

# QuickBooks 2013 Getting Started

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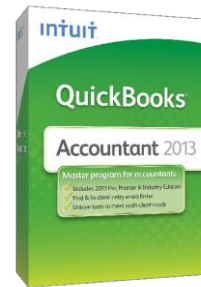
# QuickBooks 2013 for Windows Getting Started Guide

*Thank you for choosing QuickBooks!*

## About this Guide

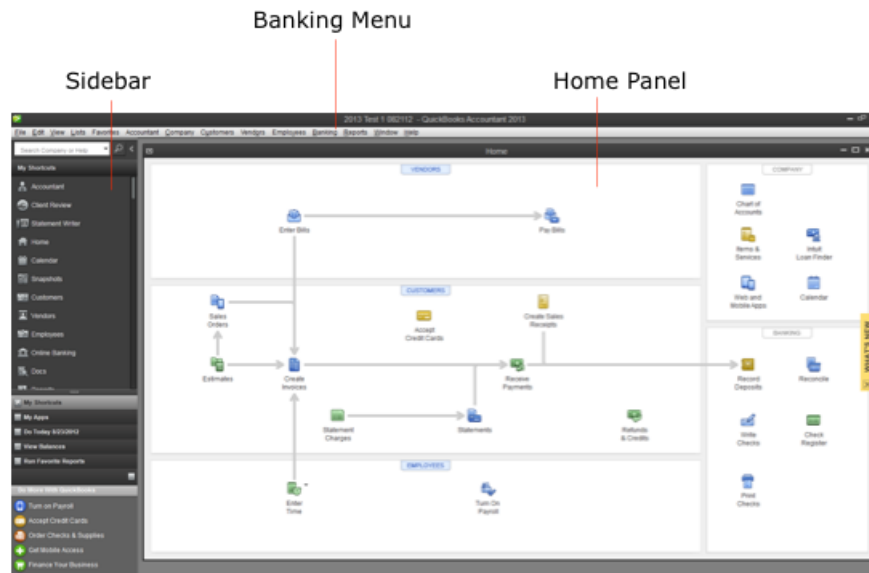
This guide helps you get started with QuickBooks as quickly as possible. You'll learn:

- 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

The QuickBooks 2013 Interface has changed, but banking commands are still easy to find.



## QuickBooks 2013 Online Banking Center Interface

The QuickBooks 2013 Online Banking center (Side-by-side mode shown below) is a one-stop-shop to monitor your online banking activity and synchronize transactions.

The screenshot shows the QuickBooks 2013 Online Banking Center interface. Annotations point to various features:

- Select Financial Institution:** Points to the dropdown menu showing "Anytown Bank - DirectCo".
- Account Information and Balances:** Points to the "Online Accounts" section showing "Checking" with a balance of \$19,801.81 and a last update of 07/24/2008.
- Sync Transactions between QuickBooks and your Online Accounts:** Points to the "Send/Receive Transactions" button.
- Transactions you will Send to your FI:** Points to the "Items Ready To Send(0)" section, which includes a table of transaction types to be sent.
- Transactions you have Received from your FI:** Points to the "Items Received(241)" section, which includes a table of items received.
- Add Synchronized Transactions to your QuickBooks Account Register:** Points to the "Add Transactions to QuickBooks" button at the bottom.

Transaction Type	No. To Send	Total
Online Checks (0)	0	\$0.00
Bill Payments (0)	0	\$0.00
Messages (0)	0	
Payment Inquiries (0)	0	
Payment Cancellations (0)	0	

Item	No. To Review	QuickBooks Balance	Online Balance
Test 1	230	-\$10.36	\$181.96
Messages Received	0		
Payment Inquiry Re...	0		
Alerts	11		

## QuickBooks 2012 Online Banking Center Interface

Previous versions of QuickBooks had a similar OBC interface.

The screenshot shows the QuickBooks 2012 Online Banking Center interface. It features a similar layout to the 2013 version:

- Financial Institution:** "Anytown Bank" selected.
- Online Accounts:** "Checking" account with a balance of \$19,801.81, last updated 07/24/2008.
- Send/Receive Transactions:** Central button for synchronization.
- Items To Be Sent (0):** Includes a table of transaction types to be sent.
- Items Received (4):** Includes a table of items received.
- Add Transactions to QuickBooks:** Button at the bottom.

Transaction Type	No. To Send	Total
Online Checks	0	\$0.00
Transfers	0	\$0.00
Bill Payments	0	\$0.00
Messages	0	\$0.00

Item	No. To Review	QuickBooks Balance	Online Balance
Checking	4	\$20,001.81	\$19,801.81
Messages Received	0	\$0.00	\$0.00
Payment Inquiry Re...	0	\$0.00	\$0.00

## What You Need to Get Started

Before you enable your QuickBooks accounts 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, the customer ID and PIN/password you will need are the same as the ones you use currently to log into the financial institution website. For Direct Connect they may be the same or not. Please contact your financial institution to verify your Direct Connect login information.

It is recommended that you take these steps first:

- Back Up Your QuickBooks Data File.

For instructions to back up your data file, please choose **Help menu > QuickBooks Help**. Search for **Back Up** and follow the instructions.

- 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.

- 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 > Online Banking > Set Up Account for Online Services**.
2. Select an account to activate and click **Next**.
3. Choose your financial institution and click **Next**.
4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.

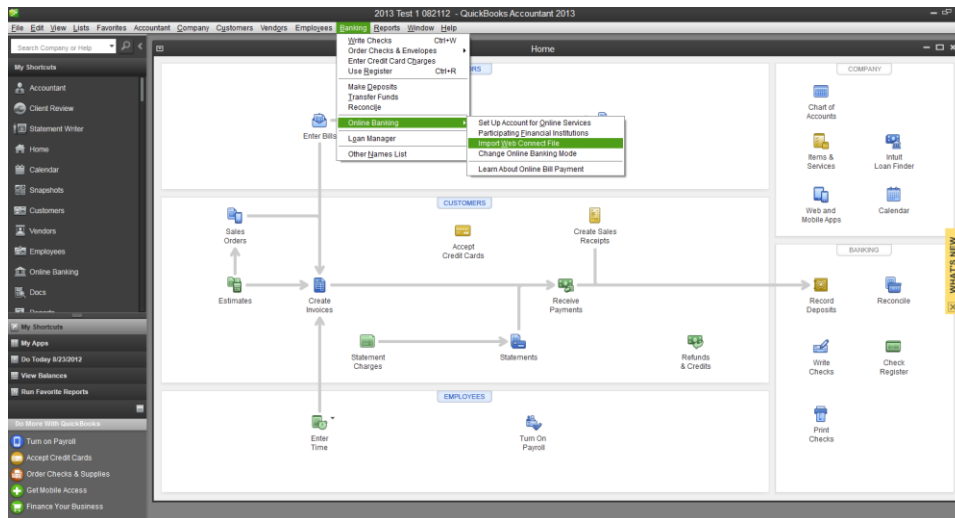
5. Select the appropriate account you want to match with the QuickBooks account selected in step 2, and click **Finish**.
6. Repeat steps 1 – 5 for all accounts at your financial institution.

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

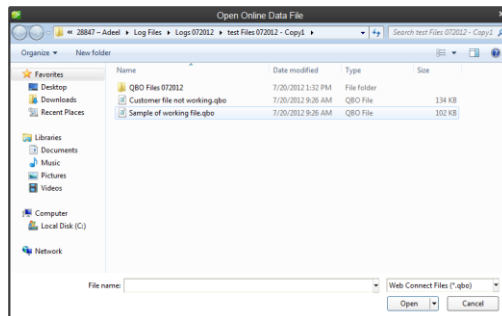
1. Log in to your financial institution's (FI's) web site. Download your transactions according to your financial institution's instructions. You will need to select a download type for QuickBooks, such as "QuickBooks Web Connect (\*.QBO)."

**Note:** These instructions assume you will "save" the download to a location on your computer. If you "open" it instead, your web browser should open QuickBooks begin to import the transactions. It is strongly recommended you have the desired QuickBooks Company file open in QuickBooks before you begin the download process in this scenario.

2. Open QuickBooks and your Company file, then choose **Banking menu > Online Banking > Import Web Connect File**.

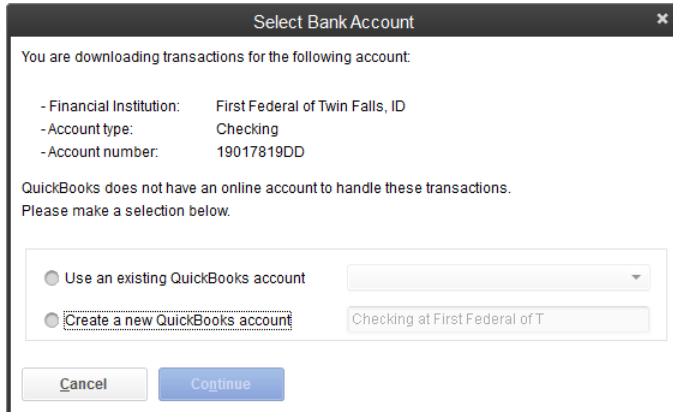


You will see an import dialog.



3. Navigate to and select the file you downloaded in Step 1, then click **Open**.

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



4. Select the **Use an Existing QuickBooks Account** radio button if you already set up an account in the Chart of Accounts. If you don't have a an account yet, click **Create a new QuickBooks account**.
5. Click **Continue**.
6. Click **OK** to confirm and finish the set up.

## The Online Banking Center and Online Banking Modes

QuickBooks allows you to select your display mode for online banking. The first time you set up an account for online banking, you will be prompted to set the display mode; either Side-by-side or Register mode.

For an overview of online banking modes in QuickBooks for Windows, you can view this support article:

[http://support.quickbooks.intuit.com/support/pages/inproducthelp/Core/QB2K12/ContentPackage/Services/Online\\_Bank\\_Register/olb\\_ov\\_modes.html](http://support.quickbooks.intuit.com/support/pages/inproducthelp/Core/QB2K12/ContentPackage/Services/Online_Bank_Register/olb_ov_modes.html).

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

This guide focuses on the Side-by-side mode. This is the newest mode with the most advanced features.

### Online Banking Center – Side-by-side Mode

Starting with QuickBooks 2009, the Online Banking Center in Side-by-side mode has had several updates to allow you to better manage all of your online banking tasks in one place.

1. To get to the Online Banking Center go to **Banking menu > Online Banking > Online Banking Center**.

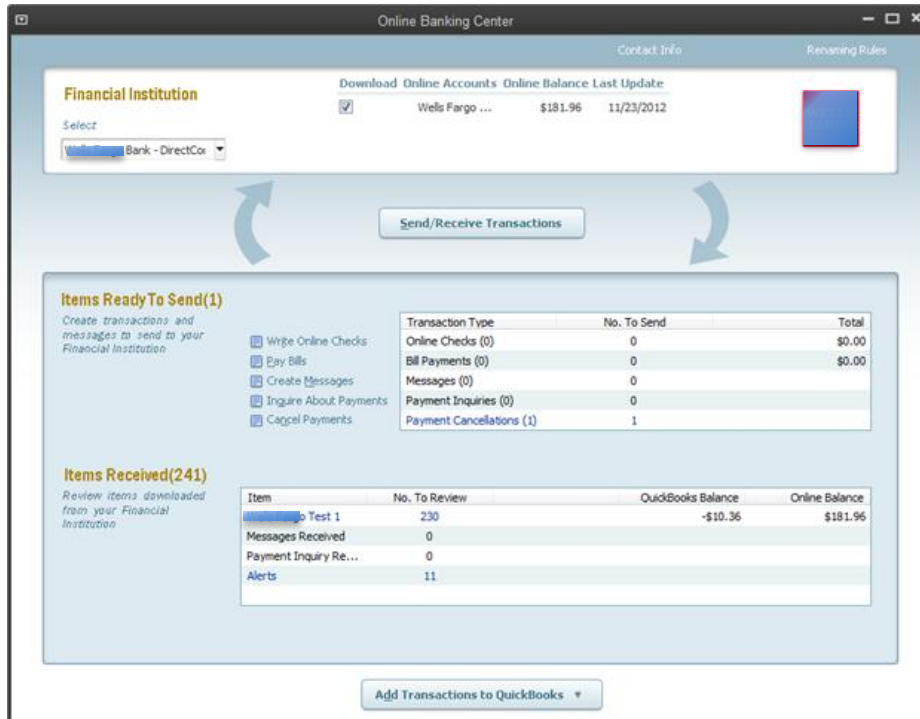
You will use the Online Banking Center to keep your QuickBooks accounts up to date.

2. You can click the **Send/Receive Transactions** button to synchronize transactions with your financial institution (more information below).
3. The **Add Transactions To QuickBooks** 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).

### Updating an Account (Direct Connect) – Side-by-side Mode

1. Choose **Banking menu > Online Banking > Online Banking Center**.





2. Click **Send/Receive Transactions**.
3. QuickBooks will open a window to enter the account PIN or password supplied by your financial institution. Enter your code and then click OK.  
  
QuickBooks will then connect and synchronize online banking transactions with the financial institution.
4. Review the Online Transmission Summary. Click **Print**, if desired. Click **Close** when done.
5. In the Items Received section, click on the FI statement name to proceed to transaction matching when ready. Alternately, you can click **Add Transactions to QuickBooks** to begin matching.

## Updating an Account (Web Connect) – Side-by-side Mode

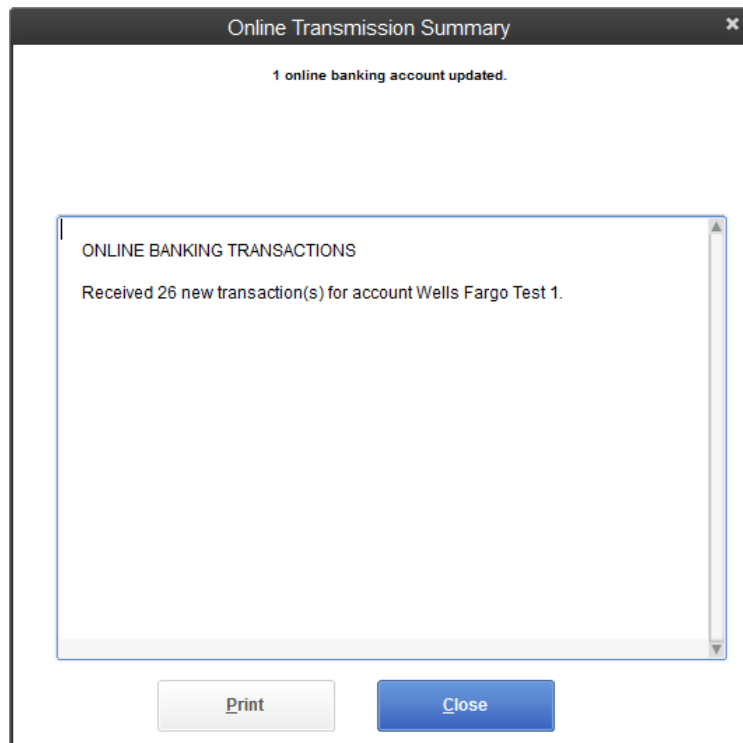
1. Choose **Banking menu > Online Banking > Online Banking Center.**
2. Click **Send/Receive Transactions.**

**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.

3. 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 [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)).

QuickBooks will then import the online banking transactions.

4. Review the Online Transmission Summary. You can print the summary or just click **Close** when done.

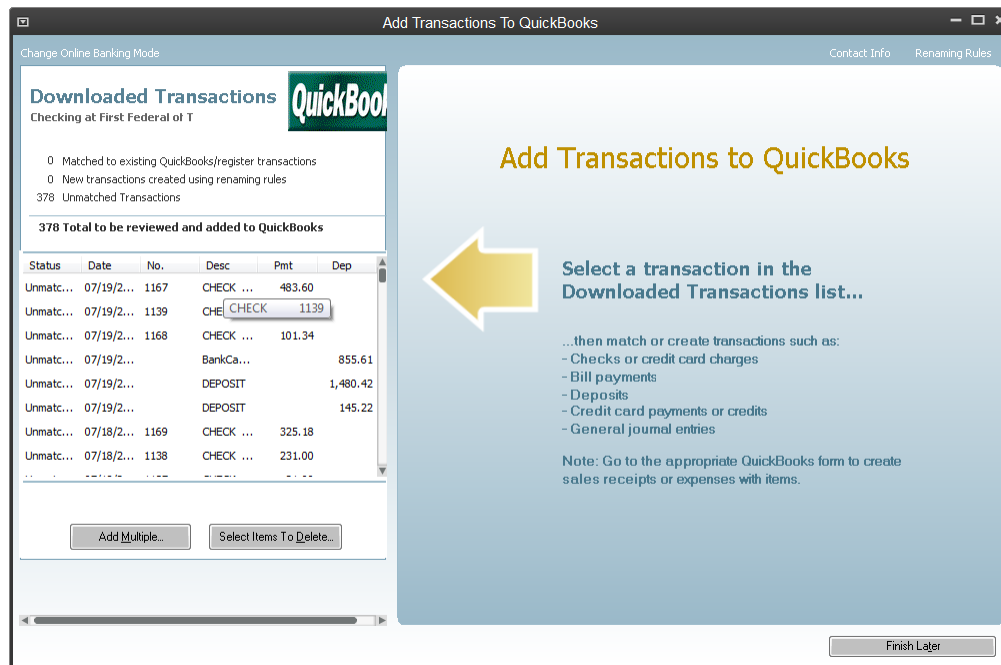


5. In the Items Received section, click on the FI statement name to proceed to transaction matching when ready.

## Special Note: Matching and Adding Transactions

### Overview of Handling Downloaded Transactions (Side-by-side mode)

1. Choose **Banking menu > Online Banking > Online Banking Center.**
2. Click the Financial Institution drop-down menu and choose your financial institution (FI).
3. Go to the Items Received list and click the name of the FI statement you want to review, or click **Add Transactions to QuickBooks.**
4. Follow the instructions in the **Add Transactions to QuickBooks** window.
  - a) The **Add Transactions To QuickBooks** window allows you to match downloaded transactions to existing ones in your account register and add new ones.



- b) For example, you can click on a transaction you wish to add to QuickBooks, follow the prompts to ensure accuracy, and then click **Add to QuickBooks** to add it immediately to your account register.

For more information about matching transactions, choose **Help menu** > **QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Or, you can find more information in these online support articles:

<http://support.quickbooks.intuit.com/support/Articles/HOW12832> and  
[http://support.quickbooks.intuit.com/support/pages/inproducthelp/core/qb2k12/contentpackage/services/online\\_bank\\_register/task\\_match\\_transactions.html?family=pro](http://support.quickbooks.intuit.com/support/pages/inproducthelp/core/qb2k12/contentpackage/services/online_bank_register/task_match_transactions.html?family=pro)