



Moneris QuickBooks™ Connection Guide

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Introduction

Ready to simplify your bookkeeping? Connect Moneris with QuickBooks® Online and make managing your sales and financial data easier – without the extra manual work.

Note: *Once the integration has been completed, your Moneris transactional data will be sent directly into the Chart of accounts in QuickBooks. This data will end up in the “Undeposited Funds” account initially until it is deposited.*

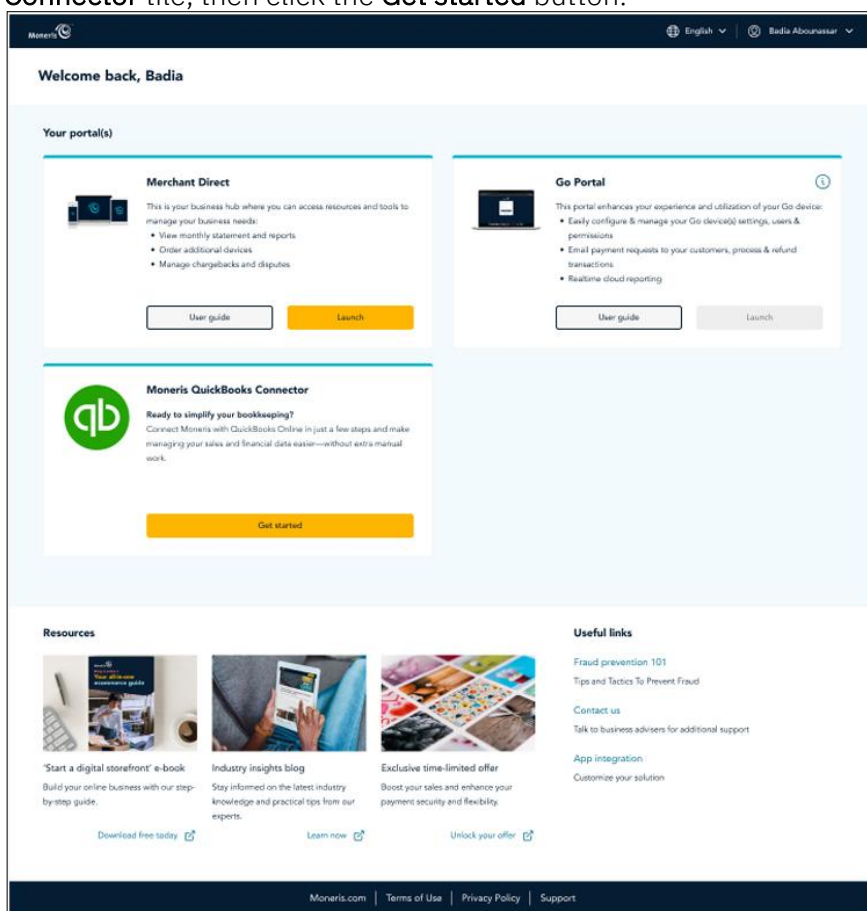
This guide is intended to help merchants integrate Moneris Portal to QuickBooks.

Connect to QuickBooks

Please note that the process for connecting is different if the merchant already has an existing QuickBooks account, or if they're net new to QuickBooks. Both processes are explained here. Follow the instructions pertinent to your situation to connect Moneris Portal (and the financial/transactional data it contains) to QuickBooks.

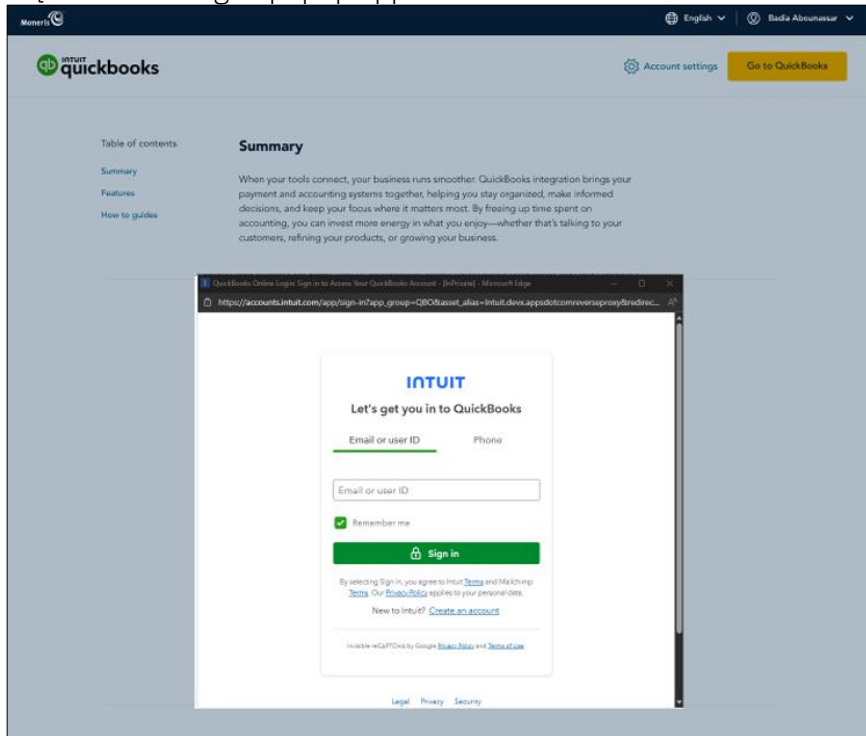
Merchants with an existing QuickBooks account

1. Log in to the [Moneris Portal](#) using your logon credentials.
2. In the **Your portal(s)** section on the portal landing page, locate the **Moneris QuickBooks Connector** tile, then click the **Get started** button.



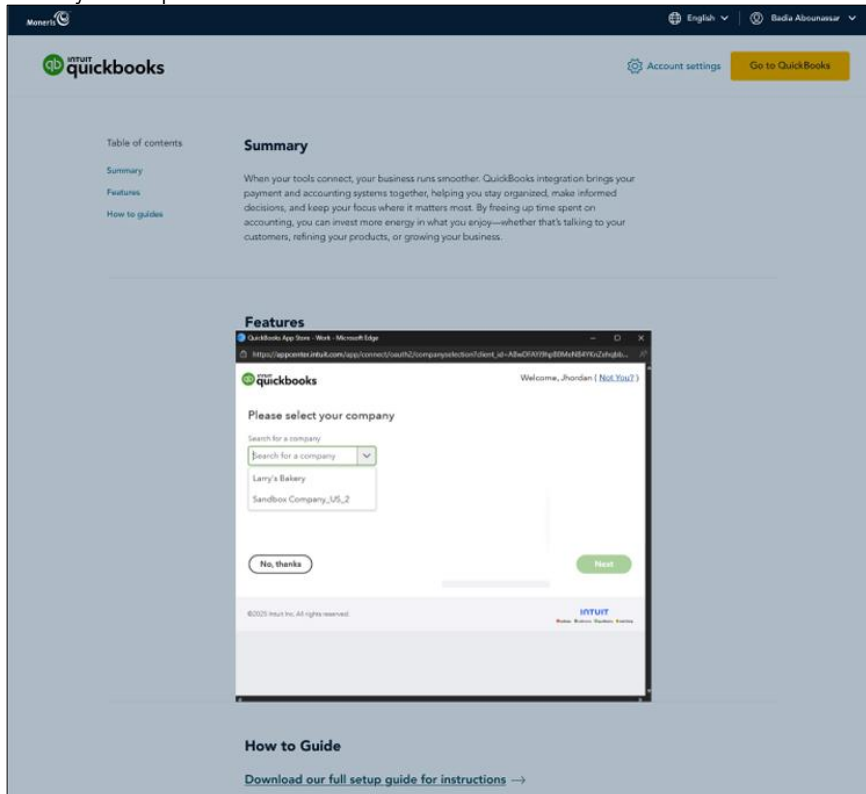
3. On the QuickBooks page, review the information presented and click the **Get Started** button in the top right corner of the page.
4. On the Complete your QuickBooks setup page, review the terms and conditions for consenting to share your transactional data with QuickBooks, then click the **Accept and Continue** button.

A QuickBooks logon popup appears.

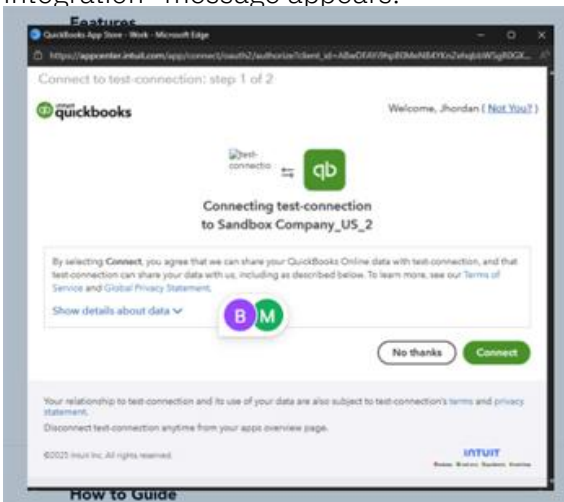


5. Log in to QuickBooks using your existing QuickBooks credentials.
6. (Optional) If you have more than one business account on QuickBooks, you will be prompted to “Please select your company”. Click the **Search for a company** drop-down menu, select the location which you want to integrate into Moneris, then click the **Next** button.

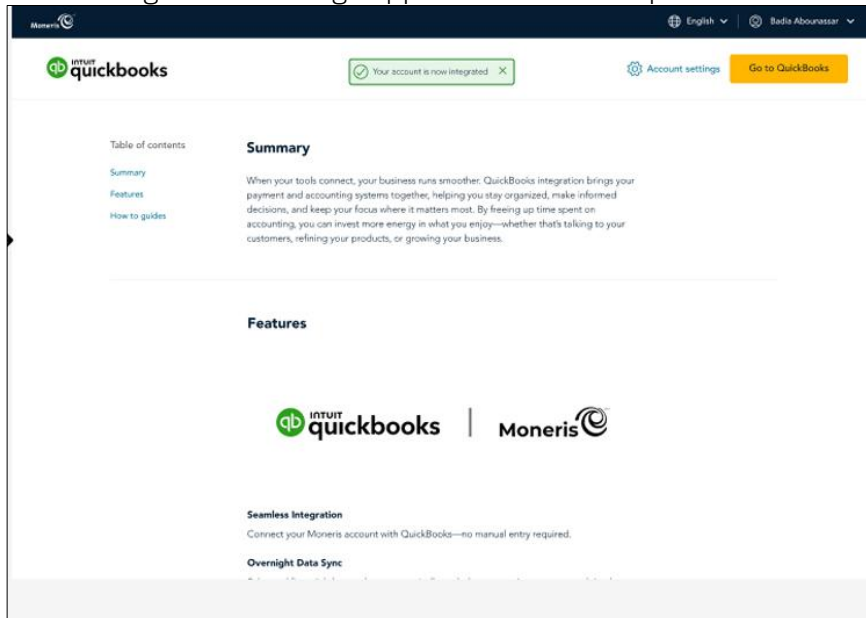
The system performs a connection test.



7. Click the **Connect** button. The popup disappears and you'll see the "Completing your integration" message appears.



8. When the “Integration complete” message appears, click the **Finish** button. The “Your account is now integrated” message appears across the top of the screen informing you of its success.



9. Click the **Go to QuickBooks** button in the top right corner of the screen.
10. Proceed to the **Validate your integration** section on page 11 for more information and next steps.

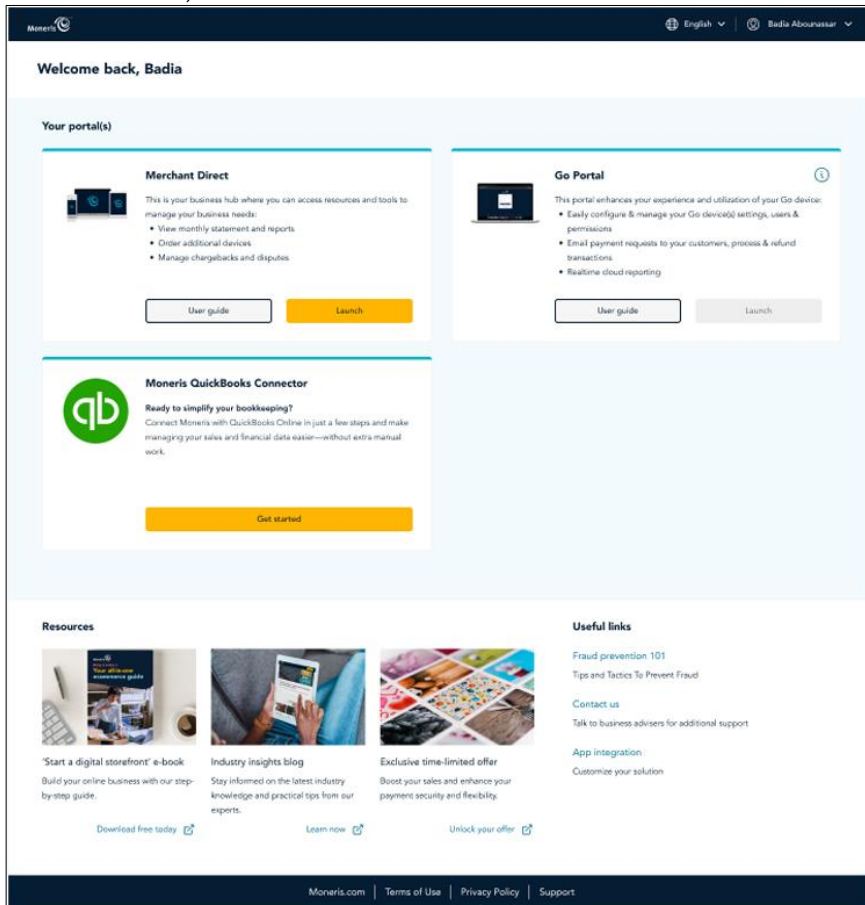
Congratulations! You have successfully integrated QuickBooks into the Moneris Portal.

New QuickBooks user

For merchants who do not yet have a QuickBooks account, follow these instructions to register for an account while integrating QuickBooks with Moneris.

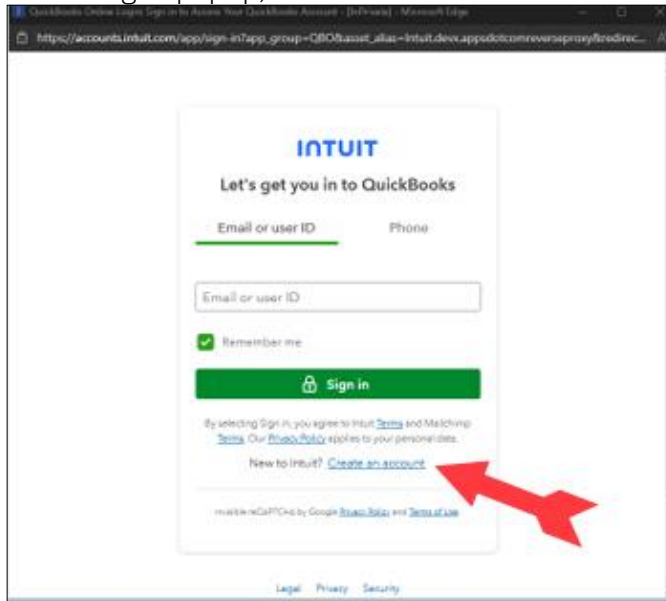
1. Log in to the [Moneris Portal](#) using your logon credentials.

2. In the **Your portal(s)** section on the portal landing page, locate the **Moneris QuickBooks Connector** tile, then click the **Get started** button.

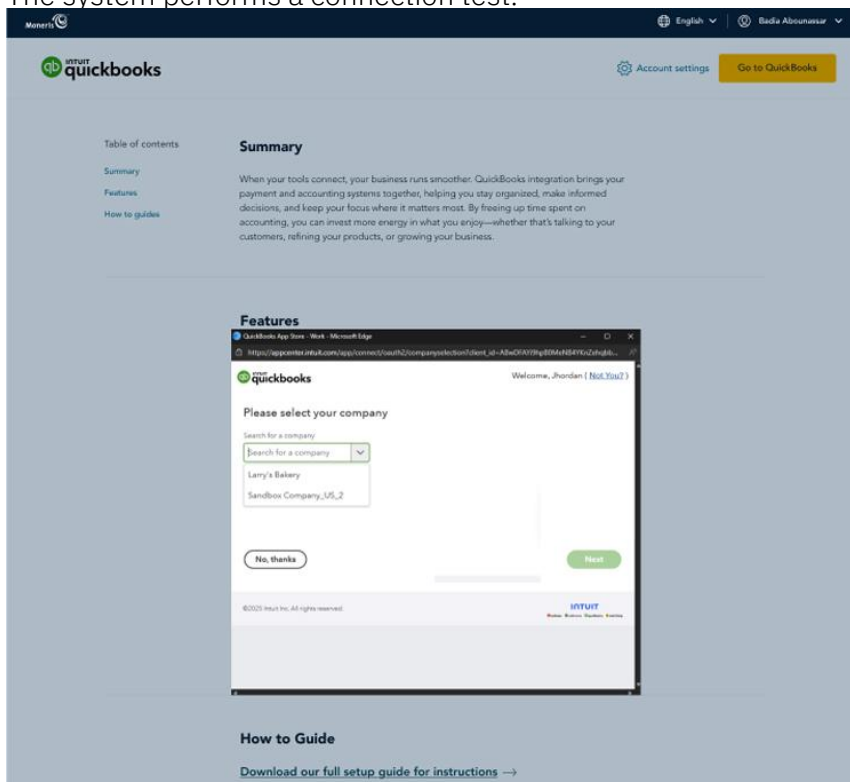


3. On the QuickBooks page, review the information presented and click the **Get Started** button in the top right corner of the page.
4. On the Complete your QuickBooks setup page, review the terms and conditions for consenting to share your transactional data with QuickBooks, then click the **Accept and Continue** button. A QuickBooks logon popup appears.

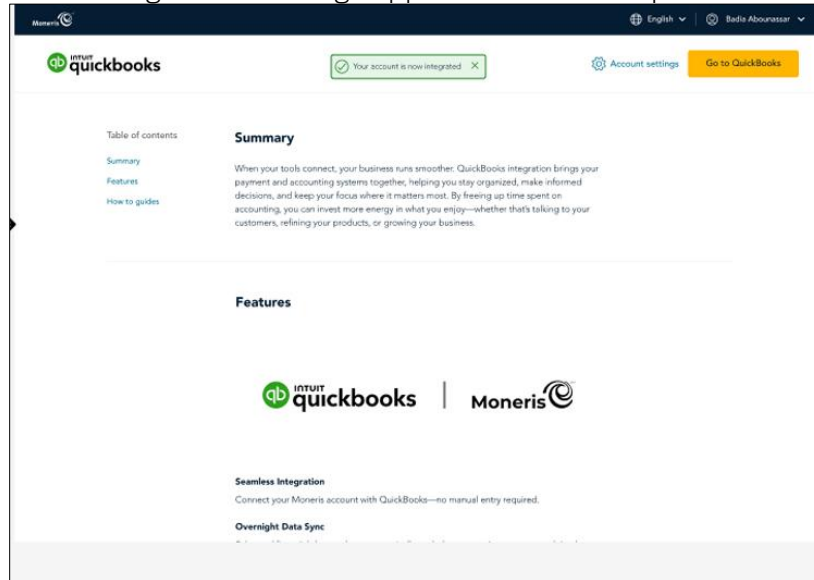
- On the logon popup, click the **Create an account** link.



- Follow the on-screen prompts from Intuit to create your QuickBooks account. Once complete, you can continue integrating Moneris into QuickBooks.
- Log in to QuickBooks using your existing QuickBooks credentials.
- (Optional) If you have more than one business account on QuickBooks, you will be prompted to "Please select your company". Click the **Search for a company** drop-down menu, select the location which you want to integrate into Moneris, then click the **Next** button. The system performs a connection test.



9. Click the **Connect** button. The popup disappears and you'll see the "Completing your integration" message appears.
10. When the "Integration complete" message appears, click the **Finish** button. The "Your account is now integrated" message appears across the top of the screen informing you of its success.



11. Click the **Go to QuickBooks** button in the top right corner of the screen.
12. Proceed to the **Validate your integration** section on page 11 for more information and next steps.

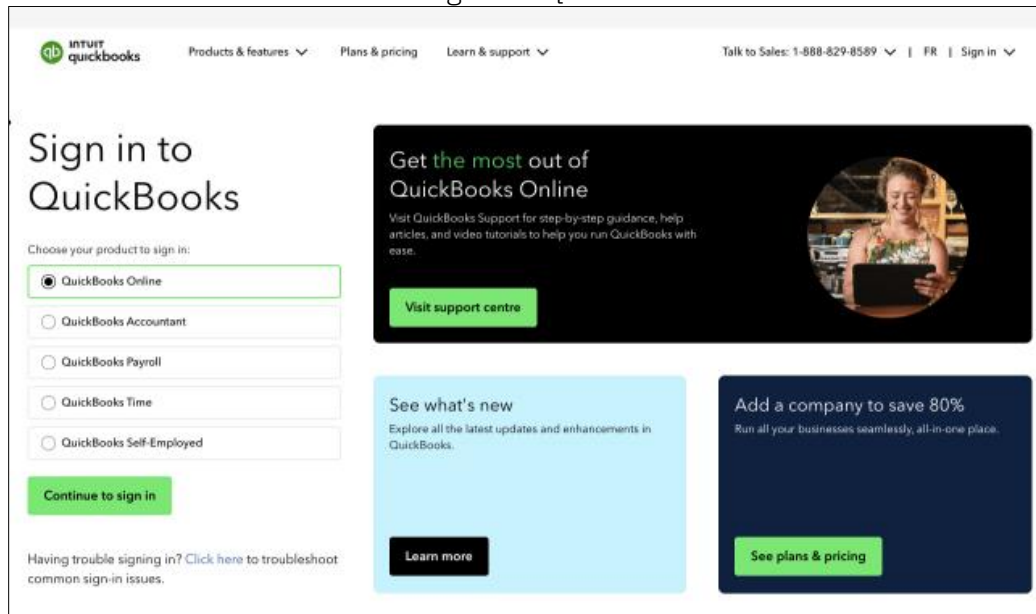
Congratulations! You have successfully created a QuickBooks account and integrated QuickBooks into the Moneris Portal.

Validate your integration

Once the integration is complete, you can ensure it was successful within QuickBooks by checking your Chart of accounts. Follow the instructions below to validate your integration.

Sign in to QuickBooks

Follow the instructions below to sign in to QuickBooks Online.



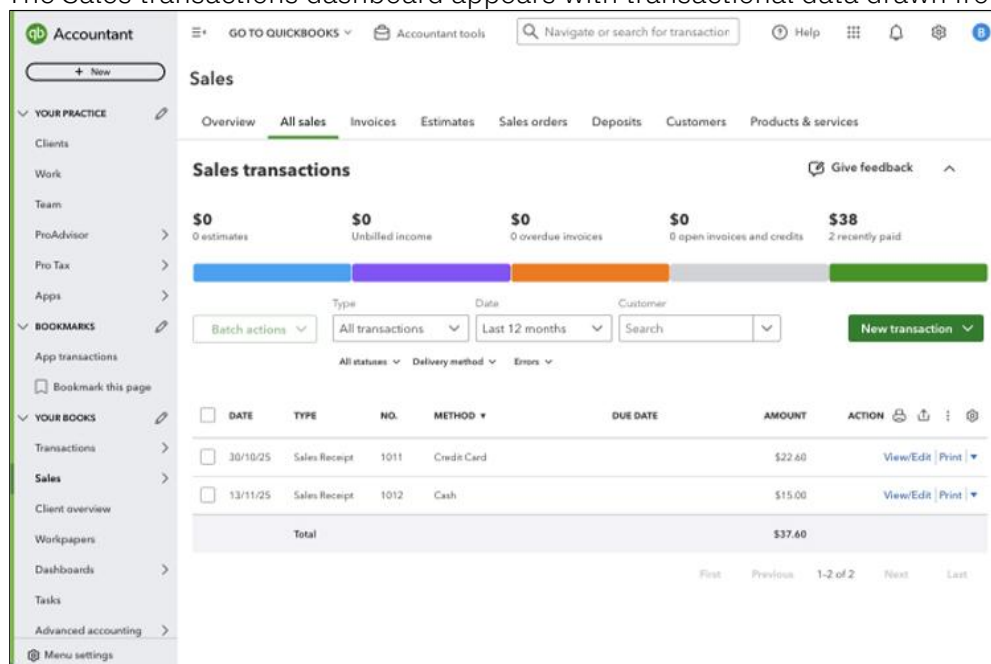
The screenshot shows the QuickBooks Online sign-in page. At the top, there is a navigation bar with the Intuit QuickBooks logo, links for Products & features, Plans & pricing, and Learn & support, along with a contact number and language options. The main heading is "Sign in to QuickBooks". Below this, a section titled "Choose your product to sign in:" contains five radio button options: QuickBooks Online (selected), QuickBooks Accountant, QuickBooks Payroll, QuickBooks Time, and QuickBooks Self-Employed. A green "Continue to sign in" button is positioned below these options. To the right, a dark banner promotes "Get the most out of QuickBooks Online" with a "Visit support centre" button. Below the banner, there are two promotional boxes: "See what's new" with a "Learn more" button, and "Add a company to save 80%" with a "See plans & pricing" button. A link for troubleshooting is provided at the bottom left.

1. At the Sign in to QuickBooks page, select the **QuickBooks Online** option, then click the **Continue to sign in** button.
2. Enter your login credentials when prompted.
The main page appears.
3. Proceed to ***View sales transactions*** on page 12.

View sales transactions

1. Under the **YOUR BOOKS** section, click **Sales**, then click **All sales**.

The Sales transactions dashboard appears with transactional data drawn from Merchant Direct.



2. Proceed to **View Chart of accounts** below.

View the Chart of accounts

1. Log on to QuickBooks Online using your QuickBooks logon credentials.
2. Under the **YOUR BOOKS** section, click **Transactions**, then click **Chart of accounts**.

The Chart of accounts dashboard appears with a list of default accounts and whatever you might have set up. Moneris transactional data initially goes into the **Undeposited Funds** account by default until it is deposited.

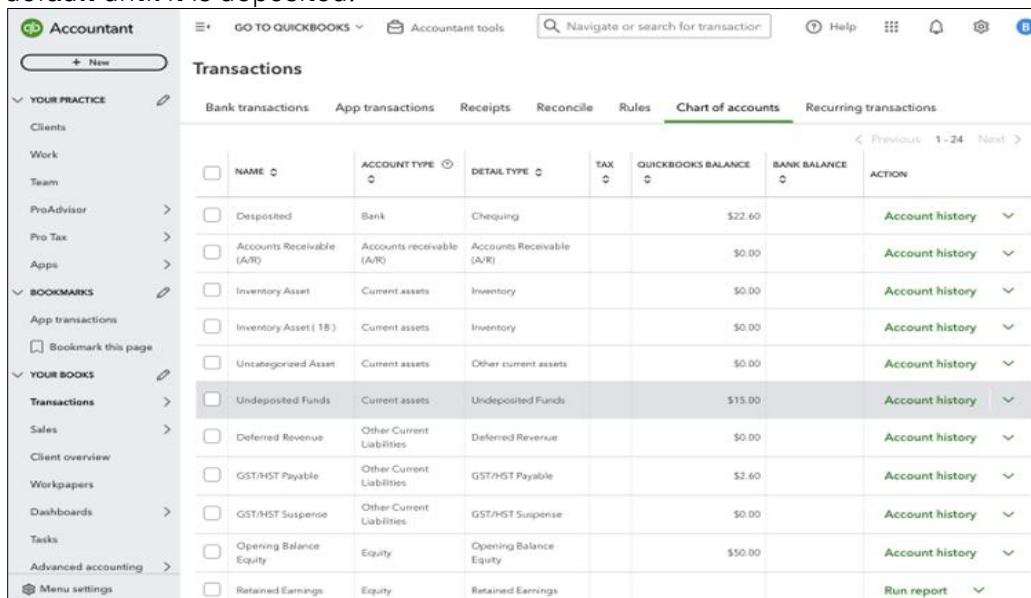


Chart of accounts table:

NAME	ACCOUNT TYPE	DETAIL TYPE	TAX	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Deposited	Bank	Chequing		\$22.60		Account history
Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)		\$0.00		Account history
Inventory Asset	Current assets	Inventory		\$0.00		Account history
Inventory Asset (18)	Current assets	Inventory		\$0.00		Account history
Uncategorized Asset	Current assets	Other current assets		\$0.00		Account history
Undeposited Funds	Current assets	Undeposited Funds		\$15.00		Account history
Deferred Revenue	Other Current Liabilities	Deferred Revenue		\$0.00		Account history
GST/HST Payable	Other Current Liabilities	GST/HST Payable		\$2.60		Account history
GST/HST Suspense	Other Current Liabilities	GST/HST Suspense		\$0.00		Account history
Opening Balance Equity	Equity	Opening Balance Equity		\$50.00		Account history
Retained Earnings	Equity	Retained Earnings				Run report

Next steps

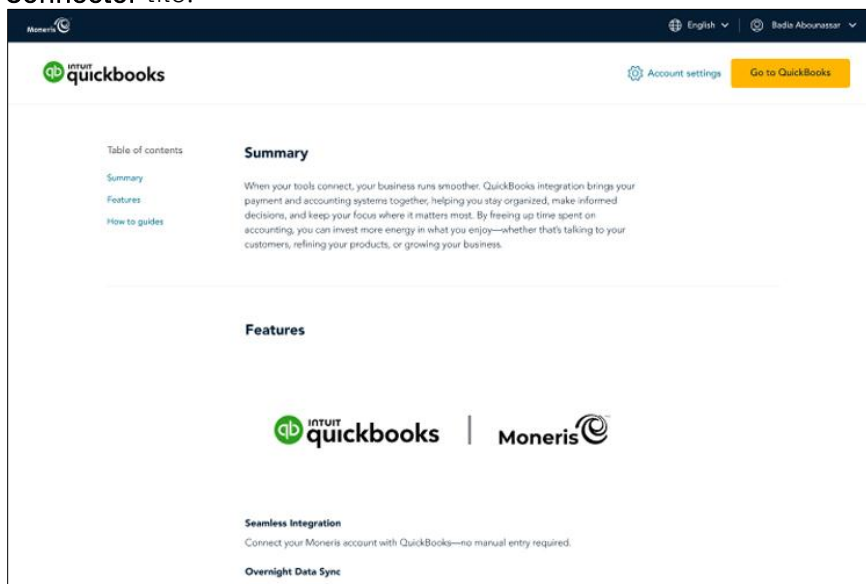
View your integration status

Use the Account settings tool to view your integration status with QuickBooks Online through the Moneris Portal.

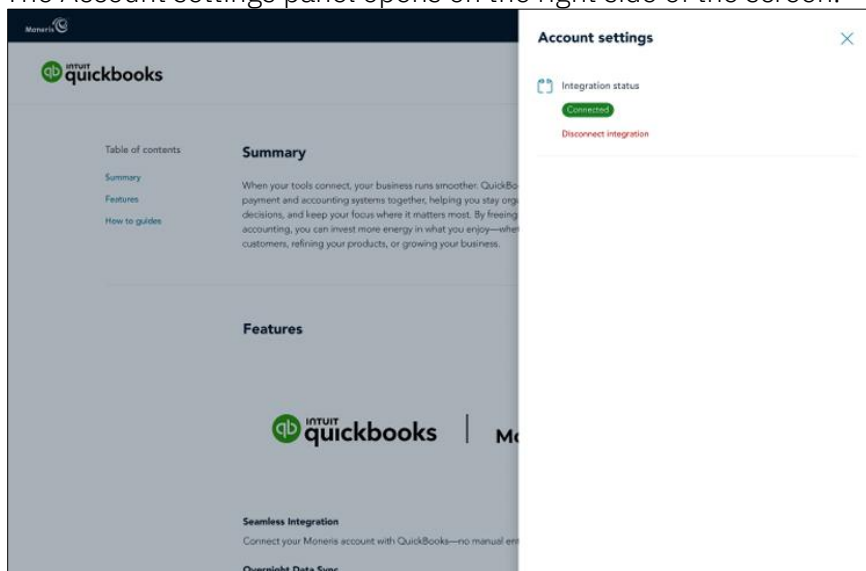
Note: This account management tool is only applicable to your Moneris integration. This tool does not manage your QuickBooks Online account, account settings, or subscriptions with Intuit.

To access the account management tool:

1. Log in to the [Moneris Portal](#) using your logon credentials.
2. In the **Your portal(s)** section on the portal landing page, locate the **Moneris QuickBooks Connector** tile.



3. On the QuickBooks screen, click **Account settings** in the top right corner of the screen. The Account settings panel opens on the right side of the screen.





4. Review the integration status; it should show “Connected”.
5. When finished, click the **X** in the top right corner of the panel.

If you wish to disconnect the integration, refer to the ***Moneris QuickBooks: Disconnect Guide*** available at [vanity URL]

Need help?

Web: moneris.com

Toll-free: 1-866-319-7450

Record your Moneris merchant ID here:

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