

# QuickBooks for Mac Conversion Instructions

---

*QuickBooks for Mac 2011–2014*

*Web Connect to Direct Connect*

## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>INTRODUCTION</b> .....	<b>2</b>
<b>DOCUMENTATION AND PROCEDURES</b> .....	<b>2</b>
Task 1: Conversion Preparation.....	2
Task 2: Connect to [Financial Institution A] .....	2
Task 3: Match Downloaded Transactions .....	2
Task 4: Deactivate Your Account(s) .....	3
Task 5: Re-activate Your Account(s) at [Financial Institution B] ...	<b>Error! Bookmark not defined.</b>

[Insert Your Logo Here]

## Introduction

As **[Financial Institution A]** completes its system conversion to **[Financial Institution B]**, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your **[User ID and Password]** for the **[Financial Institution A]** and **[Financial Institution B]** websites.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

**NOTE:** This update is time sensitive and can be completed on or after **[Enter Date]**.

## Documentation and Procedures

---

### Task 1: Conversion Preparation

---

1. Backup your data file. For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top.. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

---

### Task 2: Connect to [Financial Institution A]

---

1. Log in to **[Financial Institution A]** web site at **[Financial Institution A URL]**. Download your transactions into QuickBooks.
2. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

---

### Task 3: Match Downloaded Transactions

---

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

---

#### **Task 4: Deactivate Your Account(s)**

---

**IMPORTANT:** All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at *[Financial Institution A]*.

---

#### **Task 5: Re-activate Your Account(s) at [Financial Institution B]**

---

1. Choose **Banking** menu > **Online Banking Setup**.
1. Select *[Financial Institution B]* from the **Financial Institution** list and click **Next**.
2. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
3. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
4. Enter credentials and click **Sign In**.
5. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.
6. Click **Next**.
7. Click **Done**.

***Thank you for making these important changes!***