Quicken to QuickBooks

Easily move your account transactions from online banking to QuickBooks using Intuit's Quicken to QuickBooks download/upload feature.

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Quicken to QuickBooks file instructions

The credit union supports importing your account data to QuickBooks through Intuit's (makers of QuickBooks and Quicken) Quicken to QuickBooks download/upload feature. This instruction guide will provide you with the steps required to download your account history in Quicken format and then allow you to upload that data to QuickBooks.

Using this method you will be able to upload transactions from checking, savings, money market, line of credit accounts, etc. to QuickBooks Online.

To upload or import transactions, **you must first download transactions from your online banking account** in a file format that QuickBooks Online supports, and then upload that file to your QuickBooks Online company.

QuickBooks online file requirements

The maximum file size you can upload to QuickBooks Online is 350 KB.

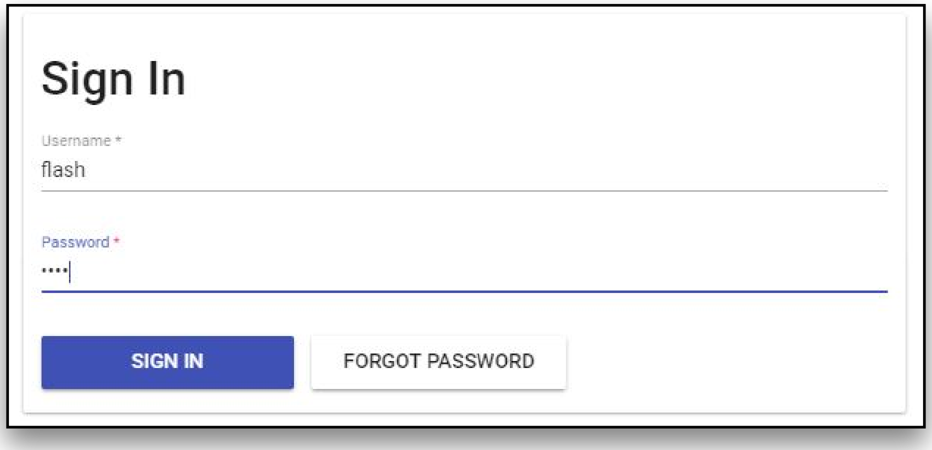
To check file size, right-click the downloaded file and choose Properties. The file size is specified on the General tab.

In addition to file size requirement, QuickBooks Online supports the "Quicken (QFX)" file type, which is an available option when exporting from transaction history from online banking.

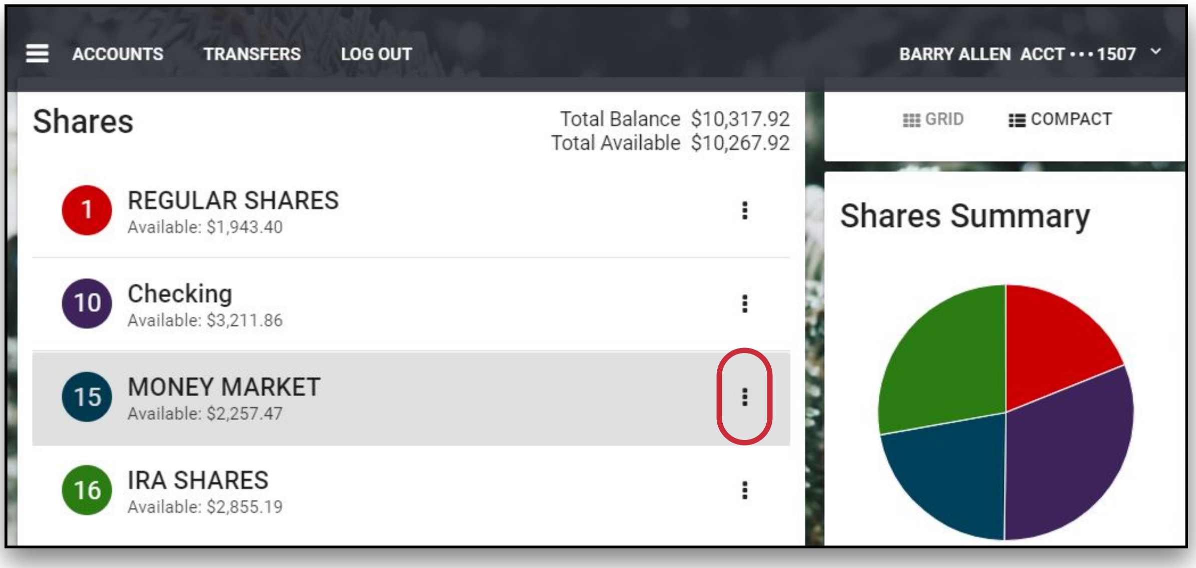
*Quicken Interchange Format (QIF) file is not supported. If you attempt to upload a file in an unsupported format, you will receive an error message.

Export transactions from your online banking account

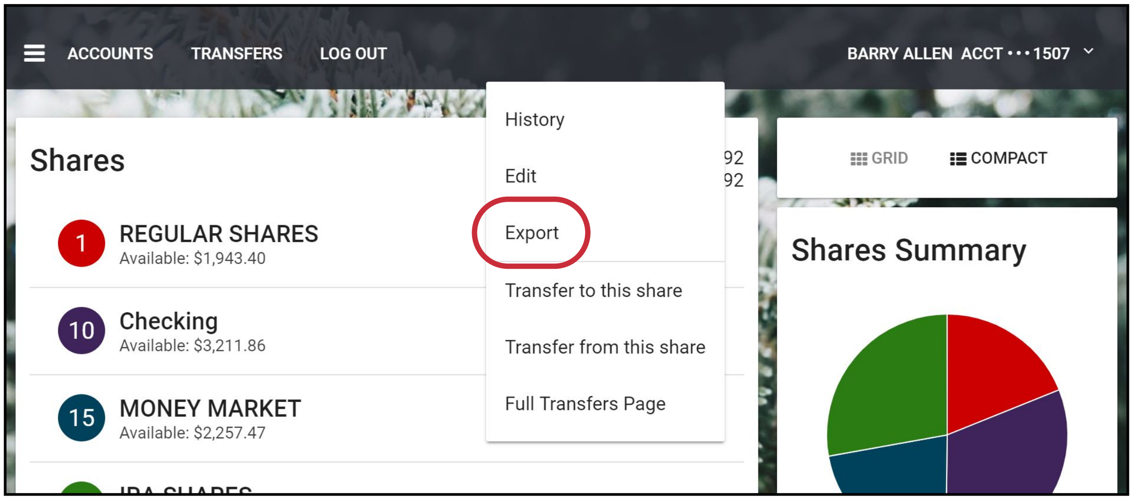
1. Sign in to your online banking account.



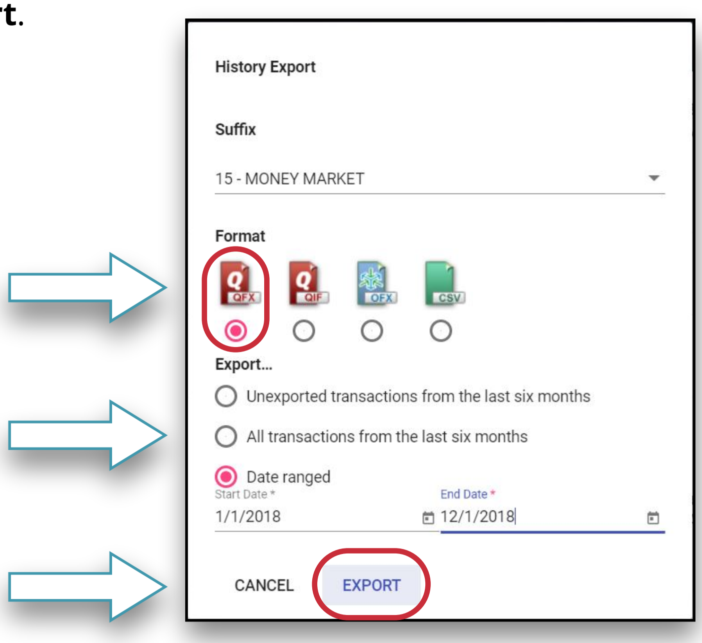
2. To download transaction history to your computer, click the three vertical dots next to the account for which you want to export transaction history.



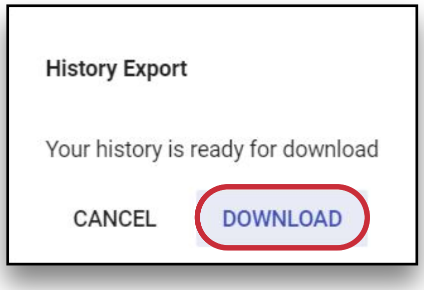
3. Select **Export** from the drop-down menu.



4. Select a QFX as the file format for the download file, the desired date range and then select **Export**.



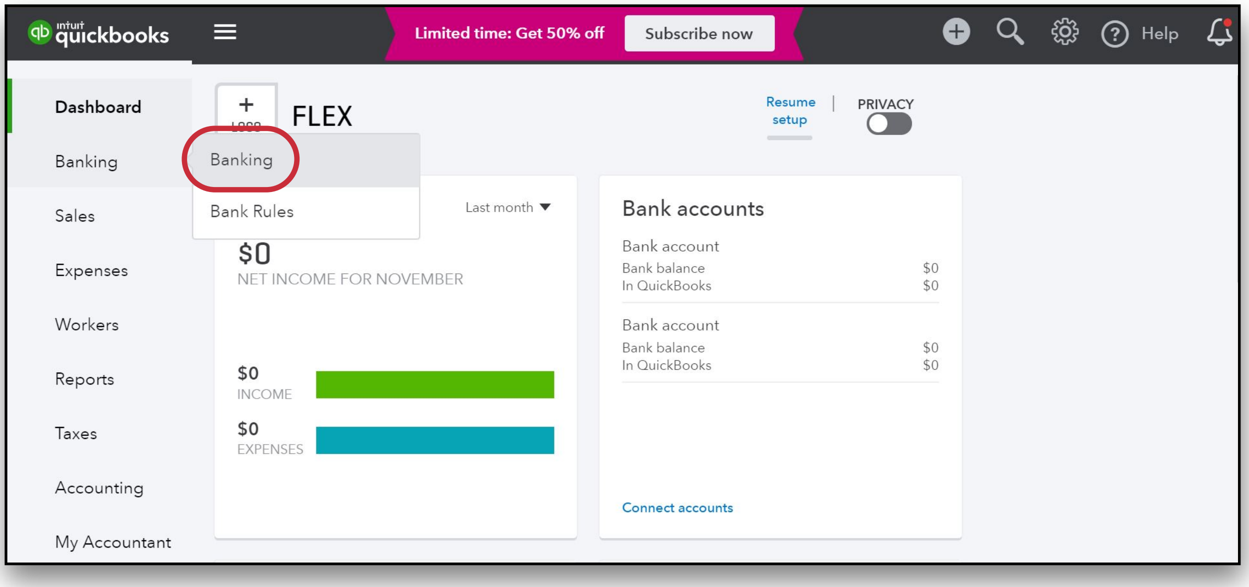
5. Select **Download.**



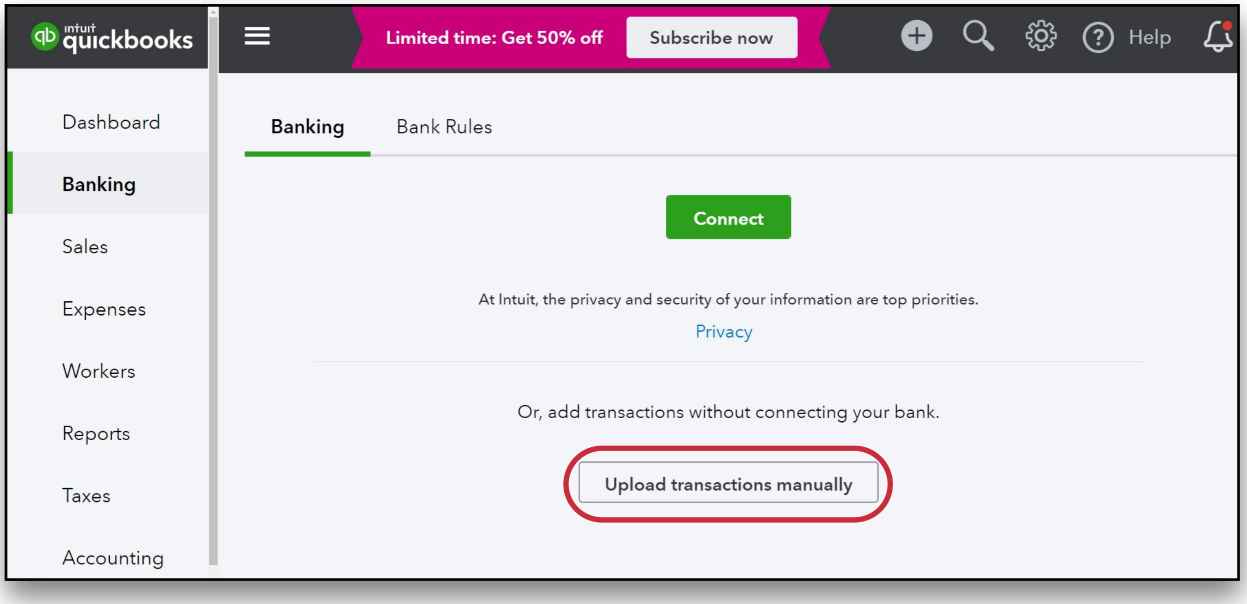
6. Note the name and location of the downloaded file in order to easily locate it during the upload process.

Upload the file to your QuickBooks online company

1. After signing into your QuickBooks Online account select **Banking** from the left menu, and choose **Banking**.

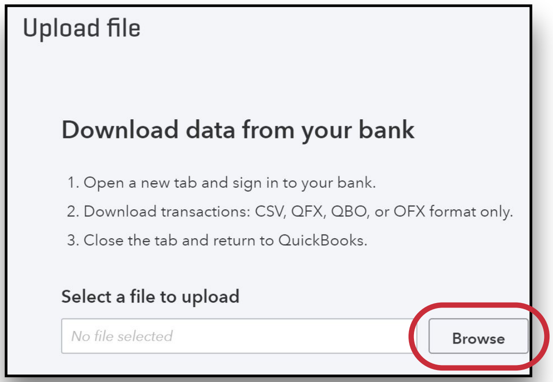


2. Select **Upload transactions manually**.

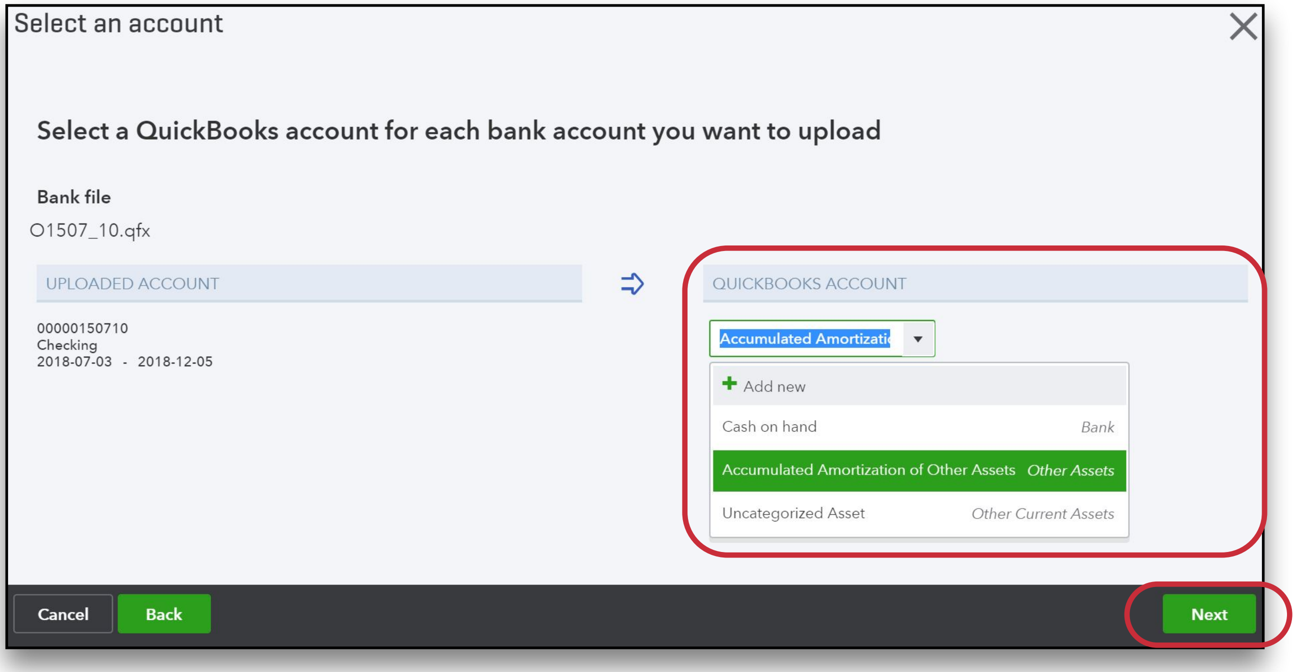


*If you have previously uploaded a file, select **File upload** which will be located in the top right-hand corner of the screen.

3. Select **Browse**, choose the file you downloaded and click **Next**.

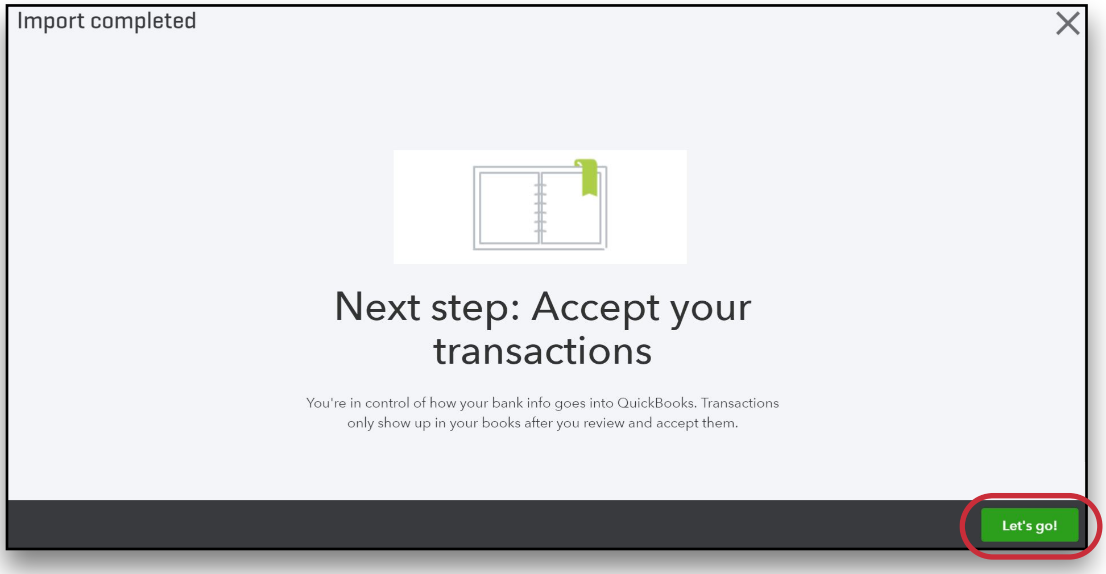


4. From the **QuickBooks Account** drop-down list, select the account to upload the transactions to, and select **Next**. If you don't have an account set up yet, you can select **Add New** to add an account.

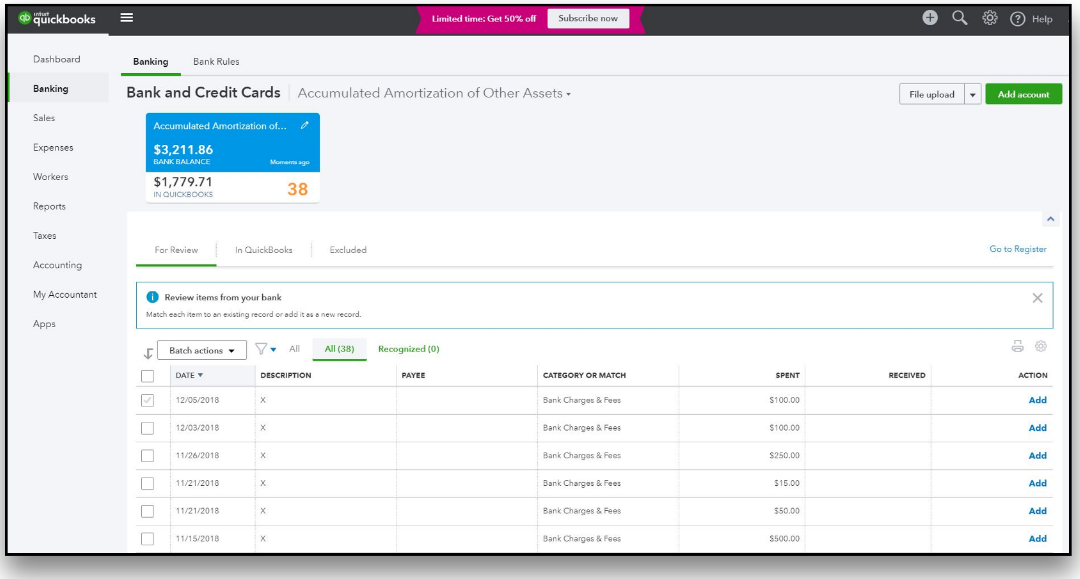


*If you attempt to upload a file in an unsupported format, you will receive an error message.

5. Select **Let's go** (or **Finish**).



QuickBooks uploads the transactions to the accounts you've elected, and returns you to the **Bank and Credit Cards** transactions page, where you can review, add, categorize, or match transactions, and accept them into QuickBooks Online.



Note

If the oldest transaction in your upload file is dated earlier than the opening balance date in the register (or account history) in QuickBooks Online, the opening balance and date will change, resulting in a duplicate opening balance entry.

Troubleshooting WebConnect errors

The following are some commonly seen errors when using WebConnect, along with ways to get back up and running.

- **Please fill out at least one account**
  This error appears if you didn't choose a file in the first screen of the mini-interview. Browse for and select the file you want to upload.
- **The uploaded file contains invalid transaction amount information**
  The file contains at least one transaction with an amount that exceeds 11 digits. We can't download transactions with these amounts, and the transaction will need to be manually entered.
- **We were unable to upload the file. Please start over and re-select the file you want to upload and QuickBooks Online couldn't upload your file. Please click Save again, or try again later**
  The first message is usually caused by a timeout during upload. After 2 minutes of trying to upload the file without success, a timeout occurs. The second message appears if the upload can't be completed because of a server error or other problem. The solution for both messages is the same - wait a few minutes, then try the upload again.
- **Sub/Parent account download errors**
  The following error messages all indicate that the account you are uploading to is either the parent account or a sub account of an account that is already connected to online banking:
  - **Errors with Sub/Parent account download** - You can't upload to an account if it is a parent or a sub account of another account that is already set up for online banking.
  - **(Parent Account Error)** - The account, [Account Name], has a sub account that is already connected to an account at one of your institutions.
  - **(Sub-account Error**) - The account, {Account Name], has a parent account that is already connected to an account at one of your institutions.

    WebConnect will not let you upload transactions to the parent or sub account of a connected account.

    To set both accounts up, you must temporarily disconnect the connected account from banking downloads (for more information, see Disconnect, remove, or delete a bank or credit card account from the Downloaded Transactions page), and run the WebConnect download for the other account. You can then reconnect the connected account.

The uploaded file is of a different type than these account(s)
This warning appears when you try to download transactions from one type of account into a different type within our system - for example, downloading checking account information into a credit card account. You can select OK to continue the download.

- **! Bank Error** If you see any of the following text listed under the bank name, ! Bank Error during the upload, there was a problem with the file.
  - General error (ERROR)
  - General account error (ERROR)
  - Account not found (ERROR)
  - Account closed (ERROR)
  - Account not authorized (ERROR)
  - Duplicate request (ERROR)
  - Invalid date (ERROR)
  - Invalid date range (ERROR)

Hover your mouse over the text **! Bank Error** to see a message with an explanation and the financial institution's contact information. These errors are not generated for conditions QuickBooks can fix directly, but, depending on how the credit union offers the data, you can try downloading a smaller date range (working from the most current date backward), or try a different file type if a different WebConnect file type is offered. If these steps don't address the problem, please contact the credit union.

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FLEX is cohesively designed, developed and supported from our corporate offices in Sandy, Utah. FLEX relentlessly pursues a standard of excellence for efficiency, automation, client support and VALUE through the deployment of operational simplicity over the management of information. Collectively, these attributes have made FLEX the credit union industry's largest single sourced core provider.

If your credit union is entertaining a core system change, we are most confident that you will find FLEX to be uniquely innovative and . . .

Simply Better.