

QuickBooks for Windows Conversion Instructions

QuickBooks for Windows

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 Username 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 the 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 steps provided.
2. Download the latest QuickBooks update. For instructions, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the steps provided.

NOTE: 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 the 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 steps provided.

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

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 steps provided.

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 Delta Community Credit Union account.

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: Deactivate your account(s) at **Delta Community Credit Union** on or before **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 2 – 6 for each account at **Delta Community Credit Union**.
8. Back up your data file.

Task 5: Re-activate Your Account(s) at **Delta Community Credit Union** on or after **January 24, 2018**.

1. Log in to your Delta Community Online Banking and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.

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.

3. If prompted for connectivity type, select **Web Connect**.
4. Link your bank account with the existing QuickBooks account and click **Continue**.

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.