

QuickBooks for Windows Conversion Instructions

QuickBooks for Windows

Direct Connect

Introduction

Because we have changed our name to **Desert Financial Credit Union**, you may need to modify your Quicken/QuickBooks settings. If you have an active online banking account but haven't logged into Quicken or QuickBooks since **May 22nd, 2017**, please follow the instructions below; you will need your online banking login and password.

It is important that you follow these instructions as they are described and in the order that they appear. If you do not, your Quicken/QuickBooks service may stop functioning properly. This conversion will take you about 15–30 minutes to complete.



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

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.

IMPORTANT: 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.

IMPORTANT: If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Register Mode. (Classic Mode in QuickBooks 2014 and newer).
5. For instructions to enable register mode, choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Task 2: Cancel Outstanding Payments



If you are **not** a bill pay user within QuickBooks, please skip this section.

1. Open the **Register** of the account you made the payment from.
 - a. Click **Company > Chart of Accounts**.
 - b. **Double-click** the account to use.
2. In the register, locate the transaction you want to cancel.
3. Click the transaction to select it.
4. Go to **Edit** menu and then click **Cancel Payment**.
5. The cancellation appears in the **Items to Send** list of the **Online Banking Center (Bank Feeds Center)**. When you send and receive transactions, it is sent to the financial institution.

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 Your Account(s) at *Desert Schools Federal Credit Union*

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 **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks 2014 and newer.
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 *Desert Schools Federal Credit Union*.

Task 5: Re-activate Your Account(s) at *Desert Financial Credit Union*

1. If **QuickBooks 2013** choose **Banking** menu > **Online Banking Center**.
If **QuickBooks 2014** or newer choose **Banking** menu > **Bank Feeds > Bank Feeds Center**.
2. Choose *Desert Financial Credit Union* and click **Next**.

- a. If you do not see Desert Financial Credit Union in the list that comes back or if you get an error that the institution cannot be found, follow this link, <https://community.intuit.com/articles/1578692-error-olsu-1024-or-olsu-1022-when-creating-an-account-for-bank-feeds>. Once on the webpage, complete the Solutions steps and try again.

3. If prompted for connectivity type, select **Direct Connect**.
4. Link your bank account with the existing QuickBooks account and click **Connect**.
5. Repeat steps 1 – 5 for all accounts at ***Desert Financial Credit Union***.

Task 6: Re-enable Side by Side Mode (if necessary)

NOTE: If you prefer register mode, you are finished with your conversion. If you use the Side by Side mode (Express Mode in QuickBooks 2014 and newer) for online banking, you may now re-enable the mode.

For instructions to enable Side by Side mode (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!