



# QuickBooks for Mac Conversion Instructions

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*Direct Connect to Direct Connect*

## Introduction

As **Community Bank** completes its Bill Pay system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for the Financial Institution.

**NOTE:** Direct Connect may require registration. Please contact your financial institution to verify your Direct Connect login information.

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.

*Thank you for making these important changes!*

## Documentation and Procedures

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### **Task 1:** Conversion Preparation

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1. Back up your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help menu** and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

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**Task 2:** Connect to **Community Bank** for a final download before **10:00am Pacific- Tuesday, May 7, 2019**

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1. Choose **Banking** menu > **Downloaded Transactions**.
2. Choose **Community Bank Joseph OR** from the **Financial Institution** drop-down menu.
3. Click **Download**.
4. Enter credentials (if required) and click **OK**.
5. Repeat steps for each account.

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**Task 3:** Match Downloaded Transactions

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If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

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**Task 4:** Disconnect Accounts at **Community Bank** on or after **10:00am Pacific- Tuesday, May 7, 2019**

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

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the Edit Account window, click **Online Settings**.
5. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

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**Task 5:** Reconnect Accounts to **Community Bank** on or after **8:00am Pacific - Thursday, May 9, 2019**

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1. Choose **Banking** menu > **Online Banking Setup**.
2. Enter, then select **Community Bank – Joseph OR** from the **Financial Institution** list. Click **Next**.
3. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
4. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
5. Enter credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click Select an Account to connect to the appropriate existing account register.

**IMPORTANT:** Do **NOT** select “**New**” under the action column.

7. Click **Next**, then **Done**.
8. Add or match all downloaded transactions in the Downloaded Transactions window.