



# QuickBooks 2014 Getting Started Guide for Financial Institutions

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*Financial Institution Support – OFX Connectivity Group*

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# QuickBooks 2014 for Windows Getting Started Guide

*Thank you for choosing QuickBooks!*

## About this Guide

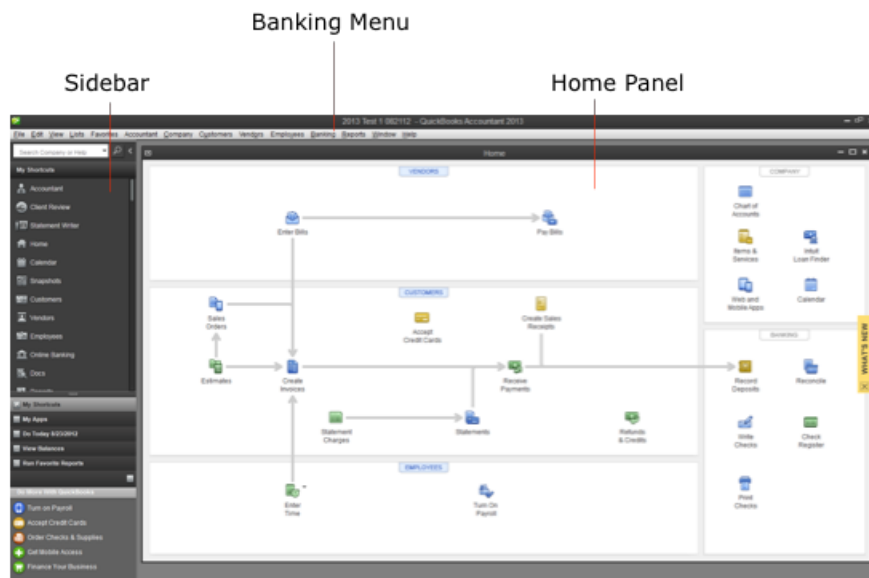
This guide helps you get started with QuickBooks as quickly as possible. You'll learn:

- 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

Although the QuickBooks 2014 Home Panel interface has not changed from QuickBooks 2013, the online banking icons have been renamed to reflect a new online banking mode in QuickBooks 2014.



## New in QuickBooks 2014

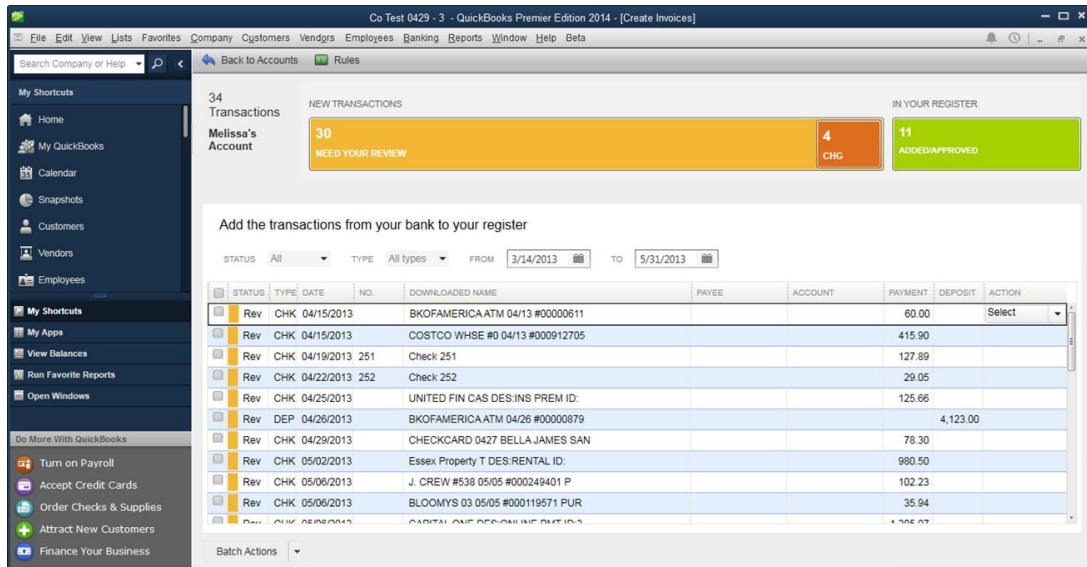
QuickBooks 2014 delivers interface and support improvements that will significantly improve the customer experience.

### The New 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 the **Refresh Account** button to synchronize transactions with your financial institution (more information below).
3. 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).



### QuickBooks File Doctor

The QuickBooks File Doctor is now built into QuickBooks 2014. This will protect customers from most minor file corruption issues without having to download software or contact technical support.

### Income Tracker

The new Income Tracker interface allows customers to visualize critical information and quickly identify issues such as overdue invoices.

## Enhanced Communications

Small Business customers can now send emails to their customers from QuickBooks 2014, simplifying payment reminders and notices. Also, with Client Communicator (the "Ask My Accountant" feature), customers can now collaborate directly with their accountants using secure cloud-based chat.

## Automatic Background Registration

QuickBooks 2014 upgrades will automatically register in the background, so customers will no longer need to do manual product registration.

## One Intuit Identity

Business customers will now use one Intuit UserID for all of their Intuit service accounts. This means existing customers will be able to add services and do online banking without having to reenter the same information.

## Display Modes

Express Mode (Bank Feeds) is the new default Online Banking interface in QuickBooks 2014. 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.

You can find information about these modes and how to change them by choosing **Help menu > QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview**.

## Coming Soon: New QuickBooks Branding

Intuit recently rolled out new icons for our QuickBooks products. You'll start to see these icons across all of our product offerings: mobile, desktop, and online. We love the new look, and hope you will too.



## Connect and Update Your Data

Before you set QuickBooks to download transactions and make online payments, you may need to contact your financial institution (FI) for the following information:

- Customer ID
- Personal Identification Number (PIN) or password

**NOTE:** For QuickBooks Web Connect accounts, use the same customer ID and PIN/password as your financial institution website. For Direct Connect, they may be different. Please contact your financial institution to verify your Direct Connect login information.

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.

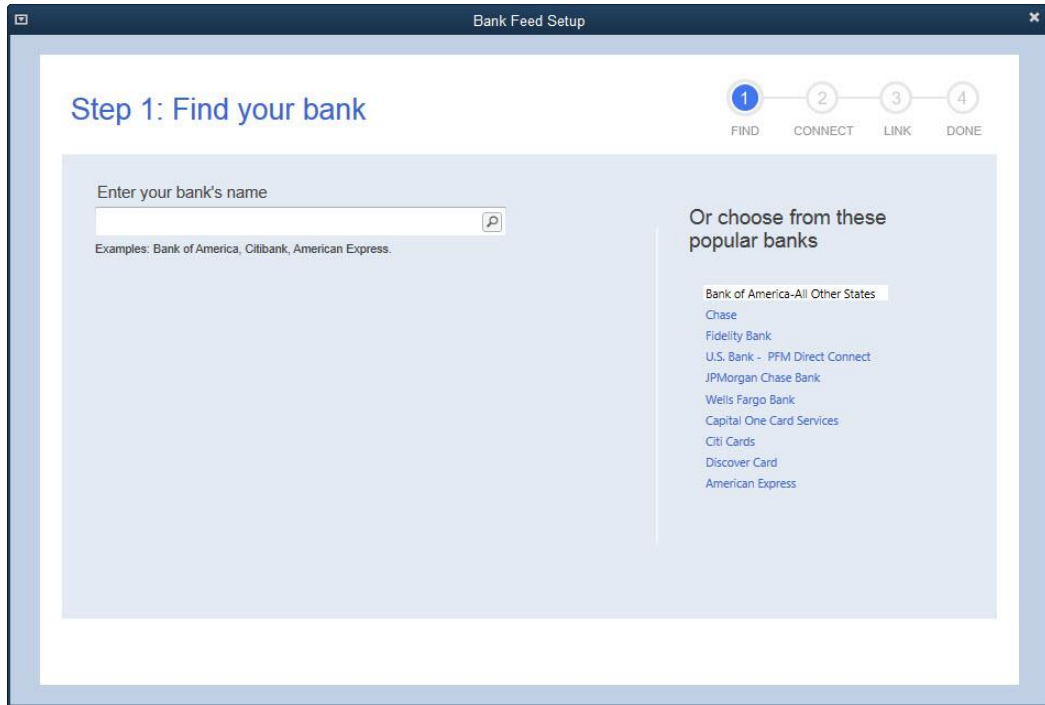
2. Download the latest QuickBooks update.

For update instructions, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Updating QuickBooks**, or **Update QuickBooks**, and follow the instructions.

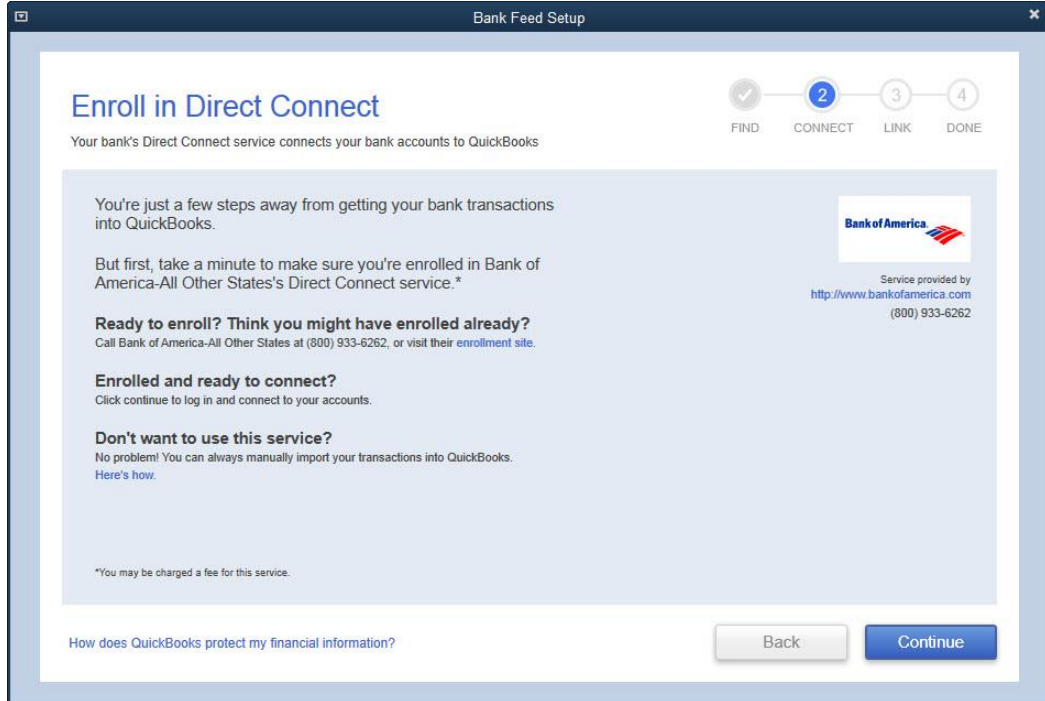
3. Switch to single user mode, if you are sharing the QuickBooks data file among multiple computers.
4. For instructions to switch to single user mode, choose **Help menu > QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

## Set Up an Account for Online Banking (Direct Connect)

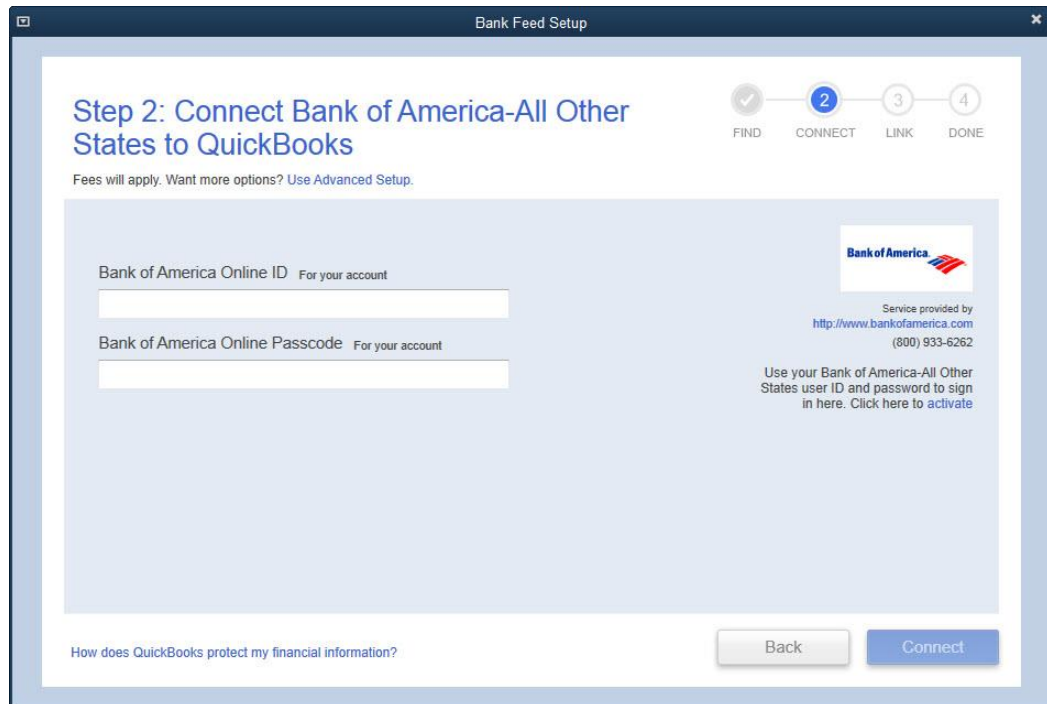
1. Choose **Banking menu > Bank Feeds > Set Up Bank Feeds for an Account**.
2. On the **Step 1: Find your bank** screen, type the name of your bank in the entry field. When your bank appears in the Matching Results on the right, click it.



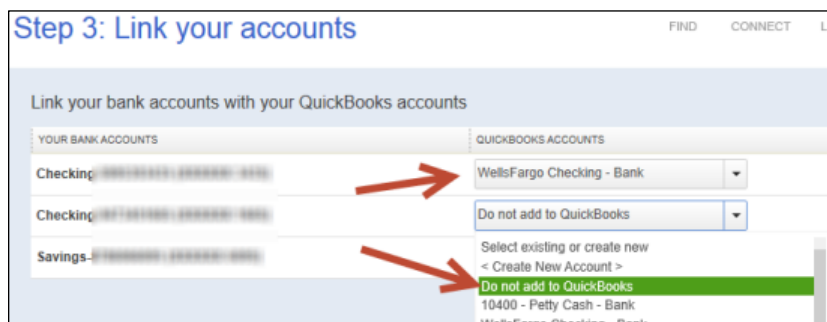
3. Depending on your financial institution, after you click your bank name, you may see a screen to select Direct Connect or Web Connect, or you may be asked to enter your credentials.



4. If you already enrolled in Direct Connect, click Continue. The **Step 2: Connect Financial Institution to QuickBooks** screen will appear.



5. Enter your credentials and click Connect to connect to your bank.
6. After you connect, you will see all accounts at your financial institution 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.



7. After you add your accounts, click Close.



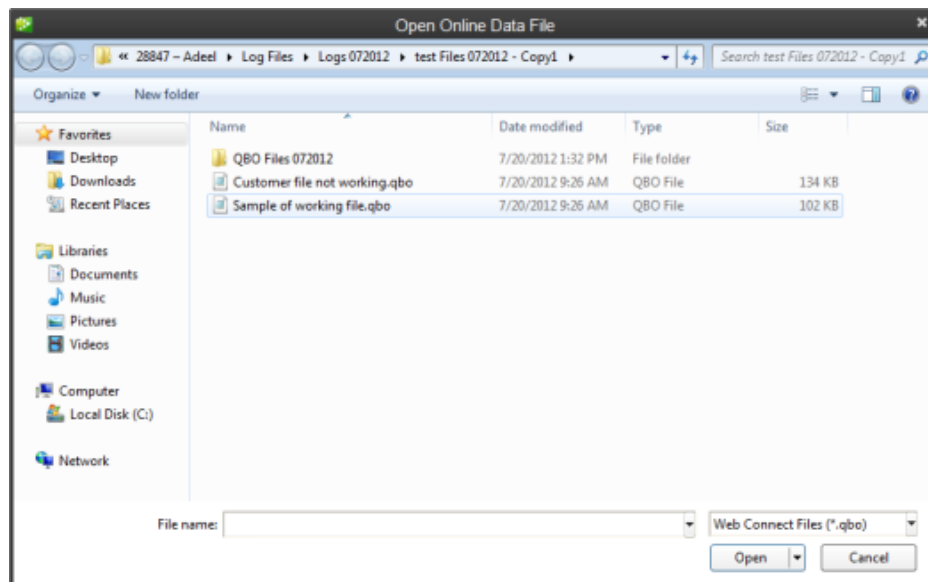
## Set Up an Account for Online Banking (Web Connect)

1. Log into your financial institution's web site.
2. Download your transactions according to your financial institution's instructions.

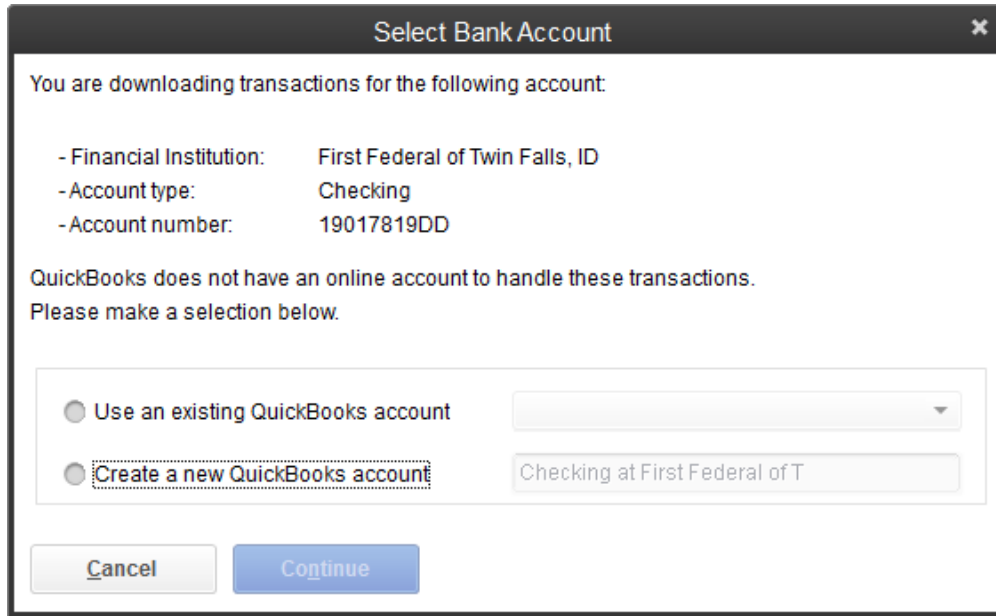
If you are given a choice for your download format, choose "QuickBooks Web Connect (\*.QBO)" and save the file to your computer.

**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 the transactions. If you plan to open the file directly, we recommend that you have your Company file open in QuickBooks 2014 before you begin step 2.

3. Open QuickBooks and your Company file, then choose **Banking menu > Bank Feeds > Import Web Connect File**. You will see an import dialog.



4. Navigate to and select the file you downloaded in Step 2, then click Open.



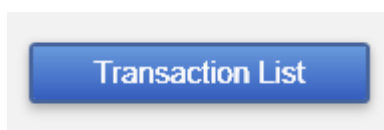
You will see a dialog like this one, with your FI information.

5. 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.
6. Click Continue.
7. Click OK to confirm and finish.

### 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 the Transaction List button.



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.

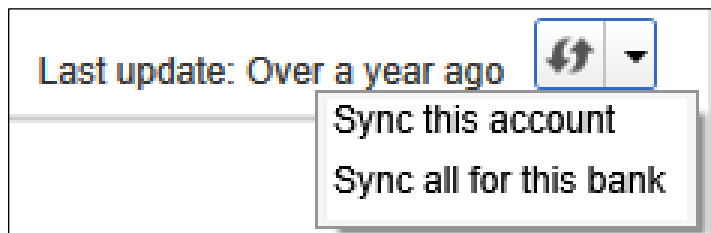
2. Add or Verify the QuickBooks income/expense account on each transaction.

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

**NOTE:** For more details about working in the Transaction List window, please refer to the QuickBooks In-Product Help Article titled **Bank Feeds Center window** or go to the support knowledge base: <http://support.quickbooks.intuit.com/support/articles/HOW21160>.


## Updating an Account (Direct Connect) – Express Mode (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 **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.



4. After the sync is complete, your accounts should be up to date.

## Updating an Account (Web Connect) – Bank Feeds

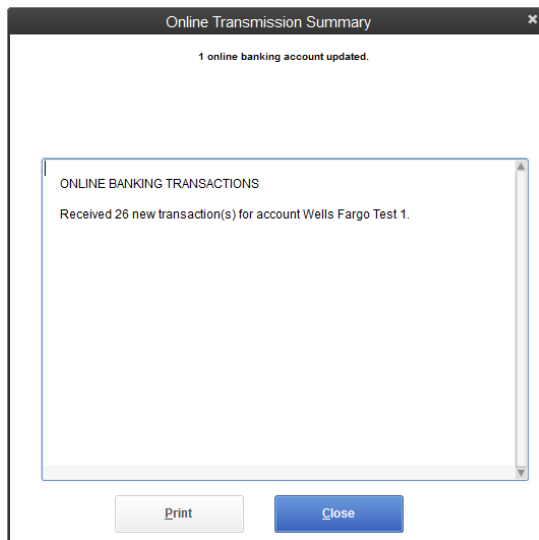
1. Choose **Banking menu > Bank Feeds > Bank Feeds Center**.
2. Select the account you want to update in the Bank Feeds window.
3. After you select the account, click the Refresh Account button  to start the update process.

**NOTE:** For Web Connect accounts, QuickBooks will open your financial institution (FI) website. Please log in and download the QuickBooks web connect file (\*.QBO) per the financial institution's instructions. Alternately, you can log into the FI website 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 (see Note)

**NOTE:** [http://support.quickbooks.intuit.com/support/pages/inproducthelp/core/qb2k12/contentpackage/services/online\\_bank\\_register/task\\_webconnect\\_import\\_ofx\\_file.html](http://support.quickbooks.intuit.com/support/pages/inproducthelp/core/qb2k12/contentpackage/services/online_bank_register/task_webconnect_import_ofx_file.html)

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



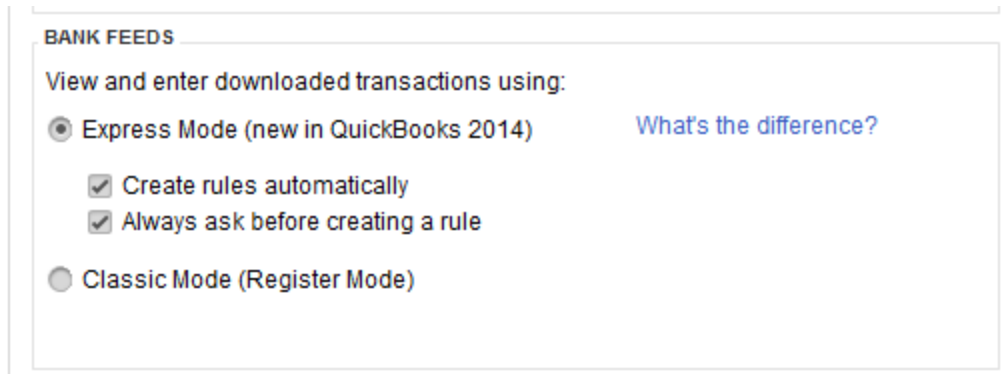
6. Review the Online Transmission Summary. You can print the summary or just click Close when done.
7. After the Web Connect import, go to **Banking menu > Bank Feeds > Bank Feeds Center**, select the account, and click on the Transaction List button to view and match the downloaded transactions.

## Switching Online Banking Modes

You can easily switch from Express Mode (QuickBooks 2014 and later) to Classic Mode (formerly Register Mode).

1. 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.



**BANK FEEDS**

View and enter downloaded transactions using:

Express Mode (new in QuickBooks 2014) [What's the difference?](#)

Create rules automatically

Always ask before creating a rule

Classic Mode (Register Mode)

2. Click either **Express Mode** or **Classic Mode.**

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