



QuickBooks Desktop for BigCommerce By Parex Technologies

SETTINGS

The core purpose of this app is to sync your orders from BigCommerce to QuickBooks Enterprise.

While doing this, there are also other elements that need to be synced along with the orders, such as Products, Customers, Shipping lines, taxes, etc. The app does this mostly in the automated mode.

However, to enable the app to do this smoothly, there is a need to setup the app correctly as per your requirements. This document will guide you through the setup process as well as explain you the key functionalities of the app.



Order Settings

Product Settings

Bank & BigCommerce Payments

Other Payment Settings

Tax Settings

QuickBooks Prefix (For connecting multiple BigCommerce stores to one QuickBooks account)

BC

Disable Prefix but Prefix is ideal if you have multiple BigCommerce store connected with same quickbooks

How do you want to account for completely paid orders?

Sales Receipt (Ideal for completely paid orders) ▾

All partially paid orders will be inserted as invoice only.

What date do you want your data sync to QuickBooks to start from?

2021-01-01

You are requested to do the settings with the start date of "**1st September 2021**" or later. After you sync few orders, you will be able to request for the backdated order sync for orders prior to the start date.

Note: Our app may not be able to recognize duplicates if you had entered them manually or with another app in the past. In that case there might be possible duplicate entries created. Please select the start date accordingly.

QuickBooks Customer Creation for Order Sync

Unique Customer Every Order ▾

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Tab 1 – Order Settings

This is the very first step in the Settings.

1. **QuickBooks Prefix** – This is a prefix that will be put before the Invoice/SalesReceipt number sent from BigCommerce to QuickBooks. This is done primarily to differentiate the sales from BigCommerce and other sources – such as in person, Amazon, etc. You also have an option to Disable this prefix with the check box below but we suggest you use the prefix.
2. **Order Type** - Most of the customers would prefer to create SalesReceipt for completely paid orders. However, there are some businesses such as wholesale vendors which prefer to create Invoices in QuickBooks followed by a payment entry if the payment is completely done.
Unless you have specific requirement for Invoice, leave this field as Sales Receipt.

3. **Date of Sync start** – This is the date of Order in BigCommerce from when you want to your orders to sync. Most often, it is either today, beginning of the current month or beginning of the current financial year. For higher volume stores, please select the date for current month. If you want to sync orders beyond the allowed date, please contact our support team at apps@parextech.com or from the Contact Us page in the app.

4. **QuickBooks Customer Creation for Order Sync**

Most stores prefer to use the correct customer for every order. For them, keep the field as “Unique Customer Every Order”. This will use the customer’s name in BigCommerce and create/use the name in QuickBooks.

Few stores only need to know their total sales in QuickBooks for accounting perspective irrespective of who placed the order. Those customers select “Same Customer Every Order”. With this option, you can either use a customer available in your account or create a new one in QuickBooks and map that customer in the setting page.

Tab 2 – Product Settings



QuickBooks Account for Sales

Sales Discounts

New products created by the app will be created under this Sales/Income Account. Products already existing in your QuickBooks account will use the Income account already assigned.

QuickBooks Product Creation for Order Sync

Unique Product Every Order

- BigCommerce product Title and variant matched against the QuickBooks Name field. (e.g. Tactical Shoes - Blue)
- BigCommerce Product SKU matched against the QuickBooks Name field. (Product created in QuickBooks using BigCommerce SKU as QB product name)

QuickBooks Shipping Product Creation for Order Sync

Unique Product Every Order

QuickBooks Account for Shipping Items

Merchandise Sales

New shipping products created by the app will be created under this Sales/Income Account. Products already existing in your QuickBooks account will use the Income account already assigned.

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This is the page for Product Settings.

1. QuickBooks Account for Sales

This is the account in your QuickBooks where you want to book all your sales from the BigCommerce Store.

This is the account under which the new products will be created. If a product is already existing in QuickBooks, or if you change the account for the new created product, sales for that product will show under the relevant account.

2. QuickBooks Product Creation for Order Sync

Most stores prefer to use the correct product for every order. For them, keep the field as “Unique Product Every Order”. With this setting, the SalesReceipt/Invoice created in QuickBooks will have the product details in the line items.

Few stores only need to know their total sales in QuickBooks for accounting perspective irrespective of what product is sold. Those stores select “Same Product Every Order”. With this option, you can either use a product available in your account or create a new one in Quickbooks and map that product in the setting page.

3. QuickBooks Shipping Setting

This field is for setting up the method for accounting for the Shipping revenues. There are 2 options for this.

- Unique Product Every Order

If you prefer to sync a unique product for “Shipping” then keep the field as “Unique Product Every Order”. With this setting, the SalesReceipt/Invoice created in QuickBooks will have the shipping product details in the line items.

b. Same Product Every Order

If you do not need to sync a unique product each time for “Shipping”, then you can select this option. You can use a product available in your account or create a new one.

CUSTOMER: JOB **Shopify Customer** DEPOSIT TO **New Bank Ac...** TEMPLATE **Custom Sale...**

Sales Receipt

DATE: 22-06-2021 SOLD TO:

SALE NO.: #1013

CASH CHECK CREDIT DEBIT e-CHECK manual

CHECK NO.

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOUNT
pent3	pent3	1		10.00	10.00
Shipping Shipping Shipping		1		10.00	10.00

Tab 3 – Bank & BigCommerce Payments Settings

This is the page for Order Payment Settings. It is one of the most important parts of the app setup.

1. QuickBooks Account for Payment Deposit

Order Settings Product Settings **Bank & BigCommerce Payments** Other Payment Settings Tax Settings

QuickBooks Account for Payment Deposit

CAD BANK

Select Bank account where you receive payments from BigCommerce or other sources.

This should be an actual Bank account. Payments/Payouts from BigCommerce will be deposited in this account.
This account will be the default account for payments if other accounts on this or the next tab are blank.

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This is your bank account. This is when you receive the funds either from BigCommerce or directly from your customers.

Tab 4 – Other Payment Settings

Order Settings Product Settings Bank & BigCommerce Payments **Other Payment Settings** Tax Settings

QuickBooks Account for PayPal Payment Method
CAD BANK
Payment received through PayPal will be deposited in this account.

QuickBooks Account for All Other Payment Methods
Undeposited Funds
Payment received through other methods like cash, bank transfer or other payment gateway will be shown in this account.

QuickBooks Account for GiftCard (For Merchants selling Gift Cards)
Sales Tax Payable
This should be a liability account.

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All the fields on this page are optional and are important only if you use that payment methods.

1. QuickBooks Account for PayPal Payment

This is the accounts receivable or Bank account where you receive the Payments for orders paid by Paypal. It can be a Bank account, Other current asset or an Accounts receivable type of account. You can Add a new one in QuickBooks if you do not have a Paypal Account entry created in Quickbooks.

If you connect your Paypal account as a bank feed, the payment made through this mode will also auto match to an entry in the Paypal account and will be very helpful in bank reconciliation.

2. QuickBooks Account for All Other Payment Methods

This is the account to track the payments from methods other than Paypal & BigCommerce Payments. This can either be Cash payment, bank transfer or any other mode. If this field is left blank, the payments to Other Methods will directly go to Bank account selected in the previous tab.

3. QuickBooks Account for GiftCard

This is an optional field only for stores which sell GiftCards as well. This is a Current Liability type of account.

All GiftCard sales are considered as a liability until a purchase is made using that GiftCard.

Tab 5 – Canada Tax Settings

For stores based in Canada

QuickBooks TaxCode Not Required If you are not collecting tax from your customer or you are not required to collect tax. Please check this checkbox.

QuickBooks Sales TaxCode
--- Select Sales TaxCode ---

QuickBooks Zero TaxCode
--- Select Sales TaxCode ---

[Add More Tax](#)

The following Tax Configuration is mandatory for Canada stores charging differential tax rates based on the customer province. If you do not select a Tax Rate for specific province, the rate selected above will be used as Default.

[Provincial Tax Rates for Canada](#)

QuickBooks Multi-Currency Settings
Your Store is in **INR** and your QuickBooks base currency is in **CAD**.
 Agree term & condition

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For most stores, there are only two types of tax rates that are collected.

One is the normal tax rate for sales based on their jurisdiction. The other one is for exempt or zero-rated products where no tax is collected.

1. QuickBooks Sales TaxCode

This is the Taxcode for normal products (non-zero rated). This will be based on the Country/Province/State that the business is registered in.

2. QuickBooks Zero TaxCode

This is the TaxCode name for the products or orders that do not have any taxes applied to them. This field usually is Zero rated field or Exempt field.

3. Canada Province Taxes

If your store is based in Canada and you charge taxes as per Canadian laws, most businesses are supposed to collect taxes for Province based on the Delivery address of the order. You can setup the default rates with Points 1& 2 above. For other Provinces, please use the “Provincial Tax Rates for Canada” button to configure the rates for other states. If this is left empty for one or more states, the default rate in Point 1 will be applied to that order.

Tab 5 –USA Tax Settings

For stores based in USA

Order Settings Product Settings Bank & BigCommerce Payments Other Payment Settings **Tax Settings**

QuickBooks TaxAgency Not Required If you are not collecting tax from your customer or you are not required to collect tax. Please check this checkbox.

QuickBooks TaxAgency
10(10.00%)

Add More Tax

Select Sales Tax according to state.
State Sales Tax Rates for US

QuickBooks Multi-Currency Settings
Your Store is in **INR** and your QuickBooks base currency is in **USD**.
 Agree term & condition

Previous Save

If your business is registered in a state where Sales Tax is applicable based on your business type, you should create a Tax Agency/Tax Code in your QuickBooks account and map the same tax rate in the above tax setting page.

To map multiple taxes you can click on the “Add More Tax” button and then enter the tax rate against the corresponding “QuickBooks Sales TaxCode”

If you are collecting tax from different US states then please map the relevant state tax by clicking on the button “State Sales Tax Rates for US”.