

CATEREASE ADDENDUM

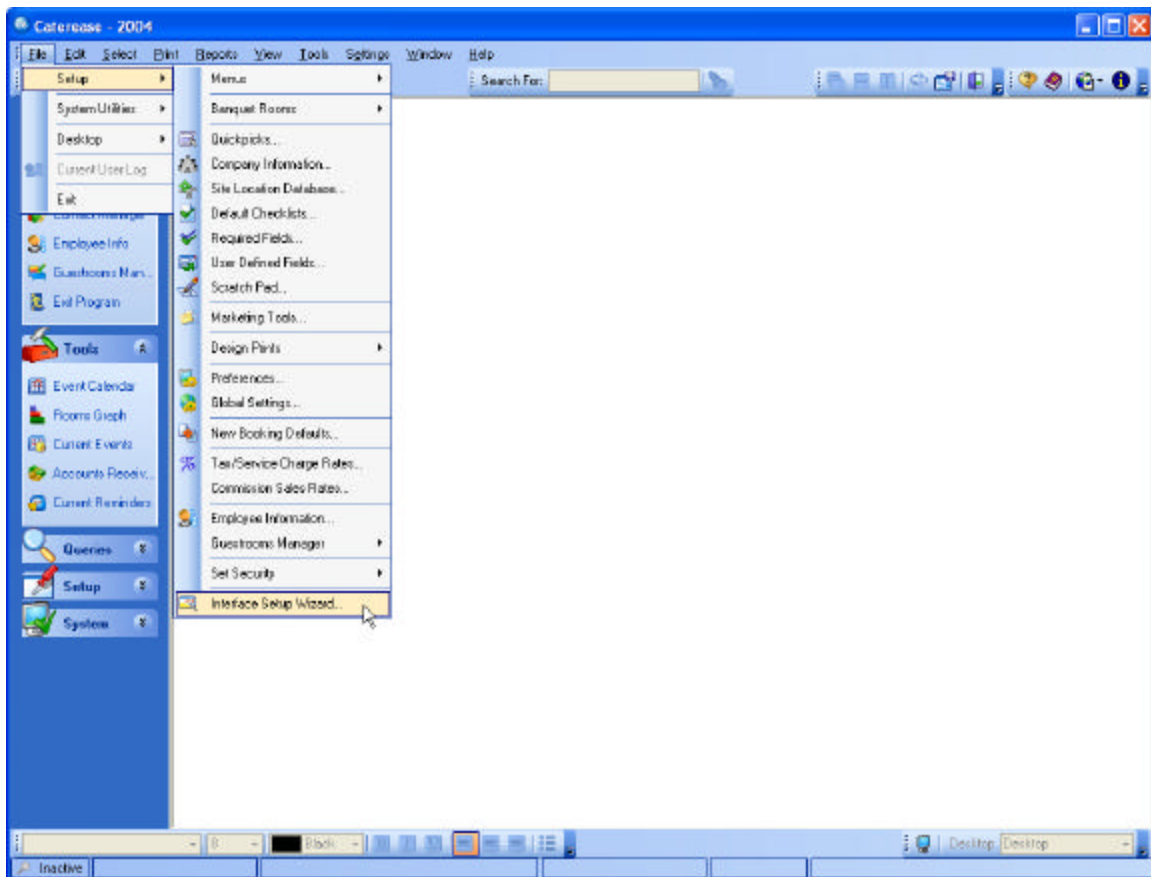
QuickBooks/Peachtree Interface

With the interface between Caterease and QuickBooks™ and Peachtree™, you can avoid repetitive typing of payment information and event information. Caterease

will export, on demand, all payment and sales information to the Accounting system you prefer.

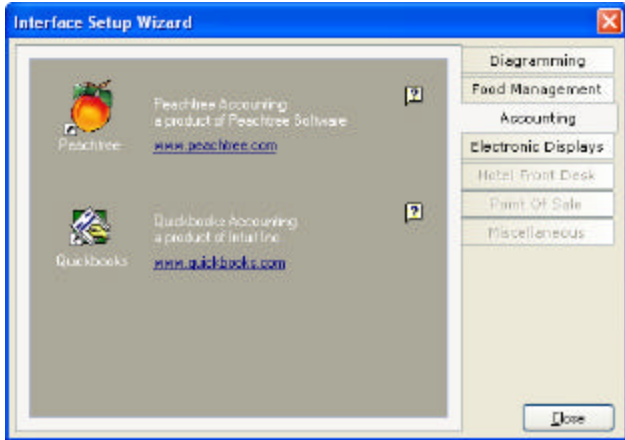
SETTING UP THE INTERFACE

Setting up the Caterease interface with QuickBooks™ and Peachtree™ is simple. From the file menu of the Caterease Main Screen, select *Setup - Interface Setup Wizard*. You will see the display shown below.



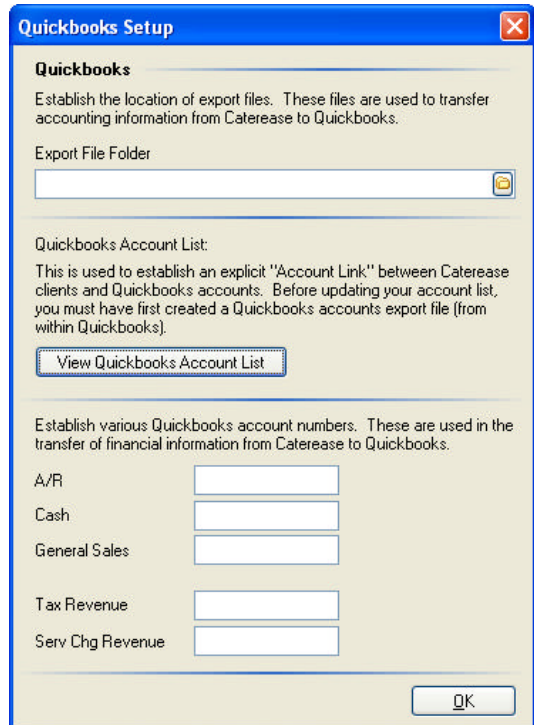
Select Accounting Software

Click the Accounting tab to select your choice of accounting software. See figure below.



Detailed Setup Options

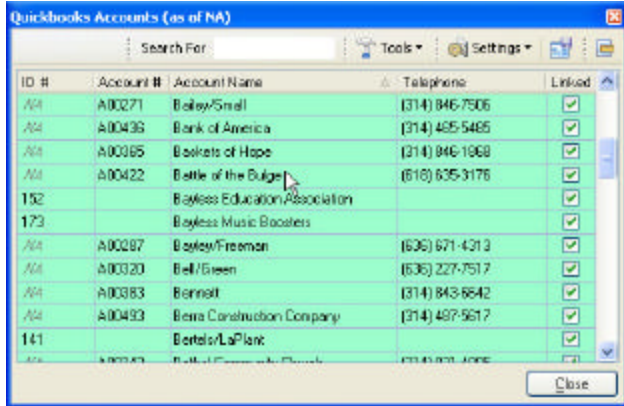
After clicking the icon for your accounting software, you will see a detailed setup screen. The caption on the title will reflect QuickBooks or Peachtree, depending on the icon you selected in the previous screen. You will be prompted for default folder locations and account number settings. Setting the folder location field will determine the folder location to which current event information will be exported. It may be modified by clicking on the folder to the immediate right of the text box and selecting a folder. A default file name will be assigned (such as **“GeneralJournal-3-20-03_1.csv”** for Peachtree users, or **“CE-4-28-03.iif”** (if you are a QuickBooks user.)



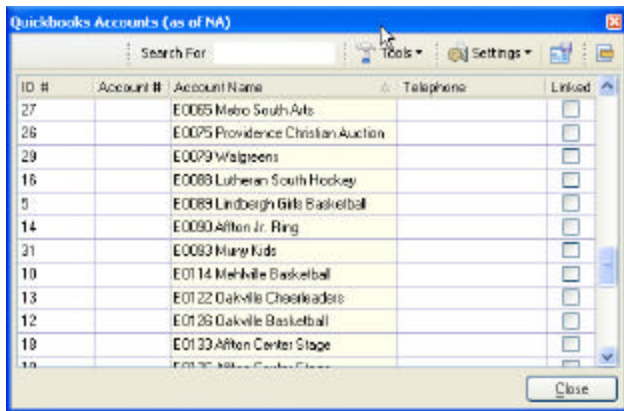
What follows is a detailed explanation of the Account List options and each of the QuickBooks/Peachtree account numbers.

QuickBooks/Peachtree Account List

Clicking on the button labeled *View QuickBooks Account List* (or *View Peachtree Account List*) will provide you a list in which you can compare the QuickBooks/Peachtree customer list to the Caterease customer list. This can be loaded from a customer export file you create from QuickBooks or Peachtree.



Clicking on the *Tools* button will prompt you to import the QuickBooks/Peachtree customer list, which the results are shown below.



QuickBooks/Peachtree Account Numbers

You will be required to enter in account numbers that correspond to your QuickBooks/Peachtree Chart of Accounts. These account numbers must contain a valid number. It cannot contain a zero or other data that does

not match your account list. Improper data entry here can have unpredictable results.

A/R Account

This is your “Accounts Receivable” account in QuickBooks/Peachtree. This account will be debited every time a payment is made with the amount of the payment and credited with the total Event Value. This unique account will listed as an A/R account in your Chart of Accounts file.

Cash Account

This is your “main checking” account in QuickBooks/Peachtree. This account will be credited every time a payment is made with the amount of the payment. This unique account will listed as a “Bank” account in your Chart of Accounts file.

General Sales

This is your “Sales” account in QuickBooks/Peachtree. You may group all of your sales income from Caterease into one account, such as your basic income account such as “Catering Sales” or “Sales” listed in your chart of accounts. This must be listed as an “Income” account in QuickBooks/Peachtree.

Tax Revenue

This is a “liability” account. Usually there is a default account “2200” categorized as “Other Current Liabilities” that is used for payment of local and state taxes. Tax income from Caterease will be directed to this account. If your QuickBooks/Peachtree Sales Tax account is a calculated field, you must create a new "Catering Sales Tax Income" account so that Caterease can send dollar amounts to that account number.

Service Charge Revenue

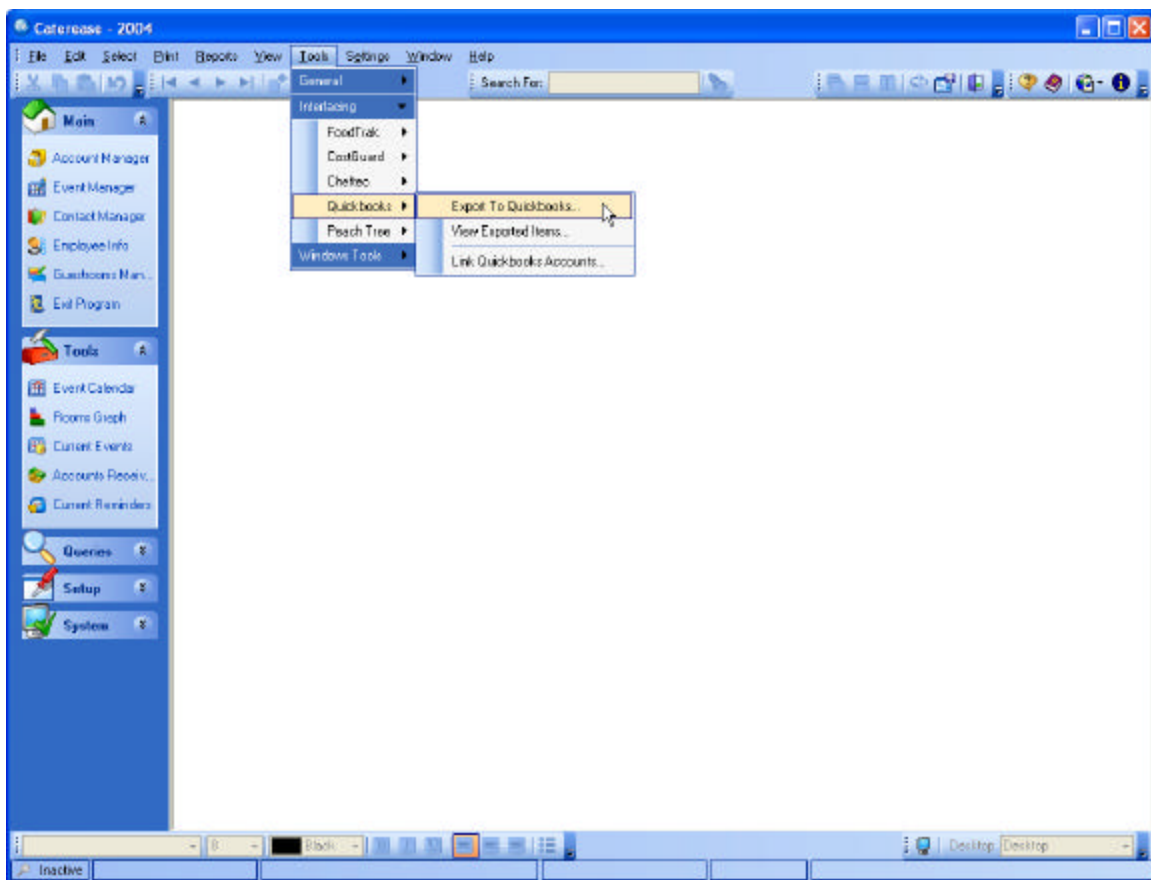
This is the account categorized as “Income” that will collect any Catering “Service Charges” or income from “Tips” or “Gratuity”.

EXPORTING DATA

Before you begin exporting data, we recommend running a backup in Caterease and a backup in your QuickBooks/Peachtree software. Additionally, you should create a new sample test company in your accounting software for use in importing data from Caterease. This way, you won't affect "real-time" accounting data as you are getting accustomed to exporting data from Caterease.

QuickBooks/Peachtree Interface Export

At anytime, you can create the export accounting file manually. From the Main Screen of Caterease, select *Tools- Interfaces – QuickBooks (or Peachtree) – Export to QuickBooks (or Peachtree)* from the Main menu.



Export Results

The following screen will display the data you are about to export. You may click 'OK' to continue exporting or 'Cancel' to stop the export process. Once data has been exported, it will be logged in a Caterase database and will not be eligible for export again.

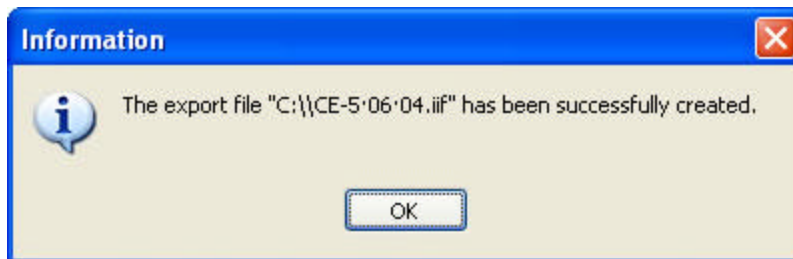
Event #	Date	Client	Acct Code	Amount	Description
Client : Central H.S. Reunion					
Type : Payments					
E00142	6/21/2003	Central H.S. Reunion	4500	150.75	Payments
E00142	6/21/2003	Central H.S. Reunion	5000	(150.75)	A/R
				0.00	
				0.00	
Client : Handley/Lammert Wedding					
Type : Sales					
E00283	6/21/2003	Handley/Lammert Wedding	5000	2,362.20	A/R
E00283	6/21/2003	Handley/Lammert Wedding	1000	(135.29)	Taxes
E00283	6/21/2003	Handley/Lammert Wedding	11100	(2,362.20)	Sales
E00283	6/21/2003	Handley/Lammert Wedding	22901	135.29	Sales
				0.00	
				0.00	
Client : O'Malley/Hahn Wedding					
Type : Sales					
E00214	6/21/2003	O'Malley/Hahn Wedding	5000	3,503.13	A/R
E00214	6/21/2003	O'Malley/Hahn Wedding	1000	(200.63)	Taxes
E00214	6/21/2003	O'Malley/Hahn Wedding	11100	(3,503.13)	Sales
E00214	6/21/2003	O'Malley/Hahn Wedding	22901	200.63	Sales

If no records were found, then you must adjust your criteria.

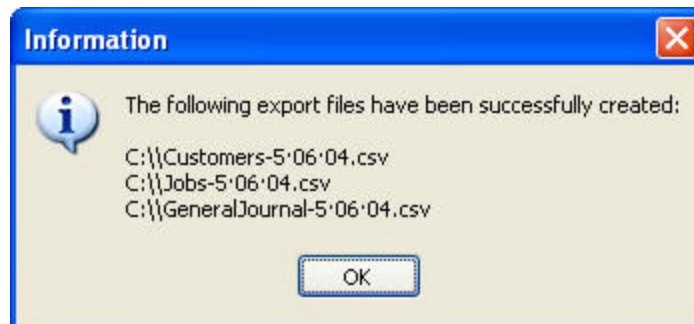
Event #	Date	Client	Acct Code	Amount	Description

Messages

A successful export of payment information will result in the following message:

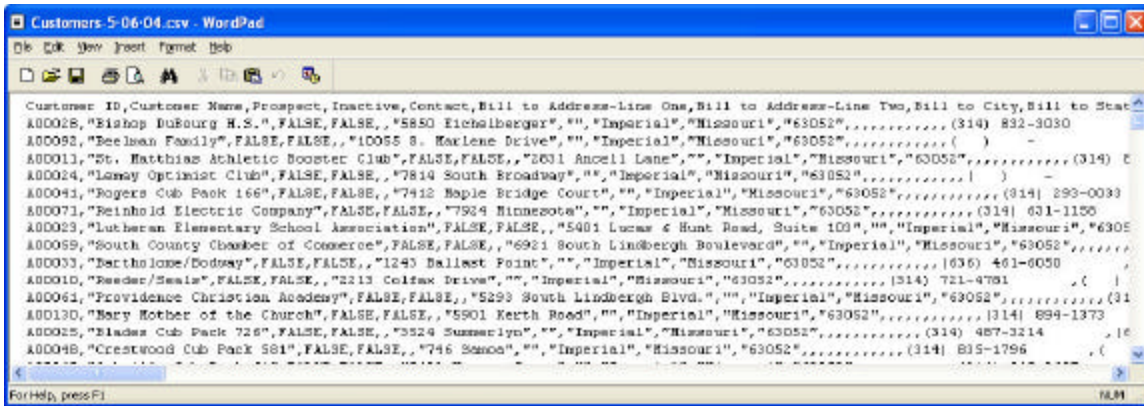


Note the file name in the message is "CE-5-06-04.iif". If you are a QuickBooks user, this is the file you will import to QuickBooks. If you are a Peachtree user, the file names will be "Customers-5-06-04.csv", "Jobs-5-06-04.csv", and "GeneralJournal-5-06-04.csv".

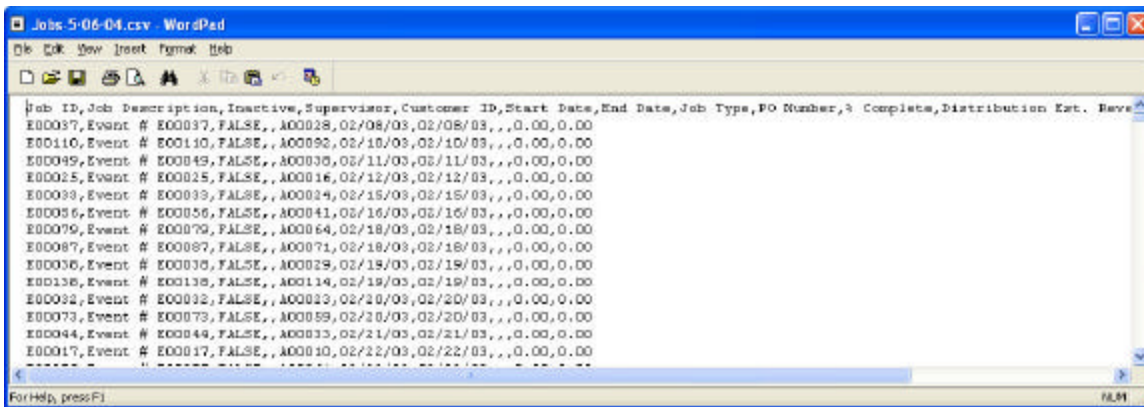


Peachtree Import files

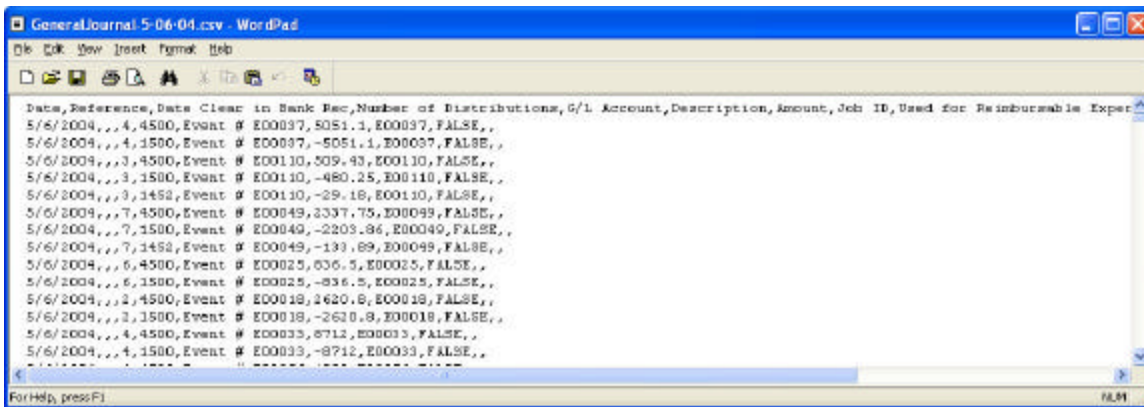
Customers-5-06-04.csv – the customer name and address (if new addition) that will be imported to the Customer List in Peachtree.



Jobs-5-06-04.csv – the event information data (Event number balance due) that will be imported to the Job List in Peachtree.



GeneralJournal-5-06-04.csv – the event financial data (payments, transactions) that will be imported to the Job List in Peachtree.

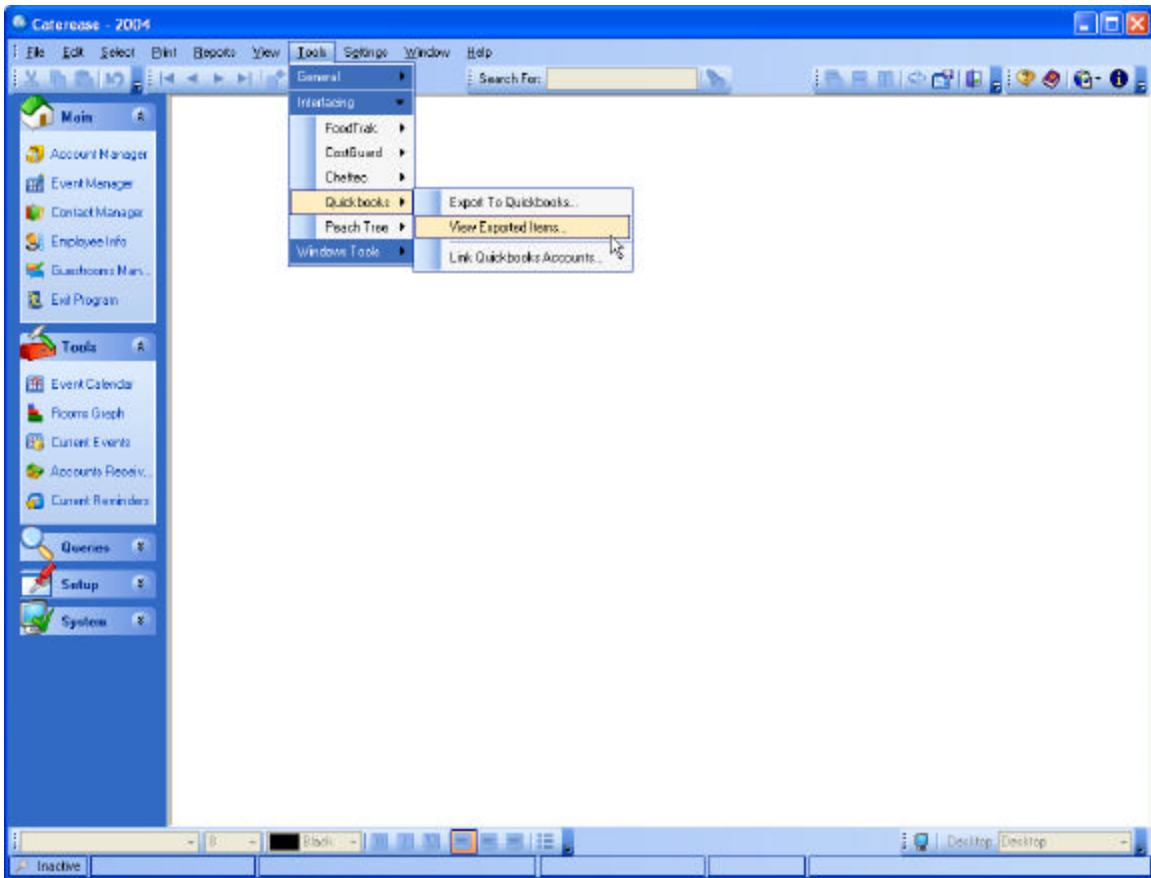


Duplicate Data

Caterease will prevent you from exporting duplicate data (e.g. exporting the same information twice) into your accounting program. Caterease will not, however, prevent you from importing the same file twice into your accounting program. Take care when importing data, writing down import file names and time that they were imported.

Export Log

Caterease will maintain a log of exported transactions. This log will not only serve as a check to prevent data from being exported twice, but also let the user know what data was exported when. To review this log, click *Tools – Interfacing - QuickBooks (or Peachtree) - View Exported Items*.



Reviewing and Editing Exported Data

Caterease will provide a log of “exported transactions” which you may export to your favorite spreadsheet, text, or HTML editor. You have full use of the Caterease grid features, such as the “Group By Box” and “Field Chooser” which can assist you in locating exported transactions.

The screenshot shows a window titled "Quickbooks Exports From 2/1/2004". It features a toolbar with a "Delete Exported Event" button and a "Settings" dropdown. Below the toolbar is a grid with columns: Event #, Date, Client, Acct Code, Amount, Description, and Export Date. The data is organized into three main sections, each starting with a "Client" header and a "Type : Sales" sub-header.

Event #	Date	Client	Acct Code	Amount	Description	Export Date
Client : AB Retirees Senior Club						
Type : Sales						
E00368	12/10/2003	AB Retirees Senior Club	11100	3,174.83	A/R	2/5/2004
E00368	12/10/2003	AB Retirees Senior Club	30101	(2,993.00)	Sales	2/5/2004
E00368	12/10/2003	AB Retirees Senior Club	22900	(181.83)	Taxes	2/5/2004
E00368	12/10/2003	AB Retirees Senior Club	22901	(181.83)	Taxes	2/5/2004
E00368	12/10/2003	AB Retirees Senior Club	22900	181.83	Sales	2/5/2004
				0.00		
				0.00		
Client : Alexian Health Systems						
Type : Sales						
E00231	12/5/2003	Alexian Health Systems	11100	5,058.75	A/R	2/5/2004
E00231	12/5/2003	Alexian Health Systems	30101	(2,745.00)	Sales	2/5/2004
E00231	12/5/2003	Alexian Health Systems	30102	(1,788.75)	Sales	2/5/2004
E00231	12/5/2003	Alexian Health Systems	30109	(525.00)	Sales	2/5/2004
				0.00		
				0.00		
Client : American Welding Society						
Type : Sales						
E00272	12/12/2003	American Welding Society	11100	2,240.40	A/R	2/5/2004

Export Entry Deletion

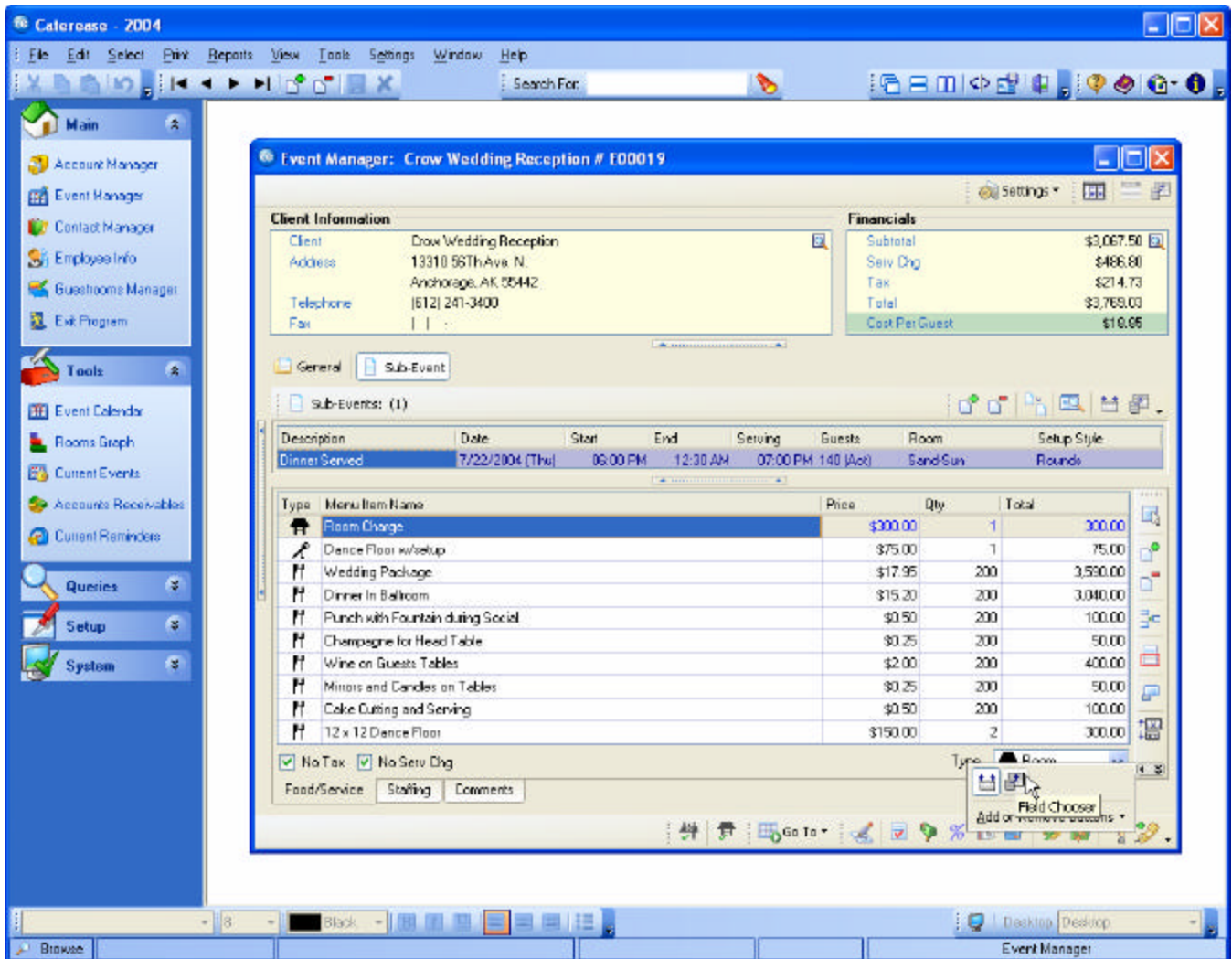
In rare occurrences the export file may become lost or damaged. In these scenarios it may be necessary to export the data from Caterease twice. The “Delete Exported Event” button located in the top left section will allow you to delete event data that has already been exported. **Take extreme caution when performing this operation. When in doubt, contact Caterease technical support.**

Caterease adjustment transactions

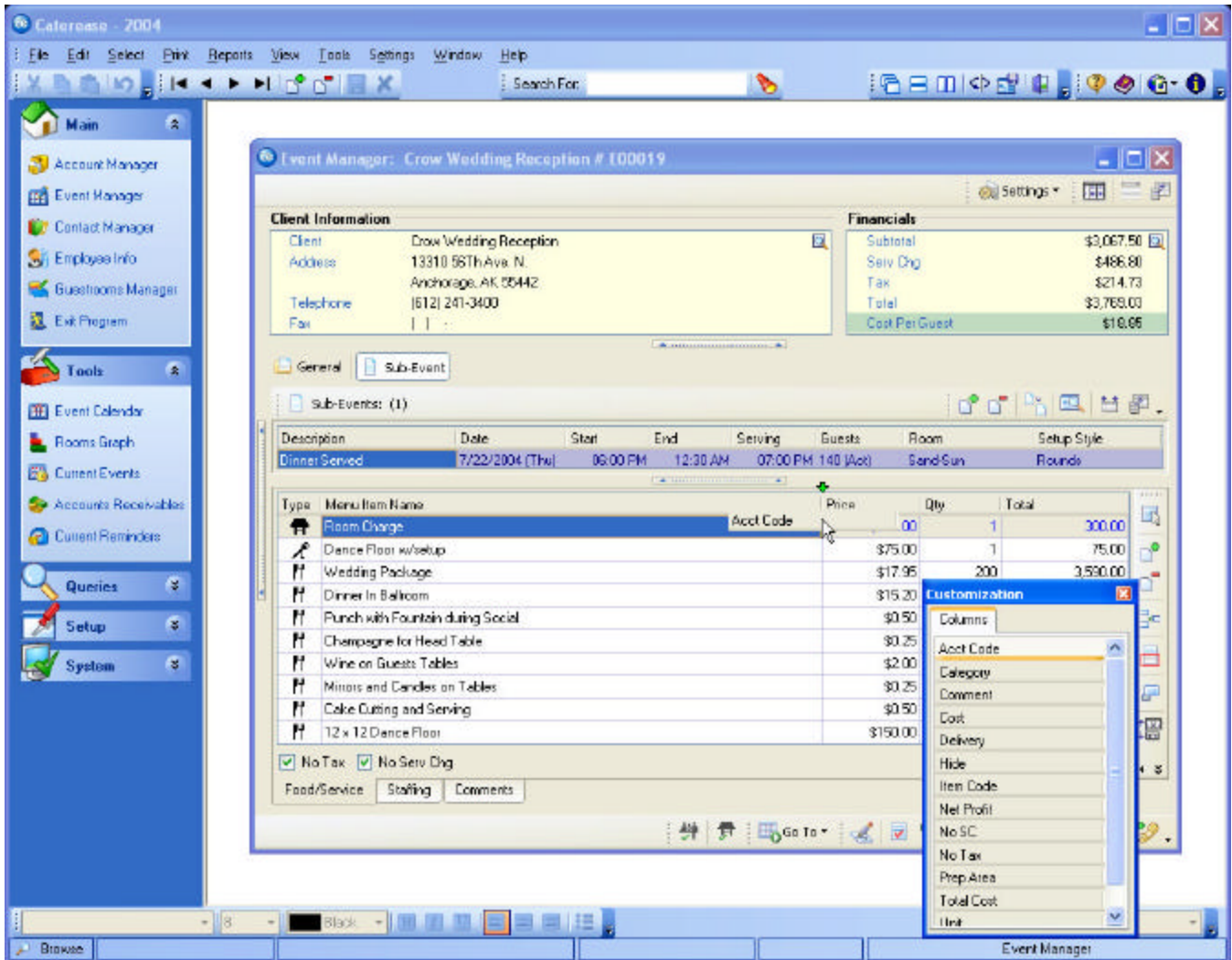
When you export event data, you are still able to modify the event in Caterease. Suppose that there was a financial adjustment, perhaps an overpayment or underpayment on the event. Simply modify the event data as you normally would and run the export again. Caterease will export the changed information only as an adjustment transaction to QuickBooks or Peachtree.

Overriding Default Account Codes

If you wish to override the default account codes on a specific menu item, you may use the “Account Code” column in the food service line item in your Event Manager. Click on “Field Chooser” as depicted below –



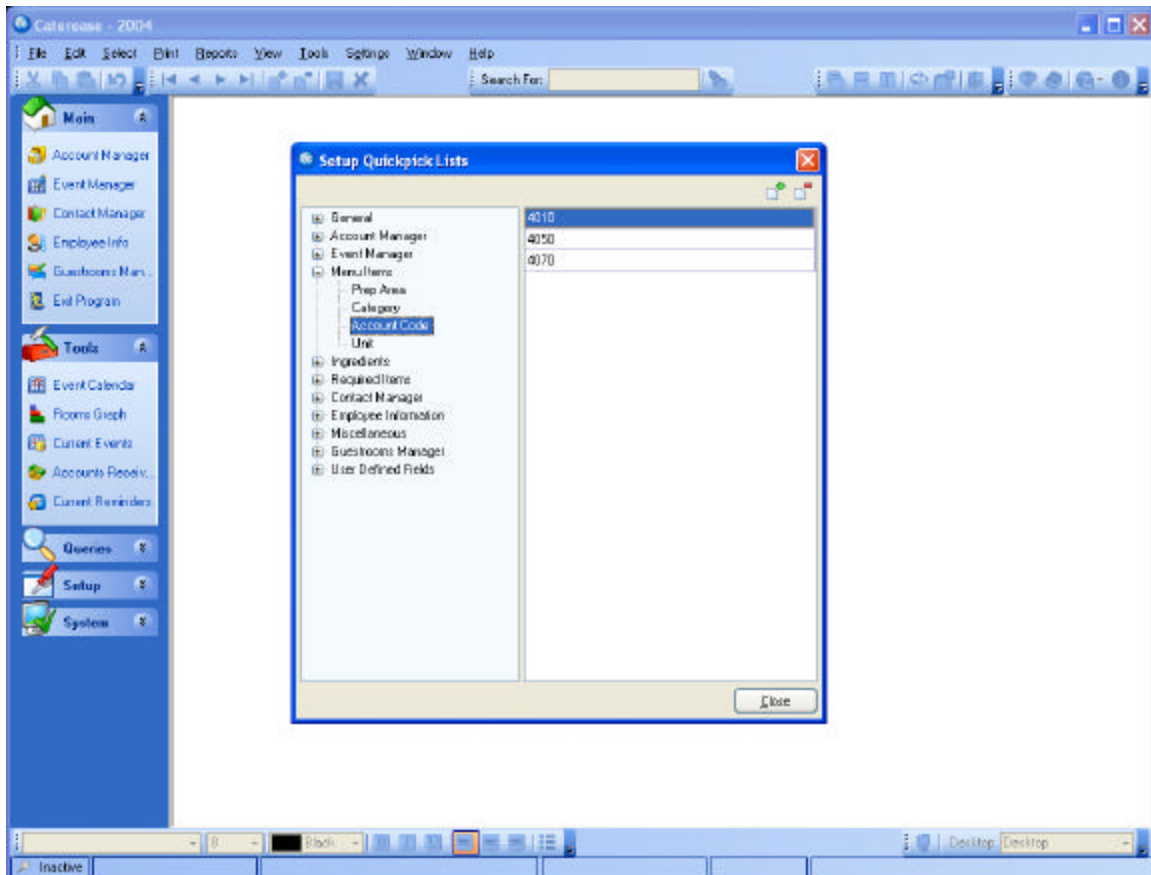
When the 'Customization' box appears, drag the column 'Acct Code' to your menu items column header



Note the new column 'Acct Code' – use this to send your Quickbooks/Peachtree chart of accounts number for each menu item. You may also place these Account Codes into your Caterase Quickpicks for easy access.

Setup of Caterease Account codes in Quickpicks –

Click *File – Setup – Quickpicks*. Click the plus sign next to Menu Items, then choose Account Code.



Export File Format

The QuickBooks™ and Peachtree™ Export function will export the file “*receipts.csv*” or “*quickbks.iif*” to the folder of your selection with the file format(s) specified in your QuickBooks™ and Peachtree™ Users Guide. You may review the file contents using your favorite text editor or spreadsheet editor. Please do not alter the contents of these files without consulting your appropriate user’s guide. Horizon Business Services will not provide support if the content of these files have been altered in any way.

WARNING!

Backup all data in QuickBooks/Peachtree following the manufacturer’s instructions before attempting to interface Caterease to your accounting software. Caterease cannot be held responsible for any data loss or duplicate entries in your accounting software.