

QuickBooks Desktop Conversion Instructions

As UCU completes its digital banking upgrade, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac, and both connectivity types (Direct Connect and Web Connect).

IMPORTANT: If you currently use Direct Connect in QuickBooks to initiate Bill Payments, please complete the additional tasks at the link below. If you do not use Direct Connect Bill Pay or you only initiate Bill Payments from within your online banking site, these additional tasks are not required.

QuickBooks Windows Direct Connect

Before June 5, 2023:

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose File > Back Up Company > Create Local Backup.
 - b. Download the latest QuickBooks Update. Go to Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

On or after June 6, 2023:

1. Deactivate online banking connection for accounts connected to UCU.
 - a. Choose Lists menu > Chart of Accounts.
 - b. Right-click on the first account you would like to deactivate and choose 'Edit Account'.
 - c. Click the 'Bank Feeds Settings' tab in the 'Edit Account' window.
 - d. Select 'Deactivate All Online Services' and click 'Save and Close'.
 - e. Click 'OK' for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Choose Lists menu > Chart of Accounts.

- b. Right-click on an account you would like to activate and choose 'Edit Account'.
- c. Select 'Set Up Bank Feeds' on the bottom of the popup screen and select 'Yes' in the dialog box that will appear.
- d. Enter UCU's name in the search field and select 'Continue'.
- e. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact UCU if your login information does not work.
- f. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled 'Select Existing' or 'Create New'.

Important: Do NOT select "Create New Account" unless you intend to add a new account to QuickBooks. If you are presented with accounts you do not want to track in this data file, choose Do Not Add to QuickBooks.

- g. After all accounts have been matched, click 'Next' and then click 'Done'.

QuickBooks Mac Direct Connect

Before June 5, 2023:

Backup QuickBooks Mac Data File & Update the Application.

- a. Choose File > Backup.
 - b. Download the latest QuickBooks Update. Choose QuickBooks > Check for QuickBooks Updates.
2. Complete a final transaction download.
- a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

On or after June 6, 2023:

1. Deactivate online banking connection for accounts connected to UCU.
 - a. Choose Lists > Chart of Accounts.
 - b. Click the first account you would like to deactivate and choose Edit > Edit Account.
 - c. Choose 'Online Settings' in the 'Edit Account' window.
 - d. In the 'Online Account Information' window, choose 'Not Enabled' from the 'Download Transactions' list and click 'Save'.
 - e. Click 'OK' for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.

- a. Choose Banking > Online Banking Setup.
- b. Type UCU's name in the search field, then click 'Next' and follow the instructions in the setup screen
- c. Select 'Yes', my account has been activated for QuickBooks Online Services in the 'Online Banking Assistant' window. Click 'Next'.
- d. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact UCU if your login information does not work.
- e. For each account you wish to download into QuickBooks, click 'Select' and 'Account to connect' to your existing account's registers.
- f. Click 'Next', and then click 'Done'.
- g. Repeat this step for each account that you have connected to UCU.

QuickBooks Windows Web Connect

Before June 5, 2023:

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose File > Back Up Company > Create Local Backup.
 - b. Download the latest QuickBooks Update. Choose Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

On or after June 6, 2023:

1. Deactivate online banking connection for accounts connected to UCU.
 - a. Choose Lists menu > Chart of Accounts.
 - b. Right-click the first account you want to deactivate and choose 'Edit Account'.
 - c. Click the 'Bank Feeds Settings' tab in the 'Edit Account' window.
 - d. Select 'Deactivate All Online Services' and click 'Save and Close'.
 - e. Click 'OK' for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
 - a. Log in to UCU's online banking site and download your transactions to a QuickBooks (.qbo) file.

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

- b. In QuickBooks, choose File > Utilities > Import > Web Connect Files. Locate your saved Web Connect file and select to import.
- c. In the 'Select Bank Account' dialog select 'Use an existing QuickBooks account'.
Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
- d. In the drop-down list, choose your QuickBooks account(s) and click 'Continue'. Confirm by selecting 'OK'.

QuickBooks Mac Web Connect

Before June 5, 2023:

Backup your QuickBooks Mac data file & update the application.

- a. Choose File > Backup.
 - b. Download the latest QuickBooks Update. Choose QuickBooks > Check for QuickBooks Updates.
2. Complete a final transaction download.
- a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.
 - c. Accept all new transactions into the appropriate registers. (required)

On or after June 6, 2023:

1. Deactivate online banking connection for accounts connected to UCU.
 - a. Choose Lists > Chart of Accounts.
 - b. Select the first account you would like to deactivate and choose Edit > Edit Account.
 - c. Select 'Online Settings' in the 'Edit Account' window.
 - d. In the 'Online Account Information' window, choose 'Not Enabled' from the 'Download Transactions' list and click 'Save'.
 - e. Click 'OK' for any dialog boxes that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Log in to UCU's online banking site and download your transactions into to a QuickBooks (.qbo) file.

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose File > Import > From Web Connect. Use the import dialog to import your saved Web Connect file.

- c. In the 'Account Association' window, click 'Select an Account' to choose the appropriate existing account register.

Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.

- d. Click 'Continue' and 'OK' for any dialog boxes that require action.

QuickBooks Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within QuickBooks Windows.

Important: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid on or after the 1st Action Date, these payments may still be processed.

Before June 5, 2023:

Cancel Existing Bill Payments.

1. Open the Register of the account you made the payment from.
2. Choose Company > Chart of Accounts.
3. Double-click the proper account.
4. In the register, locate the transaction to be canceled.
5. Click the transaction to be deleted.
6. Choose Edit > Cancel Payment.

On or after June 6, 2023:

Note: This section only applies if your institution will support Bill Payments initiated from within QuickBooks Windows after the system change.

Re-create Your Bill Payments.

If you need help re-creating payments, choose Help > QuickBooks Help. Search for Pay a Vendor Online and follow the instructions.