

# Getting Started Guide: Transaction Download for QuickBooks 2009, 2010 Windows®

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:

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 Florida Bank of Commerce for the following information:

**Access ID**

**Personal Identification Number (PIN) or Passcode**

## Update the Financial Institution List

**QuickBooks 2009 or later:** The financial institutions list is updated automatically every time you send and receive transactions from the Online Banking Center.

**Note:** Although your list does not require updating manually, if you do not find Florida Bank of Commerce on the list, please follow the steps for QuickBooks 2008.

### QuickBooks 2008:

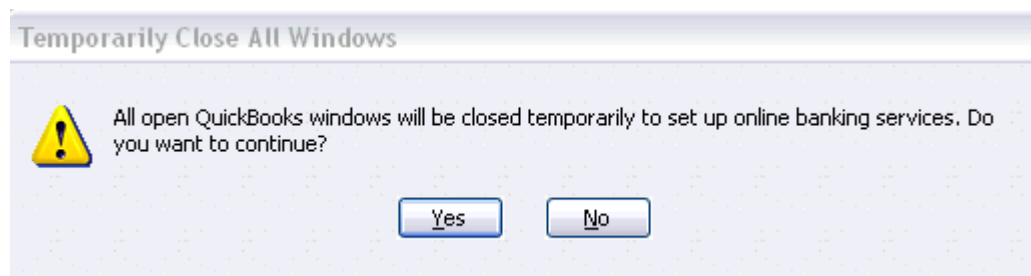
1. Select the **Banking** menu and select **Online Banking > Set Up Account for Online Services**.
2. Click the **Select your QuickBooks account** drop-down arrow and choose your account.
3. Click **Next**.
4. Click the link **What if my Financial Institution is not listed?**
5. In the **QuickBooks Help** section under **QuickBooks can't find the name of your financial institution**, scroll down and click **Update the financial institutions list**.
6. Once the sync has been completed, close **QuickBooks Help** and click **Cancel** to close the **Set up Account for Online Services** window.

Select the **Banking** menu and select **Online Banking > Participating Financial Institutions** to see if Florida Bank of Commerce now appears.

## Setting Up Online Access

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

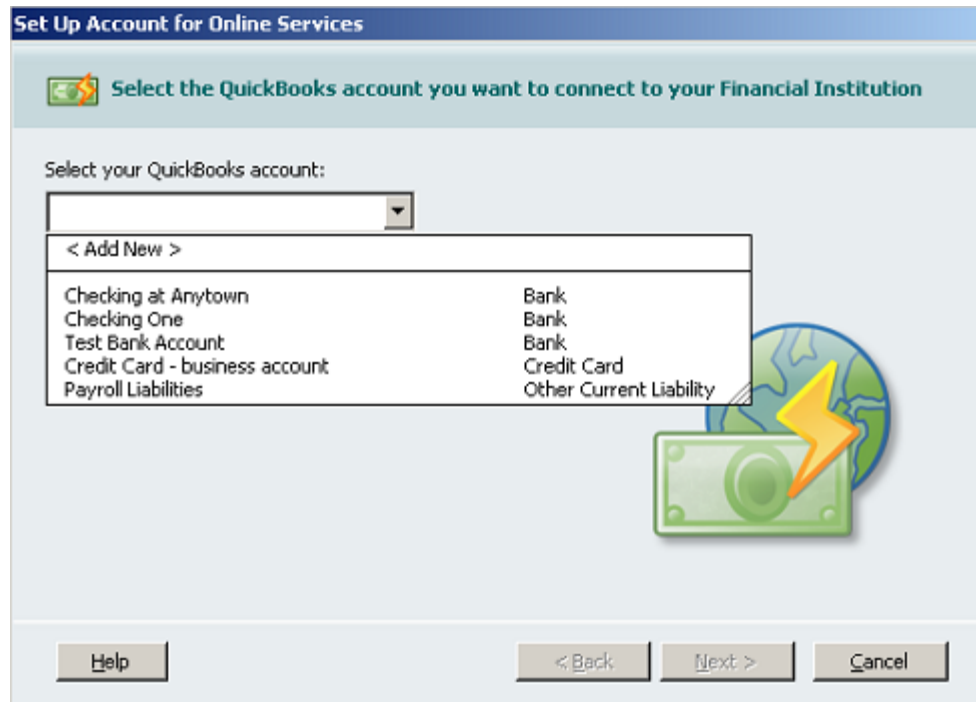
1. Go to the Banking drop down menu → Online Banking → Setup Account for Online Access.
2. You will be prompted to close all QuickBooks windows, click YES to continue.



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.

Select **<Add New>** to create a new account in QuickBooks

Choose from the existing accounts in QuickBooks.



4. Select Florida Bank of Commerce → click next.

5. Florida Bank of Commerce supports both Direct Connect and Web Connect downloads within QuickBooks. You will be prompted to select your preferred method.

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, have your Access ID and Passcode. If not please contact Florida Bank of Commerce →click Sign In to continue.

**Set Up Account for Online Services for Checking at Anytown**

 **Sign in to Anytown Bank**


Customer ID   
Use your Anytown Bank Login ID

Password   
Use your Anytown Bank Password

Confirm Password

To sign in to your bank with a secure Internet connection, select **Sign In**.

Need a Customer ID and Password?

- Your QuickBooks login is different from the login to your Anytown Bank Web site.
-  [Anytown Bank Support](#)
- 800-123-4567 to sign up

No fee for statement download

If you do not have your Access ID and Passcode, please contact Florida Bank of Commerce.

**7. IMPORTANT STEP!** ACTIVATE YOUR QUICKEN FOR DIRECT CONNECT WITH **FLORIDA BANK OF COMMERCE**.

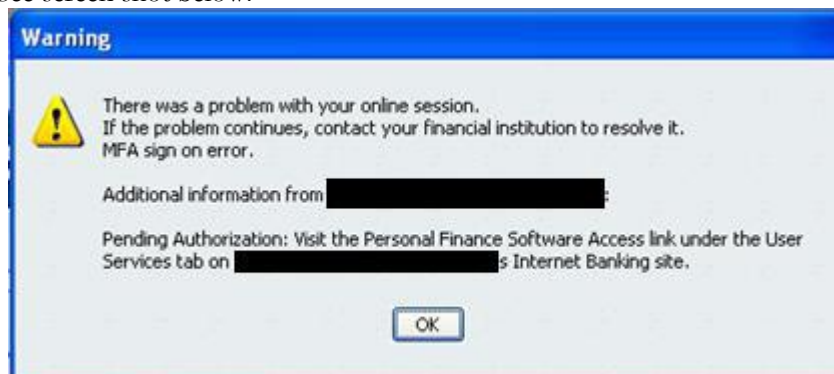
The first time you attempt to Activate your first Account at Florida Bank of Commerce, you will receive an error:

“There was a problem with your online session.”

If you read below in the “An additional message from Florida Bank of Commerce”

“Pending Authorization: Visit the Personal Finance Software Access link under the User Services tab on Florida Bank of Commerce’s Internet Banking site.”

See screen shot below:



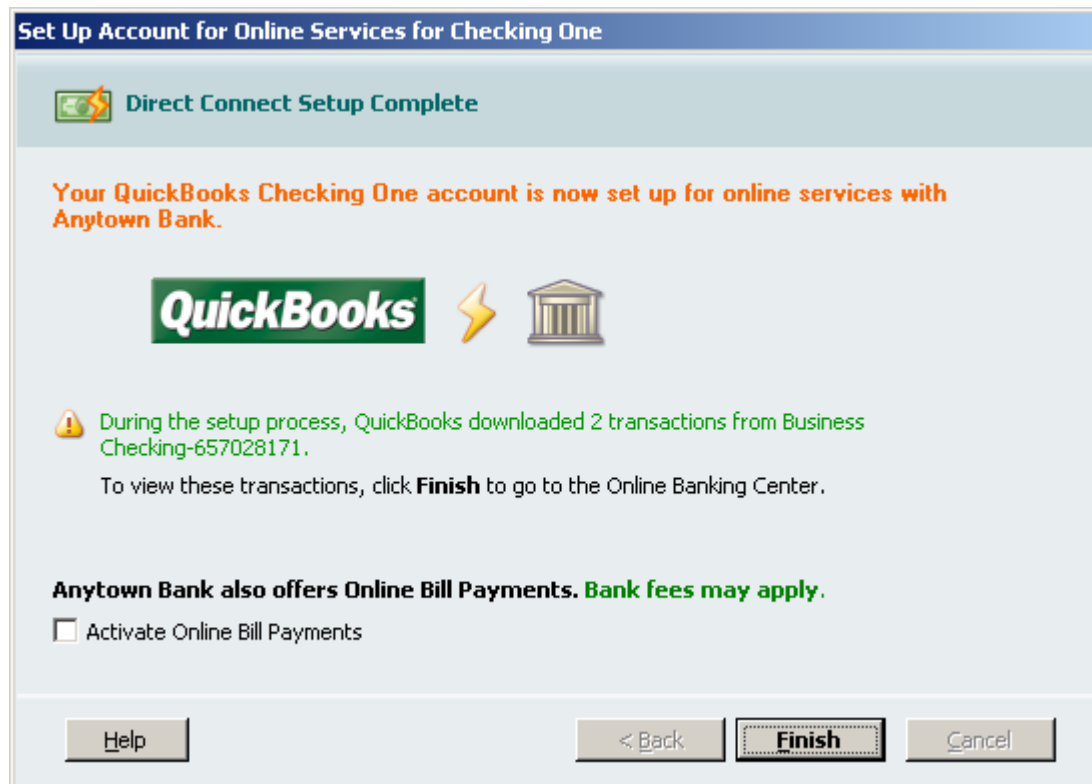
Follow these steps to Activate Direct Connect for Florida Bank of Commerce

- a. Login to Internet Banking
- b. Click the User Services tab
- c. Click on the “Personal Finance Software Access”
- d. Click “Enable” link against the QuickBooks request.
- e. Return back to QuickBooks and check the radio button “Try again” (the refresh). Then click “Next”

8. 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.

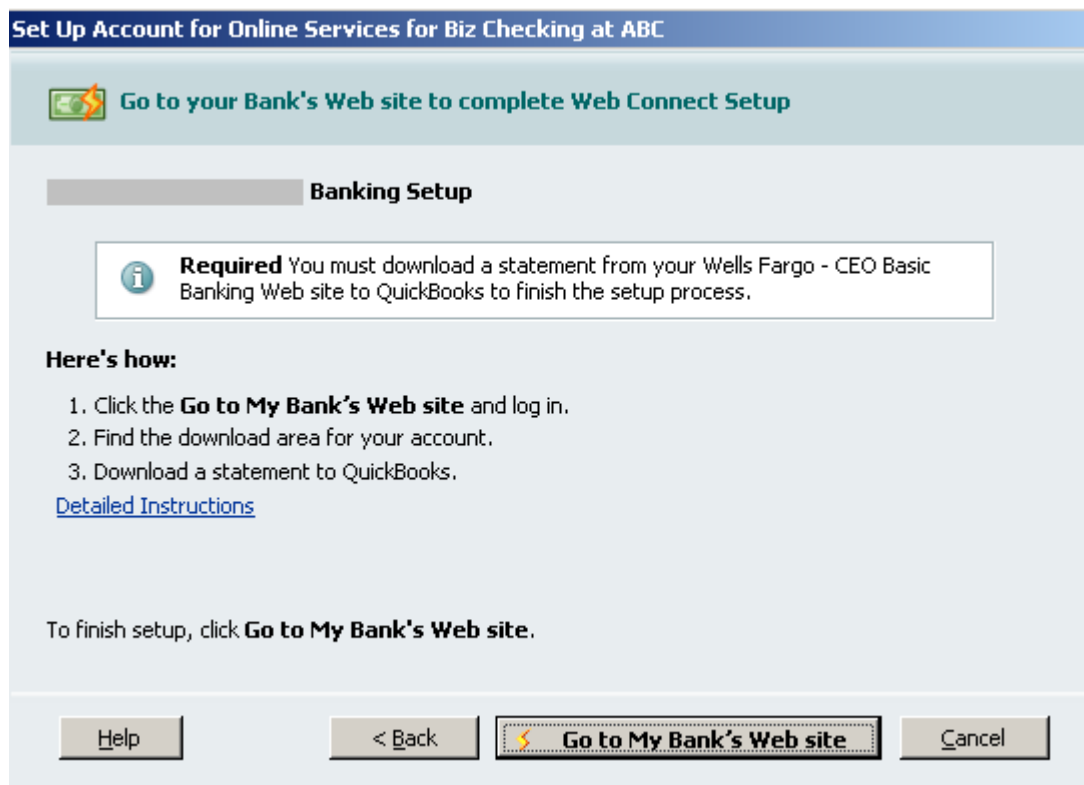
9. When the first download completes successfully, your account setup is complete →click Finish → QuickBooks will now launch the Online Banking Center.

If your financial institution supports Online Bill Payment, check the **Activate Online Bill Payment** box below to enable the service within QuickBooks.



Move past step 9 for an overview on **Keeping Your QuickBooks Accounts Updated and Sending Online Payments.**

10. 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 the Florida Bank of Commerce website.



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

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 (Internet Banking Passcode) to download transactions from Florida Bank of Commerce.
3. Once transactions are downloaded from Florida Bank of Commerce, 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 '\$19,001.81', last updated on '07/24/2008'. A central button labeled 'Send/Receive Transactions' is highlighted with a red box. Below this, there are two main sections: 'Items To Be Sent (0)' and 'Items Received (4)'. The 'Items To Be Sent' section includes options like 'Write Online Checks', 'Transfer Funds', 'Pay Bills', and 'Create Messages', along with a table showing zero transactions to be sent. The 'Items Received' section includes a table with 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

At the bottom of the interface, there is a button labeled 'Add Transactions to QuickBooks' with a dropdown arrow.

Click **Send/Receive Transaction** to download transactions from your financial institution.

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 Florida Bank of Commerce.
5. Click on the transaction you wish to add to QuickBooks → follow the prompts to insure accuracy → click Add to QuickBooks.

# Sending Online Bill Payments

If Florida Bank of Commerce supports Online Bill Payment and you have enabled the service within your QuickBooks, you can create online payments directly from your check register.

**IMPORTANT: Bill Pay interface will ONLY work if Florida Bank of Commerce has enrolled you for retail bill payment service.**

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.

09/30/2009	DEP	Opening Bal Equity	Account Opening Balance		✓	1,213.00	1,213.00
10/06/2009	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 (Internet Banking Passcode) to send the payment.

The screenshot shows the 'Online Banking Center' window. 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', last updated on 07/24/2008. A large blue button labeled 'Send/Receive Transactions' is prominently displayed in the center. Below this, there are two sections: 'Items To Be Sent (0)' and 'Items Received (4)'. The 'Items To Be Sent' section includes a table with columns for 'Transaction Type', 'No. To Send', and 'Total'. The 'Items Received' section includes a table with columns for 'Item', 'No. To Review', 'QuickBooks Balance', and 'Online Balance'. At the bottom, there is a button labeled 'Add Transactions to QuickBooks'.

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

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

