



DUE TO OUR ONLINE BANKING SYSTEM UPGRADE IT IS EXTREMELY IMPORTANT TO READ THESE INSTRUCTIONS AND FOLLOW THEM CLOSELY!!!

AimBank makes it convenient to manage your finances through powerful Financial Management software such as Quicken® and QuickBooks®. We offer two options to connect to your accounts as follows:

Web Connect – Web Connect allows you to manually download electronic transactions from your AimBank Online Banking account for importing into Quicken or QuickBooks.

Express Web Connect – Express Web Connect allows you to import transactions into Quicken without having to login to AimBank Online Banking.

You will need to follow the appropriate conversion instructions herein, depending on which of the above-methods you used prior to our Online Banking system upgrade. There are six to choose from. **Failure to follow these instructions may result in duplicate accounts or excessive duplicate transactions. Unfortunately, you will have some duplicate transactions that will need to be manually deleted.** While we will do our best, AimBank has very little ability to assist you with issues arising from your use of Quicken and QuickBooks. If we are unable to assist you with an issue due to this system upgrade, you will need to contact support for your Quicken or QuickBooks product directly from Intuit. We apologize for any inconvenience.

*****BEFORE WE CONTINUE, AIMBANK WOULD LIKE TO EMPHASIZE THE MOST IMPORTANT STEP YOU WILL TAKE WITHIN EACH SET OF INSTRUCTIONS – **BACKUP YOUR DATA FILE!!!** – PERFORMING THIS SIMPLE STEP ACCURATELY MAY SAVE YOU FROM MANUAL DATA FILE CLEANUP, IF SOMETHING UNFORATUNATE OCCURS WHILE PERFORMING THE CONVERSION.*****

QuickBooks for Windows Conversion Instructions

QuickBooks Windows 2010-2013

Web Connect

NOTE: This update is time sensitive and can be completed on or after **DECEMBER 11, 2012**. If you haven't kept your Quicken or QuickBooks up-to-date by frequently downloading and importing transactions, you may have gaps in information after the Online Banking system upgrade. There will be no solutions for this issue other than manual discovery and input of these transactions.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.
3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

IMPORTANT: All instructions will be written for Register Mode configuration.

4. Enable Register Mode. For instructions to enable Register Mode, choose **Help** menu > **QuickBooks Help**. Search for **Online Banking Modes**, select **Online Banking Modes overview**, scroll down, and follow the instructions.

Task 2: Deactivate Your Account(s)

IMPORTANT: All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose the **Lists** menu → **Chart of Accounts**.
2. Left click the account you want to deactivate.
3. Click **Edit** on the menu → click **Edit Account**.
4. In the Edit Account window, click on the **Online Services** tab.
5. Select **Deactivate All Online Services** → click **Save & Close**.
6. Click **OK** for any messages
7. Repeat steps 2 – 6 for each account at **AimBank**.

Task 3: Re-activate Your Account(s) at AimBank

IMPORTANT: You will need your Customer ID and Password for AimBank to complete the following steps.

1. Log in to **AimBank** web site at www.aimbankonline.com. 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 **Use an existing QuickBooks** account radio button.
4. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
5. Confirm the prompt by clicking **OK**.

Repeat steps 1 through 5 for each account that you previously disabled.

NOTE: Verify that all transactions downloaded successfully into your account registers.

Task 4: Re-enable Side by Side mode (if necessary)

If you use the Side by Side mode for online banking, follow these steps to enable it. If you prefer register mode, you are finished with your conversion.

1. Enable Side by Side mode. For instructions to enable Side by Side mode, choose **Help** menu → **QuickBooks Help**.
2. Search for **Online Banking Modes**, select **Online Banking Modes overview** and follow the instructions.

Thank you for making these important changes!

QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2010–2013

Web Connect

NOTE: This update is time sensitive and can be completed on or after **DECMEBER 11, 2012**. If you haven't kept your Quicken or QuickBooks up-to-date by frequently downloading and importing transactions, you may have gaps in information after the Online Banking system upgrade. There will be no solutions for this issue other than manual discovery and input of these transactions.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **Help** menu and use the **Search bar available at the top**.. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Deactivate Your Account(s)

IMPORTANT: All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at **AimBank**.

Task 3: Re-activate Your Account(s) at AimBank

1. Log in to **AimBank** web site at www.aimbankonline.com.
2. Download your transactions into QuickBooks.

IMPORTANT: To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

3. 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.
4. Click **Continue**.
5. Click **OK** to any informational prompts.
6. Add or match all downloaded transactions in the **Downloaded Transactions** window.
7. Repeat steps 1 – 6 for each account at **AimBank**.

Thank you for making these important changes!

Quicken Essentials Mac Conversion Instructions

Quicken Essentials for Mac 2010

Web Connect

NOTE: This update is time sensitive and can be completed on or after **DECMEBER 11, 2012**. If you haven't kept your Quicken or QuickBooks up-to-date by frequently downloading and importing transactions, you may have gaps in information after the Online Banking system upgrade. There will be no solutions for this issue other than manual discovery and input of these transactions.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup 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 the instructions.

Task 2: Deactivate Your Account(s) At AimBank

1. Select your account under the "**Accounts**" list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Remove the checkmark from "**I want to download transactions**".
4. Click **Save**.
5. Click **Continue** when asked to confirm this deactivation.
6. Repeat steps 2 – 5 for each account at **AimBank**.

Task 3: Re-activate Your Account(s) at AimBank

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Click **List** menu > Select **AimBank**.
4. Click **Continue**.

NOTE: Select "Quicken Connect" for the "Connection Type" if prompted.

5. Enter your Login Credentials for **AimBank**.
6. Click **Continue**.

7. In the "Choose your Accounts" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select your existing account, and each additional account you wish to download into Quicken Essentials.

IMPORTANT: Do **NOT** select "**ADD**" under the action column.

8. Click **Continue**.

Thank you for making these important changes!

Quicken for Windows Conversion Instructions

Quicken for Windows 2010-2013

Web Connect

NOTE: This update is time sensitive and can be completed on or after **DECMEBER 11, 2012**. If you haven't kept your Quicken or QuickBooks up-to-date by frequently downloading and importing transactions, you may have gaps in information after the Online Banking system upgrade. There will be no solutions for this issue other than manual discovery and input of these transactions.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up Your Data** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Checking for Updates to Quicken** and follow the instructions.

Task 2: Deactivate Your Account(s) At AimBank

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** or **Edit Details** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.

NOTE: The name of the buttons referenced above vary depending on the services and the version of Quicken you are using.

5. Click on the **General** or **General Information** tab. Remove the **Account Number**.
6. Remove the name of the **Financial Institution**. Click **OK** to close the window.
7. Repeat steps 2–6 for each account at **AimBank**.

Task 3: Re-activate Your Account(s) at AimBank

1. Log in to **AimBank** web site at www.aimbankonline.com.
2. Download your transactions to Quicken.
3. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select Link to an existing account or Use an existing Quicken account and select the matching account in the drop-down menu.

IMPORTANT: Do **NOT** select **Create a new account** or **Create a new Quicken account**. 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 the **Cancel** button.

4. Repeat steps 2 – 3 for all of your accounts

Thank you for making these important changes!

Quicken Essentials Mac Conversion Instructions

Quicken Essentials for Mac 2010

Express Web Connect

NOTE: This update is time sensitive and can be completed on or after **DECMEBER 11, 2012**. If you haven't kept your Quicken or QuickBooks up-to-date by frequently downloading and importing transactions, you may have gaps in information after the Online Banking system upgrade. There will be no solutions for this issue other than manual discovery and input of these transactions.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup 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 the instructions.

Task 2: Deactivate Your Account(s) At AimBank

1. Select your account under the "**Accounts**" list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Remove the checkmark from "**I want to download transactions**".
4. Click **Save**.
5. Click **Continue** when asked to confirm this deactivation.
6. Repeat steps 2 – 5 for each account at **AimBank**.

Task 3: Re-activate Your Account(s) at AimBank

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Click **List** menu > Select **AimBank**.
4. Click **Continue**.

NOTE: Select "Quicken Connect" for the "Connection Type" if prompted.

5. Enter your Login Credentials for **AimBank**.
6. Click **Continue**.

7. In the "Choose your Accounts" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select your existing account, and each additional account you wish to download into Quicken Essentials.

IMPORTANT: Do **NOT** select "**ADD**" under the action column.

8. Click **Continue**.

Thank you for making these important changes!

Quicken for Windows Conversion Instructions

Quicken for Windows 2010–2013

Express Web Connect

NOTE: This update is time sensitive and can be completed on or after **DECMEBER 11, 2012**. If you haven't kept your Quicken or QuickBooks up-to-date by frequently downloading and importing transactions, you may have gaps in information after the Online Banking system upgrade. There will be no solutions for this issue other than manual discovery and input of these transactions.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for **Backup Data File** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for **Update Software** and follow the instructions.

Task 2: Deactivate Your Account(s) At AimBank

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** or **Edit Details** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.

NOTE: The name of the buttons referenced above vary depending on the services you currently use and the version of Quicken you are using.

5. Click on the **General** or **General Information** tab. Remove the **Account Number**.
6. Remove the name of the **Financial Institution**. Click **OK** to close the window.
7. Repeat steps 2–6 for each account at **AimBank**.

Task 3: Re-activate Your Account(s) at AimBank

1. Open the account register that you want to enable for online account access.
2. Choose **Account Actions** menu > **Set Up Online**.
3. Enter **AimBank** and click **Next**.
4. Type your **User ID** and **Password**. Click **Connect**.

NOTE: You may be presented with a security question from your Financial Institutions prior to receiving your accounts.

5. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** or **Exists in Quicken** and select the matching accounts in the drop-down menu.

IMPORTANT: Do **NOT** select **New** or **Add In Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

6. After all accounts have been matched, click **Next**.
You will receive confirmation that your account(s) have been added.
7. Click **Done** or **Finish**.

Thank you for making these important changes!