QuickBooks for Windows Conversion Instructions

QuickBooks for Windows

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.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help menu > QuickBooks Help**. Search for **Back Up** and follow the instructions.

2. Download the latest QuickBooks update. For instructions to download an update, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

> **NOTE:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help menu > QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

> **NOTE:** If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).

5. For instructions to enable Classic Mode (Register Mode), choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview,** and follow the instructions.

Task 2: *Optional task* - Complete a final download **before** *June 20, 2020*

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2. Choose *State Bank of Southern Utah QBDC* from the **Financial Institution** dropdown.

3. Click **Send/Receive**.

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 **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 4: Deactivate accounts in QuickBooks on or after *June 20, 2020*

> **NOTE:**   All transactions must be matched or added to the register prior to deactivating 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. Click on the **Bank Feed Settings** tab in the Edit Account window.

5. Select **Deactivate All Online Services** and click **Save & Close**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps 2 – 6 for each account at *State Bank of Southern Utah DC*

8. Backup your data file.

Task 5: Reactivate your account at *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.

2. In QuickBooks, click **File** > **Utilities** > **Import** > **Web Connect Files**.

> **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.

3. If prompted for connectivity type, select **Web Connect**.

4. Link your bank account with the existing QuickBooks account and click **Continue**.

Task 6: Re-enable Express Mode (if necessary)

> **NOTE:** If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Thank you for making these important changes!