

HOW TO DOWNGRADE YOUR QUICKBOOKS

Once you have decided to downgrade, sign in to QuickBooks Online using your admin account. QuickBooks will inform you of the features you will lose before you make the change

Process Of Downgrading QuickBooks To Older Versions

1. Select "Settings," then "Account and Settings"

2. Select "Billing & Subscription" and ensure your payment information is up-to-date

3. Select "Downgrade" and then select the plan you want. If you don't see the downgrade option, you can log in at qbo.intuit.com/app/changeplan to select a plan

4. Read the list of features you will lose

5. Follow the onscreen prompts to make the necessary changes, like turning off Recurring Transactions

6. Select "Change Plan" to finish the process



**IT'S TIME TO TAKE
ACTION!**



There are so many ways you can this procedure.

For some great tips, head to www.smbaccountants.com.