

QuickBooks Desktop – Web Connect

There are two ways to connect to Affiliated Bank using QuickBooks Desktop.

- 1. Web Connect is where you log in to Business Online Banking and then select the data range and account you want to export. You can then import the data into QuickBooks for reconciliation of transactions.
- The second method is Direct Connect is where you log in directly from QuickBooks into the Bank.
 For more information on this method see the Direct Connect for QuickBooks Quick Reference Guide.

Before you begin using Web Connect, we **STRONGLY** encourage you to run a <u>full backup</u> of your QuickBooks data in the event you need to restore everything back to where it started.

To begin with Web Connect open QuickBooks.

• Login to your Affiliated Bank Connect Now[™] Online Banking account through your preferred web browser and click on the account you wish to begin with.

Â	Affiliated Bank				
Click a	in account tile to view	details and	transaction history.		
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	Messages				
8	Transactions		C Financial Tools	Get Started	
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G	Log Off		Link Account View your balance and history from other banks and credic unions.	Get Started	
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			Operating XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99.43%	

• Click on the **filter icon** located in the top, right portion of your screen.

Ŕ	Affiliated B	ank	k			
View	details or a check image b	y click	king '+' next to that transaction. Select "Show Filters' for search options.		ľ	×
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- Select the time period you wish to download.
- Next, select the transaction type you wish to download. We recommend "Posted."
- Click "Apply Filter."

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• Next, click the "Export" option.

AB	Affiliated B	ank					
View	details or a check image t	oy clickir	ig '+' next to that transaction. Select 'Show Filters' for search options.	×			
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٢	Settings	~		Spreadsheet (csv)			
G	Log Off		Date - Description -	Microsoft OFX (ofx)			
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			2020	Quickbooks (qbo)			
			MAY 27 🕈 Cashed Check - 1001	(\$2.42)			

- Depending on the browser you are using, open the file that has been downloaded. In Google Chrome the file will appear at the bottom of your screen.
- Select the "Import new transactions now" option.
- Click "OK."

C QuickBooks X			
QuickBooks has received new transaction data. Please indicate whether you want to import this data now or save the file for import later.			
Import new transactions now.			
Save transactions to a file (you will be asked for a file name).			
Always give me the option of saving to a file when I download Web Connect data.			

- When connecting your Affiliated Bank account to QuickBooks for the first time, you will see the window below.
- If you have setup your Affiliated Bank account in QuickBooks, then select the "Use an existing QuickBooks account" option.
- If you are setting up your Affiliated Bank account in QuickBooks while doing this, then select the "Create a new QuickBooks account" option and follow the prompts within QuickBooks.



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• You should now receive the following message indicating your Web Connect file has been successfully read into QuickBooks.



• You are now ready to perform the reconciliation feature within QuickBooks.



For step by step instructions, please visit the QuickBooks Support website below and follow the recommended steps that QuickBooks has provided.

QuickBooks Support Website



