

Quicken® for Mac Personal Finance Software 2005–2007 Regions Account Conversion Instructions



As Regions completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need your customer ID and PIN. **This update is time sensitive and must be completed between July 12, 2007 and July 14, 2007.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking or investing service may stop functioning properly. This conversion should take 15–30 minutes.

Note: In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.



This detour symbol indicates section instructions that are for bill pay customers only. If you do *not* use Quicken to make online bill payments, then you can skip these sections or steps. Investment accounts do not use bill pay.



Throughout this guide, this symbol displays to indicate that there are optional FAQs.

A.

BACK UP YOUR CURRENT DATA (ALL customers)

1. *Quicken for Mac 2006 and 2007 customers:* Choose **File** menu → **Back Up** → **To Disk...**
Quicken for Mac 2005 customers: Choose **File** menu → **Save a Copy...**
2. Complete the following prompts.

B.

DOWNLOAD THE LATEST QUICKEN UPDATE (ALL customers)

1. *Quicken for Mac 2007 customers:* Choose **Quicken 2007** menu → **Check for Updates.**
Quicken for Mac 2006 customers: Choose **Quicken 2006** menu → **Check for Updates.**

Quicken for Mac 2005 customers: Choose **Quicken 2005** menu → **Check for Updates**.

2. If a software update is available, then you will be prompted to download the update from the Quicken Web site.
3. Once the update is complete, restart Quicken.

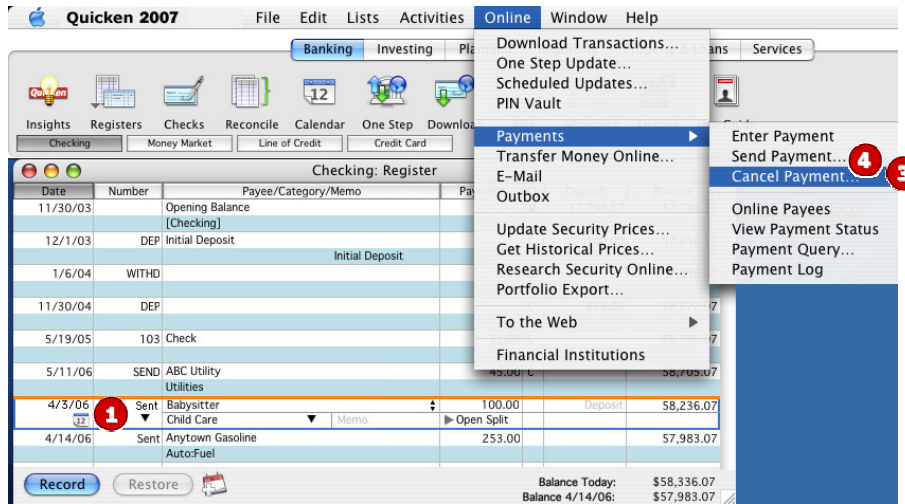
C.

DELETE PENDING ONLINE PAYMENTS (BILL PAY customers only)



BILL PAY ONLY: If you do not use online bill payment, then skip to [section D](#). Investment accounts do not use bill pay.

1. In your account register, check the Number column to see if there are any Sent transactions scheduled for delivery after July 20, 2007. If there are none, then skip to [section D](#).



2. Choose **File** menu → **Print Register...** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. (You'll use this when you recreate these payments in section **G**.)
3. Click to select the first pending transaction in your account register. Choose **Online** menu → **Payments** → **Cancel Payment...** Quicken determines if there is enough time to cancel the payment.
 - If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.
 - If there is enough time to cancel, then click **Put In Outbox** in the **Cancel Payment** dialog.

Repeat step **3** for each additional pending transaction.

4. Choose **Online** menu → **Payments** → **Send Payment...** to send the cancellation instructions to Regions.
5. With the **Payment Items** option selected, click **Send Now**. Complete the remaining prompts.
6. Close the **Outbox** dialog when complete.

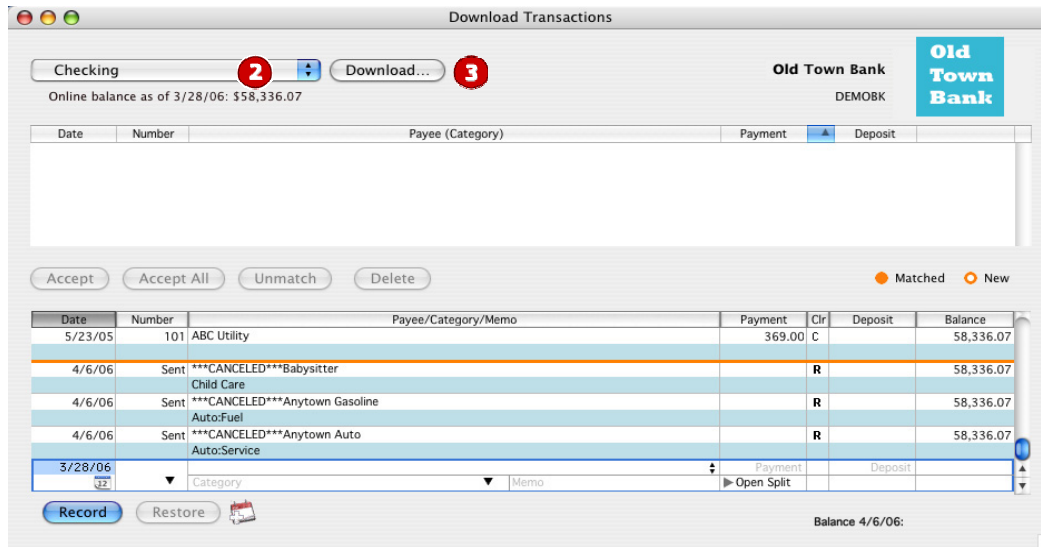
Date	Number	Payee/Category/Memo	Payment	Deposit	Balance
4/3/06	Sent	***CANCELED***Babysitter	100.00		58,336.07
		Child Care			
4/14/06	Sent	***CANCELED***Anytown Gasoline	253.00		58,336.07
		Auto:Fuel			

The cancelled transactions remain in the register after you send the cancellation instructions; however, Quicken marks them as *****CANCELED*****.

D.

GET YOUR LATEST TRANSACTIONS FROM [FINANCIAL INSTITUTION A] (ALL customers)

1. Choose **Online** menu → **Download Transactions...**



2. Click to select your account from the drop-down list.

3. Click **Download**.

4. Enter your Regions PIN or PIN Vault PIN, and click **OK**.

5. If new transactions display in the Download Transactions dialog, then accept them in your Quicken account register.

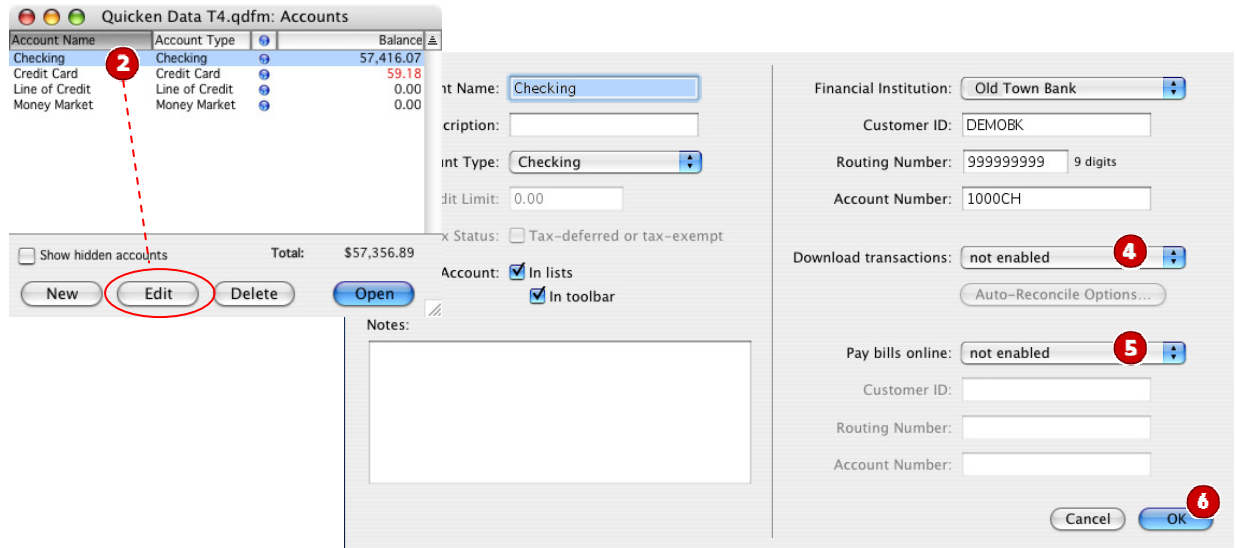
▲ For assistance accepting transactions, choose **Help** menu → **Quicken Help**. In the Ask a Question prompt, enter *Downloading my account statement*. Specific instructions list under the *Updating your register* section.

▲ For help reconciling your account register, choose **Help** menu → **Quicken Help**. Under contents, click *Accounts*. Under Accounts, click *reconcile an account*.

E.

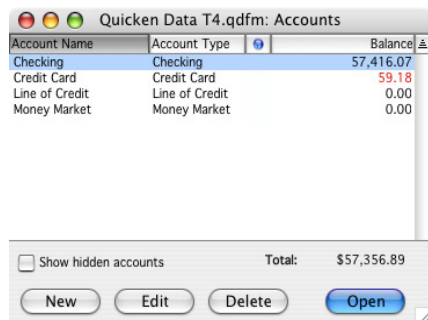
DISABLE YOUR ACCOUNTS WITH REGIONS (ALL customers)

1. Choose **Lists** menu → **Accounts**.
2. Select the account you want to disable, and click **Edit**.



3. Write down your account information (account number, routing number, and customer ID). You will need this information to enable your new Regions - New account in section **F**.
4. In the **Download transactions:** drop-down list, select **not enabled**. Click **OK** to the prompt, “You are about to disable...”
5. If you use online payment, then select **not enabled** in the **Pay bills online:** drop-down list. Click **OK** to the prompt, “You are about to disable...”
6. Click **OK** to save your edits.

Repeat steps **2** through **6** for each Regions online account (such as checking, savings, credit cards, and brokerage). As each online account is disabled, its blue online circle icon disappears.



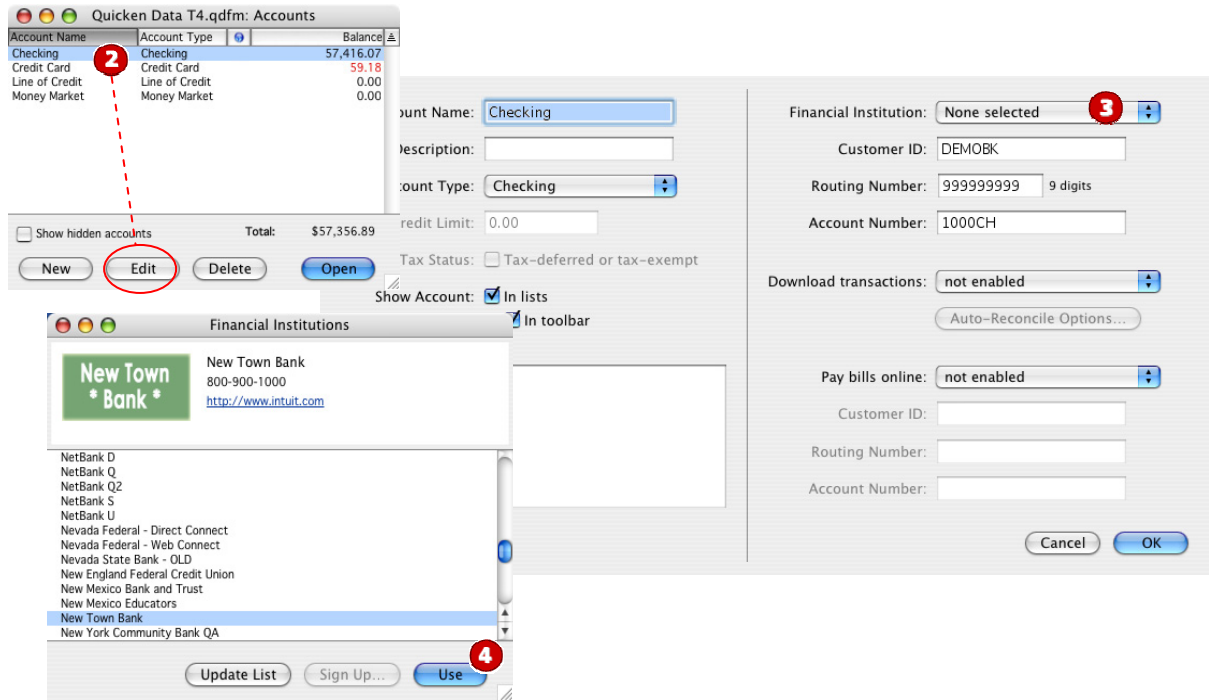
Verify that your account list does not display blue online circle icons for any accounts at Regions.

F.

ENABLE YOUR ACCOUNTS WITH REGIONS - NEW (ALL customers)

IMPORTANT: Complete sections **F** through **H** on or after July 14, 2007.

1. Choose **Lists** menu → **Accounts**.
2. Select your first disabled account, and click **Edit**.



3. Click the Financial Institution drop-down list and select **Change financial institution...**
4. In the Financial Institutions dialog, select **Regions - New** from the list, and click **Use**. Enter your customer ID and PIN or password. Click **OK**.
5. Complete the remaining prompts as they relate to your financial institution and accounts, using the account information that you wrote down in section **E**.
 - In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**.
 - In the **Review Accounts** dialog, match each **Regions - New** account to the appropriate Quicken account by clicking **Select an Account...** under the **Store in the Quicken Account** column header. Click **OK**.
 - Click **OK** to close the edit register page.

As each online account is enabled, its blue online circle icon reappears. Verify that each **Regions - New** account in your list displays a blue online circle icon.

Account Name	Account Type	Balance
Checking	Checking	57,416.07
Credit Card	Credit Card	59.18
Line of Credit	Line of Credit	0.00
Money Market	Money Market	0.00

G.

RECREATE PENDING ONLINE PAYMENTS (BILL PAY customers only)



BILL PAY ONLY: If you do not use online bill payment, then skip to [section H](#). Investment accounts do not use bill pay.

1. To recreate each payment you canceled in section **C**:

Date	Number	Payee/Category/Memo	Payment	Clr	Deposit	Balance
12/1/03	DEP	Initial Deposit		C	100.00	57,896.57
1/6/04	WITHD		0.55	C		57,896.02
11/30/04	DEP			C	876.05	58,772.07
5/19/05	103	Check	22.00	C		58,750.07
5/20/05	102	Anytown Cable Company	45.00	C		58,705.07
5/23/05	101	ABC Utility	369.00	C		58,336.07
4/5/06	SEND	Babysitter Child Care	100.00			58,236.07
4/5/06	SEND	Anytown Auto Auto:Service	467.00			
4/5/06	SEND	Anytown Gasoline Auto:Fuel	253.00			
4/6/06	Sent	***CANCELED***Babysitter Child Care		R		
4/6/06	Sent	***CANCELED***Anytown Gasoline Auto:Fuel		R		
4/6/06	Sent	***CANCELED***Anytown Auto Auto:Service		R		

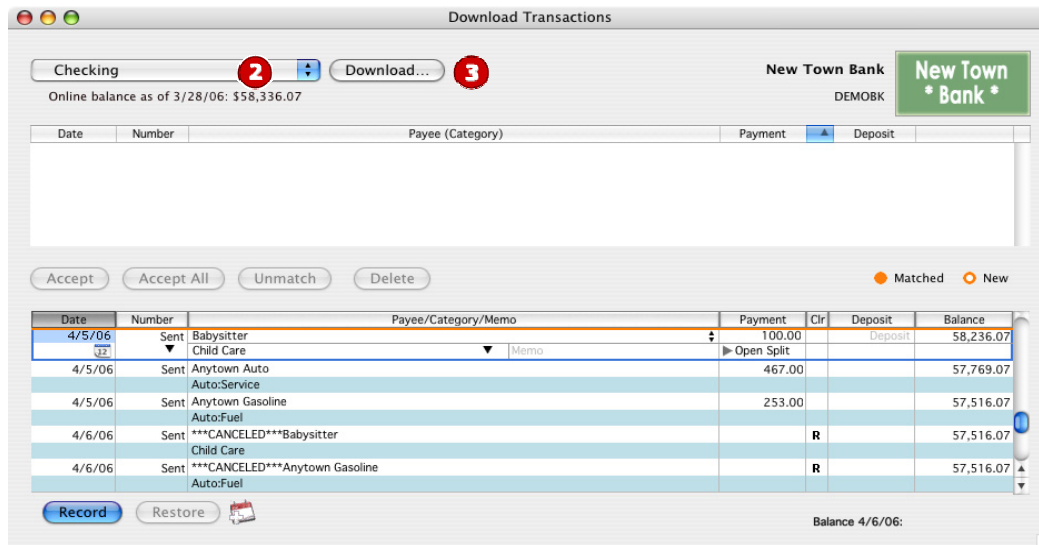
- Open the online account register of the first canceled payment. Refer to the list you printed in section **C**.
- Begin to enter the new transaction by typing the payment date.
- Enter **SEND** in the Number field.
- As you start to enter the payee information, the rest of your canceled transaction will display automatically.
- Click **Record**.

Repeat step **1** for each canceled online payment.

- Choose **Online** menu → **Payments** → **Send Payment...** to send the new payment instructions to Regions - New.
- With the **Payment Items** option selected, click **Send Now**. Complete the following prompts, entering your PIN from Regions - New.
- Close the **Outbox** dialog when complete.

To verify that your payee list is complete and up to date, see *Verify Your Payee List* at <http://www.quicken.com/conversionfaq>.


1. Choose Online menu → Download Transactions....



2. Click to select your account from the drop-down list.

3. Click **Download....**

4. Enter your Regions - New PIN or PIN Vault PIN, and click **OK**.

 If you use the PIN Vault, choose **Help** menu → **Quicken Help**. In the Ask a Question prompt, enter *Editing a PIN Vault entry*.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

If you have any questions regarding these instructions, then click <http://www.quicken.com/conversionfaq> to access **Quicken FAQs for Financial Institution Conversion Customers**.

You may also contact us at **1-866-243-5251**. A customer service representative will be available to assist you from 7:00 A.M. to 7:00 P.M. Monday – Friday and 7:00 A.M. to 2:00 P.M. Saturday. You may also visit the Regions Web site or refer to: <http://www.intuit.com/support/quicken>.