### 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.
- <u>Setting Up Online Account Access-</u> How to set up transaction downloads for your QuickBooks accounts.
- <u>Keeping Your QuickBooks Accounts Updated</u>- How to automatically download transactions into QuickBooks.
- <u>Sending Online Payments</u>- 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 from PNC Bank, you will need to obtain the following information:

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

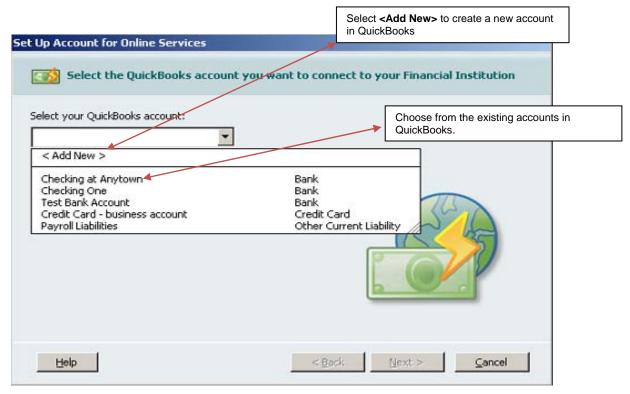
Note: There is no online transaction download capability with the QuickBooks Simple Start edition.

## **Setting Up Online Account Access**

- 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.



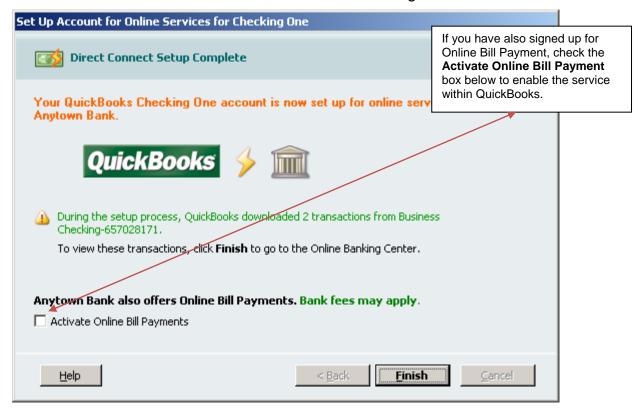
4. Select → click next.

5. Enter your PNC QuickBooks Customer ID and password →click Sign In to continue.



PNC requires that you change your QuickBooks PIN/password the first time you connect using the Direct Connect service. QuickBook PINs/passwords must be 4 characters in length and must contain all numbers.

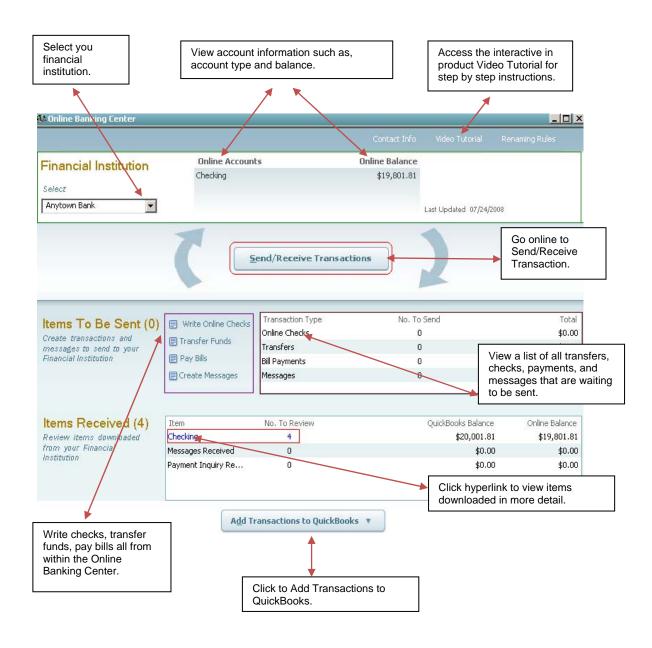
- 6. QuickBooks will retrieve a list of accounts available for you to download → select the account you want to download and follow the remaining on-screen instructions.
- 7. When the first download completes successfully your account setup is complete →click Finish → QuickBooks will now launch the Online Banking Center.



# **Online Banking Center**

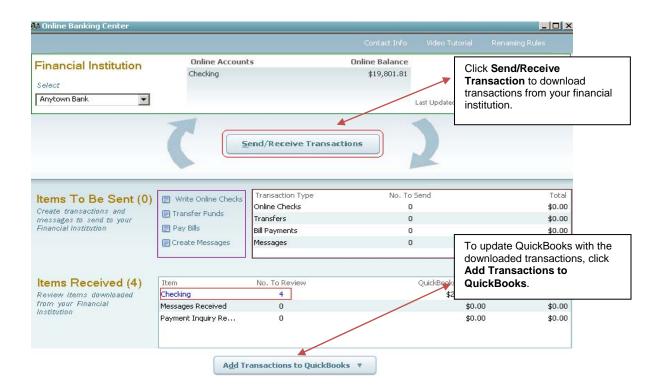
The Online Banking Center has been updated in QuickBooks 2009. You can manage all your online banking tasks from within the Online Banking Center.

To get to the Online Banking Center go to the Banking drop down menu →Online Banking → Online Banking Center



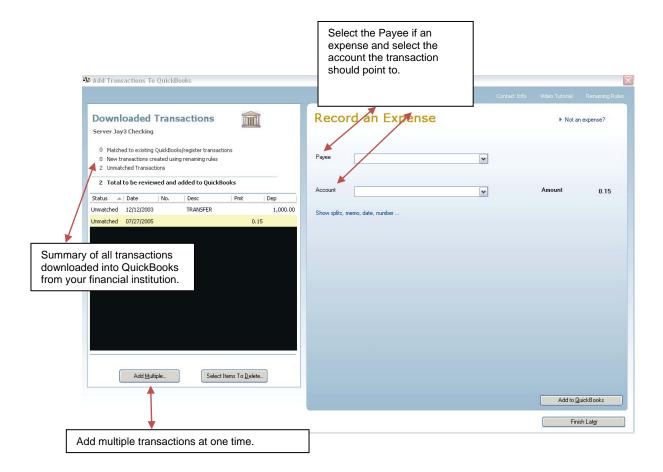
# **Keeping QuickBooks Accounts Updated**

- 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 to download transactions from your financial institution.
- 3. Once transactions are downloaded from your financial institution you can add them to QuickBooks by clicking the Add Transactions to QuickBooks button.



4. The Add Transactions To QuickBooks window will appear, with a summary of transactions downloaded from your financial institution.

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

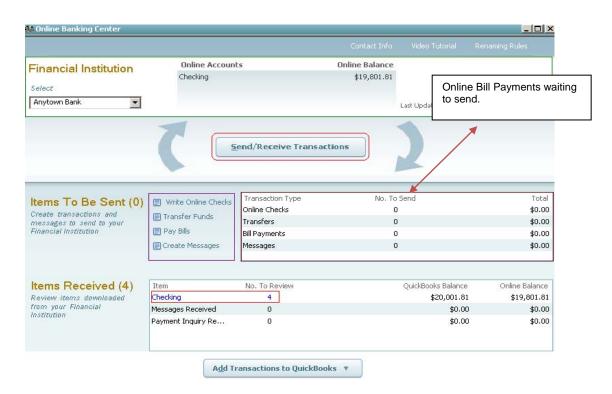


# **Sending Online Bill Payments**

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.

09/30/2004					1	1,213.00	1,213.00
	DEP	Opening Bal Equity	Account Opening Balance				
10/08/2004	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 to send the payment.



#### YOU ARE SET UP AND READY TO USE QUICKBOOKS