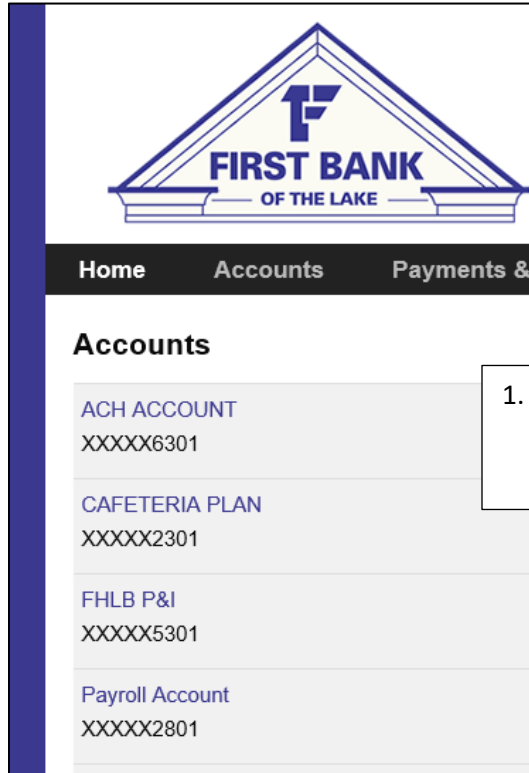


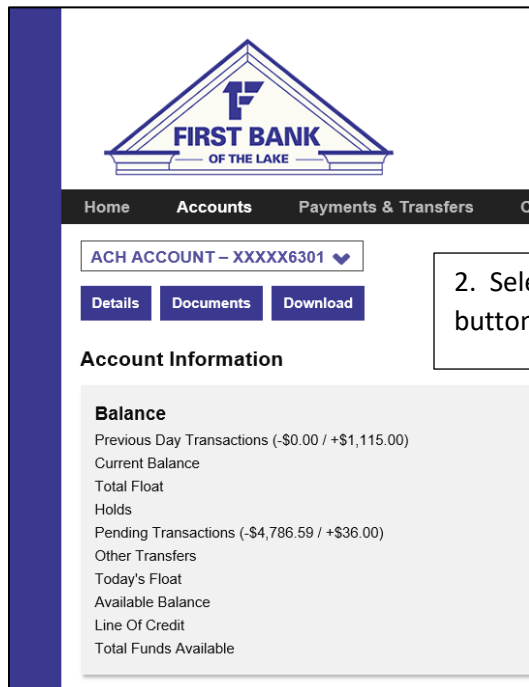
# QuickBooks Import

Follow these instructions to download account transactions to QuickBooks.

Log in to Business On-Line Banking



1. From the main menu screen, select the account you need.



2. Select the download button.

### Download Transactions

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

Account: ACH ACCOUNT XXXXX6301

Activity \*: Last statement

Type \*: All

Format \*: Comma-separated values (.csv)

\* Indicates required field

Download Transactions Cancel

3. From the drop-down boxes, select the range of transactions (Activity), the Type of transactions and the format in which to download. In addition to a CSV. Format, Microsoft Money is also available.

AutoSave Off | Transactions-6301-2019-12-10 - Ex... | Search

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number

**POSSIBLE DATA LOSS** Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve the

Account	ChkRef	Debit	Credit	Balance	Date	Description
1		73.39		0	11/22/2019	U. P. S. UPS BILL 193200000F43778
2			0.1	73.39	11/22/2019	UPS
3		5750.57		73.29	11/20/2019	MASTERCARD PAYMEN'
4			5750.57	5823.86	11/19/2019	MASTERCARD
5			73.29	73.29	11/18/2019	UPS
6		4000		0	11/15/2019	FIRST B
7		36		4000	11/15/2019	Bill.co
8			4	4036	11/15/2019	ADDIT
9		570.79		4032	11/14/2019	FIRST B

You will receive an option to open or save a .CSV file.

**By following these steps you can import transactions from a .CSV file into QuickBooks desktop:**

- Select **Banking** from the left menu.
- Click the **Update drop-down**. Please note that if using the UK version, step 2 will be as follows: Click **Upload transactions manually**.
- Select **File upload** or **file to upload**
- Click **Browse** and select your saved .CSV file.
- Click **Next**.
- From the *QuickBooks Account* drop-down, select the account to which to import.
- Click **Next**.
- Map your fields according to your .CSV file's format.
- Click **Next**.
- Select the transactions to import.
- Click **Next**.  
Note: You will receive a notification stating the number of transactions that will be imported.
- Click **Yes**.
- When you get confirmation of the import, click **Finish**. You will now be directed to the Downloaded Transactions window, where the imported transactions will appear under the New Transactions tab.

Please note that instructions may vary slightly depending on the version of Quickbooks being used.