



Online Banking QuickBooks Transfers for Windows

Introduction

Using QuickBooks for Windows, you can make transfers between the following Centennial Bank account types:

- Checking
- Money Market
- Savings
- Loans (payments to all loan types and draws from credit lines)

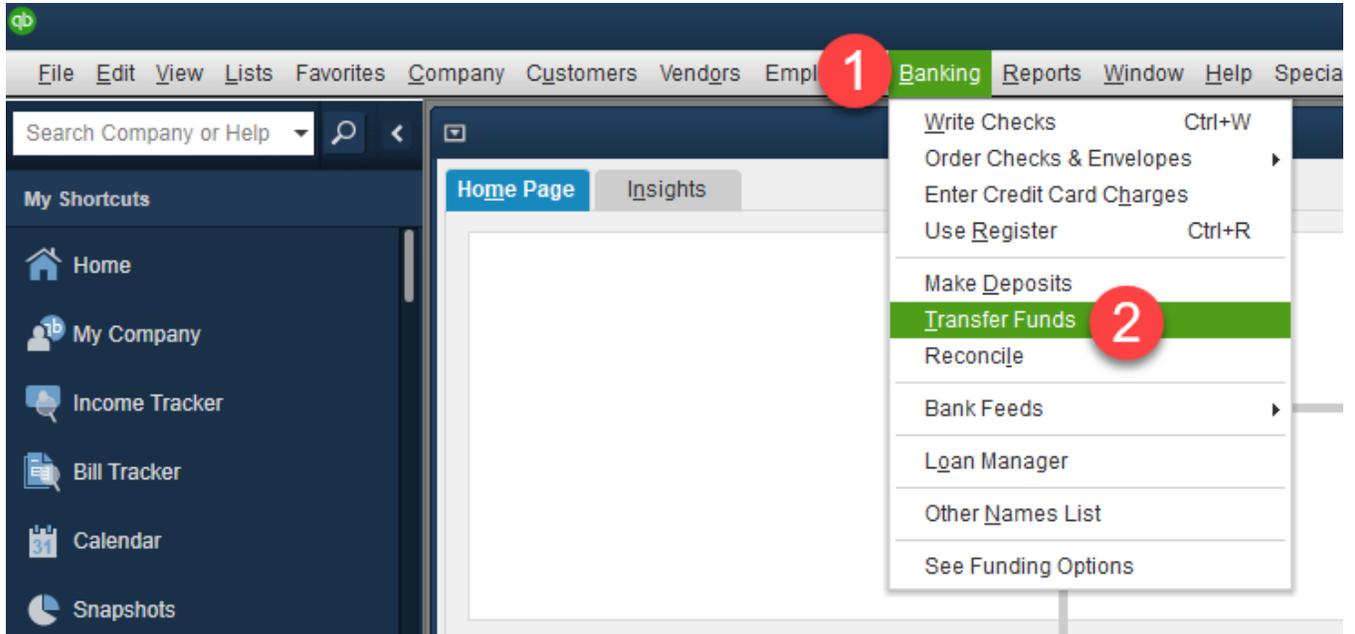
Before this is possible, you must have your accounts in QuickBooks, and they must be synced using the Direct Connect method. If you have not already done so, please find the appropriate guide for instructions on how to establish the Direct Connect service. If the Direct Connect service is already established, please proceed to the steps below.

Please note:

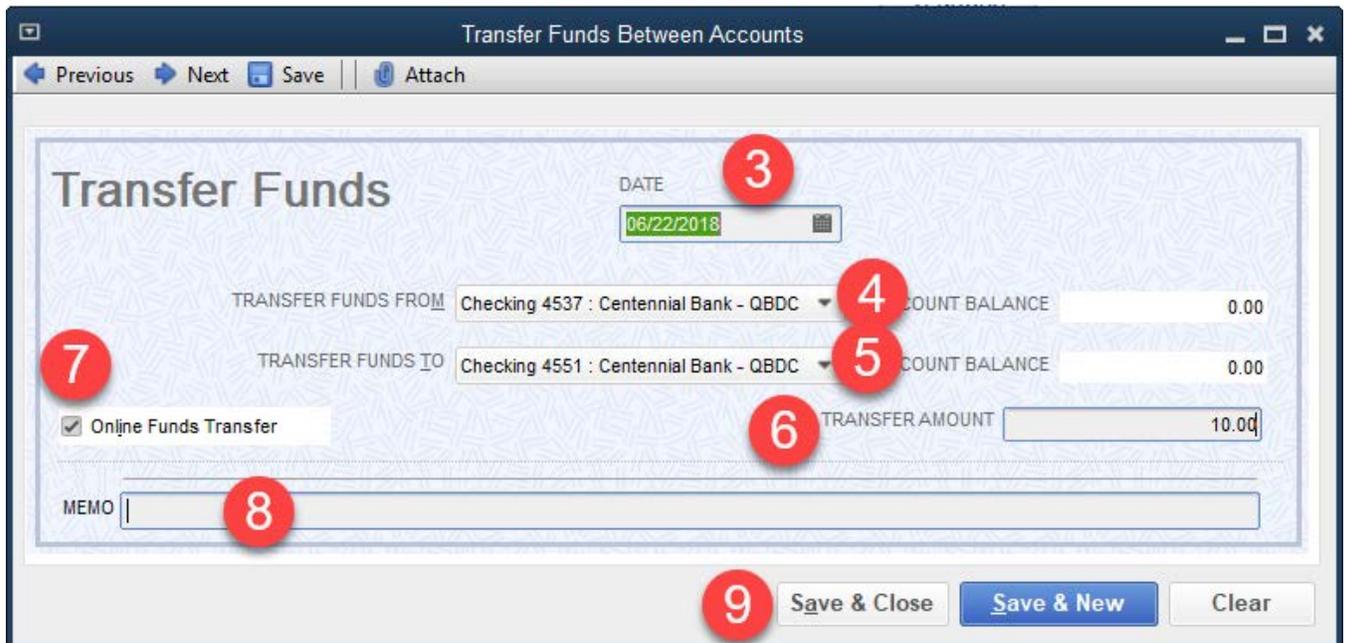
- Money Market accounts will categorize in QuickBooks as Checking accounts, but you can identify them by account number and/or balance.
- While there are various methods for processing Transfers within QuickBooks for Windows, we recommend the automated and user friendly method outlined below.

Steps

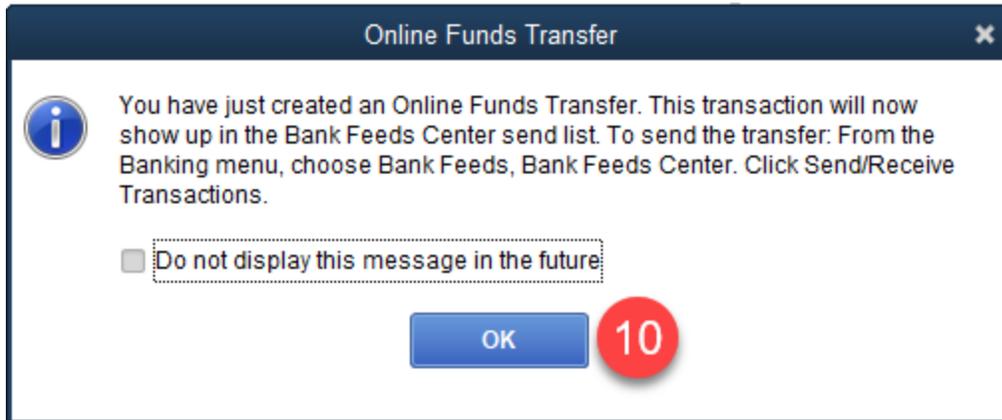
- After launching QuickBooks, choose the **Banking** (1) menu and navigate to the **Transfer Funds** (2) option.



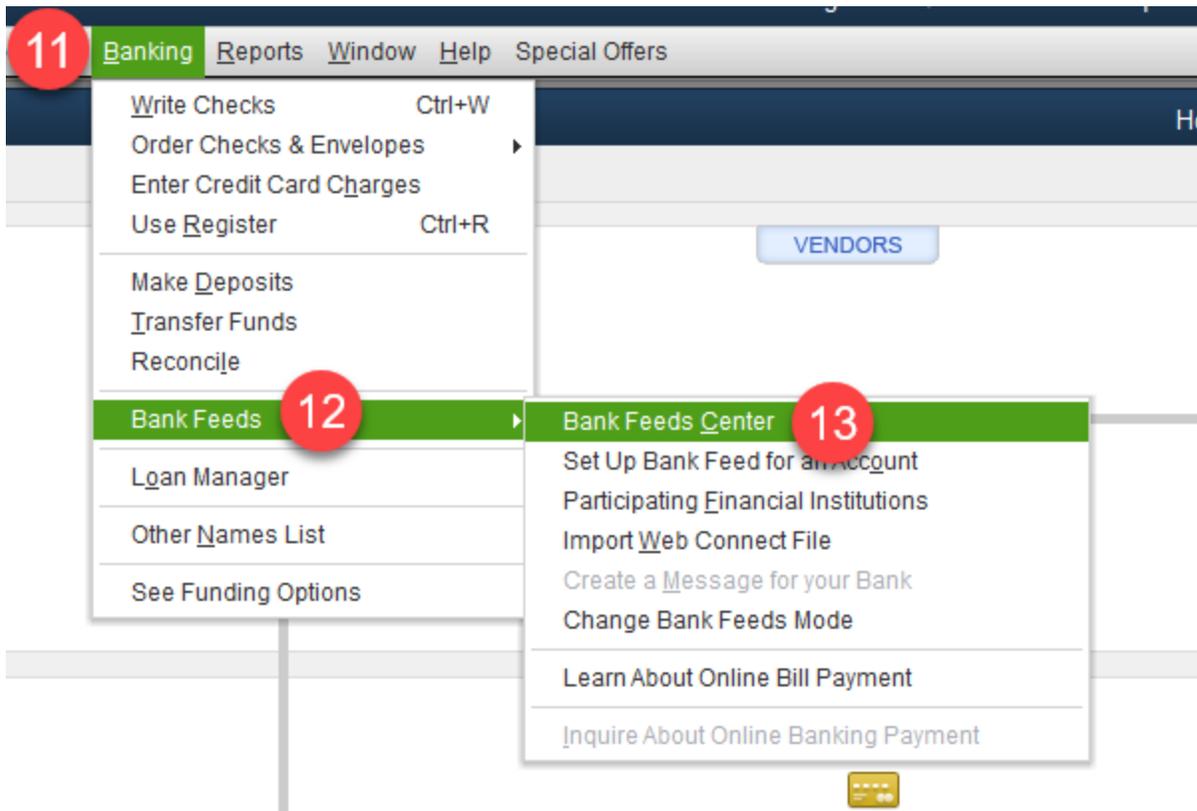
- Enter a **Transfer Date** (3), **From Account** (4), **To Account** (5), **Amount** (6) and check the **box** (7) to make it an Online Transfer. We do not support **Memos** (8) so ensure this field is blank before finally selecting **Save & Close** (9).



- The system will prompt you to now send the transfer via the Bank Feeds Center. Choose **OK** (10). You can also choose to skip this message in the future by placing a check in the box.



- To navigate to the Bank Feeds Center choose the **Banking** (11) menu, the **Bank Feeds** (12) menu and navigate to the **Bank Feeds Center** (13) option.



- From here you should see pending **Transfers** (14). Choose **Send Items** (15).

BANK ACCOUNTS

Centennial Bank - QBDC Account ending in ***4551	\$94.14 Today
In QuickBooks Checking 4551	\$10.00
Centennial Bank - QBDC Account ending in ***4537	\$98.69 Today
In QuickBooks Checking 4537	-\$10.00
Centennial Bank - QBDC Account ending in ***9200	\$1,971.37 Today
In QuickBooks Savings 9200	\$0.00
Centennial Bank - QBDC Account ending in ***4111	\$11,661.08 Today
In QuickBooks Savings 4111	\$0.00
Centennial Bank - QBDC Account ending in ***7420	\$231.61 Today
In QuickBooks Savings 7420	\$0.00
Centennial Bank - QBDC Account ending in ***7920	\$3,870.61 Today
In QuickBooks Savings 7920	\$0.00
Centennial Bank - QBDC Account ending in ***7906	\$3,193.65 Today
In QuickBooks Checking 7906	\$0.00
Centennial Bank - QBDC Account ending in ***6620	\$231.61 Today

Account Information LAST UPDATE: Today

Centennial Bank - QBDC
ACCOUNT ENDING IN ***4551

In QuickBooks
ENDING BALANCE Checking 4551

\$94.14 **\$10.00**

77 transactions are waiting to be added to QuickBooks. [Transaction List](#)

Read messages from your bank
 Messages Received (0)
 Alerts (0)

Send items to your bank
 Transfers (1 of 1) **14** Messages (0 of 0)

Manage your account
[Contact your bank](#)
[Disable bank feeds](#)

[Send Items](#) **15** [Create New](#)

- If prompted enter your **Online Banking Password** (16) and then choose **OK** (17).

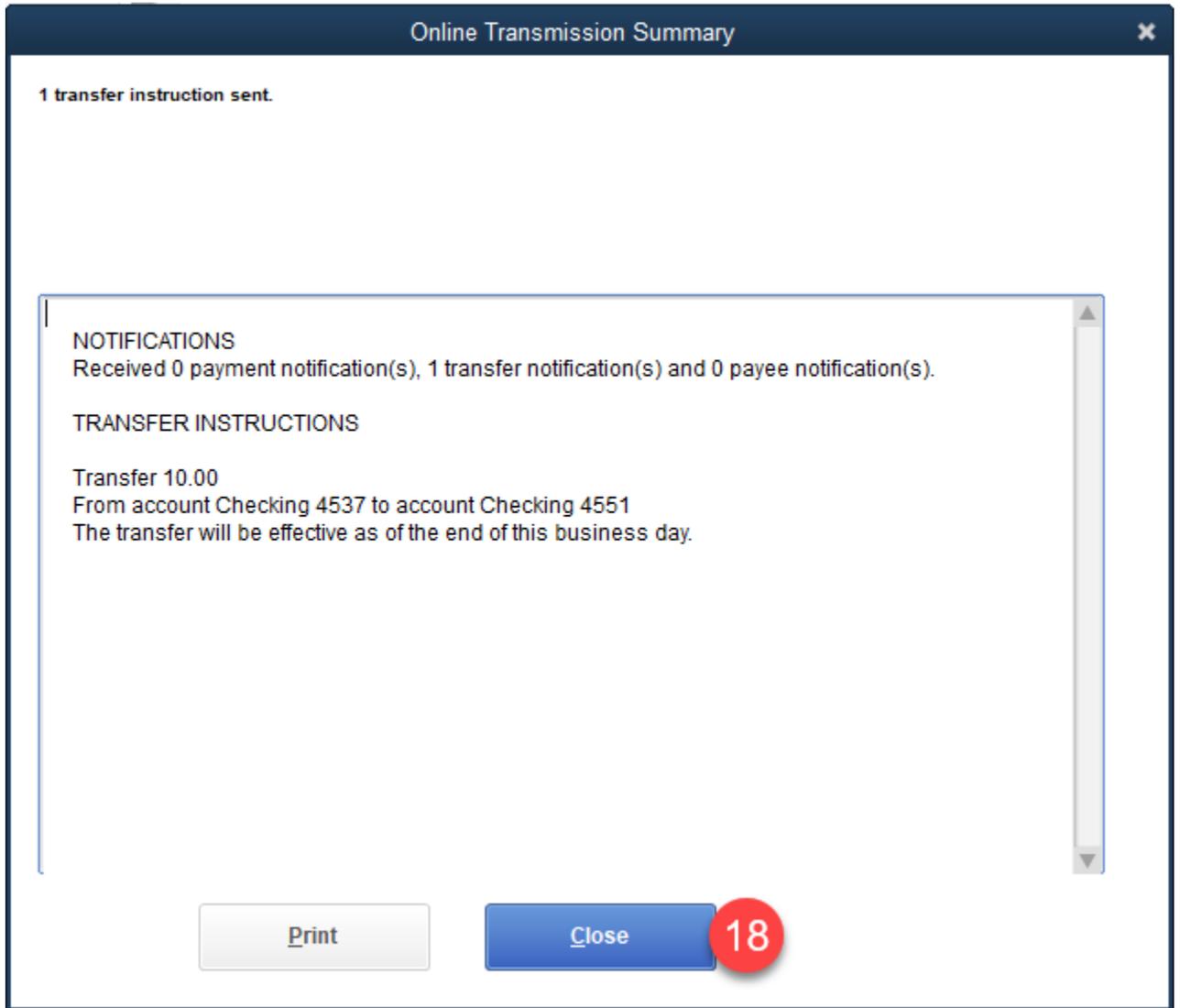
Access to Centennial Bank - QBDC

QuickBooks

Enter your PIN/ Password **16**

17 [OK](#) [Cancel](#) [Help](#)

- Check the confirmation to ensure that the transfer was successful, and then choose **Close** (18).



- If you now examine your account registers for both accounts, you should see the **Transfer (19)** reflected.

Checking 4537

Go to... Print... Edit Transaction QuickReport Download Transactions

DATE	NUMBER	PAYEE		PAYMENT	DEPOSIT	BALANCE	
	TYPE	ACCOUNT	MEMO				
06/22/2018	OXfr			10.00		-10.00	
	TRANSF	Checking 4551	Funds Transfer				
22/2018	Number	Payee		Payment	Deposit		
		Account	Memo				
Splits						ENDING BALANCE	-10.00
1-Line						19	
Sort by Date, Type, Number/Ref						Record	Restore

Checking 4551

Go to... Print... Edit Transaction QuickReport Download Transactions

DATE	NUMBER	PAYEE		PAYMENT	DEPOSIT	BALANCE	
	TYPE	ACCOUNT	MEMO				
06/22/2018	OXfr				10.00	10.00	
	TRANSF	Checking 4537	Funds Transfer				
22/2018	Number	Payee		Payment	Deposit		
		Account	Memo				
Splits						ENDING BALANCE	10.00
1-Line						19	
Sort by Date, Type, Number/Ref						Record	Restore

- If all of the steps above are followed without incident, then within a few moments you should see the transfer within **Online Banking (20)** on both accounts.

Current Cycle Internet Transactions					
Date/Time	Sequence Number	Description	20	Withdrawal	Deposit
06/22/2018 11:09:05 AM	00026	XFR:OFX 58C0CB01-7CFD-1000-A5B9-829351F70026		\$ 10.00	

Current Cycle Internet Transactions					
Date/Time	Sequence Number	Description	Withdrawal	20	Deposit
06/22/2018 11:09:05 AM	00026	XFR:OFX 58C0CB01-7CFD-1000-A5B9-829351F70026			\$ 10.00

- You have now successfully completed a transfer within QuickBooks for Windows.