

## **Downloading transactions into Quicken 2004 for Mac using Web Connect online access**

Refer to this guide for instructions on using the online account features in Quicken to save time and automatically keep your records up to date.

This guide includes the following sections:

- Information you'll need to get started--the information you will need to have before downloading transactions with Quicken.
- Check for updates to Quicken--how to install the latest update to Quicken for Mac.
- Create a new Quicken account--how to create a new Quicken account for downloading transactions.
- Activate a Quicken account for Web Connect online access and downloading transactions for the first time--how to set up online account services for your Quicken account and how to download account information for the first time.
- Download transactions after the first time--how to download account information on an ongoing basis.
- About downloaded transactions--how to interpret information about your downloaded transactions.

### **Information you'll need to get started**

To use online banking with Quicken, you must have Internet access. In addition, before you can set up your Quicken accounts to use online account access or online bill payment services, you need to contact your financial institution for the following information:

- Customer ID for accessing our web site
- Personal Identification Number (PIN) for accessing our web site

When you have received the information, this guide shows you how to activate your accounts for online services. For step-by-step help, choose Quicken Help from the Help menu.

## **Check for updates to Quicken for Mac**

We strongly recommend that you install the latest update available before setting up online services in Quicken. To download and install the latest update to Quicken for Mac, choose Check for Updates from the File menu and follow the on-screen instructions.

## **Create a new Quicken account**

Skip this section if the account that you want to activate for online services is already in your Quicken data file.

- 1 From the Help menu, choose Set up a New Account.
- 2 Follow the on-screen instructions to create a new bank or credit card account.

## **Activate a Quicken account for Web Connect online access and downloading transactions for the first time**

- 1 From the Help menu, choose Set up Online Services.
- 2 Follow the on-screen instructions to enable this account for online account access and online payment services.

The options on your screen may change depending on the services that are available for this account.

- 3 From the assistant click the web site button to open your Web browser and go to your financial institution's web site.
- 4 Open a Web browser and log into your financial institution's Web site: [www.bankforward.com](http://www.bankforward.com). Log into your internet banking account, and follow the instructions provided to download your account information into Quicken. **Choose your checking or savings account from the listed accounts, then click on the Transactions button, and choose Transaction Export. Choose the desired timeframe for the transactions to be downloaded (in the Cycle drop down menu or using the Date fields), and then choose .QFX from the export format choices in the drop down menu.**

You may be given the option to save data in a file for later processing. If you choose this option you will be prompted for a file name and location. When you are ready to have Quicken process the saved data, choose Import Web Connect from the File menu and select the file you saved earlier.

- 5 Select whether you want to download the information into an existing Quicken account or have Quicken create a new account and click Continue.

It is only necessary to select the account the first time you download transactions. Once the account is enabled for Web Connect access, future downloads will download to this Quicken account automatically.

## Downloading transactions after the first time

- 1 From the Online menu, choose Download Transactions.
- 2 Choose Security State Bank - ND from the Financial Institution pop-up menu.
- 3 Choose the account name from the Account pop-up menu.
- 4 Click Get Online Data and follow the instructions in step 4 of the previous section.

## Viewing your downloaded transactions

The online balance for your account appears here. It may differ from the balance in your Quicken register if your Quicken register includes upcoming scheduled transactions.

Your downloaded transactions appear in the top part of the window.

To move your downloaded items into the register click the **Accept** or **Accept All** button.

Financial Institution: Anytown bank

Account: Anytown Checking

Online balance as of 6/4/03 : \$13,974.20

Status	Date	Number	Description	Category	Amount
Matched	8/4/03	5041	Anytown Mortgage	[Home Loan]	-1,342.49
Matched	8/20/03		Western Phone Co.	Utilities:Telephone	-37.26
New	8/12/03	ATM	Town Market		-60.92
New	8/16/03		Health Care Center		-10.00
New	8/23/03		Swim Club		-50.00

Date	Number	Payee/Category/Memo	Payment	Clr	Deposit	Balance
7/11/03		Mike's Paycheck		C	1,148.34	14,400.68
		<i>split</i>				
7/15/03		California Electric	62.05	C		14,338.63
		Utilities:Gas & Electric				
7/25/03		Mike's Paycheck		C	1,148.34	15,486.97
		<i>split</i>				
7/27/03		Comcast	45.17	C		15,441.80
		Utilities: Internet				
8/4/03	5041	Anytown Mortgage	1,342.49	C	Deposit	14,099.31
		<i>split</i>				
		Memo	▶ Open Split			

Buttons: Record, Restore, Get Online Data, Accept, Accept All, Unmatch, Delete