

## QuickBooks® Business Accounting Software 2007–2010 for Windows® Account Conversion Instructions for Web Connect

As Meridian Trust FCU completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need to be able to log in to the [Meridian Trust](#) online banking site. **This is time sensitive and should be completed by 6 pm, Friday, April 30<sup>th</sup>.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may not function properly. This conversion should take about 15 minutes.

**Note:** In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.

In this document, QuickBooks 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

### A.

#### BACK UP YOUR CURRENT DATA

1. Choose **File** menu → **Back Up**.
2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click **OK**.

# B.

## GET YOUR LATEST TRANSACTIONS

Download to QuickBooks

1. Log in to the [Meridian Trust](#) online banking site. Download your transactions into QuickBooks.

**Important:** *You will not be able to download these transactions after the conversion at 6 pm, Friday, April 30<sup>th</sup>.*

2. Once in QuickBooks, view your QuickStatement as usual. In the QuickBooks account register, add or match all transactions listed in the Downloaded Transactions tab. You will not be able to proceed until all transactions are matched.

The screenshot displays the QuickBooks interface. The 'Register' tab is active, showing a list of transactions for the 'Checking' account. Below it, the 'Downloaded Transactions' tab is also active, showing a list of transactions with their status (Unmatched or Matched). An 'Online Banking Center' dialog box is open, displaying 'Items To Send' and 'Items Received From Financial Institution'. The 'Items To Send' section lists several items, including 'Get new QuickStatement for account: Checking', 'Get new QuickStatement for account: Savings', 'Payment to Wheeler's Tile Etc. for \$625.00 on 12/19/2007', and 'Transfer \$500.00 from Savings to Checking'. The 'Items Received From Financial Institution' section shows a 'Checking QuickStatement' for \$5,035.66 as of 11/30/2003. The 'Done' button is highlighted with a red circle and the number 3. The 'Match' button in the 'Downloaded Transactions' tab is highlighted with a red circle and the number 2. The 'Delete' button in the 'Items Received From Financial Institution' section is highlighted with a red circle and the number 4.

Date	Number	Type	Account	Payee	Memo	Payment	Deposit	Balance
12/15/2007	To Print	PAY CHK	Gregg O. Schneider		-split-	1,033.98		76,327.42
12/16/2007	SEND	TRANSFR	Savings					
12/19/2007	SEND	BILLPMT	Wheeler's Tile Etc.	H-18756				
12/31/2007	PMT		Abercrombie, Kristy;Remodel Bathroom					
12/15/2007	Number	Payee	Account		Memo			

Status	Date	Check #	Payee
Unmatched	11/05/2003		Funds Transfer
Unmatched	11/13/2003		ATM Withdrawal
Unmatched	11/13/2003	239	
Matched - 4:30PM	11/14/2003	242	
Matched - 4:30PM	11/14/2003	243	
Unmatched	11/15/2003		Deposit
Unmatched	11/30/2003		Bank Seervice Charge

3. Once all downloaded transactions are matched, click **Done** in the lower right.
4. The Online Banking Center dialog displays. Click **Delete** to remove each item from the Items Received from Financial Institution section.

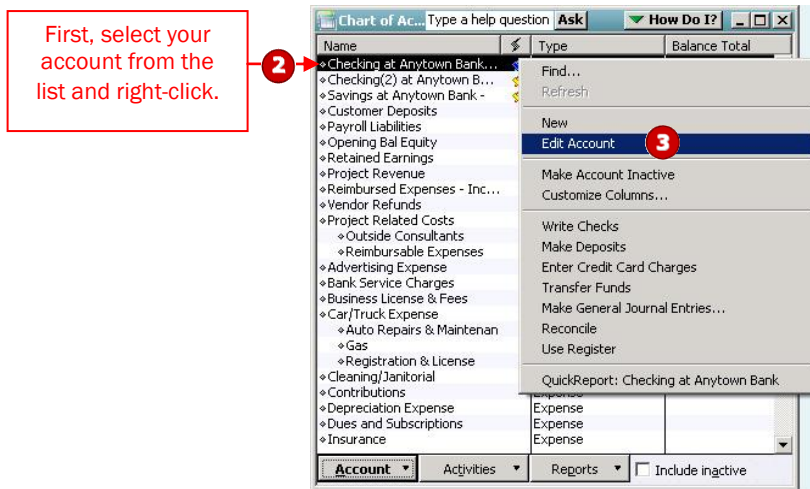
Repeat steps **1** through **4** for each account (such as checking, savings, and credit cards) that you plan to use for online banking.

For assistance reconciling your account register, choose **Help** menu → **QuickBooks Help**. In the Ask prompt, enter **Reconciling your account**.

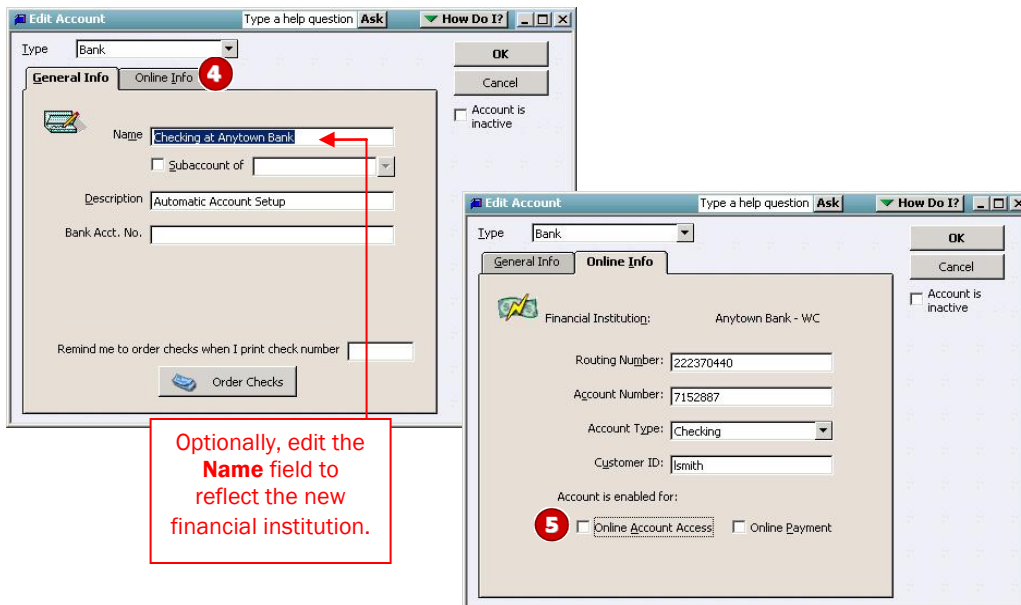
# C.

## DISABLE YOUR ACCOUNTS FROM WEB CONNECT

1. Choose **Lists** menu → **Chart of Accounts**.
2. Right-click your first account.
3. Select **Edit Account** from the pop-up menu. Update **Account Number** and **Routing Number** as needed.



4. In the Edit Account window, click the **Online Info** tab.



5. Deselect the **Online Account Access** checkbox. Click **OK**.

6. Click **OK** again to the warning prompt.

Repeat steps 2 through 6 for each account from which you download transactions.

# D.

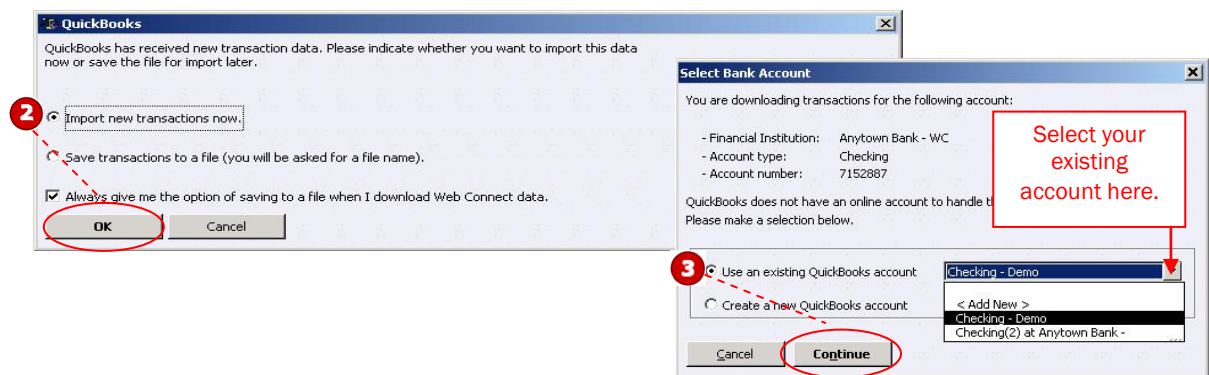
## ENABLE YOUR ACCOUNTS FOR WEB CONNECT

**IMPORTANT:** Do not complete section **D** until after the conversion on Monday, May 3, 2010.

Download to  
QuickBooks

1. Log in to the [Meridian Trust](#) online banking site. Download your transactions into QuickBooks.

**Important:** To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a “from” date that does not include records previously downloaded.



2. In QuickBooks, click the **Import new transactions now** radio button. Then click **OK**.

**Note:** If you previously removed the check from the Always give me the option of saving to a file... option, then this dialog will not display.

3. In the Select Bank Account dialog, click the **Use an existing QuickBooks account** radio button. In the corresponding drop-down list, select the QuickBooks account that you use. Click **Continue**.

**Note:** You only need to select the account for this first download. Future downloads apply to this account automatically.

4. Confirm the prompt by clicking **OK**.

Repeat steps **1** through **4** for each account that you previously disabled.

5. Verify that all transactions downloaded successfully into your account registers.

**THANK YOU FOR MAKING THESE IMPORTANT CHANGES!**