QuickBooks for Mac 2010 – 2012 Conversion Instructions Web Connect

As **Vist 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 customer ID and PIN.

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 update is time sensitive and must be completed on or after December 10, 2012.

Conversion Preparation

1. Backup your data file. Choose **File** → **Back Up** → **To a Disk**. Enter a name and location for the backup file.
2. Download the latest QuickBooks update. For instructions to download an update, choose **Help** menu → **QuickBooks Help**. Search for "Update QuickBooks" and follow the instructions for Getting QuickBooks Updates.

Connect to VIST Financial / VIST Bank - Business

1. Log in to VIST Financial web site at www.vistfc.com Download your transactions into QuickBooks.
2. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

Match Downloaded Transactions

1. Match all downloaded transactions to the appropriate account(s). For instructions to Match Downloaded Transactions, choose **Help** menu → **QuickBooks Help**. Search for "Match" and follow the instructions for Updating Your Register.

Deactivate Your Account(s)

Important: All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu → **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** on the menu → **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the Download Transaction list and **Save.**
6. Click **OK** for any dialogue boxes that may appear with the deactivation.
7. In the **Edit Account** window, click **OK**.
8. Repeat steps 2 – 7 for each account at VIST Financial / VIST Bank - Business

Re-activate Your Account(s) at VIST Bank

1. Log in to VIST Bank web site at www.vistbank.com
2. Download your transactions into QuickBooks.

Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously

downloaded.

3. 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.
4. Click **Continue**.
5. Click **OK** to any informational prompts.
6. Add or match all downloaded transactions in the Download Transactions window.
7. Repeat steps 1 – 6 for each account at VIST Bank

Thank you for making these important changes!