# QuickBooks – MAC – Web Connect

*Web Connect - Setup*

## Procedures

**Task 1:** Preparation

1. Backup your 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 instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for *Update QuickBooks*, then select **Update QuickBooks** and follow the instructions.

> **NOTE:** If multiple computers do not use the same QuickBooks data file, **skip step 3**. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

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

> **NOTE:** If you are not using Classic Mode (Register Mode), enable it for this exercise. You may restore it after.

**Task 2:** Generate Web Connect File from *Digital Banking*

➤ Log in to https://www.bostonprivate.com/ *- Digital Banking Login*

- From the Home screen, select the Account

- Select the Filter icon: choose Custom Date range (Start and End Dates), and other criteria's if applicable.

- Apply Filters

> **NOTE:** Filtering the date range will download the applied filtered transaction dates.

- Select, **E*xport icon: QuickBooks (qbo) Web Connect file.***

- AccountHistory .qfx file is forwarded to your computer's Download folder

- Open/Launch file to Quicken or Import the file from QuickBooks.

**Task 3: QuickBooks – Open .qbo file**

➢ **Account Association** window opens: Select **Link to an <u>existing account</u>** and choose the <u>matching account</u> in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

➢ **Downloaded Transactions**

  o Review and reconcile transactions to the QuickBooks designated Account(s)

> **IMPORTANT:**   Do **NOT** select **Create a new account unless you intend to add a new account to QuickBooks**.

**Task 4: QuickBooks Import .qbo file**

- QuickBooks Import file:

  o Open QuickBooks

  o Click **File** > **Import** > **From Web Connect File**.

  o Search and select .qbo file from your computer's Download folder

  o Open .qbo file

  o See Task 3