Is2 Catering – QBO Setup

Workflow for setting up your QuickBooks Online integration

Overall Workflow

Setting up the Is2 Catering QBO integration with QuickBooks Online requires that we first synchronize the data tables from Catering to have the identification of the matching data in QuickBooks Online.

Our daily operations will be to transfer customer invoices and customer receipts.

When a customer invoice or receipts is transferred, all the data needed for the creation of that document must exist or be created before the document is transferred.

Example: Customer Invoice

When a customer invoice is transferred, the customer must exist, the terms must exist, sales tax code must exist, the department class must exist, and the billing code items must exist.

Example: Customer Receipt

When a customer receipt is transferred, the customer must exist and the payment method must exist.

For both these document types and their sub components, the chart of accounts must exist that are associated with the classes, the items, and the payment methods if you are creating new objects.

This may seem overwhelming but for the most part when new documents are being created, the Catering system will determine if the needed objects exist and if they do not exist, Catering will create new objects in QBO before the document is deemed ready to transfer.

After a new object is created, Catering will store that object's id on the Catering side to be used during transaction processing. This drastically cuts down the time involved in the transfer process.

It is worth noting that some objects in QuickBooks are not allowed to be created. So we try to get those object identifiers during the initial setup. An example of that are the Payment Methods.

QuickBooks Object Identifiers

Every object in QuickBooks Online has an object id. You will not see these identification ids anywhere on the QuickBooks entry screens. But they are what QBO uses internally to properly identify each object and document.

Normally, they will have a simple integer value. On May 1, 2024, Intuit has changed the format of these value in Items to be much larger values.

🍠 Quickbooks (Online - Items Lookup		- = x
Lookup Character	\$]	Limit Results To 100 🔹
Grid Listing Requ	uest Response		
* Id	Name	FullyQualifiedName	Description
18	China Package	China Package	
45	Cole Slaw	Cole Slaw	Cole Slaw
1010000011	CP	CP	Cherry Pie
	Custom Programming	Custom Programming	
13	Delivery Charge	Delivery Charge	
43	Desert	Desert	Desert
51	Dessert-Cake	Dessert-Cake	Italian Creme Cake
21	Event Cancellation	Event Cancellation	
22	Customer Cancelled Event. Dep	Event Cancellation:Customer Cancelled E	
1010000021	FP	FP	Fried Pies
6	Fresh Texas Gulf Lobster (Flown in Daily	Fresh Texas Gulf Lobster (Flown in Daily	
19	Guest Count	Guest Count	
20	We ask that you provide a guest count	Guest Count:We ask that you provide a g	
2	Hours	Hours	
8	Iced Tea	Iced Tea	
46	Italian	Italian	Porcini Ravioli & Pollo Umido
10	Italian Creme Cake	Italian Creme Cake	
17	Light Lunch Buffet	Light Lunch Buffet	
	Count: 55		

On the Catering side, our entry screens will have a slot for the QuickBooks List Id.

		ls2 Cateri	ng QBO	Setup	Manual
🥖 Billing Codes				- = x	
Item Id Description	Ent - Arm Races Armadillo Races				
Required Information Sales Category Type Taxable Stocked Item Service Charge Item Pay Commission on Item General Ledger Distribut	Entertainment Yes No No No No No No No No No No	Cost / Pricing Item Cost Retail Price Unit of Measure Item Sub Category QuickBooks	\$0.00 \$2,000.00 each		
Additional Default Item Default Item Position	No ▼ \$0.00 ‡	Item Line Color			
			<u>0</u> k <u>C</u>	Cancel	

Chart Of Accounts – QBO Accounts

The chart of accounts is probably the most important of all the objects that we need to establish before basic processing can occur.

We primarily need the revenue accounts for Catering to QBO processing. Those are associated with the billing codes in Catering.

When you transfer a customer invoice, the billing codes should have the proper revenue account associated with your QBO revenue accounts. The Accounts Receivable account on the QBO side is a default QBO account and cannot be created from Catering. The same for the Sales Tax Payable account.

When doing your setup, you will either add a new Account or gather the id from an existing Account.

To Add A New Account From Catering To QBO:

1. On the **Chart Of Accounts - Browse** screen, select the account that you want to add, then right click on the grid to show the popup menu.

Is2 Catering QBO Setup Manual

ookup	Chart Of Ac	count Information						1
	Account Number	Account Name	Account Type	Account Sign	Account Allocate	Account Post Method	Qb List ID	
	4100	Revenue - Catering	Income	Credit		Detailed	38	
	4200	Revenue - Rentals	Income	Credit		Detailed	43	
	4300	Revenue - Events	Income	Credit		Detailed		
	4600	Revenue - Delivery Charges	Income	Credit		Detailed	40	
	4700	Revenue - Service Charges	Income	Credit		Detailed	39	
	4800	Revenue - Discounts / Returns	Income	Debit		Detailed		
	4900	Revenue - Other	Income	Debit		Detailed	52	
	5010	Costs - Materials	Expense	Debit		Detailed		
	5020	Costs - Labor	Expense	Debit		Detailed		
	5030	Costs - Purchase Discounts	Expense	Debit		Detailed		
	5040	Costs - Equipment Leasing	Expense	Debit		Detailed		
	5050	Costs - Subcontract	Expense	Debit		Detailed		
	5050	Costs - Subcontract	Expense -	Debit		Detailed		

2. Choose Selected Account – Add New QuickBooks List Id.

Cha	Reports Exit	Browse							- 6	⊐ x
Litty	Reports Exit									
* Lool	cup Chart Of Acc	count Information								
*	Account Number	Account Name		Account Type	Account Sign	Account Allocate	Account Post Method	Qb List ID		
	2500	Notes Payable - Loan 1		Liabilty	Credit		Detailed			
	2600	Notes Payable - Loan 2		Liabilty	Credit		Detailed			
	2700	Notes Payable - Truck 1		Liabilty	Credit		Detailed			
	2800	Notes Payable - Truck 2		Liabilty	Credit		Detailed			
	3000	Capital - Owner 1		Capital	Credit		Detailed			
	3100	Capital - Owner 2		Capital	Credit		Detailed			
	3500	Draw - Owner 1		Capital	Debit		Detailed			
	3550	Draw - Owner 2		Capital	Debit		Detailed			
	3900	Retained Earnings		Capital	Credit		Detailed			
	4100	Revenue - Catering		Income	Credit		Detailed	38		
	4200	Revenue - Rentals		Income	Credit		Detailed	43		
>	4300	Revenue - Events		Income	Credit		Detailed			
	4600	Revenue - Delivery Charges	Selected	Account - Add	New Quid	kbooks List lo				
	4700	Revenue - Service Charges	^{VS} Selected	Account - Add	New Quic	kBooks List Id	I - Show Debug	Screen		
	4800	Revenue - Discounts / Retur	Selected	Account - Uno	late List ID	- Do Not Sho	w Lookun			
	4900	Revenue - Other	Selected	Account - Une	late List ID	- Show Looku	in Lookup			
	5010	Costs - Materials	Selected	Account - opt		- SHOW LOOKU	ιP		_	
	5020	Costs - Labor	All Selec	ted Accounts -	Update Qu	uickbooks List	ld			
			All Selec	ted Accounts -	Check for	Invalid Quick	books List Id			
144 44	< ► ► ₩ ₽		Show QE	30 Chart Of Ac	counts List				_	
		l	Add	New Account	Ec	dit Selected Ad	count	Delete Selected Ac	coun	it

3. If the account is added, the list id will update on the record and show in the browse screen.

Lookup	Chart Of Ac	count Information					
	Account Number	Account Name	Account Type	Account Sign	Account Allocate	Account Post Method	Qb List ID
	4100	Revenue - Catering	Income	Credit		Detailed	38
	4200	Revenue - Rentals	Income	Credit		Detailed	43
	4300	Revenue - Events	Income	Credit		Detailed	49
	4600	Revenue - Delivery Charges	Income	Credit		Detailed	40
	4700	Revenue - Service Charges	Income	Credit		Detailed	39
	4800	Revenue - Discounts / Returns	Income	Debit		Detailed	
	4900	Revenue - Other	Income	Debit		Detailed	52
	5010	Costs - Materials	Expense	Debit		Detailed	
	5020	Costs - Labor	Expense	Debit		Detailed	
	5030	Costs - Purchase Discounts	Expense	Debit		Detailed	
	5040	Costs - Equipment Leasing	Expense	Debit		Detailed	
	5050	Costs - Subcontract	Expense	Debit		Detailed	
			_				

To Update Chart Of Account With Existing QBO Account Id:

This is very useful for synchronizing list ids for accounts where the names do not match.

 Choose Selected Account – Update List ID – Show Lookup. This will show the QBO lookup screen for Accounts and allow you to pick which account you want to use for the list id.

9	Chart C	of Accounts - Br	rowse						-		x
E	intry Re	y Reports Exit Account Information Account Account Name Account Type Account Sign Account Allocate Account Post Method Qb List ID 4100 Revenue - Catering Income Credit Detailed 38 4200 Revenue - Rentals Income Credit Detailed 43 4300 Revenue - Events Income Credit Detailed 49 4600 Revenue - Delivery Charges Income Credit Detailed 40									
*	Lookup	Chart Of Acco	unt Information								
*		Account Number	Account Name		Account Type	Account Sign	Account Allocate	Account Post Method	Qb List ID		
	Chart Of Accounts - Browse										
	Entry Reports Exit Exit Concent Account Information Account Name Account Type Account Account Mathematical Account Sign Account Name Account Type Account Careit Detailed 33 Addo Revenue - Discounts / Re Selected Account - Add New Quickbooks List Id Agoo Revenue - Other Selected Account - Update List ID - Do Not Show Lookup Solo Costs - Auerials All Selected Account - Update Quickbooks List Id All Selected Accou										
	Lookup Chart Of Account Information Account Number Account Name Account Type Account Sign Allocate Method Qb List ID Attoo Revenue - Catering Income Credit Detailed Attoo Revenue - Rentals Income Credit Detailed Attoo Revenue - Events Income Credit Detailed Attoo Revenue - Service Charges Attoo Attoo Attoo Revenue - Other Solo Costs - Materials Solo Costs - Subcontract https://www.glickbooks.list.ld https://www.glickbooks.list.ld https://www.glickbooks.list.ld https://www.glickbooks.list.ld https://www.glickbooks.list.ld <a href="https://www.glickboo</td>										
	4600 Revenue - Delivery Charges Income Credit Detailed 40										
>		4700	Revenue - Service Charges		Income	Credit		Detailed	20		-
		4800	Revenue - Discounts / Re	Selected Ad	Selected Account - Add New Quickbooks List Id						
		4900	Revenue - Other	Selected Account - Add New QuickBooks List Id - Show Debug Screen							
		5010	Costs - Materials	Selected A	count - Undat	o Lict ID - D	o Not Show I	ookun			-
		5020	Costs - Labor	Selected Ad	count - opuat	ELISTID - D		оокар			
		5030	Costs - Purchase Discoun	Selected Ad	count - Opdat	e List ID - Si	пом гоокир		2		
		5040	Costs - Equipment Leasin	All Selected	Accounts - U	pdate Quick	books List Id				
		5050	Costs - Subcontract	All Selected	Accounts - Cl	heck for Inv	alid Quickboo	oks List Id			
F				Show QBO	Chart Of Acco	unts List					
H		****									
				Add New Acco	ount	Edit Selecte	d Account	Delete Sel	ected Accou	int]

2. After the lookup screen shows, choose the QBO Account that you wish to use and click on the Update QB List Id button at the bottom right. The list id from QBO will be used to update the record on the Catering side.

2	Quickbooks	Online - Chart Of A	Accounts - Lookup			- 🗆 X
ι	.ookup Characte	ers				
Γ						
Ļ						
6	arid Listing Rec	quest Response				
*	ld	AcctNum	Name	FullyQuali	ifiedName	Description
	52	4900	Revenue - Other	Revenue	- Other	Is2 Account: Revenue
Γ	43	4200	Revenue - Rental	Revenue	- Rental	Is2 Account: Revenue
Γ	48	4350	nline - Chart Of Accounts - Lookup – □ × Response AcctNum Name FullyQualifiedName Description 4900 Revenue - Other Is2 Account: Revenue 4200 Revenue - Rental Revenue - Other Is2 Account: Revenue 4350 Revenue - Service Charge Revenue - Service Charge Is2 Account: Revenue 4300 Revenue - Service Charge Revenue - Service Charges Is2 Account: Revenue 4300 Revenue - Service Charges Revenue - Service Charges Is2 Account: Revenue 4300 Revenue - Staffing Revenue - Service Charges Is2 Account: Revenue 4300 Revenue - Staffing Revenue - Service Charges Is2 Account: Revenue 4300 Revenue - Staffing Revenue - Staffing Is2 Account: Revenue 4300 Revenue - Staffing Service Charges Is2 Account: Revenue 4250 Revenue Rental-NT Revenue Rental-NT Is2 Account: Revenue 4250 Revenue Rental-NT Revenue Rental-NT Is2 Account: Revenue 5 ales Sales Sales Sales Sales Sales Product Income Sales of Product Income Sales Taxes & Licenses Property and business t Texas State Pauable Count: 65			
>	39	4700	Revenue - Service Charges	Revenue	- Service Charges	Is2 Account: Revenue
	42	4300	Revenue - Staffing 🛛 🗟	Revenue	- Staffing	Is2 Account: Revenue
	44	4250	Revenue Rental-NT	Revenue	Rental-NT	Is2 Account: Revenue
	1		Sales	Sales		
	33		Sales of Product Income	Sales of F	Product Income	
Γ	27		Shipping	Shipping		Cost of delivering produ
Γ	17		Taxes & Licenses	Taxes & L	Licenses	Property and business t
	37		Texas State Pavable	Texas Sta	ate Pavable	
			Count: 65			
H		H T				
	Perform Query	y .			Update QB List Id	<u>C</u> ancel

Show QBO Account Listing

There will be many times where you want to just take a look at the QBO Accounts list without logging into the QBO application or dashboard web pages. This screen gives you a quick look at the accounts and their identification numbers.

1. Choose Show QBO Accounts List. This will show the listing screen for Accounts.

2	🤌 Chart C)f Accounts - Bi	rowse							-		х
	Entry Re	ports Exit										
3	Lookup	Chart Of Acco	unt Information							_		
3	e	Account Number	Account Name		Account Type	Account Sign	Account Allocate	Account Post Method	Qb List ID			
		4100	Revenue - Catering		Income	Credit		Detailed	38			
1		4200	Revenue - Rentals		Income	Credit		Detailed	43		L,	
		4300	Revenue - Events	Selecte	ed Account - A	dd New Qu	ickbooks List	ld				
		4600	Revenue - Delivery Charges	Selecte	ed Account - A	dd New Qu	ickBooks List	Id - Show Debu	ig Screen			
		4700	Revenue - Service Charges									
		4800	Revenue - Discounts / Returns	Selecte	ed Account - U	pdate List II	D - Do Not Sł	low Lookup				
		4900	Revenue - Other	Selecte	ed Account - U	pdate List II	D - Show Loo	kup				
	** ** *	> * * * * *		All Sele All Sele	ected Accounts ected Accounts	- Update (- Check fo	Quickbooks L r Invalid Quie	ist Id ckbooks List Id				
			l	Show	QBO Chart Of A	Accounts Li	st 🔓				t]

2. The list of accounts directly from QBO will be shown. Cancel when you are finishing viewing.

🥖 Quic	kbooks Online - Chart Of A	Accounts - Lookup		- 🗆 X							
Lookup	Characters										
[
Grid Listi	ng Request Response										
* Id	AcctNum	Name	FullyQualifiedName	Descripti							
38	4100	Revenue - Catering	Revenue - Catering	Is2 Acco							
46	4150	Revenue - Catering NT	Revenue - Catering NT	Is2 Acco							
40	40 4600 Revenue - Delivery Charges Revenue - Delivery Charges Is2 Acco										
49	4400	Revenue - Event Services	Revenue - Event Services	Is2 Acco							
50	4450	Revenue - Gilleys Retail	Revenue - Gilleys Retail	Is2 Acco							
52	4900	Revenue - Other	Revenue - Other	Is2 Acco							
43	4200	Revenue - Rental	Revenue - Rental	Is2 Acco							
48	4350	Revenue - Service Charge	Revenue - Service Charge	Is2 Acco							
39	4700	Revenue - Service Charges	Revenue - Service Charges	Is2 Acco							
42	4300	Revenue - Staffing	Revenue - Staffing	Is2 Acco							
44	4250	Revenue Rental-NT	Bevenue Bental-NT	Is2 Acco							
		Count: 65									
144 44 4											
Perfo	rm Query			<u>C</u> ancel							

Terms – QBO Terms

Terms will be needed for customer invoice processing.

When you transfer a customer invoice, the terms for the invoice will be passed in the main body of the invoice that is created.

When doing your setup, you will either add a new Term or gather the id from an existing Term.

To Add A New Terms From Catering To QBO:

1. On the **Terms - Browse** screen, select the terms that you want to add, then right click on the grid to show the popup menu.

	🤌 Terms -	Browse				- = x
	Entry Re	ports Exit				
1	* Lookup	Terms Information				
	*	Terms Description	Terms Due Days	Terms Discount Percent	Terms Discount Days	QB ListID
		Cash On Delivery	0			
		Net Upon Receipt	0			5
		Net 15	15			2
	>	Net 30 Days	30			12
		Net 45 Days	45			
		Net On 10th Next Mo				
		Pay on 10th	10			
		Pay by the 1st				
		Pay by End of Month	3			
		50% Upon Booking	0	0.000	0	
		COD				10
1						
1		. 144 . 444				
					<u>N</u> ew <u>E</u> dit	Delete Close

Is2 Catering QBO Setup Manual

2. Choose Selected Term – Add New QuickBooks List Id.

🤌 Terms -	Browse					- = x
Entry Re	ports Exit					
* Lookup	Terms Information					
*	Terms Description	Terms Due Days	Terms D	iscount Percent	Terms Discount Days	QB ListID
	Cash On Delivery	0				
	Net Upon Receipt	0				5
	Net 15	15				2
	Net 30 Days	30				12
>	Net 45 Days	45		-		
	Net On 10th Next Mo			Selected Term	n - Add New Quickbooks	s List Id
	Pay on 10th	10		Selected Term	n - Update List ID - Do No	ot Show Lookup
	Pay by the 1st			Selected Term	- Undate List ID - Show	Lookun
	Pay by End of Month				opdate List ib Show	LUOKUp
	50% Upon Booking	0	0.000	All Selected T	erms - Update Quickboo	oks List Id
	COD			All Selected T	erms- Check for Invalid (Quickbooks List Id
				Show QBO Te	erms List	
H4 44 4 3						
					<u>N</u> ew <u>E</u> dit	<u>D</u> elete <u>C</u> lose

3. If the term is added, a popup will show that the list id will update on the record and then show in the browse screen.

Catering - QB Online		Х
Update Terms table with Existing QB List Id: 8	ß	
	ОК	

👏 Terms -	Browse				- 🗆 X
Entry Re	ports Exit				
* Lookup	Terms Information				
*	Terms Description	Terms Due Days	Terms Discount Percent	Terms Discount Days	QB ListID
	Cash On Delivery	0			
	Net Upon Receipt	0			5
	Net 15	15			2
	Net 30 Days	30			12
>	Net 45 Days	45			8
	Net On 10th Next Mo				
	Pay on 10th	10			
	Pay by the 1st		2		
	Pay by End of Month				
	50% Upon Booking	0	0.000	0	
	COD				10
199 99 91	¥ 199 49 49				
				<u>N</u> ew <u>E</u> dit	Delete Close

To Update Terms With Existing QBO Terms Id:

This is very useful for synchronizing list ids for terms where the description name does not match exactly.

1. Choose **Selected Term – Update List ID – Show Lookup**. This will show the QBO lookup screen for Accounts and allow you to pick which account you want to use for the list id.

* Lookup	Terms Information					
*	Terms Description	Terms Due Days	Terms Disc	ount Percent	Terms Discount Days	QB ListID
>	Cash On Delivery	0				
	Net Upon Receipt	0	S	elected Term	- Add New Quickbooks	List Id
	Net 15	15	S	elected Term	- Update List ID - Do No	t Show Lookup
	Net 30 Days	30	S	elected Term	- Update List ID - Show	ookup
	Net 45 Days	45		2		F
	Net On 10th Next Mo		A	II Selected Te	rms - Update Quickbool	cs List Id
	Pay on 10th	10	A	II Selected Te	rms- Check for Invalid C	uickbooks List Id
	Pay by the 1st		9		me Liet	
	Pay by End of Month					
	50% Upon Booking	0	0.000		0	
	COD					10

2. After the lookup screen shows, choose the QBO Account that you wish to use and click on the Update QB List Id button at the bottom right. The list id from QBO will be used to update the record on the Catering side.



L	.ookup I	Characters								
L										
6	àrid Listi	ng Request Response]							
*	Id	Terms Name	Active	Terms Type	Discount Percent	Due Days	Discount Days	Day Of Month Due	Due Next Month Days	Disc Of M
>	6	Cash On Delivery		N		1				
	10	COD		3						
	1	Due on receipt								
	2	Net 15								
	3	Net 30								
	12	Net 30 Days								
	8	Net 45 Days								
	4	Net 60								
	5	Net Upon Receipt								
	9	Pay on 10th								
		Count: 11								
ł		> > > > > > > > > > > > > > > > > > >								

Show QBO Term Listing

There will be many times where you want to just take a look at the QBO Terms list without logging into the QBO application or dashboard web pages. This screen gives you a quick look at the terms and their identification numbers.

1. Choose Show QBO Terms List. This will show the listing screen for Terms.

Lookup Terms Informat	ion					_
Terms Descripti	on Terms	Due Days	Terms Discount Percent	Terms Discount Days	QB ListID	
Cash On Delive	ry 0				6	 _
Net Upon Rece	ipt 0				5	
Net 15	15				2	
Net 30 Days	30				12	
Net 45 Days	45	Calasta	Terre Add New Owields	n lan lint lal	1-	
Net On 10th Ne	ext Mo	Selected	Fierm - Add New Quickbo	IOKS LIST ID		
Pay on 10th	10	Selected	I Term - Update List ID - Do	Not Show Lookup		
Pay by the 1st		Selected	l Term - Update List ID - Sh	iow Lookup		
Pay by End of M	/lonth		· · · · · · · · · · · · · · · · · · ·			
50% Upon Boo	king 0	All Selec	ted Terms - Update Quick	books List Id		
COD		All Selec	ted Terms- Check for Inva	lid Quickbooks List Id		

2. The list of terms directly from QBO will be shown. Cancel when you are finishing viewing.

Is2 Catering QBO Setup Manual

9	Quick	books Online - Terms - Lo	okup						- 1	= x
Ļ	ookup C	haracters								
L										
9	irid Listin	g Request Response								
*	Ы	Terms Name	Active	Terms Type	Discount Percent	Due Days	Discount Days	Day Of Month Due	Due Next Month Days	Disco Of Mc
	6	Cash On Delivery								
	10	COD								
	1	Due on receipt								
	2	Net 15								
	3	Net 30								
	12	Net 30 Days		45						
	8	Net 45 Days								
⊩	4	Net 60								
	5	Net Upon Receipt								
	9	Pay on 10th								
		Count: 11								
H	• •• •	► ₩ ₩ ₽								
	Perforr	m Query							<u>C</u> an	icel

Sales Tax Codes – QBO Tax Codes

Sales Tax Codes will be needed for customer invoice processing.

When you transfer a customer invoice, the sales tax code for the invoice will be passed in the main body of the invoice that is created to properly calculate the sales tax needed on the invoice.

When doing your setup, you will gather the id from an existing Tax Code. Tax Codes may not be created from the Catering sales tax codes.

To Update A Sales Tax Code With Existing QBO Tax Code Id:

1. On the **Sales Tax Codes - Browse** screen, select the tax code that you want to update, then right click on the grid to show the popup menu.

9	🤌 SalesTax	Codes - Browse			-		х
	Entry Re	ports Exit					
	Lookup	SalesTaxCodes Inform	ation				
-	*	Sales Tax Code Id	Sales Tax Code Description	Tax Rate	Qb ListID		
		GPT	City of Gulfport	8			
	>	DALLAS TX	City of Dallas	8.25			
		BILOXI	City of Biloxi	8			
1		NO TAX	Out of State - No Tax	0			
		DALLAS TEXAS	City of Dallas Texas	8.25	2		
		Add New	SalesTaxCode Edit Selected	SalesTaxCoo	Delete Selected SalesTax(Code	}

 Choose Selected Tax Code – Update List ID – Show Lookup. This will show the QBO lookup screen for Tax Codes and allow you to pick which account you want to use for the list id.

L	ookup	SalesTaxCodes Inf	orm	ation			
		Sales Tax Code Id		Sales Tax Code Description	Tax Rate	Qb ListID	
		GPT		City of Gulfport	8		
		DALLAS TX BILOXI		City of Dallas Selected Tax Code - Update List II	18 25) - Show Lo	okup	
		NO TAX DALLAS TEXAS	-0	Show QBO Tax Codes List	0.25	-	

3. After the lookup screen shows, choose the QBO Tax Code that you wish to use and click on the Update QB List Id button at the bottom right. The list id from QBO will be used to update the record on the Catering side.

Warning	×					
Update Quickbo SalesTaxCodes?	ooks List Id For Only This Selected					
	Yes No Cancel					
💋 Quickbooks Onlin	ne - Sales Tax Codes - Lookup				- 5	x
Lookup Characters	Response					
* Id	Name	Description	Active	Taxable	TaxGroup	Sale
TAX	TAX	TAX				
NON	NON	NON				
CustomSalesTax	CustomSalesTax	CustomSalesTax				
3	DALLAS	DALLAS				
> 2	DALLAS TEXAS	DALLAS TEXAS				
	Count: 5					
H4 44 4 > >> >> >>	7					
Perform Query			Update QB L	.ist Id	<u>C</u> an	cel

4. After updating, the List Id should show in the Sales Tax Codes Browse listing for the Sales Tax Codes.

🥖 Sa	alesTaxCodes - Browse				-		x
Entry	y reports exit						
* Lo	okup SalesTaxCodes Infor	mation					
Click	here to show/hide/move b	ands es Tax Code Description	Tax Rate	Qb ListID			
	GPT	City of Gulfport	8				
>	DALLAS TX	City of Dallas	8.25	2			
	BILOXI	City of Biloxi	8				
	NO TAX	Out of State - No Tax	0				
	DALLAS TEXAS	City of Dallas Texas	8.25	2			
H4 44	4 * ** ** **						
	Add Ne	w SalesTaxCode Edit Select	ed SalesTaxCo	de Delete Selected Sale	esTax	Code	•

Show QBO Tax Codes Listing

There will be many times where you want to just take a look at the QBO Tax Codes list without logging into the QBO application or dashboard web pages. This screen gives you a quick look at the tax codes and their identification numbers.

5. Choose **Show QBO Tax Codes List**. This will show the listing screen for Tax Codes.

	ß	SalesTax	Codes - Browse				-		x
	E	ntry Re	ports Exit						
*									
	*	Lookup	SalesTaxCodes Inform	ation					
	*		Sales Tax Code Id	Sales Tax Code Description	Tax Rate	Qb ListID			
ł			GPT	City of Gulfport	8				
:			DALLAS TX	City of Dallas	8.25	2			
-	>		BILOXI	City of Bilovi	8				
1			NO TAX	Selected Tax Code - Update List	ID - Show L	ookup			
			DALLAS TEXAS	Show QBO Tax Codes List					
•									
4	н		* ** ** *						
			Add New	SalesTaxCode Edit Selected	SalesTaxCod	Delete Selected Sale	esTax	:Code)

2. The list of tax codes directly from QBO will be shown. Cancel when you are finishing viewing.

💋 Quickbooks Onlin	e - Sales Tax Codes - Lookup					×
Lookup Characters						
Grid Listing Request	Response					
* Id	Name	Description	Active	Taxable	TaxGroup	Sale
TAX	TAX	TAX				
NON	NON	NON				
CustomSalesTax	CustomSalesTax	CustomSalesTax				
3	DALLAS	DALLAS				
> 2	DALLAS TEXAS	DALLAS TEXAS				
	Count: 5					
₩ 44 4 > >> >> >> >> >> >> >> >> >> >> >>						
Perform Query					<u>C</u> an	cel

Departments – QBO Classes

Departments will be needed for customer invoice processing.

When you transfer a customer invoice, the department for the invoice will be passed in the main body of the invoice that is created to properly allocate to the proper Class on the invoice.

When doing your setup, you will gather the id from an existing Class. Class codes may not be created from the Catering department codes.

To Update A Department With Existing QBO Class Id:

1. On the **Departments - Browse** screen, select the department code that you want to update, then right click on the grid to show the popup menu.

2	Departn	nents - Browse		- = x
E	intry Re	ports Exit		
	Lookup	Departments Informati		
-	LOOKup			
*		Department Id	Department Name	QB_ListId
>		CATERING	Catering Department	60000000005448163
		EVENT	Event Department	6000000005448162
		ATT	ATT Center	
			→ ←	
	4 44 4 4			
		Add New D	epartment Edit Selected Department	Delete Selected Department

 Choose Selected Department – Update List ID – Show Lookup. This will choose the QBO lookup screen for Class codes and allow you to pick which code you want to use for the list id.

ø	Departn	nents - Browse		- = x
E	ntry Re	ports Exit		
*	Lookup	Departments Informa	ion	
*		Department Id	Department Name	QB_ListId
		CATERING	Catering Department	60000000005448163
		EVENT	Event Department	60000000005448162
>		ATT	ATT Center	
		Sel	ected Department - Update List ID - Do Not Sho ected Department - Update List ID - Show Look w QBO Classes List	w Lookup up
H		· > > = =		
		Add New	Department Edit Selected Department	Delete Selected Department

3. After the lookup screen shows, choose the QBO Class code that you wish to use and click on the Update QB List Id button at the bottom right. The list id from QBO will be used to update the record on the Catering side.

Warning	×			
Update Quickbooks List Id F Department?	or Only This Selected			
Yes	No Cancel			
💋 Quickbooks Online -	Classes - Lookup			- = x
Lookup Characters				
Grid Listing Request Re	sponse			
* Id	Class Name	Active	SyncToken	MetaData_CreateTime
> 60000000004368700	ATT Center		0	2022-10-12T12:30:38-07:00
6000000005448163	Catering		0	2023-11-15T07:56:40-08:00
6000000005448311	Debbie		0	2023-11-15T09:35:29-08:00
6000000005448162	Event		0	2023-11-15T07:56:30-08:00
6000000004368695	Family		0	2022-10-12T12:30:19-07:00
6000000004368699	Gilleys		0	2022-10-12T12:30:30-07:00
	Count: 6			
Perform Query			Update QB Lis	st Id <u>C</u> ancel

4. After updating, the List Id should show in the Department Browse listing for the Departments.

Departments Information Department Id Department Name QB_ListId CATERING Catering Department 6000000005448163 EVENT Event Department 6000000005448162	Departr	nents - Browse		- = 2					
Lookup Departments Information Department Id Department Name QB_ListId CATERING Catering Department 6000000005448163 EVENT Event Department 6000000005448162	ntry Re	ports Exit							
Lookup Departments Information Department Id Department Name QB_ListId CATERING Catering Department 6000000005448163 EVENT Event Department 6000000005448162									
Department Id Department Name QB_ListId CATERING Catering Department 6000000005448163 EVENT Event Department 6000000005448162	Lookup	Departments Inform	nation						
CATERING Catering Department 60000000005448163 EVENT Event Department 60000000005448162		Department Id Department Name QB_ListId							
EVENT Event Department 6000000005448162		CATERING	Catering Department	60000000005448163					
		EVENT	Event Department	60000000005448162					
AII AITCenter 6000000004368700		ATT	ATT Center	60000000004368700					
				2					
				20					
3									
(4 44 4 → >> >> >> >> >> >> >> >> >> >> >> >> >									

Show QBO Class Codes Listing

There will be many times where you want to just take a look at the QBO Class Codes list without logging into the QBO application or dashboard web pages. This screen gives you a quick look at the Class codes and their identification numbers.

5. Choose Show QBO Classes List. This will show the listing screen for Class Codes.

Ż	Departr	nents - Browse		- = X	
E	ntry Re	ports Exit			
	Lookup	Departments Informati	on		
-	LOOKup	peparanents informati			
Department Id Department Name QB_ListId					
		CATERING	Catering Department	60000000005448163	
		EVENT	Event Department	60000000005448162	
>		ATT	ATT Center	60000000004368700	
			Selected Department - Update List ID - Do Selected Department - Update List ID - Sho Show QBO Classes List	Not Show Lookup w Lookup	
H	((()				
		Add New D	epartment Edit Selected Department	Delete Selected Department	

2. The list of Class codes directly from QBO will be shown. Cancel when you are finishing viewing.

Is2 Catering QBO Setup Manual

🥬 Quickbooks Online -	Classes - Lookup			- = x			
Lookup Characters							
Grid Listing Request Re:	ponse						
* Id	Class Name	Active	SyncToken	MetaData_CreateTime			
6000000004368700	ATT Center		0	2022-10-12T12:30:38-07:00			
60000000005448163	Catering		0	2023-11-15T07:56:40-08:00			
6000000005448311	Debbie		0	2023-11-15T09:35:29-08:00			
6000000005448162	Event		0	2023-11-15T07:56:30-08:00			
6000000004368695	Family		0	2022-10-12T12:30:19-07:00			
> 60000000004368699	Gilleys		0	2022-10-12T12:30:30-07:00			
Count: 6							
₩ 4 4 > >> >> ₽							
Perform Query				Cancel			

Payments – QBO Payment Methods

Payment Methods will be needed for customer receipts processing.

When you transfer a customer receipt, the payment method for the receipt will be passed in the receipt that is created to properly place where to distribute the payment.

When doing your setup, you will gather the id from the existing Payment Methods. Payment Methods may not be created from Catering.

To Update A Sales Tax Code With Existing QBO Tax Code Id:

- 1. On the Company Parameters Entry screen, select the Account Distribution tab.
- 2. On the right hand side, you will see the QB Payment Method for the different payment types that are used in Catering.
- 3. To update the payment type, click on the three-dot lookup icon on the right side of each payment type field.

<u>ø</u>	Company Parameters - Catering	- QB Online				-		х
Con	npany Information Event / Invoicing	Account Dist	ibution Postin	g Options Ftp Config	juration			
A	/R Sales Parameters							
	Accounts Receivable Account	1100	Fina	nce Charge Account	4900			
	Sales Account	4100	Sales 1	Fax Payable Account	2060			
	Sales Discount Account	4800		Delivery Account	4600			
A	/R Cash Receipt Parameters						_	
	Checking Account	1020		B Payment Method -	Cash 1			
	Default Allowance Account	4900	QE	3 Payment Method - C	heck 2			
	American Express Account	1040] G	B Payment Method - /	Amex 3			
	MasterCard/Visa Account	1040 …	QB Pay	ment Method - Master	Card 3			
•	Discover Card Account	1040		QB Payment Method	. _{Visa} 3			
	Other Credit Cards Account	1040	QB F	Payment Method - Disc	cover 3			
	Deposit Receipt Account	2300] [B Payment Method - I	Other 3			
In	ventory General Ledger Account							
	Default Item Sales Account	4100						
	QB Online Preferences			<u>k</u>		ance	:]

Is2 Catering QBO Setup Manual

The QBO lookup screen for Payment Methods will appear.

	🥖 Quick	books Online - Payment Methods - Lo	ookup			- 5	×
5	Lookup C	haracters					
	Grid Listin	g Request Response					
١	* Id	Payment Method Name	Payment Metho	d Type	Active	SyncToken	Meta
J	1	Cash	NON_CREDIT	_CARD		0	
1	2	Check	NON_CREDIT	CARD		0	
٦	> 3	Credit Card	CREDIT_CARD)		0	
퉤							
1		Count: 3					
1	H4 44 4	> >> >> >					
Î							_
	Perform	n Query		Update QB List	tld	<u>C</u> ano	cel

4. Choose the Payment Method appropriate and click on the Update QB List Id button at the bottom right. The payment type association to QBO will be updated.

Customer Invoices – QBO Invoices

Transferring A Customer Invoice To QBO

All invoices created in the Event Calendar area are stored in the Customer Invoices tables. Go to Customer Invoice under the Document Entry menu.

💋 (is)2 Cate	ring Accounting - Is2 Sample Catering :	User: admin
File Lists	Document Entry Utilities User Rep	orts Help -
	Event Calendar Event Status Overview	÷
	Staff Time Sheets Text a Staff Member	
	Customer Invoices Customer Receipts	

From the Customer Invoice Browse screen, customer invoices may be transferred to your QuickBooks company database file.

💋 Custom	er Invoices - Entry	/ Browse					
Invoices E	ntry Invoices Re	ports Post	Invoices Quickbooks Invoi	ce Printout Exit			
Lookup Ci	haractere I		C Equal (= x)			Show Ready To T	ansfer Only
LOOKUP Cr			(● Like (%x%)	Starting Date	V 9	Show Invoices Wit	h No QB Ids
Lo	ookup By By Invoic	e Number	⊥ () Like(x%)	Ending Date		Perform <u>Q</u> ue	ry
🗄 Lookup B	},				Basic Invo	ice Information	
≣ Invoice	Invoice Date	Event	Billing Name	Location Name	Subtotal	Service D Charge D)elivery Charge
▶ 2014	1 02/22/2018	10433	Betty Boop	Radio City Music Hall	589.70	0.00	0.00
			Count : 1		\$ 589.70	\$ 0.00	\$ 0.00
<u>fierterte</u> tte		•			1		4
Print Cu	ustomer Invoice	Сорул	'Reverse Invoice	<u>N</u> ew	<u>E</u> dit	<u>D</u> elete	<u>C</u> lose

First, select the invoice you wish to transfer.

Then right-click on the data grid within the customer invoice browse screen to show the popup menu.

Choose the QuickBooks – Transfer Invoice To QuickBooks to begin the transfer.

💋 Custom	er Invoices - Entry	Browse								_ 0	x
Invoices E	ntry Invoices Re	ports Post	Invoices Quickbooks	Invoice	Printo	ut Exit					
Lookup Characters C Equal (= x) Show Ready To Transfer Only Lookup By By Invoice Number C Like (%x%) Starting Date Show Invoices With No QB Ids Ending Date Perform Query Perform Query)nly } lds		
E Lookup Bu							Ba	asic Inv	voice Informatio	n	
Invoice	Invoice Date	Event	Billing Name		Loca	ation Name	Subtotal		Service Charge	Delivery Charge	
▶ <u>2014</u>	02/22/2018	10433	Betty Boop		P A D E C E E	rint the Data Grid Ilow Grouping on the l isable Grouping on the xpand All Grouping ollapse All Grouping xport Grid to Excel Spre xport Grid to Text File	Data Grid e Data Grid eadsheet	E00 7		~~	- - -
He (et a) ► Print Cu	IN IN T	< Сору	Count : 1		E Q Q	xport Using Export Wiz Juickbooks - Transfer I Juickbooks - Transfer A Juickbooks - Lookup Q	ard nvoice To Qu All Invoices Se Quickbooks Tr	iickbo electeo ransac	oks d to Quickboo tion Id	oks	0.00

If the invoice has been transferred previously, a warning message will appear. You may Cancel or press Yes to continue and send the invoice again to QBO.

Warning	×
	Customer Invoice: 20117 has already been transferred. Transfer again?
	Yes <u>N</u> o Cancel

If the customer invoice transfers without problem, it will have created a new customer invoice in QBO and a transaction id will be returned that will be the QuickBooks Transaction ID for this document. This will be retained in Catering QBO.

Catering - QB Onlin	
Invoice 20141 add	ed to Quickbooks. QB Transaction ID: 82
	ОК

By scrolling the screen to the right, you can determine if a customer invoice has been transferred. The QuickBooks Transaction ID that was stored off is shown as the last data column.

2	💋 Customer Invoices - Entry Browse												
I	Invoices Entry Invoices Reports Post Invoices Quickbooks Invoice Printout Exit												
	Lookup Characters C Equal (= x) Lookup By By Invoice Number C Like (%x%) Like (x%) C Like (x%) Ending Date												
1	Lookup By			Basic Invoice Infor	mation		F	osting Informati	on	Quickbooks	~		
:	Invoice	Invoice Date	Event	Billing Name	Location Name	Total	Batch	Batch Date	Transfer Status	Quickbooks Transaction ID			
	20132	08/29/2017	10341	Betty Boop	Dallas Convention Center	17737.76	0		Y	49			
Γ	20133	08/29/2017	10341	Betty Boop	Dallas Convention Center	17737.76	0		Y	50			
	20134	11/29/2017	10341	Betty Boop Convention	Dallas Convention Center	1888.00	121	11/29/2017	N	67			
	20135	11/29/2017	10341	Betty Boop Convention	Dallas Convention Center	472.00	124	11/29/2017	N	69			
	20136	11/29/2017	10341	Betty Boop Convention	Dallas Convention Center	944.00	125	11/29/2017	N	70			
	20137	11/29/2017	10341	Betty Boop Convention	Dallas Convention Center	3776.00	125	11/29/2017	N	71			
	20138	11/29/2017	10341	Betty Boop Convention	Dallas Convention Center	5664.00	125	11/29/2017	N	72			
	20139	11/29/2017	10341	Betty Boop Convention	Dallas Convention Center	2383.60	131	11/29/2017	Y	73	=		
	20140	01/10/2018	10501	Betty Boop	Southside on Lamar	606.00	154	01/10/2018	N	77			
	20141	02/22/2018	10433	Betty Boop	Radio City Music Hall	617.56	20180156	02/22/2018	N	82			
H	Count : 17 \$104,333.75												
	Image: Metric Copy/Reverse Invoice New Edit Delete Close												

During the transfer, Catering QBO will possibly create a new customer in QuickBooks, create new inventory items based on the billing codes used in the invoice, as well as other information list data that may be needed for the transfer. If the customer already exists or item exists, they will not be added again. The list ids from the transfer will be sent back to Catering QBO and used in subsequent transfers.

When this invoice was transferring, the following items were added:

I	Catering - QB Online
	Adding Item - Luncheon : Chicken Salad Sandwich with fruit and pasta salad : Revenue - Catering
	OK
1	
	Catering - QB Online
	Adding Item - Dessert-Cake : Italian Creme Cake : Revenue - Catering
	OK
	OK

If sales tax codes are not found, the transfer will be attempted but will fail. In the future, QBO may allow the creation of sales tax codes. But not today.

Catering - QB Online								
Adding Tax Code - DALLAS TX : City of Dallas								
OK								
Catering - QB Online								
Exception message = Views cannot be updated								
· · · · · · · · · · · · · · · · · · ·								

Customer Receipts – QBO Receipts

Transferring A Customer Receipt To QBO

All receipts created in the Event Calendar area are stored in the Customer Receipts tables. Go to Customer Receipts under the Document Entry menu.

🤔 (is)2 Catering Accounting - Is2 Sample Catering : User: admin											
File Lists	Document Entry Utilities User Reports Help										
	Event Calendar Event Status Overview	÷									
	Staff Time Sheets Text a Staff Member										
	Customer Invoices Customer Receipts										

From the Customer Receipts Browse screen, customer receipts may be transferred to your QuickBooks Online database file.

💋 Customer	r Receipts - Entry Browse								
Receipts Ent Lookup Cha Loo	try Receipts Reports rracters kup By By Customer Numb	Post Receipts er 🗨	Quickbooks R C Equal (= O Like (%x) C Like (x%)	x) %))	Exit Starting Date	•••	Sho	w Ready To Tran w Receipts With Perform Query	nsfer Only No QB Ids
3	Lookup By				Rece	eipt Information			
🗄 Billing Id.	Billing Name	Document	Deposit Date	Cash Amount	Check Amount	C. C. Amount	CC. Type	Total Paid	Is A Deposit
► AMNH	A Betty Boop	R40035	02/22/2018	0.00	0.00	617.56	AE	617.56	N
	Count : 1			\$ 0.00	\$ 0.00	\$ 617.56		\$ 617.56	
Print Cust	tomer Receipt			<u> </u>	<u>N</u> ew	<u>E</u> dit	<u>D</u> ek	ete	

First, select the receipt you wish to transfer.

Then right-click on the data grid within the Customer Receipt browse screen to show the popup menu.

Choose Transfer Receipt To QuickBooks to begin the transfer.

💋 Customer Receipts - Entry Browse										
Receipts Entry Receipts Reports Post Receipts Quickbooks Receipt Printout Exit										
Lookup Characters C Equal (= x) Starting Date Show Ready T Lookup By By Customer Number C Like (%x%) Ending Date Show Receipts Perform										
3	Lookup By				Receipt Information	Show Ready To Transfer Only Show Receipts With No QB Ids Perform Query CC. Type Total Paid Is A Deposit AC COLORED N ettings ettings ettings				
🗄 Billing Id.	Billing Name	Document	Deposit Date	Cash Amount	Check Amount C. C. Amount C. C. Type Total Paid	s A Deposit				
▶ AMNH	A Betty Boop	R40035	02/22/2018		Save User Default Lookup Settings Load User Default Lookup Settings Print the Data Grid Allow Grouping on the Data Grid Disable Grouping on the Data Grid Expand All Grouping Collapse All Grouping Unpost Receipt					
ieleeleeleeleeleeleeleeleeleeleeleeleele	Count : 1			\$1 	Transfer Receipt To Quickbooks Transfer All Selected Receipts to Quickbooks Transfer Reverse of Deposit Journal Entry)lose				

If the payment has been transferred previously, a warning message will appear.

Warning	
	Customer Receipt: Bill Brittain: R40024 has already been transferred. Transfer again?
	Yes No Cancel

Click on the Transfer Receipt button at the top right to begin the payment transfer to QuickBooks.

If the customer receipt transfers without problem, it will create a new customer payment in QBO and a transaction id will be returned that will be the QuickBooks Transaction ID for this document.

ſ	Catering - QB Online
	Payment A Betty Boop: R40035 added to Quickbooks. QB Transaction ID: 83
	ОК

You may click on the OK button to return to the Customer Receipt Browse screen.

When the receipt is transferred successfully, it will normally be removed from the list of receipts needing to be transferred. Uncheck the Show Receipts With No QB lds to see all the receipts that have already been transferred.

Show Ready To Transfer C	Inly						
Show Receipts With No QB Ids							
Perform Query							

By scrolling the screen to the right, you can determine if a customer receipt has been transferred. The QuickBooks Transaction ID that was stored off is shown as the last data column.

2	Customer	Receipts - Entry Browse								
F	Receipts Enti	y Receipts Reports Po	st Receipts - O	Quickbooks R	eceipt Printout	Exit				
	Lookup Char Look	acters up By By Customer Number	•	 C Equal (= (● Like (%x) (○ Like (x%) 	x) %)	Starting Date Ending Date	····		Show Ready 1 Show Receipt Perform	fo Transfer Only s With No QB Ids <u>Q</u> uery
1		Lookup By		R	eceipt Information		nt Informa ng Infor	m Batch	Information	Quickbooks
3	Billing Id.	Billing Name	Document	Deposit Date	Total Paid	Is A Deposit	Event	Batch	Batch Date	QB Txnld
Þ	AMNH	A Betty Boop	R40035	02/22/2018	617.56	N	10433	20180158	2/22/2018	83
					4017.50					
		Count : T	_	_	\$ 617.56	_		_	_	
	🗴 🔽 (Dep	osit Date = 02/22/2018)								Customize
K	₩]₩]4]Þ]	*₩\\$\ _								►
	Print Custo	omer Receipt				New	<u><u> </u></u>	t	<u>D</u> elete	