

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.

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

Refresh Balances

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



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: xxxx1984

Account Transactions

Refresh

Download

Print

Account Type: Checking

Account Name: Primary Ops 84

Available Balance: \$66,093,486.47

Current Balance: \$66,093,486.47

Collected Balance: \$66,093,486.47

Transaction Dates: Specific Date

02/19/2021

Search

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.

INTRUST Bank

Message Center

Notifications

Cut-Off Times

Last Login: 02/21/2021, 11:53 AM, CST

Hi, SMAC

DASHBOARD

ACCOUNTS

ADMIN

Account List

Download

Print

Deposits

Type to filter

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

Refresh Balances

Download Account Transactions

Account: xx1200

Date Range: Last 7 Days

Download Format: QFX

Download Cancel

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