QuickBooks for Windows Conversion Instructions
Version 2010 – 2012 using Web Connect

As The Bank of Carbondale completes its system conversion to eBanking, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN.

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.

Important: This update is time sensitive and can be completed on or after April 10, 2012

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 and follow the instructions.

If multiple computers do not use the same QuickBooks data file, skip step 3

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 and follow the instructions.

Deactivate 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. In the **Edit Account** window, click on the **Online Services** tab.
5. Select **Deactivate All Online Services** → click **Save & Close**.
6. Click **OK** for any messages
7. Repeat steps 2 – 6 for each account at The Bank of Carbondale

Re-activate Your Account(s) on eBanking

Important: You will require your Customer ID and Password for eBanking to complete the following steps.

1. Log in to eBanking web site at www.tboc.com. Download 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.

2. In QuickBooks, click the Import new transactions now radio button → Click OK.

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.

3. In the **Select Bank Account** dialog → click **Use an existing QuickBooks account** radio button.

4. In the corresponding drop-down list, select your QuickBooks account → click **Continue**.

5. Confirm the prompt by clicking **OK**.

6. Repeat steps 1 through 5 for each account that you previously disabled.

Verify that all transactions downloaded successfully into your account registers.

Re-enable Side by Side mode

If you use the Side by Side mode for online banking, follow the instructions below to enable it. If you use register mode, you are finished with your conversion.

1. Enable Side by Side mode. For instructions to enable Side by Side mode, choose **Help** menu → **QuickBooks Help**. Search for Online Banking Modes and follow the instructions.

Thank you for making these important changes!