Getting Started Guide:
Transaction Download in QuickBooks 2006 for Mac

Refer to this Web Connect guide for instructions on using QuickBooks 2006 for Mac's online account features to save time, improve accuracy, and keep your records up to date.

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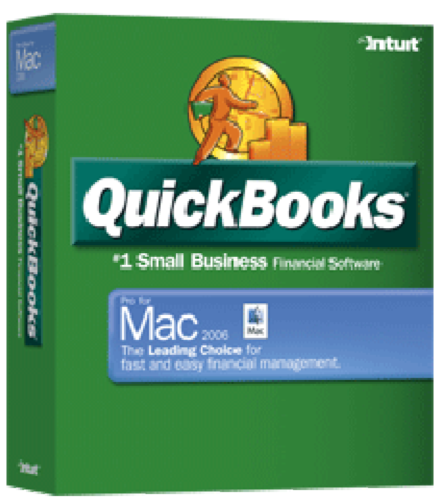
This guide includes the following sections:

Information You'll Need to Get Started

Before you activate your QuickBooks accounts to use Web Connect online account access, you will need an ID/Password to log into your financial institution'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 QuickBooks.



Set Up Online Account Access

The following steps explain how to download transactions into your existing QuickBooks account(s).

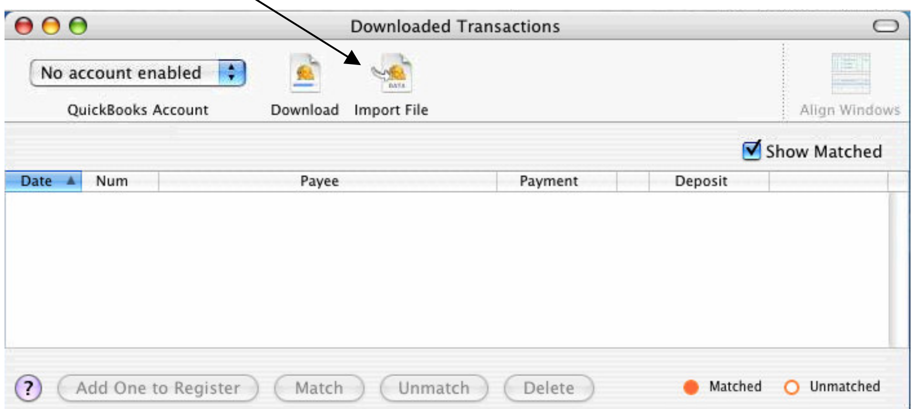
Step 1 In your Web browser, log into your financial institution's website and follow the on-screen instructions to download your account information to your Mac

When you select **Download to QuickBooks** on the website, you will save the Web Connect file on your desktop for later import into QuickBooks

Step 2 Open **QuickBooks 2006 for Mac**

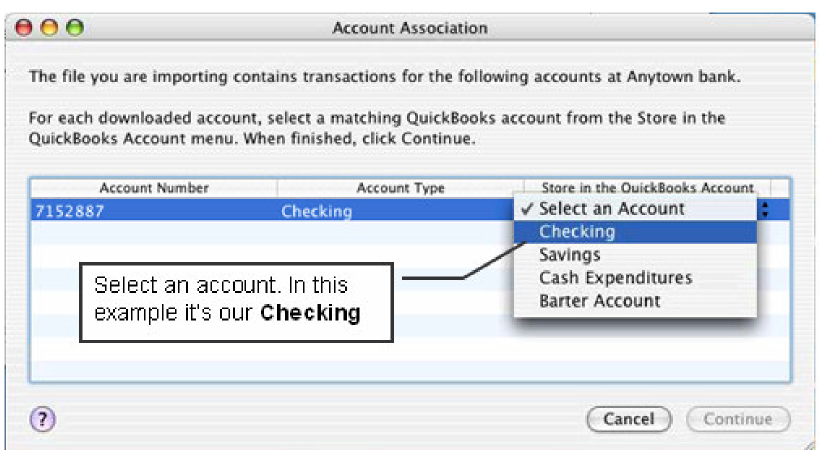
Step 3 From the **Banking** menu choose **Download Transactions**
Note: Instructions may appear to guide you through the download process, click **OK**

Step 4 Click **Import File** (see screenshot below)



Step 5 Select the Web Connect file that you downloaded/saved in **Step #1** and click **Open**

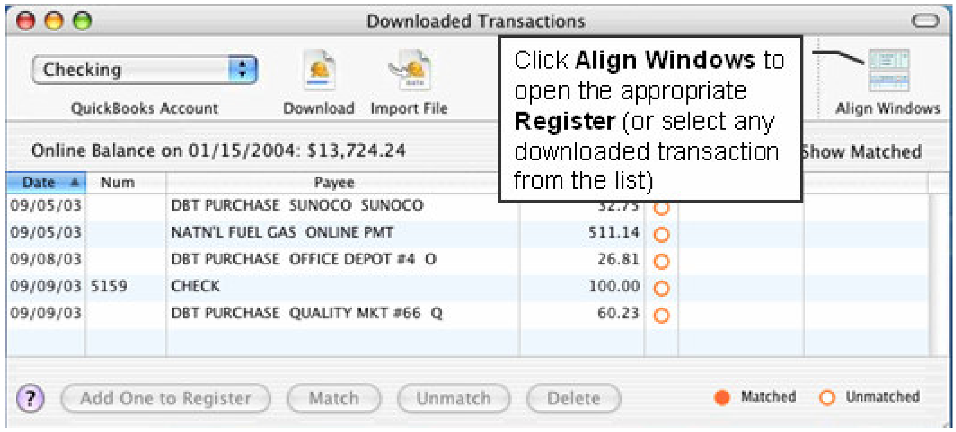
Step 6 Select an existing QuickBooks account where you want to download transactions from your financial institution (see screenshot below)
Note: When you download next time, new transactions will automatically go into this account



Step 7 Click **Continue** and complete the setup and download process
Future Downloads: Repeat Steps 1 - 5 for all subsequent downloads

Add or Match Transactions into the Account Register

Step 1 Click **Align Windows** to open the appropriate Register (or select any downloaded transaction from the list)



Step 2 Select each downloaded transaction and click **Add One to Register**. Next, assign an **Income** or **Expense Account** and click **Record** to save each transaction in the register

Note: The Match status is indicated by orange circle icon. A matched transaction will not add a duplicate of a transaction you already manually entered in your register.
Override Match Settings: If the transaction should have matched a transaction that you manually entered in the register then click the **Match** button. Conversely, if it's new, but was incorrectly matched to an existing record, then click **Unmatch** to add it as an additional transaction.