

QuickBooks for Windows

Conversion Instructions—Web Connect

As MutualBank completes its conversion to Northwest, you'll 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'll need your Northwest user ID and password.

It's important 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.

Task 1: Conversion Preparation.

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

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

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

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

4. Enable Classic Mode (Register Mode).
5. For instructions to enable Register Mode, choose **Help** menu > **QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

Quickbooks for Windows

Conversion Instructions—Contd.

Task 2: Deactivate Your Account(s) at *MutualBank* on or after **April 24, 2020**

1. Choose the **Lists** menu > **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 2 – 6 for each account at *MutualBank*.
-

Task 3: Optional Task– Complete a final download before **Close of Business on April 24, 2020**

1. Download your Quicken Web Connect file from <https://www.bankwithmutual.com>
 2. Click **File > Utilities > File Import > Web Connect File**.
 3. Link your bank account with the existing QuickBooks account and click **Continue**.
 4. Repeat steps for each account.
-

Task 4: Match Downloaded Transactions

If new transactions were received for 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.

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

Quickbooks for Windows

Conversion Instructions—Contd.

Task 5: Re-activate Your Account(s) at Northwest Bank on or after **April 27, 2020**

1. Log in to your Online Banking at **Northwest.com**
2. From Account Details, filter your transactions by selecting **Show Filters**. Change the **Time Period** to **Custom Date** and enter a start date and end date, select **Apply Filters**.

IMPORTANT: 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. Export the following Web Connect File
 - a. .qfx (Quicken)
4. Click **File > File Import > Web Connect File**
5. **If prompted for connectivity type, select Web Connect**
6. Ensure you associate the account to the appropriate account already listed in Quicken. You'll want to select **Link to an Existing Account** and select the matching account in the dropdown menu.

IMPORTANT: Do NOT select Create a New Account. If you're presented with accounts you don't want to track in this data file, select Ignore. Don't download into Quicken or click the Cancel button.

7. Repeat steps 2-6 for all of your accounts.

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.

For instructions to enable Express Mode, choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Thank you for making these important changes!