QuickBooks for Windows Conversion Instructions

QuickBooks for Windows

Direct Connect to Web Connect

Introduction

As *First Fidelity Bank Fort Payne* 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 Direct Connect and/or online banking.

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.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. Go to **File**, then select **Back Up Company** > **Create Local Backup** and choose a location to save your QuickBooks file.

2. Download the latest QuickBooks Update. Go to **Help** > **Update QuickBooks Desktop**

> **NOTE:**   If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to Single-user mode if you are currently in Multi-user mode. Go to **File**> **Switch to Single-user mode**

> **NOTE:**   If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode) if you are currently in Express Mode. Go to **Edit** > **Preferences** > Checking > **Company Preferences** > select **Classic Mode**

Task 2: *Optional task* - Complete a final download **before** *11/8/2019*

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2. Choose *First Fidelity Bank Fort Payne* from the **Financial Institution** dropdown.

3. Click **Send/Receive**.

4. Enter credentials (if required) and click **OK**.

5. Repeat steps for each account.

Task 3: Match Downloaded Transactions

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.

Task 4: Deactivate accounts in QuickBooks on or after *11/12/2019*

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

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

2. Select the account you want to deactivate.

3. Choose **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 with the deactivation.

7. Repeat steps 2 – 6 for each account at *First Fidelity Bank Fort Payne.*

8. Backup your data file.

Task 5: Reactivate your account at *First Fidelity Bank Fort Payne* on or after *11/12/2019*

1. Log in to www.bankffb.com and download your QuickBooks Web Connect file.

2. Click **File** > **Utilities** > **Import** > **Web Connect Files**.

IMPORTANT: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.

4. Link your bank account with the existing QuickBooks account and click **Continue**.

Task 6: Re-enable Express Mode (if necessary)

> **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.

To re-enable Express Mode register mode (Optional) Go to **Edit** > **Preferences** > **Checking** > **Company Preferences** > select **Express Mode**

Thank you for making these important changes!