



QuickBooks for Mac Conversion Instructions

Web Connect to Direct Connect

Introduction

As Allegiance Bank completes its technology upgrade, you will need to modify your QuickBooks settings to ensure a smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for Allegiance Bank Online Banking.

NOTE: Direct Connect may require registration. Please contact Allegiance Bank 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 before May 9, 2018.

1. Back up 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.
2. Download the latest QuickBooks Update. For instructions to download an update, choose the **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 2: Connect to Allegiance Bank for a final download before May 9, 2018.

1. Log in to www.allegiancebank.com and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

Task 3: Match Downloaded Transactions before disconnecting your accounts on or after May 14, 2018.

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.

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

Task 4: Disconnect Accounts at Allegiance Bank on or after May 14, 2018.

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose the **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click **Online Settings**.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 5: Reconnect Accounts to Allegiance Bank on or after May 19, 2018.

1. Choose the **Banking** menu > **Online Banking Setup**.
2. Enter, then select Allegiance Bank from the **Financial Institution** list. Click **Next**.
3. Follow the instructions in the wizard. If prompted for connectivity type, select Direct Connect.

4. The Online Banking Assistant window displays during setup. Select 'Yes, my account has been activated for QuickBooks online services', then click **Next**.
5. Enter credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click Select an Account to choose the appropriate existing account register.

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

7. Click **Next**, then **Done**.
8. Add or match all downloaded transactions in the **Downloaded Transactions** window.