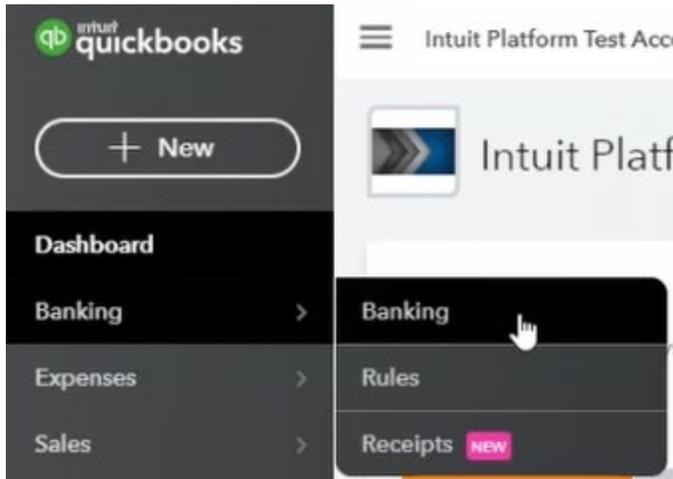


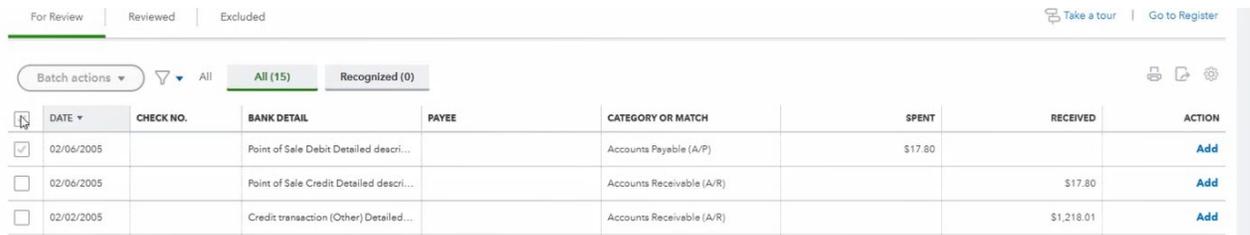
QuickBooks Online Disconnect

This document provides action needed and step by step instructions on how to disconnect your accounts on the current online banking connection within QuickBooks Online.

1. To get started, select **Banking** from the left column

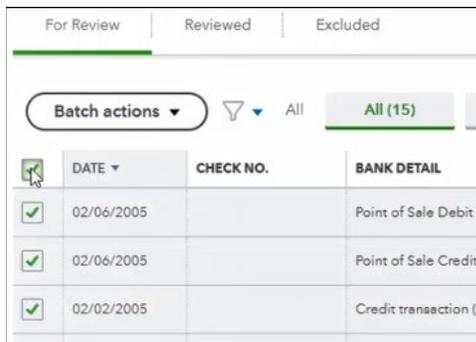


2. Before completing the disconnect, accept or exclude any of the pending **For Review** items.



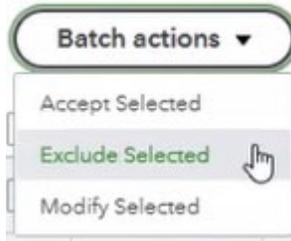
	DATE	CHECK NO.	BANK DETAIL	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	02/06/2005		Point of Sale Debit Detailed descri...		Accounts Payable (A/P)	\$17.80		Add
<input type="checkbox"/>	02/06/2005		Point of Sale Credit Detailed descri...		Accounts Receivable (A/R)		\$17.80	Add
<input type="checkbox"/>	02/02/2005		Credit transaction (Other) Detailed...		Accounts Receivable (A/R)		\$1,218.01	Add

This can be done as a **batch action**, select multiple or all transactions:

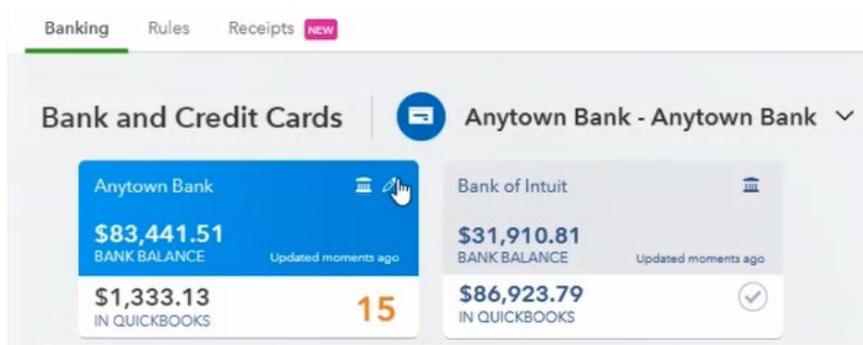


	DATE	CHECK NO.	BANK DETAIL
<input checked="" type="checkbox"/>	02/06/2005		Point of Sale Debit
<input checked="" type="checkbox"/>	02/06/2005		Point of Sale Credit
<input checked="" type="checkbox"/>	02/02/2005		Credit transaction (

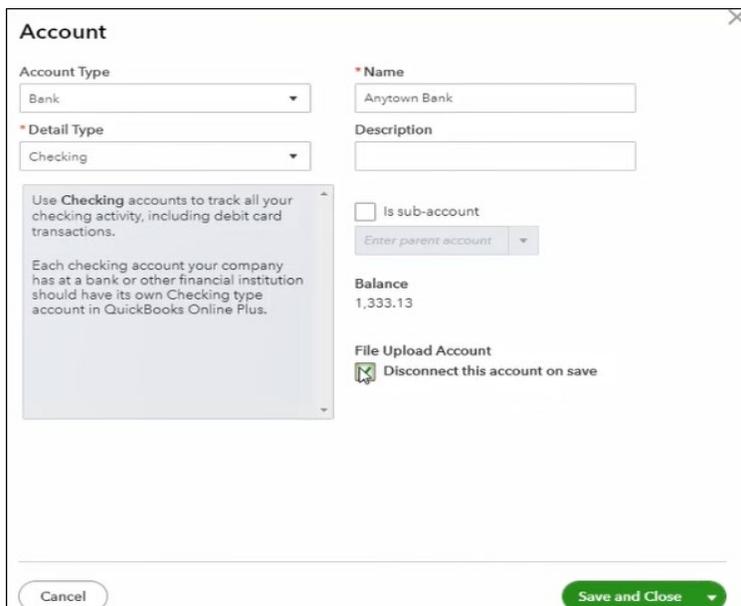
Select the action:



3. Next, select the box for the account that you want to disconnect, then click the pencil on the top right corner of the box. Choose edit account info if prompted:



4. On the account details page, choose the box next to **Disconnect this account on save**, then select **Save and Close**.



Account

Account Type: Bank

* Name: Anytown Bank

* Detail Type: Checking

Description:

Is sub-account

Enter parent account:

Balance: 1,333.13

File Upload Account

Disconnect this account on save

Cancel Save and Close

5. Repeat these steps for any accounts that apply.