Send your vending sales to QuickBooks Online. Set it up once and it runs every morning.

Dryline VMS sends your own QuickBooks Online company one journal entry per location for each day: card and cash sales, sales tax and refunds. This guide takes you from adding the add-on to matching your Rain Pay deposits.

Before you start

- A **QuickBooks Online** company in US dollars. Any plan works: Simple Start, Essentials, Plus or Advanced.
- In Dryline VMS, a role that includes **Manage QuickBooks sync**. Owners have it.
- Your **QuickBooks sign-in**, as an admin of that company.
- The **last day your books already cover**, so nothing is entered twice.

1 SHOP

Add QuickBooks Online sync to your account.

1. In Dryline VMS, open **Shop**.
2. On the **QuickBooks Online sync** card, press **+**, then **Review purchase**.
3. Pay with the card on file.
   It bills monthly with the rest of your plan. Today you pay only for the days left until your next bill.

When the payment goes through, **Set up QuickBooks** takes you straight to the next step.

2 QUICKBOOKS

Connect your QuickBooks company.

1. Open **QuickBooks** in the menu.
2. Click **Connect to QuickBooks**.
3. Sign in to QuickBooks, choose your company and approve the connection.
   You come back to Dryline VMS, and the page shows **Connected** with your company's name. Dryline VMS asks Intuit only for access to accounting data and never sees your Intuit password.

If you see "The connect link expired": the sign-in took longer than 10 minutes. Click **Connect to QuickBooks** again.

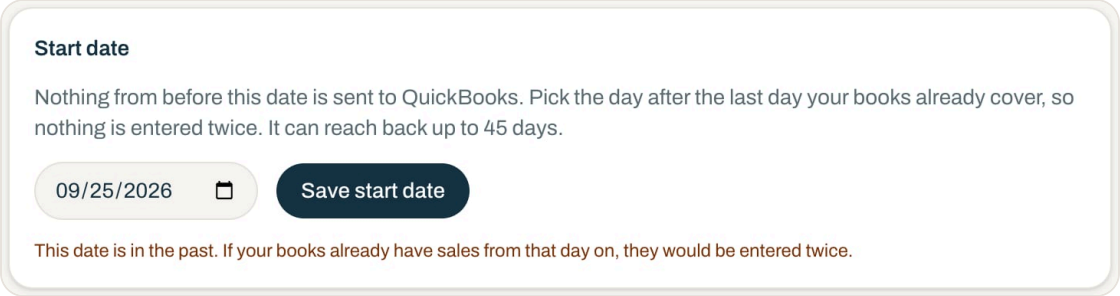
3

QUICKBOOKS

Pick your start date.

Under **Start date**, pick the day after the last day your books already cover and click **Save start date**. Nothing from before this date is sent. It can reach back up to 45 days.

If your books already have sales from those days (for example, you entered your card deposits as income), pick a later date. Otherwise those sales are entered twice.



The **Start date** card, with the warning it shows for a date in the past.

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QUICKBOOKS · ACCOUNTS

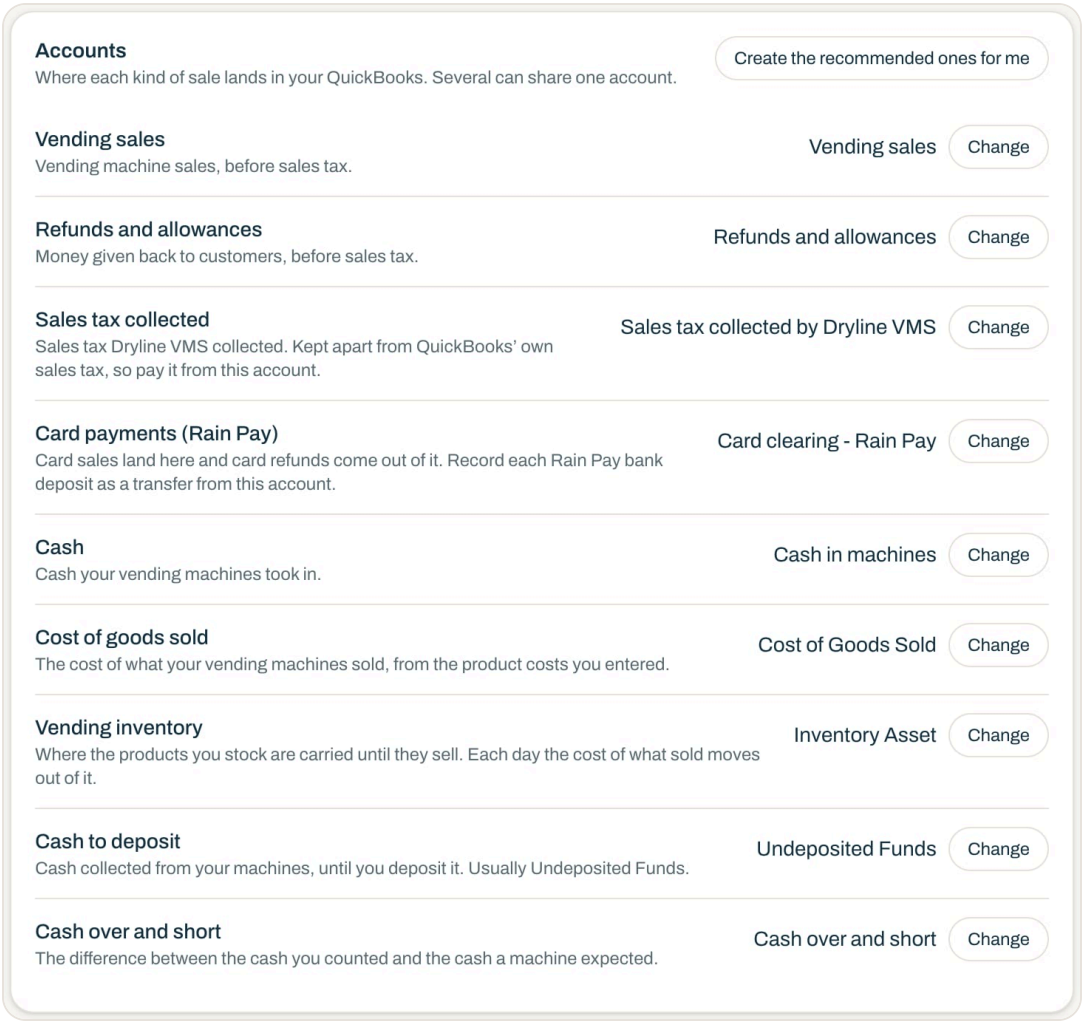
Choose where each kind of sale goes.

The **Accounts** list shows each kind of sale your business has. Only the ones you use appear. For each line, click **Change** and pick a QuickBooks account. Several lines can share one account.

Already have accounts such as “Vending income”? Pick those first, then click **Create the recommended ones for me**. It creates accounts only for the lines still unpicked, with the names below.

LINE	WHAT GOES THERE	RECOMMENDED ACCOUNT
Vending sales	Vending machine sales, before sales tax.	Vending sales
Refunds and allowances	Money given back to customers, before sales tax.	Refunds and allowances
Sales tax collected	Sales tax Dryline VMS collected, kept apart from QuickBooks’ own sales tax. Pay it from this account.	Sales tax collected by Dryline VMS
Card payments (Rain Pay)	Card sales land here and card refunds come out of it.	Card clearing - Rain Pay
Cash	Cash your vending machines took in.	Cash in machines
WITH THE VENDING EXTRAS (STEP 5)		
Cost of goods sold	The cost of what your machines sold, from the product costs you entered.	Cost of goods sold
Vending inventory	Where the products you stock are carried until they sell.	Vending inventory
Cash to deposit	Cash collected from your machines, until you deposit it.	Undeposited Funds
Cash over and short	The difference between the cash you counted and the cash a machine expected.	Cash over and short

A day that needs a line you have not picked yet shows **Needs an account**. It goes out as soon as you pick one.



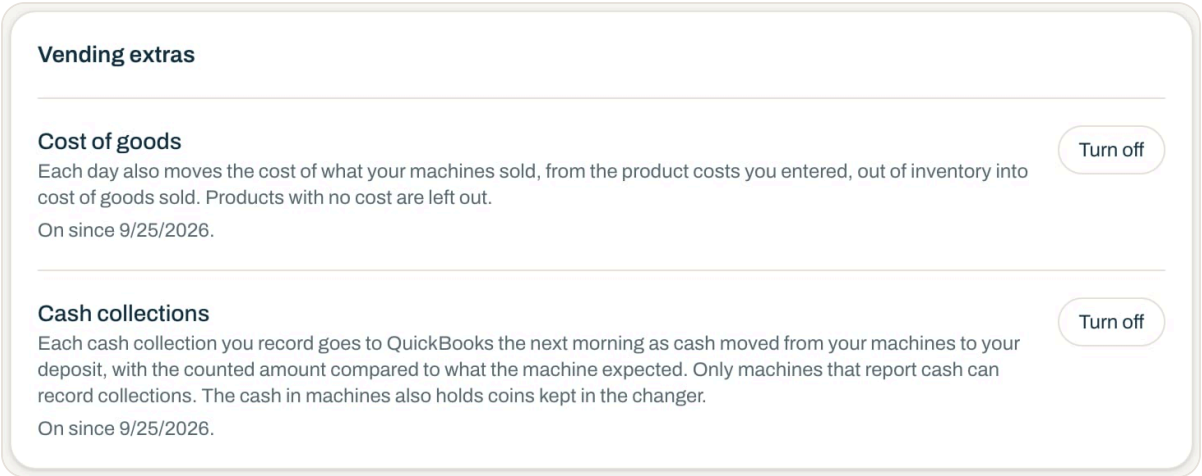
The **Accounts** card with every line picked, the vending extras on. Click **Change** on a line to pick another account.

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QUICKBOOKS · VENDING EXTRAS

Turn on the vending extras if you want them.

Under **Vending extras**, two switches add more to your books. Each starts with the day you click **Turn on**; earlier days are not sent. **Turn off** stops it, and what was already sent stays in QuickBooks.



Vending extras, both switched on.

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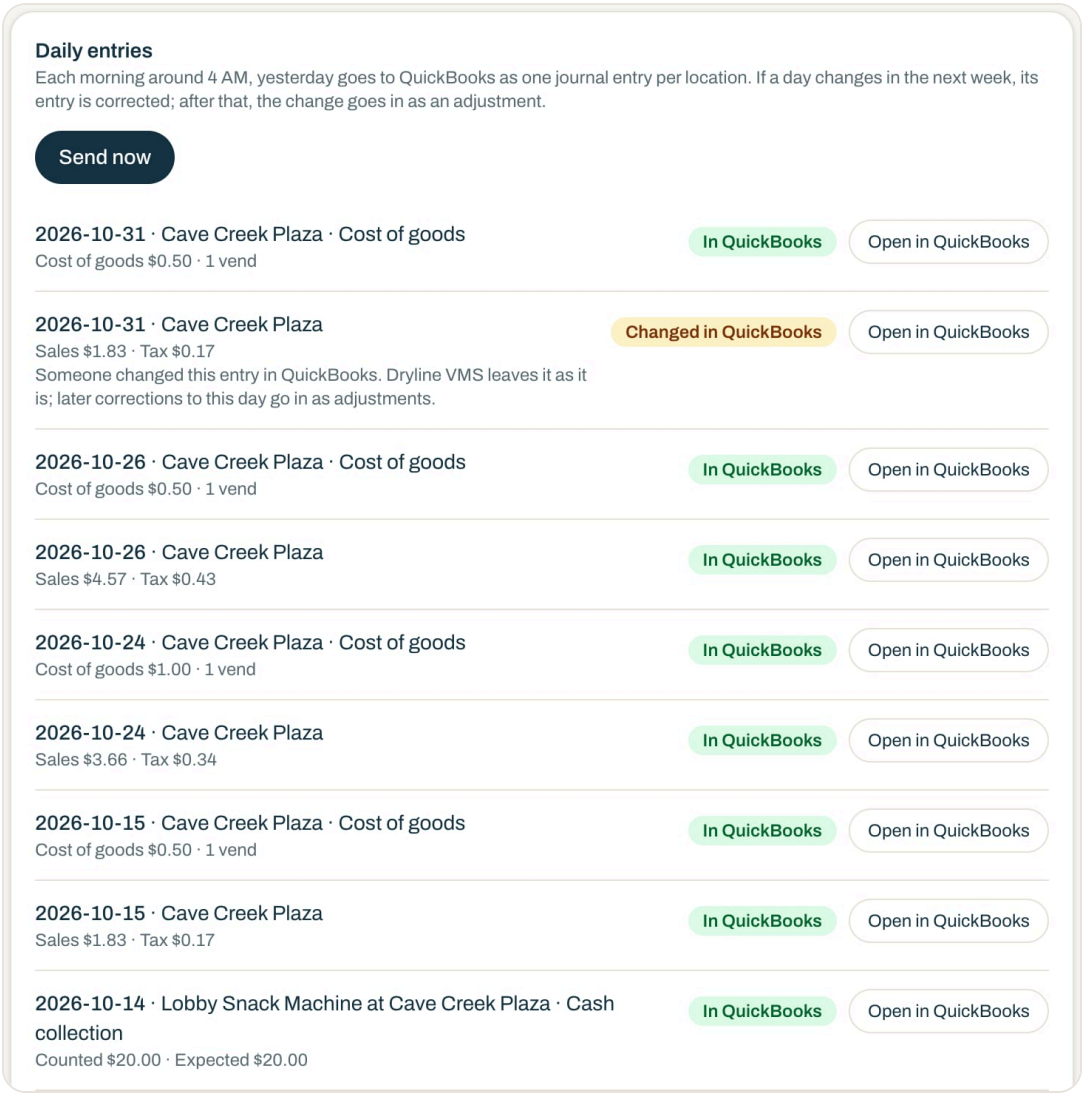
EVERY MORNING

Your daily entries.

At about 4 AM in each location's time zone, yesterday goes to QuickBooks: one journal entry for each location. Each entry is numbered with the date and the location, such as **261106-main-st** for November 6, 2026 at Main St.

Each day in the list shows its sales, its tax and where it stands:

- **In QuickBooks:** posted. **Open in QuickBooks** shows the entry.
- **Waiting to send:** it goes out with the next send. **Send now** sends it right away.
- **Needs an account:** pick the missing line under Accounts.
- **QuickBooks refused it:** QuickBooks' reason is shown. Fix it in QuickBooks, then click **Post again**.



Daily entries: each day's sales and its cost of goods, a cash collection, and a day someone changed in QuickBooks.

What one location's entry looks like

ACCOUNT	DEBIT	CREDIT
Card clearing - Rain Pay	148.50	
Cash in machines	61.50	
Vending sales		193.37
Sales tax collected by Dryline VMS		16.63

With cost of goods on

ACCOUNT	DEBIT	CREDIT
Cost of goods sold	74.20	
Vending inventory		74.20

A separate entry, numbered with a C: **261106C-main-st**.

The money taken is on the left; what it was for is on the right. Entries carry totals only, never customer names or card details.

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YOUR BANK FEED

Match your Rain Pay deposits.

Card sales are already in your books on the day they happen, in **Card clearing - Rain Pay**. So when a Rain Pay deposit reaches your bank feed, record it as a **transfer from Card clearing - Rain Pay**, not as income. Recording it as income would count those sales twice.

- **Rain Pay deposits your full sales and takes its fees once a month:** record that monthly withdrawal to your merchant fees account. Card clearing then holds only the last day or two of sales not deposited yet.
- **Your deposits arrive with the fees already taken out:** what is left in Card clearing at month end is the fees. Book them from your Rain Pay statement to your merchant fees account.

Pay your sales tax from **Sales tax collected by Dryline VMS**.

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WITH CASH COLLECTIONS ON

Deposit the cash you collect.

Each collection posts the morning after you record it, numbered with a K, such as **261107K-1a2b3c4d**. Here a machine expected $214.00 and you counted $212.00:

ACCOUNT	DEBIT	CREDIT
Undeposited Funds	212.00	
Cash over and short	2.00	
Cash in machines		214.00

A collection that was not counted moves the expected amount. When you take the cash to the bank, record the deposit in QuickBooks from your Cash to deposit account (usually Undeposited Funds).

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CORRECTIONS

When a day changes.

A refund or a late sale can change a day after its entry went out. For up to 7 days, Dryline VMS corrects that day's entry. After that, or if the period is closed in QuickBooks, it adds a separate adjustment entry dated today, numbered with an A, such as **261106A1-main-st**.

If someone changes an entry in QuickBooks

Dryline VMS never undoes a change made in QuickBooks. The day shows **Changed in QuickBooks**, **Deleted in QuickBooks** or **Voided in QuickBooks**, and everyone whose role includes **Manage QuickBooks sync** gets an email that says what changed. Later corrections to a changed day go in as adjustments. If an entry was deleted or voided by mistake, **Post again** sends it again.

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QUICKBOOKS

If QuickBooks needs connecting again.

If the connection is removed in QuickBooks, or access runs out, you get an email titled "Connect QuickBooks again" and the page shows **Connect again**. Click **Connect to QuickBooks** and sign in. Entries that waited in the meantime go out with the next send.

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QUICKBOOKS · PLATFORM BILLING

Disconnecting or cancelling.

- **Disconnect: Disconnect QuickBooks** on the QuickBooks page stops sending. What is already in QuickBooks stays.
- **Cancel the add-on:** in **Platform Billing**, click **Cancel** next to QuickBooks Online sync. It keeps sending until the end of the period you have paid for, then stops, and it is not on your next bill. Add it again within 100 days of that and it picks up where it left off; after that, connect again to restart. Your settings and history stay either way.

Who can do what

PERMISSION	WHAT IT ALLOWS
See QuickBooks sync	See whether QuickBooks is connected, the start date and what was posted, with every location's daily totals.
Manage QuickBooks sync	Connect or disconnect QuickBooks, set the start date, choose the accounts and post a day again.

Owners have both. Give them to anyone else under **Team › Roles**, for example your bookkeeper's role.

Need help?

Email **support@drylinevms.com**. Review your entries with your bookkeeper; Dryline VMS does not give accounting or tax advice.

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