

FIRST MERCHANTS COMMERCIAL BANKING

QuickBooks Desktop Conversion Instructions

As we complete our system conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers to the new system. This document contains instructions for Windows and Mac, and both connectivity types (Direct Connect and Web Connect).

QuickBooks Windows Direct Connect

Before launch:

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Go to **Help > Update QuickBooks Desktop**.
2. Complete one last transaction update prior to launch to keep your transaction history up to date.

On or after launch:

1. Deactivate online banking connection for accounts currently connected.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Right-click on the first account you would like 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 accounts that apply.
2. Reconnect online banking connection for your accounts.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Right-click on an account you would like to activate and choose **Edit Account**.
 - c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select **Yes** in the dialog box.
 - d. Enter **First Merchants** in the search field and select **Continue**.
 - e. Enter your Direct Connect credentials. Direct Connect may require different credentials than used for online banking.
 - f. Ensure you associate the accounts with the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New.

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- Important: Do NOT select “Create New Account” unless you intend to add a new account to QuickBooks. If you are presented with accounts, you do not want to track in this data file, choose Do Not Add to QuickBooks.
- g. After all accounts have been matched, click **Next** and then click **Done**.

QuickBooks Mac Direct Connect

Before launch:

1. Backup QuickBooks Mac Data File & Update the Application.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
 - c. Complete a final transaction download.
2. Complete a last transaction update prior to launch to keep your transaction history up to date.
 - a. Required: Accept all new transactions into the appropriate registers.

On or after launch:

1. Deactivate online banking connection for accounts currently connected.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Click the first account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Choose **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 alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for your accounts.
 - a. Choose **Banking > Online Banking Setup**.
 - b. Type **First Merchants** in the search field, then click Next and follow the instructions in the setup screen.

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- c. Select **Yes**, my account has been activated for QuickBooks Online Services in the Online Banking Assistant window. Click **Next**.
- d. Enter your Direct Connect credentials. Direct Connect may require different credentials than used for online banking.
- e. For each account you want to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.
- f. Click **Next**, and then click **Done**.
- g. Repeat this step for each account that you have connected to First Merchants Bank.

QuickBooks Windows Web Connect

Before launch:

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
 - c. Complete a final transaction download and match downloaded transactions.
2. Complete a final transaction download and match your downloaded transactions.
 - a. Complete one last transaction update prior to launch to keep your transaction history up to date.

On or after launch:

1. Deactivate online banking connection for accounts currently connected.
 - a. Choose **Lists menu > Chart of Accounts**.
 - b. Right-click the first 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 accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
 - a. Log in to the online banking solution and download your transactions to a QuickBooks (.qbo) file.

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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

Before launch:

1. Backup your QuickBooks Mac data file and update the application.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
 - c. Complete a final transaction download.
2. Complete a last transaction update prior to launch to keep your transaction history up to date.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
 - c. Complete a final transaction download.
3. Complete a last transaction update prior to launch to keep your transaction history up to date.
 - a. Repeat this step for each account you need to update.
4. Required: Accept all new transactions into the appropriate registers.

On or after launch:

1. Deactivate all connected online banking accounts.
 - a. Choose **Lists > Chart of Accounts**.

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- b. Select the first 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.
- f. Repeat steps for any additional accounts.

2. Reconnecting online banking accounts.

- a. Log in to the online banking solution 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.