



# QuickBooks Online Edition Conversion Instructions

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## QuickBooks Online Edition (QBO V78)

### Introduction

As **Delta Community Credit Union** completes its system conversion, you will be required to modify your QuickBooks settings to ensure the smooth transition of your data. We have provided detailed steps below to help you with this process. Please reference the dates listed for each task, as this information is time sensitive.

To complete these instructions, you will need your User ID and Password.

It's important to perform these steps as described and in the order presented to ensure your service continues to function properly. This process should take approximately 15–30 minutes.

### Documentation and Procedures

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#### Conversion – Information only

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QuickBooks Online data is stored on Intuit servers, in the cloud. Since we update your records with every change, we cannot restore your file to a previous point in time.

QuickBooks Online automatically updates your selected version so you are always on the latest release.

**IMPORTANT:** QuickBooks Online edition connectivity services will be interrupted for 5 business days after the conversion is complete.

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**Task 1:** Connect to **Delta Community Credit Union** for a final download before **January 24, 2018**.

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**NOTE:** Please skip to page 4 if you manually import transactions.

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **Delta Community Credit Union** and click **Find**.
4. Click the link for Delta Community Credit Union.
5. Type your User Id and Password and click **Log In**.

6. If additional information is required, enter it to continue.
7. Choose an **account type** for each account you're connecting.
8. Click **Connect** to download up to 90 days of transactions.

**NOTE:** If you need a shorter date range, click **Need a shorter date range?** at the top and choose between **0, 7 or 30** days.

9. After your download finishes, click the **New Transactions** tab to see what was downloaded.

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**Task 2:** Match your downloaded transactions before **January 24, 2018**.

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1. If new transactions were received from your connection, accept all new transactions on the **Transactions > Banking** page. Simply check off all the New/Matched transactions and click **Batch Action** to "**Accept Selected**".
2. If you need assistance matching transactions, choose **Help menu > Search for Matching Transactions** and follow the instructions.

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**Task 3:** Deactivate your account(s) at **Delta Community Credit Union** on or after **January 24, 2018**.

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1. Choose **Transactions > Banking**.
2. Click on the account you'd like to disconnect, then click the **Pencil Icon**.
3. Click on **Edit Account Info**.
4. Check the box next to **Disconnect this account on save**.
5. Click **Save**.
6. Repeat steps 2—6 for each account at **Delta Community Credit Union**.

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**Task 4:** Re-activate your account(s) at **Delta Community Credit Union** on or after **January 31, 2018**.

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1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **Delta Community Credit Union** and click **Find**.
4. Click the link for **Delta Community Credit Union**.
5. Type your **User ID** and **Password**. Click **Log In**.
6. Ensure you associate the account for **Delta Community Credit Union** to the appropriate account already listed under **QuickBooks Accounts**. You will want to select the matching accounts in the drop-down menu.

**IMPORTANT:** Do **NOT** select **+Add new**. If you are presented with accounts you do not want to track in this data file, **Uncheck** the box next to the **Account name**.

7. After all accounts have been matched, click **Connect**.

8. When the download is finished click **I'm done. Let's go!**

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**Task 5:** Exclude any duplicate transactions on or after January 24, 2018.

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1. Choose **Transactions > Banking**.
2. In the **New Transactions** section, click the checkboxes for the transactions you want to exclude.
3. Click **Batch Actions > Exclude Selected**.

**NOTE:** If you accidentally exclude a transaction, you can include it again using the steps listed in Task 6, below.

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**Task 6:** Undo Excluded Transactions on or after January 24 2018.

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1. Choose **Transactions > Banking**.
2. Click the **Excluded** tab.
3. Click the checkboxes for the transactions you want to include.
4. Click **Batch Actions > Undo**.
5. Transactions will appear again in the **New Transactions** tab for you to work with.

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Additional Instructions: Manually Import Transactions

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1. Log in to your **Delta Community** Online Banking account.
2. Download one of the following Web Connect files.
  - a. .qbo (QuickBooks)
  - b. .qfx (Quicken)
3. In **QuickBooks Online**, choose **Transactions > Banking**.
4. In the upper right corner, click **File Upload**.
5. Click Browse and select **Delta Community Credit Union** Web Connect file from your computer.
6. Click **Next**.
7. In the drop-down menu, select the account where you'd like to upload the transactions.
8. When the download is finished, click **I'm done. Let's go!**
9. After your download finishes, click the **New Transactions** tab to see what was downloaded.

***You're all set! Thank you for being a valued member of Delta Community.***