Working with credit card downloads in QuickBooks

1. Login to your credit card account online.
2. Click download, be sure to choose Quickbooks, not Quicken or Microsoft Money
3. Choose to SAVE it to your desktop.
4. Minimize the online window, go back to QB
5. Click, file, utilities, import, web connect files, browse to the file you saved on your desktop and select it.

After you download transactions, you need to match them to the ones in QuickBooks.

You can tell what transactions your financial institution has processed and which ones have not cleared the bank yet. You can also tell if the financial institution has processed any transactions that are not in QuickBooks, so you can add them to your records.

To do this task

1. Open the Add Transactions to QuickBooks window.

   QuickBooks tries to match downloaded transactions to any entries in your register automatically. If a match can't be found, QuickBooks tries to create register transactions using renaming rules. You can review the matches before adding them to the register.

   What does QuickBooks look at to make a match?

2. Review the status that QuickBooks assigned to each transaction and decide what to do:

   Note: Click Show to view new or matched transactions in the list; click Hide if you don't want to view them in the list.

   - Click Add Multiple to add multiple matched and new transactions to your register.
   - Click a matched or renamed transaction, and then click Confirm This Match (matched) or Add to QuickBooks (renamed) to add just that transaction to your register.
   - Click an unmatched transaction, then create QuickBooks matching transactions in the right pane, and then click Add to QuickBooks to add that transaction to your register.

When all downloaded transactions are matched and added to QuickBooks, the number to review in the Items Received section of the Online Banking Center is zero (0).