

D.L. Evans

BANK

SpendTrack™ to QuickBooks® Integration

SpendTrack to QuickBooks Overview

The QuickBooks feature allows admin users (Program Admin or Bank Admin) to export their company's past transaction information to QuickBook and let them use the QuickBook feature for their accounting purposes.

Summary steps for Export

1. SignUp to QuickBooks .
<https://accounts.intuit.com/signup.html>
2. Create company within QuickBooks.
3. Login to SpendTrack Admin user (BA or PA).
4. Navigate to Company Account and Connect to QuickBooks Account.
5. Export to QuickBook.
6. Verify Quickbook export.

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.

<https://quickbooks.intuit.com>

What's more, it's easy to use and you need not be an accounting or finance expert to use QuickBooks Accounting Software.

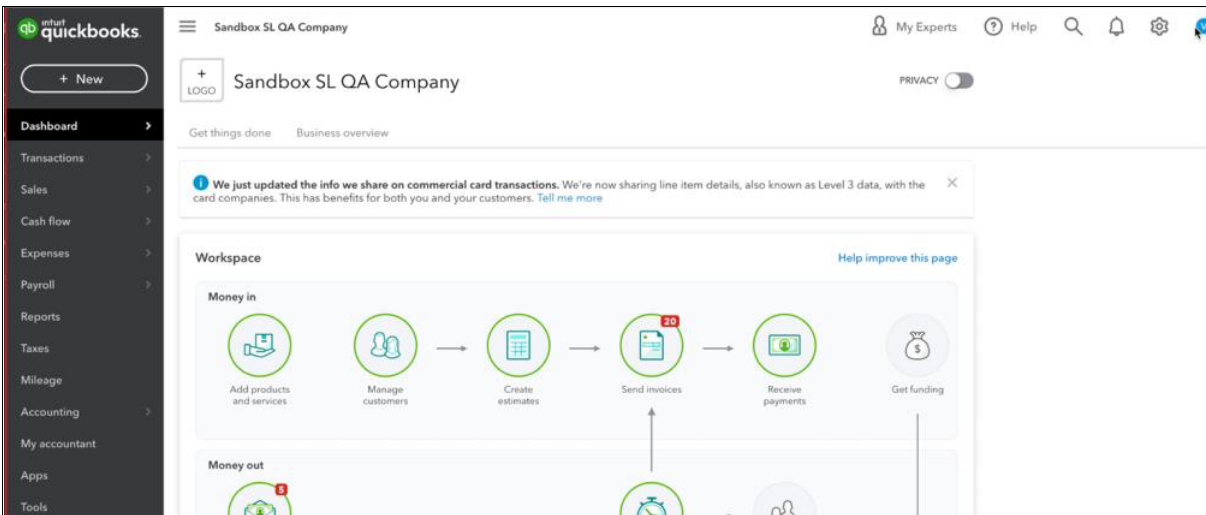
Note: While SignUp QuickBooks will ask many questions and to create new Company. We suggest that the company name in QuickBooks be kept the same as in SpendTrack. Example: ABC Bank Test.

Login to QuickBooks

If you are not already logged in, log in to QuickBooks.

<https://quickbooks.intuit.com/in/quickbooks/login/The>

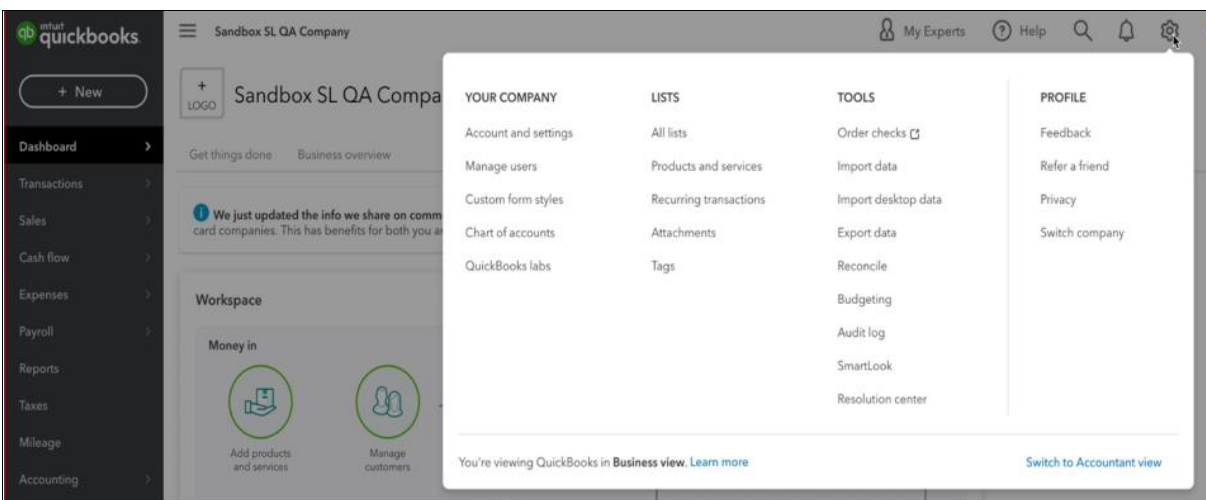
Home page displays.



If this screen does not appear, try the following URL:

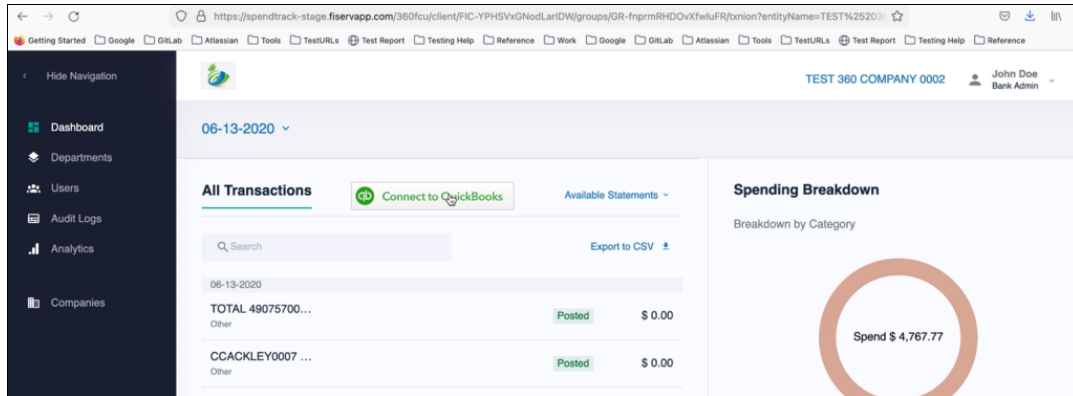
<https://app.sandbox.qbo.intuit.com//app/homepage>

If the left menu panel does not show **Expenses**, then Switch to **Accountant View**.

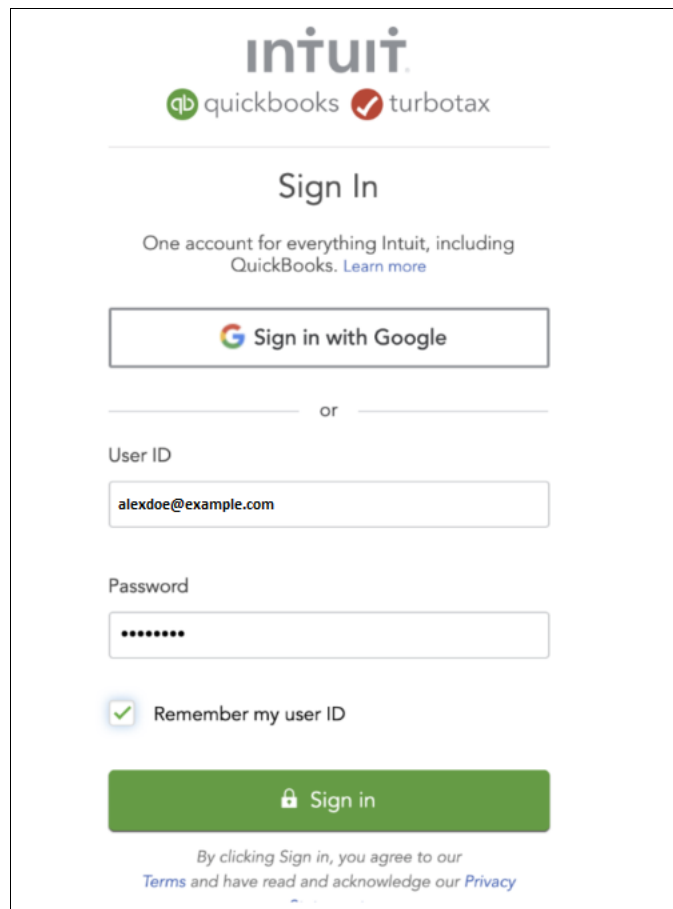


Connect to QuickBooks

1. Select **Connect to Quick Books**.



2. SpendTrack goes to the Intuit URL. The Intuit (Quickbook) account screen displays.

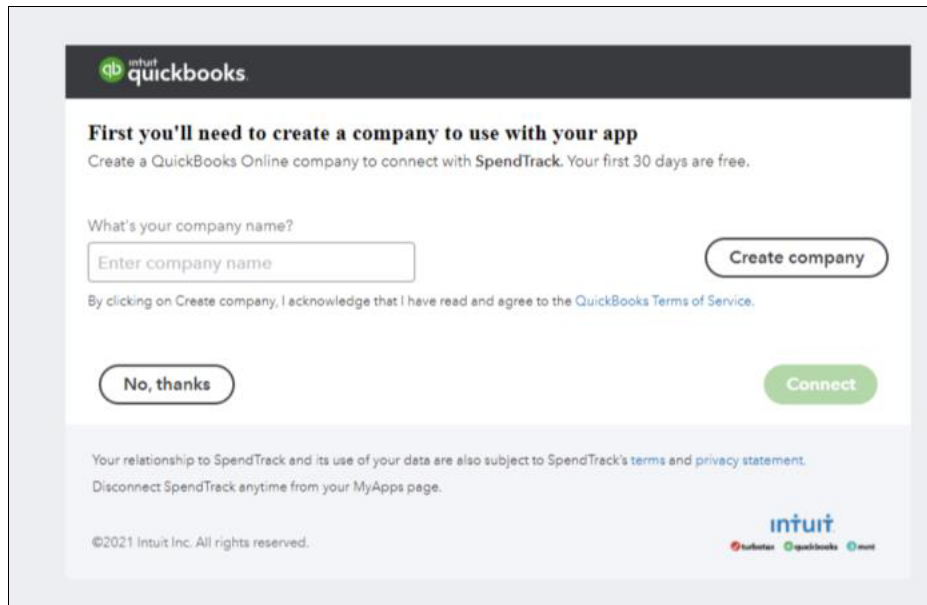


Select Company or Create Company

After logging in to the Intuit/QuickBooks account, either of the following screens can display.

Screen 1

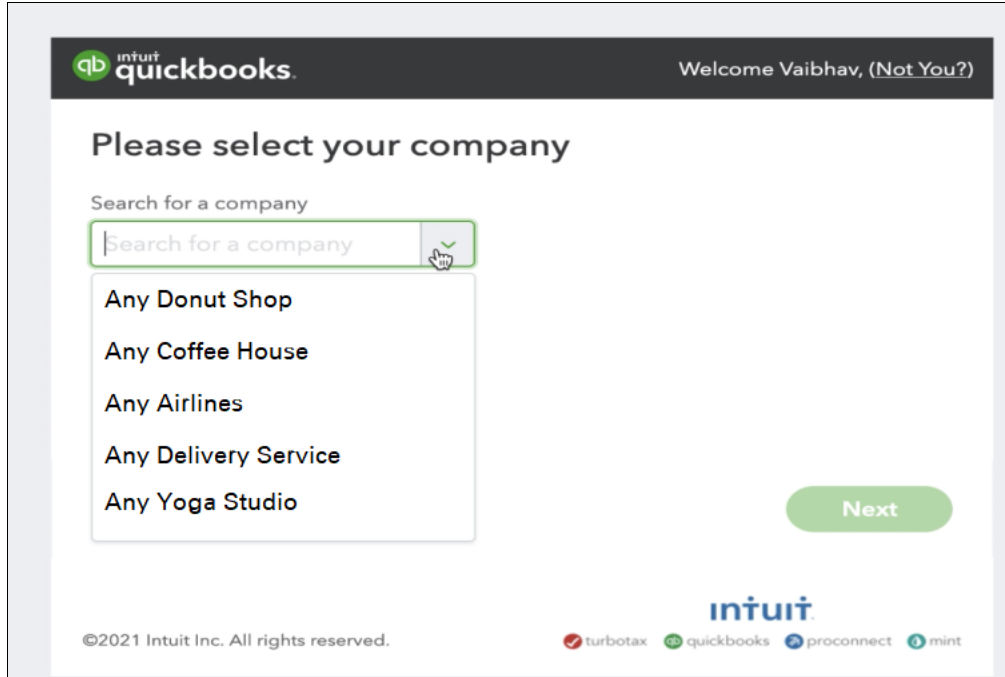
If company was not already created in Intuit/Quickbooks.



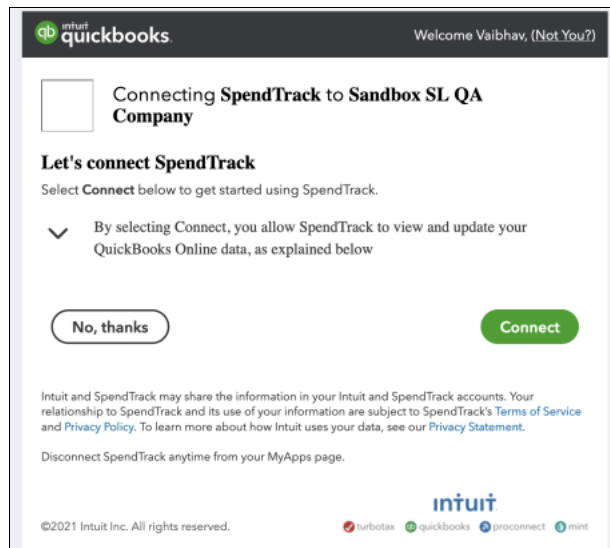
Enter a company name, create company, then select **Connect**.

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.



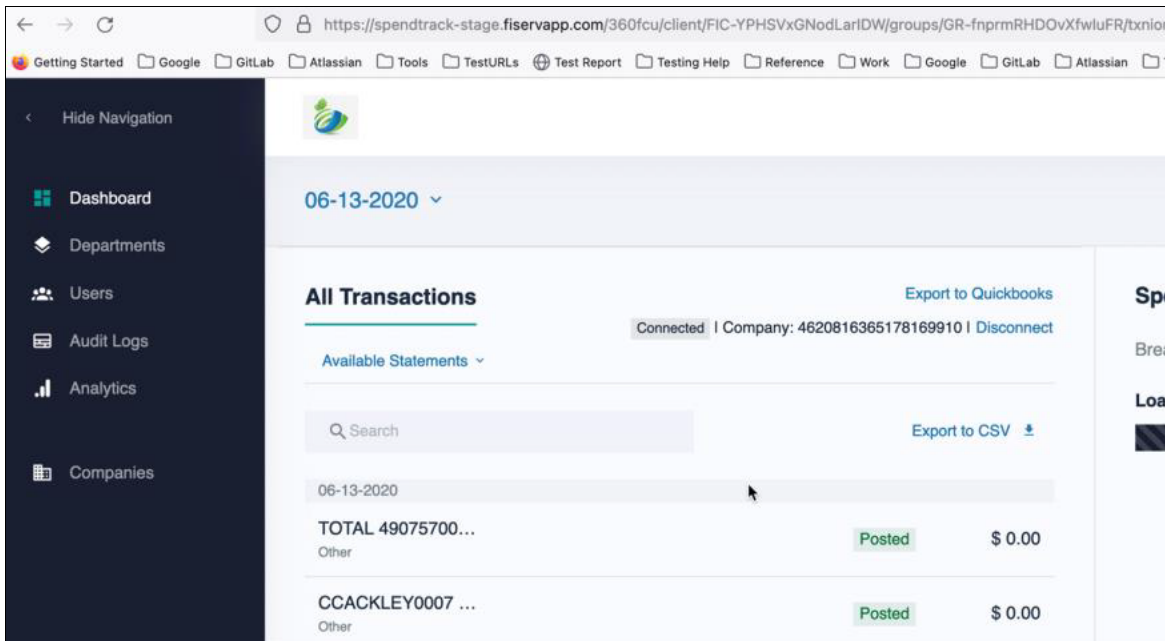
3. Select **Connect**.

The application will navigate 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 the SpendTrack web application interface. The browser address bar displays the URL: `https://spendtrack-stage.fiservapp.com/360fcu/client/FIC-YPHSVxGNodLarIDW/groups/GR-fnprmrHDOvXfwluFR/txnior`. The left sidebar contains navigation options: Dashboard, Departments, Users, Audit Logs, Analytics, and Companies. The main content area shows the date **06-13-2020** and the heading **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 includes:

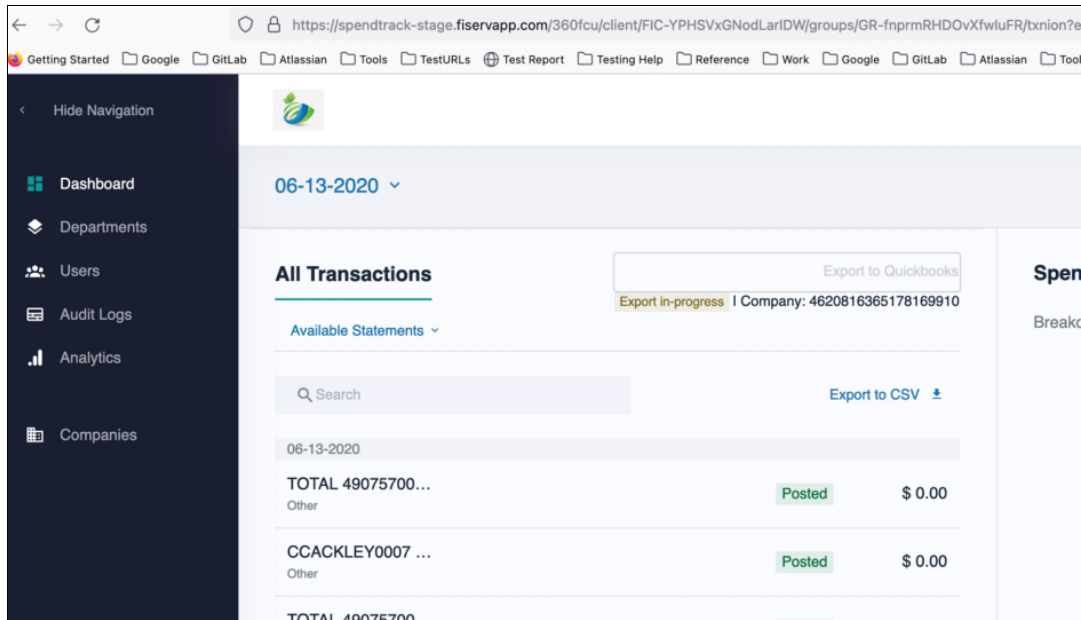
06-13-2020		
TOTAL 49075700...	Posted	\$ 0.00
Other		
CCACKLEY0007 ...	Posted	\$ 0.00
Other		

Export to QuickBooks

Select **Export to Quickbooks** to export payment/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.