

## QuickBooks for Windows Getting Started Instructions

**QuickBooks Direct Connect** 



## **Documentation and Procedures**

## Task 1: Connecting to Sound Credit Union Direct Connect

- 1. After logging into QuickBooks, choose Banking Menu  $\rightarrow$  Online Banking  $\rightarrow$  Set Up Account for Online Services. In QuickBooks 2014 choose Banking Menu  $\rightarrow$  Bank Feeds  $\rightarrow$  Setup Bank Feed for an Account.
- 2. Two new windows will pop-up, please select 'Yes' on each.

	No Online Accounts				
1	You have not set up any accounts for online services. Would you like to set them , up now?				
	Yes No				
_	Temporarily Close All Windows				
	All open QuickBooks windows will be closed temporarily to set up online banking services. Do you want to continue?				
	Yes				

3. Select your QuickBooks Account or add a new account to sync with your Sound Credit Union account information.

Set Up Account fo	or Online Services
Select the QuickBooks account you want to co	onnect to your Financial Institution
Select your QuickBooks account:	
<u>H</u> elp	< <u>Back Next &gt; Cancel</u>



4. Type in 'Sound CU' into the search box for the financial institution name. In the results, select Sound CU. NOTE: Do NOT choose Sound Credit Union–it's for Web Connect, which is being phased out.

Set Up Account for Online Services for Sound CU			
Select the Financial Institution for this account			
QuickBooks Account: Sound CU			
Sound Cl.			
What if my Financial Institution is not listed? Tell me about online banking.			
Help <a>Back Mext&gt; Cancel</a>			

5. Enter your Sound Online Banking User ID and Password.

Set Up Account for Online Services for Sound CU					
Sign in to	Sound CU				
Customer ID	Use your Login	NEED A CUSTOMER ID AND PASSWORD? Your QuickBooks login is the same as the login to your Sound CU Web site.			
Password Confirm Password	Use your Password	<ul> <li>Sound CU Support</li> <li>253-383-2016 to sign up</li> <li>No fee for statement download</li> </ul>			
To sign in to your connection, selec	bank with a secure Internet t Sign In.				
<u>H</u> elp		< <u>B</u> ack <u>Sign In</u> <u>C</u> ancel			

6. Once the loading bar disappears, the accounts that are added will display.

Set Up Account for Online Services for Sound CU					
Select the Sound CU account you want to connect to QuickBooks					
Select your Sound EU account:					
ACCOUNT NAME	ACCOUNT NUMBER	ACCOUNT TYPE	ROUTING NUMBER		
SAVINGS 00	0000	Savings	325183220		
CHECKING	0000	Checking	325183220		
<u>H</u> elp		< Back <u>N</u> ext	t> <u>C</u> ancel		



7. Select one account and click 'Next'.

Set Up Account for Online Services for Sound CU				
Direct Connect Setup Complete				
Your QuickBooks Sound CU account is now set up for online services with Sound CU.				
QuickBooks° 🤌 📠				
During the setup process, QuickBooks downloaded 1394 transactions from CHECKING     10     To view these transactions, click Finish to go to the Online Banking Center.				
Help < Back Einish Cancel				

- 8. Repeat steps 4-7 for any additional accounts you wish to sync with QuickBooks.
- 9. Once completed, you can update your transactions at any time by clicking on 'Receive Transactions' from the Online Banking Center in QuickBooks.

		Online Banking C	enter			
Financial Institution Select Sound CU		Download Online Accoun	its Online Balance Las \$4,320.84	st Update 12/30/2013		QuickBooks
	7	Receive Tra	insactions		2	
Items Ready To Send(0) Oreate transactions and messages to send to your Financial Institution	🖻 Create Messages	Transaction Type Messages (0)	N	io. To Send 0		Total
Items Received (0)						
Review items downloaded from your Financial Institution	Item Sound CU	No. To Review			QuidiBooks Balance -\$215.18	Online Balance \$4,320.84
	Alerts	0				
		Add Transactions t	o QuickBooks 🔻			

10. Each time you sync, QuickBooks will prompt you for your PIN which is your Online Banking password.

	Access to Sound CU	×
	QuickBooks	
Enter your PIN		
ок	Cancel	Help