QuickBooks Getting Started Guide

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.

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.

   For update instructions, choose **Help menu > QuickBooks Help**. Search for *Update QuickBooks*, then select *Updating QuickBooks*, or *Update QuickBooks*, and follow the instructions.

3. Switch to single user mode, if you are sharing the QuickBooks data file among multiple computers.

4. 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 (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 2014 before you begin step 2.

3. Open QuickBooks and your Company file, then choose **Banking menu > Bank Feeds > Import Web Connect File**. You will see an import dialog.
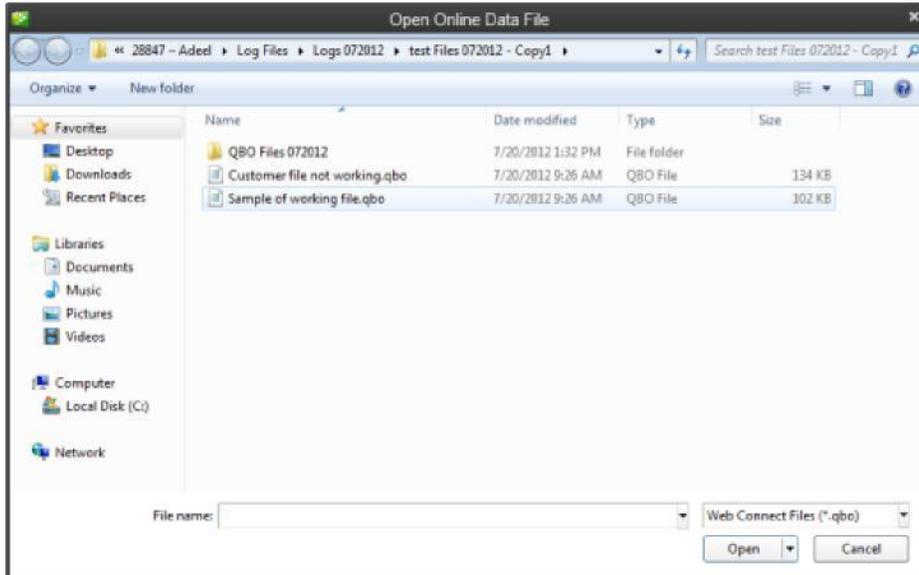
4. Navigate to and select the file you downloaded in Step 2, then click Open.
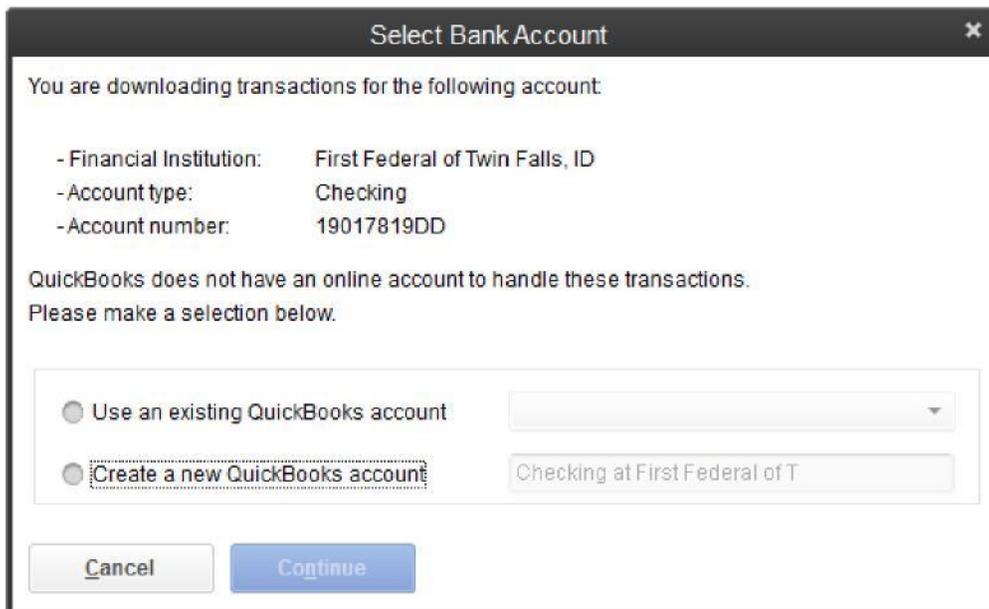
You will see a dialog like this one, with your FI information.

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

6. Click Continue.

7. Click OK to confirm and finish.

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 the Transaction List button.

A colored bar will indicate the following:

☐ Transactions in orange need your review

☐ Transactions in red have been changed by rules

☐ Transactions in blue have been 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 working in the Transaction List window, please refer to the QuickBooks In-Product Help Article titled **Bank Feeds Center window** or go to the support knowledge base: http://support.quickbooks.intuit.com/support/articles/HOW21160.

## 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 the Refresh Account button   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 (see Note)

NOTE:	http://support.quickbooks.intuit.com/support/pages/inproducthelp/ core/qb2k12/contentpackage/services/online_bank_register/ task_webconnect_import_ofx_file.html

5. QuickBooks will then import the online banking transactions and show you a Transmission Summary.
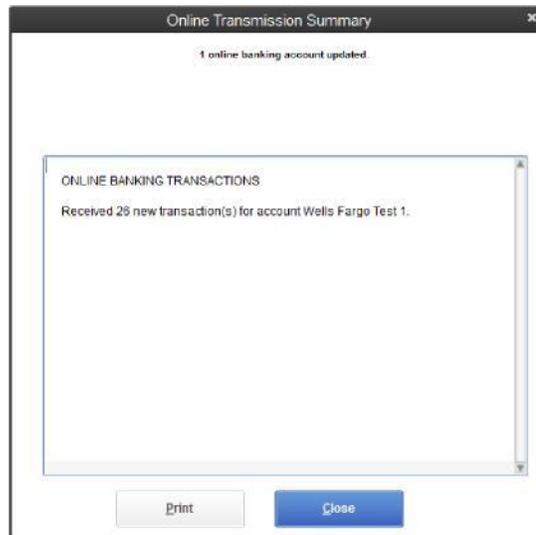
6. Review the Online Transmission Summary. You can print the summary or just click Close when done.
7. After the Web Connect import, go to **Banking menu > Bank Feeds > Bank Feeds Center**, select the account, and click on the Transaction List button to view and match the downloaded transactions.