QuickBooks Online Conversion Instructions

QuickBooks Online

Introduction

As *Mid Penn Bank* completes its system conversion to *our new Commercial Center Online Banking system*, you will need to modify your QuickBooks Online settings to ensure the smooth transition of your data. To complete these instructions, you will need your **login credentials** for online banking.

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.

> **NOTE:** Please skip to **Page 3** if you **Manually Import Transactions**.

Task 1: Deactivate Accounts in QuickBooks Online

1. Sign in to QuickBooks Online

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

3. Click on the account you would like to disconnect, then click the **Pencil Icon**.

4. Click on **Edit Account Info**.

5. Check the box next to **Disconnect this account on save**.

6. Click **Save and Close**.

7. Repeat steps 2-6 for each account to be deactivated.

![MID PENN BANK®]

Task 2: Reconnect Accounts

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

2. Enter *Mid Penn Bank - Business*.

3. Click *Mid Penn Bank – Commercial Center* in the search results

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

5. Provide any additional information requested, to proceed.

6. Ensure you associate the account for *Mid Penn Bank* to the appropriate account already listed under **Which accounts do you want to connect?** 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, you will return to the **Banking** page.

Task 3: Excluding Duplicate Transactions

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 4: Undo Excluded Transactions

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.

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

1. Log in to *your online banking system.*

2. Choose "Account Information" and then choose "Balance Reporting" from the drop down list.

3. Choose "Create Report."

4. Follow the steps on the page. Choose a name for your Template, such as "Quickbooks."

5. Choose one or more accounts.

6. Choose "All Data Types (ALL)

7. Choose the date range for the Quickbooks data export (how often will you be uploading the transactions to Quickbooks).

8. Choose how you want to be notified that new data is available (email or text).

9. Choose the report format (most likely Quickbooks Web Connect).

10. Choose the type of file you would like to receive (likely Text).

11. Choose a name for the file. (Such as Monthly Quickbooks, Weekly Quickbooks, Daily Quickbooks, etc)

12. Be sure to choose "Save Template" if you plan to download your transactions on a recurring basis.

13. Once the Template is created, you should be able to click on "Download" to run the report on a recurring basis.

14. Once a report is downloaded, the downloaded file will be automatically saved likely in your "Downloads" folder on your local PC. To view where the file is saved, click on the 3 dots and choose "Show in Folder." From here, you can save the downloaded file to your desktop or somewhere on your computer so that you can then import the file into Quickbooks.