

Getting Started Guide: Transaction Download for QuickBooks 2009/2010 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

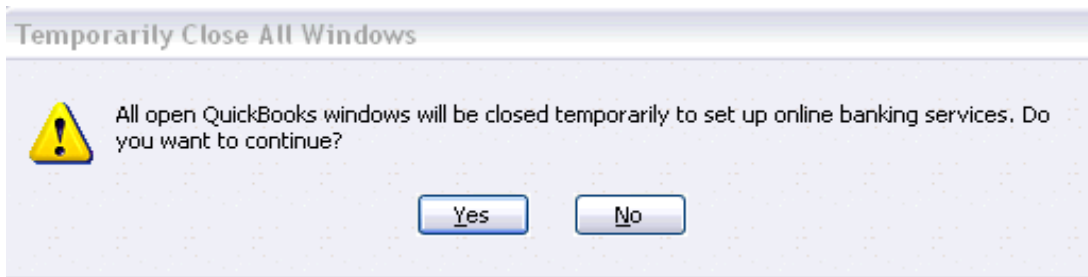
Before you enable your QuickBooks accounts to download transactions and make online payments, you will need to contact your financial institution for the following information:

Customer ID

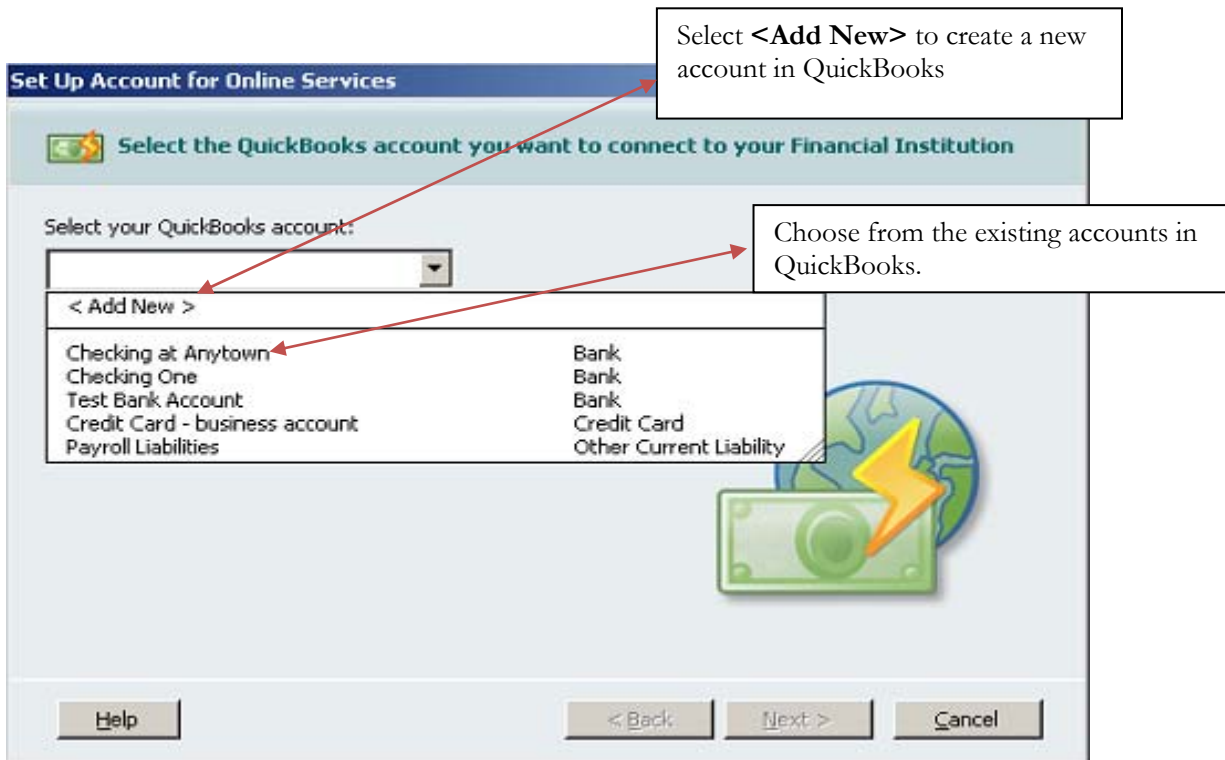
Personal Identification Number (PIN) or password

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 Huntington National Bank → click next.

5. The Huntington National Bank supports Direct Connect downloads within QuickBooks. You will be prompted to select your preferred method.

To learn more and compare these options click the hyperlink for detailed information.

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

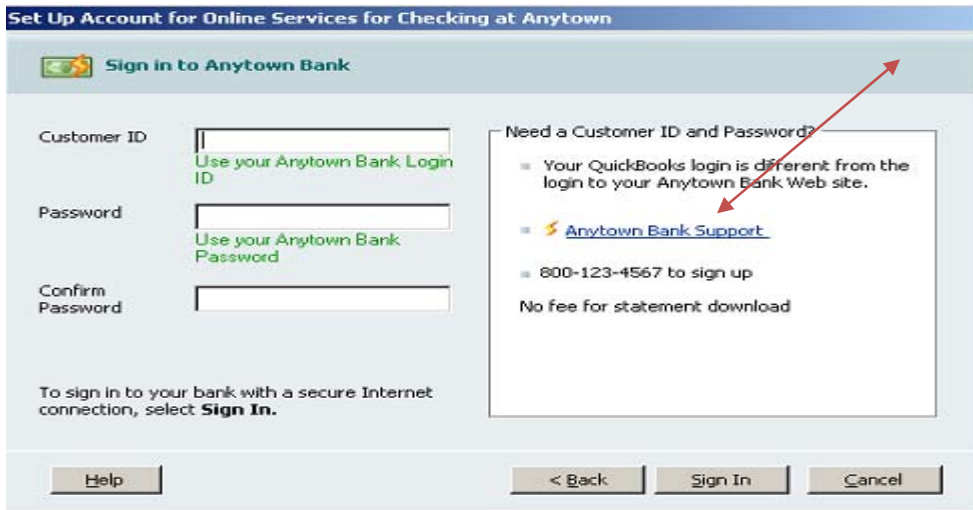
[Compare these options](#)

Help < Back Next > Cancel

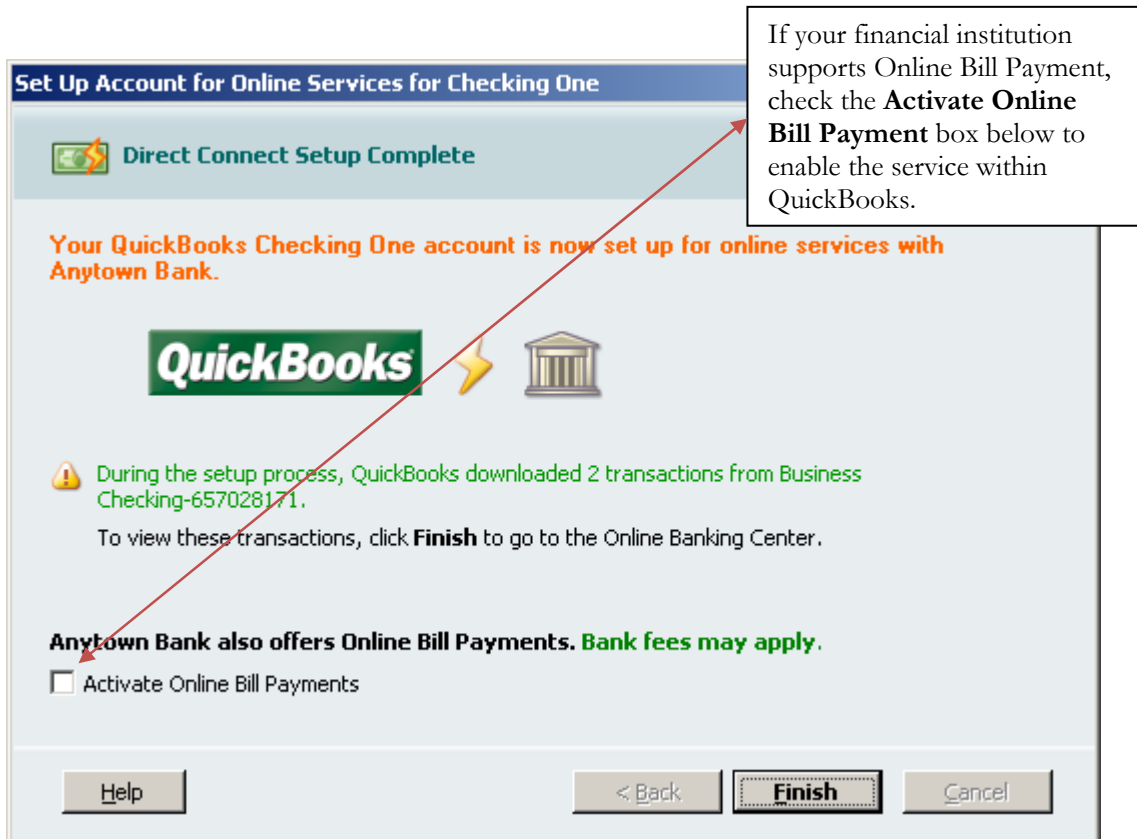
****If you have selected Web Connect please skip ahead to step 9****
If you have select Direct Connect, please continue to step 6

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.

Customer ID and Password are the same as your Huntington Login credentials.



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**.

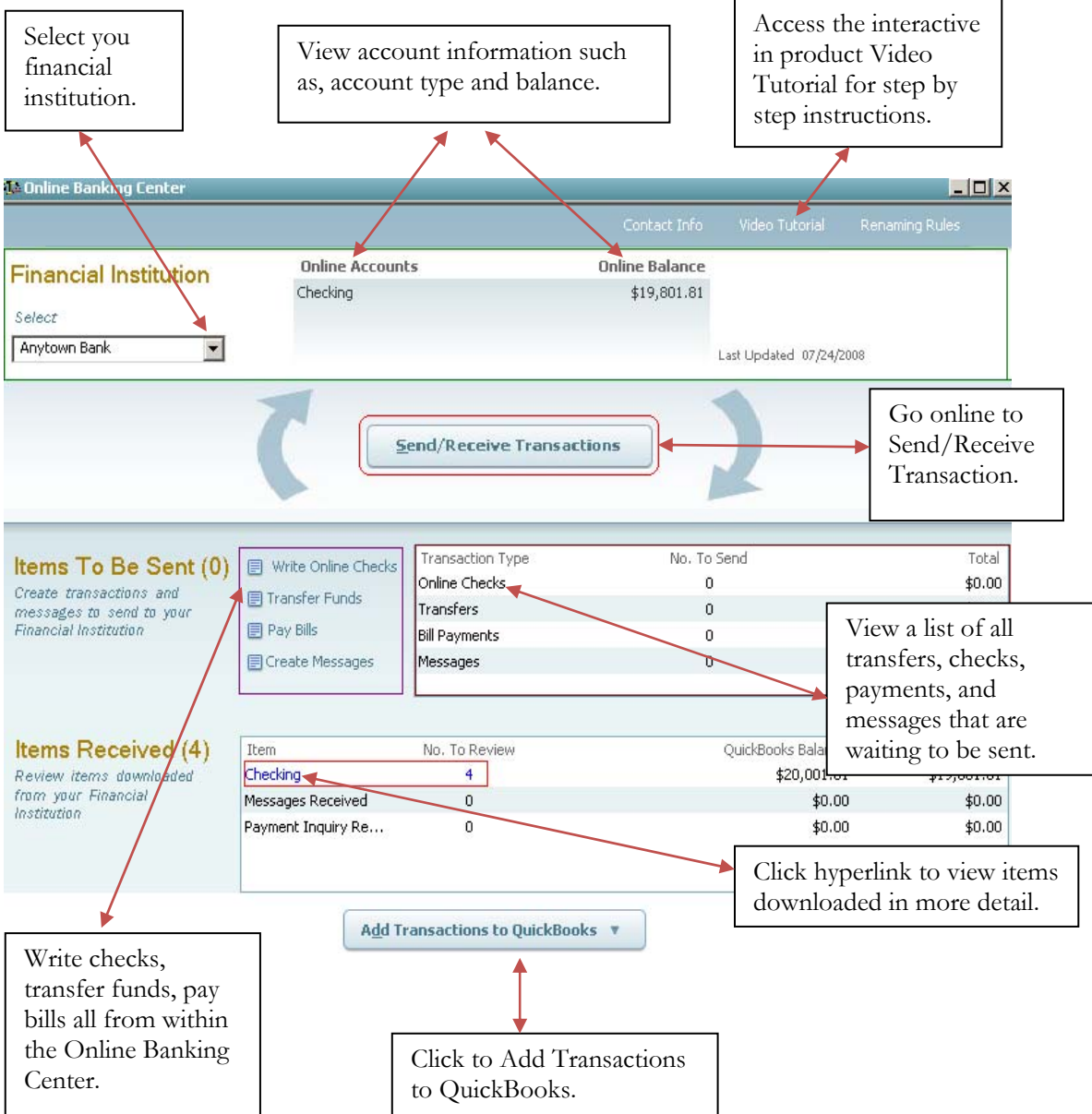
Go to My Bank's Web site"/>

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



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 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 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, 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	

A red box highlights the 'Add Transactions to QuickBooks' button at the bottom, 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 screenshot 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, 0 new, and 2 unmatched transactions. A table below shows two unmatched transactions: one on 12/12/2003 for 1,000.00 and another on 07/27/2005 for 0.15. The right window, titled 'Record an Expense', has a 'Payee' dropdown menu and an 'Account' dropdown menu, both with red arrows pointing to them from a callout box above. The 'Amount' field is set to 0.15. A callout box at the bottom left points to the 'Add Multiple...' button in the left window.

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.

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 callout box points to the 'Send/Receive Transactions' button with the text 'Online Bill Payments waiting to send.' Below this, there are options to 'Write Online Checks', 'Transfer Funds', 'Pay Bills', and 'Create Messages'. A table titled 'Items To Be Sent (0)' shows the following data:

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

Below the table, there is an 'Add Transactions to QuickBooks' button. At the bottom, there is a section for 'Items Received (4)' with a table showing the following data:

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