

# QuickBooks Desktop Conversion Instructions

As FirstCapital Bank completes its migration to Prosperity Bank, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac for Web Connect.

## QuickBooks Windows Web Connect

### On or before May 12, 2023:

1. Backup QuickBooks Windows Data File & Update.
  - a. Choose File > Back Up Company > Create Local Backup.
  - b. Download the latest QuickBooks Update. Choose Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
  - a. Complete one last transaction update before the change to get all of your transaction history up to date.
  - b. Accept all new transactions into the appropriate registers. (required)

### On or after May 15, 2023:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
  - a. Choose Lists menu > Chart of Accounts.
  - b. Right-click the first account you want to deactivate and choose Edit Account.
  - c. Click the Bank Feeds Settings tab in the Edit Account window.
  - d. Select Deactivate All Online Services and click Save & Close.
  - e. Click OK for any alerts or messages that may appear with the deactivation.
  - f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
  - a. Log in to Prosperity Bank's online banking site and download your transactions to a QuickBooks (.qbo) file.

**Note:** Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
  - b. In QuickBooks, choose File > Utilities > Import > Web Connect Files. Locate your saved Web Connect file and select to import.

c. In the Select Bank Account dialog select Use an existing QuickBooks account.

**Important:** Do NOT select “Create a new QuickBooks account” unless you intend to add a new account to QuickBooks.

d. In the drop-down list, choose your QuickBooks account(s) and click Continue. Confirm by selecting OK.

## QuickBooks Mac Web Connect

### On or before May 12, 2023:

1. Backup your QuickBooks Mac data file & update the application.

a. Choose File > Backup.

b. Download the latest QuickBooks Update. Choose QuickBooks > Check for QuickBooks Updates.

2. Complete a final transaction download.

a. Complete last transaction update before the change to get all of your transaction history up to date.

b. Repeat this step for each account you need to update.

c. Accept all new transactions into the appropriate registers. (required)

### On or after May 15, 2023:

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.

a. Choose Lists > Chart of Accounts.

b. Select the first account you would like to deactivate and choose Edit > Edit Account.

c. Select Online Settings in the Edit Account window.

d. In the Online Account Information window, choose Not Enabled from the Download Transactions list and click Save.

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

f. Repeat steps for any additional accounts that apply.

2. Reconnect online banking connection for accounts that apply.

a. Log in to Prosperity Bank’s online banking site and download your transactions into to a QuickBooks (.qbo) file.

**Important:** Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

b. In QuickBooks, choose File > Import > From Web Connect. Use the import dialog to import your saved Web Connect file.

c. In the Account Association window, click Select an Account to choose the appropriate existing account register.

**Important:** Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.

d. Click Continue and OK for any dialog boxes that require action.