

Getting Started Guide: Transaction Download QuickBooks® 2006 - 2007 for Mac

Refer to this Web Connect guide for instructions on using QuickBooks 2006 - 2007 for Mac's online account features to save time, improve accuracy, and keep your records up to date.

This guide includes the following sections:

Information You'll Need to Get Started, page 1—Explains the information you will need to have before downloading transactions with QuickBooks.

Set up Online Account Access, page 2—Explains how to set up transaction download for your QuickBooks account.

Add or Match Transactions into the Account Register, page 3—Describes how to review and accept downloaded transactions.

Information You'll Need to Get Started

Before you activate your QuickBooks accounts to use Web Connect online account access, you will need an ID/Password to log into your financial institution's Web site.

Once you have received the necessary information to access the site, this guide will show you how to download transactions into your accounts in QuickBooks.



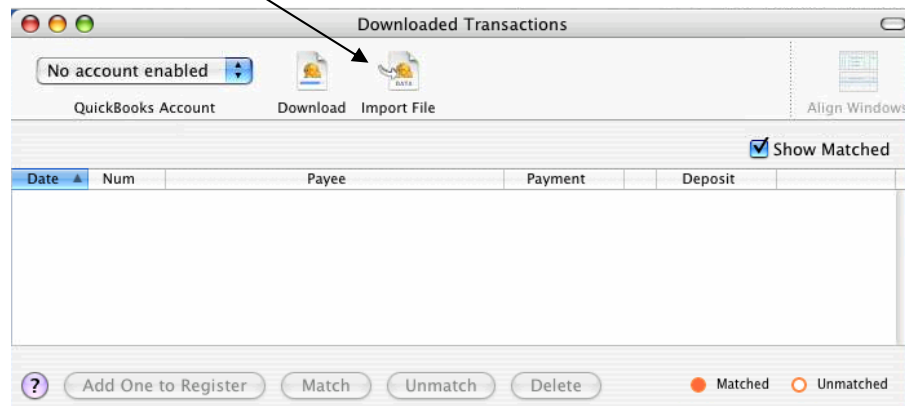
Set Up Online Account Access

The following steps explain how to download transactions into your existing QuickBooks account(s).

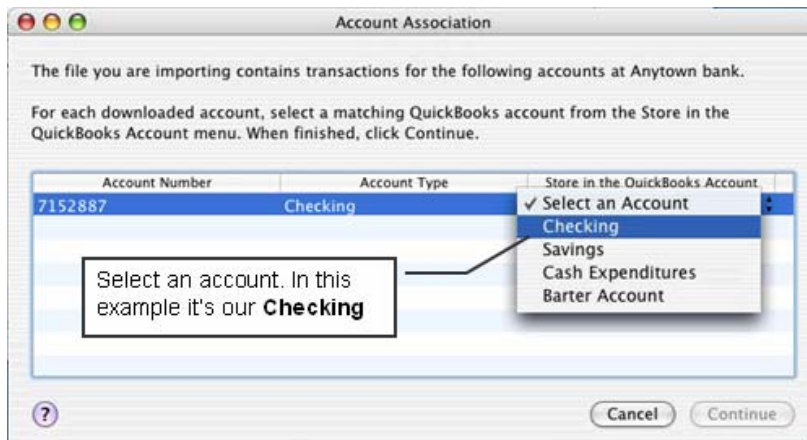
- Step 1** Log into your financial institution's Web site: www.bankforward.com. Log into your internet banking account, and follow the instructions provided to download your account information into Quick Books. **Choose your checking or savings account from the listed accounts, then click on the Transactions button, and choose Transaction Export. Choose the desired timeframe for the transactions to be downloaded (in the Cycle drop down menu or using the Date fields), and then choose .QBO from the export format choices in the drop down menu.**

When you select **Download to QuickBooks** on the website, you will save the Web Connect file on your desktop for later import into QuickBooks

- Step 2** Open **QuickBooks for Mac**
- Step 3** From the **Banking** menu choose **Download Transactions**
Note: On-screen instructions may appear to guide you through the download process, click **OK**
- Step 4** Click **Import File** (see screenshot below)



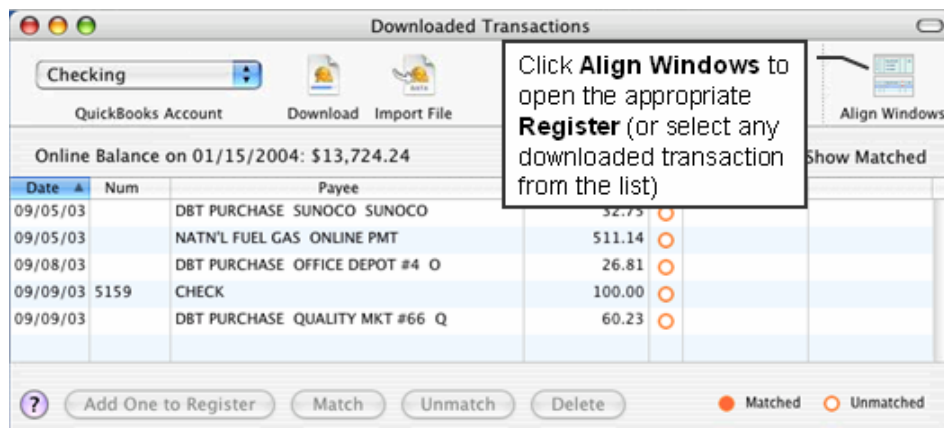
- Step 5** Select the Web Connect file that you downloaded/saved in **Step #1** and click **Open**
- Step 6** Select an existing QuickBooks account where you want to download transactions from your financial institution (see screenshot below)
Note: When you download next time, new transactions will automatically go into this account



- Step 7** Click **Continue** and complete the setup and download process
Future Downloads: Repeat Steps 1 - 5 for all subsequent downloads

Add or Match Transactions into the Account Register

- Step 1** Click **Align Windows** to open the appropriate Register (or select any downloaded transaction from the list)



- Step 2** 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.