

# 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.

## A.

### BACK UP YOUR CURRENT DATA

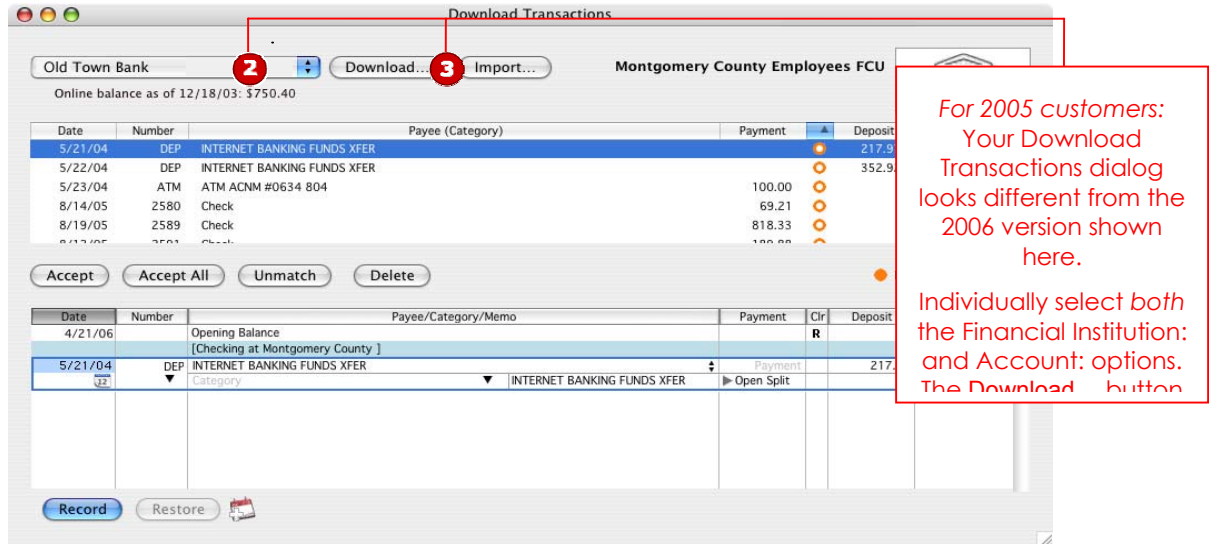
1. *Quicken for Mac 2006 & 2007 customers:* Choose **File** menu → **Back Up** → **To Disk...**  
*Quicken for Mac 2005 customers:* Choose **File** menu → **Save a Copy...**
2. Complete the following prompts.

## 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.

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.

The screenshot shows the 'Accounts' dialog box in Quicken. It is divided into several sections:

- Account List:** A table with columns for Account Name, Account Type, and Balance. A red circle with the number '2' highlights the 'Edit' button in the toolbar below the list.
- Account Details:** Fields for Account Name (Checking), Description, Account Type (Checking), Credit Limit (0.00), Tax Status (Tax-deferred or tax-exempt), and Show Account (In lists checked, In toolbar unchecked).
- Financial Institution:** Fields for Financial Institution (Old Town Bank), Customer ID (000000000), Routing Number (082900872), and Account Number (11094542).
- Download transactions:** A dropdown menu set to 'via web site' with a red circle and number '3' around it. Below it is an 'Auto-Reconcile Options...' button.
- Pay bills online:** A dropdown menu set to 'not enabled'.
- Buttons:** At the bottom right, there are 'Cancel' and 'OK' buttons. A red circle with the number '4' highlights the 'OK' button.

4. Click OK to save your edit.

Repeat steps 2 through 4 for each account (such as checking, savings, etc.) until each online account is disabled.

Verify that your account list does not display blue online check 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.

Select Account to Enable

You are downloading transactions for the following account:

Financial Institution: 1st National Bank & Trust  
Account Type: Checking  
Account Number: 11094542

Quicken does not have an associated account to handle these transactions. Select an existing account or enter a new account name, and click OK.

**2**  Use an existing account:

Create a new account:

Cancel OK

Select your existing 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!