

# QUICKBOOKS ONLINE

Connect ScheduleInterpreter® and Intuit QuickBooks Online to seamlessly track your operational and financial records across two platforms.

- Before you begin using ScheduleInterpreter with QBO
- Best practices
- Connect to QBO
- QBO checklist
- QBO limitations
- Synchronizing ScheduleInterpreter® and QBO

# BEFORE YOU BEGIN USING SCHEDULEINTERPRETER WITH QBO

## RELATIONSHIPS BETWEEN TWO PLATFORMS

Both, ScheduleInterpreter® and QuickBooks Online (QBO) store and process financial data. As a more advanced platform, ScheduleInterpreter® allows setting up dynamic rates for vendors and clients, provides tools for users alter corporate and personal records of the customer accounts and vendors in real time, and many more features not available in QBO. As a result, ScheduleInterpreter® is designated as a parent platform, a term used to describe the source of the most accurate and up to date data. Unless specified, QBO is set a child platform.



In this relationship, data stored in ScheduleInterpreter® will always override data stored in QBO.

Chart of accounts and invoice items are two, most often utilized data sets, that are maintained by QBO and are linked to ScheduleInterpreter® transactions.

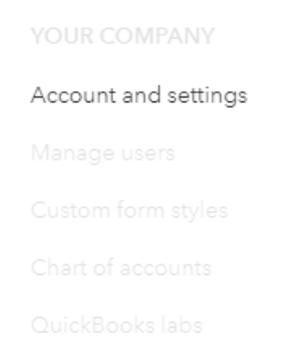
## ADVANCED SUBSCRIPTION

Make sure your QuickBooks online is configured as Advanced. Without using Advanced subscription number of classes is limited to 40.

Login to your QuickBooks account and use gear icon located in the top right corner of the screen.



Locate and click on the Account and settings option under YOUR COMPANY menu.



When screen changes to Account and Settings, select Billing & Subscription and make sure QuickBooks Advanced is selected. ScheduleInterpreter automatically attaches classes to transactions, helping your accounting and management teams produce various reports.

## Account and Settings

Company	Company ID
Billing & Subscription	Payment Method
Usage	<a href="#">Allow billing transfer to your accountant?</a>
Sales	
Expenses	
Payments	
Advanced	

**QuickBooks Advanced**  
SUBSCRIBED Next charge on 01/01/2025

~~\$150~~ **\$75/mo**  
+ applicable taxes

[Downgrade your plan](#)  
[View payment history](#)  
[Cancel subscription](#)  
[Switch to annual billing](#)

## TRACK CLASSES

Continue to Advanced option. Under Categories > Track classes use pencil icon, located on the right side of the screen, to change settings.

Account and Settings				?	X
Company	Accounting	First month of fiscal year	January		
Billing & Subscription		First month of income tax year	Same as fiscal year		
Usage		Accounting method	Accrual		
Sales		Close the books	Off		
Expenses	Company type	Tax form	Not sure/Other/None		
Payments	Chart of accounts	Enable account numbers	Off		
Advanced		Discount account	Discounts given		
		Tips account			
		Billable expense income account	Billable Expense Income		
	Categories	Track classes	Off		
		Track locations	Off		

Activate Track classes option using the switch on the right side and click Save button to complete your configuration.

Categories

Track classes ?



Warn me when a transaction isn't assigned a class

Assign classes

One to each row in transaction ▼

Track locations ?



Cancel

Save

# BEST PRACTICES

ScheduleInterpreter® and Intuit QuickBooks online can work as a single environment sharing operational and financial data. This best practices will help you to simplify and streamline your use of both platforms.

## ACCOUNTS

Intuit QuickBooks online uses chart of accounts **COA** to centralize management and reporting. Dividing financial data between multiple accounts helps to produce better reporting and manage the financial records with more accuracy.

All accounts divided into several categories. ScheduleInterpreter® usually operates with revenue, expense and liability accounts.

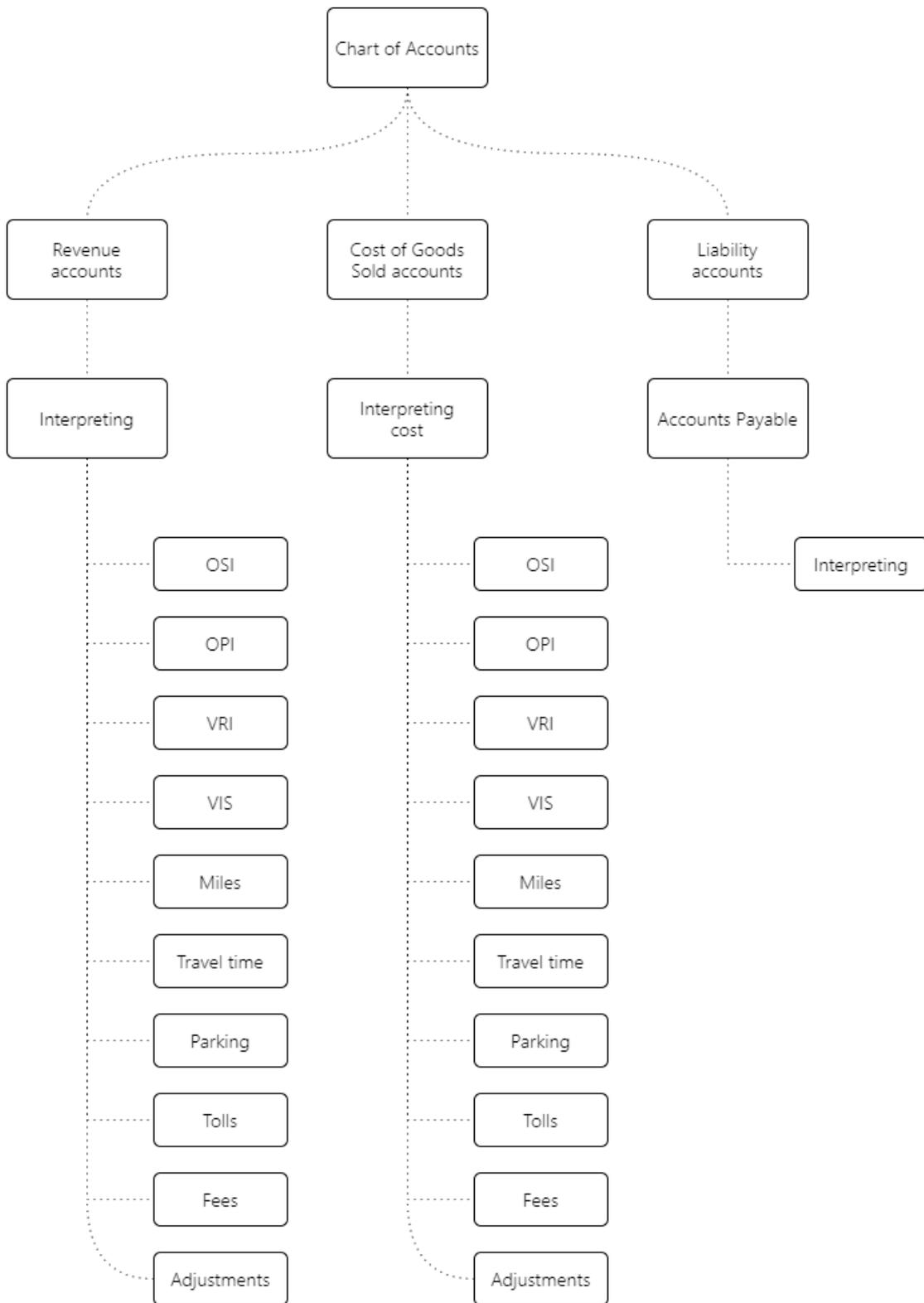
## CLASSES

To further improve quality of data, ScheduleInterpreter® provides option to classify transactions using type of account and name of the service. When activated, classification of transactions takes place automatically and does not require additional steps. It is recommended to utilize services as classes.

## REVENUE, EXPENSE AND LIABILITY ACCOUNTS

ScheduleInterpreter® supports **COA** with two or more hierarchical levels of revenue accounts. Below is a recommended structure of the revenue and expense accounts for language service providers.

QuickBooks limitation on using the same name applies to income and revenue accounts. To avoid conflict, use the word **cost** after all expense accounts.



Consider to download coa - best practices.csv file to use for import into QBO.

## INCOME ACCOUNTS STRUCTURE

Create structure for income accounts starting with the Interpreting account. If you already have an account under which all income is being grouped, add sub-account, using Is sub-account option and selecting income account already configured in QBO.



## Account

### Account Type

Income

### \* Name

Interpreting

### \* Detail Type

Service/Fee Income

### Description

Use **Service/fee income** to track income from services you perform or ordinary usage fees you charge.

For fees customers pay you for late payments or other uncommon situations, use an Other Income account type called **Other miscellaneous income**, instead.

Is sub-account

Enter parent account

Cancel

Save and Close

When it is important, continue building structure by adding more accounts associated with billable items. Use Is sub-account option and selecting Interpreting from income account.



## Account

Account Type

Income

\* Name

OSI

\* Detail Type

Service/Fee Income

Description

Use **Service/fee income** to track income from services you perform or ordinary usage fees you charge.

For fees customers pay you for late payments or other uncommon situations, use an Other Income account type called **Other miscellaneous income**, instead.

Is sub-account

Interpreting

Cancel

Save and Close

When all entries are completed, the income accounts structure should look similar to the one below.

NAME ▲	TYPE	DETAIL TYPE
Interpreting	Income	Service/Fee Income
Adjustments	Income	Service/Fee Income
Fees	Income	Service/Fee Income
Miles	Income	Service/Fee Income
OPI	Income	Service/Fee Income
OSI	Income	Service/Fee Income
Parking	Income	Service/Fee Income
Per diem	Income	Service/Fee Income
Tolls	Income	Service/Fee Income
Travel time	Income	Service/Fee Income
VIS	Income	Service/Fee Income
VRI	Income	Service/Fee Income

## COST OF GOODS SOLD ACCOUNTS STRUCTURE

Create structure for Cost of Goods Sold (COGS) accounts starting with the Interpreting cost account. If you already have a COGS account under which all expenses are being grouped, add sub-account, using Is sub-account option and selecting COGS account already configured in QBO.



## Account

### Account Type

Cost of Goods Sold ▼

### \*Detail Type

Other Costs of Services - COS ▼

Use **Other costs of service - COS** to track costs related to services you provide that don't fall into another Cost of Goods Sold type.

### \*Name

Interpreting cost

### Description

Is sub-account

Enter parent account ▼

Cancel

Save and Close ▼

When it is important, continue building structure by adding more accounts associated with expense items. Use Is sub-account option and selecting Interpreting cost from COGS account.



# Account

Account Type

Cost of Goods Sold ▼

\*Detail Type

Other Costs of Services - COS ▼

Use **Other costs of service - COS** to track costs related to services you provide that don't fall into another Cost of Goods Sold type.

\*Name

OSI cost

Description

Is sub-account

Interpreting cost ▼

Cancel

Save and Close ▼

When all entries are completed, the COGS accounts structure should look similar to the one below.

Chart of Accounts    Reconcile

NAME ▲	TYPE	DETAIL TYPE
Interpreting cost	Cost of Goods Sold	Other Costs of Services - COS
Adjustments cost	Cost of Goods Sold	Other Costs of Services - COS
Fees cost	Cost of Goods Sold	Other Costs of Services - COS
Miles cost	Cost of Goods Sold	Other Costs of Services - COS
OPI cost	Cost of Goods Sold	Other Costs of Services - COS
OSI cost	Cost of Goods Sold	Other Costs of Services - COS
Parking cost	Cost of Goods Sold	Other Costs of Services - COS
RIS cost	Cost of Goods Sold	Other Costs of Services - COS
Tolls cost	Cost of Goods Sold	Other Costs of Services - COS
Travel time cost	Cost of Goods Sold	Other Costs of Services - COS
VRI cost	Cost of Goods Sold	Other Costs of Services - COS

## ACCOUNTS PAYABLE

Accounts Payable or A/P does not require itemization. It is recommended to separate all vendor bills into an Interpreting sub-account of A/P.

Proceed with adding Interpreting sub-account under Accounts Payable (A/P) or A/P account in QBO.

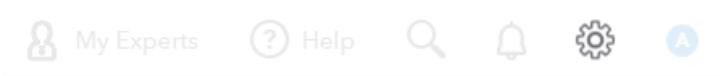
Chart of accounts		Reconcile
NAME ▲	TYPE	DETAIL TYPE
Interpreting cost	Cost of Goods Sold	Other Costs of Services - COS
Adjustments	Cost of Goods Sold	Other Costs of Services - COS
Fees	Cost of Goods Sold	Other Costs of Services - COS
Miles	Cost of Goods Sold	Other Costs of Services - COS
OPI	Cost of Goods Sold	Other Costs of Services - COS
OSI	Cost of Goods Sold	Other Costs of Services - COS
Parking	Cost of Goods Sold	Other Costs of Services - COS
Per diem	Cost of Goods Sold	Other Costs of Services - COS
Tolls	Cost of Goods Sold	Other Costs of Services - COS
Travel time	Cost of Goods Sold	Other Costs of Services - COS
VIS	Cost of Goods Sold	Other Costs of Services - COS
VRI	Cost of Goods Sold	Other Costs of Services - COS

### ITEMS

To track revenue and expenses, QBO is using items. Items can be linked to both, expense and revenue accounts. ScheduleInterpreter® will make an attempt to collect all items from your QBO account, to enable easy integration of two products.

Consider to download items - best practices.csv file to use for import into QBO.

Use gear icon in the top right corner



Select LISTS > Products and services from the next screen

YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order checks 	Feedback
Manage users	<b>Products and services</b>	Import data	Refer a friend
Custom form styles	Recurring transactions	Import desktop data	Privacy
Chart of accounts	Attachments	Export data	Switch company
QuickBooks labs	Custom fields	Reconcile	
	Tags	Budgeting	
		Audit log	
		SmartLook	
		Resolution center	

---

You're viewing QuickBooks in Accountant view. [Learn more](#) [Switch to Business view](#)

Continue with selecting Service from the list of Product/Service information menu. Click on New button in the top right corner to add new service item



**Service**

Services that you provide to customers, for example, landscaping or tax preparation services.

Start with Interpreting as a an item that will allow to group all other items.

**Product/Service information**
×

Service [Change type](#)

---

**Name\***

✎ | | 🗑️

**SKU**

Is sub-product/service
 

Enter parent product/service
▼

---

**Description**

 I sell this product/service to my customers.
 

Description on sales forms

**Sales price/rate**

**Income account**

Interpreting
▼

---

**Purchasing information**

 I purchase this product/service from a vendor.
 

Description on purchase forms

**Cost**

**Expense account**

Interpreting cost
▼

**Preferred Vendor**

Select a preferred vendor
▼

---

Save and close ▼

Complete entries for all items you would like to track within ScheduleInterpreter® and QBO. Consider to use the same structure for better tracking and reporting as income and COGS accounts. This can be done using Is sub-product/service option.

**Product/Service information**
×

Service [Change type](#)

---

**Name\***

✎ | | 🗑️

**SKU**

Is sub-product/service

Enter parent product/service ▼

---

**Description**

I sell this product/service to my customers.

Description on sales forms ⋮

**Sales price/rate**

**Income account**

Interpreting
▼

---

**Purchasing information**

I purchase this product/service from a vendor.

Description on purchase forms ⋮

**Cost**

**Expense account**

Interpreting cost
▼

**Preferred Vendor**

Select a preferred vendor ▼

---

Save and close ▼

When all items are configured, the structure should look similar to the one below.

Payments overview				All Sales	Invoices	Payment Links	Customers
<input type="checkbox"/>	NAME ▲	SKU	TYPE				
<input type="checkbox"/>	 Interpreting		Service				
<input type="checkbox"/>	 Adjustments		Service				
<input type="checkbox"/>	 Fees		Service				
<input type="checkbox"/>	 Miles		Service				
<input type="checkbox"/>	 OPI		Service				
<input type="checkbox"/>	 OSI		Service				
<input type="checkbox"/>	 Parking		Service				
<input type="checkbox"/>	 RIS		Service				
<input type="checkbox"/>	 Tolls		Service				
<input type="checkbox"/>	 Travel time		Service				
<input type="checkbox"/>	 VRI		Service				



Using items in QBO enables access to the structure of ScheduleInterpreter® and allows advanced reporting and cross reference.

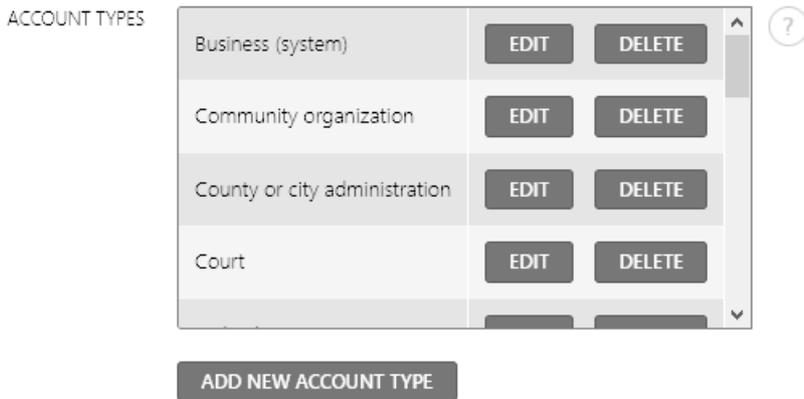
Complete entries for all items. As of May 2021, ScheduleInterpreter® offers the following item synchronization.

On-site interpreting, over the phone interpreting (OPI), video remote interpreting (VRI), remote interpreting service (RIS), travel time, mileage, parking, fees, tolls, per diem and adjustments.

## ACCOUNT TYPE

Account type in ScheduleInterpreter® and Customer type in QBO are two identical options. QBO does not allow to automatically populate Customer types. If you plan to use this feature, please make sure to copy all account types from ScheduleInterpreter® to QBO.

Navigate to TOOLS AND SETTINGS > Control center > ACCOUNT SETTINGS > LISTS > ACCOUNT TYPES. All account types used by your organization will be listed there.



Using another tab or window of the browser, open and login to your account in QBO. Navigate to SALES > Customers and click on Customer types button.



When screen changes, click on New customer type button.



Using the pop-up window, preserving the lower and upper case of the letters, copy all account types from ScheduleInterpreter to QBO.

## New customer type

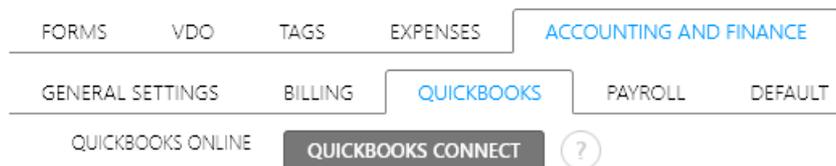


# CONNECT TO QBO

## ESTABLISHING CONNECTION

Navigate to TOOLS AND SETTINGS > Control center > ACCOUNTING AND FINANCE > QUICKBOOKS.

### CONTROL CENTER



Click on **QUICKBOOKS CONNECT** button to begin authentication process.

You will be presented with a Sign In window from Intuit, asking for your e-mail or user ID and password, associated with your account.



## Sign In

One account for everything Intuit, including QuickBooks. [Learn more](#)

 Sign in with Google

or

Email or user ID

jane@bestinterpreters.com

Password

••••••••••••••••

Remember me

 Sign In

*By selecting Sign In or Sign in with Google, you agree to our [Terms](#) and have read and acknowledge our [Global Privacy Statement](#).*

[I forgot my user ID or password](#)

New to Intuit? [Create an account](#).

Invisible reCAPTCHA by Google [Privacy Policy](#) and [Terms of Use](#).

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When multiple companies are using QBO, an option to select which QBO account will be used to connect to ScheduleInterpreter® will be shown. Select the company of your choice and click on Next button.

### Please select your company

Search for a company

No, thanks

Next



QBO will provide new window to confirm your selection and for security purpose will display ScheduleInterpreter® logo, informing you that you are allowing ScheduleInterpreter to update your QuickBooks Online data. Click on Connect button to proceed.

## Connecting ScheduleInterpreter to Best Interpreters, Inc.

### Let's connect ScheduleInterpreter

Select **Connect** below to get started using ScheduleInterpreter.

- ✓ By selecting **Connect**, you allow ScheduleInterpreter to view and update your QuickBooks Online data, as explained below

No, thanks

Connect

Intuit and ScheduleInterpreter may share the information in your Intuit and ScheduleInterpreter accounts. Your relationship to ScheduleInterpreter and its use of your information are subject to ScheduleInterpreter's [Terms of Service](#) and [Privacy Policy](#). To learn more about how Intuit uses your data, see our [Privacy Statement](#).

Disconnect ScheduleInterpreter anytime from your MyApps page.



The content of the window will change and show the following message. Click on Close Window button to complete the connection.

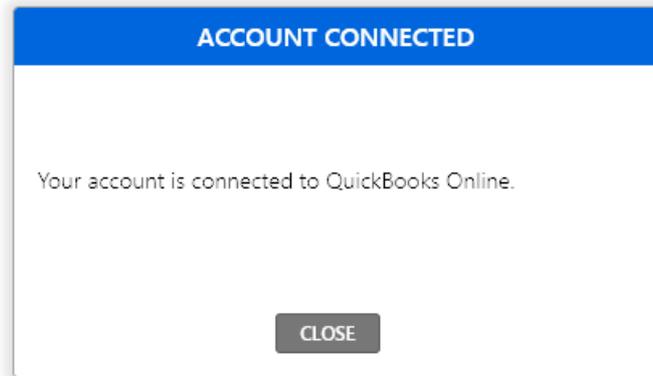
## QUICKBOOKS ONLINE CONNECTION SUCCESS

CONNECTED TO QUICKBOOKS ONLINE

Your account is now connected to QuickBooks Online.

Close Window

Returning to CONTROL CENTER will also show a pop-up message confirming successful connection.



## MANAGE QBO CONNECTION

When connection between ScheduleInterpreter® and QBO is established, new options to manage connection between two platforms become available.

**QUICKBOOKS DISCONNECT** - button allowing selected QBO account to be disconnected from ScheduleInterpreter®.

**RESET ACCOUNTS** - button initiates the process of removing connection details for all accounts. No records or transactions are removed in ScheduleInterpreter® or QBO. All connection details can be restored when QBO sync option is used, or when the account is configured with scheduled or live updates.

**RESET INVOICES** - button initiates the process of removing connection details for all customer invoices. No records or transactions are removed in ScheduleInterpreter® or QBO. All connection details can be restored when QBO sync option is used, or when the account is configured with scheduled or live updates.

**RESET VENDORS** - button initiates the process of removing connection details for all vendors. No records or transactions are removed in ScheduleInterpreter® or QBO. All connection details can be restored when QBO sync option is used, or when the account is configured with scheduled or live updates.

**RESET BILLS** - button initiates the process of removing connection details for all vendors' bills. No records or transactions are removed in ScheduleInterpreter® or QBO. All connection details can be restored when QBO sync option is used, or when the account is configured with scheduled or live updates.



Vendor bills in QBO are the equivalent of vendor payments in ScheduleInterpreter®.

## CONFIGURE GLOBAL DATA EXCHANGE SETTINGS

For better reporting, use the following options to enhance how data is being populated in QBO.

CLIENT INVOICE LINE ITEM CLASS instructs QBO to apply specific class to each line item of the customer

invoice. For example, assignment billed for services rendered in Spanish will allow to classify all items on the invoice associated with the assignment as Spanish. Using this option enables QBO to produce reports identifying revenue associated with each service. For example, QBO will be able to report items such as parking or tolls billed under Spanish services. To activate this option, select Service name from the drop down menu.

CLIENT INVOICE LINE ITEM CLASS  

Similarly to the customer accounts, vendor bills line items can also be classified, using services. To activate this option check USE LANGUAGE/SERVICE AS LINE ITEM CLASS IN VENDOR INVOICES .

USE LANGUAGE/SERVICE AS LINE ITEM CLASS IN VENDOR INVOICES  

Update account your vendor bills will be filed under. This and other liability accounts will be enlisted under VENDOR BILL QBO ACCOUNT selection. Open the menu and select account of your choice.

VENDOR BILL QBO ACCOUNT  



Do not change other settings in the QUICKBOOKS tab. These options control export to desktop edition of QuickBooks and should be used for backward compatibility only.

## CONFIGURE ACCOUNTS AND ITEMS EXCHANGE SETTINGS

Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > Account center and select any account on the list and click **EDIT** button. Continue to ACCOUNTING AND FINANCE > QUICKBOOKS tab.

There are 3 tabs to be configured: INVOICE ITEMS, INCOME ACCOUNTS and COST OF SERVICES (COST OF GOODS SOLD). Settings within each tab are linked to the organization's QBO account.

Starting with INVOICE ITEMS, use drop down menus to select corresponding invoice item from QBO.

## INVOICE ITEMS

ON-SITE INTERPRETING	<input type="text" value="Interpreting:OSI"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
OPI INTERPRETING	<input type="text" value="Interpreting:OPI"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
VRI INTERPRETING	<input type="text" value="Interpreting:VRI"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
TRAVEL TIME	<input type="text" value="Interpreting:Travel time"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
MILEAGE	<input type="text" value="Interpreting:Miles"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
PARKING	<input type="text" value="Interpreting:Parking"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
FEES	<input type="text" value="Interpreting:Fees"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
TOLLS	<input type="text" value="Interpreting:Tolls"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
PER DIEM	<input type="text" value="Interpreting:Per diem"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
ADJUSTMENT	<input type="text" value="Interpreting:Adjustments"/>	<input type="button" value="v"/>	<input type="button" value="?"/>

Continue with INCOME ACCOUNTS, use drop down menus to select corresponding income accounts configured under **COA** in QBO.

## INCOME ACCOUNTS

ON-SITE INTERPRETING	<input type="text" value="Interpreting:OSI"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
OPI INTERPRETING	<input type="text" value="Interpreting:OPI"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
VRI INTERPRETING	<input type="text" value="Interpreting:VRI"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
TRAVEL TIME	<input type="text" value="Interpreting:Travel time"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
MILEAGE	<input type="text" value="Interpreting:Miles"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
PARKING	<input type="text" value="Interpreting:Parking"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
FEES	<input type="text" value="Interpreting:Fees"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
TOLLS	<input type="text" value="Interpreting:Tolls"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
PER DIEM	<input type="text" value="Interpreting:Per diem"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
ADJUSTMENT	<input type="text" value="Interpreting:Adjustments"/>	<input type="button" value="v"/>	<input type="button" value="?"/>

Continue with COST OF SERVICES (COST OF GOODS SOLD), use drop down menus to select corresponding COGS accounts configured under **COA** in QBO.

COST OF SERVICES (COST OF GOODS SOLD)

- ON-SITE INTERPRETING   - OPI INTERPRETING   - VRI INTERPRETING   - TRAVEL TIME   - MILEAGE   - PARKING   - FEES   - TOLLS   - PER DIEM   - ADJUSTMENT

# QBO CHECKLIST

Use the following checklist to ensure all items are addressed during integration of ScheduleInterpreter® and Intuit QuickBooks Online.

Task	Completed
Backup your account. <b>VERY IMPORTANT</b>	<input type="checkbox"/>
Review Before you begin using ScheduleInterpreter® with QBO	<input type="checkbox"/>
Switch to Advanced subscription	<input type="checkbox"/>
Configure Track classes	<input type="checkbox"/>
Review Best practices	<input type="checkbox"/>
Configure Chart of accounts	<input type="checkbox"/>
Configure Items	<input type="checkbox"/>
Configure Account types in QBO	<input type="checkbox"/>
Review QBO limitations	<input type="checkbox"/>
Check Account duplicates	<input type="checkbox"/>
Connect ScheduleInterpreter® and QuickBooks Online	<input type="checkbox"/>
Configure Global settings	<input type="checkbox"/>
Configure COA and items	<input type="checkbox"/>
Synchronize Customers' accounts	<input type="checkbox"/>
Synchronize Vendors' profiles	<input type="checkbox"/>
Synchronize Vendors' bills	<input type="checkbox"/>
Synchronize Customers' invoices	<input type="checkbox"/>

Print or use screen capture to create an electronic copy of the check list. Make sure to check off all tasks.

The process of integration between ScheduleInterpreter® and QBO has been reviewed by QuickBooks Online expert and ScheduleInterpreter® staff. It is highly effective, low maintenance process making your operational and financial data from ScheduleInterpreter® platform be fully integrated with Intuit QuickBooks Online.

# QBO LIMITATIONS

It is important to know limitations imposed by Intuit QuickBooks Online (QBO). Migrating to or setting up new account in QBO implies these limitation may affect your workflow and require detailed planning.

## ACCOUNT TYPES

ScheduleInterpreter® is using account types to classify revenue and expenses related to the services of your organization. QBO also provides option to classify customer accounts, however, this option is available as a read only feature. If you are planning to utilize account types, practice recommended by ScheduleInterpreter®, you need to manually populate Customer types in QBO. More details on how to complete this task can be found here.

## NAME OF THE ACCOUNTS

Similarly to desktop edition of QuickBooks, QBO requires all items, accounts, customers, customers' contacts, vendors and employees to use unique names and be no longer than 100 characters. QB desktop edition is limited to 41 character.

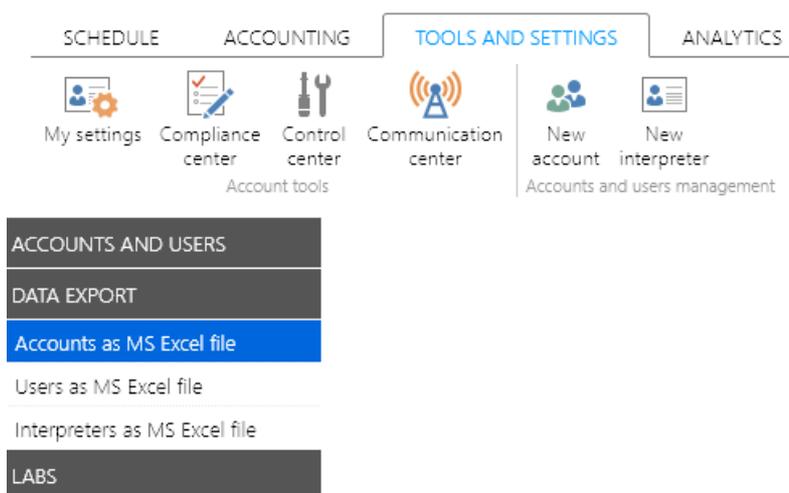
ScheduleInterpreter® does not have such restriction. When migrating from desktop edition of QB, ScheduleInterpreter® will continue to use name used under ACCOUNT NAME QUICKBOOKS.



After connection and synchronization of the customer accounts between ScheduleInterpreter® and QBO, you can remove legacy names and use the actual name of the account.

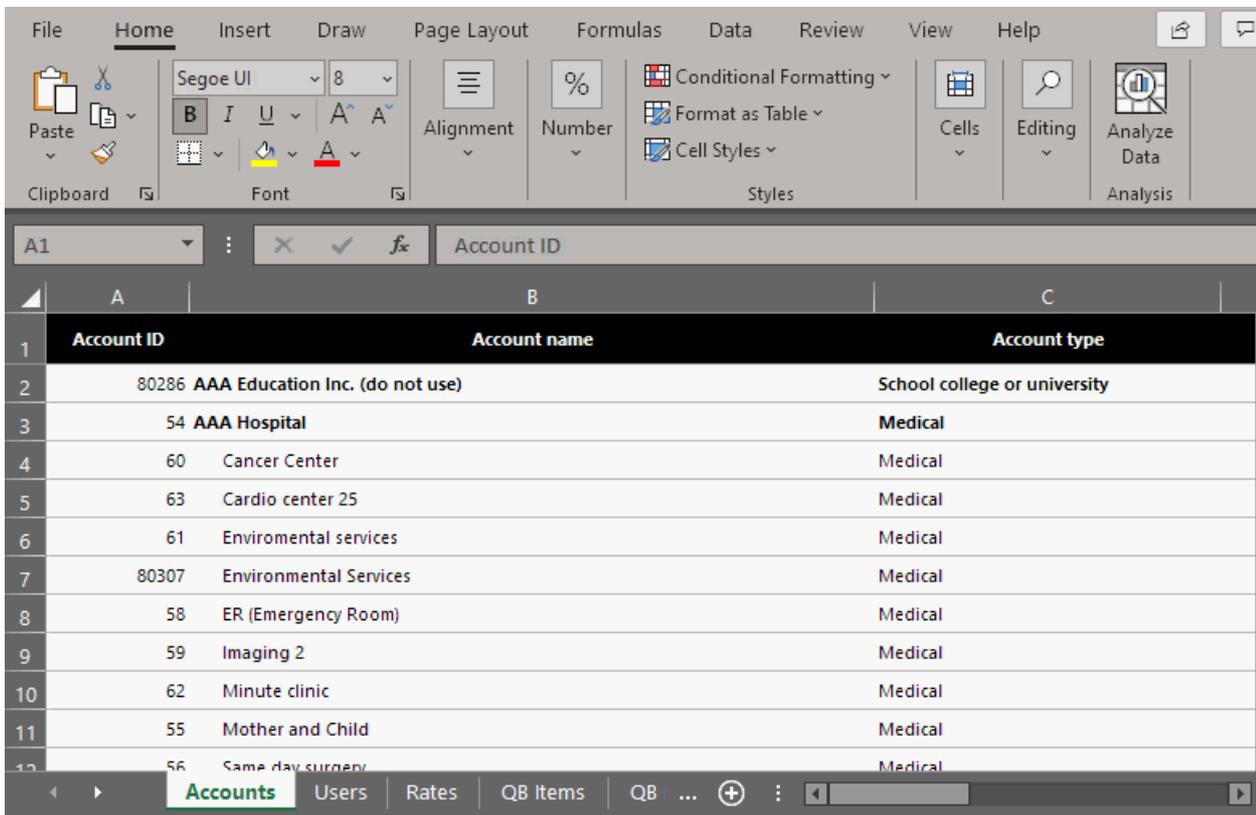
## CHECK DUPLICATE NAMES

Navigate to tools and settings > data export and use Accounts as MS Excel file menu to download all your accounts.



Save and then open MS Excel file on the computer. Under any tab with QB in its name, for example QB Items, select first row and apply filters. Select the entire column QB account name and use Conditional Formatting to highlight all duplicate names. Use filter to reduce the number of rows to show only duplicate names. Review and update ACCOUNT NAME QUICKBOOKS in ScheduleInterpreter to avoid conflicts and wrong data synchronization.

The video below demonstrates how this can be done in MS Excel.



## FIELD LENGTH

To ensure your financial records in both platforms look the same, review limitations set by QBO for all data fields.

QuickBooks Field	Max Text Length
Line Item Description or Product/Service Description	4000
Expense Description	4000
Reference No ( Invoice No, Estimate No, Bill No)	21
Customer Notes	1000
Memo	4000
Address Line 1	500
Address Line 2	2000
Address Line 3	2000
Address Line 4	2000
Name (Customer, Vendor, Product, Employee, Class, Location)	100

## REAL TIME DATA

Most of the time Intuit QuickBooks Online displays synchronized data as soon as ScheduleInterpreter® confirms synchronization process as completed. It is known delays of up to 30 seconds in displaying the data are possible.

QuickBooks Online does not update information on the screen. To see the updates use refresh button of the browser or combination of **CTRL** and **R** keys on the keyboard.

## INACTIVE ACCOUNTS AND VENDORS

QuickBooks Online does not allow to post transactions for inactive accounts and vendors. Before making account Inactive in QuickBooks Online, make sure all customer invoices and vendor payments have been processed in ScheduleInterpreter®.

# SYNCHRONIZING SCHEDULEINTERPRETER® AND QBO

## DESCRIPTION

ScheduleInterpreter® offers 3 ways to synchronize your data. Each mode allows various levels of control how data is being synchronized between two platforms.

Synchronization mode	Description
Manual (default)	All transactions and records are synchronized separately. Confirmation of the synchronization must be completed manually using VENDORS CENTER, ACCOUNT CENTER, INVOICE HISTORY and PAYMENT HISTORY. The mode provides maximum control over data flow from ScheduleInterpreter® to QBO. Recommended for migration from desktop edition of QuickBooks or when new account is created in QBO.
Scheduled	Time based synchronization provides options to schedule daily and hourly automatic synchronization process. The mode enables automated data exchange without human intervention. Recommended for medium size organizations with highly organized workflow.
Live	Data from ScheduleInterpreter® is instantly synchronized with QBO. The mode is recommended for large scale organizations operating in real time with multiple branches or teams.



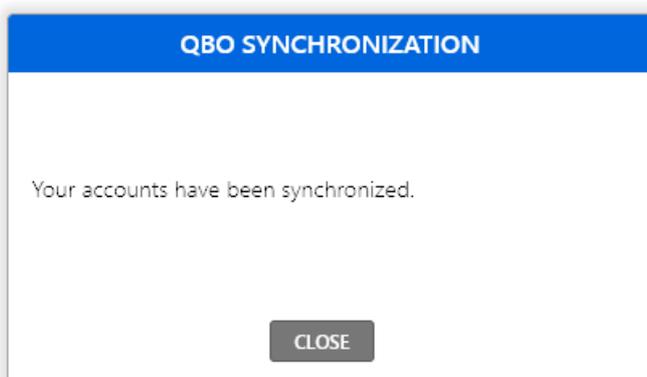
As of May 15, 2021 Scheduled and Live options are only available when requested.

## SYNCHRONIZE CLIENTS ACCOUNTS

ScheduleInterpreter® fully recreates complex structure of main and sub accounts in QBO. Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > Account center. Locate and click on **QUICKBOOKS ONLINE SYNC** button at the bottom of the LIST OF ACCOUNTS.

ScheduleInterpreter® will update all customer accounts in QBO. Billing address and contact name are selected from the user list of the customer account. ScheduleInterpreter® will check if a user with Accounting manager profile exists, and if present, populate billing details in QBO with user's profile details. When Accounting manager profile is absent, ScheduleInterpreter® will check if user with Administrator profile exists, and if present, populate billing details in QBO with user's profile details.

A message confirming synchronization is shown when process is completed.



Open QBO account to review the results of synchronization process.

☰ Best Interpreters, Inc. 👤 My Experts 🔗 Help 🔍 🔔 ⚙️

Overview All Sales Invoices Payment Links **Customers** Deposits Products and Services

<input type="checkbox"/>	CUSTOMER ▲ / COMPANY	OPEN BALANCE	ACTION
<input type="checkbox"/>	<b>City Main Hospital</b> ✉️ City Main Hospital	\$0.00	<a href="#">Create invoice</a> ▼
<input type="checkbox"/>	<b>Radiology</b> Radiology	\$0.00	<a href="#">Create invoice</a> ▼
<input type="checkbox"/>	<b>Same day surgery</b> Same day surgery	\$0.00	<a href="#">Create invoice</a> ▼



ScheduleInterpreter® synchronizes inactive accounts. QBO shows inactive accounts by adding word (deleted) after the account name.

Selecting account and using Edit button will provide access to information compiled by ScheduleInterpreter® during synchronization process. If account types are populated in QBO, Additional Info tab will feature Customer Type.

Address Notes Tax info Payment and billing Language Attachments **Additional Info**

**Customer Type**

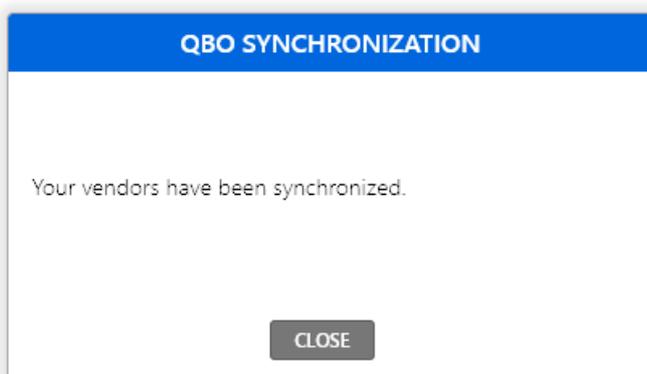
Medical ▼

## SYNCHRONIZE VENDORS

Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > Vendor center. Locate and click on **QUICKBOOKS** **ONLINE SYNC** button at the bottom of the LIST OF ACCOUNTS.

ScheduleInterpreter® will update all vendors profiles in QBO, including SSN or EIN numbers. When vendor is registered in ScheduleInterpreter® as a business, the name of the business is populated under Display name as field..

A message confirming synchronization is shown when process is completed.



Open QBO account to review the results of synchronization process.

## Vendor Information

Title	First name	Middle name	Last name	Suffix	Email		
Mr.	Jonathan		Swift		jswift@gmail.com		
<b>Company</b>					<b>Phone</b>	<b>Mobile</b>	<b>Fax</b>
Swift Interpreters, Inc.					415.200.0101	415.200.0101	
<b>*Display name as</b>					<b>Other</b>	<b>Website</b>	
Swift Interpreters, Inc. ▼							
<b>Print on check as</b> <input checked="" type="checkbox"/> Use display name					<b>Billing rate (/hr)</b>		
Swift Interpreters, Inc.							
<b>Address</b> <a href="#">map</a>					<b>Terms</b>		
Swift Interpreters, Inc. 100 Main Street					<input type="text" value="Enter Text"/> ▼		
San Francisco		CA		<b>Opening balance</b>	<b>as of</b>		
90014		US			05/20/2021		
<b>Notes</b>					<b>Account no.</b>		
					142		
<b>Attachments</b> Maximum size: 20MB					<b>Business ID No. / Social Security No.</b>		
 <input type="text" value="Drag/Drop files here or click the icon"/>					XXXXX9999 <a href="#">View/Edit Business ID</a>		
					<input checked="" type="checkbox"/> Track payments for 1099		
					<b>Default expense account</b>		
					<input type="text" value="Choose Account"/> ▼		



ScheduleInterpreter® synchronizes inactive vendors. QBO shows inactive vendors by adding word (deleted) after the name.

## SYNCHRONIZE VENDOR PAYMENTS

QBO processes vendor payments after vendor bill has been added to vendor's profile. ScheduleInterpreter® creates vendor bills converting processed payments.

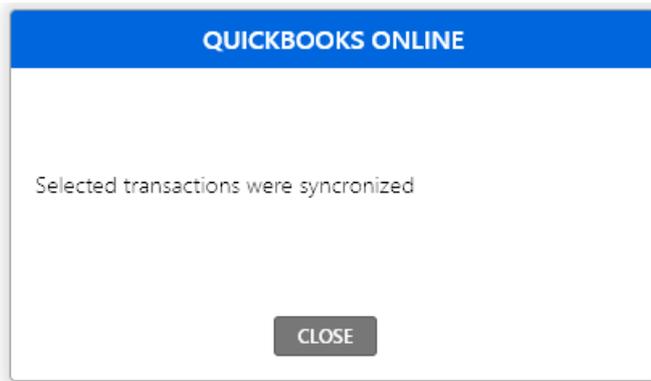
Navigate to ACCOUNTING > Find vendor payment > HISTORY. Select the time period for which synchronization needs to be completed. Use on **SEARCH** button to preview the list of transactions to be synchronized.

## FIND VENDOR PAYMENT

ASSIGNMENT ID	PAYMENT ID	VENDOR NAME	HISTORY
*	<b>START DATE</b>	Mar ▼ 1 ▼ 2021  	
*	<b>END DATE</b>	May ▼ 15 ▼ 2021  	
<b>SEARCH</b>		<b>QUICKBOOKS ONLINE SYNC</b>	

Use **QUICKBOOKS ONLINE SYNC** button to synchronize all transactions.

A message confirming synchronization is shown when process is completed.



Open QBO account to review the results of synchronization process. All vendor payments are converted into QBO vendor bills and will appear under Expenses > Vendors.

Expenses		Vendors		
<input type="checkbox"/>	VENDOR / COMPANY	PHONE	OPEN BALANCE ▼	ACTION
<input type="checkbox"/>	Cynthia Reed		\$150.00	<a href="#">Schedule payments</a> ▼
<input type="checkbox"/>	Naomi Ishikawa	415.223.6588	\$70.00	<a href="#">Schedule payments</a> ▼
<input type="checkbox"/>	Bob Smith		\$58.45	<a href="#">Schedule payments</a> ▼
<input type="checkbox"/>	Jack Ryan		\$44.62	<a href="#">Schedule payments</a> ▼

Selecting a vendor and a specific bill, will provide detailed outline according to the settings and configuration of the accounts and items.

#	CATEGORY	DESCRIPTION	AMOUNT	CUSTOMER	CLASS
1	Interpreting cost:OSI cost	204630: Interpreting	42.50	AAA Hospital	Spanish
2	Interpreting cost:Travel time cost	204630: Travel: coming to appointment	22.09	AAA Hospital	Spanish
3	Interpreting cost:Travel time cost	204630: Travel: leaving appointment	22.09	AAA Hospital	Spanish
4	Interpreting cost:Miles cost	204630: Travel: mileage	25.90	AAA Hospital	Spanish
5	Interpreting cost:Parking cost	204630: Parking fee	1.50	AAA Hospital	Spanish
6	Interpreting cost:Tolls cost	204630: Toll fees	3.25	AAA Hospital	Spanish
7	Interpreting cost:Per diem cost	204630: Per diem	125.00	AAA Hospital	Spanish
8	Interpreting cost:Fees cost	204630: Administration fee	3.00	AAA Hospital	Spanish
9	Interpreting cost:Adjustments cost	204630: Adjustment: Assignment 204630	10.00	AAA Hospital	Spanish

## SYNCHRONIZE CUSTOMER INVOICES

Navigate to ACCOUNTING > INVOICES > Invoice history. Select the time period for which synchronization needs to be completed. Use on **SEARCH** button to preview the list of transactions to be synchronized.

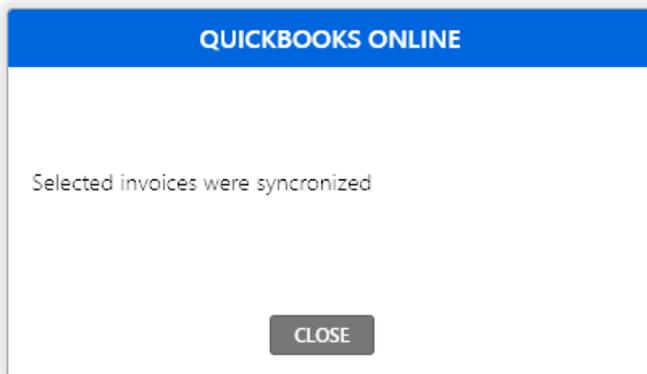
START DATE

END DATE

**SEARCH** **QUICKBOOKS ONLINE SYNC**

Use **QUICKBOOKS ONLINE SYNC** button to synchronize all transactions.

A message confirming synchronization is shown when process is completed.



Open QBO account to review the results of synchronization process. All customer invoices will appear under Sales > Customers.

Payments overview	All Sales	Invoices	Payment Links	<b>Customers</b>	Deposits	Products and Services
<input type="checkbox"/>	<b>CUSTOMER / COMPANY</b>	<b>PHONE</b>	<b>OPEN BALANCE</b> ▼	<b>ACTION</b>		
<input type="checkbox"/>	<b>AAA Hospital</b>  AAA Hospital	415.200.1400	\$464.90	<a href="#">Receive payment</a> ▼		

Selecting any customer from the list will provide access to the invoices and their content.

#	SERVICE DATE	PRODUCT/SERVICE 	DESCRIPTION	QTY	RATE	AMOUNT
1	04/30/2021	Interpreting:OSI	204630: Test on April 30, 2021	2.5	100	250.00
2	04/30/2021	Interpreting:Miles	204630: Mileage reimbursement	70	0.57	39.90
3	04/30/2021	Interpreting:Travel time	204630: Travel time	2	25	50.00
4	04/30/2021	Interpreting:Per diem	204630: Per-diem	1	125	125.00