

Vorex- QuickBooks Desktop Integration

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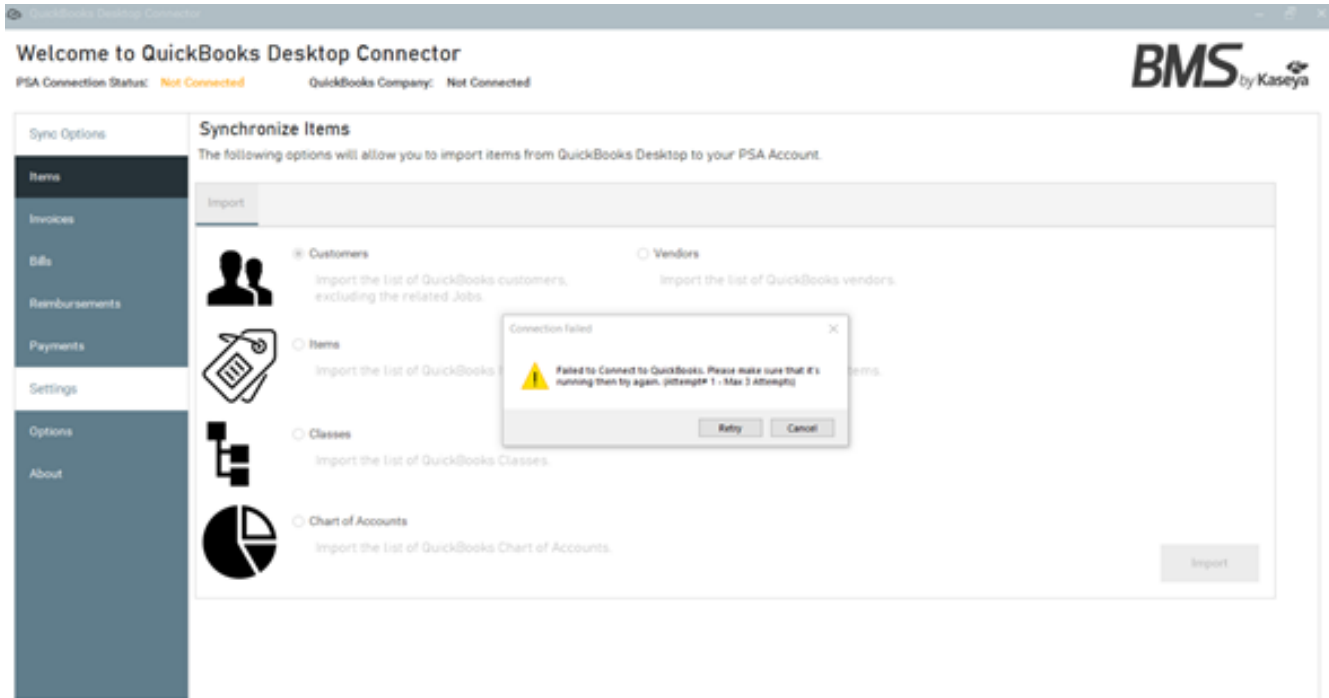
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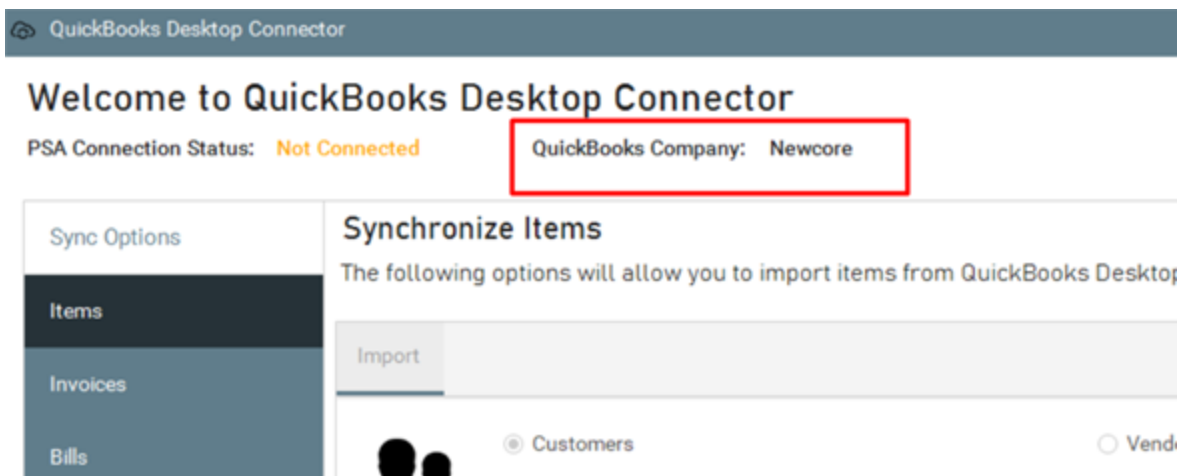
Connecting to QuickBooks

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.

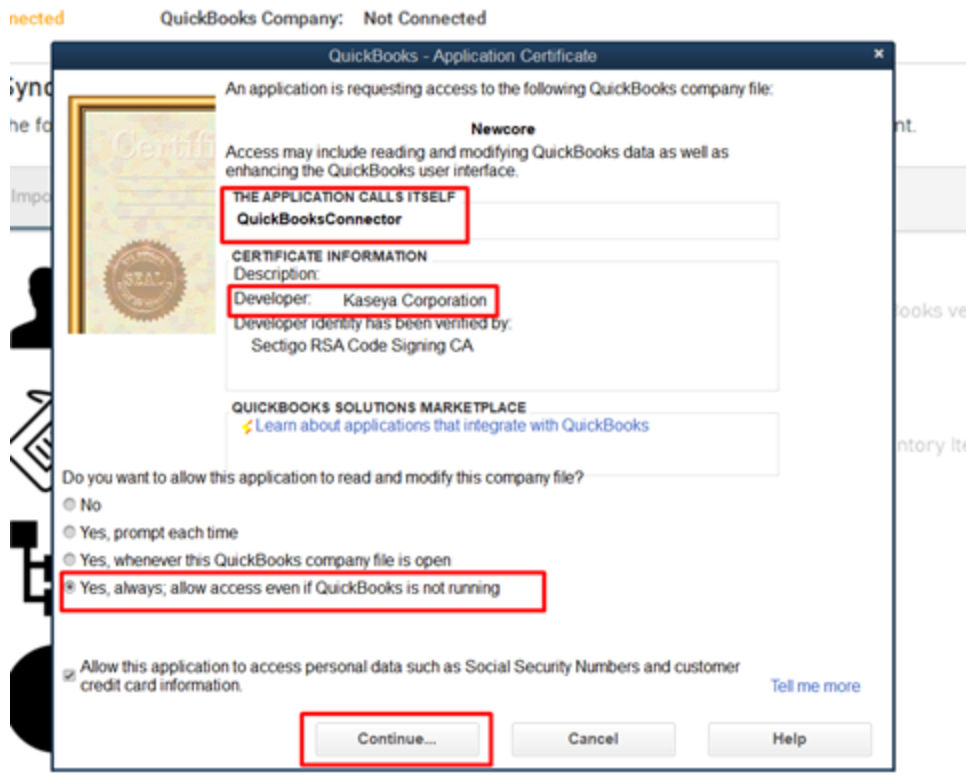


Once the application is connected, you will see the name of the QuickBooks Company which you are connected to on the top of the QuickBooks Desktop connector application.



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.

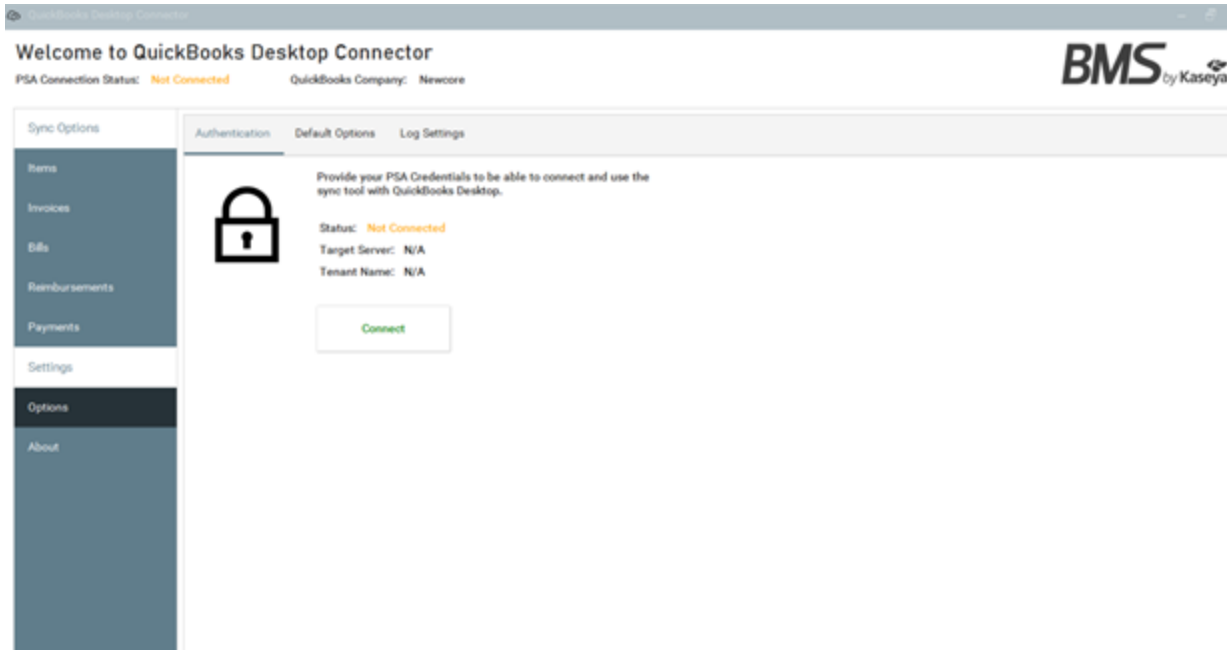
To approve the connection from a third-party application select the “Yes, always, allow access even if the QuickBooks is not running”, then click **Continue**.



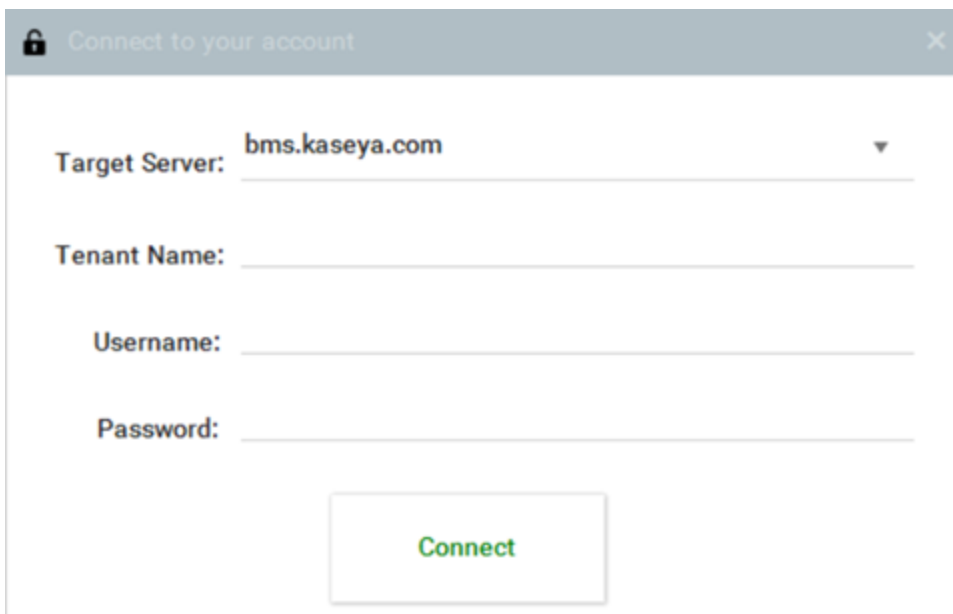
Connecting to Vorex

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;

The screenshot shows a dialog box titled 'Connect to your account' with a close button in the top right. It contains four input fields: 'Target Server:' with a dropdown menu showing 'bms.kaseya.com', 'Tenant Name:', 'Username:', and 'Password:'. A green 'Connect' button is located at the bottom center of the dialog.

Connect to your account

Target Server: bms.kaseya.com

Tenant Name: bms.kaseya.com

Username: bmsemea.kaseya.com

Password: bmsapac.kaseya.com

www.vorexlogin.com

Custom

- 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.

QuickBooks Desktop Connector

Welcome to QuickBooks Desktop Connector

PSA Connection Status: **Connected** QuickBooks Company: Newcore

Sync Options

- Items
- Invoices
- Bills
- Reimbursements
- Payments

Settings

- Options
- About

Authentication Default Options Log Settings

Provide your PSA Credentials to be able to connect and use the sync tool with QuickBooks Desktop.

Status: **Connected**

Target Server: https://[redacted]

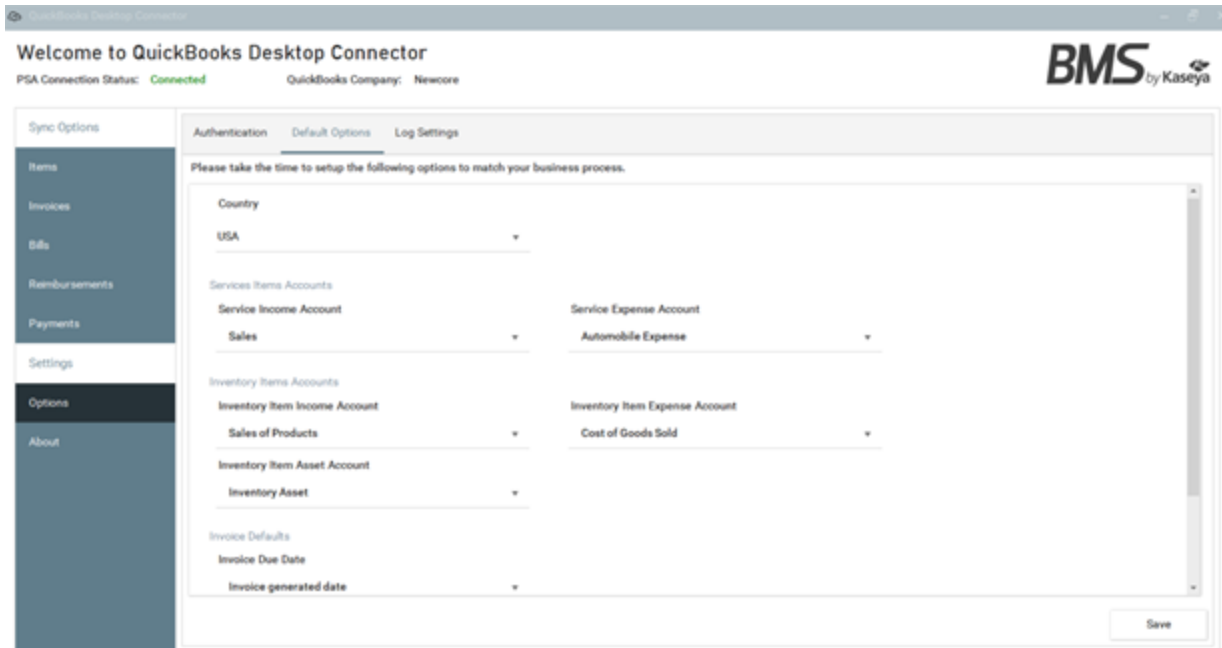
Tenant Name: salsoft

Disconnect

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.

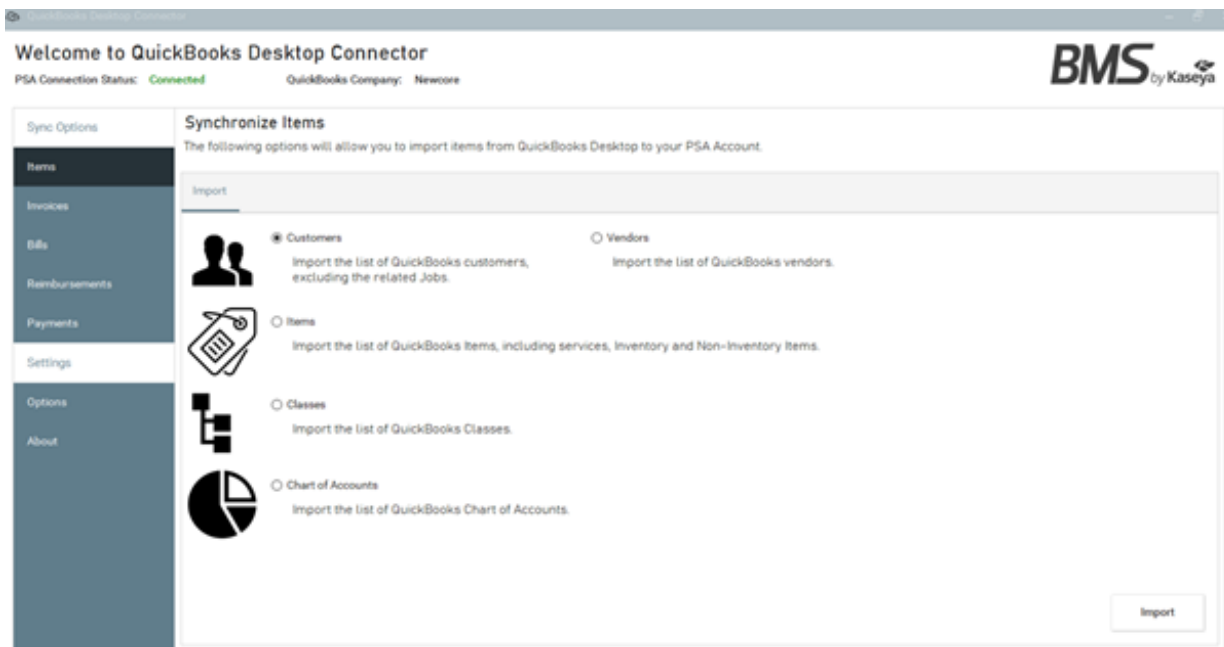
Service Income Account		Service Expense Account	
Sales	▼	Automobile Expense	▼
Inventory Items Accounts		Inventory Item Expense Account	
Inventory Item Income Account		Inventory Item Expense Account	
Sales of Products	▼	Cost of Goods Sold	▼
Inventory Item Asset Account			
Inventory Asset	▼		
Invoice Defaults			
Invoice Due Date			
Invoice generated date	▼		
Default Tax Codes			
Taxable Tax Code		Non-Taxable Tax Code	
Tax	▼	Non	▼

Save

Synchronize Items from QuickBooks to Vorex

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

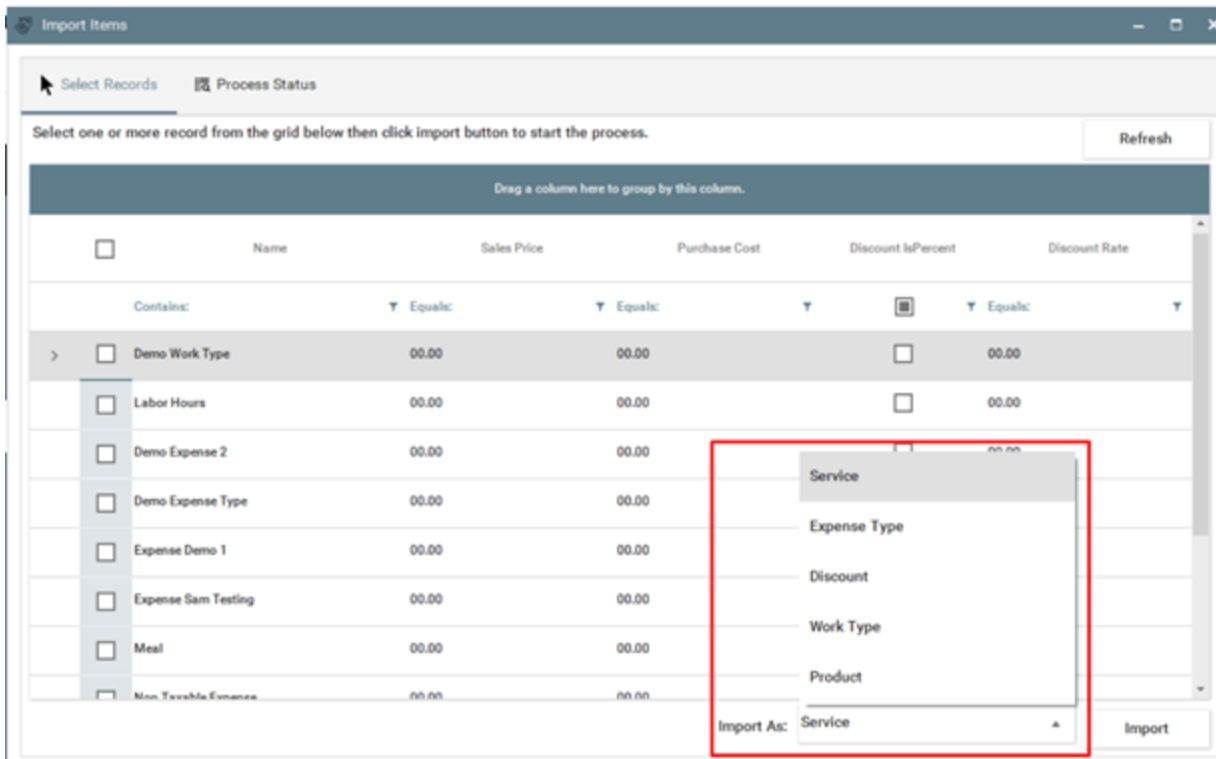
- Customers
- Vendors
- Items
- Classes
- Chart of Accounts



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.

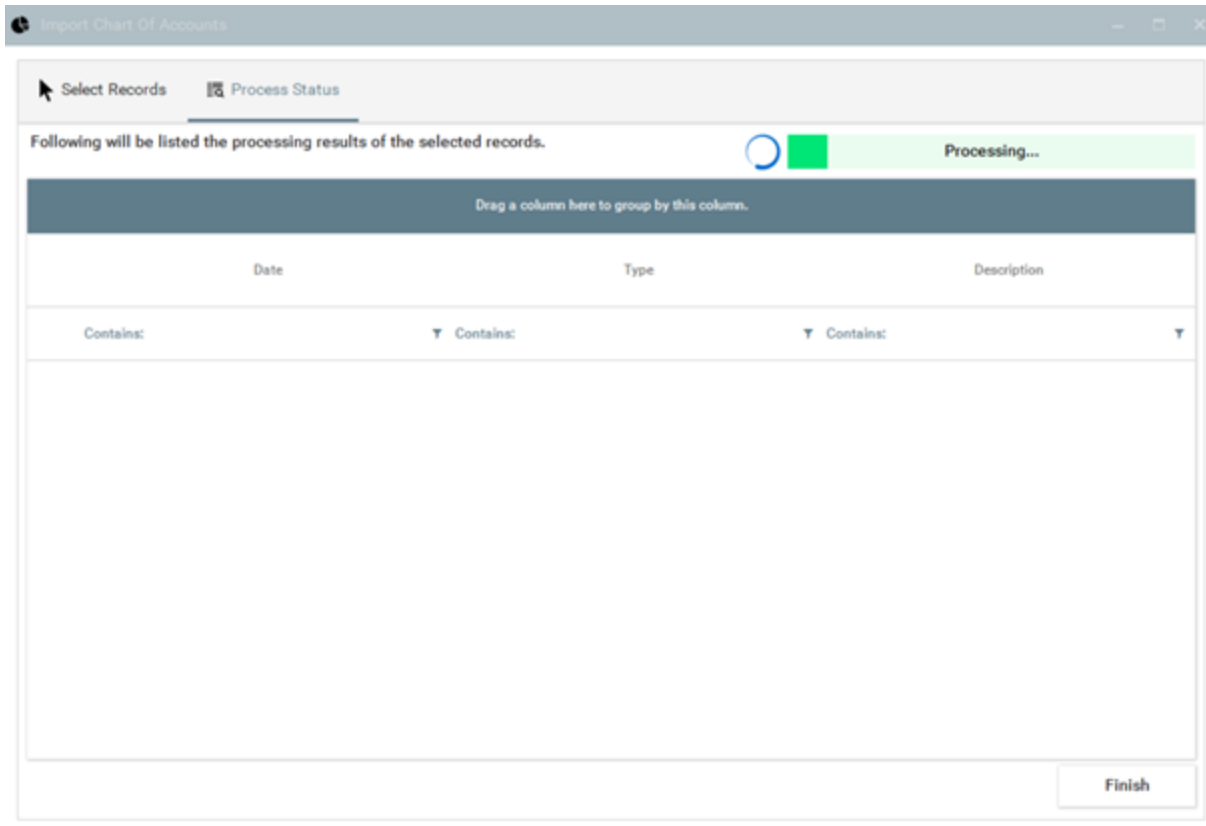
The processing results of selected items starts.



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

The screenshot shows a software window titled "Import Chart Of Accounts". At the top, there are two tabs: "Select Records" (active) and "Process Status". Below the tabs, a message reads: "Select one or more record from the grid below then click import button to start the process." To the right of this message is a "Refresh" button. Below the message is a dark blue bar with the text "Drag a column here to group by this column." Below this bar is a table with the following columns: "Account Number", "Name", "Full Name", and "Type". Each row in the table has a checkbox in the "Account Number" column. A "Confirmation" dialog box is overlaid on the table, containing a question mark icon and the text "Are you sure you want to continue?". Below the question are "Yes" and "No" buttons. At the bottom right of the window is an "Import" button.

<input checked="" type="checkbox"/>	Account Number	Name	Full Name	Type
<input checked="" type="checkbox"/>	11000	Accounts Receivable	Accounts Receivable	AccountsReceivable
<input checked="" type="checkbox"/>	12000	Undeposited Funds	Undeposited Funds	OtherCurrentAsset
<input checked="" type="checkbox"/>	12100	Inventory Asset	Inventory Asset	OtherCurrentAsset
<input checked="" type="checkbox"/>	15000	Furniture and Equipment	Furniture and Equipment	FixedAsset
<input checked="" type="checkbox"/>	17000	Accumulated Depreciation	Accumulated Depreciation	FixedAsset
<input checked="" type="checkbox"/>	20000	Accounts Payable	Accounts Payable	AccountsPayable
<input checked="" type="checkbox"/>	24000	Payroll Liabilities	Payroll Liabilities	OtherCurrentLiability
<input checked="" type="checkbox"/>	25500	Sales Tax Payable	Sales Tax Payable	OtherCurrentLiability



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 Successfully
2/25/2020 3:02:10 PM	Succeeded	Account Code 'Estimates' Imported Successfully
2/25/2020 3:02:10 PM	Succeeded	Account Code 'Ask My Accountant' Imported Successfully
2/25/2020 3:02:09 PM	Succeeded	Account Code 'Interest Income' Imported Successfully
2/25/2020 3:02:09 PM	Succeeded	Account Code 'Insurance Proceeds Received' Imported Successfully
2/25/2020 3:02:09 PM	Succeeded	Account Code 'Finance Charge Income' Imported Successfully
2/25/2020 3:02:09 PM	Succeeded	Account Code 'Utilities' Imported Successfully
2/25/2020 3:02:09 PM	Succeeded	Account Code 'Travel Expense' Imported Successfully

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.

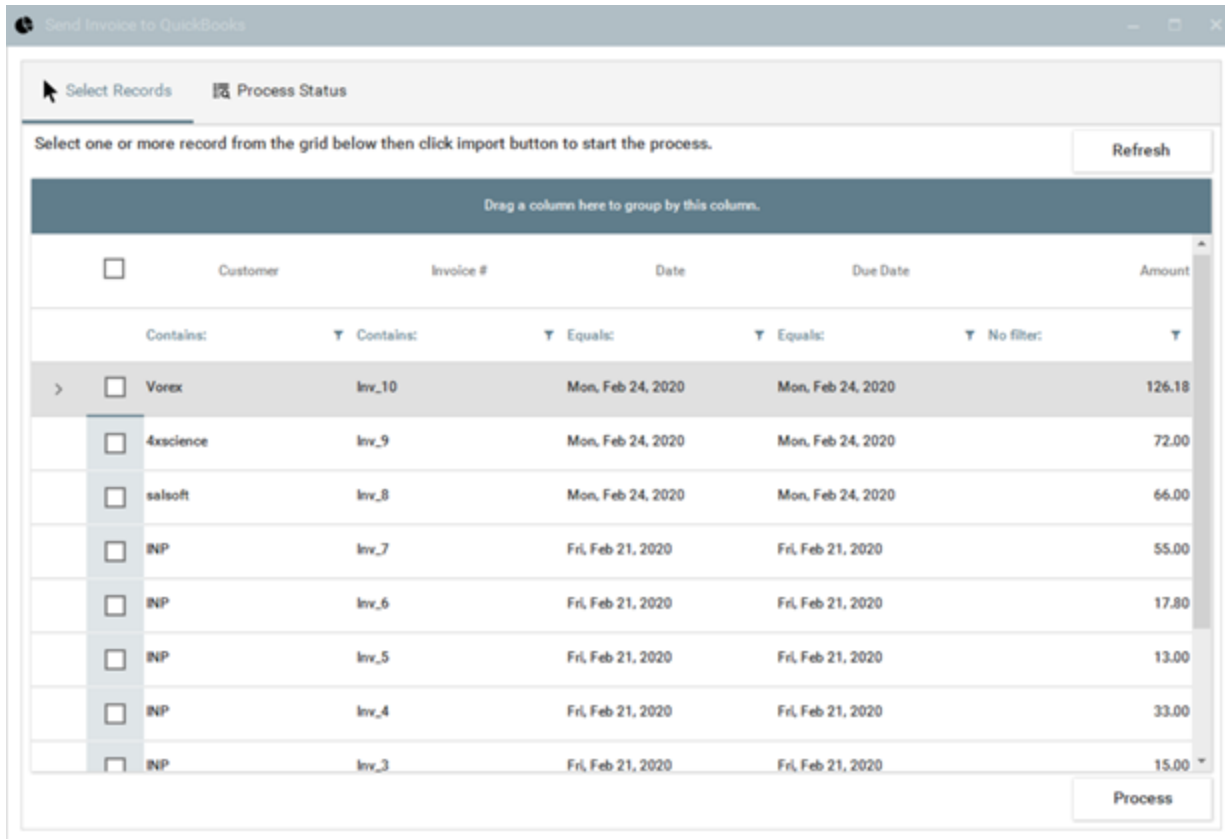
The following options are provided:

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

The screenshot shows the 'QuickBooks Desktop Connector' application window. The title bar reads 'Welcome to QuickBooks Desktop Connector'. Below the title bar, it shows 'PSA Connection Status: Connected' and 'QuickBooks Company: Newcore'. The BMS by Kaseya logo is in the top right corner. On the left is a sidebar with 'Sync Options' and a list of items: Items, Invoices, Bills, Reimbursements, Payments, Settings, Options, and About. The main content area is titled 'Send Invoices to QuickBooks' and contains the following text: 'Load Ready to Send Invoices from your account and export them to your QuickBooks account.' There are two radio button options: 'All Invoices' (selected) and 'Filter Invoices'. Below the 'Filter Invoices' option is a description: 'Loads all the ready to be exported invoices (Status: Ready To Send / Sent) from your account within the selected dates to be exported to your QuickBooks Account.' There are two date pickers: 'From Date' (Saturday, January 25, 2020) and 'To Date' (Wednesday, February 26, 2020). Below these are two input fields: 'Invoice Number' and 'Invoice Account'. A 'Load' button is located in the bottom right corner of the main content area.

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 screenshot shows a web application window titled "Send Invoice to QuickBooks". At the top, there are two tabs: "Select Records" (active) and "Process Status". Below the tabs, a message reads: "Select one or more record from the grid below then click import button to start the process." To the right of this message is a "Refresh" button. Below the message is a dark blue bar with the text "Drag a column here to group by this column." Below this bar is a table with the following columns: Customer, Invoice #, Date, Due Date, and Amount. The table contains 10 rows of data. The first row is highlighted in grey. At the bottom right of the table area is a "Process" button.

<input type="checkbox"/>	Customer	Invoice #	Date	Due Date	Amount
> <input type="checkbox"/>	Vorex	Inv_10	Mon, Feb 24, 2020	Mon, Feb 24, 2020	126.18
<input type="checkbox"/>	4xscience	Inv_9	Mon, Feb 24, 2020	Mon, Feb 24, 2020	72.00
<input type="checkbox"/>	salsoft	Inv_8	Mon, Feb 24, 2020	Mon, Feb 24, 2020	66.00
<input type="checkbox"/>	INP	Inv_7	Fri, Feb 21, 2020	Fri, Feb 21, 2020	55.00
<input type="checkbox"/>	INP	Inv_6	Fri, Feb 21, 2020	Fri, Feb 21, 2020	17.80
<input type="checkbox"/>	INP	Inv_5	Fri, Feb 21, 2020	Fri, Feb 21, 2020	13.00
<input type="checkbox"/>	INP	Inv_4	Fri, Feb 21, 2020	Fri, Feb 21, 2020	33.00
<input type="checkbox"/>	INP	Inv_3	Fri, Feb 21, 2020	Fri, Feb 21, 2020	15.00

The processing results of selected invoices starts.

The screenshot shows a window titled "Send Invoice to QuickBooks" with a "Process Status" tab. A progress bar at the top right is green and labeled "Processing...". Below the progress bar, a table displays the processing results for selected records. The table has columns for Invoice #, Date, Type, and Description. The data rows show a sequence of processing steps for invoices inv_1 through inv_4, with some successful exports and some still in progress.

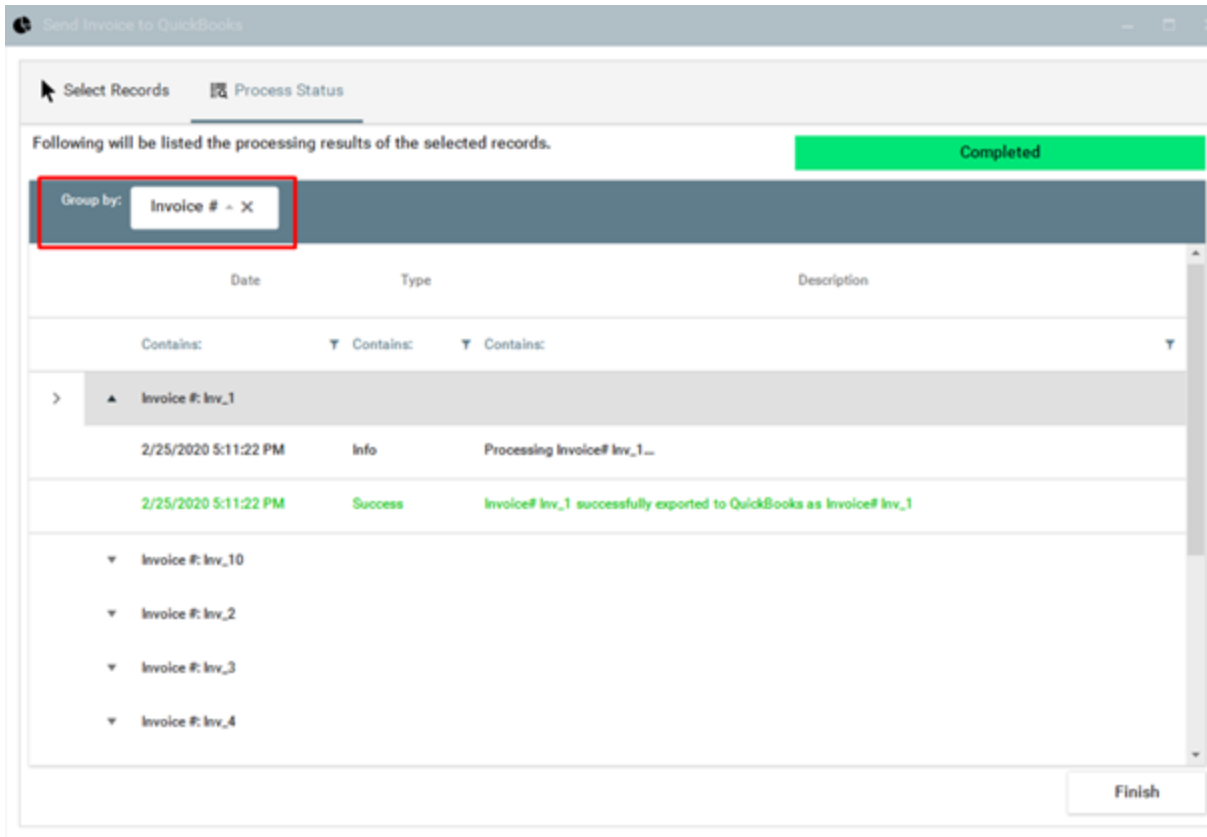
Invoice #	Date	Type	Description
Contains:	Contains:	Contains:	Contains:
inv_4	2/25/2020 5:11:21 PM	Success	Invoice# inv_4 successfully exported to QuickBooks as Invoice# inv_4
inv_3	2/25/2020 5:11:21 PM	Info	Processing Invoice# inv_3...
inv_3	2/25/2020 5:11:22 PM	Success	Invoice# inv_3 successfully exported to QuickBooks as Invoice# inv_3
inv_2	2/25/2020 5:11:22 PM	Info	Processing Invoice# inv_2...
inv_2	2/25/2020 5:11:22 PM	Success	Invoice# inv_2 successfully exported to QuickBooks as Invoice# inv_2
inv_1	2/25/2020 5:11:22 PM	Info	Processing Invoice# inv_1...
> inv_1	2/25/2020 5:11:22 PM	Success	Invoice# inv_1 successfully exported to QuickBooks as Invoice# inv_1

A "Finish" button is located at the bottom right of the window.

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

The screenshot shows a window titled "Send Invoice to QuickBooks" with two tabs: "Select Records" and "Process Status". The "Process Status" tab is active, displaying a green "Completed" button and a table of processing results. The table has columns for "Invoice #", "Date", and "Description". The results show five successful exports for invoices inv_6 through inv_10, each with a timestamp of 2/25/2020 5:11:20 PM or 5:11:21 PM. A "Finish" button is located at the bottom right of the window.

Invoice #	Date	Description
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



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