

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.



Note: SignUp at QuickBooks will ask questions about creating a new Company. We suggest that the company name in QuickBooks be kept the same as in SpendTrack. **Example:** ABCD Test Institution.

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.

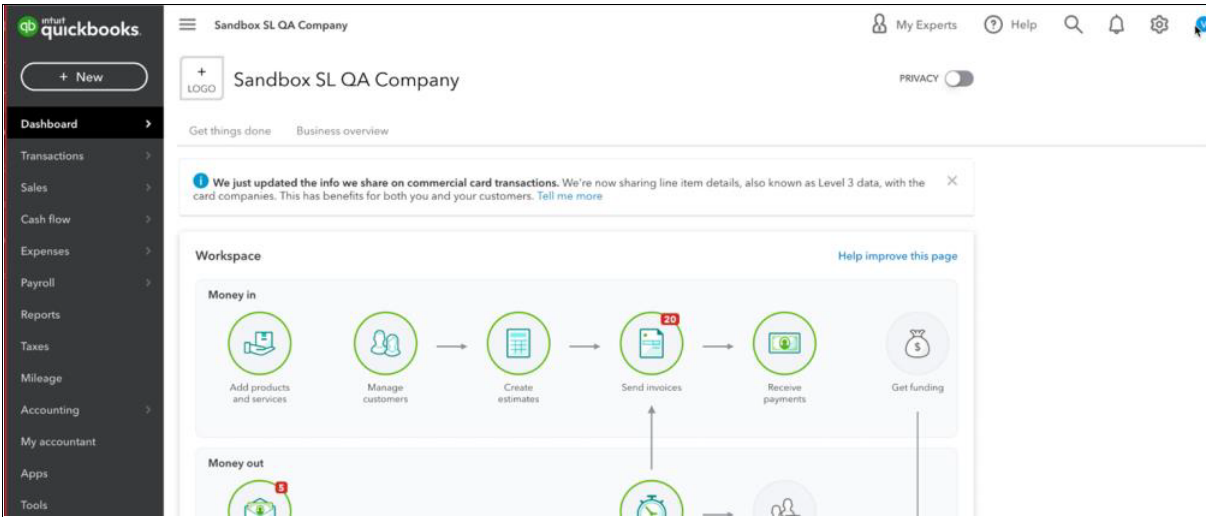
This guide provides details on integrating SpendTrack with QuickBooks.

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

Log in to QuickBooks

If you are not already logged in,

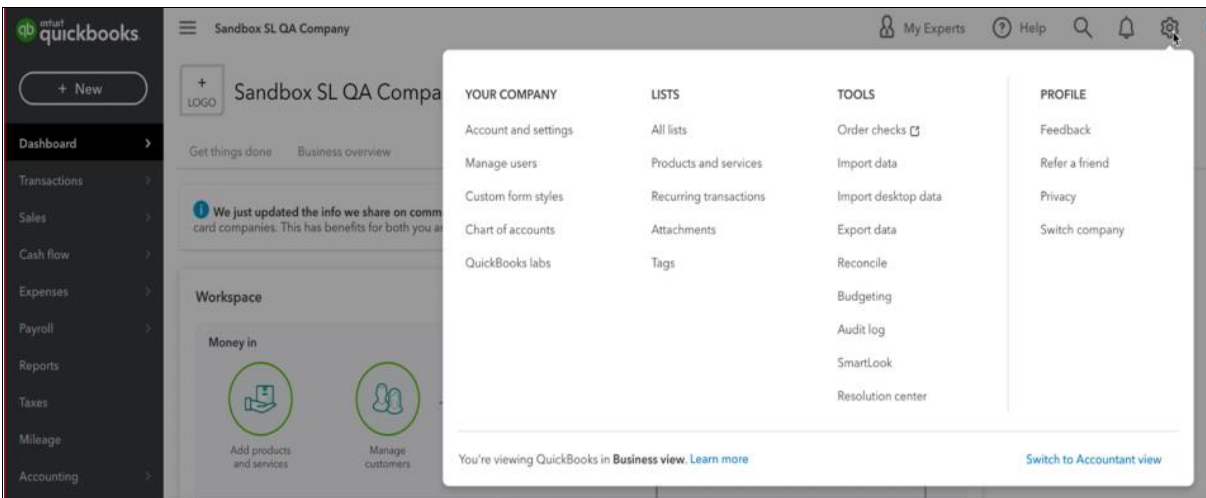
1. Log in to QuickBooks. The Home page displays.



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**.



Log in to SpendTrack

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

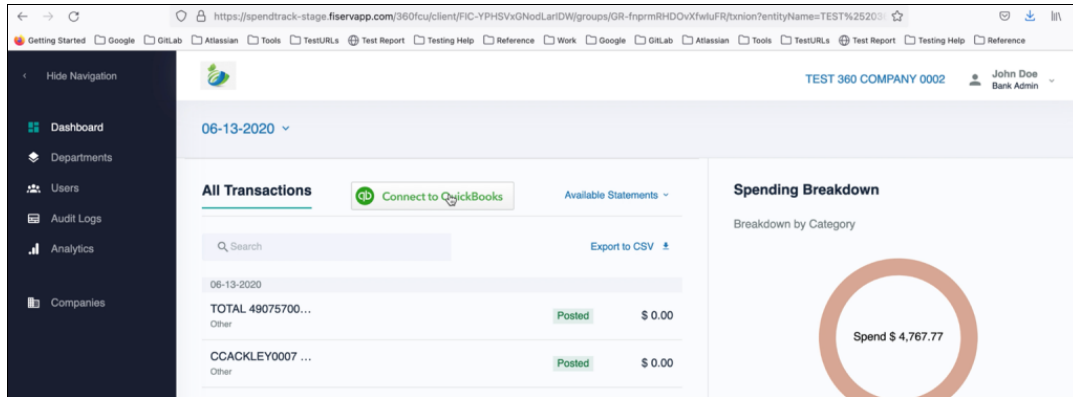


Note: Export to Quickbooks is not available for the Current Period. Export to QuickBooks is available for the Company Account only (Company Level transactions view).

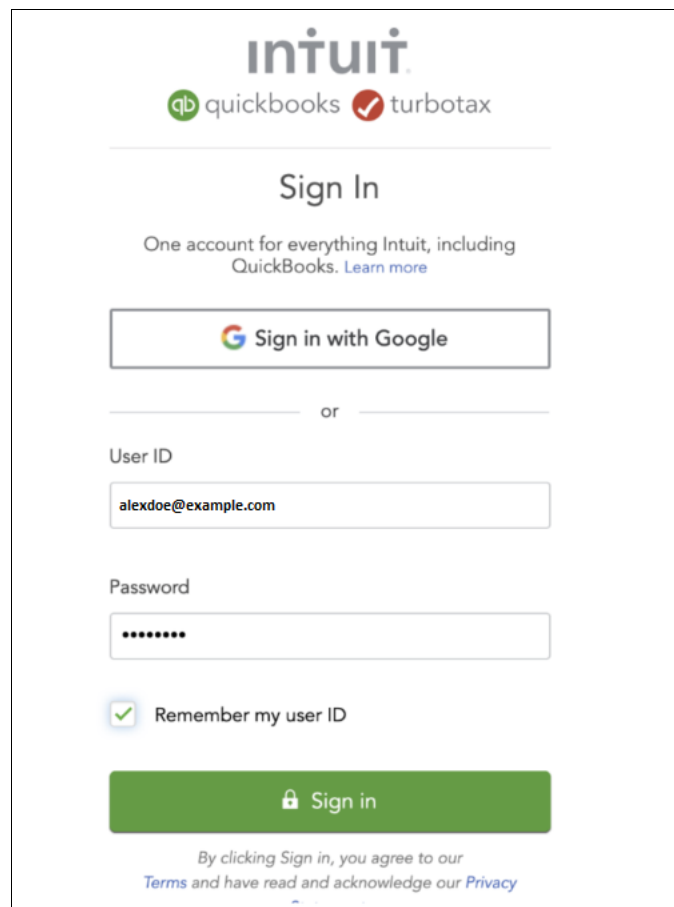
The screenshot displays the SpendTrack interface for the date 06-13-2020. The main content area is titled "All Transactions" and features a "Connect to QuickBooks" button. Below this, there is a search bar and an "Export to CSV" link. The transaction list shows two entries: "TOTAL 49075700..." and "CCACKLEY0007 ...", both with a "Posted" status and a value of "\$ 0.00". On the right side, the "Spending Breakdown" section shows a donut chart with the text "Spend \$ 4,767.77".

Connect to QuickBooks

1. Select **Connect to QuickBooks**.



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

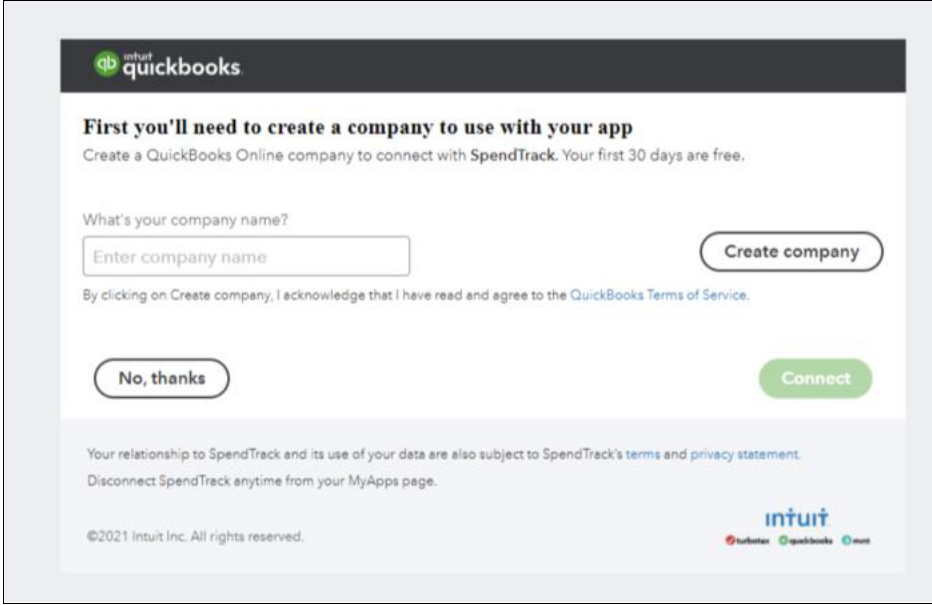


Select Company or Create Company

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.

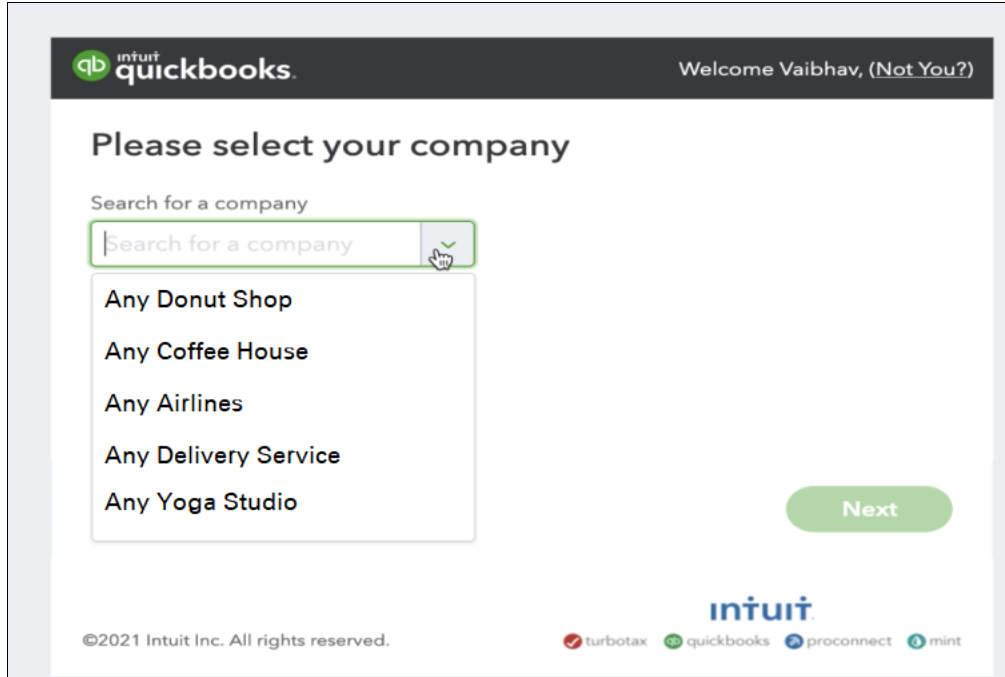


The screenshot shows the Intuit QuickBooks interface for creating a new company. At the top, the Intuit QuickBooks logo is displayed. Below the logo, the heading reads "First you'll need to create a company to use with your app". Underneath, it states "Create a QuickBooks Online company to connect with SpendTrack. Your first 30 days are free." There is a text input field labeled "What's your company name?" with a placeholder "Enter company name". To the right of the input field is a "Create company" button. Below the input field, a line of text reads "By clicking on Create company, I acknowledge that I have read and agree to the QuickBooks Terms of Service." At the bottom of the form, there are two buttons: "No, thanks" and "Connect". Below the form, there is a footer section with the text "Your relationship to SpendTrack and its use of your data are also subject to SpendTrack's terms and privacy statement. Disconnect SpendTrack anytime from your MyApps page." and the Intuit logo with social media icons for Twitter, Facebook, and LinkedIn. The copyright notice "©2021 Intuit Inc. All rights reserved." is also present.

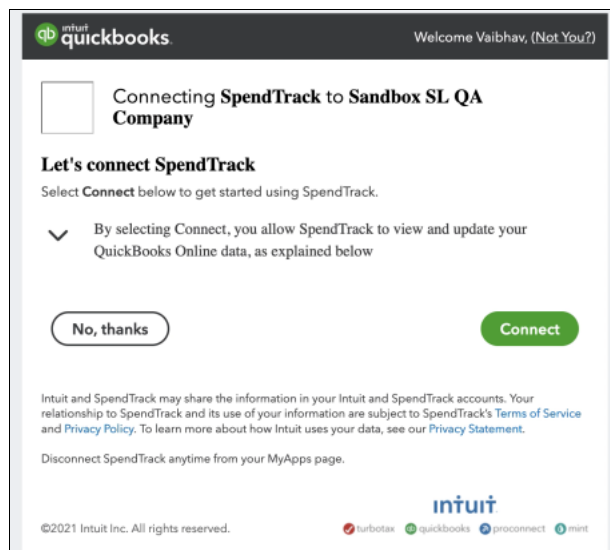
1. Enter a **company name**.
2. Create company.
3. Select **Connect**.

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

The screenshot shows a web browser window with the URL <https://spendtrack-stage.fiservapp.com/360fcu/client/FIC-YPHSVxGNodLarIDW/groups/GR-fnprmRHDOvXfwluFR/txnior>. The interface includes a dark sidebar with navigation options: Dashboard, Departments, Users, Audit Logs, Analytics, and Companies. The main content area displays the date **06-13-2020** and the title **All Transactions**. A status bar indicates **Connected** and **Company: 4620816365178169910**, with a **Disconnect** link. Below this is a search bar and an **Export to CSV** link. The transaction list shows two entries for 06-13-2020:

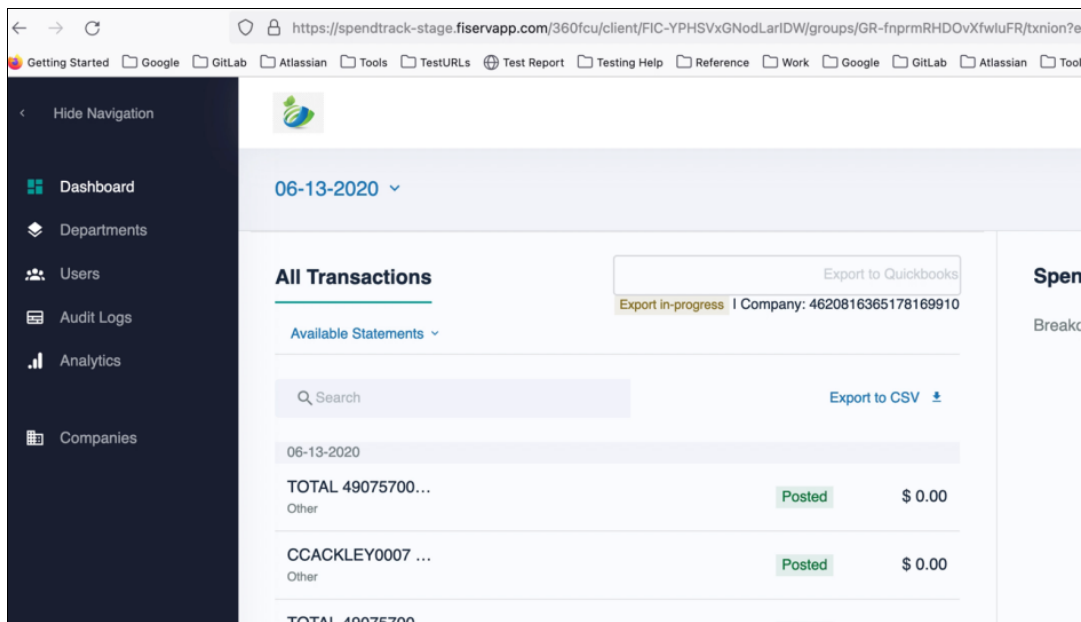
Transaction ID	Description	Status	Amount
TOTAL 49075700...	Other	Posted	\$ 0.00
CCACKLEY0007 ...	Other	Posted	\$ 0.00

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



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