emburse nexonia

Migrating from QuickBooks Desktop to Online

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MIGRATING FROM QUICKBOOKS DESKTOP TO QUICKBOOKS ONLINE

Migrating your Nexonia account from your QuickBooks (QB) Desktop system to QuickBooks Online is a common practice. As such, Nexonia recommends the following process for ensuringa smooth transition. The key thing to know is that even if your QB Desktop and Online values are the same – such as both using the same vendors, chart of accounts, customers, jobs – Nexonia doesn't recognize these as being the same piece of source data, as they are from two different sources. If items created using the QB Desktop values are approved after the migrationto the QB Online account, these items will cause export errors.

When migrating your Nexonia accounts from using QB Desktop to QB Online, carry out the following steps:

1. Set your timelines for submitting any remaining expenses and then create a blackout period:
    a. Set a deadline for your users to submit and approve any remaining expenses that need to be exported into your QB Desktop program. Clear out any draft, rejected, orsubmitted items currently in the system.
    b. Set a 48-hour blackout period when users should not be logging in to Nexonia andcreating expense reports or timesheets.
2. Update the Configuration Parameters – switch the integration to QB Online, enter your newQB Online admin credentials, update your configuration settings.
3. Running the initial configuration sync with QB Online
4. Update the Expenses – Page 2 configuration settings (if using Expenses)
    a. Update Credit Card exports with new QB Online account destination (if applicable).
    b. Update QB account offsets (if applicable).
5. Update Nexonia Users with the QB Online Vendor values.
6. Update Nexonia Expense Categories with the QB Online chart of accounts (if applicable).
7. Update Nexonia Tasks with QB Online Service Items (if applicable).
8. Enable Nexonia Exports for QB Online

Once you've completed these steps, you can allow your users back into Nexonia and you'll be able to successfully export any items created from that point forward.

1 – SET A DEADLINE FOR USERS TO SUBMIT ANY REMAINING ITEMS

The first step is to set your timelines for your migration – you'll want to set and communicate a deadline for when any outstanding expenses and timesheets that must be submitted and approved, and then set a 48-hour period when no one should be creating new expenses or timesheets within Nexonia. This will make it easier to ensure there are no export errors when trying to exports items into QB Online.

As the administrator, before you switch over to QB Online, you'll want to:

1) Ensure any remaining in-progress items are submitted;
2) Approve any remaining submitted items and clear the approval queue;
3) Run an export of all remaining items to be transferred into QB Desktop.

As an administrator, you have tools available to see the status of any in-progress items, and toapprove items as proxy if necessary.

Viewing In Progress Items

On Nexonia on the web, click on the **Expenses** module.

On the left side, you'll have a dropdown menu where you can see a list of all users. Select ****All Users****.

Next, you'll want to Filter the results. Click the "**Edit Filter**" button, and filter only the Draft Items.

You will see any **Unapproved Items** at this point. You could follow up with the employee to submit,or submit the report on their behalf.
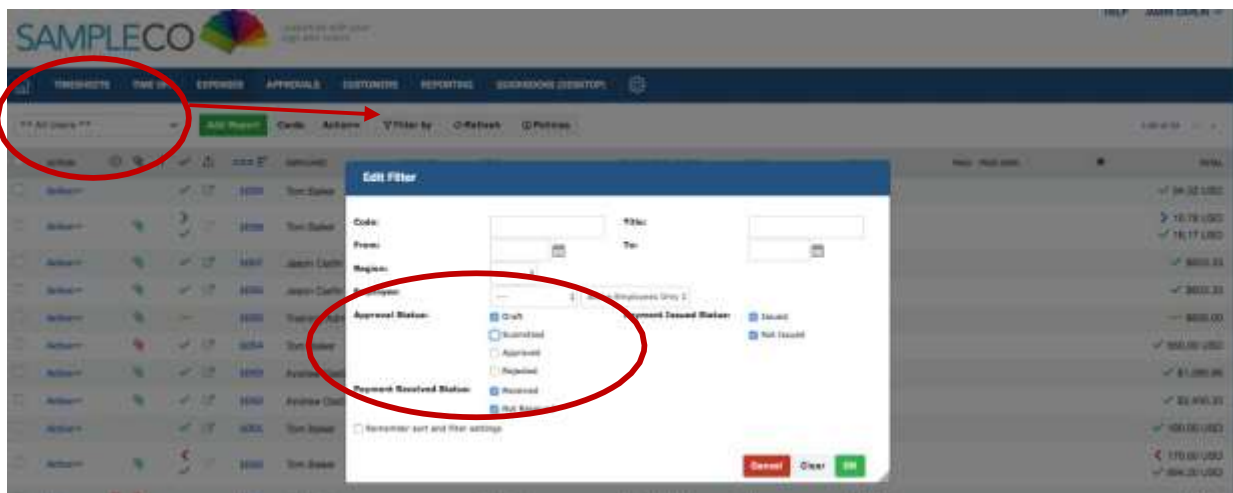
**Tips**: You can initiate an email to an employee about a specific report from within Nexonia: clickteAction link on the Expense Report line, select **Email Employee** – your default email program will generate an email with the user as the "**To:**" and the Subject Line "Expense reportfollow-up: [Name of Report] [Expense Report Number'

Clear Out In Progress Approvals

Navigate to the **Approval** tab on the menu bar.

On the left side, you will have a dropdown menu where you can see a list of all users with anyoutstanding items in their approval queue. Selecting **All Users** will allow you to see all ofthem.
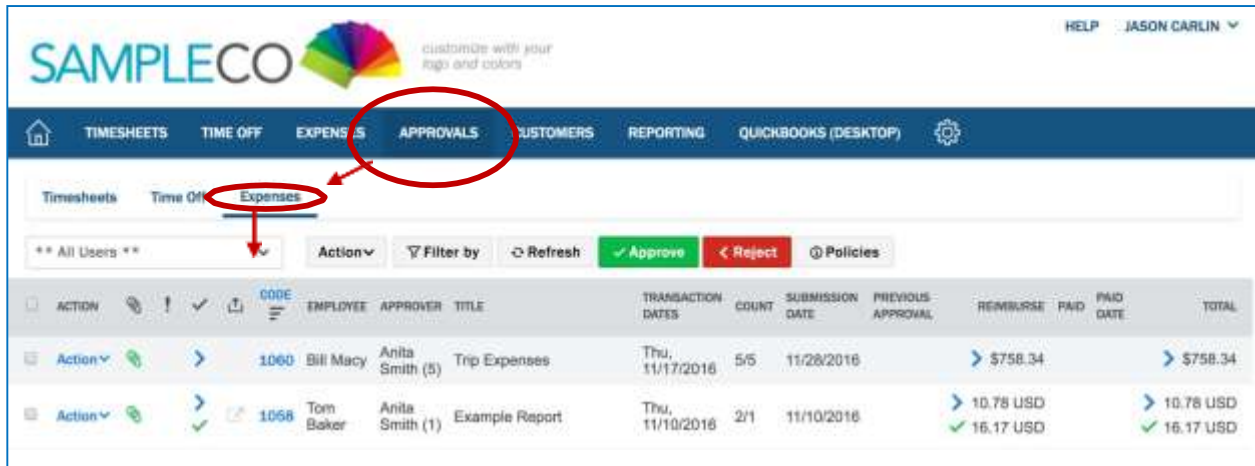
If necessary, you can do approvals on the items if the approvers are unavailable. The item history will record that you acted as proxy on behalf of the approver.

If there are any remaining items that should be exported into QuickBooks Desktop, you'll wantto run your export. Once you've run your last export, you can deactivate the export for QB Desktop.

DEACTIVATE EXPORT

Go to your integration tab (labelled "**QuickBooks**" or "**QuickBooks Desktop**" on youraccount).

Click on **Integration Set Up**. You will see your exports under the "**Data Integration**" section.
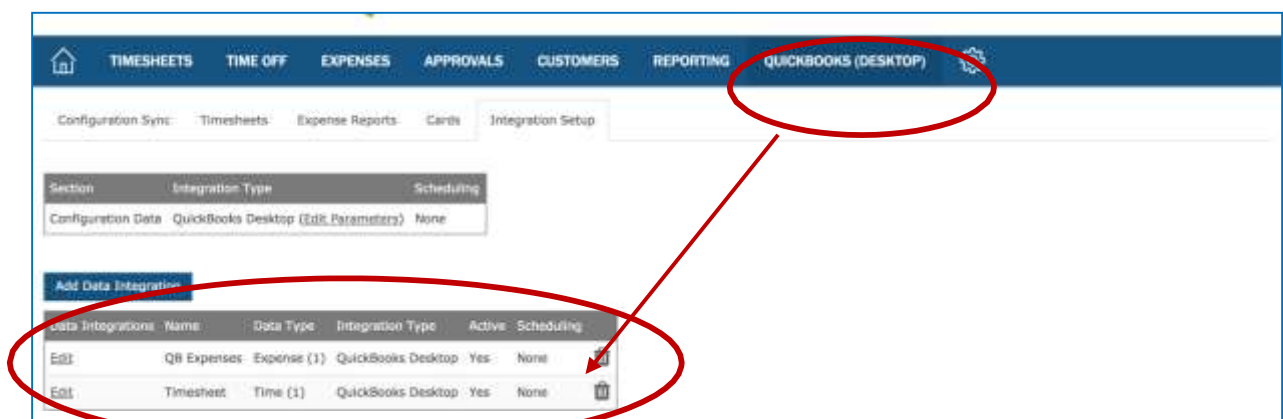
Click the "**Edit**" link, and uncheck the "**Active** box".

Click the [**OK**] button to save.

48 Hour Blackout Period

Setting a blackout period is important, so that you can ensure no new items will be created whileyou do your migration, and reduces the chances of export errors.

2 – UPDATE CONFIGURATION PARAMETERS – MIGRATING TO QB ONLINE

When migrating from QuickBooks Desktop to QuickBooks Online, you will be connecting systemto system directly – the benefit is we'll be able to automate the synchronization of configurationdata from QB Online and the exports to QB Online.

Tip: It is useful to take screenshots or notes on the existing settings for your QB Desktop configuration, so that you know what you want to enter in the QB Online configuration – the settings do not copy over from one configuration to another.

Nexonia Integration Set Up – Configuration Data

Now to configure the Nexonia integration with your QuickBooks Online account. The informationyou enter in the configuration data will:

1. Give permission for Nexonia and QuickBooks Online to integrate;
2. Define which dimensions and information Nexonia will import from QuickBooks;
3. Define how Nexonia information will be exported to QuickBooks.
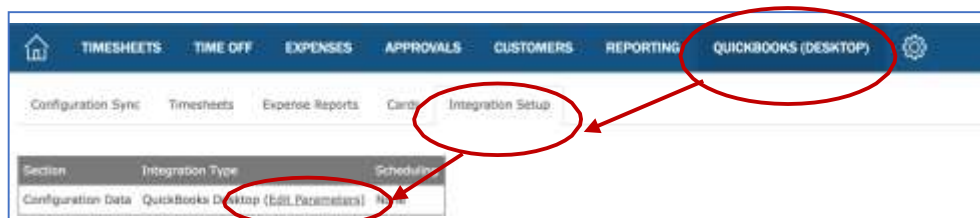
INTEGRATING WITH YOUR QUICKBOOKS ONLINE APPLICATION

The first step is to integrate Nexonia and your QuickBooks Online application.

Click on the "**QuickBooks**" or **Integration** tab (on the far right of the menu bar, to the left of the Settings icon).
Go to **Integration Setup** > **Configuration Data**

Click the **Edit Parameters** link.

Under "Integration Type", switch the integration to **QuickBooks Online.** You'll see a dialogue box "Are you sure you want to change the configuration integration type?" – click "OK" to confirm.
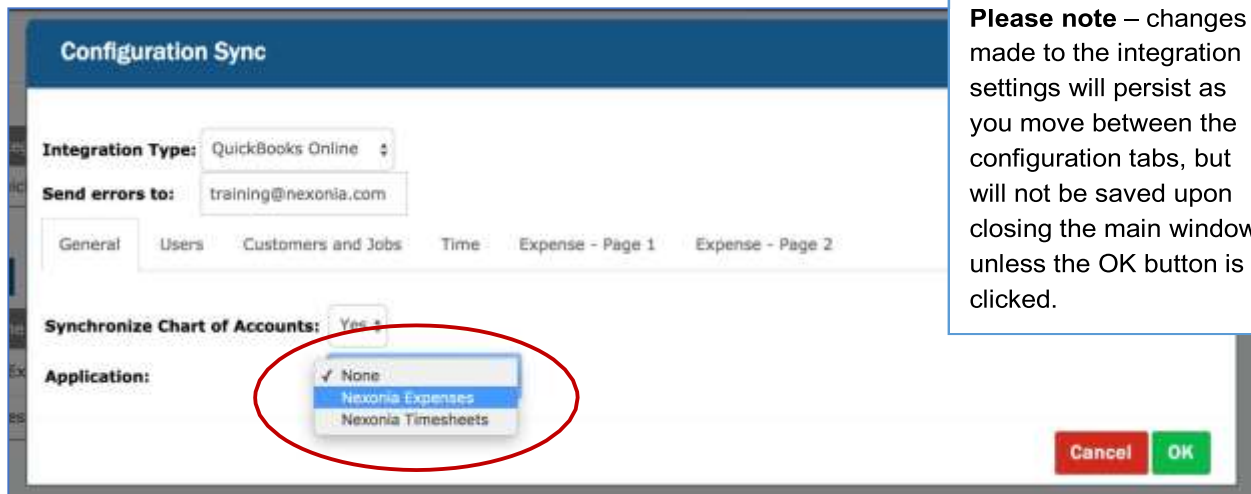

Send errors to: enter the email address of whomever should be alerted if there's an error with the synchronization, typically the administrator.

Under the **General** tab, **Synchronize Chart of Accounts** will be defaulted to **Yes.** Keep this as is, as this enables the import of G/L accounts from QuickBooks via the Chart of Accounts.
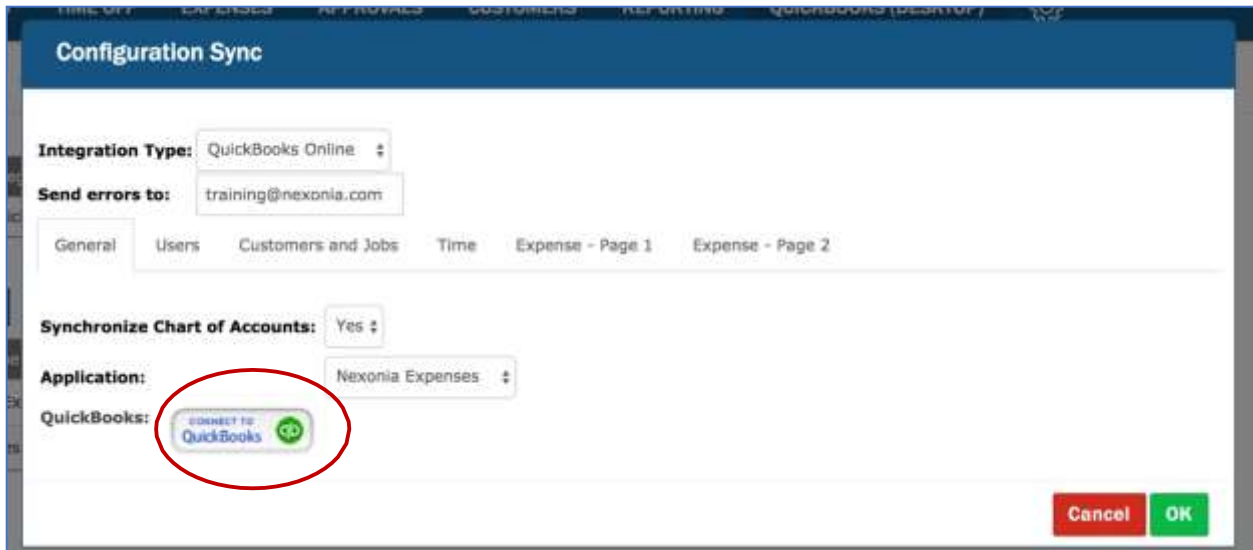
Note: once the G/L accounts are integrated into Nexonia, and Expense Categories are created manually in Nexonia, each Expense Category in Nexonia can be linked to a G/L Account.

The **General** tab is also where you indicate which Application or Nexonia module should be synchronized with QuickBooks, as well as where you enter your QuickBooks credentials to allow Nexonia permission to sync with QuickBooks.

Under **Application**, select **Nexonia Expenses** from the dropdown.

Please note – changes made to the integration settings will persist as you move between the configuration tabs, but will not be saved upon closing the main window unless the OK button is clicked.

Next, click the Connect to QuickBooks button.


Once you click the Connect to QuickBooks button, you will be automatically redirected to the QuickBooks **Sign In** webpage. Sign in to your QuickBooks account by entering your *Email or user ID* and *Password*; this will authorize Nexonia Expenses to connect to Intuit. Click **Sign In.**
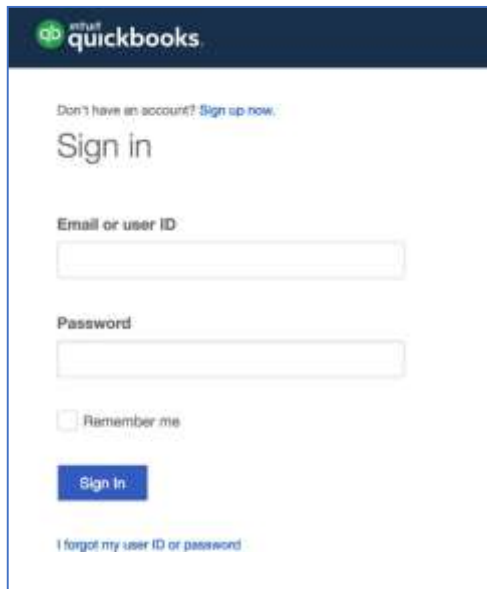
Note: Nexonia will be able to access your QuickBooks data, but will not be able to see your Intuit account password. You can revoke access under '**Manage My Apps'** in Intuit App Center by clicking 'Disconnect' next to the app name.

Once you sign in to your QuickBooks account, you'll be asked to authorize the sharing of your data between Nexonia and Intuit.

Click **Authorize**.
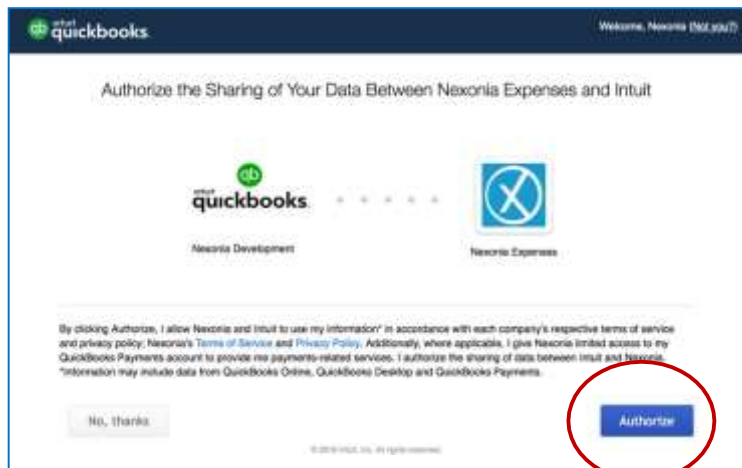
Congratulations! Nexonia & QuickBooks are now connected!

Once connected, the integration permission will have been saved automatically and you'll find yourself back in Nexonia in the integration section.

Setting your Configuration Sync Parameters

In Nexonia, let's return to the Configuration Sync window by clicking the "QuickBooks" or Integration tab. Go to **Integration Setup > Configuration Data > Edit Parameters.**
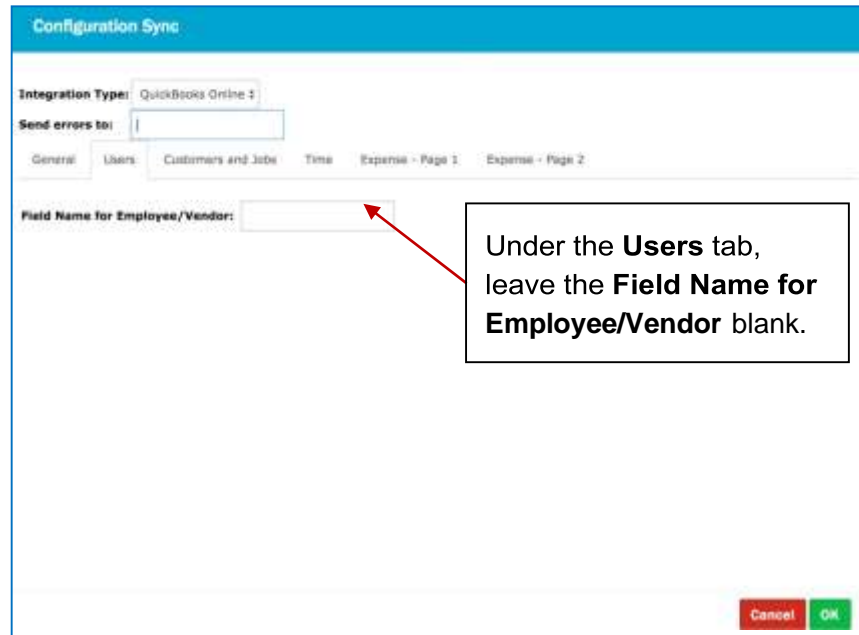
We'll take you through the basic tabs you need to configure before running your initial sync, andthen walk through some of the additional configurations. In a migration, you'll typically just copythe same settings you used in QuickBooks Desktop to the QuickBooks Online configuration.

Now that Nexonia and QuickBooks are connected; you'll notice that many of the integration settings will be pre-selected as defaults.

CONFIGURATION STEPS

1. Configure the following:
   a. CONFIGURATION SYNC PARAMETERS: USERS
   b. CONFIGURATION SYNC PARAMETERS: CUSTOMERS AND JOBS
   c. CONFIGURATION SYNC PARAMETERS: TIME (if module has been enabled)
   d. CONFIGURATION SYNC PARAMETERS: EXPENSE - PAGE 1 (if module has been enabled)
2. Run First Configuration Sync
3. Configure the remaining tab:
   a. CONFIGURATION SYNC PARAMETERS: EXPENSE - PAGE 2 (this tab should be configured after you have successfully run your first sync)
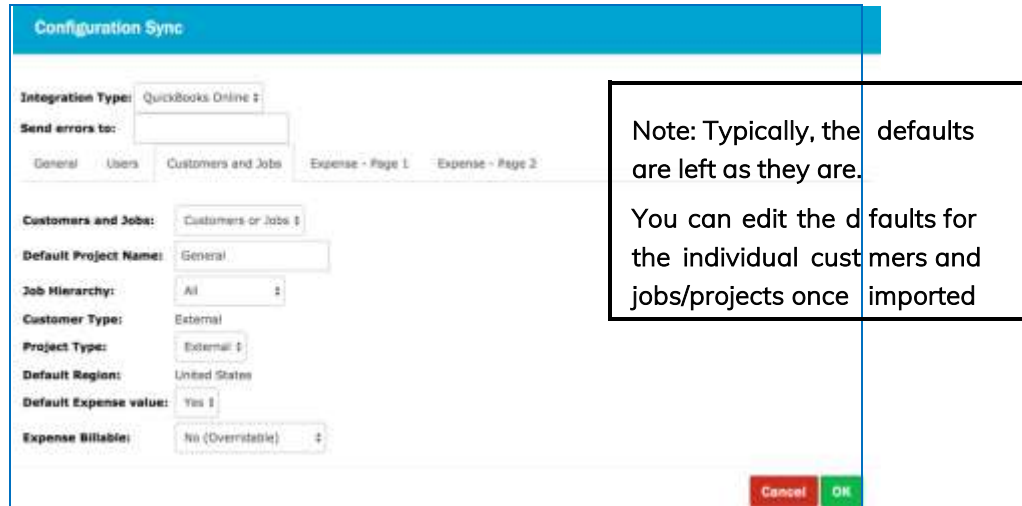
CONFIGURATION SYNC PARAMETERS – USERS

Under the **Users** tab, leave the **Field Name for Employee/Vendor** blank.

CONFIGURATION SYNC PARAMETERS – CUSTOMERS AND JOBS

Nexonia can import Customers and Jobs from QuickBooks.

Note: the customers and jobs from your QuickBooks Desktop integration will not merge with thecustomers and jobs imported from QuickBooks Online. The old customers and jobs will be made inactive and the users will see the customers and jobs sourced from QB Online.

Configuration Sync

Integration Type: QuickBooks Online
Send errors to:

General   Users   Customers and Jobs   Expense - Page 1   Expense - Page 2

Customers and Jobs: Customers or Jobs
Default Project Name: General
Job Hierarchy: All
Customer Type: External
Project Type: External
Default Region: United States
Default Expense value: Yes
Expense Billable: No (Overridable)

Note: Typically, the defaults are left as they are.

You can edit the defaults for the individual customers and jobs/projects once imported

Customers and Jobs: You have the option to import only Customers, only Jobs, or both Customers and Jobs from QuickBooks. You can also select *No* if you chose not to import any Customers and Jobs.

Default Project Name: If there are no Jobs/Projects under a Customer, Nexonia will automatically create a "General" Job/Project under the Customer. You can relabel the Default Project Name.

Job Hierarchy: All, Last Level only, or Top Level Only

Customer Type: External

Project Type: External or Internal

Default Expense Value: Yes or No

Expense Billable: sets the default Billable value for newly synced jobs/projects when the job/project is used in expenses – you can edit the individual defaults for each job/project once integrated into Nexonia. Example: setting all internal jobs/projects as Non-Billable and externalcustomer based projects as being Billable.

- **Yes (Overridable)** - defaults to Billable 'Yes' but can be changed to Billable 'No'
- **Yes (Non-Overridable)** - defaults to Billable 'Yes', locked to Yes
- **No (Overridable)** - defaults to Billable 'No' but can be changed to Billable 'Yes'
- **No (Non-Overridable)** - defaults to Billable 'No', locked to No

Remember to click OK to save any changes made under the Customers and Jobs tab

Typically, you'll copy over all the same settings you made for your QuickBooks Desktop – Time configuration. Some values in the configuration to note:

Synchronize Classes: Classes in QuickBooks can be integrated in Nexonia and available to Users to select when they create their timesheet items in Nexonia. Select *No* if you do not wantto integrate Classes. If you want to integrate Classes, select *Optional* or *Required,* indicating whether selecting a Class value will be an optional or required field when users are creating expense items in Nexonia. Note: a default value for Class can be set at a User level or "Last Value Used"; user defaults can be defined within each Nexonia User profile.

Class Filter: Nexonia has multiple ways to filter Classes. From the dropdown menu, select *None* if you do not want to filter Classes, or select how you want to filter Classes.

Synchronize Departments: Not currently supported, placeholder for development

Synchronize Items: Items in QuickBooks (also known as Service Items) can be integrated in Nexonia and available to Users as Tasks within the Timesheet, or linked to Tasks in the background settings. If you want to integrate Items, selection *Optional* or *Required,* indicatingwhether selecting an Item value will be an optional or required field when users are creating timesheets in Nexonia.

Synchronize Item as Task Categories: Items can be converted directly into a Task Category in Nexonia.

Synchronize Payroll Items: Payroll items in QuickBooks can be integrated in Nexonia and linked to Tasks in the background settings. If you want to integrate Payroll Items, selection *Optional* or *Required,* indicating whether selecting an Item value will be an optional or requiredas part of the task category.

QuickBooks Memo: You can define which Nexonia values should be added to the timesheet memo in QuickBooks. You can choose from the dropdown any combination of three values tobe entered in the memo in QB.

Description Separator: You can define what character you want to have entered in the QB memo to separate the values.

CONFIGURATION SYNC PARAMETERS – EXPENSE PAGE 1

Typically, you will copy over all the same settings you made for your QuickBooks Desktop –

Expense configuration. One new setting available to you is to enable anexport of a PDF copy of the expense report and receipts which will be a bill attachment in QuickBooks Online.

Some values in the configuration tonote:

Bill Reference Number Prefix, Bill Reference Number Suffix and **Bill Reference Number (new):** allow you to customize the bill reference number that is exported to QuickBooks. Note: the QB bill reference number corresponds to the expense report Code number found in Nexonia. For example, youcan add the prefix *NEX-* to the expense report code number, so that it will appear in QB as following BillReference Number: *NEX-1001*.

Currency: Select which currency you want to export the expenses in, in QuickBooks; this can be based on a dedicated currency, or the *User Currency* if you're a multinational organization. Note: currencies must first be turned on by clicking **Settings > Company > Financial > Currencies.** From here click **Edit** and check the **Status box** next to the currencies that you wish to turn on.
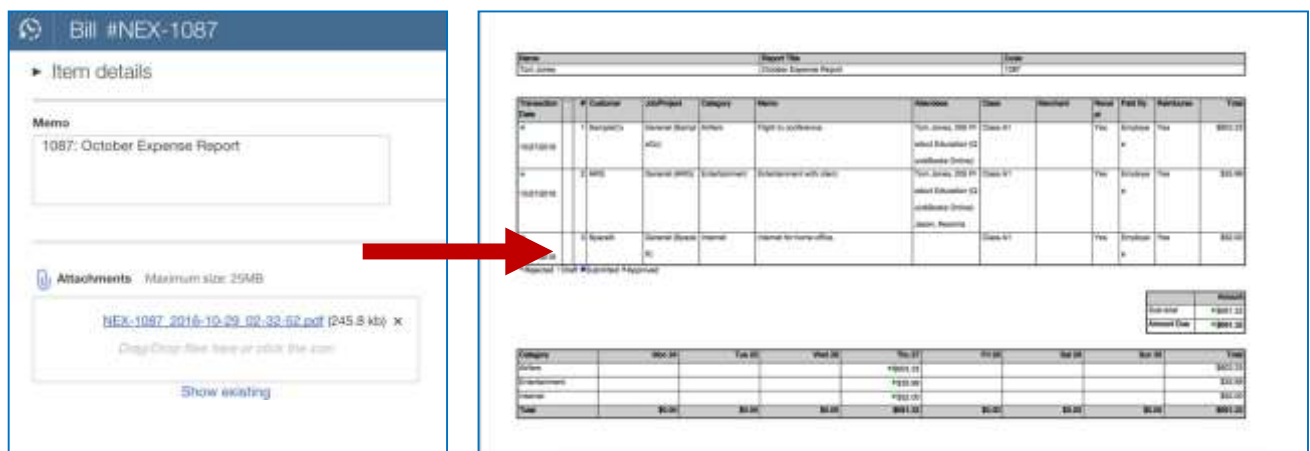
Synchronize Vendor as Payee: Your Vendor list from QuickBooks can be integrated in Nexonia, and presented as a "Payee" field for any corporate credit card transactions. This means a user who creates an expense item from a credit card transaction may also record thevendor as "payee". Please note, users will need to select a value for this field if required, and will not have the ability to create new vendors within that list, as it is sourced purely from QuickBooks.

Synchronize Classes: Classes in QuickBooks can be integrated in Nexonia and available to Users to select when they create their expense items in Nexonia. Select *No* if you do not wantto integrate Classes. If you want to integrate Classes, select *Optional* or *Required,* indicating whether selecting a Class value will be an optional or required field when users are creating expense items in Nexonia. Note: a default value for Class can be set at a User level or "Last Value Used"; user defaults can be defined within each Nexonia User profile.

Class Filter: Nexonia has multiple ways to filter Classes. From the dropdown menu, select *None* if you do not want to filter Classes, or select how you want to filter Classes.

Value Added Taxes: If you are currently tracking Value Added Taxes, make the same selectionas you had under your QuickBooks Desktop parameters. If you're looking to track Value AddedTaxes for the first time, you'll want to contact Nexonia's support desk for assistance at help@nexonia.com.

Export PDFs: No or Yes. Select *Yes* to export a PDF Expense Report to QuickBooks. The PDF will be available as an attachment at the bill level, and will also include any receipt images.

Click **OK** to save your Configuration Sync parameters. You may now run the initial configurationsync to connect Nexonia to QuickBooks!

RUN YOUR FIRST CONFIGURATION SYNC

At this point, you'll want to run your first configuration sync – the "Expenses – Page 2" tab is where you'll set some configuration related to the export, but as it uses values from your chart ofaccounts, you'll want to import the updated QuickBooks Online chart of accounts before configuring this tab.

3 – RUNNING THE INITIAL CONFIGURATION SYNC WITH QB ONLINE

You can now run the initial configuration sync, and then continue editing the additional Configuration parameters and run another sync after that.

To run a sync:

1. Exit the Integration Setup and go to the **Configuration Sync** tab.
2. Click **Synchronize Now**
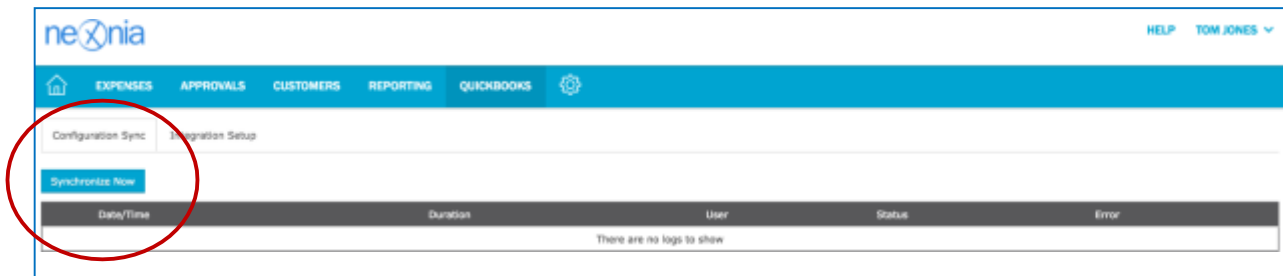
This will synchronize Nexonia and QuickBooks, creating a connection between the two systems.

Once the initial sync is completed, the entry is logged on the system. If the User indicates "System", that means that's the schedule automated sync that ran. If you see a user name, thatmeans the "**Synchronize Now**" button was used to trigger the sync.


Scheduling the Configuration Sync

Once you've completed the initial sync, you may wish to turn on the automated daily configuration sync now or later.

1. Go to **Integration Setup**
1. In the Configuration Data box, you'll see Scheduling on the right side.
2. Click **Edit Schedule**
3. Check **Activate Scheduling**
4. Click **OK**

The automated schedule sync is now in place. The sync runs during the early morning.
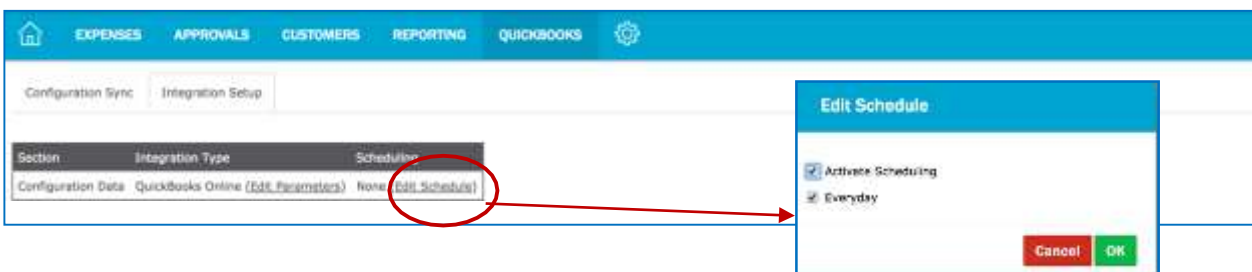
4 – CONFIGURATION SYNC PARAMETERS – EXPENSE PAGE 2

Now you have finished running your initial configuration sync, you can finish configuring your Sync Parameters.

Go to **Integration Setup** > **Configuration Data.** Click the **Edit Parameters** link, and open the Expense – Page 2 tab.

Typically, you'll copy over all the same settings you made for your QuickBooks Desktop – Time configuration. Some values in the configuration to note:

Bill Memo: You can define which Nexonia values should be added to the bill memo in QuickBooks. You can choose from the dropdown any combination of three values to be enteredin the memo in QB.

Bill Transaction Date, Bill Due Date: You can define which date from Nexonia should be populated as the bill dates in QuickBooks.

Company Paid A/P Account: You can select from the chart of accounts which account should be used for the company credit card expenses which Nexonia will export.

Bill Item Memo: You can define which Nexonia values should be added to the bill item memo in QuickBooks – this is equivalent to the expense item in Nexonia. You can choose from the dropdown any combination of three values to be entered in the memo in QB.

Company Paid Settings: these are used to indicate for any Company Paid (i.e. non-reimbursable) expenses, which QuickBooks values should be populated once exported.

Click **OK** to save your Configuration Sync parameters.

## 5 – UPDATE NEXONIA USERS WITH THE QB ONLINE VENDOR VALUES

Now that you've update the configuration sync between Nexonia and QB Online, you'll need toupdate some of the Nexonia data with new QB Online values. The User records will not be affected by the migration and change in the configuration parameters.

The first thing to update will be your Nexonia User records, which need to be relinked with the new QuickBooks Online Vendor (Expenses) and/or Employee (Timesheets) values. The Vendor value is required to create the AP Bill for the employee's reimbursable expenses in QB Online, and the Employee value is required to create a Timesheet in QB Online.

Nexonia Users are created manually in Nexonia and linked to a QuickBooks Vendor profile. Once you do your first configuration sync, the updated Employee / Vendor list will be imported from QuickBooks and available in Nexonia.

Update User Records in Nexonia

To update the Users in Nexonia, log in to Nexonia as an Administrator, go to **Settings > Users.**

You'll then see a series of subtabs related to users, including *Users, Roles, Approval, Hierarchy* etc. Click on the **Users** tab – you'll see a list of all the users on this account.To

update a user record, click the **Modify** (pencil) icon next to that name.
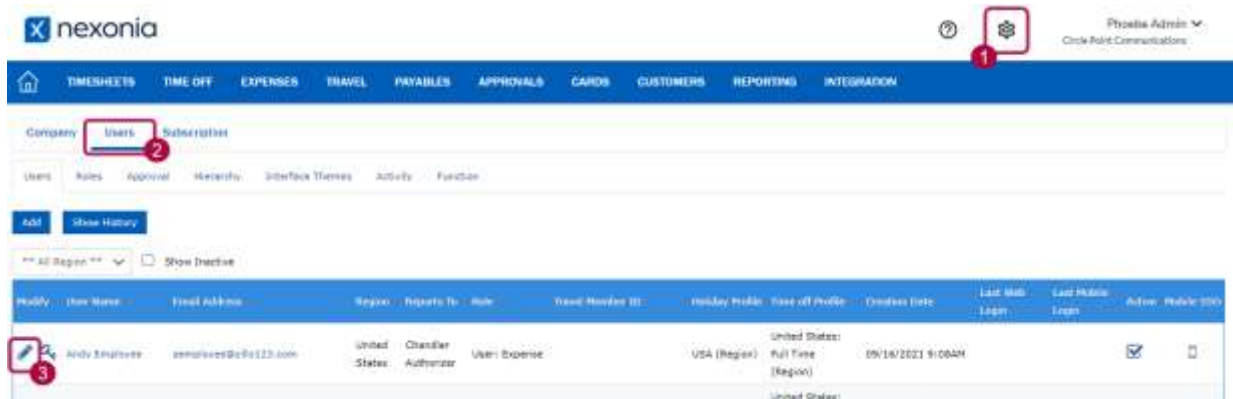
Once you click **Modify,** you'll see the specific profile for this user. Scroll down to the following values:

Expenses: **QB Vendor –** reselect the QuickBooks vendor value for this user.

Timesheets: **QB Name –** reselect the QuickBooks employee value for this user.Scroll

down and click [**Apply**].

Note: if you missed update a user, it will trigger an export error when you try to export their expenses or timesheets for the first time. Don't worry, it's fixable: the message will let you knowwhich user has an invalid QB value so that you can update their user record, and then try the export again.

6 – UPDATE NEXONIA EXPENSE CATEGORIES (IF USING EXPENSES)

If using Expenses, you'll need to update your Nexonia Expense categories after a migration. Expense Categories in Nexonia are linked to a G/L account (and in some cases with Charge Items). When you migrate to QB Online, you'll need to relink the category, even if it's going to use the same G/L number as the old one.

The expense category settings and policies will not be affected by the migration and change inthe configuration parameters.

Nexonia Expense Categories are created manually in Nexonia and linked to a QuickBooks G/L. Once you do your first configuration sync, the updated chart of accounts will be imported from QuickBooks and available in Nexonia.

Updating Expense Categories in Nexonia

Go to **Settings** > **Company** > **Expenses**.

You'll then see series of subtabs related to Expenses, including *Categories, Layout, Corporate Cards, Nexonia OCR*. Click on the **Categories** tab.

You'll see a list of Expense Categories. Click on the pencil "**Modify**" icon next to each expense name to edit the expense; this is where you will link the category to the G/L account, as well as where you can set policy rules and conditions for each expense category.

Once you click **Modify**, you'll see the specific settings for this expense category. Scroll down to the following values:

Account – reselect the QuickBooks G/L value for this category.

Expense Charge Item – (if applicable) reselect the QuickBooks item for this category.

Scroll down and click [**Apply**].

7 – UPDATE NEXONIA TASK CATEGORIES (IF USING TIMESHEETS)

If using Timesheets, you will need to update your Nexonia Task categories after a migration. Taskcategories in Nexonia may be linked to one or several values:

- Service Item
- Payroll Item
- G/L Account

When you migrate to QB Online, you'll need to relink the task, even if it's going to use the samevalues as the old one. The task category settings will not be affected by the migration and change in the configuration parameters.

Nexonia task categories are created manually in Nexonia and linked to a QuickBooks G/L. Onceyou do your first configuration sync, the updated task values will be imported from QuickBooks and available in Nexonia.

Updating Task Categories in Nexonia

Go to **Settings** > **Company** > **Timesheets**.

You will see a series of subtabs related to Timesheets, including *Task Categories, Timesheets Layout*. Click on the **Tasks Categories** tab.

A list of task categories appears. Click on the pencil "**Modify**" icon next to each task name to edit the expense; this is where you will link the category to the items or G/L account.
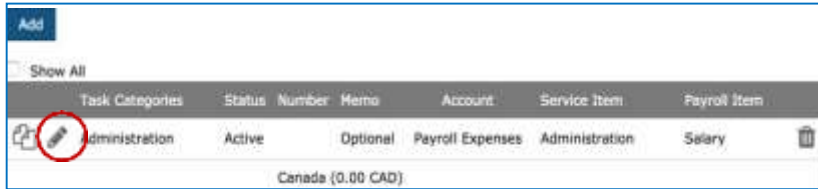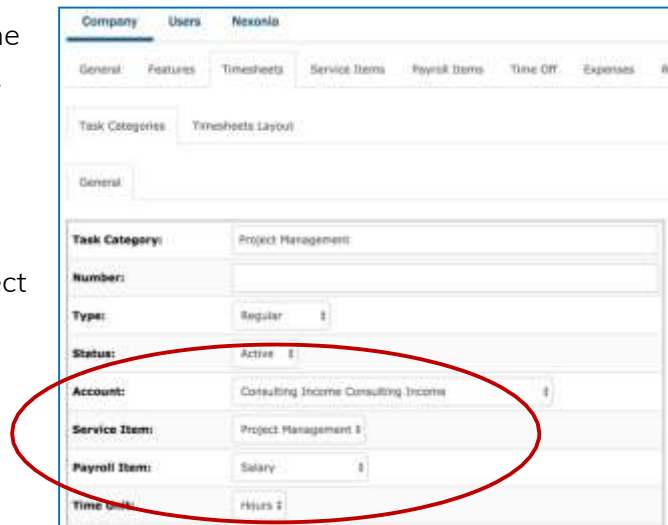
Once you click **Modify**, you'll see the specific settings for this expense category. Scroll down to the following values:

Account – (if applicable) reselect the QuickBooks G/L value for this task.

Service Item – (if applicable) reselect the QuickBooks item for thistask.

Payroll Item – (if applicable) reselect the QuickBooks item for this task.

Scroll down and click [**Apply**].

8 – CONFIGURING NEXONIA EXPORT TO QUICKBOOKS

Once you've completed your initial synchronization with QuickBooks and updated your Nexoniavalues, you can configure the data export.

There are three types of export you may be setting up:

1.   Expenses being exported to QuickBooks
2.   Timesheets being exported to QuickBooks
3.   Expense Receipts being exported as a PDF attachment to QuickBooksOnly fully approved expense items are available to be exported.

Scheduling

Exports can be set to automatically export daily. With or without the schedule in place, you willalways have a "Transfer Now" button available to initiate the export when needed.

Configuring Data Integration (Export) – Expenses

Go to **Integration** > **Integration Setup** > **Add Data Integration**

A window will appear asking you to **Choose Data Type** – choose **Expense**. Click **OK**.

DATA INTEGRATION – MAIN SETTINGS

Export Number: This allows you to number the export, which allows you to easily tell them apart in reporting and in the expense item history. Keep **1** selected.

Name: Name of the Export (i.e. "Expenses")

Mark as paid: If checked off, this will mark any exported expenses as "Paid".

Send Errors to: Enter the email address where any error notifications should be sent.

Active: check off to make this export active

Scheduling: this is where to set the automatic daily scheduling for the export. You may wish to turn this on now, or later – typically it's left off during initial set-up and turned on once the account has gone live for the users. Click **Edit** to **Activate Scheduling**. Then click **OK.**

Integration Type: choose *QuickBooks Online* – this will create an additional tab called *Filtering* along the top of the integration settings.

View Batch Report, **View Pending Report**, **View Unapproved Report**: these settings allow you to use a reporting template if you choose to view items ready for export.

Select the reporting template format from the dropdown menu. During initial set-up, you'll see generic Nexonia system reports, but you could create your own reporting template in the Reporting module and use that here instead.

View Batch Report:	Detailed Expenses By Month (approved)	▼
View Pending Report:	Detailed Expenses By Month (approved)	▼
View Unapproved Report:	Detailed Expenses By Month (awaiting approvals)	▼

DATA INTEGRATION – FILTERING TAB

The filtering tab allows you to filter only certain matching values to be included in this export toQuickBooks. It's turned off as a default.

Click **OK** to save your configuration.

Once you've saved this, you'll now see the new Data Integration, and a new tab called "Expenses".
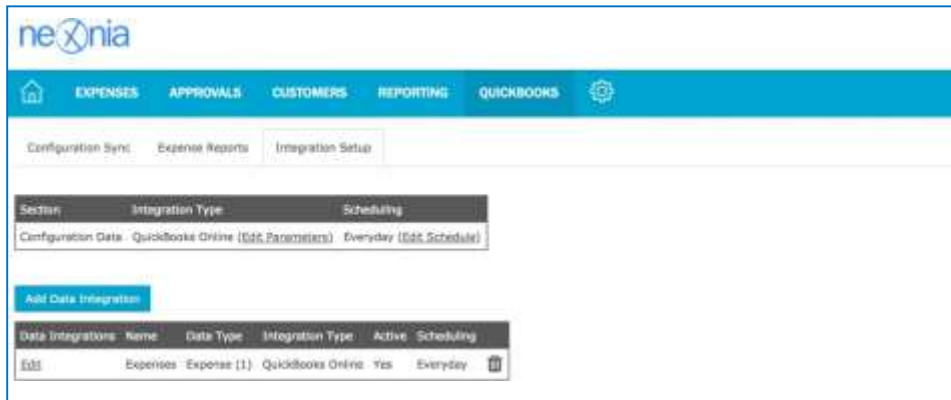
Configuring Data Integration (Export) – Timesheets

Go to **Integration** > **Integration Setup** > **Add Data Integration**

A window will appear asking you to **Choose Data Type** – choose **Time**. Click **OK**.

DATA INTEGRATION – MAIN SETTINGS

Export Number: This allows you to number the export, which allows you to easily tell them apart in reporting and in the timesheet history. Select "2".

Name: Name of the Export (i.e. "Timesheets")

Send Errors to: Enter the email address where any error notifications should be sent.

Active: check off to make this export active

Scheduling: this is where to set the automatic daily scheduling for the export. You may wish to turn this on now, or later – typically it's left off during initial set-up and turned on once the account has gone live for the users. Click **Edit** to **Activate Scheduling**. Then click **OK.**

Integration Type: choose *QuickBooks Online* – this will create an additional tab called *Filtering* along the top of the integration settings.

View Batch Report, **View Pending Report**, **View Unapproved Report**: these settings allow you to use a reporting template if you choose to view items ready for export.

Select the reporting template format from the dropdown menu. During initial set-up, you'll see generic Nexonia system reports, but you could create your own reporting template in the Reporting module and use that here instead.

DATA INTEGRATION – FILTERING TAB

The filtering tab allows you to filter only certain matching values to be included in this export toQuickBooks. It's turned off as a default.
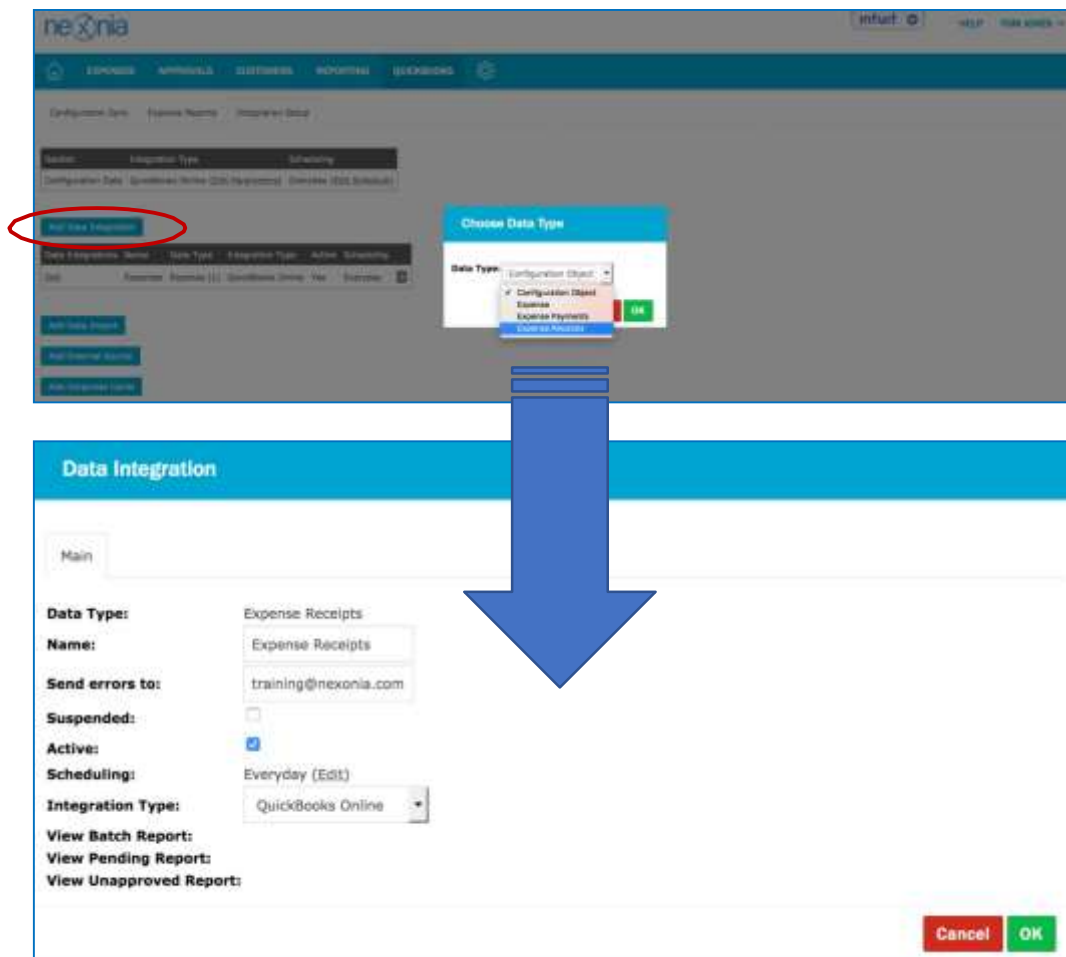
Click **OK** to save your configuration.

Once you've saved this, you'll now see the new Data Integration, and a new tab called "Timesheets".

Configuring Data Integration (Export) – Expense Receipts

Go to **Integration** > **Integration Setup** > **Add Data Integration**

A window will appear asking you to **Choose Data Type** – choose **Expense Receipts**. Click **OK**.

Name: Name of the Export (i.e. "Expense PDF")

Send Errors to: Enter the email address where any error notifications should be sent.

Active: check off to make this export active

Scheduling: this is where to set the automatic daily scheduling for the export. You may wish to turn this on now, or later – typically it's left off during initial set-up and turned on once the account has gone live for the users. Click **Edit** to **Activate Scheduling**. Then click **OK.**

Integration Type: choose *QuickBooks Online*

Click **OK** to save your configuration. Once you've saved this, you'll now see the new Data Integration, and a new tab called "Expense PDF". But there's one last step.

Edit the Expenses export under **Data Integration**.

You'll now see a new option **Export Receipts Using.** Select your new Expense PDF integration, click **OK** to save your configuration, and now your PDFs will be exported to QuickBooks Online.

Transfer Now

One of the differences between an integration with QuickBooks Desktop and Online is that withQB Online, data transfers are initiated within Nexonia. If scheduling is enabled, the sync and exports happen automatically every 24 hours, usually very early in the morning.

As an administrator, you also have access to a "Transfer Now" option on each of the exports. This allows you to initiate an immediate transfer of any fully approved items.

The configuration sync and the exports have their own independent "Transfer Now" buttons which you can trigger.

Now that you've completed all the internal account changes, you may want to create and exporta test report/timesheet to ensure everything is working as expected. Once that's been completed, you're all set.

COMMON EXPORT ERRORS

| Message	Reason	Solution
User '[user.name] has no QB Vendor linked to it.	This user has a missing or invalid QuickBooks vendor value associated with theiruser record.	Update the user record with a valid QB vendor value (**Company > Users > Users**) then reattempt the export. If this is a new user and you don't see their QB value available in the dropdown list, make sure the value has been added in QBOnline, run the configuration sync, and you should see it in the list.
Can't export report '1094': item #1, can't resolve account for category 'Software Expense'	Expense Item #1 in report #1094 has an expense category with a missing orinvalid G/L.	Update the expense category with a validQB G/L (**Company > Expenses > Expense Category**) then reattempt the export. If this is a category with a new G/L and youdon't see their G/L available in the dropdown list, make sure the G/L has beenadded in QB Online, run the configuration sync, and you should see it in the chart of accounts.

MODIFYING YOUR PROFILE INTERFACE THEME

Once you've completed your migration, you have the ability to update the integration label withthe term you want, such as "QuickBooks Desktop".

Logged in as an Administrator, go to **Settings > Users > Interface Themes**
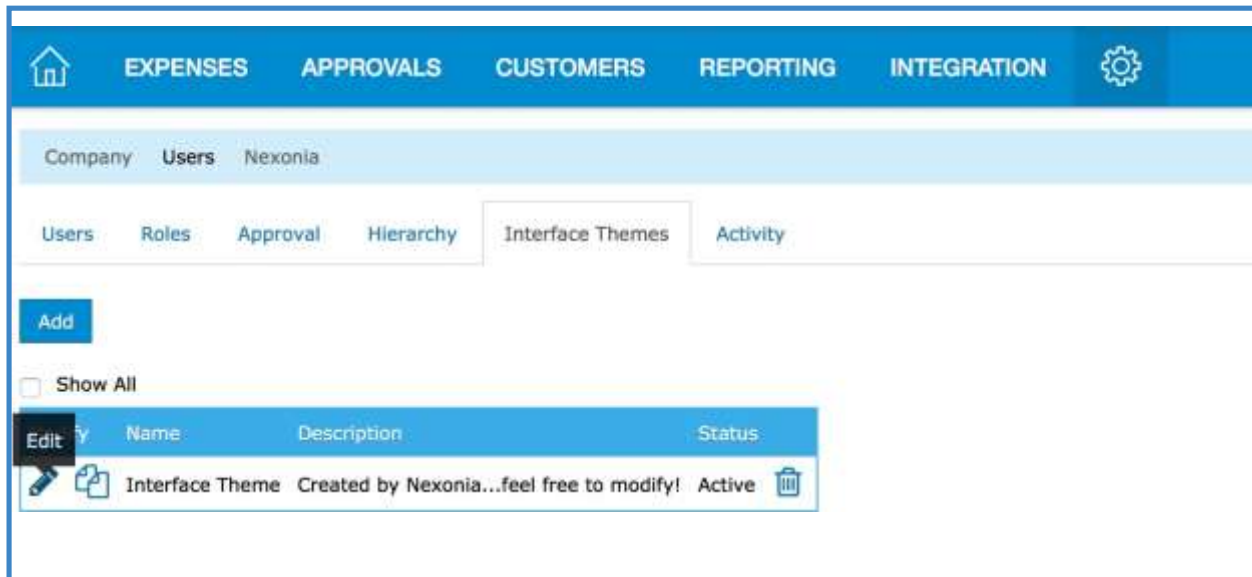
The **Interface Theme** is where the branding is managed. Click the **Edit** icon next to the interface theme. You should see options to edit now.
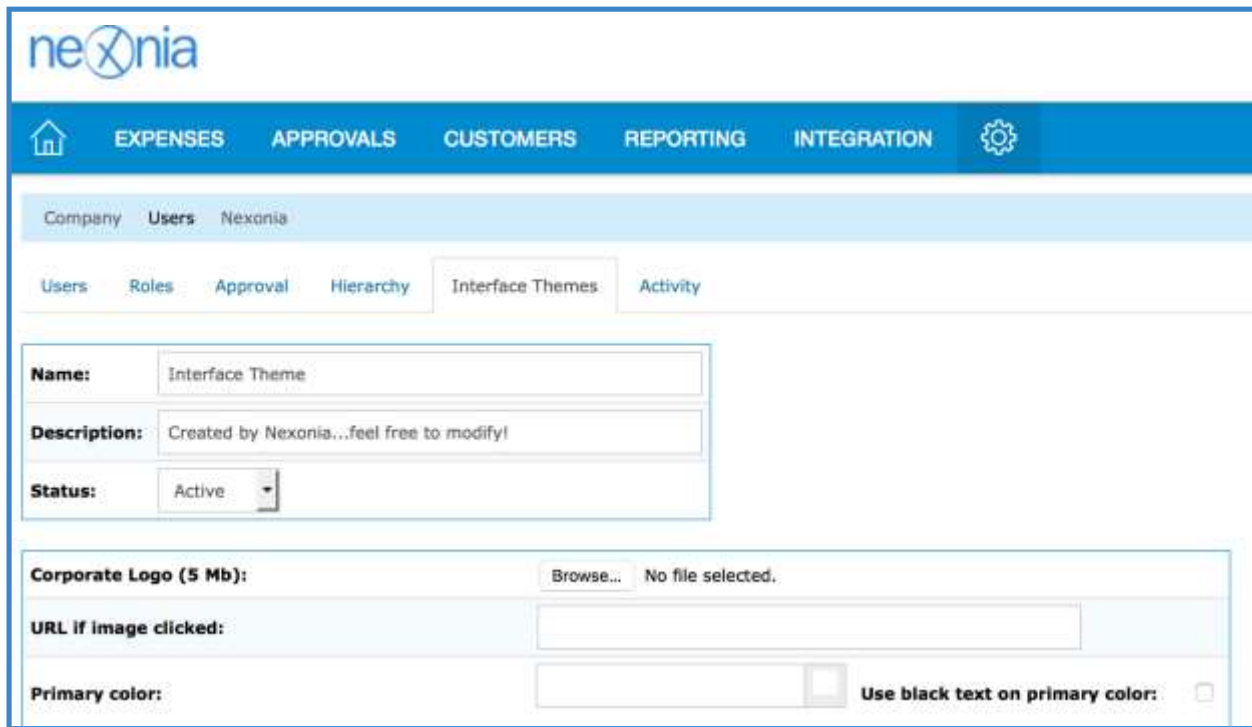
CORPORATE LOGO AND COLOR SCHEME

Download a corporate logo from the customer's website or find a verifiably current image file from a search engine, and format it according to the guidelines below for the **Corporate Logo** and the **Logo for PDF Files**.

For the color scheme, create a color scheme that matches the customer's brand identity and isn't distracting. There are many image tools online that can help you to identify a main or "primary" color and a complementary color scheme.

See the next pages for guidelines and tips on what to enter in the fields. Once you enter your values, scroll to the bottom of the menu, click "Apply". You should see the results on the web immediately.

Logo

For the **Corporate Logo**, the ideal image size of the logo should be between 40px and 55px high. Some trial and error might be necessary to determine the size.

The image should have an additional 5px of padding on the left, and 10px padding on top. Theend result should be around 45px and 60px high.

For the **Logo for PDF files**, double the size of the image to around 95px - 120px total, including padding.

For the optional **Custom Mobile Logo**, which will be visible on the mobile app, the mobile company logo must meet the following requirements:

- it should be in the PNG format.

- the width should be between 124 and 785 pixels.

- the height should be exactly 124 pixels.

The **Custom Mobile Logo** will appear on the main bar of the mobile applications. To obtain the best results, we recommend:

- Using a white logo, on a transparent background.

- Make the visible part of the logo use up the full height of the image.

Color Scheme

Color codes are entered as **Hex Color Codes,** which start with a '#' and 6 alpha-numeric digits (ex. #98C02A). See the reference tool below for tips on identifying a color scheme.

Primary color = Primary color used in customer's brand identity. Avoid yellow if possible.

Secondary color = Secondary color from the customer's brand identity, a lighter version of the primary color, or a medium grey (#7A7A7A). Avoid red.
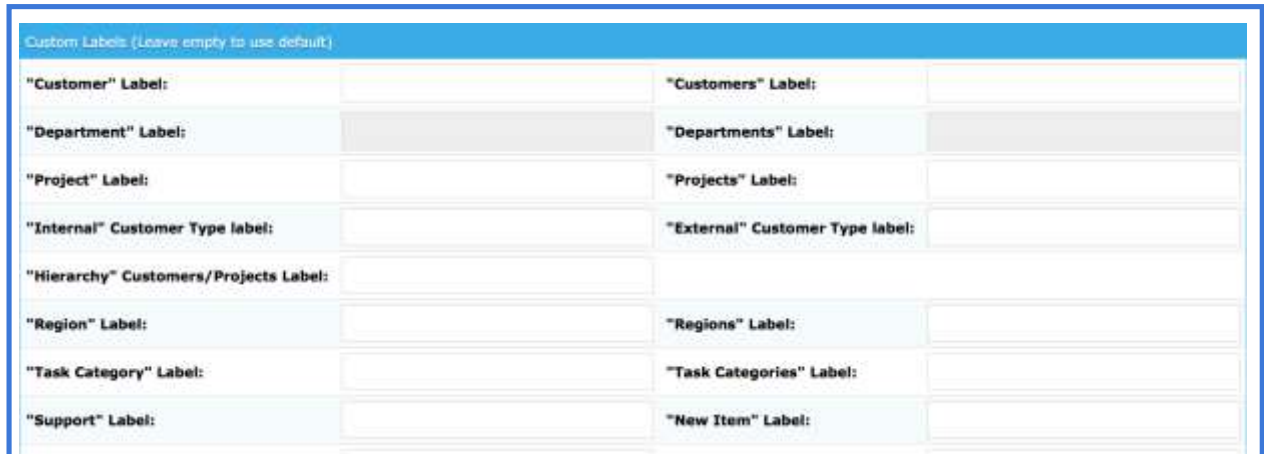
Key button background color = Key colour should complement or contrast with thecustomer's primary color, so that is stands out.

Header Footer background color = We recommend using code #FFFFFF.

Custom Mobile Color = The color will be visible in many parts of the mobile apps. Since we adopted a light theme, we recommend choosing a color that will make a beautiful contrast withwhite.

CUSTOM LABELS

Below the logo and color scheme options you will see some options to customize the labels. Thevalues in the quotation marks are Nexonia's default names for dimensions or values. You canrelabel these to use the terminology for the customer.

Custom Labels (Leave empty to use default)			
"Customer" Label:		"Customers" Label:	
"Department" Label:		"Departments" Label:	
"Project" Label:		"Projects" Label:	
"Internal" Customer Type label:		"External" Customer Type label:	
"Hierarchy" Customers/Projects Label:			
"Region" Label:		"Regions" Label:	
"Task Category" Label:		"Task Categories" Label:	
"Support" Label:		"New Item" Label:	

For example, the "**Customer**" label could be relabeled "Client" or "Program"; "Project" could be relabeled "Job" or "Fund".

For some values, you'll see options for the singular to the left, and plural on the right.

A common one you may want to customize is **"Integration" Label**. The label should be the name of the ERP/Accounting system and/or other integrated system or export. In this case, we would want to label it "**QuickBooks**".