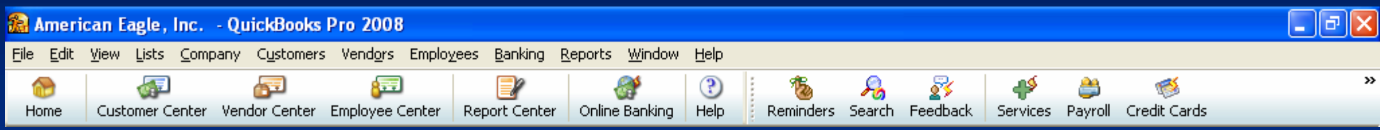
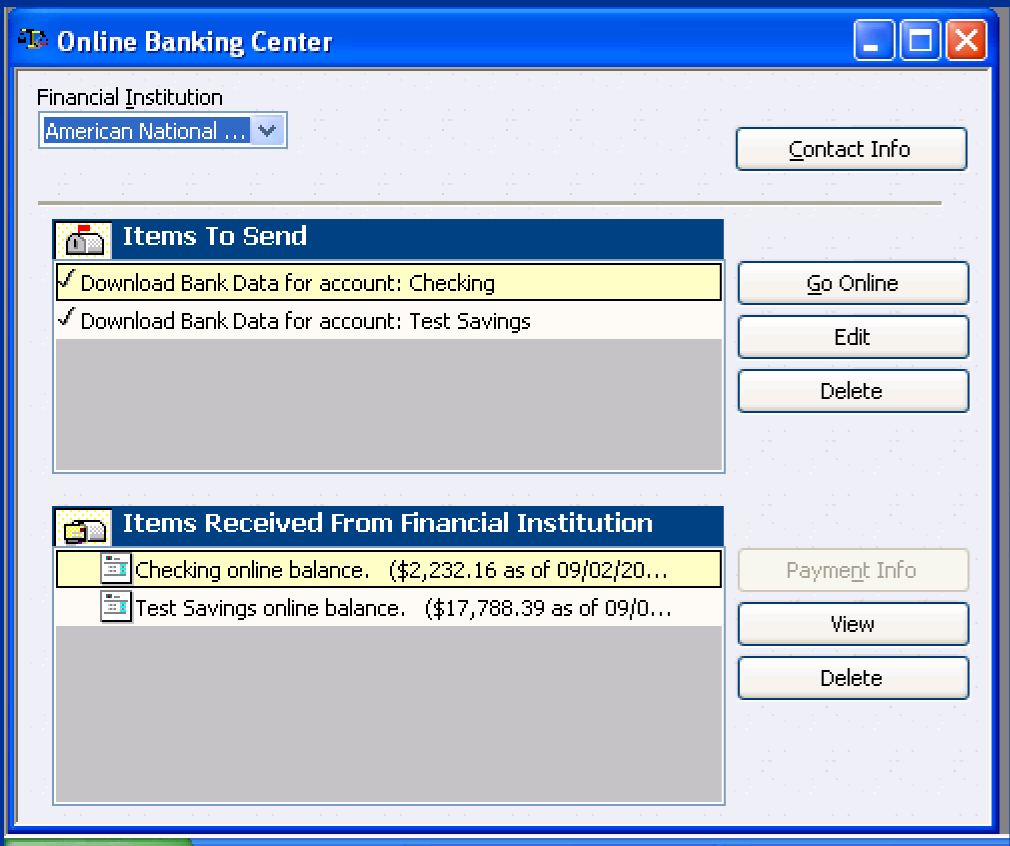
Keeping Your Quickbooks® Accounts Up-to-Date

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

Step 1 From the Icon menu at the top of the page, click **Online Banking**



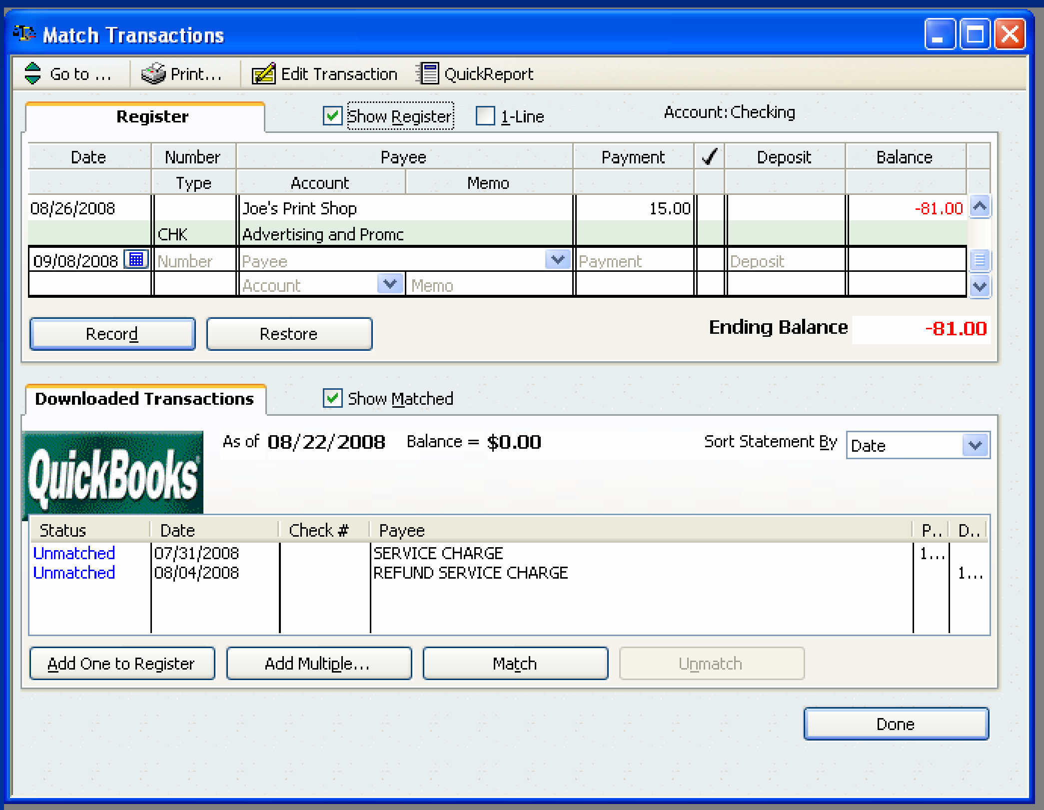
Step 2 The **Online Banking Center** window appears. In the **Items to Send** area, click the desired statement then click **Go Online**.



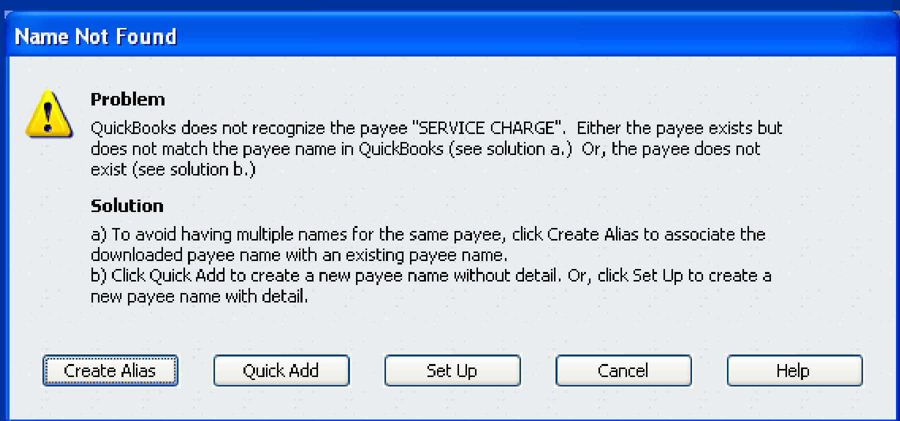
Step 3 Enter your password and follow the on-screen instructions to complete your download. Your password consists of your NetTeller PIN or if you have a Cash Management ID, you should enter your NetTeller PIN space Cash Management PIN in the **Password** field. You must enter a space between your NetTeller PIN and Cash Management PIN. Do not use an underscore or a dash to link the PINs.

Step 4 The **Online Banking Center** window will reappear. In the Items Received From Financial Institution area, click the desired statement and then click View.

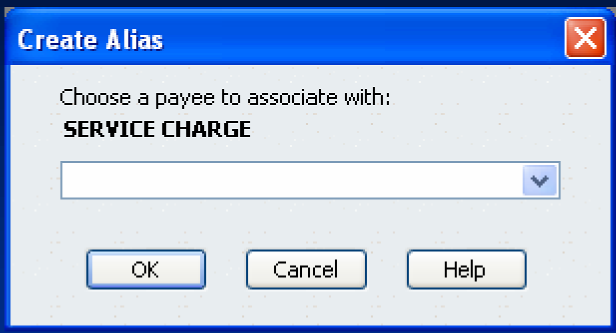
Step 5 The **Match Transactions** window appears. The top part of the screen displays your **Register**. The bottom part of the screen contains transactions that were downloaded from the Bank. Some of the downloaded transactions may match automatically and the word **Match** will display in the **Status** column. If you only want to see transactions that are unmatched, click the **Show Matched** check box and remove the check mark.



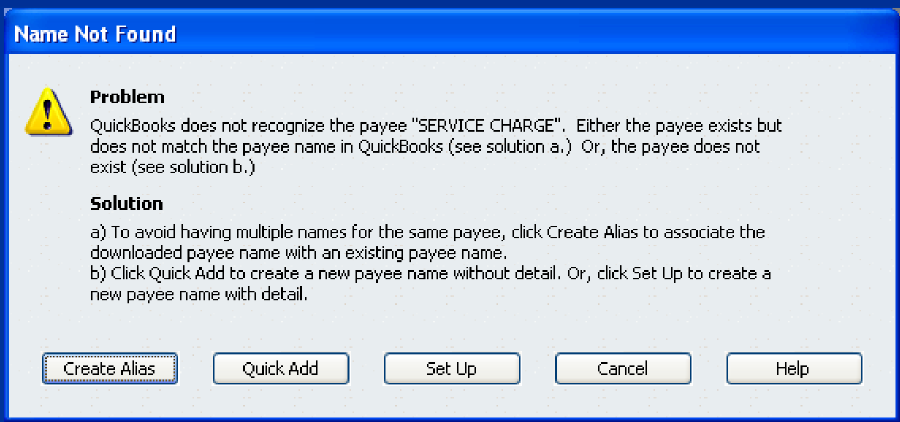
Step 6 Compare each transaction in the **Downloaded Transactions** window with the entries in your **Register** at the top of the screen. If you find a transaction that matches a **Register** entry, click the line in your **Register**, click the corresponding line in the **Downloaded Transactions** window, and click **Match**. If all of the transaction information matches the Status will change to **Match**. However, sometimes the **Payee** in your **Register** does not match the downloaded information. In that case the **Name Not Found** window will appear.



Step 7 Select **Create Alias**. In the **Create Alias** window, click the down arrow and select the **Payee** name that corresponds to the downloaded transaction and click **OK**. QuickBooks will create an alias name for your **Payee** and match the downloaded transaction.



Step 8 If you find a downloaded transaction that does not have a corresponding entry in your **Register** you can add the transaction to your **Register** by highlighting the downloaded transaction and clicking **Add One To Register**. If the **Payee name** on the downloaded transaction does not match one of your **Payee** names the **Name Not Found** window will appear.



Step 9 If the **Payee** exists and you want to create an alias for matching purposes, click **Create Alias**. If the **Payee** exists and you want to change the name on the transaction to be the same click **Cancel** and select the **Payee** name from the drop down list in the **Register**. If the **Payee** does not exist and you want to add it, click **Quick Add** to quickly add the name to your list or click **Set Up** to enter all the information for the **Payee**. Make sure you click **Record** on your **Register** when you have completed the transaction.