

QuickBooks for Mac Conversion Instructions



QuickBooks for Mac 2013–2016 - Web Connect

Introduction

As **CSB Bank** completes its system conversion to **Lakestone Bank & Trust**, 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 **[User ID and Password]** for the **CSB Bank** and **Lakestone Bank & Trust** websites.

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.

Documentation and Procedures

IMPORTANT: Tasks 1 through 4 must be completed no later than 4:00 p.m. – Eastern on Friday, December 2nd, 2016.

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **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: Connect to **CSB Bank for a final download *no later than 4:00 p.m. – Eastern on Friday, December 2nd, 2016.***

1. Log in to **CSB Bank** and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps 1 – 3 for each account with **CSB Bank**.

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 the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4: Deactivate Your Account(s) at *CSB Bank* no later than 4:00 p.m. – Eastern on Friday, December 2nd, 2016.

NOTE: All transactions must be matched or added to the register prior to the deactivating of 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. In the **Edit Account** window, click the **Online Settings** button.
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 2 – 6 for each account at *CSB Bank*.

IMPORTANT: Task 5 must be completed after 9:30 a.m. – Eastern on Monday, December 5th, 2016.

Task 5: Re-activate Your Account(s) at *Lakestone Bank & Trust* after 9:30 a.m. – Eastern on Monday, December 5th, 2016.

1. Log in to *Lakestone Bank & Trust* and download your QuickBooks Web Connect File.

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.

2. Click **File** > **Import** > **From Web Connect**.
3. If prompted for connectivity type, select **Web Connect**.
4. The **Account Association** window displays during setup. 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.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps 1 – 7 for each account at *Lakestone Bank & Trust*.

Thank you for making these important changes!