

Export Participant Transactions to Quicken

The following steps will enable you to export a transaction history report from your RPG portal, convert from CSV to Quicken and import the data to Quicken.

Export Transaction History

1. Visit myfocus.rpgconsultants.com and sign in to your RPGFocus retirement account.

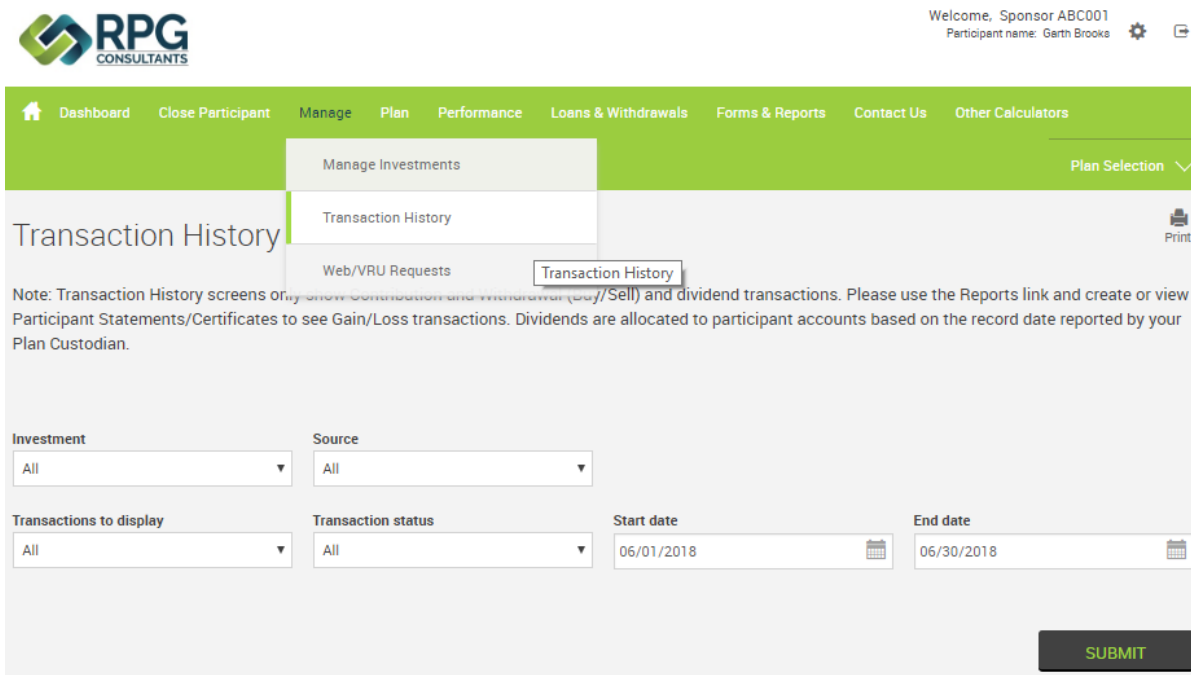
Sign-in to your **RPGFocus** Retirement account:

Username:

Password:

- Participant
 Sponsor
 Advisor

2. Go to Manage -> Transactions, select your desired criteria and click Submit.



The screenshot shows the RPG Focus portal interface. At the top left is the RPG CONSULTANTS logo. At the top right, it says "Welcome, Sponsor ABC001" and "Participant name: Garth Brooks" with a settings gear icon and a user profile icon. Below this is a navigation bar with links: Dashboard, Close Participant, Manage, Plan, Performance, Loans & Withdrawals, Forms & Reports, Contact Us, and Other Calculators. The "Manage" link is highlighted, and a dropdown menu is open showing "Manage Investments", "Transaction History", and "Web/VRU Requests". The "Transaction History" option is selected. Below the navigation bar, the page title is "Transaction History" with a "Print" icon. A note reads: "Note: Transaction History screens only show contributions and withdrawal (Buy/Sell) and dividend transactions. Please use the Reports link and create or view Participant Statements/Certificates to see Gain/Loss transactions. Dividends are allocated to participant accounts based on the record date reported by your Plan Custodian." Below the note are several filter dropdowns: "Investment" (All), "Source" (All), "Transactions to display" (All), and "Transaction status" (All). There are also "Start date" and "End date" fields with calendar icons, showing "06/01/2018" and "06/30/2018" respectively. At the bottom right is a large "SUBMIT" button.

3. Click Download to download the transaction history.

DOWNLOAD

Convert from CSV to QFX

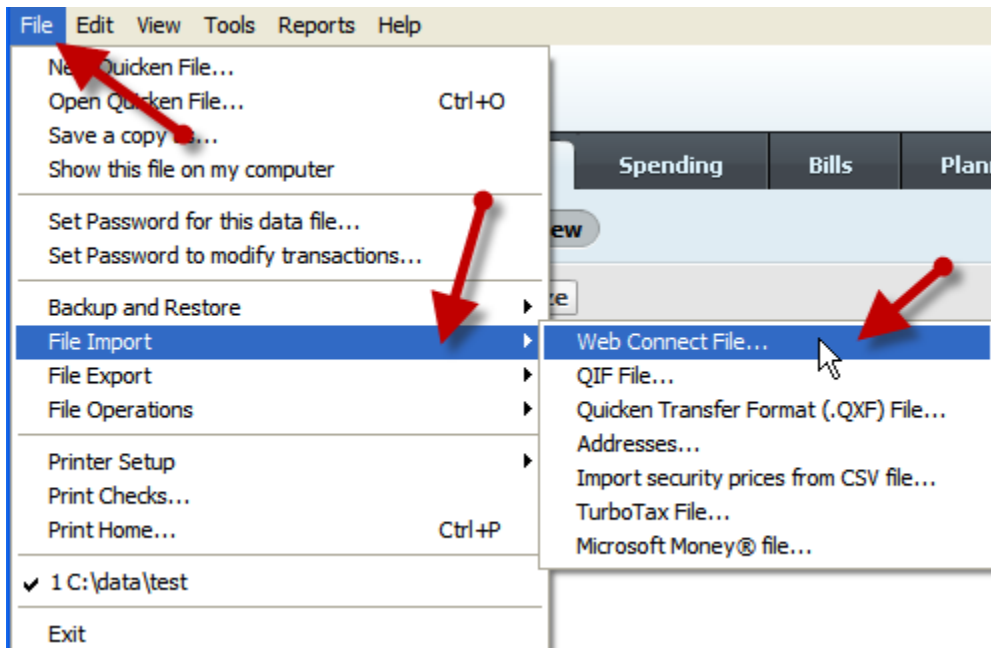
1. Download CSV2QFX at <https://www.propersoft.net/download/csv2qfx> and install it. You can test the converter with the free trial before purchasing a license. **Use promotion code RPG40 to receive a 40% discount when you purchase a CSV2QFX personal license.**

This is a paid application developed by ProperSoft Inc. We are not affiliated with ProperSoft Inc, we are not responsible for the software and we do not provide product support for the converter.

2. Start CSV2QFX and point to the CSV file (make sure it is not opened in Excel)
3. Enter the account ID as select the account type
4. Click the Convert button to create the QFX file
5. If the account in Quicken is connected to direct bank download, disable online services before importing a QFX file
6. Import the QFX file into Quicken as Web Connect file

Import QFX File to Quicken

1. Start Quicken and click File, then File Import, then Web Connect file.



2. On the import screen, select existing account or create new account.

Import Downloaded Transactions

Credit Card - Bank

Create a new account

Link to an existing account:

Credit Card Credit Card at Bank Personal

Nickname Used mostly for

Cancel Import

3. Confirm the account is updated (one time).

One Step Update Summary

Quotes

Financial Institutions


Financial Institutions Updated

1 account updated successfully

4. Review your imported transactions (Done!).

Credit Card at Bank

All Dates Any Type All Transactions

	Date ▲	Payee	Memo	Category	Tag	Charge	Clr	Payment	Balance
	22/01/2011	Opening Balar		[Credit Card a			R	12 34	12 34
	23/01/2011	Some Store	Bookstore Inv	Shopping:Boo		12 34	c		0 00
	16/12/2011	<input type="text"/>	<input type="text"/>	<i>Memo</i>	<i>Category</i>	<i>Tag</i>	<i>Charge</i>	<i>Payment</i>	