

Register Quick Setup Guide

Configuring FreshBooks Integration

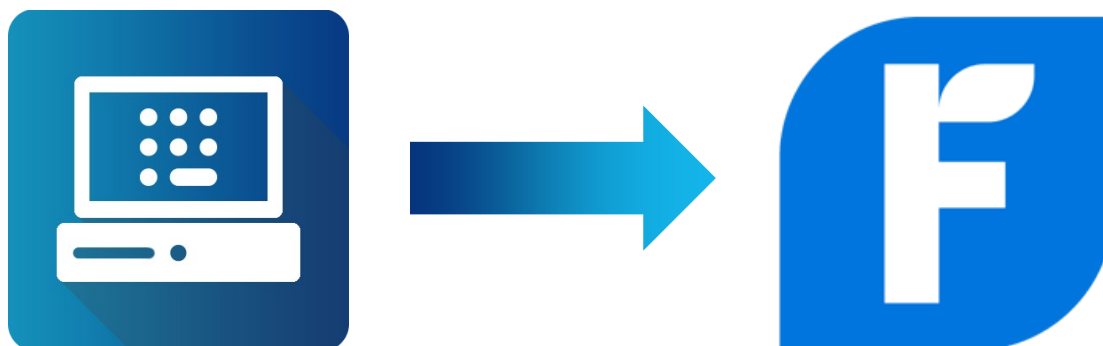
July 2022



register

FreshBooks Integration Overview

This quick start guide will walk you through how to setup your Register account and configure the FreshBooks accounting integration.



Once configured Register will submit sales totals by each tax rate and by each tender type automatically to your FreshBooks account (i.e. 5% tax on cash sales, 20% tax on cash sales, 5% tax on card sales and 20% tax on card sales), this process will automatically run just after midnight for the previous days trading and any previous unsubmitted transactions (for the odd occasion where you might have had offline transactions). For example, Tuesdays sales between 9am – 6pm will be submitted on Wednesday between 00:00 – 01:00.

Each days Register sales will be pushed to FreshBooks as 'Other Income Payments' with Register refunds also included in these, a full breakdown can be seen in the 'General Ledger' report in FreshBooks.

Before connecting your Register and FreshBooks accounts, you will first want to ensure you have all your stores, tender types and tax rates configured in Register as this data is 'mapped' to your accounts within FreshBooks. You may also wish to speak with your accountant / bookkeeper prior to setting up the integration.

Payments

More Actions

Invoice Payments
Checkout Link Payments
Other Income

All Other Income

Filters

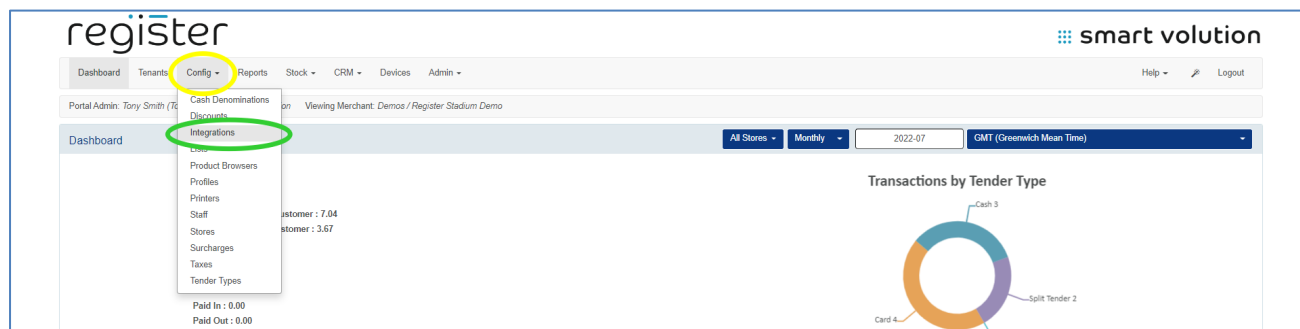
Source / Category	Payment Date	Client / Description	Amount
Store 1	20/07/2022	TAX £7.88	£52.70 GBP
In-Person Sales	Credit Card	Till Sales	Store 1 card
Store 1	20/07/2022	Till Sales Store 1 cash	£40.68 GBP
Store 1	23/06/2022	Till Sales Store 1 card	£13.00 GBP
Store 1	26/05/2022	Till Sales Store 1 cash	£84.50 GBP
Store 1	09/05/2022	Till Sales Store 1 card	£13.75 GBP
Store 1	06/05/2022	Till Sales Store 1 card	£12.00 GBP
Store 1	04/05/2022	Till Sales Store 1 card	£106.35 GBP
Store 1	04/05/2022	Till Sales Store 1 cash	£191.25 GBP

General Ledger			
Manual Push For 1 Jul 2022 - 31 Jul 2022			
Petty Cash (1000-1) Cash			
Transaction / Reference	Date / Note	Debit	Credit
Other Income	3 Jul 2022		
Other Income	Andover; Andover cash	203.98	
Other Income	3 Jul 2022		
Other Income	Andover; Andover card	298.28	
Other Income	3 Jul 2022		
Other Income	Andover; Andover Other Tender	179.75	
Adjustment	3 Jul 2022		7.55
Reduced Rate cash	Refunds for 2022/07/03 Andover		
Adjustment	3 Jul 2022		9.55
Standard Tax cash	Refunds for 2022/07/03 Andover		
Adjustment	3 Jul 2022		17.55
Zero Rate Tax cash	Refunds for 2022/07/03 Andover		
Other Income	3 Jul 2022		
Other Income	Bournemouth; Bournemouth cash	206.50	
Other Income	3 Jul 2022		
Other Income	Bournemouth; Bournemouth card	305.27	
Other Income	3 Jul 2022		
Other Income	Bournemouth; Bournemouth Other Tender	179.24	
Adjustment	3 Jul 2022		7.55
Reduced Rate cash	Refunds for 2022/07/03 Bournemouth		
Adjustment	3 Jul 2022		9.55
Standard Tax cash	Refunds for 2022/07/03 Bournemouth		
Adjustment	3 Jul 2022		17.55
Zero Rate Tax cash	Refunds for 2022/07/03 Bournemouth		
Other Income	3 Jul 2022		
Other Income	Christchurch; Christchurch cash	205.17	
Other Income	3 Jul 2022		
Other Income	Christchurch; Christchurch card	305.43	
Other Income	3 Jul 2022		
Other Income	Christchurch; Christchurch Other Tender	180.91	
Adjustment	3 Jul 2022		7.55
Reduced Rate cash	Refunds for 2022/07/03 Christchurch		
Adjustment	3 Jul 2022		9.55
Standard Tax cash	Refunds for 2022/07/03 Christchurch		
Adjustment	3 Jul 2022		17.55
Zero Rate Tax cash	Refunds for 2022/07/03 Christchurch		

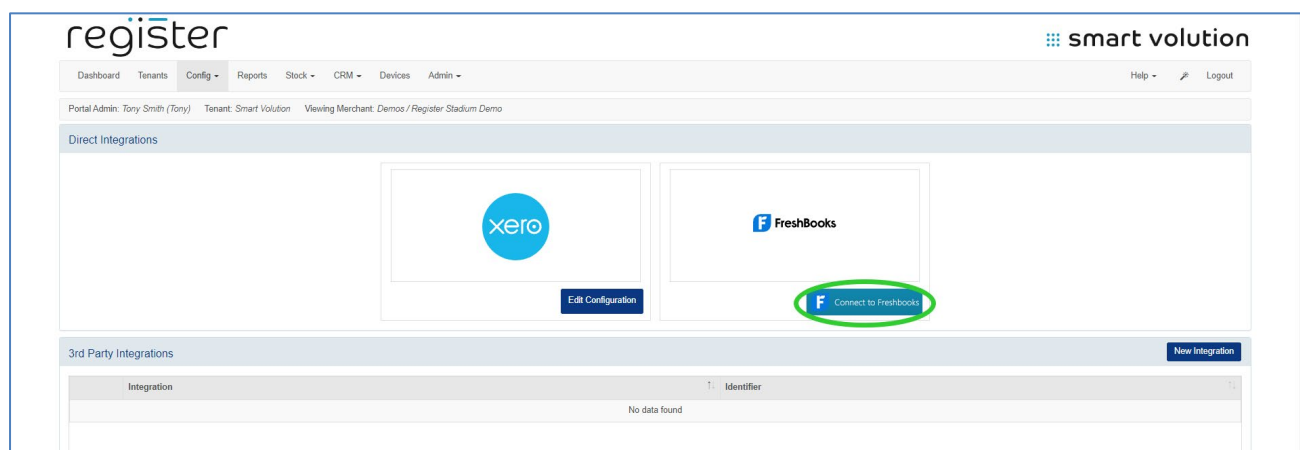
FreshBooks Integration Setup

It is quick and easy to connect Register to FreshBooks following the steps outlined below:

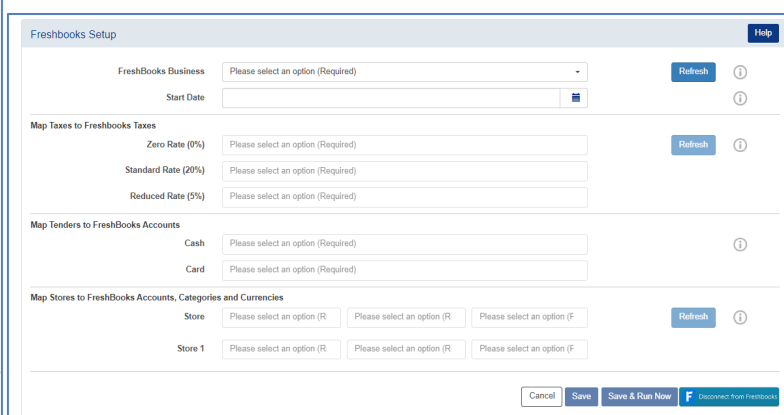
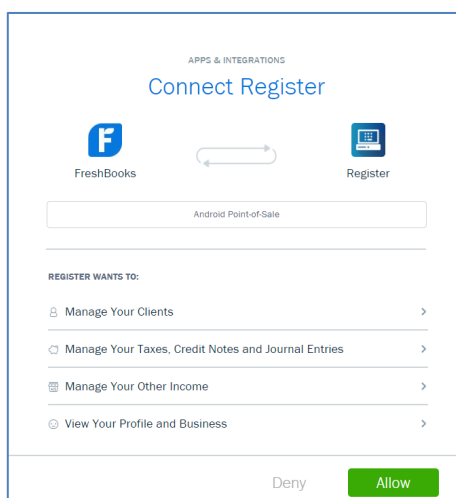
1. Login to the Web Portal and click 'Config', then 'Integrations'.



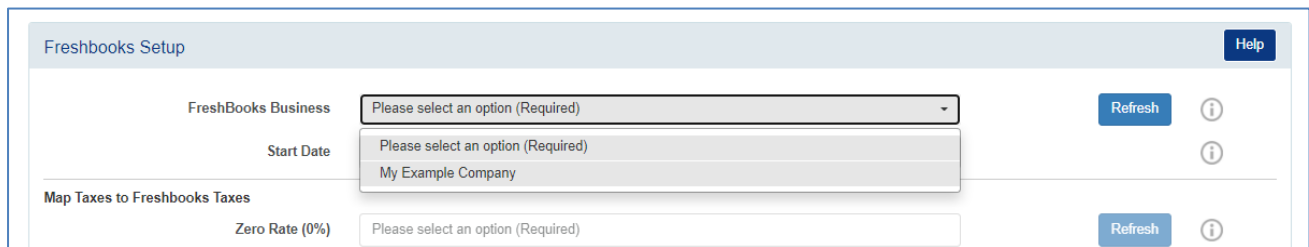
2. Click 'Connect to FreshBooks'.



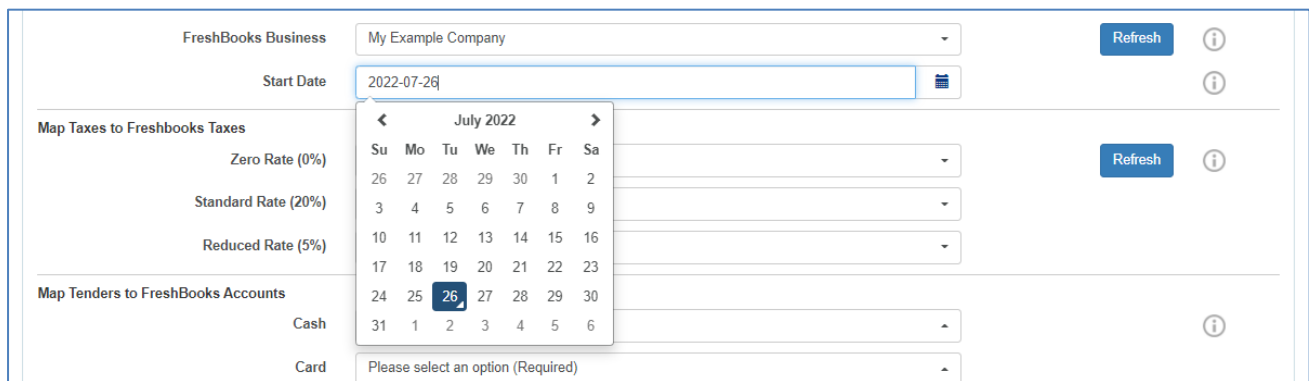
3. A new page will open, please login to your FreshBooks account when prompted and click 'Allow', the screen will then refresh and return you to the Web Portal where you need to 'map' Register elements to FreshBooks.



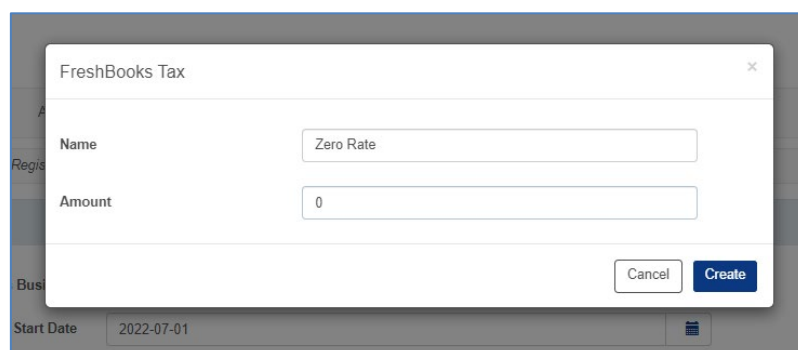
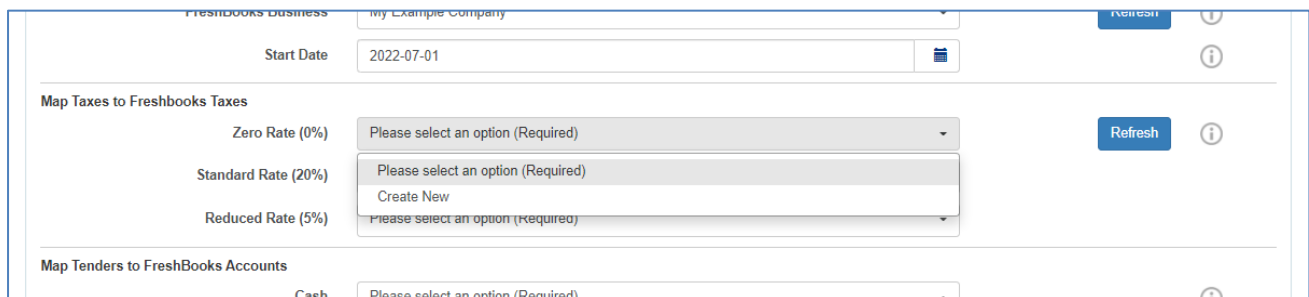
4. Select the 'Freshbooks Business' from the dropdown menu, this is the name of the connected FreshBooks Account.



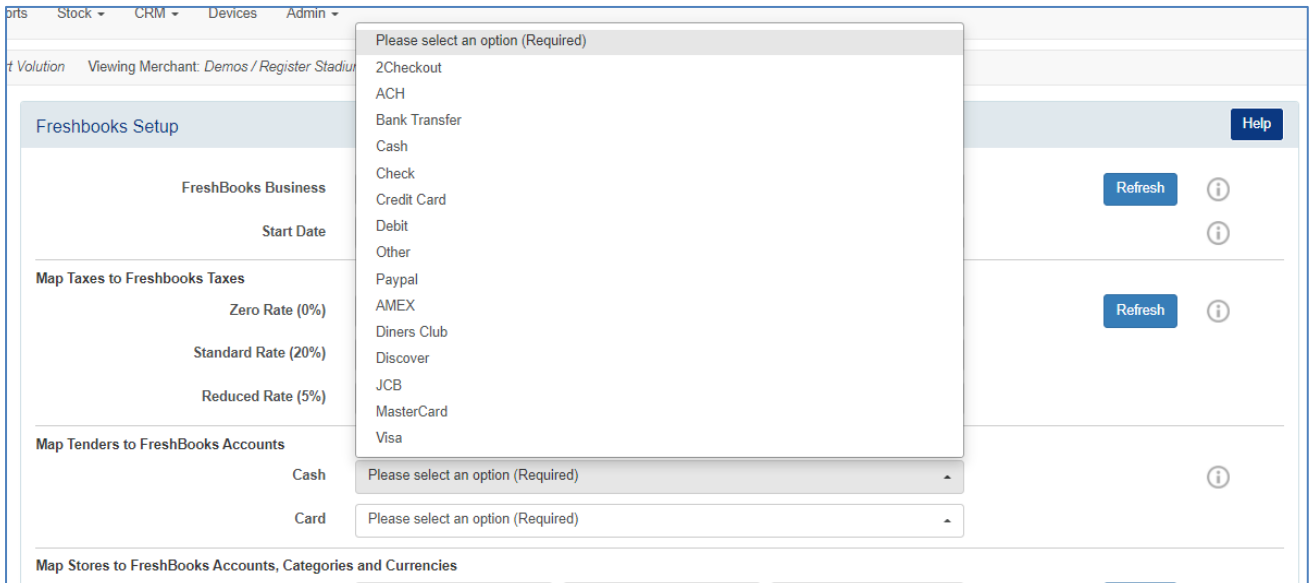
5. Choose a Start Date for the integration, this is the start date for the transfer of sales data between the 2 systems and can be backdated to transfer previous data.



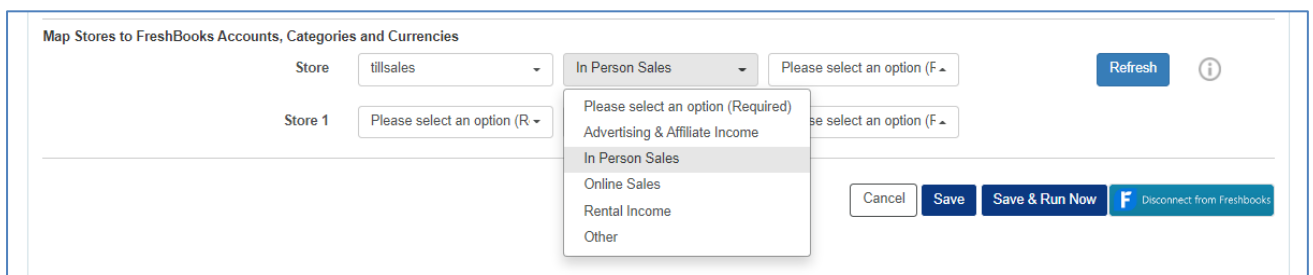
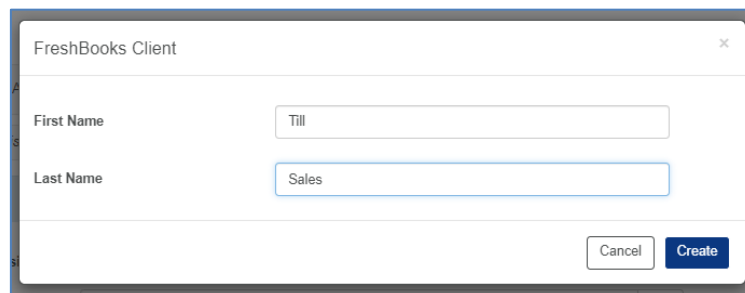
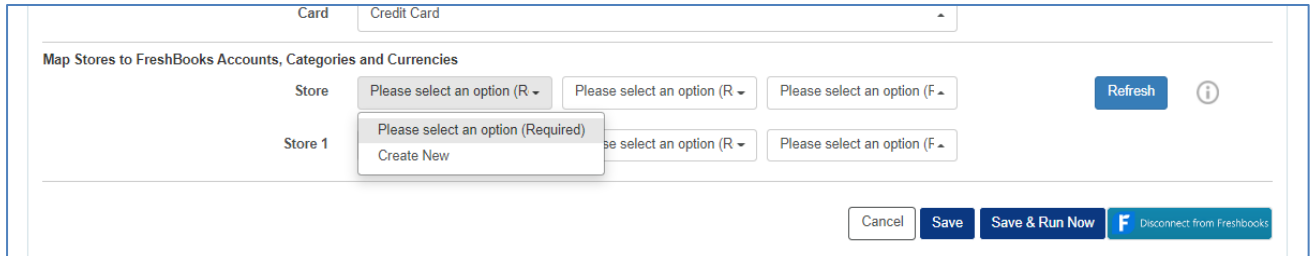
6. Use the drop-down menu's to 'map' Register Taxes (including previously deleted ones) to their appropriate Taxes in the FreshBooks System. New (FreshBooks) Taxes can be created from the dropdown, for full management and information please use the FreshBooks Portal.



7. Use the drop-down menu's to 'map' Register tender types (including previously deleted ones) to their appropriate 'Accounts' in the FreshBooks System. For full management and information please use the FreshBooks Portal.



8. Use the drop-down menu's to 'map' Register Stores (including previously deleted ones) to their appropriate 'Clients', 'Categories' and 'Currencies' (select GBP) in the FreshBooks System. New (FreshBooks) Clients can be created from the dropdown, for full management and information please use the FreshBooks Portal.



The screenshot shows the 'Freshbooks Setup' interface. A dropdown menu is open, displaying a list of currencies: AED, AFN, ALL, AMD, ANG, AOA, ARS, AUD, AWG, AZN, BAM, BBD, BDT, BGN, BIF, BMD, BND, BOB, BRL, BSD, BWP, BZD, and CAD. The main form includes the following sections:

- FreshBooks Business:** My Example Company
- Start Date:** 2022-07-01
- Map Taxes to Freshbooks Taxes:**
 - Zero Rate (0%): Zero Rate
 - Standard Rate (20%): Standard Rate
 - Reduced Rate (5%): Reduced Rate
- Map Tenders to FreshBooks Accounts:**
 - Cash: Cash
 - Card: Credit Card
- Map Stores to FreshBooks Accounts, Categories and Currencies:**
 - Store: tillsales, In Person Sales
 - Store 1: Please select an option (R), Please select an option (R), Please select an option (F)

At the bottom, there are buttons for 'Cancel', 'Save', 'Save & Run Now', and 'Disconnect from Freshbooks'.

9. Check all your details and when happy click the Save & Run Now button which will transfer your data immediately or, click the Save button which will transfer the data at midnight. Once setup, your sales data can be found in the Payments > Other menu and the General Ledger Report within FreshBooks.

This screenshot shows the 'Freshbooks Setup' interface with the 'Save & Run Now' button highlighted by a green circle. The form fields are populated as follows:

- FreshBooks Business:** My Example Company
- Start Date:** 2022-07-01
- Map Taxes to Freshbooks Taxes:**
 - Zero Rate (0%): Zero Rate
 - Standard Rate (20%): Standard Rate
 - Reduced Rate (5%): Reduced Rate
- Map Tenders to FreshBooks Accounts:**
 - Cash: Cash
 - Card: Credit Card
- Map Stores to FreshBooks Accounts, Categories and Currencies:**
 - Store: tillsales, In Person Sales, GBP
 - Store 1: tillsales, In Person Sales, GBP

The bottom navigation bar includes 'Cancel', 'Save', 'Save & Run Now' (highlighted), and 'Disconnect from Freshbooks'.