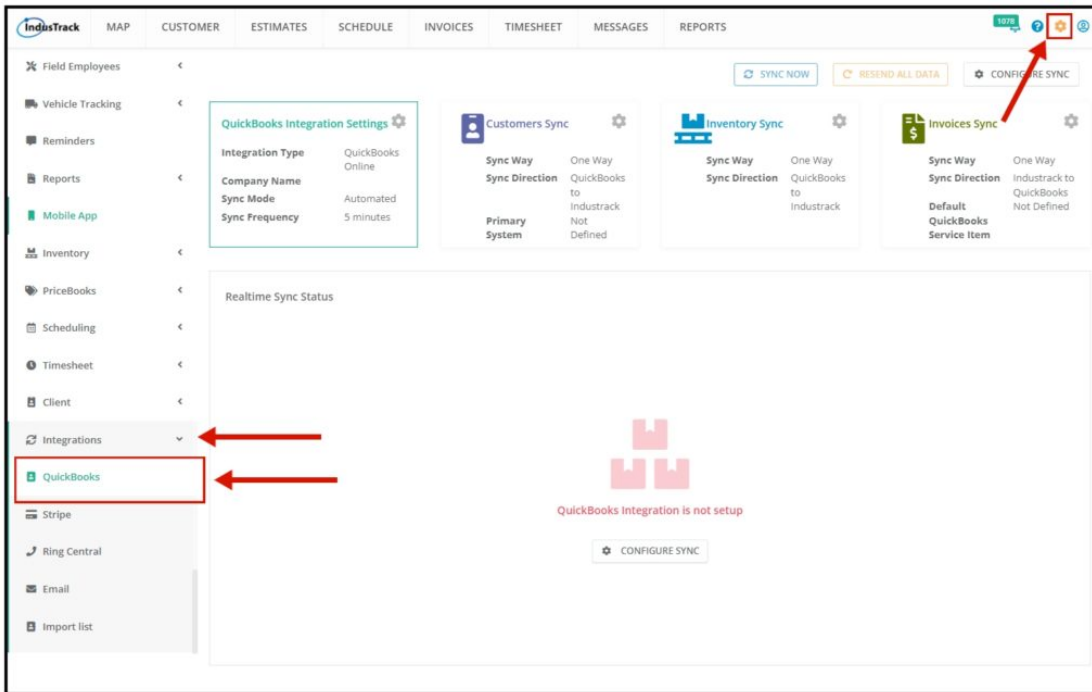


# Integrate Quickbooks Desktop to Industrack

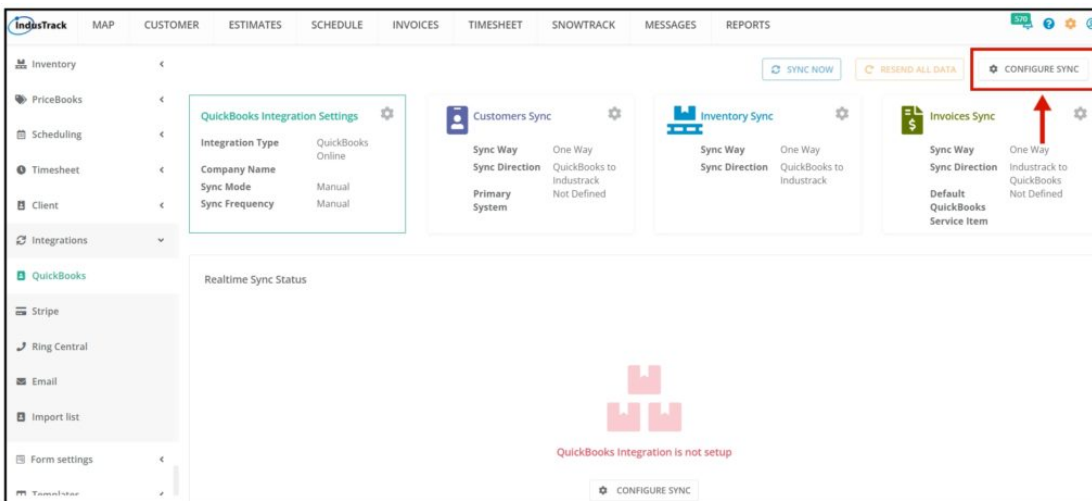
**NOTE: Prior to setting up Quickbooks Desktop Integration, please read and follow the pre-conditions [https://support2.industrack.com/?lsrv\\_kba=set-up-quickbooks-integration](https://support2.industrack.com/?lsrv_kba=set-up-quickbooks-integration).**

Installation Instruction for IndusTrack QuickBooks Connector (for Single user mode). You must be on a computer that has QB installed, if you have QB installed on the server install the QB connector on that computer

1. Log in to OneTrack Software <https://onetrack.industrack.com/login>
2. Once logged in go to Settings> Integrations> QuickBooks.



3. Click on **Configure Sync** to configure QuickBooks Integration.



4. A Configure Sync window will pop up.

QuickBooks Integration Type: Select **QuickBooks Desktop** from the drop-down.

Configure Sync

To configure QuickBooks Integration please follow steps beneath

1

QuickBooks Integration Type

QuickBooks Desktop

2

Download the QuickBooks sync application by clicking on the button below. This will download and install desktop application to your desktop computer. Once the application is installed, you will be prompted to login to IndusTrack software. Once you login, you can select what items sync such as customer, inventory, and invoices. The step by step process will guide you to do the initial sync.

**Note:** Please make sure you are installing this software on a computer that has QuickBooks Desktop installed.

Get QuickBooks Sync Installation Package

3

Automated

Sync Frequency

5 minutes

4

Items to Sync

Customers

Sync Ways

One Way

Sync Direction

QuickBooks to Industrack

Inventory

Sync Ways

One Way

Sync Direction

QuickBooks to Industrack

Invoices

Sync Ways

One Way

Sync Direction

Industrack to QuickBooks

CHANGE DEFAULT ACCOUNTS

Default QuickBooks Service Item

defaultQBItem

CANCEL

SAVE

5. Enable automatic sync and set time frequency if you would like it to sync automatically. You can also disable the auto-sync and do manual sync every time. **We recommend every hour to minimize taking up resources on the computer.**

Configure Sync

X

To configure QuickBooks Integration please follow steps beneath

1

QuickBooks Integration Type

QuickBooks Desktop

2

Download the QuickBooks sync application by clicking on the button below. This will download and install desktop application to your desktop computer. Once the application is installed, you will be prompted to login to IndusTrack software. Once you login, you can select what items sync such as customer, inventory, and invoices. The step by step process will guide you to do the initial sync.

**Note:** Please make sure you are installing this software on a computer that has QuickBooks Desktop installed.

Get QuickBooks Sync Installation Package

3

Automated

Sync Frequency

5 minutes

4

Items to Sync

Customers

Sync Ways

One Way

Sync Direction

QuickBooks to Industrack

Inventory

Sync Ways

One Way

Sync Direction

QuickBooks to Industrack

INVOICES

Sync Ways

One Way

Sync Direction

Industrack to QuickBooks

CHANGE DEFAULT ACCOUNTS

Default QuickBooks Service Item

defaultQBItem

CANCEL

SAVE

6. **Items to Sync** – Toggle on to enable the items you would like to sync from QuickBooks. Note that Invoices can only be synced from Industrack to QuickBooks.

- **Change Default Accounts** – this will allow you to change the **default incoming account** and **default expense account** of your non-inventory items, Inventory items, and services.

Configure Sync

X

To configure QuickBooks Integration please follow steps beneath

1

QuickBooks Integration Type

QuickBooks Desktop

2

Download the QuickBooks sync application by clicking on the button below. This will download and install desktop application to your desktop computer. Once the application is installed, you will be prompted to login to IndusTrack software. Once you login, you can select what items sync such as customer, inventory, and invoices. The step by step process will guide you to do the initial sync.

**Note:** Please make sure you are installing this software on a computer that has QuickBooks Desktop installed.

Get QuickBooks Sync Installation Package

3

Automated

Sync Frequency

5 minutes

4

Items to Sync

Customers

Sync Ways

One Way

Sync Direction

QuickBooks to Industrack

Inventory

Sync Ways

One Way

Sync Direction

QuickBooks to Industrack

INVOICES

Sync Ways

One Way

Sync Direction

Industrack to QuickBooks

CHANGE DEFAULT ACCOUNTS

Default QuickBooks Service Item

defaultQBItem

CANCEL

SAVE

7. Download the **Onetrack QuickBooks Monitor Application** by clicking **Get QuickBooks Sync Installation Package**.

Configure Sync
X

To configure QuickBooks Integration please follow steps beneath

- QuickBooks Integration Type QuickBooks Desktop
- Download the QuickBooks sync application by clicking on the button below. This will download and install desktop application to your desktop computer. Once the application is installed, you will be prompted to login to IndusTrack software. Once you login, you can select what items sync such as customer, inventory, and invoices. The step by step process will guide you to do the initial sync.  
**Note:** Please make sure you are installing this software on a computer that has QuickBooks Desktop installed.  
[Get QuickBooks Sync Installation Package](#)
- Automated ☒ Sync Frequency 5 minutes
- Items to Sync

☐ Customers
Sync Ways One Way Sync Direction QuickBooks to Industrack

☒ Inventory
Sync Ways One Way Sync Direction QuickBooks to Industrack

☒ Invoices
Sync Ways One Way Sync Direction Industrack to QuickBooks

CHANGE DEFAULT ACCOUNTS

Default QuickBooks Service Item defaultQBItem

CANCEL
SAVE

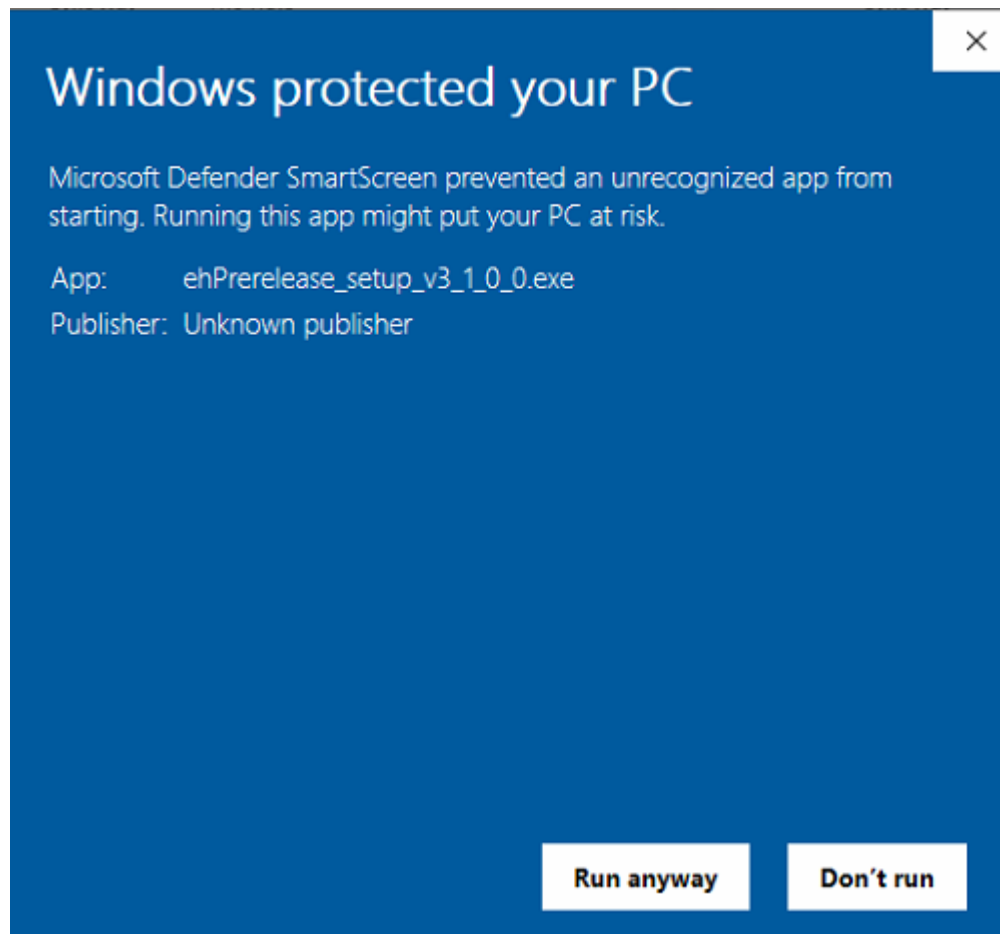
**Installation Package.** This will download and install the desktop application to your desktop computer. Please make sure to click on save after installing the **Onetrack QuickBooks Monitor**.

## OneTrack Quickbooks Monitor

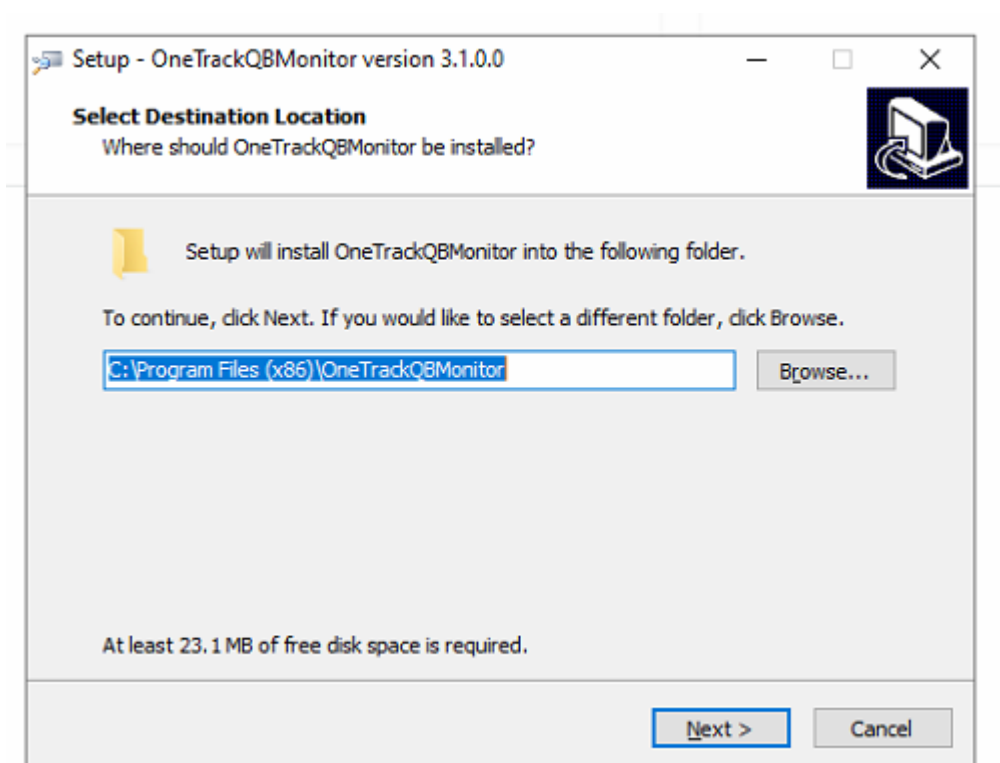
1. **Once the Onetrack QB Monitor** is downloaded, a pop-up should show the option to run the application. If Run Application doesn't show click on "**More Info**".



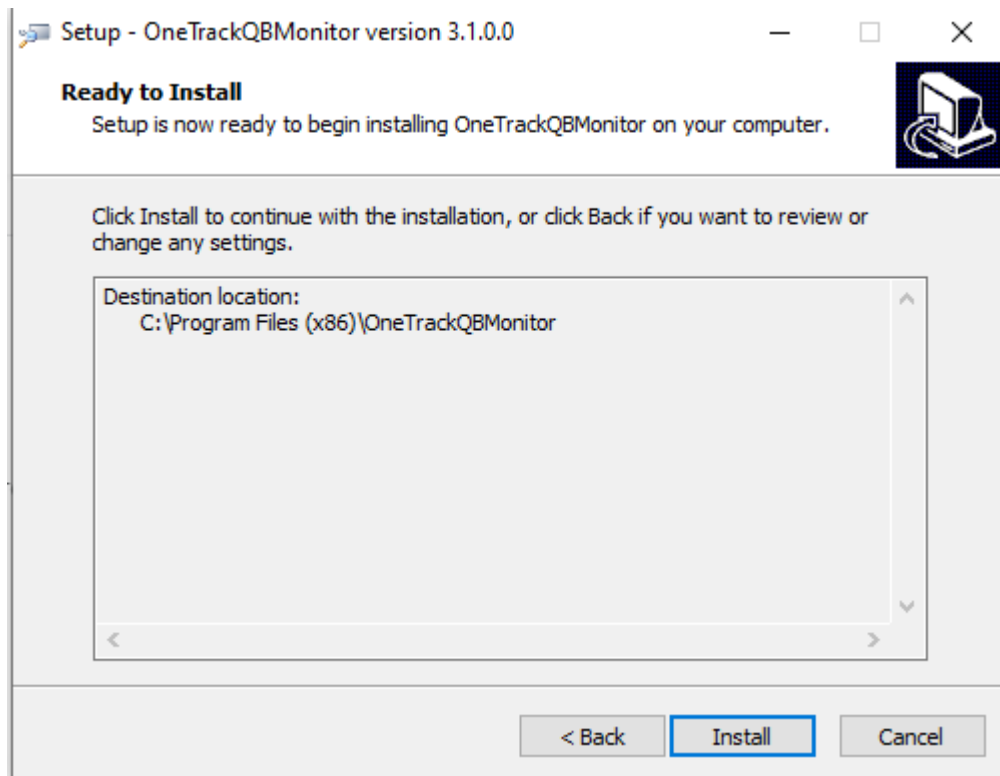
Click **Run Anyway**.



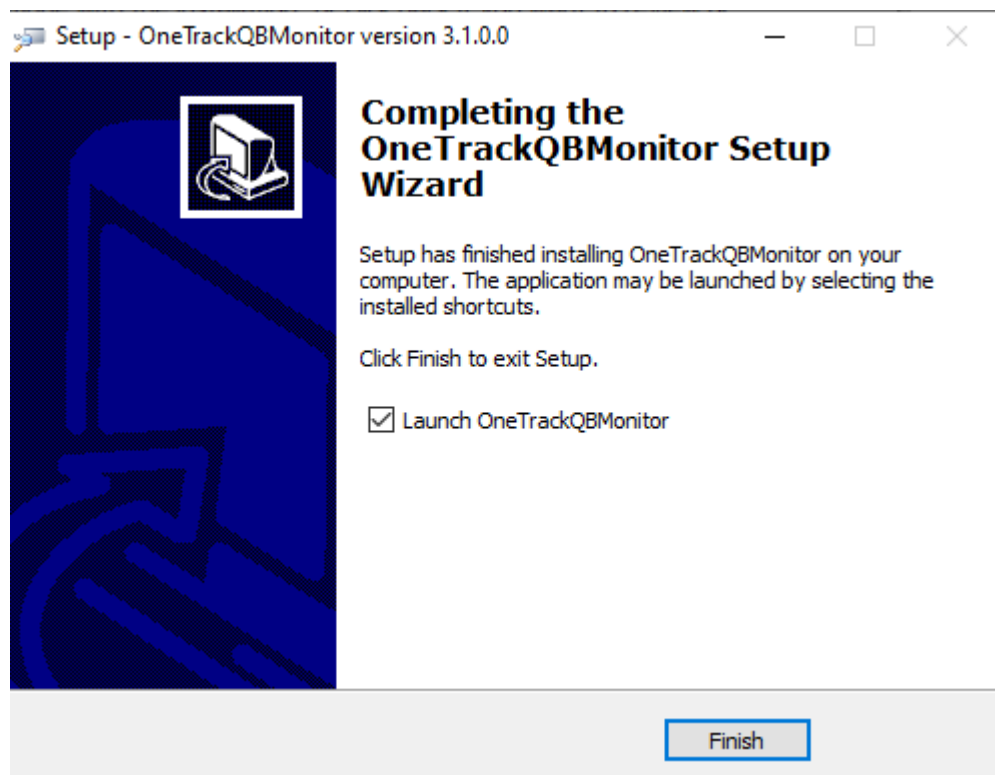
2. After running the Application, you will need to select which folder you would like the app to be installed. Then click on **Next**.



**Click Install.**



3. Make sure to toggle on the box **Launch OneTrackerQBMonitor** and click **Finish**.



4. Once Installed, you will be prompted to **log in to Industrack**. Use the **office user credentials** for the account you used to set up the sync for logging in. Then **Click Next**.

## OneTrack Login

Step 1 of 3

### Welcome to OneTrack QB sync monitor

Before starting please make sure your QuickBooks application is running on the computer.

Please login using OneTrack credentials below.

Username

Password

Close

Next

5. Browse to, or paste the file path to, your QuickBooks company File. Quickbooks need to be running in the background, logged in with administrator privileges. **Please make sure to connect the correct QuickBooks company file. The default location for a QuickBooks Desktop company files** is C:\Users\Public\Public Documents\Intuit\QuickBooks\Company Files and C:\ProgramData\Sage\Accounts\ for Sage. From either of these locations, you should be able to choose the version/year of the application your file is using.

Click **Next**

Initialize - OneTrack QuickBooks sync monitor

— □ ×

QuickBook Configuration

Step 2 of 3

Please provide your Quick Book

We need the QuickBook file in order to integrate with our system. Please browse to the location of the QB location.

ⓘ

There might be multiple QB files so please make sure to get the correct one. Please watch our training video for details.

QB company file:

Browse...

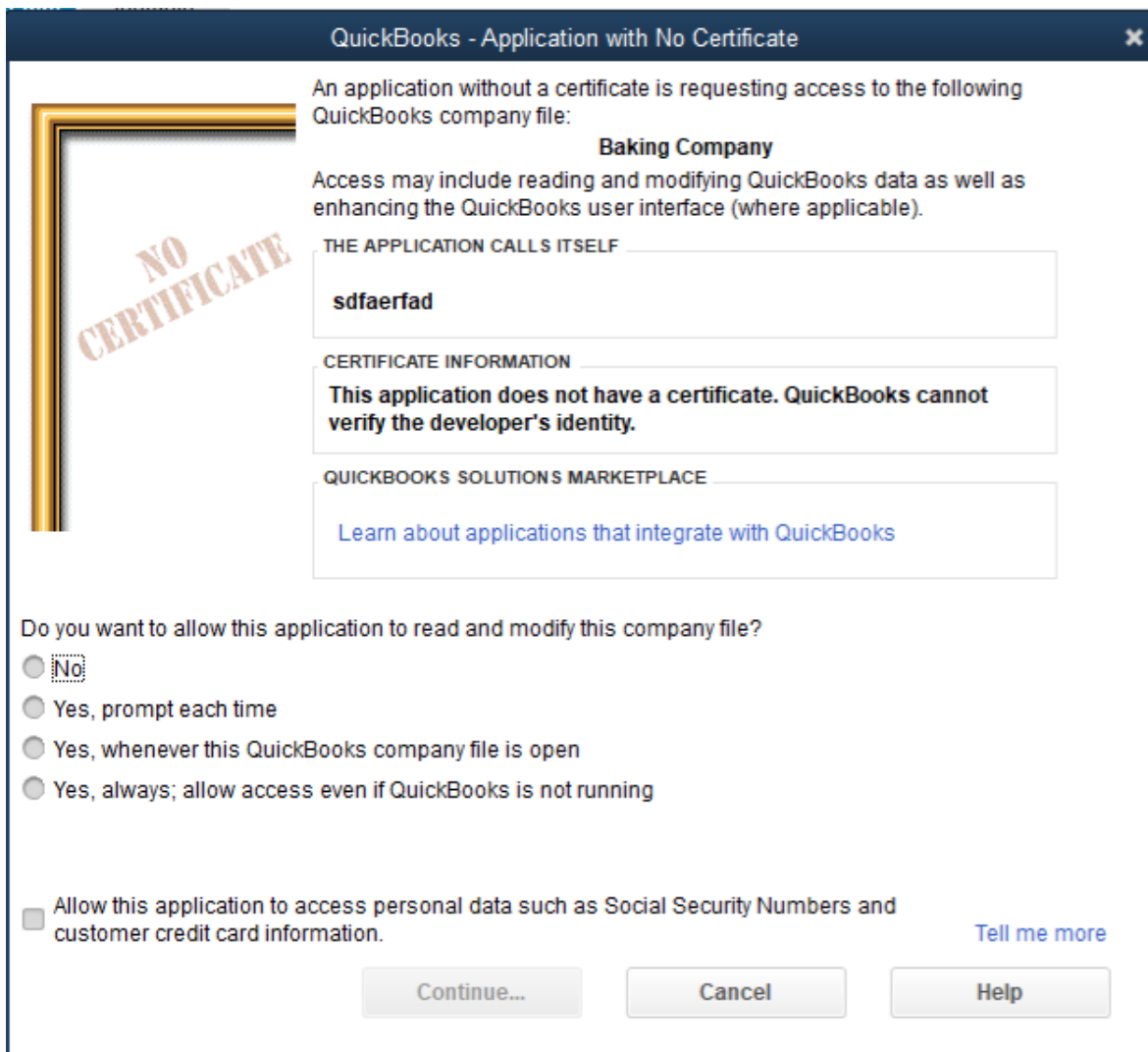
Close

Next

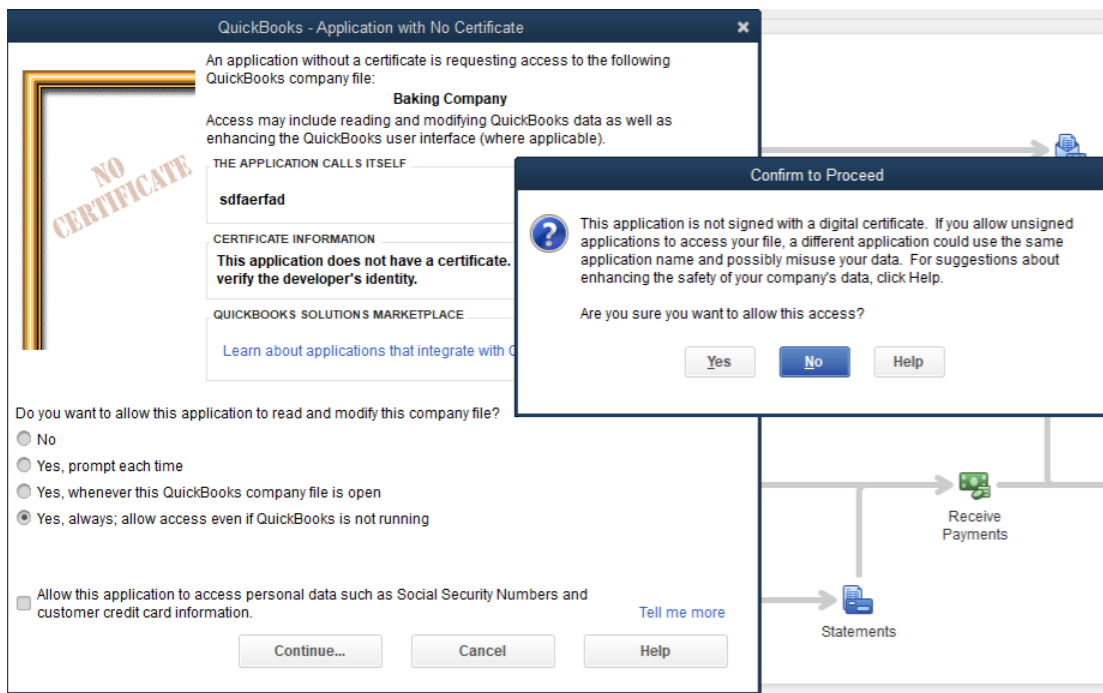
6. If you encounter an *Application with No Certificate* when browsing the QuickBooks company file in step 2 please follow the steps below:

- Select **Yes, always; allow access even if QuickBooks is not running**. This will allow the sync to happen even if QuickBooks is not open on your computer.

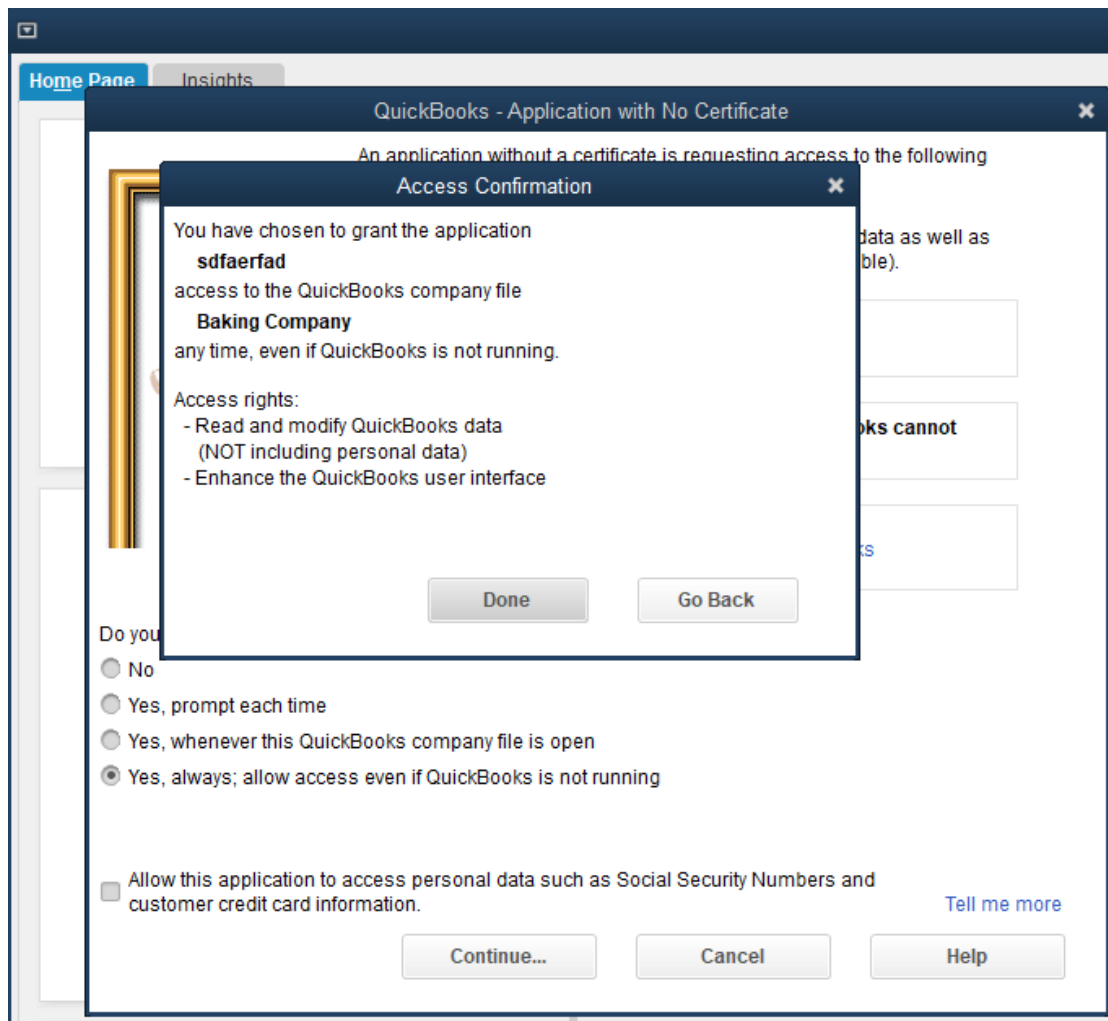
Click **Continue**.



On the **confirm to Proceed** pop up, select yes.



7. Click on Done.



8. Click the apply button on both the right-hand side and close. The two systems will start syncing. Depending upon the number of records, the initial sync could take a long time.

Settings - OneTrack QuickBooks sync monitor

OneTrack Settings

OneTrack Credentials

Username

jorjiw@industrack.com

Password

\*\*\*\*\*

Apply

QuickBook intergration

Before changing please make sure your QuickBook application is running on the computer.

QB company file

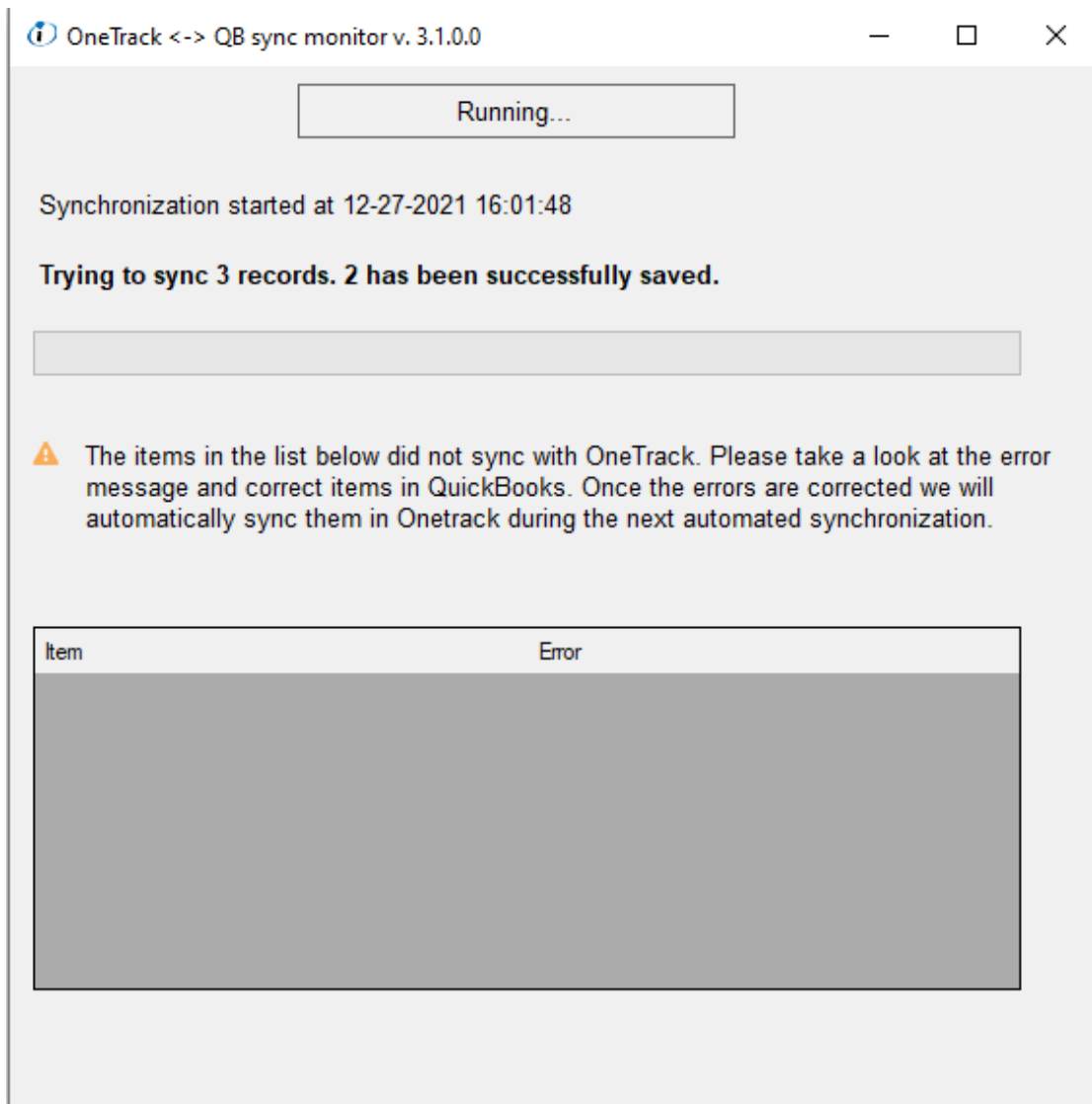
sdfaerfad

Browse...

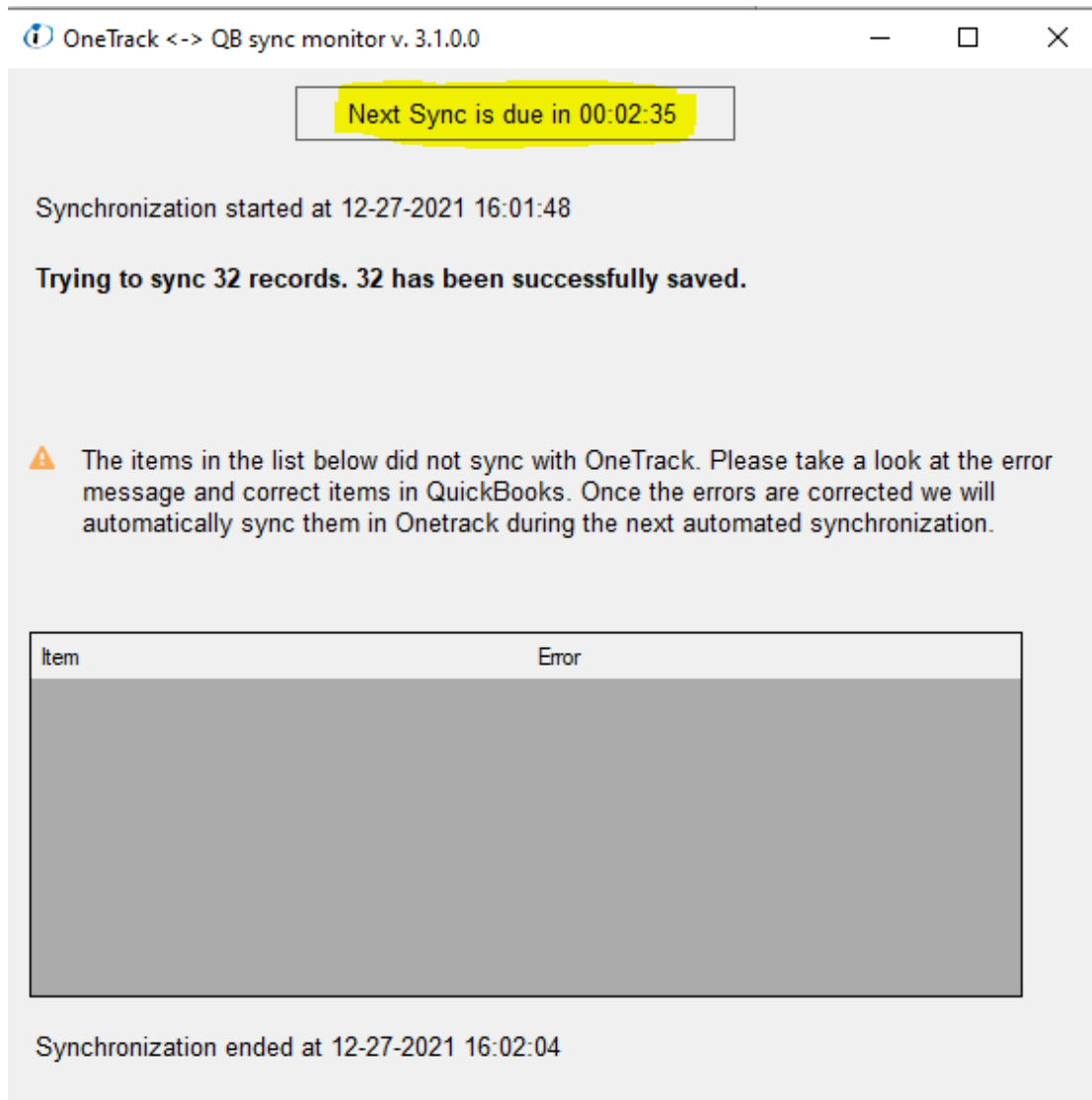
Apply

Close

[https://support2.industrack.com/wp-content/uploads/pmb/generated/QYqGgATjIVWHVi8LT6G/digital\\_pdf/knowledgebase.html?uniqueness=16...](https://support2.industrack.com/wp-content/uploads/pmb/generated/QYqGgATjIVWHVi8LT6G/digital_pdf/knowledgebase.html?uniqueness=16...) 347/1692



9. After the initial sync is completed, there will be a countdown until the next sync if auto-sync is enabled. You will also see any records that didn't sync successfully in the window below.



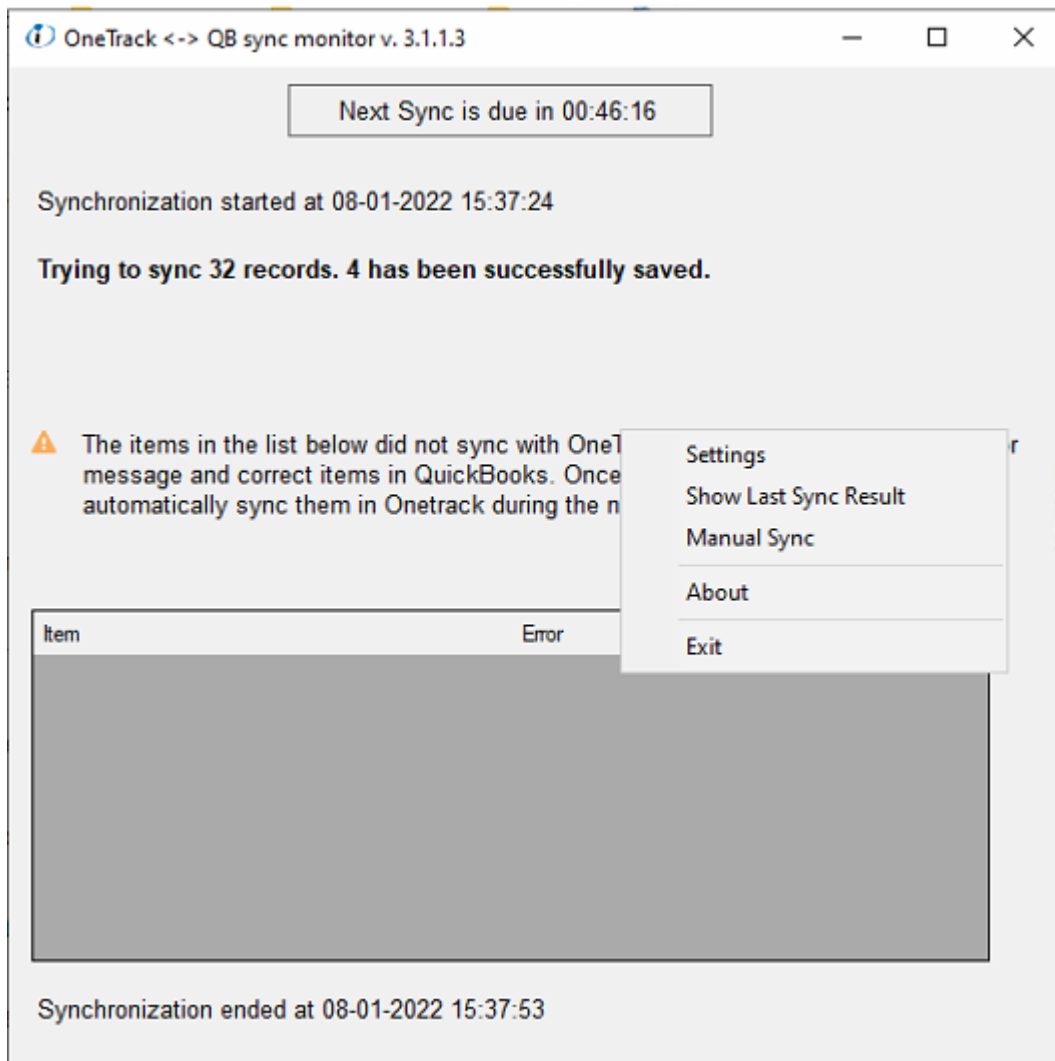
### If the syncing does not automatically start, a manual sync can be performed.

To perform a manual sync, find the OneTrack QB Monitor in your system tray (the little up chevron on the right-hand side of the taskbar along the bottom of your screen. Click on the connector and right-click on the inside of the connector.

If you do not set up automatic syncing, this is how you will sync every time.

← This is what the Onetrack QB Monitor App should look like in the task bar.





**\* Note that when you click on EXIT the sync will stop.**

\*If there is an instance where you need to uninstall the **OneTrackerQBMonitor**, make sure that the app is not running in the background for it to be uninstalled successfully.

## Instructions on how to sync Invoices from Industrack to QuickBooks

### To Sync invoices from IndusTrack to QuickBooks:

### 1. Go to the Invoices Module

IndusTrack

MAP

CUSTOMER

ESTIMATES

SCHEDULE

Invoices

TIMESHEET

P.O.

REPORTS

15

Last 30 Days

✓

Paid

\$ 1478.39

!

Overdue

\$ 0.00

Open Invoices

\$ 5434.05

Search

Q

Date (from/to):

Choose a date From

Choose a date To

All

Unpaid

Overdue

Paid

CLEAR FILTER

+ ADD NEW

MORE ACTIONS

<input type="checkbox"/>	Date ↓	Number	Est #	Job #	Company	Location	Due Date	Balance	Total	Status
<input type="checkbox"/>	05/01/2023	23489			Chirs company	10700 west highway 55 270 270 270 270 270 270 270 plymouth, MN, 55441		\$1,321.59	\$1,321.59	Unpaid
<input type="checkbox"/>	04/19/2023	10	2567		Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344		\$2,636.46	\$2,636.46	Unpaid
<input type="checkbox"/>	04/19/2023	9			Kimball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801		\$0.00	\$1,478.39	Paid
<input type="checkbox"/>	04/19/2023	2023			Curb Masters, Inc.	496 Farwell Ave., South St Paul, MN, 55075		\$1,476.00	\$1,476.00	Unpaid
<input type="checkbox"/>	03/07/2023				Chirs company	10700 west highway 55 270 270 270 270 270 270 270 plymouth, MN, 55441		\$1,521.59	\$1,521.59	Unpaid Viewed: 03/07/2023
<input type="checkbox"/>	03/06/2023	8			Brush Hill Plaza	1232 W. Ogden Ave., Naperville, IL, 60563		\$36,321.59	\$36,321.59	Unpaid Viewed: 03/06/2023
<input type="checkbox"/>	03/06/2023	7			North Metro Asphalt	1455 165th Avenue North East, Ham Lake, MN, 55304		\$0.00	\$1,671.59	Paid

2. Check the boxes to mark the invoices of choice. Note that you can select multiple invoices for syncing.

The screenshot shows the IndusTrack 'INVOICES' page. At the top, there are summary statistics for the last 30 days: Paid (\$1478.39), Overdue (\$0.00), and Open Invoices (\$5434.05). Below this is a search bar and filter buttons for 'All', 'Unpaid', 'Overdue', and 'Paid'. The main table lists invoices with columns for Date, Number, Est #, Job #, Company, Location, Due Date, Balance, Total, and Status. The first invoice is selected with a checkbox.

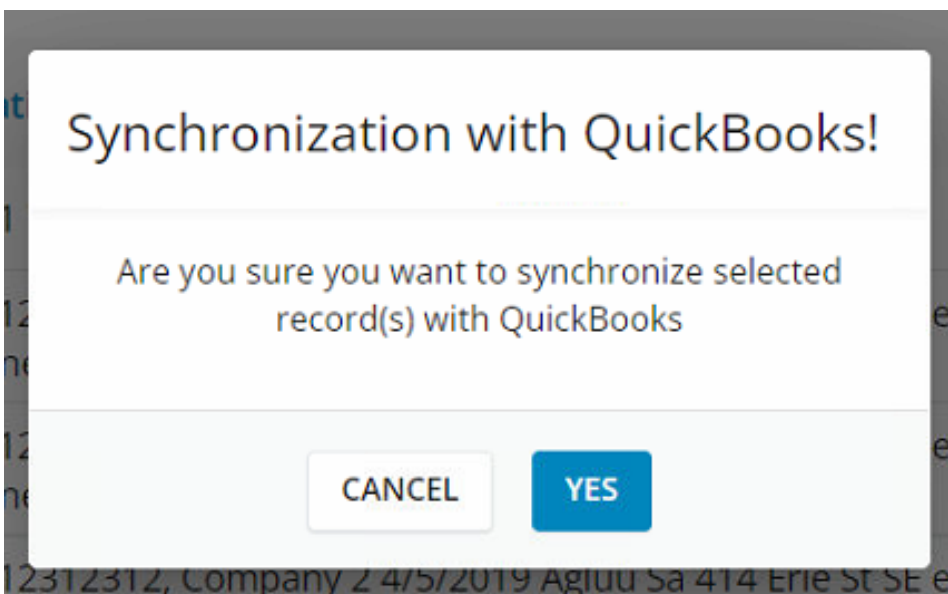
Date	Number	Est #	Job #	Company	Location	Due Date	Balance	Total	Status
05/01/2023	23489			Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,321.59	\$1,321.59	Unpaid
04/19/2023	10	2567		Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344		\$2,636.46	\$2,636.46	Unpaid
04/19/2023	9			Kimball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801		\$0.00	\$1,478.39	Paid
04/19/2023	2023			Curb Masters, Inc.	496 Farwell Ave, South St Paul, MN, 55075		\$1,476.00	\$1,476.00	Unpaid
03/07/2023				Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,521.59	\$1,521.59	Unpaid
03/06/2023	8			Brush Hill Plaza	1232 W. Ogden Ave., Naperville, IL, 60563		\$36,321.59	\$36,321.59	Unpaid
03/06/2023	7			North Metro Asphalt	1455 165th Avenue North East, Ham Lake, MN, 55304		\$0.00	\$1,671.59	Paid

3. Then click more actions and select Mark for Sync from the dropdown.

The screenshot shows the same IndusTrack 'INVOICES' page, but with the 'MORE ACTIONS' dropdown menu open. The menu includes options like 'View Payments' and 'Mark for Sync'. A red arrow points to the 'Mark for Sync' option.

Date	Number	Est #	Job #	Company	Location	Due Date	Balance	Total	Status
05/01/2023	23489			Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,321.59	\$1,321.59	Unpaid
04/19/2023	10	2567		Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344		\$2,636.46	\$2,636.46	Unpaid
04/19/2023	9			Kimball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801		\$0.00	\$1,478.39	Paid
04/19/2023	2023			Curb Masters, Inc.	496 Farwell Ave, South St Paul, MN, 55075		\$1,476.00	\$1,476.00	Unpaid
03/07/2023				Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,521.59	\$1,521.59	Unpaid
03/06/2023	8			Brush Hill Plaza	1232 W. Ogden Ave., Naperville, IL, 60563		\$36,321.59	\$36,321.59	Unpaid
03/06/2023	7			North Metro Asphalt	1455 165th Avenue North East, Ham Lake, MN, 55304		\$0.00	\$1,671.59	Paid

4. After clicking on Mark for Sync, a pop-up will come up and will ask to confirm if you want to sync selected invoices with Quickbooks. Click **YES**



5. After clicking on YES, the Status of the Invoice will change to Ready for Sync. If you set the sync frequency for 5 minutes the invoices will reflect on Quickbooks after no more than five minutes, or you can do a manual sync to sync the invoices immediately.

Date ↓	Number	Est #	Job #	Company	Location	Due Date	Balance	Total	Status
05/01/2023	23489			Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,321.59	\$1,321.59	Ready for Sync

6. Once the Invoice has been synced to Quickbooks the Invoice number in Industrack will change and match the invoice number in Quickbooks. The Invoice status in Industrack will also change to Unpaid.

Customer Information

Company Name: Chirs company  
Full Name: Chris Smith  
Main Phone: (612) 765-3456  
Main Email: chris.smith@gmail.com

Address: 10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN 55441 USA

Map | Directions

REPORTS FOR THIS CUSTOMER  
QuickReport  
Open Balance  
Show Estimates  
Customer Snapshot

Transactions

SHOW	TYPE	NUM	DATE	ACCOUNT	AMOUNT
	Invoice	11	05/01/2023	Accounts Receivable	1,321.59

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET P.O. REPORTS

Last 30 Days  
Paid: \$1478.39  
Overdue: \$0.00  
Open Invoices: \$5434.05

Search: [ ] Date (from/to): [ ] [All] Unpaid Overdue Paid CLEAR FILTER + ADD NEW MORE ACTIONS

Date ↓	Number	Est #	Job #	Company	Location	Due Date	Balance	Total	Status
05/01/2023	11			Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,321.59	\$1,321.59	Unpaid
04/19/2023	10	2587		Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344		\$2,636.46	\$2,636.46	Unpaid
04/19/2023	9			Kimball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801		\$0.00	\$1,478.39	Paid
04/19/2023	2023			Curb Masters, Inc.	496 Farwell Ave, South St Paul, MN, 55075		\$1,476.00	\$1,476.00	Unpaid
03/07/2023				Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,521.59	\$1,521.59	Unpaid Viewed: 03/07/2023
03/06/2023	8			Brush Hill Plaza	1232 W. Ogden Ave., Naperville, IL, 60563		\$36,321.59	\$36,321.59	Unpaid Viewed: 03/06/2023
03/06/2023	7			North Metro Asphalt	1455 165th Avenue North East, Ham Lake, MN, 55304		\$0.00	\$1,671.59	Paid

7. After you receive the payment for the Invoice in Quickbooks, the Invoice status in Industrack will change to PAID once the next sync cycle is finished or after manual sync.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET P.O. REPORTS

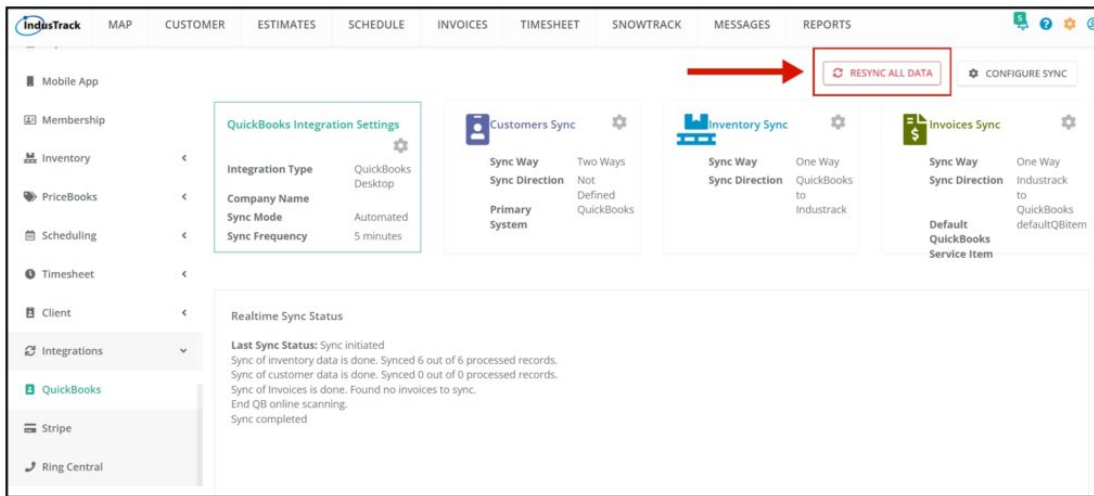
Last 30 Days  
Paid: \$1478.39  
Overdue: \$0.00  
Open Invoices: \$5434.05

Search: [ ] Date (from/to): [ ] [All] Unpaid Overdue Paid CLEAR FILTER + ADD NEW MORE ACTIONS

Date ↓	Number	Est #	Job #	Company	Location	Due Date	Balance	Total	Status
05/01/2023	11			Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$0.00	\$1,321.59	Paid
04/19/2023	10	2587		Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344		\$2,636.46	\$2,636.46	Unpaid
04/19/2023	9			Kimball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801		\$0.00	\$1,478.39	Paid
04/19/2023	2023			Curb Masters, Inc.	496 Farwell Ave, South St Paul, MN, 55075		\$1,476.00	\$1,476.00	Unpaid
03/07/2023				Chirs company	10700 west highway 55 270 270 270 270 270 270 270, plymouth, MN, 55441		\$1,521.59	\$1,521.59	Unpaid Viewed: 03/07/2023
03/06/2023	8			Brush Hill Plaza	1232 W. Ogden Ave., Naperville, IL, 60563		\$36,321.59	\$36,321.59	Unpaid Viewed: 03/06/2023
03/06/2023	7			North Metro Asphalt	1455 165th Avenue North East, Ham Lake, MN, 55304		\$0.00	\$1,671.59	Paid

## IMPORTANT NOTE:

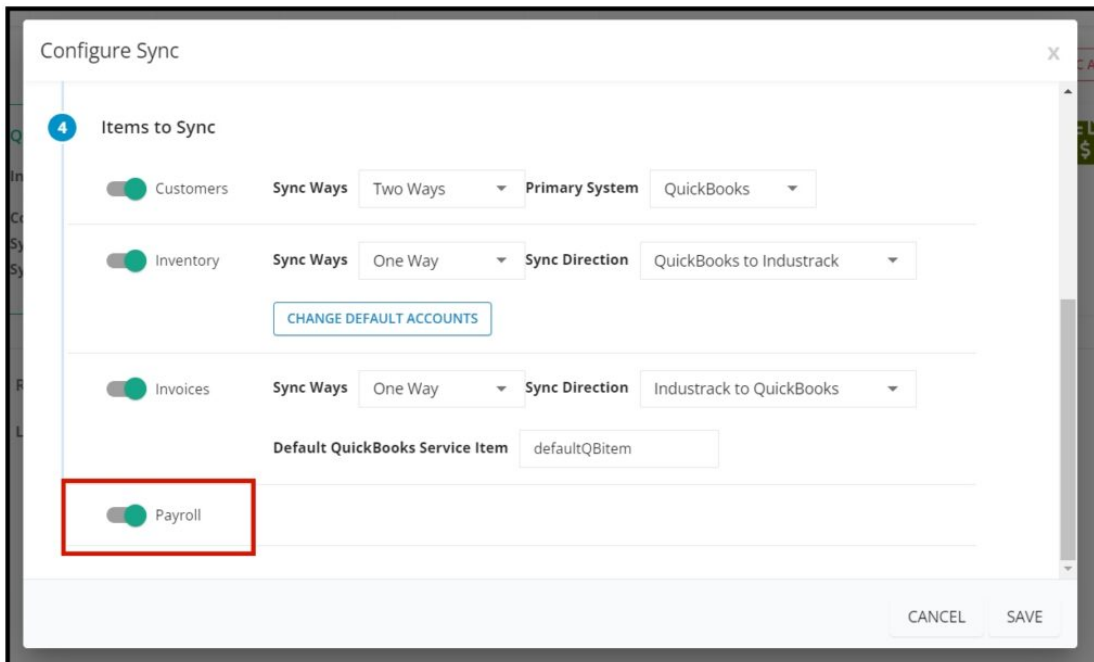
Please note that **RESYNC ALL DATA** will resync **ALL** information between QuickBooks and Industrack. This will force the sync to resend and override all data between QuickBooks and Industrack, which could result in some data being overwritten. We recommend consulting Industrack first before hitting **RESYNC ALL DATA**.



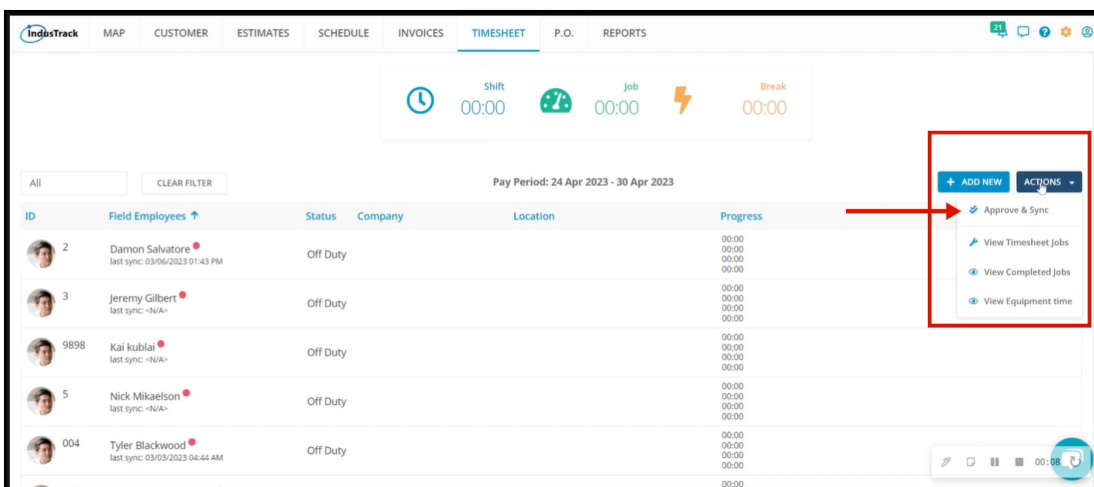
## Payroll Sync

To sync timesheet entries from IndusTrack to Quickbooks Desktop, please follow the steps below:

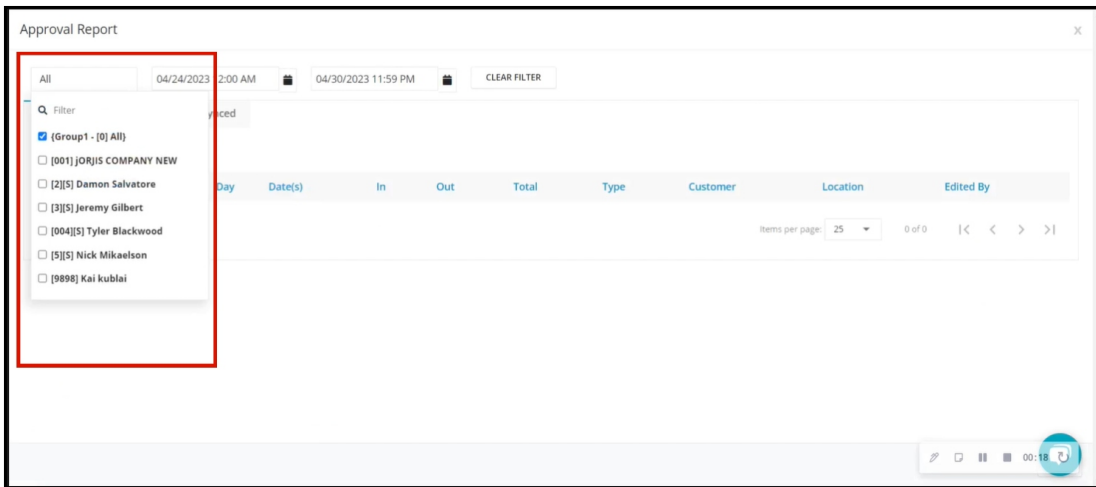
1. In the settings click on Integrations> Quickbooks> Configure Sync> **Enable Payroll**



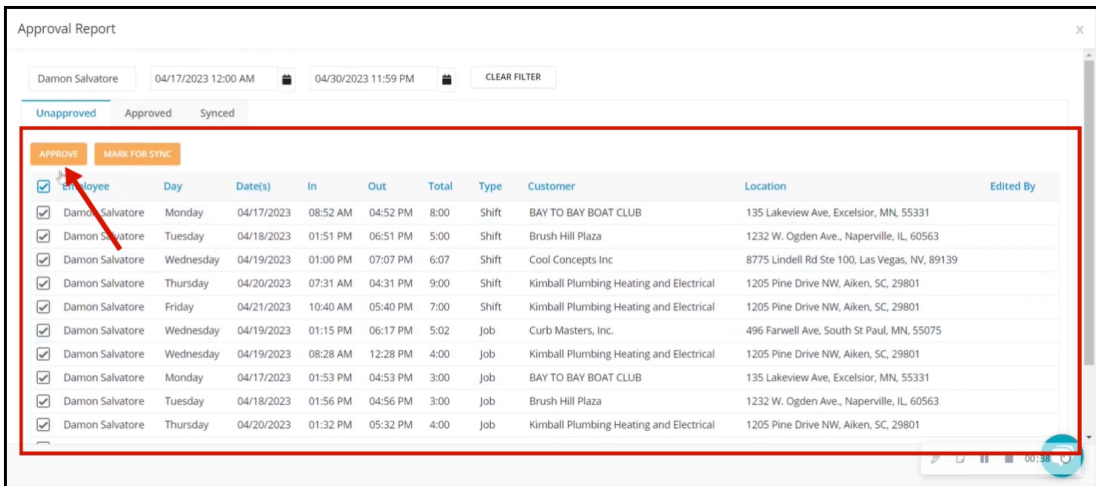
2. Go to the Timesheet Module> ACTIONS> select **Approve and Sync**.



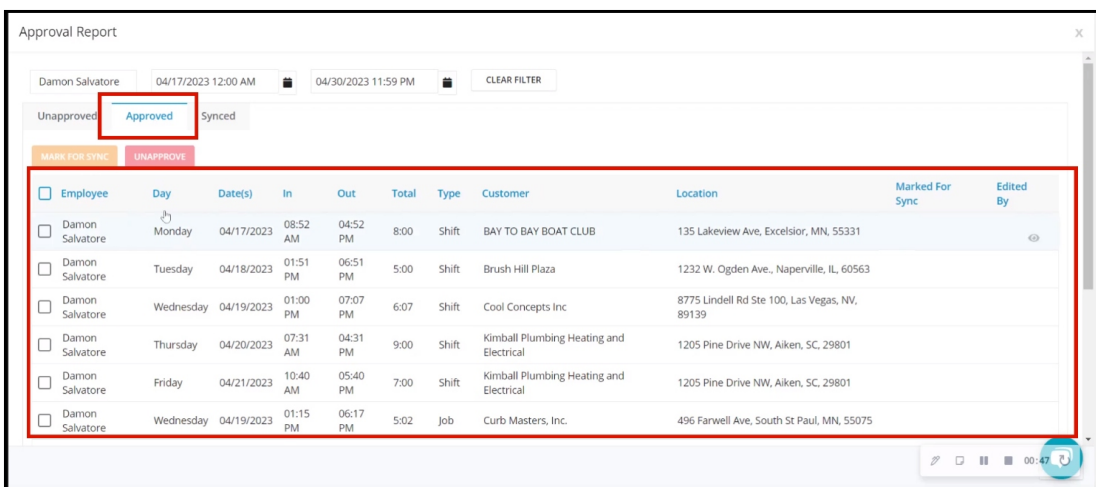
3. In the **Approval Report**, Select which employee's timesheet entries you wanted to sync to Quickbooks.



4. After selecting an employee, you should be able to see all the employees' timesheet entries. **Mark all the entries that you wanted to sync to Quickbooks with a check and then click APPROVE.**



5. After marking all the entries as **APPROVED**, the time entries will be **queued in the Approved Column.**



6. In the **Approved Column** mark all the entries that you wanted to sync to Quickbooks with a check on the left-hand side and click **MARK FOR SYNC**. **The entries will be now Ready to Sync.**

Approval Report

Damon Salvatore

04/17/2023 12:00 AM

04/30/2023 11:59 PM

CLEAR FILTER

Unapproved

Approved

Synced

MARK FOR SYNC

UNAPPROVE

<input type="checkbox"/>	Employee	Day	Date(s)	In	Out	Total	Type	Customer	Location	Marked For Sync	Edited By
<input type="checkbox"/>	Damon Salvatore	Monday	04/17/2023	08:52 AM	04:52 PM	8:00	Shift	BAY TO BAY BOAT CLUB	135 Lakeview Ave, Excelsior, MN, 55331	Yes	
<input type="checkbox"/>	Damon Salvatore	Tuesday	04/18/2023	01:51 PM	06:51 PM	5:00	Shift	Brush Hill Plaza	1232 W. Ogden Ave., Naperville, IL, 60563	Yes	
<input type="checkbox"/>	Damon Salvatore	Wednesday	04/19/2023	01:00 PM	07:07 PM	6:07	Shift	Cool Concepts Inc	8775 Lindell Rd Ste 100, Las Vegas, NV, 89139	Yes	
<input type="checkbox"/>	Damon Salvatore	Thursday	04/20/2023	07:31 AM	04:31 PM	9:00	Shift	Kimball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801	Yes	
<input type="checkbox"/>	Damon Salvatore	Friday	04/21/2023	10:40 AM	05:40 PM	7:00	Shift	Kimball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801	Yes	
<input type="checkbox"/>	Damon Salvatore	Wednesday	04/19/2023	01:15 PM	06:17 PM	5:02	Job	Curb Masters, Inc.	496 Farwell Ave, South St Paul, MN, 55075	Yes	

01:03