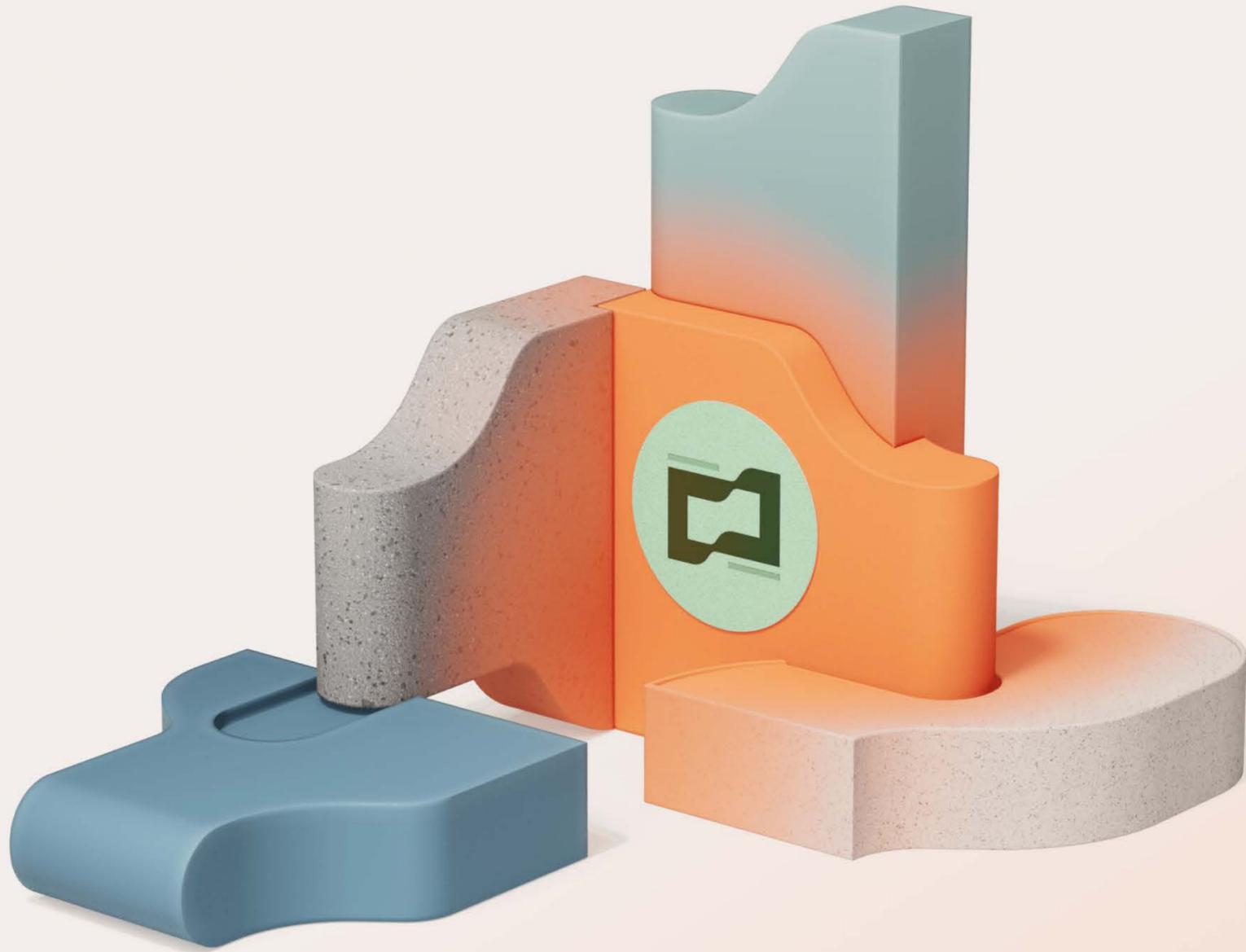


QuickBooks Online integration guide

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?**
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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.

Jan 7
2023

Jan 14
2023

Jan 21
2023

Jan 28
2023



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.

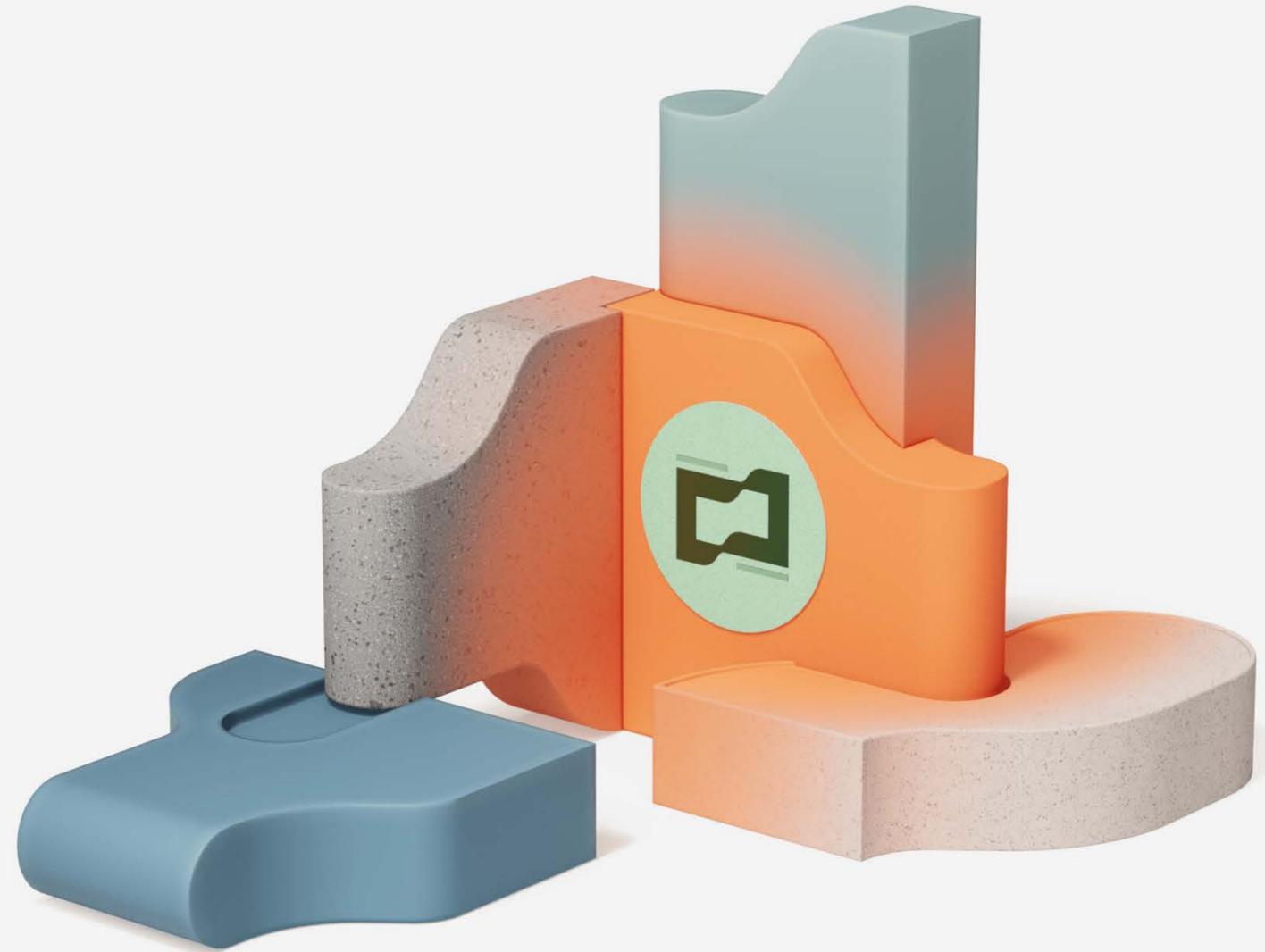
Stage 2: Connect QBO to Brex and import accounting fields.

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.

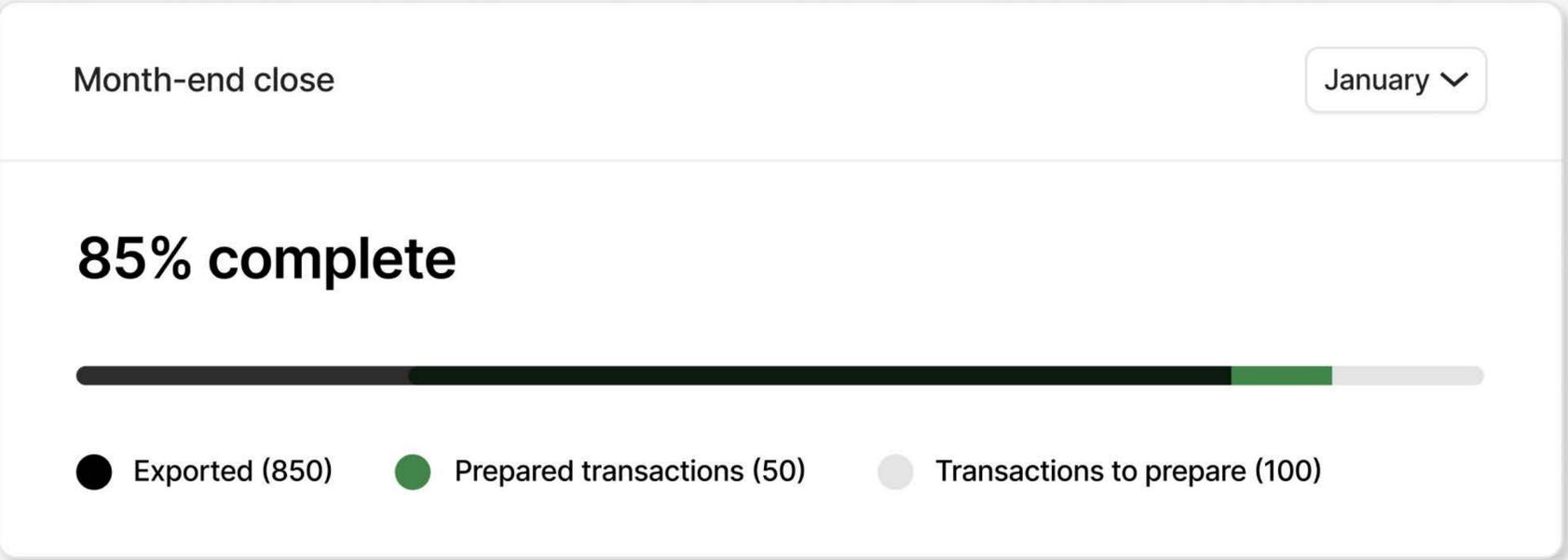
We lead with automation and offer embedded experiences to scale and optimize accounting workflows over time.

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

The screenshot displays the Brex Accounting journal interface. At the top, there's a navigation bar with the Brex logo, a '+ New request' button, a 'Support' dropdown, and a user profile for Olivia Wilson at Acme, Inc. A left sidebar contains navigation options: 'Your wallet', 'DoorDash', 'Credit', 'Budgets', 'Expenses', 'Team', 'Accounting' (selected), and 'Integrations'. The main content area is titled 'Accounting' and shows 'Review • 64' items, 'Ready for export'. Below this is a search bar and filters for 'Type', 'Amount', 'Alerts', and 'Budget'. The data is presented in a table with columns: Type, Merchant, User, Amount, Alerts, Budget, Memo, GL account, and Department. Transactions are grouped by date: Oct 22 and Oct 23. Alerts like 'Employee modified', 'Missing receipt', and 'Conflicting rules' are highlighted in yellow or red. A 'See more' link is at the bottom of the table.

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

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.

The screenshot shows the Brex Accounting interface. On the left is a sidebar with navigation options: Your wallet, DoorDash, Credit, Budgets, Expenses, Team, Accounting (selected), and Integrations. The main area is titled 'Accounting' and shows 'Review • 64' items, 'Ready for export'. A search bar is present with the text 'Search by user, merchant, merchant category, or department'. Below the search bar are filter controls: 'Type' (dropdown), 'Amount' (dropdown), 'Alerts' (dropdown), and 'Budget' (dropdown). The 'Type' dropdown is open, showing a list of transaction types with checkboxes: Card expense (checked), Cash advance (checked), Complete (checked), Chargeback (checked), Refunded (checked), Reimbursement (unchecked), Payment (unchecked), Successful (unchecked), Reversed (unchecked), and Reward (unchecked). The main table displays a list of transactions with columns: User, Amount, Alerts, Budget, Memo, GL account, and Department. The table includes entries for Wade Warren, Leslie Alexander, Guy Hawkins, Jacob Jones, Brex Card collection, Esther Howard, Oct 23, Brooklyn Simmons, Devon Lane, and Brex Rewards redemptic. A 'See more' link is at the bottom of the table.

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

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.

The screenshot displays the Brex Accounting interface. At the top, there's a navigation bar with the Brex logo, a '+ New request' button, a 'Support' dropdown, and a user profile for Olivia Wilson at Acme, Inc. A left sidebar lists various account categories: Your wallet, DoorDash, Credit, Budgets, Expenses, Team, Accounting (selected), and Integrations. The main content area is titled 'Accounting' and shows a 'Review • 64' status with a 'Ready for export' label. Below this is a search bar and filters for 'Type', 'Amount', 'Alerts', and 'Budget'. A 'Mark ready' button is also present. The main table lists transactions with columns for Type, Merchant, User, Amount, Alerts, Budget, Memo, GL account, and Department. Transactions are grouped by date (Oct 22 and Oct 23). A dropdown menu is open for the 'GL account' column of a transaction, showing options like '612001 Meals and Enterta...', '612002 Airline Expenses', '612003 Lodging', '612004 Ground Transport...', and '612050 Office Supplies'. A 'See more' link is at the bottom of the table.

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

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.

The screenshot displays the Brex Accounting interface. On the left is a navigation sidebar with options: Your wallet, DoorDash, Credit, Budgets, Expenses, Team, Accounting, and Integrations. The main area is titled 'Accounting' and shows a list of transactions for October 22nd and 23rd. The transactions include items like Airbnb Lodging, Uber Transportation, Chase Bank Banking, Target Merchandise, Brex Card collection, Lyft Inc Transportation, Muni Mobile Transportation, Amazon Fresh Groceries, and Brex Rewards redemptic. Each transaction has a checkbox, merchant logo, name, user, amount, and an alert icon with a label (e.g., 'Employee modified', 'Missing receipt', 'Conflicting rules').

An alert modal is open for a JetBlue expense of \$999.99. The modal shows details: Purchase date (Oct 29, 2021 at 5:20PM), Approval (Pending review), Budget (T&E Design), and Card (**** 4800). Below this is a 'Budget & policy' section with a dropdown for 'Accounting alerts' showing 2 alerts. The main alert message is 'Conflicting rules'. It asks to 'Select which rule to apply:' with two options: 'EPD Offsites 2021' (Budget: Offsites → Netsuite account: 600013) and 'Manager Offsites 2022' (Budget: Offsites → Netsuite account: 803854). There are 'Remove all' and 'Apply rule' buttons. Below the alert, there are fields for 'Category' (Electronics), 'GL account' (a dropdown menu with the text 'Select GL account'), and 'Department'. A red error message states: 'You must assign a GL account'.

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

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.

The screenshot displays the Brex Accounting interface. On the left is a navigation sidebar with options: Your wallet, DoorDash, Credit, Budgets, Expenses, Team, Accounting (selected), and Integrations. The main panel is titled 'Accounting' and shows a list of transactions for 'Review • 64' items, 'Ready for export'. The list includes transactions from Oct 22 and Oct 23 with columns for Type, Merchant, User, Amount, and Alerts. A transaction for JetBlue is highlighted, showing a conflicting rule.

Type	Merchant	User	Amount	Alerts
	Airbnb Lodging	Wade Warren (Engineering : Dasher)	\$1,203.23	Employee modified
	Uber Transportation	Leslie Alexander (Engineering : Dasher)	\$28.19	Missing receipt
	Chase Bank Banking	Guy Hawkins (Engineering : Dasher)	\$10,000.00	
	Target Merchandise	Jacob Jones (Engineering : Dasher)	\$523.10	Conflicting rules
	Brex Card collection		-\$122,392.53	
	Lyft Inc Transportation	Esther Howard (Engineering : Dasher)	\$11.99	Missing receipt +1
	Muni Mobile Transportation	Brooklyn Simmons (Engineering : Dasher)	\$12.93	Missing receipt +2
	Amazon Fresh Groceries	Devon Lane (Engineering : Dasher)	\$829.91	Conflicting rules
	Brex Rewards redemptic		-\$2,304.12	

The detailed view for the JetBlue expense (\$999.99) shows the following information:

- Merchant:** JetBlue (Airline expenses)
- Amount:** \$999.99
- Purchase date:** Oct 29, 2021 at 5:20PM
- Approval:** Pending review
- Budget:** T&E Design
- Card:** **** 4800

Conflicting rules:

- EPD Offsites 2021 (Budget: Offsites → Netsuite account: 600013)
- Manager Offsites 2022 (Budget: Offsites → Netsuite account: 803854)

Buttons: 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.

The screenshot displays the Brex Accounting 'Prepare' interface. At the top, it shows 'Transactions to prepare' as 1,210 and 'Ready for review & export' as 3,000. An 'Automation rate' of 23% is shown with a progress bar. Below these metrics is a search bar and several filter dropdowns: GL account, Type, Amount, Budget, Department, and Rules. The main section is titled 'Transactions to prepare' and contains a table with the following columns: Type, Merchant, Rules, User, Amount, Alerts, Budget, Memo, GL account, and De. The table lists transactions for October 22 and 23, including entries from Airbnb, Uber, Chase Bank, Target, Brex, and Lyft Inc. with various status alerts like 'Employee modified', 'Missing receipt', and 'Conflicting rules'.

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									

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.