

PARKWAY

Parkway Business Solutions

a simple path for business accounting

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Activate Windows

02.2016 Universal Template File - QuickBooks Accountant Desktop 2016 - [Accountant Center]

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Accountant Center

Tools

- Batch Enter Transactions...
- Make General Journal Entries...
- Working Trial Balance
- Set Closing Date...
- QuickBooks File Manager

TIP: How to Batch Enter Transactions in QuickBooks

Reconciliation

ACCOUNT	LAST RECONCILED	RECONCILED BALANCE	CURRENT BALANCE
Expenses		0.00	0.00
Checking		0.00	0.00
Savings		0.00	0.00
Cash on hand		0.00	0.00
checking 2		0.00	0.00
CC 1		0.00	17.00
CC 2		0.00	0.00
CC 3		0.00	0.00

Banking

- Write Checks Ctrl+W
- Order Checks & Envelopes
- Enter Credit Card Charges
- Use Register Ctrl+R
- Make Deposits
- Transfer Funds
- Reconcile
- Bank Feeds**
- Loan Manager
- Other Names List

- Bank Feeds Center
- Set Up Bank Feed for an Account
- Participating Financial Institutions
- Import Web Connect File
- Create a Message for your Bank
- Change Bank Feeds Mode
- Learn About Online Bill Payment
- Inquire About Online Banking Payment

Memorized Reports

SELECT GROUP Accountant

- Adjusted Trial Balance
- Adjusting Journal Entries
- Balance Sheet
- General Ledger
- Journal Entries Entered/Modified Today
- Profit Loss

Accountant Updates

MESSAGE

- Intuit® Accounting Newsletter: December 2015
- How to Get a Grip on Expenses
- How to Use the Off Season to Prepare for Tax Season
- How to Give Great Service and Win More Business

Log into my QuickBooks ProAdvisor Account

After downloading and saving your QBO file from **Ledgersync**, Open QuickBooks and the company file that you wish to import into. From the top menu bar, select **Banking** → **Bank Feeds** → **Import Web Connect File** to start the import process.

NOTE: If you have previously used another web connect source other than **Ledgersync** with your account you must make sure that connection is deactivated to be able complete the process.

Bank Feeds

Add Account Rules

BANK ACCOUNTS

Wells Fargo Bank	\$0.00
Account ending in ***4859	1 week(s) ago
In QuickBooks checking 2	\$0.00
Wells Fargo Bank	\$0.00
Account ending in 4859	1 week(s) ago
In QuickBooks Checking	\$0.00
CREDIT CARD	
Bank of America - QB WebConnect	\$0.00
Account ending in ***NG#9	5 day(s) ago
In QuickBooks CC 1	\$17.00

Account Information

LAST UPDATE: 1 week(s) ago

Wells Fargo Bank	In QuickBooks
ACCOUNT ENDING IN ***4859	ENDING BALANCE checking 2
\$0.00	\$0.00

Service provided by

WELLS FARGO

1 transaction is waiting to be added to QuickBooks.

Transaction List

[Learn how to manually download transactions.](#)

Manage your account



[Disable bank feeds](#)[Manually import statements](#)[Edit account settings](#)

After your Import has completed, you will see the following screen in the Banking Center. If you do not see this screen it can be accessed from the top menu bar, select **Banking** → **Bank Feeds** → **Bank Feed Center**.

The accounts listed on the left side are all web connected bank accounts. Select the correct account to view how many transactions are pending to be accepted. Select the transaction list button to view all transactions.

NOTE: Some accounts may show the wrong bank logo (*like the Wells Fargo Image here*) when importing your QBO file. THIS IS NORMAL and can be ignored. The image shown is a Intuit web branding feature and is for visual affect only.

Bank Feeds

 Add Account  Rules

BANK ACCOUNTS

Wells Fargo Bank \$0.00
Account ending in ***4859 1 week(s) ago

In QuickBooks
checking 2 \$0.00

Wells Fargo Bank \$0.00
Account ending in 4859 1 week(s) ago

In QuickBooks
Checking \$0.00

CREDIT CARD

**Bank of America - QB
WebConnect** \$0.00
Account ending in ***NG#9 5 day(s) ago

In QuickBooks
CC 1 \$17.00

Account Information

LAST UPDATE: 1 week(s) ago

Wells Fargo Bank	In QuickBooks
ACCOUNT ENDING IN ***4859	ENDING BALANCE checking 2
\$0.00	\$0.00

Service provided by

WELLS FARGO

1 transaction is waiting to be added to QuickBooks.

Transaction List

[Learn how to manually download transactions.](#)

Manage your account

[Disable bank feeds](#)[Manually import statements](#)[Edit account settings](#)

Disconnecting a Feed:

If you need to disconnect a pre-existing bank feed, you can disable the bank account by selecting the option “Disable bank feeds”



Account Type

Bank

Number

1245

General

Bank Feed Settings

Account Name checking 2

Activate Online Services

CONNECTION INFORMATION

Financial Institution Wells Fargo Bank

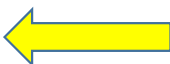
Account Customer ID 000000000

Last Download: 05/10/2016 (0 transactions)

Statement Downloads

Online Bill Payments

Deactivate All Online Services



If you deactivate all services, you will have to set them up for this account again.

On the next window:

Click the second tab "Bank Feed Settings"

Select "Deactivate All Online Services"

This will only disconnect the bank connection for THIS ACCOUNT. All other account connections will not be affected.

Now with the previous connection removed, you can import your *Ledgersync* QBO file.

Account is inactive

Save & Close

Cancel

Transactions List

Finish Later Rules

1 Transaction
checking 2

NEW TO QUICKBOOKS:

1

NEED YOUR REVIEW

Tell QuickBooks how to handle these bank transactions

Service provided by

WELLS FARGO

STATUS All TYPE All types FROM 2/12/2016 TO 2/12/2016 Show Bank Memo

<input type="checkbox"/>	STATUS	TYPE	DATE	NO.	DOWNLOADED AS	PAYEE	ACCOUNT	CLASS	PAYMENT	DEPOSIT	ACTION
<input type="checkbox"/>	Rev	DEP	2/12/2016		Automatic Transfer from...					243.19	Select

In this example you can now see the 1 transaction that was pulled into QuickBooks, From this screen you can review all of your pending transactions and categorize them before completing the import process.

Until you accept these transactions they will not appear in any register or on any reporting. If you recently imported transactions but do not see them in your bank register, they are most likely still pending in this limbo area.

Please check all connected accounts to ensure you did not import them into the wrong account by accident.

Client Bank Statements and Check Images for Accounting Firms

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[Learn More](#)

If you need assistance or have additional questions you can chat with a LedgerSync Team Member here: <http://ledgersync.com/>

