How to download and import HOME TELLER DATA into your Personal financial software

General instructions

The following instructions have been written to provide an overview of the procedures involved in exporting account history from your OxyChem Niagara FCU accounts to a PC file and information on how to export that data into your Personal Financial software.

Depending on the software you uses (for example: MS Money or Quicken) the specific procedures for importing may vary slightly but the instructions should provide enough information to help you with the basics.

You can download a file containing some or all of these records. The file you download will be a QIF file. This file can be imported into your favorite money management program, such as Microsoft Money, Quicken, or Manage Your Money. To select a range of records, use the Beg/End column and place a check in the first record to export, then place a check in the last record to export, press the Select Range button to have an individual check placed on each record. Once all records you wish to export have a check in the Select column press the Download File button to initiate the file download. You will be prompted for the location of where to save the file. Chose a location on your system that you will remember. Once the file has been downloaded, go to your money management program and select the import option. Select the file you downloaded as the import file.

Detailed instructions

You should be familiar with basic system procedures such as navigating folders, naming files and the difference between different file types (for example: "TXT" files or "QIF" files). During the exporting procedure you will be saving your files with a "QIF" extension.

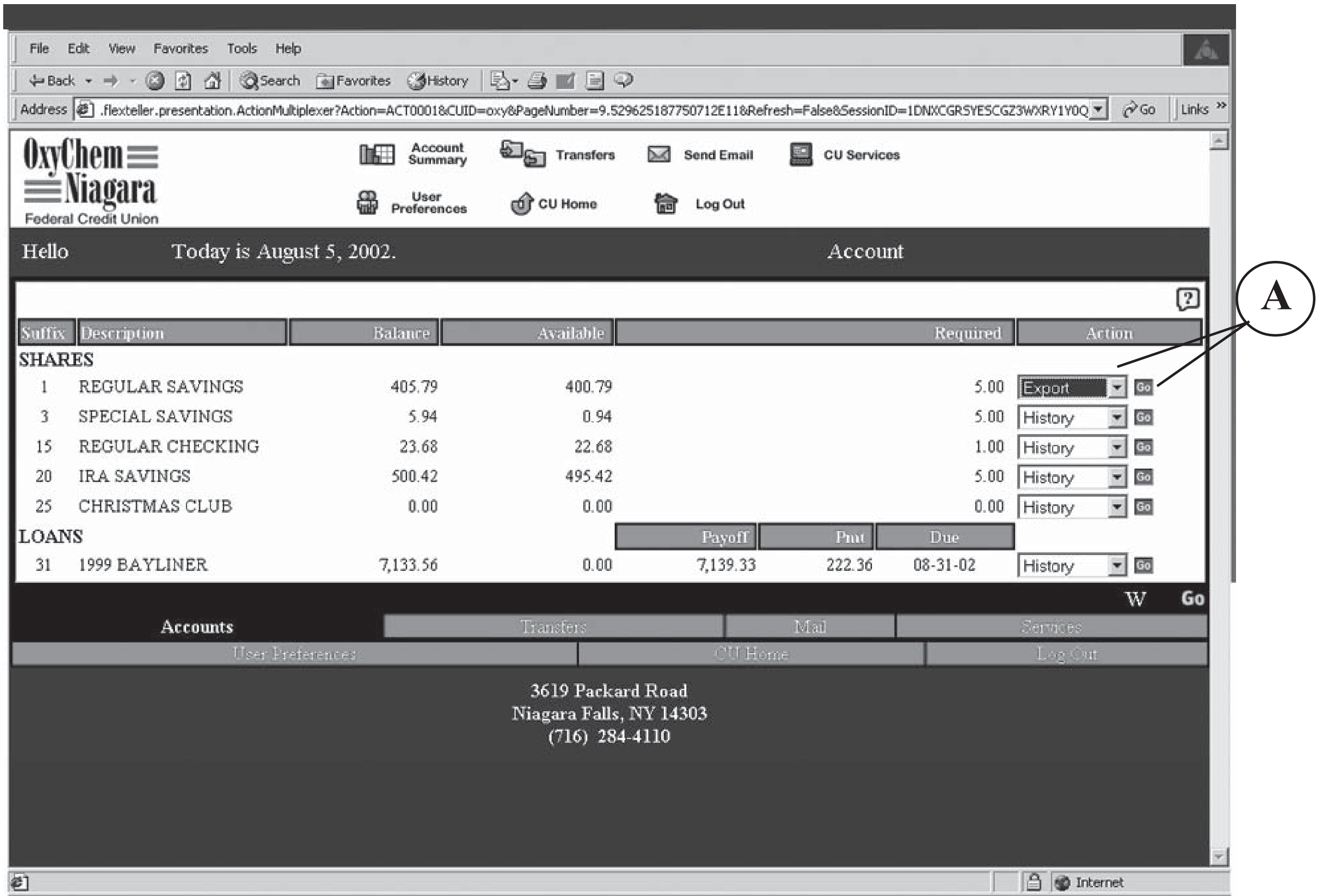
Sample filename: Download1.QIF

LOGIN to HOMETELLER

- Go to: www.ioxy.org
  Note: it's always a good idea to wait for the page to fully load before clicking on the "LOGIN" icon

When the login screen appears type in your Member # and Home Teller Password

Your Account summary page will appear. (Fig 1) Each account whose history you wish to download must be done individually. Additionally, each page of history must be downloaded to a separate file.



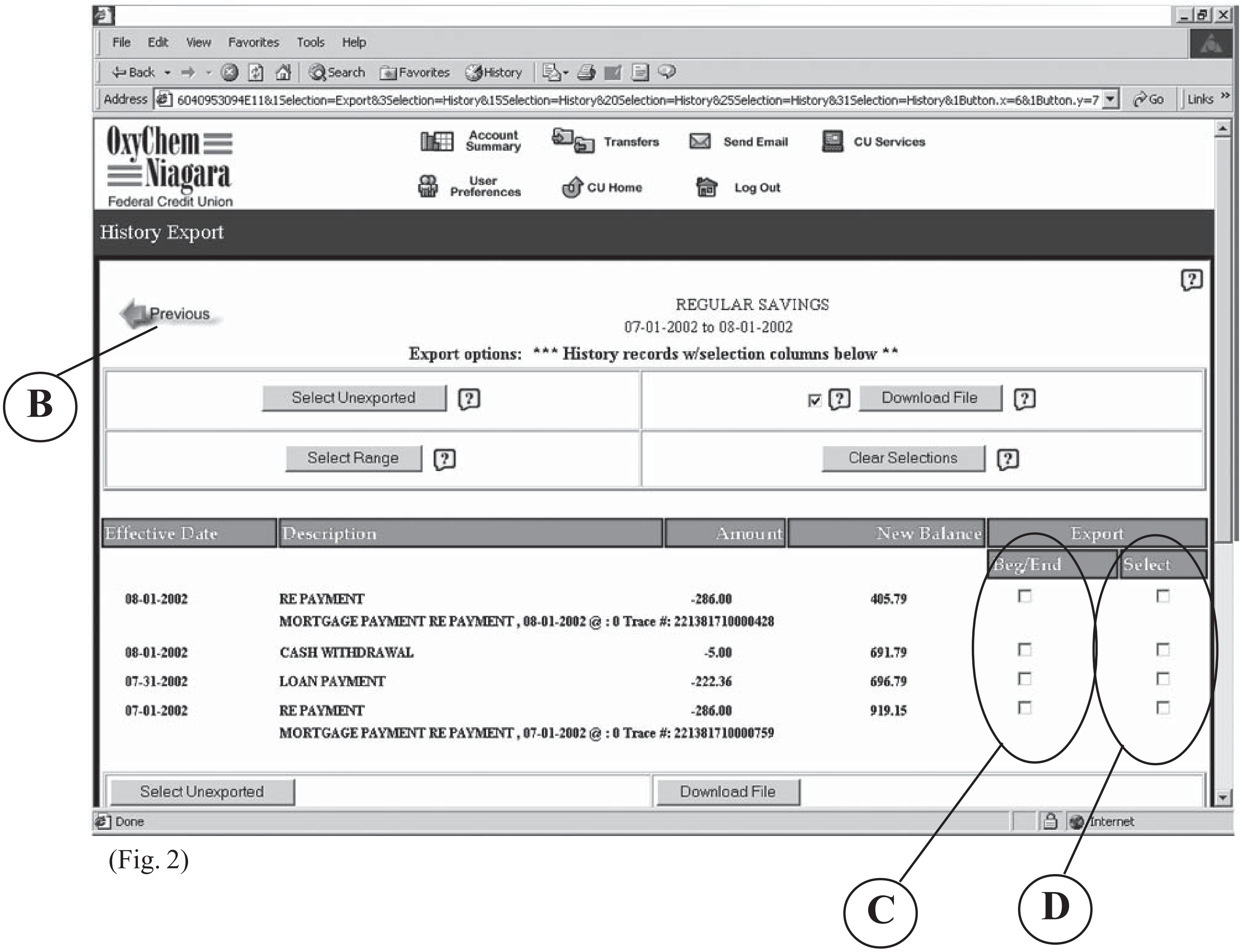
(Fig 1)

For the purpose of these instructions we will use the REGULAR SAVINGS Account in our instructions but the same procedures would be used for any account type.

At the far right of the Account Summary line for “SAVINGS ACCOUNT” use the “drop down box” to select “EXPORT”

Click the GO button. (Illustrated as “A” in Fig. 1)

The export page will appear with your most recent transaction at the top of the page. (Fig. 2)



(Fig. 2)

At this point you need to decide how far back in history you wish to go to begin downloading.

By using the “PREVIOUS” icon near the top of the page(Fig. 2 -B) you can go back one page at a time to reach the point in time where the earliest transaction you wish to download appears.

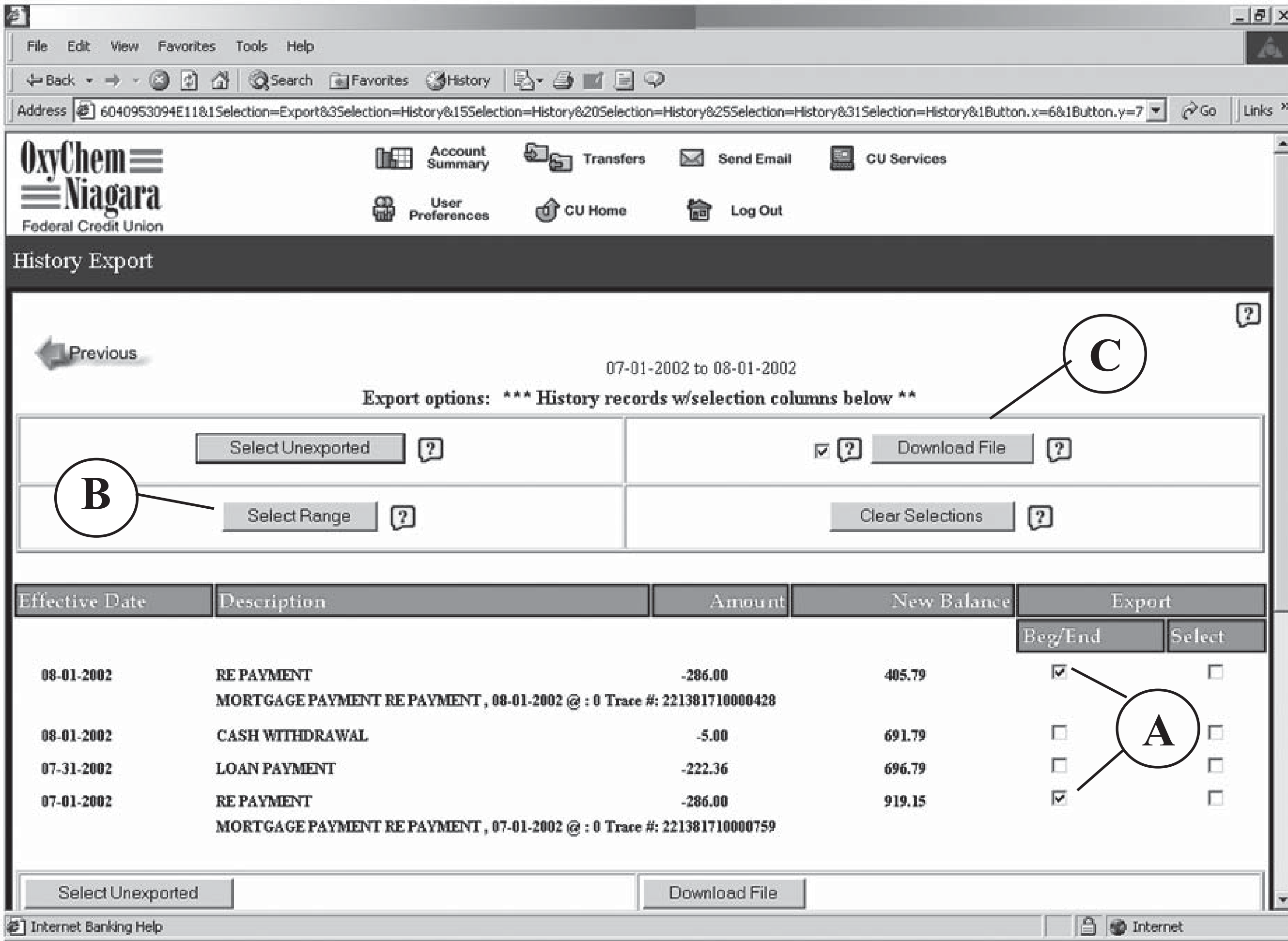
REMEMBER: Only one page of history at a time can be downloaded and each page must be downloaded to a separate file with a different filename on your PC.

Toward the right of the screen you will see two columns labeled:

Beg/End (Fig. 2 -C)
Select (FIG. 2 -D)

For the purpose of these instructions let's assume you wish to download all the transactions on the current page.

Place a check mark in the first box of the "BEG/END" column (Fig. 3 - A)
Place a check mark in the last box of the "BEG/END" column



(Fig. 3)

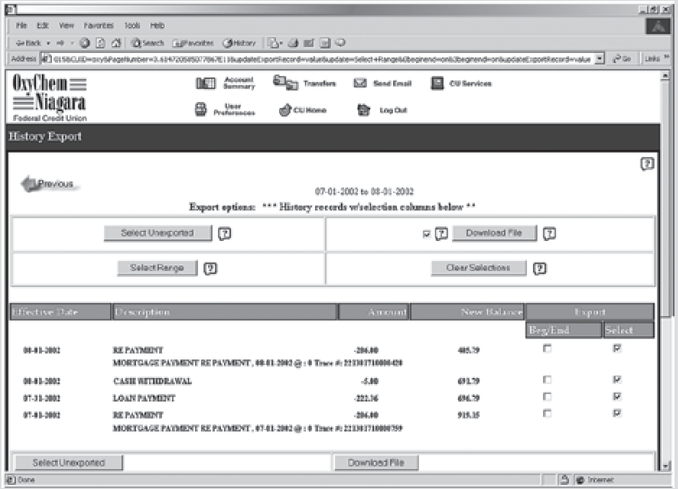
Click on the button labeled "SELECT RANGE" (Fig 3. - B)

This will process all the transaction on the current page and place an "X" in each box in the "SELECT" column. (This may take a minute or two to occur)

Alternatively, you can place check marks in each box of the "SELECT" column yourself and selectively choose which transactions to download.

Now it's time to begin the download process of the transactions you've selected.

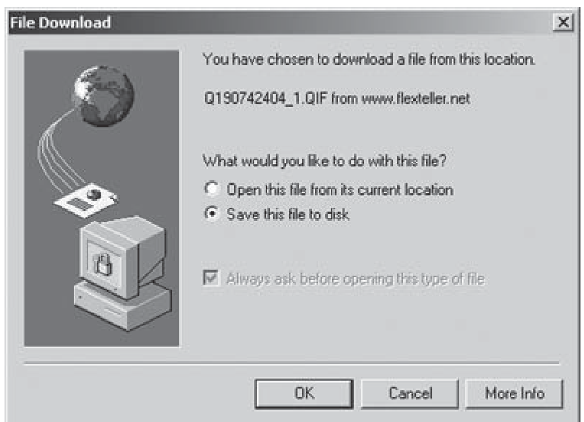
Click the "DOWNLOAD FILE" button (Fig 3 -C)



Screen shot showing all transactions on this page selected for export

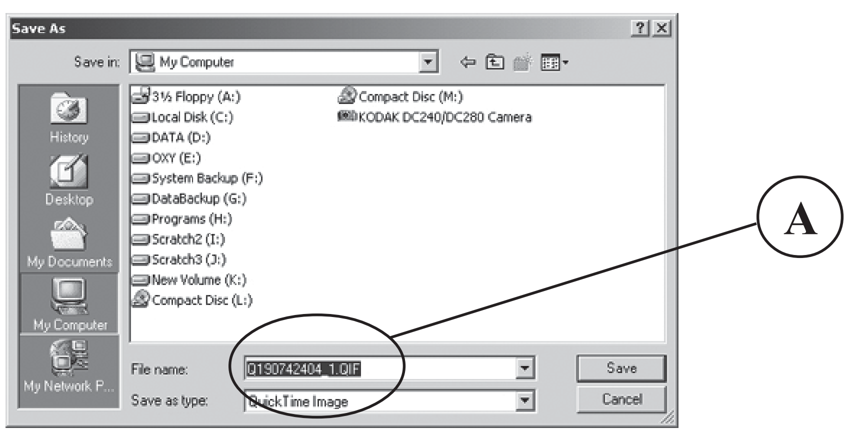
(Fig 4)

After clicking on the “Download File” button you the following screen will appear.



Make sure the “SAVE THIS FILE TO DISK” option is selected. Then click OK.

You will be prompted to choose a location and filename where the download should be saved on your system. (Fig 5)

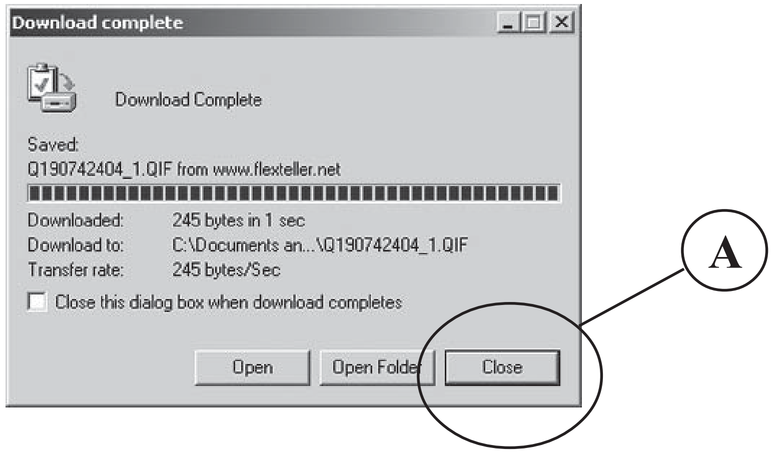


(Fig 5)

Notice in (Fig 5-A) that a default filename is provided. You may wish to select a different name that will be more descriptive. Additionally, if you will be downloading more than one file each time the file will be overwritten unless you change the name.

When the file has been downloaded successfully the following screen will appear (Fig 6).

Click on the button labeled “CLOSE” (Fig 6 -A)



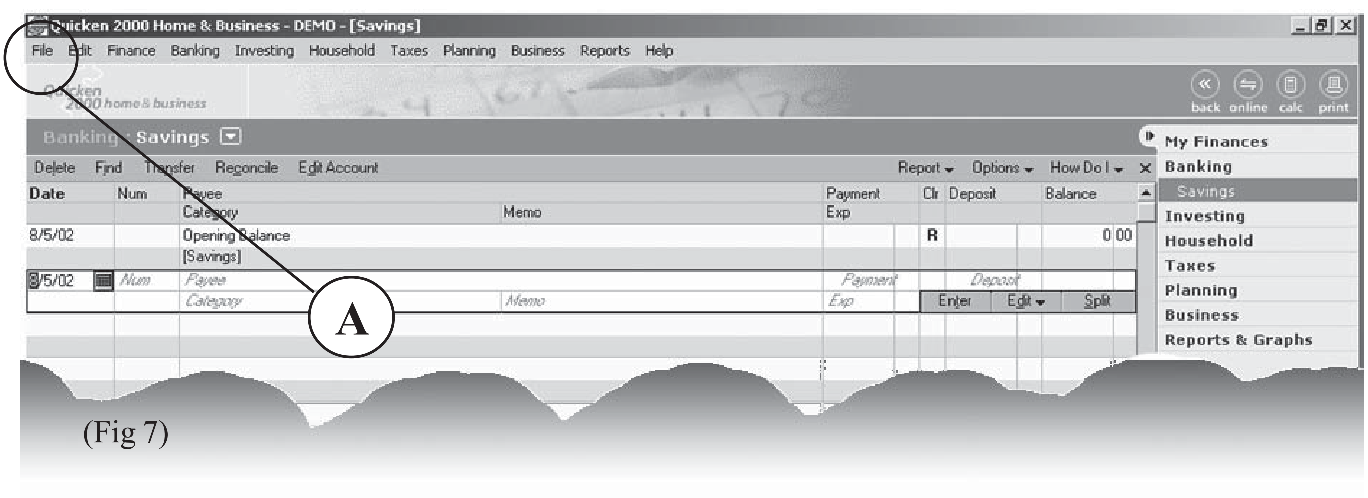
(Fig 6)

You will need to export each page of history with a different QIF filename for each page on which transaction you wish to download appear.

Log out of HOME TELLER.

IMPORTING YOUR DATA

Open your personal financial software. The following screen shot (Fig 6) shows a new account opened in Quicken.

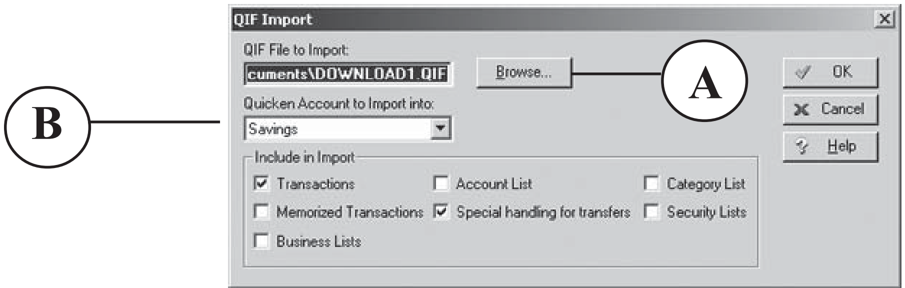


(Fig 7)

One of the file menu options in your software will include the choice to “IMPORT a QIF” file. In the Quicken example above the choice can be found under “FILE - IMPORT - QIF FILE” (Fig 7 - A)

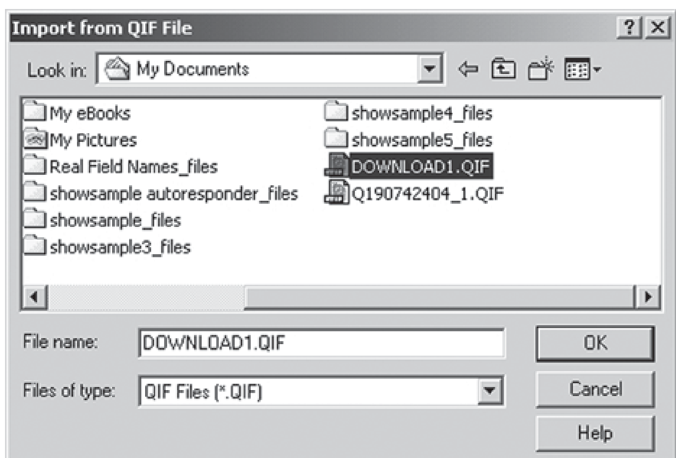
In the case of Quicken a QIF import box will appear (Fig 8). There are two steps involved at this stage of the import process.

Step A - Click on the Browse button (Fig 8 - A) to navigate to the folder and file you have downloaded.



(Fig. 8)

Using the Windows browsing window (Fig 9) locate the file you have just downloaded. Highlight the file and click OK.



(Fig 9)

The dialog box (Fig 8) will again appear on screen.

Step B - Using the drop down box pictured in Fig 8 - B select the Quicken Account Name you want the data imported into. (for Example: Savings/Checking/Liability etc.) Now Click OK. The transactions will now appear in your register window. You can leave other options in the lower part of the window to their default settings.