

American Express OPEN[®] Technical Product Guide for Sync with QuickBooks[®] and ReceiptMatchSM

Helping Your QuickBooks Clients Get Started

This resource was created for expense management advisors to small businesses (accountants, bookkeepers, QuickBooks ProAdvisors) to assist your Intuit QuickBooks[®] clients get started using ReceiptMatchSM with QuickBooks[®].

Contents

American Express OPEN Technical Product Guide for Sync with QuickBooks and ReceiptMatch.....	1
Introducing ReceiptMatch with QuickBooks	2
What Your Client Needs to Get Started	2
To Enroll in Sync with QuickBooks	2
What Your Client Needs	3
QuickBooks for Windows, Set Up Sync with Intuit Online Services.....	3
Step One - Authorize Sync.....	3
Step Two - Select Cards.....	12
Step Three - Import QuickBooks Categories (Lists).....	14
Step Four – Review.....	16
To Enroll in ReceiptMatch	17
Manage Online Transactions	21
Manage Transactions	21
Manage Receipts Online	24
Manage Receipts on Mobile Device.....	27
Manage Cards	29
Manage Categories (Lists)	31
How to Disconnect the Sync with QuickBooks	32
Disclosures	33
For More Information	33

Introducing ReceiptMatch with QuickBooks

Available exclusively for Business Cards from American Express OPEN, ReceiptMatch with QuickBooks lets your clients attach receipts to their American Express transactions and access their receipts from their Intuit QuickBooks company file. Your clients can send their labeled transaction data and links to receipt images to QuickBooks as they go, to keep their expenses organized. ReceiptMatch with QuickBooks also works with Employee Cards. Your client and their Authorized Account Managers have the ability to approve employee transaction data before transferring it to QuickBooks, giving your clients more control over their business expenses. Encourage your clients to enroll in and use ReceiptMatch with QuickBooks for Business Cards from American Express OPEN.

Once enrolled, your clients will be able to:

- Snap – Take a picture of their 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 (selected QuickBooks 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 - Now their 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 Get Started

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.

To use ReceiptMatch with QuickBooks your client must enroll in both:

- Sync with QuickBooks
- ReceiptMatch

To Enroll in Sync with QuickBooks

Your clients can label their Business Card from American Express OPEN transactions with their own QuickBooks categories (lists) and send transaction data directly to their QuickBooks company file.

How it Works:

- **Import** your QuickBooks categories (lists) to your American Express online account.
- **Label** selected transactions with your QuickBooks categories from within your American Express Online Statement or from the ReceiptMatch mobile application.

- **Approve** and send your selected transactions to your QuickBooks company file with a link to the attached receipt images.

What Your Client Needs

- 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.

QuickBooks for Windows, Set Up Sync with Intuit Online Services

For Sync with QuickBooks to work, QuickBooks Pro or Premier for Windows clients must enable the Sync Manager within QuickBooks and schedule the sync to run periodically. This sync can be enabled during the enrollment in the American Express Sync with QuickBooks.

Not sure if your client has enabled Intuit’s Sync Manager? Within the client’s file select **File, Sync, Show Sync Status**.

If your client has not enabled the Intuit Sync Manager and would like to complete this step before enrolling in Sync with QuickBooks, [click here](#) for instructions.

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. To the right, under **My Expense Tools**, click the **Sync with QuickBooks**, and then select the **Get Started** button.

The screenshot shows the American Express website interface. At the top, there is a navigation bar with 'Menu', 'AMERICAN EXPRESS', and 'Log Out'. Below this is a secondary navigation bar with 'Home', 'Statements & Activity', 'Payments', 'Profile', 'Employee Controls', and 'Benefits'. The main content area is divided into 'My Statement Options' and 'My Expense Tools'. Under 'My Expense Tools', there is a 'SYNC WITH QUICKBOOKS' notification that is not enrolled. The notification text reads: 'Label your American Express OPEN Card transactions with your QuickBooks categories and securely send directly to your QuickBooks company file.' There are 'Learn More' and 'Get Started' buttons. Below the notification is a table of transactions.

	Date	Description	Receipt	Card Member	
Posted Transactions					
>	MAY 29	CHICK-FIL-A #00714 0PLANO TX		Laura Madeira	\$14.44
>	MAY 22	CEDARS MEDITERRANEANDALLAS TX		Laura Madeira	\$3.00

- The Sync with QuickBooks security message may display requiring you to type the 4-Digit Card Identification (CID) found on the face of the card. You may also be required to type the 3 Digit Card Security Code (CSC) found on the back of the card. Click **Continue**.

The screenshot shows a 'Sync with QuickBooks' security dialog box. The title is 'Sync with QuickBooks' and there is a 'CLOSE X' button in the top right. The text reads: 'For your security, please provide the specified information for the following card:'. Below this is an image of a Business Gold Rewards Card for LAURA MADEIRA. The dialog is divided into two steps:

Step1: Please enter the 4-Digit Card Identification (CID) number printed just above the account number on the **front** of the card * :

Step2: Please enter the 3-Digit Card Security Code (CSC) which are the last three numbers printed on the signature strip on the **back** of your card * :

* Indicates mandatory field

At the bottom, there are 'Cancel' and 'Continue' buttons.

- 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.**


To view the American Express Privacy Statement and Terms and Conditions [click here](#):

You're On Your Way to **Saving Time** Reconciling Your Expenses

Authorize American Express and Intuit to sync your American Express online account with your QuickBooks company file by agreeing to the Terms and Conditions below.

Once you're done, you will be redirected to the Intuit site to authorize Intuit to share data from your QuickBooks company file with American Express.

If you are not a QuickBooks user, [learn more](#) about the software.

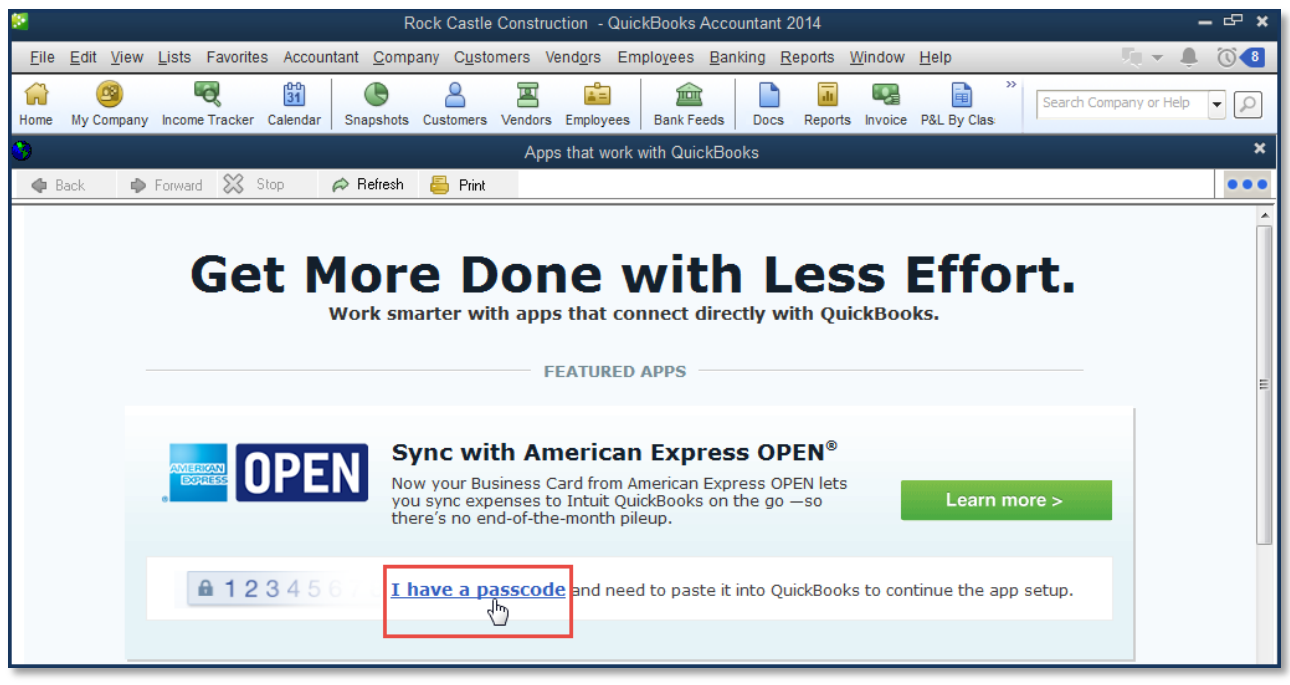


American Express Sync with QuickBooks® Privacy Statement

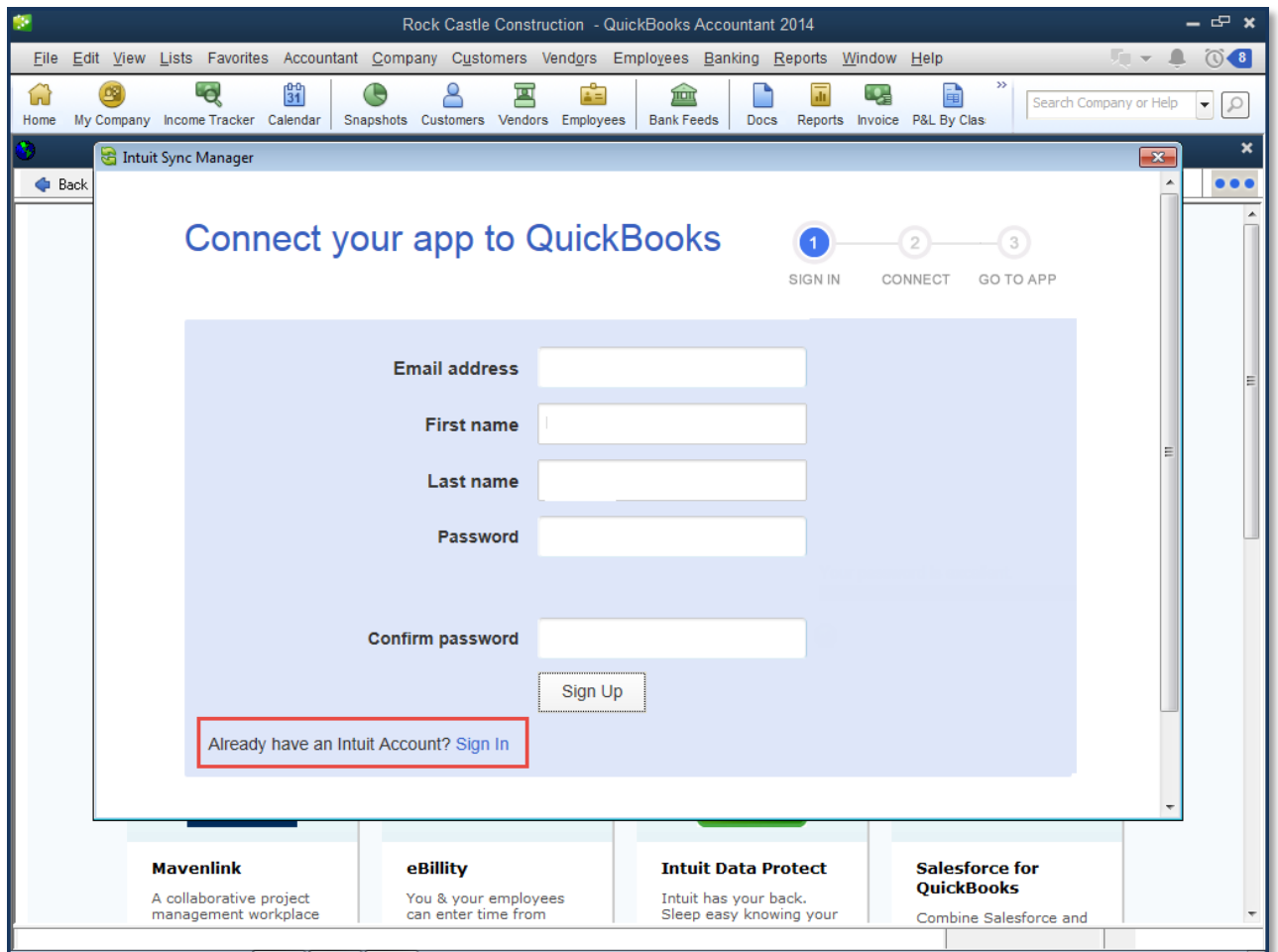
By registering in *Sync with QuickBooks*, you:

After accepting the Privacy Statement and Terms and Conditions, a message displays notifying the Card Member that they are leaving the American Express website and are being redirected to the Intuit website to continue with the authorization process. To view Intuit's product Terms and Conditions, [click here](#). Click **Continue.**

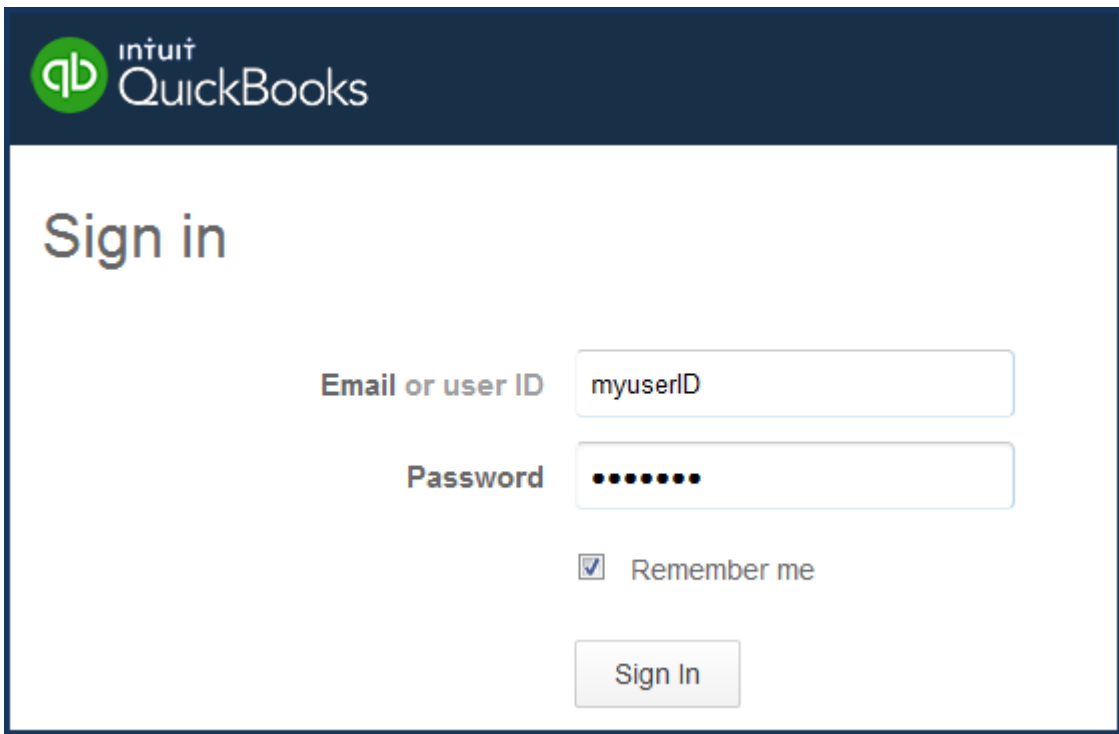
7. For QuickBooks Online users, skip to Step 15. For QuickBooks for Windows users continue with Step 8.
8. The "Paste this Passcode into QuickBooks" window displays. Copy the Passcode as instructed. The Passcode is used to simplify the setup of Sync with Intuit's Online Services. Instruct your client to open their QuickBooks company file.
9. 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 your 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 your QuickBooks Pro or Premier clients *not* signed into their QuickBooks company file with Intuit credentials they can choose from the following options. On the “Connect Your App to QuickBooks” window, scroll down and click the **Sign In** link in the lower left.



13. If your client does not have an Intuit Account, instruct them to click the **Create an Account** link. Follow the provided instructions then return to Step 9 above.
14. If your client does not remember their Intuit account credentials, instruct them to click the **Forgot User ID** or **Forgot the Password** links. Follow the prompts and an email will be sent with instructions. Return to Step 9 above.
15. 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 16.



16. The **You're almost ready...** message *may* display if the provided Intuit Account Email or User ID is associated with *both* a QuickBooks Pro or Premier for Windows file(s) and QuickBooks Online file(s).

Instruct your client to select the type of QuickBooks software that matches their QuickBooks company file they wish to enroll in Sync with QuickBooks.

You're almost ready to use American Express...

Please select between QuickBooks for PC & QuickBooks Online



QuickBooks Pro or Premier for Windows



QuickBooks Online


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17. If multiple QuickBooks companies are displayed, instruct them to select the appropriate company with which to sync. The list of displayed QuickBooks companies are those your client has admin permissions for. Click **Continue**. If the correct QuickBooks company file is not listed, follow the instructions in Step 13.

Note: The file(s) listed are associated with the Intuit Account ID used in the enrollment process and have been previously synced with Intuit's Online Services.

You're almost ready to use American Express...

Which company would you like to connect to?

Angela's Decorating Services
 Synced with QuickBooks company file: Angela's Decorating Services

A different company

Continue

[Quit now, return to setup later](#)

18. For each QuickBooks for Windows client that selects the login option and *does* not have an Intuit company file synced to Intuit's Online Services, a message displays with instructions for enabling the Intuit Sync Manager. Have your client follow the displayed instructions then return to Step 9 to complete the enrollment process.

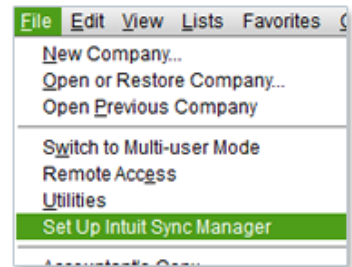
Go to QuickBooks and sync your data

In order for American Express to work properly, you must use your own company data.

Sync Status: ■ Pending

Follow these steps to sync your data:

1. Go to QuickBooks. Open your company file.
2. Choose File > Set Up Intuit Sync Manager.
3. Sign in with your Intuit account if you haven't already done so.
Come back after Intuit Sync Manager is done syncing.
[Problems syncing?](#)



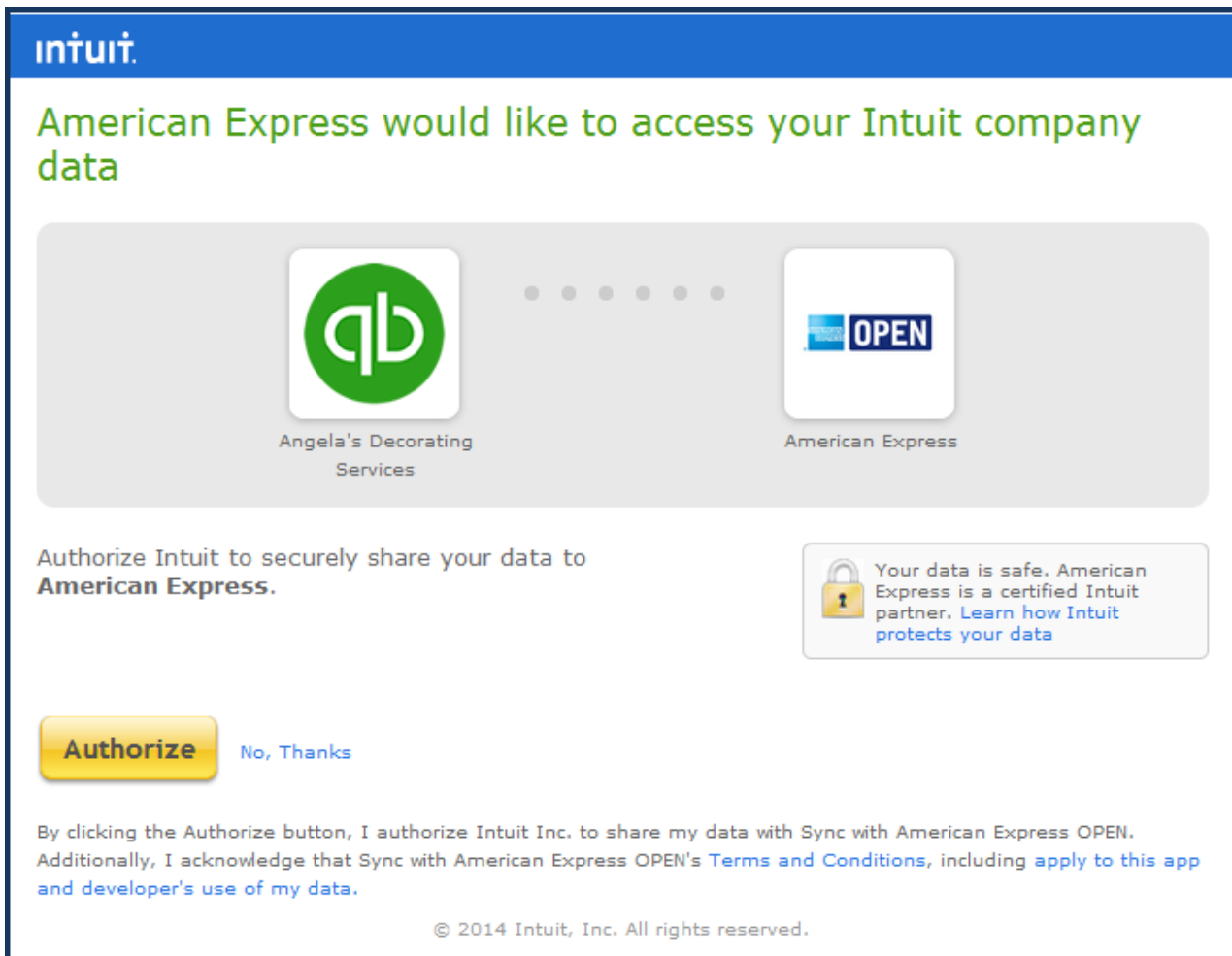
[Using QuickBooks 2012 or earlier?](#)

[What if I have more than one company file?](#)

[I have QuickBooks on more than one computer, which one do I need to open?](#)

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19. Intuit now displays that American Express would like to access your Intuit company data. Click **Authorize**.



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. To the right, under **My Business Tools, Sync With QuickBooks** select the **Continue Setup** button. The Sync with QuickBooks windows displays.*

Step Two - Select Cards

After authorizing the Sync with QuickBooks for the 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 chart of account, they can select the option to create the account and provide a name for the account during the enrollment process.

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 account(s), 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.

STEP 2: SELECT CARDS TO SYNC

Authorize Cards Categories Review

Now, Select the **Business Cards** You Want to Sync with QuickBooks

You will also need to assign a default QuickBooks destination account. If you already have an account for your Business Card in QuickBooks, you can select that now, or create a new one.

Business Gold Rewards Card
LAURA MADEIRA

Include this card

Please create a QuickBooks credit card account to link with this card. This new account will be found under your Chart of Accounts and will receive all transactions from this card.


Create New Account ?


Feedback

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

Now, Select the **Business Cards** You Want to Sync with QuickBooks



You will also need to assign a default QuickBooks destination account. If you already have an account for your Business Card in QuickBooks, you can select that now, or create a new one.



 **Business Gold Rewards Card**
LAURA MADEIRA

Include this card

Which existing QuickBooks destination account (credit card account type in QuickBooks) would you like to link with this card?

Select one...  

- Select One...
- Create New Account
- AMEX Open Gold**
- AMEX_Costco
- Sam's Discover

[Feedback](#)

- 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**.

Note: Once your client completes the enrollment, this account cannot be used with the QuickBooks Bank Feeds until you Delete Enrollment in the Sync with QuickBooks product from the AMEX site.

- Click **Continue** to import their QuickBooks categories (lists), the next step in the enrollment in Sync with QuickBooks.

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)

After the Business Card Member selects the Business Cards to be linked from the American Express online account to the QuickBooks company file, they can choose to import the following categories (lists):

- QuickBooks Chart of Accounts (required category, maximum of 1000 active expense accounts)
- QuickBooks Vendors (maximum of 2000 active vendors allowed)
- QuickBooks Customer:Job
- QuickBooks Class


The categories (lists) selected to import can be assigned to transactions while viewing the American Express Online Statement, saving manual entry time into the QuickBooks company file.

Note: Sync with QuickBooks will only display active categories (lists) from the QuickBooks company file.


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.


EXPENSE CATEGORIES This category is required

 70 of 70 values selected


VENDOR

 86 of 86 values selected Include this category

CUSTOMER: JOB

 845 of 845 values selected Include this category

CLASS

 2 of 2 values selected Include this category

Automatically update my selected categories when I create new values in QuickBooks


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. If your client does not select this option, they will have to return to the Sync with QuickBooks Settings to include those values when labeling transactions in the online statement.
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.

Your **Synced** Business Cards and QuickBooks Accounts



Business Gold Rewards Card -
LAURAMADEIRA

◀ ▶ QuickBooks Account: **AMEX Open Gold**

Your **Imported** QuickBooks Categories

CHART OF ACCOUNTS - EXPENSES

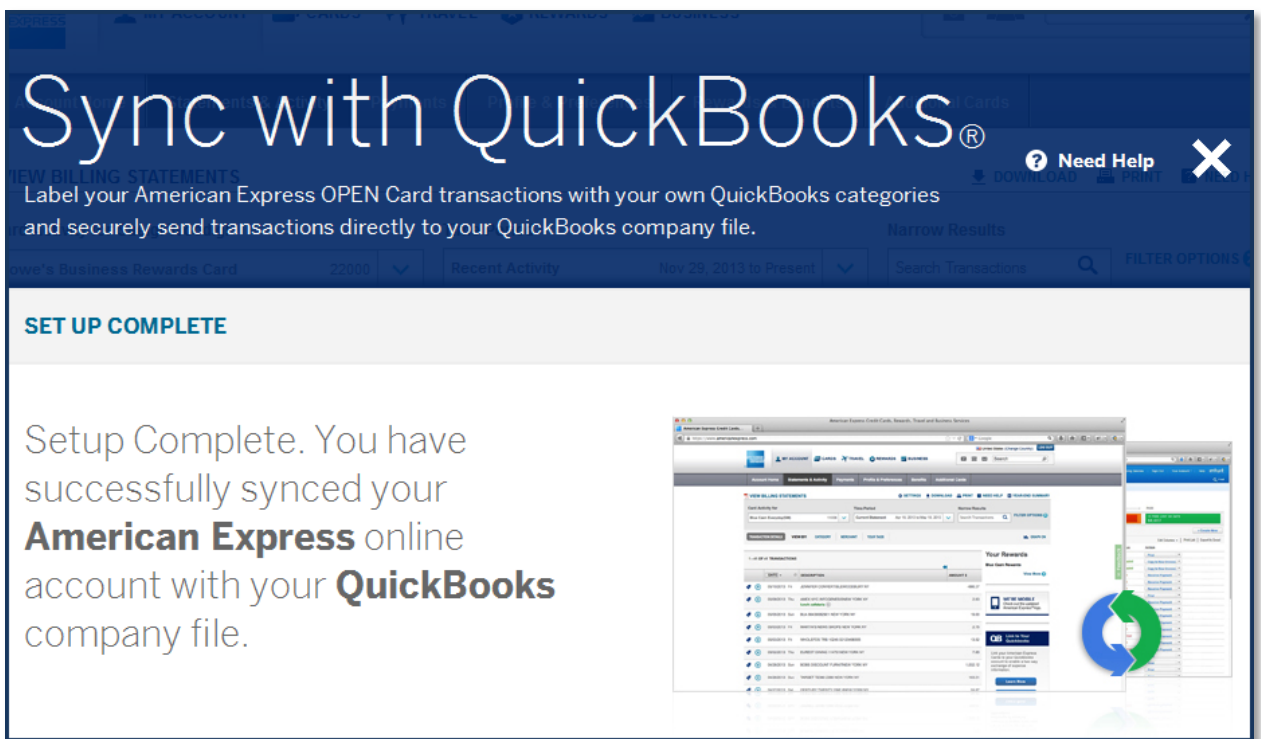
- Check & Forms Purchases — Cost of Goods Sold
- Custom Software Reports/Service — Cost of Goods Sold
- Exp Shipping and Handling — Cost of Goods Sold
- Outside Vendor Expenses — Cost of Goods Sold
- Royalty Fees — Cost of Goods Sold
- Software Purchases — Cost of Goods Sold
- Advertising — Expense

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 Small Business card product. 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. However, AMEX does not recommend using Web Connect with the Sync with QuickBooks product 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.

Receipts are scanned and matched to your client's Business Card transactions. Once the receipt is matched, your client can view and print their stored receipt images, add notes and transaction details from their American Express Online Account.

Your client can create and add tags with the mobile app so they can easily categorize their receipts while on the go. Receipt images, statements, tags and notes are stored together for 7 years on your client's American Express Online Account¹.

Your client will need the following to enroll in ReceiptMatch:

- A Business Card from American Express OPEN
- American Express online account² username and password
- An email address
- ReceiptMatchSM 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 Business 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**, click on **ReceiptMatch**, and 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**.

¹ Receipts that are matched to Business Card transactions are stored until the end of the calendar year in which the Business Card transaction occurred plus 7 years. Receipts that are not matched to a Business Card transaction are stored until the end of the calendar year in which the receipt was uploaded plus 7 years. However, when your client's American Express Online Account is closed, any receipts, regardless of when they were matched to Business Card transactions or uploaded, will no longer be stored. Additional terms and restrictions apply.


² An OPEN Card Member who has cancelled their Card will retain their MYCA login for 480 days. During this time, he/she is still able to download statement information and access their receipt links. After this time, they will need to work directly with their client manager to obtain historical transaction statements and receipts.

Manage Your Receipts
CLOSE X


Exclusively for OPEN Cardmembers - capture your receipts and view them with your transactions.



File Upload
Upload digital copies of receipts straight from your desktop



Mobile App
Download the ReceiptMatch app for iPhone® or Android™




Email
Send your receipts to receipts@open.com

Let us know which email address you'll be using to send your receipts to receipts@open.com. [?](#)

By providing your email address you may receive follow-up communications from American Express about our products and services. For information about how we protect your privacy, please read our [Privacy Statement](#).

Receipts can be added to the following eligible cards:



Business Gold Rewards Card
LAURAMADEIRA

ReceiptMatch Terms of Use

ReceiptMatch Terms of Use

Last Modified: May 16, 2013

You agree that your use of ReceiptMatch is governed by these Terms of Use as well as the American Express Online Terms of Service [<https://www.americanexpress.com/tos>]. American Express is not responsible for the completeness or accuracy of

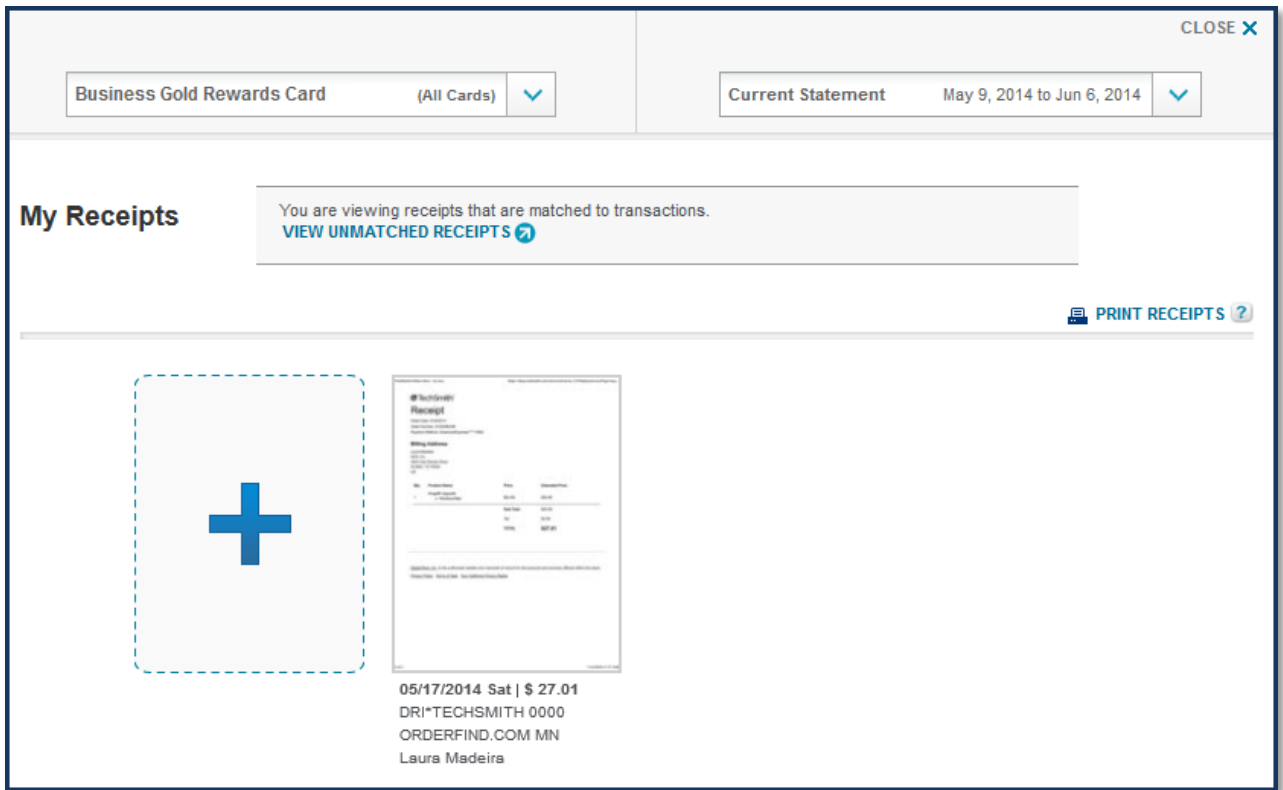
By checking this box, I confirm I have reviewed and agree to the above Terms of Use. | [PRINT](#)

Cancel
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** to 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.

CLOSE X

VIEW ALL | PRINT

TRANSACTION DETAILS

This receipt is not matched to a transaction.

A receipt may be unmatched for the following reasons:

- The receipt was recently uploaded, and is queued for scanning.
- The receipt has been scanned, but the matching transaction is in pending status.
- The receipt has been scanned, but the receipt image cannot be read in enough details to enable a match.
- The receipt is for a transaction that is more than 10 months old, and cannot be automatically matched to a transaction at this time.

Notes(Optional)

250 characters left

Finish

ReceiptMatch with QuickBooks helps your clients manage their expenses every time they use their Business Card.

Manage Online Transactions

Now that your clients have successfully enrolled in Sync with QuickBooks and ReceiptMatch; they are ready to begin managing their transactions online by assigning the imported QuickBooks categories (lists).

Manage Transactions

Your client can categorize transactions following these steps:

1. The Business Card Member logs into their American Express Online Account to begin managing transactions.
2. To the right, under **My Expense Tools** the Sync with QuickBooks section displays **Enrolled**. Select the **Manage Transactions** button. The Sync with QuickBooks window displays.

3. From the **Card** dropdown, select the Business Card to categorize transactions for.
4. From the Time Period dropdown, select from the following:
 - Recent Activity
 - Current Statement
 - Previous Statements
 - Year to Date
 - Year End Summary
 - Date Range, click **Go** to display transactions for the selected Date Range

The selected Business Card statement charges for the selected card and date range are displayed. The colored bar along the top displays the number of counted items that are not yet exported to the QuickBooks company file.

5. The Status column displays a color that matches the color of the bar at the top of the displayed transactions.
6. (Optional) Click the **Add Receipt** icon in the Status column. Receipts can be added by:
 - Browsing the computer for a stored image
 - Selecting from previously uploaded receipt images that are unmatched to transactions

Click **Continue** to process the selected receipt image, or click **Cancel**.

7. To the right of each listed transaction, from the **Expense Category** column, select from the list of Cost of Goods Sold, Expense or Other Expense accounts imported from the QuickBooks company file. Optionally type a name in the **Find Expense Category** box and Sync with QuickBooks will limit the list to those that match the typed selection.
8. From the **Payee** column, assign the QuickBooks Vendor imported from the QuickBooks company file. Optionally type a name in the **Find Payee** and Sync with QuickBooks will limit the list to those that match your typed selection. If you do not see the vendor listed, optionally type a **Vendor name** in the Vendor box and click the **Create Vendor** button.
9. From the **Customer: Job** column assign the QuickBooks Customer or Job imported from the QuickBooks company file. Optionally type a name in the **Find Customer: Job** box and Sync with QuickBooks will limit the list to those that match the typed selection.
10. Assign the appropriate **Class** if class tracking is being used in the QuickBooks company file.
11. Place a checkmark next to each transaction you want to export to the QuickBooks company file. Or if exporting all displayed transactions, place a checkmark in the header box next to the Status column. Click **Review**.

FOR BELOW TRANSACTIONS

7 Not Exported

9 Exported

<input type="checkbox"/>	STATUS	DATE	DESCRIPTION	CARDMEMBER ▾	EXPENSE CATEGORY	PAYEE	CUSTOMER: JOB	CLASS	AMOUNT \$
6 TRANSACTIONS SELECTED [CLEAR SELECTION]					Multiple Values	—	—	—	
<input checked="" type="checkbox"/>	● +	MAY 29 2014	CHICK-FIL-A #00714 0PLANO TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	14.44
<input checked="" type="checkbox"/>	● +	MAY 22 2014	CEDARS MEDITERRANEANDALLAS TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	3.00
<input checked="" type="checkbox"/>	● +	MAY 22 2014	CEDARS MEDITERRANEANDALLAS TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	14.53
<input checked="" type="checkbox"/>	● +	MAY 17 2014	DRITECHSMITH 0000 ORDERFIND.COM MN	LAURA MADEIRA	Office Supplies	—	—	—	27.01

12. The **Review Your Selected Transactions and Approve** window displays. Select from these options:

- Click **Export** to send the transactions to the QuickBooks company file.
- Click **Back** to return and edit the categories assigned or transactions selected.
- Click **Cancel** to be returned to the statement without the changes being saved.

REVIEW YOUR SELECTED TRANSACTIONS AND APPROVE

<input checked="" type="checkbox"/>	STATUS	DATE	DESCRIPTION	CARDMEMBER ▾	EXPENSE CATEGORY	PAYEE	CUSTOMER: JOB	CLASS	AMOUNT \$
<input checked="" type="checkbox"/>	● +	MAY 29 2014	CHICK-FIL-A #00714 0PLANO TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	14.44
<input checked="" type="checkbox"/>	● +	MAY 22 2014	CEDARS MEDITERRANEANDALLAS TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	3.00
<input checked="" type="checkbox"/>	● +	MAY 22 2014	CEDARS MEDITERRANEANDALLAS TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	14.53
<input checked="" type="checkbox"/>	● +	MAY 17 2014	DRITECHSMITH 0000 ORDERFIND.COM MN	LAURA MADEIRA	Office Supplies	—	—	—	27.01

QuickBooks for PC users: You can shorten the time it takes for AMEX Business Card transactions to appear in your QuickBooks software. Simply open Intuit Sync Manager found in your system tray, click “Edit Sync Options,” and select “Automatically sync data”. From the drop-down menu, you can assign the desired sync frequency and save your selections. To sync immediately, open the Intuit Sync Manager and click “Start Sync Now.”

- American Express Sync with QuickBooks transaction status bar at the top, as well as icon color in the status column, indicate which transactions have already been exported.

FOR BELOW TRANSACTIONS

7 Not Exported (Yellow bar) 9 Exported (Green bar)

<input type="checkbox"/>	STATUS	DATE	DESCRIPTION	CARDMEMBER	EXPENSE CATEGORY	PAYEE	CUSTOMER: JOB	CLASS	AMOUNT \$
6 TRANSACTIONS SELECTED [CLEAR SELECTION]					Multiple Values	—	—	—	
<input checked="" type="checkbox"/>	●	MAY 29 2014	CHICK-FIL-A #00714 0PLANO TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	14.44
<input checked="" type="checkbox"/>	●	MAY 22 2014	CEDARS MEDITERRANEANDALLAS TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	3.00
<input checked="" type="checkbox"/>	●	MAY 22 2014	CEDARS MEDITERRANEANDALLAS TX	LAURA MADEIRA	Travel & Ent: Meals	—	—	—	14.53
<input checked="" type="checkbox"/>	●	MAY 17 2014	DRITECHSMITH 0000 ORDERFIND.COM MN	LAURA MADEIRA	Office Supplies	—	—	—	27.01

Feedback

Note: At any time your client can select the X in the Sync with QuickBooks header to be returned to the American Express online account. Your client’s work is saved as they go; no worries if they cannot categorize all of the transactions at one time!

Manage Receipts Online

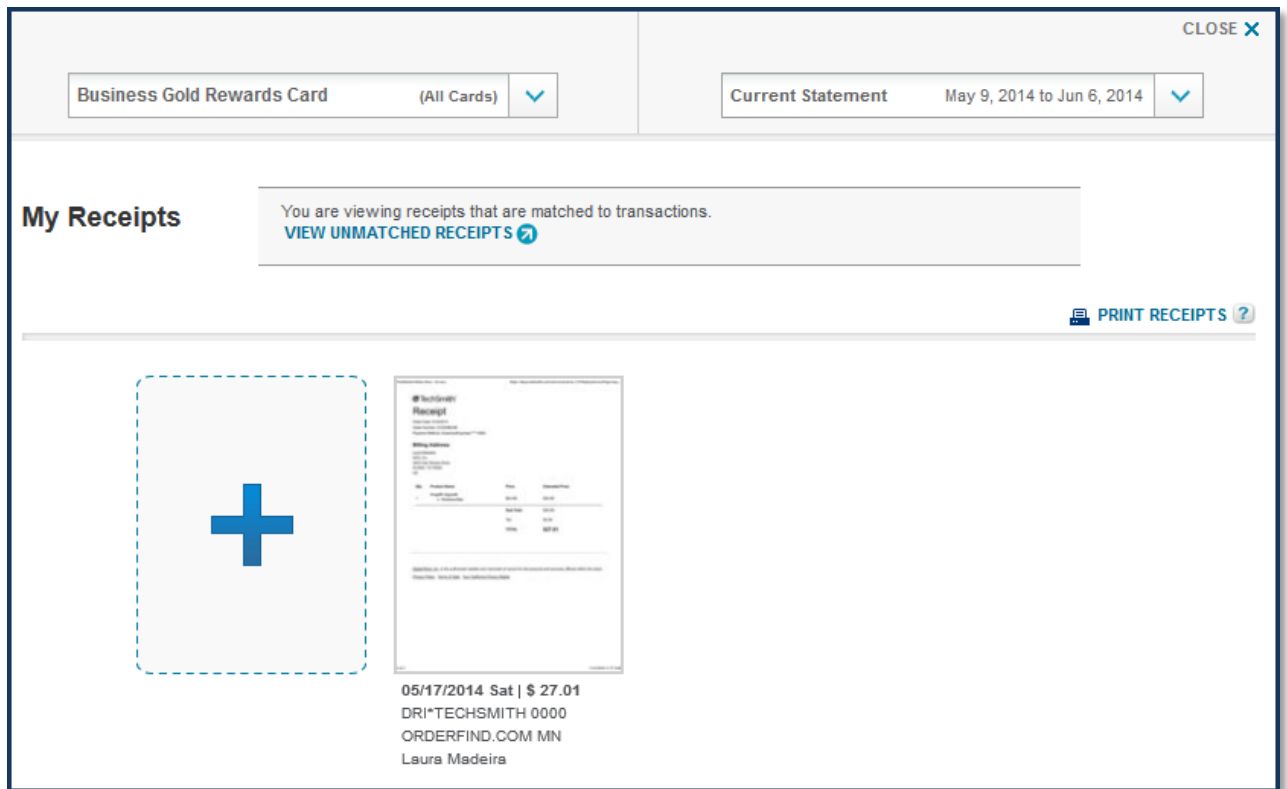
ReceiptMatch works with Sync with QuickBooks so your client, and their employees, can manage expenses from their mobile device:

- Your client can snap and store pictures of their receipts
- They can label receipts with their QuickBooks categories (lists) from their mobile device
- ReceiptMatch will match receipt images to their Business Card transactions

The following instructions detail how your client can manage receipt images within the Sync with QuickBooks interface in their American Express online account:

- The Business Card Member logs into their American Express online account.


2. To the right under **My Expense Tools**, the Sync with QuickBooks section shows you are **Enrolled**. Select the **Manage Transactions** button. The “Manage Transactions” window displays.
3. From the **Card** dropdown, select the Business card you want to categorize transactions for.
4. From the Time Period dropdown, select from the following:
 - Recent Activity
 - Current Statement
 - Previous Statements
 - Year to Date
 - Year End Summary
 - Date Range, click **Go** to display transactions for the selected Date Range
5. Click on Receipt icon next to selected transaction. The Receipts window displays receipts that are matched to transactions. When Card Members use Receipt Match on their mobile device to assign a QuickBooks Expense Category, Customer, Job, or Class to a Business Card transaction, those values are assigned to the transactions displayed in their online statement. Optionally, receipts can be manually matched by browsing and attaching a stored receipt image to a specific Card transaction and then assigning the QuickBooks category.
6. If the transaction does not have a matched receipt, the My Receipt window will display. Upload a new receipt or click on **Select Unmatched Receipts on File** to attach a previously uploaded receipt to the transaction.



- Optionally click the plus sign on **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
- 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 **Close**.

CLOSE X

VIEW ALL | PRINT



TRANSACTION DETAILS

This receipt is not matched to a transaction.

A receipt may be unmatched for the following reasons:

- The receipt was recently uploaded, and is queued for scanning.
- The receipt has been scanned, but the matching transaction is in pending status.
- The receipt has been scanned, but the receipt image cannot be read in enough details to enable a match.
- The receipt is for a transaction that is more than 10 months old, and cannot be automatically matched to a transaction at this time.

Notes (Optional)

250 characters left

Close

9. The Unmatched Receipts window displays. Click **Close**. The Business Card Member is returned to the American Express Online Account.

Manage Receipts on Mobile Device

ReceiptMatch Mobile App works with Sync with QuickBooks so your clients can manage their expenses from their mobile device.

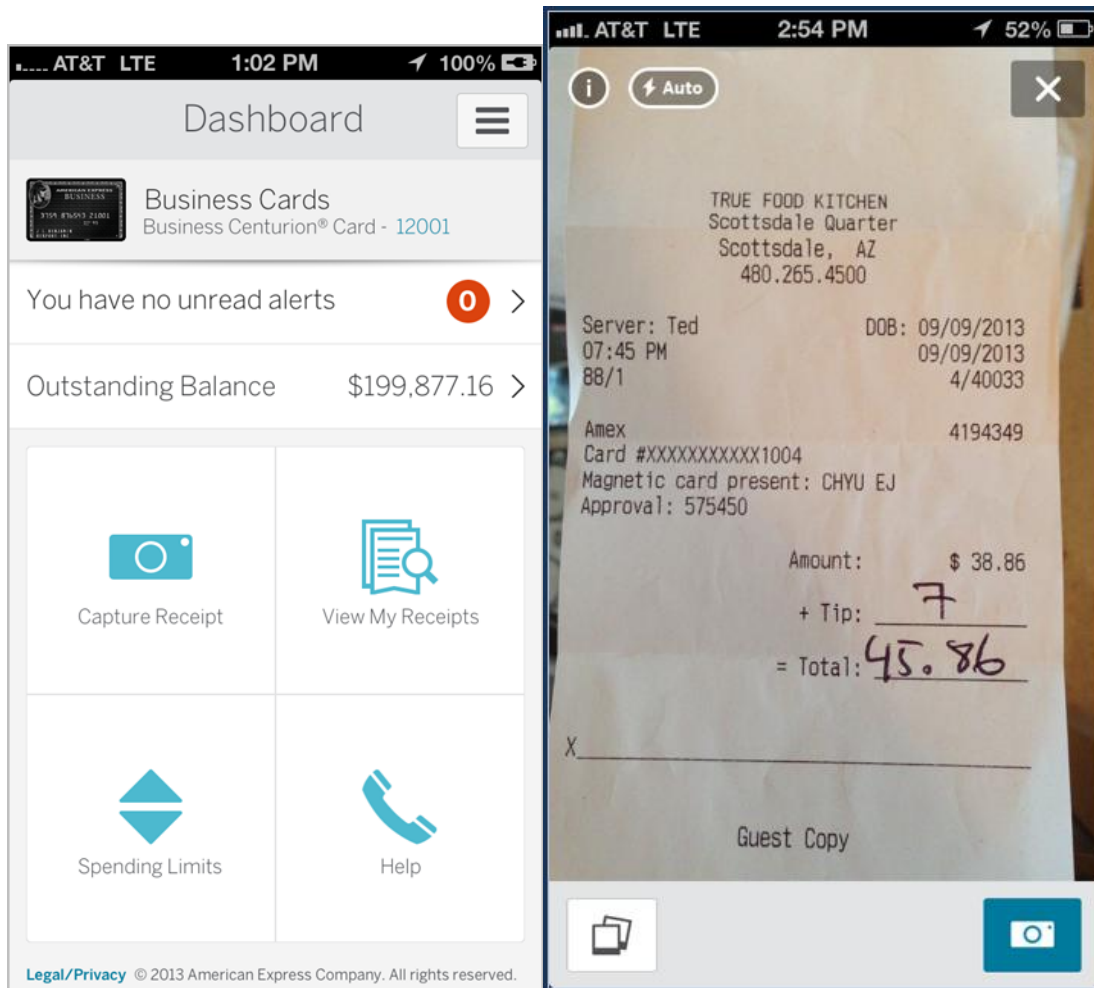
- Snap and store pictures of your receipts
- Label receipts with your own QuickBooks categories
- ReceiptMatch will match receipt images to your transactions

After enrolling in ReceiptMatch your client can begin managing receipts from their mobile device, avoiding any end-of-month pileup of receipts to document. The ReceiptMatchSM Mobile App is only available on the App Store and Google Play. Apple, the Apple logo, iPhone and Mac are trademarks of Apple, Inc.,

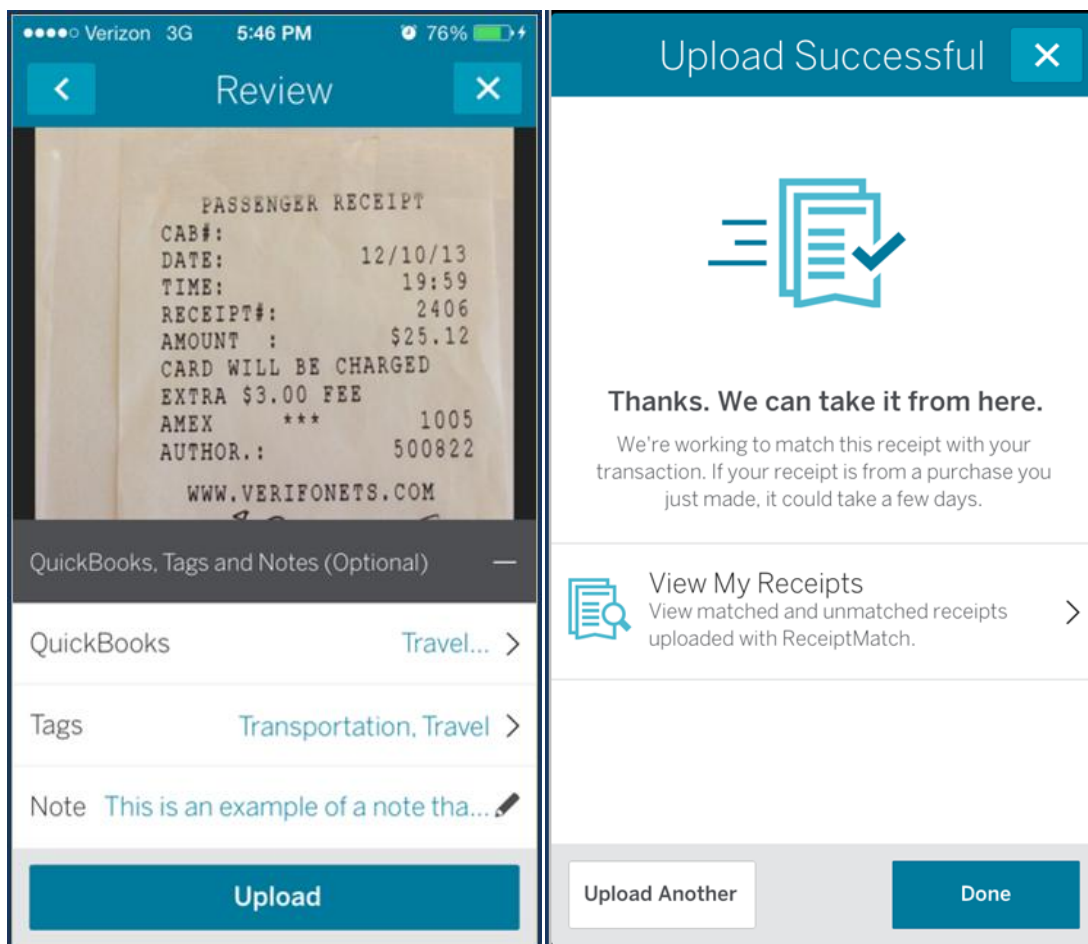
registered in the U.S. and other countries. App Store is a service mark of Apple Inc. Google Play is a trademark of Google Inc.

Instruct your client how easy it is to manage receipts on the go:

1. Instruct your client to log onto ReceiptMatch on their mobile device.
2. From Dashboard select **Capture Receipt** and save the image.



3. From the Dashboard select View My Receipts and select a Receipt from the Unmatched or Matched tab. Your client can then assign their QuickBooks categories (lists), optional tags and enter a Note.



4. Your client can continue to upload additional receipts or click **Done**.

Imagine the time saved when this transaction is viewed in the American Express Online Statement, approved, and then sent to their QuickBooks company file, with a link in QuickBooks to the receipt image.





Manage Cards

When your client originally signed up for the Sync with QuickBooks and ReceiptMatch they selected which authorized Business Card(s) to link to the QuickBooks company file.

To manage the link to the QuickBooks company file of the authorized Business Cards from American Express OPEN follow these steps:


1. The Business Card Member logs into their American Express online account.
2. Select the **Statements & Activity** tab at the top.
3. To the right, under **My Business Tools, Sync with QuickBooks**, select the **Settings** button. The **Intuit Sync with QuickBooks** windows displays.
4. Click the arrow to the right of **Add/Remove Cards**. The Add/Remove Cards window displays.

MANAGE YOUR SYNC WITH QUICKBOOKS

- Manage Transactions 
- Add/Remove Cards 
- Add/Remove Categories 
- Delete American Express Sync with QuickBooks 

5. From the Select Cards window, place a checkmark in the **Include this card** box. The following message displays: “Which existing QuickBooks destination account (credit card account type in QuickBooks) would you like to link with this card?”
 - a. If the QuickBooks company file does not have any QuickBooks credit card type account(s), 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**.
 - b. If the QuickBooks company file has a credit card type account(s), from the drop-down menu, select the appropriate account to link to the selected Business Card.

ADD/REMOVE CARDS



Business Gold Rewards Card
LAURAMADEIRA

Include this card

Which existing QuickBooks destination account (credit card account type in QuickBooks) would you like to link with this card?

AMEX Open Gold

▼

?

Feedback

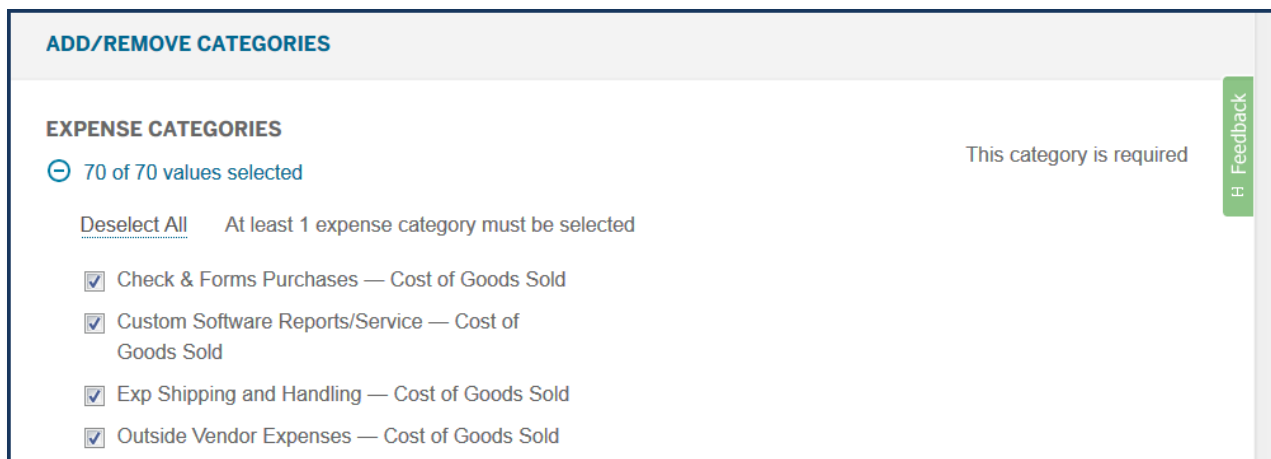
Caution: For client's using Intuit's **Direct Connect** with QuickBooks: Once users enroll in Sync with QuickBooks, they will be blocked from using Direct Connect for any Small Business card product. Users can re-enable Direct Connect after they delete the connection to the Sync with QuickBooks product.

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. However, AMEX does not recommend using Web Connect with the Sync with QuickBooks product to prevent duplicate transactions from being entered into QuickBooks.

Manage Categories (Lists)

To add or remove categories (lists) imported from the QuickBooks company file follow these steps:

1. QuickBooks Pro or QuickBooks Premier 2011 or newer users log into their QuickBooks company file. The QuickBooks company file synced to Intuit Online Services.
2. QuickBooks Online users log into their QuickBooks company file.
3. The Business Card Member logs into their American Express online account to authorize the changes to the Sync with QuickBooks.
4. Select the **Statements & Activity** tab at the top.
5. To the right, under **My Business Tools, Sync with QuickBooks**, select the **Settings** button. The Intuit Sync with QuickBooks windows displays.
6. Click the arrow to the right of **Add/Remove Categories**. The Add/Remove Categories window displays.
6. From the Add/Remove Categories window, place a checkmark in the **Include this Category**. Selected lists permit you to select which values to import. Available categories include:
 - Chart of Accounts – Expenses. This category is required. The QuickBooks company file Cost of Goods Sold, Expense and Other Expense type accounts will be imported.
 - Vendor – Payees that you can assign to the credit card purchases.
 - Customer:Job – Customers and Jobs that you do business with. Assign expenses to Customers and Jobs for those businesses that view profitability reports by Customer or Job.
 - Class – Departmentalized reporting. An optional list in QuickBooks Online. Note: During the setup Sync with QuickBooks if Class list is not detected, you will not be permitted to include this category.

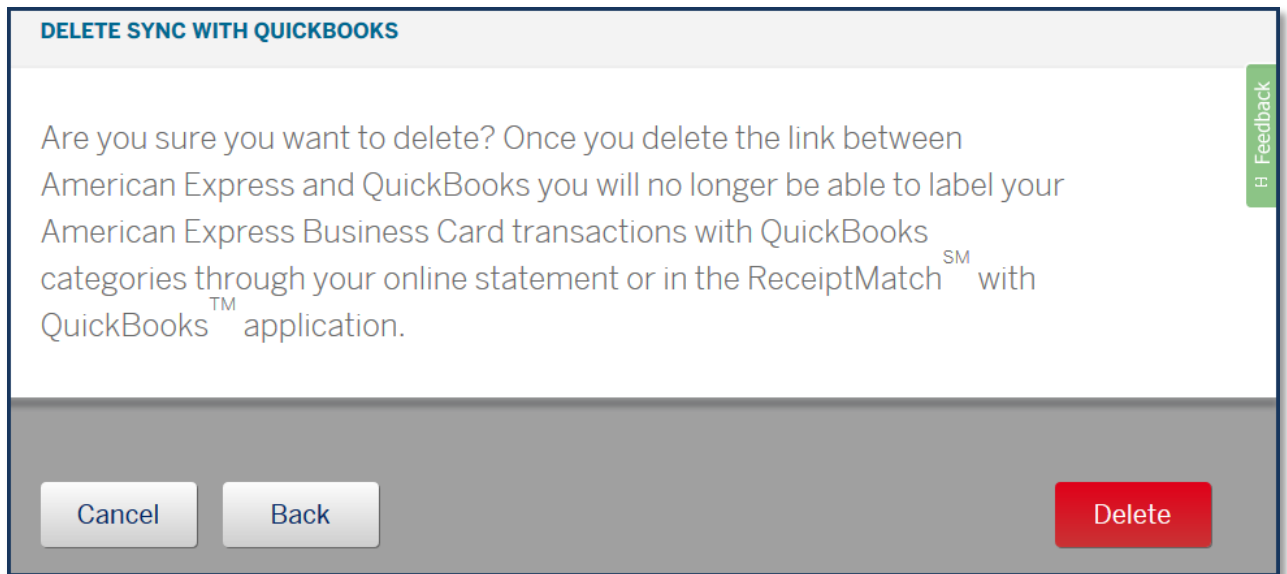


7. Discuss with your client the option to place a checkmark in the **Automatically update my selected categories when I create new values in QuickBooks**.
8. Click **Update**.

How to Disconnect the Sync with QuickBooks

Your client may decide after selecting a Business Card for the Sync with QuickBooks that they need to discontinue the link to the QuickBooks company file. To do this, follow these steps:

1. The Business Card Member logs into their American Express online account to authorize the changes to the Sync with QuickBooks.
2. Select the **Statements & Activity** tab at the top.
3. To the right, under **My Business Tools, Sync with QuickBooks**, select the **Settings** button. The Sync with QuickBooks window displays.
4. Click the arrow to the right of **Delete American Express Sync with QuickBooks**. The Delete Sync with QuickBooks window displays.
5. The following message displays: "Are you sure you want to delete? Once you delete the link between American Express and QuickBooks you will no longer be able to categorize your American Express Business Card transactions with QuickBooks categories through your online statement or in the ReceiptMatch application." Click **Delete**.



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](#).

The ReceiptMatch Mobile App is only available on the App Store and Google Play. Apple, the Apple logo, iPhone and Mac are trademarks of Apple, Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc. Google Play is a trademark of Google Inc. Intuit, the Intuit logo, QB, and QuickBooks are registered trademarks of Intuit Inc. QuickBooks screen shots (c) Intuit Inc.

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.