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

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.

  ii. Create a new QuickBooks account.

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

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