Getting Started with Simmons First for Quickbooks® 2007 and above

Refer to this for instructions on using QuickBooks's online account features to save time, improve accuracy, and keep your records up to date.

This guide includes the following sections:

Information You'll Need to Get Started

Before you can download your transactions with QuickBooks, you need Internet access, your Simmons First Bank Anywhere ID, and your Simmons First Bank Anywhere password. To complete QuickBooks account setup, you need to log into the **Simmons First National** Web site: **www.simmonsfist.com**.

Once you have received the necessary information to access the site, this guide will show you how to download transactions into your accounts in the QuickBooks product line.

Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download.

Step 1 Log in to your Simmons First Bank Anywhere at www.simmonsfirst.com. Follow the instructions to download your account information into QuickBooks.

On the Account Summary Page choose Download Transactions from the drop-down list associated with the account you are working with. On the Download Transaction screen you will make three selections from the drop-down lists**: (1) Download Transactions for Account: (2) Select Download Range: (3) Select Download Format. -select Intuit® QuickBooks(QBO).**

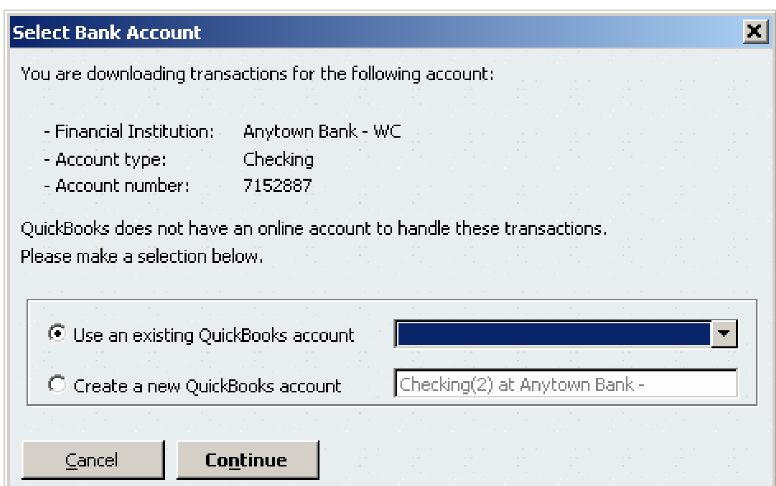
When you select **Download to QuickBooks**, your QuickBooks program launches and a dialog box appears that asks whether you want to process transactions now or save them for later processing.

Step 2 Click the **Import new transactions now** radio button and click **OK** to continue.

Step 3 The **Select Bank Account** dialog box appears (see below). Here you select whether you want to download into an existing account register or create a new account

○ Download into an Existing Account: Click the **Use an existing QuickBooks account** radio button and select an account from the drop-down list
○ Download into a New Account: Click the **Create a new QuickBooks account** radio button and type a name for the account.

Note: You only need to select the account for this first download. After the account is activated for Web Connect account access, future Web Connect sessions will download to this account automatically.



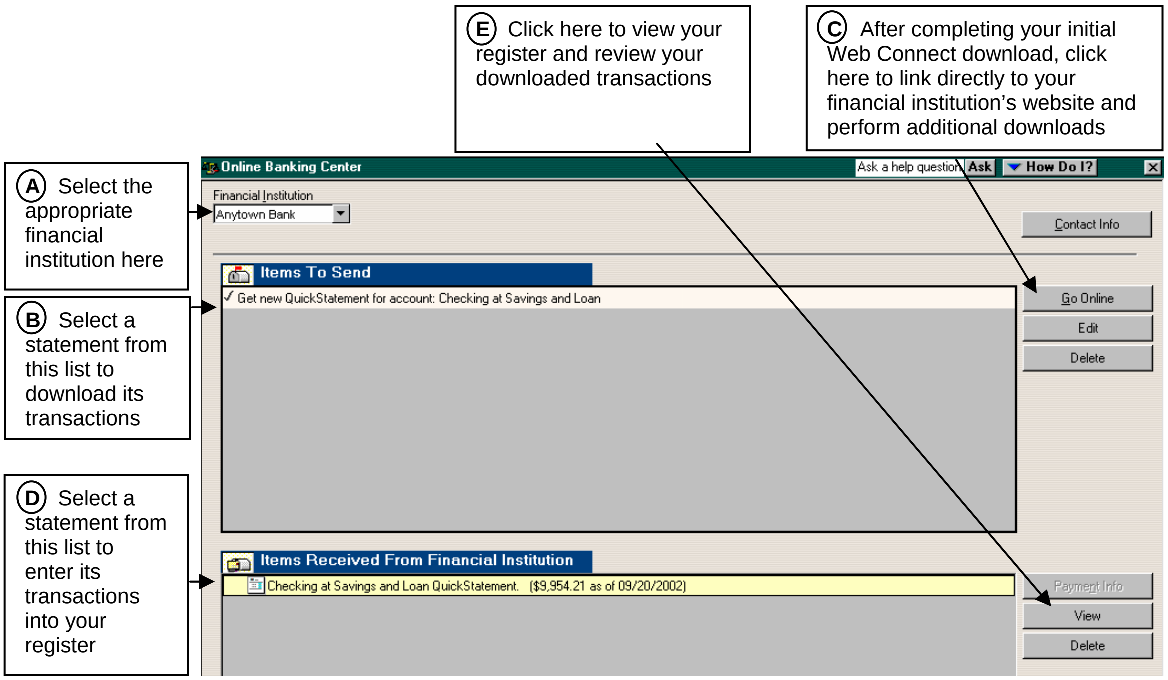
Step 4 After making your selection click **Continue**. When QuickBooks confirms that your transactions have been successfully read into QuickBooks, click **OK**.

Your first download is complete.

Refer to the following section to download transactions on an on-going basis.

Keeping Your QuickBooks Accounts Up-to-Date

From the **Online Banking Center**, you can download transactions, check online balances, and view downloaded transactions in your register.



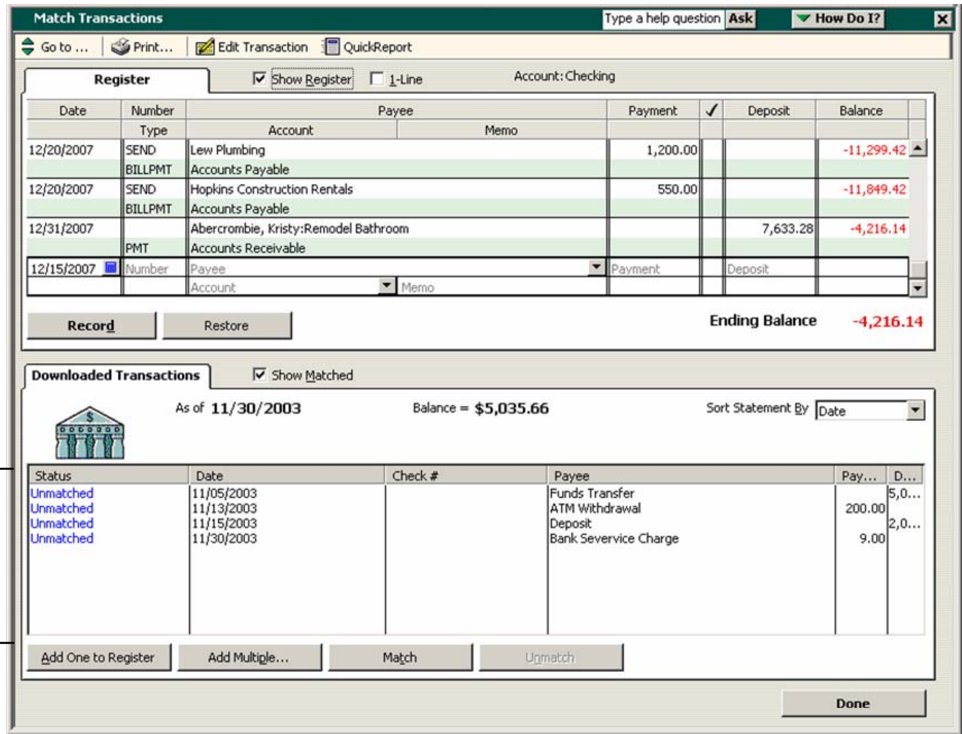
Step 1 From the QuickBooks **Banking** menu, choose depending on product version:
QuickBooks 2006-2008: **Online Banking** > **Online Banking Center**
QuickBooks 2005: **Online Banking Center**

Step 2 In the **Online Banking Center**, select a financial institution from the **Financial Institution** list box. (See **A** above)

Step 3 In the **Items to Send** area, click the desired statement and then click **Go Online**. (See **B** and **C** above)

Step 4 When your financial institution's website appears, follow the instructions on the website to download your transactions into QuickBooks.

Step 5 In the **Items Received From Financial Institution** area, click the desired statement and then click **View** (See **D** and **E** above). The Downloaded Transactions window appears below the account register. (See figure next page)



Review your downloaded transactions here

Step 6 From the list in the **Downloaded Transactions** window, choose a transaction to add to the register and then click **Add One to Register**. Use the **Add Multiple…** button to add all transactions that have a recognized payee and associated account.

Step 7 Follow the on-screen prompts to perform the desired activities. You will have the opportunity to create an alias for an unrecognized payee. Aliased payees are automatically renamed at each download.

Step 8 When the transaction appears in the register, choose an account for the transaction from the **Account** drop-down list and then click the **Record** button.