


QUICKBOOKS FOR WINDOWS CONVERSION GUIDE

A step-by-step tutorial for successfully modifying QuickBooks for a smooth transition.

Introduction

As Horizon Bank completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your [User ID and Password] for the Horizon Bank website.

It is important that you follow these instructions exactly as described and in the order presented or your online banking activity may stop functioning properly. This conversion should take about 15-30 minutes.

 This symbol indicates a Task specifically for Bill Pay within QuickBooks. If you do not use QuickBooks to make online bill payments, skip that Task.

Documentation & Procedures

Task 1: Conversion Preparation

1. Back up 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 instructions. **NOTE:** 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. **NOTE:** 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.

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Task 2: Cancel Outstanding Payments

If you are not a Bill Pay user within QuickBooks, skip this Task.

IMPORTANT: This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid, these payments may 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 the **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 3: Deactivate Your Account(s) at Horizon Bank, SSB

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account that you want to disable.
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 **Horizon Bank**.
8. Back up your data file.

Task 4: Re-activate Your Accounts to Horizon Bank, SSB

1. Log in to horizonbanktexas.com and download your Quickbooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**. **IMPORTANT:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.
3. If prompted for connectivity type, select **Web Connect**.
4. Link your bank account with the existing QuickBooks account and click **Continue**. **NOTE:** Each account will be displayed below "Use an existing account."

Task 5: 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**.