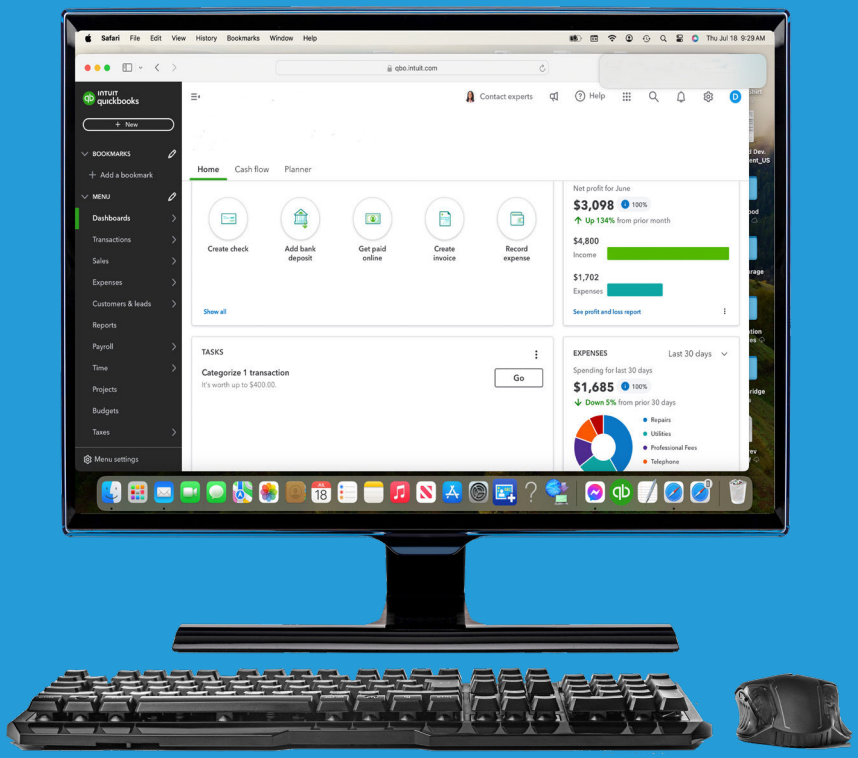


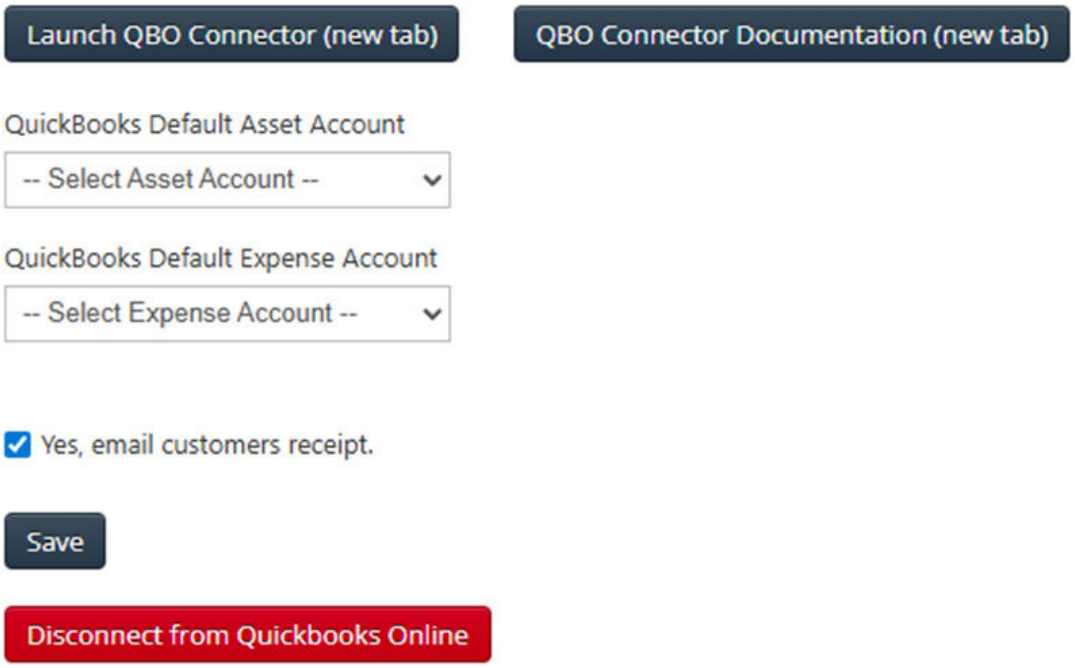
IntelliPay®

QuickBooks Online Integration

January 2026

Connecting QuickBooks Online with IntelliPay

In your IntelliPay CPTeller account you will need to first connect your QuickBooks account to the IntelliPay App by going to Terminals>Quickbooks Configuration> Connect to Quickbooks. This will launch a separate popup that you will need to log into your Quickbooks Online account. Upon logging in; you will then see the CPTeller QuickBooks Online (QBO) options below:



Sending and Receiving Payments from the QBO Connector

If you wish to use CPTeller's interface to send invoices or take a payment directly and have it reflected your QuickBooks account you can use the "Launch QBO Connector" this will launch a new tab that will allow you to view your unpaid invoices either by customer or as a whole and be able to send those customers invoices or take a payment directly. This will in turn apply the payment automatically to QBO and close out the invoice.

Emailing a single invoice to a customer for payment

1. Click on the mail action button and this will open up the "Customize Email" dialog.

   a. We will pull the default email address from the customer in QBO, if you wish to change this email address permanently in QBO; Check the option "Update email on QuickBooks?" and upon clicking Send the default email address will be changed.

   b. You may also elect to send this invoice to other email addresses as well but NOT alter the default email address with the customer's account. This will send the invoice to both email addresses. Note; Once the invoice has been paid, the invoice will no longer accept a payment.

   c. You can elect to add in a customized subject and email message if you would like.

   d. Click Send to send the invoice to the customer.

2. Click on the button to open up LightBox and take a payment directly on this page. Upon taking the payment the invoice will be marked as paid and be removed from this list.

Using the Default Asset and Expense Accounts

If you have both of these options selected, the CPTeller Gateway will apply all payments made to your Quick-Books Online (QBO) account where the money will be stored in a default Asset Account. There are a few ways to apply the payment to an open invoice for a customer; you may elect to do this any way you see fit.

The payment that is made on the CPTeller Gateway is applied to the Asset Account you selected in the CPTeller Settings and will come from the Expense Account you select. It is recommended that you create a new Expense Account in QuickBooks that will separate these deposits from others.

In order to apply the deposit to an invoice you may do the following:

1. Edit the Bank Deposit
   a. Go to the Chart of Accounts

      i. Click the gear icon in the top right

      ii. Click on Chart of accounts

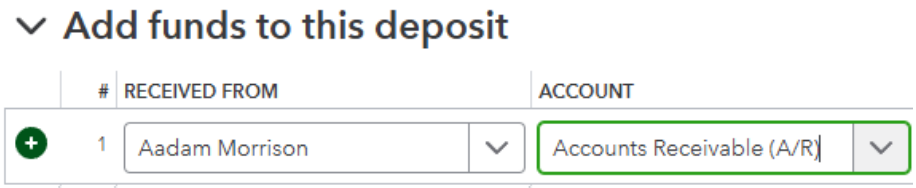
   b. Find the Bank Account that you selected in CPTeller as your Asset Account and click View register

   c. Locate the specific deposit and click on it, then select Edit

   (Note, the Memo will say “Deposit from LightBox Terminal, Ref: XXXXXXXXX”.)

PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT
	Deposit from LightBox Terminal, Ref:24329693		$266.94
Unapplied Cash Payment Income			

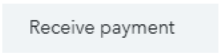
d. In the “Add funds to the deposit” section under the “Received From”; Select the proper customers name that you wish to apply this deposit to and select the account to be “Accounts Receivable”. This will put the payment in the customers “Accounts Receivables” to apply to an invoice.



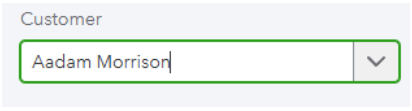
e. select 

2. Apply the deposit to the invoice

a. Click the 

button on the home screen, and then select 

b. Select the customer you would like to record the payment to:



c. You will notice that QuickBooks will automatically pull all the open invoices for this customer and then either apply and close out the invoices or just apply a partial payment to the open balance to the invoices.

d. Select 

to record this deposit. This will then either close out the invoice or apply the amount to the open balance.