

HOW TO DOWNLOAD YOUR ACCOUNT TRANSACTION HISTORY



1. Log in to Online Banking via web browser.
2. Go to **Accounts > Reports**.
3. Use drop-down menus to input information:
 - a. Accounts
 - b. Time Period
 - c. Transaction type
 - d. File Format Type:
 - i. **Quicken (QFX)** – used for import into Quicken software to manage an individual’s finances
 - ii. **QuickBooks (QBO)** – used for import into QuickBooks software to manage a business’s finances
 - iii. **Text** – file will open in almost any program but may not be in the best format
 - iv. **Excel** – file will open in Microsoft Excel
4. Select Download.
5. The file will either automatically download to your default downloads folder or you will be presented with an option of where to save the file.
6. Log out of Online Banking.

IMPORT INSTRUCTIONS

QuickBooks

1. Open your company file within QuickBooks
2. Choose File > Utilities > Import > Web Connect Files.
3. Locate your file downloaded from step 5 above and select to import.
4. In the Select Bank Account dialog select Use an existing QuickBooks account.
Important: Do NOT select “Create a new QuickBooks account” unless you intend to add a new account to QuickBooks.
5. In the drop-down list, choose your QuickBooks account(s) and click Continue. Confirm by selecting OK.

Quicken

1. Open the Quicken file you want to merge the QFX data into.
2. Back up your existing Quicken file before merging QFX data into it.
File menu > Backup and Restore > Backup.
3. Choose File menu > File Import > Web Connect (.QFX) file.
4. Type the name of the QFX file you want to import, or click Browse to select it.
5. Click Continue to begin importing the file.
6. If there are accounts in the QFX file that can't be imported, such as investing or business accounts, Quicken displays a list of those accounts.
7. When the process completes, there will be a confirmation message. If there are errors, click the link to review the log file containing more information about the QFX import. This log file can also be reviewed later by choosing Help menu > Log Files.



WASHINGTON
STATE BANK

Accounts

Overview

Detail

Documents

Reports

Reports

Accounts

Time Period

Transaction Type

File Format Type

Download