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.

Fo	r Review	Reviewed Excluded					号 Take a to	ur Go to Register
E	atch actions 🛪		All (15) Recognized (0)					60%
13	DATE *	CHECK NO.	BANK DETAIL	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
1	02/06/2005		Point of Sale Debit Detailed descri		Accounts Payable (A/P)	\$17.80		Add
	02/06/2005		Point of Sale Credit Detailed descri		Accounts Receivable (A/R)		\$17.80	Add
	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:

Fe	or Review	Reviewed E	Excluded	
Batch action			All (15)	
T'S	DATE -	CHECK NO.	BANK DETAIL	
-	02/06/2005		Point of Sale Debit (
•	02/06/2005		Point of Sale Credit	
	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 Type	* Name		
Bank 🔻	Anytown Bank		
Detail Type	Description		
Checking 🝷			
Use Checking accounts to track all your checking activity, including debit card transactions. Each checking account your company has at a bank or other financial institution should have its own Checking type account in QuickBooks Online Plus.	Is sub-account Enter parent account Balance 1,333.13		
	File Upload Account Disconnect this account on save		

5. Repeat these steps for any accounts that apply.