QuickBooks for Windows Conversion Instructions

Web Connect to Direct Connect

Introduction

With Cedar Rapids Bank & Trust's addition of the Direct Connect functionality within Personal Online Banking and Business Online Banking, you will need to modify your QuickBooks settings to ensure the smooth transition of your data.

To complete these instructions, you will need your User ID and Password.

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

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Back up 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 Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).

5. For instructions to enable Classic Mode (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: Disconnect Accounts at ***Cedar Rapids Bank & Trust***.

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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 **Bank Feed Settings** tab in the **Edit Account** window.
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 for each account to be disconnected.

Task 3: Reconnect Accounts to ***Cedar Rapids Bank & Trust.***

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1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.
2. Enter and select your ***Cedar Rapids Bank & Trust - Retail*** account if using Personal Online Banking
or ***Cedar Rapids Bank & Trust - Business*** account if using Business Online Banking. Click **Next**.
3. If prompted for connectivity type, select **Direct Connect**.
4. Link your bank account with the existing QuickBooks account and click **Connect**.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 4: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

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