Vorex- QuickBooks Online Integration

User Guide | December 2019

Vorex- QuickBooks Online Integration

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Copyright Agreement

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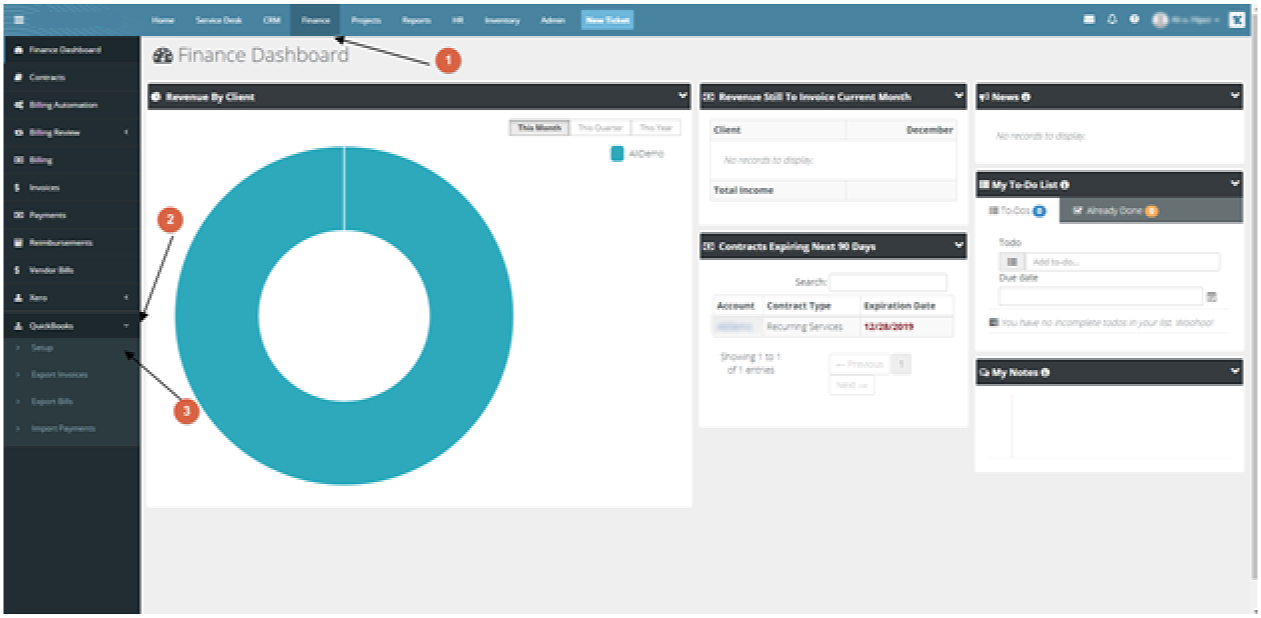
QuickBooks Connection

Assuming you have an active QuickBooks (http://quickbooks.intuit.com) account.

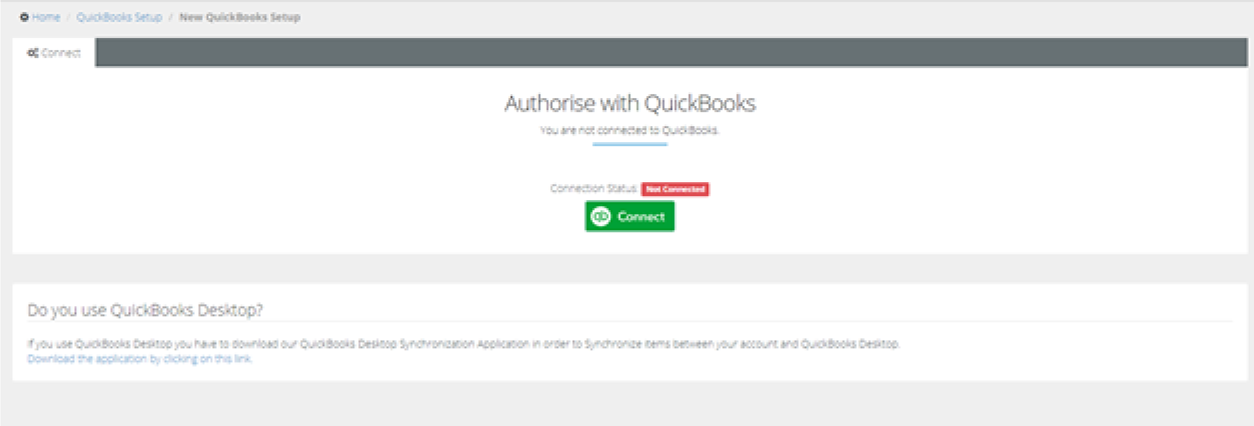
In order to setup Vorex with QuickBooks you need first to connect to QuickBooks Online.

Connecting to QuickBooks online:

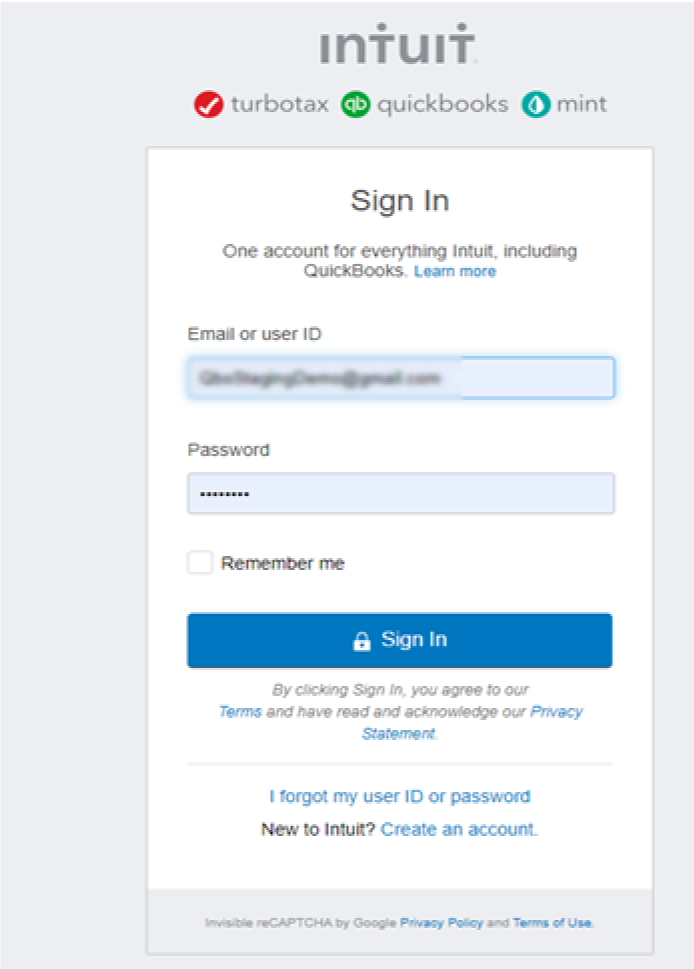


1 Navigate to Finance Module, then select QuickBooks > **Setup**.

2 Press the **Connect** button, you will be redirected to QuickBooks Online automatically.

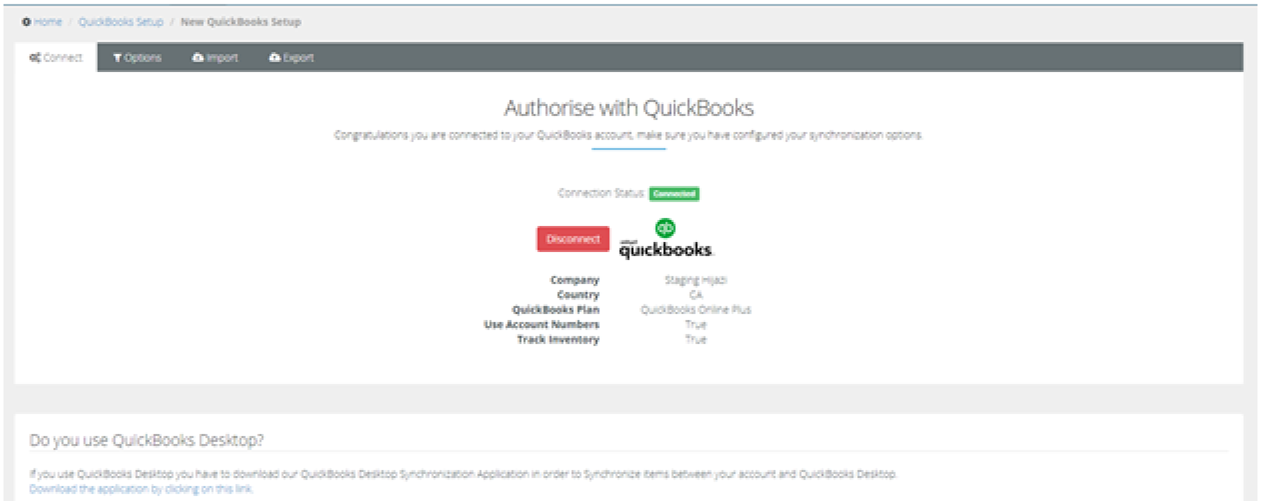


3 Enter your QuickBooks credentials.



4 After validating the entered credentials, you will be automatically redirected to Vorex again with some of your QuickBooks Online information displayed:

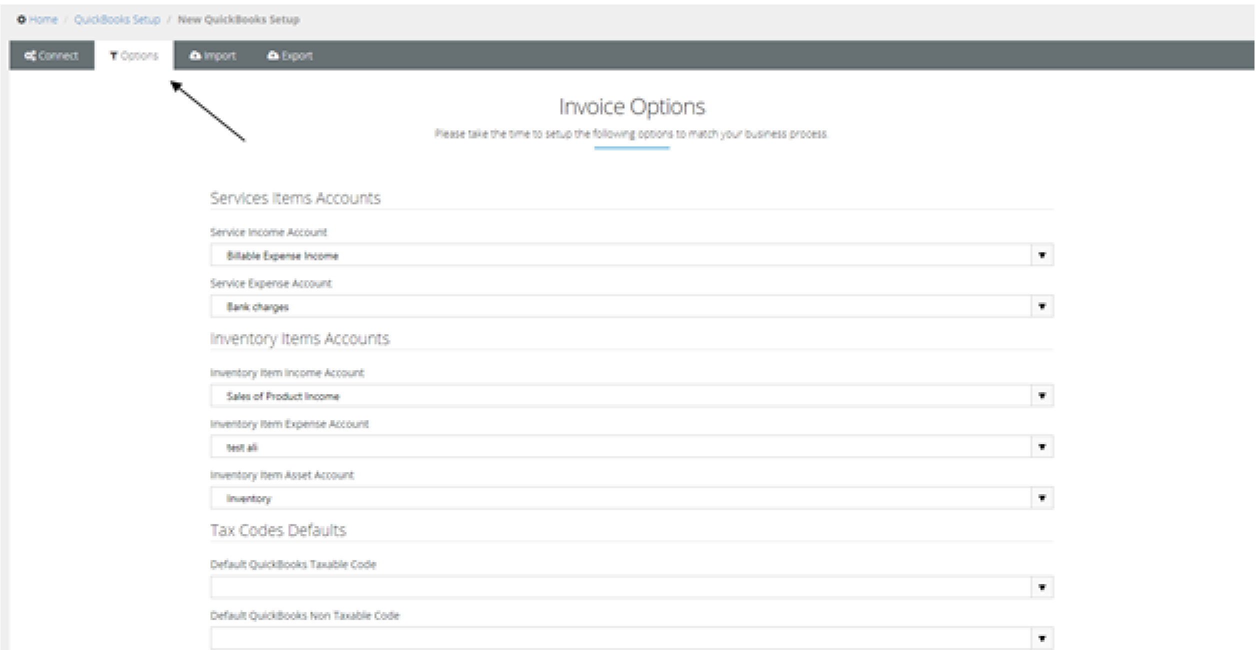
- Company name
- Country
- QuickBooks online plan
- Use account numbers (settings for charts of accounts)
- Track inventory (settings for inventory products)


Home / QuickBooks Setup / New QuickBooks Setup
Connect
Options
Import
Export
Authorise with QuickBooks
Congratulations you are connected to your QuickBooks account, make sure you have configured your synchronization options
Connection Status
Connected
Disconnect
quickbooks
Company
Staging Hijazi
Country
CA
QuickBooks Plan
QuickBooks Online Plus
Use Account Numbers
True
Track Inventory
True
Do you use QuickBooks Desktop?
If you use QuickBooks Desktop you have to download our QuickBooks Desktop Synchronization Application in order to Synchronize items between your account and QuickBooks Desktop.
Download the application by clicking on this link.

Setup and Default Settings

In this latest version of the QuickBooks Online integration, a new Setup > **Options** page was introduced to address some business differences between and QuickBooks Online.

1. Navigate to Finance Module, then select QuickBooks > **Setup**.
2. Select the Options tab and start filling your default settings.



The next drop downs are populated from QuickBooks Online data:

- **The Service Items Accounts section** - to handle missing Income/Expense chart of accounts for services and non inventory products .
- **The Inventory Items Accounts section**- to handle missing in Income/Expense/Asset chart of accounts for inventory products .
- **The Tax Codes Defaults section**- to handle missing taxable and non taxable taxes; this is specifically for US users.

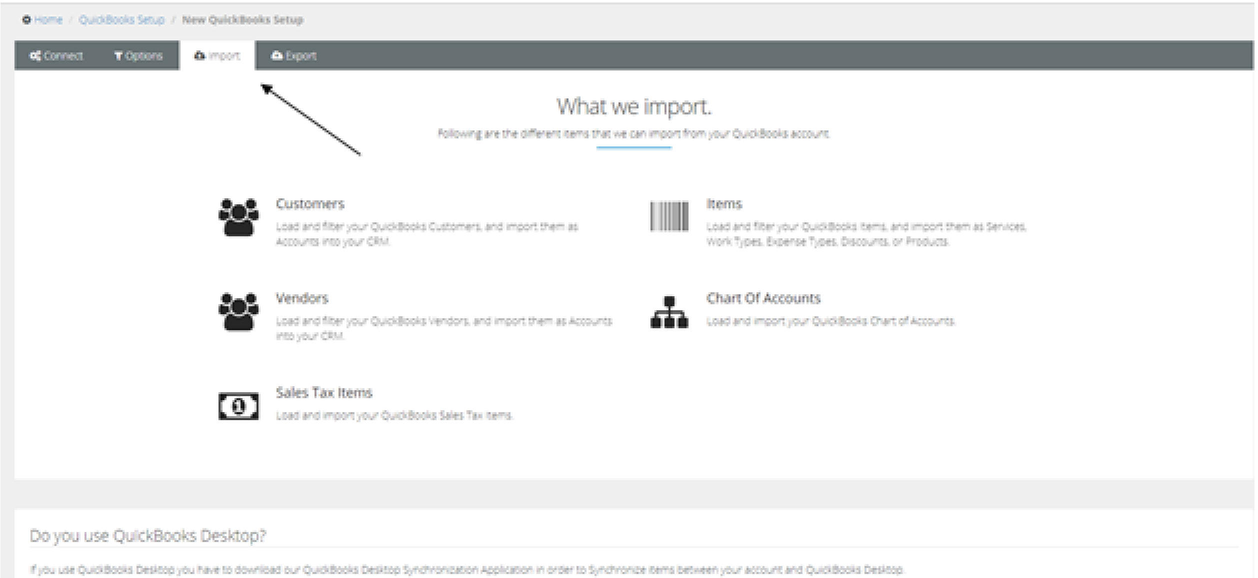
Invoice Defaults section

This section is specific for invoicing settings.

- **QB Invoice Numbers** - this option specifies whether to use Invoice Numbers, Ids, or QuickBooks invoice numbers.
- **Invoice Due Date** - this option specifies the default due date for invoices.

- **PO Number Custom Field Name and Order**- this option matches with the custom field added in QuickBooks company settings.
- **PO Number QuickBooks Custom Field Name and Order**- this option to decide adding the PO number or not.
- **Allow Online ACH Payment** - this option for allowing payments by bank transfers.
- **Allow Online CreditCard Payment** - this option allows credit card payment or not.
- **CRM Account Name maps to** - this option to decide whether to depend on Vendor/Customer Name or their Corresponding Company name in mapping.

Import Section

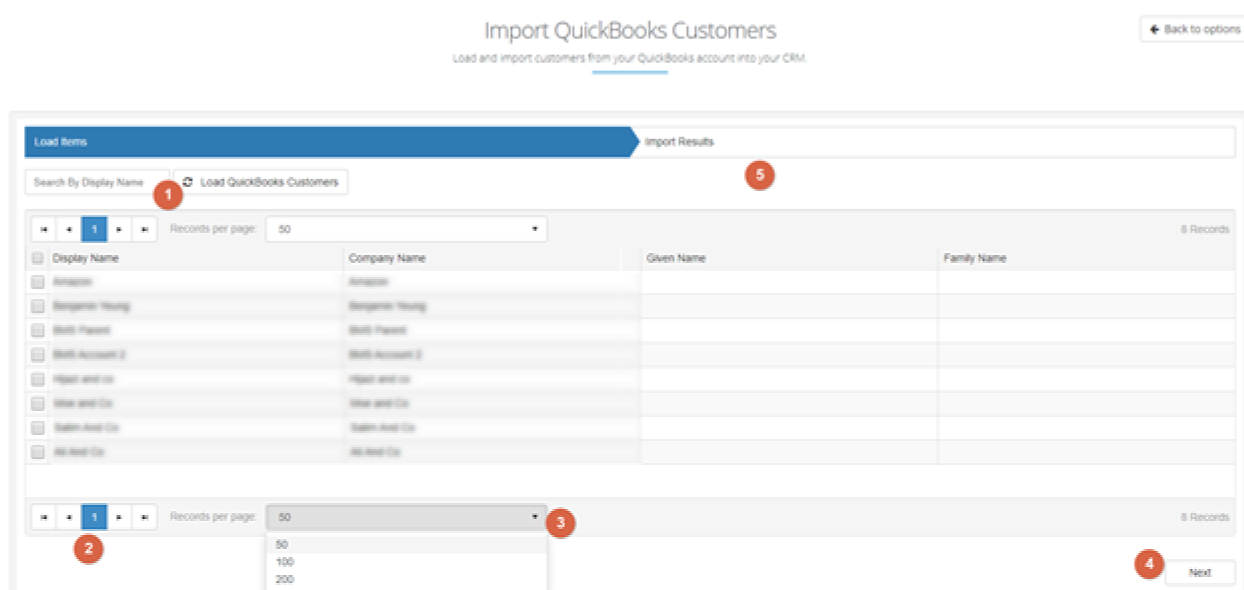


Once connection and options are established, you can now start importing data from QuickBooks to Vorex .

Import QuickBooks Customers

Once you click on Customers section, customers will be loaded from QuickBooks pages into a grid so that you are able to select your page size and retrieve as much data as you have:

Note: Paging is applied on all the below grids for all items.



1 - you can search for specific customer by his name

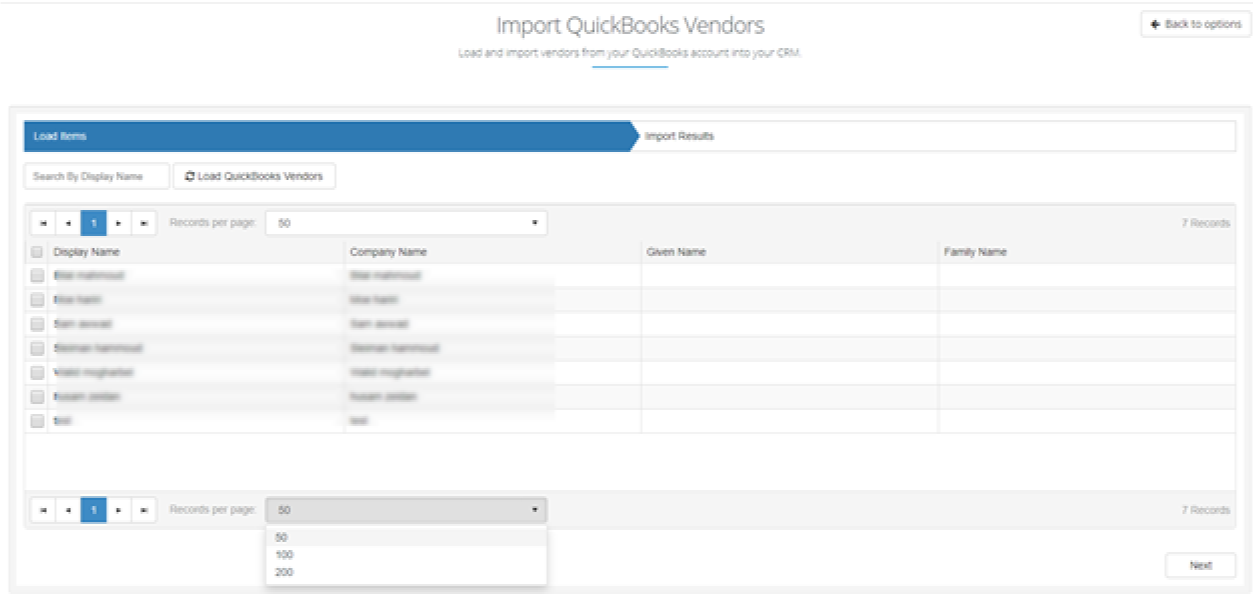
2- you can navigate to any page you aim.

3- you can select your page size, once changed data will be loaded again based on your selection.

4,5- once you select your data you can either press next or the tab Import results and your process will begin.

Import QuickBooks Vendors

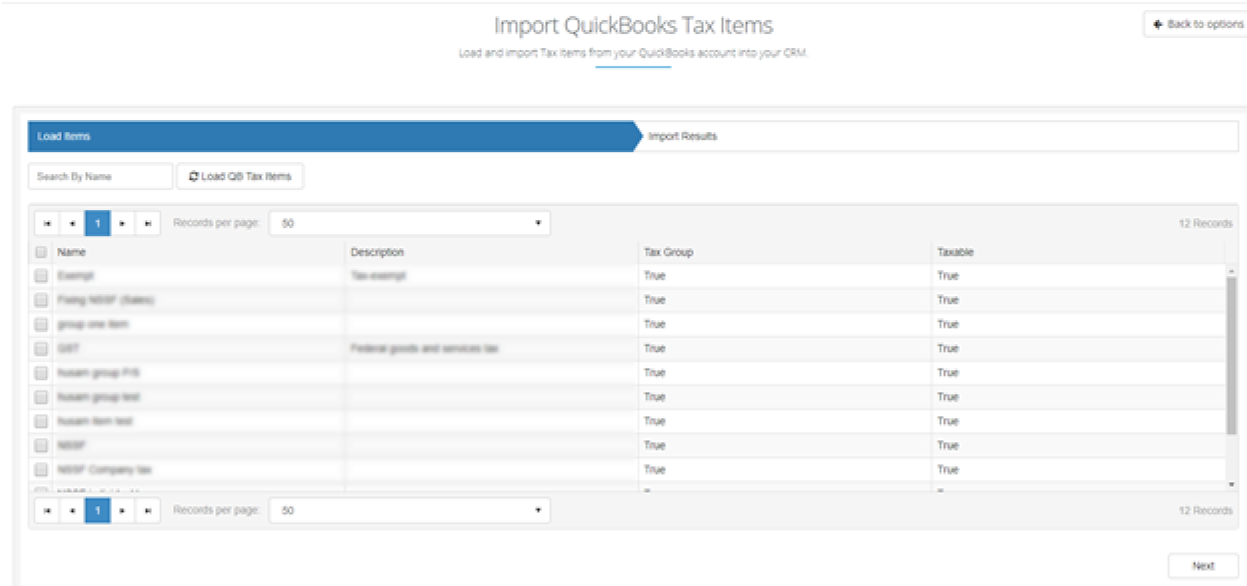
Vendors follow the same procedure as customers, you are able to load, page, search , and import your QuickBooks vendors to Vorex .



IMPORTANT! For both Customers and Vendors, once a child account is selected and triggered for import procedure the child is synced with his parent automatically in order to maintain the hierarchy.

Import QuickBooks Sales Tax Items

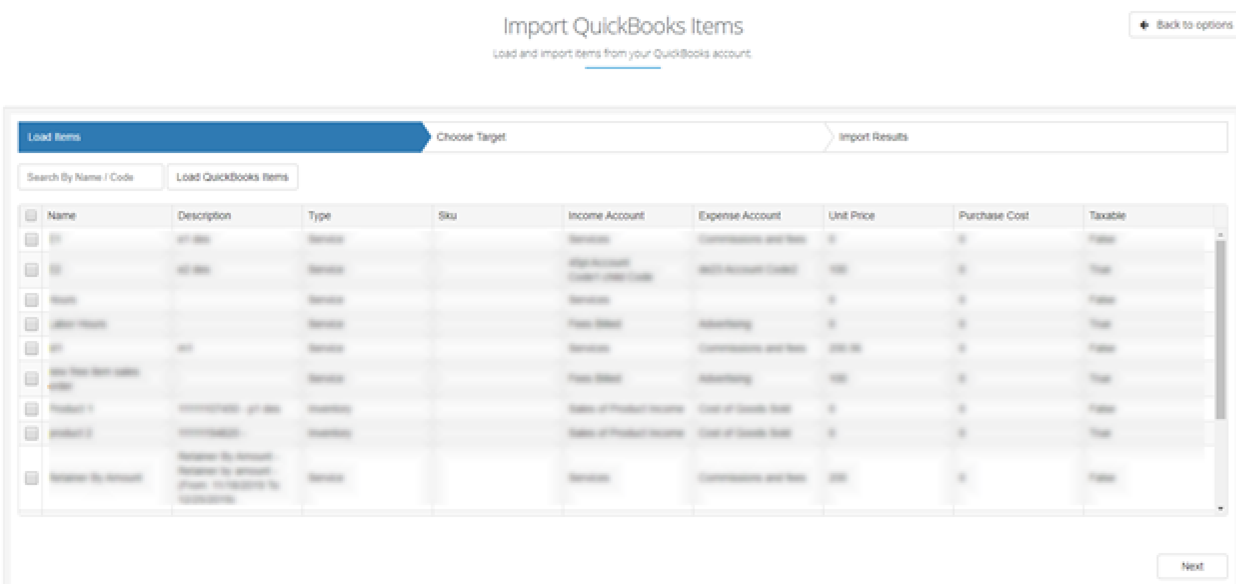
Once selected all tax items and groups will be loaded from QuickBooks into a paged, searchable grid allowing you to select and import your taxes.



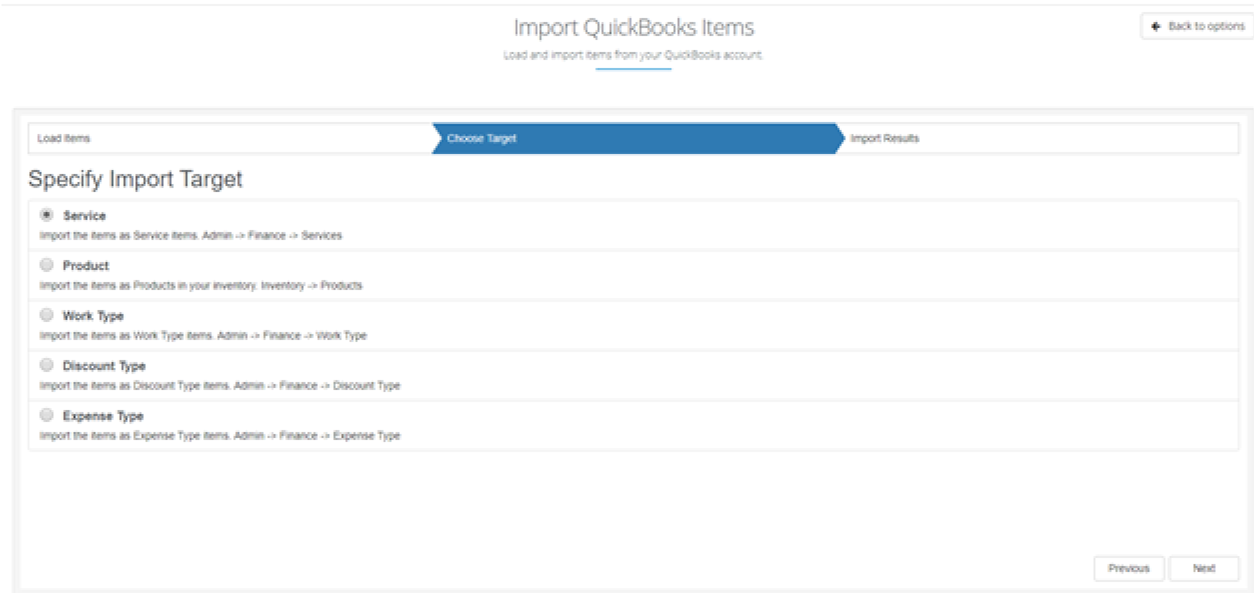
Note: Once a group tax is selected it will be imported with all of it’s items.

Import QuickBooks Items

In this section, services and products are loaded into the same paged searchable grid, but before starting the import procedure you need to decide the target where you want to export your items.



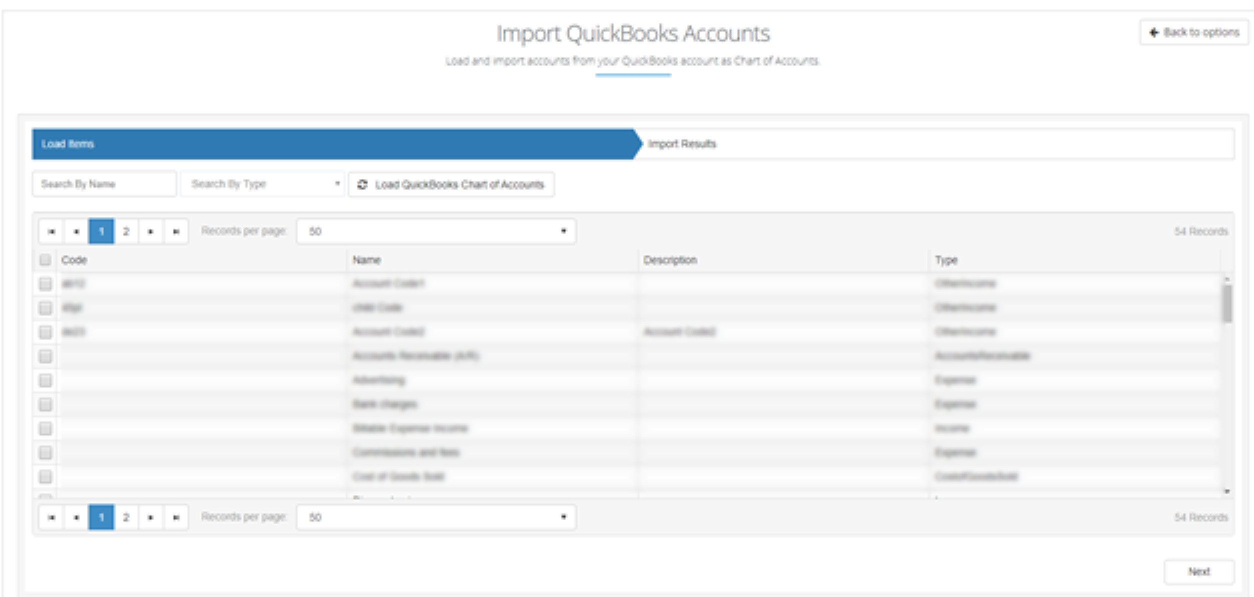
Once Next or Choose Target tab is pressed, you will need to decide the target of your import (as on the image below).



Note: Same item *may be* imported into all available targets

Import QuickBooks Accounts

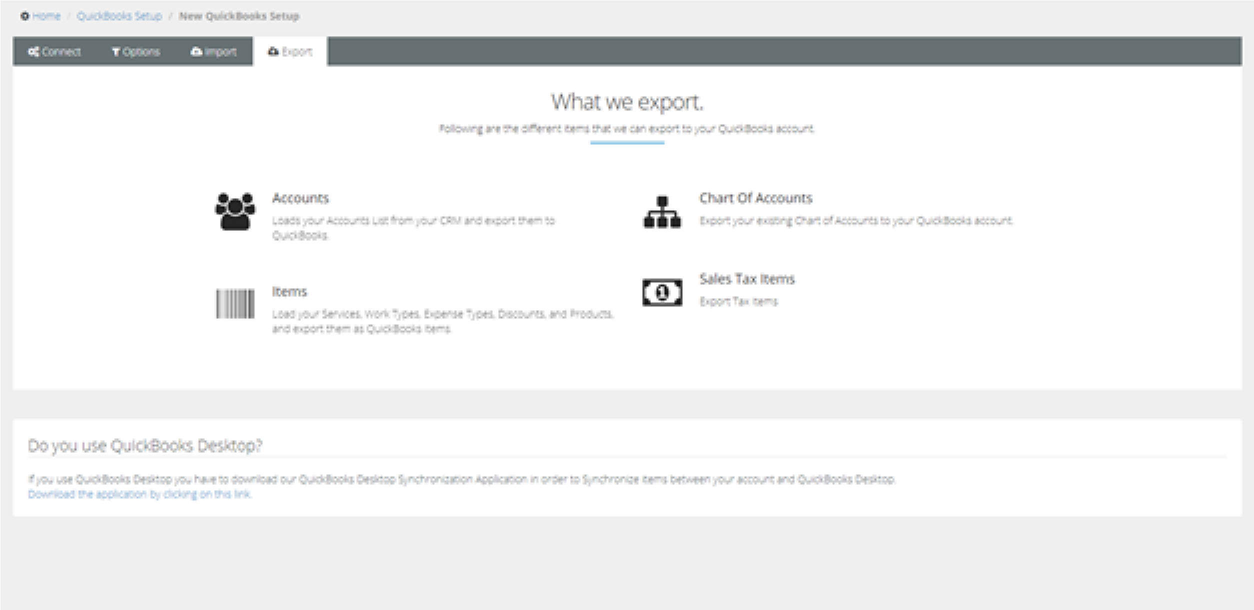
Chart Of Accounts are loaded from QuickBooks into a paged, searchable grid allowing you to select and import your accounts.



Note: Once a child chart of account is selected for import it will be imported with its corresponding parent.

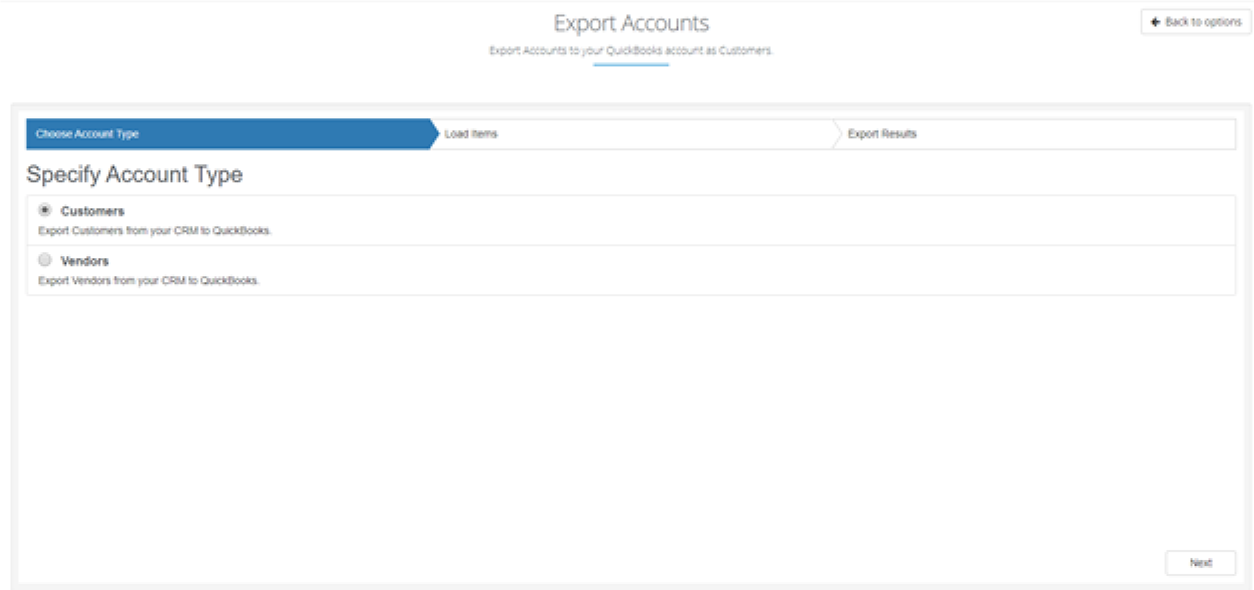
Export Section

This section is for exporting data from Vorex to QuickBooks.



Export Accounts

In accounts section you must specify the account type before loading data from Vorex .

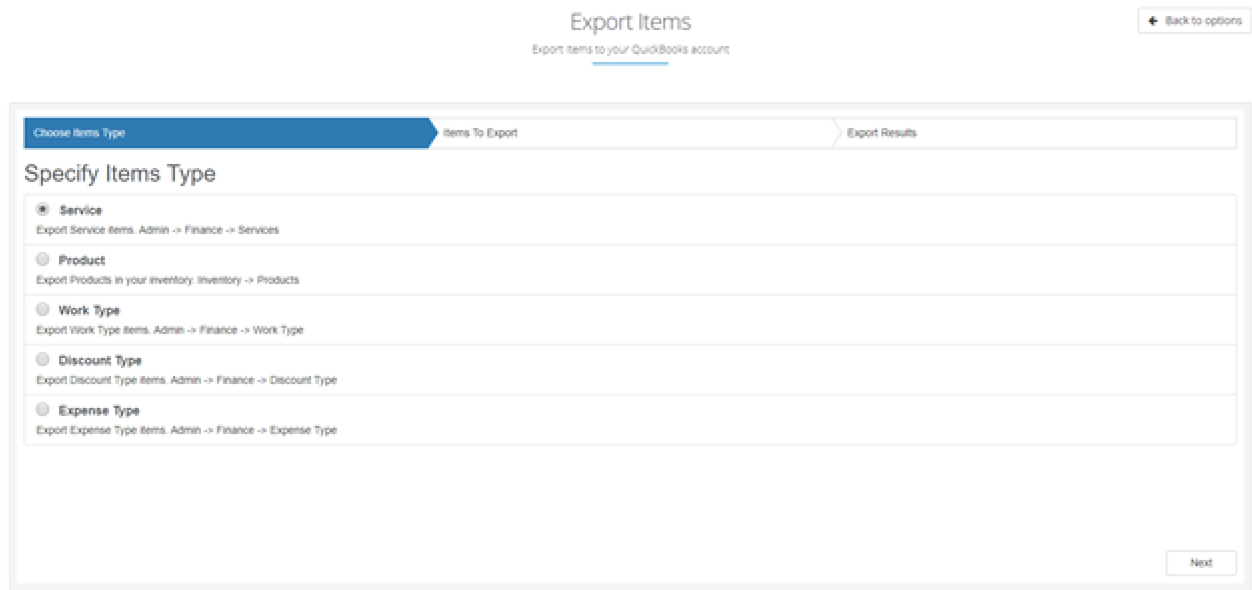


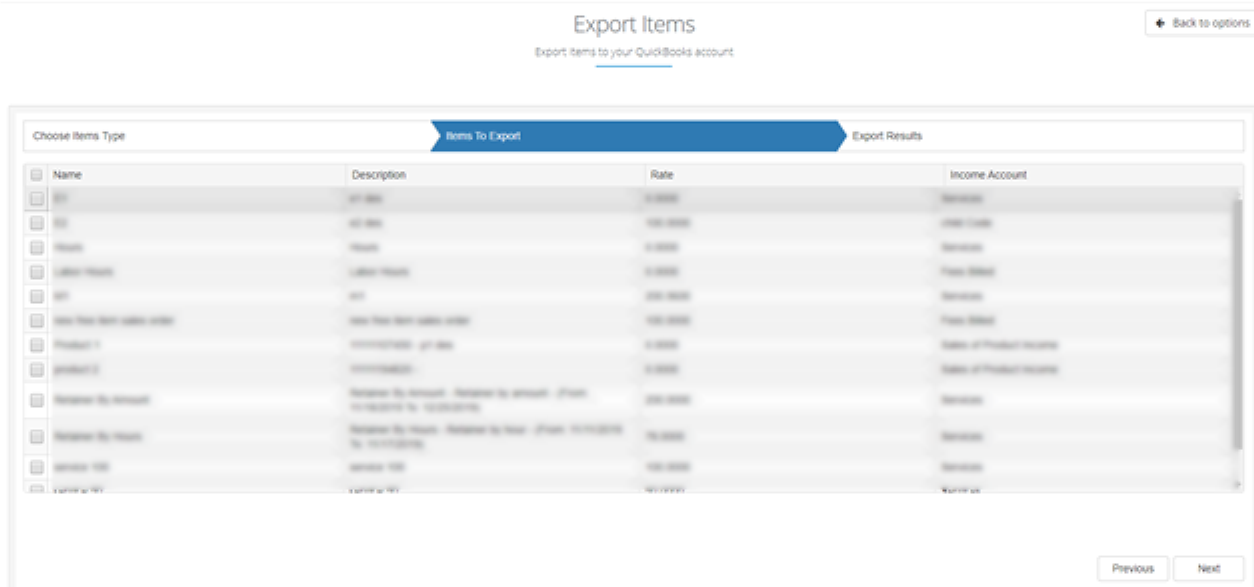
After specifying the type of the accounts, data will be loaded correspondingly from Vorex and then you can select and Export data to QuickBooks.

Note: Once a child account is selected for export it will be exported with its corresponding parent.

Export Items

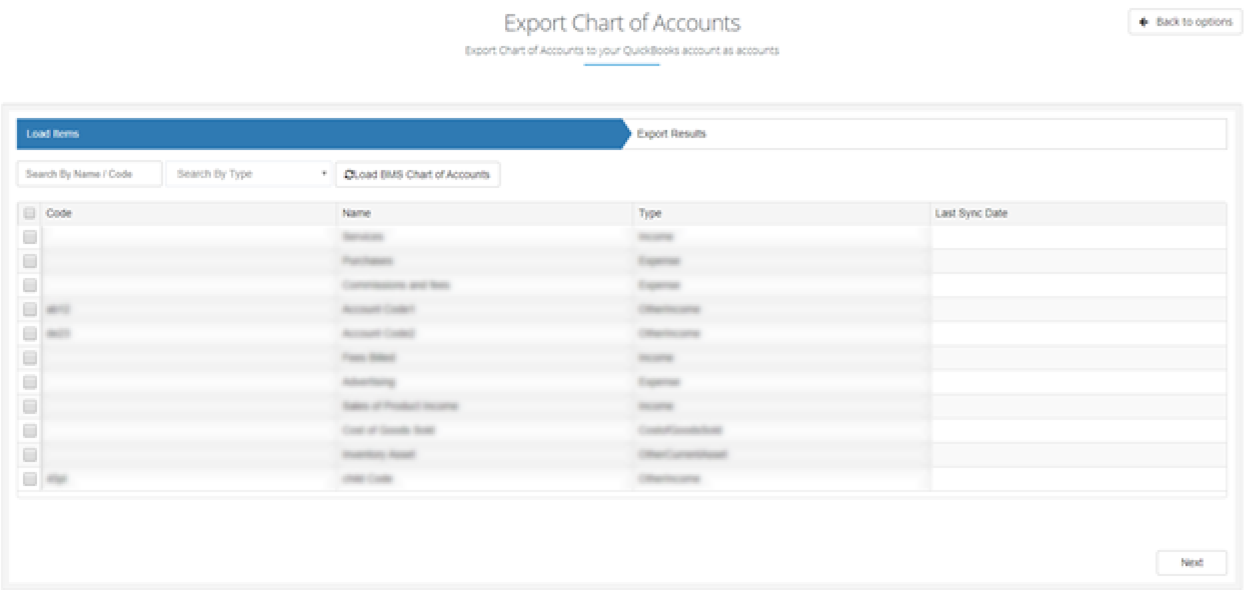
In this section you should specify the item type first, which is the data source where grid will be populated from. Then you can select items and proceed with your export.





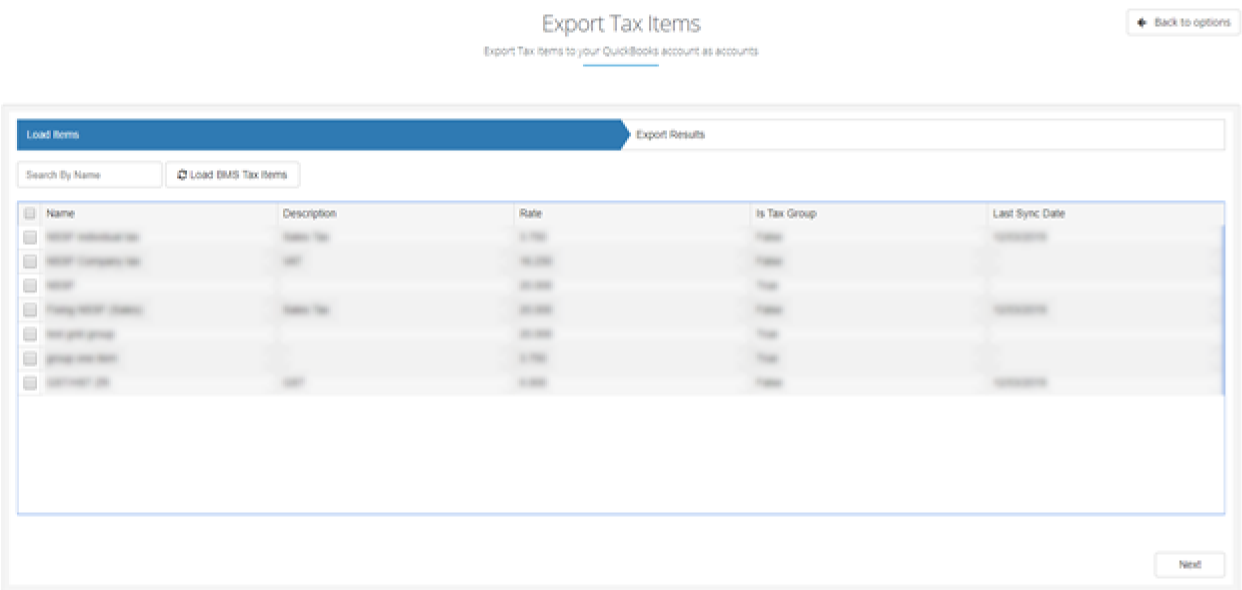
Export Chart Of Accounts

Chart Of Accounts are loaded from Vorex , select target then proceed with your export.



Export Sales Tax Items

Once selected all tax items and groups will be loaded from Vorex into a paged, searchable grid allowing you to select and Export your taxes.



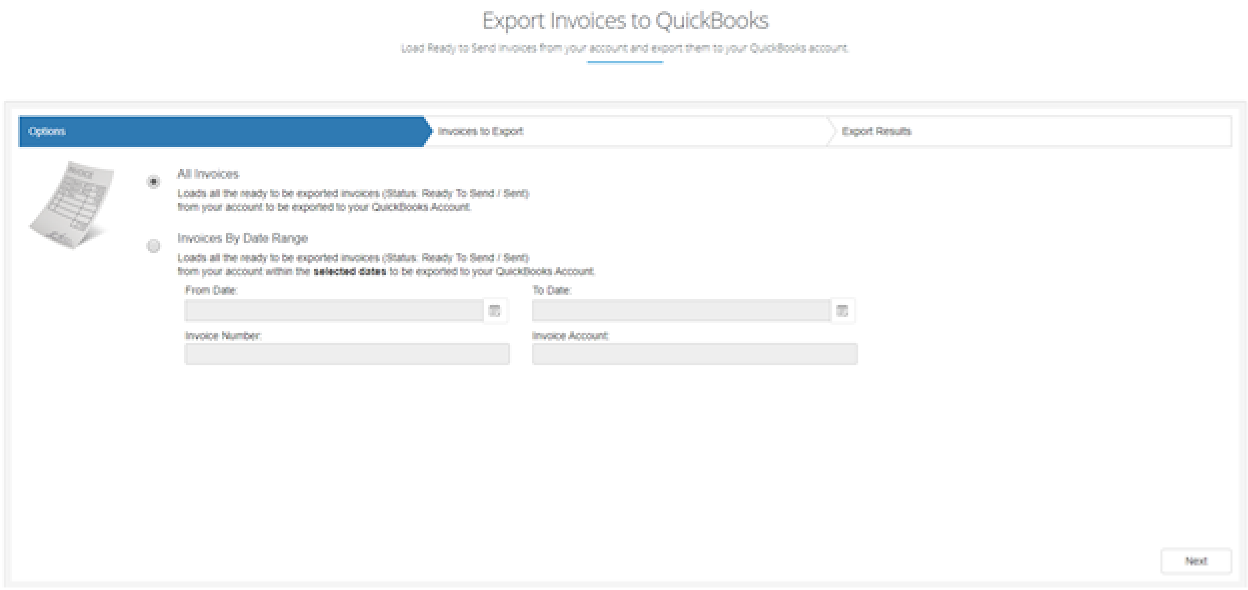
Note: Once a group tax is selected it will be exported with all of it's items .

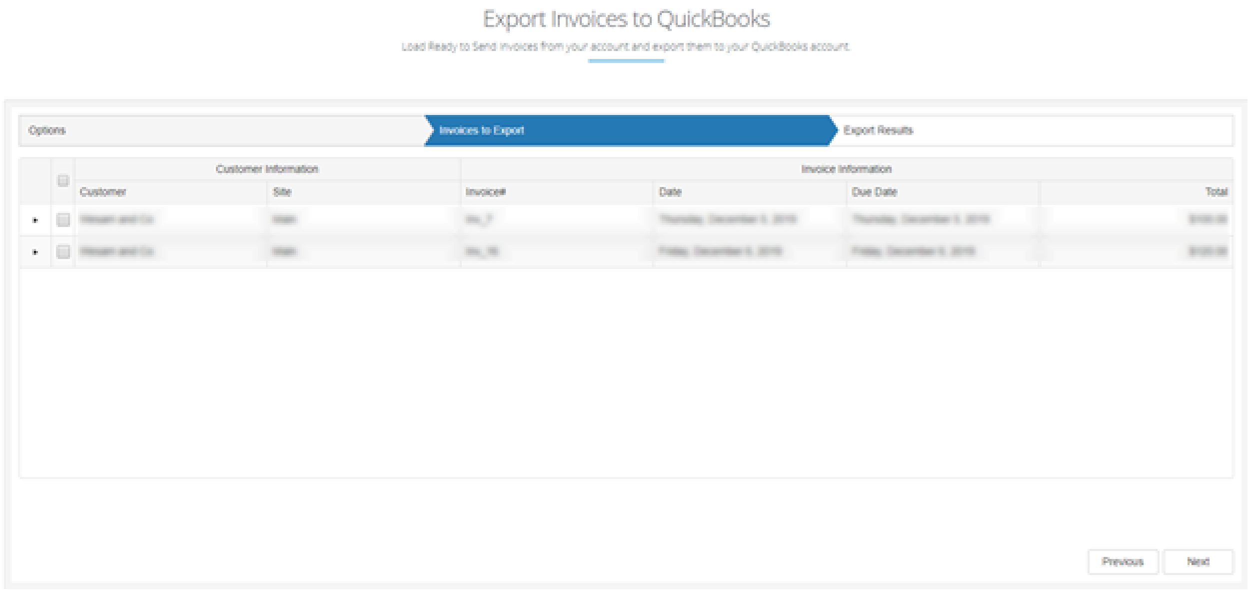
Export Invoices

This procedure configures the synchronization of invoice data between Quickbooks and Vorex .

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

1 Click the Invoices Export page.
2 Search for your invoice by date range, invoice number , invoice account , or you can load all.
3 Select the invoices to send to Quickbooks.
4 Click **Export** selected Invoices to QuickBooks.

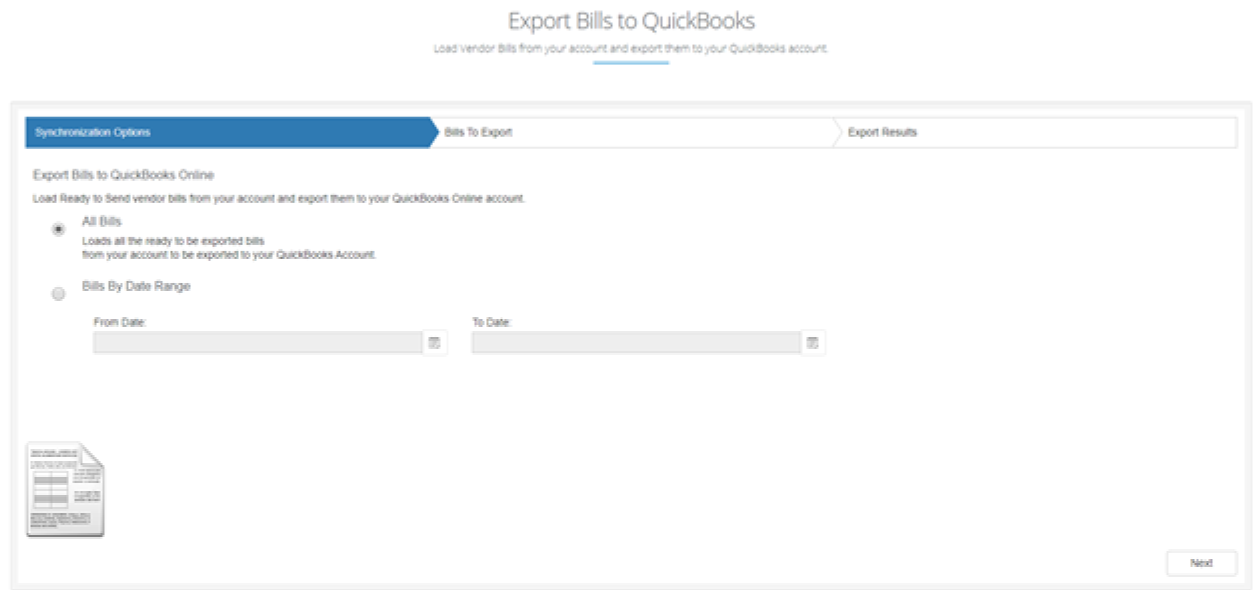


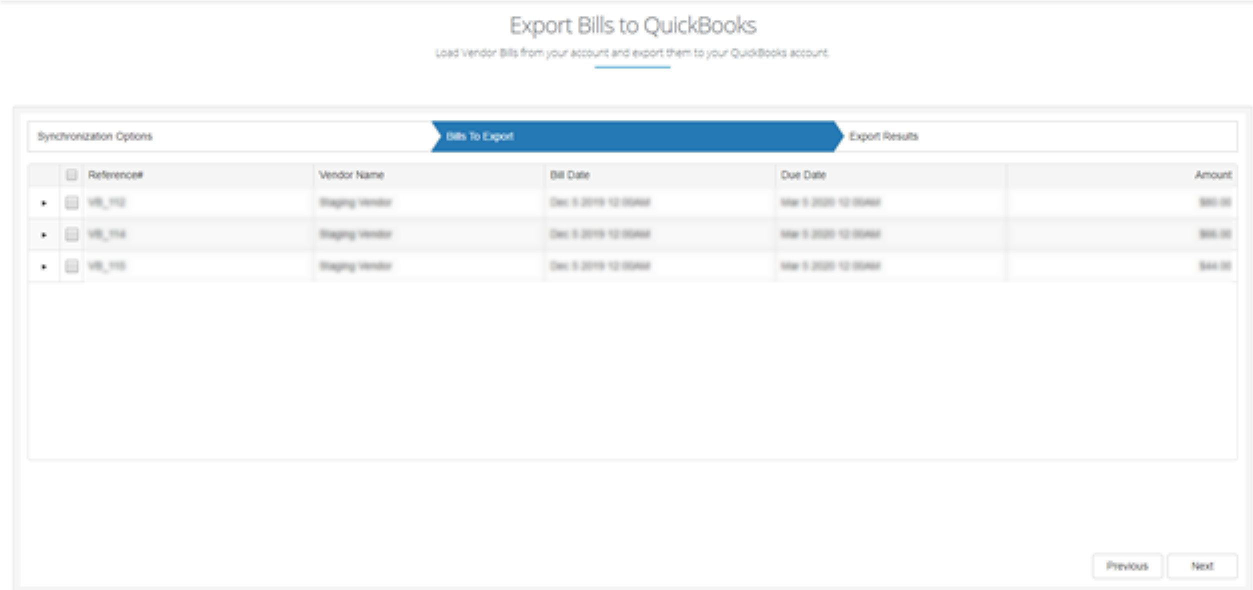

Export Invoices to QuickBooks
Load Ready to Send invoices from your account and export them to your QuickBooks account.
Options
Invoices to Export
Export Results
Customer Information
Invoice Information
Customer
Site
Invoice#
Date
Due Date
Total
Previous
Next

Export Bills

This procedure configures the synchronization of Bills data between Quickbooks and Vorex .

1. Click the Bills Export page.
2. Search for your Bill by date range or you can load all.
3. Select the Bills to send to Quickbooks.
4. Click Export selected Bills to QuickBooks.

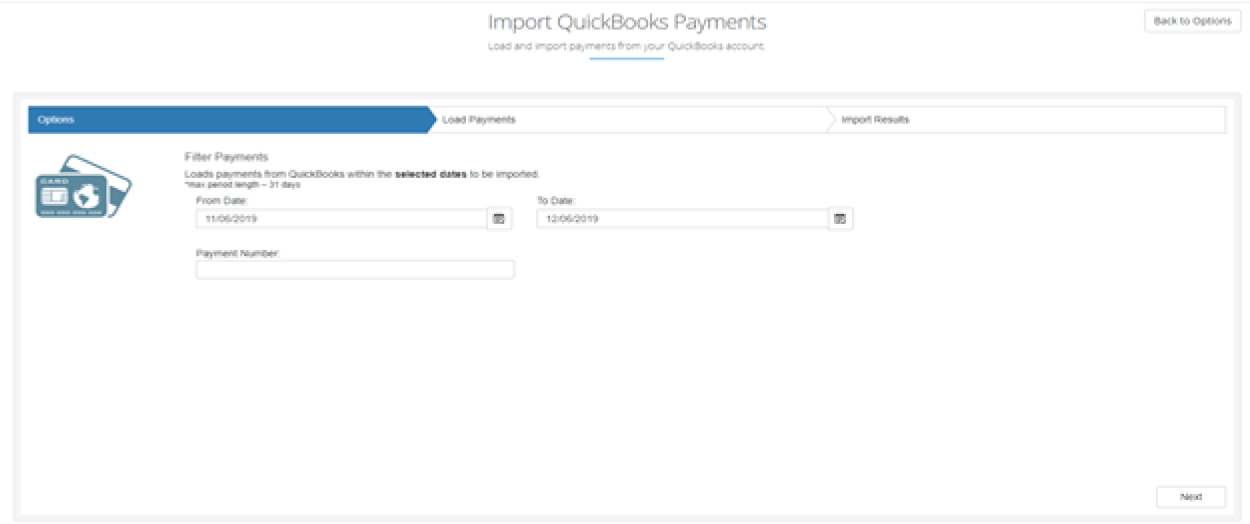


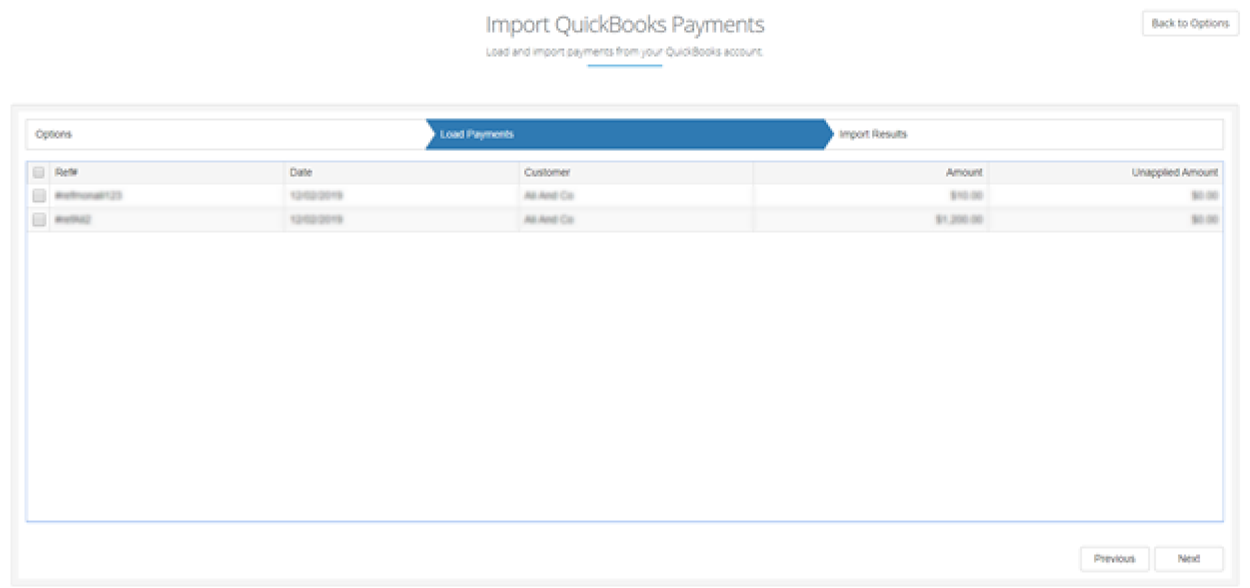


Import Payments

This procedure configures the synchronization of payment data between QuickBoks and Vorex .

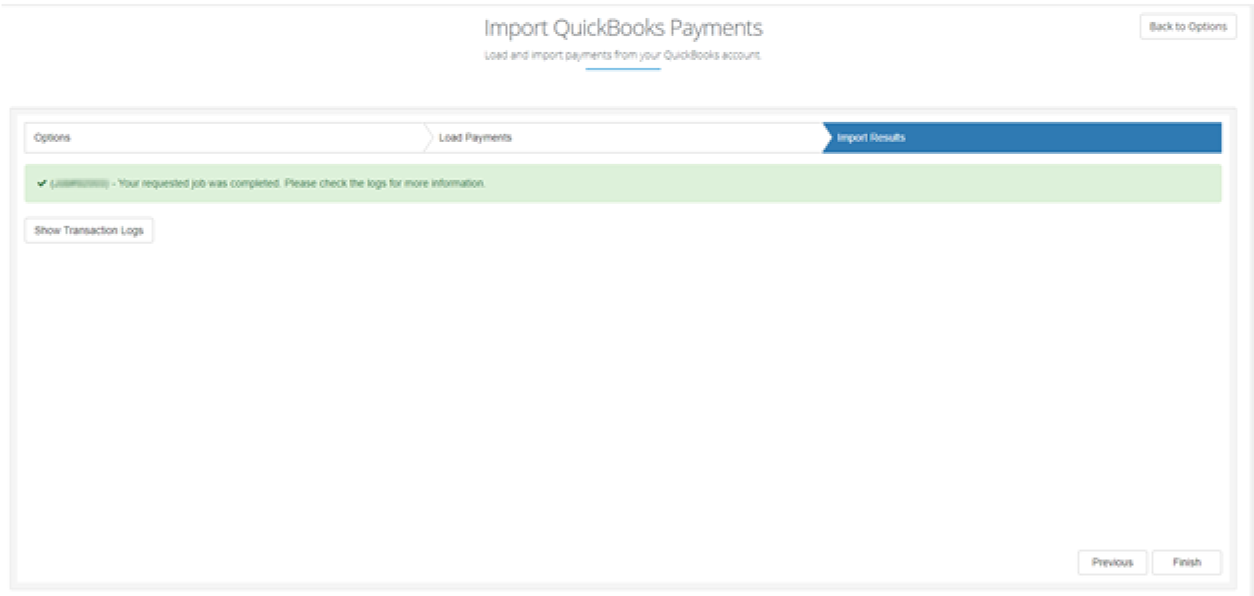
1. Click the Payments Page in the Menu tab.
2. Search for Payment By date range, payment number , or load them all.
3. Select the individual payments to import.
4. Review the list of imported payments on the Synchronization Results tab.

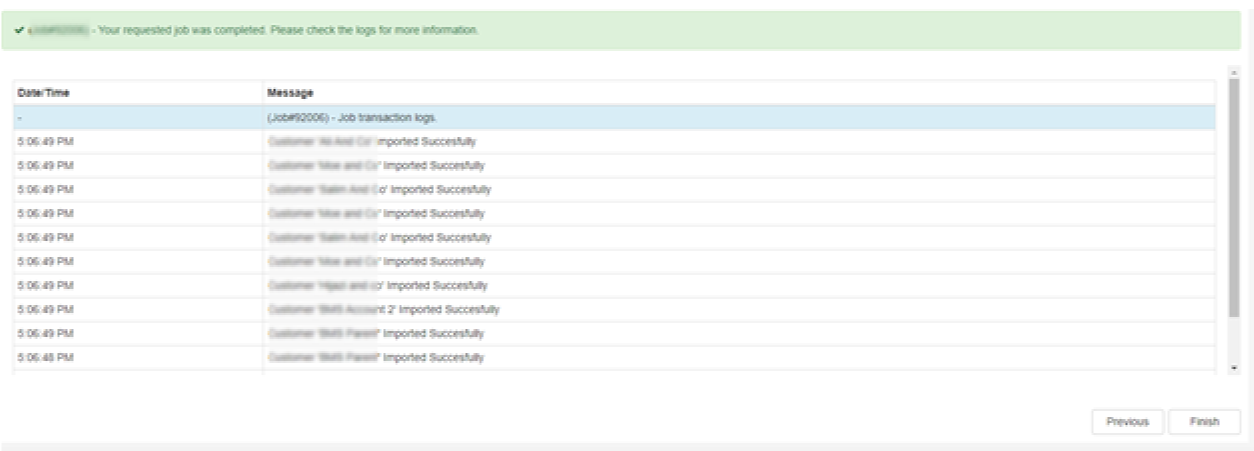




Logging

After any Import or Export procedure, you will get a final message describing the state of the status with all affected items during this procedure. you can press show transaction Logs and check all affected items.





Data Mapping

The following tables describe the data mapping between Vorex and QuickBooks Online.

Account Code

QuickBooks entity: **Account**

Vorex Fields	QuickBooks Field
Account Code	Field Number
Account Name	Name
Description	Description
Account Type	Account Type
Parent Account	Parent Account

Product

QuickBooks entity: **Inventory/Non-Inventory Product**

Vorex Field	QuickBooks Field
Product Name	Name
Product Description	Description
Expense Account	Expense Account
Income Account	Income Account
Requires Procurement (Yes/No)	Inventory/Non-Inventory

Work Type

QuickBooks entity: **Service**

Vorex Field	QuickBooks Field	Notes
Work Type Name	Name	
Description	Description on sales form	
Income Account	Income Account	
Taxable	Inclusive of tax	non-US companies

Expense Account	Expense account	

Services

QuickBooks entity: **Service**

Vorex Field	QuickBooks Field	Notes
Service Name	Name	
Unit Price	Sales price/rate	
Description	Description on sales form	
Income Account	Income Account	
Taxable	Inclusive of tax	non-US companies
Expense Account	Expense account	

Expense Type

QuickBooks entity: **Service**

Vorex Field	QuickBooks Field	Notes
Name	Name	
Description	Description on sales form	
Income Account	Income Account	
Taxable	Inclusive of tax	non-US companies
Expense Account	Expense account	

Discount Type

QuickBooks entity: **Service**

Vorex Field	QuickBooks Field	Notes
Name	Name	
Description	Description on sales form	
Income Account	Income Account	
Taxable	Inclusive of tax	non-US companies
Expense Account	Expense account	

Tax Group

QuickBooks entity: **Group rate**

Vorex Field	QuickBooks Field	Notes
Name	Group Rate	
Tax Rate	Sum of added sub tax items	You can only ad 5 children using Tax rate dropdowns
Description	Description	
Related Tax Items	Sub Tax Items	Refer to the following Tax Item mapping

Tax Item

QuickBooks entity: **Custom Tax**

Vorex Field	QuickBooks Field	Notes
Name	Group Rate	
Tax Rate	Rate	You need to check "I collect this on sales" first
Tax Agency	Tax Agency Name	

Accounts

QuickBooks entity: **Customer/Vendor**

Vorex Field	QuickBooks Field	Notes
Account	Display name as/Company	
Website	Website	
Description	Display name as	
Address Line 1	Street Line 1	• In case of customer : 1-QB billing address is mapped to Vorex billing address 2-QB Shipping address is mapped to Vorex main address • In case of vendor: 1-QB billing address is mapped to Vorex billing address 2- no shipping address , main site not filled
Address Line 2	Street Line 2	
City	City/Town	

State	State/Province	
Post Code	Postal code	
Country	Country	
Phone Number	Phone	
Fax Number	Fax	
Email Address (Billing Address Info)	Email	

Invoice

QuickBooks entity: **Invoice**

Vorex Field	QuickBooks Field	Notes
Account	Customer	
P.O.Number	Customer field, PO Number	This field should be configured in company settings in quick books as a custom field.
Invoice Date	Invoice date	
Due Date	Due date	
Notes	Message on invoice/Message on statement	
Tax Item	Sales Tax	Where automatic sales tax calculation is disabled.
Total Price	Total	
Grand Total	Balance due	
Address Line 1	Billing Address	
Address Line 2		
City		
State		
Country		
Post Code		
Email Address(Billing Address Info)	Customer email	The first email address in Vorex invoice

Invoice Item

QuickBooks entity: **Invoice Item**

Vorex Field	QuickBooks Field	Notes
Item Name	Product/Service	
Description	Description	
Quantity	QTY	
Unit Price	Rate	
Total Price	Amount	
Taxable	Taxable (Yes/No)	In non-US companies: the product/service tax will be the same as the invoice tax item.

Payment

QuickBooks entity: **Payment**

Vorex Field	QuickBooks Field
Account	Customer
Payment Date	Payment Date
Reference #	Reference no
Payment type	Payment method
Memo	Memo
Invoice Number	Description
Amount	Amount Received

Vendor Bill

QuickBooks entity: **Expense**

Vorex Field	QuickBooks Field
Vendor	Vendor
Create On	Bill Date
Due Date	Due Date

Reference #	Bill no.
Amount	Balance Due
Memo	Memo