

# Accounting Sync Job

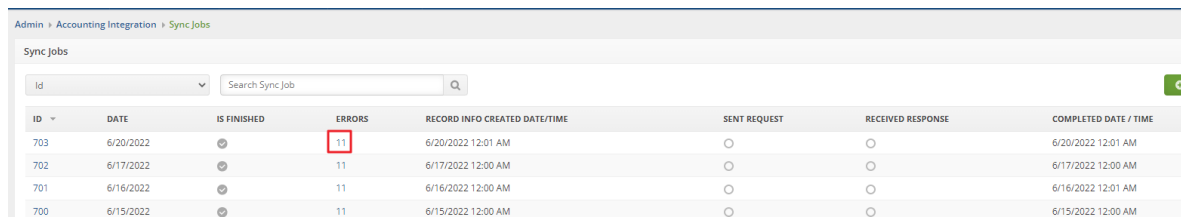
Last Modified on 07/28/2023 8:36 am EDT

A **Sync Job** is how Order Time controls what gets synchronized with your accounting system. A Sync Job will automatically be created if you enable **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 of 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.



The screenshot shows a table titled "Sync Jobs" with the following columns: ID, DATE, IS FINISHED, ERRORS, RECORD INFO CREATED DATE/TIME, SENT REQUEST, RECEIVED RESPONSE, and COMPLETED DATE / TIME. The table contains five rows of data. The "ERRORS" column for the first row (ID 703) has a value of "11" and is highlighted with a red box.

ID	DATE	IS FINISHED	ERRORS	RECORD INFO CREATED DATE/TIME	SENT REQUEST	RECEIVED RESPONSE	COMPLETED DATE / TIME
703	6/20/2022	<input checked="" type="checkbox"/>	11	6/20/2022 12:01 AM	<input type="checkbox"/>	<input type="checkbox"/>	6/20/2022 12:01 AM
702	6/17/2022	<input checked="" type="checkbox"/>	11	6/17/2022 12:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	6/17/2022 12:00 AM
701	6/16/2022	<input checked="" type="checkbox"/>	11	6/16/2022 12:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	6/16/2022 12:01 AM
700	6/15/2022	<input checked="" type="checkbox"/>	11	6/15/2022 12:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	6/15/2022 12:00 AM

From here the Record Created and Completed times are available to display as well as Sent Request and Received Response to allow you to see the progress of the Sync Job. To display them, click the cog wheel, columns tab then add the columns and click save.

