QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2013–2016

Direct Connect

Introduction

Inwood National Bank is pleased to announce connectivity with Intuit products and **Inwood National Bank's** online banking. You will need to modify your Quicken 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 username and password for the **Inwood National Bank** website.

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

Task 1: Conversion Preparation

1. Backup 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: 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 3: Deactivate Your Account(s) at *Inwood National Bank*

> **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 Transactions** 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 *Inwood National Bank.*

Task 4: Re-activate Your Account(s) at *Inwood National Bank*

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

2. Select *Inwood National Bank* from the **Financial Institution** list and 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 connect to the appropriate existing account register.

    IMPORTANT: Do **NOT** select "**New**" under the action column.

7. Click **Next**.

8. Click **Done**.

Thank you for making these important changes!