

Getting Started Guide

Transaction Download for QuickBooks® for Mac 2009-2011 Direct Connect

Refer to this guide for instructions on using QuickBooks online account features to save time, improve accuracy, and keep your records up to date. Specifically, we will show you how to download your NASA FCU business account transactions into QuickBooks for Mac 2009-2011.



This guide includes the following sections:

- **Information You'll Need to Get Started, page 1** — Explains the information you will need to have before downloading transactions with QuickBooks.
- **Set Up Online Account Access, page 2** — Explains how to set up transaction download for your QuickBooks account.
- **Add or Match transactions to the register, page 6** — Describes how to download transactions on an ongoing basis.

Information You Will Need to Get Started

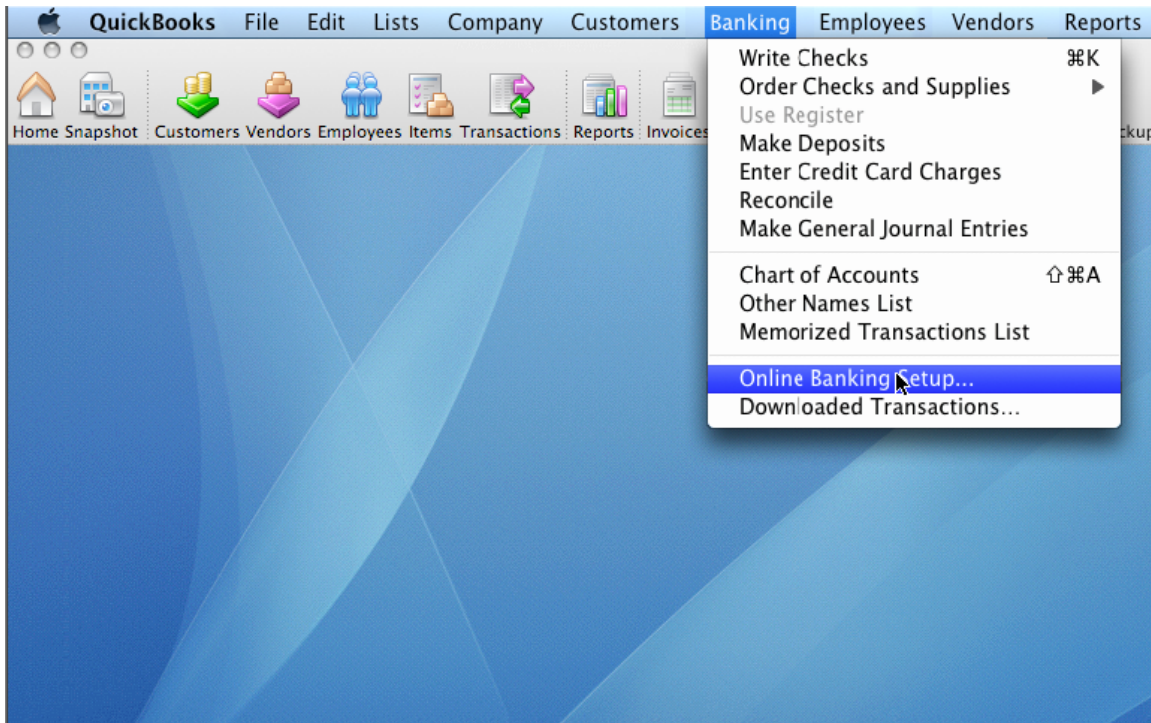
Before you enable your QuickBooks accounts to download transactions you will need your eBranch online banking login credentials.

- Customer ID = NASA FCU business account number
- Personal Identification Number (PIN) or password = eBranch online banking password
- Routing Number - 255077833

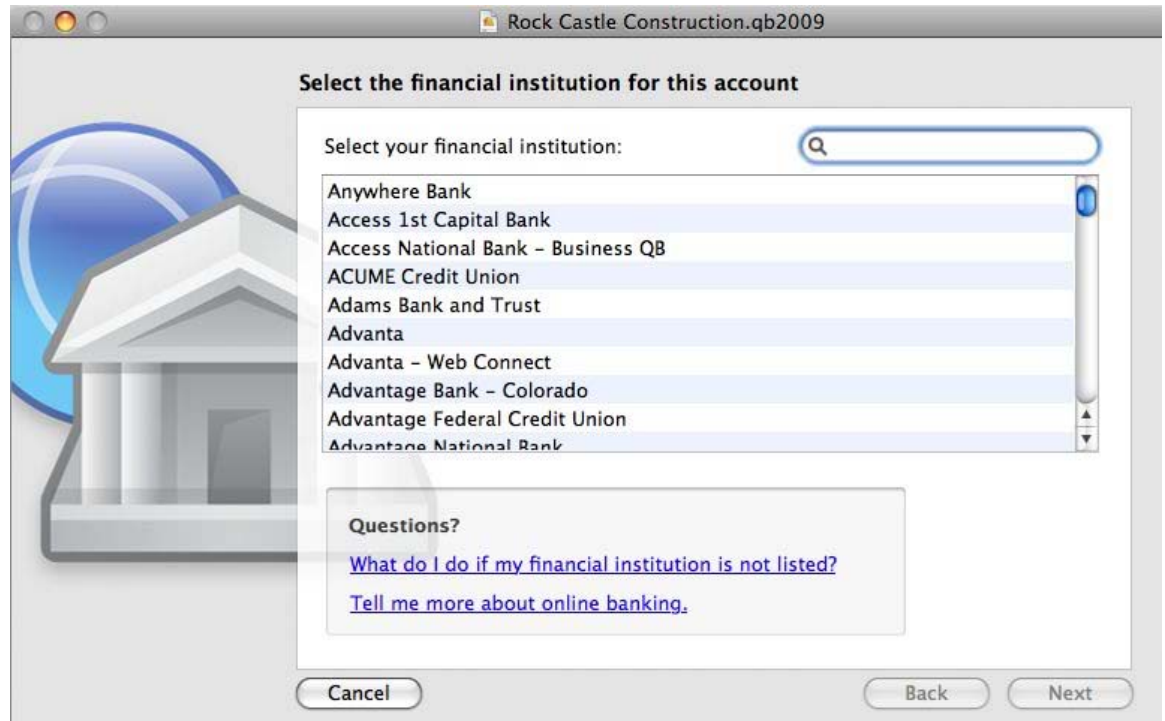
Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download.

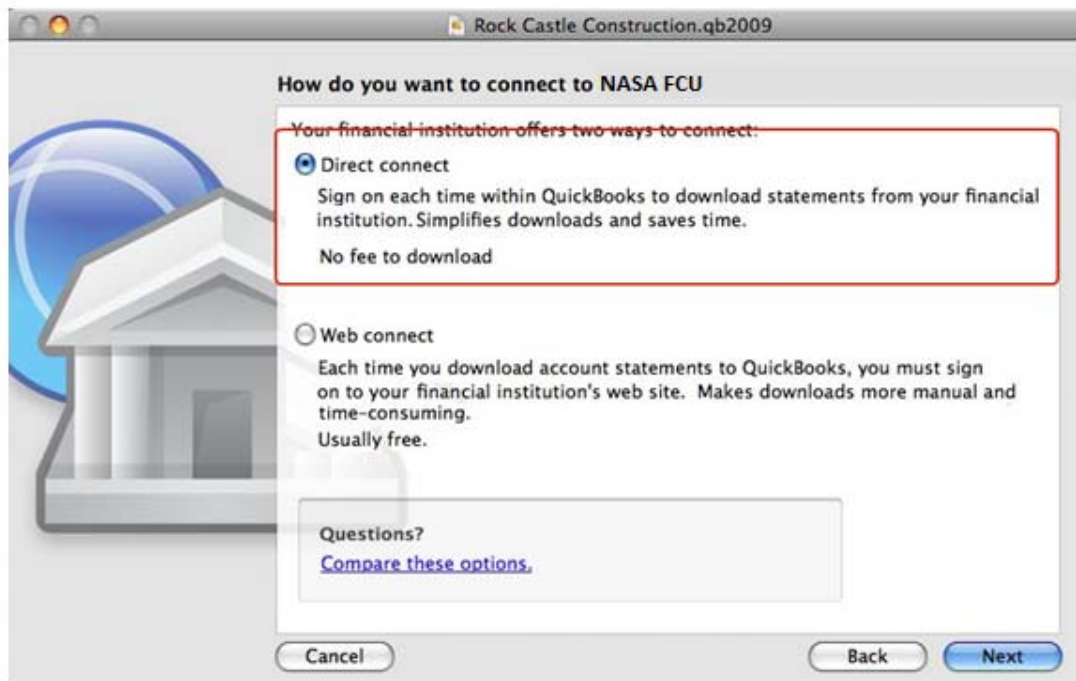
Step 1 From the menu, choose **Banking > Online Banking Setup**.



Step 2 Select NASA FCU – Direct Connect from the financial institution drop down list.



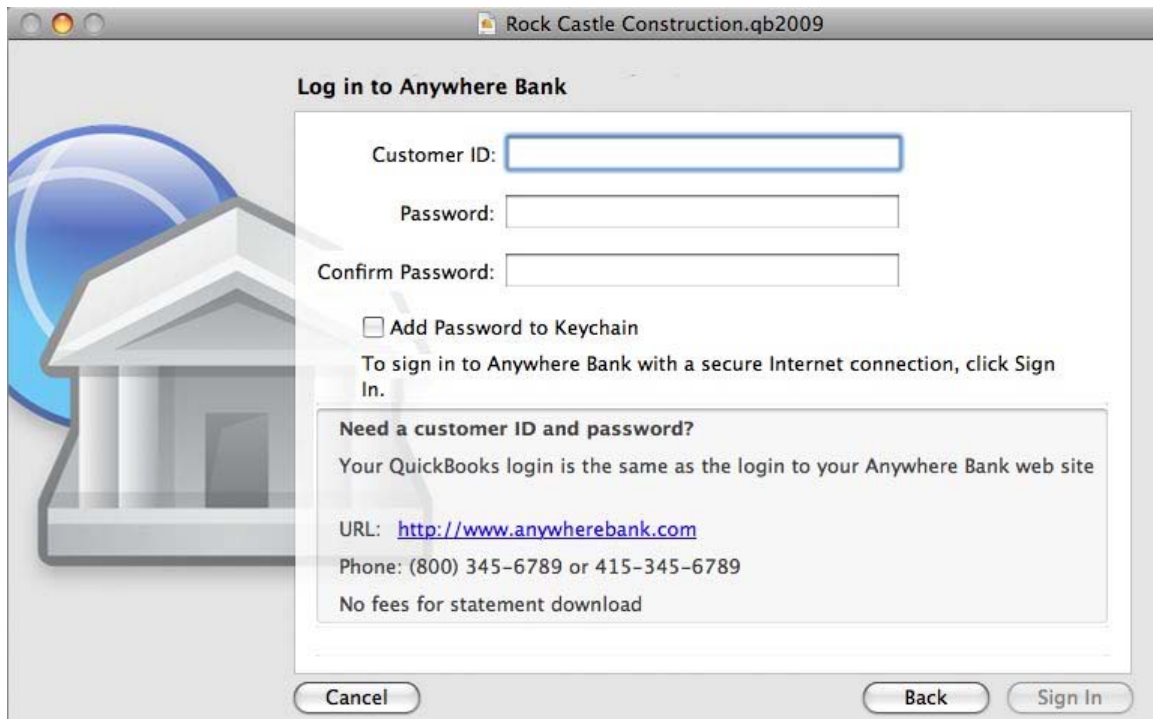
Step 3 Select the Direct Connect method. Click Next to continue.



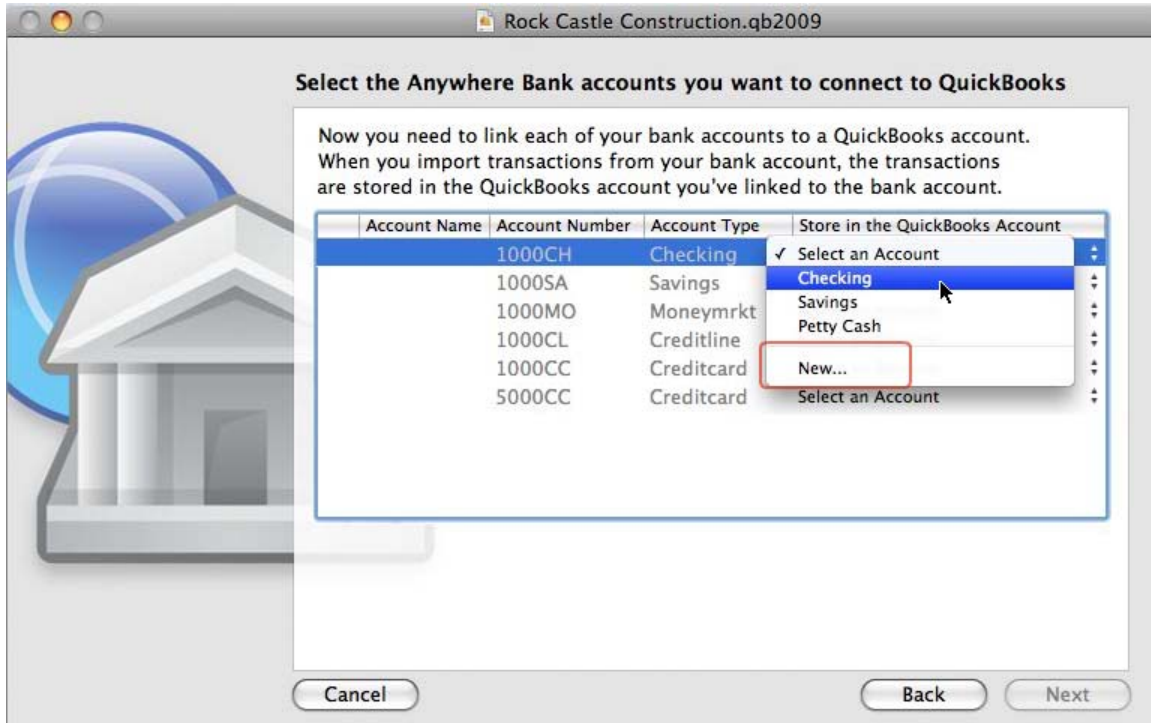
Step 4 If you have account login please select Yes and click Next. If you selected Web Connect go to Step 8



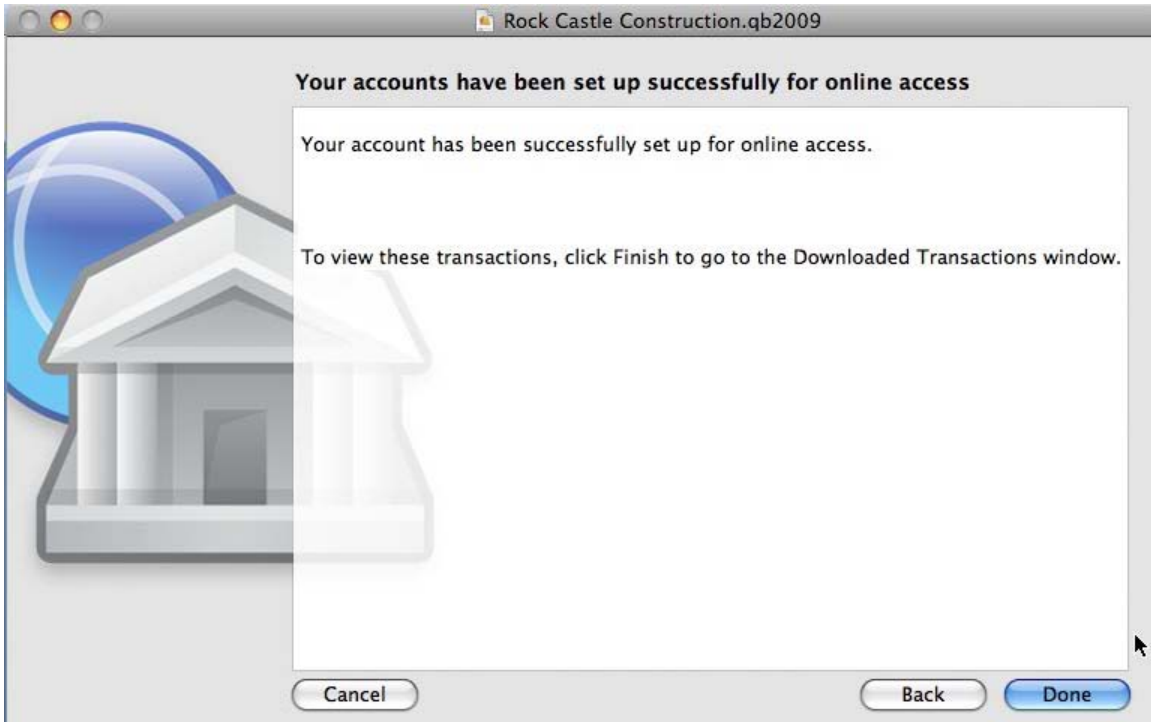
Step 5 Enter your CustomerID (NASA FCU business account number) and Password (eBranch online banking password) and click Sign In.



Step 6 If the login is successful you will be shown a list of accounts that are available for download from NASA FCU. For each account on this list please select an existing Quickbooks account to download into, if any, or choose to set up a new account.

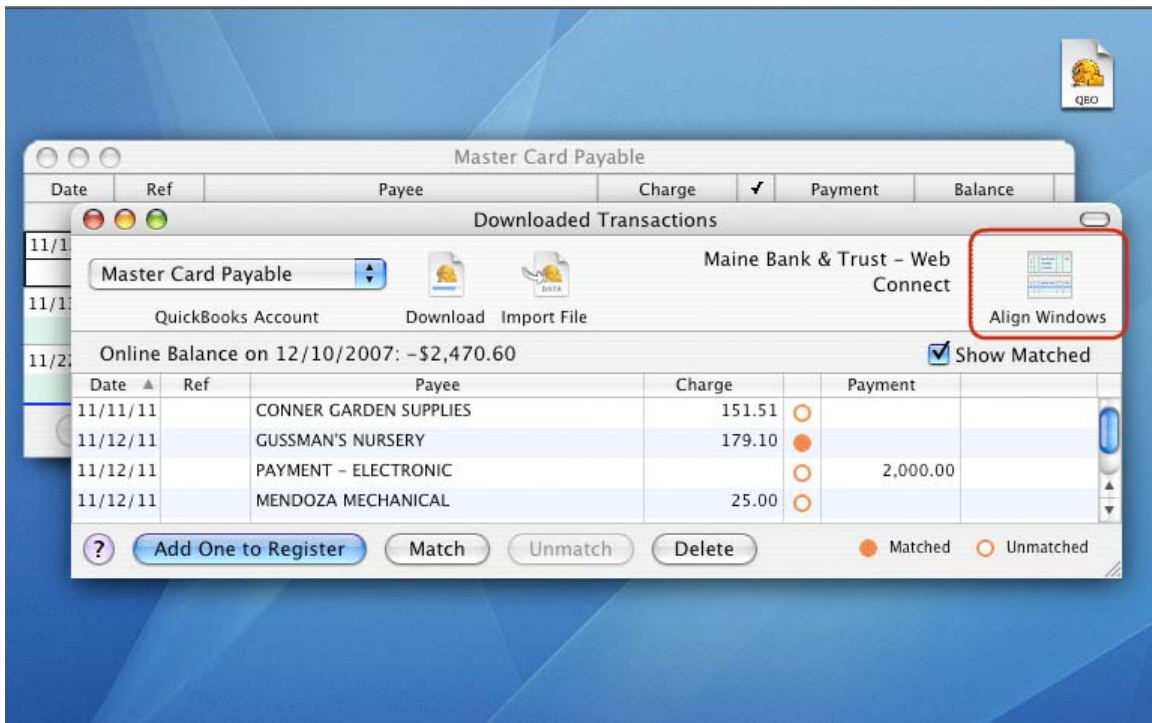


Step 7 When the first download completes successfully your account setup is complete. Click **Done**.



Add or Match Transactions into the Account Register

Step 8 Click **Align Windows** to open the appropriate Register (or select any downloaded transaction from the list)



Step 9 Select each downloaded transaction and click **Add One to Register**. Next, assign an **Income** or **Expense Account** and click **Record** to save each transaction in the register

Note: The Match status is indicated by orange circle icon. A matched transaction will not add a duplicate of a transaction you already manually entered in your register.

Override Match Settings: If the transaction should have matched a transaction that you manually entered in the register then click the **Match** button. Conversely, if it's new, but was incorrectly matched to an existing record, then click **Unmatch** to add it as an additional transaction.

Step 10 Once all downloaded transactions have been matched you can safely remove matched transactions in the downloaded transactions window.

