QuickBooks for Windows Conversion Instructions

QuickBooks Windows

Web Connect

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Introduction

As ***Countryside Bank*** completes its system conversion to ***Hinsdale Bank & Trust Company, N.A.®,*** 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]*** for the ***Countryside Bank*** and ***Hinsdale Bank & Trust Company, N.A.*** websites.

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.

NOTE:	This update is time sensitive. Tasks 1-4 can be completed on or before **Friday, April 17th**. Task 5 can be completed on or after **Monday, April 20th**.

Documentation and Procedures

Task 1:	**Conversion Preparation on or before Friday, April 17th.**

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 **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.
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.

IMPORTANT:	All instructions will be written for Register Mode configuration.

4. Enable Register Mode. For instructions to enable Register Mode, choose **Help** menu > **QuickBooks Help**. Search for **Online Banking Modes**, select **Online Banking Modes overview**, scroll down, and follow the instructions.

Task 2:	**Connect to Countryside Bank on or before Friday, April 17th.**

1. Log in to ***Countryside Bank*** web site at www.bankcountryside.com. Download and import your transactions into QuickBooks.
2. Click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.

3. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

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.

Task 4: Deactivate Your Account(s)

> **IMPORTANT:** All transactions must be matched or added to the register prior to deactivating your account(s).

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 ***Countryside Bank.***

Task 5: Re-activate Your Account(s) at Hinsdale Bank & Trust Company, N.A. on Monday, April 20th.

1. Log in to ***Hinsdale Bank & Trust Company, N.A.*** web site at http://www.hinsdalebank.com.
2. Click **File** > **Utilities** > **Import** > **Web Connect Files.**

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

3. If prompted for connectivity type, select **Web Connect**.
4. Click the **Import new transactions now** radio button, then click **OK**.

NOTE:	If you previously removed the check from the “Always give me the option of saving to a file...” option, then this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account radio button.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.
8. Repeat steps 1 through 7 for each account that you previously disabled.

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

Task 6: **Re-enable Side by Side mode (if necessary)**

NOTE:	If you prefer register mode, you are finished with your conversion. If you use the Side by Side mode for online banking, you may now re-enable the mode. Now known as **Express Mode** under Bank Feeds Center in QuickBooks **2017**

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

Thank you for making these important changes!