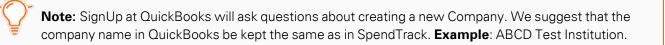
SpendTrack to QuickBooks—How To

The QuickBooks feature allows admin users (Program Admins or Bank Admins) to export their company's past transaction information to QuickBooks and use it for their accounting purposes.

Summary steps for Export

- 1. Log in to SignUp to QuickBooks. https://accounts.intuit.com/signup.html
- 2. Create company within QuickBooks.
- 3. Log in to SpendTrack Admin as Bank Admin (BA) or Program Admin (PA).
- 4. Navigate to Company Account > QuickBooks Account.
- 5. Export to QuickBooks.
- 6. Verify Quickbooks export.



SpendTrack[™] to QuickBooks[®] Integration

With your accounting data organized on the cloud, you can track sales, create and send invoices, and know how your business is doing at any time.

This guide provides details on integrating SpendTrack with QuickBooks.

For information about QuickBooks, go to https://quickbooks.intuit.com.

Log in to QuickBooks

If you are not already logged in,

1. Log in to QuickBooks. The Home page displays.

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Dashboard >	Get things done Business overview						
Transactions >							
Sales >	We just updated the info we share on commercial card transactions. We're now sharing line item details, also known as Le card companies. This has benefits for both you and your customers. Tell me more	rvel 3 data, with the $ imes$					
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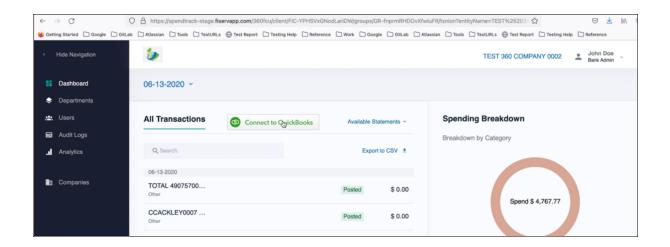
- 2. Try the following URL if this screen does not appear: https://app.sandbox.qbo.intuit.com//app/homepage
- 3. Switch to Accountant View if the left menu panel does not display Expenses.

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Dashboard >	Get things done Business overview	Account and settings	All lists	Order checks 🖸	Feedback
Transactions >	The second se	Manage users Custom form styles	Products and services Recurring transactions	Import data Import desktop data	Refer a friend Privacy
Sales >	We just updated the info we share on comm card companies. This has benefits for both you and an analysis.	Chart of accounts	Attachments	Export data	Switch company
Cash flow >		QuickBooks labs	Tags	Reconcile	
Expenses >	Workspace			Budgeting	
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Log in to SpendTrack

- 1. Log in to SpendTrack as the Program Adminor Bank Admin..
- 2. Navigate to Company > Transaction Spending Summary.
- 3. Select Past Period.

Note: Export to Quickbooks is not available for the Current Period. Export to QuickBooks is available for the Company Account only (Company Level transactions view).



Connect to QuickBooks

1. Select Connect to QuickBooks.

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2. SpendTrack goes to the Intuit URL. The Intuit (QuickBook) sign in screen displays.

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Select Company or Create Company

After logging in to Intuit/QuickBooks, either one of the following screens display:

Screen 1

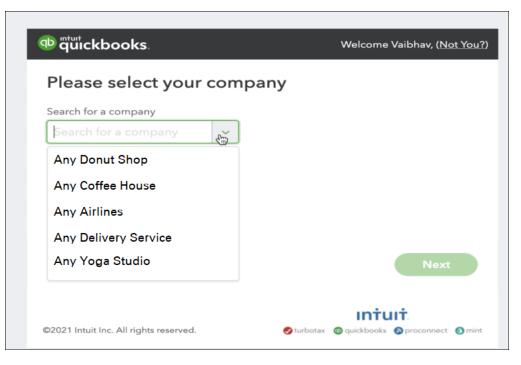
This page displays if a company was not already created in Intuit/Quickbooks.

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First you'll need to create a company to use	with your app
Create a QuickBooks Online company to connect with Spe	endTrack. Your first 30 days are free.
What's your company name?	
Enter company name	Create company
By clicking on Create company, I acknowledge that I have read and a	agree to the QuickBooks Terms of Service.
	•
(No, thanks	Connect
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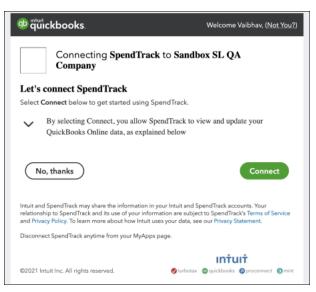
- 1. Enter a **company name**.
- 2. Create company.
- 3. Select Connect.

Screen 2

If a company was already created in Intuit/QuickBooks, the following screen displays:



- 1. Select the **company**.
- 2. Select **Next**. The connection popup displays.



3. Select Connect.

The application navigates back to SpendTrack.

- 4. After navigating back to SpendTrack, select **Past Period**. SpendTrack displays the following:
 - Export to Quickbooks link
 - Status as Connected
 - Company ID
 - Disconnect link to disconnect from QuickBooks

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Export to QuickBooks

Select **Export to Quickbooks** to export payments/expenses.

When the export starts, the following occurs:

- Export to Quickbooks link is disabled
- Status changes to Export in-progress

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After a few minutes, the application displays the Status changed to **Export Successful** and all links are enabled again.