



The First National Bank of Long Island

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## Getting Started Guide: Transaction Download for QuickBooks 2011-2012 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 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

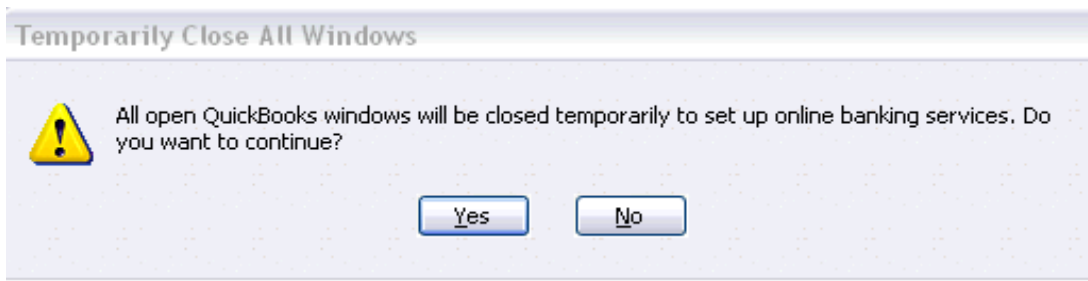
Before you enable your QuickBooks accounts to download transactions and make online payments, you will need to contact your financial institution for the following information:

- **Customer ID**
- **Personal Identification Number (PIN) or password**

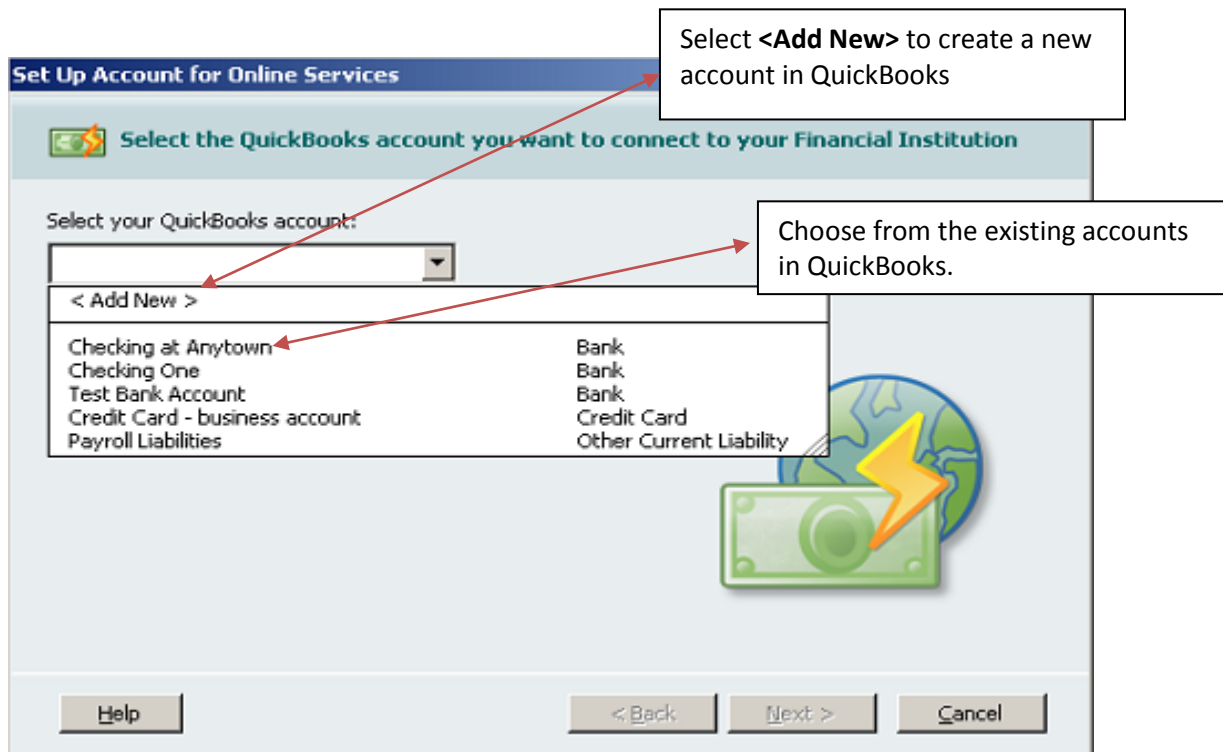
## Setting Up Online Account Access

**Note:** There is no online transaction download capability with the QuickBooks Simple Start edition.

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.



- 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.



- Select your financial institution →click next.

- The First National Bank of Long Island supports both Direct Connect and Web Connect downloads within QuickBooks. You will be prompted to select your preferred method.

## 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](#)

Help

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Next >

Cancel

To learn more and compare these options click the hyperlink for detailed information or contact your financial institution.

**\*\*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**.

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Sign In

Cancel

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

Need a Customer ID and Password?

■ Your QuickBooks login is different from the login to your Anytown Bank Web site.

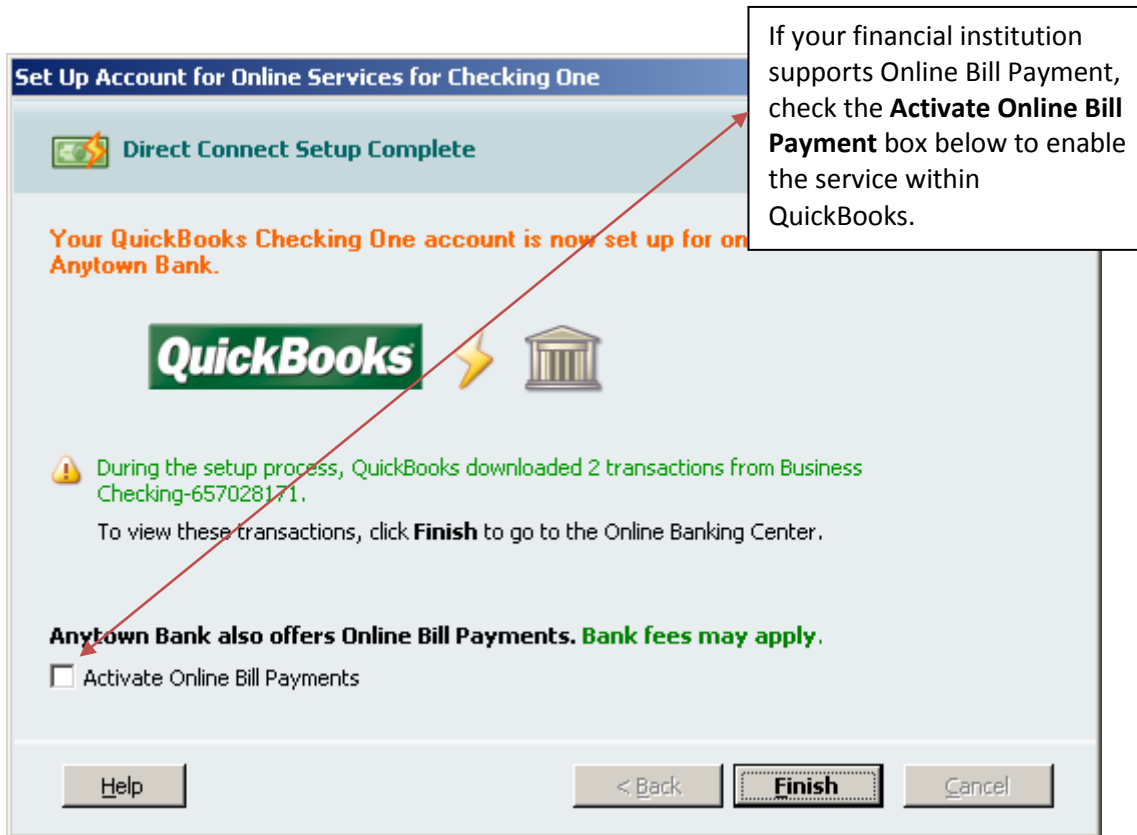
■ [Anytown Bank Support](#)

■ 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](#)

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

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

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Go to My Bank's Web site

Cancel

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

**Select your financial institution.**

**View account information such as, account type and balance.**

**Access the interactive in product Video Tutorial for step by step instructions.**

**Go online to Send/Receive Transaction.**

**Write checks, transfer funds, pay bills all from within the Online Banking Center.**

**Click to Add Transactions to QuickBooks.**

**View a list of all transfers, checks, payments, and messages that are waiting to be sent.**

**Click hyperlink to view items downloaded in more detail.**

**Items To Be Sent (0)**  
*Create transactions and messages to send to your Financial Institution*

- Write Online Checks
- Transfer Funds
- Pay Bills
- Create Messages

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

**Items Received (4)**  
*Review items downloaded from your Financial Institution*

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

**Send/Receive Transactions**

**Add Transactions to QuickBooks**

# 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 your 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 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' section shows 'Anytown Bank' selected. The 'Online Accounts' section shows a 'Checking' account with a balance of '\$19,801.81'. A 'Send/Receive Transactions' button is highlighted with a red box and a callout box that says: 'Click **Send/Receive Transaction** to download transactions from your financial institution.' Below this, there are sections for 'Items To Be Sent (0)' and 'Items Received (4)'. The 'Items Received' section contains a table with the following data:

Item	No. To Review	QuickBooks
Checking	4	2
Messages Received	0	
Payment Inquiry Re...	0	

At the bottom, an 'Add Transactions to QuickBooks' button is highlighted with a red box and a callout box that says: '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.

Select the Payee if an expense and select the account the transaction should point to.

Summary of all transactions downloaded into QuickBooks from your financial institution.

Add Multiple transactions at one time.

**Downloaded Transactions**  
 Server Jay3 Checking  
 0 Matched to existing QuickBooks/register transactions  
 0 New transactions created using renaming rules  
 2 Unmatched Transactions  
 2 Total to be reviewed and added to QuickBooks

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

**Record an Expense**  
 Payee: [Dropdown]  
 Account: [Dropdown] Amount: 0.15  
 Add to QuickBooks  
 Finish Later

## 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

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



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 an 'Online Balance' of '\$19,801.81'. A central 'Send/Receive Transactions' button is highlighted with a red box. A callout box with a red arrow points to the 'Bill Payments' row in the 'Items To Be Sent' table, containing the text 'Online Bill Payments waiting to send.' Below this, the 'Items To Be Sent (0)' section includes a sidebar with options like 'Write Online Checks', 'Transfer Funds', 'Pay Bills', and 'Create Messages'. The main table lists transaction types: 'Online Checks', 'Transfers', 'Bill Payments', and 'Messages', all with a 'No. To Send' of 0 and a 'Total' of \$0.00. The 'Items Received (4)' section shows a table with columns for 'Item', 'No. To Review', 'QuickBooks Balance', and 'Online Balance'. The 'Checking' item has 4 items to review, with a QuickBooks balance of \$20,001.81 and an online balance of \$19,801.81. At the bottom, there is a button labeled 'Add Transactions to QuickBooks'.