


# QUICKEN FOR MAC 2015-2017 CONVERSION GUIDE

A step-by-step tutorial for successfully modifying Quicken for a smooth transition.

## Introduction

As Horizon Bank completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your [User ID and Password] for the Horizon Bank website. **NOTE:** *Direct Connect may require registration. Please contact your financial institution to verify your Direct Connect login information.*

It is important that you follow these instructions exactly as described and in the order presented or your online banking activity may stop functioning properly. This conversion should take about 15-30 minutes.

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

## Documentation & Procedures

### Task 1: Conversion Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select “**Backing up data files,**” and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select “**Check for Updates,**” and follow instructions.

### Task 2: Cancel Outstanding Payments

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

**IMPORTANT:** *This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid, these payments may still be processed.*

1. Highlight a Bill Payment transaction on the account register. **NOTE:** *While on the account register, go to File > Print to save your list of pending payments. You can use this when you recreate and send these payments later.*
2. Click on the **Edit** button located on the action bar at the bottom of the account register window.
3. Click on the **Edit Details** tab located below the highlighted transaction.
4. Click on the **Online Payment** tab.
5. Click on the **Cancel Payment**.
6. Repeat steps for each outstanding payment transaction you have with your financial institution.

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## Task 3: Disconnect Your Account(s) at Horizon Bank, SSB

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads**.
4. Repeat steps for each account to be disconnected.

## Task 4: Reconnect Your Accounts to Horizon Bank, SSB

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Set up transaction download**.
4. Enter **Horizon Bank SSB** in the **Search** field, select the institution name in the **Results** list and click **Continue**.
5. Enter your Direct Connect **User ID** and **Password**. Click **OK**.
6. If the bank requires extra information, enter it and continue. **NOTE:** Select "Direct Connect" for the Connection Type if prompted.
7. In the **Accounts Found** screen, associate each new account to the approximate account already listed in Quicken. Under the **Action** column, select "**Link**" to pick your existing account. **IMPORTANT:** Do NOT select **ADD** under the action column unless you intend to add a new account to Quicken.
8. Select **Finish**.