

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.



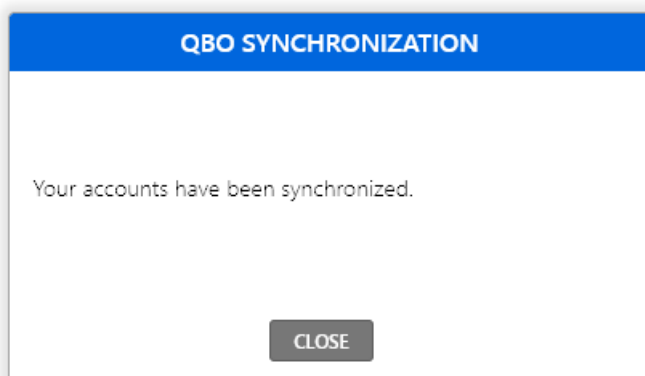
As of May 15, 2021 Scheduled and Live options are only available when requested.

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.

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"/>	City Main Hospital  City Main Hospital			\$0.00	Create invoice ▼	
<input type="checkbox"/>	Radiology Radiology			\$0.00	Create invoice ▼	
<input type="checkbox"/>	Same day surgery Same day surgery			\$0.00	Create invoice ▼	



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.

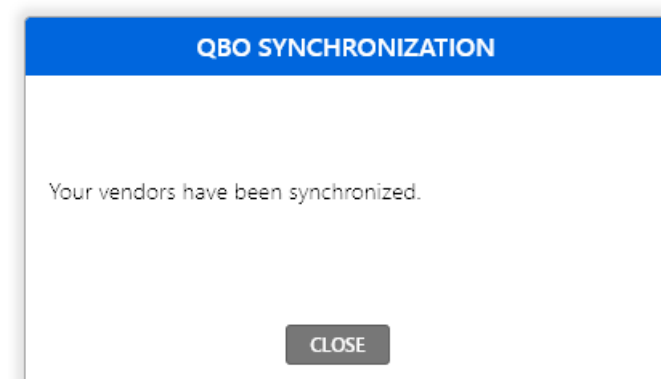
Address	Notes	Tax info	Payment and billing	Language	Attachments	Additional Info
Customer Type						
Medical ▼						

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		
Company					Phone	Mobile	Fax
Swift Interpreters, Inc.					415.200.0101	415.200.0101	
*Display name as					Other	Website	
Swift Interpreters, Inc.							
Print on check as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr)		
Swift Interpreters, Inc.							
Address map					Terms		
Swift Interpreters, Inc. 100 Main Street					<input type="text" value="Enter Text"/>		
San Francisco		CA			Opening balance	as of	
90014		US				05/20/2021	
Notes					Account no.		
					142		
Attachments <small>Maximum size: 20MB</small>					Business ID No. / Social Security No.		
					XXXXX9999	View/Edit Business ID	
					<input checked="" type="checkbox"/> Track payments for 1099		
					Default expense account		
					<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.

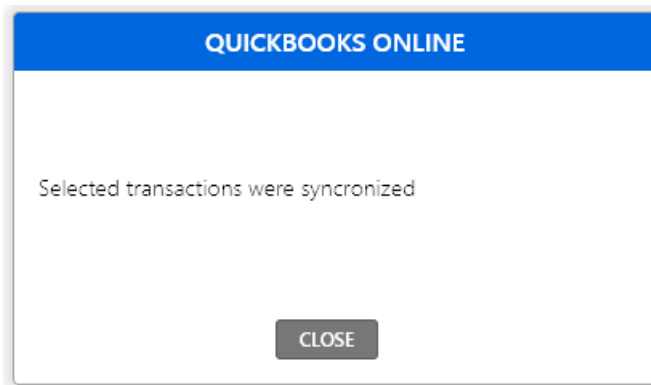
Navigate to ACCOUNTING > Find vendor payment > HISTORY. Select the time period for which synchronization needs to be completed. Use on **SEARCH** button to preview the list of transactions to be synchronized.

FIND VENDOR PAYMENT





ASSIGNMENT ID	PAYMENT ID	VENDOR NAME	HISTORY
*	START DATE	Mar 1 2021	
*	END DATE	May 15 2021	
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 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	Schedule payments ▼
<input type="checkbox"/>	Naomi Ishikawa 	415.223.6588	\$70.00	Schedule payments ▼
<input type="checkbox"/>	Bob Smith 		\$58.45	Schedule payments ▼
<input type="checkbox"/>	Jack Ryan 		\$44.62	Schedule payments ▼



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  

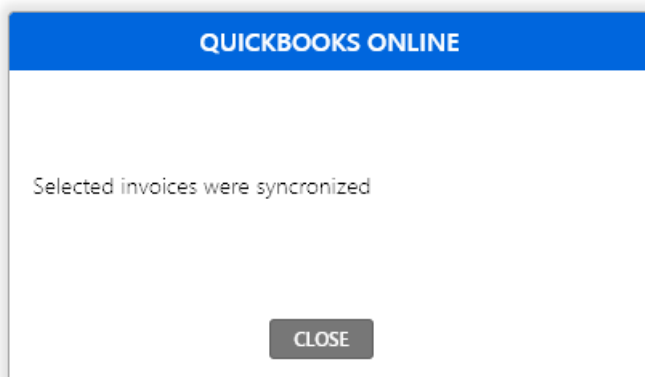
END DATE  

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	Customers	Deposits	Products and Services
<input type="checkbox"/>	CUSTOMER / COMPANY	PHONE	OPEN BALANCE ▼	ACTION		
<input type="checkbox"/>	AAA Hospital  AAA Hospital	415.200.1400	\$464.90	Receive payment ▼		

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

✎Updated Mon, May 31, 2021 1:06 PM by manual admin