Getting Started Guide: Transaction Download for QuickBooks Windows®

Refer to the 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 from your online banking system for QuickBooks.

The Getting Started Guide includes the following information:

Information You will Need to

Get Started- Provides a listing of the information you will need to have on hand before downloading transactions into QuickBooks.

Setting up Online Account Access- How to set up transaction downloads for your QuickBooks accounts.

Keeping Your QuickBooks Accounts Updated- How to automatically download transactions into QuickBooks.

Information You'll Need to Get Started

Before you enable your QuickBooks accounts to download transactions and make online payments, you will need to be setup within the ePoint Business Online Banking System to receive the following information:

ePoint Business Username

ePoint Business Password

Online Account Access

1. Go to the ePoint Business website https://www.viewpointbank.blilk.com
2. Login to ePoint Business with your assigned Username and Password
3. From the Home Page, select **Accounts → Account Detail**
4. Select the Account(s) that require download
5. Select Prior Day ***(**NOTE Current Day cannot be downloaded**)***
6. Enter the date range for the information to be exported

Online Account Access - *Continued*

7. Verify Output = Screen
8. Click **Submit**
9. Scroll to the bottom of the screen
10. Click the **drop down**
11. Select 

12. Click **Export**
13. Click **Save** to retain the file in a specified location for use with the Quickbook import feature.
14. Click **Sign Out** to exit ePoint Business
15. Open to **Quickbooks**
16. Select **Banking → Online Banking → Import Web Connect File**
17. Navigate to the folder where the ePoint Export File was saved
18. Click **Open** to load the transaction data into Quickbooks ***(**NOTE** Quickbooks walk you through adding the accounts for ViewPoint Bank).***
19. When prompted, select **<u>ViewPoint Bank-Treasury</u>** as your bank definition.
20. Follow the QuickBooks system prompts to Add New Transactions