American Express OPEN® Quick Start Guide for Sync with QuickBooks® and ReceiptMatch℠

Helping Your QuickBooks Clients Get Started Quickly

Once enrolled in both Sync with QuickBooks and ReceiptMatch, your clients will be able to:

- Snap – Take a picture of their Business Card receipt and ReceiptMatch will match and attach it to their Business Card transaction.
- Tag – Label the transaction with one of the QuickBooks company file imported categories (lists), right from their American Express online statement or the ReceiptMatch Mobile App.
- Transfer - Review and send the transaction data directly to their QuickBooks company file.
- Done - Labeled transaction data is in their QuickBooks credit card register, along with a link to the receipt image in the memo field of the transaction.

ReceiptMatch with QuickBooks is only available with Business Cards from American Express OPEN, which enables Card Members to tag transactions with QuickBooks categories (lists) on the go with a link to the receipt image. Your clients can learn more about OPEN Business Card here.

What Your Client Needs to enroll in Sync with QuickBooks

- A Business Card from American Express OPEN
- QuickBooks Online (recommended) –or-- for QuickBooks Pro or Premier for Windows 2011 or newer with QuickBooks Sync enabled

Step One - Authorize Sync

It’s easy for your clients to enroll in Sync with QuickBooks; just a few steps to complete:

1. QuickBooks Pro or Premier users (for year versions currently supported by Intuit) should have synced their QuickBooks company file with Intuit’s Online Services. If not, they will have the option during enrollment to setup the sync.
2. The Business Card Member logs into their American Express online account to enroll in Sync with QuickBooks.
3. Select the **Statements & Activity** tab at the top of the American Express online account.
4. At the top right, under **My Expense Tools**, click the **Sync with QuickBooks** link.
5. The Sync with QuickBooks security message may display requiring the 4-Digit Card Identification (CID) found on the face of the card. Your client may also be required to type the 3 Digit Card Security Code (CSC) found on the back of the card. Click **Continue.**

6. Next, the American Express Privacy Statement and Terms and Conditions display. During the enrollment process a checkmark must be placed in the box to accept the privacy disclosure as well as the terms and conditions as stated. Carefully review the information displayed. Click **I Agree**, **Continue.**

7. For QuickBooks Online users, skip to Step 12. For QuickBooks for Windows users continue with Step 8.

8. Now on the QuickBooks site, the "Paste this Passcode into QuickBooks" window displays. Copy the Passcode as instructed. The Passcode is used to simplify the setup of Sync with Intuit's Online Services.

9. Instruct your client to open their QuickBooks company file. From the QuickBooks menu bar, select **Help**, **App Center Find More Business Solutions**. QuickBooks displays the "Get More Done with Less Effort" window. Click on the **I Have a Passcode** link.

10. The "Paste In Your Passcode" window displays; copy the Passcode into the box provided and click **Allow**. This will allow the QuickBooks company file to sync with their American Express Business Card.

11. The Card Selection window displays in the American Express Sync with QuickBooks app. Continue with the instructions in the next section for Step Two – Select Cards.

12. For QuickBooks Online clients: The Intuit QuickBooks Sign In window displays. Instruct your client to type their Intuit Account Email or User ID and Password. If your client is already logged into QuickBooks Online, have them skip to Step 13.

13. Intuit now displays that American Express would like to access your Intuit company data. Click **Authorize.** Click **No Thanks** and **Close** to be returned to the American Express Online Statement without authorizing the sync.

The Card Member has now successfully completed Step One – Authorizing the Sync with QuickBooks. The Card Member continues with the enrollment by selecting the Business Card(s) from American Express OPEN to sync with their QuickBooks company file.

Note: if at any time the Card Member needs to end the process, they can return to Step 3 above.

Step Two - Select Cards

After authorizing the Sync with QuickBooks for the selected QuickBooks company file, the Card Member will select their Business Card(s) from American Express OPEN that they want to link with their QuickBooks company file.

For each Business Card your client selects, they will need to associate it with a corresponding QuickBooks credit card account type in their Chart of Accounts list. If your client's QuickBooks company file does not yet have the required credit card type account, they can select the option to create the account and provide a name for the account during the enrollment process.

Your client should follow these steps to select and assign the Business Card(s):

1. From the Select Cards to Sync window, place a checkmark in the **Include This Card** box. A message displays below each selected card, requesting that they associate the card with a specific QuickBooks credit card type account.

    a. If the QuickBooks company file does not have any credit card type accounts, or if your client would prefer to manage with a newly created credit card account in their QuickBooks file, select the **Create New Account** button. Accept the default name or type a name for the credit card account to be created in the QuickBooks company file. Click **Create.** The newly created account will not be visible in the QuickBooks company file until you have completed the enrollment for Sync with QuickBooks.

    b. If the QuickBooks company file has a credit card type account(s), from the drop-down menu select the appropriate account.

2. The following message may display: "One or more of the QuickBooks account(s) listed contain American Express transactions previously entered into QuickBooks. To help you better track your expenses, you may want to select the same destination account." Click **Continue**.

3. Clicking **Continue** will import their QuickBooks categories (lists) into the Card Member's American Express Online Statement.

Note: Discuss with your client that they can return to the Sync with QuickBooks settings to add or remove cards as well as to edit the QuickBooks chart of accounts available for use with the selected Business Cards.

Step Three - Import QuickBooks Categories (Lists)

Next, QuickBooks categories (lists) are selected to import into the Card Member's American Express Online Statement. These categories can be assigned to transactions while viewing the American Express Online Statement, saving manual entry time into the QuickBooks company file.

Your client should follow these steps for importing selected lists from the QuickBooks company file:

1. From the Import QuickBooks Categories window, place a checkmark in the **Include this Category**. Selected lists permit your client to select which values to import. Available categories include:

    - Chart of Accounts - This category is required. The QuickBooks company file Cost of Goods Sold, Expense and Other Expense, Cost of Goods Sold type active accounts will be imported.

    - Vendor – Payees that can be assigned to the credit card transactions.

    - Customer:Job – Customers and Jobs that your client does business with. Assign expenses to Customers and Jobs.

    - Class – Departmentalized reporting. An optional list in QuickBooks for Windows or QuickBooks Online. Note: During the enrollment in Sync with QuickBooks, if a Class list is not detected, your client will not be permitted to include this category.

2. Optionally place a checkmark in the **Automatically update my selected categories when I create new values in QuickBooks**. If your client selects this option, changes made to lists in QuickBooks, will automatically be reflected in category selection menu.

3. Click **Continue**.

Your client is nearly complete with the enrollment! Next, they will have the opportunity to review their selections.

Step Four – Review

The final step when enrolling in Sync with QuickBooks is to review the selected cards and imported categories. Click **Back** to return to make changes, click **Cancel** to be returned to the online statement without making any changes. Click **Complete** when finished with the review.

A message displays that the Setup is complete and that they have successfully synced their American Express online account with the QuickBooks company file. Click **Continue**. They are returned to their online statement.

Caution: *For client's using Intuit's **Direct Connect** with QuickBooks: Once users enroll in Sync with QuickBooks, they will be blocked from using Direct Connect for any Business Card from American Express OPEN. Users can re-enable Direct Connect after they delete the connection to the Sync with QuickBooks product.*

Caution: *For client's using **Web Connect** with QuickBooks: Users will still have the option to download files for use with Web Connect in the QuickBooks software. Your clients should consider not using both Web Connect and the Sync with QuickBooks tool to prevent duplicate transactions from being entered into QuickBooks.*

Congratulations! Your client has successfully enrolled in Sync with QuickBooks.

To Enroll in ReceiptMatch

ReceiptMatch is an expense management tool with your client's Business Card from American Express OPEN that digitally matches and stores images of your client's receipts to their American Express Online Statement so your client can easily manage their receipts from anywhere using a desktop or mobile device.

Your client will need the following to enroll in ReceiptMatch:

- A Business Card from American Express OPEN
- American Express online account username and password
- An email address
- ReceiptMatch℠ Mobile App – available on the App Store and Google Play™

Instruct your client to follow these steps to enroll and begin using ReceiptMatch:

1. The Card Member logs into their American Express Online Account to enroll in ReceiptMatch.

2. Select the **Statements & Activity** tab at the top.

3. To the right under **My Expense Tools**, **ReceiptMatch**, select the **Get Started** button. The Manage Your Receipt window displays listing the eligible cards.

4. Type the **Email Address** that will be used to send receipts to **receipts@open.com**. Type the email address again in the **Confirm Email Address** box.

5. Review the ReceiptMatch Terms of Use. Place a checkmark in the **By checking this box, I confirm I have reviewed and agree to the above Terms of Use** box. Click **Continue**.

6. ReceiptMatch now displays receipts that are matched to transactions for the Business Card displayed at the top left. From the drop-down menu, select to view other authorized cards.

7. From the drop-down menu on the top right, select to view matched transactions from:

   - Recent Activity
   - Current Statement
   - Previous Statements
   - Year to Date
   - Year End Summary
   - Custom Date Range (click Go when selected)

8. (Optional) Click the **Plus Sign** on the upload a receipt, and browse to the image stored on the computer. Image types that are acceptable include:

   - JPEG, JPG, GIF, PNG, DOC, DOCX, HTML, TXT, RTF, and PDF. Maximum size: 5MB

9. (Optional) Click the **EDIT** link in the lower left to change the preferred email address.

10. After locating the stored receipt image or document, click **Continue**. An image of the uploaded receipt is displayed. Optionally add notes, delete the receipt image, or zoom into the receipt image details. Click **Finish**.

11. The Unmatched Receipts window displays. Click **Close**. You are returned to the American Express Online Account.

Disclosures

ReceiptMatch and Sync with QuickBooks are two separate business tools available with Business Cards from American Express OPEN. ReceiptMatch and Sync with QuickBooks were created to work together. You must enroll in ReceiptMatch and in Sync with QuickBooks separately from your American Express online account to use ReceiptMatch with QuickBooks. Sync with QuickBooks works with QuickBooks Online, or with QuickBooks Pro or Premier for Windows 2011 or later with QuickBooks Sync enabled.

ReceiptMatch is only available with Business Cards from American Express OPEN. For details and enrollment, click here.

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For More Information

Call the number listed on the back your American Express OPEN Business Card

Click here to learn more about ReceiptMatch for QuickBooks.

Click here for advisor resources for ReceiptMatch for QuickBooks.