

# QuickBooks for Mac Conversion Instructions

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*QuickBooks for Mac 2011–2013*

*Web Connect*

## Table of Contents

**TABLE OF CONTENTS .....1**

**INTRODUCTION .....2**

**DOCUMENTATION AND PROCEDURES .....2**

    Task 1: Conversion Preparation.....2

    Task 2: Deactivate Your Account(s) .....2

    Task 3: Re-activate Your Account(s) .....3



## Introduction

As Zia Credit Union completes its online banking system conversion to, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your login credentials for Zia Credit Union's online banking.

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.

**NOTE:** This update is time sensitive and can be completed on or after July 29, 2014.

## 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 the **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.

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### Task 2: Deactivate Your Account(s)

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**IMPORTANT:** 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 the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at Zia Credit Union.

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### **Task 3: Re-activate Your Account(s)**

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1. Log in to Zia Credit Union's online banking via [www.ziacu.org](http://www.ziacu.org).
2. Download and import your transactions into QuickBooks.

**IMPORTANT:** To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

3. 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.
4. Click **Continue**.
5. Click **OK** to any informational prompts.
6. Add or match all downloaded transactions in the **Downloaded Transactions** window.
7. Repeat steps 1 – 6 for each account at Zia Credit Union.

***Thank you for making these important changes!***