



ProOnGo

QuickBooks Setup



Setting Up QuickBooks and ProOnGo

With ProOnGo Expense, you can easily import your expenses into QuickBooks, so you won't have to spend hours manually entering in reimbursements, line by line.

There are three main ways to reimburse expenses in QuickBooks and ProOnGo has all three covered:

1. **As a Check** – Admin imports the expenses and immediately writes a check for the total expense amount to the employee.
2. **As a Vendor** – Admin imports expenses and considers the expense aggregator a vendor to be repaid.
3. **As a Credit Card** – Admin considers each employee as a Credit Card account to be reconciled.
4. **As a Debit Card** - Expenses are already withdrawn from account, so line-items are only imported, not reimbursed.

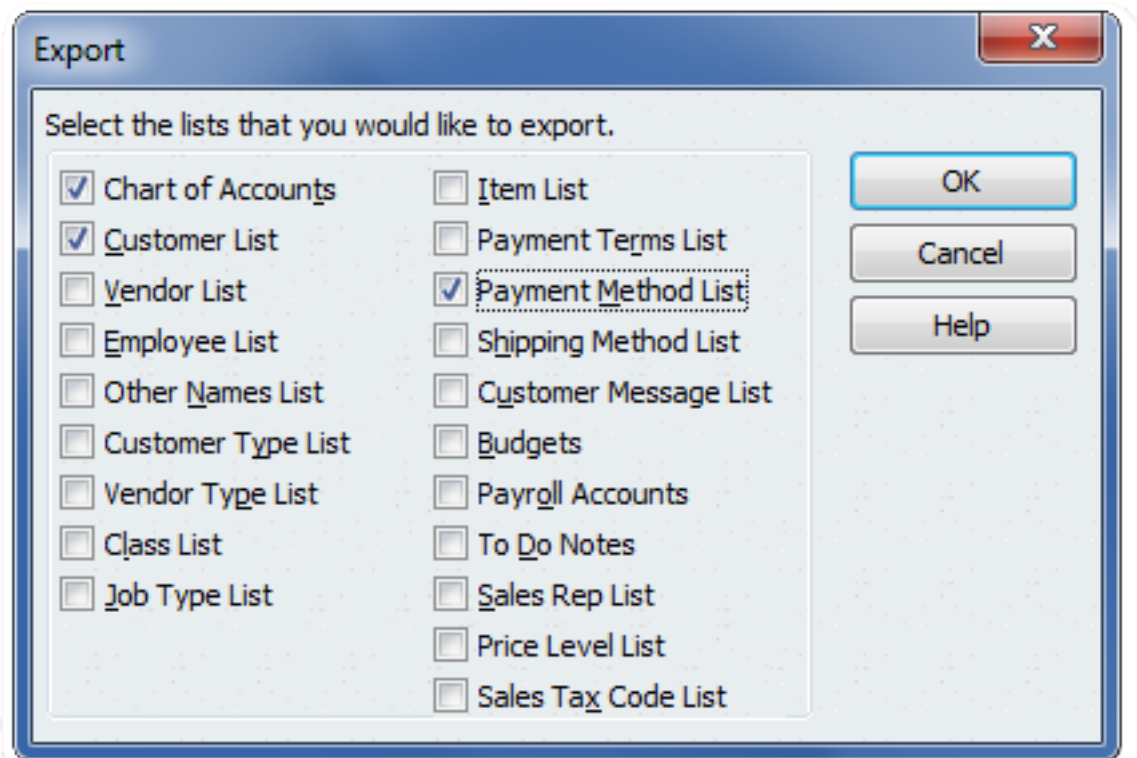
The following guide will walk you through how to customize your QuickBooks settings so your expenses import into your system in a way that will suit your needs.

Importing Expense Categories From QuickBooks To ProOnGo Expense

Before we get started, you'll want to make sure you have Account Names, Customer:Job and Payment Types identical between your QuickBooks system and ProOnGo Expense. To do this, we'll export your QuickBooks information to ProOnGo.

To export QuickBooks information:

1. Open up QuickBooks
2. File->Utilities->Export->Lists of .IIF
3. Mark the check boxes of Chart of Accounts, Customer List and Payment Method List and click OK
4. Save the .IIF file



Importing Expense Categories From QuickBooks To ProOnGo Expense

1. Browse to ProOnGo.com and login to the Web Portal in the upper right corner
2. Choose the Custom Categories tab
3. Upload your IIF file by selecting 'Choose File'
4. You can now categorize your expenses with your QuickBooks Expense Accounts, assign a Customer:Job and assign a Payment Method.

Does your company require you to categorize your expenses?
Enter your category lists then press Update to automatically update your

QuickBooks Import Chart(.IIF): No file chosen

Field 1:

Meals
Transportation
Hotels
Incidentals
Breakfast
Lunch
Dinner

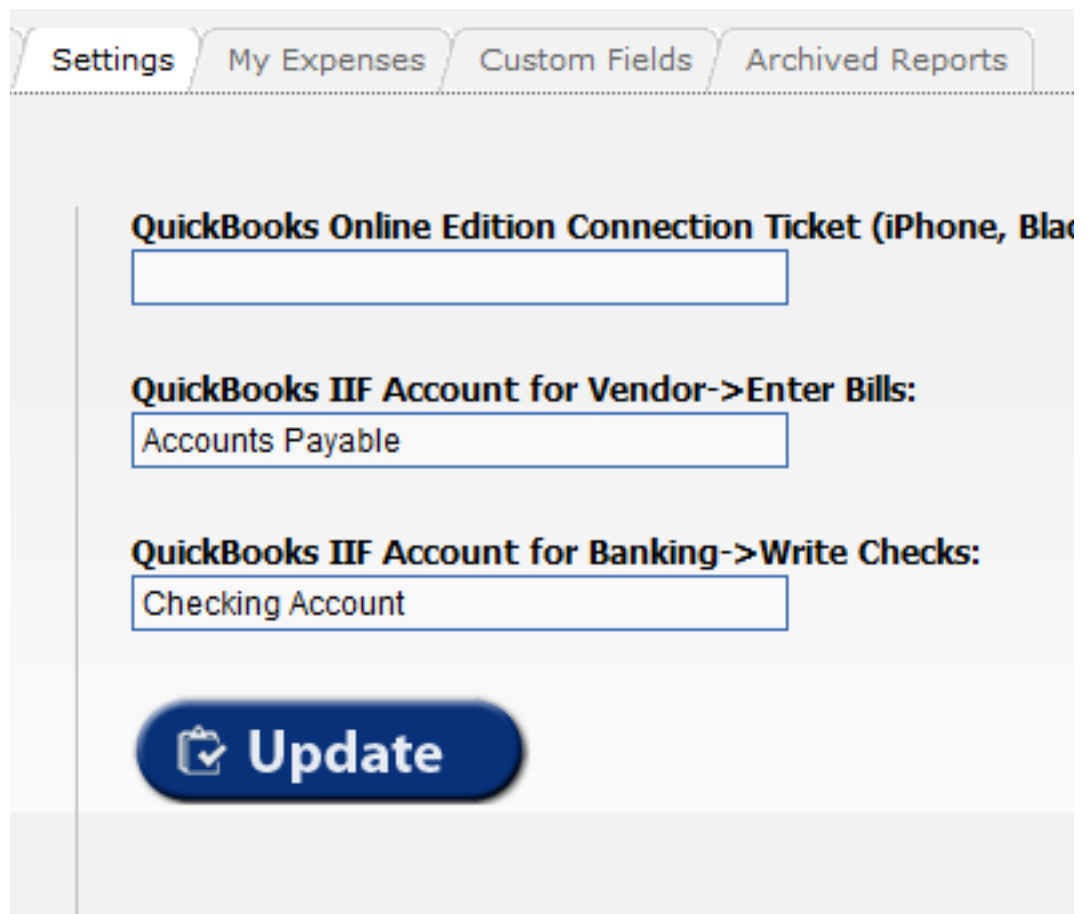
As A Check

Use this method to import expenses and immediately write a check

Assigning Bank Account (For Write Check)

To export to a specific Bank Account:

1. Login to the ProOnGo Web Portal
2. Select the Setting tab
3. Choose QuickBooks
4. Change the field titled QuickBooks IIF Account for Banking->Write Checks to the correct Bank Account (case sensitive).

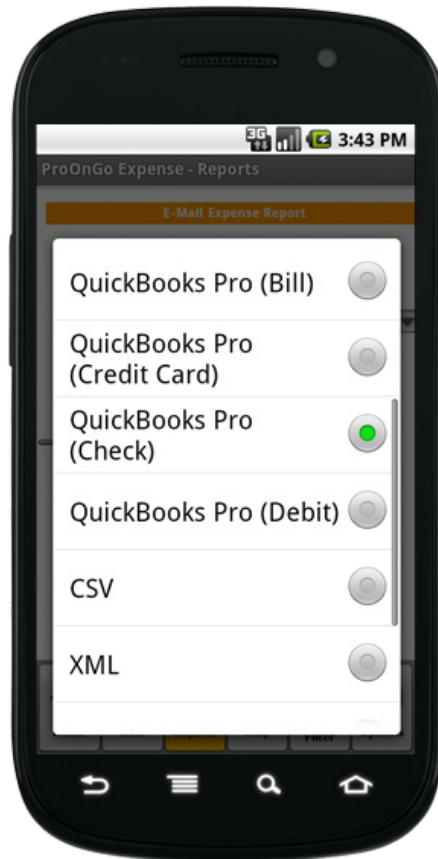


The screenshot shows the 'Settings' tab selected in a navigation bar. Below the navigation bar, there are three input fields for QuickBooks integration settings. The first field is labeled 'QuickBooks Online Edition Connection Ticket (iPhone, Black)' and is empty. The second field is labeled 'QuickBooks IIF Account for Vendor->Enter Bills:' and contains the text 'Accounts Payable'. The third field is labeled 'QuickBooks IIF Account for Banking->Write Checks:' and contains the text 'Checking Account'. At the bottom of the form is a blue button with a checkmark icon and the text 'Update'.

Export Expenses from ProOnGo (from Mobile Device or Web Portal)

To export your expenses as a .IIF for QuickBooks Import As a Check:

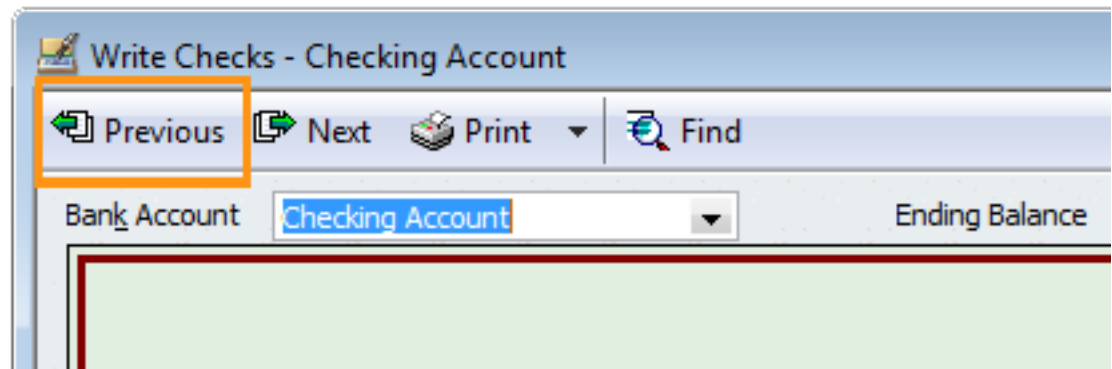
1. Filter and Sort Your Expenses
2. Create an Expense Report
3. Choose the Report Format as QuickBooks (Check)
4. The .IIF should arrive in your inbox shortly.



Import Expenses and Write a Check

To import your expenses into QuickBooks Pro as a Check:

1. Open up QuickBooks
2. File->Utilities->Import->.IIF Files
3. Then Select Banking->Write Check
4. Select the Previous button to locate your checks with the expenses attached



Adjust the "Pay To"

To change the name of the Pay To value, you have to change the name associated with the ProOnGo account.

Via Mobile Device;

1. Tap the Options tab
2. Select My Profile
3. The value under Name will be your Pay To value

Via Web Portal;

1. Login to the Web Portal via your ProOnGo Expense credentials
2. Select the Settings tab
3. Choose Login Info
4. Change the First Name and Last Name to be the Pay To

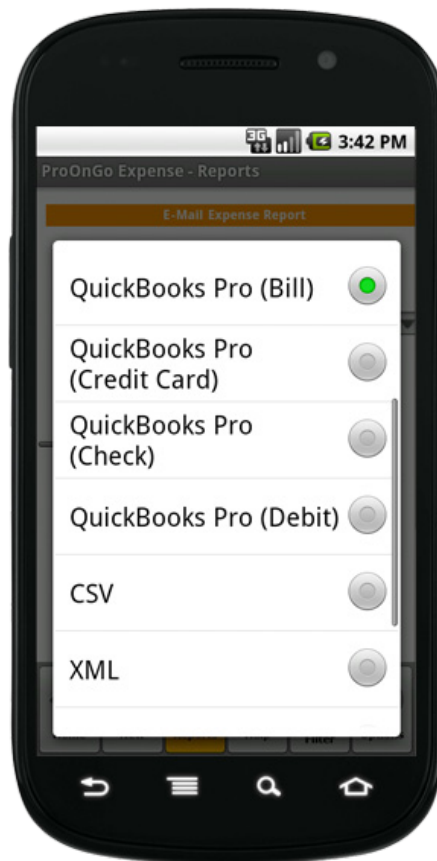
As A Bill

Use this method if you use to import expenses as a Vendor Bill "to-be-paid."

Exporting Expenses from ProOnGo

To export your expenses as a .IIF for QuickBooks Import As a Vendor:

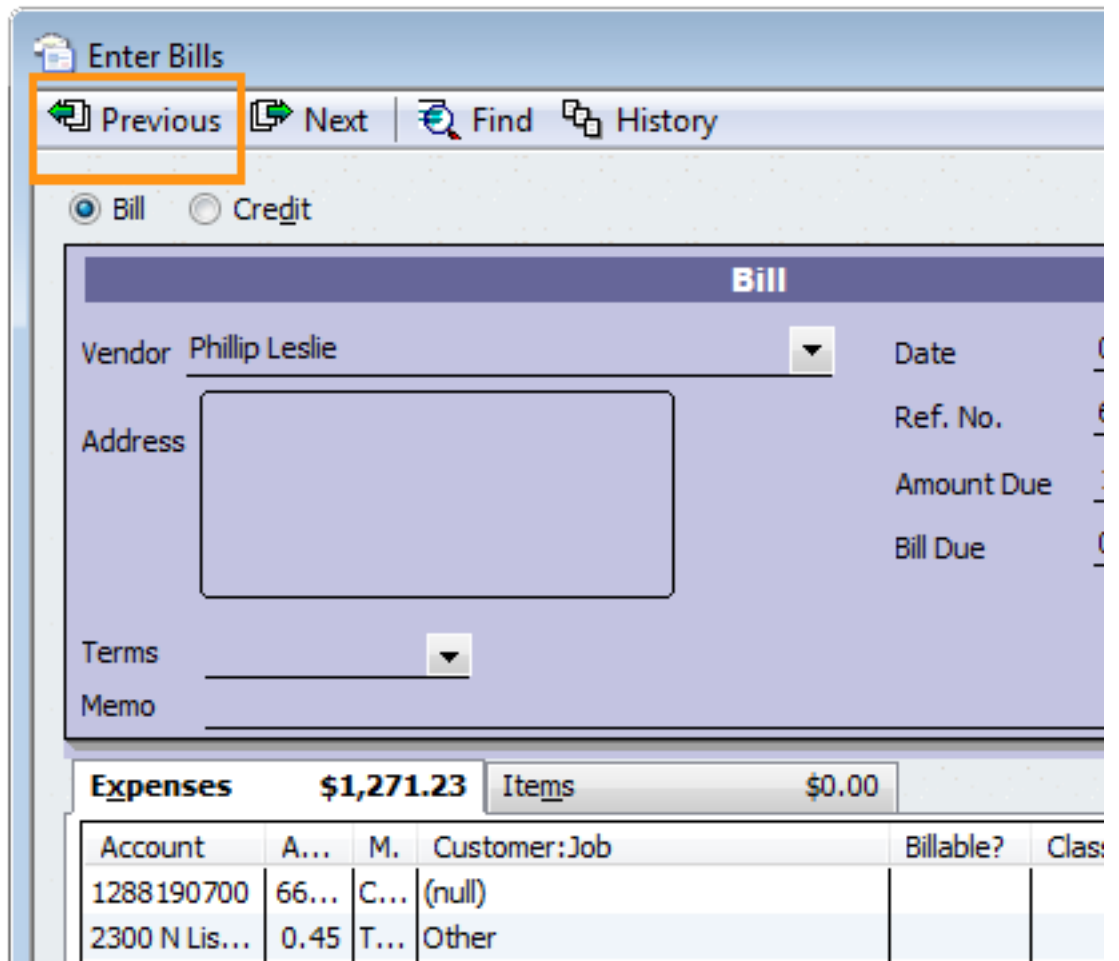
1. Filter and Sort Your Expenses
2. Create an Expense Report
3. Choose the Report Format as QuickBooks (Bill)
4. The .IIF should arrive in your inbox shortly.



Import Expenses as a Vendor

To import your ProOnGo .IIF file into QuickBooks:

1. Open up QuickBooks
2. File->Utilities->Import->.IIF Files
3. Select Vendor ->Enter Bills
4. Select the Previous button to locate the vendor and view the line-item expenses



Assign Vendor Name

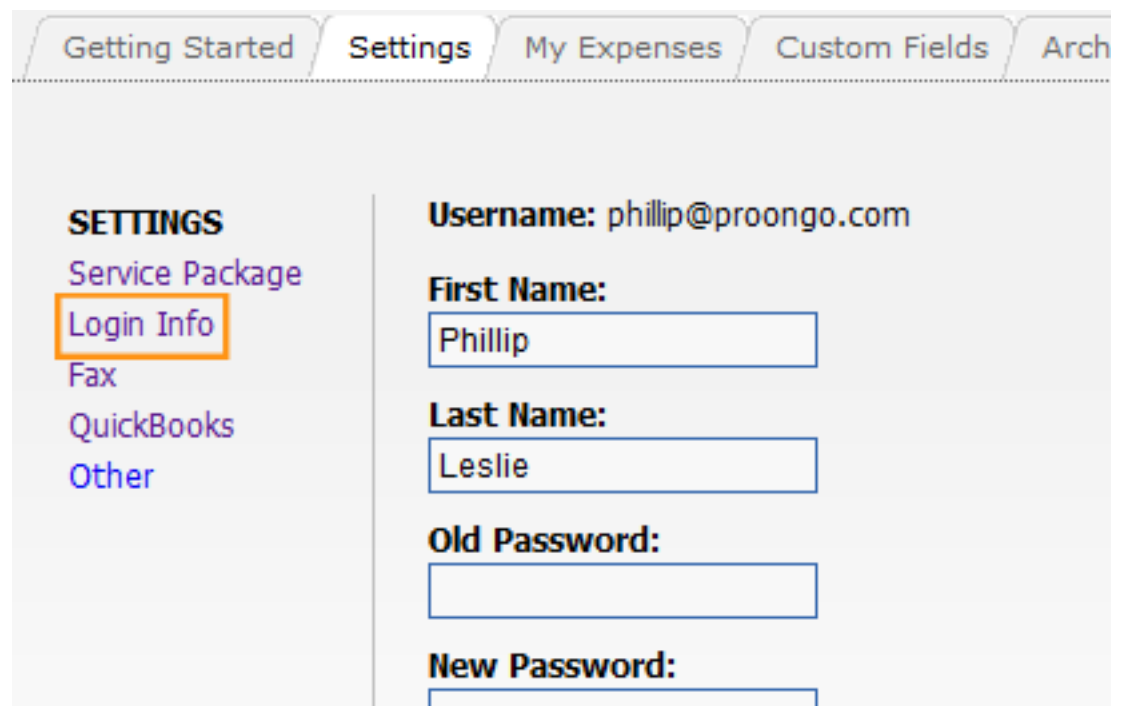
To change the name of your Vendor, you have to change the name associated with the ProOnGo account.

Via *BLACKBERRY* and *ANDROID*:

1. Tap the Options tab
2. Select My Profile
3. The value under Name will be the Vendor

Via Web Portal;

1. Login to the Web Portal via your ProOnGo Expense credentials
2. Select the Settings tab
3. Choose Login Info
4. Change the First and Last name to what you'd like the Vendor Name to be.



Getting Started Settings My Expenses Custom Fields Arch

SETTINGS

- Service Package
- Login Info**
- Fax
- QuickBooks
- Other

Username: phillip@proongo.com

First Name:

Last Name:

Old Password:

New Password:

As A Credit Card

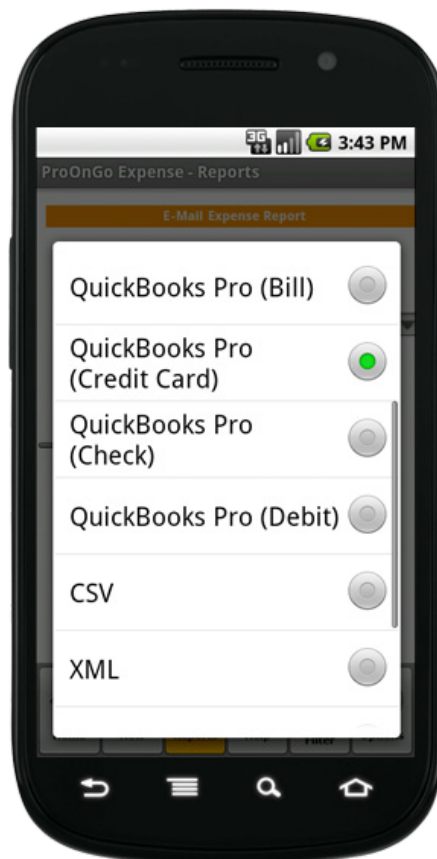
Use this method if employees incur expenses via a company Credit Card,

Caution: To make sure your expenses properly import into QuickBooks, you must make sure your Payment Type inside ProOnGo Expense exactly matches (case sensitive) the 'Credit Cards' inside QuickBooks.

Export Expenses from ProOnGo

To export your expenses from ProOnGo Expense:

1. Filter and Sort Your Expenses
2. Create an Expense Report
3. Choose the Report Format as QuickBooks (Credit Card)
4. The .IIF should arrive in your inbox shortly.



Import Expenses as Credit Card

Import your expenses into QuickBooks as a Credit Card charge:

1. Open up QuickBooks
2. File->Utilities->Import->.IIF Files
3. Choose Banking->Enter Credit Card Charges
4. Select the Previous button to find browse the submitter's expenses

Enter Credit Card Charges - AmEx

Previous Next Find Download Card Charges

Credit Card AmEx Ending Balance

Purchase/Charge Refund/Credit

Credit Card Purchase/Charge

Purchased From max@proongo.com Date 02/1

Ref No. 4522

Amount 70.0

Memo

[Are you ready to pay a bill from this credit card company?](#)

Expenses	\$70.06	Items	\$0.00	
Account	Am...	M.	Customer:Job	Billab
Cell Phone	70.06	M...		

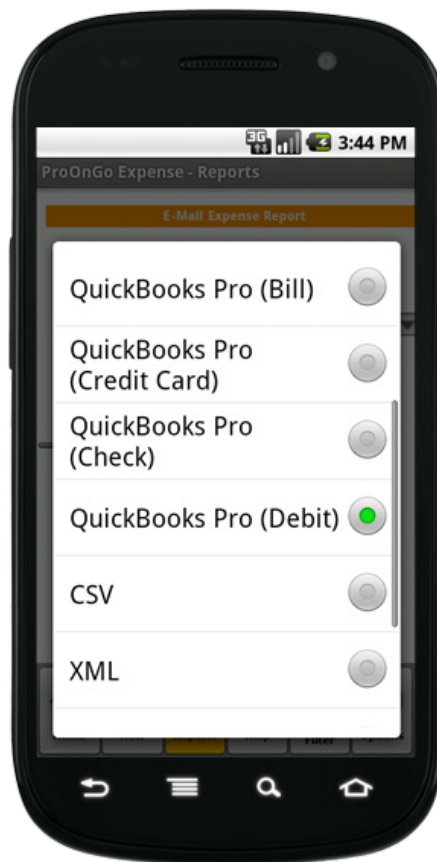
As A Debit Card

Use this method to import expenses that were paid for out of the business' checking account via Debit Card or equivalent method.

Export Expenses from ProOnGo

To export your expenses from ProOnGo Expense:

1. Filter and Sort Your Expenses
2. Create an Expense Report
3. Choose the Report Format as QuickBooks (Debit Card)
4. The .IIF should arrive in your inbox shortly.





Importing Expenses as Debit Card

Import your expenses into QuickBooks as a Debit Card charge:

1. Open up QuickBooks
2. File->Utilities->Import->.IIF Files

Your transactions will now import into your Checking Account register in QuickBooks.

QuickBooks Online

Only available for iPhone and BlackBerry

Setting up ProOnGo Expense and QuickBooks Online

To sync up your ProOnGo Expenses with QuickBooks Online, follow the QuickBooks Online guide, available at ProOnGo.com/QB.html

1. Select the Options Tab
2. Choose Submit To QuickBooks Online
3. ProOnGo Expense will ask you to enter in a Connection Ticket
4. Use a Desktop or Laptop computer to access this webpage:
ProOnGo.com/QB.html
5. Login to your QuickBooks Online Account
6. Choose 'No, Anyone who can run Unknown Application on this computer can use the connection'
7. Select Create Connection
8. Enter the Connection Ticket number into the ProOnGo Expense application
9. Select your Credit Card Account and Employee Name - these selections should be the same as in QuickBooks Online Edition
10. Congratulations! You can edit how your QuickBooks Online is updated inside ProOnGo Expense in the Options menu by selecting QuickBooks Online Settings