

Getting Started with Online Banking

To enable your QuickBooks accounts to use the online banking services, you must have the following information:

Enabling QuickBooks accounts for online banking

- Your Truliant account information, including the customer ID or member number, account number and routing number.
- A Personal Identification Number (PIN) or password. You may register for Direct Connect to obtain a PIN. [You will find the link to register on our website](#) - under Business Services then Online Services then Quickbooks.

- 1 First, you need to make sure your copy of QuickBooks is up to date. To do this, From the File Menu, select Update QuickBooks.**
- 2 Click the Update button.**
- 3 On the next screen, click the Get Updates button.** When the update is complete, **Close the Window, then exit and restart QuickBooks.**
- 4 From the Banking menu, choose Setup Online Financial Services, then choose Set Up Account for Online Access.** You may see a message about closing all windows. Click Yes.
- 5 Click the Enable Accounts tab on the top of the Interview Box.**
- 6 Click Next.** If you have questions as you go through the Online Banking Setup Interview, click the More button for more information.
- 7 From the drop-down list, choose Truliant Federal Credit Union, and then click Next.**

Or

If Truliant Federal Credit Union is not on the list, click “My financial institution is not on the list”, then click Next. Click the Add Financial Institution button. Follow the instructions to connect to the Internet to add it to the list (select the checkbox next to Truliant Federal Credit Union, click “Add to QuickBooks,” and then click “Exit.”). When the connection is finished, you’ll return to account setup. Your financial institution appears in the field. **Select “I would like to enter information for my account at ...” from the drop-down list, choose Truliant, then click Next.**

Note: If your Internet connection has not been set up for use with QuickBooks, you’ll be prompted for Internet connection information before you can connect. The Internet Connection Setup guide will help you through this one time setup process.

- 8 Click “Yes, I’ve received my confirmation letter from ...,” then click Next.**
- 9 Enter your Routing Number, 253177832 and Member number not including leading zeroes, then click Next. Do not enter any dashes.** Your financial institution may use your Social Security number or your Federal Tax ID for your accounts. Check your account information to determine the correct number to enter.
- 10 Select a QuickBooks account to set up for online services.**
- 11 Click the appropriate option for the account you’re enabling.** You can enable multiple accounts. You’ll be prompted later for the additional accounts.

- To enable an existing QuickBooks account for online banking, click “Use my existing QuickBooks account.” Choose the account you want to enable, then click Next.
- To create a new QuickBooks account for online banking, click “Create a new QuickBooks account,” then click Next. Follow the on-screen instructions to enter new account information.
- Enter additional account information about your bank account, account type, account numbers (member #; dash 1, 2, etc.) Example: member # 123456 would have the following account number for savings: 123456-1. Checking would read: 123456-2. Select the online account access.

12 Continue following the instructions in the Interview, clicking Next when you’ve completed each page. Refer to your financial institution confirmation letter for the correct information to enter. For account numbers, do not include any leading zeroes.

13 When you’re finished, you’ll see a summary screen to review the account information you entered. When you’ve completed your review, click Leave. You will be taken to the Online Banking Center to complete your first download.

Downloading transactions the first time

The first time you use online account access, we recommend that you connect just to download transactions. This will enable you to update your register before doing other online tasks.

- 1 First, you need to make sure your copy of QuickBooks is up to date. To this, From the File Menu, select Update QuickBooks.**
- 2 From the File Menu, select Update QuickBooks.**
- 3 Click the Update button.**
- 4 On the next screen, click the Get Updates button.** When the update is complete, **Close the Window, then exit and restart QuickBooks.**
- 5 From the Banking menu, choose Online Banking Center.**
- 6 Select Truliant Federal Credit Union from the drop down list.**
- 7 Make sure each of your requests for a new QuickStatement is checked, then click Go Online.** For subsequent connections, you may want to clear some checkmarks. For example, if you already downloaded a QuickStatment on a particular day, you may want to clear that checkmark if you send online payment or transfer instructions later in the day.
For additional security, you may be prompted to change your assigned PIN. Your assigned PIN is the one you received from your financial institution for use with the online banking services.
- 8 Enter the required PIN information, then click OK.** You’ll connect to the Internet and download the selected QuickStatements.
- 9 You can then view your online account balance and your QuickStatements.**


After downloading your transactions, the Items Received area contains a list of items sent to you by your financial institution.

To see a QuickStatement, select it here, then click View. The transactions you see will be those that cleared your account at the close of the previous business day.

In the Match Transactions window, you can compare your downloaded transactions to those in your register. For more information about matching transactions, use the How Do I menu or the onscreen Help.

Online Banking Center

Financial Institution
ANYTIME Financial



Contact Info

Items To Send

- Get new QuickStatement for account: Checking
- ✓ Get new QuickStatement for account: Savings
- ✓ Payment to Wheeler's Tile Etc. for \$625.00 on 12/19/2007
- ✓ Transfer \$500.00 from Savings to Checking

Go Online
Edit
Delete

Items Received From Financial Institution

- Checking QuickStatement. (\$5,035.66 as of 11/30/2003)

Payment Info
View
Delete

Creating online transfers

You can transfer money between two online accounts within the same member number. Both accounts must be enabled for online account access.

- 1 From the Banking menu, choose Transfer Funds.**
- 2 In the Transfer Funds Between Accounts window, choose an account to transfer funds from, and an account to transfer funds to.**
- 3 Select the Online Funds Transfer checkbox.**
- 4 Enter the amount to transfer.**
- 5 Click Save & Close if you want to send only one online transfer. Or, click Save & New if you want to enter another transfer.**

Sending online transfers

When you're finished creating your online transfer instructions, send them to your financial institution.

- 1 From the Banking menu, choose Online Banking Center.**
- 2 Make sure each of the instructions you want to transmit is checked, then click Send.**
- 3 Enter the required PIN information, then click OK.**