

# CONNECT YOUR ACCOUNT TO QUICKBOOKS ONLINE

## 1. Connect Your Bank Account

On the **Homepage**, under **Bank Accounts** click **Connect an Account**.

The screenshot displays the QuickBooks Online interface for 'Joe Callinan's Company' as of Monday, November 24, 2014. The left sidebar contains navigation options: Home, Customers, Vendors, Employees, Transactions, Reports, Taxes, Apps, and Order Checks. The main content area is divided into three sections: 'Income' (with a horizontal bar chart showing \$0 for Open Invoices, Overdue, and Paid Last 30 Days), 'Expenses' (with a donut chart showing \$0 for the last 30 days across five categories), and 'Bank accounts'. The 'Bank accounts' section lists 'Credit Card' and 'Bank', both with a balance of \$0.00. A red rectangular box highlights the 'Connect an account' button in the 'Bank accounts' section. Below this, the 'Activities' section shows a 'Needs attention' notification for 'November 24, 2014 TODAY' and a link to 'Finish setting up payments'.

Type **Glenwood State Bank** in the input box and the username and password you use to access your accounts. Click **Log In**. Answer the security question(s) on your account.

*Note: Do not select **Glenwood State Bank (IA)** in the dropdown; this is a different bank located in Iowa*

Welcome to QuickBooks, Joe!

**Import transactions from your bank or credit card.**

Examples: Bank of America, http://www.chase.com, or Chase Bank

Or choose from these popular banks

WELLS FARGO Bank of America CHASE

JPMorgan Chase PayPal

usbank. SUNTRUST BUSINESS BANKING Capital One

PNC BUSINESS BANKING

Welcome to QuickBooks, Joe!

User ID

Password

Log In Go back

## 2. Choose Your Account

Once connected, you will see all of the accounts you have at this bank. Choose the account you use for your business and tell QuickBooks what kind of accounts they are. QuickBooks will download all of the transactions from the last 90 days, but they aren't in QuickBooks just yet.

Welcome to QuickBooks, Joel

Select the accounts you want to connect.

1. Choose an **account type** for each account you're connecting

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

	ACCOUNT NAME	ACCOUNT TYPE	BALANCE
<input checked="" type="checkbox"/>	CREDIT CARD	<div style="border: 1px solid red; padding: 2px;">Choose account type Checking Savings Credit card Money market Trust account</div>	-1,313.74

# 3. Entering Transactions

On the Bank and Credit Cards page, click on the **Category or Match** column to sort the transactions. You will see where QuickBooks tried to find categories for some transactions.

The screenshot shows the QuickBooks interface for the 'Bank and Credit Cards' section, specifically for a 'Checking' account. At the top, there are three summary cards for 'Checking' (\$-3,621.93), 'Savings' (\$200.00), and 'Mastercard' (\$304.96). Below these, there are three tabs: 'New Transactions', 'In QuickBooks', and 'Excluded'. The 'New Transactions' tab is active, showing a list of transactions. The 'CATEGORY OR MATCH' column is highlighted with a red box, and the first transaction, 'Books By Bessie', has the category 'Legal & Professional Fees:Bookkeeper' assigned to it. Other transactions are listed with 'Uncategorized Expense' as the category.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
10/13/2014	Books By Bessie	Books by Bessie	Legal & Professional Fees:Bookkeeper	\$55.00		Add
11/15/2014	Chin's Gas	Chin's Gas and Oil	Maintenance and Repair	\$185.00		Add
11/17/2014	Mahoney Mugs	Mahoney Mugs	Office Expenses	\$18.08		Add
12/19/2014	A Rental	Cool Cars	Uncategorized Expense	\$1,200.00		Add
11/26/2014	A Rental	Cool Cars	Uncategorized Expense	\$800.00		Add
11/05/2014	Hicks Hardware	Hicks Hardware	Uncategorized Expense	\$24.38		Add
11/08/2014	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$666.00		Add

## 4. Changing Transaction Category

To put this transaction in a different category, open the transaction menu and choose the right one. If this is a new transaction, click **Add** on the column to the right.

The screenshot shows the QuickBooks interface for a 'Checking' account. A transaction for 'Books By Bessie' dated 10/16/2014 is selected, with a value of \$55.00. A dropdown menu is open, showing various categories. The 'Legal & Professional Fees' category is highlighted in blue. The 'Add' button at the bottom right of the transaction entry area is also highlighted in red.

DATE	DESCRIPTION			SPENT	RECEIVED	ACTION
10/16/2014	Books By Bessie			\$55.00		
11/18/2014	Chin's Gas	Chin's Gas and Oil	Maintenance and Repair	\$185.00		Add
11/20/2014	Mahoney Mugs	Mahoney Mugs	Office Expenses	\$18.08		Add
12/22/2014	A Rental	Cool Cars	Uncategorized Expense	\$1,200.00		Add
11/29/2014	A Rental	Cool Cars	Uncategorized Expense	\$800.00		Add

# 5. Choose a Payee

Select **Payee**. If this is a new payee, click **Add**.

The screenshot shows the QuickBooks interface for the 'Bank and Credit Cards' section, specifically the 'Checking' account. The account balance is \$-3,621.93. A dropdown menu is open, showing a list of vendors. The 'Books by Bessie' vendor is selected. Below the dropdown, the 'Purchases' category is selected, and the 'Add' button is visible. The interface also shows a table of transactions with columns for date, description, category, and amount.

DATE	DESCRIPTION	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
11/18/2014	Chin's Gas	Chin's Gas and Oil	Maintenance and Repair	\$185.00	Add
11/20/2014	Mahoney Mugs	Mahoney Mugs	Office Expenses	\$18.08	Add
12/22/2014	A Rental	Cool Cars	Uncategorized Expense	\$1,200.00	Add

# 6. Transfer

If you paid a business credit card bill or made a loan payment with a transaction, open the transaction and choose **Transfer**.

The screenshot shows the QuickBooks interface. On the left is a navigation sidebar with options like Home, Customers, Vendors, Employees, Transactions, Banking, Sales, Expenses, Chart of Accounts, Reports, Sales Tax, Apps, and Turn On Payroll. The main area is titled 'Bank and Credit Cards' and shows three account balances: Checking (\$-3,621.93), Savings (\$200.00), and Mastercard (\$304.96). Below this is a 'New Transactions' section with tabs for 'In QuickBooks' and 'Excluded'. A table of transactions is displayed, with one transaction highlighted: 11/15/2014, Chin's Gas, Chin's Gas and Oil, Transferred to Uncategorized Asset, \$185.00. A dialog box is open for this transaction, showing 'Transfer' as the selected action, with 'Uncategorized Asset' in the dropdown and a 'Transfer' button. Below the dialog is a 'BANK DETAIL CHIN'S GAS AND OIL' section with a table of other transactions.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
11/15/2014	Chin's Gas	Chin's Gas and Oil	Transferred to Uncategorized Asset	\$185.00		
11/17/2014	Mahoney Mugs	Mahoney Mugs	Office Expenses	\$18.08		Add
12/19/2014	A Rental	Cool Cars	Uncategorized Expense	\$1,200.00		Add
11/26/2014	A Rental	Cool Cars	Uncategorized Expense	\$800.00		Add
11/05/2014	Hicks Hardware	Hicks Hardware	Uncategorized Expense	\$24.38		Add

# 7. Split

If you purchased items from different categories with a single transaction, choose **Split**.

The screenshot displays the QuickBooks interface for a 'Checking' account. At the top, there are three account balance cards: Checking (\$-3,621.93), Savings (\$200.00), and Mastercard (\$304.96). Below these, a table of 'New Transactions' is shown. The table has columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION. A transaction from 12/19/2014 for 'A Rental' from 'Cool Cars' for \$1,200.00 is highlighted. A split dialog box is open over this transaction, showing options to 'Add', 'Find match', or 'Transfer'. The 'Add' option is selected. The dialog shows 'Cool Cars' as the category and 'Uncategorized Expense' as the match. A 'Split' button is highlighted with a red box. Below the dialog, the 'BANK DETAIL' table shows the split transaction with two rows: one for 'A Rental' from 'Cool Cars' for \$800.00, and another for 'Hicks Hardware' from 'Hicks Hardware' for \$24.38. Other transactions in the table include 'Mahoney Mugs' and 'Tim Philip Masonry'.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
11/17/2014	Mahoney Mugs	Mahoney Mugs	Office Expenses	\$18.08		Add
12/19/2014	A Rental	Cool Cars	Uncategorized Expense	\$1,200.00		
11/26/2014	A Rental	Cool Cars	Uncategorized Expense	\$800.00		Add
11/05/2014	Hicks Hardware	Hicks Hardware	Uncategorized Expense	\$24.38		Add
11/08/2014	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$666.00		Add



This will open the Split Transaction window, where you can choose the appropriate categories and how much you spent on each.

**Split Transaction** \$1,200.00

Downloaded Transaction  
A Rental on 12/19/2014 for \$1,200.00

Payee  
Cool Cars

CATEGORY	AMOUNT
Travel	600.00
Select Category	600.00
Stationery & Printing	Expenses 1,200.00
Supplies	Expenses 0.00
<input checked="" type="checkbox"/> Taxes & Licenses	Expenses
Travel	Expenses
Travel Meals	Expenses
Unapplied Cash Bill Payment Expense	Expenses
Uncategorized Expense	Expenses
Utilities	Expenses
Gas and Electric	Sub-account of Utilities