# Getting Started Guide:
# Transaction Download for QuickBooks® 2005 - 2007

Refer to this Web Connect guide for instructions on using QuickBooks's online account features to save time, improve accuracy, and keep your records up to date.

This guide includes the following sections:

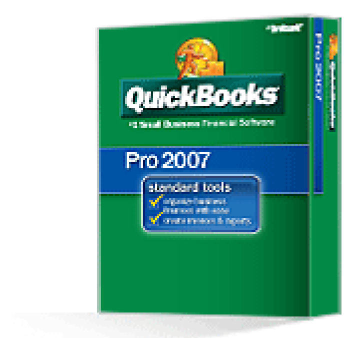


## Information You'll Need to Get Started

Before you enable your QuickBooks accounts to use Web Connect online account access, you will need an ID/Password to log into First National Bank of Buffalo's web site.

Once you have received the necessary information to access the site, this guide will show you how to download transactions into your accounts in the QuickBooks product line.

**Note**: There is no online transaction download capability in the Simple Start product.



## Set Up Online Account Access

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

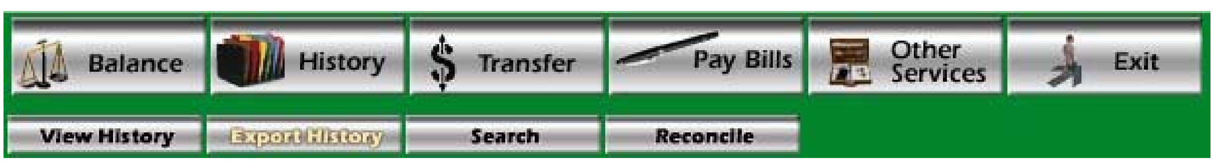
**Step 1** Open a Web browser and log into the First National Bank eBanking system at: **http://www.fnb-buffalo.com**.


**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.

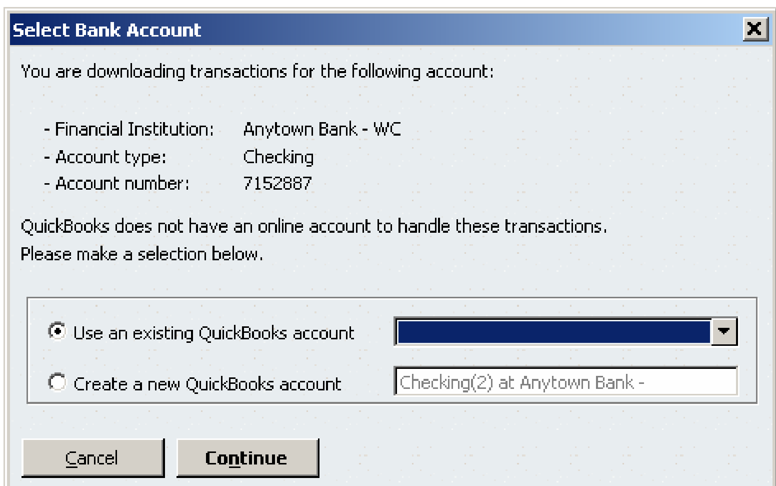
When you select **Download to QuickBooks**, your QuickBooks program launches and a dialog box appears that asks whether you want to process transactions now or save them for later processing.

**Step 12** Click the **Import new transactions now** radio button and click **OK** to continue.

**Step 13** The **Select Bank Account** dialog box appears (see below). Here you select whether you want to download into an existing account register or create a new account

○ Download into an Existing Account: Click the **Use an existing QuickBooks account** radio button and select an account from the drop-down list
○ Download into a New Account: Click the **Create a new QuickBooks account** radio button and type a name for the account.

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



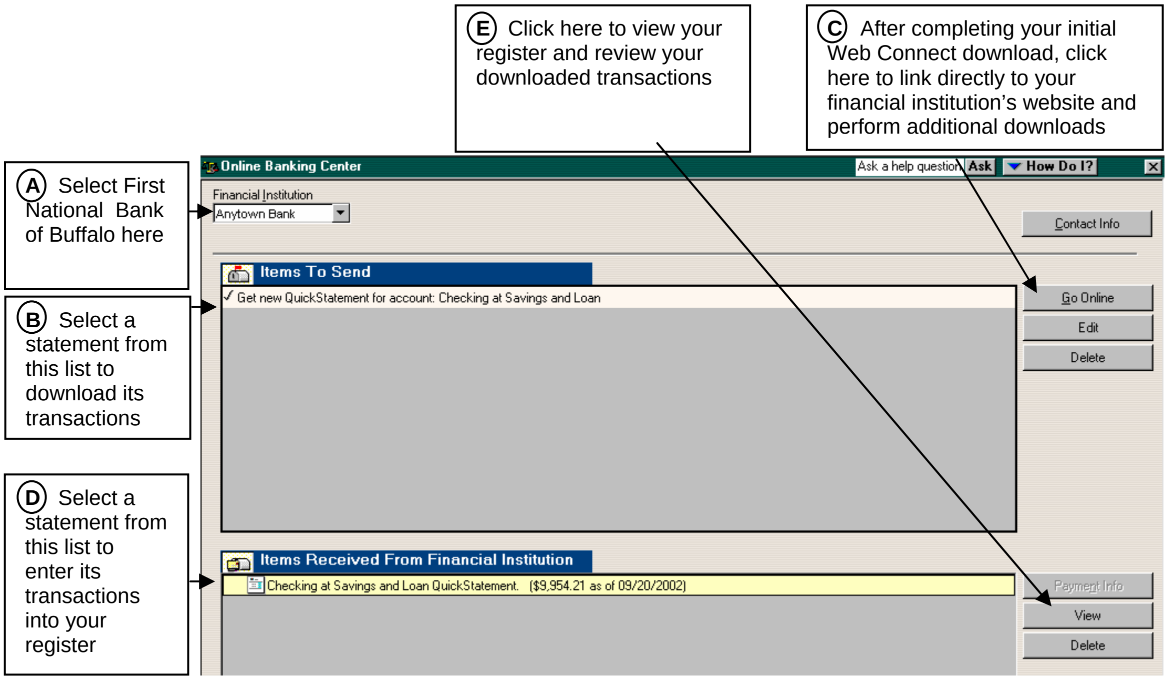

**Step 14** After making your selection click **Continue**. When QuickBooks confirms that your Web Connect data has been successfully read into QuickBooks, click **OK**.

Your first download is complete.

Refer to the following section to download transactions on an on-going basis.

## Keeping Your QuickBooks Accounts Up-to-Date

From the **Online Banking Center**, you can download transactions, check online balances, and view downloaded transactions in your register.



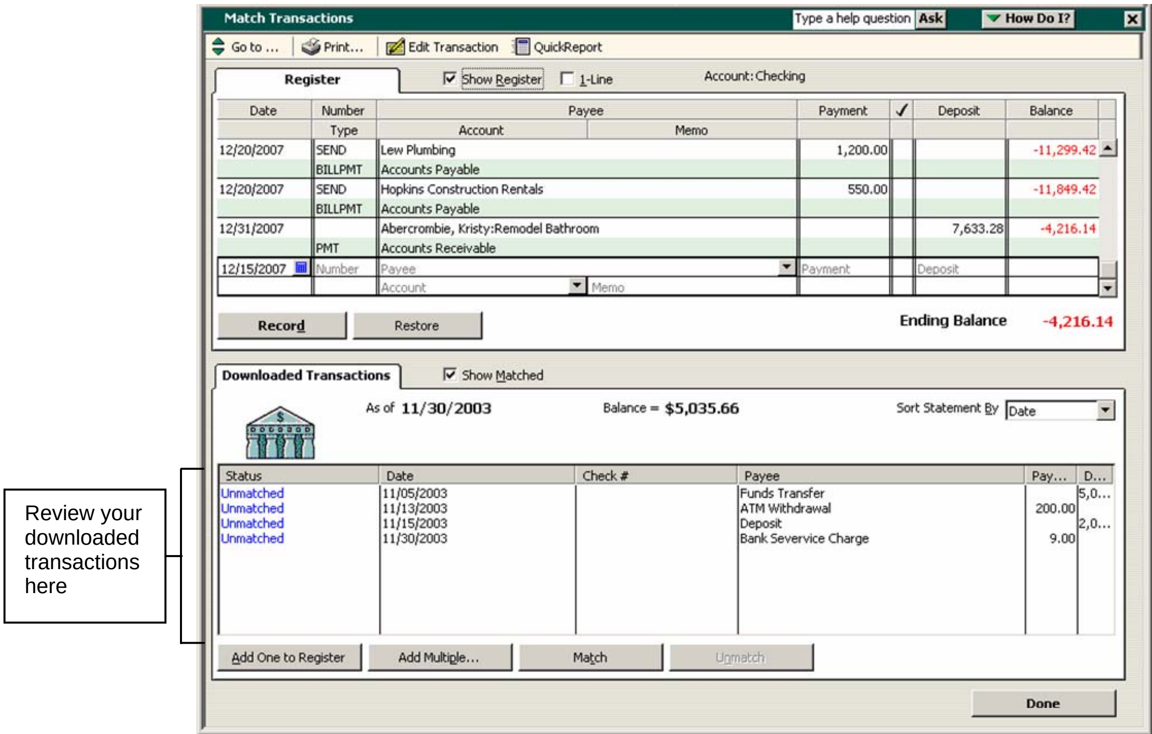

**Step 1** From the QuickBooks **Banking** menu, choose depending on product version:
QuickBooks 2006-2007: **Online Banking** > **Online Banking Center**
QuickBooks 2005: **Online Banking Center**

**Step 2** In the **Online Banking Center**, select **First National Bank of Buffalo** from the **Financial Institution** list box. (See **A** above)

**Step 3** In the **Items to Send** area, click the desired statement and then click **Go Online**. (See **B** and **C** 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** (See **D** and **E** above). The Downloaded Transactions window appears below the account register. (See figure next page)




**Step 6** From the list in the **Downloaded Transactions** window, choose a transaction to add to the register and then click **Add One to Register**. Use the **Add Multiple…** button to add all transactions that have a recognized payee and associated account.

**Step 7** Follow the on-screen prompts to perform the desired activities. You will have the opportunity to create an alias for an unrecognized payee. Aliased payees are automatically renamed at each download.

**Step 8** When the transaction appears in the register, choose an account for the transaction from the **Account** drop-down list and then click the **Record** button.