



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.

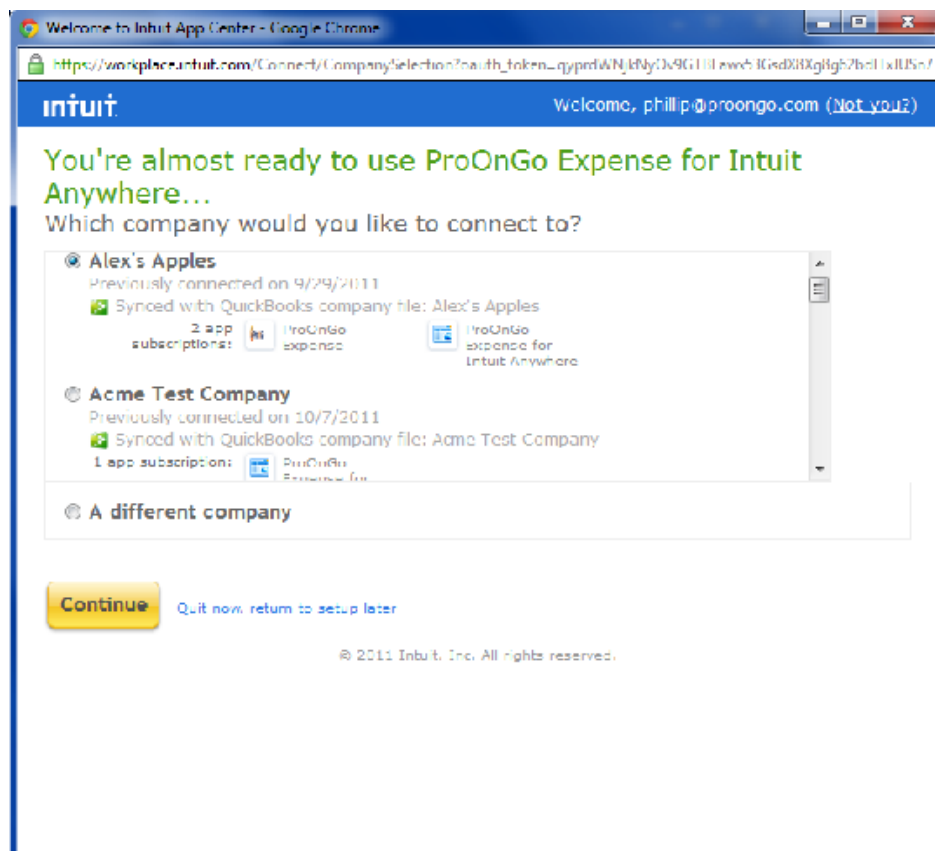


A QuickBooks wizard will appear and ask you to login to your QuickBooks account.

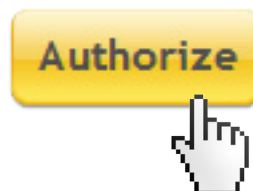
A screenshot of a web browser window showing the Intuit Account sign-in page. The browser title is 'Untitled - Google Chrome' and the address bar shows 'https://workplace.intuit.com/Connect/Begin/?oauth_tokens=lvprdRZngauAO6zCK9yF5pekAHWTJvxU2dvYaf2UBQNAK1z6'. The page has a blue header with 'Intuit. Account' and buttons for 'Create' and 'Sign In'. Below the header, it says 'Sign in with your Intuit Account or create one.' There are two input fields: 'User ID or Email Address' and 'Password'. A 'Remember me' checkbox is checked. A yellow 'Sign In' button is below the fields. At the bottom, there is a section titled 'Sign in to authorize ProOnGo Expense for Intuit Anywhere to connect to Intuit...' with a paragraph of text and a copyright notice '© 2011 Intuit, Inc. All rights reserved.'

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.

ProOnGo Expense

Next, Invite Your Team

This QuickBooks connection is a business subscription feature of ProOnGo, but we'll let you try it out so you can see if you like it!

Employees

Actions	Agreed?	Email Address	First Name	Last Name
Remove	<input checked="" type="checkbox"/>	max6983797@mailinator.cc		

[Add Employee](#)

Admins

Actions	Email Address
	max6983797@mailinator.com

[Next](#)

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 registers. 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

ProOnGo Expense

Sync Your Credit Cards



If you or your employees are responsible for categorizing or adding memos after using a company card, please delegate that responsibility here:

Sync My Credit Card Transactions
 Guess vendor if not present [What does this mean?](#)

Credit Card Account	Sync Into Username
Business Gold Rewards Card	(none) ▼
Credit Card Test	(none) ▼

Next

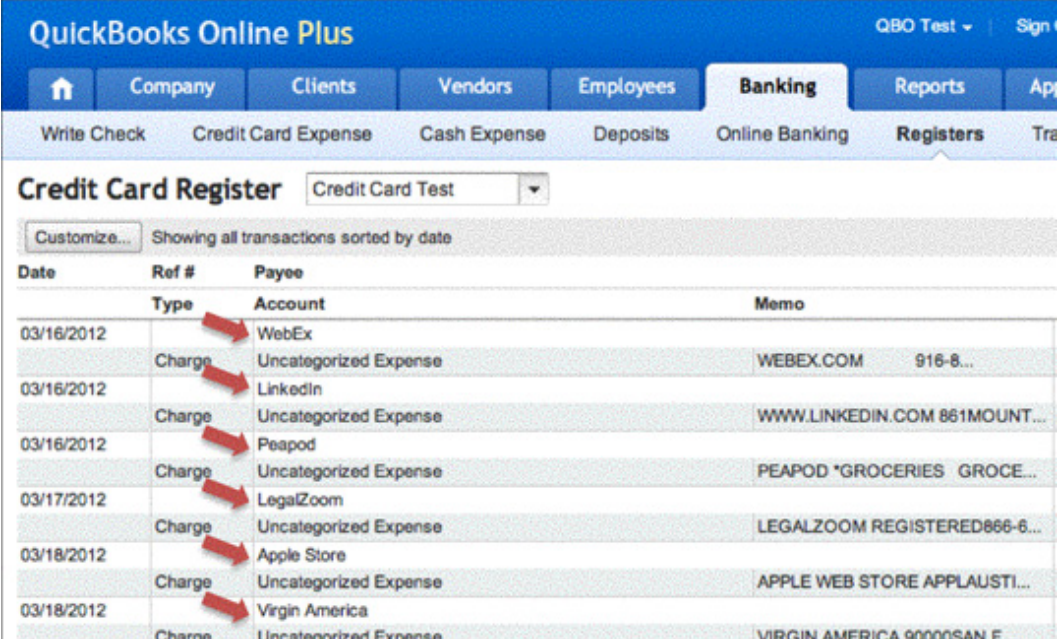
The next step in the wizard asks if you'd like to sync your credit cards with ProOnGo. If so, check mark the box 'Sync Your Credit Card Transactions' and then associate which credit cards belong to which users by choosing the user from the drop down menu next to the credit card. Your credit card transactions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



The screenshot shows the QuickBooks Online Plus interface. The top navigation bar includes 'Company', 'Clients', 'Vendors', 'Employees', 'Banking', 'Reports', and 'Ap'. The 'Banking' tab is active, showing options like 'Write Check', 'Credit Card Expense', 'Cash Expense', 'Deposits', 'Online Banking', and 'Registers'. The 'Credit Card Register' is displayed for 'Credit Card Test'. A 'Customize...' button and the text 'Showing all transactions sorted by date' are visible. The table below lists transactions with columns for Date, Ref #, Payee, Type, Account, and Memo. Red arrows point to the Payee field for each transaction, highlighting that the vendor name is missing.

Date	Ref #	Payee	Type	Account	Memo
03/16/2012		WebEx	Charge	Uncategorized Expense	WEBEX.COM 916-8...
03/16/2012		LinkedIn	Charge	Uncategorized Expense	WWW.LINKEDIN.COM 861MOUNT...
03/16/2012		Peapod	Charge	Uncategorized Expense	PEAPOD *GROCERIES GROCE...
03/17/2012		LegalZoom	Charge	Uncategorized Expense	LEGALZOOM REGISTERED866-6...
03/18/2012		Apple Store	Charge	Uncategorized Expense	APPLE WEB STORE APPLAUSTI...
03/18/2012		Virgin America	Charge	Uncategorized Expense	VIRGIN AMERICA 90000SAN F...

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.

ProOnGo Expense

Next: Begin Filing, Approving, and Syncing!



Typically, your employees will create and **SUBMIT** expenses, which you will then **APPROVE**. Once you have some expenses in the **APPROVED** state, you'll see a yellow bar alert in the **EXPENSES TAB**, inviting you to send the approved expenses to QuickBooks.

Auto-Approve Expenses Submitted for My Approval

Done



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.

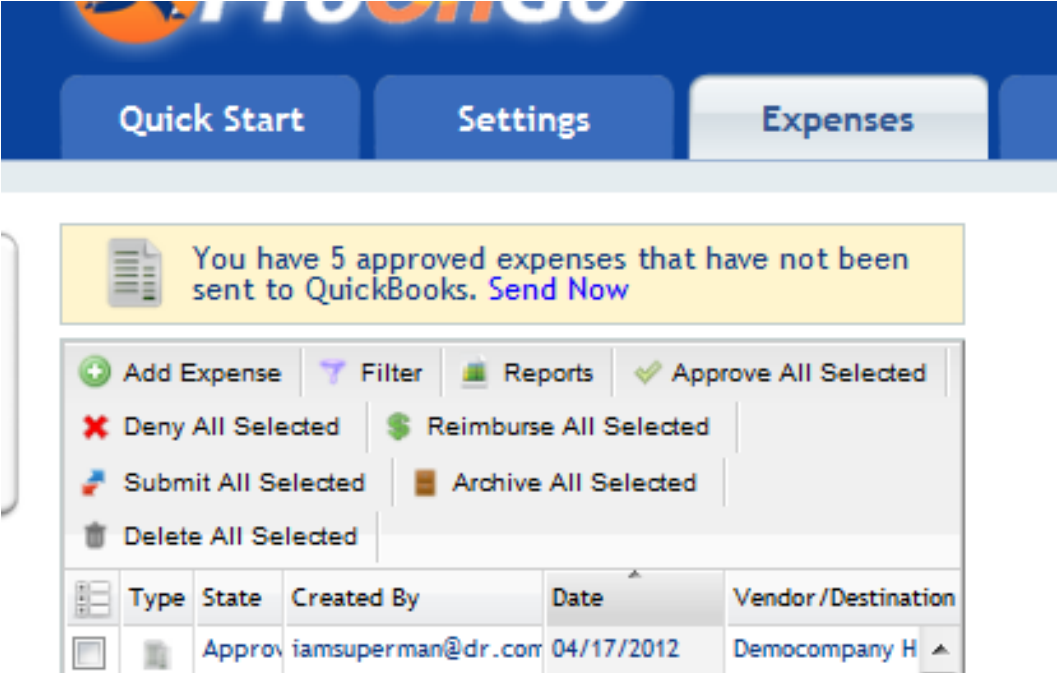
Sole proprietorships can turn off this feature inside the ProOnGo Web Portal under Settings->Other, by selecting 'Auto-Submit' and 'Auto-Approval.' When these two boxes are checked, any expense that is recorded will automatically move to the Approved state so it can sync to QuickBooks.

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.



The screenshot shows a web portal interface with a blue header containing navigation buttons: "Quick Start", "Settings", and "Expenses". Below the header is a yellow notification bar with a document icon and the text: "You have 5 approved expenses that have not been sent to QuickBooks. [Send Now](#)".

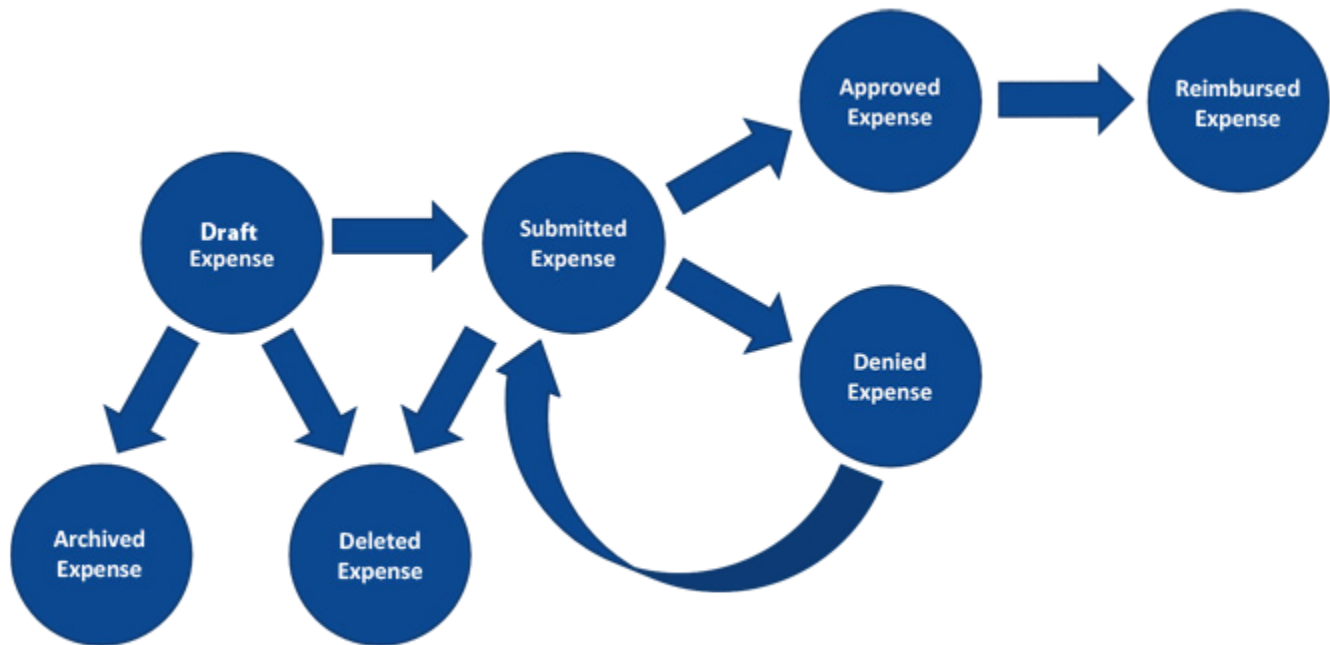
Below the notification bar is a toolbar with several action buttons:

- + Add Expense
- Filter
- Reports
- ✓ Approve All Selected
- ✗ Deny All Selected
- 💰 Reimburse All Selected
- 📄 Submit All Selected
- 📁 Archive All Selected
- 🗑️ Delete All Selected

Below the toolbar is a table with the following columns: Type, State, Created By, Date, and Vendor / Destination.

Type	State	Created By	Date	Vendor / Destination
<input type="checkbox"/>	Approved	iamsuperman@dr.com	04/17/2012	Democompany H

Expense States





Questions?

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