HERITAGE
BANK OF COMMERCE®

QuickBooks for Mac

Web Connect Conversion Instructions

As ***Heritage Bank of Commerce*** completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your login credentials for the ***Heritage Bank of Commerce*** online banking.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

This update is time sensitive and can be completed on or after ***April 7, 2014***

Conversion Preparation

- Backup your data file. For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top**.** Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
- Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Deactivate Your Account(s) At Heritage Bank of Commerce

IMPORTANT: All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose the **Lists** menu → **Chart of Accounts**.

2. Select the account you want to deactivate. 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 2 – 5 for each account at ***Heritage Bank of Commerce***

7. **Re-activate Your Account(s) at Heritage Bank of Commerce.**

8. Log in to ***Heritage Bank of Commerce*** web site at ***www.heritagebankofcommerce.com***

9. Download and import your transactions into QuickBooks.

IMPORTANT: To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

10. 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.

11. Click **Continue** and Click **OK** to any informational prompts.

12. Add or match all downloaded transactions in the **Downloaded Transactions** window.

13. Repeat steps 8 – 12 for each account at ***Heritage Bank of Commerce.***

Thank you for making these important changes!