

10/1/2017

# GUIDE



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. Installation

## 2.1 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.

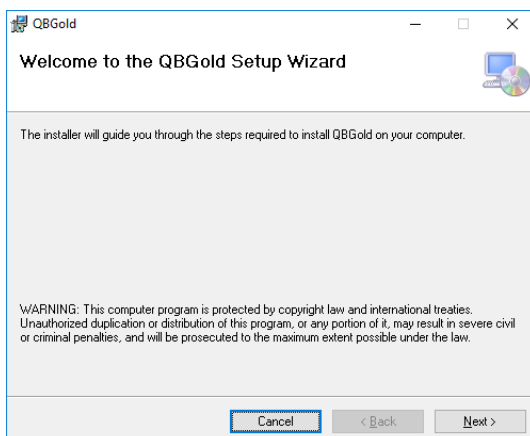
Installing **qbGold** on a server

**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.

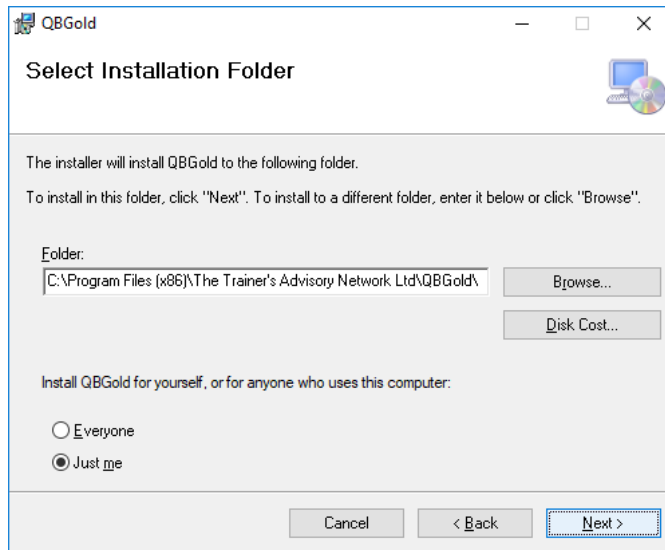
## 2.2 Installing qbGold

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>**.

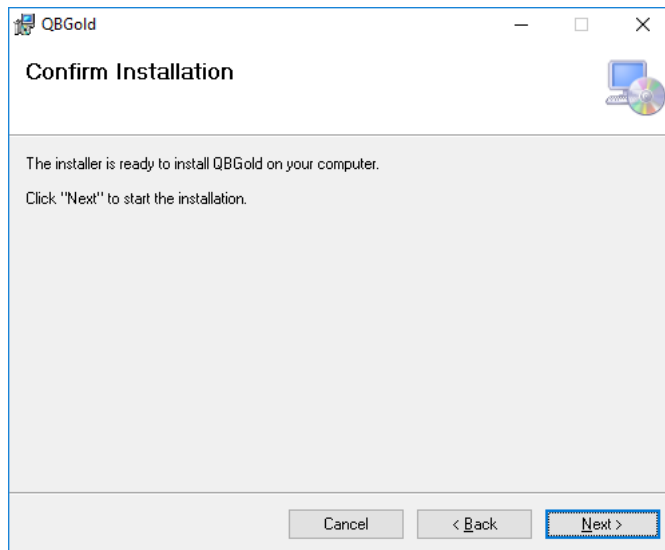
Name	Date modified	Type	Size
 QBGold Setup	2017-08-18 2:29 PM	Windows Installer ...	869 KB
 setup	2017-08-18 2:29 PM	Application	773 KB



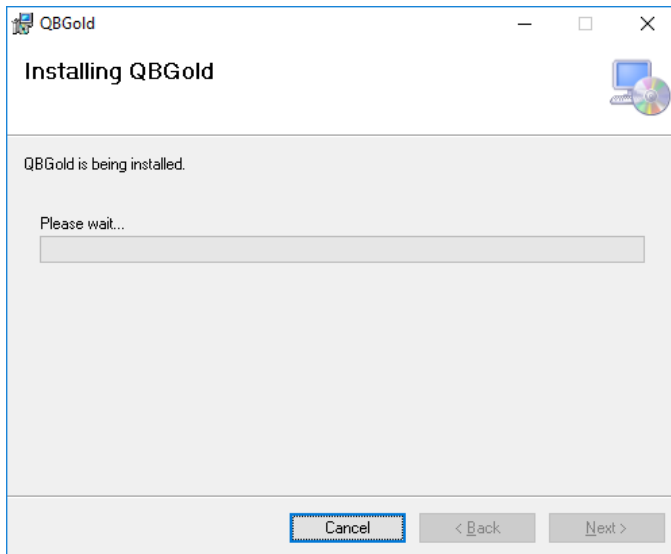
2. Click on **<Next>**.
3. Browse for the location to install **qbGold** based on the location you placed **qbGold** Setup file.



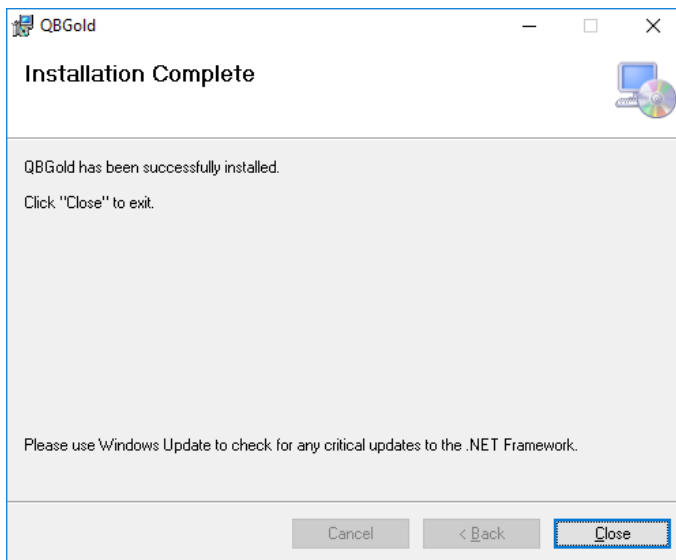
4. Click on **<Next>**.



5. Click on <Next>.



6. Click on <Next>.



**qbGold** will be installed. This might take several minutes.

7. Select <Finish>.

## 2.3 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. Configuring Fields in QuickBooks and GoldMine

### 3.1 Configure 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#
8. Select all checkboxes for customer (Cust) and Vendor (Vend)
9. Select OK.

### 3.2 Configure GoldMine with the New User & Fields

1. Go to Goldmine, Tools, User Settings, New and create a new User called **qbGold**.
2. 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) or lock them down so the User cannot update them. (Field Properties > Security > Field Access > Update Right > (MASTER)). The user does not need access to these fields.

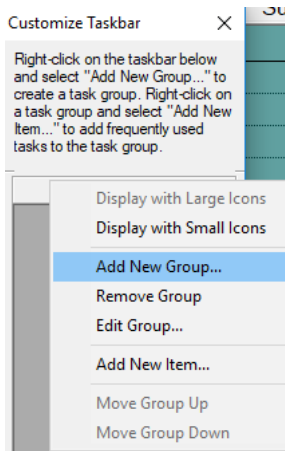
### 3.3 Add a taskbar shortcut to GoldMine

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

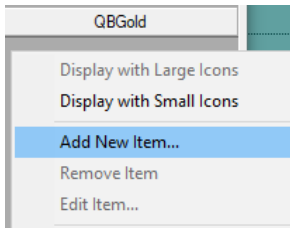
1. On the GoldMine Premium Toolbar, selection the triangle beside Options, click on **<Customize>**.



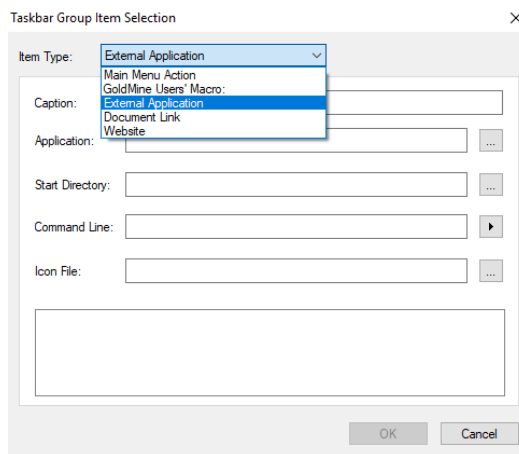
2. Right Click in the taskbar and select **<Add New Group>** and call it **qbGold**.



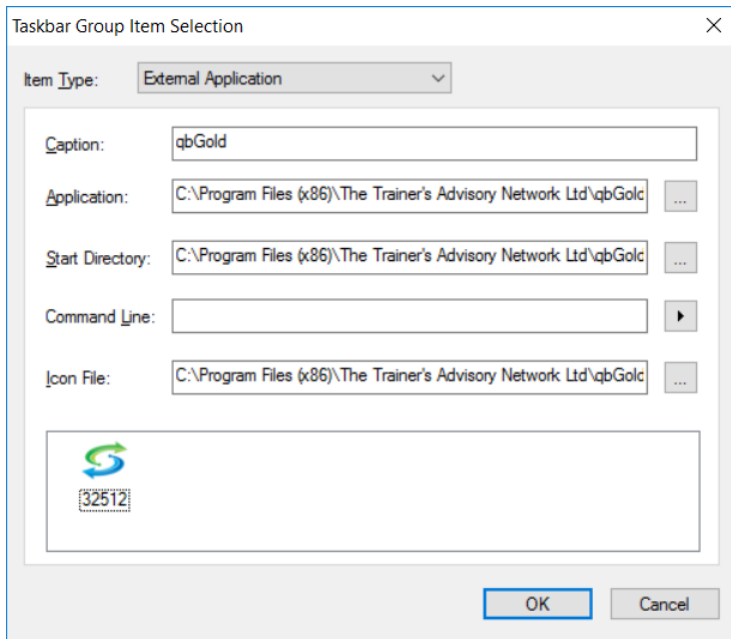
3. Right click in the new taskbar **qbGold** and select **<Add New Item>**.



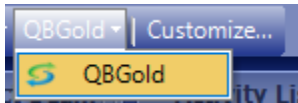
4. From here, the instructions are the same for both versions. Select the type of shortcut, in this case, **<External Application>**.



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

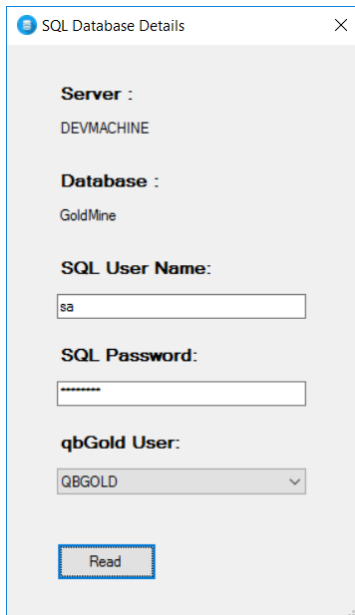
The first time you open **qbGold**, you will be prompted for connection information. You will need elevated privileges to be able to write this information from the registry. Open GoldMine and **QuickBooks**, and then run **qbGold**.

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**

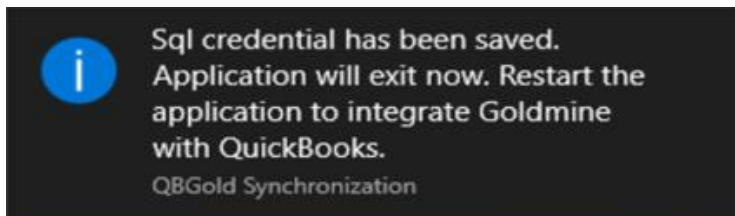


1. Enter the SQL User Name: sa and the SQL Password: ????. Select the **qbGold** User from the dropdown. Select Read.

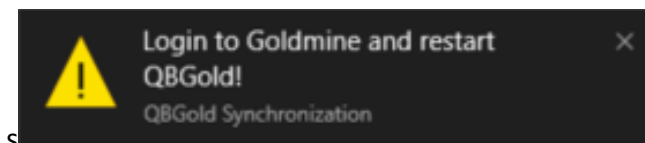


The screenshot shows a dialog box titled "SQL Database Details" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Server :** DEVMACHINE
- Database :** GoldMine
- SQL User Name:** A text input field containing "sa".
- SQL Password:** A text input field containing "????".
- qbGold User:** A dropdown menu with "QBGOLD" selected.
- Read** button at the bottom.



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. Configuring qbGold

The screenshot displays the QBGold Settings window. At the top, there are navigation tabs for 'Home' and 'Settings', and a user indicator 'User: QBGOLD'. The main content is divided into three sections:

- QuickBooks Integration:** Features the Intuit QuickBooks logo, a 'Status: Not Connected' indicator, an 'Update Statistics' button, and a 'Last Updated:' field. Below this is a 'QuickBooks Statistics' section with links for 'Contacts:', 'Vendors:', 'Estimates:', and 'Sales Orders:'.
- Synchronize Rules:** A section titled 'Synchronize Rules' with an 'Add New Rule' button and a large empty text area for defining a rule name.
- Contact Mapping:** A section for mapping 'GoldMine Contact' fields to 'QuickBooks Contact' fields. It includes input boxes for 'Company:', 'Contact:', 'Address1:', 'Address2:', 'City:', 'State:', 'Zip:', and 'Email:'. Each GoldMine field has a left-pointing arrow (<) and each QuickBooks field has a right-pointing arrow (>). Below the mapping fields are 'Save', 'Unlink', and 'Add to QuickBooks' buttons.

At the bottom of the window, there is a 'Last Sync:' field and a 'Start Sync' button.

1. Select the Settings Tab.

## 5.1 Configuring 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.)

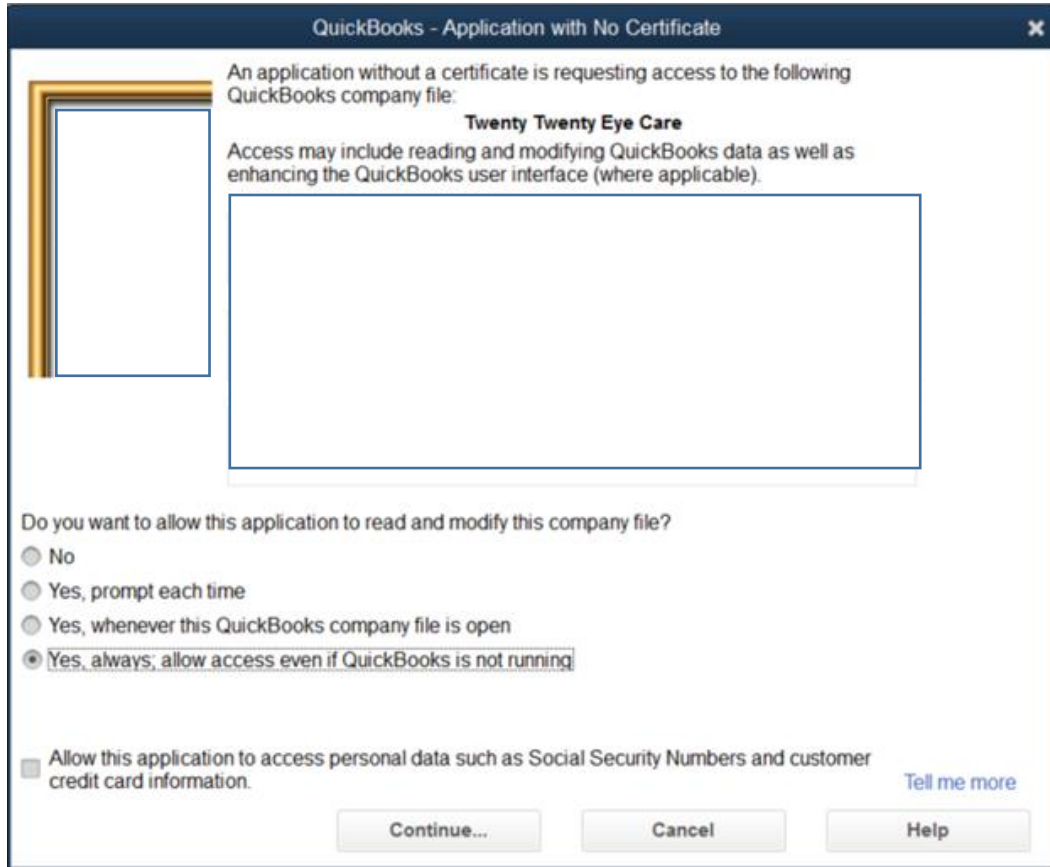
2. Click on **<Browse>** to browse to the **QuickBooks** company file location. Navigate to the company file and select the appropriate **QuickBooks** company file (i.e. \*.qbw). Click **<Open.>**

The screenshot shows the QBGold Settings window. The 'Company File Location' section has a text input field and 'Browse' and 'Grant Access' buttons. Below it are tabs for 'Customer Synchronization', 'Vendor Synchronization', and 'Synchronization'. Under 'Synchronization', there are sub-tabs for 'Contact Fields', 'Summary Fields', and 'Transactions'. A table maps QuickBooks fields to GoldMine fields, with all currently set to 'Not Mapped'. The 'GoldMine Setup' section includes a dropdown for 'If The Field' (set to 'Not Mapped'), two 'Is Equals To' input fields, and 'Default Link As Customer' and 'Default Link As Vendor' labels. At the bottom are 'Save as Default' and 'Reset Settings' buttons.

QuickBooks	GoldMine
Address3Field	Not Mapped
PhoneField	Not Mapped
AltPhoneField	Not Mapped
FaxField	Not Mapped
AccountNumberField	Not Mapped
PaymentTermsField	Not Mapped
Est. No.	Not Mapped

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**.

## 5.2 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

The screenshot shows the QBGold application window with the Settings tab selected. The 'Company File Location' is set to 'C:\Users\Public\Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2017\Sample\_Professional.qbw'. The 'Customer Synchronization' tab is active, and the 'Contact Fields' sub-tab is selected. A table maps QuickBooks fields to GoldMine fields, with all currently set to 'Not Mapped'. The 'GoldMine Setup' section is partially filled out.

QuickBooks	GoldMine
Address3Field	Not Mapped
PhoneField	Not Mapped
AltPhoneField	Not Mapped
FaxField	Not Mapped
AccountNumberField	Not Mapped
PaymentTermsField	Not Mapped
Est. No.	Not Mapped

**GoldMine Setup**

If The Field:

Is Equals To:  Default Link As Customer

Is Equals To:  Default Link As Vendor

Buttons: Save as Default, Reset Settings

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

4. Select the Save as Default button.

## 5.3 Customer Synchronization

### 5.3.1 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.

Customer Synchronization   Vendor Synchronization   Synchronization

Contact Fields   Summary Fields   Transactions

			Activity Code	Result Code
<input checked="" type="checkbox"/> QuickBooks Estimates	Pending	<input type="checkbox"/> Delete When Invoiced <input type="checkbox"/> Delete When Ordered	QB	
<input checked="" type="checkbox"/> QuickBooks Sales Orders	History	<input type="checkbox"/> Delete When Invoiced	QB	QSO
<input checked="" type="checkbox"/> QuickBooks Invoices As Completed Sales		<input type="checkbox"/> Include Invoice Lines	QB	INV
<input type="checkbox"/> QuickBooks Sales Receipts As Complete Sales				
<input type="checkbox"/> QuickBooks Credit Memos As Completed Sales				
<input type="checkbox"/> QuickBooks Receive Payments As Completed Sales				
<input type="checkbox"/> QuickBooks General Journals As Completes Sales				

## 5.4 Vendor Synchronization

### 5.4.1 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**.

Customer Synchronization   Vendor Synchronization   Synchronization

Contact Fields   Summary Fields   Transactions

	Activity Code	Result Code
<input checked="" type="checkbox"/> QuickBooks Purchase Orders As Completed Sales	QB	QPO
<input type="checkbox"/> QuickBooks Checks As Completed Sales		
<input type="checkbox"/> QuickBooks Payments As Completed Sales		
<input type="checkbox"/> QuickBooks General Journals As Completed Sales		

## 5.5 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.

The screenshot shows the 'Synchronization' tab of the qbGold settings window. It is divided into two sections: 'Auto Synchronization' and 'Sync Timer'. In the 'Auto Synchronization' section, there are four radio button options: 'Synchronize once each day at' (set to 12:00:00 AM), 'Synchronize every' (selected, set to 30 minutes), 'Synchronize when the computer is started', and 'Synchronize Manually'. In the 'Sync Timer' section, there are two radio button options: 'Always Synchronize' and 'Synchronize only between these times' (selected). Below the second option, there are two time pickers: 'Start' (set to 8:00:00 AM) and 'End' (set to 6:00:00 PM).

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 Synchronize every x minute is selected, the qbGold icon will go to the system tray for syncing. If qbGold closes, you can right click qbGold Setup

Save as Default

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

## 6. Synchronize Rules

Rules are created to link records between GoldMine and **QuickBooks**.

### 6.1 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. Matching Emails
6. Select Create Rule.

**Add New Contact Sync Rule** [X]

Creating rules are easy, and a great way to control the way your contacts synchronizes and link between GoldMine and QuickBooks

**IF** Email (CONTSUP.CONTSUPREF) [v]

**IS** Equal to [v]

**TO** QB.EMAIL [v]

**Rule Name**  
Matching Emails

Cancel Rule Create Rule

Best recommendation is: Email(CONTSUP.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.



## 7. The Synchronization Process

The Sync Process is taking your GoldMine record based on Sync Rules and Record Type and Linking with a QuickBooks 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.

The screenshot displays the GoldMine Premium Edition interface for contact Randall Noel. The top section shows contact information including phone numbers, email, address, and social media links. Below this, the 'History' tab is active, showing a list of sales activities. The 'Preview' pane on the right provides details for a specific activity, including product information and a table of items.

Date	Time	Contact	User	Activity	Result	Reference
10/17/2017	4:19 am	QBGOLD (QB...Sale		INV		\$625.62 - Invoic...
10/17/2017	4:19 am	QBGOLD (QB...Sale		QSO		\$625.62 - Sales ...

Description	Quantity	Rate	Svc.Date	QB Tax Code
Xyz	1	75.00	10/18/2017	G
Hockey Sticks	0	0.00	10/18/2017	S
Work out with Pro Hockey Star	0	399.00	10/18/2017	S
Silver Cup	0	84.95	10/18/2017	S

## 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

The screenshot displays the QBGold interface for configuring synchronization rules. The top navigation bar includes 'Home' and 'Settings' tabs, and the user is identified as 'QBGold'. The main content area is titled 'Synchronize Rules' and features an 'Add New Rule' button. A table lists the existing rules, with 'Matching Emails' selected and checked. Below the table, the 'GoldMine Contact' and 'QuickBooks Contact' information is displayed side-by-side, with fields for Company, Contact, Address1, Address2, City, State, Zip, and Email. Each field has a dropdown arrow indicating a selection menu. At the bottom of the configuration area, there are buttons for 'Save', 'Unlink', and 'Add to QuickBooks'. The bottom status bar shows 'Last Sync: 9/1/2017 10:45 AM' and a 'Start Sync' button.

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 Sync Statistics

<p>QuickBook Statistics</p>  <p>Status: <b>Connected</b></p> <p><a href="#">Update Statistics</a></p> <p>Last Updated: 09/01/2017 10:45AM</p> <p><b>QuickBooks Statistics</b></p> <hr/> <p>Contacts: <b>45</b> Vendors: <b>29</b> Estimates: <b>4</b> Sales Orders: <b>2</b></p> <p>The Sample Database only has 45 Customers, 29 Vendors, 4 Estimates and 2 Sales Orders</p>	<p>GoldMine Statistics</p>  <p>Status: <b>Connected</b></p> <p><a href="#">Update Statistics</a></p> <p>Last Updated: 09/01/2017 10:45AM</p> <p><b>GoldMine Statistics</b></p> <hr/> <p>Contacts: <b>22</b> Vendors: <b>8</b> Linked Records: <b>10</b></p> <p>The Sample Database only has 22 Customers and 8 Vendors. Based on the Sync Rules, only 10 Records got linked.</p>
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1. To Manually Update Statistics, select the Update Statistics button.

## 7.3 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.

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

	GoldMine Contact		QuickBooks Contact
Company:	FrontRange Solutions Inc. <	>	FrontRange Solutions Inc.
Contact:	Lauren Hall <	>	Laurens Hall
Address1:	4120 Dublin Blvd, Suite 200 <	>	4120 Dublin Blvd, Suite 200
Address2:	Xyz address <	>	
City:	Dublin <	>	Dublin
State:	CA <	>	CA
Zip:	94568 <	>	94568
Email:	suggestion@fronrange.com <	>	suggestion@fronrange.com
	Save	Unlink	Add to QuickBooks

- 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.

The screenshot shows the GoldMine Premium Edition interface. At the top, there's a menu bar with options like File, Edit, Go To, Tools, Actions, Schedule, Complete, Web, Window, and Help. Below the menu is a toolbar with icons for New Record, Search, Reports, Documents, Sale, Appointment, E-mail, Get Mail, Dial, Message, and Timer. The main window displays contact details for 'Martin Specie'. A red arrow points to the navigation buttons at the top right of the contact record, which include arrows for navigating between records and a '20 of 30' indicator.

Below the contact details, there is a comparison table between GoldMine and QuickBooks contact information:

	GoldMine Contact		QuickBooks Contact
Company:	LANSupport <	>	LANSupport
Contact:	Martin Specie <	>	Martin Specie
Address1:	6000 The Frame Parkway <	>	6000 The Frame Parkway
Address2:	Suite 80 <	>	Suite 80
City:	Norcross <	>	Norcross
State:	GA <	>	GA
Zip:	30092 <	>	30092
Email:	mspecie@thetrainers.ca <	>	mspecie@thetrainers.ca
	Save	Unlink	Add to QuickBooks

## 7.4 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.

QuickBooks	GoldMine
Address3Field	ADDRESS1 (C1.ADDRESS1)
PhoneField	PHONE1 (C1.PHONE1)
AltPhoneField	PHONE2 (C1.PHONE2)
FaxField	FAX (C1.FAX)
AccountNumberField	Not Mapped
PaymentTermsField	Not Mapped
Est. No.	Not Mapped

## 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



The Trainer's Advisory Network Ltd.  
3-3055 Dundas Street West, Suite 102  
Mississauga, ON L5L 3R8

Phone: 905.820.1041

Fax: 905.569.7307

Contact: Bill Wilson, President

Website: [www.thetrainers.ca](http://www.thetrainers.ca)

For Technical Assistance

Contact Your **qbGold** Partner

Email [support@thetrainers.ca](mailto:support@thetrainers.ca)

Call our Technician Support Desk @ Ext. 206