

# QuickBooks Online Edition Conversion Instructions



*QuickBooks Online Edition (Simple Start, Essentials & Plus)*

## Introduction

As **Cheaha Bank** completes its system conversion to **Investar Bank** you will need to modify your QuickBooks Online Edition 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 **[User ID and Password]** for the **Cheaha Bank** and **Investar Bank** 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

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### Conversion – Information only

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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.

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**Task 1:** Connect to **Cheaha Bank** for a final download by **5pm Central on 6/18/2021**

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**NOTE:** Please skip to the “Additional Instructions” on page 3 if you **Manually Import Transactions**.

1. Select **Banking** on left column.
2. In the upper right corner, click **Add Account**.
3. Enter **Cheaha Bank** and press **enter**.
4. Click the link for **Cheaha Bank**
5. Type your **User ID** and **Password** and click **Sign In**.

6. If the bank requires extra information, enter it to continue.
7. Choose an **account type** for each account you're connecting.
8. Click **Connect** to download up to 90 days of transactions.

**NOTE:** If you need a shorter date range, click **Want a shorter time period?** and choose between **0, 7, or 30** days.

9. After your download finishes, click the **For Review** tab to see what was downloaded.

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**Task 2:** Match Downloaded Transactions

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1. If new transactions were received from your connection, accept all new transactions on the **Banking** page. Simply check off all the New/Matched transactions and click **Batch Action** to "**Accept Selected**".
2. If you need assistance matching transactions, select the ? icon at the top right and search for **Matching Transactions** and follow the instructions.

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**Task 3:** Disconnect Your Account(s) At *Cheaha Bank* on or after **6/21/2021**

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1. Select **Banking** on left column.
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 *Cheaha Bank*

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**Task 4:** Re-activate Your Account(s) at *Investar Bank* on or after **6/21/2021**

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7. Select **Banking** on left column.
1. In the upper right corner, click **Add Account**
2. Enter *Investar Bank* and click press **enter**.
3. Click the link for *Investar Bank*
4. Type your **User ID** and **Password**. Click **Sign In**.

5. Ensure you associate the account for *Investar Bank* 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**.

6. After all accounts have been matched, click **Connect**.
7. When the download is finished click **I'm done. Let's go!**

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#### **Task 5:** Excluding Duplicate Transactions

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8. Select **Banking** on left column.
9. In the **For Review** section, click the checkboxes for the transactions you want to exclude.
10. Click **Batch Actions > Exclude Selected**.

**NOTE:** If you accidentally exclude a transaction, you can include it again.

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#### **Task 6:** Undo Excluded Transactions

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11. Select **Banking** on left column.
1. Click the **Excluded** tab.
2. Click the checkboxes for the transactions you want to include.
12. Click **Batch Actions > Undo**.
13. Transactions will appear again in the **For Review** tab for you to work with.

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#### Additional Instructions: Manually Import Transactions

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1. Log in to Cheaha Bank website at <https://cheahabank.com>
2. Download one of the following Web Connect files.
  - a. .qbo (QuickBooks)
  - b. .qfx (Quicken)
3. In **QuickBooks Online**, select **Banking** on left column.
4. In the upper right corner, click the down arrow next to Update and choose **File Upload**.

5. Click Browse and select **Cheaha Bank** Web Connect file from your computer.
6. Click **Next**.
7. In the drop-down menu, select the account where you'd like to upload the transactions.
8. When the download is finished click **I'm done. Let's go!**
9. After your download finishes, click the **For Review** tab to see what was downloaded.

*Thank you for making these important changes!*