

### **Connecting your bank to QuickBooks and creating banking rules**



## Introduction

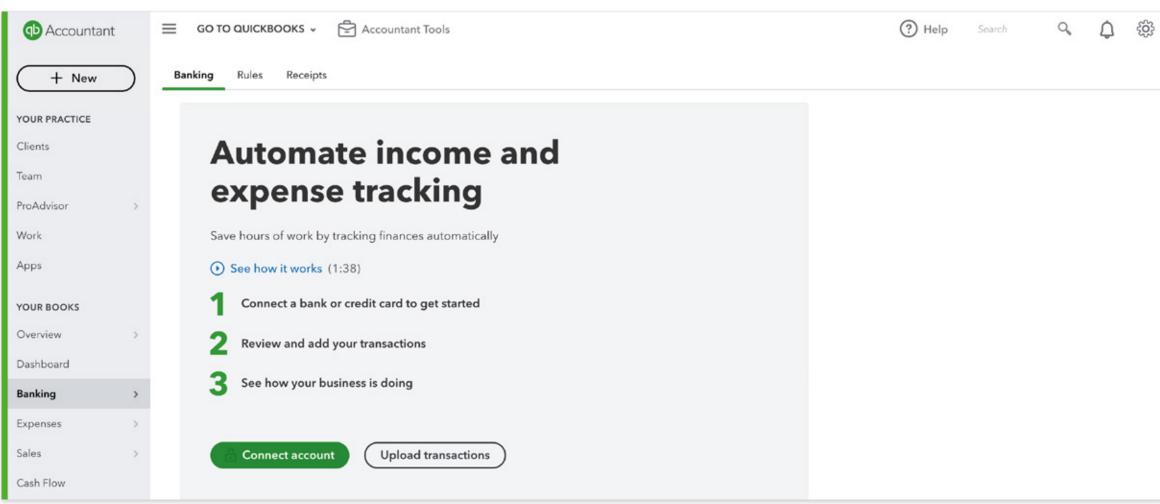
Get the full picture of your business finances. Connect your banks and credit cards to QuickBooks for a complete, real-time view of all your finances and cash flow. Save time with reliable data that shows you where you stand.

- Fast, easy and secure set-up in less than one minute
- See all your business finances in one place
- Save time and hassle with synchronised solutions
- Manage your cash flow with real-time data and forecasting

### How to connect your bank

Go to **Banking** on the left pane, then select **Banking** at the top.

Select **Connect** from the landing page, or select **Add Account** if you've connected previously.





### How to connect your bank

Search for your bank and select **Continue**; read the terms and click **Agree** 

Let's get a picture of your profits	Sign in to account	Consent to connect for 90 days
Connect your bank or credit card to bring in your transactions.           Enter your bank name or URL         Q	Monzo https://monzo.com/	Monzo https://monzo.com/
Here are some of the most popular ones	Start by connecting your Monzo accounts with Intuit, the makers of QuickBooks Online Edition.	Intuit Limited, the makers of QuickBooks, needs your consent to access an following data that you select from your accounts at this bank:
Santander BARCLAYS ANK	Go to the bank site to sign in and connect your accounts. Then we'll return you here and bring in your transactions.	<ul> <li>Your account details</li> <li>Your account transactions</li> </ul>
Royal Bank StatLing BANK Nationwide HSBC	Back Continue	✓ Your account features and benefits
Royal Bank STARLING BANK AND NATIONWIDE HSBC		This allows Intuit to generate your financial reports and other consolidated until <b>12/04/2021.</b>
	At Intuit, the privacy and security of your information are top priorities.  Privacy  Privacy  TRUSTe  TRUSTe TRUSTE TRUS	<ul> <li>Intuit data sharing policy</li> </ul>
At Intuit, the privacy and security of your information are top priorities.		Don't agree



### How to connect your bank

Follow the steps on your bank's internet banking page to authorise QuickBooks to connect to your bank account. Once you have authorised the connection, you'll automatically be taken back to QuickBooks.

Connect an account		?	$\times$
	Verify your request on Monzo		
	werify.monzo.com/open-banking/authorize?scope=openid+accounts&response		
	🙌 monzo		
	Set up account access		
	Intuit Limited would like some access to your accounts.		
	You'll need to verify yourself in the Monzo app.		
	Account Number of your Monzo account 12345678		
	Sort Code of your Monzo account		
	040004		
	Email address on your Monzo account		
	Continue		
	Continue		
	Cancel		

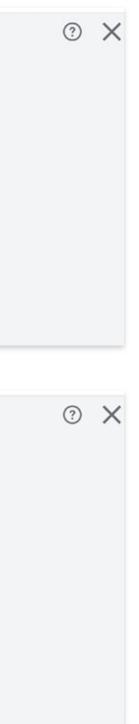


### How to connect your bank

In QuickBooks, select the bank accounts you want to connect and which account they will link to in QuickBooks.

Connect an account			
	Which accounts do you want to connect?		
	Leonardo da Silva Draghi *9730 Balance: £0.00	Enter account type	
		Income Credit Card	
Connect an account			
	Which accounts do you want	to connect?	
	Leonardo da Silva Draghi *9730 Balance: £0.00	Income	
	We will pull transactions from the selected acc different date to pull transactions from. Some b	counts from 01/01/2020. Or you can select a bank limitations may apply.	
	This year (01/01/2020) 🔹		
		Connect	





### How to connect your bank

### Select Connect.

QuickBooks is now connected to your selected bank account(s), and your transactions can be found in the Banking page.

Accountant	≡ GO TO QUICKBOOKS →	Accountant Tools			(?) H	Help Search	C
+ New	Banking Rules Receipts						
YOUR PRACTICE	😑 Income 🗸						Link
Clients							
Team	Income						
ProAdvisor >	£0.00 BANK BALANCE Updated mome	nts ago					
Work	6450.00						
Apps	IN QUICKBOOKS						
YOUR BOOKS	For review (0) Categorise	d Excluded					명 Take a
Overview >				1			
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Expenses >		DESCRIPTION	PAYEE	CATEGORY OR MATCH	VAT	SPENT	RECEI
Sales >							
Cash Flow							
Payroll							
Reports >			All ca	ught up!			
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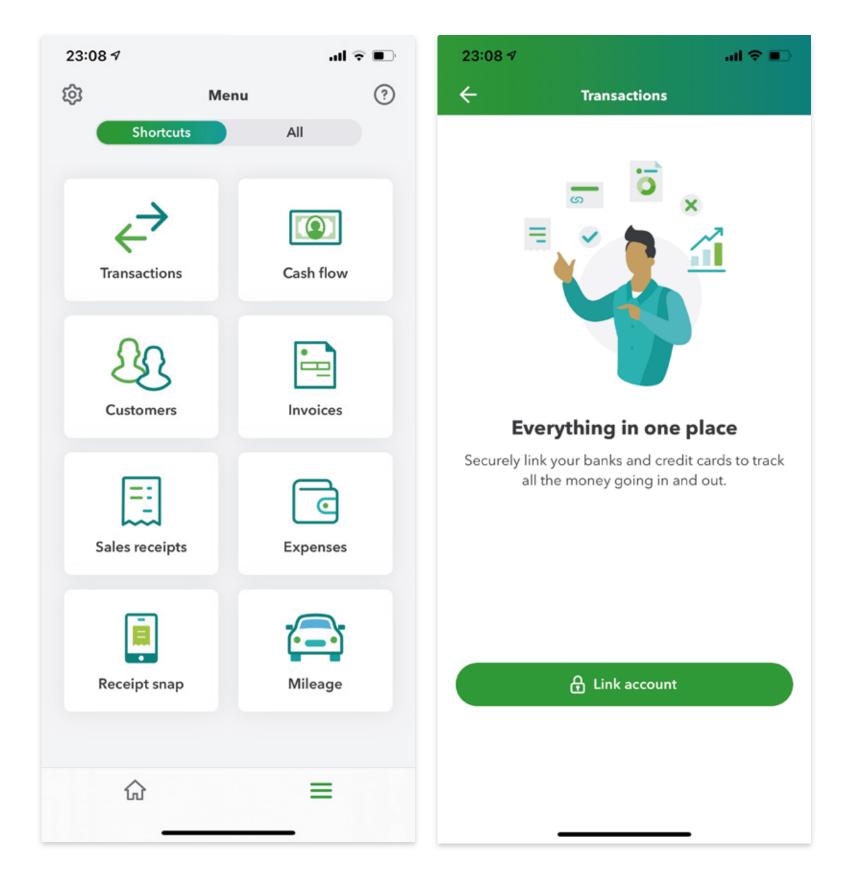
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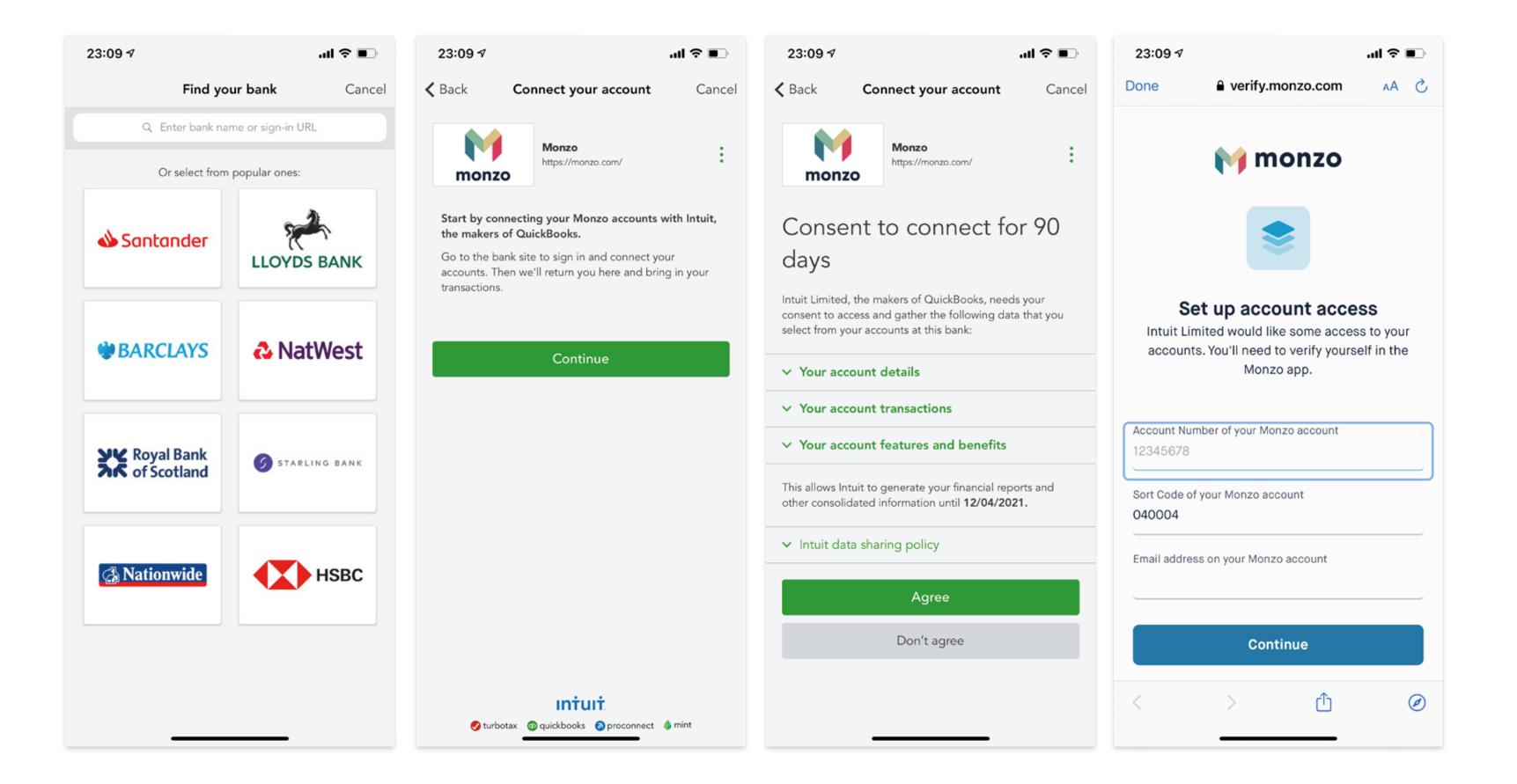
# How to connect your bank through the mobile app

### Select Transactions and click on Link account.



# How to connect your bank through the mobile app

### Choose your bank from the menu and follow the onscreen instructions.



### How to create a bank rule

When you download transactions from your bank, you need to categorise them so they go to the right accounts. You can create bank rules that speed up this review process by automatically categorising transactions for you.

The more your rules are applied, the more accurate the automatic categorisation gets. After a while, QuickBooks will be able to sort through transactions and add details like payees.

- · Go to the Banking menu or Transactions menu. Select the Rules tab.
- · Select New rule.
- Enter a name in the **Rule** field.
- · Select Money in or Money out.
- · Select the bank or credit card account.

 $\cdot$  Set the rule conditions. Decide the transaction must meet All or Any of the conditions. You can add up to 5 conditions.

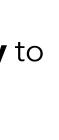
 $\cdot$  In the Conditions fields, specify if the rule applies to Bank text, description or amount. Select **Contains**, **Doesn't contain** or **Is exactly** to decide how QuickBooks applies the rules.

· Select the settings for the rule. Select the **Transaction type**, **Payee** and the **Category** to apply.

· Save

You can also create a rule directly from the banking section, by selecting the transaction and clicking on Create rule from this transaction

We recommend starting with easy, consistent transactions that are easy to recognise, such as petrol.











# Thank you

For further help, contact your accountant or our free support line on

**0808 168 8175** 8AM - 7PM Monday to Friday

or contact a **QuickBooks expert** using chat messaging by clicking the **Help** button in QuickBooks 8AM - 10PM Monday to Friday | 8AM - 6PM Saturday and Sunday



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