

QuickBooks Desktop Conversion Instructions

Introduction

As Georgia United Credit Union prepares to upgrade your Online & Mobile Banking experience, 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.

Thank you for making these important changes!

To navigate this document, just click the link below that matches your product and connectivity:

- [QuickBooks Windows Web Connect](#)
- [QuickBooks Mac Web Connect](#)

QuickBooks for Windows

Web Connect

Documentation and Procedures

Task 1: Conversion Preparation - Before **October 14, 2022**

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
 2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)
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Task 2: Deactivate accounts connected to **Georgia United Credit Union** on or after **October 18, 2022**

1. Choose the **Lists** menu > **Chart of Accounts**.
 2. Right-click the first account you want to deactivate and choose **Edit Account**.
 3. Click the **Bank Feeds Settings** tab in the Edit Account window.
 4. Select **Deactivate All Online Services** and click **Save & Close**.
 5. Click **OK** for any alerts or messages that may appear with the deactivation.
 6. Repeat steps for any additional accounts that you need to deactivate.
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Task 3: Reconnect accounts to **Georgia United Credit Union** on or after **October 18, 2022**

1. Log in to Georgia United Credit Union's online banking site and download your transactions to a QuickBooks (.qbo) file.

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

2. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to **import**.
3. In the **Select Bank Account** dialog select **Use an existing QuickBooks account**.

Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.

4. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.

QuickBooks for Mac

Web Connect

Documentation and Procedures

Task 1: Conversion Preparation - Before **October 14, 2022**

1. Backup your QuickBooks Mac data file & update the application.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.
 - c. Accept all new transactions into the appropriate registers. (required)

Task 2: Deactivate accounts connected to **Georgia United Credit Union** on or after **October 18, 2022**

1. Choose **Lists > Chart of Accounts**.
2. Select the account you would like to deactivate and choose **Edit > Edit Account**.
3. Select **Online Settings** in the Edit Account window.
4. In the Online Account Information window, choose **Not Enabled** from the Download Transactions list and click **Save**.
5. Click **OK** for any dialog boxes that may appear with the deactivation.
6. Repeat steps for any additional accounts that apply.

Task 3: Reconnect accounts to **Georgia United Credit Union** on or after **October 18, 2022**

1. Log in to Georgia United Credit Union's online banking site and download your transactions into a QuickBooks (.qbo) file.

Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

2. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
3. In the **Account Association** window, click **Select an Account** to choose the appropriate existing account register.

Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.

4. Click **Continue** and **OK** for any dialog boxes that require action.