



QuickBooks Online Bank Feeds

SecureQBPlugin.com for integrated payments through QuickBooks



Preface

Enhanced QuickBooks Online Direct Fees

Online banking with Direct Connector for QuickBooks Web Connector Record and make bank Transactions in QuickBooks Desktop. Bank Feeds via OFX and FDX files from Revenue and Expenses from Bank Accounts, (Checking, Savings and Money Market), Line of Credit and Credit Card account. Learn how to combine multiple transactions into a single record so QuickBooks matches your real-life bank deposits. When you make deposits at the bank, you often deposit payments from multiple sources all at once. Your bank usually records everything you deposited as a single record with one total. If you enter these same payments as individual records in QuickBooks, they will not match your deposit.

Do you Sync from payment processors for invoicing? **Stop the Matching the Customer payments, error prone, and hours each month.** Also, you have to clear the Invoice and Undeposited Funds account with every Post and Match transaction. Over 7 clicks and numerous screens.

Isn't there a better way?

Now, have Integrated Direct Bank Connect from Merchant Credit Card and ACH accounts - with NO SYNCs!

SecureQBPlugin reporting Revenue for Credit Card, ACH, Real-Time Payments Deposits directly to your bank accounts and will integrated QuickBooks Payment, Download, Match, Post, Clear, A/R. Best of all, only a 1 Click for your a Batch of Invoiced Payments in QuickBooks. Keep your Payment Processor! Oh my, let's get started.

START HERE AND ENROLL YOUR COMPANY

QuickBooks Online Bank Feeds

Thank you for choosing

[About this Guide](#)



QuickBooks!

Connecting your **bank** and **credit card accounts** to QuickBooks Online is a great way to track your income and spending without having to manually enter every transaction. Only recording your income through sales forms while leaving out your expenses provides an incomplete perspective of your business' overall health, but creating records for *every* transaction can be a huge task.

If you **connect your online bank accounts** in QuickBooks Online, the program will automatically download the **last 90 days** of transactions recorded by your bank. The program will **match** existing entries already in QuickBooks online and **add** new records for incoming transactions without a matching entry. This feature ensures your accounts are always up-to-date and drastically reduces the amount of data-entry you need to do on a daily basis.

- [Why should I connect my online bank accounts?](#)
- [Get started connecting your online bank accounts](#)
 - [Navigating the Bank Feed](#)
 - [Importing bank transactions](#)
 - [Matching transactions](#)
 - [Adding transactions \(not already in QuickBooks\)](#)
 - [Recording a bank transfer](#)
 - [Splitting transactions](#)
 - [If you can't find a matching transaction...](#)
- [Any other tips?](#)

Why should I connect my online bank accounts?

Connecting your bank accounts to QuickBooks Online and automatically importing transactions recorded by your bank saves a lot of time. Adding invoices and sales receipts takes effort - as your business scales, these tasks will increase accordingly. Using the **Online Banking** feature to supplement your efforts ensures *all* of your income and expenses get into QuickBooks so you have comprehensive financial reports and thus a comprehensive perspective of your business' performance.

This automation also prevents data entry errors that occasionally occur with manual data entry, giving you peace of mind and freeing your day to get more done.

Get started connecting your online bank accounts

You can connect and manage multiple bank accounts (including credit cards and PayPal) from the **Banking Tab**.

- To start, select “**Add Account**” in the **Banking Tab** and search for your bank on the list. If you don't already use separate checking and credit card accounts for your business, you may want to consider opening separate right away - - and you'll soon see why.

Connect an account

Let's get a picture of your profits

Connect your bank or credit card to bring in your transactions.



Here are some of the most popular ones



CHASE

Bank of America.

WELLS
FARGO

JPMorganChase

CapitalOne

PayPal

usbank.

- Choose the bank account you use for your business from the list and tell QuickBooks what kind of accounts they are. Remember to use the *same* login credentials for when you visit your bank online.

Sign in to your bank.



Connecting to Your Bank...

This may take a few minutes.

 We use bank-level security to keep your info safe.

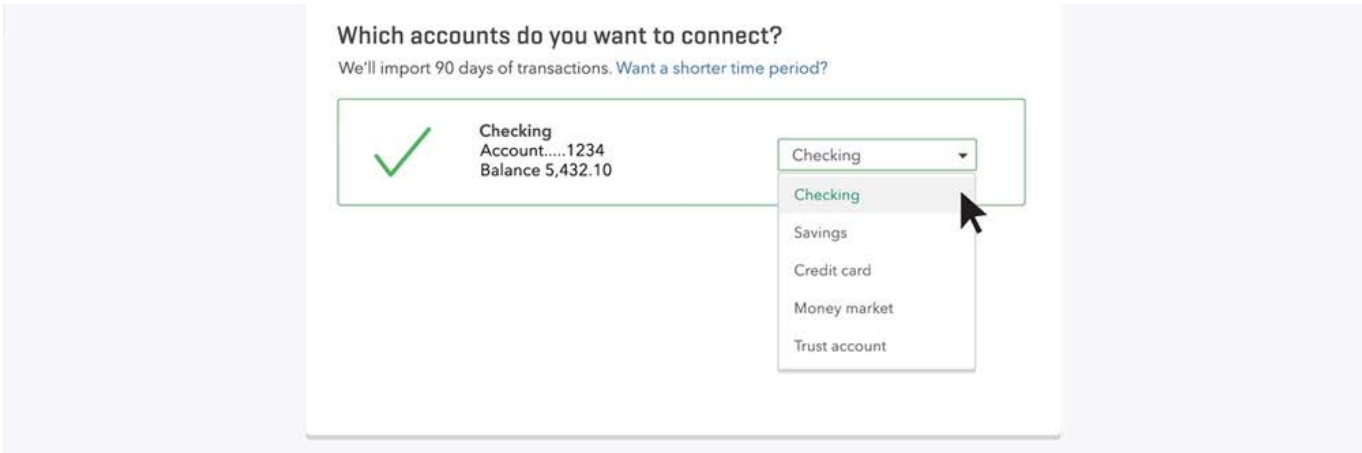
[Privacy](#)



[Go back](#)

[Sign in](#)

- It may take a few minutes to establish a secure connection. Now is as good a time as any to browse a few of our other "[How to](#)" articles.
- Once the secure link is established, you will see all of your available accounts listed. Select the appropriate type and QuickBooks will begin pulling the last 90 days of transactions.



Navigating the Bank Feed

This is what your typical **Bank Feed** will look like: your various accounts are separated in the header and historical transactions are listed below.

Banking | Bank Rules

Bank and Credit Cards | Checking -

Update | Add account

Account	Balance	In QuickBooks
Checking	\$-3,621.93	24
Savings	\$200.00	1
Mastercard	\$304.96	7

For Review | In QuickBooks | Excluded

Go to Register

Review items from your bank

Match each item to an existing record or add it as a new record.

Batch actions	All (24)	Recognized (14)					
<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	07/13/2018	Books By Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
<input type="checkbox"/>	05/13/2018	A Rental		Uncategorized Income		\$200.00	Add
<input type="checkbox"/>	06/13/2018	A Rental		Uncategorized Expense	\$1,200.00		Add
<input type="checkbox"/>	05/21/2018	A Rental		Uncategorized Expense	\$800.00		Add
<input type="checkbox"/>	05/18/2018	Pam Seitz	Pam Seitz	2 records found	\$75.00		View
<input type="checkbox"/>	05/18/2018	Hicks Hardware	Hicks Hardware	1 record found Check 75 05/18/2018 \$228.75 Hicks Hardware	\$228.75		Match
<input type="checkbox"/>	05/17/2018	Pg E	PG&E	1 record found Bill Payment 6 05/17/2018 \$114.09 PG&E	\$114.09		Match
<input type="checkbox"/>	05/17/2018			1 record found Deposit 05/17/2018 \$408.00		\$408.00	Match


You can filter for each account (and see their totals) by clicking on the blue boxes in the header.

The screenshot shows the QuickBooks Banking interface. At the top, there are three account balance cards: Checking (\$-3,621.93), Savings (\$200.00), and Mastercard (\$304.96). Below these are tabs for 'For Review', 'In QuickBooks', and 'Excluded'. A 'Review Items from your bank' section is active, displaying a table of transactions with columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
07/13/2018	Books by Bessie	Books by Bessie	Uncategorized Income		\$55.00	Add
06/13/2018	A Rental		Uncategorized Income		\$200.00	Add
06/13/2018	A Rental		Uncategorized Expense	\$1,200.00		Add
05/21/2018	A Rental		Uncategorized Expense	\$800.00		Add
05/18/2018	Pam Seitz	Pam Seitz	2 records found	\$75.00		View
05/18/2018	Hicks Hardware	Hicks Hardware	1 record found Check 75 05/18/2018 \$228.75 Hicks Hardware	\$228.75		Match
05/17/2018	Pg E	PG&E	1 record found Bill Payment 0 05/17/2018 \$114.09 PG&E	\$114.09		Match
05/17/2018			1 record found Deposit 05/17/2018 \$408.00		\$408.00	Match

At the top of the columns above the transactions, you will see “All” and “Recognized.” Clicking “All” will display all the transactions for the selected account while “Recognized” filters for transactions that have a **match** (more on that in a minute).

Bank and Credit Cards | Checking ▾

Checking 

\$-3,621.93
BANK BALANCE Moments ago

\$1,201.00
IN QUICKBOOKS **24**

Savings

\$200.00
BANK BALANCE Moments ago

\$800.00
IN QUICKBOOKS **1**

Mastercard

\$304.96
BANK BALANCE Moments ago

\$157.72
IN QUICKBOOKS **7**

For Review | In QuickBooks | Excluded

Batch actions ▾ | All (24) | Recognized (14)

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH
<input type="checkbox"/>	07/13/2018	Books By Bessie	Books by Bessie	Uncategorized Income
<input type="checkbox"/>	06/13/2018	A Rental		Uncategorized Income
<input type="checkbox"/>	06/13/2018	A Rental		Uncategorized Expense
<input type="checkbox"/>	05/21/2018	A Rental		Uncategorized Expense
<input type="checkbox"/>	05/18/2018	Pam Seitz	Pam Seitz	2 records found

Finally, at the very top are “Bank Rules” and the Update button, the latter of which you can use to manually update your Bank Feed with new transactions from the bank.

Bank and Credit Cards | Checking ▾

Update ▾ | Add account

Checking 

\$-3,621.93
BANK BALANCE Moments ago

\$1,201.00
IN QUICKBOOKS **25**

Savings

\$200.00
BANK BALANCE Moments ago

\$800.00
IN QUICKBOOKS **1**

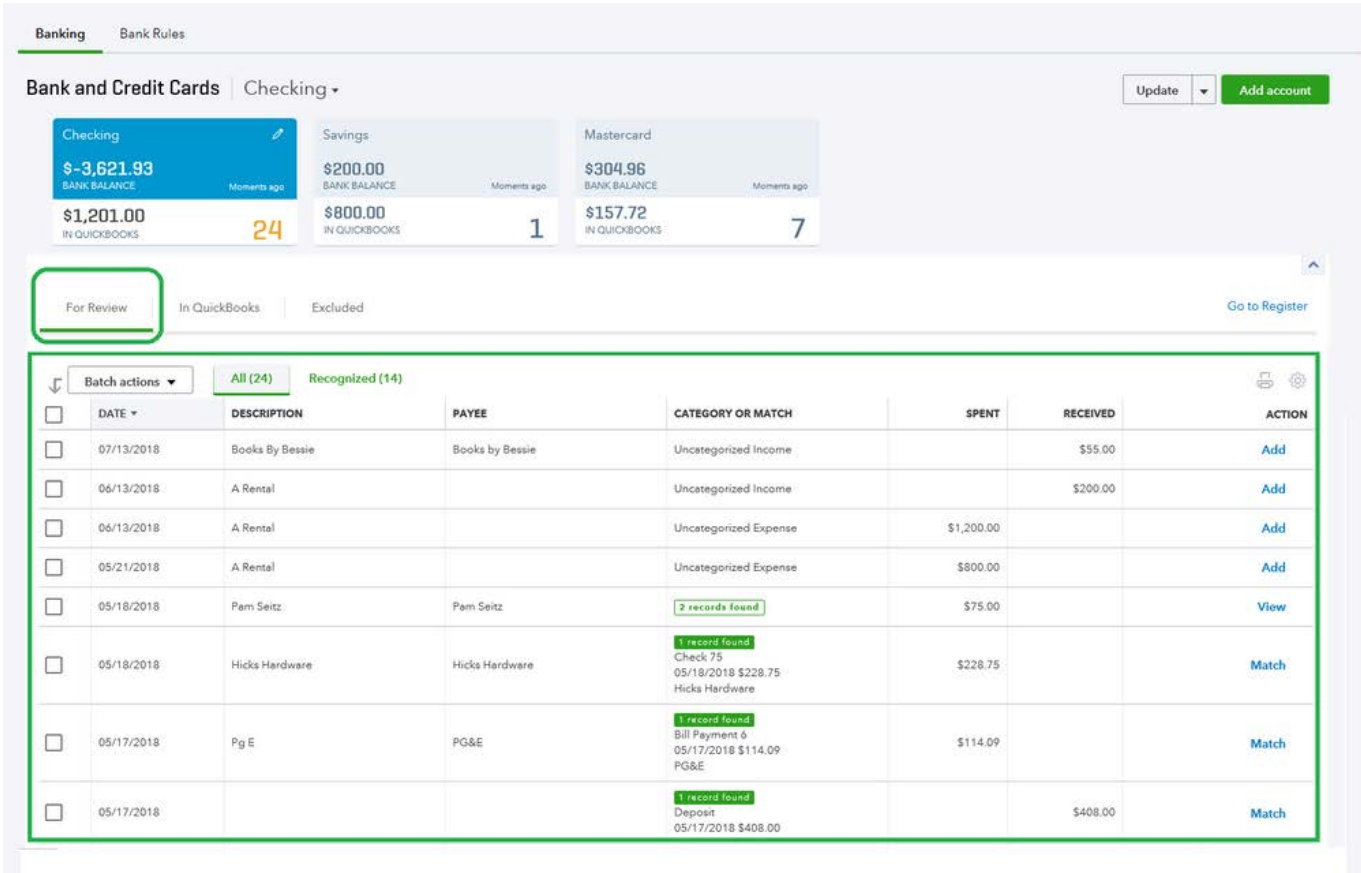
Mastercard

\$304.96
BANK BALANCE Moments ago

\$157.72
IN QUICKBOOKS **7**

Importing bank transactions

QuickBooks will download all of your bank transactions from the last 90 days into the Bank Feed. However, these **transactions aren't in QuickBooks just yet**. Once they're in the Bank Feed, you'll still **need to categorize** these imported transactions so they're recorded to the correct accounts.



- Begin with the **“For Review”** Tab to see all of your uncategorized transactions. Work your way down the list from your most recent transactions since these are freshest in your mind. You can always sort the list columns by category, payee, and payment amount by clicking the top bar.

Matching transactions

- You can start with either the **“All”** or **“Recognized”** list in the Bank Feed. The (#) next to the column title indicates how many transactions are in the specified category - we find it best to start with whichever has with the least amount of transactions.
- If you aren't sure where to start, go for the **“Recognized”** tab. Finishing the list should be a breeze. When transactions appear on this list, it means QuickBooks has found

a matching invoice or expense form in the system, a bank rule has been applied, and/or a category used for related transactions in the past has been applied.

- The “records found” means QuickBooks has a match. If more than one transaction matches a bank record, you will see a number next to the green “records found” in the feed. Match criteria are based on the amount and payee.

The screenshot shows the QuickBooks Banking interface. At the top, there are tabs for 'Banking' and 'Bank Rules'. Below that, the 'Bank and Credit Cards' section is active, showing a 'Checking' account with a balance of \$-3,621.93 and 20 transactions in QuickBooks. Other accounts like 'Savings' and 'Mastercard' are also visible.

The main area displays a list of transactions under the 'For Review' tab. A filter 'Recognized (10)' is applied. The table below shows the details of these transactions:

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
04/14/2018	Tania's Nursery	Tania's Nursery	1 record found Expense 15 04/14/2018 \$108.00 Tania's Nursery	\$108.00		Match
05/18/2018	Pam Seltz	Pam Seltz	1 record found Expense 76 05/18/2018 \$75.00 Pam Seltz	\$75.00		Match
04/07/2018	Books By Bessie	Books by Bessie	Legal & Professional Fees:Bookkeeper	\$35.00		Add
05/16/2018		Freeman Sporting Goods:55 Twin Lane	1 record found Payment 05/16/2018 \$50.00 Freeman Sporting Goods:55 Twin Lane		\$50.00	Match
05/17/2018			1 record found Deposit 05/17/2018 \$408.00		\$408.00	Match
05/11/2018		Cool Cars	1 record found Payment 1888 05/11/2018 \$694.00 Cool Cars		\$694.00	Match
05/18/2018			1 record found Deposit 05/18/2018 \$868.15		\$868.15	Match

- Most of these will have a perfect match. All you have to do is verify that the bank record matches what's already identified in QuickBooks and click the “match” button to connect the imported transaction.

Dashboard **Banking** Bank Rules

Banking **Bank and Credit Cards** Checking ▾ Update ▾ Add account

Checking \$-3,621.93 BANK BALANCE <small>Moments ago</small>	Savings \$200.00 BANK BALANCE <small>Moments ago</small>	Mastercard \$304.96 BANK BALANCE <small>Moments ago</small>
\$-184.00 IN QUICKBOOKS 17	\$800.00 IN QUICKBOOKS 1	\$157.72 IN QUICKBOOKS 7

For Review | In QuickBooks | Excluded Go to Register

Batch actions ▾ All (17) Recognized (10)

<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	05/21/2018	A Rental	Rago Travel Agency	Uncategorized Expense	\$800.00		Add
<input type="checkbox"/>	05/03/2018	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$666.00		Add
<input type="checkbox"/>	04/14/2018	Tania's Nursery	Tania's Nursery	1 record found Expense 15 04/14/2018 \$108.09 Tania's Nursery	\$108.09		Match
<input type="checkbox"/>	05/18/2018	Pam Seitz	Pam Seitz	1 record found Expense 76 05/18/2018 \$75.00 Pam Seitz	\$75.00		Match
<input type="checkbox"/>	04/07/2018	Books By Bessie	Books by Bessie	Legal & Professional Fees:Bookkeeper	\$55.00		Add

- We recommend going through the Bank Feed line-by-line and review whether the record truly matches what the system recognized. To do so, click the transaction to expand the line and bring up this menu:

Add
 Match
 Transfer

Records found

- CC Expense 05/30/2018 \$19.99 Squeaky Kleen Car Wash
- CC Expense 05/23/2018 \$19.99 Squeaky Kleen Car Wash

BANK DETAIL SQUEAKY KLEEN CAR WASH

Find other records Match

- From here, you can click the link to bring up the Sales Form QuickBooks is trying to match. If there is more than one match, all of the options will appear under "**Records found.**" Select the appropriate invoice or expense and click "**Match.**" If the match isn't correct but you know the record exists in QuickBooks, click the "**Find other records**" button to search for a match.

Dashboard **Banking** Bank Rules

Banking Bank and Credit Cards | Checking • Update Add account

Sales

Expenses

Workers

Reports

Taxes

Accounting

My Accounts

Account	Balance	Bank Balance	Homepage
Checking	\$-3,621.93	\$200.00	1
Savings	\$800.00	\$304.96	7
Mastercard	\$1,201.00	\$157.72	

For Review | In-QuickBooks | Excluded Go to Register

Batch actions All (23) Recognized (12)

DATE	DESCRIPTION	PAID	CATEGORY OR MATCH	SPEND	RECEIVED	ACTION
06/13/2018	A Rental		Uncategorized Expense	\$1,200.00		Add
05/11/2018	Hall Properties	Hall Properties	Record found \$0 Payment 11 05/11/2018 \$800.00 Hall Properties	\$800.00		Match
05/01/2018	A Rental		Uncategorized Expense	\$800.00		Add
05/09/2018	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$444.00		Add
05/10/2018	Chris Gas		Uncategorized Expense	\$185.00		Add
05/17/2018	Pg &	PG&E	Record found \$0 Payment 4 05/17/2018 \$114.00 PG&E	\$114.00		Match
04/14/2018	Tanika Nursery	Tanika Nursery	Record found Expense 15 05/14/2018 \$108.00 Tanika Nursery	\$108.00		Match
05/16/2018	Pye's Cakes	Pye's Cakes	Record found Refund 05/16/2018 \$87.50 Pye's Cakes	\$87.50		Match
05/16/2018	Books By Beanie	Pam Sells	Record found Expense 76 05/16/2018 \$75.00 Pam Sells	\$75.00		Match
05/18/2018	Pam Sells	Pam Sells	Record found	\$75.00		View
04/07/2018	Books By Beanie	Books By Beanie	Uncategorized Expense	\$55.00		Add
04/09/2018	Wicks Hardware	Wicks Hardware	Uncategorized Expense	\$26.50		Add
05/14/2018	Squeaky Clean Car Wash		Record found	\$18.00		View
05/12/2018	Wahoney Mugs	Wahoney Mugs	Uncategorized Expense	\$18.00		Add

Important – if you know a transaction already exists in QuickBooks (income, expenses, or otherwise), it's very important that you use the **match feature**. Don't "add" a new transaction from the Bank Feed without a match – this could result in double-counting your income or expenses since you're essentially generating a duplicate transaction.

Banking | Bank Rules

Bank and Credit Cards | Checking ▾

Checking ✎

\$-3,621.93
BANK BALANCE Moments ago

\$1,201.00
IN QUICKBOOKS 24

Savings

\$200.00
BANK BALANCE Moments ago

\$800.00
IN QUICKBOOKS 1

Mastercard

\$304.96
BANK BALANCE Moments ago

\$157.72
IN QUICKBOOKS 7

For Review In QuickBooks Excluded

Batch actions ▾ All (24) Recognized (14)

	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH
<input type="checkbox"/>	07/13/2018	Books By Bessie	Books by Bessie	Uncategorized Income
<input type="checkbox"/>	06/13/2018	A Rental		Uncategorized Income

- Once you're done matching, you can **review** or **undo** matches by clicking the **"In QuickBooks"** tab. This tab shows all recently matched transactions.
- As you create [Bank Rules](#) and QuickBooks learns about your preferences, more and more transactions will be automatically matched, saving you even more time.

Adding transactions (not already in QuickBooks)

The Online Banking feature also semi-automates record creation. For imported transactions that *do not* have a match, QuickBooks will generate a new record and attempt to categorize the transaction into the correct account.

- If you see the **"add"** button next to a transaction, it means the transaction was imported from the bank, but still needs to be created and properly categorized. Clicking **"add"** generates a transaction in the QuickBooks register. This transaction will be added to the Sales Tab (for invoices) or Expense Tab (for expenses).
- QuickBooks Online will attempt to add the payee, date, amount, and account automatically when it updates the Bank Feed.

- Before you click “add,” make sure the correct “**category**” (account) is selected so QuickBooks records the transaction accurately. The system is fairly good at guessing, but you can always change the category from the drop-down menu.
- The “add” function also allows you to **split** transactions into different accounts.

<input type="checkbox"/>	05/17/2018	Pg E	PG&E	1 record found Bill Payment 6 05/17/2018 \$114.09 PG&E	\$114.09	Match
<input type="checkbox"/>	05/17/2018			Uncategorized Income	\$408.00	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <input checked="" type="radio"/> Add <input type="radio"/> Match <input type="radio"/> Transfer ✕ </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">Select Payee (optional) ▾</div> <div style="border: 1px solid #ccc; padding: 2px;">Uncategorized Income ▾</div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">No description available from Example Bank U.S.A.</div> <div style="text-align: right;"> Split Add </div> </div> <div style="font-size: 0.8em; margin-top: 5px;"> BANK DETAIL No description available from Example Bank U.S.A. Add Attachment </div> </div>						
<input type="checkbox"/>	05/16/2018	Travis Waldron	Travis Waldron	1 record found Payment 2064 05/16/2018 \$103.55 Travis Waldron	\$103.55	Match

- When you add the transaction, QuickBooks will **only record the information provided on this line**. Once you click “add,” go into the Sales or Expense Tab to review the new record and add any additional details.

Important – We want to emphasize again: go into the Sales or Expense tabs and fill out the rest of the information for the transaction *right after* you add it to the register. Bank records can only provide so much information to QuickBooks. You need accurate details for every record of income and expenses.

Expense Settings ? X

Balance \$-227.75
AMOUNT
\$1,200.00

Online banking matches

Payment date:
 Payment method:
Ref no.

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Uncategorized Expense	A1 RENTAL BACKHOE RENTAL	1,200.00			
2						

► Item details

As you can see from the example above, in my haste I added this expense without entering any details -- and the record is missing a lot of information. If I walked away from my computer and came back the next day, I may completely forget about adding the details. Even if I do remember to finish the job, I will probably forget the details.

Recording bank transfers

- You may have moved money to another account, such as moving funds from a checking account to a savings account. You need to record this transaction as a **transfer** so it's not reported as income.
- Find the transaction under the **For Review** tab, select **Record transfer**, then select the account the money was transferred to or from. Add any notes or extra details and select the Record transfer button to add it to your books.
- There will be two transactions under the **For Review** tab for any transfer you make: one transaction for money moving in and another for money moving out. Make sure you record both transactions as part of the transfer to keep your books accurate.



Splitting transactions

- You may want to add more than one category for a transaction, such as a mortgage transaction split between a business expense (work from home) and a personal expense.
- Select the transaction, then **Split**, then enter the amounts for each category.
- You can edit the details of a split transaction under the **Reviewed** tab just like any other transaction.

Split Transaction

Downloaded Transaction
iTunes

\$16.28

✕

Date

Payee

Location

CATEGORY	DESCRIPTION	CLASS	AMOUNT (USD)
<input type="text" value="Office Supplies & S"/>	<input type="text"/>	<input type="text" value="Select Class (optional)"/>	<input type="text"/>
<input type="text" value="Select Category"/>	<input type="text"/>	<input type="text" value="Select Class (optional)"/>	<input type="text"/>

[Add lines](#)
[Reset](#)

Split amount \$0.00

Original amount \$16.28

Difference \$-16.28

Memo

Withdrawal Visa Checking APL*ITUNES.COM/BILL

[Add Attachment](#)

If you can't find a matching transaction...

If you know the transaction is in QuickBooks, *a/ways* look for the match. If for some reason QuickBooks can't find a match for an invoice or expense you know for certain you've entered...

- ... and you're in the "All" tab, click the imported transaction on the list. You can toggle from "Add" to "Match" to pull up the Match Transactions window.

For Review | In QuickBooks | Excluded Go to Register

Batch actions ▾ **All (16)** Recognized (10) 🖨️ ⚙️

<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT ▾	RECEIVED	ACTION
<input type="checkbox"/>	05/21/2018	A Rental	Rago Travel Agency	Uncategorized Expense	\$800.00		
<div style="border: 1px solid #ccc; padding: 5px;"> <input type="radio"/> Add <input checked="" type="radio"/> Find match <input type="radio"/> Transfer ✕ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Rago Travel Agency ▾ Uncategorized Expense ▾ Billable <input type="checkbox"/> Select Customer (optional) ▾ <input type="button" value="Split"/> <input type="button" value="Add"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="text" value="A1 RENTAL"/> </div> <div style="margin-top: 5px;"> BANK DETAIL A1 RENTAL Add Attachment </div>							
<input type="checkbox"/>	05/03/2018	Tim Philip Masonry	Tim Philip Masonry	Uncategorized Expense	\$666.00		Add
<input type="checkbox"/>	04/14/2018	Tania's Nursery	Tania's Nursery	1 record found Expense 15 04/14/2018 \$108.09	\$108.09		Match

This list contains all transactions recognized by QuickBooks. Search the list and put a check mark next to the transaction you want to match. **Be sure the total amount** of the match record on the list is equal to the total amount of the imported transaction.

Match transactions ? ✕

A Rental
A1 RENTAL
05/21/2018 Spent **\$800.00**

Show: All ▾ Search: From: 02/20/2018 To: 05/31/2018

Select transaction to match

<input type="checkbox"/>	DATE ▾	TYPE	REF NUMBER	PAYEE	TRANSACTION AMO...	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	05/21/2018	Cash Expense		Tania's Nursery	\$23.50		
<input type="checkbox"/>	05/18/2018	Bill		Robertson & Associates	\$315.00	\$315.00	<input type="text"/>
<input type="checkbox"/>	05/18/2018	Bill		Norton Lumber and Building Materials	\$205.00	\$205.00	<input type="text"/>
<input type="checkbox"/>	05/18/2018	Expense	76	Pam Seitz	\$75.00		
<input type="checkbox"/>	05/17/2018	Expense	108	Tania's Nursery	\$46.98		
<input type="checkbox"/>	05/17/2018	Cash Expense		Chin's Gas and Oil	\$63.15		
<input type="checkbox"/>	05/17/2018	Bill Payment (Check)	45	Tim Philip Masonry	\$666.00		
<input type="checkbox"/>	05/16/2018	Check	Debit	Squeaky Kleen Car Wash	\$19.99		
<input type="checkbox"/>	05/16/2018	Bill		Diego's Road Warrior Bodyshop	\$755.00	\$755.00	<input type="text"/>
<input type="checkbox"/>	05/14/2018	Cash Expense		Bob's Burger Joint	\$3.86		
<input type="checkbox"/>	05/12/2018	Check	2	Mahoney Mugs	\$18.08		
<input type="checkbox"/>	05/12/2018	Expense	13	Hicks Hardware	\$215.66		

- ...and you're on the “**Recognized**” tab looking at matched transactions, click the “Find other records” button to pull up the Match Transactions window.



From here, you can search for specific criteria, such as the payor/payee name, amount, etc, to locate the transaction.

Match transactions

A Rental Spent **\$800.00**
A1 RENTAL
05/21/2018

Show: All Search: From: 02/20/2018 To: 05/31/2018

Select transaction to match

	DATE ▼	TYPE	REF NUMBER	PAYEE	TRANSACTION AMO...	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	05/21/2018	Cash Expense		Tania's Nursery	\$23.50		
<input type="checkbox"/>	05/18/2018	Bill		Robertson & Associates	\$315.00	\$315.00	<input type="text"/>
<input type="checkbox"/>	05/18/2018	Bill		Norton Lumber and Building Materials	\$205.00	\$205.00	<input type="text"/>
<input type="checkbox"/>	05/16/2018	Expense	76	Pam Seitz	\$75.00		
<input type="checkbox"/>	05/17/2018	Expense	108	Tania's Nursery	\$46.98		
<input type="checkbox"/>	05/17/2018	Cash Expense		Chin's Gas and Oil	\$63.15		
<input type="checkbox"/>	05/17/2018	Bill Payment (Check)	45	Tim Philip Masonry	\$666.00		
<input type="checkbox"/>	05/16/2018	Check	Debit	Squeaky Kleen Car Wash	\$19.99		
<input type="checkbox"/>	05/16/2018	Bill		Diego's Road Warrior Bodyshop	\$755.00	\$755.00	<input type="text"/>
<input type="checkbox"/>	05/14/2018	Cash Expense		Bob's Burger Joint	\$3.86		
<input type="checkbox"/>	05/12/2018	Check	2	Mahoney Mugs	\$18.08		
<input type="checkbox"/>	05/12/2018	Expense	13	Hicks Hardware	\$215.66		

Cancel Save

- If the transaction you need to match is outside the date range at the top of the Match Transactions window, change the dates. When you find the appropriate transaction, check the box. If the total is the same as the imported transaction total, select “**Save**” and match the two.

If the totals are different or you know multiple transactions are attached to the imported record, you can **match multiple transactions** or select **Resolve Difference** until the difference is equal to zero.

Any other tips I should keep in mind to be successful?

- Use the descriptions from the imported bank records as clues to help you categorize transactions.
- If QuickBooks Online can't recognize a category, the program may try to put transactions into **Uncategorized Income or Expenses**. It's best not to leave transactions in these accounts. Instead, [create new accounts in your Chart of Accounts](#) to make sure money is categorized correctly the first time.
- Attaching receipts to bank transactions in the Bank Feed can help you keep records organized.
- If you don't select or add a name for a vendor or customer when **matching** or **adding** records, QuickBooks Online adds these transactions to the register without one. We highly recommend *never* adding transactions without a vendor or customer name.
- QuickBooks Online will not attempt to match any transactions that are **more than 180 days old**.
- For more details and troubleshooting tips, check "[How QuickBooks Online handles downloaded banking transactions](#)."

Check your Progress

- [Am I Ready to Send an Invoice in QuickBooks Online?](#)

What's Next?

- [How to Use the Undeposited Funds Account to Receive Payments in QuickBooks Online](#)
- [Setting up for Success in QuickBooks Online - Adding Products and Services, Customers, and Vendors t...](#)
- [How to Adjust your Invoice Payment Terms in QuickBooks Online](#)