

Web Connect Transition Instructions for QuickBooks Mac

Complete prior to March 17, 2023 at 5:00 p.m. PT:

1. Backup your QuickBooks Mac data file & update the application.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.
 - c. Accept all new transactions into the appropriate registers. (required)

Complete On or After March 20, 2023:

1. Deactivate online banking connection for accounts connected to Columbia Bank.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Select **Online Settings** in the Edit Account window.
 - d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
 - e. Click **OK** for any dialog boxes that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Log in to Umpqua Bank's Business Online Banking and download your transactions into to a QuickBooks (.qbo) file.
 - From within Business Online Banking, select **Reports** from the main header navigation then **Activity – deposit accounts**.
 - On the "Search Deposit Account Activity" page, select the accounts, date range and transaction types then choose the **QuickBooks file** output type.
 - Make any additional desired selections then click **Generate report**. If prompted, click the arrow next to Save and choose **Save as** to save the file to you desired location.

Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

- b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
- c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.

- d. Click **Continue** and **OK** for any dialog boxes that require action.