



# QuickBooks Integration

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## The Connector

OrderPort has developed an application called **OrderPort Connector™**. The Connector connects OrderPort to QuickBooks Desktop (PC) and QuickBooks Online. team and community members can post questions and interact with other OrderPort customers.

The OrderPort Connector allows an OrderPort client to import data to the QuickBooks Company file for that client. Sales Data can be imported as Sales Receipts, Invoices or as Journal Entries.

Once an order is imported into QuickBooks from OrderPort, the order in OrderPort is marked as imported and by default is not available to import again. The user can opt to re-import an order by selecting re-import when importing orders.

Sales Tax, Tips, Shipping, Products, Services and the price charged for the products and services is imported.

## Sales Receipts and Invoices

This option imports the complete sales receipt for each order placed and completed in OrderPort. The sales receipt can contain the customer name and address or the sales receipt can be imported using a default name for each location or order source such as wine club or webstore. Invoices can be imported with all customer data, which is recommended, or default names as described above for Sales Receipts.

If the winery tracks inventory in QuickBooks then this option should be used. If the winery tracks inventory in OrderPort and not in QuickBooks then the Journal Entry integration should be considered.

## Journal Entry

The Journal Entry option imports sales data into OrderPort by making Journal Entries. This option requires the winery to associate all items with income accounts. We call these categories in OrderPort. Categories are mapped to Income Accounts in QuickBooks and then all other expense and liability accounts are mapped. Once that has been completed journal entries are prepared for review and then if approved, written into QuickBooks with the desired date for the journal entry.

