

Importing your Ent credit card transactions to QuickBooks

1 Click 'EXPORT' on the main page of your credit card dashboard

This will download a .csv file of your transactions

2 Open the downloaded .csv spreadsheet

Delete the "Transaction Status" (A) and "Merchant Category Group Name" (E) columns

3 Format the Transaction Date column

- Highlight the "Transaction Date" (A) column
- Click on the down arrow next to "General" (3a)
- Select "More number formats..." from the bottom of the dropdown list
- Under "Category:" choose "Custom" (3b)
- Enter "MM/DD/YYYY" into the text field beneath "Type:" and click "OK" (3c)
- Save and close the file, keeping it in .csv format

4 Upload your file to QuickBooks

- Select "Transactions" from the menu on the left, then "Bank Transactions" (4a)
- From the Link Account menu in the upper right choose "Upload from file" (4b)

Ent Credit Union

ACCOUNT SUMMARY

Jane's	*5678	John's	*9012
CURRENT BALANCE	\$0.00	AVAILABLE CREDIT	\$50,000.00
STATEMENT BALANCE	\$60.45		
LOCK CARD	*1234	REWARDS	2,420 PTS
VISA			

TRANSACTIONS

Recent Activity

ALL PENDING POSTED

POSTED 01/08/2026 AUTOMATIC PAYMENT - THANK YOU -\$60.45

1 EXPORT PRINT

1 Transaction Status Transaction Date Transaction Merchant Name Transaction Amount Merchant Category Group Name

2 A B C D E

File Home New Tab Insert Page Layout Formulas Data Review View Automate

Clipboard Font Alignment Number

A1 Transaction Date

3 A B C D E F

1 Transaction Date Transaction Merchant Name Transaction Amount

Format Cells

Number Alignment Font Border Fill Protection

Category: **Custom** 3b

Type: **MM/DD/YYYY** 3c

Sample

intuit quickbooks

BOOKMARKS

Transactions 4a

Bank transactions App transactions Receipts Reconcile Rules Chart of accounts Recurring transactions

Ent Credit Card

Link account Upload from file

Importing your Ent credit card transactions to QuickBooks, continued

5 Upload your .csv

- Drag and drop or select the .csv file you edited and saved earlier
- Once uploaded, click "Continue"

6 Assign your transactions to an account

- Choose the QuickBooks account you want the file to be associated with from the dropdown (e.g. Ent Credit Card) and click "Continue"

7 Format your imported data

Complete the on-screen prompts as follows (from the dropdown menus):

- Yes
- One column
- MM/dd/yyyy
- Column 1: Transaction Date
- Column 2: Transaction Merchant Name
- Column 3: Transaction Amount

8 Import your transactions

- On the next screen, click on "Reverse all values"
- Choose the specific transactions you want to import, or select all transactions by clicking the first box shown with a red check mark as done to the right (8a).
- QuickBooks will tell you it is importing the transactions as you chose. Click "Done" and return to your credit card dashboard to see your transactions.

Manually upload your transactions

How it works

- 1 Open a new tab and sign in to your online bank account.
- 2 Export your bank statement in a .CSV, .QFX, .QBO, .OFX, or .TXT format.
- 3 Upload your bank statement.

Drag and drop or select files

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RECOMMENDED

Bring in transactions automatically

Link your accounts to save time on entering bank transactions.

Find your bank

Select from these popular banks or search 10,000+ local and international banks.

citi CHASE B of A

Wells Fargo CapitalOne US Bank

Continue

Which account are these transactions from?

Select a QuickBooks account for the bank file you want to upload

6 Select account

Back Continue

Step 1: Tell us about the format of your data

7 Is the first row in your file a header?
Yes

How many columns show amounts?
One column

What's the date format used in your file?
MM/dd/yyyy

Step 2: Select the fields that correspond to your file

QuickBooks fields	Columns from your file
Date	Column 1: Transaction Date
Description	Column 2: Transaction Merchant Name
Amount	3: Transaction Amount
Check number (optional)	Select a check num...

Back Continue

Let's verify and import your 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 8

Select: Choose the transactions you want to import.

8a DATE DESCRIPTION AMOUNT