

## Quicken® for Mac Personal Finance Software 2005–2007 Baker Boyer Bank Account Conversion Instructions



As Baker Boyer Bank completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need to be able to log in to [www.bakerboyer.com](http://www.bakerboyer.com). **This update is time sensitive and must be completed by March 9<sup>th</sup>, 2010.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online service may stop functioning properly. This conversion should take 10 minutes.

**Note:** In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.

In this document, Quicken 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

 Within this guide, this symbol displays to indicate that there are optional FAQs.

### A.

#### BACK UP YOUR CURRENT DATA

1. *Quicken for Mac 2006 customers:* Choose **File** menu → **Back Up** → **To Disk...**  
*Quicken for Mac 2005 customers:* Choose **File** menu → **Save a Copy...**
2. Complete the following prompts.

### B.

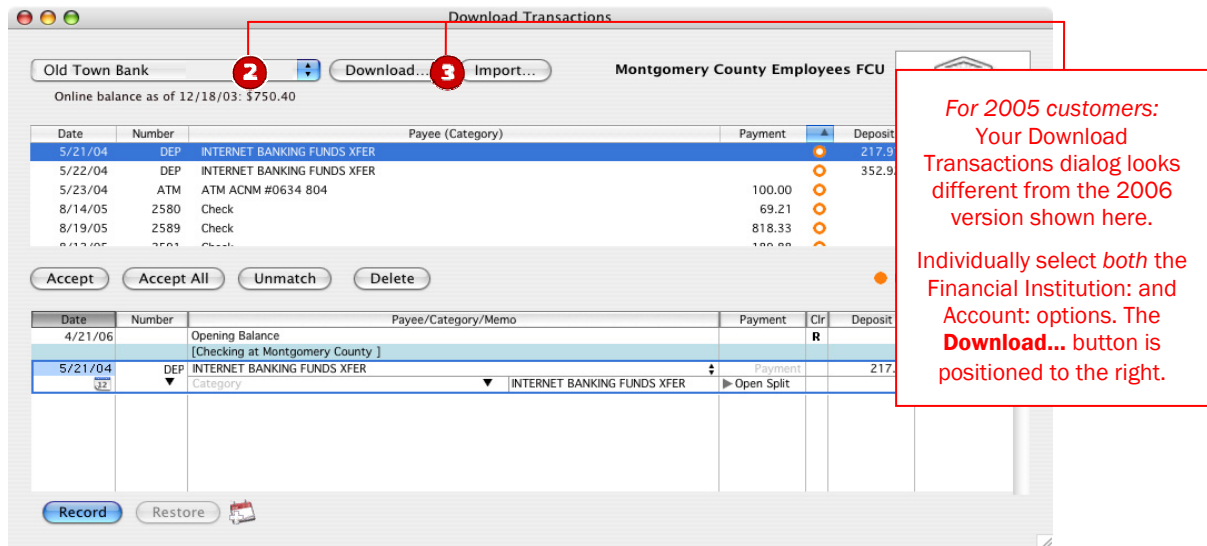
#### DOWNLOAD THE LATEST QUICKEN UPDATE

1. *Quicken for Mac 2006 customers:* Choose **Quicken 2006** menu → **Check for Updates.**  
*Quicken for Mac 2005 customers:* Choose **Quicken 2005** menu → **Check for Updates.**
2. If a software update is available, then you will be prompted to download the update from the Quicken Web site.
3. Once the update is complete, restart Quicken.

# C.

## GET YOUR LATEST TRANSACTIONS FROM BAKER BOYER NATIONAL BANK

### 1. Choose **Online** menu → **Download Transactions...**



2. *Quicken for Mac 2006 customers:* Click to select your account from the drop-down list.  
*Quicken for Mac 2005 customers:* Click to select your financial institution and account from the drop-down lists. (The note in the graphic explains how your Download Transactions dialog will look a little different.)

### 3. Click **Download...**

4. Log in to [www.bakerboyer.com](http://www.bakerboyer.com). Download your transactions through March 9<sup>th</sup> into Quicken.

**Note:** You will not be able to download these transactions after March 9<sup>th</sup>.

Repeat steps 2 through 4 for each account (such as checking, savings, credit cards, and brokerage) that you will use for online banking and investing.

5. Once the transactions are downloaded, **accept all the transactions into your Quicken account register.**

**Important:** You will not be able to proceed to the next section until you accept all transactions in the Download Transactions tab.

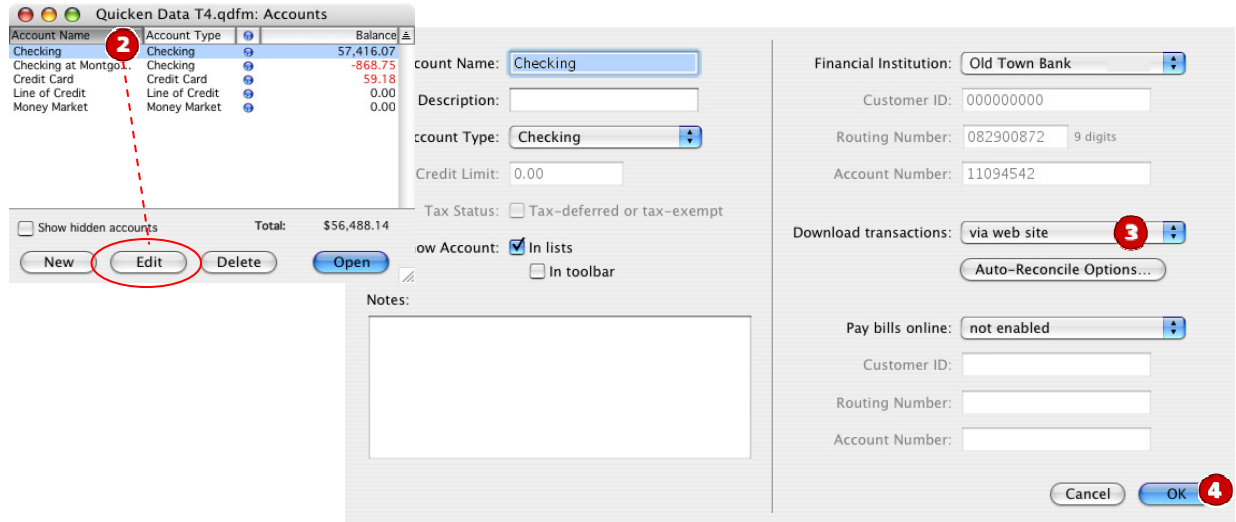
▲ For help reconciling your account register, choose **Help** menu → **Quicken 2006 Help** (or **Quicken 2005 Help** depending upon version). In the Ask a Question prompt, enter *Reconciling an account*.



# D.

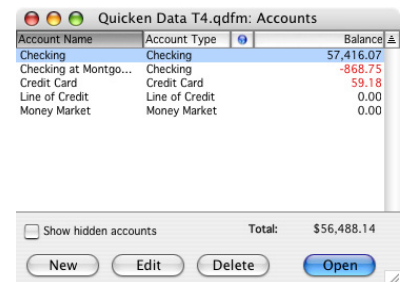
## DISABLE YOUR ACCOUNTS WITH BAKER BOYER NATIONAL BANK

1. Choose **Lists** menu → **Accounts**.



2. Select the account you want to disable, and click **Edit**. **Edit account number, etc. as needed.**
3. In the Download transactions: drop-down list, select **not enabled**. Click **OK** to the prompt, “You are about to disable...”
4. Click **OK** to save your edits.

Repeat steps **2** through **4** for each Baker Boyer Bank online account (such as checking, savings, credit cards, and brokerage). As each online account is disabled, its blue online circle icon disappears. Verify that your account list does not display blue online circle icons for any accounts at Baker Boyer Bank.



## E.

### ENABLE YOUR ACCOUNTS WITH BAKER BOYER BANK

**IMPORTANT:** Complete section **E** *on or after* March 12<sup>th</sup>, 2010.



1. Anytime on or after March 12<sup>th</sup>, log in to [www.bakerboyer.com](http://www.bakerboyer.com). Download your transactions into Quicken.

**Important:** To avoid the possibility of creating duplicate records when downloading into Quicken, select a “from” date that does not include records previously downloaded from Baker Boyer Bank.

2. Click the **Use an existing Quicken account** radio button. In the corresponding drop-down list, select the Quicken account that you used for Baker Boyer Bank.

Select Account to Enable

You are downloading transactions for the following account:

Financial Institution: 1st National Bank & Trust  
Account Type: Checking  
Account Number: 11094542

Quicken does not have an associated account to handle these transactions. Select an existing account or enter a new account name, and click OK.

**2**  Use an existing account: Checking at Old Town Bank

Create a new account: Checking at 1st National Bank

Cancel OK

Select your existing account here.

Repeat steps **1** and **2** for each account that you will use for online banking or investing with Baker Boyer Bank.

### THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

If you have any questions regarding these instructions, then click <http://www.quicken.com/conversionfaqs> to access **Quicken FAQs for Financial Institution Conversion Customers**.

Additionally, you may also contact us at [509-525-2000]. A customer service representative will be available to assist you from 8:00A.M. to 7:00P.M. **Mon-Fri**. You may also visit [www.bakerboyer.com](http://www.bakerboyer.com) or refer to: <http://www.intuit.com/support/quicken>.