

QuickBooks for Windows Conversion Instructions

QuickBooks Windows 2011-2014

Web Connect to Direct 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]** 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.

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

Documentation & 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 Overview**, scroll down, 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 and import 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

1. Choose the **Banking** menu > **Online Banking** > **Online Banking Center**. **Banking** menu> **Bank Feeds** > **Banking Feeds Center** in QuickBooks **2014**.
2. Click the **Financial Institution** drop-down arrow and choose **[Financial Institution A]**.
3. Go to the **Items Received** list and click the electronic statement you want to see to select it.
4. Click the **View** button.
5. Click the transaction in the electronic statement (at the bottom of the window) that you want to match to a transaction in the register.
6. Click the transaction in the register (at the top of the window) to match to.
7. Click the **Match** button.
8. Repeat steps 5 – 7 for each transaction.
9. If you need assistance matching transactions, choose **Help menu >> QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 4: Deactivate Your Account(s)

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

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Left click the account you want to deactivate.
3. Choose the **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** → click **Save & Close**.
6. Click **OK** for any messages.
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** → **Set Up Account for Online Services**. In QuickBooks 2014 choose **Banking** menu → **Bank Feeds** → **Setup Bank Fee for an Account**.
2. Select an account to activate.
3. Choose **[Financial Institution B]** and click **Next**.
4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
5. Match to the appropriate account and select **Finish**.
6. Repeat steps 1 – 5 for all accounts at **[Financial Institution B]**.

Task 6: Re-enable Side by Side Mode

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!