

How to import data from QuickBooks® Online V 1.0

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1. Introduction

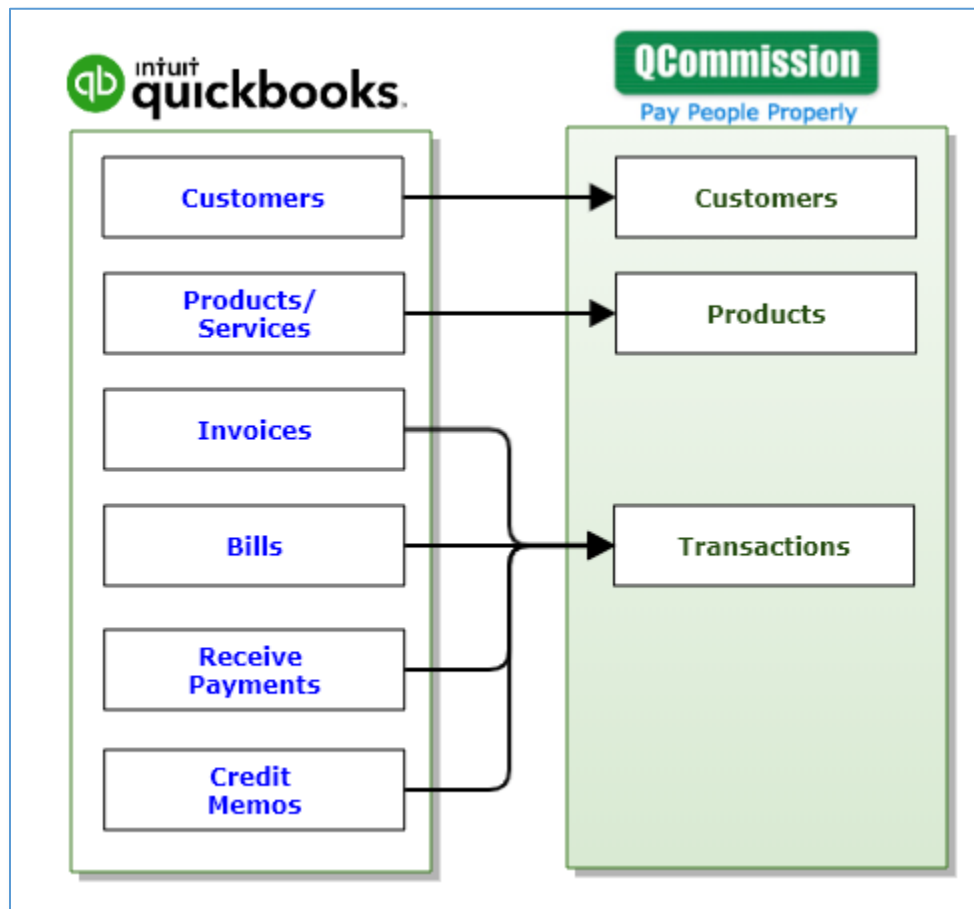
This document helps the user to know the steps involved in bringing their QuickBooks® Online data into QCommission. The user has to authenticate QCommission with QuickBooks® Online (one time) and bring in the data with single click. The data will be imported into QCommission.

2. How it works with QuickBooks® Online?

QCommission brings in sales data from QuickBooks® Online to calculate commission for the sales reps. From QuickBooks® Online, Invoices, Bills, Sales Orders, Estimates, Purchase Orders, Receive Payments, Credit Memos, Vendor Credits can be imported into QCommission. Transactions like Journals data, Refund Receipts, Bill Payments can also be imported into QCommission, based on the commission calculation setup in QCommission. Once imported, QCommission will calculate commissions based on the commission plans configured in the system.

3. Import Diagrams

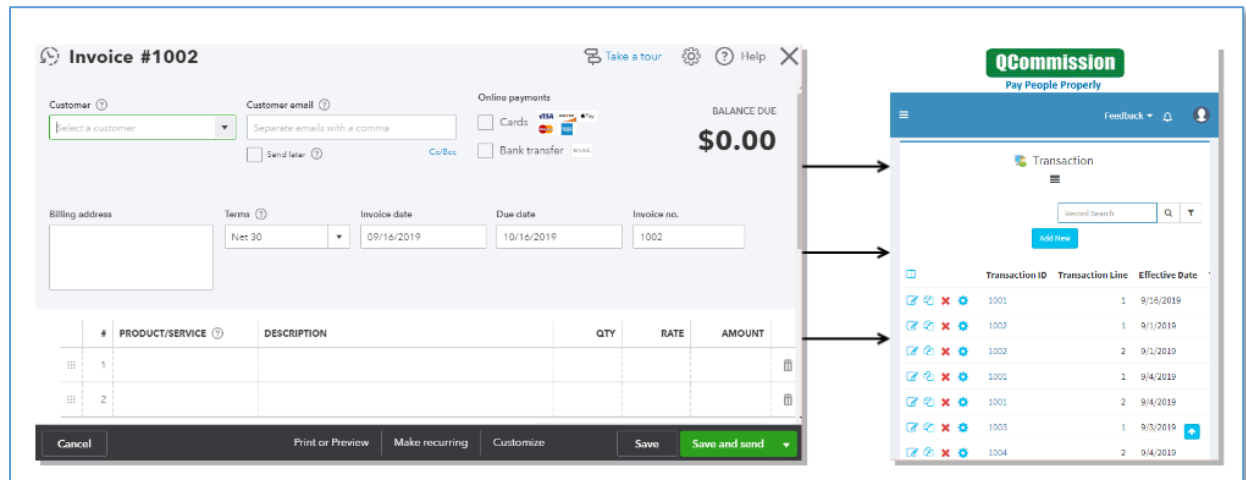
3.1 Data Mapping Diagram



3.2 Conversion Flow Diagram

Based on the option chosen in the QCommission Import configuration page, Import process will import invoices to QCommission and convert those to transactions.

QCommission integration with QuickBooks® Online



Import options;

Newly created/modified Invoices → Imports the invoices with invoiced/modified date within the procession period range and converts the imported invoices to transactions.

Paid Invoices → Imports the fully/partial paid invoices in QuickBooks® Online that got paid in the processing period and converts the invoices to transactions. Prior period also can be set in the import option to fetch the paid invoices in earlier months.

4. Steps involved in QuickBooks® Online Import

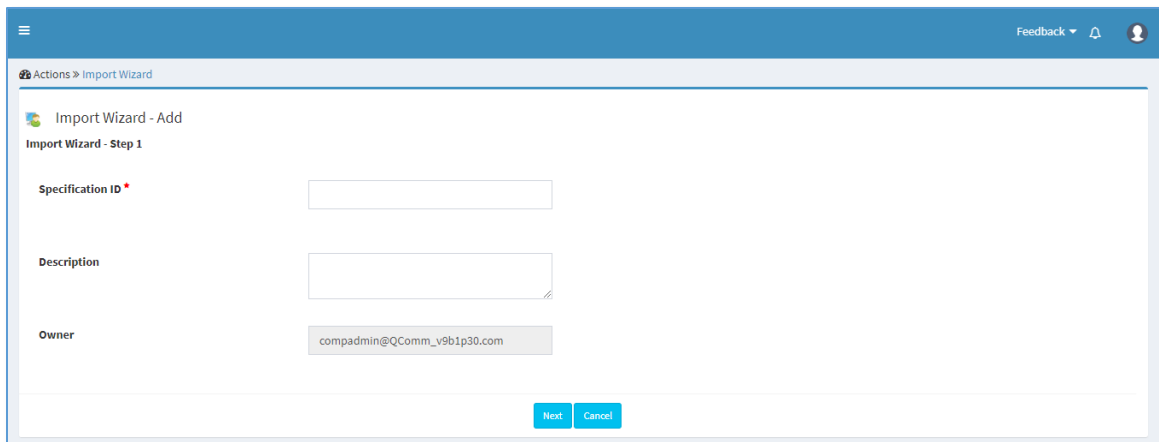
4.1 Configure QuickBooks® Online Import

QuickBooks® Online needs to be configured in QCommission by setting up the required objects and other configuration details. To do that,

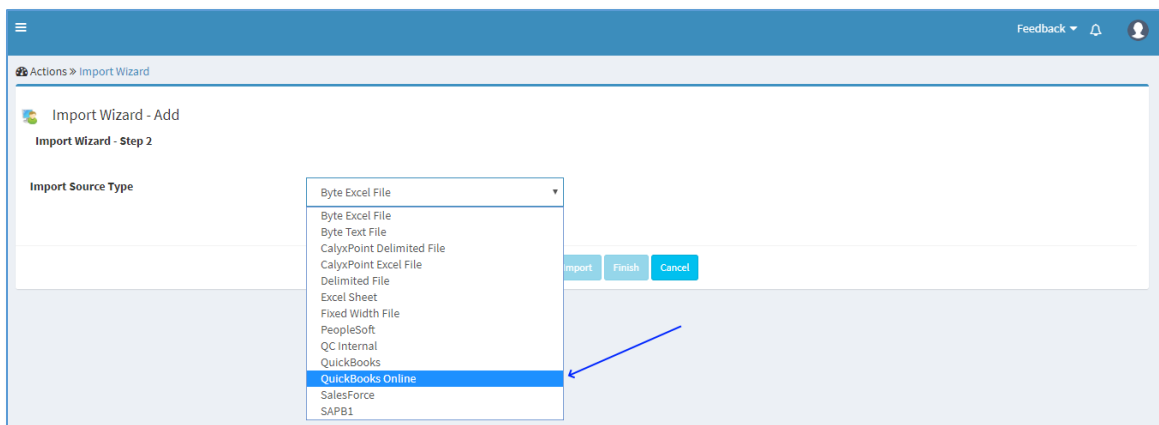
Navigate to **Actions** → **Import Wizard** menu and click “Add New” button to create new import specification.



Provide the Import specification ID and description details.



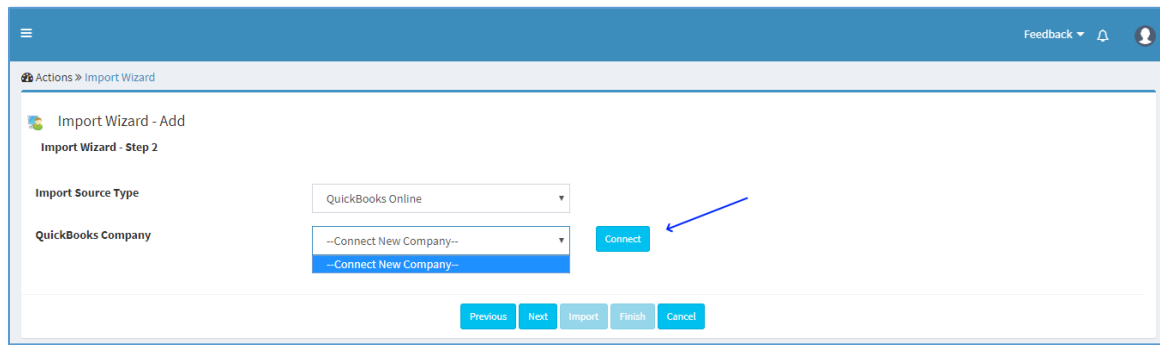
Click Next button to choose the import source type.



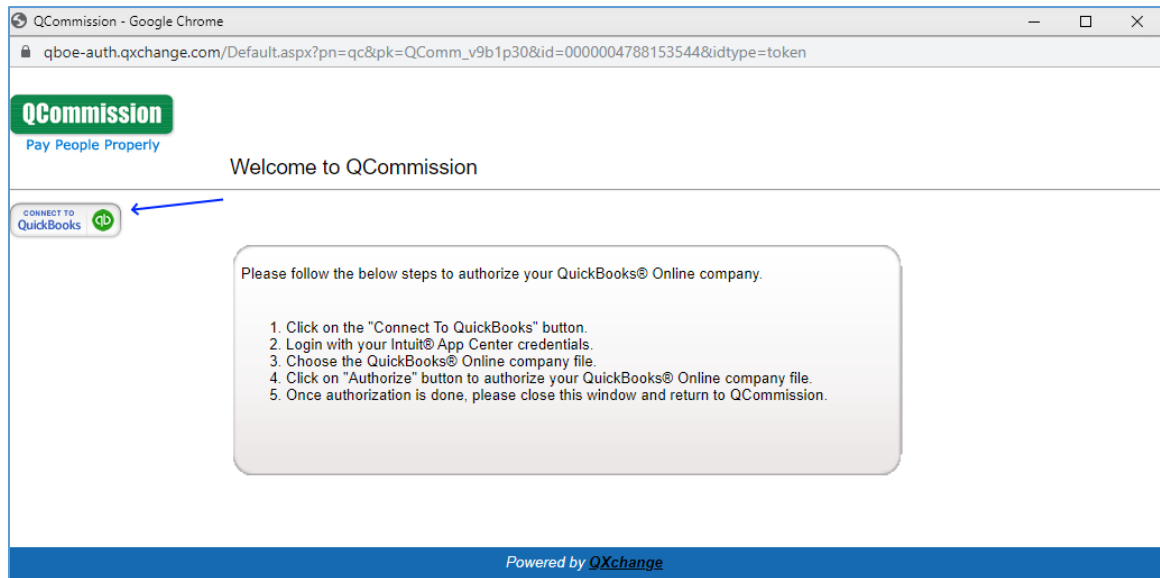
Choose “QuickBooks Online” from the list and click Next to setup the connection with QuickBooks® Online.

4.2 Authenticate QuickBooks® Online with QCommission

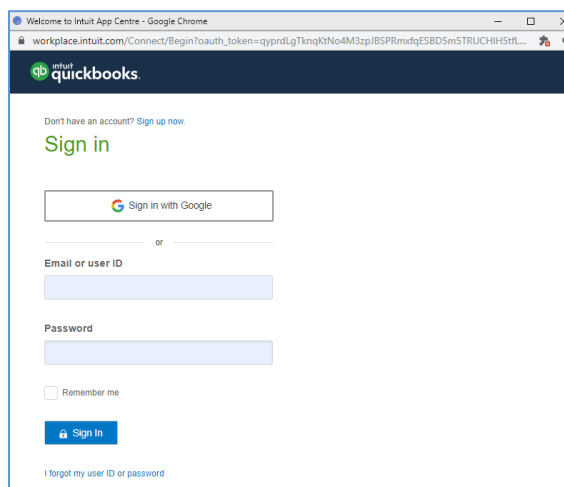
Before proceeding with Import process, QCommission needs to be authenticated with your QuickBooks® Online account. QCommission does support multiple companies of QuickBooks® Online account.



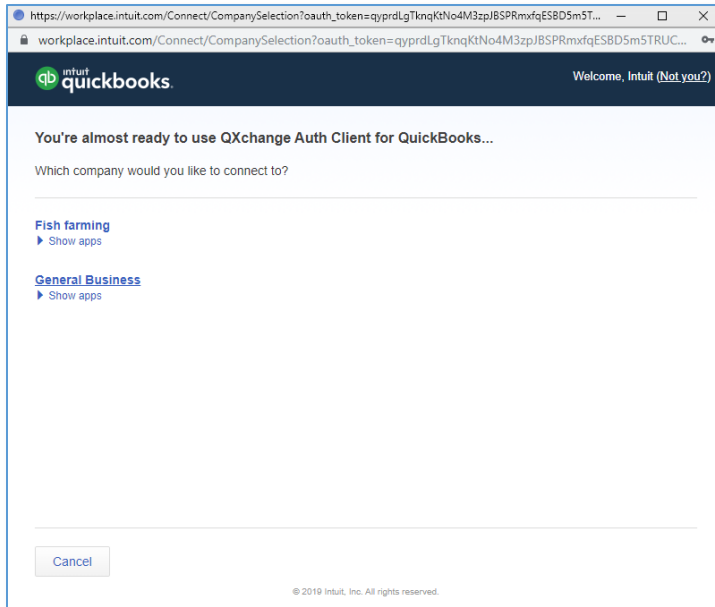
Under QuickBooks® Company option, click on the “Connect” button. This will open the QXchange-QCommission connector page which is doing the QuickBooks® Online connectivity.



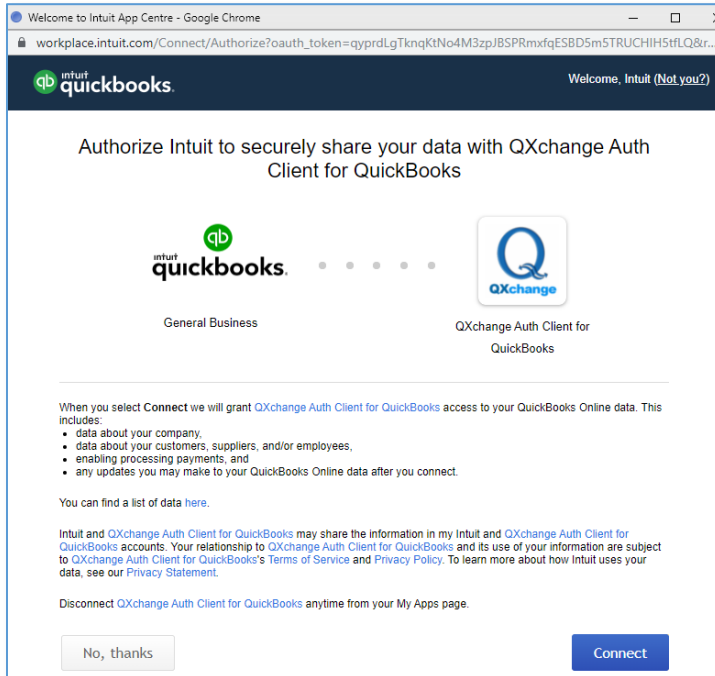
Click on “Connect To QuickBooks” button and provide the QuickBooks® Online credentials.



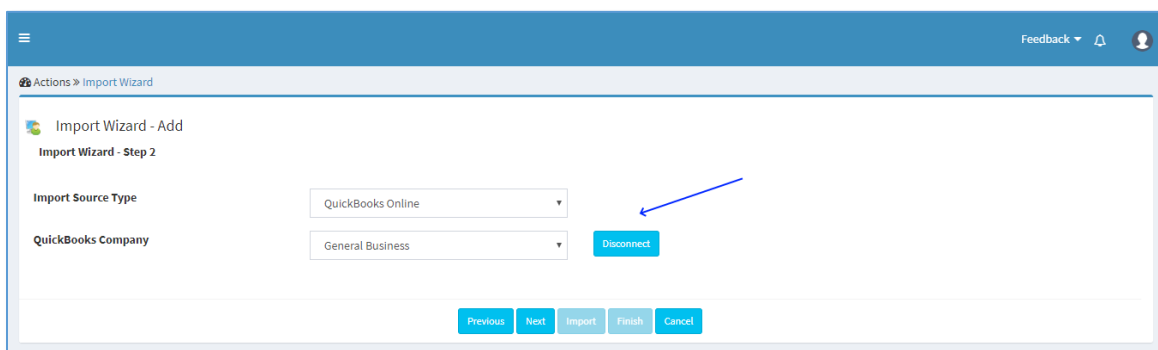
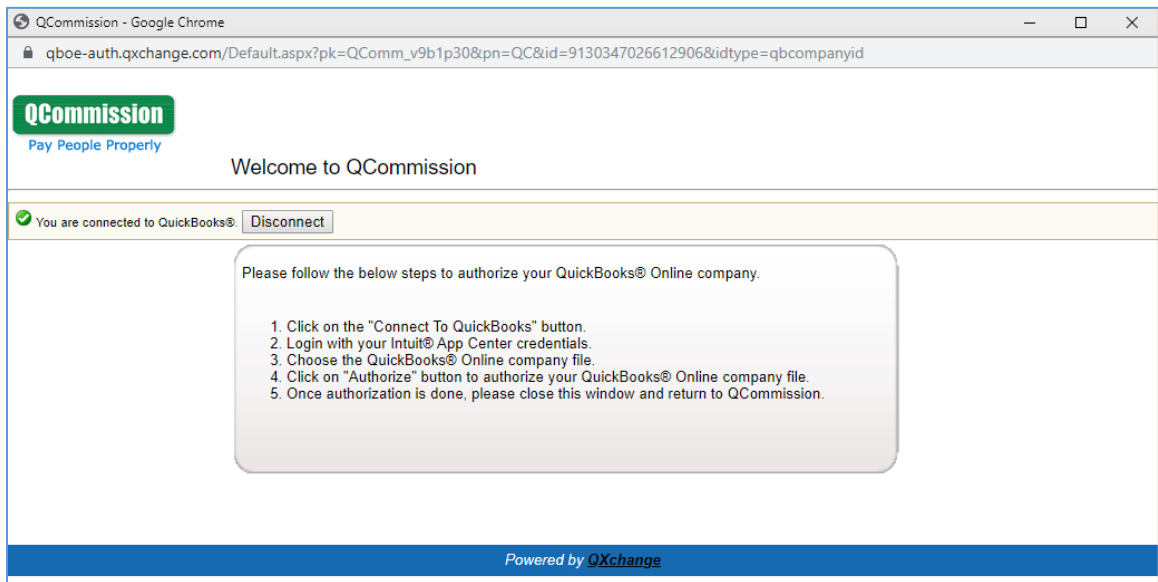
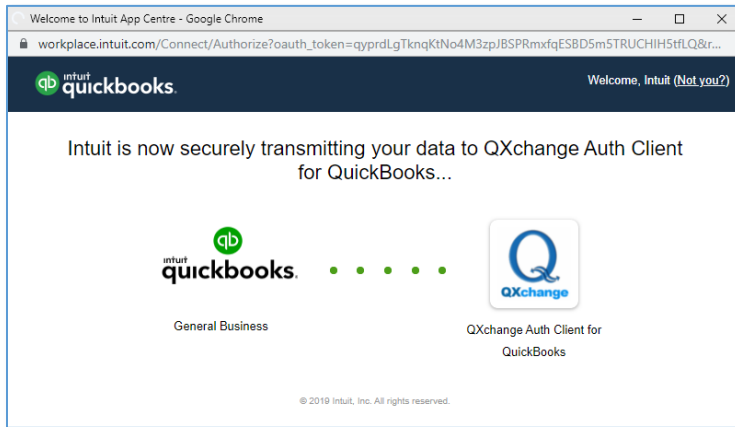
Once credentials validated, Intuit will show up the QuickBooks® Online companies associated with the account.



Choose the company from the shown list. Please note, if you have only one company associated, Intuit process will automatically choose the company.



Click on the "Connect" button from the page which will do the authentication process.

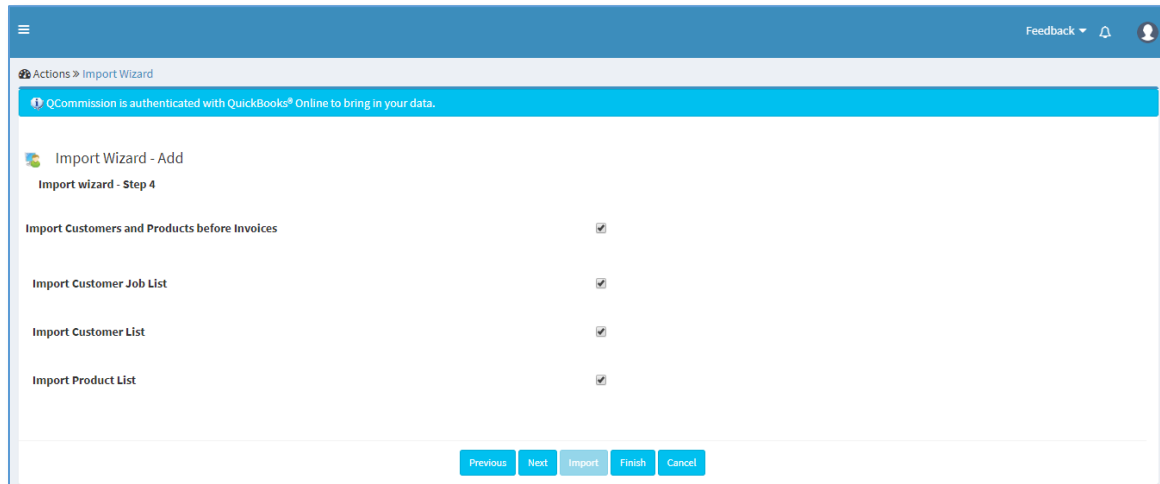


QuickBooks® Online account is authenticated with QCommission as shown above. You can see "Disconnect" button is showing up once the account is connected.

The above process is a One-time setup. In case of need to connect to multiple QuickBooks® Online companies, the respective import setup needs to be done one time. Click "Next" button to continue the import configuration.

4.3 Setting up required Objects

The below steps will show the objects selection and other configuration.
Choose the Customers/Products option



Actions » Import Wizard

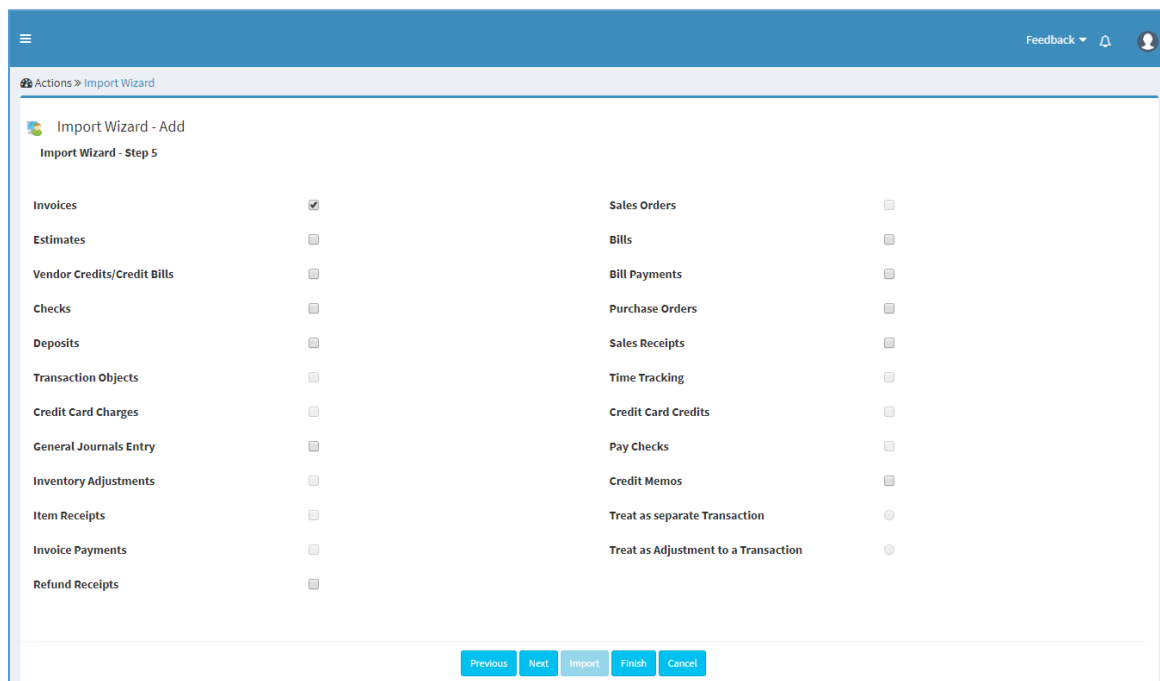
QCommission is authenticated with QuickBooks® Online to bring in your data.

Import Wizard - Add
Import wizard - Step 4

Import Customers and Products before Invoices	<input checked="" type="checkbox"/>
Import Customer Job List	<input checked="" type="checkbox"/>
Import Customer List	<input checked="" type="checkbox"/>
Import Product List	<input checked="" type="checkbox"/>

Previous Next Import Finish Cancel

Choose the required objects that can be used in QCommission for commission calculation.



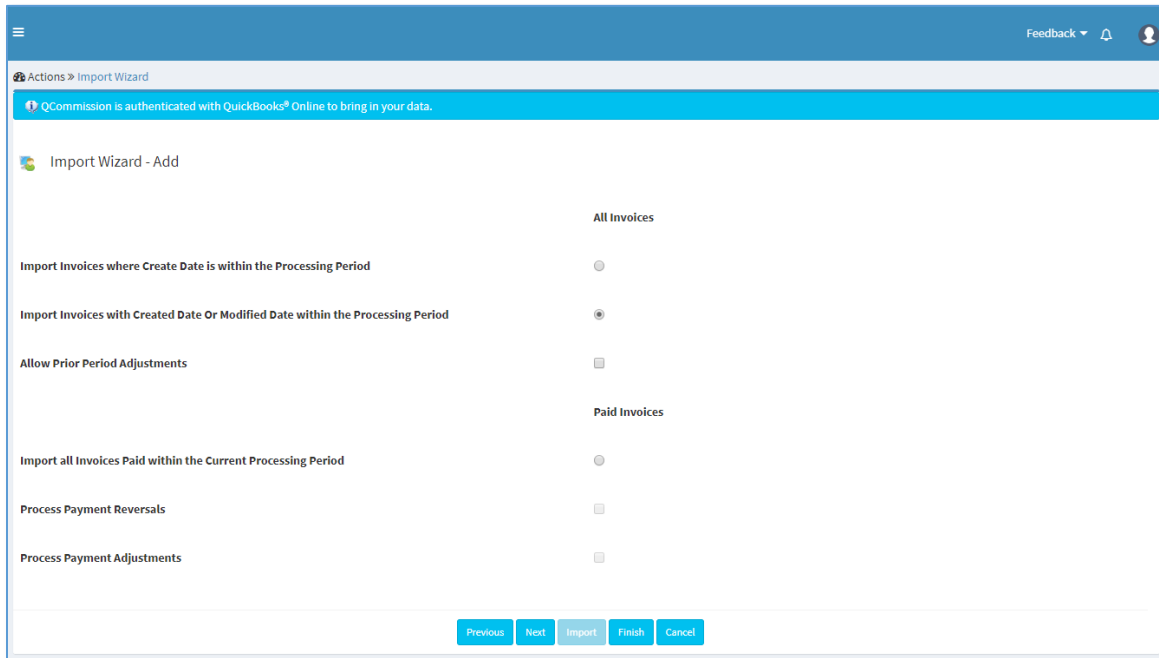
Actions » Import Wizard

Import Wizard - Add
Import Wizard - Step 5

Invoices	<input checked="" type="checkbox"/>	Sales Orders	<input type="checkbox"/>
Estimates	<input type="checkbox"/>	Bills	<input type="checkbox"/>
Vendor Credits/Credit Bills	<input type="checkbox"/>	Bill Payments	<input type="checkbox"/>
Checks	<input type="checkbox"/>	Purchase Orders	<input type="checkbox"/>
Deposits	<input type="checkbox"/>	Sales Receipts	<input type="checkbox"/>
Transaction Objects	<input type="checkbox"/>	Time Tracking	<input type="checkbox"/>
Credit Card Charges	<input type="checkbox"/>	Credit Card Credits	<input type="checkbox"/>
General Journals Entry	<input type="checkbox"/>	Pay Checks	<input type="checkbox"/>
Inventory Adjustments	<input type="checkbox"/>	Credit Memos	<input type="checkbox"/>
Item Receipts	<input type="checkbox"/>	Treat as separate Transaction	<input type="radio"/>
Invoice Payments	<input type="checkbox"/>	Treat as Adjustment to a Transaction	<input type="radio"/>
Refund Receipts	<input type="checkbox"/>		

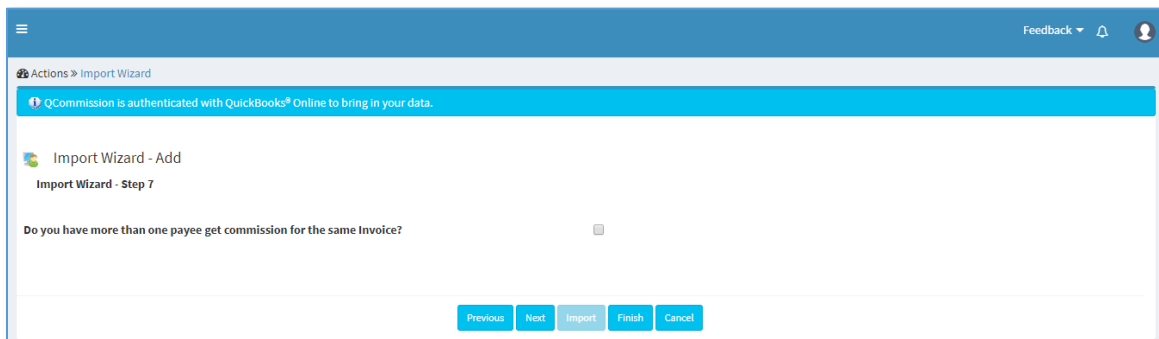
Previous Next Import Finish Cancel

Choose the Invoices option, whether need to import newly/modified invoices from the processing period range OR paid invoices in the processing period. Here prior month paid invoices also can be fetched from QuickBooks® Online.

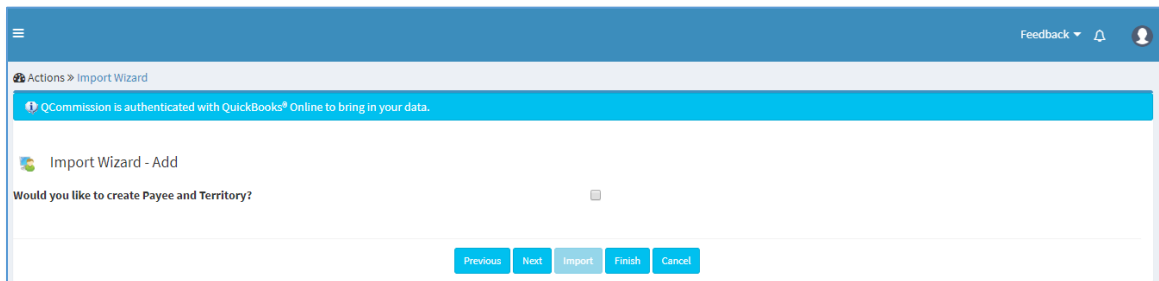


4.4 Additional options

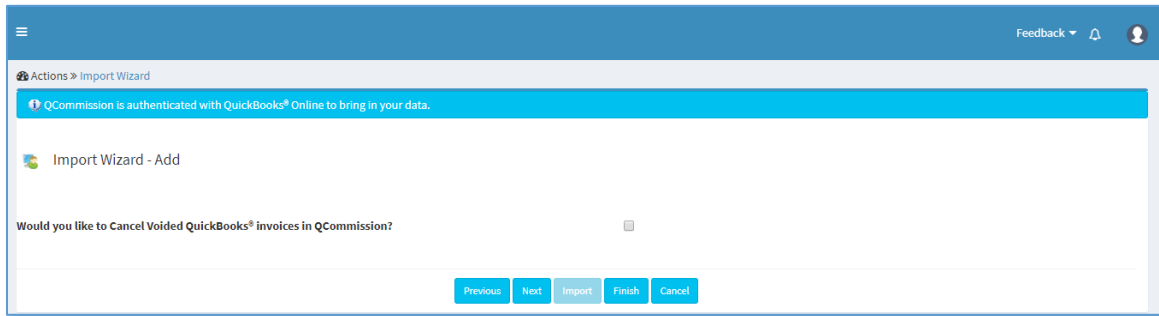
The below steps will show the options that can be set in QCommission with the imported data from QuickBooks® Online.
Option to confirm payees are having splits.



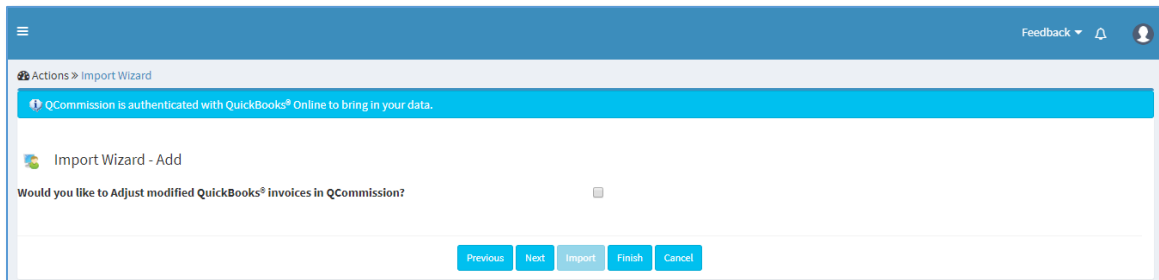
Option to create Payees and Territories



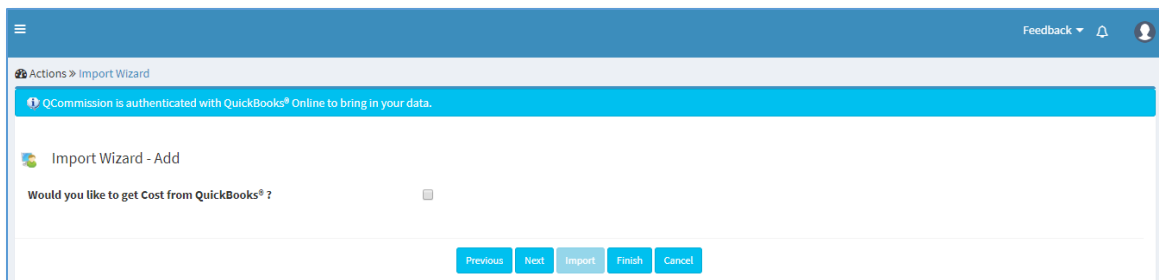
Option to cancel voided imported invoices in QCommission



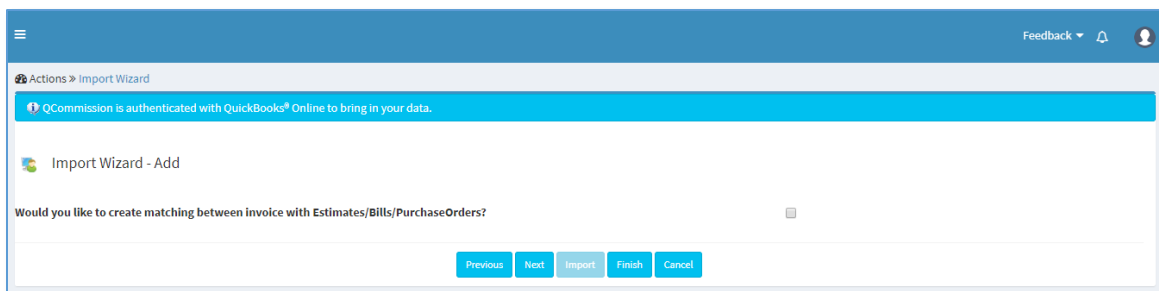
Option to do adjustments from the imported invoices in QCommission



Option to get cost from other objects in QuickBooks® Online



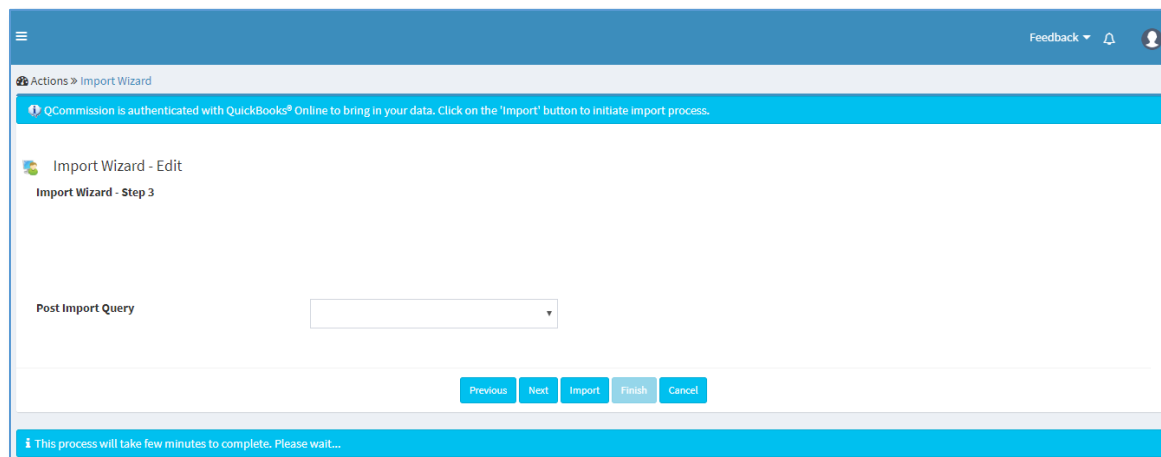
Option to create match between Estimates, Bills and Purchase orders in QCommission



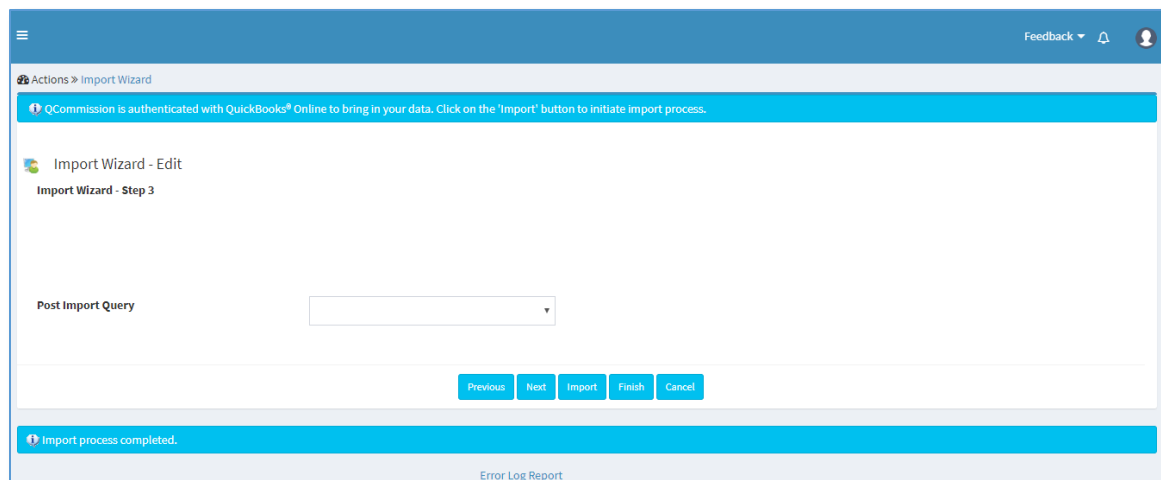
Option to ignore non-commissionable products, blank lines in invoice lines and invoice lines with Zero as sales amounts.

Click “Finish” button to complete the setup configuration.

Once “Finish” is clicked, option will be shown to import the data immediately. By clicking “Ok” import process will be initiated.



Once import process is initiated, the process status is being showing in the bottom of the page.

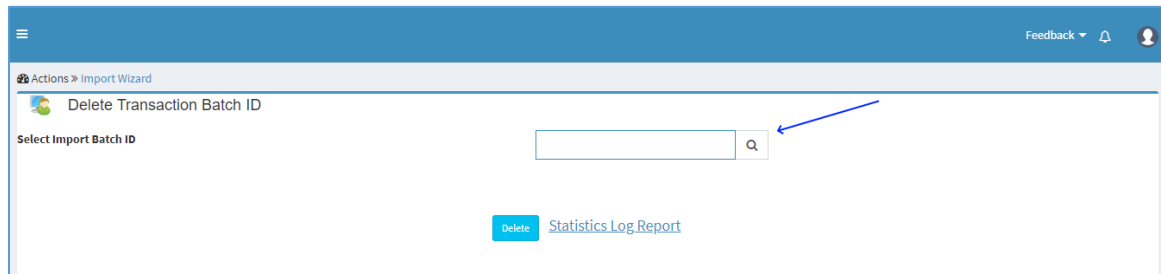
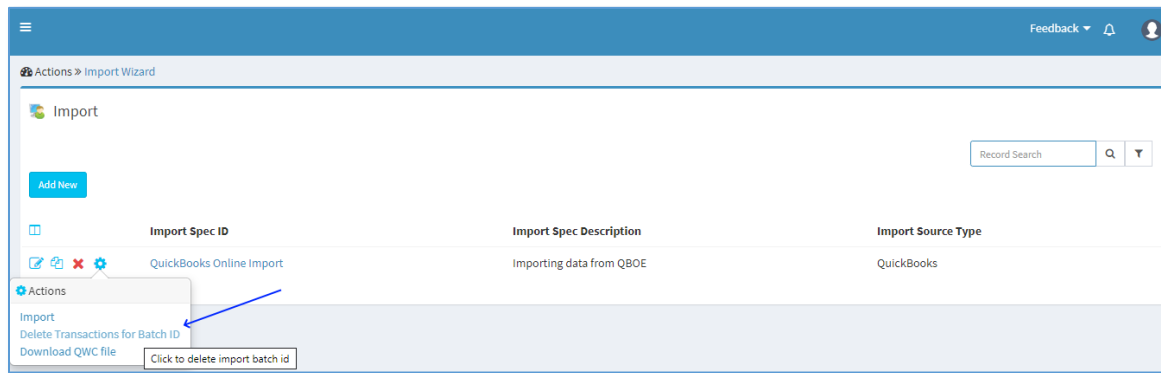


Process completed status message once the import is completed.

5. Deleting Imported Data

QCommission provides an option to delete the imported records in the QuickBooks® Online Import process. The option is available as an action in Import wizard page. The delete action will remove imported transactions and its related master records which got imported in that import run.

- 1) Delete process will not remove the records that are imported for the specification not for all the specs.
- 2) It will not delete the manual entries made in QCommission.
- 3) Once the records are deleted from QCommission, it will not be recovered from the system.



After choosing the import batch D from the lookup list, click on “Delete” button to remove the records.

6. FAQ

1) Does QCommission support QuickBooks® online?

Yes, QCommission can import from your QuickBooks® Online account.

2) Does QCommission supports import data from multiple QuickBooks® Online companies?

Yes, QCommission can import data from your multiple QuickBooks® Online companies of an account.

3) What are the objects data can be imported from QuickBooks® Online?

Below are the objects supported in QCommission.

- Customers
- Products
- Invoices
- Estimates
- Bills
- Vendor Credits/Credit Bills
- Bill Payments
- Purchase Orders
- Deposits

- Sales Receipts
- General Journals Entry
- Credit Memos
- Refund Receipts

4) Can the commissions be calculated based on created or paid invoices from QuickBooks® Online?

Yes, commissions can be calculated for created as well as full/partial paid invoices. You can use the date field in transaction, to make the system consider it for commission calculation for that period.

5) Does QCommission supports importing data from Bills from QuickBooks® Online?
Yes, QCommission can import data from new or paid invoices.

6) Does QCommission supports importing data from QuickBooks® Online custom fields?

Yes, QCommission can pull data from custom fields created in QuickBooks® Online account.

7) I have added custom fields in my QuickBooks® Online account. Will QCommission import them?

Yes, QCommission does support custom fields from QuickBooks® Online.

8) How do I delete the invoices that got imported wrongly?

QCommission provides a specific “Delete” functionality which will delete all the imported invoices, and other objects data specified in the import specification. The “Delete Transactions for Batch ID” option is available as an action in the import statistics wizard page.

9) Will closed transactions in QCommission get updated in Import process?

No, closed transactions will not be updated during the Import process. Instead it will create adjustment and cancellation entries. Transactions in QCommission are 'Closed' after commissions are calculated and the commission period is closed out.

10) Did QCommission import my Credit card and other personal information from QuickBooks® Online?

No, QCommission doesn't import any of the personal information such as credit card numbers, SSN.