



QuickBooks Enterprise

TIP OF THE MONTH – April 2019

Tip: Batch Import of Banking Transactions

Benefit: This will save you time from manually entering all the charges to your bank account via write checks.

You can watch this tip in detail and action on the recorded video webinar from April 2019 by clicking [HERE](#).

Step by Step Instructions:

1. First Download your banking activity from your online banking site. There are various banks in use with RC Activities. My spreadsheet is set up for BB&T so if it looks different than yours this is the reason.
2. Save your download to a spreadsheet.
3. Create a Dropdown list for the account and classes you need to categorize the transactions to
This list can be exported from your QuickBooks file based on what you are currently using. If you need help please contact Todd or myself so we can help you. This is already set up on my sheet as you can see.
4. Sort the information by credits and debits. Most credits will be from your registrations. This will have to be put in via Sales Receipts. This video is for debits to the bank account.
5. Code each transaction with the proper account line and class.
6. Login to QuickBooks and on the top ribbon go to Company. Click company and go down to Batch Enter Transactions and click
7. A separate window should appear.
8. Under transaction type since we are entering checks make sure this is listed as checks and under bank account make sure you put the cash or bank

account you have downloaded from the bank. Some localities have more than one bank account and you can also use this for petty cash entry as well.

9. You may need to customize this import sheet so that it makes batch entry easier. Let's take a quick look and I will show you how.
10. Go to the customize columns button. There are items that you can use as columns in the import sheet. If there is one you need such as Class click on it and in the middle click add. You can also move the order of the columns around so that they match your bank download sheet.
11. Once you have this organized. You will go back to your bank download and from your sorted information highlight the information you want to import and copy. In QuickBooks go to the top line and paste. All of the items you pasted should be on the import window. Check this over to make sure all columns are correct. For vendors you already have in your QB file the name will be in black for new vendors to add these will be in red. Click on the red vendors and hit tab this will bring up Name not found box you can quick add the vendor or setup. Click one box and it will ask you for the type – select vendor and click ok. The same applies for if there is an account or class. Once everything is black you can hit save transactions. It will verify the account again that you want to post these transactions too. Pay close attention to the accounts if you are working with multiple.
12. Once all are posted you will see these in the reconciliation page. Go to the Banking tab at the top and go to reconcile
13. There is also a direct link from some banks to QuickBooks. Not all banks are compatible with the server and permissions so this exercise will help you get around that issue.

For Questions and Support, email info@rcactivities.com