

# Is2 Catering – QBO Setup

Workflow for setting up your QuickBooks Online integration

## Overall Workflow

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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

Lookup Characters:  Limit Results To: 100

* Id	Name	FullyQualifiedName	Description
18	China Package	China Package	
45	Cole Slaw	Cole Slaw	Cole Slaw
1010000011	CP	CP	Cherry Pie
3	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 c	
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.

## 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.

Chart Of Accounts - Browse

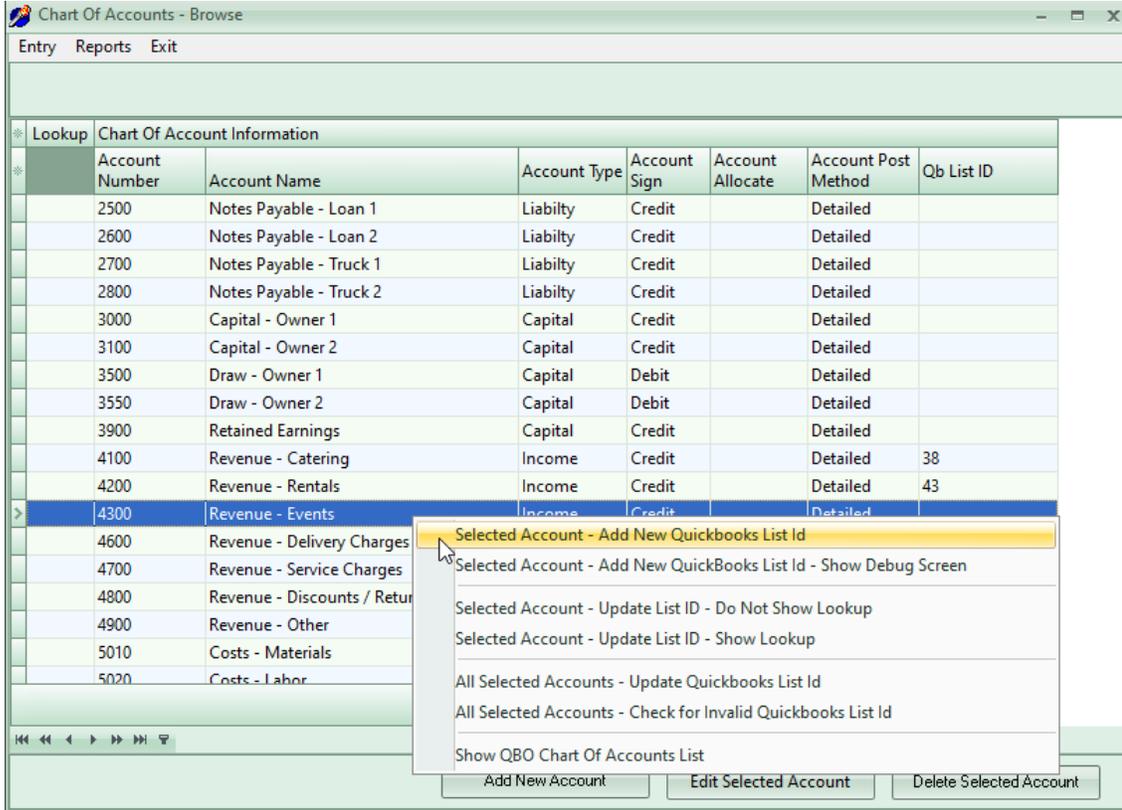
Entry Reports Exit

* Lookup Chart Of Account 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		
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		

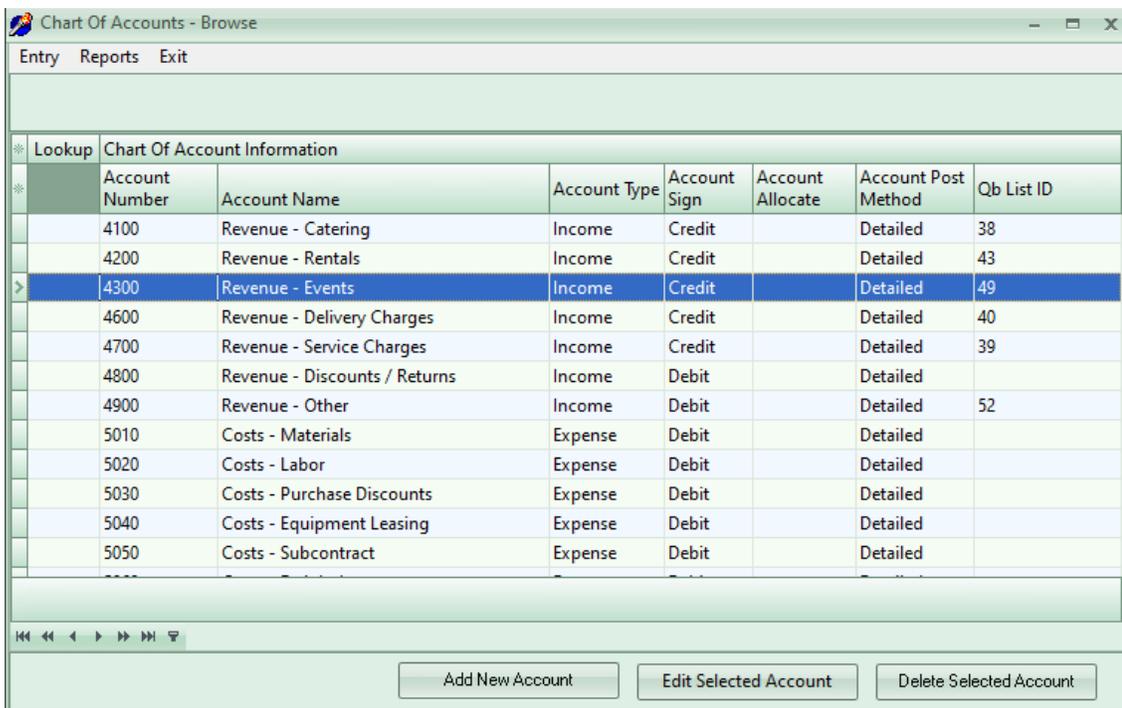
Navigation icons: Home, Back, Forward, Stop, Refresh

Buttons: Add New Account, Edit Selected Account, Delete Selected Account

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



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

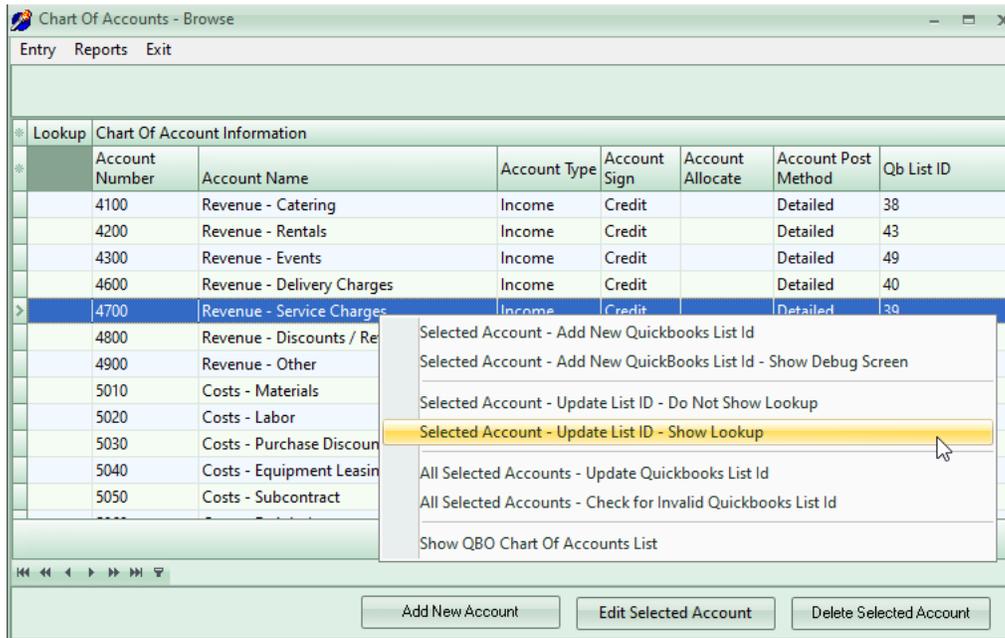




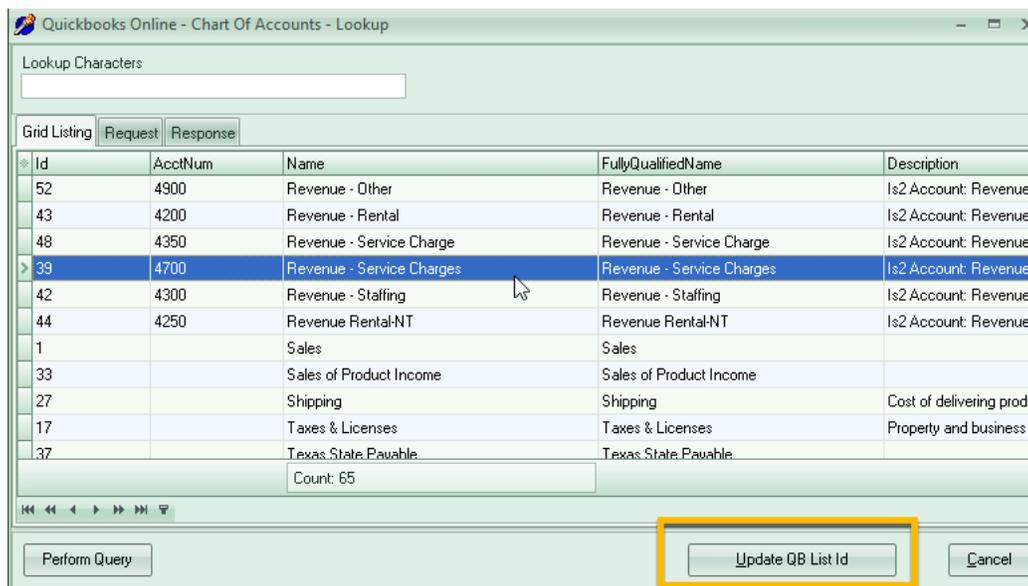
**To Update Chart Of Account With Existing QBO Account Id:**

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

1. 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.



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.

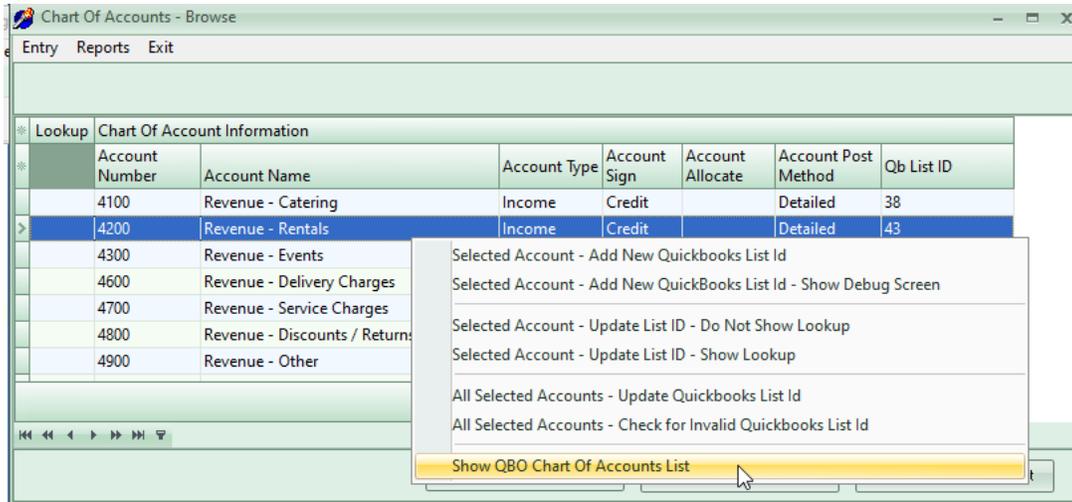




### Show QBO Account Listing

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



# Terms – QBO Terms

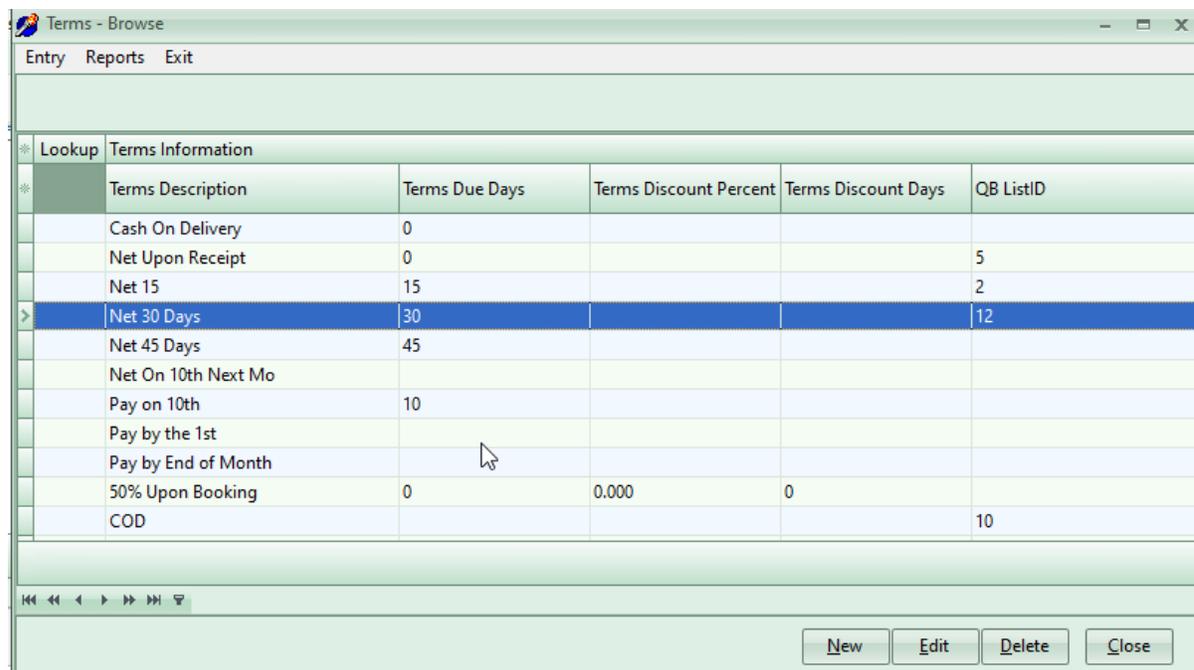
Terms will be needed for customer invoice processing.

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.

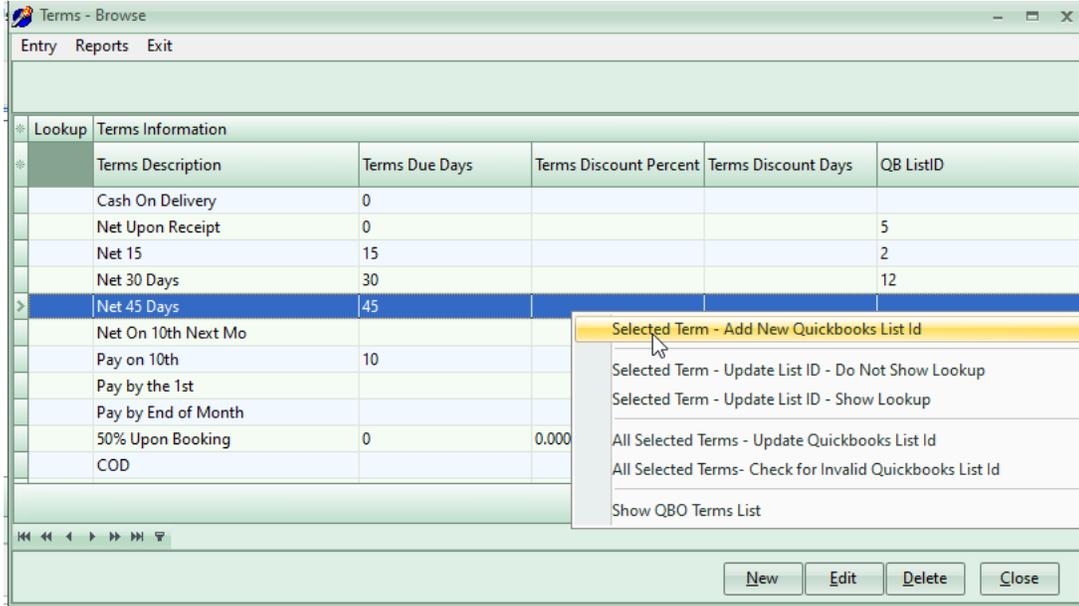
## To Add A New Terms From Catering To QBO:

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.

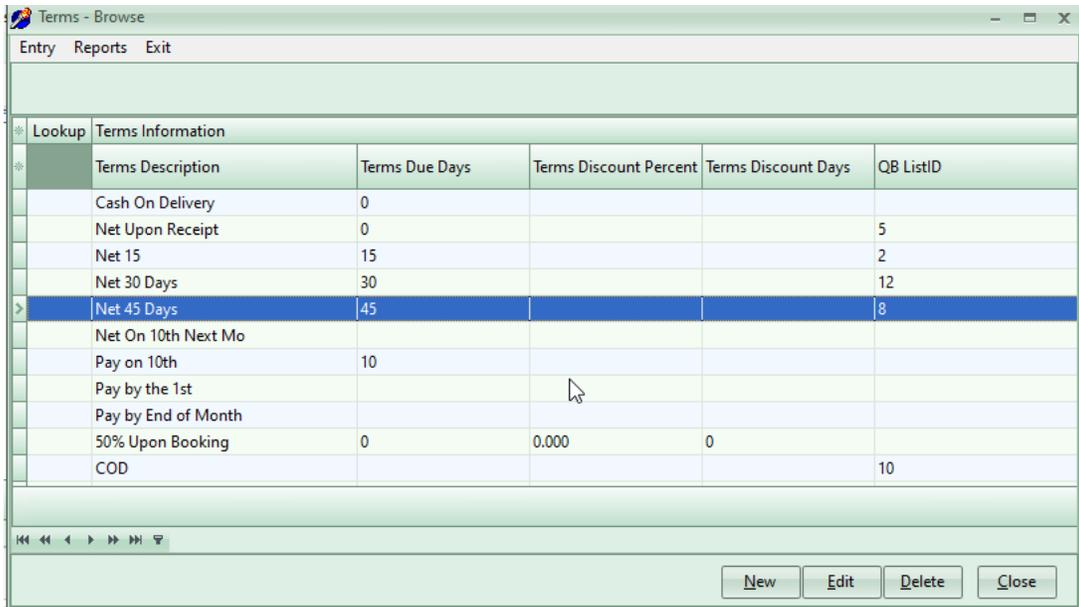
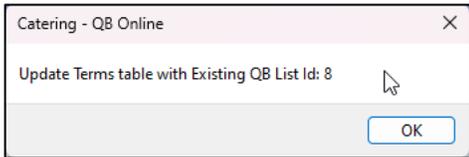


Lookup	Terms Information	Terms Due Days	Terms Discount Percent	Terms Discount Days	QB ListID
	Cash On Delivery	0			
	Net Upon Receipt	0			5
	Net 15	15			2
>	Net 30 Days	30			12
	Net 45 Days	45			
	Net On 10th Next Mo				
	Pay on 10th	10			
	Pay by the 1st				
	Pay by End of Month				
	50% Upon Booking	0	0.000	0	
	COD				10

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



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.

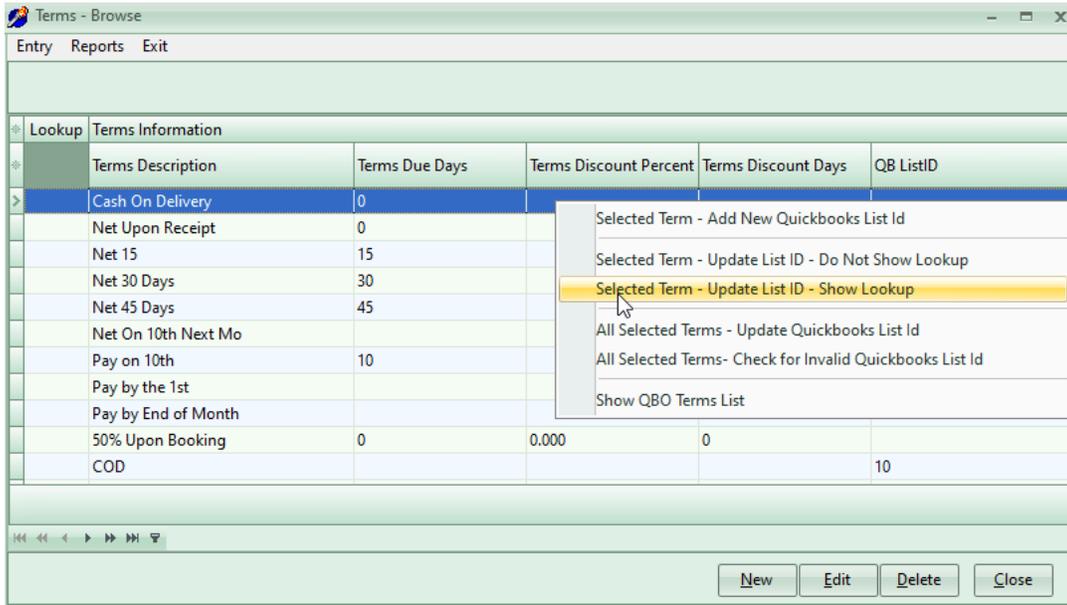




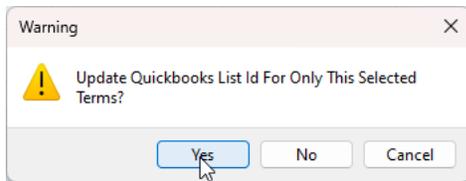
## To Update Terms With Existing QBO Terms Id:

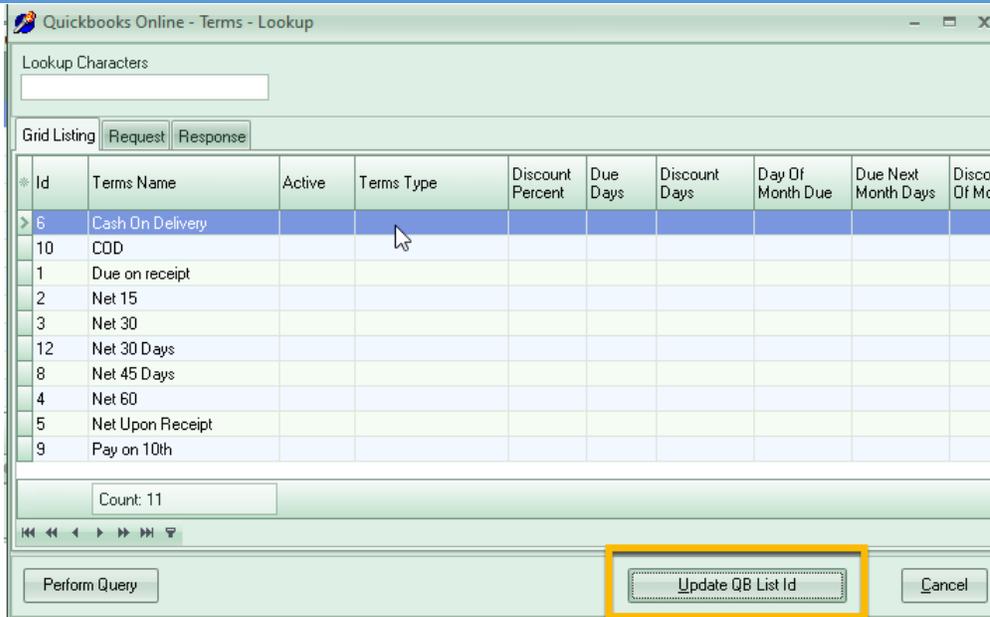
This is very useful for synchronizing list ids for terms where the description name does not match exactly.

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.



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.

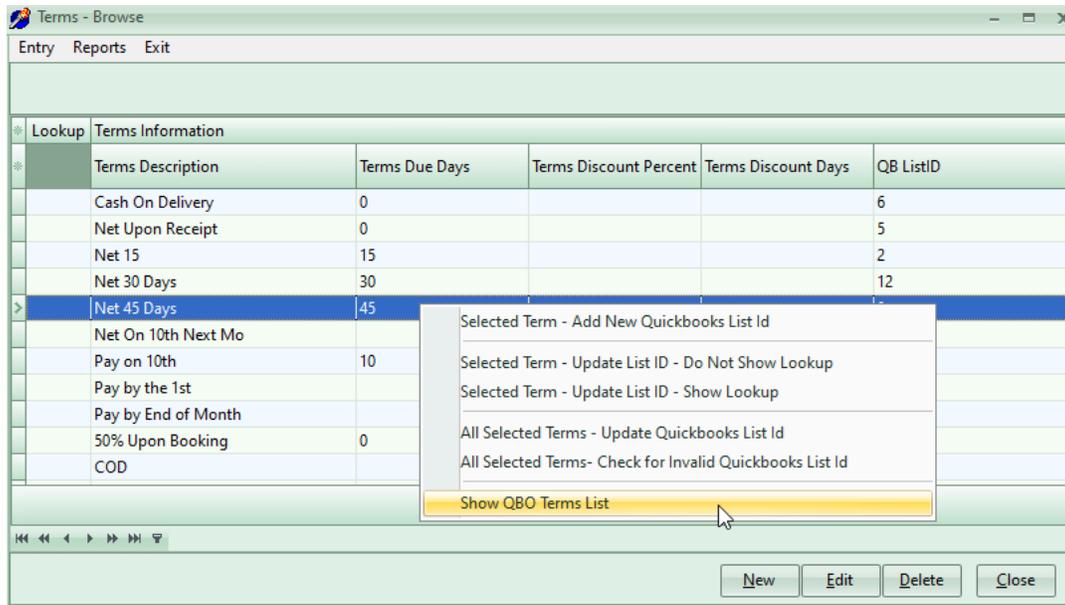




### Show QBO Term Listing

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.



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

Quickbooks Online - Terms - Lookup

Lookup Characters

Grid Listing Request Response

* Id	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								
8	Net 45 Days								
4	Net 60								
5	Net Upon Receipt								
9	Pay on 10th								

Count: 11

Perform Query Cancel

# Sales Tax Codes – QBO Tax Codes

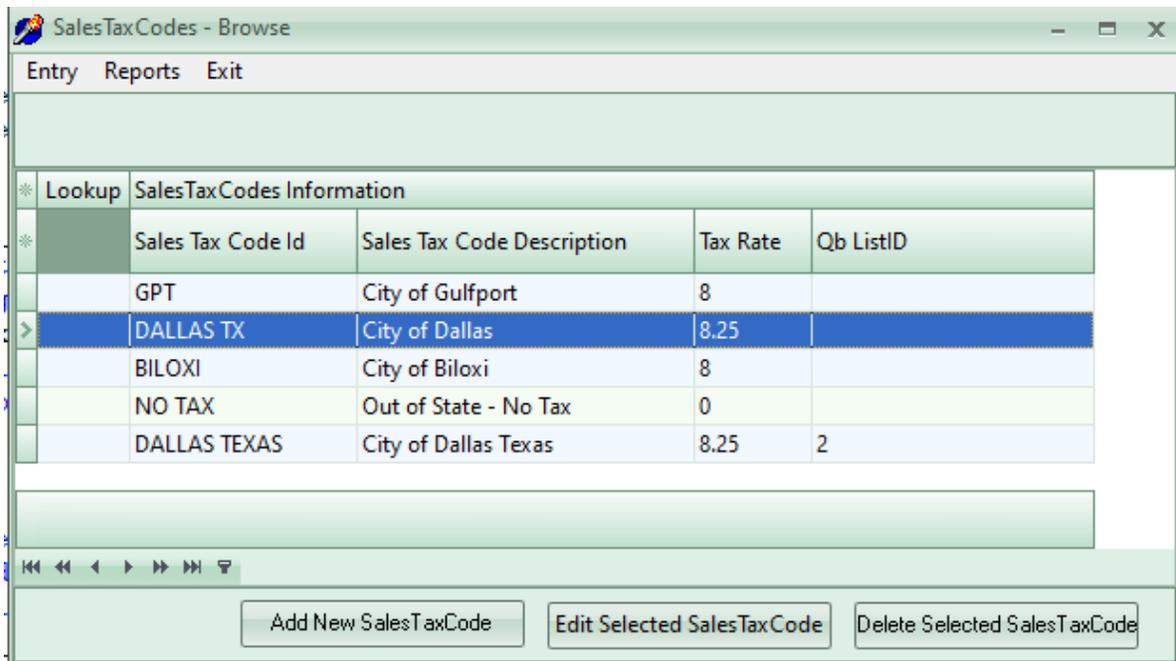
Sales Tax Codes will be needed for customer invoice processing.

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.

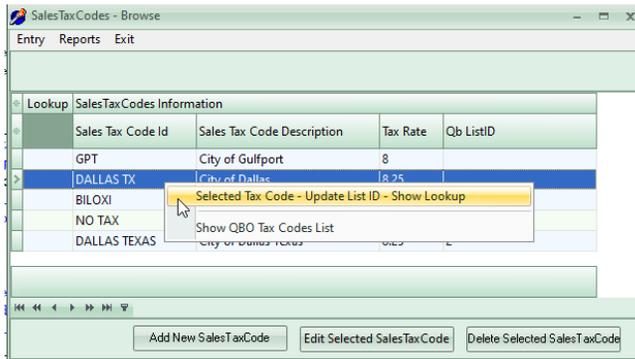
When doing your setup, you will gather the id from an existing Tax Code. Tax Codes may not be created from the Catering sales tax codes.

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

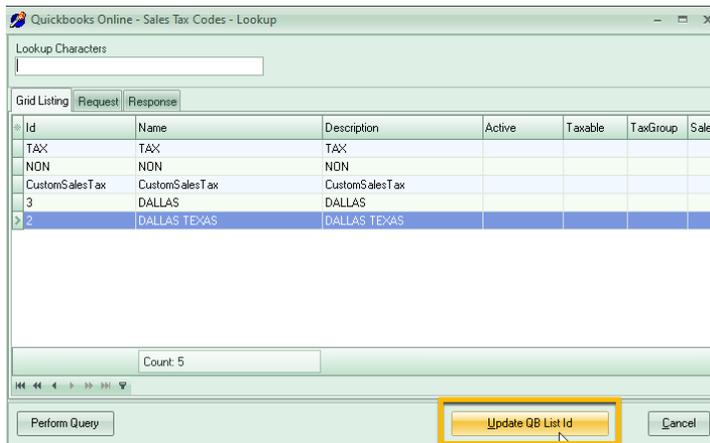
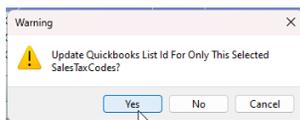
1. On the **Sales Tax Codes - Browse** screen, select the tax code that you want to update, then right click on the grid to show the popup menu.



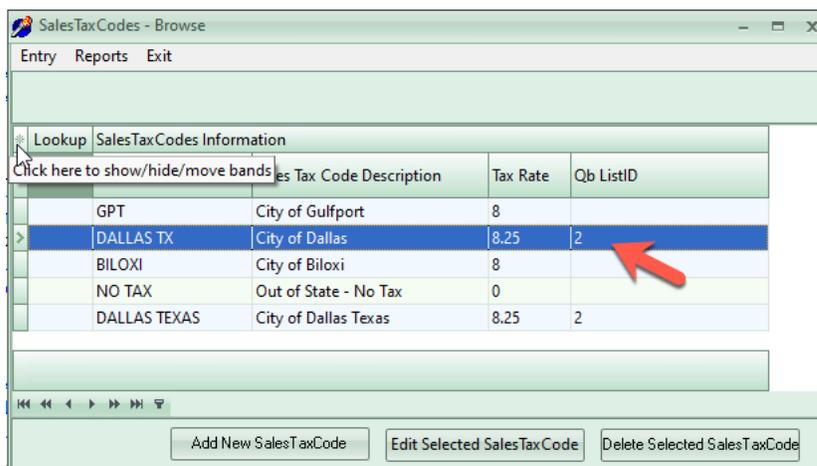
- Choose **Selected Tax Code – Update List ID – Show Lookup**. This will show the QBO lookup screen for Tax Codes and allow you to pick which account you want to use for the list id.



- 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.



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

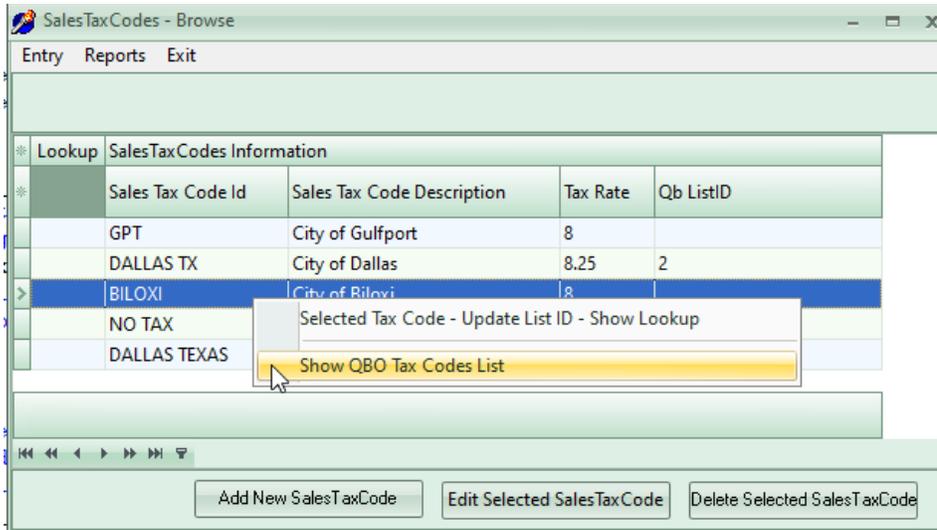




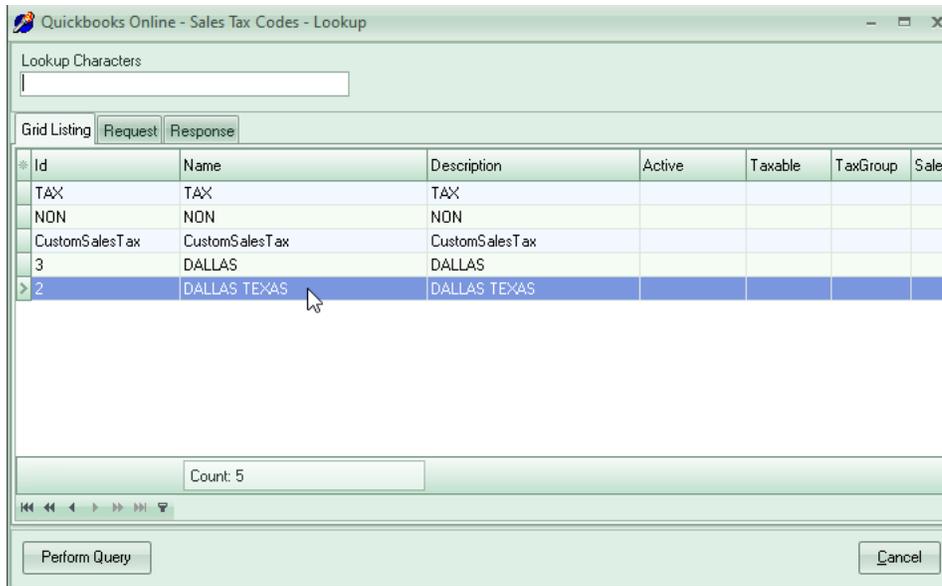
### Show QBO Tax Codes Listing

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.



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



# Departments – QBO Classes

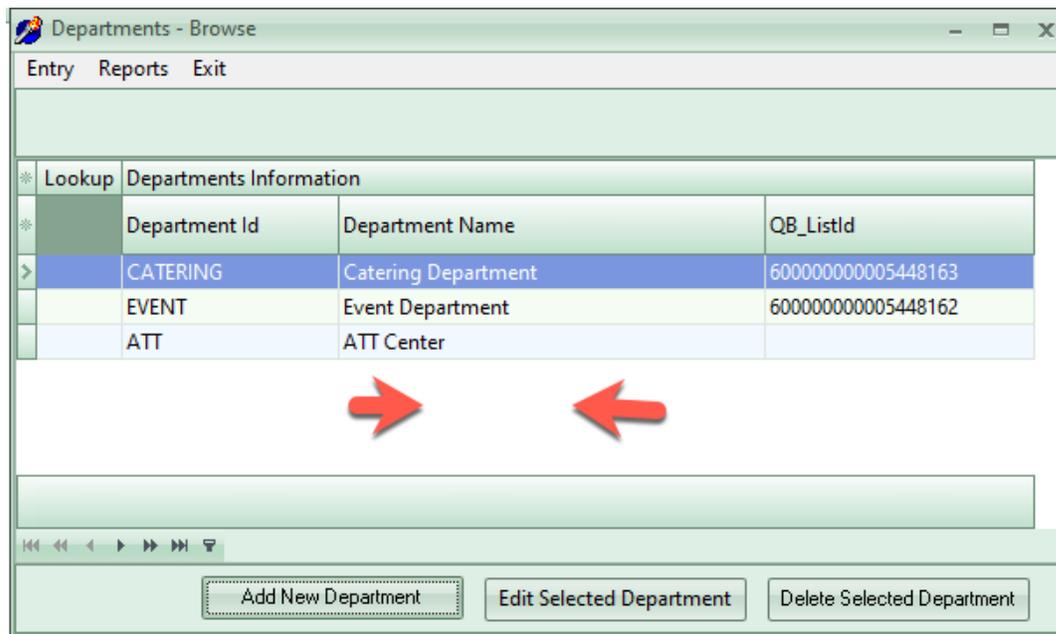
Departments will be needed for customer invoice processing.

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.

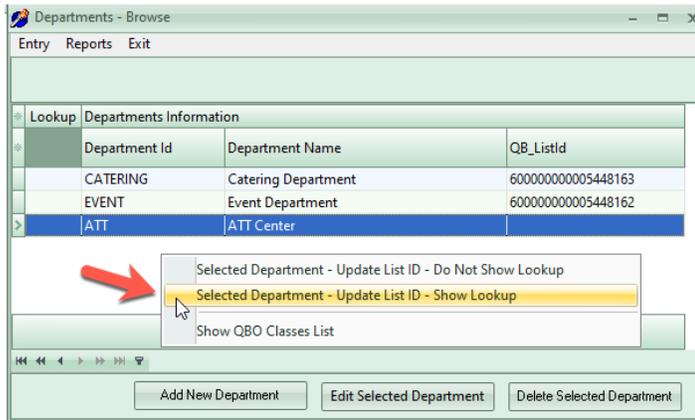
When doing your setup, you will gather the id from an existing Class. Class codes may not be created from the Catering department codes.

## To Update A Department With Existing QBO Class Id:

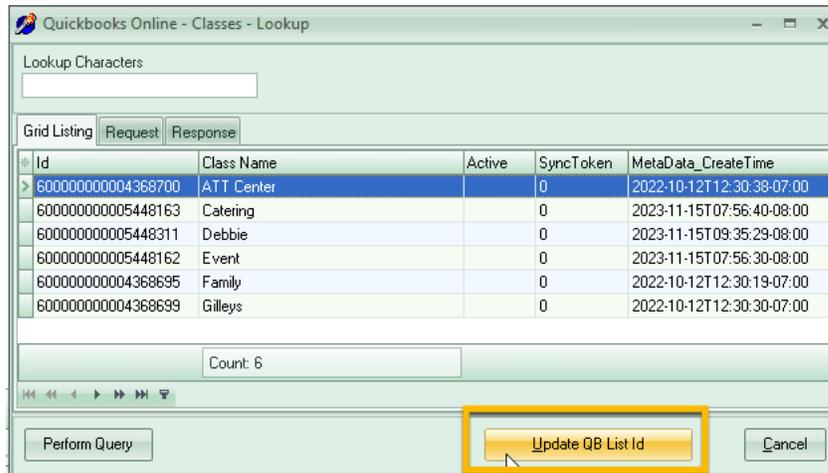
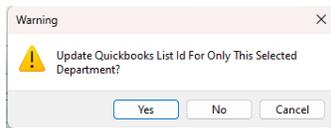
1. On the **Departments - Browse** screen, select the department code that you want to update, then right click on the grid to show the popup menu.



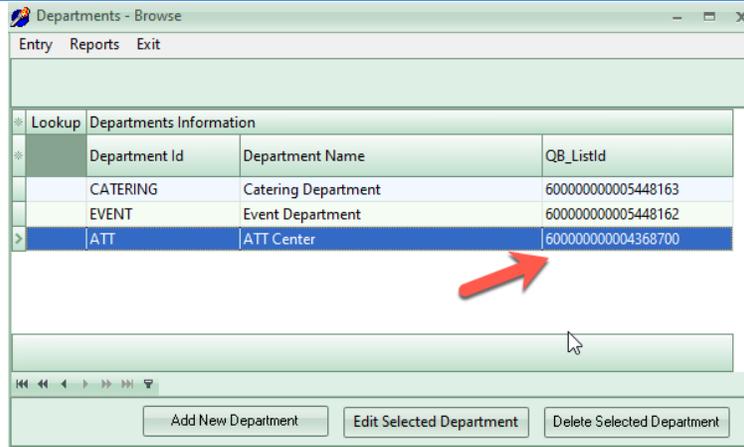
2. Choose **Selected Department – Update List ID – Show Lookup**. This will choose the QBO lookup screen for Class codes and allow you to pick which code you want to use for the list id.



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.



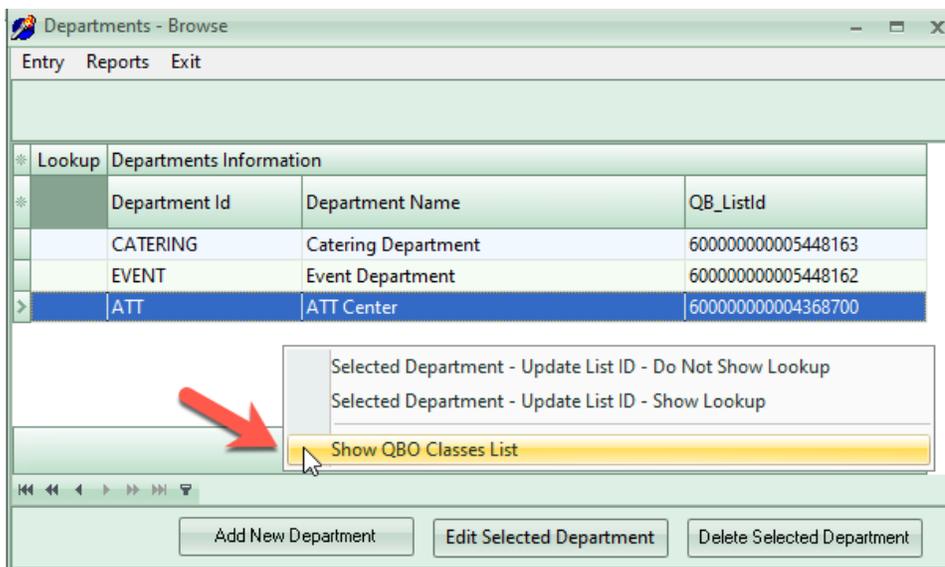
4. After updating, the List Id should show in the Department Browse listing for the Departments.



### 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.



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

Quickbooks Online - Classes - Lookup

Lookup Characters

Grid Listing Request Response

* Id	Class Name	Active	SyncToken	MetaData_CreateTime
600000000004368700	ATT Center		0	2022-10-12T12:30:38-07:00
600000000005448163	Catering		0	2023-11-15T07:56:40-08:00
600000000005448311	Debbie		0	2023-11-15T09:35:29-08:00
600000000005448162	Event		0	2023-11-15T07:56:30-08:00
600000000004368695	Family		0	2022-10-12T12:30:19-07:00
> 600000000004368699	Gilleys		0	2022-10-12T12:30:30-07:00

Count: 6

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:

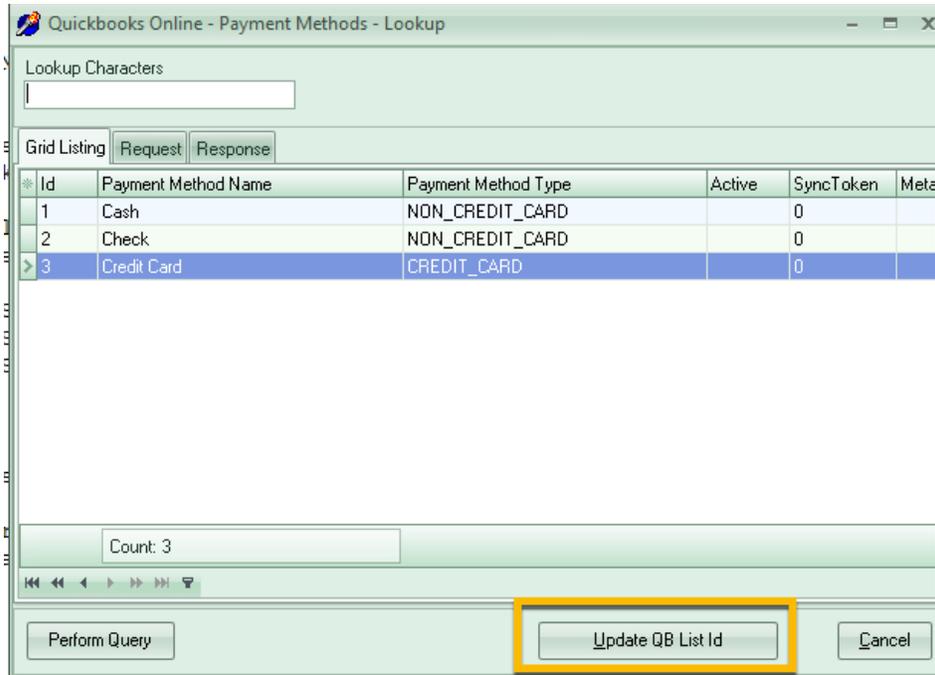
1. On the **Company Parameters - Entry** screen, select the Account Distribution tab.
2. On the right hand side, you will see the QB Payment Method for the different payment types that are used in Catering.
3. To update the payment type, click on the three-dot lookup icon on the right side of each payment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

The screenshot shows the 'Company Parameters - Catering - QB Online' window with the 'Account Distribution' tab selected. The 'A/R Cash Receipt Parameters' section is highlighted with a yellow box. The following table represents the data visible in this section:

Account Name	Account ID	QB Payment Method	QB Payment Method ID
Checking Account	1020	QB Payment Method - Cash	1
Default Allowance Account	4900	QB Payment Method - Check	2
American Express Account	1040	QB Payment Method - Amex	3
MasterCard/Visa Account	1040	QB Payment Method - Master Card	3
Discover Card Account	1040	QB Payment Method - Visa	3
Other Credit Cards Account	1040	QB Payment Method - Discover	3
Deposit Receipt Account	2300	QB Payment Method - Other	3

A red arrow points to the three-dot lookup icon next to the 'QB Payment Method - Other' field.

The QBO lookup screen for Payment Methods will appear.

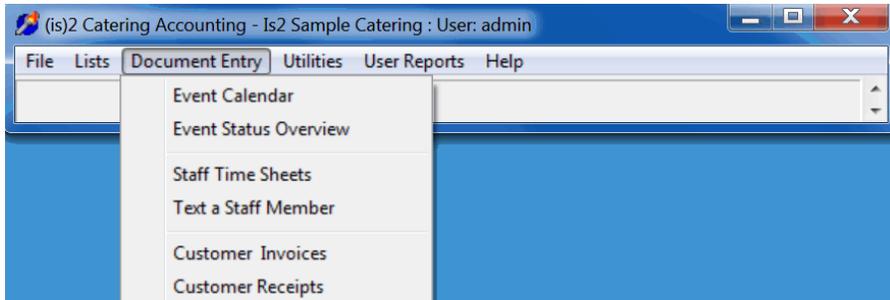


4. Choose the Payment Method appropriate and click on the Update QB List Id button at the bottom right. The payment type association to QBO will be updated.

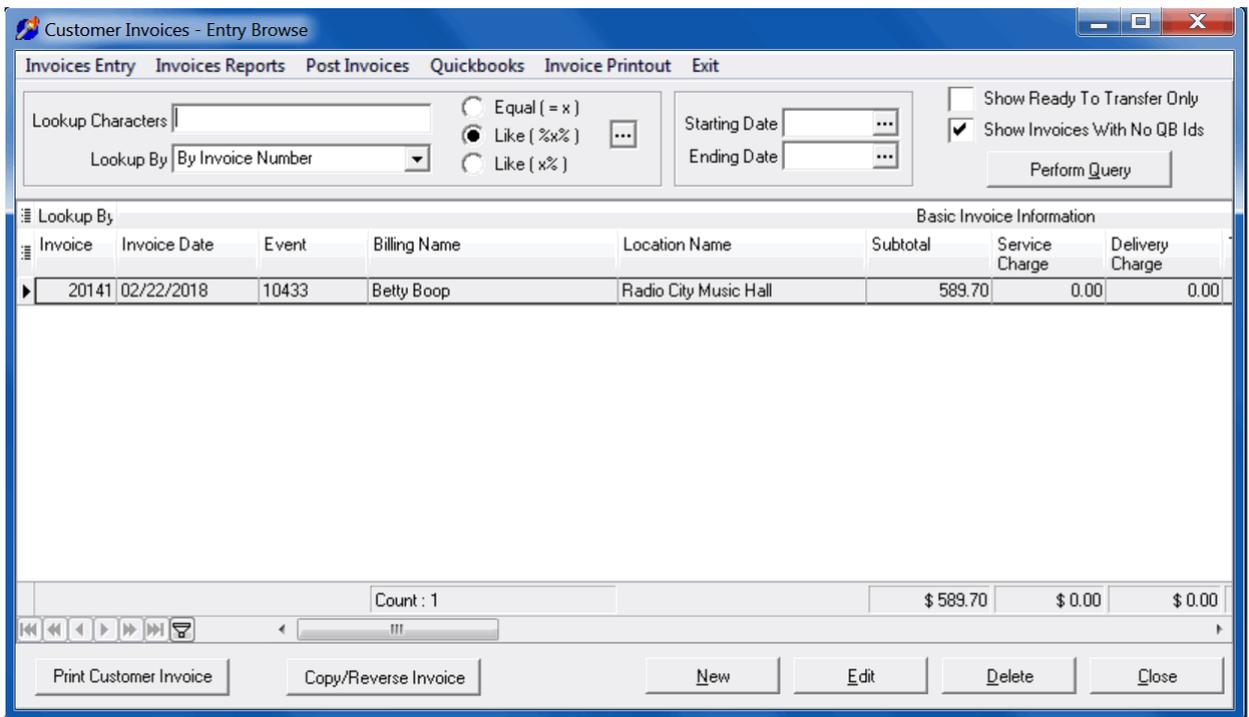
# Customer Invoices – QBO Invoices

## 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.



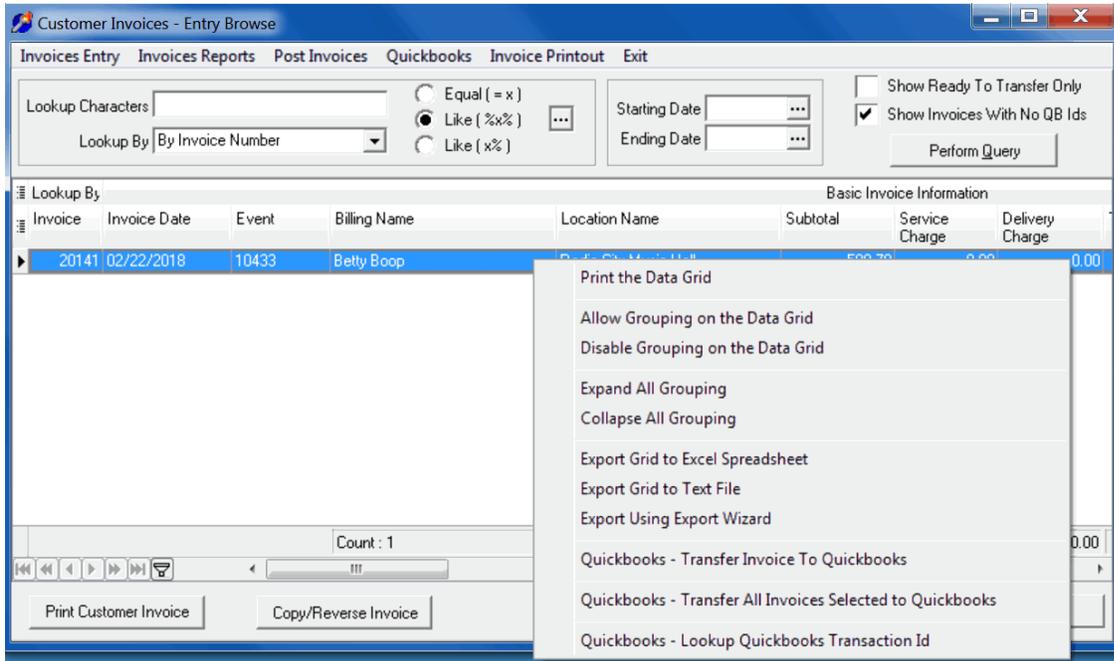
From the Customer Invoice Browse screen, customer invoices may be transferred to your QuickBooks company database file.



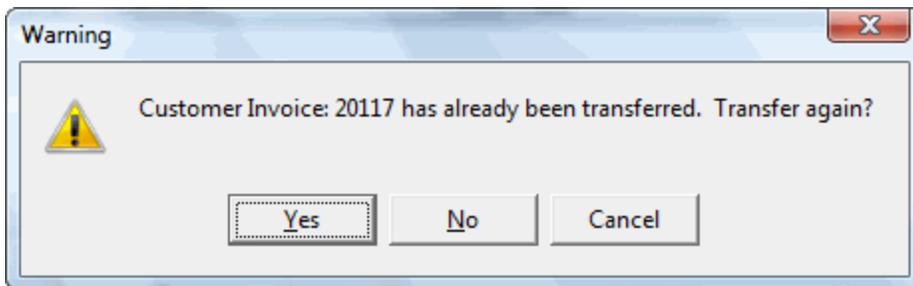
First, select the invoice you wish to transfer.

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

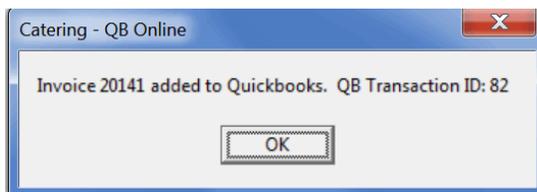
Choose the [QuickBooks – Transfer Invoice To QuickBooks](#) to begin the transfer.



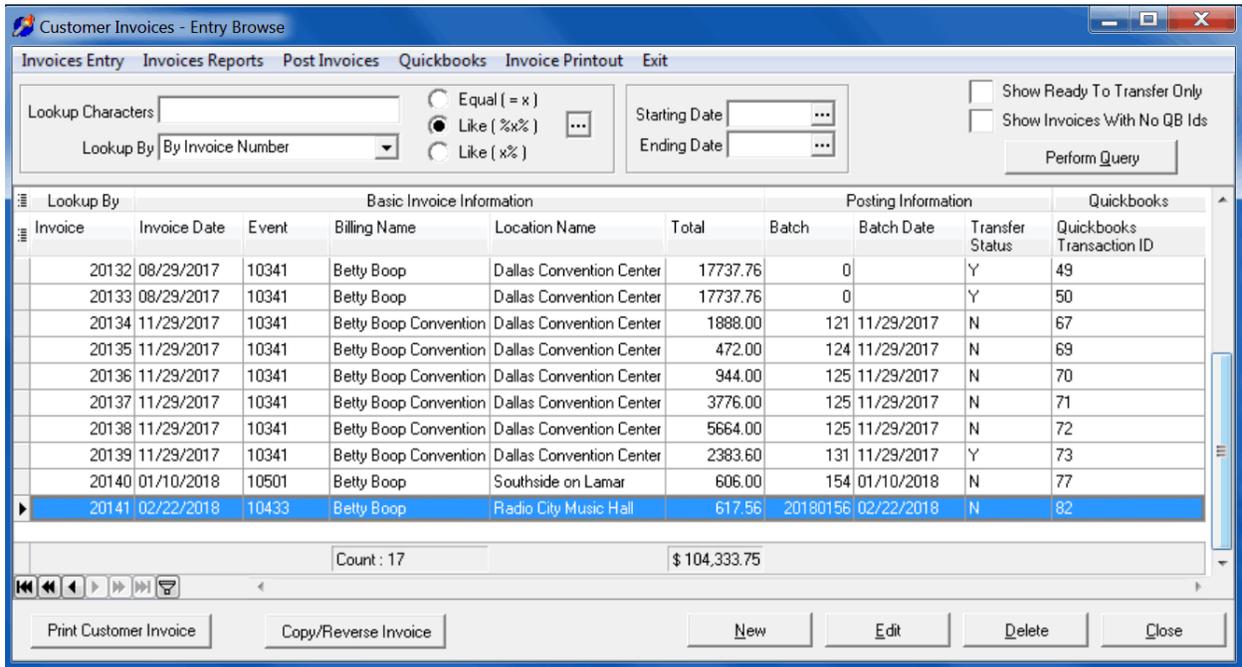
If the invoice has been transferred previously, a warning message will appear. You may Cancel or press Yes to continue and send the invoice again to QBO.



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.

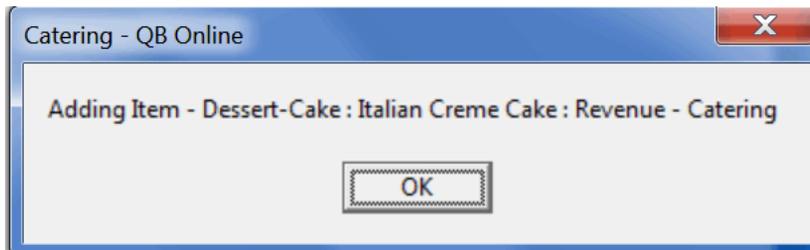


By scrolling the screen to the right, you can determine if a customer invoice has been transferred. The QuickBooks Transaction ID that was stored off is shown as the last data column.

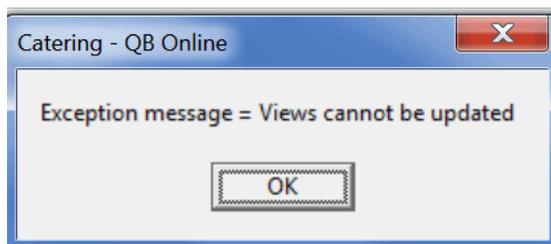
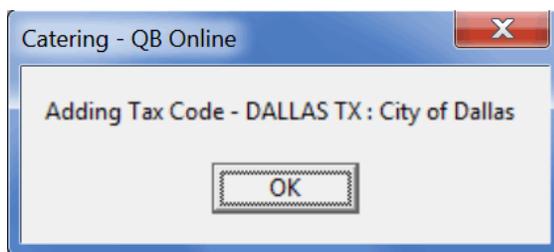


During the transfer, Catering QBO will possibly create a new customer in QuickBooks, create new inventory items based on the billing codes used in the invoice, as well as other information list data that may be needed for the transfer. If the customer already exists or item exists, they will not be added 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:



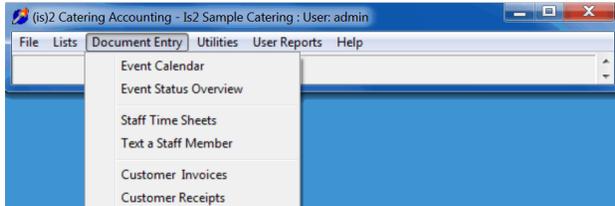
If sales tax codes are not found, the transfer will be attempted but will fail. In the future, QBO may allow the creation of sales tax codes. But not today.



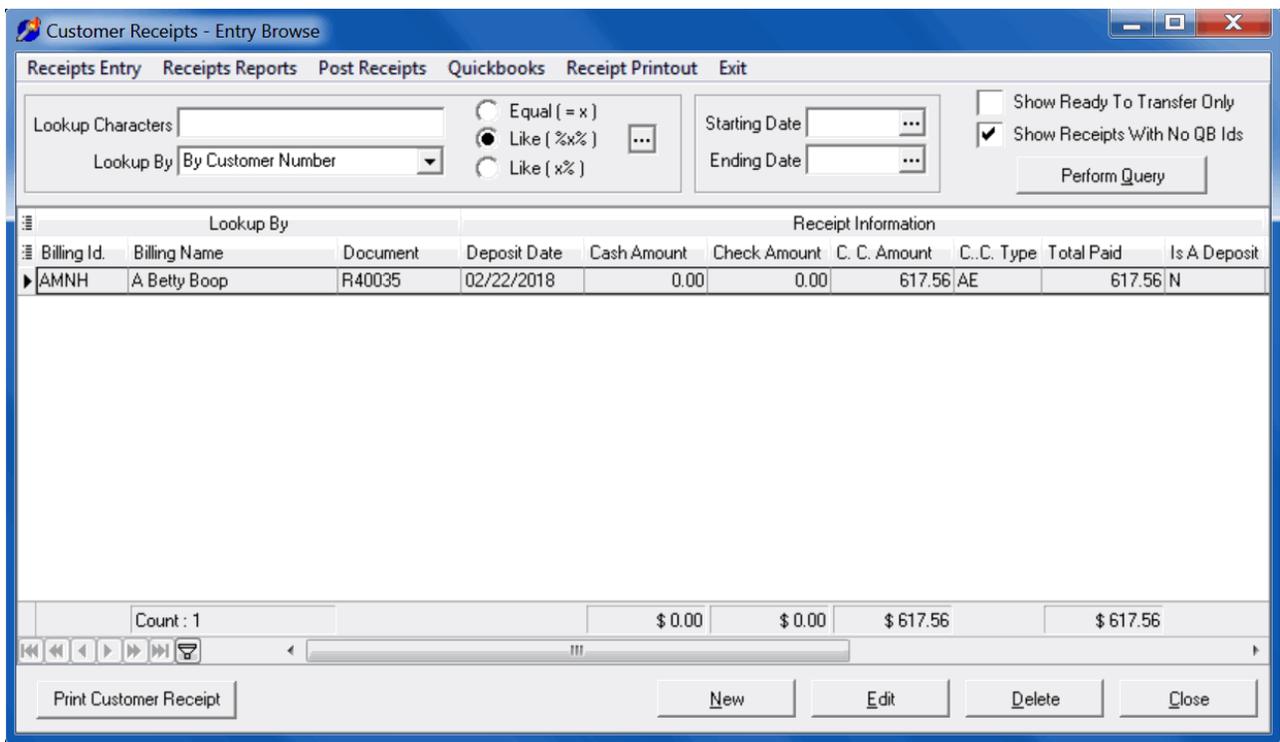
# Customer Receipts – QBO Receipts

## 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.



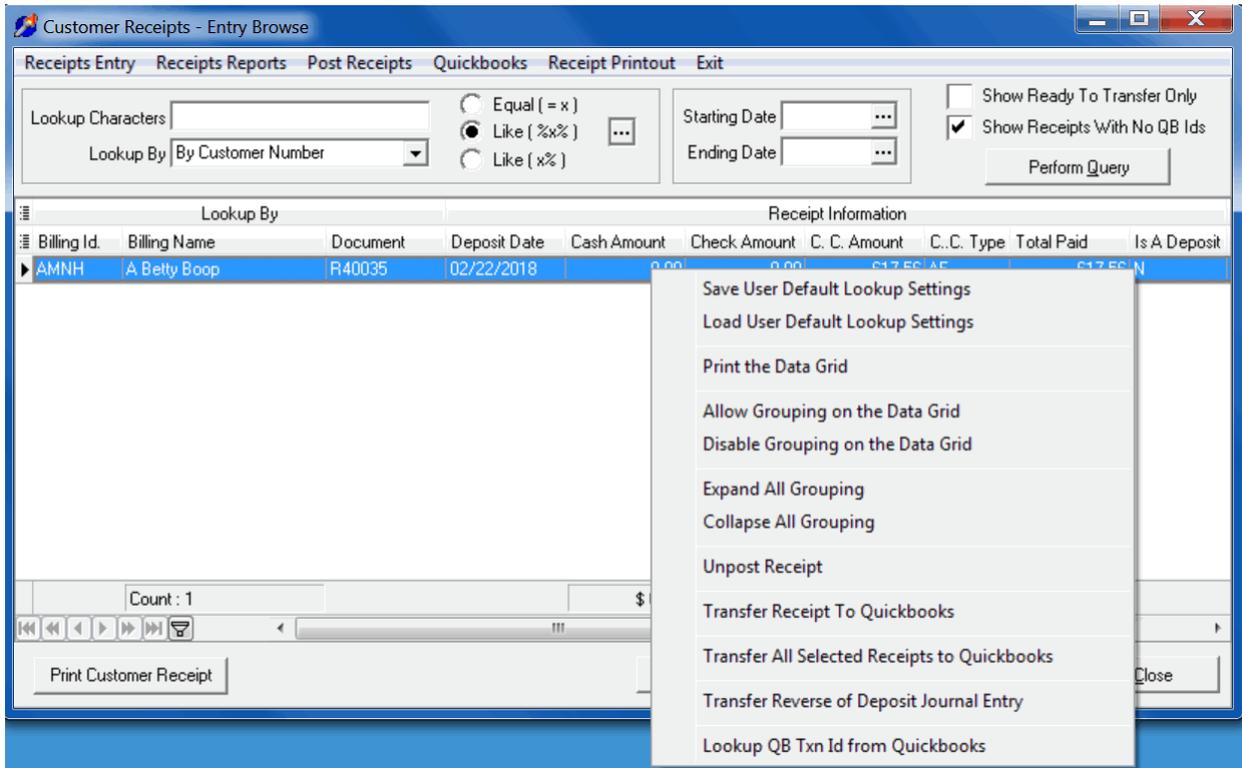
From the Customer Receipts Browse screen, customer receipts may be transferred to your QuickBooks Online database file.



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.

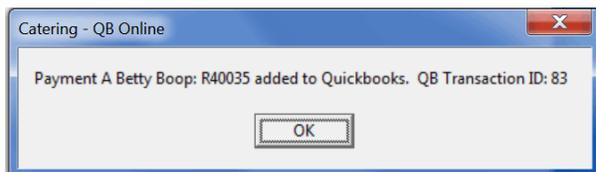


If the payment has been transferred previously, a warning message will appear.



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.



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 Ids to see all the receipts that have already been transferred.

Show Ready To Transfer Only  
 Show Receipts With No QB Ids

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.

