Business Online Banking

User Guide

QuickBooks®

DollarBank®

Let's get you there.

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QuickBooks for Windows Conversion

Introduction

Once your company begins utilizing their Dollar Bank accounts, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete the following instructions, you will need your User ID and Password for your prior bank's online banking system and Dollar Bank's Business Online Banking.

It is important that you perform these instructions exactly as described and, in the order, presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

> **NOTE**: If you have never connected from QuickBooks to a bank before, please skip to Task 5.

Documentation and Procedures

Task 1: Conversion Preparation

Step 1: Back up your data file in QuickBooks. For instructions to back up your data file, choose Help menu > QuickBooks Help. Search for Back Up and follow the instructions.

Step 2: Download the latest QuickBooks Update.   For instructions to download an update, choose Help menu > QuickBooks Help. Search for Update QuickBooks, then select Update QuickBooks and follow the instructions.

> **NOTE**: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.

Step 3: Switch to Single User Mode. For instructions to Switch to Single User Mode, choose Help menu > QuickBooks Help. Search for Switch to Single User Mode and follow the instructions.

> **NOTE**: If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

Step 4: Enable Register Mode. (Classic Mode in QuickBooks 2014 and newer).

Step 5: For instructions to enable Register Mode, choose Help menu > QuickBooks Help. Search for Banking Feed Modes, select Bank Feeds Modes overview, scroll down, and follow the instructions.

Task 2: Connect to Prior Bank's Online Banking System

Step 1: Log in to your prior bank's online system and download your QuickBooks Web Connect file.
Step 2: Click File > Utilities > Import > Web Connect Files.
Step 3: Link your bank account with the existing QuickBooks account and click Continue.
Step 4: Repeat steps 1 - 3 for each account.

Task 3: Match Downloaded Transactions

Step 1: If new transactions were received from your connection, accept all new transactions into the appropriate registers.
Step 2: If you need assistance matching transactions, choose Help menu > QuickBooks Help.
Search for Matching Transactions and follow the instructions.

Task 4: Deactivate Your Account(s)

NOTE: All transactions must be matched or added to the register prior to deactivating your account(s).

Step 1: Click Lists > Chart of Accounts.
Step 2: Select the account you want to deactivate.
Step 3: Click Edit > Edit Account.
Step 4: Click Online Services in the Edit Account window (named Bank Feed Settings in QuickBooks 2014 and newer).
Step 5: Select Deactivate All Online Services, click Save and Close.
Step 6: Click OK for any dialog boxes that may appear with the deactivation.
Step 7: Repeat steps 2 – 6 for each account.

Task 5: Re-activate Your Account(s) for Business Online Banking

Step 1: Log in to Business Online Banking at https://BusinessOnline.dollar.bank and download your QuickBooks Web Connect File. Follow the instructions in the "Exporting Activity into QuickBooks" document. Skip steps 2-3.

Step 2: Click File > Utilities > Import > Web Connect Files. If prompted for connectivity type, select Web Connect.

Step 3: Click the Import new transactions now radio button, click OK.

NOTE: If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

Step 4: In the Select Bank Account dialog, click Use an existing QuickBooks account.

Step 5: In the corresponding drop-down list, select your QuickBooks account, click Continue. Confirm the prompt by clicking OK.

> **NOTE:** Repeat Task 5 every time you want to update QuickBooks with recent bank activity. Do not do this task more than once per day for each account at Dollar Bank.

Step 6: Repeat steps 1 - 7 for each account that you previously disabled.

Step 7: Verify that all transactions downloaded successfully into your account registers.

Task 6: Re-enable Side by Side mode (if necessary)

> **NOTE:** If you prefer Register Mode, you are finished with your conversion. If you use the Side by Side mode (Express Mode in QuickBooks 2014 and newer) for online banking, you may now re-enable the mode.

Step 1: For instructions to enable Side by Side mode (Express Mode), choose Help > QuickBooks Help. Search for Banking Feed Modes, then select Bank Feed Modes overview, and follow the instructions.

> **NOTE**: For assistance call Dollar Bank Treasury Management at **1-855-282-3888.**

QuickBooks for Mac Conversion

Introduction

Once your company begins utilizing their Dollar Bank accounts, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete the following instructions, you will need your User ID and Password for your prior bank's online banking system and Dollar Bank's Business Online Banking.

It is important that you perform these instructions exactly as described and, in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

> **NOTE**: If you have never connected from QuickBooks to a bank before, please skip to Task 5.

Documentation and Procedures

Task 1: Conversion Preparation

Step 1: Back up your data file in QuickBooks. For instructions to back up your data file, 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.

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Step 2: Download the latest QuickBooks Update. For instructions to download an update, choose Help menu and use the Search bar available at the top. Search for Update QuickBooks, select Check for QuickBooks Updates and follow the instructions.

Task 2: Connect to Prior Bank's Online Banking System

Step 1: Log in to your prior bank's online system and download your QuickBooks Web Connect File.

Step 2: Click File > Import > From Web Connect.

Step 3: Link your bank account with the existing QuickBooks account, click Continue.

Step 4: Repeat steps 1 - 3 for each account.

Task 3: Match Downloaded Transactions

Step 1: If new transactions were received from your connection, accept all new transactions into the appropriate registers.

Step 2: If you need assistance matching transactions, choose the Help menu and use the Search bar available at the top. Search for Updating Your Register, select the article with that name and follow the instructions.

Task 4: Deactivate Your Account(s)

> **NOTE**: All transactions must be matched or added to the register prior to deactivating your account(s).

Step 1: Click Lists > Chart of Accounts.

Step 2: Select the account you want to deactivate.

Step 3: Click Edit > Edit Account.

Step 4: Click Online Settings, in the Edit Account window.

Step 5: In the Online Account Information window, choose Not Enabled from the Download Transaction list and click Save.

Step 6: Click OK for any dialog boxes that may appear with the deactivation.

Step 7: Repeat steps 2 – 6 for each account.

Task 5: Activate Your Account(s) for Business Online Banking

Step 1: Log in to Business Online Banking at https://BusinessOnline.dollar.bank and download your QuickBooks Web Connect File. Follow the instructions in the "Exporting Activity into QuickBooks" document. Skip steps 2-3.

> **NOTE:** Look at the date you last had a successful connection. If you have overlapping dates in the web connect process, you may end up with duplicate transactions.

Step 2: Click File > Import > From Web Connect.

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Step 3: If prompted for connectivity type, select WebConnect.

Step 4: The Account Association window displays during setup. For each account you wish to download into QuickBooks, click Select an Account to choose the appropriate existing account register.

> **NOTE:** Do not select "New" under the action column.

Step 5: Click Continue. Click OK to any informational prompts.
Step 6: Add or match all downloaded transactions in the Downloaded Transactions window.
Step 7: Repeat steps 1 – 7 for each account at Dollar Bank.

> **NOTE:** Repeat Task 5 every time you want to update QuickBooks with recent bank activity. Do not do this task more than once per day for each account at Dollar Bank.

QuickBooks Online Edition Conversion

Introduction

Once your company begins utilizing their Dollar Bank accounts, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete the following instructions, you will need your User ID and Password for your prior bank's online banking system and Dollar Bank's Business Online Banking.

It is important that you perform these instructions exactly as described and, in the order, presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

> **NOTE**: If you have never connected from QuickBooks to a bank before, please skip to Task 4.

Documentation and Procedures

> **NOTE:** If your Business Online Banking account requires a token at login, you will not be able to do Task 4. Skip Task 4 and go to the "Additional Instructions: Manually Import Transactions." To discuss other options please contact the Dollar Bank's Business Online Banking Support Line.

Conversion – Information Only

QuickBooks Online data is stored on Intuit servers in the cloud. Since we update your records with every change, we cannot restore your file to a previous point in time.

QuickBooks Online automatically updates your selected version so you are always on the latest release.

> **NOTE:** QuickBooks Online edition connectivity services may be interrupted for up to 3-5 business days after the conversion is complete.

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Task 1: Connect to Prior Bank

> **NOTE:** Please skip to page 10 if you Manually Import Transactions.

Step 1: Choose Transactions > Banking. In the upper right corner, click Update.

Step 2: QuickBooks Online edition will look for any new transactions from the prior bank's account.

Step 3: After your update finishes, click the New Transactions tab to see what was downloaded.

Task 2: Match Downloaded Transactions

Step 1: If new transactions were received from your connection, accept all new transactions on the Transactions > Banking page. Simply check off all the New/Matched transactions and click Batch Action to Accept Selected.

Step 2: If you need assistance matching transactions, choose Help menu > search for Matching Transactions and follow the instructions.

Task 3: Deactivate Your Account(s) from the Prior Bank

> **NOTE**: All transactions must be matched or added to the register prior to deactivating your account(s).

Step 1: Choose Transactions > Banking.
Step 2: Click on the account you'd like to disconnect, then click the Pencil icon.
Step 3: Click on Edit Account Info.
Step 4: Check the box next to Disconnect this account on save.
Step 5: Click Save.
Step 6: Repeat steps 2—6 for each account connected to your prior bank.

Task 4: Re-activate Your Account(s) for Business Online Banking

Step 1: Choose Transactions > Banking.
Step 2: In the upper right corner, click Add Account.
Step 3: Enter Dollar Bank, click Find.
Step 4: Click the link for Business Online Banking.
Step 5: Type your User ID and Password, click Log In.
Step 6: Ensure you associate the account for Business Online Banking to the appropriate account already listed under QuickBooks Accounts. You will want to select the matching accounts in the drop-down menu.

Step 7: After all accounts have been matched, click Connect.

Step 8: When the download is finished, click I'm done.

> **NOTE:** Do not select +Add new. If you are presented with accounts, you do not want to track in this data file, uncheck the box next to the Account name.

Additional Instructions: Manually Import Transactions

Step 1: Log in to Business Online Banking at https://BusinessOnline.dollar.bank.

Step 2: Download a '.qbo' (QuickBooks) Web Connect file by following the Exporting Account Activity for QuickBooks section of this User Guide.

Step 3: In QuickBooks Online, choose Transactions > Banking.

Step 4: In the upper right corner, click File Upload.

Step 5: Click Browse and select Business Online Banking's Web Connect file from your computer.

Step 6: Click Next.

Step 7: In the drop-down menu, select the account where you'd like to upload the transactions.

Step 8: When the download is finished, click I'm done. Let's go!

Step 9: After your download finishes, click the New Transactions tab to see what was downloaded.

> **NOTE**: For assistance call Dollar Bank Treasury Management at **1-855-282-3888.**

Exporting Account Activity for QuickBooks

To get started exporting account activity choose to follow the basic export (task 1) or the advanced export (task 2). The basic export is only for accounts with less than 200 transactions in a 45-day period. If the account has more than 200 transactions in 45 days, then use the advanced export (task 2).

Task 1: Create a Basic Export File

Step 1: Log in to Business Online Banking. From the Dashboard, select the account to export activity for QuickBooks.

Step 2: The default activity displayed is the last 45 days. If a different period is needed, edit the date range to display the desired period.

> **NOTE**: **If the following warning message is displayed, edit the date range to be a smaller period or use the Advanced Export (Task 2) instead. Proceeding with this message displayed will cause issues with missing transactions in the file.**
>
>

Step 3: Click on the Export button and select QuickBooks.
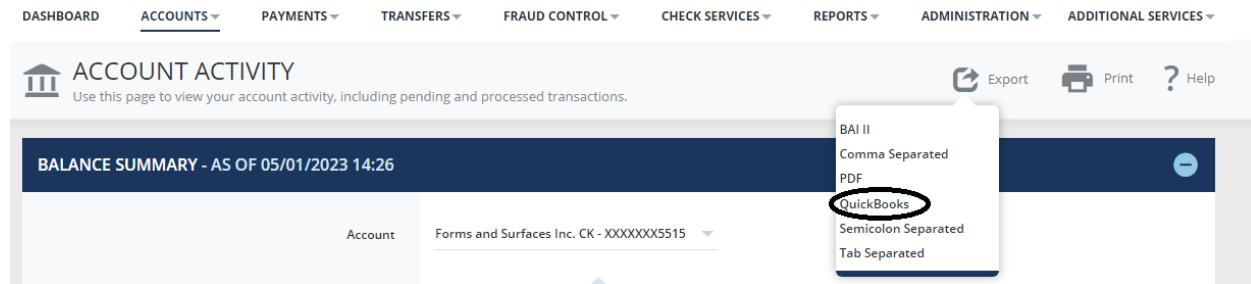
Step 4: The file will download to your default download folder. Depending on your browser settings it may appear at the bottom of your window with the option to open or show in folder.
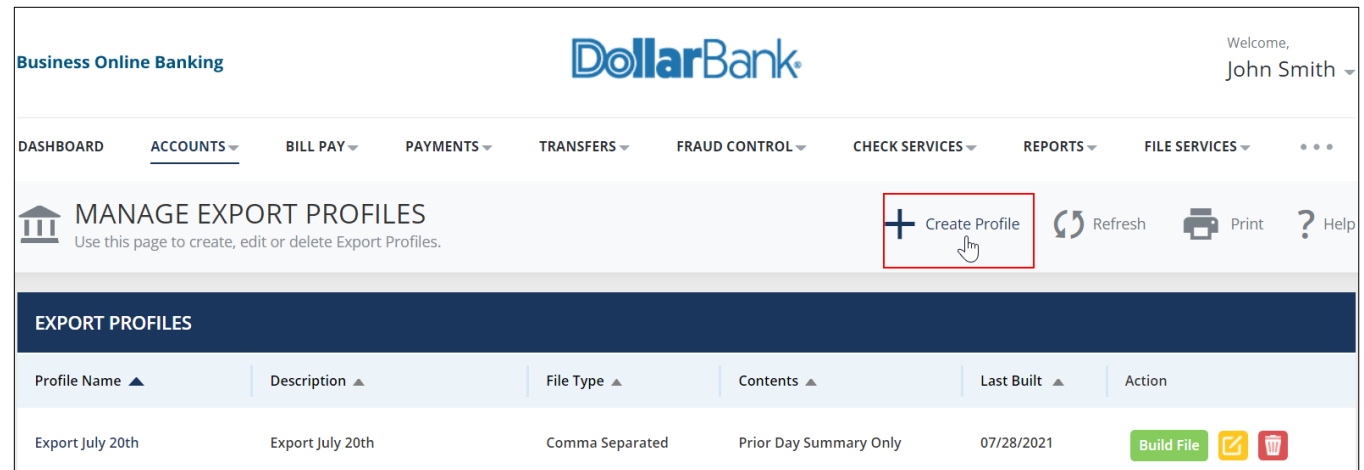

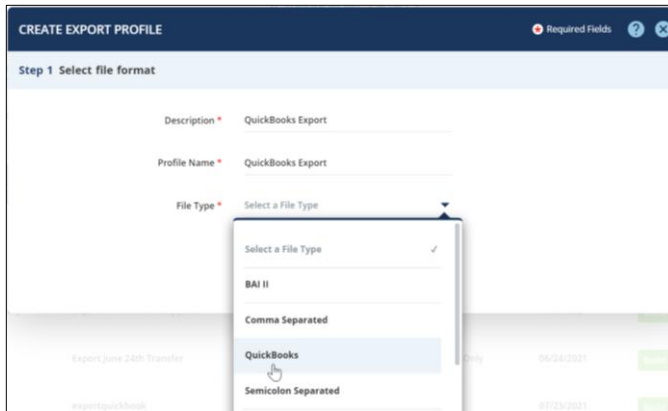**Step 5**: Jump to Task 4: Import the File into QuickBooks

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Task 2: Create an Advanced Export File

Step 1: Log in to Business Online Banking. Under Accounts select Export Profiles.
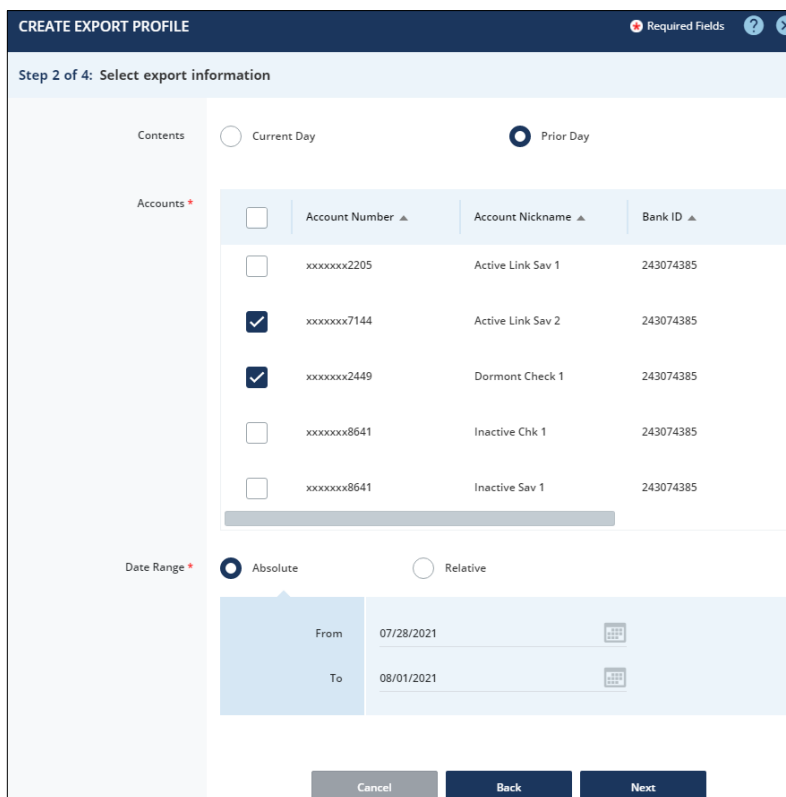**Step 2:** Click Create Profile.

Step 3: Give the profile a Description and Profile Name. Select File Type as QuickBooks from the drop down, click Next.

Step 4: Provide below information:

1. Contents: Prior Day

2. Accounts for exporting

3. Choose between an Absolute date range or a Relative date range.

Click Next.

Step 5: Enter the required information marked with an asterisk (*).

- Transaction Amount Range: Enter if needed. If an amount is entered all transactions may not be in your import.
- Transaction Codes: Choose Select from List and select all items.
- Summary Codes: Select 030 Current Ledger.
- Click Next.

Step 6: Review your selections, if it all looks accurate select Submit Profile.

If changes are required, select Back, and make the necessary changes.

PREVIEW EXPORT PROFILE

Step 4 of 4: Use this page to review Export Profile information

Description	Fix 11.10
Profile Name	11.10 Fix
File Type	QuickBooks
Contents	Prior Day
Accounts	XXXXXXX2059 - Medical Rescue Checking - 243074385
Date Range	01/01/2023 to 09/25/2023
Transaction Groups	No Transaction Groups
Transactions Codes	195, 206, 254, 255, 257, 258, 261, 295, 357, 350, 366, 395, 397, 398, 408, 451, 455, 469, 477, 491, 495, 506, 555, 557, 558, 595, 661, 694, 695, 698, 890, 115, 118, 142, 165, 160, 172, 174, 175, 191, 252, 266, 275, 354, 399, 475, 575, 699, 552, 508, 208, 201, 347, 391, 409, 501, 631, 654, 656, 659, 691
Summary Codes	030

Cancel   Back   Submit Profile

The Successful Submit message will appear.

Successful Submit
Export profile QuickBooks export has been successfully created.

Manage Profiles

Task 3: Build an Advanced Export File

Step 1: On Manage Export Profiles screen, click Build File.

MANAGE EXPORT PROFILES
Use this page to create, edit or delete Export Profiles.

+ Create Profile   Refresh   Print   ? Help

EXPORT PROFILES

Profile Name ▲	Description ▲	File Type ▲	Contents ▲	Last Built ▲	Action
QuickBooks export	QuickBooks export	QuickBooks	Prior Day		Build File

Step 2: The Export History will appear with a list of all export files created. Select the most recent one by clicking on the Profile Name. In this example you would click 'QuickBooks export'

Task 4: Import the File into QuickBooks

A long narrow box will appear at the bottom of your screen asking to open or save the file.
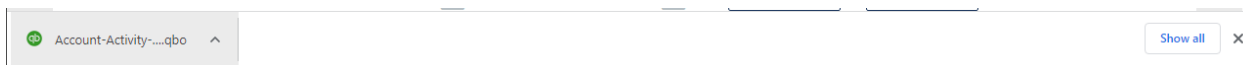
QuickBooks for Windows or QuickBooks for Mac Users:

1. If Open is selected QuickBooks will automatically open and import your file. Follow the onscreen setup from QuickBooks to begin managing a bank feed in QuickBooks to complete the import of this file.

2. If Save is selected, note where the file is saved. Double click on the file and QuickBooks will open and begin the onscreen setup for managing a bank feed in QuickBooks to complete the import of this file.

QuickBooks Online Edition Users:

1. Select Save, note where the file is saved.

2. Log in to QuickBooks Online edition.

3. Go back to the Banking area. Select the Update drop down menu and select File Upload. Continue to follow the QuickBooks prompts to import the file created from Business Online Banking.

NOTE: For assistance call Dollar Bank Treasury Management at **1-855-282-3888.**

Creating a Positive Pay Issue File from QuickBooks

**Task 1: Create a Positive Pay Issue File from QuickBooks Professional**

Follow these steps to export your check data from QuickBooks into a CSV file:

Step 1: After writing new check(s)/paying bills, go to Reports in the toolbar. Under Reports, select Custom Reports and then Transaction Detail.
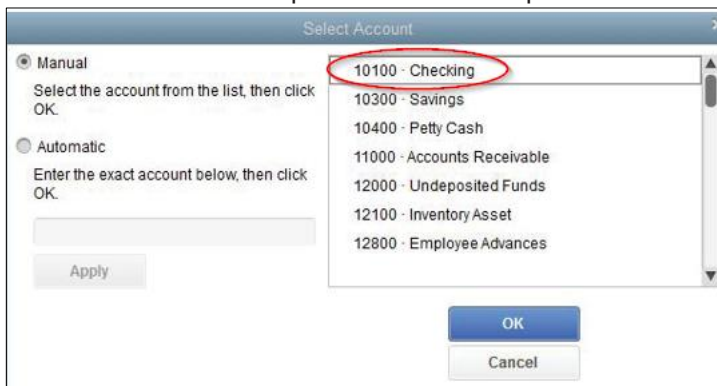

Step 2: On this Display Tab:

  a. Select a Date Range

  b. Under Columns select only the following:

     • Date

     • Num

     • Name

     • Amount

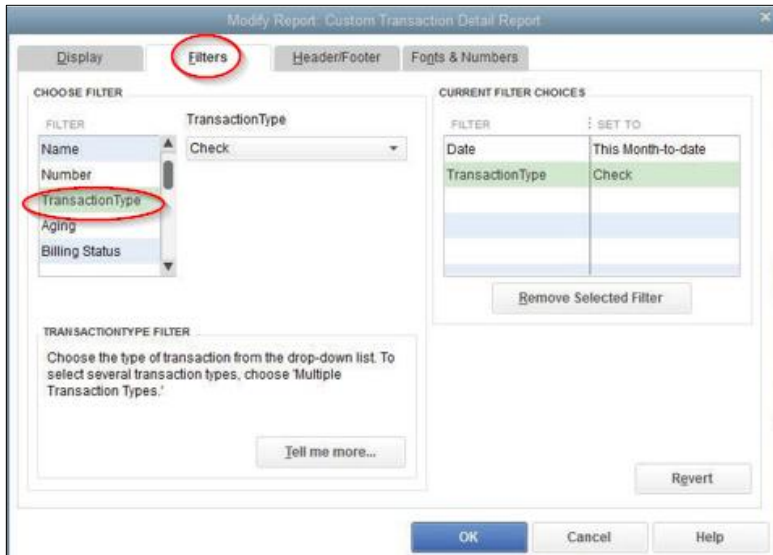**Step 3**: Click on the Filters tab and the screen should display the following:
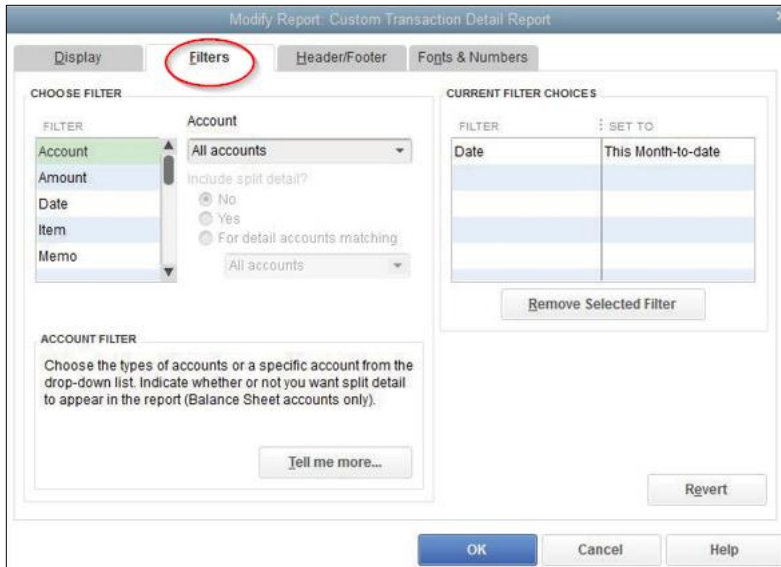
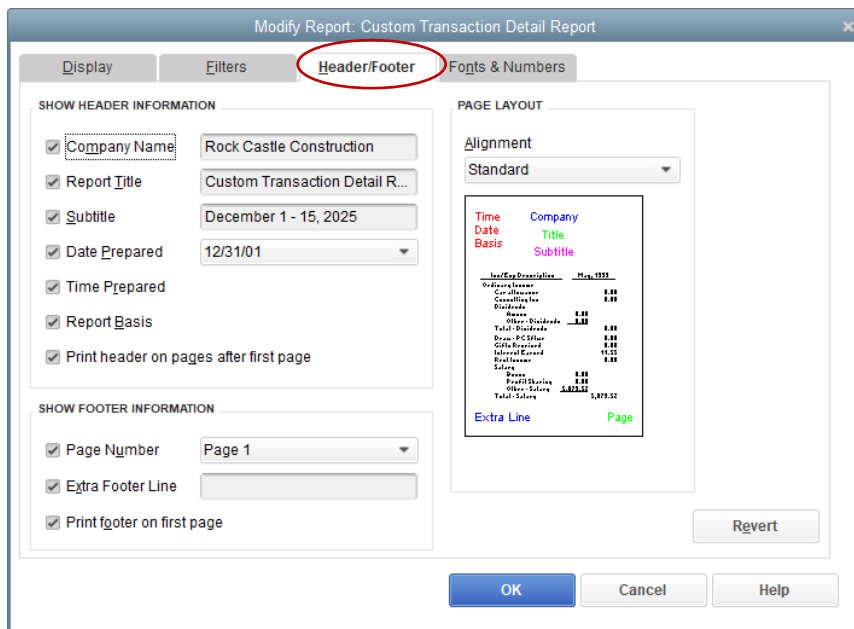Under the Account drop down select Multiple Accounts. This box will appear:

Select the account from which you write your checks, click OK.

Step 4: Under Filters select Transaction Type and then select Multiple Transaction Types. The box below will pop up:

Step 5: Select Check and Bill Payment, click OK.

Step 6: Click the Header/Footer Tab.

Remove the check marks from all the boxes on the left. Removing the Header and Footer information will create a cleaner report to export.

Click OK and the report will run.
The report should look similar to this one:

NOTE: If you do not see all your checks go back into Customize Report and click the Filters tab.

Select the following: Check, Payment, Bill Payment, Sales Tax Payment, Paycheck, and Payroll Liability Check.

Once the report shows all the checks/payments you have made and it resembles the example above, click Memorize and save this report so you have it next time you need to do this.

Otherwise, you will have to go through all of the above steps again.

Step 7: The report is now ready to be exported into an Excel file.

The following screen will appear:

Click Excel drop down menu and select Create New Worksheet.
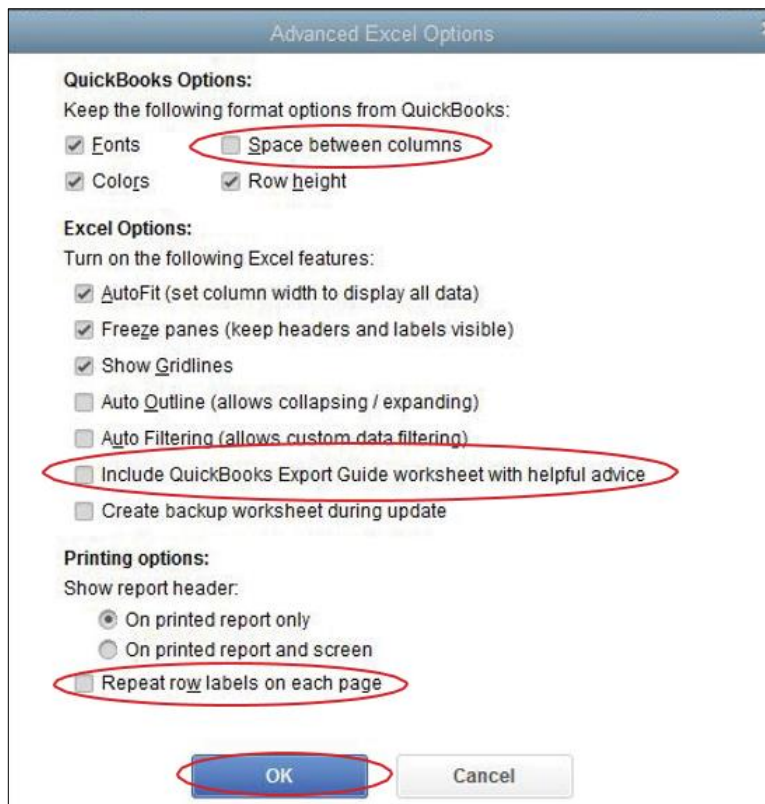

Step 8: Click Advanced and the following screen will appear.

Unselect below options:

- Space between columns
- Include QuickBooks Export Guide worksheet with helpful advice.
- Unselect Repeat row labels on each page.

Click OK.

Then click Export. The report will automatically open in Excel.


Step 9: Once in Excel there are 3 things that need to be done:

- Delete the second row that shows the date range for the report.
- Delete the last row that totals the checks.
- Delete any blank columns in between columns with data in them.

Step 10: Format the Amount column to show negative numbers in red without any minus signs. To do this, right click one of the amounts and select Format Cells.

On the Number tab select Number. Then under Negative Numbers on the right select the example with the numbers in red as seen below.
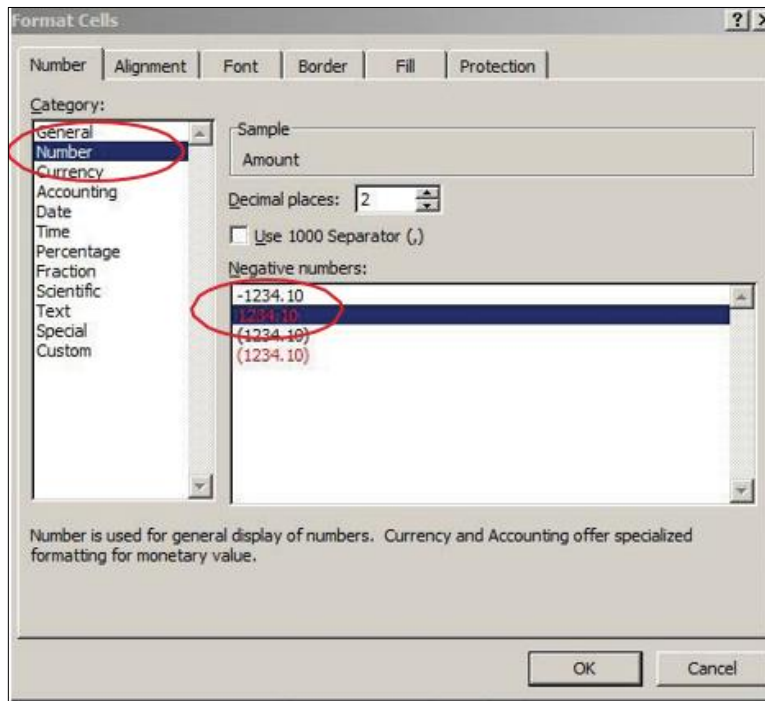
Step 11: In the first available column enter your Dollar Bank checking account number that these checks were written out of. You can save time by typing the account number in the first time, and then copying and pasting it to all the other rows. It should now look similar to this one below.

Save the excel workbook as a .CSV file and send it to the bank.

To save as a .CSV file:

Go to File and select Save As. In the Save As Type drop down select CSV (Comma delimited) (*.csv).

Task 2: Create a Positive Pay Issue File from QuickBooks Online Edition

Follow these steps to export your check data from QuickBooks Online into a CSV file:

Step 1: After writing new check(s)/paying bills, go to Reports in the menu. Under Standard, navigate to Expenses and vendors, select Check Detail.
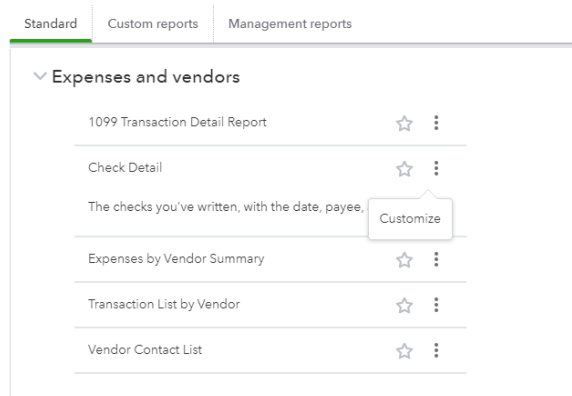
Step 2: Select Customize:

    a.   Select a Report Period

    b.   Under Rows/Columns set Group By to None. Then select only the following:

- Date
- Num
- Name
- Amount

Customize report

▸ General

▾ Rows/Columns

Group by

[None ▾]

Select and reorder columns   Reset to default

   ☷ ✔ Date

   ☷ ✔ Num

   ☷ ✔ Name

   ☷ ✔ Amount

    c.   Under Filter select the following:

- Transaction Type = Check
- Account = the account checks were written out of.

Customize report

▸ General

▸ Rows/Columns

▾ Filter

  ✔ Transaction Type   [Check ▾]

  ✔ Account   [Checking ▾]

  ☐ Name   [All ▾]

  ☐ Cleared   [All ▾]

  ☐ Check Printed   [All ▾]

  ☐ Num   [   ]

    d.   Under Header/Footer unselect all the boxes. Then click Run Report.

Customize report

▸ General

▸ Rows/Columns

▸ Filter

▾ Header/Footer

Header

  ☐ Company name   [Craig's Design and Landscapir]

  ☐ Report title   [Check Detail]

  ☐ Report period

Footer

  ☐ Date prepared

  ☐ Time prepared

Alignment

Header   [Center ▾]

Footer   [Center ▾]

> **NOTE:** If you do not see all your checks go back into Customize Report and click the Filters tab.
>
> Select the following: Check, Payment, Bill Payment, Sales Tax Payment, Paycheck, and Payroll Liability Check.
>
> Once the report shows all the checks/payments you have made and it resembles the example above, click Memorize and save this report so you have it next time you need to do this.
>
> Otherwise, you will have to go through all of the above steps again.

Step 3: The report is now ready to be exported into an Excel file.

Click on the Export button and select Export to Excel. The file will download to wherever your system saves downloaded files.
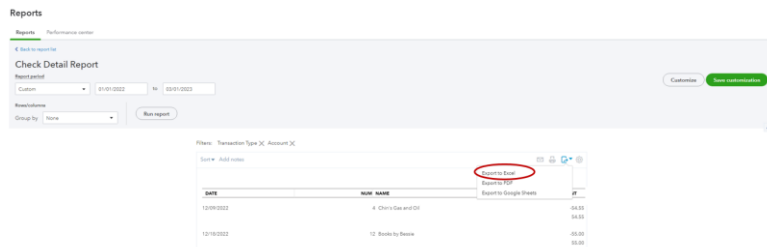
Step 4: Once in Excel there a few edits to make.
- Delete Column A
- Highlight all columns and rows with data. Then do a custom sort and sort by column B (Num).
- Delete all rows that do not have a check number (Num) associated with it.
- Format the Amount column to show negative numbers in red without any minus signs. To do this, right click one of the amounts and select Format Cells. On the Number tab select Number. Then under Negative Numbers on the right select the example with the numbers in red as seen below.
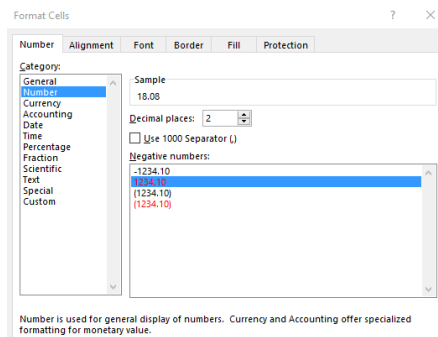
The data should now look something like this:

	A	B	C	D
1	**Date**	**Num**	**Name**	**Amount**
2	01/22/2023	2	Mahoney Mugs	18.08
3	12/09/2022	4	Chin's Gas and Oil	54.55
4	12/24/2022	5	Chin's Gas and Oil	62.01
5	12/18/2022	12	Books by Bessie	55.00
6	01/20/2023	70	Chin's Gas and Oil	185.00
7	01/28/2023	75	Hicks Hardware	228.75
8				
9				
10				

Step 5: Save the excel workbook as a .CSV file and send it to the bank. To save as a .CSV file:
Go to File and select Save As. In the Save As Type drop down select CSV (Comma delimited) (*.csv).

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Treasury Management
1-855-282-3888
Dollar.Bank/BusinessOnline