



# QUICKBOOKS® ONLINE USER GUIDE

Web Connect





## WEB CONNECT

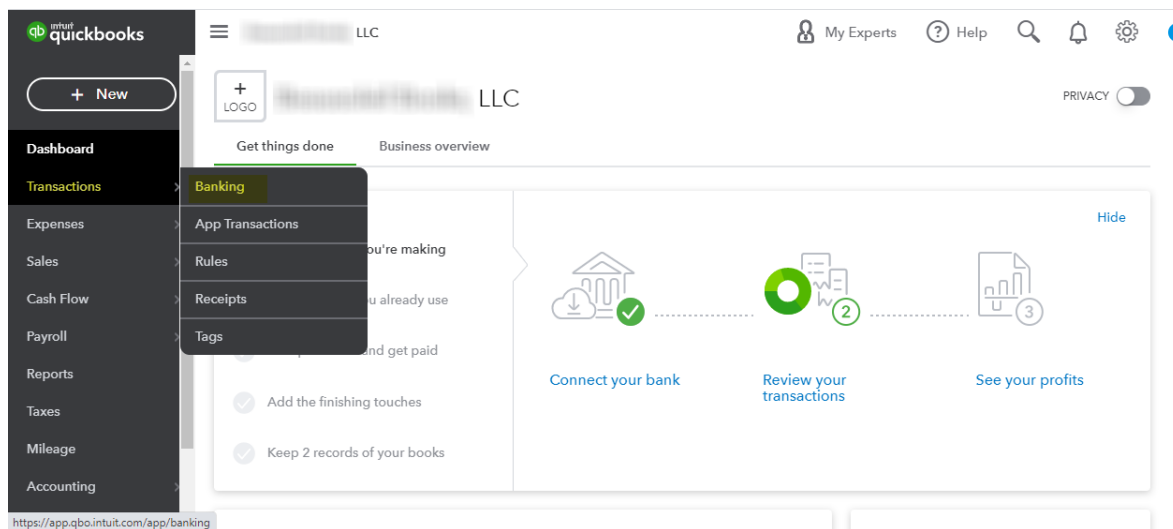
In QuickBooks online you can connect to your bank accounts. This lets you download bank transactions so you don't have to record them manually.

**Note:** You will need your First Horizon User ID and Password to complete this process.

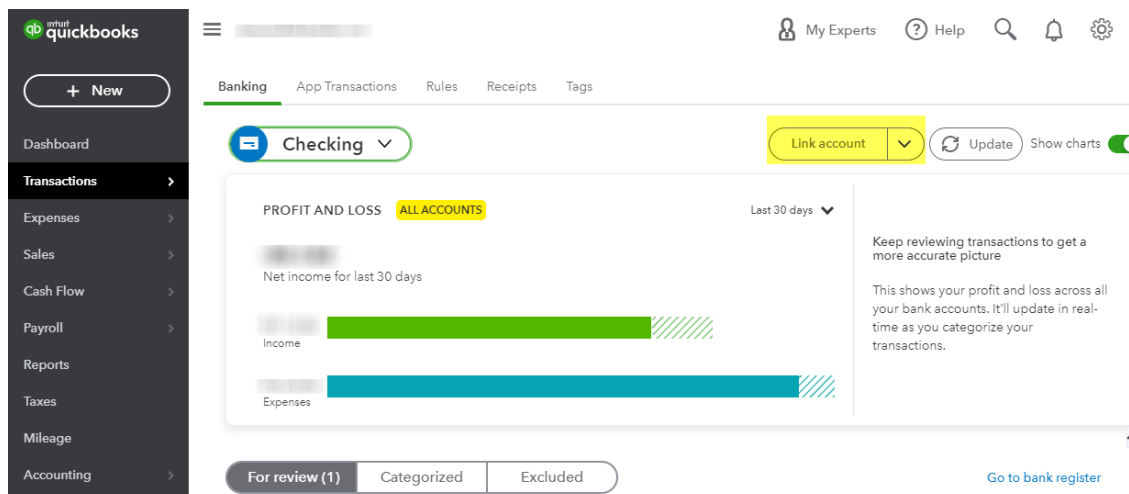
## LINK YOUR FIRST HORIZON ACCOUNT

From the QuickBooks Transactions menu:

- Choose Banking



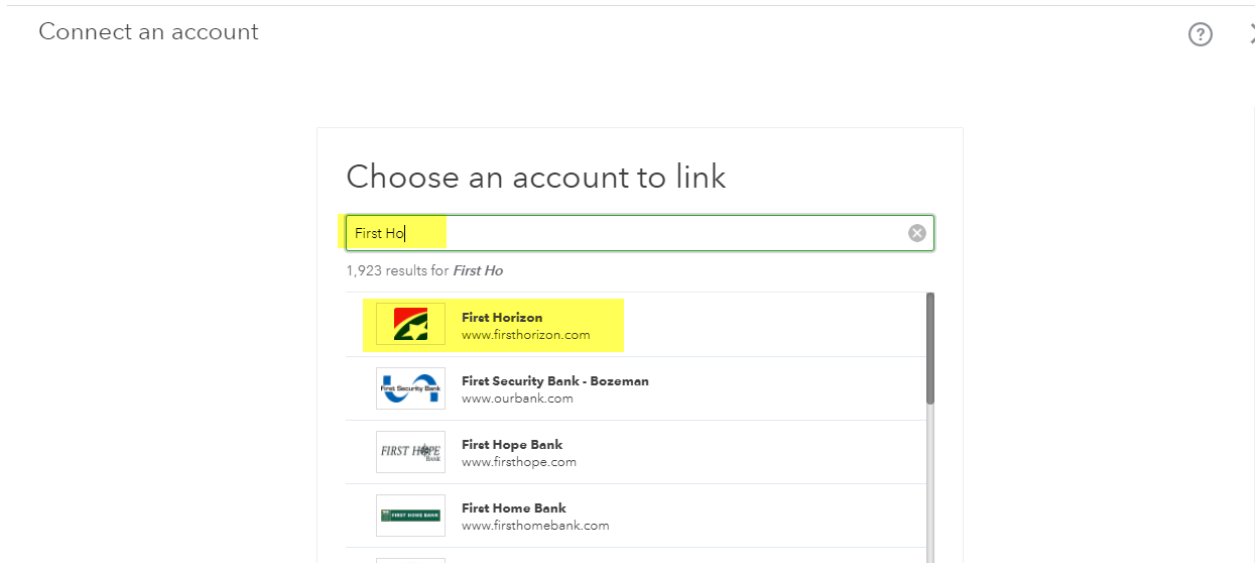
- Select **Connect Account** on the landing page if this is your first time connecting. Or select Add account or Link account if you've already created one.





Selecting Link Account will direct you to the [Connect an account](#) page.

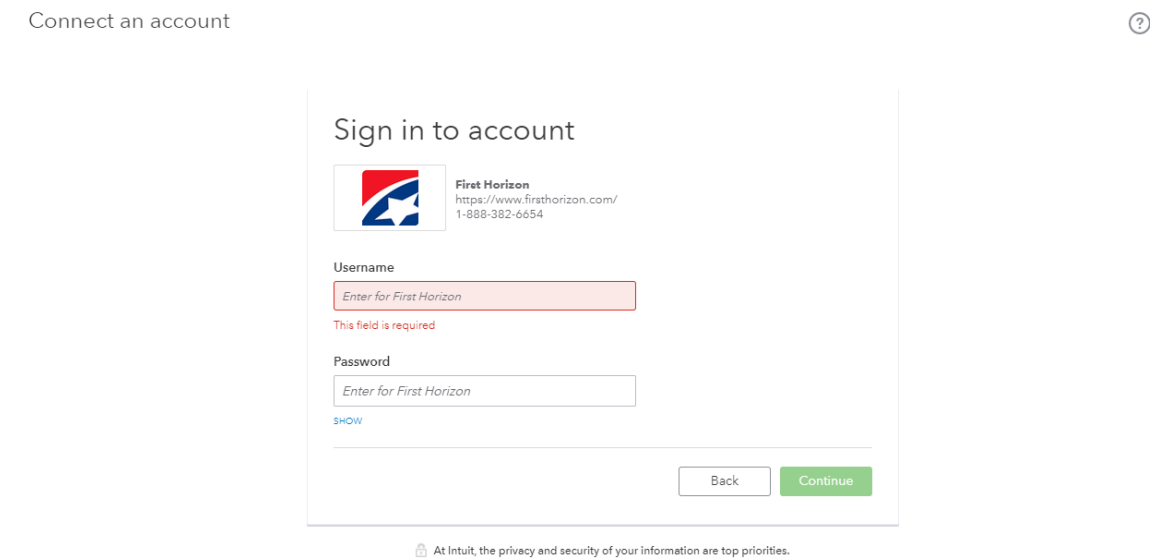
From here you can [search](#) for banking institution you wish you connect.



After selecting your bank, you will be prompted to enter your **First Horizon digital banking User ID and password**.

Follow the onscreen steps to connect. It may require additional security checks.

It may take a few minutes to connect.



Select the accounts you want to connect (savings, checking, or credit card). You should see all of your available First Horizon accounts.



For each account you connect, select the matching account type from the dropdowns. These are accounts on your chart of accounts in QuickBooks.

Select how far back you want to download transactions.

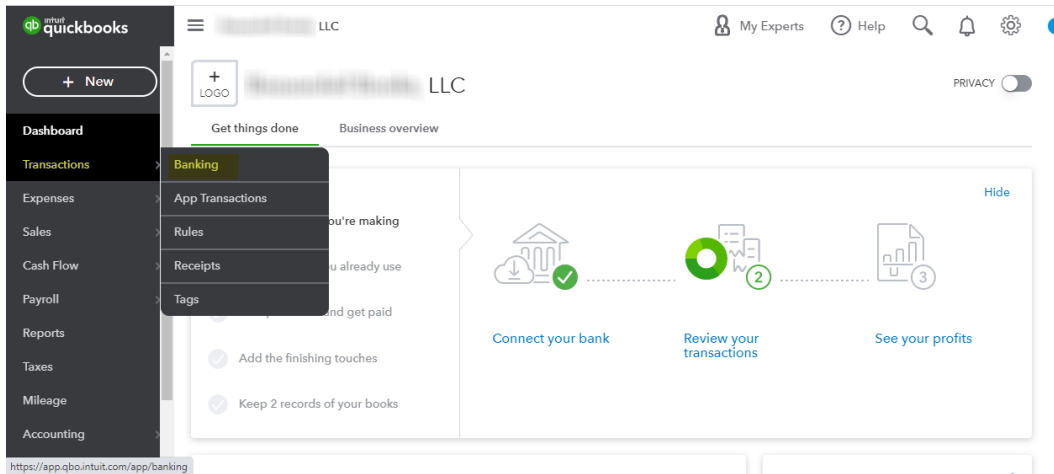
We will pull transactions from the selected accounts from 01/01/2020. Or you can select a different date to pull transactions from. Some bank limitations may apply.

- Select **Connect**.

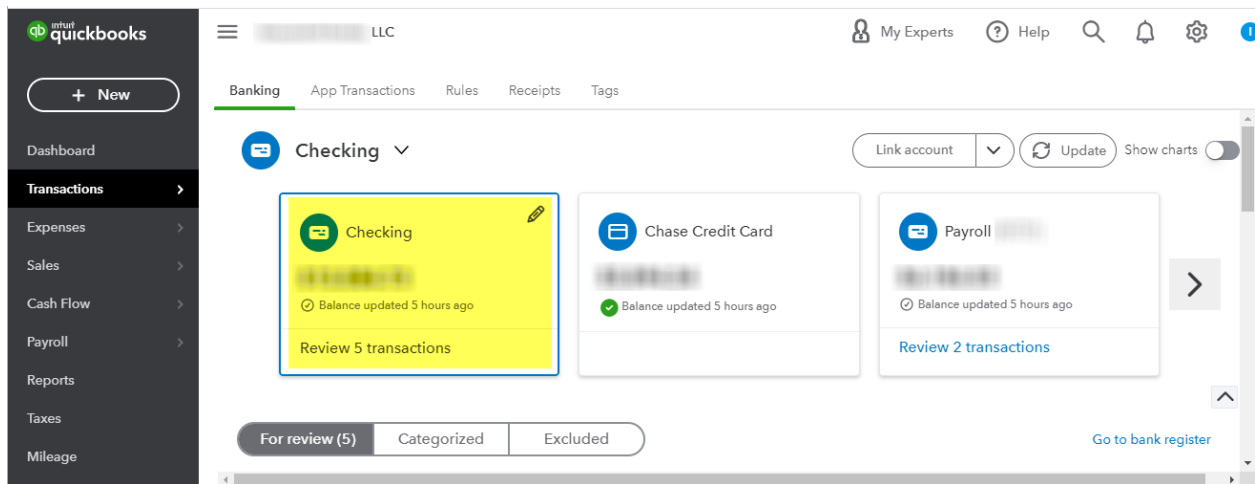
## UPDATING YOUR FIRST HORIZON ACCOUNT CREDENTIALS IN QUICKBOOK

If there have been recent changes to your First Horizon User ID or password you will need to update the credentials in QuickBooks Online to reflect the change.

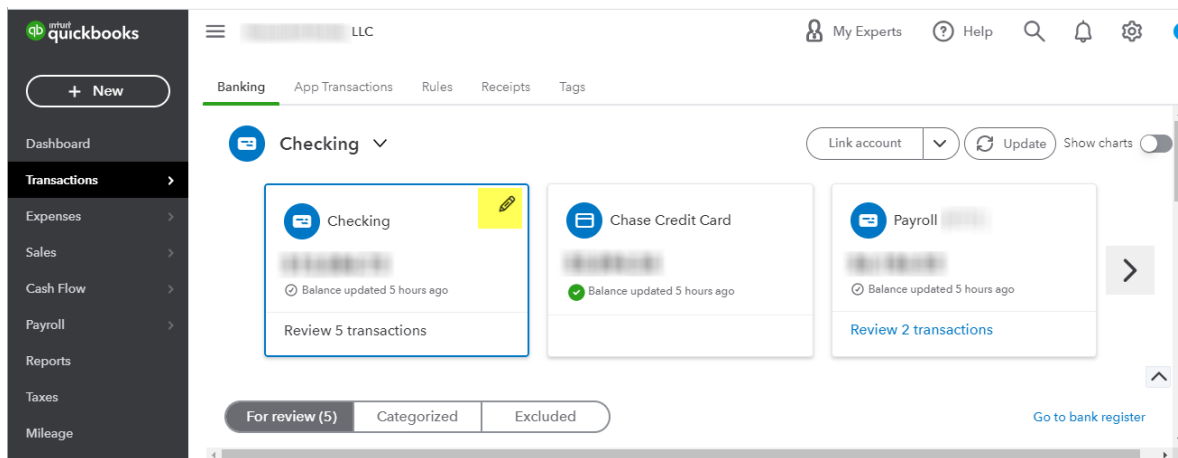
- From the QuickBooks Transactions menu
  - Choose **Banking**



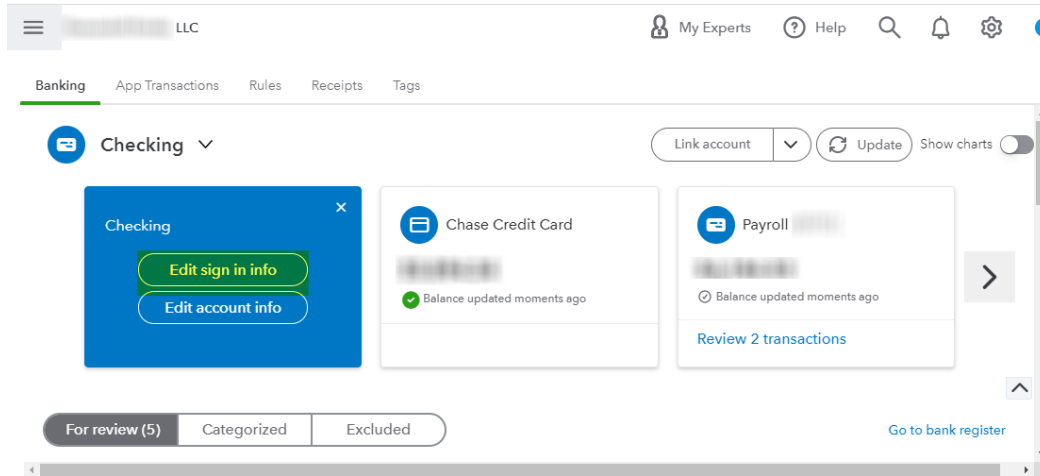
- From the QuickBooks **Banking** menu, click on the **Account Tile** you wish to update.



- Once you have selected the **Account** you can edit the log in information by clicking on the **Pencil icon**.



- Now click Edit sign in info

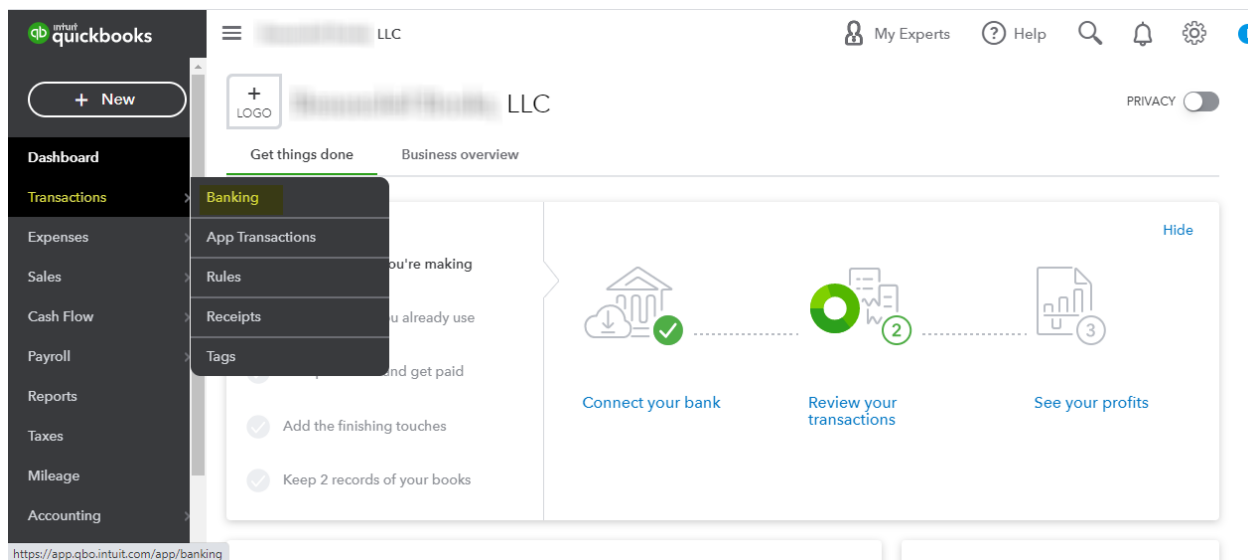


- Finally, reconnect your account by entering in your **new User ID** and **password**.

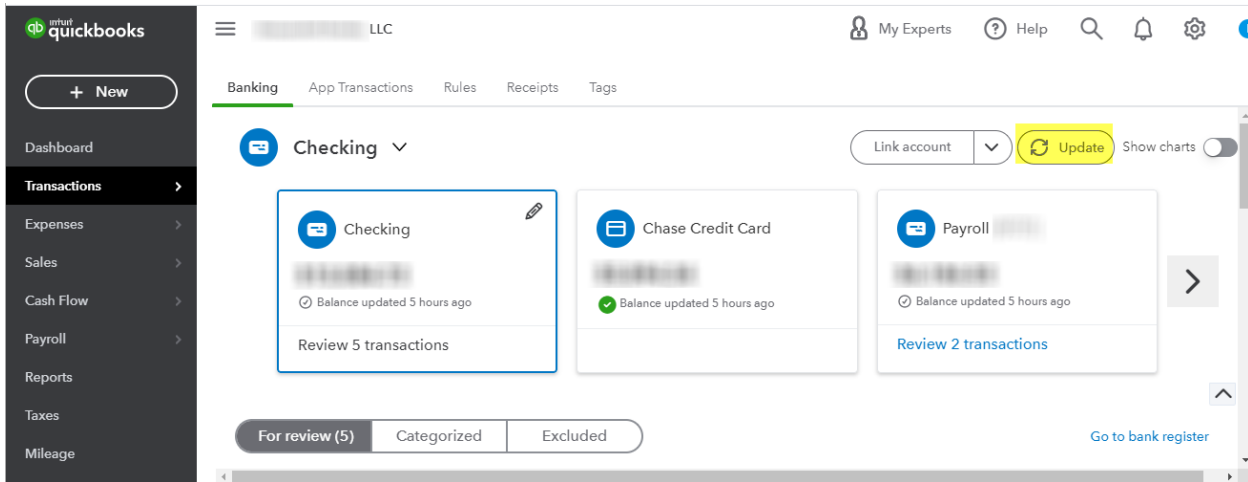
## DOWNLOAD YOUR FIRST HORIZON TRANSACTIONS

When you connect your bank account, QuickBooks Online automatically downloads transactions every night. If you don't want to wait for the scheduled download, you can refresh the connection to get the latest available transactions.

- From the QuickBooks Transactions menu:
  - Choose Banking



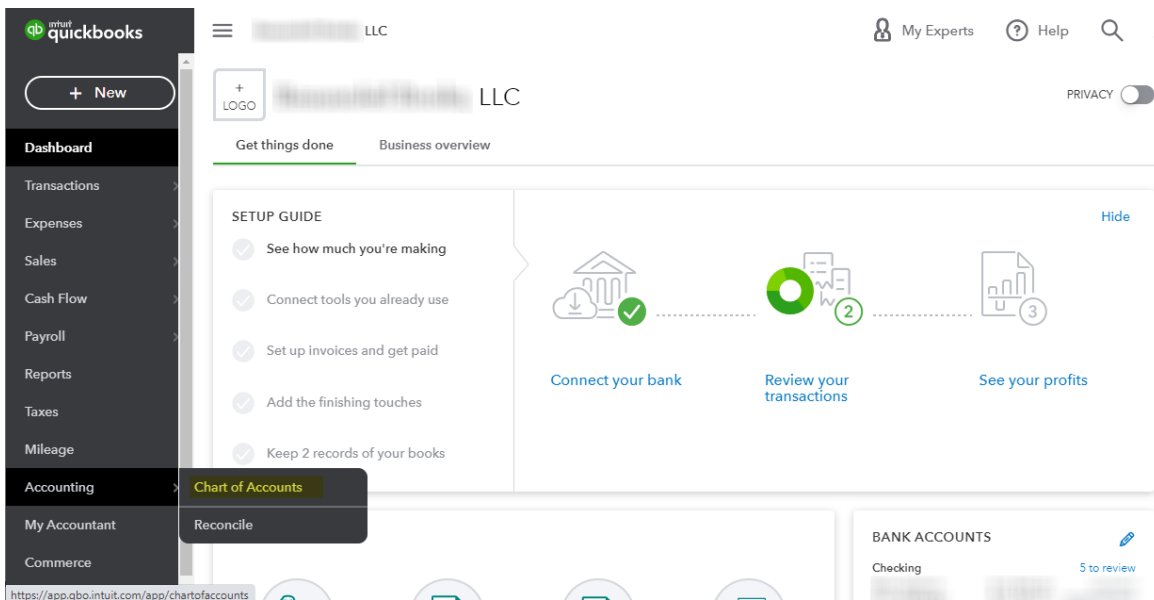
- To download the most recent transactions:
  - Select Update and your most recent transaction history will be uploaded to Quickbooks



## MANUALLY IMPORT TRANSACTIONS

### STEP 1: FIND THE START DATE

- To avoid entering duplicates, you need to know the date of the last existing transaction currently in the account.
  - Go to the **Accounting** menu
  - Select **Chart of Accounts**



- Find the bank or credit card account you want to upload the transactions into and select **View Register**.



Chart of Accounts Reconcile

1 in 3 businesses had an insurable claim event. Protect your business, right within QuickBooks. [See coverage options](#)

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Cash in Drawer	Bank	Cash on hand			<a href="#">View register</a>
Checking	Bank	Checking			<a href="#">View register</a>
	Bank	Checking			<a href="#">View register</a>

- Find and write down the date of the last transaction

Bank Register

ENDING BALANCE [Reconcile](#)

DATE	REF NO.	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	BALANCE
03/10/2021				\$818.77		
03/09/2021				\$524.67	C	

## STEP 2: DOWNLOAD THE OFX OR CSV FILE

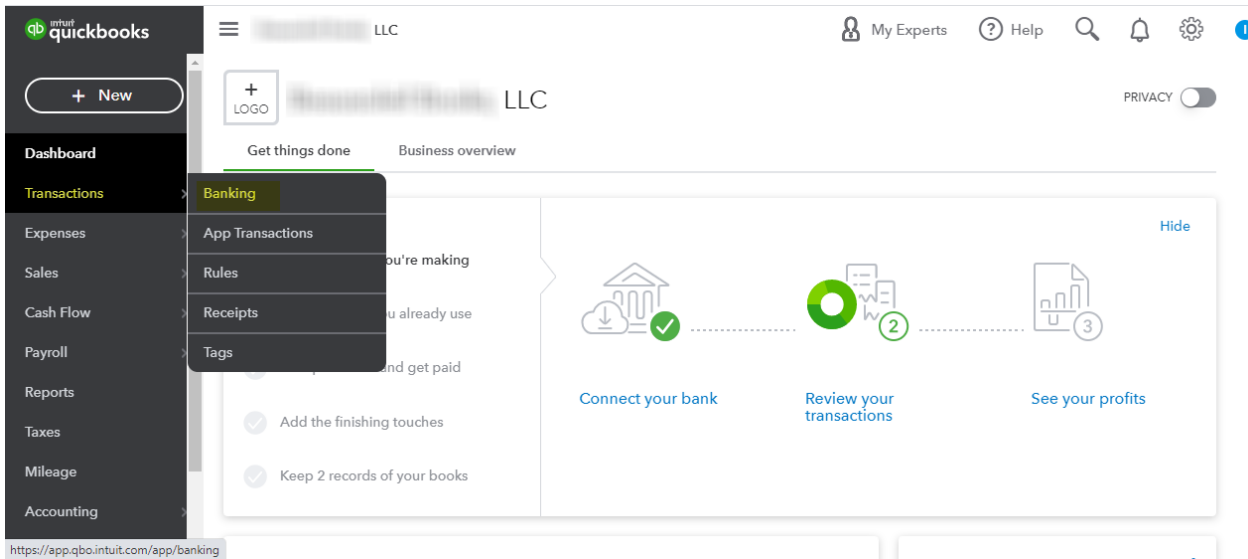
- Sign into your First Horizon digital banking profile
- Select the account
- Select **Export Transactions**
- Select **OFX** or **CSV** from the **Export** dropdown menu
- Enter the **Start Date** and the **End Date**
  - Make sure the date range starts after the date of your last transaction
- Click Download

Save the file somewhere you can easily find it, like your computer's desktop or a specific folder.

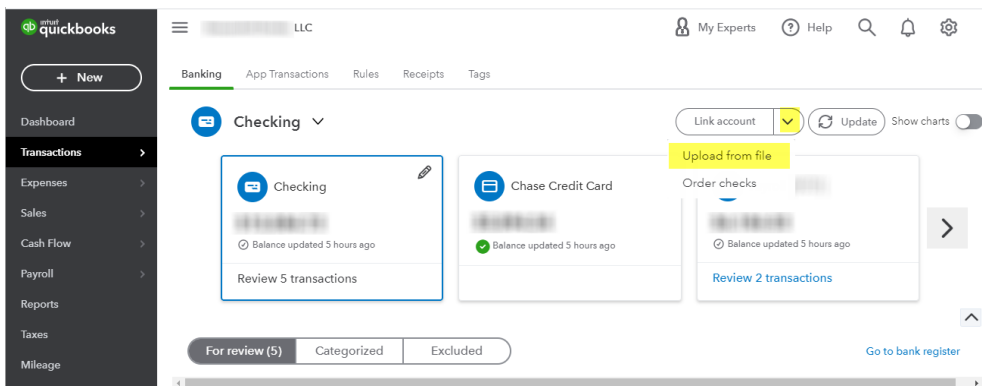
## STEP 3: UPLOAD THE FILE

- From the QuickBooks Transactions menu:
  - Choose Banking

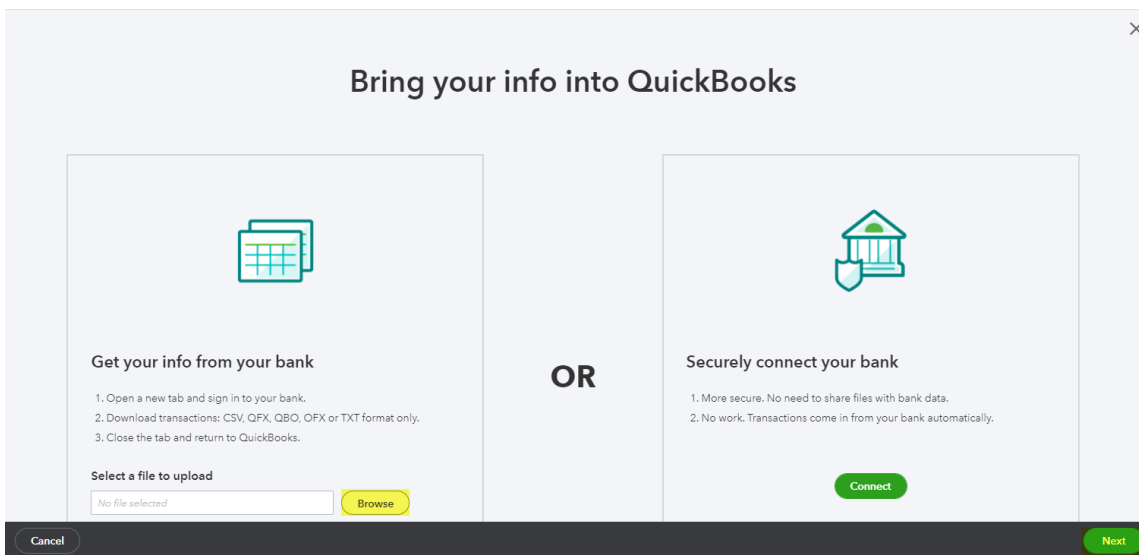




- Select the **Link account** ▼ dropdown
- Select **Upload from file**



- Select **Browse**
- Select the file you downloaded from your bank
- Select **Next**





- In the QuickBooks **account ▼ dropdown**
  - Select the account you want to upload the transactions into
  - Select **Next**

Select an account ✕

Select a QuickBooks account for the bank file you want to upload

Bank file	QuickBooks Account
test-2.csv	Checking <span>▼</span>

Back Next

- Follow the onscreen steps to match the columns on the file with the correct fields in QuickBooks
- Select **Next**

Map columns ✕

For each bank account field, select a QuickBooks field

First row in file is a header row

QuickBooks Online fields	→	Your statement fields
Date		Column 1 :transaction date <span>▼</span> MM/dd/yyyy <span>▼</span>
Description		Column 2 :memo <span>▼</span>
Amount		Column 3 :amount <span>▼</span>

[File has amounts in:](#)

- 1 column: both positive and negative numbers
- 2 column: separate positive and negative numbers

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For more information or support, please visit the [Quickbooks support page](#).

## FAQS