QuickBooks Online Conversion Instructions

Introduction

As West Texas National Bank completes its Business Online Banking system conversion, you will need to modify your QuickBooks 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 login credentials for online banking.

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

Conversion – Information only

QuickBooks Online data is stored on Intuit servers in the cloud. Since Intuit updates your records with each of your changes, your files cannot be restored to a previous point in time.

QuickBooks Online automatically updates your account to the most current 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.

Task 1: Optional task - Complete a final download before 7pm CT on February 26, 2021.
We strongly suggest that you perform this optional task as per the date and time suggested.

> **NOTE:** Please skip to **Page 3** if you **manually import transactions**.

1. Sign in to QuickBooks Online

2. Click **Banking**.

3. In the top-right area, click **Update**.

4. After your download finishes, click the **For Review** tab to confirm items downloaded.

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Task 2: Match Downloaded Transactions

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1. Accept all new transactions on the **Banking** page. Simply check off all the New/Matched transactions and click **Batch Action** to "**Accept Selected**".

2. Assistance on matching transactions is available in the **Help menu** > Search for **Matching Transactions** and follow the instructions in the appropriate article.

Task 3: Disconnect Accounts in QuickBooks Online <u>on or after</u> March 1, 2021

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1. Select **Banking** on the left column.

2. Click on the account you would 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 and Close**.

6. Repeat steps 2-6 to deactivate additional accounts.

Task 4: Reconnect your accounts to our new Business Online Banking <u>on or after</u> March1, 2021. **NOTE: If you are a Treasury Cash Management user <u>and</u> you are using a secure browser, please skip to the *Additional Instruction* section at the end of this document to manually upload your transactions**.

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1. In the upper-right area, click **Add Account**

2. Enter *West Texas National Bank – TCM*

3. Click *West Texas National Bank – TCM* in the search results below.

4. Type your **login credentials**. Click **Continue**.

5. Provide any additional information requested, to proceed.

6. Ensure you associate the account for *West Texas National Bank – TCM* to the appropriate account already listed under *Which accounts do you want to connect?*.
   Select the matching accounts in the drop-down menu.

> **IMPORTANT:** When reconnecting accounts, **do not select +Add new**. If you are presented with accounts you do not want to track in this data file, simply uncheck the box next to the **Account name**.

Continue to page 3 for Task 4, items 7 through 8 and Tasks 5 through 6.

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

8. When the download is finished, you will return to the **Banking** page.

Task 5: Excluding Duplicate Transactions

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1. Choose **Banking**.

2. In the **For Review** 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.

Task 6: Undo Excluded Transactions

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1. Choose **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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*From Task 4 above: These **Additional Instructions** are for Treasury Cash Management users with a secure browser environment. <u>This is to be done on or after March 1, 2021</u>.*

Additional Instructions: **Need to Manually Import Transactions?**

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1. Log in to Treasury Cash Management System by Corporate or by Small Business:

   Corporate Treasury Cash Management: NOTE: Users of ACH, Wires, Remote Deposit Capture and Positive Pay will access this link. https://wtnbtreasurycashmanagement.com

   Small Business: NOTE: Users WHO DO NOT utilize ACH, Wires, Remote Deposit Capture and Positive Pay will access this link. https://wtnbtreasurycashmanagement.com/smallbusiness

   - Download one of the following Web Connect file types.

     a. .QBO (QuickBooks)

     b. .QFX (Quicken)

2. In **QuickBooks Online**, choose **Banking**.

3. In the upper-right corner, click **File Upload**.

4. Click Browse and select the Web Connect file from your computer. Click **Next**.

5. Select the appropriate account from the drop-down menu. Click **Next**.

6. When the import is completed, click **Let's go!**

7. After your download finishes, click the **For Review** tab to see what was downloaded.

Thank you for your patience during these changes!