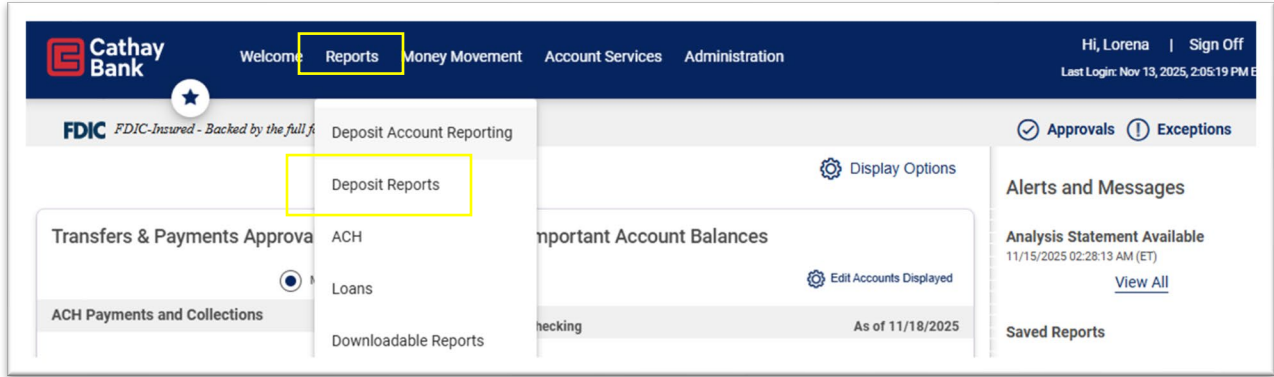


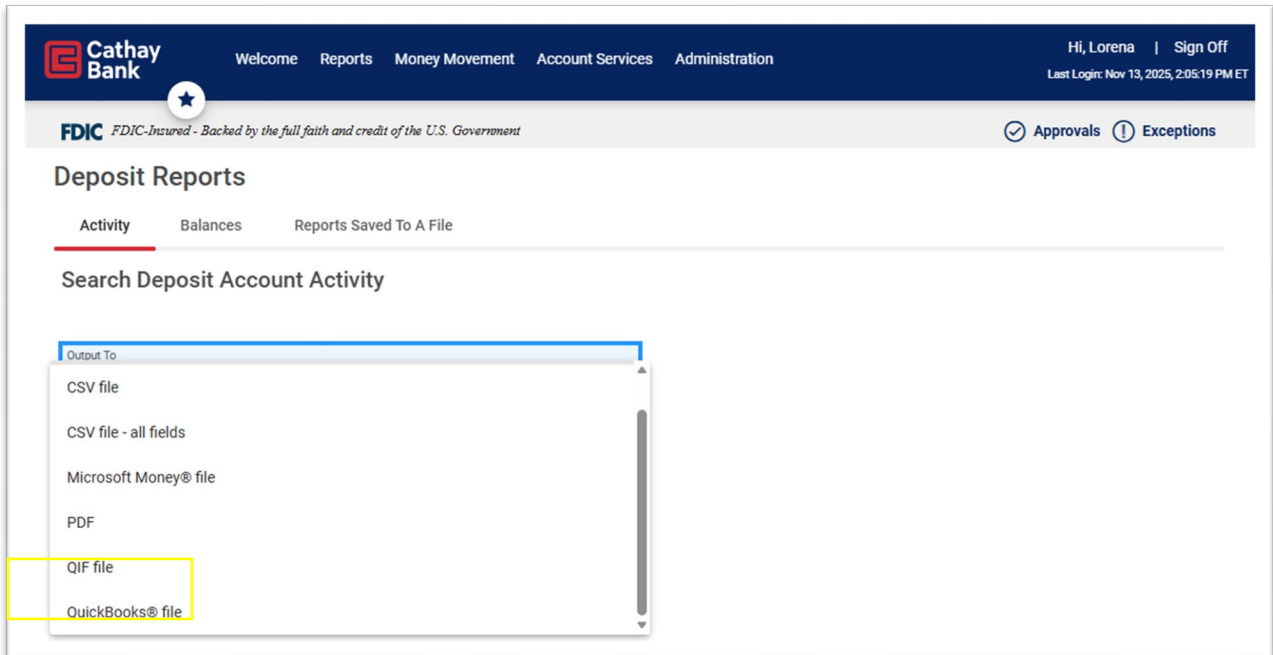
How to Download QuickBooks File

1. Hover mouse over Reports. Select Deposit Reports.

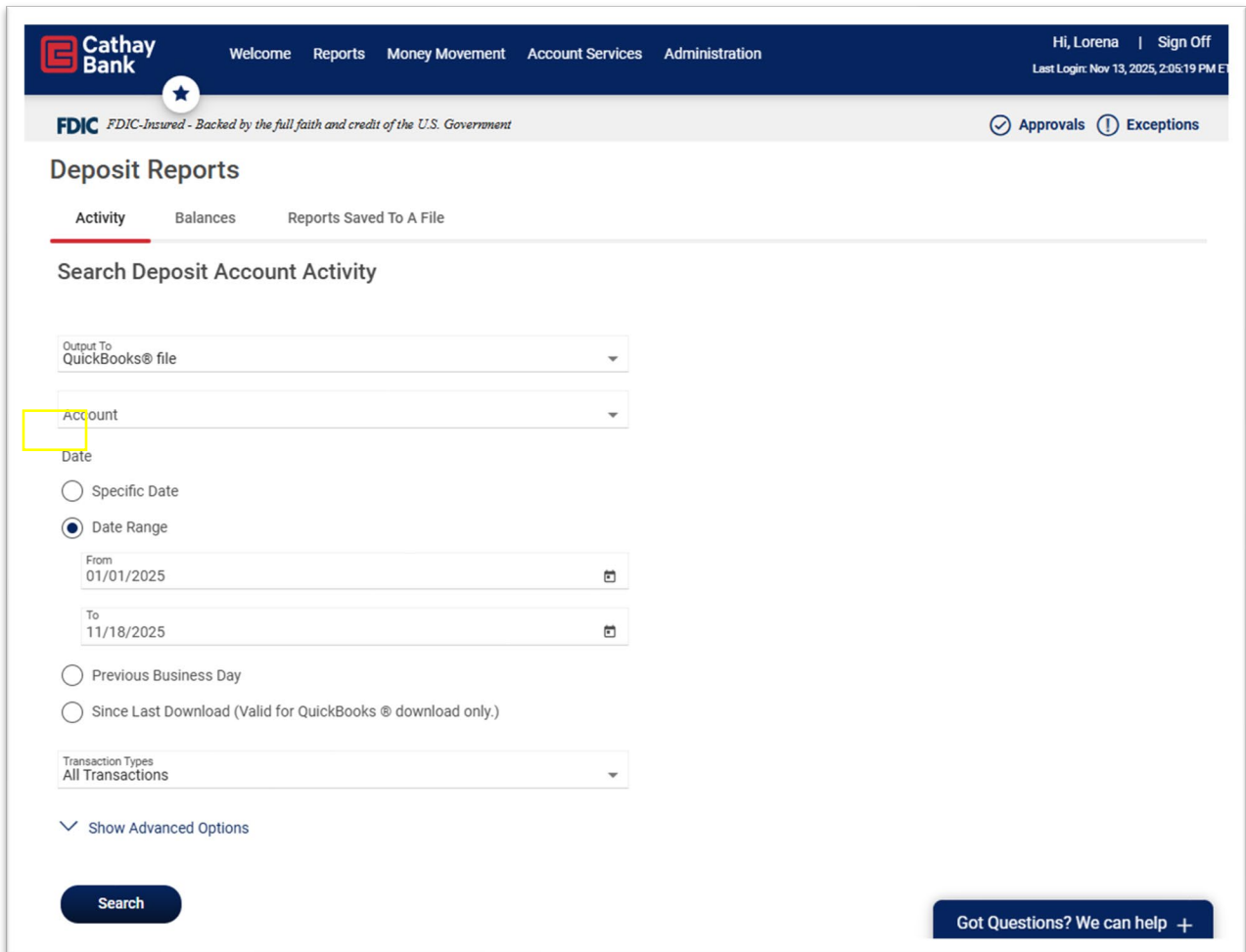


Deposit Reports will appear.

2. Click on the drop-down arrow in Output To and select QuickBooks File



3. Select the Account. Make a selection in the Date field. Click Search.



The screenshot shows the Cathay Bank web interface for Deposit Reports. The top navigation bar includes links for Welcome, Reports, Money Movement, Account Services, and Administration. The user is logged in as Lorena, with a last login time of Nov 13, 2025, 2:05:19 PM ET. The main content area is titled 'Deposit Reports' and has three tabs: Activity (selected), Balances, and Reports Saved To A File. Below the tabs is a section for 'Search Deposit Account Activity'. It features a dropdown for 'Output To' (QuickBooks® file), a dropdown for 'Account' (highlighted with a yellow box), and a 'Date' section with radio buttons for 'Specific Date' and 'Date Range' (selected). The 'Date Range' section includes 'From' (01/01/2025) and 'To' (11/18/2025) date pickers. There are also radio buttons for 'Previous Business Day' and 'Since Last Download (Valid for QuickBooks® download only)'. A 'Transaction Types' dropdown is set to 'All Transactions'. A 'Show Advanced Options' link is visible, and a 'Search' button is at the bottom left. A 'Got Questions? We can help +' button is at the bottom right.

4. For additional details click on Show Advanced Options.



The screenshot shows a single line with a blue link that says 'Show Advanced Options' with a small downward-pointing chevron icon to its left.

This will open Advance Search Options.

5. Make a selection in the available fields. Click Search.

Display Options [^ Hide Advanced Options](#)

Account Sort
Account number ▼

Include

Transaction detail

Subtotals for selected transaction groups

Advanced Search Options (optional)

Advanced search options allow you to search for specific transactions within a single account

Amount

Exact Amount

Range

Check Serial Number

Exact Number

Range

Description

[Search](#)

[Got Questions? We can help +](#)

*This feature can download one month worth of transaction activities in QuickBooks file format.