

## QuickBooks Conversion Instructions

As we complete your move to a new business online and mobile banking platform, 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 connectivity types (Express Web Connect and Web Connect).

To navigate this document, just click the link below that matches your product and connectivity:

- **Desktop Conversion**

*\*If you manually download a transaction file from online banking, and import the file into QuickBooks.*

- [QuickBooks Windows Web Connect](#)
- [QuickBooks Mac Web Connect](#)

- **Online Conversion**

*\*If you've entered your online banking login information into QuickBooks for automatic downloading of your transactions.*

- [QuickBooks Online Express Web Connect](#)
- [QuickBooks Online Web Connect](#)



## QuickBooks Windows Web Connect

### Before Friday, May 2 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. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
  - a. Complete last transaction update *before* the change to get all your transaction history up to date.
  - b. Accept all new transactions into the appropriate registers. (required)

### On Monday, May 5 after 9:00 a.m. CT

1. Deactivate online banking connection for INTRUST Bank.
  - a. Choose **Lists > Chart of Accounts**.
  - b. Right-click the first account you want 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 you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
  - a. Log in to INTRUST online banking and download transactions to a QuickBooks (.qbo) file.
    - i. In online banking, select the account you want to download transactions.
    - ii. At the top of the transactions list, select the download icon (next to the print icon).
    - iii. Select the date range, and then for file type select "QuickBooks."

**Note:** Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
  - b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
  - c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.
    - i. **Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.**
  - d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.



## QuickBooks Mac Web Connect

### Before Friday, May 2 at 6:00 p.m. CT

1. Backup your QuickBooks Mac data file & 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 last transaction update *before* the change to get all your transaction history up to date.
  - b. Repeat this step for each account you need to update.
  - c. Accept all new transactions into the appropriate registers. (required)

### On Monday, May 5 after 9:00 a.m. CT

1. Deactivate online banking connection for INTRUST Bank.
  - a. Choose **Lists > Chart of Accounts**.
  - b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
  - c. Select **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 dialog boxes 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. Log in to INTRUST online banking and download your transactions to a QuickBooks (.qbo) file.
    - i. In online banking, select the account you want to download transactions.
    - ii. At the top of the transactions list, select the download icon (next to the print icon).
    - iii. Select the date range, and then for file type select **QuickBooks**.

**Note:** Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
  - b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
  - c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.
    - i. **Important:** Do NOT select “NEW” under the action column unless you intend to add a new account to QuickBooks.
  - d. Click **Continue** and **OK** for any dialog boxes that require action.



## QuickBooks Online Express Web Connect

### Before Friday, May 2 at 6:00 p.m. CT

1. Complete a final transaction download.
2. Complete last transaction update *before* the change to get all your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

### On Monday, May 5 after 9:00 a.m. CT

1. Disconnect online banking connection for INTRUST Bank.
  - a. Select **Banking** from the left column.
  - b. Click the account you want to disconnect, then click the **Pencil** icon on the corner of that account box.
  - c. Click **Edit Account Info**.
  - d. Check the box next to **Disconnect this Account on Save**.
  - e. Select **Save and Close**.
  - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
  - a. On the Banking page, click **Add Account** in the upper-right side of the screen.
  - b. Type and select **INTRUST Bank Personal** in the search field and click **Next**.
  - c. Enter your INTRUST online banking login credentials and click **Continue**.
  - d. Provide additional information, if requested.
  - e. Ensure you associate the accounts for INTRUST Bank to the appropriate account already listed under **Which accounts do you want to connect?** Choose the matching accounts in the drop-down menu.
    - i. **Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online.** If you are presented with accounts you do not want to track in this QuickBooks Online Company, uncheck the box next to the Account Name.
  - f. After all accounts have been matched, click **Connect** and then click **Finish**.
3. Exclude Duplicate Transactions
  - a. Select **Banking** from the left column.
  - b. In the **For Review** section, click the checkboxes for the transactions you want to exclude.
  - c. Choose **Batch Actions > Exclude Selected**.

## QuickBooks Online Web Connect

### Before Friday, May 2 at 6:00 p.m. CT

1. Complete a final transaction download.
2. Complete last transaction update *before* the change to get all your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

### On Monday, May 5 after 9:00 a.m. CT

1. Disconnect online banking connection for INTRUST Bank.
  - a. Select **Banking** from the left column.
  - b. Click the account you want to disconnect, then click the **Pencil** icon on the corner of that account box.
  - c. Click **Edit Account Info**.
  - d. Check the box next to **Disconnect this Account on Save**.
  - e. Select **Save and Close**.
  - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
  - a. Log in to INTRUST online banking and download your transactions into a Web Connect file (.qbo or .qfx).
    - i. In online banking, select the account you want to download transactions.
    - ii. At the top of the transactions list, select the download icon (next to the print icon).
    - iii. Select the date range, and then for file type select “QuickBooks” or “Quicken.”
  - b. In QuickBooks Online, choose **Banking** from the left column.
  - c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded.
  - d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.
    - i. **Important: Do NOT choose “+Add New” in the drop-down menu unless you intend to add a new account to QuickBooks Online.**
  - e. When the import is finished, click **Let’s go!**
  - f. Review the For Review tab on the Banking page to view what was downloaded.
  - g. Click **Next**, and then click **Done**.
  - h. Repeat this step for each account that you have connected to INTRUST Bank.