Quicken for Mac Conversion Instructions

Quicken for Mac 2015

Direct Connect to 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: Re-activate 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

Direct Connect to 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.

This detour symbol indicates a Task for Bill Pay in Quicken. If you do not use Quicken to make online bill payments, skip the Task.

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 data files**," and follow the instructions.

6. 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 5: Cancel Outstanding Payments before *05/31/17*

If you are not a Bill Pay user in Quicken, skip this Task.

> **IMPORTANT:** This step must be completed before *05/31/17* to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after *05/31/17,* it is possible that these payments will still be processed.

7. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after *05/31/17*.

8. Choose **File** menu > **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.

> **NOTE:** You will use this list later to recreate your payments.

9. Click to select the first pending transaction in your account register. Choose **Online** menu > **Payments** > **Cancel Payment**. Quicken determines if there is enough time to cancel the payment:

10. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.

11. If there is enough time to cancel, then click **Put In Outbox** in the Cancel Payment dialog.

12. Repeat step 3 for each additional pending transaction.

13. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.

14. Click **Send Now**.

15. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.

16. Click **OK** to close the **Online Transmission Summary**.

17. Repeat steps for each account to be deactivated that is enabled for bill payment services.

Task 6: Deactivate Your Account(s) At *Mid-Atlantic FCU* on or after *06/07/17*

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18. Choose **Lists** menu > **Accounts**.

19. Select the account that you want to disable and click **Edit**.

20. Write down your account information (account number, routing number, and customer ID).

> **NOTE:** You will need this information to re-enable your account.

21. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.

22. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

23. Remove the information within the **Account Number** and **Routing Number** fields.

24. Click **OK** to save your edits.

25. Repeat steps 2 – 7 for each account at *Mid-Atlantic FCU*.

26. Verify that your account list does not display a blue online circle icon for any accounts at *Mid-Atlantic FCU.*

Task 7: Re-activate Your Account(s) at *Mid-Atlantic FCU* on or after *06/07/17*

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27. 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 process, you may end up with duplicate transactions.

28. Import your transactions to Quicken.

29. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.

30. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.

31. Repeat steps for each account you are reactivating.

32. 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 2013-2015

Direct Connect to 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.

This detour symbol indicates section instructions that are using bill pay in Quicken only. If you do **not** use Quicken to make online bill payments, you can skip these sections or steps.

Documentation and Procedures

Task 8: Conversion Preparation

33. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for *Backup Data File* and follow the instructions.

34. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for *Update Software* and follow the instructions.

Task 9: Cancel Outstanding Payments before *05/31/17*

If you are not a Bill Pay user in Quicken, skip this Task.

> **IMPORTANT:** This step must be completed by *05/31/17* to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after *05/31/17,* it is possible these payments will still be processed.

35. Choose **Tools** menu > **Online Center**.

36. Select *Mid-Atlantic FCU* from the **Financial Institution** drop-down list.

37. On the **Payments** tab, select an account from which a payment is scheduled in the future.

> **NOTE:** Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

38. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after *05/31/17.* To do this, select the first payee and click **Cancel Payment**.

39. Perform steps 3 & 4 for all payments scheduled for delivery on a date after *05/31/17*.

40. On the toolbar, choose **Repeating**.

41. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.

42. Repeat step 7 for each repeating payment instruction you have with your financial institution.

Task 10:   Deactivate Your Account(s) At *Mid-Atlantic FCU* on or after *06/07/17*

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43. Choose **Tools** menu > **Account List**.

44. Click the **Edit** button of the account you want to deactivate.

45. In the **Account Details** dialog, click on the **Online Services** tab.

46. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.

47. Click on the **General** tab.

48. Remove the financial institution name and account number. Click **OK** to close the window.

49. Repeat steps for each account you are deactivating.

50. Backup your data file.

Task 11:   Re-activate Your Account(s) at *Mid-Atlantic FCU* on or after *06/07/17*

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

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.

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

Thank you for making these important changes!