Getting Started Guide:
Transaction Download for QuickBooks® Windows 2008

(For financial institutions supporting both Direct Connect and Web Connect (in two separate presences))

Refer to this guide for instructions on using QuickBooks's online account features to save time, improve accuracy, and keep your records up to date. Specifically, we will show you how to download transactions and make online payments with your accounts in the QuickBooks 2008. [Your logo here]

This guide includes the following sections:

Information You'll Need to Get Started

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
- Routing Number - Financial institutions are identified by a unique nine-digit number called the routing number. It is used to send checks and electronic transactions to the right place for processing. Please contact your financial institution for this information.

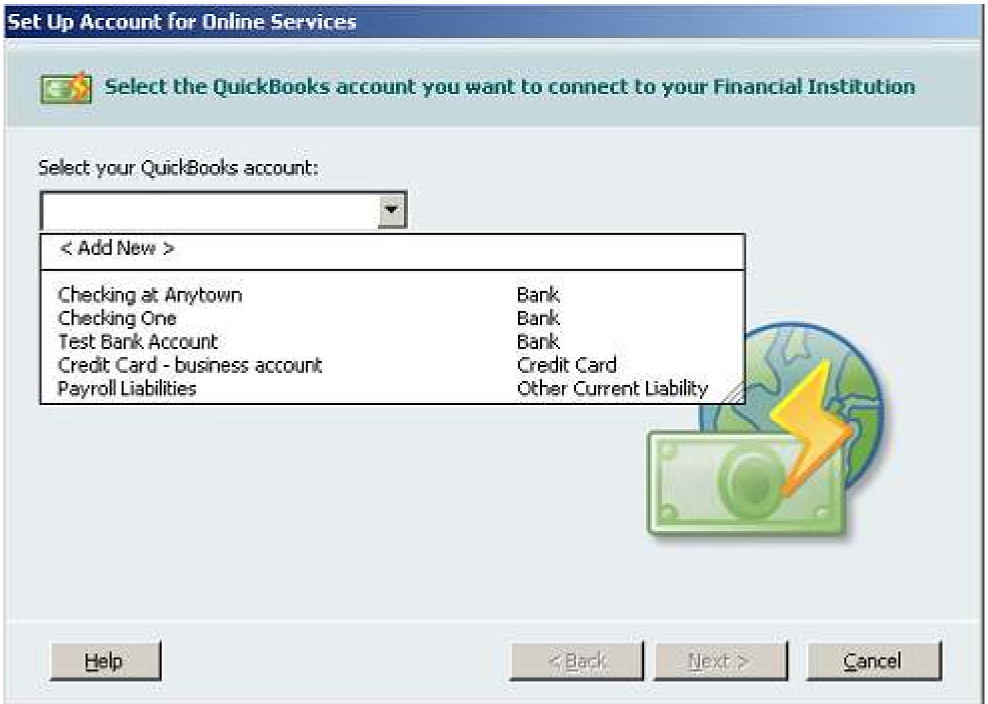
Note: There is no online transaction download capability in QuickBooks Simple Start.

Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download and/or online payment

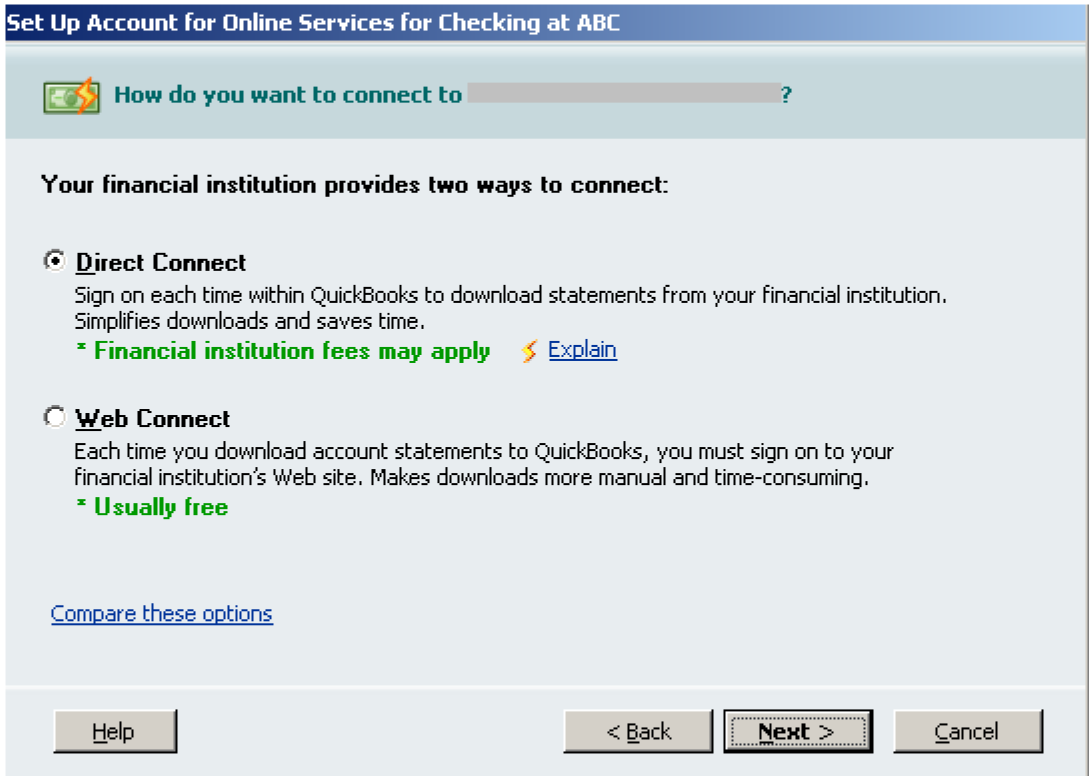
Step 1 From the menu, choose **Banking** > **Online Banking** > **Setup Account for Online Access**.
You may see a message to close all windows. Click **Yes.**

Step 2 The Set Up Account for Online Services window appears. Click **on the drop down arrow and choose an existing account to add Online Services or choose <Add New>.** Select the appropriate account type (**Bank Account** or **Credit Card**) that you are setting up for online access and enter account details - at a minimum enter a name for the bank account and click on **Save&Close**.

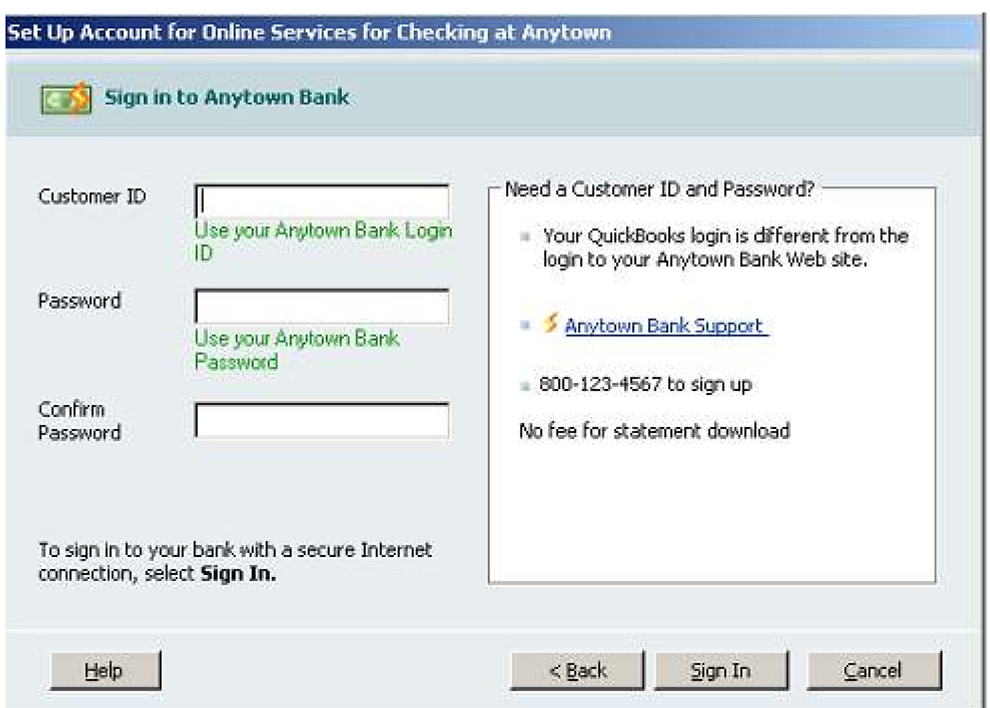


Step 3 Enter the name of your financial institution and click Next.

Step 4 If this financial institution supports both Direct Connect and Web connect downloads to QuickBooks you will be asked to select the method you prefer.



Step 5 If you selected Direct Connect and have your access information enter your account information to sign in. <u>If you selected Web Connect go to Step 8</u>



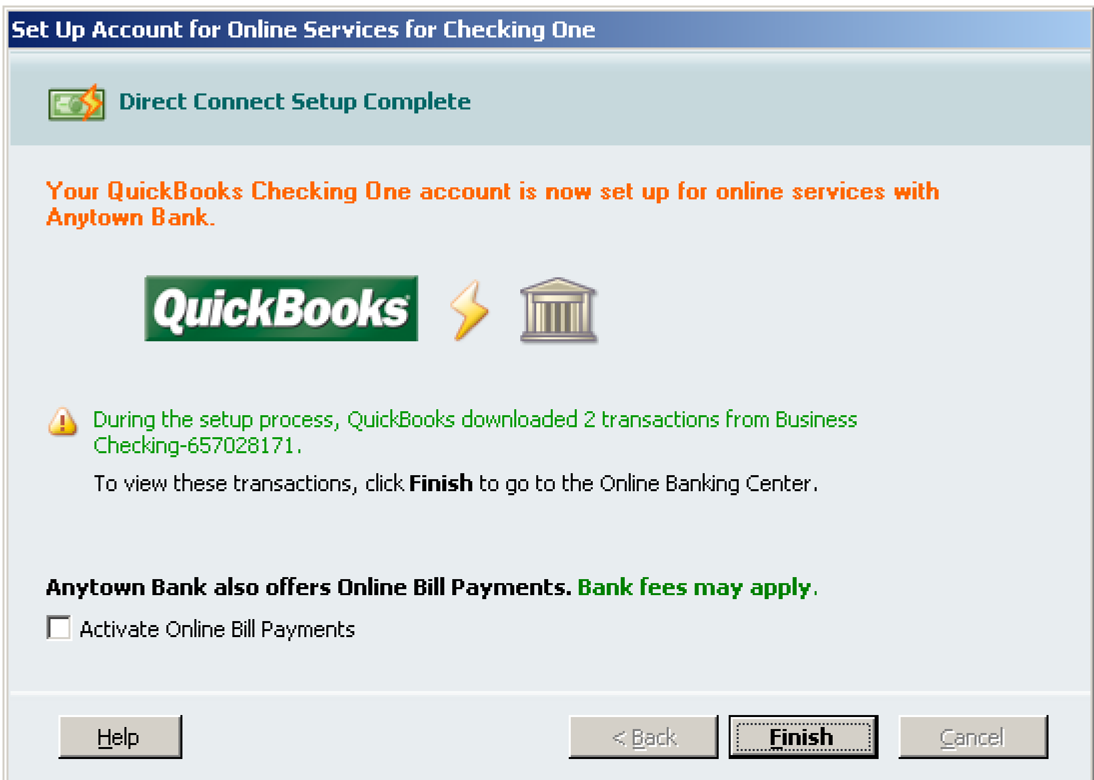
Step 6 Follow the remaining on-screen instructions to complete the Online Banking Setup process for transaction download and/or online payment.

Step 7 When the first download completes successfully your account setup is complete.

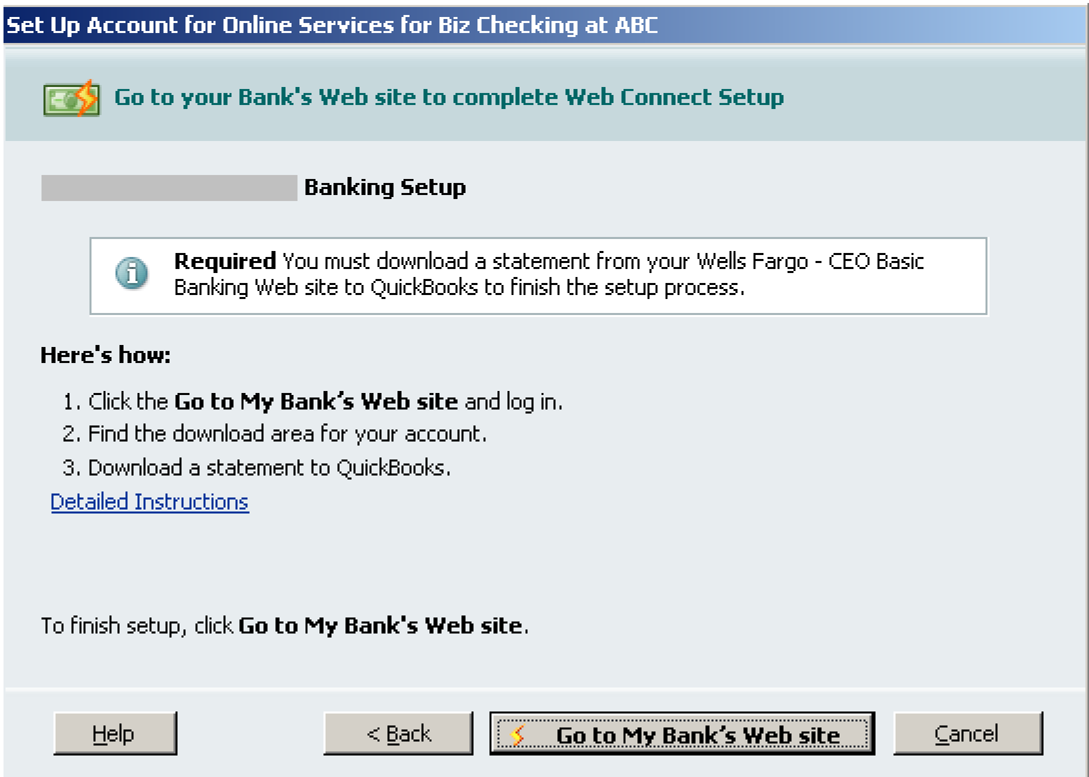
If your financial institution supports it, check the "Activate Online Bill Payments" if you would like to enable online bill payment with your account.

Click **Finish**. This will launch the Online Banking Center.

See the next section to learn how to download transactions from your bank.

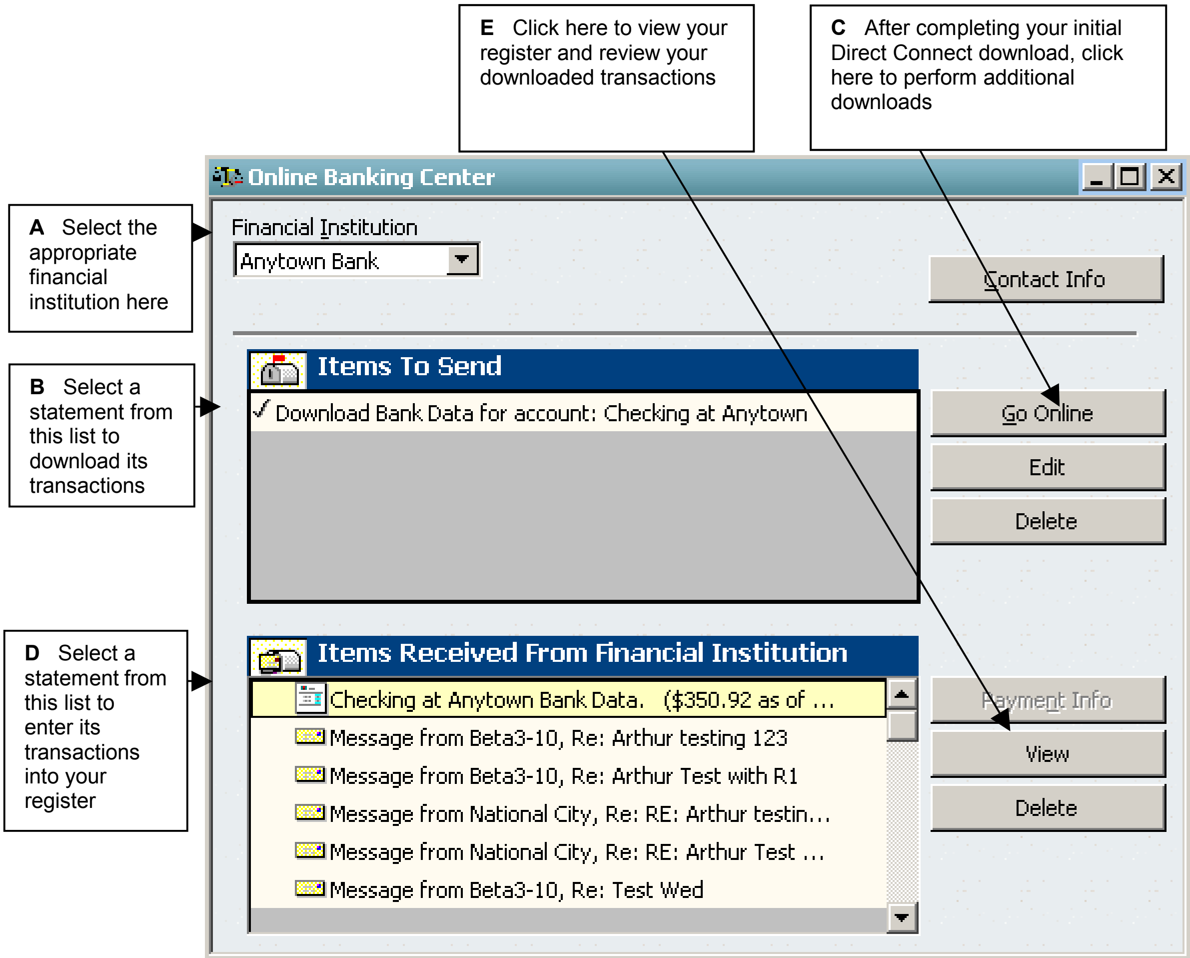


Step 8 If you selected Web Connect you will see the window below. Click on 'Go to my Bank's Website'. This will launch a web browser and take you to your financial institutions website.



Keeping Your QuickBooks Accounts Up-to-Date

In the **Online Banking Center**, you can download transactions, check online balances, send online payments, and view transactions in your register.



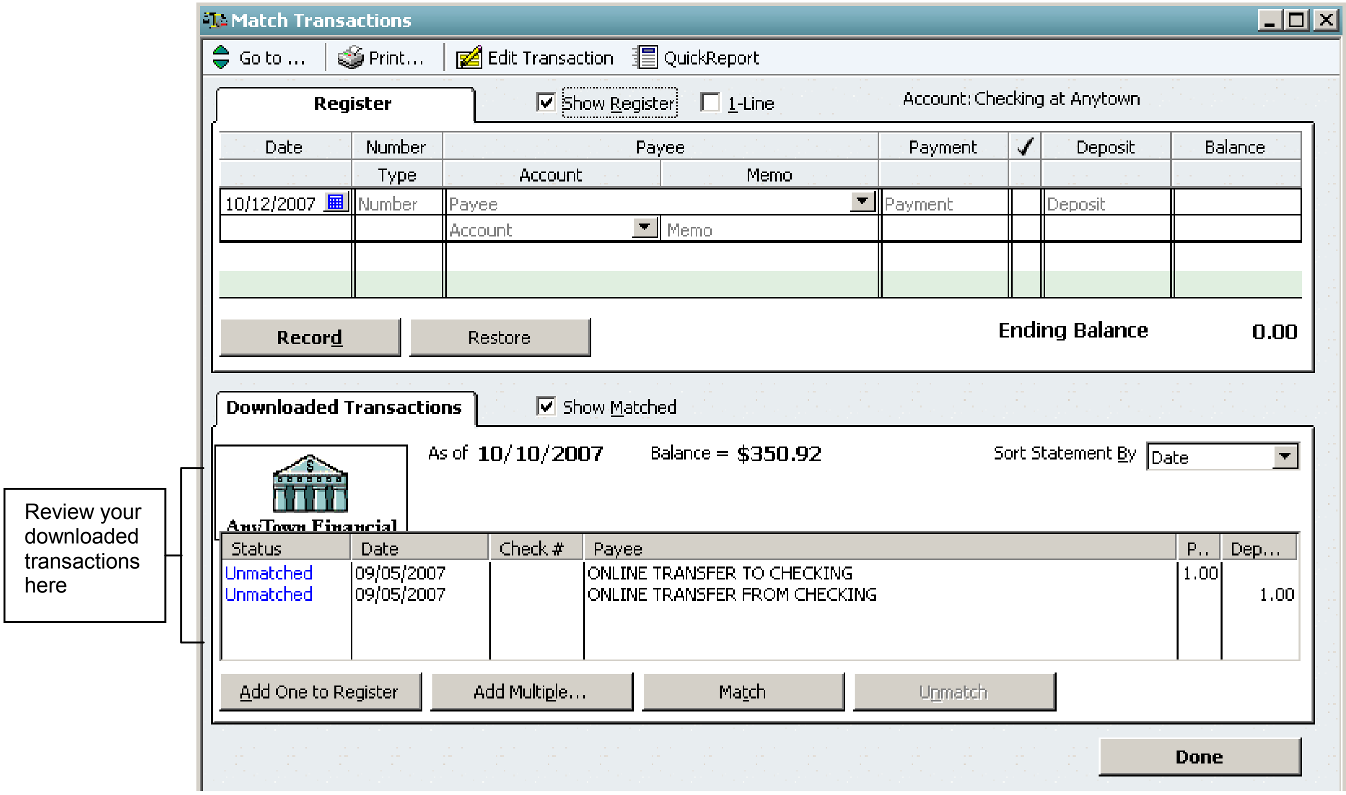
Step 1 From the QuickBooks **Banking** menu, choose **Online Banking** > **Online Banking Center**.

Step 2 In the **Online Banking Center**, select a financial institution from the **Financial Institution** list box. (See **A** in the figure above.)

Step 3 In the **Items to Send** area, click the desired statement and then click **Go Online**. (See **B & C** in the figure above.)

Step 4 Enter your password and follow the on-screen instructions to complete your download.

Step 5 In the **Items Received From Financial Institution** area, click the desired statement and then click **View** (See **D & E** above). The Downloaded Transactions window appears below the account register. (See figure next page)



Step 6 From the list in the **Downloaded Transactions** window, choose a transaction to add to the register and then click **Add One to Register**. Use the **Add Multiple…** button to add all transactions that have a recognized payee and associated account.

Step 7 Follow the on-screen prompts to perform the desired activities. You will have the opportunity to create an alias for an unrecognized payee. Aliased payees are automatically renamed at each download.

Step 8 When the transaction appears in the register, choose an account for the transaction from the Account drop-down list and then click **Record**.

Sending Online Payments:

If you signed up and enabled Online Payment during the Online Banking Setup interview process then you can create online payments directly in your check register. Enter the payment date with sufficient lead time. In the Number field type "s" and the word "**SEND**" will automatically be entered (see screenshot below). Next do the following…

1.) Enter the payee, if it is a new online payee QuickBooks will automatically guide you through creating it with the required information
2.) Complete recording the transaction
3.) When you're ready to send your online payments, go to the **Online Banking Center**. You will see the queued payments listed under **Items To Send**. Click **Go Online** to enter your **PIN** and send these payments (see prior section for more information).