

QuickBooks for Mac Conversion Instructions

Web Connect to Direct Connect

Introduction

As **Redstone 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 online banking and/or Direct Connect.

NOTE: Direct Connect may require registration. Use your Redstone business online banking credentials to log in. **Please note, your username will be a combination of your Redstone customer ID and user ID without any spaces.** Your password will be the same as your business online banking password.

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.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. Go to **File**, then select **Back Up** and choose a location to save your QuickBooks file.
2. Download the latest QuickBooks Update. Go to **QuickBooks** (left of **File** on top bar) and select **Check for QuickBooks Updates**.

Task 2: 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 the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

Task 3: Disconnect Accounts in QuickBooks on or after *March 3rd, 2020*

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 **Online Settings**.
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.
7. Repeat steps for each account to be disconnected.

Task 4: Reconnect Accounts to Redstone Federal Credit Union-BB on or after *March 3rd, 2020*

1. Choose **Banking** menu > **Online Banking Setup**.
2. Enter **Redstone Federal Credit Union** in the search field, then select **Redstone Federal Credit Union-BB**. Click **Next**.
3. Follow the instructions in the wizard. If prompted for connectivity type, select Direct Connect.
4. The Online Banking Assistant window displays during setup. Select "Yes, my account has been activated for QuickBooks online services," then click **Next**.
5. Enter credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click Select an Account to choose the appropriate existing account register.

IMPORTANT: Do **NOT** select "**New**" under the action column.

7. Click **Next**, then **Done**.
8. Add or match all downloaded transactions in the **Downloaded Transactions** window.