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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

 

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"/> |

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 Using Any of Their [Payment Apps](#)

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 | | | | | | | | | | |
|----------------------------------|---------|------------------------|------------|----------------|-------------|------------------|------------------------|-------------------------------------|-------------------------|------------------|
| | | | | | | | | | | 12/01/2020 |
| All | | | | | | | | | | Export as .csv |
| | | | | | | | | | | Save |
| Site Name | Site ID | Site Type | Claim Type | Includes | Total Claim | Operating Funds* | Payment to Site Amount | Paid | 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 | |