QuickBooks for Mac Conversion Instructions

QuickBooks Mac

Direct Connect to Web Connect

Introduction

As *Ruby Valley Bank* completes its system conversion to *Opportunity Bank of Montana,* 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 *Ruby Valley Bank* and *Opportunity Bank of Montana* 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

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 top. Search for **Back Up** and follow the instructions. 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 top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions

Task 2: Connect to *Ruby Valley Bank* for a final download by *June 8th*

1. Choose **Banking** menu > **Downloaded Transactions**.

2. Choose *Ruby Valley Bank* from the **Financial Institution** dropdown.

3. Click **Download**.

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

5. Repeat steps 1 – 4 for each account with *Ruby Valley 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 **Help** menu > **QuickBooks Help**. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4: Deactivate Your Account(s) at *Ruby Valley 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 *Ruby Valley Bank.*

Task 5: Re-activate Your Account(s) at *Opportunity Bank of Montana* on or after *June 11th*

---

1. Log in to ***www.opportunitybank.com*** 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 *Opportunity Bank of Montana.*

Thank you for making these important changes!