First Horizon TreasuryConnect^{SM} and First Horizon BusinessConnect^{SM}

Web Connect for QuickBooks® and Quicken®

WEB CONNECT

Linking bank accounts to QuickBooks® and Quicken® saves time and reduces errors by downloading transaction detail directly from accounts held at First Horizon.

First Horizon offers **OFX Web Connect** that can be used to link First Horizon bank accounts with QuickBooks Online, QuickBooks Desktop or Quicken. OFX Web Connect is available to all First Horizon TreasuryConnect^{SM} and First Horizon BusinessConnect^{SM} clients. This guide provides instructions for disconnecting and reconnecting back accounts for Windows and Mac users.

USING OFX WEB CONNECT

You must modify your QuickBooks or Quicken settings to ensure that your data connectivity transfers smoothly to the new system.

NOTE

You will need your TreasuryConnect or BusinessConnect User ID (Login ID) and password to complete this process.

QuickBooks® Desktop Windows
QuickBooks® Desktop Mac

QuickBooks® Online

Quicken® Windows
Quicken® Mac

QUICKBOOKS® DESKTOP WINDOWS

1. Create a backup file. Choose **File > Back Up Company > Create Local Backup**.

2. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.

3. Complete a final transaction download and match downloaded transactions.
   - Complete one last transaction update before downloading transaction history.
   - Repeat this step for each account you need to update.
   - Accept all new transactions into the appropriate registers. (Required)

4. **Deactivate any previous online banking connections**.
   - Choose **Lists** > **Chart of Accounts**.
   - Right-click the first account you want to deactivate and choose **Edit Account**.
   - Click the **Bank Feeds Settings** tab in the Edit Account window.
   - Select **Deactivate All Online Services** and click **Save & Close**.
   - Click **OK** for any alerts or messages that may appear with the deactivation.
   - Repeat steps for any additional accounts that you need to deactivate.

5. **Reconnect the online banking connection for accounts that apply**.
   - Log into the First Horizon Bank online banking site.
   - Download your transactions to a QuickBooks Web Connect (.qbo) file.

NOTE
Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

   - In QuickBooks, choose **File > Utilities > Import > Web Connect Files**.
   - Locate your saved Web Connect file and select to import.
   - In the Select Bank Account dialog box, select **Use an existing QuickBooks account**.

NOTE
Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.

   - In the drop-down list, choose your QuickBooks account(s).
   - Click **Continue**.
   - Confirm by selecting **OK**.
   - Repeat for each account needed.

QUICKBOOKS® DESKTOP MAC

1. Create a backup file. Choose **File > Back Up**.

2. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.

3. Complete a final transaction download and match downloaded transactions.
   - Complete one last transaction update before downloading transaction history.
   - Repeat this step for each account you need to update.
   - Accept all new transactions into the appropriate registers. (Required)

4. **Deactivate any previous online banking connections**.
   - Choose **Lists** > **Chart of Accounts**.
   - Select the first account you want to deactivate and choose **Edit > Edit Account**.
   - Select **Online Settings** in the Edit Account window.
   - In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** List.
   - Click **Save**.
   - Click **OK** for any alerts or messages that may appear with the deactivation.
   - Repeat steps for any additional accounts that you need to deactivate.

5. **Reconnect the online banking connection for accounts that apply**.
   - Log into the First Horizon Bank online banking site.
   - Download your transactions to a QuickBooks Web Connect (.qbo) file.

NOTE

Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

   - In QuickBooks, choose **File > Import > From Web Connect**.
   - Locate your saved Web Connect file and select to import.
   - In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

NOTE

Important: Do NOT select "New" under the action column unless you intend to add a new account to QuickBooks.

   - Click **Continue**.
   - Confirm by selecting **OK**.
   - Repeat for each account needed.

QUICKBOOKS® ONLINE

1. Complete a final transaction download.

2. Complete last transaction update before downloading transaction history.

3. Accept all new transactions into the appropriate registers.

4. **Disconnect online banking connection for accounts connected to First Horizon Bank**.
   - Select **Banking** from the left column.
   - Click on the account you would like to disconnect.
   - Click the **Pencil icon** on the corner of that account box.
   - Click **Edit Account Info**.
   - Check the box next to **Disconnect this Account on Save**.
   - Click **Save and Close**.
   - Repeat steps for any additional accounts that apply.

5. **Reconnect online banking connection for accounts that apply**.
   - Download a Web Connect file (.qbo or .qfx) from First Horizon Bank's online banking site.
   - In QuickBooks Online, choose **Banking** from the left column.
   - Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded.
   - Choose the appropriate account from the drop-down menu under **QuickBooks Account**
   - Click **Next**.

IMPORTANT
Important: Do NOT select "+Add New" in the drop down menu unless you intend to add a new account to QuickBooks Online.

   - When the import is finished, click **Let's go** button.
   - Review the **For Review tab** on the Banking page to view what was downloaded.
   - Click **Next**.
   - Click **Done**.
   - Repeat this step for each account that you have connected to First Horizon Bank.

QUICKEN® WINDOWS

1. Create a backup file. Choose **File > Back Up and Restore > Backup Quicken File**.

2. Download the latest Quicken Update. Choose **Help > Check for Updates**.

3. Complete a final transaction download and match downloaded transactions.
   - Complete one last transaction update before downloading transaction history.
   - Repeat this step for each account you need to update.
   - Accept all new transactions into the appropriate registers.

4. **Deactivate any previous online banking connections**.
   - Choose **Tools > Account List**.
   - Click **Edit** on the account to deactivate.
   - In Account Details, click **Online Services**.
   - Click **Deactivate**. Follow the prompts to confirm deactivation.
   - Click the **General** tab.
   - Delete Financial Institution and Account Number information.
   - Click **OK** to close the window.
   - Repeat steps for any additional accounts.

5. **Reconnect the online banking connection for accounts that apply**.
   - Log into the First Horizon Bank online banking site.
   - Download your transactions to a Quicken (.qfx) file.
   - In Quicken, choose **File > File Import > Web Connect (.qfx) file**.
   - Use the import dialog to select the file you downloaded. An **Import Downloaded Transactions** window opens.
   - Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
   - Repeat this step for each account needed.

QUICKEN® MAC

1. Create a backup file. Choose **File > Save a Backup**.

2. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.

3. Complete a final transaction download and match downloaded transactions.
   - Complete one last transaction update before downloading transaction history.
   - Repeat this step for each account you need to update.
   - Accept all new transactions into the appropriate registers.

4. **Activate the online banking connection for accounts that apply**.
   - Select your account under the Accounts list on the left side.
   - Choose **Accounts > Settings**.
   - Select **Set up transaction download**.
   - Enter First Horizon Bank in the search field, select the correct option and click **Continue**.
   - Log into the First Horizon Bank's online banking site and download your transactions to your computer.

   NOTE
   Important: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

   - Drag and drop the downloaded file into the box titled **Drop download file**.
   - Choose **Web Connect** for the "Connection Type" if prompted.
   - In the **Accounts Found** screen, ensure you associate each new account to the appropriate account already listed in Quicken.
   - Under the Action column, click **Link** to pick your existing account.

   NOTE
   Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

   - Click **Finish**.