QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2010-2013

Web Connect

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Introduction

As **Denver Community Credit Union** completes its system upgrade you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN.

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.

NOTE:

This update is time sensitive and can be completed on or after 1/23/2013.

Documentation and Procedures

Task 1: Conversion Preparation

- 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.
- 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.

Task 2: Connect to Denver Community Credit Union

- Log in to *Denver Community Credit Union's* web site at www.denvercommunity.coop. Download your transactions into QuickBooks.
- 2. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

Task 3: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4: Deactivate Your Account(s)

IMPORTANT: All transactions must be matched or added to the register prior to the deactivating of 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. 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 2 6 for each account at *Denver Community Credit Union*.

Task 5: Re-activate Your Account(s) at Denver Community Credit Union

- 1. Log in to *Denver Community Credit Union's* web site at *www.denvercommunity.coop*.
- 2. Download your transactions into QuickBooks.

IMPORTANT: To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

- 3. 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.
- 4. Click Continue.
- 5. Click **OK** to any informational prompts.
- Add or match all downloaded transactions in the **Downloaded Transactions** window.
- 7. Repeat steps 1 6 for each account at *Denver Community Credit Union*.

Thank you for making these important changes!