

# Integrate duckbooks. with uSource

Configurations	Roles and permiss	ions Users	Groups	Settings			
Caparal		Sync to uSource				×	
Manage Global D	ocument Type	Search			Q	_	
Manage Currency	y	Invoices from uSource				Select All	Syno
Integrations		Invoice ID 101				i	
Calas						<b>n</b>	

Operations	^
Purchasing/Asset Management	^
Equipment & Supplies	^
Time and Attendance	^
Users	^

Balance: \$0.00	Due Date: Oct 23rd, 2024	
Invoice ID 86		
Amount: \$9,000.00 Balance: \$0.00	Invoice Date: Sep 30th, 2024 Due Date: Oct 23rd, 2024	+
Invoice ID 47		
Amount: \$9,000.00	Invoice Date: Sep 30th, 2024	Ū
Balance: \$0.00	Due Date: Oct 23rd, 2024	
Invoice ID 119		
Amount: \$9,000.00	Invoice Date: Sep 30th, 2024	Û
Balance: \$0.00	Due Date: Oct 23rd, 2024	
Invoice ID 48		
Amount: \$9,000.00	Invoice Date: Sep 30th, 2024	Û
Balance: \$0.00	Due Date: Oct 23rd, 2024	
		•
Synced 7 of 153 invoices	Cancel	Submit
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# Desktop User guide



## **Creating a new Support Ticket**

### **Step 1: Access Account Settings**

- Log in to your uSource account.
- From the main dashboard, go to your profile and click on Configurations.



- Click on the "Settings" tab.
- Next, Select "Integrations".



- Select "Connect to Quickbooks".
- Next, You'll be redirected to login into your Quickbooks account.

ΙΠΤΟΙΤ				
Let's get you in to QuickBooks				
8	<b>jquintanilla@usource.com</b> Last accessed Apr 9, 2025 on this device with Intuit			
3y signing T <u>erms</u> . Ou Standard	g in to access your <u>Intuit Account</u> , you agree to our ar <u>Privacy Policy</u> applies to your personal data. call or SMS rates may apply.			
Othe	r actions			
£¢	Use a different user ID			
Θ	Remove a user ID			
Θ	Remove a user ID New to Intuit? <u>Create an account</u>			

• Click on "Connect".



#### • Now you can sync your invoices!

Configurations Roles and		permissions	Users	Groups	Settings	
General	$\wedge$	Connected with				quickbooks
Manage Global	Document	uSource				
Туре		Disconnect fro	m QuickBooks		Sync to	Sync to
Manage Curren	су			G	UICKBOOKS	uSource
Integrations						

• Select the invoices you would like to sync and click on "Submit".



Invoice ID 86 Amount: \$9,000.00 Balance: \$0.00	Invoice Date: Sep 30th, 2024 Due Date: Oct 23rd, 2024	+
Invoice ID 47 Amount: \$9,000.00 Balance: \$0.00	Invoice Date: Sep 30th, 2024 Due Date: Oct 23rd, 2024	
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