QuickBooks for Mac 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.

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

Conversion Preparation

1. Backup your data file. Choose **File → Back Up → To a Disk**. Enter a name and location for the backup file.

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 for Getting QuickBooks Updates.

Deactivate Your Account(s)

1. Choose **Lists** menu → **Chart of Accounts**.

2. Select the account you want to deactivate.

3. Click **Edit** on the 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 **Save.**

6. Click **OK** for any dialogue boxes that may appear with the deactivation.

7. In the **Edit Account** window, click **OK**.

8. Repeat steps 2 – 7 for each account at The Bank of Carbondale.

Re-activate Your Account(s) on eBanking

1. Log in to eBanking at www.tboc.com

2. Download 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 Download Transactions window.

7. Repeat steps 1 – 6 for each account at The Bank of Carbondale.

Thank you for making these important changes!