



QuickBooks for Windows Conversion Instructions

Direct Connect

Introduction

As St. Mary's Credit Union completes its system upgrade, 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 User ID and Password for Online Banking.

NOTE: As an additional security feature, you will be required to authorize the connection between our new Online Banking and QuickBooks.

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. These changes should take 15–30 minutes to complete. With the exception of Task #4, these steps will be performed within QuickBooks.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Upgrade Preparation

1. Back up 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.

IMPORTANT: 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.

IMPORTANT: If you are not using Classic Mode (Register Mode), enable it for the upgrade. You can change it back after the upgrade 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: Connect to **St. Mary's Credit Union - NEW** for a final download before **October 5, 2017**.

1. Choose **Banking menu > Bank Feeds > Bank Feeds Center**.
2. Choose **St. Mary's Credit Union - NEW** from the Financial Institution dropdown.
3. Click **Send/Receive**.
4. Enter credentials (if required) and click OK.
5. Repeat steps for each account.
6. 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 3: Disconnect Accounts at *St. Mary's Credit Union - NEW* on or after **October 10, 2017**

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 for each account to be disconnected.

Task 4: Authorize the Online Banking Connection with QuickBooks® on or after **October 10, 2017**

1. Log into St. Mary's Credit Union's **Online Banking** using your User ID and password.
2. Choose the **Banking Service Center** tab.
3. From the **Card and Online Services options**, choose **Quicken® / QuickBooks®**.
4. From the **Direct Connect Self-Enrollment**, choose **QuickBooks®**.
5. Click the **Enroll** button. You will receive confirmation that you are now authorized to access your accounts with personal financial management software.

Task 5: Reconnect Accounts to *St. Mary's Credit Union* on or after **October 10, 2017**

1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.
2. Enter, then select **St. Mary's Credit Union**. Click Next.
3. If prompted for connectivity type, select **Direct Connect**.
4. Link your bank accounts with the existing QuickBooks accounts and click **Connect**.

Task 6: 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.