



# QuickBooks® Desktop

## Reestablishing Your Connection

Thank you for reestablishing your connection between QuickBooks and SELCO Digital Banking.

**We recommend making this change as soon as possible after the October 18 digital banking upgrade.**

To get started, click the link below that matches your product connectivity:

[Steps for QuickBooks Desktop Users on Windows](#)

[Steps for QuickBooks Desktop Users on Mac](#)

## Steps for QuickBooks Desktop Users on Windows

### After the October 18 upgrade:

1. **Important:** Backup QuickBooks Windows Data File & Update.
  - a. Choose **File > Back Up Company > Local Backup > Next**.
  - b. Verify that **Save It Now** is selected, then click **Next**.
  - c. Select the file destination, then click **Save**.
  - d. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.

**Note: This initial step is critical to ensuring your data is preserved in the unlikely event of an error during the transition.**

2. Complete a final transaction download and match downloaded transactions.
  - a. Complete a final transaction update before the change to get your transaction history up to date.
  - b. Accept all new transactions into the appropriate registers. (Required)

### After you've completed the steps above:

1. Deactivate online banking connection for your SELCO accounts.
  - 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 all your SELCO accounts.
2. Reconnect online banking connection for accounts that you deactivated.
  - a. Log in to SELCO Digital Banking at [www.selco.org](http://www.selco.org) and download your transactions as a QuickBooks (.qbo) 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**.

## Steps for QuickBooks Desktop Users on Mac

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### After the October 18 upgrade:

1. **Important:** Backup your QuickBooks Mac data file & update the application.
  - a. Choose **File > Backup**.
  - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.

**Note: This initial step is critical to ensuring your data is preserved in the unlikely event of an error during the transition.**

2. Complete a final transaction download.
  - a. Complete a final transaction update before the change to get 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)

### After you’ve completed the steps above:

1. Deactivate online banking connection for your SELCO accounts.
  - 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 all your SELCO accounts.
2. Reconnect online banking connection for accounts that you deactivated.
  - a. Log in to SELCO Digital Banking at [www.selco.org](http://www.selco.org) and download your transactions as a QuickBooks (.qbo) file.

**IMPORTANT: 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.