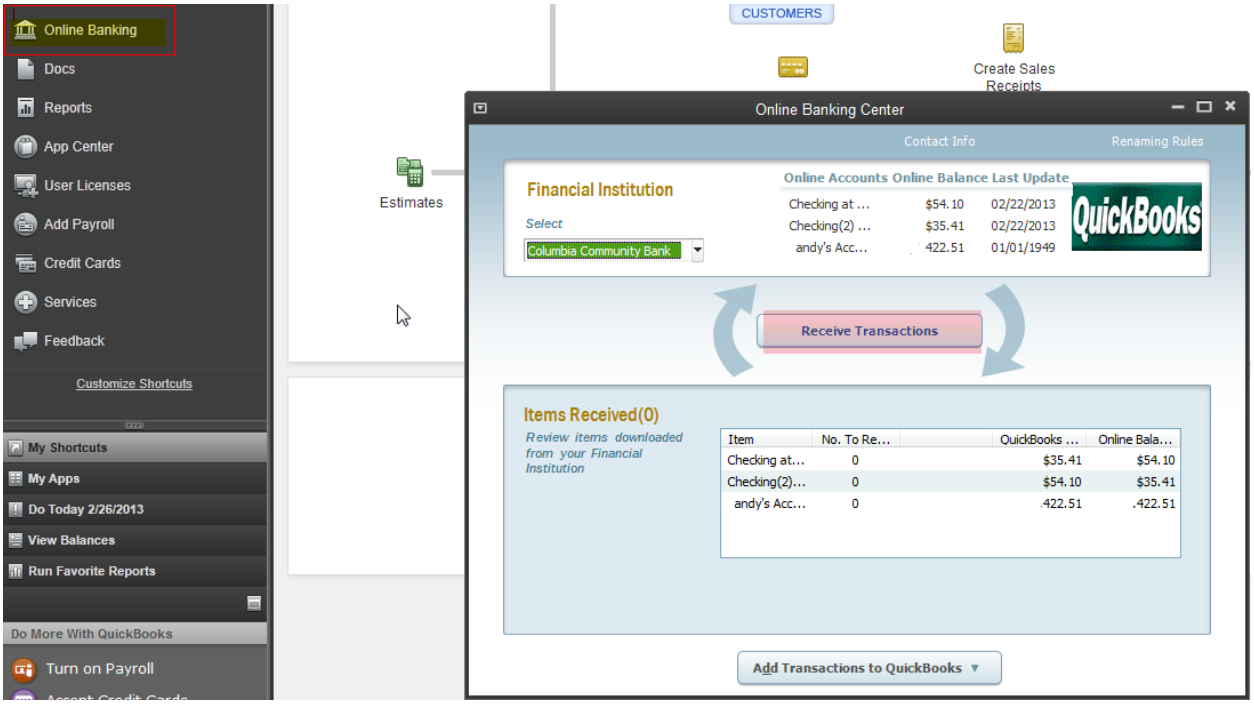
Quick Guide—QuickBooks Transaction Download

Columbia Community Bank

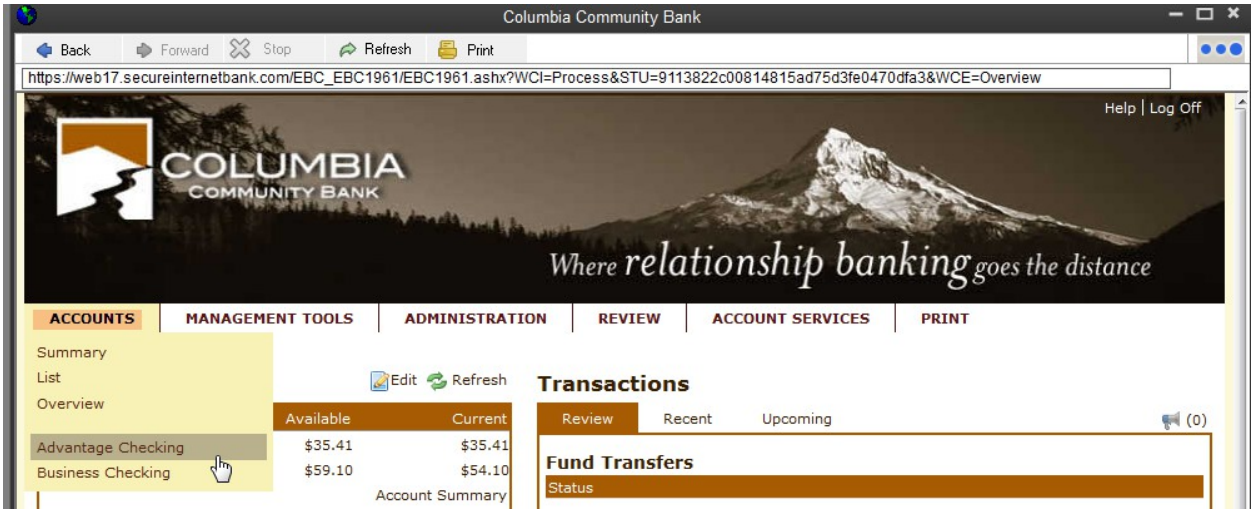
QuickBooks users can use Web Connect to quickly and easily import transactions into QuickBooks by following the directions below.

1. **Open QuickBooks and choose Online Banking.**
2. **Click on Retrieve Transactions.**

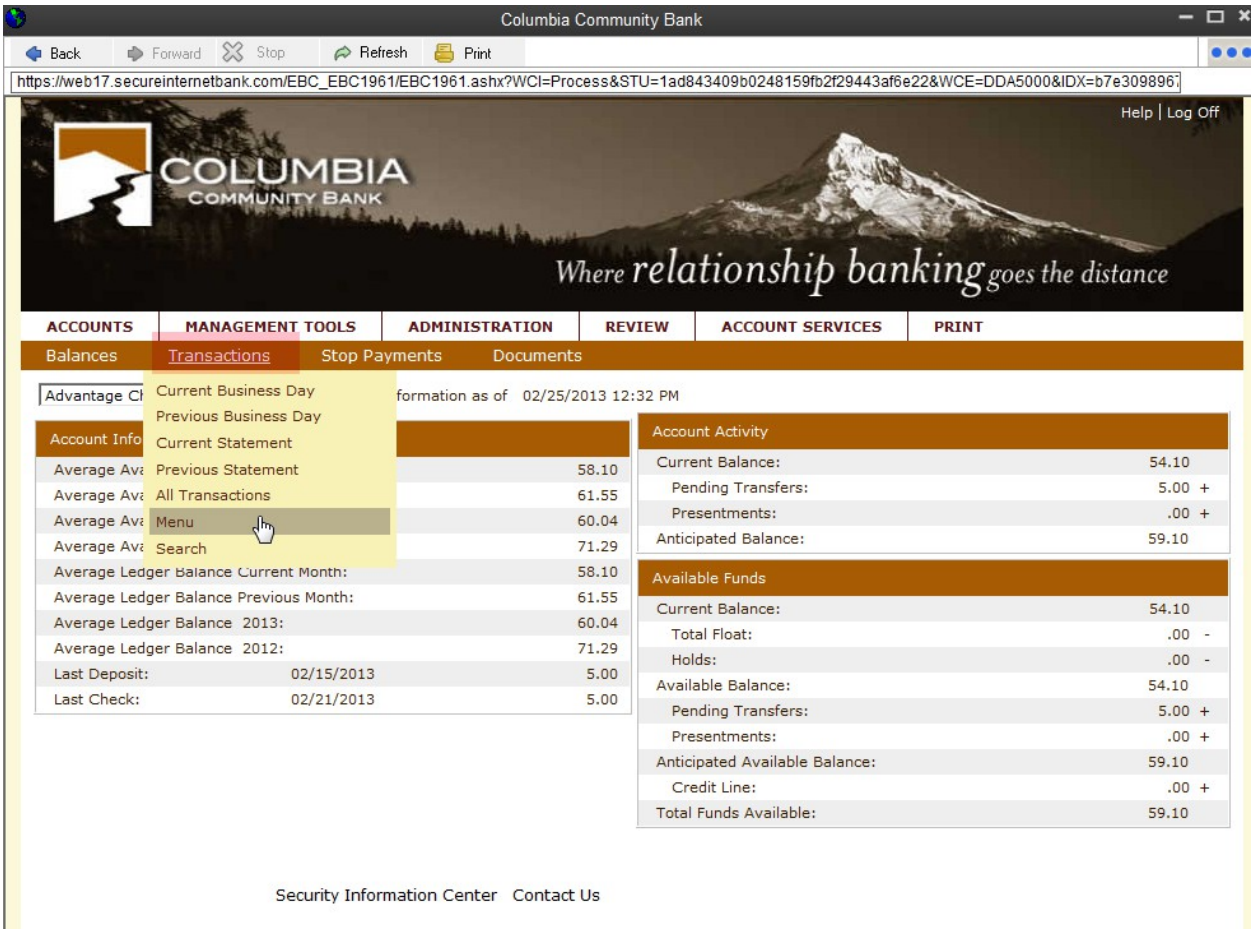


3. **The Columbia Community Bank website will load. Sign into Online Banking using your regular Access ID and Password. (For Retail Online clients, please see pg.7)**

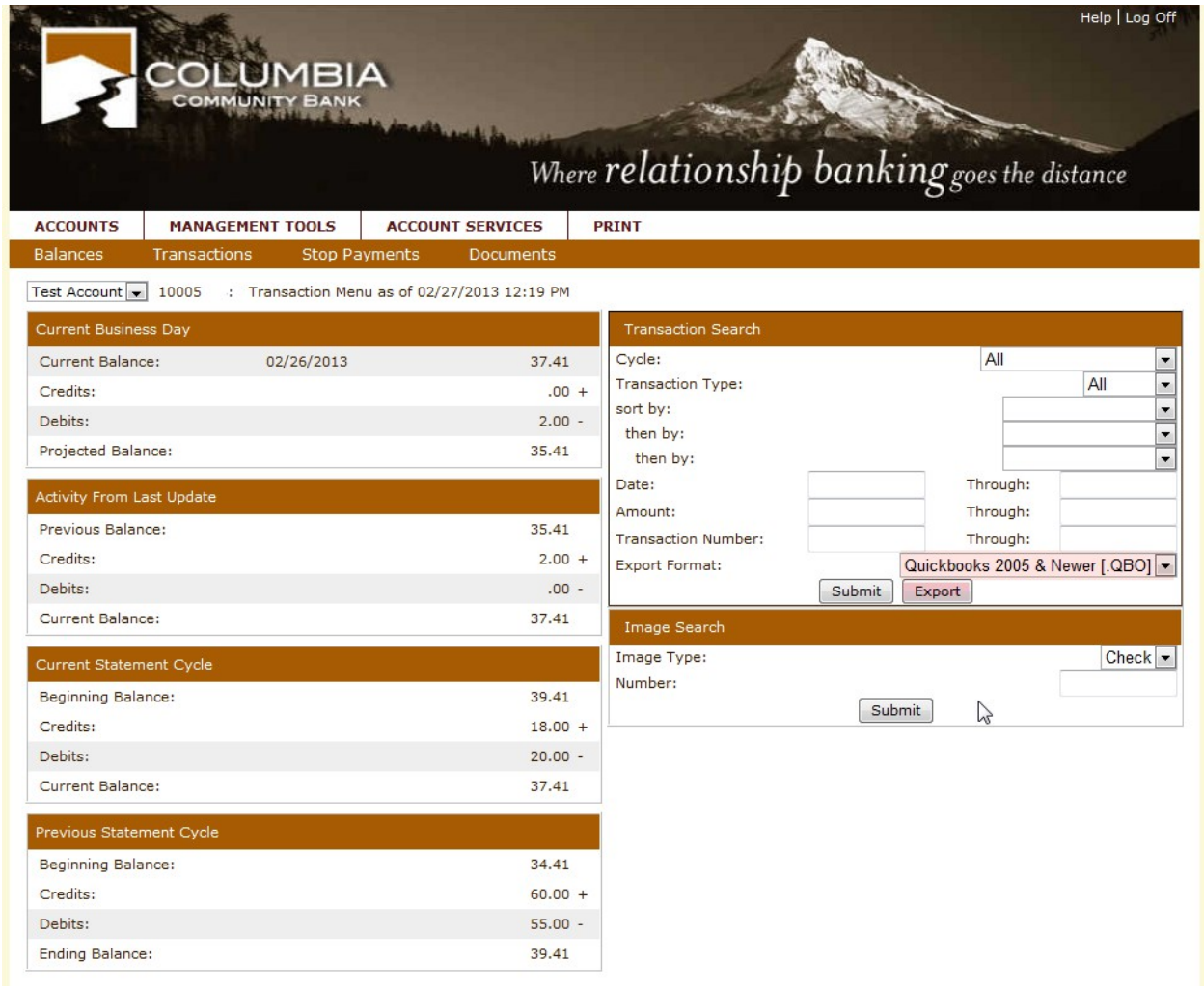
4. **Click on the accounts Tab and choose the appropriate account.**



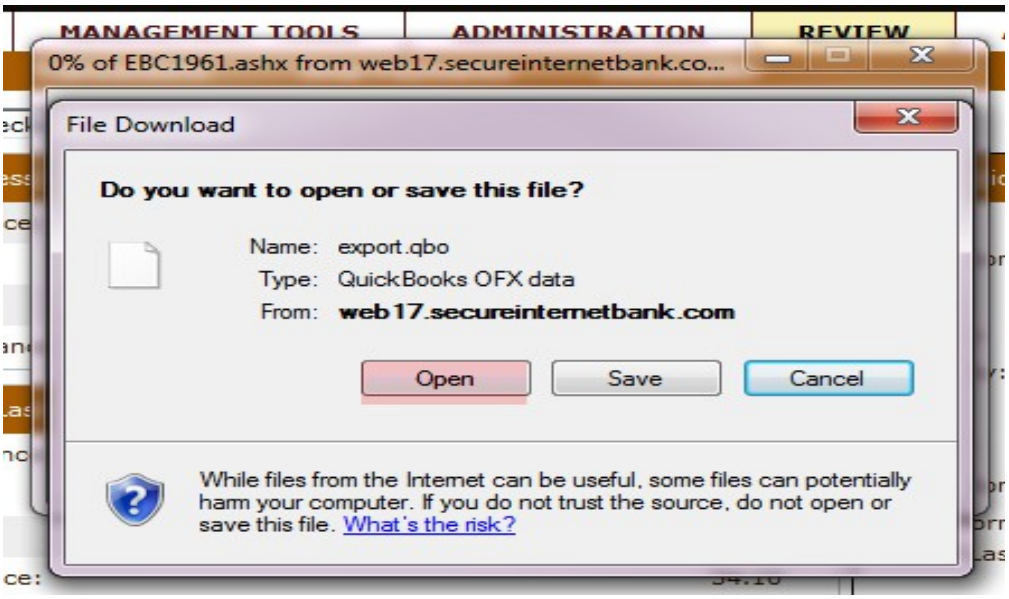
5. **Click on the Transactions Tab and choose Menu**



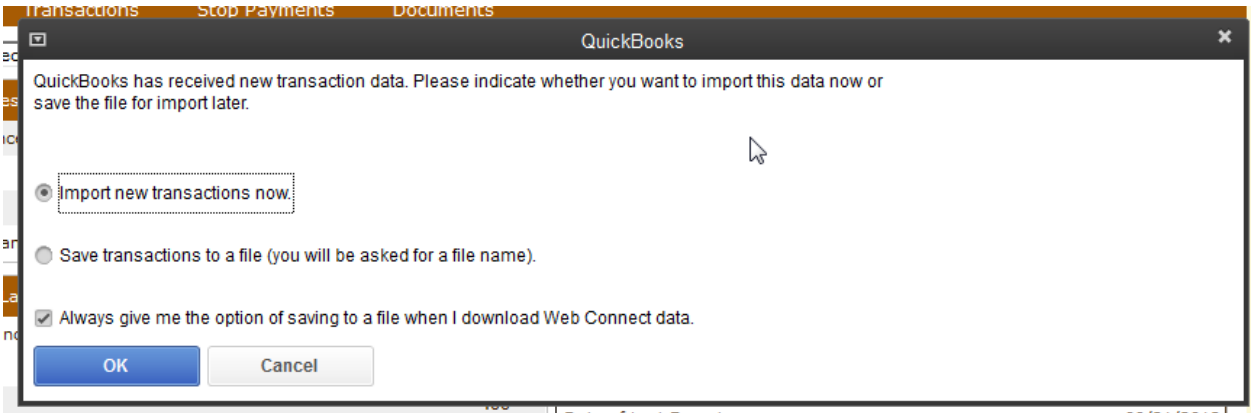
6. **In the Transaction Search box, choose the cycle, transaction type, etc. Generally, choosing Cycle “All” and Transaction Type “All” will be sufficient. Choose the Export Format “QuickBooks 2005 and Newer” (unless your version is pre 2005) and click Export.**


Help | Log Off
COLUMBIA
COMMUNITY BANK
Where relationship banking goes the distance
ACCOUNTS
MANAGEMENT TOOLS
ACCOUNT SERVICES
PRINT
Balances
Transactions
Stop Payments
Documents
Test Account
10005
: Transaction Menu as of 02/27/2013 12:19 PM
Current Business Day
Current Balance: 02/26/2013 37.41
Credits: .00 +
Debits: 2.00 -
Projected Balance: 35.41
Activity From Last Update
Previous Balance: 35.41
Credits: 2.00 +
Debits: .00 -
Current Balance: 37.41
Current Statement Cycle
Beginning Balance: 39.41
Credits: 18.00 +
Debits: 20.00 -
Current Balance: 37.41
Previous Statement Cycle
Beginning Balance: 34.41
Credits: 60.00 +
Debits: 55.00 -
Ending Balance: 39.41
Transaction Search
Cycle: All
Transaction Type: All
sort by:
then by:
then by:
Date: Through:
Amount: Through:
Transaction Number: Through:
Export Format: Quickbooks 2005 & Newer [.QBO]
Submit
Export
Image Search
Image Type: Check
Number:
Submit

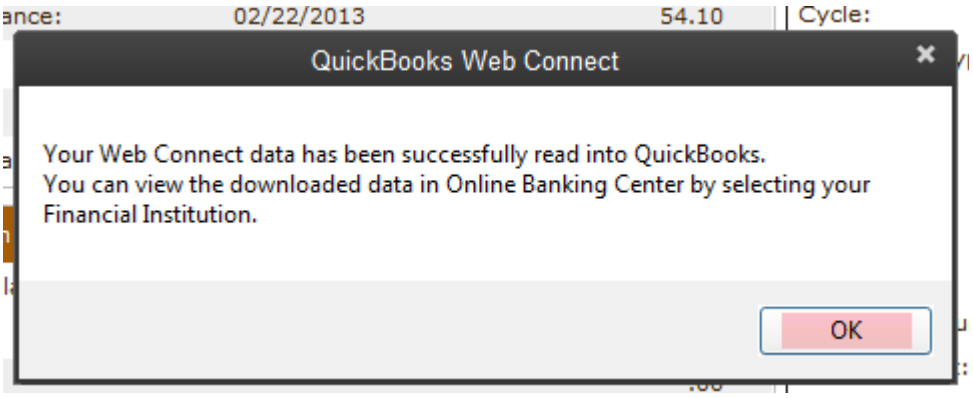
7. Click Open



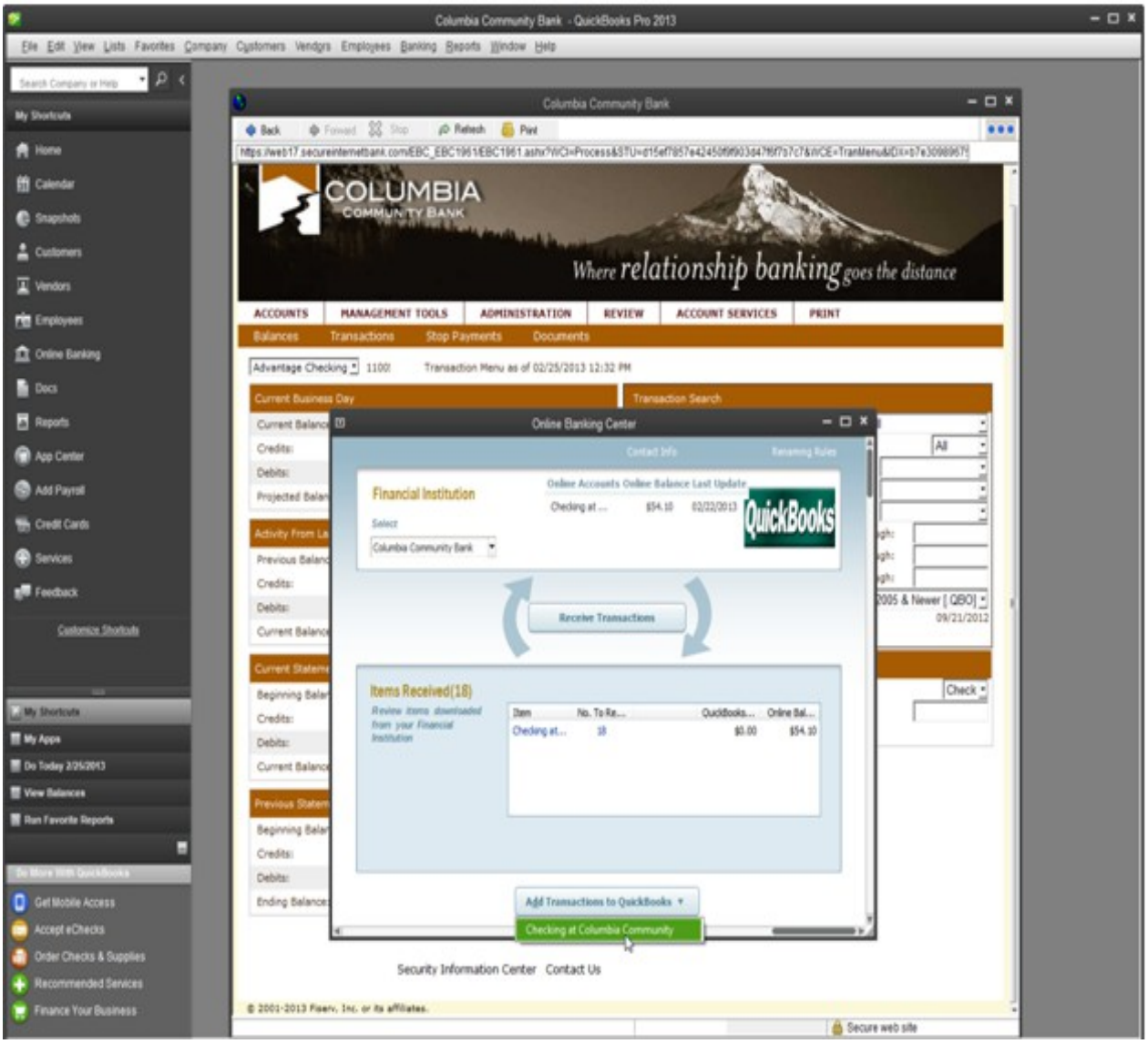
8. **Choose “Import New Transactions" (if not defaulted) and click OK**



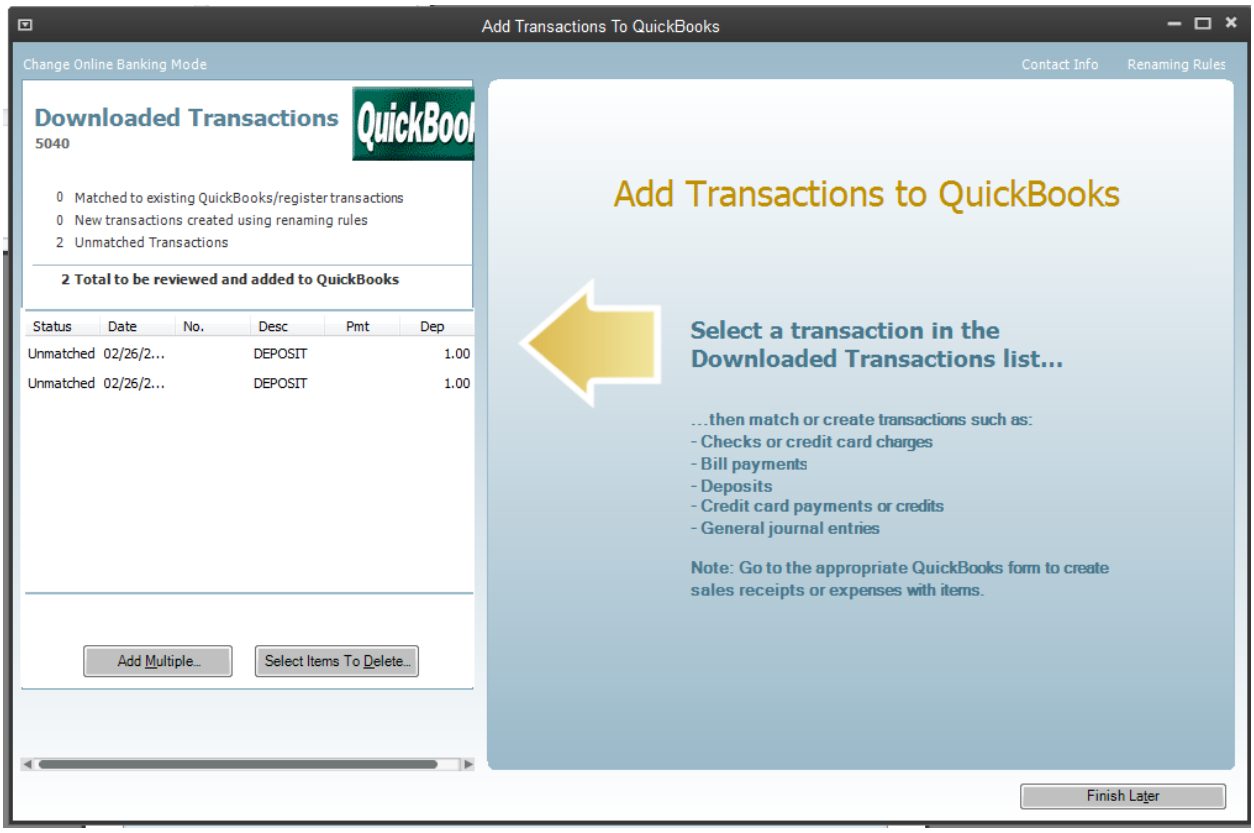
9. **Click OK**



10. **Add the transactions to QuickBooks by clicking on the account number link or by clicking on the “Add transactions to QuickBooks” button.**


Columbia Community Bank - QuickBooks Pro 2013
File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help
Search Company or Help
My Shortcuts
Home
Calendar
Snapshots
Customers
Vendors
Employees
Online Banking
Docs
Reports
App Center
Add Payroll
Credit Cards
Services
Feedback
Customize Shortcuts
My Shortcuts
My Apps
Do Today 2/25/2013
View Balances
Run Favorite Reports
Do More With QuickBooks
Get Mobile Access
Accept eChecks
Order Checks & Supplies
Recommended Services
Finance Your Business
Columbia Community Bank
Back
Forward
Stop
Refresh
Print
COLUMBIA
COMMUNITY BANK
Where relationship banking goes the distance
ACCOUNTS
MANAGEMENT TOOLS
ADMINISTRATION
REVIEW
ACCOUNT SERVICES
PRINT
Balances
Transactions
Stop Payments
Documents
Advantage Checking
Transaction Menu as of 02/25/2013 12:32 PM
Current Business Day
Transaction Search
Online Banking Center
Financial Institution
Select
Columbia Community Bank
Online Accounts Online Balance Last Update
Checking at ...
$54.10
02/22/2013
QuickBooks
Receive Transactions
Items Received(18)
Review items downloaded from your financial institution
Item
No. To Re...
QuickBooks...
Online Bal...
Checking at...
18
$0.00
$54.10
Add Transactions to QuickBooks
Checking at Columbia Community
Security Information Center
Contact Us
© 2001-2013 Fiserv, Inc. or its affiliates.
Secure web site

11. **QuickBooks will automatically match the downloaded transactions to the transactions that you have recorded in your register, unless there is a discrepancy of some kind. If there are unmatched transactions, a list is presented allowing you to resolve the discrepancies.**



12. **You will need to investigate the why the transactions did not find a match. Did you forget to record them in your register? Did you number a check incorrectly?**

Continue to Page 7 for instructions for downloading transactions using Retail Online Banking (personal online banking).

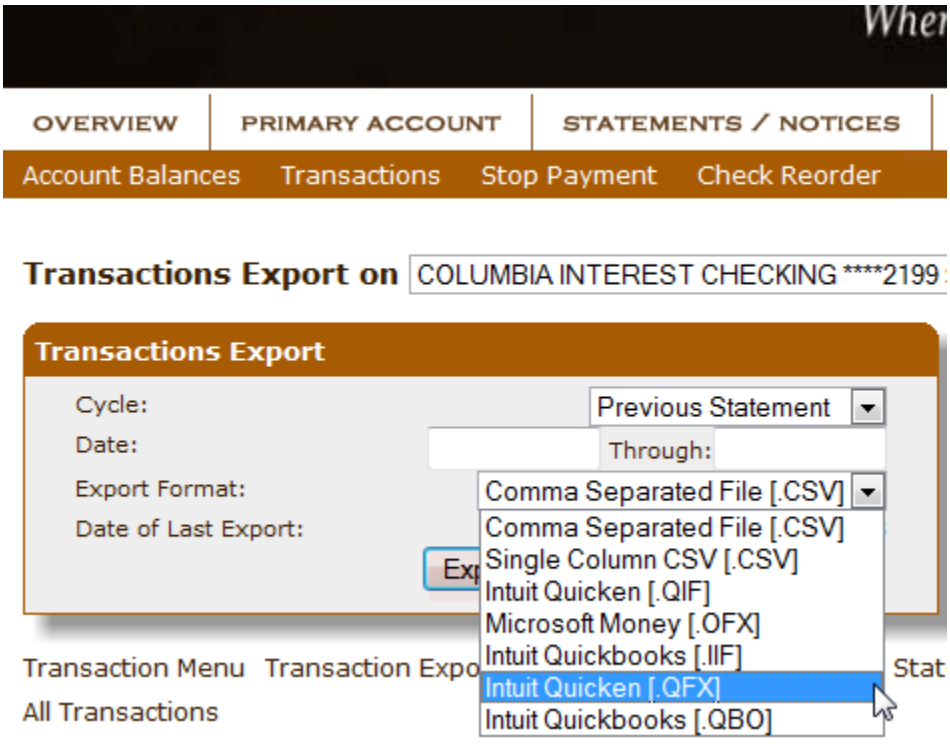
Retail Online Banking Download Instructions

Downloading transactions to QuickBooks (or Quicken) is even easier using Retail Online Banking.

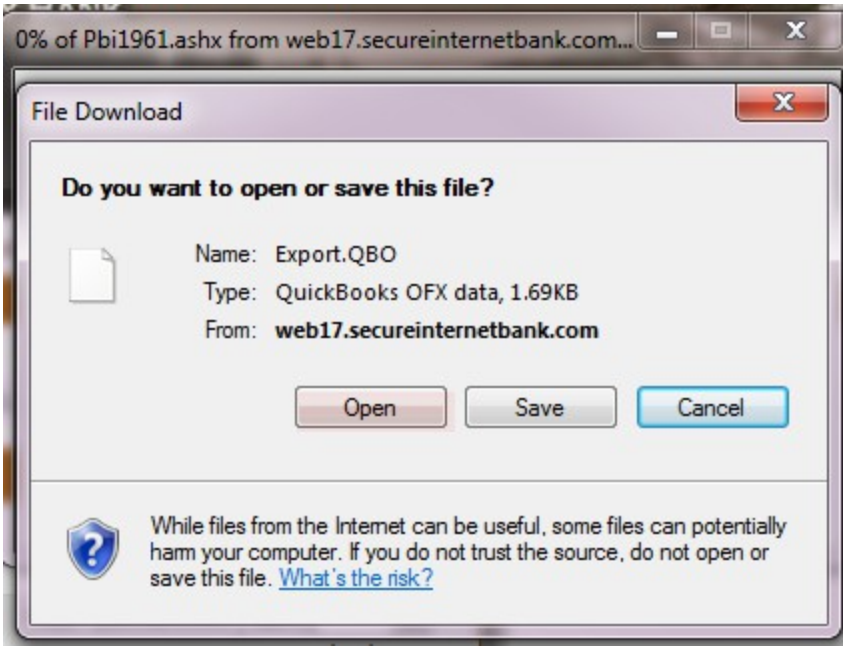
1. **Choose Personal Banking, enter your User ID, then "Tran Export" from the drop down menu.**

2. **After entering your password on the password page, choose the timeframe you wish to download.**

3. **Chose the correct file format, and click Export.**



4. **Click Open**



5. **Continue with steps 8 thru 12 in the Business Online Banking instructions above.**