

# QUICKBOOKS FOR MAC 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.

## Documentation & Procedures

### Task 1: Conversion Preparation

1. Back up your data file. For instructions to back up your data file, choose [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 [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: Disconnect Your Account(s) at Horizon Bank, SSB

1. Choose [Lists](#) menu > [Chart of Accounts](#).
2. Select the account you want to deactivate.
3. Choose [Edit](#) menu > [Edit Account](#).
4. In the [Online Account Information](#) window, choose [Not Enabled](#) from the [Download Transactions](#) list and click [Save](#).
5. Click OK for any dialog boxes that may appear with the deactivation.
6. Repeat steps for each account you are disconnecting.

# QUICKBOOKS FOR MAC CONVERSION GUIDE (CONTINUED)

## Task 3: Reconnect Accounts to Horizon Bank, SSB

1. Log in to [horizonbanktexas.com](http://horizonbanktexas.com) and download your QuickBooks Web Connect file.
2. Click **File > Import > From Web Connect**.
3. If prompted for connectivity type, select Web Connect.
4. The **Account Association** window displays during setup. 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.**
5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.