User Manual *QuickBooksTM Integration*





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1. Purpose

This document describes the integration of QuickBooksTM with OpsMerchantTM for use as a reference and for use with training of personnel that will be administrating the system. The QuickBooksTM User Manual will serve as the source document for the training effort of the QuickBooksTM integration with the OpsMerchantTM 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 (<u>http://marketplace.intuit.com/webconnector/</u>), Webbased 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/knowledgebasear ticle/1007971)

2.2. Overview

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

Please contact your Ops representative to enable the QuickBooksTM integration module of the OpsMerchantTM application.

Process Overview



OpsTechnology		Your Computer
NEW ORDERS		INVOICES "PENDING"
		B
	C	INVOICES "FINAL"

Integration Types: The following integration types are currently available for use as part of the QuickBooksTM 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)



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🔓 Customer Center: testsm2rn (All T 🍇 New Customer & Job 🔻 🏷	ransactions) New <u>Transactions</u>	Print • 💾 Excel •	Wor <u>d</u> •	Custon	ner Name in	
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View Active Customers		Customer Na Customer Ty Company Na	ame ABC_12223 ype ame	1		Contact Phone Alt Phone
Name	Balance Total Atta	BC' II				
* ABC_12222	0.00	Customer				
*ABC_12223	86.20	Customer Name	ABC_12223			OK
*ABC_12224	0.00	Current Balance :	86.20	How do I adjust t	ne current balance?	
*ABC_12225	23.49	1 1 11				Cancel
ABC_12226	0.00	Address Info	Additional Info	Payment Info	Job Info	Notes
ABC_12227	0.00	Company Name	722	Contact		Help
ABC_12228	0.00	Mr. Mr. /	ABC	Bhana		
ABC_12223	0.00	Mr./Ms./		FINIE		
ABC_12230	0.00	First Name	M.I.	FAX		Customer is
ABC 12222	0.00	Last Name		Alt. Phone		inactive
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Figure 2.OpsMerchant Screenshot (Displaying Account# field)



DpsMerchant									
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	Customer	ABC		~					
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	Account*		Accoun	it #	Sub A	Account #	Address		
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Edit	ABC at Gal	llery Place	ABC_122	24			770 5th Street NW	V, , Washington, CA, 20001	
Edit	ABC at Pro	vidence Park	ABC_122	25			10608-E Kitty Poze	ter Drive, , Fairfax, CA, 22030	
Edit	ABC Creso	cent	ABC_1222	26			1569 Onyx Drive, ,	, McLean, CA, 22102	

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

Automatically download orders every 15 mins

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



o you	want to open	or save this file?
	Name: OF Type: Qu	25_order_downloader.qwc uickBooks Web Connector Configuration File
	(Qpen Save Cancel

 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: <u>http://marketplace.intuit.com/webconnector/</u>



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

Figure 7.QuickBooks Application Certificate

-	An application is requesting access to the following QuickBooks company file: << Your QuickBooks Company File Name>>
Olemit	Access may include reading and modifying QuickBooks data as well as enhancing the QuickBooks user interface.
	The Application Calls Itself QBHerchant - Download Orders as Pending
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100 C 100	Developer: Intrat Inc
Martin .	Developer identity has been verified by:
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Allow this application to customer credit card infi	ormation.
Allow this application to oustomer credit card infr	

• 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

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	To	tal Progress		0.				
	Sto	ored QBMerchant - Download Orders as Pen	ding Invoices			Age	an application	
						Hjde	Egit	
								,

• 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

QuickBo	oks Web Connector 2.0.0.139	-	×		1		Orders will be downloaded from OpsMerchant every 'X'
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 The 'Auto-Run' option is checked by default. OpsTechnology Confidential



 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

Automatically upload invoices every 15 Mins 💙

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

Figure 16.Begin Invoice u	pload from last		
Begin Invoice upload from last	3 days	¥	

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

Upload Invoices from QuickBooks to OpsMerchan t_csr postechnology.com/ tion a non-SSL AppURL non-SSL AppURL non-SSL AppURL
Upload Invoices from QuickBooks to OpsMerchan t_csr postechnology.com/ tion ra non-SSL AppURL non-SSL AppURL non-SSL AppURL
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books, otherwise click Cancel

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

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



-	An application is requesting access to the following QuidBooks company file: << Your QuilokBooks Company File Name>>
(Contil	Access may include reading and modifying QuidBooks data as well as enhancing the QuidBooks user interface.
	The Application Calls Itself QBHerchant - Upload Invoices
	Certificate Information Description: Developer: Intuit, Inc. Developer identity has been verified by: VeriSign Class 3 Code Signing 2004 CA
9	QuidBooks Solutions Marketplace Search for information about this application at the <u>SolutiBooks Solutions Marketplace</u>
to you want to allow this a	oplication to read and modify this company file?
) No	
Yes, prompt each time	
Ves, whenever ons Quo	spools company rise is open
Allow this application to customer credit card infi	access personal data such as Social Security Numbers and Itel me more
	a contraction of the contraction

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

	Select Al Select None Update Selected			Yew La	g Iroubies	Heig	2
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lerchant	QBMerchant - Upload Invoices Upload invoices from QuickBooks to OpsMerchant, UserName: Economicolant costechnology com/	2	2880	Last run: 11/4/2010 5/03:12 PM Last result: Ended Quid/Boots session Next run: 11/6/2010 5/03:12 PM Click for more information	<u> </u>	Reaso	Enter your OpsMerchant
unt Name oopulated)							account password
	Application Progress		1005				
			1001		-		

• 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



1	QuickBooks Web Connector 2.0.0.139		~			• • ×	
Ele Help							
	Select Al Select None Update Selected					oot Heig	
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	QBMerchant - Download Orders as Pending Invoices Download Orders from OpsMerchant to QuickBooks as Pending Invoices. UserName: msh_csr	V	2880	Last run: 11/4/2010 4:56:42 PM Last result: Ready Next run: 11/6/2010 4:56:42 PM Click for more information	04-50-42 PM 04-50-42 PM matter	Invoices will be uploaded to	
	QBMerchant - Upload Invoices Upload invoices from QuickBooks to OpsMerchant. UserName: mwh_csr For support: http://merchant.opstechnology.com/	V	2880	Last run: 11/4/2010 5:06:59 PM Next run: 11/6/2010 5:06:59 PM Click for more information	· ·····	Remove	OpsMerchant every 'X' minutes. X= value set in Dropdown
			•				
	Application Progress 100%						
	Scheduling has been enabled for 'QBMerchant - next run time will be updated after the next auton	Download C natic update	rders as Pend	sing Invoices" with interval = 28	80. Lastand Age a	application Egit	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.