



**Key2Business® &  
QuickBooks Online**  
Transaction Download Setup Guide  
July 2017

## Table of Contents

	Page
1. Introduction	3
2. Connecting your Key2Business Account to QuickBooks	3
3. Helpful Resources	5

## 1. Introduction

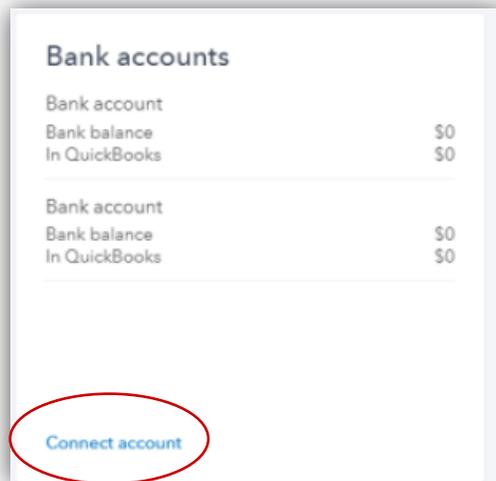
Key2Business clients utilizing Key2Business.com now have the ability to download their commercial card transactions to QuickBooks® from Key2Business.com. Clients can then reconcile transactions in QuickBooks. Follow the steps below to setup the transaction download.

### Before You Begin Confirm the Following:

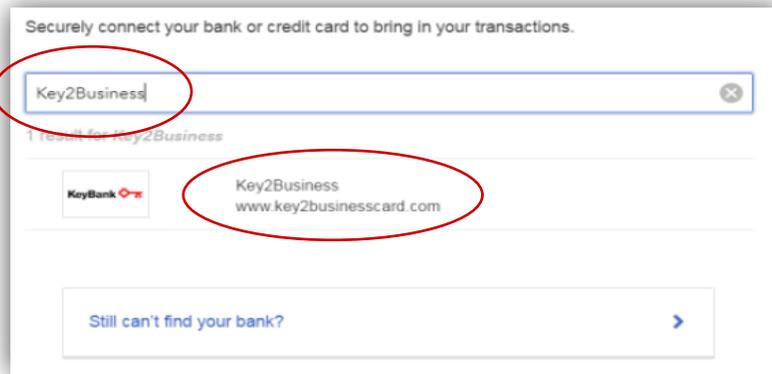
- You are an active user of Key2Businesscard.com with a valid User Name and Password
- If you haven't already, you will need to establish services with QuickBooks® Online in order to utilize the transaction download feature

## 2. Connecting Your Key2Business Account to QuickBooks

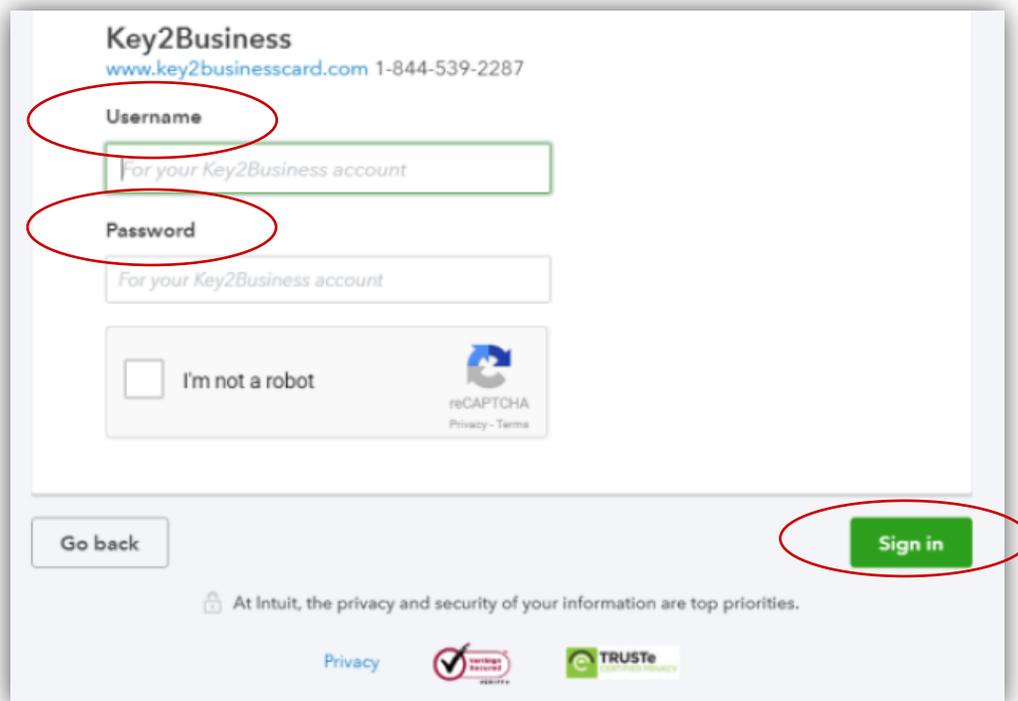
1. In the 'Bank Account' section of QuickBooks, click on the 'Connect Account' link



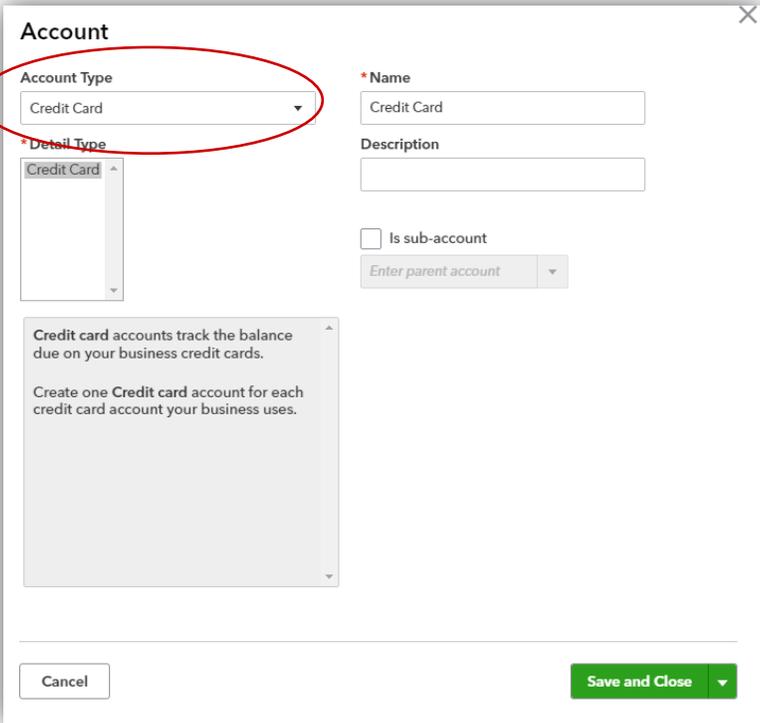
2. Enter 'Key2Business' in the search criteria section. Then, click the link to [www.key2businesscard.com](http://www.key2businesscard.com).



3. Enter your Key2Business.com User Name and Password. Then, click 'Sign In.'



4. If this is the first credit card being added, you will choose 'Credit card' from the drop down list. If you already have a credit card in QuickBooks, you may see additional options.



**Account**

Account Type  
Credit Card

\* Name  
Credit Card

Description

Is sub-account

Enter parent account

Credit card accounts track the balance due on your business credit cards.

Create one Credit card account for each credit card account your business uses.

Cancel Save and Close

5. Follow the instructions within QuickBooks on how to download your Key2Business card account transactions.

### 3. Helpful Resources

- The passwords for Key2Business.com and QuickBooks Online are linked. If you change your password in one application, you must update both application passwords.
- Documentation on QuickBooks Online is available from intuit at: <https://community.intuit.com/products/QuickBooks-help-en-us>.
- Questions?? Contact Key2Business Client Support at 1-800-539-9039, option 3 or [Key2Business\\_Call\\_Support@keybank.com](mailto:Key2Business_Call_Support@keybank.com).