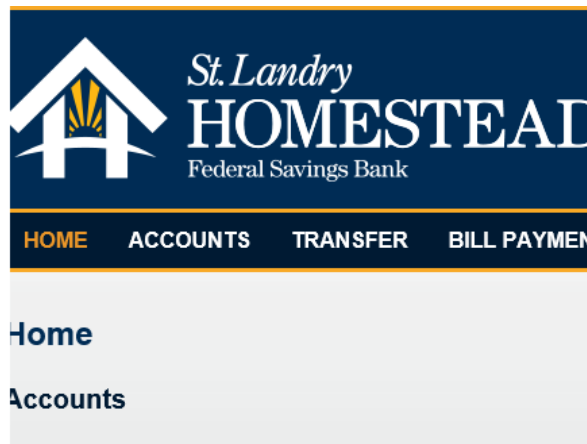


ONLINE BANKING INSTRUCTIONS-EXPORT TO QUICKBOOKS

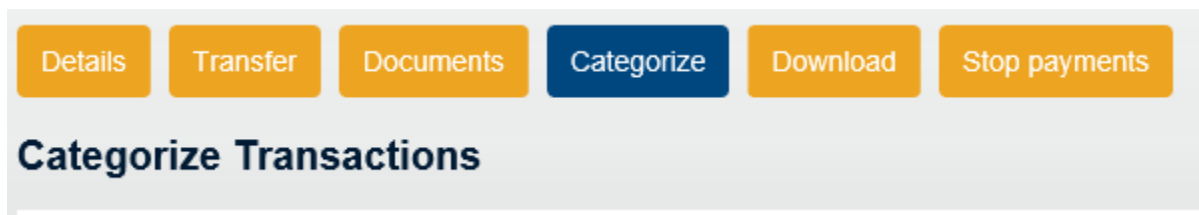
1. Login to Personal Online Banking



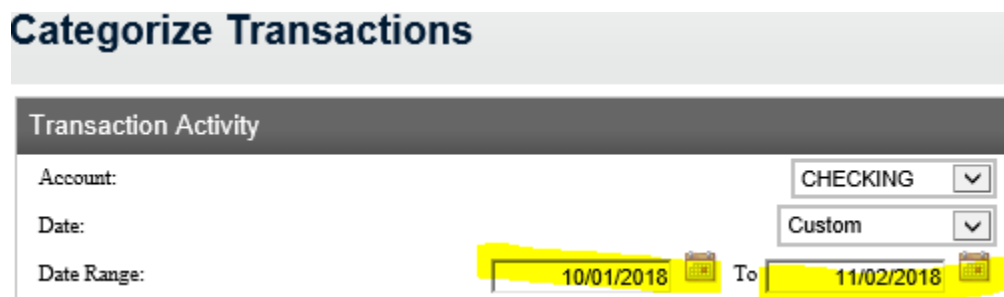
2. Choose account

CHECKING

3. Categorize



4. Input date range



5. Export Transactions

Transaction Activity

Account: CHECKING ▾

Date: Custom ▾

Date Range: 10/01/2018 To 11/02/2018

Search For: All Activity ▾

Transactions Per Page: 25 Per Page ▾

[Go to Advanced Search](#)

Export Transactions

6. Choose file type "QuickBooks IIF"

Categorize Transactions

Transaction Activity

Date: Custom ▾

Date Range: 10/01/2018 To 11/02/2018

Search For: All Activity ▾

Export Format: **Intuit QuickBooks (.IIF)** ▾

[Go to Advanced Search](#)

7. Check account

Categorize Transactions

Transaction Activity

Date: Custom ▾

Date Range: 10/01/2018

Search For: All Activity ▾

Export Format: Intuit QuickBooks (.IIF) ▾

[Go to Advanced Search](#)

Account Selection

Select All	Account Nickname
<input type="checkbox"/>	A-CHECK
<input checked="" type="checkbox"/>	CHECKING
<input type="checkbox"/>	...

Categorize Transactions

Transaction Activity

Date: Custom

Date Range: To

Search For: All Activity

Export Format: Intuit QuickBooks (.IIF)

[Go to Advanced Search](#)

Account Selection

Select All	Account Nickname
<input type="checkbox"/>	A-CHECK
<input checked="" type="checkbox"/>	CHECKING
<input type="checkbox"/>	HomeLn
<input type="checkbox"/>	MMA
<input type="checkbox"/>	CHECK
<input type="checkbox"/>	SAV

8. Export

9. Download Exported transactions

Details Transfer Documents **Categorize** Download

Categorize Transactions

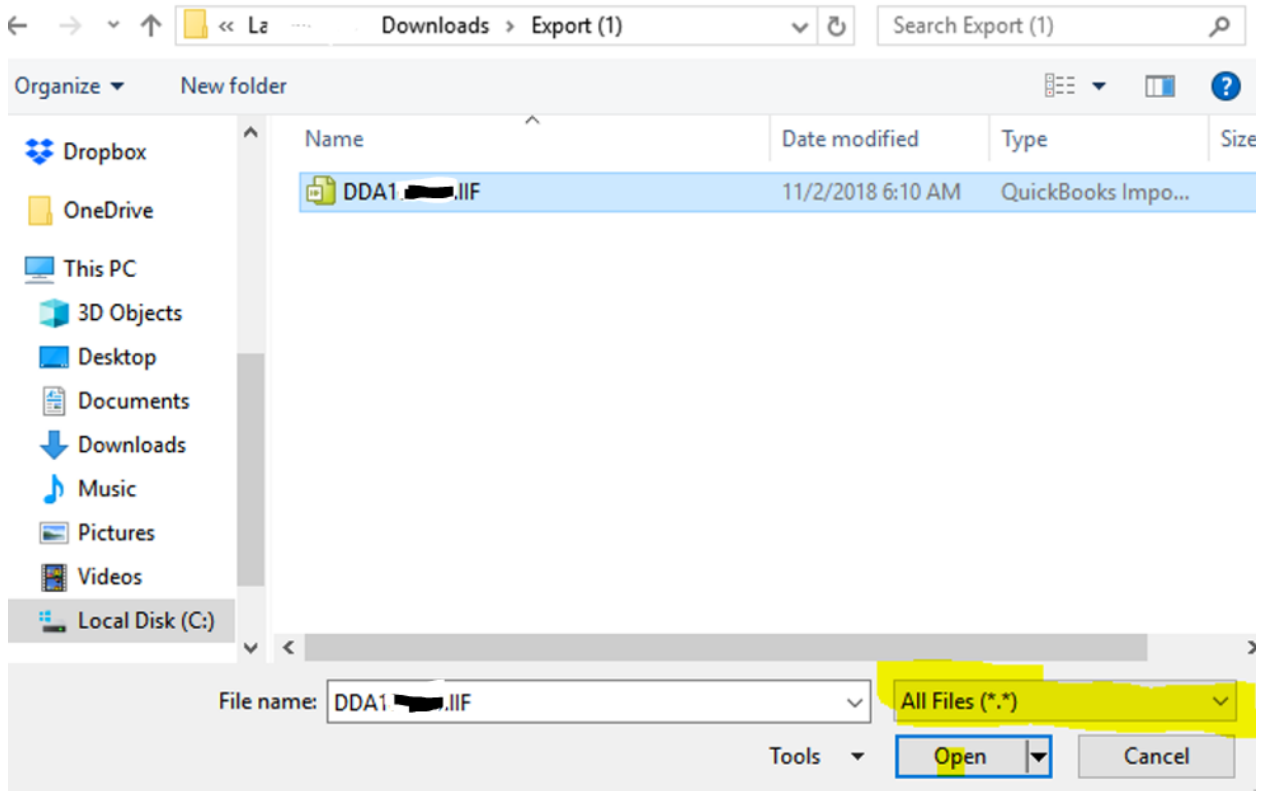
Creating Export File

10. Depending on your browser, the file will automatically save in your downloads folder, or you will be given the choice of where to save.

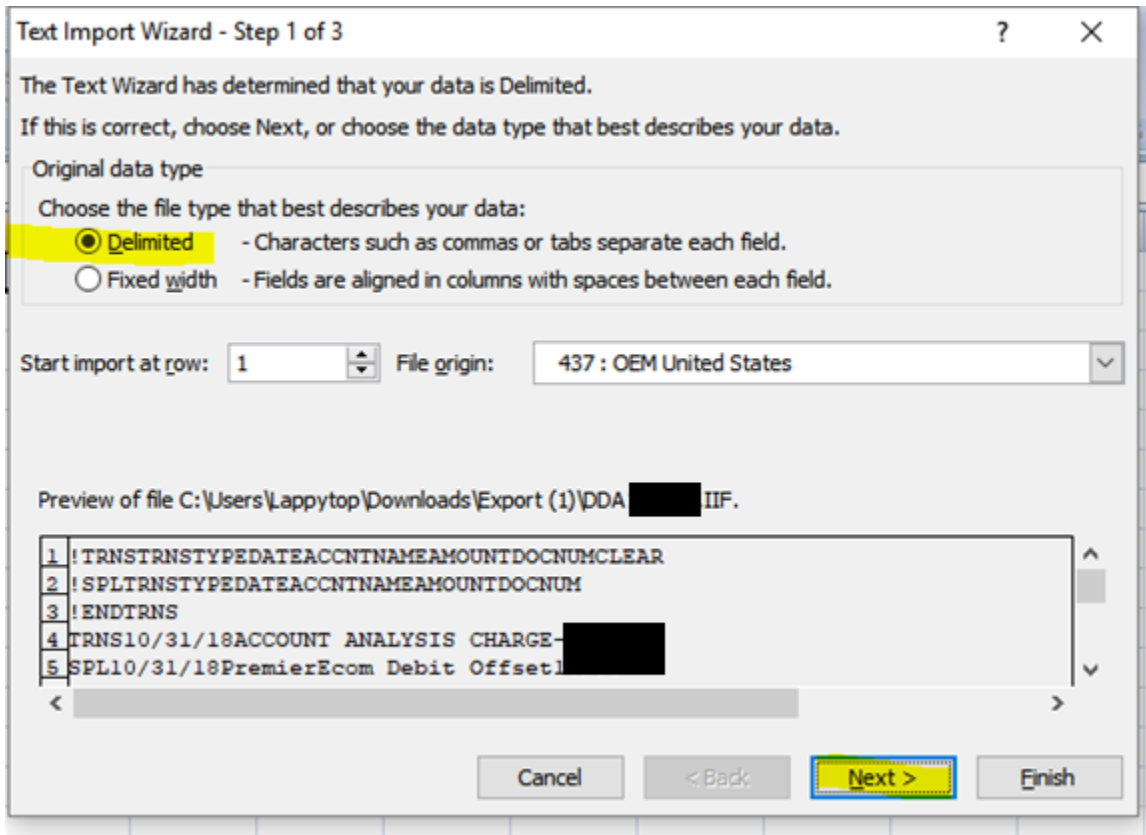
11. Go to the location where your file was saved and Extract/Unzip.

12. Open Excel

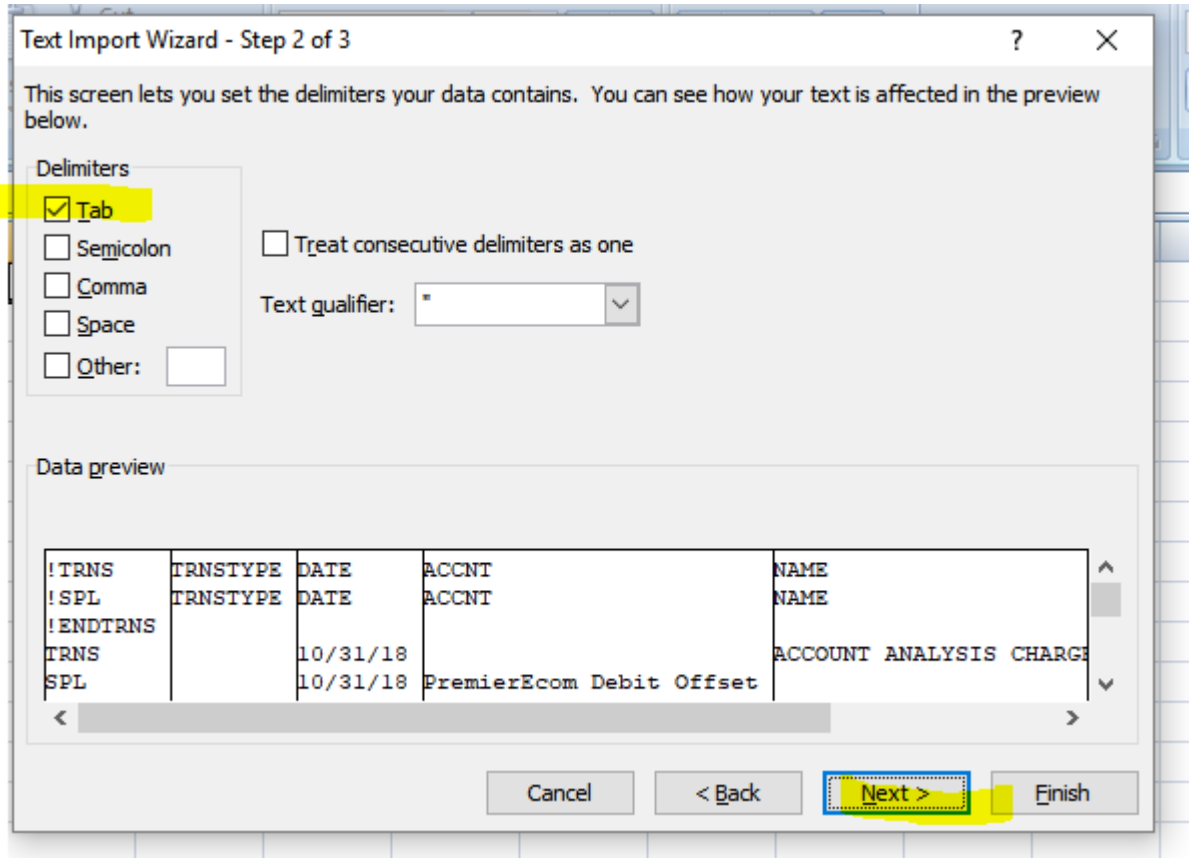
13. From Excel, open the downloaded file. Make sure the file type shows "All files"



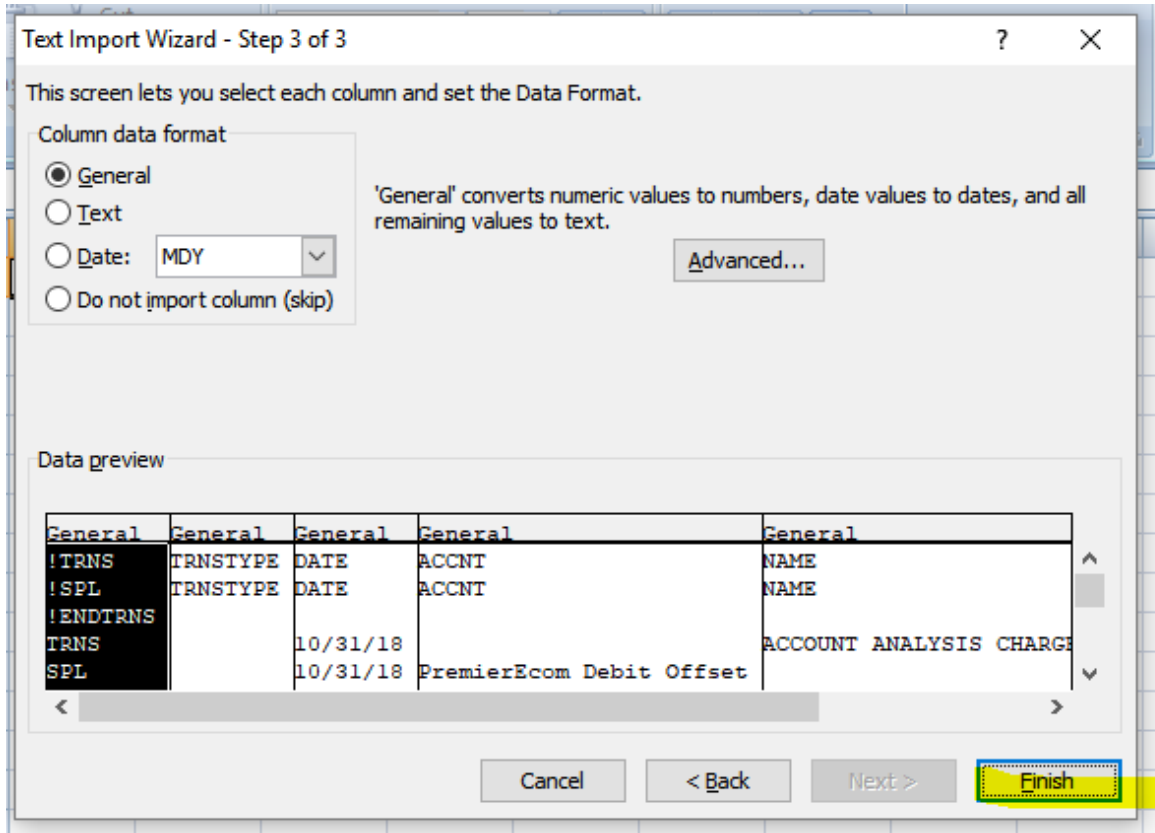
14. Choose delimited



15. Tab > Next



16. Finish



17. Widen columns to see all data.

18. Column D, titled ACCNT

- a. Input the name of your checking account as it is labeled in Quickbooks.
- b. In the example below **“SHOP ACCOUNT”** is the name of the checking account.

!TRNS	TRNSTYPE	DATE	ACCNT	NAME	AMOUNT	DOCNUM	CLEAR
!SPL	TRNSTYPE	DATE	ACCNT	NAME	AMOUNT	DOCNUM	
!ENDTRNS							
TRNS		8/10/2018	SHOP ACCOUNT	ENERGY GS-LA LL BANK DRAFT 000150091932	-60.07		Y
SPL		8/10/2018	PremierEcom Debit Offset		60.07		Y
ENDTRNS							

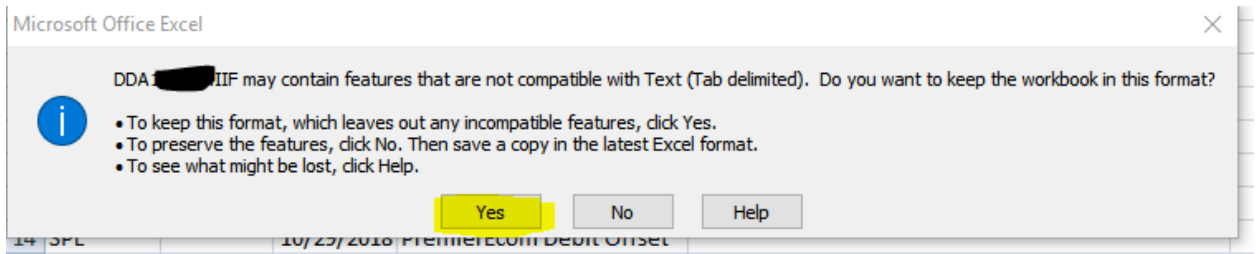
19. Change “PremierEcom Debit Offset” to the appropriate QuickBooks account name, such as

“Utilities:Utilities-Entergy”

- a. Note: To avoid incorrect spelling of account names, copy the name from your checking account in QuickBooks and paste into the excel spreadsheet.
- b. Another option is to leave "PremierEcom Debit Offset" as is, and adjust entries within QuickBooks.

ITRNS	TRNSTYPE	DATE	ACCNT	NAME	AMOUNT	DOCNUM	CLEAR
ISPL	TRNSTYPE	DATE	ACCNT	NAME	AMOUNT	DOCNUM	
!ENDTRNS							
TRNS		8/10/2018	SHOP ACCOUNT	ENTERGY GS-LA LL BANK DRAFT 000150091932	-60.07		Y
SPL		8/10/2018	Utilities:Utilities-Energy		60.07		Y
!ENDTRNS							

20. Save the excel spreadsheet in the current format and close excel



21. File > Utilities > Import > IIF

