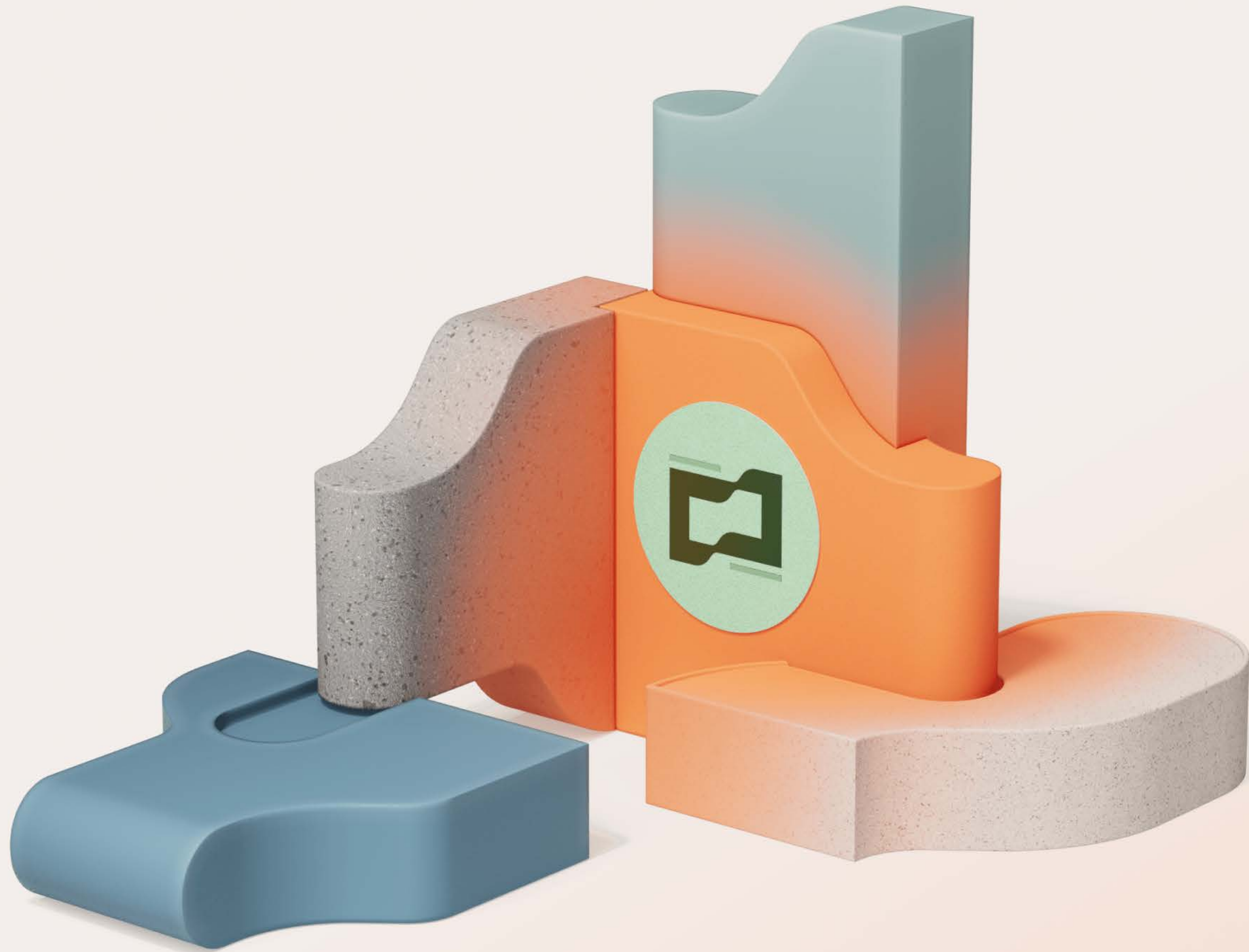


QuickBooks Online integration guide

For admins



Let's get started.

Get a quick overview of how the Brex integration with QuickBooks Online automates any financial workflow — to best utilize its benefits.

- 03 QuickBooks integration overview
- 05 Why integrate with QuickBooks Online?
- 07 What are the steps to integrate systems?
- 09 The Brex accounting difference
- 11 Accounting journal: 101
- 18 Brex glossary
- 20 Support

QuickBooks Online integration overview

QuickBooks Online integration overview

Overview

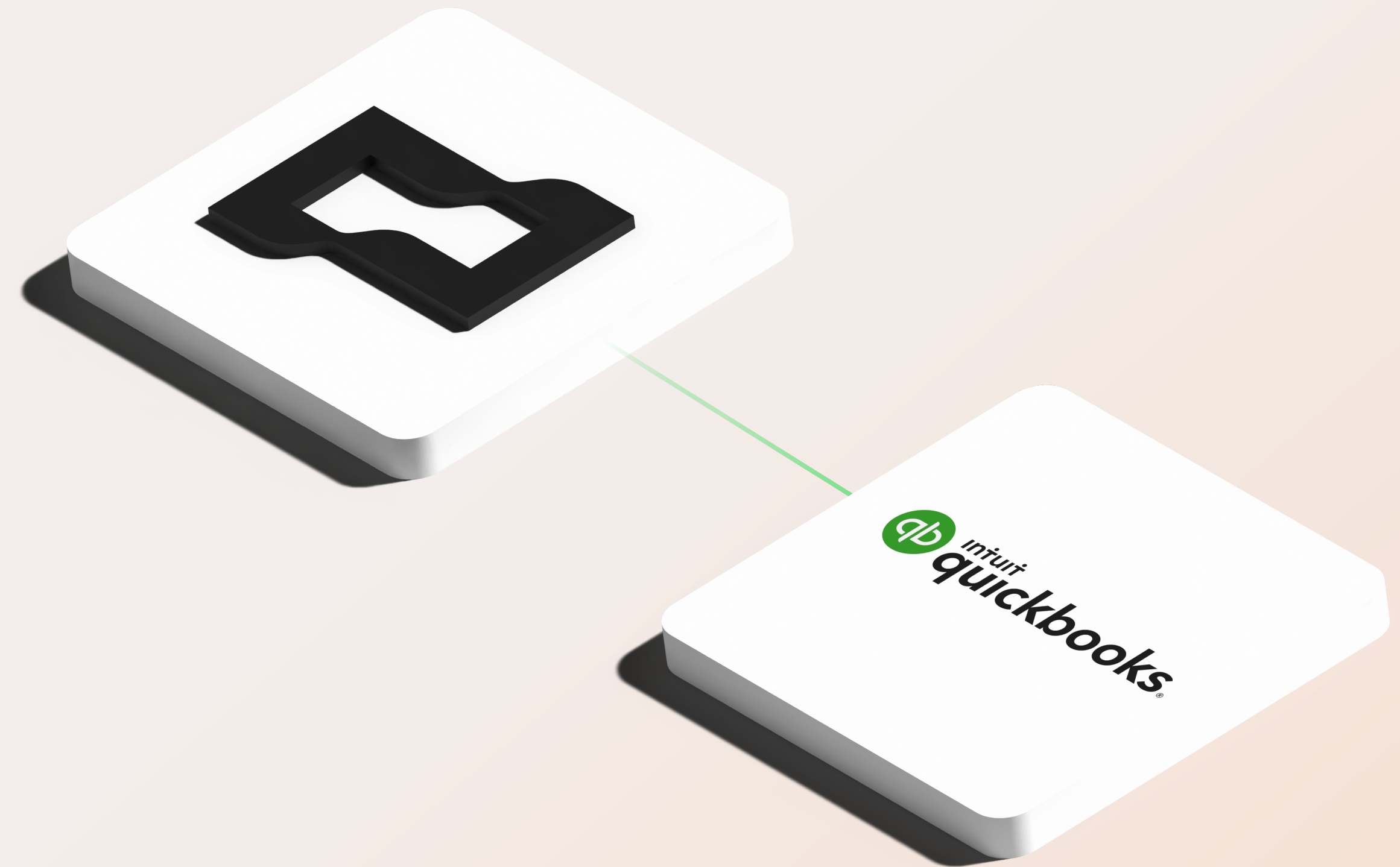
The Brex QuickBooks Online (QBO) integration makes it easy to pull basic transaction data via API-based bank feed every 24 hours. The integration also pulls expense data (optional) enabled within the Brex dashboard and connects to QBO directly via admin credentials.

Benefits

Integrating Brex with QBO is one of our most popular offerings, and gives you improved reporting accuracy and greater accounting control through expense data matches, which allow you to push receipts, memos, and category rules with one click.

Learn more and get setup instructions in our [Help Center](#).

Review our [QuickBooks Online integration technical guide](#) for a detailed overview and FAQ.




**Why integrate with
QuickBooks Online?**

Why integrate with QuickBooks Online?

Our QBO integration is designed to help you close your books faster and allows you to:

- Import your accounting data from QBO and build **your expense field mapping with custom rules** that automates categorization of your company's transactions.
- Map **custom expense types** that employees select to any configured Brex data source for accounting automation.
- Align Brex expense data with QBO via **custom accounting fields** to meet your accounting needs.
- Split individual expenses across multiple budgets or merchant categories with **expense itemization** for more accurate books.



 **96% transactions automatically synced**

**What are the steps
to integrate systems?**

What are the steps to integrate systems?

Brex makes it easy to integrate, map fields and GL accounts, and export data to QBO in the following stages.

Stage 1: Identify and involve your QBO admin to set up your integration.

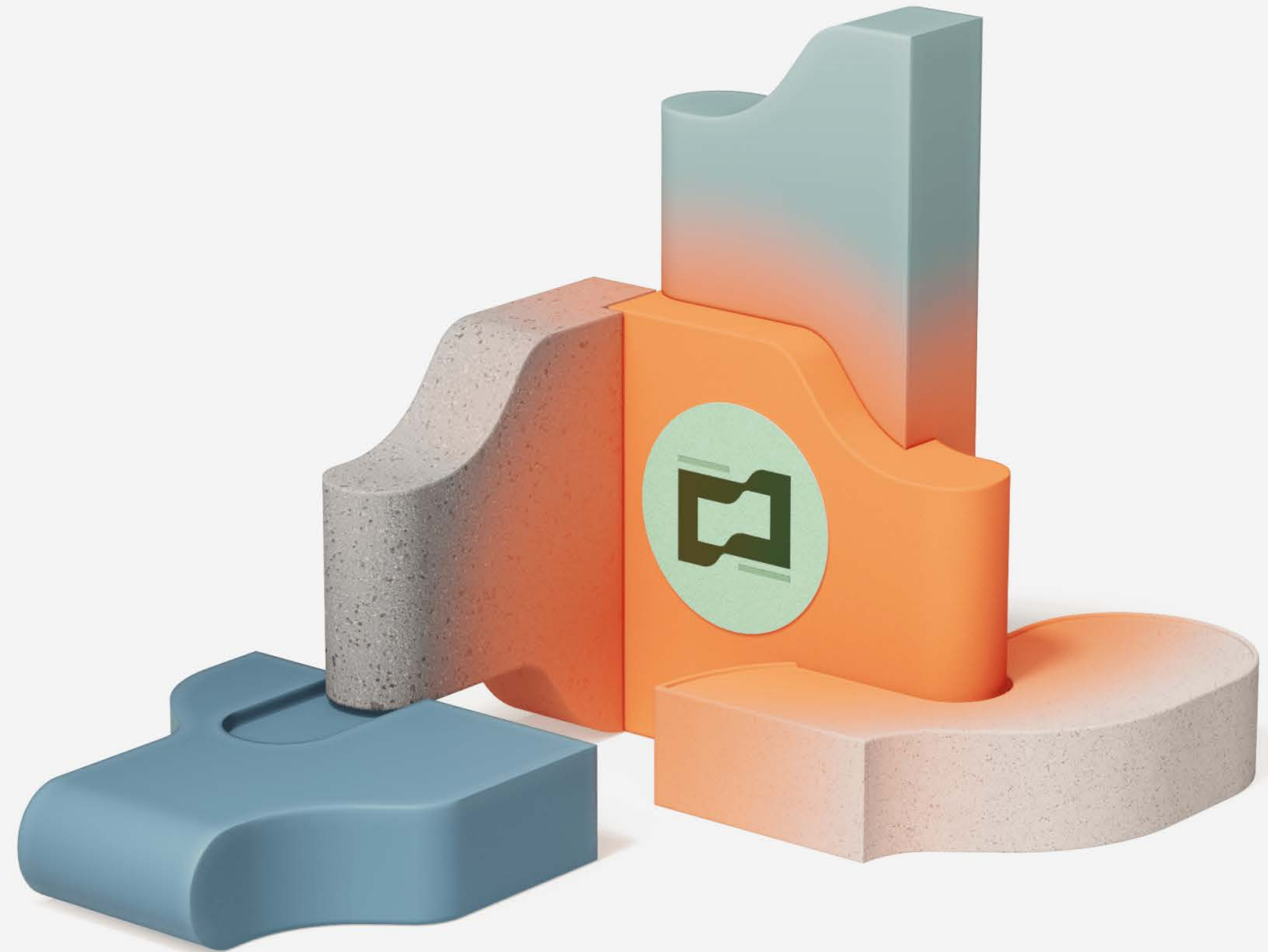
Stage 2: Connect QBO to Brex and import accounting fields.

Stage 3: Configure your accounting entity settings within the Brex dashboard.

Stage 4: Set up data alignment and field mapping across systems.

- Complete default mappings including GL accounts, department, and location.
- Create custom rules for exceptions to default mapping rules.

Stage 5: Export expense data.



The Brex accounting difference

The Brex accounting difference

Brex enables a continuous close.

Our integrations combine workflows, automation, and insights to unblock you from reviewing expenses daily.

Experience better workflow automation and control.

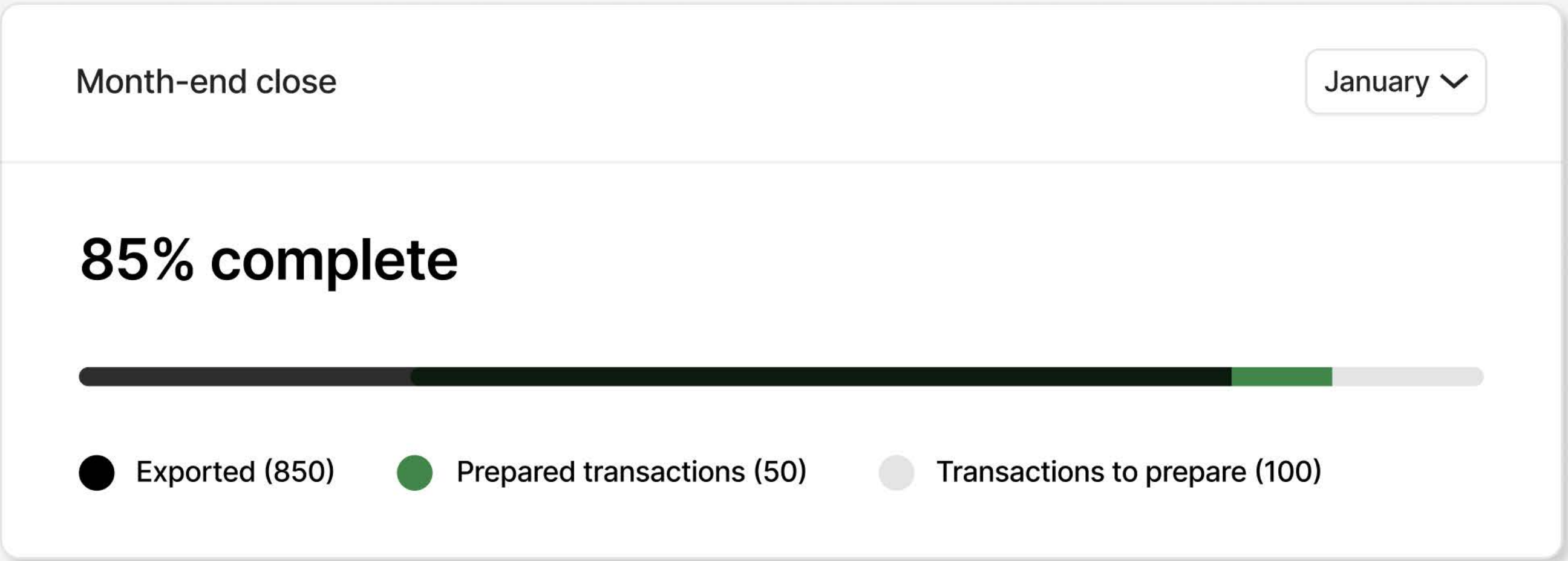
We lead with automation and offer embedded experiences to scale and optimize accounting workflows over time.

Make more informed general ledger prioritization.

Actionable insights help you stay informed about compliance status when making accounting categorization decisions.

Get support for your AP close process.

We promote a cohesive experience for all bookkeepers, accountants, and controllers to prepare and review transactions to close the books.

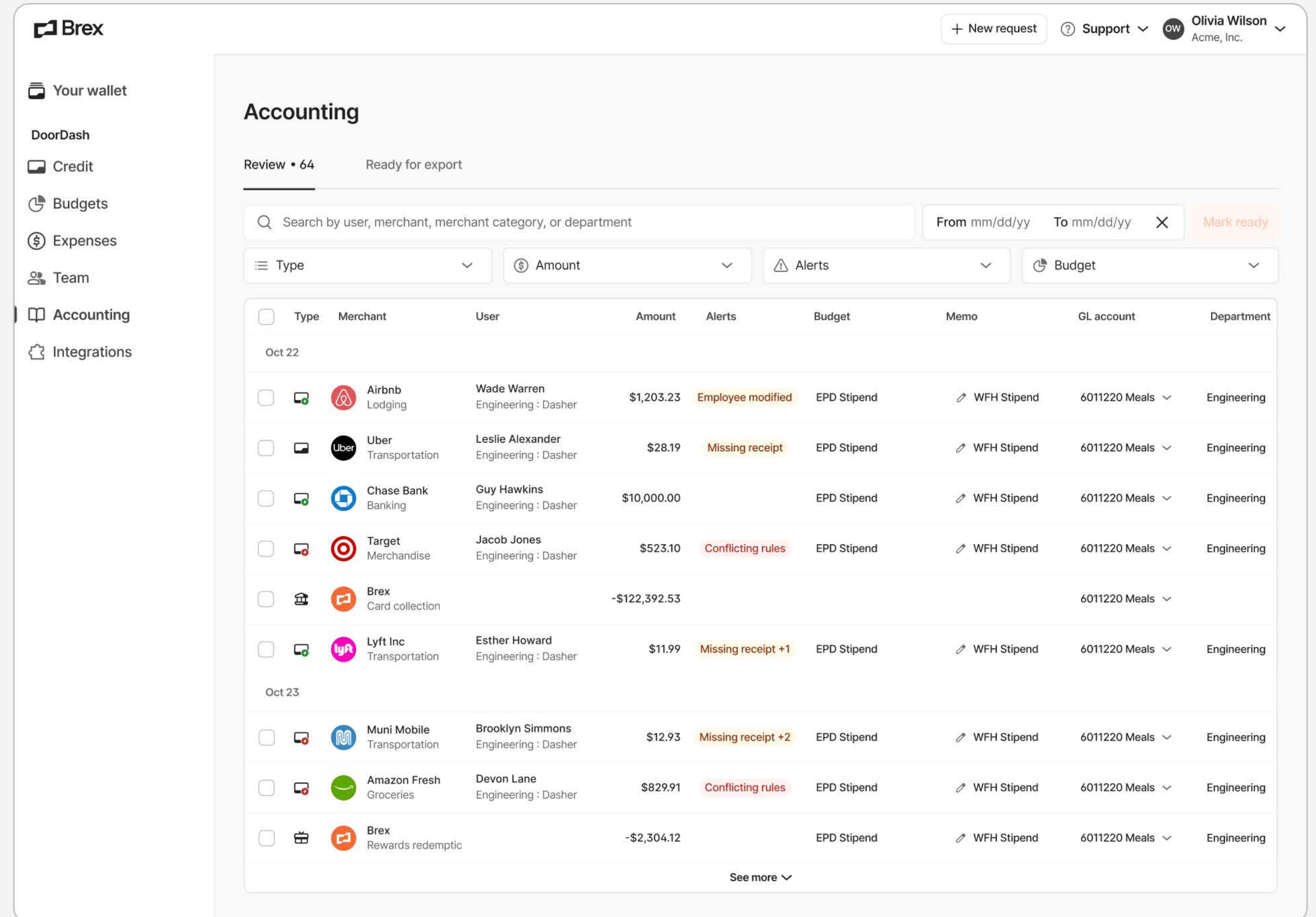


Accounting journal: 101

Accounting journal: 101

The accounting journal is Brex's automated journal entry workflow. It allows controllers, accounts payable managers, and clerks to:

- Quickly navigate, sort, and filter through thousands of expenses
- Easily fill in missing accounting data
- Easily export transactions



Filters

Filter journal entries to help spot irregularities and increase speed of review. Apply a variety of filters to transactions not yet reviewed to compare and analyze transactions that are similar in nature and/or categorization.

Brex

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting

Review • 64Ready for export

Search by user, merchant, merchant category, or department

From mm/dd/yyTo mm/dd/yyXMark ready

TypeAmountAlertsBudget

☒ Card expense

☒ Cash advance

☒ Complete

☒ Chargeback

☒ Refunded

☐ Reimbursement

☐ Payment

☐ Successful

☐ Reversed

☐ Reward

	User	Amount	Alerts	Budget	Memo	GL account	Department
	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Guy Hawkins Engineering : Dasher	\$10,000.00		EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Brex Card collection	-\$122,392.53				6011220 Meals	
	Lyft Inc Transportation	\$11.99	Missing receipt +1	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
Oct 23							
	Muni Mobile Transportation	\$12.93	Missing receipt +2	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Amazon Fresh Groceries	\$829.91	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
	Brex Rewards redemptic	-\$2,304.12		EPD Stipend	WFH Stipend	6011220 Meals	Engineering

See more

Bulk actions

Save time reviewing and exporting transactions with bulk action features. Quickly mark transactions as ready for export, update categorization fields, export, or send back to review.

Brex

+ New request

Support

Olivia Wilson
Acme, Inc.

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting

Review • 64

Ready for export

Search by user, merchant, merchant category, or department

From mm/dd/yyTo mm/dd/yy

Mark ready

Type

Amount

Alerts

Budget

Type	Merchant	User	Amount	Alerts	Budget	Memo	GL account	Department
Oct 22								
<input checked="" type="checkbox"/>	Airbnb Lodging	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input checked="" type="checkbox"/>	Uber Transportation	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	EPD Stipend	WFH Stipend	6011220 Meals	Engineering
<input checked="" type="checkbox"/>	Chase Bank Banking	Guy Hawkins Engineering : Dasher	\$10,000.00		EPD Stipend	WFH Stipend	Search GL Acc...	Engineering
<input type="checkbox"/>	Target Merchandise	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	EPD Stipend	WFH Stipend	612001 Meals and Enterta...	
<input checked="" type="checkbox"/>	Brex Card collection		-\$122,392.53				612002 Airline Expenses	
<input checked="" type="checkbox"/>	Lyft Inc Transportation	Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1	EPD Stipend	WFH Stipend	612003 Lodging	
Oct 23								
<input type="checkbox"/>	Muni Mobile Transportation	Brooklyn Simmons Engineering : Dasher	\$12.93	Missing receipt +2	EPD Stipend	WFH Stipend	612004 Ground Transport...	
<input type="checkbox"/>	Amazon Fresh Groceries	Devon Lane Engineering : Dasher	\$829.91	Conflicting rules	EPD Stipend	WFH Stipend	612050 Office Supplies	
<input type="checkbox"/>	Brex Rewards redemptic		-\$2,304.12		EPD Stipend	WFH Stipend	6011220 Meals	Engineering
See more								

14

Alerts

Stay on the ball and avoid human error with expense/transaction compliance alerts around conflicting rules, missing GL accounts, split and personal expenses, missing receipts and memos, and more.

Brex

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting

Review • 64 Ready for export

Search by user, merchant, merchant category, or department

Type Amount Alerts

Oct 22					
<input type="checkbox"/>	Type	Merchant	User	Amount	Alerts
<input type="checkbox"/>		Airbnb Lodging	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified
<input type="checkbox"/>		Uber Transportation	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt
<input type="checkbox"/>		Chase Bank Banking	Guy Hawkins Engineering : Dasher	\$10,000.00	
<input type="checkbox"/>		Target Merchandise	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules
<input type="checkbox"/>		Brex Card collection		-\$122,392.53	
<input type="checkbox"/>		Lyft Inc Transportation	Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1
Oct 23					
<input type="checkbox"/>		Muni Mobile Transportation	Brooklyn Simmons Engineering : Dasher	\$12.93	Missing receipt +2
<input type="checkbox"/>		Amazon Fresh Groceries	Devon Lane Engineering : Dasher	\$829.91	Conflicting rules
<input type="checkbox"/>		Brex Rewards redemptio		-\$2,304.12	
See more					

OWOlivia Wilson
Sales Manager, Acme, Inc.

JetBlue
Airline expenses

\$999.99

Purchase date
Oct 29, 2021 at 5:20PM

Approval
Pending review

Budget
T&E Design

Card
**** 4800

Budget & policy

Accounting alerts
Conflicting rules
Missing GL Account

Accounting
2 alerts

Conflicting rules

Select which rule to apply:

EPD Offsites 2021
Budget: Offsites → Netsuite account: 600013

Manager Offsites 2022
Budget: Offsites → Netsuite account: 803854

Remove all

Apply rule

Category
Electronics

GL account
Select GL account

You must assign a GL account

Department

15

Resolving conflicting rules

Resolve journal entries with conflicting rules in a few clicks. View detailed rule information so you can decide which automation you want to take precedence.

Brex

Your wallet

DoorDash

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting

Review • 64 Ready for export

Search by user, merchant, merchant category, or department

Type Amount Alerts

Type	Merchant	User	Amount	Alerts	
Oct 22					
<input type="checkbox"/>	Airbnb Lodging	Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	E
<input type="checkbox"/>	Uber Transportation	Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	E
<input type="checkbox"/>	Chase Bank Banking	Guy Hawkins Engineering : Dasher	\$10,000.00		E
<input type="checkbox"/>	Target Merchandise	Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	E
<input type="checkbox"/>	Brex Card collection		-\$122,392.53		E
<input type="checkbox"/>	Lyft Inc Transportation	Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1	E
Oct 23					
<input type="checkbox"/>	Muni Mobile Transportation	Brooklyn Simmons Engineering : Dasher	\$12.93	Missing receipt +2	E
<input type="checkbox"/>	Amazon Fresh Groceries	Devon Lane Engineering : Dasher	\$829.91	Conflicting rules	E
<input type="checkbox"/>	Brex Rewards redemptio		-\$2,304.12		E
See more					

OW

Olivia Wilson
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JetBlue
Airline expenses
\$999.99

Purchase date
Oct 29, 2021 at 5:20PM

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Pending review

Budget
T&E Design

Card
**** 4800

Budget & policy

Accounting

Conflicting rules

EPD Offsites 2021
Budget: Offsites → Netsuite account: 600013

Manager Offsites 2022
Budget: Offsites → Netsuite account: 803854

Remove all Apply rule

Category
Electronics

Budget
WFH Stipend

Memo
This is an example memo that is editable

Close metrics

Track the status of your closing process to ensure awareness of completed and active tasks that need attention.

Brex

+ New request

Support

Olivia Wilson
Acme, Inc.

Your wallet

DoorDash

Credit

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Accounting > Prepare

Prepare

Transactions to prepare
1,210

Ready for review & export
3,000
[Review & export](#)

Automation rate
23%
62 mappings → 10 custom rules →

Search by user, merchant, merchant category, or department

From mm/dd/yy To mm/dd/yy X [Mark as prepared](#)

GL account Type Amount Budget Department Rules

Transactions to prepare

Type	Merchant	Rules	User	Amount	Alerts	Budget	Memo	GL account	De
Oct 22									
<input type="checkbox"/>	Airbnb Lodging		Wade Warren Engineering : Dasher	\$1,203.23	Employee modified	EPD Stipend	WFH Stipend	6011220 Meals	Eng
<input type="checkbox"/>	Uber Transportation		Leslie Alexander Engineering : Dasher	\$28.19	Missing receipt	EPD Stipend	WFH Stipend	6011220 Meals	Eng
<input type="checkbox"/>	Chase Bank Banking		Guy Hawkins Engineering : Dasher	\$10,000.00		EPD Stipend	WFH Stipend	6011220 Meals	Eng
<input type="checkbox"/>	Target Merchandise		Jacob Jones Engineering : Dasher	\$523.10	Conflicting rules	EPD Stipend	WFH Stipend	6011220 Meals	Eng
<input type="checkbox"/>	Brex Card collection		-\$122,392.53						
<input type="checkbox"/>	Lyft Inc Transportation		Esther Howard Engineering : Dasher	\$11.99	Missing receipt +1	EPD Stipend	WFH Stipend	6011220 Meals	Eng
Oct 23									
<input type="checkbox"/>	Mobi Mobile								

Brex glossary

Brex terms

Please use this glossary to help you navigate through the new terms you may see while using the QuickBooks Online integration.

Accounting fields

- Accounting fields are unique custom fields that you can create within your Brex dashboard. They work in tandem with fields brought over from your existing ERP integration like GL account.
- Use custom fields to categorize expenses across Brex with greater flexibility. Custom fields can be edited later, but they can only be exported via CSV. They will not be synced with your ERP.

Category/category mapping

- Category mapping is the matching of Brex's default 48 categories with a corresponding general ledger (GL) account in your accounting software. Brex automatically categorizes your transactions, however, you can customize the mapping by going to Integrations > Manage > Categories in your Brex dashboard. Learn more in our [Help Center](#).

Collections

These are regular payments toward your Brex card.

Cost center

Cost centers are a type of classification that can be assigned to user profiles within your Brex account. These cost centers can be exported along with transaction data to your ERP system with Brex Empower.

Department

[Create departments](#) from the *Team* tab of your dashboard and map them to your accounting software. Departments allow you to assign cardholders within your Brex account.

Employee/card repayments

Occasionally, one of your employees may use their Brex card in error for a personal expense. If this occurs, you'll have the option of using our [employee repayments](#) feature to prompt them to submit a repayment for their expense. Brex does not set your expense policy, so if an employee declines a repayment request or has not repaid a particular expense that you believe should be repaid, that's a discussion that would not be facilitated by the Brex platform.

Locations

Map Brex locations to your ERP's locations with this integration field.

Merchants

Map merchants to your accounting software. Any mappings handled here will override the category mappings.

**We're here
to help.**

If you have any questions, please
visit our [Help Center](#), [chat with us](#),
or email support@brex.com.