

QuickBooks 2019 for macOS X Getting Started Guide

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QuickBooks 2019 for macOS X 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 QuickBooks Interface

The QuickBooks 2019 Online Banking center is a one-stop-shop to download your online banking activity and match transactions.

QuickBook	s Accour	at Download All Download Im	port File Rer	namii	ng Rules C	hange Password	Align Windows	Meriwest Credit Uni
Online Bala	nce on	06/07/2006: \$2,583.86						Show Matched
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03/24/06		COX CABLE ONLINE PMT	108.49	0		:		:
03/24/06		#212934 POS MCDONALD'S F1	14.28	0		:		;
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03/25/06		#000197318764 ATM TD's	105.00	0		:		\$
03/27/06		From Share 01		0	300.00	+		;
03/27/06		EUREST DINING 11091436 TU	6.30	0		:		:
03/27/06		K-SWISS DIRECT INC 818-706	60.00	0		\$		\$
03/27/06		NMAC LOANS ONLINE PMT	467.87	0		:		\$
03/27/06		CIRCLE K 00166 TUCSON AZ Date	38.19	0		+		;
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03/27/06		From Share 01		0	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 American Bank for the following information:

• Company ID & User ID



Then follow these steps:

1. Backup your QuickBooks data file.

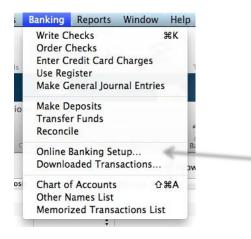
For backup instructions, choose the **Help** menu and use the **Search** bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

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. Search for "American Bank Business - Direct" in the selection field.

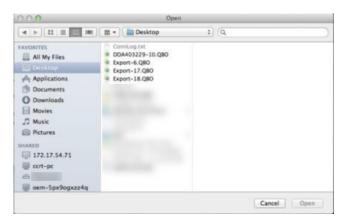
	Online Banking Assistant		+
	Select the financial institution for this account		
	Select your financial institution:	Q American Bank	4
	American Bank & Trust		
	American Bank & Trust - BusQB		
	American Bank & Trust -Business		
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	American Bank & Trust Company, OK		
	American Bank - B8 WCQB		
	American Bank Business - Direct		
	American Bank Business - Web		
	American Bank Center		
	American Bank IB - QB		
	American Bank of Commerce		
7			
	Questions?		
	What do I do if my financial institution is not listed?		
	Tell me more about online banking.		
	Cancel	Back	Next

- 3. Choose American Bank Business Direct 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 your Company ID and User ID 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 American Bank Online Banking and download your transactions.
- 2. You will need to select the download type for QuickBooks, such as "QuickBooks Web Connect (*.QBO)."
- 3. The Mac operating system should save the file to a default location. Please make note of this location for the next steps.

- 4. Open QuickBooks and your Company file, then choose the **Banking** menu > **Downloaded Transactions** > **Import File**.
- 5. You will see an import dialog.



- 6. Navigate to and select the file you downloaded in Step 1, then click Open.
- 7. You will see a dialog like this one, with your American Bank accounts listed.

000	Online Banking Assistant
	Select the American Bank - DirectConnect accounts you want to connect to
	Now you need to link each of your bank accounts to a QuickBooks account. When you import transactions from your bank account, the transactions are stored in the QuickBooks account you've linked to the bank account.
	Account Name Account Number Account Type Store in the QuickBooks Account
	Checking 3446096087 Checking Select an Account +
	Savings 3446099115 Savings Select an Account ÷
	Cancel Back Next

8. Click **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.

Select the American B	ank - DirectConnee	t accounts you	want to connect to	
transactions from you	r bank account, the tra			
Account Name	Account Number	Account Type	Store in the QuickBooks Account	
Checking	3446096087	Checking	✓ Select an Account	:
Savings	3446099115	Savings	(Deces)	
1.1250.25750.0		NEWS WARDEN	-new	-11
			Back	Next
	Now you need to link transactions from you you've linked to the b Account Name Checking	Now you need to link each of your bank acc transactions from your bank account, the tri you've linked to the bank account. Account Name Account Number Checking 3446095087	Now you need to link each of your bank accounts to a Quickl transactions from your bank account, the transactions are st you've linked to the bank account. Account Name Account Number Account Type Checking 3446096087 Checking	Account Name Account Number Account Type Store in the QuickBooks Account Checking 3446096087 Checking ✓ Select an Account

- 9. After creating a new account, you may need to click Select an Account again and select the new account.
- 10. When done, click Next at the bottom.
- 11. You will receive a message that you have successfully set up your accounts.
- 12. Click **Close** to return to the Downloaded Transactions window.

Updating Accounts

Updating an Account (Direct Connect)

1. Choose Banking menu > Downloaded Transactions.

test 2 QuickBool	s Account Download All	Download Imp	ort Fi	le Renami	ng Rules Change Pas	sword Align Windows
nline Balance (on					Show Matche
Date 🔺 Nun	Downloaded Payee	Payment	1	Deposit	Payee	Account
10000	Martin and		0	100.00	:	+
	the second second second second	100.00	0		:	:
	Bertrant'		0	100.00	:	:
	TO MALL COMPLEX OF MARKED	100.00	0		:	:
	the second respect of second rule	100.00	0		:	:
and the second se	and the second se		0	100.00	:	:

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

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 test 2 	🗈 💽 🔷 📦 🐝 🕻	
QuickBooks Account	Download All Download Import File Renaming Rules Change Pa	assword Align Windows
Online Balance on 01/15/2	Credentials for American Bank - DirectConnect	Show Matched
Date A Num	Customer ID:	count
1		:
1 .	Password:	: :
1	Add Password to Keychain	:
1	Add Password to Reycham	: :
1	Cancel OK	-
1	Cancer	- :
	d Multiple Match Unmatch Delete	Matched O Unmatched

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.

- 4. 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.
- 5. QuickBooks will then connect and synchronize online banking transactions with American Bank.
- 6. QuickBooks will give you a count of how many transactions were imported. Click **OK** to continue.

Online E	Balance on								0	Show Matche
Date	A Num	Do	Quick	Books imp	orted a	295 transact	tions	i. 📊	Account	
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Date	Number Type Number	Online Invoice Account Payee	Рауее	Arcant test 3	-	Payment		Deposit	Balan	ce

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.

Qu	ickBooks Acco	unt Download All D	Anload Imp	ort Fi	ile Renami	ng Rules Change Pass	
nline Ba	ance on 01/	15/2013: 0.00	-				Show Matche
Date 🔺	Num	Downloaded Payee	Payment		Deposit	Payee	Account
				0	100.00	:	-
-		T WORK g	100.00	0		:	:
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		T WO KK C	100.00	0		:	:
		T WORK C	100.00	0		:	:
				0	100.00	:	:

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

- 3. When you begin the web connect download from the Bank 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.
- 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**.

Online Bal	ance on 0	6/07/2006: \$2,583.86									Show M	latche
Date 🔺	Num	Downloaded Payee		Payment		Deposit	Payee			Account		
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	1	#123456022901 POS THE H	HOME	70.55	0		Vendor 1	L	:	Test		;
		SOUTHWEST GAS ONLINE P	MT	45.00	0		Vendor 2	2	:	test 2		\$
		#318964 POS LOMA CATAL	INA C	44.36	0		Vendor 3	3	:	test 3		:
	1	COX CABLE ONLINE PMT		108.49	0				2			;
		#212934 POS MCDONALD'S	5 F1	14.28	0				÷			:
000	Add One	Add Multiple	Ma	tch I			Delete		Creat		diuct Quantity	
	Number	Online Invoice	Ma	test 3	ent		Delete	•	Dep			
000	*	Online Invoice P Account	ayee	Are.	ent		ment	•			Balance	
000	Number	Online Invoice	'ayee D's	Are test 3 Memo	ent	Pay					diuct Quantity	
Date	Number Type	Online Invoice P Account #000197269762 ATM TC	'ayee D's	test 3	ent.	Pay	ment		Dep		Balance	Ren
Date	Number Type CHK	Online Invoire Account #000197269762 ATM TC Contracted Services Payee	'ayee D's	Are test 3 Memo	ent.	Pay	ment 105.00		Dep	osit	Balance	nmatche Rer Re
Date	Number Type CHK Number	Online Invoire Account #000197269762 ATM TC Contracted Services Payee	Yayee D's East-63	Are test 3 Memo	ent.	Pay	ment 105.00		Dep	osit	Balance	Rer
Date	Number Type CHK Number	Online Invoire Account #000197269762 ATM TC Contracted Services Payee	Yayee D's East-63	Are test 3 Memo	ent.	Pay	ment 105.00		Dep	osit	Balance	Ren
Date	Number Type CHK Number	Online Invoire Account #000197269762 ATM TC Contracted Services Payee	Yayee D's East-63	Are test 3 Memo	ent.	Pay	ment 105.00		Dep	osit	Balance	Ren
Date	Number Type CHK Number	Online Invoire Account #000197269762 ATM TC Contracted Services Payee	Yayee D's East-63	Are test 3 Memo	ent.	Pay	ment 105.00		Dep	osit	Balance	Ren

- 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. Use the search field at the top to search for "Match Transactions," then select the article **Online Banking: Updating your Register**.