



# Paladin and QuickBooks: A Match Made in Bookkeeping Heaven

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## ***WHAT YOU'LL LEARN***

- QuickBooks Online/Paladin integration
- Integration details
- Nightly general ledger transfer
- Set up - Assign QuickBooks accounts to Paladin categories
- Create vendor bills from closed purchase orders

## Paladin/QuickBooks Overview



- Paladin's integration with QuickBooks eliminates the time-consuming process of transferring your daily financial activity summary and creating bills for received orders in QuickBooks.
  - No muss, no fuss
  - No manual entry
  - Less chance of errors

Integration means less work,  
fewer mistakes



- Paladin's integration with QuickBooks Online software provides two features, which can be used both individually or together. They are:
  - Automatic nightly transfers of the store's daily business data from Paladin to the store's QuickBooks general ledger accounts.
  - Automatic creation of QuickBooks bills with purchase order details shortly after new inventory is received in Paladin.

## Nightly general ledger transfers



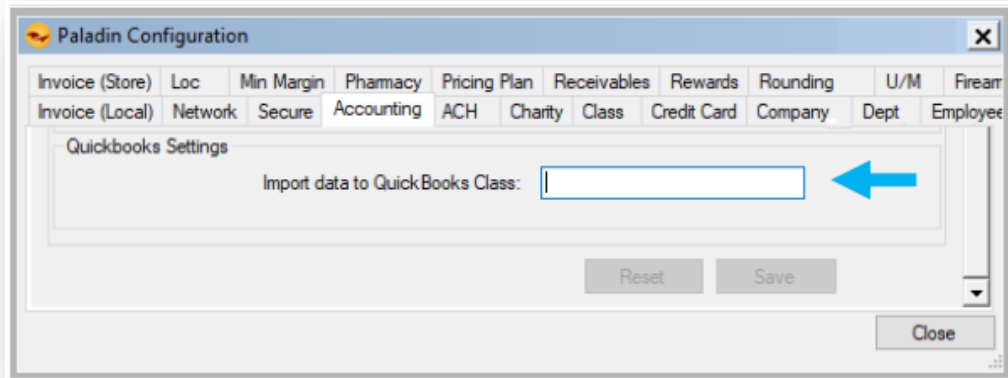
- The QuickBooks Online GL transfer feature automatically transfers the day's financial totals into QuickBooks each night, including:
  - Sales revenue
  - Cost of goods sold
  - Accounts receivable
  - Accounts payable
  - Tax liability
  - And more

## Set up: Assign QuickBooks accounts to Paladin categories



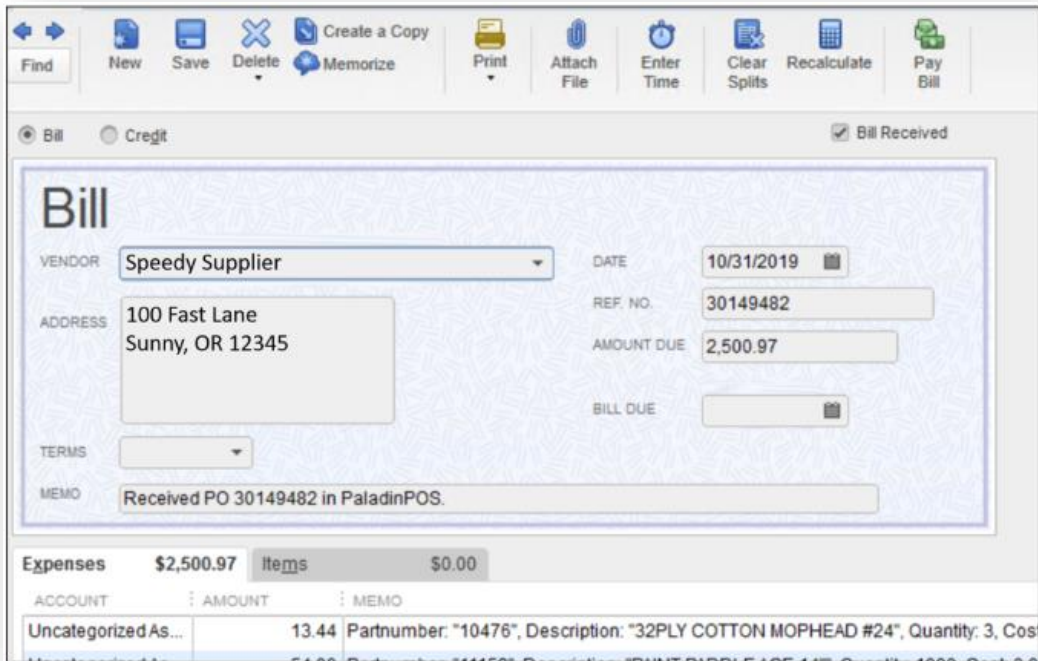
- Before the GL transfer feature is turned on, you will assign your QuickBooks accounts to the Paladin accounting categories.
- To do this, go to: **File > Setup Accounting** tab and enter the appropriate QuickBooks account number or name for each accounting category.

## Set up: Additional integration settings



- If you have different companies set up in QuickBooks, you can select the company for the store's GL transfer during integration setup.
- If you are using class tracking in QuickBooks, you can specify the class for the GL transfer when you assign QuickBooks accounts on the **Accounting** tab.

## Create vendor bills from received purchase orders



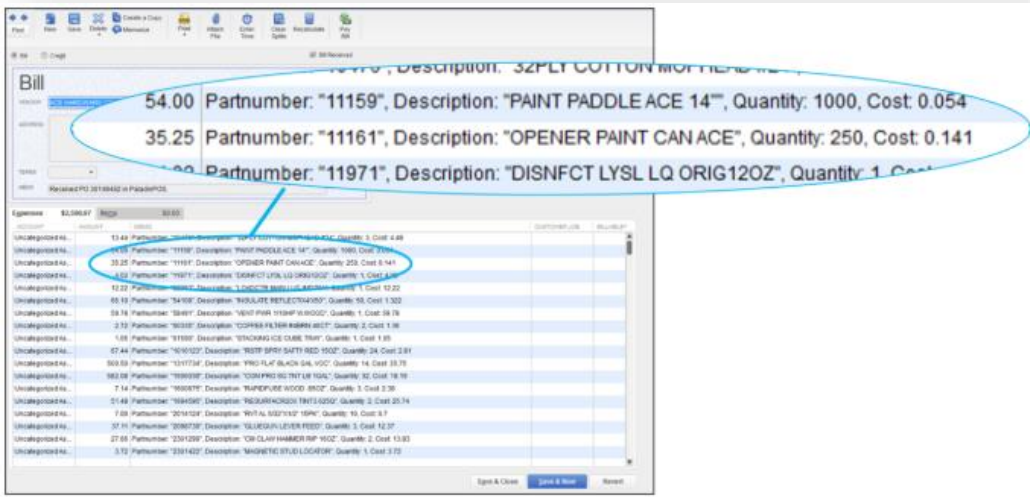
The screenshot shows the 'Bill' window in QuickBooks. The 'Bill' radio button is selected, and the 'Bill Received' checkbox is checked. The 'VENDOR' dropdown is set to 'Speedy Supplier'. The 'ADDRESS' field contains '100 Fast Lane, Sunny, OR 12345'. The 'DATE' is set to '10/31/2019'. The 'REF. NO.' is '30149482'. The 'AMOUNT DUE' is '2,500.97'. The 'BILL DUE' field is empty. The 'TERMS' dropdown is set to 'Net 30'. The 'MEMO' field contains 'Received PO 30149482 in PaladinPOS.' The 'Expenses' section shows a total of '\$2,500.97' and 'Items' of '\$0.00'. The 'ACCOUNT' section shows 'Uncategorized As...' with an amount of '13.44' and a memo: 'Partnumber: "10476", Description: "32PLY COTTON MOPHEAD #24", Quantity: 3, Cost'.

ACCOUNT	AMOUNT	MEMO
Uncategorized As...	13.44	Partnumber: "10476", Description: "32PLY COTTON MOPHEAD #24", Quantity: 3, Cost

- Vendor bills are automatically created in QuickBooks shortly after you receive inventory in Paladin.
- In QuickBooks, the vendor bill includes:
  - **VENDOR** shows the details from Paladin.
  - **DATE** from the **Apply Freight Cost** window.
  - **REF NO.** is set to the **Supplier Invoice Number** that you entered when you received the PO. If you did not specify a **Supplier Invoice Number**, the Paladin purchase order number is used.
  - **AMOUNT DUE** from the purchase order.
  - **MEMO** references Paladin and includes the purchase order #.



## Create vendor bills from received purchase orders



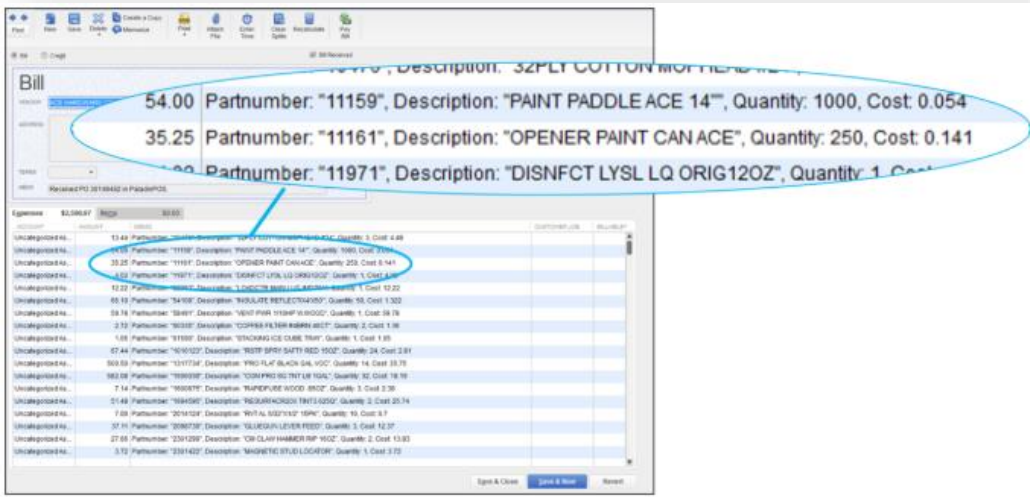
Amount	Partnumber	Description	Quantity	Cost
54.00	"11159"	"PAINT PADDLE ACE 14"	1000	0.054
35.25	"11161"	"OPENER PAINT CAN ACE"	250	0.141
0.00	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000

Line	Partnumber	Description	Quantity	Cost
11.44	"11159"	"PAINT PADDLE ACE 14"	1000	0.054
35.25	"11161"	"OPENER PAINT CAN ACE"	250	0.141
0.00	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
12.22	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
85.10	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
58.18	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
2.12	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
5.09	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
87.44	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
50.50	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
182.08	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
7.14	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
51.48	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
7.69	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
57.11	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
27.66	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000
3.12	"11971"	"DISINFCT LYSL LQ ORIG120Z"	1	0.000

- The bill also includes a list of received line items, including:
  - Part number
  - Description
  - Cost
  - Quantity
  - Line-item extension (amount due per item)
- When using this feature to create vendor bills, the corresponding received purchase order debits are excluded from the day's general ledger inventory asset amount. This prevents duplication of these debits in QuickBooks.
- Because of this, the inventory received amount in the Receiving Report (Paladin's Reports module: **Inventory > History > Receiving Report**) will not match the general ledger **Inventory Asset** account. Instead, it will appear as vendor bills.

## Create vendor bills from received purchase orders



The screenshot shows a software interface for creating a vendor bill. The 'Bill' form is visible, showing a total of \$2,586.47. Below the form is a list of items with columns for Partnumber, Description, Quantity, and Cost. The first item is highlighted with a red oval.

Partnumber	Description	Quantity	Cost
11159	PAINT PADDLE ACE 14"	1000	0.054
11161	OPENER PAINT CAN ACE	250	0.141
11971	DISINFCT LYSL LQ ORIG12OZ	1	

- When the QuickBooks integration has vendor bills enabled, you can enter an alphanumeric "Supplier Invoice Number," which will show in QuickBooks as the REF NO. You can also change the invoice date to reflect the time the vendor received the invoice.
  - Note:** If the invoice date is different from the date the PO was received in Paladin, the vendor bill in QuickBooks will have a different date than the received date in Paladin.
- For multi-stores, if you use the PO transfer feature, you will need manager credentials to reverse the purchase order (undo receiving), and you will have to manually remove the corresponding vendor bill from QuickBooks.

## Learn More

To learn more, see the following resources in our [Help Portal](#)

- [Overview: QuickBooks integration](#)
- [QuickBooks Online integration](#)
- [QuickBooks: Create vendor bills from received purchase orders](#)

A recording of this webinar will be available at [portal.paladinpos.com/webinars](https://portal.paladinpos.com/webinars).

## **Next Webinar:**

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9am PT

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