

Getting Started Guide: Transaction Download for QuickBooks® - 2007

Refer to this Direct Connect guide for instructions on using QuickBooks's online account features to save time, improve accuracy, and keep your records up to date. Specifically, we will show you how to download transactions and make online payments with your accounts in QuickBooks 2007.

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.
- **Set Up Online Account Access, page 1**—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.
- **Sending Online Payments, page 4**—Describes how to make online payments.

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 Susquehanna to be enabled for DirectLine. If you are using WebConnect there is no need to contact us. If you utilize our online Cash Management services, please call for instructions to login using a multi-level ID and password at 888-286-3082. You will need the following information in order to set up your accounts for Direct Connect in Quickbooks:

- Internet Banker ID
- Internet Banker Password

Note: There isn't online transaction download capability in QuickBooks Simple Start.

Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download and/or online bill payment

- Step 1** From the **Banking** menu, choose:
Online Banking > Setup Account for Online Access.
- You may see a message to close all windows. Click **Yes.**
- Step 2** The Online Banking Setup Interview dialog appears. Click **Next** and select the appropriate account type (**Bank Account** or **Credit Card**) that you are setting up for online access then click **Next** again
- Step 3** Click the **Enable Accounts** tab located along the top of the Interview dialog then click **Next**

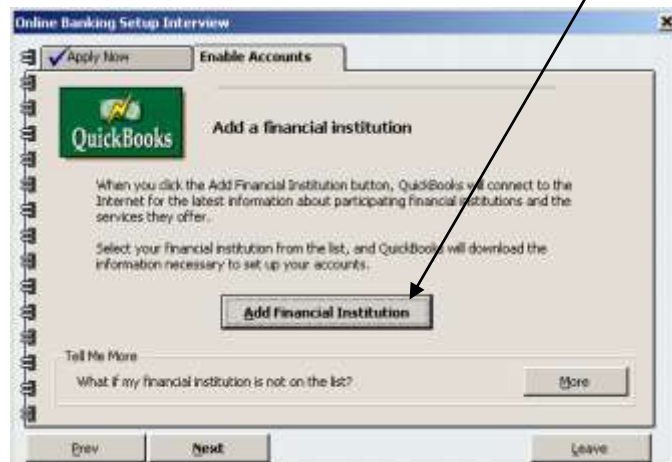
- Step 4** Select the first radio button, and from the drop-down list, choose **Susquehanna Bank-Direct** (see figure 4a below)
Financial Institution Not Listed: If **Susquehanna Bank-Direct** does not appear on the list (i.e. this is your first time setting up an account), click **“My financial institution is not on this list”**, then click **Next**.

Figure 4a



On the next dialog click the **“Add Financial Institution”** button (see figure 4b below).

Figure 4b

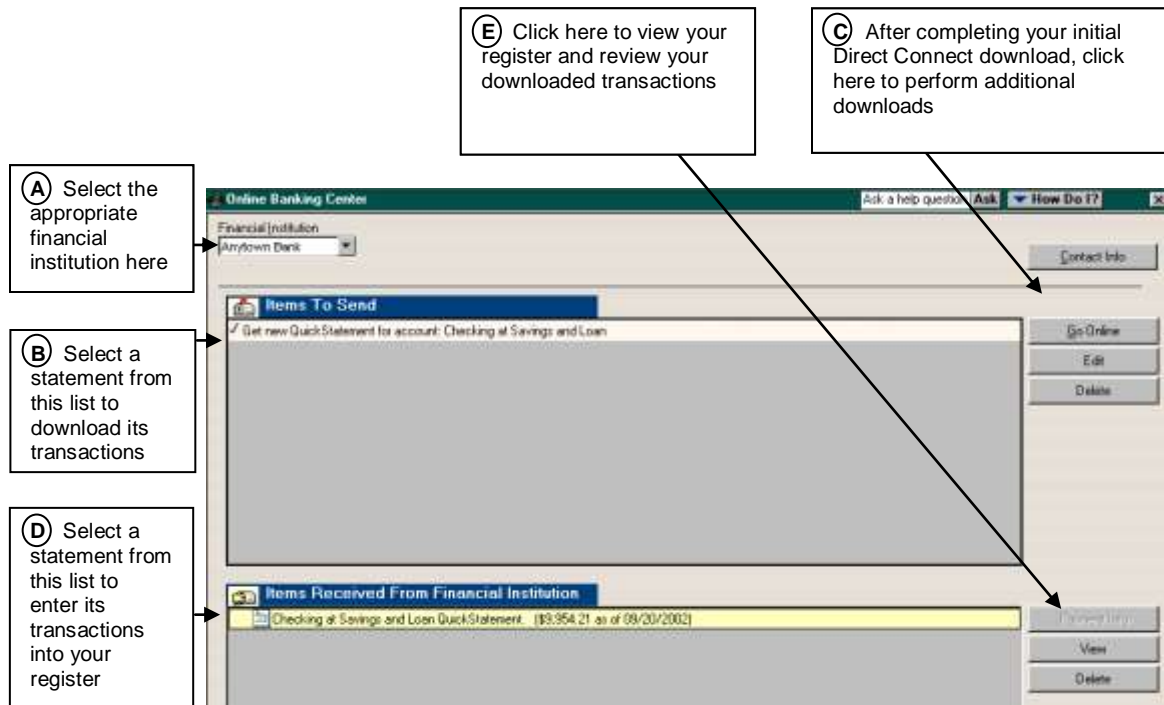


Follow the instructions to connect to the Internet and add it to the list. When the connection is finished, you will be returned to account setup. Click **“I would like to enter information for my account at,”** and select your financial institution from the drop-down list (see figure 4a above). Click **Next**.

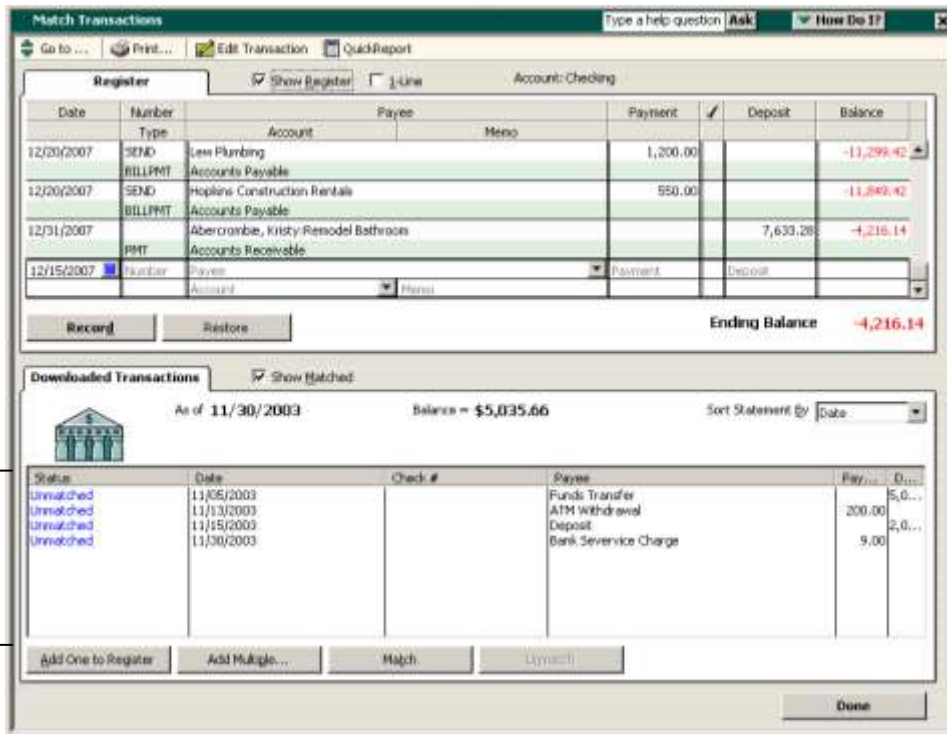
- Step 5** Follow the remaining on-screen instructions to complete the Online Banking Setup process for transaction download and/or online bill payment
Note: Once you've completed the Online Banking Setup interview go to the next section to learn how to download from now on.

Keeping Your QuickBooks Accounts Up-to-Date

In the **Online Banking Center**, you can download transactions, check online balances, transfer funds, send online bill payments, and view transactions in your register.



- Step 1** From the QuickBooks **Banking** menu, choose:
Online Banking > Online Banking Center
- Step 2** In the **Online Banking Center**, select Susquehanna – Direct 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 & C** in the figure above.)
- Step 4** Enter your password and follow the on-screen instructions to complete your download.
- Step 5** In the **Items Received From Financial Institution** area, click the desired statement and then click **View** (See **D & 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 **Record**.

Sending Online Payments:

If you signed up and enabled Online Payment during the Online Banking Setup interview process then you can create online payments directly in your check register. Enter the payment date with sufficient lead time. In the Number field type "s" and the word "SEND" will automatically be entered (see screenshot below). Next do the following...

- 1.) Enter the payee, if it is a new online payee QuickBooks will automatically guide you through creating it with the required information
- 2.) Complete recording the transaction
- 3.) When you're ready to send your online payments, go to the **Online Banking Center**. You will see the queued payments listed under **Items To Send**. Click **Go Online** to enter your **PIN** and send these payments (see prior section for more information).

09/30/2004		DEP	Opening Bal Equity	Account Opening Balance		1,213.00	1,213.00
10/08/2004	s	SEND	ABC Phone Company		0.00	Deposit	

IMPORTANT FACTS TO KNOW WHEN USING TRANSFERS OR BILL PAYMENT IN QUICKBOOKS:

1. We recommend you add any new Payees going forward in Internet Banker rather than within Quickbooks. Any new Payees established in Internet Banker will automatically pull over to Quickbooks with your next update.
2. If you edit or delete a bill payment or transfer in Quickbooks after the Update Transactions has been run, it will not carry over to Internet Banker and your change or deletion will not occur. You cannot delete or edit transfers or bill payments in Quickbooks after an Update Transactions has been run. You must use Internet Banker to make changes or delete pending transfers or bill payments.
3. Quickbooks does not support recurring transfers or bill payments. If you would like to establish a recurring transfer or bill payment, you must use Internet Banker.