QuickBooks Basic, Pro, Premier and Enterprise Edition 2005
{TIBLINK}

Getting Started with QuickBooks Online Banking

To enable your QuickBooks bank accounts to use the online banking services, you must have the following information from your financial institution:

- Your bank account number and routing number.
- Your online banking Login ID and PIN.

Enabling QuickBooks accounts for online banking

1 **From the Banking menu, choose Set Up Online Financial Services, then choose Setup Account for Online Access.** You may see a message about closing all windows. Click Yes.

2 **Click the Enable Accounts tab on the top of the Interview Box.**

3 **Click Next.** If you have questions as you go through the Online Banking Setup Interview, click the More button for more information.

4 **From the drop-down list, choose your financial institution, then click Next.**

Or

If your financial institution is not on the list, click "My financial institution is not on this list", then click Next. Click the Add Financial Institution button. 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. Click Next.**

Note: Your computer must be connected to the internet to setup online banking.

5 **Click "Yes, I've received my confirmation letter from …," then click Next.**

6 **If prompted to enter your account information, enter your Routing Number and Customer ID, then click Next. Do not enter any dashes. Note: TIB's Routing Number** is 067009280. When entering your **Login ID** enter your 12 digit ID (9235000XXXXX). *If you do not know your 12 digit ID please contact the bank at 305-246-9741*. When prompted enter your PIN.

7 **Select a QuickBooks account to set up for online services.**

- To enable an existing QuickBooks account for online banking, click "Use my existing QuickBooks account." Choose the account you want to enable, then click Next.
- To create a new QuickBooks account for online banking, click "Create a new QuickBooks account," then click Next. Follow the on-screen instructions to enter new account information.

8 **If prompted, enter your account type and account number, and select the online account access and /or online payment services.** Continue following any remaining instructions to complete the interview and setup process.

Downloading transactions the first time

If you did not download your transactions as part of your online account setup, perform the following to bring your register up to date.

1 **From the Banking menu, choose Online Banking Center.**

2 **Select your financial institution from the drop down list.**

3 **Make sure each of your requests for a new QuickStatement is checked, then click Go Online.** For subsequent connections, you may want to clear some checkmarks. For example, if you already downloaded a QuickStatment on a particular day, you may want to clear that checkmark if you send online payment or transfer instructions later in the day.

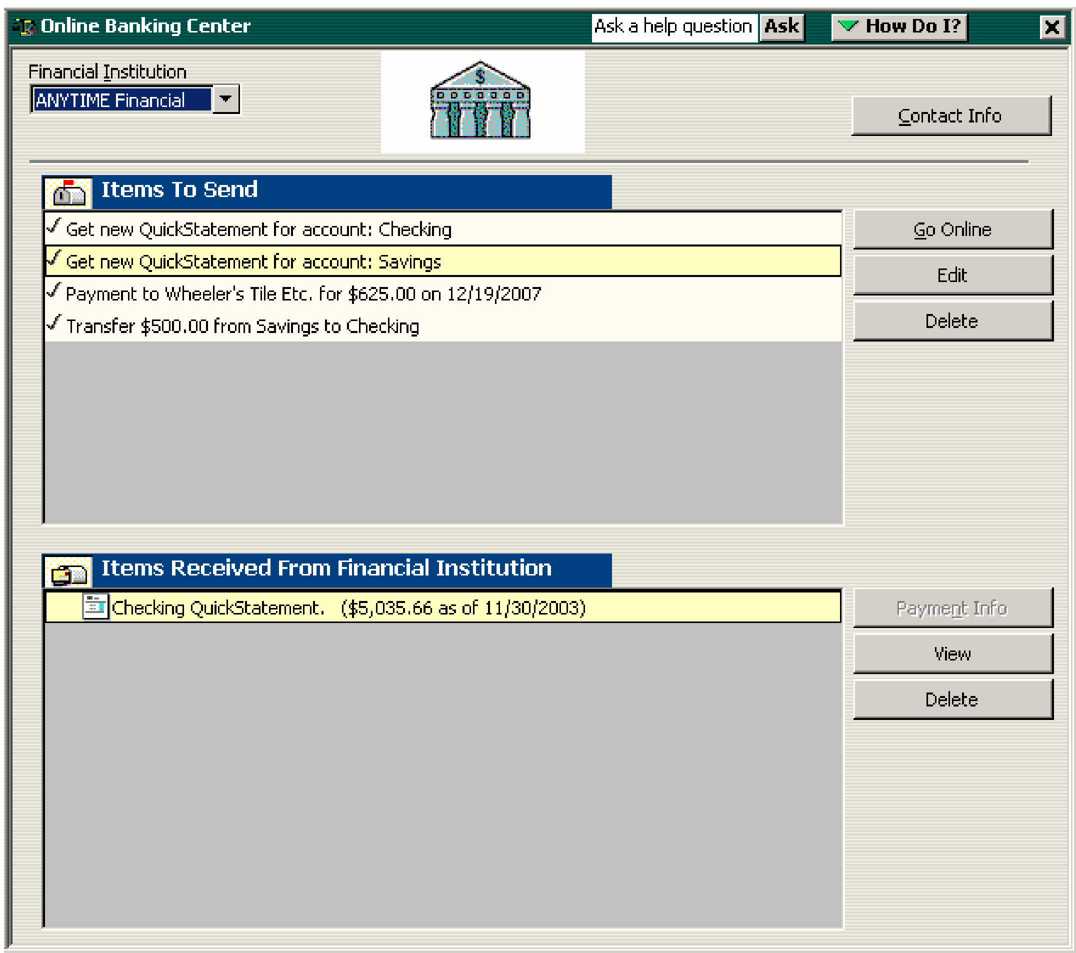
Enter the required PIN information, then click OK. You'll connect to the Internet and download the selected QuickStatements. When entering your **Login ID** enter your 12 digit Login ID (9235000XXXXX) <space> Cash User ID. {sample: 923500001234 JJones}. When entering your PIN you will need to enter both PINs with a space separating your PINs {example: PIN1 PIN2}

After downloading your transactions, the Items Received area contains a list of items sent to you by your financial institution.

To see a QuickStatement, select it here, then click View. The transactions you see will be those that cleared your account at the close of the previous business day.

In the Match Transactions window, you can compare your downloaded transactions to those in your register. For more information about matching transactions, use the How Do I menu or the onscreen Help.

4 **You can then view your online account balance and your QuickStatements.**



Creating online transfers

You can transfer money between two online accounts at the same financial institution. Both accounts must be enabled for online account access.

1. **From the Banking menu, choose Transfer Funds.**
2. **In the Transfer Funds Between Accounts window, choose an account to transfer funds from, and an account to transfer funds to.**
3. **Select the Online Funds Transfer checkbox.**
4. **Enter the amount to transfer.**
5. **Click Save & Close if you want to send only one online transfer. Or, click Save & New if you want to enter another transfer.**