

QuickBooks® Business Accounting Software QuickBooks Mac 2009-2010 Account Conversion Instructions- Web Connect to Direct Connect

As BankAtlantic completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. **This update may be time sensitive.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 15 minutes.

Note: In the following screen shots, all bank and register information is fictitious and for illustration only.

Within this guide, this symbol  indicate any optional instructions.

A.

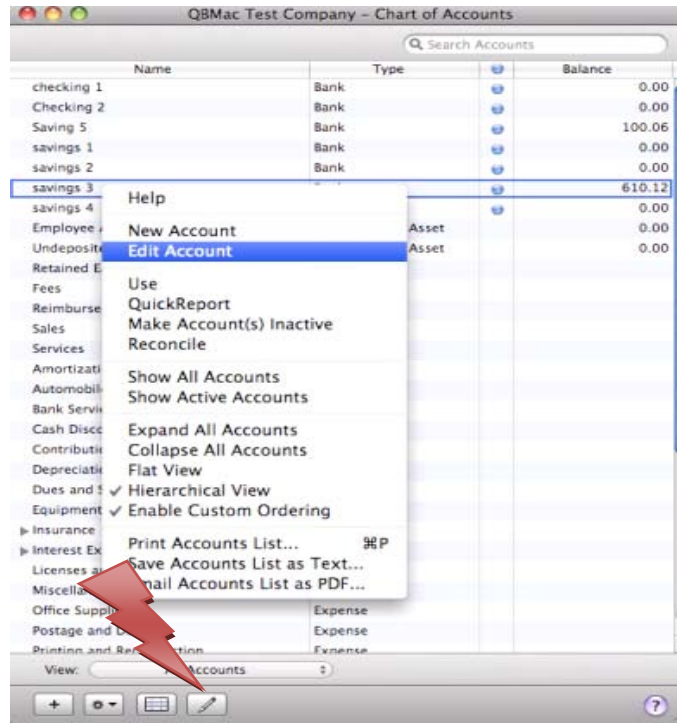
BACK UP YOUR CURRENT DATA

1. Choose File menu → Back Up → To a disk or To MobileMe
2. Follow the on-screen instructions to complete the backup method you choose.

B.

DISABLE YOUR ACCOUNTS

1. From the toll bar select Banking → Chart of Accounts
2. Select the account to disable in the Chart of Accounts list → Click on the Edit Icon or Right Click and Select Edit Account (if you have a PC mouse)



This is the Edit Icon

3. If necessary, edit the Name and Routing Number of the account in the Edit Account dialog.
4. Click the Online Settings button.

Type: Bank
Name: Savings
Description:
Bank No.:
 Subaccount of:
Tax Line: <Unassigned>

Inactive
Online Settings
Cancel
OK

5. Select Not enabled from the Download transactions drop-down list.

Online Account Information

Statement Download

To enable statement download for this account:
Go to your financial institution's website. Look for an option to download your transactions into QuickBooks. You may need to sign up for this service with your financial institution.

Once you've downloaded your transactions to your desktop, use the Import button on the Downloaded Transactions window to import the transactions. A quick review and you can bring your QuickBooks register up-to-date.

To disable statement download for this account:
It is not necessary to disable statement download for this account when downloading transactions using Web Connect. However, if you'd like to download transactions previously associated with this account to another account, choose Not Enabled from the Download Transactions menu.

Financial Institution: Old Town Bank
Account Number: 9435640577
Account Type: Not enabled
Download transactions: via Web Connect

Cancel Save

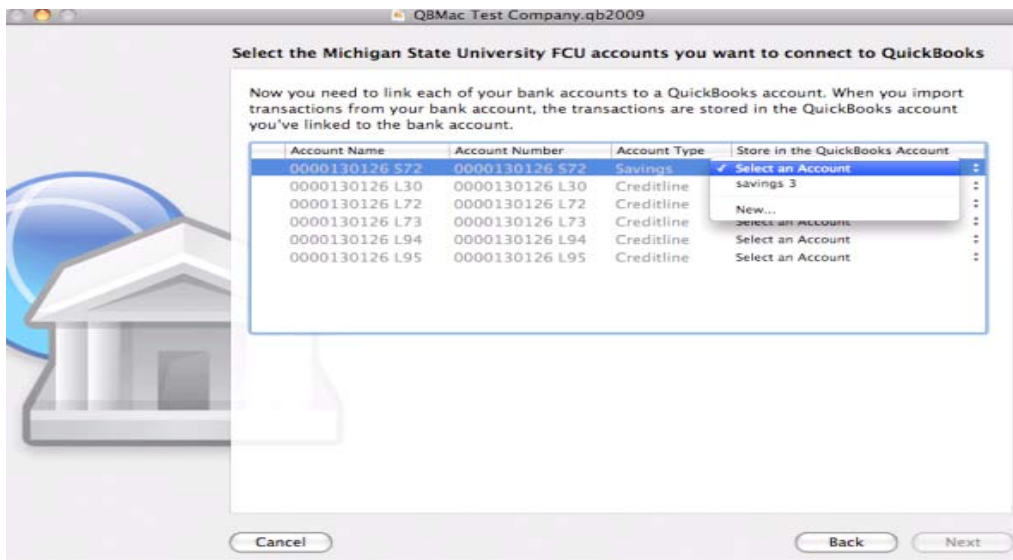
6. Click Save.

To Do: Repeat steps 2 through 6 for each account from which you download transactions.

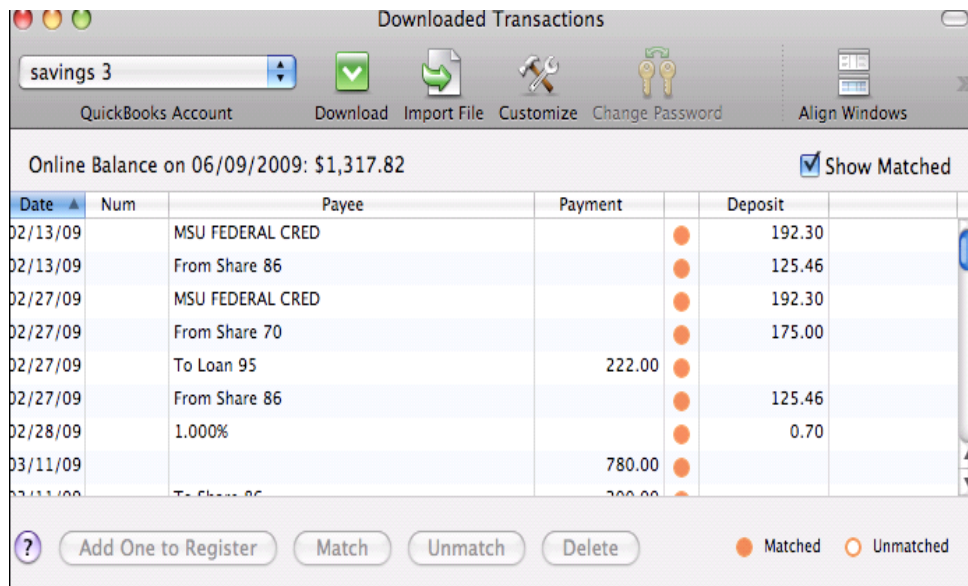
C.

RE-ENABLE YOUR ACCOUNTS

1. Re-enabling your account is as easy as downloading from the Web site.
2. Anytime after the conversion, open QuickBooks, choose Banking → Online Banking Setup
3. Select your Financial Institution → Log in by entering Customer ID and Password
4. Once logged in you will see a listing on accounts that can be connected to QuickBooks
5. Click Select an Account to choose to map the online account to an existing account register → Click Next



6. Downloads will start → you will be prompted your accounts have been set up successfully for online access → Click Done
7. All download transactions will appear in the Downloaded Transactions window as Matched



To Do: Repeat steps 1 through 7 for each account that you previously disabled.

Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!