QuickBooks for Windows Conversion Instructions

QuickBooks Windows 2013-2016

Web Connect to Direct Connect

Introduction

As your bank completes its system upgrade*,* you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the eBanking website.

> **NOTE:** Direct Connect may require registration. Please contact your bank to verify your Direct Connect login information.

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.

Documentation and Procedures

Task 1: 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**, then select **Update QuickBooks** and follow the instructions.

> **NOTE:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

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.

> **NOTE:** If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Register Mode. (Classic Mode in QuickBooks 2014 and newer).

5. For instructions to enable Register Mode, choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

Task 2: Deactivate Your Account(s) at *County National Bank-Erie Bank BIB* on or after *May 23, 2016*

1. Choose the **Lists menu** > **Chart of Accounts**.

2. Select the account you want to deactivate.

3. Click **Edit menu** > **Edit Account**.

4. Click on the **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks 2014 and newer.

5. Select **Deactivate All Online Services** and click **Save & Close**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps 2 – 6 for each account at *County National Bank-Erie Bank BIB.*

Task 3: Re-activate Your Account(s) at *CNB Bank/ERIEBANK/FCBank* on or after *May 23, 2016*

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1. **QuickBooks 2013:** Choose **Banking** menu > **Online Banking Center**.

   QuickBooks 2014 or **2015:** Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

   QuickBooks 2016: Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.

2. Choose *CNB Bank/ERIEBANK/FCBank* and click **Next**.

3. If prompted for connectivity type, select **Direct Connect**.

4. Link your bank account with the existing QuickBooks account and click **Connect**.

5. Repeat steps 1 – 4 for all accounts at *CNB/ERIEBANK/FCBank.*

Task 4: Re-enable Side by Side mode (if necessary)

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1. For instructions to enable Side by Side mode (Express Mode), choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Thank you for making these important changes!

QuickBooks for Mac
Conversion Instructions

QuickBooks Mac 2013-2016

Web Connect to Direct Connect

Introduction

As your bank completes its system upgrade*,* you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the eBanking website.

NOTE:	Direct Connect may require registration. Please contact your bank to verify your Direct Connect login information.

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.

Documentation and Procedures

Task 1:   Conversion Preparation

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8. Backup your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top**.** Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

9. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2:   Deactivate Your Account(s) at *County National Bank-Erie Bank BIB* on or after *May 23st, 2016*

NOTE:	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. Choose **Edit** 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 click **Save**.

7. Repeat steps 2 – 6 for each account at *County National Bank-Erie Bank BIB.*

Task 3: Re-activate Your Account(s) at *CNB Bank/ERIEBANK/FCBank* on or after *May 23ᵗʰ, 2016*

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8. Choose **Banking** menu > **Online Banking Setup**.

9. Select *CNB Bank/ERIEBANK/FCBank* from the **Financial Institution** list and click **Next**.

10. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.

11. The Online Banking Assistant window displays during setup. Select '**Yes, my account has been activated for QuickBooks online services'**, then click **Next**.

12. Enter credentials and click **Sign In**.

13. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

> **IMPORTANT:** Do **NOT** select "**New**" under the action column.

14. Click **Next**.

15. Click **Done**.

16. Add or match all downloaded transactions in the **Downloaded Transactions** window.

Thank you for making these important changes!