Intuit. Financial Services

# QuickBooks Mac 2014 Getting Started Guide

Financial Institution Support - OFX Connectivity Group

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# **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.

Select I	Financial Institution			Beg	in Automated Upd	ate
000	+	Download	a Tr	ansaction	15	Import Web Connect File
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Date 🔺	Num Downloaded Payee	Payment		Deposit	Payee Account	
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03/24/06	#123456022901 POS THE HOME	70.55	0		:	Open Financial Institutio
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03/24/06	#318964 POS LOMA CATALINA C	44.36	0		:	:
03/24/06	#000197269762 ATM TD's	105.00	0		•	:
03/25/06	#000197318764 ATM TD's	105.00	0		:	:
03/27/06	From Share 01		0	300.00	:	:
03/27/06	EUREST DINING 11091436 TU	6.30	0		:	:
03/27/06	K-SWISS DIRECT INC 818-706	60.00	0		:	:
03/27/06	NMAC LOANS ONLINE PMT	467.87	0		:	:
03/27/06	CIRCLE K 00166 TUCSON AZ Date	38.19	0		:	:
03/27/06	From Share 01		0	100.00	:	:
03/27/06	JIFFY LUBE #2863 TUCSON AZ	109.60	0		:	:
03/27/06	MCDONALD'S F18787 TUCSON AZ	9.23	0		:	:
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03/27/06	OVERDRAFT FEE	5.00	0		:	:
03/27/06	Account Transaction		0	200.00	:	:

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# 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: <a href="http://www.gblittlesquare.com/2011/10/post-098/">http://www.gblittlesquare.com/2011/10/post-098/</a>

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



2. Enter the name of the financial institution.

	Select the financial institution for this account		
	Select your financial institution:	Q	
	121 Financial Credit Union		
	1st Advantage Bank_CM_QBO		
	1st Advantage Federal Credit Union		
-	1st Bank & Trust		
	1st Bank - Evanston		
	1st Bank of Sea Isle City Business		
	1st Bank Sidney & Broadus MT		
	1st Bank Yuma		
	1st Capital Bank		
	1st Century Bank, N.A.		
	1st Colonial Bancorp		
	1st Commerce Bank		
	1st Commonwealth Bank of Virginia		
-	1st Community Bank Corpus Christi		
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	Questions?		
	What do I do if an Reportal Institution is not listed?		
	what do i do it my intancial institution is not instear		
	Tell me more about online banking.		

- 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: <a href="http://www.gblittlesquare.com/2012/04/online-banking-using-web-connect/">http://www.gblittlesquare.com/2012/04/online-banking-using-web-connect/</a>

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.

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ConnLog.txt
DDA403229-10.QBO Expect 6 OBO
Export-17.080
S Export-18.Q8O
fidir.txt
Google Chrome
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HTTPLog.txt
OFXLog.txt
QuickBooks 2013 alias
Quicken 20ST File.qdfm
Screen Shott 4.45.22 PM subconst abo
a webconnection

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.

elect the Wells Farge	o Bank – DirectCon	nect accounts y	ou want to connect to	
Now you need to link transactions from you you've linked to the b	each of your bank acc r bank account, the tr ank account.	ounts to a QuickB ansactions are sto	ooks account. When you in ored in the QuickBooks acco	port ount
Account Name	Account Number	Account Type	Store in the QuickBooks Acco	unt
Checking	3446096087	Checking	Select an Account	÷
Savings	3446099115	Savings	Select an Account	÷
Cancel			Back	Next
	Cancel	Transactions from your bank account, the fu you've linked to the bank account.	Transactions from your bank account, the transactions are sto you've linked to the bank account. Account Name     Account Nume       Account Nume     Account Nume       Checking     3446099015       Savings     3446099115	Cancel Back

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**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.

0 0		Online Banking Assist	tant		-
	Select the Wells Farg	o Bank - DirectCon	nect accounts y	ou want to connect to	
	Now you need to link transactions from you you've linked to the b	each of your bank acc or bank account, the tr ank account.	ounts to a QuickE ansactions are sto	looks account. When you impor ored in the QuickBooks account	t
	Account Name	Account Number	Account Type	Store in the QuickBooks Account	
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			1120 / A. 104	THE WAR	
and the second					
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	Cancel			Back	ext

- 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**.

test 2				2			
QuickBo	e on 01/15/2013: 0.00	Download Imp	ort Fi	le Renami	ng Rules Change Pass	sword Align Wind	Matched
Date 🔺 N	um Downloaded Payee	Payment		Deposit	Payee	Account	
11/02/12	INTUIT		0	100.00	:		:
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11/16/12	INTUIT		0	100.00	:		\$
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	TO WELLS FARGO AT WORK C	. 100.00	0		:		:
11/30/12				100.00			

- 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.

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test 2	is Assount		Alian Windows
Online Balance	on 01/15/2	Credentials for Wells Fargo Bank - DirectConnect	Show Matched
Date 🔺 Nun	n		count
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11/13/12	TO WELL	Password:	:
11/16/12	INTUIT		
11/19/12	TO WELL	Add Password to Keychain	:
11/30/12	TO WELL		
11/30/12	INTUIT	Cancel 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.

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.

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03/24/0	6	#00019726					Au	June	\$
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Date	Number Type	Account	Payee	test 3	Payment	4	Deposit	Balance	Reminders
Date 01/16/13	Number Type Number	Account Payee	Payee N	test 3 Memo	Payment	4	Deposit Deposit	Balance	Reminders
Date 01/16/13	Number Type Number	Account Payee Account	Payee N	test 3 Memo	Payment Payment	4	Deposit Deposit	Balance	Reminders
Date 01/16/13	Number Type Number	Account Payee Account	Payee N	test 3 Memo	Payment	-	Deposit Deposit	Balance	Reminders
Date 01/16/13	Number Type Number	Account Payee Account	Payee N	test 3 Memo	Payment Payment		Deposit Deposit	Balance	Reminders
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Date 01/16/13	Number Type Number	Account Payee Account	Payee N	test 3 Aemo	Payment Payment		Deposit Deposit	Balance	Reminders Reconcile Check Register
Date 01/16/13	Number Type Number	Account Payee Account	Payee N	test 3 Aemo	Payment Payment		Deposit	Balance	Reminders Reconcile Check Register

## **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**.

Quic	kBooks /	Account Download All De	ownload Imp	ort Fi	ile Renami	ng Rules Change Pass	sword Align Windows
Online Bala	ance on	01/15/2013: 0.00	1				Show Matche
Date 🔺	Num	Downloaded Payee	Payment		Deposit	Payee	Account
11/02/12		INTUIT		0	100.00	;	+
11/13/12		TO WELLS FARGO AT WORK 9	100.00	0		\$	;
1/16/12		INTUIT		0	100.00	:	:
1/19/12		TO WELLS FARGO AT WORK C	100.00	0		\$	;
1/30/12		TO WELLS FARGO AT WORK C	100.00	0		:	:
11/30/12		INTUIT		0	100.00	\$	\$

**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 1: Matching and Adding Transactions**

**Note:** For more information on transaction matching, please see: <a href="http://www.gblittlesguare.com/2012/04/online-banking-updating-your-register-2/">http://www.gblittlesguare.com/2012/04/online-banking-updating-your-register-2/</a>

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

- 2. Click the Financial Institution drop-down menu and choose your financial institution (FI).
- 3. Use the buttons at the bottom of the Downloaded Transactions window to add downloaded transactions to the account register add multiple at one time, match them to transactions already in the register and more.
- 4. For detailed instructions on how to match and add transactions go to the QuickBooks Help menu, and use the search field at the top to search for "Match Transactions," then select the article Online Banking: Updating your Register. Or, you can use the links in the next section for online resources and information.

# **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.gblittlesquare.com/2012/04/online-banking-updating-your-register-2/

#### **Online banking: Tips and troubleshooting**

http://www.gblittlesquare.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/