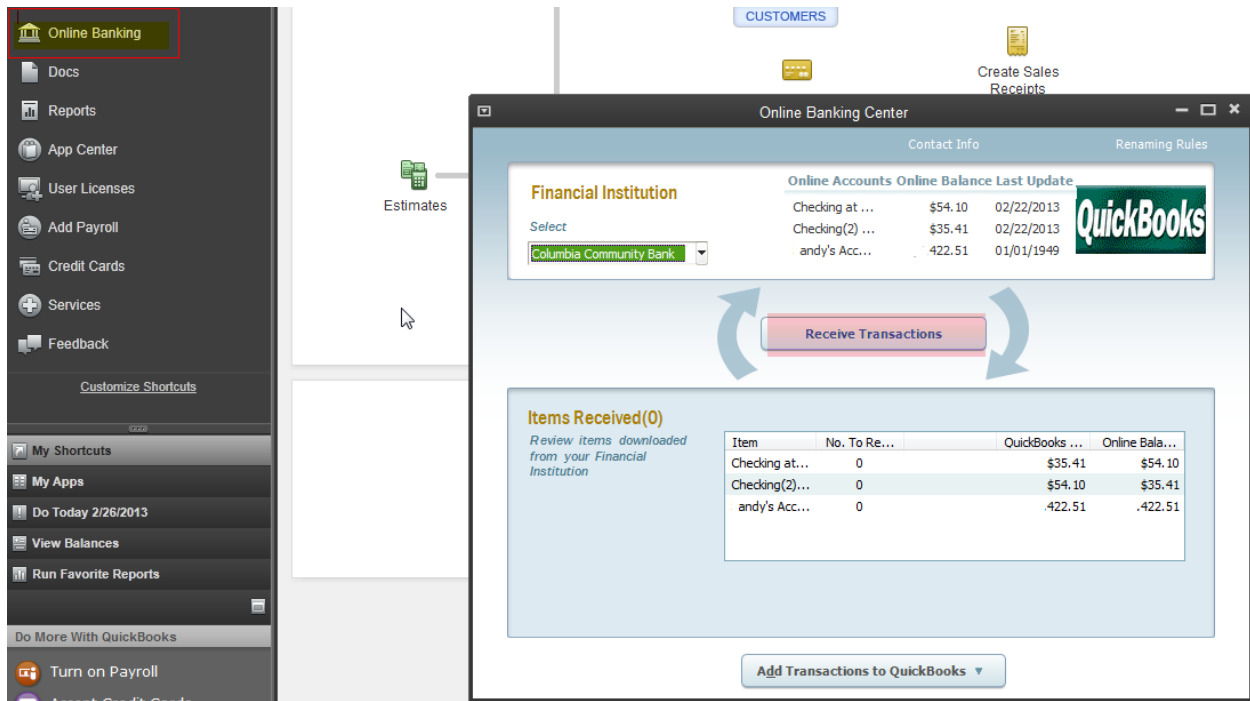


Quick Guide—QuickBooks Transaction Download

Columbia Community Bank

QuickBooks users can use Web Connect to quickly and easily import transactions into QuickBooks by following the directions below.

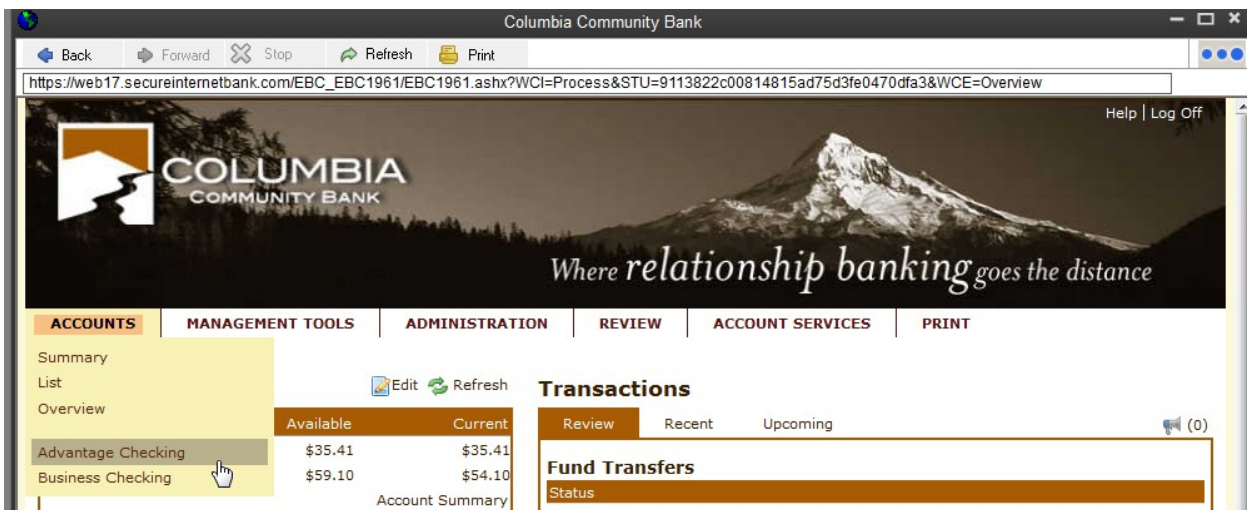
1. Open QuickBooks and choose Online Banking.
2. Click on Retrieve Transactions.



3. The Columbia Community Bank website will load. Sign into Online Banking using your regular Access ID and Password. (For Retail Online clients, please see pg.7)



4. Click on the accounts Tab and choose the appropriate account.



5. Click on the Transactions Tab and choose Menu

Columbia Community Bank

Back Forward Stop Refresh Print

https://web17.secureinternetbank.com/EBC_EBC1961/EBC1961.ashx?WCI=Process&STU=1ad843409b0248159fb2f29443af6e22&WCE=DDA5000&IDX=b7e309896;

Help | Log Off

COLUMBIA
COMMUNITY BANK

Where relationship banking goes the distance

ACCOUNTS MANAGEMENT TOOLS ADMINISTRATION REVIEW ACCOUNT SERVICES PRINT

Balances Transactions Stop Payments Documents

Advantage Client Information as of 02/25/2013 12:32 PM

Account Info			Account Activity	
Average Av:	Current Statement		Current Balance:	54.10
Average Av:	Previous Statement	58.10	Pending Transfers:	5.00 +
Average Av:	All Transactions	61.55	Presentments:	.00 +
Average Av:	Menu	60.04	Anticipated Balance:	59.10
Average Av:	Search	71.29	Available Funds	
Average Ledger Balance Current Month:		58.10	Current Balance:	54.10
Average Ledger Balance Previous Month:		61.55	Total Float:	.00 -
Average Ledger Balance 2013:		60.04	Holds:	.00 -
Average Ledger Balance 2012:		71.29	Available Balance:	54.10
Last Deposit:	02/15/2013	5.00	Pending Transfers:	5.00 +
Last Check:	02/21/2013	5.00	Presentments:	.00 +
			Anticipated Available Balance:	59.10
			Credit Line:	.00 +
			Total Funds Available:	59.10

Security Information Center Contact Us

- In the Transaction Search box, choose the cycle, transaction type, etc. Generally, choosing Cycle "All" and Transaction Type "All" will be sufficient. Choose the Export Format "QuickBooks 2005 and Newer" (unless your version is pre 2005) and click Export.



ACCOUNTS MANAGEMENT TOOLS ACCOUNT SERVICES PRINT

Balances Transactions Stop Payments Documents

Test Account ▾ 10005 : Transaction Menu as of 02/27/2013 12:19 PM

Current Business Day

Current Balance:	02/26/2013	37.41
Credits:		.00 +
Debits:		2.00 -
Projected Balance:		35.41

Activity From Last Update

Previous Balance:		35.41
Credits:		2.00 +
Debits:		.00 -
Current Balance:		37.41

Current Statement Cycle

Beginning Balance:		39.41
Credits:		18.00 +
Debits:		20.00 -
Current Balance:		37.41

Previous Statement Cycle

Beginning Balance:		34.41
Credits:		60.00 +
Debits:		55.00 -
Ending Balance:		39.41

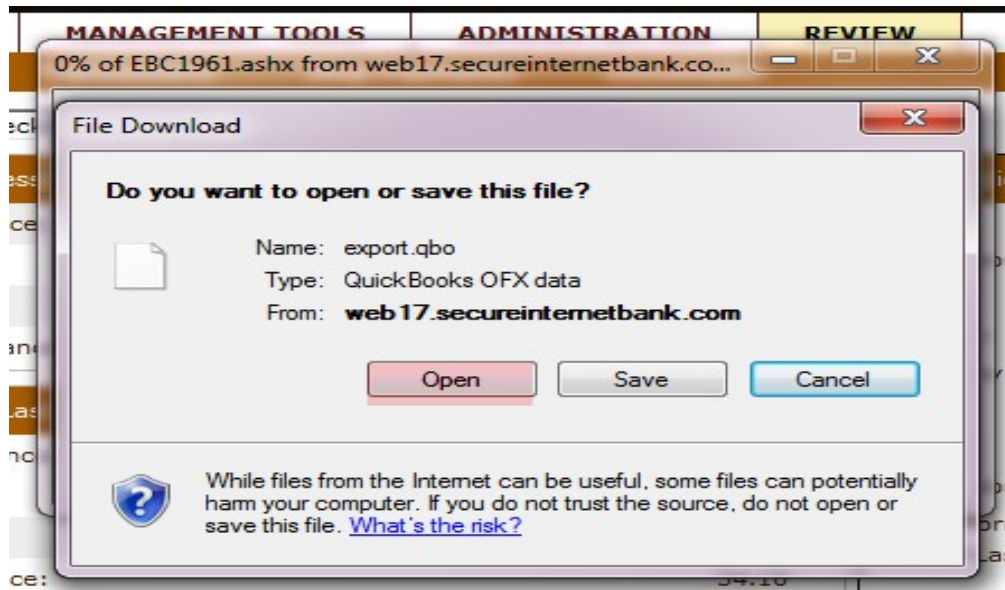
Transaction Search

Cycle: ▾
Transaction Type: ▾
sort by: ▾
then by: ▾
then by: ▾
Date: Through:
Amount: Through:
Transaction Number: Through:
Export Format: ▾

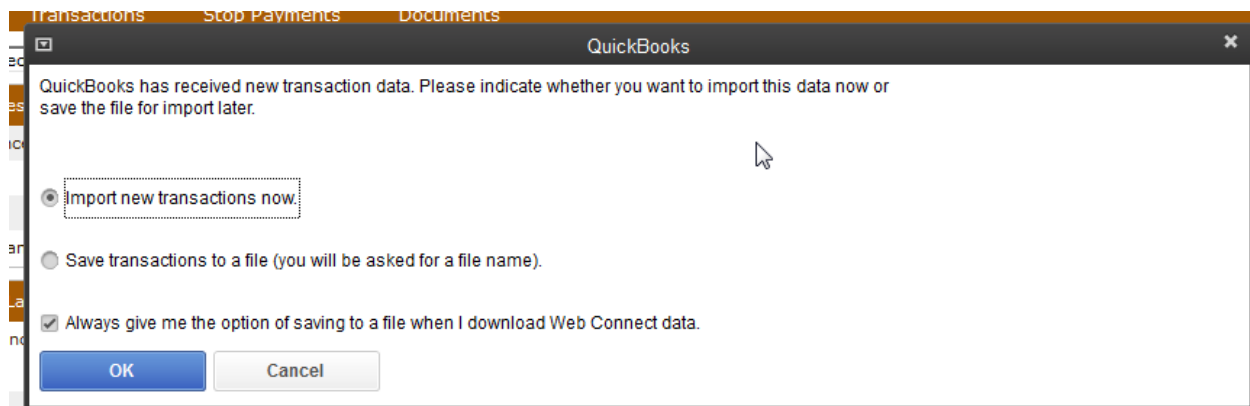
Image Search

Image Type: ▾
Number:

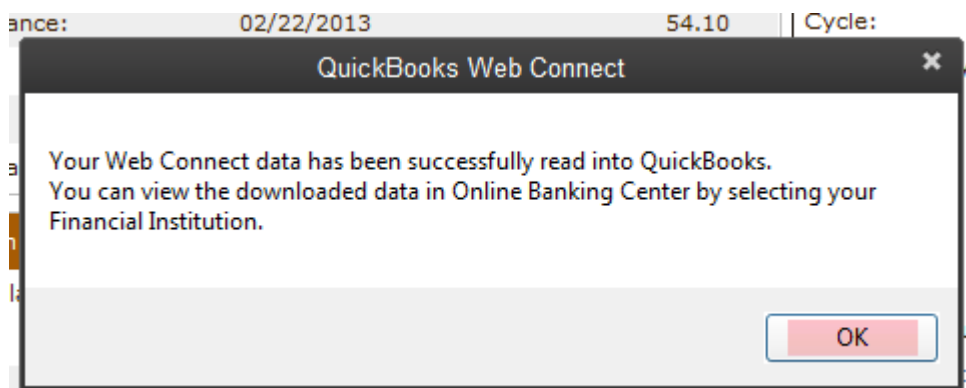
7. Click Open



8. Choose "Import New Transactions" (if not defaulted) and click OK



9. Click OK



10. Add the transactions to QuickBooks by clicking on the account number link or by clicking on the "Add transactions to QuickBooks" button.

Columbia Community Bank - QuickBooks Pro 2013

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

My Shortcuts

- Home
- Calendar
- Snapshots
- Customers
- Vendors
- Employees
- Online Banking
- Docs
- Reports
- App Center
- Add Payroll
- Credit Cards
- Services
- Feedback
- Customize Shortcuts

My Shortcuts

- My Apps
- Do Today 2/25/2013
- View Balances
- Run Favorite Reports
- Go More With QuickBooks
- Get Mobile Access
- Accept eChecks
- Order Checks & Supplies
- Recommended Services
- Finance Your Business

Columbia Community Bank

Back Forward Stop Refresh Print

https://web17.secureinternetbank.com/EBC_EBC1961EBC1961.ashx?rC=Process&3TU=e15ef7857e42450f9933478f757c7&nICE=1&transMenuID=27a3008967

COLUMBIA
COMMUNITY BANK

Where relationship banking goes the distance

ACCOUNTS MANAGEMENT TOOLS ADMINISTRATION REVIEW ACCOUNT SERVICES PRINT

Balances Transactions Stop Payments Documents

Advantage Checking 1100 Transaction Menu as of 02/25/2013 12:32 PM

Current Business Day Transaction Search

Current Balance Credits Debits Projected Balance

Activity From Last Previous Balance Credits Debits Current Balance

Current Statement Previous Statement

Beginning Balance Credits Debits Current Balance Ending Balance

Online Banking Center

Contact Info Renewing Notice

Financial Institution

Select Columbia Community Bank

Online Accounts Online Balance Last Update

Checking at ... \$54.10 02/02/2013

QuickBooks

Receive Transactions

Items Received(18)

Review items downloaded from your Financial Institution

Item	No. To Re...	Outbooks...	Online Bal...
Checking at ...	18	\$0.00	\$54.10

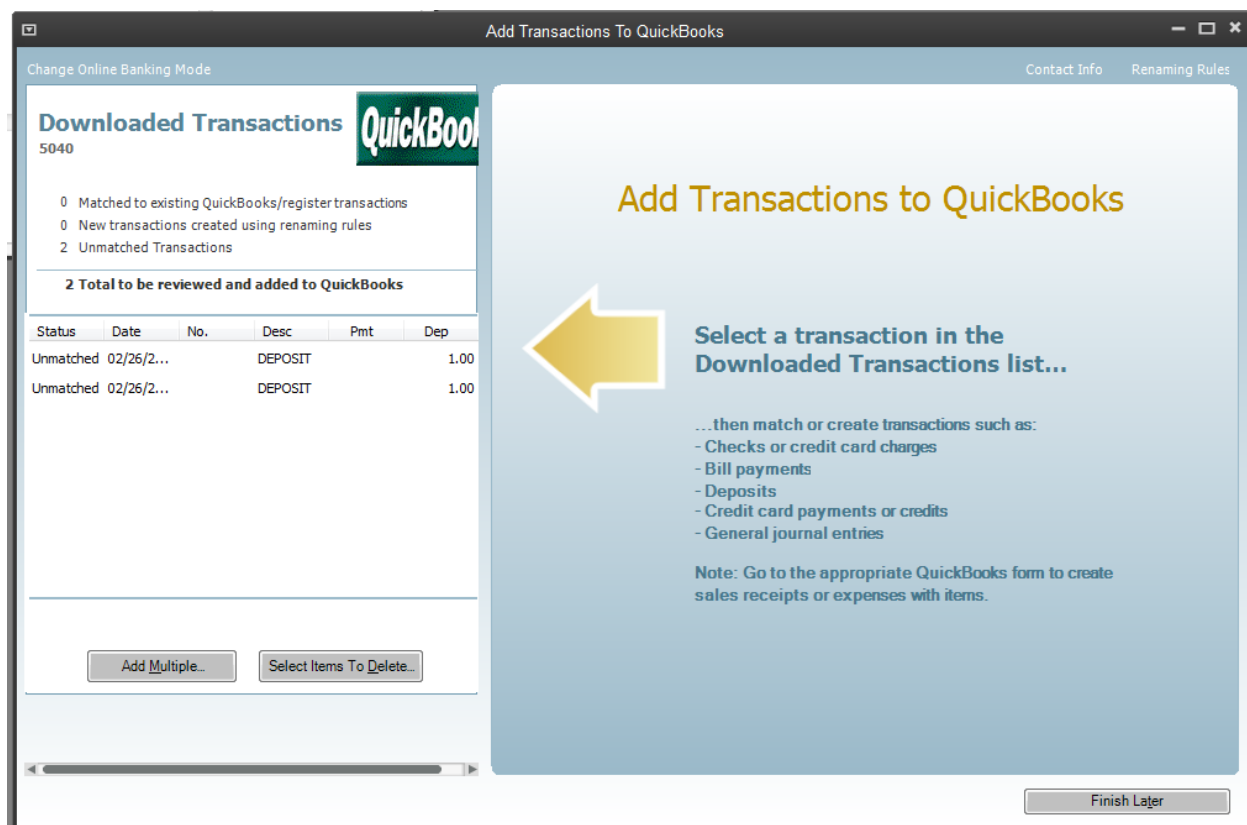
Add Transactions to QuickBooks

Checking at Columbia Community

Security Information Center Contact Us

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11. QuickBooks will automatically match the downloaded transactions to the transactions that you have recorded in your register, unless there is a discrepancy of some kind. If there are unmatched transactions, a list is presented allowing you to resolve the discrepancies.



12. You will need to investigate the why the transactions did not find a match. Did you forget to record them in your register? Did you number a check incorrectly?

Continue to Page 7 for instructions for downloading transactions using Retail Online Banking (personal online banking).

Retail Online Banking Download Instructions

Downloading transactions to QuickBooks (or Quicken) is even easier using Retail Online Banking.

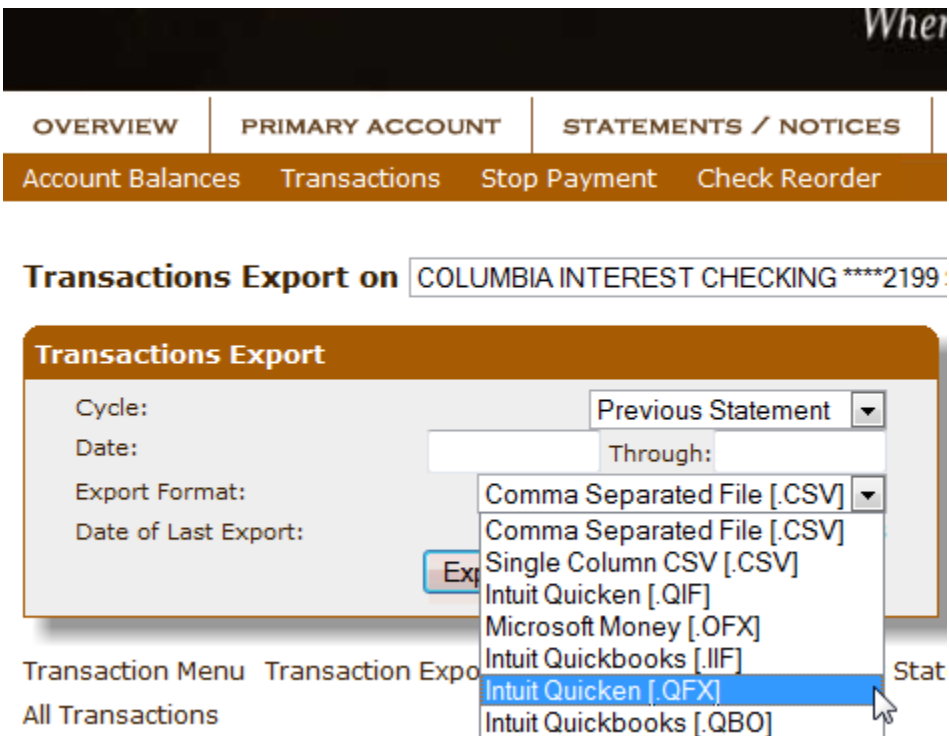
1. Choose Personal Banking, enter your User ID, then “Tran Export” from the drop down menu.



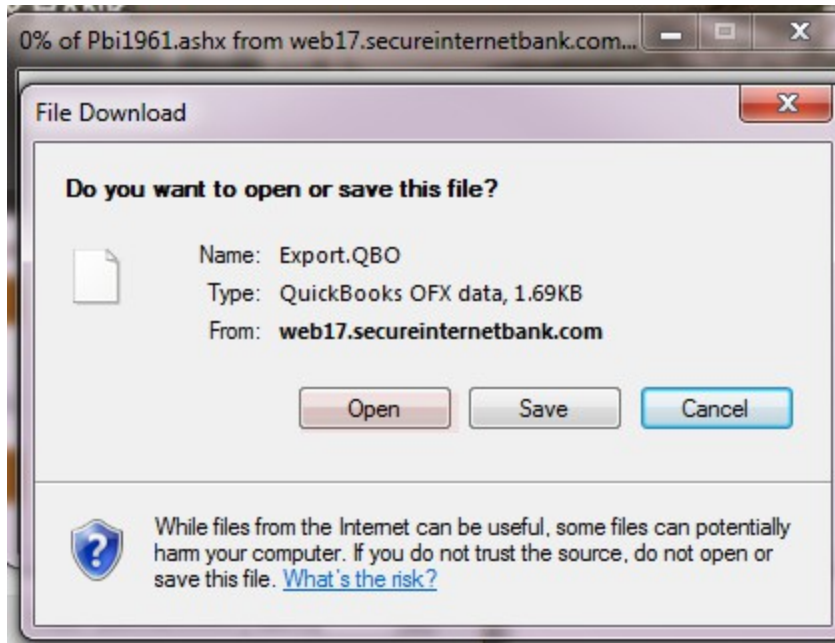
2. After entering your password on the password page, choose the timeframe you wish to download.



3. Chose the correct file format, and click Export.



4. **Click Open**



5. **Continue with steps 8 thru 12 in the Business Online Banking instructions above.**