

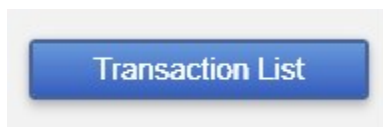
8. Click **OK** to confirm and finish.

**NOTE:** There is an alternate way of importing a Web Connect file into QuickBooks. Go to **File > Utilities > Import > Web Connect file**, navigate to where the Web Connect file is located on your computer, and then click **Open**.

## Special Note: Matching and Adding Transactions

After you set up Bank Feeds and open the Bank Feeds Center, you need to tell QuickBooks how to handle downloaded transactions.

1. Go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**, select the account you want to work on and click **Transaction List**.



A colored bar will indicate the following:

- Transactions in orange need your review
- Transactions in red have been changed by rules
- Transactions in blue indicate automatically matched.

**NOTE:** You can filter your transactions easily using the status, type, and date range filters.

2. Add or Verify the QuickBooks income/expense account on each transaction.

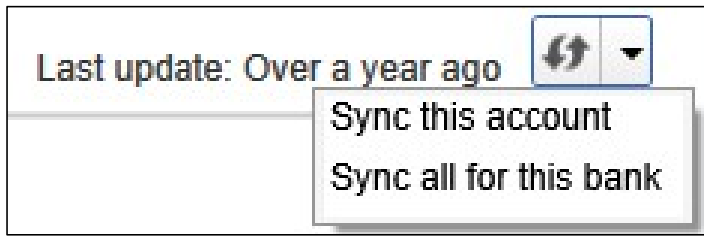
ACCOUNT	CLASS	PAYMENT
counts Receivable		200.00
60120 Insurance	Expense	
60130 Repairs and Maintenance	Expense	

**NOTE:** For more details about the Transaction List window, please refer to the QuickBooks In-Product Help Article titled Bank Feeds Center window.

## Updating an Account (Direct Connect) - Express Mode

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.
2. Select the account you want to update in the Bank Feeds window.

3. After you select the account, click **Download Transactions** to start the update process. If you have multiple accounts with the same bank, you can choose to sync either one or all accounts by clicking the sync button in the upper-right hand corner.



After the sync is complete, your accounts should be up to date.

## Updating an Account (Web Connect) – Bank Feeds

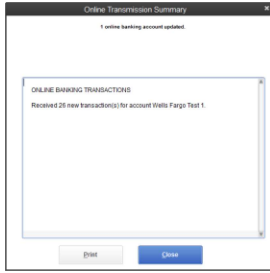
1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.
2. Select the account you want to update in the Bank Feeds window.
3. After you select the account, click **Refresh Account** to start the update process.

**NOTE:** For Web Connect accounts, QuickBooks will open your financial institution (FI) website. Please log in and download the QuickBooks web connect file (\*.QBO) per the financial institution's instructions. Alternately, you can log into the FI website outside of QuickBooks and follow the same steps below.

4. When you begin the web connect download from the FI website, your web browser should give you the option to either "open" the file or "save" it.
  - If you open it, QuickBooks should open and begin the import process.
  - If you save it, you can import it later by going to **Banking** menu > **Bank Feeds** > **Import Web Connect File**, navigate to where the Web Connect file is located on your computer, then click **Open**.

**NOTE:** You can also import a Web Connect file into QuickBooks by going to **File** > **Utilities** > **Import** > **Web Connect file**, navigate to where the Web Connect file is located on your computer, and then click **Open**.

5. QuickBooks will then import the online banking transactions and show you a Transmission Summary.



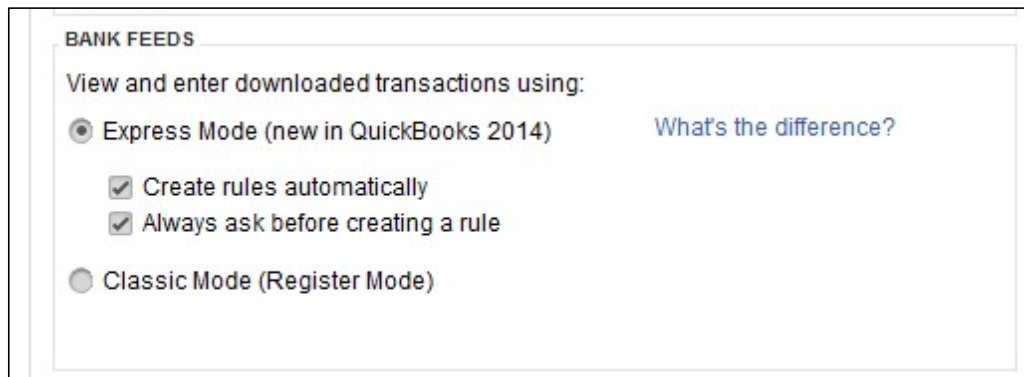
6. Review the Online Transmission Summary. You can print the summary or just click **Close** when done.
7. After the Web Connect import, go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**, select the account, and click **Transaction List** to view and match the downloaded transactions.

## Switching Online Banking Modes

You can easily switch from Express Mode to Classic Mode (formerly Register Mode).

1. Go to **Banking** menu > **Bank Feeds** > **Change Bank Feeds Mode**.

You will see your Company Preferences. In the Bank Feeds area, you will see your current mode.



2. Click either **Express Mode** or **Classic Mode**.

**NOTE:** Express Mode allows you to change your Rule preferences.