

Quicken for Mac Conversion Instructions



Quicken for Mac 2015-2016

Web Connect

Introduction

As **Mid-Atlantic FCU** completes its system conversion you will need to modify your Quicken 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 the **Mid-Atlantic FCU** website.

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 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select **Backing up data files**, and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select "Check for Updates," and follow the instructions.

Task 2: Deactivate Your Account(s) at **Mid-Atlantic FCU** on or after **06/07/17**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads**.
4. Repeat steps for each account at **Mid-Atlantic FCU**.

Task 3: Reactivate Your Account(s) at **Mid-Atlantic FCU** on or after **06/07/17**

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.
3. Select Set up transaction download.
4. Enter **Mid-Atlantic Fed CU-BB QB** in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Log in to **www.mafcu.org**. **Download** a file of your transactions to your computer.
6. 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.
7. Drag and drop the downloaded file into the box **Drop download file**.

NOTE: Select "Web Connect" for the "Connection Type" if prompted.

8. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link**" to pick your existing account.

IMPORTANT: Do **NOT** select "**ADD**" under the action column unless you intend to add a new account to Quicken.

9. Click **Finish**.
10. Repeat steps for each account you are reactivating in Quicken.

Thank you for making these important changes!

Quicken for Mac Conversion Instructions



Quicken for Mac 2007

Web Connect

Introduction

As *Mid-Atlantic FCU* completes its system conversion, you will need to modify your Quicken 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 the *Mid-Atlantic FCU* website.

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 4: Conversion Preparation

5. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select "**Backing Up Your Data**," and follow the instructions.
6. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select "**Checking for Updates to Quicken**," and follow the instructions.

Task 5: Deactivate Your Accounts at *Mid-Atlantic FCU* on or after **06/07/17**

7. Choose **Lists** menu > **Accounts**.
8. Select the account to deactivate and click **Edit**.
9. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
10. Remove the information within the **Account Number** and **Routing Number** fields.
11. Click **OK** to save your edits.

12. Repeat steps 2 – 5 for each account at **Mid-Atlantic FCU**.
13. Verify your account list does not display a blue online circle icon for the accounts you are deactivating.

Task 6: Reactivate Your Accounts at **Mid-Atlantic FCU** on or after **06/07/17**

14. Download your Quicken Web Connect file from www.mafcu.org.

IMPORTANT: Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, you may end up with duplicate transactions.

15. Import your transactions to Quicken.
16. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.
17. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.
18. Repeat steps for each account you are reactivating.
19. Choose **Lists** menu > Accounts. Verify each account at **Mid-Atlantic FCU** has a blue online circle indicating it has been reactivated for online services.

Thank you for making these important changes!

Quicken for Windows Conversion Instructions



Quicken for Windows 2013–2016

Web Connect

Introduction

As *Mid-Atlantic FCU* completes its system conversion, you will need to modify your Quicken 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 the *Mid-Atlantic FCU* website.

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 7: Conversion Preparation

20. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up Your Data** and follow the instructions.
21. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Update Software** and follow the instructions.

Task 8: Deactivate Accounts at *Mid-Atlantic FCU* on or after **06/07/17**

22. Choose **Tools** menu > **Account List**.
23. Click the **Edit** button of the account you want to deactivate.
24. In the **Account Details** dialog, click on the **Online Services** tab.
25. Click **Deactivate**. Follow the prompts to confirm the deactivation.
26. Click on the **General** tab.
27. Remove the financial institution name and account number. Click **OK** to close the window.

28. Repeat steps for each account you wish to deactivate.

Task 9: Reactivate Accounts at *Mid-Atlantic FCU* on or after *06/07/17*

1. Download your Quicken Web Connect file from www.mafcu.org

IMPORTANT: 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.

2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.

3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

IMPORTANT: Do **NOT** select **Create a new account unless you intend to add a new account to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click the **Cancel** button.

4. Repeat steps for each account you wish to reactivate in Quicken.

Thank you for making these important changes!

QuickBooks for Mac Conversion Instructions



QuickBooks for Mac

Web Connect

Introduction

As **Mid-Atlantic Fed CU-BB QB** 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 **User ID and Password** for the **Mid-Atlantic Fed CU-BB QB** websites.

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 10: Conversion Preparation

29. 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.
30. 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 11: Deactivate Your Account(s) at **Mid-Atlantic Fed CU-BB QB** on or after **06/07/17**

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

31. Choose **Lists** menu > **Chart of Accounts**.
32. Select the account you want to deactivate.
33. Choose **Edit** menu > **Edit Account**.

34. In the **Edit Account** window, click the **Online Settings** button.
35. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
36. Click **OK** for any dialog boxes that may appear with the deactivation.
37. Repeat steps 2 – 6 for each account at *Mid-Atlantic Fed CU-BB QB*.

Task 12: Re-activate Your Account(s) at *Mid-Atlantic Fed CU-BB QB* on or after *06/07/17*

1. Log in to www.mafcu.org 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.

2. Click **File > Import > From Web Connect**.
3. If prompted for connectivity type, select **Web Connect**.
4. 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.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps 1 – 7 for each account at *Mid-Atlantic Fed CU-BB QB*.

Thank you for making these important changes!

QuickBooks for Windows Conversion Instructions



QuickBooks Windows

Web Connect

Introduction

As *Mid-Atlantic Fed CU-BB QB* 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 **User ID and Password** for the *Mid-Atlantic Fed CU-BB QB* website.

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 13: Conversion Preparation

38. 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.
39. 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.

40. 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.

41. Enable Classic Mode (Register Mode).

42. 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.

Task 14: Deactivate Your Account(s) at *Mid-Atlantic Fed CU-BB QB* on or after *06/07/17*

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

43. Choose the **Lists menu > Chart of Accounts**.
44. Select the account you want to deactivate.
45. Click **Edit menu > Edit Account**.
46. Click on the **Bank Feed Settings** tab in the Edit Account window.
47. Select **Deactivate All Online Services** and click **Save & Close**.
48. Click **OK** for any dialog boxes that may appear with the deactivation.
49. Repeat steps 2 – 6 for each account at *Mid-Atlantic Fed CU-BB QB*.

Task 15: Re-activate Your Account(s) at *Mid-Atlantic Fed CU-BB QB* on or after *06/07/17*

50. Log in to www.mafcu.org and download your **QuickBooks Web Connect file**.
51. 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.

52. If prompted for connectivity type, select **Web Connect**.
53. 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.

54. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
55. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
56. Confirm the prompt by clicking **OK**.
57. Repeat steps 1 - 7 for each account that you previously disabled.

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

Task 16: 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!