QuickBooks[®] Business Accounting Software 2007 & 2009-2010 for Mac[®] Account Conversion Instructions for Web Connect



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As your financial institution its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need to be able to log in to the Web sites of your financial institution. **This update may be time sensitive.**

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.

Within this guide, this symbol displays to indicate any optional instructions.

BACK UP YOUR CURRENT DATA

- **1.** Choose File menu \rightarrow Back Up. Then choose whether to save the backup to a disk or to your Mac.
- 2. Follow the on-screen instructions to complete the backup method you choose.



QuickBook

1. Download your transactions one last time to bring your account register up to date. Log in to the Web site and download and save your Web Connect file (.QBO file extension) to your Mac.

Important: Specify your transaction download date range through today. You may not be able to download these transactions after today.

2. In QuickBooks, choose **Banking** menu → **Downloaded Transactions**.

Savings			Old Town Bank			
QuickE	poks Account Download Import File	5				
Online Bala	ice on 06/01/2004: \$1,000.00			√ s	how Matched	
Date 🔺 Nun	Payee	Payment		Deposit		
5/15/04	ABC Utility	400.00	•			
7/15/04	HOME DEPOT #23	50.00	•			
7/15/04	HOME DEPOT	100.00	•			
7/15/04	Home Depot #99	300.00	•			
	-0	6				

- **3.** In the **Downloaded Transactions** dialog, click **Import File** to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click **Open**.
- **4.** Add or match all downloaded transactions listed in the **Downloaded Transactions** dialog. You will not be able to proceed until all transactions are matched.
- **5.** Once all downloaded transactions are matched and display a solid orange circle, click **Delete** to remove each item.

Repeat steps **1** through **5** 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 a Question prompt, enter Reconciling an account.



- **1.** Choose Lists menu → Chart of Accounts.
- **2.** Select the account to disable in the Chart of Accounts list, and choose **Edit** menu \rightarrow **Edit Accounts**.

00	Edit Account	
Туре	Bank	
Name 🥶	Savings	
Description		Inactive
Bank No.		Online Settings
Subaco	ount of	Cancel
Tax Line		Cancer
<unassign< td=""><td>ed></td><td>; (ок)</td></unassign<>	ed>	; (ок)

- 3. If necessary, edit the Name and Routing Number of the account in the Edit Account dialog.
- 4. Click the **Online Settings** button.

	Online Account Information
Statement Dov	wnload
To enable state	ment download for this account:
Go to your finand QuickBooks. You	cial institution's website. Look for an option to download your transactions into may need to sign up for this service with your financial institution.
Once you've dow Transactions win register up-to-d	nloaded your transactions to your desktop, use the Import button on the Downloaded dow to import the transactions. A quick review and you can bring your QuickBooks ate.
To disable state	ment download for this account:
It is not necessar Web Connect. Ho another account,	y to disable statement download for this account when downloading transactions using wever, if you'd like to download transactions previously associated with this account to , choose Not Enabled from the Download Transactions menu.
	Financial Institution: Old Town Bank
	Account Number: 9435640577
	Account Ty
	Download transactions ✓ via Web Connect

- 5. Select Not enabled from the Download transactions drop-down list.
- 6. Click Save.

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

D.

RE-ENABLE YOUR ACCOUNTS FOR WEB CONNECT

IMPORTANT: Do not complete section **D** until after the conversion.

1. Re-enabling your account is as easy as downloading from the Web site. Anytime after the conversion, log in to the Web site and download and save your Web Connect file (.QBO file extension) to your Mac.

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

2. In QuickBooks, choose **Banking** menu → **Downloaded Transactions**.

Click **OK** if any informational prompts display.

3. In the Downloaded Transactions dialog, click **Import File** to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click **Open**.

$\Theta \Theta \Theta$	🖯 🔿 Downloaded Tran				nsactions		0	1	
Savings			New Town Bank						
QuickBooks Account Download Import File		Account Association							
Online Balance on 05/22/2006: \$95,981.78			The file you are importing contains transactions for the following accounts at New Town Bank.						
Date 🔺	Num		Payee		For each downloaded account, select a matching QuickBooks account from the Store in the QuickBooks Account menu. When finished, click Continue.				
					9435640	Account Number 577	Accoun Checking	t Type	Store in the QuickBooks Account
(?) Add One to Register Match Unmatch									
					?				Cancel Continue

- **4.** The Account Association dialog displays during setup only. Click **Select an Account** to choose to map the online account to an existing account register. Then click **Continue**.
- 5. Click **OK** to any informational prompts.

Repeat steps **1** through **5** for each account that you previously disabled.

6. Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!