

QUICKBOOKS FOR MAC CONVERSION INSTRUCTIONS

WEB CONNECT

INTRODUCTION

As Alerus Financial Commercial completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your login credentials for online banking.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

DOCUMENTATION AND PROCEDURES

TASK 1: CONVERSION PREPARATION

1. Backup your data file. Go to **File**, then select **Back Up** and choose a location to save your QuickBooks file.
2. Download the latest QuickBooks Update. Go to **QuickBooks** (left of **File** on top bar) and select **Check for QuickBooks Updates**.

TASK 2: **OPTIONAL TASK - COMPLETE A FINAL DOWNLOAD BEFORE 7PM (CT) ON 2.7.2020**

1. Log in to <https://www.alerus.com/> and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

TASK 3: MATCH DOWNLOADED TRANSACTIONS

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

TASK 4: DISCONNECT ACCOUNTS IN QUICKBOOKS ON OR AFTER 2.10.2020 CHOOSE **LISTS MENU > CHART OF ACCOUNTS**.

1. Select the account you want to deactivate.
2. Choose **Edit** menu > **Edit Account**.
3. In the Edit Account window, click the **Online Settings** button.
4. In the Online Account Information window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
5. Click OK for any dialog boxes that may appear with the deactivation.
6. Repeat steps for each account to be disconnected.

**TASK 5: RECONNECT ACCOUNTS TO ALERUS FINANCIAL COMMERCIAL ON OR AFTER
2.10.2020**

1. Log in to <https://alerus.olbanking.com/smallbusiness/auth> for small business or <https://alerus.olbanking.com> for business banking and download your QuickBooks Web Connect File.

NOTE: 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.

2. Click File > Import > From Web Connect.
3. If prompted for connectivity type, select Web Connect.
4. 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.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.