

# QuickBooks Desktop Conversion Guide

As we complete our technology conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac.

## QuickBooks Windows Direct Connect

Before Friday, June 11 at 6:00 p.m. CT:

1. Backup QuickBooks Windows Data File & Update.
  - a. Choose **File > Back Up Company > Create Local Backup**.
  - b. Download the latest QuickBooks Update. Go to **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
  - a. Complete a final transaction update to get all of your transaction history up-to-date.
  - b. **REQUIRED:** Accept all new transactions into the appropriate registers.

On or After Monday, June 14 at 8:00 a.m. CT:

1. Deactivate online banking connection for accounts connected to INTRUST Bank.
  - a. Choose **Lists** menu > **Chart of Accounts**.
  - b. Right-click on the first account you would like to deactivate and choose **Edit Account**.
  - c. Click the **Bank Feeds Settings** tab in the **Edit Account** window.
  - d. Select **Deactivate All Online Services** and click **Save & Close**.
  - e. Click **OK** for any alerts or messages that may appear with the deactivation.
  - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
  - a. Before proceeding with the following steps, be sure you have logged in to INTRUST Personal Online or Mobile Banking directly through [intrustbank.com](http://intrustbank.com) or the INTRUST Bank app and created a new password. Visit [intrustbank.com/conversion](http://intrustbank.com/conversion) for more details.
  - b. Choose **Lists** menu > **Chart of Accounts**.
  - c. Right-click on an account you would like to activate and choose **Edit Account**.
  - d. Select **Set Up Bank Feeds** on the bottom of the popup screen and select **Yes** in the dialog box that will appear.
  - e. Enter *INTRUST Bank* in the search field and select **Continue**.
  - f. Enter your INTRUST Personal Online Banking credentials.
    - Note: Your QuickBooks Direct Connect credentials used prior to conversion will no longer work.
  - g. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled **Select Existing** or **Create New**.



**Important: Do NOT select “Create New Account” unless you intend to add a new account to QuickBooks.** If you are presented with accounts you do not want to track in this data file, choose **Do Not Add to QuickBooks**.

- h. After all accounts have been matched, click **Next** and then click **Done**.

## QuickBooks Mac Direct Connect

Before Friday, June 11 at 6:00 p.m. CT:

1. Backup QuickBooks Mac Data File and Update the Application.
  - a. Choose **File > Backup**.
  - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
  - a. Complete a final transaction update to get all of your transaction history up-to-date.
  - b. **REQUIRED:** Accept all new transactions into the appropriate registers.

On or After Monday, June 14 at 8:00 a.m. CT:

1. Deactivate online banking connection for accounts connected to INTRUST Bank.
  - a. Choose **Lists > Chart of Accounts**.
  - b. Click the first account you would like to deactivate and choose **Edit > Edit Account**.
  - c. Choose **Online Settings** in the **Edit Account** window.
  - d. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
  - e. Click **OK** for any alerts or messages that may appear with the deactivation.
  - f. Repeat steps for any additional accounts.
2. Reconnect online banking connection for your INTRUST Bank account(s).
  - a. Before proceeding with the following steps, be sure you have logged in to INTRUST Personal Online or Mobile Banking directly through [intrustbank.com](http://intrustbank.com) or the INTRUST Bank app and created a new password. Visit [intrustbank.com/conversion](http://intrustbank.com/conversion) for more details.
  - b. Choose **Banking > Online Banking Setup**.
  - c. Type *INTRUST Bank* in the search field, then click **Next** and follow the instructions on the setup screen.
  - d. Select **Yes, my account has been activated for QuickBooks Online Services** in the Online Banking Assistant window. Click **Next**.
  - e. Enter your INTRUST Personal Online Banking credentials.
    - **Note:** Your QuickBooks Direct Connect credentials used prior to conversion will no longer work.
  - f. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account’s registers.
  - g. Click **Next**, and then click **Done**.
  - h. Repeat this step for each account that you have connected to INTRUST Bank.



## QuickBooks Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within QuickBooks Windows.

**Important: These tasks must be completed to avoid possible duplicate payments.** If you do not cancel payments scheduled to be paid on or after Friday, June 11, these payments may still be processed.

Before Friday, June 11 at 6:00 p.m. CT:

Cancel Existing Bill Payments.

1. Open the Register of the account from which you made the payment.
2. Choose **Company > Chart of Accounts**.
3. Double-click the proper account.
4. In the register, locate the transaction to be canceled.
5. Click the transaction to be deleted.
6. Choose **Edit > Cancel Payment**.

On or After Monday, June 14 at 8:00 a.m. CT:

Re-create Your Bill Payments.

If you need help re-creating payments, choose **Help > QuickBooks Help**. Search for **Pay a Vendor Online** and follow the instructions.