# Quicken® for Mac Personal Finance Software 2005–2007 Account Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need to be able to log in to the Web site of your financial institution.

**It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online service may stop functioning properly.** This conversion should take 10 minutes.

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

In this document, Quicken 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

⚠ Within this guide, this symbol displays to indicate that there are optional FAQs.

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## A. BACK UP YOUR CURRENT DATA

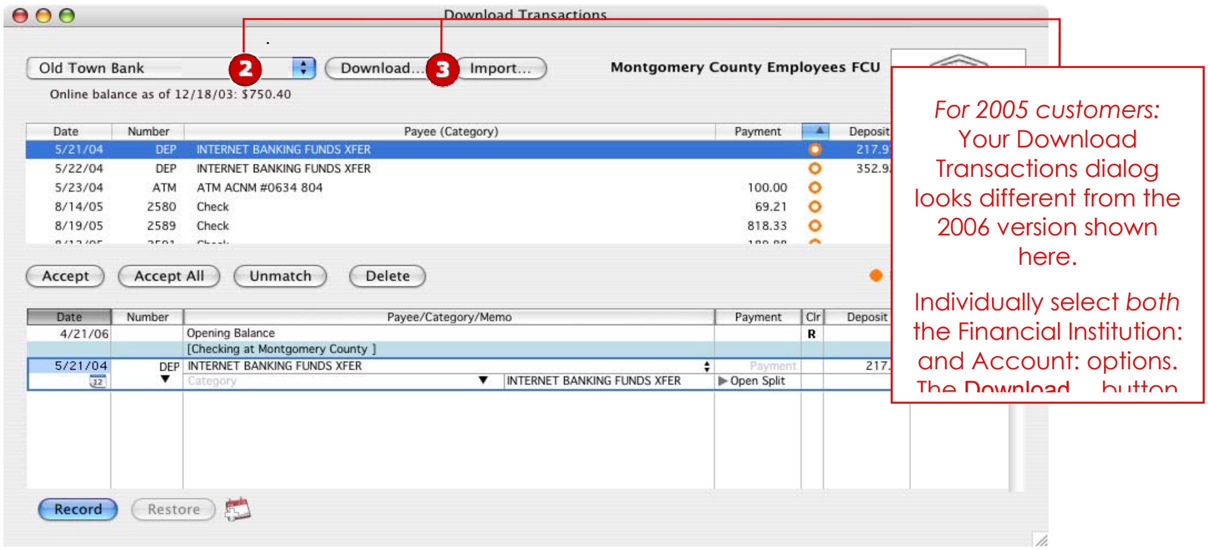
1. *Quicken for Mac 2006 & 2007 customers:* Choose File menu → Back Up → To Disk….
   *Quicken for Mac 2005 customers:* Choose File menu → Save a Copy….
2. Complete the following prompts.

## B. DOWNLOAD THE LATEST QUICKEN UPDATE

1. *Quicken for Mac 2006 & 2007 customers:* Choose Quicken 2006 or 2007 menu → Check for Updates.
   *Quicken for Mac 2005 customers:* Choose Quicken 2005 menu → Check for Updates.
2. If a software update is available, then you will be prompted to download the update from the Quicken Web site.
3. Once the update is complete, restart Quicken.

## C. GET YOUR LATEST TRANSACTIONS

1. Choose **Online** menu → **Download Transactions…**.




2. *Quicken for Mac 2006 & 2007 customers:* Click to select your account from the drop-down list. *Quicken for Mac 2005 customers:* Click to select your financial institution and account from the drop-down lists. (The note in the graphic explains how your Download Transactions dialog will look a little different.)

3. Click **Download…**.

4. Enter your customer ID and PIN to log in to you financial institution's Web site. Download your transactions into Quicken.

Note: You will not be able to download these transactions after the conversion.

Repeat steps 2 through 4 for each account (such as checking, savings, credit cards, and brokerage) that you will use for online banking and investing.

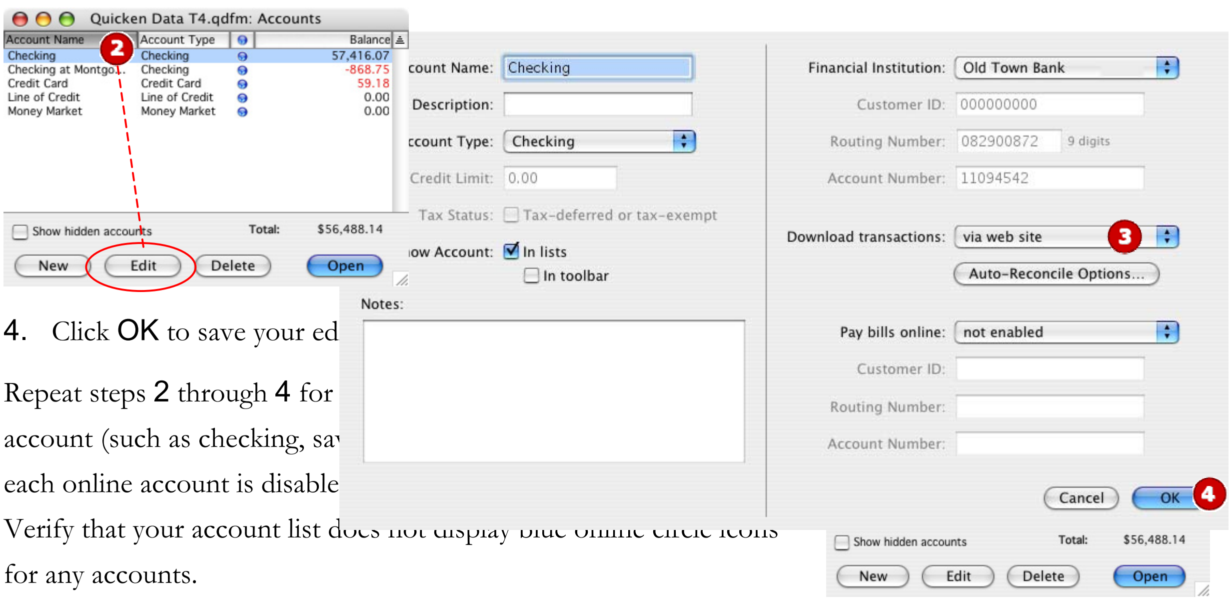
5. Once the transactions are downloaded, **accept all the transactions into your Quicken account register**.

Important: You will not be able to proceed to the next section until you accept all transactions in the Download Transactions tab.

⚠ For help reconciling your account register, choose **Help** menu → **Quicken Help**. In the Ask a Question prompt, enter *Reconciling an account.*

## D. DISABLE YOUR ACCOUNTS

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




4. Click **OK** to save your ed

Repeat steps **2** through **4** for

account (such as checking, sa

each online account is disable

Verify that your account list does not display blue online circle icons

for any accounts.

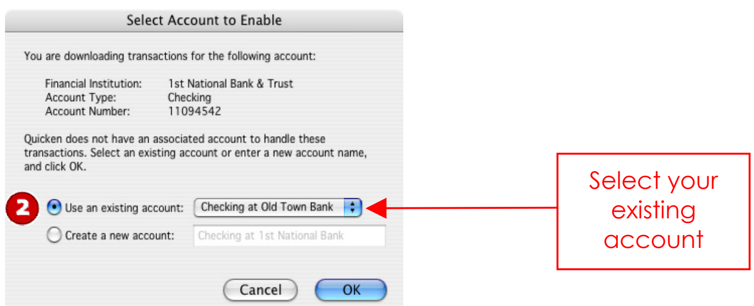
# E. ENABLE YOUR ACCOUNTS

IMPORTANT: Complete section E *on or after* the conversion date.

1. Log in to your Financial Institution's Web site and download your transactions into Quicken.

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

2. Click the Use an existing Quicken account radio button**.** In the corresponding drop-down list, select the Quicken account.




Repeat steps 1 and 2 for each account that you will use for online banking or investing with your financial institution.

**THANK YOU FOR MAKING THESE IMPORTANT CHANGES!**