

QuickBooks Online Edition (QBO V78)

Conversion Instructions for Direct Connect to Express Web Connect



As Commonwealth Bank & Trust Company completes its system conversion, you will need to modify your QuickBooks Online Edition settings to ensure the smooth transition of your data. To complete these instructions, you will need your login credentials for the new Digital Banking platform.

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.

TASK 1: CONVERSION PREPARATION

1. 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.
2. QuickBooks Online automatically updates your selected version so you are always on the latest release.

TASK 2: DEACTIVATE YOUR ACCOUNT(S)

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 Commonwealth Bank & Trust Company.

TASK 3: RE-ACTIVATE YOUR ACCOUNT(S) AT COMMONWEALTH BANK AND TRUST

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **Commonwealth Bank & Trust (KY) Business Banking** and click **Find**.
4. Click the link for Commonwealth Bank & Trust Company.
5. Type your **User ID** and **Password**. Click **Log In**.
6. Ensure you associate the account for Commonwealth Bank & Trust Company 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 **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.

TASK 5: 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.

*Thank you for making these important changes!
If you need assistance, please contact Electronic Banking at 502.259.2375.
Quickbooks Online Support: 800.488.7330*