



# FIRST NATIONAL BANK OF PANA

## Web Connect – QuickBooks Export Instructions

AN EASY WAY TO ORGANIZE YOUR BUSINESS FINANCES! FIRST NATIONAL BANK is proud to offer Web Connect to download account information into Intuit's QuickBooks® small business software versions 2005 - 2009, which gives you the power to manage your business more effectively.

Web Connect Quickbooks export through the FIRST NATIONAL BANK's Online Banking allows many benefits including but not limited to the following:

- **No manual data entry** – Once you're set up, you can download all of your transactions right into QuickBooks - instead of typing them in by hand.
- **Automatically reconcile data** – Web Connect data includes complete transaction and balance information to make categorization and account reconciliation easy.
- **No duplicate transactions** – Web Connect incorporates a special transaction matching algorithm that prevents the download of duplicate transactions.

### What do I need to start downloading my statement?

Sign into your online banking account and export.

### Where do I go to export my transactions from Online Banking?

1. Log into Online Banking
2. Click on the account information
3. Click on export button
4. Choose an account you wish to export
5. Choose the date range you wish to export
6. Choose the file type you wish to download, QBO for Quickbooks
7. Click Download Data
8. When prompted to Open or Save the file, click Open
9. Quickbooks will automatically open and update account information

### What file other types of files can I export?

1. .qif (Older versions of Quicken 1999 and later)
2. .qbo (version 2005 - 2009 of QuickBooks)
3. .ofx (Microsoft Money).
4. .csv (Comma Separated File)

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For more information or questions on how to use the QuickBooks export feature for easy account management contact your nearest First National Bank of Pana facility in Pana, Assumption or Taylorville.

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