

QuickBooks Desktop Conversion Instructions

QuickBooks Windows 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. Right-click on the first account you would like to deactivate and choose **Edit Account**.
3. Click the **Bank Feeds Settings** tab in the **Edit Account** window.
4. Check the box next to **Disconnect this Account on Save**.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any alerts or messages that may appear with the deactivation.
7. Repeat steps for any additional accounts that apply.

Step 2: Reconnect Your Accounts

1. Log in to Online Banking and download your transactions to a QuickBooks (.qbo) file.
NOTE: 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 > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
3. In the Select Bank Account dialog select **Use an existing QuickBooks account**.
IMPORTANT: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
4. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.