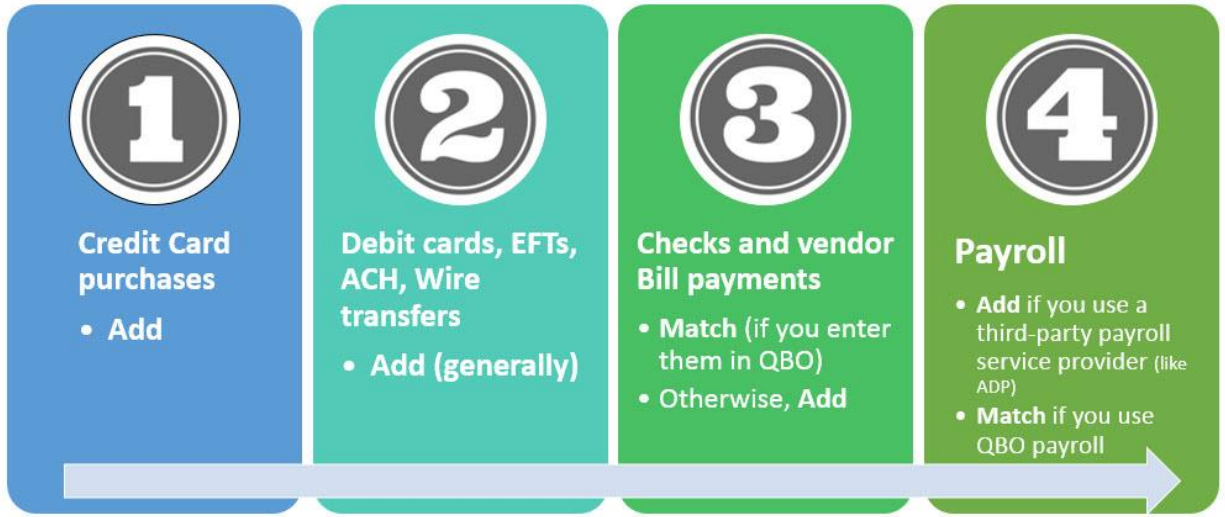
# QBO banking transactions cheat sheet

## FOLLOW THE 3-STEP PROCESS

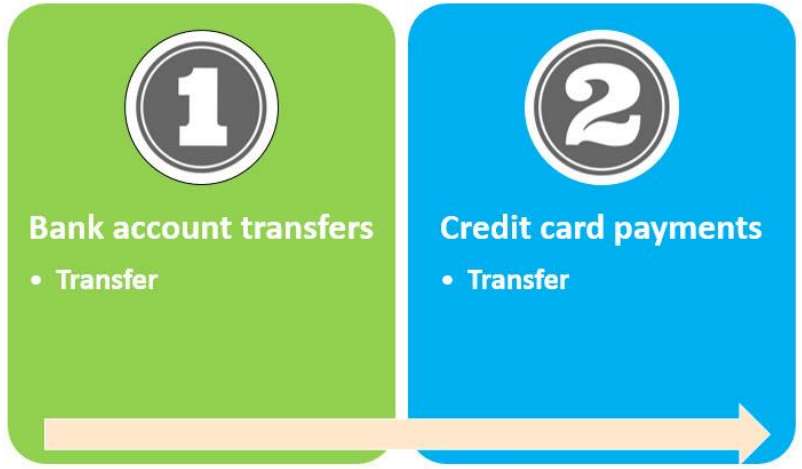
**Work on similar groups of transactions. Add or match as indicated.**

## Step 1 - MONEY OUT (SPENT) TRANSACTIONS




## Step 2 - MONEY IN (RECEIVED) TRANSACTIONS

## Step 3 - TRANSFERS BETWEEN ACCOUNTS AND CREDIT CARD PAYMENTS




*[Note: We've provided this cheat sheet as a general guideline.*
*Your individual business needs and workflows may be different from what we have provided in this guide.]*