1. Go to www.capstonebankal.com and log in to Personal Online Banking



## 2. Personal Online Banking Home page

• Select desired account

$C_{\mathbf{B}}$		STO ANK	NE	
My Accounts	Move Money	Manage Money	Additional Services & Info	Bill Pay
My Acco	ounts			0
My Accord	ounts s			(2) Nake a transfer

## 3. Account Transaction History page

• Select desired date range then click "Export"

CB My Account	S Move Money Manage Money Additional Services & Info Bill Pay	O N	Dtifications   M
Checking Ac	ot *1933 <u>Change account</u> +	ݢ Make a transfer 🛛 🕹 E	ixport Print
« May 16 - Ji	un 14, 2016 30 days - » Narrow by items containing e.g. "AT&T", "check" or "5.00"		
Date -	Description Depos	it Withdrawal	Balance
Pending	Pre-auth Memo Hold / Pre auth DUNKIN #351065 LOC: TUSCALOOSA AL	\$12.19	
Pending	POS Debit - DDA / POS Debit Pri PUBLIX SUPER MA LOC: TUSCALOOSA AL	\$26.16	
06/13/2016	TTOWN CAFE DBT CRD 2128 06/12/16 00018265 TUSCALOOSA AL	\$6.60	\$1,807.12

## 4. Export Format Options Box

• Choose the desired export format then click on "Export"

Export currently shown transactions For best results, change the dates and narrow criteria before exporting.			
O Excel (.csv)			
OFX			
Quicken (.qfx)			
O QuickBooks (.qbo)			
Export			

## 5. File Export Options

- "Open" automatically opens in Quicken/QuickBooks
- "Save" creates a file that can be imported in to Quicken/QuickBooks



Note: Transaction history files are designed to work with the latest two versions of Quicken/QuickBooks.