

Configuration

Accounting Integration

Where is Accounting Integration Located?

- **Configuration > Accounting Integration Configuration**

Why & When Accounting Integration Configuration is Used

Accounting Integration Configuration enables you to connect your Item List (QuickBooks) or Chart of Accounts (Dynamics Great Plains) to Envio accounts, products, and items. Use this configuration menu to set up integrate disbursements to accounts payable and receivable.

How to Configure Accounting Integration

1. **Configuration > Accounting Integration Configuration**
2. Click the **Integrate To** dropdown to integrate to an Envio transaction type (Sales, Accounts Receivable, etc.)
3. Any accounts previously created for the type selected will populate the grid area. If nothing appears, no accounts have been created yet.
4. Click **New**. Select a Credit or Debit Account.
5. Click the dropdown to select the account code.
 - The account code is populated from the Item List (QuickBooks) or Chart of Accounts (Great Plains, Traverse) in your accounting software package.
6. Each credit/debit will require a set of criteria that you select. Be as specific or generic with the criteria based on how detailed your accounting requirements are.
7. **Save and Close**
8. Continue to create new credit/debit configurations as needed by repeating steps 4 through 7.
9. Once your configuration rows are created, organize them by order of priority by clicking a row and then clicking the blue up and down arrows to move the line. The account listed at the top of the grid will be assessed first and then the system will process in a descending order.
10. **Save and Close**
11. For each **Integrate To** that you will use in the post to accounting action, follow steps 2 through 9 to complete the accounting setup.
12. **Save and Close**

Troubleshooting & Tips

- Only items created in your accounting package will appear in this area. Create your **Chart of Accounts** or **Item List** before attempting set up.
- Not every type of process requires a debit and a credit.
- Typically, Payables is a single credit, Receivables is a single debit entry, and Sales will have multiple credits.
- You may only have one default per debit and credit transaction type.

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