## Deactivate Online Banking Connection in QuickBooks for Mac

This document provides action needed and step by step instructions on how to deactivate your accounts from the current online banking connection within QuickBooks for Mac.

1. Create a QuickBooks data file backup: go to the File menu and select Back Up...

File	Edit	Lists	Company	Cus
Ne	w Com	pany	1	} <b>≋N</b>
Op	en Cor	npany		ж0
Op	en Rec	ent		•
Ena	able M	ultiuser	Mode	
Ena	able M	ultiuser	Admin Mode	2
Clo	se Cor	mpany /	Log Off	W#
Clo	se Wir	ndow		
Clo	se Tab	,		жw
Ba	ck Up		N	
Sav	ve File	for Acco	ountant	
Imp	port			•
Exp	port			•
Uti	lities			•
Sav	/e As T	ext		
Em	ail As I	PDF		
Pri	nt Forn	ns		•
Em	ail For	ms		
Pri	at			22P

2. To check for updates, go to QuickBooks and select Check for QuickBooks Updates...

QuickBooks	File	Edit	Lists	Con
About Quick	Books	2019		
Preferences				ж,
Manage License				•
Check for Q	uickBo	oks Up	dates	•
QuickBooks	Feedb	ack		÷
Upgrade to I	atest	QuickE	Books	
Services				►
Hide QuickB	ooks			жн
Hide Others			N	жн
Show All				
Quit QuickB	ooks			жQ

- 3. Follow these deactivate steps for each account that apply:
  - a. Go to Lists menu then select Chart of Accounts.

Lists	Company	Customers	Vendo
Cha	rt of Account	is 📐	ûЖА
Item	IS	-a	☆第Ⅰ
Clas	ses		
Cust	tomer:Jobs		企 <mark></mark> ม
Ven	dors		ዮ <del></del>
Emp	loyees		∂೫E
Othe	er Names		
Cust	tomer & Ven	dor Profile	•
Vehi	cles		
Men	norized Trans	sactions	ûжм

b. From Chart of Accounts list, select the first account you would like to deactivate, then go to **Edit** menu and select **Edit Account**.

*Note*: To help identify the accounts that are currently connected to online banking, you will see a blue circle icon in the Online Banking Enabled column.

•••			
	Test Company File - Chart of Accounts		+
Q Search Accounts			Ø
Name	Туре	Balance	
Intuit Test Bank	Bank	Online Banking Enabled	0.00
Accumulated Depreciation	Fixed Asset		0.00
Furniture and Equipment	Fixed Asset		0.00
Payroll Liabilities	Other Current Liability		0.00
Capital Stock	Equity		0.00

Edit	Lists	Company	Custom
Un	do		ЖZ
Rec	do		企業Z
Rev	/ert		
Cut	t		жx
Co	by Acco	unt	жc
Pas	ste		ЖV
Cle	ar		
Sel	ect All		ЖA
Ins	ert Line		ЖY
Del	ete Line		ЖB
Edi	t Accou	nt 🔖	ЖE
Ne	w Accou	Int	ЖN
Delete Account		жD	

c. Select **Online Settings** in the **Edit Account** window.

	Edit Account	4
Type:	Bank	
Name:	Intuit Test Bank	
Description:		
Bank No.:		
	Subaccount of	
Tax Line:	<unassigned></unassigned>	
	Account is inactive Is a payroll account	
	Online Settings Cancel	

d. From the Online Account Information window, select **Not enabled** from the **Download transaction** list then select **Save.** 



e. Click **OK** for any messages that ask to confirm the deactivation.

Φ	Disabling an account will delete pending transactions Disabling banking will delete any pending transactions.
	Cancel

f. The blue circle icon should now be removed from the Online Banking Enabled column for that account.

• • •				
	Test Company File - Chart of Accounts			+
Q Search Accounts				Ø
Name	Туре	Θ	Balance	
Intuit Test Bank	Bank			0.00
Accumulated Depreciation	Fixed Asset			0.00
Furniture and Equipment	Fixed Asset			0.00

g. Repeat these steps for any additional accounts that apply.