

QuickBooks Online Edition Conversion Instructions



QuickBooks Online Edition (QBO V78)

Introduction

As First Bank completes its technology upgrade, 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 firstbanks.com.

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.

If you're receiving an "error 192" message, please know this simply means that the additional level of security our new Business eBanking system is requiring will not allow QuickBooks access to automatically download banking transactions.

Follow the steps below to resolve the "error 192" issue

1. Open up a new browser on your computer.
2. Login to the Business eBanking system.
3. After successfully logging into Business eBanking, navigate back to QuickBooks and attempt the download again. Alternatively, you may, instead, use WebConnect to download your banking transactions and then upload them into QuickBooks Online.

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: 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 2: Deactivate Your Account(s) at First Bank on or after March 20, 2017

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 First Bank.

Task 3: Re-activate Your Account(s) at First Bank on or after March 20, 2017

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**
3. Enter **Firstbanks.com** and click **Find**.
4. Click **First Bank Business eBanking**.
5. Type your **User ID** and **Password**. Click **Log In**.
6. Ensure you associate the account for **First 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 4: 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**.

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

Thank you for making these important changes!