

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.

-de		
ALL ACCOUNTS CUSTOM REPORTING ACCOUNT A	CTIVITY	
REPORT OPTIONS	DATE	
New Report ~	03/17/2023	Make available to others (report must be saved)
REPORT CRITERIA		
ADDOUNT TYPE	ACCOUNTS	
Deposit Accounts v	Select ~	Unmask account numbers in report output
Include		
Status Balances		
Dally Transaction Totals		
Transactions		
Save report		
RUN REPORT CLEAR		
CSV (Delimited) BAI Format		
TRANSACTION SEARCH QuickBooks (QBO)		
Smarth Dannett Account		



- 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**".

(b) intuit. Import bank transactions							
G Get th					RECOMMENDER		
📈 Busine						-	
🟦 Banki	Manually upload your	0.8	Bring in transactions				
🖳 Get p	transactions	OR	autom	atically			
a Custo	How it works		Link your acco transactions.	ounts to save time o	n entering bank		
A Payro	Open a new tab and sign in to your online bank account.			Q Find your bar	nk)	
E Book							
Taxes	2 Export your bank statement in a .CSV, .QFX, .QBO, .OFX, or .TXT format.		Select from th local and inter	ese popular banks mational banks.	or search 10,000+		
88 Apps	3 Upload your bank statement.		cîti	CHASE 🔾	111		
BOOKMAF							
Bank tran	April QBO.qbo		WELLS FARGO	Capital	us		
Live Book							
					Continu	ue	



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

Selected File: April QBO.qbo	o		
Uploaded Account 568888885		QuickBooks Account	
Checking	⊳	Cash	

8. A confirmation screen will be displayed stating the Import is complete. Click "Done".

mport completed	
lext step: Accept your transactions	
ou're in control of how your bank info goes into QuickBooks. Transac ccept them.	ctions only show up in your books after you review and

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

Ф	Bookkeeping	BWB Test Company			My Experts	? Help	Q	¢	ŝ
•	Transactions :	Transactions							
ធ	MANAGE	Bank transactions App transactions Receipts A	All Sales Expenses						
\mathbb{M}	Rules	Cash							
窅	Chart of accounts	\$16.96							
R	Tags	 Balance updated moments ago 							
l		Review 46 transactions							
ස	EXPERTS								
	Live Bookkeeping								
ě	My accountant	♀ Save more money at tax time	- Contract						3
88	Reconcile	Newl Irack your loan payments to boost your deductio	ons. Get started						
Ω		For review (46) Categorized Excluded Image: All dates Image: All transactions (46) Image: All dates	Q. Search by description, check number, or amount		1-46 of 46	< 1	> 1	Go to ba	ank reç
		DATE V DE	ESCRIPTION	AMOUNT	ASSIGN TO				
		04/18/2022 De	eposit testing daily	\$1.11	Sales		Confirm		
		04/18/2022 De	eposit Transfer from Cambridge	\$1.50	? Select transfer ac	count	Review	\supset	
		04/18/2022 Wi	ithdrawal Transfer to Cambridge	-\$0.02	Select transfer ac	count	Review	\supset	
		04/18/2022 Wi	ithdrawal Transfer to Cambridge	-\$1.00	X Transfer to Owne	r draws	Confirm		