

## QuickBooks Windows Web Connect

### Backup Your Data

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 one last transaction update before the change to get all of your transaction history up to date.
  - b. Accept all new transactions into the appropriate registers. (required)

### Reconnecting Accounts

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
  - a. Choose **Lists** menu > **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 your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file.

**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**.

**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

### Backup Your Data

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 of 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)

### Reconnecting Accounts

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
  - 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 your financial institution's online banking site and download your transactions into to a QuickBooks (.qbo) file.

**Important: 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.

**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.