QuickBooks for Mac Conversion Instructions

Web Connect to Direct Connect

Introduction

With Quad City Bank & Trust's addition of the Direct Connect functionality within Personal Online Banking and Business Online Banking, you will need to modify your QuickBooks settings to ensure the smooth transition of your data.

To complete these instructions, you will need your User ID and Password.

> **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

Task 1: Conversion Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top**.** Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Disconnect Accounts at *Quad City Bank & Trust.*

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

2. Select the account you want to deactivate.

3. Choose **Edit** menu > **Edit Account**.

4. In the **Edit Account** window, click **Online Settings**.

5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.

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

7. Repeat steps for each account to be disconnected.

Task 3: Reconnect Accounts to *Quad City Bank & Trust.*

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1. Choose **Banking** menu > **Online Banking Setup**.

2. Enter, then select your account from the Financial Institution list. Select *Quad City Bank & Trust - Retail* if using Personal Online Banking and *Quad City Bank & Trust - Business* if using Business Online Banking. Click **Next**.

3. Follow the instructions in the wizard. If prompted for connectivity type, select Direct Connect.

4. The Online Banking Assistant window displays during setup. Select 'Yes, my account has been activated for QuickBooks online services', then click **Next**.

5. Enter credentials and click **Sign In**.

6. 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.

7. Click **Next**, then **Done**.

8. Add or match all downloaded transactions in the **Downloaded Transactions** window.