Online Banking Web Connect Conversion
QuickBooks Mac 2009-2011

As your financial institution completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need your customer ID/Password, PIN and security questions.

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 15–20 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 2009-2011.

Back Up Your Current Data

1. Choose File menu → Back Up. Then select To a Disk
2. Follow the on-screen instructions to complete the backup method you choose.

Download the Latest QuickBooks Update

1. Choose the QuickBooks menu → Check for a QuickBooks Updates.
2. If an update is available, follow the on-screen instructions to install the update.

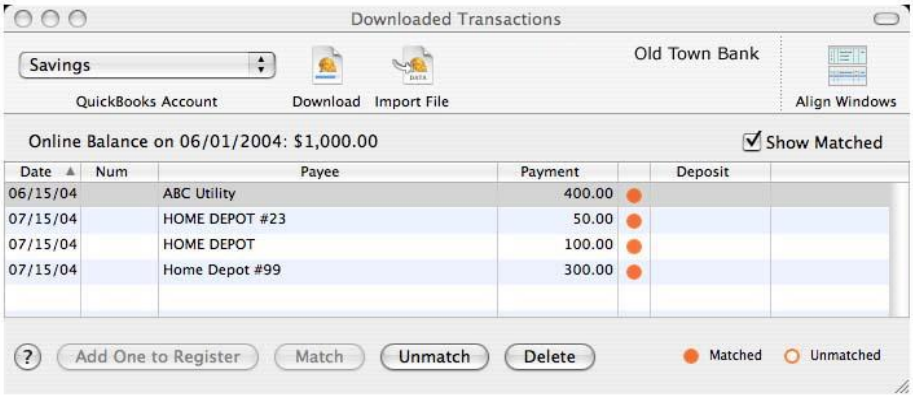
Get Your Latest Transactions

1. Log into your financial institution's web site. Download your transactions into QuickBooks.

Important: You may not be able to download these transactions after the conversion.

2. In QuickBooks, choose the Banking menu → Downloaded Transactions.
3. Add or match all downloaded transactions listed in the Downloaded Transactions dialog.

You will not be able to proceed until all transactions are matched.

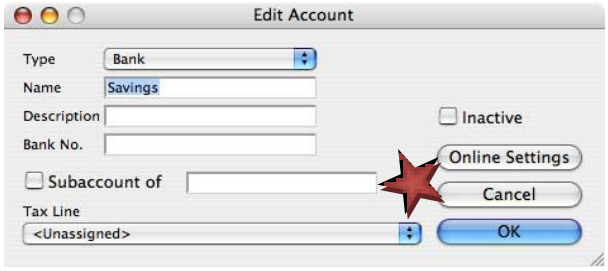


4. Once all downloaded transactions are matched and display a solid orange circle → click Delete to remove each item.

For assistance reconciling your account register, choose the Help menu → QuickBooks Help. In the Ask prompt, enter "reconcile your account".

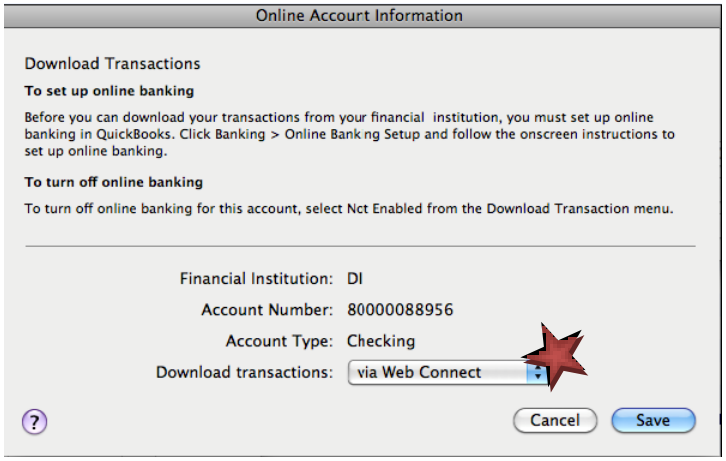
Deactivate Your Account

1. Choose Lists menu → Chart of Accounts.
2. Select the account to disable within the Chart of Accounts list → click the pencil icon at the bottom of the window to display the Edit Accounts dialogue.
3. Click the Online Settings button.



If necessary, edit the Name and Routing Number of the account in the Edit Account dialog.

4. Select “Not enabled” from the Download transactions drop-down list.



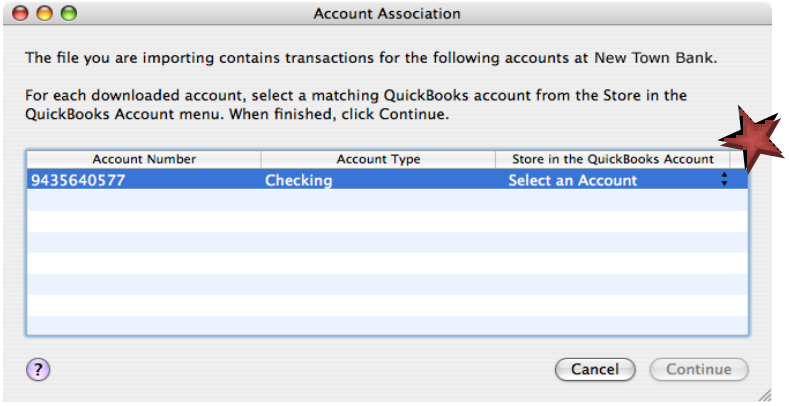
5. Click Save.
6. Repeat steps **2** through **5** for each account from which you download transactions.

Activate Your Account

1. Log into your financial institution's web site. Download your transactions into QuickBooks.

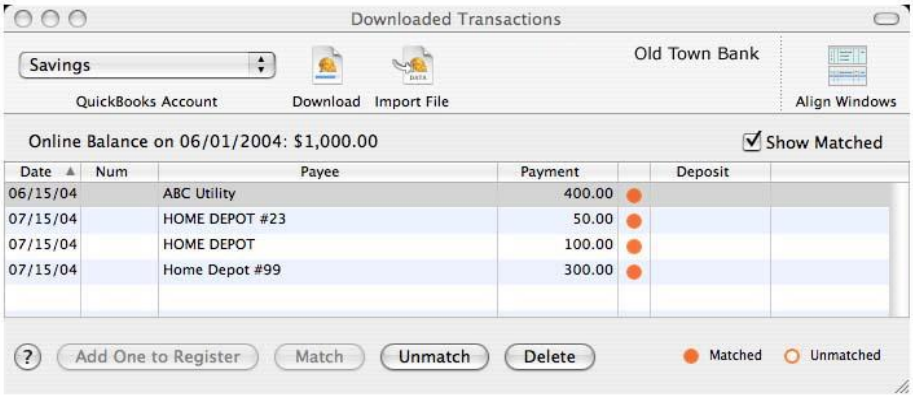
Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.

2. The Account Association dialog displays during setup → click "Select an Account" to choose to link to an existing account register → click Continue.



3. Click OK to any informational prompts.
4. Add or match all downloaded transactions listed in the Downloaded Transactions dialog.

Once all downloaded transactions are matched and display a solid orange circle (on next page) → click Delete to remove each item.



5. Repeat steps 1 through 4 for each account that you previously disabled.

Verify that all transactions downloaded successfully into your account registers.

Congratulations, you have completed the necessary changes!