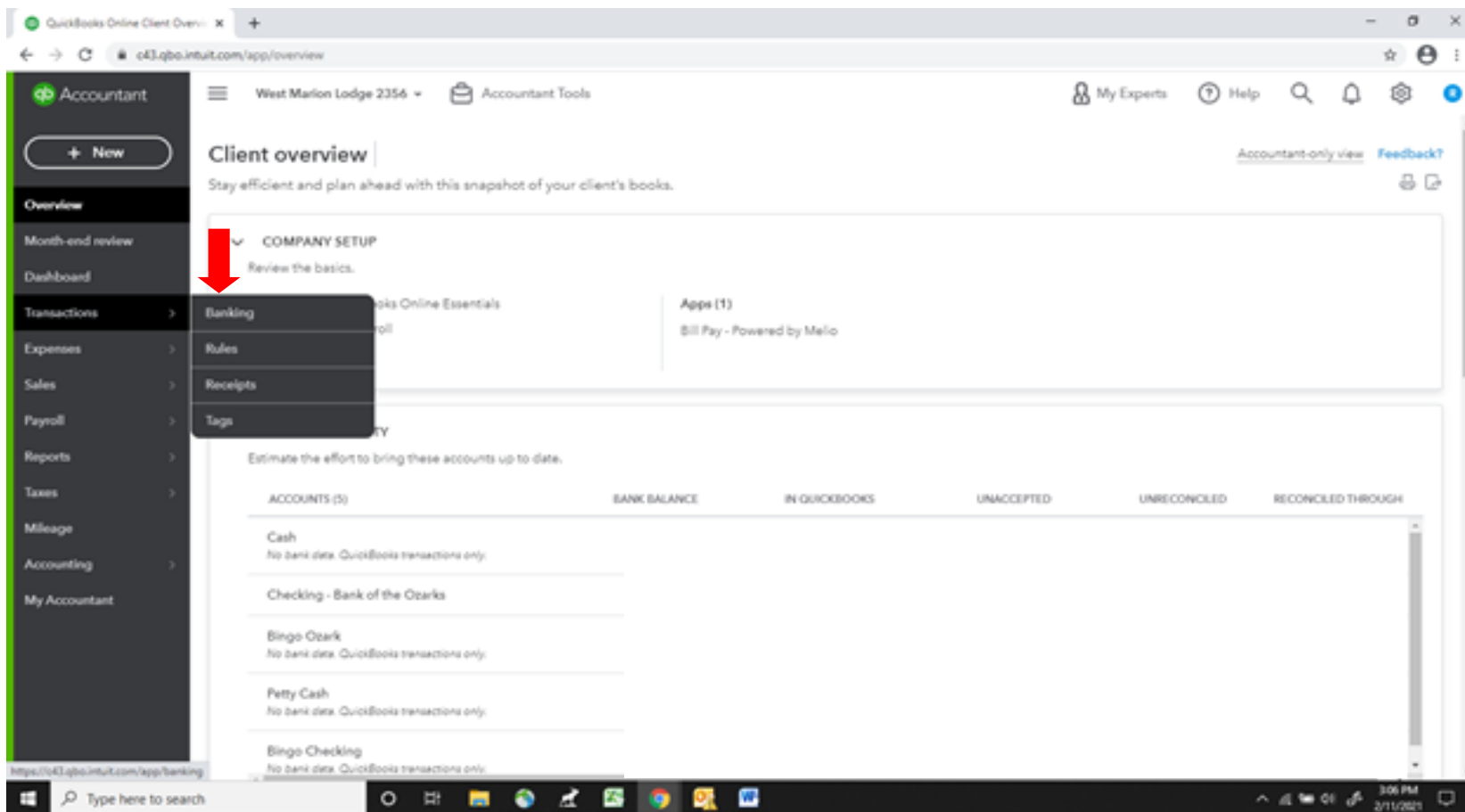


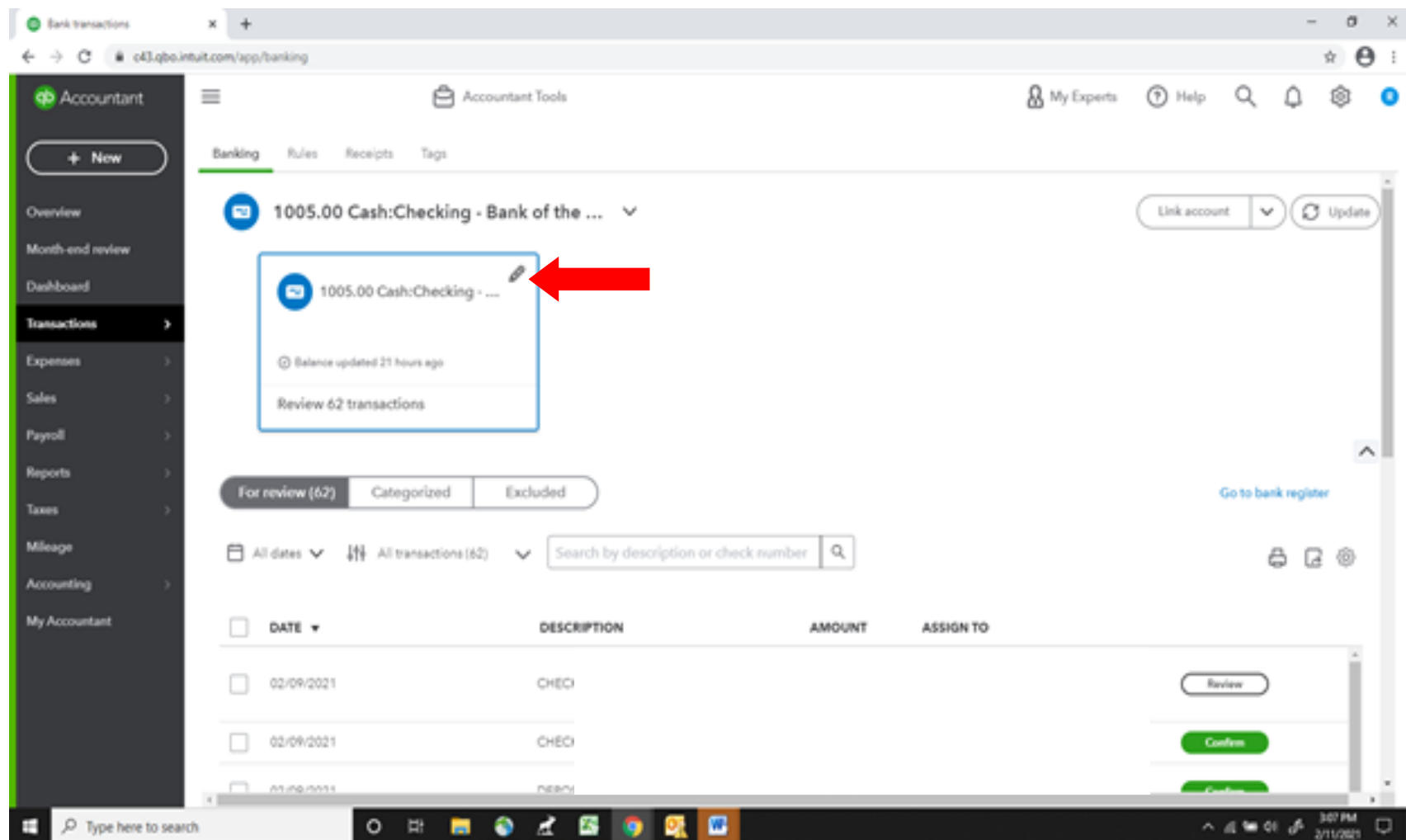
How to Unlink a Bank Account

1. Select Transactions—Banking from Side Menu (note: names and accounts have been blocked for protection)



How to Unlink a Bank Account

2. On the Banking page—Select the Pencil icon in the upper left of the Checking Account box



The screenshot displays the Accountant software interface. The left sidebar contains navigation options: Overview, Month-end review, Dashboard, Transactions (highlighted), Expenses, Sales, Payroll, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area is titled 'Banking' and shows a '1005.00 Cash:Checking - Bank of the ...' account. A red arrow points to the pencil icon in the upper right corner of the account box. Below the account box, there are filters for 'For review (62)', 'Categorized', and 'Excluded'. A search bar is present with the text 'Search by description or check number'. At the bottom, a table lists transactions with columns for DATE, DESCRIPTION, AMOUNT, and ASSIGN TO. The table shows three rows of transactions, each with a checkbox and a 'Review' button. The system tray at the bottom indicates the time is 3:07 PM on 2/11/2021.

How to Unlink a Bank Account

3. Select Edit account info button in the *Checking Account* box

The screenshot displays the QuickBooks Accountant web interface. The left sidebar contains navigation options: Overview, Month-end review, Dashboard, Transactions (highlighted), Expenses, Sales, Payroll, Reports, Taxes, Mileage, Accounting, and My Accountant. The main content area shows a transaction for '1005.00 Cash:Checking - Bank of the ...'. A modal box is open over this transaction, containing two buttons: 'Edit sign in info' and 'Edit account info'. A red arrow points to the 'Edit account info' button. The interface also includes a 'Link account' dropdown, an 'Update' button, and a table of transactions with columns for DATE, DESCRIPTION, AMOUNT, and ASSIGN TO. The table shows three transactions: two 'CHECK 7' entries and one 'DEPOSIT' entry, all dated 02/09/2021. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

DATE	DESCRIPTION	AMOUNT	ASSIGN TO
02/09/2021	CHECK 7		Records found (11)
02/09/2021	CHECK 7		
02/09/2021	DEPOSIT		

How to Unlink a Bank Account

4. Click the box for Disconnect this account on save and then click on the Save and Close button.

