Online Banking Web 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.

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

BACK UP YOUR CURRENT DATA

- 1. Choose File menu \rightarrow 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

Download to QuickBooks

1. Log in to Fifth Third Bank's "old" Web site. Download your transactions into QuickBooks.

Al Online Banking Center Type a help question Ask How Do 17



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.

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/16/2007	SEND					Payment to Wheeler's Tile Etc. for \$625.00 on 12/19/2007	
	TRANSFR	Savings Wheeler's Tile Etc.				✓ Transfer \$500.00 from Savings to Checking	Delete
2/19/2007	SEND BOLLPMT	Accounts Payable	H-18756	625.00			
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- 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 \rightarrow QuickBooks Help. In the Ask prompt, enter "reconcile your account".

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DEACTIVATE YOUR ACCOUNT FROM WEB CONNECT

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

Name	\$	Туре	Balance Total		
 Amex checking 		Bank Bank	-4,265.59 35,227,44		
 Checking 1 	1	Bark	3,691,501.78		
+checking 2	Find		0.00		
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PACCOUNTS Fay	Use Register		0.00		
Account *	OuidiRepo	t: Checking 1	Include inactive		

4. In the Edit Account window, click the Online Services tab and choose Deactivate All Online Services

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General Online Services
Account Name Checking 1
Activate Online Services
Connection Information
Financial Institution _Server Jay FIAT Test
Account Customer ID
Last Download: 03/19/2009 (0 transactions)
Statement Downloads
Online Bill <u>P</u> ayments
O Deactivate All Online Services
If you deactivate all services, you will have to set them up for this account again.

5. Repeat steps 2 through 4 for each account from which you download transactions.

ACTIVATE YOUR ACCOUNT FROM WEB CONNECT

IMPORTANT: Do not complete this section until after the conversion.

1. Log in to Fifth Third Bank's Web site. Download your transactions into QuickBooks.

Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.

🕼 QuickBooks	×		
QuickBooks has received new transaction data. Please indicate whether you want to import this data now or save the file for import later.			
C Import new transactions now.	Select Bank Account	>	
Save transactions to a file (you will be asked for a file name). Always give me the option of saving to a file when I download Web Connect data.	You are downloading transactions for the following account: - Financial Institution: Anytown Bank - WC - Account type: Checking - Account number: 7152887 QuickBooks does not have an online account to handle these transactions. Please make a selection below.		
WC_WC Customer Conversion Guide	Use an existing QuickBooks account Create a new QuickBooks account Create a new QuickBooks account Checking - Demo Checking - Demo Checking - Demo Checking(2) at Anytown Bank - Continue		

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- 2. In QuickBooks, click the Import new transactions now radio button. Then click OK.
- Note: If you previously removed the check from the Always give me the option of saving to a file... option, then this dialog will not display.
 - **3.** In the Select Bank Account dialog, click the Use an existing QuickBooks account radio button. In the corresponding drop-down list, select the QuickBooks account that you use. Click Continue.
- Note: You only need to select the account for this first download. Future downloads apply to this account automatically.
- 4. Confirm the prompt by clicking OK.

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5. Repeat steps 1 through 3 for each account that you previously disabled.

Verify that all transactions downloaded successfully into your account registers.

Thank you for making these important changes!