Connectivity Getting Started Guide QuickBooks for Windows

Intuit Financial Data Platform Professional Services Group

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QuickBooks for Windows Getting Started Guide

Thank you for choosing QuickBooks!

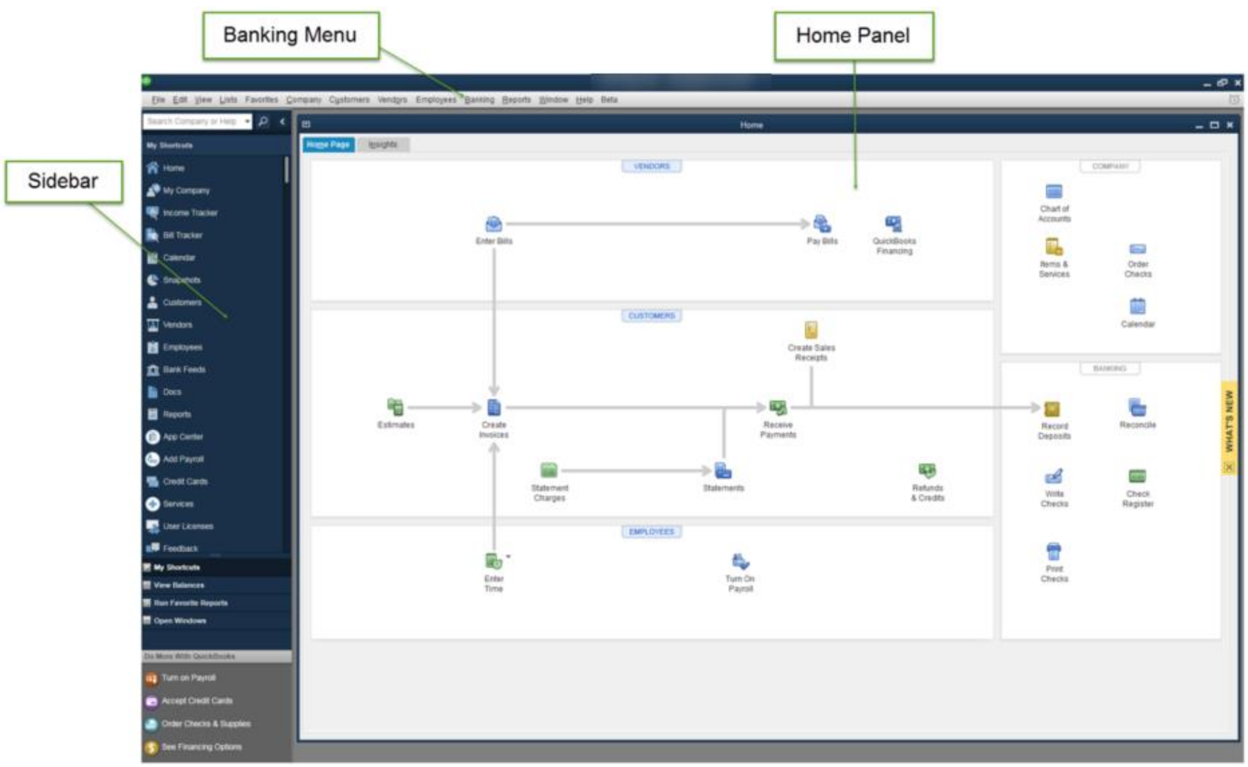
About this Guide

This guide helps you get started with QuickBooks as quickly as possible. You'll learn:

- What you will need to get started
- How to set up an account for online banking (Direct Connect)
- How to set up an account for online banking (Web Connect)
- An overview of online banking modes and the Online Banking Center
- How to update an account (Direct Connect)
- How to update an account (Web Connect)

The QuickBooks Interface

QuickBooks has three sections for navigation.



The Online Banking Center

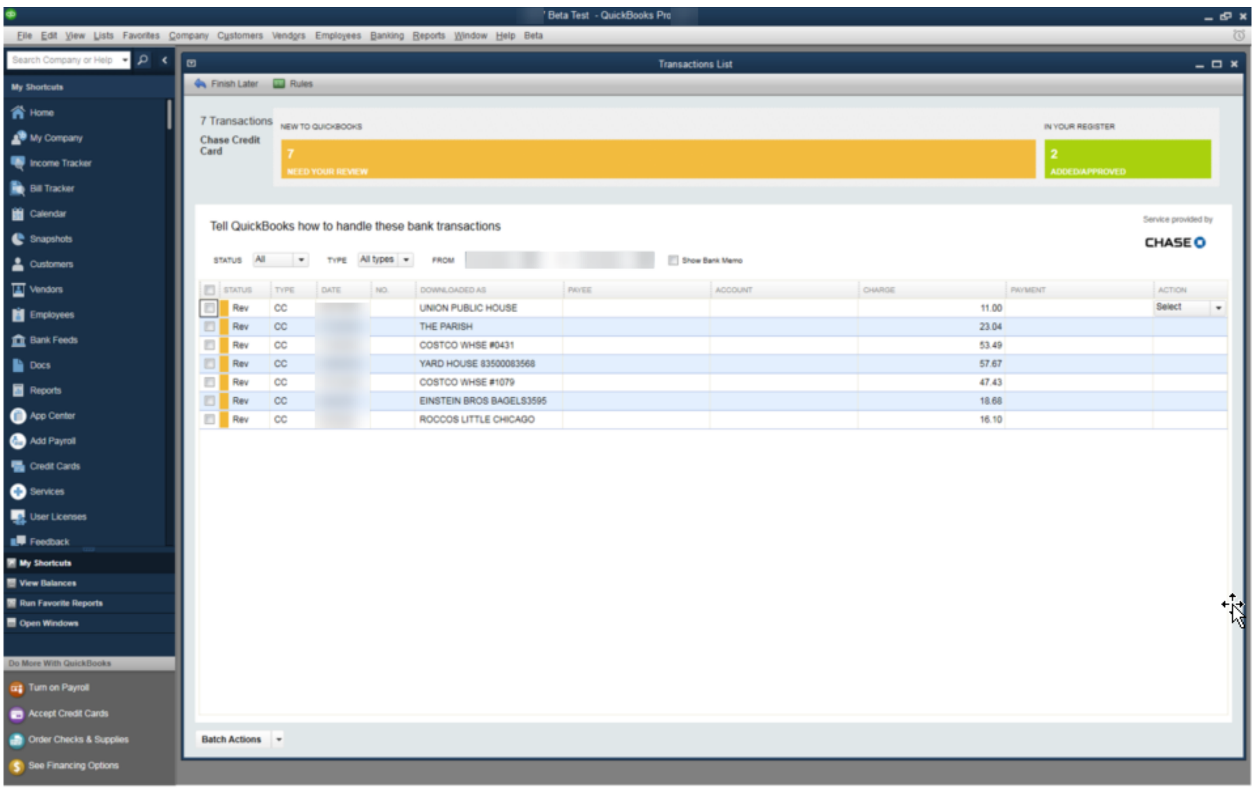
Bank Feeds

1. To get to the Bank Feeds menu go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

   You will use Bank Feeds to keep your QuickBooks accounts up to date.

2. Click Refresh Account  to synchronize transactions with your financial institution (more information below).

   The Transaction List window allows you to match downloaded transactions to existing ones in your account register and add new transactions (see the special note at the end of this document for more information).



Display Modes

Express Mode (Bank Feeds) is the default Online Banking interface in QuickBooks. Compared to Side-By-Side Mode, the online banking interface has changed significantly. This new interface provides a better workflow and offers better visuals to display customer data.

The first time you set up an account for online banking, you will be prompted to set the display mode; either Express Mode (Bank Feeds) or Register mode. This guide focuses on the new Express Mode. This is the newest mode with the most advanced features.

Choose **Help** menu > **QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview** for more information about display modes.

Connect and Update Your Data

Before you set QuickBooks to download transactions and make online payments, you may need to contact your financial institution (FI) for the following information:

- Customer ID
- Personal Identification Number (PIN) or password

NOTE:	For QuickBooks Web Connect accounts, use the same customer ID and PIN/password as your financial institution website. For Direct Connect, they may be different. If you encounter a problem with your customer ID or password, contact your financial institution to verify your Direct Connect login information.

Then follow these steps:

1. Back Up Your QuickBooks Data File.

   For instructions to back up your data file, choose Help menu > QuickBooks Help. Search for Back Up and follow the instructions.

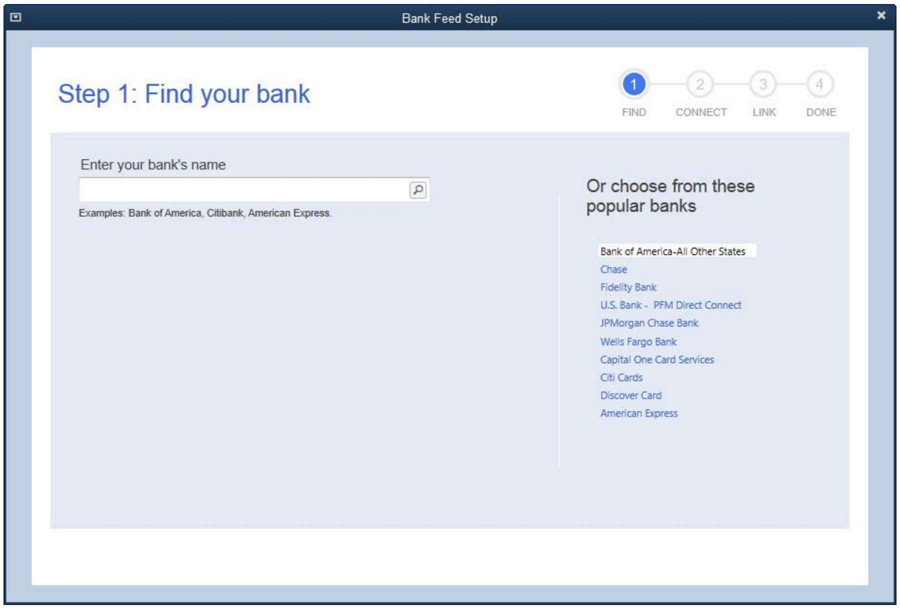
2. Download the latest QuickBooks update.
3. Choose **Help** menu > **Update QuickBooks** and follow the instructions.
4. Switch to single user mode if you are sharing the QuickBooks data file among multiple computers.

For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for ***Switch to Single User Mode*** and follow the instructions.

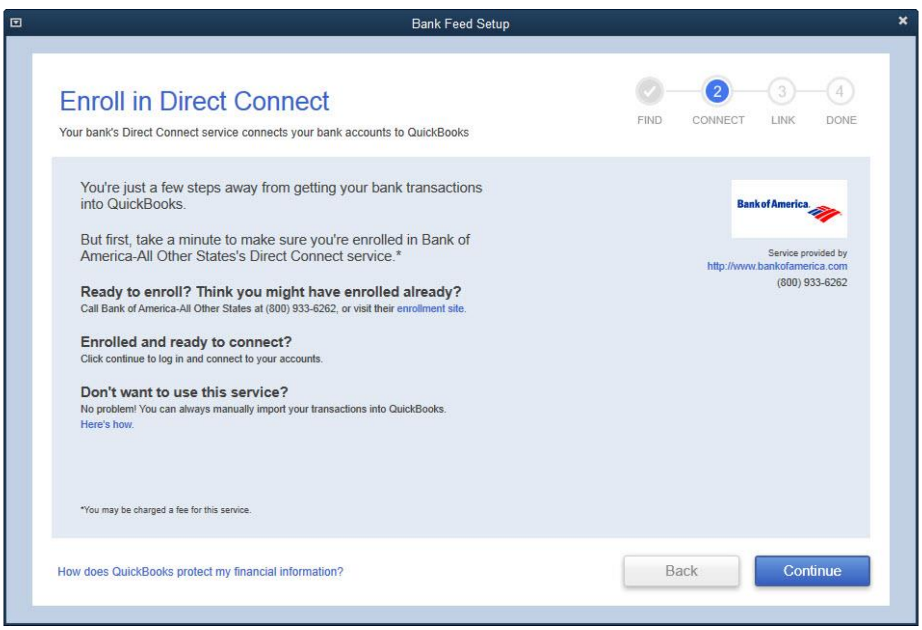
Set Up an Account for Online Banking (Direct Connect)

1. Choose Banking menu > Bank Feeds > Set up Bank Feeds for an Account.

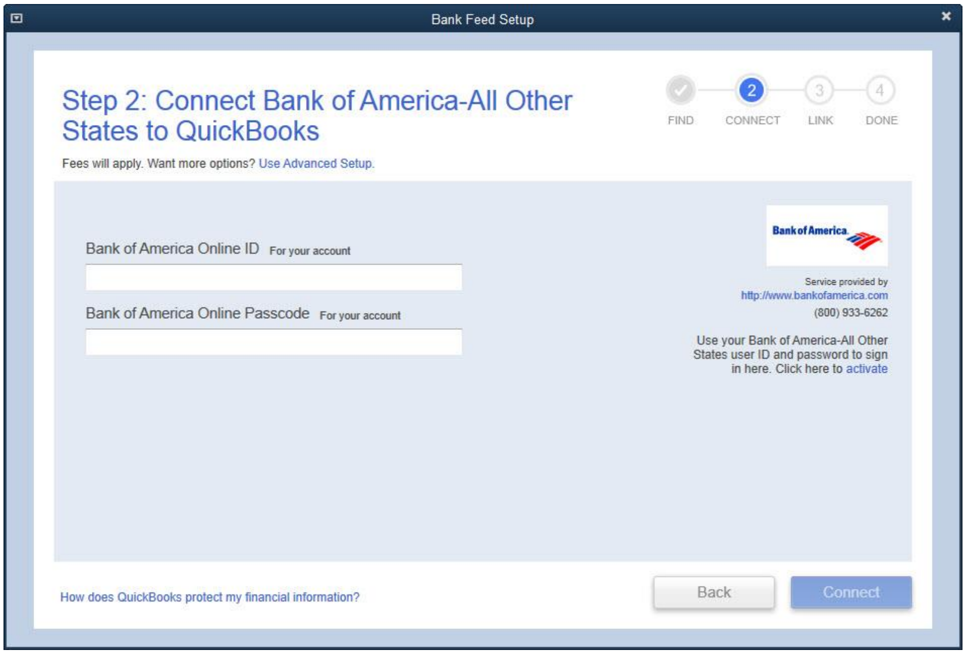
2. Type the name of your bank in the entry field. When your bank appears in the filter results, click it.



3. Depending on your financial institution, after you click your bank name, you may see a screen to select Direct Connect or Web Connect, or you may be asked to enter your credentials.

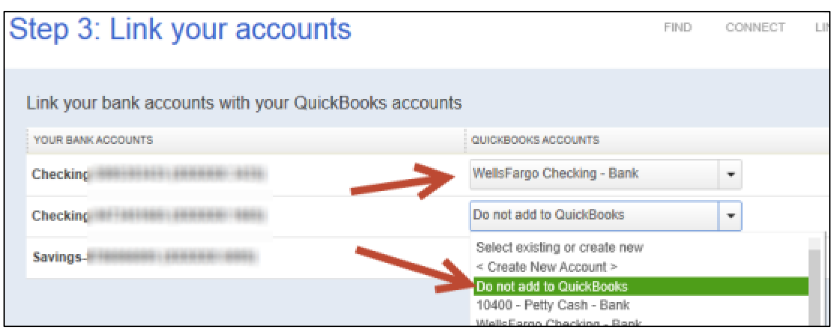


4. If you are already enrolled in Direct Connect, click Continue to proceed to Step 2.



5. Enter your Online ID and Passcode and click Connect to connect to your bank.

6. After you connect, you will see all accounts at your financial institution that you can add to QuickBooks. If you do not have an account ready in QuickBooks, click **<Create New Account>** to create a new account. If you do not want to download data from a particular account, choose **Do not add to QuickBooks** from the drop-down menu.



7. After you add your accounts, click **Close**.

Set Up an Account for Online Banking (Web Connect)

1. Log into your financial institution's web site.

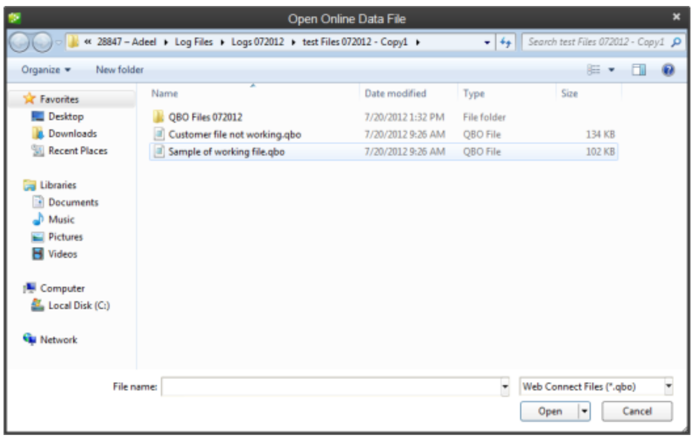
2. Download your transactions according to your financial institution's instructions.

If you are given a choice for your download format, choose "QuickBooks Web Connect (*.QBO)" and save the file to your computer.

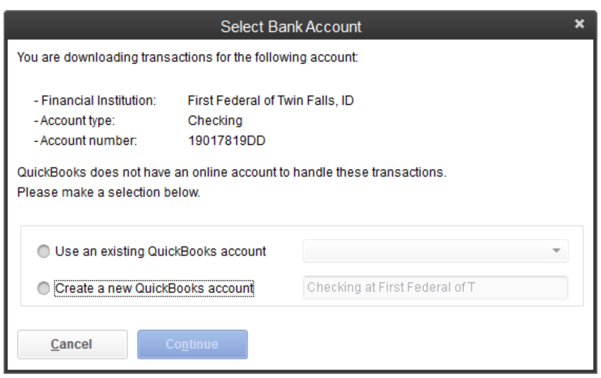
NOTE:	These instructions assume you will save the download to your computer. If you "open" it instead, your web browser should open QuickBooks and begin to import the transactions. If you plan to open the file directly, we recommend that you have your Company file open in QuickBooks before you begin Step 2.

3. Open QuickBooks and your Company file.

4. Choose **Banking** menu > **Bank Feeds** > **Import Web Connect File**. You will see an import dialog.



5. Navigate to and select the file you downloaded in Step 2, then click **Open**.



You will see a dialog like this one with your FI information.

6. Click **Use an Existing QuickBooks Account** if you have an appropriate account in the Chart of Accounts. If you do not have an account yet, click **Create a new QuickBooks account** and enter a name for that account.

7. Click **Continue**.

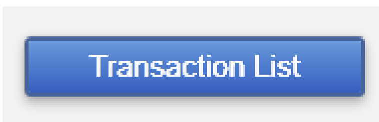
8. Click **OK** to confirm and finish.

NOTE:	There is an alternate way of importing a Web Connect file into QuickBooks. Go to **File** > **Utilities** > **Import** > **Web Connect file**, navigate to where the Web Connect file is located on your computer, and then click **Open**.

Special Note: Matching and Adding Transactions

After you set up Bank Feeds and open the Bank Feeds Center, you need to tell QuickBooks how to handle downloaded transactions.

1. Go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**, select the account you want to work on and click **Transaction List**.

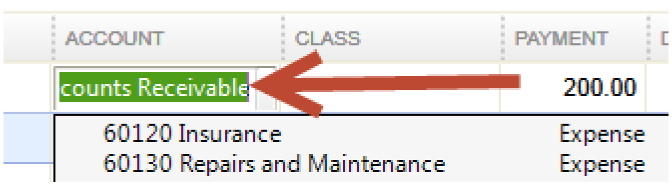


A colored bar will indicate the following:

- Transactions in orange need your review
- Transactions in red have been changed by rules
- Transactions in blue indicate automatically matched.

NOTE:	You can filter your transactions easily using the status, type, and date range filters.

2. Add or Verify the QuickBooks income/expense account on each transaction.



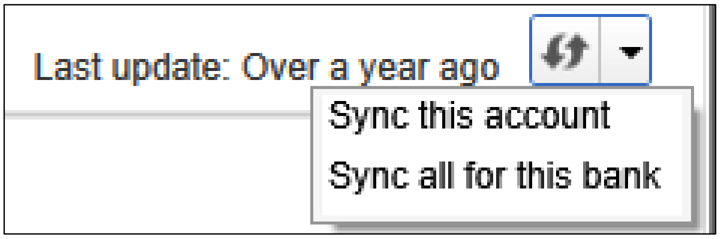
NOTE:	For more details about the Transaction List window, please refer to the QuickBooks In-Product Help Article titled Bank Feeds Center window.

Updating an Account (Direct Connect) – Express Mode

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2. Select the account you want to update in the Bank Feeds window.

3. After you select the account, click **Download Transactions** to start the update process. If you have multiple accounts with the same bank, you can choose to sync either one or all accounts by clicking the sync button in the upper-right hand corner.



After the sync is complete, your accounts should be up to date.

Updating an Account (Web Connect) – Bank Feeds

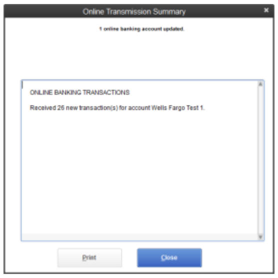
1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.
2. Select the account you want to update in the Bank Feeds window.
3. After you select the account, click **Refresh Account** to start the update process.

NOTE:	For Web Connect accounts, QuickBooks will open your financial institution (FI) website. Please log in and download the QuickBooks web connect file (*.QBO) per the financial institution's instructions. Alternately, you can log into the FI website outside of QuickBooks and follow the same steps below.

4. When you begin the web connect download from the FI website, your web browser should give you the option to either "open" the file or "save" it.
   - If you open it, QuickBooks should open and begin the import process.
   - If you save it, you can import it later by going to **Banking** menu > **Bank Feeds** > **Import Web Connect File**, navigate to where the Web Connect file is located on your computer, then click **Open**.

NOTE:	You can also import a Web Connect file into QuickBooks by going to **File** > **Utilities** > **Import** > **Web Connect file**, navigate to where the Web Connect file is located on your computer, and then click **Open**.

5. QuickBooks will then import the online banking transactions and show you a Transmission Summary.



6. Review the Online Transmission Summary. You can print the summary or just click **Close** when done.

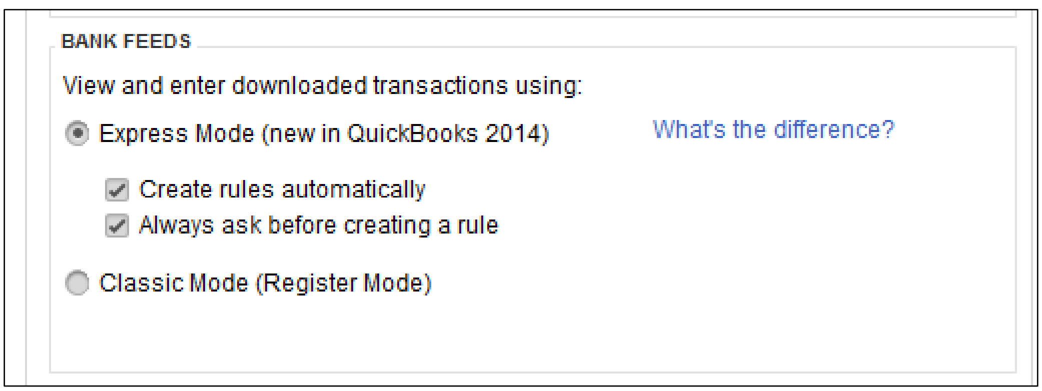
7. After the Web Connect import, go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**, select the account, and click **Transaction List** to view and match the downloaded transactions.

Switching Online Banking Modes

You can easily switch from Express Mode to Classic Mode (formerly Register Mode).

1. Go to **Banking** menu > **Bank Feeds** > **Change Bank Feeds Mode**.

   You will see your Company Preferences. In the Bank Feeds area, you will see your current mode.



2. Click either **Express Mode** or **Classic Mode**.

NOTE:	Express Mode allows you to change your Rule preferences.