QuickBooks User Guide

Contents

Acronyms and their abbreviations

This section contains the acronyms used in this document, along with their corresponding full forms, to enhance user comprehension.

Abbreviation	Full Form
ISO	Independent Sales Organization
Sub-ISO	Subsidiary Independent Sales Organization

Introduction

The Valor PayTech integration with QuickBooks user guide is a comprehensive document crafted to guide QuickBooks users through the integration process with the Valor portal. This integration offers a quick way to manage financial transactions, refunds, recurring payments, invoices, customer information, and inventory. Whether you're a seasoned QuickBooks user or new to financial management, this guide will take you through every step required to integrate Valor PayTech with QuickBooks. Our aim with this integration is to transform how you track sales, manage customers, and update inventory efficiently.

Objective & scope

The objective of this guide is to provide step-by-step instructions on effectively integrating Valor PayTech solutions with QuickBooks accounting software. We aim to help you maximize the efficiency of your financial operations, reduce the margin for error, and optimize your business performance.

The scope of the document encompasses the following aspects:

1. **Initial setup**: Instructions for establishing a connection between Valor PayTech and QuickBooks, setting up your account, and configuring the necessary settings for synchronization.
2. **Daily operations**: Detailed processes for managing transactions, including creating invoices, processing payments and refunds, and updating customer and inventory information.
3. **Troubleshooting and support**: Guidelines for resolving common issues that may arise during the integration process and information on accessing further assistance and customer support services for reintegration.

4. **Best practices**: Guidelines for resolving common integration issues and offers information on accessing additional assistance and customer support services for reintegration.

Prerequisites

1. Access to QuickBooks integration is exclusive to ISOs and merchants and is facilitated through the Valor portal. To utilize this feature, merchants must have login access to the Valor portal. You can access the portal by following this link: https://vponline.valorpaytech.com/login.
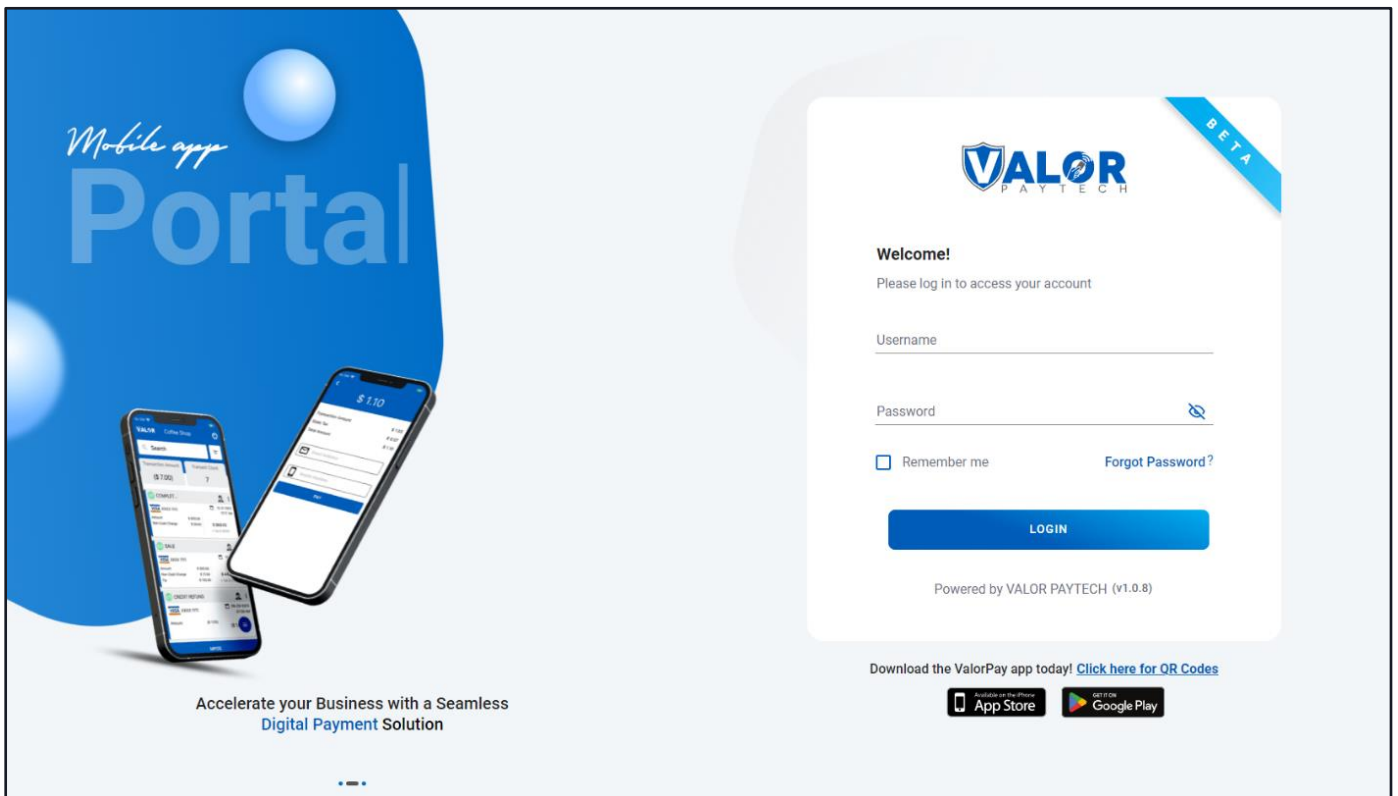

Figure 1: Improved portal login screen

2. QuickBooks integration is available to subscribed ISOs only. Merchants can access this feature once the ISO or sub-ISO grants access. ISO or sub-ISO users can enable or disable this module for their merchants as needed, and merchants can do the same for their operators.

Benefits

1. **Seamless workflow integration**

Valor and QuickBooks seamlessly integrate, ensuring a smooth workflow. You can now integrate Valor with QuickBooks in just a few clicks and watch your workflow transform. This minimizes disruptions to your workflow and eliminates manual data entry, making your processes more efficient and error-free.

2. **Quick & accurate financial management**

QuickBooks integrated with Valor streamlines e-invoices management. It helps to effortlessly generate e-invoices and promptly update payment transaction details for precise and current financial records.

3. **Efficient customer & inventory management**

Valor and QuickBooks work seamlessly together, enabling smooth two-way customer and inventory data updates. Automatic updates streamline customer relationships and inventory management, ensuring consistency.

4. **Transaction automation**

Transition effortlessly to total transaction automation with Valor & QuickBooks. Easily import and sync sales, recurring transactions, refunds, e-invoices, and PayNow links into QuickBooks.

QuickBooks and Valor portal integration: Step-by-step instructions

To integrate QuickBooks with the Valor portal, you need to follow these steps:

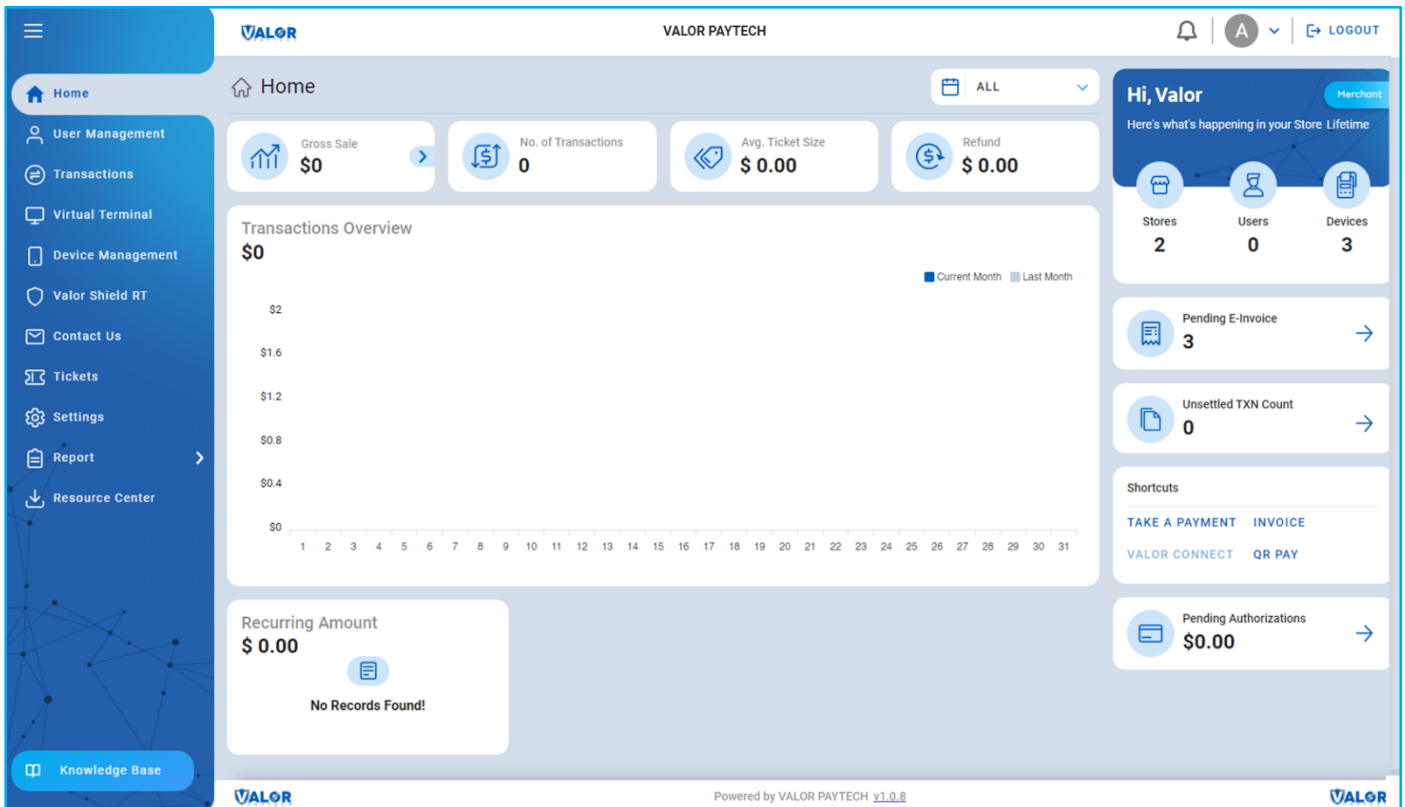**Step 1:** Log in to the Valor portal with your merchant credentials, and the homepage will appear.

Figure 2: Homepage of the Valor portal

Step 2: Click' Settings' on the left navigation bar. Then, click on the 'QuickBooks' tab and click 'Authenticate' to start the integration process.
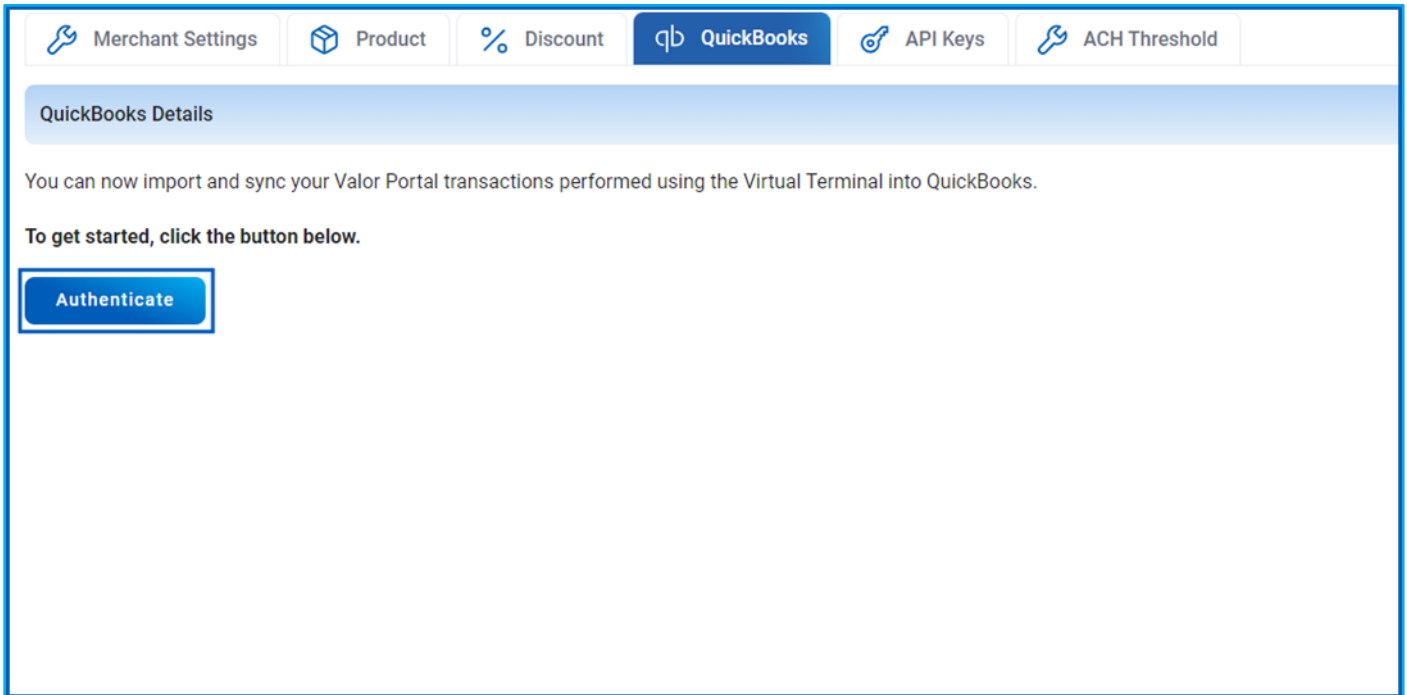
Figure 3: QuickBooks page of the Valor portal highlighting the 'Authenticate' button

Step 4: The QuickBooks login page will appear. Sign in with your QuickBooks credentials.
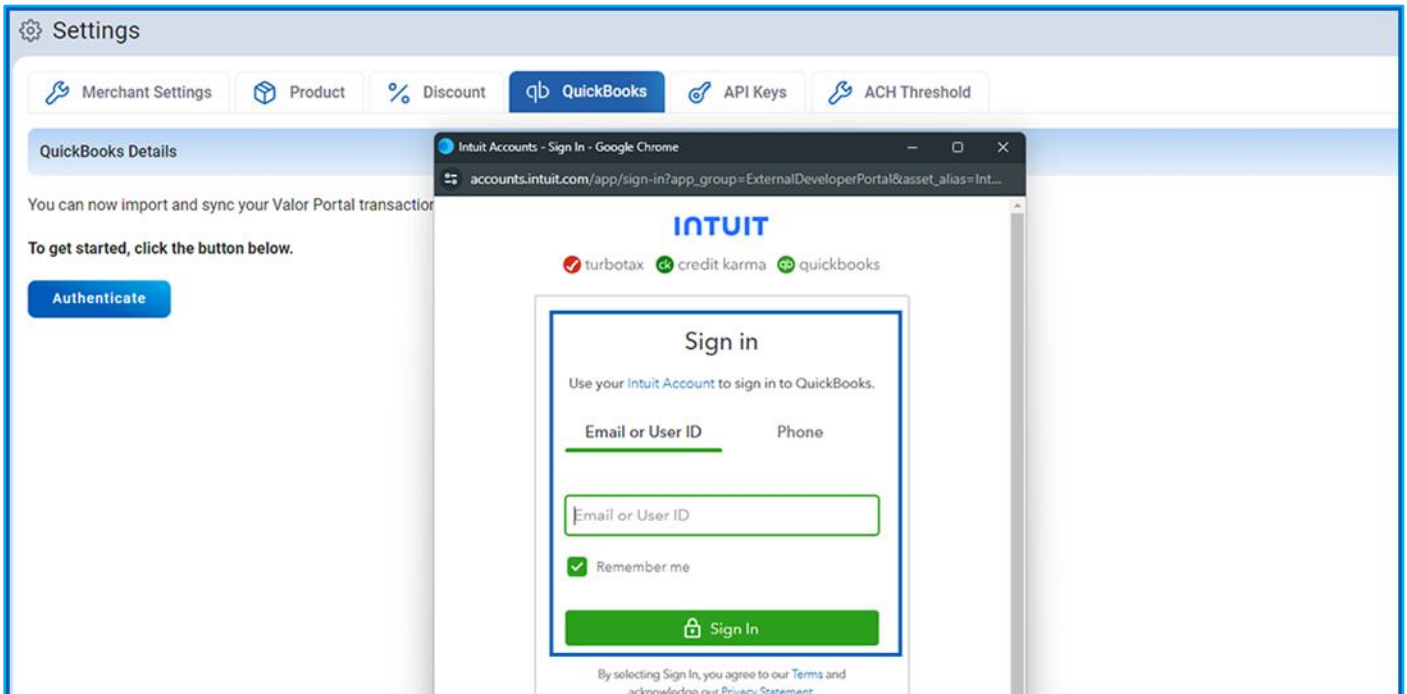

Figure 4: QuickBooks login window

Step 5: Once your login has been successful, your customer ID and status confirmation will appear within a few seconds. Once the details appear, the integration process has been completed.
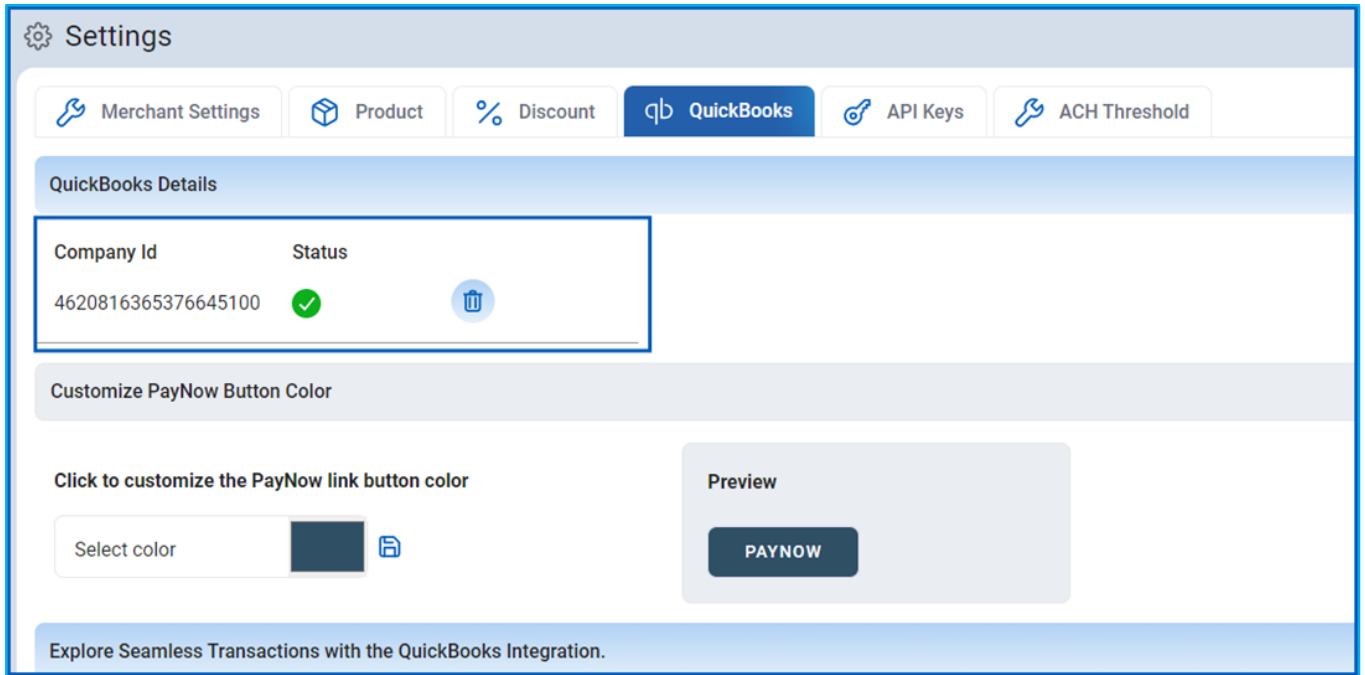
Figure 5: QuickBooks details appears after integration

Step 6: In this step, you can customize the PayNow button's color. Simply select your desired color from the available options. A preview option is also provided on the right side for your convenience.
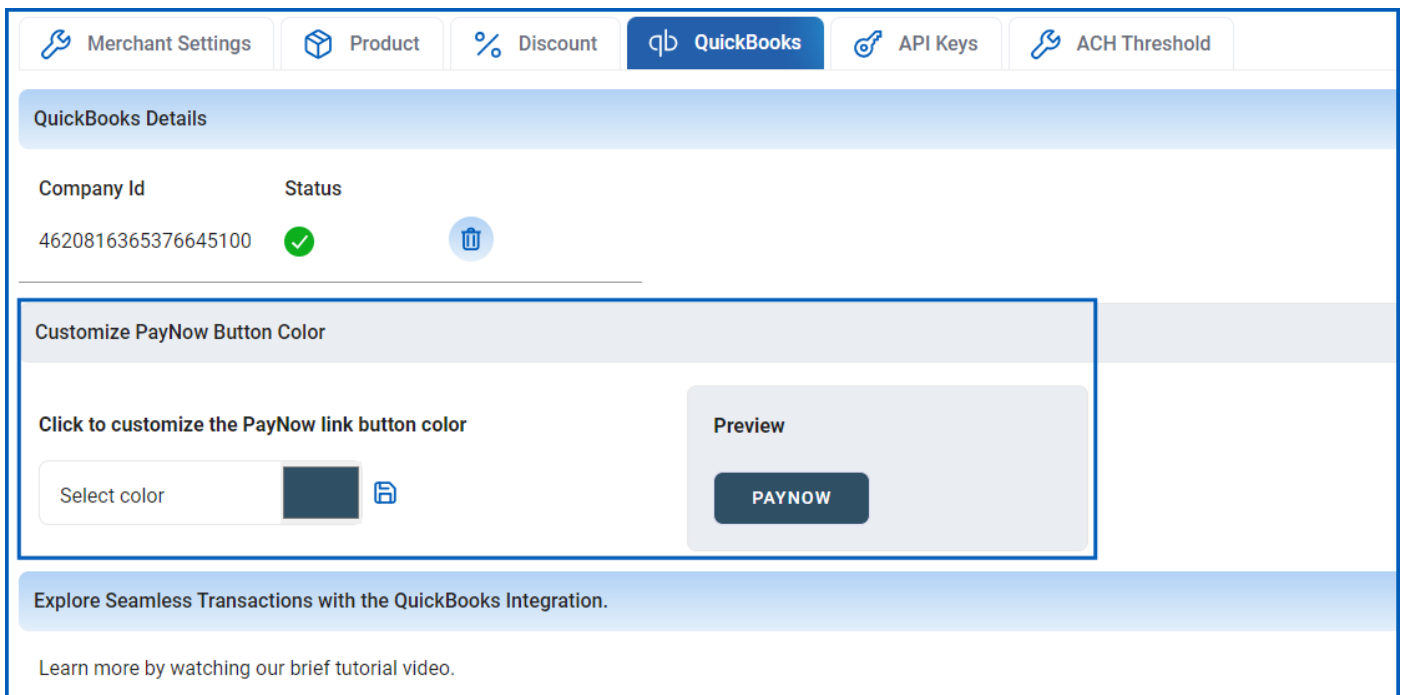

Figure 6: Options to customize the PayNow button color

Step 7: In this step, you can watch a tutorial video to guide you through the integration process.
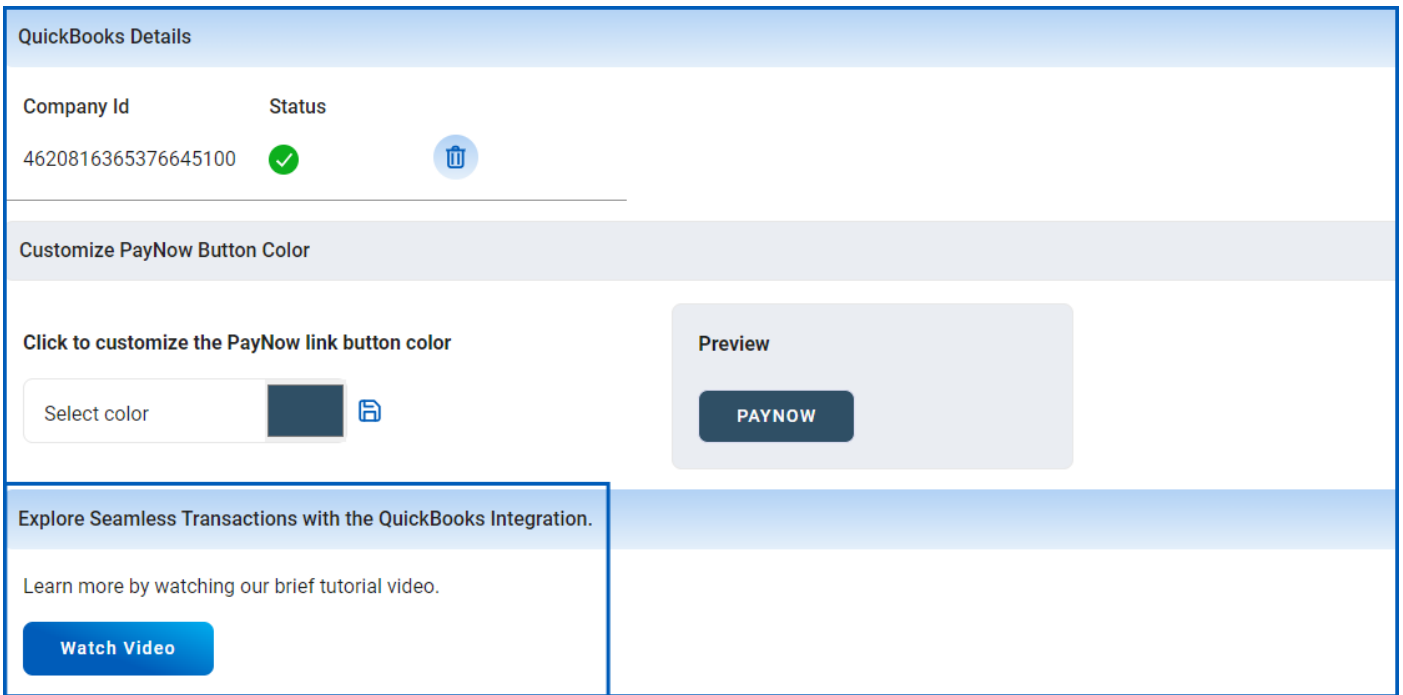
Figure 7: Option to watch the tutorial video

Step 8: To remove the integrated ID, click the delete icon. A confirmation box will then appear. Confirm to complete the deletion process. To reintegrate, you can easily click 'authenticate' again and follow the procedure.
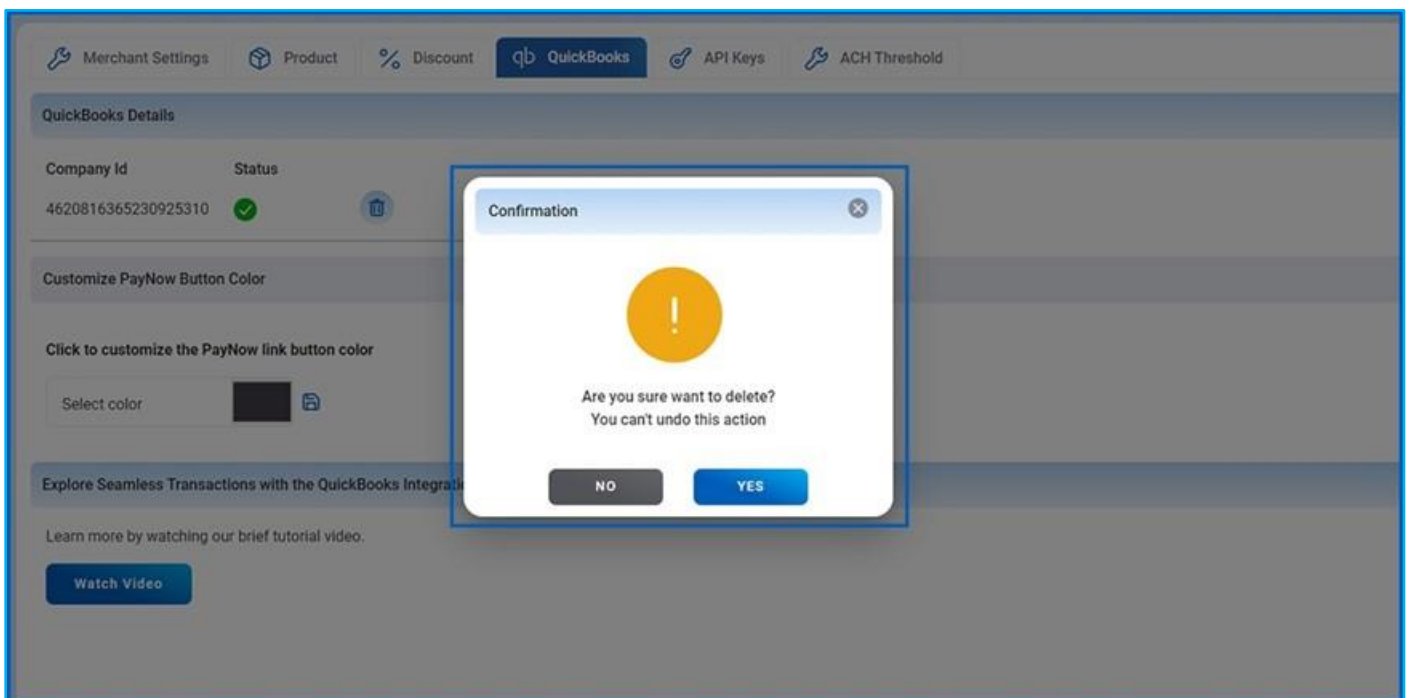

Figure 8: Deletion confirmation box

Transaction processing in the Valor portal & automatic updates in QuickBooks

How to integrate Sale transactions with QuickBooks

To sync a Sale transaction with QuickBooks while using the Virtual Terminal, the following steps need to be followed:

1. Navigate to the Virtual Terminal page.
2. To sync this transaction with QuickBooks, select the 'Payment Sync in QB' checkbox during the sale transaction process.
3. The sale transaction will automatically update in QuickBooks once the payment is processed.

Figure 9: Sale page of Virtual Terminal

How to integrate Recurring payments with QuickBooks

To integrate Recurring payments with QuickBooks, the following steps need to be followed:

1. Navigate to the Recurring tab.

2. Perform the recurring payment as usual.

3. During the payment process, select the 'Payment Sync in QB' checkbox to sync this recurring payment with QuickBooks.

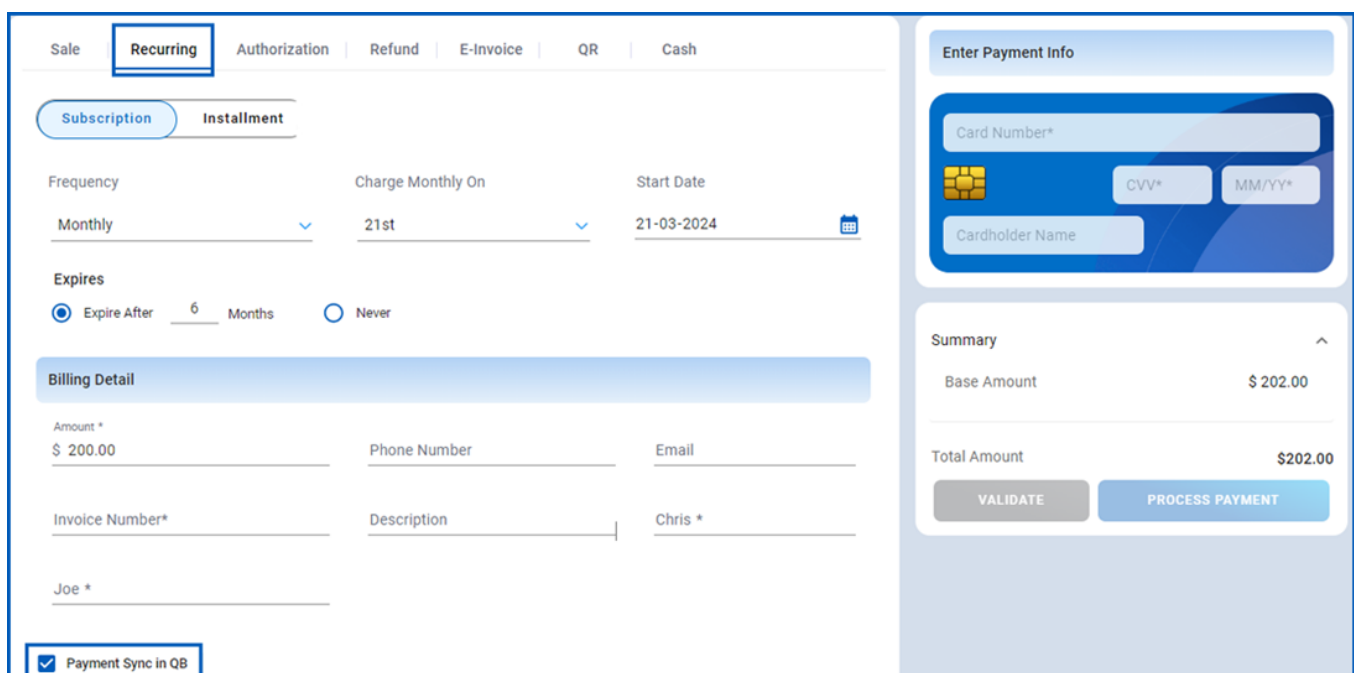4. The recurring payment transaction will automatically update in QuickBooks once processed.

Figure 10: Recurring payments page of Virtual Terminal

How to integrate Refund transactions with QuickBooks

To integrate Refund transactions with QuickBooks, follow these steps:

1. Navigate to the Refund tab.

2. Process the refund transaction as usual.

3. Select the 'Payment Sync in QB' checkbox during the refund process if you want this refund transaction to be synced with QuickBooks.

4. The refund transaction will automatically update in QuickBooks once processed.
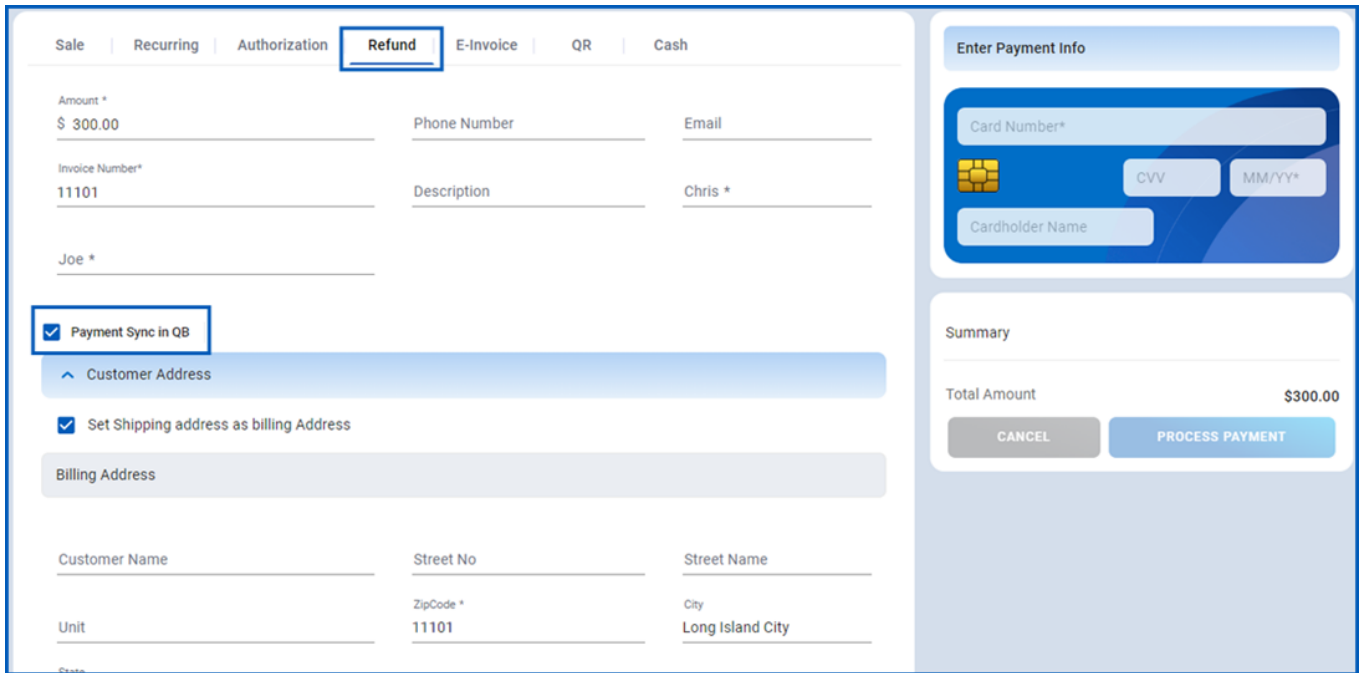
Figure 11: Refund page of Virtual Terminal

How to create & update an E-invoice & integrate with QuickBooks

To create or update invoices in QuickBooks and integrate them with E-Invoice, follow these steps:

1. Navigate to the E-Invoice tab. You can create or update invoices in QuickBooks here.

2. Select the 'Create/Update invoice in QB' checkbox during the payment process if you want the e-invoice to be synced with QuickBooks.
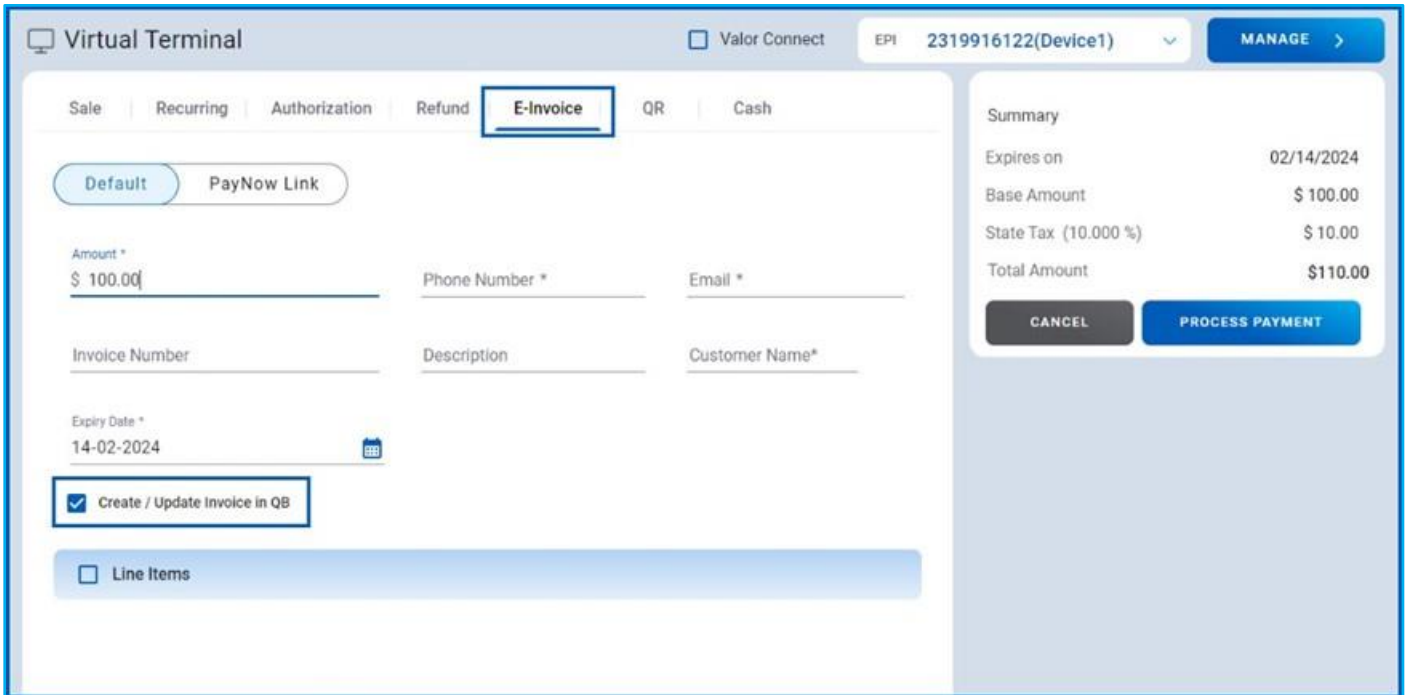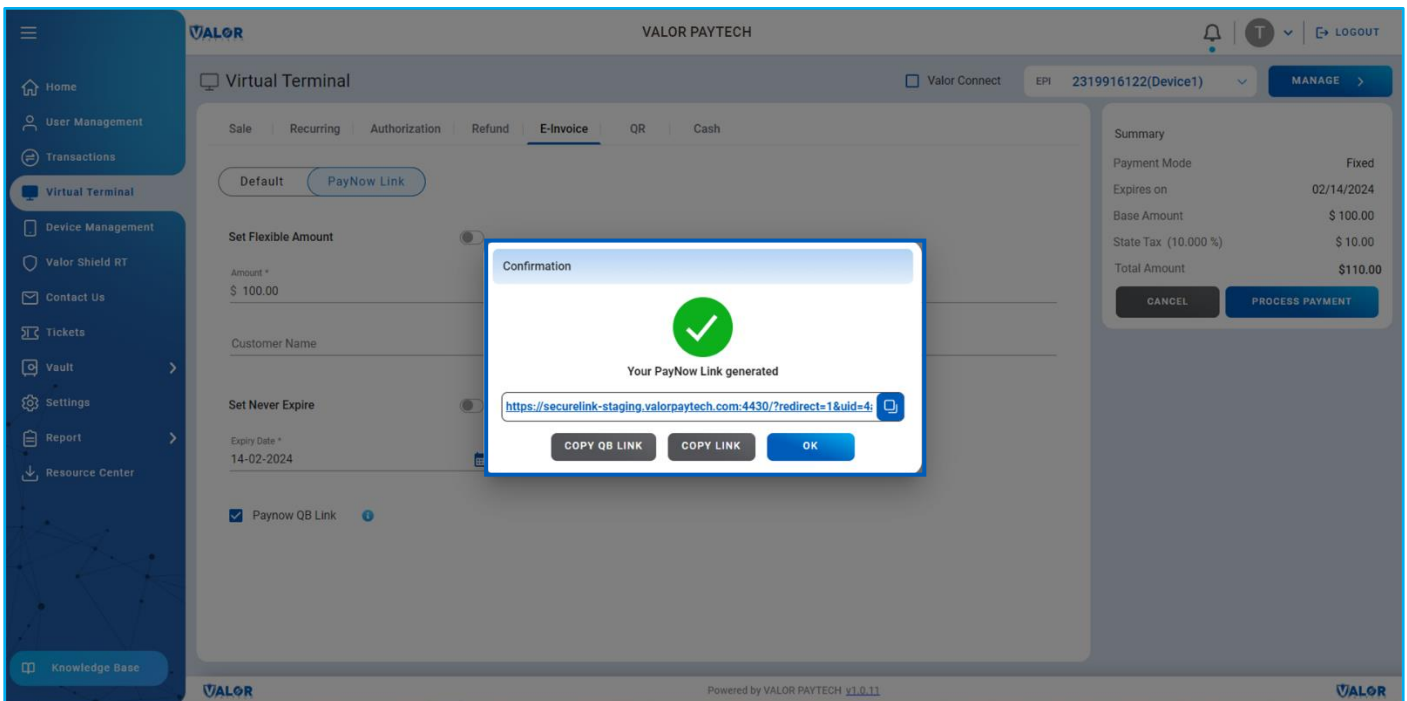
Figure 12: E-invoice page of Virtual Terminal

3. The PayNow link generated can be used for email template feature available within QuickBooks.

4. Once the payment is processed, the transaction will automatically update in QuickBooks. All transactions will be reflected in your QuickBooks account. To view them, log in to the QuickBooks platform and navigate to 'Sales' under 'Invoices.' Your deposited, paid, due, and overdue transactions will appear here.

How to generate a QuickBooks report

A QuickBooks report provides a comprehensive list of transactions synced with QuickBooks, specifically those conducted via the Virtual Terminal. Follow these steps to generate a QuickBooks report:

1. Log in to the Valor portal with your credentials.
2. Navigate to the 'Reports' section on the left navigation bar. Select the 'QuickBooks Reports' option from the list of options.
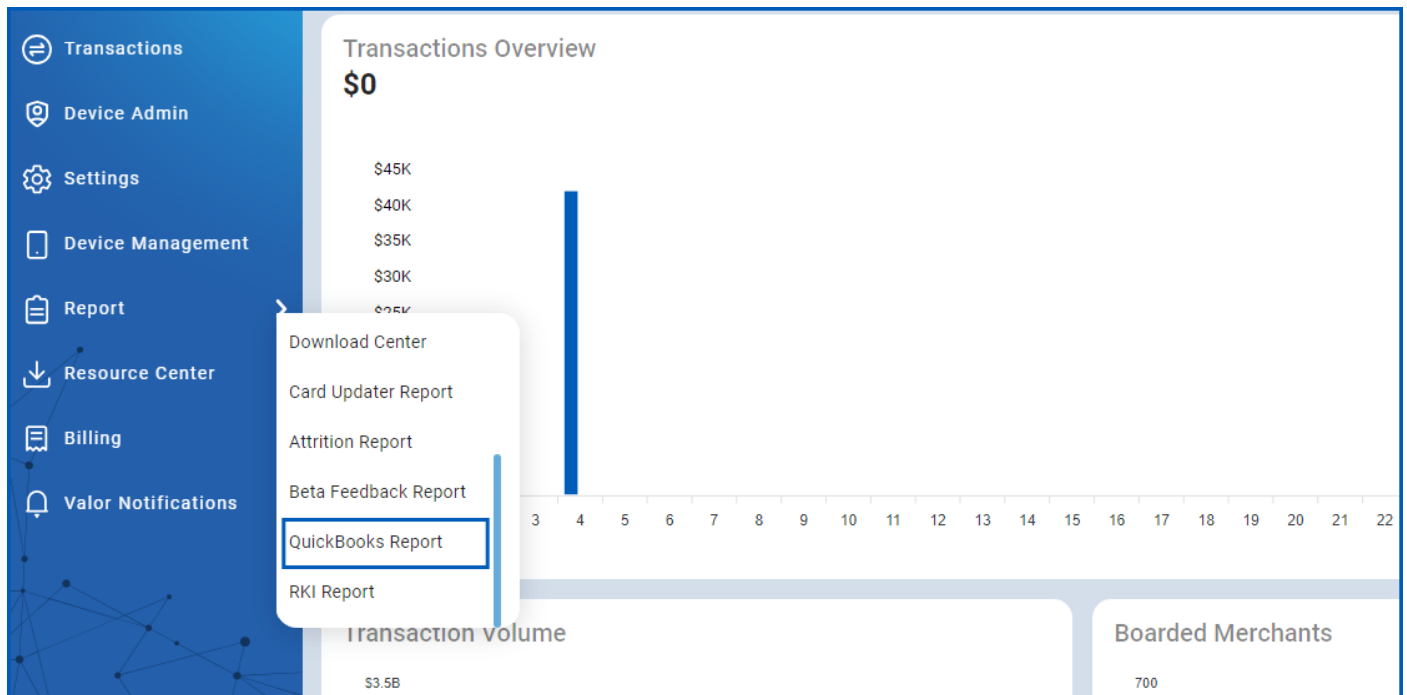

Figure 13: QuickBooks report

3. The QuickBooks report page will appear, displaying all transactions synced with QuickBooks.

4. Access details of individual transactions or view lists of transactions.
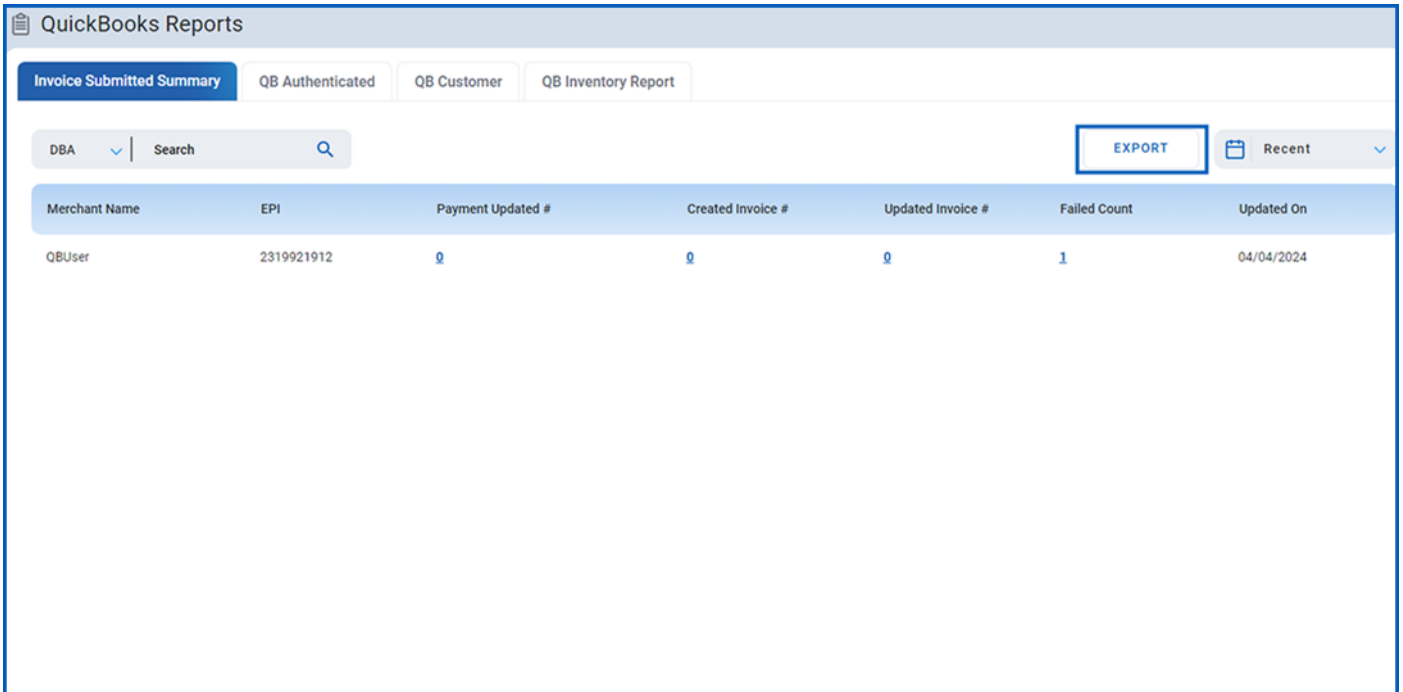

Figure 14: Detailed QuickBooks report

5. To export transaction lists, click on the 'Export' option in the upper right corner.
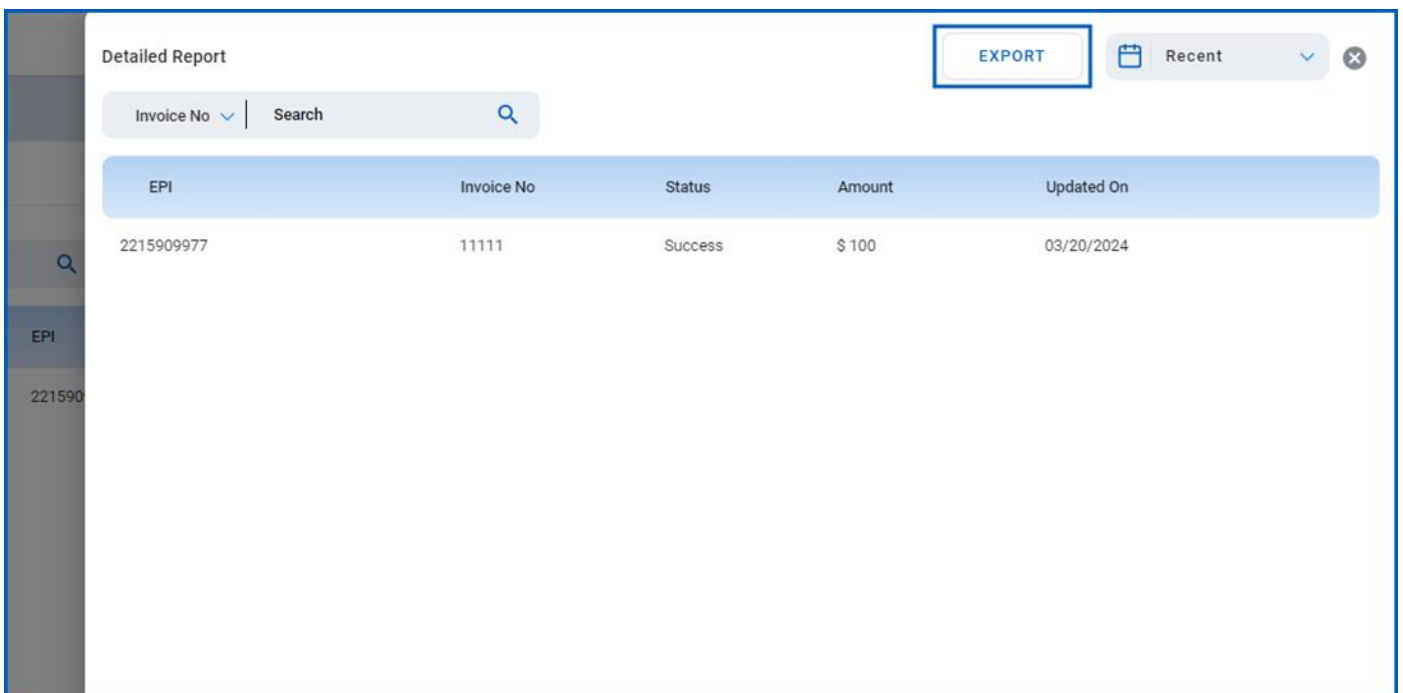

Figure 15: Reports page highlighting the 'Export' option
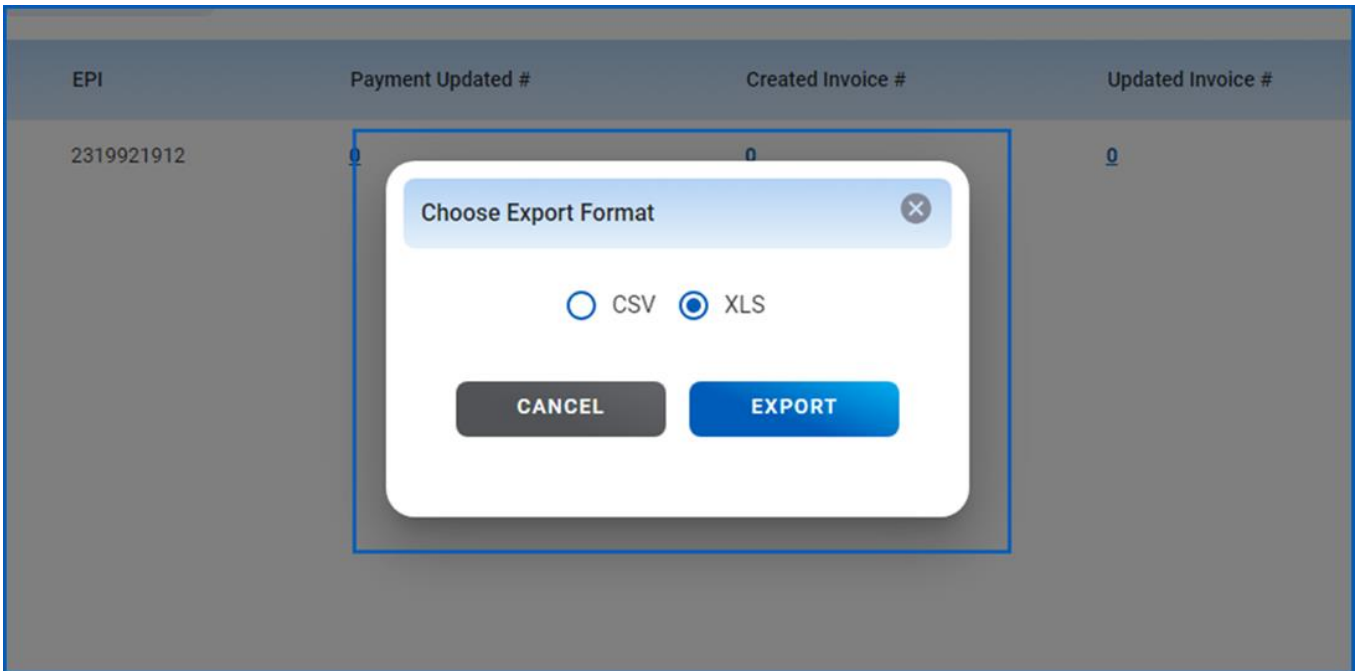
6. Choose to export in CSV or XLS format.

Figure 16: QuickBooks report's export format options

After selecting and clicking 'Export,' your report will be automatically downloaded.

Conclusion

In conclusion, at Valor PayTech, we are committed to simplifying your financial management. We aim to set a benchmark experience for exceptional service. As businesses strive for efficiency and accuracy in their operations, the Valor Portal integration with QuickBooks stands as a valuable tool, empowering users to navigate the complexities of financial management with confidence.

Contact details

If you have any questions or need assistance, please don't hesitate to reach out to our team at sales@valorpaytech.com or call us at 1.800.615.8755. For additional resources, be sure to visit www.valorpaytech.com/kb. We appreciate your trust in us and look forward to serving your payment processing needs.

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Thank You

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