QuickBooks Online Conversion Instructions

As part of your transition to UMB Bank, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

Please note there are two important Action Dates throughout these instructions: July 7 and July 14. **Complete the actions by the designated dates to avoid data disruptions.**

Your QuickBooks Online connection through Minnesota Bank & Trust will be disabled on Monday, July 14.

IMPORTANT: Express Web Connect may take up to five (5) business days to connect after the 2nd Action Date (July 14), so please utilize another connectivity type if you need transaction updates during this downtime. There is no delay for Web Connect.

To navigate this document, just click the link below that matches your product connectivity:

Instructions for One-Step Update initiated from within QuickBooks Online:
- **QuickBooks Online Express Web Connect** - Page 2

Instructions for Downloading a Web Connect file from your Online Banking Site:
- **QuickBooks Online Web Connect** - Page 3

QuickBooks Online Express Web Connect

Actions to complete on Monday, July 7:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Actions to complete on Monday, July 14:

Disconnect online banking connection for accounts connected to Minnesota Bank & Trust.

1. Complete your first-time log in through UMB.com.
   a. Personal customers: Sign in using your existing user ID and follow the prompts.
   b. Business customers: If you received new login credentials, sign in using the new credentials and follow the prompts.
2. Select Banking from the left column.
3. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
4. Click Edit Account Info.
5. Check the box next to Disconnect this Account on Save.
6. Select Save and Close.
7. Repeat steps for any additional accounts that apply.

Complete 5 business days after July 14:

1. Reconnect online banking connection for accounts that apply.
   a. On the Banking page, click **Add Account** in the upper-right side of the screen.
   b. Type "UMB Bank – New Online Banking" and choose the correct option from the results.
   c. Enter your **new** UMB business online banking credentials and click **Continue**.
      o Express Web Connect uses the same credentials you use for your institution's online banking.
        Important: If your credentials do not work or if you did not receive new credentials, contact UMB Online Banking Service Center for help.
   d. Provide additional information, if requested.
   e. Ensure you associate the accounts for UMB Bank to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the drop-down menu.
        Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.
   f. After all accounts have been matched, click **Connect** and then click **Finish**.

2. Exclude Duplicate Transactions.
   a. Select **Banking** from the left column.
   b. In the For Review section, click the checkboxes for the transactions you want to exclude.
   c. Choose **Batch Actions > Exclude Selected**.

QuickBooks Online Web Connect

Actions to complete by Monday, July 7:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Actions to complete by Monday, July 14:

1. Complete your first-time log in through UMB.com.
   a. Personal customers: Sign in using your existing user ID and follow the prompts.
   b. Business customers: If you received new login credentials, sign in using the new credentials and follow the prompts.
2. Disconnect online banking connection for accounts connected to Minnesota Bank & Trust.
   a. Select **Banking** from the left column.
   b. Click on the account you would like to disconnect, then click the **Pencil** Icon on the corner of that account box.
   c. Click **Edit Account Info**.
   d. Check the box next to **Disconnect this Account on Save**.
   e. Click **Save and Close**.
   f. Repeat steps for any additional accounts that apply.

3. Reconnect online banking connection for accounts that apply.
   a. Download a Web Connect file (.qbo or .qfx) from your financial institution's online banking site.
   b. In QuickBooks Online, choose **Banking** from the left column.
   c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.
   d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.
   > **Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.**
   e. When the import is finished, click **Let's go!**
   f. Review the For Review tab on the Banking page to view what was downloaded.
   g. Click **Next**, and then click **Done**.
   h. Repeat this step for each account that you have connected to UMB Bank.