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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**.

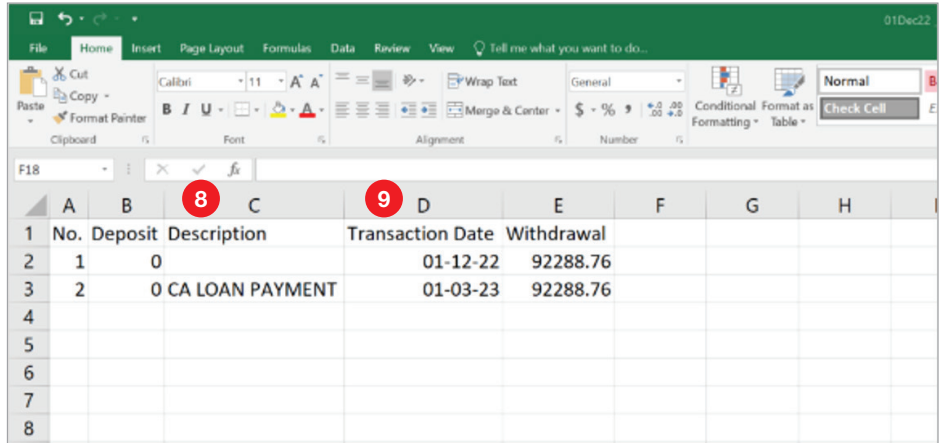**7** Click on the desired Report Name and the customized report will be automatically downloaded.

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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								