

Bring the bank to you!

AT A GLANCE

If you don't accurately reconcile bank statements, you risk making an error — one that could cost the company money and cause you long nights poring over the numbers to fix the problem. QuickBooks has a fast and easy way to synchronize your online bank statements with the transactions you record in QuickBooks, making account reconciliation a breeze.

To synchronize online bank statements with our QuickBooks company data, we'll:

- Set up an online connection with a financial institution through the Online Banking Setup Interview.
- Obtain a QuickStatement through the Online Banking Center that contains new and unmatched transactions.
- Discuss the differences between Direct Connect online banking and Web Connect online banking.

You can take some of the tedium out of reconciling bank statements — and also lessen the chance for human error — by importing your bank statements directly from your bank's website. QuickBooks paved the way for this innovative feature, giving them an edge over competing accounting software. Many banks now translate your statement transactions into QuickBooks for quick reconciliation.

Is your bank on board? You can view a list of the financial institutions that support QuickBooks by choosing Banking | Online Banking | Available Financial Institutions from the menu bar.

Get the bank information you need

Before you can set up an online banking connection between QuickBooks and your financial institution, you need to obtain some information from your bank. You'll first need a username and password for your bank's website. Once you have this information, you're ready

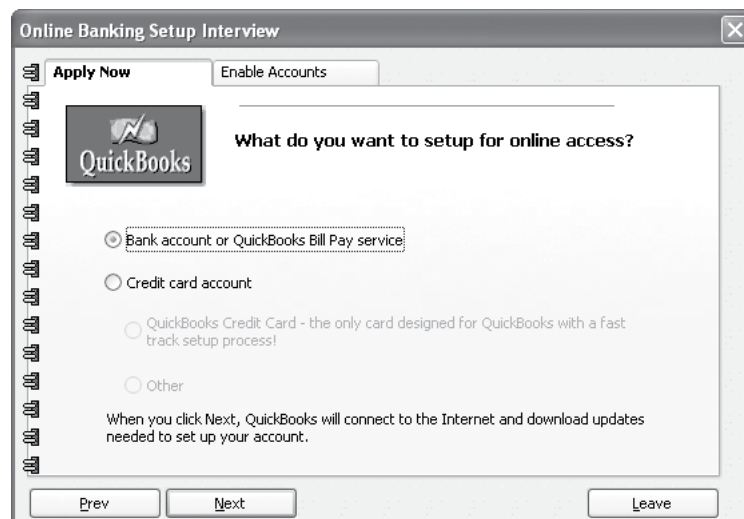
to begin the Online Banking Setup Interview.

To access the Online Banking Setup Interview:

1. Launch QuickBooks and open your company file.

2. Choose Banking | Online Banking | Setup Account For Online Access from the menu bar.

3. Click Yes when QuickBooks prompts you to close any open windows. QuickBooks prompts you to save any unsaved changes.



1: You can also use the Online Banking Setup Interview to get access to your credit card statements and make direct online bill payments.



The on-going challenge of increasing productivity and decreasing inefficiencies can be overwhelming — often leaving business owners wondering where to begin. By Design Solutions helps you put together the pieces of the complex puzzle of accounting and business management systems. We not only help you evaluate and **S**elect the right version of QuickBooks, but help you **I**mplement it, **M**aximize it's use, **P**erform tasks more efficiently, **L**earn through hands on training, and then **E**nlist our help when you need support! It's just that **SIMPLE!** View our website for more information at www.ByDesignSolutions.com

To select the bank you wish to work online with:

1. Advance past the Online Banking Setup Interview's welcome screen by clicking Next.
2. Select the Bank Account Or QuickBooks Bill Pay Service option button, as shown in **Figure 1**, and then click Next.
3. Assuming you've already spoken with your bank and obtained the information you need, select the I Have Already Completed An Application With My Institution option button and click Next.

To enable the online account to communicate with QuickBooks:

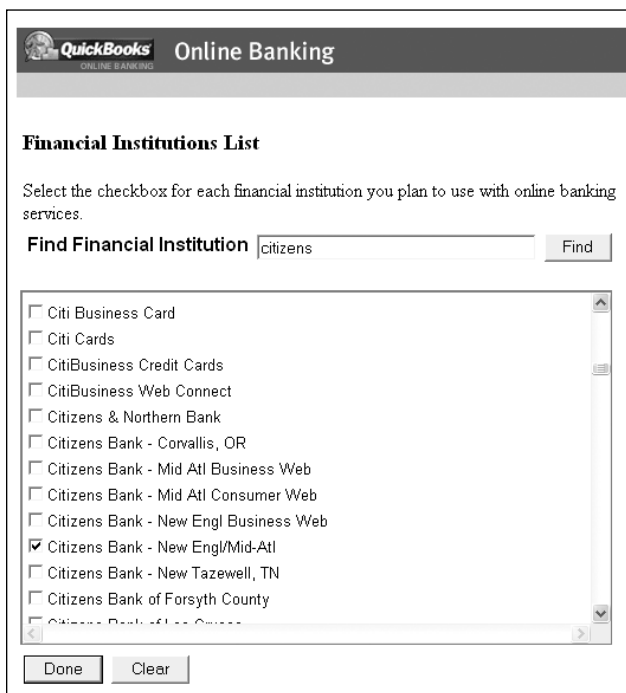
1. Select the Enable Accounts tab to confirm that you've received account information from your bank or institution and click Next.
2. Click the Add Financial Institution button to open a web browser that lists all of the QuickBooks-supported banks.

3. Scroll through the list box and select the check mark to the left of your bank, as shown in **Figure 2**. You can also enter your bank name in the text box and search for it by clicking the Find button.
4. Click Done, and then click OK to confirm your selection. QuickBooks connects to your financial institution.
5. Select your bank from the I Would Like To Enter Information For My Accounts At dropdown list and click Next.
6. Confirm that you've received information from your bank by selecting the Yes I've Received My Confirmation Letter From [institution name] option button and click Next.
7. Enter your routing number and your customer ID with your bank in the appropriate text boxes, as shown in **Figure 3**, and then click Next.
8. Select the Use My Existing QuickBooks Account option button

and select an account from the accompanying dropdown list.

Create a new account: If you'd like, you can create a new account instead of importing transactions into an existing account by selecting the Create A New QuickBooks Account option button. If you do so, QuickBooks prompts you to name the new account and provide an opening balance.

9. Choose the type of bank account from the dropdown list, and then enter your account number in the Account Number text box, as shown in **Figure 4**.
10. Select the Online Account Access check box and click Next.
11. Click OK after you read the Service Agreement Information message box.
12. Select the No option button to bypass the option to set up an account with a different financial institution and click Next.
13. Click the Leave button on the Congratulations screen, which informs you that you're ready to begin using online banking for that account.



3: If you aren't sure of your bank customer ID, contact the institution for clarification.

2: QuickBooks opens an internet browser so you can choose from a list of financial institutions that support their online banking.

View your transactions with QuickStatements

Once you set up an account for a financial institution with QuickBooks, you can download your bank transactions in the form of a QuickStatement.

To retrieve a QuickStatement from your bank:

1. Access the Online Banking Center by choosing Banking | Online Banking | Online Banking Center. In QuickBooks 2006, you can also access the Online Banking Center by clicking on the Online Banking icon on the Home page.
2. Ensure that there's a check mark to the left of the Get New QuickStatement For Account: [Account Name] item in the Items To Send area of the Online Banking Center, as shown in **Figure 5**.
3. Click the Go Online button to download the new QuickStatement.

The QuickStatement includes every transaction since the last statement you downloaded, along with any transactions that weren't reconciled from previous QuickStatements.

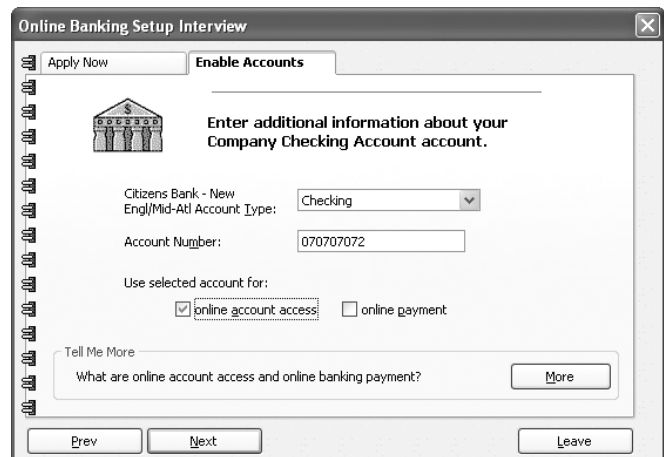
Direct Connect vs. Web Connect

In this article, we set up a Direct Connect online banking account. But you'll notice that there was no option in the Online Banking Setup Interview for choosing either Direct Connect banking or Web Connect banking, even though QuickBooks offers both. This is because the type of banking is determined by each financial institution. It's important that you find out which type of connection your institution uses when you're setting up your account information.

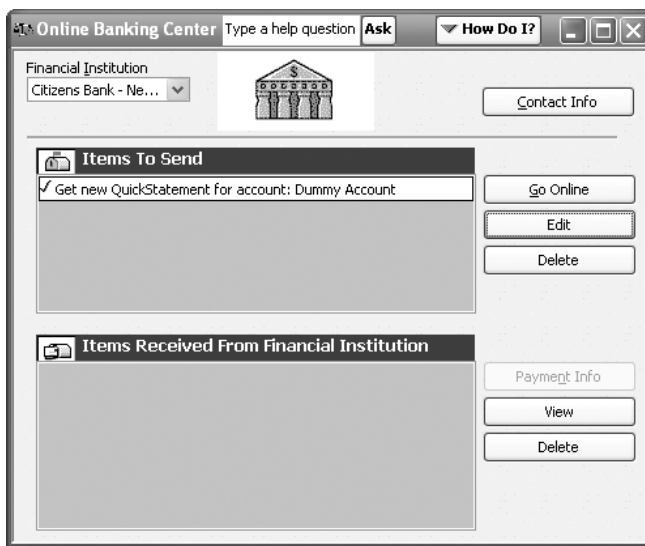
Direct Connect banking

You access Direct Connect banking through the Online Banking Center in QuickBooks, as we showed you in this article. It generally supports statement downloads, transfers between accounts, email, and bill payment, unless your financial institution says otherwise.

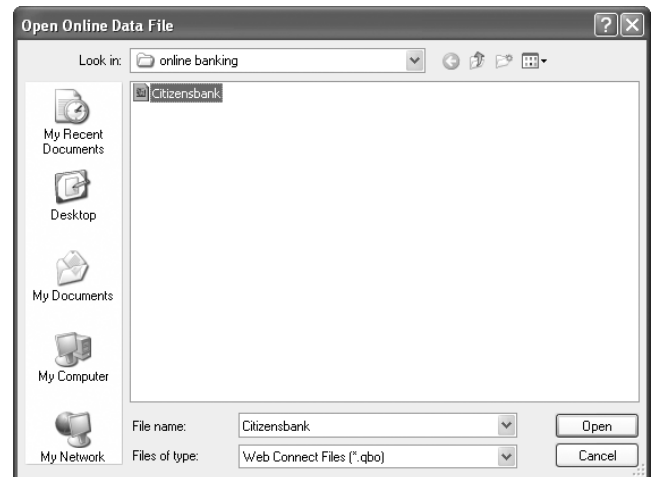
When you use Direct Connect banking, it creates an immediate secure online connection between QuickBooks and the bank. And you use the Online Banking Setup Interview to enter account information prior to making the banking connection.



4: When you want to import bank statements for reconciliation, you're setting up online account access, not online payment.



5: You can see items you need to send to your financial institution, along with items you've recently received.



6: QuickBooks saves its transaction data in a file with a .qbo file extension.

Web Connect banking

Unlike the Direct Connect banking, Web Connect banking only deals with statement downloads from the financial institution. Instead of directly connecting with the financial institution's website, you actually access their website to download a statement as a file. Then you can import it into QuickBooks. First you need to set up a QuickBooks preference that prompts you to save a file when you obtain Web Connect statement data.

To change the necessary QuickBooks preference:

1. Choose Edit | Preferences from the menu bar to view the Preferences dialog box.
2. Click on the Services Connection icon on the left, and then select the My Preferences tab, if necessary.
3. Ensure that the Give Me The Option Of Saving A File Whenever I Download Web Connect Data check box is selected.
4. Click OK to dismiss the Preferences dialog box.

Now you're ready to go to your financial institution's website and download your bank statement. This will be different depending on your bank, so you'll want to contact them for more details if you have trouble obtaining the statement.

To import a saved bank statement file:

1. Choose File | Utilities | Import | Web Connect Files from the menu bar.
2. Navigate to the bank statement file in the Open Online Data File dialog box.
3. Select the file, which should have a .qbo file extension, as shown in **Figure 6**, and then click Open.
4. In the Select Bank Account dialog box, choose to either add the transactions to an existing account

or create a new one. As shown in **Figure 7**, we created a new account. QuickBooks creates a default account name, but you can change it if you'd like.

Once QuickBooks informs you that the transfer was successful, it opens the Online Banking Center, where the newest statement appears in the Items Received From Financial Institution section. ♦



7: You can choose to add bank transactions to an existing account or create a new account.

From
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Of:

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