

# QuickBooks for Mac Conversion Instructions

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*Web Connect*

## Introduction

As *Exchange Bank - Santa Rosa* completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your login credentials for online banking.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

*Thank you for making these important changes!*

## Documentation and Procedures

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### **Task 1:** Conversion Preparation

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1. Backup your data file. Go to **File**, then select **Back Up** and choose a location to save your QuickBooks file.
2. Download the latest QuickBooks Update. Go to **QuickBooks** (left of **File** on top bar) and select **Check for QuickBooks Updates**.

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### **Task 2:** Match Downloaded Transactions

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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.

**NOTE:** All transactions must be matched or added to the register prior disconnecting your accounts.

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**Task 3:** Disconnect Accounts in QuickBooks on or after *9/14/2020*

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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 for each account to be disconnected.

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**Task 4:** Reconnect Accounts to *Exchange Bank - Santa Rosa* on or after *9/14/2020*

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1. Log in to <https://www.exchangebank.com/> and download your QuickBooks Web Connect File.

**NOTE:** 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 for each account to be reconnected.