

QuickBooks: Step 4: Create Items in QuickBooks and Map them to Fuse5

Integration Checklist

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 (notes below).
8. Once comfortable with data flow to your copy of QB, hook up web connector to your live QB (notes below).

4. Create the “items” in Quick Books

Before you can create an invoice, you must create items to be included on the invoice. You probably already have some in QB, but the following items must be created for the integration. Items are things that you sell.

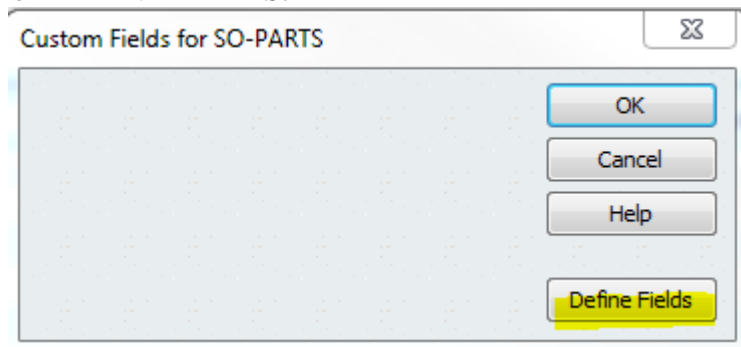
In Quick Books Pro 2011 (all QB versions should be similar with some slight variation to access items)

The screenshot shows the 'New Item' dialog box in QuickBooks Pro 2011. The 'Type' is set to 'Service'. The 'Item Name/Number' is 'SO-PARTS'. The 'Unit of Measure' is 'Enable...'. The 'Rate' is '0.00'. The 'Account' is 'Sales-Parts'. The 'Item is inactive' checkbox is unchecked. The 'Description' field is empty. The 'Subitem of' checkbox is checked. The 'Custom Fields' button is highlighted.

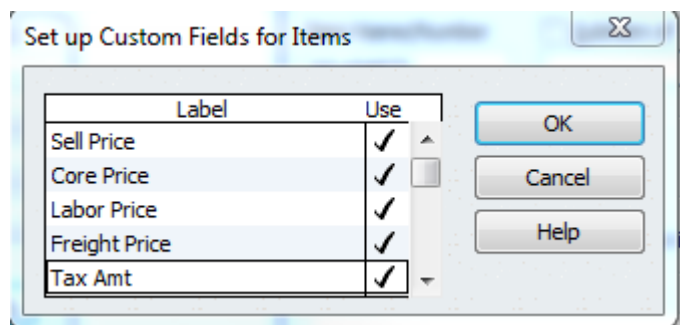
Go to LIST > ITEM LIST > ITEM (drop down bottom left). Type SO-PARTS into the Item Name/Number field, associate the item name with the appropriate Income CoA, then click on the CUSTOM FIELDS button. (see image above)

***associate the item with appropriate Income CoA – next to the word “Account” use the drop down arrow to map this item (which in QuickBooks is something you sell) to the appropriate CoA for this type of income.

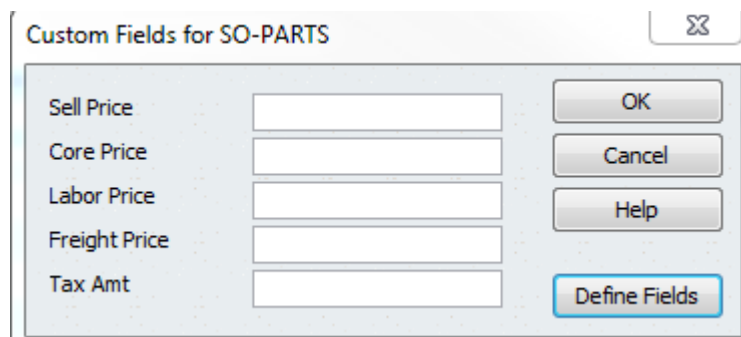
It will ask you to click on DEFINE FIELDS.



Enter the following custom fields and click on OK.



You should get a pop up that looks similar to this.....



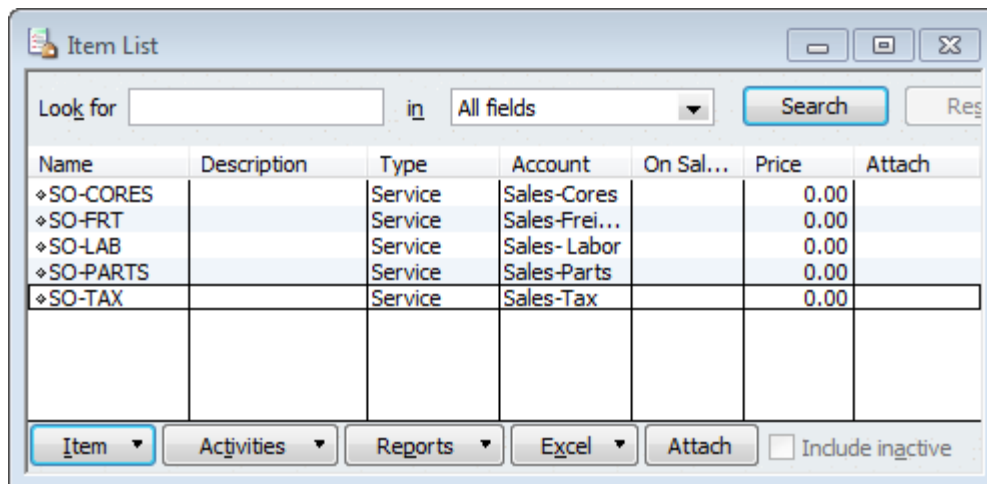
For the remaining items you just need to create a new item, name it appropriately, and associate it with

the appropriate Income CoA. You do NOT need to create the custom fields again. Ensure you have created the following items (remember that SO-PARTS should be done if you have followed the directions above).

Create 6 Items:

- a. SO-PARTS
- b. SO-CORES
- c. SO-FRT
- d. SO-LAB
- e. SO-TAX
- f. SO-MISC

Once you have created the items, your item list should at minimum contain the following (although you may have many other items that you sell).



The screenshot shows a window titled "Item List" with a search bar at the top and a table below. The table has columns: Name, Description, Type, Account, On Sal..., Price, and Attach. The first five rows contain data for SO-CORES, SO-FRT, SO-LAB, SO-PARTS, and SO-TAX, all with a price of 0.00. The sixth row is empty. At the bottom, there are buttons for Item, Activities, Reports, Excel, and Attach, along with a checkbox for "Include inactive".

Name	Description	Type	Account	On Sal...	Price	Attach
♦SO-CORES		Service	Sales-Cores		0.00	
♦SO-FRT		Service	Sales-Frei...		0.00	
♦SO-LAB		Service	Sales-Labor		0.00	
♦SO-PARTS		Service	Sales-Parts		0.00	
♦SO-TAX		Service	Sales-Tax		0.00	