

QuickBooks for Mac Conversion Instructions



QuickBooks Mac

Direct Connect to Web Connect

Introduction

As *Mid Oregon Federal Credit Union* 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 login credentials for Direct Connect and/or online banking.

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

Task 1: Conversion Preparation

1. **Back up your data file.** For instructions to back up your data file, choose 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.

Task 2: **Optional task** - Complete a final download before **04/10/2020**

1. **Choose Banking menu > Downloaded Transactions.**
2. **Choose *Mid Oregon Federal Credit Union* from the Financial Institution drop-down menu.**
3. **Click Download.**
4. **Enter credentials (if required) and click OK.**
5. **Repeat steps for each account.**

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: Disconnect Accounts in QuickBooks on or after 04/10/2020

NOTE: 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 Online Settings.
5. In the Online Account Information window, choose Not Enabled from the Download Transactions 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.

Task 5: Reconnect Accounts to Mid Oregon Federal Credit Union NEW on or after 04/14/2020

1. Log in to <https://www.midoregon.com/index.shtml> and download your QuickBooks Web Connect File.

NOTE: 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 for each account to be reconnected.