

QuickBooks Desktop Conversion Instructions

QuickBooks Windows Bill Pay

Additional instructions for users of Direct Connect Bill Pay

Before Monday, December 7: Cancel Existing Bill Payments

1. Open the Register of the account you made the payment from.
2. Choose Company > Chart of Accounts.
3. Double-click the proper account.
4. In the register, locate the transaction to be canceled.
5. Click the transaction to be deleted.
6. Choose Edit > Cancel Payment.

On or After Tuesday, December 8: Recreate Your Bill Payments

If you need help re-creating payments, choose **Help > QuickBooks Help**. Search for **Pay a Vendor Online** and follow the instructions.