



## QuickBooks® Online Banking Web Connect Conversion Instructions, Windows 2008-2011

As Wauchula State Bank transitions to the new Enhanced Online Banking and Bill Pay, there are some steps that you will need to take that will modify your QuickBooks settings to ensure a smooth transition of your data. This update may be time sensitive and should only take about 15 minutes.

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.



**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.



Although your transactions will be available back to January 1, 2011, you may wish to download them through April 22, 2011 as a precautionary measure.

### A. 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**.

### B. Get your latest transactions



1. Log in to [www.wsbfl.com](http://www.wsbfl.com) online banking prior to Enhanced Online Banking & Bill Pay being activated. Download your transactions into QuickBooks.

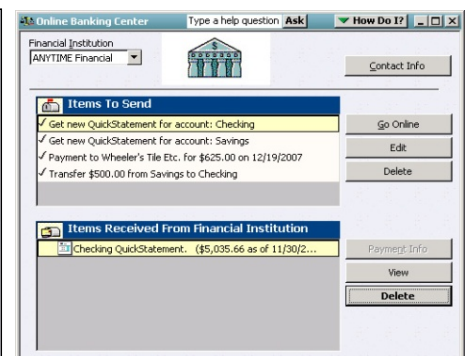
**IMPORTANT:** You may or may not be able to download these transactions after Enhanced Online Banking & Bill Pay is activated.

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

Register						
Date	Number	Type	Account	Payee	Payment	Deposit
12/15/2007		To Print PAY Cnt		Gregg O. Schneider	1,033.98	
12/16/2007		SEND TRANSFR	Savings			500.00
12/19/2007		SEND	Accounts Payable	Wheeler's Tile Etc.	625.00	
12/31/2007		BILLPMT	Accounts Payable	H-18756		
12/31/2007		PMT	Accounts Receivable	Abercrombie, Kristy-Remodel Bathroom		7,633.28
12/31/2007			Accounts Receivable			
					<b>Ending Balance</b>	<b>83,835.70</b>

Downloaded Transactions						
Status	Date	Check #	Payee	Payment	Deposit	
Unmatched	11/05/2003		Funds Transfer		200.00	5,000.00
Unmatched	11/13/2003		ATM Withdrawal		1,297.75	
Unmatched	11/14/2003	239			3,200.00	
Matched - 4:30PM	11/14/2003	242			650.00	
Matched - 4:30PM	11/14/2003	243				
Unmatched	11/15/2003		Deposit			2,080.11
Unmatched	11/30/2003		Bank Service Charge		9.00	

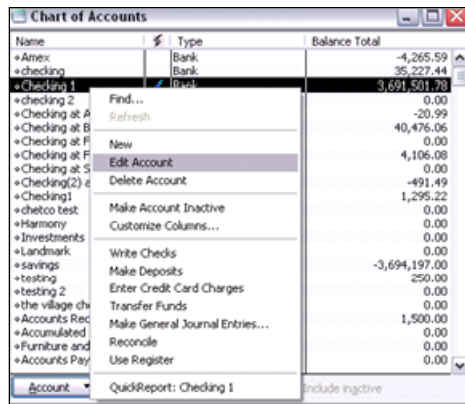


- Once all downloaded transactions are matched, click **Done** in the lower right.
- The **Online Banking Center** dialog displays. Click **Delete** to remove each item from the **Items Received** from the Wauchula State Bank section.

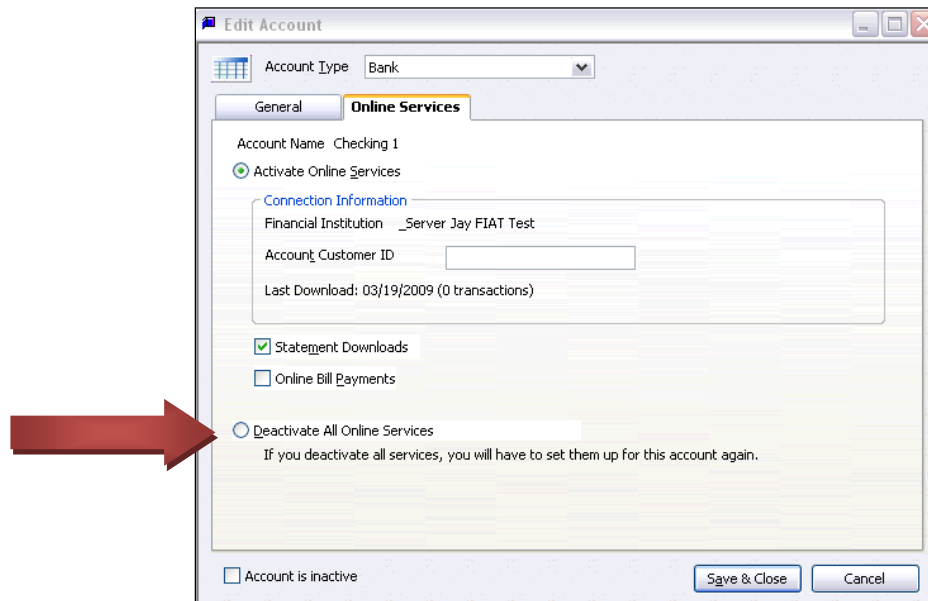
Repeat steps 1 through 4 for each account (such as checking, savings, and credit cards) that you plan on using for online banking.

 For assistance reconciling your account register, choose **Help** menu -> **QuickBooks Help**. In the Ask a Question prompt, enter **Reconcile your account**.

- C. Deactivate your account from Web Connect
- Choose **Lists** menu -> **Chart of Accounts**
  - Right click your account
  - Select **Edit Account** from the pop-up menu



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



- Repeat steps 2 through 4 for each account from which you downloaded transactions.

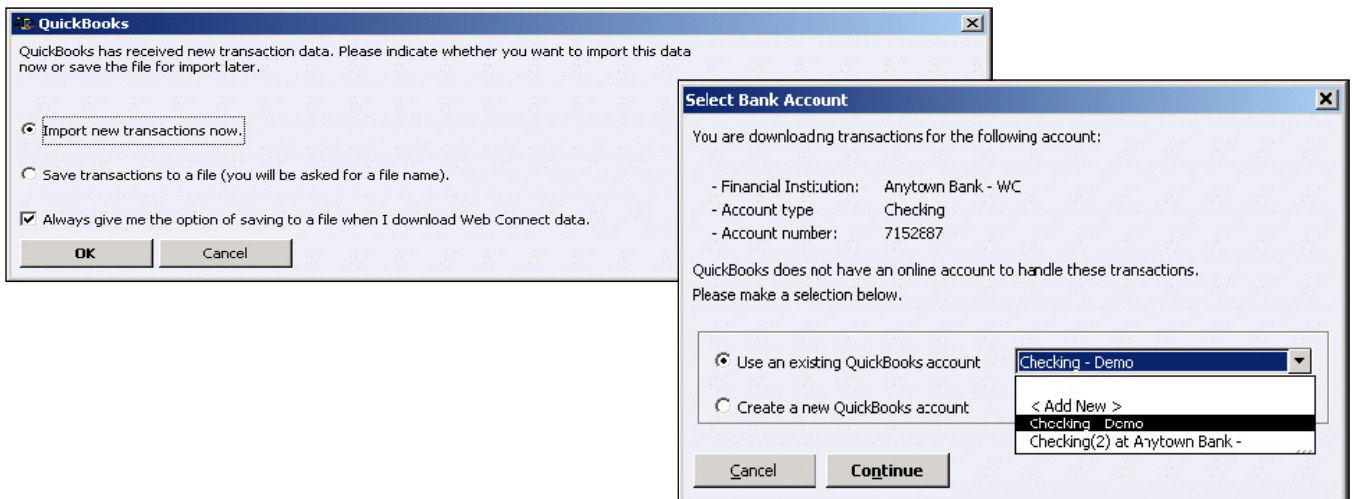
## D. Activate your Account from Web Connect

**IMPORTANT:** Do not complete section D until after Enhanced Online Banking and Bill Pay is activated.

1. Log in to [www.wsbfl.com](http://www.wsbfl.com) Online Banking. 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 the records previously downloaded.



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**.
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!**