

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:

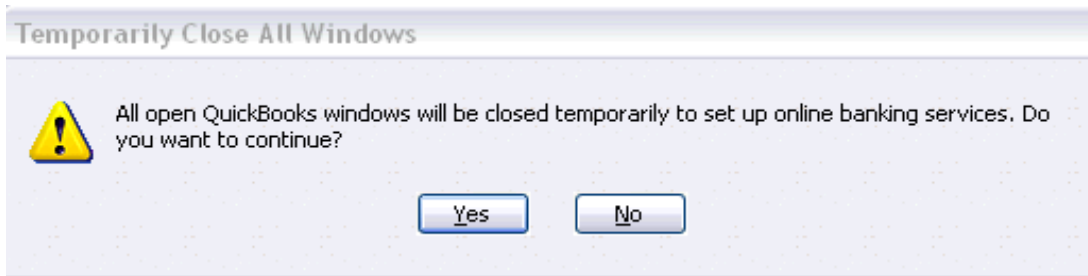
User Name

Password

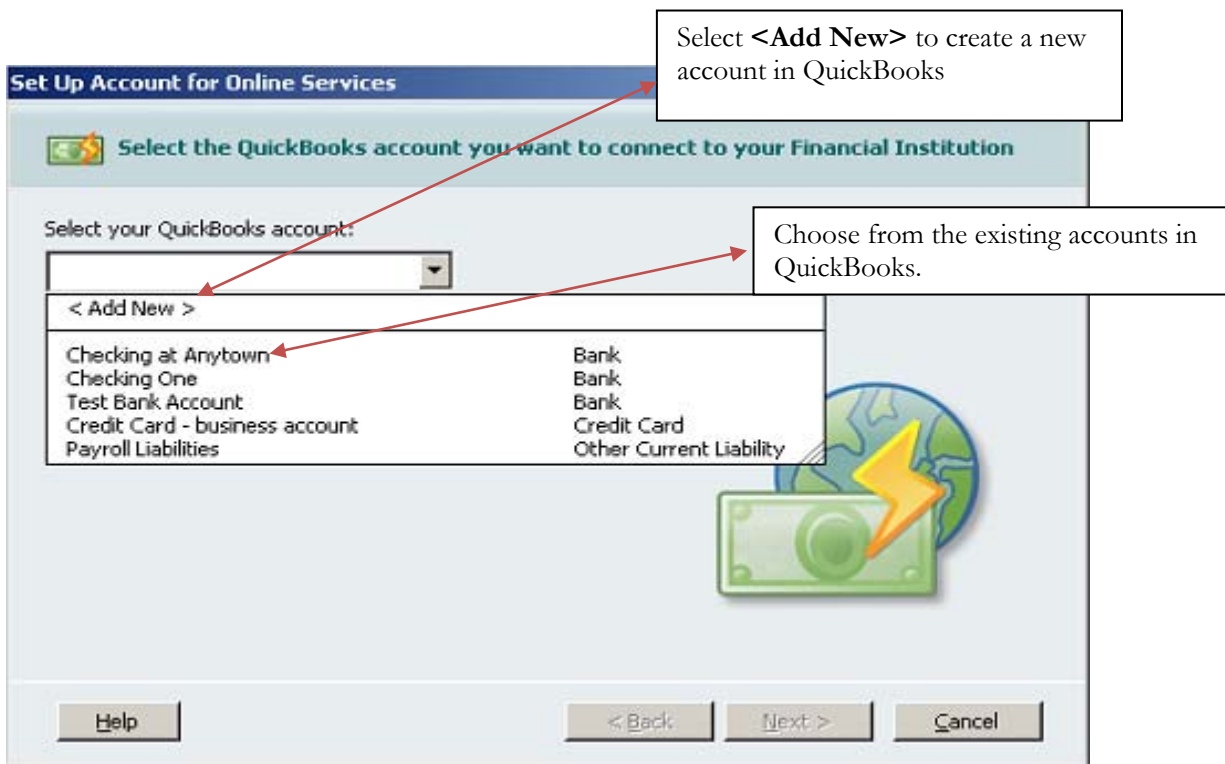
Note: There is no online transaction download capability with the QuickBooks Simple Start edition.

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.

Set Up Account for Online Services for Checking at ABC

 How do you want to connect to Anytown Bank

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

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](#)

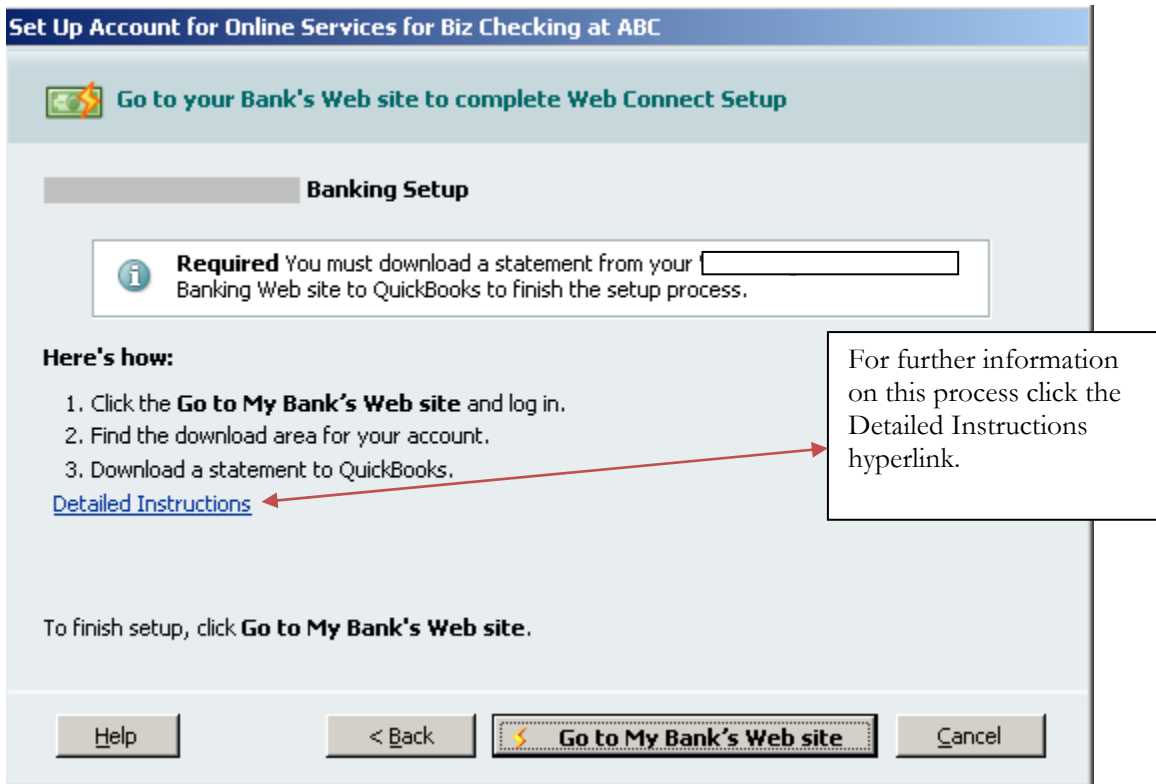
Help

< 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.

Online Banking Center

Contact Info Video Tutorial Renaming Rules

Financial Institution

Select

Anytown Bank

Online Accounts

Checking

Online Balance

\$19,801.81

Last Updated 07/24/2008

Send/Receive Transactions

Go online to Send/Receive Transaction.

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	
Bill Payments	0	
Messages	0	

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

Items Received (4)

Review items downloaded from your Financial Institution

Item	No. To Review	QuickBooks Balance
Checking	4	\$20,001.01
Messages Received	0	\$0.00
Payment Inquiry Re...	0	\$0.00

Click hyperlink to view items downloaded in more detail.

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

Add Transactions to QuickBooks

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.

The screenshot displays the 'Online Banking Center' interface. At the top, there are navigation links for 'Contact Info', 'Video Tutorial', and 'Renaming Rules'. Below this, the 'Financial Institution' section shows a dropdown menu set to 'Anytown Bank'. The 'Online Accounts' section lists 'Checking' with an 'Online Balance' of '\$19,801.81'. A central button labeled 'Send/Receive Transactions' is highlighted with a red box and a callout box that says: 'Click **Send/Receive Transaction** to download transactions from Genisys Credit Union.' Below this, the 'Items To Be Sent (0)' section includes options like 'Write Online Checks', 'Transfer Funds', 'Pay Bills', and 'Create Messages'. A table shows 'Transaction Type' with columns for 'No. To Send' and 'Total', listing 'Online Checks', 'Transfers', 'Bill Payments', and 'Messages', all with 0 items to send. The 'Items Received (4)' section shows a table with columns for 'Item', 'No. To Review', and 'QuickBooks', listing 'Checking' (4 items), 'Messages Received' (0), and 'Payment Inquiry Re...' (0). A red box highlights the '4' in the 'No. To Review' column for 'Checking', with a callout box that says: 'To update QuickBooks with the downloaded transactions, click **Add Transactions to QuickBooks**.' At the bottom, a button labeled 'Add Transactions to QuickBooks' is highlighted with a red box and an arrow pointing to it.

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.

The image shows two overlapping windows from the QuickBooks interface. The left window, titled "Add Transactions To QuickBooks", displays a summary of downloaded transactions for "Server Jay3 Checking". It includes a table with columns for Status, Date, No., Desc, Pmt, and Dep. The table shows two unmatched transactions: one on 12/12/2003 for 1,000.00 and another on 07/27/2005 for 0.15. Below the table are buttons for "Add Multiple..." and "Select Items To Delete...". A callout box on the left points to the table with the text: "Summary of all transactions downloaded into QuickBooks from Genisys Credit Union." The right window, titled "Record an Expense", has a "Payee" dropdown menu and an "Account" dropdown menu. A callout box at the top points to these dropdowns with the text: "Select the Payee if an expense and select the account the transaction should point to." The "Amount" field is set to 0.15. At the bottom of this window are buttons for "Add to QuickBooks" and "Finish Later". A callout box at the bottom points to the "Add Multiple..." button with the text: "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	Pmt	Dep
Unmatched	12/12/2003		TRANSFER		1,000.00
Unmatched	07/27/2005			0.15	

Record an Expense

Payee

Account

Amount 0.15

Show splits, memo, date, number...

Add to QuickBooks

Finish Later

Add Multiple...

Select Items To Delete...

Summary of all transactions downloaded into QuickBooks from Genisys Credit Union.

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

Add Multiple transactions at one time.