

# QuickBooks for Windows Conversion Instructions

---

## *Web Connect to Direct Connect*

### Introduction

QuickBooks Direct Connect is now available for First Federal Lakewood Business Online Banking. If you are interested in switching from Web Connect to Direct Connect follow the instructions below to ensure a smooth transition of your data.

To complete these instructions, you will need your User ID and Password for First Federal Lakewood Business Online Banking.

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.

### 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:** Connect to *First Federal Lakewood Business Online Banking* for a final download of your data before you switch to Direct Connect

---

1. Log in to [Business Online Banking](#) and download your QuickBooks Web Connect file.
2. Log into QuickBooks, click **File > Utilities > Import > Web Connect Files**.
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 **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

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

---

**Task 4:** Disconnect *First Federal Lakewood Business Online Banking Accounts*

---

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.
7. Repeat steps for each account to be disconnected.

---

**Task 5:** Reconnect Accounts to *First Federal Lakewood Business Online Banking*

---

1. Choose **Banking** menu > **Bank Feeds > Set Up Bank Feed for an Account**.
2. Enter, then select *First Federal Lakewood-Bus QBDC* 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 6:** 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.