indition QuickBooks

QuickBooks

Setup Guide

For store administrators · Version 5.5.2 · 2026-07-02

Before you begin

This guide walks you through setting up the **QuickBooks** tool so your store's sales reach QuickBooks. You will find it in the back office under **Orders → QuickBooks**. Follow the steps in order; each section builds on the one before it.

There are two ways to get your sales into QuickBooks, and you choose one on the first screen:

- **Download a QuickBooks file** — the platform builds an IIF file (for QuickBooks Desktop) or a CSV file (for QuickBooks Online and most importers) that you download and import yourself. This needs *no connection and no developer account* — it is the fastest way to start.
- **Automatic sync** — the platform connects to your QuickBooks Online company and posts each order for you on a schedule (daily or monthly). This is hands-off once it is running, but it needs a one-time connection through a free **Intuit Developer** app.

What you need:

- Back-office access with the `crm_admin` or `crm_manager` role.
- *For automatic sync only:* a QuickBooks Online company, and a free **Intuit Developer** account (developer.intuit.com) to create the connecting app.

If you only want file downloads, you can skip straight to Section 2 and be done in a minute.

1. Open the QuickBooks screen

From the back-office menu, choose **Orders → QuickBooks**. The address is `/admin/Order/admin/quickbooks`.

The first time you visit, the screen shows a hero titled **"Send your sales to QuickBooks"** with **two method cards** and nothing else:

- **Download a QuickBooks file**
- **Automatic sync** (also labelled "Send Via API")

Until you pick one of these, no other settings appear. Once you choose a method, the full screen for that method opens. Pick the path that matches how you want to work — Section 2 (downloads) or Section 3 (automatic sync).

2. Path A — Set up file downloads

This is the quickest path and needs no connection. Choose it if you would rather import a file into QuickBooks yourself.

1. On the main screen, click the **Download a QuickBooks file** card.
2. Pick your **default detail level** (you can still change it at download time):
   - **One entry per order** — a separate line for every order.
   - **Daily summary** — one condensed entry per day (cash, net sales, tax).
   - **Daily split** — one entry per day, broken out across every account.
3. That's it — there is nothing to save and no connection to make. The Download method is ready to use.

To actually pull a file, use the download controls on the same screen: choose the format (**IIF** for QuickBooks Desktop, or **CSV** for QuickBooks Online), pick a date range or preset, and download. The full step-by-step for producing and importing files is in the **User Manual**.

3. Path B — Connect QuickBooks Online

Automatic sync posts your orders to QuickBooks Online for you. Connecting is a one-time job. You will create a small free app at Intuit, copy two values into the connection, and authorize your company.

1. Open a new browser tab and go to **developer.intuit.com**. Sign in (or create a free Intuit Developer account).
2. Go to **My Apps → Create an app**, and choose **QuickBooks Online Accounting** as the app type. This app is free.
3. In your new app, open its **Keys & credentials**. Copy the **Client ID** and the **Client Secret**.
4. Back on the QuickBooks connection screen in Indition, paste the **Client ID** and **Client Secret** into their fields.
5. Choose the **environment**: **sandbox** (a test company for trying it out) or **production** (your real QuickBooks Online company).
6. Copy the **Redirect URI** shown on the Indition connection screen — it ends in `/oauthCallback` — and paste it, exactly as shown, into your Intuit app's list of **Redirect URIs**. Save it in the Intuit portal.
7. Back in Indition, click **Save** to store the connection.
8. Click **Connect to QuickBooks**. You will be sent to Intuit to sign in and pick the company you want to link, then returned automatically. Your Company ID is captured for you — you never type it.
9. Click **Test connection**. On success it shows the name of the connected company, so you know you linked the right one.

> **Sandbox vs. production — and matching the Redirect URI.** Sandbox and production are separate; a sandbox app connects only to test companies, and production connects to your real company. Set the environment to match the company you intend to use. The **Redirect URI** you paste into Intuit must match the value on the Indition screen *character-for-character* — if it differs, Intuit will refuse the connection.

> **Your secrets stay protected.** The client secret, refresh token and access token are stored encrypted. The **Client Secret** field is write-only: it always shows blank after saving, and leaving it blank on a later edit keeps the secret already stored — you do not need to re-enter it every time.

4. Map your accounts

The platform builds each entry using six standard posting categories. Mapping tells it which real account in *your* chart of accounts to use for each one.

1. On the connection's mapping section, click to **load the chart of accounts**. The platform fetches your live account list from QuickBooks Online.
2. Review the six categories. Each one is **auto-matched** to the closest-named account it can find, so most are already filled in for you.
3. Change any that are wrong by picking a different account from the dropdown. If you name an account that does not exist yet, the platform will create it on the first post.
4. Click **Save**.

The six categories and their default account names:

Category	Default account name	Side
Cash received	Undeposited Funds	Debit
Discounts	Sales Discounts	Debit
Item sales	Sales	Credit
Sales tax	Sales Tax Payable	Credit
Shipping	Shipping Income	Credit
Card fees	Card Processing Fees	Credit

> **File downloads don't need mapping.** If you chose the Download path, the file uses these default account names and you rename them when you import into QuickBooks. Account mapping only applies to the automatic-sync connection.

5. Turn on the schedule

Once your connection tests clean, switch on automatic sync so orders post on their own.

1. On the connection, set the method to **Automatic sync**.

2. Choose the **frequency**:
   - **Daily** — posts new orders every day.
   - **Monthly** — posts once a month, on the day-of-month you set.

3. Click **Run sync now** to post immediately and confirm everything works before you wait for the schedule.

Behind the scenes this runs as a platform **Scheduled Job** (visible under **Admin → Scheduled Jobs**), with a default run time of **02:30**. You do not have to set anything up there — the job is switched on automatically when you turn on automatic sync, and off again when you turn it off.

> **It picks up where it left off.** Each scheduled run posts only orders newer than the last one it successfully posted, so orders are never posted twice and you don't need to keep track of which ones have been sent.

6. Multiple stores

If your platform runs **more than one store**, the QuickBooks screen changes to a **multi-store home**: instead of one set of settings, you see a card for each **group**, plus the shared history grid. A group is a QuickBooks connection together with the stores assigned to it.

1. Decide how you want to split things up. You can create groups by hand, or apply a **preset** to scaffold them fast:
   - **All together** — one group holding every store.
   - **One per store** — a separate group for each store.

2. Assign each store to a group. Every store belongs to exactly one group; any store you don't assign falls into the default **"All stores"** group, so no order is ever missed.

3. For each group, set its **method** (download or automatic sync) and, if it posts several stores into one QuickBooks company, its **separation mode**:
   - **Class** — tags each entry with a QuickBooks Class equal to the store name.
   - **Memo** — puts the store name at the front of the entry memo.
   - **None** — keeps them together with no tagging.

4. Give each group its own **connection** and **account mapping** (repeat Sections 3 and 4 per group that uses automatic sync).

> **Single store, still want to split?** Even with one store you can turn on a **split-by-store** option and choose a separation mode, so you're ready if you add stores later.

7. Verify

Before you rely on it, prove it end to end with a small test.

1. Do a small **download**, or click **Run sync now** for a connection.
2. Check the **history grid** (Results) on the screen. Your run should appear with its order-number range, order count, total, who ran it, the date, and a status of **Downloaded**, **Sent**, or **Error**.
3. Open QuickBooks and confirm you see **one balanced Journal Entry per order**. Each entry's **DocNumber is the order number**, and its debits equal its credits.

> **Re-running is safe.** Because each entry is keyed by the order number (DocNumber), running a sync again will not create duplicates — the platform checks for an existing entry with that number and skips it. If a run shows an error, its orders retry automatically on the next run.

8. Where settings live (reference)

You don't need this to use the tool, but for the technically curious: the feature stores its data in three tables (each prefixed with your site id):

- `shop_quickbooks_setting` — one row per connection (a QuickBooks company/app), holding the method, environment, credentials, schedule and account mapping.
- `shop_quickbooks_export` — one row per export or sync run; this is the history grid.
- `shop_quickbooks_store_connection` — the map of which store belongs to which connection.

These tables are created and updated by the module's migrations, which are applied from `/admin/Admin/patches` (or automatically during a clean install).