Online Banking & QuickBooks

Quick Setup Guide

Information You Will Need to Get Started

Before you enable your QuickBooks software to access your account(s), you will need access to Regal Financial Bank's Online Banking. If you do not have a User ID and Password, please contact us.

Once you have received the necessary information to access your Online Banking account, this guide will show you how to download transactions from your accounts into QuickBooks.

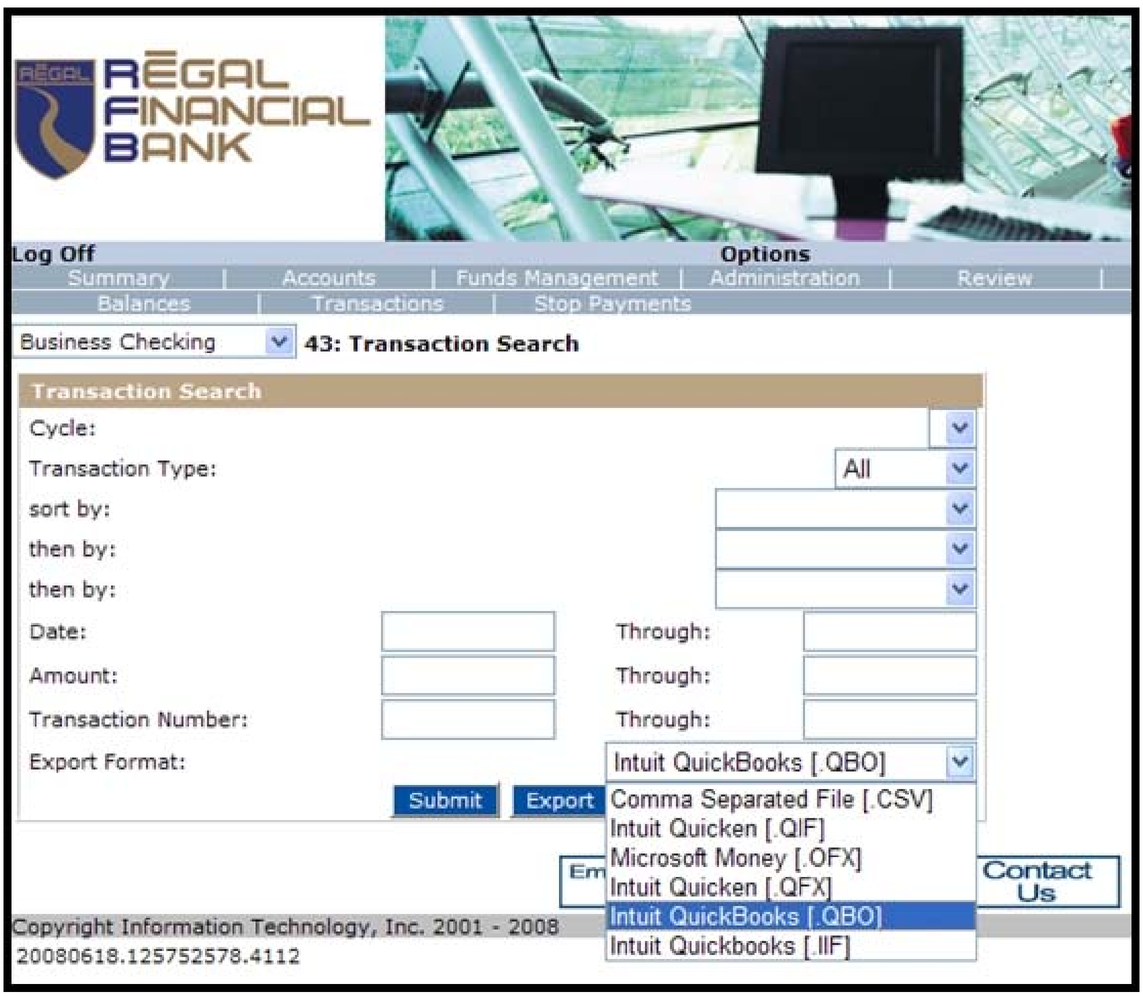
Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download.

Step 1 Go to www.regalfinancialbank.com and log into your Online Banking account.

Step 2 Click on the account you would like to link up to QuickBooks (multiple accounts can be linked to QuickBooks but must be done one at a time). Once the selected account loads, choose "Search" under the "Transaction" menu.

Step 3 Input the date range of your choice and choose "Intuit QuickBooks [.QBO]" under the "Export Format" menu.



Step 4 A pop-up will show asking you to save the “export.qbo” file. Select and make note of the location where you are saving the file.

Step 5 Now you may launch the QuickBooks software if you have not already do so. Depending on the version of your QuickBooks, the next steps may be slightly different.

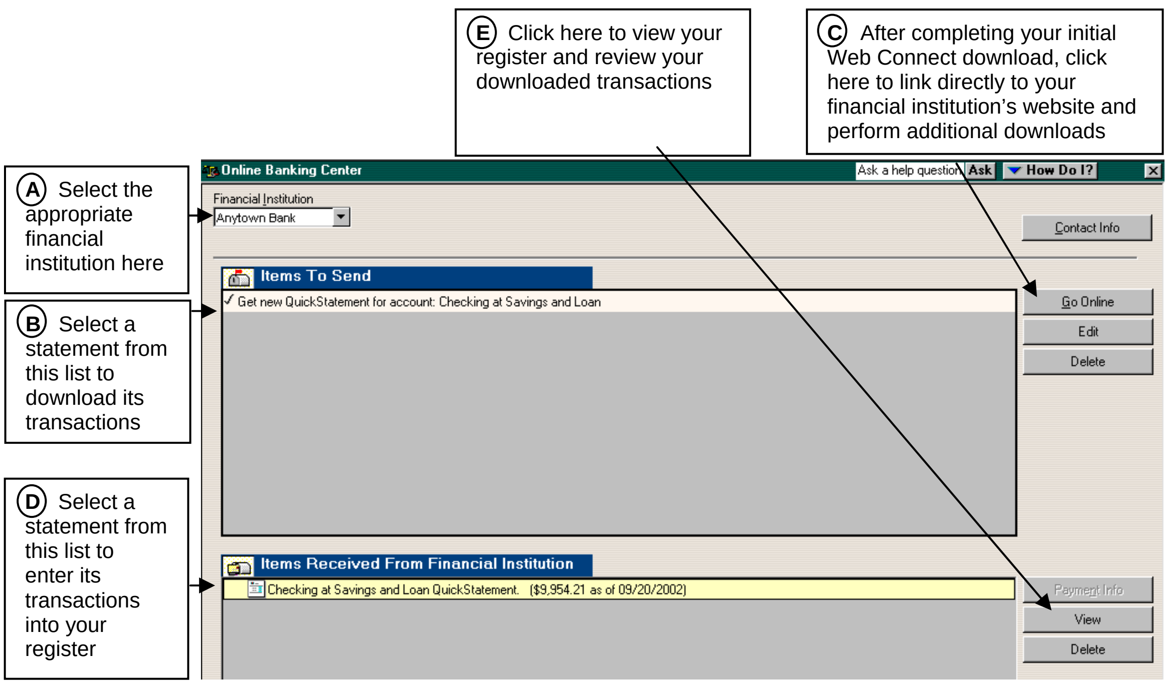
Step 6 Locate and click on the option in QuickBooks to “Import Web Connect File”. It is usually under the “Banking” menu and then inside the “Online Banking” option.

Step 7 A pop-up window will prompt you to select the file to import. Navigate to the folder where you saved the “export.qbo” file. Click on that file and select “Open”.

Step 8 A series of questions will be asked, after making your selection click “Continue”. When QuickBooks confirms that your Web Connect data has been successfully read into QuickBooks, click “OK”. You have now complete setting up your QuickBooks.

Keeping Your QuickBooks Accounts Up-to-Date

From the **Online Banking Center**, you can download transactions, check online balances, and view downloaded transactions in your register.



Step 1 From the QuickBooks **Banking** menu, choose depending on product version:
QuickBooks 2006-2008: **Online Banking** > **Online Banking Center**
QuickBooks 2005: **Online Banking Center**

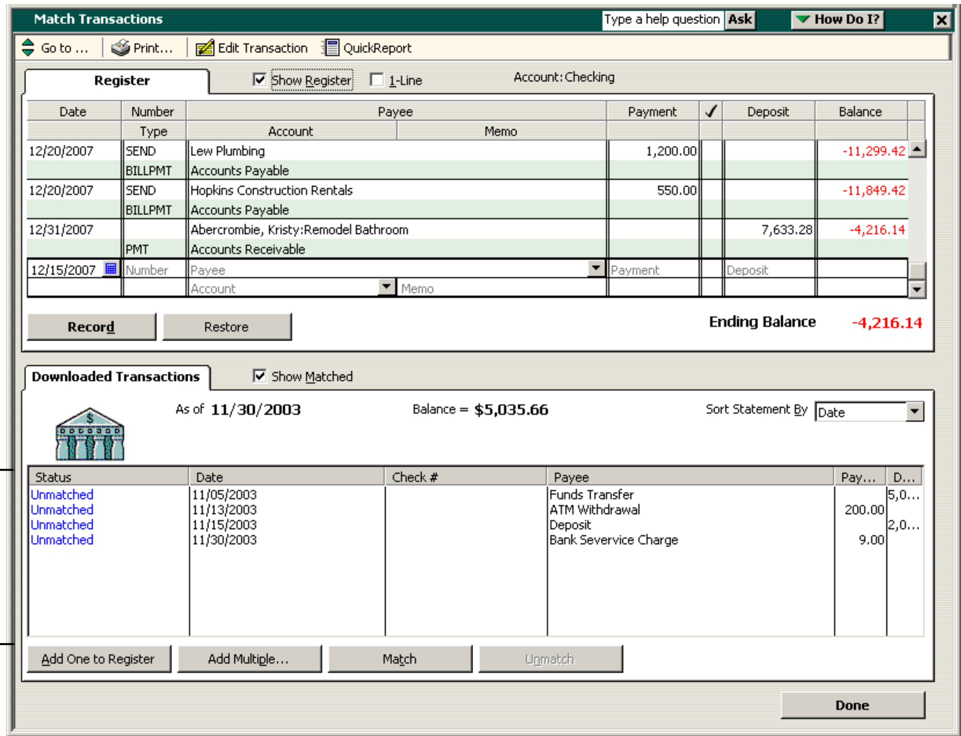
Step 2 In the **Online Banking Center**, select a financial institution from the **Financial Institution** list box. (See **A** above)

Step 3 In the **Items to Send** area, click the desired statement and then click **Go Online**. (See **B** and **C** above)

Step 4 When your financial institution's website appears, follow the instructions on the website to download your transactions into QuickBooks.

Step 5 In the **Items Received From Financial Institution** area, click the desired statement and then click **View** (See **D** and **E** above). The Downloaded Transactions window appears below the account register. (See figure next page)

Review your downloaded transactions here



Step 6 From the list in the **Downloaded Transactions** window, choose a transaction to add to the register and then click **Add One to Register**. Use the **Add Multiple…** button to add all transactions that have a recognized payee and associated account.

Step 7 Follow the on-screen prompts to perform the desired activities. You will have the opportunity to create an alias for an unrecognized payee. Aliased payees are automatically renamed at each download.

Step 8 When the transaction appears in the register, choose an account for the transaction from the **Account** drop-down list and then click the **Record** button.