

QuickBooks for Windows Conversion Guide

QuickBooks for Windows 2011-2013
Web Connect

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Introduction

To use QuickBooks with the new UHCU Online Banking system, you need to modify your QuickBooks settings and transition your data. You will need your UHCU Online Banking **Username** and **Password** to complete this process.

It is important that you follow the guide exactly as outlined below. If you do not follow the guide, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Task 1: Conversion Preparation

1. Back up your data file.

Please note: For instructions to back up your data file, select **Help** menu > **QuickBooks Help**. Search for “Back Up” and follow the instructions.

2. Download the latest QuickBooks update.

Please note: For instructions to download an update, select **Help** menu > **QuickBooks Help**. Search for “Update QuickBooks”, select “Updating QuickBooks” or “Update QuickBooks” and follow the instructions.

3. Switch to Single User mode.

Please note: For instructions to switch to Single User mode, select **Help** menu > **QuickBooks Help**. Search for “Switch to Single User Mode” and follow the instructions. All instructions are written for Register mode configuration.

4. Enable Register mode.

Please note: For instructions regarding how to use Register mode, select **Help** menu > **QuickBooks Help**. Search for “Online Banking Modes”, scroll down until you locate Register mode and follow the instructions.

Task 2: Deactivate Your Account(s) at United Heritage Credit Union

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

1. Select the **Lists** menu > **Chart of Accounts**.
2. Left click the account you want to deactivate.



United Heritage Credit Union

3. Select "Edit" on the menu > select "Edit Account".
4. In the **Edit Account** window, select the **Online Services** tab.
5. Select "Deactivate All Online Services" > select "Save & Close".
6. Select "OK".

Please note: Repeat steps for each account you have with United Heritage Credit Union.

Task 3: Re-activate Your Account(s) at United Heritage Credit Union

1. Sign in to UHCU Online Banking at uhcu.org.
2. Download and import your transactions into QuickBooks.

Please note: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.

3. In QuickBooks, select the "Import new transactions now" radio button > select "OK".

Please note: If you previously removed the "Always give me the option of saving to a file..." option, this prompt will not display.

4. In **Select Bank Account**, select "Use an existing QuickBooks account" radio button.
5. Select "OK".
6. Verify that all transactions downloaded successfully into your account registers.

Please note: Repeat steps for each account that you previously disabled.

Task 4: Re-enable Side by Side Mode (if necessary)

Please note: If you use the Side by Side mode for Online Banking, follow the steps below to enable it again. If you prefer Register mode, you are finished with your conversion.

1. Enable Side by Side mode.

Please note: For instructions to enable Side by Side mode, choose **Help** menu > **QuickBooks Help**.

2. Search for "Online Banking Modes", select "Online Banking Modes overview" and follow the instructions.