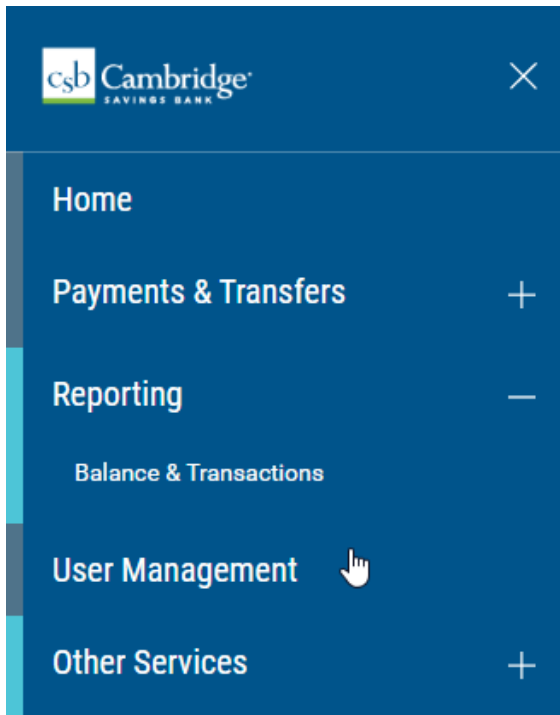
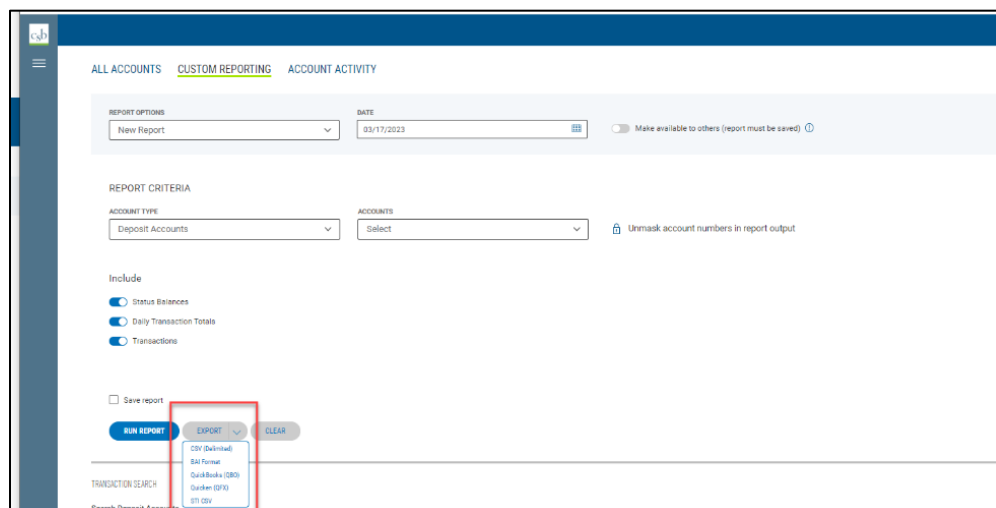


Manually Loading Account History from Business Online Banking into QuickBooks

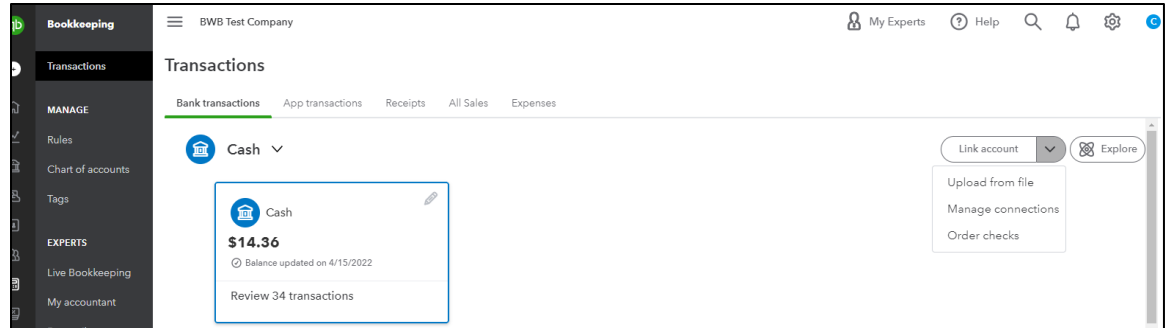
1. Login to Business Online Banking.
2. Use the navigation button to access **Balance & Transactions** under **Reporting**.



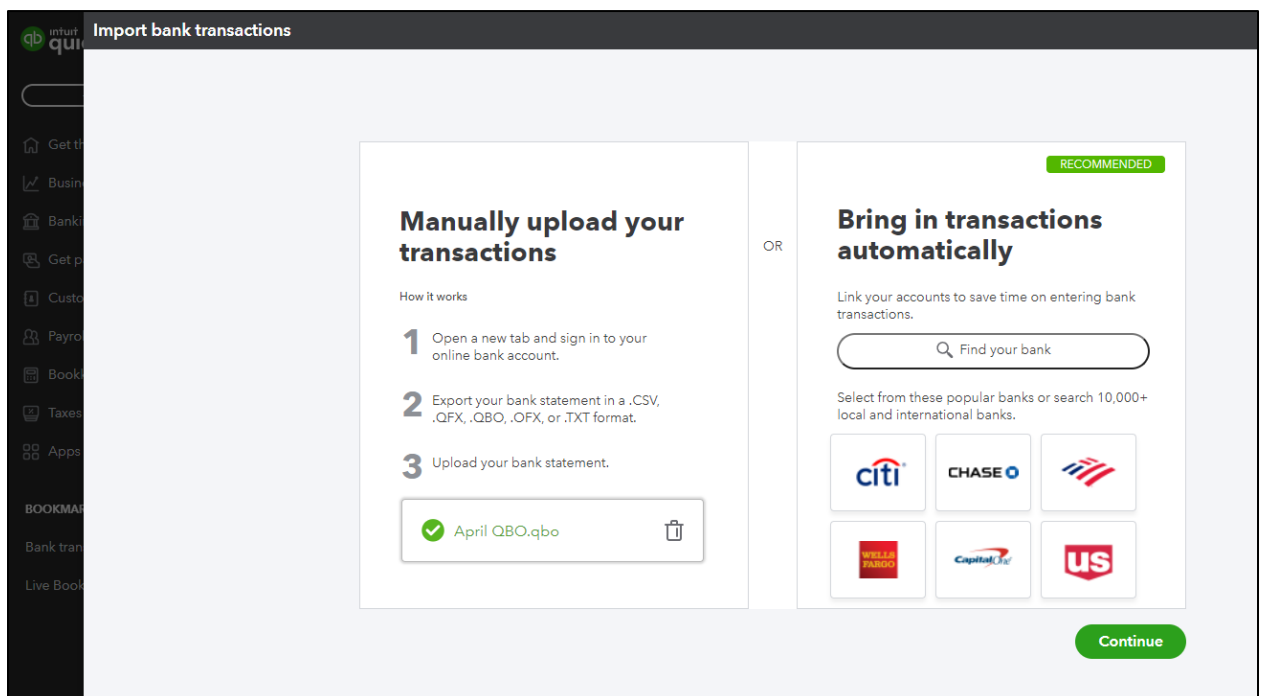
3. Click **"Custom Reporting"**
 - a. Use the drop-down menu options to select your **Report Criteria**. Once the report criteria is selected, click on **"Export"** on the bottom of the screen and choose the QBX file type.



4. Click **"Run Report"** the file should download in your browser. Save the file.
5. Login to QuickBooks.
 - a. Under **Bookkeeping**, click the **"Link account"** drop down menu and select **"Upload from file"**.



6. Under the **"Manually upload your transactions"** section, drag and drop the file saved in Step 4. Then click **"Continue"**.



- On the confirmation screen, select which QuickBooks account these transactions belong to. This would be the account nickname in QuickBooks. Click **“Continue”**.

Which account are these transactions from?

Selected File: [April QBO.qbo](#)

Uploaded Account

56888885

Checking

2022-04-01 - 2022-04-21

QuickBooks Account

Cash

Back
Continue

- A confirmation screen will be displayed stating the Import is complete. Click **“Done”**.

Import completed

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.

Done

- The system will displayed the account page and the transactions will have loaded into the QuickBooks system.

Bookkeeping

Transactions

MANAGE

Rules

Chart of accounts

Tags

EXPERTS

Live Bookkeeping

My accountant

Reconcile

BWB Test Company

My Experts

Help

Search

Notifications

Settings

Transactions

Bank transactions App transactions Receipts All Sales Expenses

Cash

\$16.96

Balance updated moments ago

Review 46 transactions

Save more money at tax time

New! Track your loan payments to boost your deductions. [Get started](#)

For review (46) Categorized Excluded

Go to bank rec

All dates All transactions (46) Search by description, check number, or amount

1-46 of 46 1

DATE	DESCRIPTION	AMOUNT	ASSIGN TO	
04/18/2022	Deposit testing daily	\$1.11	Sales	Confirm
04/18/2022	Deposit Transfer from Cambridge	\$1.50	Select transfer account	Review
04/18/2022	Withdrawal Transfer to Cambridge	-\$0.02	Select transfer account	Review
04/18/2022	Withdrawal Transfer to Cambridge	-\$1.00	Transfer to Owner draws	Confirm