GETTING STARTED WITH QUICKBOOKS DESKTOP FOR WINDOWS

First Colorado National Bank offers connectivity to QuickBooks Desktop through Web Connect.

With Web Connect, you will download a file from the bank's website and upload that file into QuickBooks Desktop. This process does not require your online banking credentials to be provided to QuickBooks since the file download occurs in First Colorado National Bank's online banking environment.

Prepare QuickBooks for your new Transaction File

1) Back up your QuickBooks Data File

   For instructions, choose **Help menu** > **QuickBooks Help**. Search for *Back Up* and follow the instructions.

2) Download the latest QuickBooks update.

   For instructions, choose **Help menu** > **Update QuickBooks** and follow the instructions.

3) Switch to single user mode if you are sharing the QuickBooks data file among multiple computers.

   For instructions, choose **Help menu** > **QuickBooks Help**. Search for *Switch to Single User Mode* and follow the instructions.

Download your Transaction File

1) Log into your online banking account at www.firstcoloradobank.com.

2) Click on the account of the transactions you'd like to download.

3) Click on the arrow with a line underneath.

4) Select the preferred date range for your download.

5) Select QuickBooks (*.QBO) as the file format.

6)   Save the file to your computer.

Note: If you plan to open the file directly instead of saving it to your computer, we recommend that you have your Company file open in QuickBooks *before* you begin. Then if you select "open" instead of "save", your web browser should open QuickBooks and begin to import the transactions.
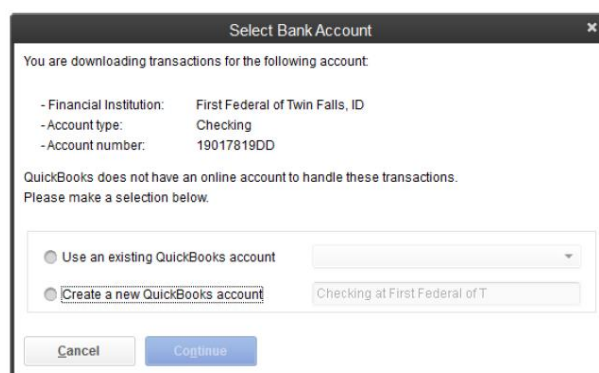
Import Transactions to QuickBooks

1)   Open QuickBooks and your Company File

2)   Choose **Banking** menu > **Bank Feeds** > **Import Web Connect File**. This will open the import dialog.
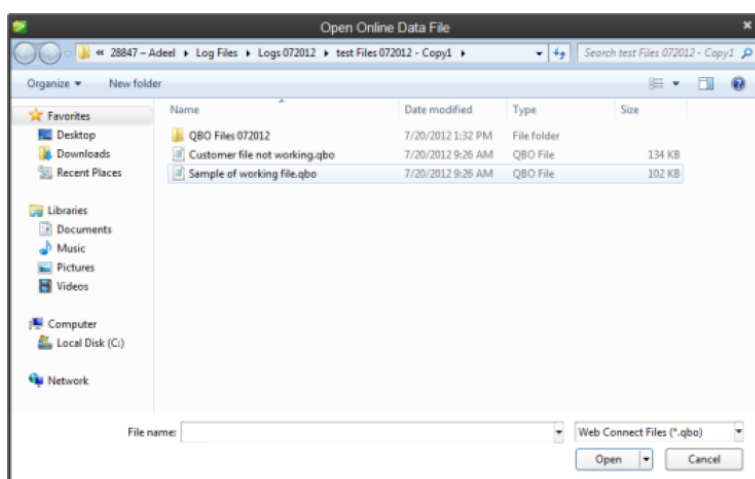
3)   Navigate to and select the file you downloaded, then click **Open**.

4)   You will see a dialog box like this one with your information:

   a. Click **Use an Existing QuickBooks Account** if you have an appropriate account in the Chart of Accounts.

   b. If you do not yet have an account, click **Create a new QuickBooks account** and enter a name for the new account.

5)   Click **Continue**.

6)   Click **OK** to confirm and finish.

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Update Transactions

Accounts you set up using a Web Connect file will not update automatically. To update the data in those accounts, simply log into your online banking at www.firstcoloradobank.com, download a current Web Connect file, and import it using the process described above.

Match or Add Transactions

After you set up your accounts, you need to tell QuickBooks how to handle your transactions.

1) Go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2) Select the account you want to manage and click **Transaction List**. The Transaction List window allows you to match downloaded transactions to existing ones in your account register and add new transactions.
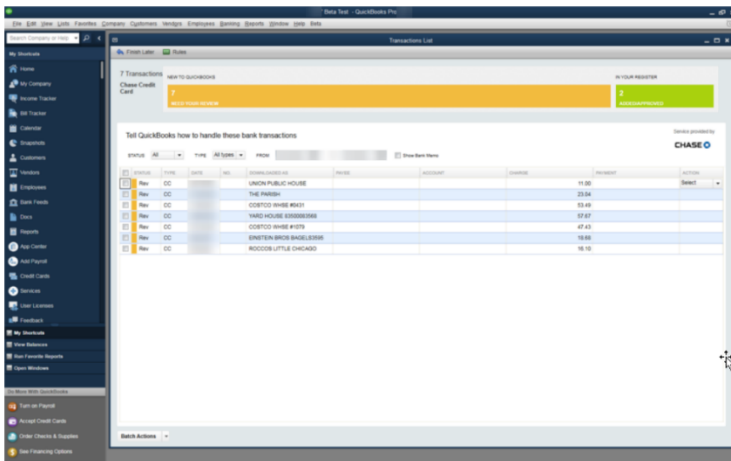
3) A colored bar will indicate the following:

   a. Transactions in orange need your review.

   b. Transactions in red have been changed according to the rules.

   c. Transactions in blue were automatically matches.

4) You can filter your transactions using the status, type, and date range filters.

5) Add or verify the QuickBooks income/expense account on each transaction.

For more details about the Transaction List window, please refer to the QuickBooks in-product help article titled Bank Feeds Center Window.

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