

Welcome to AccountsFlow, Fintech to QuickBooks Invoice Integration!

Easy Steps Quick-Start Guide

Let's get started...

Login into your account by selecting the login button on our website:

<https://fintech.accountsflow.com/>

Once logged in – Connect to QuickBooks

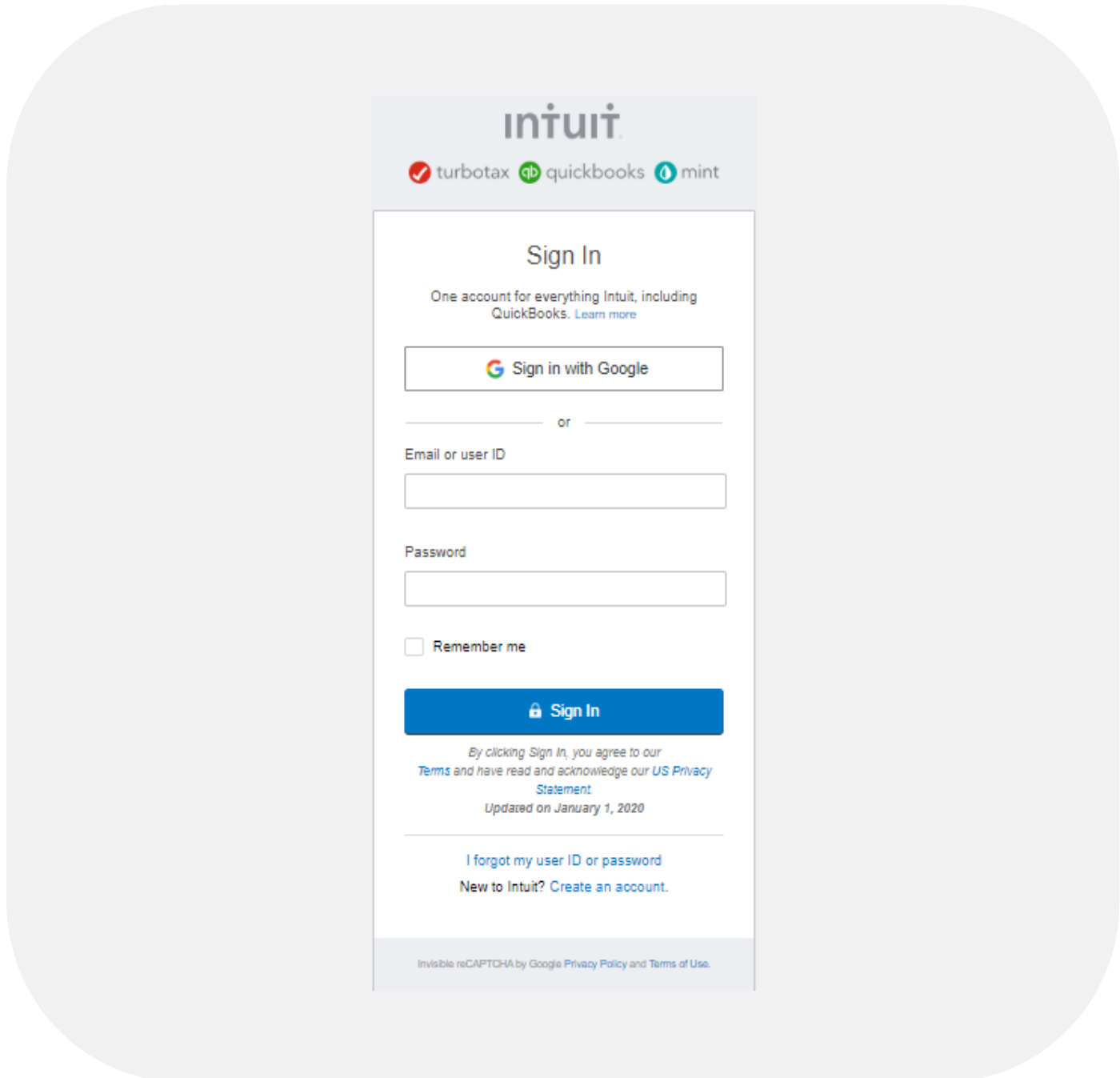
When you log into AccountsFlow you will be at the 'Home Page' Click the 'Connect to QuickBooks' Green Button.

The screenshot shows the AccountsFlow web interface. At the top, there is a navigation bar with links for 'FintechQB', 'Home', 'Preferences', 'Accounts', 'Stores', and 'Vendors'. On the right side of the navigation bar, there is a 'Help' icon and the text '11111111 - Accounts Flow' and 'geeth@accountsflow.com.au'. Below the navigation bar, there is a green button labeled 'Connect to QuickBooks' with a red arrow pointing to it. To the right of this button is a button labeled 'Show Archived Invoices'. Below these buttons is a table with the following columns: 'Vendor', 'Store', 'Invoice Number', 'Invoice Date', 'Lines', 'Total', 'Received', 'Date Sent to QB', and 'Actions'. The table contains five rows of data. At the bottom of the table, there are two buttons: 'Send Selected to QBO' and 'Archive Selected'.

<input type="checkbox"/>	Vendor	Store	Invoice Number	Invoice Date	Lines	Total	Received	Date Sent to QB	Actions
<input type="checkbox"/>	Southern Glazer's Wine & Spirits of AZ	000001	01978271-2	07/29/20	4	296.96	08/04/20	-	View
<input type="checkbox"/>	Southern Glazer's Wine & Spirits of AZ	000001	01978271-3	07/29/20	4	296.96	08/04/20	-	View
<input type="checkbox"/>	United Distributors - Atlanta	000001	5071-43757	07/30/20	3	234.00	08/04/20	-	View
<input type="checkbox"/>	United Distributors - Atlanta	000001	5071-43757-2	07/30/20	3	234.00	08/04/20	-	View
<input type="checkbox"/>	United Distributors - Atlanta	000001	5071-43757-3	07/30/20	3	234.00	08/04/20	-	View

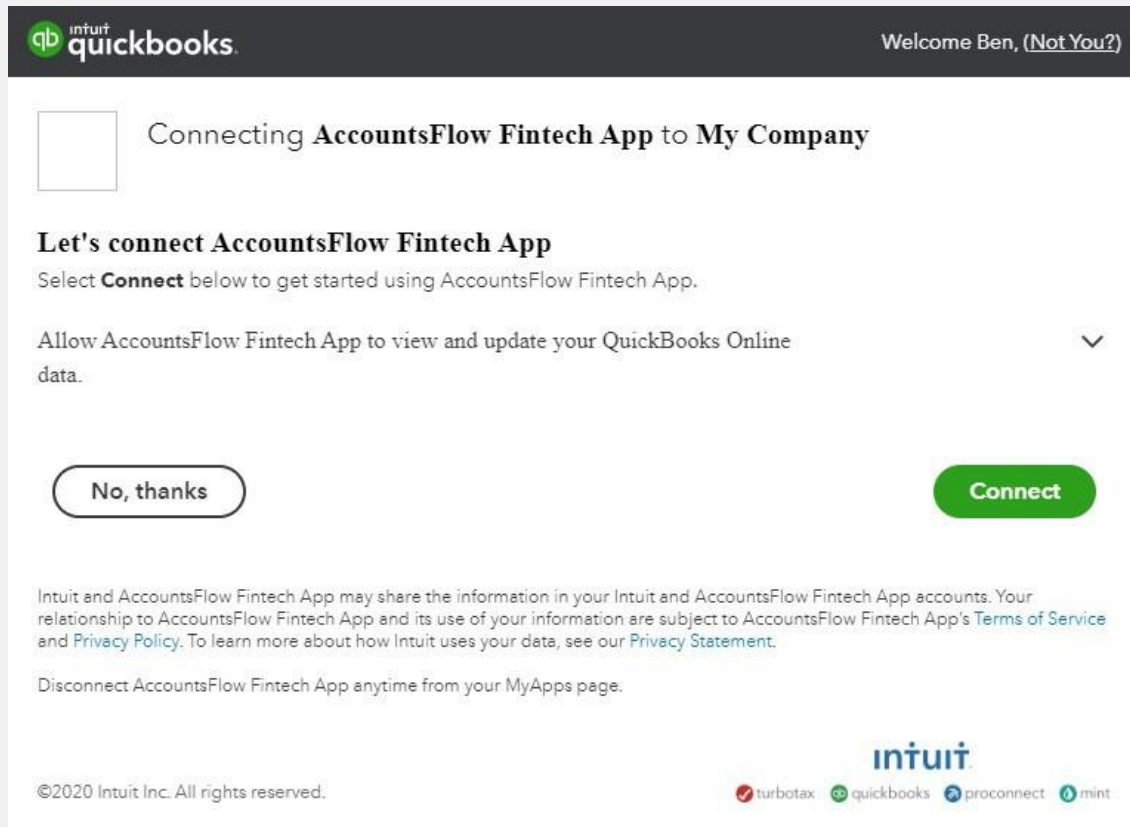
You will be directed to your QuickBooks login page.

Note: that neither Fintech nor AccountsFlow receives your login credentials from QuickBooks. You can revoke the app's ability to send data to your QuickBooks account at any time in the 'My Apps' section of QuickBooks Online.



Once you've signed in, you will be prompted to select your company and connect to the AccountsFlow app.

1. If you have multiple companies set up in QuickBooks, select the appropriate one and click 'Next'.
2. You will be prompted to connect to the AccountsFlow Fintech App.
3. Click the 'Connect' button and you will be brought back to the AccountsFlow app to complete your setup.



intuit quickbooks Welcome Ben, ([Not You?](#))

Connecting **AccountsFlow Fintech App** to My Company





Let's connect AccountsFlow Fintech App
Select **Connect** below to get started using AccountsFlow Fintech App.

Allow AccountsFlow Fintech App to view and update your QuickBooks Online data. ▼

No, thanks **Connect**

Intuit and AccountsFlow Fintech App may share the information in your Intuit and AccountsFlow Fintech App accounts. Your relationship to AccountsFlow Fintech App and its use of your information are subject to AccountsFlow Fintech App's [Terms of Service](#) and [Privacy Policy](#). To learn more about how Intuit uses your data, see our [Privacy Statement](#).

Disconnect AccountsFlow Fintech App anytime from your MyApps page.

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Congratulations, you've now connected your QuickBooks to AccountsFlow!

Now that you've connected QuickBooks to AccountsFlow You will give the system some basic instructions so it will deliver your invoice data exactly where you want it to go in QuickBooks

Preferences:

1. Exporting invoice data to 'Bills' or 'Expenses'.
2. Exporting invoice data as 'Category Details' or 'Item Details'.
3. **Category Details is recommended as all invoices will be exported by product line by expense account.**

Note: The system defaults to 'Bills' and 'Category Details' so you can skip this section if you want to keep these settings.

Changing invoice data to export to 'Expenses'.

Click on [click here](#)

The screenshot shows the 'Preferences' page in FintechQB. The breadcrumb navigation includes 'Home', 'Preferences', 'Accounts', 'Stores', and 'Vendors'. The user is logged in as '11111111 - Accounts Flow' with email 'geoffh@accountsflow.com.au'. The main content area explains that invoices are sent to QuickBooks as Bills by default and provides a link to change this. Below this, two options are presented: 'Category details' (recommended for most users) and 'Item details' (recommended for users using QuickBooks 'Products and Services'). The 'Line Item Type' dropdown is currently set to 'Category details'. There are 'Example' links for both options, a 'Show Advanced Options' link, a 'Save' button, and a 'Next Step: Configure Accounts >' button.

Export Invoices As: Select 'Expenses'.

Payment Account: Select which account the payment was made from.

Payment Method: This is optional and can be left as (None). Otherwise select from the dropdown list.

FintechQB Home Preferences Accounts Stores Vendors Help 11111111 - Accounts Flow geoffh@accountsflow.com.au

If you would like to export invoices as Expenses instead of Bills, you can change the settings below.

Export Invoices As:

Payment Account:

Payment Method:

This will take you back to the main 'Preferences' page to select 'Category Details' or 'Item Details'.

Select either Category details or Item details.

Note: Category details are the default setting and is recommended.

FintechQB Home **Preferences** Accounts Stores Vendors Help 11111111 - Accounts Flow
geoffh@accountsflow.com.au

By default, invoices are sent to Quickbooks as Bills. If you would prefer to send them as Expenses, [click here](#).


Please select how you would like invoice line items to be sent to Quickbooks from the two options below.

Category details - Recommended for most users [Example](#)

- Line items are sent to the 'Category details' section of the Quickbooks bill
- Each line has an expense account, product description (including quantity), and total amount
- The expense account for each item is based on the Product Class in Fintech

Item details - Recommended for users who want to use Quickbooks 'Products and Services' section [Example](#)

- Products are created in the 'Products and Services' section of your Quickbooks account
- The product is assigned an expense account based on the Product Class in Fintech
- Line items are sent to the 'Item details' section of the Quickbooks Bill
- Each line has a product, description, quantity, unit price, and total amount
- Expense accounts can only be changed in the 'Products and Services' section of Quickbooks

Line Item Type: 

[Save](#)

[Next Step: Configure Accounts >>](#)

[Save](#)

Select – Next Step: Configure Accounts >>

Accounts:

Which Expense Accounts for your Purchases (typically these will be Cost of Goods Sold Accounts)

Note: the same account may be used for all categories if that is your accounting process.

Select which default Expense Account from the drop-down screens

FintechQB Home Preferences **Accounts** Stores Vendors
Help 11111111 - Accounts Flow
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Please select the default expense accounts for each category of product from Fintech. The same account can be chosen for multiple categories.

Due to your [Preferences](#):

- The expense accounts below will be allocated to line items in the **Category details** of the invoices sent to QuickBooks.

Beer Account:

Wine Account:

Spirits Account:

Non-Alcoholic Account:

Miscellaneous Account:

[Save](#)

[Next Step: Configure Stores >](#)

[Save](#)

Select – Next Step: Configure Stores >>

Stores:

Match the Fintech Store ID with the appropriate Class/Location in your QuickBooks.

Note: If you do not use QuickBooks class or location tracking you do not need to set any of these fields

FintechQB Home Preferences Accounts **Stores** Vendors
Help 11111111 - Accounts Flow
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If you use Class or Location tracking for your different stores in QuickBooks, you can choose which class and location to use here.

Note that in order to use this feature, you must have enabled it and created the classes/locations in QuickBooks. For more information, [click here](#).

If you do not use QuickBooks' class or location tracking, you do not need to set any of these fields.

Fintech Store Id	Name	QuickBooks Class	QuickBooks Location
STORE1	Test Store 1	-	-
STORE2	Test Store 2	-	-
STORE3	Test Store 3	-	-

Select – Next Step: Configure Vendors >>

Vendors:

Match the Vendors coming from Fintech to your QuickBooks Vendors

Note: Also Select "Auto-Send" for each Vendor

This will then enable the system to automatically send future invoices into QuickBooks and remove the need to manually select them from the home screen and request they get sent through.

FintechQB Home Preferences Accounts Stores **Vendors** Help 11111111 - Accounts Flow
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If you already have your Vendors set up in QuickBooks, select the correct vendor from the list next to each distributor so we know which Vendor to use when sending the invoices.

If you wish for new invoices from a distributor to be sent to your Quickbooks account automatically, you can tick the 'Auto-Send' checkbox. Note that existing invoices from that distributor will still need to be sent manually from the 'Home' screen.

Fintech Vendor ID	Fintech Vendor Name	Quickbooks Vendor	Auto-Send
1256	Schamberger Bros., Inc.	Schamberger Bros	<input checked="" type="checkbox"/>
54	Southern Glazer's Wine & Spirits of AZ	Southern Glazers AZ	<input checked="" type="checkbox"/>

[Save](#)

[Finished: Back to Home >](#)

That's it, you've completed the setup!

Ok, I've done the setup, now what?

You will want to send any existing invoices through to QuickBooks.

In many instances, you will have some invoices already available from Fintech. As you've just done the setup, AccountsFlow wasn't ready to send them through when they arrived. However, you can easily and quickly send them through now that your setup is complete.

Click on the Home Tab – Now select the invoices you wish to send to QuickBooks.

1. You can send each one by clicking “send” to the right.
2. You can tick the box next to Vendor at the top left and it will select all invoices to send.
3. Or just tick the boxes against each invoice to send. Once selected just click on the “Send Selected to QBO” button at the bottom.

Warning - Clicking **Disconnect** will disconnect your QuickBooks account and prevent any invoices from being sent through.

FintechQB Home Accounts Stores Vendors
Logout

QuickBooks status: Linked to AccountsFlow Fintech Test Disconnect

Show Archived Invoices

<input type="checkbox"/>	Vendor	Store	Invoice Number	Invoice Date	Lines	Total	Date Sent to QB	Actions
<input type="checkbox"/>	Test Distributor 1	STORE1	WA000186226	02/22/19	2	234.96	-	Send
<input type="checkbox"/>	Test Distributor 1	STORE1	1136665	02/25/19	7	261.08	-	Send
<input type="checkbox"/>	Test Distributor 1	STORE1	1136666	02/25/19	1	29.96	-	Send
<input type="checkbox"/>	Test Distributor 1	STORE1	917600	02/25/19	5	210.30	-	Send
<input type="checkbox"/>	Test Distributor 1	STORE1	4455760	02/25/19	6	63.08	-	Send
<input type="checkbox"/>	Test Distributor 1	STORE1	4455762	02/25/19	8	1056.84	-	Send
<input type="checkbox"/>	Test Distributor 1	STORE1	4455763	02/25/19	30	1075.07	-	Send
<input type="checkbox"/>	Test Distributor 1	STORE1	4455764	02/25/19	1	32.40	-	Send
<input type="checkbox"/>	Test Distributor 4	STORE1	0331117720	02/26/19	7	489.78	-	Send
<input type="checkbox"/>	Test Distributor 4	STORE1	0331120425	02/26/19	4	409.44	-	Send
<input type="checkbox"/>	Test Distributor 4	STORE1	0331122117	02/26/19	3	289.44	-	Send
<input type="checkbox"/>	Test Distributor 4	STORE1	3972135	02/26/19	3	279.00	-	Send
<input type="checkbox"/>	Test Distributor 4	STORE1	1371085	02/26/19	4	328.50	-	Send
<input type="checkbox"/>	Test Distributor 4	STORE1	6543502252019	02/26/19	10	177.61	-	Send
<input type="checkbox"/>	Test Distributor 4	STORE1	6538602252019	02/26/19	1	211.92	-	Send
<input type="checkbox"/>	Test Distributor 5	STORE1	359134	02/25/19	4	461.56	-	Send
<input type="checkbox"/>	Test Distributor 5	STORE1	259848	02/25/19	14	402.25	-	Send
<input type="checkbox"/>	Test Distributor 5	STORE1	259276	02/25/19	10	266.85	-	Send

Send Selected to QBO
Archive Selected

Your Invoices are now loaded in QuickBooks

Note: Going forward, you will not have to do the steps above as your invoices will now be sent automatically to QuickBooks. If you do add a new Vendor from Fintech, you can quickly add them to the setup by following the steps above that pertain to Vendors.

When you log into QuickBooks, you will notice all your invoices have loaded.

	DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	02/26/2019	Bill	333564	Bob's Burger Joint	-Split-	\$365.28	Make payment
<input type="checkbox"/>	02/25/2019	Bill	259276	Pam Seitz	-Split-	\$266.85	Make payment
<input type="checkbox"/>	02/25/2019	Bill	259848	Pam Seitz	-Split-	\$402.25	Make payment
<input type="checkbox"/>	02/25/2019	Bill	359134	Pam Seitz	-Split-	\$461.56	Make payment
<input type="checkbox"/>	02/25/2019	Bill	5960477	Hicks Hardware	-Split-	\$97.00	Make payment
<input type="checkbox"/>	02/25/2019	Bill	1136666	Diego's Road Warri...	Cost of Goods Sold	\$29.96	Make payment
<input type="checkbox"/>	02/25/2019	Bill	4455762	Diego's Road Warri...	-Split-	\$1,056.84	Make payment
<input type="checkbox"/>	02/25/2019	Bill	4455764	Diego's Road Warri...	Cost of Goods Sold	\$32.40	Make payment
<input type="checkbox"/>	02/25/2019	Bill	1319512	Bob's Burger Joint	-Split-	\$553.35	Make payment

By selecting an invoice, you will see all line items listed.

Bill #1136665 Help X

Vendor: Bob's Burger Joint **\$261.08**
Make payment

Mailing address: Bob's Burger Joint | Terms: | Bill date: 02/25/2019 | Due date: 02/25/2019 | Bill no.: 1136665

Tags: [Manage tags](#)

Category details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER	CLASS
1	FT10001.91493 - Kona Big Wave Golden Ale 4/6 12 oz Bottle	Kona Big Wave Golden Ale 4/6 12 oz Bottle	1		31.96				Store 1 Class
2	FT10001.84602 - Elysian Space Dust 4/6 12 oz Bottle	Elysian Space Dust 4/6 12 oz Bottle	1		39.25				Store 1 Class
3	FT10001.83246 - Bud Light 2/12 12 oz Can	Bud Light 2/12 12 oz Can	2		44.40				Store 1 Class
4	FT10001.83043 - Ballin's Back 4/6 12 oz Bottle	Ballin's Back 4/6 12 oz Bottle	1		20.37				Store 1 Class

Congratulations – You’ve Setup Your Business in AccountsFlow!

Need assistance or more information?

Our Customer Support Team are ready to assist:

customersupport@accountsflow.com