INDITION COMMERCE

QuickBooks User Manual

Daily downloads, Online sync, account settings and inventory adjustment workflows.

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Open your company settings

Use Orders → QuickBooks. Choose Download a QuickBooks file or Automatic sync. On a multi-store setup, open the group for the company you want to work with. Each group keeps its own accounts and delivery settings.

Maintain account names

Desktop settings start with suggested names and retain saved custom names. Enter each exact chart of accounts name and save before downloading. Use the full Parent:Subaccount name for a subaccount. Create any missing Desktop account first. Clearing an account field uses its suggested name.

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.

Enter the sales-tax agency vendor selected on the company's sales-tax item. It is a vendor name, separate from the tax liability account, and is required for IIF files containing tax. Configure it separately for each company.

Download sales and adjustments

Choose IIF for QuickBooks Desktop or CSV for a compatible sales importer. Select the sales detail level:

- **One entry per order** keeps each order as an individual sales journal.
- **Daily summary** combines cash, net sales and tax for each day. Shipping and card surcharges are included in net sales after discounts.
- **Daily totals split by category** keeps the separate sales categories in each day's journal.

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Choose Since last export for new sales and pending eligible adjustments. A specific date range selects sales in that window and pending adjustments dated within it. Available presets fill in common periods. IIF includes enabled inventory adjustments as separate journals at every detail level; CSV contains sales only.

The download is recorded in history when the file is produced. It does not confirm that QuickBooks Desktop accepted the file. Review its import result and retain any failed-record file.

Import a Desktop batch

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.

Send inventory adjustments

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.

A shortage reduces the Inventory asset account and increases the Inventory adjustments account; an overage reverses those directions. For example, a shortage valued at $40 reduces inventory value by $40 and adds $40 to the chosen adjustment account. Confirm account choices with your bookkeeper.

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Run Online sync

After connecting and testing the company, review its account mapping and choose Daily or Monthly sync. Run sync now sends waiting sales and adjustments immediately. Pending inventory adjustments can sync even if no new orders exist. If a run reports an error, correct the connection or mapping and run it again. The sync checks journal references before creating entries.

The customer card surcharge is collected on top of the order total. Cash received therefore includes the order total plus that surcharge. Card fees in this feature describe surcharge income, separate from processing charges deducted by a payment provider.

Manage multiple stores

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.

Read history and download a batch again

History records sales ranges, order counts, sales totals, who ran a batch, its date and status. Inventory counts appear where applicable; an inventory-only batch can show zero sales while containing adjustments.

Use the row's download action to rebuild that batch. Its recorded inventory selection excludes adjustments captured later. Files are regenerated from the stored batch selection and current data and settings; they are not archived copies of the original bytes. Account corrections can therefore apply to a new download of an earlier batch.

Desktop IIF files can be imported more than once, so check the company records before importing a re-download. Deleting an export history row does not remove entries from QuickBooks or reverse stock corrections. Use history deletion carefully because it can change which sales a later Since last export download selects.

Resolve common messages

For a missing account, compare the IIF account name with Lists → Chart of Accounts in QuickBooks. Create the agreed account or correct the mapping, then obtain a corrected batch. For a tax vendor message, copy the vendor from the tax item and save it. For a company-mapping notice, review the shared stock location and store groups.

If no adjustments appear, check the appropriate switch, whether the change happened while it was on, its date, whether it had a cost value and whether it was already delivered. Choose IIF or Online sync to deliver inventory. Ask support to review the specific error text if the import still fails.

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