

QuickBooks® Integration Guide



Tabs3 Billing



PracticeMaster



Trust Accounting



Accounts Payable




General Ledger

Tabs3 & QuickBooks Integration Guide

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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 Billing.

Additional guides for separate software features are also available.

All guides are available on our website 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:

support.tabs3.com

Additional Resources

A comprehensive list of all resources for Tabs3 Software can be found on page 48.

Integration Overview

Tabs3 Billing 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 utility 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 Billing and QuickBooks.

For more detailed information on what does and does not integrate, see the [How Tabs3 Billing Integrates with QuickBooks](#) section of this Guide (page 29). For best practices when integrating Tabs3 Billing and QuickBooks, see the [Best Practices](#) section of this Guide (page 42).

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

Tabs3 Billing	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 Billing and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 Billing and QuickBooks](#) section of this Guide (*page 51*).

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 [R11950](#), "Third Party Integration Requirements."

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 application or via the QuickBooks RDS application (*page 47*).

Integration Configuration

Before Tabs3 Billing 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 Software 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" window 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 Tabs3 Accounts Payable (AP), 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 application's name on it is requesting access to a QuickBooks data file.

Note: AP and PracticeMaster do not integrate with QuickBooks. Instead, each of these applications passes the requested data to QuickBooks via Tabs3 Billing. For more information on how integration occurs with PracticeMaster, Trust, AP, GL, and more, see the [How Other Tabs3 Software Integrates with QuickBooks](#) section (page 43).

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

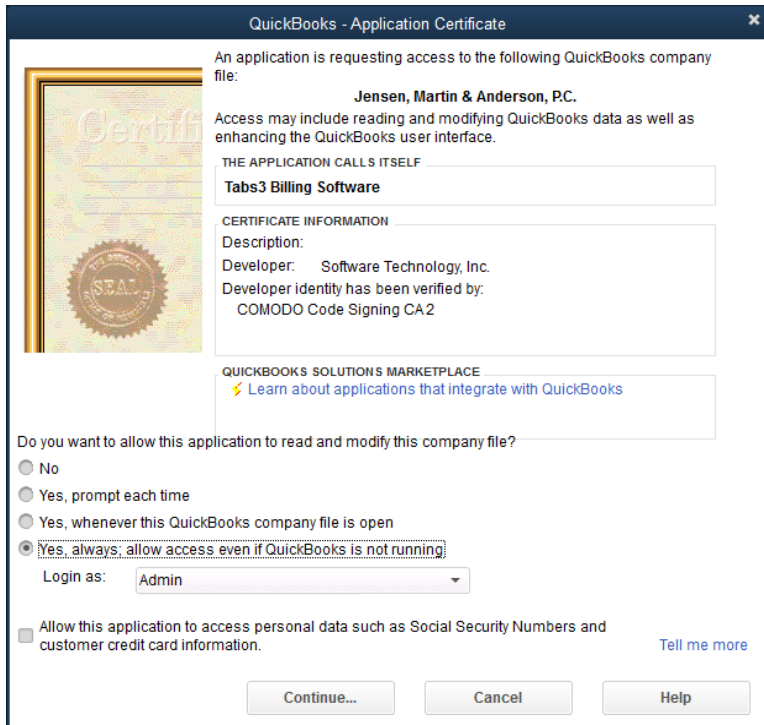


Figure 2, QuickBooks Application Certificate

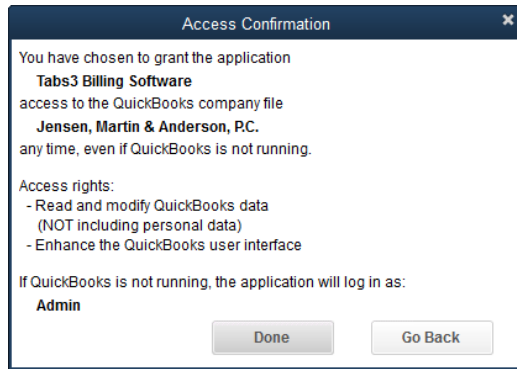


Figure 3, Access Confirmation

Configuring Tabs3 Billing

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

- Customization
- Clients
- Transaction Codes
- Sales Tax

Configuring Tabs3 Billing Customization

Integration with QuickBooks must be enabled in the Tabs3 Billing Customization window 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 the Tabs3 Billing Quick Launch, search for and 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.

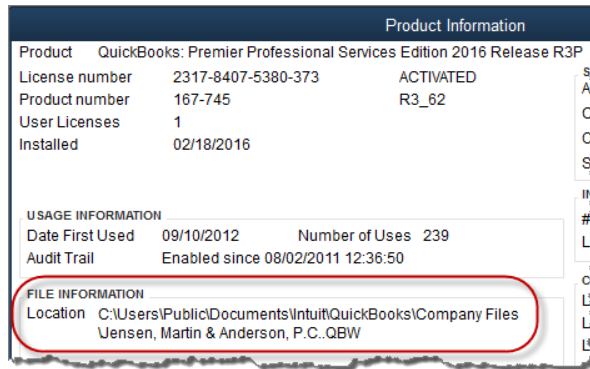


Figure 4, QuickBooks Product Information

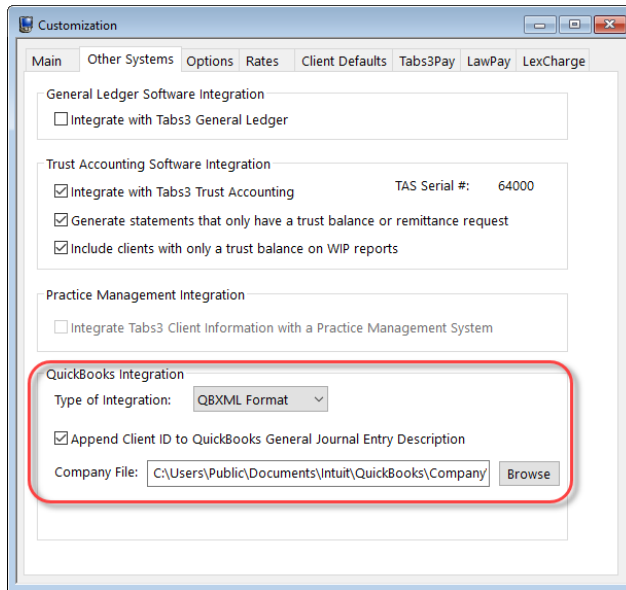


Figure 5, Tabs3 Billing Customization

Configuring Tabs3 Billing Clients

When adding a new client in Tabs3 Billing 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 Billing clients are not already set up in this manner, one or more clients in Tabs3 Billing must be renumbered before merging.

Tabs3 Billing 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 Billing and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 Billing and QuickBooks](#) section of this Guide (page 51).

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. From the Tabs3 Billing Quick Launch, search for and select "Client Information."
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. Under 'Settings', the 'Billing Category' is 35 (Family Law) and the 'Billing Frequency' is Monthly (Monthly Clients). Under 'Report Order Timekeepers', the primary is Kendra I. Michaels (5), secondary is Michael L. Jensen (1), and originating is Robert O. Burns (4). In the 'Status' section, the 'Integrate with QuickBooks' checkbox is checked and circled in red, while 'Task Based Billing Client' and 'Non-billable' are unchecked.

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 the Tabs3 Billing Quick Launch, search for and select "Transaction Code Information."
 - 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.
3. Repeat step 3 for all tcodes you want to integrate with QuickBooks.

The screenshot shows the 'Miscellaneous' window in Tabs3 Billing. The window has a title bar with 'Miscellaneous' and standard window controls. Below the title bar is a tabbed interface with tabs for 'Timekeeper', 'Category', 'Tcode', 'Misc Desc', 'Bill Freq', 'Location', and 'Task Code'. The 'Tcode' tab is selected. The form contains the following fields and controls:

- Tcode:** A dropdown menu showing '100'.
- Alpha Code:** A text field containing 'MA'.
- Type:** A dropdown menu showing '5 - Miscellaneous'.
- Transaction Type:** A dropdown menu showing 'Advance'.
- Cost Type:** A dropdown menu showing '0 - Miscellaneous'.
- Description:** A text area containing '(miscellaneous advance)'.
- Spell:** A button with a checkmark icon.
- Bill Code:** A dropdown menu showing '4 - Billable / Always Print'.
- Charge Sales Tax:** An unchecked checkbox.
- Amount:** A text field containing '0.00'.
- Effective Date of New Rate:** A dropdown menu showing 'mm/dd/yyyy'.
- Rate:** A text field containing '0.000'.
- New Rate:** A text field containing '0.000'.
- Move Rate:** A button.
- Integrate with QuickBooks:** A checked checkbox.
- QuickBooks Debit Acct:** A dropdown menu showing 'Advanced Client Costs'.
- QuickBooks Credit Acct:** A dropdown menu.

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 Billing."

► Tabs3 Billing Customization

1. In the Tabs3 Billing Quick Launch, search for and 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 the Tabs3 Billing Quick Launch, search for and select "Client Information."
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 utility.

► Tabs3 Billing Transaction Codes

1. In the Tabs3 Billing Quick Launch, search for and select "Transaction Code Information."
2. Select the tcode that you want to assess sales tax for.
3. Select the **Charge Sales Tax** check box.
4. Press Ctrl+S.
5. Repeat steps 3-5 for each transaction code you want to assess sales tax for.

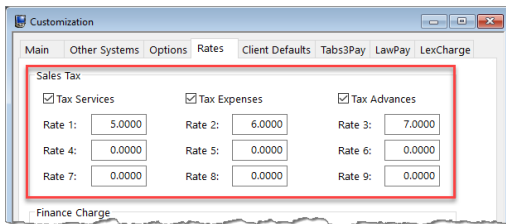


Figure 8, Customization, **Rates** tab

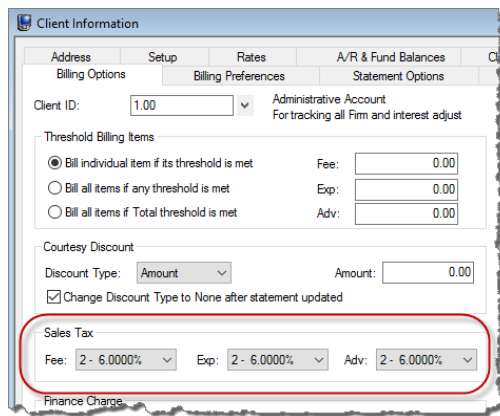


Figure 9, Client Information, **Billing Options** tab

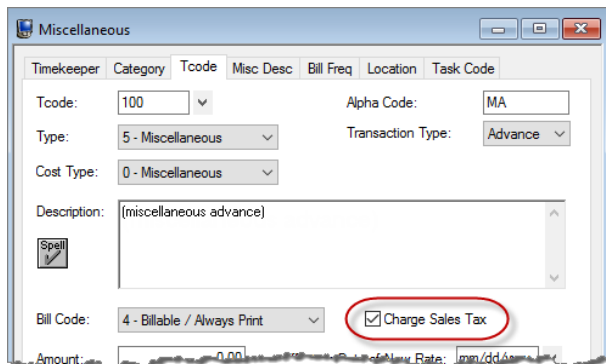


Figure 10, Tcode

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 Billing and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 Billing and QuickBooks](#) section of this Guide (page 51).

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 Billing timekeeper) and an Account No. (i.e., a new Tabs3 Billing 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 Billing. Additionally, if the customer and job have different addresses, contact names, phone numbers, etc., when the Merge QuickBooks Data with Tabs3 utility is run, the job information will be pulled into Tabs3 Billing 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**.

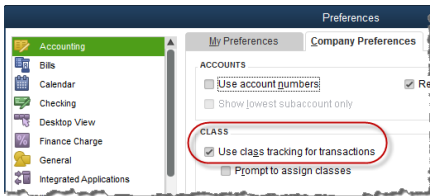


Figure 11, QuickBooks Accounting

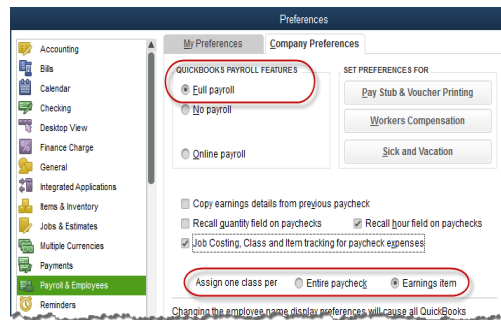


Figure 12, QuickBooks Payroll & Employees

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.

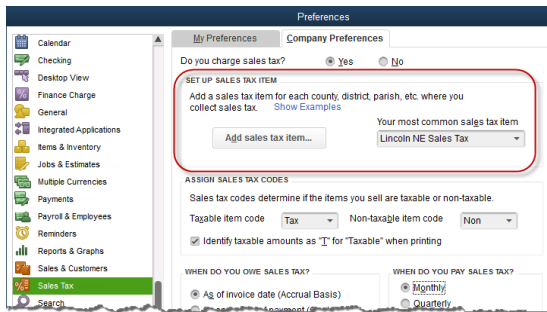


Figure 13, QuickBooks Sales Tax

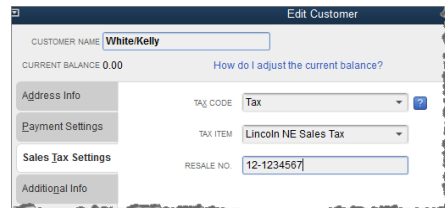


Figure 14, QuickBooks Customer

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 utilities.***

Posting an Existing Tabs3 Billing Client Database to QuickBooks

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

► To send Tabs3 Billing data to QuickBooks

1. Make sure each Tabs3 Billing 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 Renummer Clients utility to accomplish this.
2. Although Tabs3 Billing will add timekeepers to QuickBooks on the fly as required, you may want to define all Tabs3 Billing timekeepers as employees in QuickBooks in order to avoid potential issues with long names. If you add timekeepers in Tabs3 Billing, 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 Billing data files and the QuickBooks Company File.
5. If data does not exist in QuickBooks, run the Send Tabs3 Data to QuickBooks utility.

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 Billing, you can use the following procedures:

► **To merge QuickBooks data with Tabs3 Billing**

1. Make sure each employee in QuickBooks has a corresponding timekeeper in Tabs3 Billing. Also make sure these employees are configured as sales reps in QuickBooks.
2. Make sure each Tabs3 Billing 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 Billing. Customers and jobs without a valid account number will not be passed to Tabs3 Billing.
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 Billing data files and the QuickBooks Company File.
8. If data does not exist in Tabs3 Billing, run the Merge QuickBooks Data with Tabs3 utility to merge the QuickBooks information into Tabs3 Billing.

When Data Exists in both Tabs3 Billing and QuickBooks

If you have been using both Tabs3 Billing 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 utilities.***

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

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 Billing Customization using the following procedures:

► **To disable QuickBooks integration**

1. In the Quick Launch, search for and 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](#)
Quick Launch: [QuickBooks Integration](#)

Once Tabs3 Billing and QuickBooks have been set up to integrate, you must merge preexisting data from one application 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 Billing.

Send Tabs3 Data to QuickBooks

The **Send Tabs3 Data to QuickBooks** option is used to send Tabs3 Billing client and cost records to QuickBooks. This utility will typically be used only once since integration from Tabs3 Billing to QuickBooks is automatic. This utility is provided specifically for firms who have been using Tabs3 Billing and implement QuickBooks after the Tabs3 Billing 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** utility be run for just clients before costs are sent to QuickBooks. This is because **Tabs3 Billing 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 Billing 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** utility 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 utility will verify the information from QuickBooks before merging it with the main Tabs3 Billing 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.

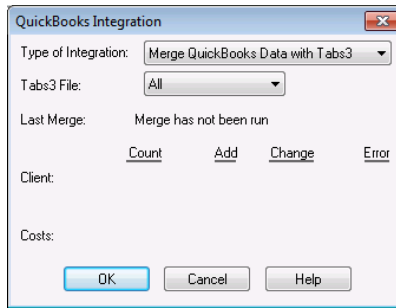


Figure 15, QuickBooks Integration window in Tabs3 Billing

How Tabs3 Billing 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 Billing and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 Billing and QuickBooks](#) section of this Guide (page 51).

See the [Best Practices](#) section of the Guide (page 42) 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 Billing or an integrated field is changed in Tabs3 Billing (*with a few field exceptions as noted in the [Field Mapping Between Tabs3 Billing and QuickBooks](#) section of this Guide [page 51]*).
- Deleting a client in either system will not delete the client in the other system.
- Deleting a client in Tabs3 Billing will delete all of the fees and costs for that client in Tabs3 Billing. 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 Billing, 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 Billing fields).
- When adding a client matter in Tabs3 Billing, 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 Billing 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 Billing will not be passed to QuickBooks.
- Changing a client's name in Tabs3 Billing 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 Billing.
- Client in Tabs3 Billing 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 Billing 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 Billing slightly (e.g., by adding or deleting a middle initial, etc., using the Rename Contact utility).
- Tabs3 Billing will add a record to the QuickBooks Sales Rep and Job Type lookup lists if the corresponding information specified in Tabs3 Billing does not already exist in QuickBooks.

- Although allowed in Tabs3 Billing, duplicate values in certain fields will cause unpredictable results. Make sure you do not have duplicate values for the following fields in Tabs3 Billing: Timekeeper Name, Timekeeper Initials, and Category Description.
- Secure client information in Tabs3 Billing is passed to QuickBooks (provided the Tabs3 Billing user has adequate rights). QuickBooks does not have secure clients, so secure clients will move to QuickBooks and be viewable.
- The Tabs3 Billing Data File Integrity Check utility 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 Billing 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 Billing to QuickBooks.
- Renumbering a client in Tabs3 Billing will renumber the Account Number in QuickBooks.
- The Change Key Type utility 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 Billing 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 Billing 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 Billing cost records are not passed to QuickBooks. However, changes to Bills in QuickBooks are passed to Tabs3 Billing.
- Deletions of cost records in either application will not delete the corresponding cost in the other application.
- Deleting a client in Tabs3 Billing will delete all costs for the client in Tabs3 Billing, 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 Billing when the Merge QuickBooks Data with Tabs3 Billing utility 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 Billing, 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 Billing transaction codes.

Cost Credits

Entering a cost credit in Tabs3 Billing 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 Billing 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 Billing to QuickBooks, the **Bill Due** in QuickBooks is ten days after the **Date** in Tabs3 Billing.
- Tabs3 Billing costs with an amount of "0.00" are passed to QuickBooks as a Paid Bill.
- All billable Tabs3 Billing 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 Billing 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 Billing cannot send sales tax information to QuickBooks

Payment Entry

When a payment is entered into Tabs3 Billing, 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 Billing 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 Billing 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 Billing 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 Billing 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: 08/23/2024

Check #: 1,234

	Total	Debit	Credit	Remaining
	200.00	0.00	0.00	
				Balance: 0.00

Journal Entry

Account: [Dropdown]

Debit/Credit: [Dropdown] Amount: 0.00

Description: Payment

Account	Amount	Desc
Operating Account	200.00 D	Payment
Firm Income	200.00 C	Payment

Buttons: Save All, Close, Help, Save Record, Delete Record, Cancel, Apply Balance

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 Billing, PracticeMaster, Tabs3 Connect, or Tabs3 Billing 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 utility.

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 utility 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 Billing and QuickBooks, including screenshots, see the [Field Mapping Between Tabs3 Billing and QuickBooks](#) section of this Guide (*page 51*).

See the [Best Practices](#) section of the Guide (*page 42*) 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 Billing the next time the Merge QuickBooks Data with Tabs3 Billing utility 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 Billing. You must manually delete the client in Tabs3 Billing.
- Clients marked as Inactive in QuickBooks will not move over to Tabs3 Billing; however, costs and fees will move over to Tabs3 Billing 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 Billing cost records are not passed to QuickBooks. However, changes to Bills in QuickBooks are passed to Tabs3 Billing.
- Deletions of cost records in either application will not delete the corresponding cost in the other application.
- Deleting a client in Tabs3 Billing will delete all costs for the client in Tabs3 Billing, 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 Billing when the Merge QuickBooks Data with Tabs3 Billing utility is run.

Credit Memos

Credit Memos are integrated with Tabs3 Billing as follows:

- Credit memos are passed to Tabs3 Billing 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 Billing.

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

Notes on Cost Integration

- QuickBooks classifies Bills, Checks, and Credit Card Transactions as Expenses or Items. Only Expenses are passed to Tabs3 Billing.
- There are two Memo fields in QuickBooks. The memo field directly under the Bill/Credit Card area is not passed to Tabs3 Billing.
- Although QuickBooks does not require a customer/job to be entered for Bills, Tabs3 Billing requires it. If a Bill is entered into QuickBooks without a customer/job, no information will be passed to Tabs3 Billing when the Merge QuickBooks Data with Tabs3 utility is run.
- Although QuickBooks does not require a Class (tcode) to be entered for Bills, Tabs3 Billing requires it. If a Bill is entered into QuickBooks without a class, no

information will be passed to Tabs3 Billing when the Merge QuickBooks Data with Tabs3 utility is run.

- Bills, checks, and credit card transactions created in QuickBooks are passed to Tabs3 Billing using the Tabs3 Billing client's primary timekeeper for the Timekeeper field.
- The QuickBooks vendor is passed to the QuickBooks Vendor field in Tabs3 Billing.
- The QuickBooks account is passed to the QuickBooks Debit Account Field in Tabs3 Billing.
- Bills that are tagged as non-billable in QuickBooks are passed to Tabs3 Billing 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 Billing.
- Cost transactions merged into Tabs3 Billing will have sales tax if the Client in Tabs3 Billing 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](#)

Quick Launch: [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](#)
Quick Launch: [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](#)
Quick Launch: [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](#)
Quick Launch: [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 Billing 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 Billing; however, changes made in Tabs3 Billing are not posted to QuickBooks. Conversely, deletions made in QuickBooks are not brought over to Tabs3 Billing.

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 Billing, 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 Billing and will not delete the Client.</p>
Adding Costs	Either System	Integration works both ways.
Changing Costs	QuickBooks	Changing a transaction in Tabs3 Billing does not change the transaction in QuickBooks.
Deleting Costs	Required in Both Systems	<p>Deleting a cost transaction in Tabs3 Billing will not delete the corresponding Bill record from QuickBooks.</p> <p>Deleting a transaction in QuickBooks does not delete the corresponding transaction in Tabs3 Billing.</p>
Deleting Payments	Tabs3 Billing	Deleting, reversing, or refunding a payment in Tabs3 Billing 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 applications **other** than Tabs3 Billing do not integrate with QuickBooks. Instead, Tabs3 Billing passes the requested data to QuickBooks on behalf of these applications. 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 Billing is installed. When Tabs3 Billing is installed, clients and costs entered in PracticeMaster will integrate with QuickBooks.

Tabs3 Trust Accounting Software

Tabs3 Trust Accounting Software (Trust) integrates as follows:

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

Tabs3 Accounts Payable

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

Tabs3 General Ledger

Tabs3 General Ledger (GL) integrates as follows:

- Tabs3 Billing cannot be configured to integrate with QuickBooks and GL at the same time.
- If AP is configured to integrate with both Tabs3 Billing and GL, 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 GL 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" utility 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" utility is run.

Tabs3 Billing Remote

Cost transactions merged into Tabs3 Billing using the "Merge Tabs3 Remote Data" utility will integrate with QuickBooks as follows.

- When entering costs in Tabs3 Billing 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 Billing 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 utility is run.

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

Technical Considerations

When integrating Tabs3 Billing 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 utilities 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 Billing 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 Billing to integrate with QuickBooks, QuickBooks must be installed on each computer on which Tabs3 Billing is also used. Alternatively, Tabs3 Software 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 Billing's built-in help files and the Tabs3 Software Knowledge Base.

Help

Help is installed with the software and is easily accessed by pressing F1, by clicking the  button, or in the Quick Launch by searching for and selecting "Help Topics." Help includes detailed information regarding specific applications and features. 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 access the Knowledge Base in the Quick Launch by searching for and selecting "Knowledge Base."

- [R11591](#), "QuickBooks FAQ," contains frequently asked questions about the integration between Tabs3 Billing 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.
- [R11950](#), "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 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 website at:

support.Tabs3.com

Tabs3 Support

Tabs3 Software provides some of the best support in the industry. Service to our customers is extremely important to us—so much so that our motto is:

Reliable software. Trusted service.

Support is provided at no charge with a maintenance plan and is available from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday. If you have any questions, please feel free to call our Support staff at (402) 419-2210.

Email support is also available for all firms on maintenance. Our support team responds to emails during office hours. Our goal is to respond to your question within one business day. Please keep in mind that time-sensitive and complex issues are better handled over the phone. To request email support, visit [Tabs3.com/support](https://www.tabs3.com/support).

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Field Mapping Between Tabs3 Billing 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 Billing. The window is divided into several tabs: Billing Preferences, Statement Options, Split Billing, Budget, and Client Portal. The 'Client' tab is active, showing the following fields:

- Client ID:** 850.01 (with a 'New' link)
- Client Name:** White/Kelly (with a 'Kelly White' link)
- Work Description:** Divorce
- Home*:** 201, 122nd Avenue East, Los Angeles CA 98507
- Name Search:** White/Kelly
- Location:** LA
- Date Opened:** 07/11/2024
- Date Closed:** mm/dd/yyyy
- Matter Contact:**
 - Contact Name:** White/Kelly (with a 'Kelly White' link)
 - Business:** 213-474-4336
 - Home:** 323-489-3410
 - Mobile:** (empty)
 - Business Fax:** (empty)
 - Email 1*:** kelly@homeoffice.net

Red boxes highlight the Client Name, Address, and Contact Information sections.

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

Edit Job

JOB NAME: CUSTOMER:

CURRENT BALANCE 0.00 How do I adjust the current balance?

Address Info

COMPANY NAME:

FULL NAME: First M.I. Last

JOB TITLE:

Main Phone: Main Email:

Alt. Phone: CC Email:

Mobile: Website:

Fax: Other 1:

ADDRESS DETAILS

INVOICE/BILL TO:

SHIP TO:

☐ Default shipping address

☐ Job is inactive

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

Client Information

Billing Options: ☐ Billing Preferences: ☐ Statement Options: ☐ Setup: ☐ Rates: ☐ A/R & Fund Balances: ☐ Client: ☐

Client ID:

Client Name: [Kelly Ann White](#)

Work Description:

Home*: ☒ 201, 122nd Avenue East, Los Angeles CA 98507

Figure 19, Tabs3 Billing Work Description

Edit Job

JOB NAME:

CURRENT BALANCE 0.00 How do I adjust the current balance?

Address Info

COMPANY NAME:

FULL NAME: First M.I. Last

JOB TITLE:

Main Phone: Main Email:

Alt. Phone: CC Email:

Mobile: Website:

Fax: Other 1:

ADDRESS DETAILS

INVOICE/BILL TO:

SHIP TO:

☐ Default shipping address

☐ Job is inactive

Figure 20, QuickBooks Job Name

Client Information

Billing Options: ☐ Billing Preferences: ☐ Statement Options: ☐ Setup: ☐ Rates: ☐ A/R & Fund Balances: ☐ Client: ☐

Client ID:

Client Name: [Kelly Ann White](#)

Work Description:

Home*: ☒ 201, 122nd Avenue East, Los Angeles CA 98507

Figure 21, Tabs3 Billing Client ID

Edit Job

JOB NAME:

CURRENT BALANCE 0.00 How do I adjust the current balance?

Address Info

COMPANY NAME:

FULL NAME: First M.I. Last

JOB TITLE:

Main Phone: Main Email:

Alt. Phone: CC Email:

Mobile: Website:

Fax: Other 1:

ADDRESS DETAILS

INVOICE/BILL TO:

SHIP TO:

☐ Default shipping address

☐ Job is inactive

Figure 22, QuickBooks Account No.

Client Information

Billing Options: Address, Setup, Billing Preferences, Rates, Statement Options, A/R & Fund Balances, Client

Client ID: 850.01 White/Kelly Divorce

Settings: Billing Category: 35 Family Law, Billing Frequency: Monthly Monthly Clients

Report Order Timekeepers: Primary: 5 Kendra I. Michaels

Status: ☐ Task Based Billing Client ☐ Non-billable

Figure 23, Tabs3 Billing Primary Timekeeper

Edit Job

JOB NAME: Divorce

CURRENT BALANCE: 0.00 How do I adjust the current balance?

Address Info: CUSTOMER TYPE

Payment Settings: REP: KIM

Additional Info: Job Info

Figure 24, QuickBooks Rep

Client Information

Billing Options: Address, Setup, Billing Preferences, Rates, Statement Options, A/R & Fund Balances, Client

Client: Client ID: 850.01 White/Kelly Kelly Ann White

Work Description: Divorce

Home*: 201, 122nd Avenue East Los Angeles CA 98507

Name Search: White/Kelly Location: LA

Date Opened: 07/11/2024 Date Closed: mm/dd/yyyy

Matter Contact:

Figure 25, Tabs3 Billing Date Opened and Date Closed

Edit Job

JOB NAME: Divorce

CURRENT BALANCE: 0.00 How do I adjust the current balance?

Address Info: JOB DESCRIPTION

Payment Settings: JOB TYPE: Family Law

Additional Info: JOB STATUS: None

Job Info: START DATE: 07/11/2024 PROJECTED END DATE: END DATE:

Figure 26, QuickBooks Start Date and End Date

Client Information

Billing Options: Address, Setup, Billing Preferences, Rates, Statement Options, A/R & Fund Balances, Client

Client ID: 850.01 White/Kelly Divorce

Settings: Billing Category: 35 Family Law, Billing Frequency: Monthly Monthly Clients

Report Order Timekeepers: Primary: 5 Kendra I. Michaels

Status: ☐ Task Based Billing Client ☐ Non-billable

Figure 27, Tabs3 Billing Category

Edit Job

JOB NAME: Divorce

CURRENT BALANCE: 0.00 How do I adjust the current balance?

Address Info: JOB DESCRIPTION

Payment Settings: JOB TYPE: Family Law

Additional Info: JOB STATUS: None

Job Info: START DATE: 07/11/2024

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 applications.

Tabs3 Billing	QuickBooks	Notes
Name (Client) (50) <i>Figure 17</i>	Customer (Name)(41) <i>Figure 18</i>	<p>Changing the Tabs3 Billing 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 Billing 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 Billing, 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 Billing's Client Name field.</p> <p>Changes are passed from Tabs3 Billing to QuickBooks.</p> <p>Changes are not passed from QuickBooks to Tabs3 Billing.</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 Billing to QuickBooks.</p> <p>Changes are not passed from QuickBooks to Tabs3 Billing.</p> <p>Deleting an address line in either system will not delete it in the other system.</p>

Tabs3 Billing	QuickBooks	Notes
City (Selected Address) (20) <i>Figure 17</i>	City (31) <i>Figure 18</i>	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
State (Selected Address) (3) <i>Figure 17</i>	State/Province (21) <i>Figure 18</i>	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
Zip (Selected Address) (10) <i>Figure 17</i>	Zip/Postal Code (13) <i>Figure 18</i>	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
Country (Selected Address) (20)	Country/Region (31)	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
Phone 1 (Business) (31) <i>Figure 17</i>	Phone (21) <i>Figure 18</i>	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
Phone 2 (Home) (31) <i>Figure 17</i>	Alt. Phone (21) <i>Figure 18</i>	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
Phone 3 (Business Fax) (31)	FAX (21)	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
Email_Address (100) <i>Figure 17</i>	Email (99) <i>Figure 18</i>	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.
Contact (Name) (50) <i>Figure 17</i>	Contact (41) <i>Figure 18</i>	Changes are passed from Tabs3 Billing to QuickBooks. Changes are not passed from QuickBooks to Tabs3 Billing.

Tabs3 Billing	QuickBooks	Notes
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 Billing will add a lookup record to QuickBooks if a matching record does not exist.</p> <p>If the Tabs3 Billing timekeeper has no initials, the client will not be added to QuickBooks.</p> <p>Changes made in Tabs3 Billing are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3 Billing, 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 Billing.</p> <p>Sales Reps added through QuickBooks must exist as timekeepers in Tabs3 Billing or the client will not be added.</p>
Client_ID (13) <i>Figure 21</i>	Account Number (99) <i>Figure 22</i>	<p>If no Account Number is specified in QuickBooks, the client will not be added to Tabs3 Billing.</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>
Date_Opened (10) <i>Figure 25</i>	Job Start Date (10) <i>Figure 26</i>	<p>If no Work Description is specified in Tabs3 Billing, 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 Billing with a Date Opened of the current system date.</p> <p>Changes made in Tabs3 Billing are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3 Billing.</p>

Tabs3 Billing	QuickBooks	Notes
Date_Closed (10) <i>Figure 25</i>	Job End Date (10) <i>Figure 26</i>	<p>If no Work Description is specified in Tabs3 Billing, 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 Billing with a Date Closed of mm/dd/yyyy.</p> <p>Changes made in Tabs3 Billing are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3 Billing.</p>
Billing Category Desc (30) <i>Figure 27</i>	Job Type (31) <i>Figure 28</i>	<p>Tabs3 Billing 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 Billing are not passed to QuickBooks.</p> <p>Changes made in QuickBooks are passed to Tabs3 Billing.</p>

Cost File Screenshots

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

Cost Entry

Client ID: 850.01 White/Kelly Divorce Monthly Source: Accounts Payable

Reference: 2 Date: 08/20/2024 Tuesday Primary: 5 Kendra I. Michaels

Tcode: 109 FF Normal Advance

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 Ronald P. Anderson User ID: KENDRA

Bill Code: 0 - Billable / Printable Date Entered: 08/20/2024

Rate Code: 8 Tcode Amount: 105.00 Status: P - Print Sales Tax: 0 - Nontaxable

QuickBooks Vendor: STI-Vendor QuickBooks DB Acct: STI-Expense

Figure 29, Tabs3 Billing Cost

Enter Bills

Main Reports

Bill Credit Bill Received

Bill

VENDOR: STI-Vendor DATE: 08/23/2024

ADDRESS:

TERMS:

MEMO:

REF. NO.:

AMOUNT DUE: 150.00

BILL DUE: 08/31/2024

Expenses \$150.00 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLAB...	CLASS
STI-Expense	150.00	Filing fee (204) Clerk of the District...	White/Kelly:Divorce	✓	FF

Save & Close Save & New Revert

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 applications.

	Tabs3 Billing	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 Billing tcodes must have alpha codes.
4	Bill Code	N/A	Billable costs added in Tabs3 Billing are passed to QuickBooks as billable. Non-billable costs added in Tabs3 Billing are passed to QuickBooks as non-billable. Billable QuickBooks Bills are passed to Tabs3 Billing as billable. Non-billable QuickBooks Bills are passed to Tabs3 Billing as billable. Note: In QuickBooks 2012 Premier and prior, non-billable costs integrate from QuickBooks to Tabs3 Billing as non-billable.
5	QuickBooks Vendor	Vendor	Tabs3 Billing costs without a QuickBooks Vendor assigned will be passed to QuickBooks with a vendor of "STI-Vendor".
6	QuickBooks DB Account	Account	Tabs3 Billing costs without a QuickBooks Account are passed to QuickBooks with a Debit Account of "STI-Expense" (regardless of whether it is a Tabs3 Billing expense or advance). The QuickBooks Credit Account is always Accounts Payable.
7	Amount	Amount	Tabs3 Billing 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 Billing as the date the Merge QuickBooks Data with Tabs3 Billing is run.
10	User ID	N/A	The User ID field will be passed to Tabs3 Billing with the User ID that ran the Merge QuickBooks Data with Tabs3 Billing.

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