

QuickBooks Mac 2014 Getting Started Guide

Financial Institution Support - OFX Connectivity Group

Table of Contents

QUICKBOOKS 2014 FOR MAC GETTING STARTED GUIDE	3
ABOUT THIS GUIDE	3
QUICKBOOKS 2014 DOWNLOADED TRANSACTIONS INTERFACE	3
WHAT YOU NEED TO GET STARTED.....	4
SET UP AN ACCOUNT FOR ONLINE BANKING (DIRECT CONNECT).....	4
SET UP AN ACCOUNT FOR ONLINE BANKING (WEB CONNECT)	6
UPDATING ACCOUNTS.....	8
UPDATING AN ACCOUNT (DIRECT CONNECT)	8
UPDATING AN ACCOUNT (WEB CONNECT)	10
SPECIAL NOTE 1: MATCHING AND ADDING TRANSACTIONS	11
MATCH DOWNLOADED TRANSACTIONS.....	11
SPECIAL NOTE 2: OTHER RESOURCES	12
RESOURCES FOR MORE INFORMATION	12

QuickBooks 2014 for Mac 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)
- How to update an account (Direct Connect)
- How to update an account (Web Connect)

QuickBooks 2014 Downloaded Transactions Interface

The QuickBooks 2014 Online Banking center is a one-stop-shop to download your online banking activity and match transactions.

The screenshot shows the 'Downloaded Transactions' window in QuickBooks 2014. The window title is 'Downloaded Transactions' and it shows a list of transactions for the account 'TEST WC'. The window has a menu bar with options: QuickBooks Account, Download All, Download, Import File, Renaming Rules, Change Password, and Align Windows. There are several annotations with red arrows pointing to specific elements:

- 'Select Financial Institution' points to the account dropdown menu.
- 'Begin Automated Update' points to the 'Download' button.
- 'Import Web Connect File' points to the 'Import File' button.
- 'Open Financial Institution Website' points to the bank icon in the top right corner.

The main area displays a table of transactions with columns: Date, Num, Downloaded Payee, Payment, Deposit, Payee, and Account. The table shows various transactions from 03/24/06 to 03/27/06, including payments to Southwest Gas, McDonald's, and deposits from share accounts. A legend at the bottom indicates 'Matched' (orange circle) and 'Unmatched' (white circle).

Date	Num	Downloaded Payee	Payment	Deposit	Payee	Account
03/24/06		SOUTHWEST GAS ONLINE PMT	45.00			
03/24/06		#123456022901 POS THE HOME	70.55			
03/24/06		COX CABLE ONLINE PMT	108.49			
03/24/06		#212934 POS MCDONALD'S F1...	14.28			
03/24/06		#318964 POS LOMA CATALINA C	44.36			
03/24/06		#000197269762 ATM TD's	105.00			
03/25/06		#000197318764 ATM TD's	105.00			
03/27/06		From Share 01		300.00		
03/27/06		EUREST DINING 11091436 TU...	6.30			
03/27/06		K-SWISS DIRECT INC 818-706...	60.00			
03/27/06		NMAC LOANS ONLINE PMT	467.87			
03/27/06		CIRCLE K 00166 TUCSON AZ Date	38.19			
03/27/06		From Share 01		100.00		
03/27/06		JEFFY LUBE #2863 TUCSON AZ	109.60			
03/27/06		MCDONALD'S F18787 TUCSON AZ	9.23			
03/27/06		From Loan 02		100.00		
03/27/06		OVERDRAFT FEE	5.00			
03/27/06		Account Transaction		200.00		
03/27/06		From Share 01		13.74		

What You Need to Get Started

Before you enable your QuickBooks accounts 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, the customer ID and PIN/password you will need are the same as the ones you use currently to log into the financial institution website. For Direct Connect they may be the same or not. Please contact your financial institution to verify your Direct Connect login information.

It is recommended that you take these steps first:

- Back Up Your QuickBooks Data File.

For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

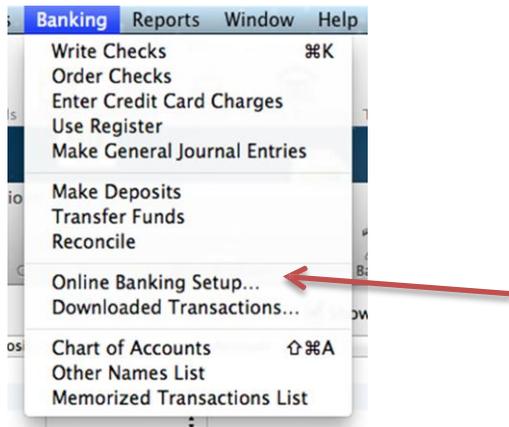
- Download the latest QuickBooks update.

For instructions to download an update, choose **Help menu** and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

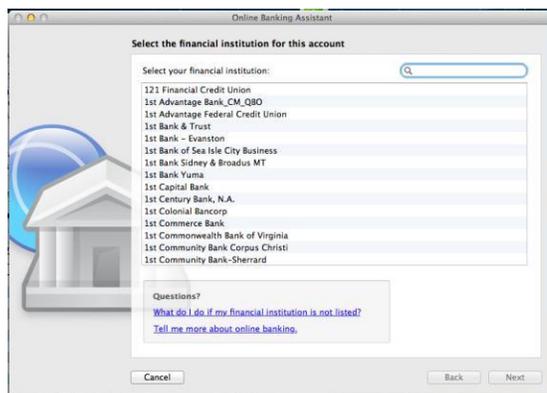
Set Up an Account for Online Banking (Direct Connect)

Note: For more information on Direct Connect setup, please see:
<http://www.qblittlesquare.com/2011/10/post-098/>

1. Choose the **Banking** menu > **Online Banking Setup**.



2. Enter the name of the financial institution.



3. Choose your financial institution and click **Next**.
4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
5. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
6. Enter credentials and click **Sign In**.
7. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.
8. Click **Next** and then click **Done**.

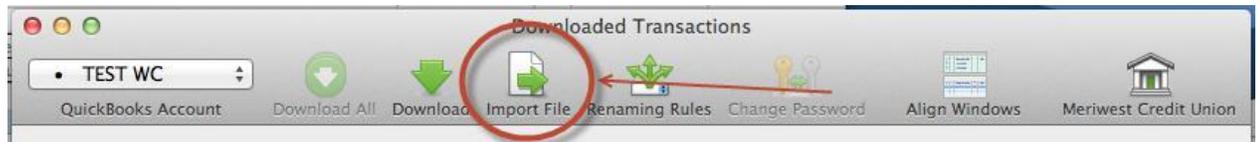
Set Up an Account for Online Banking (Web Connect)

Note: For more information on Web Connect setup, please see:
<http://www.qblittlesquare.com/2012/04/online-banking-using-web-connect/>

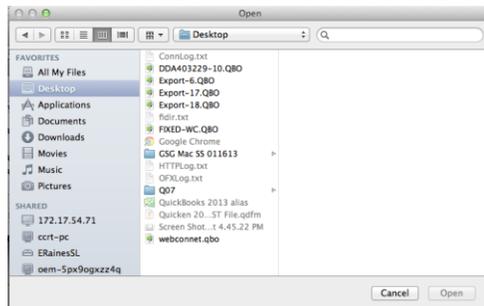
1. Log in to your financial institution's (FI's) web site. Download your transactions according to your financial institution's instructions. You will need to select the download type for QuickBooks, such as "QuickBooks Web Connect (*.QBO)."

Note: The Mac operating system should save the file to a default location. Please make note of this location for the next steps.

2. Open QuickBooks and your Company file, then choose the **Banking** menu > **Downloaded Transactions** > **Import File**.

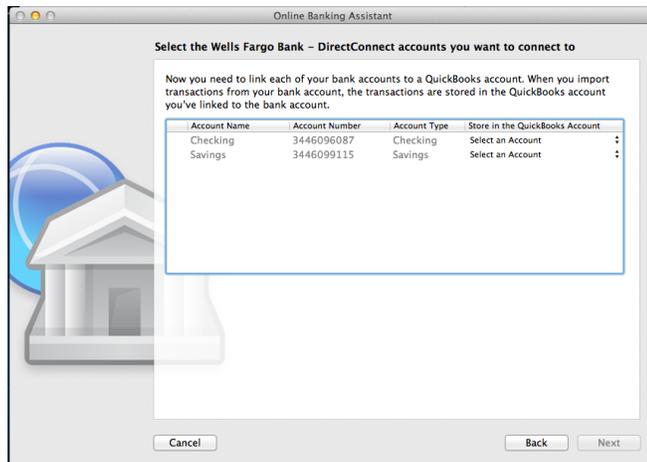


You will then see an import dialog.

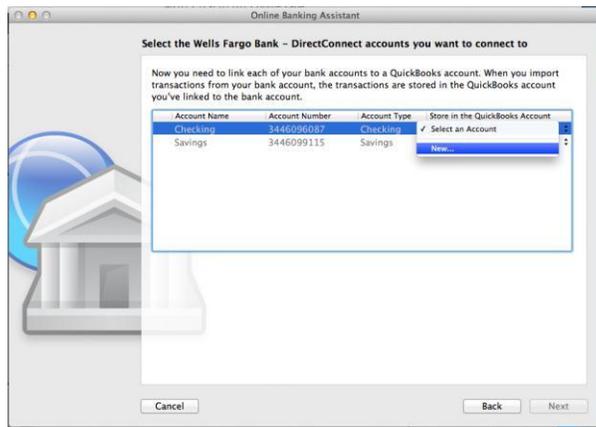


3. Navigate to and select the file you downloaded in Step 1, then click **Open**.

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



4. Click on **Select an Account** for each account and choose which account in QuickBooks to connect it to. If you do not yet have an account in QuickBooks to connect with, you can select **New...** as shown below.

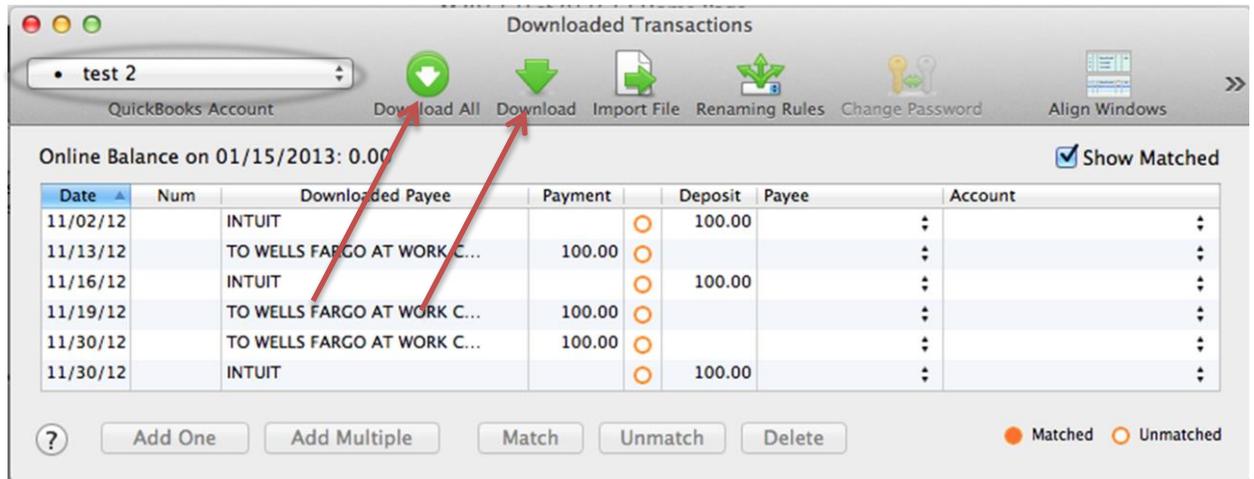


5. After creating a new account, you may need to click **Select an Account** again and select the new account.
6. When done, click **Next** at the bottom.
7. You will receive a message that you have successfully set up your accounts. Click **Close** to return to the Downloaded Transactions window.

Updating Accounts

Updating an Account (Direct Connect)

1. Choose **Banking** menu > **Downloaded Transactions**.



2. Click **Download** to update only the selected account, or **Download All** to update all of your accounts activated for online banking.
3. QuickBooks will open a window to enter the account PIN or password supplied by your financial institution. Enter this and then click OK.

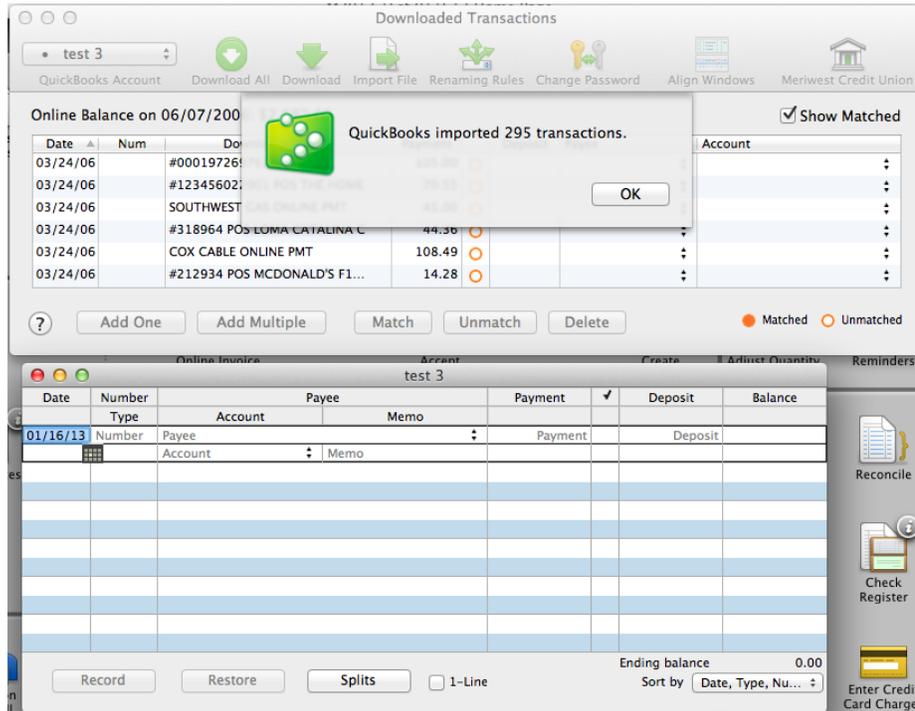


Note: You can choose to add your online banking password to your Mac OS Keychain, but this is not required.

QuickBooks will then connect and synchronize online banking transactions with the financial institution.

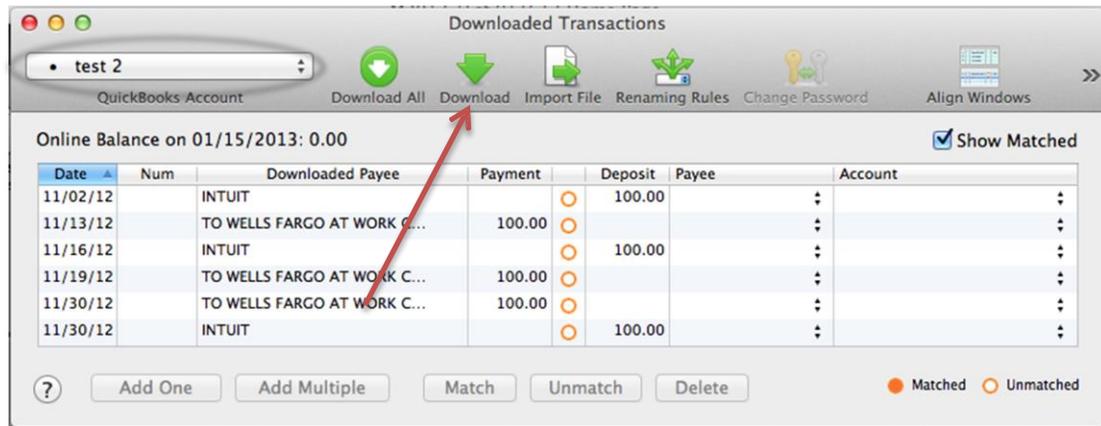
4. When done, QuickBooks will give you a count of how many transactions were imported. Click **OK** when ready.

- QuickBooks will then return to the **Downloaded Transactions** window and open the register for the selected account so that you can begin the transaction matching process.



Updating an Account (Web Connect)

1. Choose the **Banking** menu > **Downloaded Transactions**.
2. Select the Web Connect account you want to update in the drop down menu toward the upper left corner. Then click **Download**.



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.

3. 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 will take over and begin the import process.
 - If you save it, you can import it later using the **Import File** button in the Downloaded Transactions window.

QuickBooks will then import the online banking transactions.

4. When done, QuickBooks will give you a count of how many transactions were imported. Click **OK** when ready.
5. QuickBooks will then return to the **Downloaded Transactions** window and open the register for the selected account so that you can begin the transaction matching process.

Special Note 2: Other Resources

Here are links to other resources that Intuit makes available to help customers with Online Banking in QuickBooks for Mac:

Intuit's QB Little Square Site: Dedicated to QuickBooks Mac Users

www.qblittlesquare.com

QuickBooks for Mac 2014 Official User Guide

<http://www.qblittlesquare.com/wp-content/uploads/2013/09/QuickBooks-for-Mac-2014-1309-51.pdf>

Online Banking: Updating your Register

<http://www.qblittlesquare.com/2012/04/online-banking-updating-your-register-2/>

Online banking: Tips and troubleshooting

<http://www.qblittlesquare.com/2012/04/olbtroubleshooting/>

Online banking: Renaming rules for payee names

<http://www.qblittlesquare.com/2012/04/post-096/>

Video: Renaming rules and Add Multiple with online banking

<http://www.qblittlesquare.com/2012/04/online-banking-renaming-rules/>

WebConnect vs. DirectConnect

<http://www.qblittlesquare.com/2011/12/webconnect-versus-directconnect/>