



QuickBooks for Windows Getting Started Guide

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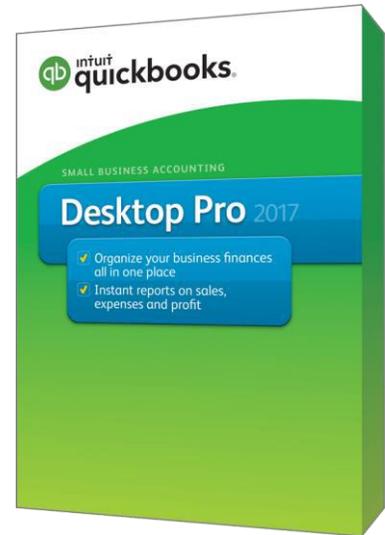
QuickBooks 2017 for Windows Getting Started Guide

Thank you for choosing QuickBooks!

About this Guide

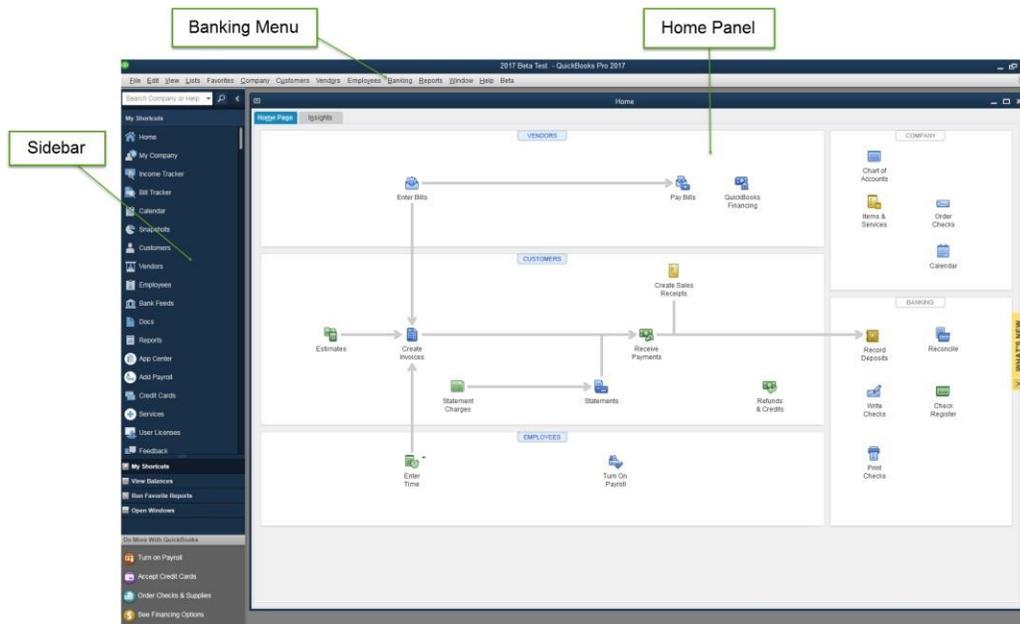
This guide helps you get started with QuickBooks as quickly as possible. You'll learn:

- 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 QuickBooks Interface

QuickBooks 2017 retains the same user interface that you used in QuickBooks 2016.



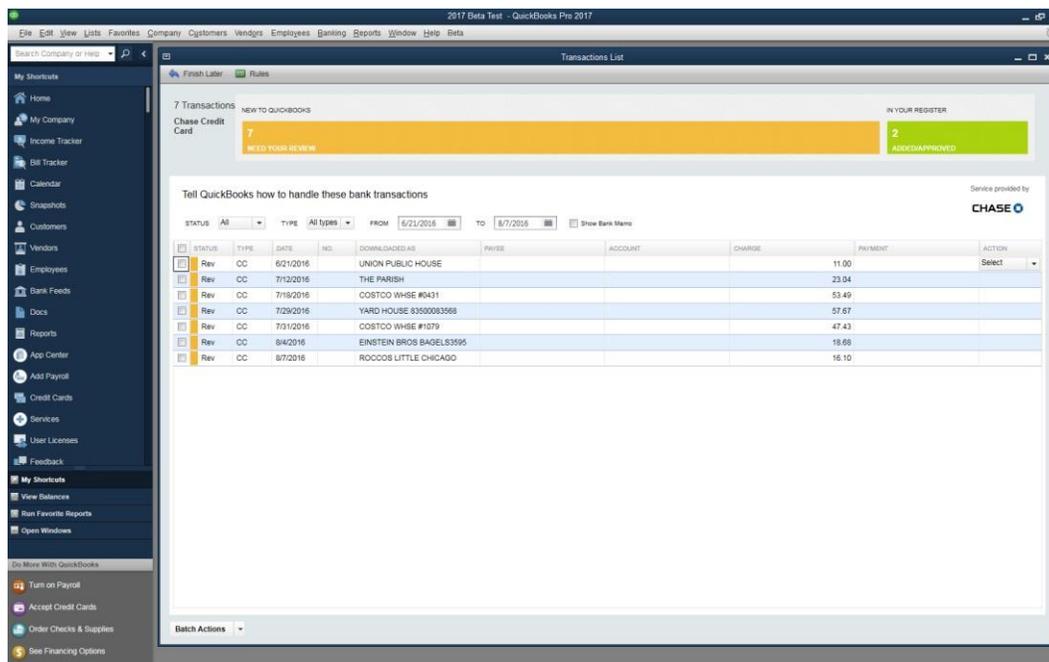
The Online Banking Center - Bank Feeds

1. To get to the Bank Feeds menu go to Banking menu > Bank Feeds > Bank Feeds Center.

You will use Bank Feeds to keep your QuickBooks accounts up to date.

2. 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 2017. 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.

Connect and Update Your Data

Before you set QuickBooks to download transactions and make online payments, you may need to contact American Bank for the following information:

- Customer ID
- Password

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.

Choose **Help menu > Update QuickBooks**, and follow the instructions.

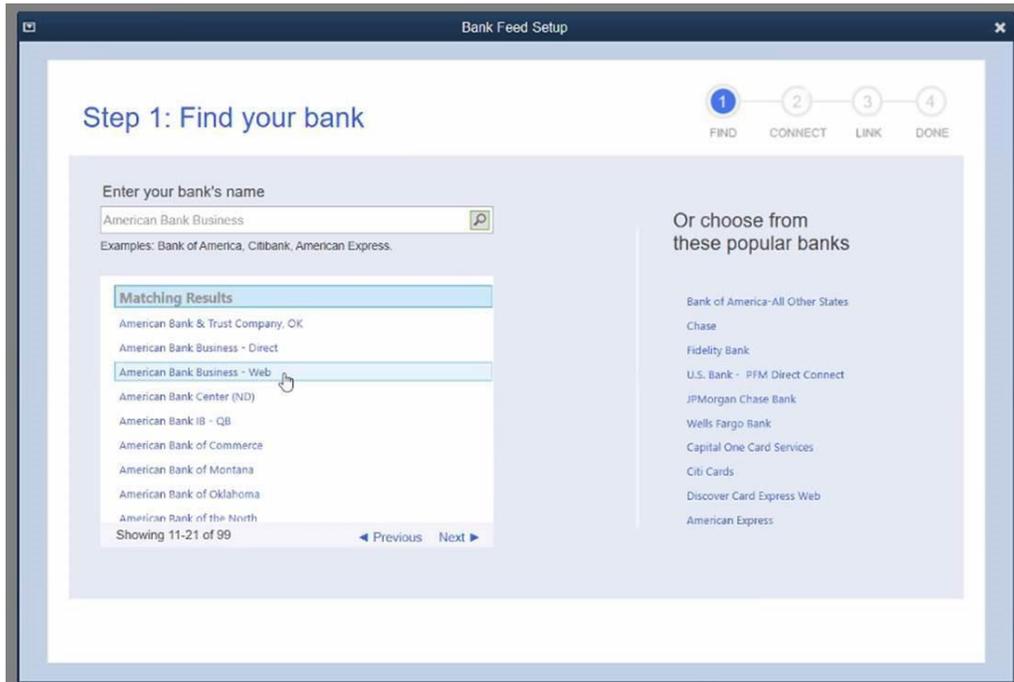
3. Switch to single user mode, if you are sharing the QuickBooks data file among multiple computers.

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

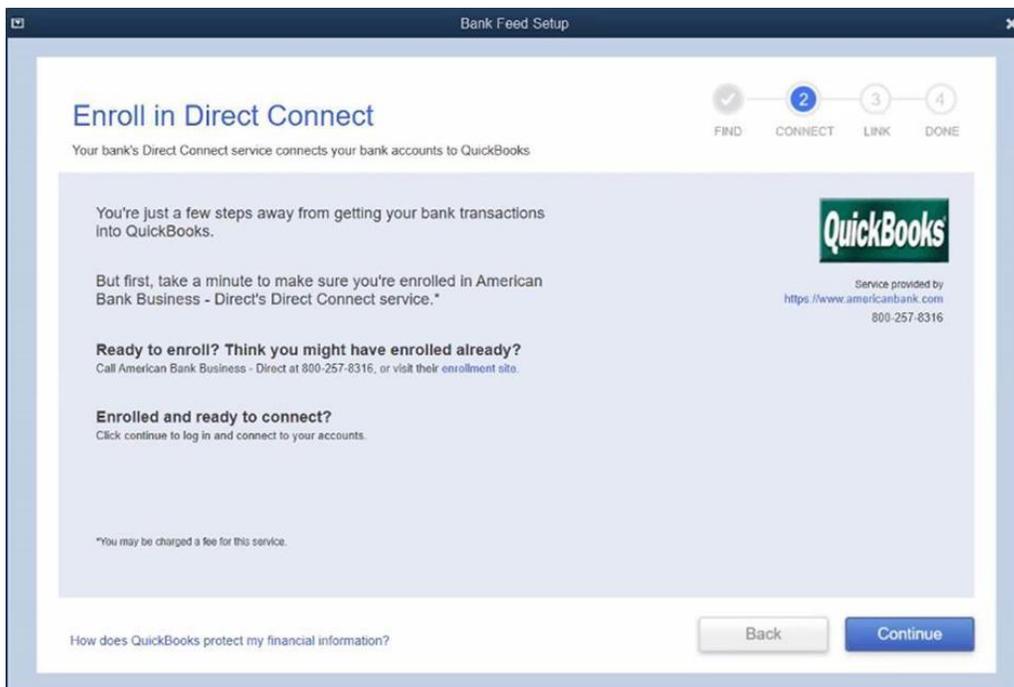
Set Up an Account for Online Banking (Direct Connect)

1. Choose **Banking menu > Bank Feeds > Set Up Bank Feeds for an Account**. Click “Yes” on the popup window.

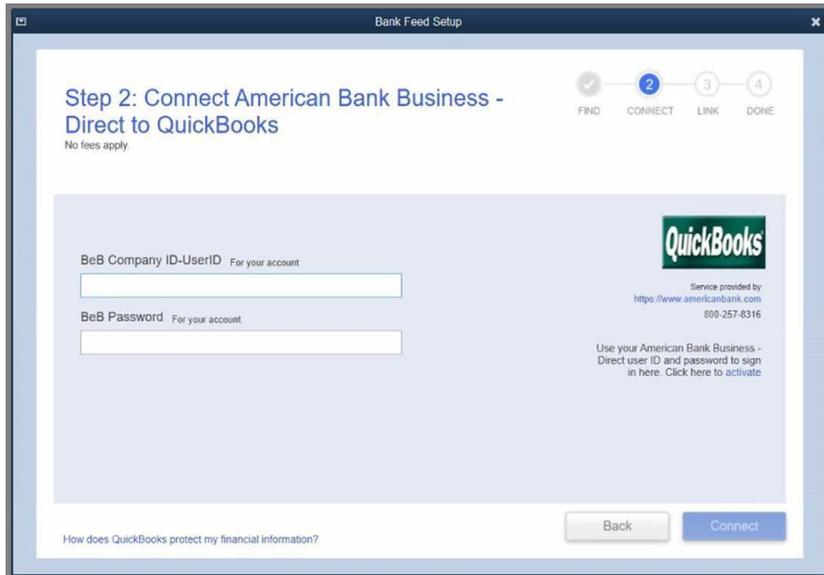
2. On the "Step 1: Find your bank" screen, begin typing "American Bank Business - Direct" in the entry field. When it appears, click it.



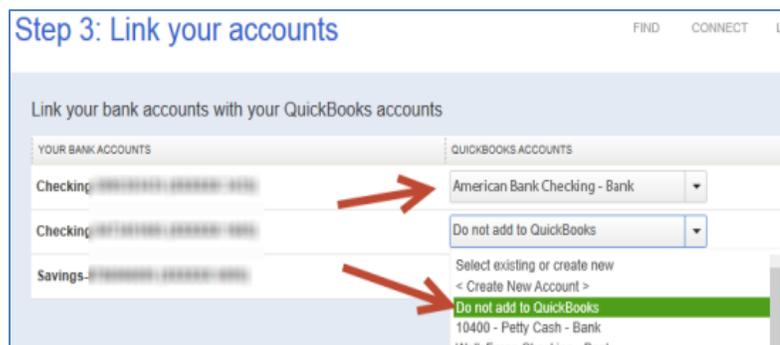
3. You will see a screen to enroll in Direct Connect. You will be asked to enter your American Bank login credentials.



- If you already enrolled in Direct Connect, click **Continue**. The “Step 2: Connect American Bank Business - Direct to QuickBooks” screen will appear.



- Enter your credentials for American Bank Business Online Banking to connect to American Bank. In the first field, you will need to enter both your Company ID and User ID with a dash between them. For example, if your Company ID was “Apple” and your User ID was “SJobs”, you would enter “Apple-SJobs” without quotations in the first field.
- After you connect, you will see all the accounts at American Bank 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.



- After you add your accounts, click “**Close**.”

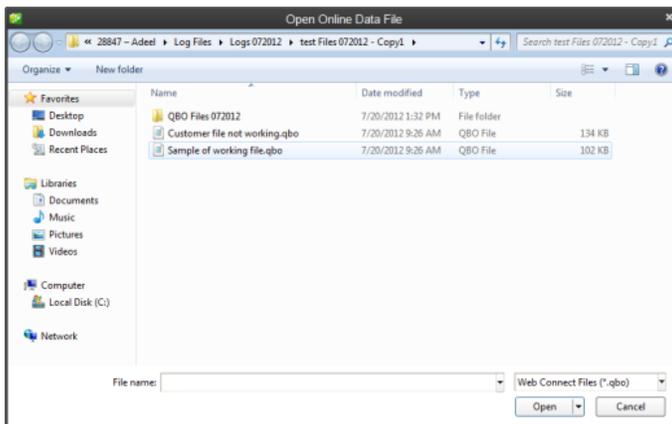
Set Up an Account for Online Banking (Web Connect)

1. Log into American Bank Business Online Banking.
2. Download your transactions according to American Bank's instructions.

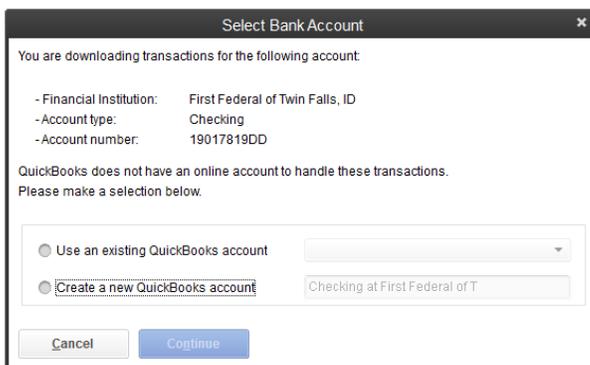
If you are given a choice for your download format, choose "QuickBooks Web Connect (*.QBO)" and save the file to your computer.

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 transactions. If you plan to open the file directly, we recommend that you have your Company file open in QuickBooks 2017 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.

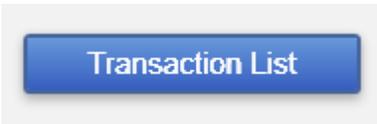
7. Click **Continue**.
8. Click **OK** to confirm and finish.

NOTE: There is an alternate way of importing a Web Connect file into QuickBooks. Go 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.

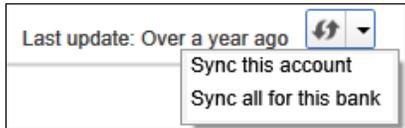
2. Add or Verify the QuickBooks income/expense account on each transaction.

ACCOUNT	CLASS	PAYMENT
counts Receivable		200.00
60120 Insurance		Expense
60130 Repairs and Maintenance		Expense

NOTE: For more details about 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

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 the American Bank website. Please log in and download the QuickBooks web connect file (*.QBO) per American Bank's instructions. Alternately, you can log into American Bank Business Online Banking 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**.

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



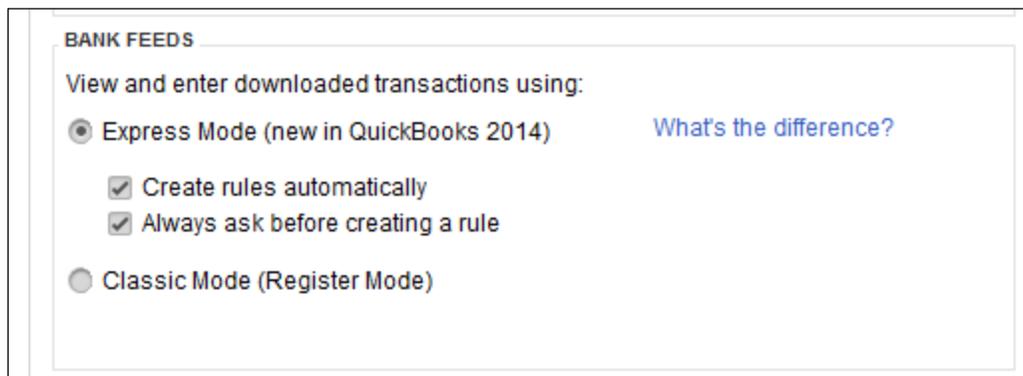
- Review the Online Transmission Summary. You can print the summary or just click Close when done.
- After the Web Connect import, go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**, select the account, and click the **Transaction List** button to view and match the downloaded transactions.

Switching Online Banking Modes

You can easily switch from Express Mode (QuickBooks 2015 and later) to Classic Mode (formerly Register Mode).

- 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.



- Click either Express Mode or Classic Mode .

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