

# QuickBooks User Guide



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## 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 Envoy Business Systems integration with QuickBooks user guide is a comprehensive document crafted to guide QuickBooks users through the integration process with the De Armas Business Solution 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 Envoy Business Systems 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 Envoy Business Systems 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 Envoy Business Systems 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 Envoy Business Systems portal. To utilize this feature, merchants must have login access to the Envoy Business Systems portal.

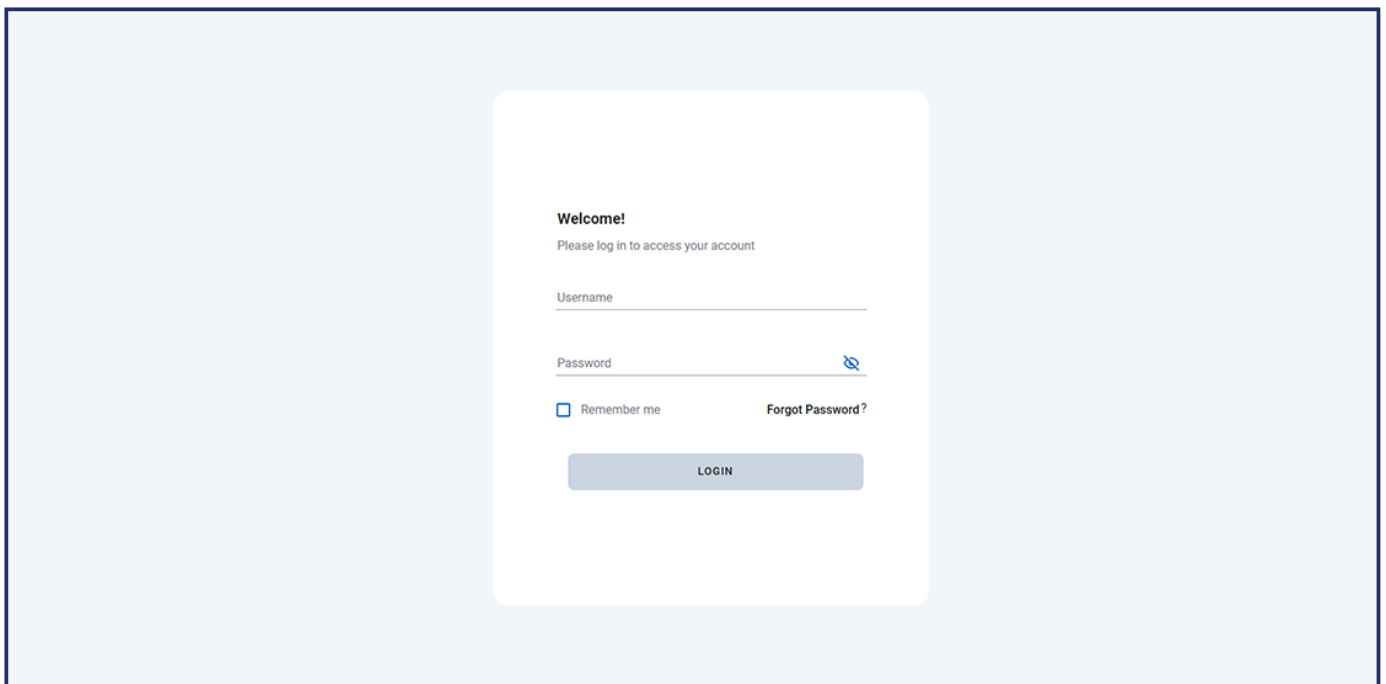


Figure 1: Improved portal login screens

2. QuickBooks integration is available to subscribed merchants, only when the access is granted by Envoy Business Systems. Merchants can enable or disable this module for their operators as they need.

## Benefits

### 1. Seamless workflow integration

Envoy Business Systems and QuickBooks seamlessly integrate, ensuring a smooth workflow. You can now integrate Envoy Business Systems 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 Envoy Business Systems 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

Envoy Business Systems 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 Envoy Business Systems & QuickBooks. Easily import and sync sales, recurring transactions, refunds, e-invoices, and PayNow links into QuickBooks.

## QuickBooks and Envoy Business Systems portal integration: Step-by-step instructions

To integrate QuickBooks with the Envoy Business Systems portal, you need to follow these steps:

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



Figure 2: Homepage of the Envoy Business Systems portal

**Step 2:** Click 'Settings' on the left navigation bar. Then, click on the 'QuickBooks' tab and click 'Authenticate' to start the integration process.

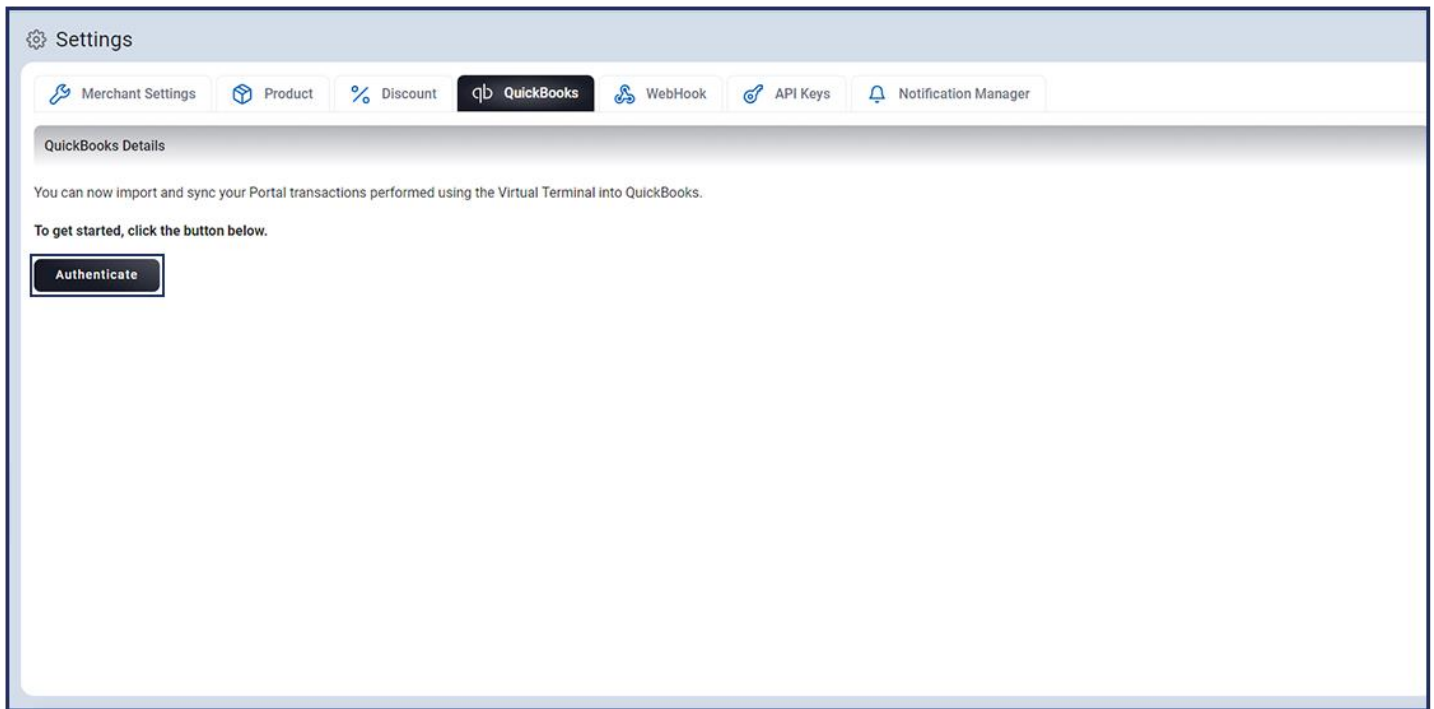


Figure 3: QuickBooks page of the Envoy Business Systems portal highlighting the 'Authenticate' button

**Step 3:** The QuickBooks login page will appear. Sign in with your QuickBooks credentials.

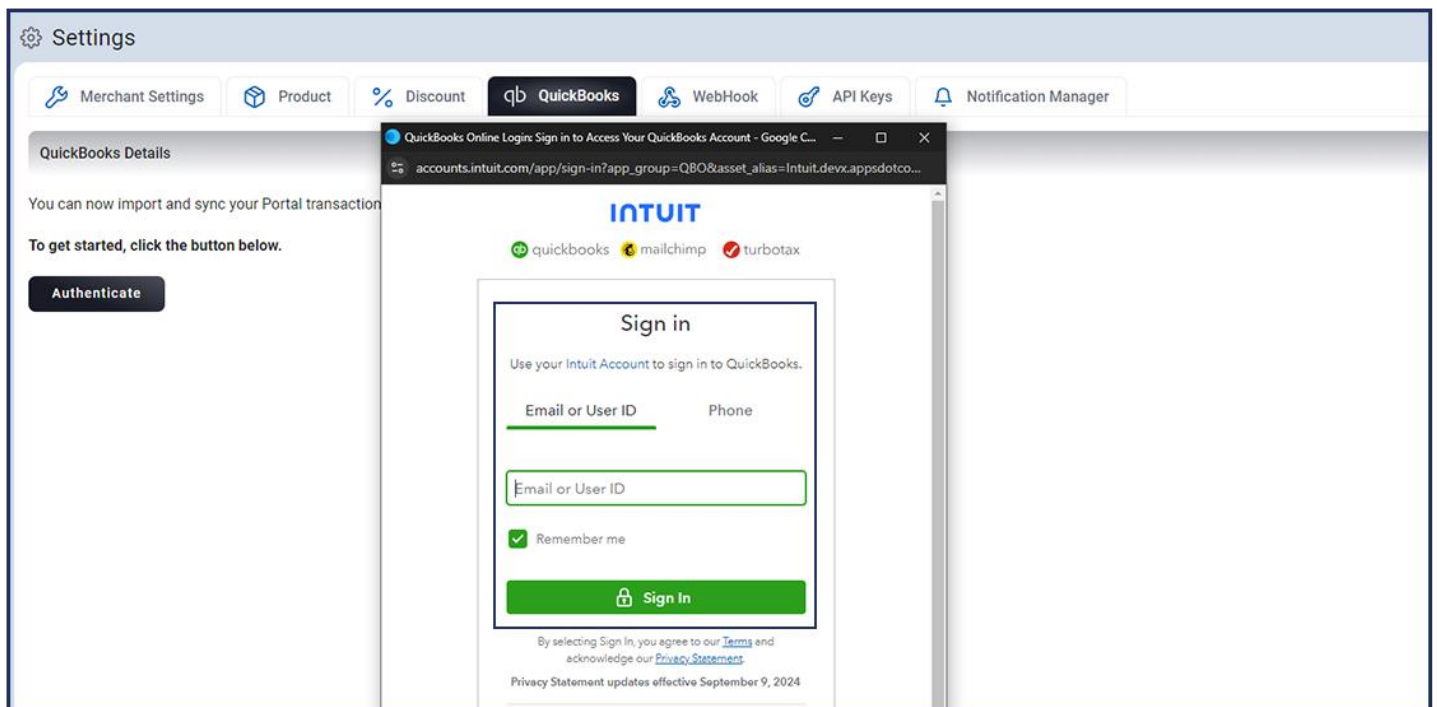


Figure 4: QuickBooks login window

**Step 4:** 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.

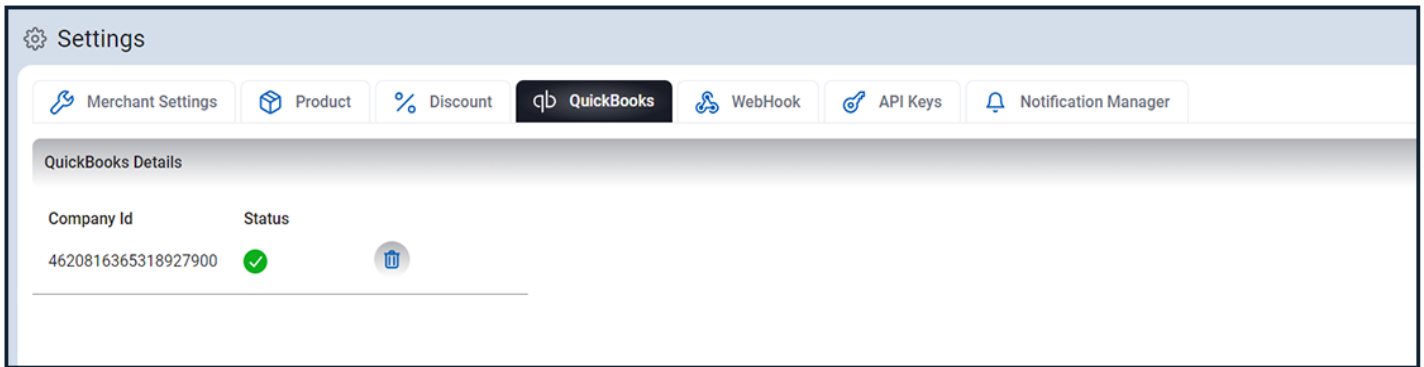


Figure 5: QuickBooks details appears after integration

**Step 5:** 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.

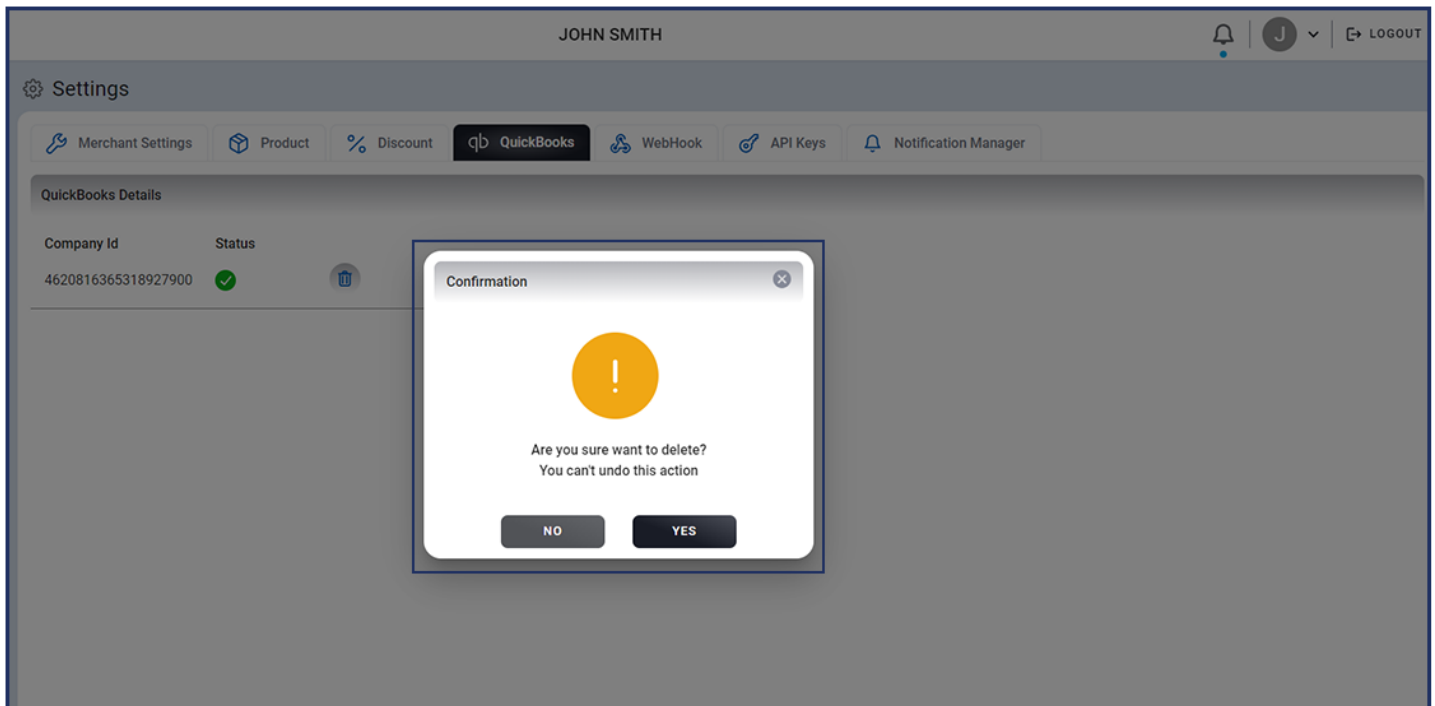


Figure 6: Deletion confirmation box

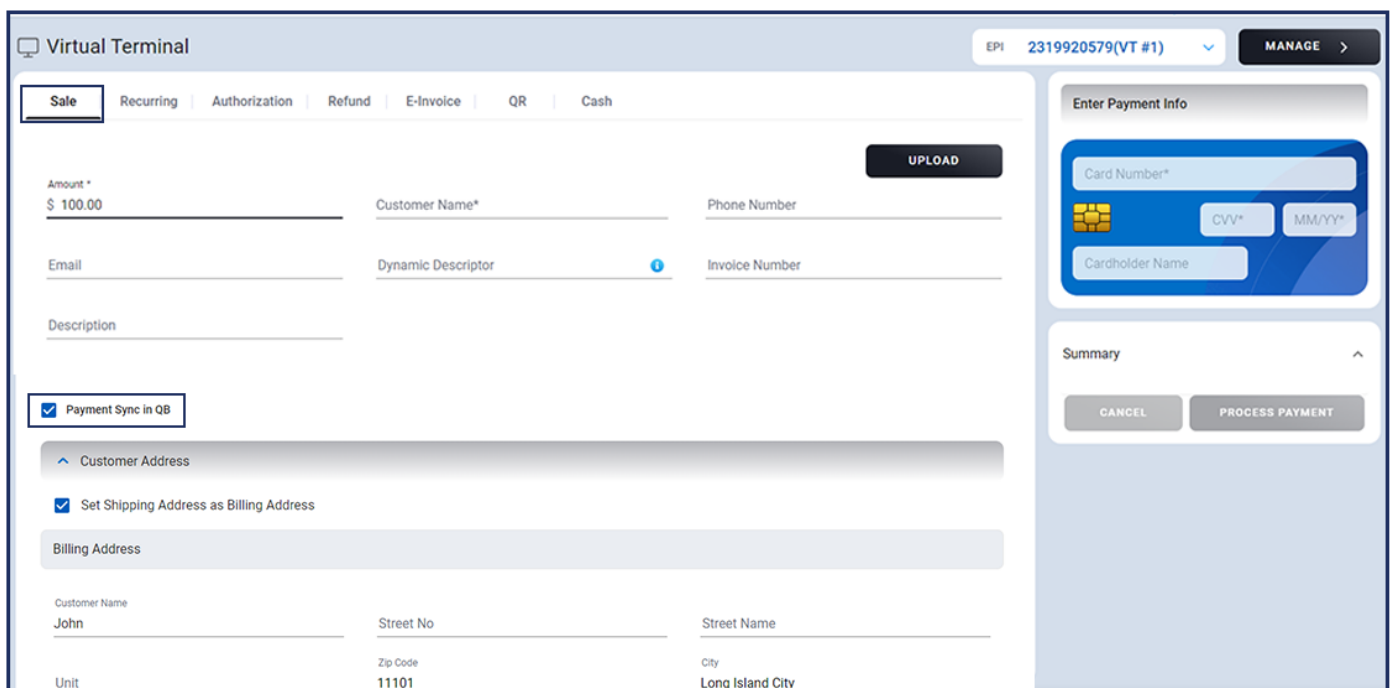


## Transaction processing in the Envoy Business Systems portal & automatic updates in QuickBooks

### 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.



**Virtual Terminal** EPI 2319920579(VT #1) **MANAGE**

**Sale** | Recurring | Authorization | Refund | E-Invoice | QR | Cash

**Amount \***  
\$ 100.00

**Customer Name\*** **Phone Number**

**Email** **Dynamic Descriptor** **Invoice Number**

**Description**

☒ **Payment Sync in QB**

**Customer Address**

☒ **Set Shipping Address as Billing Address**

**Billing Address**

**Customer Name**  
John

**Street No** **Street Name**

**Zip Code** **City**  
11101 Long Island City

**Unit**

**Enter Payment Info**

**Card Number\***

**CVV\*** **MM/YY\***

**Cardholder Name**

**Summary**

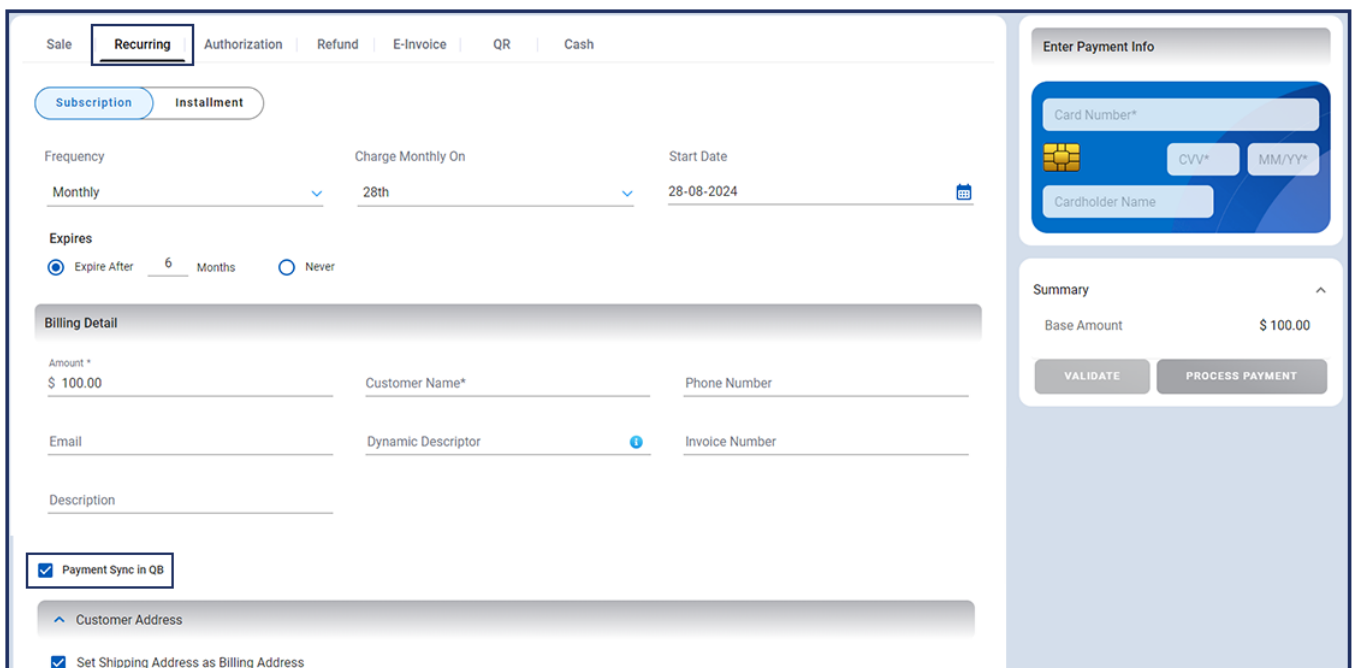
**CANCEL** **PROCESS PAYMENT**

Figure 7: 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.



The screenshot shows the 'Recurring' tab selected in the top navigation bar. Below the tabs, there are two sub-tabs: 'Subscription' and 'Installment'. The main form area contains fields for 'Frequency' (set to 'Monthly'), 'Charge Monthly On' (set to '28th'), and 'Start Date' (set to '28-08-2024'). There is also an 'Expires' section with 'Expire After' set to '6 Months'. A 'Billing Detail' section includes fields for 'Amount \*' (\$ 100.00), 'Customer Name\*', 'Phone Number', 'Email', 'Dynamic Descriptor', and 'Invoice Number'. A 'Description' field is also present. At the bottom, there is a checkbox labeled 'Payment Sync in QB' which is checked. Below this, there is a section for 'Customer Address' with a checkbox 'Set Shipping Address as Billing Address' which is also checked. On the right side, there is a 'Summary' section showing 'Base Amount' as '\$ 100.00' and two buttons: 'VALIDATE' and 'PROCESS PAYMENT'.

Figure 8: 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.

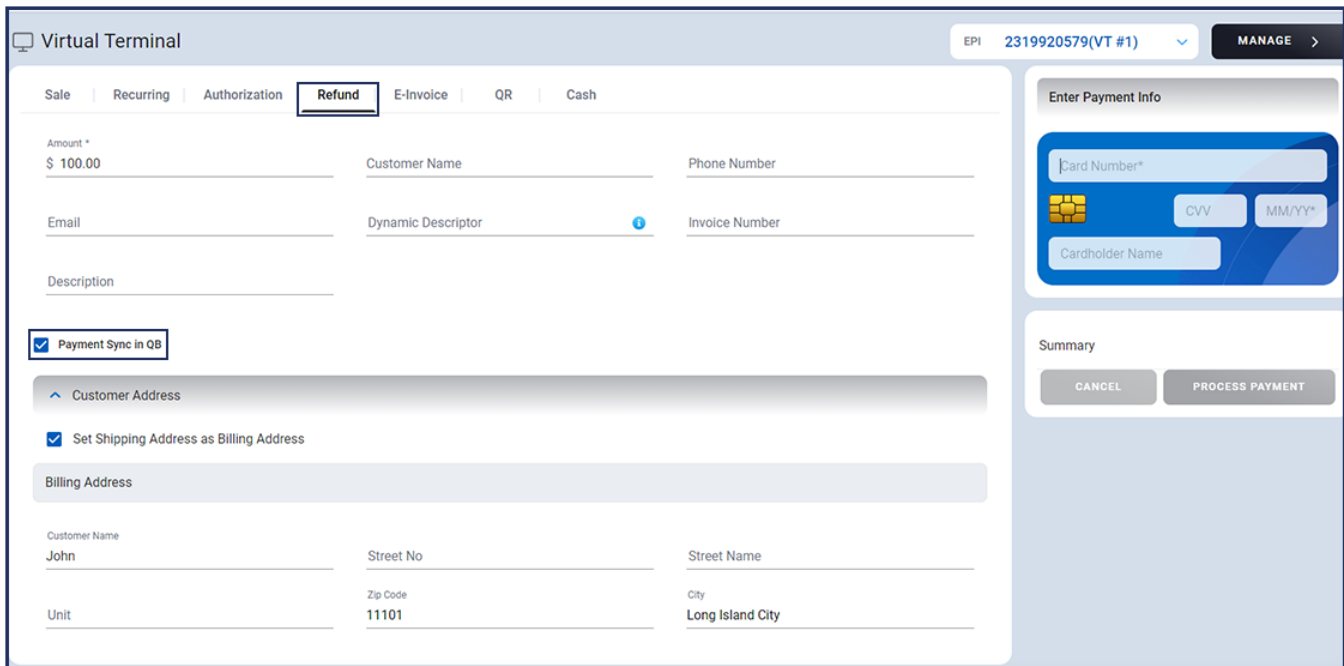
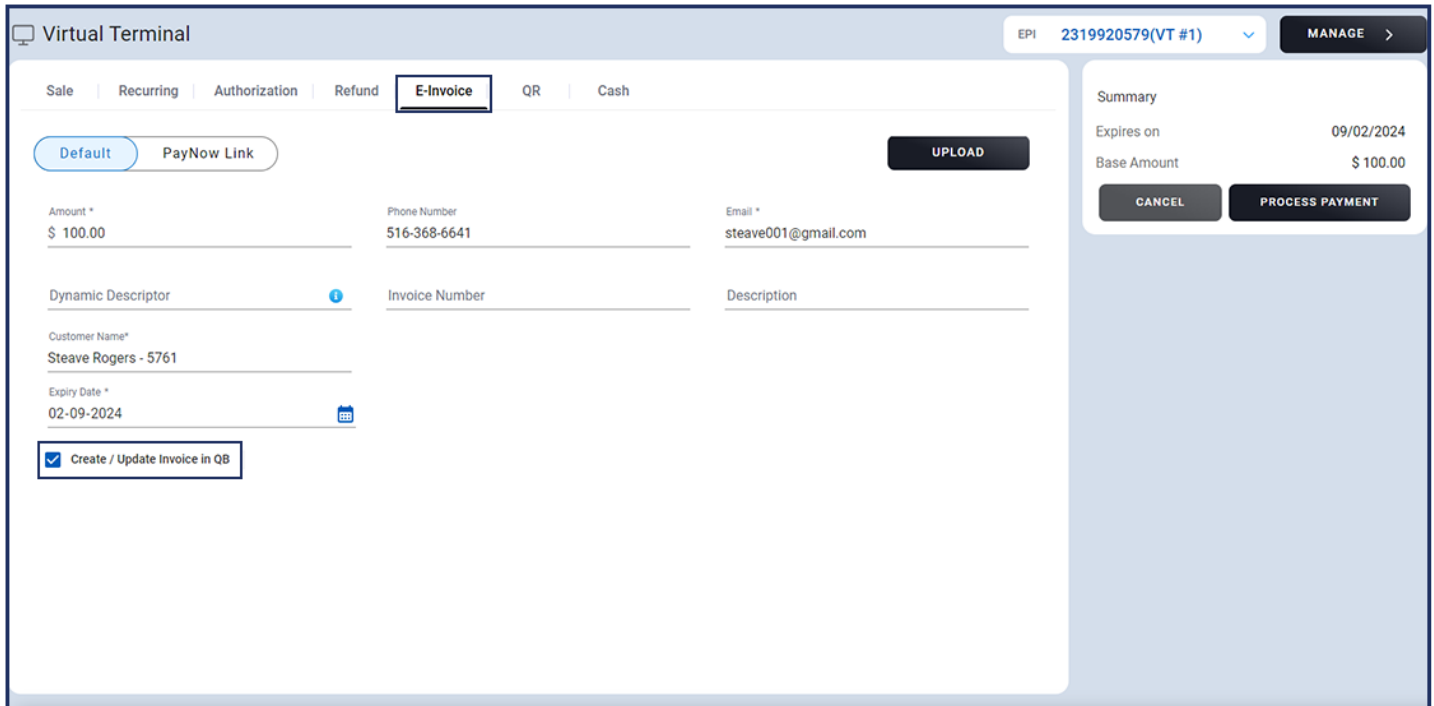


Figure 9 : Refund page of Virtual Terminal

## 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.



The screenshot shows the 'Virtual Terminal' interface with the 'E-Invoice' tab selected. The main form contains the following fields:

- Amount \***: \$ 100.00
- Phone Number**: 516-368-6641
- Email \***: steave001@gmail.com
- Dynamic Descriptor**: (with an information icon)
- Customer Name\***: Steave Rogers - 5761
- Expiry Date \***: 02-09-2024 (with a calendar icon)
- Invoice Number**: (empty field)
- Description**: (empty field)
- Checkboxes**: ☒ Create / Update Invoice in QB

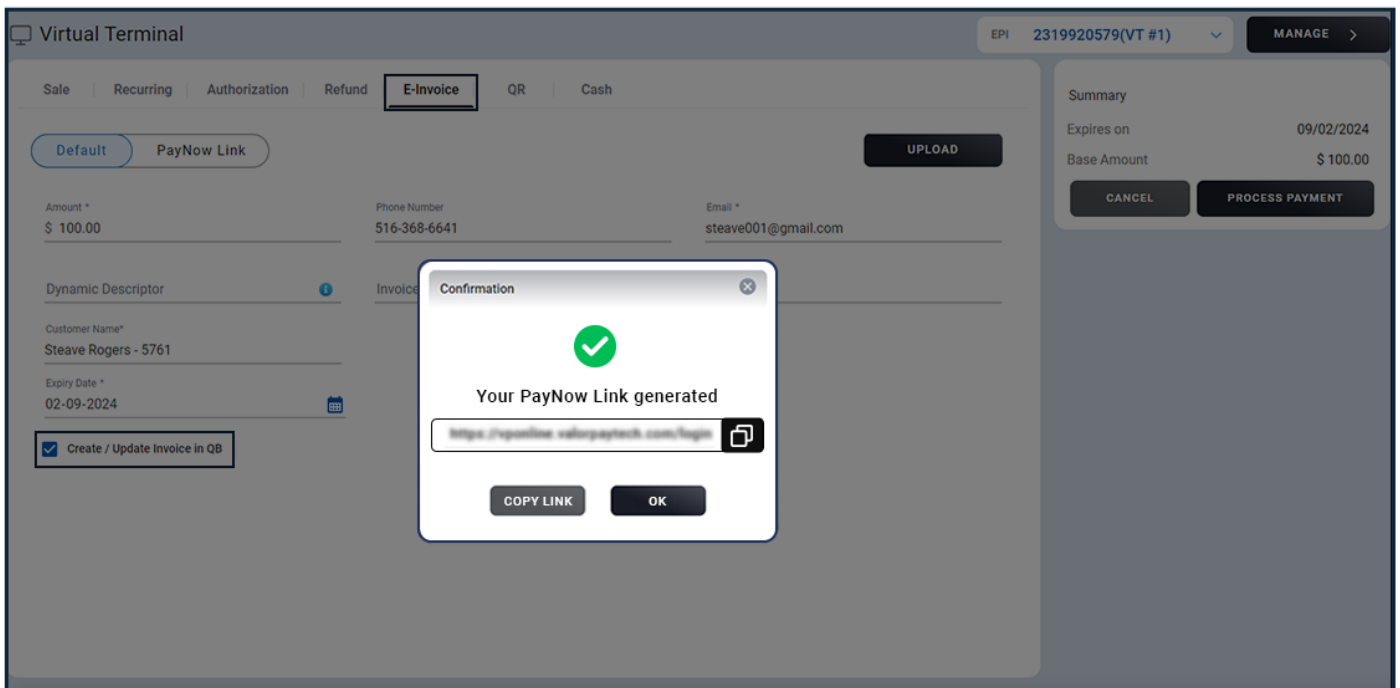
On the right side, there is a **Summary** section:

- Expires on**: 09/02/2024
- Base Amount**: \$ 100.00
- Buttons**: CANCEL, PROCESS PAYMENT

At the top right, there is a dropdown menu for 'EPI' showing '2319920579(VT #1)' and a 'MANAGE' button.

Figure 10: E-invoice page of Virtual Terminal

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



This screenshot shows the same 'Virtual Terminal' interface as Figure 10, but with a confirmation box overlaid in the center. The confirmation box has a green checkmark and the text:

**Confirmation**

Your PayNow Link generated

<https://regonline.safepaytech.com/login>

Buttons: COPY LINK, OK

The background interface is dimmed, showing the same form fields and summary section as in Figure 10.

Figure 11: PayNow Link confirmation box

- 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

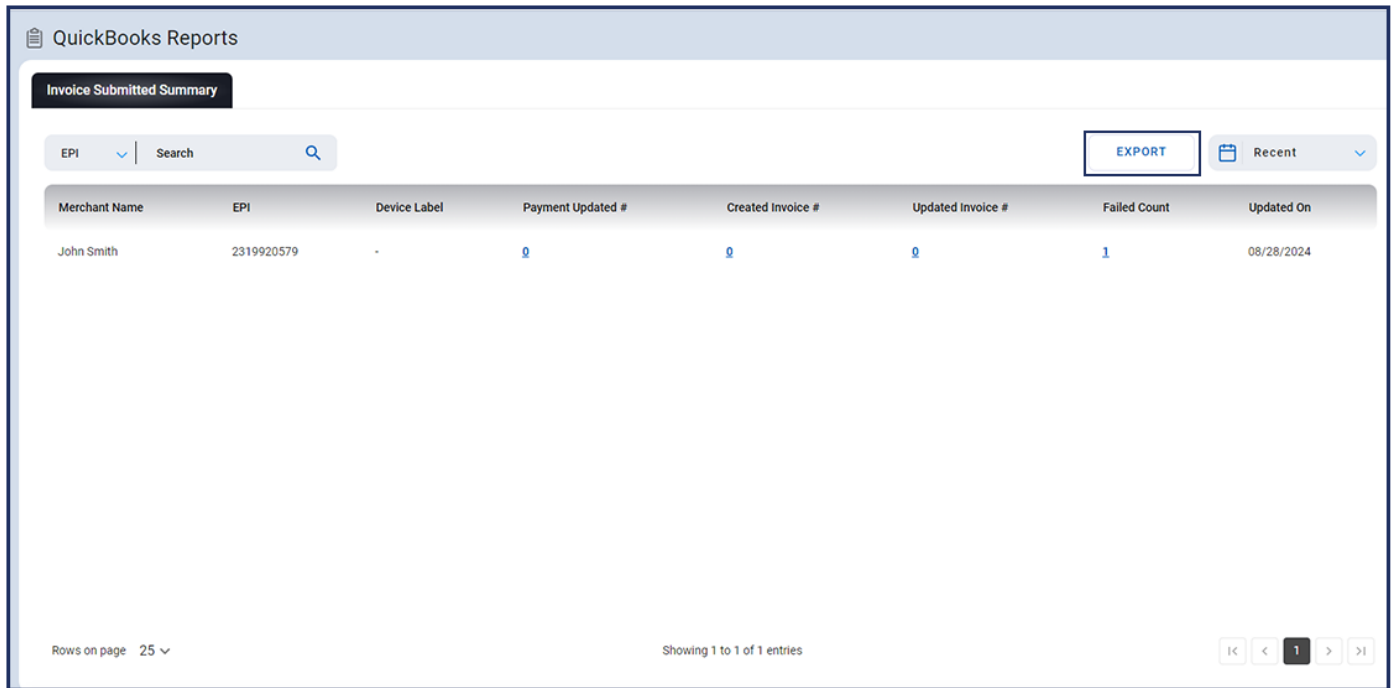
A QuickBooks report provides a comprehensive list of transactions synced with QuickBooks, specifically those conducted via the Virtual Terminal. Follow these steps to generate a QuickBooks report:

- Log in to the Envoy Business Systems portal with your credentials.
- Navigate to the 'Reports' section on the left navigation bar. Select the 'QuickBooks Reports' option from the list of options.



Figure 12: QuickBooks report

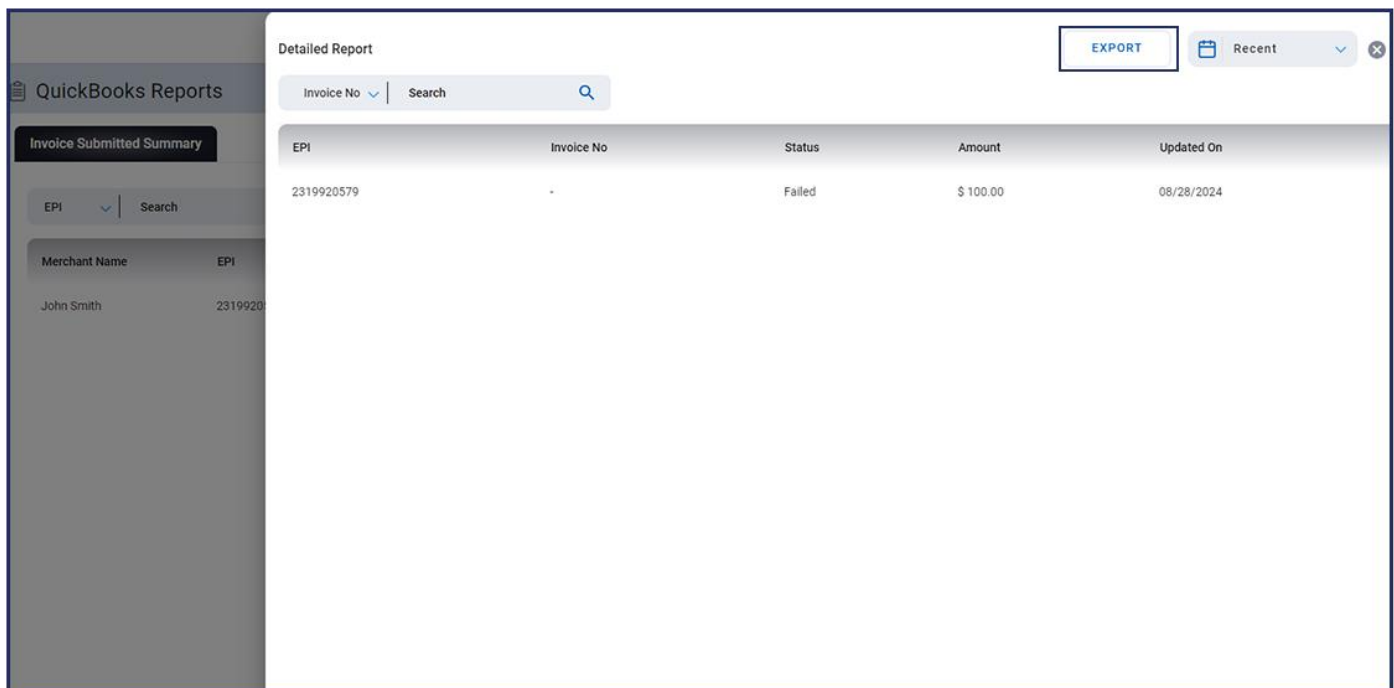
3. The QuickBooks report page will appear, displaying all transactions synced with QuickBooks.
4. Access details of individual transactions or view lists of transactions.



Merchant Name	EPI	Device Label	Payment Updated #	Created Invoice #	Updated Invoice #	Failed Count	Updated On
John Smith	2319920579	-	0	0	0	1	08/28/2024

Figure 13: Detailed QuickBooks report

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



EPI	Invoice No	Status	Amount	Updated On
2319920579	-	Failed	\$ 100.00	08/28/2024

Figure 14: Reports page highlighting the 'Export' option

- Choose to export in CSV or XLS format.

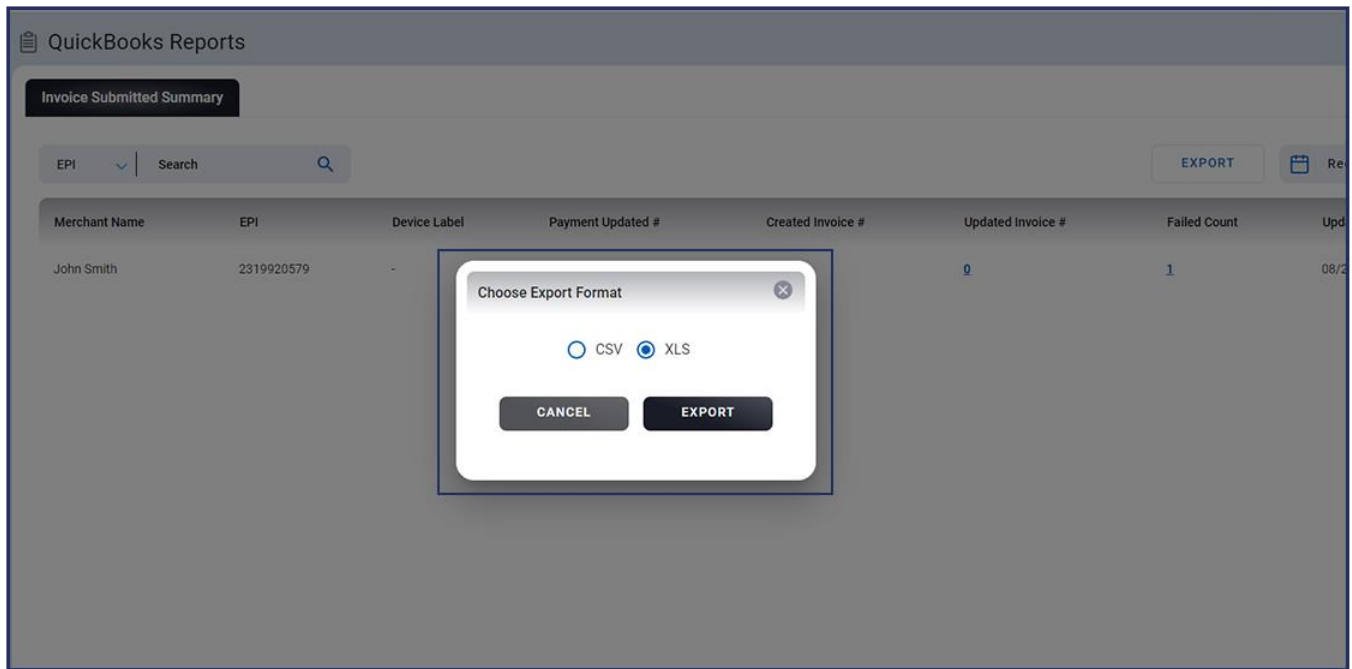


Figure 15: QuickBooks report's export format options

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

## Conclusion

In conclusion, at Envoy Business Systems, 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 Envoy Business Systems 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 [ops@envoybusinesssystems.com](mailto:ops@envoybusinesssystems.com) or call us at 888-588-5484. We appreciate your trust in us and look forward to serving your payment processing needs.



THANK YOU

