QuickBooks Online Setup with Aspire

This article provides the steps to set up a new Aspire System integrated with *QuickBooks Online*, the cloud-based version of QuickBooks.

Clean up Vendors

If you have been using *QuickBooks Online* prior to Aspire, be sure to clean up the vendors in QuickBooks before establishing synchronization with Aspire. Identify duplicate vendors and vendors with no history. Delete vendors that have never been used. Mark vendors inactive if you will not be using them going forward.

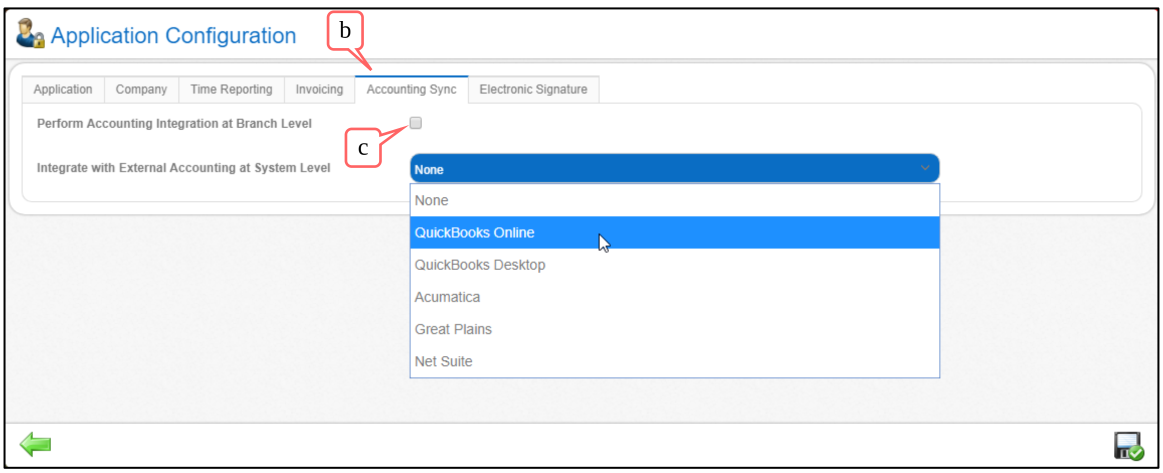
Establishing QuickBooks Synchronization with Aspire

To establish synchronization with Aspire:

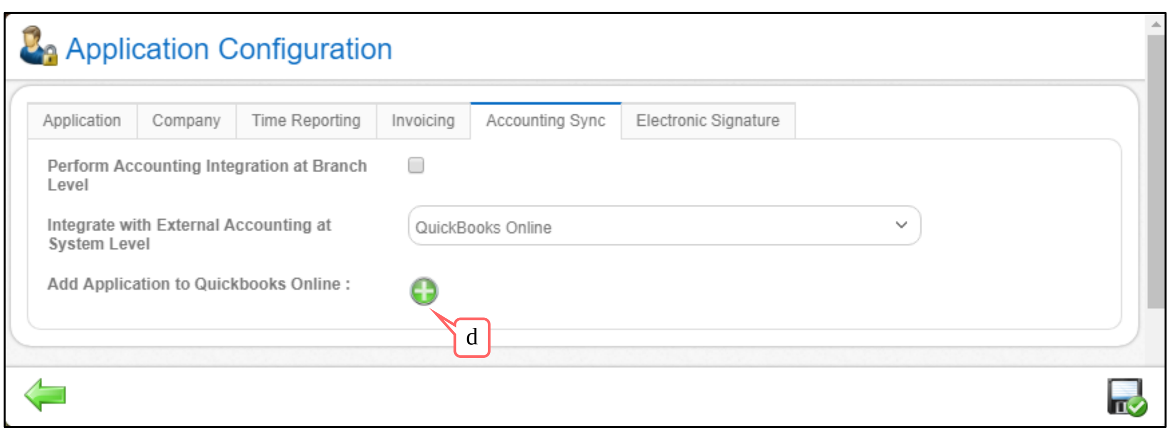
1. Open QB Online
2. Add a new customer called Aspire System
3. Add accounts as necessary to the chart of accounts. The following chart shows the accounts that should be set up for Aspire integration. Use your account numbering system. The account numbers below are illustrative.

Account #	**Account Name**
10000	Checking
12000	Accounts Receivable
21000	Accounts Payable
15000	Inventory Holding
15200	Inventory Holding-Materials
15210	Inventory Holding-Equipment
15220	Inventory Holding- Sub
15230	Inventory Holding-Other

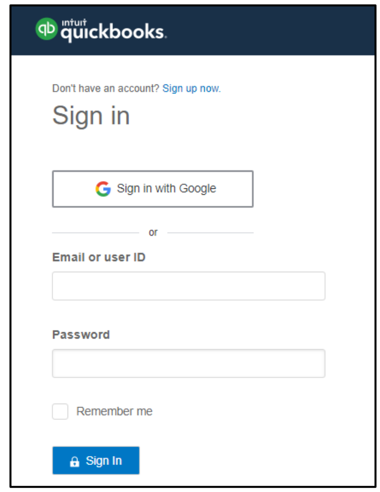
4. Log out of QuickBooks Online
5. Log into Aspire
6. Under the *Administration* option, click on the *Edit Application Configuration* icon[a] and then select the *Accounting Sync* tab[b]

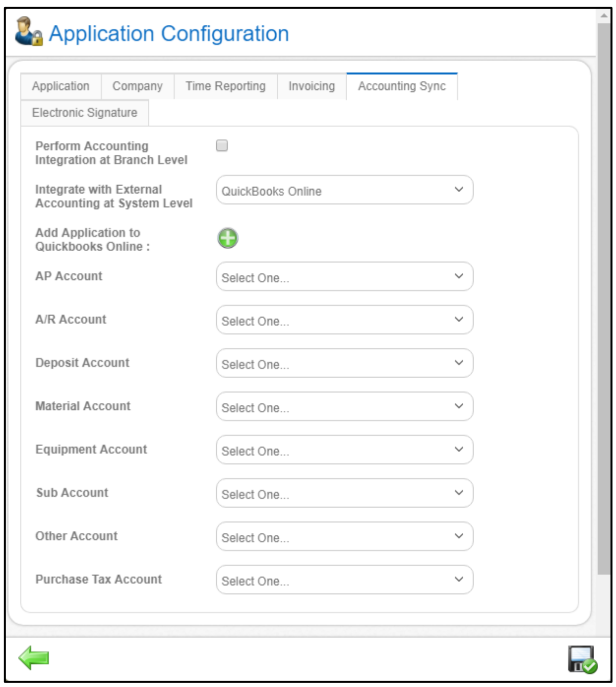


1. Change to 'QB Online' at drop down. The screen will change as shown below.



1. Click the Accounting Sync icon[d]
2. QuickBooks Online login screen will appear as shown at right. Login with your admin ID and password (must be admin). Select the authorize box that will appear at bottom right of screen.
3. Go to another browser tab and log back into Aspire.
4. Go back to the *Accounting Sync* tab on the *Application Configuration* screen. The screen will now reflect accounts as depicted below.



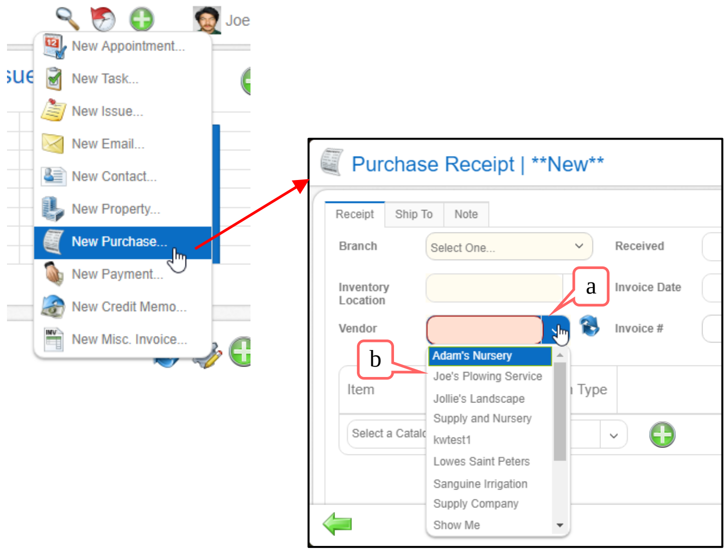


5. For each account in the list, select the matching QuickBooks account from the drop-down. Note that the *Purchase Tax Account* is only used by Canadian companies. Other companies should leave it blank.

Verify Vendors Have Synced into Aspire

Once you have synced as described above, vendors you have in *QuickBooks Online* should be downloaded into Aspire. The following steps allow you to verify that the vendors have populated in Aspire.

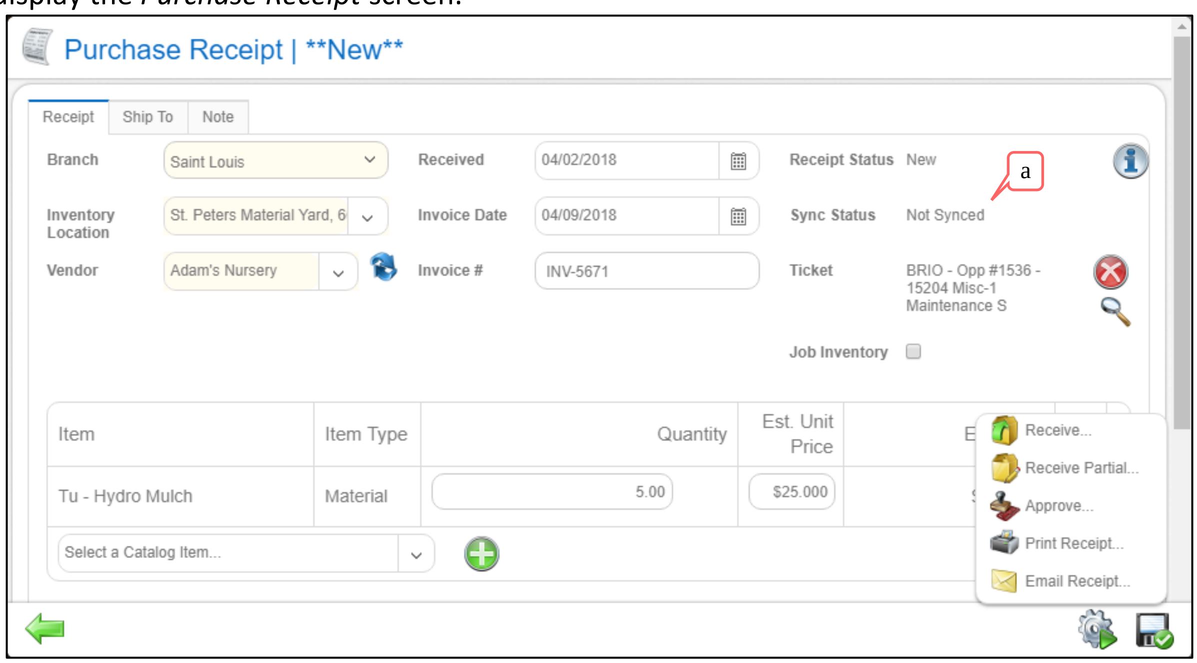
1. Login to Aspire.
2. In the Aspire Toolbar, hover over the *Add* icon, and select the *New Purchase* option.
3. In the *Vendor* field, drop down the list[a] to see the vendors[b] that have synced from *QuickBooks Online*.



Create Test Purchase Receipt

In Aspire, create a purchase receipt to verify that it properly transfers to *QuickBooks Online*.

1. Login to Aspire.
2. In the Aspire Toolbar, hover over the *Add* icon, and select the *New Purchase* option to display the *Purchase Receipt* screen.



3. Select a branch
4. Select an inventory location
5. Select a vendor

6. Add received date
7. Add invoice date
8. Add invoice number
9. Add a work ticket by clicking the Work Ticket Search icon and selecting a work ticket from the list that is displayed
10. Add an item
11. Add a quantity
12. Hover over the *Actions* icon and select the *Approve* option
13. Sync status[a] will change to show the date/time of sync with QB Online

Verify and Delete Bill in QuickBooks Online
In QuickBooks, make sure the bill representing the purchase receipt just created was transferred.

1. Go to QB Online vendors and verify the bill is there for the test purchase receipt vendor.
2. Delete this bill in QB Online.

Delete the Purchase Receipt in Aspire

Clean up the test purchase receipt

1. Login to Aspire.
2. Open the approved test purchase receipt.
3. Hover over the *Actions* icon and select the *Unapprove* option
4. Hover over the *Actions* icon and select the *Delete* option