

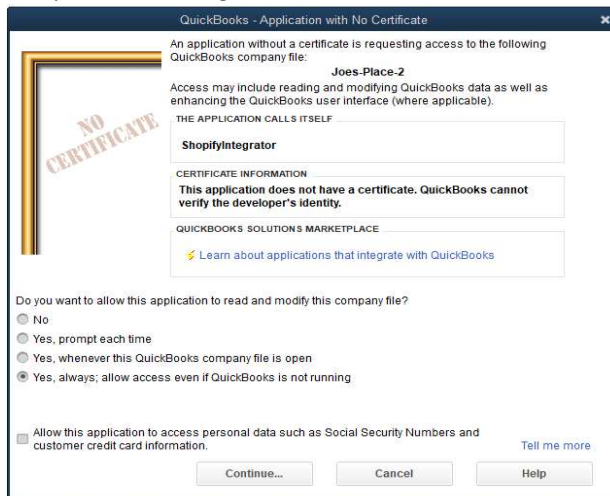
Shoplink Integrator Install

Overview Thanks for adding the Shoplink Integrator by MKP Software. This app features a simple way to sync order information between Shopify and QuickBooks Desktop/POS. This order information contains product-level detail that will reduce your QuickBooks inventory levels. When used correctly, this will keep your QuickBooks inventory reflecting all Shopify transactions. Each order also brings over customer detail (optional), tax, discount, discount detail (optional) and shipping amounts. Note: to bring over information at the product level a unique identifier is used between the two systems: Shopify SKU and QuickBooks Item Name/Number. For this software to function both systems must match exactly.

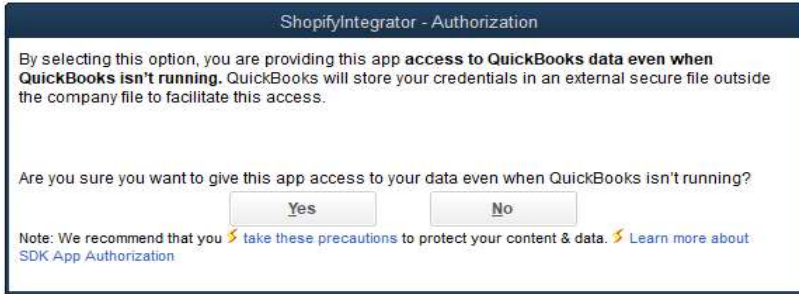
- 1 Open ShopifyInt_SetupOpen.exe once download is complete.
- 2 If the 'Windows protected your PC' dialogue box appears choose 'More info' then 'Run Anyway'
- 3 If the 'User Account Control' dialogue box click 'Yes' to allow this App to make changes to your device
- 4 Read and accept the License Agreement
- 5 Select your Install Destination
- 6 Choose the 'QB Desktop' option
- 7 Create a desktop shortcut if you desire
- 8 Open the Integrator, choose Subscription > Authorize > Integrator.
Direct the dialogue box to your downloaded key.
If you need to download a new key this can be done in your Shopify Admin Panel.
Open the Admin panel > Choose Apps > Shoplink Integrator > 'Generate a key' then 'Download your key'
- 9 On the 'Store' Tab add your Shopify Domain. This Id can be found by accessing your Shopify admin page.
Enter the text before .myshopify.com as it appears in your URL bar



- 10 Click 'Setup' tab, in the 'Accounting destination' dropdown menu choose 'QuickBooks'
Open the corresponding QB Company File that you wish to write these Shopify transactions to and log in as the Admin. Back on the 'Setup' tab of the Integrator Choose 'Connect'. QuickBooks will ask permission to connect:



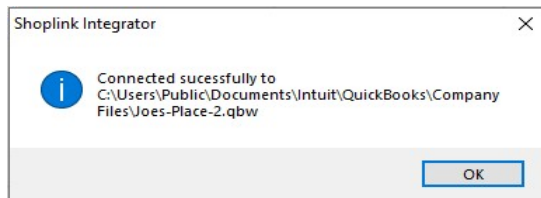
Click "Yes, always; allow access even if QuickBooks is not running." Continue. The next box will appear:



Click "Yes" The next box will appear:



Click "Yes". You should see the following message with your QB file name:



Click "OK"

- 11 In your web browser click the link to continue installation. You should then see a message that states 'Connected Successfully'
- 12 Back in the Integrator, choose the 'Locations' tab. Click the looking glass icon. From the dropdown menu choose your default Shopify inventory Location.
For users with multiple Shopify Inventory Locations and/or QuickBooks Inventory Sites:
This tab allows for mapping of Shopify Inventory Locations with QuickBooks Inventory Sites, meaning if your Shopify order is fulfilled from location X, deduct the inventory at QuickBooks location Y.
The dropdown on the QuickBooks side may not work, if that is the case navigate to QB>Inventory>Inventory Site>List and enter your desired location exactly as it appears.
Once both QB and Shopify sides are entered, click 'Map'.
Repeat for all desired mappings.

13 Choose the 'Transactions' tab, in the dropdown choose which QB transaction type to record your Shopify sales as.
If you choose 'Invoice' or 'Sales Order' you have the ability to create a separate corresponding payment. Click the checkbox to enable.

14 Choose the 'Inventory' tab, confirm your Asset, Income and Cost of Goods Sold accounts. If they are different than QB defaults enter them in these textboxes exactly as they appear in your QB Chart of Accounts.

15 Choose the 'Accounts' tab, confirm which accounts you would like to use for Accounts Receivable (A/R), Freight Income, and Tax Liability.

Use the looking glass to show your corresponding QB accounts with similar 'types'.

Asset - A/R Account = Other Current Asset QB Type

Freight Income Account = Income QB Type

Tax Liability Account = Other Current Liability QB Type

16 In the Integrator open the preferences menu by clicking Edit > Preferences. Choose the 'Taxes' tab.

If you wish to have QB calculate the taxes based on how your inventory item is setup, click the 'QuickBooks Calculates Tax' box. You can move to step 17.

If your Shopify store does not charge sales tax you can click the 'No Sales Tax' box and move to step 19.

For the Integrator to work properly you need to define 5 items:

1 Taxable = Enter your QB Sales Tax Item exactly as it appears on your item list. This must be a Type: 'Sales Tax Item'. This will be the item for which all Shopify taxes collected are mapped to. It will appear as a single line item in your transaction. See example 19a.

2 Non Taxable = Enter the item to be used when no sales tax is charged within Shopify. This must be a Type: 'Sales Tax Item'. This will appear on the Tax section located on the lower right of your transaction in QB. See example 19a.

3 Tax Item = Enter the item to be used when sales tax is charged within Shopify. This must be a Type: 'Sales Tax Item'. This will appear on the Tax section located on the lower right of your transaction in QB. Set this to tax at 0% as sales tax is brought over as a line item.

4 Taxable = Enter the taxable item code. Default is 'Tax'. This appears on each line item of your transaction. See example 19a.

To view available QB Sales Tax Codes: QB>Lists > 'Sales Tax Code List'

5 Non Taxable = Enter the Non-taxable item code. Default is 'Non'. This appears on each line item of your transaction. See example 19a.

Example 19a:

CUSTOMER:JOB [dropdown] TEMPLATE Custom Sales Receipt

Sales Receipt

CASH CHECK CREDIT DEBIT e-CHECK manual

DATE: 12/21/2020 SOLD TO: [dropdown]
SALE NO.: 1054

ITEM	DESCRIPTION	TAX	SITE	QTY	RATE	AMOUNT
319021236...	GNU 2014 Rider s Choice Men s Snowboard					399.00
Sales Tax	Sales Tax	Tax	Warehouse	1	6.35%	25.34

CHECK NO. [text input]

TAX: Taxes Calcula... (0.0%) TOTAL: 424.34

CUSTOMER MESSAGE: [dropdown]

MEMO: [text input] CUSTOMER TAX CODE: Tax

Save & Close Save & New Revert

Annotations: "4 or 5" points to the Tax column header; "1" points to the Sales Tax row; "2 or 3" points to the TAX dropdown menu.

17 On the Integrator Preferences menu, open the 'Customer' tab.
This tab will edit how customer info is brought into QB. Atop choose how you would like the customer name displayed and add your delimiter character such as ", ".

If you do not wish to record specific customer data in QB, choose 'Use Generic Customer' and type a name that all QB transactions will be as. I.e.. "Shopify Web Sales"

18 On the Integrator Preferences menu, open the 'General' tab.
Here you may choose to assign a QB class or prefix to the transaction number.
Enter the Payment Method in the 'Zero \$ Sale Payment Method' textbox if you ever give away any orders for free such as promotions.

19 On the Integrator Preferences menu, open the 'Discounts' tab.
Discount Item = Enter your Discount Item exactly as it appears in the QB item list. Default = "Discount"

20 On the Integrator Preferences menu, open the 'Memo' tab. CTRL + Click any optional items you would like to add to your QB Memo field.

21 On the Integrator Preferences menu, open the 'Shipping' tab.
Shipping Method = Choose 'Title' unless you know your Shopify shipping code. Shipping method can be found in your Shopify admin>setting>Shipping and delivery>Carriers.
Shipping Item = the QuickBooks item you wish to map any shipping fees charged to customers.

22 Click Save > Close.

23 In the Integrator click 'Subscription' > 'Start Trial' within Shopify click 'Start Trial'

Once started you will have a free 15 day trial to use this software. If you remove anytime before the trial has ended you will not be charged. To remove: In Shopify admin page > Apps > 'Shoplink Integrator' > Delete.

24 You are now ready to use the Integrator. Click the 'Process' tab and enter your date range using the calendar icons. Click 'Export'.

Note: Depending on your amount of orders/internet connection you may have to lower your date range.

25 After the batch export is complete the 'Batch Preview' window will appear.

The top section shows all order in the date range and their posting status.

Ready = all items sold within the Shopify order have a matching QB counterpart.

Reminder: The unique identifier between these two systems is the Shopify SKU and QB Item Name. Ensure these match exactly.

Blocked = One or more items sold in this order do not have a matching QB item. These items may be found in the lower half of the screen.

You may add the item to QB, close this window and re-export.

Or

You may manually map these to an existing item. This is generally not recommended but is useful for closeout sales or situations where you do care about inventory tracking. To do this enter an existing QB item in the 'Use QB Item' column.

Note: once a blocked item appears we recommend to exit out of this window and use the "Manage Inventory" screen mentioned in step 28 below.

Note: a Shopify product may not have an empty SKU.

26 For orders that are ready to post check the toggle button on the left side of the top area. Click 'Post'.

Note: there is a handy dropdown menu on the 'Include' column. This can filter all or none.

Note: There is a dropdown menu in the center of the page that chooses which type of QB transaction you will be posting.

This selection is defaulted to whatever was chosen on the 'Transactions' tab of the Integrator on step 13 above.

Note: after pressing post you may be asked to add shipping or payment methods to QB. Click add.

27 The home screen will showcase the status of the post. If all is successful the 'Batch Preview' window will re-appear and the status will show as "INV POSTED", "SR POSTED" or "SO POSTED" based on your desired QB transaction type.

If Status = "Unknown" refer back to the 'Home' tab of the integrator and lookup the error at: www.mkpssoftware.com/support/errors

Note: contained on the 'Process' tab there is a checkbox to 'Suppress Posted Orders' with this enabled the Batch Preview screen will not display any orders that have not been posted. Based on your situation you may wish to enable or disable this feature.

28 In addition to this transaction posting functionality the Integrator also contains Inventory Management tools to easily compare Shopify and QuickBooks inventory levels. Click the 'Inventory' tab > 'Manage' > 'Refresh'. Starting from left to right this first chart will show:

Product = displays all Shopify products.

QTY = Shopify quantity

Price = Shopify price

SKU = Shopify SKU

QuickBooks Item = QB Item name for matching product

QTY = QB quantity

Price = QB price

The second chart area will display all QB items.

To quickly troubleshoot which items do not match between the systems click the 'QuickBooks Item' column title to sort by blank items. These are all items that do not match and will produce a 'BLOCKED' status in the Batch Preview screen.

To quickly see which items have different quantities or prices between Shopify and QB on the top of this window choose from the show dropdown > 'Refresh'

The Shoplink Integrator is able to perform advanced inventory management functions and other functions, such as:

- Updating Shopify inventor quantities and price from QB.

- Creating QB items from Shopify

- Real time posting of Shopify and QB transactions

- To enable this functionality email Support@MKPSoftware.com

Thank you for using our software. Please contact Support@MKPSoftware.com should you have any further questions.