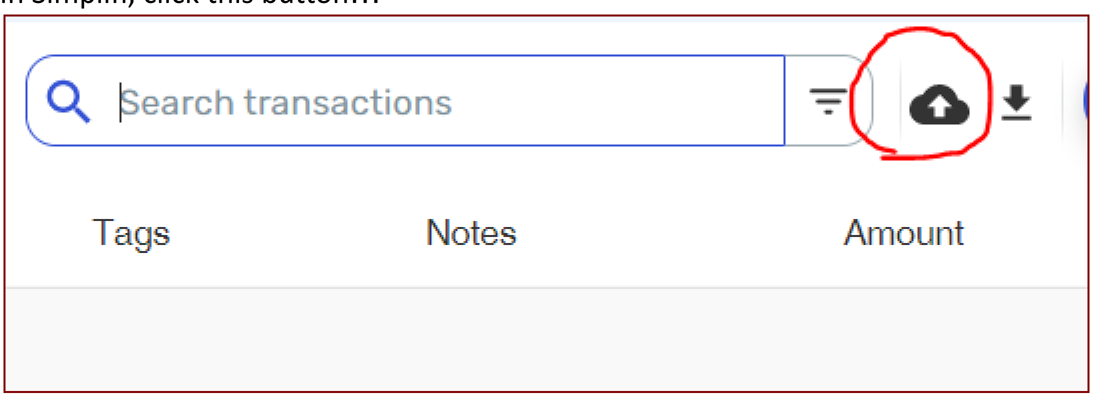
Manually Uploading Transactions in Simplifi

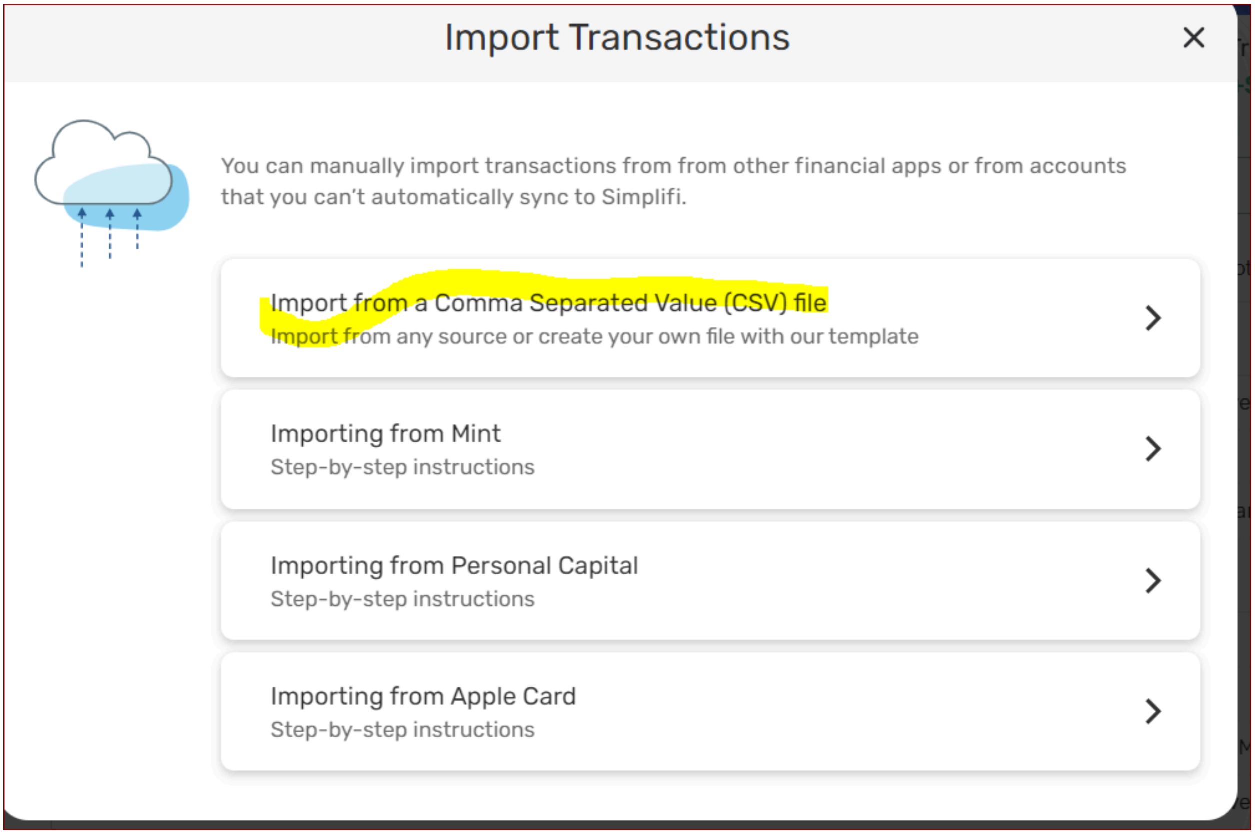
These step-by-step instructions are not ‘officially sanctioned’ by Simplifi; I just made them to help me and others. If you find a problem with my instructions, get confused, or have additional questions, please make a post to the Simplifi Community and include me, @Flopbot. Good luck!

These instructions aren’t really intended for your initial account setup. I’m assuming that you already have some transactions in your register.

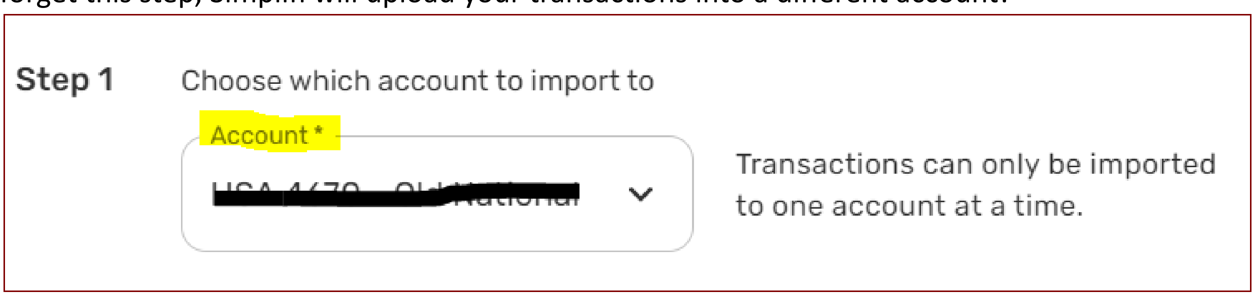
1. In Simplifi, open Dashboard.
2. In Simplifi, Open Account (you should be viewing the specific account, not all of your accounts combined).
3. In Simplifi, take note of the last transaction date (ex. 12/4/2021). Skip steps 3 & 5 if you're doing the upload for the very first time.
4. On your bank’s website, view your transactions and compare them to Simplifi, which ones are missing?
5. On your bank’s website, filter transactions to just show the missing transactions. I do this by filtering for **The Next Day** (ex. 12/5/2021) through **Today**.
6. On your bank’s website, download to CSV.
7. Open Bank Account online and filter transactions from the next missing day through today.
8. In Simplifi, click this button…



9. In Simplifi, select this..



10. **CRITICAL STEP:** In Simplifi, MAKE SURE that the Account in the dropdown is correct!!!!! It defaults to the last account uploaded…not the one you clicked the button in. If you forget this step, Simplifi will upload your transactions into a different account!

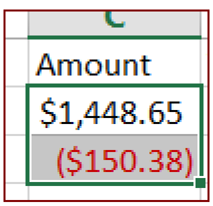


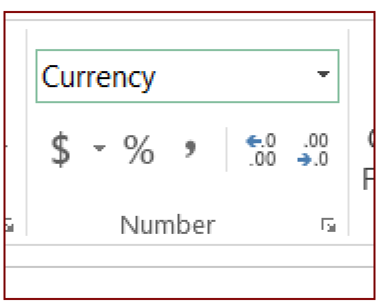
11. **CRITICAL STEP:** In Simplifi, follow the steps listed. Step 2 is the most critical step.

Step 2 Create a spreadsheet using these exact column headers. (Or you can download our template)

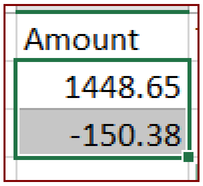
Date	Payee	Amount	Tags
3/13/2020	Starbucks	-7	Vacation
3/15/2020	Uber	-21.12	Hawaii, Vacation
3/17/2020	Acme	1735.21	

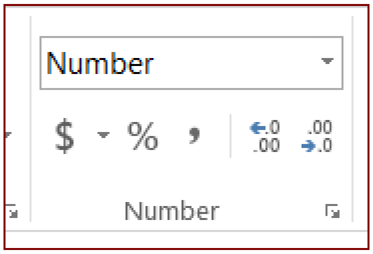
12. In Excel, rename fields, delete fields, reformat fields till they look exactly like the example in Step 2. Personally, I find that I have to do the following, but that will be different for each person's bank.
    a. Rename a "Description" column to "Payee".
    b. Delete a "Comments" column.
    c. Delete a "Check Number" column.
    d. Delete a "Balance" column.
    e. Add a "Tags" column.
    f. I think the most critical, I specifically have to change the format of the Amount column from "Currency"…





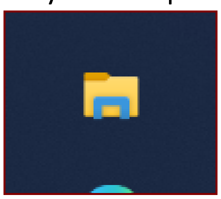
To "Number"…



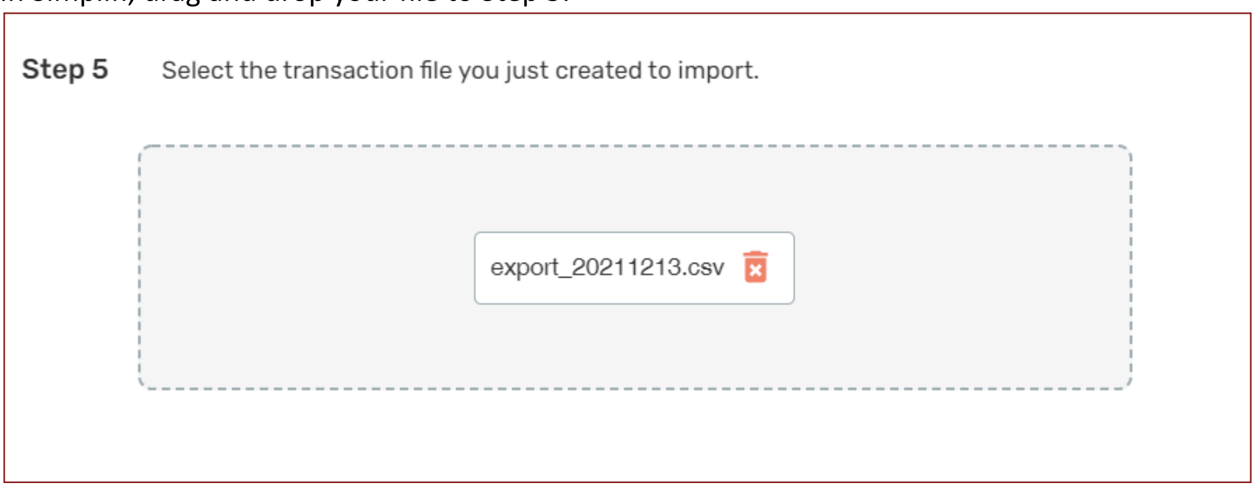


Specifically, I only select and reformat the actual cells with money in them. I leave the column heading alone…whatever it was by default.

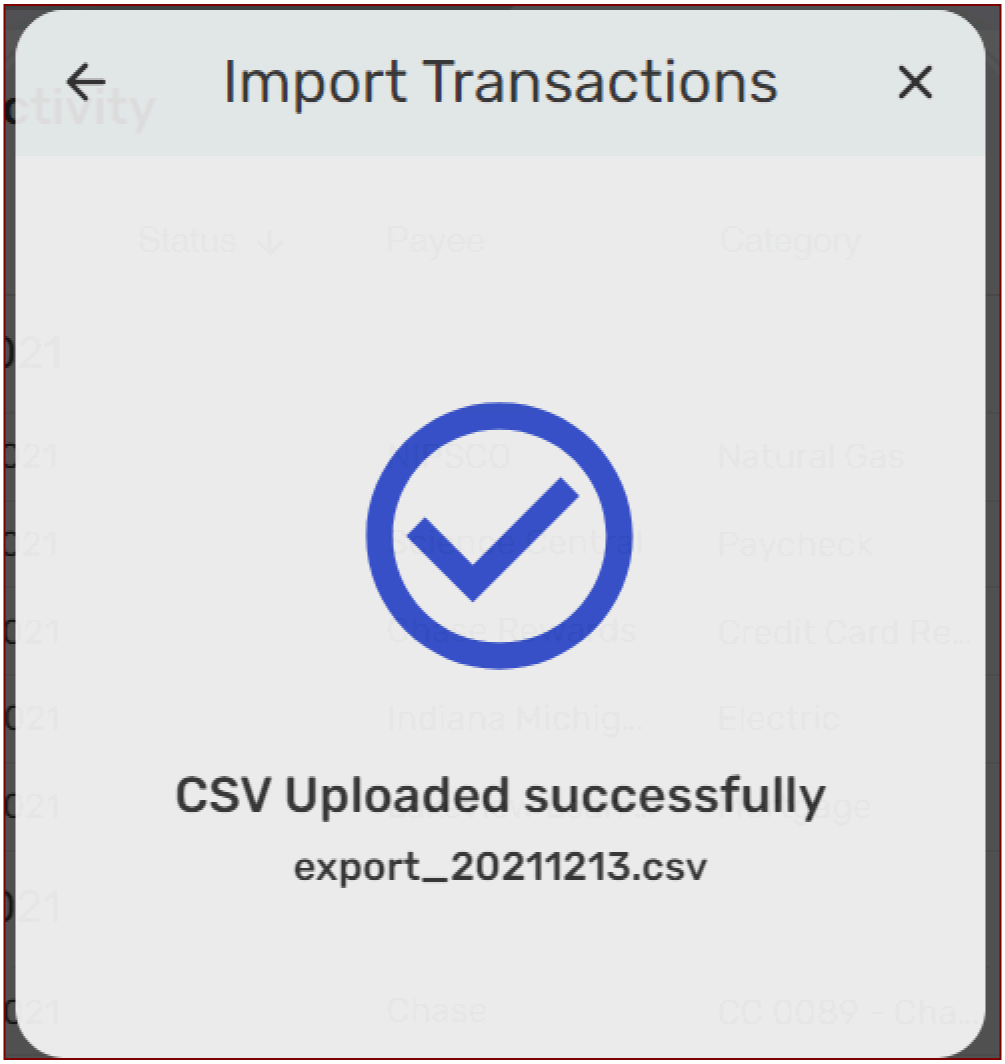
13. In Excel, save it to your computer as a CSV file.
14. On your computer, open file navigator and find your file.



15. In Simplifi, drag and drop your file to Step 5.



16. In Simplifi, wait for this screen…



17. In Simplifi, double-check your account to make sure everything uploaded is okay.