

# QuickBooks Online Conversion Instructions

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Your [QuickBooks Online Web Connect](#) or [QuickBooks Online Express 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**.

**IMPORTANT:** [QuickBooks Online Express Web Connect](#) will not be available until at least 5 business days after January 30, 2024, so please utilize another connectivity type if you need transaction updates during this downtime.

## 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.

## QuickBooks Online Express Web Connect

### Backup

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 the 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.

#### Complete no sooner than 5 business days after January 30:

2. Reconnect online banking connection for accounts that apply.
  - a. On the Banking page, click **Link Account** in the upper-right side of the screen.
  - b. Type your financial institution's name and choose the correct option from the results.
  - c. Enter your financial institution credentials and click **Continue**. Express Web Connect uses the same credentials you use for your institution's 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**.
3. Exclude Duplicate Transactions.
  - g. Select **Banking** from the left column.
  - h. In the For Review section, click the checkboxes for the transactions you want to exclude.
  - i. Choose **Batch Actions > Exclude Selected**.