Connecting QuickBooks: Mac
WyHy Digital: Online & Mobile Banking

! QuickBooks stores all data on a cloud-based server that is updated each time you make a transaction. Because of this, it's a bit complicated to restore files to a specific time frame. We'll walk you through how to manually update this for accuracy!

Step 1: Backup & Update

1 To backup your Mac data file, click **File**, and then select **Backup**.

2 Download the latest QuickBooks update by choosing **QuickBooks**, and **Check for QuickBooks Updates**.

3 Complete one last transaction update before the change to get all of your transaction history up to date. After you accept all new transactions into the appropriate registers *(required)*, Step 1 is complete!

Step 2: Deactivate Accounts

1 Click the **Lists** menu, then **Chart of Accounts**. When your accounts populate, click the first account you want to deactivate, select **Edit** and then **Edit Account**.

2 Select **Online Settings**. In the **Online Account Info** window that appears, choose **Not Enabled** from the Download Transactions list and click **Save**.

3 Click **OK** for any alerts or messages that appear during deactivation. Repeat for any other accounts you need to deactivate.

Step 3: Reactivate Accounts

1 Log in to **WyHy Digital Online** (www.WyHy.org) and download your transactions to a QuickBooks (.gbo) file. *Take note of your last successful upload to reduce duplicates.*

2 In QuickBooks, go to **File**, **Import,** and **From Web Connect**. Locate your saved file and select **Import**.

3 In the Account Association window, click **Select An Account** to choose the appropriate existing account register. *Do not select "New" under the action unless you're adding a new account to QuickBooks.* Click **Continue**, and then **OK** for any boxes that pop up.