# QuickBooks for Windows Conversion Instructions

*Direct Connect*

## Introduction

As **BancorpSouth** 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 Direct Connect.

> **NOTE:** Direct Connect may require registration. Please contact BancorpSouth to verify your Direct Connect login information.

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!*

This detour symbol indicates instructions in a Task specifically for **Bill Pay within QuickBooks**. If you do **not** use QuickBooks to make online bill payments, skip that Task.

## 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**

> **IMPORTANT:** 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**

> **IMPORTANT:** 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

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2. Choose *BancorpSouth* from the Financial Institution dropdown.

3. Click **Send/Receive**.

4. Enter credentials (if required) and click OK.

5. Repeat steps for each account*.*

---

**Task 3:** Cancel Outstanding Payments before *6/6/2020]*

⚠ If you are **not** a Bill Pay user within QuickBooks, skip this Task.

> **NOTE:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after *6/8/2020,* these payments may still be processed.

1. Open the Register of the account you made the payment from.

2. Click **Company** > Chart of Accounts.

3. Double-click the account to use.

4. In the register, locate the transaction you want to cancel.

5. Click the transaction to select it.

6. Go to **Edit** menu and then click **Cancel Payment**.

The cancellation appears in the Items to Send list of the Online Banking Center (Bank Feeds Center). When you send and receive transactions, it is sent to the financial institution.

---

**Task 4:** 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 5:** Disconnect Accounts in QuickBooks

---

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

1. Choose **Lists** menu > **Chart of Accounts**.

2. Select the account you want to deactivate.

3. Choose **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 6:** Reconnect Accounts to BancorpSouth

---

1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.

2. Enter, then select *BancorpSouth*. Click Next.

3. If prompted for connectivity type, select **Direct Connect**.

4. Link your bank accounts with the existing QuickBooks accounts and click **Connect**.

**Task 7:** 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**

**Task 8:** Recreate Online Payments

If you do not use Bill Pay within QuickBooks, your conversion is complete. If you use online bill payments from within QuickBooks, you will now want to recreate your online bill payments.

For assistance in recreating payments, choose Help menu > QuickBooks Help. Search for Pay A Vendor Online and follow the instructions.