

Quicken for Windows Conversion Instructions

Quicken for Windows 2010 – 2012 DC to DC



As State Bank completes its system conversion to enhanced bill pay, you will need to modify your Quicken 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 Quicken 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 → **Quicken Help**. Search for “Backup Data File” and follow the instructions.
2. Download the latest Quicken update. For instructions to download to download an update, choose **Help** menu → **Quicken Help**. Search for “Update Software” and follow the instructions.

Cancel Outstanding Payments



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



IMPORTANT: This step must be completed by April 16, 2012 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 **Tools** menu → **Online Center**.
2. Select State Bank from the Financial Institution drop-down list.

3. On the **Payments** tab, select an account from which a payment is scheduled in the future.



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

4. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after April 16, 2012. To do this, select the first payee → click **Cancel Payment**.
5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after April 16, 2012.
6. On the toolbar, choose **Repeating**.
7. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.
8. Repeat step 7 for each repeating payment instruction you have with your financial institution.

Connect to State Bank

1. Choose **Tools** menu → **One Step Update**.
2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the One Step Update dialog.
3. In the One Step Update Settings dialog, make sure all items are checked and click **Update Now**.
4. If new transactions display in the Online Update Summary, accept them in your Quicken account register.

Deactivate Your Account(s)

1. Choose **Tools** menu → **Account List**.
2. Click the **Edit** or **Edit Details** button of the account you want to deactivate.

3. In the Account Details dialog, click on the **Online Services** tab.
4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.
5. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.



Note: The name of the buttons referenced above may vary depending on the services you currently use and the version of Quicken you are using.

6. Click on the **General** or **General Information** tab. Delete the Account Number.
7. Delete the name of the Financial Institution. Click **OK** to close the window.
8. Repeat steps 2 – 7 for each account.

Re-activate Your Account(s)

1. Open the account register that you want to enable for online account access.
2. Choose **Account Actions** → **Set Up Online**.
3. Enter State Bank and click **Next**.
4. Type your User ID and Password. Click **Connect**.



You will be presented with a list of accounts available for online access.

5. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** or **Exists in Quicken** and select the matching accounts in the drop-down menu.



DO NOT select **New** or **Add In Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

6. After all accounts have been matched, click **Next**.
7. You will receive confirmation that your account(s) have been added → Click **Done** or **Finish**.

Recreate Online Payments



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

- 1.** You will now want to recreate your one time and recurring payments. If you need assistance in creating these payments, choose **Help** menu → **Quicken Help**. Search for “Create an online payment” and follow the instructions.

Thank you for making these important changes!