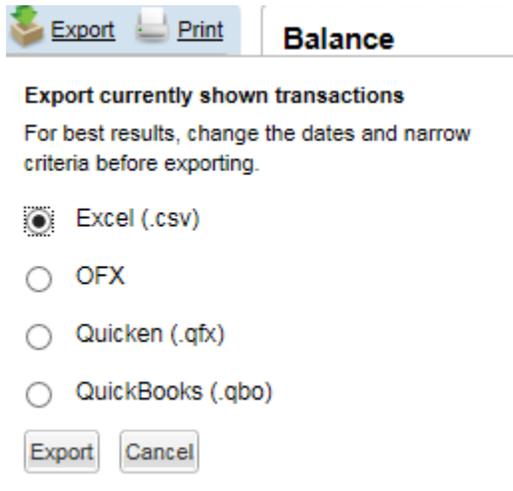
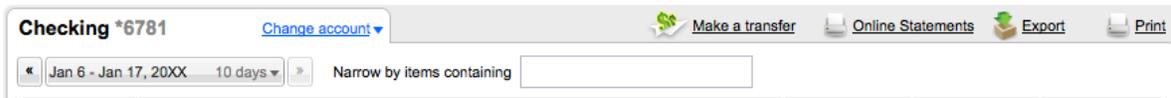


WebConnect QuickBooks Guide – Online Banking

Steps to export account history using QuickBooks WebConnect.

1. Log into Liberty Bay Bank Online Banking system.
2. Select the account to download transactions under Account Summary Screen.
3. Customize the date range.
4. Select Submit.
5. Select Export Format: QuickBooks (.qbo)
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.

WebConnect QuickBooks Guide – Online Banking



The screenshot shows a dialog box titled "Select Bank Account" with a close button (X) in the top right corner. The text inside reads: "You are downloading transactions for the following account:". Below this, there are three labels: "- Financial Institution:" followed by an empty text box; "- Account type:" followed by the text "Checking"; and "- Account number:" followed by an empty text box. Below these fields, the text says: "QuickBooks does not have an online account to handle these transactions. Please make a selection below.". There are two radio button options: "Use an existing QuickBooks account" (which is selected) and "Create a new QuickBooks account". To the right of these options is a dropdown menu with a green bar and a downward arrow. The dropdown menu is open, showing a green bar and the text "< Add New >". At the bottom of the dialog, there are two buttons: "Cancel" and "Continue".

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

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