

Total Party Planner QuickBooks Interface Guide

A simplified step-by-step guide...

Total Party Planner will recreate an invoice in QuickBooks very similar as it appears in Total Party Planner, including all menu, beverage, rental, staffing, taxing, and service charge detail.

1. Install QuickBooks Support Files

The QuickBooks support files allow Total Party Planner to communicate directly with your QuickBooks company file.

- Insert the Total Party Planner installation CD. The installation program should start automatically. If not, go to My Computer and double-click the purple icon on the CD-ROM drive.
- Click the '**Install Software**' button.
- Click the '**Install QuickBooks Support Files**' button.

2. Opening the QuickBooks Interface

- Open your QuickBooks company file as normal, however, you must be logged in as an Administrator. *QuickBooks must be running for Total Party Planner to export data.*
- From Total Party Planner, select '**BusinessQuickBooks Interface**' from the menu bar.
- The '**Total Party Planner QuickBooks Setup**' window will appear (this window can be opened by clicking the '**Setup**' button from the Total Party Planner QuickBooks interface Toolbar).
- Find your QuickBooks company file (the one currently opened in QuickBooks) by clicking the '**Browse**' button. If you do not know the location of your QuickBooks company file, please see your administrator.
- Once you have found your company file from the explorer window and click the '**Save**' button.
- Click the '**Save & Close**' button.

3. Selecting Invoices to Export

- Click the '**Export Invoices**' button from the Toolbar.
- The QuickBooks security window will appear showing the certificate status for our company. Allow Total Party Planner access to the file by choosing the '**Yes, Always**' button. The '**Select Export Events**' window appears.
- By default, the data grid rows are loaded with the *last & current months* Events. The date range can be updated by changing the dates inside the '**Dates**' frame. If the grid still shows no data, Change the status of Events displayed via the drop-down list inside the '**View Status:**' frame.
- Put a check mark (by clicking the row) in the first column of the grid labeled '**Sel**' for the invoice(s) to be exported. Multiple rows may be selected for export.
- Assign a QuickBooks tax value for each invoice checked. Note that the tax that you assigned in Total Party Planner is shown in the grid under the column labeled '**TPP Tax**'. There are two ways to assign a QuickBooks Event tax.

1. Use the '**Default Event Tax**' drop-down box to quickly assign a single tax to **ALL** the selected Events.
 2. Assign taxes individually at the Event level. The tax value is assigned *for each selected row* under the column labeled '**QkBks Tax**'. Click that row column for a list of QuickBooks takes to select from.
- Click the '**Export Sel. to QuickBooks**' button.

4. *The Export Process Prompts*

New Clients

- If a Total Party Planner Client does not exist in QuickBooks, the '**Define QuickBooks Name**' window appears.
- Type in the company name you would like to save this client as in the '**Customer Name**' field, or simply leave the default value.
- Click the '**Assign**' button.

New Items (Menu, Beverage, Miscellaneous, Staff, etc.)

- If a Total Party Planner item does not exist in QuickBooks the '**QuickBooks Account Select**' window appears.
- Type in the name of the item in the '**Item Name:**' text box, or simply leave the default value.
- Select the '**Account Type**' as Service and any valid **SALES** '**Account**' (you cannot export to accounts receivable, accounts payable, liability, etc accounts!). If the new item should be listed under a sub-account of the selected account, check the 'Sub-item of:' checkbox.
- Select the appropriate tax code (item is taxable or non-taxable) from the '**Tax Code:**' drop-down list.
- Click the '**Assign**' button.

5. *Your finished!*

Once the invoice has been exported the '**Invoice Display**' window appears. This screen displays the detail line items of the new QuickBooks invoice.

- Click the '**OK**' button to continue exporting any other selected invoices, or end the exporting process.

Discrepancies

After exporting Total Party Planner details to QuickBooks, there may be discrepancies in the totals between the two applications. You will be warned that a difference was found.

- Click the '**Export Discrepancies**' button on the Toolbar.
- The detail grid columns list the Invoice #, Total Party Planner Total, QuickBooks Total, and the date the invoice was exported to QuickBooks. Use this information to research the invoices in both applications. Some common mistakes are:
 1. Incorrect Event tax assigned, perhaps the Event was marked exempt in Total Party Planner.
 2. Incorrect tax declaration (taxable or non taxable) at the *item* level.

3. The service charge was not marked as taxable in QuickBooks.

Fixing Discrepancies

There is no way to automatically detect and correct an invoice discrepancy. Once exported to QuickBooks, you must research and fix the invoice record in QuickBooks, or delete the invoice and export it again. When the error is fixed, click the '**I Fixed It**' button to remove the record from the grid.