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 Feeds](image1)

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

![Access to Centennial Bank - QBDC](image2)
• 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.
• 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.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Sequence Number</th>
<th>Description</th>
<th>Withdrawal</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/22/2018 11:09:05 AM</td>
<td>00026</td>
<td>XF/OFX 58CC02D1-7CFD-1000-35BB-829351F70026</td>
<td>20</td>
<td>$ 10.00</td>
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• You have now successfully completed a transfer within QuickBooks for Windows.