QuickBooks for Windows Conversion Instructions

QuickBooks Windows

Web Connect to Direct Connect

Introduction

As Bank of Colorado completes its system upgrade**,** 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 Bank of Colorado website.

> **NOTE:**   Direct Connect may require registration. Please contact Bank of Colorado to verify your Direct Connect login information.

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 > **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**, then select **Update QuickBooks** and follow the instructions.

> **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. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

> **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).

5. For instructions to enable Classic Mode (Register Mode), choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

Task 2: Connect to Bank of Colorado for a final download by *September 7, 2016*

1. Log in to Bank of Colorado and download your QuickBooks Web Connect file.

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

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

4. Repeat steps 1 – 3 for each account with Bank of Colorado*.*

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) at Bank of Colorado on or after *September 7, 2016*

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

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

2. Select the account you want to deactivate.

3. Click **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 Bank of Colorado*.*

Task 5:   Re-activate Your Account(s) at Bank of Colorado on or after *September 7, 2016*

---

1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.

2. Choose Bank of Colorado Business and click **Next**.

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

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

5. Repeat steps 1 – 4 for all accounts at Bank of Colorado*.*

> **IMPORTANT:**   Verify that all transactions downloaded successfully into your account registers.

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.

1. For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Thank you for making these important changes!