

# QuickBooks for Windows Conversion Instructions

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## QuickBooks for Windows

### Direct Connect

## Introduction

**JSC FCU** has completed a system conversion. You will need to modify your QuickBooks settings to a 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 **JSC FCU** website.

**NOTE:** Direct Connect may require registration. Please contact **JSC FCU** to verify your Direct Connect login information.

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 within QuickBooks only. If you do **not** use QuickBooks to make online bill payments, you can skip these sections or steps.

## Documentation and Procedures

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### Task 1: Conversion Preparation

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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 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.

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**Task 2:** Deactivate Your Account(s) at **JSC FCU** on or after **7/21/2016**

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**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 **JSC FCU**.
8. Backup your data file.

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**Task 3:** Re-activate Your Account(s) at **JSC FCU - New** on or after **7/21/2016**

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1. Choose **Banking menu > Bank Feeds > Set Up Bank Feed for an Account**.
2. Choose **JSC FCU - New** and click **Next**.
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 **JSC FCU - New**.

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**Task 4:** Re-enable Express Mode (if necessary)

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**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.

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**Task 5:** Recreate Online Payments

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1. If you do **not** use bill pay within QuickBooks, your conversion is complete. If you use online bill payments from within QuickBooks, you will now want to recreate your online bill payments.
2. For assistance in recreating payments, choose **Help menu > QuickBooks Help**. Search for **Pay A Vendor Online** and follow the instructions.

*Thank you for making these important changes!*