



## QuickBooks® Online Banking Web Connect to Direct 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.

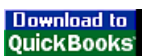


Although your transactions will be available back to January 1, 2011, you may wish to download them through April 22, 2011 as a precautionary measure.

### 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.

Date	Number	Type	Account	Payee	Memo	Payment	Deposit	Balance	
12/15/2007	To Print	PAY CHK	Gregg O. Schneider			1,033.98		76,327.42	
12/16/2007	SEND	TRANSFR	Savings				500.00	76,827.42	
12/19/2007	SEND	BILLPMT	Accounts Payable	Wheeler's Tile Etc.	H-18756	625.00		76,202.42	
12/31/2007	BMT	Payment	Accounts Receivable				7,633.28	83,835.70	
12/15/2007	Number	Payee	Account		Memo	Payment	Deposit		
								<b>Ending Balance</b>	<b>83,835.70</b>

Status	Date	Check #	Payee	Payment	Deposit
Unmatched	11/05/2003		Funds Transfer		5,000.00
Unmatched	11/13/2003		ATM Withdrawal		
Unmatched	11/13/2003	239		200.00	1,297.75
Matched - 4:30PM	11/14/2003	242			3,200.00
Matched - 4:30PM	11/14/2003	243			850.00
Unmatched	11/15/2003		Deposit		2,080.11
Unmatched	11/30/2003		Bank Service Charge	9.00	

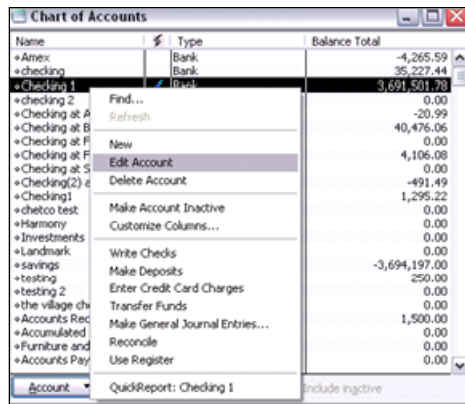
Financial Institution	ANYTIME Financial	Contact Info
<b>Items To Send</b> <ul style="list-style-type: none"> <li>✓ Get new Quick-Statement for account: Checking <span>Go Online</span></li> <li>✓ Get new Quick-Statement for account: Savings <span>Edit</span></li> <li>✓ Payment to Wheeler's Tile Etc. For \$625.00 on 12/19/2007 <span>Delete</span></li> <li>✓ Transfer \$500.00 from Savings to Checking</li> </ul>		
<b>Items Received From Financial Institution</b> <ul style="list-style-type: none"> <li>✓ Checking Quick-Statement. (\$5,035.66 as of 11/30/2007) <span>Payment Info</span></li> </ul>		
<span>View</span> <span>Delete</span>		

- 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.

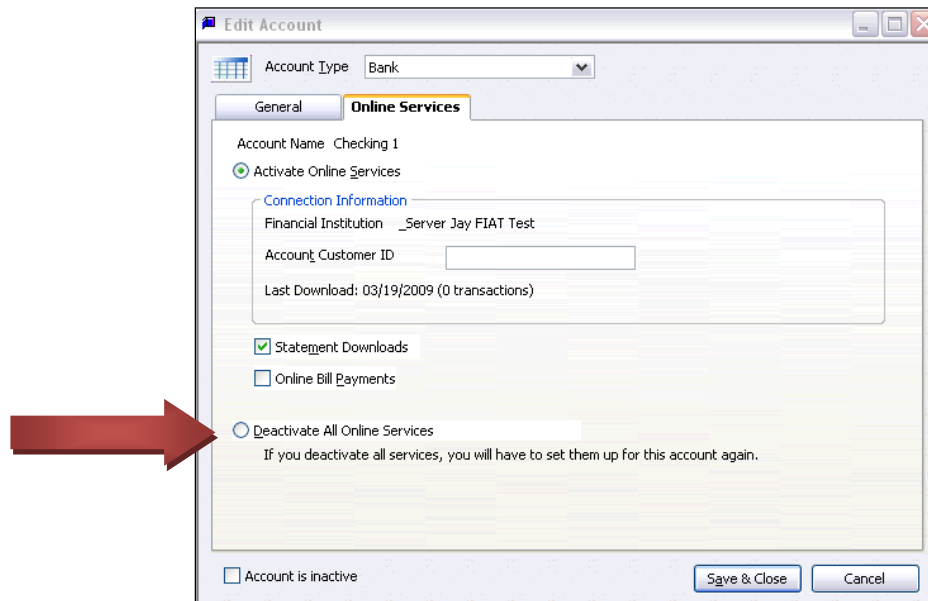
Repeat steps 1 through 4 for each account (such as checking, savings, and credit cards) that you plan on using for online banking.

 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**.



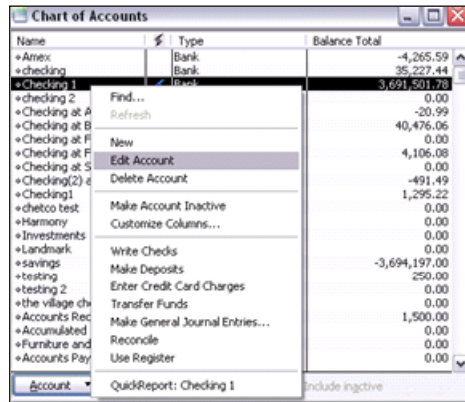
- Repeat steps 2 through 4 for each account from which you downloaded transactions.

## D. Activate your Account with Direct Connect

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

Download to  
QuickBooks

1. Choose **Lists** menu -> Chart of Accounts
2. Right click your account
3. Select **Edit Account** from 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 Service** window will appear -> click the drop down arrow for options to choose from or create a new account -> click **Next** to continue.
6. Select Wauchula State Bank -> click **Next**.
7. You will be prompted to enter your **Customer ID** and **Password**, if not please contact us at (863) 773-4151 -> click **Sign In** to continue.

**Set Up Account for Online Services for Checking at Anytown**

Sign in to Anytown Bank

Customer ID   
*Use your Anytown Bank Login ID*

Password   
*Use your Anytown Bank Password*

Confirm Password

To sign in to your bank with a secure Internet connection, select **Sign In**.

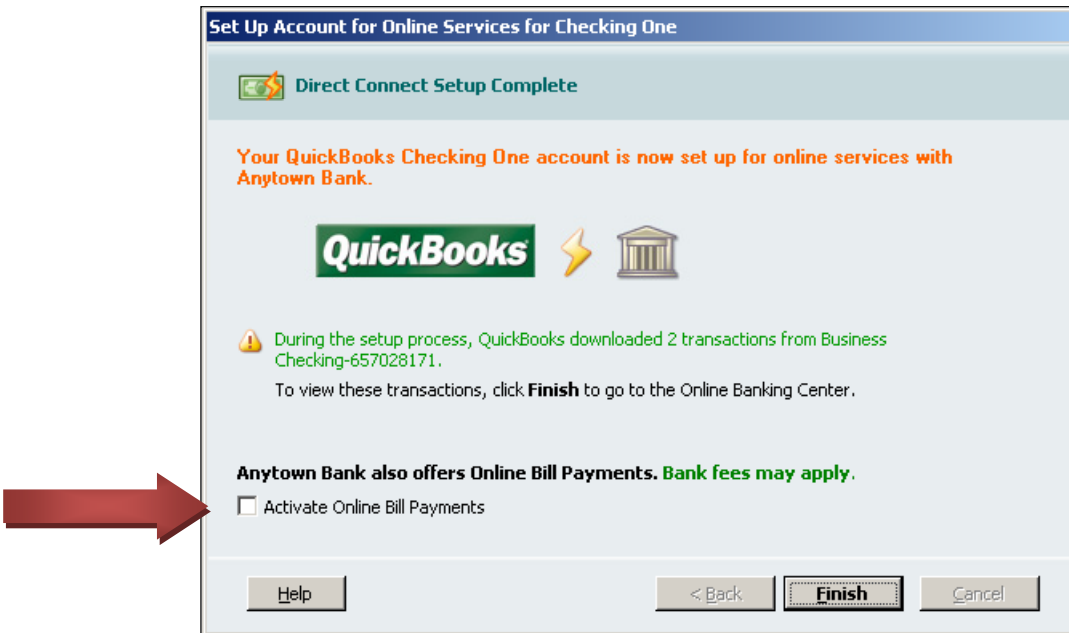
Need a Customer ID and Password?

- Your QuickBooks login is different from the login to your Anytown Bank Web site.
- [Anytown Bank Support](#)
- 800-123-4567 to sign up
- No fee for statement download

Help < Back Sign In Cancel

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 you choose to utilize Online Bill Pay, you may now check the box to **Activate Online Bill**



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