

Getting Started Guide: Transaction Download for QuickBooks 2009-2011 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.

Information You'll Need to Get Started

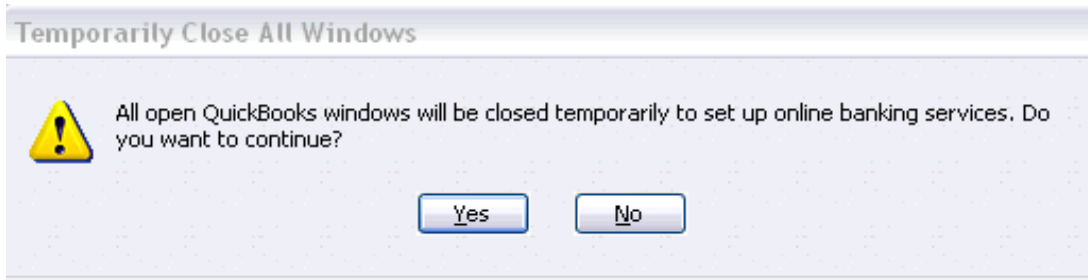
Before you enable your QuickBooks accounts to download transactions, you will need your eBranch online banking login credentials:

Customer ID = NASA FCU Business Account Number

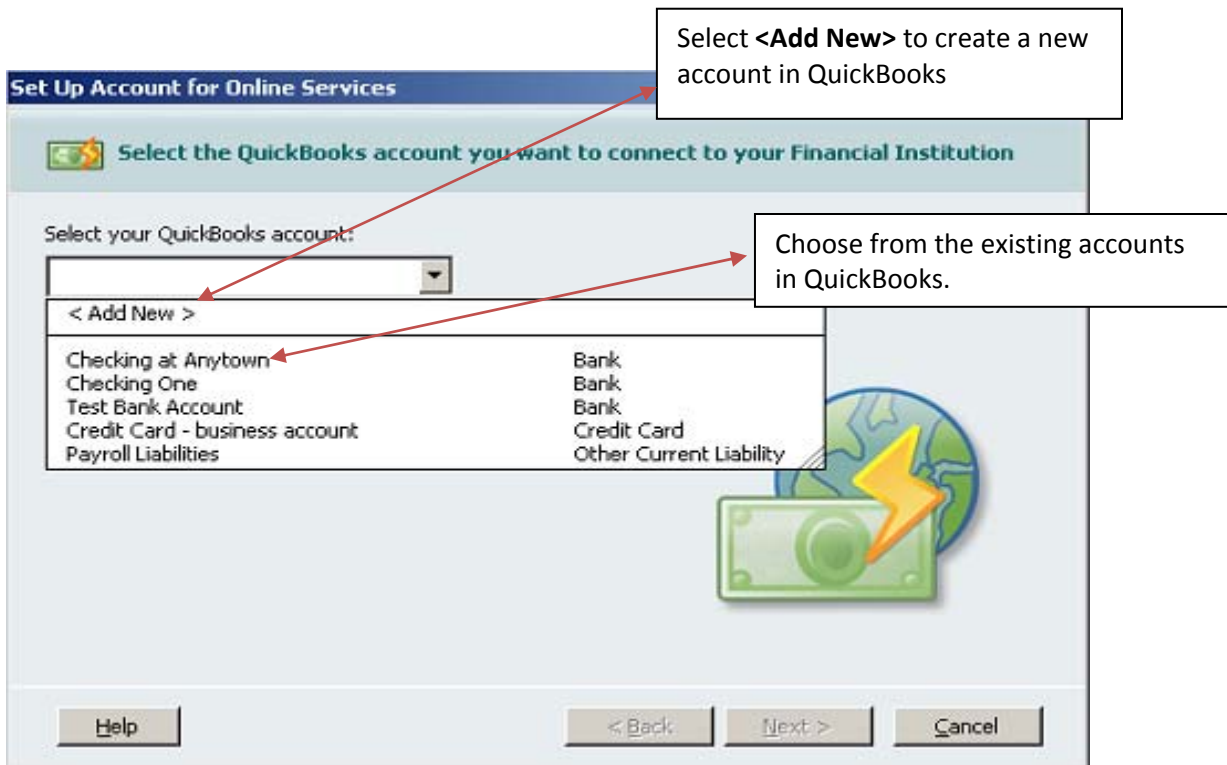
Personal Identification Number (PIN) or password = eBranch Online Banking Password

Setting Up Online Account Access

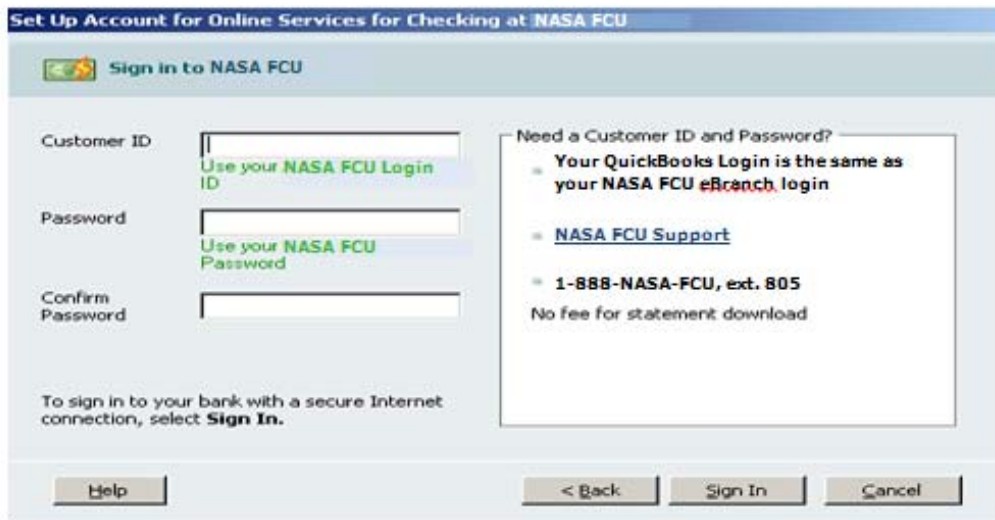
1. Go to the Banking drop down menu → Online Banking → Setup Account for Online Access.
2. You will be prompted to close all QuickBooks windows, click YES to continue.



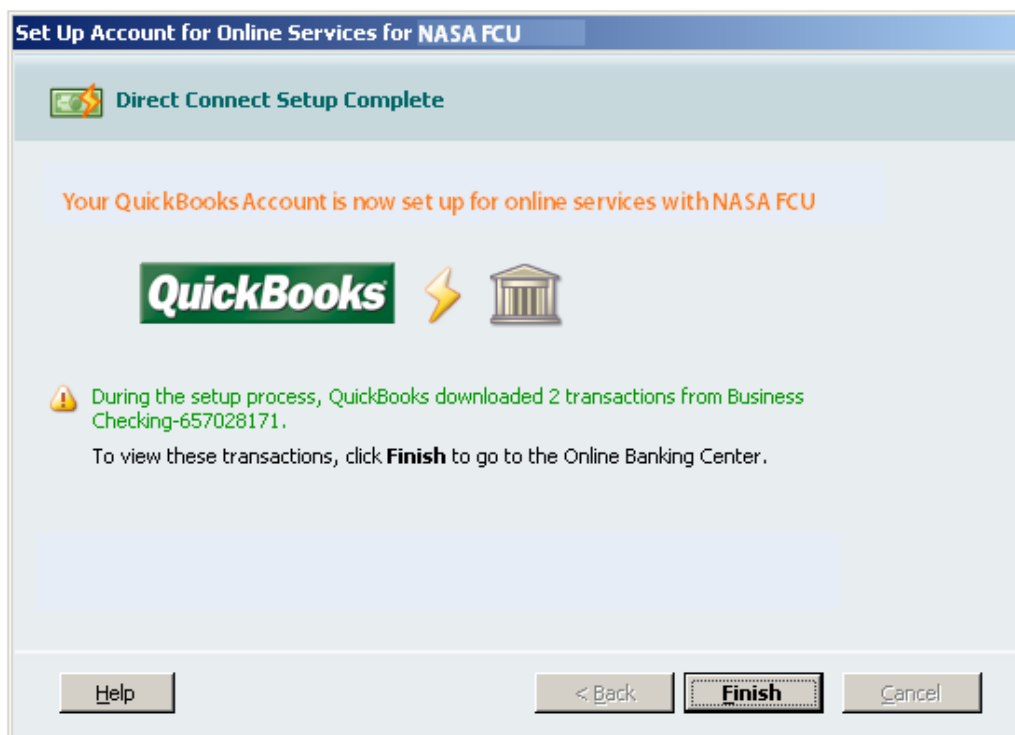
3. The Set Up Account for Online Services window will appear →click the drop down arrow for options to choose from or create a new account → click next to continue.



4. Select NASA FCU – Direct Connect →click next.
5. NASA FCU supports Direct Connect downloads within QuickBooks. You may be prompted to select your preferred method. If so, select Direct Connect.
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.



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.



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 NASA FCU – Direct Connect

View account information such as, account type and balance.

Access the interactive in product Video Tutorial for step by

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.

The screenshot shows the Online Banking Center interface with the following elements:

- Financial Institution:** A dropdown menu currently showing "Anytown Bank".
- Online Accounts:** A table showing "Checking" with a balance of "\$19,801.81".
- Online Balance:** A box displaying the current balance.
- Send/Receive Transactions:** A central button with circular arrows on either side.
- Items To Be Sent (0):** A section with a list of actions: "Write Online Checks", "Transfer Funds", "Pay Bills", and "Create Messages".
- Transaction Type Table:**

Transaction Type	No. To Send	Total
Online Checks	0	\$0.00
Transfers	0	
Bill Payments	0	
Messages	0	
- Items Received (4):** A section with a table of downloaded items.
- Items Received Table:**

Item	No. To Review	QuickBooks Balance
Checking	4	\$20,001.4
Messages Received	0	\$0.00
Payment Inquiry Re...	0	\$0.00
- Add Transactions to QuickBooks:** A dropdown button at the bottom.

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 eBranch online banking password (PIN) to download transactions from your NASA FCU business account(s).
3. Once transactions are downloaded from NASA FCU, 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 a dropdown menu set to 'Anytown Bank'. The 'Online Accounts' section lists 'Checking' 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, the 'Items To Be Sent (0)' section includes options like 'Write Online Checks', 'Transfer Funds', 'Pay Bills', and 'Create Messages'. A table shows transaction types: Online Checks, Transfers, Bill Payments, and Messages, all with 'No. To Send' of 0 and 'Total' of \$0.00. The 'Items Received (4)' section shows a table with columns 'Item', 'No. To Review', and 'QuickBooks'. The 'Checking' item has 'No. To Review' of 4 and 'QuickBooks' of 2. A red box highlights the 'Add Transactions to QuickBooks' button, 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 NASA FCU.
5. Click on the transaction you wish to add to QuickBooks → follow the prompts to ensure accuracy → click Add to QuickBooks.

The image 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 includes a table with columns for Status, Date, No., Desc, Pmt, and Dep. The table lists two unmatched transactions: one on 12/12/2003 for 1,000.00 (TRANSFER) 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 points to the table with the text: "Summary of all transactions downloaded into QuickBooks from your financial institution." The right window, titled "Record an Expense", has a "Payee" dropdown menu and an "Account" dropdown menu. A callout box points to these menus with the text: "Select the Payee if an expense and select the account the transaction should". The "Amount" field is set to 0.15. At the bottom of this window are buttons for "Add to QuickBooks" and "Finish Later".

Select the Payee if an expense and select the account the transaction should

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

Add Multiple transactions at one time.