Unanet Professional Services
QuickBooks Integration Using Baystate Transaction Pro Importer
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Introduction

Unanet Integrates data with QuickBooks using a file exports that are then imported into the QuickBooks company file. QuickBooks supports 2 basic types if file import formats, the IIF or Intuit Interchange Format, and the use of third party import tools that rely on the QuickBooks SDK (QuickBooks software developer kit).

Over the past number of years, the Services team has experienced issues with the standard import utilities provided by QuickBooks. The standard import works with ASCII text files with a suffix of .iif. Below are the primary issues we have experienced.

- The import utility does not support all transaction types and QuickBooks fields.
- The import utility does very little data validation on the data being imported. This can lead to a variety of data corruption scenarios.
- QuickBooks Online does not support an inherent data import so you must go through a third party tool to import data into QB Online.

For these reasons, Unanet now requires a third party import product to be purchased by the client. This data import utility supports QuickBooks Pro, Premier or Enterprise and QuickBooks Online. It uses the published application programmer interface from QuickBooks (API) and conducts a variety of validations the standard interface does not.

The cost of the interface is $199.95 (Terminal Server is $499.00 for 10 licenses) and can be purchased from Baystate Consulting at the following links. Note the different product for QuickBooks Online versus QuickBooks Pro, Premier or Enterprise.

- QuickBooks Pro, Premier, or Enterprise
  http://www.baystateconsulting.com/products/01TxnWizardDemo.asp.
- QuickBooks Online
  http://www.baystateconsulting.com/products/01TxnWizardOEDemo.asp.

Baystate Transaction Pro Importer 4.0

Advantages of Using a Baystate Transaction Pro Importer:

- You do not have to be logged into QuickBooks in single user mode
- Data validation is completed before the file is imported (iif imports can corrupt your company QuickBooks file)
- Capability of generating a transaction log, and expanded error messages
- Ability to import many transaction types and lists that are not available with the iif imports (IIF won't work with transaction types, or fields in records, that have been added to QuickBooks since around 2002 or so.)
- Ability to work with QuickBooks online
- Step by step wizard interface makes it easy, and allows you to map your file fields to QuickBooks fields with ease
- Unanet has prepared a sample Time and Expense export templates that can be used as a starting point for pulling data from Unanet in a format that is compatible with the Transaction Pro Importer.

Mapping Between Unanet and QuickBooks:

Unanet Timesheets to QuickBooks		
Unanet Field	**QuickBooks Field**	**Description**
Person (User)	Name	In QuickBooks this can be an Employee or a Vendor. In Unanet 2 UDF's are created on the Person that store the corresponding QuickBooks value for the Time and Expense sheets. These UDFs should be populated with the users' name *exactly* how it appears on the Employee or Vendor list in QuickBooks.
Time Entry Date	Transaction Date	The date of the time entry record in Unanet
Project Organization	Customer	Baystate requires a Customer:Job entry for all lines of time entry on the import (even if not required by QuickBooks)
Project	Job or second level in the Customer: Job list	Unanet Project UDF 1 should be populated with the entire QB Customer: Job string If projects are also classified using the QuickBooks Class List, Project UDF 2 should be populated with the corresponding QB Class.
Task (optional)	Sub-job or the 3rd or subsequent level in the Customer: Job list	Unanet Project UDF 1 should be populated with the entire QB Customer: Job string
Labor Category (optional)	Service Item	Transaction Pro Importer requires a Service Item on all time entry for import. A default of "Labor" or some other value can be used in the export template, but will need to be added to QuickBooks.
Pay Code	Payroll Item	Depending upon how the Pay Codes are defined in Unanet, a combination of the person status and the Project Type is used to translate what is sent to QuickBooks for the Payroll Item.
Hours and Minutes	Duration	Time is usually exported in detail, but can be summarized during the export process.
Location or a UDF on the Project or Task	Class (Optional)	This is optional and not used by all customers
Project Type	Billable	The Billable status in QuickBooks is determined based on the Project Type in Unanet
Comments (optional)	Notes	If used, these can be transferred as part of the export process from Unanet

Unanet Expense Payment Method	
Unanet Value	**QuickBooks Transaction Import Type**
Employee Reimbursable	• Bill Payable to a Vendor Record
Credit Card	• Credit Card Transaction • Bill Payable to Vendor Record • Journal Entry
Company Expense	• Bill Payable to Vendor Record • Journal Entry to record the expense • Exclude from export

Unanet Expenses to QuickBooks

User Reimbursable Expenses to QuickBooks Bill payable to Vendor Record

Unanet Field	QuickBooks Field	Description
Person (User)	Name	In QuickBooks this is a Vendor. In Unanet 2 UDF's are created on the Person that store the corresponding QuickBooks value for the Time and Expense sheets. These UDFs should be populated with the users' name *exactly* how it appears on the Employee or Vendor list in QuickBooks.
Date	Transaction Date	The date of the expense record in Unanet
Voucher Number	Ref Number	Unanet Voucher Number is sometimes concatenated with another value or string. This is a required field.
Optional	Due Date	Optional field
Optional	Terms	Optional field
Optional	Memo	Optional field
Expense Type	Expense Account Item	Expense Types in Unanet can map to either Expense Accounts (GL) or Items. Unanet Expense Type UDF's are used to hold the corresponding QuickBooks Value. Project Type is frequently used to determine Expense Account or Item then the appropriate UDF is referenced in the export.
Project Organization	Customer	This value is stored at the project or task level in Unanet.
Project	Job or second level in the Customer: Job list	Unanet Project UDF 1 should be populated with the entire QB Customer: Job string If projects are also classified using the QuickBooks Class List, Project UDF 2 should be populated with the corresponding QB Class.

Task (optional)	Sub-job or the 3rd or subsequent level in the Customer: Job list	Unanet Project UDF 1 should be populated with the entire QB Customer: Job string
Amount	Amount	Expenses are usually exported in detail, but can be summarized during the export process.
	Class (Optional)	This is optional and not used by all customers
Project Type	Billable	The Billable status in QuickBooks is determined based on the Project Type in Unanet
Comments (optional)	Memo	If used, these can be transferred as part of the export process from Unanet

Transaction Pro Importer: Step by Step

The First Time the Transaction Pro Importer is Used

The Transaction Pro Importer application must be downloaded, installed, purchased and registered

1. The initial screen is where you select the file to import, verify file type and option, and click next to continue.

Program Options: These settings need to be verified since they control behavior of the import and how Unanet data is integrating with QuickBooks. You have the option of a setting that does not allow the Transaction Pro Importer to create new Customer: Jobs, Employees, Vendors, Items, etc. If these boxes are checked and a record from Unanet does not exactly match the value in QuickBooks an error message will be generated.

The Validate Records option will increase the time required for the import process, but is an important step in the process.

By generating a Transaction Log of the import process a record of all transaction noting whether they imported or generated an error is created.

Check the appropriate boxes and click Save.
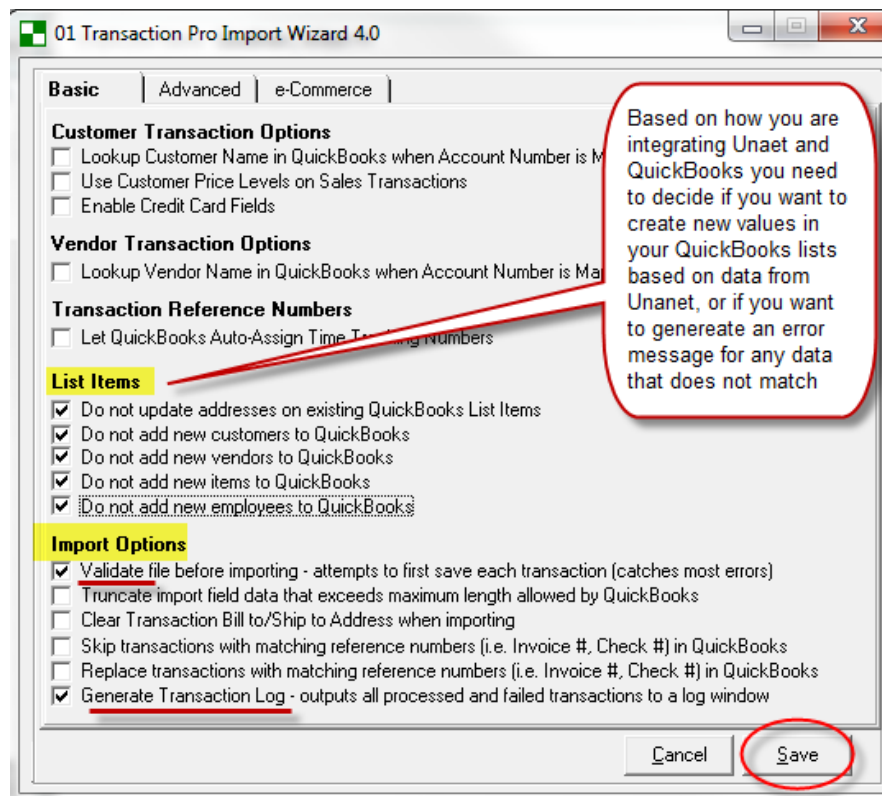
When you return to the initial (Welcome) screen, click Next to continue.

2. The next screen in the process allows you to view and edit the data that is being imported. Any changes to the imported data are for the import process only and the csv import file is not modified. By clicking into the grid, cell values can be edited if needed and rows can be deleted from the import.

If no changes or edits are needed, click Next to continue.
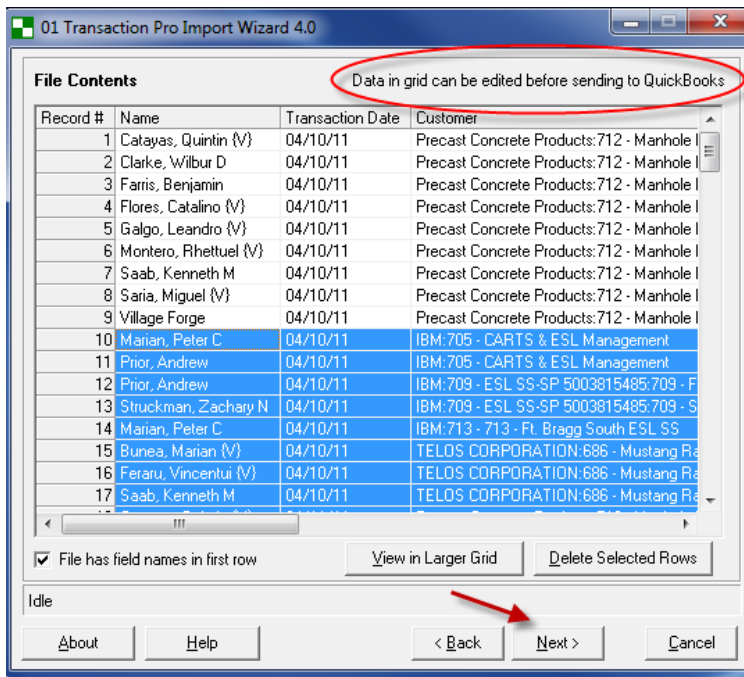
Click Next to continue
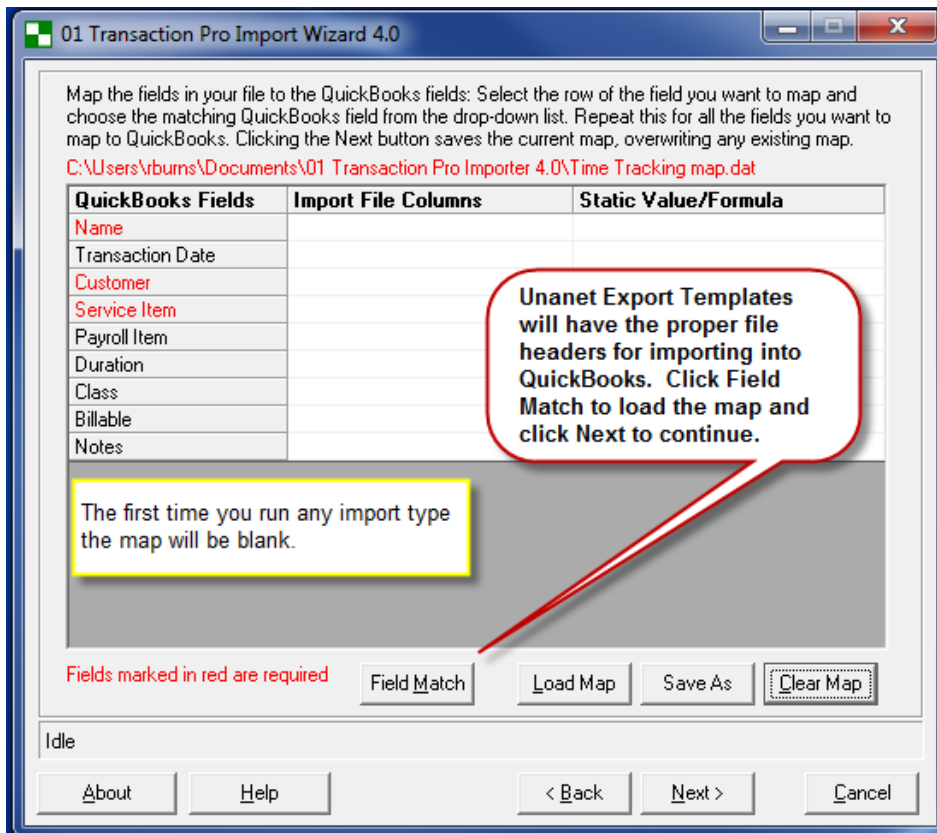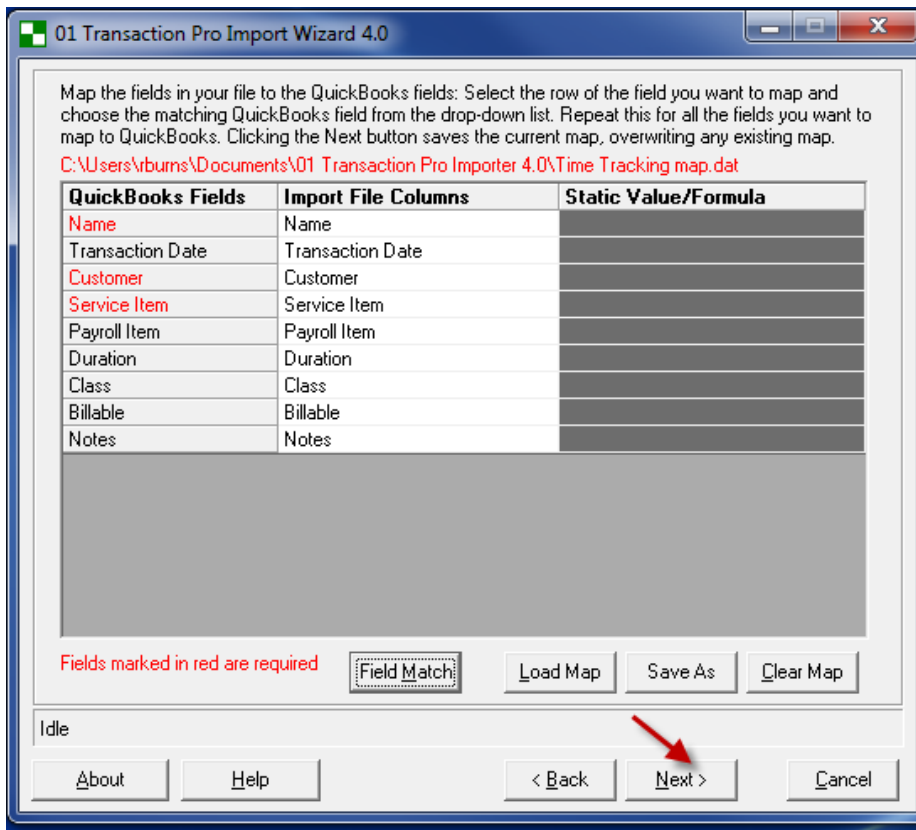
Click next to continue.
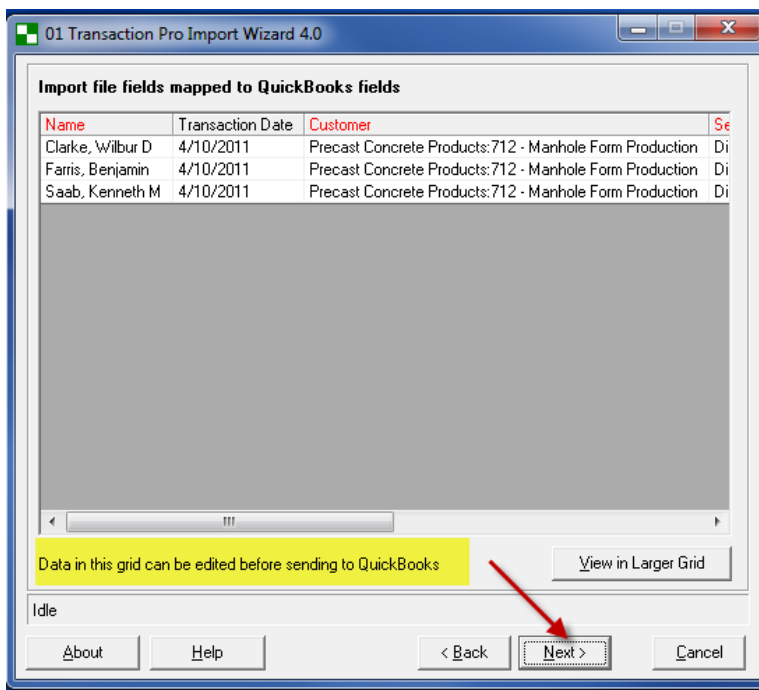
The data will be verified, any errors noted, and you will be given another chance to edit the data in the import file. Click Next to Continue.

The final screen is where you set the default values for new Items that would be created during this process based on the setting on the options screen. If you do not allow

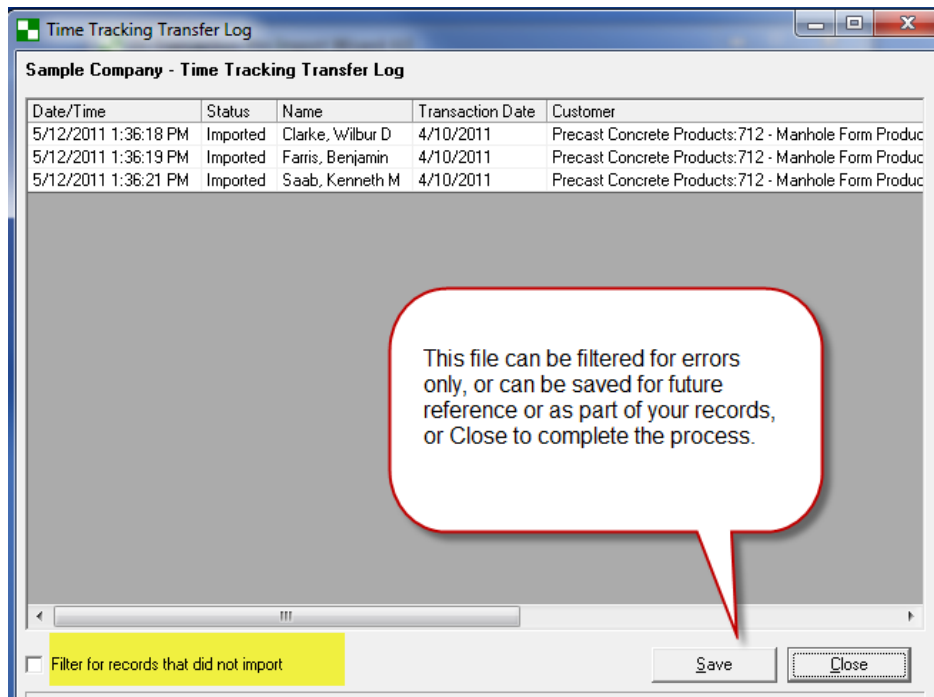Transaction Pro to create new Items, you must set default values on this screen even though no new items will be created.
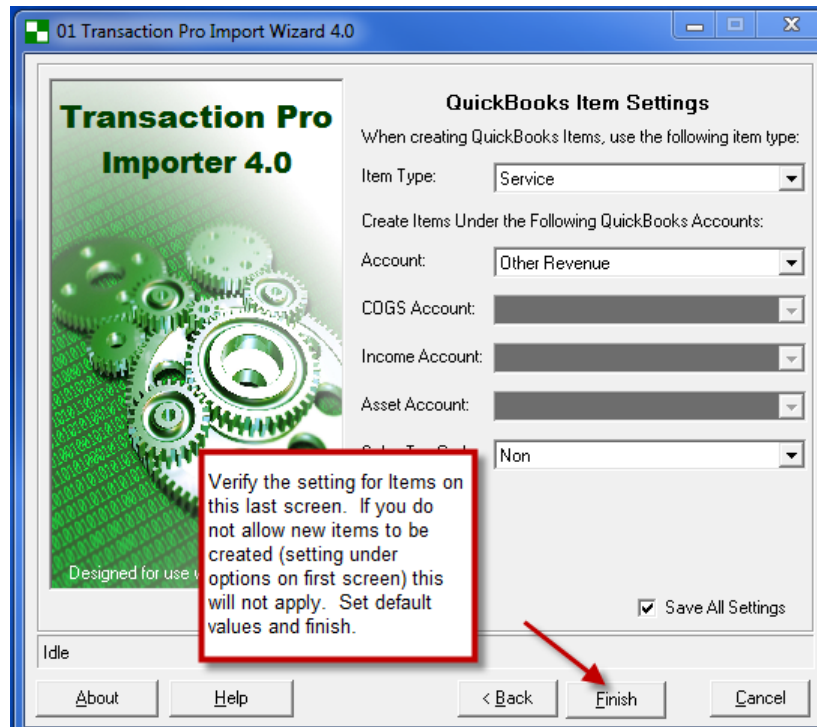
Click Finish to Continue.

Click OK to begin actual import of time records.
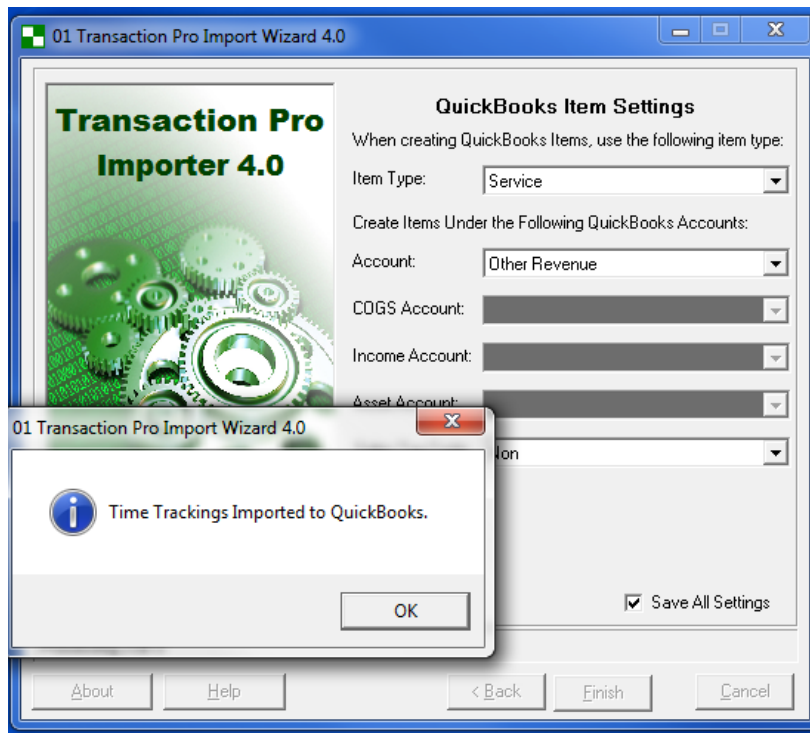
The Transaction Log can be filtered to show errors only, and can be saved if you choose.

This file can be filtered for errors only, or can be saved for future reference or as part of your records, or Close to complete the process.

Click Close.

This will take you back to the initial screen where you can select another file to import or Cancel to close the Transaction Pro Importer application.

Once files are imported into QuickBooks, reports should be run to verify that all of the transactions imported properly and match to the values in Unanet. For example, in QuickBooks a Time by Name report should be run to verify that the total hours by users in QuickBooks agrees to the Total hours in Unanet (compare to the Time Detail Person Report).

Any errors that are noted during the import process can be corrected and those records alone can be reimported, or the timesheet data can be entered manually into QuickBooks.

Common Transaction Types Imported From Unanet

QuickBooks	QB List Details	Uses
Timesheet	• Employee • Vendor • Other Name	• Hours for Payroll (labor costing/posting by Customer: Job in QB) • Hours for Invoicing • Hours for Paying Subcontractors or Consultants • Reporting
Journal Entry (JE)	• Summarized by Customer and Job, • Vendor, or • Detailed by User	• Recognize Expense or Revenue • Create current AR or AP • Financial Reporting or P&L by Job
Bill	• To Employee for Reimbursable Expenses • To Contractor for reimbursable • Expenses or for Labor (hours worked) • To Vendor for Company Paid Expenses	Create Payables Use Item Tab to include Qty (hrs.), or for Expense that are used in creating Invoices (setup as Items) or Expense Tab
Checks for posting labor expense ($0.00)	• By Employee or Vendor • Use Item tab for Time with Hours in Qty • Expense Tab is for Total $ credit to zero • Create a "Dummy" bank account in QB that will always 0 and is used for posting labor (via checks) and labor corrections (move or adjust hours) by Customer:Job	Advantage is that this has the Number of Hours in the Qty field (Mimics Timesheet) Can be used for Invoicing, Reporting P&L by Customer:Job
Invoice	• By Customer or Job • Revenue Recognized based on Item settings	• Aged AR based on Invoice Terms • Receive Payments against Invoice for detailed AR
Credit Card Transactions	By Credit Card Account	Create Payable based on Expense Information in Unanet

User Defined Fields for QuickBooks Integration (Sample)

Expense Type User Defined Fields

Person User Defined Fields

Project User Defined Fields

Task User Defined Fields