QuickBooks Online Conversion Instructions

Your QuickBooks Online Web Connect settings will need to be modified to ensure that your data connectivity transfers smoothly to the upgraded online banking system. You can make these modifications when it's convenient for you **anytime January 30, 2024 or later**.

QuickBooks Online Web Connect

Back Up

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Modify Connection

In QuickBooks

1. Disconnect online banking connection for accounts connected to financial institution that is requesting this change.
   a. Select **Banking** or **Bank Transactions** from the left column.
   b. Click on the account you would like to disconnect, then click the **Pencil** Icon on the corner of that account box.
   c. Click **Edit Account Info**.
   d. Check the box next to **Disconnect this Account on Save**.
   e. Click **Save and Close**.
   f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
   a. Download a Web Connect file (.qbo or .qfx) from your financial institution's online banking site.
   b. In QuickBooks Online, choose **Banking** or **Bank Transactions** from the left column.
   c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.
   d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.

> **Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.**

    e.   When the import is finished, click **Let's go!**

    f.   Review the For Review tab on the Banking page to view what was downloaded.

    g.   Click **Next**, and then click **Done**.

    h.   Repeat this step for each account that you have connected to this institution.

3.   Follow your regular process for importing new transactions.