

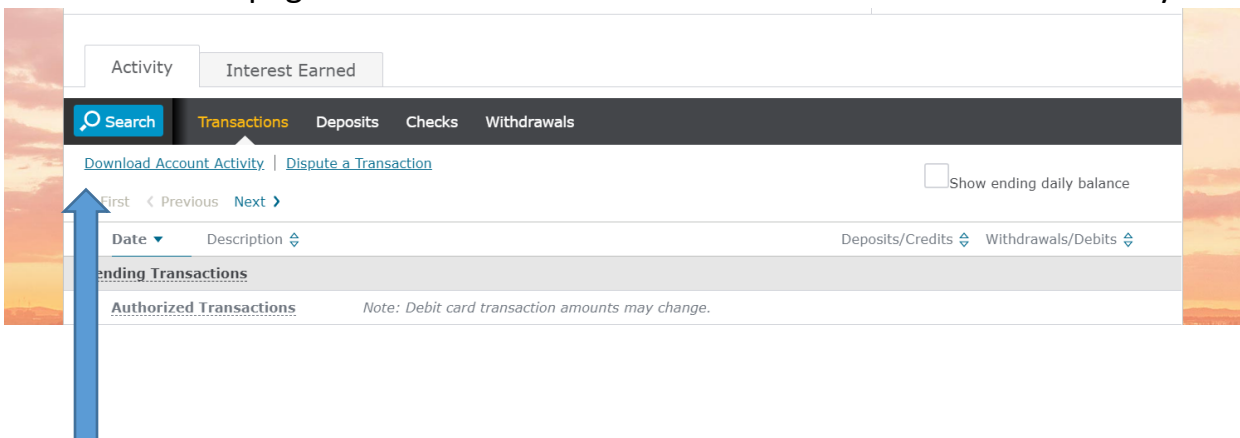
Sign on to your Wells Fargo online banking at wells Fargo.com. The transaction history is not available on mobile devices. You will need to use a computer.



Select your troop account by clicking on the account title. All Girl Scout accounts should be a SIMPLE BUSINESS CHECKING account. If your account is not the correct type, please contact customercare@gsgcf.org so we can get this corrected for you.



Scroll down the page to the search area. Click on “Download Account Activity.”



The page to download your account activity will appear.

Step 1—Be sure the account displayed is your troop account.

Step 2—Enter the dates for your report.

The start date will be July 1, 2020, OR the date of your troop’s first transaction for the 2020-2021 troop year.

- For example, if your troop began on August 1, 2020, and you opened your troop account on August 14, 2020, with a starting deposit, select August 14 as your starting date.
- The end date will be the date you are preparing your finance report to submit to council. Finance reports are due on June 1, 2021.
- If you are preparing your report on May 19, 2021, and your troop was active last year, you would enter 07/01/20 to 05/19/21 for your date ranges.
- If your troop began on August 1, 2020, you would enter 08/14/20 to 05/19/21 for your date ranges, as that is the date of your first transaction through the date you are working on the report.

Download Your Account Activity

Upgrade to Direct Connect and you can automatically download all your eligible accounts: Bank from within your software.

- See fees and learn more about using Online Banking and Bill Pay with [Quicken](#).

Download your account information by following these steps:

Step 1: Choose an account.¹

Account



 

Step 2: Verify the pre-filled date range.²

For the selected account, you can download up to 18 months of previous account history.

Note: Always confirm "From" and "To" dates before downloading account activity.

Date Range

  to 

Select the “Comma Delimited” format and click “Download.”

Step 3: Select a file format to download.³

File Format

- Quicken® (Web Connect)
- Comma Delimited (ASCII, Spreadsheet)

Download

Your report will generate and show up as a download on your computer (usually, something like this):



Click to open and view your downloaded report. Your report should include all of your transactions during the date window you selected, in order from most recent to oldest.



	A	B	C	D	E	F	G	H
1	#####	-16.5 *			PURCHASE AUTHORIZED ON 02/24 OL			
2	#####	-28.05 *			PURCHASE AUTHORIZED ON 02/24 OL			
3	#####	-58.78 *			FPL DIRECT DEBIT ELEC PYMT 02/20 7:			
4	#####	-87.5 *			PURCHASE AUTHORIZED ON 02/23 RE			
5	#####	-12.52 *			PURCHASE AUTHORIZED ON 02/23 CO			
6	#####	-15 *			PURCHASE AUTHORIZED ON 02/23 AN			
7	#####	-108.62 *			COMCAST 8-3-10-0490255341 20022:			
8	#####	-40 *			ATM WITHDRAWAL AUTHORIZED ON			
9	#####	-24.02 *			PURCHASE AUTHORIZED ON 02/23 7-E			
10	#####	-68.95 *			PURCHASE AUTHORIZED ON 02/23 SA			
11	#####	-47.68 *			PURCHASE AUTHORIZED ON 02/23 SA			
12	#####	-38.93 *			RECURRING PAYMENT AUTHORIZED C			
13	#####	-108.7 *			PURCHASE AUTHORIZED ON 02/22 TH			
14	#####	-14.94 *			PURCHASE AUTHORIZED ON 02/21 YO			
15	#####	-41.1 *			PURCHASE AUTHORIZED ON 02/21 YO			
16	#####	-12.71 *			PURCHASE AUTHORIZED ON 02/21 CH			



Save your report by clicking “FILE” and “SAVE AS.” Save document titled “Troop XXX Transaction History 2021” to a location on your computer. Attach the transaction history to your finance report. Be sure to include your troop number in your email, as it does not appear in the report.