

1X

ONE TIME

- Turn on Quickbooks Integration
- Link Quickbooks and My Food Program
- Designate Liability and A/P Accounts
- Match Quickbooks Vendors and My Food Program Sites

To Turn on Quickbooks Integration:

- Click on “Setup” from the main sponsor dashboard.
- Click on the “Sponsor Setup” button.
- Scroll down to Payment Integration and select Quickbooks from the drop-down menu for Integration Type.
- Click “Save” and return to the Setup menu. There should now be a “Connect to Quickbooks” button.


To Link My Food Program and Quickbooks:


- Click on “Connect to Quickbooks”. NOTE: you will need your Quickbooks username and password.
- Click on the “QB Connect” button and login to Quickbooks.
- You will now return to the My Food Program page with a connection confirmation at the top.
- You will also see information for your access token which may need to be renewed every few months.
- There is also a “Disconnect Quickbooks” button that you can use at anytime.

To Designate Liability and A/P accounts:

- You will need to select your Liability and Accounts Payable accounts and click on Save.

Sponsor Connected to Quickbooks Company Sandbox Company_US_2
The access tokens will need to be renewed after 05/16/2021 17:03:51 CDT


 Reset Authentication


 Disconnect Quickbooks

Billing Accounts

Account Name	Number	Description	Use Account for Site Bills
Reimbursement Pass-Through		Reimbursement Owed to Sponsored Centers and Providers	<input type="checkbox"/>
State Sales Tax Payable			<input type="checkbox"/>

A/P Accounts

Account Name	Number	Description	Use Account for Site Bills
Accounts Payable		Money Owed to Vendors	<input type="checkbox"/>

Process Claim: Quickbooks Initial Setup and Paying Bills



To Match your Quickbooks Vendors and your My Food Program Sites:

- Click on “Sites” from the main sponsor dashboard and select the name of your site.
- Click on the “Link to Quickbooks” button.
- You will see a list of the active vendors in your Quickbooks account. Select the one that matches your site within My Food Program.
- Click on the green “Save” button.

Quickbooks Vendors for company Sandbox Company_US_2

Vendor Name	Use Vendor
Example Center 1	<input type="checkbox"/>
Example Center 2	<input type="checkbox"/>
Example Provider 1	<input type="checkbox"/>
Example Provider 2	<input type="checkbox"/>
Example Provider 3	<input type="checkbox"/>
Example Provider 4	<input type="checkbox"/>
Example Provider 5	<input type="checkbox"/>

[Save](#)



MONTHLY

- Mark Claims as Paid to Send Bills from My Food Program to Quickbooks
- Pay Bills in Quickbooks

To Mark Claims as Paid to Send Bills from My Food Program to Quickbooks:

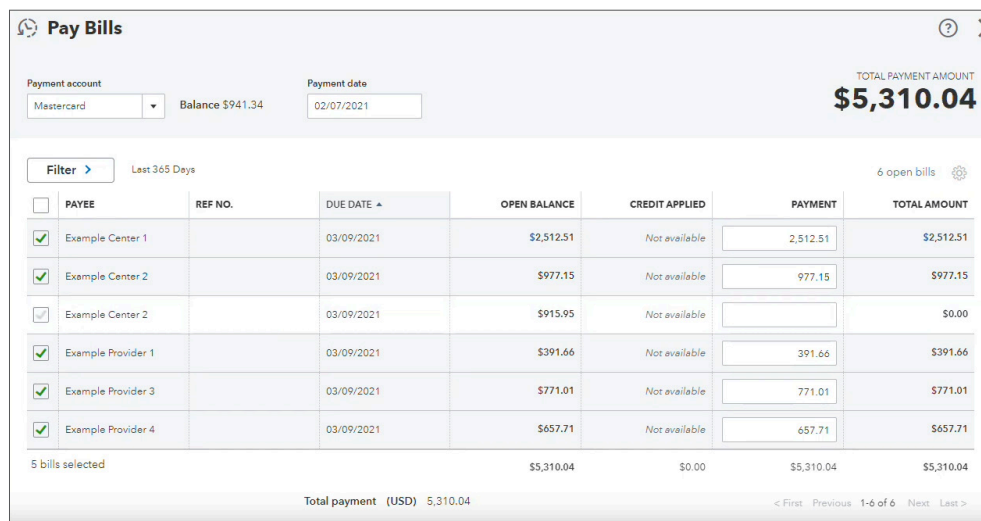
- Click on “Claims” on the main sponsor dashboard and then select “Claim Payments”.
- In the upper-right hand corner select a month with claims already created.
- A list will populate with every site that a claim was created for the selected month. This list includes:
 - Site Name; Site ID; Site Type; Claim Type
 - Includes
 - Original Claim
 - Adj Only: a claim adjustment created after the original claim was paid.
 - Original Claim + Adj: a claim adjustment created before the original claim was paid.
 - Total Claim: this field is editable and initially displays our estimate. It is recommended that you change this value to the amount of reimbursement provided by your state agency as differences in rounding protocols sometimes means our estimates are off.
 - Operating Funds: similar to Total Claim field. Not applicable for Family Day Care Homes.
 - Payment to Site Amount
 - Paid: check individually or all at once using the top checkbox.
 - Date/Time: this will be added once you click save.
 - External Bill ID: this will be added on save and matched to Quickbooks.
- Click the green “Save” button in the upper-right hand corner. NOTE: Once you click save the software will prevent any paid claims from ever being rolled back.
- You have the option to export this data as a spreadsheet by selecting Paid, Unpaid or All from the drop-down menu in the upper-left hand corner of the screen and clicking “Export as .csv”.
- NOTE: any changes made to claim amounts on this screen will be reflected in the Site-Level Claim Summary Report, Sponsor-Level Claim Summary Spreadsheet and the Nonprofit Food Service Account Status.

Payments to Sites										
Site Name	Site ID	Site Type	Claim Type	Includes	Total Claim	Operating Funds*	Payment to Site Amount	Paid <input type="checkbox"/>	Date/Time	External Bill ID
After School Program	C067	After School Program	ARAM	Original Claim	123.01	105.33	\$105.33	<input type="checkbox"/>		
Child Care Center Example 1	81	Child Care Center	CACFP	Original Claim	2878.45	2480.38	\$2,480.38	<input type="checkbox"/>		
Child Care Center Example 2	36	Child Care Center	CACFP	Original Claim	992.00	851.43	\$851.43	<input type="checkbox"/>		
Family Child Care Home Example 1	313	Family Child Care Home	CACFP	Original Claim	\$330.19		\$330.19	<input checked="" type="checkbox"/>	01/29/2021 15:43:21 EST	
Family Child Care Home Example 2	217	Family Child Care Home	CACFP	Original Claim	1460.42		\$1,460.42	<input type="checkbox"/>		
Family Child Care Home Example 3	448	Family Child Care Home	CACFP	Original Claim	356.16		\$356.16	<input type="checkbox"/>		
Family Child Care Home Example 4	318	Family Child Care Home	CACFP	Original Claim	\$394.86		\$394.86	<input checked="" type="checkbox"/>	01/29/2021 15:31:55 EST	

Process Claim: Quickbooks Initial Setup and Paying Bills

To Pay Bills in Quickbooks:

- Login to your Quickbooks account.
 - Click on “+ New” in the upper left-hand corner and select “Pay Bills” under Vendors.
 - You will see a list of all your bills which you can either select all using the top button or select individually.
 - Click the green “Schedule payments online” button. You will be taken to the Bill Pays page.

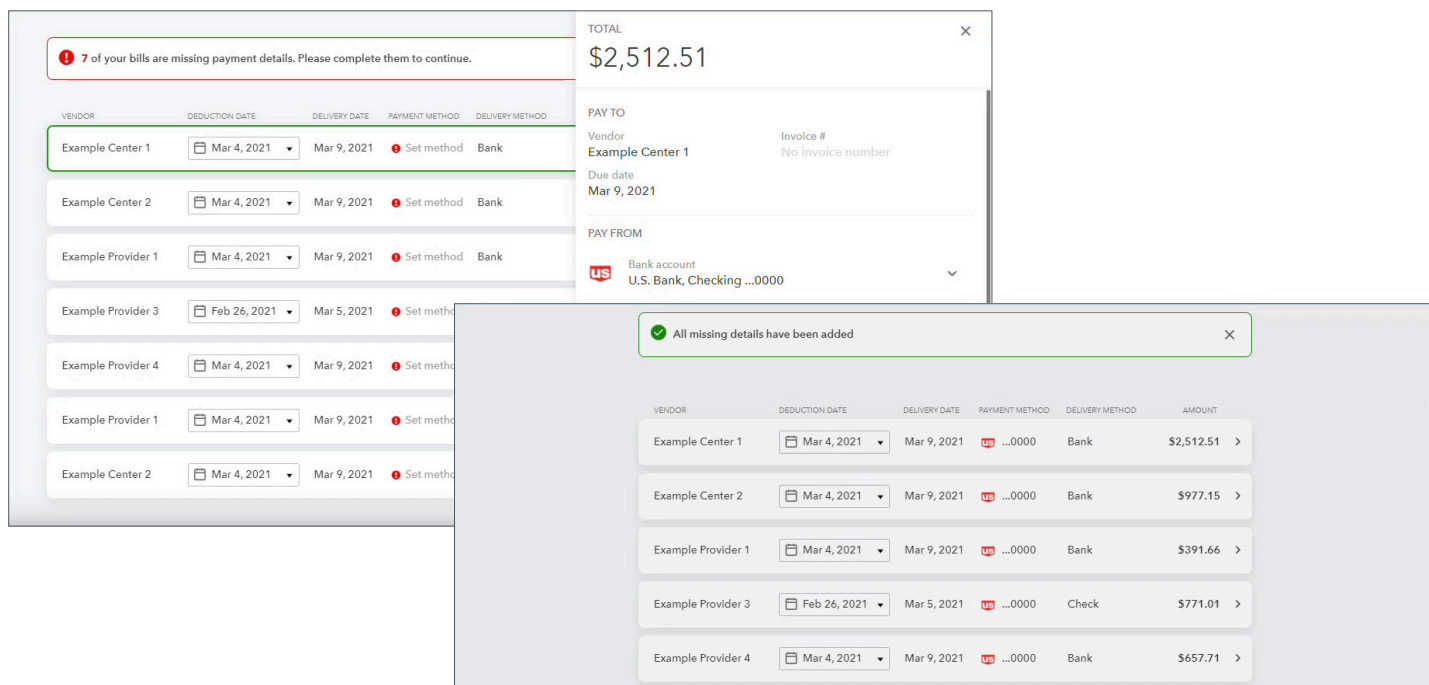


<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Example Center 1		03/09/2021	\$2,512.51	Not available	2,512.51	\$2,512.51
<input checked="" type="checkbox"/>	Example Center 2		03/09/2021	\$977.15	Not available	977.15	\$977.15
<input type="checkbox"/>	Example Center 2		03/09/2021	\$915.95	Not available		\$0.00
<input checked="" type="checkbox"/>	Example Provider 1		03/09/2021	\$391.66	Not available	391.66	\$391.66
<input checked="" type="checkbox"/>	Example Provider 3		03/09/2021	\$771.01	Not available	771.01	\$771.01
<input checked="" type="checkbox"/>	Example Provider 4		03/09/2021	\$657.71	Not available	657.71	\$657.71

5 bills selected

Total payment (USD) 5,310.04

- For each bill, select the account you want to use as your Payment Method and confirm the Delivery Method. Check and ACH payments have no fees, while Credit Card payments incur a processing fee.
- Once you have confirmed all the bills, click on the green “Schedule all payments” button at the bottom.
- You will have the option to email the receipt to your centers or providers stating the amount, date and delivery method for their payments.



7 of your bills are missing payment details. Please complete them to continue.

VENDOR	DEDUCTION DATE	DELIVERY DATE	PAYMENT METHOD	DELIVERY METHOD	AMOUNT
Example Center 1	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$2,512.51
Example Center 2	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$977.15
Example Provider 1	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$391.66
Example Provider 3	Feb 26, 2021	Mar 5, 2021	Set method	Check	\$771.01
Example Provider 4	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$657.71
Example Provider 1	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$391.66
Example Center 2	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$977.15

TOTAL \$2,512.51

PAY TO
Vendor: Example Center 1
Invoice #: No invoice number
Due date: Mar 9, 2021

PAY FROM
Bank account: U.S. Bank, Checking...0000

All missing details have been added