Online Banking Web Connect Conversion QuickBooks Windows 2008-2011



As your financial institution completes 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 site.

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: The QuickBooks Windows Online Banking module has not changed. The product interface may look different; however the steps that follow will work for all versions of QuickBooks 2008-2011.

BACK UP YOUR CURRENT DATA

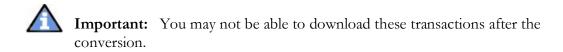
- 1. Choose File menu → Back Up
- 2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click OK

GET YOUR LATEST TRANSACTIONS



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

WC_WC Customer Conversion Guide Last Updated 9/2010



2. Once in QuickBooks, view your downloaded transactions as usual. 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 offinite building	cuncu		
Re	gister	Show Register	Line Account: Checking		he sta	Financial Institution ANYTIME Financial		5000000	⊆ontact Info
Date	Number		Payee	Payment	1	Ttems T	n Send		
20.20	Туре	Acco	ount	Memo	21				
12/15/2007	To Print	Gregg O. Schneider		1,033	.98			or account: Checking	Go Online
	PAY CHK	-split-				✓ Get new Quick!	Statement fi	or account: Savings	Edit
12/16/2007	SEND					✓ Payment to Wh	neeler's Tile I	Etc. for \$625.00 on 12/19/2007	
	TRANSER					 Transfer \$500. 	00 from Sav	ings to Checking	Delete
12/19/2007	SEND	Wheeler's Tile Etc.		625	.00				100 BB 800 BB
	BILLPMT	Accounts Payable	H-18756						
12/31/2007		Abercrombie, Kristy:Remodel	Bathroom			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	16.0	and the second second	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	PMT	Accounts Receivable				🗕 🔄 Items R	eceived I	From Financial Institution	
12/15/2007	Number	Payee Account	Memo	Payment	0	Checking	QuickStater	nent. (\$5,035.66 as of 11/30/2	Payment Info
L		Account	memo			_			
Record	Record Restore Endir								View
						_ 1 1			Delete
Downloaded	Transactio	ons Show Matched							<u></u>
		As of 11/30/2003	Balance = \$5,035.	56	Sort	9.			
PPI	7							n linda fana fana fana fana fa	te jase jase jase jase
Status	Dat		Payee			Payment Depo	sit		
Unmatched	11/0	15/2003	Funds Transfer			5	,000.000		
Unmatched Unmatched	11/1	13/2003 13/2003 239	ATM Withdrawal			200.00 1,297.75			
Matched - 4:3	0PM 11/1	14/2003 242				3,200.00			
Matched - 4:3		14/2003 243				850.00			
Unmatched	11/1	15/2003 30/2003	Deposit Bank Severvice Charge			9.00	,080.11		
Add One to	Register	Add Multigle	Match Unmatch						
		2011							
						Done	1		
						Done			

- 3. Once all downloaded transactions are matched, click Done 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 \rightarrow QuickBooks Help. In the Ask prompt, enter "reconcile your account".

DEACTIVATE YOUR ACCOUNT FROM WEB CONNECT

- 1. Choose Lists menu \rightarrow Chart of Accounts
- 2. Right-click your account

WC_WC Customer Conversion Guide Last Updated 9/2010 **3.** Select Edit Account from the pop-up menu

-4,265.59 35,227.44 3,691,501.78 0.00 -20.99 40,475.06 0.00 4,106.08 0.00 -491.49 1,295.22 0.00			
3,691,501,78 0.00 -20,99 40,476.06 0.00 4,106.08 0.00 -491.49 1,295.22 0.00			
0.00 -20.99 40,476.06 0.00 4,106.08 0.00 -491.49 1,295.22 0.00			
-20,99 40,476.06 0.00 4,106.08 0.00 -491.49 1,295.22 0.00			
40,476.06 0.00 4,106.08 0.00 -491.49 1,295.22 0.00			
0.00 4,106.08 0.00 -491.49 1,295.22 0.00			
4,106.08 0.00 -491.49 1,295.22 0.00			
0.00 -491.49 1,295.22 0.00			
-491.49 1,295.22 0.00			
1,295.22 0.00			
0.00			
0.00			
0.00			
-3,694,197.00			
-3,694,197.00			
0.00			
0.00			
1,500.00			
0.00			
0.00			
0.00			

4. In the Edit Account window, click the Online Services tab and choose Deactivate All Online Services

General Online Services
Account Name Checking 1
Connection Information
Financial Institution _Server Jay FIAT Test
Account Customer ID
Last Download: 03/19/2009 (0 transactions)
✓ State <u>m</u> ent Downloads
Online Bill Payments
O Deactivate All Online Services
If you deactivate all services, you will have to set them up for this account again.

5. Repeat steps 2 through 4 for each account from which you download transactions.

ACTIVATE YOUR ACCOUNT FROM WEB CONNECT

Last Updated 9/2010

IMPORTANT: Do not complete this section until after the conversion.

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.

🐮 QuickBooks	×
QuickBooks has received new transaction data. Please indicate whether you want to import this data now or save the file for import later.	
C Import new transactions now.	Select Bank Account
C Save transactions to a file (you will be asked for a file name). C Always give me the option of saving to a file when I download Web Connect data. C Cancel	You are downloading transactions for the following account: - Financial Institution: Anytown Bank - WC - Account type: Checking - Account number: 7152887 QuickBooks does not have an online account to handle these transactions. Please make a selection below.
	C Create a new QuickBooks account < Add New > Checking - Demo Checking(2) at Anytown Bank -

- 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.
- 5. Repeat steps 1 through 3 for each account that you previously disabled.



(≡(

Verify that all transactions downloaded successfully into your account registers.

WC_WC Customer Conversion Guide Last Updated 9/2010

Thank you for making these important changes!

WC_WC Customer Conversion Guide Last Updated 9/2010