

**User Manual**  
*QuickBooks™ Integration*



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## 1. Purpose

This document describes the integration of QuickBooks™ with OpsMerchant™ for use as a reference and for use with training of personnel that will be administrating the system. The QuickBooks™ User Manual will serve as the source document for the training effort of the QuickBooks™ integration with the OpsMerchant™ application. THIS IS A CONTROLLED DOCUMENT. All information in this document is considered confidential to OpsTechnology, Inc. and must not be reproduced without prior written approval.

## 2. Getting Started

### 2.1. Minimum System Requirements

The QuickBooks integration service is subject to availability of the QuickBooks Web Connector on the user's system.

According to Intuit (<http://marketplace.intuit.com/webconnector/>), Web-based software applications that can be used with QuickBooks Web Connector have been designed to communicate with some or all of the following QuickBooks products:

- U.S. editions of QuickBooks Financial Software products
- QuickBooks Enterprise Solutions
- QuickBooks Premier (2002 or later)
- QuickBooks Pro (2002 or later)
- QuickBooks Simple Start (2006 or later)
- QuickBooks Point of Sale (v.4.0 or later)
- Canadian editions of QuickBooks (2003 or later)
- UK editions of QuickBooks (2003 or later)

**Note:** The QuickBooks Web Connector is currently compatible only with the Windows Operating System. It is not supported in Mac or Linux environments.

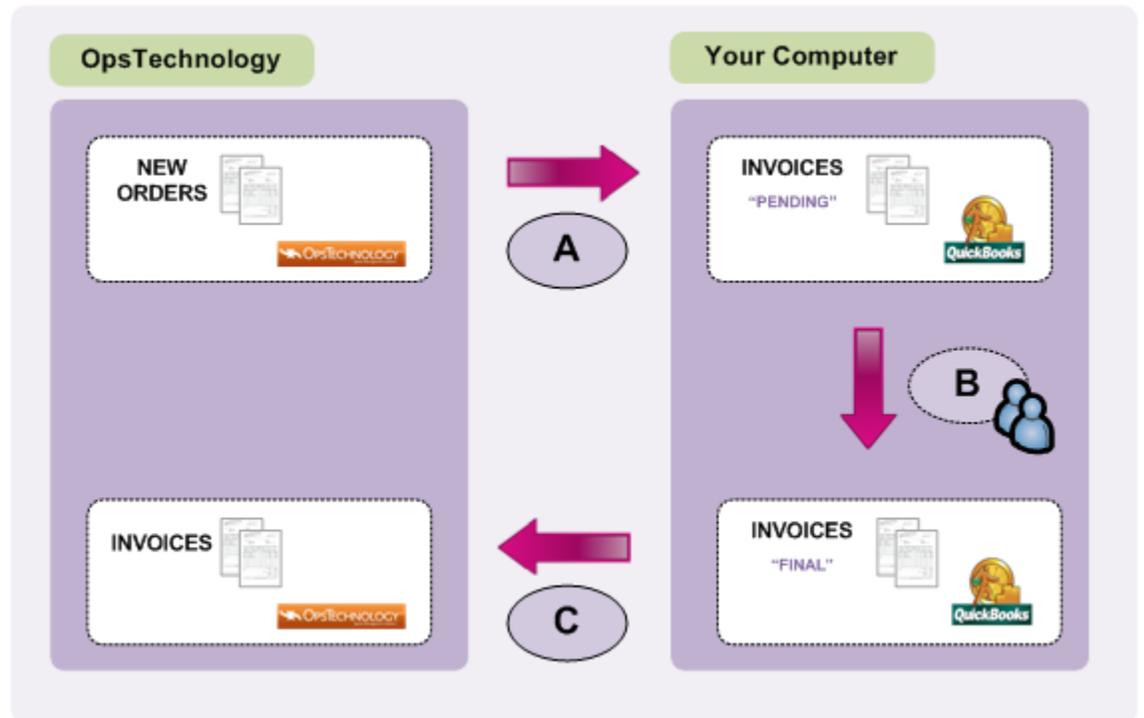
(<http://support.quickbooks.intuit.com/support/pages/knowledgebasearticle/1007971>)

### 2.2. Overview

The OpsMerchant™ application can now seamlessly integrate with versions of QuickBooks™ mentioned under the 'Minimum System Requirements' section of this manual.

Please contact your Ops representative to enable the QuickBooks™ integration module of the OpsMerchant™ application.

#### Process Overview



**Integration Types:** The following integration types are currently available for use as part of the QuickBooks™ integration module in OpsMerchant:

**Order Integration:** Automatic download of Orders from OpsMerchant as ‘Pending Invoices’ in QuickBooks.

**Invoice Integration:** Automatic upload of Invoices from QuickBooks to OpsMerchant.

### 3. QuickBooks - OpsMerchant Integration Process

#### 3.1. Property (Account) set up in QuickBooks

You must ensure that the “Customer Name” in QuickBooks and “Account#” in OpsMerchant are identical for this integration to work.

Figure 1.QuickBooks Screenshot (Displaying Customer Name field)

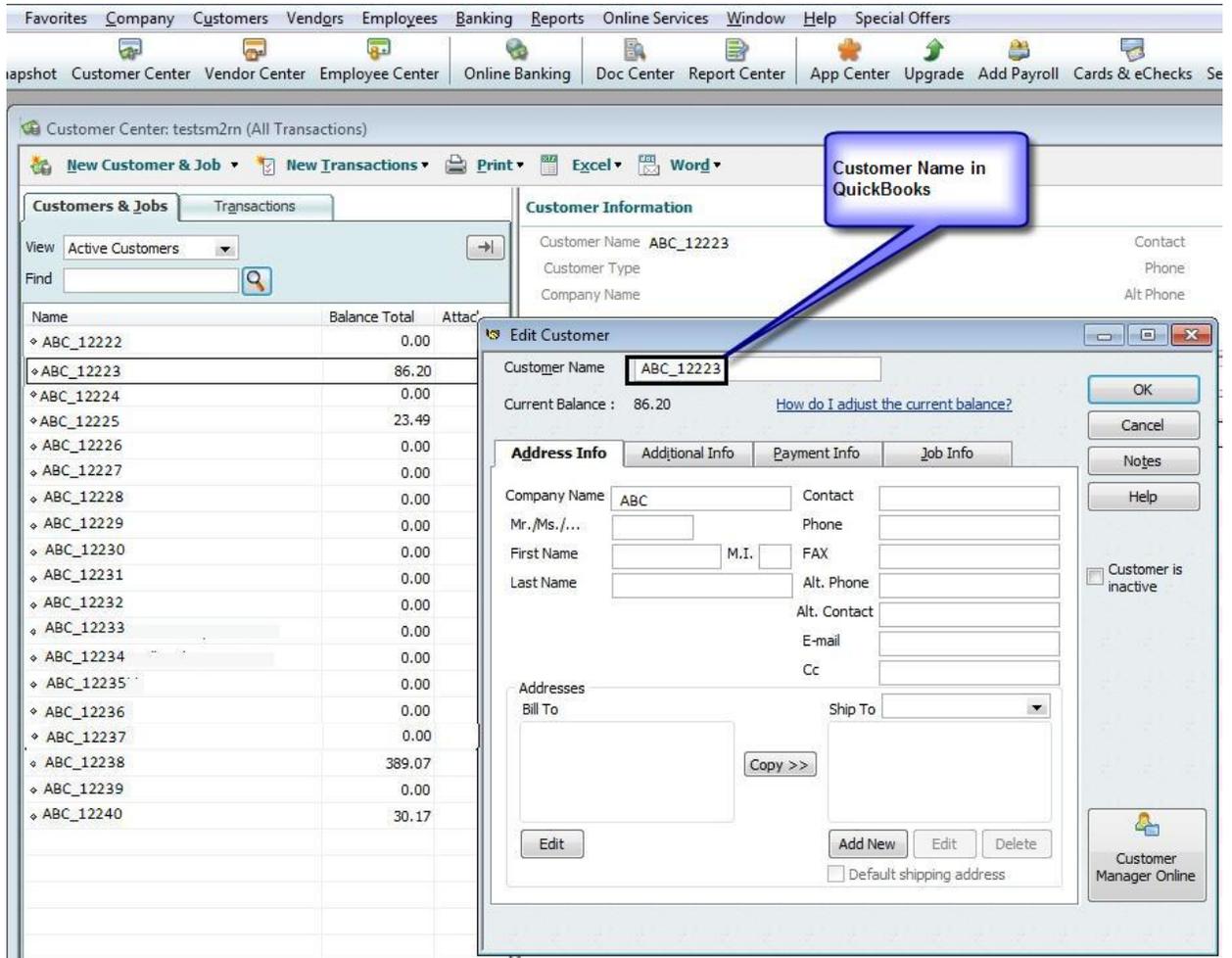
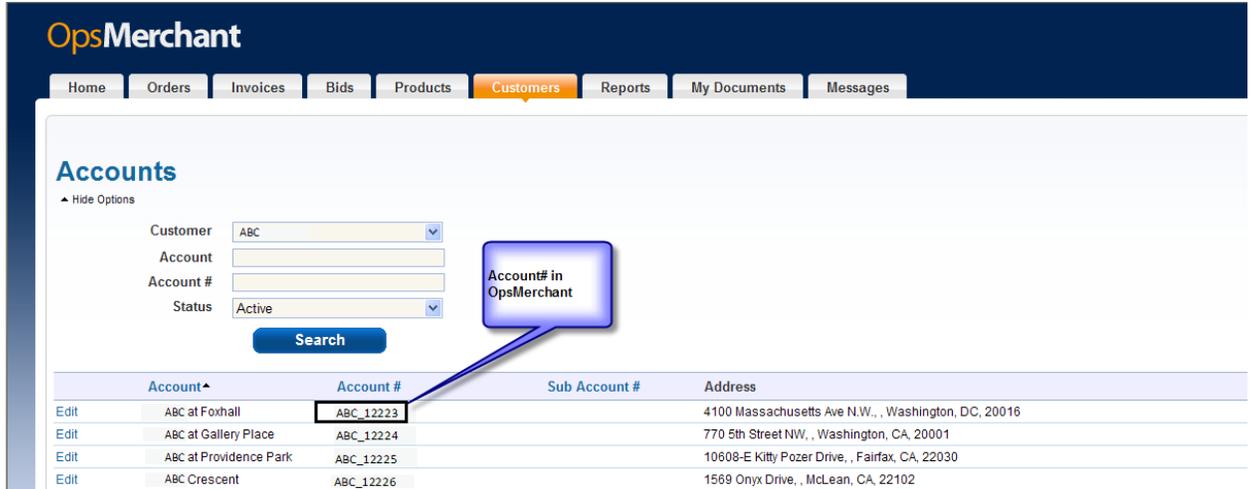


Figure 2. OpsMerchant Screenshot (Displaying Account# field)



### 3.2. Automatic download of Orders from OpsMerchant to QuickBooks

You will automatically receive Orders from OpsMerchant as “Pending Invoices” in QuickBooks after installing the “Orders Plugin”. The plugin will check for orders at the frequency set below.

#### 3.2.1. Orders Plugin Installation Instructions

- Log in to your OpsMerchant Account.
- Go to Account & Settings -> Integration
- Click the “Instructions to set up automatic download of Orders’ link
- Please select how often would you like orders to be automatically downloaded:

Figure 3. Automatic order download frequency



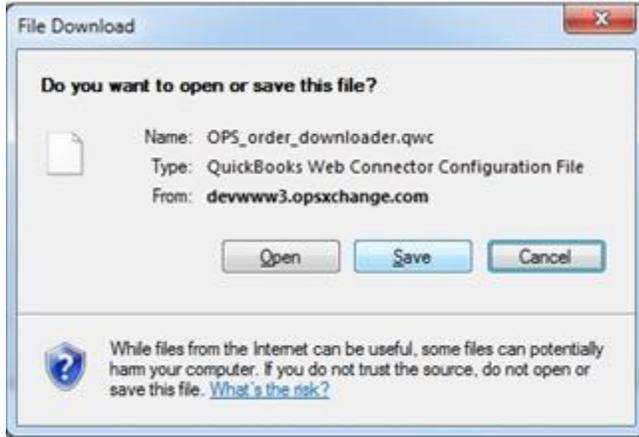
- Click the “Download Orders Plugin” button

Figure 4. Download Orders Plugin



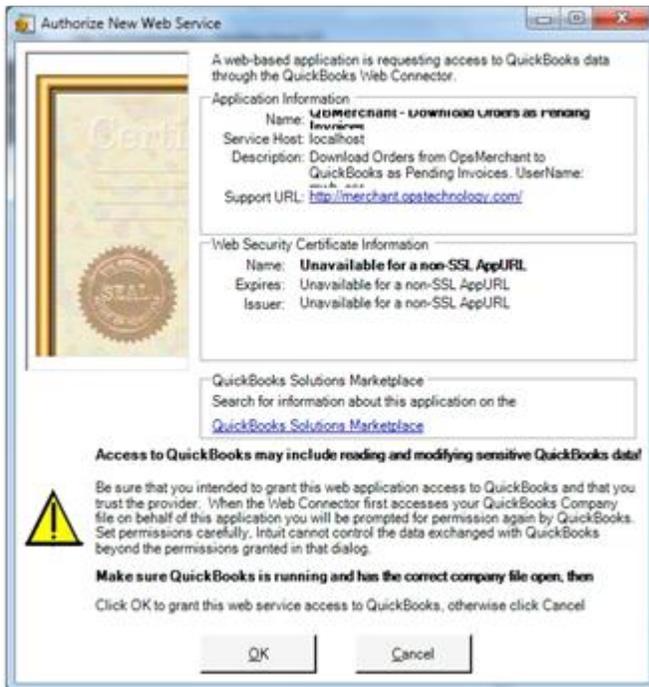
- Save the OPS\_order\_downloader.qwc file to a location on your computer.

Figure 5. OPS\_order\_downloader.qwc file



- Open the saved file using QuickBooks Web Connector (must be pre-installed on your computer) and click 'OK' on the pop-up that appears on your screen. (shown below)

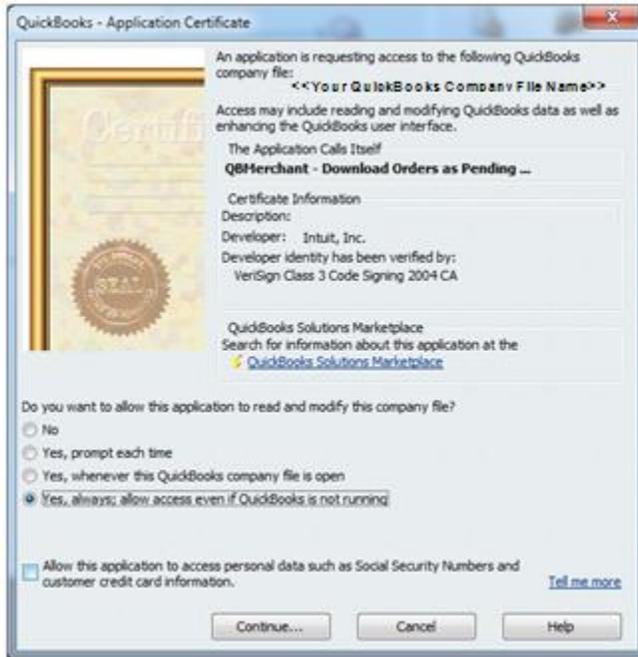
Figure 6. Authorize New Web Service



**Note:** If QuickBooks Web Connector is not already installed, please download the same from the following location: <http://marketplace.intuit.com/webconnector/>

- Select the following option on the ‘QuickBooks - Application Certificate’ pop-up and click ‘Continue’ (Refer screenshot below)

Figure 7.QuickBooks Application Certificate



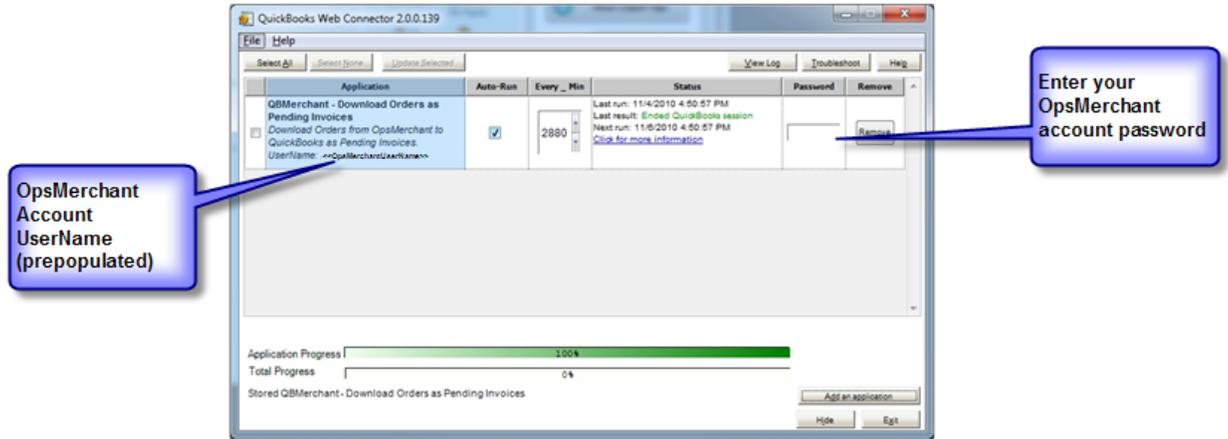
- You should see the following pop-up on your screen:

Figure 8.Access Confirmation



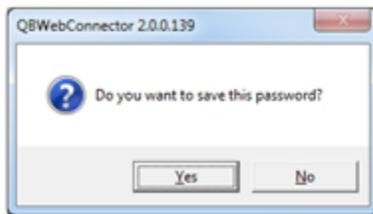
- Click ‘Done’.
- This completes installation of the Orders plugin.
- The following pop-up should appear on your screen:

Figure 9.QuickBooks Web Connector - Add Application



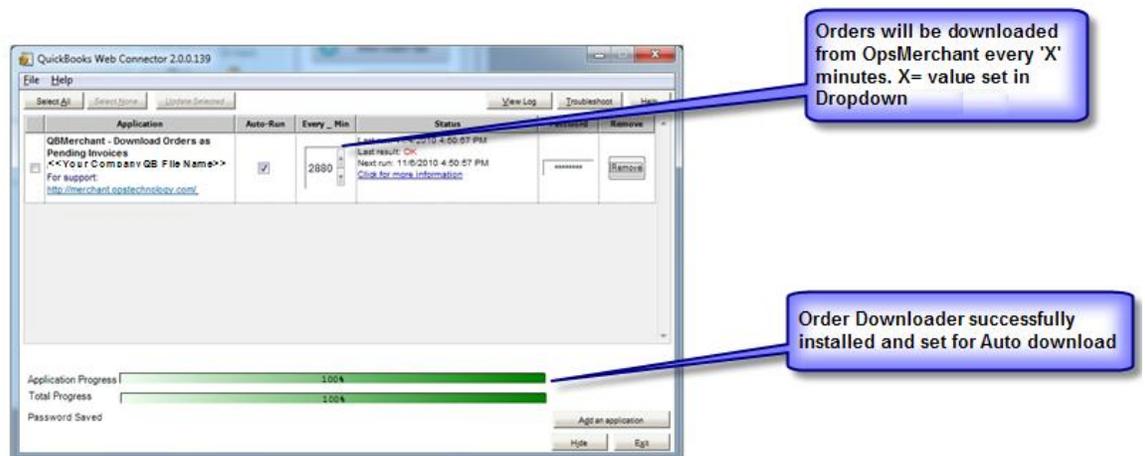
- Enter and save the OpsMerchant Account password in the above screen.

Figure 10. Save OpsMerchant Account Password



- On successful validation, the Application Progress and Total Progress bars reach 100%.

Figure 11. Orders Plugin Installed



- The 'Auto-Run' option is checked by default.

- Orders will be automatically downloaded from OpsMerchant to QuickBooks every 'X' minutes, where 'X' is the value selected in the 'Automatically download Orders every' dropdown.

### 3.3. Edit 'Pending Invoice' in QuickBooks and Mark as Final

Review and make necessary changes to the "Pending Invoice" in QuickBooks. After the "Pending Invoice" is updated, mark it as final by right clicking on the pending invoice and choosing "Mark as Final" option.

Figure 12. Pending Invoice (QuickBooks)

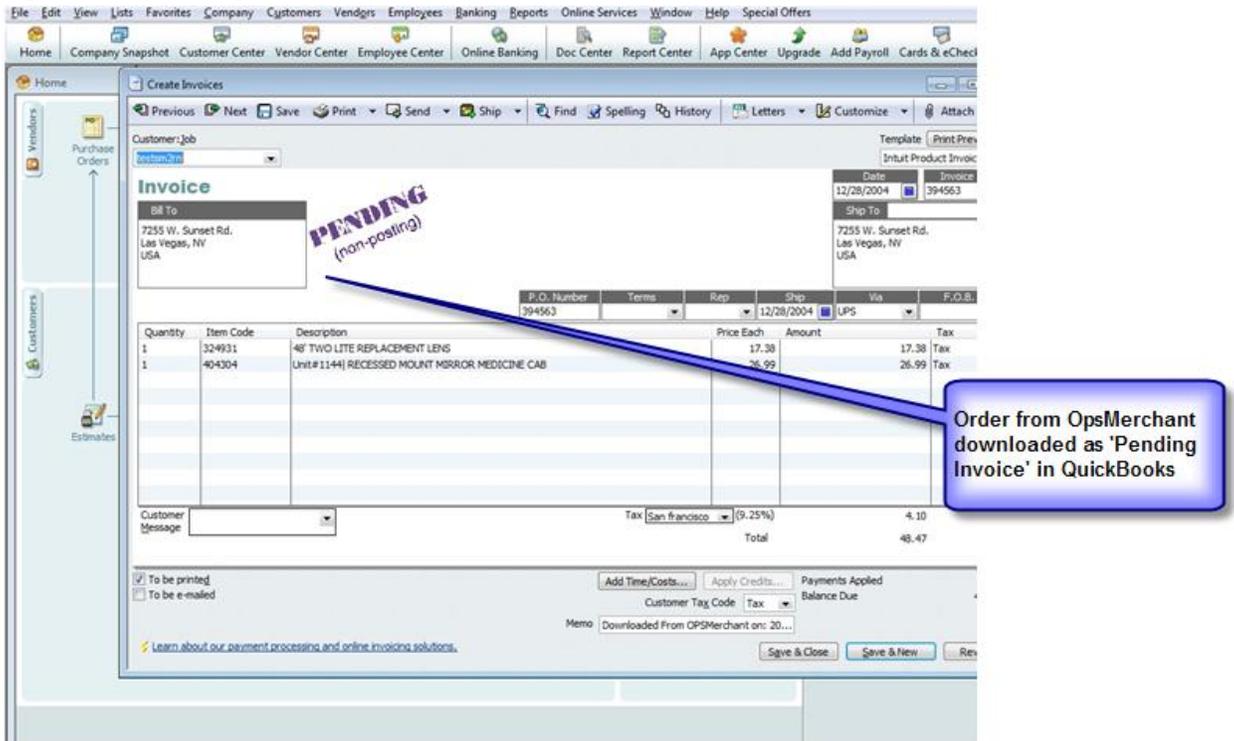
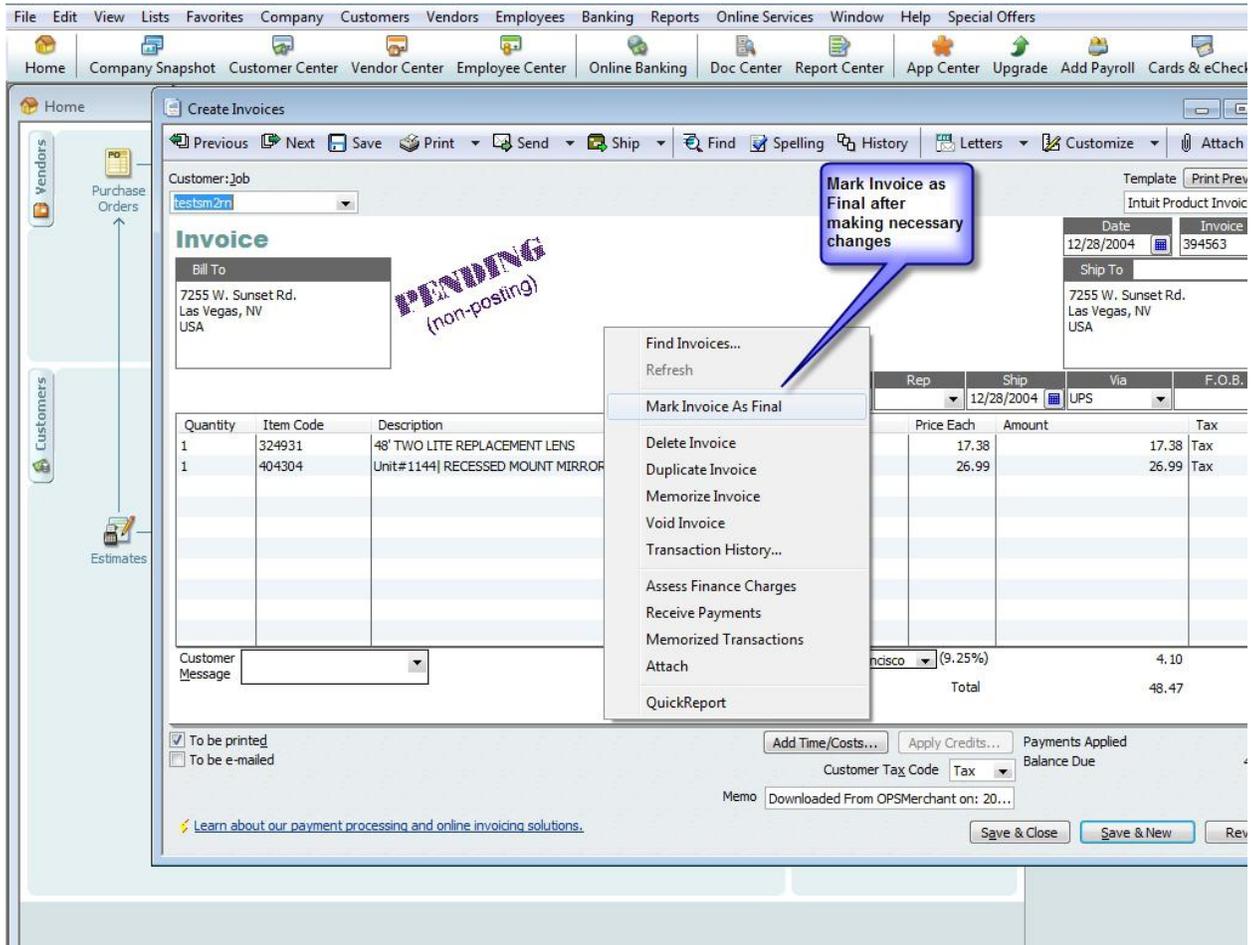
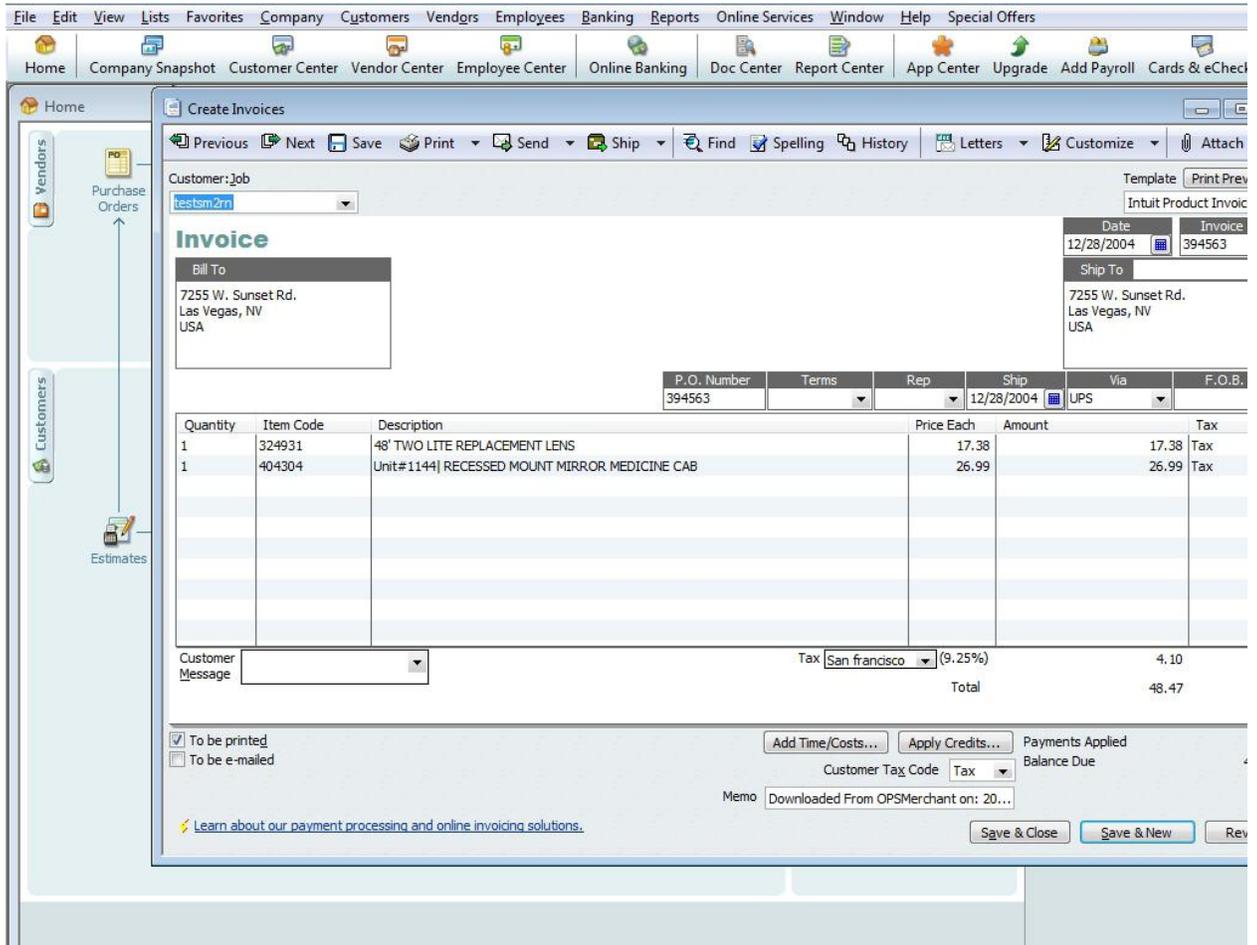


Figure 13. Mark Invoice as Final



**Figure 14. Final Invoice (Ready to be uploaded to OpsMerchant)**



### 3.4. Automatic upload of Invoices from QuickBooks to OpsMerchant

Your final invoices will automatically upload to OpsMerchant after installing the “Invoices Plugin”. The plugin will check for invoices created since the number of days specified and at a frequency set below.

#### 3.4.1. Invoices Plugin Installation Instructions

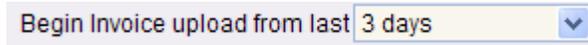
- Log in to your OpsMerchant Account.
- Go to Account & Settings -> Integration
- Click the ‘Instructions to set up automatic upload of Invoices’ link
- Please select how often would you like orders to be automatically downloaded:

Figure 15. Automatic invoice upload frequency



- The plugin will check for invoices created since the number of days specified in the setting below:

Figure 16. Begin Invoice upload from last



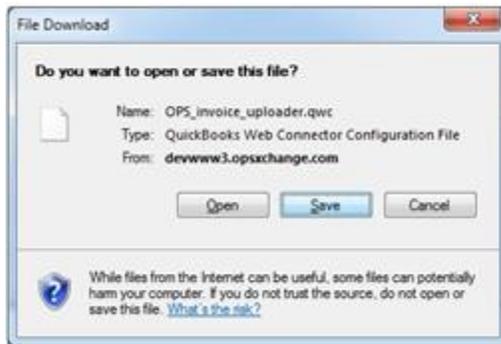
- Click the 'Download Invoices Plugin' button

Figure 17. Download Invoices Plugin



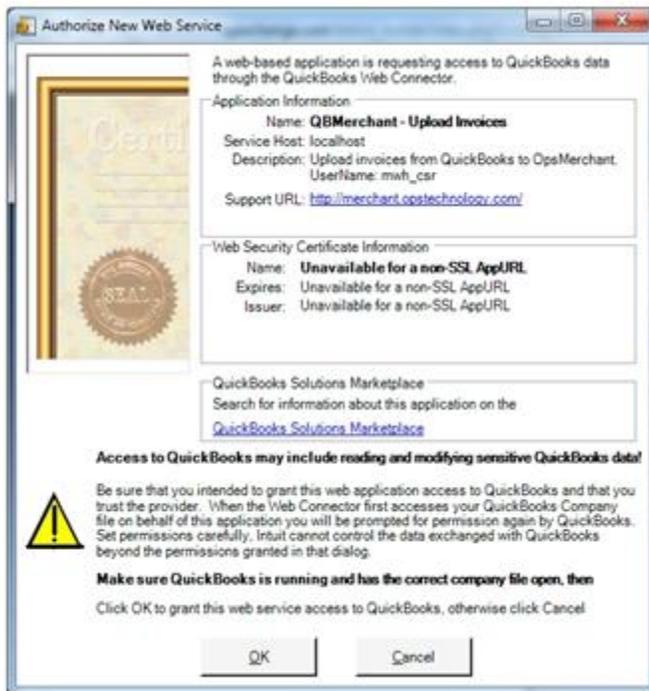
- Save the OPS\_invoice\_uploader.qwc file to a location on your computer.

Figure 18. OPS\_invoice\_uploader.qwc file



- Open the saved file using QuickBooks Web Connector (Must be pre-installed on your computer) and click 'OK' on the pop-up that appears on your screen. (shown below)

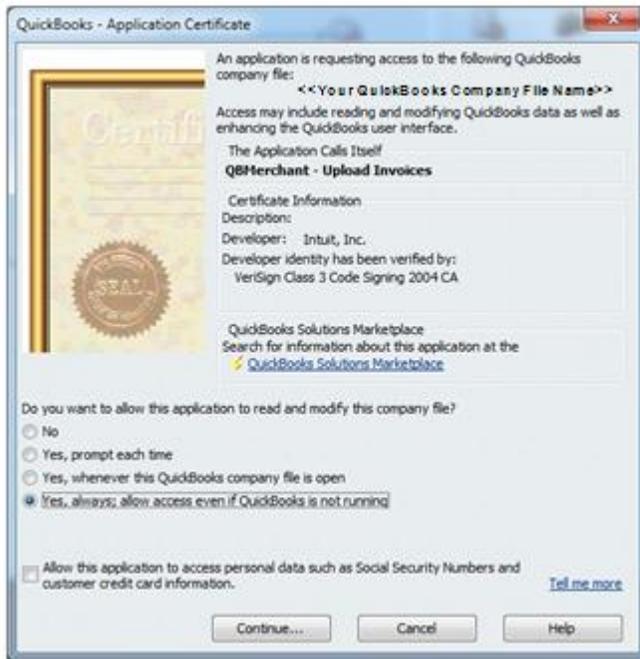
Figure 19. Authorize New Web Service



Note: If QuickBooks Web Connector is not already installed, please download the same from the following location: <http://marketplace.intuit.com/webconnector/>

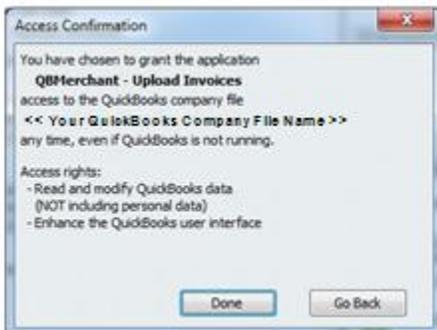
- Select the following option on the 'QuickBooks - Application Certificate' and click 'Continue' (Refer screenshot below)

Figure 20.QuickBooks Application Certificate



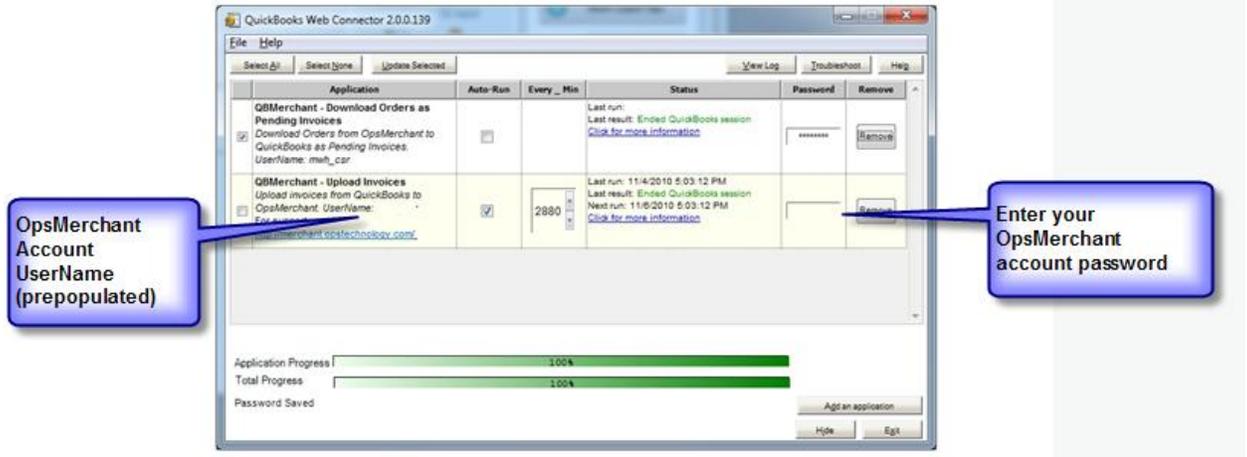
- You should see the following pop-up on your screen:

Figure 21.Access Confirmation



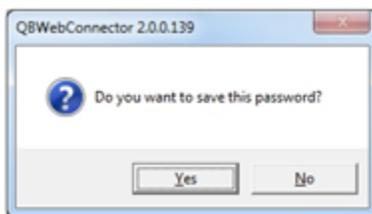
- Click 'Done'.
- This completes installation of the Invoices plugin.
- The following pop-up should appear on your screen:

Figure 22.QuickBooks Web Connector - Add Application



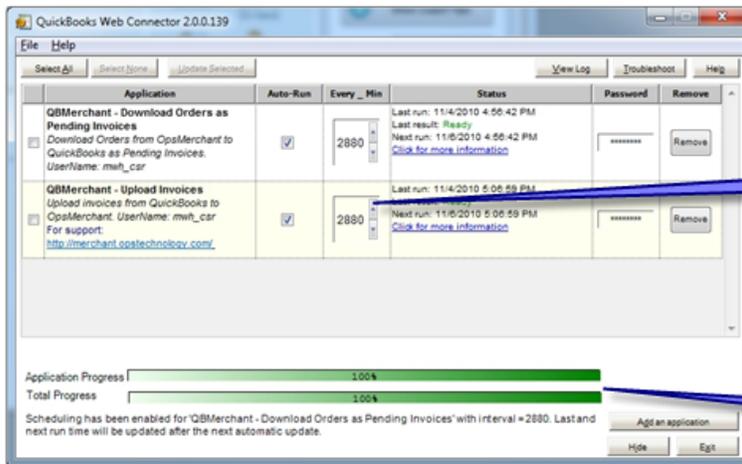
- Enter the OpsMerchant password in the above screen and save password.

Figure 23.Save OpsMerchant Account Password



- On successful validation, the Application Progress and Total Progress bars reach 100%.

Figure 24.Invoices Plugin Installed



Invoices will be uploaded to OpsMerchant every 'X' minutes. X= value set in Dropdown

Invoice Uploader successfully installed and set for Auto upload

- The 'Auto-Run' option is checked by default.
- Invoices will be automatically uploaded from QuickBooks to OpsMerchant every 'X' minutes, where 'X' is the value selected in the 'Automatically upload Invoices every' dropdown.