



QuickBooks Setup Guides

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QuickBooks Desktop



QuickBooks Desktop Pro 2017

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

Search Company or Help

My Shortcuts

- Home
- My Company
- Income Tracker
- Bill Tracker
- Calendar
- Snapshots
- Customers
- Vendors
- Employees
- Bank Feeds**

My Shortcuts

- View Balances
- Run Favorite Reports
- Open Windows

Do More With QuickBooks

- Turn on Payroll
- Accept Credit Cards
- Order Checks— Free Shipping
- Learn about QuickBooks Online
- See Financing Options

Bank Feeds

+ Add Account Rules

BANK ACCOUNTS

Somerset Trust Company - BIZ	\$1,640.68
Account ending in ***8939	1 month(s) ago
In QuickBooks	
Checking at Somerset Trust Com	-\$1,137.64
Somerset Trust Company - BIZ	\$116,164.95
Account ending in ***4981	Today
In QuickBooks	
Test Chking	\$0.00

Account Information

LAST UPDATE: Today

Somerset Trust Company - BIZ	In QuickBooks
ACCOUNT ENDING IN ***4981	ENDING BALANCE Test Chking
\$116,164.95	\$0.00

There are no transactions to review. [Learn how to manually download transactions.](#)

Manage your account

- Disable bank feeds**
- Manually import statements
- Edit account settings

Expense Breakdown

First, you will want to disable your current bank feeds with the old system

qb - QuickBooks Desktop Pro 2017

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

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- Bank Feeds

My Shortcuts

- View Balances
- Run Favorite Reports
- Open Windows

Edit Account

Account Type Bank

General Bank Feed Settings

Account Name Test Chking

Activate Online Services

CONNECTION INFORMATION

Financial Institution Somerset Trust Company - BIZ

Account Customer ID 0001411570

Last Download: 11/07/2017 (2 transactions)

Statement Downloads

Online Bill Payments

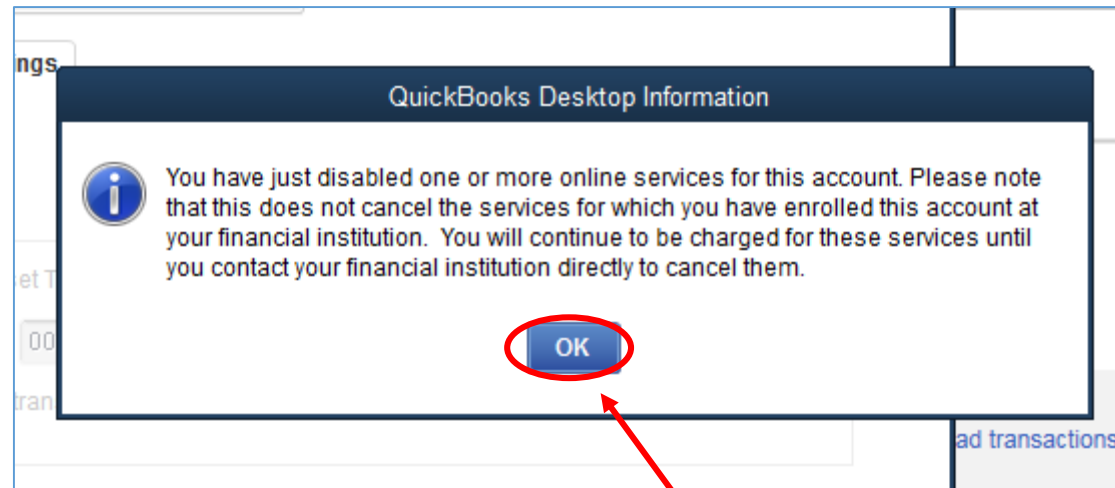
Deactivate All Online Services

If you deactivate all services, you will have to set them up for this account again.

Account is inactive

Save & Close Cancel

Click here to deactivate then 'Save & Close'



Click 'OK' and then repeat for all other Somerset Trust accounts that you wish to establish a new connection with

Search Company or Help

Bank Feeds

+ Add Account **Rules**

BANK ACCOUNTS

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Account ending in ***8939	1 month(s) ago
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Account ending in ***4981	Today
In QuickBooks	
Test Chking	\$0.00

Account Information

LAST UPDATE: Today

Somerset Trust Company - BIZ	In QuickBooks
ACCOUNT ENDING IN ***4981	ENDING BALANCE Test Chking
\$116,164.95	\$0.00

There are no transactions to review. [Learn how to manually download transactions.](#)

Manage your account

- [Disable bank feeds](#)
- [Manually import statements](#)
- [Edit account settings](#)

Next, select 'Add Account'

- My Shortcuts**
- Home
 - My Company
 - Income Tracker
 - Bill Tracker
 - Calendar
 - Snapshots
 - Customers
 - Vendors
 - Employees
 - Bank Feeds
- My Shortcuts**
- View Balances
 - Run Favorite Reports
 - Open Windows
- Do More With QuickBooks**
- Turn on Payroll
 - Accept Credit Cards
 - Order Checks- Free Shipping
 - Learn about QuickBooks Online
 - See Financing Options

Step 1: Find your bank



Enter your bank's name

Examples: Bank of America, Citibank, American Express.

Matching Results

- Citizens National Bank-Somerset,KY
- Somerset Trust Company
- Somerset Trust Company - BIZ**
- Somerset Trust Company - New

First, select the option that includes 'Biz' in the title

Showing 1-4 of 4

Or choose from these popular banks

- Bank of America-All Other States
- Chase
- Fidelity Bank
- U.S. Bank - PFM Direct Connect
- JPMorgan Chase Bank
- Wells Fargo Bank
- Capital One Card Services
- Citi Cards
- Discover Card
- American Express

How to manually import your transactions:

1. Go to your bank's website and log in.

Go to [Somerset Trust Company - BIZ's website](#) and log in using your credentials.

Next, click the link to go out to our website to log in.

2. Find the statement or transaction you want to bring into QuickBooks.

From your account details, select your statement or a group of transactions.

3. Download the transaction to your desktop.

The transactions will be downloaded as a .qbo file. You can find this file on your desktop or in your downloads folder.

4. Open the file and import your transaction into QuickBooks

Simply double-click the file and QuickBooks will automatically open to import your transactions.



Service provided by
<https://www.somersettrust.com>
(800) 972-1651

WHAT'S NEXT?

[Add accounts from another bank](#)

[Download your transactions from Bank Feeds](#)

Close


Select 'STC Anywhere for Business' from the dropdown menu

The screenshot shows a web browser window with the URL <https://www.somersettrust.com/>. The page features the Somerset Trust Company logo at the top left and the word "Convenient" on the right. The main content area has an orange background with the heading "Secure Logins". Below the heading is a dropdown menu with "STC Anywhere for Business" selected, which is circled in red. Underneath the dropdown are two buttons: "Continue" and "Register". At the bottom of the section, there is a link for "Forgot Password".

Somerset Trust Company

Back Forward Stop Refresh Print

https://stcanywherebusiness.cbzsecure.com/



Business ID


Username Save

Password

Forgot Username or Password

Fill in these 3 fields and log in

Log In

Done  Secure web site


Supplies

Detailed description: This is a screenshot of a web browser window displaying the login page for Somerset Trust Company. The browser's address bar shows the URL 'https://stcanywherebusiness.cbzsecure.com/'. The page features a white login form centered on a background image of a sunset over hills. The form includes three input fields: 'Business ID', 'Username', and 'Password'. A 'Save' toggle is located to the right of the Username field. Below the fields is a link for 'Forgot Username or Password'. A red text overlay reads 'Fill in these 3 fields and log in'. At the bottom of the form is a dark green 'Log In' button, which is circled in red. The browser's status bar at the bottom shows 'Done' on the left and 'Secure web site' on the right. The word 'Supplies' is visible in the bottom-left corner of the overall image.

Somerset Trust Company

Back Forward Stop Refresh Print

https://stcanywherebusiness.cbzsecure.com/

✕

Enter Authentication Code

An authentication code has been sent to the following phone number ###-###-5827. Please enter the authentication code here.

You will be prompted to enter your secure access code

cancel

ok

Click on this icon to download the .QBO file for upload

Somerset Trust Company - Transactions

https://stcanywherebusiness.cbzsecure.com/accounts

Transaction History

	DATE	DESCRIPTION	AMOUNT	BALANCE	
<input type="radio"/>	09-29-2017	Deposit	\$50.00	\$1,640.68	▼
<input type="radio"/>	09-25-2017	Deposit Remote Deposit	\$45.00	\$1,590.68	▼
<input type="radio"/>	09-11-2017	Check #319	\$1,163.75	\$1,545.68	OT ▼
<input type="radio"/>	09-07-2017	External Withdrawal FIRSTENERGY FIRSTENERGY - BillPay	\$68.89	\$2,709.43	▼

Select 'QuickBooks' as the file type, the account to be pulled in, and a date range

The screenshot shows a web browser window titled "Somerset Trust Company - Transactions" with the URL "https://stcanywherebusiness.cbzsecure.com/accounts". The browser's address bar and navigation buttons (Back, Forward, Stop, Refresh, Print) are visible. The main content area displays a "Transaction History" table with columns for DATE, DESCRIPTION, AMOUNT, and BALANCE. A modal dialog box titled "Export Transactions" is open in the center, containing the following fields:

- Select File Type: QuickBooks (QBO)
- Select Account: 72 Month CD (...6191)
- From: 08-31-2016
- To: 09-28-2016

A "Next" button is located at the bottom of the dialog box. The background table shows the following data:

DATE	DESCRIPTION	AMOUNT	BALANCE
05-14-2017	Credit Interest	\$169.59	\$17,196.26
11-14-2016	Credit Interest	\$170.33	\$17,026.67
05-14-2016	Credit Interest	\$166.93	\$16,856.34
11-14-2015	Credit Interest	\$167.41	\$16,689.41

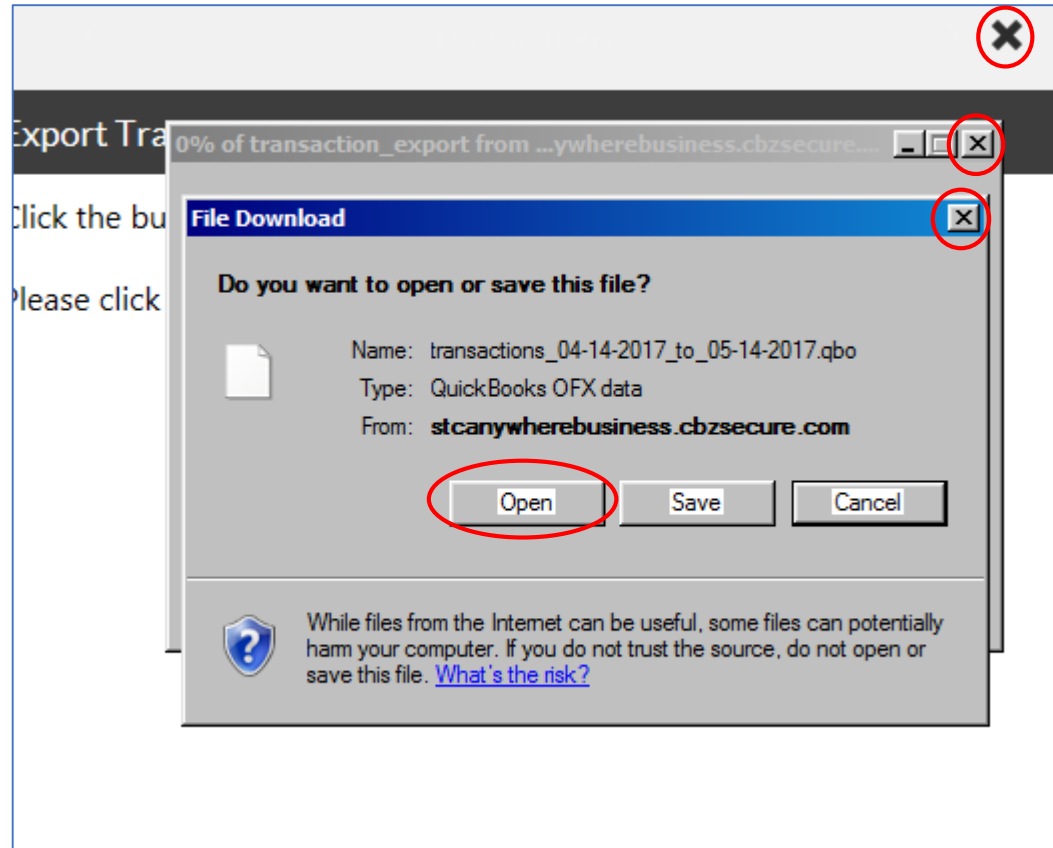
The browser's status bar at the bottom right indicates "Secure web site".

Click 'Download' and then close these windows

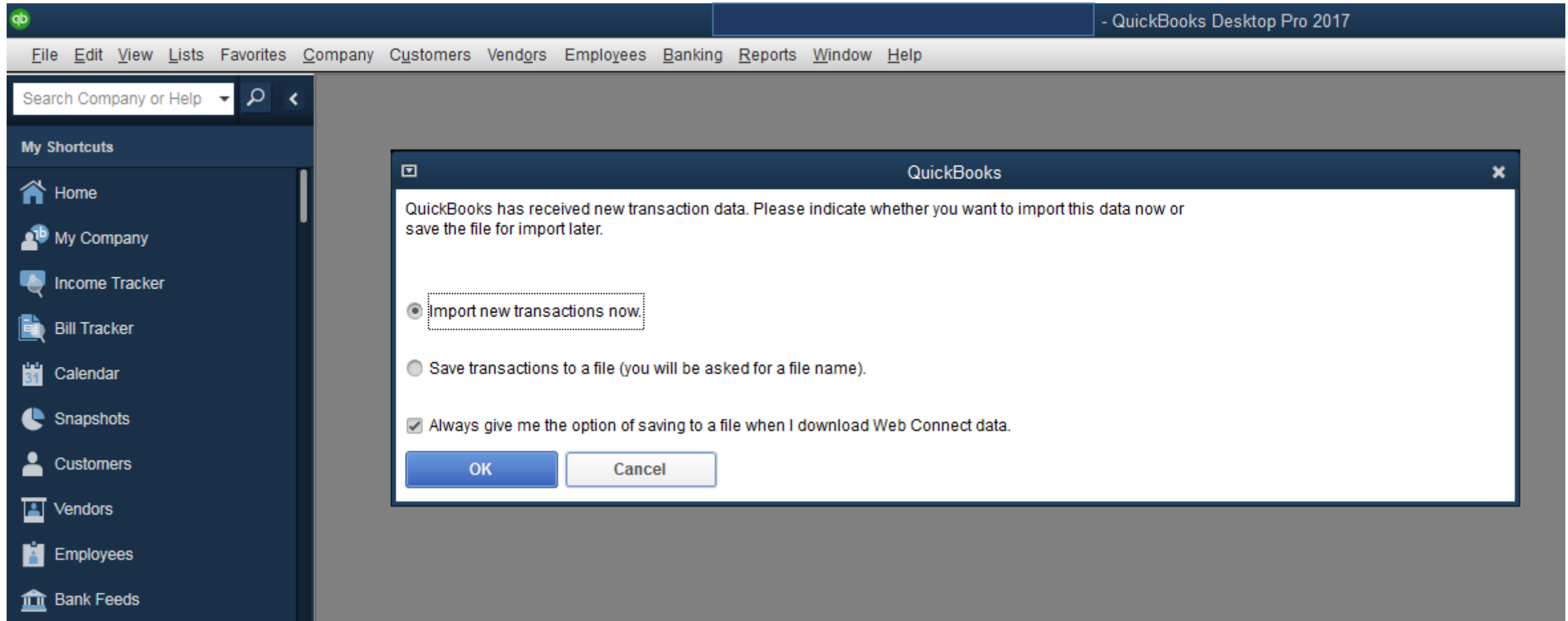
The screenshot shows a web browser window titled "Somerset Trust Company - Transactions" with the URL "https://stcanywherebusiness.cbzsecure.com/accounts". An "Export Transactions" dialog box is open in the center, containing the text: "Click the button below to download your transactions. Please click Close after download is complete." At the bottom of the dialog is a green button labeled "Download". The dialog box has a close button (X) in its top right corner. The background shows a "Transaction History" table with columns for DATE, DESCRIPTION, AMOUNT, and BALANCE. The browser window also has a close button (X) in its top right corner. Red circles and arrows highlight these close buttons and the "Download" button.

DATE	DESCRIPTION	AMOUNT	BALANCE
09-05-2017	Descriptive Withdrawal teleph	\$860.00	\$10,215.69
08-09-2017	Descriptive Withdrawal teleph	\$660.00	\$11,075.69
07-12-2017	External Deposit AMERICAN F	\$1,000.00	\$11,735.69
07-11-2017	Withdrawal test2	\$1.00	\$10,735.69
07-11-2017	Deposit test1	\$1.00	\$10,736.69
07-03-2017	Descriptive Withdrawal teleph	\$990.00	\$10,735.69
06-09-2017	Withdrawal test transfer - reve	\$1.00	\$11,725.69
06-09-2017	Deposit test transfer	\$1.00	\$11,726.69
06-02-2017	Deposit Remote Deposit	\$500.00	\$11,725.69

Select 'Open' and then close all windows until you see the screen for 'Importing Transactions'



Choose the proper option and click ok to proceed through the QuickBooks setup.



st Company \$1,640.69

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Select Bank Account

You are downloading transactions for the following account:

- Financial Institution: Somerset Trust Company - BIZ
- Account type: Checking
- Account number: 2002504981

QuickBooks does not have an online account to handle these transactions.
Please make a selection below.

Use an existing QuickBooks account

Create a new QuickBooks account Checking(2) at Somerset Trust

+ Add Account ≡ Rules

BANK ACCOUNTS

Somerset Trust Company - BIZ	\$1,640.68
Account ending in ***8939	1 month(s) ago
In QuickBooks	
Checking at Somerset Trust Com	-\$1,137.64
Somerset Trust Company - BIZ	\$116,164.95
Account ending in ***4981	Today
In QuickBooks	
Test Chking	\$0.00

Account Information

Somerset Trust Company - BIZ	In QuickBooks
ACCOUNT ENDING IN ***8939	ENDING BALANCE Checking at Somerset Trust Com
\$1,640.68	-\$1,137.64

There are no transactions to review. [Learn how to manually download transactions.](#)

QuickBooks Web Connect [X]

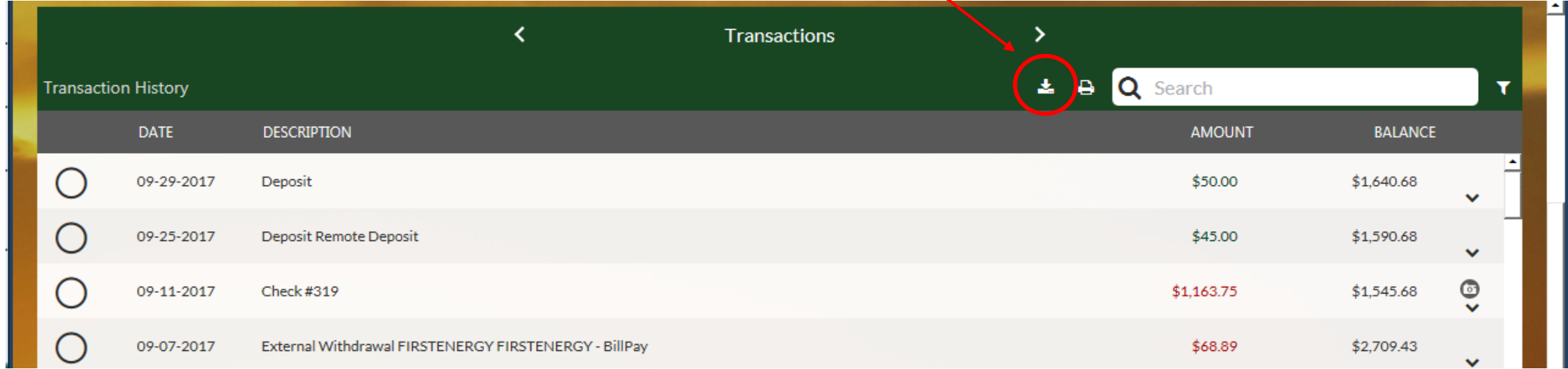
Your Web Connect data has been successfully read into QuickBooks. You can view the downloaded data in Bank Feeds Center by selecting your Financial Institution.

OK



Manual File Upload

Click on this icon to download the .QBO file for upload



Transaction History

DATE	DESCRIPTION	AMOUNT	BALANCE
09-29-2017	Deposit	\$50.00	\$1,640.68
09-25-2017	Deposit Remote Deposit	\$45.00	\$1,590.68
09-11-2017	Check #319	\$1,163.75	\$1,545.68
09-07-2017	External Withdrawal FIRSTENERGY FIRSTENERGY - BillPay	\$68.89	\$2,709.43

Select 'QuickBooks' as the file type, the account to be pulled in, and a date range

The screenshot displays a web application interface with a 'Transaction History' table and an 'Export Transactions' dialog box. The dialog box is open, showing options for file type, account, and date range. The 'Next' button is visible at the bottom of the dialog.

Transaction History Table:

DATE	DESCRIPTION	AMOUNT	BALANCE
05-14-2017	Credit Interest	\$169.59	\$17,196.26
11-14-2016	Credit Interest	\$170.33	\$17,026.67
05-14-2016	Credit Interest	\$166.93	\$16,856.34
11-14-2015	Credit Interest	\$167.41	\$16,689.41

Export Transactions Dialog:

Export Transactions

Select File Type:
QuickBooks (QBO)

Select Account:
72 Month CD (...6191)

From:
08-31-2016

To:
09-28-2016

Next

Click 'Download' then save the file to a location that is easy to remember and go to QuickBooks Online

The screenshot shows the 'Transaction History' page in QuickBooks Online. A modal dialog box titled 'Export Transactions' is open in the center. The dialog contains the following text:

Export Transactions

Click the button below to download your transactions.
Please click Close after download is complete.

At the bottom of the dialog, there is a green button labeled 'Download', which is circled in red. The background shows a table of transactions with columns for DATE, DESCRIPTION, AMOUNT, and BALANCE. The table is partially obscured by the dialog box.

DATE	DESCRIPTION	AMOUNT	BALANCE
09-05-2017	Descriptive Withdrawal teleph	\$860.00	\$10,215.69
08-09-2017	Descriptive Withdrawal teleph	\$660.00	\$11,075.69
07-12-2017	External Deposit AMERICAN F	\$1,000.00	\$11,735.69
07-11-2017	Withdrawal test2	\$1.00	\$10,735.69
07-11-2017	Deposit test1	\$1.00	\$10,736.69
07-03-2017	Descriptive Withdrawal teleph	\$990.00	\$10,735.69
06-09-2017	Withdrawal test transfer - reve	\$1.00	\$11,725.69
06-09-2017	Deposit test transfer	\$1.00	\$11,726.69
06-02-2017	Deposit Remote Deposit	\$500.00	\$11,725.69

Select 'Banking' from the menubar

intuit quickbooks ☰ Your trial ends in 28 days [Subscribe now](#) + 🔍 ⚙️ ?

STC Test Company PRIVACY

- Dashboard
- Banking**
- Sales
- Expenses
- Employees
- Reports
- Taxes
- Accounting
- My Accountant
- Apps

See how much you're making Hide

Start invoicing

Connect with an accountant

Add the finishing touches

1 [Connect your bank](#)

2 [Review your transactions](#)

3 [See your profits](#)

Bank accounts

Bank account	
Bank balance	\$0
In QuickBooks	\$0
<hr/>	
Bank account	
Bank balance	\$0
In QuickBooks	\$0

[Connect accounts](#)

Profit and Loss Last month ▼

\$0
NET INCOME FOR AUGUST

\$0 INCOME

Expenses Last month ▼

\$0
LAST MONTH

Invoices

\$0.00 UNPAID LAST 365 DAYS

\$0.00 OVERDUE **\$0.00** NOT DUE YET

\$0.00 PAID LAST 30 DAYS

Sales Last month ▼

\$0
LAST MONTH

Select 'File Upload' from the 'Update' dropdown menu

The screenshot shows the Intuit QuickBooks interface. On the left is a navigation sidebar with options: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, and My Accountant. The main area is titled 'Banking' and 'Bank and Credit Cards'. It displays three credit cards: 'STC Rewards Credit Card' (4 hours ago, 262 in QuickBooks), 'STC Corp Credit Card' (2 hours ago, 244 in QuickBooks), and 'LLC Checking' (22 hours ago, 293 in QuickBooks). In the top right, there is an 'Update' dropdown menu (circled in red) and an 'Add account' button. The dropdown menu is open, showing 'File Upload' (circled in red), 'Manage Rules', and 'Order Checks'. Below the cards, there are tabs for 'For Review', 'In QuickBooks', and 'Excluded'. At the bottom, there is a 'Batch actions' dropdown, a filter for 'All (293)' (highlighted), and 'Recognized (79)'. A 'Go to Register' link is also visible.

If you haven't yet downloaded the file, please follow the instructions and then upload your file

Upload file



Download data from your bank

1. Open a new tab and sign in to your bank.
2. Download transactions: CSV, QFX, QBO, or OFX format only.
3. Close the tab and return to QuickBooks.

Select the file to upload

transactions_08-24-2017_to_08-28-2017.qbo

Browse

Cancel

Next

Select an account



Select a QuickBooks account for each bank account you want to upload

Bank file

transactions_08-24-2017_to_08-28-2017.qbo

UPLOADED ACCOUNT



QUICKBOOKS ACCOUNT

Somerset Trust Company - Biz
Checking
2017-08-24 - 2017-08-28

Checking



Cancel

Back

Next

Import completed



✔ Congrats! You've uploaded a file.



Next step: Accept your transactions

You're in control of how your bank info goes into QuickBooks. Transactions only show up in your books after you review and accept them.

Let's go!



Connect Your Account



If you currently have your accounts linked in Business Online Banking, you will need to disconnect them first

The screenshot displays the Intuit QuickBooks interface for the 'Banking' section. The left sidebar contains navigation links for Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, and My Accountant. The main content area is titled 'Bank and Credit Cards' with a dropdown menu set to 'LLC Checking'. Three account cards are visible: 'STC Rewards Credit Card' (4 hours ago, 262 in QuickBooks), 'STC Corp Credit Card' (2 hours ago, 244 in QuickBooks), and 'LLC Checking' (22 hours ago, 293 in QuickBooks). The 'LLC Checking' card is highlighted in blue and has a red circle around its edit icon. A red arrow points from the top right of the image towards this icon. At the top right of the interface, there are buttons for 'Update' and 'Add account'. At the bottom, there are filters for 'For Review', 'In QuickBooks', and 'Excluded', along with a 'Go to Register' link and a 'Batch actions' dropdown menu.

Account Name	Last Sync	In QuickBooks
STC Rewards Credit Card	4 hours ago	262
STC Corp Credit Card	2 hours ago	244
LLC Checking	22 hours ago	293

Dashboard

Banking

Bank Rules

Banking

Bank and Credit Cards | LLC Checking ▾

Update ▾ [Add account](#)

Sales

Expenses

Employees

Reports

Taxes

STC Rewards Credit Card



BANK BALANCE

12 hours ago

IN QUICKBOOKS

271

STC Corp Credit Card



BANK BALANCE

11 hours ago

IN QUICKBOOKS

253

LLC Checking

X

Edit sign-in info

Edit account Info

For Review

In QuickBooks

Excluded

[Go to Register](#)

Account



Category Type

Bank ▼

* Detail Type

Checking ▼

Use **Checking** accounts to track all your checking activity, including debit card transactions.

Each checking account your company has at a bank or other financial institution should have its own Checking type account in QuickBooks Online Essentials.

* Name

LLC Checking

Description

LLC Checking opened 04/28/2010

Is sub-account

Enter parent account ▼

Balance



Connected to

Business Checking at Somerset Trust Company

Disconnect this account on save

Cancel

Save and Close ▼

Dashboard

Banking

Bank Rules

Banking

Bank and Credit Cards | LLC Checking ▾

Update ▾ **Add account**

Sales

Expenses

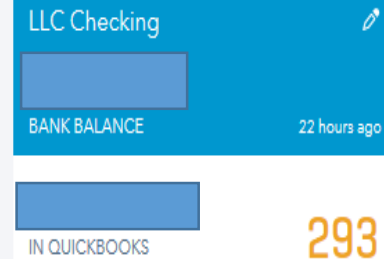
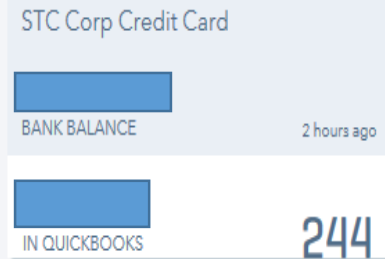
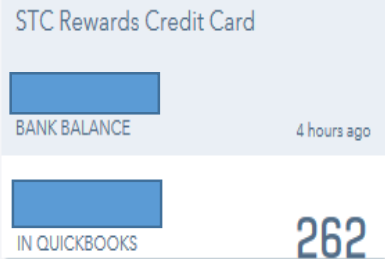
Employees

Reports

Taxes

Accounting

My Accountant



For Review | In QuickBooks | Excluded

[Go to Register](#)

Batch actions ▾ **All (293)** Recognized (79)



Do a search for STC or Somerset Trust and select the option for STC Anwhere (Business Banking)

Connect an account

Let's get a picture of your profits

Connect your bank or credit card to bring in your transactions.

STC

10 results for STC



STC Capital Bank
stccapitalbank.com



Somerset Trust Company - STC Anywhere
www.somersettrust.com



Somerset Trust Company - STC Anywhere (Business Banking)
www.somersettrust.com




U of Durham St.Cuthbert MBNA CC
www.bankofamerica.com



Enter your STC Anywhere for Business login credentials and click Continue.

Connect an account

Sign in to account



Somerset Trust Company - STC Anywhere (Business Banking)
<http://www.somersettrust.com/>

Company ID

Username

Password

[SHOW](#)


Back

Continue

Verify that you are not a robot and then Continue.


Connect an account

Sign in to account



Somerset Trust Company - STC Anywhere (Business Banking)
<http://www.somersettrust.com/>

We need to make sure you're not a robot. Click the checkbox below to continue.


I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Back

Connect an account



Connecting to Somerset Trust Company - STC Anywhere (Business Banking) ...

 At Intuit, the privacy and security of your information are top priorities.

Privacy



Select the appropriate accounts, and Connect.

Connect an account

Which accounts do you want to connect?

We'll import 90 days of transactions. [Want a shorter time period?](#)



Revolving Line of Credit

Account [redacted]
Balance [redacted]

Enter account type



Business

Account [redacted]
Balance [redacted]

Enter account type



LLC Checking

Account [redacted]
Balance [redacted]

Enter account type



Connect