QUICKBOOKS® ONLINE USER GUIDE
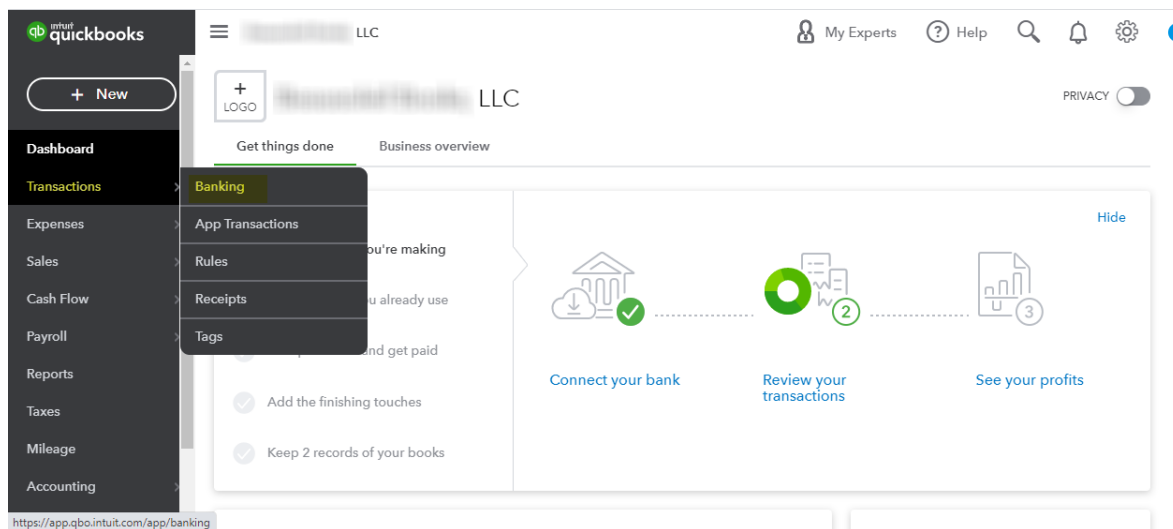
Web Connect

FIRST HORIZON.

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.
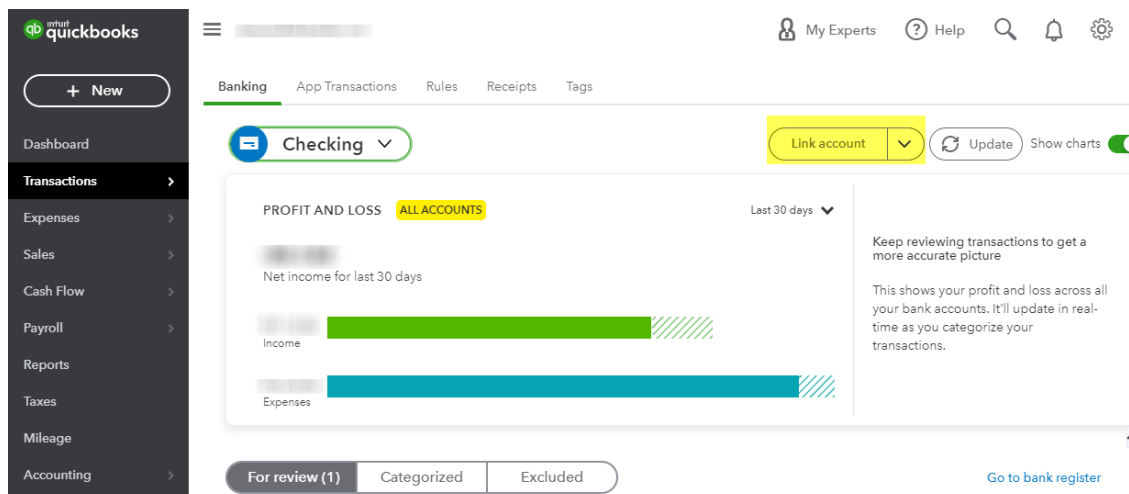
LINK YOUR FIRST HORIZON ACCOUNT

From the QuickBooks <u>Transactions</u> menu:
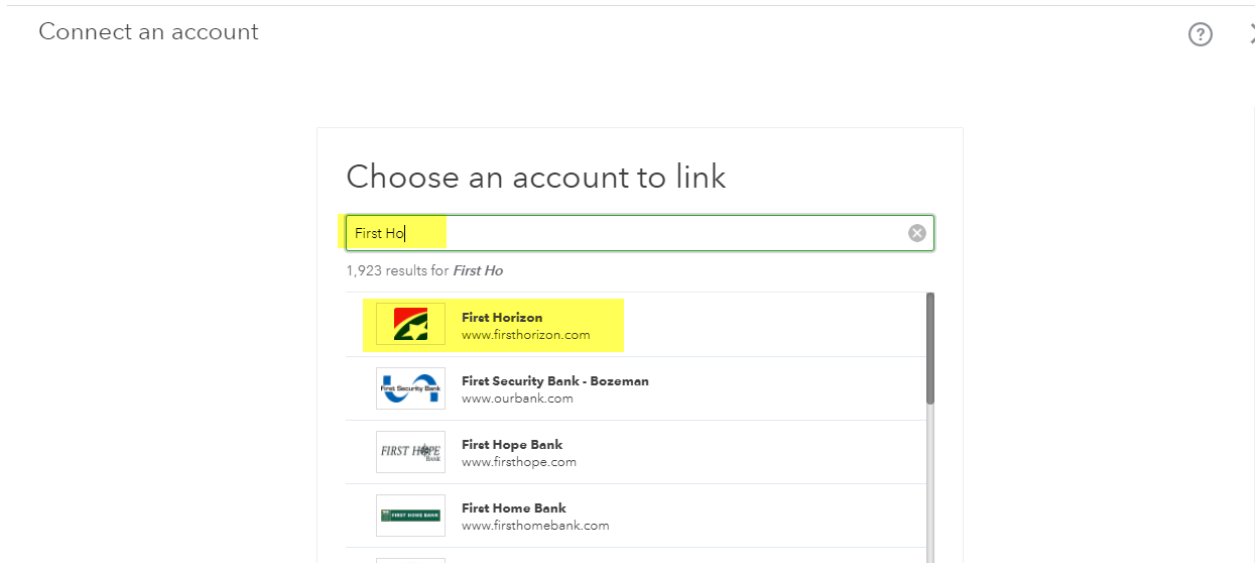
- Choose <u>Banking</u>

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

Selecting Link Account will direct you to the <u>Connect an account</u> page.
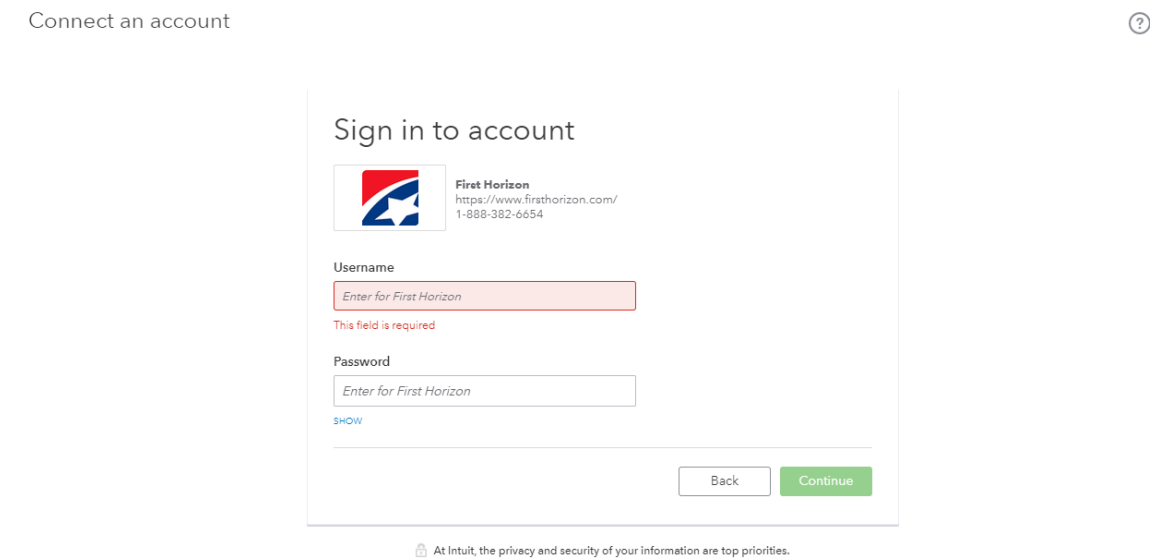
From here you can <u>search</u> for banking institution you wish you connect.

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.

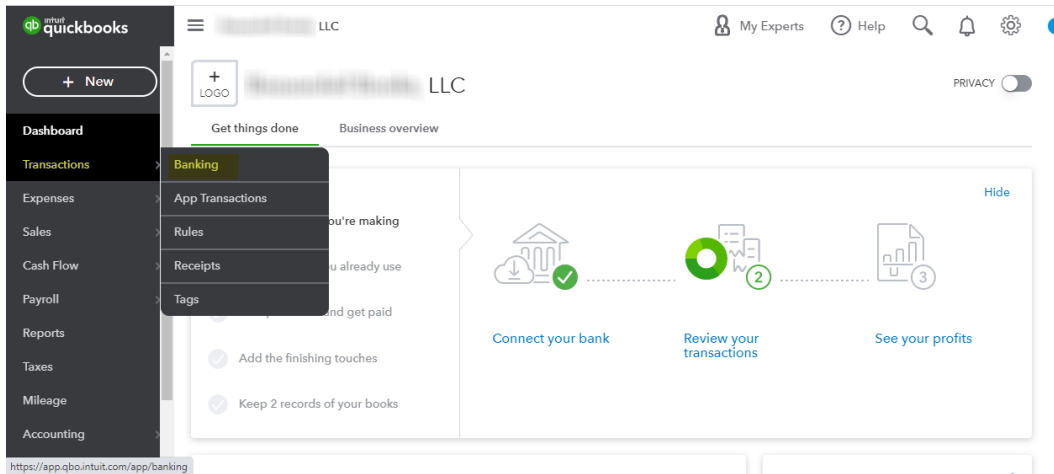Select how far back you want to download transactions.

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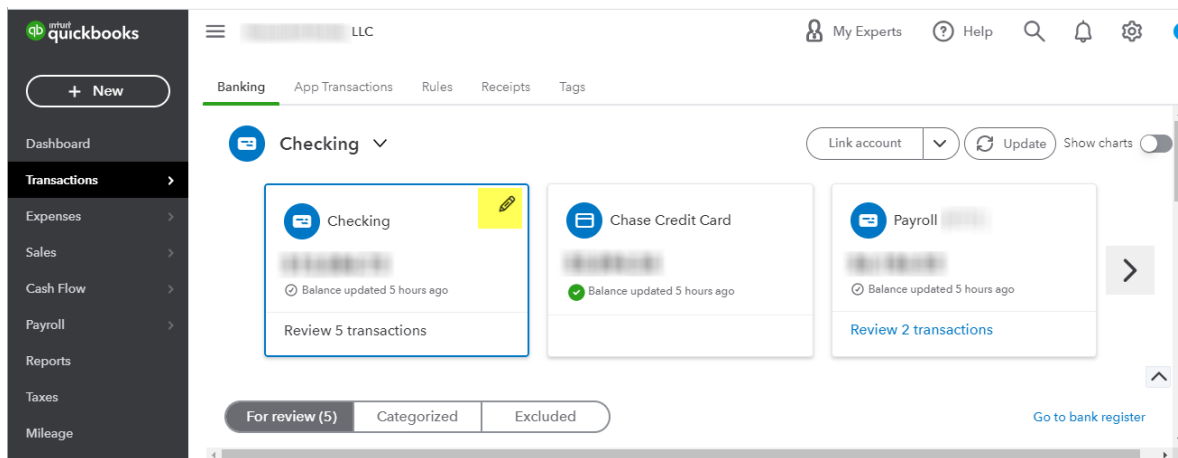
- From the QuickBooks Transactions menu
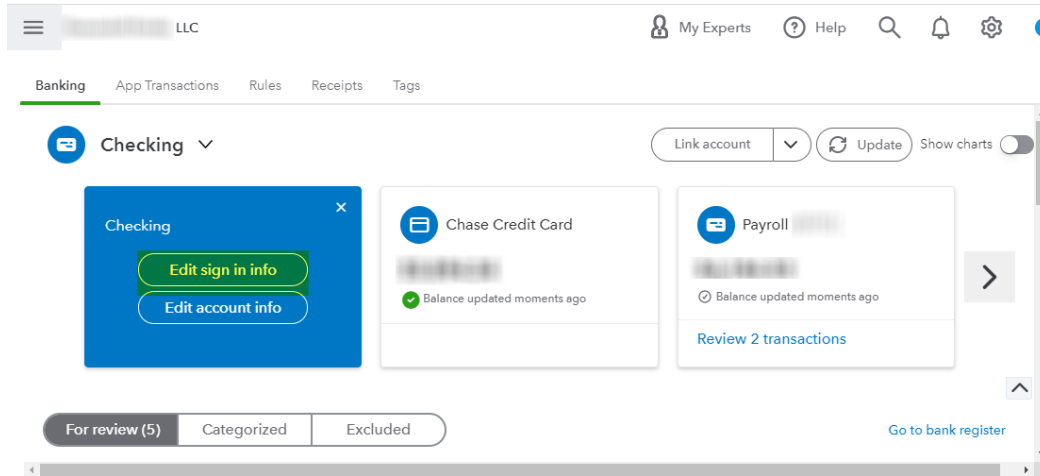   - Choose **Banking**

- From the QuickBooks **Banking** menu, click on the **Account Tile** you wish to update.
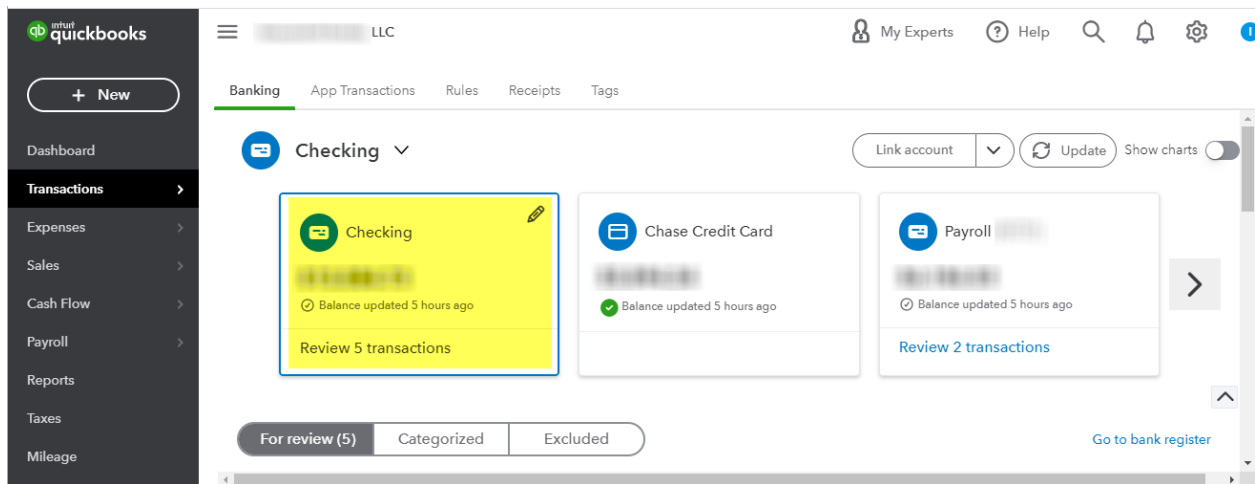
- Once you have selected the **Account** you can edit the log in information by clicking on the **Pencil icon**.


- 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 <u>Transactions</u> menu:
 - ○ Choose <u>Banking</u>
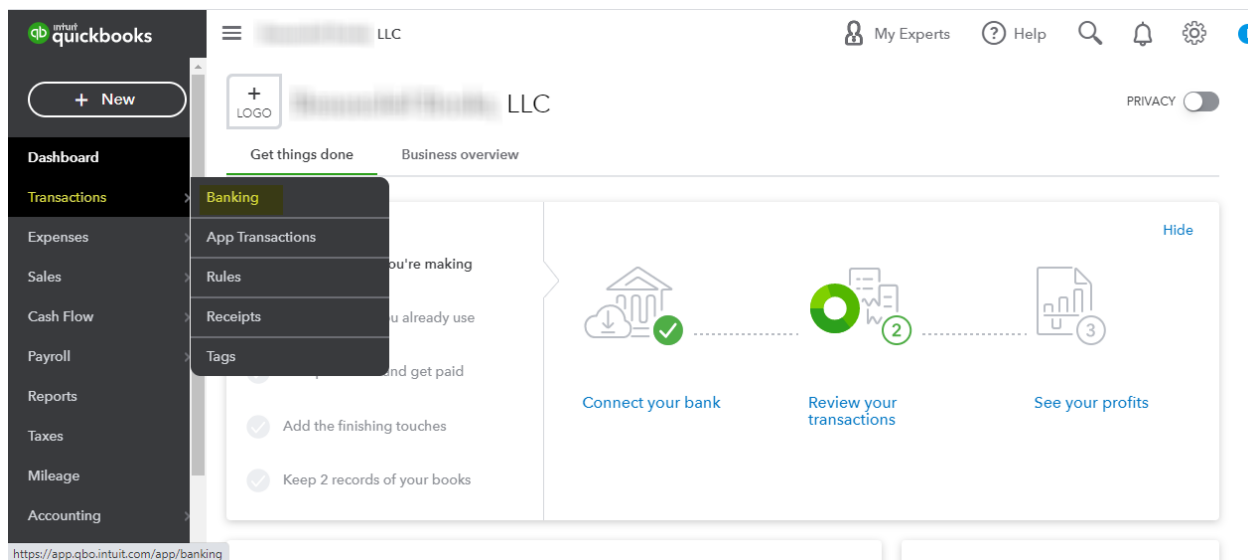
- To download the most recent transactions:
  - ○ Select <u>Update</u> and your most recent transaction history will be uploaded to Quickbooks
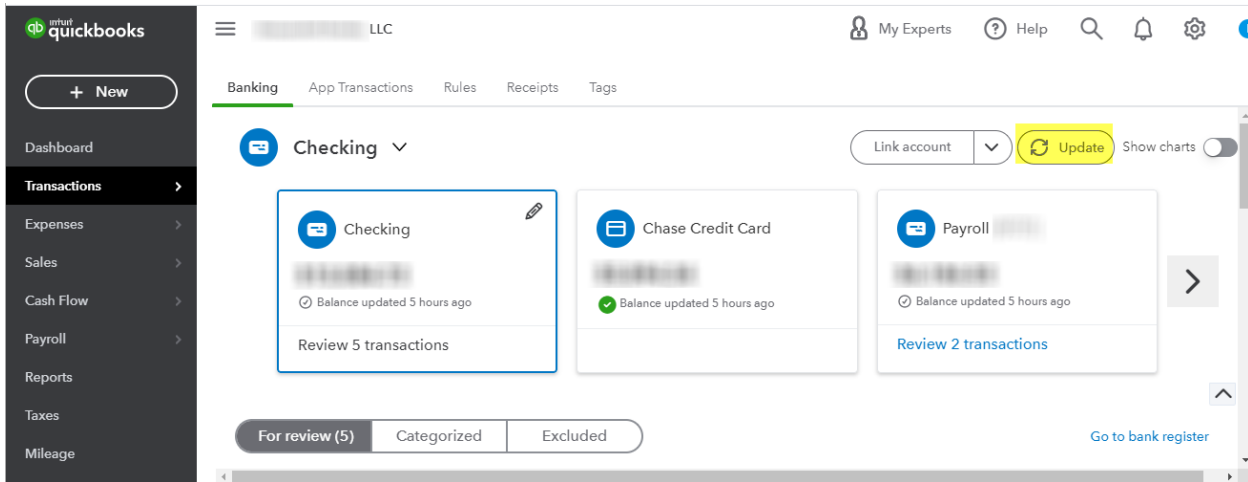
MANUALLY IMPORT TRANSACTIONS

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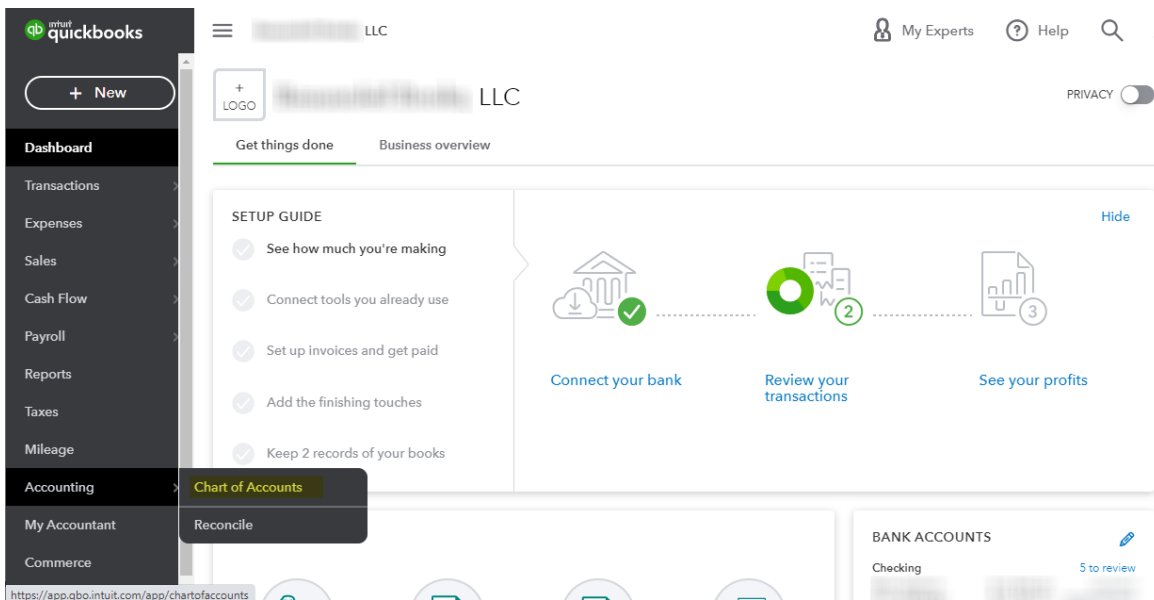
- Find the bank or credit card account you want to upload the transactions into and select **View Register**.

- Find and write down the date of the last transaction


STEP 2: DOWNLOAD THE OFX OR CSV FILE

- Sign into you 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**
    o 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.
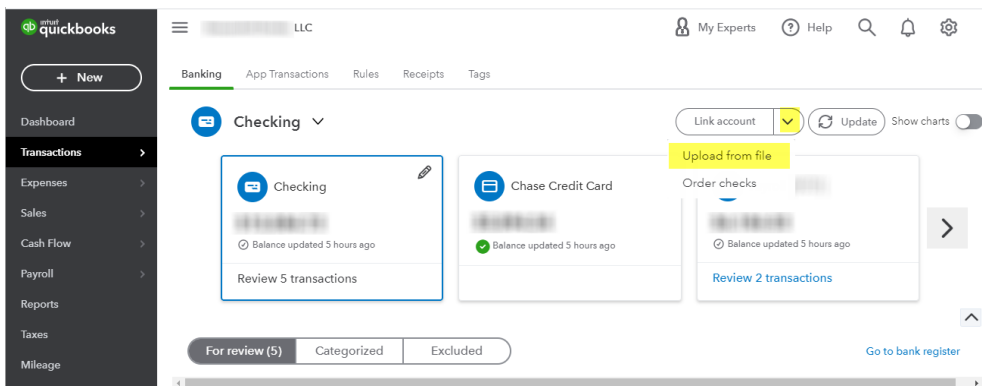
STEP 3: UPLOAD THE FILE

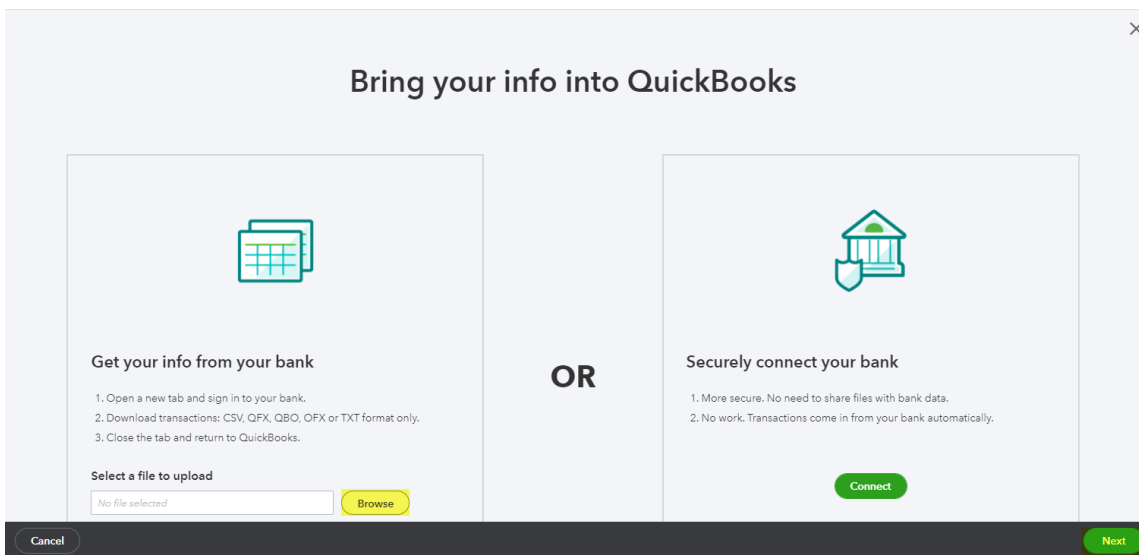- From the QuickBooks Transactions menu:
    o Choose Banking
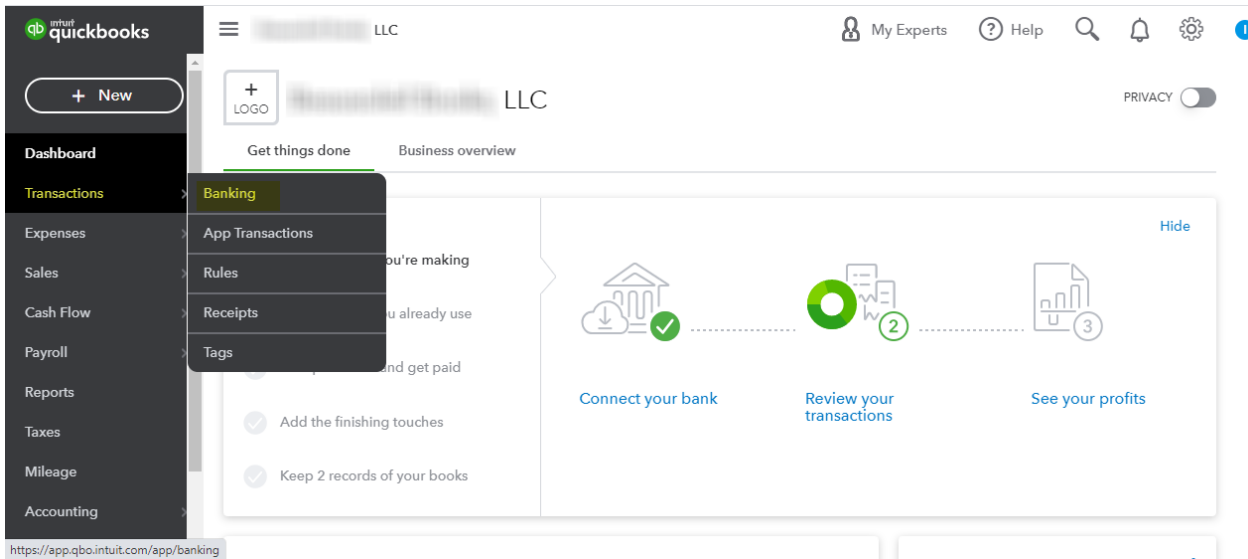
- Select **the Link account ▼** dropdown
- Select **Upload from file**

- 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**

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

For more information or support, please visit the Quickbooks support page.

FAQS