QuickBooks for Mac Conversion Instructions

Direct Connect to Direct 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 the 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® and QuickBooks®" to create 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 <u>before</u> **January 24, 2018**.

1. **Back up your data file.** For instructions, 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, 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** drop-down menu.

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 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 the **Help** menu and use the **Search bar** available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4: Disconnect accounts 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 **Online Settings**.

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 for each account to be disconnected.

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

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1. Choose **Banking** menu > **Online Banking Setup**.

2. Then select **Delta Community Credit Union** from the **Financial Institution** list. Click **Next**.

3. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.

4. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.

5. Enter credentials and click **Sign In**.

6. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.

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

7. Click **Next**, then **Done**.

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

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