QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2012–2015

Web Connect

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Introduction

As *Volunteer State Bank* completes its online banking 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 *Volunteer State Bank* online banking website.

NOTE:	For QuickBooks Web Connect accounts, use the same User ID and PIN/Password as your financial institution website.

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 *05/05/15*.

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:   Match Downloaded Transactions

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

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 3:   Deactivate Your Account(s)

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 *Volunteer State Bank.*

Task 4: Re-activate Your Account(s) at Volunteer State Bank

1. Log in to *Volunteer State Banks* online banking website at *www.volstatebank.com* and download your QuickBooks Web Connect File.

> **IMPORTANT:** 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.

2. Click **File** > **Import** > **From Web Connect**.

3. If prompted for connectivity type, select **Web Connect**.

4. 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.

> **IMPORTANT:** Do NOT select "New" under the action column.

5. Click **Continue**.

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

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

8. Repeat steps 1 – 7 for each account at *Volunteer State Bank.*

Thank you for making these important changes!