ProOnGo

QuickBooks Online Guide

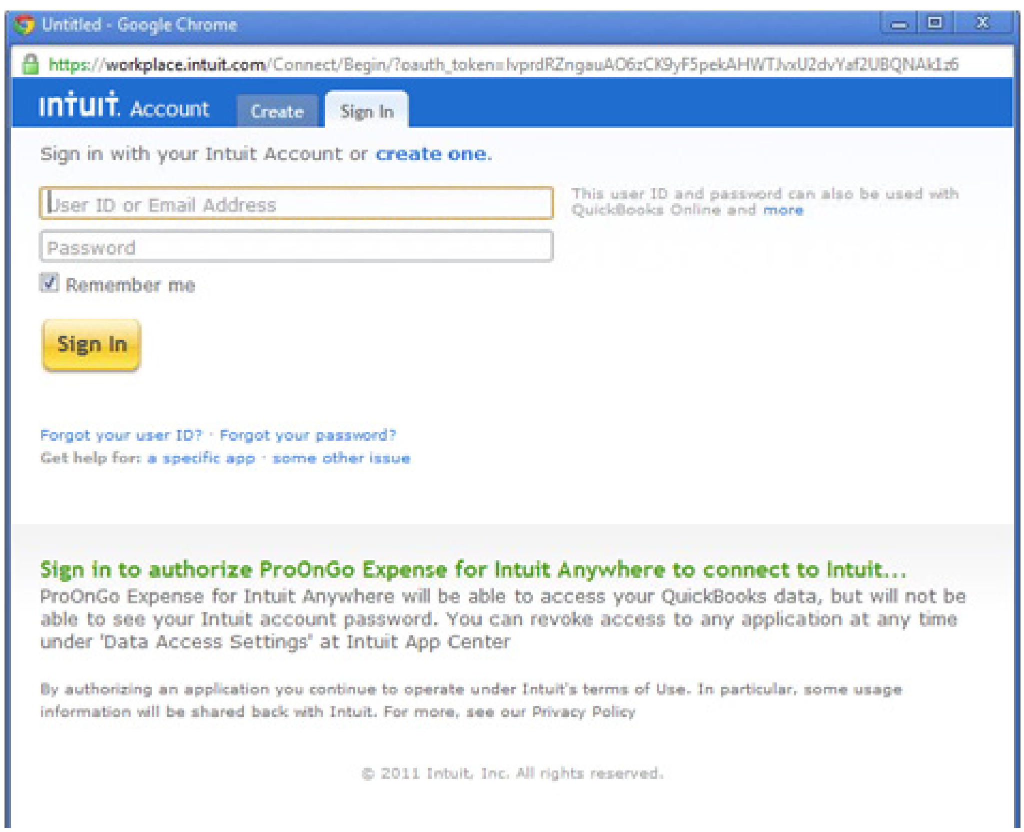
Getting Started:
QuickBooks Desktop & Online

Thanks for choosing ProOnGo Expense for your expense tracking! This brief guide will walk you through setting up a connection between QuickBooks Desktop or QuickBooks Online and ProOnGo Expense.

Creating a Connection

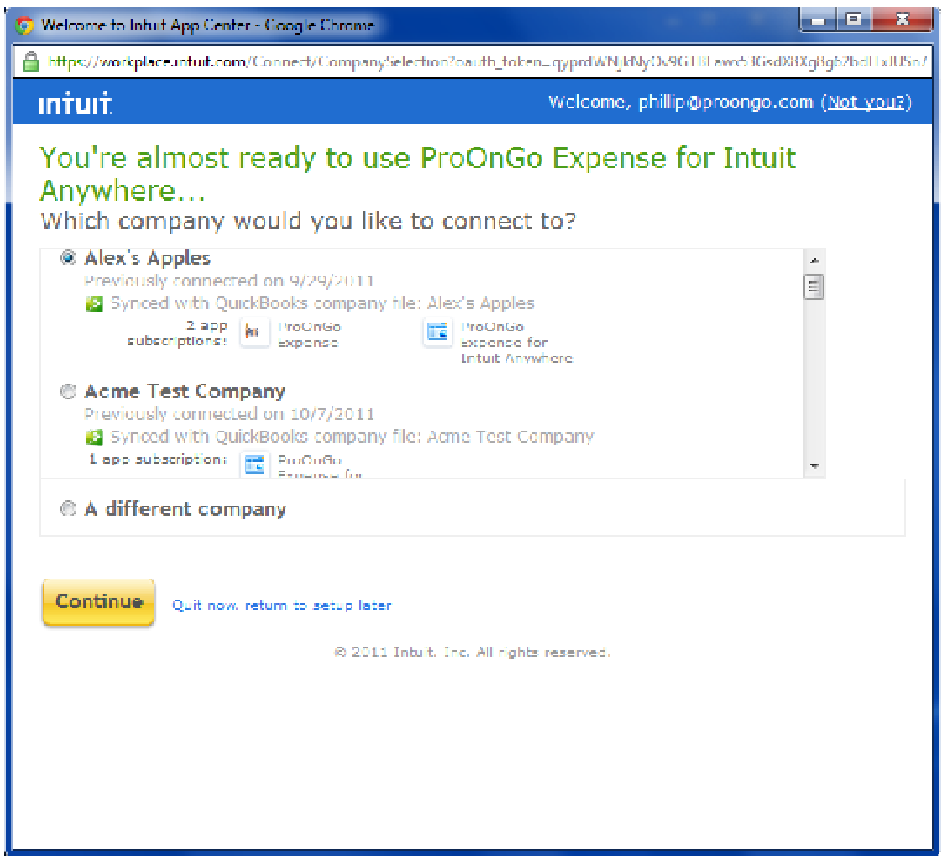
First, login to the ProOnGo Web Portal at ProOnGo.com. Click on the *Connect to QuickBooks* button in the upper right hand corner.

A QuickBooks wizard will appear and ask you to login to your QuickBooks account.

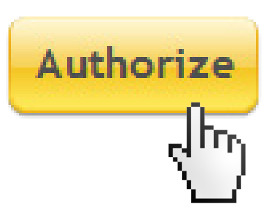


Company File

Choose your QuickBooks company file.



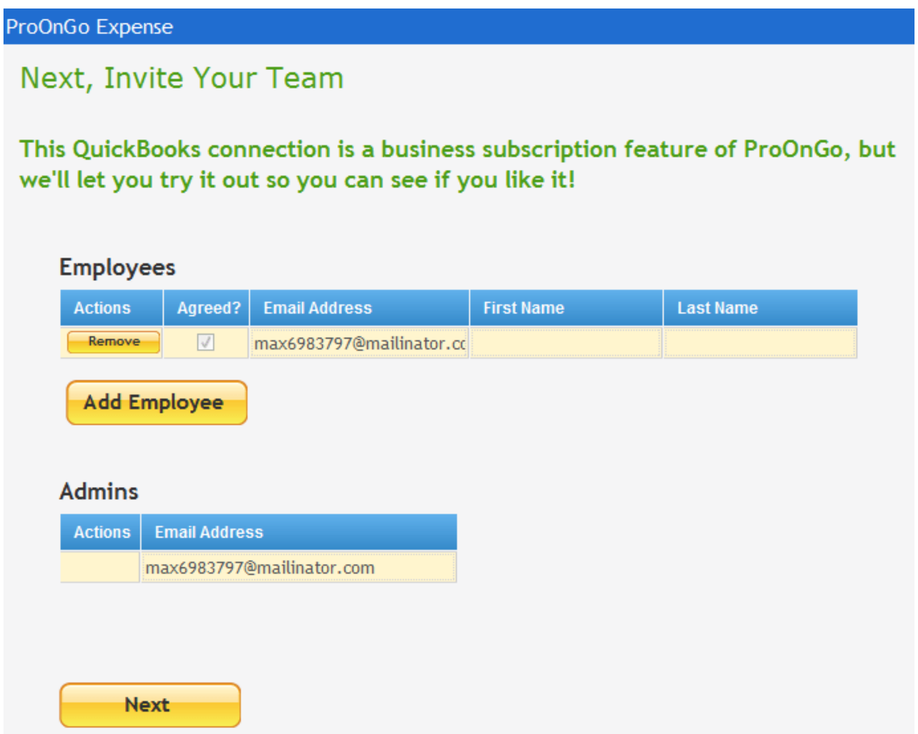
Authorize the connection and you're now able to sync information between ProOnGo and QuickBooks!



Adding Employees

As soon as you complete this step, your employees will be invited to login to the ProOnGo Expense mobile app and Web Portal with their email address.

Whatever they enter into the password field will become their account password.



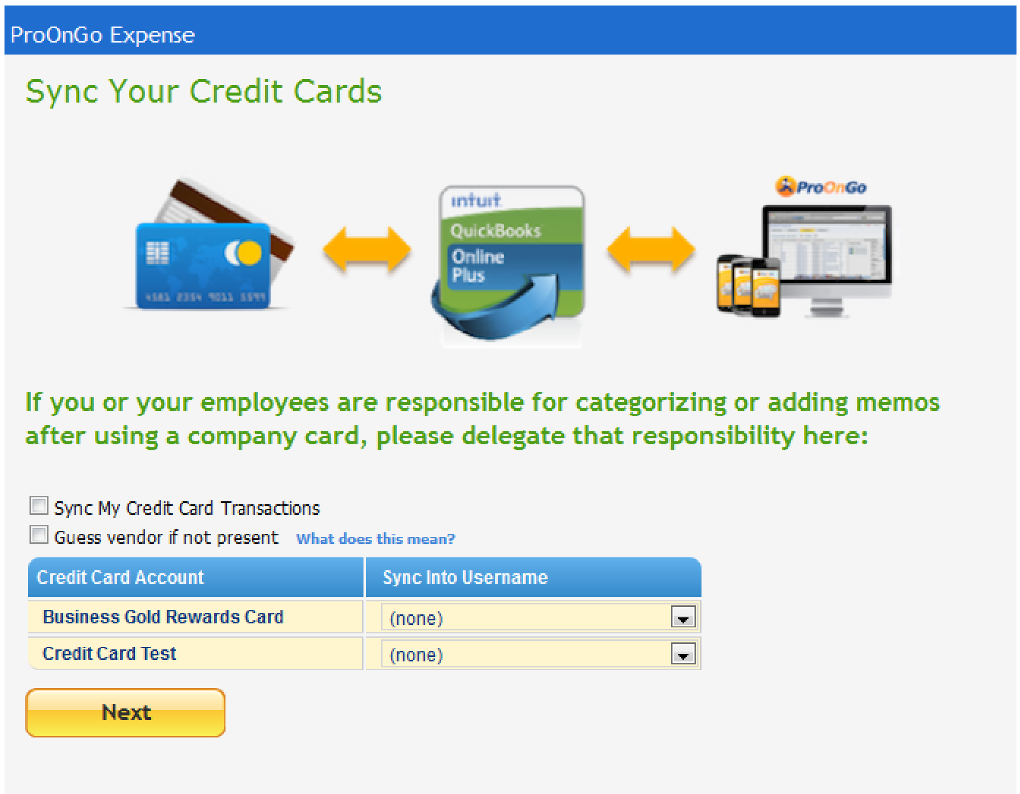
Credit Cards

ProOnGo's credit card integration pulls transactions from the QuickBooks Credit Card register and delivers them to employees for categorization.

This feature will only work if you have a Online Banking set up inside QuickBooks to add the credit card transactions to the register as the transactions incur. The credit card integration is setup this way in order so users do not manually add their transactions to their credit card registesr. If the book-keeper/manager misses only one expense, that can spell out a recipe for disaster because the company then begins keeping two sets of books.

Therefore ProOnGo eliminates the risk of missing a transaction in your credit card register by making sure all of the transactions first appear in the credit card register.

Credit Cards



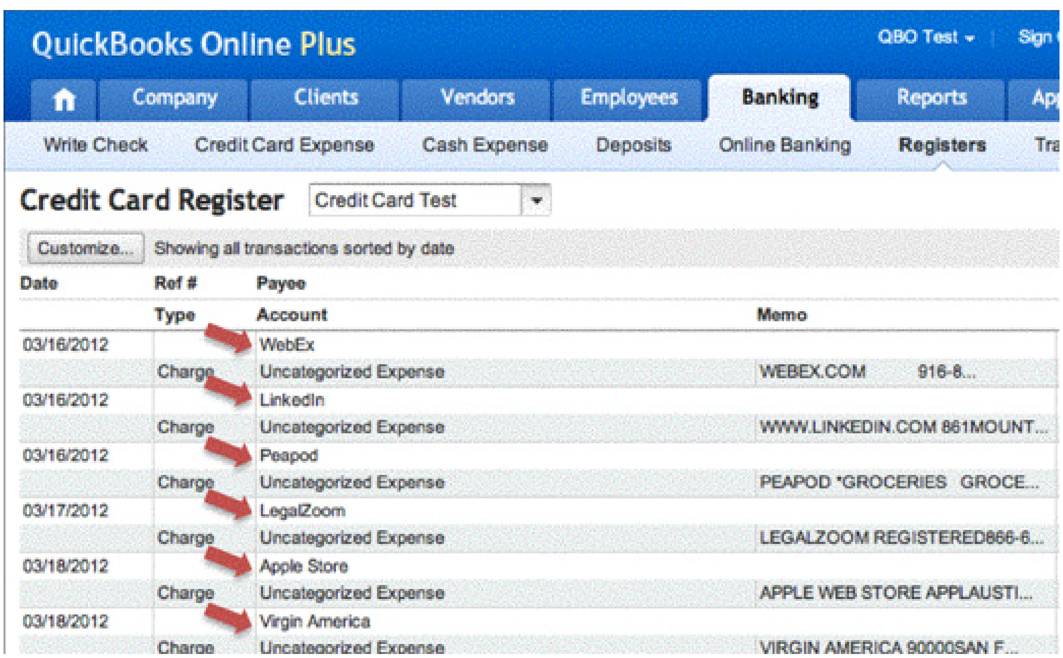
The next step in the wizard asks if you'd like to sync your credit cards with ProOnGo. If so, check mark the box 'Sync Your Credit Card Transactions' and then associate which credit cards belong to which users by choosing the user from the drop down menu next to the credit card. Your credit card transactions will then begin downloading to ProOnGo Expense and appear in your expense list.

After your cards are set up, whenever an employee adds a Customer:Job, etc, the new information will auto-update in the QuickBooks Credit Card register.

Guess Vendor

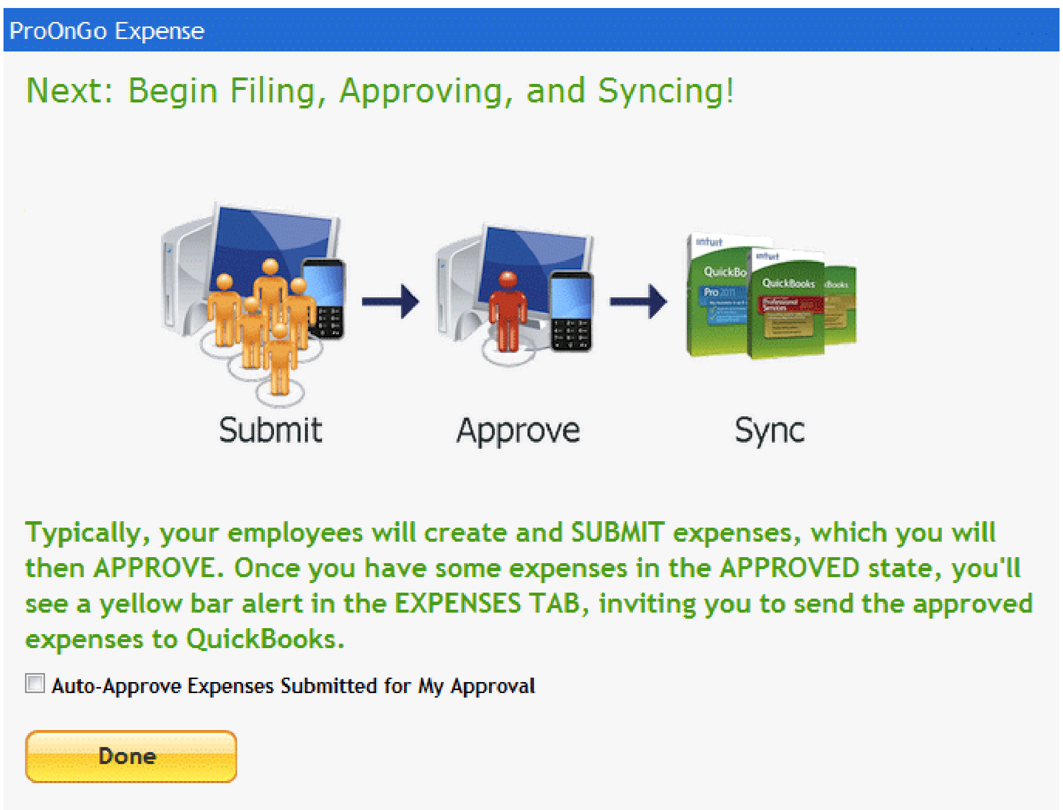
You may or may not have noticed that when you sync a credit card with QuickBooks, QuickBooks does not input the Vendor name in the Payee field.

Oftentimes, ProOnGo can successfully fill in Vendor names that QuickBooks left blank. To let ProOnGo fill the Vendor, check the box, 'Guess vendor if not present.'



Auto-Approval

Only Approved expenses are allowed to sync to QuickBooks. If you aren't a manager of employees, it is strongly recommended you select 'Auto-Approve' so you are able to sync the expenses you have recorded to QuickBooks.



Why Submitted

We designed our expense solution to be able to accommodate businesses of any size, from sole-proprietorships to 1000 person businesses, so that's why we implemented expense states with submission and approvals.

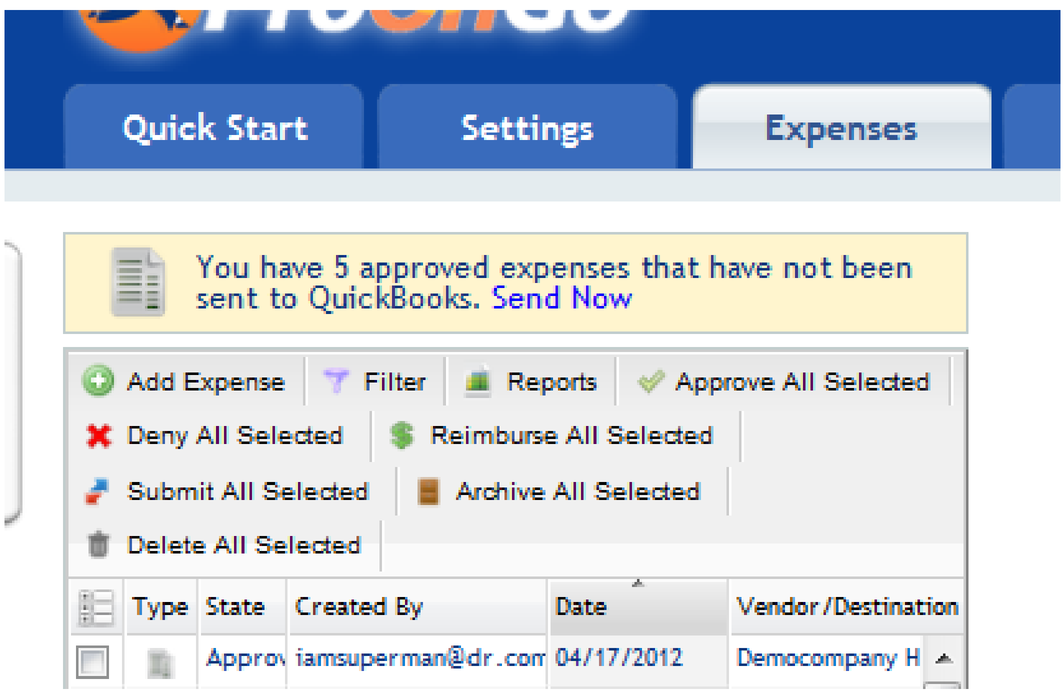
Sole proprietorships can turn off this feature inside the ProOnGo Web Portal under Settings->Other, by selecting 'Auto-Submit' and 'Auto-Approval.' When these two boxes are checked, any expense that is recorded will automatically move to the Approved state so it can sync to QuickBooks.

For larger businesses, we recommend keeping the Auto-Submit and Auto-Approve unchecked, so that managers are able to properly view and approve their employee expenses.

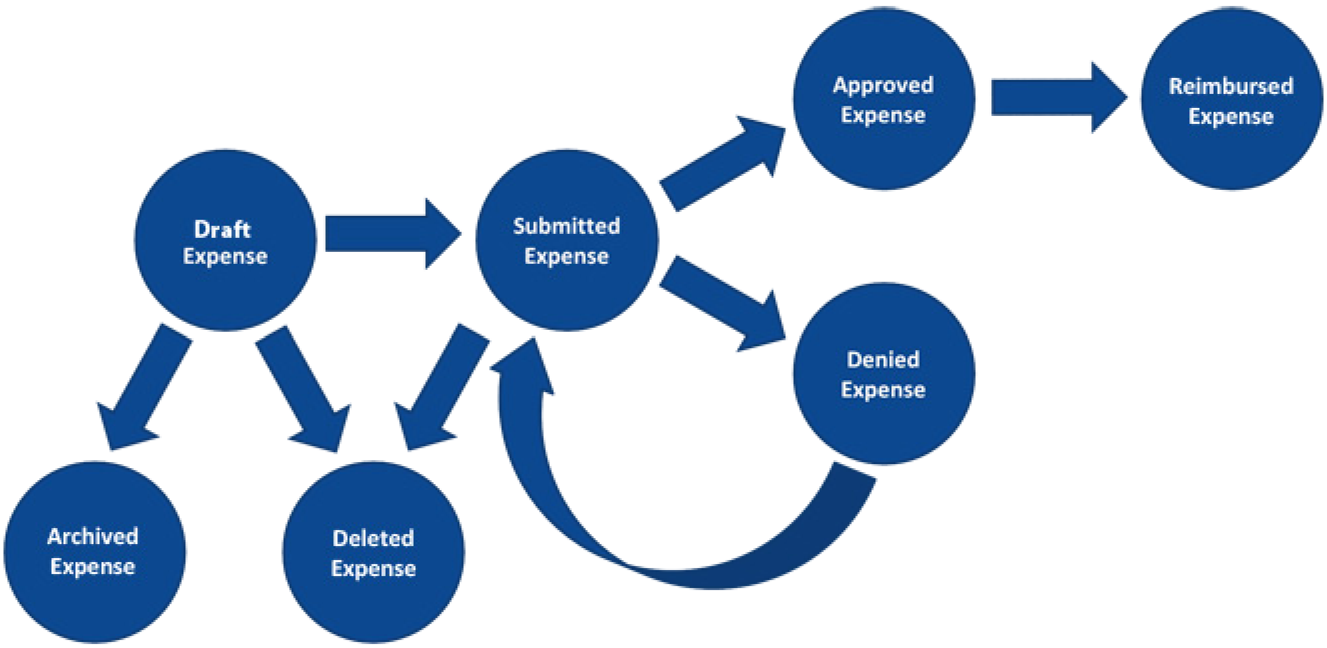
Syncing Expenses

After you've completed the previous steps, you can begin recording and labeling expenses.

When you want to sync your recorded expenses to QuickBooks, make sure the expenses have been Submitted and Approved, then you will be prompted with a yellow bar above your expense list inside the Web Portal.



Expense States



Questions?

Don’t hesitate to shoot an email to
QBinfo@ProOnGo.com