

# Intuit Quicken and QuickBooks

## Quick Reference Guide

## Navigate to Account List

### 1 Account Number Hyperlink

Download account transactions from the Account Transactions page after selecting an Account Number hyperlink on the Account List page.

### 2 Actions – Account Download Option

Alternatively, download account transactions from the Account Transaction page by selecting Download from the Actions dropdown for the respective account on the Account List page.

**INTRUST Bank**

Message Center | 1090 Notifications | Cut-Off Times | Last Login: 02/22/2021, 02:03 PM, CST | Hi, MarkM

DASHBOARD | ACCOUNTS | PAYMENTS | REPORTING | ADMIN

### Account List

Download | Print

**\$1,981,250,549.47** Deposits (37 Accounts) | **\$148,132.81** Time Deposits (2 Accounts) | **\$83,510.19** Loans (4 Accounts)

Deposits

Type to filter

Account Number	Account Name	Status	Current Balance	Collected Balance	Available Balance	Actions
<a href="#">1000</a> <b>1</b>	Danielle	Active	\$749,729.71	\$749,729.71	\$749,729.71	Actions
<a href="#">1020</a>	Checking1	Active	\$11,191,759.65	\$11,191,759.65	\$2,505,294.36	Transfer To Transfer From Download <b>2</b>
<a href="#">1028</a>	Checking	Active	\$285,205.86	\$285,209.62		
<a href="#">1035</a>	Savings	Active	\$11,568.90	\$11,567.90	\$11,568.90	Actions
<a href="#">1210</a>	Checking	Restricted	-\$27,013.65	-\$27,013.65	-\$27,013.65	Actions
<a href="#">1211</a>	Checking	Restricted	-\$4,056.22	-\$4,056.22	-\$4,056.22	Actions
<a href="#">1234</a>	Checking	Active	\$2,505,284.36	\$2,505,283.92	\$2,505,294.36	Actions
<a href="#">xxxxxxxxxx0001</a>	Checking	Active	\$22,980.94	\$22,980.94	\$22,980.94	Actions
<a href="#">xxxxxxxxxx0015</a>	Checking15	Active	\$307.99	\$317.99	\$307.99	Actions
<a href="#">x3716</a>	Checking	Active	\$50,953.82	\$50,953.82	\$50,963.82	Actions

## Account Transactions

### User selected Account Number Hyperlink

Navigate to Account Transactions from the Account Number Hyperlink.

#### 1 Transaction Dates

The Account Transactions listing will default to Today for the Transaction Dates and therefore display today's transactions. Refine your search and select from several date filters. The Account Transactions will display based on the filter criteria.

#### 2 Download

Navigate to the download option where users can select QFX to download transactional information in the Quicken format or QBO in the QuickBooks format.

**INTRUST Bank**

Message Center Notifications Cut-Off Times Last Login: 02/21/2021, 11:53 AM, CST Hi, SMAC

DASHBOARD ACCOUNTS ADMIN

Back to Account List

Account: xxx1984

**Account Transactions** Refresh

Account Type: Checking Available Balance: \$66,093,486.47 Current Balance: \$66,093,486.47 Collected Balance: \$66,093,486.47

Account Name: Primary Ops 84

Transaction Dates: Specific Date 02/19/2021 Search

Download Print

- CSV
- PDF
- OFX
- QFX
- QBO

Advanced Transaction Search

Date	Check/Ref #	Description	Debit	Credit	Balance
02/19/2021		Account Service Fee Night Drop Service	\$15.00		\$66,093,486.47
02/19/2021		Account Service Fee Credit Confirmation Fee	\$1.00		\$66,093,501.47
02/19/2021		Account Service Fee New Acct Charge	\$1.00		\$66,093,502.47
02/19/2021		Account Service Fee Document Copying Fees	\$0.50		\$66,093,503.47
Viewing 1 - 4 of 4 transactions			100	(\$17.50)	\$0.00

## Account Transactions

### User selected Account Download Option

Navigate to Account Transactions from the Account Download Option under the Actions Dropdown displaying a modal to select a Date Range and Download Format.

#### 1 Date Range

Select a date range (Last 7 Days, Last 15 Days, Last 30 Days, or customized Date Range).

#### 2 Download Format

To export into Quicken, select the QFX format. To export into QuickBooks, select the QBO format.

The screenshot displays the INTRUST Bank interface. A modal window titled "Download Account Transactions" is centered on the screen. The modal contains the following information:

- Account: xx1200
- Date Range: Last 7 Days (indicated by a red circle with the number 1)
- Download Format: QFX (indicated by a red circle with the number 2)
- Buttons: Download, Cancel

The background shows the "Account List" page with a table of accounts. The table has columns for Account Number, Account Name, Status, Current Balance, Collected Balance, Available Balance, and Actions.

Account Number	Account Name	Status	Current Balance	Collected Balance	Available Balance	Actions
<a href="#">1000</a>	Primary Account	Active	\$103,793,796.69	\$103,793,815.40	\$103,793,795.69	Actions
<a href="#">xx1419</a>	Secondary Ops 19	Active	\$6,434,143.94	\$6,434,283.93	\$6,434,143.94	Actions
<a href="#">xx1200</a>	Alternate Ops	Active	\$94,933,371.36	\$94,933,371.36	\$94,933,371.36	Actions
<a href="#">1984</a>	Payroll Account 84	Active	\$1,302,363,295.82	\$1,302,376,389.82	\$1,302,364,095.82	Actions
<a href="#">2000</a>	Sweep Processing	Active	\$0.00	\$0.00	\$0.00	Actions
<a href="#">xxxx1984</a>	Primary Ops 84	Active	\$66,093,486.47	\$66,093,486.47	\$66,093,486.47	Actions
<a href="#">2018</a>	Payroll Account 18	Active	\$108,348,136.81	\$108,348,136.81	\$108,348,491.81	Actions
<a href="#">2019</a>	Pay Operations 19	Active	\$105,536.89	\$105,536.89	\$105,536.89	Actions
<a href="#">22</a>	Operations Account	Active	\$347,536.82	\$347,536.82	\$347,561.82	Actions
<a href="#">3000</a>	Secondary Account	Active	-\$204.82	\$0.00	-\$204.82	Actions