

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' on 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 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' with a balance of \$0.00 each. A red rectangular box highlights the 'Connect an account' button in the 'Bank accounts' section. Below this, the 'Activities' section shows a list of items, including 'Needs attention', 'QuickBooks for Windows or Mac user? Read this first.', 'November 24, 2014 TODAY', 'Take a tour of the home page', and 'Finish setting up payments so you can accept credit card, check, and bank transfer payments from your customers.'

Type **Lowry 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.

The image shows a screenshot of the QuickBooks interface. The main window is titled "Welcome to QuickBooks, Joe!" and contains the following elements:

- Import transactions from your bank or credit card.** A section with a search input box containing the placeholder text "Enter your bank URL" and a magnifying glass icon. Below the input box, it says "Examples: Bank of America, http://www.chase.com, or Chase Bank".
- Or choose from these popular banks** A grid of bank logos including: WELLS FARGO, Bank of America, CHASE, AMERICAN EXPRESS, JPMorganChase, PayPal, usbank, SUNTRUST BUSINESS BANKING, Capital One, and PNC BUSINESS BANKING.

An inset window, also titled "Welcome to QuickBooks, Joe!", is overlaid on the right side of the main window. It contains a login form with the following elements:

- User ID** A text input field.
- Password** A text input field.
- Log In** A blue button.
- Go back** A grey button.

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;"><p>Choose account type</p><p>Checking</p><p>Savings</p><p>Credit card</p><p>Money market</p><p>Trust account</p></div>	-1,313.74

Connect

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 'Legal & Professional Fees:Bookkeeper' listed in this column. Other transactions include 'Chin's Gas', 'Mahoney Mugs', 'A Rental', 'Hicks Hardware', and 'Tim Philip Masonry', all of which are listed as 'Uncategorized Expense'.

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	\$185.00		Add
11/20/2014	Mahoney Mugs	\$18.08		Add
12/22/2014	A Rental	\$1,200.00		Add
11/29/2014	A Rental	\$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 for 'Bank and Credit Cards' under the 'Checking' account. It displays three account balances: Checking (\$-3,621.93), Savings (\$200.00), and Mastercard (\$304.96). Below this, there are 'New Transactions' tabs for 'In QuickBooks' and 'Excluded'. A transaction table is shown with columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION. The first transaction is dated 11/15/2014, described as 'Chin's Gas', with payee 'Chin's Gas and Oil' and category 'Transferred to Uncategorized Asset' for a spent amount of \$185.00. A modal window is open for this transaction, showing options to 'Add', 'Find match', or 'Transfer'. The 'Transfer' option is selected and highlighted with a red box. Below the modal, there is a 'BANK DETAIL CHIN'S GAS AND OIL' section with a table of other transactions. The 'Transfer' button in the modal is also highlighted with a red box.

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 modal window is open over the transaction dated 12/19/2014, which is for 'A Rental' from 'Cool Cars' with a total amount of \$1,200.00. The modal shows options to 'Add', 'Find match', or 'Transfer'. The 'Add' option is selected, and the 'Split' button is highlighted with a red box. Below the modal, the 'BANK DETAIL' section shows a list of transactions with their respective dates, descriptions, payees, categories, and amounts.

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		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

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 1,200.00
Taxes & Licenses	Expenses \$0.00
Travel	Expenses
Travel Meals	Expenses
Unapplied Cash Bill Payment Expense	Expenses
Uncategorized Expense	Expenses
Utilities	Expenses
Gas and Electric	Sub-account of Utilities

Buttons: Add, Split, Add