



Features

eZ Account Import enables Cathay Banks' business clients to integrate their bank account transaction data into QuickBooks. eZ Account Import automates the import process which eliminates manual entry and reduces the risk of error resulting from data input. eZ Import is an intuitive interface that mirrors QuickBooks and provides rich features:

- Split transactions across expense accounts and customers
- Assign transactions to a customer and make that transaction billable to a customer
- Create new vendors and assign data mappings
- Filter a selection of payees, customers, accounts and classes
- Map transaction's account/payee based upon transaction description

System Requirements

eZ Account Import is compatible with the following:

Operating Systems

- Windows 7
- Windows 8/8.1
- Windows 10

QuickBooks Version

- QuickBooks Simple Start 2012-2017
- QuickBooks Pro, Premier 2012-2017
- QuickBooks Enterprise 2012-2017
- QuickBooks Online Edition

Installation

The installation process takes just a few minutes depending on your Internet connection speed. Follow these simple steps:

1. Download eZ Account Import from Zachary Systems' website at www.zacharysystems.com/CathayBank
2. Install eZ Account Import

The installation file is an executable that installs eZ Account Import onto your computer.

Registration

When eZ Account Import runs for the first time, you will be prompted to provide contact information about your company. You also will be asked to indicate which version of QuickBooks you are using. This information is used for Customer Service purposes.

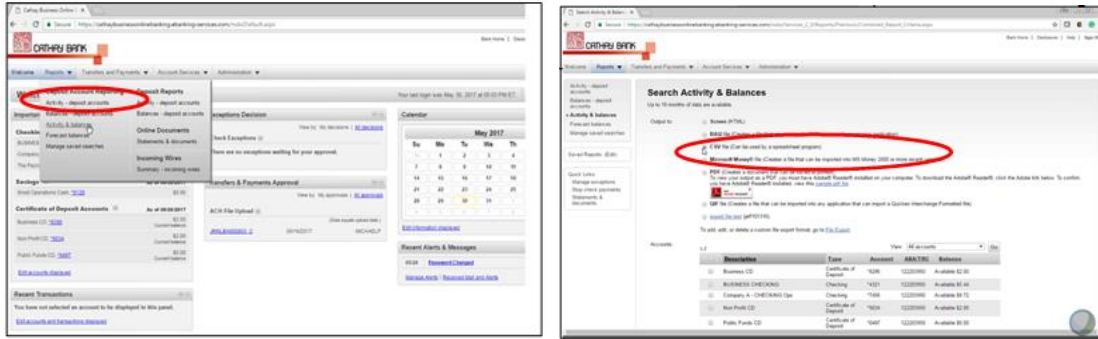
Activation

After purchasing eZ Account Import, an Activation Key will be sent to you by email. Simply enter the Activation Key when prompted and your license will be activated. If you have not purchased eZ Account Import, you will be able to try the product in demo mode for up to 14 days. During this period, you will be limited to importing a maximum of 5 transactions per session.



Downloading the .csv File from Cathay Business Online Banking

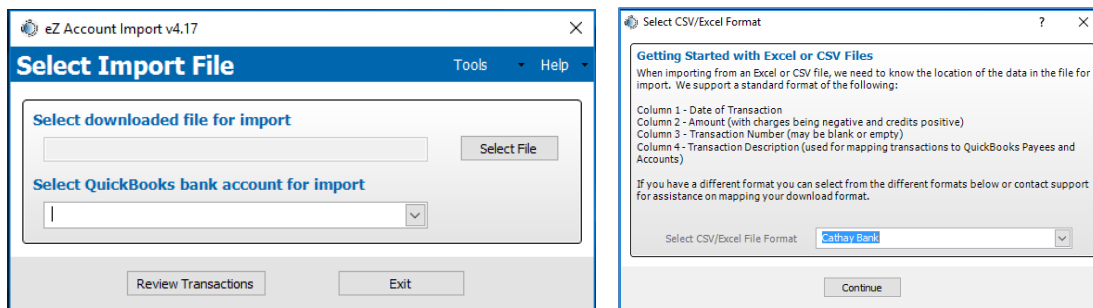
Before using eZ Account Import, you will need to download your banking activity from Cathay Business Online Banking. From the “Reports” menu tab select “Activity – deposit accounts” and from the Search Activity & Balance’s screen select the “CSV” format option. Download and save the file to your computer.



Importing Data

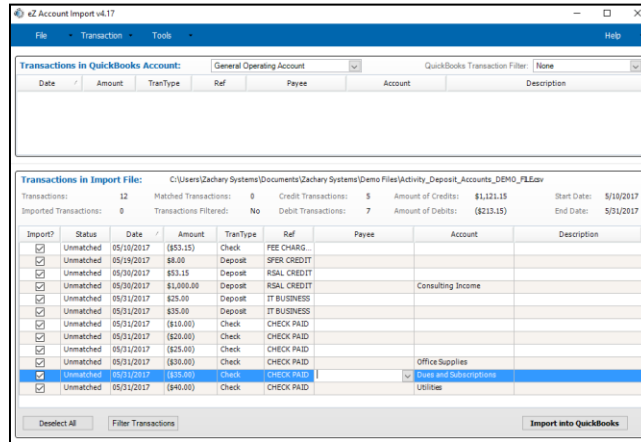
Once eZ Account Import has been activated, you will be able to import into QuickBooks bank transaction data from the .csv file you downloaded from Cathay Business Online Banking. Before launching eZ Account Import, launch QuickBooks and open your company file.

1. Click on the eZ Account Import icon on your desktop.
2. Select the “Activity – deposit accounts” export file(CSV file format) from Cathay Business Online Banking that you would like to import into QuickBooks.
3. Select the QuickBooks account to which you would like to import the transactions.
4. When you select a new file, you will be prompted to select the file type. Select “Cathay Bank” from the dropdown option.



Your data will be displayed in the Import Transaction screen. From here you will be able to:

- Review and select which transactions to import
- Assign Payees and Accounts to specific transactions
- Create New Vendors and Customers and assign to specific transactions
- Split transactions across expense accounts and customers as well as many other features



Online Help

eZ Account Import has extensive Online Help including How To guides and FAQs. Click on the “Help” link in the upper right corner of each screen.

Zachary Systems
The easy way to import and export QuickBooks data

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Welcome to eZ Account Import Help, click on any of the links below to find out more about eZ Account Import. We also offer free interactive web based training to help you get up and running quickly.

Getting Around

- Registration Window
- Activation Window
- Select Import File Window
- Import Transactions Window
- Preferences Window
- Aliases Window
- Add Aliases
- Add QuickBooks Vendor or Customer Window
- Split Transaction Window

How to Guides

- Download & Installing
- Registration
- Video
- Connecting to QuickBooks Online
- Import Transactions
- Video
- Import Payments Received
- Video
- Import Bill Payments
- Video
- Create Aliases

Frequently Asked Questions

- General Questions
- Trial
- Subscription
- Registering
- Connecting to QuickBooks
- Error Messages
- Importing Transactions
- Aliases

I want to learn about...

- Importing QIF, QFX, OFX or QBO into QuickBooks
- Integrating my Credit Union or Bank with our Small Businesses
- How to Import Excel or CSV files into QuickBooks
- How to Import QIF files into QuickBooks
- QuickBooks IIF Converter Issues

Recent New

- Zachary Systems launches version 4.0 of their import utilities and surpasses 4,000 registered small businesses importing data into QuickBooks from their bank or credit union.
- Zachary Systems passes milestone. Zachary Systems announces the launch of eZ Payment Import for QuickBooks enabling Small Businesses to simply and quickly import payment data from remote