

# 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

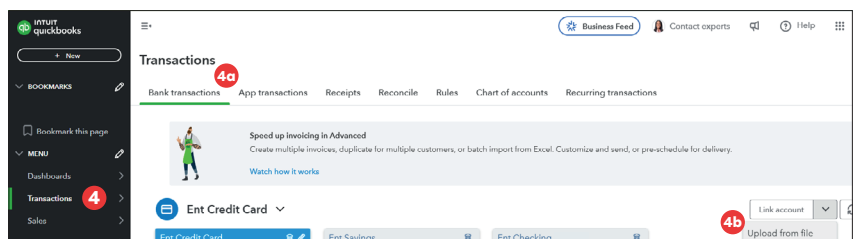
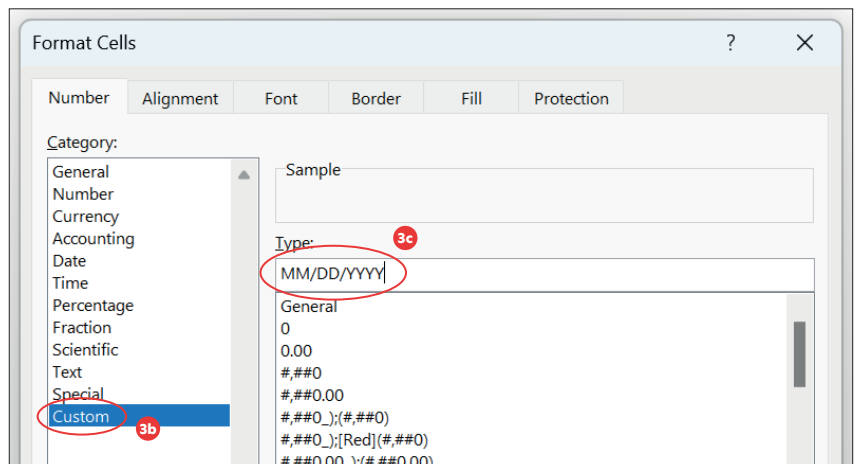
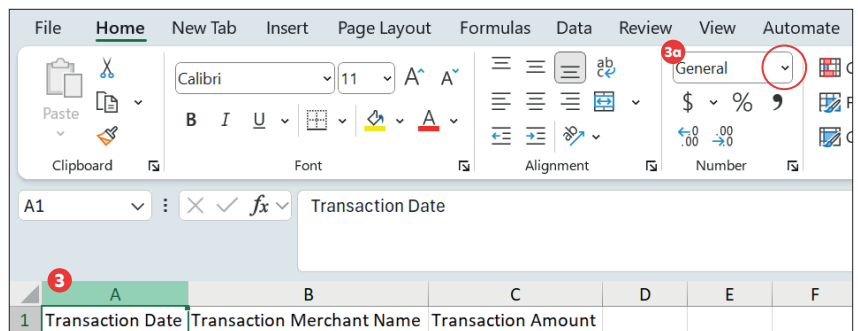
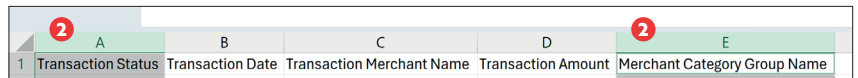
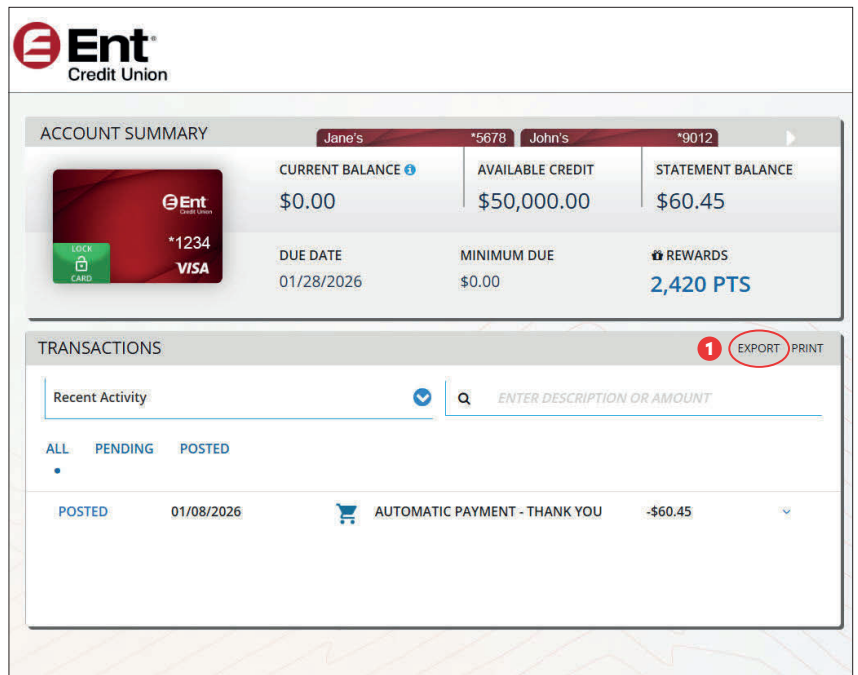
Delete the "Transaction Status" (A) and "Merchant Category Group Name" (E) columns

## 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)



# 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

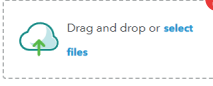
## 8 Import your transactions

- 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.




OR


### 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.














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: Transacti...
Description	Column 2: Transacti...
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

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