

# QuickBooks for Windows Conversion Instructions

## QuickBooks for Windows 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.



This detour symbol indicates section instructions that are using bill pay within QuickBooks only. If you do not use Quicken to make online bill payments, you can skip these sections or steps.

## Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu → **QuickBooks Help**. Search for Back Up and follow the instructions.
2. Download the latest QuickBooks update. For instructions to download an update, choose **Help** menu → **QuickBooks Help**. Search for Update QuickBooks, selecting Updating QuickBooks or Downloading Updates From The Internet and follow the instructions.



If multiple computers do not use the same QuickBooks data file, skip step 3 of this section.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu → **QuickBooks Help**. Search for Switch to Single User Mode and follow the instructions.



**Important:** All below instructions will be written for Register Mode configuration.

4. Enable register mode. For instructions to enable register mode, choose **Help** menu → **QuickBooks Help**. Search for Online Banking Modes, select Online Banking Modes, scroll down and follow the instructions.

## Cancel Outstanding Payments



If you are not a bill pay user within QuickBooks, you can skip this section.



**IMPORTANT:** This step must be completed by April 13th to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after April 16, 2012, then it is possible that these payments will still be processed.

1. Choose **Reports** menu → **Banking** → **Check Detail**.
2. Click **Modify or Customize Report**.
3. Under the **Display** tab, enter April 13, 2012 for the **From** date and 1/1/2020 for the **To** date.
4. Click the **Filters** tab.
5. Select the dropdown menu for **Account** → select **Multiple Accounts**.
6. Select each account at State Bank and click OK.
7. Select the Filter: **Online Status**.
8. Select the dropdown menu for **Online Status** → select **Any Online**.
9. Click **OK**.



Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

10. Double click on the first item in the report.
11. Choose **Edit** menu → **Cancel Payment**. Select **Yes** to cancel.
12. Repeat steps 10 & 11 for each item listed in the report.
13. Choose **Banking** menu → **Online Banking** → **Online Banking Center**.
14. From the **Financial Institution** dropdown, choose State Bank.
15. Go to the **Items to Send** list and make sure all items have checkmarks.
16. Click the **Send/Receive** button.

## Match Downloaded Transactions

1. If new transactions were received from your connection, accept all new transactions into the appropriate registers.



If you need assistance matching transactions, choose **Help** menu → **QuickBooks Help**. Search for Matching Transactions and follow the instructions.

## 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 Services** tab.
5. Select **Deactivate All Online Services** → click **Save & Close**.
6. Click **OK** for any dialogue boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at State Bank.

## Re-activate Your Account(s)



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

1. Choose **Banking** menu → **Online Banking** → **Set Up Account for Online Services**.
2. Select an account to activate.

3. Choose State Bank and click **Next**.
4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
5. Match to the appropriate account and select **Finish**.
6. Repeat steps 1 – 5 for all accounts.

## Re-enable Side by Side Mode



**Note:** If you use register mode, you can skip to the next section. If you use the Side by Side mode for online banking, you may now re-enable the mode. For instructions to enable Side by Side mode, choose **Help** → **QuickBooks Help**. Search of Online Banking Modes and follow the instructions.

## Recreate Online Payments



If you do not use bill pay within QuickBooks, your conversion is complete.

If you use online bill payments from within QuickBooks, you will now want to recreate your online bill payments. If you need assistance in creating the payments, choose **Help** menu → **QuickBooks Help**. Search for Pay A Vendor Online and follow the instructions.

**Thank you for making these important changes!**