



QuickBooks Desktop Conversion Instructions

As your financial institution completes its system conversion, **you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system.** This document contains instructions for both Windows and Mac, and connectivity type Web Connect.

To navigate this document, just click the link below that matches your product and connectivity:

Instructions for One-Step Update initiated from within QuickBooks.

[QuickBooks Windows Web Connect - Page 2](#)

Instructions for Downloading a Web Connect file from your Online Banking Site

[QuickBooks Mac Web Connect - Page 3](#)



QuickBooks Windows Web Connect

Before September 18th:

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

On or After September 22nd:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click the first account you want to deactivate and choose **Edit Account**.
 - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
 - d. Select **Deactivate All Online Services** and click **Save & Close**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
 - a. Log in to your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file.
Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
 - c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.
Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
 - d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.



QuickBooks Mac Web Connect

Before September 18th:

1. Backup your QuickBooks Mac data file & update the application.
 - a. Choose **File > Back Up**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.
 - c. Accept all new transactions into the appropriate registers. (required)

On or After September 22nd:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Select **Online Settings** in the Edit Account window.
 - d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
 - a. Log in to your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file.
Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
 - c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.
Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.
 - d. Click **Continue** and **OK** for any dialog boxes that require action.

