

QuickBooks® Business Accounting Software 2007–2010 for Windows® Account Post-Conversion Instructions for Web Connect

After your financial institution's conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data.
THESE STEPS ASSUME YOU HAVE ALREADY DOWNLOADED THE .QBO FILE FROM YOUR INSTITUTIONS OLD ONLINE BANKING WEBSITE.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 15 minutes.

Note: In the following screen shots, red icon numbers match step number instructions. All bank and register information is fictitious and for illustration only.

In this document, QuickBooks 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted. Some functions and instructions are QuickBooks 2010.

A.

BACK UP YOUR CURRENT DATA

1. Choose **File** menu → **Back Up**.
2. Specify which file to back up and where you want the backup saved in the **QuickBooks Backup** dialog, and then click **OK**.

B.

GET YOUR LATEST TRANSACTIONS

Download to QuickBooks

1. If you haven't already imported your .qbo file that was downloaded from the old online banking website do the following: In QuickBooks, choose **Banking** menu → **Online Banking** → **Import Web Connect File**. Find the saved data file on your computer that you downloaded from the old online banking website. Click **Open**.
2. In the QuickBooks account register, add or match all transactions listed in the **Downloaded Transactions** tab. You will not be able to proceed until all transactions are matched.

The screenshot displays the QuickBooks interface. The top section shows the **Register** tab for the 'Checking' account, with a table of transactions including dates, numbers, types, payees, and amounts. Below this is the **Downloaded Transactions** tab, showing a list of transactions with their status (Unmatched or Matched), dates, check numbers, and payees. A red circle labeled '2' highlights the 'Match' button at the bottom of the Downloaded Transactions section. To the right, the **Online Banking Center** dialog box is open, showing 'Items To Send' and 'Items Received From Financial Institution' sections. A red circle labeled '4' highlights the 'Delete' button in the 'Items Received' section. At the bottom right of the dialog, a red circle labeled '3' highlights the 'Done' button.

3. Once all downloaded transactions are matched, click **Done** or **Finished** in the lower right.
4. The **Online Banking Center** dialog displays. Click **Delete** to remove each item from the **Items Received from Financial Institution** section.

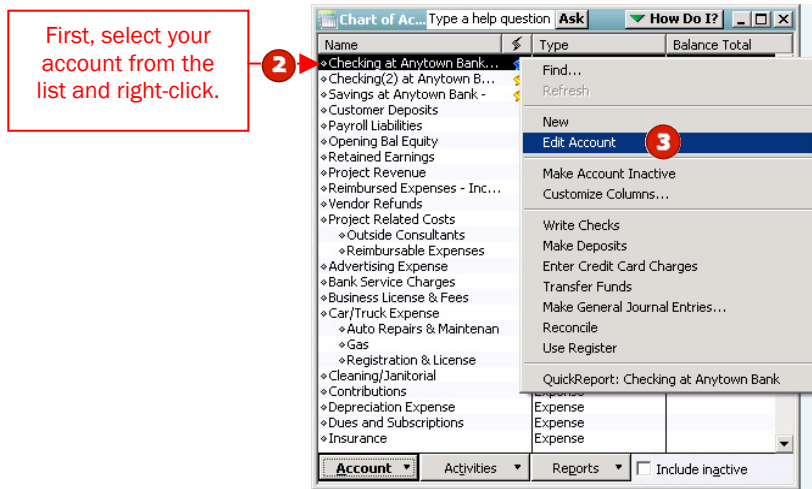
Repeat steps 1 through 4 for each account (such as checking, savings, and credit cards) that you plan to use for online banking.

- ▲ For assistance reconciling your account register, choose **Help** menu → **QuickBooks Help**. In the **Ask** prompt, enter **Reconciling your account**.

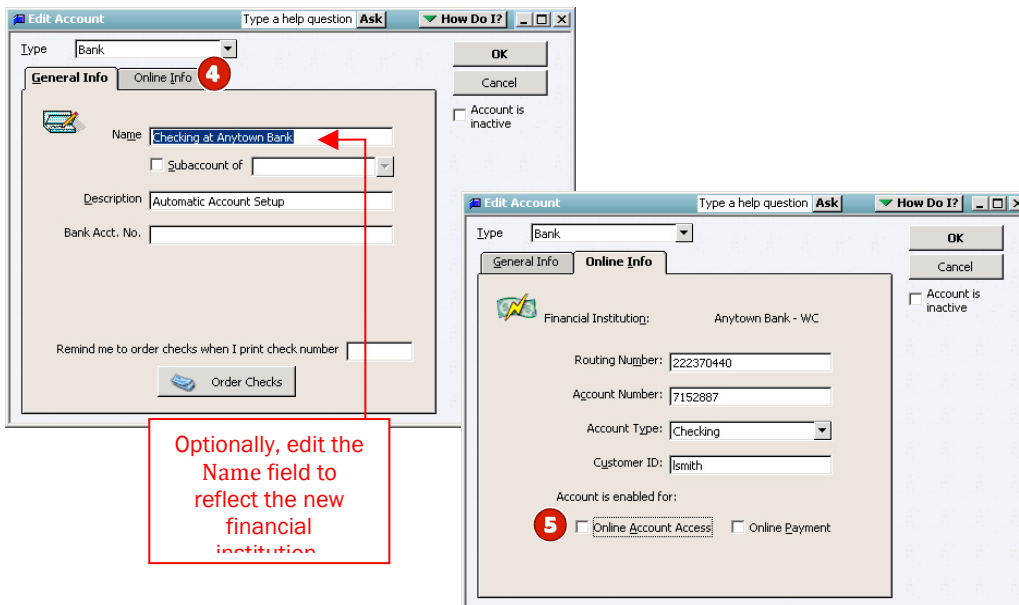
C.

DISABLE YOUR ACCOUNTS FROM WEB CONNECT

1. Choose Lists menu → Chart of Accounts.
2. Right-click your first account.
3. Select Edit Account from the pop-up menu. **Update Account Number and Routing Number as needed.**



4. In the Edit Account window, click the Online Info tab.



5. Deselect the One Account Access checkbox or select Deactivate All Online Services. Click OK.
6. Click OK again to the warning prompt.

Repeat steps 2 through 6 for each account from which you download transactions.

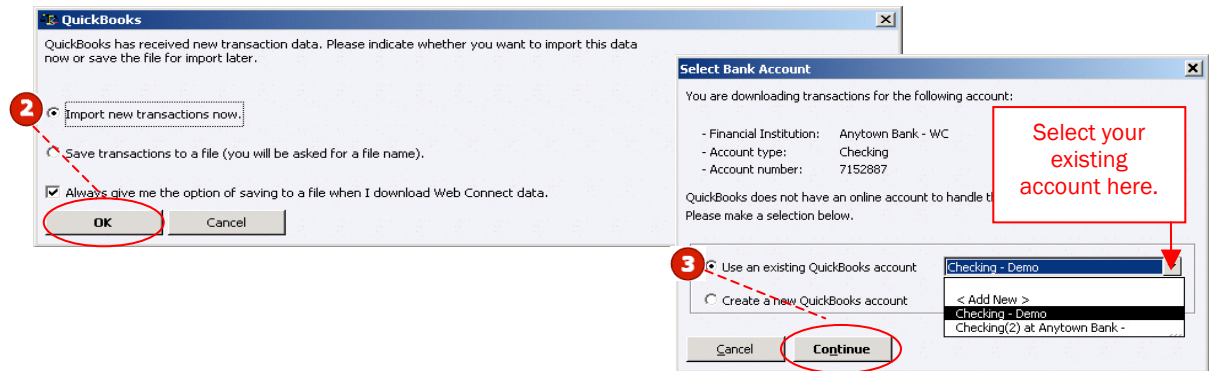
D.

ENABLE YOUR ACCOUNTS FOR WEB CONNECT

1. Log in to your financial institution's Web site. Download your transactions into QuickBooks.



Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded from the old online banking website.



2. In QuickBooks, click the **Import new transactions now** radio button. Then click **OK**.
Note: If you previously removed the check from the **Always give me the option of saving to a file...** option, then this dialog will not display.
 3. In the **Select Bank Account** dialog, click the **Use an existing QuickBooks account** radio button. In the corresponding drop-down list, select the QuickBooks account that you use. Click **Continue**.
Note: You only need to select the account for this first download. Future downloads apply to this account automatically.
 4. Confirm the prompt by clicking **OK**.
- Repeat steps 1 through 4 for each account that you previously disabled.
4. Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!