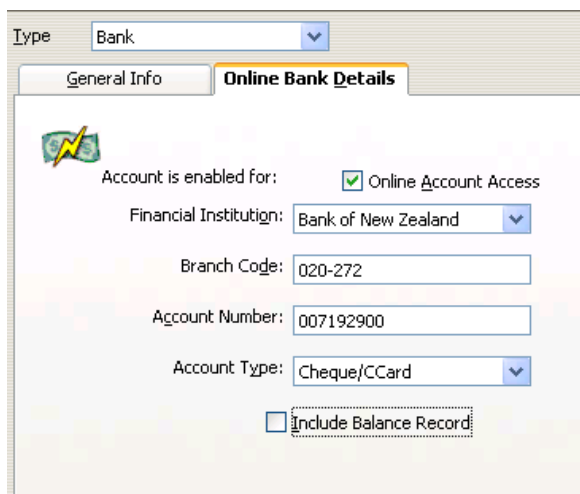


Online Banking

Online Banking is a feature fully available in QuickBooks 2011/12. Online Banking allows the user to import their bank statements and send bill payments to their bank. This will save both time and increase accuracy. New Zealand banks that QuickBooks can be configured for include ANZ, ASB, BNZ, HSBC, National Bank, Trust Bank, Westpac.

Before you can use online banking, you need to enter your bank details in the bank account in the Chart of Accounts and select Online Account Access. The Branch code includes your bank number and branch number and should be 6 digits (QuickBooks will put in the dash). Your Account Number is the full bank account number including suffix.



The screenshot shows the 'Online Bank Details' tab in the QuickBooks interface. The 'Type' dropdown is set to 'Bank'. The 'Account is enabled for:' section has the 'Online Account Access' checkbox checked. The 'Financial Institution' dropdown is set to 'Bank of New Zealand'. The 'Branch Code' text box contains '020-272'. The 'Account Number' text box contains '007192900'. The 'Account Type' dropdown is set to 'Cheque/CCard'. The 'Include Balance Record' checkbox is unchecked.

NB Make sure you untick 'Include Balance Record'. This is an Australian only requirement and may cause a conflict error when validating the ABA File using the RTL Utility.

You will need to have arranged for online services with your financial institution for this account. Access your bank account through the bank website and log on for Internet Banking. A Customer Number logon and password will likely be required. Create a Statement for the desired date range and select to download the bank statement.

Select either Quicken or QIF File Format from the bank's options.

Software Package

To download all the transactions for the period you have specified, select the required software package and click 'Continue' to download the data to your computer. Once the download is complete, you will be able to print the data from the selected software package.

Software package:

Quicken NZ

P O Box 331 534, Takapuna, Auckland

Phone 0900 33 609 Fax 09 414 3651

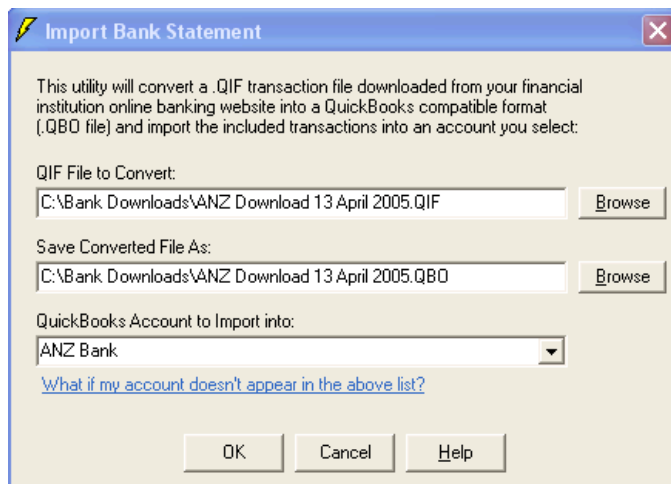
Email: support@quicken.co.nz

You will be asked where you wish to save this file. Choose a prepared folder, such as Bank Downloads, or save to the desktop. The file is saved as a .QIF Document. The bank website will advise when the download is complete and where it is saved to.

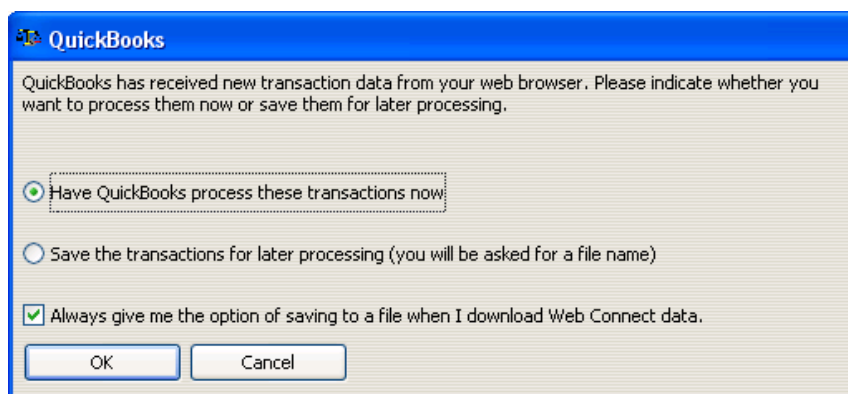
You can now log out of the bank website and import the statement in to QuickBooks.

Go to File > Import > Bank Statement File

You will need to convert the .QIF transaction file downloaded to a QuickBooks compatible format.



The transactions can be processed now or saved for later processing.



If you process the transaction now, QuickBooks will confirm the import is successful.

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You are automatically taken to the Online Banking Centre.

The Online Banking Centre lists the bank accounts that are configured for Online Banking, a list of downloaded Bank Statements and any transactions waiting to be sent to the Bank.

QuickBooks will look at the Statement that's been downloaded and determine which transactions already entered in to QuickBooks and automatically match them. Any transactions that it cannot recognise will remain unmatched. These unmatched items are transactions that are on your Bank download but have not yet been entered in to QuickBooks or are not recognised by your QuickBooks datafile.

Any transactions unmatched will now need to be matched. The top half of the screen represents the QuickBooks Bank Register. The bottom half of the screen is the downloaded Bank Statement.

Match Transactions Ask a help question Ask How Do I?

Go to ... Print... Edit Transaction QuickReport

Match QuickStatement transactions to those already in QuickBooks.

Show Register 1-Line Account: ANZ Bank

Date	Number	Account	Payee	Memo	Payment	Deposit	Balance
01/04/2005						75,000.00	75,000.00
12/04/2005	1521		Busy Store		1,500.00		73,500.00
12/04/2005						700.00	74,200.00
17/04/2005							

Ending Balance 74,200.00

As of 13/04/2005 Sort Statement By Date

Status	Date	Cheque #	Payee	Payment	Deposit
Matched	12/04/2005		CHEQUE 1521	1,500.00	
Unmatched	12/04/2005		DD AMI INSURANCE LTD DL 1	113.35	
Matched	12/04/2005		ANZ INTERNET FUNDS TRANSF		700.00
Unmatched	13/04/2005		EFTPOS FOODTOWN - BROA	99.07	

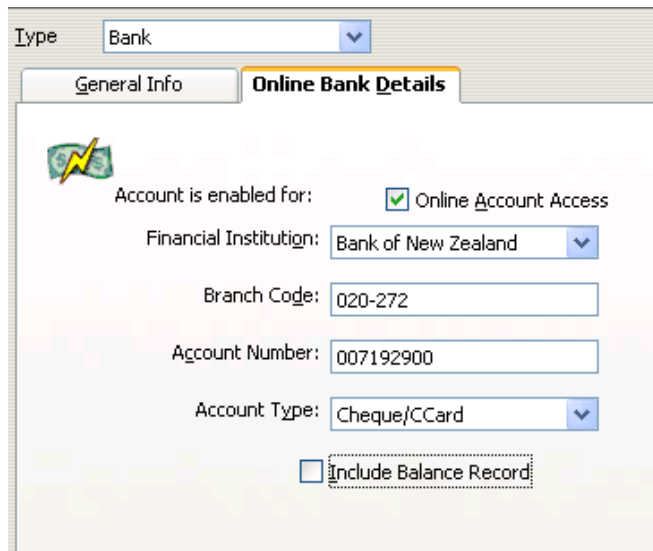
Select the unmatched transaction and click 'Add to register'. Choose the correct transaction type and the transaction will then become 'matched'. Continue until all transactions are matched.

The Banking download file can be deleted when no longer required. A Bank Reconciliation can be carried out in the normal manner with the added ability to match the transactions imported from the bank statement download.

Bill Payments

This feature is available in QuickBooks 2011/12 and gives you the opportunity to upload payment to suppliers from QuickBooks straight to the bank account, making payments quick, easy and accurate.

Before you can use online banking, you need to enter your bank details in the bank account in the Chart of Accounts and select Online Account Access. The Branch code includes your bank number and branch number and should be 6 digits (QuickBooks will put in the dash). Your Account Number is the full bank account number including suffix.



Type: Bank

General Info | **Online Bank Details**

Account is enabled for: Online Account Access

Financial Institution: Bank of New Zealand

Branch Code: 020-272

Account Number: 007192900

Account Type: Cheque/CCard

Include Balance Record

NB Make sure you untick 'Include Balance Record'. This is an Australian only requirement and may cause a conflict error when validating the ABA File using the RTL Utility.

Enter the Suppliers bank account on the Bank Details tab in the Supplier record. Their Account Number is their bank account number including suffix but not including bank and branch. The bank and branch are entered in the Branch Code field as Bank plus Branch (the same as your bank account in the Chart).

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Supplier Name: Brown Builders
 Current Balance: 962.50 [How do I adjust the current balance?](#)

Address Info | Additional Info | **Bank Details**

Account Information

Account Name: Brown Builders
 Account Number: 0012398700

Bank Details

Bank Name:
 Branch Name:
 Branch Address:
 Branch Code: 020-234

ABA File

Lodgement Ref:

Enter Bills in to QuickBooks in the usual way. When Paying Bills, choose the Payment Method 'Bank (Online)'.

When paying suppliers through Write Cheques, select 'Bank (Online)' as the payment method. Enter details and Save in the usual way.

The Online Payments are sent to the Online Banking Centre.

Online Banking Centre [Ask a help question](#) [Ask](#) [How Do I?](#)

Financial Institution: ANZ (New Zealand)

Accounts Configured for Online Access

ANZ Bank [Go Online](#)

From Bank

ANZ Bank QuickStatement - 13/04/2005 [Payment Info](#)
[View](#)
[Delete](#)

To Bank

Process On: 17/04/2005 Payment Description:

Date	Payee	Amount
<input checked="" type="checkbox"/> 17/04/2005	Daily Hardware Co Ltd	281.25
<input checked="" type="checkbox"/> 17/04/2005	Busy Stores	112.50
<input checked="" type="checkbox"/> 17/04/2005	Caltex	562.50

[Preview ABA File](#)
[Create ABA File](#)
 [Select All](#)
 [Select None](#)

Select the Payees you wish to pay then preview and print the ABA File. If you're happy with the selected payments, click 'Create ABA File'. The first time you do this you will be prompted to enter an APCA number, click 'Yes' and you are taken to the Banking Preference. Although this is a required field, it has no relevance to New Zealand, so enter any 6 digit number then click 'OK' to continue.

NB: You now have the ability to View and Edit the ABA file before sending this through to the RTL Bill Payment Utility.

The ABA file needs to be saved to a prepared folder, to the Desktop or to the default Program Files > Intuit > QuickBooks > Export Files > ABA Files. QuickBooks will confirm when the ABA File is successfully exported.

To install and register the Bill Payments RTL Utility found on the QuickBooks 2011/12 Programme CD.

Insert the CD into your CD drive. Close down the QuickBooks splash screen by selecting Quit. Click on the 'My Computer' icon on your start menu and click on the CD drive.

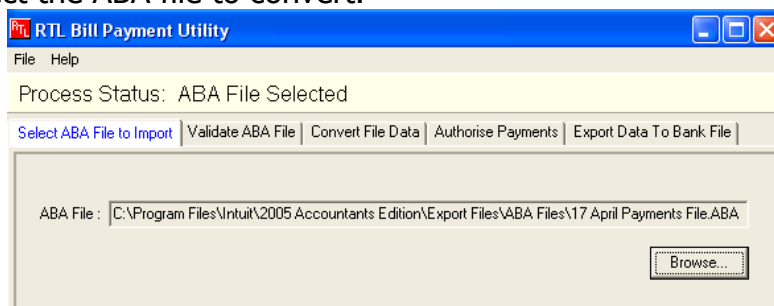
Convert7	File Folder	13/03/2006 4:10 p.m.
Convert9	File Folder	13/03/2006 4:10 p.m.
Convert14	File Folder	13/03/2006 4:10 p.m.
fscommand	File Folder	13/03/2006 4:10 p.m.
IE60	File Folder	13/03/2006 4:11 p.m.
PConfig	File Folder	13/03/2006 4:11 p.m.
QBooks	File Folder	13/03/2006 4:11 p.m.
QBTrial	File Folder	13/03/2006 4:11 p.m.
QBTutor	File Folder	13/03/2006 4:11 p.m.
QuickBooks Letters	File Folder	13/03/2006 4:11 p.m.
support	File Folder	13/03/2006 4:11 p.m.
TFC	File Folder	13/03/2006 4:11 p.m.
Timer	File Folder	13/03/2006 4:11 p.m.

You will need to double click the Support Folder, and then select _NZ.

Double click on the Setup.exe file and this will install the RTL Bill Payment Utility, and takes about 2 minutes. When questioned where to save it click default or choose your preferred location.

Once installed you can open the RTL Bill Payments Utility and convert the ABA file as follows :

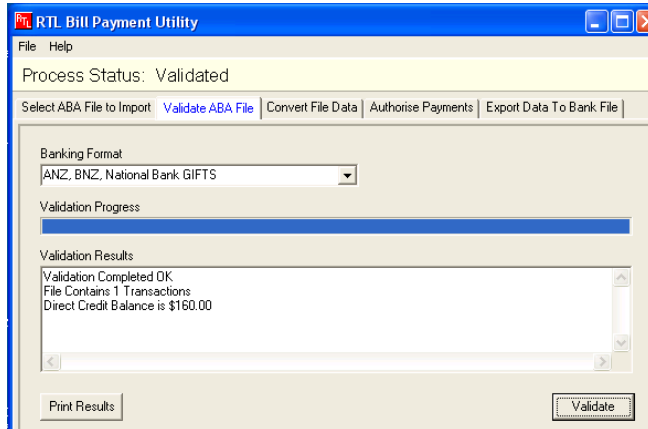
Select the ABA file to convert.



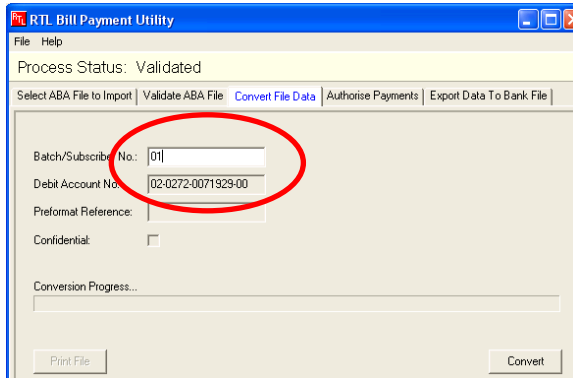
Validate the file.

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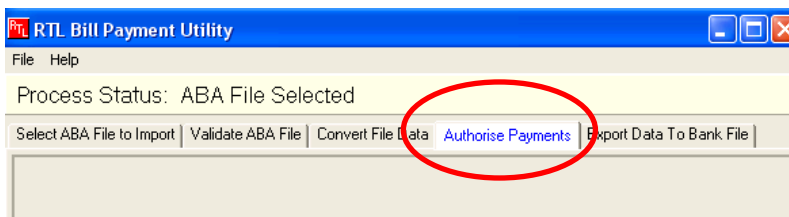
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Convert the File Data.



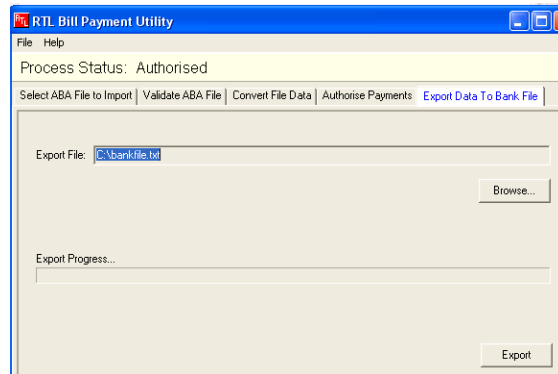
Authorise the payment.



Export the Data to your Bank File.

The Bill Payment Utility will confirm that successful conversion from ABA file to a bank file.

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Email: support@quicken.co.nz



This file can now be processed through your banking software. Some banks offer this service through internet banking, contact your bank to confirm this. The following is a list of the New Zealand banks and related software :

- ANZ, BNZ, National Bank GIFTS
- ASB EPW CSV
- ASB Fastnet
- ASB Gateway
- BNZ PC Banking
- BNZ PC Diskette
- Citibank Cash Direct Credit
- Citibank CitiDirect
- Citibank Paylink Direct Credit
- Citibank Payroll
- HSBC Batch Payments
- HSBC Bulk Payments
- National Bank DirectLink
- National, ANZ PC Diskette(MT9)
- Trust Bank Payment Format
- Westpac DeskBank
- Westpac PC Diskette

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