

# Quicken® for Mac Personal Finance Software 2005–2007

## Account Conversion Instructions

### Converting from Direct Connect to Web Connect

As your financial institution completes its system conversion, you will need to modify your Quicken 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 service may stop functioning properly. This conversion should take 15–30 minutes.

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



This detour symbol indicates section instructions that are for bill pay customers only. If you do *not* use Quicken to make online bill payments, then you can skip these sections or steps. Investment accounts do not use bill pay.



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

## A.

### BACK UP YOUR CURRENT DATA (ALL customers)

1. *Quicken for Mac 2006 customers:* Choose **File** menu → **Back Up** → **To Disk...**  
*Quicken for Mac 2005 customers:* Choose **File** menu → **Save a Copy...**
2. Complete the following prompts.

## B.

### DOWNLOAD THE LATEST QUICKEN UPDATE (ALL customers)

1. Choose **Quicken 2006** menu → **Check for Updates**.
2. If a software update is available, then you will be prompted to download the update from the Quicken Web site.
3. Once the update is complete, restart Quicken.

# C.

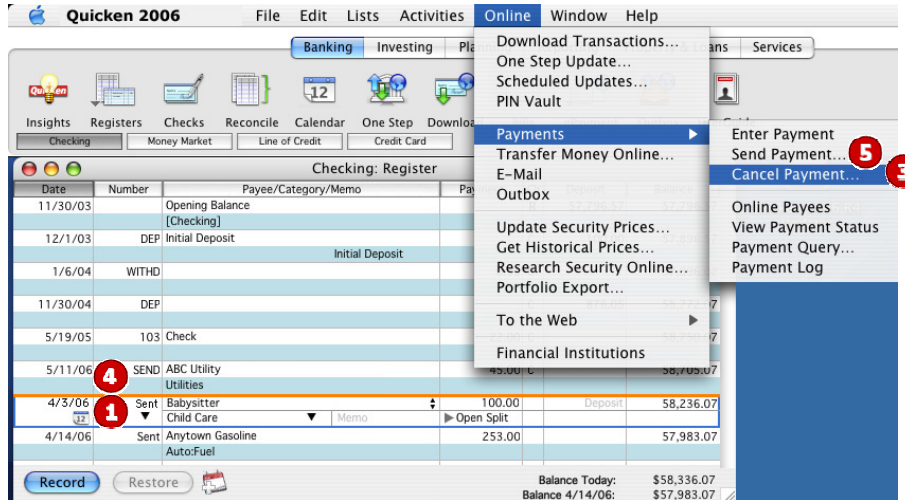
## DELETE PENDING ONLINE PAYMENTS (BILL PAY customers only)



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

**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. In your account register, check the Number column to see if there are any Sent transactions scheduled for delivery after today. If there are none, then skip to [section D](#).



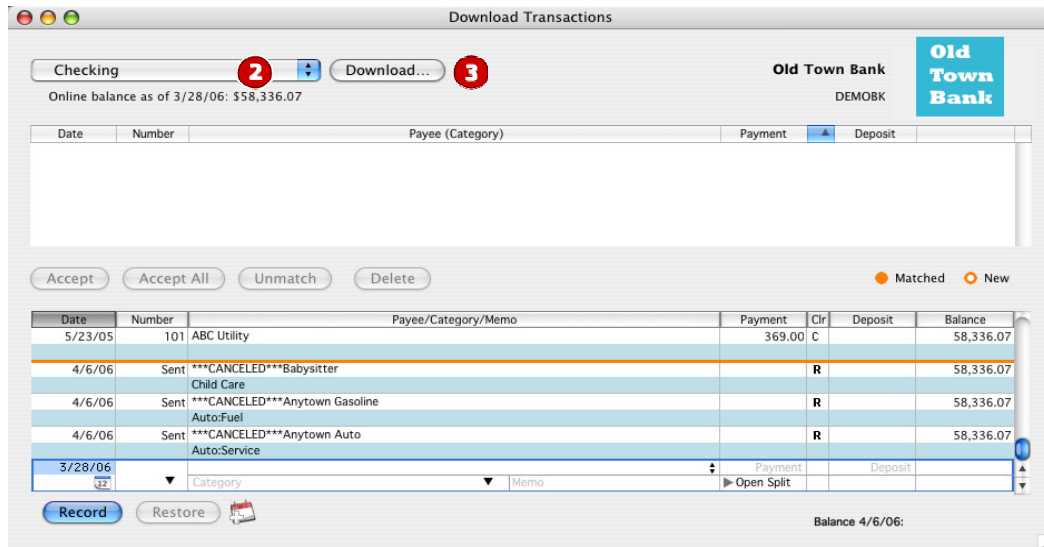
2. Choose **File** menu → **Print Register...** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. (You'll use this to make these payments later using another method.)
3. Click to select the first pending transaction in your account register. Choose **Online** menu → **Payments** → **Cancel Payment...** Quicken determines if there is enough time to cancel the payment.
  - If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.
  - If there is enough time to cancel, then click **Put In Outbox** in the **Cancel Payment** dialog.

Repeat step **3** for each additional pending transaction.

4. Choose **Online** menu → **Payments** → **Send Payment...** to send the cancellation instructions to your financial institution.
5. With the **Payment Items** option selected, click **Send Now**. Complete the remaining prompts.
6. Close the **Outbox** dialog when complete.

The cancelled transactions remain in the register after you send the cancellation instructions; however, Quicken marks them as **\*\*\*CANCELLED\*\*\***.

**1.** Choose **Online** menu → **Download Transactions...**



**2.** Click to select your account from the drop-down list.

**3.** Click **Download...**

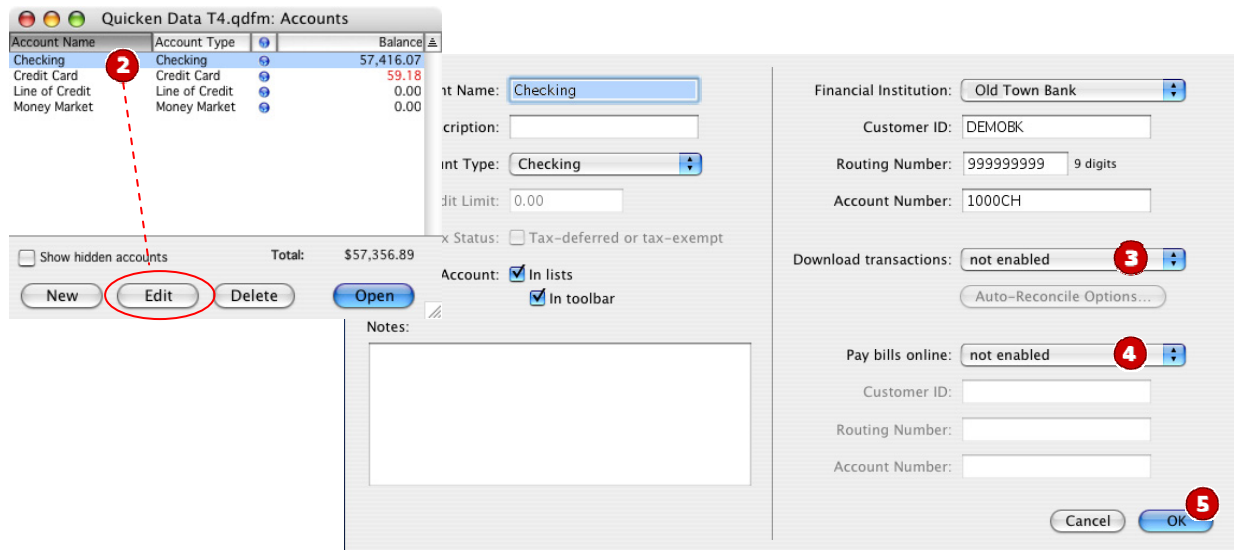
**4.** Enter your PIN or PIN Vault PIN, and click **OK**.

**5.** If new transactions display in the Download Transactions dialog, then accept them in your Quicken account register.

- ▲ For assistance accepting transactions, choose **Help** menu → **Quicken Help**. In the Ask a Question prompt, enter *Downloading my account statement*. Specific instructions list under the *Updating your register* section.
- ▲ For help reconciling your account register, choose **Help** menu → **Quicken Help**. Under contents, click *Accounts*. Under Accounts, click *reconcile an account*.

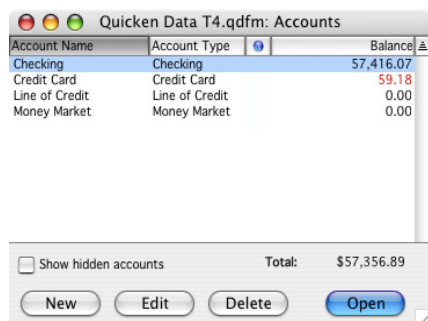
## DISABLE YOUR ACCOUNTS FROM DIRECT CONNECT (ALL customers)

1. Choose **Lists** menu → **Accounts**.
2. Select the account you want to disable, and click **Edit**. **Edit Account information if needed.**



3. In the **Download transactions:** drop-down list, select **not enabled**. Click **OK** to the prompt, “You are about to disable...”
4. If you use online payment, then select **not enabled** in the **Pay bills online:** drop-down list. Click **OK** to the prompt, “You are about to disable...”
5. Click **OK** to save your edits.

Repeat steps **2** through **5** for each online account (such as checking, savings, credit cards, and brokerage). As each online account is disabled, its blue online circle icon disappears.



Verify that your account list does not display blue online circle icons for any accounts.

# F.

## ENABLE YOUR ACCOUNTS FOR WEB CONNECT (ALL customers)

1. Anytime on or after the conversion date, log in to the financial institution's Web site. Download your transactions into Quicken.

**Download to  
Quicken**

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

2. Click the **Use an existing Quicken account** radio button. In the corresponding drop-down list, select the first Quicken account.

Select Account to Enable

You are downloading transactions for the following account:

Financial Institution: 1st National Bank & Trust  
Account Type: Checking  
Account Number: 11094542

Quicken does not have an associated account to handle these transactions. Select an existing account or enter a new account name, and click OK.

**2**  Use an existing account:

Create a new account:

Cancel OK

Select your  
existing  
account here.

Repeat steps **1** and **2** for each account that you will use for online banking and investing.

You Are Done

**THANK YOU FOR MAKING THESE IMPORTANT CHANGES!**