



# QuickBooks 2016 for Mac OS X Getting Started Guide for Financial Institutions

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*Financial Institution Support – OFX Connectivity Group*

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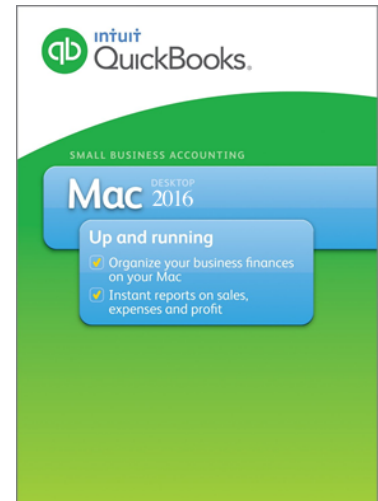
# QuickBooks 2016 for Mac Getting Started Guide

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)
- 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)



## QuickBooks 2016 Downloaded Transactions Interface

The QuickBooks 2016 Online Banking center is a one-stop-shop to download your online banking activity and match transactions.

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		JIFFY 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, use the same customer ID and PIN/password as your financial institution website. For Direct Connect, they may be different. Please contact your financial institution to verify your Direct Connect login information.

Then follow these steps:

1. Backup Your QuickBooks Data File.

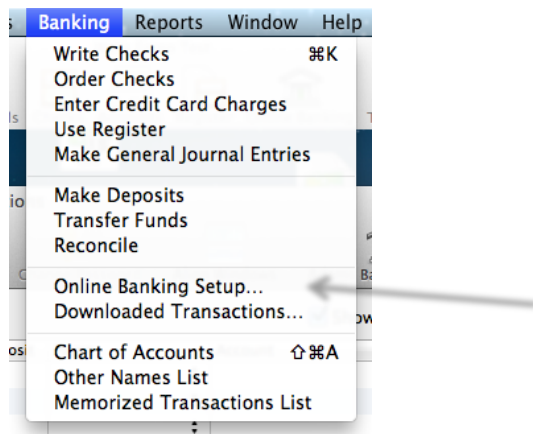
For backup instructions, choose the **Help** menu and use the Search bar available at the top. Search for *Back Up* and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks update.

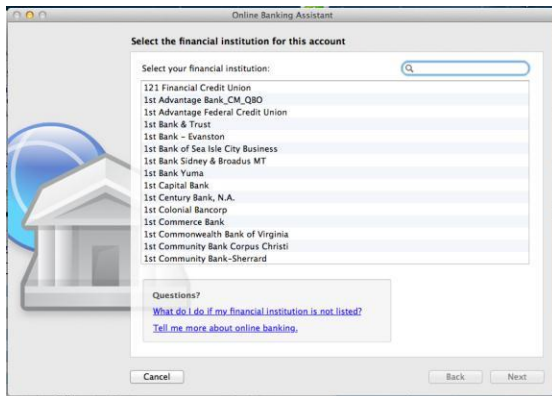
For update instructions, choose the **Help** menu and use the Search bar available at the top. Search for *Update QuickBooks*, select **Check For QuickBooks Updates**, and follow the instructions.

## Set Up an Account for Online Banking (Direct Connect)

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



2. Enter the name of your 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)

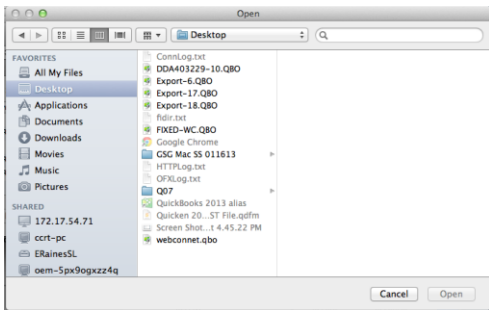
1. Log in to your financial institution's (FI's) web site. Download your transactions according to your financial institution's instructions.

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.

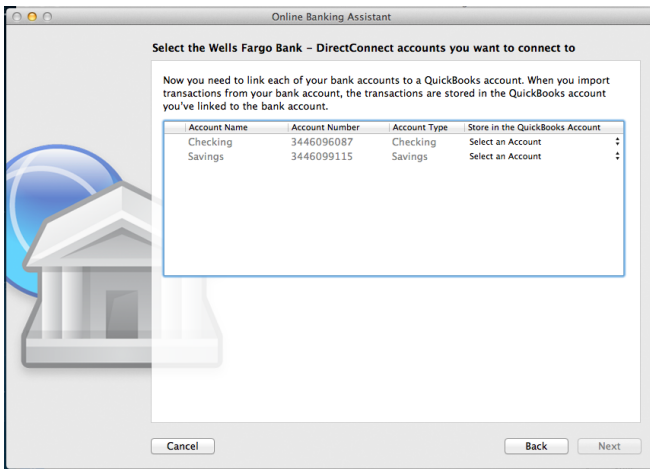
- Open QuickBooks and your Company file, then choose the **Banking** menu > **Downloaded Transactions** > **Import File**.

You will see an import dialog.

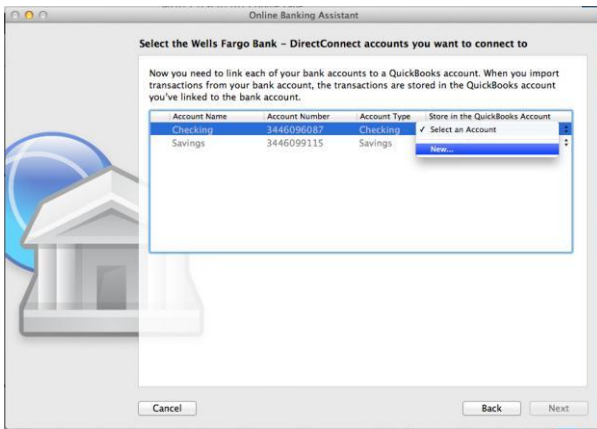


- Navigate to and select the file you downloaded in Step 1, then click **Open**.

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



- 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.



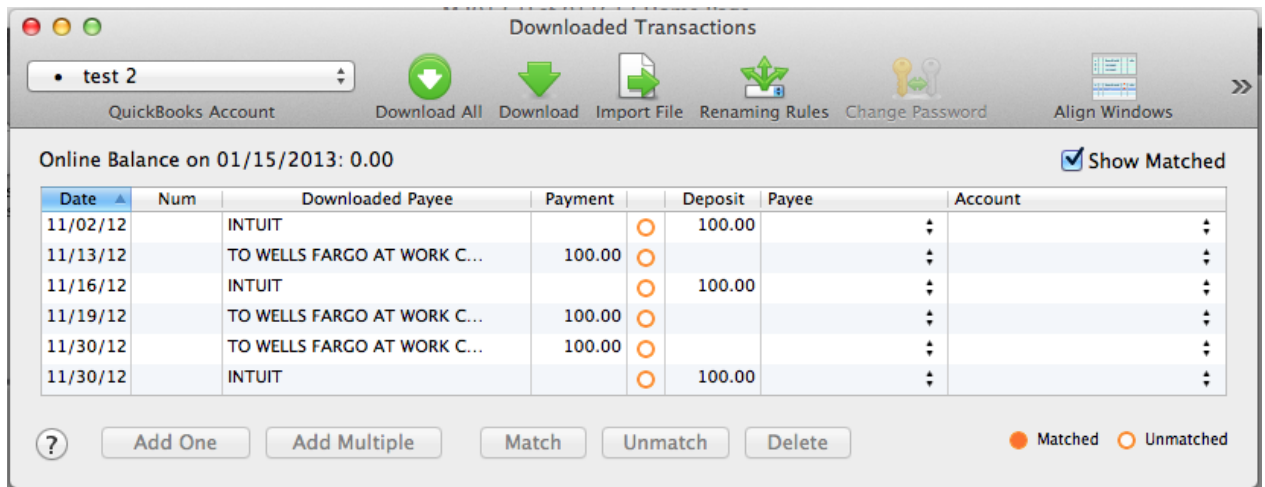
- After creating a new account, you may need to click **Select an Account** again and select the new account.
- When done, click **Next** at the bottom.

You will receive a message that you have successfully set up your accounts.

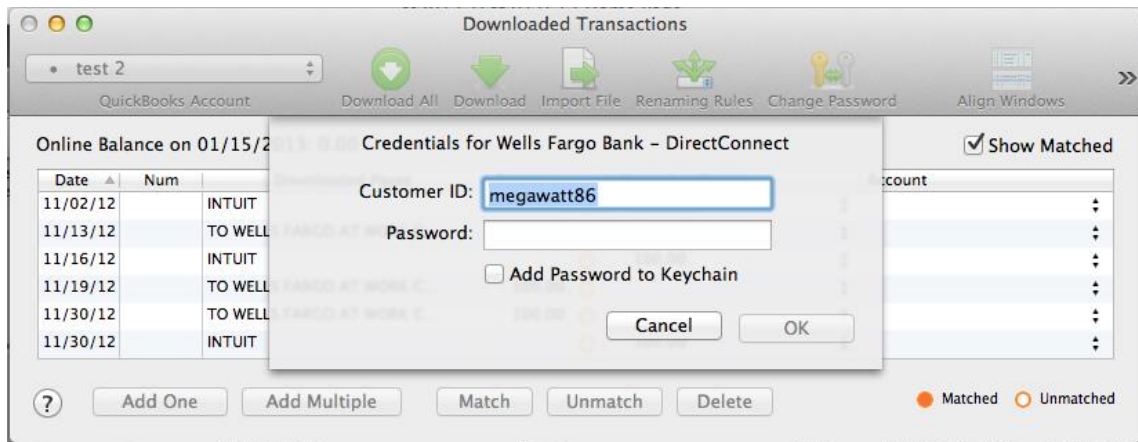
- Click Close to return to the Downloaded Transactions window.
- Updating Accounts**

## Updating an Account (Direct Connect)

- Choose Banking menu > Downloaded Transactions.



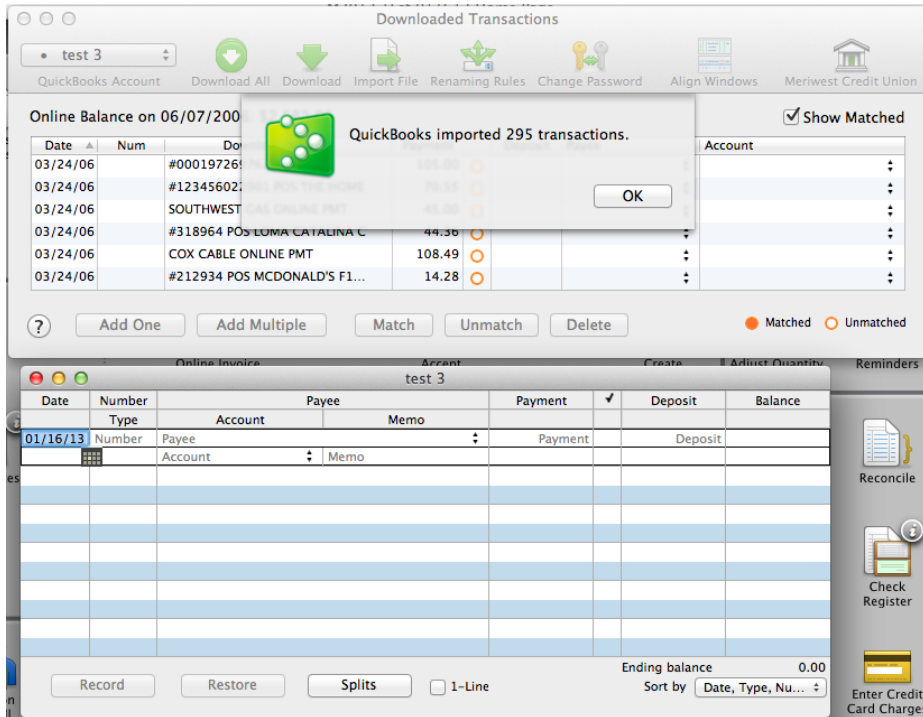
- Click **Download** to update only the selected account, or **Download All** to update all of your accounts activated for online banking.
- QuickBooks will open a window to enter the account PIN or password supplied by your financial institution. Enter this and then click OK.



**NOTE:** You can choose to add your online banking password to your Mac OS Keychain. Intuit does not recommend saving your online banking password in this manner.

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

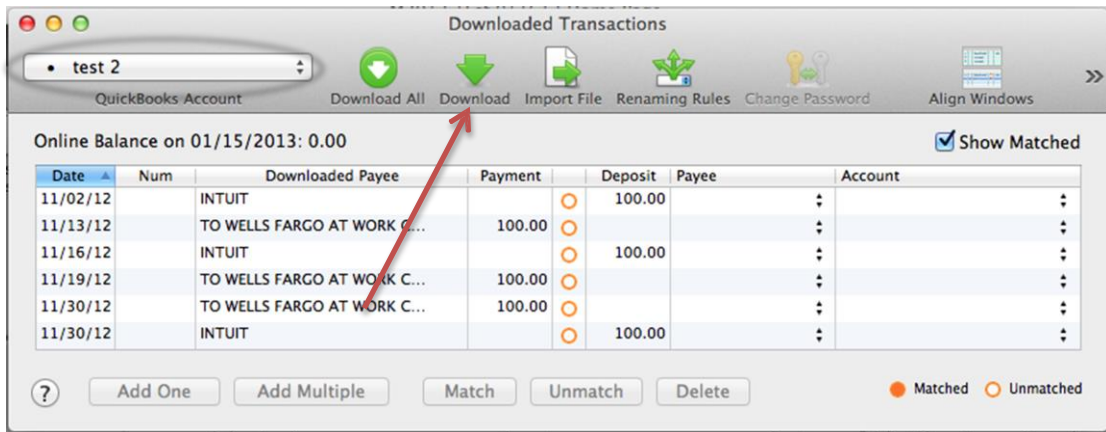
4. QuickBooks will give you a count of how many transactions were imported. Click **OK** to continue.
5. QuickBooks will then return to the Downloaded Transactions window and open the register for the selected account so that you can begin the transaction matching process.





## Updating an Account (Web Connect)

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

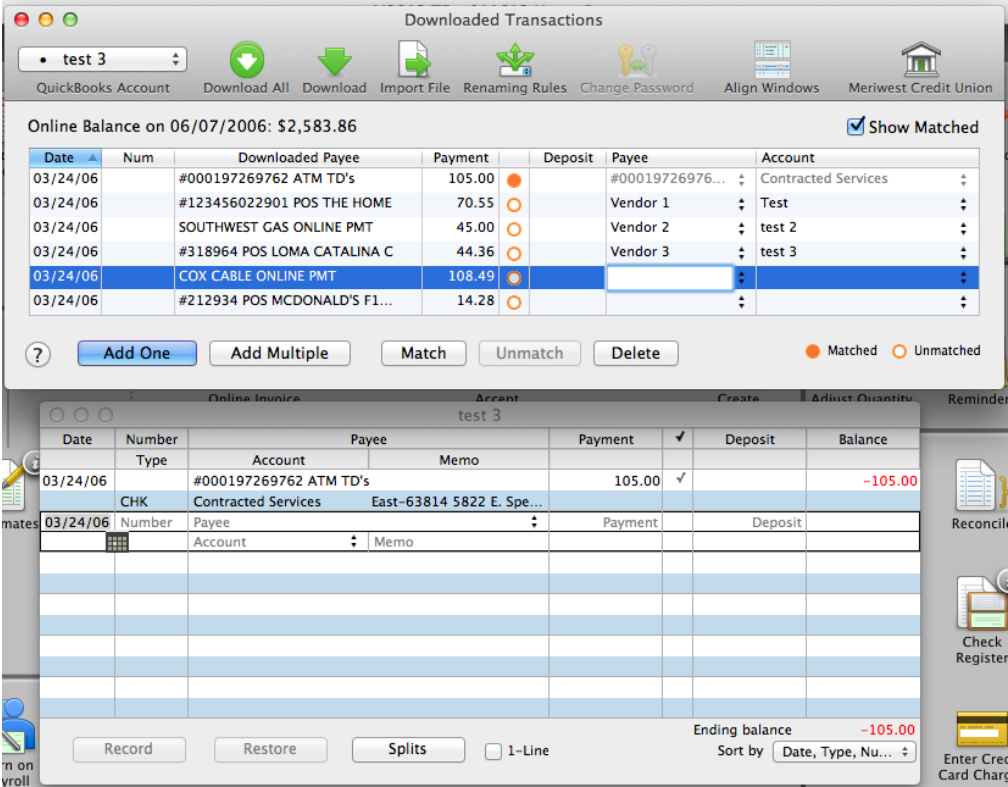


**NOTE:** For Web Connect accounts, QuickBooks will open your financial institution (FI) website. Log in and download the QuickBooks web connect file (\*.QBO) per the financial institution's instructions. Alternately, you can log into the FI website outside of QuickBooks and follow the steps below.

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
4. QuickBooks will then import the online banking transactions.
5. When done, QuickBooks will give you a count of how many transactions were imported. Click **OK** to proceed.
6. 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

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



2. Click the QuickBooks Account menu and choose the account you want to import into.
3. Use the buttons at the bottom of the Downloaded Transactions window to add downloaded transactions to the account register. You can add multiple transactions at once, 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**.