

BIZCHANNEL@CIMB QUICK GUIDE

Create Customised Reports For Export Into Third Party Accounting Solutions

The below provides a step-by-step guide to creating customised reports for third party accounting solutions. For illustrative purposes, the guide below provides the steps for creating a Quickbooks Online compatible transaction(s) report.

For more information and further instructions on how to import the customised statement(s) into third party solutions, please refer to the respective third party sites. Users of Quickbooks Online may refer to the following link (<https://cimb.sg/quickbooks-manual-upload-transactions>) for instructions on how to import the transaction(s) statement into QuickBook Online.

1 Select **Reports > Customized Report**.

2 Select the following from **“Available Fields”**:

- Deposit
- Description
- Transaction Date
- Withdrawal

3 Move the selected fields to **“Downloaded fields”** by clicking on **>>**.

4 Select **“CSV”** as the custom file format under **“Download Specification”** section and click on **“Continue”**.

5 Select **“No”** for **“Download using File Header”** and click on **“Download”**.

6 Select **Reports > Downloaded Reports**.

7 Click on the desired Report Name and the customized report will be automatically downloaded.

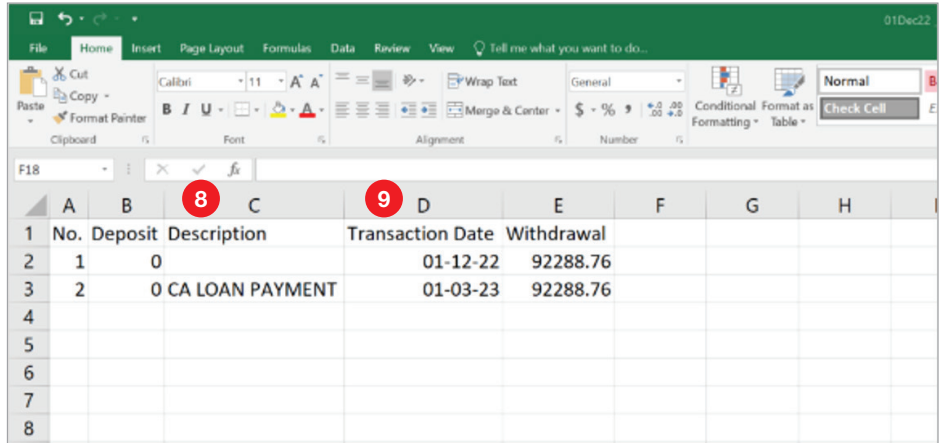
No	Deposit	Description	Transaction Date	Withdrawal
1	0.00		01/12/2022	92,288.76

Report Name	Report Type	Account No	From Date	To Date	Generated Date	File Extension	Download Status
01Dec22 to 03Mar23	Customized Report	2000001322	01-Dec-2022	03-Mar-2023	03-Mar-2023 14:57:59	csv	Success
01Jan23 to 17Feb23	Transaction Inquiry	Multiple Account	01-Jan-2023	17-Feb-2023	17-Feb-2023 14:30:50	zip	Success
01Sep21 to 01Sep21	Transaction Inquiry	2000001322	01-Sep-2021	01-Sep-2021	27-Sep-2021 12:32:01	xls	Success

8 In the generated customized report, make sure “**Description**” column is not empty.

9 Format the **Transaction Date** to one of the following date format:

- mm/dd/yyyy
- mm-dd-yyyy
- mm.dd.yyyy
- dd/mm/yyyy
- dd-mm-yyyy
- dd.mm.yyyy
- yyyy-mm-dd



	A	B	C	D	E	F	G	H
1	No.	Deposit	Description	Transaction Date	Withdrawal			
2	1	0		01-12-22	92288.76			
3	2	0	CA LOAN PAYMENT	01-03-23	92288.76			
4								
5								
6								
7								
8								