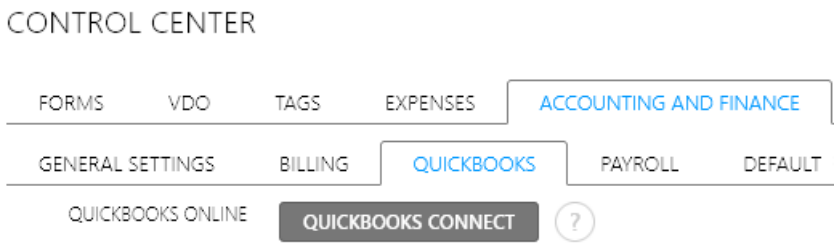
CONNECT TO QBO

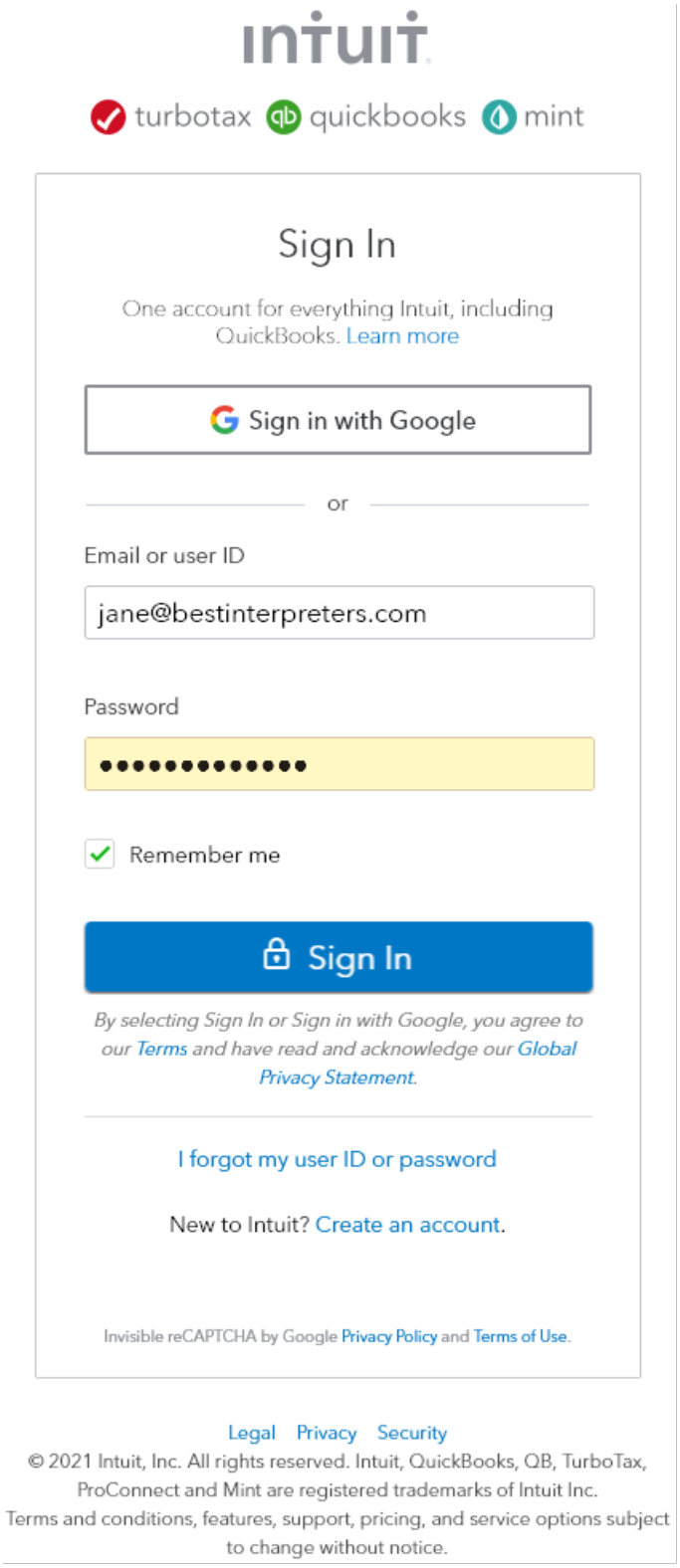
ESTABLISHING CONNECTION

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

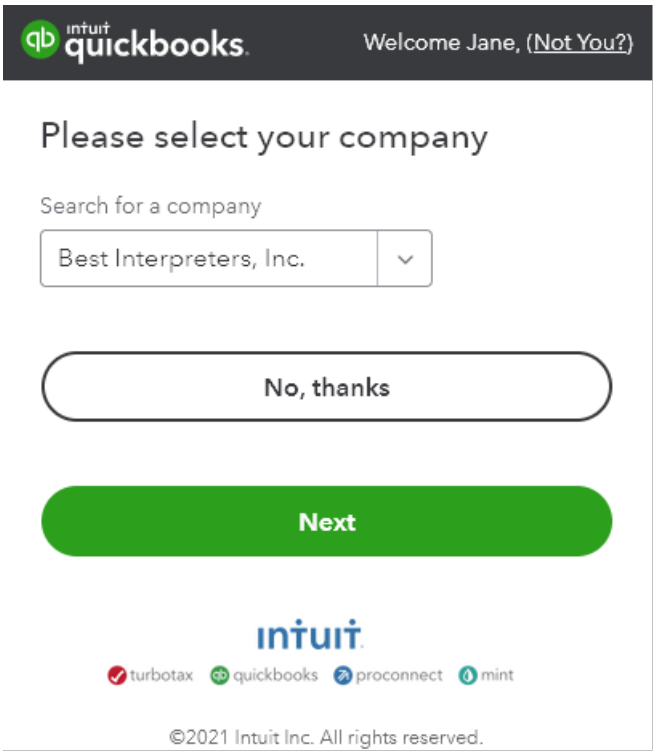


Click on QUICKBOOKS CONNECT button to begin authentication process.

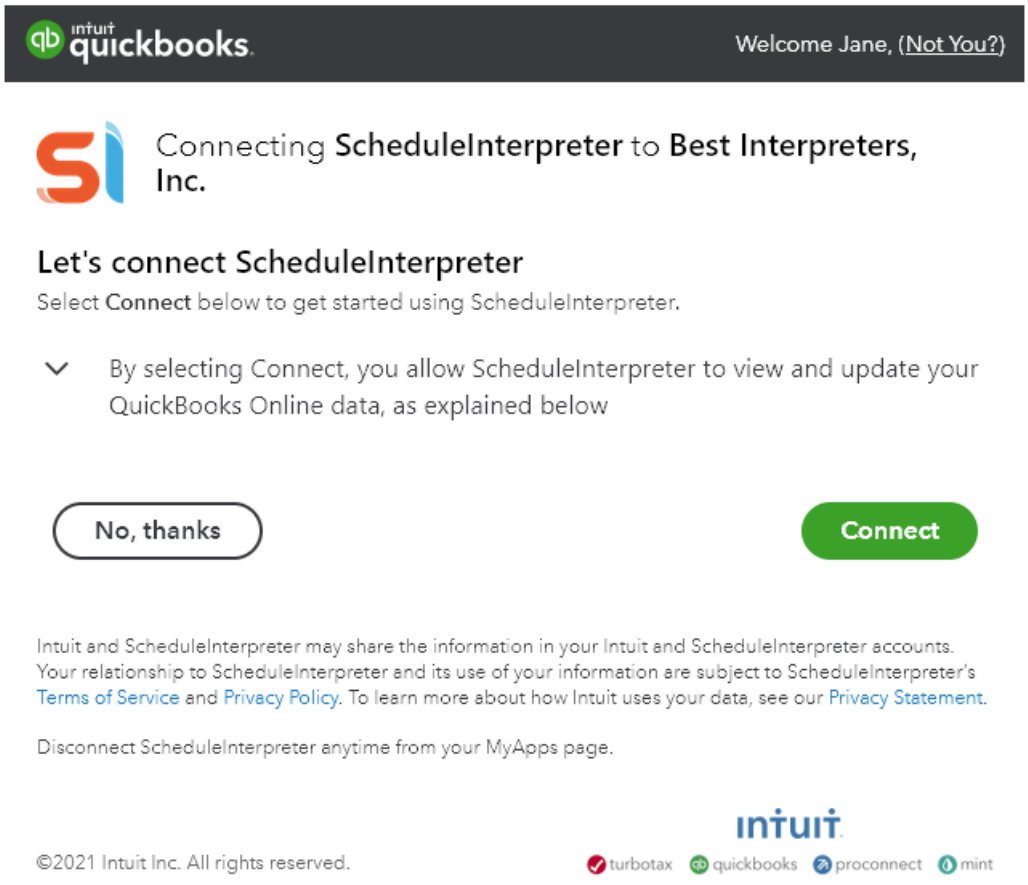
You will be presented with a Sign In window from Intuit, asking for your e-mail or user ID and password, associated with your account.



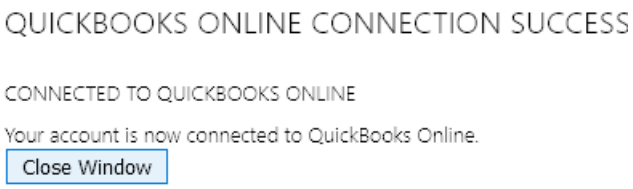
When multiple companies are using QBO, an option to select which QBO account will be used to connect to ScheduleInterpreter® will be shown. Select the company of your choice and click on Next button.



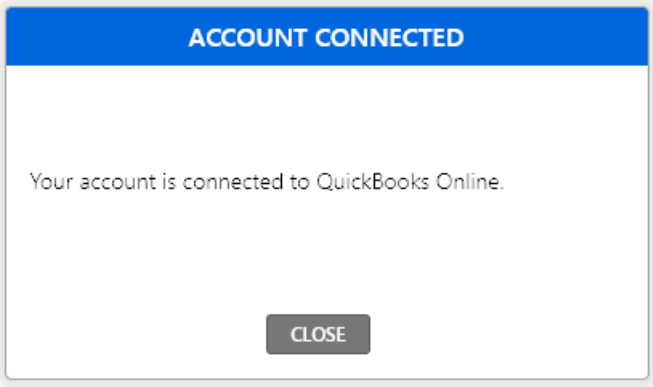
QBO will provide new window to confirm your selection and for security purpose will display ScheduleInterpreter® logo, informing you that you are allowing ScheduleInterpreter to update your QuickBooks Online data. Click on Connect button to proceed.



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



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.

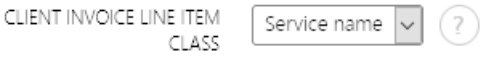
Vendor bills in QBO are the equivalent of vendor payments in ScheduleInterpreter®.

CONFIGURE GLOBAL DATA EXCHANGE SETTINGS

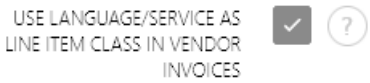
For better reporting, use the following options to enhance how data is being populated in QBO.

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.



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 .



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.



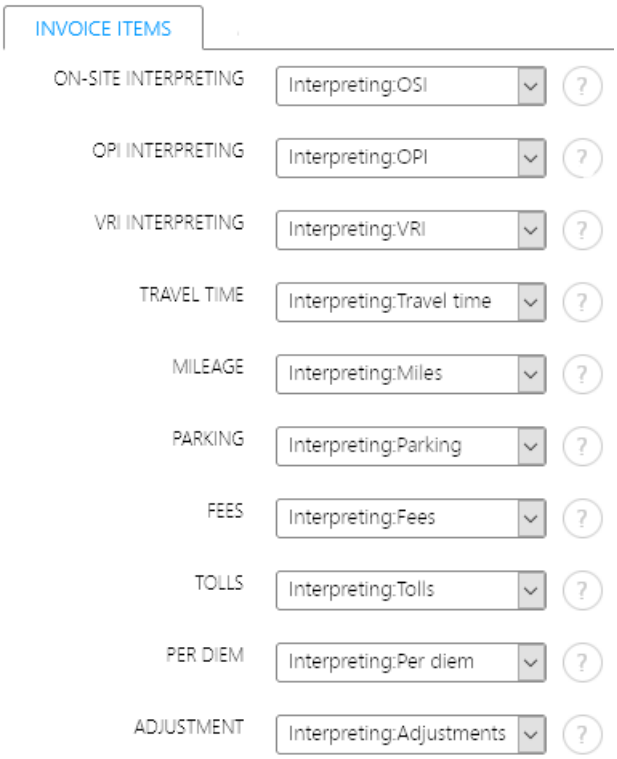
Do not change other settings in the QUICKBOOKS tab. These options control export to desktop edition of QuickBooks and should be used for backward compatibility only.

CONFIGURE ACCOUNTS AND ITEMS EXCHANGE SETTINGS

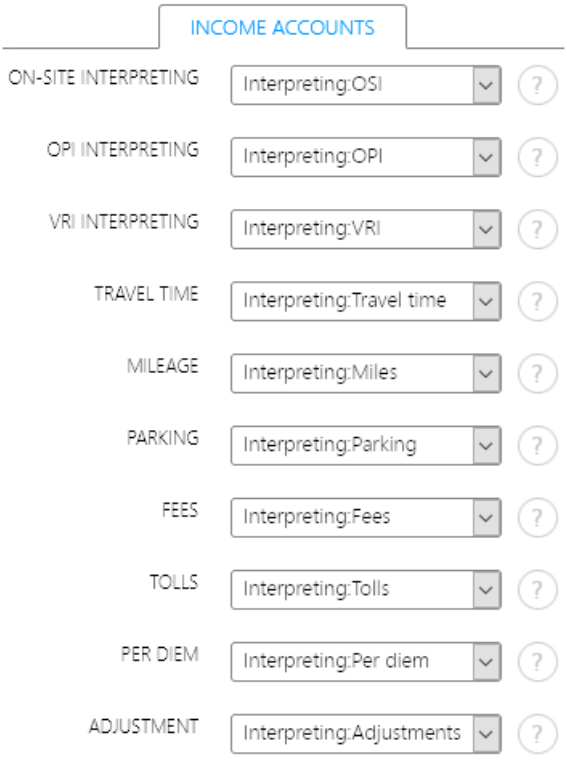
Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > Account center and select any account on the list and click EDIT button. Continue to ACCOUNTING AND FINANCE > QUICKBOOKS tab.

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.



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



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	Interpreting cost:OSI cost
OPI INTERPRETING	Interpreting cost:OPI cost
VRI INTERPRETING	Interpreting cost:VRI cost
TRAVEL TIME	Interpreting cost:Travel time cost
MILEAGE	Interpreting cost:Miles cost
PARKING	Interpreting cost:Parking cost
FEES	Interpreting cost:Fees cost
TOLLS	Interpreting cost:Tolls cost
PER DIEM	Interpreting cost:Per diem cost
ADJUSTMENT	Interpreting cost:Adjustments cost

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