

Getting Started Guide: Transaction Download for QuickBooks 2009 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 from Horizon Bank.



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.

Setting Up Online Account Access- How to set up transaction downloads for your QuickBooks accounts.

Keeping Your QuickBooks Accounts Updated- How to automatically download transactions into QuickBooks.

Information You'll Need to Get Started

Before you enable your QuickBooks accounts to download transactions, you will need to contact Horizon Bank for the following information:

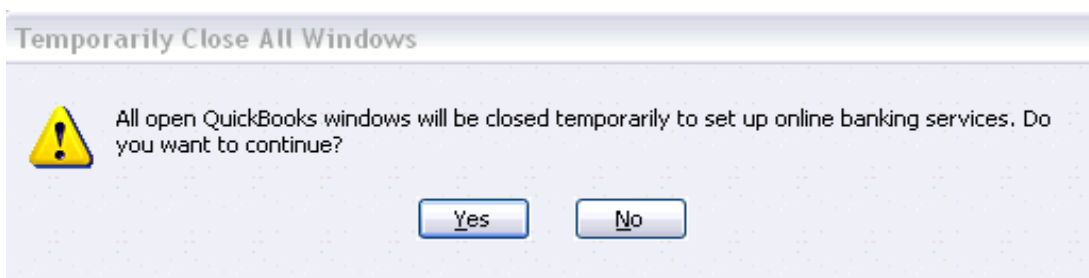
Online Banking Login ID

Online Banking password

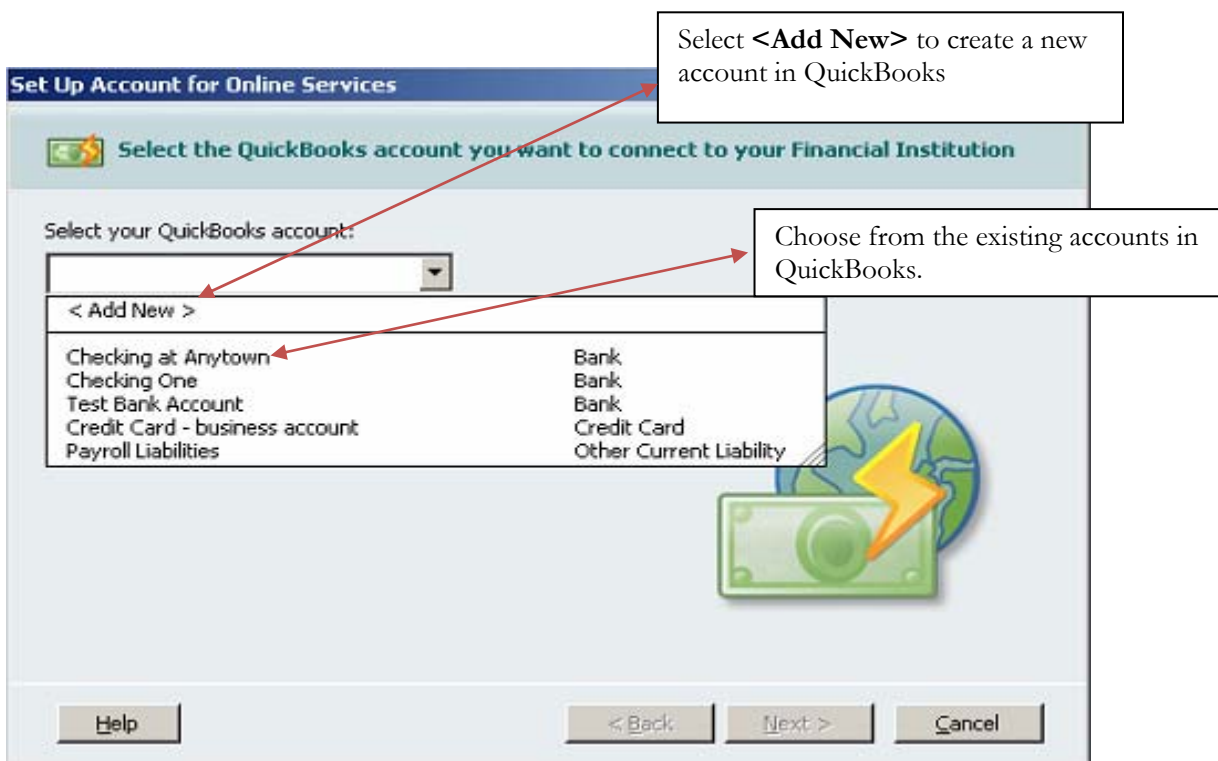
Routing Number – Financial institutions are identified by a unique nine-digit number called the routing number. It is used to send checks and electronic transactions to the right place for processing. Please contact your financial institution for this information.

Setting Up Online Account Access

1. 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.



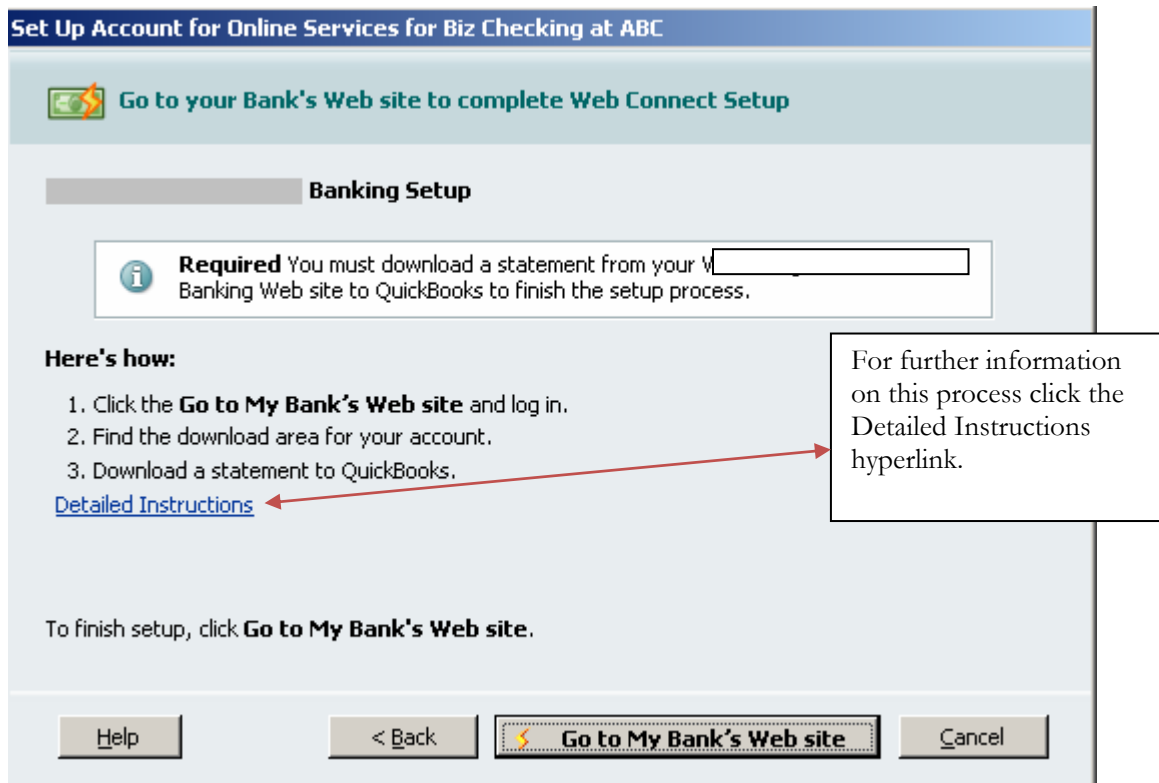
3. The Set Up Account for Online Services window will appear → click the drop down arrow for options to choose from or create a new account → click next to continue.



4. Select Horizon Bank → click next.
5. Horizon Bank supports Web Connect downloads within QuickBooks.

****Horizon Bank uses Web Connect only****

6. If you selected Web Connect you will see the window below →click on Go to My Bank's Web site
→QuickBooks will launch a web browser directly to Horizon Bank's website.



**Once Quickbooks launches the www.accesshorizon.com website, use your Login ID and password to access your accounts.

Click on the History button, then the smaller Export History button.

Choose the account that you want to update, choose the Export via Web Connect for Quickbooks option, then click submit.

You will then be directed to a page that contains the Download to Quickbooks button, click this button and then choose the Open option in the pop up dialog box.

Choose the corresponding account in Quickbooks to update

See the following sections for an overview on **Keeping Your QuickBooks Accounts Updated.**

Online Banking Center

The Online Banking Center has been updated in QuickBooks 2009.
To get to the Online Banking Center go to the Banking drop down menu → Online Banking → Online Banking Center

Select Horizon Bank

View account information such as, account type and balance.

Access the interactive in product Video Tutorial for step by step instructions.

Online Banking Center

Contact Info Video Tutorial Renaming Rules

Financial Institution

Select

Anytown Bank

Online Accounts

Checking

Online Balance

\$19,801.81

Last Updated 07/24/2008

Send/Receive Transactions

Go online to Send/Receive Transaction.

Items To Be Sent (0)

Create transactions and messages to send to your Financial Institution

- Write Online Checks
- Transfer Funds
- Pay Bills
- Create Messages

Transaction Type	No. To Send	Total
Online Checks	0	\$0.00
Transfers	0	\$0.00
Bill Payments	0	\$0.00
Messages	0	\$0.00

Items Received (4)

Review items downloaded from your Financial Institution

Item	No. To Review	QuickBooks Balance	Online Balance
Checking	4	\$20,001.81	\$19,801.81
Messages Received	0	\$0.00	\$0.00
Payment Inquiry Re...	0	\$0.00	\$0.00

Add Transactions to QuickBooks

Click hyperlink to view items downloaded in more detail.

Click to Add Transactions to QuickBooks.

Keeping QuickBooks Accounts Updated

1. 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.
3. Once transactions are downloaded from your financial institution you can add them to QuickBooks by clicking the Add Transactions to QuickBooks button.

The screenshot shows the 'Online Banking Center' window. At the top, there are links for 'Contact Info', 'Video Tutorial', and 'Renaming Rules'. Below this, the 'Financial Institution' is set to 'Anytown Bank'. The 'Online Accounts' section shows 'Checking' with an 'Online Balance' of '\$19,801.81'. A 'Send/Receive Transactions' button is highlighted with a red box and a red arrow pointing to it from a callout box. Below this, there are sections for 'Items To Be Sent (0)' and 'Items Received (4)'. The 'Items Received' section contains a table with the following data:

Item	No. To Review	QuickBooks
Checking	4	\$2
Messages Received	0	
Payment Inquiry Re...	0	

At the bottom, an 'Add Transactions to QuickBooks' button is highlighted with a red box and a red arrow pointing to it from another callout box.

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.

Downloaded Transactions

Server Jay3 Checking

- 0 Matched to existing QuickBooks/register transactions
- 0 New transactions created using renaming rules
- 2 Unmatched Transactions

2 Total to be reviewed and added to QuickBooks

Status	Date	No.	Desc	Pmt	Dep
Unmatched	12/12/2003		TRANSFER		1,000.00
Unmatched	07/27/2005				0.15

Add Multiple... Select Items To Delete...

Record an Expense

Payee

Account

Amount 0.15

Show splits, memo, date, number ...

Add to QuickBooks

Finish Later

Summary of all transactions downloaded into QuickBooks from your financial institution.

Add Multiple transactions at one time.

Horizon Bank does not support Online Bill Payment through QuickBooks. You can enroll in the CheckFree bill payment service through your online banking access.