



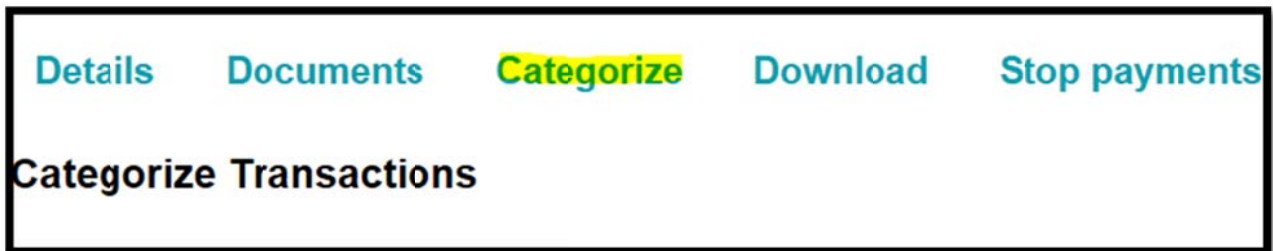
Instructions on how to Export transactions from Rio Bank Online Banking

Retail Online Banking customers have the ability to export transactions from our Online Banking for the following products:

1. Quicken 2016, 2015, 2014,
2. QuickBooks 2016, 2015, 2014
3. Export to a .csv file (Gives ability to open in Microsoft Excel)

How to export transactions:

1. Log into Rio Bank – Retail Online Banking account
2. Select Account
3. Click on Categorize



4. Below “Transaction Activity” Select

Account: Select Account

Date: Choose Custom, by Month/Year, Week, Current Year or Previous Year

Date Range: Use calendar to select date range

Search for: Choose All Activity, Check Number or Amount

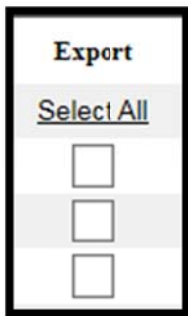
Transactions Per Page: View 25 a Per page or up to 1000 on a page

5. Select “View Transactions”. Transactions list will download. (May take a few minutes if a lot of transactions.)

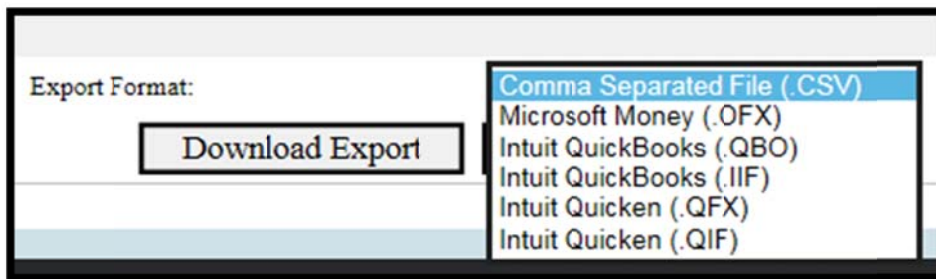


Note: You may place in ascending or descending order by selecting Date, Transactions Number, Description, Category, Debit or Credit.

6. To Export transactions, select the Select All button, scroll down to bottom of page and Select Export Selected.



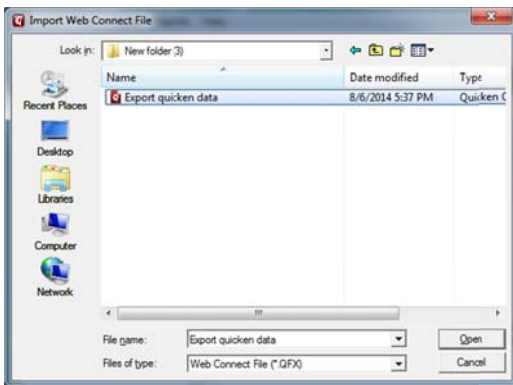
7. Select/Click on the “Export Format” and then select Download. Click on Done to take you back to the Transactions page.



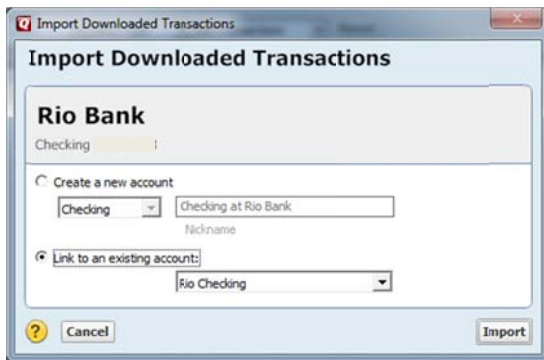
8. Select the “Export” box and you will see:



9. Select “Save As” and Save the file onto your computer. Make note of where the file is saved.
10. Open your QuickBooks or Quicken software
11. IMPORTING INTO THE QUICKEN SOFTWARE. (Note: This may depend on the version of QuickBooks setup)
 - a. Select File
 - b. Select File Import
 - c. Select Web Connect File
 - d. Search box comes up. Locate your Quicken data file and select, then open.



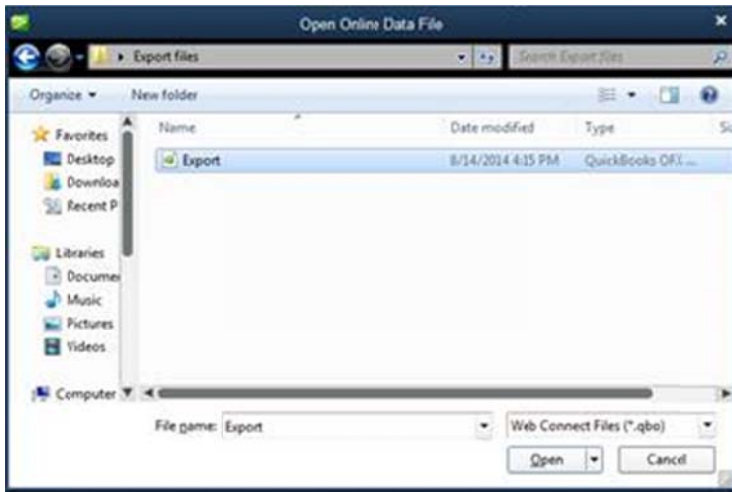
- e. You will get this box. Select your option and then “Import”



- f. Transactions are imported at this point.

12. IMPORTING INTO THE QUICKBOOKS SOFTWARE. (Note: this may depend on the version of QuickBooks setup)
 - a. Select File
 - b. Select Utilities
 - c. Select Import
 - d. Select Web Connect File

e. Search box comes up. Locate your QuickBooks data file and select, then open.



f. A message box will appear to indicate the import was successful.