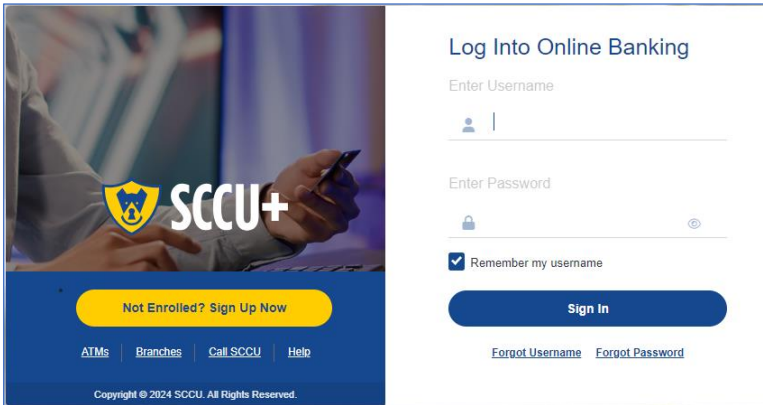


Quick Guide for Syncing Online Banking Transactions Manually

In this guide we hope to provide you a comprehensive set of instructions for manually syncing SCCU Online Banking transactions to Intuit Quickbooks.

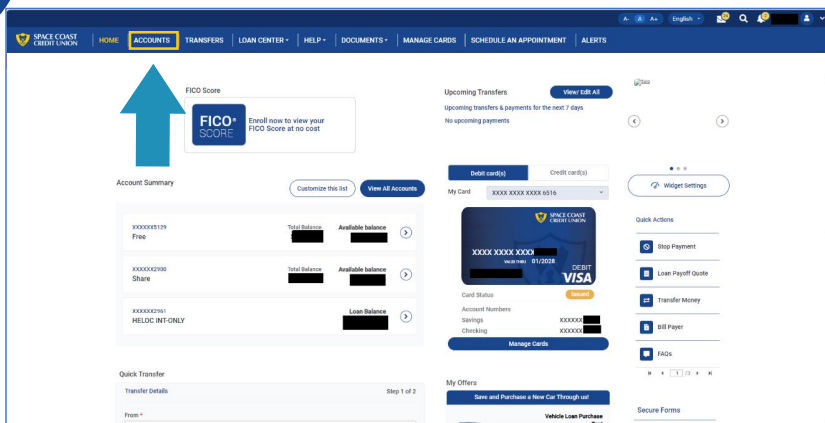
STEP 1



Log into Online Banking

To access your account, visit SCCU.com and click 'Log In|Enroll' at the top right corner of the screen. Enter your username and password, and then click 'Sign In.'

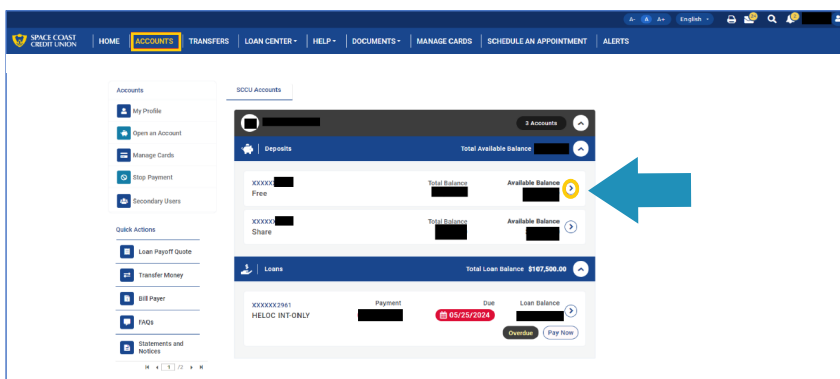
STEP 2




From The Home Dashboard

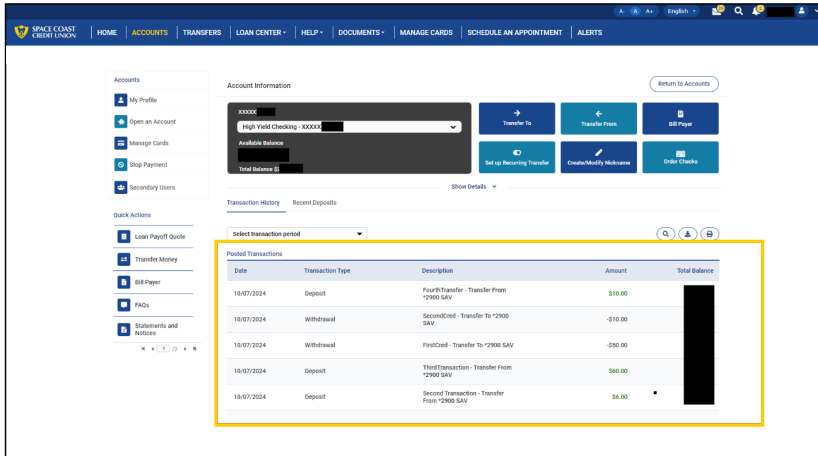
After logging in, select the 'Accounts' tab to view your account details.

STEP 3



Downloading the CSV File

Once you've clicked on the 'Accounts' tab, select the  button to the right of the account deposits summary.

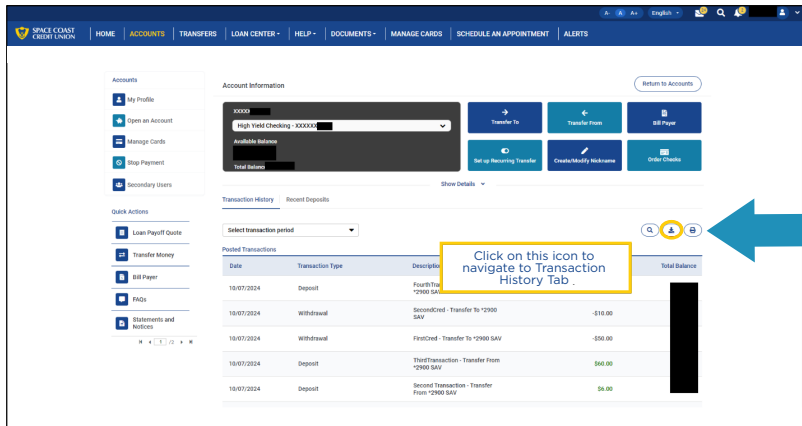
**STEP
4**


The screenshot shows the 'Account Information' page for a 'High Yield Checking - XXXXX' account. The 'Posted Transactions' table is highlighted with a yellow box. The table contains the following data:

Date	Transaction Type	Description	Amount	Total Balance
10/07/2024	Deposit	FourthTransfer - Transfer From *2900 SAV	\$10.00	
10/07/2024	Withdrawal	SecondCred - Transfer To *2900 SAV	-\$10.00	
10/07/2024	Withdrawal	FirstCred - Transfer To *2900 SAV	-\$50.00	
10/07/2024	Deposit	ThirdTransaction - Transfer From *2900 SAV	\$60.00	
10/07/2024	Deposit	Second Transaction - Transfer From *2900 SAV	\$6.00	

Posted Transaction History

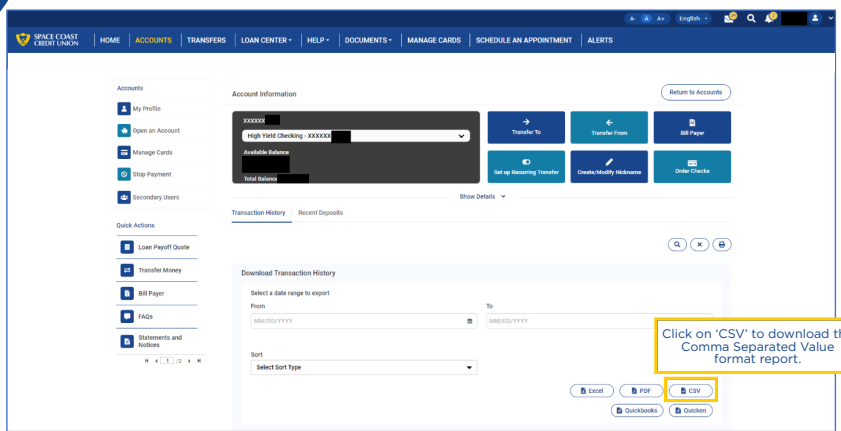
After selecting an account, your transaction history will appear under the 'Posted Transactions' section.

**STEP
5**


The screenshot shows the same 'Posted Transactions' table as in Step 4. A yellow callout box with a blue arrow points to the export icons (CSV, PDF, Print) located to the right of the table. The text inside the callout box reads: "Click on this icon to navigate to Transaction History Tab."

Download Your History

To download Transaction History data for a specific period, click the Export Transaction icon.

**STEP
6**


The screenshot shows the 'Download Transaction History' form. A yellow callout box with a blue arrow points to the 'CSV' button in the bottom right corner of the form. The text inside the callout box reads: "Click on 'CSV' to download the Comma Separated Value format report."

Ensuring Correct File Type

In the new tab that opens, input your desired From and To dates for the transaction history you wish to download and select the CSV button to download the file in CSV format.

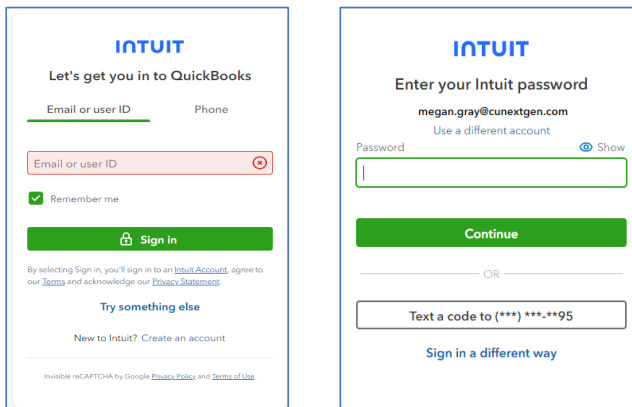
Once you click 'CSV' the file will be downloaded to your PC and saved in the 'Downloads' folder.

After you've located the file, next steps will take place in the Quickbooks app.

Sync Your Online Banking Transactions in Quickbooks

Now that you have your transactions file downloaded, we're going to move on to configuring that file in the Intuit Quickbooks app.

STEP 7

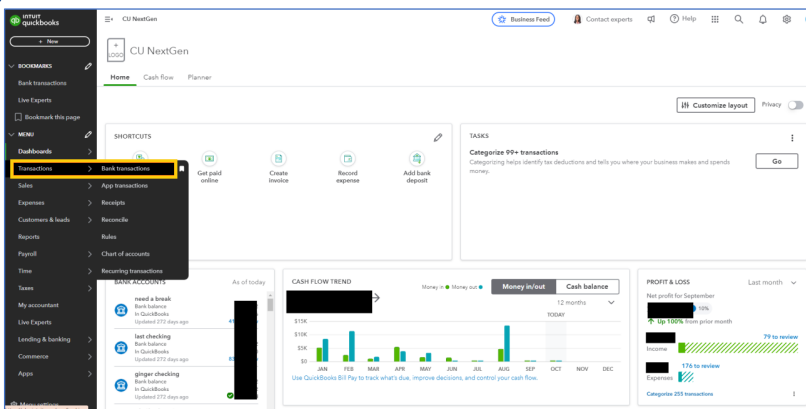


Log into Quickbooks

Open the INTUIT login page at **ACCOUNTS.INTUIT.COM** and enter your username and password.

Note: Based on your settings, you may have to provide multi-factor authentication.

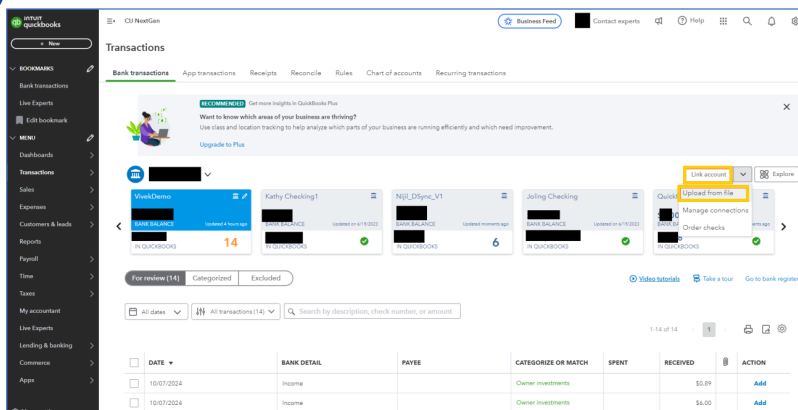
STEP 8



From The Home Dashboard

Before proceeding, click on 'Transactions' in the left vertical pane, and then select 'Bank Transactions' from that tab.

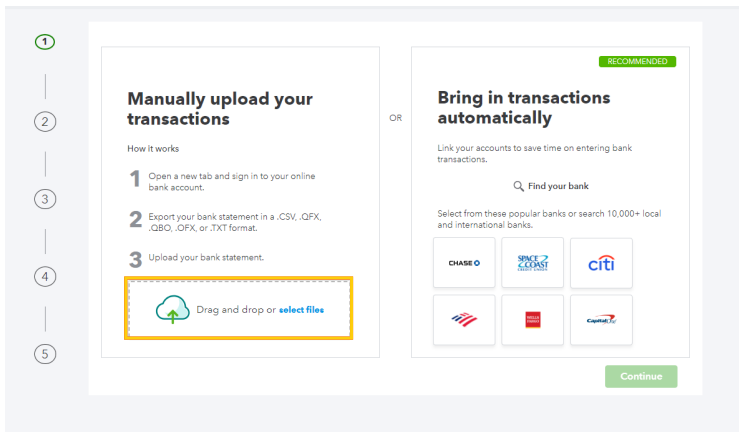
STEP 9



Bank Transactions Window

In the Bank Transactions window, click on the 'Link Accounts' button at the right side of your screen, and choose 'Upload from File' from the dropdown menu.

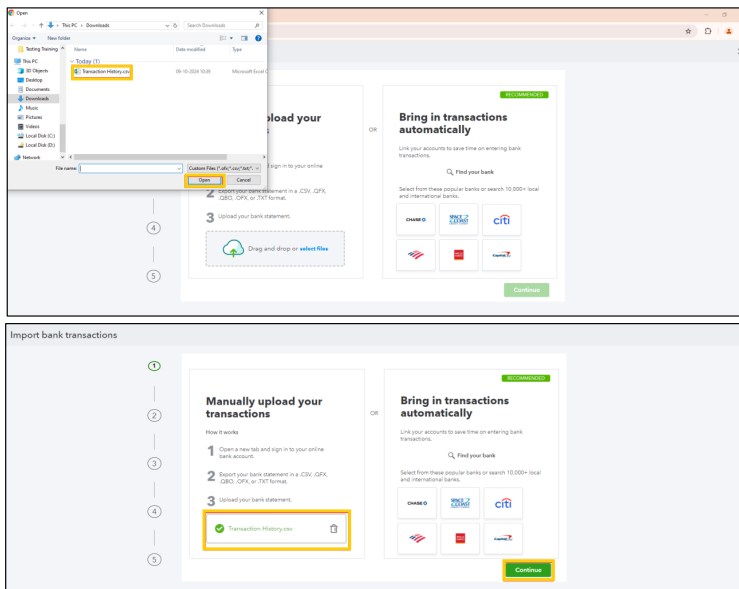
STEP 10



Import Transactions Page

On the 'Import Bank Transactions' page, either drag and drop your CSV file or click 'Select Files' to upload the CSV file from your computer.

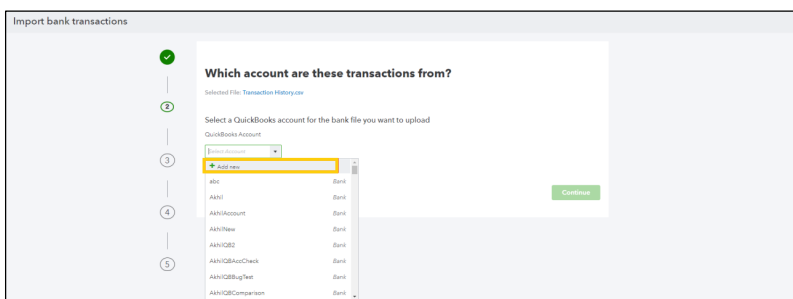
STEP 11



File Upload

Once you've selected the file, click 'Open' to upload it into Quickbooks. Then select 'Continue' to proceed with the process.

STEP 12



Choosing the Accounts

From the QuickBooks Account dropdown, click 'Add New' to create a new account for storing the uploaded bank files, or select an existing account. A pop-up window will appear where you can enter details for the new account. Click 'Save' and 'Close.'

STEP 13

The screenshot shows a window titled 'Import bank transactions' with a progress indicator on the left showing five steps. Step 2 is active and asks 'Which account are these transactions from?'. It indicates a file named 'Transaction History.csv' is selected. Below, it asks to 'Select a QuickBooks account for the bank file you want to upload'. A dropdown menu is open, showing 'QuickBooks Account' and 'QuickBooksAccount_QC' selected. 'Back' and 'Continue' buttons are at the bottom.

Select Your New Account

Once you've filled in all of the details, select the newly-created account from the dropdown menu (if applicable).

STEP 14

The screenshot shows Step 1 of the import process. It asks 'Is the first row in your file a header?' (Yes), 'How many columns show amounts?' (One column), and 'What's the date format used in your file?'. A dropdown menu is open for the date format, showing options like 'MM/dd/yyyy', 'MM-dd-yyyy', 'dd/MM/yyyy', 'dd-MM-yyyy', 'yyyy-MM-dd', and 'ww-mm-yy'. The 'MM/dd/yyyy' option is selected. Below, there are fields for 'Columns from your file' with dropdowns for 'Column 1: Date', 'Column 5: Transactio...', 'Column 4: Amount', and 'Select a check numb...'. 'Back' and 'Continue' buttons are at the bottom.

Choosing the Date Format

Make sure to select the correct date format that matches what is used in the CSV file. For exports from SCCU's Online Banking, it should be MM/DD/YYYY for transactions by default.

STEP 15

The screenshot shows Step 2 of the import process. It asks to 'Select the fields that correspond to' QuickBooks fields. A dropdown menu is open for the 'Description' field, showing options like 'Column 3: RI Payee', 'Column 4: Amount', 'Column 5: Transaction Type', 'Column 6: Category', 'Column 7: Account', 'Column 8: Tag', 'Column 9: Memo', and 'Column 10: Check number'. The 'Column 9: Memo' option is selected. Other fields like 'Date', 'Amount', and 'Check number (optional)' are also visible with their respective dropdowns. 'Back' and 'Continue' buttons are at the bottom.

Mapping Descriptions

In the 'Description' section, map the transactions by selecting 'Column 9 - Memo' from the dropdown.

**STEP
16**

Import bank transactions

Check: Generally, income transactions post as **positive** numbers and expense transactions post as **negative** ones. Occasionally, some banks send us files with this reversed. Do the transactions below correctly indicate income and expenses?

Keep original values
 Reverse all values

Select: Choose the transactions you want to import.

<input checked="" type="checkbox"/>	DATE	DESCRIPTION	AMOUNT
<input checked="" type="checkbox"/>	10/06/2024	Transaction - Transfer To *2100 SAV	80.00
<input checked="" type="checkbox"/>	10/06/2024	Transaction - Transfer To *2100 SAV	-20.00
<input checked="" type="checkbox"/>	10/06/2024	Transaction - Transfer To *2100 SAV	-30.00
<input checked="" type="checkbox"/>	10/06/2024	Credit - Transfer From *2100 SAV	100.00
<input checked="" type="checkbox"/>	10/06/2024	Credit - Transfer To *2100 SAV	-25.00
<input checked="" type="checkbox"/>	10/06/2024	Transaction - Transfer From *2100 SAV	15.00
<input checked="" type="checkbox"/>	10/06/2024	Transaction - Transfer From *2100 SAV	10.00
<input checked="" type="checkbox"/>	10/04/2024	Single Transfer - Transfer To *2100 SAV	-1.38

Review Your Upload

Look over the uploaded transactions, select either one or all of them for import, and then click 'Continue' to proceed.

**STEP
17**

Import bank transactions

Check: Generally, income transactions post as **positive** numbers and expense transactions post as **negative** ones. Occasionally, some banks send us files with this reversed. Do the transactions below correctly indicate income and expenses?

Keep original values
 Reverse all values

Select: Choose the transactions you want to import.

<input checked="" type="checkbox"/>	DATE	DESCRIPTION	AMOUNT
<input checked="" type="checkbox"/>	10/06/2024		80.00
<input checked="" type="checkbox"/>	10/06/2024		-20.00
<input checked="" type="checkbox"/>	10/06/2024		-30.00
<input checked="" type="checkbox"/>	10/06/2024		100.00
<input checked="" type="checkbox"/>	10/06/2024	Expense	-25.00
<input checked="" type="checkbox"/>	10/06/2024	Income	15.00
<input checked="" type="checkbox"/>	10/06/2024	Income	10.00
<input checked="" type="checkbox"/>	10/04/2024	Expense	-1.38

QuickBooks will import 8 transaction(s) using the fields you chose. Do you want to import now?

Import bank transactions

Import completed
Next step: Accept your transactions
You're in control of how your bank info goes into QuickBooks. Transactions only show up in your books after you review and accept them.

Completing the Upload

You'll get a pop-up that asks you to confirm the import. Click 'Yes' and wait for the import process to run. Once completed, click 'Done' and you're all set!

And that's it!

For the time being, you'll need to export the CSV from Online Banking and upload it in to the Quickbooks app every time you want to sync the data, until we are able to configure a complete integration. Rest assured, we're working on it with our business Members in mind!