

Customers moving from our former business online banking to our new ASCEND digital banking wanting to get their QuickBooks online re-setup can follow these instructions.

Before you start, please note that you are NOT able to revert to a previous saved version with QuickBooks online due to utilizing data storage via cloud. If you have any questions before performing these steps, please contact QuickBooks support or Horicon Bank Treasury Management Support (920-643-7670, treasury@horiconbank.com).

Note the date of your last successful transactions added to QuickBooks from your old Horicon Bank online banking connection.

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.

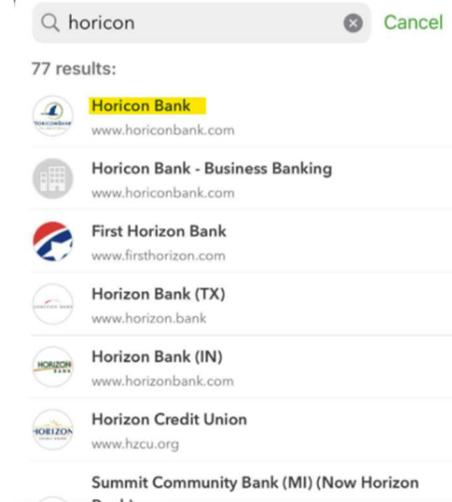
Disconnect online banking connection for accounts connected to Horicon Bank.

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.

Connect your new ASCEND digital banking to the existing accounts in QuickBooks.

1. Reconnect online banking connection for accounts that apply.
 - a. On the Banking page, click Add Account in the upper-right side of the screen.

- b. Type Horicon Bank in the search bar and choose the correct option from the results. Searching for “Horicon Bank” should result in 2 Horicon Bank results. *Note that other banks with similar names will appear in the search like “Horizon Bank”, etc.*
 - i. **Horicon Bank (this is the one you should select that connects to our new ASCEND digital banking – both consumer and business)**
 - ii. Horicon Bank Business (do NOT select this one since it connects to the old online banking for business).



- c. Enter your Horicon Bank credentials and click Continue. Express Web Connect uses the same credentials you use for your online banking.
- d. Provide additional information, if requested.
- e. **Ensure you associate the accounts for Horicon Bank to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the dropdown 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.

Verify that your data before the last date you added transaction appears in your history.

Further support

If you run into any problems, please contact Treasury Management Support at 920-643-7670 or treasury@horiconbank.com.