

QuickBooks Online Getting Started Guide for Financial Institutions

Financial Institution Support – OFX Connectivity Group

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QuickBooks Online Getting Started

Thank you for choosing QuickBooks Online!

About This Guide

This guide is designed to help you get started with QuickBooks Online Edition (QBO) as quickly as possible. You'll learn:

- What is QuickBooks Online?
- QuickBooks Online features compared to QuickBooks for Desktop.
- How to connect QuickBooks Online to your online bank account.
- How to update accounts.



About QuickBooks Online Edition

What is QuickBooks Online?

QuickBooks Online is a subscription-based, web-only version of QuickBooks that helps small business owners manage their business finances in one easy-to-use place.

Features

- No more data entry: After you connect your bank account, QuickBooks Online downloads transactions automatically.
- No more pile-ups: QuickBooks Online learns your categorizations and reconciles transactions for you.
- No more manual backups: Never worry about saving your file to a USB drive. QuickBooks Online is backed up automatically with bank-level security.
- Less paper to track: Take photos of receipts and use the mobile app to attach them to transactions in QuickBooks Online.
- Less on your to-do list: Schedule reports to run automatically so you don't have to worry about creating them later.
- Less stress: If you have an issue, US-based support is available to help 6am-6pm PST, Mon-Fri.

Feature Comparison

	QuickBooks Online	QuickBooks Desktop
Sales and expense tracking	✓	✓
Unlimited estimates and invoices	✓	✓
Integrated payroll available	✓	✓
Integrated payment processing available	✓	✓
One-click sales and tax reports	✓	✓
Automatic transaction downloading	✓	
Accountant access and collaboration	✓	
Free mobile apps	✓	
Free US-based support	✓	
Third-party app integration	✓	
Users included	Up to 5 users	1 user

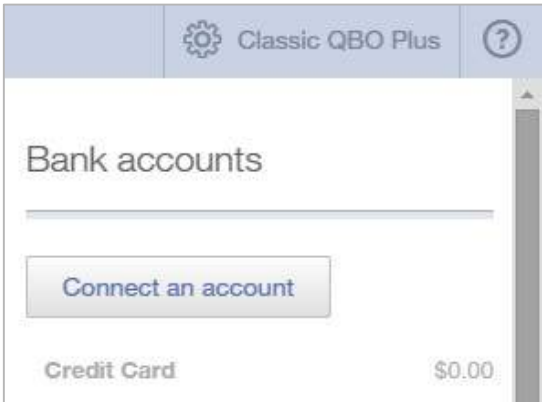
Connect and Update Your Data

How QuickBooks Online Connects to Your Financial Institution

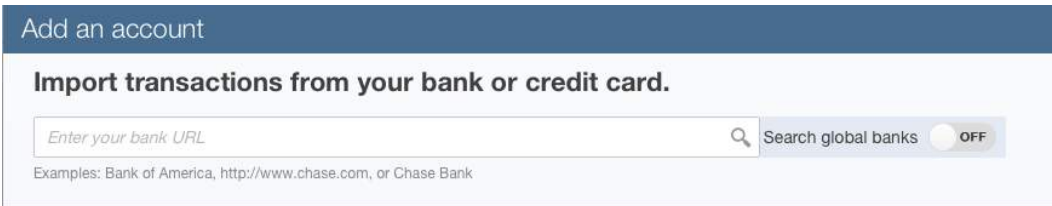
QuickBooks Online connects to your financial institution by using your account information with your financial institution's website. If you prefer to manually update your accounts and transaction data, QuickBooks Online also supports OFX Web Connect as set up and update your bank accounts.

Connect Your Online Banking Account

1. Open a web browser and log in to QuickBooks Online at quickbooks.intuit.com.
2. In the Home screen in the Bank accounts section, click **Connect an account**.



3. Enter your financial institution's name or online banking website URL in the Search field. Then press Return or click Search. Search is the little magnifying glass icon you see at the right of the entry field.



4. QuickBooks Online will now display a list with the search results. In this example, we typed "First Bank," and this is the filtered list.

The screenshot shows the 'Add an account' interface. At the top, there's a search bar with 'First Bank' entered and a 'Search global banks' button with a toggle switch set to 'OFF'. Below the search bar, it says 'Here's what we found for:' and 'All matching results (50)'. The results are categorized into 'Most common' and 'All banks'. The 'Most common' list includes: FirstBank of Aurora, FirstBank of Denver, FirstLockhart National Bank, FirstMerit Bank, and FirstOak Bank. The 'All banks' list includes: FirstAtlantic Bank, FirstBank (OK), FirstBank Florida, FirstBank Virgin Islands, FirstBank, N.A., FirstBank (Lexington, TN), FirstMerit Bank - Business Banking, FirstState Bank, Lineville AL, BankFIRST, and FirstBank Online - Cash Management. On the right side, there's a 'Can't find it?' section with 'Try these search tips:' which includes: Verify the spelling, Try entering the web address of your bank, for example chase.com or bofa.com, Enter more specific search terms if results are too broad, and Use simpler one or two-word search term, such as 'Cit' or 'PNC'. Below this is a 'Still no luck?' section with a 'Request to add my bank' button. At the bottom left, it shows '1-15 of 50' with navigation arrows.

5. Click your financial institution in the results list. You will see the login window for your financial institution.

The screenshot shows the login window for a financial institution. At the top, there's a blue header with the text 'Add an account'. Below the header, there's a blurred image of a building. Underneath, there's a 'Username' label followed by 'for your' and a small grey box. Below this is a text input field. Below the text input field, there's a 'Password' label followed by 'for your' and a small grey box, and 'account' to the right. Below this is another text input field. At the bottom, there are two buttons: a blue 'Log In' button and a grey 'Go back' button.

- Enter the credentials you use to access your bank's online banking, then click **Log In**.

QuickBooks will establish a secure connection with your financial institution, and show your accounts at that institution.

Add an account [X]

Select the accounts you want to connect.

1. Choose a **QuickBooks Account** for each account you're connecting

2. Click **Connect** to download up to 90 days of transactions. [Need a shorter date range?](#)

	ACCOUNT NAME	QUICKBOOKS ACCOUNT	BALANCE
<input type="checkbox"/>	WAY2SAVE@ CHECKING (000000 7792)	<input type="text" value="Enter Text"/> ▾	416.25
<input type="checkbox"/>	WAY2SAVE@ SAVINGS (000000 6355)	<input type="text" value="Enter Text"/> ▾	38.27
<input type="checkbox"/>	PLATINUM CARD (0000000000000000 6909)	<input type="text" value="Enter Text"/> ▾	-821.91
<input type="checkbox"/>	PLATINUM CARD (0000000000000000 2120)	<input type="text" value="Enter Text"/> ▾	-463.08

[Connect]

- Select the accounts you want to download, and assign them an account type.

Add an account [X]

Select the accounts you want to connect.

1. Choose a **QuickBooks Account** for each account you're connecting

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	ACCOUNT NAME	QUICKBOOKS ACCOUNT	BALANCE
<input checked="" type="checkbox"/>	WAY2SAVE@ CHECKING (000000 7792)	Checking ▾	416.25
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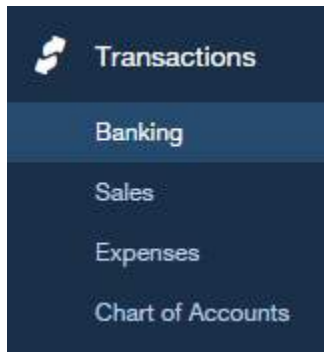
[Connect]

8. After you have chosen your accounts and assigned them a type, click **Connect** to complete the account setup.

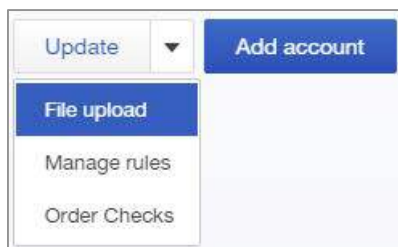
Add an Account Using OFX Web Connect

If you do not want accounts to update automatically, you can use an OFX Web Connect file to configure QuickBooks Online. Follow these steps:

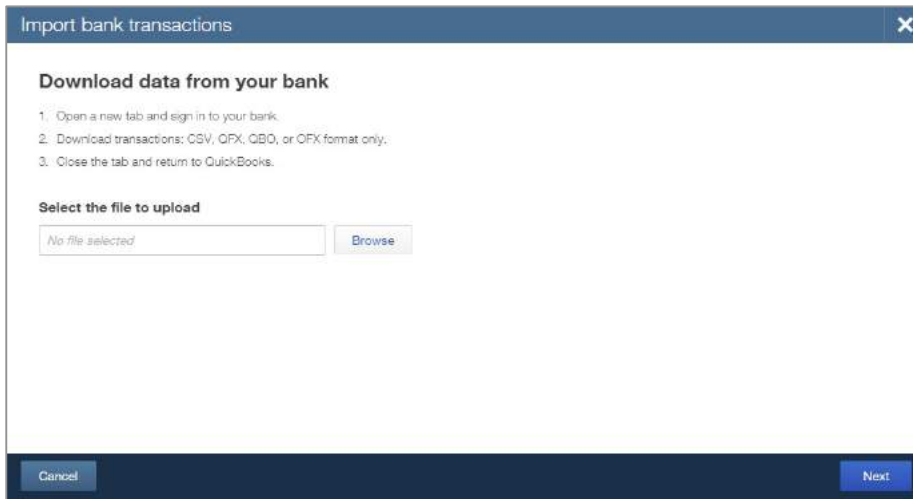
1. Log into your financial institution's website.
2. Download a Web Connect file for the account you are trying to set up.
3. If you are given a choice for your download format, choose "QuickBooks Web Connect (*.QBO)" and save the file to your computer.
4. After you download the Web Connect file, open a new browser window and log into QuickBooks Online.
5. On the sidebar menu, go to **Transactions > Banking**.



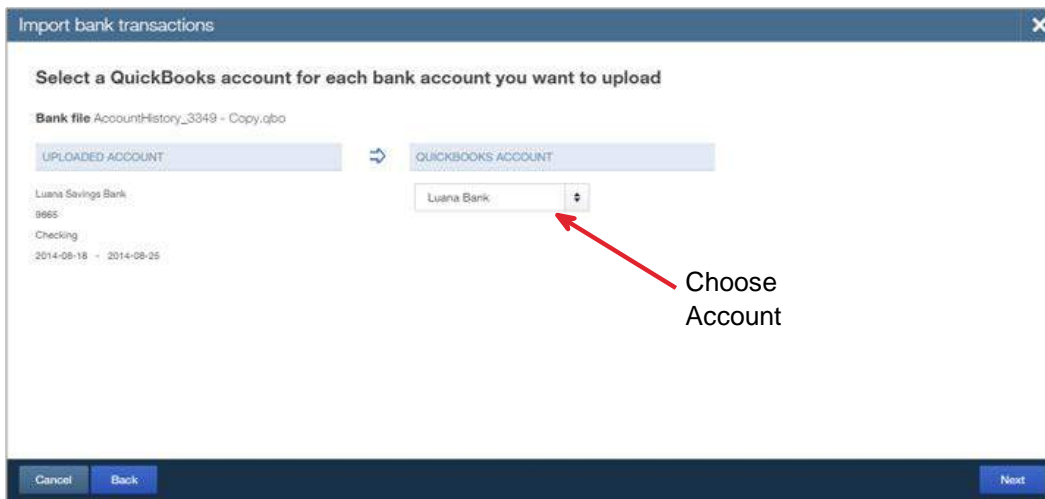
6. Find the Update button on the Banking page and click on the menu arrow.
7. You will see 3 options. Click **File upload > Add account**.



8. You will see the Import bank transactions window. Click Browse, choose your downloaded Web Connect file, and click Next.



9. QuickBooks Online will prompt you to either associate an account or add a new account. Choose your option and click Next.

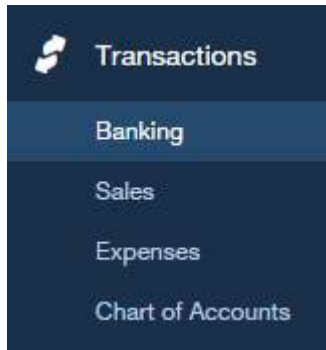


QuickBooks will import the Web Connect file and create your account.

Updating Your Accounts

QuickBooks Online automatically updates your linked bank account data when you log into your QuickBooks Online account. If you are in mid-session, you can use this process to refresh your data:

1. On the sidebar, click **Transactions > Banking**.



2. Click **Update** to refresh your accounts.

Updating Your Accounts (OFX Web Connect)

Accounts you set up using a Web Connect file will not update automatically. To update the data in those accounts, simply log into your financial institution's online banking, download a current Web Connect file, and import it using the process you used to create the new account.