



Member FDIC

QuickBooks Desktop Web Connect Conversion Instructions

As we complete an eBanking enhancement to allow you to seamlessly connect your eBanking accounts to QuickBooks, you will need to modify your QuickBooks settings if you currently have your First Bank accounts connected to QuickBooks. While we don't anticipate issues, we are recommending that you back up your QuickBooks data before the eBanking enhancement is completed. If you have never connected your First Bank accounts to QuickBooks, these instructions do not apply (you will follow instructions within the QuickBooks application). This document contains Web Connect instructions for both Windows and Mac.

These instructions refer to two "Action Dates."

- The 1st Action Date is **October 25, 2024**
- The 2nd Action Date is **October 29, 2024**

To navigate this document, just click the link below that matches your product and connectivity:

Instructions for Downloading a Web Connect file from your First Bank eBanking profile.

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QuickBooks Windows Web Connect

On the 1st Action Date: as of October 25, 2024

1. Back up QuickBooks Windows Data File & Update.
 - a. Choose **File > Backup Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

On the 2nd Action Date: on or after October 29, 2024. IMPORTANT: Make sure you have completed the 1st Action Date steps before you begin the 2nd Action Date steps.

1. Deactivate eBanking connection for accounts connected to First Bank.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click the First Bank account you want to deactivate and choose **Edit Account**.
 - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
 - d. Select **Deactivate All Online Services** and click **Save & Close**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional First Bank accounts that you need to deactivate.
2. Reconnect eBanking connection for First Bank accounts that apply.
 - a. Log in to your First Bank eBanking account and download your transactions to a QuickBooks (.qbo) file.

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
 - c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.

Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
 - d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.

QuickBooks Mac Web Connect

On the 1st Action Date: as of October 25, 2024

1. Back up your QuickBooks Mac data file & update the application.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each First Bank account you need to update.
 - c. Accept all new transactions into the appropriate registers. (required)

On the 2nd Action Date: on or after October 29, 2024. IMPORTANT: Make sure you have completed the 1st Action Date steps before you begin the 2nd Action Date steps.

1. Deactivate eBanking connection for accounts connected to First Bank.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Select the First Bank account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Select **Online Settings** in the Edit Account window.
 - d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
 - e. Click **OK** for any dialog boxes that may appear with the deactivation.
 - f. Repeat steps for any additional First Bank accounts that apply.
2. Reconnect eBanking connection for First Bank accounts that apply.
 - a. Log in to your First Bank eBanking account and download your transactions into to a QuickBooks (.qbo) file.

Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
 - c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.
 - d. Click **Continue** and **OK** for any dialog boxes that require action.