Treasury & Payment Solutions

Quick Reference Guide

QuickBooks: Deposit Account Reconcilement via Webster Web-Link®

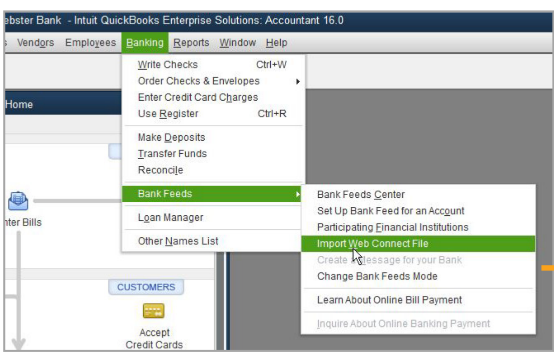
Daily reconciliation of your prior day deposit account activity is easy when you leverage QuickBooks' Web Connect file import capability with Web-Link's Export Profile and File Delivery capabilities. Each day, Web-Link's File Delivery service will deliver an email to you with a QuickBooks formatted file (.qbo) attached.

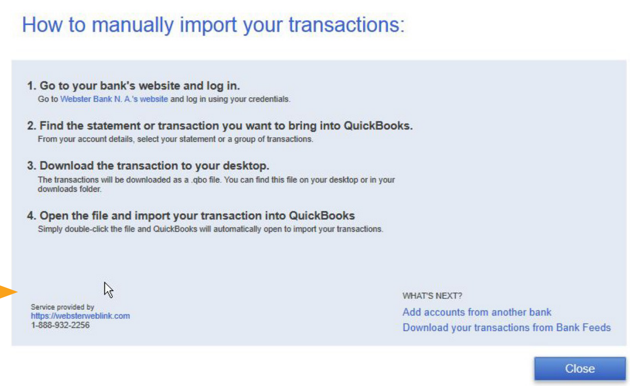
The Web-Link .qbo formatted file is compatible with QuickBooks Desktop. Timing of the email and the content of the QuickBooks file is up to you; both are configurable during the one time set up of the Export Profile and the one time set up of the File Delivery, both of which need to be done before you can import.

Daily Reconciliation Steps:

Import a QuickBooks file via ***Web Connect: Banking > Bank Feeds > Import Web Connect File***

1. Open the email sent from WebsterWebLinkNotifications@WebsterBank.com
2. Right click on the attachment and save to your preferred location
3. Log into QuickBooks
4. Click ***Banking > Bank Feeds > Import Web Connect File***

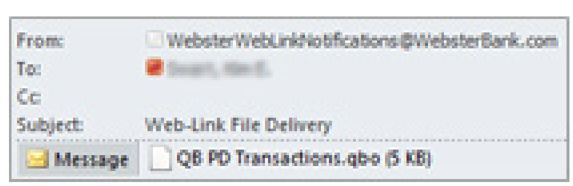




5. Navigate to where the .qbo file is saved, select the file and click Open
6. Your QuickBooks settings and file content will determine next steps. E.g. if you recently enrolled a new Web-Link Account, but didn't add it to QuickBooks, you will be prompted to do so

Tips:

- Remember, you must complete the one time set up of your Export Profile and have enrolled in File Delivery before you can import a file into QuickBooks. See page 2 for detailed instructions on these
- The QuickBooks file will be sent via encrypted email from WebsterWebLinkNotifications@WebsterBank.com
- The attachment will be the title of the Export Profile. If you open it first, you may be prompted to select a Program like Notepad to view file content



Export Profile

Create a QuickBooks Export Profile: ***Accounts > Account & Research Tools > Export Profiles***

1. Click on Create Export Profile. The Profile screen opens
2. Select QuickBooks from the File Format drop down
3. In Contents, select Prior Day
4. Select which Accounts
5. Select Relative Date range, Prior Day
6. Click Continue; the Select QuickBooks Data screen opens
7. Select the Transaction and Summary codes to include; Prior Day Summary codes include Opening Available (040), Closing Available (045) and Closing Ledger (015).
8. Click Continue; the Confirm Export Profile to Save screen opens
9. If the information is accurate, click Save Profile. If you wish to make changes, click Edit Profile
10. If you clicked Save Profile, the Manage Export Profiles screen opens and a Successful Submit message displays. The Export Profile is ready for export and displays in the list of File Names

Tips:

- Required fields are indicated by a red asterisk *
- For detailed instructions on how to set up an Export Profile, refer to the Exporting Profiles Quick Reference Guide
- Loan accounts cannot be included in an Export Profile

File Delivery

Enroll in File Delivery: ***Tools > Create > File Delivery***

1. Click on the Create File Delivery button
2. From the Export Profile drop down, select the Export Profile you created in the step above
3. Enter a Description that is meaningful to you and select your desired Frequency
4. Enter email addresses (there is no verification of email address) and click Continue
5. Click Save if the information is accurate; you can also click Edit if change are needed
6. Delivery is scheduled! Emails will be sent with the QuickBooks file attached

Tips:

- Required fields are indicated by a red asterisk *
- For detailed instructions on how to enroll in File Delivery, refer to the File Delivery Quick Reference Guide
- You don't have to enroll in File Delivery to get a QuickBooks file. At any time, you can log into ***Web-Link > Export Profiles*** to get one. Select the established Profile and click "Build File". Once available, you can open and download it. Be sure the File settings are appropriate for what you want! E.g. if Profile was set up to pull data for a specific date instead of a relative one such as Prior Business Day, the file will produce information that may have already been imported into QuickBooks

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If you have any questions, contact your Client Support Specialist.