

QuickBooks® Business Accounting Software 2006–2007 for Mac® Account Conversion Instructions

A.

BACK UP YOUR CURRENT DATA

1. Choose **File** menu → **Back Up**. Then choose whether to save the backup to a disk or to your Mac.
2. Follow the on-screen instructions to complete the backup method you choose.

B.

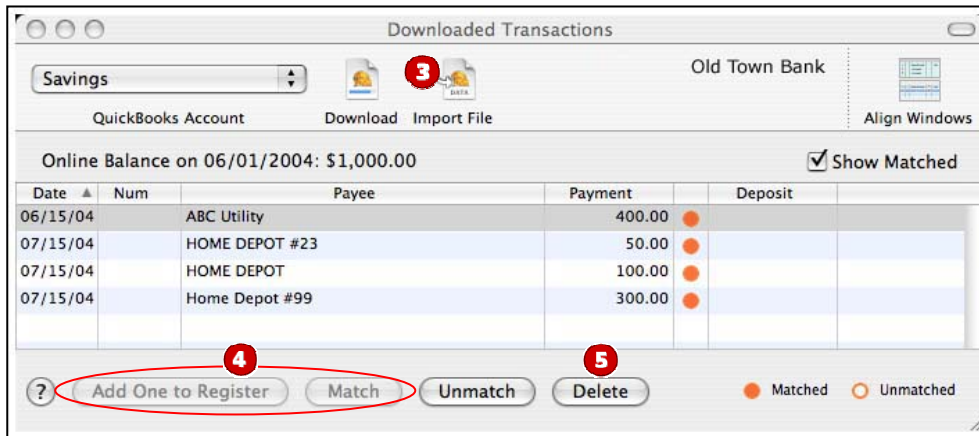
GET YOUR LATEST TRANSACTIONS FROM YOUR BANK



1. Download your transactions one last time to bring your account register up to date. Log in to your bank's Web site. Download and save your Web Connect file (.QBO file extension) to your Mac.


Important: Specify your transaction download date range through November 16, 2009. You will not be able to download these transactions after November 13, 2009.

2. In QuickBooks, choose **Banking** menu → **Downloaded Transactions**.



3. In the **Downloaded Transactions** dialog, click **Import File** to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click **Open**.
4. Add or match all downloaded transactions listed in the **Downloaded Transactions** dialog. You will not be able to proceed until all transactions are matched.
5. Once all downloaded transactions are matched and display a solid orange circle, click **Delete** to remove each item.

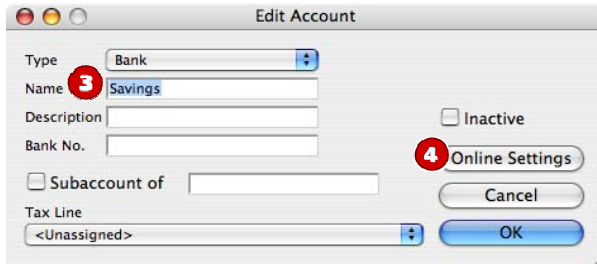
Repeat steps **1** through **5** for each account (such as checking, savings, and credit cards) that you plan to use for online banking.

-  For assistance reconciling your account register, choose **Help** menu → **QuickBooks Help**. In the **Ask a Question** prompt, enter **Reconciling an account**.

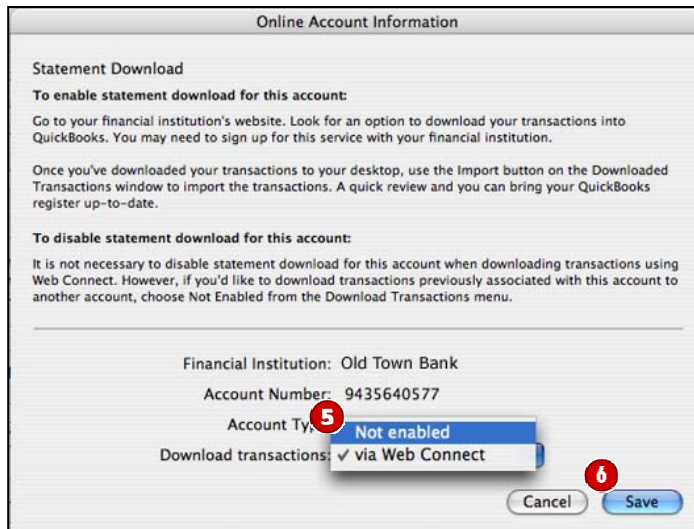
C.

DISABLE YOUR ACCOUNTS WITH YOUR BANK

1. Choose **Lists** menu → **Chart of Accounts**.
2. Select the account to disable in the **Chart of Accounts** list, and choose **Edit** menu → **Edit Accounts**.



3. If necessary, edit the **Name** of the account in the **Edit Account** dialog.
4. Click the **Online Settings** button.



5. Select **Not enabled** from the **Download transactions** drop-down list.
6. Click **Save**.

Repeat steps 2 through 6 for each bank account from which you download transactions.

D.

ENABLE YOUR ACCOUNTS WITH YOUR BANK

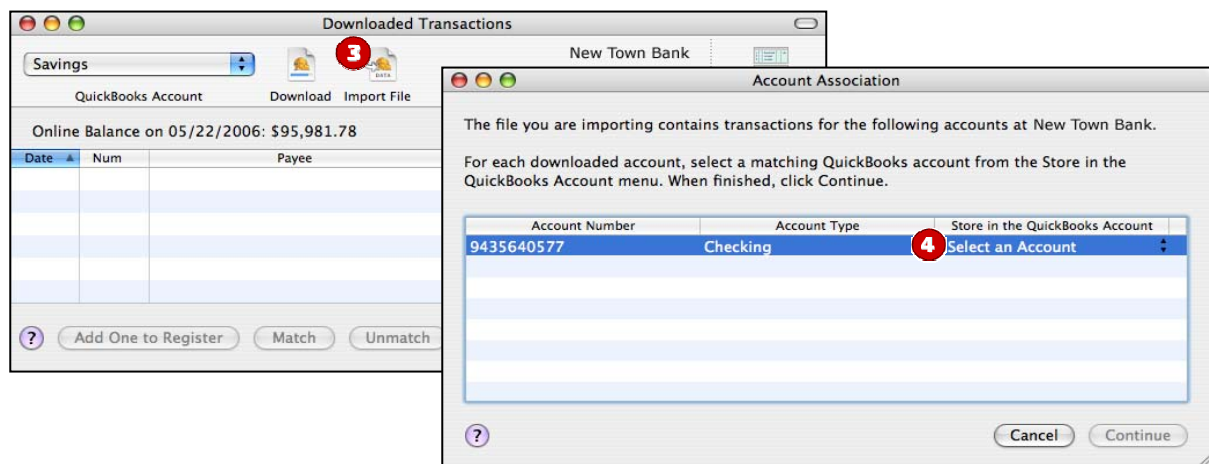
IMPORTANT: Do not complete section **D** until after November 16, 2009.



1. Enabling your account with your bank is as easy as downloading from the Web site. Anytime after November 16, 2009, log in to your bank's Web site. Download and save your Web Connect file (.QBO file extension) to your Mac.

Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded from your bank.

2. In QuickBooks, choose **Banking** menu → **Downloaded Transactions**.
Click **OK** if any informational prompts display.
3. In the **Downloaded Transactions** dialog, click **Import File** to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click **Open**.



4. The **Account Association** dialog displays during setup only. Click **Select an Account** to choose to map the online account to an existing account register. Then click **Continue**.

5. Click **OK** to any informational prompts.

Repeat steps **1** through **5** for each account that you previously disabled.

6. Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

For assistance, you may contact your bank or refer to: <http://www.quickbooks.com/support/>.

Please note that if you are using the Express Web Connect feature with software versions other than 2009, you will no longer have the ability to perform the One Step Update. However, you will still be able to pull information into your software by the manual download process and then importing it into your software.