QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2012–2013

Web Connect

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Introduction

As *First State Bank & Trust* 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 *[User ID and Password]* for the *First State Bank & Trust* Internet Banking System.

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.

NOTE:	This update is time sensitive and can be completed on or after *June 23, 2014*.

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 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 an 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: Deactivate Your Account(s) at First State Bank & Trust, KS

IMPORTANT:	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 at *First State Bank & Trust.*

Task 3: Re-activate Your Account(s) at First State Bank & Trust, KS

1. Log in to the Internet Banking system from *First State Bank & Trust's* web site at *www.firststateks.com.*

2. Download and import your transactions into QuickBooks.

IMPORTANT:	To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

3. 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.

4. Click **Continue**.

5. Click **OK** to any informational prompts.

6. Add or match all downloaded transactions in the **Downloaded Transactions** window.

7. Repeat steps 1 – 6 for each account at *First State Bank & Trust*.

NOTE:	Duplicate Transactions – There is a possibility that you may experience duplicate transactions in your register after account reactivation. This is usually caused by the user overlapping the date range when importing the Web Connect file. Depending on the number of duplicate transactions imported, the best solution may be to restore the backup file created earlier in the conversion process. If there are not many transactions, they can be deleted prior to, or after accepting them to the register.
NOTE:	This can also be caused by a preference that is available in Quicken for Windows, "Automatically add downloaded transactions to register".
NOTE:	Specific steps/recommendations based on products can be found in the Post Conversion Issue Help Guide.

Thank you for making these important changes!