

WebConnect QuickBooks Guide – Cash Management

Steps to export account history using QuickBooks WebConnect.

1. Log into Liberty Bay Bank Cash Management system.
2. Select the account to download transactions under Account Summary Screen.
3. Customize the date range.
4. Select Submit.
5. Select Export Format: WebConnect for QuickBooks
6. Select Export

Administration **Account Activities & Reporting** **Payments & Transfers** **Online Requests**

Company:
LBB Test Account - Operations Dept. ▾

Account Details

Information valid as of Wednesday, March 29, 2017 at 10:04 AM PST Print Back

Account Selection	Account Description	Current Balance	Available Balance
11 - LBB Test Account 11 ▾	LBB Test Account 11	3.57	3.57

Request Specific Date Range

From 02/01/2017 To 02/28/2017

[Advanced Search >>](#)

The system has completed your history request for dates 02/01/2017 through 02/28/2017 for 11 - LBB Test Account 11 account.

Posted Transactions

No history available for requested criteria.

Select Export Format

7. Choose to Open or Save the File.
 - a. Save: Save a copy to your computer
 - i. After the file is saved, locate file and double click to open with QuickBooks, or you can use the import option located under File tab within QuickBooks.
 - b. Open: QuickBooks will load automatically and will recognize the account you are downloading transactions for and will allow you to select an option.
 - i. Use an existing QuickBooks account.

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- ii. Create a new QuickBooks account.

Select Bank Account

You are downloading transactions for the following account:

- Financial Institution:

- Account type: Checking

- Account number:

QuickBooks does not have an online account to handle these transactions.
Please make a selection below.

Use an existing QuickBooks account

Create a new QuickBooks account

<Add New >

Cancel Continue

8. Click Continue
9. Transactions are downloaded into your QuickBooks register.

For additional QuickBooks support: <https://help.developer.intuit.com/s/>