

QUICKBOOKS ONLINE EDITION CONVERSION GUIDE

A step-by-step tutorial for successfully modifying QuickBooks for a smooth transition.

Introduction

As Horizon Bank completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your [User ID and Password] for the Horizon Bank website.

It is important that you follow these instructions exactly as described and in the order presented or your online banking activity may stop functioning properly. This conversion should take about 15-30 minutes.

Documentation & 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.

NOTE: *Quickbooks Online edition connectivity services may be interrupted up to 3-5 business days after the conversion is complete.*

Task 1: Deactivate Your Account(s) at Horizon Bank, SSB

1. Choose [Transactions > Banking](#).
2. Select the account that you want to disconnect, then click the [Pencil Icon](#).
3. Click on [Edit Account Info](#).
4. Check the box next to [Bank Feed Settings](#).
5. Click [Save](#).
6. Repeat steps 2-6 for each account at [Horizon Bank](#).

Task 2: Re-activate Your Accounts to Horizon Bank, SSB

1. Choose [Transactions > Banking](#).
2. In the upper right corner, click [Add Account](#).
3. Enter [Horizon Bank SSB](#) and click [Find](#).
4. Click the link for [Horizon Bank SSB](#).

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5. Type your **User ID** and **Password**. Click **Log In**.
6. Ensure you associate the account for **Horizon Bank, SSB** 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.
7. After all accounts have been matched, click **Connect**.
8. When the download is finished click **I'm Done. Let's go!**

Task 3: Excluding Duplicate Transactions

1. Choose **Transactions > Banking**.
2. In the **New Transactions** section, click the check boxes 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 4: Undo Excluded Transactions

1. Choose **Transactions > Banking**.
2. Click the **Excluded** tab.
3. Click the check boxes 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 **Horizon Bank's** website at **horizonbanktexas.com**.
2. Download one of the following Web Connect files.
 - a. .qbo (QuickBooks)
 - b. .qfx (Quicken)
3. In **Quickbooks Online**, choose **Transactions > Banking**.
4. In the upper right corner, click **File Upload**.
5. Click **Browse** and select Horizon Bank Web Connect file from your computer.
6. Click **Next**.
7. In the drop-down menu, select the account where you would 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 **New Transactions** tab to see what was downloaded.