Mitchell1 QuickBooks Integrator 2.0
Mapping and Synchronization
User Guide
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Current Plug-in Features

The Current Plug-in Features chapter contains the following sub-chapters:

1. Mapping

Go to the Company -> Mitchell1/ShopKey QuickBooks Integrator 2.0 -> Mappings.

Insert the password.

Figure 1: Access the Mapping functionality

Verify Password

Please insert password before starting the mapping tool

```
******
```

OK Cancel

Figure 2: Insert password

The user must insert the password every time he/she uses the mapping tool.

Click on OK.
The user has to select the type of mapping and click on *Start Mapping* button.

![Mappings Setup](image-url)
Each type of entity from TeamWorks has a corresponding entity in QuickBooks. There are multiple cases.

A. The entity is synchronized with QuickBooks. The user can change the entity in QuickBooks by clicking on Change button.
The *Search Filter* will be displayed:

![Search Filter]

Type the name of the object in the designated area (recommended) or select one of the options (*Starts With, Contains, Ends With, All*) and click on *Search*.

For large databases is not recommended to select *All*. 
Select the object and click on **OK**.

![Figure 6: Selected object](image-url)
If successful, the next image will appear:

![Notification message](image)

*Figure 7: Notification message*

The QuickBooks object should appear changed in the *Mappings* screen (*QB customer’s name*).

![Changed object](image)

*Figure 8: Changed object*
B. The entity is not synchronized with QuickBooks.

![Figure 9: Object not synchronized](image-url)
In this case the user must assign a corresponding entity from QuickBooks.

Figure 10: Assign entity in QuickBooks
Click on Assign.

The Search Filter will be displayed:

![Search Filter Diagram]

Type the name of the object in the designated area (recommended) or select one of the options (Starts With, Contains, Ends With, All) and click on Search.

For large databases is not recommended to select All.
Select the object and click on OK.

If successful, the next image will appear:

Click on OK to close the window.
C. Generic Core Items

*TeamWorks* has items of core type to which is assigned an account. For each group core + account is created an item in QuickBooks, named core – account.

Figure 14: Generic Core Items

For *Generic Items*, no matter the form, the user cannot assign an item in QuickBooks. The user can only change the item with another one of the same type existing in QuickBooks.
The user can change the entity in QuickBooks by clicking on Change button. The Search Filter will be displayed:

![Search Filter](image)

Type the name of the object in the designated area (recommended) or select one of the options (Starts With, Contains, Ends With, All) and click on Search.

For large databases is not recommended to select All.
Select the object and click on **OK**.

![Selected Generic Core Item in QuickBooks](image1)

**Figure 16: Selected Generic Core Item in QuickBooks**

If successful, the next image will appear:

![Notification message](image2)

**Figure 17: Notification message**

Click on **OK** to close the window.
D. Generic Items

TeamWorks has generic type items (Labor and Sublet) to which is assigned an account. They are imported and represented in QuickBooks with the name Labor/Sublet – account name from TeamWorks.

E. Generic Part Items

An order may have two categories of items: Existing ones and the ones that may be added later. Generic Part Items are grouped based on the account and for each pair part – account type an item is created in QuickBooks after synchronization.

Figure 18: Changed Generic Item
F. Other Generic Items

This category contains all the generic items that have not been included in previous cases:

- Part, Core, Labor, Sublet, Hazmat, Shop Supplies, and Discount items without having an account assigned in TeamWorks. These items are imported and represented in QuickBooks following the naming convention: Generic Item type – default account chosen in Settings: Accounts. (see Mitchell1 Plug-in Installer User Guide for more details).

- Generic taxes (taxes applied to Hazmat and Shop Supplies) other taxes and Late fees are represented in QuickBooks after synchronization with the same name as in TeamWorks.

Click on Close to exit the Mappings screen.
2. Synchronization

This feature is used to import all new items, customers, vendors and new transactions from TeamWorks into QuickBooks.

Go to Company -> Mitchell1/ShopKey QuickBooks Integrator 2.0 - > Synchronize.

The application will ask the user to backup the database.

We suggest to always backup database and QuickBooks company file before doing any changes to them.
Before starting the synchronization process for the first time the user needs to apply the date filter (the date from which you want to import the data into QuickBooks) from the calendar area.

After selecting the date the user may \textit{Start Synchronization}. The status of the synchronization will be displayed in a status message window.
Figure 23: Synchronization Status window

Save output button allows the user to save the synchronization details in a .txt file format.
Print – it prints the synchronization details.
Close is used to exit the status window or to stop the synchronization process.

Accounts
These entities will appear in in QuickBooks with the form: [Account Name]#[GLCode]. Any change made to the account name or a new account will be reflected in QuickBooks.
Figure 24: Accounts
Payment Types
They will be displayed in QuickBooks with the same types as in TeamWorks (method Visa student – type Visa). Any change or new payment type will be reflected in QuickBooks.

Figure 25: Payments Types
Customers

Customers imported from TeamWorks will appear in QuickBooks having the following form:

[Company Name] # Customer ID from TeamWorks when is a company; [Last Name] [First Name] # Customer ID from TeamWorks when the customer is an individual. If a company or individual suffer a name change it will be reflected in QuickBooks. All data related to a customer from TeamWorks is imported in QuickBooks.

![Figure 26: Customers](image-url)
At initial synchronization the Mitchell1/ShopKey QuickBooks Integrator 2.0 plug-in creates a generic customer in QuickBooks. The generic customer will be used for the all TeamWorks transactions (invoices, credit memo’s, late fees, credits and payments) without an assigned customer.

**Figure 27: Default Customer**
Vendors

At initial synchronization the *Mitchell1/ShopKey QuickBooks Integrator 2.0* plug-in creates a generic vendor in QuickBooks. The generic vendor will be used for the all *TeamWorks* transactions (purchase orders, bills, returns to vendor) without an assigned vendor.

![Figure 28: Generic vendors](image-url)
Vendors imported from *TeamWorks* will appear in QuickBooks having the following form: **Vendor Name # Vendor Code** from *TeamWorks*. All data related to vendor from *TeamWorks* is imported in QuickBooks.

![Figure 29: Vendor](image-url)
Inventory Items

Inventory items imported from TeamWorks will appear in QuickBooks having the following form Name #I-[Part ID].

Figure 30: Inventory Items
Non Inventory Items

Non Inventory Items imported from TeamWorks will appear in QuickBooks with the form: Name #I-[Part ID].

![Figure 31: Non Inventory Items](image-url)
Part Kit Items

Part Kit Items imported from TeamWorks will appear in QuickBooks as follows: Name #K-[Part ID].

Figure 32: Part Kits items
Package Items

It will be displayed in QuickBooks after import with Name #I-[Part ID].

Figure 33: Package items
**Special Package Items**

Imported from **TeamWorks** the entity will appear in QuickBooks as **[Package Description] #I-[Part ID]**.
Generic Core Items

For each group core and account is created an item in QuickBooks, as [Core Item] – [Account Name].

![Generic Core Items Table]

*Figure 35: Generic Core items*
Generic Items

The generic items created will be with the form [Item type] – [Account Name].

Figure 36: Generic items
**Generic Part Items**

The generic part items imported in QuickBooks from TeamWorks will have the structure: *Part* - *[Account Name]*.

![Figure 37: Generic Part Items](image)
Other Generic Items

They will be displayed in QuickBooks as: [Generic Item] – [Default Account Name] chosen in Settings: Accounts. (see Mitchell1 Plug-in Installer User Guide for more details).

### Figure 38: Other Generic Items

<table>
<thead>
<tr>
<th>P</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Other Generic Items</td>
<td>They will be displayed in QuickBooks as: [Generic Item] – [Default Account Name] chosen in Settings: Accounts. (see Mitchell1 Plug-in Installer User Guide for more details).</td>
</tr>
</tbody>
</table>

![Figure 38: Other Generic Items](image-url)
Invoices

They will be imported in QuickBooks with the same reference number from TeamWorks. The first line of the invoice will contain the vehicle description for which the labor was done. Also the Mitchell1/ShopKey QuickBooks Integrator 2.0 plug-in will import all invoice’s lines to which will be added: discount, subtotal, hazmat, shop supplies (if necessary) and taxes. Each tax applied to the invoice in TeamWorks will be displayed in Quickbooks on separate lines. The amount of taxes from QuickBooks reflects the tax from TeamWorks. (In TeamWorks appears a single tax applied to an invoice as in QuickBooks the taxes are detailed).

Figure 39: Invoices
Late Fee Invoices
The first line of the invoice represents the details about the late fee and its value.

![Figure 40: Late Fee Invoice](Image)

Return To Vendor Credits
For each return to vendor credit the **Mitchell1/ShopKey QuickBooks Integrator 2.0** plug-in creates a bill credit in QuickBooks.
Credit Memos

They will be imported in QuickBooks with the same reference number from *TeamWorks*.

*Figure 41: Credit Memo*
Payments
Imported from *TeamWorks* they will appear in QuickBooks with the number ID of the invoice to which is applied.

![Figure 42: Payment](image-url)
**Multiple/ Batch Payments**
Imported from *TeamWorks* the batch payments will be displayed in QuickBooks having as reference number the payment transaction ID.

**Credit Card Refunds**
They will be imported in QuickBooks with the same reference number from *TeamWorks*.
Check Refunds
They will be imported in QuickBooks with the same reference number from TeamWorks. After synchronization a generic credit memo will be created in Quickbooks.

Figure 44: Check Refunds
**Purchase Orders**

To make sure the user can import Inventory items and Purchase Orders is necessary to enable the setting in QuickBooks (Edit-> Preferences-> Items & Inventory -> Company Preferences- Inventory and purchase orders are active.).

![Preference Settings](image)

**Figure 45: Activate Inventory and Purchase Orders**

Click on OK to save the setting.
The purchase orders will be imported in QuickBooks with the same purchase order number from TeamWorks.

Figure 46: Purchase Order
For each purchase order a bill is created.

![Image of a bill in QuickBooks]

**Figure 47: Bill**

- Open purchase orders are not imported by the plug-in into Quickbooks.
- Changes made in TeamWorks to posted Invoices, closed Purchase Orders, Payments will not be updated in QuickBooks on synchronization.