

QuickBooks for Windows Conversion Instructions

QuickBooks Windows 2012-2014

Web Connect

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Introduction

As **First State Bank & Trust** completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your **User ID and Password** for the **First State Bank & Trust**

Internet Banking System.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

NOTE: This update is time sensitive and can be completed on or after **June 23, 2014**.

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 **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.
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.

IMPORTANT: All instructions will be written for Register Mode configuration.

4. Enable Register Mode. For instructions to enable Register Mode, choose **Help** menu > **QuickBooks Help**. Search for **Online Banking Modes**, select **Online Banking Modes overview**, scroll down, and follow the instructions.

Task 2: Deactivate Your Account(s) at First State Bank & Trust, KS

IMPORTANT: All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose the **Lists** menu → **Chart of Accounts**.
2. Left click the account you want to deactivate.

3. Click **Edit** on the menu →click **Edit Account**.
4. Click on the **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks **2014**.
5. Select **Deactivate All Online Services** → click **Save & Close**.
6. Click **OK** for any messages
7. Repeat steps 2 – 6 for each account at **First State Bank & Trust**.

Task 3: Re-activate Your Account(s) at First State Bank & Trust, KS

1. Log in to the Internet Banking system from **First State Bank & Trust's** web site at **www.firststateks.com**.
2. Download and import your transactions into QuickBooks.

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

3. If prompted, click the **Import new transactions now** radio button, then click **OK**.

NOTE: If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

4. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account radio button.
5. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
6. Confirm the prompt by clicking **OK**.
7. Repeat steps 1 through 5 for each account that you previously disabled.

NOTE: Verify that all transactions downloaded successfully into your account registers.

Task 4: Re-enable Side by Side mode (if necessary)

NOTE: If you prefer register mode, you are finished with your conversion. If you use the Side by Side mode for online banking, you may now re-enable the mode. Now known as Express Mode under Bank Feeds Center in QuickBooks 2014

1. For instructions to enable Side by Side mode, choose **Help** menu >> **QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview**, scroll down, and follow the instructions.
2. For QuickBooks 2014, locate **Bank Feeds** within Checking **Company Preferences** found in the **Edit** menu > **Preferences**.

NOTE: Duplicate Transactions – There is a possibility that you may experience duplicate transactions in your register after account reactivation. This is usually caused by the user overlapping the date range when importing the Web Connect file. Depending on the number of duplicate transactions imported, the best solution may be to restore the backup file created earlier in the conversion process. If there are not many transactions, they can be deleted prior to, or after accepting them to the register.

NOTE: This can also be caused by a preference that is available in Quicken for Windows, “Automatically add downloaded transactions to register”.

NOTE: Specific steps/recommendations based on products can be found in the Post Conversion Issue Help Guide.

Thank you for making these important changes!