Download Transactions from Financial Institutions

For financial institution with online access, follow the steps below to download transactions:

For credit cards:

from the HOME page choose 'Enter Credit Card Charges'

click on Download Card Charges

For bank accounts:

from the HOME page choose 'Check Register'

select the account and click OK

click on Download Bank Statement

1) Select the appropriate Financial Institution
2) Make sure you have access to the Internet and click Send/Receive
3) Follow the login and download procedures for the specific Financial Institutions
4) A pop up window Online Transmission Summary will appear, Print or Close
5) The screen is split into two main sections 'Items to Send' and 'Items Received from the Financial Institution', there are separate lines in the sections for each available bank and/or credit card account
6) In the 'Items Received from the Financial Institution' section double click on the bank or credit card account you wish to update
7) A pop up window Results of Automatic Transaction Matching will appear and display the number of transactions the system could match, click OK
8) The screen is split into two main sections 'Register' and 'Downloaded Transactions', the register contains all the transactions already recorded in QuickBooks and the downloaded transactions are the new transactions received from the financial institution
9) To add multiple transactions, click Add Multiple
    a. A pop up window Add Multiple Transactions to the Register will appear—Transactions with recognized payees will appear in the top box (That is, if a similar transaction had been recorded in QuickBooks previously, the general ledger Account field will be populated based on recent activity) and transactions with unrecognized payees will appear in the bottom box

b. Review the top box and make any necessary changes to the general ledger Account assigned by QuickBooks or any other information
c. If there are any transactions in the top box you do not wish to record, 'deselect' them by clicking on the check marks in the left hand column
d. Click Record button and the transactions will be written to QuickBooks

10) Transactions with unrecognized payees must be added individually, in the 'Downloaded Transactions' section click on the transaction you wish to add, then click Add One to Register
11) If the Payee is not Recognized by QuickBooks, a pop up window Name not Found will appear
12) There are three ways to proceed—Quick Add, Create Alias or Set up

Quick Add: Will create the Payee with only the type and name (Payee information can be added or changed at a later time)

Click Quick Add and a prompt to select the Name Type will appear (Vender, Employee, Customer, Other): select the appropriate type and click on OK

Set-up: Will create the payee and provide the opportunity to record the payee's details *

Click Set-up and a prompt to select the Name Type will appear (Vender, Employee, Customer, Other); select the appropriate type and click OK; input all the appropriate payee information

Create Alias: Avoid have multiple set ups for the same payee

Click Create Alias, a pop up box titled Create Alias will appear, select the appropriate existing payee, click OK

13) The transaction will now appear in the Register section, if necessary select the appropriate general ledger Account
14) Review the transaction, make any necessary changes and then click Record to add the transaction to QuickBooks
15) When all the downloaded transactions have been added, click Done to close the screen