

QBO 1 Bank rules for repetitive transactions

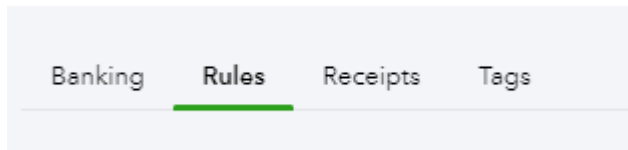
This article contains the steps and tips to set up bank rules to save lots of time when you have repetitive transactions. Classify them once, then set and forget.



QBO 1 Repetitive Transactions – Bank Rules

One of the biggest efficiencies in QBO (apart from the Bankfeed) is the Bank Rule for repetitive transactions.

Bank rules use data base if-then functionality to quickly deal with transactions that meet the set criteria. There are several areas to be careful with. To create a new bank rule click on Rules at the top of page:



This is the bank rule panel that comes up:

Create rule



Rules only apply to unreviewed transactions.

What do you want to call this rule? *

Apply this to transactions that are



in



and include the following:



[+ Add a condition](#)

Then assign

Transaction type



Category



[Add a split](#)

Payee



GST



Tags

[+ Assign more](#)

Automatically confirm transactions this rule applies to

Auto-add

Several things to notice: there are three types of bank rule – spend money, receive money and transfers.

If you have clicked through from the bank feed, QBO will automatically offer the correct type. Otherwise, select money out/money in.

The most important area to get right is “and include the following” The transaction MUST match ALL of the following conditions. Change ALL to ANY unless you are very certain that the bank will ALWAYS use the same characters (tip: they never do).

Classify as you would ordinarily, and then save the rule. You can add multiple lines to the rule.