



Kaseya® BMS™ and QuickBooks Online

Integration Guide

Version 4.0.6

September 15, 2017

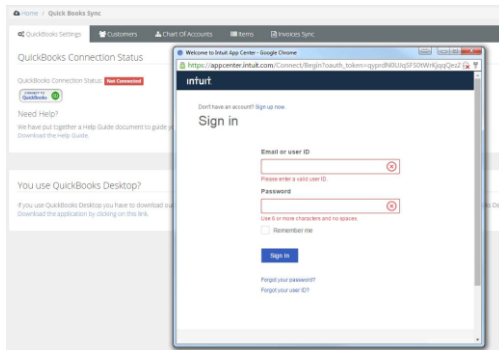
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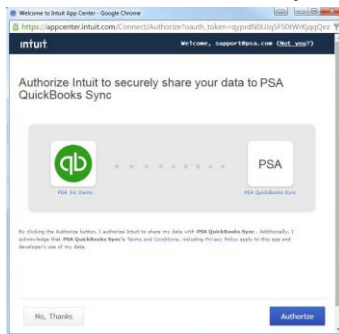
Connecting to Quickbooks

You must have an credentials to an Intuit Quickbooks online account to complete this procedure.

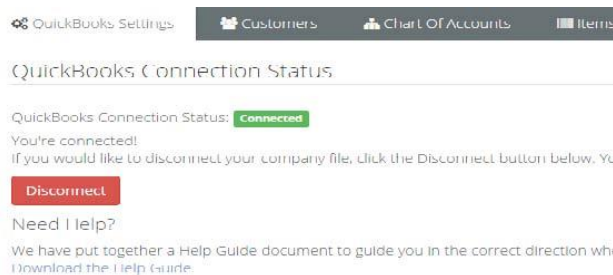
1. Login to **Kaseya® BMS™**.
2. Select the Finance > **QuickBooks Sync** page.
3. Click **Connect to QuickBooks**.
4. Enter your Intuit Quickbooks online credentials in the *Intuit Sign in* dialog.



5. Click **Authorize** to securely share your data in Quickbooks with your instance of **Kaseya® BMS™**.



6. Verify a green connection status indicator shows **Connected**.



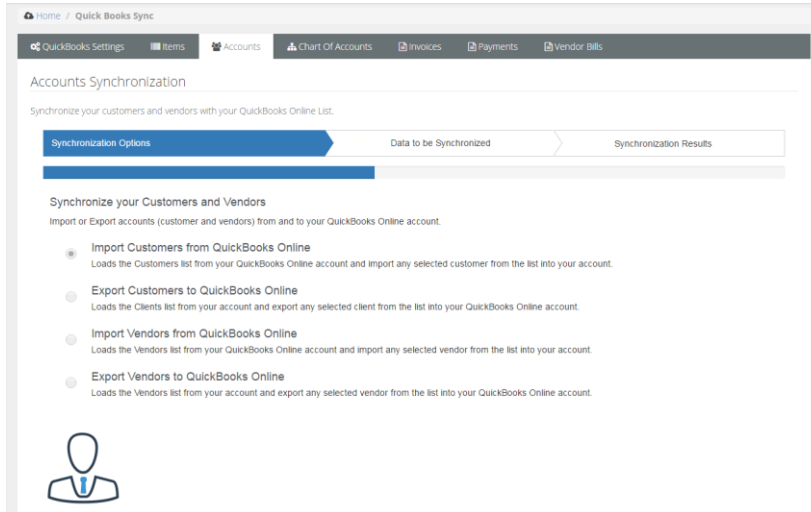
7. Notice four additional tabs at the top of the dialog. In the following procedures you will configure data synchronization for each of these four areas.

- **Accounts** (page 2)
- **Chart of Accounts** (page 3)
- **Items** (page 4)
- **Invoices** (page 4)
- **Payments** (page 5)

Syncing Accounts

This procedure configures the synchronization of customer data between Quickbooks and **Kaseya® BMS™**.

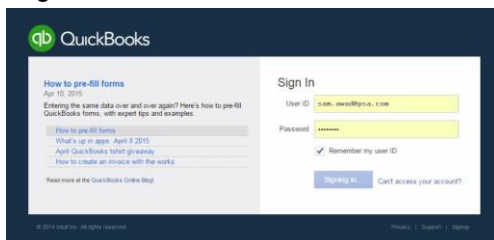
1. Click the **Accounts** tab in the Quick Books Sync dialog.



2. Select the customer records to send to Quickbook.
3. Click **Load Customers from Kaseya® BMS™**.
4. Click **Send Selected to QuickBooks**.
 - A highlighted message displays in the **Synchronization Logs**.

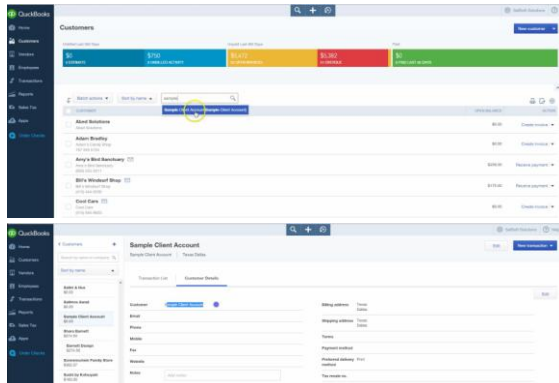


5. Login to *QuickBooks Online*.



6. Select **Customers**.

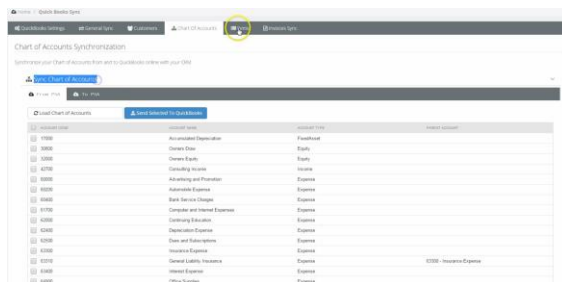
- Use search to verify your **Kaseya® BMS™** client records have been successfully added to Quickbooks.



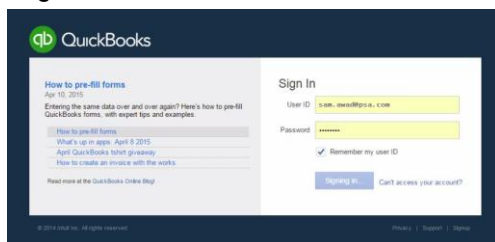
Syncing Chart of Accounts

This procedure configures the synchronization of chart of account data between Quickbooks and **Kaseya® BMS™**.

- Click the **Chart of Accounts** tab in the Intuit Quickbooks dialog.



- Select the accounts to send to Quickbook.
- Click **Load Chart of Accounts from Kaseya® BMS™**.
- Click **Send Selected to QuickBooks**.
 - A highlighted message displays in the **Synchronization Logs**.
- Login to *QuickBooks Online*.

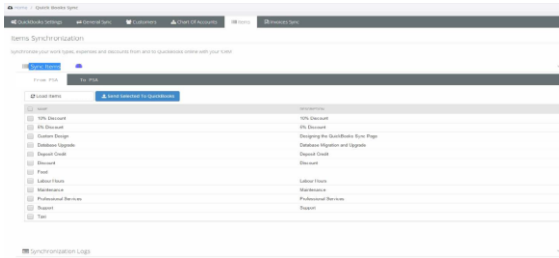


- Select **Chart of Accounts**.
- Verify your **Kaseya® BMS™** chart of account records have been successfully added to Quickbooks.

Syncing Items

This procedure configures the synchronization of item data between Quickbooks and **Kaseya® BMS™**.

1. Click the **Items** tab in the Intuit Quickbooks dialog.



2. Select the items to send to Quickbooks.
3. Click **Load Items from Kaseya® BMS™**.
4. Click **Send Selected to QuickBooks**.
 - A highlighted message displays in the **Synchronization Logs**.

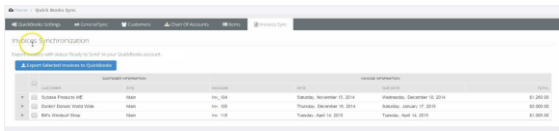


Syncing Invoices

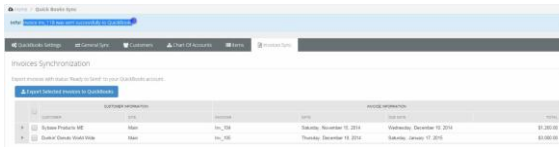
This procedure configures the synchronization of invoice data between Quickbooks and **Kaseya® BMS™**.

Note: Only after an invoice has been successfully generated and its status set to **Ready to Send, Sent, Partially Paid, or Fully Paid** can you open the invoice in QuickBooks.

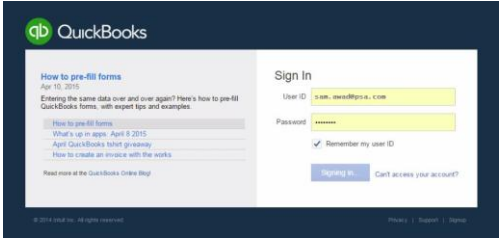
1. Click the **Invoices** tab in the Intuit Quickbooks dialog.



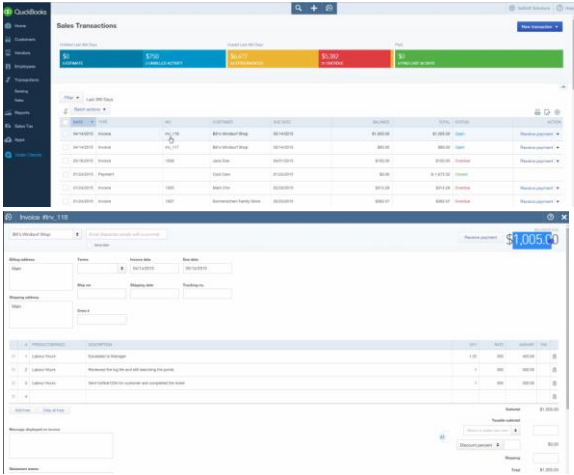
2. Select the invoices to send to Quickbooks.
3. Click **Export selected Invoices to QuickBooks**.
 - A highlighted message displays.



4. Login to *QuickBooks Online*.



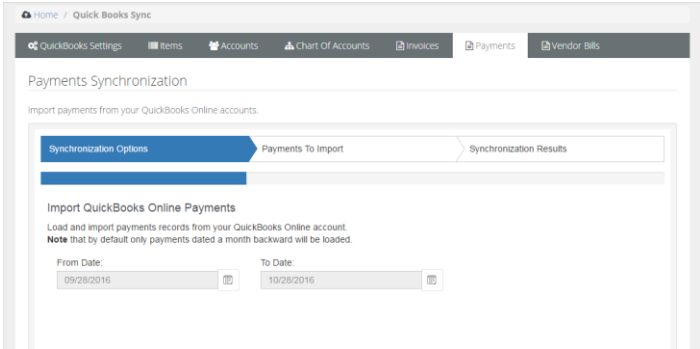
- 5. Select **Transactions**.
- 6. Click **Sales**.
- 7. Verify your **Kaseya® BMS™** invoices have been successfully added to Quickbooks.



Syncing Payments

This procedure configures the synchronization of payment data between Quickbooks and **Kaseya® BMS™**.

1. Click the **Payments** tab in the Intuit Quickbooks dialog.



- 2. On the **Synchronization Options** tab set the range of payment records to import into BMS from your QuickBooks Online account. By default only payments dated a month backward will be loaded.
- 3. Click **Payments to Import**.
- 4. Select the individual invoices to import.
- 5. Click **Next**.
- 6. Review the list of imported payments on the **Synchronization Results** tab.

Sync Map

BMS Fields	QuickBooks Fields
Account Name	Display Name
Net Days	Terms
Credit Limit	Credit Limit
Taxable	Is Taxable
Match or Create Tax Item	Tax Rate
Account Code	Account Number
Description	Notes
Web Site	Web Site
Billing Address	Billing Address
Country	Country
Address 1	Line 1
Address 2	Line 2
City	City
Zip Code	Postal Code
State	State
Phone Number	Primary Phone
Shipping Address	Ship Address
Country	Country
Address 1	Line 1
Address 2	Line 2
City	City
Zip Code	Postal Code
State	State
Phone Number	Primary Phone
Fax Number	Fax
Email Address	Main Email