

QUICKBOOKS ONLINE UPGRADE INSTRUCTIONS

Small Business / Freelancer / Advanced

Introduction

As Park Bank 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

Upgrade - 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 connectivity services may be interrupted up to 5 business days after the upgrade is complete.*

TASK 1: Optional task - Complete a final download **before** 06/05/2020

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

1. Sign in to QuickBooks Online.
2. Click **Banking**.
3. In the top-right area, click **Update**.
4. After your download finishes, click the **For Review** tab to confirm items downloaded.

TASK 2: Match Downloaded Transactions

1. Accept all new transactions on the **Banking** page. Simply check off all the New/Matched transactions and click **Batch Action** to **“Accept Selected”**.
2. Assistance on matching transactions is available in the **Help menu > Search for Matching Transactions** and follow the instructions in the appropriate article.

TASK 3: Deactivate Accounts in QuickBooks Online on or after 06/05/2020

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 4: Reconnect Accounts at Park Bank Madison on or after 06/15/2020

1. In the upper-right area, click **Add Account**.
2. Enter **Park Bank Madison**.
3. Click **Park Bank Madison** 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 **Park Bank Madison** 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 5: 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 6: 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 **www.parkbank.com**.
2. Download one of the following Web Connect file types:
 - .qbo (QuickBooks)
 - .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!

QUICKBOOKS FOR MAC UPGRADE INSTRUCTIONS

Web Connect

Introduction

As Park Bank completes its system upgrade, you will need to modify your QuickBooks 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 login credentials for online banking.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This upgrade should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

TASK 1: Upgrade Preparation

1. Back up your data file. For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates**, and follow the instructions.

TASK 2: Optional task - Complete a final download **before 06/05/2020**

1. Log in to **www.parkbank.com** and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

TASK 3: MATCH DOWNLOADED TRANSACTIONS

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name, and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

TASK 4: Disconnect Accounts in QuickBooks on or after 06/05/2020

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

TASK 5: Reconnect Accounts to Park Bank Madison on or after 06/08/2020

1. Log in to **www.parkbank.com** and download your QuickBooks Web Connect File.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Click File > Import > From Web Connect.
3. If prompted for connectivity type, select Web Connect.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

IMPORTANT: Do NOT select “New” under the action column.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.

QUICKBOOKS FOR WINDOWS UPGRADE INSTRUCTIONS

Web Connect

Introduction

As Park Bank completes its system upgrade, you will need to modify your QuickBooks 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 login credentials for online banking.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This upgrade should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

TASK 1: Upgrade Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks**, and follow the instructions.

NOTE: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

NOTE: If you are not using Classic Mode (Register Mode), enable it for the upgrade. You can change it back after the upgrade is complete.

4. Enable Classic Mode (Register Mode).
5. For instructions to enable Classic Mode (Register Mode), choose **Help** menu > **QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

TASK 2: Optional task - Complete a final download **before 06/05/2020**

1. Log in to **www.parkbank.com** and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

TASK 3: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help** menu > **QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

TASK 4: Disconnect Accounts in QuickBooks on or after 06/05/2020

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

TASK 5: Reconnect Accounts to Park Bank Madison on or after 06/08/2020

1. Log in to **www.parkbank.com** and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. Click the **Import new transactions now** radio button, then click **OK**.

NOTE: If you previously removed the check from the “Always give me the option of saving to a file...” option, then this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.
8. Repeat steps for each account to be reconnected.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

TASK 6: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your upgrade. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.