



## QuickBooks Online “Online”

To ensure connectivity to download transactions from your **Farmers & Merchants MeBanking** account(s), you will need to perform the following tasks on the dates indicated below in order to maintain proper functionality. Please follow the instructions exactly as described and in the order presented. This process takes approximately 15-30 minutes.

QuickBooks Online data is stored on Intuit servers in the cloud. Since we update your records with every change, we cannot restore your file to a previous point in time. QuickBooks Online automatically updates your selected version so you are always on the latest release.

**IMPORTANT:** QuickBooks Online edition connectivity services may be interrupted up to 3-5 business days when these updates occur.

**[Connect to Farmers & Merchants Bank – https://www.mebanking.com/ for a final Download – Please complete on or after May 31, 2018](https://www.mebanking.com/)**

**Note:** If you **Manually Import Transactions**, please refer to section on last page.

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **Farmers & Merchants Bank** or <https://www.mebanking.com/> and click **Find**.
4. Click the link for **Farmers & Merchants Bank** or <https://www.mebanking.com/>
5. Type your **User ID** and **Password** and click **Log In**.
6. If the bank requires extra information, enter it to continue.
7. Choose an **account type** for each account you're connecting.
8. Click **Connect** to download up to 90 days of transactions.

**NOTE:** If you need a shorter date range, click **Need a shorter date range?** at the top and choose between **0, 7, or 30** days.

9. After your download finishes, click the **New Transactions** tab to see what was downloaded.

**[Deactive Accounts at Farmers & Merchants Bank – https://www.mebanking.com/](https://www.mebanking.com/)**  
**– Please complete on or after June 11, 2018**

1. Choose **Transactions > Banking**.
2. Click on the account you'd like to disconnect, then click the **Pencil Icon**.
3. Click on **Edit Account Info**.
4. Check the box next to **Disconnect this account on save**.
5. Click **Save**.
6. Repeat steps 2-6 for each account at **[Farmers & Merchants Bank – https://www.mebanking.com/](https://www.mebanking.com/)**

**[Re-Activate Your Accounts at Farmers & Merchants Bank \(AR\) Retail or Farmers & Merchants Bank \(AR\) Biz at https://www.mebanking.com/](https://www.mebanking.com/)**  
**– Please complete on or after June 11, 2018**

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **Farmers & Merchants Bank (AR) Retail or Farmers & Merchants Bank (AR) Biz** at **<https://www.mebanking.com/>** and click **Find**.
4. Click the **link for Farmers & Merchants Bank (AR) Retail or Farmers & Merchants Bank (AR) Biz** at **<https://www.mebanking.com/>**.
5. Type your **User ID** and **Password**. Click **Log In**.
6. Ensure you associate the account for **Farmers & Merchants Bank (AR) Retail or Farmers & Merchants Bank (AR) Biz** to the appropriate account already listed under **QuickBooks Accounts**. You will want to select the matching accounts in the drop-down menu.

**IMPORTANT:** Do **NOT** select **+Add new**. If you are presented with accounts you do not want to track in this data file, Uncheck the box next to the **Account name**.

7. After all accounts have been matched, click **Connect**.
8. When the download is finished, click **I'm done. Let's go!**

### Excluding Duplicate Transactions - Please complete on or after June 11, 2018

1. Choose **Transactions > Banking**.
2. In the **New Transactions** section, click the checkboxes for the transactions you want to exclude.
3. Click **Batch Actions > Exclude Selected**.

**NOTE:** If you accidentally exclude a transaction, you can include it again.

### Undo Excluded Transactions - Please complete on or after June 11, 2018

1. Choose **Transactions > Banking**.
2. Click the **Excluded** tab.
3. Check the checkboxes for the transactions you want to include.
4. Click **Batch Actions > Undo**.
5. Transactions will appear again in the **New Transactions** tab for you to work with.

### Additional Instructions: Manually Import Transaction

1. Log in to **Farmers & Merchants Bank** website at <https://www.mebanking.com/>.
2. Download one of the following Web Connect files:
  - a. .qbo (QuickBooks)
  - b. .qfx (Quicken)
3. In QuickBooks Online, choose **Transactions > Banking**.
4. In the upper right corner, click **File Upload**.
5. Click Browse and select **Farmers & Merchants Bank** Web Connect file from your computer.
6. Click **Next**.
7. In the drop-down menu, select the account where you'd like to upload the transactions.
8. When the download is finished click **I'm done. Let's go!**
9. After your download finishes, click the **New Transactions** tab to see what was downloaded.