Quicken Essentials for Mac Conversion Instructions

Quicken Essentials for Mac 2010 – Web Connect

Introduction

As **City Bank** completes its online banking conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your **Login ID and Password** for the www.citybankonline.com website.

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 and can be completed on or after **Monday, January 12**.

Documentation and Procedures

Task 1:   Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for *Backing Up*, select "**Backing up data files**," and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for *Updates*, select "Check for Updates," and follow the instructions.

Task 2:   Deactivate Your Account(s) with previous City Bank Online Banking

1. Select your account under the "**Accounts**" list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Remove the checkmark from "**I want to download transactions**".

4. Click **Save**.

5. Click **Continue** when asked to confirm this deactivation.

6. Repeat steps 2 – 5 for each account at *City Bank.*

Task 3: Re-activate Your Account(s) with the new City Bank Online Banking

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Update Selected Online Account**.

3. Click **List** menu > Select *City Bank*.

4. Click **Continue**.

NOTE:	Select "Quicken Connect" for the "Connection Type" if prompted.

5. Enter your Login Credentials for the *New City Bank Online Banking.*

6. Click **Continue**.

7. In the "Choose your Accounts" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select your existing account, and each additional account you wish to download into Quicken Essentials.

IMPORTANT:	Do **NOT** select "**ADD**" under the action column.

8. Click **Continue**.

Quicken for Mac Conversion Instructions

Quicken for Mac 2006-2007

Introduction

As *City Bank* completes its online banking conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your *Login ID and Password* for the www.citybankonline.com website.

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 and can be completed on or after *Monday, January 12.*

Documentation and Procedures

Task 4:   Conversion Preparation

9. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for *Backing Up*, select "**Backing Up Your Data**," and follow the instructions.

10. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for *Updates*, select "**Checking for Updates to Quicken**," and follow the instructions.

Task 5:   Deactivate Your Account(s) with previous City Bank Online Banking

11. Choose **Lists** menu > **Accounts**.

12. Select the account that you want to disable and click **Edit**.

13. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

14. Remove the information within the **Account Number** and **Routing Number** fields.

15. Click **OK** to save your edits.

16. Repeat steps 2 – 5 for each account at *City Bank*.

17. Verify that your account list does not display a blue online circle icon for any accounts at *City Bank*.

Task 6:   Re-activate Your Account(s) with the new City Bank Online Banking

18. Log into the *new City Bank online banking* website at *www.citybankonline.com*.

19. Download and import your transactions to Quicken.

20. Click the **Use an existing account** radio button.

21. Select the corresponding existing Quicken account in the drop-down list and click **OK**.

22. Repeat steps 3-4 for all accounts with the new City Bank online banking.

Choose **Lists** menu > Accounts. Verify that each account at *City Bank* has a blue online circle indicating that it has been reactivated for online services.

QuickBooks for Windows Conversion Instructions

QuickBooks Windows 2011-2014

Web Connect

Introduction

As *City Bank* completes its online banking conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your *Login ID and Password* for the www.citybankonline.com website.

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 and can be completed on or after *Monday, January 12.*

Documentation and Procedures

Task 7:   Conversion Preparation

23. 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.

24. 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.

25. 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.

26. 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 8:   Match Downloaded Transactions

27. Choose the **Banking** menu →click **Online Banking** → click **Online Banking Center**.

28. Click the **Financial Institution** drop-down arrow and choose *City Bank.*

29. Go to the **Items Received** list and click the electronic statement you want to see to select it.

30. Click the **View** button.

31. Click the transaction in the electronic statement (at the bottom of the window) that you want to match to a transaction in the register.

32. Click the transaction in the register (at the top of the window) to match to.

33. Click the **Match** button.

Repeat steps 5 – 7 for each transaction.

If you need assistance matching transactions, choose **Help menu >> QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 9:   Deactivate Your Account(s) with previous City Bank Online Banking

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

34. Choose the **Lists** menu → **Chart of Accounts**.

35. Left click the account you want to deactivate.

36. Click **Edit** on the menu →click **Edit Account**.

37. Click on the **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks **2014**.

38. Select **Deactivate All Online Services** → click **Save & Close**.

39. Click **OK** for any messages

40. Repeat steps 2 – 6 for each account at *City Bank.*

Task 10: Re-activate Your Account(s) with new City Bank Online Banking

41. Log into the *new City Bank online banking* website at *www.citybankonline.com*.

42. Download and import your transactions into QuickBooks.

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

43. If prompted, 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.

44. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account radio button.

45. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.

46. Confirm the prompt by clicking **OK**.

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

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

Task 11: 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 **2014**

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

49. For QuickBooks 2014, locate **Bank Feeds** within Checking **Company Preferences** found in the **Edit** menu > **Preferences**.

QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2011–2013 (Web Connect)

Introduction

As *City Bank* completes its online banking conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your *Login ID and Password* for the www.citybankonline.com website.

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 and can be completed on or after *Monday, January 12*.

Documentation and Procedures

Task 12: Conversion Preparation

50. 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.

51. 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 13: 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.

Task 14: Deactivate Your Account(s) with previous City Bank Online Banking

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

52. Choose **Lists** menu > **Chart of Accounts**.

53. Select the account you want to deactivate.

54. Choose **Edit** menu > **Edit Account**.

55. In the **Edit Account** window, click the **Online Settings** button.

56. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.

57. Click **OK** for any dialog boxes that may appear with the deactivation.

58. Repeat steps 2 – 6 for each account at *City Bank.*

Task 15: Re-activate Your Account(s) with new City Bank Online Banking

59. Log into the *new City Bank online banking* website at *www.citybankonline.com*.

60. Download and import your transactions into QuickBooks.

IMPORTANT:	To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

61. 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.

62. Click **Continue**.

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

64. Add or match all downloaded transactions in the **Downloaded Transactions** window.

65. Repeat steps 1 – 6 for each account at *City Bank*.

Quicken for Windows Conversion Instructions

Quicken for Windows 2012–2014 (Web Connect)

As *City Bank* completes its online banking conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your *Login ID and Password* for the www.citybankonline.com website.

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 and can be completed on or after *Monday, January 12.*

Documentation and Procedures

Task 16: Conversion Preparation

66. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for *Backing Up Your Data* and follow the instructions.

67. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for *Checking for Updates to Quicken* and follow the instructions.

Task 17: Deactivate Your Account(s) with previous City Bank Online Banking

68. Choose **Tools** menu > **Account List**.

69. Click the **Edit** or **Edit Details** button of the account you want to deactivate.

70. In the **Account Details** dialog, click on the **Online Services** tab.

71. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.

NOTE:	The name of the buttons referenced above may vary depending on the services and the version of Quicken you are using.

72. Click on the **General** or **General Information** tab. Remove the **Account Number**.

73. Remove the name of the **Financial Institution**. Click **OK** to close the window.

74. Repeat steps 2–6 for each account at *City Bank*.

Task 18: Re-activate Your Account(s) with the new City Bank Online Banking

75. Log into the *new City Bank online banking* website at *www.citybankonline.com*.

76. Download and import your transactions to Quicken.

77. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** to an existing account or **Use an Existing** Quicken account and select the matching account in the drop-down menu.

IMPORTANT:	Do **NOT** select **Create a new account** or **Create a new Quicken account**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click the **Cancel** button.

78. Repeat steps 2 – 3 for all of your accounts