Click the **Tcode** tab.
 - a. In the **Tcode** field, specify a tcode that you want to integrate with QuickBooks.
 - b. In the **Alpha Code** field, enter a unique alpha code.
 - c. Select the **Integrate with QuickBooks** check box.
 - d. Specify a default **QuickBooks Debit Acct**.
 - e. Specify a default **QuickBooks Credit Acct**. This option is only available for payments.
 - f. Press Ctrl+S.
4. Repeat step 3 for all tcodes you want to integrate with QuickBooks.

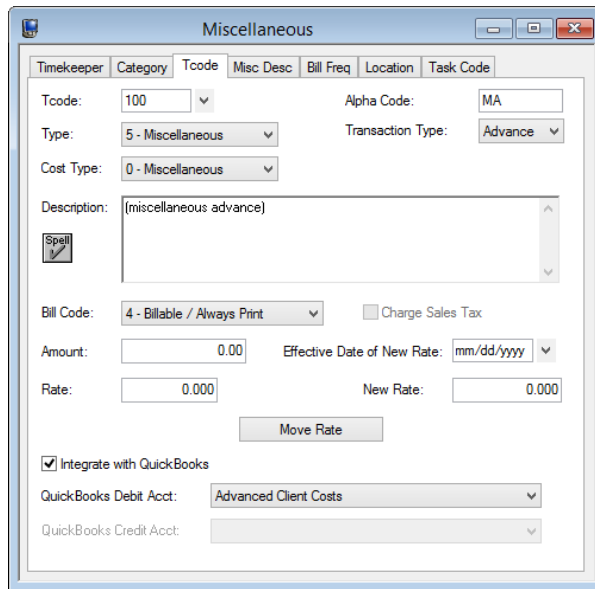


Figure 7, Tabs3 Billing Tcode

Configuring Tabs3 Billing for Assessing Sales Tax

Individual QuickBooks transactions do not contain sales tax. Therefore, in order for transactions that are merged from QuickBooks to Tabs3 Billing to include sales tax, the client and transaction code in Tabs3 Billing must be configured to assess sales tax.

To assess sales tax in Tabs3 Billing, the following must be configured:

- Tabs3 Billing Customization (*Figure 8*)
- Clients (*Figure 9*)
- Transaction Codes (*Figure 10*)

Tip: Additional information regarding sales tax can be found in KB Article [R10952](#), "Using Sales Tax in Tabs3."

► Tabs3 Billing Customization

1. In Tabs3 Billing, from the **Utilities** menu, select **Customization**.
2. Click the **Rates** tab.
3. In the **Sales Tax** section, select the check boxes for each type of transaction you assess sales tax for.
4. Enter up to 9 different sales tax rates.
5. Press the Esc key to close Customization.
6. Click **Yes** to save the changes.

► Tabs3 Billing Clients

1. In Tabs3 Billing, from the **File** menu, point to **Open** and select **Client**.
2. Select the client you want to charge sales tax.
3. Click the **Billing Options** tab.
4. In the **Sales Tax** section, select the sales tax to be assessed for expenses and advances.
5. Press Ctrl+S.
6. Repeat steps 2-5 for each client you want to charge sales tax.

Tip: Multiple clients can be configured at the same time using the Change Client Options program.

► **Tabs3 Billing Transaction Codes**

1. In Tabs3 Billing, from the **File** menu, point to **Open** and select **Miscellaneous**.
2. Click the **Tcode** tab.
3. Select the tcode that you want to assess sales tax for.
4. Select the **Charge Sales Tax** check box.
5. Press Ctrl+S.
6. Repeat steps 3-5 for each transaction code you want to assess sales tax for.

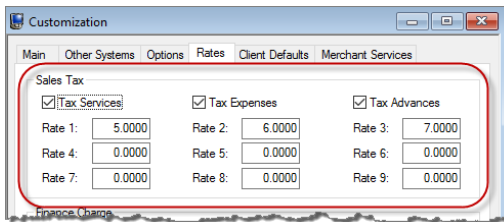


Figure 8, Customization, **Rates** tab

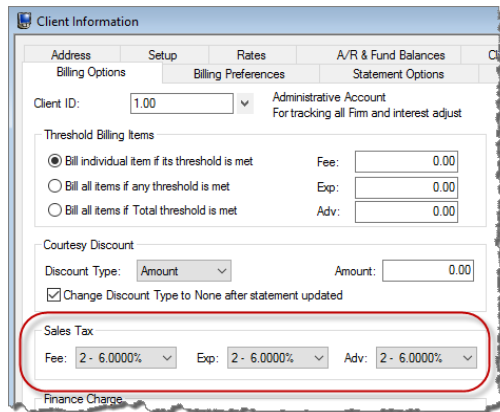


Figure 9, Client Information, **Billing Options** tab

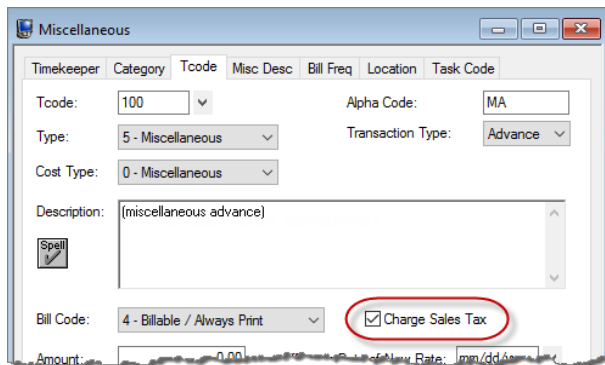


Figure 10, Tcode

Configuring QuickBooks

In QuickBooks, the following must be set up before integration can occur:

- Customer
- Class Tracking
- Employee List
- Sales Tax

Verifying the Customer Account No, Rep, and Job Type

QuickBooks customers must have an Account No, Rep, and Job Type that match the Client ID, Primary Timekeeper, and Billing Category in Tabs3 Billing. To verify that existing customers have the correct Client ID, open the Customer Center in QuickBooks and verify that the following fields match:

- The **Account No** field in QuickBooks must match the **Client ID** field in Tabs3 Billing.
- The **Rep** field in QuickBooks must match both the **Name** and **Initials** of the Primary Reporting Timekeeper in Tabs3 Billing.
- The **Rep** field in QuickBooks cannot be the same as a **Vendor** in QuickBooks.
- In the QuickBooks Job record, the **Job Type** must match the **Billing Category** field in Tabs3 Billing.

Tip: For a complete listing of field mappings between Tabs3 and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 and QuickBooks](#) section of this Guide (page 43).

When adding a new customer and job in QuickBooks, use the following guidelines:

- When adding a new customer, you must specify a Sales Rep (i.e., a valid Tabs3 timekeeper) and an Account No. (i.e., a new Tabs3 Client ID). Do not fill out any information on the **Job Info** tab.
- After saving the customer, you must then add a separate job for the customer. After adding the job, you must fill out the information on the **Job Info** tab and specify an Account No. (located on the **Payment Settings** tab) that is different from the account number for the customer. On the **Job Info** tab, you must specify a Job Type (i.e., a valid Tabs3 Billing Category Description).

Note: Customers and Jobs must have different Account Numbers. If this procedure is not followed and the job has the same account number as the customer, the Job Type, Job Name, and Start Date information will not pass from QuickBooks to Tabs3. Additionally, if the customer and job have different addresses, contact names, phone numbers, etc., when the Merge QuickBooks Data with Tabs3 program is run, the job information will be pulled into Tabs3 and will also be posted to QuickBooks, thus overwriting the QuickBooks customer information.

Setting Up Class Tracking

Cost transactions in Tabs3 Billing are assigned “tcodes”, which are equivalent to “classes” in QuickBooks. Therefore, Class Tracking must be configured in QuickBooks if you want to merge transactions from QuickBooks into Tabs3 Billing. Once Class Tracking is enabled, a “Class” (i.e., tcode) can be assigned to a bill or time tracking record, which is required for integration. For integration, QuickBooks Classes must be set up as the Tabs3 Billing Tcode Alpha Code field instead of the Tcode number.

► To configure Class Tracking in QuickBooks

1. In QuickBooks, switch to Single-user Mode.
2. In QuickBooks, from the **Edit** menu, select **Preferences**.
3. In the Preferences window, select **Accounting** from the list on the left (*Figure 11*).
4. Click the **Company Preferences** tab.
5. Select the **Use class tracking for transactions** check box.
6. Select **Payroll & Employees** from the list on the left (*Figure 12*).
7. When prompted to save, click **Yes**.
8. In the QuickBooks Payroll Features section, select **Full Payroll**.
9. For the **Assign one class per** option, select **Earnings Item**.
10. Click **OK**.

Configuring the Employee List to Display by First Name

If you want clients in Tabs3 Billing to integrate with QuickBooks, the Employee List must be configured to display by First Name.

► To configure the Employee List to Display by First Name

1. In QuickBooks, switch to Single-user Mode.
2. In QuickBooks, from the **Edit** menu select **Preferences**.
3. Select **Payroll & Employees** from the list on the left (*Figure 12*).
4. Click the **Company Preferences** tab.
5. In the **Display Employee List by** section, select **First Name**.
6. Click **OK**.

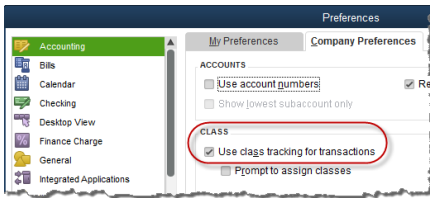


Figure 11, QuickBooks Accounting

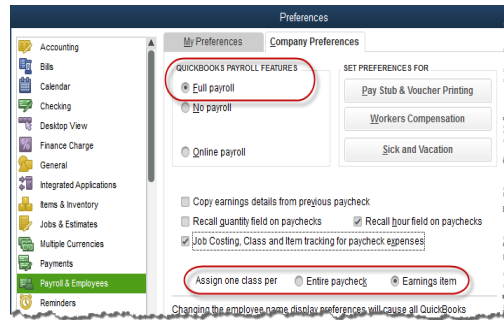


Figure 12, QuickBooks Payroll & Employees

Configuring QuickBooks for Assessing Sales Tax

Since sales tax is not assigned to individual Bills in QuickBooks, Tabs3 Billing sales tax information cannot be sent to QuickBooks. However, if the client is set up for sales tax in QuickBooks, all transactions for that client are considered taxable once they are placed on a QuickBooks invoice or statement. This is true regardless of whether the Tabs3 Billing transaction contained sales tax or not. Therefore, the following must be configured in QuickBooks in order to assess sales tax in QuickBooks:

- Sales Tax Item (Figure 13)
- Customer (Figure 14)

► Sales Tax Item

1. In QuickBooks, switch to Single-user Mode.
2. In QuickBooks, from the **Edit** menu, select **Preferences**.
3. From the list on the left, select **Sales Tax**.
4. Click the **Company Preferences** tab.
5. For the **Do You Charge Sales Tax** option, select **Yes**.
6. In the **Set Up Sales Tax Item** section, configure the necessary Sales Tax Items.
7. Specify any other sales tax preferences as desired.
8. Click **OK**.

► Customer

1. From the **Customers** menu, select **Customer Center**.
2. Double-click the customer you want to assess sales tax for.
3. Click the **Sales Tax Settings** tab.
4. Specify a **Tax Code** and **Tax Item**.
5. If a customer is sometimes exempt from sales tax, enter the customer's tax exemption ID in the Resale Number field.
6. Click **OK**.
7. Repeat steps 2-6 for all customers you want to assess sales tax for.

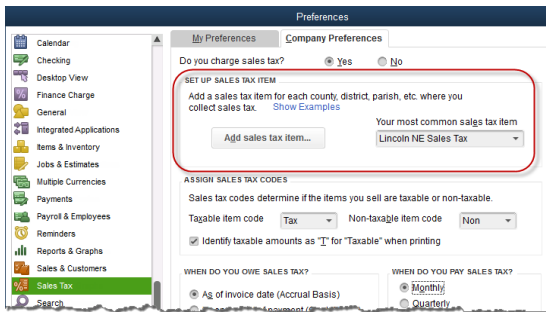


Figure 13, QuickBooks Sales Tax

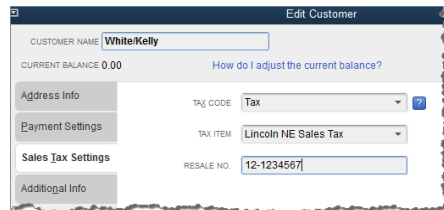


Figure 14, QuickBooks Customer

Note: When QuickBooks is configured to calculate sales tax, a Sales Tax Payable account is created in QuickBooks. If you select this account for an expense or advance transaction code in Tabs3 Billing, the error message "A/P detail line must have a vendor" or "Sales Tax detail line must have vendor" will be displayed. To avoid this message, do not select the Sales Tax Payable account when setting up transaction codes to integrate with QuickBooks.

Getting Started

Once Tabs3 Billing and QuickBooks have been configured for integration, you must complete an initial integration.

Implementation Scenarios

The steps for your initial integration depend on whether there is pre-existing data in Tabs3 Billing, QuickBooks, or both systems. ***If data exists in both systems, you must complete all steps prior to running the Send Tabs3 Data to QuickBooks and Merge QuickBooks Data with Tabs3 programs.***

Posting an Existing Tabs3 Client Database to QuickBooks

If you have been using Tabs3, and you want your current client database to be posted to QuickBooks, you can use the following procedures:

► **To send Tabs3 data to QuickBooks**

1. Make sure each Tabs3 client matter has a base client. The client matter and base client must have the same name with different Client IDs. You may need to use the Renumber Clients utility to accomplish this.
2. Although Tabs3 will add timekeepers to QuickBooks on the fly as required, you may want to define all Tabs3 timekeepers as employees in QuickBooks in order to avoid potential issues with long names. If you add timekeepers in Tabs3, be sure to also designate them as sales reps in QuickBooks.
3. Run a Data File Integrity Check. Proceed only if there are no errors.
4. Make a backup of the Tabs3 data files and the QuickBooks Company File.
5. If data does not exist in QuickBooks, run the Send Tabs3 Data to QuickBooks program.

Bringing over an Existing Customer:Job Database from QuickBooks

If you have been using QuickBooks, and you want to bring over your current customer database into Tabs3, you can use the following procedures:

► **To merge QuickBooks data with Tabs3**

1. Make sure each employee in QuickBooks has a corresponding timekeeper in Tabs3. Also make sure these employees are configured as sales reps in QuickBooks.
2. Make sure each Tabs3 Category Description has a corresponding valid Job Type.

3. Make sure each customer has a job. Each customer and job in QuickBooks needs a unique account number that is a valid Client ID in Tabs3. Customers and jobs without a valid account number will not be passed to Tabs3.
4. Make sure each customer and job in QuickBooks is assigned a Sales Rep.
5. Make sure each customer and job in QuickBooks is assigned a valid Job Type.
6. Run a Data File Integrity Check. Proceed only if there are no errors.
7. Make a backup of the Tabs3 data files and the QuickBooks Company File.
8. If data does not exist in Tabs3, run the Merge QuickBooks Data with Tabs3 program to merge the QuickBooks information into Tabs3.

When Data Exists in both Tabs3 and QuickBooks

If you have been using both Tabs3 and QuickBooks, and you now want to integrate the two systems, follow the steps for both scenarios above **before running the Send Tabs3 Data to QuickBooks and Merge QuickBooks with Tabs3 programs.**

Disabling Integration after Clients and Costs have Merged from QuickBooks to Tabs3

If, after having successfully brought over all clients and costs from QuickBooks, you no longer want to integrate with QuickBooks, simply disable the QuickBooks integration setting in Tabs3 Customization using the following procedures:

► To disable QuickBooks integration

1. In Tabs3 Billing, from the **Utilities** menu, select **Customization**.
2. On the **Other Systems** tab, in the **QuickBooks Integration** section, select a **Type of Integration** of **None**.
3. Press Ctrl+S.

Initial Integration

Menu: [Maintenance](#) | [Integration](#) | [QuickBooks Integration](#)

Home: [All Actions](#) | [Integration](#) | [QuickBooks Integration](#)

Once Tabs3 and QuickBooks have been set up to integrate, you must merge preexisting data from one program to the other. This is accomplished via QuickBooks Integration.

Type of Integration

The **Type of Integration** field provides two options: **Merge QuickBooks Data with Tabs3** (Figure 15) and **Send Tabs3 Data to QuickBooks**.

Merge QuickBooks Data with Tabs3

The **Merge QuickBooks Data with Tabs3** option is used to retrieve new QuickBooks information and post it to Tabs3.

Send Tabs3 Data to QuickBooks

The **Send Tabs3 Data to QuickBooks** option is used to send Tabs3 client and cost records to QuickBooks. This program will typically be used only once since integration from Tabs3 to QuickBooks is automatic. This program is provided specifically for firms who have been using Tabs3 and implement QuickBooks after the Tabs3 data files have already been established.

Tabs3 File

The **Tabs3 File** field provides the option to merge/send **All** clients and costs, **Clients** only, or **Costs** only.

It is recommended that the **Send Tabs3 Data to QuickBooks** program is run for just clients before costs are sent to QuickBooks. This is because **Tabs3 allows different Client IDs to have the same name, however QuickBooks doesn't allow two Customers to have the same name. Furthermore, QuickBooks doesn't allow a Customer to have the same name as a QuickBooks Vendor, Employee, or name on the Other Names List.** If costs exist in Tabs3 for both Clients, only transactions for one of the clients will be sent to QuickBooks because only one client will get added to QuickBooks. Running the **Send Tabs3 Data to QuickBooks** program for only clients first will allow you to find out which clients have duplicate names before sending costs to QuickBooks.

Merge Count

The merge count section provides the number of records for clients and for costs that were added, changed, or were rejected due to errors.

Count

The **Count** column indicates the total number of records that were modified.

Add

The **Add** column indicates the number of records that were added.

Change

The **Change** column indicates the number of records that were changed.

Error

The **Error** column indicates the number of errors that were rejected due to errors.

Tip: Errors occurring during the **Merge QuickBooks Data with Tabs3** and **Send Tabs3 Data to QuickBooks** processes will be stored in a file called STQBERR.LOG.

The **OK** button can be used to begin the merge process. This program will verify the information from QuickBooks before merging it with the main Tabs3 data files. During the merge process, various counts are displayed indicating how far along the process is. Upon completion of the merge process, the message "Task Complete" will be displayed.

The **Cancel** button will close the window without merging data. Once the merge process has started, it cannot be aborted.

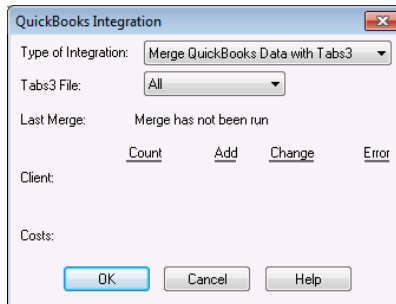


Figure 15, QuickBooks Integration window in Tabs3

How Tabs3 Integrates with QuickBooks

Integration from Tabs3 Billing to QuickBooks is automatic. Whenever a client or cost is added to Tabs3 Billing, a corresponding customer or bill is automatically added to QuickBooks (provided the client or tcode is configured to integrate with QuickBooks). Journal entries are automatically created in QuickBooks for costs and payments in Tabs3 Billing.

How Clients, Costs, and Payments Integrate

The following discusses how clients, costs, and payments are integrated from Tabs3 Billing to QuickBooks.

For a complete listing of field mappings between Tabs3 and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 and QuickBooks](#) section of this Guide (page 43).

See the **Best Practices** section of the Guide (*page 36*) for recommendations on which actions should be performed in Tabs3 Billing, QuickBooks, or both.

Clients

In order to integrate clients with QuickBooks, the **Integrate with QuickBooks** check box must be selected on the **Setup** tab in the Client file. When clients are added, changed, or deleted, the following will occur:

- Information is posted to QuickBooks automatically whenever a client is added in Tabs3 or an integrated field is changed in Tabs3 (*with a few field exceptions as noted in the **Field Mapping Between Tabs3 and QuickBooks** section of this Guide [page 43]*).
- Deleting a client in either system will not delete the client in the other system.
- Deleting a client in Tabs3 will delete all of the fees and costs for that client in Tabs3. However, the corresponding QuickBooks customer and its Bill records will not be deleted.

Notes on Client Integration

- If no Work Description is specified in Tabs3, a job is not created in QuickBooks. Therefore no information is posted to the Job Type, Job Start Date, and Job End Date fields in QuickBooks (even though there may be information in these Tabs3 fields).
- When adding a client matter in Tabs3, in order for it to be passed to QuickBooks as a job, the client must have the exact same Client Name contact as the main client.
- There are several fields that could integrate with Tabs3 but are not supported by Intuit's QBXML (such as the QuickBooks Mobile Phone field).
- Changes made to the Date Opened, Date Closed, or Primary Timekeeper fields in Tabs3 will not be passed to QuickBooks.
- Changing a client's name in Tabs3 will create a new customer in QuickBooks. The corresponding old QuickBooks customer is not affected. You must change the customer's name in QuickBooks before changing the client's name in Tabs3.
- Client in Tabs3 with the same client name and work description as an existing customer in QuickBooks will not be added to QuickBooks.
- Adding a client in Tabs3 with the same client name as a QuickBooks Sales Rep will generate the following error message and the customer will not be added to QuickBooks: "The name XXXXXX of the list element is already in use." Consider changing the client contact's name in Tabs3 slightly (e.g., by adding or deleting a middle initial, etc., using the Rename Contact program).
- Tabs3 will add a record to the QuickBooks Sales Rep and Job Type lookup lists if the corresponding information specified in Tabs3 does not already exist in QuickBooks.

- Although allowed in Tabs3, duplicate values in certain fields will cause unpredictable results. Make sure you do not have duplicate values for the following fields in Tabs3: Timekeeper Name, Timekeeper Initials, and Category Description.
- Secure client information in Tabs3 is passed to QuickBooks (provided the Tabs3 user has adequate rights). QuickBooks does not have secure clients, so secure clients will move to QuickBooks and be viewable.
- The Tabs3 Data File Integrity Check program will generate errors for clients with no name and employees with no initials. Addressing these issues helps eliminate rejected records and duplicate employees.
- Clients marked as Inactive in Tabs3 will move over to QuickBooks, but are not marked as Inactive in QuickBooks. An Inactive client's payments, costs and fees will also move over from Tabs3 to QuickBooks.
- Renumbering a client in Tabs3 will renumber the Account Number in QuickBooks.
- The Change Key Type program will write all clients and matters to QuickBooks at one time for clients that do not already exist in QuickBooks.
- QuickBooks does not allow colons in their Name fields. When you attempt to save a record containing a colon in the Client Name, Timekeeper Name, or Category Description files, the message "Invalid QuickBooks Name. Colon not allowed." will be displayed.
- Renumbering a category forces Tabs3 to write all clients and matters to QuickBooks at one time for clients assigned to that category that do not already exist in QuickBooks. Changes are not made to the QuickBooks Job Type because it is the category description that links the records, not the category number.
- Renumbering a timekeeper forces Tabs3 to write all clients and matters to QuickBooks at one time for clients assigned to that timekeeper that do not already exist in QuickBooks. Changes are not made to the QuickBooks Sales Rep because it is the timekeeper's initials and name that link the records, not the timekeeper number.

Costs

When costs are added, changed, or deleted, the following will occur:

- In the cost file, adds are supported both ways.
- Changes in Tabs3 cost records are not passed to QuickBooks. However, changes to Bills in QuickBooks are passed to Tabs3.
- Deletions of cost records in either program will not delete the corresponding cost in the other program.
- Deleting a client in Tabs3 will delete all costs for the client in Tabs3, but will not delete the Customer, or the corresponding Bills for the Customer, in QuickBooks. The Bill in QuickBooks must also be deleted, voided, or placed on an Invoice or Statement. Otherwise, the cost will be added back into Tabs3 when the Merge QuickBooks Data with Tabs3 program is run.

Tip: In order to integrate costs with QuickBooks, the **Integrate with QuickBooks** check box must be selected on the **Setup** tab in the Client file and in the Transaction Code file for the specified cost transaction code.

Additionally, after adding a cost transaction to Tabs3, detail journal entries are posted directly into QuickBooks. The QuickBooks DB Acct field in the Cost file determines the QuickBooks account which the Debit entry is posted to. A Default debit account can be specified for each cost transaction code. The credit account is always the QuickBooks Accounts Payable account.

In order to integrate costs with QuickBooks, Class Tracking must be enabled in QuickBooks. This is required to work with Tabs3 transaction codes.

Cost Credits

Entering a cost credit in Tabs3 creates a Credit Memo in QuickBooks.

Notes on Cost Integration

- If the client you are creating the cost for is configured to integrate with QuickBooks (i.e., the **Integrate with QuickBooks** check box is selected on the **Setup** tab in the Client file), the client must exist in QuickBooks. Otherwise an error will be displayed while the cost transaction is being saved indicating an invalid reference or argument was encountered. No information will be passed to QuickBooks in this situation.
- Rich Text Format attributes (RTF - bold, italics, underline) are not supported by QuickBooks; therefore these attributes are stripped before the description is passed to QuickBooks.
- When cost transactions are passed from Tabs3 to QuickBooks, the Alpha Code associated with the specified tcode is added to the QB Class List (if it is not already present).
- When cost transactions are passed from Tabs3 to QuickBooks, the **Bill Due** in QuickBooks is ten days after the **Date** in Tabs3 Billing.
- Tabs3 costs with an amount of "0.00" are passed to QuickBooks as a Paid Bill.
- All billable Tabs3 costs are passed to QuickBooks as billable (i.e., Bill Code = "0" - Billable/Printable, "3" = Billable/Non-Printable, or "4" - Billable/Always Print). Non-Billable Tabs3 costs (i.e., "2" - Non-Billable/Printable, "3" - Billable/Non-Printable) are passed to QuickBooks as non-billable.
- QuickBooks does not add sales tax to an entry until it is put on a Sales Form, therefore Tabs3 cannot send sales tax information to QuickBooks

Payment Entry

When a payment is entered into Tabs3, General Journal Entries are created in QuickBooks; however, the actual payment is not integrated. For this reason, it is recommended to only integrate payment transaction codes with QuickBooks if the actual payments will not be entered directly into

QuickBooks. If you enter a payment in QuickBooks and create the QuickBooks General Journal Entries for Tabs3 payments, this would result in double posting. Saving a payment in Tabs3 Billing opens the General Journal Entry Window.

General Journal Entry Window

Payment integration is based on a double-entry accounting system. For each Tabs3 payment transaction that integrates with QuickBooks, you will need to post a minimum of one debit and one credit via the QuickBooks General Journal Entry window (*Figure 16*). Compound journal entries are allowed and there is no limit to the number of debits and credits that can be posted for a single payment transaction. Each debit and credit for the transaction is entered in the Journal Entry portion of the window. Default QuickBooks debit and credit accounts can be specified for each cost and payment transaction code. The **Save Record** button is then used to save the debit or credit to the lower portion of the window. Once all debits and credits for the transaction have been saved, the **Save All** button can be used to save the journal entry. Equal debits and credits must be posted before the journal entry can be saved. (**Note:** *You can save journal entries for a portion of the transaction as long as the debits and credits are equal; however, this is typically not recommended since Tabs3 will not be able to make adjusting entries in the future if necessary.*)

The **Total** and **Remaining** amounts are shown at the top of the window to assist with posting the journal entry. The **Total** figure represents the full amount of the Tabs3 payment transaction. This figure does not change. The figures in the **Remaining** column, including the **Balance** figure, are updated each time a debit or credit is saved or deleted (and also when the **Apply Balance** button is used). When equal debits and credits for the full payment transaction amount have been posted, the **Remaining Debit**, **Remaining Credit** and **Balance** figures will all be set to 0.00 and you can use the **Save All** button to save the journal entry to QuickBooks.

QuickBooks General Journal Entry		
Date:	11/28/2018	
Check #:	1,234	
		Total
		200.00
		Debit: 0.00
		Credit: 0.00
		Balance: 0.00
Journal Entry		
Account:		
Debit/Credit:		Amount: 0.00
Description:	Payment	
Account	Amount	Desc
Operating Account	200.00 D	Payment
Firm Income	200.00 C	Payment

Figure 16, QuickBooks General Journal Entry Window

Payment Adjustments

If you are integrating with QuickBooks and a QuickBooks journal entry was posted for the original payment, an adjusting QuickBooks journal entry is created automatically when a payment is reversed or refunded, provided both the transaction code and the client are configured to integrate with

QuickBooks. The process is performed without the QuickBooks General Journal Entry window being displayed. The date of the adjusting journal entry is the date of the original payment. Adjustments in QuickBooks are made regardless of whether the period in QuickBooks has been closed.

Payment Reversal

A reversing journal entry is created for the QuickBooks journal entry associated with the payment. For example, if the journal entry for the original payment was Debit Cash \$300 and Credit Fee Income \$300, the reversing entry will be Credit Cash \$300 and Debit Fee Income \$300.

Payment Refund

When a partial payment is adjusted, an adjusting journal entry is created for the QuickBooks journal entry associated with the payment. For example, if the journal entry for the original payment was Debit Cash \$300 and Credit Fee Income \$300, and \$50 was refunded, the adjusting entry will be Credit Cash \$50 and Debit Fee Income \$50.

Note: In the event a payment entry had multiple debits or credits, then the amounts for the new journal entry is proportionately adjusted and any left over amount due to rounding will be included with the last debit and/or credit account.

What Does Not Integrate

The following Tabs3 Billing items do not integrate with QuickBooks.

Fees

Fees entered in Tabs3, PracticeMaster, Tabs3 Connect, or Tabs3 Remote do not integrate with QuickBooks.

Archived Transactions

When a statement is updated in Tabs3 Billing, transactions are changed from work-in-process to archived. The archived transactions do not integrate with QuickBooks; they are neither added nor removed. Only work-in-process transactions will integrate with QuickBooks, either upon saving the transaction, or when running the Send Data to QuickBooks program.

Accounts Receivable Balance

Since Tabs3 Billing does not integrate fees or archived transactions, and payments are sent to QuickBooks as general journal entries, an accounts receivable balance cannot be integrated.

Client Funds

Client Funds do not integrate with QuickBooks.

Progress Billing Codes

Progress Billing transaction codes do not integrate with QuickBooks.

Write Offs

Although payment reversals and refunds integrate with QuickBooks, write offs do not.

How QuickBooks Integrates with Tabs3 Billing

Integration from QuickBooks to Tabs3 Billing is performed on demand. Running the Merge QuickBooks Data program in Tabs3 Billing transfers all new or changed clients and bill (cost) entries in QuickBooks to Tabs3 Billing.

How Clients and Costs Integrate

The following discusses how clients and costs are integrated from QuickBooks to Tabs3 Billing. For a complete listing of field mappings between Tabs3 and QuickBooks, including screenshots, see the [**Field Mapping Between Tabs3 and QuickBooks**](#) section of this Guide (*page 43*).

See the [**Best Practices**](#) section of the Guide (*page 36*) for recommendations on which actions should be performed in Tabs3 Billing, QuickBooks, or both.

Clients

When clients are added, changed, or deleted, the following will occur:

- Whenever a customer or job is added in QuickBooks or an integrated client field is changed in QuickBooks, the information will be posted to Tabs3 the next time the Merge QuickBooks Data with Tabs3 program is run.
- Deleting a customer|client in either system will not delete the client|customer in the other system.
- Deleting a customer or job in QuickBooks does not delete the client in Tabs3. You must manually delete the client in Tabs3.
- Clients marked as Inactive in QuickBooks will not move over to Tabs3; however, costs and fees will move over to Tabs3 from an Inactive client in QuickBooks.

Costs

When costs are added, changed, or deleted, the following will occur:

- In the cost file, adds are supported both ways.
- Changes in Tabs3 cost records are not passed to QuickBooks. However, changes to Bills in QuickBooks are passed to Tabs3.
- Deletions of cost records in either program will not delete the corresponding cost in the other program.
- Deleting a client in Tabs3 will delete all costs for the client in Tabs3, but will not delete the Customer, or the corresponding Bills for the Customer, in QuickBooks. The Bill in QuickBooks must also be deleted, voided or placed on an Invoice or Statement. Otherwise, the cost will be added back into Tabs3 when the Merge QuickBooks Data with Tabs3 program is run.

Credit Memos

Credit Memos are integrated with Tabs3 as follows:

- Credit memos are passed to Tabs3 as cost credit transactions if the “Qty” field on the credit memo is blank.
- In QuickBooks, you can mark a Bill as a Credit. This type of credit transaction does not get passed to Tabs3.

Note: Credit memos are typically not used when integrating with Tabs3 because accounts receivable is maintained in Tabs3.

Notes on Cost Integration

- QuickBooks classifies Bills, Checks, and Credit Card Transactions as Expenses or Items. Only Expenses are passed to Tabs3.
- There are two Memo fields in QuickBooks. The memo field directly under the Bill/Credit Card area is not passed to Tabs3.
- Although QuickBooks does not require a customer/job to be entered for Bills, Tabs3 requires it. If a Bill is entered into QuickBooks without a customer/job, no information will be passed to Tabs3 when the Merge QuickBooks Data with Tabs3 program is run.
- Although QuickBooks does not require a Class (tcode) to be entered for Bills, Tabs3 requires it. If a Bill is entered into QuickBooks without a class, no information will be passed to Tabs3 when the Merge QuickBooks Data with Tabs3 program is run.
- Bills, checks, and credit card transactions created in QuickBooks are passed to Tabs3 using the Tabs3 client’s primary timekeeper for the Timekeeper field.
- The QuickBooks vendor is passed to the QuickBooks Vendor field in Tabs3.
- The QuickBooks account is passed to the QuickBooks Debit Account Field in Tabs3.

- Bills that are tagged as non-billable in QuickBooks are passed to Tabs3 as billable.
- If the **Bill Received** check box is cleared, the Bill is considered an “Item receipt Only”. These transactions do not get passed to Tabs3.
- Cost transactions merged into Tabs3 will have sales tax if the Client in Tabs3 is set up to have sales tax on the **Billing Options** tab of the Client file and the **Charge Sales Tax** check box is selected for the cost transaction code in the Transaction Code file.

Reporting Data from QuickBooks

There are several reports in Tabs3 Billing that can be run to show transactions that were merged from QuickBooks to Tabs3 Billing. Additionally, you can run a report to see which tcodes have been set up to integrate with QuickBooks.

Detail Work-In-Process Report

Menu: [Reports](#) | [Work-In-Process](#) | [Detail Work-In-Process Report](#)

Home: [All Actions](#) | [Reports](#) | [Work-In-Process Reports](#) | [Detail Work-In-Process Report](#)

The Detail Work-In-Process Report can be set up to show which transactions came from QuickBooks. The following option must be selected in order for QuickBooks information to be displayed on the report:

- On the **Format** tab, you must select the **Source** check box. This option specifies that the **Src** column be displayed on the report.

When printing the Detail Work-In-Process Report with this option, any transactions that came from QuickBooks will be indicated by a “Q” in the **Src** column.

Task Code Billing Report

Menu: [Reports](#) | [Transactions](#) | [Task Code Billing Report](#)

Home: [All Actions](#) | [Reports](#) | [Transaction Report](#) | [Task Code Billing Report](#)

The Task Code Billing Report can be set up to show which task based billing transactions came from QuickBooks. The following two options must be selected in order for QuickBooks information to be displayed on the report:

- On the **Options** tab in the **Source** section, **QuickBooks** must be selected. This option specifies that transactions originating in QuickBooks should be included on the report.

- On the **Format** tab, you must select the **Source** check box. This option specifies that the **Src** column be displayed on the report.

When printing the Task Code Billing Report with these options, any transactions that came from QuickBooks will be indicated by a "Q" in the **Src** column.

Transaction Code List

Menu: [Reports](#) | [Miscellaneous](#) | [Transaction Code List](#)

Home: [All Actions](#) | [Reports](#) | [File Lists](#) | [Transaction Code List](#)

When printing the Transaction Code List, each transaction code that integrates with QuickBooks will be indicated by a "Y" in the **QB** column.

Transaction File List

Menu: [Reports](#) | [Transactions](#) | [Transaction File List](#)

Home: [All Actions](#) | [Reports](#) | [Transaction Report](#) | [Transaction File List](#)

The Transaction File List can be set up to show which transactions came from QuickBooks. The following two options must be selected in order for QuickBooks information to be displayed on the report:

- On the **Options** tab in the **Source** section, **QuickBooks** must be selected. This option specifies that transactions originating in QuickBooks should be included on the report.
- On the **Format** tab, you must select the **Source** check box. This option specifies that the **Src** column be displayed on the report.

When printing the Transaction File List with these options, any transactions that came from QuickBooks will be indicated by a "Q" in the **Src** column.

Verification Lists

When printing a Cost Verification List, any cost transactions that came from QuickBooks will be indicated by a "Q" in the **Src** column.

Best Practices

As a result of the different ways that the QuickBooks and Tabs3 data files use key fields, there is a difference in how changes and deletions are handled. Changes made in QuickBooks are brought over to Tabs3; however, changes made in Tabs3 are not posted to QuickBooks. Conversely, deletions made in QuickBooks are not brought over to Tabs3.

The following table includes the recommended system to use for the various integrated tasks.

Function	Recommended System	Why
Adding or Changing Clients	Either System	Integration works both ways.
Deleting Clients	Required in Both Systems	<p>Deleting a client in Tabs3 Billing will delete the client as well as all transactions in Tabs3, but neither the Customer, nor Bills for the Customer will be deleted in QuickBooks.</p> <p>Deleting a Customer in QuickBooks will not remove any transactions from Tabs3 and will not delete the Client.</p>
Adding Costs	Either System	Integration works both ways.
Changing Costs	QuickBooks	Changing a transaction in Tabs3 does not change the transaction in QuickBooks.
Deleting Costs	Required in Both Systems	<p>Deleting a cost transaction in Tabs3 will not delete the corresponding Bill record from QuickBooks.</p> <p>Deleting a transaction in QuickBooks does not delete the corresponding transaction in Tabs3.</p>
Deleting Payments	Tabs3	Deleting, reversing, or refunding a payment in Tabs3 will automatically make reversing Journal Entries in QuickBooks.

How Other Tabs3 Software Integrates with QuickBooks

The following provides information on how other Tabs3 Software integrates with QuickBooks. It is important to understand that programs **other** than Tabs3 Billing do not integrate with QuickBooks. Instead, each of these programs passes the requested data to QuickBooks on behalf of Tabs3 Billing. Clients and Transaction Codes must be set up in Tabs3 Billing to integrate with QuickBooks in order for other Tabs3 software to pass data from QuickBooks via Tabs3 Billing.

PracticeMaster

QuickBooks integration is not available with PracticeMaster only. However, QuickBooks will integrate with PracticeMaster when Tabs3 is installed. When Tabs3 is installed, clients and costs entered in PracticeMaster will integrate with QuickBooks.

Tabs3 Trust Accounting Software

Tabs3 Trust Accounting Software (TAS) integrates as follows:

- Payments to Firm from TAS do not integrate with QuickBooks. However, as a work-around, opening a saved "Payment to Firm" from TAS in Tabs3 Billing and saving the record again will then integrate the payment record with QuickBooks.
- Clients added in TAS will integrate to QuickBooks via Tabs3.
- Client information changed in TAS will integrate to QuickBooks via Tabs3.

Tabs3 Accounts Payable Software

Cost transactions for Tabs3 Billing are optionally created through Accounts Payable Software (APS) when adding an invoice or manual check via the Cost Entry window. These cost transactions will integrate with QuickBooks via Tabs3.

Tabs3 General Ledger Software

Tabs3 General Ledger Software (GLS) integrates as follows:

- Tabs3 Billing cannot be configured to integrate with QuickBooks and GLS at the same time.
- If APS is configured to integrate with both Tabs3 Billing and GLS, then saving an invoice can do the following:
 - Optionally create a cost in Tabs3 Billing, which will then create a QuickBooks Bill and QuickBooks journal entries.

- Optionally create GLS journal entries.

Tabs3 Connect

Cost transactions added via Tabs3 Connect do not integrate directly with QuickBooks. Instead, the **Send Tabs3 Data to QuickBooks** utility can be used to periodically send these costs to QuickBooks.

Cost Recovery Software

Cost transactions merged into Tabs3 Billing using the “Merge Data Capture Transactions” program will integrate to QuickBooks with a vendor of **STI-Vendor**. The debit account will be the account specified in the Transaction Code file. If no debit account is configured for the transaction code, the **STI-Expense** account will be used. QuickBooks must be open when the “Merge Data Capture Transactions” program is run.

Tabs3 Remote

Cost transactions merged into Tabs3 Billing using the “Merge Tabs3 Remote Data” program will integrate with QuickBooks as follows.

- When entering costs in Tabs3 Remote, you can specify a **QuickBooks Vendor**. Any vendor can be entered (there is no drop-down list to select one). If you specify a vendor that does not already exist in QuickBooks, that vendor will be added to QuickBooks. If no vendor is specified, the **STI-Vendor** will be the QuickBooks vendor when the information is merged.
- Tabs3 Remote does not have a **QuickBooks Debit Account** field. Therefore, the debit account will be the account specified in the Transaction Code file. If no debit account is configured for the transaction code, the **STI-Expense** account will be used.
- QuickBooks must be open when the Merge Tabs3 Remote Data program is run.

Note: Remote validation files do NOT contain QuickBooks information. Integration occurs through Merge Tabs3 Remote Data.

Technical Considerations

When integrating Tabs3 with QuickBooks, keep the following in mind.

Renaming Contacts

Renaming the client contact name in Tabs3 Billing does not change the name of the existing QuickBooks customer. Instead, a new customer is added to QuickBooks.

Undo Updated Statement(s)

When running the Undo Single Updated Statements or Undo Multiple Updated Statements programs in Tabs3 Billing, integration with QuickBooks occurs as follows:

Original statement was updated when configured for integration

Cost transactions are never deleted from QuickBooks. Therefore, cost transactions do NOT integrate to QuickBooks a second time when the statement is undone.

Journal Entries are not affected by Undo Updated Statements in Tabs3 Billing.

Credits do NOT sync to QuickBooks a second time when the statement is undone.

Original statement was updated prior to turning on integration

If the client is set up to integrate with QuickBooks, and the client exists in QuickBooks, integration with QuickBooks occurs as follows:

Transactions will integrate to QuickBooks if the transaction code assigned to the transaction is currently set up to integrate with QuickBooks. Cost transactions will be assigned to STI-Vendor.

Journal entries will be created for cost transactions. The QuickBooks debit account will be the account specified for the transaction code. If the transaction code does not have a default debit account, the STI-Expense account will be the debit.

Payment transactions will NOT create new Journal Entries in QuickBooks.

Backing Up Data

Tabs3 and QuickBooks backups **must be made at the same time**. If you restore a backup of one system and not the other, your data may become mismatched.

QuickBooks Remote Data Sharing (RDS)

In order for Tabs3 to integrate with QuickBooks, QuickBooks must be installed on each computer on which Tabs3 is also used. Alternatively, Tabs3 and PracticeMaster users can pass information to the QuickBooks data files without having QuickBooks installed by using the QuickBooks Remote Data Sharing (RDS) software.

Tip: For information on installation, configuration, and troubleshooting for QuickBooks RDS, see Knowledge Base Article [R10884](#), "QuickBooks Remote Data Sharing."

Troubleshooting QuickBooks Integration

When integrating with QuickBooks, various messages can be displayed. Knowledge Base Article [R10883](#), "Troubleshooting QuickBooks Integration," includes an alphabetical list of these messages and the steps necessary to troubleshoot.



Tip: If you are looking for a specific message in the article, press Ctrl+F and search for a portion of the message.

Tip: Errors occurring during the **Merge QuickBooks Data with Tabs3** and **Send Tabs3 Data to QuickBooks** processes will be stored in a file called STQBERR.LOG.

Resources

Additional information on the features included in this guide is available via Tabs3's built-in help files and the Tabs3 and PracticeMaster Knowledge Base.

Built-in Help

Help is installed with the software and is easily accessed by pressing F1, by clicking the  button, or by selecting the **Help | Help Topics** menu option. Help includes detailed information regarding specific programs. Clicking the  button opens the relevant Help topic for the window you are currently using. Many times, reading the appropriate Help topic may be the fastest way to find your answer.

Knowledge Base

Our Knowledge Base can be accessed 24 hours a day, 7 days a week. You can also access our Knowledge Base while in the software by selecting **Help | Internet Resources | Knowledge Base**.

- **R11591** - "QuickBooks FAQ," contains frequently asked questions about the integration between Tabs3 and QuickBooks.
- **R10884** - "QuickBooks Remote Data Sharing," includes installation, configuration, and troubleshooting for QuickBooks RDS.
- **R10883** - "Troubleshooting QuickBooks Integration," includes messages that may be displayed when using QuickBooks. The messages are listed in alphabetical order.
- **R11752** - "Third Party Integration Requirements," provides an overview of the specific versions and releases of third party applications currently tested and supported that integrate with or convert to Tabs3 and PracticeMaster software.
- **R10905** - "Authenticode Digital Certificate," provides information on the benefits of digital certificates and how they work.
- **R11594** - "Overview of QuickBooks Integration"

All Knowledge Base Articles are available on our Web site at:

support.Tabs3.com

This page intentionally left blank.

Field Mapping Between Tabs3 and QuickBooks

The following screenshots and tables depict the field mappings for the Client and Cost files when configured for integration.

Client File Screenshots

The following screenshots depict the comparable field names between Tabs3 Billing and QuickBooks.

The screenshot displays the 'Client Information' window in Tabs3. The window is divided into several tabs: Billing Options, Billing Preferences, Statement Options, Split Billing, and Budget. The 'Billing Options' tab is active, showing various sub-sections like Address, Setup, Rates, A/R & Fund Balances, Client Notes, and Custom Fields. The 'Client' section contains the following fields:

- Client ID: 850.01
- Client Name: White/Kelly (with a link to Kelly Ann White)
- Work Description: Divorce
- Home*: 201, 122nd Avenue East, Los Angeles CA 98507
- Name Search: White/Kelly
- Location: LA
- Date Opened: 10/18/2016
- Date Closed: mm/dd/yyyy

The 'Matter Contact' section contains the following fields:

- Contact Name: White/Kelly (with a link to Kelly Ann White)
- Business: 213-474-4336
- Home: 323-489-3410
- Business Fax:
- Mobile:
- E-mail 1*: kelly@homeoffice.net

Red circles highlight the Client Name, Home address, and the Matter Contact section, indicating the fields being mapped to QuickBooks.

Figure 17, Tabs3 Client Name, Address, Phone, and Email

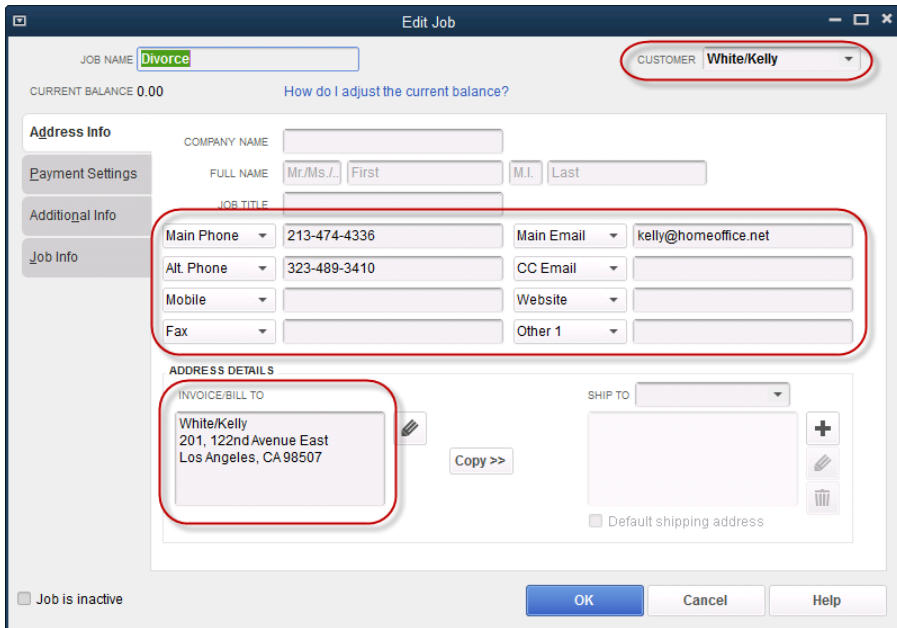


Figure 18, QuickBooks Customer, Phone, Email, and Address

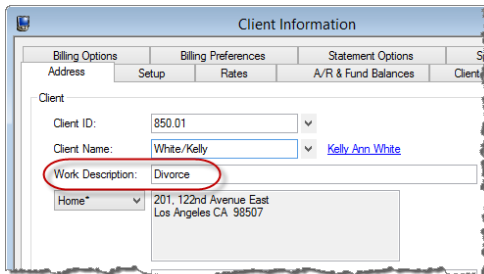


Figure 19, Tabs3 Work Description

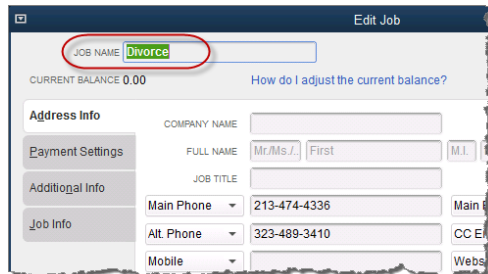


Figure 20, QuickBooks Job Name

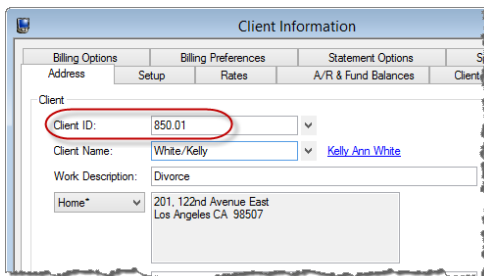


Figure 21, Tabs3 Client ID

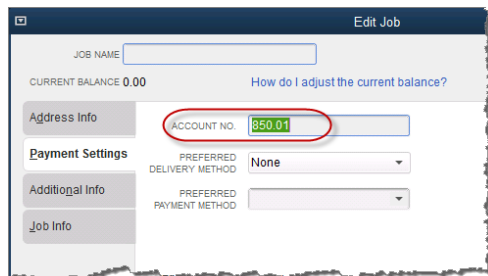


Figure 22, QuickBooks Account No.

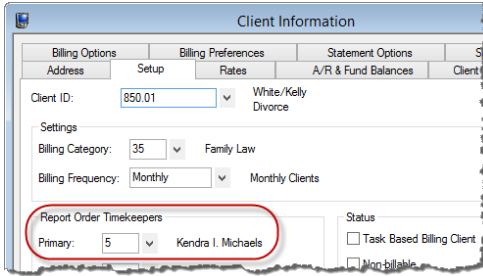


Figure 23, Tabs3 Primary Timekeeper

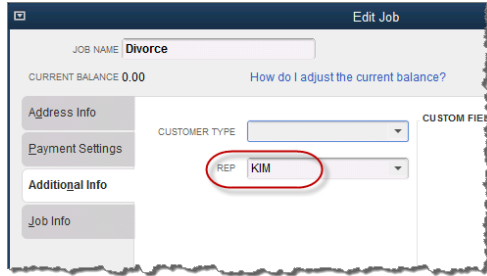


Figure 24, QuickBooks Rep

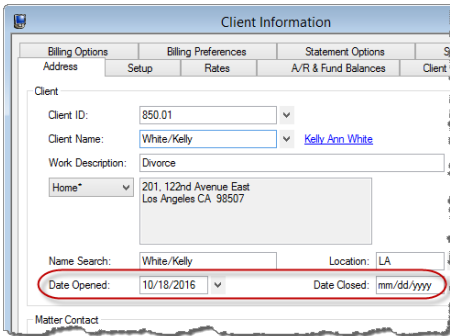


Figure 25, Tabs3 Date Opened and Date Closed

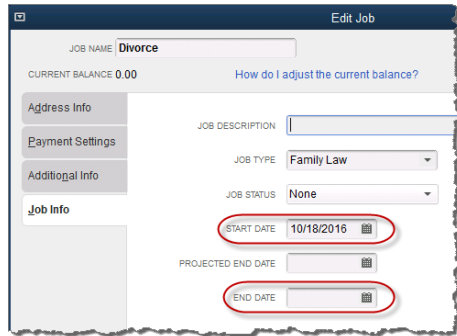


Figure 26, QuickBooks Start Date and End Date

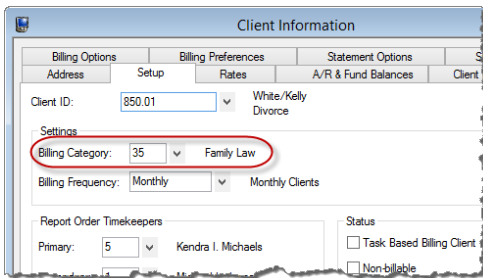


Figure 27, Tabs3 Billing Category



Figure 28, QuickBooks Job Type

Fields in the Client File

Note: You can add or change clients/customers in either system. However, deleting a Client/Customer in either system will not delete it in the other system.

The following table contains a complete listing of integrated fields in the client/customer file. If a field is not listed, that field does not integrate between programs.

Tabs3	QuickBooks	Notes
Name (Client) (50) <i>Figure 17</i>	Customer (Name)(41) <i>Figure 18</i>	<p>Changing the Tabs3 client name does not change the name of the existing QuickBooks customer. Instead, a new customer is added to QuickBooks.</p> <p>Changing the QuickBooks customer name does not change the name of an existing Tabs3 client. Instead, an error will be produced when you attempt to merge.</p> <p>Clients with a blank name are not allowed in QuickBooks.</p> <p>Client names can include any keyboardable character except for a colon. QuickBooks does not allow the use of colons in the Customer Name field.</p>
Desc (Work Description) (50) <i>Figure 19</i>	Job Name (41) <i>Figure 20</i>	<p>Only integrates for Jobs.</p> <p>If a Work Description is not specified in Tabs3, no job is created in QuickBooks.</p>
Addr1 (Selected Address, Line 1) (35) <i>Figure 17</i>	Address (Line 2) (41) <i>Figure 18</i>	<p>For its Address (Line 1) field, QuickBooks uses Tabs3's Client Name field.</p> <p>Changes are passed from Tabs3 to QuickBooks.</p> <p>Changes are not passed from QuickBooks to Tabs3.</p> <p>Deleting an address line in either system will not delete it in the other system.</p>
Addr2 (Selected Address, Line 2) (35)	Address (Line 3) (41)	<p>Changes are passed from Tabs3 to QuickBooks.</p> <p>Changes are not passed from QuickBooks to Tabs3.</p> <p>Deleting an address line in either system will not delete it in the other system.</p>
City (Selected Address) (20) <i>Figure 17</i>	City (31) <i>Figure 18</i>	<p>Changes are passed from Tabs3 to QuickBooks.</p> <p>Changes are not passed from QuickBooks to Tabs3.</p>

Tabs3	QuickBooks	Notes
State (Selected Address) (3) <i>Figure 17</i>	State/Province (21) <i>Figure 18</i>	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Zip (Selected Address) (10) <i>Figure 17</i>	Zip/Postal Code (13) <i>Figure 18</i>	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Country (Selected Address) (20)	Country/Region (31)	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Phone 1 (Business) (31) <i>Figure 17</i>	Phone (21) <i>Figure 18</i>	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Phone 2 (Home) (31) <i>Figure 17</i>	Alt. Phone (21) <i>Figure 18</i>	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Phone 3 (Business Fax) (31)	FAX (21)	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Email_Address (100) <i>Figure 17</i>	Email (99) <i>Figure 18</i>	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Contact (Name) (50) <i>Figure 17</i>	Contact (41) <i>Figure 18</i>	Changes are passed from Tabs3 to QuickBooks. Changes are not passed from QuickBooks to Tabs3.
Primary Timekeeper Initials (3) and Primary Timekeeper Name (35) <i>Figure 23</i>	Rep (5) and QuickBooks Sales Rep First Name (25) <i>Figure 24</i>	<p>Tabs3 will add a lookup record to QuickBooks if a matching record does not exist.</p> <p>If the Tabs3 timekeeper has no initials, the client will not be added to QuickBooks.</p> <p>Changes made in Tabs3 are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3, but only updates the Primary Timekeeper field.</p> <p>If no Sales Rep is specified in QuickBooks, the client will not be added to Tabs3.</p> <p>Sales Reps added through QuickBooks must exist as timekeepers in Tabs3 or the client will not be added.</p>

Tabs3	QuickBooks	Notes
<p>Client_ID (13) <i>Figure 21</i></p>	<p>Account Number (99) <i>Figure 22</i></p>	<p>If no Account Number is specified in QuickBooks, the client will not be added to Tabs3.</p> <p>In order to integrate Jobs, both the Customer and the Job must have an Account Number specified in QuickBooks.</p> <p>A numeric, alpha, or mixed key type can be used.</p>
<p>Date_Opened (10) <i>Figure 25</i></p>	<p>Job Start Date (10) <i>Figure 26</i></p>	<p>If no Work Description is specified in Tabs3, this field is not passed to QuickBooks.</p> <p>New Customers and Jobs added in QuickBooks without a Job Start Date will merge into Tabs3 with a Date Opened of the current system date.</p> <p>Changes made in Tabs3 are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3.</p>
<p>Date_Closed (10) <i>Figure 25</i></p>	<p>Job End Date (10) <i>Figure 26</i></p>	<p>If no Work Description is specified in Tabs3, this field is not passed to QuickBooks.</p> <p>New Customers and Jobs added in QuickBooks without a Job End Date will merge into Tabs3 with a Date Closed of mm/dd/yyyy.</p> <p>Changes made in Tabs3 are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3.</p>
<p>Billing Category Desc (30) <i>Figure 27</i></p>	<p>Job Type (31) <i>Figure 28</i></p>	<p>Tabs3 will add a lookup record to QuickBooks if a matching record does not exist.</p> <p>Jobs added through QuickBooks must be assigned a Job Type that exists as a Tabs3 Billing Category.</p> <p>If you create a Customer and a Job in QuickBooks and want the same Category assigned to both, you must do the following: Add the customer and assign a Job Type. Then, add a Job and assign it the same Job Type.</p> <p>Changes made in Tabs3 are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3.</p>

Cost File Screenshots

The following screenshots depict the comparable field names between Tabs3 Billing and QuickBooks.

The screenshot shows the 'Cost Entry' window in Tabs3 Billing. The fields are as follows:

- Client ID: 850.01
- Reference: 2
- Date: 10/20/2015
- Tcode: 109
- Units: 0.00
- Rate: 0.000
- Amount: 150.00
- Description: Filing fee (204) Clerk of the District Court - *Petition for Dissolution of Marriage*
- Timekeeper: 3
- Bill Code: 0 - Billable / Printable
- Rate Code: 8
- QuickBooks Vendor: STI-Vendor
- QuickBooks DB Acct: STI-Expense

Numbered callouts (1-10) point to the following fields:

- White/Kelly Divorce
- 10/20/2015
- 109
- 0 - Billable / Printable
- STI-Vendor
- STI-Expense
- 150.00
- Description
- Date Entered: 10/20/2015
- User ID: KENDRA

Figure 29, Tabs3 Cost

The screenshot shows the 'Enter Bills' window in QuickBooks. The fields are as follows:

- VENDOR: STI-Vendor
- DATE: 10/20/2015
- AMOUNT DUE: 150.00
- BILL DUE: 10/30/2015
- Expenses: \$150.00
- Items: \$0.00

Numbered callouts (1-8) point to the following fields:

- White/Kelly:Divorce
- 10/20/2015
- FF
- Billable
- STI-Expense
- STI-Expense
- 150.00
- Filing fee (204) Clerk of the District...

Figure 30, QuickBooks Bill

Fields in the Cost File

The following table contains a complete listing of integrated fields. If a field is not listed, that field does not integrate between programs.

	Tabs3	QuickBooks	Notes
1	Client/Work Description	Customer Job	Valid entity required in order for transactions to be passed. Customer must have name, acct #, category (Job Type) and timekeeper (Sales Rep).
2	Date	Date	
3	Tcode	Class	Tabs3 tcodes must have alpha codes.
4	Bill Code	N/A	Tabs3 Billable costs are passed to QuickBooks as billable. Tabs3 Non-billable costs are passed to QuickBooks as non-billable. Billable QuickBooks Bills are passed to Tabs3 as billable. Non-billable QuickBooks Bills are passed to Tabs3 as billable. Note: In QuickBooks 2012 Premier and prior, non-billable costs integrate from QuickBooks to Tabs3 as non-billable.
5	QuickBooks Vendor	Vendor	Tabs3 costs without a QuickBooks Vendor assigned will be passed to QuickBooks with a vendor of "STI-Vendor".
6	QuickBooks DB Account	Account	Tabs3 costs without a QuickBooks Account are passed to QuickBooks with a Debit Account of "STI-Expense" (regardless of whether it is a Tabs3 expense or advance). The QuickBooks Credit Account is always Accounts Payable.
7	Amount	Amount	Tabs3 costs with 0.00 amount are passed to QuickBooks as a Paid Bill.
8	Description (5000)	Memo (4095)	RTF attributes stripped from QuickBooks.
9	Date Entered	N/A	The Date Entered field will be passed to Tabs3 as the date the Merge QuickBooks Data with Tabs3 is run.
10	User ID	N/A	The User ID field will be passed to Tabs3 with the User ID that ran the Merge QuickBooks Data with Tabs3.

Index

A	
Accounts Receivable Balances	31
Adding	
clients	36
costs	36
Adjustment of Payments	30
Application Certificate	10
Archived Transactions	31
B	
Backing Up Data	40
Backup	
best practices	9
Best Practices	36
adding costs	36
adding or changing clients	36
changing costs	36
deleting clients	36
deleting costs	36
deleting payments	36
C	
Certificate	10
Changing	
clients	36
costs	36
Class Tracking	
setting up	20
Client Funds	31
Client Integration	
in Tabs3	27
Tabs3 integration notes	27
Clients	
configuring clients for integration	14
disabling integration	14
renaming contacts	39
Configuring	
class tracking	20
Employee List	20
integration	9
QuickBooks for integration	19
QuickBooks to assess sales tax	21
sales tax in QuickBooks	21
sales tax in Tabs3	17
Tabs3 clients	14
Tabs3 for integration	12
transaction codes for integration	15
verifying customer information	19
Cost Integration	
in QuickBooks	33
in Tabs3	28
Tabs3 cost credits	29
Tabs3 notes	29
Cost Recovery Software	
integration with QuickBooks	38
Credit Memos in QuickBooks	33
Customer Account Number	
verifying	19
Customization Window	
configuring for integration	12
D	
Deleting	
clients	36
costs	36
payments	36
Differences in Terminology	8
Disabling Integration	24
E	
Employee List in QuickBooks	20
Error Messages	40

F

Fees 31

Field Mapping 43

 client file screenshots 43

 cost file screenshots 49

 fields in the client file 46

 fields in the cost file 50

G

General Journal Entry Window in QuickBooks 30

General Ledger Software

 integration with QuickBooks 37

Getting Started 23

GLS

 See General Ledger Software

H

Help 41

How QuickBooks Integrates with Tabs3 32

How Tabs3 Integrates with QuickBooks 26

I

Implementation Scenarios 23

 bringing QuickBooks information to

 Tabs3 23

 data exists in both Tabs3 and QuickBooks 24

 disabling integration after data merge ... 24

 posting Tabs3 database to QuickBooks .. 23

Inactive Clients 28

Initial Integration 24

 Merge Count 25

 QuickBooks Application Certificate 10

 Tabs3 File 25

Integration

 Accounts Payable Software and

 QuickBooks 37

 best practices 36

 cost recovery software and QuickBooks .. 38

 General Ledger Software and QuickBooks 37

 items that do not integrate 31

 other Tabs3 products and QuickBooks ... 37

 PracticeMaster and QuickBooks 37

 Tabs3 Connect and QuickBooks 38

 Tabs3 Remote and QuickBooks 38

 Trust Accounting Software and

 QuickBooks 37

Integration Configuration 9

Integration Overview 7

 chart 7

 QuickBooks to Tabs3 Billing 7

 Tabs3 Billing to QuickBooks 7

Integration Requirements 8

J

Job Type

 verifying 19

K

Knowledge Base 6, 41

M

Merge Count 25

Merge QuickBooks Data with Tabs3 25

Multi-User Mode

 limitations 9

 switching to Single-user mode 10

Multi-user Mode vs. Single-user Mode 9

O	
Overview of Integration	7
P	
Payment Integration	
General Journal Entry window	29-30
payment adjustments	30
payment refunds	31
payment reversals	31
PracticeMaster	
integration with QuickBooks	37
Progress Billing	32
Q	
QuickBooks	
client integration	32
configuring for integration	19
cost integration	33
credit memo integration	33
how QuickBooks integrates with Tabs3 ..	32
integration with Tabs3	32
multi-user mode	9
multi-user mode vs. single-user mode ...	9
single-user mode	9
QuickBooks Application Certificate	10
R	
RDS	40
Remote Data Sharing	40
Renaming Contacts	39
Rep	
verifying	19
Reports	
Detail Work-in-Process Report	34
reporting data from QuickBooks	34
Task Code Billing Report	34
Transaction Code List	35
Transaction File List	35
verification lists	35
Resources	41
Help	41
Knowledge Base	41
Web Site	41
Reversal of Payments	31
Reversal of Refunds	31
S	
Sales Tax	
configuring in QuickBooks	21
configuring in Tabs3	17
Secure Clients	28
Send Tabs3 Data to QuickBooks	25
Single-User Mode	
switching to multi-user mode	9
STQBERRLOG	26
T	
Tabs3	
client integration	27
configuring integration in Customization	12
configuring clients for integration	14
configuring for integration	12
configuring sales tax	17
cost integration	28
how Tabs3 integrates with QuickBooks ..	26
integration with QuickBooks	26
payment integration	29
Tabs3 Connect	
integration with QuickBooks	38
Tabs3 File	25
Tabs3 Remote	
integration with QuickBooks	38
TAS	

See Trust Accounting Software

Tcodes

See Transaction Codes

Technical Considerations	39
backing up data	40
renaming contacts	39
Undo Updated Statements	39
Terminology Differences	8
Third Party Integration Requirements	8
Transaction Codes	
configuring for integration	15
Troubleshooting	40
Trust Accounting Software	
integration with QuickBooks	37
Types of Integration	25

U

Undo Updated Statements	39
-------------------------------	----

V

Version Compatibility	8
-----------------------------	---

W

Web Site	6, 41
Work Description	27
Write Offs	32