GETTING STARTED WITH QUICKBOOKS DESKTOP FOR MAC

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**. Use the Search bar at the top to search for *Back Up* and follow the instructions.

2) Download the latest QuickBooks update.

   For instructions, choose **Help menu**. Use the Search bar at the top to search for Update QuickBooks. Select **Check for QuickBooks Updates** 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.

 | Transactions | ↓ 🖨 🔍 |
   |---|---|
   | INTEREST DEPOSIT
Dec 31, 2022 | +$0.02
$145.13 |

4) Select the preferred date range for your download.

5) Select the "QuickBooks (*.QBO)" 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 > **Downloaded Transactions** > **Import File**. This will open the import dialog.
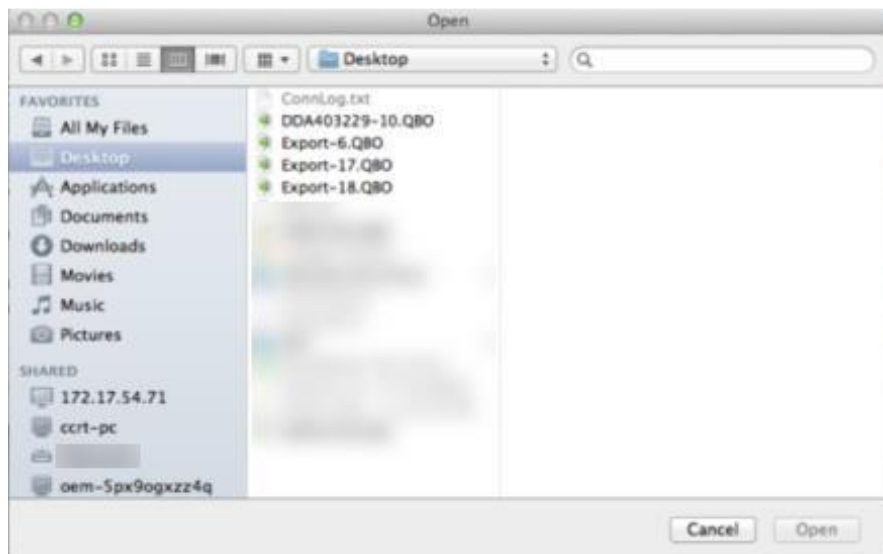
3) Navigate to and select the file you downloaded, then click **Open**.

4) You will see a dialog box like this one with your information. Click Select Account for each account.

    a. Select your account if you have an appropriate account in the Chart of Accounts.

    b. If you do not yet have an account, select **New…** and enter a name for the new account.
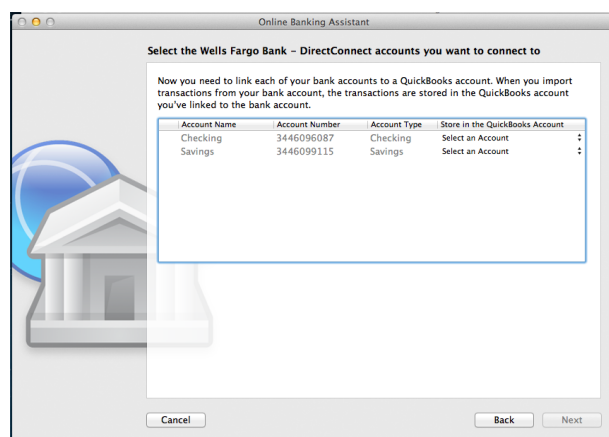
5) Click **Next**.

6) You will receive a message that you have successfully set up your accounts.

7) Click **Close** to return to the Downloaded Transactions window.

www.firstcoloradobank.com

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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 > **Downloaded Transactions**.

    Select the account you want to manage. Use the buttons at the bottom of the Downloaded Transactions window to add transactions to the account register. You can add multiple transactions at once, match them to transactions already in the register, and more.
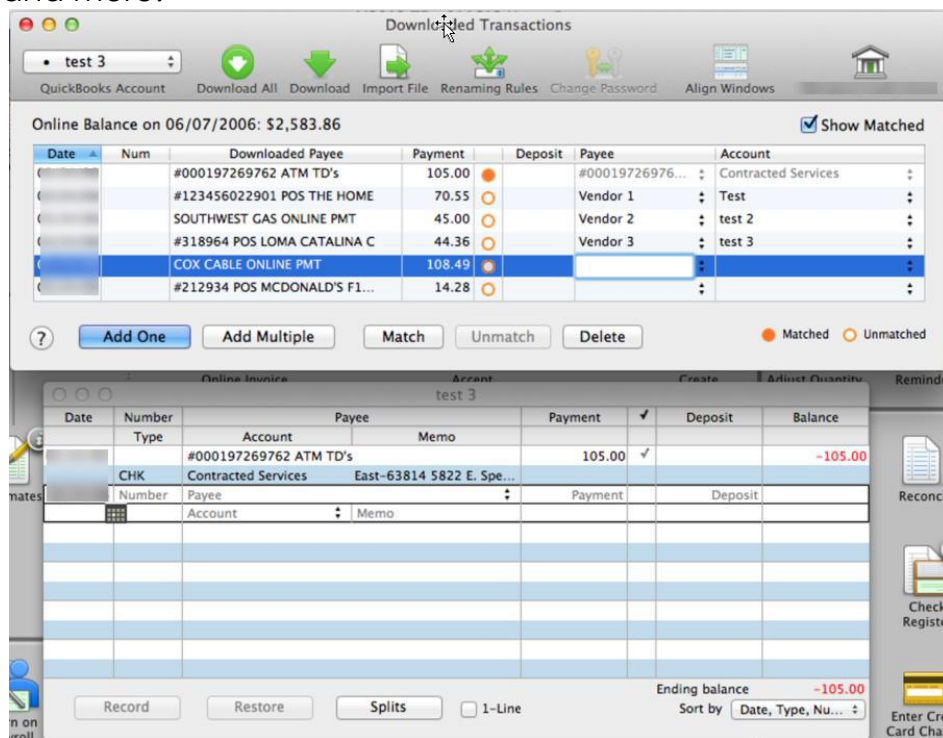
2) For detailed instructions on matching and adding transactions go to the QuickBooks **Help** menu. Use the search field at the top to search for **Match Transactions**, then select the article **Online Banking: Updating your Register**.

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