

QuickBooks Windows Web Connect

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)
3. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
 - a. Choose Lists menu > Chart of Accounts.
 - b. Right-click the first account you want to deactivate and choose Edit Account.
 - c. Click the Bank Feeds Settings tab in the Edit Account window.
 - d. Select Deactivate All Online Services and click Save & Close.
 - e. Click OK for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that you need to deactivate.
4. Reconnect online banking connection for accounts that you deactivated.
 - a. Log in to your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file.

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose File > Utilities > Import > Web Connect Files. Locate your saved Web Connect file and select to import.
 - c. In the Select Bank Account dialog select Use an existing QuickBooks account.

Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
 - d. In the drop-down list, choose your QuickBooks account(s) and click Continue. Confirm by selecting OK.

QuickBooks Mac Web Connect

1. Backup your QuickBooks Mac data file & update the application.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.
 - c. Accept all new transactions into the appropriate registers. (required)
3. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
 - a. Choose Lists > Chart of Accounts.
 - b. Select the first account you would like to deactivate and choose Edit > Edit Account.
 - c. Select Online Settings in the Edit Account window.
 - d. In the Online Account Information window, choose Not Enabled from the Download Transactions list and click Save.
 - e. Click OK for any dialog boxes that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
4. Reconnect online banking connection for accounts that apply.
 - a. Log in to your financial institution's online banking site and download your transactions into to a QuickBooks (.qbo) file.

Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose File > Import > From Web Connect. Use the import dialog to import your saved Web Connect file.
 - c. In the Account Association window, click Select an Account to choose the appropriate existing account register.

Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.
 - d. Click Continue and OK for any dialog boxes that require action.