



Tradogram is fully integrated with Quickbooks Desktop Enterprise/Pro/Premium. In order to get it setup, you will need to contact support to get them to enable it on your account.

### 3 STEPS TO CONFIGURE THE SETUP:

**STEP 1:** Open the Quickbooks integration on Tradogram from under “Manage Company” and create a password. Follow instructions on screen to ensure password is secure.

**STEP 2:** Pick your settings for what type of data you want to be exchanged between the two systems. Make sure to pick a user to receive notifications for any errors.

**STEP 3:** Download the QWC file and upload it onto your Quickbooks Web Connector as a new app. **Make sure it is set to run at a minimum every 60 minutes, or you may receive errors.**

### SUPPLIERS & PROJECTS

- **Vendors** get copied over from Quickbooks to Tradogram as **Suppliers**.
- **Vendors** on Quickbooks **must have** a contact name, contact email, and an address with a country selected in order for them to get copied over to Tradogram. If any of the fields are not available, you can **use a placeholder**.
- **Estimates** get copied over from Quickbooks to Tradogram as **Projects**, either as the full name or broken down into the project lines (jobs), you get to choose.
- **Projects lines** on Tradogram connect to **Jobs** on Quickbooks.

### PURCHASE ORDERS

- **Purchase orders** on Tradogram get copied over to Quickbooks as **purchase orders**.
- **Cost fields** on purchase orders in Tradogram are copied over as **items** on a purchase order in QuickBooks.
- You must check the box to **copy purchase order items from Tradogram to Quickbooks**, unless you will always be using the same list of items on both systems.

## INVOICES

- **Invoice Records** on Tradogram get copied over to Quickbooks as **Bills**.
- **Cost fields** on invoice records in Tradogram are copied over as either **items or expenses** on a bill in QuickBooks.
- You can either check the box to **copy invoice items from Tradogram to Quickbooks**, or you can choose to have **items go in as bill expenses**, which means all items on the invoice record in Tradogram will go under the “expenses” tab on a bill in Quickbooks.
- You can also choose to **copy credit notes** entered on invoice records in Tradogram to **vendor credits** on Quickbooks.

## EXPENSES

- **Expense Records** on Tradogram get copied over to Quickbooks as **Bills**.
- **Cost fields** on expense records in Tradogram are copied over as **items** on a bill in QuickBooks.

## OVERALL NOTES

- **Supplier name(s)** in Tradogram must match **vendor name(s)** in QuickBooks.
- **Multi-currency must be enabled** in QuickBooks in order to use other currencies. In QuickBooks the currency is associated with a vendor. It's recommended that you setup the default currency for every supplier on Tradogram.
- **Taxes** on purchase orders/invoices/expense records in Tradogram **must match** (by name) a tax that has been setup on Quickbooks.
- **Payment Terms** in Tradogram must match the **Terms** used on Quickbooks by name. It's recommended that you setup the default payment terms for every supplier on Tradogram.
- **Class** field on Quickbooks is synchronized with the “**department**” field on Tradogram.
- Make sure to choose a **default GL account** for items that could mistakenly not have a GL associated to them.



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