

# Exchange



## Quickbooks & Quicken Instruction Guide

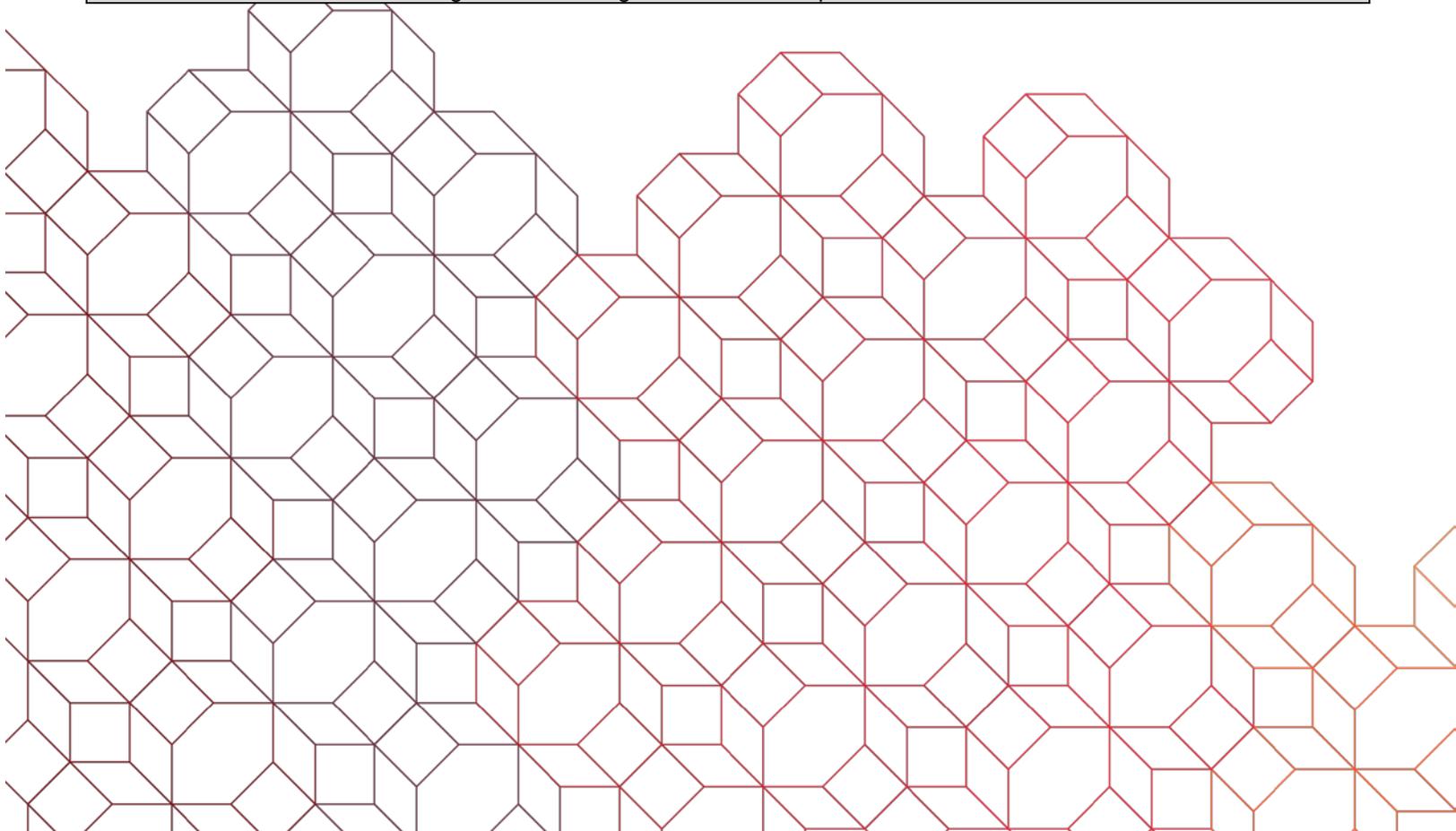
To modify your online system settings to ensure a smooth transition of data. Individual instruction guides have been created by product and will walk through the steps necessary to ensure your business is running as normal.

Please select the instructions that best describe the online service currently being used by your company. Instructions available include:

1. Quicken for Windows ([Web Connect](#) & [Express Web Connect](#))
2. Quicken for Mac – 2015-2017 ([Web Connect](#) & [Express Web Connect](#))
3. QuickBooks for Windows ([Web Connect](#))
4. QuickBooks for Mac ([Web Connect](#))
5. QuickBooks [Online Edition](#)
6. [Mint.com](#)

### NOTE:

- It is important that you follow instructions exactly as described and in the order presented. If you do not, your online banking connectivity and/or service may stop functioning properly.
- Please reference the dates next to each task as this information is time sensitive.
- This conversion should take 15–30 minutes.
- 3rd Party Software other than Quickbooks and Quicken:
  - 3rd Party software like Xero, Sage or Mint users should reach out for assistance with the 3rd party to get the access set-up.
  - Normally this is accomplished through the 3rd Party Software client and another 3rd Party like Yodlee that helps with the access. Once the relationship is established the 3rd party vendors will work with the user to obtain the URL testing credentials to get the software in place.



## Quicken for Windows – Web Connect

**NOTE:** To complete these instructions, your User ID and Password is required for each financial institution.

1. **Conversion Preparation**
  - a. Backup your data file. For instructions to back up your data file, choose **Help | Search**. Search for **Backing up Your Data** and follow the instructions.
  - b. Download the latest Quicken Update. For instructions to download an update, choose **Help | Search**. Search for **Update Software** and follow the instructions.
2. **Disconnect Accounts** at your existing financial institution or Internet Banking.
  - a. Choose **Tools | Account List**
  - b. Click the *Edit* button of the account you want to deactivate.
  - c. In the *Account Details* dialog, click the *Online Services* tab.
  - d. Click *Deactivate*. Follow the prompts to confirm the deactivation.
  - e. Click the *General* tab.
  - f. Remove the financial institution name and account number. Click *OK* to close the window.
  - g. Repeat steps for each account to be disconnected.
3. **Reconnect Accounts** to *BOKF NA Commercial*.
  - a. Download your Quicken Web Connect file from *Exchange* at <https://exchange.bokfinancial.com>.

**NOTE:** Pay attention to the date you last had a successful connection in your Quicken account. If overlapping dates exist in the Web Connect download, there is a potential for duplicate transactions.

- b. Click **File | File Import | Web Connect File**. Locate and select the Web Connect file to import.
- c. The *Import Downloaded Transactions* window opens. Select *Link to an Existing Account* and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
- d. Do **NOT** select **Create a new Account unless you intend to add a new account to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click **Cancel**.
- e. Repeat steps for each account to be reconnected.



## Quicken for Windows – Express Web Connect

**NOTE:** To complete these instructions, your User ID and Password is required for each financial institution, which is the same as your financial institution's website.

### 1. Conversion Preparation

- a. Backup your data file. For instructions to back up your data file, choose **Help | Quicken Help**. Search for **Backup Data File** and follow the instructions.
- b. Download the latest Quicken Update. For instructions to download an update, choose **Help | Quicken Help**. Search for **Update Software** and follow the instructions.

### 2. Disconnect Accounts at your existing financial institution or Internet Banking:

- a. Choose **Tools | Account List**
- b. Click the *Edit* button of the account you want to deactivate.
- c. In the *Account Details* dialog, click the *Online Services* tab.
- d. Click *Deactivate*. Follow the prompts to confirm the deactivation.
- e. Click the *General* tab.
- f. Remove the financial institution name and account number. Click *OK* to close the window.
- g. Repeat steps for each account to be disconnected.

### 3. Reconnect Accounts to BOK Financial NA Commercial.

- a. Choose **Tools | Account List**.
- b. In the *Account Details* dialog box, click the *Online Services* tab.
- c. Click *Set up Now*.
- d. Use *Advanced Setup* to activate your account.
- e. Enter the new bank name in the search field, select the name in the list and click *Next*.
- f. If presented with the *Select Connection Method* screen, select *Express Web Connect*.
- g. Enter your *User ID* and *Password* and click *Connect*.

**NOTE:** A security question or questions may be presented from the financial institution prior to receiving your accounts.

- h. Ensure you associate the account to the appropriate account already listed in Quicken. Click *Link to an existing account* and select the matching accounts from the drop-down menu.

**NOTE:** Do **NOT** select **Add to Quicken** unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

- i. After all accounts have been matched, click *Next*. A confirmation that your accounts have been added will be received. Click *Done* or *Finish*.



## Quicken for MAC 2015-2017 – Web Connect

**NOTE:** To complete these instructions, your User ID and Password is required for each financial institution.

### 1. Conversion Preparation

- a. Backup your data file. For instructions to back up your data file, choose **Help | Search**. Search for **Backing up and select Backing up data files**. Follow the instructions.
- b. Download the latest Quicken Update. For instructions to download an update, choose **Help | Search**. Search for **Updates** and select **Check for Updates**. Follow the instructions.

### 2. Connect Accounts to BOKF NA Commercial.

- a. Select your account under the *Accounts* list on the left side of the screen.
- b. Choose **Accounts | Settings**.
- c. Select *Setup Transaction Download*.
- d. Enter the new bank name in the *Search* field. Select the name in the *Results* list and click *Continue*.
- e. Log in to *Exchange* at <https://exchange.bokfinancial.com>. Download a file of your transactions to your computer.

**NOTE:** Pay attention to the date you last had a successful connection. If overlapping dates exist in the web connect process, there is a potential for duplicate transactions.

- f. Drag and drop the downloaded file into the box titled *Drop download file*.

**NOTE:** Select *Web Connect* for the connection type, if prompted.

- g. On the *Accounts Found* screen, ensure each new account is associated to the appropriate account already listed in Quicken. Under the *Action* column, select *Link* to pick an existing account.

**NOTE:** Do **NOT** select **Add to Quicken** unless you intend to add a new account to Quicken.

- h. Click *Finish*. Repeat steps for each account to be connected.



## Quicken for MAC 2015-2017 – Express Web Connect

**NOTE:** To complete these instructions, your User ID and Password is required for each financial institution, which is the same as your financial institution's website.

### 1. Conversion Preparation

- a. Backup your data file. For instructions to back up your data file, choose **Help | Search**. Search for **Backing Up, followed by Backing up data files**. Follow the instructions.
- b. Download the latest Quicken Update. For instructions to download an update, choose **Help | Search**. Search for **Updates** and select **Check for Updates**. Follow the instructions.

### 2. Disconnect Accounts at your existing financial institution or Internet Banking.

- a. Select your account under the *Accounts* list on the left side of the screen.
- b. Choose **Accounts | Settings**.
- c. Select **Troubleshooting | Deactivate Downloads**.
- d. Repeat steps for each account to be disconnected.

### 3. Reconnect Accounts to BOK Financial NA Commercial.

- a. Select your account under the *Accounts* list on the left side of the screen.
- b. Choose **Accounts | Settings**.
- c. Select *Setup Transaction Download*.
- d. Enter the new bank name in the *Search* field. Select the name in the *Results* list and click *Continue*.
- e. Enter your *User ID* and *Password* and click *Continue*.
- f. If the bank requires extra information, enter it to continue.

**NOTE:** Select *Express Web Connect* or *Quicken Connect* for the *Connection Type*, if prompted.

- g. On the *Accounts Found* screen, ensure each new account is associated to the appropriate account already listed in Quicken. Under the *Action* column, select *Link* to pick an existing account.

**NOTE:** Do **NOT** select **Add** under the action column.

- h. Click *Finish*.



## QuickBooks for Windows – Web Connect

**NOTE:** To complete these instructions, your User ID and Password is required for each financial institution.

- **Conversion Preparation**

- a. Backup your data file. For instructions to back up your data file, choose **Help | QuickBooks Help**. Search for **Back Up** and follow the instructions.
- b. Download the latest QuickBooks Update. For instructions to download an update, choose **Help | QuickBooks Help**. Search for **Update QuickBooks** and then select **Update QuickBooks**. Follow the instructions.

**NOTE:** If multiple computers do not use the same QuickBooks data file, skip step 1C. 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.

- c. Switch to single user mode. For instructions to switch to single user mode, choose **Help | QuickBooks Help**. Search for *Switch to Single User Mode* and follow the instructions.
- d. Enable *Classic Mode/Register Mode*. For instructions on enabling Classic Mode, choose **Help | QuickBooks Help** and search for *Banking Feed Modes*. Select the *Bank Feed Modes Overview* option and follow the instructions.

- **Disconnect Accounts** at your existing financial institution or Internet Banking.

- a. Choose **Lists | Chart of Accounts**.
- b. Select the account to be deactivated and select **Edit | Edit Account**.
- c. Select the *Bank Feed Settings* tab in the *Edit Account* window. Once on this page, select *Deactivate All Online Services* followed by *Save & Close*.
- d. Click *OK* on any dialog boxes that may appear while the deactivation is taking place.
- e. Repeat steps for each account to be disconnected.

- **Reconnect Accounts** to *BOKF NA Commercial*.

- a. Download your QuickBooks Web Connect file from *Exchange* at <https://exchange.bokfinancial.com>.

**NOTE:** Pay attention to the date you last had a successful connection in your QuickBooks account. If overlapping dates exist in the Web Connect download, there is a potential for duplicate transactions.

- b. Click **File | Utilities | Import | Web Connect File**. If prompted for connectivity type, select *Web Connect*.
- c. Click the *Import new transactions now* radio button, followed by *OK*.

**NOTE:** If the checkmark was removed from the *Always give me the Option of Saving to a File* option, this dialog will not display.

- d. On the *Select Bank Account* dialog box, click *Use an existing QuickBooks account*. In the corresponding drop-down list, select your QuickBooks account followed by *Continue*.
- e. Confirm the prompt by clicking **OK**.
- f. Repeat steps for each account to be reconnected.

**NOTE:** Be sure to verify all transactions were downloaded successfully into the account registers.

- **Re-enable Express Mode** (if applicable)

- a. If you prefer *Classic Mode/Register Mode*, the conversion is complete. If *Express Mode* is preferred for online banking, continue reading to re-enable.
- b. For instructions to enable *Express Mode*, choose **Help | QuickBooks Help** and search for **Banking Feed Modes**, followed by **Bank Feed Modes overview**. Follow the instructions.



## QuickBooks for MAC – Web Connect

**NOTE:** To complete these instructions, your User ID and Password is required for each financial institution.

### 1. Conversion Preparation

- a. Backup your data file. For instructions to back up your data file, choose **Help | Search**. Search for **Back Up** and follow the instructions.
- b. Download the latest QuickBooks Update. For instructions to download an update, choose **Help | Search**. Search for **Update QuickBooks** and then select **Check for QuickBooks Updates**. Follow the instructions.

### 2. Disconnect Accounts at your existing financial institution or Internet Banking.

- a. Choose **Lists | Chart of Accounts**.
- b. Select the account to be deactivated and select **Edit | Edit Account**.
- c. In the Edit Account window, select **Online Settings**.
- d. In the **Online Account Information** window, choose **Not Enabled** from the download transaction list and click **Save**.
- e. Click **OK** on any dialog boxes that may appear while the deactivation is taking place.
- f. Repeat steps for each account to be disconnected

### 1. Reconnect Accounts to BOKF NA Commercial.

- a. Download your QuickBooks Web Connect file from *Exchange* at <https://exchange.bokfinancial.com>.

**NOTE:** Pay attention to the date you last had a successful connection in your QuickBooks account. If overlapping dates exist in the Web Connect download, there is a potential for duplicate transactions.

- a. Click **File | Import | From Web Connect**. If prompted for connectivity type, select **Web Connect**.
- b. 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.

**NOTE:** Do **NOT** select **New** under the action column.

- c. Click **Continue** followed by **OK** to any informational prompts.
- d. Add or match all downloaded transactions in the **Downloaded Transactions** window.
- e. Repeat steps for each account to be reconnected.



## QuickBooks Online Edition (QBO V78)

### NOTE:

- To complete these instructions, your User ID and Password is required for the *BOK Financial NA Commercial* website.
- QuickBooks Online data is stored on Intuit servers in the cloud. Since records are updated with every change, restoring your file to a previous point in time is unavailable.
- QuickBooks Online automatically updates your selected version so you are always utilizing the latest release.
- QuickBooks Online edition connectivity services may be interrupted up to 3-5 business days after the conversion is complete.

2. **Connect to BOK Financial NA Commercial.**
  - a. Choose **Transactions | Banking**.
  - b. In the upper right corner, click *Add Account*.
  - c. Enter the new bank name and click *Find*.
  - d. Click the link for new bank name.
  - e. Enter your *User ID* and *Password* and click *Log In*.
  - f. Enter any additional information, if required by the bank.
  - g. Choose an *Account Type* for each account being connected.
  - h. Click *Connect* to download up to 90 days of transactions.

**NOTE:** If a shorter date range is required, click “*Need a shorter date range*” at the top of the screen and choose between 0, 7 or 30 days.

- i. After the download is complete, click the *New Transactions* tab to view the downloaded files.

3. **Match Downloaded Transactions**
  - a. If new transactions were received during the download, they can be accepted on the **Transactions | Banking** page. Simply select the new/matched transactions and click *Batch Action* to accept selected.
  - b. If assistance is required to match transactions, choose **Help | Search for Matching Transactions** and follow the instructions.
4. **Deactivate Account(s)** at your existing financial institution or Internet Banking.
  - a. Select **Transactions | Banking**.
  - b. Click on the account to be disconnected, then click the *Pencil icon*.
  - c. Select *Edit Account Info* and check the box next to the option, *Disconnect this account on save*.
  - d. Click *Save*. Repeat these steps for each account to be disconnected.
5. **Re-activate Account(s)** to *BOK Financial NA Commercial*.
  - a. Select **Transactions | Banking**.
  - b. In the upper right corner, click *Add Account*.
  - c. Enter the new bank name and click *Find*.
  - d. Click the link below for the new bank name and enter your *User ID* and *Password*, followed by *Log in*.  
*Exchange* at <https://exchange.bokfinancial.com>.
  - e. Ensure the account for the new bank name is associated to the appropriate account already listed under *QuickBooks Accounts*. Matching accounts should be selected in the drop-down menu.

**NOTE:** If accounts are presented that should not be included in this data file, do **NOT** select *+Add New*. Instead, uncheck the box next to the account name.

- f. After all accounts have been matched, click **Connect**.
- g. When the download is finished click *I'm done. Let's go!*



## 6. Excluding Duplicate Transactions

- a. Select **Transactions | Banking**.
- b. In the *New Transactions* section, click the checkbox next to the transactions to be excluded.
- c. Click **Batch Actions | Exclude Selected**.

**NOTE:** If a transaction is accidentally excluded, it can be included again by following the steps below.

## 7. Undoing Excluded Transactions

- a. Select **Transactions | Banking**.
- b. Click the *Excluded* tab.
- c. Click the checkbox next to the transactions to be included.
- d. Click **Batch Actions | Undo**.
- e. Transactions will be re-displayed in the *New Transactions* section.

## 8. Additional Instructions: Manually imported transactions must be completed prior to the final conversion of accounts.

- a. To manually import transactions, log in to the new bank name's website.
- b. Download one of the following Web Connect files: .qbo (QuickBooks) or .qfx (Quicken)
- c. In *QuickBooks Online*, choose **Transactions | Banking**, followed by *File Upload*, located in the upper right corner.
- d. Click *Browse* and select the new bank name. Click *Next*.
- e. In the drop-down menu, select the account where the transactions should be uploaded.
- f. When the download is finished, click *I'm done. Let's go!*
- g. Select the *New Transactions* tab to view the files there were downloaded.

## MINT – Mint.com (V40)

**NOTE:** MINT aggregation services may be interrupted for up to 5 business days. Online banking information will be accessible by directly logging into your financial institution website during the interrupted time.

- Mint.com data is stored on Intuit cloud servers. Since records are updated with every change, restoring your file to a previous point in time is unavailable.
- For a successful account update, do not log in to Mint.com for *BOK Financial NA Commercial* until 5 business days after the conversion is complete.
- During this time, the Mint.com server will automatically complete the system conversion for your activated accounts.
- If you login into Mint.com during this time, duplicate accounts may be present or an error message may be displayed. Please do not attempt to change the status or make any changes in Mint.com during this time.
- After 5 business days, the accounts should reconcile showing your transaction history available.
- In the event that your accounts do not display current transactions after 5 business days, please log back into Mint.com and click *Refresh* to update the account.
- After the download completes, click the *Transactions* tab to view up to 90 days of transaction history.

