

## QuickBooks® Business Accounting Software 2007 & 2009-2011 for Mac® Account Conversion Instructions for Direct Connect to Web Connect

As we complete our system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need to be able to log in to the Web sites of your financial institution. **This update can be completed on or after January 23, 2012.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 15 minutes.

**Note:** In the following screen shots, red icon numbers match step number instructions. All bank and register information is fictitious and for illustration only.

 Within this guide, this symbol displays to indicate any optional instructions.

### A.

#### BACK UP YOUR CURRENT DATA

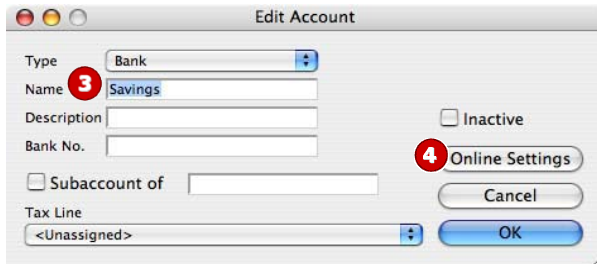
1. Choose **File** menu → **Back Up**. Then choose whether to save the backup to a disk or to your Mac.
2. Follow the on-screen instructions to complete the backup method you choose.

**Please see next page**

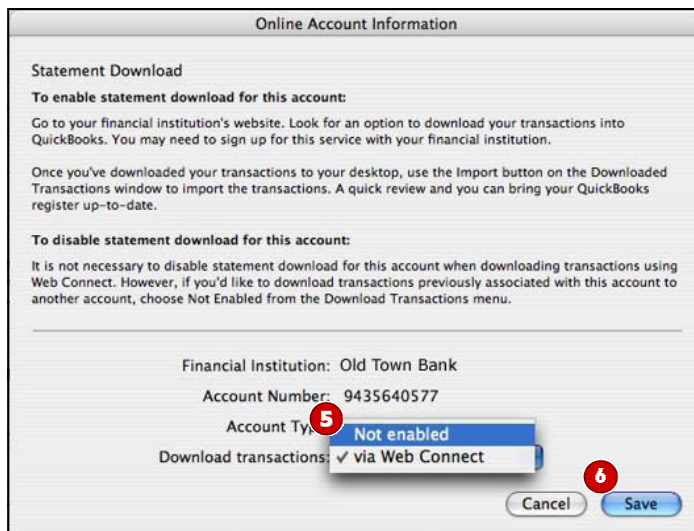
# B.

## DISABLE YOUR ACCOUNTS

1. Choose **Lists** menu → **Chart of Accounts**.
2. Select the account to disable in the **Chart of Accounts** list, and choose **Edit** menu → **Edit Accounts**.



3. If necessary, edit the **Name** and **Routing Number** of the account in the **Edit Account** dialog.
4. Click the **Online Settings** button.



5. Select **Not enabled** from the **Download transactions** drop-down list.
6. Click **Save**.

Repeat steps 2 through 6 for each account from which you download transactions.

# C.

## RE-ENABLE YOUR ACCOUNTS FOR WEB CONNECT

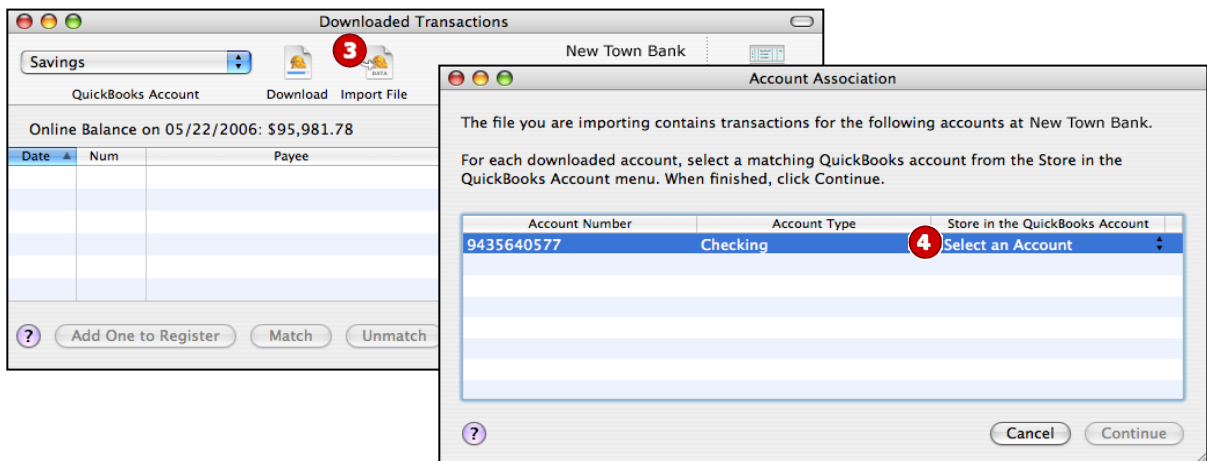
**IMPORTANT:** Do not complete section **D** until after the conversion.

Download to  
QuickBooks

1. Re-enabling your account is as easy as downloading from the Web site. Anytime after the conversion, log in to the Web site and download and save your Web Connect file (.QBO file extension) to your Mac.

**Important:** To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a “from” date that does not include records previously downloaded.

2. In QuickBooks, choose **Banking** menu → **Downloaded Transactions**.  
Click **OK** if any informational prompts display.
3. In the **Downloaded Transactions** dialog, click **Import File** to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click **Open**.



4. The **Account Association** dialog displays during setup only. Click **Select an Account** to choose to map the online account to an existing account register. Then click **Continue**.
5. Click **OK** to any informational prompts.

Repeat steps **1** through **5** for each account that you previously disabled.

6. Verify that all transactions downloaded successfully into your account registers.

**THANK YOU FOR MAKING THESE IMPORTANT CHANGES!**