



Exporting to QuickBooks from Business Online Banking

With Pentucket Bank Business Online Banking, exporting to QuickBooks takes just a few easy steps!
Log into Business Online Banking & export the information following the steps below:

1. A. Select Balance Reporting, then Account Summary
1. B. Select the account being exported
- C. If a date range is desired, change From / To dates

Request Specific Date Range

From To


- D. Click Submit

2. A. Scroll to the bottom of the page
- B. Using the drop down "Select Export Format", choose "WebConnect for QuickBooks"

Select Export Format:

Click the EXPORT button

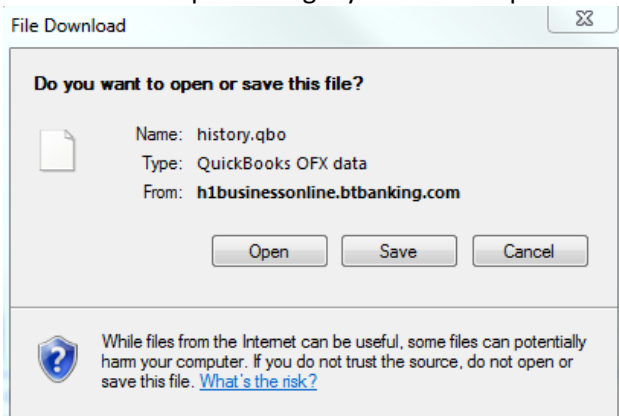
Export

 The requested dates include the current calendar day, which may include further activity not yet recorded. Please select "Export" to continue or "Cancel" to submit a new date range.

The information can be opened directly in QuickBooks, or saved to your desktop and imported.

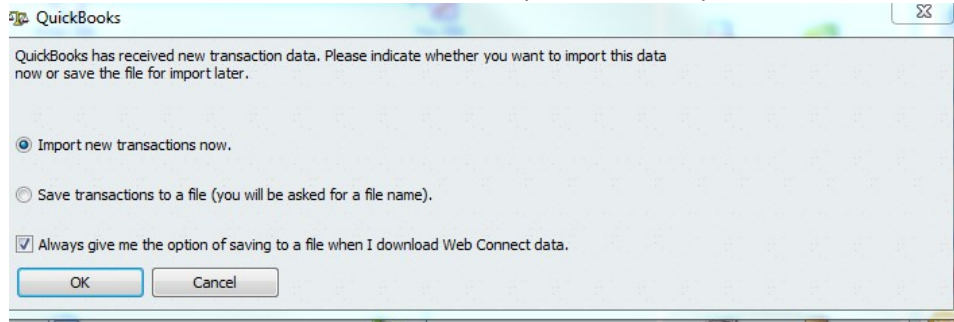
*You must have already created the account in QuickBooks to be able to export/import information

3. A window will open asking if you want to open or save the file



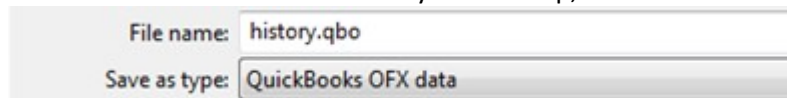
SAVING DIRECTLY INTO QUICKBOOKS

- A. To open the file directly in QuickBooks, click Open
B. QuickBooks will detect the file and ask if you want to import the file

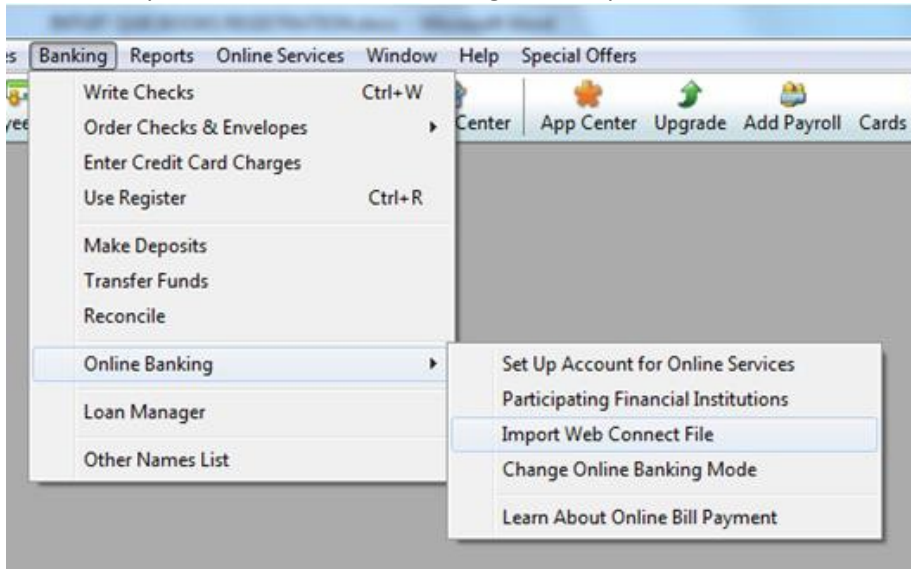


TO SAVE TO YOUR DESKTOP FIRST

- A. To save the file to a location on your desktop, make sure the file format is QBO



- A. Now you're ready to import into QuickBooks
- B. From the toolbar, select Banking
- C. From drop down, select Online Banking, then Import Web Connect file



- D. Navigate to the location on your computer where you saved the exported file
- E. Highlight the file, click Open
- F. Options will be displayed in QuickBooks

That's all there is to it. YOU'RE DONE!

For questions about Pentucket Bank Business Online Banking, call 978-556-5414 during our normal business hours.

For questions about QuickBooks, please call Intuit QuickBooks Support 800-558-9558 or 888-859-4056