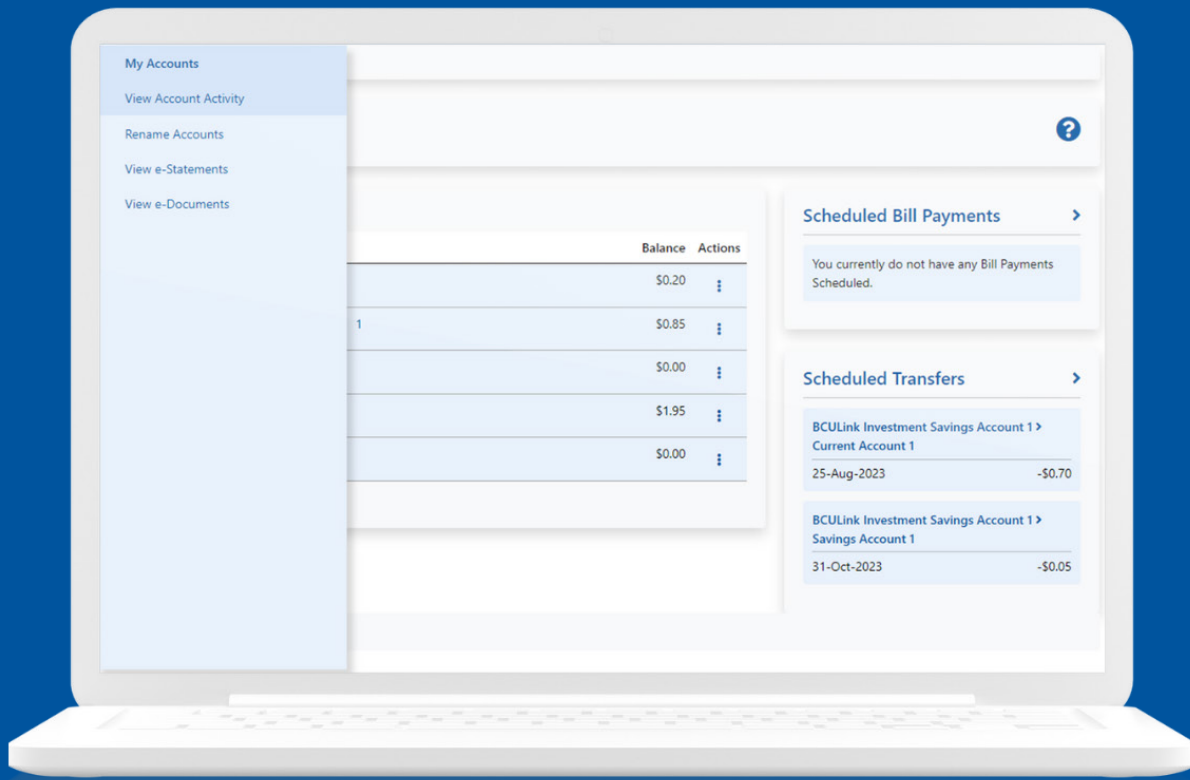


# QUICK GUIDE TO IMPORTING TRANSACTIONS INTO QUICKBOOKS



## Step One:

Click on My Accounts > View Account Activity

The screenshot shows the 'My Accounts' menu with the following options:

- My Accounts
- View Account Activity
- Rename Accounts
- View e-Statements
- View e-Documents

The background shows a table of account activity with the following data:

	Balance	Actions
	\$0.20	⋮
1	\$0.85	⋮
	\$0.00	⋮
	\$1.95	⋮
	\$0.00	⋮

Other visible sections include 'Scheduled Bill Payments' (no payments scheduled) and 'Scheduled Transfers' (two transfers listed).

## Step Two:

Choose the **Account** you want to download transactions for, the Timeframe for transactions to download, filter to **Show** the transactions you want to see. In **Format**, choose **Download to Comma Delimited Text/Excel**.

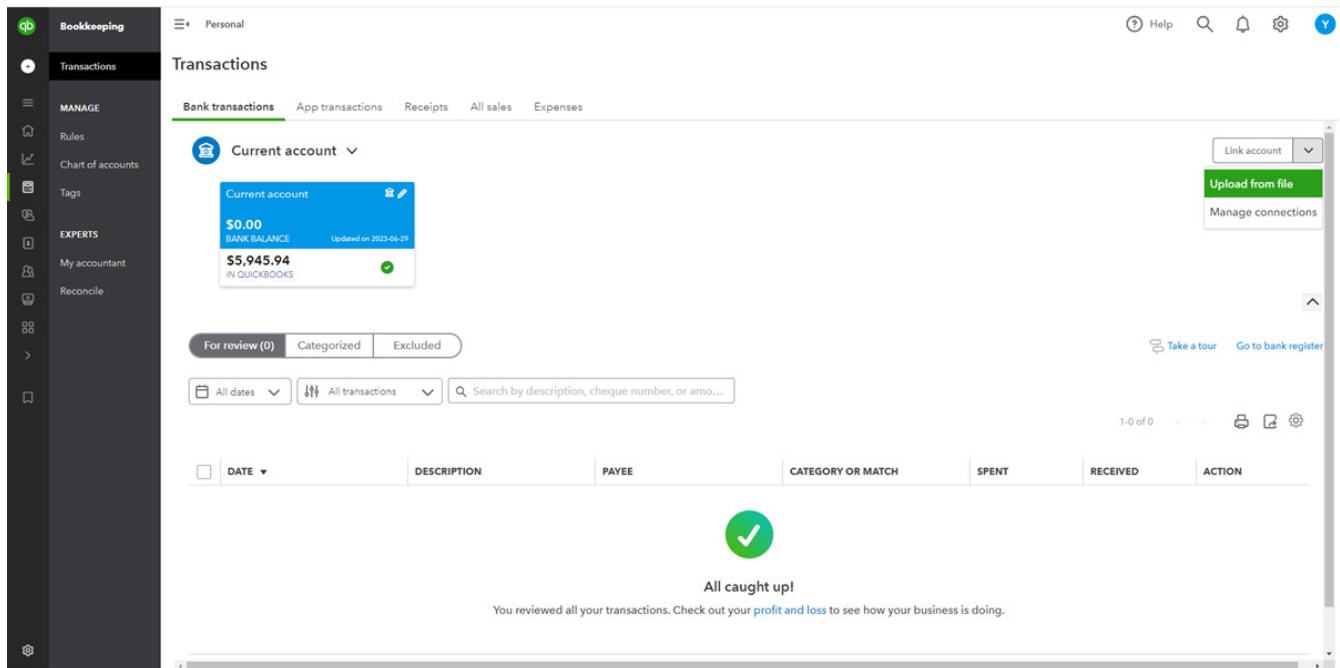
The screenshot shows the 'Account Activity' settings page with the following configuration:

- Account: Current Account 1 [Balance: \$0.20]
- Timeframe: Last month
- Show: all statement items
- Format: Download to Comma Delimited Text/Excel

A 'Search' button is visible below the filters.

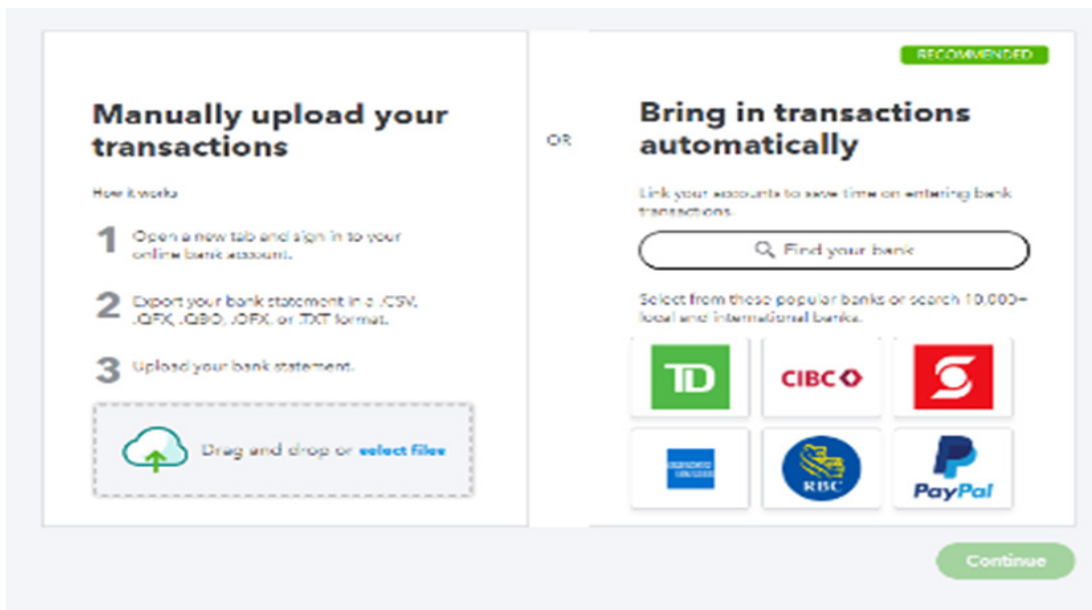
## Step Three:

In QuickBooks, go to your account and in the dropdown menu in **Link Account**, choose **Upload from file**.



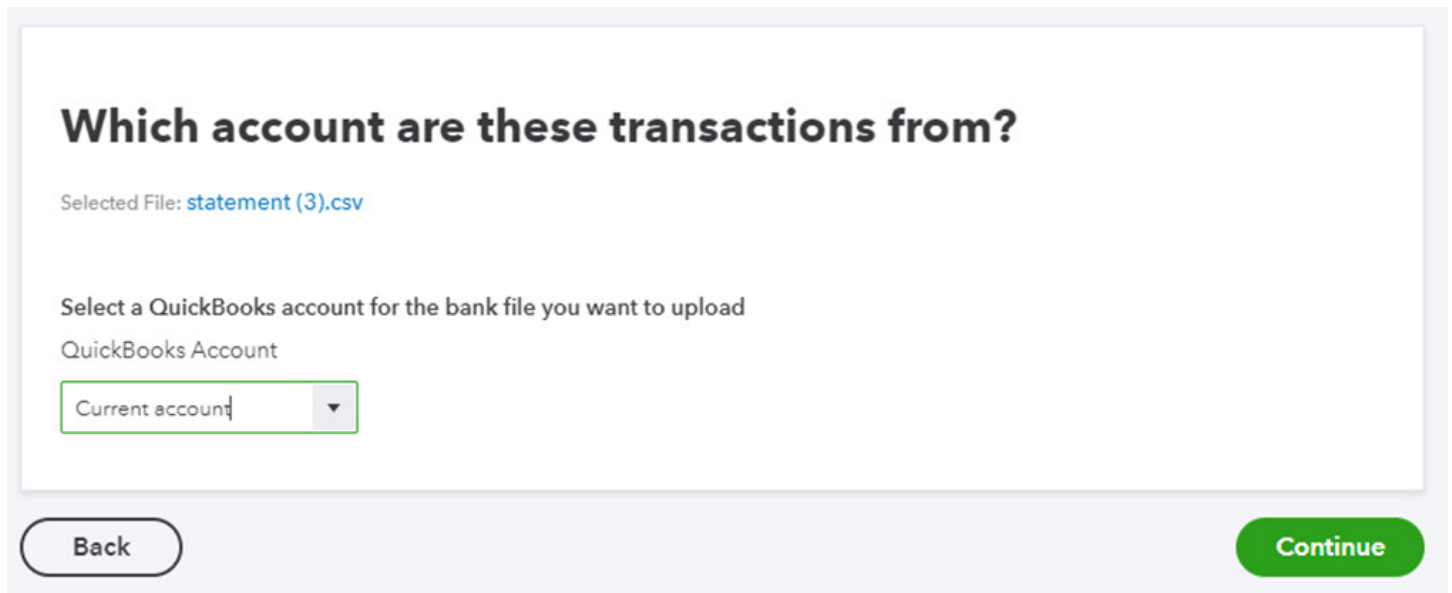
## Step Four:

You will be presented with two options. Click on **select files** on the Manually upload your transactions on the left side, or you can choose to drag and drop the .CSV file in the window where indicated. Once you see your file in the window, click on **Continue**.



## Step Five:

Choose which account you wish to reconcile and click Continue.



**Which account are these transactions from?**

Selected File: [statement \(3\).csv](#)

Select a QuickBooks account for the bank file you want to upload

QuickBooks Account

Current account ▼

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## Step Six:

When setting up your file to import it, follow the steps outlined:

### Step A:

- Select **No** for row header.
- For amounts, you can select the Debits and Credits columns, or the Balance column. If choosing to use the Debits and Credits, select **Two columns**. If choosing to use only the Balance column, select **One column**.
- Select the appropriate date format.

\* if reformatting date is required, instructions are below.

### Step B:

- Date -> Column 2
- Description -> Column 3
- Amount -> Credits -> Column 6  
-> Debits -> Column 5  
or  
-> Balance -> Column 7

**Step 1: Tell us about the format of your data**

Is the first row in your file a header?

No

How many columns show amounts?

Two columns

What's the date format used in your file?

dd/MM/yyyy

**Step 2: Select the fields that correspond to your file**

QuickBooks fields	Columns from your file
Date	Column 2: 06/07/2023 <input type="button" value="v"/>
Description	Column 3: Transfer o... <input type="button" value="v"/>
Amount	Money Received Column 6: <input type="button" value="v"/>
	Money Spent Column 5: 0.6 <input type="button" value="v"/>

OR

Amount	Column 7: 0.2 <input type="button" value="v"/>
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Continue

## Step Seven:

If reformatting of dates is required, click on column header B and go to Format Cells. In Category, choose Custom, then in Type choose dd/mm/yyyy, then click OK and Save.

The screenshot shows the Microsoft Excel interface with the 'Format Cells' dialog box open. The dialog box is titled 'Format Cells' and has tabs for 'Number', 'Alignment', 'Font', 'Border', 'Fill', and 'Protection'. The 'Number' tab is selected, and the 'Category' is set to 'Custom'. The 'Type' field contains the format code 'dd/mm/yyyy'. The 'Sample' field shows the date '06/07/2023'. The 'Delete' button is visible. The background spreadsheet shows a list of dates in column B, with the first cell containing '06/07/2023'.

	A	B	C	D	E	F	G	H
1	000000080027-000-currt-	1 06/07/2023						0.2
2	000000080027-000-currt-	1 27/06/2023						0.8
3	000000080027-000-currt-	1 26/06/2023						0.79
4	000000080027-000-currt-	1 23/06/2023						0.8
5	000000080027-000-currt-	1 08/06/2023						0.1
6	000000080027-000-currt-	1 07/06/2023						0.4
7	000000080027-000-currt-	1 06/06/2023						0.7
8	000000080027-000-currt-	1 25/04/2023						1
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

## Step Eight:

Choose which transactions you want to import into QuickBooks.

### Which transactions do you want to add?

Select the transactions to import

<input type="checkbox"/>	DATE	DESCRIPTION	AMOUNT
<input checked="" type="checkbox"/>	06/07/2023	Transfer out to link # 1	-0.60
<input checked="" type="checkbox"/>	27/06/2023	Deposit Ret Bill Pmt Inv Vendor Acct	0.01
<input checked="" type="checkbox"/>	26/06/2023	Utility Bill Payment test cibcmc 588	-0.01
<input type="checkbox"/>	23/06/2023	Transfer in from 80027 link # 1	0.70
<input checked="" type="checkbox"/>	08/06/2023	Transfer in from 80027 savings # 1	-0.30
<input checked="" type="checkbox"/>	07/06/2023	Transfer in from 80027 savings # 1	-0.30
<input type="checkbox"/>	06/06/2023	Transfer in from 80027 savings # 1	-0.30
<input checked="" type="checkbox"/>	25/04/2023	Deposit	1.00

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Choose which transactions you want to import into QuickBooks.