



QuickBooks for Mac Conversion Instructions

QuickBooks Mac

Direct Connect to Web Connect

Introduction

As **State Bank of Southern Utah** completes its Online Banking 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 Direct Connect and/or online banking.

You should perform the following instructions exactly as described and in the exact order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Back up 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: *Optional task* - Complete a final download **before June 20, 2020**

1. Choose **Banking** menu > **Downloaded Transactions**.
2. Choose **State Bank of Southern Utah (may include QBDC)** from the **Financial Institution** drop-down menu.
3. Click **Download**.
4. Enter credentials (if required) and click **OK**.
5. Repeat steps for each account.

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: Disconnect Accounts in QuickBooks on or after **June 20, 2020**

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 **Online Settings**.
5. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 5: Reconnect Accounts to **State Bank of Southern Utah WC New** on or after **June 23, 2020**

1. Log in to www.sbsu.com and download your QuickBooks Web Connect File.

NOTE: 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. In QuickBooks, 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 for each account to be reconnected.