Authorize.Net
a CyberSource solution

Sync for QuickBooks™

Setup and Configuration Guide

December 2014

This guide presents an overview on how to set up and configure Sync for QuickBooks to synchronize transactions to your QuickBooks account. The guide covers setup instructions for existing users of QuickBooks only.

Contents

Introduction

Welcome to the setup and configuration guide for Sync for QuickBooks. We have worked hard to make Sync for QuickBooks as intuitive and user friendly as possible, however, we know that you may still have questions.

This guide provides an overview and step-by-step instructions of how to set up Sync for QuickBooks for existing users, allowing you to synchronize your Authorize.Net transaction data with your QuickBooks account. We encourage you to read this guide thoroughly to familiarize yourself with the requirements.

Requirements

Before beginning the setup process, we recommend that you have an existing, active Intuit QuickBooks account, either QuickBooks Online or QuickBooks Desktop version. If you do not have an existing QuickBooks account, please visit the Intuit QuickBooks website to create an account.

Note: Intuit QuickBooks Online is a monthly, fee-based subscription service, which is in addition to the Sync for QuickBooks service offered by Authorize.Net.

<u>For QuickBooks Online Users</u>

- You will need the username and password used to log into your QuickBooks Online account. These credentials will be used to identify the account that we will synchronize your transaction data with.
- Make sure you set up and configure QuickBooks with your actual company name, services, payment types and customers before using the Sync for QuickBooks service. This information will be used to map the transaction data to your account. If the information is not present, default information will be created as part of the account setup process.

<u>For QuickBooks Desktop Users</u>

- Set up and configure QuickBooks version 2009 or newer with your actual company name, services, payment types, and customers. This information will be used to map the transaction data to your account. If the information is not present, default information will be created as part of the account setup process.
- Make sure you are up to date on maintenance releases (Help > Update QuickBooks)
- Enable Sync Manager (File > Sync > Launch Intuit Sync Manager)
- Enter the username and password created for Sync Manager. These credentials identify the account to be used to synchronize the transaction data with.

For more information on Intuit Sync Manager, click here:
http://support.quickbooks.intuit.com/support/Articles/INF12843

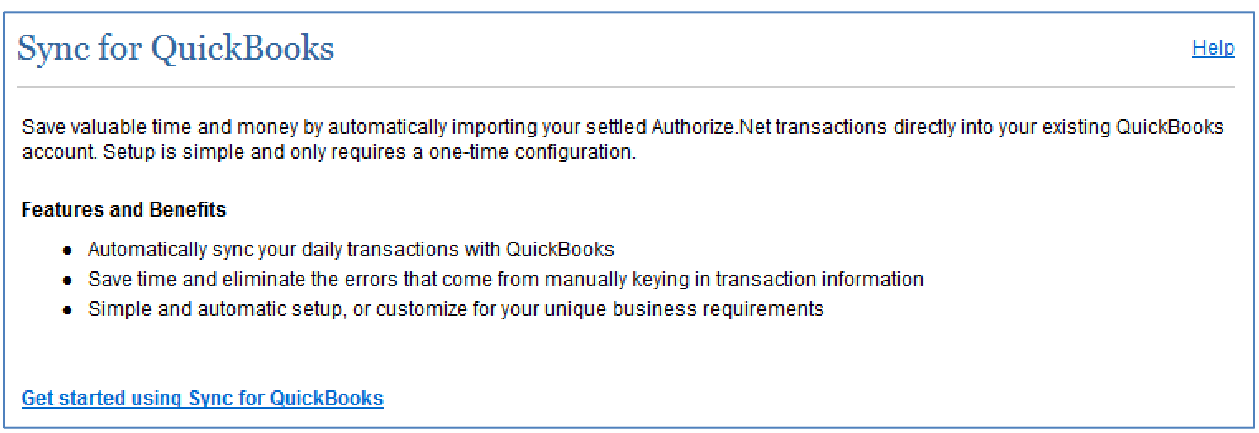
Sync for QuickBooks Setup for Existing QuickBooks Users

To enable the Sync for QuickBooks service with Authorize.Net:

Step 1: Log into the [Authorize.Net Merchant Interface](#).

Step 2: Select **Sync for QuickBooks** from the left navigation menu.

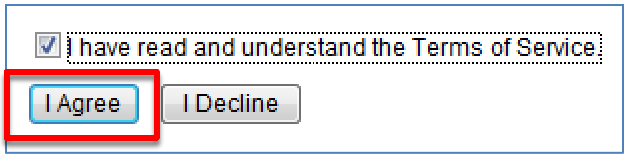
Step 3: Select the **Get Started** link from the Sync for QuickBooks service home page.



Step 4: Review the Terms of Service.

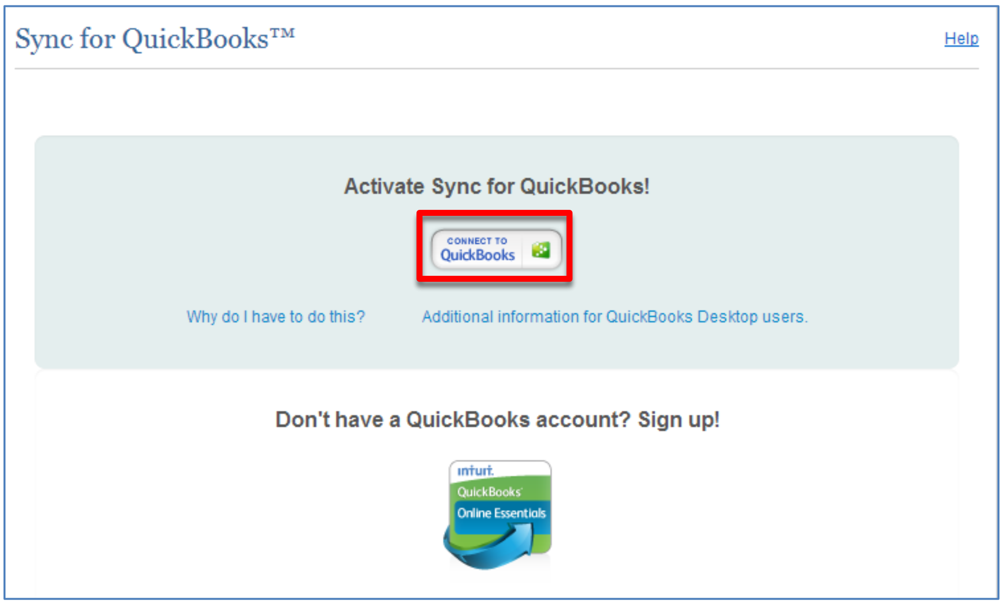
Step 5: Check the box to confirm that you have read and understand the Terms of Service.

Step 6: Click the **I Agree** button to proceed.



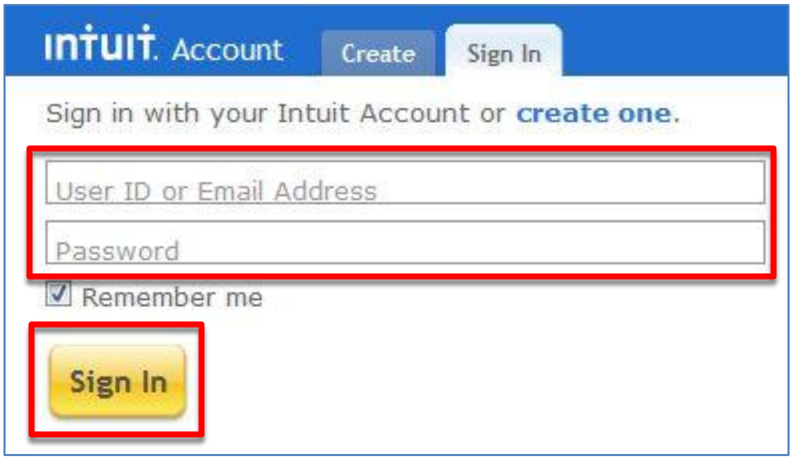
Step 7: Once you have reviewed the requirements, click the **Connect to QuickBooks** button.

Note: You must allow pop-ups from Intuit in your browser settings to continue the setup process.

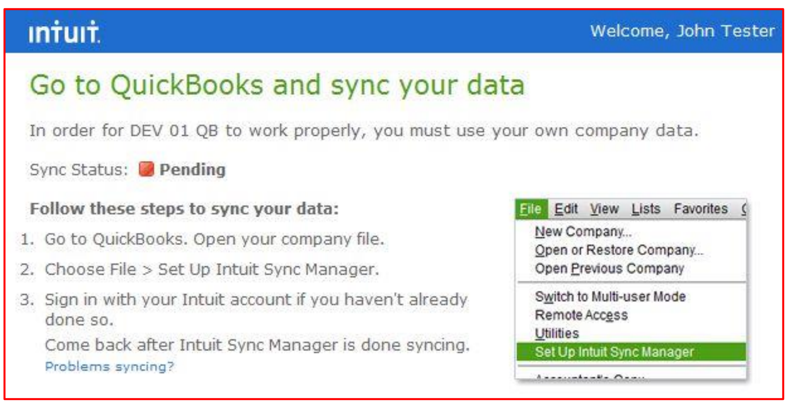


Note: If you do not have an existing Intuit account, you may click the Intuit QuickBooks Online Essentials icon and proceed with creating a new QuickBooks Online account. QuickBooks Online requires a subscription service with Intuit. Upon completion of account setup, return to Step 7 and continue the configuration process.

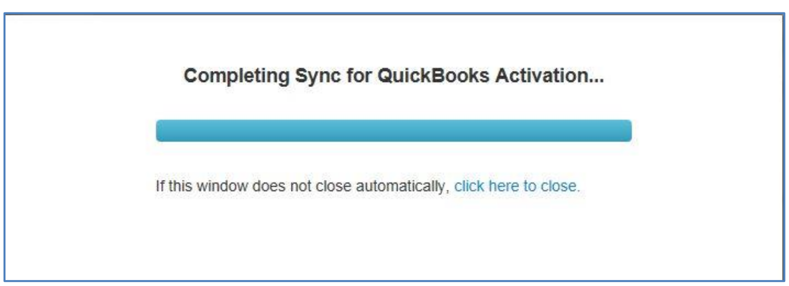
Step 8: Enter your QuickBooks **login credentials** and click the **Sign In** button to approve synchronization of data from Authorize.Net to your existing Intuit account.

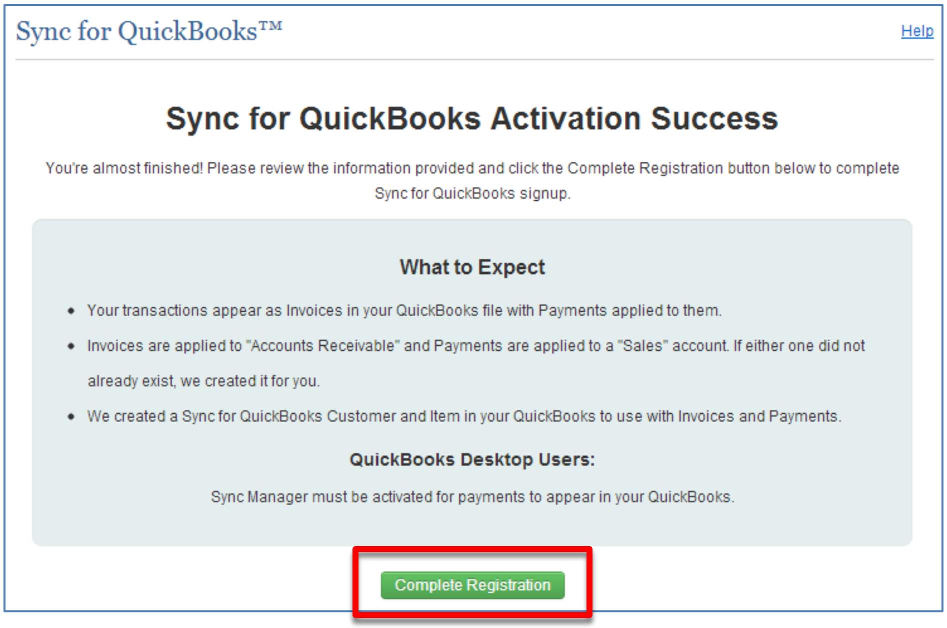


Note: If your existing QuickBooks user credentials are associated to a desktop version of QuickBooks and you have not set up Intuit Sync Manager, you will need to configure these settings before continuing.



Step 9: Once the page refreshes, click the **Complete Registration** button.

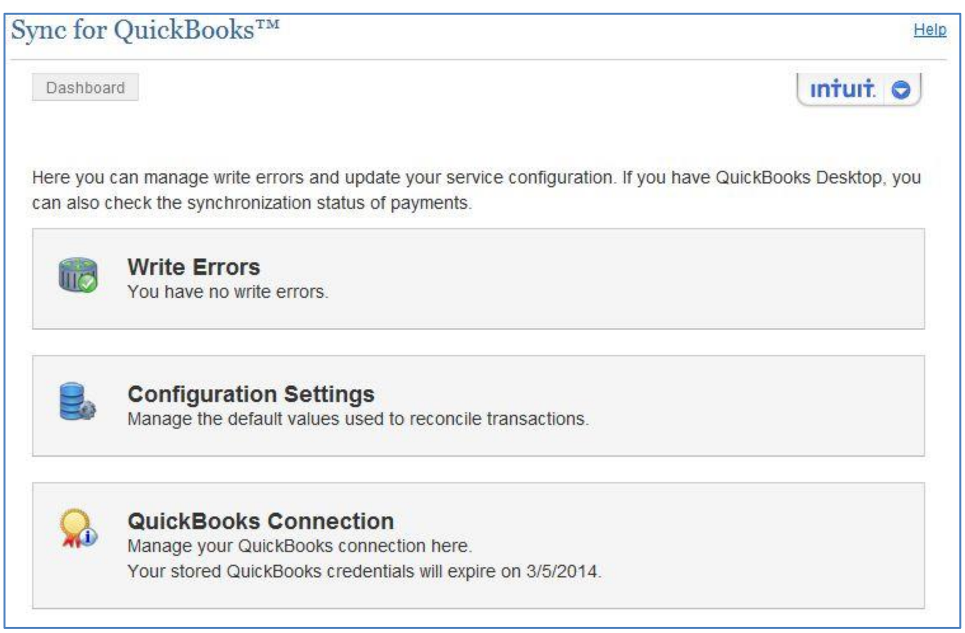




Note: A generic customer (Sync for QuickBooks Customer) will be created in your QuickBooks account. ***All transactions will be assigned to this customer*** *when synchronized from Authorize.Net to your QuickBooks account. You can change the default customer once you have completed the registration process.*

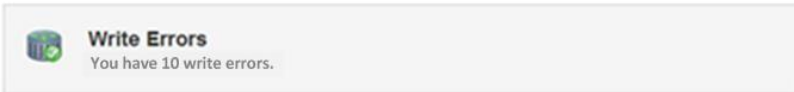
Setup of Sync for QuickBooks is now complete and, by default, transactions from your last successfully settled batch will be synchronized to your QuickBooks account.

Next you will be redirected to the Sync for QuickBooks dashboard. The Sync for QuickBooks dashboard allows you to correct data sync errors, modify the default account mappings or disconnect your Authorize.Net account from the QuickBooks company you just established.

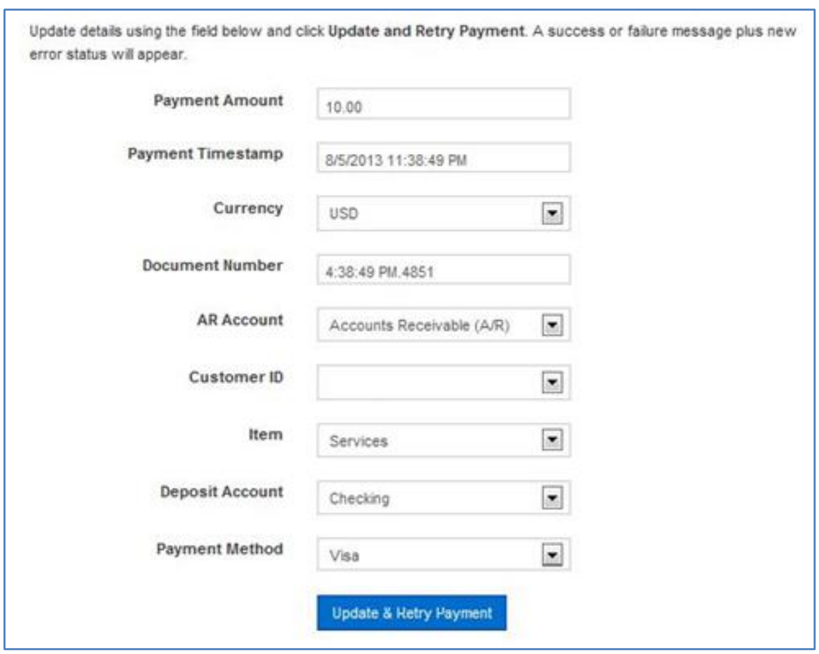


How to Correct Write Errors

There may be instances where we were unable to synchronize your transaction data to QuickBooks. In such cases, these synchronization errors will appear under the **Write Errors** menu. To modify the record or attempt to resynchronize the record, click the **Write Errors** menu and modify the record to resubmit.

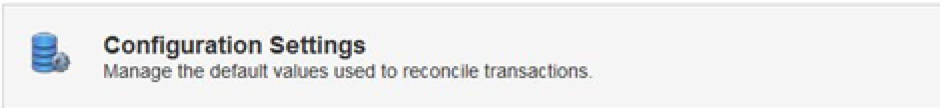


	Write Error Transaction ID	Document Number	Error	Amount	Timestamp
	2148807924	4:38:50 PM.1503	990	$10.00	8/5/2013 11:38:50 PM
	2148807925	4:38:50 PM.4564	990	$10.00	8/5/2013 11:38:50 PM
	2148807926	4:38:50 PM.8165	990	$10.00	8/5/2013 11:38:51 PM
	2148807928	4:38:51 PM.5087	990	$10.00	8/5/2013 11:38:51 PM
	2148807929	4:38:51 PM.8578	990	$10.00	8/5/2013 11:38:52 PM
	2148807927	4:38:51 PM.1156	990	$10.00	8/5/2013 11:38:51 PM
	2148807921	4:38:48 PM.8800	990	$10.00	8/5/2013 11:38:49 PM
	2148808038	5:05:40 PM.3640	990	$10.00	8/6/2013 12:05:40 AM
	2148807922	4:38:49 PM.4851	990	$10.00	8/5/2013 11:38:49 PM



How to Modify Configuration Settings

The **Configuration Settings** menu allows you to modify the default account mappings assigned when the service was initially created. The accounts listed in each drop-down show what account mappings are available at that time. If you wish to use a different account mapping and the selection is not available in the drop down, you will need to go to your QuickBooks account and create a new account type, then return to this menu and modify the mapping via the drop-down selection menu. Following any modification to the mappings, click the **Save Configuration** button.

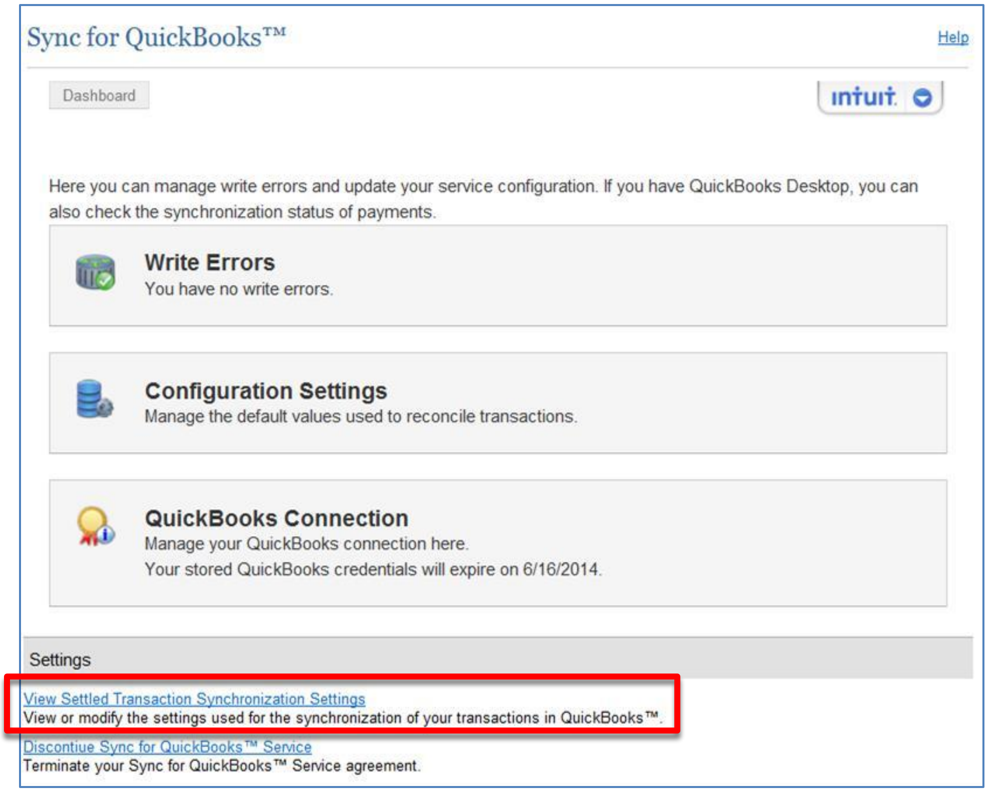


How to Disconnect Your QuickBooks Account from Sync for QuickBooks

The **QuickBooks Connection** menu allows you to disconnect your QuickBooks account from the Sync for QuickBooks service. This may be useful if you create a new QuickBooks account, and you want to synchronize transaction data to this new account. This menu should not be used if you want to temporarily stop synchronizing transaction data, which can be done via the **Sync for QuickBooks Settings** page noted below. It should be noted that once you have disconnected your QuickBooks account from the synchronization service, you will need to complete the setup process again to reestablish a connection.

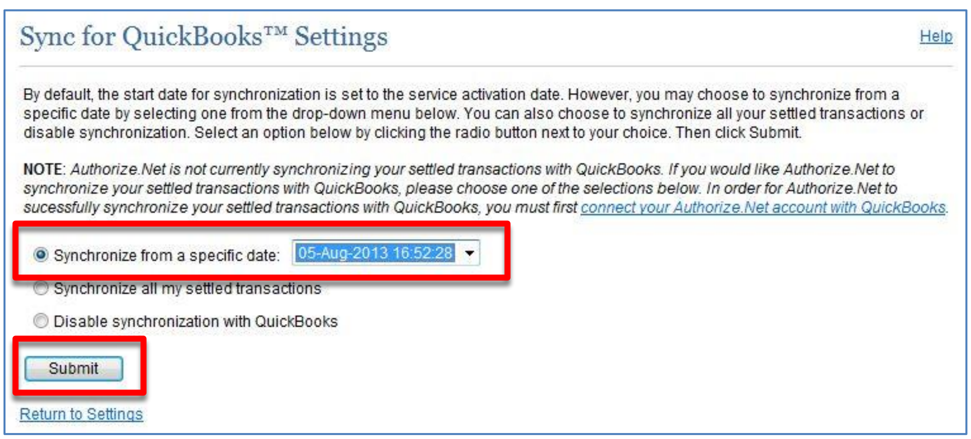
How to Modify Transaction Synchronization Settings

By default, the synchronization of transactions will begin using your last successful batch of settled transactions. To modify the default configuration, click **View Settled Transaction Synchronization Settings** under the Settings section of the Sync for QuickBooks dashboard and click the **Submit** button when completed.



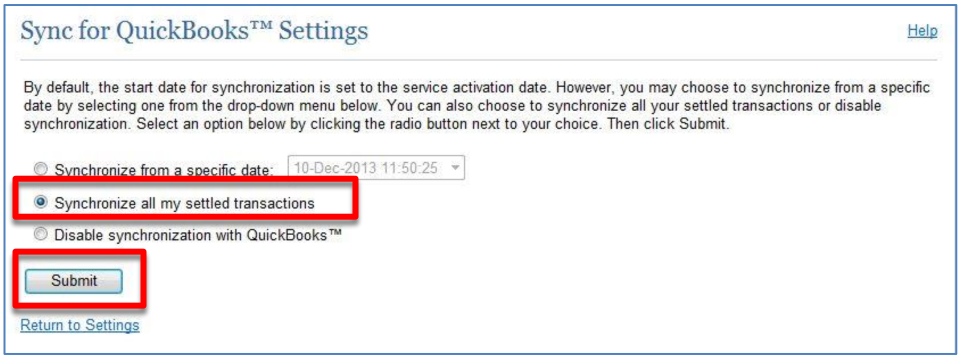
Changing synchronization to specific date.

Choose a settlement batch date from the **Synchronize from a specific date** drop-down list and click the **Submit** button to save.



Synchronize all successfully settled transactions

Select the radio button for **Synchronize all my settled transactions** and click the **Submit** button to save.



Disable synchronization with QuickBooks

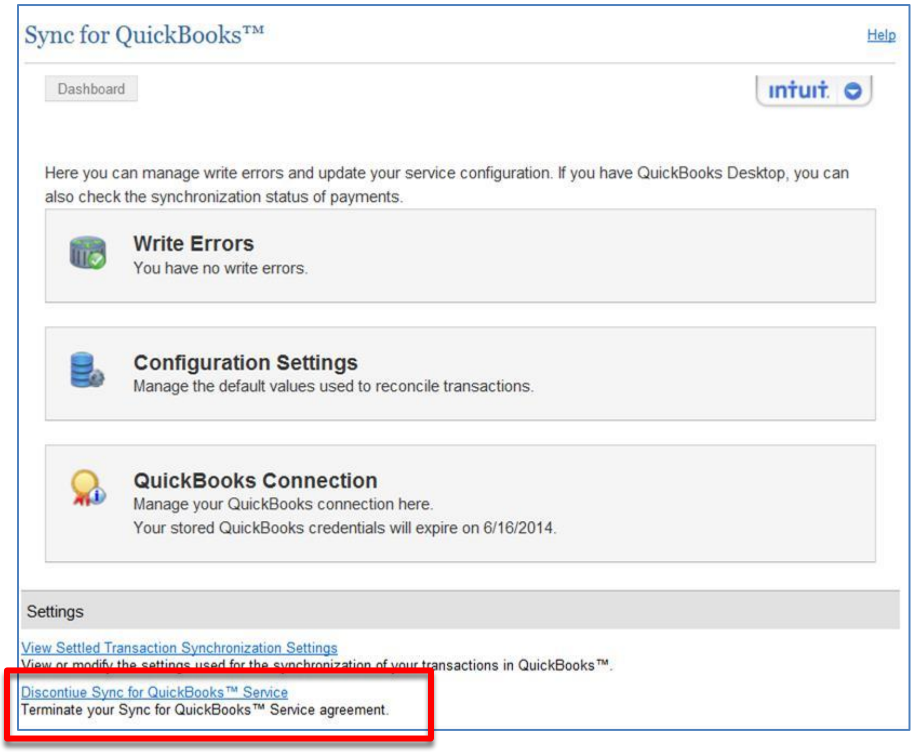
This setting is used to stop the synchronization of data between your Authorize.Net account and your QuickBooks account. A change to this setting does not terminate or cancel the Sync for QuickBooks service.

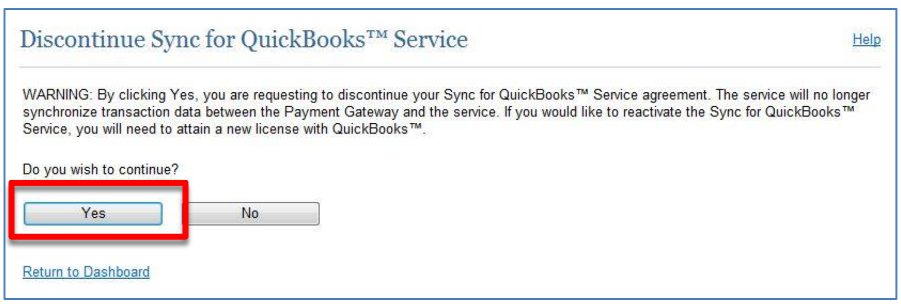
Select the radio button for **Disable synchronization with QuickBooks** and click the **Submit** button to save.

How to Terminate Sync for QuickBooks Service

To terminate the Sync for QuickBooks service with Authorize.Net, click **Discontinue Sync for QuickBooks Service** in the Settings section of the Sync for QuickBooks dashboard and click the **Yes** button to confirm cancellation.

Note: Cancellation of the Sync for QuickBooks service with Authorize.Net will not cancel any subscription service you may have for QuickBooks Online with Intuit. To reestablish the Sync for QuickBooks service, you will have to complete the setup process again.





Data Mapping Between Authorize.Net and QuickBooks

Data mapping between Authorize.Net and QuickBooks is as follows:

Authorize.Net Data	QuickBooks
Transaction Date Time Stamp	Date
Customer	Sync for QuickBooks Customer (default)
Amount	Amount
Payment Method	Payment Method
TransactionID (also listed as Document Number within the Write Errors menu)	Ref #
Invoice # (if present)	Memo
Customer ID (if present)	Memo
Purchase Order (if present)	Memo

The QuickBooks memo field will list the Authorize.Net Data in the following order: Invoice #, Customer ID, Purchase Order.