



SYNC WITH SQUARE

SYNC YOUR SQUARE ACCOUNT WITH QUICKBOOKS ONLINE

Welcome Guide

Welcome to the Sync with Square app

Intuit QuickBooks Online is enabling small businesses and ProAdvisors to sync their Square account transactions with their QuickBooks Online account in an easy and convenient way by partnering with Square.

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This information is intended to outline our general product direction, but represents no obligation and should not be relied on in making a purchasing decision.

QuickBooks and Intuit's Sync with Square app are provided by Intuit, and any use of those products or issue arising therefrom is solely between you and Intuit. Square is not responsible for any accounting or tax compliance requirements arising from your use of QuickBooks or Sync with Square.

PREREQUISITES

Square and QuickBooks Online

Let's get started by reviewing the prerequisites.

QuickBooks Online

A [QuickBooks Online](#) company.

To install the Sync with Square app, administrator access to the QuickBooks Online company is required.

Square

A [Square](#) account.

The currency of the Square account must match the currency of the QuickBooks Online company.


About Intuit QuickBooks Online apps

Intuit QuickBooks Online apps expand the functionality of QuickBooks Online and allow integrations with 3rd party apps to help save time and improve your business processes.


Sync with Square is a new app developed by Intuit, in partnership with Square, which automatically imports your transaction data from your Square account to your QuickBooks Online company. From Sales to Refunds to Fees to Deposits, the app accurately accounts for your daily transactions with Square. With your bank account also linked to QuickBooks Online, Sync with Square provides reconciliation for Square deposits.

For more information about QuickBooks Online apps, visit our [resource center](#). To browse all apps, visit [apps.com](#).


Trending Now




Acuity Scheduling
by Acuity Scheduling, Inc.
Schedule your client appointments without sacrificing your soul.
★★★★★ (1)



Mobile Field Service
by RAZORSYNC LLC
Award Winning Mobile Field Service - No Credit Card Required
★★★★★ (10)




Shopify & Bigcommerce Integration- Pipemonk
by ZapStitch Technologies Inc
Connect your Shopify or Bigcommerce store with QuickBooks Online
★★★★★ (38)




Mavenlink
by Mavenlink
Software for task collaboratio resource allocation and projei management
★★★★★ (20)


Newest




Business Importer
by CloudBusiness
Automate import from Excel To QuickBooks
★★★★★ (3)



Timely booking app
by Timely Limited
Effortlessly schedule your appointments, saving you time & money.
☆☆☆☆☆ (0)



LedgerDocs
by LedgerDocs
Manage, Share and Collaborate on your financial documents in the cloud
☆☆☆☆☆ (0)



Sync with Square
by intuit
Auto import your Square sale related transactions into QuickBooks Online.
★★★★★ (13)

SETTING UP THE APP

Installing the App

If you have a QuickBooks Online company and Square account, you're ready to get started.

- 1 Click **Get App Now** in your invitation email
- 2 Enter your QuickBooks Online credentials to sign in
- 3 Select the company to connect, if you have multiple QuickBooks Online companies.

2

Don't have an account? [Sign up now.](#)

Sign in

Email or user ID

Password

☐ Remember me

[Sign In](#)

[Forgot your password?](#)
[Forgot your user ID?](#)

3

intuit. Welcome, ampedlemon@gmail.com (Not you?)

You're almost ready to use App Card Testing (Prod)...

Which company would you like to connect to?

Test co
3 app subscriptions: Online Payroll QuickBooks Online Sync with PayPal

QBO US Company
2 app subscriptions: Online Payroll QuickBooks Online

simple start (Subscription cancelled. Please renew on QBO website.)
2 app subscriptions: Online Payroll QuickBooks Online

UK Company
1 app subscription: QuickBooks Online

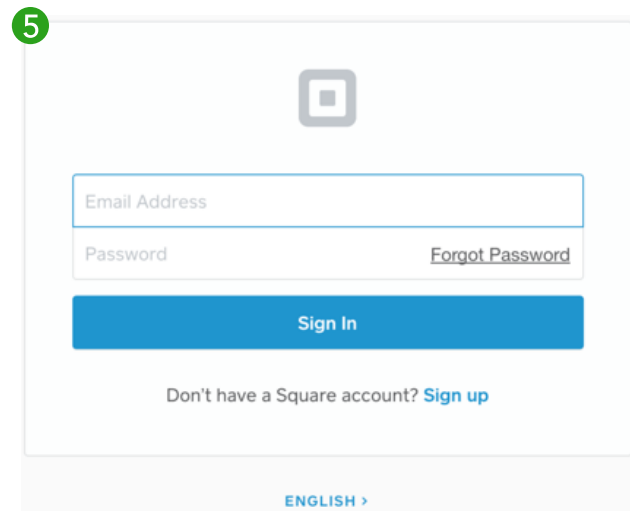
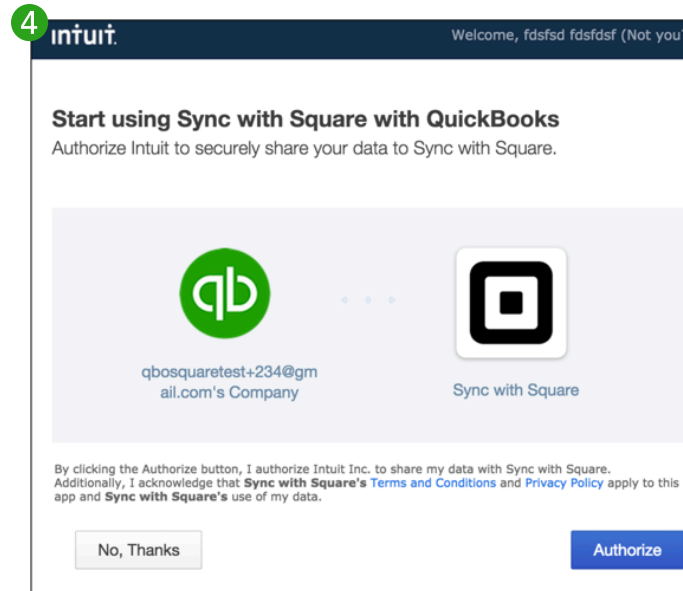
Tony AU company (Subscription cancelled. Please renew on QBO website.)
3 app subscriptions: KeyPay QuickBooks Online Paypal Australia

[Quit now, return to setup later](#)

SETTING UP THE APP

Installing the App

- 4 Click **Authorize** to grant permission for Sync with Square to access your QuickBooks Online company.
- 5 Enter your credentials and **Sign In** to your Square account.



SETTING UP THE APP

Installing the App

- 6 Click **Allow** to grant permission for Sync with Square to access your Square account.

6

Permissions

You are authorizing access to the location .

Intuit QuickBooks Ivy Stage is requesting permission to do the following:

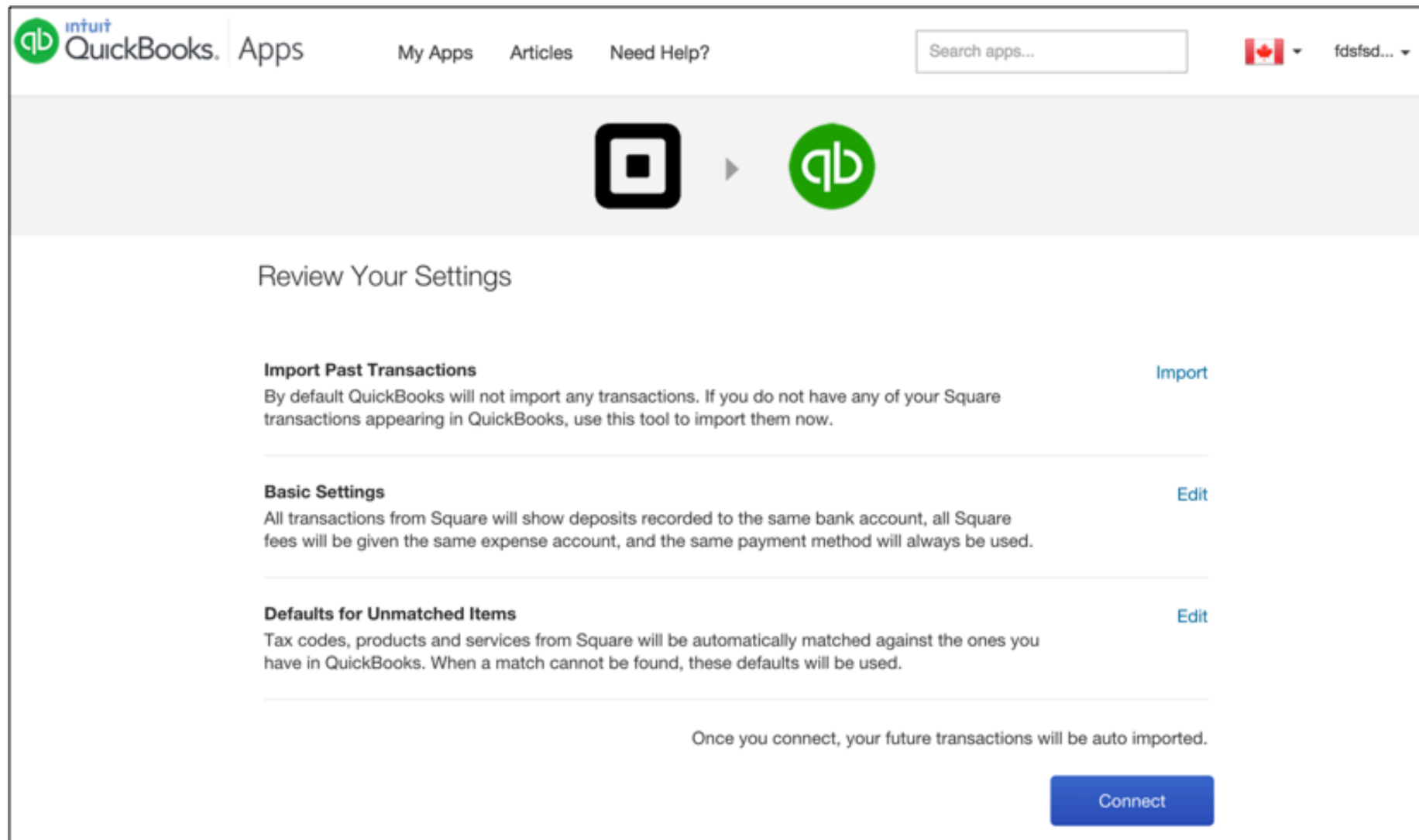
- Read my merchant profile information**
Includes name, profile image, and email address.
- Read my deposit history**
Includes all outgoing deposits.
- Read my bank account summary information**
Includes account type, routing number, and account suffix.
- Read my item library**
Includes all items, prices, and discounts.
- Read my payment history**
Includes all incoming payments and refunds.

[Privacy Policy](#)


SETTING UP THE APP



Configuring for App installation

Let's take a look at setting up the Sync with Square app.



The screenshot shows the Intuit QuickBooks Apps interface. At the top, there's a navigation bar with the QuickBooks logo, 'Apps' tab, and links for 'My Apps', 'Articles', and 'Need Help?'. A search bar labeled 'Search apps...' is on the right, along with a Canadian flag and a user profile 'fdsfsd...'. Below the navigation bar is a header section featuring the Square logo and the QuickBooks logo with a right-pointing arrow between them. The main content area is titled 'Review Your Settings' and contains three sections: 'Import Past Transactions' with an 'Import' link, 'Basic Settings' with an 'Edit' link, and 'Defaults for Unmatched Items' with an 'Edit' link. Each section has a brief description of its function. At the bottom, a message states 'Once you connect, your future transactions will be auto imported.' and a blue 'Connect' button is positioned in the bottom right corner.

intuit QuickBooks. Apps My Apps Articles Need Help? Search apps...  fdsfsd...

Review Your Settings

Import Past Transactions [Import](#)
By default QuickBooks will not import any transactions. If you do not have any of your Square transactions appearing in QuickBooks, use this tool to import them now.

Basic Settings [Edit](#)
All transactions from Square will show deposits recorded to the same bank account, all Square fees will be given the same expense account, and the same payment method will always be used.

Defaults for Unmatched Items [Edit](#)
Tax codes, products and services from Square will be automatically matched against the ones you have in QuickBooks. When a match cannot be found, these defaults will be used.

Once you connect, your future transactions will be auto imported.

[Connect](#)

SETTING UP THE APP

Configuring for App installation

7 Importing Past Transactions

Select **Import** to sync past transactions from Square. Select a date range and click **Save** to schedule the sync. Sync with Square supports up to 18 months of past Square transactions. Please allow up to 36 hours for the import to complete.

! Please note: If you already have Square transactions in QuickBooks Online, you should not import past transactions, as it may create duplicates.

7

Past Transactions


Select a date range to import your past transactions, up to 18 months. Note that it may take up to 24 hours for these transactions to appear in QuickBooks.

!


Be careful not to duplicate transactions.

If you have Square transactions from this timeframe in QuickBooks already, this will create duplicates.

From



To



Cancel

Save

SETTING UP THE APP

Configuring for App installation

8 Configuring Basic Settings

Select **Edit** next to **Basic Settings** to configure your app's basic settings. All transactions from Square will show deposits recorded to the same bank account, all Square fees will be given the same expense account, and the same payment method will always be used.

- Change **Bank account where Square deposits your money** to match the bank account linked to your Square account.
- Change Expense account for fees charged by Square to configure the expense account where your Square fees will be recorded.
- Change Payment method on Square transactions to match the payment method in QuickBooks Online for Square transactions.

To change these settings, click the drop down next to each setting to view a list of available selections from your QuickBooks Online company. Click **Save Changes** when you are finished.

! Please note: Sync with Square may create new accounts or payment methods in QuickBooks Online depending on your selections.

8

Basic Settings

All transactions from Square will show deposits recorded to the same bank account, all Square fees will be given the same expense account, and the same payment method will always be used.

Square	QuickBooks
Bank account where Square deposits your money: *	<div>Deposit Bank for Square</div> <div>?</div>
Expense account for fees charged by Square: *	<div>Square Fees</div> <div>?</div>
Payment method on Square transactions: *	<div>Square</div> <div>?</div>

☒ Subscribe to transaction import summary and error notifications

Cancel

Save changes

Configuring for App installation

9 Configuring Defaults for Unmatched Items

Select **Edit** next to **Defaults for Unmatched Items** to configure your app's defaults for unmatched items. Tax codes, products and services from Square will be automatically matched against the ones you have in QuickBooks. When a match cannot be found, these defaults will be used.

- Change Default income account for unmatched products/services to specify the default income account when a Square product or service cannot be matched to a QuickBooks Online product or service. These items will appear on your Invoice as Square Item.
- Change Default sales tax code for unmatched tax codes to configure the tax code used when Square tax cannot be matched to existing tax codes in QuickBooks Online.

Click **Save Changes** when you are finished.

9

Defaults for Unmatched Items

Tax codes, products and services from Square will be automatically matched against the ones you have in QuickBooks. When a match cannot be found, these defaults will be used.

Square	QuickBooks
Default income account for unmatched products/services: *	<input type="text" value="Square Income"/> ?
Default sales tax code for unmatched tax codes: *	<input type="text" value="Unassigned Tax from Square Sales"/> ?

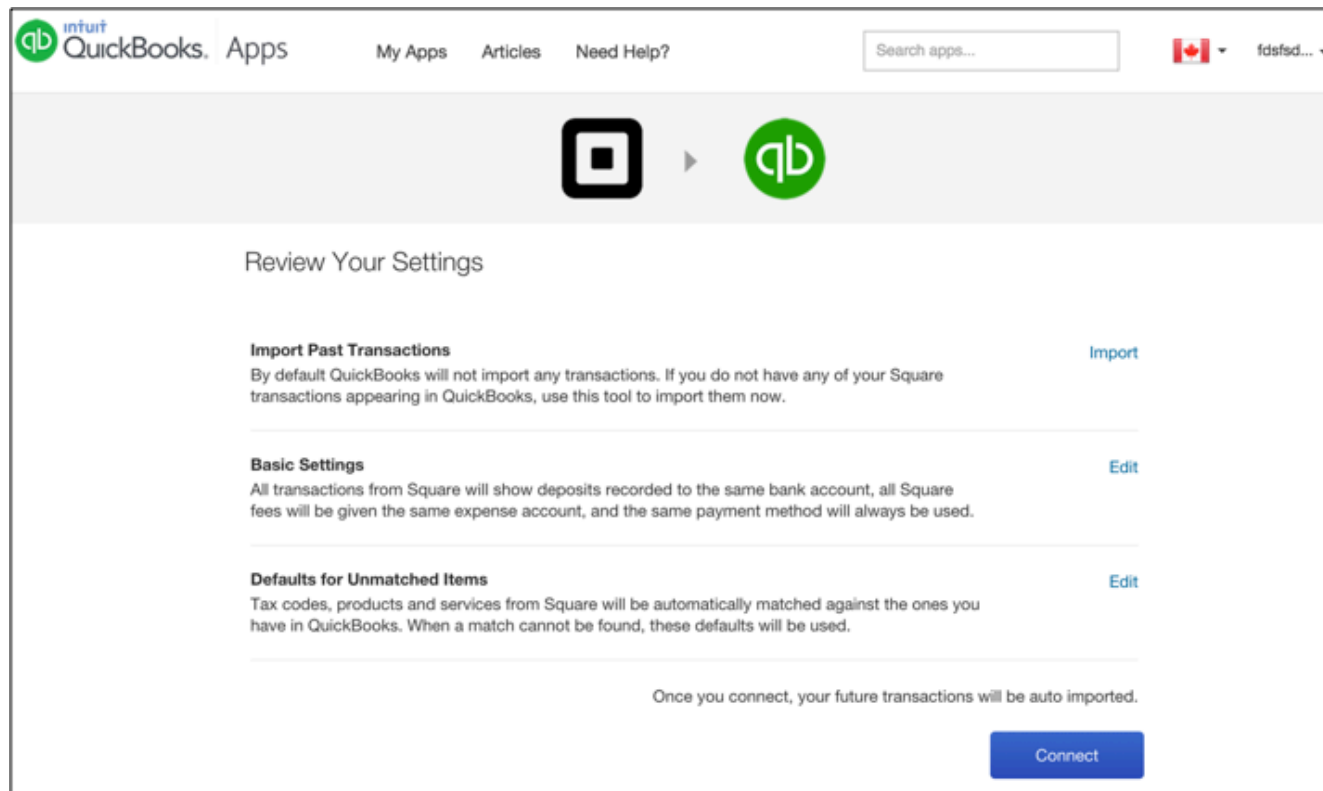
Cancel

Save changes

SETTING UP THE APP

Configuring for App installation

When you have finished configuring the app, click **Connect**. Once connected, future Square transactions will be automatically imported into QuickBooks Online. Any scheduled past transaction syncs will begin to sync as well. Please wait up to 36 hours for transactions to appear in QuickBooks Online.

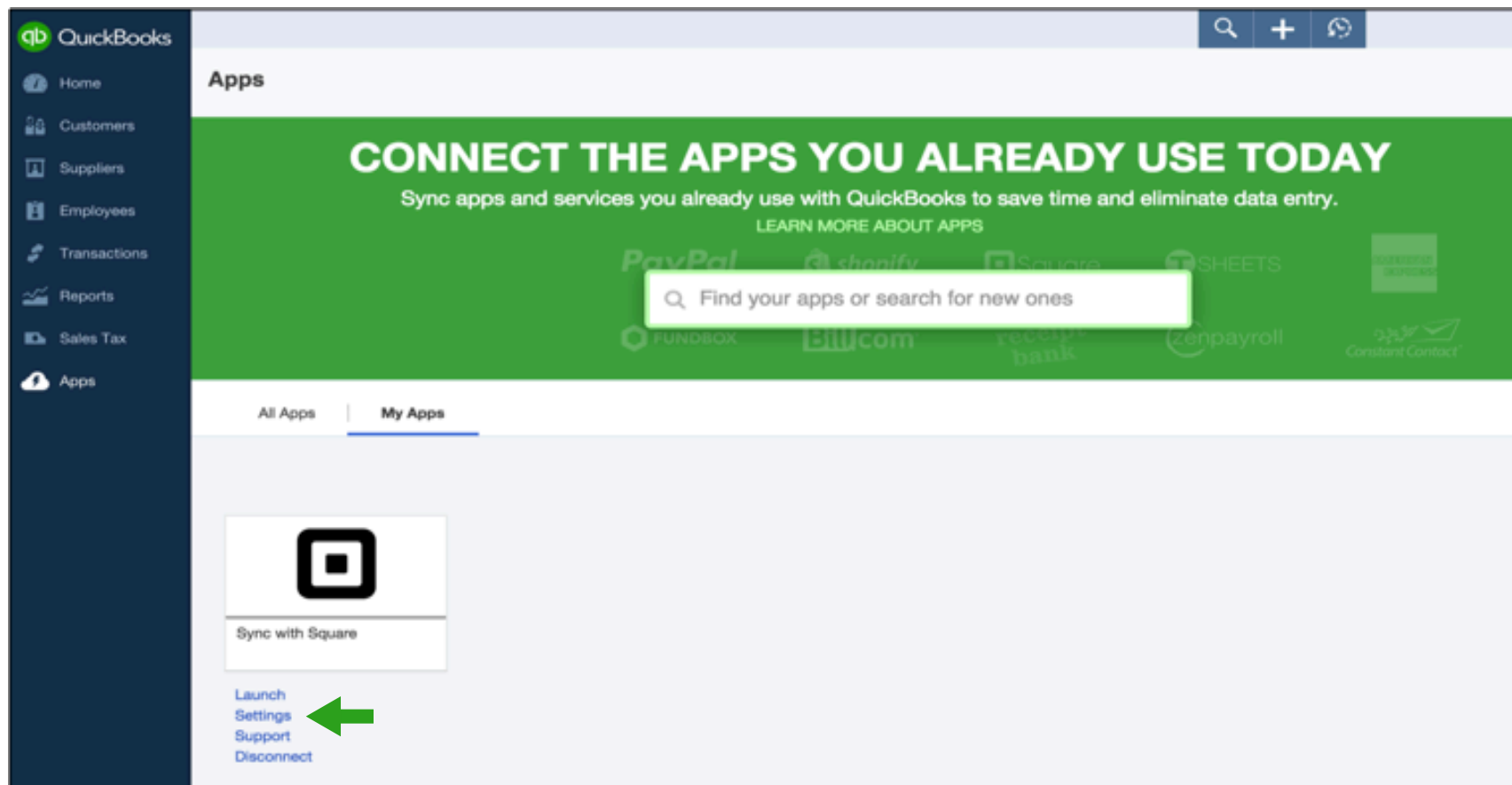


Your setup is now complete, and you will be redirected to QuickBooks Online.

SETTING UP THE APP

Manage your settings

You can access your Sync with Square app settings any time by going to the **Apps** tab, clicking on **My Apps**, and selecting **Settings**.



Square to QuickBooks Online Transaction Sync

By using Sync with Square, all your Square transactions will be automatically imported.

Let's review how the following transactions will be synced from Square.

Sales: Any sales transactions that we detect in your Square account will be recorded as a closed Invoice with a Payment associated with it.

Tax (applicable if Tax enabled): Any tax supplied by Square will be matched to tax codes in your QuickBooks Online or the default tax code is applied.

Refunds: Refund transactions synced from your Square account will be recorded as a Refund Receipt with line item details.

Settlements: Settlement transactions synced from your Square account are recorded as Deposits in QuickBooks Online.

Fees: Any processing fees charged by Square for your transactions will be recorded as a line item in the Deposit.

Square Sales

Sales transactions synced from your Square account are recorded as Invoices with linked Payments in QuickBooks Online. In the case of transactions with multiple payment types (e.g., credit card and cash), a **Payment** is created for each type, so you can see how you're getting paid.

Discounts, Shipping, Taxes, Tips and **Item Modifiers** are also supported. These are recorded as individual line items on **Invoices** to give you even more insight into the success of your business.

Invoice #SQ-9K9V

Square Customer

Email (Separate emails with a comma)

☐ Send later

PAYMENT STATUS

PAID

1 payment made on 10-08-2015

Billing address

Terms

Invoice date

Due date

Square Customer

10-08-2015

10-08-2015

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Square Item	Test Item	1	2.99	2.99	GST/PST BC
2	Square Item	sirop d'érable	1	2.99	2.99	Unassigned Tax from Squ
3	Square Item	Cash Rounding	1	0.01	0.01	Unassigned Tax from Squ
4						

Add lines

Clear all lines

Add subtotal

Subtotal

\$5.99

PST (BC) @ 7% on 2.99

0.21

GST @ 5% on 2.99

0.15

Sales Tax @ 0% on 3.00

0.00

Total

\$6.35

Amount received

\$6.35

Balance due

\$0.00

Message displayed on invoice

Statement memo

Square Sale (Square Transaction ID # 9K9V70KW3P2Q7)

Square Sales

Receive Payment #SQ-9K9V

Square Customer

Email (Separate emails with a comma)

☐ Send later

AMOUNT RECEIVED
\$6.35

Payment date
10-08-2015

Payment method
Square

Reference no.
SQ-9K9V

Deposit to
Undeposited Funds

Amount received
6.35

[Accept payments in QuickBooks](#)

Outstanding Transactions

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # SQ-9K9V (10-08-2015)	10-08-2015	6.35	6.35	6.35
Amount to Apply					\$6.35
Amount to Credit					\$0.00

Clear Payment

Memo

Square Cash Payment (Square Transaction ID # 9K9V70KW3PZQ7) (Receipt URL : <https://squareup.com/receipt/preview/9K9V70KW3P>)

For a summarized view of tax related activity from Square, visit the **Sales Tax** tab in QuickBooks Online.

intuit.

Square Refunds

Refund transactions synced from your Square account are recorded as Refunds in QuickBooks Online. Refund transactions contain the same breakdown of sales details as Invoices, including the refund reason, so you can view it directly in QuickBooks Online.

Refund Receipt #SQ-FVJ4

Square Customer

Email (Separate emails with a comma)

AMOUNT
\$8.95

Billing address

Square Customer

Refund Receipt date

27-08-2015

Payment method

Square

Refund From

Undeposited Funds

Balance

\$20.30

[Refund payments in QuickBooks](#)

Amounts are Inclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	
1	Square Item	Test Item	1	2.99	2.99	HST BC	
2	Square Item	Test Item	1	2.99	2.99	Unassigned Tax from Squ	
3	Square Item	sirop d'érable	1	2.99	2.99	HST BC	
4	Square Item	Cash Rounding	1	-0.02	-0.02	Unassigned Tax from Squ	
5							

Add lines

Clear all lines

Subtotal

\$8.95

Includes HST (BC) @ 12% on 5.34

0.64

Includes Sales Tax @ 0% on 2.97

0.00

Total

\$8.95

Total Amount Refunded

\$8.95

Message displayed on refund receipt

Refund Reason : Accidental Charge

Memo

Square Refund (Square Transaction ID # FVJ40J11VR3B8)

Square Settlements

Settlement transactions synced from your Square account are recorded as **Deposits** in QuickBooks Online. These **Deposits** include any **Fees** charged by Square. In the case of a negative settlement amount, a linked **Expense** will be created to record the transaction in QuickBooks Online.

Square Settlements also include any transactions not related to your daily sales, such as free processing credits. In the case where a match cannot be found for these settlement types, they are recorded as **Uncategorized Expenses**. Please review Square settlements periodically and categorize any transactions recorded against this account.

Deposit

Balance \$116.28

Date 14-09-2015

AMOUNT

\$12.05

<input checked="" type="checkbox"/>	Square Customer	28-08-2015	Payment	Square	Square Credit Card Payment (Square Transaction ID # >	SQ-X22C	12.64	
<input type="checkbox"/>	Square Customer	11-08-2015	Refund	Square	Square Refund (Square Transaction ID # VnNSWeVgxQv	SQ-VnNS	-6.00	
<input type="checkbox"/>	Square Customer	11-08-2015	Refund	Square	Square Refund (Square Transaction ID # ZABt2PyVDIDx	SQ-ZABt	0.00	
<input type="checkbox"/>	Square Customer	27-08-2015	Refund	Square	Square Refund (Square Transaction ID # PwTzQjoGogA	SQ-PwTz	-20.95	
<input type="checkbox"/>	Square Customer	05-10-2015	Payment	Square	Square Cash Payment (Square Transaction ID # Z1HDT	SQ-Z1HD	13.15	

1-18 of 18

Select all
Clear all

Total

79.24

Selected Payments Total

12.64

Add New Deposits

Amounts are

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	SALES TAX	
1		Square Fees	Square Fee (Square Transaction ID # BzXysUzSoJUKt1RqGN3VUMF)			-0.59		
2								

Add lines
Clear all lines

New Deposits Total

\$-0.59

Memo

Square Deposit (Square Transaction ID # 3ZYVHHQNTVA48YB95HMCYPBHJ

Cash back goes to

Choose an account

Cash back memo

Cash back amount

Total

\$12.05

Square Fees

Fees charged by Square are recorded as line items on Deposits in QuickBooks Online. Running a report in QuickBooks Online on the Square Fees account configured in your app settings will give you a summarized view of all fees charged by Square.

Add New Deposits

Amounts are

Inclusive of Tax

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	SALES TAX
1		Square Fees	Square Fee (Square Transaction ID # BzXysUzSoJJKt1RqGN3VuMF)			-0.59	
2							

Add lines

Clear all lines

New Deposits Total

\$-0.59

- Home
- Customers
- Suppliers
- Employees
- Transactions
- Reports
- Sales Tax
- Apps

Print

Email

Export

Save Customizations

Customize

Transaction Date:

Since 90 Days Ago

 From:

10-07-2015

 To:

Run Report

qbosquaretest+218@gmail.com's Company

ACCOUNT QUICKREPORT

Since July 10, 2015

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
Square Fees								
10-08-2015	Deposit			Square Fee (Square Transaction ID # tH0tpTVgsZDVigUndPJxwMF)	Square Fees		\$0.19	0.19
11-08-2015	Deposit			Square Fee (Square Transaction ID # iBm6tHGzZbk2vZi0R9BtzMF)	Square Fees		\$0.30	0.49
11-08-2015	Deposit			Square Fee (Square Transaction ID # tH0tpTVgsZDVigUndPJxwMF)	Square Fees		\$ -0.19	0.30
11-08-2015	Deposit			Square Fee (Square Transaction ID # ESX1Rzt68u4CUjnni94xMF)	Square Fees		\$0.22	0.52
11-08-2015	Deposit			Square Fee (Square Transaction ID # gPMYMuMvA8Mz2Gif815UzMF)	Square Fees		\$0.27	0.79
12-08-2015	Deposit			Square Fee (Square Transaction ID # qQB20QmiOGZuas3rUWmLxsMF)	Square Fees		\$0.09	0.88
12-08-2015	Deposit			Square Fee (Square Transaction ID # gPMYMuMvA8Mz2Gif815UzMF)	Square Fees		\$ -0.27	0.61
12-08-2015	Deposit			Square Fee (Square Transaction ID # iBm6tHGzZbk2vZi0R9BtzMF)	Square Fees		\$ -0.30	0.31
14-09-2015	Deposit			Square Fee (Square Transaction ID # BzXysUzSoJJKt1RqGN3VuMF)	Square Fees		\$0.59	0.90
14-09-2015	Deposit			Square Fee (Square Transaction ID # EoFHm0VZ8hEQLPaLcDFYayMF)	Square Fees		\$ -0.35	0.55
14-09-2015	Deposit			Square Fee (Square Transaction ID # AgGRH23x9MG5gUoDM7X8atMF)	Square Fees		\$0.92	1.47
14-09-2015	Deposit			Square Fee (Square Transaction ID # EoFHm0VZ8hEQLPaLcDFYayMF)	Square Fees		\$1.99	3.46
14-09-2015	Deposit			Square Fee (Square Transaction ID # AReuffcqpEjdG6VY8eHOKuMF)	Square Fees		\$1.31	4.77
14-09-2015	Deposit			Square Fee (Square Transaction ID # mhOn9e5wo4TcfYFaRH7xctMF)	Square Fees		\$0.36	5.13
Total for Square Fees							\$5.13	
TOTAL							\$5.13	



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