

QuickBooks for Mac Conversion Instructions



QuickBooks for Mac

Web Connect

Introduction

As First National Bank & Trust Co. completes its system conversion to the new Business Banking, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your login credentials for both your old and new Business Banking services.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top.. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Connect to FNBT's *OLD* Business Banking service for a final download after 11/14/2016 but before 01/16/2017. It is important that the final download be completed before **01/16/2017**.

1. Log in to FNBT's old Business Banking and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps 1 – 3 for each account with FNBT.

Task 3: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4: Deactivate Your Account(s) with the *OLD* Business Banking service after you have completed the final download. The final download must be completed before **01/16/2017**

NOTE: All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at FNBT.

Task 5: Re-activate Your Account(s) with the *NEW* Business Banking service after you have completed Task 4.

1. Log in to the new Business Banking service and download your QuickBooks Web Connect File.

IMPORTANT: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Click **File > Import > From Web Connect**.
3. If prompted for connectivity type, select **Web Connect**.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

IMPORTANT: Do NOT select “New” under the action column.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps 1 – 7 for each account at FNBT.

Thank you for making these important changes!

QuickBooks for Mac Conversion Instructions



QuickBooks Mac

Web Connect to Direct Connect

Introduction

As First National Bank & Trust Co. completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your login credentials for both your old and new Business Banking services.

NOTE: Direct Connect may require registration. Please contact First National Bank & Trust Co. to verify your Direct Connect login information.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Connect to FNBT's *OLD* Business Banking service for a final download after 11/14/2016 but before 01/16/2017. It is important that the final download be completed before **01/16/2017**.

1. Log in to FNBT's *old* Business Banking and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps 1 – 3 for each account with FNBT.

Task 3: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4: Deactivate Your Account(s) with the *OLD* Business Banking service after you have completed the final download. The final download must be completed before **01/16/2017**

NOTE: All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at FNBT.

Task 5: Re-activate Your Account(s) with the *NEW* Business Banking service after you have completed Task 4.

1. Choose **Banking** menu > **Online Banking Setup**.
2. Select **FNBT Chickasha, Ok – BeB DC** from the **Financial Institution** list and click **Next**.
3. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
4. The Online Banking Assistant window displays during setup. Select '**Yes, my account has been activated for QuickBooks online services**', then click **Next**.
5. Enter credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

IMPORTANT: Do **NOT** select "**New**" under the action column.

7. Click **Next**.
8. Click **Done**.
9. Add or match all downloaded transactions in the **Downloaded Transactions** window.

Thank you for making these important changes!