# QuickBooks Online Edition Conversion Instructions

## Introduction

As *Bethpage Federal Credit Union* completes its system conversion to *a new Online and Mobile banking experience,* 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 *[User ID and Password]* for the *Bethpage Federal Credit Union* and *Bethpage Federal Credit Union - NY* 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:** 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 *Bethpage Federal Credit Union* on or after *you upgrade.*

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 *Bethpage Federal Credit Union*.

**Task 3:** Re-activate Your Account(s) at *Bethpage Federal Credit Union - NY* on or after *you upgrade.*

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

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

3. Enter *Bethpage Federal Credit Union - NY* and click **Find**.

4. Click the link for *Bethpage Federal Credit Union - NY.*

> NOTE: Take note of the date you last had a successful connection in your QuickBooks account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

5. In QuickBooks, click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.

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

7. Ensure you associate the account for *Bethpage Federal Credit Union - NY* 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**.

8. After all accounts have been matched, click **Connect**.

9. 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.

Additional Instructions: Manually Import Transactions

1. Log in to *Bethpage Federal Credit Union* website at www.lovebethpage.com

2. Enter your credentials in the **Online Banking Member Login** area.

3. From your Online Banking dashboard, click on a specific account to view more details.

4. Click on the "Export Transactions" button located on the right portion of the details screen. (screenshot below)
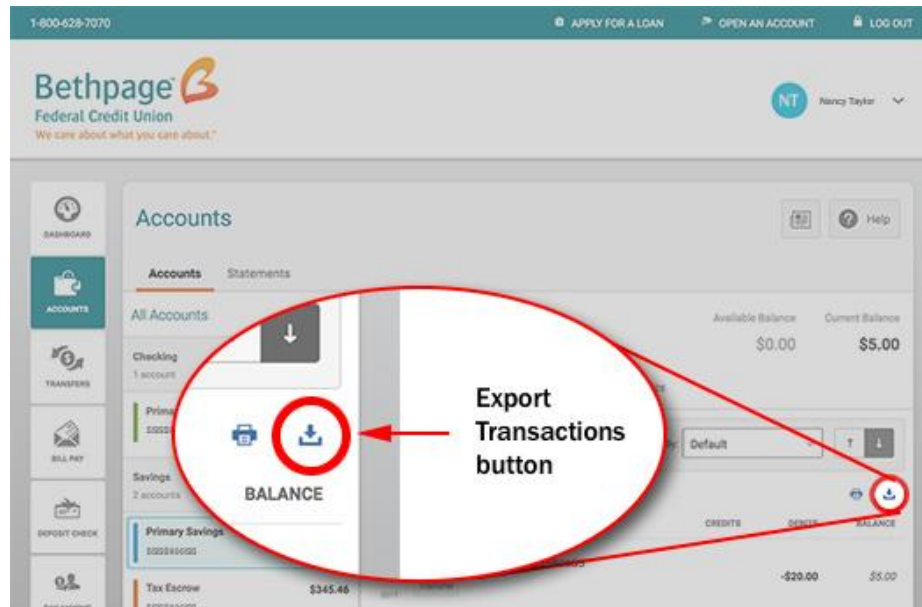
5. When prompted to choose an Export option, choose "QuickBooks" in the dropdown. (screenshot below)
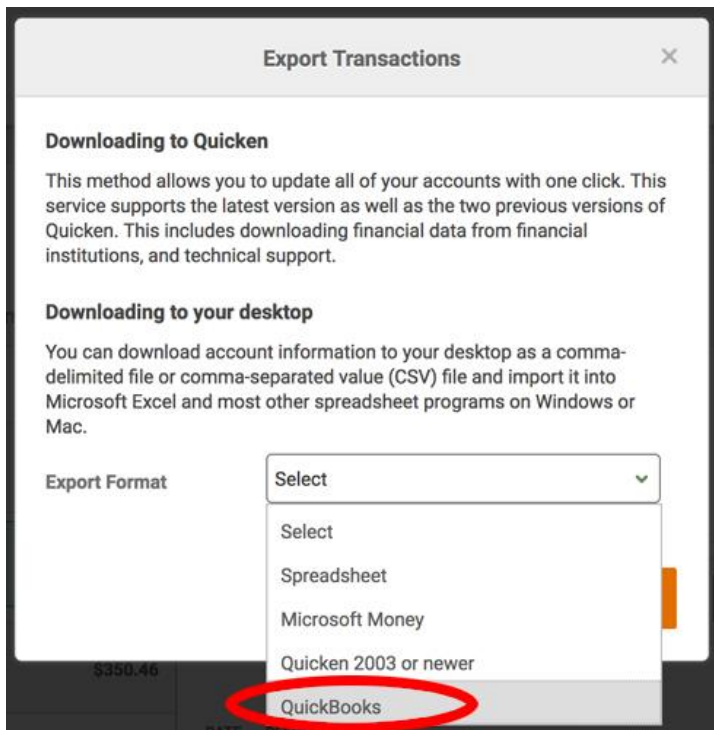


6. Save the file to your computer.

NOTE: Take note of the date you last had a successful connection in your QuickBooks account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

7. Download one of the following Web Connect files.

   a. .qbo (QuickBooks)

   b. .qfx (Quicken)

7. In **QuickBooks Online**, choose **Transactions** > **Banking**.

8. In the upper right corner, click **File Upload**.

9. Click Browse and select *Bethpage Federal Credit Union* Web Connect file from your computer.

10. Click **Next**.

11. In the drop-down menu, select the account where you'd like to upload the transactions.

12. When the download is finished click **I'm done. Let's go!**

13. After your download finishes, click the **New Transactions** tab to see what was downloaded.

*Thank you for making these important changes!*