# QuickBooks for Windows Conversion Instructions

*QuickBooks Windows 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.

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| **NOTE:** | For QuickBooks Web Connect/Express 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.

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| **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 **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

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| **IMPORTANT:** | 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. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

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| **IMPORTANT:** | If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete. |

4. Enable Register Mode. (Classic Mode in QuickBooks 2014 and newer).

5. For instructions to enable Register Mode, choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, 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 **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

## Task 3: Deactivate Your Account(s)

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| **IMPORTANT:** | All transactions must be matched or added to the register prior to deactivating your account(s). |

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 **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks 2014 and newer.
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 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.
2. Click **File** > **Utilities** > **Import** > **Web Connect Files**.

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| **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. |

3. If prompted for connectivity type, select **Web Connect**.
4. Click the **Import new transactions now** radio button, then click **OK**.

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| **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 1 - 7 for each account that you previously disabled.

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| **NOTE:** | Verify that all transactions downloaded successfully into your account registers. |

### Task 5: Re-enable Side by Side mode (if necessary)

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| **NOTE:** | If you prefer register mode, you are finished with your conversion. If you use the Side by Side mode (Express Mode in QuickBooks 2014 and newer) for online banking, you may now re-enable the mode. |

1. For instructions to enable Side by Side mode (Express Mode), choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

*Thank you for making these important changes!*