

## Getting Started Guide: Transaction Download for QuickBooks 2009-2011 Windows®

Refer to the Getting Started Guide for instructions on using QuickBooks' online account services; to save time, improve accuracy, and keep your records updated. This guide will specifically show you how to download transactions and make online payments directly from QuickBooks.



The Getting Started Guide includes the following information:

### Information You will Need to

**Get Started-** Provides a listing of the information you will need to have on hand before downloading transactions into QuickBooks.

**Setting Up Online Account Access-** How to set up transaction downloads for your QuickBooks accounts.

**Keeping Your QuickBooks Accounts Updated-** How to automatically download transactions into QuickBooks.

**Sending Online Payments-** How to make online payments from within QuickBooks.

## Information You'll Need to Get Started

### **In order to ensure you have the most current Financial Institution listing, please:**

- Click on the Banking menu, select Online Banking and click on Set Up Account for Online Services
- Select any of the accounts that appear in the drop down menu, click Next
- Click on "What if my Financial Institution is not listed?" which will open program help for this topic. Within this Help topic, click on the link "Update the financial institutions list"

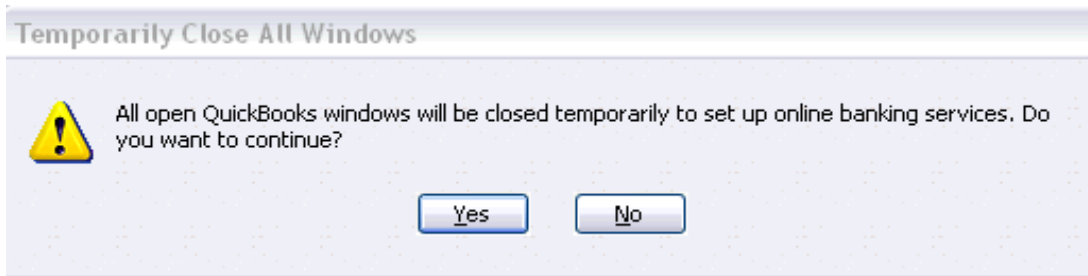
Before you enable your QuickBooks accounts to download transactions and make online payments, you will need to contact your financial institution for the following information:

**Customer ID**

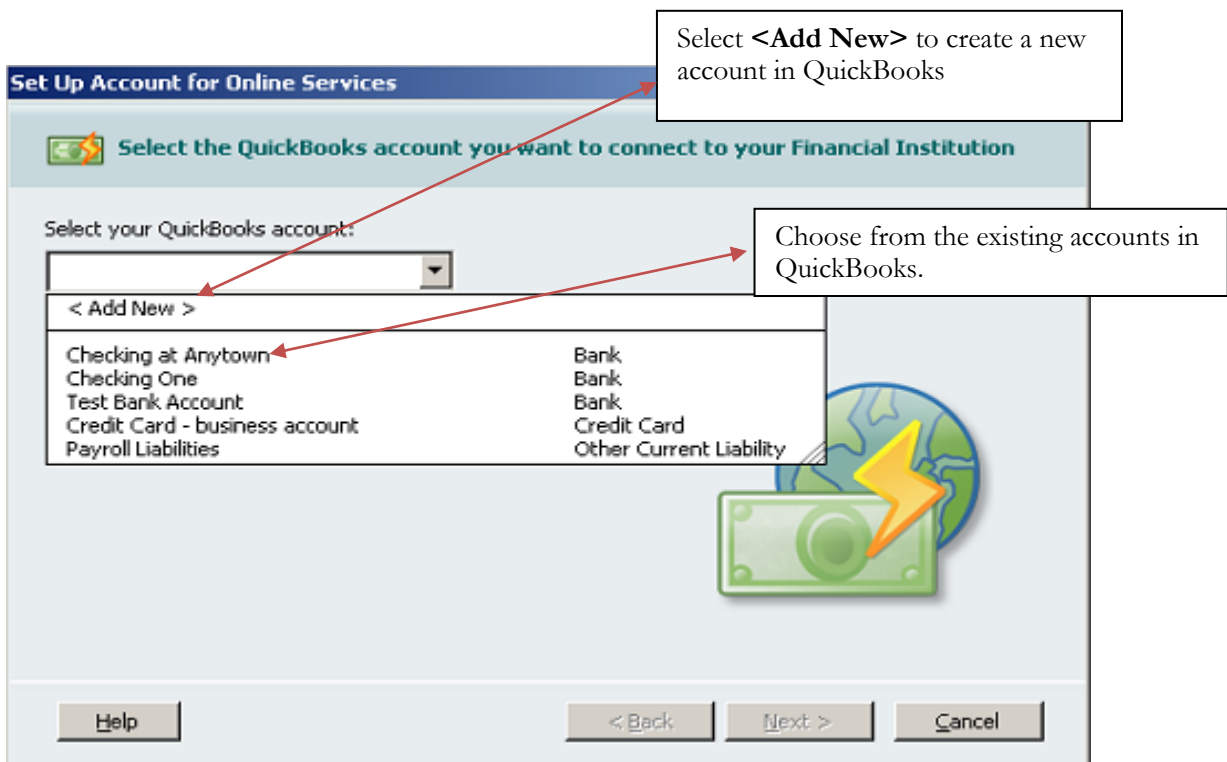
**Personal Identification Number (PIN) or password**

## Setting Up Online Account Access

1. Go to the Banking drop down menu → Online Banking → Setup Account for Online Access.
2. You will be prompted to close all QuickBooks windows, click YES to continue.



3. The Set Up Account for Online Services window will appear → click the drop down arrow for options to choose from or create a new account → click next to continue.



4. Select your financial institution → click next.
5. BNA Bank supports Web Connect downloads within QuickBooks. You will be prompted to select Web Connect.

**Set Up Account for Online Services for Checking at ABC**

**How do you want to connect to Anytown Bank**

**Your financial institution provides two ways to connect:**

**Direct Connect**  
 Sign on each time within QuickBooks to download statements from your financial institution. Simplifies downloads and saves time.  
 \* **Financial institution fees may apply** [Explain](#)

**Web Connect**  
 Each time you download account statements to QuickBooks, you must sign on to your financial institution's Web site. Makes downloads more manual and time-consuming.  
 \* **Usually free**

[Compare these options](#)

BNA Bank supports Web Connect Only.

**\*\*If you have selected Web Connect please skip ahead to step 9\*\***  
 If you have select Direct Connect, please continue to step 6

6. If you selected Direct Connect and have your Customer ID and Password, if not please contact your financial institution → click Sign In to continue.

**Set Up Account for Online Services for Checking at Anytown**

**Sign in to Anytown Bank**

Customer ID   
Use your Anytown Bank Login ID

Password   
Use your Anytown Bank Password

Confirm Password

To sign in to your bank with a secure Internet connection, select **Sign In**.

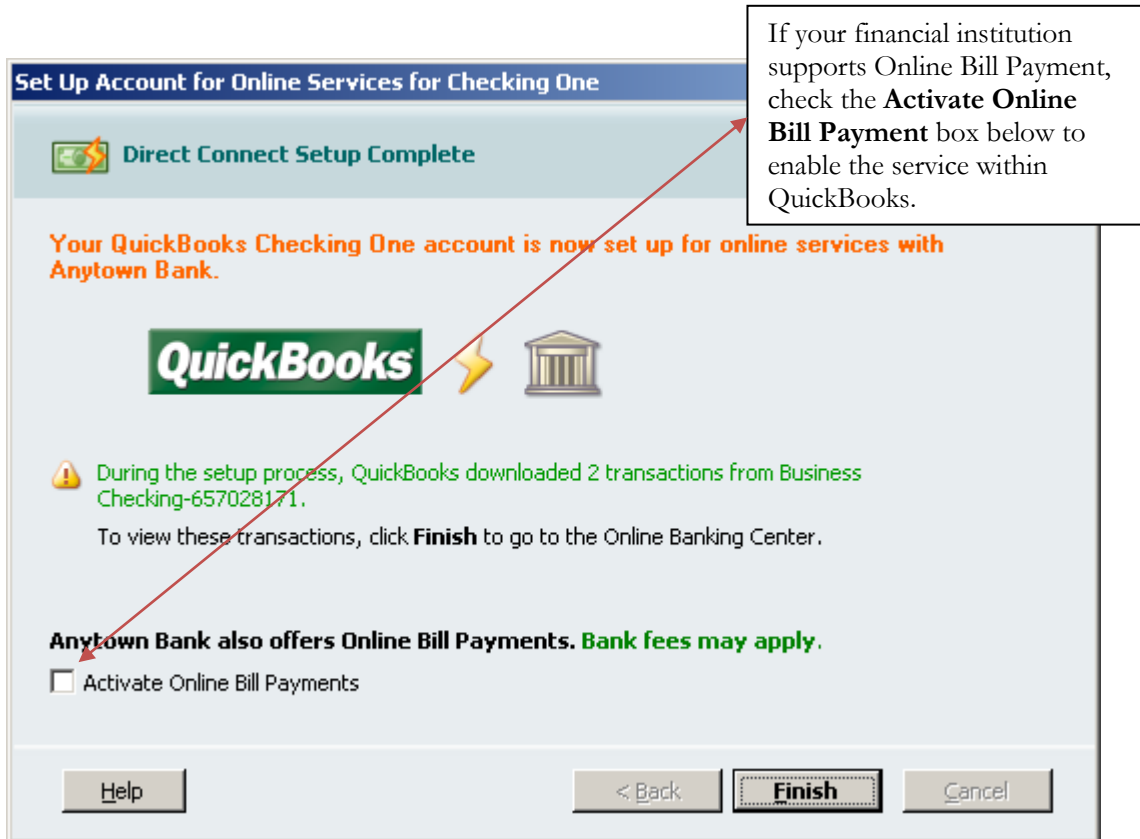
If you do not have your Customer ID and Password, please contact you financial institution

**Need a Customer ID and Password?**

- Your QuickBooks login is different from the login to your Anytown Bank Web site.
- [Anytown Bank Support](#)
- 800-123-4567 to sign up

No fee for statement download

7. QuickBooks will retrieve a list of accounts available for you to download →select the account you want to download and follow the remaining on-screen instructions.
8. When the first download completes successfully your account setup is complete →click Finish → QuickBooks will now launch the Online Banking Center.



Move past step 9 for an overview on **Keeping Your QuickBooks Accounts Updated and Sending Online Payments.**

9. If you selected Web Connect you will see the window below →click on Go to My Bank's Web site  
→QuickBooks will launch a web browser directly to your financial institution's website.

**Set Up Account for Online Services for Biz Checking at ABC**

**Go to your Bank's Web site to complete Web Connect Setup**

**Banking Setup**

**Required** You must download a statement from your  Banking Web site to QuickBooks to finish the setup process.

**Here's how:**

1. Click the **Go to My Bank's Web site** and log in.
2. Find the download area for your account.
3. Download a statement to QuickBooks.

[Detailed Instructions](#)

To finish setup, click **Go to My Bank's Web site**.

Go to My Bank's Web site"/>

For further information on this process click the Detailed Instructions hyperlink.

See the following sections for an overview on **Keeping Your QuickBooks Accounts Updated and Sending Online Payments**.

# Online Banking Center

The Online Banking Center has been updated in QuickBooks 2009. You can manage all your online banking tasks from within the Online Banking Center.  
To get to the Online Banking Center go to the Banking drop down menu → Online Banking → Online Banking Center

The screenshot shows the Online Banking Center interface with several callout boxes:

- Select your financial institution.** Points to the "Financial Institution" dropdown menu showing "Anytown Bank".
- View account information such as, account type and balance.** Points to the "Online Accounts" section showing "Checking" with a balance of "\$19,801.81".
- Access the interactive in product Video Tutorial for step by step instructions.** Points to the "Video Tutorial" link in the top navigation bar.
- Go online to Send/Receive Transaction.** Points to the "Send/Receive Transactions" button.
- Write checks, transfer funds, pay bills all from within the Online Banking Center.** Points to the "Items To Be Sent (0)" section, which includes options like "Write Online Checks", "Transfer Funds", "Pay Bills", and "Create Messages".
- View a list of all transfers, checks, payments, and messages that are waiting to be sent.** Points to a table showing transaction types: Online Checks, Transfers, Bill Payments, and Messages, all with a count of 0.
- Click hyperlink to view items downloaded in more detail.** Points to the "Items Received (4)" section, which includes a table with columns for Item, No. To Review, and QuickBooks Balance. The "Checking" item has 4 items to review.
- Click to Add Transactions to QuickBooks.** Points to the "Add Transactions to QuickBooks" button.

## Keeping QuickBooks Accounts Updated

1. Once in the Online Banking Center (Banking drop down menu → Online Banking → Online Banking Center), you can download transactions to keep you QuickBooks accounts up to date.
2. Click the Send/Receive Transactions → Enter your PIN to download transactions from your financial institution.
3. Once transactions are downloaded from your financial institution you can add them to QuickBooks by clicking the Add Transactions to QuickBooks button.

The screenshot displays the 'Online Banking Center' window. At the top, there are navigation links: 'Contact Info', 'Video Tutorial', and 'Renaming Rules'. Below this, the 'Financial Institution' section shows a dropdown menu set to 'Anytown Bank'. The 'Online Accounts' section lists 'Checking' with an 'Online Balance' of '\$19,801.81'. A red box highlights the 'Send/Receive Transactions' button, with a callout box stating: 'Click **Send/Receive Transaction** to download transactions from your financial institution.' Below this, the 'Items To Be Sent (0)' section includes options like 'Write Online Checks', 'Transfer Funds', 'Pay Bills', and 'Create Messages'. A table shows transaction types: Online Checks, Transfers, Bill Payments, and Messages, all with 'No. To Send' of 0 and 'Total' of \$0.00. The 'Items Received (4)' section shows a table with 'Checking' (4 items), 'Messages Received' (0), and 'Payment Inquiry Re...' (0). A red box highlights the 'Add Transactions to QuickBooks' button, with a callout box stating: 'To update QuickBooks with the downloaded transactions, click **Add Transactions to QuickBooks**.'

4. The Add Transactions To QuickBooks window will appear, with a summary of transactions downloaded from your financial institution.
5. Click on the transaction you wish to add to QuickBooks → follow the prompts to insure accuracy → click Add to QuickBooks.

The image shows two overlapping windows from the QuickBooks software. The left window, titled 'Add Transactions To QuickBooks', displays a summary of downloaded transactions for 'Server Jay3 Checking'. It lists 0 matched transactions, 0 new transactions, and 2 unmatched transactions. A table below shows the unmatched transactions:

Status	Date	No.	Desc	Pmt	Dep
Unmatched	12/12/2003		TRANSFER		1,000.00
Unmatched	07/27/2005			0.15	

Below the table are buttons for 'Add Multiple...' and 'Select Items To Delete...'. A callout box points to this area with the text: 'Summary of all transactions downloaded into QuickBooks from your financial institution.'

The right window, titled 'Record an Expense', has a callout box at the top: 'Select the Payee if an expense and select the account the transaction should point to.' It features dropdown menus for 'Payee' and 'Account', and a text input for 'Amount' with the value '0.15'. At the bottom are buttons for 'Add to QuickBooks' and 'Finish Later'.

A third callout box at the bottom points to the 'Add Multiple...' button with the text: 'Add Multiple transactions at one time.'

## Sending Online Bill Payments

If your financial institution supports Online Bill Payment and you have enabled the service within your QuickBooks, you can create online payments directly from your check register. To get to your Check Register go to the Banking dropdown menu → click Use Register

1. Once at the check register → enter the payment date with sufficient lead time (if unsure of how much time is needed contact your financial institution) → for the transaction Type type the “S” for SEND, which will auto-populate.

09/30/2004					✓	1,213.00	1,213.00
	DEP	Opening Bal Equity	Account Opening Balance				
10/08/2004	SEND	ABC Phone Company		0.00	Deposit		
		Account	Memo				

2. Enter the Payee (if it is a new Payee select <Add New> and follow the steps to add the payee to QuickBooks).
3. Enter Payment amount, Account the payment should post to, and any other information needed for accuracy → click Record.
4. To send your online payment, go to the Online Banking Center → you will see the queued payments listed under Items To Send → Click Send/Receive Transaction → enter your PIN to send the payment.

The screenshot shows the Online Banking Center interface. At the top, there are links for Contact Info, Video Tutorial, and Renaming Rules. Below this, the Financial Institution is set to Anytown Bank. The Online Accounts section shows a Checking account with a balance of \$19,801.81. A central button labeled 'Send/Receive Transactions' is highlighted with a red box. To the right, a callout box points to the 'Bill Payments' row in the 'Items To Be Sent' table, with the text 'Online Bill Payments waiting to send.' Below the 'Send/Receive Transactions' button, there are two tables. The first table, 'Items To Be Sent (0)', lists transaction types: Online Checks, Transfers, Bill Payments, and Messages, all with 0 items to send. The second table, 'Items Received (4)', lists items: Checking (4 items to review, QuickBooks Balance \$20,001.81, Online Balance \$19,801.81), Messages Received (0 items to review, QuickBooks Balance \$0.00, Online Balance \$0.00), and Payment Inquiry Re... (0 items to review, QuickBooks Balance \$0.00, Online Balance \$0.00). At the bottom, there is a button labeled 'Add Transactions to QuickBooks'.

Transaction Type	No. To Send	Total
Online Checks	0	\$0.00
Transfers	0	\$0.00
Bill Payments	0	\$0.00
Messages	0	\$0.00

Item	No. To Review	QuickBooks Balance	Online Balance
Checking	4	\$20,001.81	\$19,801.81
Messages Received	0	\$0.00	\$0.00
Payment Inquiry Re...	0	\$0.00	\$0.00