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.

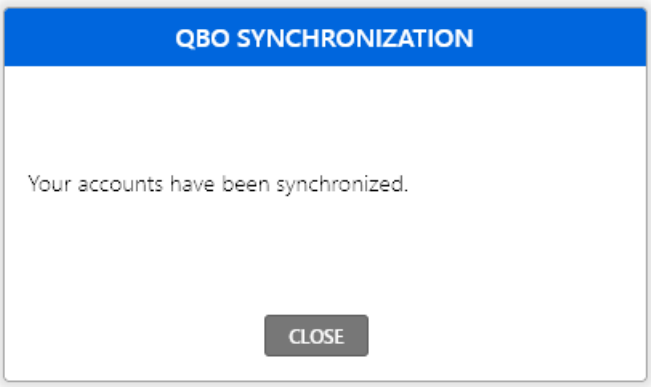
As of May 15, 2021 Scheduled and Live options are only available when requested.

SYNCHRONIZE CLIENTS ACCOUNTS

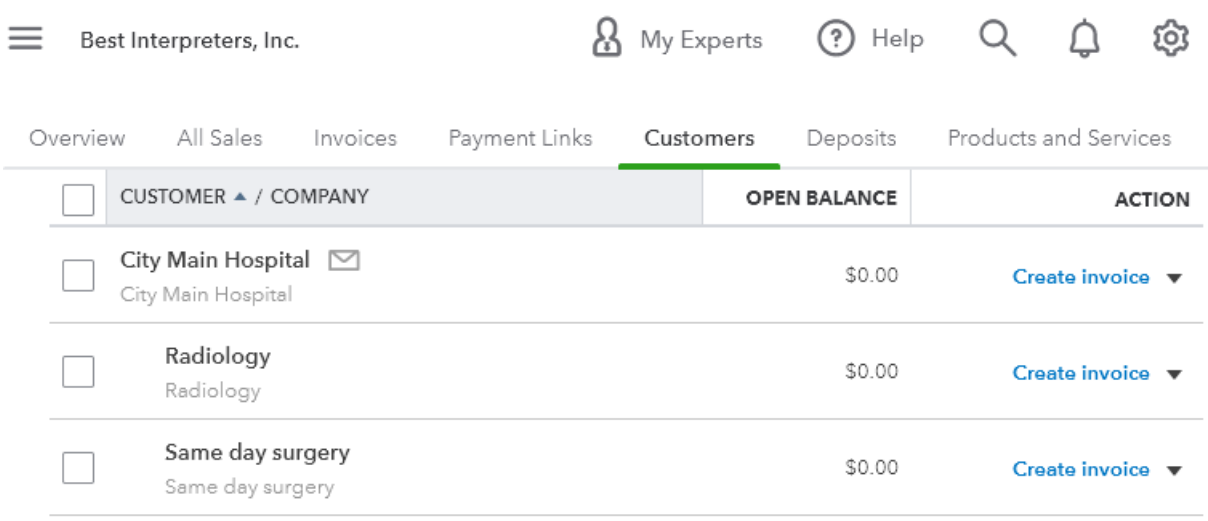
ScheduleInterpreter® fully recreates complex structure of main and sub accounts in QBO. Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > Account center. Locate and click on QUICKBOOKS ONLINE SYNC button at the bottom of the LIST OF ACCOUNTS.

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 manger 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.

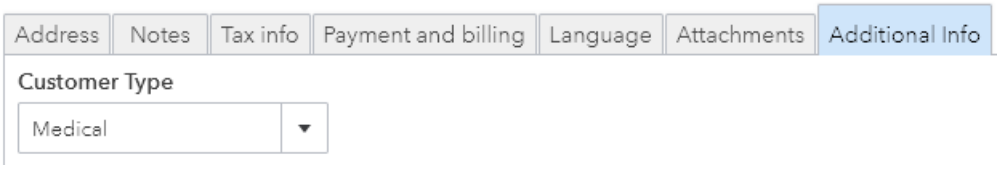


Open QBO account to review the results of synchronization process.



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.

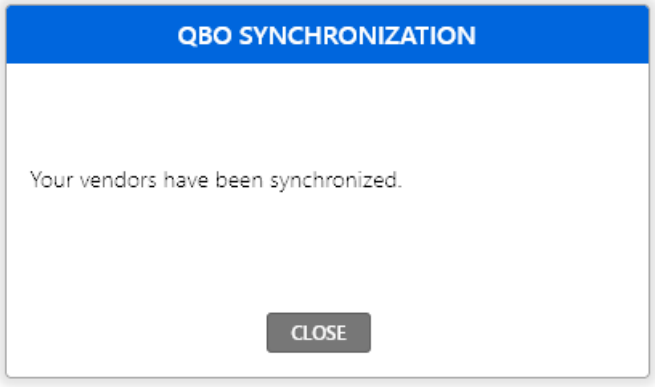


SYNCHRONIZE VENDORS

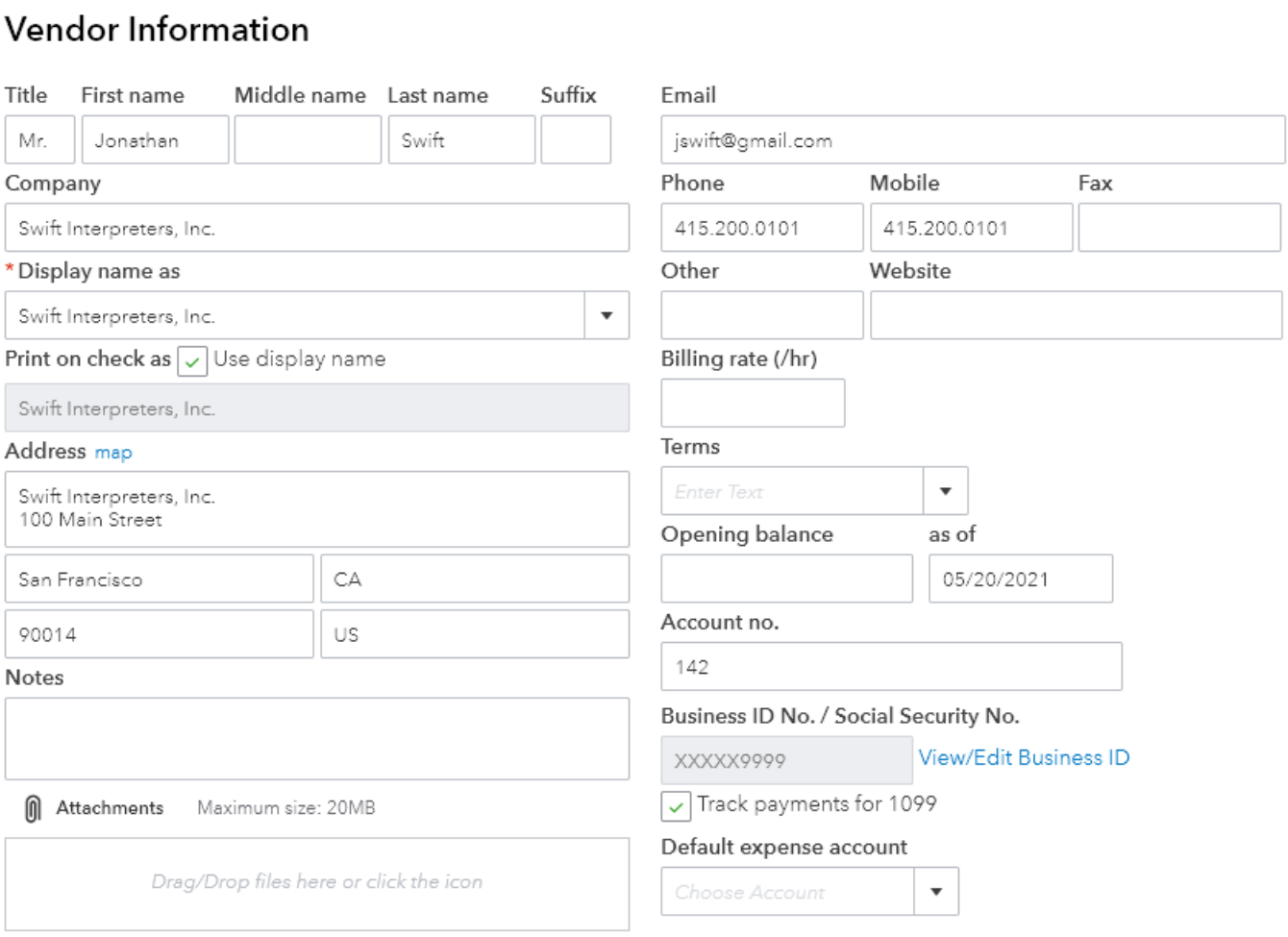
Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > Vendor center. Locate and click on QUICKBOOKS ONLINE SYNC button at the bottom of the LIST OF ACCOUNTS.

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.

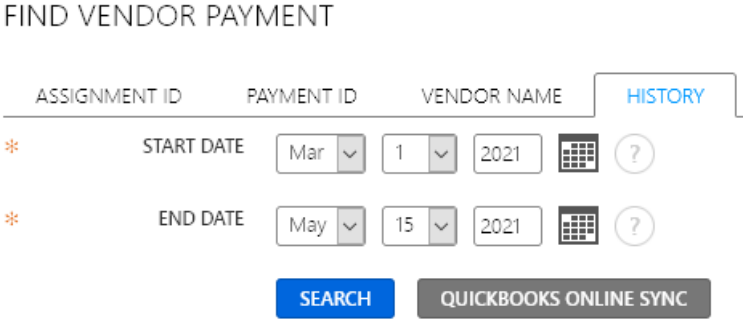


ScheduleInterpreter® synchronizes inactive vendors. QBO shows inactive vendors by adding word (deleted) after the name.

SYNCHRONIZE VENDOR PAYMENTS

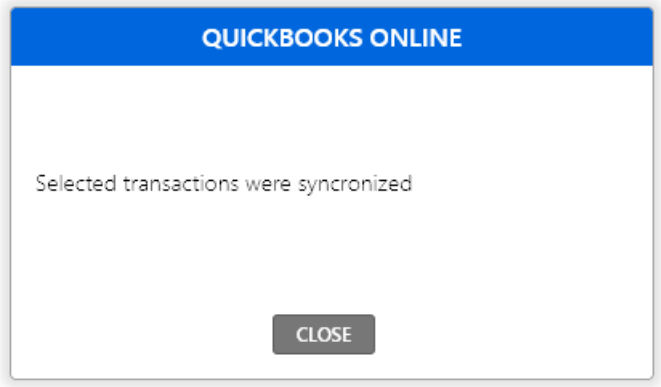
QBO processes vendor payments after vendor bill has been added to vendor's profile. ScheduleInterpreter® creates vendor bills converting processed payments.

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.

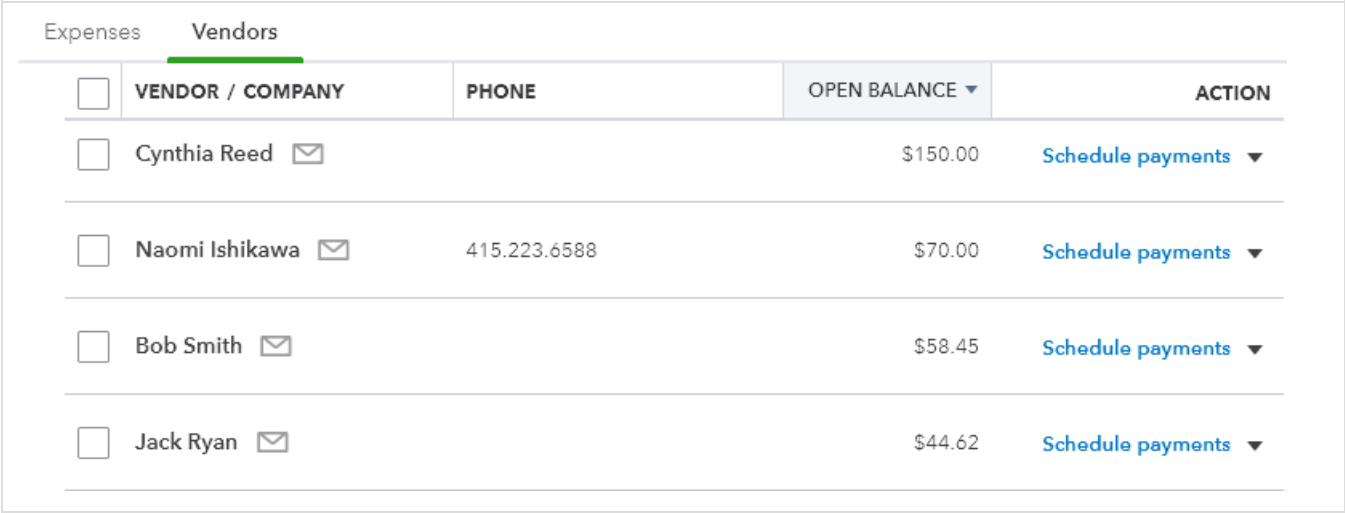


Use QUICKBOOKS ONLINE SYNC button to synchronize all transactions.

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.



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

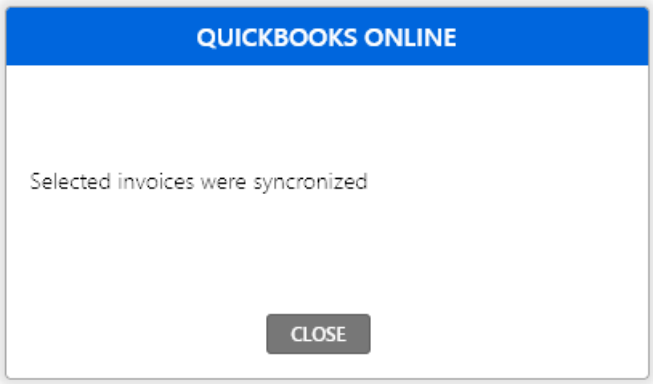
SYNCHRONIZE CUSTOMER INVOICES

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.

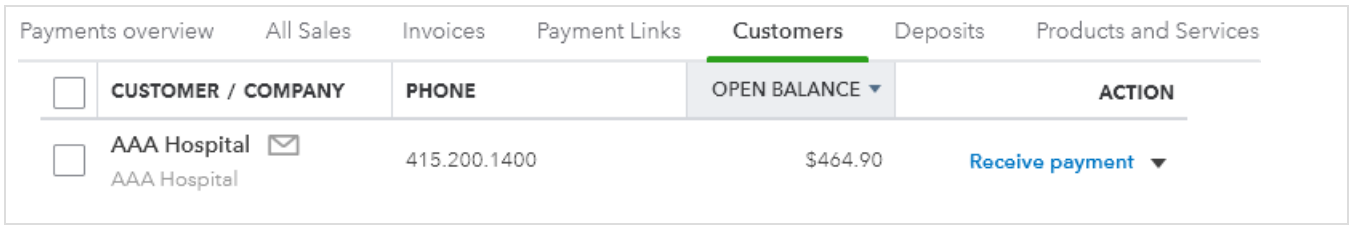


Use QUICKBOOKS ONLINE SYNC button to synchronize all transactions.

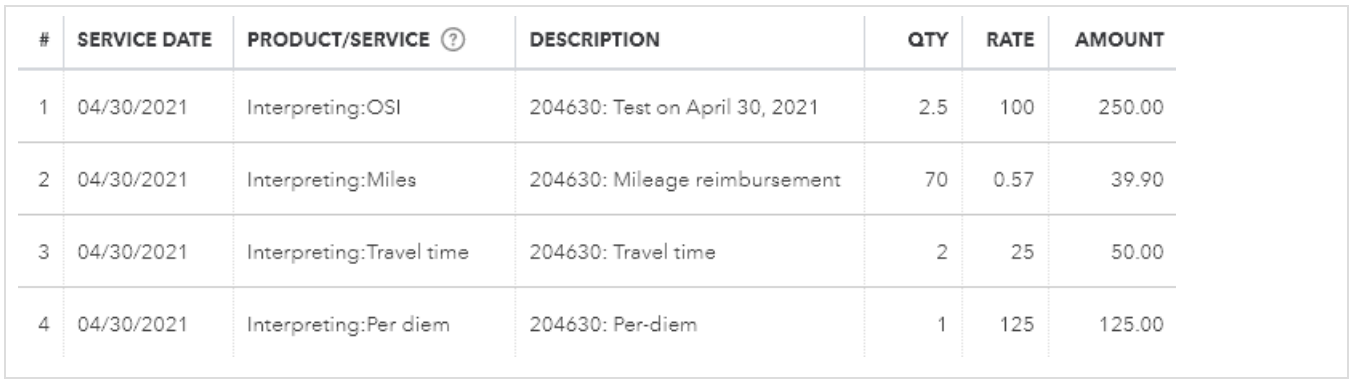
A message confirming synchronization is shown when process is completed.



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



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

Revision #10
Created Wed, May 19, 2021 9:57 PM by Dennis Ayzin
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