

# QuickBooks – Windows – Web Connect

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## Web Connect - Setup

### Procedures

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#### Task 1: Preparation

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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.

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

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- 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, **Export 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.

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

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

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### Task 4: QuickBooks Import .qbo file

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- QuickBooks Import file:
  - Open QuickBooks
  - Click **File > Import > From Web Connect File.**
  - Search and select .qbo file from your computer's Download folder
  - Open .qbo file
  - See Task 3