

QuickBooks for Mac Conversion Instructions



Web Connect

Introduction

Astoria Bank and **Astoria Bank - BOB** accounts are moving to **Sterling National Bank e-Treasury and Sterling National Bank Personal**. 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 User ID and Password for Business Online Banking or Online Banking with Bill Pay and Sterling**Connect**.

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 on or before **08/10/18**

1. 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.
2. 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.

Task 2: Match Downloaded Transactions on or before **08/10/18**

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 disconnecting your accounts from **Astoria Bank** or **Astoria Bank - BOB**.

Task 3: Disconnect Accounts at *Astoria Bank or Astoria Bank - BOB* on or after **08/10/18**

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

Task 4: Reconnect Accounts to *Sterling National Bank e-Treasury or Sterling National Bank Personal* on or after **08/13/18**

1. Log in to SterlingConnect at <https://sterlingconnect.com> to access e-Treasury or Personal Online Banking from the Applications menu and download your QuickBooks Web Connect File.
 - a. From Personal Online Banking - *click on the desired account tile to view transactions > More Actions > Export transactions > enter the date of transactions posted after you disconnected your accounts from Astoria Bank (From Date), enter the desired To Date > select to appropriate format > click Export > save to your desired location on your computer.*
 - b. From e-Treasury – *click on your desired account to view transactions > under Actions, select Balance Reporting > select Create Report > complete section 1 - 6 (under section 4, select Custom Date Range, enter the date of transactions posted after you disconnected your accounts from Astoria Bank as the From Date and the To Date; under section 6, select the appropriate format) > save to your desired location on your computer.*

NOTE: Take note of the date you last had a successful connection and disconnected your accounts to prevent duplicate transactions. 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.

Thank you for making these important changes!