

QuickBooks for Windows Conversion Instructions

QuickBooks for Windows 2010–2012 (Direct Connect to Direct Connect)

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Introduction

As **Congressional Bank QB-OLD** completes its system conversion to **Congressional Bank-NEW**, 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 PIN. 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 **November 26th, 2012**.

IMPORTANT:

- If you are unable to perform the upgrade on the planned migration date, please perform the upgrade as close to that date as possible.
- If you do not fully complete the change on the migration date, you may receive duplicate transactions. The fewer number of days between the planned date and the actual upgrade, the fewer transactions that could become duplicate entries within your register.
- Any duplicate transactions that may occur will need to be manually deleted from your QuickBooks register.
- If you fail to fully complete the change within the allotted 30 day period you may lose account history.
- If you fail to fully complete the change within the allotted 30 day period, you would have to start a new register associated with the new BID for Direct Connect. You will then need to key in any missing transactions into your account register to make it current and in balance.

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**, selecting **Updating QuickBooks** or **Downloading Updates From The Internet** and follow the instructions.

IMPORTANT: If multiple computers do not use the same QuickBooks data file, skip step 3.

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: If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

4. Enable register mode.

For instructions to enable register mode, choose **Help menu >> QuickBooks Help**. Search for **Online Banking Modes**. Select **Online Banking Modes**, scroll down, and follow the instructions.

Task 2: Connect to Congressional Bank QB-OLD

1. Choose **Banking menu >> Online Banking >> Online Banking Center**.
2. From the **Financial Institution** dropdown, choose **Congressional Bank QB-OLD**.
3. Go to the **Items to Send** list and make sure all items have checkmarks.
4. Click the **Send/Receive** button.

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 Your Account(s)

Important: 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 Services** tab.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
Repeat steps 2 – 6 for each account at **Congressional Bank QB-OLD**.

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

IMPORTANT: You will require your customer ID and Password for **Congressional Bank-new QB** to complete the following steps.

1. Choose **Banking menu >> Online Banking >> Set Up Account for Online Services**.
2. Select an account to activate.
3. Choose **Congressional Bank-NEW** and click **Next**.
4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
5. Match to the appropriate account and click **Finish**.

Repeat steps 1 – 5 for all accounts at **Congressional Bank-NEW**

Re-enable Side by Side Mode

If you use register mode, you can skip to the next section. If you use the Side by Side mode for online banking, you may now re-enable the mode.

For instructions to enable Side by Side mode, choose Help menu >> QuickBooks Help. Search for Online Banking Modes and follow the instructions.

Thank you for making these important changes!