

# QuickBooks Online Conversion Instructions

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As UCU completes its digital banking upgrade, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

**IMPORTANT:** Express Web Connect will not be available until 10 business days after June 6, 2023. During this time, if you need to make transaction updates, you can download your transactions from online banking and import them into Quicken or QuickBooks.

## QuickBooks Online Express Web Connect

On June 5, 2023:

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.

On June 6, 2023:

**Disconnect online banking connection for accounts connected to UCU.**

1. Select 'Banking' from the left column.
2. Click the account you want to disconnect, then click the 'Pencil Icon' on the corner of that account box.
3. Click 'Edit Account Info'.
4. Check the box next to 'Disconnect this Account on Save'.
5. Select 'Save and Close'.
6. Repeat steps for any additional accounts that apply.

**Complete 10 business days after June 6, 2023:**

1. Reconnect online banking connection for accounts that apply.
  - a. On the Banking page, click 'Add Account' in the upper-right side of the screen.
  - b. Type your UCU's name and choose the correct option from the results.

- c. Enter your UCU credentials and click 'Continue'. Express Web Connect uses the same credentials you use for your UCU online banking.
  - d. Provide additional information, if requested.
  - e. Ensure you associate the accounts for your financial institution to the appropriate account already listed under 'Which accounts do you want to connect?' Choose the matching accounts in the drop-down menu.
- Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online.** If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.
- f. After all accounts have been matched, click 'Connect' and then click 'Finish'.
2. Exclude Duplicate Transactions.
    - a. Select 'Banking' from the left column.
    - b. In the 'For Review' section, click the checkboxes for the transactions you want to exclude.
    - c. Choose 'Batch Actions' and then 'Exclude Selected'.

## QuickBooks Online Web Connect

### On June 5, 2023:

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.

### On June 6, 2023:

1. Disconnect online banking connection for accounts connected to UCU.
  - a. Select 'Banking' 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 UCU's online banking site.
  - b. In QuickBooks Online, choose 'Banking' 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 UCU.