Guide to BatchSync QuickBooks Online

What to Expect

Batch users are able automate the process of entering invoice information to QuickBooks by linking Batch with QBO. The benefits of setting up this link are two-fold:

1. No more date entry = enormous amount of time saved.

2. Accuracy of information. No more typos, missing invoices, or other errors.

This document will walk you through that process. After the link is established, it's hands off as Batch will automatically take care of the following without you needing to do anything:

1. Transmit invoices and credits to your QBO account after we receive the information from your vendors.

2. Send a remittance update after you make a payment through Batch to mark invoices as paid, credits as applied, and create bill payments for each vendor.

Four notes before set-up

1. When you first initiate the BatchSync, it will take a bit of time to transmit your invoice data from Batch to QBO. This is normal. If you don't see invoices or credit notes by the next day, please email support@batchforbooks.com.

2. Only invoices that are Open, Verified, or Authorized on Batch will be transmitted upon set up. Invoices that have already been paid through Batch will not be transmitted.

3. Once the link between Batch and QBO has been established, it will continue to run unless you delete the link between Batch and QBO. Closing either Batch or QBO does not stop the transmission of invoices from Batch to QBO.

4. Upon the first remittance update sent to QBO, you will see a new account in your Chart of Accounts in QBO called **Batch Payments**. Do not delete this account. Notes on how to reconcile this account follow the set-up instructions.

Configuring Vendors in QBO

Before you link Batch to QuickBooks, stores must first configure their vendor account names in QuickBooks. This is necessary so that Batch knows what vendor to assign an invoice or credit note when transmitting to QuickBooks.

1. Sign onto Batch
2. Click on More options bar
3. Click on Link to QuickBooks Online

Configuring Vendors in QBO

Don't click on the green link button yet! First, click on the link for Configuring Vendor Names in QuickBooks Online.

LINKING YOUR SITE TO QUICKBOOKS ONLINE

Batch Test Store is not currently linked to a QuickBooks Online account. To start receiving Batch Test Store invoices in QuickBooks Online, click on the following button:

Link this Batch Account to QuickBooks Online   Cancel

Contact Batch for Books support if you have any questions

See also

Configuring Vendor Names in QuickBooks Online

BatchSync for QuickBooks Desktop

Configuring Vendors in QBO

Copy the 13-digit number and paste it to the back of the *Display name as* field in the company file in QuickBooks Online and Save. Do this for each vendor. *Note: The vendor's name itself doesn't need to match what's in Batch; the important part is the ID number.*

[Batch]

[Vendor Record in QBO]

Set up the link to QuickBooks

After configuring your vendor names in QuickBooks, keep QuickBooks open. Return to Batch and hit the back button on your browser to return to Link screen. It's now time to hit the *Link this Batch Account to QuickBooks Online* button (1). You'll then be asked if you want to connect to QuickBooks Online. Click on the *Go to QuickBooks Online* button (2)

LINKING YOUR SITE TO QUICKBOOKS ONLINE

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(1) Link this Batch Account to QuickBooks Online   Cancel

Contact Batch for Books support if you have any questions

DO YOU WISH TO CONNECT THIS SITE TO QUICKBOOKS ONLINE?

68 N Court Ln, Thetford, Vermont, 05057, USA

When you click on the button below, you will be redirected to QuickBooks Online and asked to select a company to link to this site.

(2) Go to QuickBooks Online   Cancel

See also

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BatchSync for QuickBooks Desktop

Set up the link to QuickBooks

Choose an account in the *Expense Account to Use* drop down menu (1). This is the account that will be assigned to all your transactions in QuickBooks. All the choices in this menu come from your Chart of Accounts in QBO. After selecting your account, hit the ***Create QuickBooks Online Link*** button (2).

Set up the link to QuickBooks

Go down to Retrieve / Resend Past invoices and enter the transaction date from which you want Batch to send invoices to QuickBooks and then click on the **_Load Invoices_** button.

BATCH SITE	Batch for Books Test Store
QUICKBOOKS ONLINE COMPANY	Batch for Books
EXPENSE ACCOUNT	Cost of Goods Sold
ACCOUNT CURRENCY	USD Please note that during BETA testing, we can only send transactions in the default currency for the selected expense account.
LINK STATUS	Created *[2022-03-21 15:40:20]*

RETRIEVE / RESEND PAST INVOICES

Request that invoices from the given invoice date be loaded into this QuickBooks Online company. Note, it may take a few minutes for invoices to appear in QuickBooks Online.

Invoice Date

Tue Feb 01 2022   📅

Load Invoices

In this example, only invoices with an invoices date of February 1, 2022 and onward would be transmitted to Batch.

Set up the link to QuickBooks

Congratulations! The link from Batch to QuickBooks has successfully been set-up. It may take some time, but your transactions should start to get transmitted. If you don't see invoices or credit notes by the next day, please email support@batchforbooks.com.
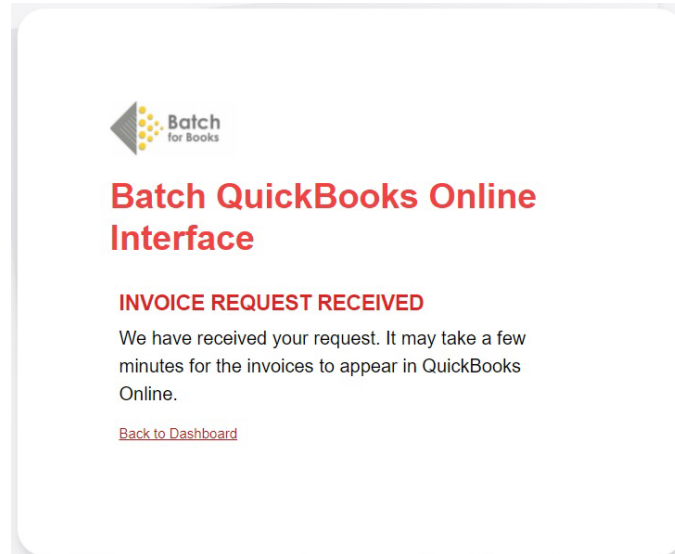
The only thing you have to do….

Once you've set up the link between Batch and QuickBooks, it's a very hands-off process with one exception. When Batch sends a remittance update to QBO, it sets the Bank/Credit account for the Bill Payment as **Batch Payments** and that account will need to be reconciled.

Reconciling Batch Payments Account

If left unreconciled, the balance of this account within your Chart of Accounts will continue to grow and grow.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE ▲
Batch Payments	Bank	Checking	-3,009.36
1234 Checking	Bank	Checking	0.00
Inventory Asset	Other Current Assets	Inventory	18,898.78

Reconciling Batch Payments Account

Fortunately, reconciling this account is very easy to do.

1. Send payment to Batch as you normally do.
2. Find payment you sent to Batch in your QBO banking feed.
3. Record payment to Batch as a transfer to **Batch Payments** account.

The Batch Payments account will only show up in QBO after the first remittance update is sent from Batch so you may have to wait until that happens to record your payment to Batch as a transfer.

[screen shot from QBO bank feed]

BatchforBooks.com
support@batchforbooks.com