QuickBooks for Windows Switch-Over Instructions

Web Connect

Introduction

As we complete the transition to our new business banking platform, 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 business banking log in information.

Please perform the instructions exactly as described and in the order presented. This should take 15–30 minutes.

Thank you for making these important changes!

Task 1: Conversion Preparation

1. Backup your data file in QuickBooks. For instructions to back up your data file, choose **Help** > **QuickBooks Help**. Search for **Back Up** and follow the instructions.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

NOTE:	If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

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

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

4. Enable Classic Mode (Register Mode). For instructions to enable Classic Mode (Register Mode), choose Help > QuickBooks Help. Search for Banking Feed Modes, select Bank Feeds Modes overview, scroll down, and follow the instructions.

Task 2: 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 > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

> **NOTE:** All transactions must be matched or added to the register prior to disconnecting your accounts.

Task 3: Connect Accounts to Business Online Banking

1. Log in to business online banking and download the QuickBooks file.

2. In QuickBooks, click **File** > **Utilities** > **Import** > **Web Connect Files**.

> **NOTE:** 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.

3. If prompted for connectivity type, select **Web Connect**.

4. Click **Import new transactions now**, then click **OK**.

> **NOTE:** If you previously unselected the “Always give me the option of saving to a file...” option, this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.

6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.

7. Confirm the prompt by clicking **OK**.

8. Repeat steps for each account to be reconnected.

> **IMPORTANT:** Verify that all transactions downloaded successfully into your account registers.