

PRIORITY
PAYMENT SYSTEMS®

MERCHANT



MX™ QuickBooks Sync Synchronized Fields Guide

Getting Started

Once the QuickBooks App has been activated in MX™ Merchant, MX™ Merchant automatically syncs transaction data into QuickBooks daily.

Once settled, transaction data will sync to QuickBooks within 24 hours along with all customer and invoice data. Examples of each have been provided below to help you identify where the synced data may be reviewed in both MX™ Merchant and QuickBooks.

Payment Data

MX™ Merchant's payments display a transaction of \$0.01 for a QuickBooks Sync Test customer below:

Reference	Tran Type	Tender	Amount	Tax	Tip	Status	Auth Code	Invoice	Customer	Source	Memo	Date/Time
021121065746	Sale	0714	\$1.00	\$0.09	\$0.00	Voided	05983B	L00UIRR2		Terminal: VIRTUAL		Jul 29, 2020 4:15 PM
021114023520	Sale	1708	\$0.01	\$0.00	\$0.00	Approved	004910	1031	QuickBooks Sync Test	Customer		Jul 29, 2020 9:49 AM
020219068255	Sale	0714	\$0.02	\$0.00	\$0.00	Voided	07973B	U00SJCC0		Terminal: VIRTUAL		Jul 20, 2020 2:19 PM

Once the payment has batched and synced, the payment will show as a payment in QuickBooks as shown for the QuickBooks Sync Test customer below:

<input type="checkbox"/>	DATE ▼	TYPE	NO.	CUSTOMER	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	07/30/2020	Sales Receipt	02...	Grant Williams	{"id"...		\$0.00	\$0.15	Paid	Print ▼
<input type="checkbox"/>	07/29/2020	Payment	02...	QuickBooks Sync Test	{"id"...	07/29/2...	\$0.00	\$-0.01	Closed	
<input type="checkbox"/>	07/29/2020	Invoice	1031	QuickBooks Sync Test		08/13/2...	\$0.00	\$0.01	Paid	Print ▼
<input type="checkbox"/>	07/27/2020	Sales Receipt	02...	Default Customer (MXM)	{"id"...		\$0.00	\$0.01	Paid	Print ▼

Customer Data

A new customer, QuickBooks Sync Test, will be added in MX™ Merchant as shown below:

First Name	Last Name	Type	Status	Promos	Profile	City	State	Postal	Primary Contact	Customer Number	Last Activity
QuickBooks	Sync Test	Person	Active	Opt In		Fort Worth	TX	76101	(817) 205-3577 andrea.brock@prth...	1122	Jul 29, 2020 9:54 AM
Michael	Breier	Person	Active	Opt In					(631) 860-3227 michael.breier@pps...	69	Jul 07, 2020 5:05 PM
Michael	Jones	Person	Active	Opt In		Hicksville	NY	11801	michael.jones@pps...	1	Jul 02, 2020 9:31 AM

The customer may now be found in QuickBooks under Customers.

CUSTOMER / COMPANY	PHONE	OPEN BALANCE
TEst		
Susie Carmichael Susie Carmichael		\$0.00
QuickBooks Sync Test QuickBooks Sync Test	8172053577	\$0.00

Synchronized Customer Fields:

First Name	Email	Website	Address 1
Last Name	Phone	Billing/Shipping	Address 2
Company Name	Mobile	Name	City, State, Postal Code, Country

Invoice Data

Invoices are marked for synchronization based on the date of creation or last edited. Invoices created in prior months will also be synchronized in the event that a payment or refund occurs in the current month being synchronized.

The screenshot shows the QuickBooks interface with the 'Long Play Records' section. The 'All Sales' tab is selected, and a table of transactions is displayed. The table has columns for DATE, TYPE, NO., CUSTOMER, MEMO, DUE DATE, BALANCE, TOTAL, STATUS, and ACTION. The row for the invoice dated 07/29/2020 is highlighted with a green border.

DATE	TYPE	NO.	CUSTOMER	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
07/30/2020	Sales Receipt	02...	Grant Williams	{"id"...		\$0.00	\$0.15	Paid	Print
07/29/2020	Payment	02...	QuickBooks Sync Test	{"id"...	07/29/2...	\$0.00	\$-0.01	Closed	
07/29/2020	Invoice	1031	QuickBooks Sync Test		08/13/2...	\$0.00	\$0.01	Paid	Print
07/27/2020	Sales Receipt	02...	Default Customer (MXM)	{"id"...		\$0.00	\$0.01	Paid	Print

Synchronized Invoice Fields:

Invoice Id

Customer Id

Invoice Number

Invoice Date

Due Date

Billing

- Email
- Name
- Address Line 1
- Address Line 2
- City, State, Postal Code, Country

Shipping

- Email
- Name
- Address Line 1
- Address Line 2
- City, State, Postal Code, Country

Items

- Description
- Unit Price
- Unit Quantity
- Line Discount Amount
- Line Amount
- Invoice Discount Amount
- Total Amount

To review a video of these instructions, click below.

[Watch video](#)