First Federal Transaction Sync for QuickBooks



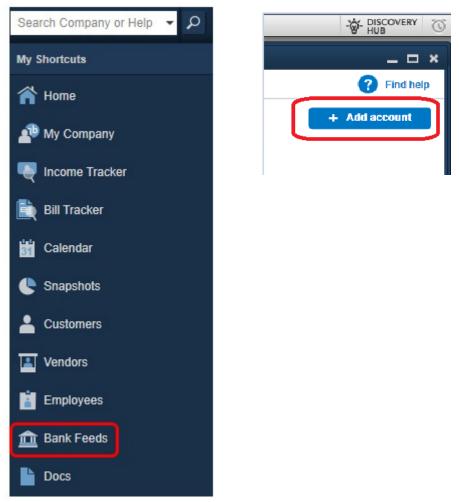
For First Federal Business Online Banking customer only. You can now connect your QuickBooks to your First Federal Business account to automatically synchronize your transactions. This means, if you are currently downloading your transactions and then importing them, you will no longer need to do that if you prefer this new connection method.

To connect your QuickBooks to your First Federal Business Online Banking account follow these steps:

*Note: There are two different instruction sections, one section for QuickBooks Desktop users and one section for QuickBooks Online users.

QuickBooks Desktop – How to Add An Account

Step 1. In your QuickBooks left hand navigation pane select **Bank Feeds** and then select **Add Account**. When prompted with the Temporarily Close All Windows message, select **Yes**.



Step 2. In the Bank Name search field enter First Federal Yamhill and select First Federal Yamhill BO DC

Step 1: Find your bank	TIND CONNECT LINK DO
Enter your bank's name	
First Federal Yamhil Examples: Bank of America, Citibank, American Express.	Or choose from these popular banks
Matching Results First Federal Yamhili BO DC	Bank of America-All Other States Chase Fidelity Bank U.S. Bank - PFM Direct Connect JPMorgan Chase Bank Wells Fargo Bank Capital One Card Services Citi Cards Discover Card American Express
Showing 1-1 of 1	Anterican Dayless

Step 3. Enter your First Federal Business Online Banking username and password. (Note: when you change your Online Banking password you will need to update it in your QuickBooks Bank connection as well.)

9	Bank Feed Setup		×
	Step 2: Connect First Federal Yamhill BO DC to QuickBooks	FIND CONNECT LINK DONE	
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	How does QuickBooks protect my financial information?	Back Connect	

Step 4. Your accounts will show up in the left column, use the drop down menu to select which account(s) you would like to sync with your QuickBooks and then click **Connect**.

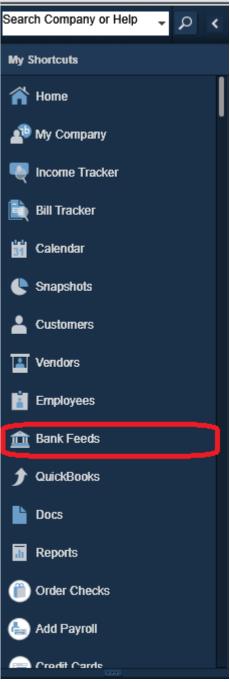
8:	ank Feed Setup
 Step 3: Link your accounts	FIND CONNECT LINK DONE
YOUR BANK ACCOUNTS SAV-0040-103000040 (XXXXX 0040)	GuickBooks Accounts Select existing or create new
QuickBooks	
	Back Connect

Step 5. Your QuickBooks is now connected to your First Federal Business Account, click **Close** to exit the window.

		Bank Feed Setup		
Success!			FIND CONNECT LINK DOM	-
Your First Federa	al Yamhill BO DC accou	nts have been added to QuickBook	5	
YOUR BANK ACCOUNTS		QUICKBOOKS ACCOUNTS	STATUS	
SAV-0040-103000040	(XXXXXX 0040)	Savings	Added	
QuickBooks	Service provided by https://www.frstBcdweb.com 503-472-6171		HAT'S NEXT? .dd accounts from another bank	

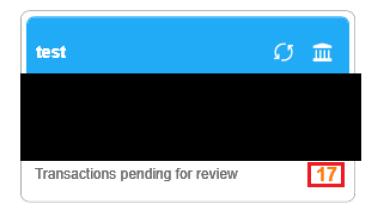
QuickBooks Desktop – How to Delete an Account

Step 1. In your QuickBooks left hand navigation pane select Bank Feeds and then select Add Account.



Step 2. If the user logged in as the QuickBooks Administrator (not to be confused with the BOB Senior Admin) and there are no transactions pending/downloading (if orange number to the right of "Transactions pending for review" is anything other than 0, then there are transactions that must be added to the register/downloaded)

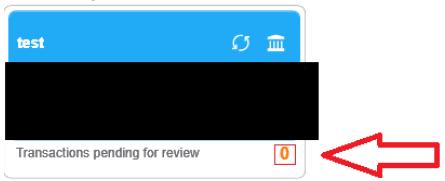
• If the orange number **IS NOT** 0, such as indicated below, follow these steps:



- 1. Select Unrecognized (#)
- 2. You will now have to decision each transaction. Decisioning can be done either by clicking the downwards arrow to the right of the Add link under the Action column (Options: Add more detail, match to existing transactions, or ignore) per transaction or by selecting the checkbox to the left of the transactions and choose a decision that applies to selected transactions with the batch action (Options: Modify, Add/Confirm, Ignore) on the bottom left of the page.

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sactions pending for review	17		-				
Recognized (0) Pa	rtially-recognized (0)	Unrecognized (1	17) Added to register (0)				
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Date ↑ Check no	Oownloaded as O		Payee 🗘	Bank memo 🗘	Account 🗘	Payment 🗘 Deposit 🗘	Action
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• If the orange number <u>IS</u> 0, such as indicated below, then can click along...



1. Select the bank icon to view Account Summary Information.

						Bank Feeds					_ 🗆 ×
Recognized (0) Partially-recognized (0) Unrecognized (0) Added to register (0) Date 1 Check no 0 Match status 0 Downloaded as 0 Payee 0 Bank memo 0 Account 0 Payment 0 Deposit 0 Action	😥 Finisi	later 📋	Rules								? Find help
Recognized (0) Partially-recognized (0) Unrecognized (0) Added to register (0) Image: Date 1 Check no 0 Match status 0 Downloaded as 0 Payee 0 Bank memo 0 Account 0 Payment 0 Deposit 0 Action	Bank an	d Credit card	Is First Fede	ral Yamhill BO DC	~					+ /	dd account
O Date ↑ Check no ○ Match status ○ Downloaded as ○ Payee ○ Bank memo ○ Account ○ Payment ○ Deposit ○ Action					-						
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All your transactions are sorted		Date 1	Check no 🗘	Match status 🗘	Downloaded as \Diamond	Payee 🗘	Bank memo 🗘	Account 0	Payment 0	Deposit 🗘	Action
						All your transactions are	sorted				
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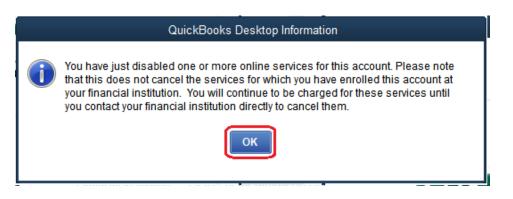
2. Select Disable bank feeds.

	Account Summary	_ 🗆 ×
Account Information		
Read messages from your bank Messages Received (0) Alerts (0)	Send items to your bank Messages (0 of 0)	
Manage your account Contact your bank Disable bank feeds	Send Items Create New -	

3. Select Deactivate All Online Services.

		Edit Account		_ 🗆 ×
Account Type	Bank	-		
General	Bank Feed Settings			
Account Name tes	it			
Activate Online Se	ervices			
CONNECTION INFO	ORMATION			
Financial Instit	ution First Federal Y	amhill BO DC	Autol	
Account Custo	mer ID		QuickBooks	
Last Download	d: (0 transactions)			
State <u>m</u> ent Do	ownloads			
🔲 Online Bill <u>P</u> a	iyments			
Deactivate All Onl				
If you deactivate	e all services, you will h	ave to set them up for this	account again.	
Account is inactive			S <u>a</u> ve & Close	Cancel

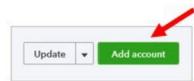
4. Finally, select **Ok** to confirm deletion of account.



QuickBooks Online

Step 1. In your QuickBooks left hand navigation pane select **Banking** and then **Banking** again from the sub-menu. Then click **Add account**.

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Dashboard	Banking Rules	s Receij
Banking	Banking	t Ca
Expenses	Rules	
Sales	Receipts	
	BANK BALANCE	Update
Workers	\$14.41	5
Reports		



Step 2. In the Bank Name search field enter First Federal Yamhill and select First Federal Yamhill County – Business

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results for Firs	t Federal Yamhill	
First Federal	First Federal Yamhill County - Personal www.firstfedweb.com	í
First Federal	First Federal Yamhill County - Business www.firstfedweb.com	
	t find your bank?	n I

Step 3. Enter your First Federal Business Online Banking username and password and click **Continue**.

(Note: when you change your Online Banking password you will need to update it in your QuickBooks Bank connection as well.)

First Federal	First Federal Yamhill County - Bus https://www.firstfedweb.com/ (888) 317-8333	iness	
Username			
Enter for First Fede	ral Yamhill County - Business		
This field is required Password			
Enter for First Fed	eral Yamhill County - Business		
SHOW This field is required			

Step 4. Check the Captcha box and click **Continue**. Your QuickBooks is now connected to your First Federal Business Account

First Federal	First Federal Yamhill County - Business https://www.firstfedweb.com/ (888) 317-8333	
ust want to mai	e sure you're human.	
I'm not a ro	bot reCAPTCHA Privzcy - Terms	

Step 1. In your QuickBooks left hand navigation pane select **Banking** and then **Banking** again from the sub-menu. Then click **Add account**.

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Sales	Receipts	
	BANK BALANCE	Updat
Workers	\$14.41	
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First Federal	First Federal Yamhill County - Busine https://www.firstfedweb.com/ (888) 317-8333	\$\$	
Username			
Enter for First Fede	ral Yamhill County - Business		
This field is required Password			
Enter for First Fed	eral Yamhill County - Business		
SHOW This field is required			

Step 4. Check the Captcha box and click **Continue**. Your QuickBooks is now connected to your First Federal Business Account

First Federal	First Federal Yamhill County - Business https://www.firstfedweb.com/ (888) 317-8333			
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