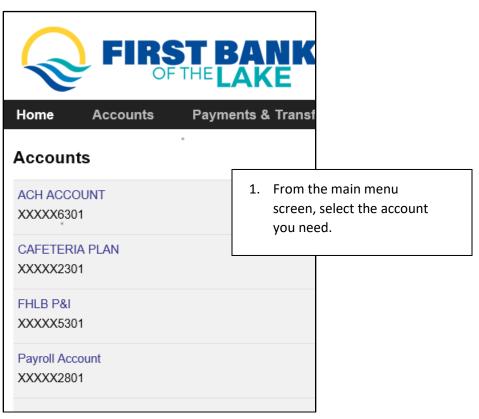
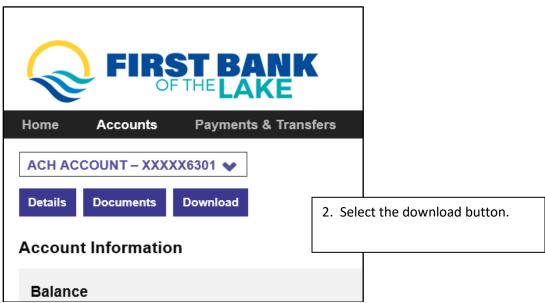
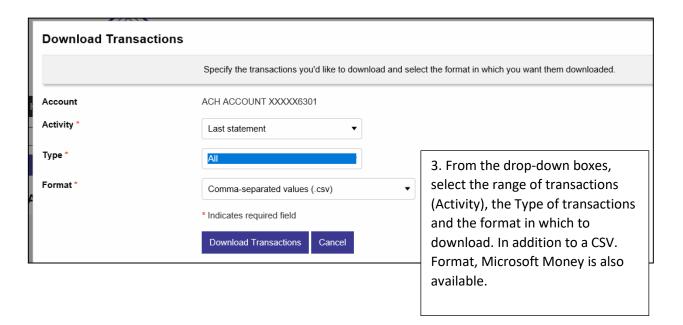
## **QuickBooks Import**

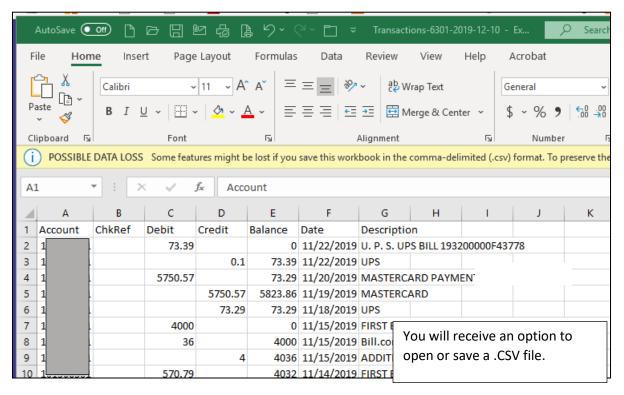
Follow these instructions to download account transactions to QuickBooks.

Log in to Business On-Line Banking









## By following these steps you can import transactions from a .CSV file into QuickBooks desktop:

- · Select Banking from the left menu.
- Click the Update drop-down. Please note that if using the UK version, step 2 will be as follows: Click Upload transactions manually.
- · Select File upload or file to upload
- Click Browse and select your saved .CSV file.
- Click Next.
- From the QuickBooks Account drop-down, select the account to which to import.
- Click Next.
- · Map your fields according to your .CSV file's format.
- · Click Next.
- · Select the transactions to import.
- · Click Next.

Note: You will receive a notification stating the number of transactions that will be imported.

- · Click Yes.
- When you get confirmation of the import, click Finish. You will now be directed
  to the Downloaded Transactions window, where the imported transactions will
  appear under the New Transactions tab.

Please note that instructions may vary slightly depending on the version of Quickbooks being used.