Getting Started Guide:
Transaction Download for QuickBooks for Mac 2011-2012 using Direct Connect or Web Connect.

Refer to this guide for instructions on using QuickBooks's online account features to save time, improve accuracy, and keep your records up to date. Specifically, we will show you how to download transactions in the QuickBooks for Mac 2011-2012.

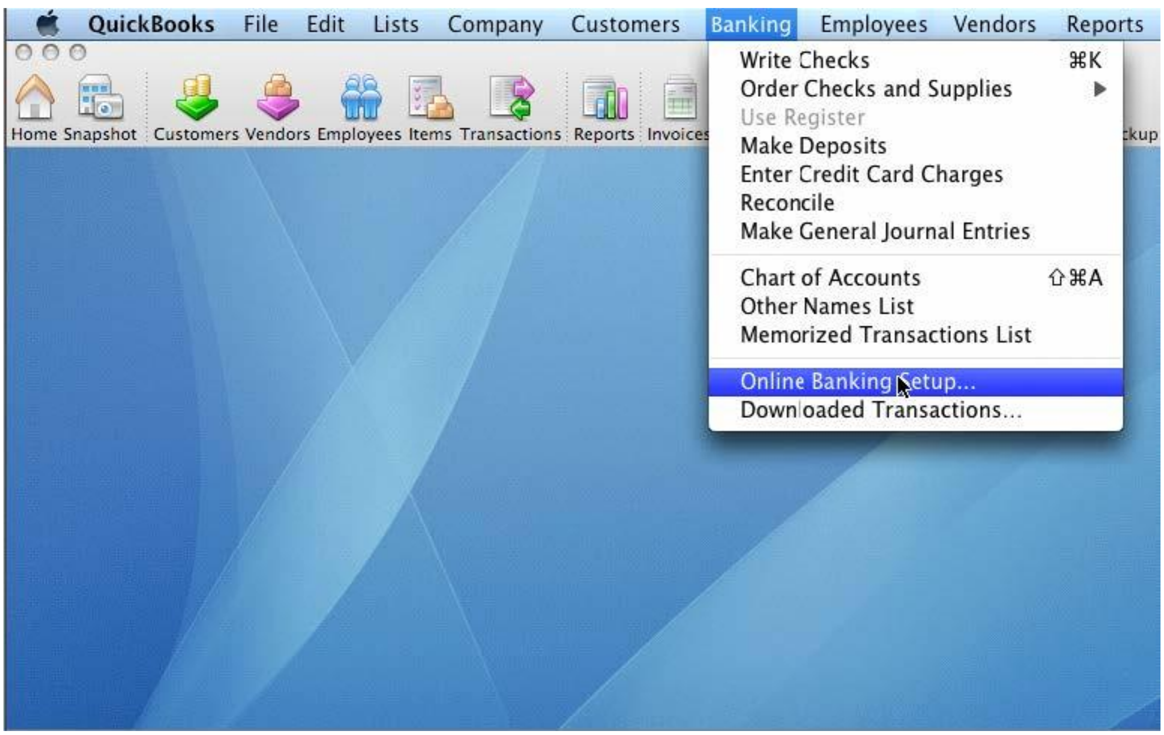
This guide includes the following sections:

- **Set Up Online Account Access** — Explains how to set up transaction download for your QuickBooks account.
- **Add or Match Transactions into the Account Register** —Explains how to download transactions on an ongoing basis.

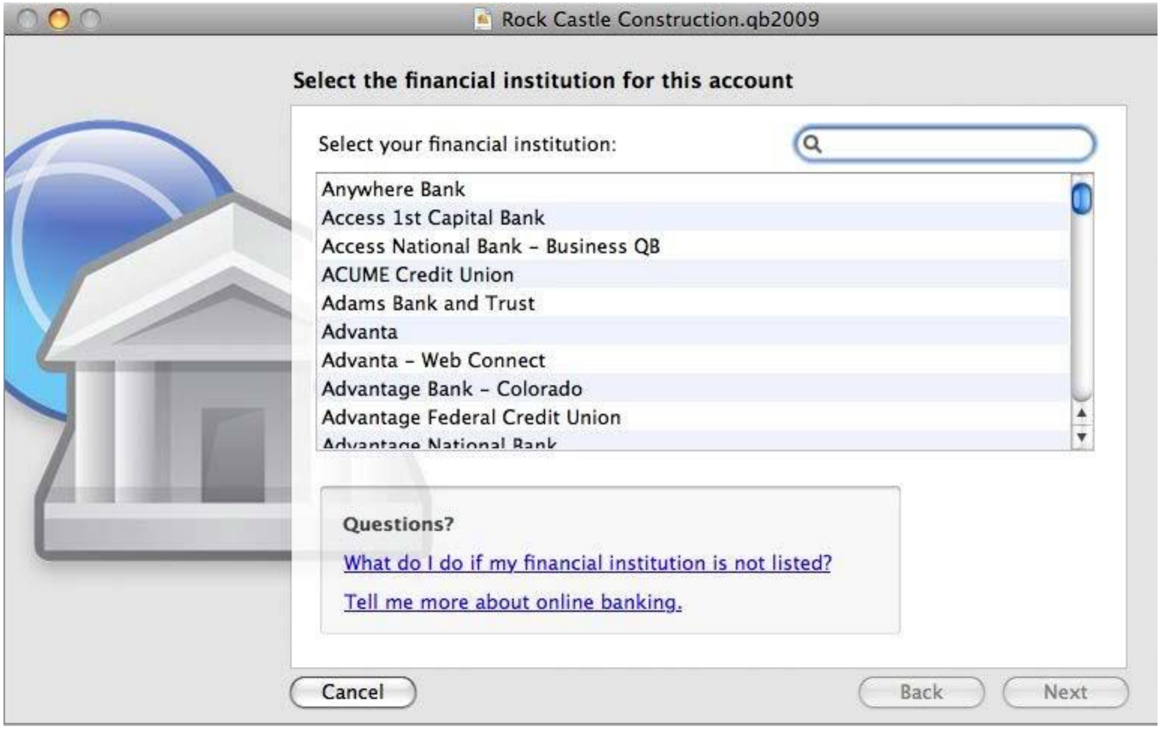
Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download.

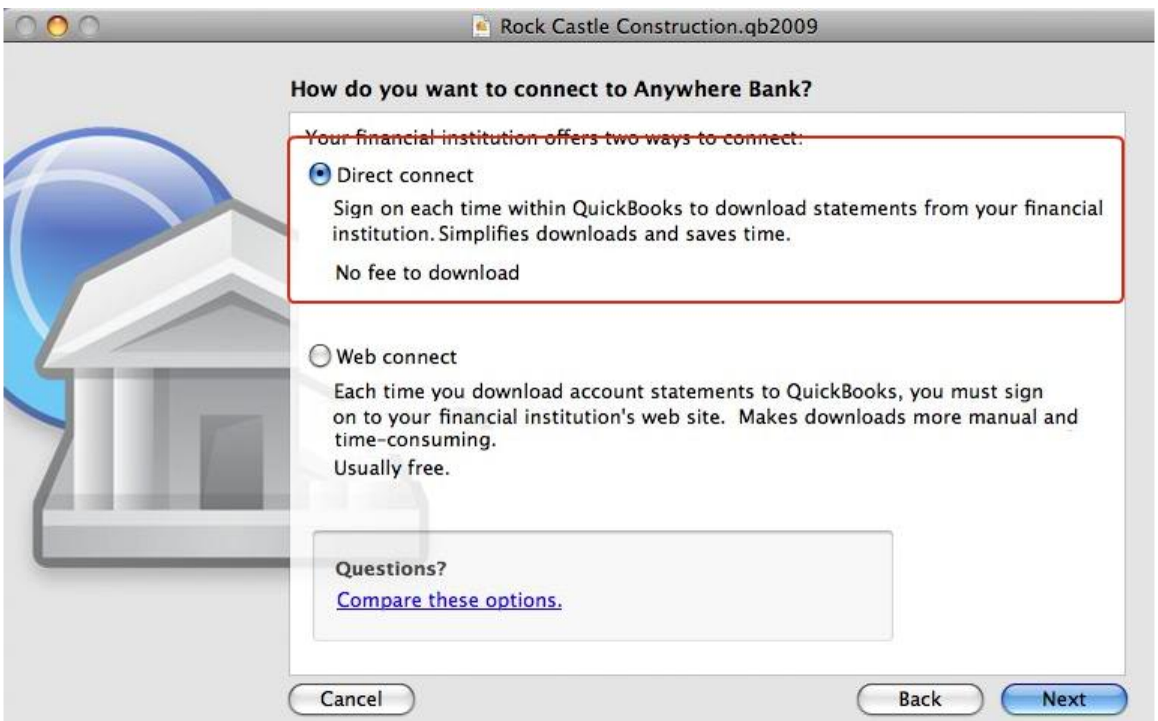
Step 1 From the menu, choose **Banking** > **Online Banking Setup**.



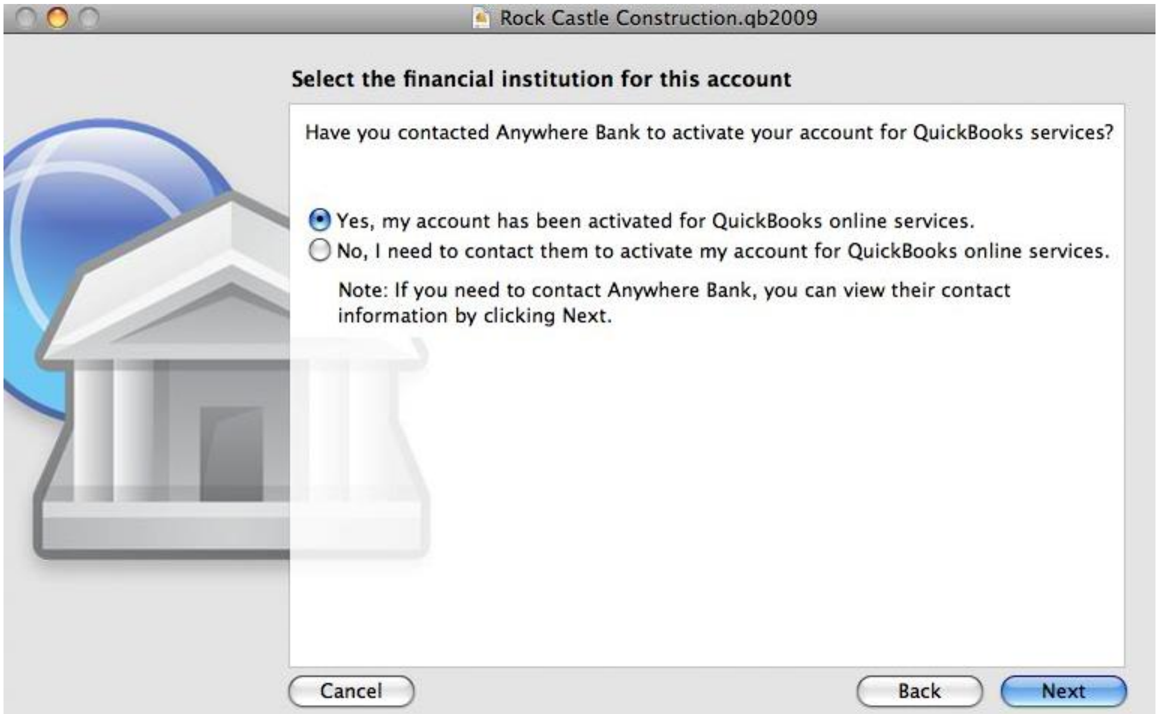
Step 2 Select your financial institution from the drop down list.



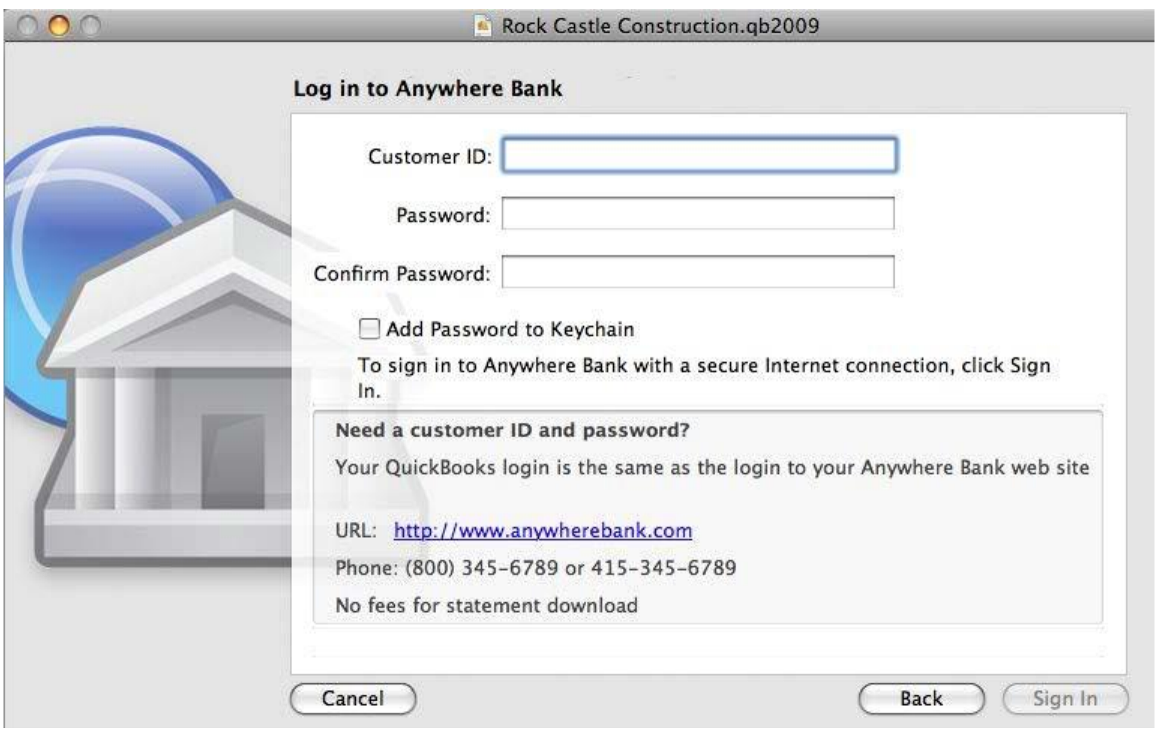
Step 3 If your financial institution offers Direct Connect download, you will be given the option to select the Direct Connect method. Click Next to continue.



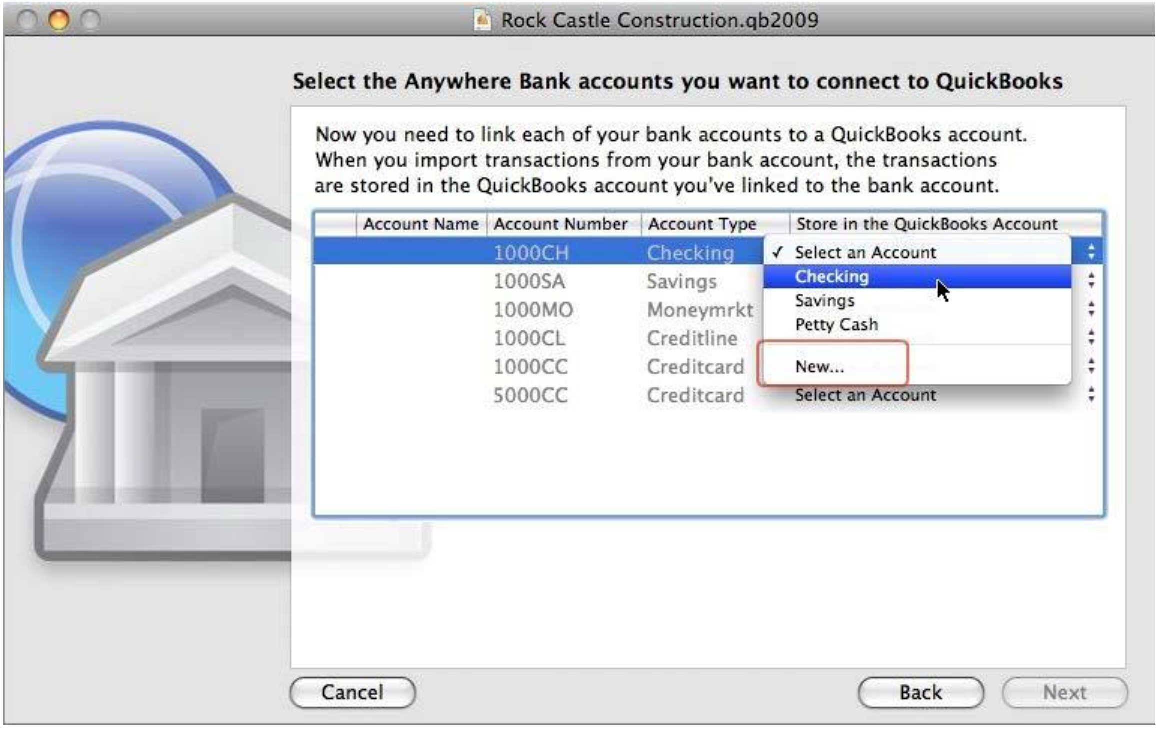
Step 4 If you have account login please select Yes and click Next. If you selected Web Connect go to Step 8.



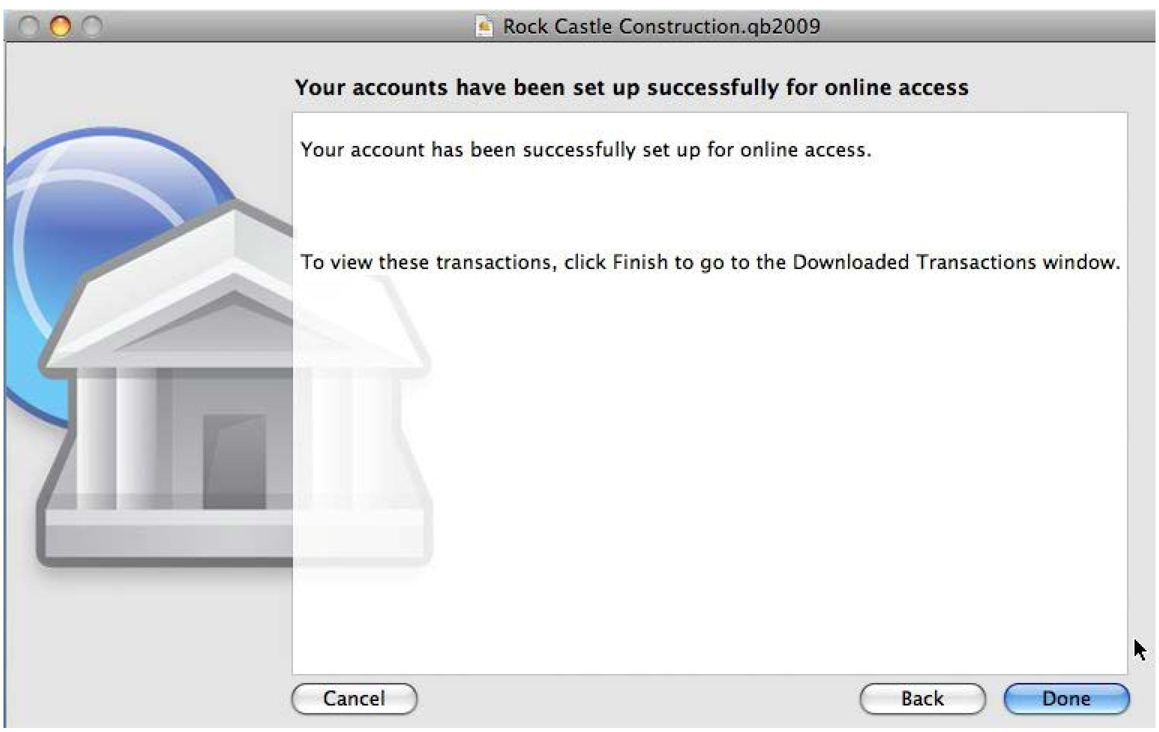
Step 5 Enter your Customer ID and Password and click Sign In.



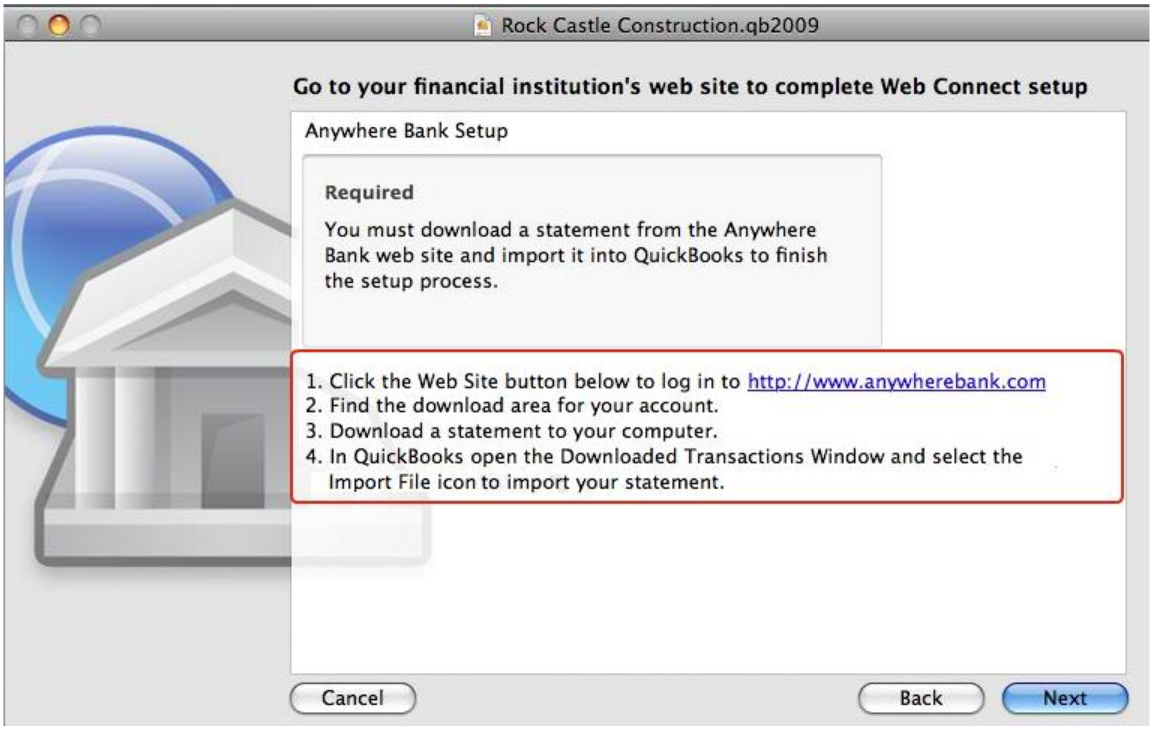
Step 6 If the login is successful you will be shown a list of accounts that are available for download from your financial institution. For each account on this list please select an existing QuickBooks account to download into, if any, or choose to set up a new account.



Step 7 When the first download completes successfully your account setup is complete. Click **Done**.

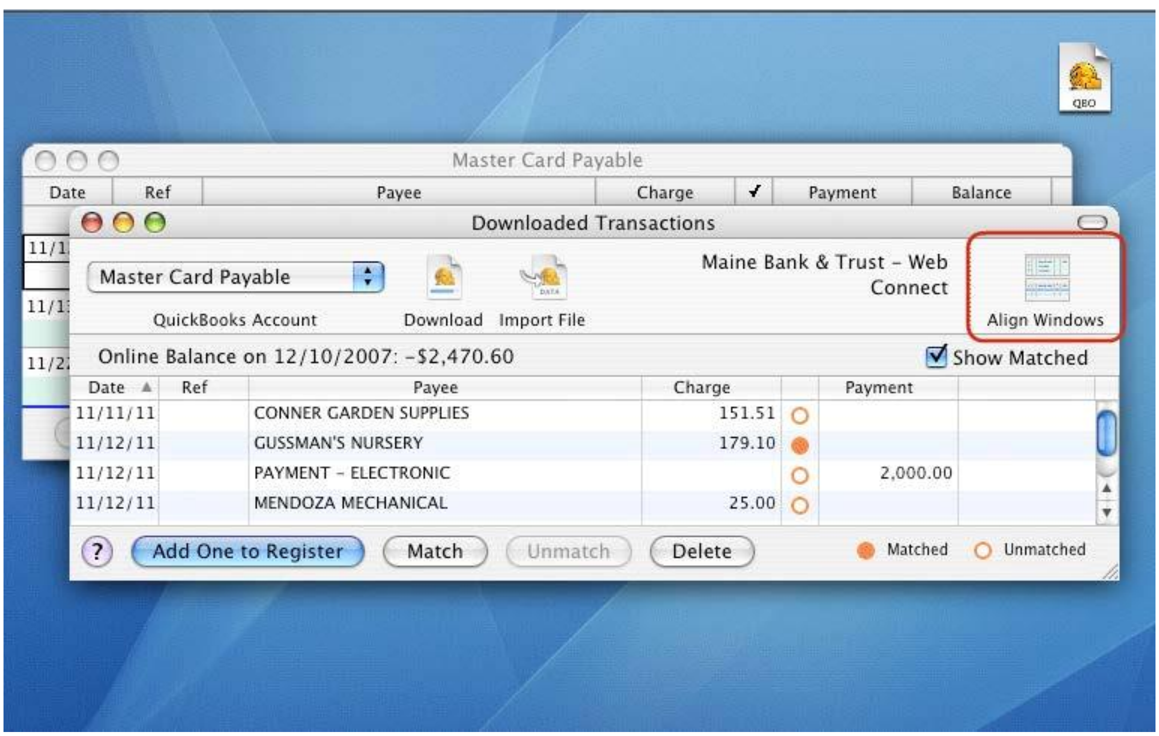


Step 8 If you selected Web Connect you will see the window below. Click on the website link. This will launch a web browser and take you to your financial institution's website. Follow instructions to import your statement.



Add or Match Transactions into the Account Register

Step 9 – Click **Align Windows** to open the appropriate Register (or select any downloaded transaction from the list)



<u>Step 10</u> – Select each downloaded transaction and click **Add One to Register**. Next, assign an **Income** or **Expense Account** and click **Record** to save each transaction in the register

Note: The Match status is indicated by orange circle icon. A matched transaction will not add a duplicate of a transaction you already manually entered in your register.
Override Match Settings: If the transaction should have matched a transaction that you manually entered in the register then click the **Match** button. Conversely, if it's new, but was incorrectly matched to an existing record, then click **Unmatch** to add it as an additional transaction.

<u>Step 11</u> - Once all downloaded transactions have been matched you can safely remove matched transactions in the downloaded transactions window.