

# QuickBooks for Windows Conversion Instructions

---

## Direct Connect

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

## 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.

**NOTE:** Direct Connect will require registration. This registration can be completed in Online Banking. Under the **Additional Services** menu, choose **Connectivity for Quicken<sup>®</sup> and QuickBooks<sup>®</sup>** to create a Direct Connect 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 before **January 24, 2018**.

---

1. Back up your data file. For instructions, choose **Help menu > QuickBooks Help**. 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 > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

**IMPORTANT:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions, choose **Help menu > QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.
4. Enable Classic Mode (Register Mode). For instructions, choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

**IMPORTANT:** If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

---

**Task 2:** Connect to **Delta Community Credit Union** for a final download before **January 24, 2018**.

---

1. Choose Banking menu > Bank Feeds > Bank Feeds Center.
2. Choose Delta Community Credit Union from the **Financial Institution** dropdown.
3. Click Send/Receive.
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 before **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 **Matching Transactions** and follow the instructions.

---

**Task 4:** Disconnect accounts at **Delta Community Credit Union** on or after **January 24, 2018**.

---

**NOTE:** All transactions must be matched or added to the register prior to deactivating 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. Click on the Bank Feed Settings tab in the Edit Account window.
5. Select Deactivate All Online Services and click Save & Close.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

---

**Task 5:** Reconnect accounts to **Delta Community Credit Union** on or after **January 24, 2018**.

---

1. Choose Banking menu > Bank Feeds > Set Up Bank Feed for an Account.
2. Enter, Then select Delta Community Credit Union. Click **Next**.
3. If prompted for connectivity type, select Direct Connect.

Link your bank accounts with the existing QuickBooks accounts and click Connect.

---

**Task 6:** Re-enable Express Mode (if necessary) on or after **January 24, 2018**.

---

**NOTE:** If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for Online Banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

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