

Web Connect Getting Started with Transaction Download for QuickBooks® 2004 and 2005

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 3**—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 Rayne State Bank for the following information:

- Customer ID
- 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.

- Step 1** Log into the Rayne State Bank website. Once you have logged in to the website, choose Accounts then History. From The drop down list click on the desired account. Click the download button. Enter the date range you would like to download and choose Web-Connect Quicken(R). Your screen will look like the

example below.

Download Account History

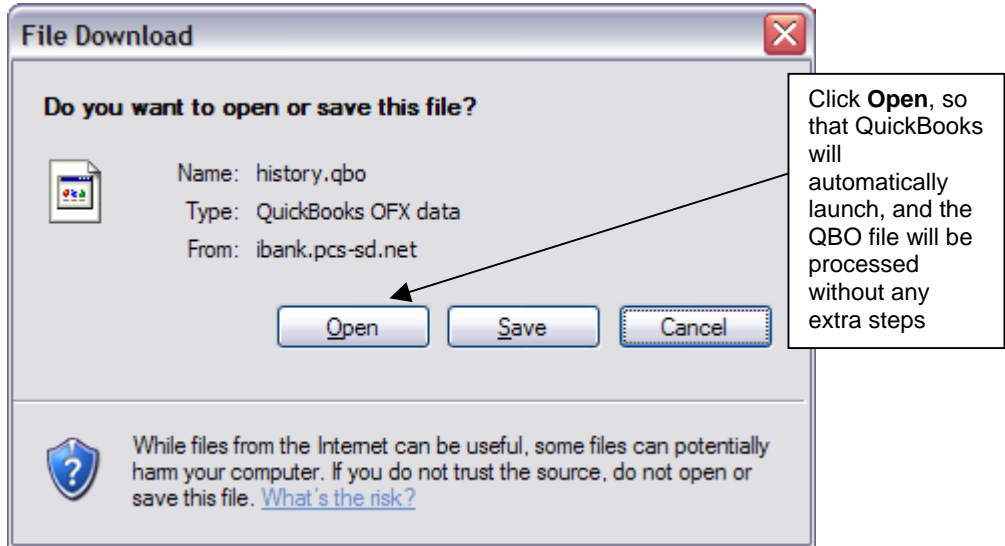
Account - Personal Chk

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Download Format Web-Connect QuickBooks(R)

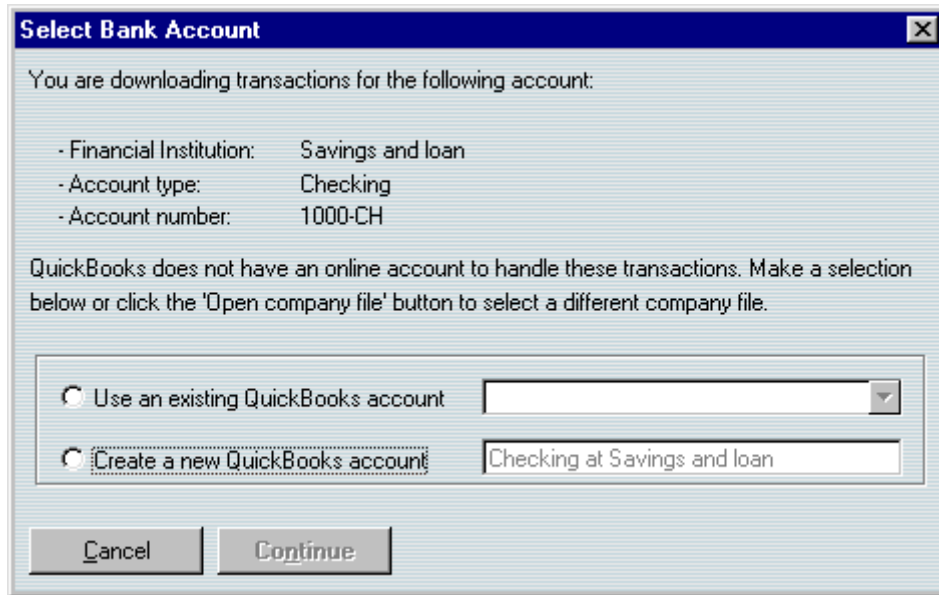
Download

Step 2 When you click the Download button, QuickBooks displays the following dialog box.



Step 3 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.



Step 4 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.

A Select the appropriate financial institution here

B Select a statement from this list to download its transactions

C After completing your initial Web Connect download, click here to link directly to your financial institution's website and perform additional downloads

D Select a statement from this list to enter its transactions into your register

E Click here to view your register and review your downloaded transactions

- Step 1** From the QuickBooks Banking menu, choose **Online Banking Center**.
- Step 2** In the Online Banking Center, select a financial institution 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.)

Match Transactions (Type a help question Ask How Do I?)

Go to ... Print... Edit Transaction QuickReport

Register (Show Register 1-Line Account: Checking)

Date	Number	Type	Account	Payee	Memo	Payment	Deposit	Balance
12/20/2007		SEND	Low Plumbing			1,200.00		-11,299.42
		BILLPMT	Accounts Payable					
12/20/2007		SEND	Hopkins Construction Rentals			550.00		-11,849.42
		BILLPMT	Accounts Payable					
12/31/2007		PMT	Abercrombie, Kristy:Remodel Bathroom				7,633.28	-4,216.14
			Accounts Receivable					
12/15/2007		Number	Payee	Account	Memo	Payment	Deposit	

Record Restore **Ending Balance -4,216.14**

Downloaded Transactions (Show Matched)

As of 11/30/2003 Balance = \$5,035.66 Sort Statement By Date

Status	Date	Check #	Payee	Pay...	D...
Unmatched	11/05/2003		Funds Transfer		5,0...
Unmatched	11/13/2003		ATM Withdrawal	200.00	
Unmatched	11/15/2003		Deposit		2,0...
Unmatched	11/30/2003		Bank Seervice Charge	9.00	

Add One to Register Add Multiple... Match Unmatch

Done

Review your downloaded transactions here

- Step 6** From the list at the bottom of the Match 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 **Record**.