QuickBooks Online sync

Your daily sales from MonsoonOS go into your own QuickBooks Online company, one journal entry per location per day. This guide takes you from buying the add-on to matching your Rain Pay deposits.

BEFORE YOU START

- A QuickBooks Online company in US dollars. Any plan works: Simple Start, Essentials, Plus or Advanced.
- Your QuickBooks sign-in, as an admin of that company.
- In MonsoonOS, a role that includes **Manage QuickBooks sync**. Owners have it.
- The last day your books already cover, so nothing is entered twice.

1 Add QuickBooks Online sync to your account

1. In MonsoonOS Admin, open **Configuration › Cactus Wash Shop**.
2. Choose **QuickBooks Online sync** and complete the checkout with the card on file.

It bills monthly with the rest of your plan. Today you pay only for the days left until your next bill. If you are adding a new site, you can also pick it as an option while you build the site.

When the payment goes through, **Set up QuickBooks** takes you straight to the next step.

2 Connect your QuickBooks company

1. Open **Configuration › QuickBooks**.
2. Click **Connect to QuickBooks**.
3. Sign in to QuickBooks, choose your company and approve the connection.

You come back to MonsoonOS, and the page shows **Connected** with your company's name. MonsoonOS asks Intuit only for access to accounting data and never sees your Intuit password.

> **If you see "The connect link expired":** the sign-in took longer than 10 minutes. Click **Connect to QuickBooks** again.

3 Pick your start date

Under **Start date**, pick the day after the last day your books already cover and click **Save start date**. Nothing from before this date is sent. It can reach back up to 45 days.

> **If your books already have sales from those days** (for example, you entered your card deposits as income), pick a later date. Otherwise those sales are entered twice.

4 Choose where each kind of sale goes

The **Accounts** list shows each kind of sale your business has. Only the ones you use appear. For each line, click **Change** and pick a QuickBooks account. Several lines can share one account.

Already have accounts such as "Wash income"? Pick those first, then click **Create the recommended ones for me**. It creates accounts only for the lines still unpicked.

LINE	WHAT GOES THERE
Wash sales	Washes paid at the kiosk, the in-bay terminal or a pay station.
App wash sales	Washes paid in the app.
Token sales	Tokens bought in the app or from a token machine.
Wash package sales	Prepaid wash packages, counted on the day they are bought.
Membership sales	Monthly and yearly memberships.
Online store sales	Orders from your online store, before shipping and tax.
Shipping income	What store customers paid for shipping.
Fleet sales	Fleet invoices, on the day they are paid.
Vending sales	Vending machine sales, before sales tax.
Fee recovery	The card fee customers chose to cover when they tipped.
Refunds and allowances	Money given back to customers, before sales tax.
Sales tax collected	Sales tax MonsoonOS collected, kept apart from QuickBooks' own sales tax.
Tips owed to staff	Tips collected for your team, until you pay them out.
Card payments (Rain Pay)	Card sales land here and card refunds come out of it.
Cash	Cash taken at a pay station or vending machine.
Fleet payments to deposit	Fleet invoices paid another way than by card (a check), until you deposit them.

A day that needs a line you have not picked yet shows **Needs an account**. It goes out as soon as you pick one.

5 Your daily entries

Every morning around 4 AM, yesterday goes to QuickBooks: one journal entry for each location, plus one for sales that belong to no location (memberships, packages, online store orders and fleet). Each entry is numbered with the date and the location, such as **261106-cave-creek** for November 6, 2026 at Cave Creek.

Each day in the list shows its sales, its tax and where it stands:

- **In QuickBooks**: posted. **Open in QuickBooks** shows the entry.
- **Waiting to send**: it goes out with the next send. **Send now** sends it right away.
- **Needs an account**: pick the missing line under Accounts.
- **QuickBooks refused it**: QuickBooks' reason is shown. Fix it in QuickBooks, then click **Post again**.

What one location's entry looks like

ACCOUNT	DEBIT	CREDIT
Card clearing - Rain Pay	412.00	
Cash on hand	38.00	
Wash sales		420.00
Vending sales		22.00
Sales tax collected by MonsoonOS		8.00

The money taken is on the left; what it was for is on the right. The entry carries totals only, never customer names or card details.

6 Match your Rain Pay deposits

Card sales are already in your books on the day they happen, in **Card clearing - Rain Pay**. So when a Rain Pay deposit reaches your bank feed, record it as a **transfer from Card clearing - Rain Pay**, not as income. Recording it as income would count those sales twice.

- **Rain Pay deposits your full sales and takes its fees once a month:** record that monthly withdrawal to your merchant fees account. Card clearing then holds only the last day or two of sales not deposited yet.
- **Your deposits arrive with the fees already taken out:** what is left in Card clearing at month end is the fees. Book them from your Rain Pay statement to your merchant fees account.

Pay sales tax from **Sales tax collected by MonsoonOS** and staff tips from **Tips owed to staff**. Pay station prices already include sales tax, so their tax is not split out in the entry.

7 When a day changes

A refund or a late sale can change a day after its entry went out. For up to 7 days, MonsoonOS corrects that day's entry. After that, or if the period is closed in QuickBooks, it adds a separate adjustment entry dated today, numbered with an A, such as **261106A1-cave-creek**.

If someone changes an entry in QuickBooks

MonsoonOS never undoes a change made in QuickBooks. The day shows **Changed in QuickBooks**, **Deleted in QuickBooks** or **Voided in QuickBooks**, and everyone whose role includes **Manage QuickBooks sync** gets an email. Later corrections to a changed day go in as adjustments. If an entry was deleted or voided by mistake, **Post again** sends it again.

8 If QuickBooks needs connecting again

If the connection is removed in QuickBooks, or access runs out, you get an email titled "Connect QuickBooks again" and the page shows **Connect again**. Click **Connect to QuickBooks** and sign in. Entries that waited in the meantime go out with the next send.

9 Disconnecting or cancelling

- **Disconnect: Disconnect QuickBooks** on the QuickBooks page stops sending. What is already in QuickBooks stays.
- **Cancel the add-on:** in **Configuration › Platform Billing**, click **Cancel** next to QuickBooks Online sync. It keeps sending until the end of the period you have paid for, then stops, and it is not on your next bill. Add it again within 100 days of that and it picks up where it left off; after that, connect again to restart. Your settings and history stay either way.

Who can do what

PERMISSION	WHAT IT ALLOWS
See QuickBooks sync	See whether QuickBooks is connected, the start date and what was posted, with every location's daily totals.
Manage QuickBooks sync	Connect or disconnect QuickBooks, set the start date, choose the accounts and post a day again.

Owners have both. Give them to anyone else under **Team › Roles**, for example your bookkeeper's role.

NEED HELP?

Email **support@cactuswashsystems.com**. Review your entries with your bookkeeper; MonsoonOS does not give accounting or tax advice.

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