Getting Started Guide: Transaction Download for QuickBooks 2009 Windows®

Refer to this 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 and make online payments directly from QuickBooks.

The Getting Started Guide includes the following information:

<u>Information You will Need to Get Started</u>- Provides a listing of the information you will need to have on hand before downloading transactions into QuickBooks.

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

<u>Keeping Your QuickBooks Accounts Updated</u>- How to automatically download transactions into QuickBooks.

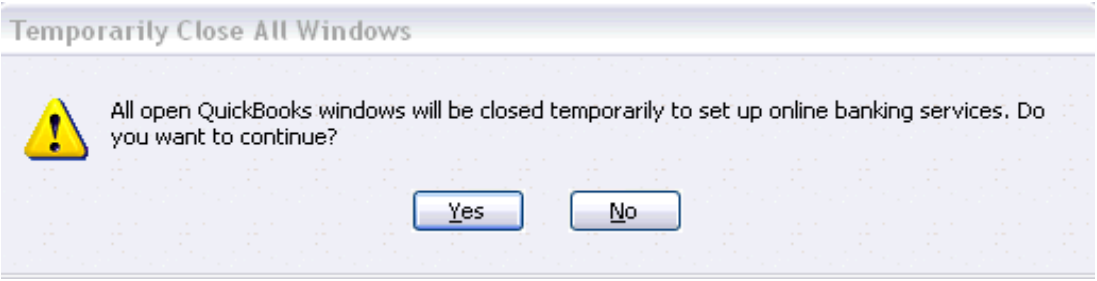
Information You'll Need to Get Started

Before you enable your QuickBooks accounts to download transactions, you will need to a logon ID and password for the Heritage Direct Commercial Online Reporting Platform (CORP). If you do not have a logon ID and password, please contact Heritage Bank of Commerce at 800-796-4777 for assistance.

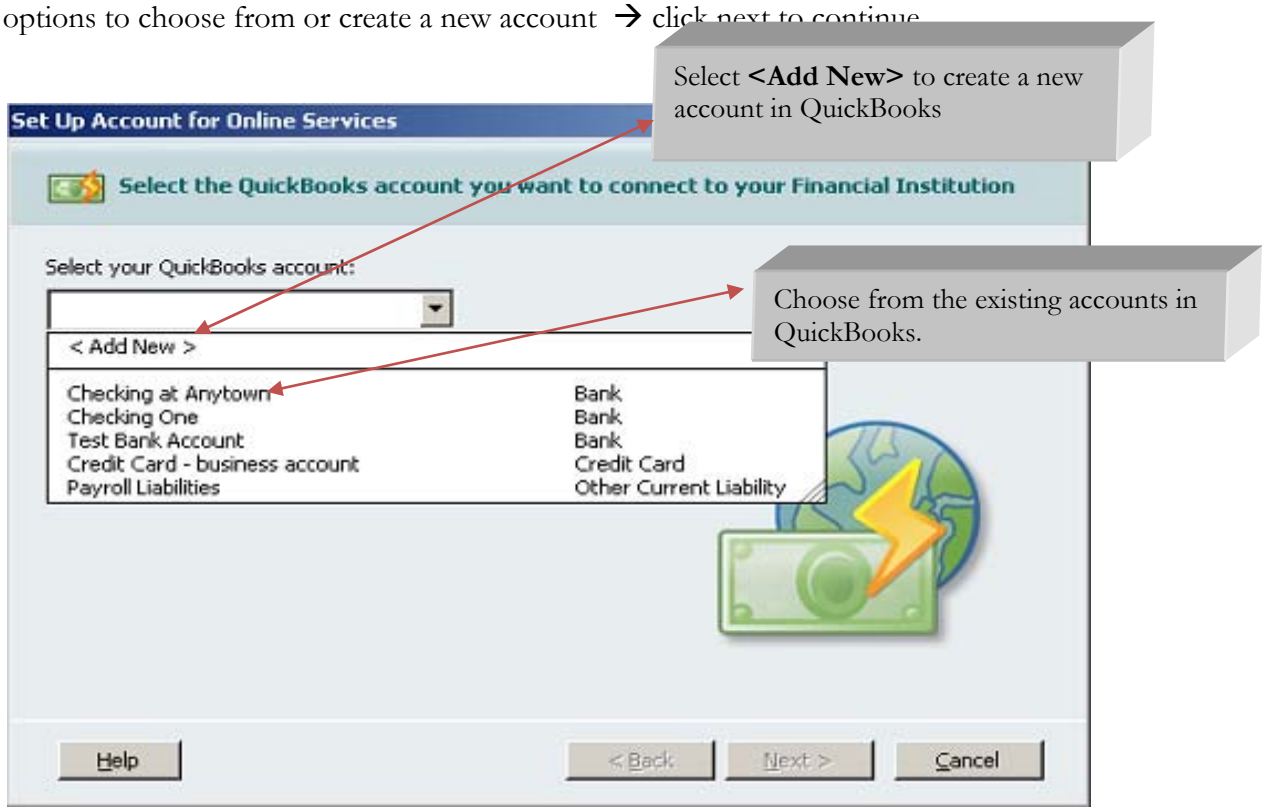
Setting Up Online Account Access

1. Go to the Banking drop down menu → Online Banking → Setup Account for Online Access.

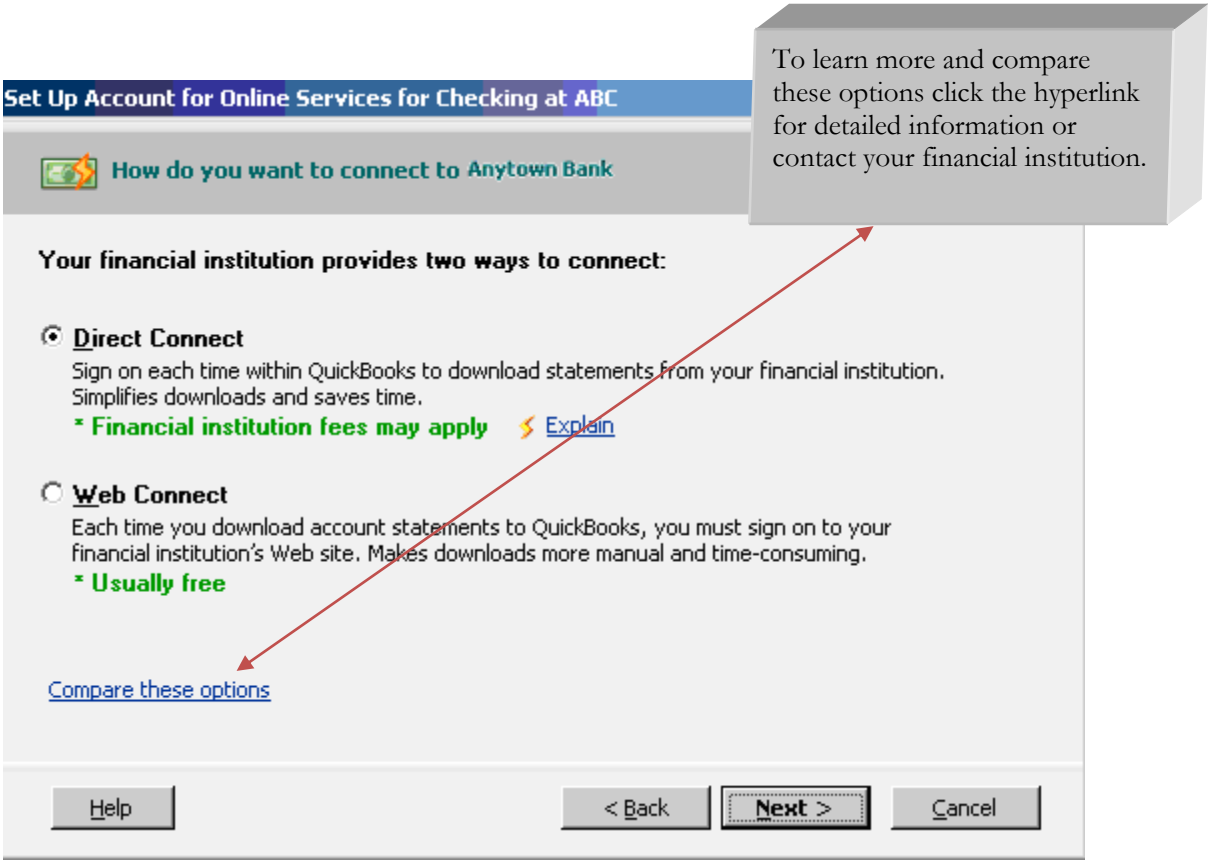
2. You will be prompted to close all QuickBooks windows, click YES to continue.



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

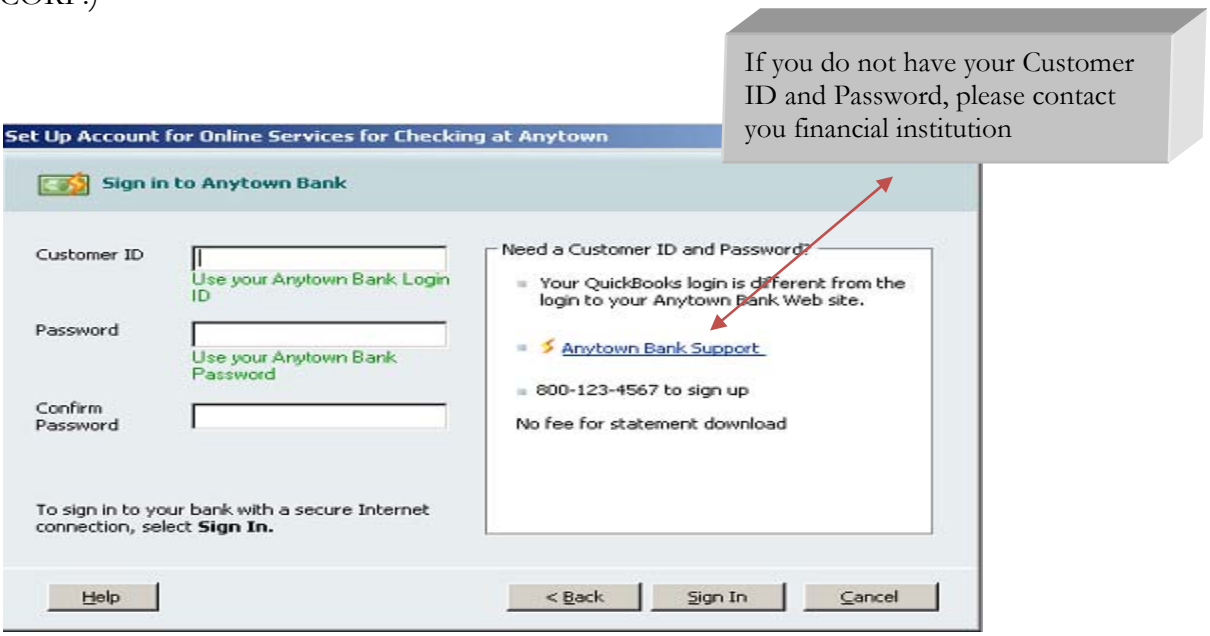


4. Select Heritage Bank of Commerce →click next.
5. Heritage Bank of Commerce supports both Direct Connect and Web Connect downloads within QuickBooks. You will be prompted to select your preferred method.



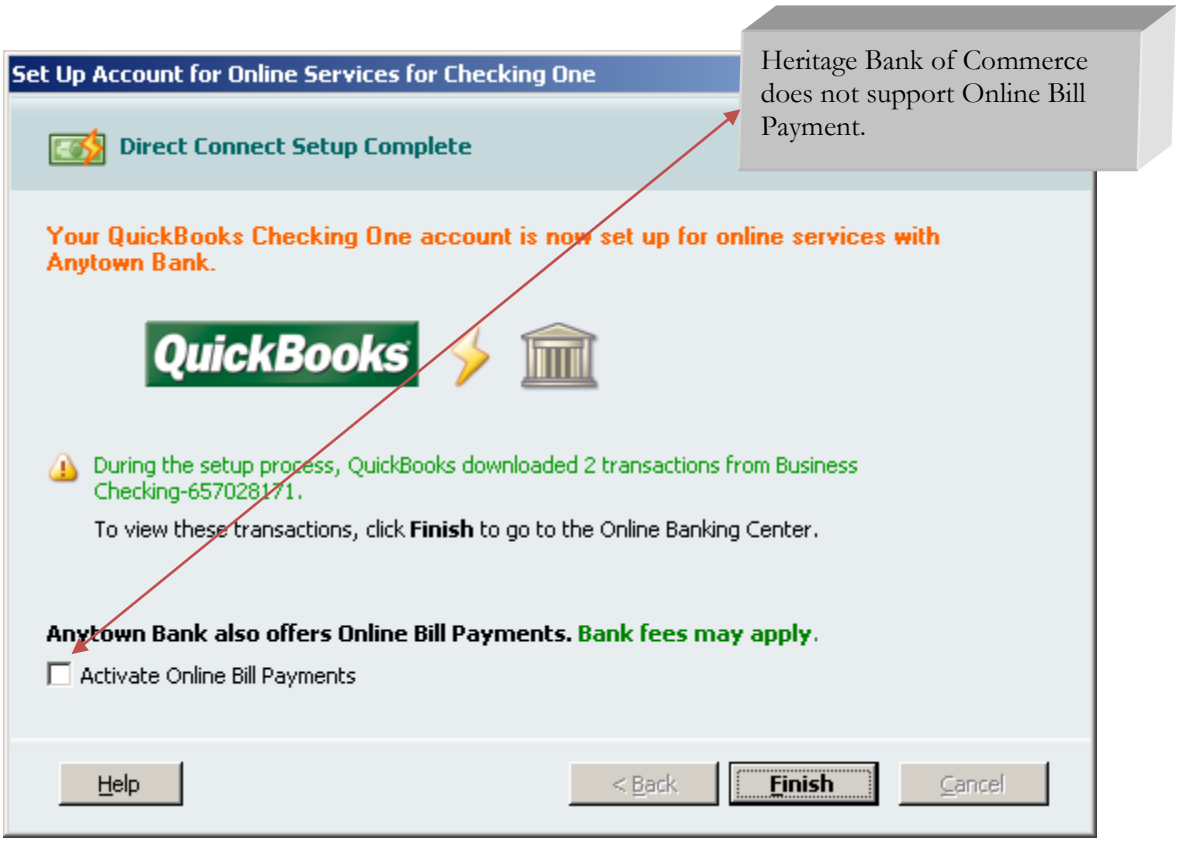
****If you have selected Web Connect please skip ahead to step 9****
If you have select Direct Connect, please continue to step 6

6. If you selected Direct Connect and have your Customer ID and Password →click Sign In to continue. (Your Customer ID and Password are the same as your Logon ID and Password for CORP.)



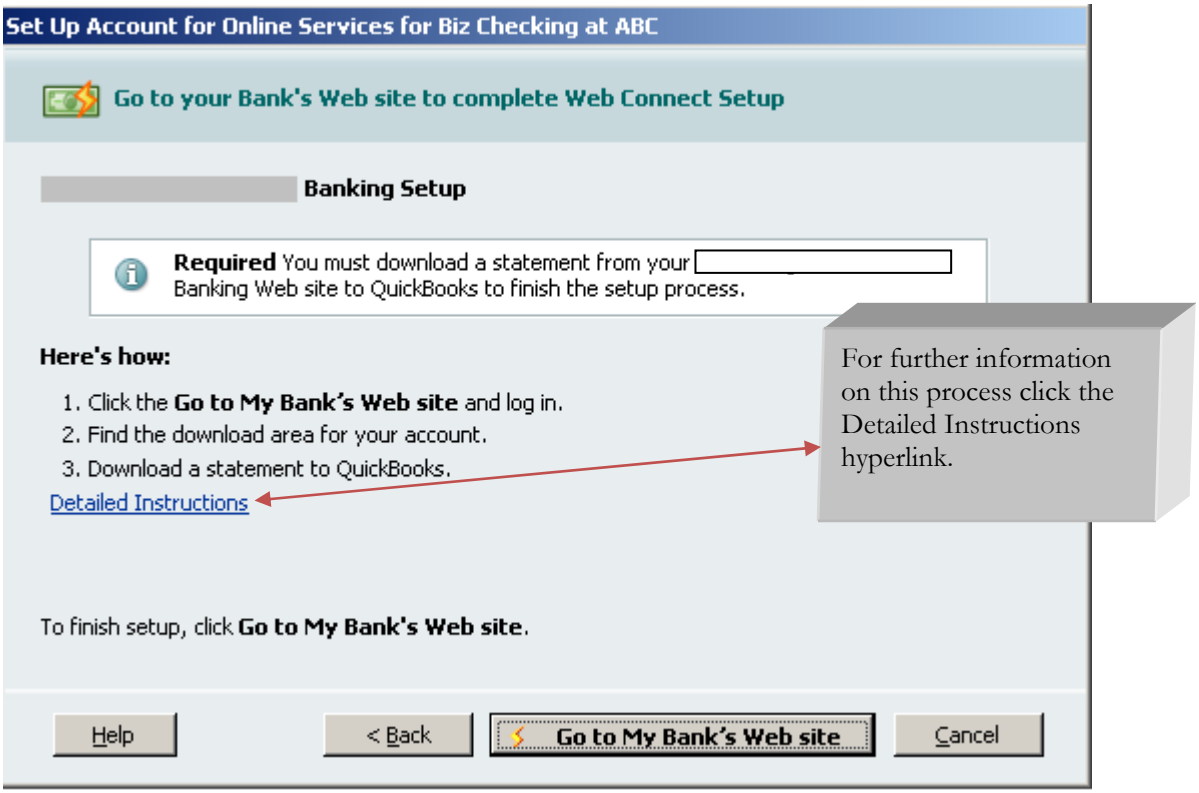
7. QuickBooks will retrieve a list of accounts available for you to download →select the account you want to download and follow the remaining on-screen instructions.

8. When the first download completes successfully your account setup is complete →click Finish → QuickBooks will now launch the Online Banking Center.



Move past step 9 for an overview on **Keeping Your QuickBooks Accounts Updated**

9. 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 your financial institution's website.

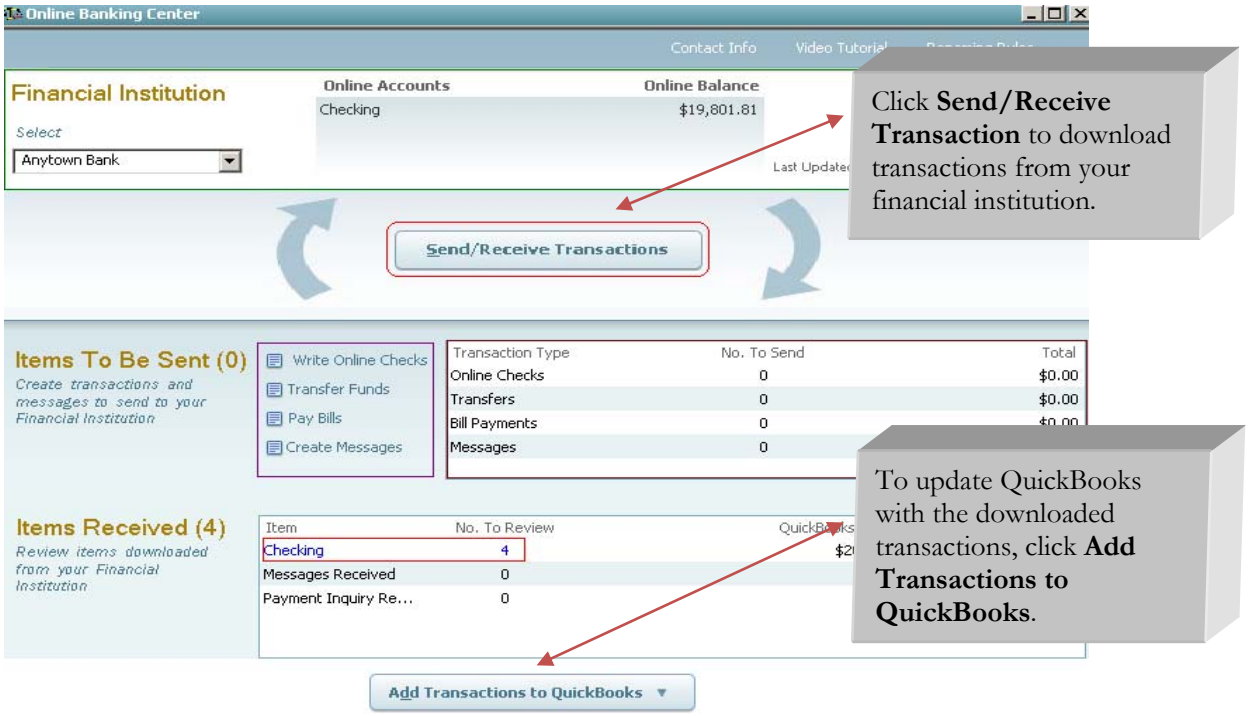


See the following section for an overview on
Keeping Your QuickBooks Accounts Updated.

Keeping QuickBooks Accounts Updated

1. Click the Send/Receive Transactions → Enter your password to download transactions from your financial institution.

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



3. The Add Transactions To QuickBooks window will appear, with a summary of transactions downloaded from your financial institution.

4. Click on the transaction you wish to add to QuickBooks → follow the prompts to insure accuracy → click Add to QuickBooks.