



# QuickBooks Online integration technical guide

For admins

# Let's get started.

Dive deeper into the technical details of setting up your QuickBooks Online integration and learn how each feature works.

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# Integration details

# How does the integration work?

The QuickBooks Online integration is one of our most popular offerings, giving you improved reporting accuracy, greater accounting control, and significant time saved in closing your books.

Brex integrates with QBO in two ways:

1. **Bank feed integration**

This is set up through an account linking process.

**Note:** This can function without an integration, however, your organization will not have the benefit of automatic categorization in the Brex dashboard or memos and receipts syncing to QBO.

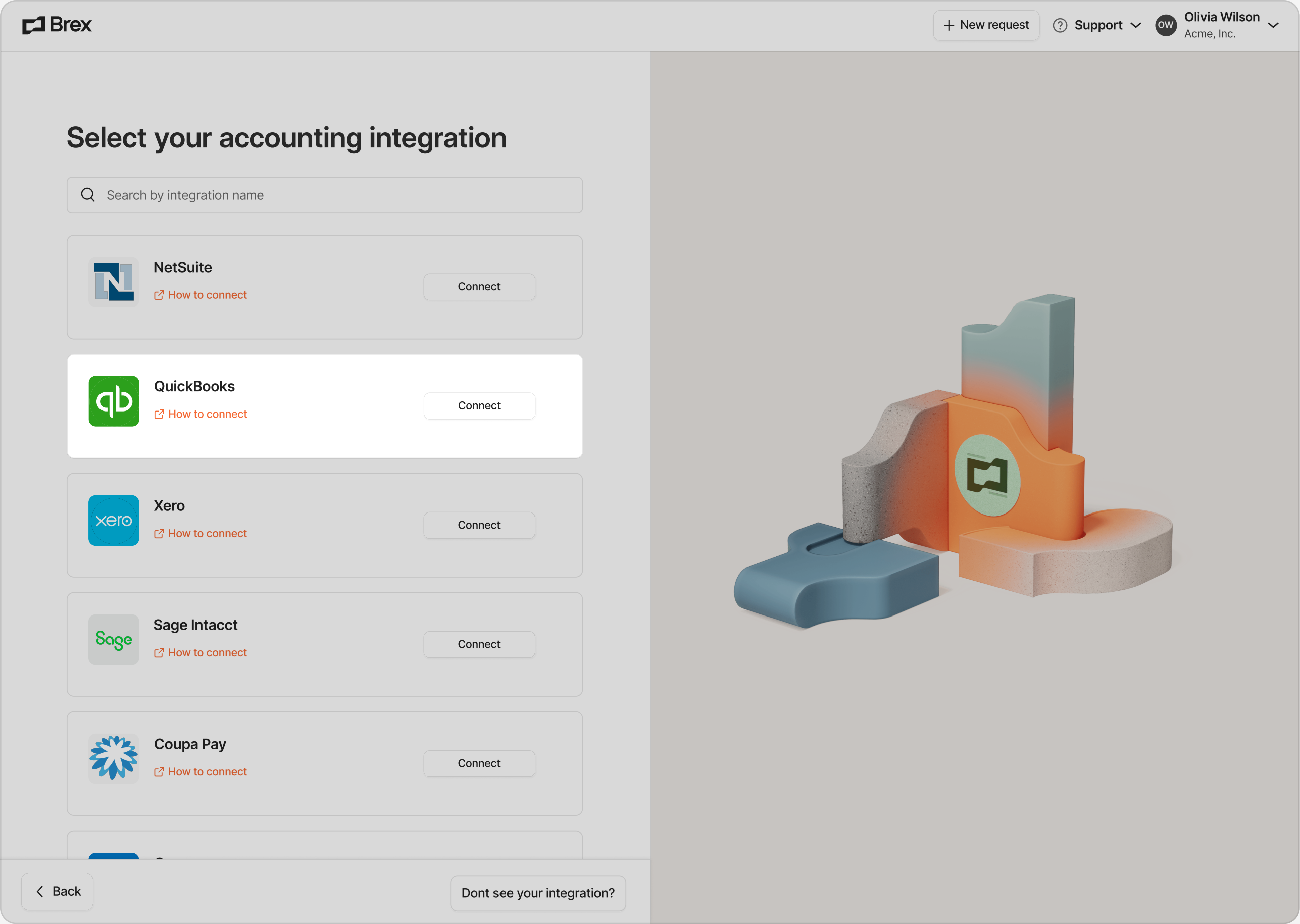
2. **Expense data integration (optional)**

With this option, you have the ability to code your transactions to their respective GL account, location, and class in the Brex dashboard. Brex offers a suite of tools to automate this process and save you time. Additionally, cardholders can manually categorize their own transactions when they attach their receipts and memos.



# How is the integration set up?

Setup instructions can be found in our [QuickBooks integration guide](#).





Integration details

# How is data updated?

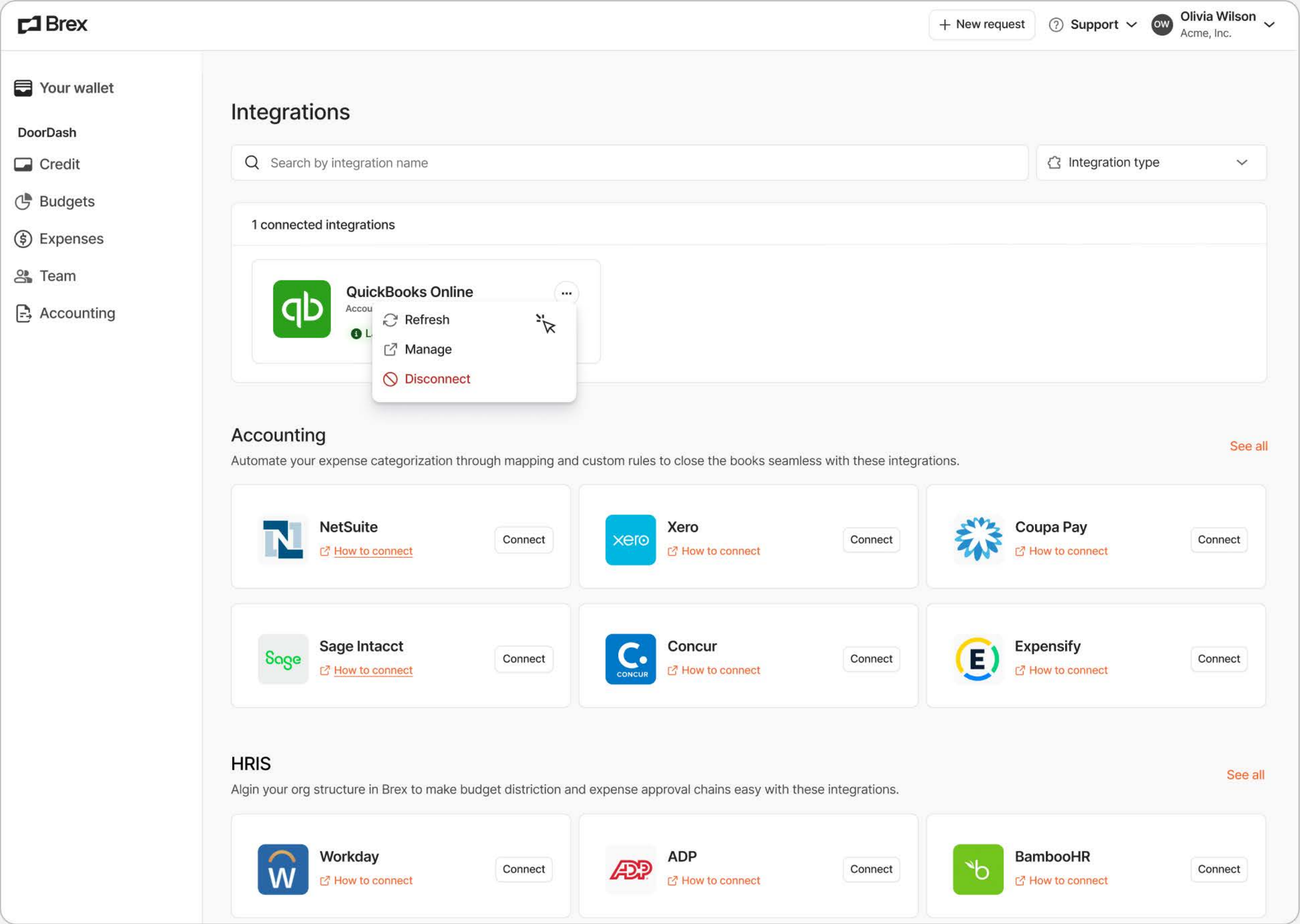
Bank feed

Once connected, Brex transactions will **automatically sync** right away and begin appearing in your bank feed and can be manually categorized.

Expense data

Once pushed, categorizations and transaction memos exported to QuickBooks are **automatically matched** to your transactions waiting for review in the bank feed. This will automatically reconcile your spending and move the charges out of *For review* and into your balance sheet, giving you better data visibility and saving you hours on your end-of-month close.

- Bank feed: Pull
- Expenses: Push
- Bill pay: Push
- Reimbursements: Push



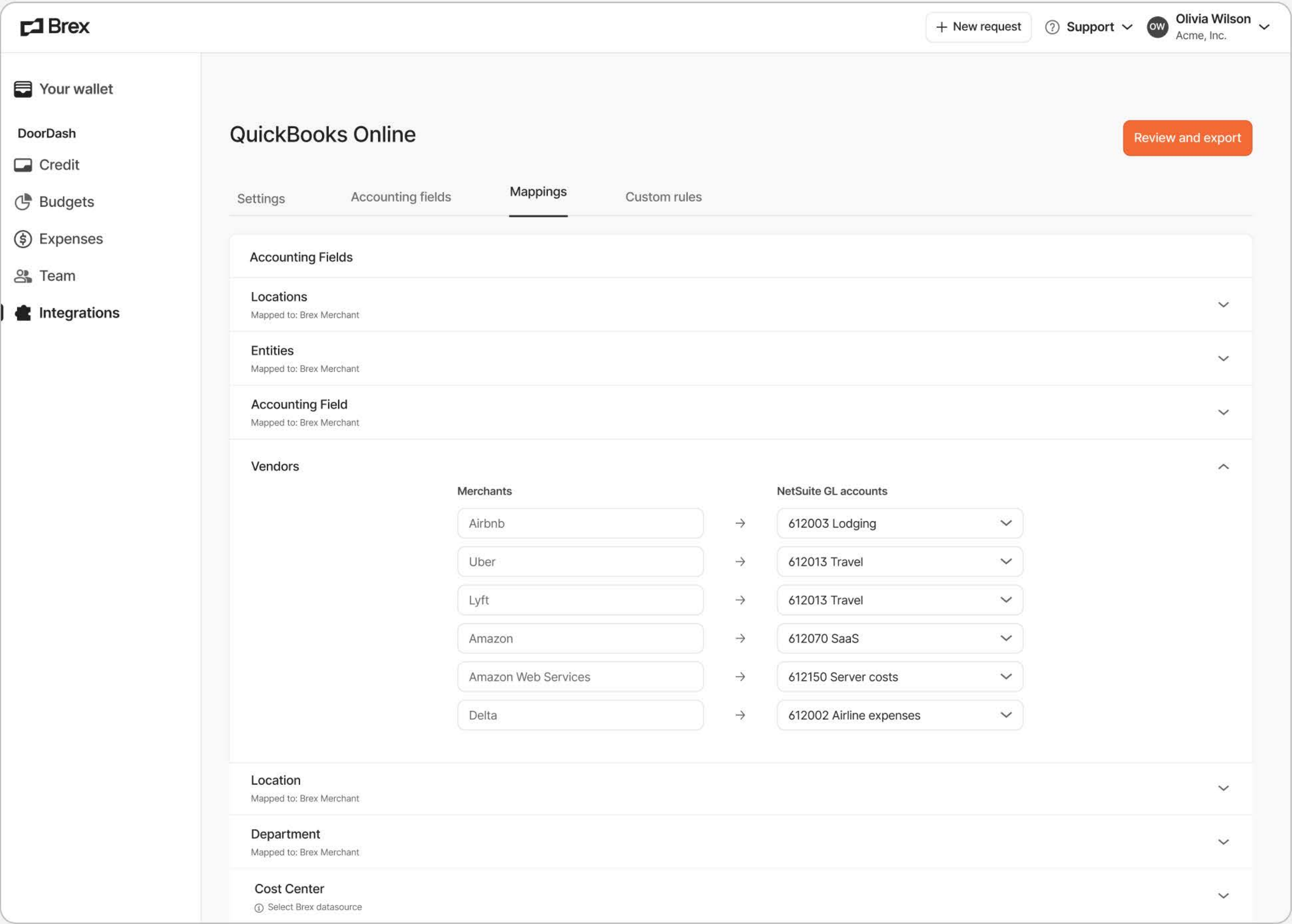
# How do I set up mapping capabilities?

### Bank feed

No mapping is needed. Brex transactions will start to automatically sync right away and begin appearing in your bank feed, where you'll be able to manually categorize them.

### Expense data

Mapping will be required within Brex across each category to a QuickBooks category. If not mapped, transactions associated with the unmapped Brex category will not sync because there is no end destination designated across platforms.





# Glossary: Brex terms

Please use this glossary to help you navigate through the new terms you may see while using Brex integrations.

## 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 that employee 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.



# Glossary: QBO terms

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



**Banking**

This area within the QBO dashboard includes all bank feed information.

**Bills**

This QBO category is similar to invoices for customers and vendors in Brex.

**Custom field**

Custom fields are those created manually by users based on their business' requirements.

**Category**

This field is what QuickBooks Online calls GL accounts.

**Customers**

This field refers to tracking related to actual customers that you are invoicing.

**GL accounts**

A general ledger report in QBO shows a list of transactions from all accounts for a specific date range.

**Match**

This is a reconciliation tool on the bank feed to help categorize and clear out transactions.

**QuickBooks classes**

Classes represent meaningful segments in your company, like store departments or product lines.

# Glossary term linking

Brex terms might be different than those in QuickBooks, or they may correspond directly. Here are some common correlations between terms.

Brex terms	QuickBooks Online terms
Expense records	Bank feed
General ledger/GL account	Accounts
Cost center	N/A
Department	Class
Locations	Locations
Merchants	Vendors







# Capabilities

Capabilities

# Supported transactions and fields




## Transactions supported

Brex currently offers alignment with these transaction types:

-  Card expenses
-  Reimbursements
-  Bills
-  Rewards
-  Cash
-  Collections

## Brex field support

Brex currently offers support with these QBO fields:

-  Receipts
-  Memos
-  [Link back to Brex](#)

## QBO field support

QBO currently offers support with these Brex fields:

- GL accounts
- Departments
- Classes
- Locations
- Customers
- Billable



Capabilities

# Exporting expenses and other features

You can export expenses via:

- Direct sync
- General CSV
- ERP-specific CSV

**Note:** As long as you haven't yet closed your books on QuickBooks, QBO will automatically match any transactions in the bank feed to data exported from Brex (receipts, memos, and categorization). You can then confirm whether these matches are accurate by clicking *Match* to the right of each transaction on the bank feed. You shouldn't see any duplicates.


**Duplicate entry prevention**

To prevent duplicate entries, Brex won't allow you to re-export a successfully exported transaction. Once you export transactions from the *Accounting* tab (whether directly to Xero or via CSV), you can't export them again. You can, however, export transaction data from the *Expenses* tab to CSV, PDF, HTML, TXT, or XLSX as often as you'd like.

**Automatic vendor creation**

For every merchant that you transact with on your Brex card, Brex will create a QBO vendor automatically. All future purchases with this merchant will be mapped to this same vendor.

### Export options

 May 1, 2023 - May 31, 2023

Export type

☐ Direct to QuickBooks Online

☐ General CSV

☐ ERP-specific CSV

Cancel

Next

# FAQs

## FAQs

# FAQs

Here are answers to the most common questions Brex Empower users ask.

### **How do I streamline the matching process to reduce the amount of matching needed in QBO?**

You can disconnect the bank feed so it will book directly vs going through the matching process.

However, in this case, you need to do a thorough review of your Brex mappings to make sure they align.

### **How can I use custom rules to streamline QBO tasks?**

As a best practice, custom rules should be built as exceptions to the other default rules. For example, if you have a user that typically makes a purchase under the Marketing class, but has a recurring purchase that needs to be mapped to the Engineering class, you could build out a rule saying "When X user makes a transaction with Y merchant, map to Engineering."

### **How do reimbursements sync to QBO?**

Reimbursements sync over in the form of bills when exported from the Brex dashboard.

### **Can I connect to more than one QBO account?**

At this time, it is not possible to connect to more than one QuickBooks Online account. However, you will have the option to isolate transactions for direct exports and the remaining transactions to a CSV file for import to your other QBO instances.

### **Do you support custom fields or projects?**

We don't pull custom fields or projects in from QuickBooks Online directly. However, you can create a custom [accounting field](#) that can be leveraged for mapping purposes and will appear in a CSV file export.

### **Will my memos and receipts sync over in the bank feed?**

No, this only occurs in the [export of expense data](#).

## FAQs

# FAQs

Here are answers to the most common questions Brex Empower users ask.

### **Are there any best practices in auto-categorizing expenses in Brex to streamline the mapping process?**

We recommend completing category, department, and location mapping if possible. While these mapping options are broad, they typically get most transactions to the right place. From there, you can build out merchant and custom rules for exceptions to these default rules.

### **How do I map employees to QBO classes/locations?**

Brex [departments](#) and [locations](#) can be created through the *Team* tab or when synced from your [HRIS integration](#). Once created, Brex departments and locations can then be mapped to QBO classes and locations.



**We're here  
to help.**

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