

QuickBooks® Download/Import Instructions

Ent allows Quickbooks files on individual share/loan IDs to be downloaded from within Business and Corporate Online Banking, for import into the QuickBooks application. These downloaded files are called “Web Connect Files” and have a .qbo file extension.

To download a QuickBooks file on a selected share/loan ID:

- 1) Navigate to the “Account Details” page for the share/loan ID you’d like to download a file on, and select the date range or number of days of transaction history you’d like to download.
- 2) Once the desired share/loan ID’s history is displayed, use the “Export File” button on the top right side of the History table on the “Account Details” page to download the selected transaction history to a file.

Account Details

To review more than the last 30 days of account history, please enter history search criteria.

History Search

Account: [REDACTED]-S00 - Primary Savings

Date(s): 30 days
 01/01/2008 through 01/31/2008

Pending Transactions

[REDACTED]-S00 - Primary Savings Details

Balance:	\$ 35.06	Available:	\$ 0.06	YTD Div:	\$ 0.00
Previous YTD Div:	\$ 0.24				

Pending Transactions

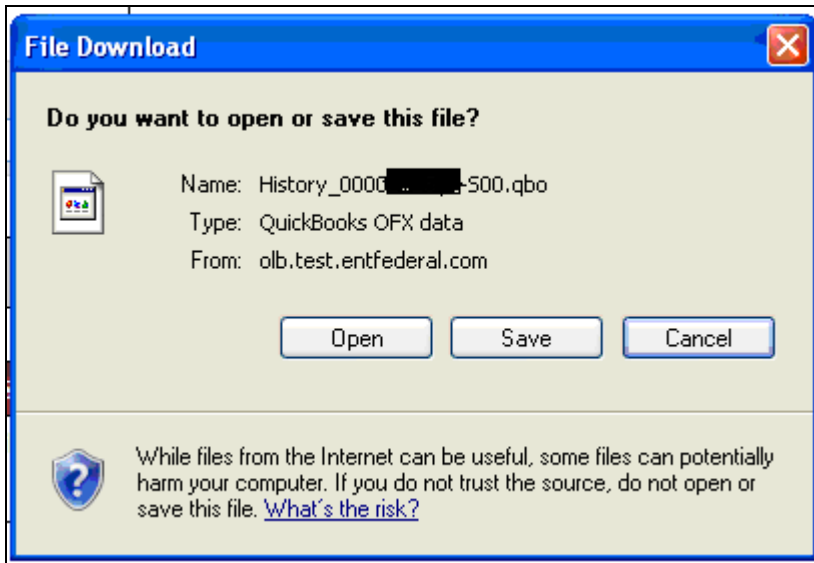
Date	Description	Amount
There are no pending transactions to display for the selected time period.		

History

QuickBooks

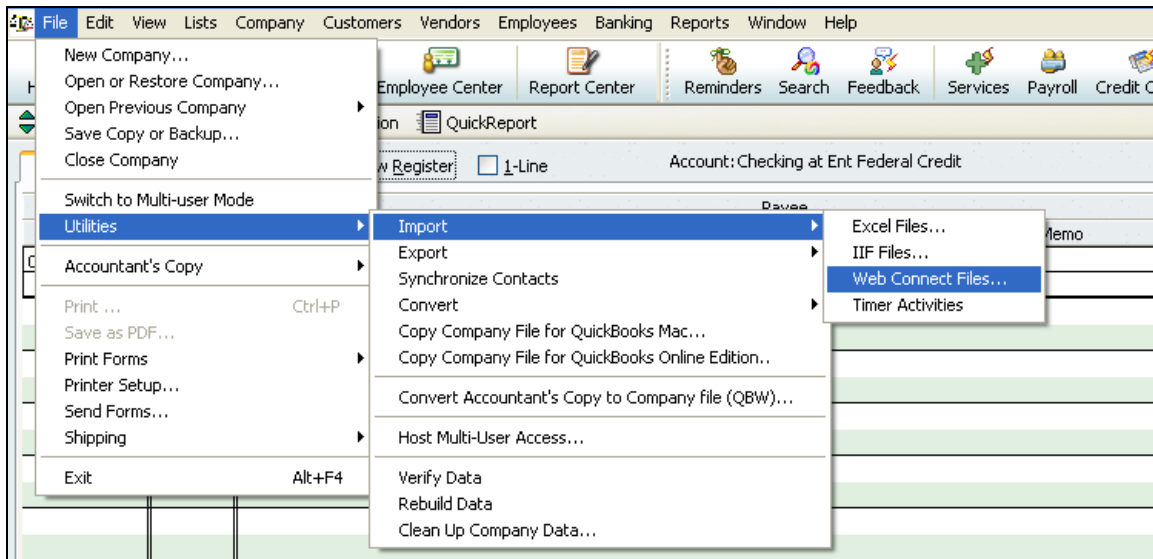
Date	Description [Expand]	Amount	Balance
12/31/2007	Deposit Dividend 0.800%...	\$ 0.02	\$ 35.06

- 3) A dialog box will appear allowing you to designate where your QuickBooks file will be saved.

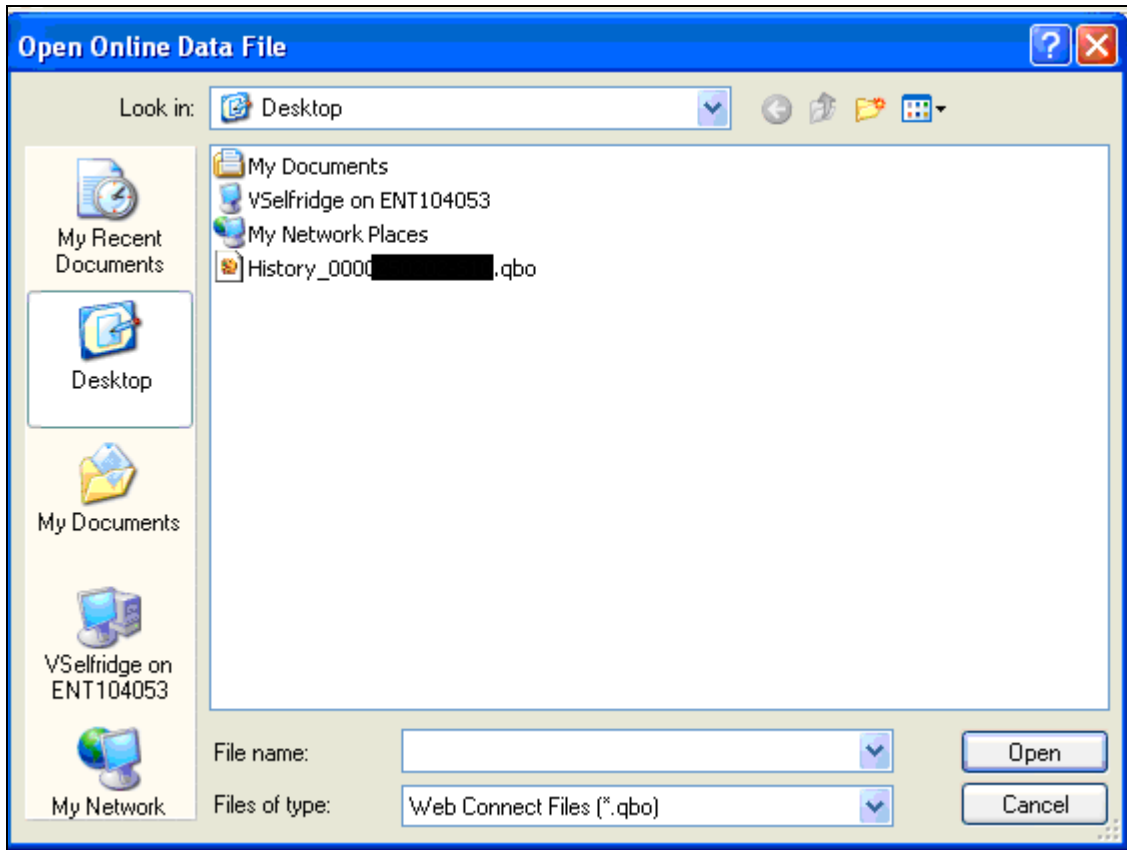


To import a downloaded QuickBooks file:

1) In QuickBooks, go to "File" -> "Utilities" -> "Import" -> "Web Connect Files"...



2) A dialog box will open, asking you to select the QuickBooks file (.qbo file) you want to import. Select the desired file and "Open" to continue.

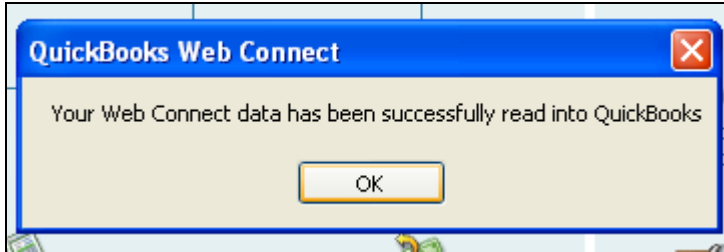


- 3) If this is your first time importing a file for this account, you may be presented with the following dialog box:

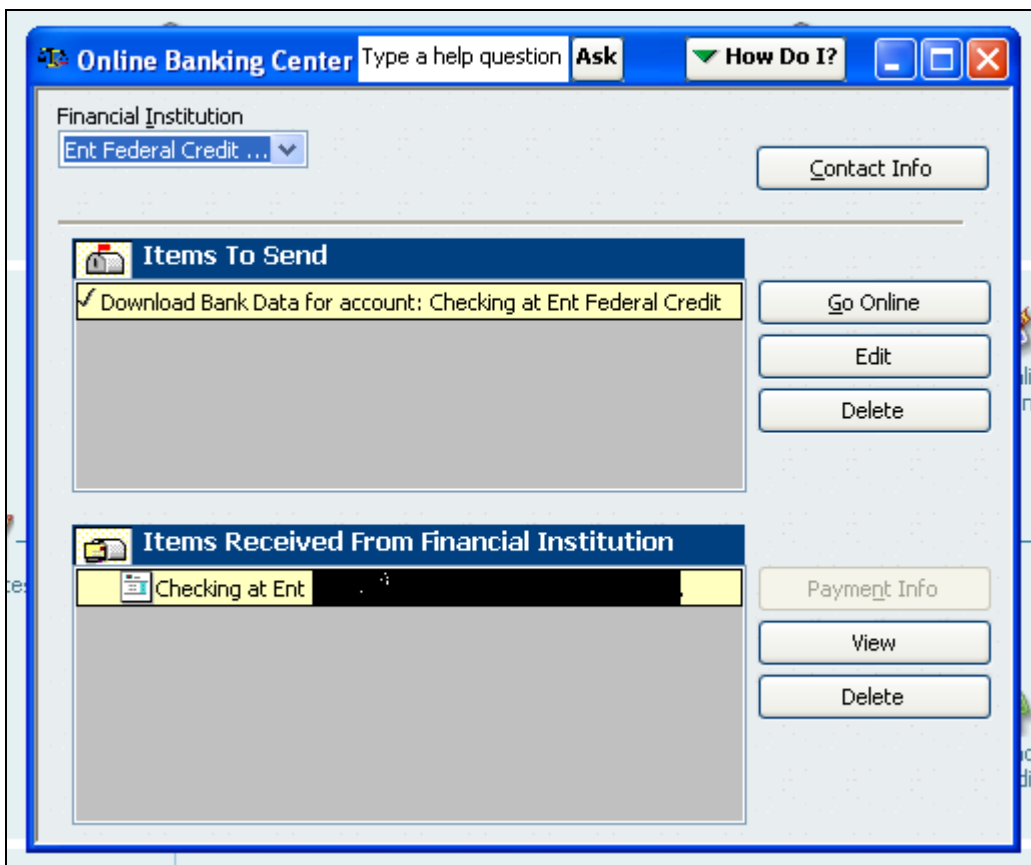


Select the appropriate option and "Continue" to proceed with the file import.

4) Once the file import is complete, the following dialog box will display:



5) After you click "Ok" – the following Online Banking Center dialog box will appear:



6) Select "View" to view the data you have just imported, to reconcile your transactions.