



Refer to this Web Connect guide for instructions on using QuickBooks's online account features to save time, improve accuracy, and keep your records up to date.

This guide includes the following sections:

**Information You'll Need to Get Started, page 1**—Explains the information you will need to have before downloading transactions with QuickBooks.

**Set up Online Account Access, page 1 - 2**—Explains how to set up transaction download for your QuickBooks account.

**Keeping Your QuickBooks Accounts Up-to-Date, page 2 - 3**—Describes how to download transactions on an ongoing basis.

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## Information You'll Need to Get Started

Before you enable your QuickBooks accounts to use Web Connect online account access, you will need an ID/Password to log into Capital Bank's Web site.

Once you have received the necessary information to access the site, this guide will show you how to download transactions into your accounts in the QuickBooks product line.

**Note:** There is no online transaction download capability in the Simple Start product.

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## Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download.

- **Small Business Internet Banking Clients:** Log into internet banking via the Capital Bank Web site and click on the account that you want to export transaction history into QuickBooks. Next, place your mouse cursor over “Transactions” to view the “Transactions” menu and click on “Export Transactions.” Select the statement cycle or date range you wish to export into QuickBooks. Next, select the export format “Intuit QuickBooks (2005 or later) [.QBO]”.
- **Cash Management Clients:** Log into cash management via the Capital Bank Web site and click on the account that you want to export transaction history into QuickBooks. Next, place your mouse cursor over “Transactions” and select the transactions you wish to download into QuickBooks. Next, select the export format “Intuit QuickBooks [.QBO]”.

**Step 1** When you select **Export**, your QuickBooks program launches and a dialog box appears that asks whether you want to process transactions now or save them for later processing.

**Step 2** Click the **Import new transactions now** radio button and click **OK** to continue.

**Step 3** The **Select Bank Account** dialog box appears (see below). Here you select whether you want to download into an existing account register or create a new account

- Download into an Existing Account: Click the **Use an existing QuickBooks account** radio button and select an account from the drop-down list
- Download into a New Account: Click the **Create a new QuickBooks account** radio button and type a name for the account.

**Note:** You only need to select the account for this first download. After the account is activated for Web Connect account access, future Web Connect sessions will download to this account automatically.



**Step 4** After making your selection click **Continue**. When QuickBooks confirms that your Web Connect data has been successfully read into QuickBooks, click **OK**.

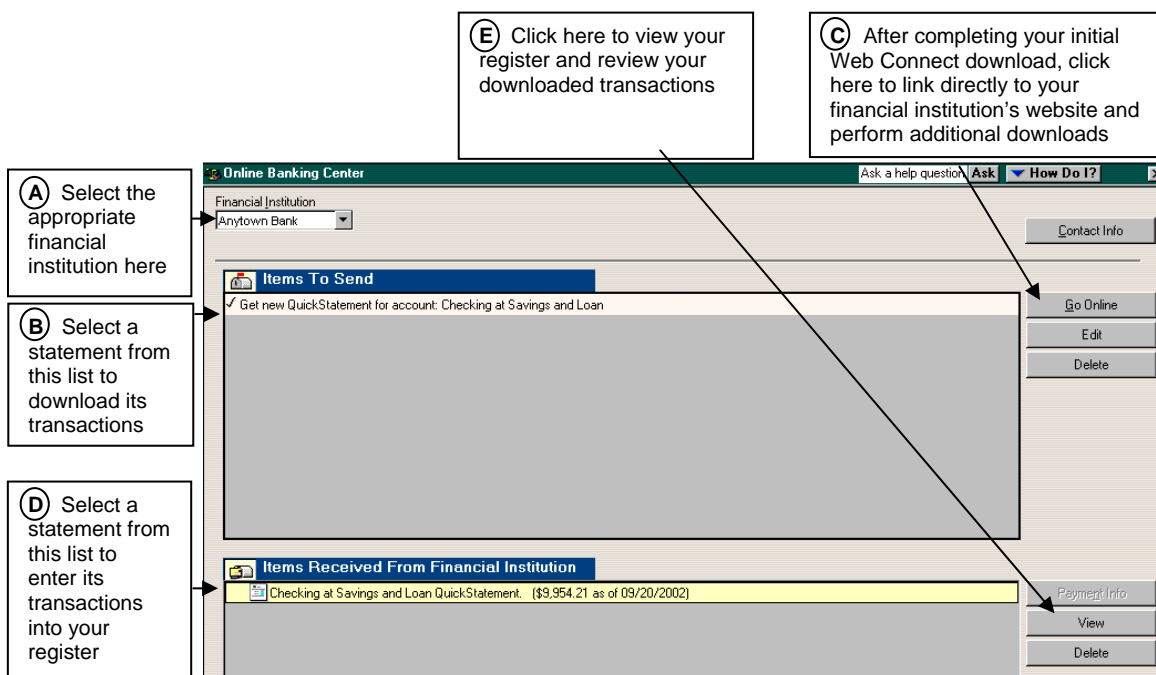
Your first download is complete.

Refer to the following section to download transactions on an on-going basis.

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## Keeping Your QuickBooks Accounts Up-to-Date

From the **Online Banking Center**, you can download transactions, check online balances, and view downloaded transactions in your register.



**Step 1** From the QuickBooks **Banking** menu, choose depending on product version:  
QuickBooks 2006-2008: **Online Banking > Online Banking Center**  
QuickBooks 2005: **Online Banking Center**

**Step 2** In the **Online Banking Center**, select a financial institution from the **Financial Institution** list box. (See A above)

**Step 3** In the **Items to Send** area, click the desired statement and then click **Go Online**. (See B and C above)

**Step 4** When your financial institution's website appears, follow the instructions on the website to download your transactions into QuickBooks.

**Step 5** In the **Items Received From Financial Institution** area, click the desired statement and then click **View** (See D and E above). The Downloaded Transactions window appears below the account register. (See figure next page)

Match Transactions Type a help question **Ask** **How Do I?**

Go to ... Print... Edit Transaction QuickReport

**Register**  Show Register  1-Line Account: Checking

Date	Number	Type	Account	Payee	Memo	Payment	✓	Deposit	Balance
12/20/2007	SEND		Low Plumbing			1,200.00			-11,299.42
	BILLPMT		Accounts Payable						
12/20/2007	SEND		Hopkins Construction Rentals			550.00			-11,849.42
	BILLPMT		Accounts Payable						
12/31/2007	PMT		Abercrombie, Kristy:Remodel Bathroom					7,633.28	-4,216.14
			Accounts Receivable						
12/15/2007	<input type="checkbox"/>	Number	Payee	Account	Memo	Payment		Deposit	

**Record** **Restore** **Ending Balance** -4,216.14

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**Downloaded Transactions**  Show Matched

As of 11/30/2003 Balance = \$5,035.66 Sort Statement By Date

Status	Date	Check #	Payee	Pay...	D...
Unmatched	11/05/2003		Funds Transfer		5,0...
Unmatched	11/13/2003		ATM Withdrawal	200.00	
Unmatched	11/15/2003		Deposit		2,0...
Unmatched	11/30/2003		Bank Seervice Charge	9.00	

**Add One to Register** **Add Multiple...** **Match** **Umatch** **Done**

Review your downloaded transactions here

- Step 6** From the list in the **Downloaded Transactions** window, choose a transaction to add to the register and then click **Add One to Register**. Use the **Add Multiple...** button to add all transactions that have a recognized payee and associated account.
- Step 7** Follow the on-screen prompts to perform the desired activities. You will have the opportunity to create an alias for an unrecognized payee. Aliased payees are automatically renamed at each download.
- Step 8** When the transaction appears in the register, choose an account for the transaction from the **Account** drop-down list and then click the **Record** button.