QuickBooks® Business Accounting Software 2006–2007 for Mac®
Account Conversion Instructions

As your financial institution its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need to be able to log in to the Web sites of your financial institution. **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 banking service may stop functioning properly. This conversion should take about 15 minutes.

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

Within this guide, this symbol displays to indicate any optional instructions.

A. BACK UP YOUR CURRENT DATA

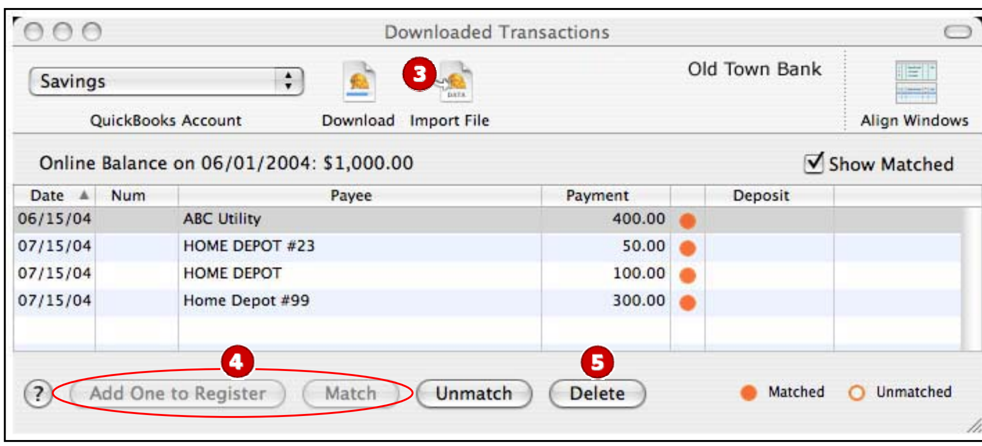
1. Choose File menu → Back Up. Then choose whether to save the backup to a disk or to your Mac.
2. Follow the on-screen instructions to complete the backup method you choose.

B. GET YOUR LATEST TRANSACTIONS

1. Download your transactions one last time to bring your account register up to date. Log in to the Web site and download and save your Web Connect file (.QBO file extension) to your Mac.

Important: Specify your transaction download date range through today. You may not be able to download these transactions after today.

2. In QuickBooks, choose Banking menu → Downloaded Transactions.



ount information

l click Open.

tions dialog. You

Delete to remove

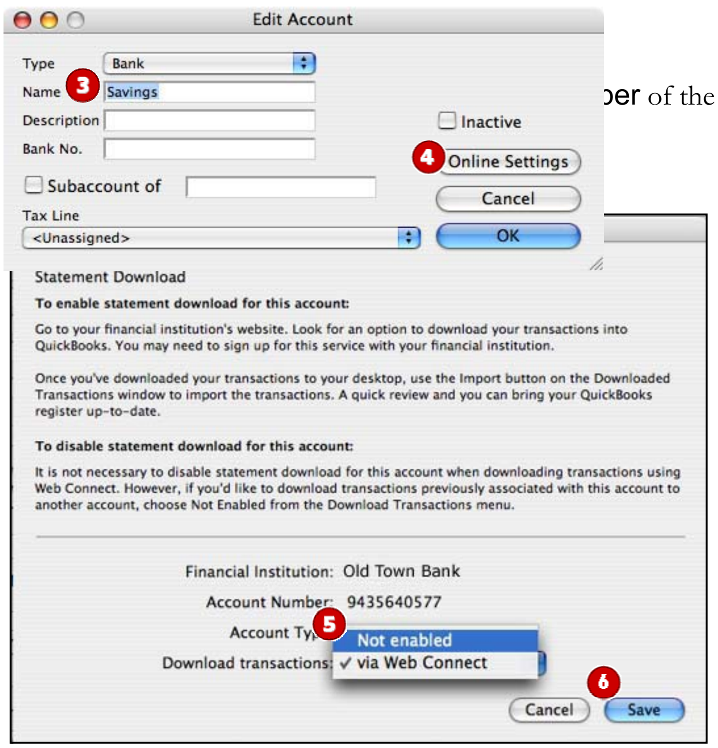
Repeat steps 1 through 5 for each account (such as checking, savings, and credit cards) that you plan to use for online banking.

For assistance reconciling your account register, choose Help menu → QuickBooks Help. In the Ask a Question prompt, enter Reconciling an account.

DISABLE YOUR ACCOUNTS

1. Choose **Lists** menu → **Chart of Accounts**.

2. Select the account to disable in the **Chart of Accounts** list, and choose **Edit** menu → **Edit Accounts**.



er of the account in the **Edit Account** dialog.

5. Select **Not enabled** from the **Download transactions** drop-down list.

6. Click **Save**.

Repeat steps 2 through 6 for each account from which you download transactions.

D. RE-ENABLE YOUR ACCOUNTS

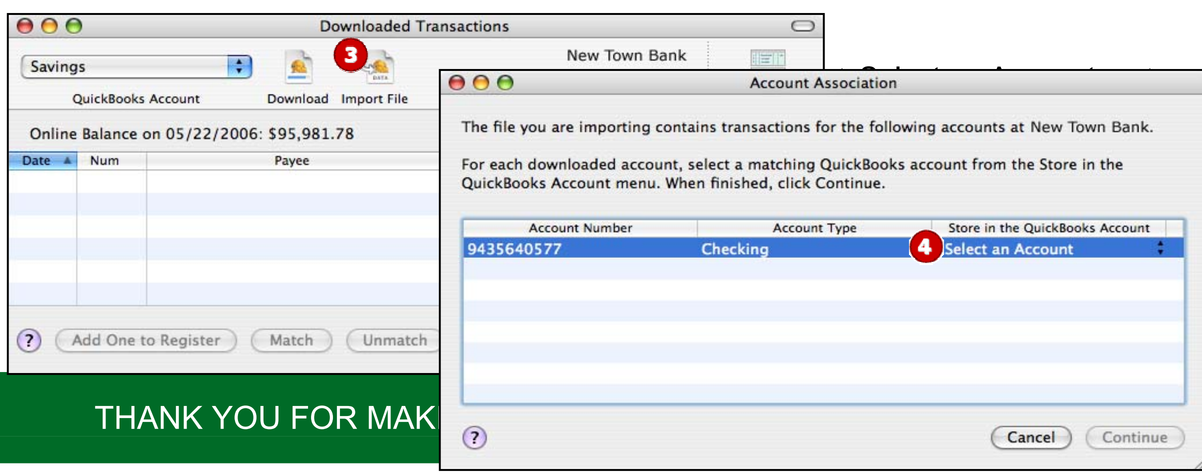
IMPORTANT: Do not complete section D until after the conversion.

1. Re-enabling your account is as easy as downloading from the Web site. Anytime after the conversion, log in to the Web site and download and save your Web Connect file (.QBO file extension) to your Mac.

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

2. In QuickBooks, choose Banking menu → Downloaded Transactions.
Click OK if any informational prompts display.

3. In the Downloaded Transactions dialog, click Import File to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click Open.



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