

Quickbooks Online Edition

Conversion Instructions

As MutualBank completes conversion to Northwest, you'll 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'll need your Northwest user ID and password.

It's important 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

QuickBooks Online data is store 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 5 business days after the conversion is complete.

Task 1: Match Downloaded Transactions

1. Accept all new transactions on the Banking page. Simply check off all the New/Matched transactions and click Batch Action to "Accept Selected"
2. Assistance on matching transactions is available in the Help menu > Search for Matching Transactions and follow the instructions in the appropriate article.

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Task 2: Deactivate Accounts in QuickBooks Online

3. Choose **Banking** on the left column
 4. Click on the account you'd like to disconnect, then click the **Pencil Icon**.
 5. Click on **Edit Account Info**.
 6. Check the box next to **Disconnect this account on save**.
 7. Click **Save**.
 8. Repeat steps 2–6 for each account at MutualBank
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Task 3: Re-activate Your Account(s) at Northwest on or after April 27, 2020

1. In the upper right corner, click **Add Account**
2. Enter *Northwest*, and click **Find**.
3. Click the link for *Northwest*.
4. Type your Northwest **User ID** and **Password**. Click **Log In**.
5. Ensure you associate the account for *Northwest* 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 Account Name.

6. After all accounts have been matched, click **Connect**.
 7. When the download is finished, you will return to the Banking page.
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Task 4: Excluding Duplicate Transactions

1. Choose Banking.
2. In the For Review section, click the checkboxes for the transactions you want to exclude.
3. Click Batch Actions > Exclude Selected

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

Task 5: Undo Excluded Transactions

1. Choose 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 your Online Banking at northwest.com
2. From the Account Details, filter your transactions by selecting **Show Filters**. Change the **Time Period** to **Custom Date** and enter a start date and end date, select **Apply Filters**.

IMPORTANT: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. Export the following Web Connect Files
 - a. .qbo (QuickBooks)
4. In QuickBooks Online, choose **Banking**.
5. In the upper right corner, click **File Upload**.
6. Click Browse and select the Web Connect file from your computer.
7. Click **Next**.
8. In the drop-down menu, select the account where you'd like to upload the transactions.
9. When the download is finished click, **Let's go!**
10. After your download finishes, click the **New Transactions** tab to see what was downloaded.

Thank you for making these important changes!