QuickBooks for Mac Conversion Instructions

QuickBooks Mac

Direct Connect to Web Connect

Please note, Direct Connect is not subject to the scheduled upgrade downtime and can be reconnected on January 24th.

Introduction

As **Delta Community Credit Union** completes its system conversion**,** you will be required to modify your QuickBooks settings to ensure the smooth transition of your data. We have provided detailed steps to help you with this process. Please reference the dates listed for each task, as this information is time sensitive.

To complete these instructions, you will need your User ID and Password.

It's important to perform these steps as described and in the order presented to ensure your service continues to function properly. This process should take approximately 15–30 minutes.

Documentation and Procedures

Task 1: Prepare for conversion <u>before</u> **January 24, 2018**.

1. **Back up your data file.** For instructions, choose **Help menu** and use the **Search bar** available at top. Search for **Back Up** and follow the instructions. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. **Download the latest QuickBooks Update.** For instructions, 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: Connect to **Delta Community Credit Union** for a final download <u>before</u> **January 24, 2018**.

1. Choose **Banking menu** > **Downloaded Transactions**.

2. Choose **Delta Community Credit Union** from the **Financial Institution** dropdown.

3. Click **Download**.

4. Enter credentials (if required) and click **OK**.

5. Repeat steps 1 – 4 for each account with *Delta Community Credit Union.*

Task 3: Match your downloaded transactions <u>before</u> **January 24, 2018**.

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help** menu > **QuickBooks Help**. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4: Deactivate your account(s) at *Delta Community Credit Union* <u>on or after</u> *January 24, 2018*.

> **NOTE:** 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 Transactions** 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 *Delta Community Credit Union*

Task 5: Re-activate your account(s) at **Delta Community Credit Union** <u>on or after</u> *January 24, 2018*.

1. Log in to **DeltaCommunityCU.com** and download your QuickBooks Web Connect File.

> **IMPORTANT:** Take note of the date you last had a successful connection. If you have overlapping dates in the web connect process, you may end up with duplicate transactions.

2. Click **File** > **Import** > **From Web Connect**.

3. If prompted for connectivity type, select **Web Connect**.

4. 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.

> **IMPORTANT:** Do not select "**New**" under the action column.

5. Click **Continue**.

6. Click **OK** to any informational prompts.

7. Add or match all downloaded transactions in the **Downloaded Transactions** window.

8. Repeat steps 1 – 7 for each account at **Delta Community Credit Union***.*

You're all set! Thank you for being a valued member of Delta Community.