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INTRODUCTION

As Sun National Bank completes its system conversion to the new Business Online Banking, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your log in information for the Sun National Bank websites.

It is important 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.

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DOCUMENTATION AND PROCEDURES

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up**, and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.
Note: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.
3. Switch to single-user mode. For instructions on how to switch to single-user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.
Note: If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.
4. Enable Classic Mode (Register Mode).
5. For instructions to enable Classic Mode (Register Mode), choose **Help** menu > **QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes Overview**, scroll down, and follow the instructions.

Task 2: Deactivate Your Account(s) at Sun National Bank on or after November 14, 2016

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

1. Choose the **Lists Menu > Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit Menu > Edit Account**.
4. Click on the **Bank Feed Settings** tab in the Edit Account window.
5. Select **Deactivate All Online Services** and click **Save and Close**.
6. Click **OK** for any dialogue boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at **Sun National Bank**.

Task 3: Re-activate Your Account(s) at Sun National Bank on or after November 14, 2016

1. Log in to sunnationalbank.ebanking-services.com and download your QuickBooks Web Connect file.
2. Click File > Utilities > Import > Web Connect Files.

Important: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. 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 dialogue will not display.

5. In the **Select Bank Account** dialogue, click **Use an Existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.
8. Repeat steps 1 – 7 for each account that you previously disabled.

Important: Verify that all transactions downloaded successfully into your account registers.

Task 4: Re-enable Express Mode (if necessary)

Note: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help Menu > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes Overview**, and follow the instructions.

Thank you for making these important changes.

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DOCUMENTATION AND PROCEDURES

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top. Search for **Back Up**, and follow the instructions on-screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose the **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates**, and follow the instructions.

Task 2: Deactivate Your Account(s) at Sun National Bank on or after November 14, 2016

Note: 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. Choose **Edit** 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 click **Save**.
6. Click **OK** for any dialogue boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at Sun National Bank.

Task 3: Re-activate Your Account(s) at Sun National Bank on or after November 14, 2016

Log in to sunnationalbank.ebanking-services.com or www.sunnationalbank.ebanking-services.com and download your QuickBooks Web Connect file.

Important: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

1. Click **File** > **Import** > **From Web Connect**.
2. If prompted for connectivity type, select **Web Connect**.
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.

Important: Do NOT select “New” under the action column.

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

Thank you for making these important changes.

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