QUICKBOOK FILES



How To Export Transaction History to a Quickbooks (.qbo) File

This guide provides instructions to export your account activity to a Quickbooks (.qbo) file.

1. Once logged into Online Banking, from the **Home** screen, click on the account you wish export data from.



- 2. If you are only wanting to export certain transactions or a specific date range, click on the Filters option next to the search bar to apply your criteria.
- 3. Click on the Export icon at the top right of the screen and choose the Quickbooks (qbo) option.

< Back to Home			
SAVING ACCOUNT **8863 Last Updated: December 10, 2018 3:01 PM	\$4,010.69 Current Balance	\$4,710. Available Ba	. 69 ilanc
Transactions Details			
	٩	<u>-</u> 1	:
Q Search transactions			
Date * Description *	A	mount 👻	
Pending Transfer From XX5105 toXX8863:Funds Transfer via		\$700.00 \$4,710.69	:
DEC 9 2018 Interest Deposit		\$0.05 \$4,010.69	:

4. A file download bar will appear at the bottom of your browser that will allow you to choose where you wish to save the file on your computer, to then upload into Quickbooks.

Do you want to open or save AccountHistory.qbo (102 KB) from secure.onlineaccess1.com? Open Save 🔻 Cancel X