Integrating NOWaccount with QuickBooks Online is the fastest and easiest way to use NOWaccount. The NOWaccount app for QuickBooks Online automatically picks up invoices for your NOWaccount customers, and makes your QuickBooks Online journal entries for you.

## Integrating your QuickBooks Online with NOWaccount is as easy as 1-2-3!

Step 1: Connect QuickBooks Online to your NOWaccount.

*Step 2:* Set up NOWaccount invoice template in QuickBooks Online.

Step 3: Use NOWaccount invoice template. When payments arrive, transfer funds.

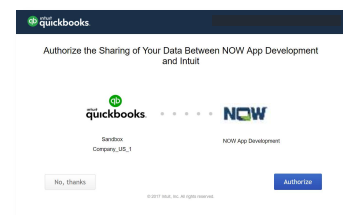### Step 1: Connect your QuickBooks Online with your NOWaccount

1. Log in to NOWaccount at app.nowaccount.com. Click "QuickBooks" in the left menu. Select "Connect to QuickBooks".
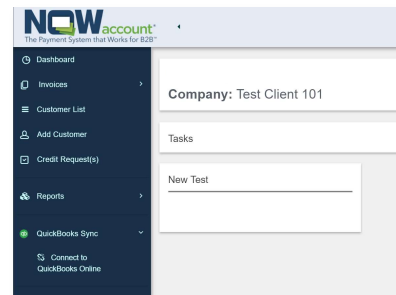
2. Click the QuickBooks "Connect" button, and sign in to your QuickBooks account.
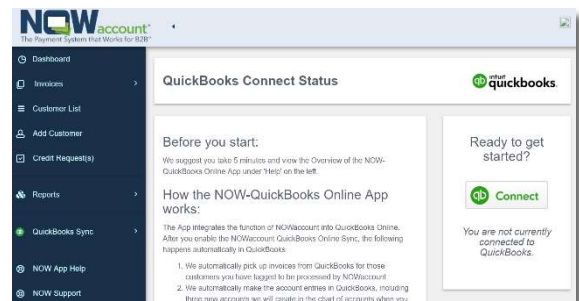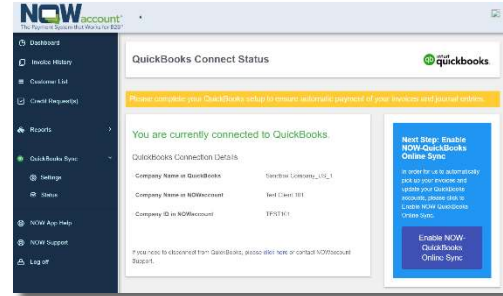

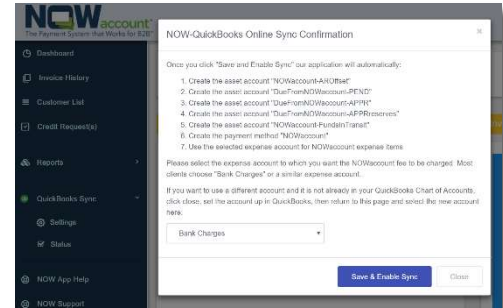3. Click "Authorize" to confirm the NOW-QuickBooks Online connection.

Need more help? Contact us at 404.821.5300 ext 2, or support@nowaccount.com.
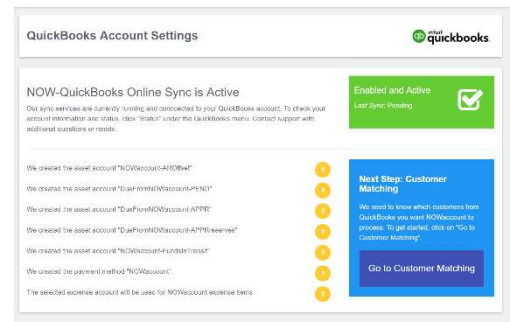
4. Click "Enable NOW-QuickBooks Online Sync".

5. Choose "Save & Enable Sync". If you want NOWaccount fees assigned to an account other than Bank Charges, make that change in the drop-down window before saving.

6. "Match" your QuickBooks Online customer to your NOWaccount customers. Use "Add" to add customers new to your NOWaccount.


That's it! Each time you invoice a NOW-approved customer, NOWaccount will automatically start processing that invoice within ten minutes, and book your QuickBooks Online journal entries for the transaction too. Next step: Set up your NOWaccount invoice template.

Note: If you don't complete the connection process in one session, the Connection Wizard will pick up where you left off.
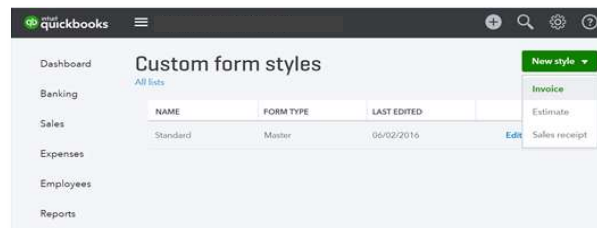
Step 2: Set up your NOWaccount invoice template in QuickBooks Online

Use these steps to create the invoice template you'll use every time you invoice your NOW-approved customers.
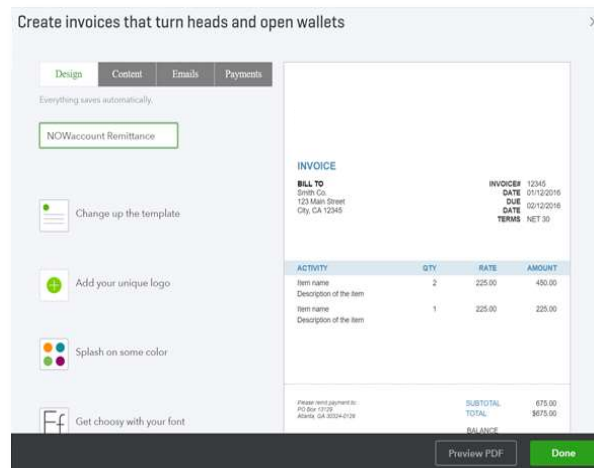
1. In QuickBooks Online, click on the settings "Gear" in the top menu bar, then click "Custom Form Styles" in the menu.
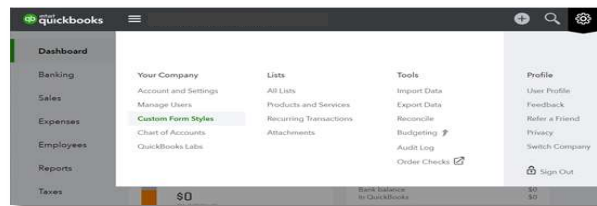
2. Click the "New style" button, then select "Invoice".

3. Click in the window provided to name your invoice template "NOWaccount Remittance".

4. Choose "Content" from the menu. Scroll down to the bottom section of the invoice template and click the pencil icon to edit that section. Replace the remittance info with NOWaccount remittance:

   PO Box 13129
   Atlanta, GA 30324-0129

   For ACH or Wire Payment:
   Bank Name: SunTrust Bank
   Account: *
   ABA Routing: *
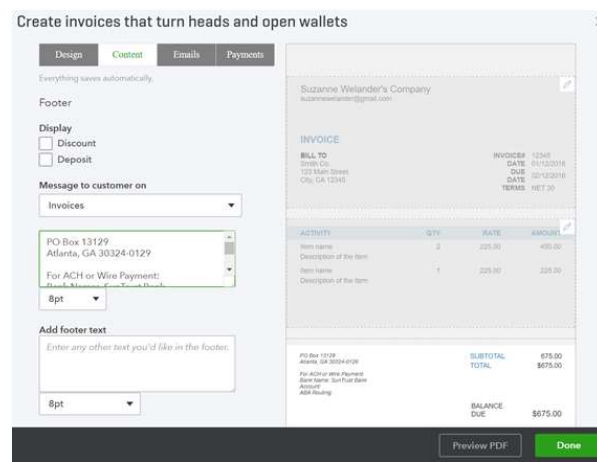
Refer to the Account # and ABA Routing provided to you by NOWaccount for ACH payments.

Need more help? Contact us at 404.821.5300 ext 2, or support@nowaccount.com.

Step 3: Using NOWaccount with QuickBooks Online

Invoice   Use your NOW Remittance invoice template when you invoice your NOW-approved customers. Make sure pay by credit card and pay online features are not checked.

NOWaccount automatically begins processing invoices for NOW-approved customers within minutes of you sending your invoice to the customer. NOWaccount also books all of the journal entries associated with the transaction.

Important Tip: Use "Estimates" in QuickBooks Online to communicate project details to your customers before invoicing, to avoid processing of non-final invoices.

Transfer   Transfer the NOWaccount deposits to your bank account to "NOWaccount Funds in Transit" to complete the accounting for the transaction in QuickBooks Online.

Manage   Sign in at app.nowaccount.com as needed to:

- Monitor status of invoices
- Stay on top of customer payments and aging
- Increase customer credit limits and proactively to plan for growth