

DISABLE YOUR ACCOUNTS

1. Choose **Lists** menu → **Chart of Accounts**.
2. Select the account to disable in the **Chart of Accounts** list, and choose **Edit** menu → **Edit Accounts**.

The screenshot shows the 'Edit Account' dialog box with the following fields and buttons:

- Type: Bank
- Name: Savings (highlighted with a red circle and the number 3)
- Description: (empty)
- Bank No.: (empty)
- Subaccount of: (empty)
- Tax Line: <Unassigned>
- Inactive:
- Online Settings: (highlighted with a red circle and the number 4)
- Cancel: (button)
- OK: (button)

3. **EDIT** any account information that is changing.
4. Click the **Online Settings** button.

The screenshot shows the 'Online Account Information' dialog box with the following information:

- Statement Download
- To enable statement download for this account:
Go to your financial institution's website. Look for an option to download your transactions into QuickBooks. You may need to sign up for this service with your financial institution.
Once you've downloaded your transactions to your desktop, use the Import button on the Downloaded Transactions window to import the transactions. A quick review and you can bring your QuickBooks register up-to-date.
- To disable statement download for this account:
It is not necessary to disable statement download for this account when downloading transactions using Web Connect. However, if you'd like to download transactions previously associated with this account to another account, choose Not Enabled from the Download Transactions menu.
- Financial Institution: Old Town Bank
- Account Number: 9435640577
- Account Type: (dropdown menu)
- Download transactions: via Web Connect (checked)
- Not enabled (selected in dropdown menu, highlighted with a red circle and the number 5)
- Cancel: (button)
- Save: (button, highlighted with a red circle and the number 6)

5. Select **Not enabled** from the **Download transactions** drop-down list.
6. Click **Save**.

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

RE-ENABLE YOUR ACCOUNTS

1. Re-enabling your account is as easy as downloading from the Web site. Anytime after the conversion, log in to the Web site and download and save your Web Connect file (.QBO file extension) to your Mac.

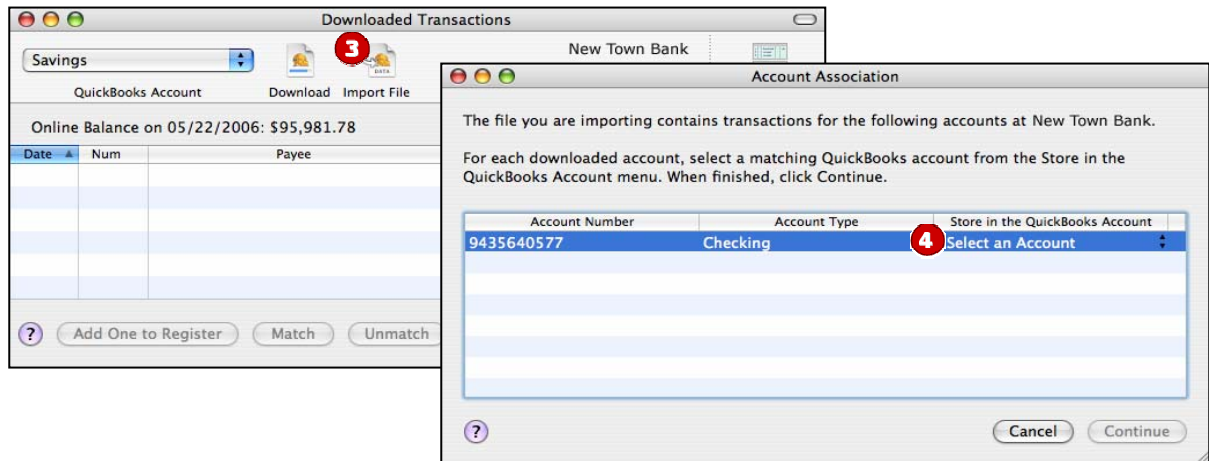
Download to
QuickBooks

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

In QuickBooks, choose **Banking** menu → **Downloaded Transactions**.

Click **OK** if any informational prompts display.

2. In the **Downloaded Transactions** dialog, click **Import File** to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click **Open**.



3. The **Account Association** dialog displays during setup only. Click **Select an Account** to choose to map the online account to an existing account register. Then click **Continue**.
4. Click **OK** to any informational prompts.

Repeat steps **1** through **5** 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!