

QuickBooks for Mac Conversion Instructions

Web Connect

Introduction

For BankSouth customers who use QuickBooks for Mac, QuickBooks settings will need to be updated 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, use your login credentials for BankSouth Online Banking.

It is important that you perform the following instructions exactly as described and in the order presented. This conversion should take 15–30 minutes. ***Thank you for making these important changes!***

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **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.
2. 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: *Optional task* - Complete a final download before you install conversion

1. Login to www.banksouth.com and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

Task 3: Match Downloaded Transactions

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

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

Task 4: Disconnect Accounts in QuickBooks on or after 11/12/19

1. Choose the **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**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be deactivated.

Task 5: Reconnect Accounts to BankSouth on or after 11/12/19

1. Login to **BankSouth.com** and download your QuickBooks Web Connect file.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Click **File > Import > From Web Connect**.
3. If prompted for connectivity type, select Web Connect.
4. The Account Association window displays during setup. 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.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.