QuickBooks Desktop Conversion Instructions

QuickBooks Mac Web Connect

Instructions for downloading a Web Connect File from Online Banking

On or After Tuesday, December 8: Disconnect & Reconnect Your Accounts

Step 1: Disconnect Your Accounts

1. Choose **Lists > Chart of Accounts**.
2. Click the first account you would like to deactivate and choose **Edit > Edit Account**.
3. Choose **Online Settings** in the **Edit Account** window.
4. Choose **Not Enabled** from the **Download Transactions** list and click **Save**.
5. Click **OK** for any alerts or messages that may appear with the deactivation.
6. Repeat steps for any additional accounts that apply.

Step 2: Reconnect Your Accounts

1. Log in to Online Banking and download your transactions into to a QuickBooks (.qbo) file.
   IMPORTANT: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
2. In QuickBooks, choose **File > Import > From Web Connect**. Import your Web Connect file.
3. In the Account Association window, click **Select an Account** to choose the appropriate existing account register. **IMPORTANT: Do NOT select "NEW" under the action column** unless you intend to add a new account to QuickBooks.
4. Click **Continue** and **OK** for any dialog boxes that require action.