QuickBooks for Mac
Conversion Instructions

QuickBooks™ for Mac

Web Connect

Introduction

As ***United Community Bank*** completes its system conversion to ***the new Online Banking system,*** you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your ***User ID and Password*** for the ***old and new Online Banking*** systems.

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.

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 the 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 and 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 the **old Online Banking site**, as you normally do, for a final download ***two business days before you are converted to the new Online Banking system.***

1. Log in to ***the old Online Banking system*** and download your QuickBooks Web Connect File.

2. Click **File** > **Import** > **From Web Connect**.

3. Link your bank account with the existing QuickBooks account and click **Continue**.

4. Repeat steps 1– 3 for each account ***on the old Online Banking site.***

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) at ***the old Online Banking site after you perform Task 3 above***

> **NOTE:** 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 ***on the old Online Banking site.***

Task 5: Re-activate your Account(s) ***on the new Online Banking site*** on or after ***you are converted to the new Online Banking***

1. Log in to ***the old Online Banking system*** and download your QuickBooks Web Connect File.

   > **IMPORTANT:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Click **File** > **Import** > **From Web Connect**.
3. If prompted for connectivity type, select **Web Connect**.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

   > **IMPORTANT:** Do NOT select "New" under the action column.

5. Click **Continue**.

6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps 1–7 for each account at ***on the new Online Banking site.***

Thank you for making these important changes!