

QuickBooks for Windows Conversion Instructions



QuickBooks for Windows

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.

Documentation and Procedures

Task 1: Conversion Preparation

1. **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.
2. **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.

3. **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.

4. **Enable Classic Mode (Register Mode).**
5. **For instructions to enable Classic Mode (Register Mode),** choose Help menu > QuickBooks Help. Search for Banking Feed Modes, then select Bank Feed Modes overview, and follow the instructions.

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

1. Choose Banking menu > Bank Feeds > Bank Feeds Center.
2. Choose *Mid Oregon Federal Credit Union* from the Financial Institution dropdown.
3. Click Send/Receive.
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 Help menu > QuickBooks Help. Search for Matching Transactions and follow the instructions.

Task 4: Deactivate accounts in QuickBooks on or after **04/10/2020**

NOTE: All transactions must be matched or added to the register prior to deactivating 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. Click on the Bank Feed Settings tab in the Edit Account window.
5. Select Deactivate All Online Services and click Save & Close.
6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 - 6 for each account at *Mid Oregon Federal Credit Union_DC*
8. Backup your data file.

Task 5: Reactivate your account at *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.
2. 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.

3. If prompted for connectivity type, select Web Connect.

4. Link your bank account with the existing QuickBooks account and click Continue.

Task 6: 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!