SpendTrack to QuickBooks—How To—FSC

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.

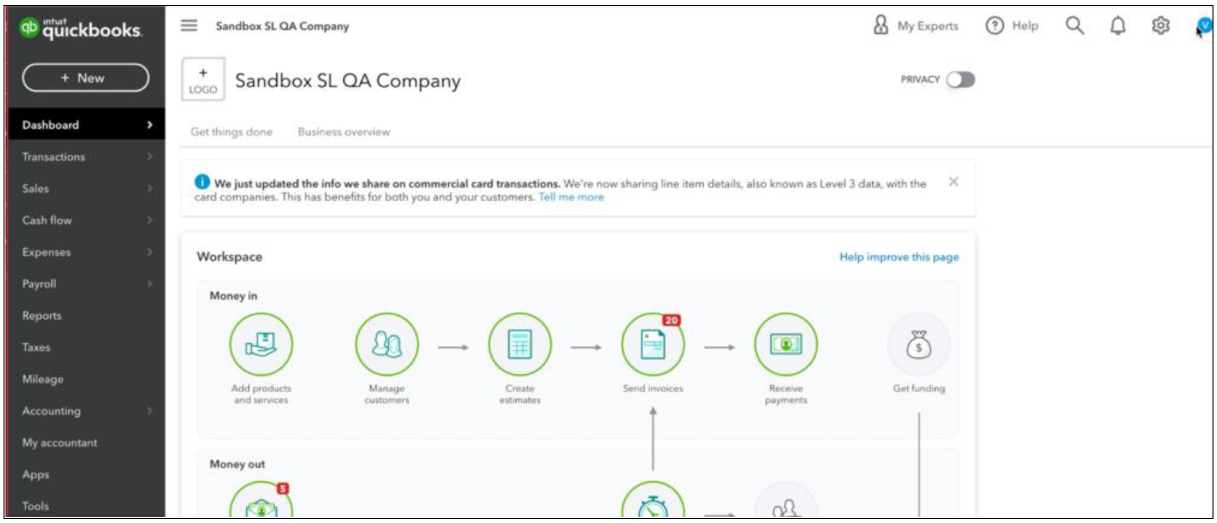
This guide provides details on integrating SpendTrack with QuickBooks.

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

Log in to QuickBooks

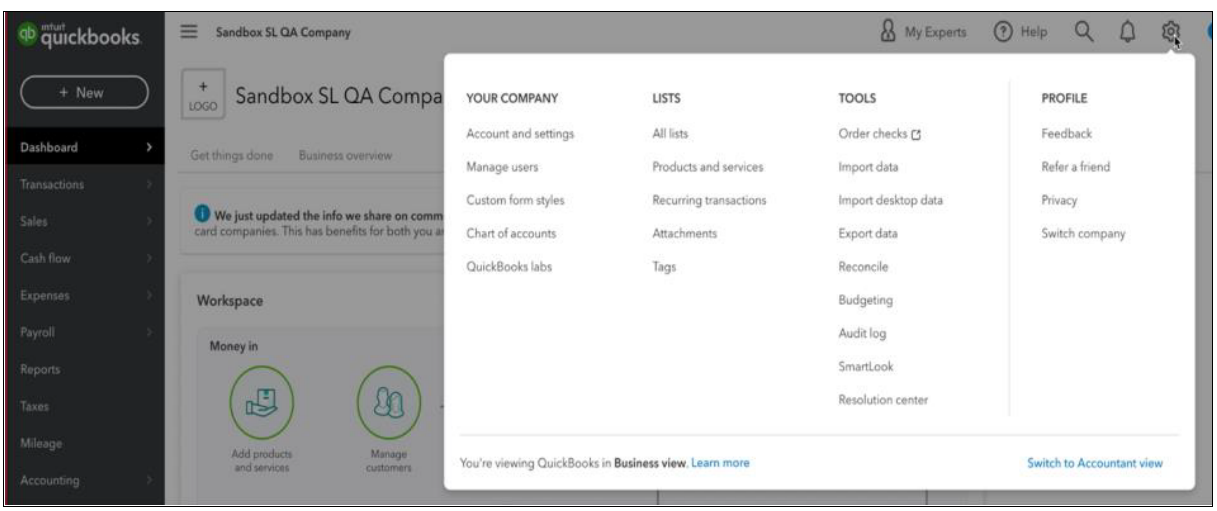
If you are not already logged in,

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

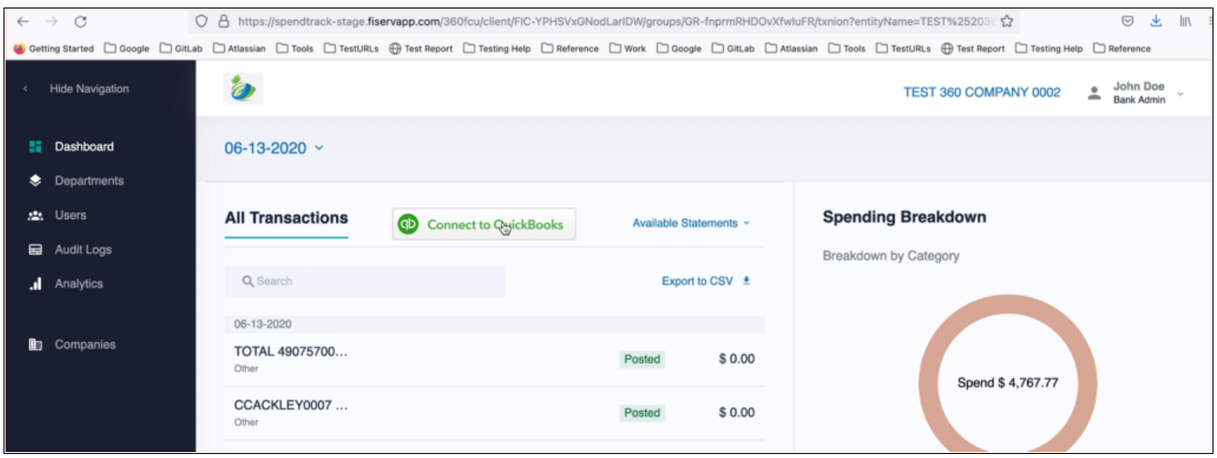
3. Switch to **Accountant View** if the left menu panel does not display **Expenses**.



Log in to SpendTrack

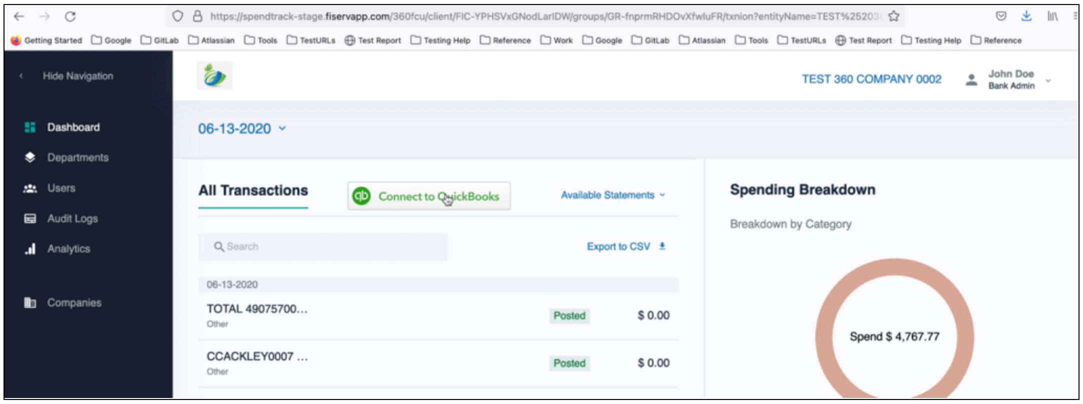
1. Log in to **SpendTrack** as the **Program Admin**or **Bank Admin**..
2. Navigate to **Company** > **Transaction Spending Summary**.
3. Select **Past Period**.

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).

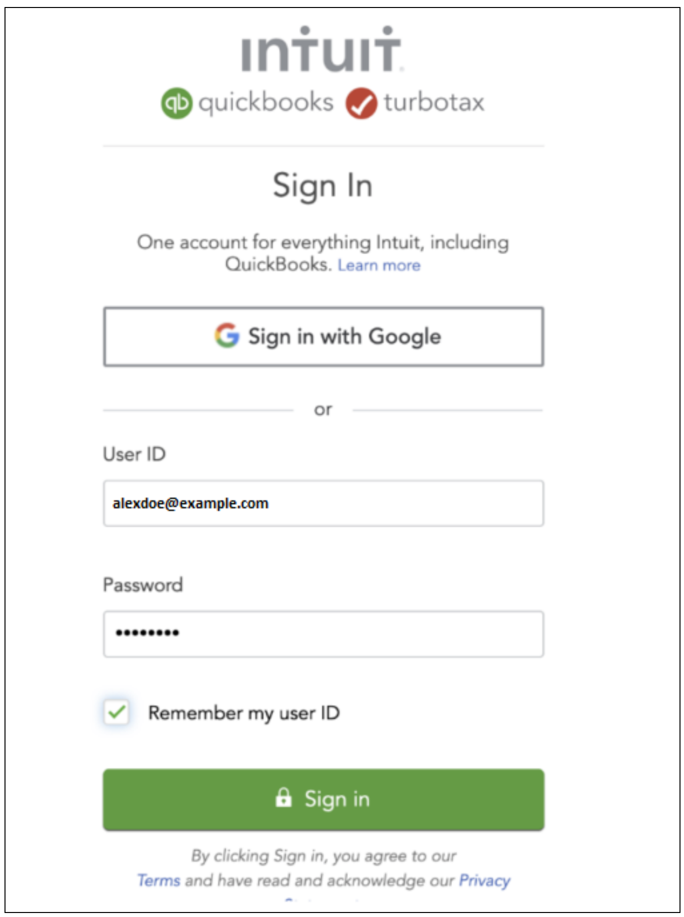


Connect to QuickBooks

1. Select **Connect to QuickBooks**.



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

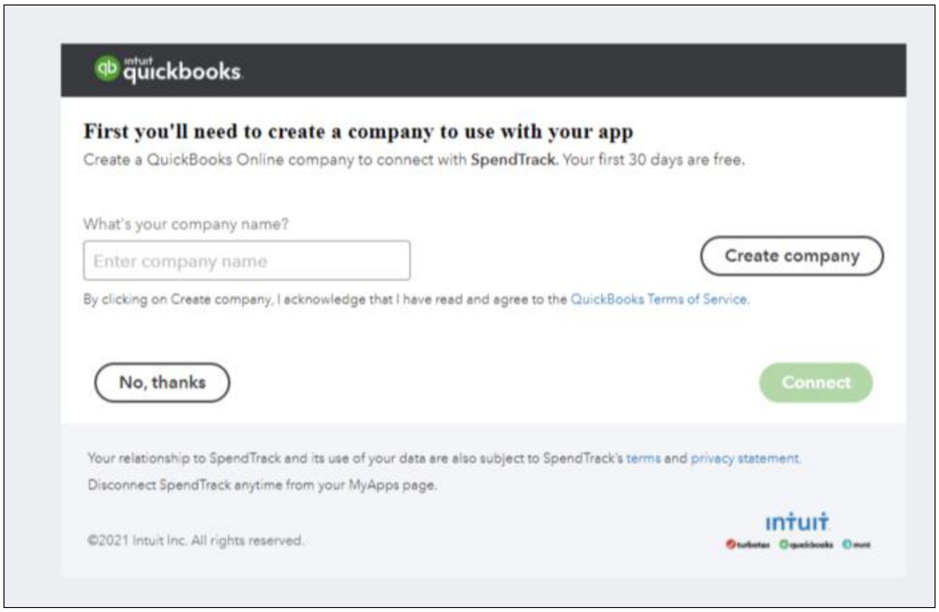


Select Company or Create Company

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

Screen 1

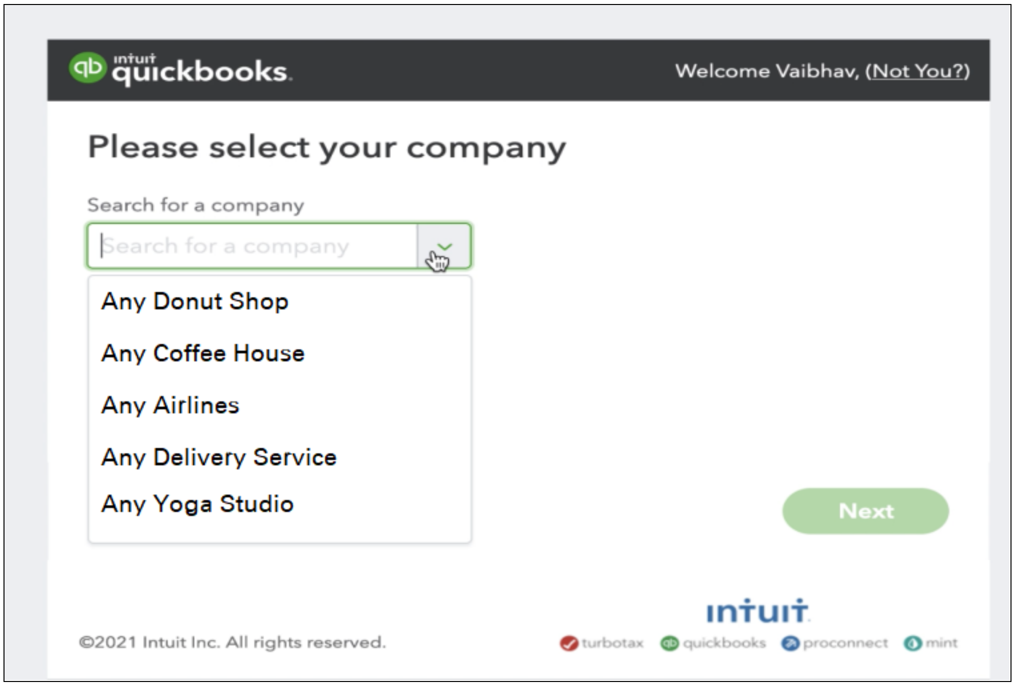
This page displays if a company was not already created in Intuit/Quickbooks.



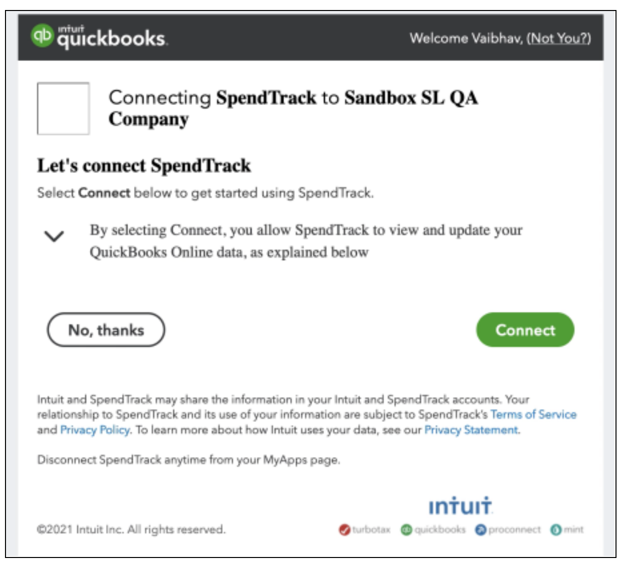
1. Enter a **company name**.
2. Create company.
3. Select **Connect**.

Screen 2

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

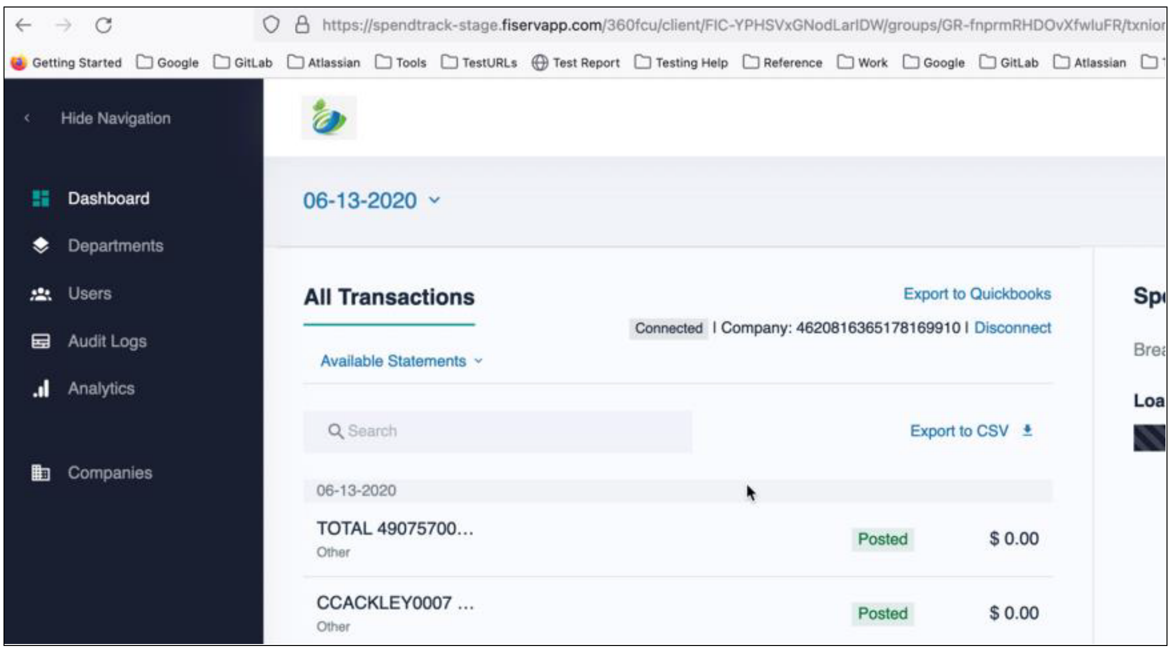


1. Select the **company**.
2. Select **Next**. The connection popup displays.



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

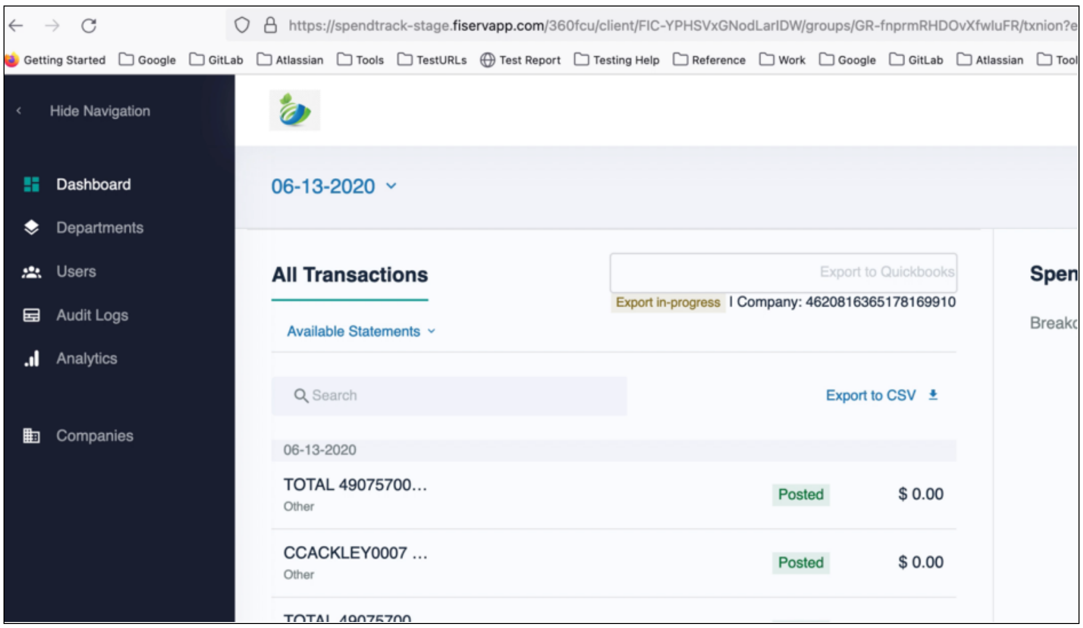


Export to QuickBooks

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.