QuickBooks® Online Integration Setup

Updated August 2020

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Payentry®

Activate the QuickBooks Online Integration Service

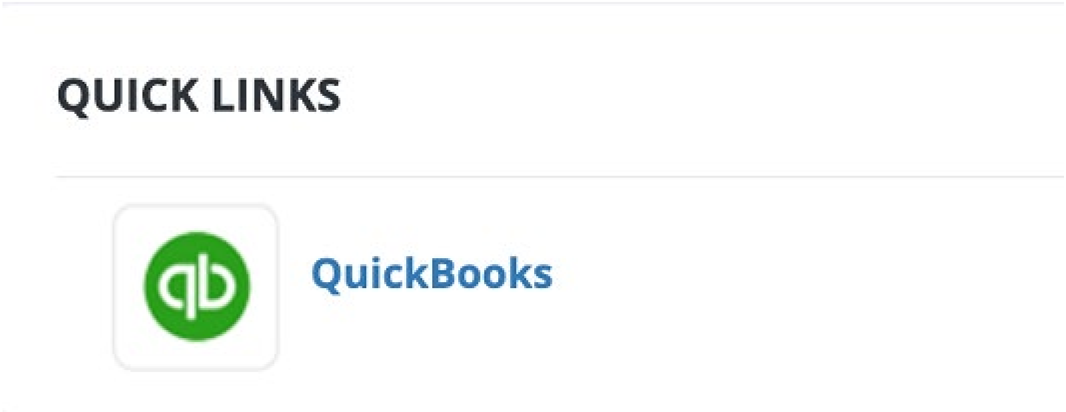
Contact your dedicated Client Advocate to activate the QuickBooks Online Integration service for your account.

Feel free to email info@payentry.com or call us at 888-632-2940 for further assistance.

Connect Your Payentry NextGen Company to QuickBooks Online

To see this page, you must first Enable the QuickBooks Online Service in Payentry NextGen .

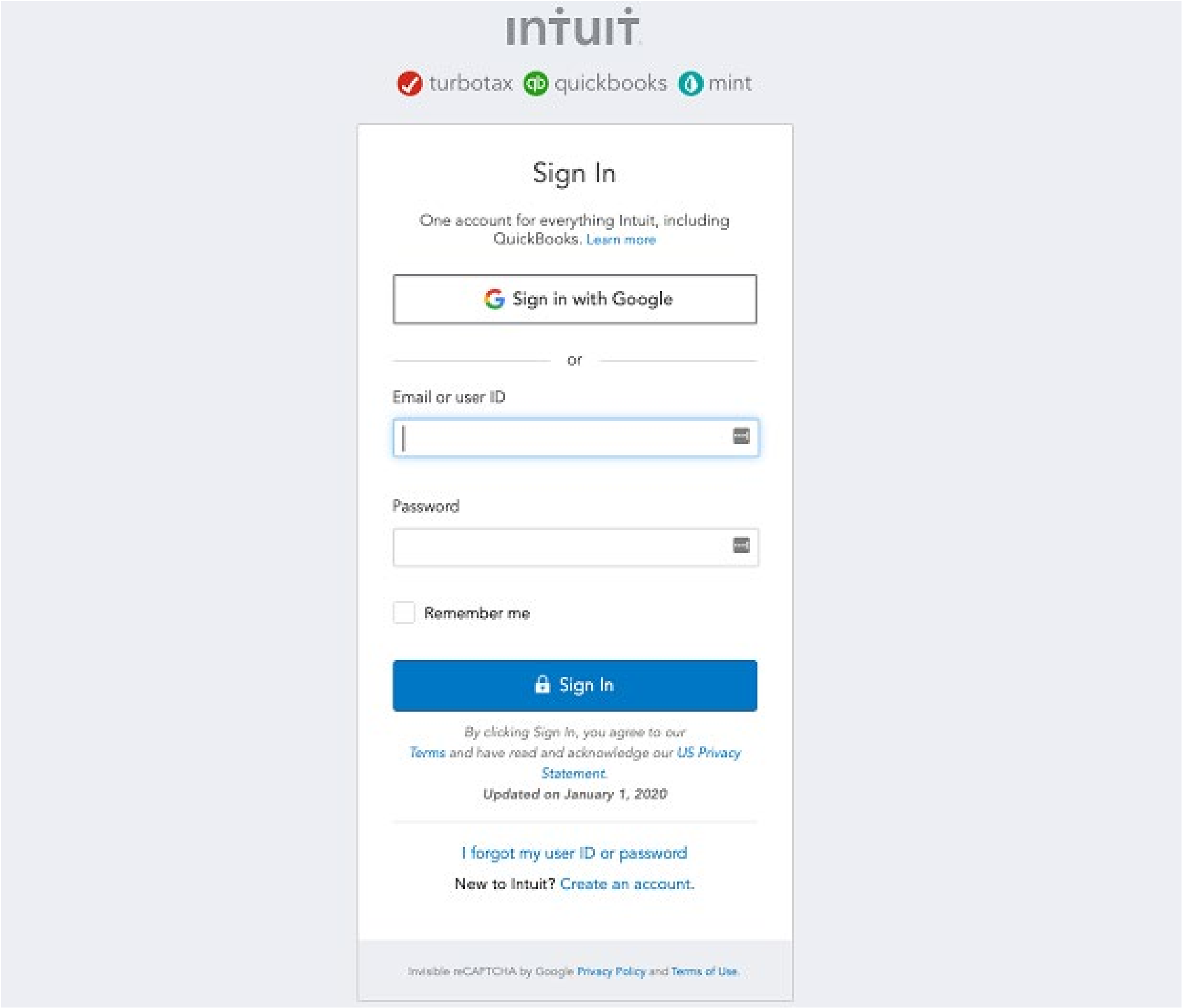
1. Go to your **Company** dashboard.



2. Click the **QuickBooks** link in the Quick Links section. The QuickBooks page comes up.

3. Click on the **Connect to QuickBooks** button, you are redirected to the Quickbook's Intuit login page.

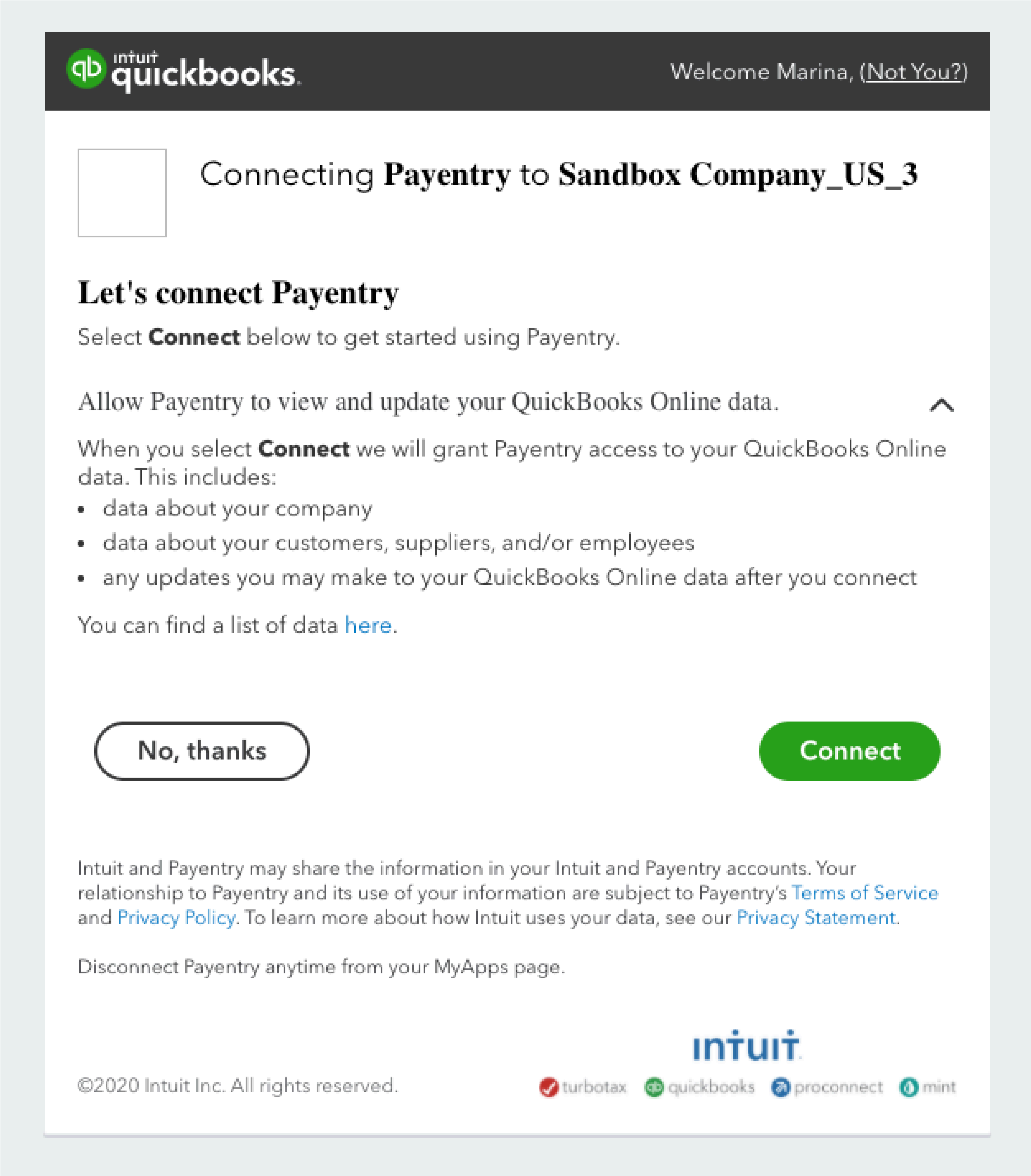
Note: If you are already logged in to QuickBooks on your browser, you are taken directly to the Connect Company page. Skip to step 6.



1. Enter the **QuickBooks credentials** for your company's account.
2. Click **Sign In**. You are taken to the Connect page.
3. Read the **terms** about connecting. Make sure to press the arrow button to expand more details.

> **Note:** If you are a multi-company user you are also asked to select which company to connect to; double check which company you are connecting to, to avoid mistakes.

4. Click **Connect**. You are taken back to the QuickBooks page in Payentry NextGen with the service connected.


intuit quickbooks.
Welcome Marina, (Not You?)
Connecting Payentry to Sandbox Company_US_3
Let's connect Payentry
Select Connect below to get started using Payentry.
Allow Payentry to view and update your QuickBooks Online data.
When you select Connect we will grant Payentry access to your QuickBooks Online data. This includes:
• data about your company
• data about your customers, suppliers, and/or employees
• any updates you may make to your QuickBooks Online data after you connect
You can find a list of data here.
No, thanks
Connect
Intuit and Payentry may share the information in your Intuit and Payentry accounts. Your relationship to Payentry and its use of your information are subject to Payentry's Terms of Service and Privacy Policy. To learn more about how Intuit uses your data, see our Privacy Statement.
Disconnect Payentry anytime from your MyApps page.
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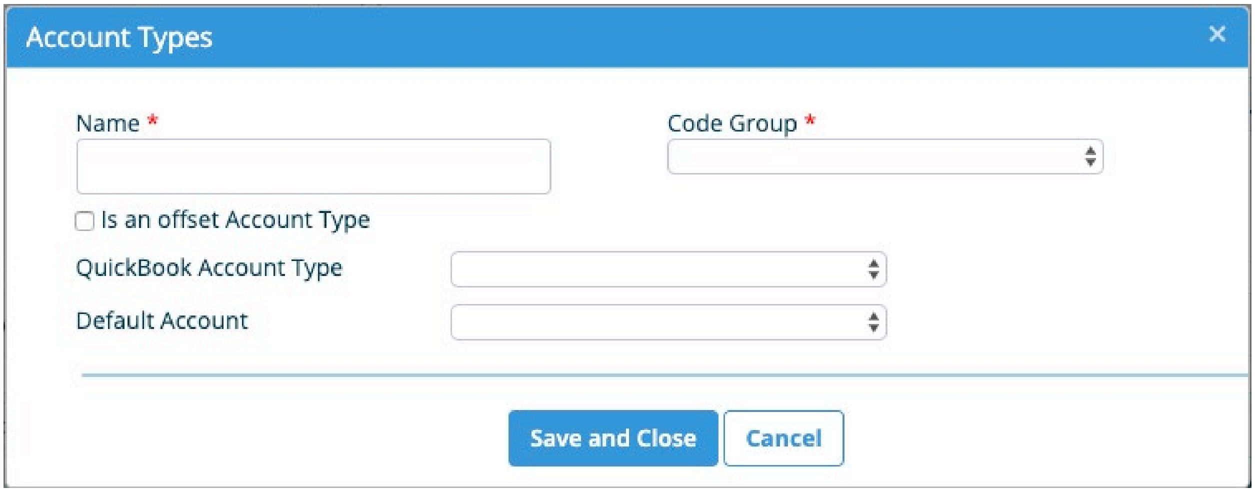
Add a New Account Type

1. Go to **Company** > **Quick Links** > **QuickBooks**.
2. Click on the **Account Types** header to expand the section.

Name	Code Group	QuickBooks Account Type	Default Account	Offset Account	
Bank Accounts-Net Pay	N/A	Bank		Yes	View/Edit Delete
Employee Wage Expense	*Non-Memo Earnings	Expenses		No	View/Edit Delete
Employer Payroll Tax Expense	*Employer Taxes	Expenses		No	View/Edit Delete
Employee Tax Liabilities	*Employee Taxes	Other Current Liabilities		No	View/Edit Delete
Employer Tax Liabilities	*Employer Taxes	Other Current Liabilities		Yes	View/Edit Delete
Employee Deduction Liabilities	*Non-Memo Deductions	Other Current Liabilities		No	View/Edit Delete
Employer Benefit Expenses	*Memo Earnings	Expenses		No	View/Edit Delete
Employer Benefit Liabilities	*Memo Earnings	Other Current Liabilities		Yes	View/Edit Delete

3. Click on the **Add New Account Type** button, the Account Types dialog opens.



4. Type in the **Name** for the account type.
5. Select a **Code Group** for the account type from the drop-down. The code group determines which DET Codes are associated with the Payentry Account Type.
6. Select the **'Is an offset Account Type'** check box if it is an offset account. This determines if a journal entry should be sent as a credit or a debit.

7. Select the **QuickBook Account Type** to match to from the drop-down. This is used to filter the results within the QuickBooks Account drop-downs to focus the selection to the relevant items. This information is synced from your QuickBooks Online account.
8. Select the **Default Account** from the drop-down. The default account is the QuickBooks Online account that is relevant to all DET codes within the Code Group. This is the Account that is used if any DET Codes are not mapped prior to sending the payroll data to QuickBooks.
9. Double-check all **information**.
10. Click **Save and Close**. A new account type has been added.

Edit an Account Type

To get our users started on using the QuickBooks integration in Payentry NextGen faster, we have added several basic account types to your Account Types table. All except the Bank Accounts-Net Pay account type can be edited and customized to fit your company.

From the QuickBooks page, Account Types section:

1. Click on the **View/Edit** button in row of the account type that you want to edit, the edit dialog opens.

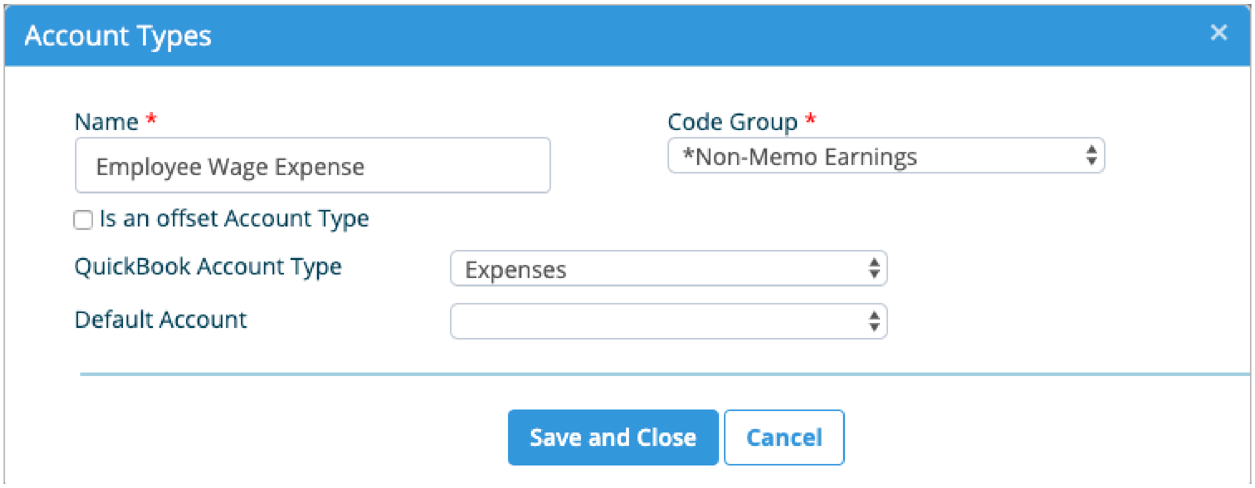
Account Types

Add New Account Type

Name	Code Group	QuickBooks Account Type	Default Account	Offset Account	
Bank Accounts-Net Pay	N/A	Bank		Yes	View/Edit Delete
Employee Wage Expense	*Non-Memo Earnings	Expenses		No	View/Edit Delete
Employer Payroll Tax Expense	*Employer Taxes	Expenses		No	View/Edit Delete
Employee Tax Liabilities	*Employee Taxes	Other Current Liabilities		No	View/Edit Delete
Employer Tax Liabilities	*Employer Taxes	Other Current Liabilities		Yes	View/Edit Delete
Employee Deduction Liabilities	*Non-Memo Deductions	Other Current Liabilities		No	View/Edit Delete
Employer Benefit Expenses	*Memo Earnings	Expenses		No	View/Edit Delete
Employer Benefit Liabilities	*Memo Earnings	Other Current Liabilities		Yes	View/Edit Delete

1 20 items per page 1 - 8 of 8 items

2. Edit the **information** as needed.



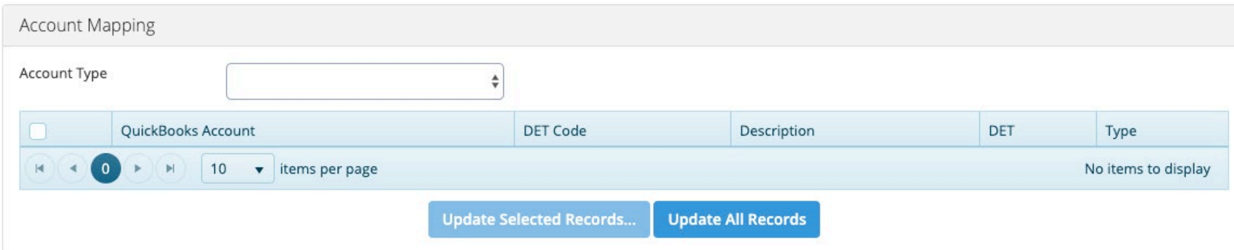
<table>
<tr><th>Field</th><th>Definition</th></tr>
<tr><td>Name</td><td>The name of the Payentry Account Type.</td></tr>
<tr><td>Code Group</td><td>The code group determines which DET Codes are associated with the Payentry Account Type.</td></tr>
<tr><td>Offset Account</td><td>Determines if a journal entry should be sent as a credit or a debit.
<table>
<tr><th>Pay Item</th><th>Offset = No</th><th>Offset = Yes</th></tr>
<tr><td>Earning</td><td>Debit</td><td>Credit</td></tr>
<tr><td>Deduction</td><td>Credit</td><td>Debit</td></tr>
<tr><td>EE Tax</td><td>Credit</td><td>Debit</td></tr>
<tr><td>ER Tax</td><td>Debit</td><td>Credit</td></tr>
</table>
Net Pay</td></tr>
<tr><td>QuickBooks Account Type</td><td>Used to filter the results within the QuickBooks Account drop downs to focus the selection to the relevant items.</td></tr>
<tr><td>Default Account:</td><td>The QuickBooks account that is relevant to all DET codes within the Code Group. This is the Account that is used if any DET Codes are not mapped prior to sending the payroll data to QuickBooks.</td></tr>
</table>

3. Click **Save and Close** when you are done.

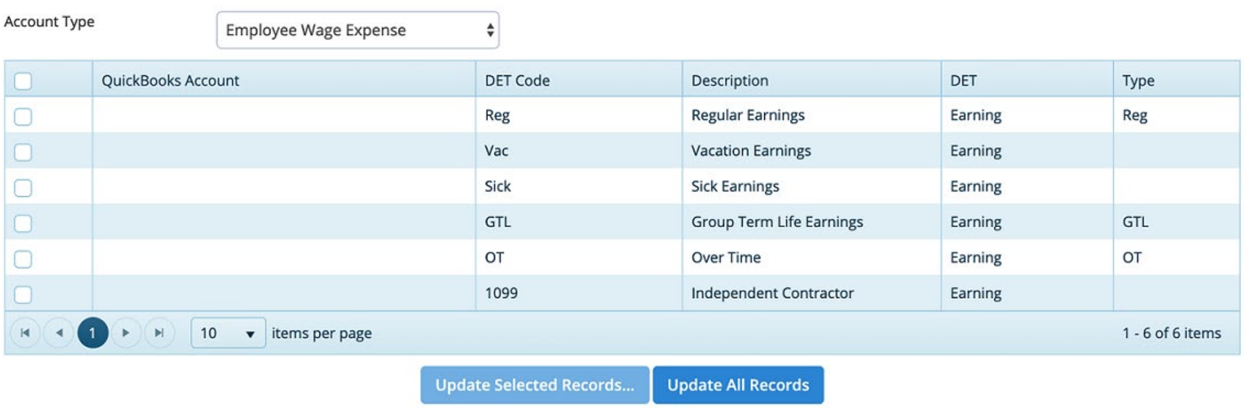
Update Account Mapping

1. Go to **Company** > **Quick Links** > **QuickBooks**.

2. Click on the **Account Mapping** section to expand it.



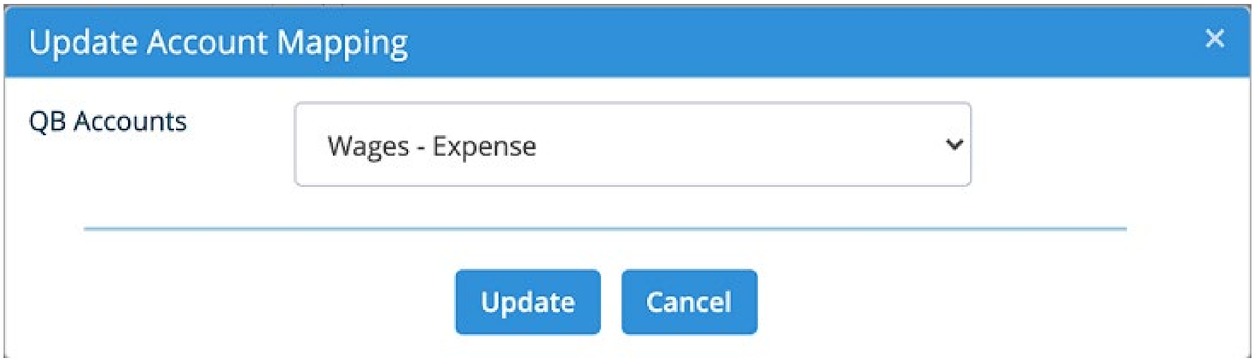
3. Select an **Account Type** from the drop-down for which to update mapping. The page updates with an appropriate table.



4. Select **one** or **multiple DET Codes** to update. OR see step 5.

5. Click **Update Selected Records...** to update mapping for only selected account types or click **Update All Records** to update mapping for all account types. An Update Account Mapping dialog comes up.

6. Select the **QB Account** to which to map the DET Code(s) to from the drop-down. The accounts listed in this drop-down menu are synched from your QuickBooks account.



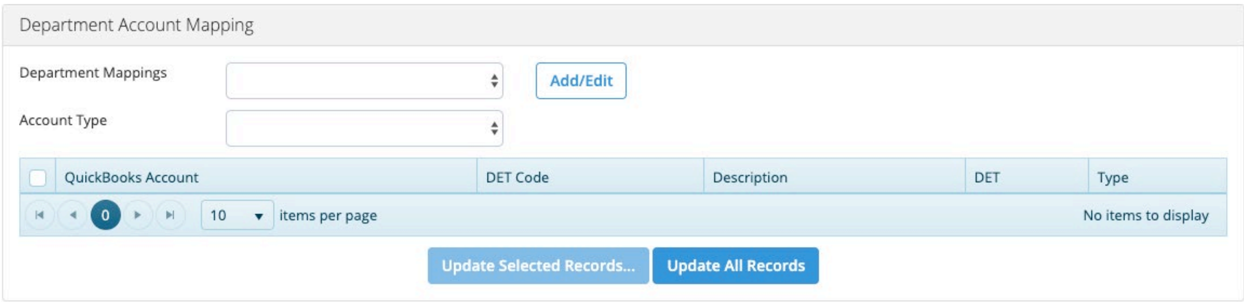
7. Click **Update**. The table updates with a new mapping for the DET Code(s).

Do this for every Account Type as needed. If you make a mistake, to edit, follow the same steps.

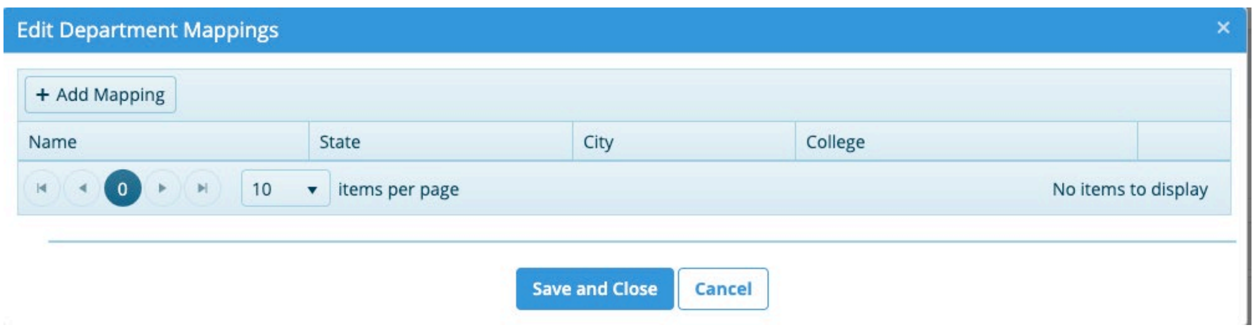
Add Department Account Mapping

1. Go to **Company** > **Quick Links** > **QuickBooks**.

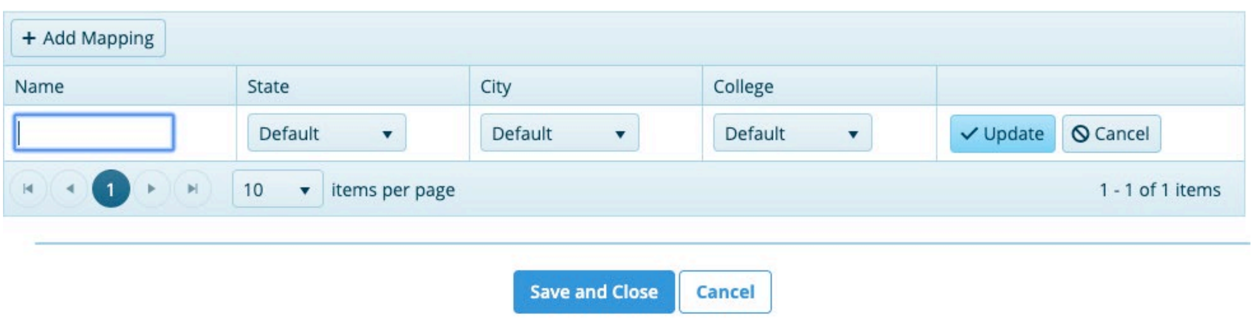
2. Click on the **Department Account Mapping** section to expand it.



3. Click the **Add/Edit** button to add new department mapping, an Edit Department Mappings dialog opens.



4. Click on the **+ Add Mapping** button, a new row is added to the table. You may add as many departments as needed.

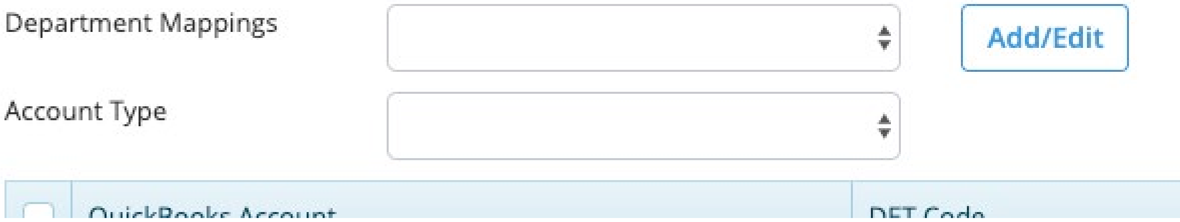


5. Type in the **name** for the department.

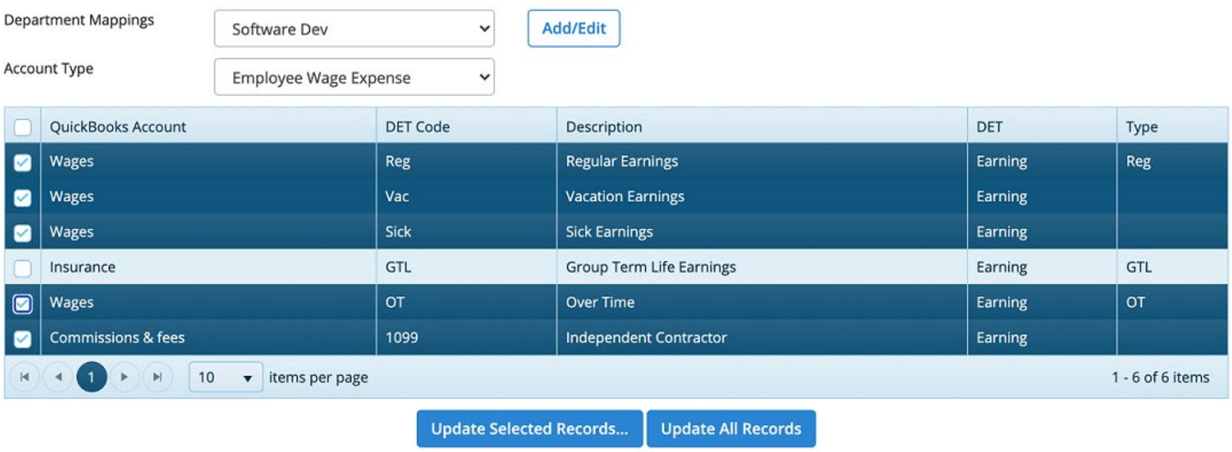
6. Select the appropriate **CC levels** for this department. You can choose as many as appropriate or just one.

Note: Your table will appear with different CC levels based on the CC department levels that exist in your company.

7. Click the **Update** button to save the entry.
8. Click **Save and Close** to save the new department mapping and close the dialog.
9. Select a **department** from the Department Mappings drop-down menu.



10. Select an **account type** from the Account Type drop-down menu. A table opens with the appropriate information.
11. Select **accounts** to update from the table. You may select either one, several, or all. OR



12. Click **Update Selected Records...** to update only selected or Update All Records to update all, an update dialog opens.

13. Select the **QB Account** to update the mapping to for this department.
14. Click **Update**, the dialog closes, and the table updates with new mapping.

	QuickBooks Account	DET Code	Description	DET	Type
	Wages Software Engineering	Reg	Regular Earnings	Earning	Reg
	Wages Software Engineering	Vac	Vacation Earnings	Earning	
	Wages Software Engineering	Sick	Sick Earnings	Earning	
	Insurance	GTL	Group Term Life Earnings	Earning	GTL
	Wages Software Engineering	OT	Over Time	Earning	OT
	Wages Software Engineering	1099	Independent Contractor	Earning	

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Add Class Mapping

1. Go to **Company** > **Quick Links** > **QuickBooks**.

2. Click on the **Class Mapping** section to expand it.

Class Mapping

+ Add New Class Mapping

QuickBooks Class	State	City	College	

0 | 10 items per page | No items to display

3. Click on the + **Add New Class Mapping** button, a new row is added to the class mapping table.

+ Add New Class Mapping

QuickBooks Class	State	City	College	
	Default	Default	Default	Update Cancel

1 | 10 items per page | 1 - 1 of 1 items

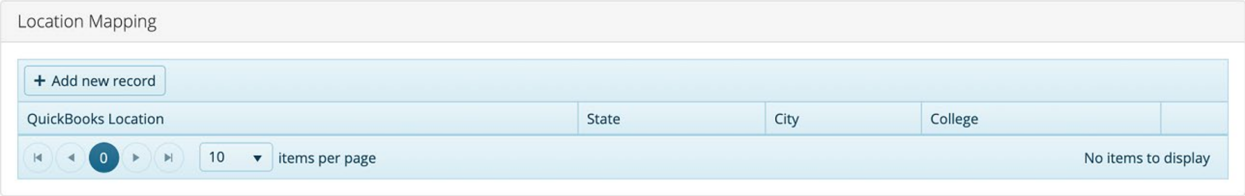
4. Select a **QuickBooks Class** from the drop-down.

5. Select the **department CC level(s)** to assign to this class.

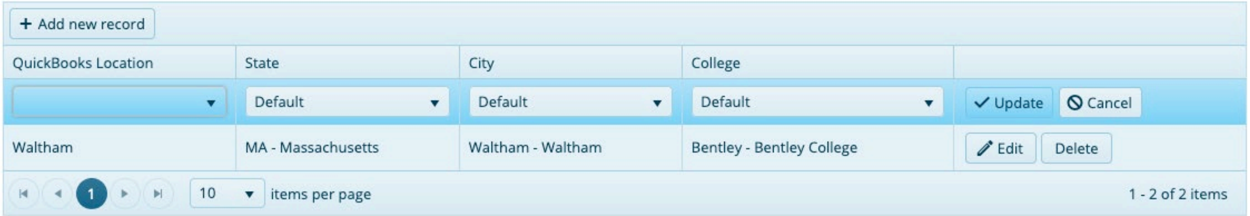
6. Click **Update** when you're done to save the class mapping.

Add Location Mapping

1. Go to **Company** > **Quick Links** > **QuickBooks**.
2. Click on the **Location Mapping** section to expand it.



3. Click on the **+ Add new record** button, a new row is added to the location mapping table.



4. Select a **QuickBooks Location** from the drop-down. QuickBooks locations are created in Quickbooks.
5. Select the **department CC level(s**) to assign to this location.
6. Click **Update** when you're done to save the location mapping.

For further assistance, please reach out to us at info@payentry.com, 888-632-2940, or reach out to your dedicated Client Advocate for assistance.