MicroSale and QuickBooks Integration

This one-way integration imports data from MicroSale into QuickBooks. The integration automatically imports your financial data directly into QuickBooks after the end of day close.

Imported data includes sales, service charges, taxes, discounts, paid-outs and payments.

Setting up QuickBooks integration in MicroSale

You must be on MicroSale Version 10.0.213 or higher and have an active subscription with QuickBooks Online before setting up the integration.

1   In MicroSale, log into the Managers Menu > Terminal Configuration > Misc System Configuration Page > **Quick Books** (located on toolbar)

2   Click on **QuickBooks**

> If you do not see QuickBooks as an option, your version of MicroSale does not support the integration. Please upgrade to Version 10.0.213 or higher.

3   Under Company Information, type in the credentials from your QuickBooks account

Example Account

Company Information	
Store Id	5206
Company Name	Cafe Brandon
Company Number	FL0202
Tag	Brandon FL 0202
CG	5206
	Save Company Info

Account Mapping

Transferrable POS data includes Category Sales, Bank Deposits, Discounts, Payments, Sales Tax and Paid Outs

Since this is a one-way integration *(MicroSale → QuickBooks),* it is important to type in the Account Names identically to the names used in QuickBooks. If the names do not match exactly, the data will not be properly transferred into QuickBooks.

1   Type in an **Account Name** (identically to an Account Name in QuickBooks) such as *Bev Sales*

2   Select **Save Name**

3   Repeat steps 1-2 until all account names are saved

4   Use the dropdown next to Account Name and select one of the saved Account Names

Account Mapping	
Account Name	Accounts Receivable
	Accounts Receivable
	Bev Sales
	Beverage Sales
	Discounts
	Food Sales
POS Data	Local Depository
	Paid Outs
Account Is	Sales Tax Payable

5   Select the dropdown next to POS Data and choose the appropriate data type that pertains to your Account Name (such as product mix sales data is in the POS data of Category Sales, the Account Name of Discounts use the POS data in Discounts, Accounts Receivable is in the POS data of Payments, etc.)

6   Example, if you are tracking Bev Sales, choose the POS Data of Category Sales and select (left click) all sections of your POS menu that applies to beverages

7   Choose the Account of Credit or Debit (in the QuickBooks program, the account names are assigned to credit or debit, choose the same account type in MicroSale)

8   Select **Save Map** when completed

9   Repeat steps 4-9 until completed

10 Exit the program when completed

You can use Test Export to ensure the integration is communicating to QuickBooks