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"

С	Community BANK WE MAKE BANKING EASY!			
Home	Accounts	Payments & Transfers	Checks & Deposits	Administration

- 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.

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Home	Accounts	Payments & Transfers	Checks & Deposits	Administration					
Accounts									
SUMMARY DOWNLOAD TRANSACTIONS									
Download Transactions									
Activity *		Date range	•						
Start date *	ĸ		SELECT						
End date *			SELECT						
Туре *		All	•						
Format *		QuickBooks 2005 & ne	wer (.qbo)	•					
Select Accounts									
	Nickname		Туре	N	ımber				

- 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, <u>tamsenl@fmcommunity.com</u>, 507.944.6011 and she will do her best to help!