

01 September 2020

## Uploading WF bank account file in QBO

1. Log into online banking
2. Go to Basic Banking

### CEO® Services

<b>Basic Banking</b>	<a href="#">View Account Details</a>	<a href="#">Transfer Funds</a>
<b>Foreign Exchange</b>		
<b>Statements &amp; Notices</b>	<a href="#">Checking or Savings</a>	<a href="#">Client Analysis</a>
<b>Treasury Information Reporting</b>	<a href="#">Quick Reports</a>	
<b>Wires</b>	<a href="#">Create Payment</a>	<a href="#">Reports</a>

3. Select the bank account

### Account Summary

 Print ▼

Cash Accounts	Credit Accounts
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Balances are adjusted to reflect deposits, withdrawals, and any holds under the bank's funds availability policy. Pending transactions may not be included in Available Balance.

1 to 14 of 14 items <span>←</span> <span>→</span>			
Account Number	Account Name	Opening Day Balance USD	Available Balance USD
000000000001	Corp Acct		

4. Select the date range. It is recommended not to include the current date since you might cut off some transactions that occur after the process.
5. Click the download dropdown list and select *Quickbooks (Web Connect)*. This will download the file.

Opening Day Balance ██████████ USD As of 09/01/2020  
Available Balance ██████████ USD  
Interest Earned This Period 0.00 USD  
Interest Paid Year to Date 0.00 USD

### Account Activity

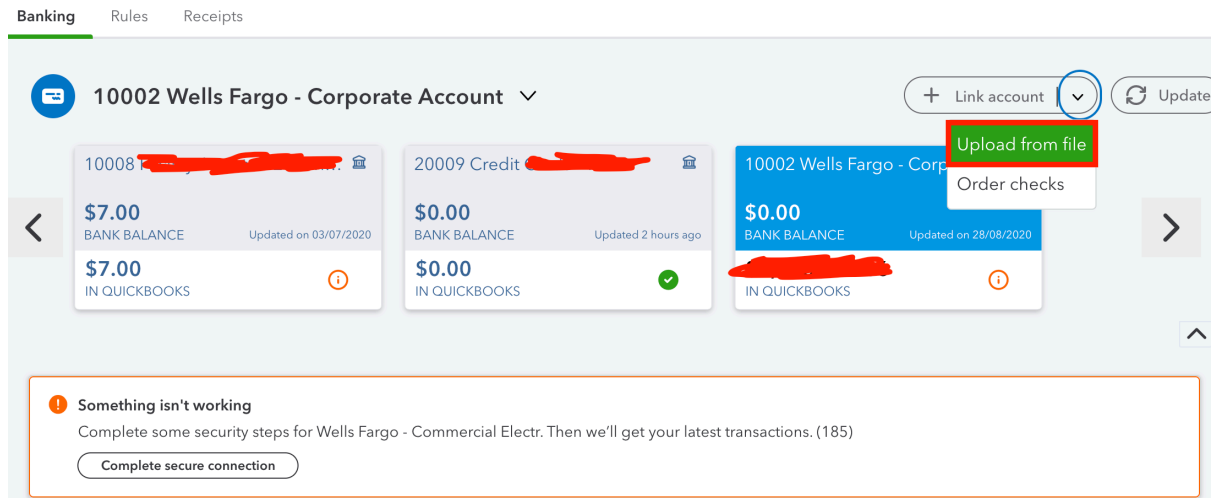
<b>Filters Applied</b>	All Transactions; Custom Date Range; 08/30/2020 - 09/01/2020	1 to 3 of 3 items <span>←</span> <span>→</span>
Date	Description	Amount USD
09/01/2020	ONLINE TRANSFER CLOSING (Pending)	
09/01/2020	ONLINE TRANSFER (Pending)	
08/31/2020	ONLINE TRANSFER	

Pending transactions may not be included in Available Balance.

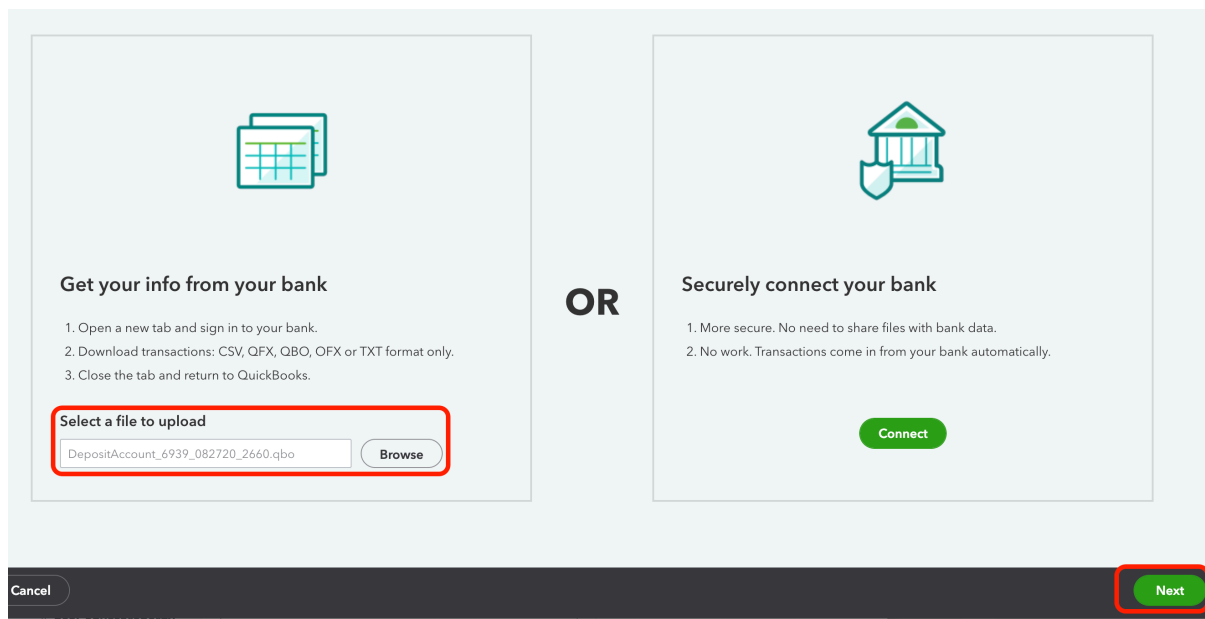
If transactions for the entire date range selected do not appear, please further expand date range to see all transactions.

Excel® (.xls)
<b>QuickBooks® (Web Connect)</b>
Quicken® (Web Connect)
Comma-delimited (ASCII, spreadsheet)

6. Log into QB online, go to banking, select the account you want to update, click the "Link account" and select "Upload from File".



7. On the next page, upload the *Quickbooks (Web Connect)* file and click "Next".



8. Follow the steps and finalize the process.