QuickBooks® Business Accounting Software 2007–2009 for Windows® Account Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need to be able to log in to the Web site.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 15 minutes.

Note: In the following screen shots, red icon numbers match step number instructions. All bank and register information is fictitious and for illustration only.

In this document, QuickBooks 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

Within this guide, this symbol displays to indicate any optional instructions.

A. BACK UP YOUR CURRENT DATA

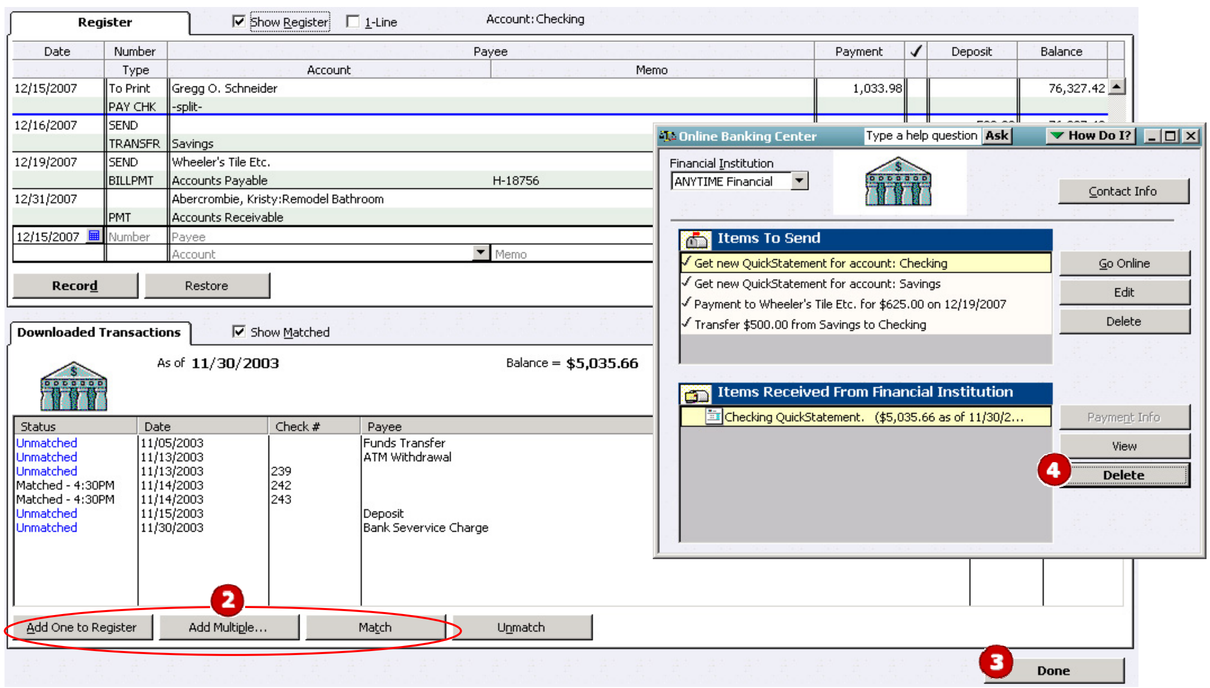
1. Choose **File** menu → **Back Up**.
2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click **OK**.

B. GET YOUR LATEST TRANSACTIONS

1. Log in to your financial institution's "old" Web site. Download your transactions into QuickBooks.

Important: You may not be able to download these transactions after the conversion.

2. Once in QuickBooks, view your QuickStatement as usual. In the QuickBooks account register, add or match all transactions listed in the Downloaded Transactions tab. You will not be able to proceed until all transactions are matched.



3. Once all downloaded transactions are matched, click **Done** in the lower right.

4. The Online Banking Center dialog displays. Click **Delete** to remove each item from the Items Received from Financial Institution section.

Repeat steps **1** through **4** for each account (such as checking, savings, and credit cards) that you plan to use for online banking.

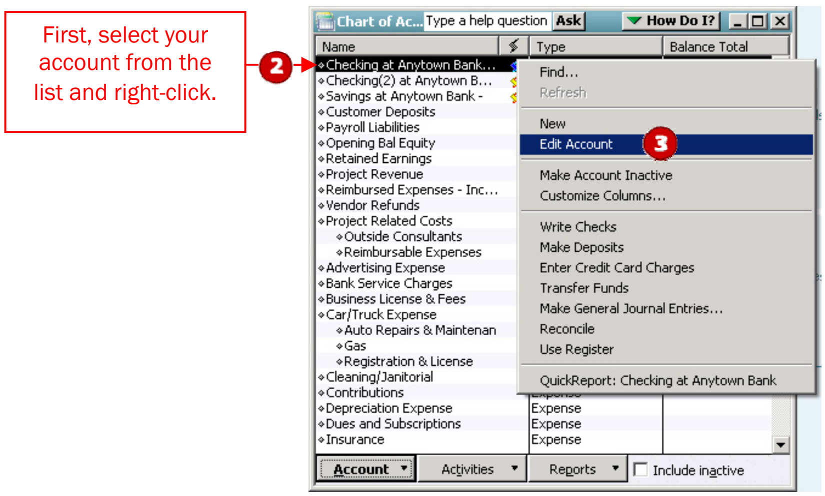
For assistance reconciling your account register, choose **Help** menu → **QuickBooks Help**. In the Ask prompt, enter **Reconciling your account**.

C. DISABLE YOUR ACCOUNTS

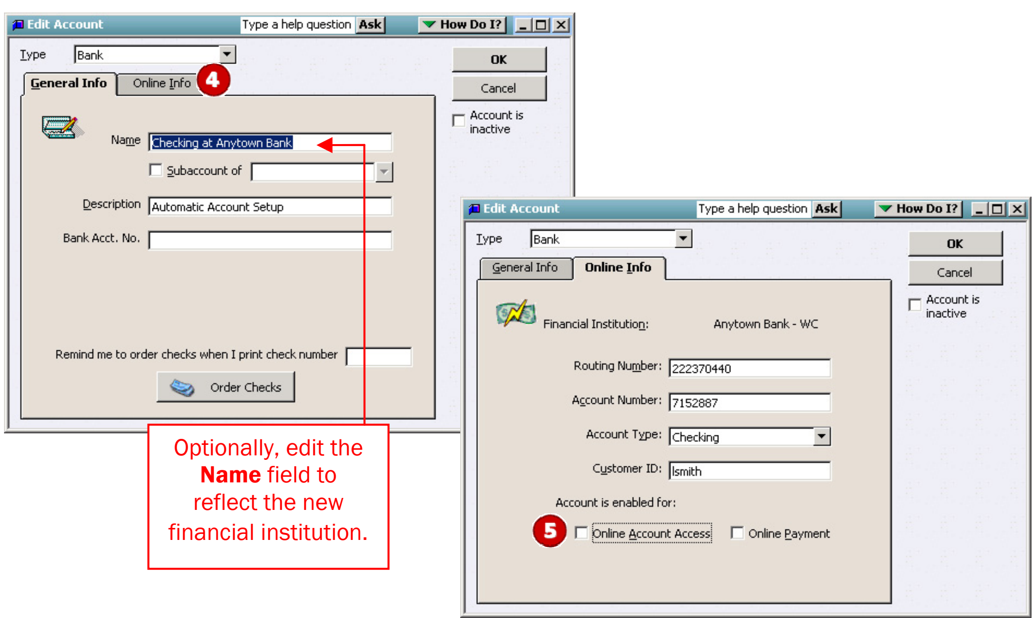
1. Choose **Lists** menu → **Chart of Accounts**.

2. Right-click your first account.

3. Select **Edit Account** from the pop-up menu. **Update Account Number and Routing Number as needed.**



4. In the Edit Account window, click the **Online Info** tab.



5. Deselect the **Online Account Access** checkbox. Click **OK**.

6. Click **OK** again to the warning prompt.

Repeat steps **2** through **6** for each account from which you download transactions.

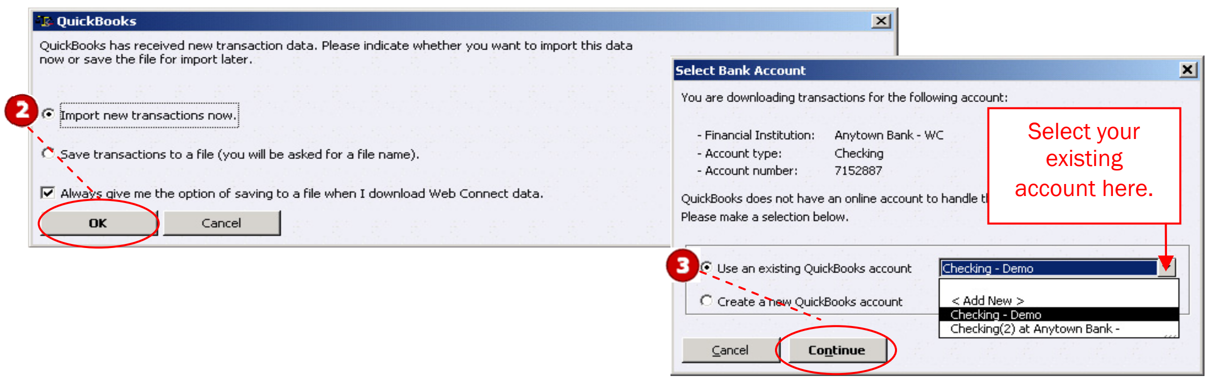
D. ENABLE YOUR ACCOUNTS

IMPORTANT: Do not complete section **D** until after the conversion.

Download to QuickBooks

1. Log in to your financial institution's Web site. Download your transactions into QuickBooks.

Important: **To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.**



2. In QuickBooks, click the **Import new transactions now** radio button. Then click **OK**.

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.

3. In the Select Bank Account dialog, click the **Use an existing QuickBooks account** radio button. In the corresponding drop-down list, select the QuickBooks account that you use. Click **Continue**.

Note: You only need to select the account for this first download. Future downloads apply to this account automatically.

4. Confirm the prompt by clicking **OK**.

Repeat steps **1** through **4** for each account that you previously disabled.

5. Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!