Downloading Transactions for Importing into Quicken/QuickBooks

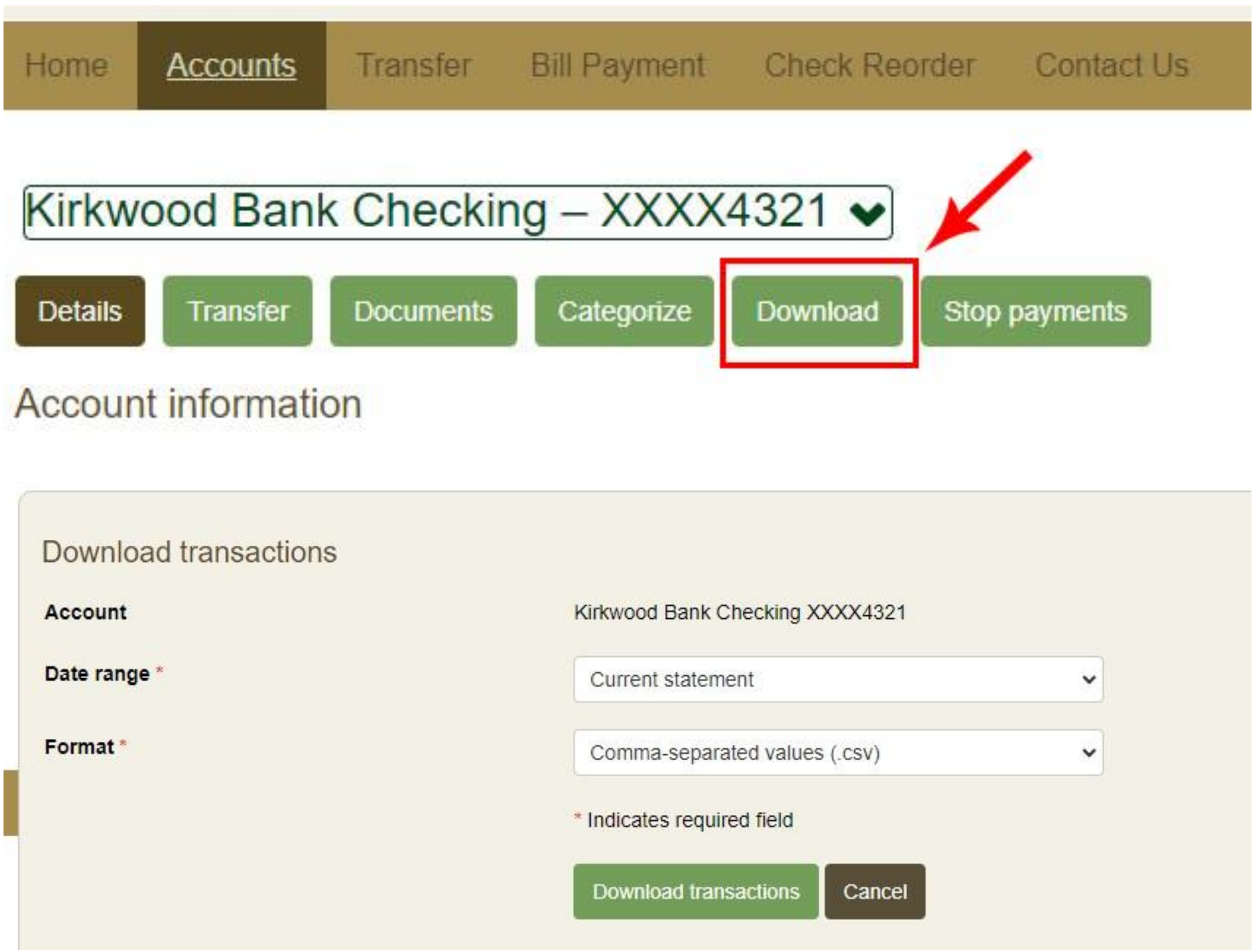
Log in to your Online Banking account, on the Account Information Page, you can use the transaction download feature to save archival copies of checking and savings transactions that have processed.

Notes:

- The download file includes **only processed transactions**; it does not include scheduled and pending transactions.
- Download file creation is only available for checking and savings accounts.

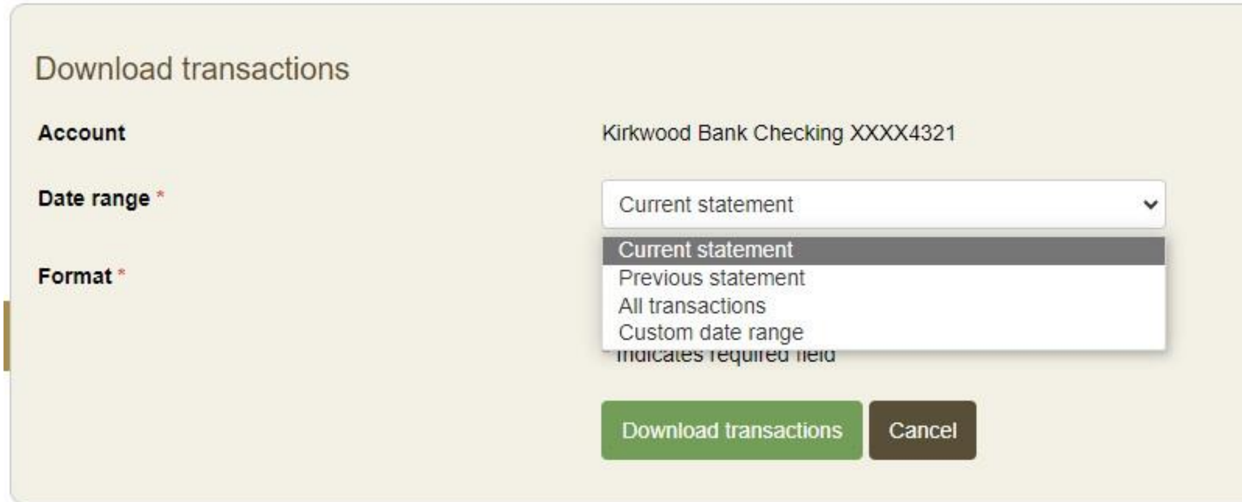
Step 1

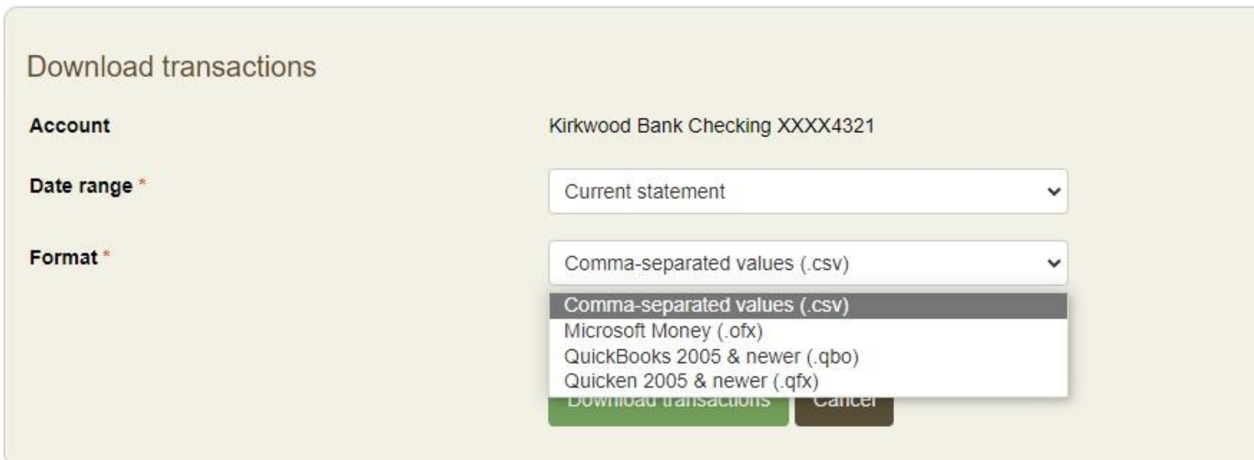
On the Account Information Page > Select the account to Download > select Download and in the drop-down box choose the .csv format



Step 2

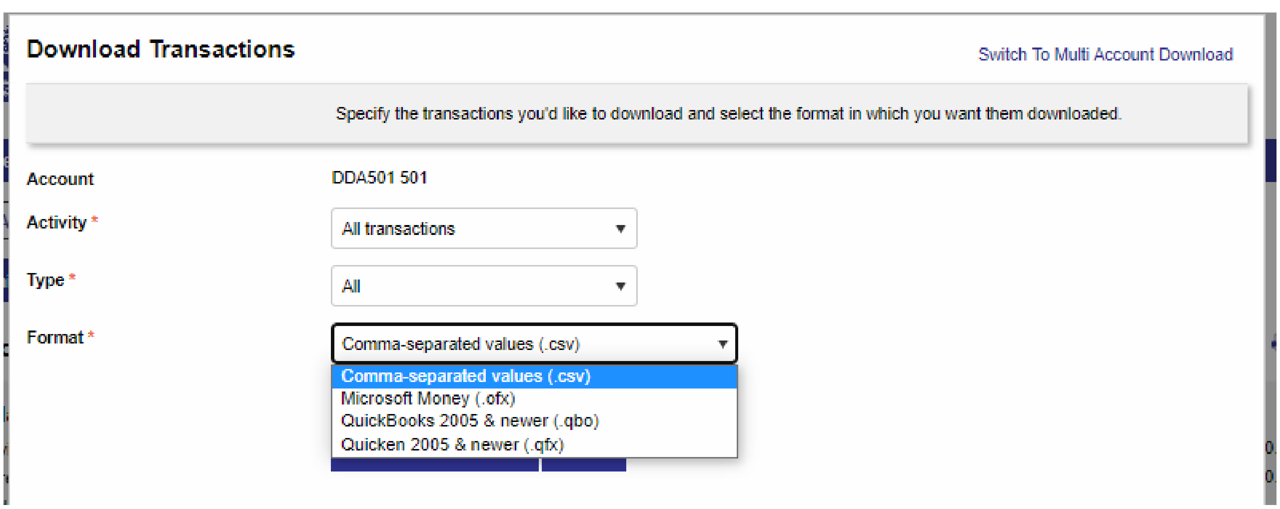
Select Date Range and Format for transactions you want to download. This will create a file on your computer.





Step 3

Log in to Intuit Product (Quicken/QuickBooks) and upload the file you just downloaded from Online Banking into Intuit directly.



Additional Information:

To download transactions on the Account information page:

1. In the account navigation area, click the **Download** button. An overlay window appears.

2. From the **Date range** drop-down list, select one of the following.

This option:	Does this:
Current Statement	Returns all transactions that were processed during the current statement period.
Previous Statements	Returns all transactions that were processed during the previous statement period.
Since Last Download	Returns all transactions that were processed since the date in the **Date of last download** field. **Note:** This option is available only if you have previously downloaded transactions.
All Transactions	Returns all available processed transactions. **Note:** Because of the volume of transactions that may be available, if you choose this option the resulting file may be extremely large. Consider using the **Custom date range** option instead.
Custom Date Range	Returns all transactions that were processed between any two dates. If you choose this option, the **Start date** and **End date** fields appear. Type a date range to continue.

3. From the **Format** drop-down list, select the format of the download file. Select from:

   - **Comma-separated values (.csv)**
   - **Microsoft Money (.ofx)**
   - **QuickBooks 2005 & newer (.qbo)**
   - **Quicken 2005 & newer (.qfx)**

4. Click the **Download transactions** button. The Online Banking service incorporates transactions that were processed during the specified date range into a download file (Transactions-NNNNNN-YYYY-MM-DD.XXX).

   Notes:

   - NNNNNN indicates the account's number.
   - If the Online Banking service uses account masking for your accounts, the account number in the filename consists of only the unmasked numbers.
   - YYYY-MM-DD indicates the year, month, and day that the download process generated the file.
   - XXX indicates the file name extension for the specified file format.

The file includes the following fields:

Account

Account number for which you have exported transaction information.

ChkRef

For checks written against the account, the check number of the check.
For other transactions, the reference number associated with the transaction.

Debit

Debit amount affecting the account balance.
For deposit accounts, debits remove money from your accounts.

Credit

Credit amount affecting the account balance.
For deposit accounts, credits add money to the account balance.

Balance (.CSV output)

Account balance after the transaction settles.

Available (.OFX, .QBO, .QFX output)

Balance available for immediate use.
Your available balance may differ from your current balance because it may include transactions that have not yet settled.

Current (.OFX, .QBO, .QFX output)

Balance of the account before pending transactions have settled.

Date

Date on which the transaction posted.

Description

Description associated with the transaction.