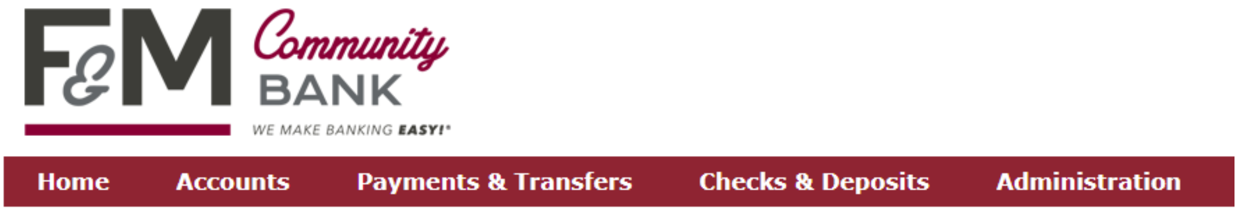
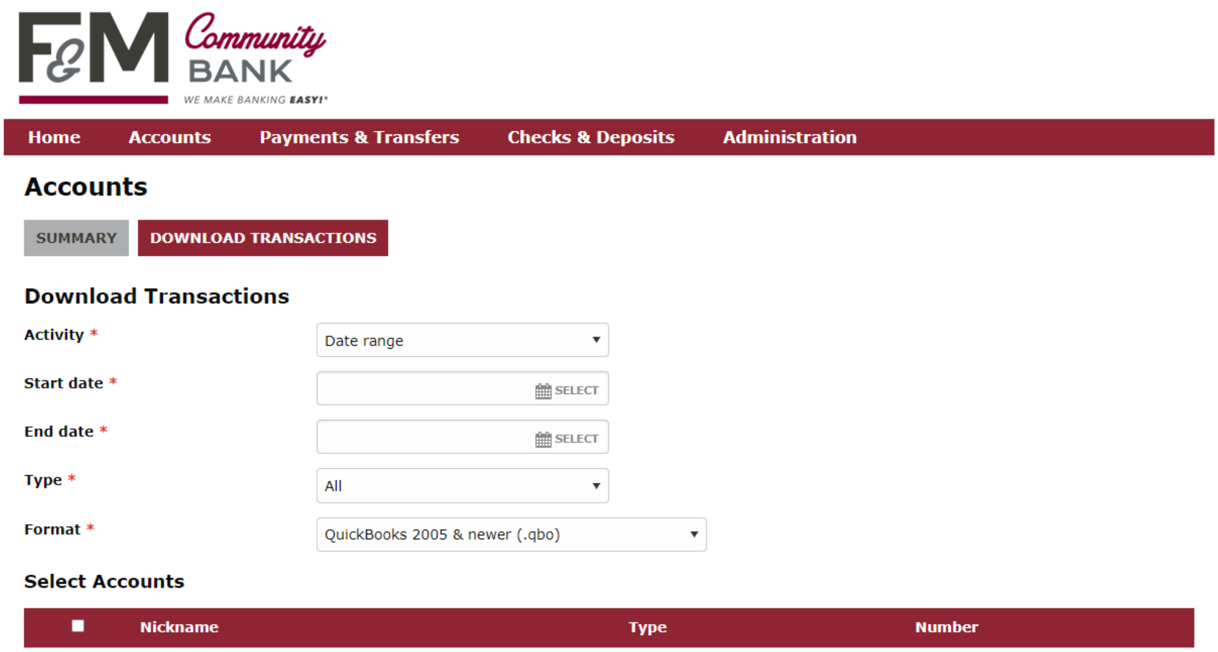
How to Download a QuickBooks Compatible File

1. Login to your Business Online Banking (cash management) with F & M Community Bank.
2. In the top tool bar, select "Accounts"



3. Select the "Download Transactions" button.
4. Enter the criteria for the transactions you would like to download.
5. Select the account(s) you want to download the transactions for.
6. Select the "Download Transactions" button at the bottom of the page.



7. Save the downloaded file locally on your computer.
8. Login to your Quickbooks account and import the downloaded transactions file.

If you have any questions, reach out to Tamsen Leimer, tamsenl@fmcommunity.com, 507.944.6011 and she will do her best to help!

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