QuickBooks Online Upgrade Instructions

Small Business / Freelancer / Advanced

Introduction

As Ardent Credit Union completes its system upgrade, QuickBooks Online settings will need to be updated to ensure transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, use your login credentials for online banking.

It is important that you perform the following instructions exactly as described and in the order presented. This upgrade should take 15–30 minutes.

Documentation and Procedures

General Information

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: QuickBooks Online connectivity services may be interrupted up to 5 business days after the upgrade is complete.

Task 1: Deactivate Accounts in QuickBooks Online on or after 02/03/2020

1. Select Banking on the left column.
2. Click on the account you would 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 and Close.
6. Repeat steps 2-6 to deactivate additional accounts.
**Task 2:** Reconnect Accounts at *Ardent Credit Union* on or after 02/10/2020

1. In the upper-right area, click **Add Account**
2. Enter *Ardent Credit Union*
3. Click *Ardent Credit Union* in the search results below.
4. Type your login credentials. Click **Continue**.
5. Provide any additional information requested, to proceed.
6. Ensure you associate the account for *Ardent Credit Union* to the appropriate account already listed under *Which accounts do you want to connect?* Select the matching accounts in the drop-down menu.

**NOTE:** 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.

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**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.

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**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 https://www.ardentcu.org/
2. Download one of the following Web Connect file types.
   a. .qbo (QuickBooks)
   b. .qfx (Quicken)
3. In QuickBooks Online, choose Banking.
4. In the upper-right corner, click File Upload.
5. Click Browse and select the Web Connect file from your computer. Click Next.
6. Select the appropriate account from the drop-down menu. Click Next.
7. When the import is completed, click Let's go!
8. After your download finishes, click the For Review tab to see what was downloaded.

Thank you for making these important changes!