

# QuickBooks Online Conversion Instructions

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As Eastern Bank and Century Bank complete its system conversion, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

There are key dates associated with each action. Be sure to take action by the dates provided to ensure a smooth transition.

## QuickBooks Online Express Web Connect

### Before Friday, November 12:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

### On or After Monday, November 15:

#### Disconnect online banking connection for accounts connected to Century Bank.

1. Select Banking from the left column.
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
3. Click Edit Account Info.
4. Check the box next to Disconnect this Account on Save.
5. Select Save and Close.
6. Repeat steps for any additional accounts that apply.

#### Reconnect online banking connection for accounts that apply.

1. On the Banking page, click **Add Account** in the upper-right side of the screen.
2. Type "**Eastern Bank**" in the search bar and choose the correct option from the results:

**Eastern Mobile and Online Banking™**  
customers choose **Eastern Bank:**



**Eastern Bank**  
www.easternbank.com

**Eastern Treasury™** customers choose  
**Eastern Bank Business Online:**



**Eastern Bank Business Online**  
www.easternbank.com

3. Enter your financial institution credentials and click **Continue**. Express Web Connect uses the same credentials you use for your institution's online banking.
4. Provide additional information, if requested.

5. Ensure you associate the accounts for your financial institution to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the drop-down menu.

**Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online.** If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.

6. After all accounts have been matched, click **Connect** and then click **Finish**.

### **Exclude Duplicate Transactions**

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

**Note: Transactions prior to November 15 are not available in Eastern Treasury™.**

## **QuickBooks Online Web Connect**

### **Before Friday, November 12:**

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

### **On or After Monday, November 15:**

1. Disconnect online banking connection for accounts connected to Century Bank.
  - a. Select **Banking** from the left column.
  - b. Click on the account you would like to disconnect, then click the **Pencil** icon on the corner of that account box.
  - c. Click **Edit Account Info**.
  - d. Check the box next to **Disconnect this Account on Save**.
  - e. Click **Save and Close**.
  - f. Repeat steps for any additional accounts that apply.

2. Reconnect online banking connection for accounts that apply.

- a. Log in to Eastern Bank's online banking site and download your transactions to a QuickBooks (.qbo or .qfx) file:

**Eastern Mobile and Online Banking™** customers have a **Username** and **Password** and login at <https://www.easternbank.com/online-banking>

**Eastern Treasury™** customers have a **Company ID**, **User ID** and **Password** and login at <https://business.easternbank.com/ui/>. **Note: You will not be able to download transactions prior to November 15 in Eastern Treasury™.**

- b. In QuickBooks Online, choose **Banking** from the left column.

- c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.
- d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.

**Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.**

- e. When the import is finished, click **Let's go!**
- f. Review the For Review tab on the Banking page to view what was downloaded.
- g. Click **Next**, and then click **Done**.
- h. Repeat this step for each account that you have connected to this institution.