

Importing Online Banking Data Into Quickbooks®

Instructions:

- Log into Fidelity Bank & Trust Online Banking.
- Choose the account you wish to EXPORT data from.
- Once the selected account is open, click on the download button.

Transactions

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• Next, choose a file type to download by clicking on the right arrow.





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• You can download any of the following files types. (Quickbooks = QBO)

| < | Select a file type |
|--------------------------------|--------------------|
| Spreadsheet csv | |
| Text file | |
| Open Financial Exchange OFX | |
| QuickBooks QBO | |
| Quicken QFX | |

- Once the file is downloaded, notate where its been saved. Now proceed to your Quickbooks® application.
- Within Quickbooks[®], browse to Banking, Bank Feeds, Import Web Connect File.

| s | Banking Reports Window Help | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| | Write Checks Ctrl+W Order Checks & Envelopes Enter Credit Card Charges Use Register Ctrl+R Make Deposits Transfer Funds Reconcile | Home |
| | Bank Feeds | Set Up Penk reeu for an Account |
| | Other <u>N</u> ames List | In articipating Financial methods Pay Bills |
| | See funding options | Change Bank Feeds Mode |
| | | Learn About Online Bill Payment |



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• Browse to location where Quickbooks® QBO files is saved.

All selected data from Fidelity Bank & Trust Online Banking will flow into Quickbooks[®].

For any help, please contact the Fidelity Bank & Trust eBanking Department at 1-800-403-8333.