

Authorize.net → QuickBooks Online Installation Guide

Resources

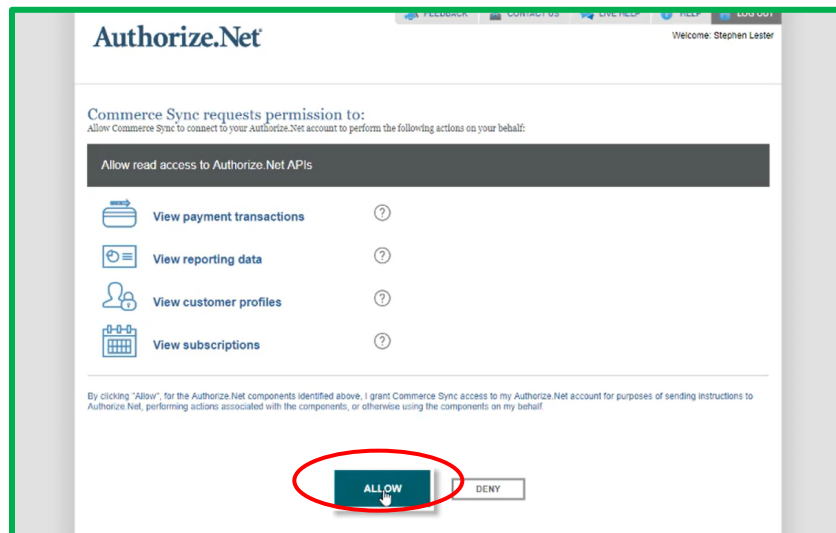
[Commerce Sync Help Center](#)

Customer Support Contact Instructions

- [Submit a Help Request](#)
- Email: support@commercesync.com

Installing Commerce Sync

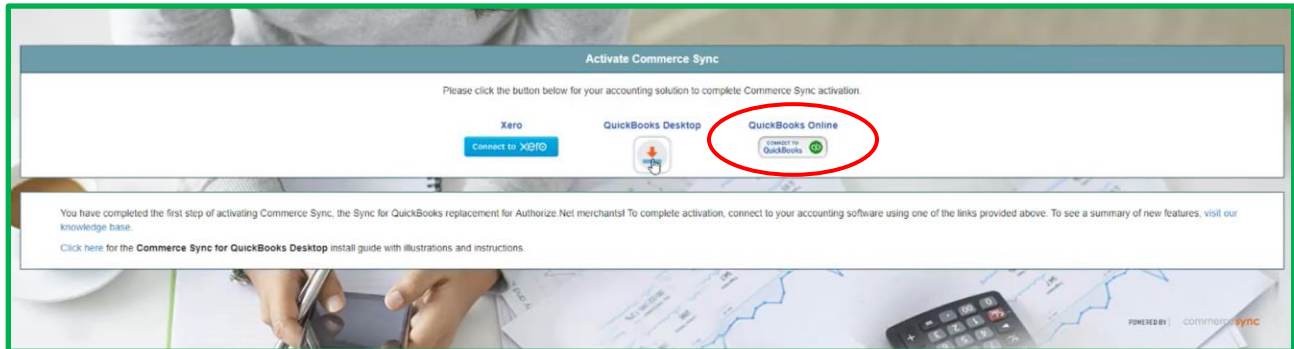
1. Click [HERE](#) to begin activation – you will need to log in to Authorize.net as the account owner
2. Authorize Commerce Sync to access your account by selecting “allow” on the permissions page



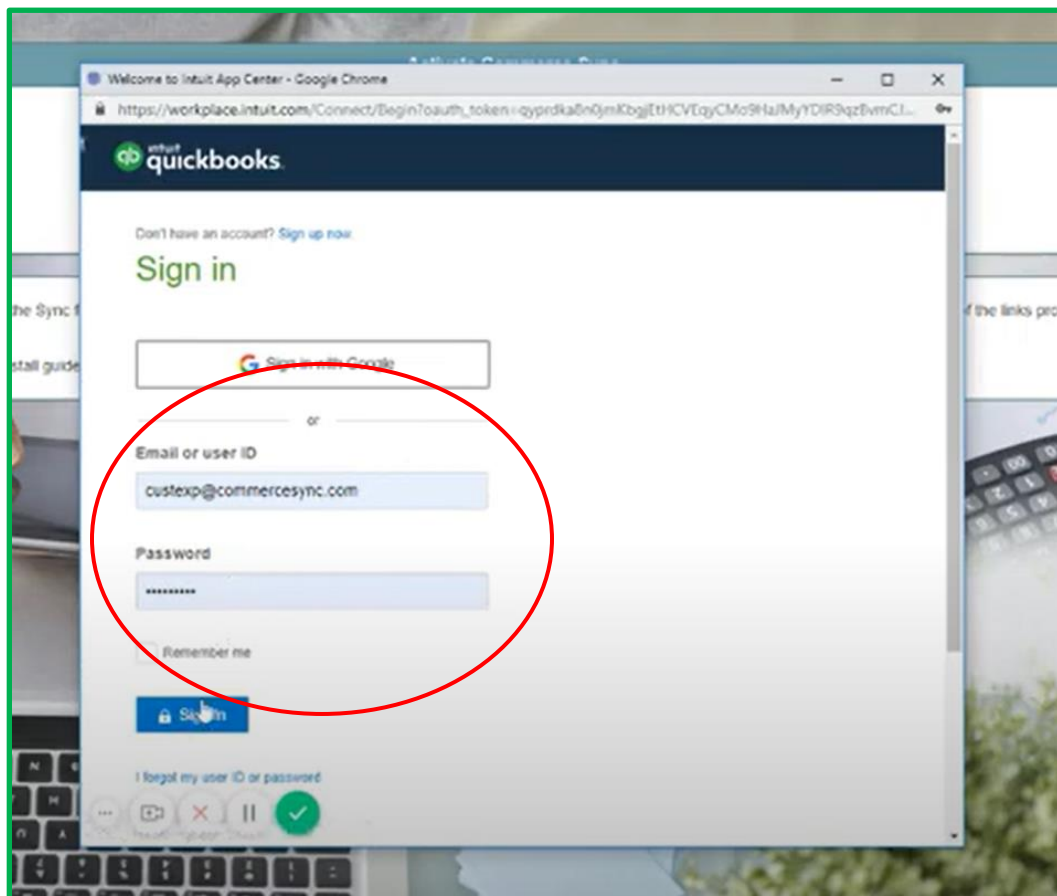
3. You will then be redirected to the Commerce Sync Dashboard

During the next few steps, you will be logging in to your QuickBooks account. This process takes place in the Commerce Sync Dashboard, which connects you directly to Intuit's App Center.

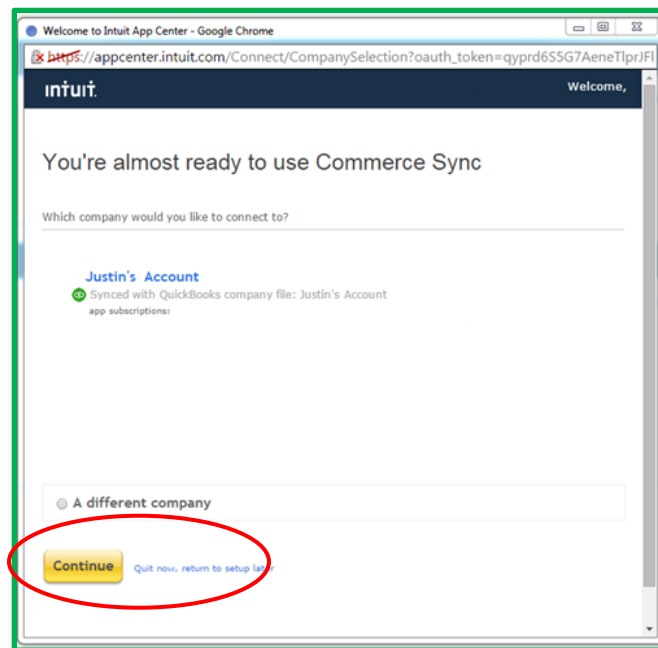
4. You will be prompted to select your accounting software – click the “QuickBooks Online” button



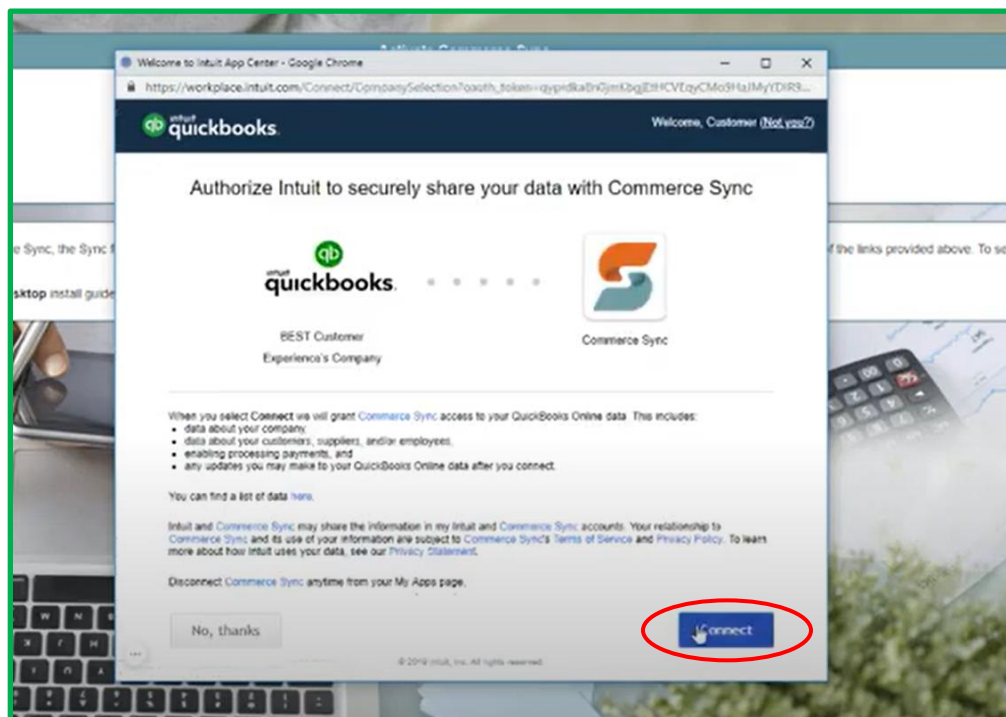
5. Sign in to your QuickBooks account using your QuickBooks Admin Login



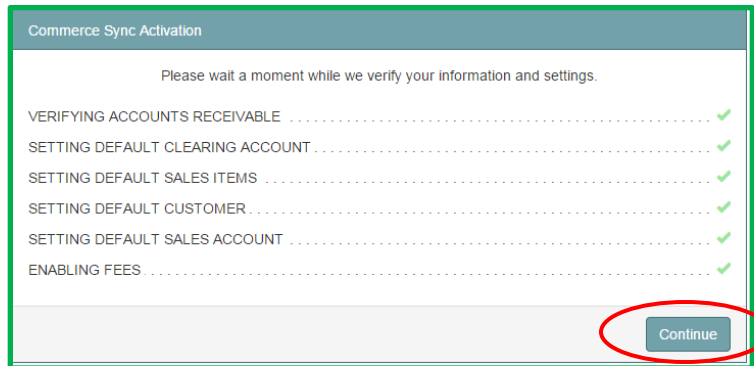
6. If you have multiple QuickBooks company files, select the correct one, and then click “Continue”



7. Once you're signed in to your QuickBooks account, you will be asked to authorize Commerce Sync to access your information. Click the “Connect” button so that Commerce Sync can transfer your sales information.

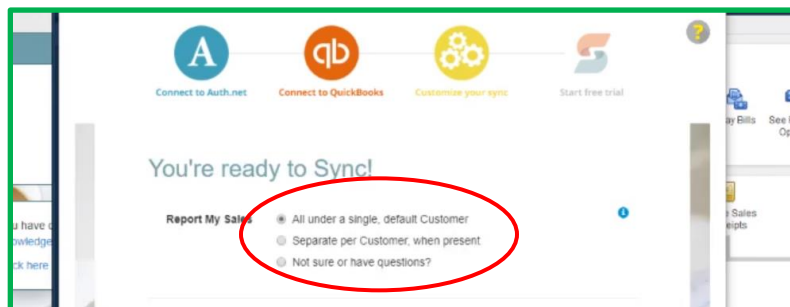


8. After authorization is complete, Commerce Sync will verify the activation via the screen below; if your screen shows green checkmarks exclusively, click “Continue” (if you see a red “X”, please contact the Commerce Sync Support Team).

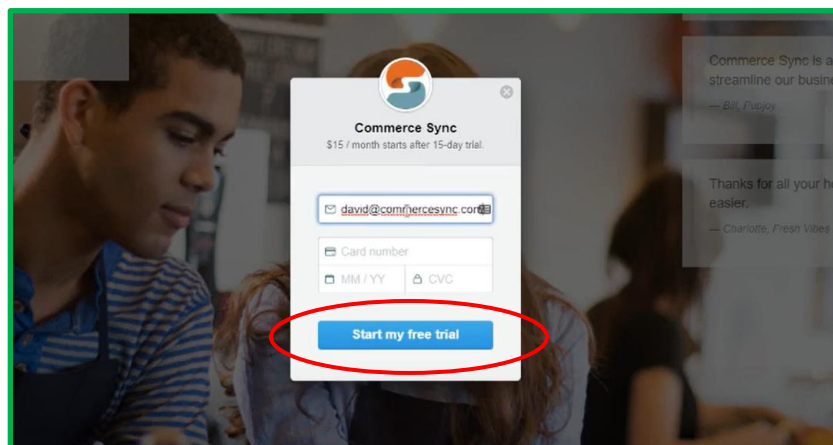


9. Select your settings for the transfer:




- a. **Single Income Account** (Single, default customer) – sales will be transferred as a daily summary; this summary will be transferred as an invoice with one line item, into a single, generic Income Account in QB Desktop
- b. **Separate Income Accounts Per Sales Category** (*Separate per Customer*) – sales will be broken down by the categories that are set up in your POS; this will transfer as an invoice with a line item for each category to a separate Income Account for each category



10. Next, enter your billing information and select “Start my free trial”



11. **You are now ready to sync!** (if you'd like to view/change your settings, please click on "Visit Dashboard")

Transfers ⓘ	Settings	Connection
<p>Check out your successful transfers:</p> <div><div>Invoices1</div><div>Payments1</div></div> <div></div>	<p>View or change how your sales information is transferred.</p> <div></div> <div>View</div>	<p>Your connection will be renewed automatically before Saturday, October 17, 2015</p> <div></div> <div>Manage</div>

After Installation:

Going forward, Commerce Sync will transfer all of your sales for the previous day to QuickBooks; the transfer will occur after midnight to ensure that all of the day's orders have been closed.

For assistance during your activation, please visit our help center or contact Customer Support using the information at the top of the document.

[Commerce Sync Help Center](#)