QuickBooks: Step 2: Mapping Sub Accounts / Classes from QuickBooks to Fuse5

<u>Integration Checklist</u>

1. Map the CoA in Fuse5 using the appropriate CoA mentioned by each line item and the exact NAME from Quick Books.
   a. Ensure that EOD Memo types have been mapped in Fuse5 and are created in your QB.
   b. Ensure that the Discrepancies have been mapped in the VIR section and exist in your QB.
2. **Create sub accounts and map to Fuse5 if you have more than one location and want to track P&L separately.**
3. Ensure Dummy Customer Account is set up under EOD Reconciliation section and exists in your QB – this is one of the most common issues with the integration.
4. Create the "items" in Quick Books
5. Create Invoice and Credit Memo Template.
6. Ensure that all of your accounts have the QB Profile Setting set to Company QB Settings.
7. Create a copy of your QB and hook up the web connector.
8. Once comfortable with data flow to your copy of QB, hook up web connector to your live QB.

2. Create sub accounts in QB and Fuse5 if you have multiple locations and plan to manage the P&L separately.

Sub Chart of Accounts for Multiple Locations

If you have multiple locations there are a number of the lines in Fuse5 that need to be mapped not only to the primary CoA, but to sub-accounts if desired. This is optional, and only used if you want to separate financial data by location. This is done with a few steps.

1. Create sub-accounts in your QB.
2. Map the sub-accounts to the appropriate line items in Fuse5. Note that when entering the sub-accounts in Fuse5 you must enter the parent account, then a colon, then the sub-account name.

This must be done for any lines that you wish to ensure separation including those lines associated with the items that you create in Fuse5.

QB Freight Item
Note: Item of Income Chart of Account

Main Freight Item:
SO FRT

Sub Freight Item:
SO FRT:Customer Freight Seattle
SO FRT:Customer Freight Tacoma
SO FRT:Customer Freight Lynnwood
SO FRT:Customer Freight Olympia
SO FRT:Customer Freight Auburn
SO FRT:Customer Freight Bellingham
SO FRT:Customer Freight Bremerton

Enter each option on new line.

3. Ensure that the sub-accounts are mapped in your locations settings page. Go to PERSONAL & ADMIN > SETTINGS > COMPANY DETAILS > Choose a location > QB Tab. Ensure that all of the settings that have sub-accounts have the appropriate sub-account chosen for that location. If you map your sub accounts into the Fuse5 integration page in the same order as which they fall in the location settings, the sub accounts should map automatically, but it's worth checking.

SO Merchandise Inventory Chart of Account:	Parts Inventory:Part Inv ▾ Note:Chart of Account Break Up is by Location	SO Core Inventory Chart of Account:	Parts Inventory:Part Inv ▾ Note:Chart of Account Break Up is by Location
Core Return Inventory Chart of Account:	Dirty Core Inventory A ▾ Note:Chart of Account Break Up is by Location	Defect Return Inventory Chart of Account:	Defective Part Inventor ▾ Note:Chart of Account Break Up is by Location
Warranty Return Inventory Chart of Account:	Defective Part Inventor ▾ Note:Chart of Account Break Up is by Location	Inventory Manual Adjustments Chart of Account:	Inventory Adjustment:I ▾ Note:Chart of Account Break Up is by Location
QB Parts Cost Ledger:	COGS Parts:COGS Pa ▾ Note:Chart of Account Break Up is by Location	QB Core Cost Ledger:	COGS Cores:COGS C ▾ Note:Chart of Account Break Up is by Location
QB SO Merchandise Item:	SO PARTS:Sales Sea ▾ Note:Item Break Up is by Location	QB SO Core Item:	SO Core:Core Sales S ▾ Note:Item Break Up is by Location
QB Tax Item:	SO TAX ▾ Note:Item Break Up is by Location	QB Freight Item:	SO FRT:Customer Fre ▾ Note:Item Break Up is by Location
QB Labor Item:	SO LAB:Shop Sales S ▾ Note:Item Break Up is by Location	QB Miscellaneous Fee Item:	▾ Note:Item Break Up is by Location
QB SO Merchandise Chart of Account:	Part Sales:Part Sales S ▾ Note:Chart of Account Break Up is by Location	QB SO Core Chart of Account:	Core Sales:Core Sales ▾ Note:Chart of Account Break Up is by Location
QB Tax Chart of Account:	Sales & Excise Tax Pa ▾ Note:Chart of Account Break Up is by Location	QB Freight Chart of Account:	Customer Freight:Cust ▾ Note:Chart of Account Break Up is by Location

QuickBooks – Class Tracking

The information available in this document was pulled from support.quickbooks.intuit.com.

Additional information and images are pulled from QuickBooks and Fuse5.

What is class tracking?

In QuickBooks, you can create classes that you assign to transactions. This lets you track account balances by department, business office or location, separate properties you own, or any other meaningful breakdown of your business.

Many business owners have certain segments of their business that they want to keep a close eye on. By using the class tracking feature, you can define these segments and track their associated account balances on invoices, bills, and other documents.

Businesses with different departments or locations can use classes to report account balances for each department.

For example, if you had an automotive aftermarket business with three locations, you might create an Uptown, a Midtown, and a Downtown class for tracking account balances by location.

Tips for using classes

Set up classes on the basis of the type of reporting that you want to do, and consider how you want to see your business segmented on reports (such as by location).

- Set up a class such as "other" that you can use to deliberately classify transactions that don't fit into any specific class that you've defined.

- Don't use classes for two different purposes.

  For example, don't create classes for tracking office locations in addition to tracking partners.

- Consistently enter the class information on your forms and registers to ensure that this information is valid and useful.

Classes compared to customer, job, and vendor type

Use a "class" to classify transactions. Classes can apply to all transactions, so they are not tied to any particular customer.

Use a "type" to classify customers, jobs, and vendors.

For example, you might have "wholesale" and "retail" customer types. You can then get financial reports focused by type of customer. But maybe you need a third classification that spans any type of

customer. In this case, you can use QuickBooks classes. For example, if you have separate departments, you can create a class for each department, such as "parts" and "shop." Or if you have two stores, you can set up a class for each store.

Each time you enter a sale in QuickBooks, enter the class associated with that sale. Then you can get reports on income and expenses by class regardless of which types of customers are involved.

How do you turn on class tracking in QuickBooks?

To do this task

1. Open the accounting preferences.

   a. Choose Edit > Preferences.

   b. In the Preferences window, click Accounting in the list on the left.

2. Click the Company Preferences tab.

3. Select the Use class tracking checkbox.
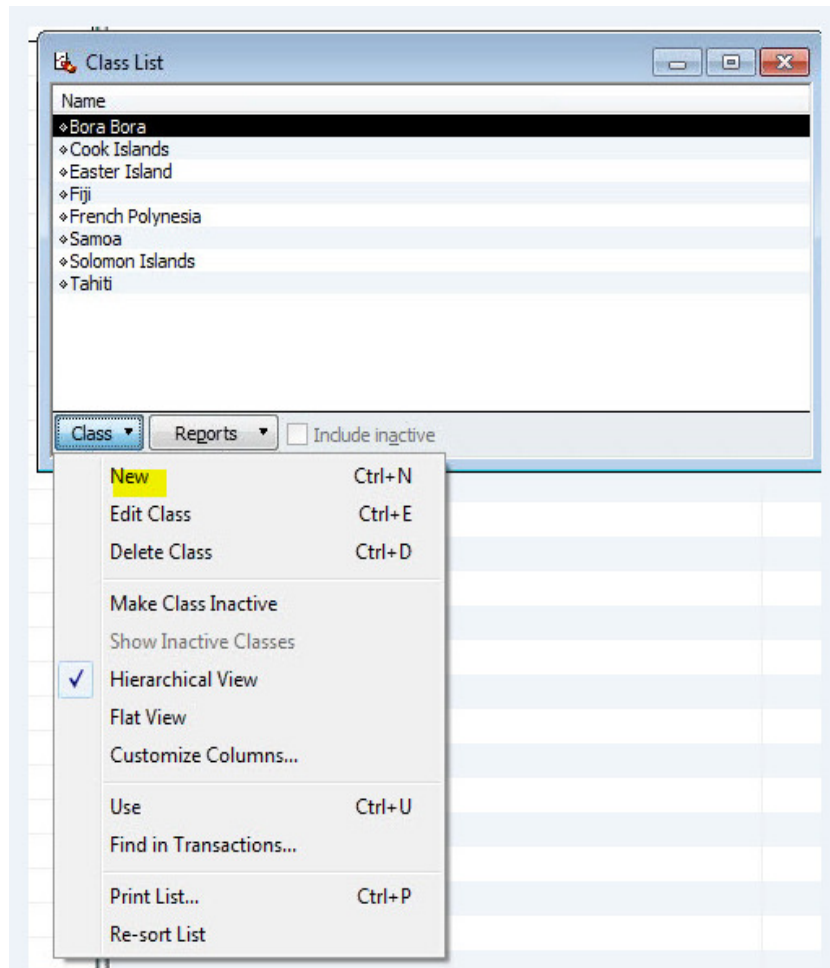
4. Click OK.

Reports in QB based on Classification

Go to Reports

Go to Company and Financial

See Profit & Loss by Class and Balance Sheet by Class

Adding classes in QuickBooks

1. Go to the LIST option on the QB tool bar

2. Choose Class List

3. You can add classes by clicking the Class drop down arrow

4. Use the new option to add a new class

Adding classes to Fuse5

1. Go to the PERSONAL & ADMIN tab
2. Select SETTINGS
3. Select COMPANY DETAILS

4. Select EDIT on the individual location

5. Select the QB tab in the location settings

6. Enter the class name / number in the QB Class: field. It must match QuickBooks exactly

Edit Location   ⊠

| Location Name : | **Fiji** | | Timezone (US) : | **HST** |

| Address | General | Tax | **QB** | Email & Print Copy | Others | ChargeItPro | EDI |

QB Class: Fiji

Note:Chart of Account Break Up is by Location for all following fields

Sales Order - QuickBooks Integration

SO Merchandise Inventory CoA:	INVENTORY:STORE 2 ▾	SO Core Inventory CoA:	INVENTORY:STORE 2 ▾
Core Return Inventory CoA:	▾	Defect Return Inventory CoA:	▾
Warranty Return Inventory CoA:	▾	Inventory Manual Adjustments CoA:	ManualAdj ▾
QB Parts Cost Ledger:	C/S-PARTS:PARTS S ▾	QB Core Cost Ledger:	C/S-PARTS:PARTS S ▾
QB SO Merchandise Item:	SO-PARTS ▾	QB SO Core Item:	SO-PARTS ▾
QB Tax Item:	SO-TAX ▾	QB Freight Item:	SO-FRT ▾
QB Labor Item:	SO-LAB ▾	QB Miscellaneous Fee Item:	SO-Misc ▾
QB SO Merchandise CoA:	SALES-PARTS ▾	QB SO Core CoA:	▾
QB Tax CoA:	▾	QB Freight CoA:	▾