

QuickBooks Online Edition

Conversion Instructions

Beginning 6/22/2018, you will be able to reconnect to your First United Bank (OK, TX) accounts in the new online banking system with your Intuit products (QuickBooks, Quicken, Mint, etc.).

QuickBooks Online Edition (QBO V78)

Task 1: Deactivate Your Account(s) At *First United Bank & Trust (OK, TX)*

1. Choose **Transactions > Banking**.
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 *First United Bank & Trust (OK, TX)*.

Task 2: Re-activate Your Account(s) at *First United Bank & Trust (OK, TX)* on or after **6/22/2018** (*this refreshes the system*)

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**
3. Enter *First United Bank & Trust (OK, TX)*, and click **Find**.
4. Click the link for *First United Bank & Trust (OK, TX)*.
5. Type your **User ID** and **Password**. Click **Log In**.
6. Ensure you associate the account for *First United Bank & Trust (OK, TX)* 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 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 4: Undo Excluded Transactions

1. Choose **Transactions > 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: Manually Import Transactions

1. Log in to **First United Bank & Trust (OK, TX)** website at **FirstUnitedBank.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 **First United Bank & Trust (OK, TX)** 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 **New Transactions** tab to see what was downloaded.