



**Premier Bank  
Minnesota**

**QuickBooks  
Desktop and Online  
Conversion Instructions**

# **QuickBooks Desktop and Online Conversion Instructions**

As Premier Bank completes its Digital Banking system conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for the Web Connect method for both Windows and Mac.

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**IMPORTANT:** Express Web Connect will not be available until 5 business days after the May 18 go-live date, so please utilize another connectivity type if you need transaction updates during this downtime. Please note that this is configuration of Intuit and QuickBooks and that First Pacific Bank cannot make any modifications to the timeline.

# QuickBooks Windows Web Connect

## On or Before May 15, 2026, at 5pm CST:

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 your transaction history up to date.
  - b. Accept all new transactions into the appropriate registers. (Required)

## On or After May 18, 2026:

1. Deactivate Online Banking connection for accounts connected to Premier Bank that is requesting this change.
  - 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 Digital Banking connection for accounts that you deactivated.
  - a. Log into Premier Bank's new Digital Banking site and download your transactions to a QuickBooks (.qbo) file.

**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**.

# QuickBooks Mac Web Connect

## On or Before May 15, 2026, at 5pm CST:

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 the last transaction update before the change to get all 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)

## On or After May 18, 2026:

1. Deactivate Online Banking connection for accounts connected to the financial institution that is requesting this change.
  - 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 Digital Banking connection for accounts that apply.
  - a. Log into Premier Bank's new Digital Banking site and download your transactions into a QuickBooks (.qbo) file.

**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.

# QuickBooks Online Web Connect

## On May 15, 2026:

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

## On May 18, 2026:

1. Disconnect Online Banking connection for accounts connected to financial institution that is requesting this change.

- 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 using Premier Bank's new Digital Banking connection for accounts that apply.

- a. Download a Web Connect file (.qbo or .qfx) from Premier Bank's Digital Banking site.
- 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 Premier Bank.

# QuickBooks Online Express Web Connect

## On May 15, 2026:

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

## On May 18, 2026 (Go Live Date):

### Disconnect Online Banking connection for accounts connected to Premier 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.

## Complete 5 business days after Go Live Date:

1. Reconnect using Premier Bank's new Digital Banking connection for accounts that apply.
  - a. On the Banking page, click **Add Account** in the upper-right side of the screen.
  - b. Type Premier Bank's name and choose the correct option from the results.
  - c. Enter your login credentials and click **Continue**. Express WebConnect uses the same credentials you use for Premier Bank's Digital Banking.
  - d. Provide additional information, if requested.
  - e. Ensure you associate the accounts for Premier Bank 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.
  - f. After all accounts have been matched, click **Connect** and then click **Finish**.
2. Exclude Duplicate Transactions.
  - a. Select **Banking** from the left column.
  - b. In the For Review section, click the checkboxes for the transactions you want to exclude.
  - c. Choose **Batch Actions > Exclude Selected**.

# Conversion Checklist

Please note that not all action items in the checklist below may be applicable to you. This checklist is provided as a reference tool only and may not capture every update or impact related to the conversion.

## **Pre-Conversion: On or Before May 15<sup>th</sup>, 2026, at 5pm CST:**

- ✓ Action Item
- Verify contact info is up to date
- Download ACH batch and wire history
- Download list of recurring/scheduled transfers
- Complete QuickBooks transaction download

## **Post-Conversion: Starting May 18<sup>th</sup>, 2026, at 9:00am CST:**

- ✓ Action Item
- Log into new Digital Banking
- Update/Download new mobile app
- Review & re-establish alerts
- Review & re-establish recurring transfers
- Reconnect QuickBooks
- Review/Update ACH & Wire templates