

QuickBooks – Windows – 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*

- <https://www.svb.com/private-bank>
- **Login> Digital Banking> For legacy Boston Private Bank Clients**
 - 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.qbo file is forwarded to your computer's Download folder
- Open/Launch file to QuickBooks or Import the file from QuickBooks.

Task 3: QuickBooks – Open .qbo file

- **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.**

Task 4: QuickBooks Import .qbo file

- 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