

# Online Banking Direct Connect to Direct Connect Conversion QuickBooks Windows 2008-2011



As Fifth Third Bank completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need to be able to log in to the Web site.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 15 minutes.



This update is time sensitive and must be completed between 08/29/2011 and 09/12/2011.



**Note:** The QuickBooks Windows Online Banking module has not changed. The product interface may look different; however the steps that follow will work for all versions of QuickBooks 2008-2011.



This detour symbol indicates section instructions that are for customers that use Bill Pay within QuickBooks only. If you are not a bill pay customer, you can skip these sections or steps

## BACK UP YOUR CURRENT DATA

1. Choose File menu → Back Up
2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click OK

# GET YOUR LATEST TRANSACTIONS



1. Log in to your financial institution's "old" Web site. Download your transactions into QuickBooks.



**Important:** You may not be able to download these transactions after the conversion.

2. Once in QuickBooks, view your downloaded transactions as usual. In the QuickBooks account register, add or match all transactions listed in the Downloaded Transactions tab. You will not be able to proceed until all transactions are matched.

The screenshot shows two overlapping windows from the QuickBooks software. The primary window is the 'Register' for a 'Checking' account, displaying a list of transactions with columns for Date, Number, Type, Account, Payee, Memo, and Payment. Below this is the 'Downloaded Transactions' section, which lists transactions with columns for Status, Date, Check #, Payee, Payment, and Deposit. The status of these transactions is either 'Unmatched' or 'Matched - 4:30PM'. At the bottom of the register window, there are buttons for 'Add One to Register', 'Add Multiple...', 'Match', and 'Unmatch', along with a 'Done' button. The secondary window, titled 'Online Banking Center', shows a list of 'Items To Send' and 'Items Received From Financial Institution'. The 'Items Received' section includes a 'Checking QuickStatement, (\$5,035.66 as of 11/30/2007)'. Buttons for 'Go Online', 'Edit', 'Delete', 'View', and 'Delete' are visible in this window.

3. Once all downloaded transactions are matched, click Done in the lower right.
4. The Online Banking Center dialog displays. Click Delete to remove each item from the Items Received from Financial Institution section.

Repeat steps 1 through 4 for each account (such as checking, savings, and credit cards) that you plan to use for online banking.



For assistance reconciling your account register, choose Help menu → QuickBooks Help. In the Ask

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## DELETE PENDING ONLINE PAYMENTS (Bill Pay customers only)



If you are not a bill pay customer, you can skip this



**IMPORTANT:** This step must be completed by 09/15/2011 to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after 09/15/2011, then it is possible that these payments will still be processed.



If you do not see any unpaid online payments, skip this section.

1. Choose Lists menu → Chart of Accounts.
2. Double-click your financial institutions account listed in the Chart of Accounts used for online payments. This will open the register.

The screenshot shows the 'Chart of Accounts' window in QuickBooks. The 'TESTING' account is selected, and its register is displayed. The register shows a deposit of 3.17 on 06/30/2010 and a withdrawal of 500.00 on 10/12/2010. The ending balance is -496.83.

Date	Number	Type	Payee	Account	Memo	Payment	✓	Deposit	Balance
06/30/2010		DEPOSIT	Consulting Income	DEPOSIT INTEREST I				3.17	3.17
10/12/2010		WITHDRAWAL	Rent Expense	WITHDRAWAL INTER		500.00			-496.83
09/09/2010									

Ending balance: -496.83



Click Print... to save a hard copy of your account register. You can use this summary when you recreate and send these payments after the conversion.

3. Select an online payment that is scheduled to be paid after 09/15/2011. Choose Edit menu → Cancel Payment. Click Yes to confirm the cancellation.
4. Repeat step 4 to cancel each payment scheduled to be paid after 09/15/2011.
5. Choose Banking menu → Online Banking → Online Banking Center → Click Go Online
6. Enter your password when prompted, and click OK.



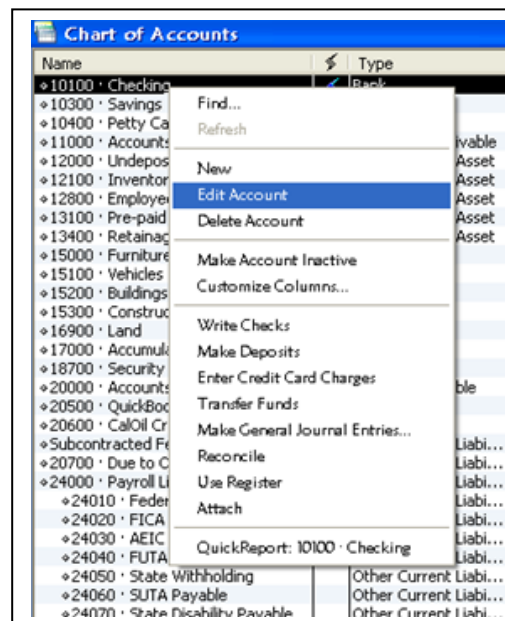
For assistance reconciling your account register, choose Help menu → QuickBooks Help.

Once you cancel each pending online payment, it displays as VOID: by request of online banking payment.

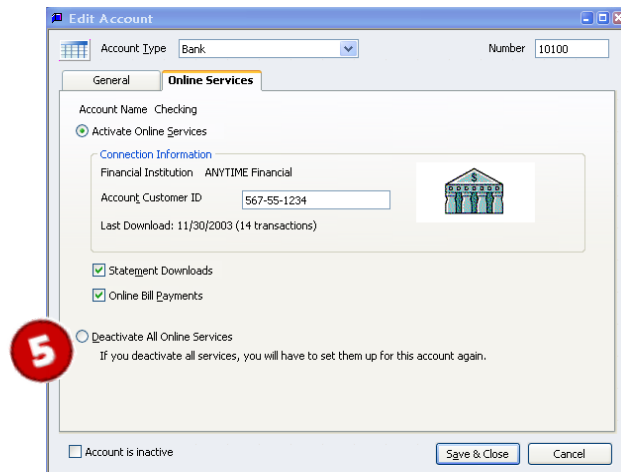
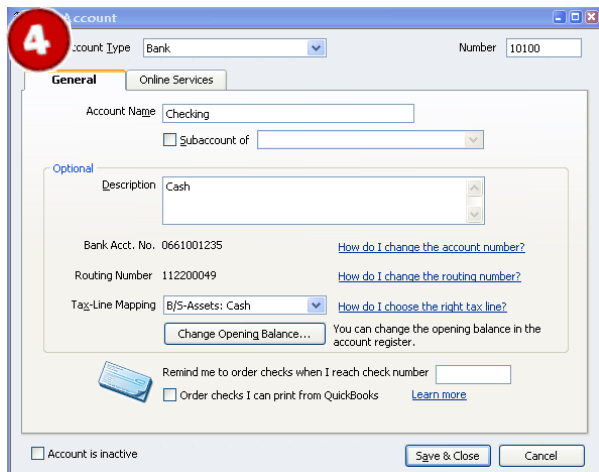
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## DEACTIVE ONLINE BANKING

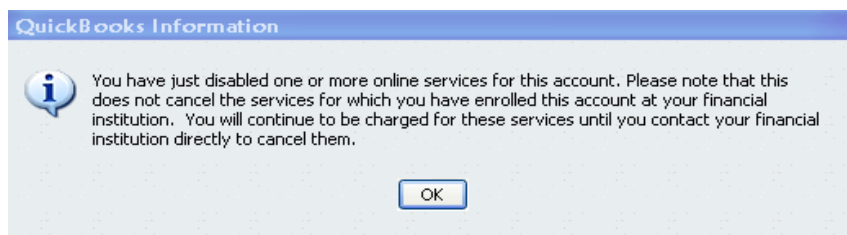
1. Choose Lists menu → Chart of Accounts.
2. Right-click your first account.
3. Select Edit Account



4. In the Edit Account window, click the Online Info tab. Edit Account Number, Routing Number, etc. as needed.



5. Select the radio button Deactivate All Online Services
6. Click Save & Close → a QuickBooks Information box will prompt → click OK to continue

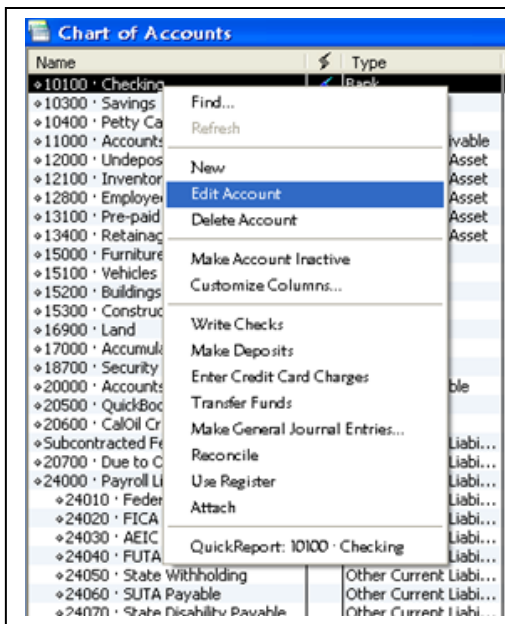


7. Repeat steps 2 through 7 for each account from which you download

# ACTIVATE YOUR ACCOUNT with DIRECT CONNECT

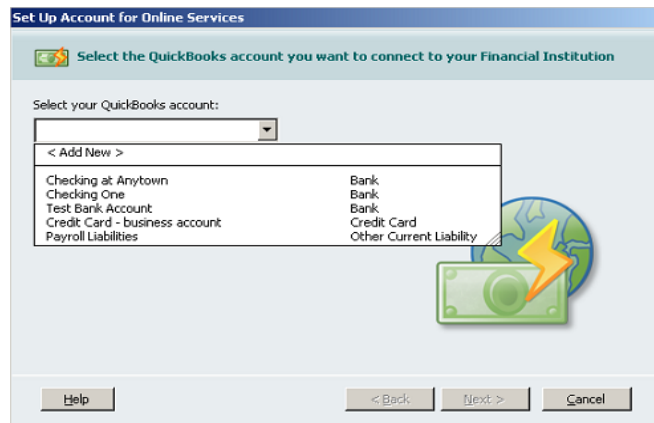


1. Choose Lists menu → Chart of Accounts
2. Right-click your account
3. Select Edit Account from the pop-up menu



4. Select Set Up Online Services... → QuickBooks will prompt to Temporarily Close All Windows → Click Yes to proceed in setting up online banking.

5. The Set Up Account for Online Services window will appear → click the drop down arrow for options to choose from or create a new account → click next to continue.



6. Select your financial institution, “Fifth Third Bank - New” → click next.
7. You will be prompted to enter your Customer ID and Password, if not please contact your financial institution → click Sign In to continue.

8. QuickBooks will retrieve a list of accounts available for you to download → select the account you want to download and follow the remaining on-screen instructions.
9. When the first download completes successfully your account setup is complete → click Finish → QuickBooks will now launch the Online Banking Center.



If your financial institution is now offering Bill Pay, you can now check the box to activate Online Bill Pay.

**Thank you for making these important changes!**