QuickBooks for Windows Conversion Instructions

QuickBooks Windows 2010-2013

Web Connect

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ABOUT THIS DOCUMENT—INFORMATION & CHANGE HISTORY .... ERROR! BOOKMARK NOT DEFINED.

Introduction

As ***KeyWorth Bank*** completes its system, 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 PASSWORD.

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.

NOTE:	This update is time sensitive and can be completed on or after ***01/28/2013.***

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.
3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

IMPORTANT:	All instructions will be written for Register Mode configuration.

4. Enable Register Mode. For instructions to enable Register Mode, choose **Help** menu > **QuickBooks Help**. Search for **Online Banking Modes**, select **Online Banking Modes overview**, scroll down, and follow the instructions.

Task 2: Connect to KeyWorth Bank

1. Log in to ***KeyWorth Bank*** web site at http://www.keyworthbank.com Download your transactions into QuickBooks.
2. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

Task 3: Match Downloaded Transactions

1. Choose the **Banking** menu →click **Online Banking** → click **Online Banking Center**.
2. Click the **Financial Institution** drop-down arrow and choose ***KeyWorth Bank.***
3. Go to the **Items Received** list and click the electronic statement you want to see to select it.
4. Click the **View** button.
5. Click the transaction in the electronic statement (at the bottom of the window) that you want to match to a transaction in the register.
6. Click the transaction in the register (at the top of the window) to match to.
7. Click the **Match** button.

Repeat steps 5 – 7 for each transaction.

If you need assistance matching transactions, choose **Help menu >> QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 4: Deactivate Your Account(s)

IMPORTANT:	All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose the **Lists** menu → **Chart of Accounts**.
2. Left click the account you want to deactivate.
3. Click **Edit** on the menu →click **Edit Account**.
4. In the Edit Account window, click on the **Online Services** tab.
5. Select **Deactivate All Online Services** → click **Save & Close**.
6. Click **OK** for any messages
7. Repeat steps 2 – 6 for each account at ***KeyWorth Bank.***

Task 5: Re-activate Your Account(s) at KeyWorth Bank

IMPORTANT:	You will need your Customer ID and Password for KeyWorth Bank to complete the following steps.

1. Log in to ***KeyWorth Bank*** web site at ***http://www.keyworthbank.com*** Download your transactions into QuickBooks.

IMPORTANT:	To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a “from” date that does not include records previously downloaded.

2. In QuickBooks, click the **Import new transactions now** radio button, then click **OK**.

NOTE:	If you previously removed the check from the “Always give me the option of saving to a file...” option, then this dialog will not display.

3. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account radio button.
4. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
5. Confirm the prompt by clicking **OK**.

Repeat steps 1 through 5 for each account that you previously disabled.

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

Task 6: Re-enable Side by Side mode (if necessary)

If you use the Side by Side mode for online banking, follow these steps to enable it. If you prefer register mode, you are finished with your conversion.

1. Enable Side by Side mode. For instructions to enable Side by Side mode, choose **Help** menu → **QuickBooks Help**.
2. Search for **Online Banking Modes**, select **Online Banking Modes overview** and follow the instructions.

Thank you for making these important changes!