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.

These instructions refer to two “Action Dates.” The 1st Action Date and 2nd Action Date in the instructions will be provided to you by your financial institution.

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

Instructions for One-Step Update initiated from within QuickBooks.

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

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QuickBooks Windows Web Connect

Before the 1st Action Date:

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 the 2nd Action Date:

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 the 1st Action Date:

1. Backup your QuickBooks Mac data file & update the application.
    a. Choose **File > Backup**.
    b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
    a. Complete 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 the 2nd Action Date:

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Lists > 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 dialog boxes that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Log in to your financial institution's online banking site and download your transactions into 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.

        Important: 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.