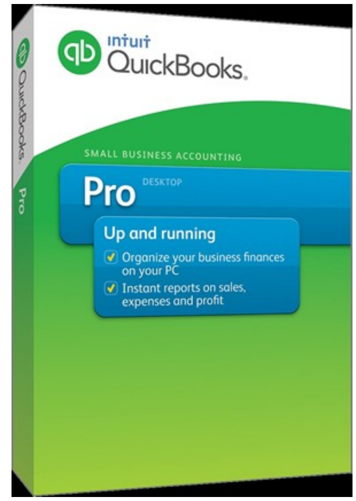
QuickBooks 2016 Getting Started Guide for Financial Institutions

Financial Institution Support – OFX Connectivity Group

Table of Contents



QuickBooks 2016 for Windows Getting Started Guide

Thank you for choosing QuickBooks!

About this Guide

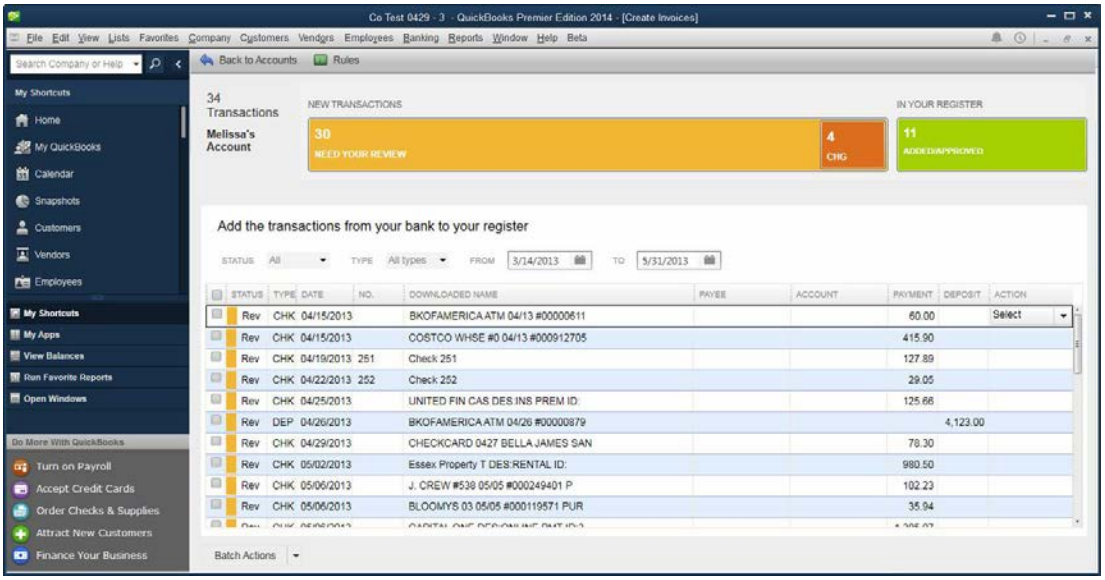
This guide helps you get started with QuickBooks as quickly as possible. You'll learn:

- 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)

The Online Banking Center – Bank Feeds

1. To get to the Bank Feeds menu go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.
2. You will use Bank Feeds to keep your QuickBooks accounts up to date.
3. Click **Refresh Account** to synchronize transactions with your financial institution (more information below).

   The Transaction List window allows you to match downloaded transactions to existing ones in your account register and add new transactions (see the special note at the end of this document for more information).



Display Modes

Express Mode (Bank Feeds) is the default Online Banking interface in QuickBooks 2015. Compared to Side-By-Side Mode, the online banking interface has changed significantly. This new interface provides a better workflow and offers better visuals to showcase customer data.

The first time you set up an account for online banking, you will be prompted to set the display mode; either Express Mode (Bank Feeds) or Register mode. This guide focuses on the new Express Mode. This is the newest mode with the most advanced features.

Choose **Help** menu > **QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview** for more information about display modes.

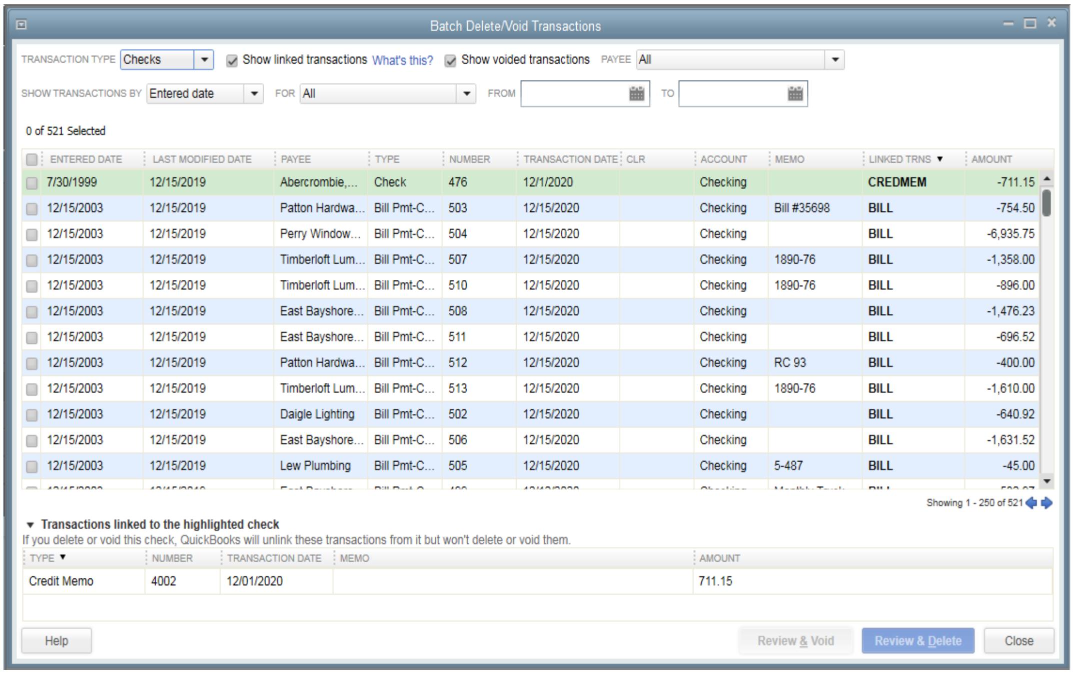
New in QuickBooks 2016

QuickBooks 2016 delivers interface and support improvements that will significantly improve the customer experience.

Batch Delete/Void Transactions Utility

With this utility any QuickBooks Accountant or Enterprise QuickBooks users (admin/external accountant only) will be able to remove many Invoices, Bills, and Check transactions in just a few clicks!

- Only runs in Single User Mode, does not remove paychecks, deposits, online transactions that have been sent, invoices with reimbursable expenses, or transactions in a closed period.
- Located under the Accountant tab.

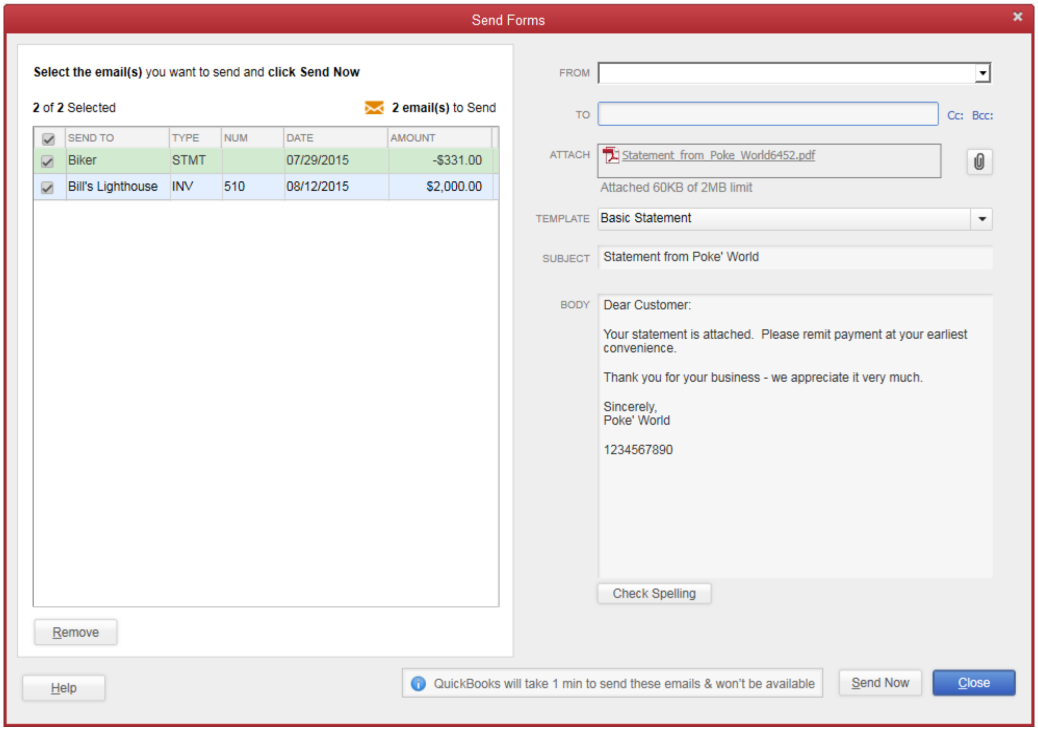


Remove Send Forms

- Click **File > Send Forms**
- Notice that the Send Forms screen now shows about how long it will take to send all the emails that have been selected.(This does not show up if outlook is the default email)

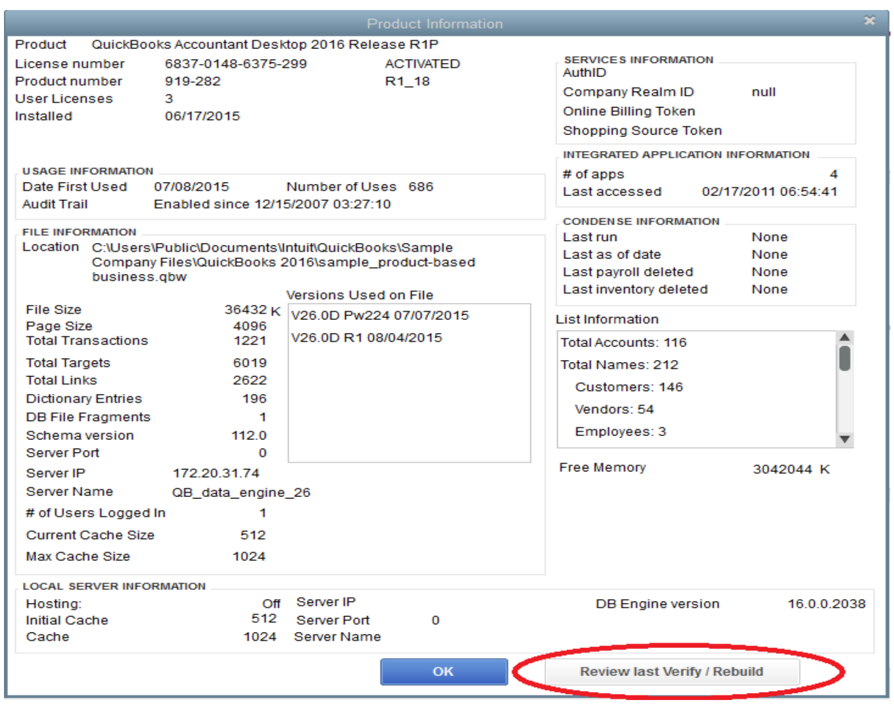
Note: This **does not work** if you use QuickBooks email.

Note: If transactions were created with Sales Tax was turned off, any attempts to remove those transactions from the Send Forms window AFTER Sales Tax is turned on will result in an Unrecoverable Error.



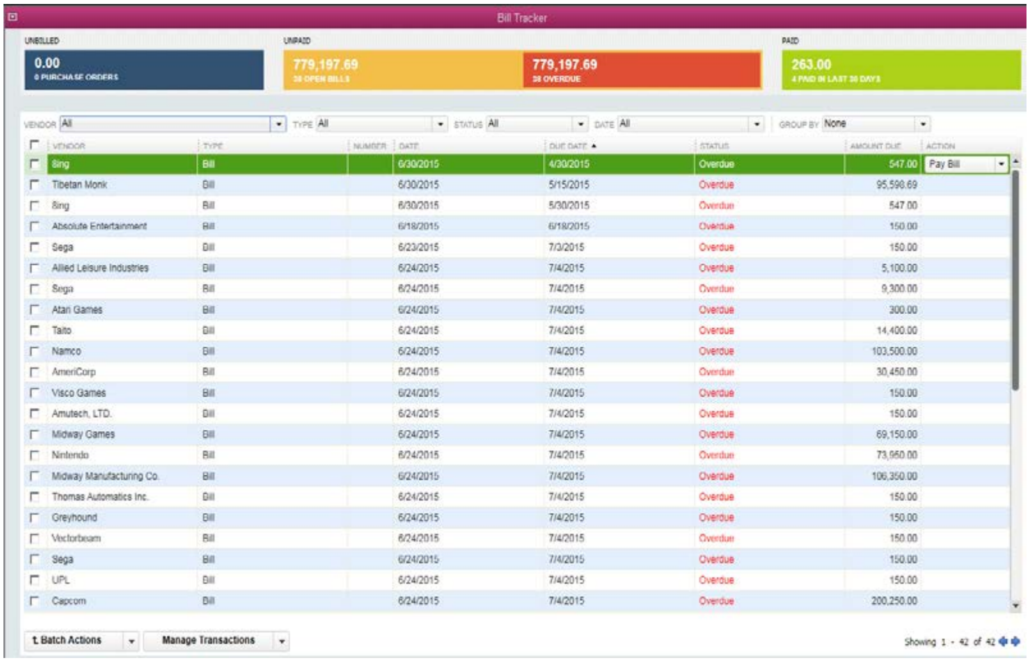
New Verify/Rebuild Feature

- From our Product Information window, we now have the option to review previous verify and rebuild results in the bottom right corner.
- This will take you to two screens that show both errors found and errors fixed or not fixed.



Bill Tracker

The QuickBooks 2016 **Bill Tracker** is a new tool that allows you to easily see the status of your unpaid transactions. You can also use some new tools in the Bill Tracker to make managing your payables easier and more efficient.



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. For Direct Connect, they may be different. Please contact your financial institution to verify your Direct Connect login information.

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.

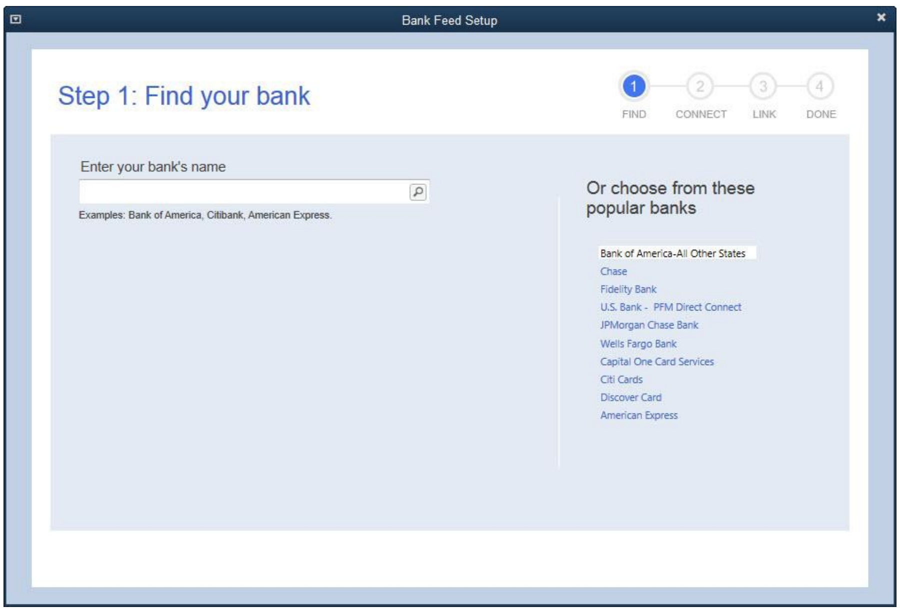
   For update instructions, choose **Help** menu > **QuickBooks Help**. Search for *Update QuickBooks*, then select **Updating QuickBooks**, or **Update QuickBooks**, and follow the instructions.

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

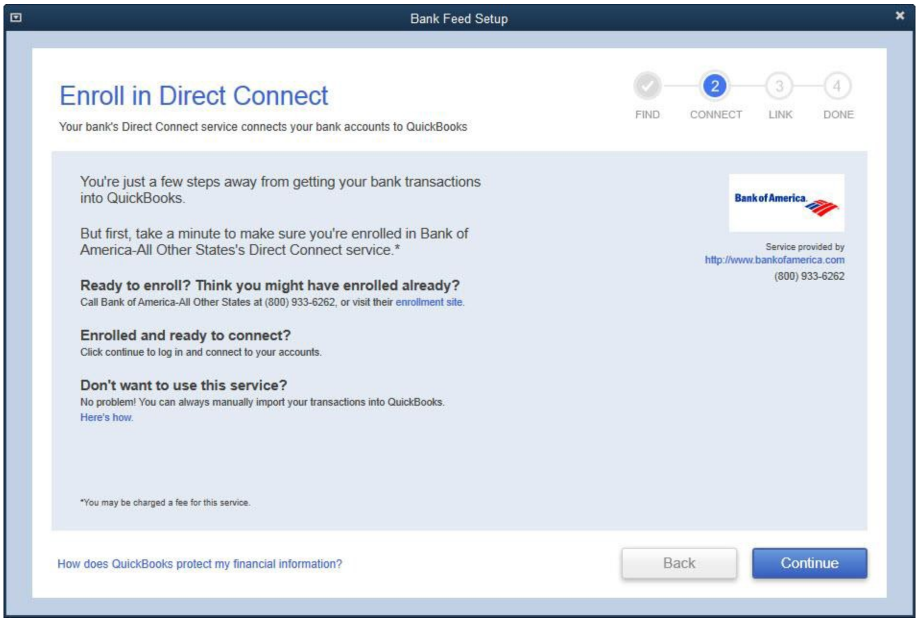
   For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for *Switch to Single User Mode* and follow the instructions.

Set Up an Account for Online Banking (Direct Connect)

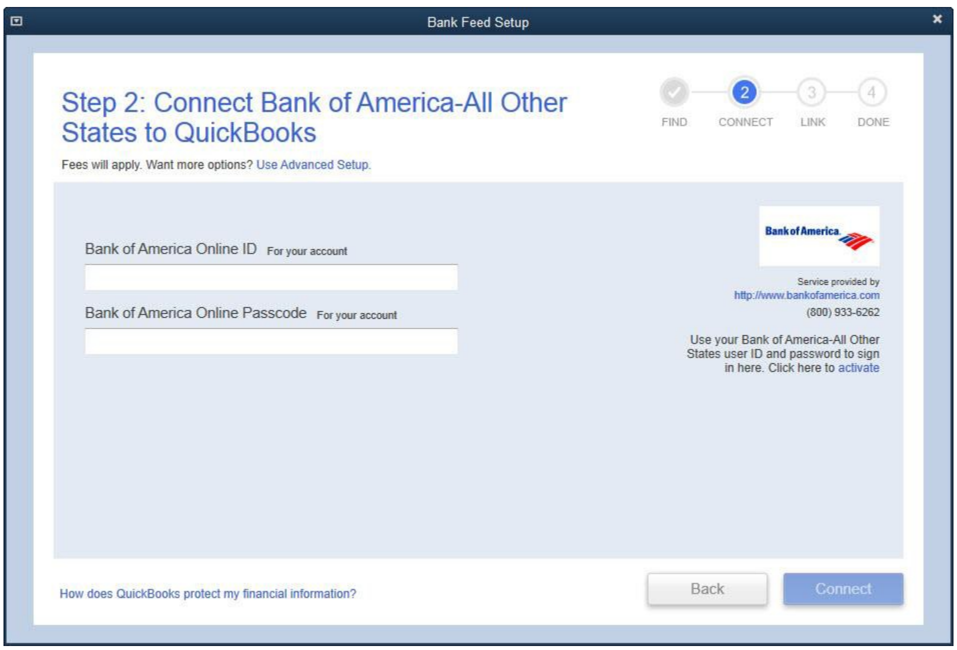
1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feeds for an Account**.
2. On the ***Step 1: Find your bank*** screen, type the name of your bank in the entry field. When your bank appears in the filter results, click it.



3. Depending on your financial institution, after you click your bank name, you may see a screen to select Direct Connect or Web Connect, or you may be asked to enter your credentials.

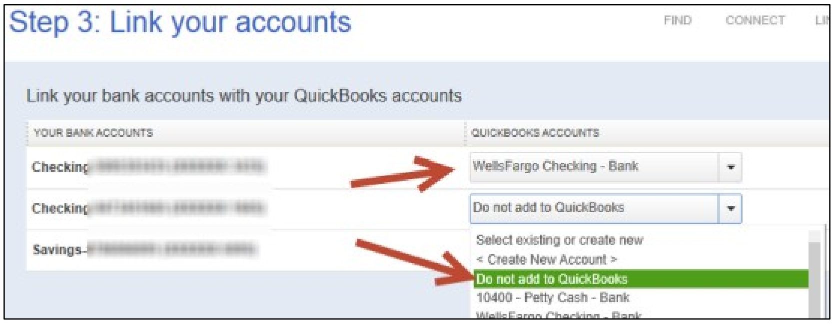


4. If you already enrolled in Direct Connect, click **Continue**. The ***Step 2: Connect Financial Institution to QuickBooks*** screen will appear.



5. Enter your credentials and click **Connect** to connect to your bank.

6. After you connect, you will see all accounts at your financial institution that you can add to QuickBooks. If you don't have an account ready in QuickBooks, click **<Create New Account>** to create a new account. If you don't want to download data from a particular account, choose **Do not add to QuickBooks** from the drop-down menu.



7. After you add your accounts, click **Close**.

Set Up an Account for Online Banking (Web Connect)

1. Log into your financial institution's web site.

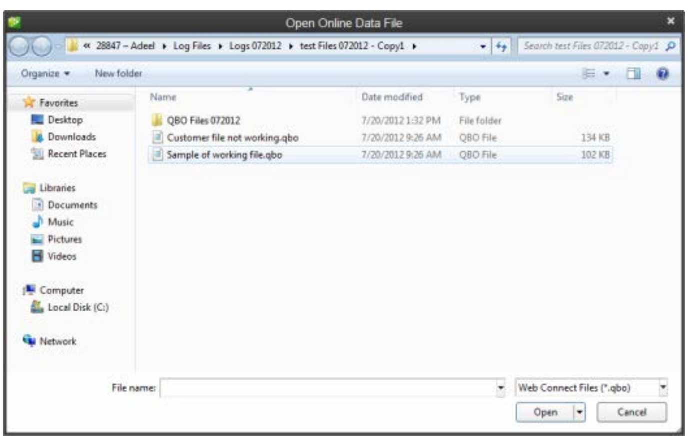
2. Download your transactions according to your financial institution's instructions.

   If you are given a choice for your download format, choose "QuickBooks Web Connect (*.QBO)" and save the file to your computer.

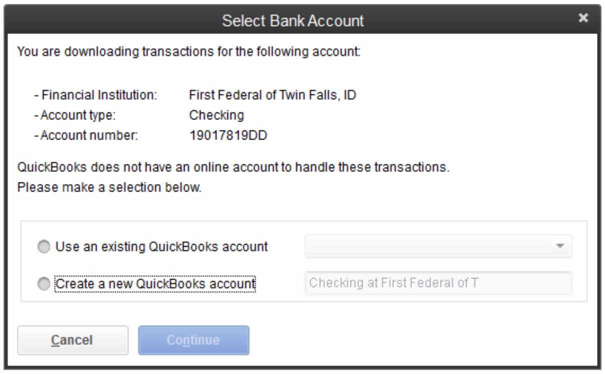
NOTE:	These instructions assume you will save the download to your computer. If you "open" it instead, your web browser should open QuickBooks and begin to import the transactions. If you plan to open the file directly, we recommend that you have your Company file open in QuickBooks 2016 before you begin Step 2.

3. Open QuickBooks and your Company file.

4. Choose **Banking** menu > **Bank Feeds** > **Import Web Connect File**. You will see an import dialog.



5. 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.

6. 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.

7. Click **Continue**.

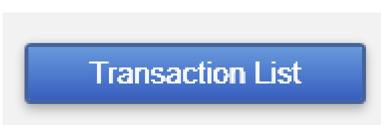
8. Click **OK** to confirm and finish.

NOTE:	There is an alternate way of importing a Web Connect file into QuickBooks by going to **File** > **Utilities** > **Import** > **Web Connect file**, navigate to where the Web Connect file is located on your computer then click **Open**.

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 **Transaction List**.

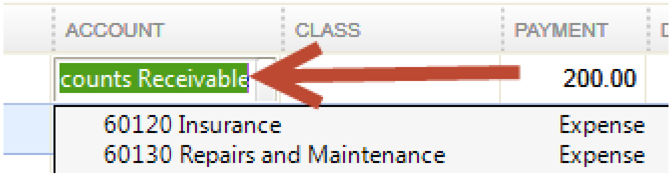


A colored bar will indicate the following:

- 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.

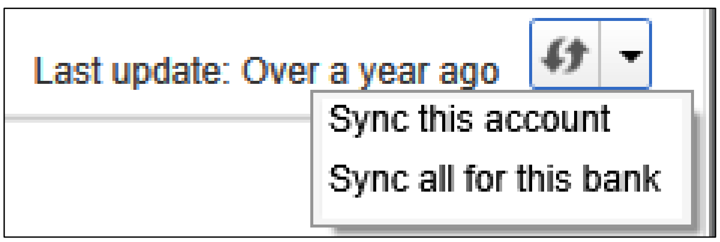
2. Add or Verify the QuickBooks income/expense account on each transaction.



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.

Updating an Account (Direct Connect) – Express Mode (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 **Download Transactions** to start the update process. If you have multiple accounts with the same bank, you can choose to sync either one or all accounts by clicking the sync button in the upper-right hand corner.



After the sync is complete, your accounts should be up to date.

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 **Refresh Account** 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 by going to **Banking** menu > **Bank Feeds** > **Import Web Connect File**, navigate to where the Web Connect file is located on your computer, then click **Open**.

NOTE:	You can also import a Web Connect file into QuickBooks by going to **File** > **Utilities** > **Import** > **Web Connect file**, navigate to where the Web Connect file is located on your computer, and then click **Open**.

5. QuickBooks will then import the online banking transactions and show you a Transmission Summary.

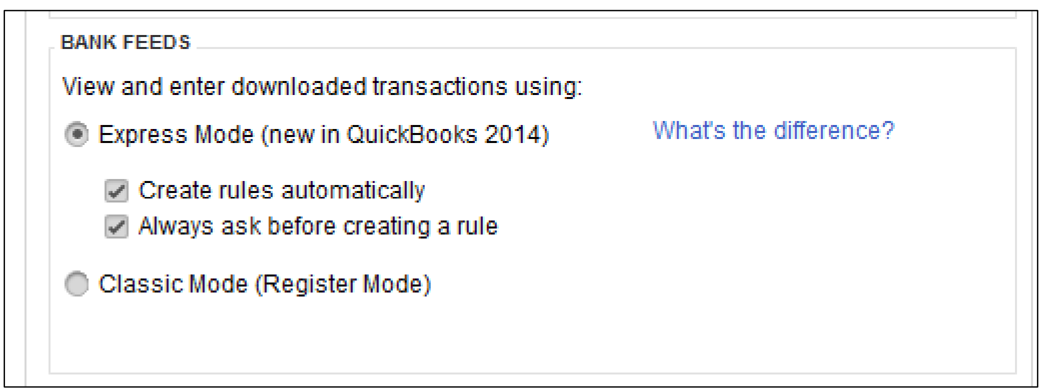
6. Review the Online Transmission Summary. You can print the summary or just click Close when done.
7. After the Web Connect import, go to Banking menu > Bank Feeds > Bank Feeds Center, select the account, and click on the Transaction List button to view and match the downloaded transactions.

Switching Online Banking Modes

You can easily switch from Express Mode (QuickBooks 2014 and later) to Classic Mode (formerly Register Mode).

1. Go to Banking menu > Bank Feeds > Change Bank Feeds Mode.

   You'll see your Company Preferences. In the Bank Feeds area, you'll see your current mode.



2. Click either Express Mode or Classic Mode.

NOTE:	Express Mode allows you to change your Rule preferences.