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INDITION COMMERCE

QuickBooks Setup Guide

Set up company accounts and choose how sales and inventory corrections reach QuickBooks.

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Prepare your company

Ask an administrator for access to Orders → QuickBooks. Have the company chart of accounts ready and agree with your bookkeeper which accounts will receive each category. If Inventory is enabled, decide whether to send manual stock corrections, completed cycle-count differences, or both.

Choose Download a QuickBooks file for Desktop or Automatic sync for QuickBooks Online. When stores use separate companies, open each group's settings and complete setup for that company.

Configure Desktop accounts

In QuickBooks Desktop settings, replace the suggested names with exact existing chart of accounts names, then select Save Desktop settings. Use Parent:Subaccount for a subaccount. The fields contain editable values; clearing an account field restores its suggested name when it is used.

FIELD	SUGGESTED ACCOUNT NAME	WHAT IT RECORDS
Cash received	Undeposited Funds	Order totals plus customer card surcharges, before deposit or transfer.
Item sales	Sales	Item revenue before discounts; daily summary combines net sales, shipping and surcharges here.
Sales tax	Sales Tax Payable	Tax collected on items and shipping.
Shipping	Shipping Income	Shipping charges collected from customers.
Discounts	Sales Discounts	Discounts given to customers, reducing sales.
Card fees	Card Processing Fees	Surcharges collected from customers. This is customer surcharge income.
Inventory asset	Inventory Asset	Inventory value added or removed by enabled stock corrections.
Inventory adjustments	Inventory Shrinkage	The balancing amount for shortages and overages.

The card fee category records the surcharge collected from a customer. Use the account chosen for that income, even if your bank records merchant processing charges in a different expense account. The two inventory fields appear when Inventory is enabled.

Enter the tax agency vendor

Open the sales-tax item in QuickBooks and copy the vendor selected for its tax agency into Sales-tax agency vendor. This is the vendor paid the tax, separate from the Sales tax account. It must already exist in that company. There is no universal vendor name; enter the value for each company. Taxable IIF downloads require it.

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Choose inventory corrections

The two switches in **Inventory → Settings → QuickBooks Inventory Adjustments** work independently. Turn on **Send Cycle-Count Adjustments To QuickBooks**, **Send Manual Stock Adjustments To QuickBooks**, or both, then save. The manual adjustment switch starts off; review the existing cycle-count choice before saving.

Only eligible corrections made while their switch is on are captured. Earlier adjustments are not added retrospectively. A cycle count contributes its net value difference when the count is completed. Manual on-hand corrections and direct stock adjustments contribute their recorded value. Changes with no monetary value produce no accounting entry.

Shortages use the cost of stock removed, using first in first out costing. Added stock uses its recorded cost. These are cost values rather than retail prices. Ordinary sales, order returns, purchase receipts and stock transfers do not become inventory adjustment entries through these switches.

Pending corrections join the next **Desktop IIF download** or **QuickBooks Online sync** for their company. They can be delivered even when no new sales are waiting. **CSV downloads contain sales only**. Changing the sales detail level leaves inventory corrections as separate entries.

Connect QuickBooks Online

An administrator sets up the connection using the Intuit app's Client ID and Client Secret, the matching Sandbox or Production environment, and the Redirect URI displayed in Indition. Save, select Connect to QuickBooks and authorize the intended company. Test connection confirms the company name.

Review the account choices loaded from the connected company's chart of accounts, including the inventory accounts when available. Save the mapping, select Daily or Monthly, and enable automatic sync. Run sync now sends waiting records immediately. The client secret is stored encrypted and displayed blank; leaving it blank retains the saved secret. Keep it out of support messages.

Assign stores and stock locations

A group holds a company's delivery method, account mapping, settings and assigned stores. Use **All together** for a shared company or **One per store** to start separate groups. Unassigned stores use the default group. Within one company, separation options identify stores by QuickBooks class, a memo, or combined entries. Class tracking must be enabled in QuickBooks to use classes.

For inventory adjustments, the stock location's stores must lead to one QuickBooks company. A shared location serving stores in the same company contributes one adjustment. A location serving stores assigned to different companies shows a company-mapping notice and keeps its adjustments waiting. Review the location and store assignments so it has one destination. When several stores share the location, its inventory entry carries no individual store class.

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Complete your first Desktop import

1. In Indition, save the company account names and sales-tax agency vendor, then download an IIF batch.
2. Open the intended QuickBooks Desktop company and make a backup before importing.
3. In QuickBooks Desktop for Windows, choose **File → Utilities → Import → IIF Files**, select the download and review the import result.
4. Compare the imported journals and totals with the intended batch. Keep the result with your accounting records.

If QuickBooks accepts only part of the batch, retain its failed-record file and review the specific errors. Correct the account or vendor setup, then retry the failed records. Importing the whole original batch again can repeat records already accepted. Indition records a download when it is produced; it does not receive Desktop import confirmation.

See Intuit's IIF import guidance for the Desktop import tool.

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