Vorex- QuickBooks Desktop Integration

User Guide | December 2020

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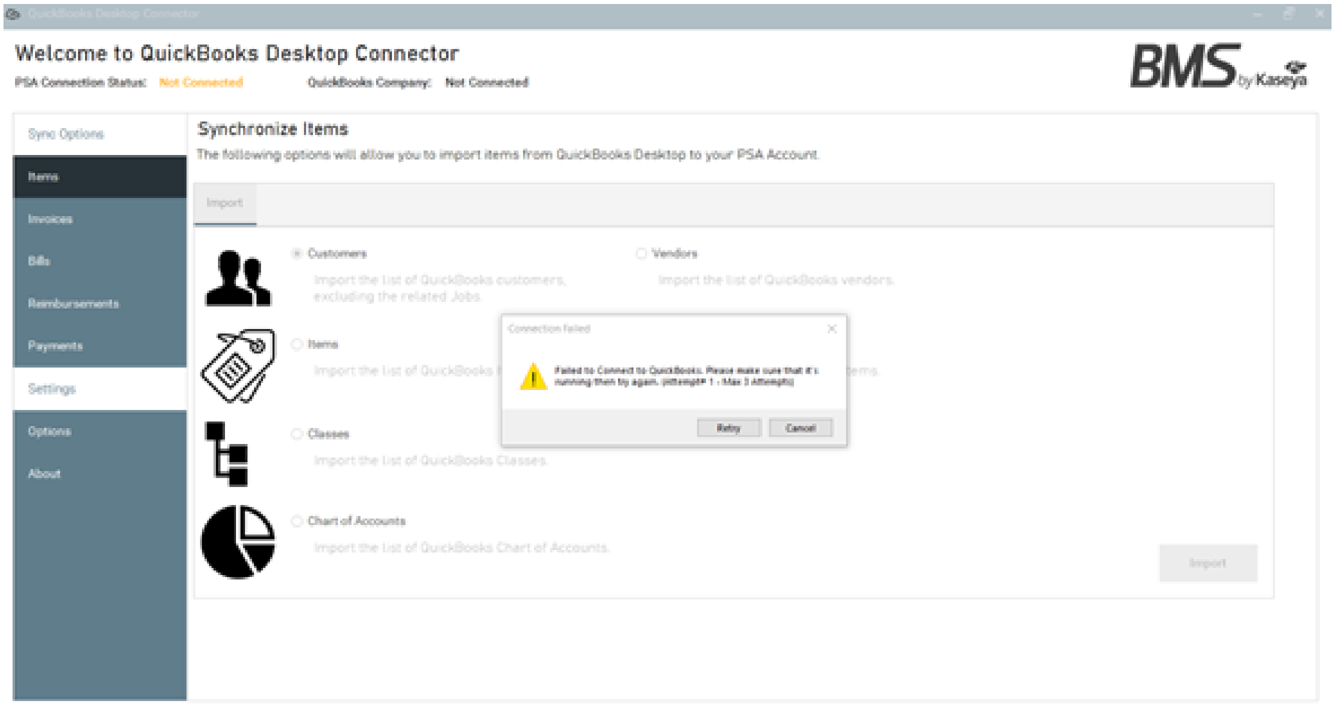
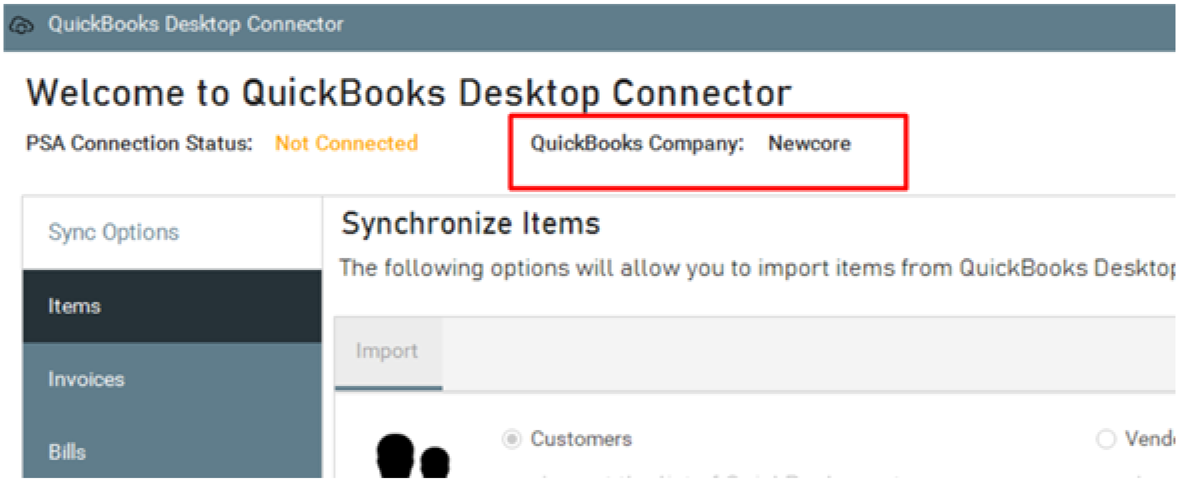
Connecting to QuickBooks

In order to connect Vorex to QuickBooks Desktop, it is required to have the QuickBooks Desktop Connector application. For a successful connection, the QuickBooks Desktop application must be started as Admin in single user mode.

If the QuickBooks Connector application was not started, you will prompt a warning.

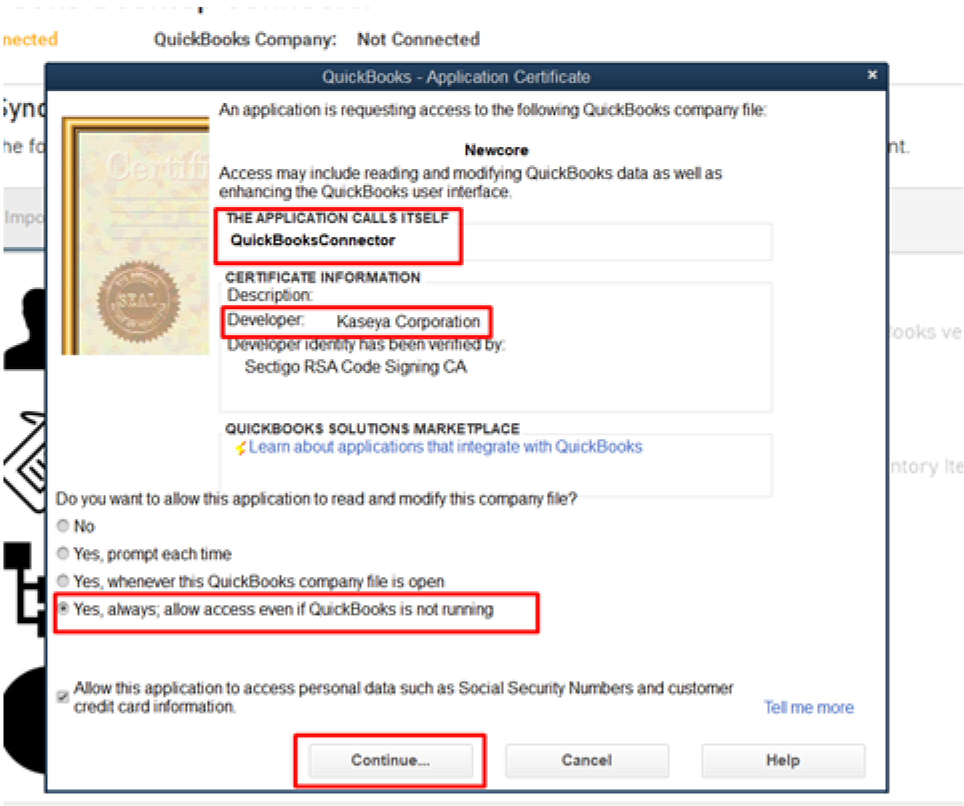


Once the application is connected, your will see the name of the QuickBooks Company which you are connected to on the top of the QuickBooks Desktop connector application.



Note: Upon the initial connection with the QuickBooks Desktop, you will be prompted with a window in the QuickBooks to approve the connection from a third-party application.

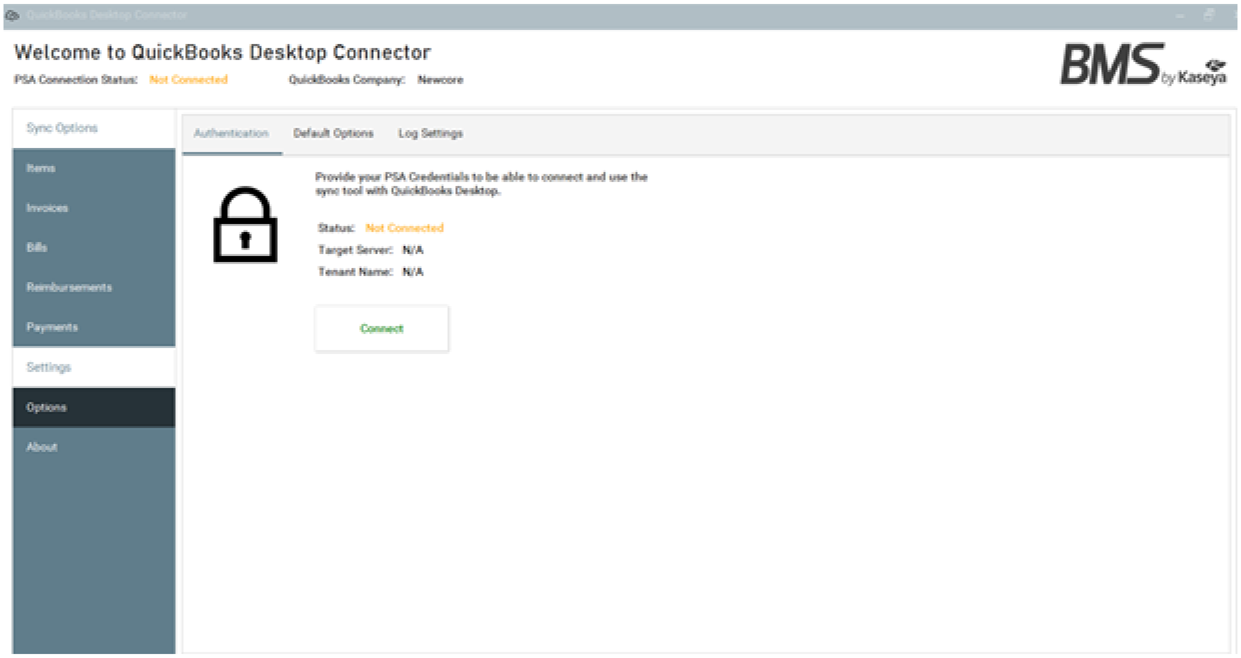
To approve the connection from a third-party application select the “Yes, always, allow access even if the QuickBooks is not running”, then click **Continue**.



Connecting to Vorex

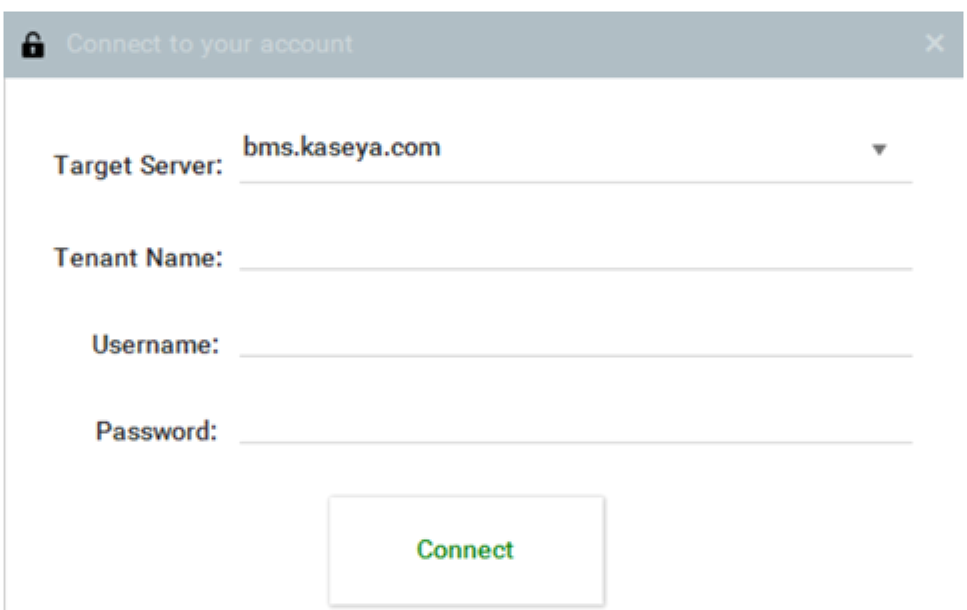
Next step is to connect the QuickBooks Desktop Connector application with your Vorex account.

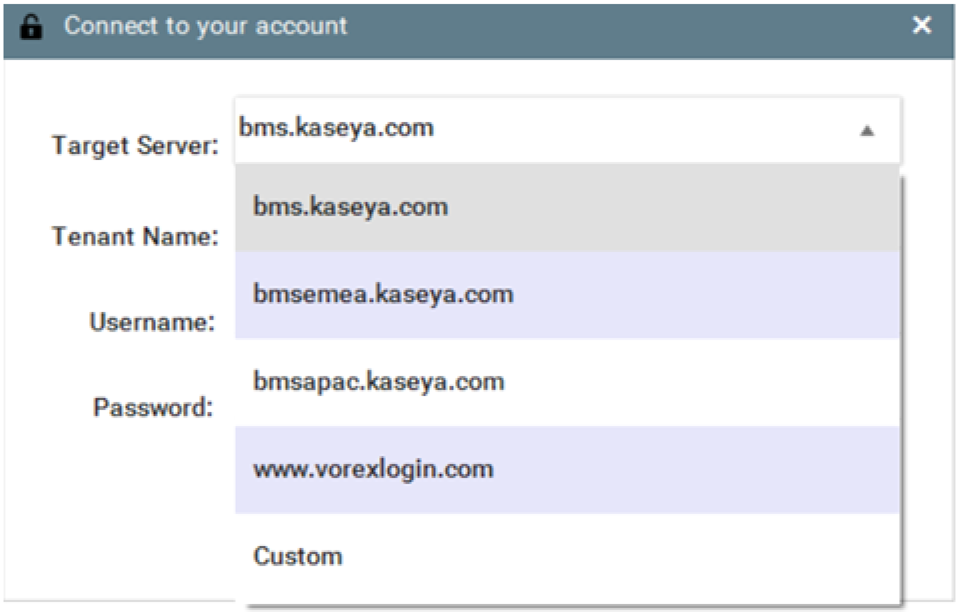
1 Navigate to the Options > **Authentication** tab.



2 Click the **Connect** button and provide the necessary information to connect.

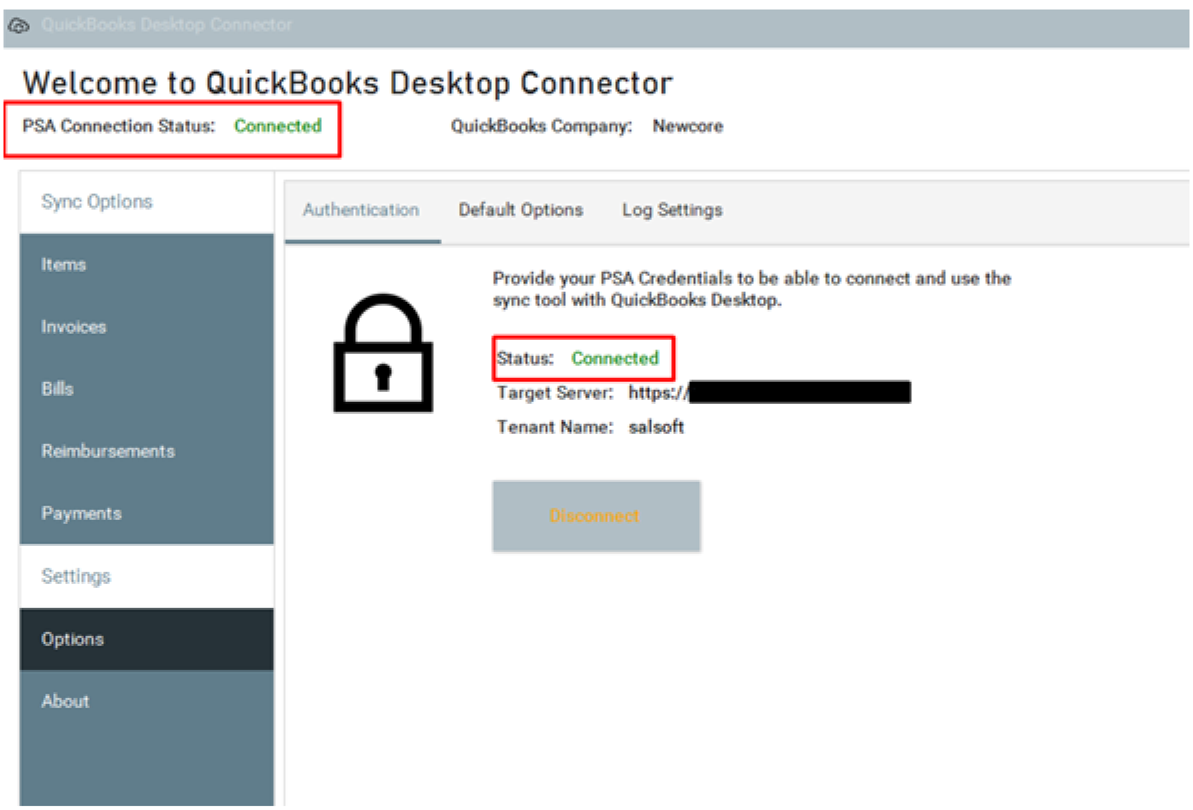
– Select the target Vorex Server;





- Specify the company you want to connect to;
- Provide Username and Password;

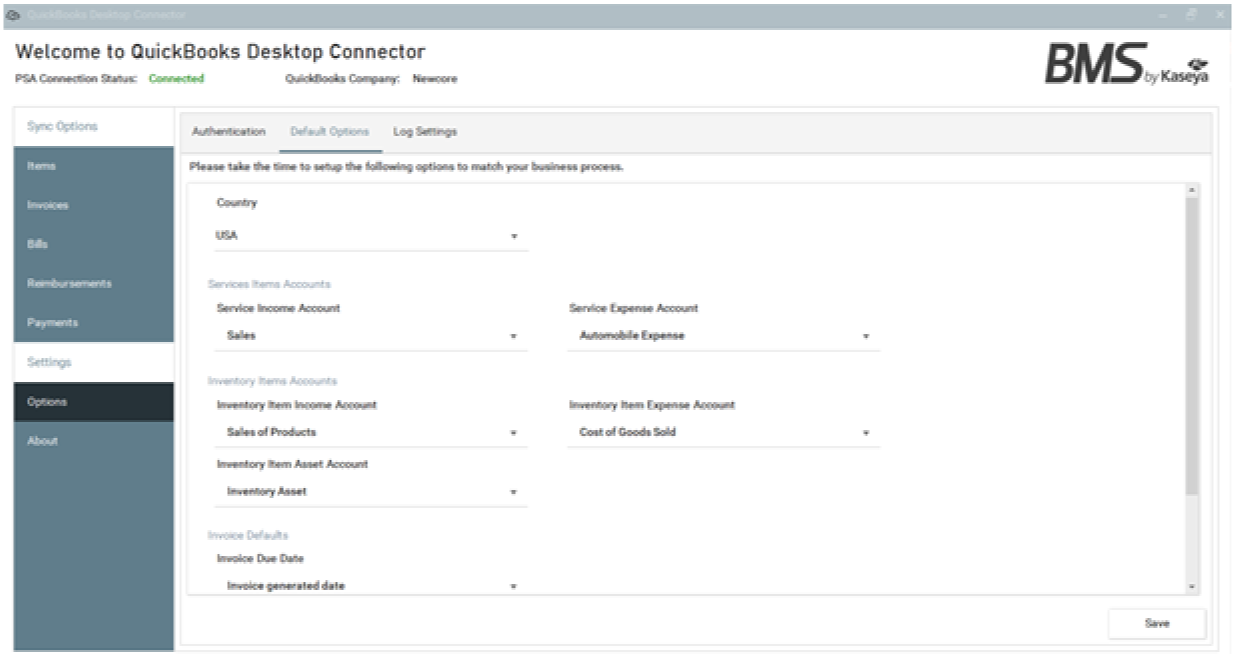
Once the connection is established, you will be able to see the connection status.



Setting Up Default Options

For a successful synchronization between Vorex and the QuickBooks Desktop application, it is recommended to setup some default options for the QuickBooks Desktop Connector application.

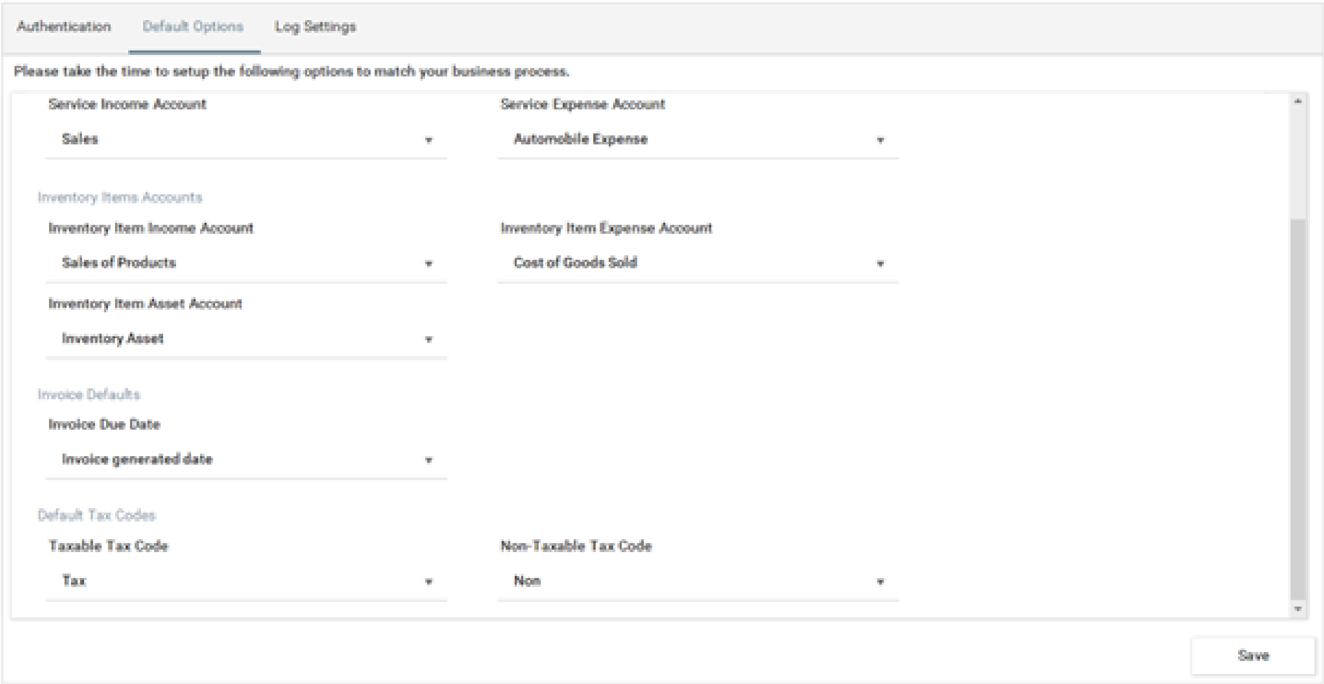
1 Navigate to Options > **Default** tab;



2 Setup necessary default options;

The default options include the following:

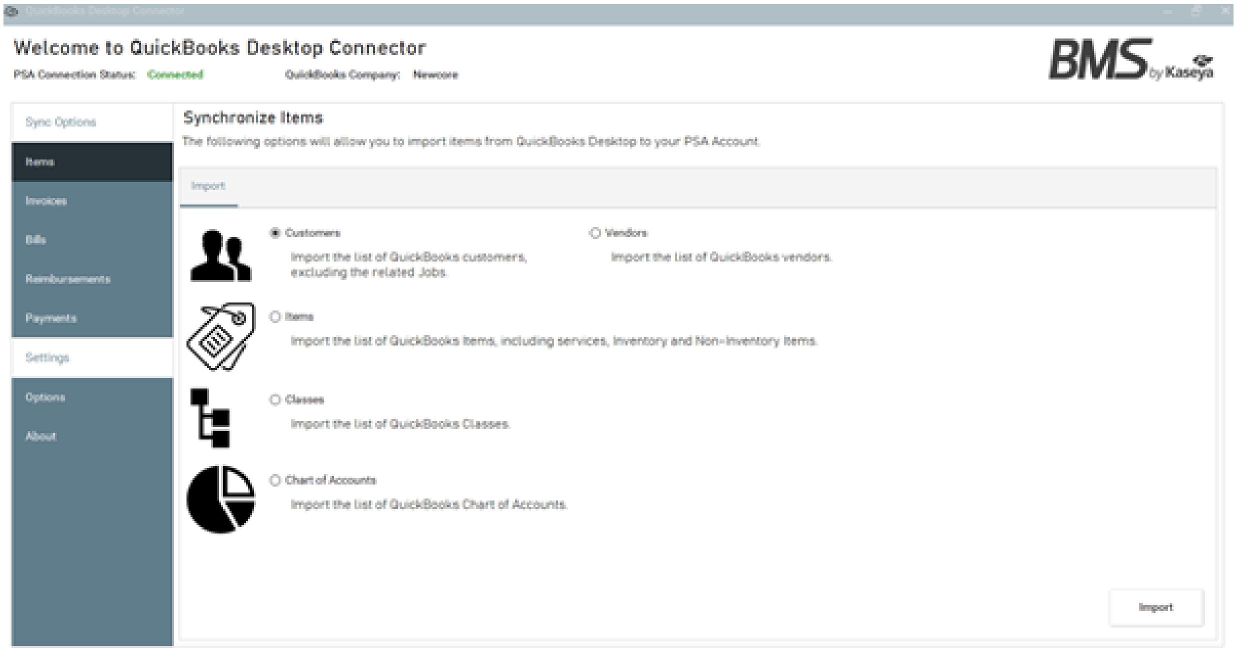
- Default Sales Income and Expense Account:
  - Applies to all items except Inventory Items;
  - The sync will use these defaults when the items being sent from Vorex to QuickBooks Desktop application while exporting an invoice for example does not have an associated Income/Expense account.
- Default Inventory Income Expense Account:
  - Applies to Inventory Items only.
- Invoice Due Date:
  - This option provides the ability to dynamically set the due date when exporting invoices from Vorex . Example of options: “7 Days from the invoice date”, “20th of the invoice month”, “Invoice generated date”.
- Default Tax Codes:
  - Taxable and Non-Taxable codes.


Authentication
Default Options
Log Settings
Please take the time to setup the following options to match your business process.
Service Income Account
Sales
Service Expense Account
Automobile Expense
Inventory Items Accounts
Inventory Item Income Account
Sales of Products
Inventory Item Expense Account
Cost of Goods Sold
Inventory Item Asset Account
Inventory Asset
Invoice Defaults
Invoice Due Date
Invoice generated date
Default Tax Codes
Taxable Tax Code
Tax
Non-Taxable Tax Code
Non
Save

Synchronize Items from QuickBooks to Vorex

The QuickBooks Desktop Connector application provides the ability to load and export the following items to yourVorex account:

- Customers
- Vendors
- Items
- Classes
- Chart of Accounts

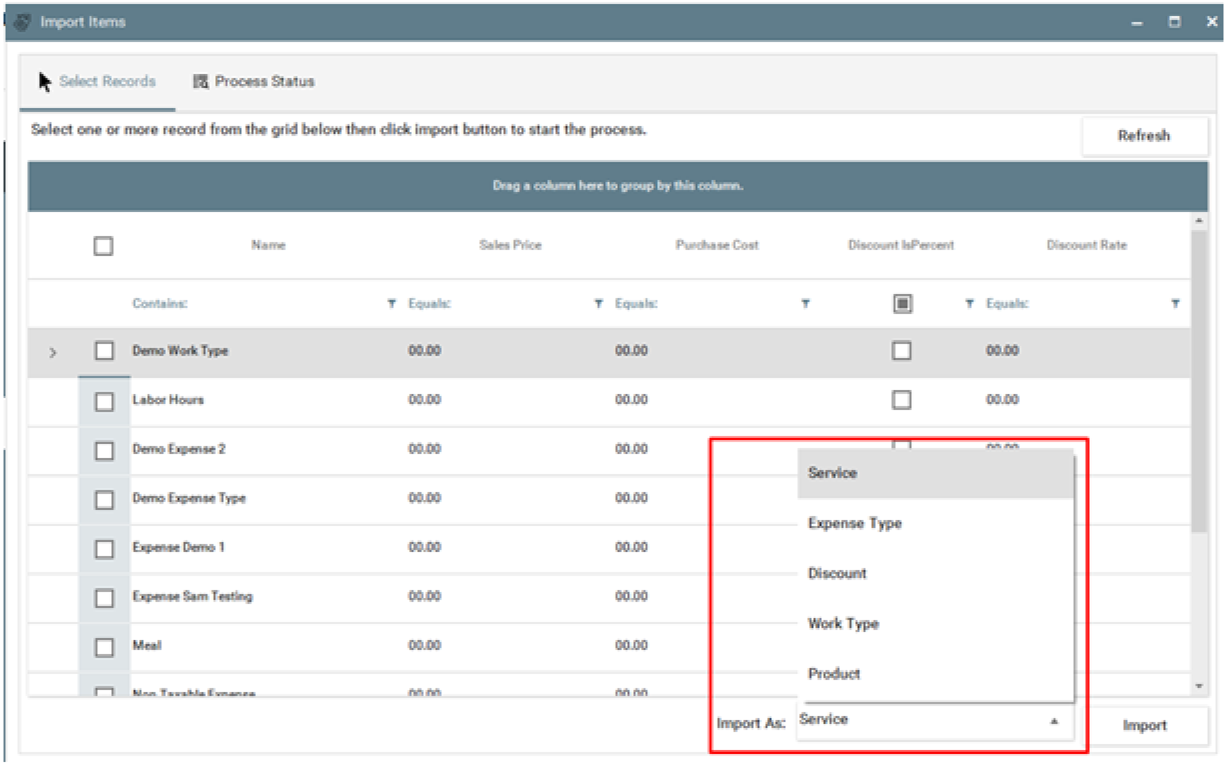


To synchronize items from QuickBooks to Vorex account

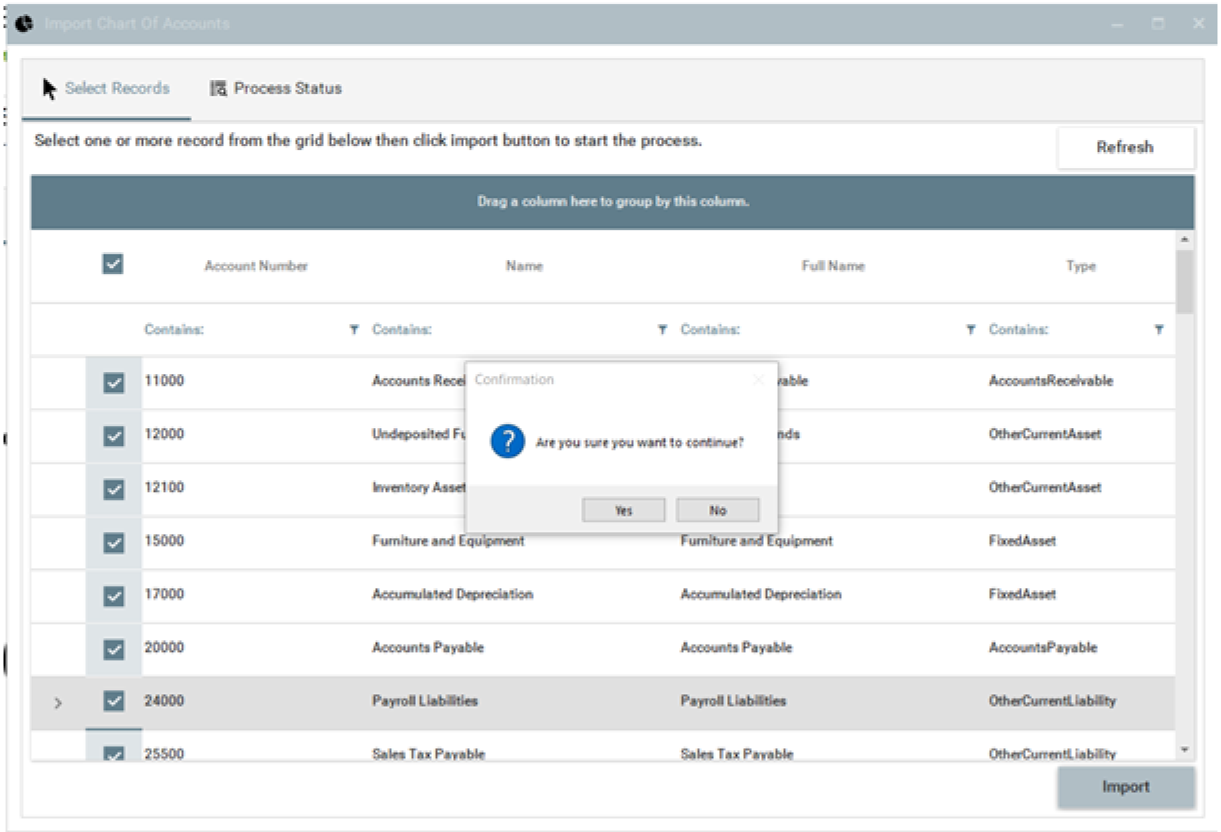
1. Select the item you want to synchronize;
2. Click the **Import** button.

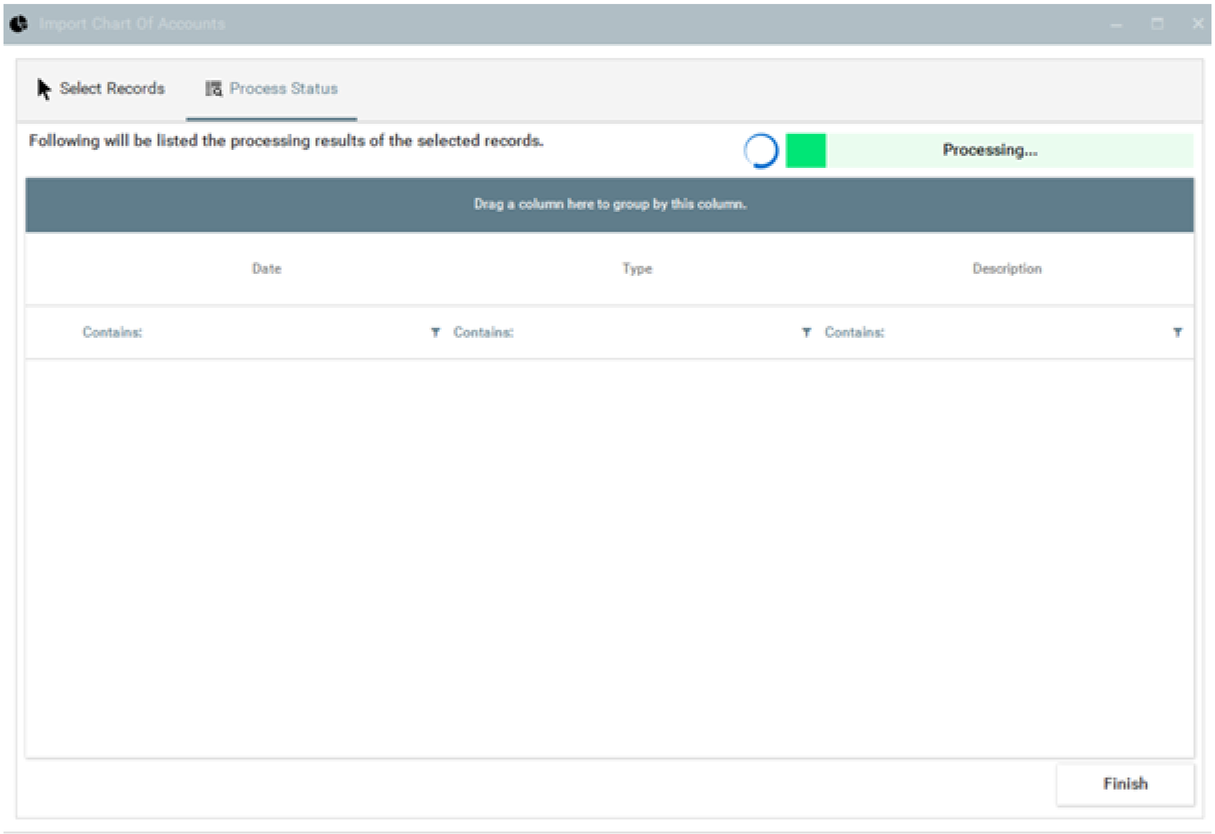
   A popup window will open.
3. Select records from a grid.
4. Select the target from the **Import As** dropdown.
5. Click the **Import** button.

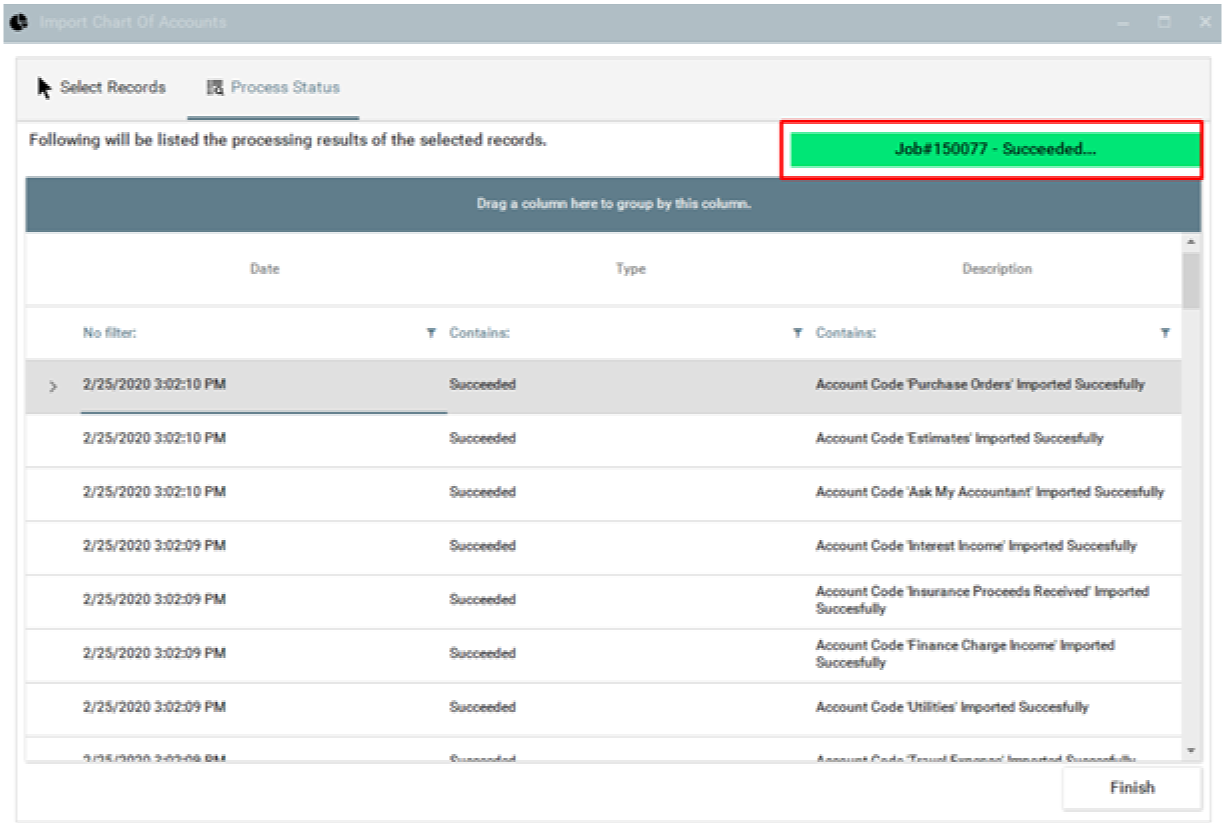
The processing results of selected items starts.



Example of loading 'Chart of accounts' from the QuickBooks Desktop application and exporting it to Vorex account.


Import Chart Of Accounts
Select Records
Process Status
Select one or more record from the grid below then click import button to start the process.
Refresh
Drag a column here to group by this column.
Account Number
Name
Full Name
Type
Contains:
11000
Accounts Recei
AccountsReceivable
12000
Undeposited Fu
OtherCurrentAsset
12100
Inventory Asset
OtherCurrentAsset
15000
Furniture and Equipment
Furniture and Equipment
FixedAsset
17000
Accumulated Depreciation
Accumulated Depreciation
FixedAsset
20000
Accounts Payable
Accounts Payable
AccountsPayable
24000
Payroll Liabilities
Payroll Liabilities
OtherCurrentLiability
25500
Sales Tax Payable
Sales Tax Payable
OtherCurrentLiability
Confirmation
Are you sure you want to continue?
Yes
No
Import


Import Chart Of Accounts
Select Records
Process Status
Following will be listed the processing results of the selected records.
Processing...
Drag a column here to group by this column.
Date
Type
Description
Contains:
Contains:
Contains:
Finish

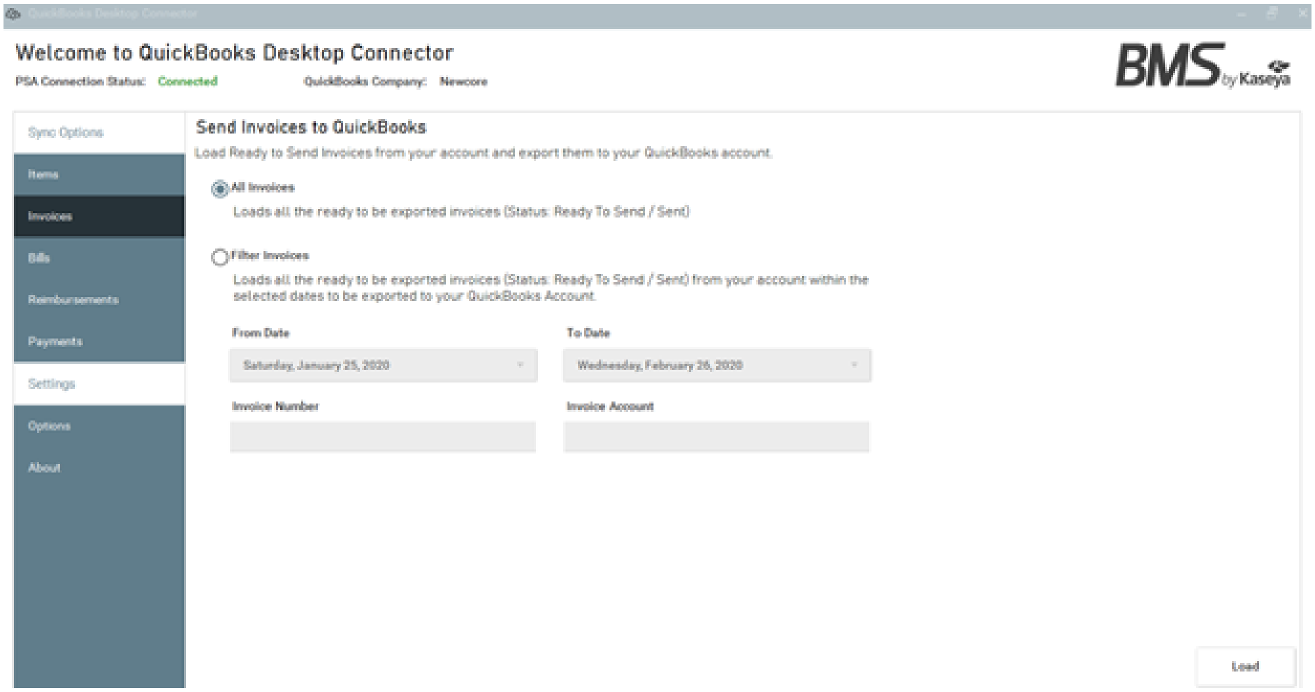

Import Chart Of Accounts
Select Records
Process Status
Following will be listed the processing results of the selected records.
Job#150077 - Succeeded...
Drag a column here to group by this column.
Date
Type
Description
No filter:
Contains:
Contains:
2/25/2020 3:02:10 PM
Succeeded
Account Code 'Purchase Orders' Imported Succesfully
2/25/2020 3:02:10 PM
Succeeded
Account Code 'Estimates' Imported Succesfully
2/25/2020 3:02:10 PM
Succeeded
Account Code 'Ask My Accountant' Imported Succesfully
2/25/2020 3:02:09 PM
Succeeded
Account Code 'Interest Income' Imported Succesfully
2/25/2020 3:02:09 PM
Succeeded
Account Code 'Insurance Proceeds Received' Imported Succesfully
2/25/2020 3:02:09 PM
Succeeded
Account Code 'Finance Charge Income' Imported Succesfully
2/25/2020 3:02:09 PM
Succeeded
Account Code 'Utilities' Imported Succesfully
Finish

Exporting Invoices from Vorex to QuickBooks Desktop

The QuickBooks Desktop Connector application provides the ability to load invoices from Vorex which have **Ready to Send** or **Sent** status and not been exported to QuickBooks Desktop yet.

The following options are provided:

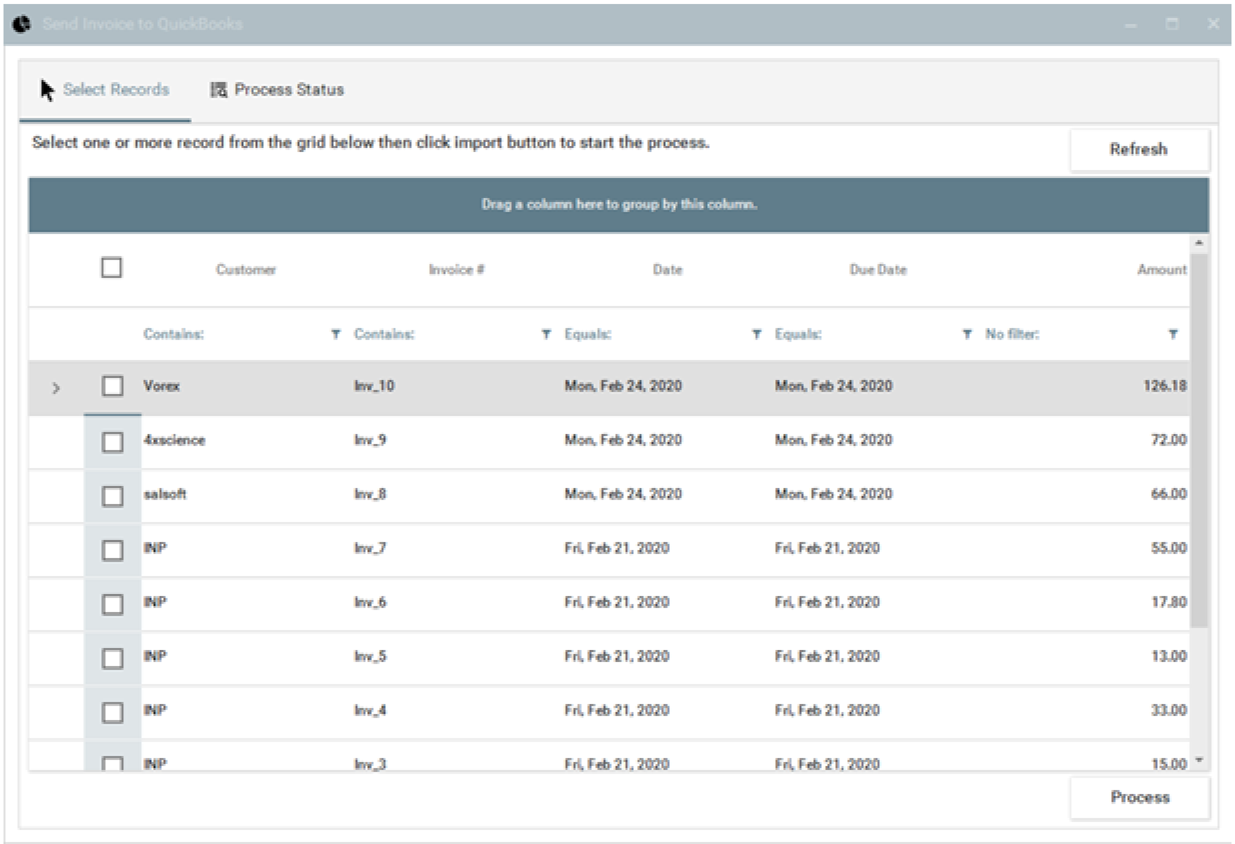
- Load All Invoices
- Or Load Invoices based on a filter



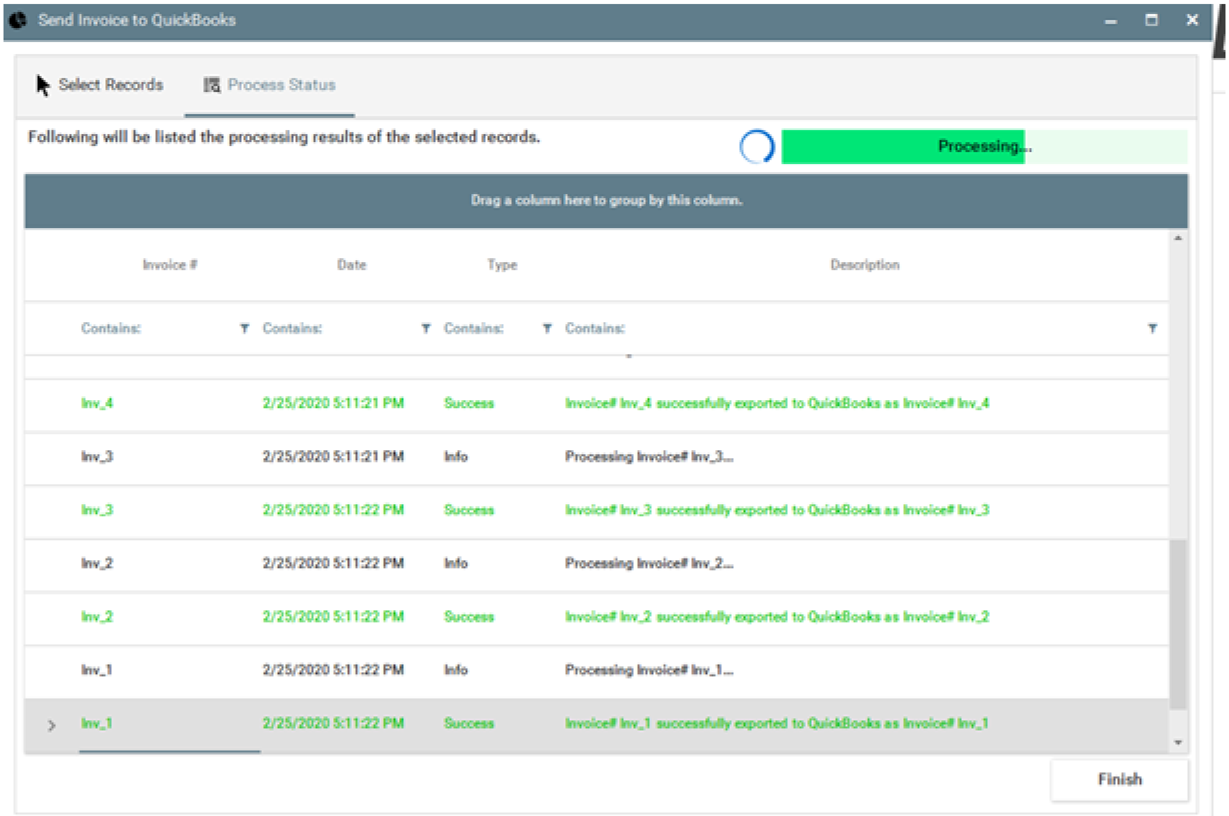
To send Invoices from Vorex to QuickBooks Desktop

1. Select the All Invoiced or Filter Invoices option.
2. Click the 'Load' button for the invoices to be loaded.

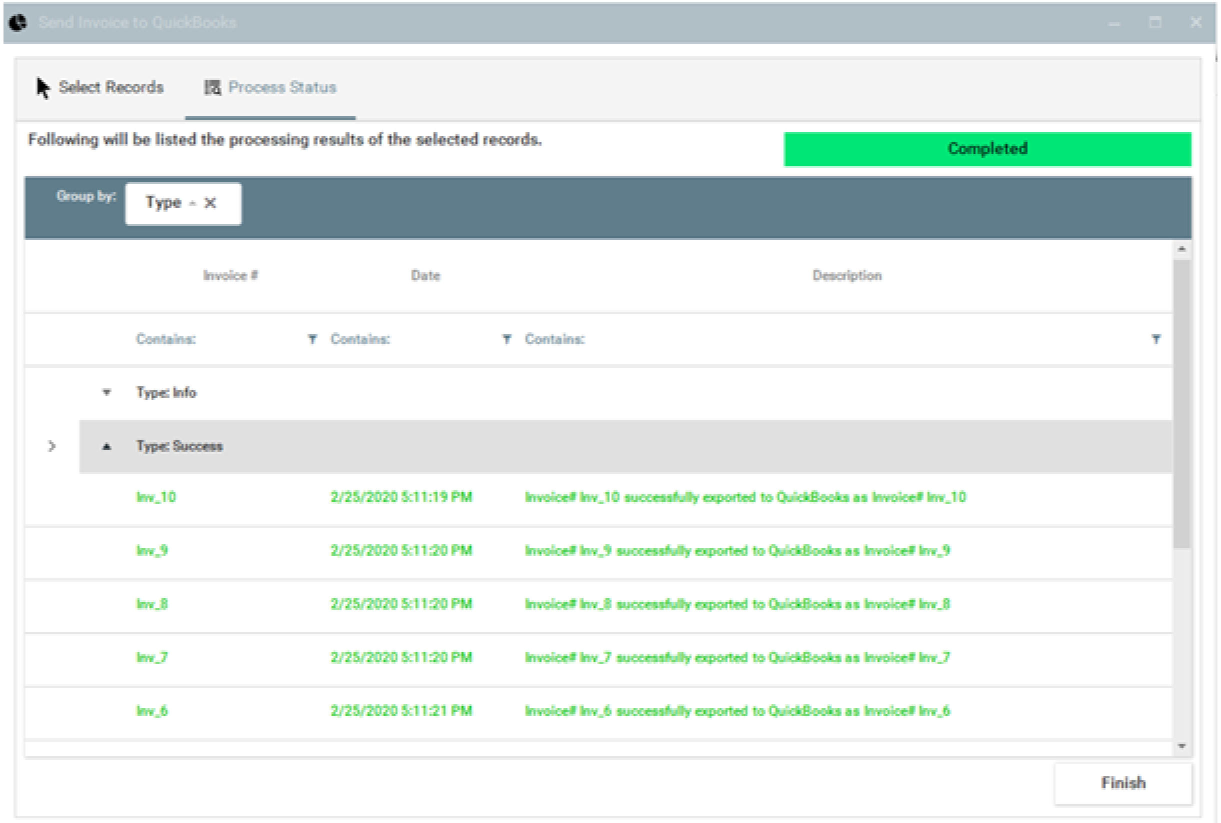
   Once the page is loaded, you can filter and group the invoices.
3. Select the invoices you want to be exported
4. Click the “Process” button.

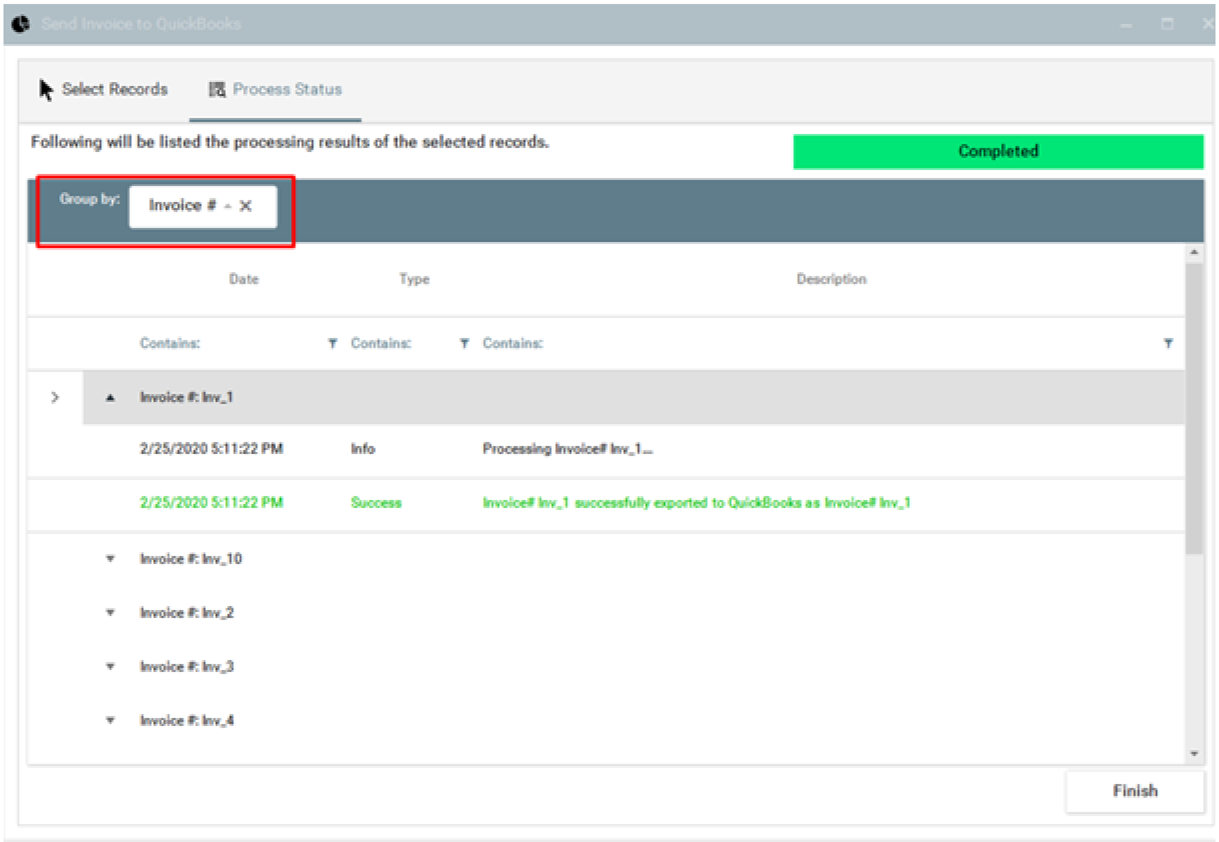


The processing results of selected invoices starts.



Once the process is completed, you can filter and group the result to see the details and errors.


Send Invoice to QuickBooks
Select Records
Process Status
Following will be listed the processing results of the selected records.
Completed
Group by:
Type
Invoice #
Date
Description
Contains:
Contains:
Contains:
Type: Info
Type: Success
Inv_10
2/25/2020 5:11:19 PM
Invoice# Inv_10 successfully exported to QuickBooks as Invoice# Inv_10
Inv_9
2/25/2020 5:11:20 PM
Invoice# Inv_9 successfully exported to QuickBooks as Invoice# Inv_9
Inv_8
2/25/2020 5:11:20 PM
Invoice# Inv_8 successfully exported to QuickBooks as Invoice# Inv_8
Inv_7
2/25/2020 5:11:20 PM
Invoice# Inv_7 successfully exported to QuickBooks as Invoice# Inv_7
Inv_6
2/25/2020 5:11:21 PM
Invoice# Inv_6 successfully exported to QuickBooks as Invoice# Inv_6
Finish


Send Invoice to QuickBooks
Select Records
Process Status
Following will be listed the processing results of the selected records.
Completed
Group by:
Invoice #
Date
Type
Description
Contains:
Contains:
Contains:
Invoice #: Inv_1
2/25/2020 5:11:22 PM
Info
Processing Invoice# Inv_1...
2/25/2020 5:11:22 PM
Success
Invoice# Inv_1 successfully exported to QuickBooks as Invoice# Inv_1
Invoice #: Inv_10
Invoice #: Inv_2
Invoice #: Inv_3
Invoice #: Inv_4
Finish

Data Mapping

Account Code

QuickBooks entity: **Lists> Chart of Account**

Vorex Field	QuickBooks Field
Account Code	Number
Account Name	Account Name
Description	Description
Account Type	Account Type
Parent Account	Sub account of

Product

QuickBooks entity: **Lists> Item List> Non-inventory Part**

Vorex Field	QuickBooks Field
Product Name	Item Name/Number
Product Description	Description on Sales Transactions
Expense Account	Expense Account
Income Account	Income Account
Requires Procurement (Yes/No)	Non-Inventory
SKU/Unique ID	Manufacturer's Part Number

Work Type

QuickBooks entity: **Lists> Item List> Service**

Vorex Field	QuickBooks Field
Work Type Name	Item Name/Number
Description	Description

Income Account	Account
Taxable	Tax Code

Services

QuickBooks entity: **Lists> Item List> Service**

Vorex Field	QuickBooks Field
Service Name	Item Name/Number
Unit Price	Sales price/rate
Description	Description
Income Account	Account
Taxable	Tax Code

Expense Type

QuickBooks entity: **Lists> Item List> Service**

Vorex Field	QuickBooks Field
Name	Item Name/Number
Description	Description
Income Account	Income Account
Taxable	Tax Code

Discount Type

QuickBooks entity: **Lists> Item List> Discount**

Vorex Field	QuickBooks Field
Name	Item Name/Number
Description	Description
Income Account	Account

Taxable	Tax Code
Discount Type	Amount or %
Value	Amount or %

Tax Group

QuickBooks entity: **Lists > Item List > Sales TaxGroup**

Vorex Field	QuickBooks Field	Notes
Name	Group Name/Number	
Tax Rate	Tax Item	
Description	Description	
Group Rate	Group Rate	
Related Tax Items	Sub Tax Items	Refer to the Data Mapping mapping

Tax Item

QuickBooks entity: **Lists > Item List > Sales Tax Item**

Vorex Field	QuickBooks Field
Name	Sales Tax Name
Tax Rate	Tax Rate(%)
Description	Description
Tax Agency	Tax agency (vendor that you collect for)

Accounts

QuickBooks entity: **Customer/Vendor**

Vorex Field	QuickBooks Field
Account	Customer/Vendor Name
Address Line 1	Address

Address Line 2	Address
City	City
State	State/Province
Post Code	Zip / Postal code
Country	Country / Region
Phone Number	Main Phone
Fax Number	Fax
Email Address(Billing Address Info)	Main Email

Invoice

QuickBooks entity: **Invoice**

Vorex Field	QuickBooks Field
Account	Customer:JOB
Class	CLASS
Invoice Date	Date
Due Date	Due date
Tax Item	Sales Tax
Total Price	Total
Grand Total	Balance due

Address Line 1	Billing address
Address Line 2	
City	
State	
Country	
Post Code	
Note	Memo

Invoice Item

QuickBooks entity: **Invoice Item**

Vorex Field	QuickBooks Field
Item Name	ITEM
Description	Description
Quantity	QTY
Unit Price	Rate
Total Price	Amount
Taxable	Tax
Class	Class

Payment

QuickBooks entity: **CustomerPayment**

Vorex Field	QuickBooks Field
Account	Received from
Payment Date	Date
Reference #	Reference #

Payment Type	PMT. method
Memo	Memo
Invoice Number	Number
Invoice Date	Date
Amount	AMT. Due

Vendor Bill

QuickBooks entity: **Bill**

Vorex Field	QuickBooks Field
Vendor	Vendor
Created On	Date
Due Date	Bill Due
Reference #	Ref. no.
Amount	Amount Due
Memo	Memo

Reimbursements

QuickBooks entity: **Bill**

Vorex Field	QuickBooks Field
Employee	Vendor
Created On	Date
Due Date	Bill Due
Reference #	Ref. no.
Amount	Amount Due
Memo	Memo