

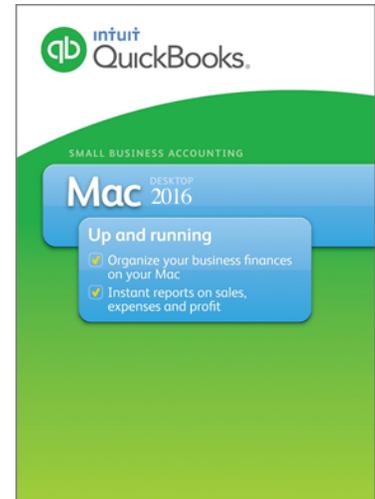
QuickBooks 2016 for Mac Getting Started Guide

Thank you for choosing QuickBooks!

About this Guide

This guide helps you get started with QuickBooks as quickly as possible. You'll learn:

- What you will need to get started
- How to set up an account for online banking (Direct Connect)
- How to update an account (Direct Connect)



QuickBooks 2016 Downloaded Transactions Interface

The QuickBooks 2016 Online Banking center is a one-stop-shop to download your online banking activity and match transactions.

Date	Num	Downloaded Payee	Payment	Deposit	Payee	Account
03/24/06		SOUTHWEST GAS ONLINE PMT	45.00			
03/24/06		#123456022901 POS THE HOME	70.55			
03/24/06		COX CABLE ONLINE PMT	108.49			
03/24/06		#212934 POS MCDONALD'S F1...	14.28			
03/24/06		#318964 POS LOMA CATALINA C	44.36			
03/24/06		#000197269762 ATM TD's	105.00			
03/25/06		#000197318764 ATM TD's	105.00			
03/27/06		From Share 01		300.00		
03/27/06		EUREST DINING 11091436 TU...	6.30			
03/27/06		K-SWISS DIRECT INC 818-706...	60.00			
03/27/06		NMAC LOANS ONLINE PMT	467.87			
03/27/06		CIRCLE K 00166 TUCSON AZ Date	38.19			
03/27/06		From Share 01		100.00		
03/27/06		JIFFY LUBE #2863 TUCSON AZ	109.60			
03/27/06		MCDONALD'S F18787 TUCSON AZ	9.23			
03/27/06		From Loan 02		100.00		
03/27/06		OVERDRAFT FEE	5.00			
03/27/06		Account Transaction		200.00		
03/27/06		From Share 01		13.74		

What you Need to Get Started

Before you enable your QuickBooks accounts to download transactions and make online payments, you will need your User ID and Password for First Federal Lakewood Business Online Banking.

Then follow these steps:

1. Backup Your QuickBooks Data File.

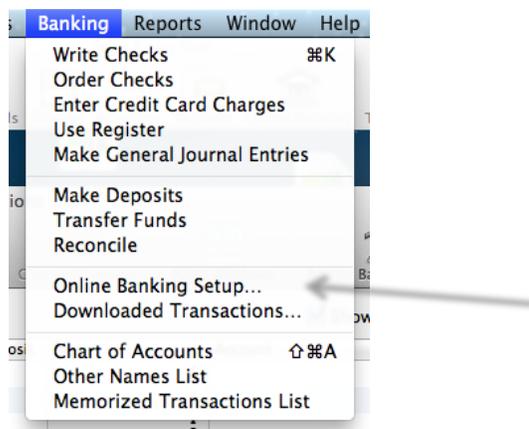
For backup instructions, choose the **Help** menu and use the Search bar available at the top. Search for *Back Up* and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks update.

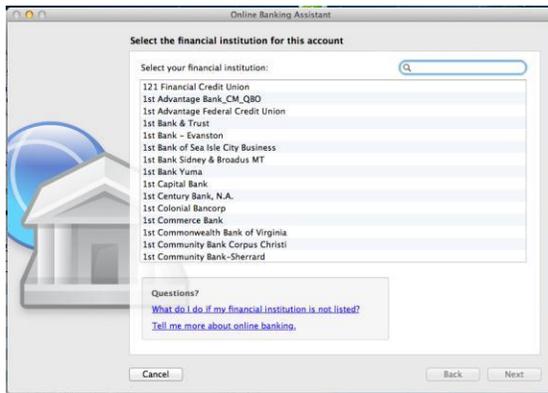
For update instructions, choose the **Help** menu and use the Search bar available at the top. Search for *Update QuickBooks*, select **Check For QuickBooks Updates**, and follow the instructions.

Set Up an Account for Online Banking (Direct Connect)

1. Choose **Banking** menu > **Online Banking Setup**.



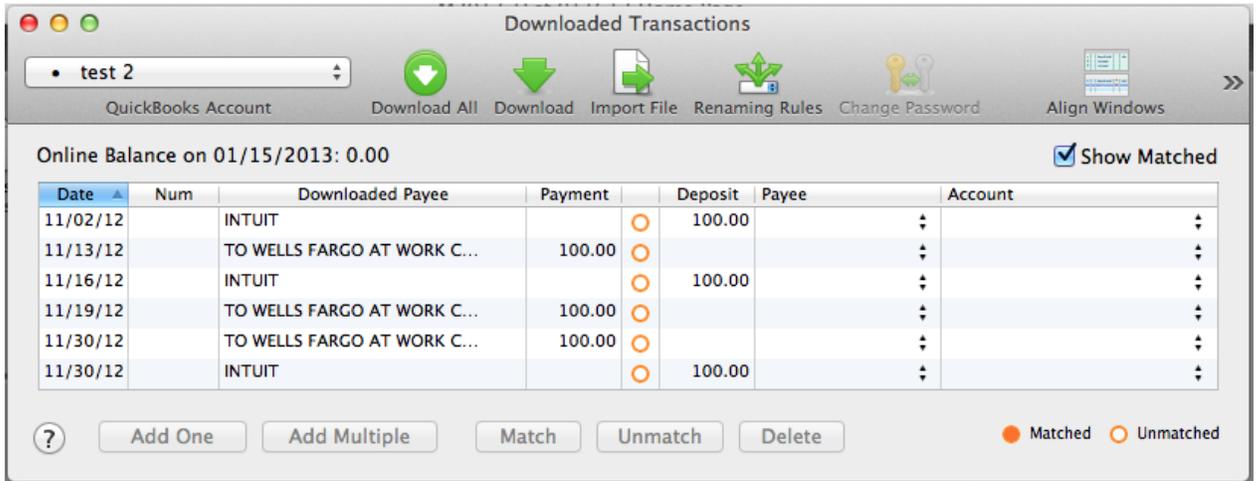
2. Enter the name of your financial institution - **First Federal Lakewood–Bus QBDC**.



3. Choose your financial institution and click **Next**.
4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
5. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
6. Enter credentials and click **Sign In**.
7. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.
8. Click **Next** and then click **Done**.

Updating an Account (Direct Connect)

1. Choose Banking menu > Downloaded Transactions.



2. Click **Download** to update only the selected account, or **Download All** to update all of your accounts activated for online banking.
3. QuickBooks will open a window to enter the password for your Business Online Banking account. Enter this and then click OK.



NOTE: You can choose to add your online banking password to your Mac OS Keychain. Intuit does not recommend saving your online banking password in this manner.

QuickBooks will then connect and synchronize online banking transactions with the financial institution.

- QuickBooks will give you a count of how many transactions were imported. Click **OK** to continue.
- QuickBooks will then return to the Downloaded Transactions window and open the register for the selected account so that you can begin the transaction matching process.

The screenshot displays the QuickBooks interface. At the top, a window titled "Downloaded Transactions" is open. It features a toolbar with icons for "QuickBooks Account", "Download All", "Download", "Import File", "Renaming Rules", "Change Password", "Align Windows", and "Meriwest Credit Union". Below the toolbar, a table lists transactions with columns for "Date", "Num", and "Do". A modal dialog box is overlaid on the table, displaying a green icon and the text "QuickBooks imported 295 transactions." with an "OK" button. To the right of the dialog, a "Show Matched" checkbox is checked. Below the table, there are buttons for "Add One", "Add Multiple", "Match", "Unmatch", and "Delete", along with a legend for "Matched" (orange circle) and "Unmatched" (white circle).

Below the "Downloaded Transactions" window, a "Register" window is open, showing a table with columns for "Date", "Number", "Type", "Account", "Payee", "Memo", "Payment", "Deposit", and "Balance". The first row is highlighted with a blue background and contains the date "01/16/13". The "Ending balance" is shown as "0.00". At the bottom of the register window, there are buttons for "Record", "Restore", "Splits", and a "1-Line" checkbox. The "Sort by" dropdown is set to "Date, Type, Nu...".

