QuickBooks ® for MAC 2012 - 2015 Web Connect

As Rollstone Bank & Trust completes our Business eBanking conversion, your QuickBooks settings must be modified to ensure the smooth transition of your data.

This update is time sensitive and can be completed on or after **5/25/2015**.

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.

Step One: Backup your data file.

- For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
- Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks,** select **Check for QuickBooks Updates** and follow the instructions.

Step Two: Deactivate your account(s) at RBT within QuickBooks®

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

- Choose **Lists menu** > **Chart of Accounts.**
- Select the account you want to deactivate.
- Click **Edit menu > Edit Account.**
- In the **Edit Account** window, click the **Online Settings button.**
- In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save.**
- Click **OK** for any dialog boxes that may appear with the deactivation.
- Repeat deactivation steps for each account at RBT.

Step Three: Reactivate your account(s) at RBT.

- Log in to **Rollstone Bank & Trust** Business eBanking web site 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.

- Click **File > Import > From Web Connect.**
- If prompted for connectivity type, select **Web Connect.**

- 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.

- Click **Continue.**
- Click **OK** to any informational prompts.
- Add or match all downloaded transactions in the **Downloaded Transactions** window.
- Repeat Reactivation steps for each account at RBT.