

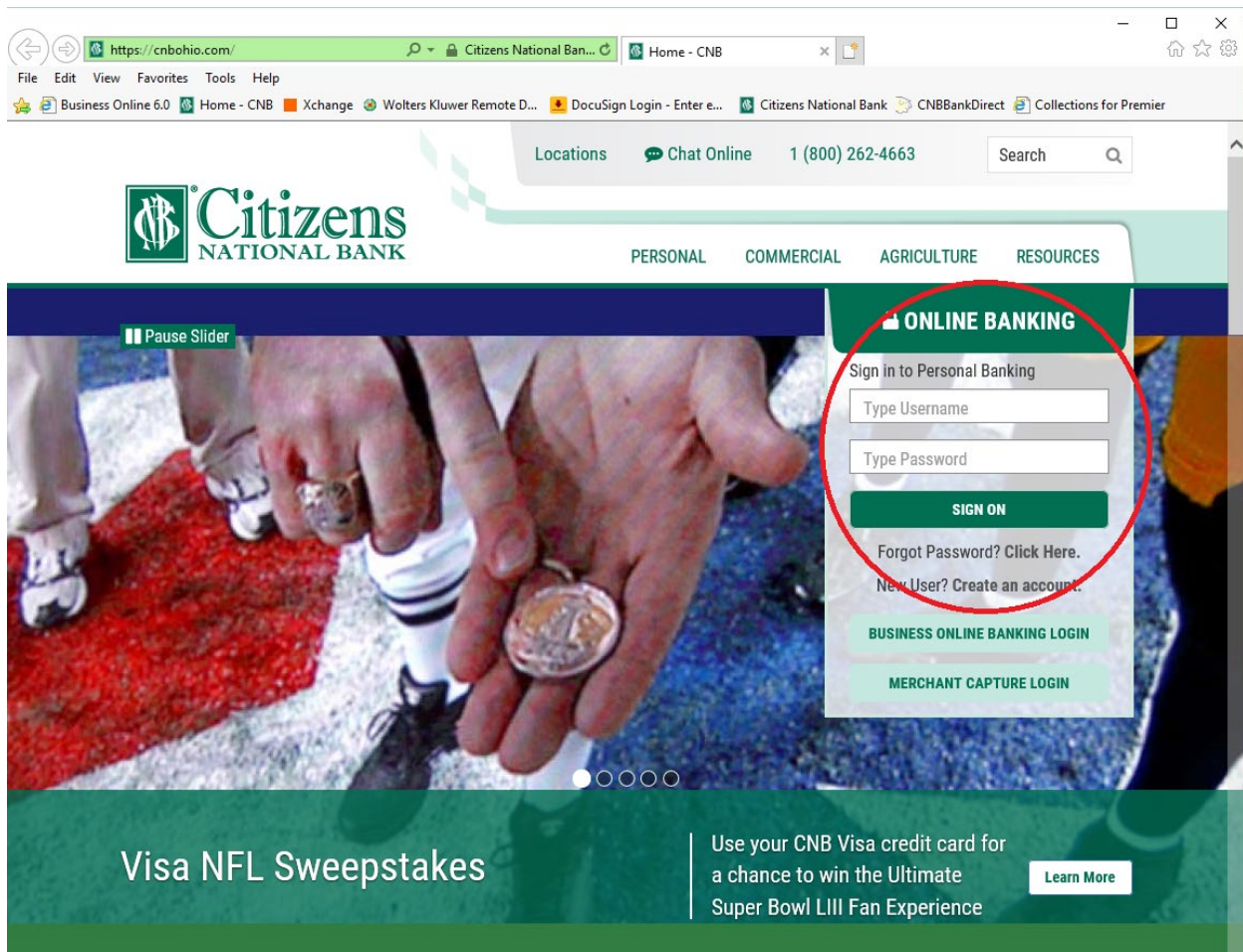
## Downloading Transactions for Quicken/QuickBooks for Windows®

**Personal Online Banking:** If you access your account information through CNB Online Banking, our personal banking site, you will be able to import your account transactions directly into Quicken/QuickBooks.

If you are a business customer and access your accounts through our Online for Business product, skip to the following section.

### Online Banking:

1. Log in to Online Banking.



The screenshot shows a web browser window displaying the Citizens National Bank website. The browser's address bar shows the URL <https://cnbohio.com/>. The website header includes the bank's logo, navigation links for PERSONAL, COMMERCIAL, AGRICULTURE, and RESOURCES, and a search bar. A prominent "ONLINE BANKING" button is circled in red. Below this button is a login form with fields for "Type Username" and "Type Password", a "SIGN ON" button, and links for "Forgot Password? Click Here." and "New User? Create an account.". Below the login form are buttons for "BUSINESS ONLINE BANKING LOGIN" and "MERCHANT CAPTURE LOGIN". The main content area features a "Pause Slider" and a "Visa NFL Sweepstakes" promotion with a "Learn More" button.

2. Enter your password. If you have not already signed up for Online Banking you may enroll online by choosing New User Sign Up directly under the Online Banking Login button.
3. Select the account to add or update in Quicken/QuickBooks.

Welcome      Contact Us      Locations      Alerts      Chat      Profile      Log out

**Citizens**  
NATIONAL BANK

Home   Accounts   Transfer   Bill Payment   ApplyForAccount   Update Info

**Home**

**Accounts**      Edit Accounts      Print

<b>HSA Account</b> XXXXXX	Available balance <b>\$17.18</b>	Transfer ⇄ Recent ▾
<b>Checking Account</b> XXX XXX	Available balance <b>\$408.34</b>	Transfer ⇄ Recent ▾

Show all accounts ▾

**Bill Payment**

Pay Bills      Popmoney

Payments you make in Pay Bills appear on the Payment Center in CNB Bill Payment where you can view, change, or cancel them.

**Payment Detail**

Bill: Select a biller ▾

Pay Date:

Amount: \$

Pay From: Select an account ▾

Make Payment

4. Select Download

Welcome      Contact Us      Locations      Alerts      Chat      Profile      Log out

**Citizens**  
NATIONAL BANK

Home   Accounts   Transfer   Bill Payment   ApplyForAccount   Update Info

**Checking Account – XXXXXX** ▾

Details   Transfer   Documents   Categorize   **Download**   Order checks   Stop payments

**Account information**

Available balance <b>\$408.34</b>	Current balance <b>\$408.34</b>	Interest rate <b>0.00%</b>
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Show details ▾

5. Select the Date Range and format type. Format types include: comma – separated values (.csv), Microsoft Money (.ofx), QuickBooks 2005 & newer (.qbo) and Quicken 2005 & newer (.qfx).

Account Checking Account XXX1731

Date range \* Current statement

Format \* Comma-separated values (.csv)

\* Indicates required field

×

6. Click Download transactions.

Business Online Banking: If you are using Quicken/QuickBooks for your business finances through Our Online for Business product, you will be able to import your account transactions directly into Quicken/QuickBooks.

*Online for Business:*

1. Log in to Online for Business. If you have not already signed up for Online for Business, contact Treasury Management or your Business Banking Officer to enroll.



2. Select the account for the transactions to be downloaded.

Welcome  
Last log in: Sep 24, 2018

Alerts | Chat | Profile | Log Out

**Citizens NATIONAL BANK**

Home Accounts Payments & Transfers Checks & Deposits Administration

**Accounts** [EDIT ACCOUNTS](#) [PRINT](#)

dda XXXX	Available balance <b>\$0.00</b>	RECENT ▼
TEST XXXXXX	Available balance <b>\$0.00</b>	

[SHOW ALL ACCOUNTS ▼](#)

**Credit Card**  
No information available.

**Pay or transfer**

- Internal Show ▼
- ACH Show ▼
- ACH import Show ▼
- Wire Show ▼
- Wire import Show ▼
- Bill pay Show ▼

**Checks & deposits**

3. Click Download

Welcome  
Last log in: Sep 24, 2018

Alerts | Chat (Offline) | Profile | Log Out

**Citizens NATIONAL BANK**

Home Accounts Payments & Transfers Checks & Deposits Administration

DDA - XX ▼

DETAILS DOCUMENTS **DOWNLOAD**

**Account information** [PRINT](#)

Balance	Activity	
Previous day transactions (-\$0.00 / +\$0.00)	\$0.00	Last deposit (Oct 27, 2017) \$1.82
Current balance	\$0.00	Last check (Sep 14, 2018) \$1.16
Holds	\$0.00	Last overdrawn Jul 08, 2010
Pending transactions (-\$0.00 / +\$0.00)	\$0.00	<b>Interest</b>
Other transfers	\$0.00	Last interest payment \$0.00
Available balance	\$0.00	
Total funds available	\$0.00	

4. Select from the following options and then Click “Download Transactions” to download.

### Download transactions

Specify the transactions you'd like to download and select the format in which you want them downloaded.

**Account** dda XX

**Activity \***

- All transactions
- Current business day
- Previous business day
- Current activity
- Last statement
- Specific date
- Date range

**Format \***

- Comma-separated values (.csv)
- Microsoft Money (.ofx)
- QuickBooks 2005 & newer (.qbo)
- Quicken 2005 & newer (.qfx)

\* Indicates required field

5. The file will be created to import into Quicken/QuickBooks. For further instructions to import the transactions, refer to you Quicken/QuickBooks User Guide.

Bill Payment: Transactions are able to be downloaded for CNB Bill Payment and CNB Business Bill Payment.

1. While logged in to Online Banking, click on Bill Payment Tab.

The screenshot shows the Citizens National Bank online banking interface. At the top, there is a navigation bar with links for 'Welcome', 'Contact Us', 'Locations', 'Alerts', 'Chat', 'Profile', and 'Log out'. Below this is the bank's logo. A horizontal menu contains several tabs: 'Home', 'Accounts', 'Transfer', 'Bill Payment', 'Apply For Account', and 'Update Info'. The 'Bill Payment' tab is circled in red. Below the menu, the 'Home' section is visible, followed by an 'Accounts' section with a table of account balances. To the right, the 'Bill Payment' section contains a form for making payments, including fields for 'Biller', 'Pay Date', 'Amount', and 'Pay From', along with a 'Make Payment' button.

Account Type	Available balance	Transfer	Recent
HSA Account XXXXXX0000X	\$17.18	Transfer	Recent
Checking Account XXX XXX	\$408.34	Transfer	Recent

Bill Payment

Pay Bills Popmoney

Payments you make in Pay Bills appear on the Payment Center in CNB Bill Payment where you can view, change, or cancel them.

Payment Detail

Biller  
Select a biller

Pay Date

Amount  
\$

Pay From  
Select an account

Make Payment

2. Select the Date Range and Select Filter By, if only downloading specific vendors.