QuickBooks Online Edition Conversion Instructions

QuickBooks Online Edition (QBO V78)

Introduction

As *Columbus First Bank* completes its system conversion to *LCNB National Bank,* 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 *Columbus First Bank* and *LCNB National Bank* websites.

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 *Columbus First Bank* for a final download by *5:00pm Eastern Friday, June 22, 2018*

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 *Columbus First Bank* and click **Find**.

4. Click the link for *Columbus First 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.

> **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.

Task 2: Match Downloaded Transactions

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.

Task 3: Deactivate Your Account(s) At *Columbus First Bank* on or after *5:00pm Eastern Friday, June 22, 2018*

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 *Columbus First Bank*.

Task 4: Re-activate Your Account(s) at *LCNB National Bank* on or after *Monday, June 25, 2018*

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

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

3. Enter *LCNB National Bank*, and click **Find**.

4. Click the link for *LCNB National Bank*.

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

6. Ensure you associate the account for *LCNB National Bank* 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!**

Task 5: Excluding Duplicate Transactions

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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.

Task 6: Undo Excluded Transactions

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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.

1. Log in to *Columbus First Bank* website*.*

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 *Columbus First 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!