QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2011–2013

Web Connect

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Introduction

As **1st Bank Yuma** completes its system upgrade**,** you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your Login Name and password for **1st Bank Yuma**.

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 on two different days.

NOTE:	This update is time sensitive and can be completed on or after **August 1, 2014**.

Documentation and Procedures

Task 1:   Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **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.

Task 2:   Connect to 1st Bank Yuma's site on or before August 1, 2014

1. Log in to **1st Bank Yuma's** web site at https://www.1stbankyuma.com. Download your transactions into QuickBooks.

2. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

Task 3:   Match Downloaded Transactions

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.

Task 4:   Deactivate Your Account(s) after August 1, 2014

IMPORTANT:	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 the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at *1ˢᵗ Bank Yuma.*

Task 5: Re-activate Your Account(s) at 1st Bank Yuma's new website after August 4, 2014

1. Log in to *1st Bank Yuma's* web site at https://www.1stbankyuma.com/*.

2. Download and import your transactions into QuickBooks.

> **IMPORTANT:** To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

3. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

4. Click **Continue**.

5. Click **OK** to any informational prompts.

6. Add or match all downloaded transactions in the **Downloaded Transactions** window.

7. Repeat steps 1 – 6 for each account at *1st Bank Yuma on or after August 4, 2014*.

Thank you for making these important changes!