



# QuickBooks™ User Guide



*Northwest Bank, serving Seattle since 2008*



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# QuickBooks™ User Guide

## Table of Contents

Overview	3
Intuit Web Connect™	3
Creating a Unique Template to Generate a Report	3
Importing the Report: Quicken™	8
Importing the Report: QuickBooks™	8

# QuickBooks™

## Overview

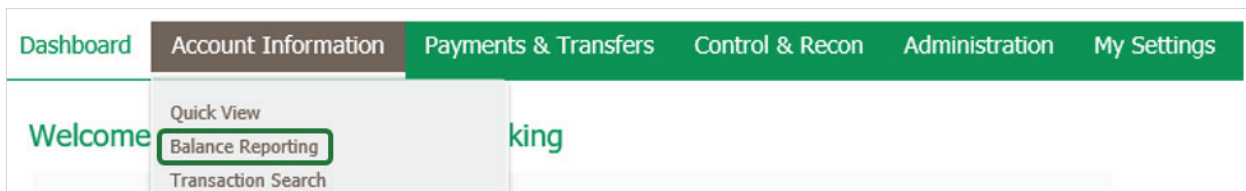
Commercial Center (CC) for Commercial Online Banking (COB) supports output of previous and current day data in a number of formats, including a formatted PDF / Web report, a text-based report and several data formats, among them being BAI2, SWIFT MT940, CSV, and the Intuit Quicken™ and QuickBooks™ formats. In order to use the Quicken™ and QuickBooks™ output features, Northwest Bank must be a participant in the Intuit Web Connect™ program, as the output files include certain identifiers that Quicken™ and QuickBooks™ verify during the import process. This document explains those identifiers and the other required configuration settings, as well as describes user features such as defining a public template, creating a unique template, generating a report, and importing reports into Quicken™ and/or QuickBooks™.

## Intuit Web Connect™

The Web Connect functionality found in Quicken™ and QuickBooks™ automatically enters transactions and updates balances when a user logs into the bank's website, in this case Online Messenger, and initiates a download, saves the file to your computer, and then performs the **Import Web Connect File** step. Online Messenger generates an OFX file that adheres to the OFX requirements for Intuit™. During the import process, Quicken™ and/or QuickBooks™ expect and verify the bank is a partner in the Web Connect™ program. As a result, OLM stores these ID's and includes them in the output files.

## Creating a Unique Template to Generate a Report

As with other information reporting templates, clients may create templates to output Quicken™ and/or QuickBooks™ formatted transaction files. To get started, select the **Account Information** tab followed by **Balance Reporting**.



The **Balance Reporting** service allows for the creation of customized reports which can be tailored to company and user needs. Existing reports are displayed on the main page and permit **review, deletion, editing, or cloning**. If users do not have access to specific accounts, but the user has access to the Balance Reporting service, the user will have access to the reporting service, but no accounts the user is not entitled to.

## Creating a Report Template

From the **Balance Reporting** dashboard, select **Create Report** to begin.

**Balance Reporting**

Name	Date
No web templates have been set up.	

Create Report

**Template Name:** The template name should be easily identifiable for the type of report needed, but easily distinguishable from other templates. A name is only required if the user wishes to save the report as a template.

1 What name would you like to use for this template? \_\_\_\_\_

Template Name

*Name is required only if you wish to save this as a template.*

**Accounts:** All eligible company accounts will be available via the drop-down menu. Accounts can be added one at a time or all at once using the **Add All** button. To remove an account, click the **red X** next to the account. Clicking the **Number** button will sort the added accounts by account numbers in ascending order. Clicking the **Name** button will sort by account name.

2 Which accounts would you like on this report? \_\_\_\_\_

Please select an account...
▼

 Add All
 

 Number
 

 Name

**Data:** If all transaction types are needed, simply select the **All Data Types (ALL)** checkbox or individually select the desired information for the specified report or template.

3 What data should be presented on this report? \_\_\_\_\_

All Data Types (ALL)

Summary Transactions (SUMMARY)

Status Transactions (STATUS)

All Credit Transactions (CREDIT)

All Debit Transactions (DEBIT)

Credits (TRAN GROUP TEST)

**Dates:** The **Default Date Range** for reporting is **Current and Previous Business Day**. Reports can be created for **Previous Week, Previous Month, Week to Date, Month to Date,** and **Custom Date Range**. To create a custom date range, select the **From** and **To** calendar icons in the date field to open the calendar and select a date.



4 What dates would you like included in this report?

Default date range - Current And Previous Business Day

Only New- Only include new information since the last time this report was generated  
 Note: "Only New Data" is operational only when generating reports from a previously saved template, via the Template List screen.

Previous Business Day Only

Previous Week

Previous Month

Week To Date

Month To Date

Custom Date Range

**Formatting:** Only one option can be selected per report or template. The format options are; **BAI Version 2, CSV Balance Transaction Report, CVS Report, CVS Transaction Report, QuickBooks™ Web Connect, Quicken™ (Mac) Web Connect, Quicken™ (Windows) Web Connect,** and **Web Report.** The **CSV Report** format will show Summary and Detail information. The **CSV Transaction Report** will show **Detail** and **Transaction** information.

5 How would you like your report formatted?

BAI Version 2       CSV Balance Transaction Report       CSV Report

CSV Transaction Report       QuickBooks Web Connect       Quicken (Mac) Web Connect

Quicken (Windows) Web Connect       Web Report

**File type:** The user must select the desired file type for each report or template. The options are; **HTML, PDF, Encrypted PDF, Text**

What type of file would you like to receive?

HTML       PDF       Encrypted PDF       Text

**File Name/Macros:** The user must name the file. **Macros** are used as a way to insert variable data into a filename.

What name would you like the file to have?

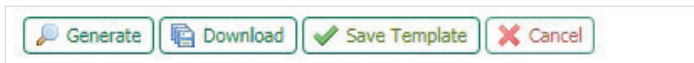
[Macros Help](#)

**Note:** In order for reports to successfully import into Quicken™ and/or QuickBooks™, it must be a text document and have the proper extension. Therefore, when a Quicken™ and/or QuickBooks™ format is chosen the text document option is automatically selected, and the PDF and HTML document options become unavailable. Also, the proper extension for Quicken™ (.qfx) and/or QuickBooks™ (.qbo) is generated for the file name.

The **Macros Help** hyperlink provides a Macros table based on the **Macros Value Description**. To use a Macro, enter the Macro value surrounded by the percent sign (%) in the **File Name** text box. Macros are not case-sensitive and may be entered in either upper or lower case characters. Since MM is used for both month and minute, lower-case mm indicates month and upper-case MM identifies minute.

<b>Macro Value</b>	<b>Description</b>
%SERVICE%	The Service name. Service names with multiple words will contain an underscore. (Example: Sunrise_Report)
%TEMPLATENAME%	The name of the template creating this file. (Example template name: PDTAP2). <b>NOTE:</b> SFT Receive does not use Templates.
%FILENAME%	The original filename as created by Online Messenger
%yyyy%	Current Year with century (YYYY=2008)
%yy%	Current Year no century (YY=05)

Once the report options have been selected, users have the option to **Generate** and view the report immediately, **Download** to populate the report to print or download, **Save Template** to save for future use, or **Cancel** to delete the report and return to the Account Information screen.



Templates that are created and saved will be displayed on the **Account Information** screen for viewing.

	<b>Name</b>	<b>Date</b>
	<b>Test</b> Balance Reporting	<a href="#">08/01/2018 - 08/29/2018</a>

### Viewing/Editing/Cloning a Report

Reports that have been saved as a template are listed on the **Balance Reporting** landing page with the options to **Delete**, **View**, **Download**, **Edit**, and **Clone**.

	<b>Name</b>	<b>Date</b>	
	<b>Test</b> Balance Reporting	<a href="#">08/01/2018 - 08/21/2018</a>	View            Download            Edit            Clone
Create Report			

The **date range** hyperlink on the dashboard allows users to make changes to the template directly from the date hyperlink.

The screenshot shows the 'Balance Reporting' dashboard. At the top, there is a table with columns for 'Name' and 'Date'. A report named 'Test Balance Reporting' is listed with a date range of '01/01/2019 - 01/07/2019'. To the right of the table are buttons for 'View', 'Download', 'Edit', and 'Clone'. Below the table, there is a 'Create Report' button. A dropdown menu is open under the 'Date' column, listing various date range options: 'Previous To Current Business Day', 'Current Business Day', 'Previous Business Day', 'Last Week', 'Last Month', 'Week to date', 'Month to date', 'Specific Date', and 'Date Range'. A footer note indicates '\* indicates required fields' and 'Page generated on 01/07/2019 at 6:39 PM MST'.

## Template features and definitions

**Red X:** Allows for the removal of a report template. A confirmation is given to ensure this action is desired.

**Name:** This field displays the report name defined when the report was created.

**Date:** The date field displays the date range selected for the report. Clicking the **Date** Link will open selectable date options. Selecting a new date will change the report delivery option. Clicking the **View** button, once the date has been changed, will generate a report based on the new date selected.

**View:** Viewing a report, by selecting the **View** button, will provide information on accounts using the following fields.

- **Account Number:** The account number will be displayed in the heading of each account section. The number is masked for security purposes, but reveals the last 4 digits of the account and the name of the account. Each account is broken out for ease of viewing.
- **Date:** The date and time are provided as reference to when the information was generated.
- **Account Summary:** These fields vary from account to account and provide the account details, balances, dates, rates and payments.
- **Posted Date:** This is the date of the accounts last posting.
- **Description:** The description indicates the type of transactions that have occurred.
- **Credit:** The credit field indicates any credits that were administered.
- **Debit:** The debit field indicates any debits that were administered.

- **Balance:** The current balance of the account is displayed in this field.
- **Print:** This button will print the report.
- **Download:** This button will download the report.
- **Close:** This button closes the report and will return the user to the Account Information page.

**Edit:** Select the **Edit** button to edit an existing report. The fields previously selected will be populated, but each field can be altered where necessary.

**Clone:** By selecting the **Clone** button, users can clone the report but must enter a new template name. Any of the available options can be modified, but upon first entering the **Clone Report** page, all options will be identical to the template it is being cloned from.

## Importing the Report: Quicken™

Reports can be imported into Quicken™ one of three ways.

### Saved Reports

1. Once the .qxf-suffixed file has been located in the computer, double click on it and Quicken™ will automatically open.
2. Open Quicken™ and click the **File** menu. Select the **Import** option. Locate and open the file.

### Downloaded Reports

3. Some browsers allow reports that have been opened and closed, but not saved, to be retrieved without requiring another download. This can be done on Mozilla Firefox™ by pressing “CTRL” and “J” simultaneously on the keyboard. If using Safari™, the user must press “CTRL” “ALT” “L” simultaneously to bring up download history. Double clicking on the .qfx file will automatically open Quicken™.

At this point a **Connection Status** window will appear. Quicken™ will check to see if the bank has a valid account with Intuit™ and Quicken™ and if so, it will upload the IDs to the branding server for Intuit™ for verification. Once this is complete, Quicken™ will begin to import transactions.

If Quicken™ recognizes the accounts being presented, it will begin to process the transactions and update the user’s accounts.

If Quicken™ does not recognize one or more of the accounts being presented, a window will pop up prompting user to create an account to correspond with all unrecognized account numbers.

## Importing the Report: QuickBooks™

In order to begin to import transactions, a company file must first be created or opened in QuickBooks™. Once this is done, reports can be imported one of three ways.



## Saved Reports

1. Once the .qbo-suffixed file has been located in the computer, double click on it and QuickBooks™ will automatically open.
2. Open QuickBooks™ and click the **File** menu. Select the **Import** option. Locate and open the file.

## Downloaded Reports

3. Some browsers allow reports that have been opened and closed, but not saved, to be retrieved without requiring another download. This can be done on Mozilla Firefox™ by pressing “CTRL” and “J” simultaneously on the keyboard. If using Safari™ browser, the user must press “CTRL” “ALT” “L” simultaneously to bring up download history. Double clicking on the .qbo file will automatically open QuickBooks™.