3/10/2018

GUIDE

qbGold

QuickBooks Integration for GoldMine

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1.   Introduction

1.1   QuickBooks Integration for GoldMine

qbGold provide GoldMine users with visibility of QuickBooks transactions like Quotes, Sales Orders and even Invoices, if required. It will also allow an authorized Administrator to add a Client record from GoldMine to QuickBooks to save on duplication of data entry. **qbGold** will also synchronize all records from **QuickBooks** to GoldMine on a regular basis (automatically).

2.   Prep Work Prior to Installing qbGold

2.1   Configure Fields in QuickBooks

1. Go to **QuickBooks**
2. Open Customer Module
3. Double click on any customer
4. Go to Additional Info
5. Select Define Field button
6. Select a blank field and type QBID
7. Select another blank field and type Account Number
8. Select all checkboxes for customer (Cust) and Vendor (Vend)
9. Select OK.
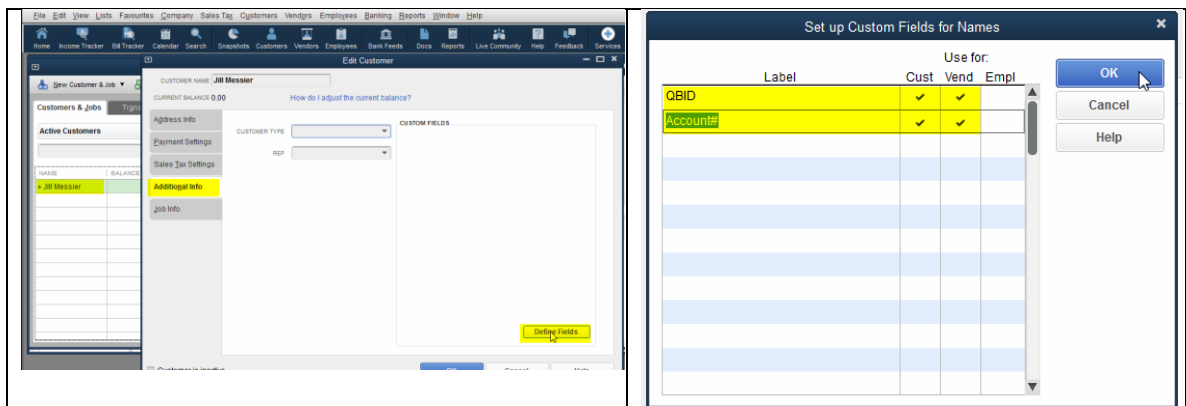
2.2   Configure Fields in GoldMine

1. Create the following fields in GoldMine exactly as noted below:

> **QuickBooks** ID - (UQBID) – Character - Length 20
> **QuickBooks** List ID - (UQBLISTID) – Character - Length 25
> **QuickBooks** Edit Sequence - (UQBEDITSEQ) - Character - Length 15
> **QuickBooks** Link Status (UQBSTATUS) - Character - Length 5

Note: Please hide all fields except **QuickBooks** ID (UQBID). The GoldMine Users cannot update these fields.

To Lock down these field, select (Field Properties > Security > Field Access > Update Right > (MASTER)).

2.3   Create a qbGold User in GoldMine

1. Go to Goldmine, Tools, User Settings, New and create a new User called **QBGold**.

2.4   GM License, Windows Updates & SQL

1. Get the GM License Number without the code and send it to The Trainer's Advisory Network Ltd so a license can be created for qbGold prior to installation.
2. Make sure all Windows Updates are done for Net Framework as you need 4.6 installed.
3. Know the SQL username and password. You will need it for the installation.

2.5   GoldMine qbGold User & New Fields

1. Create a new User in GoldMine called QBGOLD. You must have Master rights to do this.
2. Add new Fields to GoldMine as noted below:

UQBID	character	length 20	QBID
UQBLISTID	character	length 25	QB List ID
UQBEDITSEQ	character	length 15	QB Edit Sequence
UQBSTATUS	character	length 5	QB Link Status

Note: please hide all fields except UQBID or lock them down so Users cannot update them (Field Properties > Security > Field Access > Update Rights > Master)

3. Make a note of the field in GoldMine that describes the type of contact. Usually the Record Type (Key1) outlines whether the record is a Customer or a Vendor.
4. Once the Install is completed, follow instructions for creating a new Taskbar in GoldMine called qbGold.

3.   Installation

3.1   Installation Scenarios

Installing **qbGold** on a workstation

qbGold can be installed on a network workstation or on a stand-alone laptop. GoldMine and **QuickBooks** must be installed on the same computer.

Installing **qbGold** on a server

qbGold can be installed on a server, such as a terminal server or Citrix server. GoldMine and **QuickBooks** must be installed on the server as well.
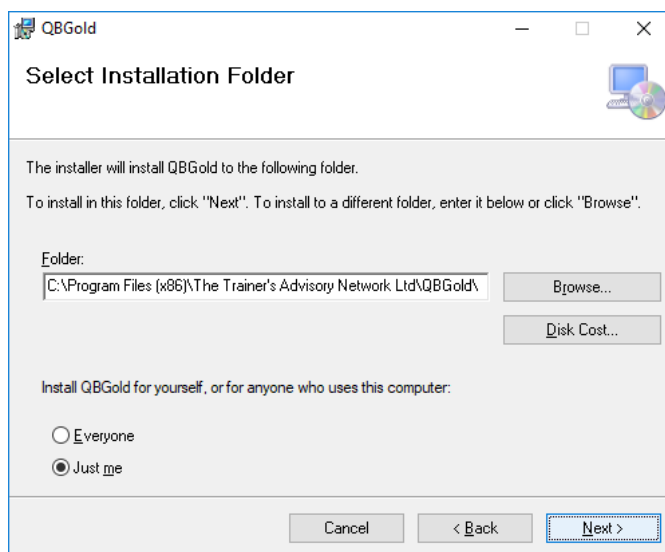
3.2   Installing qbGold

1. Download the **qbGold** installer file from the location provided to you by The Trainer's. Locate the downloaded installer file and select <**Run As Administrator**>.
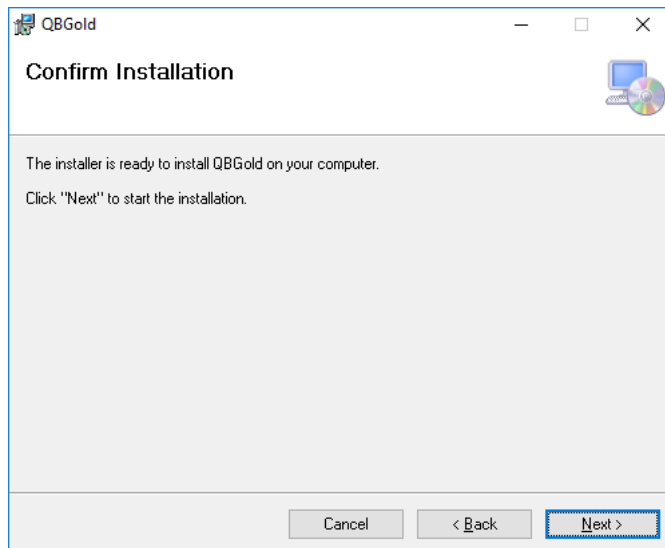
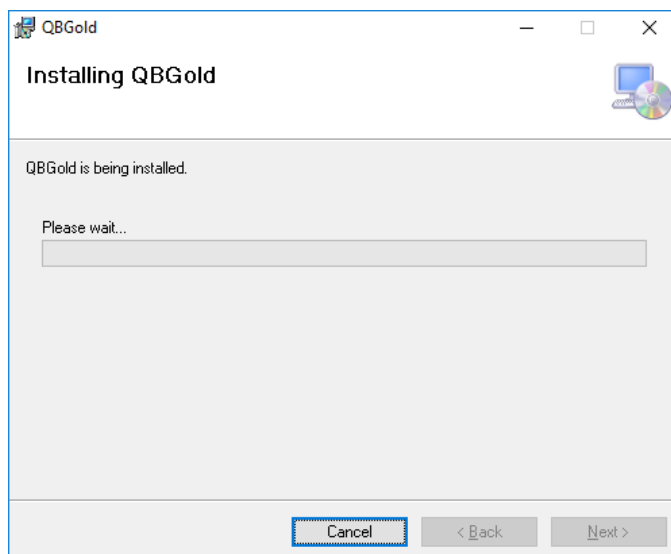| Name	Date modified	Type	Size
QBGold Setup	2017-08-18 2:29 PM	Windows Installer ...	869 KB
setup	2017-08-18 2:29 PM	Application	773 KB

2. Click on <**Next**>.
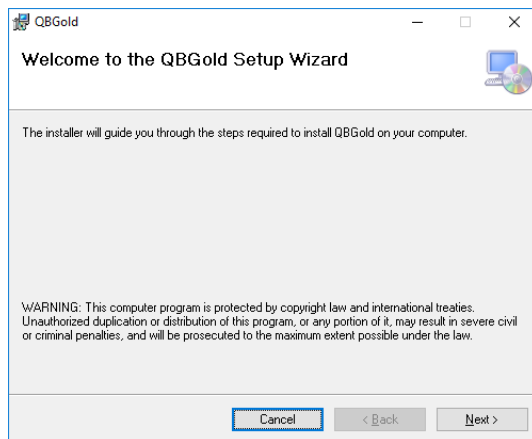
3. Browse for the location to install **qbGold** based on the location you placed **qbGold** Setup file.

4. Click on <**Next**>.

5. Click on <**Next**>.

6. Click on <**Next**>.
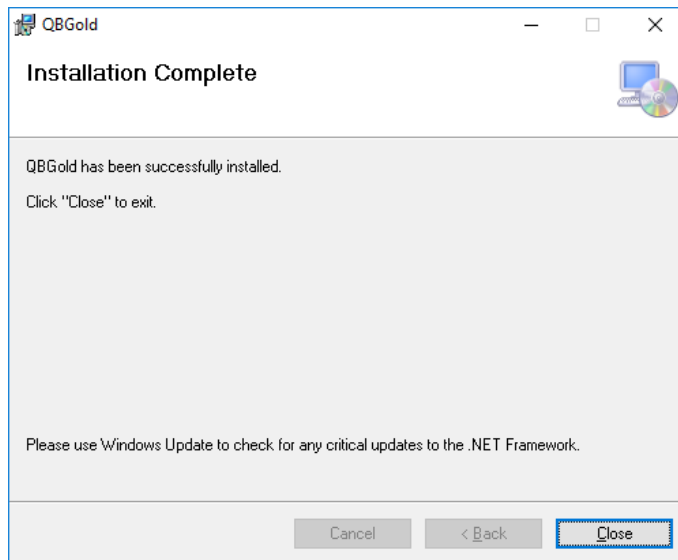
qbGold will be installed. This might take several minutes.

7. Select <**Finish**>.

3.3 Activate qbGold License

When opening **qbGold**, it will check to see if there is a valid license. It can be used on a trial or demo basis for 30 days and then will stop working. *Please contact The Trainer's for a valid license code @ 905 820 1041.*
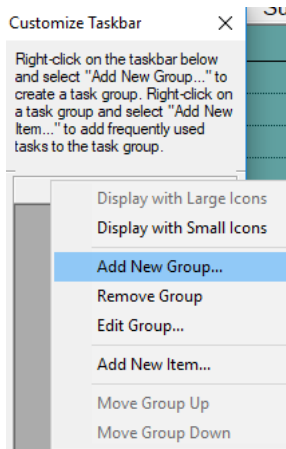
3.4 Add a taskbar shortcut to GoldMine

Add a GoldMine taskbar shortcut to launch the **qbGold** application. GoldMine must always be running to launch **qbGold**.

1. On the GoldMine Premium Toolbar, selection the triangle beside Options, click on <**Customize>**.

2. Right Click in the taskbar and select <**Add New Group>** and call it **qbGold**.

3. Right click in the new taskbar **qbGold** and select <**Add New Item>**.
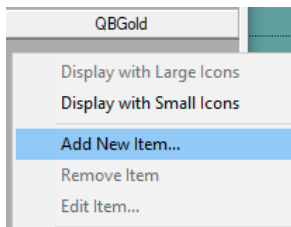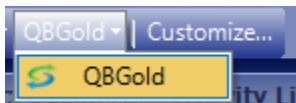

4. From here, the instructions are the same for both versions. Select the type of shortcut, in this case, <**External Application>**.
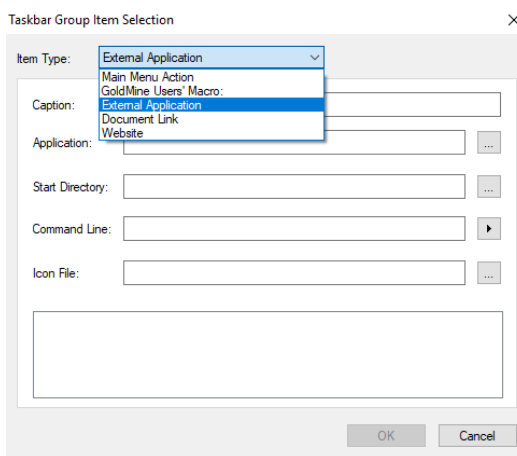
5. Browse to locate **qbGold.exe**. The default location is used in the location below but could be different if another path was selected during installation.
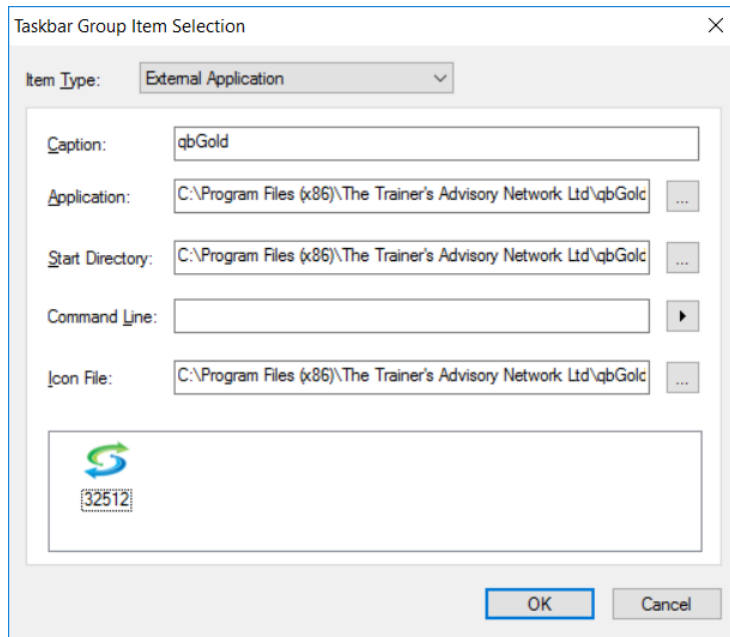
6. Click <**OK>** and close the taskbar customization.

7. Click on the shortcut to open **qbGold**.

4. Configure qbGold SQL Connection
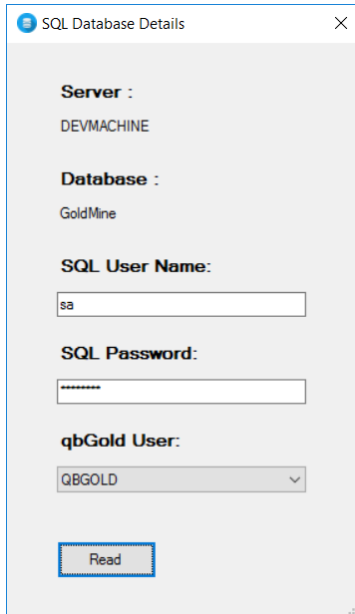
The first time you open **qbGold**, you will be prompted for connection information. You will need elevated privileges to be able to write this information from the registry. Open GoldMine and **QuickBooks**, and then run **qbGold**.

Reminder: Make sure you open **QuickBooks** and the Company file before launching **qbGold**.

qbGold will be located in

C:\Program Files (x86)\The Trainer's Advisory Network Ltd.\ **qbGold\ qbGold.exe**

1. Enter the SQL User Name: sa and the SQL Password: ???. Select the **QBGOLD** User from the dropdown. Select Read.
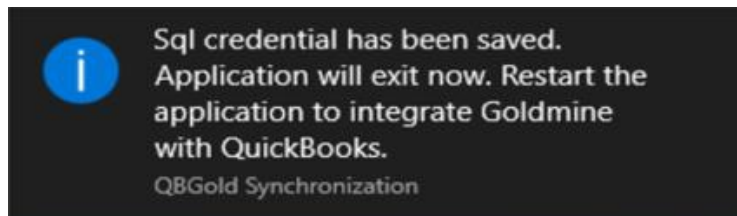
Note: If GoldMine and/or **QuickBooks** is closed, you will get the following message in the bottom right corner of your screen.
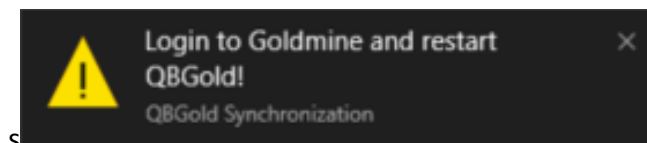
2. Log into GoldMine and open **qbGold**.

5.   Configure qbGold Home

The Home Tab contains 3 components:

5.1   The Intuit QuickBooks Status and the GoldMine Status

qbGold will let you know that you are connected and that you can have qbGold Update Status when it launches qbGold if desired. It will indicate how many Contacts, Vendors, Estimates and Sales Orders that are Linked in QuickBooks and Contacts Vendors and Linked Records in GoldMine.

1.   To Manually Update Statistics, select the Update Statistics button.

5.2   Synchronize Rules

Creating Rules are easy and a great way to control the way your contacts Synch and link between GoldMine and QuickBooks. The GoldMine User defined field UCUSTNUM links to the Quickbooks Customer Number.

5.2.1   Creating A Rule
1.   Select the Add New Rule button
2.   For the IF statement select one of the GoldMine fields from the dropdown list.
3.   For the IS statement select the operator from the dropdown list such as Equal to.
4.   For the TO statement, select one of the QuickBook fields from the dropdown list such as QB.EMAIL
5.   Define your Rule Name: i.e. Maching Emails

6.   Select Create Rule.

Best recommendation is: Email(CONSUP.CONTSUPREF) = QB.EMAIL

You may decide to use Account# or Contact Name or Postal Code. These may not assist you to match the records to GoldMine or **QuickBooks** as a unique match. You must think about using something that is unique and will not give you numerous matches.

An Example: If two records in **QuickBooks** have the same address or postal code, then there will be numerous matches from **QuickBooks** to GoldMine.

5.3   Adding a GoldMine Contact to a QuickBooks Contact

This can be a real-time saver if you don't want to do double entries. Make sure the Settings are setup properly before accessing the Add to QuickBooks button. See section 5.2 Configuring the GoldMine Fields.

6. Configure qbGold Settings

6.1 Configure the QuickBooks Company File

1. Browse for the Company File Location from **QuickBooks**.
   Company File Location: This is on the Setup tab in **qbGold**, listed under **QuickBooks** Setup. The Company file location will point to your **QuickBooks** accounting database file.

   (**Note**: All **qbGold** users must use the same path Either a mapped drive or a UNC path is acceptable, as long as all users open **QuickBooks** using the SAME path to the company file.)

2. Click on <**Browse**> to browse to the **QuickBooks** company file location. Navigate to the company file and select the appropriate **QuickBooks** company file (i.e. *.qbw). Click <**Open**.>
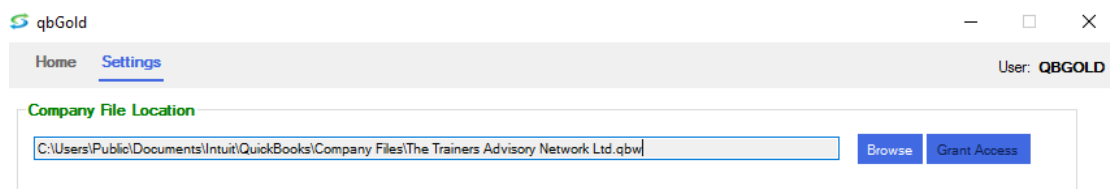
3. Select Grant Access
   a. Select Yes, always allow access even if **QuickBooks** is not running.
   b. Click <Continue> to begin using **qbGold**.
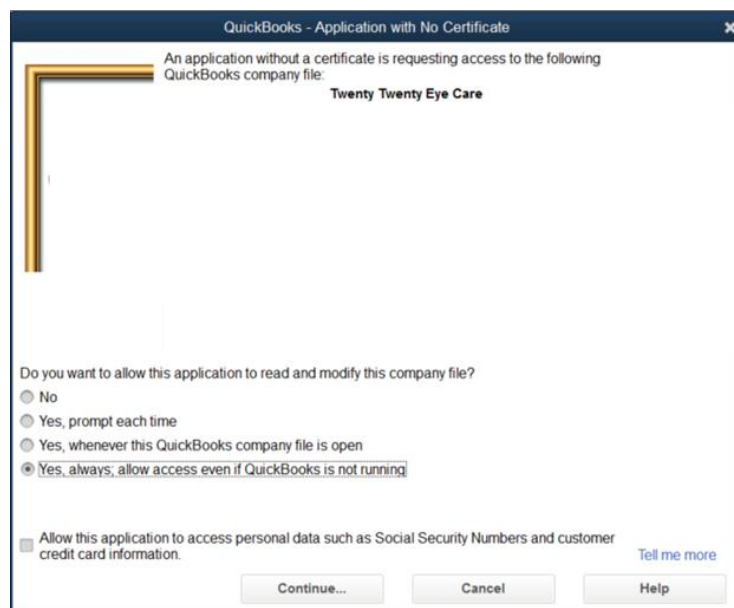
   Note: If **QuickBooks** is not already open, open it now and log in. When **qbGold** attempts to access **QuickBooks**, you'll be prompted to grant access.

This can be done after the fact from the Settings Tab in qbGold. The Grant Access button will not be grayed out if you have not granted privileges already and have sufficient permissions in **QuickBooks**.

6.2 Configure the GoldMine Fields

The Fields are located at the bottom of the screen and will connect to **QuickBooks** Fields.

Goldmine and **QuickBooks** refer to record type as Customers and/or Vendors. You will be customizing the settings to select the matching record type between both programs.

1. If the Field – Record Type = Key1 (C1.KEY1) or the field that defined the Record Type.
2. Is Equal to – Customer Type
3. Is Equal to – Vendor Type

Note: The Save as Default button will only enable once all four fields are filled in.

4. Select the Save as Default button.

6.3   Customer Synchronization

6.3.1   Customer Transactions

The transactions that will be added to GoldMine History can be specified here. Checkmark the transactions that will be synchronized. For **QuickBooks** Estimates and **QuickBooks** Sales Orders, select whether the transaction should be added to GoldMine as a Pending Sale or a Completed Sale.

6.4   Vendor Synchronization

6.4.1   Vendor Transactions

The transactions that will be added to GoldMine History can be specified here. Checkmark the transactions that will be synchronized. Activity codes and result codes can be used if desired for quick identification of transactions synchronized from **QuickBooks**.

6.5   Auto Synchronization

Auto Synchronization will sync Estimates, Sales Orders, Invoices and Purchase Orders into GoldMine into the Pending or History Tab. There are options available to select based on your requirements.

Note: If you do not want one particular transaction to be synced then you must check that item from Transaction Tab for Customers or Vendors.

If Synchronize once each day or Sychronize every x minute is selected, the **qbGold** icon will go to the system tray for synching. If **qbGold** closes, you can right click **qbGold** Setup

Always update your changes with **Save as Default** throughout **qbGold** Settings.

7. The Synchronization Process

The Sync Process is taking your GoldMine record based on Sync Rules and Record Type and Linking with a QuickBook Record. The Sync process is applying the same random number to the field in GoldMine called UQBID and to the field in **QuickBooks**, called QBID based on the Sync Rule.

Completing this Process causes both GoldMine and **QuickBooks** to have a unique identifier that links the records together. Once they are linked, when a Sales Manager/Rep completes a Transaction like an Estimate and/or Sales Order or the Purchasing Manager completes a Purchase Order, the details of each transaction will be stored in either the Pending or History Tab of GoldMine. The Accounting Department may complete an Invoice that will also be tracked in the History Tab of GoldMine.

After transaction synchronization, the items will be displayed in the GoldMine History tab as seen below.

7.1   Manual Sync

Manual Sync is linking **QuickBooks** and GoldMine existing records as well as updating transactions such as Purchase Order, Sales Order and Estimates.

1. Go to Settings Tab and ensure GoldMine Fields are correctly set.
2. Ensure the Synchronization Rule have been selected.
3. Start Sync

Note: You can make multiple Rules. You may Sync more than once based on different Sync Rules created. The Record Type in the new Rule as well as the change to the GoldMine Field (Is Equal To) will Sync the records that did not get Synched the first time. See 6.1 to Create a New Rule.

Note: If the Sync Rule is not correct, it may link inappropriate records.

7.2   Validating Data

1. Once the Sync is done, the GoldMine Contact and the **QuickBooks** Contact fields will be filled in. If there is any discrepancy between the information, it will be highlighted in pink.

2. Use the arrows to update information from GoldMine or **QuickBooks** or **QuickBooks** to GoldMine. When the changes have been selected, click the Save button.

3. To get to the next GoldMine record to Validate the information, Tile **QuickBooks** and GoldMine as noted below for easy access to additional contact records using the arrow buttons in GoldMine.

7.3   Adding a Single GoldMine Record to QuickBooks

The Administrator has the right to add a GoldMine record into **QuickBooks**.

Some settings may be configured from the Settings page of qbGold. You may need to sync a little differently based on the GoldMine record. Here you can decide what GoldMine fields you need to match in **QuickBooks** and make the changes.

Example: The Phone1 field found in GoldMine could be updated in **QuickBooks** in their field called AltPhoneField. It is your choice.

Select **Settings > Customer Synchronization Tab > Contact Fields Tab**. You may want to update the Vendor information. Select **Settings > Vendor Synchronization Tab > Contact Fields Tab.**

Make the following changes:

1. Find the record to add to **QuickBooks** from GoldMine.
2. Once the record is in the GoldMine Contact text box in qbGold, select the Add to **QuickBooks** button.
3. Go to **QuickBooks** and check to see if the new GoldMine field is now located in **QuickBooks** under that record.

Note: The New record in **QuickBooks** will automatically be linked based on Record Type which is allocated as Customer or Vendor.

7.4   Linking Existing Records

qbGold may find a match in QuickBooks. You can decide to link it with the existing record.

7.5   Unlink Records

When a record from **QuickBooks** should not be linked to GoldMine, select the Unlink button. Future Syncs will not synchronize any transactions of this record.

8. Additional Information

8.1 Contact Information

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