

QuickBooks for Windows Conversion Instructions


QuickBooks for Windows

Direct Connect to Web Connect

Introduction

As **Yolo Federal Credit Union** completes its system conversion, you will need to modify your QuickBooks 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's** online banking.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

 This detour symbol indicates section instructions that are using bill pay within QuickBooks only. If you do **not** use QuickBooks to make online bill payments, you can skip these sections or steps.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help menu > QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks update. For instructions to download an update, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

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 a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help menu > QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

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).

5. For instructions to enable Classic Mode (Register Mode), choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Task 2: Cancel Outstanding Payments by *May 15, 2018*



If you are **not** a bill pay user within QuickBooks, please skip this section.

IMPORTANT: This step must be completed by *May 15, 2018* to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after *May 15, 2018* then it is possible that these payments will still be processed.

1. Open the **Register** of the account you made the payment from.
 - a. Click **Company > Chart of Accounts**.
 - b. **Double-click** the account to use.
2. In the register, locate the transaction you want to cancel.
3. Click the transaction to select it.
4. Go to **Edit** menu and then click **Cancel Payment**.
5. The cancellation appears in the **Items to Send** list of the **Online Banking Center (Bank Feeds Center)**. When you send and receive transactions, it is sent to the financial institution.

Task 3: Deactivate Your Account(s) at *Yolo Federal Credit Union* on or after *May 15, 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 *Yolo Federal Credit Union*.
8. Backup your data file.

Task 4: Re-activate Your Account(s) at *Yolo Federal Credit Union-New* on or after *May 15, 2018*

1. Log in to *Yolo Federal Credit Union-New* 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 5: Re-enable Express Mode (if necessary)

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.

Thank you for making these important changes!

QuickBooks for Mac Conversion Instructions

QuickBooks Mac

Direct Connect to Web Connect

Introduction

As **Yolo Federal Credit Union** completes its system conversion, you will need to modify your QuickBooks 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's online banking**.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Task 6: Conversion Preparation

9. Backup your data file. For instructions to back up your data file, 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.
10. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions

Task 7: Deactivate Your Account(s) at **Yolo Federal Credit Union**

NOTE: All transactions must be matched or added to the register prior to the deactivating of your account(s).

11. Choose **Lists** menu > **Chart of Accounts**.
12. Select the account you want to deactivate.
13. Choose **Edit** menu > **Edit Account**.
14. In the **Edit Account** window, click the **Online Settings** button.

15. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
16. Click **OK** for any dialog boxes that may appear with the deactivation.
17. Repeat steps 2 – 6 for each account at *Yolo Federal Credit Union*.

Task 8: Re-activate Your Account(s) at *Yolo Federal Credit Union* on or after **May 15, 2018**

18. Log in to *Yolo Federal Credit Union-New* 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.

19. Click **File > Import > From Web Connect**.
20. If prompted for connectivity type, select **Web Connect**.
21. 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.

22. Click **Continue**.
23. Click **OK** to any informational prompts.
24. Add or match all downloaded transactions in the **Downloaded Transactions** window.
25. Repeat steps 1 – 7 for each account at *Yolo Federal Credit Union-New*

Thank you for making these important changes!