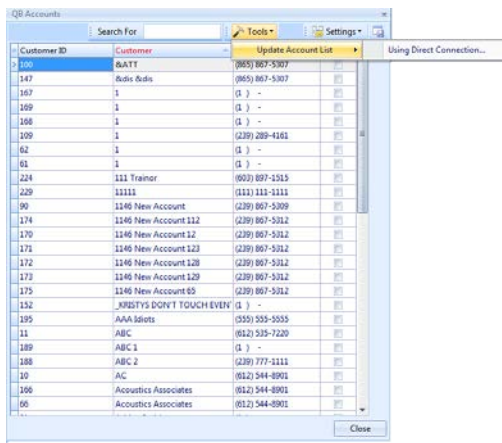
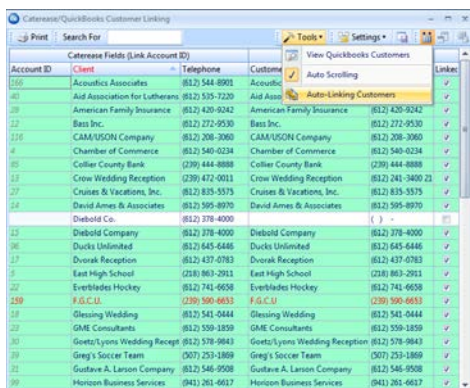


## Link Customers into QuickBooks

1. From the QuickBooks Setup window, click the **Customer List** button, located in the Setup area of the window.
2. Click the **Tools** button and choose **Update Account List > Using Direct Connection**.



3. Click **OK** at the confirmation prompt, and click **OK** again at the information prompt which follows.
4. When finished, click **Close**.
5. From the **Select** ribbon tab on your Caterease screen, click the **Interfacing** button and choose **Link QuickBooks Customers**.
6. From the **Tools** button, choose **Auto-Linking Customers**.



7. Click **Yes** at the confirmation prompt.  
**Note:** Accounts that are spelled identically in both programs are automatically linked.

## Establish Item List Linking

1. From the QuickBooks Setup window, click the **Item List Linking** button, located in the **Item Lists** area of the window.  
**Note:** The first time **Item List Linking** is clicked, you will be prompted to import the **Item List**.
2. Associate the Caterease Food/Service Item Types to the QuickBooks Items by selecting an option from the drop-down list to the right of each field.
3. Associate the Item Names from QuickBooks for your Caterease Taxes, Gratuity, and Service Charge.
4. Click the **Refresh Pay Methods** button to update your list of payment methods.
5. **[Optional]** Click the **Link Caterease & QuickBooks Pay Methods** button to establish a specific account into which a payment of each payment method should be deposited.



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catering & event management software

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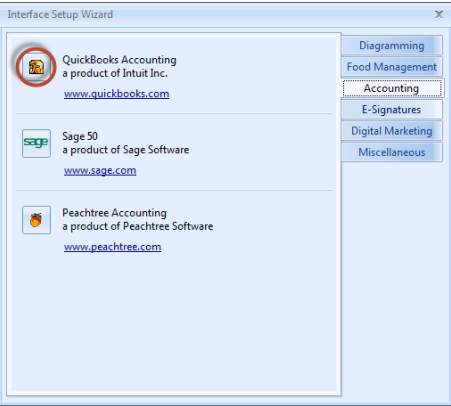
Quick Reference  
Guide:  
QuickBooks Online



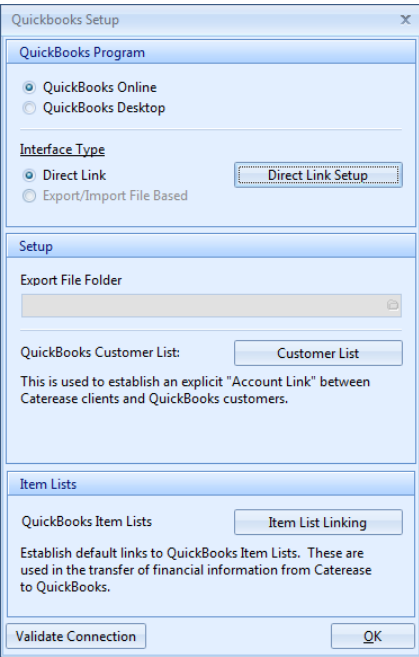
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Add QuickBooks Online to Caterease

- 1. Click the **Administration** ribbon tab, located at the top of your screen.
- 2. Click the **Options** button and choose **Interface Wizard Setup**.
- 3. Click the **QuickBooks Accounting** button, located on the **Accounting** tab.

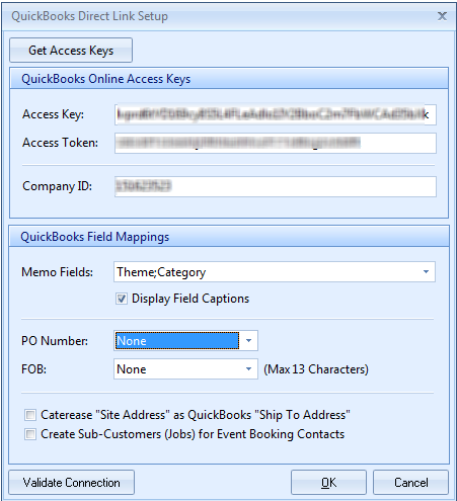


- 1. From the QuickBooks Setup window, click the **QuickBooks Online** radio button and then click the **Direct Link Setup** button.

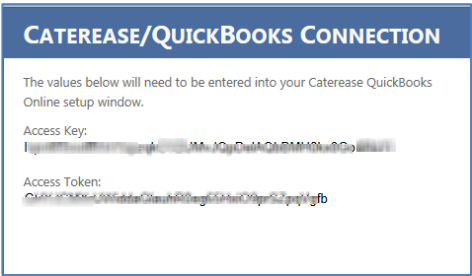


Obtain the Access Key and Access Token

- 1. From the QuickBooks Direct Link Setup window, click the **Get Access Keys** button, located at the top left-hand side of the window.



- 2. Click the **Connect to QuickBooks** button from the Caterease/QuickBooks Connection window.
- 3. Click the **Authorize** button on the subsequent screen.  
**Result:** Your Access Key and Access Token display in the original browser window launched by Caterease (this can sometimes be in the background).

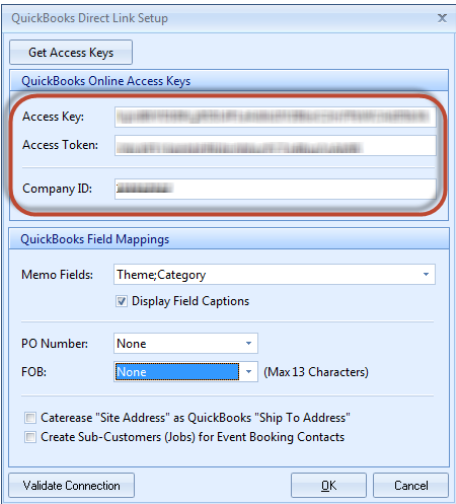


Obtain the Company ID

- 1. Click the **Your Account** tab at the top of the QuickBooks splash screen, and then choose **Your Account** from the drop-down list. Your Company ID will display on the left-hand side of the screen, towards the top.

Fill out the Access Information

- 1. Enter the Access Key, Access Token, and Company ID into the fields provided.



- 2. Map the Caterease/QuickBooks fields as desired by choosing from the drop-down options to the right of each field.
- 3. Click the **Validate Connection** button.
- 4. Click **OK**, and then click **OK** again at the QuickBooks Direct Link Setup window.

<b>Memo Field</b>	Choose which fields you want to appear in the Memo field in QB. Click <b>Display Field Captions</b> to also display the Caterease field name.
<b>PO Number</b>	Choose which field you want to appear in the PO Number field in QB.
<b>FOB</b>	Choose which field you want to appear in the FOB field in QB. Note: This field is not to exceed 13 characters.
<b>Other Options</b>	Optionally choose to have the Site Address in Caterease default as the Ship-To Address in QB, as well as whether the Booking Contact of an event in Caterease should be used as a Sub-Customer (or "Job") in QB.