QuickBooks for Windows Conversion Instructions

QuickBooks for Windows

Direct Connect

Introduction

As ***Regions Bank*** completes its system conversion its online banking, you will need to modify your QuickBooks settings to ensure the 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 ***Online ID and Password*** for Regions Online Banking.

> **NOTE:** Direct Connect may require registration. Please contact ***Regions Bank*** to verify your Direct Connect login information.

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.

This detour symbol indicates section instructions that are using bill pay within QuickBooks only. If you do **not** use QuickBooks to make online bill payments, you can skip these sections or steps.

Documentation and Procedures

Task 1: Conversion Preparation

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 **Update QuickBooks** and follow the instructions.

> **IMPORTANT:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

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:** If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).

5. For instructions to enable Classic Mode (Register Mode), choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Task 2: Connect to ***Regions Financial*** for a final download by ***November 7, 2016***

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.
2. Choose ***Regions Financial*** from the **Financial Institution** dropdown.
3. Click **Send/Receive**.
4. Enter Regions Online Banking credentials (if required) and click **OK**.
5. Repeat steps 1 – 4 for each account with ***Regions Financial.***

Task 3: Cancel Outstanding Payments by ***November 7, 2016***

If you are **not** a bill pay user within QuickBooks, please skip this section.

> **NOTE:** This step must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after ***November 7, 2016,*** then it is possible that these payments will still be processed.

1. Open the **Register** of the account you made the payment from.
   a. Click **Company** > **Chart of Accounts**.
   b. **Double-click** the account to use.
2. In the register, locate the transaction you want to cancel.
3. Click the transaction to select it.
4. Go to **Edit** menu and then click **Cancel Payment**.
5. The cancellation appears in the **Items to Send** list of the **Online Banking Center (Bank Feeds Center)**. When you send and receive transactions, it is sent to the financial institution.

Task 4: 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 5: Deactivate Your Account(s) at ***Regions Financial*** on or after ***November 8, 2016***

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

1. Choose **Lists menu > Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit menu > Edit Account**.

4. Click on the **Bank Feed Settings** tab in the Edit Account window.

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 ***Regions Financial.***

8. Backup your data file.

Task 6: Re-activate Your Account(s) at ***Regions Bank*** on or after ***November 8, 2016***

1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.

2. Choose ***Regions Bank*** and click **Next**.

3. If prompted for connectivity type, select **Direct Connect**.

4. Link your bank account with the existing QuickBooks account and click **Connect**.

5. Repeat steps 1 – 5 for all accounts at ***Regions Bank.***

Task 7: Re-enable Express Mode (if necessary)

> **NOTE:** If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Task 8: Recreate Online Payments

1. If you do **not** use bill pay within QuickBooks, your conversion is complete. If you use online bill payments from within QuickBooks, you will now want to recreate your online bill payments.

2. For assistance in recreating payments, choose **Help menu > QuickBooks Help**. Search for **Pay A Vendor Online** and follow the instructions.

Thank you for making these important changes!