Getting Started Guide: Transaction Download for QuickBooks 2010-2012 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 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:

User Name

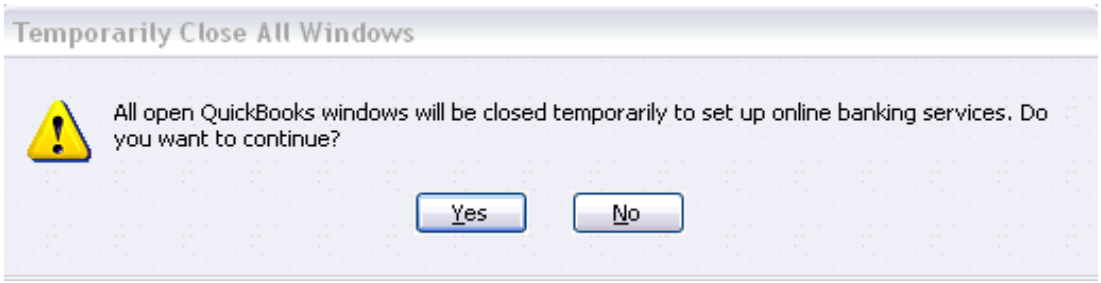
Password

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

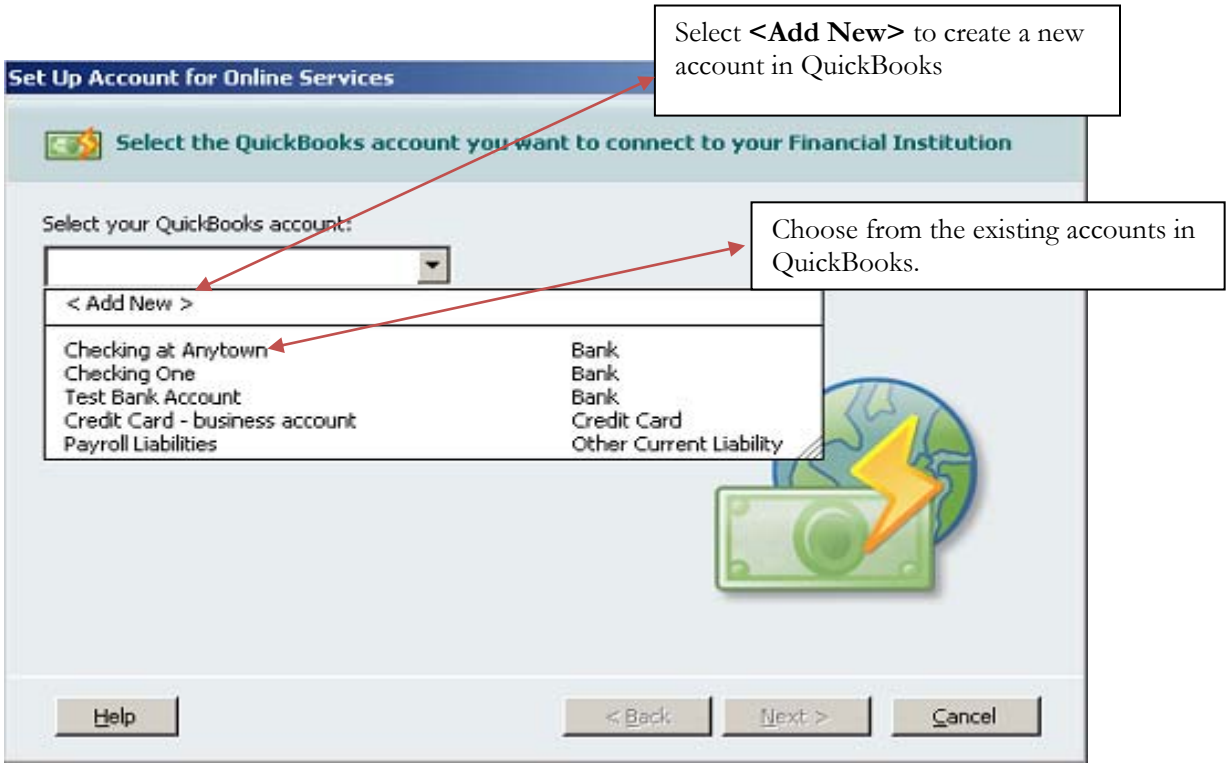
Setting Up Online Account Access

1. Go to the Banking drop down menu → Online Banking → Setup Account for Online Access.

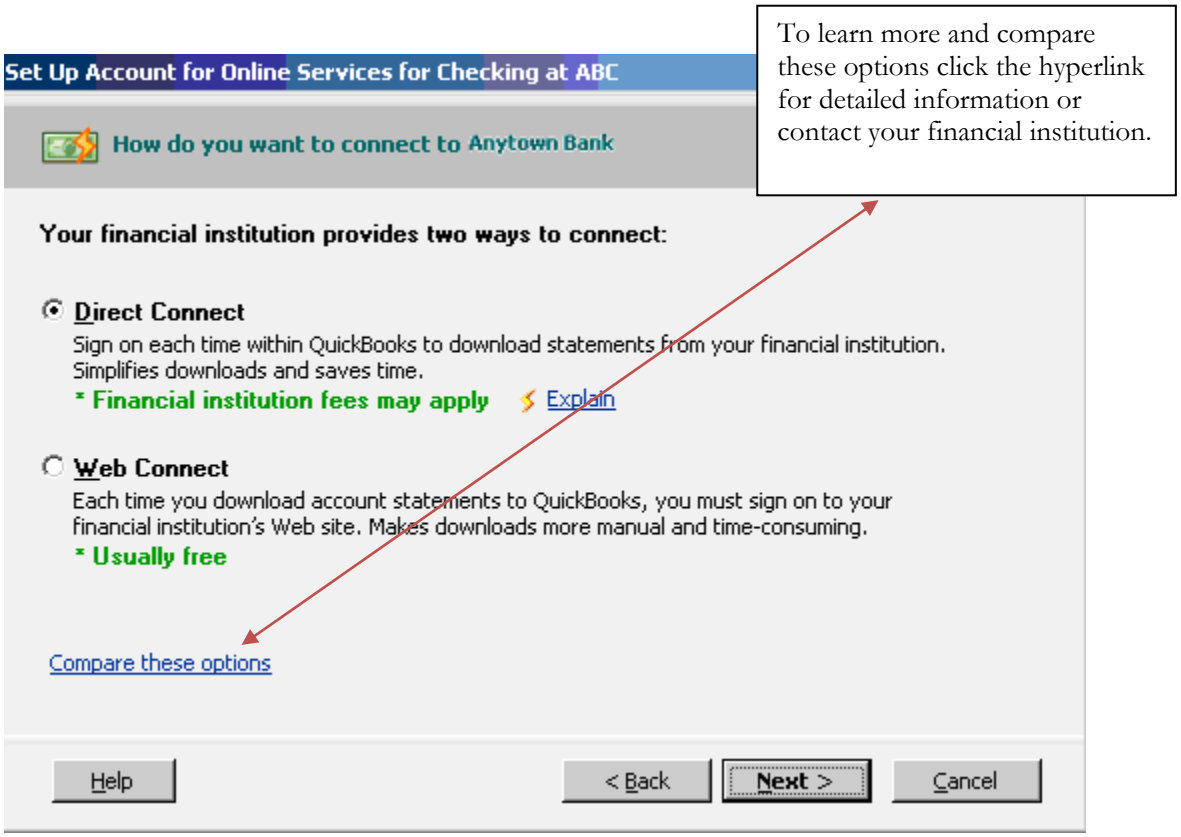
2. You will be prompted to close all QuickBooks windows, click YES to continue.



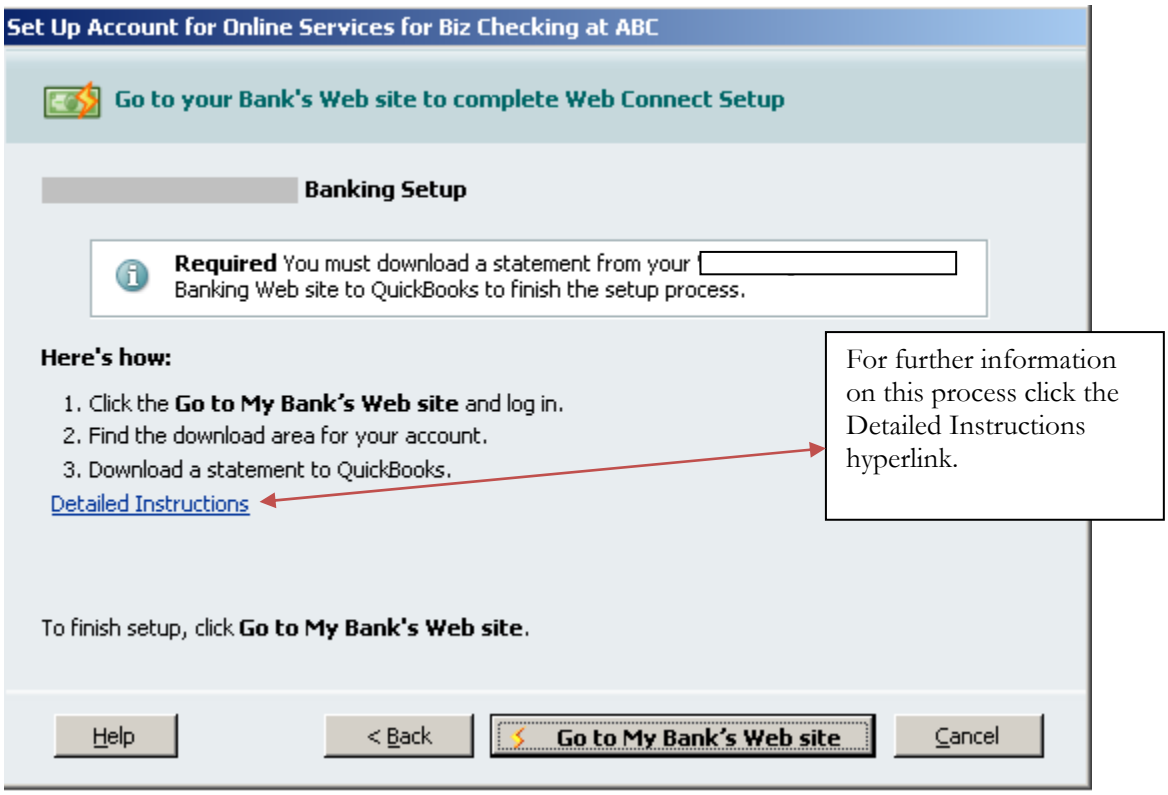
3. The Set Up Account for Online Services window will appear →click the drop down arrow for options to choose from or create a new account → click next to continue.



4. Select your financial institution →click next.
5. Genisys Credit Union supports Web Connect downloads within QuickBooks.


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

6. When selecting 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 Genisys Credit Union's website.



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

Online Banking Center

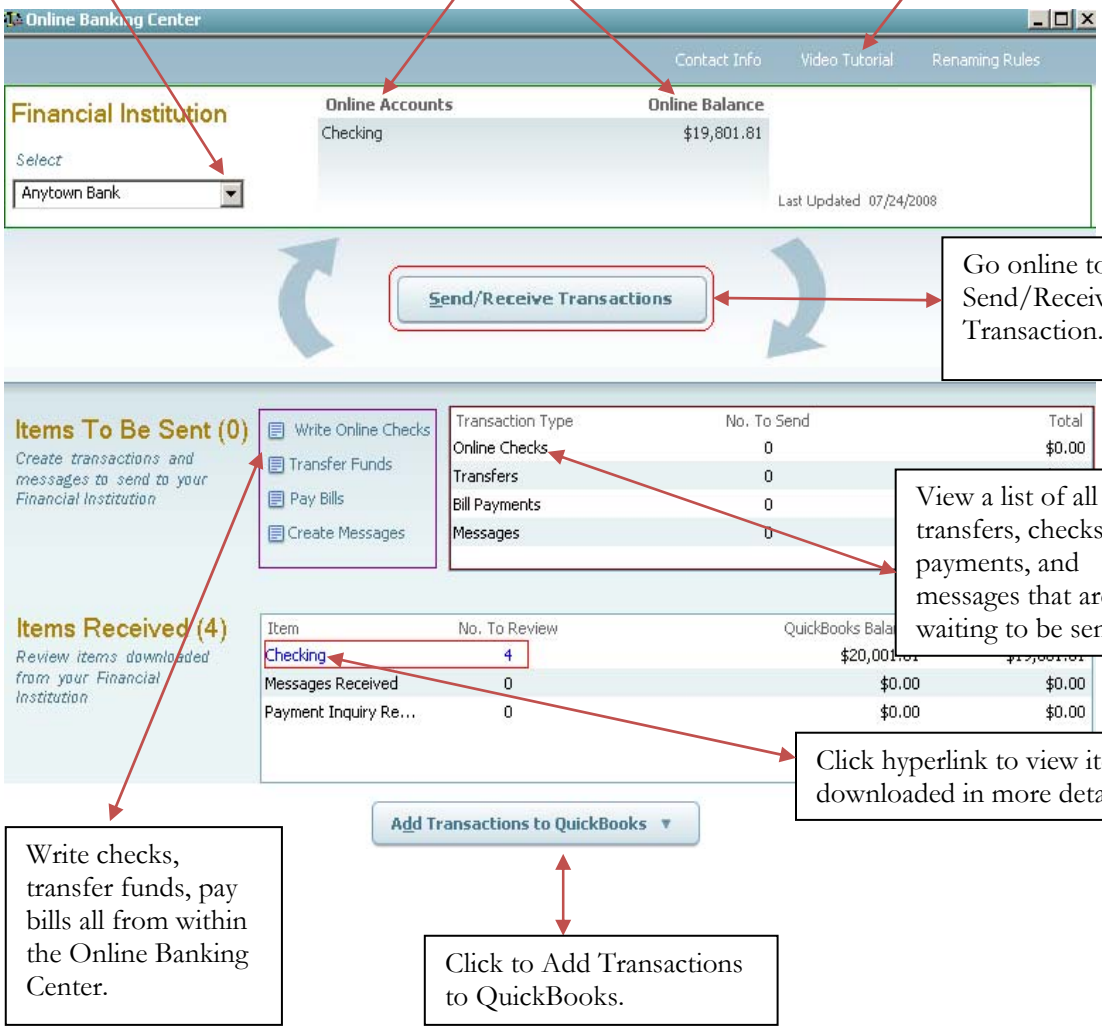
The Online Banking Center has been updated in QuickBooks 2009. You can manage all your online banking tasks from within the Online Banking Center.

To get to the Online Banking Center go to the Banking drop down menu → Online Banking → Online Banking Center

Select Genisys Credit Union

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.

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.

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

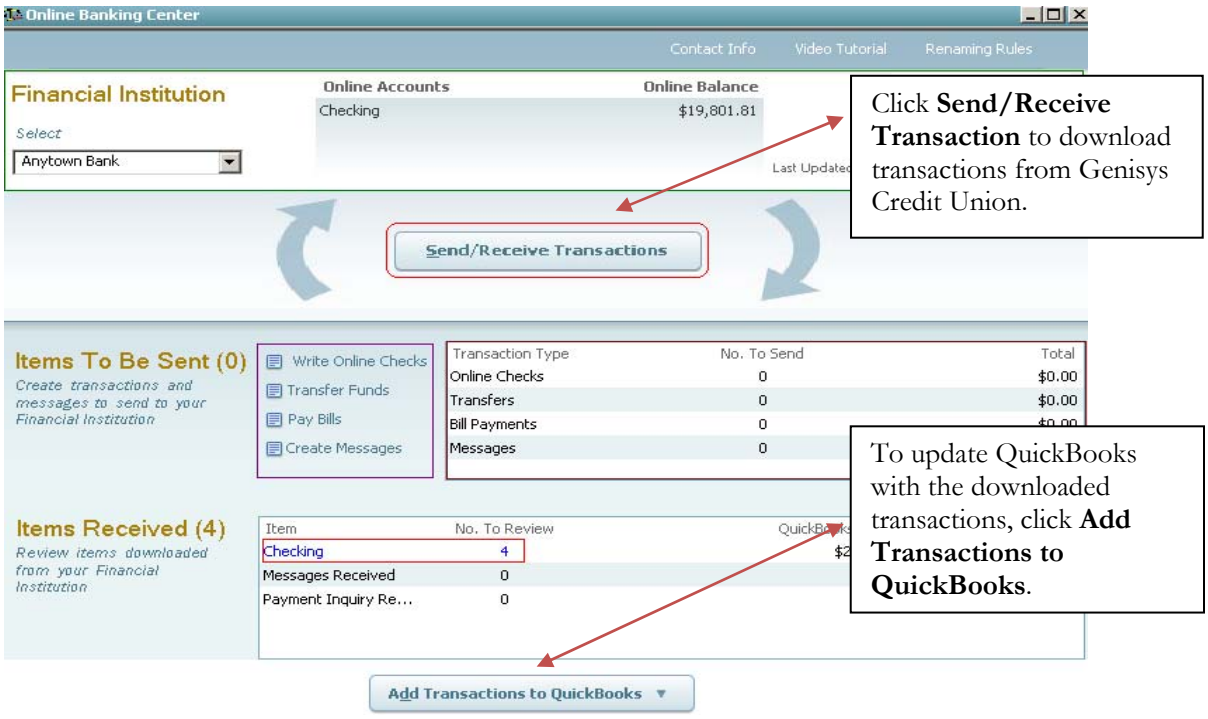
Click to Add Transactions to QuickBooks.

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.

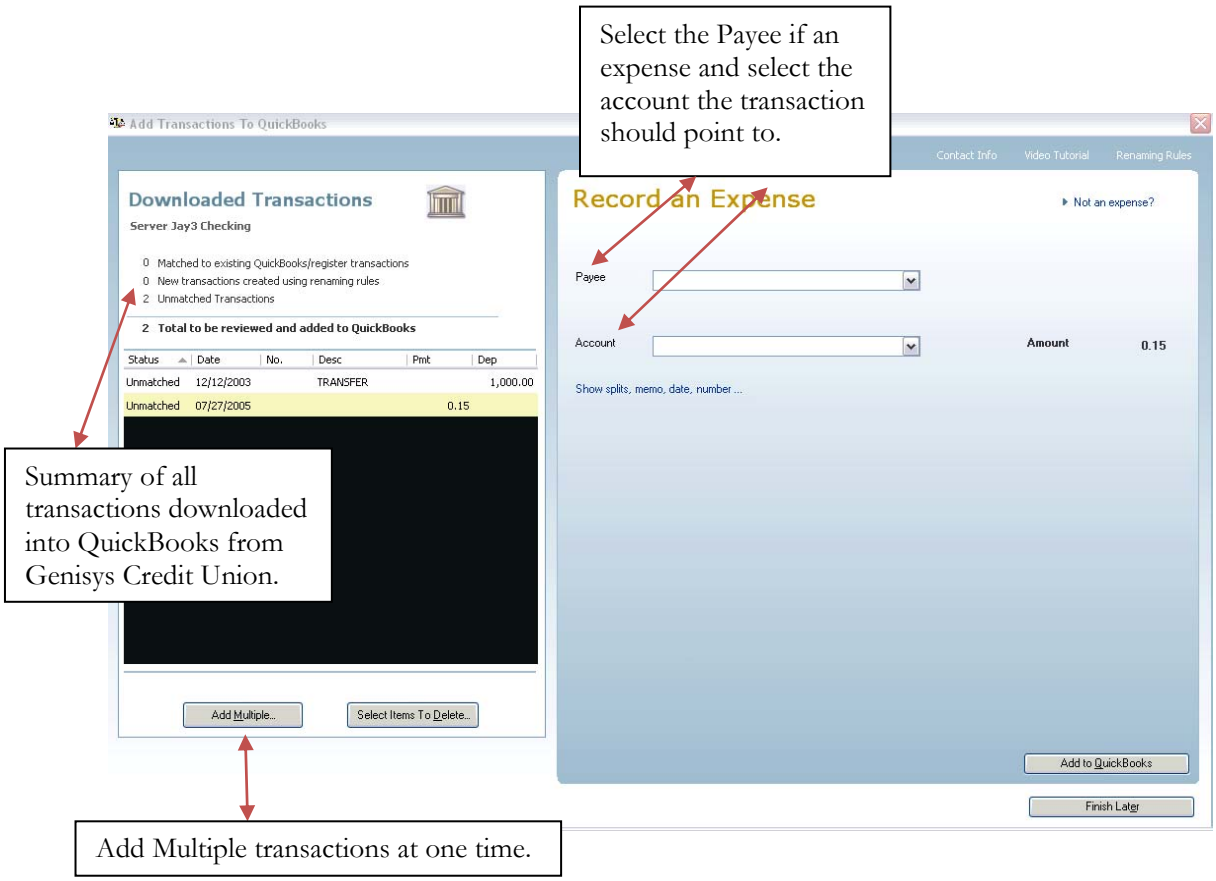
2. Click the Send/Receive Transactions → Enter your Password to download transactions from Genisys Credit Union.

3. Once transactions are downloaded from Genisys Credit Union you can add them to QuickBooks by clicking the Add Transactions to QuickBooks button.



4. The Add Transactions To QuickBooks window will appear, with a summary of transactions downloaded from Genisys Credit Union.

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.
Add Transactions To QuickBooks
Contact Info
Video Tutorial
Renaming Rules
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
Pmt
Dep
Unmatched 12/12/2003 TRANSFER 1,000.00
Unmatched 07/27/2005 0.15
Record an Expense
Not an expense?
Payee
Account
Amount
0.15
Show splits, memo, date, number ...
Add Multiple...
Select Items To Delete...
Add to QuickBooks
Finish Later
Summary of all transactions downloaded into QuickBooks from Genisys Credit Union.
Add Multiple transactions at one time.