

QuickBooks for Windows Conversion Instructions

QuickBooks Windows 2011-2014

Direct Connect to Web Connect

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[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]**.

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.

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



This detour symbol indicates section instructions that are using bill pay within QuickBooks only. If you do not use QuickBooks to make online bill payments, you can skip these sections or steps.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help menu > QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks update. For instructions to download an update, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.

NOTE: If multiple computers do not use the same QuickBooks data file, skip step 3.

3. Switch to single user mode.

For instructions to switch to single user mode, choose **Help menu >> QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

NOTE: If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

4. Enable register mode.

5. For instructions to enable register mode, choose **Help menu >> QuickBooks Help**. Search for **Online Banking Modes**. Select **Online Banking Modes**, scroll down, and follow the instructions.

Task 2: Connect to [Financial Institution A]

1. Choose **Banking** menu > **Online Banking Center**.
2. Choose **[Financial Institution A]** from the **Financial Institution** dropdown.
3. Click **Send/Receive**.
4. Enter credentials (if required) and click **OK**.
5. Repeat steps 1 – 4 for each account with **[Financial Institution A]**.

Task 3: Cancel Outstanding Payments



If you are not a bill pay user within QuickBooks, you can skip this section.

1. Choose **Reports menu >> Banking >> Check Detail**.
2. Click **Modify or Customize Report**.
3. Under the **Display** tab, enter **[Conversion Date]** for the From date and 1/1/2020 for the To date.
4. Click the **Filters** tab.
5. Select the dropdown menu for **Account**, and select **Multiple Accounts**.
6. Select each account at **[Financial Institution A]** and click OK.
7. Select the Filter: **Online Status**.
8. Select the dropdown menu for **Online Status** and select **Any Online**.
9. Click OK.
Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.
10. Double click on the first item in the report.
11. Choose **Edit menu >> Cancel Payment**. Click **Yes** to cancel.
Repeat steps 10 & 11 for each item listed in the report.
12. Choose **Banking menu >> Online Banking >> Online Banking Center**.
13. From the **Financial Institution** dropdown, choose **[Financial Institution A]**.
14. Go to the **Items to Send** list and make sure all items have checkmarks.
15. Click the **Send/Receive** button.

Task 4: 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 **Help menu >> QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 5: 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. Click on the **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks 2014.
5. Select **Deactivate All Online Services** and click **Save & Close**.
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 6: Re-activate Your Account(s) at [Financial Institution B]

1. Log in to *[Financial Institution B]* web site at *[Financial Institution B URL]*.
2. Download and import 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.

3. If prompted, 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.

4. In the **Select Bank Account** dialog, click **Use an Existing QuickBooks Account** radio button.
5. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
6. Confirm the prompt by clicking **OK**.

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

NOTE: Verify that all transactions downloaded successfully into your account registers.

Task 7: Re-enable Side by Side Mode (if necessary)

NOTE: If you prefer register mode, you are finished with your conversion. If you use the Side by Side mode for online banking, you may now re-enable the mode. Now known as **Express Mode** under Bank Feeds Center in QuickBooks **2014**

1. For instructions to enable Side by Side mode, choose **Help** menu >> **QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview**, scroll down, and follow the instructions.
2. For QuickBooks 2014, locate **Bank Feeds** within Checking **Company Preferences** found in the **Edit** menu > **Preferences**.

Thank you for making these important changes!