

Online Banking Web Connect Conversion QuickBooks Mac 2009-2011

As your financial institution completes its 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 into the financial institution's web site.

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 15-20 minutes.



Note: The QuickBooks Windows Online Banking module has not changed. The product interface may look different; however the steps that follow will work for all versions of QuickBooks 2009-2011.



This update is time sensitive and can be completed on or after [October 10, 2011](#).

Back Up Your Current Data

1. Choose File menu → Back Up. Then select To a Disk
2. Follow the on-screen instructions to complete the backup method you choose.

Download the Latest QuickBooks Update

1. Choose the QuickBooks menu → Check for a QuickBooks Updates.
2. If an update is available, follow the on-screen instructions to install the update.

Deactivate Your Account

1. Choose Lists menu → Chart of Accounts.
2. Select the account to disable within the Chart of Accounts list → click the pencil icon at the bottom of the window to display the Edit Accounts dialogue.
3. Click the Online Settings button.





If necessary, edit the Name and Routing Number of the account in the Edit Account dialog.

4. Select “Not enabled” from the Download transactions drop-down list.

Online Account Information

Download Transactions
To set up online banking
Before you can download your transactions from your financial institution, you must set up online banking in QuickBooks. Click Banking > Online Banking Setup and follow the onscreen instructions to set up online banking.
To turn off online banking
To turn off online banking for this account, select Not Enabled from the Download Transaction menu.

Financial Institution: DI
Account Number: 8000088956
Account Type: Checking
Download transactions: via Web Connect

Cancel Save

5. Click Save.
6. Repeat steps 2 through 5 for each account from which you download transactions.

Activate Your Account

1. Log into your financial institution’s web site. Download your transactions into QuickBooks.



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. The Account Association dialog displays during setup → click “Select an Account” to choose to link to an existing account register → click Continue.

Account Association

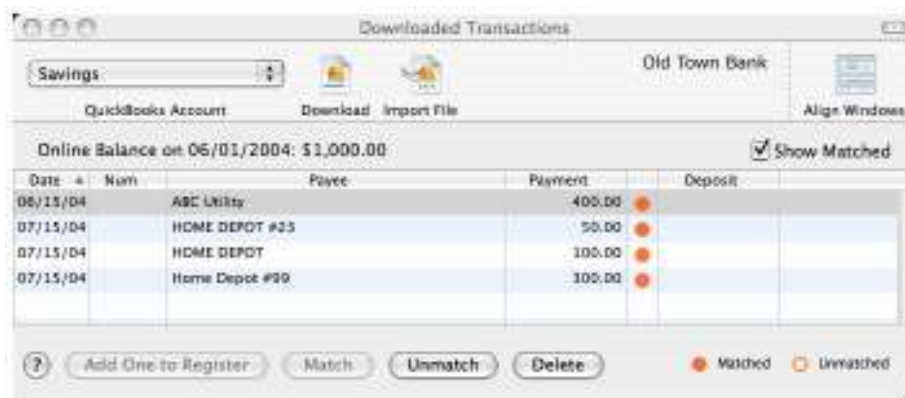
The file you are importing contains transactions for the following accounts at New Town Bank.
For each downloaded account, select a matching QuickBooks account from the Store in the QuickBooks Account menu. When finished, click Continue.

Account Number	Account Type	Store in the QuickBooks Account
9435640577	Checking	Select an Account

Cancel Continue

3. Click OK to any informational prompts.
4. Add or match all downloaded transactions listed in the Downloaded Transactions dialog.

Once all downloaded transactions are matched and display a solid orange circle → click Delete to remove each item.



5. Repeat steps 1 through 4 for each account that you previously disabled.



Verify that all transactions downloaded successfully into your account registers.

Congratulations, you have completed the necessary changes!