



## **Accounting Integration and Mapping Port TMS to your QuickBooks Online (QBO) Account-**

In this document, we will review how to complete the Accounting Integration setup of Port TMS to your existing QBO account and how to properly create and map charges in Port TMS over to QBO.

*\*You must have a QBO account already created and preferably configured with your Chart of Accounts and Products and Services list.*

Please contact Intuit QuickBooks [Customer Support](#) for help getting started with QuickBooks online.

Additional Resources: [Resource Center](#) , [First Time with QuickBooks Online](#) , [QuickBooks Desktop to Online](#)

### Accounting Integration – QuickBooks Online

Login to Port TMS using your username and password

Step 1. Navigate to the Administration section from the sidebar located on the left-hand side of the screen.



Step 2. Select *Accounting Integration Settings*

Step 3. Select *QuickBooks* from the Accounting Packages dropdown menu

Step 4. Click the *Connect to QuickBooks* button

**3**

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Accounting Packages: QuickBooks ▼

QuickBooks Realm ID: *No value*

Enabled:

Getting Connected: *No value*

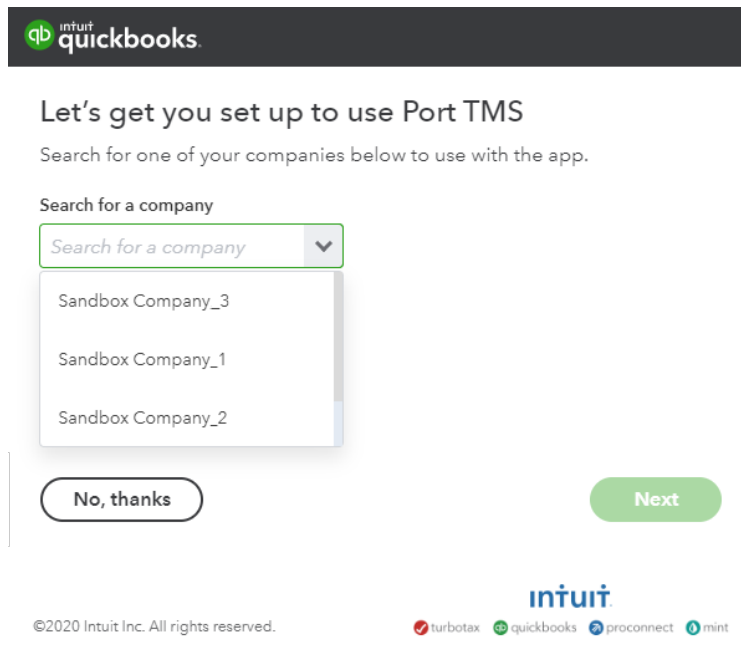
Authorization Status: **4**  
Authorization not granted

[Check For New Settings](#) [Connect To QuickBooks](#) [Save Changes](#)

You will then be redirected to the QuickBooks Online Account Login page for authorization

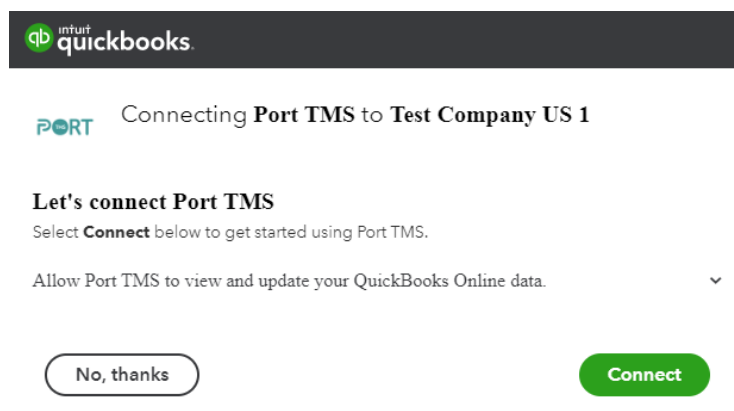
Step 5. Enter your Intuit QuickBooks Online account username and password and sign in.

The following screen will appear:



Step 6. Select the Company you wish to connect to Port TMS within the *Search for a company* dropdown menu and click Next.

You will want to allow Port TMS to view and update your QuickBooks Online data by selecting the *Connect* button.



You will then be redirected back to Port TMS. You should now see a QuickBooks Realm ID number and the Authorization Status will read as *Authorized*.

Accounting Packages:

QuickBooks

QuickBooks Realm ID:

4620816365032394060

Enabled:



Getting Connected:

*No value*

Authorization Status:

Authorized




Check For New Settings

Test QuickBooks Connection

Save Changes

## Mapping Charges in Port TMS to Products and Services in QBO-

*\*You should have already created and configured your Products and Services in QBO and mapped them to the appropriate account. Example Below.*

Find products and services 									
<input type="checkbox"/>	NAME ▲	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	QTY ON HAND	REORDER POINT	ACTION
<input type="checkbox"/>	 Credit Card Fee		Service						<a href="#">Edit</a> ▼
<input type="checkbox"/>	 Freight Charge		Service						<a href="#">Edit</a> ▼


Login to Port TMS using your username and password

Step 1. Navigate to the Operations section from the sidebar located on the left-hand side of the screen.




Step 2. Select *Charges & Accounting Codes*


**Shipment Charges**  
Manage Charges




**Payments**  
Manage Payments




**Customer Onboarding and Setup**  
Create and manage company profiles. Set credit limits




**Commission Structure (Defaults)**  
Setup default commission structure




**Accounting Integration Activities**  
Accounting Integration Activities




**Customer Invoices**  
Manage Invoices




**Carrier Invoices**  
Carrier Invoices




**Charges & Accounting Codes**  
Map Shipment Charges to their corresponding Accounting Codes




**Rate Tables**  
Create and manage rate tables




**Manage Shared Locations**  
Manage shared shipping locations




**Manage Bank Accounts**  
Create and manage accounts



**Manage Factoring Companies**  
Create and manage factoring companies

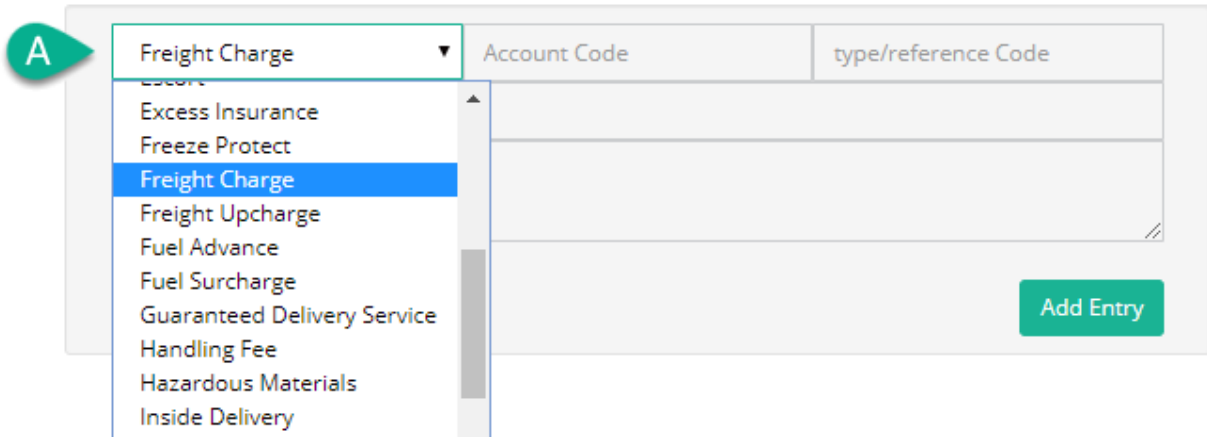


**EDI Integration Activities**  
EDI 204,210, and 214 Integration Activities



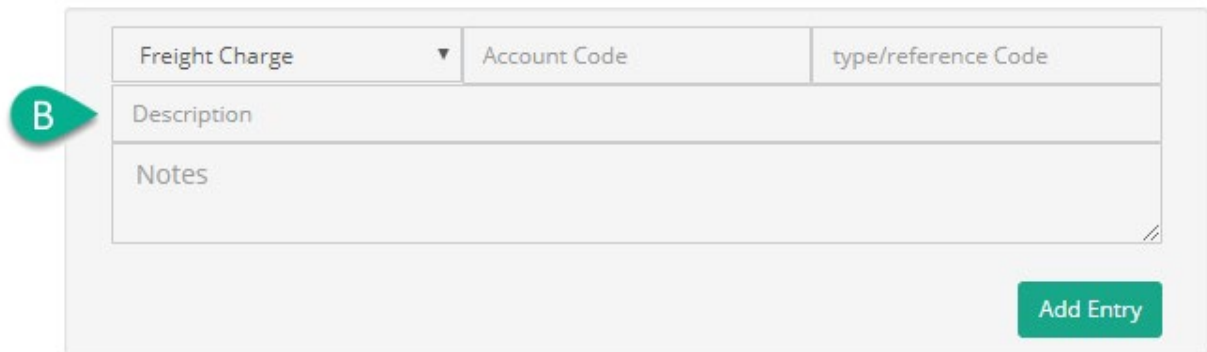
Step 3. In the Charge entry box (pictured below), select a charge (A) from the Shipment Charge dropdown menu that will correspond to the QBO Product and Service you will be mapping.

The list in the Shipment Charge dropdown menu is preconfigured and cannot change. If there is a charge you wish to map to QBO, select the charge that best fits and use that in the *Accounting Code* section for reference (Example #2- Page 7)



A screenshot of a software interface for adding a charge entry. A green callout bubble labeled 'A' points to a dropdown menu. The dropdown menu is open, showing a list of charge types: Excess Insurance, Freeze Protect, Freight Charge (highlighted in blue), Freight Upcharge, Fuel Advance, Fuel Surcharge, Guaranteed Delivery Service, Handling Fee, Hazardous Materials, and Inside Delivery. The main form has three input fields: 'Freight Charge' (with a dropdown arrow), 'Account Code', and 'type/reference Code'. Below these fields are 'Description' and 'Notes' text areas. A green 'Add Entry' button is located at the bottom right of the form.

**Important: The Charge Description (B) MUST match the QBO Product/Service NAME exactly (C).**



A screenshot of the same software interface as above, but with the dropdown menu closed. A green callout bubble labeled 'B' points to the 'Description' text area. The 'Account Code' and 'type/reference Code' fields are empty. The 'Notes' text area is also empty. The green 'Add Entry' button is still visible at the bottom right.

Add Values for the Accounting Code, type/ ref Code (not used currently), and Notes if necessary

Step 4. Click the *Add Entry* button



A green rectangular button with the text 'Add Entry' in white.

You will then see the *Freight Charge* field added into Port TMS (C)

## Charges & Accounting Codes

Charge Id/Code	Description	Accounting Code
12	Inside Delivery	Inside Delivery
14	Liftgate at Delivery	Liftgate at Delivery
15	Liftgate at Pickup	Liftgate at Pickup
26	Residential Delivery	Residential
27	Residential Pickup	Residential
33	Unload Freight	Unload Freight
42	Credit Card Fee	Process Fee
75	Reconsignment	Reconsignment
8	Freight Charge	Freight Charge

QuickBooks Online

▼

	NAME ▲	SKU	TYPE	SALES DESCRIPTION
<input type="checkbox"/>	Credit Card Fee		Service	
<input checked="" type="checkbox"/>	Freight Charge		Service	

Step 5. Repeat Steps 3-5 for all QBO Product/Services you would like to map into Port TMS and QBO.

**Example #2-**

Sometimes, there may not be a Shipment Charge (A) in Port TMS that corresponds directly to a QBO Product/Service Charge that your company uses. In this case, we will use a Shipment Charge (A) that best represents the nature of our Product/Service Charge Name in QBO. In this example, we will use the *Processing Fee* in Port TMS to represent *Credit Card Fee* in our QBO. We will use the name of the QBO Product/Service Charge in the *Description* (B) field in Port TMS and use the *Account Code* (C) as our reference. Once this section is completed click on *Add Entry*. This field is now added into Port TMS and QBO.

Port TMS

A
C

Processing Fee ▼	Processing Fee	type/reference Code
Credit Card Fee		
Processing Fee charge in Port TMS corresponds to Credit Card Fee in QBO		

Add Entry

B

Port TMS

← Back to Operations

### Charges & Accounting Codes

Charge Id/Code	Description	Accounting Code
8	Freight Charge	Freight Charge
42	B	C

QuickBooks

▼

	NAME ▲	SKU	TYPE	SALES DESCRIPTION
<input type="checkbox"/>	B			
<input type="checkbox"/>	Credit Card Fee		Service	
<input type="checkbox"/>	Freight Charge		Service	