QuickBooks® Business Accounting Software 2006–2009 for Windows®

Account Conversion Instructions

Good news! Your upgrade to TreasuryPro is almost complete. All you need to do is modify the QuickBooks settings on each of your accounts to ensure the smooth transition of data. This update must be completed <u>after</u> you log in to the new online banking for the first time.

Please make sure you follow the instructions exactly as described and in the order presented. If you do not, QuickBooks may stop functioning properly. This conversion should take you about 15 minutes.

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

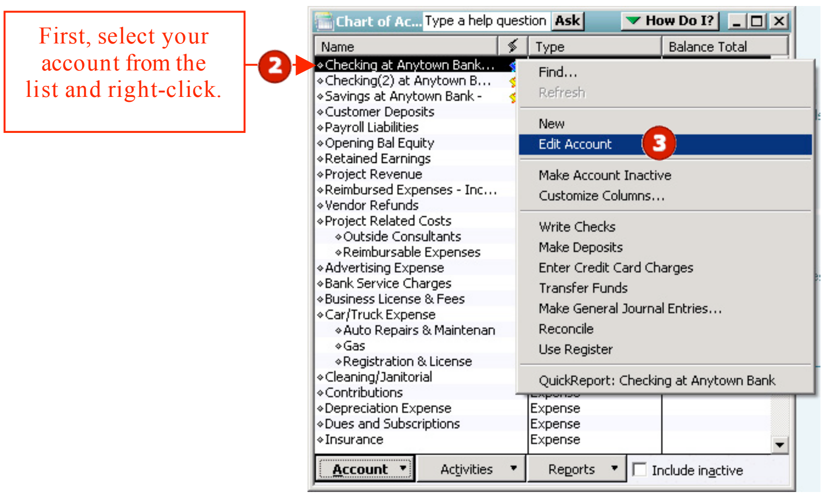
In this document, QuickBooks 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

A. BACK UP YOUR CURRENT DATA

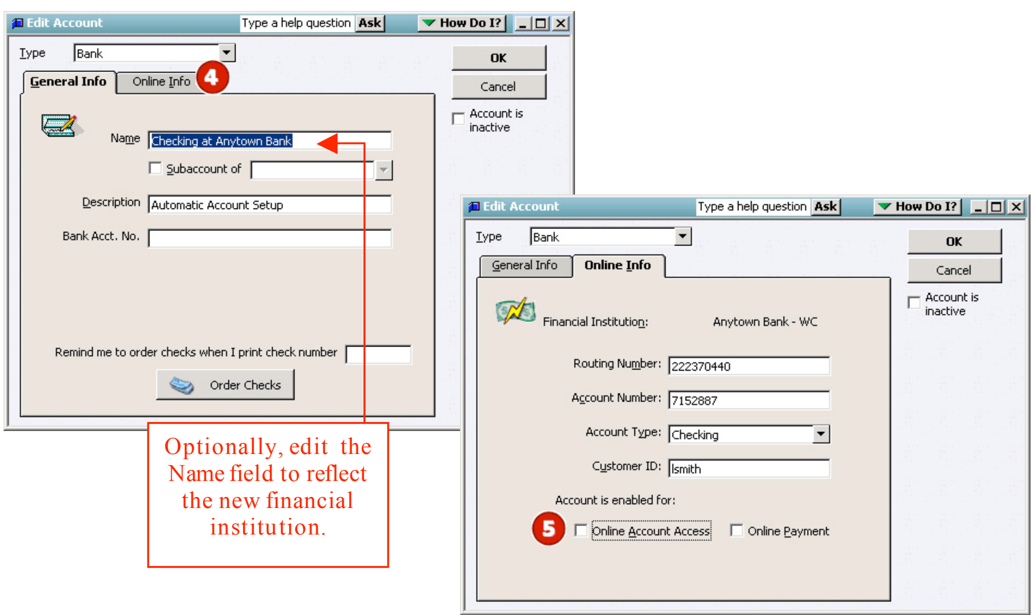
1. Choose **File** menu → **Back Up.**
2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click **OK**.

B. DISABLE YOUR ACCOUNTS WITH THE OLD QUICKBOOKS LINK

1. Choose **Lists** menu → **Chart of Accounts**.
2. Right-click your first Umpqua Bank account.
3. *QuickBooks 2005–2009 customers:* select **Edit Account** from the pop-up menu.
   QuickBooks 2004 customers: select **Edit** from the pop-up menu.



4. In the Edit Account window, click the **Online Info** tab.



5. Deselect the Online Account Access checkbox. Click **OK.**
6. Click **OK** again to the warning prompt.

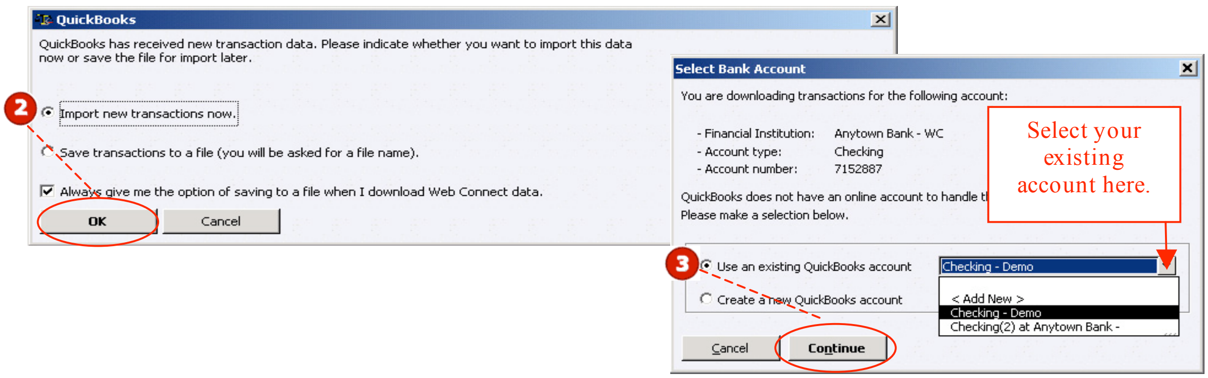
Repeat steps 2 through 6 for each account from which you download transactions.

C. ENABLE YOUR ACCOUNTS FOR TREASURYPRO

IMPORTANT: Do not complete section C until or after your first log in to the new system.

1. Anytime during or after your first login, download your transactions into QuickBooks.

Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.



2. In QuickBooks, click **the Import new transactions now** radio button. Then click **OK**.

   Note: If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

3. In the Select Bank Account dialog, click the **Use an existing QuickBooks account** radio button. In the corresponding drop-down list, select the QuickBooks account that you used for Umpqua Bank. Click **Continue**.

   Note: You only need to select the account for this first download. Future downloads apply to this account automatically.

4. Confirm the prompt by clicking **OK**.
5. Repeat steps 1 through 4 for each account that you previously disabled.
6. Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

If you have any questions regarding these instructions, you can contact us at:

California	Oregon and Washington
1-866-563-1010 (toll-free)	1-877-511-3455 (toll-free)
7am-6pm (Pacific Time)	6am-6pm (Pacific Time)

You may also refer to: http://www.quickbooks.com/support/