



# QuickBooks Conversion Instructions

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## *Web Connect to Direct Connect*

### Introduction

As Independence Bank completes its 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 login credentials for online banking and/or Direct Connect.

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

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity 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:** *Optional task* - Complete a final download **before 11/3/2019**

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1. Log in to Digital Banking and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

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**Task 2:** 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 **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

**NOTE:** All transactions must be matched or added to the register prior to disconnecting your accounts. Download will pull activity through 10/23/19.

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**Task 3:** Disconnect Accounts in QuickBooks on or after **10/28/2019**

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1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear.
7. Repeat steps for each account to be disconnected.

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**Task 4:** Reconnect Accounts to **Independence Bank** on or after **10/28/2019**

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1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.
2. Enter, then select **Independence Bank** Click **Next**.
3. If prompted for connectivity type, select **Direct Connect**.
4. Link your bank account with the existing QuickBooks account and click **Connect**.

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

**\*If using a Mac, please follow the steps below for Task 3 and 4.**

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**Task 3:** Disconnect Accounts in QuickBooks on or after **10/28/19**

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5. Choose **Lists** menu > **Chart of Accounts**.
6. Select the account you want to deactivate.

7. Choose **Edit** menu > **Edit Account**.
8. In the **Edit Account** window, click **Online Settings**.
9. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
10. Click OK for any dialog boxes that may appear.
11. Repeat steps for each account to be disconnected.

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**Task 4:** Reconnect Accounts to *[Financial Institution B]* on or after *[Date]*

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12. Choose **Banking** menu > **Online Banking Setup**.
13. Enter, then select *[Financial Institution B]* from the **Financial Institution** list. Click **Next**.
14. Follow the instructions in the wizard. If prompted for connectivity type, select Direct Connect.
15. The Online Banking Assistant window displays during setup. Select “Yes, my account has been activated for QuickBooks online services,” then click **Next**.
16. Enter credentials and click **Sign In**.
17. For each account you wish to download into QuickBooks, click Select an Account to choose the appropriate existing account register.

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

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

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**Task 5:** Re-enable Express Mode (if necessary)

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**NOTE:** If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.