



# Quicken for Windows Conversion Instructions

---

*Direct Connect to Web Connect*

## Introduction

As **Yolo Federal Credit Union** completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your Member # and Password for Yolo Federal Credit Union.

**NOTE:** **Direct Connect** may require registration. Please contact **Yolo Federal Credit Union** to verify your Direct Connect login information. **Web Connect** uses the same Member # and Password as **Yolo Federal Credit Union-New**.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

***Thank you for making these important changes!***



This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken**. If you do **not** use Quicken to make online bill payments, skip that Task.

## 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: Cancel Outstanding Payments before **May 15, 2018**

---



If you are **not** a Bill Pay user within Quicken, skip this Task.

**IMPORTANT:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after **May 15, 2018**, these payments may still be processed.

1. Choose **Tools** menu > **Online Center**.
2. Select **Yolo Federal Credit Union** from the **Financial Institution** drop-down list.
3. On the **Payments** tab, select an account from which a payment is scheduled in the future.

**NOTE:** Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

4. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after **May 15, 2018**. To do this, select the first payee and click **Cancel Payment**.
5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after **May 15, 2018**.
6. On the toolbar, choose **Repeating**.
7. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.
8. Repeat step 7 for each repeating payment instruction you have with Yolo Federal Credit Union.

### Task 3: Disconnect Accounts At **Yolo Federal Credit Union** on or after **May 15, 2018**

---

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.

4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps for each account to be disconnected.

---

**Task 4:** Reconnect Accounts to *Yolo Federal Credit Union-New* on or after *May 15, 2018*

---

1. Download your Quicken Web Connect file from *Yolo Federal Credit Union-New*

**NOTE:** Take note of the date you last had a successful connection in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.
3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

**IMPORTANT:** Do **NOT** select **Create a new account** unless you intend to add a new account to Quicken. 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 **Cancel**.

4. Repeat steps for each account to be reconnected.



# Quicken for Mac 2015-2017 Conversion Instructions

---

*Direct Connect to Web Connect*

## Introduction

As **Yolo Federal Credit Union** completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your Member # and Password for Yolo Federal Credit Union.

**NOTE:** **Direct Connect** may require registration. Please contact **Yolo Federal Credit Union** to verify your Direct Connect login information. **Web Connect** uses the same Member # and Password as **Yolo Federal Credit Union's new online banking system**.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

***Thank you for making these important changes!***



This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken (Not available in Quicken for Mac 2015)**. If you do **not** use Quicken to make bill payments, skip that Task.

## Documentation and Procedures

---

### Task 5: Conversion Preparation

---

5. 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.
6. 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 6: Cancel Outstanding Payments before **May 15, 2018** (*Not available in Mac 2015*)

---



If you are **not** a Bill Pay user within Quicken, skip this Task.

**IMPORTANT:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after **May 15, 2018** these payments may still be processed.

7. Highlight a Bill Payment transaction on the account register.

**NOTE:** While on the account register, go to **File** > **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

8. Click on the **Edit** button located on the action bar at the bottom of the account register window.
9. Click on the **Edit Details** tab located below the highlighted transaction.
10. Click on the **Online Payment** tab.
11. Click on **Cancel Payment**.
12. Repeat steps for each outstanding payment transaction you have with your financial institution.

### Task 7: Disconnect Accounts At **Yolo Federal Credit Union** on or after **May 15, 2018**

---

13. Select your account under the **Accounts** list on the left side.
14. Choose **Accounts** menu > **Settings**.
15. Select **Troubleshooting** > **Deactivate Downloads**.
16. Repeat steps for each account to be disconnected.

### Task 8: Reconnect Accounts to **Yolo Federal Credit Union-New** on or after **May 15, 2018**

---

17. Select your account under the **Accounts** list on the left side.
18. Choose **Accounts** menu > **Settings**.
19. Select Set up transaction download.
20. Enter **Yolo Federal Credit Union-New** in the **Search** field, select the name in the **Results** list and click **Continue**.
21. Log in to **Yolo Federal Credit Union-New** and **Download** a file of your transactions to your computer.

**NOTE:** 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.

22. Drag and drop the downloaded file into the box **Drop download file**.

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

23. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link**" to pick your existing account.

**IMPORTANT:** Do **NOT** select "**ADD**" under the action column unless you intend to add a new account to Quicken.

24. Click **Finish**.
25. Repeat steps for each account to be reconnected.



# Quicken for Mac 2007 Conversion Instructions

---

*Direct Connect to Web Connect*

## Introduction

As **Yolo Federal Credit Union** completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your Member # and Password for Yolo Federal Credit Union.

**NOTE:** **Direct Connect** may require registration. Please contact **Yolo Federal Credit Union** to verify your Direct Connect login information. **Web Connect** uses the same Member # and Password as **Yolo Federal Credit Union-New**.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

***Thank you for making these important changes!***



This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken**. If you do **not** use Quicken to make online bill payments, skip that Task.

## Documentation and Procedures

---

### Task 9: Conversion Preparation

---

26. 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.
27. 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 10: Cancel Outstanding Payments before **May 15, 2018**

---



If you are **not** a Bill Pay user within Quicken, skip this Task.

**IMPORTANT:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after **May 15, 2018** these payments may still be processed.

28. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after **May 15, 2018**
29. Choose **File** menu > **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.

**NOTE:** You will use this list later to recreate your payments.

30. Click to select the first pending transaction in your account register. Choose **Online** menu > **Payments** > **Cancel Payment**. Quicken determines if there is enough time to cancel the payment:
31. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.
32. If there is enough time to cancel, then click **Put In Outbox** in the Cancel Payment dialog.
33. Repeat step 3 for each additional pending transaction.
34. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.
35. Click **Send Now**.
36. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.
37. Click **OK** to close the **Online Transmission Summary**.
38. Repeat steps for each account to be deactivated that is enabled for bill payment services.

---

**Task 11:** Disconnect Accounts At **Yolo Federal Credit Union** on or after **May 15, 2018**

---

39. Choose **Lists** menu > **Accounts**.
40. Select the account that you want to disable and click **Edit**.
41. Write down your account information (account number, routing number, and customer ID).

**NOTE:** You will need this information to re-enable your account.

42. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.
43. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
44. Remove the information within the **Account Number** and **Routing Number** fields.
45. Click **OK** to save your edits.
46. Repeat steps for each account to be disconnected.
47. Verify that your account list does not display a blue online circle icon for any accounts at **Yolo Federal Credit Union**.

---

**Task 12:** Reconnect Accounts to *Yolo Federal Credit Union-New* on or after *May 15, 2018*

---

48. Download your Quicken Web Connect file from *Yolo Federal Credit Union's new online banking system at YoloFCU.org*.

**NOTE:** 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.

49. Import your transactions to Quicken.

50. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.

51. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.

52. Repeat steps for each account to be reconnected.

53. Choose **Lists** menu > Accounts. Verify each account at *Yolo Federal Credit Union-New* has a blue online circle indicating it has been reconnected for online services.