

# QuickBooks for Windows Conversion Instructions

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## Web Connect

### Introduction

As your financial institution completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data.

To complete these instructions, you will need your login credentials for online banking.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

*Thank you for making these important changes!*

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### Documentation and Procedures

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#### Task 1: Conversion Preparation

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1. Backup your data file. Go to **File**, then select **Back Up Company > Create Local Backup** and choose a location to save your QuickBooks file.
2. Download the latest QuickBooks Update. Go to **Help > Update QuickBooks Desktop**

**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 if you are currently in Multi-user mode. Go to **File > Switch to Single-user mode**

**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) if you are currently in Express Mode. Go to **Edit > Preferences > Checking > Company Preferences > select Classic Mode**

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**Task 2:** Complete a final transaction download

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If new transactions were received from your connection, accept all new transactions into the appropriate registers.

1. Complete a final transaction update to update your transaction history.
2. Repeat this process for each account you need to update.
3. Accept all new transactions into the appropriate registers. This step is required.

If you need assistance matching transactions, choose **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

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

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**Task 3:** Disconnect Accounts in QuickBooks

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1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

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**Task 4:** Reconnect Accounts to *First Mid Bank & Trust*

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1. Log in to online banking and download your QuickBooks Web Connect 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 the **Import new transactions now** radio button, then click **OK**.

**NOTE:** If you previously removed the check from the "Always give me the option of saving to a file..." option, then 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.

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**Task 5:** Re-enable Express Mode (if necessary)

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**NOTE:** If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for Online Banking, you may now re-enable the mode.

To re-enable Express Mode register mode (Optional) Go to **Edit > Preferences > Checking > Company Preferences > select Express Mode**