

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: Sign Up 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.

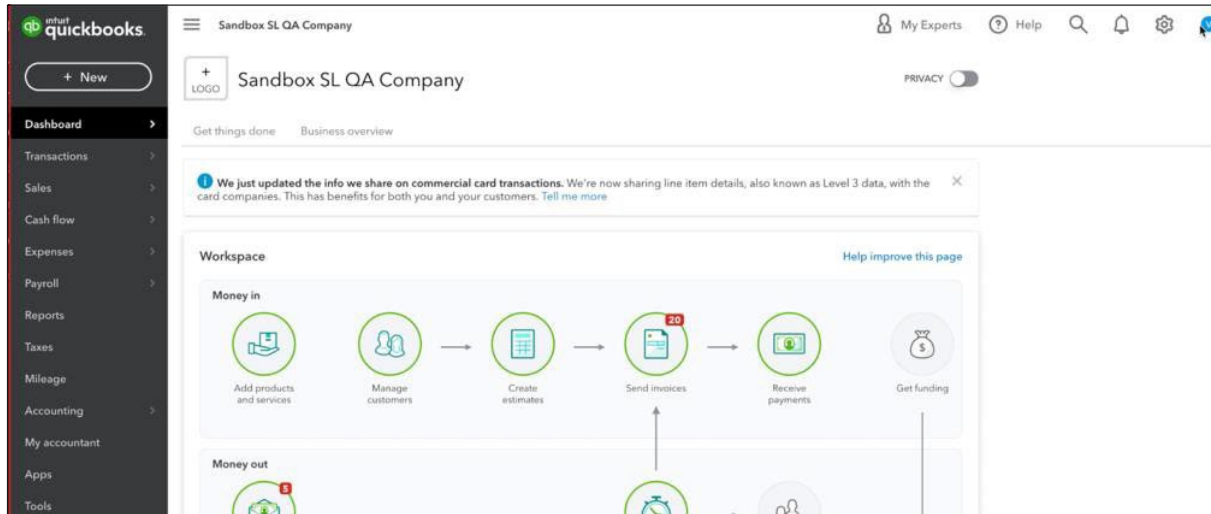
This guide provides details on integrating SpendTrack with QuickBooks.

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

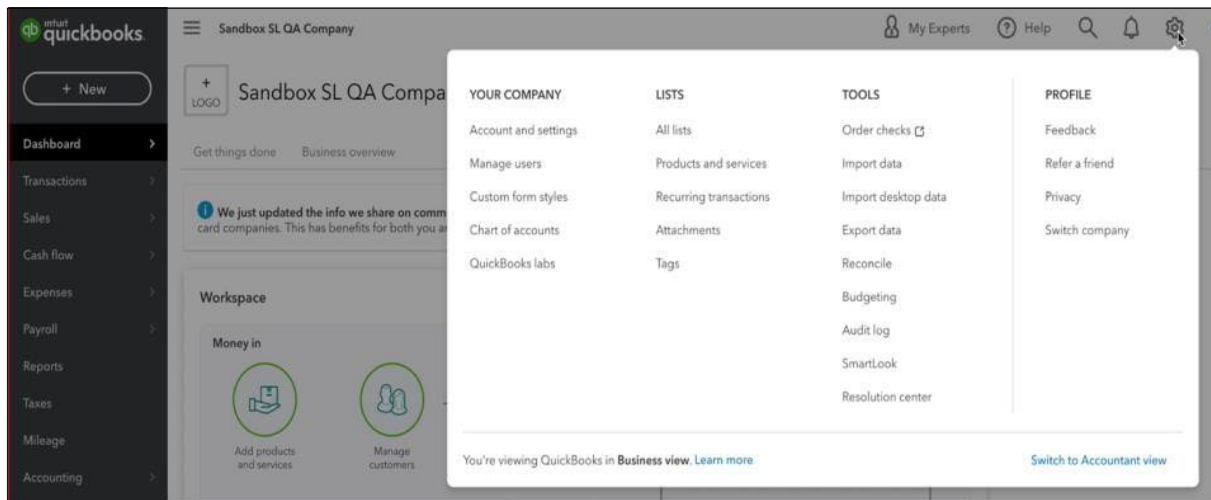
Log in to QuickBooks

If you are not already logged in,

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



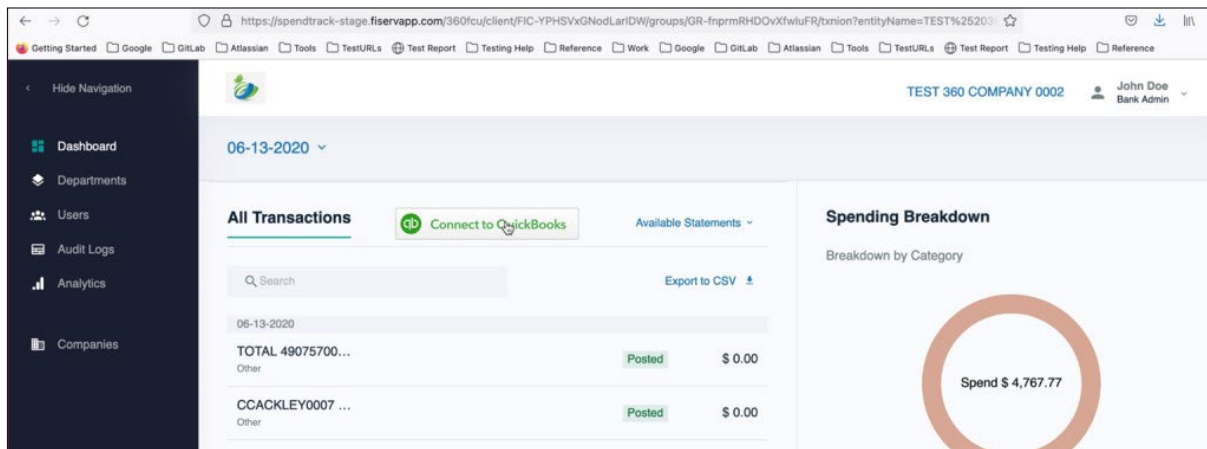
2. Try the following URL if this screen does not appear:
<https://app.sandbox.qbo.intuit.com/app/homepage>
3. Switch to Accountant View if the left menu panel does not display Expenses.



Log in to SpendTrack

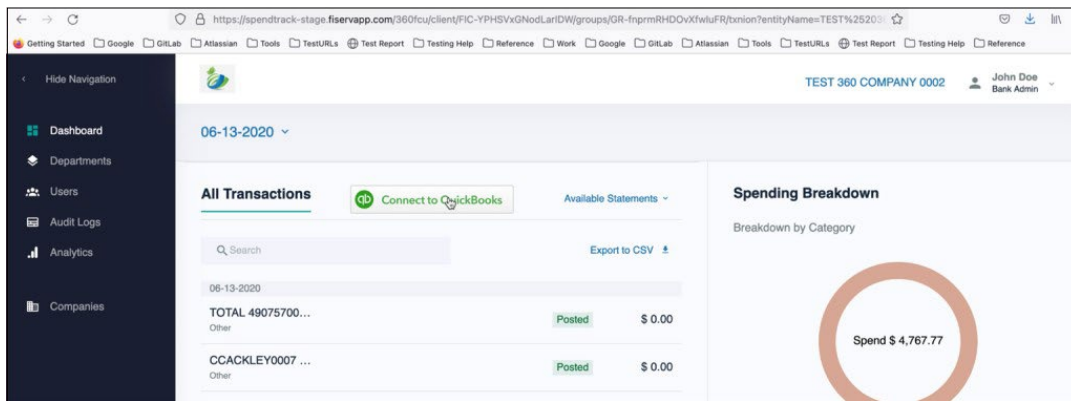
1. Log in to SpendTrack as the Program Admin or Bank Admin..
2. Navigate to Company > Transaction Spending Summary.
3. Select Past Period.

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).

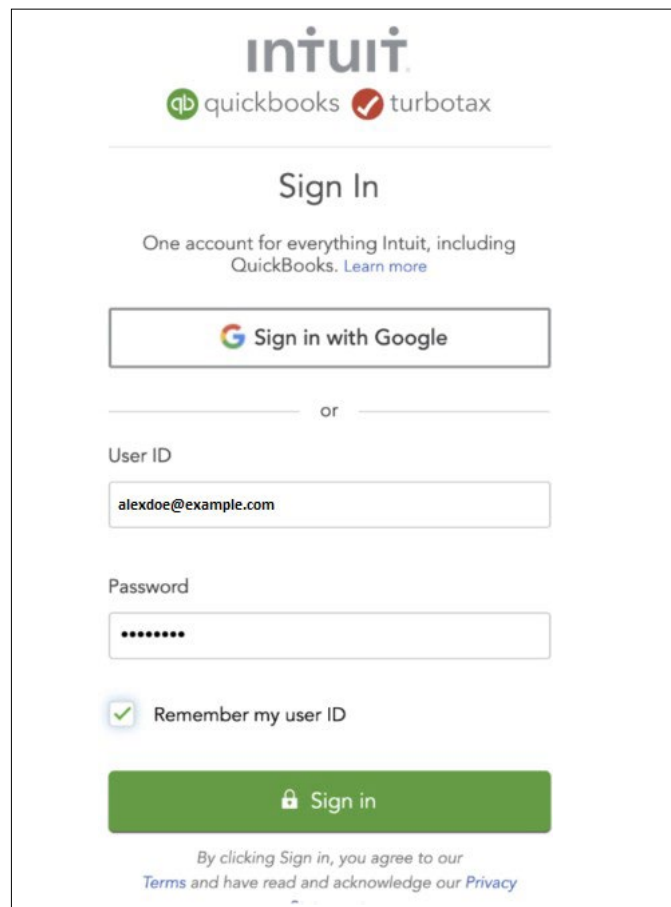


Connect to QuickBooks

1. Select Connect to QuickBooks.



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

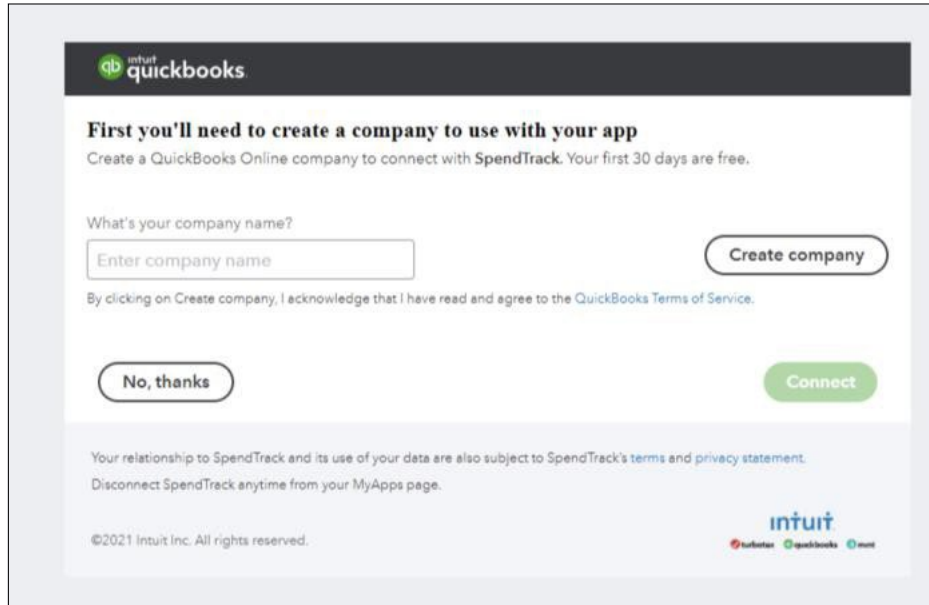


Select Company or Create Company

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.

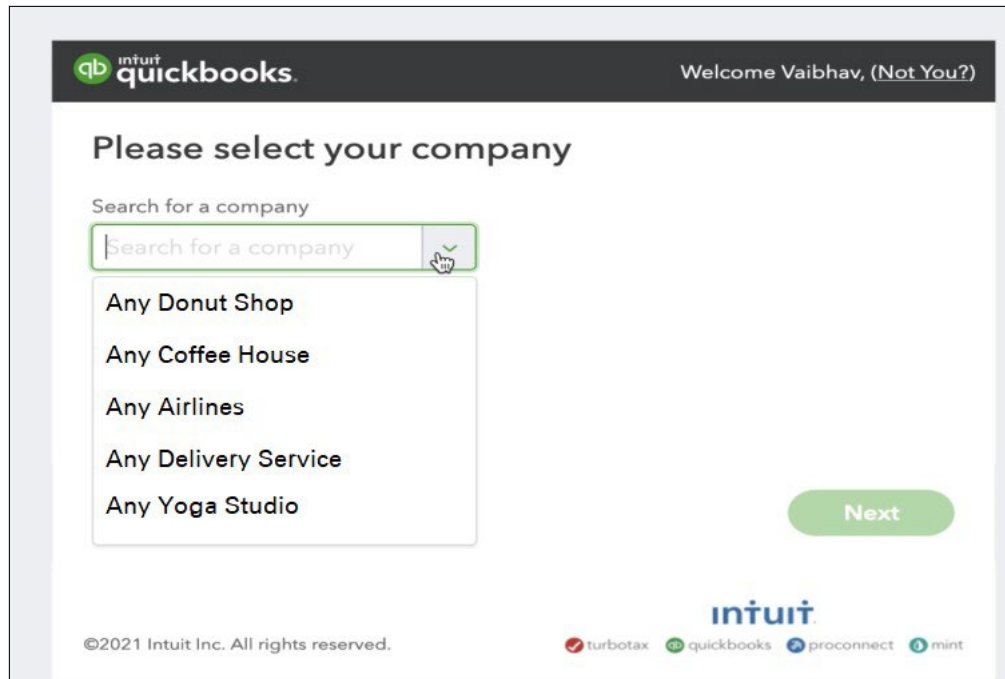


The screenshot shows the Intuit QuickBooks interface for creating a new company. At the top, the 'qb intuit quickbooks' logo is displayed. Below the logo, a heading reads 'First you'll need to create a company to use with your app', followed by a subtext: 'Create a QuickBooks Online company to connect with SpendTrack. Your first 30 days are free.' A form field labeled 'What's your company name?' contains the placeholder text 'Enter company name'. To the right of this field is a 'Create company' button. Below the form field, a line of text states: '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 area, there are two buttons: 'No, thanks' on the left and 'Connect' on the right. Below the buttons, a paragraph of text reads: '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.' At the very bottom, the copyright notice '©2021 Intuit Inc. All rights reserved.' is visible on the left, and the Intuit logo with links to 'intuit', 'quickbooks', and 'myapps' is on the right.

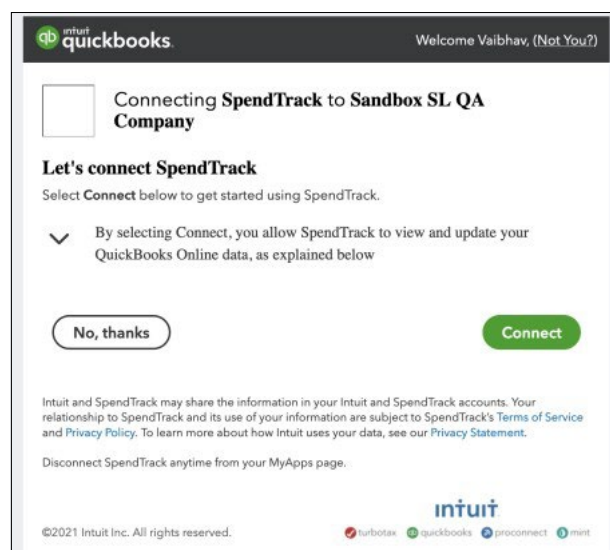
1. Enter a company name.
2. Create company.
3. Select Connect.

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 displays the SpendTrack web application interface. The browser address bar shows the URL: <https://spendtrack-stage.fiservapp.com/360fcu/client/FIC-YPHSVxGNodLarIDW/groups/GR-fnprmrHDOvXfwluFR/txnior>. The left sidebar contains navigation links: Dashboard, Departments, Users, Audit Logs, Analytics, and Companies. The main content area shows the date '06-13-2020' with a dropdown arrow. Below this, the 'All Transactions' section is active, displaying a table of transactions. The table includes a search bar, an 'Export to Quickbooks' link, and an 'Export to CSV' link. The transactions listed are:

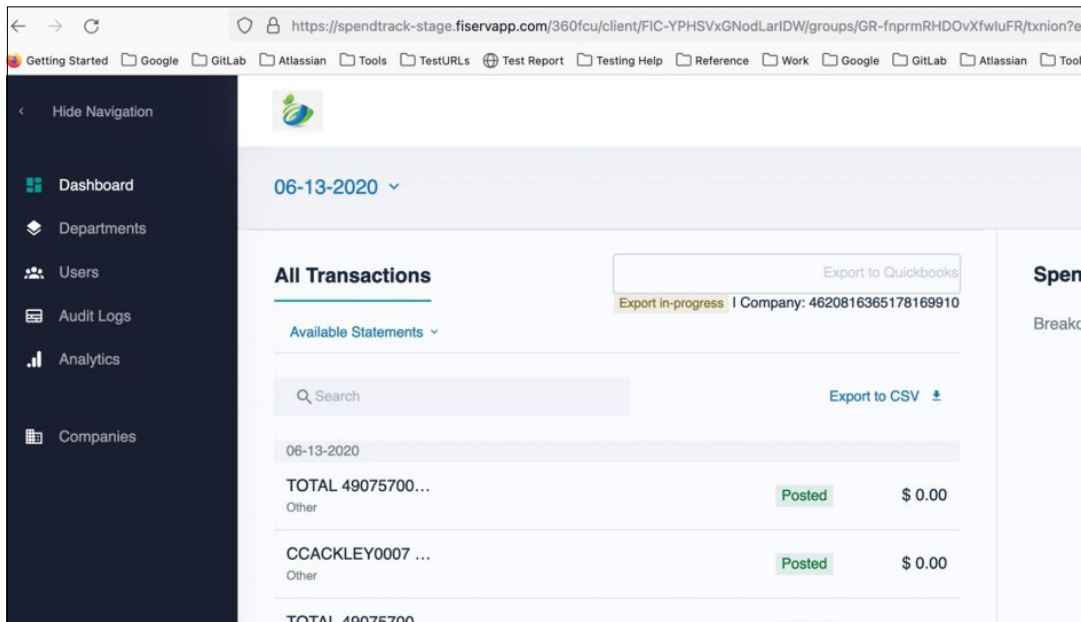
Transaction ID	Status	Amount
TOTAL 49075700...	Posted	\$ 0.00
Other		
CCACKLEY0007 ...	Posted	\$ 0.00
Other		

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.