QuickBooks Desktop Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for Mac.

QuickBooks Mac Web Connect

Before October 8, 2021:
1. Backup your QuickBooks Mac data file & update the application.
    a. Choose **File > Backup**.
    b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Repeat this step for each account you need to update.
    c. Accept all new transactions into the appropriate registers. (required)

On or After October 12, 2021:
1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Lists > Chart of Accounts**.
    b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
    c. Select **Online Settings** in the Edit Account window.
    d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
    e. Click **OK** for any dialog boxes that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Log in to your financial institution's online banking site and download your transactions into to a QuickBooks (.qbo) file.

Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

    b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
    c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.

    d. Click **Continue** and **OK** for any dialog boxes that require action