

QuickBooks Online Update Instructions

As Centra Credit Union completes our upgrade to digital banking, you'll need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

IMPORTANT: Express Web Connect will not be available until five business days after July 19, 2022, so please utilize another connectivity type if you need transaction updates during this downtime.

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

Instructions for One-Step Update initiated from within QuickBooks Online

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Instructions for downloading a Web Connect file from your Online Banking

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QuickBooks Online Express Web Connect

Before 6pm ET on July 18, 2022:

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

After 8am ET on July 19, 2022:

Disconnect your Centra Credit Union accounts.

1. Select Banking from the left column.
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
3. Click Edit Account Info.
4. Check the box next to Disconnect this Account on Save.
5. Select Save and Close.
6. Repeat steps for any additional accounts that apply.

Complete five business days after July 19, 2022:

1. Reconnect all applicable Centra accounts.
 - a. On the Banking page, click **Add Account** in the upper-right side of the screen.
 - b. Type "Centra Credit Union" and choose the correct option from the results.
 - c. Enter your digital banking credentials and click **Continue**. Express Web Connect uses the same credentials you use for Centra's digital banking.
 - d. Provide additional information, if requested.
 - e. Ensure you associate the accounts for Centra 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

Before 6pm ET on July 18, 2022:

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.

After 8am ET on July 19, 2022:

1. Disconnect your Centra Credit Union accounts.
 - 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.
2. Reconnect all applicable Centra accounts.
 - a. Download a Web Connect file (.qbo or .qfx) from Centra's digital banking.
 - 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 Centra Credit Union.