QuickBooks Online Edition Conversion Instructions

QuickBooks Online Edition (QBO V78)

Introduction

As Texas Brand Bank completes its system conversion to new online banking, you will need to modify your QuickBooks Online Edition 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 for the Texas Brand Bank website.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Conversion – Information only

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 may be interrupted up to 3-5 business days after the conversion is complete.

Task 1: Connect to **Texas Brand Bank** for a final download by *December 12, 2016, 3:00 p.m.*

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 *Texas Brand Bank* and click **Find**.

4. Click the link for *Texas Brand Bank.*

5. Type your **User Id** and **Password** and click **Log In**.

6. If the bank requires extra information, 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.

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

Task 2: Re-activate Your Account(s) at **Texas Brand Bank** on or after *December 20, 2016*.

1. Choose **Transactions** > **Banking**.

2. In the upper right corner, click **Add Account**

3. Enter **Texas Brand Bank** and click **Find**.

4. Click the link for **Texas Brand Bank**.

5. Type your **User ID** and **Password**. Click **Log In**.

6. Ensure you associate the account for Texas Brand Bank to the appropriate account already listed under **QuickBooks Accounts**. You will want to select the matching accounts in the drop-down menu.

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

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

Task 3: Excluding Duplicate Transactions

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**.

Task 4: Undo Excluded Transactions

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.

Additional Instructions: Manually Import Transactions

1. Log in to *Texas Brand Bank* website at www.texasbrandbank.com*.*

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 **Texas Brand Bank 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.

Thank you for making these important changes!