



Craft a modern ERP solution for your A/E by combining industry-leading workflow and project management in Factor with the simplicity of accounting in QuickBooks

2-Way Integration that Works

Many project management systems tout the ability to integrate with QuickBooks Online, but only Factor provides architecture and engineering firms with the ability to sync bidirectionally.

Invoices in Factor and QuickBooks Online are replicated instantly, major expenses are linked to projects in both systems, and payment status on receivables and payables are updated automatically.

This allows your project staff to perform every activity necessary to track work and monitor detailed schedules, budgets, and work completion in a modern project management tool built for their industry while allowing your finance staff to operate in a clean, efficient manner to complete firm accounting activities.

Setup is guided and straightforward, allowing you to take advantage of all the customization available in Factor's invoicing system without sacrificing clarity in your accounting.



Key Benefits of Factor + QBO

With Factor, you get all the benefit of your team working from a project management system that also contains your project-level accounting and reporting, while reserving access to your firm's accounting for the accountant. You'll also dodge the issues and effort of double-entry while gaining these benefits from Factor:

01

Ultimate Invoice Customization

Factor's invoice customization is unparalleled, allowing you to select from multiple custom templates to eliminate manual invoice creation and still provide clients with the perfect amount of detail.

02

Detailed, Actionable Project Accounting

Track budget in fixed fee or hourly phases and easily distinguish between services, expenses, and sub-consultants simple and actionable throughout the project management tools.

03

Sub-Consultant Budget and Payment Tracking

Track overall budgets by sub-consultant and compare to amounts spread across phases in your fees and see when those amounts were invoiced and whether vendors should be paid.

04

Custom, Reference Invoice Numbering

Invoice numbering can be done sequentially by project using project numbers, custom prefixes, and override functions.

05

Simplified Progressive Billing

Since project budgets are broken down and tracked in Factor, invoice templates can represent phase-level progressive billing with ease.

06

2-Way, Instant Synchronization

Invoices from Factor instantly appear in QuickBooks, project expenses entered as bills show ready to invoice, and payment information syncs.



What Data Is Synced



Factor can Create Customers in QBO

Each new project in Factor will be linked to an existing customer and project in QBO, so you can sync invoices from Factor to correct customers in QBO and pull project expenses from QBO to the correct projects in Factor. We can also automatically create customers and sub-customers in QBO for you.



Factor will Create Receivables in QBO

All of the billable services and expenses as well as adjustment types, tax types, and payment terms you might add to an invoice in Factor will be mapped to corresponding products, services, and types in QBO, so when you finalize an invoice in Factor, it instantly creates a linked receivable in QBO.



QBO can Sync Project Expenses to Factor

If you set up Factor to check certain accounts in QBO for expenses that are linked to projects, and those projects are linked between the systems, new bills, expenses, or vendor invoices logged in those QBO accounts will appear on the correct project in Factor.



QBO will Update Payment Status in Factor

When you add payments to your receivables in QBO or pay bills for project expenses and vendor invoices, the paid amount for those items in Factor is updated automatically, so you can see the paid status of both your client invoices and your vendor or sub-consultant invoices in both systems.



Guided Setup

Quick, Easy, Consultative

During the onboarding process, you will have an assigned product specialist that will start by reviewing the concepts in this document, then briefly inspecting the way your QuickBooks Account is currently set up.

After that introduction, your specialist will walk you through the process of identifying and linking areas of your Factor account to areas of QuickBooks. This is typically a one-time activity, but they'll also train you on how to make updates if you make any changes to your accounting strategy.

After this one session, you'll be ready to proceed with invoicing using Factor, confident that all aspects of receivable creation, payment synchronization, and even voiding and modification are configured.

QuickBooks Settings

How should Factor create job names for jobs that don't exist in QuickBooks Online?

Project Name Only

Do you want to use Invoice Numbers generated by QuickBooks?

☐ No

Prefix to be added to Default Invoice Counter

2023

This will prepend your invoice numbers on your invoices

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Of all the systems I've worked with in my career in the architectural and engineering industries, Factor's onboarding and support stands above the rest. Their product specialists not only know the product inside and out, but they understand the complexities of the industry and how to address them in practical ways.

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Dana Bergeman
President, Bergeman Group - Honolulu, Hawaii



One-Time Configuration

After you connect Factor using your QBO Credentials, you will:

- 01

Link projects in Factor to customers in QuickBooks

By linking projects in Factor to customers and sub-customers in QBO, you'll be able to sync invoices from Factor to correct customers in QBO and pull project expenses from QBO to the correct projects in Factor.
- 02

Match billable items in Factor to Products and Services in QBO

Each type of billable service, expense, or adjustment that you might invoice in Factor is linked up to a corresponding product or service in QBO so we create line items that map the right QBO accounts in your chart of accounts.
- 03

Map expense accounts in QBO to Factor expense types

Optionally, you can tell Factor which accounts you log payable project expenses or sub-consultant invoices to in QBO so that when you assign them to a customer in QBO, they can automatically get logged as billable expenses on your Factor projects.

Expense Types ⓘ

(Not Linked)

Hours

Professional Services

Refunds, Credits, and Adjustments

Reimbursable Fees

Services

✓ Sub-Consultant Services

Name	
Civil Engineer	
Geotechnical Engineer	Sub-Consultant Services
Interior Design	Sub-Consultant Services
Lodging	Reimbursable Fees
MEP Engineer	Sub-Consultant Services
Meals	Reimbursable Fees
Mileage	Reimbursable Fees

Printing

Structural

Travel

Add

FACTOR
Architecture & Engineering

↔

qb
intuit
quickbooks.

Client	Customer
Oswald Residence	Oswald Residence
Project	Job
Seaside Residence	Seaside Residence
Service Type(s)	Product(s) Or Service(s)
Professional Services	Professional Services
Expense Type(s)	Product(s) Or Service(s)
Meals	Reimbursable Fees

Testimonials

[Schedule a Meeting with a Product Specialist](#)



SEMPLE
BROWN

We needed to do an overhaul for not only our accounting system, but our project management system—both were kind of failing us. We were going to use QuickBooks, and Ajera isn't compatible with QuickBooks. So that's kind of what initially made us want to switch, but to be honest, every employee to project managers to the principles to admin people like me, we were just really struggling with the previous system.

We wanted to do it as accurately as possible without affecting the day-to-day operations. I have to say with Factor, as much hand holding as we needed, you guys are there, like every step of the way, to make sure all the information was correct.



WINTER HOLBEN

The biggest, the greatest overall thing is that it gives me more time to actually do more project management. Feeling confident that the data is accurate, like I can really dive down into things. I definitely feel like the biggest impact for others has also been the transparency like with the time-tracking time entry. We definitely love the new Pulse area. We actually use it for one of our weekly breath throughs and we just look at the timeline, each project, where they are for budget, but also percent complete. We were doing invoicing manually before and the in-voincing process within Factor... so easy, you can customize any templates you want.

