

QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2010 – 2012 DC to DC



As State Bank completes its system conversion to enhanced bill pay, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN.

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.



This update is time sensitive and can be completed on or after April 16, 2012.

Conversion Preparation

1. Backup your data file. Choose **File** → **Back Up** → **To a Disk**. Enter a name and location for the backup file.
2. Download the latest QuickBooks update. For instructions to download an update, choose **Help** menu → **QuickBooks Help**. Search for "Update QuickBooks" and follow the instructions for Getting QuickBooks Updates.

Connect to State Bank

1. Choose **Banking** menu → **Download Transactions**.
2. Choose State Bank from the Financial Institution dropdown.
3. Click **Download**.
4. Enter credentials (if required) and click **OK**.
5. Repeat steps 1 – 4 for each account with State Bank.

Match Downloaded Transactions



If you need assistance matching transactions, choose **Help** menu → **QuickBooks Help**. Search for Match and follow the instructions for Updating Your Register.

Deactivate Your Account(s)



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

1. Choose **Lists** menu → **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** on the menu → **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the Download Transaction list and **Save**.
6. Click **OK** for any dialogue boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account.

Re-activate Your Account(s)



Important: You will require your customer ID and Password to complete the following steps.

1. Choose **Banking** → **Online Banking Setup**.
2. Select State Bank from the Financial Institution list and click **Next**.
3. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.

4. The **Online Banking Assistant** window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
5. Enter credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.
7. Click **Next**.
8. Click **Done**.

Thank you for making these important changes!