

# Web Connect Getting Started with Transaction Download for QuickBooks® 2003 and 2004

Refer to this guide for instructions on using QuickBooks's online account features to save time and automatically keep your records up to date.



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.
- **Activating a QuickBooks Account to Download Transactions for the First Time, page 2**—Explains how to set up transaction download for your QuickBooks account.
- **Keeping Your QuickBooks Accounts Up-to-Date, page 4**—Describes how to download transactions on an ongoing basis.

---

## Information You'll Need to Get Started

Before you activate your QuickBooks accounts to use Web Connect online account access, you will need to contact your financial institution for the following information:

- Customer ID
- Personal Identification Number (PIN) or password

When you have received the necessary information, this guide will show you how to activate your accounts in QuickBooks and how to use Web Connect Online Account Access.

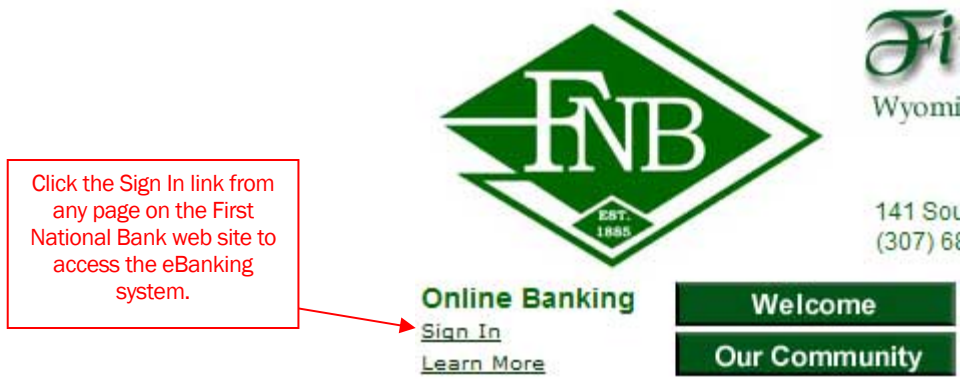
---

## Activating a QuickBooks Account to Download Transactions for the First Time

The following steps explain how to activate your existing QuickBooks account(s) or create one or more new QuickBooks accounts for Web Connect online access.

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

- Step 1** Open a Web browser and log into the First National Bank eBanking system at: <http://www.fnb-buffalo.com>.



- Step 2** Click the **Sign In** link directly beneath the First National Bank logo at the top left of any page on the site.
- Step 3** Click the **Sign-On** button in the center column.
- Step 4** Enter your **Login ID** in the space provided and click **Submit**. If this is the first time you have logged into the eBanking system, follow the instructions on the page to set up your PassMark sign on.
- Step 5** Verify the PassMark image and security phrase displayed are the image and phrase you chose, enter your password and click **Submit**.



- Step 6** Click the **History** button at the top of the page.
- Step 7** Click **Export History** in the second row of buttons at the top of the page.
- Step 8** If you have more than one account set up in eBanking, choose the radio button next to the account you want to download transactions from.
- Step 9** Enter the Starting and Ending dates of the transactions you want to download. First National's eBanking system retains transaction history for approximately 120 days.
- Step 10** Choose the **Export via WebConnect to QuickBooks** radio button and click Submit.
- Step 11** Your browser may prompt you to open or save files. If this prompt appears, click **Open** and follow the on-screen instructions.

When you select **Download to QuickBooks**, a dialog box appears that asks whether you want to process transactions now or save them for later processing.

- Step 12** Click the **Have QuickBooks process these transactions now** radio button to continue.

The Select Bank Account dialog box appears.

(If you use QuickBooks on another computer, you can click the **Save the transactions for later processing** radio button and then transfer the files to the other computer.)

- Step 13** Click the **Use an existing QuickBooks account** radio button and select an account from the drop-down list, or click the **Create a new QuickBooks account** radio button and type a name for the account, and then click **Continue**.

**Note:** You only need to select the account for this first download. After the account is activated for Web Connect account access, future downloads will download to this account automatically.

**Select Bank Account**

You are downloading transactions for the following account:

- Financial Institution: Savings and loan
- Account type: Checking
- Account number: 1000-CH

QuickBooks does not have an online account to handle these transactions. Make a selection below or click the 'Open company file' button to select a different company file.

Use an existing QuickBooks account

Create a new QuickBooks account

Continue

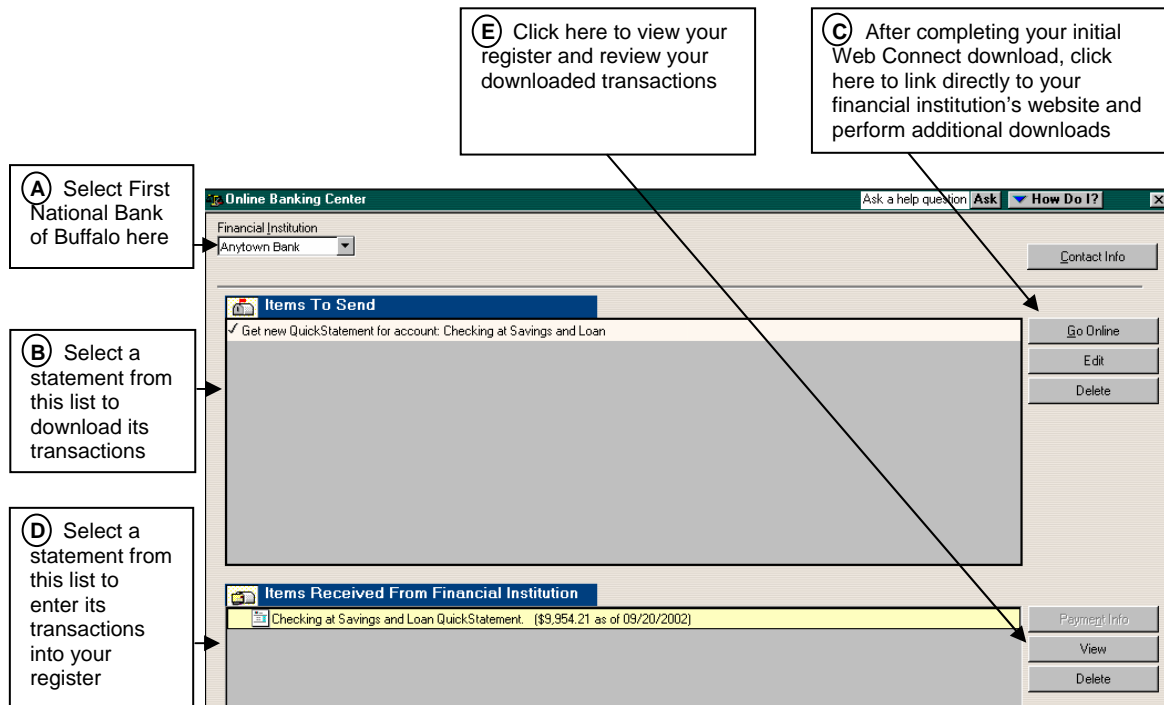
- Step 14** When QuickBooks confirms that your Web Connect data has been successfully read into QuickBooks, click **OK**.

Your first download is complete.

Refer to the following section to download transactions from now on.

## Keeping Your QuickBooks Accounts Up-to-Date

From the Online Banking Center, you can download transactions, view a summary of your transactions, and enter downloaded transactions into a QuickBooks register.



- Step 1** From the QuickBooks Banking menu, choose **Online Banking Center**.
- Step 2** In the Online Banking Center, select First National Bank of Buffalo from the Financial Institution list box. (See **A** in the figure above.)
- Step 3** In the Items to Send area, click the desired statement and then click **Go Online**. (See **B** and **C** in the figure above.)
- Step 4** When your financial institution's website appears, follow the instructions on the website to download your transactions into QuickBooks.
- Step 5** In the Items Received From Financial Institution area, click the desired statement and then click **View**. The Match Transactions window appears. (See **D** and **E** in the figure above.)

**Step 6** In the Match Transactions window, check the Show Register check box.

Check this box to display the register

Review your downloaded transactions here

**Step 7** From the list at the bottom of the Match Transactions window, choose a transaction to add to the register and then click **Add to Register**.

**Step 8** Follow the on-screen prompts to perform the desired activities.

**Step 9** When the transaction appears in the register, choose an account for the transaction from the Account drop-down list and then click **Record**.