

Web Connect Transition Instructions for QuickBooks Windows

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

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. 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** menu > **Chart of Accounts**.
 - b. Right-click the first account you want to deactivate and choose **Edit Account**.
 - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
 - d. Select **Deactivate All Online Services** and click **Save & Close**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
 - a. Log in to Umpqua Bank's Business Online Banking and download your transactions 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.

Note: 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 > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
- c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.

Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
- d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.