



Online Banking

Quicken Transfers for Windows

Introduction

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

Steps

- After launching Quicken, choose an **account** (1), navigate to the **Actions** menu (2) and select the **Transfer Money** option (3).

The screenshot displays the Quicken 2017 Premier interface for the 'Checking 131087906' account. The left-hand navigation pane shows a list of accounts, with 'Checking 131087906' highlighted and marked with a red circle '1'. The main window shows a list of transactions with columns for Date, Check #, Payee, Memo, Category, and Payment. A right-hand 'Actions' menu is open, with 'Transfer money' selected and marked with a red circle '3'. A red circle '2' is located in the top right corner of the interface. The bottom of the screen shows '134 Transactions', 'Online Balance: 3,193.65', and 'Ending Balance: 3,193.65'.

- Enter a **Transfer Date** (4), **Amount** (5), **From Account** (6), **To Account** (7) and if desired enter a **Description** and a **Memo** (8). The Description and Memo fields will only appear in Quicken, not within Online Banking. Finally, select **OK** (9).

Transfer Money Within Quicken

Transfer date: 6/22/2018

Amount: 5.00

From account: Checking 131087906

To account: Savings 131087920

Payee/Description: Transfer Money (optional)

Memo:

Buttons: ? 9 OK Cancel

- In order to make this an online transfer that will upload to Centennial Bank, choose **Transfer Online** (10) when prompted.

Quicken 2017

Do you want to transfer this money online or only record the transfer in your Quicken register?

Buttons: 10 Transfer Online Record Only Cancel

- You will then see the debit and credit entries listed on both account registers, but it has **not** yet been sent to Centennial Bank. This is evident by the transaction status of **Uncleared** (11).

	Date	Check #	Payee	Memo	Category	Payment	Deposit	Amount	Balance
New	6/11/2018		Comcast	AC-COMCAST	-CABI Bills & Utilities:Television	219.44		-219.44	4,003.65
New	6/11/2018	1885	Check	CHECK		810.00		-810.00	3,193.65
Uncleared	6/22/2018		OXfr	Transfer Money	[Savings 131087920]	5.00		-5.00	3,188.65
135 Transactions						Online Balance:		3,193.65	Ending Balance:

	Date	Check #	Payee	Memo	Category	Payment	Deposit	Amount	Balance
Uncleared	6/22/2018		Xfr Transfer Sa	XFR:transfer from sa	[Checking 131087906]	2,000.00		-2,000.00	3,870.61
Uncleared	6/22/2018		Transfer Money		[Checking 131087906]		5.00	5.00	3,875.61

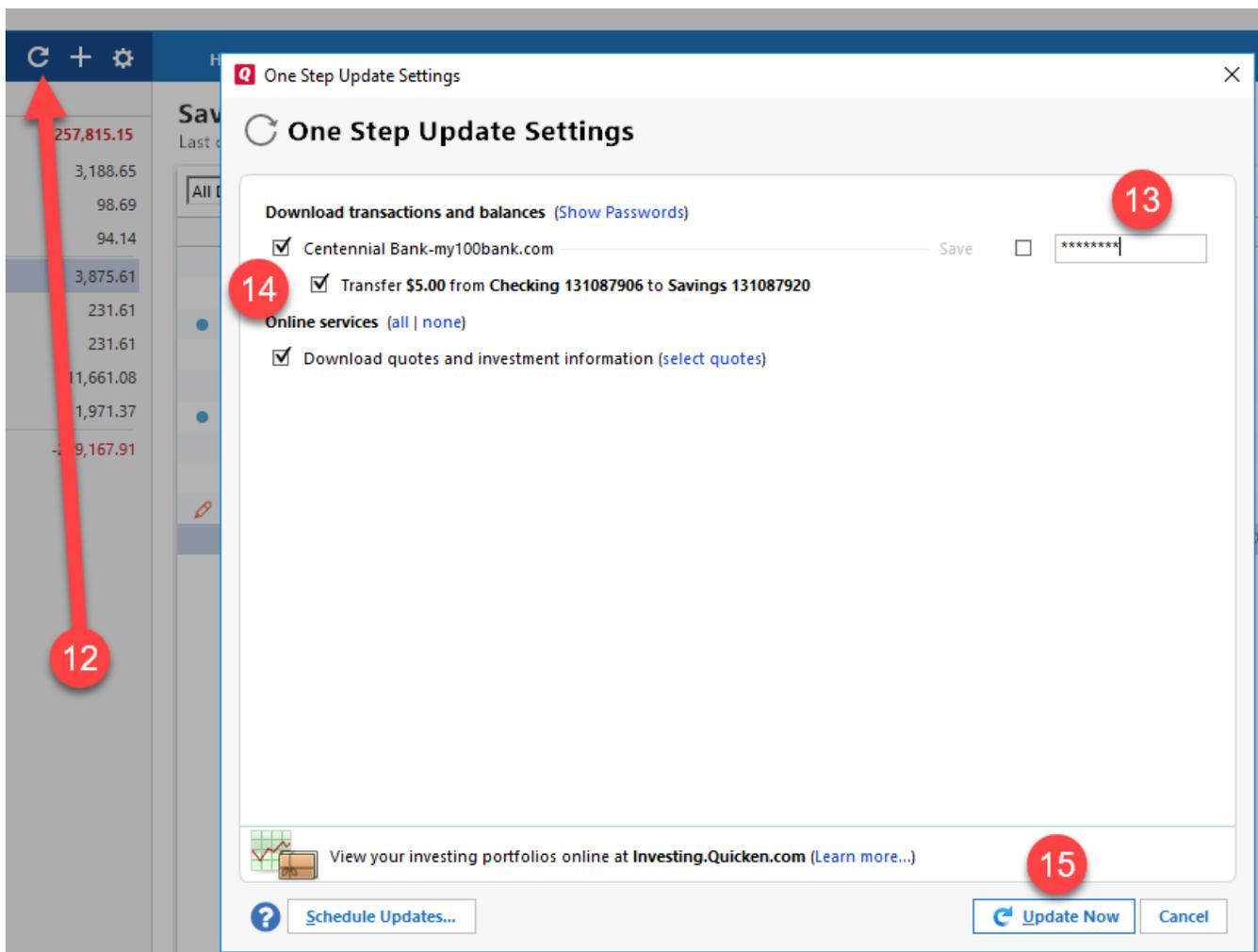
6/22/2018

Uncleared

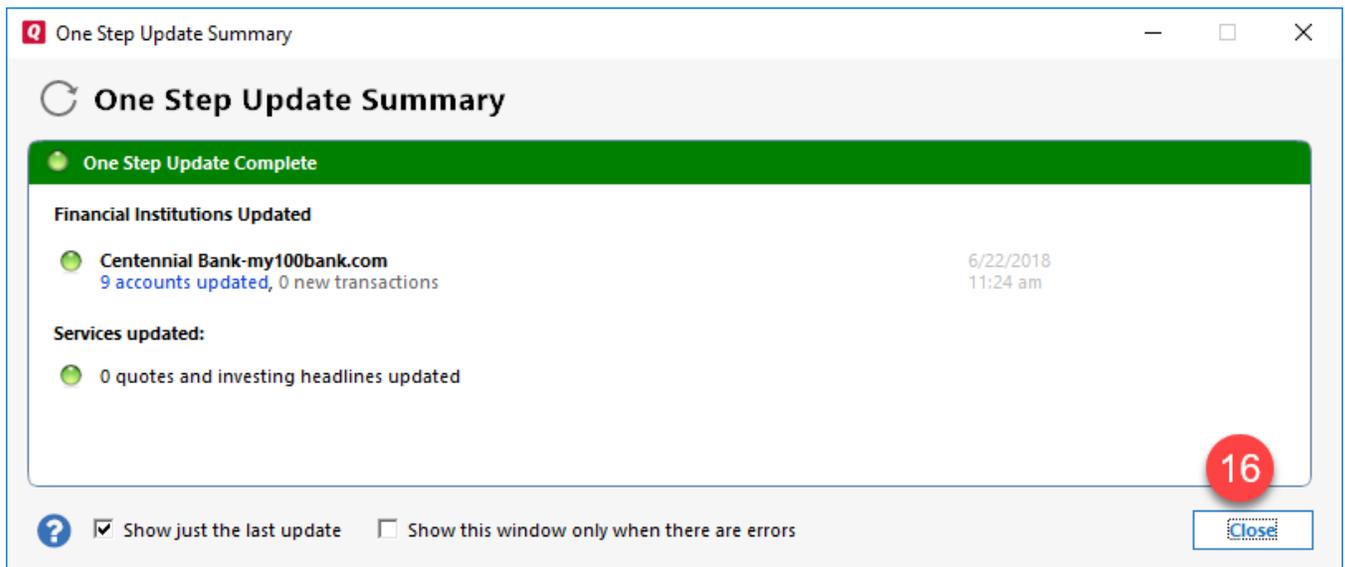
6/22/2018

6/22/2018

- Next choose the **Update Account** button (12), enter your **Online Banking Password** (13) if prompted, ensure that both **check boxes** (14) are checked to send the transfer to Centennial Bank and finally select **Update Now** (15).



- Ensure that your One Step Update was completed successfully, and then click **Close** (16).



- If you now examine the register for the **Transfer From** account, you will see the item shows a transaction status of **Sent** (17). You will continue to see a status of **Uncleared** on the **Transfer To** account until (A) the transfer hard posts to your account, and (B) you perform another update within Quicken.

• New	6/11/2018	1885	Check
✉ Sent	6/22/2018	OXfr ⚡	Transfer Money
	6/22/2018	Check #	Payee

- If all of the steps above are followed without incident, then within a few moments you should see the transfer within **Online Banking** (18) on both accounts.

Current Cycle Internet Transactions			18	
Date/Time	Sequence Number	Description	Withdrawal	Deposit
06/22/2018 10:24:37 AM	00025	XFR:OFX 57293B1A-7CFD-1000-A0E9-E3E739560026	\$ 5.00	

Current Cycle Internet Transactions			18	
Date/Time	Sequence Number	Description	Withdrawal	Deposit
06/22/2018 10:24:37 AM	00025	XFR:OFX 57293B1A-7CFD-1000-A0E9-E3E739560026		\$ 5.00

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