

QUICK GUIDE TO IMPORTING TRANSACTIONS INTO QUICKBOOKS

My Accounts	_				
View Account Activity Rename Accounts					8
View e-Statements View e-Documents				Scheduled Bill Payments	,
		Balance	Actions	You currently do not have any Bill Pay	ments
		\$0.20	÷	Scheduled.	ments
	1	\$0.85	÷		
		\$0.00	÷	Scheduled Transfers	>
		\$1.95	÷	BCULink Investment Savings Accoun Current Account 1	t1>
		\$0.00	1	25-Aug-2023	-\$0.70
	-			BCULink Investment Savings Accoun Savings Account 1	t1>
				31-Oct-2023	-\$0.05
				51-0(1-2023	-30.05

Step One:

Click on My Accounts > View Account Activity

2 3	My Accounts		
My Accounts	View Account Activity		
	Rename Accounts		0
	View e-Statements		
Payments	View e-Documents		Scheduled Bill Payments
⇒		Balance Actions	
Transfers		\$0.20	You currently do not have any Bill Payments Scheduled.
10 2		1 \$0.85	
Account Services		\$0.00	Scheduled Transfers
		\$1.95	BCULink Investment Savings Account 1>
Profile and Settings		\$0.00 :	Current Account 1
Profile and Settings			25-Aug-2023 -\$0.70
			BCULink Investment Savings Account 1> Savings Account 1
			31-Oct-2023 -\$0.05

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**.

My Accounts				
.	Account Activity			
Payments				
	Account	1	limeframe	
Transfers	Current Account 1 [Balance: \$0.20]	~	Last month	
Transfers	Show	F	ormat	
-	all statement items	~) [On screen with details	
** 0			On screen with details	
			On screen without details Download to Comma Delimited Text/Excel	
Account Services	Search		Download to Comma Delimited Text/Excel	

Step Three:

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

qb	Bookkeeping	≡• Personal					(?) Help	Q D	\$
•	Transactions	Transactions							
=	MANAGE	Bank transactions App transactions	Receipts All sales Expenses						
ଜ	Rules	☐ Current account ∨						Link acco	unt 🗸
								Upload from	n file
B		Current account 😂 🎸						Manage co	nnections
١	EXPERTS	BANK BALANCE Updated on 2023-06-2							
83	My accountant Reconcile	\$5,945.94							
88	Neconcae								^
55 >		For review (0) Categorized Ex	cluded				문 Take a	tour Go to b	ank register
a		All dates V	✓ Q Search by description,	cheque number, or amo					
ш							1-0 of 0	a (2 @
		DATE ¥	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION	
									
				All caught	ldr				
			You reviewed all yo	our transactions. Check out your prof	it and loss to see how your business i	s doing.			- 1
۵		-							

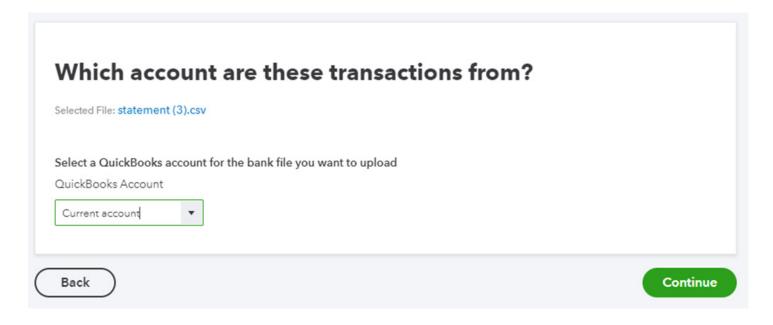
Step Four:

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**.

Manually upload your transactions	on Bring in transactions automatically
How it works	Link your accounts to save time on entering bank transactions.
 Open a new tab and sign in to your online bank account. 	Q. Find your bank
2 Deport your bank statement in a .CSV, .GFX .GBO, JOFX, or .TXT format.	Select from these popular banks or search 10,000- local and international banks.
3 Upload your bank statement.	ТД СІВСФ 🧕
Drag and drop or select files	

Step Five:

Choose which account you wish to reconcile and click Continue.



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 he 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

No	~
low many columns sho	w amount
Two columns	~
What's the date format	used in yo

Step 2: Select the fields that correspond to your file

QuickBooks fields	Columns from your file
Date	Column 2: 06/07/2023 🗸
Description	Column 3: Transfer o 🗸
	Money Received
	Column ó: 🗸
Amount	Money Spent
	Column 5: 0.6 🗸

OR

	Amount	Column 7: 0.2	~	
C	Back			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.

AutoSave 💽 🗅 🗗 🗔 🤍 🛔 d	品 ピュ ウ ~ ク ~ マ statement (4).csv・Saved to this PC 🛩 🛛 🔎	Search
File Home Insert Page Layout	Formulas Data Review View Automate Add-ins Help Acroba	at
Copy ~	I1 A^ A^ = = = Image: A A A A = = Image: A A A A A A A A A A A A A A A A A A A	Conditi Formatti
B1 ▼ : × ✓ fx 06/0	7/2023	
A B 1 00000080027-000-curnt- 1 06/07/2023	C D E F	G H
The second	Format Cells ? X	0.8
3 00000080027-000-curnt- 1 26/06/2023	Number Alignment Font Border Fill Protection	.79
4 00000080027-000-curnt- 1 23/06/2023		0.8
5 00000080027-000-curnt- 1 08/06/2023 1	Canaral	0.1
6 00000080027-000-curnt- 1 07/06/2023	Number 06/07/2023	0.4
7 00000080027-000-curnt- 1 06/06/2023	Accounting	0.7
8 00000080027-000-curnt- 1 25/04/2023 [Date Time dd/mm/yyyy	1
10	Percentage 0%	
11	Fraction 0.00% Scientific 0.00E+00	
12	Text ##0.0E+0 Special # ?/?	
13	Custom # ??/??	
14	dd/mm/yyy dd-mmm-yy	
15	dd-mmm	
16	mmm-yy h:mm AM/PM	
17	h:mm:ss AM/PM	
18	Delete	
19		
20	Type the number format code, using one of the existing codes as a starting point.	
21	-	_
22		
23		
25	OK Cancel	
25		-
27		

Step Eight:

Choose which transactions you want to import into QuickBooks.

Which transactions do you want to add?

Select the transactions to import

-	DATE	DESCRIPTION	AMOUNT
\checkmark	06/07/2023	Transfer out to link # 1	-0.60
\checkmark	27/06/2023	Deposit Ret Bill Pmt Inv Vendor Acct	0.01
\checkmark	26/06/2023	Utility Bill Payment test cibcmc 588	-0.01
	23/06/2023	Transfer in from 80027 link # 1	0.70
\checkmark	08/06/2023	Transfer in from 80027 savings # 1	-0.30
\checkmark	07/06/2023	Transfer in from 80027 savings # 1	-0.30
	06/06/2023	Transfer in from 80027 savings # 1	-0.30
	25/04/2023	Deposit	1.00
Back	\supset		Continue

Choose which transactions you want to import into QuickBooks.