ALERUS

QUICKBOOKS FOR WINDOWS CONVERSION INSTRUCTIONS
WEB CONNECT

INTRODUCTION

As Alerus 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.

DOCUMENTATION AND PROCEDURES

TASK 1: CONVERSION PREPARATION

1. Backup your data file. Go to **File**, then select **Back Up Company > Create Local Backup** and choose a location to save your QuickBooks file.
2. Download the latest QuickBooks Update. Go to **Help > Update QuickBooks Desktop**

> **NOTE:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to Single-user mode if you are currently in Multi-user mode. Go to **File> Switch to Single-user mode**

> **NOTE:** If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode) if you are currently in Express Mode. Go to **Edit > Preferences > Checking > Company Preferences >** select **Classic Mode**

TASK 2: OPTIONAL TASK - COMPLETE A FINAL DOWNLOAD BEFORE 11 A.M. (MST) ON 09.16.22

1. Log in to **https://www.alerus.com/** and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.
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 **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

TASK 4: DISCONNECT ACCOUNTS IN QUICKBOOKS ON OR AFTER 09.19.22

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

1. Choose the **Lists** > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account.**
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps for each account to be disconnected.

TASK 5: RECONNECT ACCOUNTS TO ALERUS FINANCIAL COMMERCIAL ON OR AFTER 09.19.22

1. Log in to **https://alerus.olbanking.com/smallbusiness/auth** for small business banking or **https://alerus.olbanking.com** for business banking and **Download** your QuickBooks Web Connect file.
2. Click F**ile > Utilities > Import > Web Connect Files.**

> **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.

3. If prompted for connectivity type, select **Web Connect.**
4. 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.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue.**
7. Confirm the prompt by clicking **OK.**
8. Repeat steps for each account to be reconnected.

> **IMPORTANT:** Verify that all transactions downloaded successfully into your account registers.

TASK 6: RE-ENABLE EXPRESS MODE (IF NECESSARY)

> **NOTE:** If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

To re-enable Express Mode register mode (Optional) Go to **Edit > Preferences > Checking > Company Preferences** > select **Express Mode**