

Using Barclays Online Banking with QuickBooks Pro

Pre-download checklist

Before you begin the process of downloading your financial data into your QuickBooks Pro application there are a few things you must do before your first download.

Step 1

Ensure that you have all the most recent updated features on your QuickBooks Pro application. As a subscriber to Business Manager, this update service costs you nothing but provides you with the latest version of QuickBooks Pro and any new software patches such as a maintenance release. Updating ensures that your copy of QuickBooks Pro has all the relevant features and functions it needs to interact with Barclays Online Banking.

To update your QuickBooks Pro application:

Updating is simple. You must be connected to the Internet and have QuickBooks open in Business Manager.

Select [File>Update QuickBooks](#) from the menubar. Simply follow the screens to download your updates directly into your application. Once done close down QuickBooks Pro in Business Manager then launch the application again from your Control Finance Centre or your desktop.

Step 2

Make sure that your QuickBooks Pro application is set as the default application for downloading financial data. If QuickBooks is not set as your default application you won't be able to import data from Barclays Online Banking into QuickBooks Pro.

To check that QuickBooks Pro is set as the default application for downloading financial data;

1. From the top navigational bar in QuickBooks click Edit and then from the drop down menu scroll down to Preferences. Scroll down to the Online preference.
2. Click the Company Preferences tab
3. Make sure that the second tab **'Verify that QuickBooks is the default Web Connection application at start up'** is selected and the box is ticked.
4. If you now close QuickBooks Pro down and then launch it again within Business Manager a screen prompt will appear.
5. In this prompt click 'Yes' to enable Windows to recognise that the file you are downloading from Barclays Online Banking (a file with a '.qbo' ending) contains your financial data and belongs to your QuickBooks application.

Every time you download a file into QuickBooks Pro your computer will recognise this file format and QuickBooks will open.

Step 3

It will make it a lot easier for you if your customer and supplier details are set up in your QuickBooks accounts (the register) and they are up to date with all the relevant information and transaction details. You should do this before you attempt to import your financial data from your Barclays Online Bank account into your QuickBooks application.

This will ensure that when QuickBooks begins to reconcile your imported data with those already in QuickBooks you won't have to add account details to your register in order to match your transactions. Also it will help prevent discrepancies in your balances occurring.

User tip: Adding missing transactions to your register manually at this stage is quite tricky and is only recommended for advanced QuickBooks users, if you would like to know more about how to match unmatched transactions or, adding to your register see the Online Banking Help section in QuickBooks Pro.

Step 4

Finally, you must be connected to the internet when you attempt your first download, and you must stay online until QuickBooks Pro begins matching (reconciling) your downloaded accounts with your QuickBooks accounts - otherwise the download process will be unable to take place completely.

Using your QuickBooks Pro application with the Online Banking service

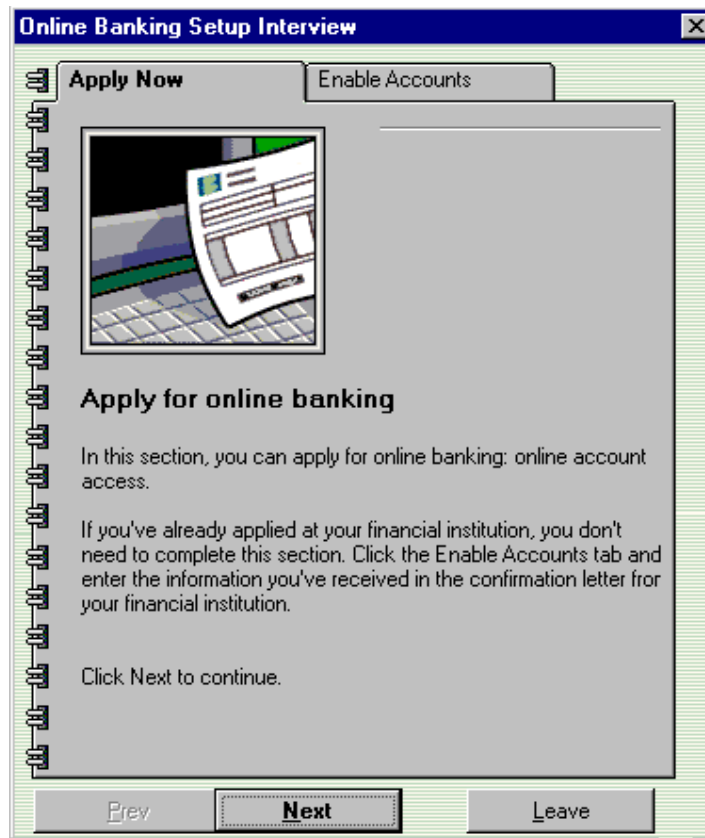
1. Set up an account within QuickBooks Pro

Setting up a Barclays Online Bank account in QuickBooks Pro to use with Barclays Online Banking couldn't be easier. And if you don't already have one you can open one today - just click on the 'Banking' button from the navigation bar at the top of the page within QuickBooks Pro. Next from the drop down menu select 'Online Banking Centre.' This will take you to the Online Banking Setup Interview.

2. Online Banking Setup Interview

The Online Banking Setup Interview will guide you through the process step by step (depending on whether you are a new customer or you already have a Barclays Online Bank account).

Figure 1.



Important: If you already have a Barclays Online Bank account then all you need to do is enable your accounts, for guidance on how to do this skip to **Step 5**.

If you haven't, go to **Step 3**.

If you already have a Barclays Online Bank account, and have already completed one download and reconciliation but want to know how to open the Online Banking Centre from within the QuickBooks Pro software then skip to **Step 7**

3. Setting up a Barclays Online Bank account

If you don't already have an online bank account set-up, select to 'Apply for online banking' and then select 'Next', the interview will take you via a secure link to a Financial Institution

Directory where you will find the link to Barclays, from here you can register for an online bank account.

4. Connecting to the Barclays Ibank

From any of the places listed on the previous page you can access the Barclays Ibank welcome page (Figure II). Where you can find out more about the benefits and costs of online banking, apply online or log-in.

Figure II



5. Enabling an Account

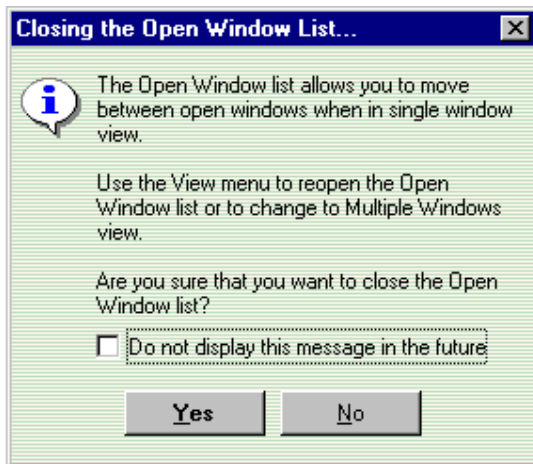
If you already have an online bank account then the Enable Accounts screen in the Online Banking Set-up Interview gives you instructions on how to download your financial data from you online bank account directly into QuickBooks Pro. (Figure III.)

Figure III.



At this stage we recommend that you close any windows that you may have open within QuickBooks Pro. To do this click on 'View' on the navigation bar in QuickBooks Pro, scroll down the drop down menu and choose the 'Open Windows List' option. Choose 'Yes' in the grey pop-up box (Figure IV) and your software will close any open windows for you.

Figure IV.



6. Go to Barclays Online Banking

From here your next step is to go to the Barclays Online Banking Centre to log in and begin the download process. You can access the Online Banking Centre from your web browser by typing the url <https://ibank.barclays.co.uk/> in your address bar. Alternatively select 'Online Banking' from your Control Finance Centre in Business Manager.

7. Accessing the online banking centre after your first download

After you have completed your first initial download and reconciliation of financial data you will be able to open the Online Banking Centre at any time from within your QuickBooks Pro application. Click on 'Banking' on the navigation bar at the top of the page in QuickBooks Pro and then scroll down to the Online Banking Centre. This will take you to the Online Banking Centre within your software, from here click on 'Go to Bank' and this will take you directly to the Barclays Online Banking welcome page. (Figure V.)

Figure V.



Once in the Online Banking Centre just follow these simple instructions and you will be able to import up to 42 days worth of financial data into up to 10 different bank accounts within your QuickBooks Pro.

8. Log in

From the Barclays Online Banking Centre enter your membership number, password and any other details you are asked for. For more information on how to access the Barclays Online Banking centre follow this link.

9. Portfolio page

Once you have logged in your portfolio page will be displayed; showing all your online account details and giving you various options. (Figure VI.) From the drop down bar at the left hand side of the page select 'Export data' then press the 'Go' button.

Figure VI.



10. Select export data step 1 of 2

In the next screen, from the list on the left hand side of the page, select QuickBooks Pro as the software application and also select the account that you want to export from. (Figure VII) You can export data from up to 10 accounts within your Barclays online banking.

Figure VII.

The image shows a screen titled "Export Data Step 1 of 2". Under the heading "Select Details", there are two sections. The first section is "Please select the software package you want to download to:" with a dropdown menu showing "QuickBooks Pro" and a "help" button. The second section is "Please select the account details you want to download:" with a dropdown menu showing a blue bar and a "help" button. Below these sections is a paragraph of text: "If you want to download information about a single account we'll need to get more details from you, so that you can specify the dates you want the information to cover." Another paragraph follows: "Otherwise, we'll download all the information we have about your account - so we won't ask you for a date range. But please be aware that it may take some time to download."

User tip: We recommend that you download information from one account at a time into your QuickBooks Pro application - this will avoid confusion and the duplication of data that you may have previously downloaded.

11. Select export data step 1a of 2

Next you need to type the dates you want to download from. (Figure VIII). You can download and reconcile up to 42 days worth of data into QuickBooks Pro. When inputting dates please remember that Barclays will only let you export data from up to the night before, if you try to export using today's date then the feature will not work.

Figure VIII.

Export Data

Step 1a of 2

Select Details

You've selected the following software package to download to:
QuickBooks Pro

You have selected the following account to download.

Please type in the details for the account you want to download in the boxes below.

From: (dd/mm/yyyy)

/ /

To: (dd/mm/yyyy)

/ /

User tip: When it comes to selecting your dates, avoid duplication and importing old data. Try to specify dates that will correspond with data already entered into your QuickBooks Pro accounts (register.) This will help with the matching process later on.

12. Choose to download your data

Click on the green button at the bottom of the page.

Figure IX.

Scroll back up to check or **click on download**

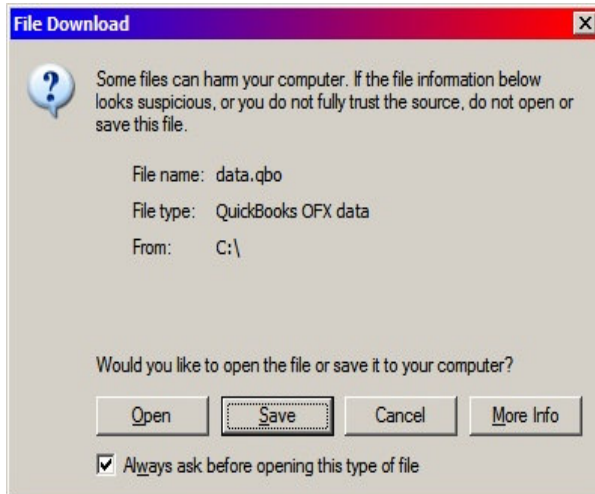


13. Save your file to disk

When this box appears (Figure X.) you will have two options.

You should save the file to your computer or laptop.

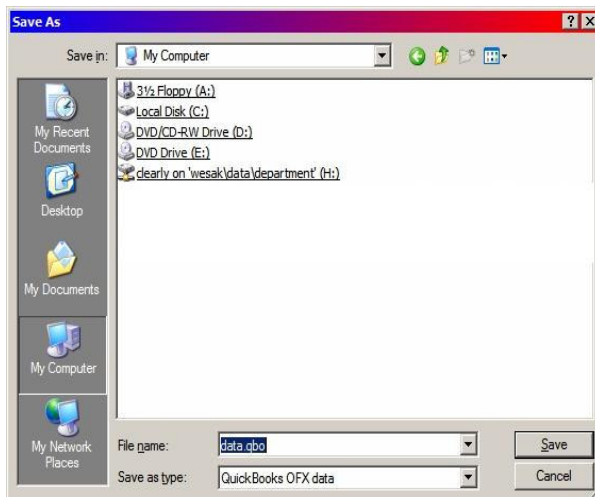
Figure X.



14. Save your data and then download to your QuickBooks Pro application

When you choose to 'Save' you will be asked for a location to save the file in, (Figure XI) for example your desktop or C drive. We recommend that you create a folder specifically to save all your '.qbo.' files to in.

Figure XI.

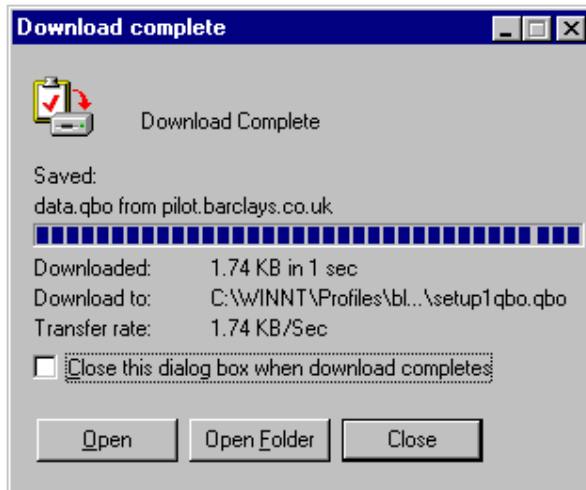


15. The download complete box will open after your click Save

At this point select 'Open' (Figure XII.) to have QuickBooks Pro begin downloading your financial data. If this is your first download you need to stay online until your account starts reconciling.

User tip: There may be a short time delay in processing the download, don't worry this is perfectly normal.

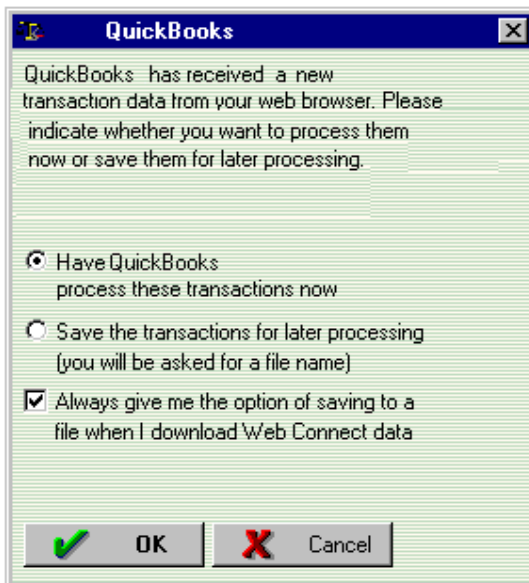
Figure XII.



16. Process your transactions

When your downloaded file has been imported the Online Banking Centre in QuickBooks Pro will open where you will see the following prompt (Figure viii). Choose to have 'QuickBooks Pro process these transactions now.' And then click 'OK'

Figure XIII.

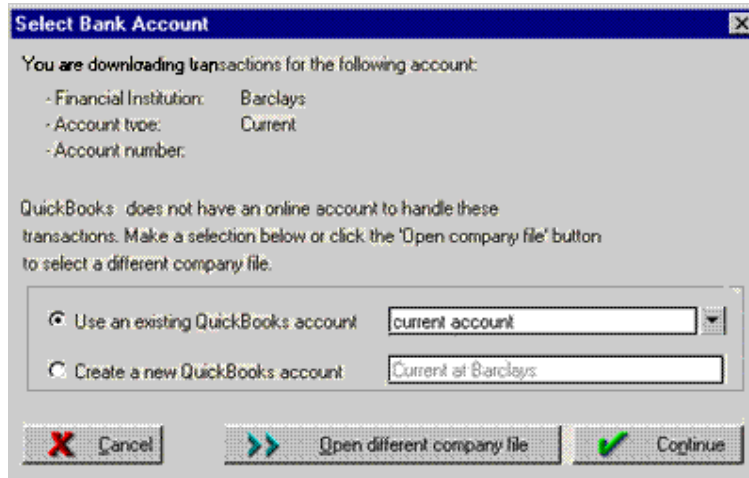


17. Select the account to handle the transactions

You will now need to select the QuickBooks Pro account you want to handle the transactions (figure XIV.).

User tip: This box will only pop up the first time that QuickBooks Pro comes across an account, i.e. during set up, when a new account is introduced or if an account has been deleted from the QuickBooks Pro register.

Figure XIV.



If you have an existing account that you would like to use then select it from the drop down menu.

- Click 'Use an existing QuickBooks account', and then select the account you want to use from the drop-down menu.

At this stage if you have not yet set up an account to receive the QuickStatement (the format your downloaded financial data appears in), you will be prompted to do so.

- Click 'Create a new QuickBooks account'. QuickBooks Pro configures the new account for you.

18. The QuickStatement appears in the Items Received From Financial Institution.

19. To start the matching process

Select the downloaded account and then click 'View'. The software will automatically begin reconciling all transactions in the QuickStatement (financial data from your online bank account) that it can with the transactions in your QuickBooks Pro accounts (register.) Matched transactions will show in the left hand column of the QuickStatement.

20. After the first download

After you have completed one download and reconciliation you will be able to open the Online Banking Centre from within QuickBooks Pro next time you wish to do a download. Clicking on Banking on the navigation bar at the top of the page in QuickBooks Pro and then scrolling down to the Online Banking Centre option will take you directly to the Online Banking Centre within your software. From here click on 'Go to Bank' this will take you to the Barclays Online Banking welcome page. Alternatively, you can always access the Online Banking Centre from within your Business Manager.

User tip: You are unable to export financial data from QuickBooks Pro into your online bank accounts. If you enter financial information into QuickBooks Pro the software does not have the facility to automatically update or change the information in your online bank account.

How account matching (reconciliation) works between your Barclays Online Banking service and your QuickBooks Pro application as part of Business Manager.

Matching is the intelligent part of the data reconciliation process between Barclays Online Banking and QuickBooks.

QuickBooks Pro compares each downloaded transaction from your Barclays Online Bank account to the transactions in your appropriate QuickBooks accounts (the register.)

Transactions that correspond to entries in the QuickBooks Pro register are marked as "matched." If a transaction is marked "unmatched," QuickBooks Pro was unable to find a matching transaction in the register.

Matching steps:

1. QuickBooks Pro takes the first transaction in your downloaded statement and looks in the register (your QuickBooks accounts) for transactions of matching amounts.
2. QuickBooks Pro then narrows this set of results to those transactions in QuickBooks Pro that occur within 30 days of the date range of the downloaded transaction date.
3. QuickBooks Pro checks to see if the downloaded transaction has a cheque number equal to a check number on any of the shortlist of potential matches. If the cheque numbers do not match, neither do the transactions.
4. QuickBooks Pro then attempts to find the best possible match from the remaining potential matches based on the payee details e.g. Customer name/supplier name.

QuickBooks Pro tries to match a downloaded transaction with the oldest transaction in the register that meets these criteria. For example, let's say you withdraw £100 every week from the cash dispenser. When you download your transactions, QuickBooks Pro matches this £100 cash dispenser withdrawal with the oldest matching transaction in your register.

An example of the matching process

Below is an example of how the matching process works when there are multiple transactions with the same value.

Account register

DATE	PAYEE	AMOUNT
01/06/02	Jones	£150.00
05/06/02	Bacs	£100.00
10/06/02	Cheque 0032	£189.20
11/06/02	Peters	£150.00
15/06/02	Cheque 0046	£150.00

The accounts highlighted in red are the possible matches at the first stage in the matching process - note they are all of the same amount.

Downloaded information

DATE	PAYEE	AMOUNT
12/06/02	Jones	£150.00
05/06/02	Bacs	£100.00
10/06/02	Cheque 0032	£189.20
19/06/02	Cheque	£150.00
28/06/02	Turner construction	£150.00

Next QuickBooks Pro will look at date; again they are all within 30 days of each other. And finally QuickBooks Pro checks the payee and finds that there is a positive match.

Account register

DATE	PAYEE	AMOUNT	MATCH
01/06/02	Jones	£150.00	Yes
05/06/02	Bacs	£100.00	Yes
10/06/02	Cheque 0032	£189.20	Yes
11/06/02	Peters	£150.00	
15/06/02	Cheque 0046	£150.00	

User tips: To ensure that you limit the amount of transactions that appear unmatched in your register it is worthwhile if you try to keep the names and references of your customers and

suppliers in your online bank accounts the same as those in your QuickBooks register. In this way you are limiting the margin for error when it comes to matching your accounts.

If you have used the Quick Add function to match your accounts then you will need to amend your opening balance in the software, and update customer/supplier details in QuickBooks Pro to reflect the new information you have added to your register.