

Getting Started Guide:

Transaction Download for QuickBooks® Windows 2008

(Susquehanna supports both Direct Connect and Web Connect in two separate presences))

Refer to this 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 the QuickBooks 2008.

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 2**—Explains how to set up transaction download for your QuickBooks account.
- **Keeping Your QuickBooks Accounts Up-to-Date, page 7**—Describes how to download transactions on an ongoing basis.
- **Sending Online Payments, page 8**—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, you will simply need the following information. 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.

- Customer ID
- Personal Identification Number (PIN) or password
- Routing Number - Financial institutions are identified by a unique nine-digit number called the routing number. It is used to send checks and electronic transactions to the right place for processing. The routing number for Susquehanna Bank is **031309123**.

Note: There is no online transaction download capability in QuickBooks Simple Start.

Set Up Online Account Access

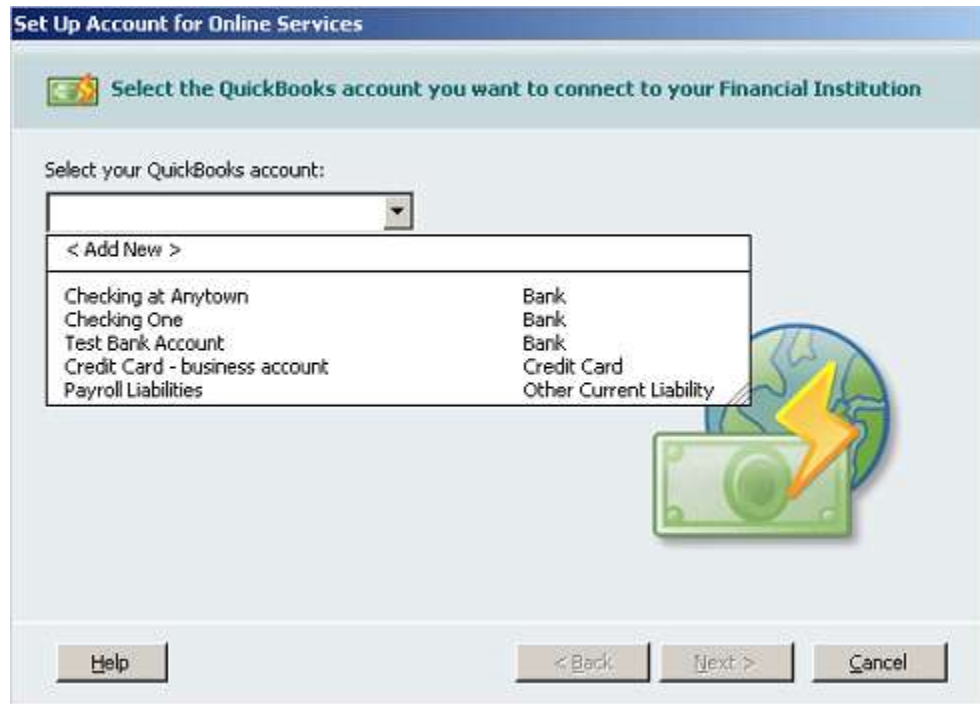
The following steps explain how to enable an existing or new QuickBooks account for transaction download and/or online payment

Step 1 From the menu, choose **Banking > Online Banking > Setup Account for Online Access**.

You may see a message to close all windows. Click **Yes**.

Step 2 The Set Up Account for Online Services window appears. Click **on the drop down arrow and choose an existing account to add Online Services or choose <Add New>**. Select the appropriate account type (**Bank Account** or **Credit Card**) that you are setting up for online access and enter account details - at a minimum enter a name for the bank account and click on **Save&Close**.

Step 2 – continued...




Step 3 Enter the name of your financial institution and click Next. **Note: Susquehanna is listed as Susquehanna Bank-Direct for the Direct Connect Service.** If you cannot find Susquehanna Bank-Direct in the bank listing, click on "What if my Financial Institution is not Listed " and follow the instructions to update your bank listing.



- Step 4** Susquehanna supports both Direct Connect and Web connect downloads to QuickBooks. You will be asked to select the method you prefer.

Set Up Account for Online Services for Checking at ABC

 **How do you want to connect to** _____ **?**

Your financial institution provides two ways to connect:

Direct Connect
Sign on each time within QuickBooks to download statements from your financial institution. Simplifies downloads and saves time.
*** Financial institution fees may apply** ⚡ [Explain](#)

Web Connect
Each time you download account statements to QuickBooks, you must sign on to your financial institution's Web site. Makes downloads more manual and time-consuming.
*** Usually free**

[Compare these options](#)

Step 5 If you selected **Direct Connect** and have your access information enter your Internet Banker ID and Password information to sign in. If you selected Web Connect go to Step 8.

If your Susquehanna online service is Cash Management with a two-level sign-in process, enter your two-level login as follows:

Enter your Internet Banker ID, followed by a space and then enter your Cash Management ID (6111XXXXXXXX cmuser). The Password field will follow the same format, i.e. Enter Internet Banker Password, followed by a space and then enter your Cash Management password. If your Cash Management service uses Single Sign On, simply enter your Single Sign On ID and Password.

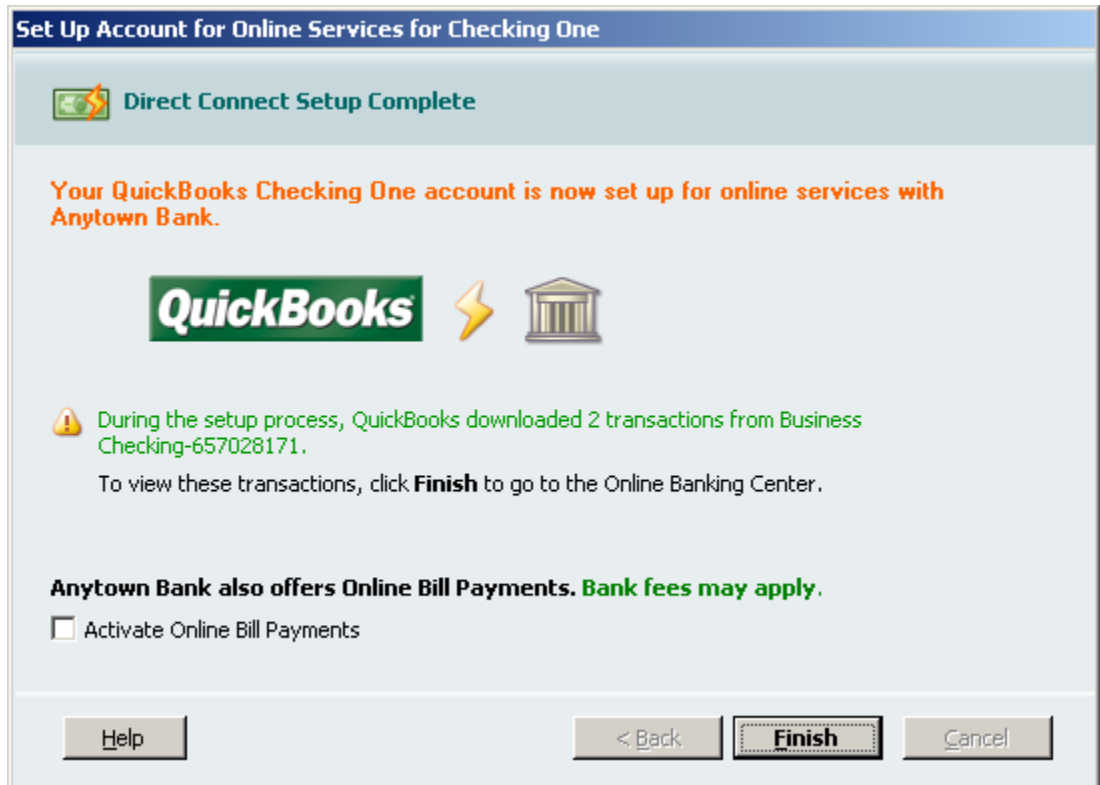
Step 6 Follow the remaining on-screen instructions to complete the Online Banking Setup process for transaction download and/or online payment.

Step 7 When the first download completes successfully your account setup is complete.

If you use Susquehanna's bill payment service, check the "Activate Online Bill Payments" if you would like to enable online bill payment with your account.

Click **Finish**. This will launch the Online Banking Center.

See the next section to learn how to download transactions from your bank.



Step 8 If you selected **Web Connect** you will see the window below. Click on 'Go to my Bank's Website'. This will launch a web browser and take you to Susquehanna's web site.

Set Up Account for Online Services for Biz Checking at ABC

Go to your Bank's Web site to complete Web Connect Setup

Banking Setup

Required You must download a statement from your Wells Fargo - CEO Basic Banking Web site to QuickBooks to finish the setup process.

Here's how:

1. Click the **Go to My Bank's Web site** and log in.
2. Find the download area for your account.
3. Download a statement to QuickBooks.

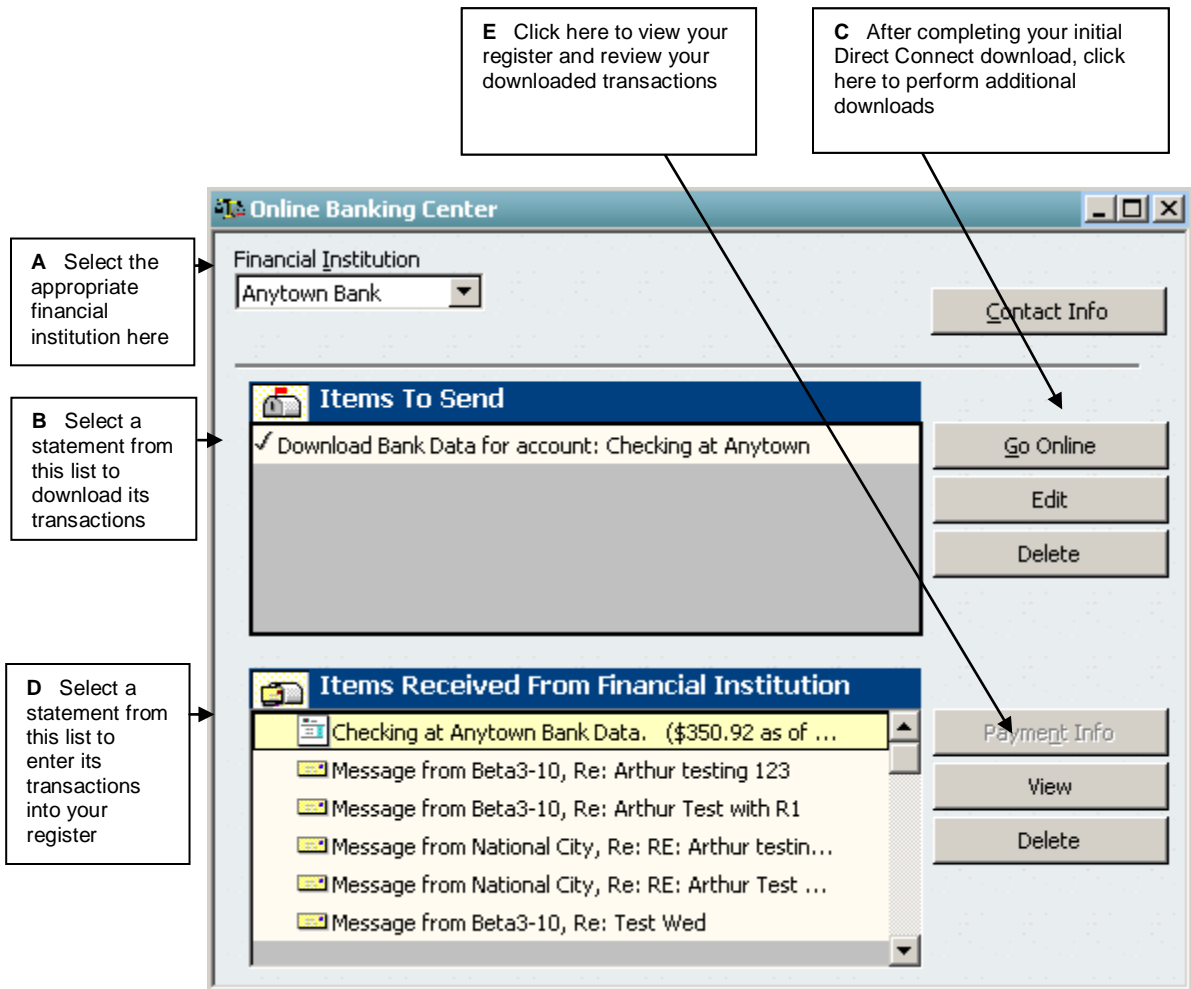
[Detailed Instructions](#)

To finish setup, click **Go to My Bank's Web site**.

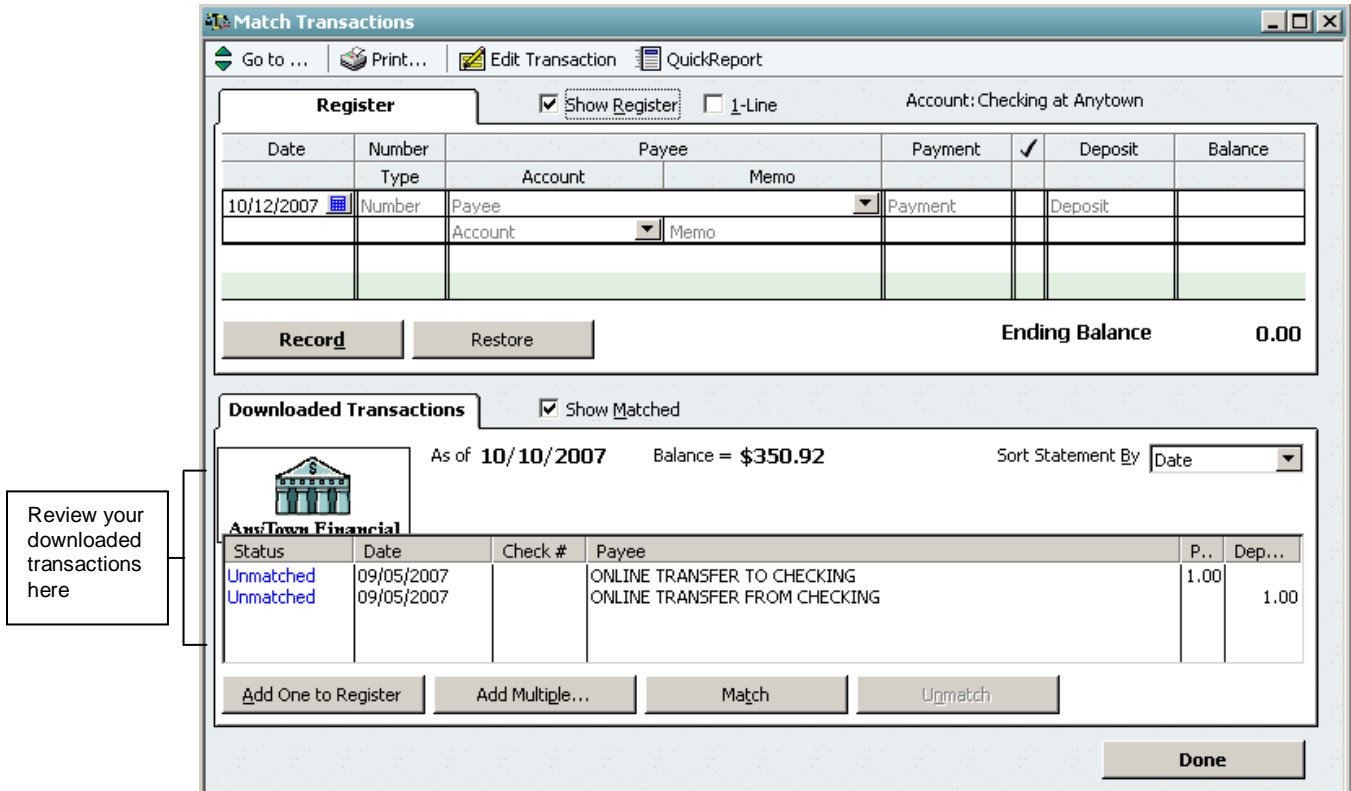
Help **< Back** **Go to My Bank's Web site** **Cancel**

Keeping Your QuickBooks Accounts Up-to-Date

In the **Online Banking Center**, you can download transactions, check online balances, and with Direct Connect send online payments, schedule transfers 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 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 & 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 **Password** 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	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.