

Treasury Services



Insured Cash Sweep



QuickBooks® Balancing Guide

Member
FDIC

VB120625

 **Bank of Labor**

100
YEARS
AND COUNTING

Treasury Services

Table of Contents

Manual Entry.....	1
<i>Step 1 – Chart of Accounts</i>	
<i>Step 2 – Account Register</i>	
<i>Step 3 – View Register</i>	
<i>Step 4 – Add Journal Entry</i>	
<i>Step 5 – Add Insured Cash Sweep Entries</i>	
Upload File	4
<i>Step 1 – Download a File</i>	
<i>Step 2 – Select a File</i>	
<i>Step 3 – Select Account</i>	
<i>Step 4 – Import Complete</i>	
Contact Us	6

QuickBooks Balancing Guide

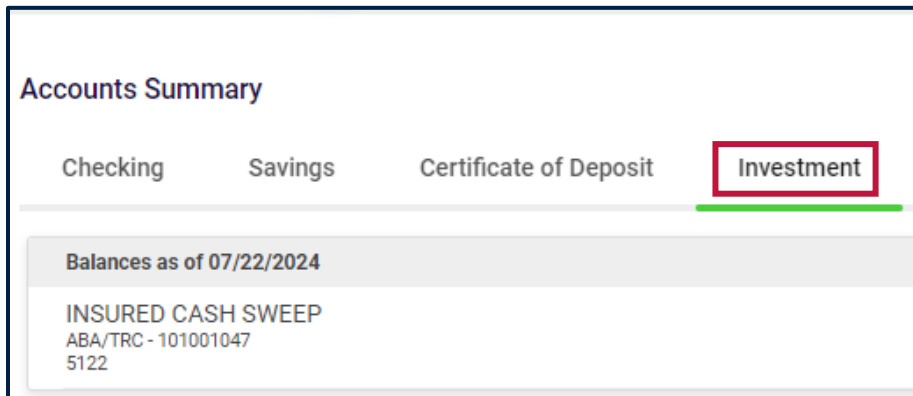
Manual Entry

The Insured Cash Sweep transactions may be manually entered into the QuickBooks Online application.

If entering the information from the statement, refer to the Insured Cash Sweep section of the statement.

BANK OF LABOR		Page 11
June 30, 2024		XXXXX5122
Your ICS Cash Sweep Account		
ACCOUNT BALANCE \$ 39.00		
Account number XX-XXX5-12-2		
ICS CASH SWEEP SUMMARY AS OF 06/30/24		
Beginning Balance		\$0.00
Interest		\$0.00
Deposits		\$76.00
Withdrawals		\$37.00
Ending Balance		\$39.00

If entering the information online through the Bank of Labor Business Online Banking profile, sign in, and select 'Investment' under the Accounts Summary.



Step 1

In QuickBooks, navigate to the **Chart of Accounts**.

Step 2

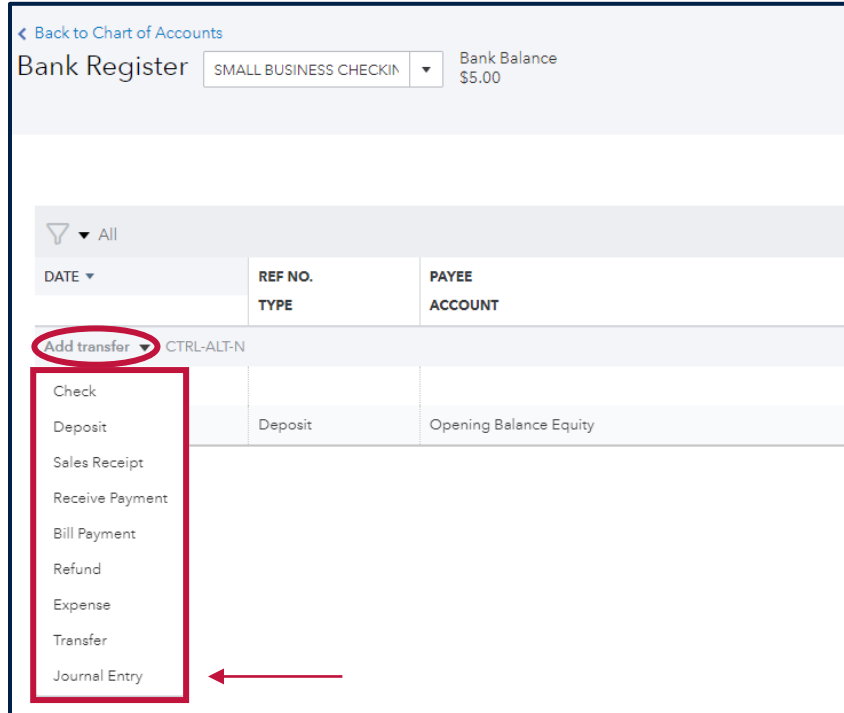
Locate the account register you want to review. *If the deposit account has not been linked to QuickBooks, navigate to **Bank transactions**, click on **Link account**, and search for Bank of Labor Business. Sign in with your Bank of Labor Business Online Banking login credentials.*

Step 3

Under the **Chart of Accounts**, select the **account**. From the **Action** column, click on **View register**.

Step 4

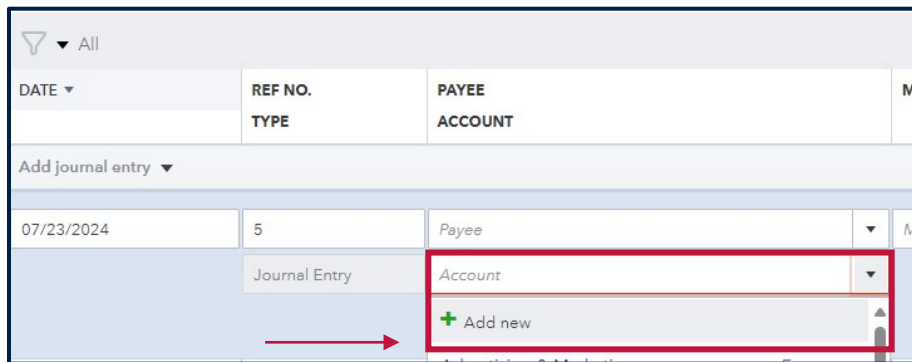
At the top of the list, select the '**Journal Entry**' from the dropdown menu.



Step 5

Enter an entry for each transfer to/from the Insured Cash Sweep.

- Enter the date of the transaction and the payment (transferred out), deposit (transferred in and interest earned) amount.
- Select the Insured Cash Sweep account. *If an account has not been created for the Insured Cash Sweep, select **Add new**.*



- Name the account as Insured Cash Sweep with the last 4-digits of the account number.
- Select **'Bank'** for the Account Type.
- Select **'Cash on Hand'** for the Detail Type.
- Enter in the **'Opening Balance'** as of the beginning of the statement date.
- Click on **Save**.

New account [X]

Account name*
Insured Cash Sweep x5122

Account type* [Bank] Detail type* [Cash on hand]

Make this a subaccount

Opening balance [5.00] As of [05/01/2025]
[More info on opening balances](#) We'll start tracking from 05/01/2025 onwards.

Description
[]

Balance Sheet [NEW ACCOUNT PREVIEW](#)
Active accounts as of 05/07/2025

Cash

- Insured Cash Sweep x5122
- SMALL BUSINESS CHECKING (5122) - 1

[Video tutorials](#) [Cancel] [Save] [v]

QuickBooks Balancing Guide

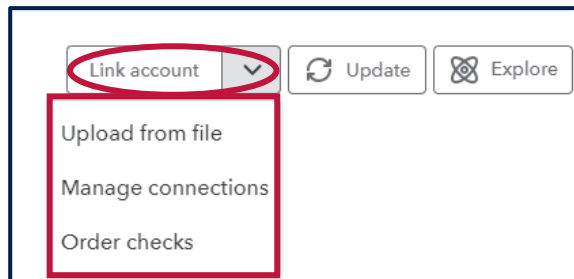
Upload File

You can download a QuickBooks file from Bank of Labor's Business Online Banking profile and upload it directly to QuickBooks.

Step 1

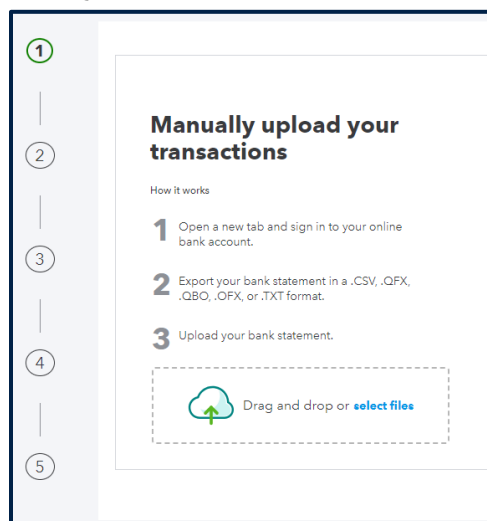
To download a file:

- Sign in to www.bankoflabor.com.
- Under the Accounts Summary, select **Investment**.
- Select the Insured Cash Sweep account.
- Modify the date range as needed by clicking on **Modify Search**.
- On the right-hand side, click the download icon and select the **QuickBooks file**.
- Once the file is downloaded, sign in to QuickBooks and navigate to the **Bank Transactions** page.
- In the **Link account** dropdown list, select **Upload from file**.



Step 2

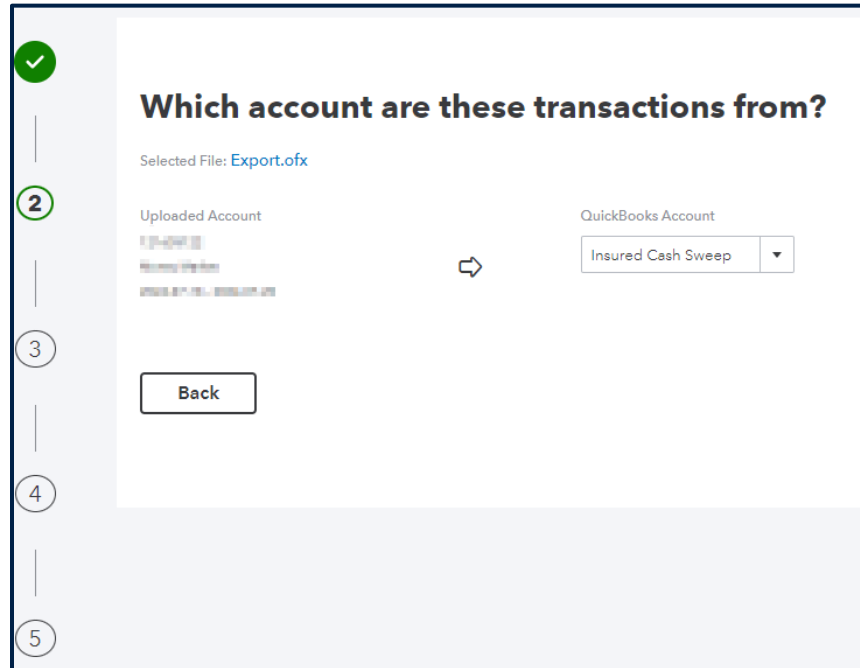
Drag and drop the downloaded QuickBooks file or select the file and click **Continue**.



Step 3

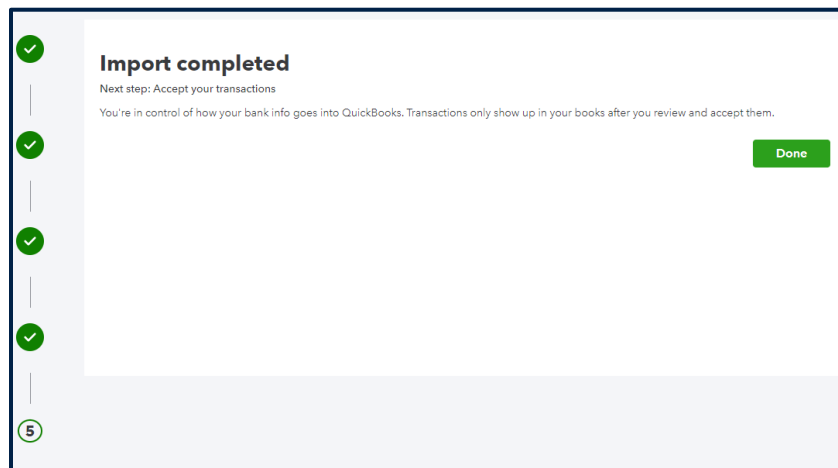
On the next screen, select the Insured Cash Sweep account from the drop-down list and click **'Continue'**. If an account has not been created for the Insured Cash Sweep, select **'Add New'**.

[Repeat the steps listed on page 3]



Step 4

The final step displays the import file status. If the import is completed, click **Done**. You should be redirected back to the **Bank transactions** page. Confirm the transaction activity and make any changes necessary to tie it to the Insured Cash Sweep account created within QuickBooks.



Contact Us

If you have any issues, please call our help desk at 855.245.2267 or 913.288.5400 (service available Monday-Friday, 7:30 am - 6 pm CST.)

Email: treasuryservices@bankoflabor.com

Bank of Labor – Headquarters: 6301 Glenwood Street, Overland Park, Kansas 66202

Mailing Address: PO Box 175008, Kansas City, Kansas 66117

Resource Center: <https://www.bankoflabor.com/resources/>

QuickBooks Online Support: 800.446.8848