QUICKBOOKS USER GUIDE





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Acronyms and their abbreviations

This section contains the acronyms used in this document, along with their corresponding full forms, to enhance user comprehension.

Abbreviation	Full Form
ISO	Independent Sales Organization
Sub-ISO	Subsidiary Independent Sales Organization

Introduction

The Valor PayTech integration with QuickBooks user guide is a comprehensive document crafted to guide QuickBooks users through the integration process with the Valor portal. This integration offers a quick way to manage financial transactions, refunds, recurring payments, invoices, customer information, and inventory. Whether you're a seasoned QuickBooks user or new to financial management, this guide will take you through every step required to integrate Valor PayTech with QuickBooks. Our aim with this integration is to transform how you track sales, manage customers, and update inventory efficiently.

Objective & scope

The objective of this guide is to provide step-by-step instructions on effectively integrating Valor PayTech solutions with QuickBooks accounting software. We aim to help you maximize the efficiency of your financial operations, reduce the margin for error, and optimize your business performance. The scope of the document encompasses the following aspects:

- **1. Initial setup**: Instructions for establishing a connection between Valor PayTech and QuickBooks, setting up your account, and configuring the necessary settings for synchronization.
- **2. Daily operations**: Detailed processes for managing transactions, including creating invoices, processing payments and refunds, and updating customer and inventory information.
- **3. Troubleshooting and support**: Guidelines for resolving common issues that may arise during the integration process and information on accessing further assistance and customer support services for reintegration.
- **4. Best practices**: Guidelines for resolving common integration issues and offers information on accessing additional assistance and customer support services for reintegration.



Prerequisites

1. Access to QuickBooks integration is exclusive to ISOs and merchants and is facilitated through the Valor portal. To utilize this feature, merchants must have login access to the Valor portal. You can access the portal by following this link: <u>https://vponline.valorpaytech.com/login</u>.

Mobile app	VALOR PAYTECH
	Welcome!
	Please log in to access your account
	Username
SIIO Mar John Control	Password
	Remember me Forgot Password?
	Powered by VALOR PAYTECH (v1.0.8)
	Download the ValorPay app today! Click here for QR Codes
Accelerate your Business with a Seamless Digital Payment Solution	App Store Soogle Play

Figure 1: Improved portal login screen

2. QuickBooks integration is available to subscribed ISOs only. Merchants can access this feature oncethe ISO or sub-ISO grants access. ISO or sub-ISO users can enable or disable this module for their merchants as needed, and merchants can do the same for their operators.

Benefits

1. Seamless workflow integration

Valor and QuickBooks seamlessly integrate, ensuring a smooth workflow. You can now integrate Valor withQuickBooks in just a few clicks and watch your workflow transform. This minimizes disruptions to your workflow and eliminates manual data entry, making your processes more efficient and error-free.

2. Quick & accurate financial management

QuickBooks integrated with Valor streamlines e-invoices management. It helps to effortlessly generate e-invoices and promptly update payment transaction details for precise and current financial records.



3. Efficient customer & inventory management

Valor and QuickBooks work seamlessly together, enabling smooth two-way customer and inventory data updates. Automatic updates streamline customer relationships and inventory management, ensuring consistency.

4. Transaction automation

Transition effortlessly to total transaction automation with Valor & QuickBooks. Easily import and sync sales, recurring transactions, refunds, e-invoices, and PayNow links into QuickBooks.

QuickBooks and Valor portal integration: Step-by-step

instruction

To integrate QuickBooks with the Valor portal, you need to follow these steps:

Step 1: Log in to the Valor portal with your merchant credentials, and the homepage will appear.

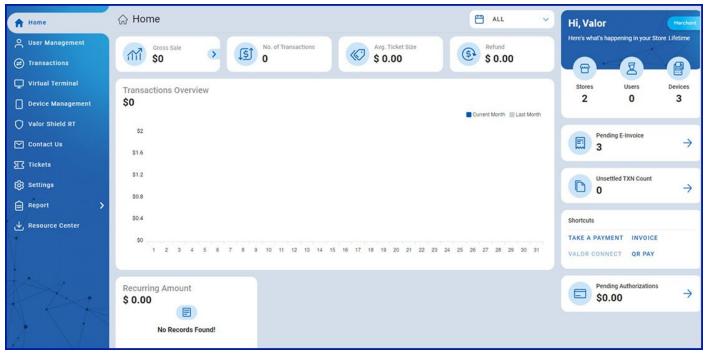


Figure 2: Homepage of the Valor portal



Step 2: Click' Settings' on the left navigation bar. Then, click on the 'QuickBooks' tab and click 'Authenticate' to start the integration process.

B	Merchant Settings	Product	% Discount	qb QuickBooks	API Keys	🖉 ACH Threshold	
Quic	kBooks Details						
You ca	an now import and s	ync your Valor Portal t	ransactions perform	ned using the Virtual Ter	minal into QuickBoo	ks.	
To get	started, click the bu	utton below.					
Au	thenticate						
c							

Figure 3: QuickBooks page of the Valor portal highlighting the 'Authenticate' button

Step 3: The QuickBooks login page will appear. Sign in with your QuickBooks credentials.

Settings							
& Merchant Settings	Product	% Discount qb	QuickBooks	API Keys	S ACH TH	hreshold	
QuickBooks Details			ign In - Google Chrome	arous - External De	-	- O X	
You can now import and syna To get started, click the butto Authenticate			Sturbotax ③ creations of the second seco	edit karma 🎯 q	uickbooks uickBooks. ne	sset_alias=Int	

Figure 4: QuickBooks login window



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Step 4: Once your login has been successful, your customer ID and status confirmation will appear within a few seconds. Once the details appear, the integration process has been completed.

Settings					
Merchant Settings	Product	% Discount	qb QuickBooks	API Keys	ACH Threshold
uickBooks Details					
Company Id	Status				
4620816365376645100	0	Û			
			_		

Figure 5: QuickBooks details appear after integration

Step 5: To remove the integrated ID, click the delete icon. A confirmation box will then appear. Confirm tocomplete the deletion process. To reintegrate, you can easily click 'authenticate' again and follow the procedure.

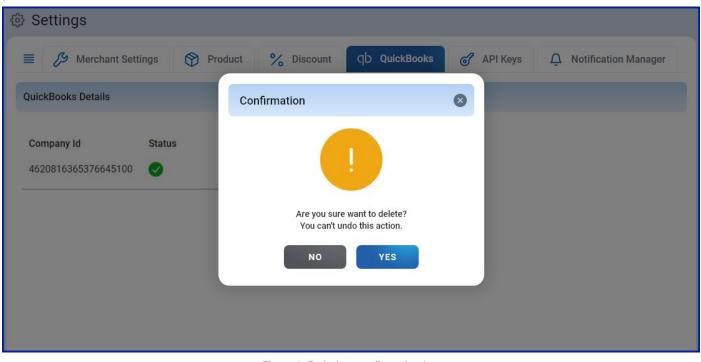


Figure 6: Deletion confirmation box



Transaction processing in the Valor portal & automatic updates in QuickBooks

How to integrate Sale transactions with QuickBooks

To sync a Sale transaction with QuickBooks while using the Virtual Terminal, the following steps need to be followed:

- 1. Navigate to the Virtual Terminal page.
- 2. To sync this transaction with QuickBooks, select the 'Payment Sync in QB' checkbox during the sale transaction process.
- 3. The sale transaction will automatically update in QuickBooks once the payment is processed.

Sale Recurring Authorization	Refund E-Invoice	QR Cash		Pay by Card \$101.00	F	ay by Cash 100.00
Amount *						
\$ 100.00	Phone Number	Email	Enter	Payment Info		
Invoice Number*	Description	Chris *	Ca	rd Number*		
Joe *					CVV*	MM/YY*
Payment Sync in QB			Ca	rdholder Name		
Line Items						
Customer Address			Add Tij	þ		CUSTOM TIP
			15	\$ 20%	22%	25%
Set Shipping address as billing Addres	s		\$15	.15 \$20.2	20 \$22.22	\$25.25
Billing Address						
			Summ	ary		^
Customer Name	Street No.	Street Name	Base	Amount		\$ 101.00



How to integrate Recurring payments with QuickBooks

To integrate Recurring payments with QuickBooks, the following steps need to be followed:

- 1. Navigate to the Recurring tab.
- 2. Perform the recurring payment as usual.
- 3. During the payment process, select the 'Payment Sync in QB' checkbox to sync this recurring payment with QuickBooks.



4. The recurring payment transaction will automatically update in QuickBooks once processed.

Sale Recurring Authorization	Refund E-Invoice	QR Cash	Enter Payment Info	
Subscription Installment Frequency Monthly	Charge Monthly On 21st	Start Date 21-03-2024	Card Number*	VV* MM/YY*
Expires Expire After 6 Months Billing Detail	Never		Summary Base Amount	\$ 202.00
Amount * \$ 200.00	Phone Number	Email	Total Amount	\$202.00
Invoice Number*	Description	Chris *	VALIDATE	PROCESS PAYMENT
Joe *				
Payment Sync in QB				

Figure 8: Recurring payments page of Virtual Terminal

How to integrate Refund transactions with QuickBooks

To integrate Refund transactions with QuickBooks, follow these steps:

- 1. Navigate to the Refund tab.
- 2. Process the refund transaction as usual.
- 3. Select the 'Payment Sync in QB' checkbox during the refund process if you want this refund transaction to be synced with QuickBooks.
- 4. The refund transaction will automatically update in QuickBooks once processed.

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Sale Recurring Authorization R	E-Invoice QR	Cash	Enter Payment Info
Amount * \$ 300.00	Phone Number	Email	Card Number*
Invoice Number* 11101	Description	Chris *	CVV MM/YY*
			Cardholder Name
Joe *			
 Customer Address 			Total Amount \$300
Set Shipping address as billing Address			CANCEL PROCESS PAYMENT
Billing Address			
Billing Address Customer Name	Street No	Street Name	
	Street No ZipCode *	Street Name	

Figure 9: Refund page of Virtual Terminal

How to create & update an E-invoice & integrate with QuickBooks

To create or update invoices in QuickBooks and integrate them with E-Invoice, follow these steps:

- 1. Navigate to the E-Invoice tab. You can create or update invoices in QuickBooks here.
- 2. Select the 'Create/Update invoice in QB' checkbox during the payment process if you want the e-invoice to be synced with QuickBooks.

🖵 Virtual Terminal			🗌 Val	or Connect	EPI	2102557904	~	MANAGE >
Sale Recurring Authorizatio		Summary						
		Expires on		07/24/2022				
Default PayNow Link						Base Amount		\$250.00
Amount *	Phone Number *		Email *			State Tax(4.000%)		\$10.00
\$250.00						Total Amount		\$282.20
Customer Name	Invoice Number		Description			CANCEL		PROCESS PAYMENT
Expiry Date * 07/24/2022		-						
Create / Update Invoice in QB								
Line Items								

Figure 10: E-invoice page of Virtual Terminal





3. The PayNow link generated can be used for email template feature available within QuickBooks.

=		<u></u>	🚺 ~ E+ logout		
슈 Home	🖵 Virtual Terminal		Valor Connect	EPI 2319916122(Device1)	
A User Management	Sale Recurring Auth	orization Refund E-Invoice QR Cash		Summary	
Transactions	Default PayNow Lin			Payment Mode	Fixed
Virtual Terminal	Detaun (Paynow Li			Expires on	02/14/2024
Device Management	Set Flexible Amount	Confirmation		Base Amount State Tax (10.000 %)	\$ 100.00 \$ 10.00
Valor Shield RT	Amount *			Total Amount	\$110.00
🕑 Contact Us	\$ 100.00			CANCEL	PROCESS PAYMENT
Tickets	Customer Name				
o vault		Your PayNow Link genera	ated		
Settings	Set Never Expire				
🔒 Report 💦 🖒	Expiry Date *	https://securelink-staging.valorpaytech.com:44	30/?redirect=1&uid=4;		
🕁 Resource Center	14-02-2024	COPY OB LINK COPY LINK	ок		
	Paynow QB Link 🕚				
3* X 4 3					
C Knowledge Base		Powered by VAL	OR PAYTECH <u>11.0.11</u>		

Figure 11: Pay Now Link confirmation box

4. Once the payment is processed, the transaction will automatically update in QuickBooks. All transactions will be reflected in your QuickBooks account. To view them, log in to the QuickBooksplatform and navigate to 'Sales' under 'Invoices.' Your deposited, paid, due, and overdue transactions will appear here.

How to generate a QuickBooks report

A QuickBooks report provides a comprehensive list of transactions synced with QuickBooks, specificallythose conducted via the Virtual Terminal. Follow these steps to generate a QuickBooks report:

1. Log in to the Valor portal with your credentials.



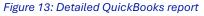
2. Navigate to the 'Reports' section on the left navigation bar. Select the 'QuickBooks Reports' option from the list of options.

3	Transactions	Transactions O	vervi	ew																		
9	Device Admin	\$0																				
563	Settings	\$45K																				
~~~		\$40K																				
	Device Management	\$35K																				
		\$30K																				
Ê	Report	05V																				
	*	Download Center																				
⊻	Resource Center	Card Updater Report																				
₿	Billing	Attrition Report																				
Ģ	Valor Notifications	Beta Feedback Report	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Y		QuickBooks Report		-	5	0		0	5	10		12	15	14	10	10		10	15	20	21	LL
to	t 1	RKI Report																				
1	1.	I ransaction vo	lume	2												Bo	arde	ed N	lerc	hant	S	
		\$3.5B														7	700					

Figure 12: QuickBooks report

- 3. The QuickBooks report page will appear, displaying all transactions synced with QuickBooks.
- 4. Access details of individual transactions or view lists of transactions.

QuickBooks Reports	(					
Invoice Submitted Summary	QB Authenticated	QB Customer QB Inventory Repo	rt			
DBA 🗸 Search	Q				EXPORT	💾 Recent 🗸
Merchant Name	EPI	Payment Updated #	Created Invoice #	Updated Invoice #	Failed Count	Updated On
QBUser	2319921912	9	٥	9	1	04/04/2024





5. To export transaction lists, click on the 'Export' option in the upper right corner.

Detailed Report				EXPORT Recent	~ (
Invoice No 🗸 Search	٩				
EPI	Invoice No	Status	Amount	Updated On	
2215909977	11111	Success	\$100	03/20/2024	
90					

Figure 14: Reports page highlighting the 'Export' option

6. Choose to export in CSV or XLS format.

EPI	Payment Updated #	Created Invoice #	Updated Invoice #
2319921912	Choose Export Format	0	<u>0</u>
	O csv	XLS	
	CANCEL	EXPORT	

Figure 15: Reports page highlighting the export format

After selecting and clicking 'Export,' your report will be automatically downloaded.



## Conclusion

In conclusion, at Valor PayTech, we are committed to simplifying your financial management. We aim to set a benchmark experience for exceptional services. As businesses strive for efficiency and accuracy in their operations, the Valor Portal integration with QuickBooks stands as a valuable tool, empowering users to navigate the complexities of financial management with confidence.

## **Contact details**

If you have any questions or need assistance, please don't hesitate to reach out to our team at <u>sales@valorpaytech.com</u> or call us at 1.800.615.8755. For additional resources, be sure to visit <u>www.valorpaytech.com/kb</u>. We appreciate your trust in us and look forward to serving your payment processing needs.



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## **THANK YOU**

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