

# QuickBooks for Windows Conversion Instructions

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*QuickBooks Windows 2013-2015*

*Web Connect*

## Introduction

As **Metamora State Bank** completes its system conversion, 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 **Metamora State 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

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### Task 1: Conversion Preparation

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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 Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Register Mode. (Classic Mode in QuickBooks 2014 and newer).
5. For instructions to enable Register Mode, choose **Help** menu > **QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

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### Task 2: Connect to **Metamora State Bank** for a final download **by October 22<sup>nd</sup> @ 4pm EST**

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1. Log in to [www.metmamorabank.com](http://www.metmamorabank.com) 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 **Metamora State Bank**.

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**Task 3: Match Downloaded Transactions**

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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.

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**Task 4: Deactivate Your Account(s) at *Metamora State Bank* on or after *October 22nd***

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**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 **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks 2014 and newer.
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 **Metamora State Bank**

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**Task 5: Re-activate Your Account(s) at *Metamora State Bank* on or after *October 26<sup>th</sup> @ 12 pm EST***

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1. Log in to [www.metamorabank.com](http://www.metamorabank.com) and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.

**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.

3. If prompted for connectivity type, select **Web Connect**.
4. 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.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.

8. Repeat steps 1 - 7 for each account that you previously disabled.

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

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**Task 6:** Re-enable Side by Side mode (if necessary)

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**NOTE:** If you prefer register mode, you are finished with your conversion. If you use the Side by Side mode (Express Mode in QuickBooks 2014 and newer) for online banking, you may now re-enable the mode.

For instructions to enable Side by Side mode (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!*