QuickBooks® Business Accounting Software 2007–2009 for Windows®
Account Conversion Instructions
Converting from Direct Connect to Web Connect

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 your customer ID and PIN and to be able to log in to the Web site. **This update may be time sensitive.**

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 20 minutes.

To see how your downloading experience will change after your account conversion, click here.

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

This detour symbol indicates section instructions that are for bill pay customers only. If you are not a bill pay customer, you can skip these sections or steps.

Within this guide, this symbol displays to indicate that there are optional FAQs.

A. BACK UP YOUR CURRENT DATA
(ALL customers)

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**.

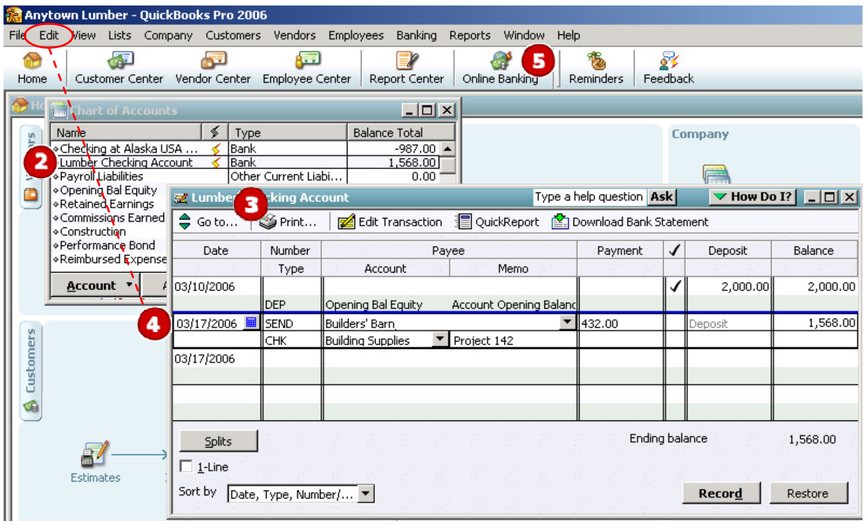
B. DELETE PENDING ONLINE PAYMENTS
(BILL PAY customers only)

BILL PAY ONLY: *If you do not use online bill payment, then skip to [section C](#).*

IMPORTANT: Online bill payment no longer will be available after this conversion. Contact your financial institution to sign up for Web-based bill payment.

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

2. Double-click the first account used for online payments.



If you do not see any unpaid online payments, then skip to [section C](#).

3. Click **Print...** to save a copy of your account register. You'll use this to make these payments later using another method.

4. Select an online payment that is scheduled to be paid after today. Choose **Edit** menu → **Cancel Payment**. Click **Yes** to confirm the cancellation.

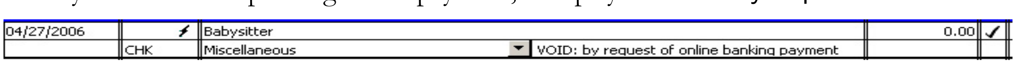
Repeat step **4** to cancel each payment scheduled to be paid after today.

5. Choose **Banking** menu → **Online Banking** → **Online Banking Center**.

6. In the Online Banking Center, click **Go Online**. Enter your password when prompted, and click **OK**.

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

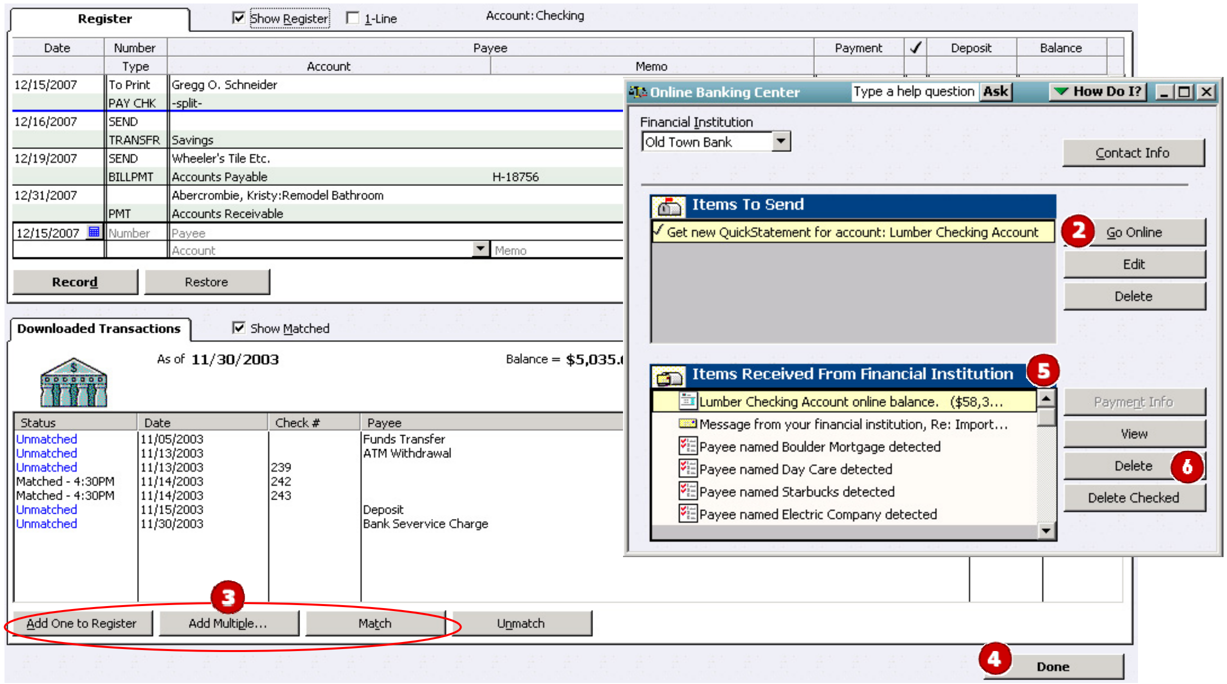
Once you cancel each pending online payment, it displays as VOID: by request of online banking payment.



C.	GET YOUR LATEST TRANSACTIONS IF AVAILABLE (ALL customers)

1. Choose **Banking** menu → **Online Banking** → **Online Banking Center**.

2. In the Online Banking Center, click **Go Online** to download your latest transactions. Enter your password when prompted, and click **OK**.



3. 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.

4. When all downloaded transactions are matched, click **Done** in the lower right.

5. Scroll through the remaining Items Received From Financial Institution list. View any of these items, if necessary.

6. In the Online Banking Center, click **Delete** in the Items Received from Financial Institution section to remove each item from the list.

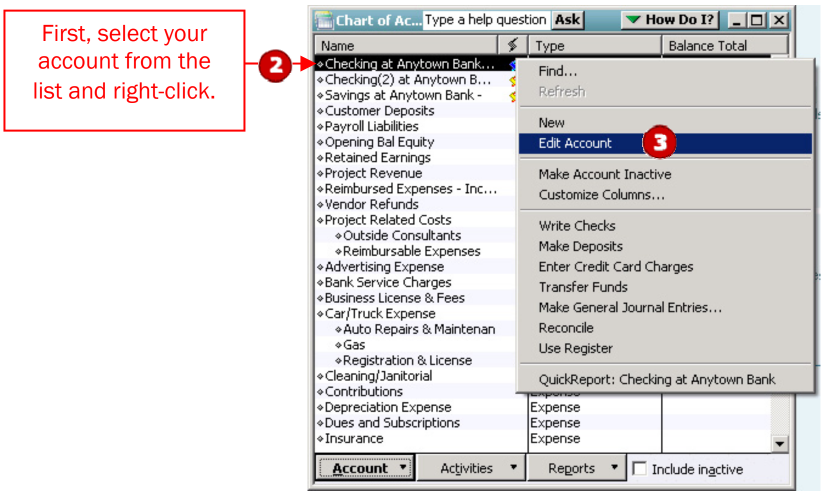
7. Close the Online Banking Center.

DISABLE YOUR ACCOUNTS
(ALL customers)

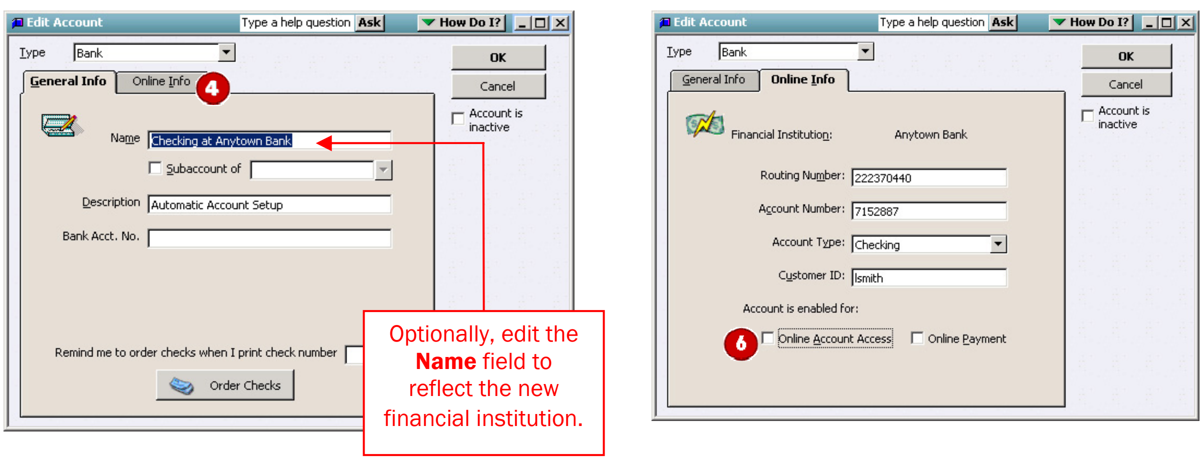
1. Choose **Lists** menu → **Chart of Accounts**.

2. Right-click your first account.

3. Select **Edit Account** from the pop-up menu. **Edit Account Number if needed.**



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



5. Deselect both the **Online Account Access** and **Online Payment** checkboxes. Click **OK**.

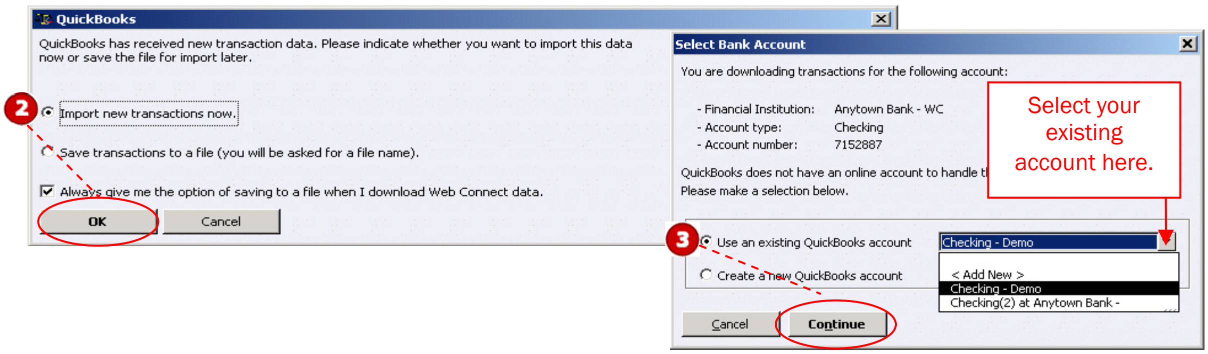
6. Click **OK** again to the QuickBooks information "You have just disabled one or more…" prompt.

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

E. ENABLE YOUR ACCOUNTS
(ALL customers)

1. Anytime after the conversion, log in to the 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. 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!