



## QuickBooks Conversion Instructions – Web Connect

As **Achieve Financial Credit Union** completes its **NEW** online banking 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.

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!*

### Documentation and Procedures

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#### Task 1: Conversion Preparation

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##### *QuickBooks for Windows*

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**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

### QuickBooks for Mac

1. Backup your data file. For instructions to back up your data file, choose the **Help** menu **and use the Search bar available at the top**. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

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### Task 2: Disconnect Accounts at **Achieve Financial Credit Union** on or after **2-13-18**

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**IMPORTANT:** DO NOT perform this task on a Credit Union VISA credit card account. No action is needed.

### QuickBooks for Windows

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **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.

### QuickBooks for Mac

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

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**Task 3: Reconnect Accounts on or after 2-13-18**

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**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.

#### *QuickBooks for Windows*

1. Log into Achieve's *NEW* online banking service and select an account to view. Use the Search function to define the Start Date and End Date of transactions to view transactions.
2. Select the Export Transactions icon and download your QuickBooks Web Connect file.
3. Click **File > Utilities > Import > Web Connect Files**.
4. If prompted for connectivity type, select **Web Connect**.
5. Click the **Import new transactions now** radio button, then click **OK**.

**NOTE:** If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

6. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
7. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
8. Confirm the prompt by clicking **OK**.
9. Repeat steps for each account to be reconnected.

**IMPORTANT:** Verify that all transactions downloaded successfully into your account registers.

#### *QuickBooks for Mac*

1. Log into Achieve's *NEW* online banking service and select an account to view. Use the Search function to define the Start Date and End Date of transactions to view transactions.
2. Select the Export Transactions icon and download your QuickBooks Web Connect file.
3. Click **File > Import > From Web Connect**.
4. If prompted for connectivity type, select **Web Connect**.
5. 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.

6. Click **Continue**.
7. Click **OK** to any informational prompts.
8. Add or match all downloaded transactions in the **Downloaded Transactions** window.
9. Repeat steps for each account to be reconnected.

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**Task 4:** Re-enable Express Mode (if necessary) [QuickBooks for Windows](#)

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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.