


QUICKEN FOR MAC 2007 CONVERSION GUIDE

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

Introduction

As Horizon Bank completes its system conversion, you will need to modify your Quicken 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. **NOTE:** *Direct Connect may require registration. Please contact your financial institution to verify your Direct Connect login information.*

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 Quicken. If you do not use Quicken 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 > **Search**. Search for **Backing Up**, select **Backing up data files**, and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select **Check for Updates**, and follow instructions.

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. In your account register, check the **Number** column to see if there are any online payments scheduled.
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 may select to save this as a PDF or send to your printer. **IMPORTANT:** *You will use this later to recreate your payments.*
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.
4. 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.

QUICKEN FOR MAC 2007 CONVERSION GUIDE (CONTINUED)

5. If there is enough time to cancel, then click **Put in Outbox** in the Cancel Payment dialog.
6. Repeat step 3 for each additional pending transaction.
7. Choose **Online** menu > **Payments > Send Payment**. Ensure all payment cancellations have a check mark in the **Send** column.
8. Click **Send Now**.
9. In the **Online Transmission Summary**, verify that your payments were successfully canceled.
10. Click **OK** to close the **Online Transmission Summary**.
11. Repeat steps for each account to be deactivated that is enabled for bill payment services.

Task 3: Disconnect Your Account(s) at Horizon Bank, SSB

1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. Write down your account information (account number, routing number, and customer ID). **NOTE: You will need this information to re-enable your account.**
4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.
5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
6. Remove the information with the **Account Number** and **Routing Number** fields.
7. Click **OK** to save your edits.
8. Repeat steps for each account to be disconnected.
9. Verify your account list does not display a blue online circle icon for any accounts at Horizon Bank.

Task 4: Reconnect Accounts to Horizon Bank, SSB

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select your first disabled account and click **Edit**.
3. Click the **Financial Institution** drop-down list and select **Change Financial Institution**.
4. Click on **Update List**.
5. In the **Financial Institutions** dialog, enter, then select **Horizon Bank SSB** from the list and click **Use**.
6. Enter your Direct Connect **User ID** and **Password**. Click **OK**.
7. In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**. **NOTE: Each account will be displayed below "Use an existing account".**
8. Click **OK**.
9. Click **OK** to close the **Edit Register** page.
10. Choose **Lists** menu > **Accounts**. Verify that each account you are reactivating has a blue online circle for online services.