QuickBooks Online Conversion Instructions

Introduction

As **Agriculture Federal Credit Union** completes its system conversion, you will need to modify your QuickBooks Online settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

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

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

The conversion process requires 4 steps. After the conversion is complete, you may also perform additional steps.

Conversion Information

- QuickBooks Online data is stored on Intuit servers in the cloud. Because 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 connectivity services may be interrupted up to 5 business days after the conversion is complete.

Conversion Tasks

Task 1: Disconnect Accounts at *Agriculture Federal Credit Union* on or after *June 15th, 2017.*

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1. Choose **Transactions > Banking**.
2. Click the account you'd like to disconnect, then click the **pencil icon**.
3. Click **Edit Account Info**.
4. Check the box next to **Disconnect this account on save**.
5. Click **Save and Close**.
6. Repeat steps for each account at *Agriculture Federal Credit Union*.

Task 2: Reconnect Accounts to *Agriculture Federal Credit Union* on or after *June 15th, 2017.*

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1. Choose **Transactions > Banking**.
2. In the provided search box, enter *Agriculture Federal Credit Union*.
3. In the drop-down menu below, find and click the link for *Agriculture Federal Credit Union*.
4. Type your **Company ID** (if one is required), **User ID** and **Password**. Click **Sign In**.
5. Associate the account for *Agriculture Federal Credit Union* with the appropriate account already listed in the drop-down list on the right.

> **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 so that they do not import.

6. When all accounts have been matched, click **Connect**.
7. After the download is finished click**. Let's go!**

Handling Duplicate Transactions

You may see duplicate transactions after a conversion. Use this process to remove the duplicate transactions.

Excluding Duplicate Transactions

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

> **NOTE:** If you accidentally exclude a transaction, you can include it again.

Undo Excluded Transactions

1. Choose **Transactions > Banking**.

2. Click the **Excluded** tab.

3. Click the checkboxes for the transactions you want to include.

4. Choose **Batch Actions > Undo**.

5. Transactions will appear again in the **For Review** tab for you to work with.

Additional Instructions: Manually Import Transactions

1. Log in to Agriculture Federal Credit Union's website at agfed.org.

2. Download a Web Connect in one of the formats QuickBooks online supports:

   - .qbo (QuickBooks)

   - .qfx (Quicken)

   > **NOTE:** Take note of the date you last had a successful connection in your QuickBooks account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

3. In QuickBooks Online, choose **Transactions > Banking**.

4. Click the drop-down menu for the **Update** box in the upper-right corner. Select **File Upload**.

5. Click **Browse,** select *Agriculture Federal Credit Union* Web Connect file from your computer, then "**Open**."

6. Click **Next**.

7. In the drop-down menu under **QuickBooks Account**, select the account where you would like to upload the transactions. Click **Next**.

8. After the download is finished click **Let's go!**

9. Click the **For Review** tab to see what was downloaded. Resume conversion instructions, beginning with Task to "**Match Downloaded Transactions**."