How to Manually Run an Accounting Sync Job between QuickBooks Desktop and Order Time

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A Sync Job is how Order Time controls what gets synchronized with your accounting system. A Sync Job will automatically be created if you enabled scheduling. You can create a Sync Job manually as well.

A Sync Job must be finished before another one can be created!

The first part of the Sync Job is an *export to your accounting system,* which consists synchronizing the records created, modified or deleted in Order Time. The source of these records is the Sync Queue. The second part of Sync Job is an *import from your accounting system.* This entails updating the Entities in Order Time when they have been changed in your accounting system.

When a Sync Job is completed, there may be some errors. You can click the hyperlink to view the errors.

Here is how to start a manual sync job, step by step

Go to the Admin screen

								SPDB Demo Company Logout
# Home	🛷 Sales	🛒 Purchasing	Q [®] Production	🗑 Warehouse	🚓 Reports		1	
Create New	~	Home						Admin Wednesday, March 11, 20
Open Full List	v	4						• Add Event
Recent Recor	ds	< > 🗎				March 11, 2020		
# 187						WEDNESDAY		
BRGL-48		all-day						
* 166		8am						

From The Admin page click on Accounting Integration

Order Time						-	
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Create New		Admin					
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		Import				Company Info	
Recent Record	s	Profile Lists				Company Preferences	
4 187		Doc Status				Custom Fields	
		 Alerts 				 Page Layouts 	
BRGL-46		 ECommerce Integ 	ration			Email Templates	
100		 Shipping Integrat 	on			 Form Templates 	
266		 Accounting Integr 	ation			Label Templates	
265		 Label Printing 					
CBGL-4		EDI Integration					
FG-G		REST Api					
188							
Reorder Analy	sis - 23						

From the Accounting Integration page click on View Sync Jobs

OrderTime				Ц			
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166266		Api Key 7284d9	d6-83a5-4cce-9fc3-79b4	1ea94376			
• 265		View Sync Oueue	1				
FG-G		View Sync Jobs Download Synchro	onization Tool				
 188 Reorder Anal 	ysis - 23						

From the Sync Jobs screen click on New Sync Job

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187			ID v		DATE		IS FINISHED	ERRORS	X
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£ 166			151		3/6/2020		0	0	
o 266			150		3/6/2020		0	1	
			149		3/4/2020		0	0	
CBGL-4			148		3/4/2020		0	0	
# FG-G			147		3/4/2020		0	0	

Next open the Sync Tool. The sync tool should be running in which case you will see it in your task bar. The symbol looks like:



To open from the task bar you right click on the icon and then you will see a dialog box



Next left click on Show and you will see the Sync Tool

Order Tim	ne - QuickBooks Connector X
Progress	
Status	Waiting for next sync
Next Syn	ic: 11 minute(s)
Start N	low
Order Tim 1.0.0.21	ne QuickBooks Request Processor View Log Edit Settings Quit



Finally click on the Start Now green button and that is all you need to do

In case the Sync Tool is not running (you will not see the icon in your task area) you need to open the Sync Tool from the start menu the same as you would open any other program.