

# QuickBooks Desktop Conversion Instructions



## Modifying Your QuickBooks Settings

As BankCherokee completes its system conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system.

This document contains instructions for both Windows and Mac, and both connectivity types (Direct Connect and Web Connect).

### Two Action Dates:

These instructions refer to two Action Dates:

- 1st Action Date: **On or before Friday, October 17, 2025**, by 4:00 PM Central Time
- 2nd Action Date: **On or after Tuesday, October 21, 2025**, at 9:00 AM Central Time

To navigate this document, just click the link below that matches your product and connectivity:

Instructions for Downloading a Web Connect file from your Online Banking Site

**QuickBooks Windows Web Connect: Pages 2 + 3**

**QuickBooks Mac Web Connect: Page 4 + 5**

# QuickBooks Desktop Conversion Instructions



## QuickBooks Windows Web Connect

**Before the First Action Date:**

**On or before Friday, October 17, 2025, by 4:00 PM Central Time**

### 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**.

### 2) Complete a Final Transaction Download + Match Downloaded Transactions

- a) Complete one last transaction update before the change to get all of your transaction history up to date.
- b) Accept all new transactions into the appropriate registers (required).

# QuickBooks Desktop Conversion Instructions



## QuickBooks Windows Web Connect

**On or After the Second Action Date:**

**On or after Tuesday, October 21, 2025, at 9:00 AM Central Time**

1) Deactivate online banking connection for accounts connected to BankCherokee::

- 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 BankCherokee's online banking site and download your transactions to a QuickBooks (.qbo) file.

- **Navigate to Accounts**, then look for the **down arrow icon** just below the **Search** window to create your download file.

**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 Desktop Conversion Instructions



## QuickBooks Mac Web Connect

**Before the First Action Date:**

**On or before Friday, October 17, 2025, by 4:00 PM Central Time**

- 1) Backup your QuickBooks Mac Data File + Update the Application.
  - a) Choose **File > Back Up**.
  - b) Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
- 2) Complete a Final Transaction Download
  - a) Complete last transaction update before the change to get all of your transaction history up to date.
  - b) Repeat this step for each account you need to update.
  - c) Accept all new transactions into the appropriate registers (required).

# QuickBooks Desktop Conversion Instructions



## QuickBooks Mac Web Connect

**On or After the Second Action Date:**

**On or after Tuesday, October 21, 2025, at 9:00 AM Central Time**

1) Deactivate online banking connection for accounts connected to BankCherokee:

- a) Choose **Lists > Chart of Accounts**.
- 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 with the deactivation.
- f) Repeat steps for any additional accounts that apply.

2) Reconnect online banking connection for accounts that apply.

- a) Log in to BankCherokee's online banking site and download your transactions to a QuickBooks (.qbo) file.
  - **Navigate to Accounts**, then look for the **down arrow icon** just below the **Search** window to create your download file.

**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 > 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.