



Quicken and QuickBooks Win/MAC Conversion Instructions

After First Community Credit Union completes its **Online Banking Upgrade on September 17, 2014**, you will need to modify your Quicken and QuickBooks settings to ensure the smooth transition of your data. With the conversion we are updating our name with Intuit from **Oregon First Community Credit Union**, to **First Community CU of Oregon**. To complete these instructions, you will need your User Name and Password to login to the First Community Credit Union Online Banking website.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may not function properly. This should take 15–30 minutes.

NOTE: This update is time sensitive and can be completed on or after **September 17, 2014**. **Do NOT make any updates prior to September 17, 2014.**

Quicken for Windows 2011–2014- Web Connect

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up Your Data** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Checking for Updates to Quicken** and follow the instructions.

Task 2: Connect to *First Community Credit Union*

3. Log in to www.myfirstccu.org. Download your transactions into Quicken.
4. Once the transactions are downloaded, accept all transactions into your Quicken account register.
5. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) At *Oregon First Community Credit Union*

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** or **Edit Details** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.

NOTE:

The name of the buttons referenced above may vary depending on the services and the version of Quicken you are using.

5. Click on the **General** or **General Information** tab. Remove the **Account Number**.
6. Remove the name of the **Financial Institution**. Click **OK** to close the window.
7. Repeat steps 2–6 for each account at **Oregon First Community Credit Union**.

Task 4: Re-activate Your Account(s) at *First Community CU of Oregon*

1. Log in to www.myfirstccu.org.
2. Download and import your transactions to Quicken.
3. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** to an existing account or **Use an Existing** Quicken account and select the matching account in the drop-down menu.

IMPORTANT: Do **NOT** select **Create a new account** or **Create a new Quicken account**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click the **Cancel** button.

4. Repeat steps 2 – 3 for all of your accounts

Quicken for Mac 2006-2007- Web Connect

Task 5: Conversion Preparation

5. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select **"Backing Up Your Data,"** and follow the instructions.
6. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select **"Checking for Updates to Quicken,"** and follow the instructions.

Task 6: Connect to *First Community Credit Union*

7. Choose **Online** menu > **Download Transactions**.
8. Select your account from the drop-down list.
9. Click **Download** to access www.myfirstccu.org
10. Enter your **User Name** and **Password** to login to Online Banking. Download your transactions through **September 17, 2014** into Quicken.
11. Repeat the download process for each account you have at ***First Community Credit Union*** (such as checking, savings, credit cards and loans).
12. Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

Task 7: Deactivate Your Account(s) At *Oregon First Community Credit Union*

13. Choose **Lists** menu > **Accounts**.

14. Select the account that you want to disable and click **Edit**.
15. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
16. Remove the information within the **Account Number** and **Routing Number** fields.
17. Click **OK** to save your edits.
18. Repeat steps 2 – 5 for each account at ***Oregon First Community Credit Union***.
19. Verify that your account list does not display a blue online circle icon for any accounts at ***Oregon First Community Credit Union***.

Task 8: Re-activate Your Account(s) at *First Community CU of Oregon*

20. Log into the www.myfirstccu.org.
21. Download and import your transactions to Quicken.
22. Click the **Use an existing account** radio button.
23. Select the corresponding existing Quicken account in the drop-down list and click **OK**.
24. Repeat steps 3-4 for all accounts at ***First Community CU of Oregon***.
25. Choose **Lists** menu > Accounts. Verify that each account at ***First Community CU of Oregon*** has a blue online circle indicating that it has been reactivated for online services

QuickBooks Windows 2012-2014- Web Connect

Task 9: Conversion Preparation

26. 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.
27. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.
28. 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: All instructions will be written for Register Mode configuration.

29. Enable Register Mode. For instructions to enable Register Mode, choose **Help** menu > **QuickBooks Help**. Search for **Online Banking Modes**, select **Online Banking Modes overview**, scroll down, and follow the instructions.

Task 10: Connect to *First Community Credit Union*

30. Log in to www.myfirstccu.org. Download and import your transactions into QuickBooks.
31. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

Task 11: Match Downloaded Transactions

1. Choose the **Banking** menu →click **Online Banking** → click **Online Banking Center**.
2. Click the **Financial Institution** drop-down arrow and choose ***Oregon First Community Credit Union***.
3. Go to the **Items Received** list and click the electronic statement you want to see to select it.
4. Click the **View** button.
5. Click the transaction in the electronic statement (at the bottom of the window) that you want to match to a transaction in the register.
6. Click the transaction in the register (at the top of the window) to match to.
7. Click the **Match** button.

Repeat steps 5 – 7 for each transaction.

If you need assistance matching transactions, choose **Help menu >> QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 12: Deactivate Your Account(s) at ***Oregon First Community Credit Union***

IMPORTANT: All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose the **Lists** menu → **Chart of Accounts**.
2. Left click the account you want to deactivate.
3. Click **Edit** on the menu →click **Edit Account**.
4. Click on the **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks 2014.
5. Select **Deactivate All Online Services** → click **Save & Close**.
6. Click **OK** for any messages
7. Repeat steps 2 – 6 for each account at ***Oregon First Community Credit Union***.

Task 13: Re-activate Your Account(s) at ***First Community CU of Oregon***

1. Log in to ***www.myfirstccu.org***.
2. Download and import your transactions into QuickBooks.

IMPORTANT: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a “from” date that does not include records previously downloaded.

3. If prompted, click the **Import new transactions now** radio button, then click **OK**.

NOTE:

If you previously removed the check from the “Always give me the option of saving to a file...” option, then this dialog will not display.

4. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account radio button.
5. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
6. Confirm the prompt by clicking **OK**.
7. Repeat steps 1 through 5 for each account that you previously disabled.

NOTE:

Verify that all transactions downloaded successfully into your account registers.

Task 14: 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 for online banking, you may now re-enable the mode. Now known as **Express Mode** under Bank Feeds Center in QuickBooks **2014**

1. For instructions to enable Side by Side mode, choose **Help** menu > > **QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview**, scroll down, and follow the instructions.
2. For QuickBooks 2014, locate **Bank Feeds** within **Checking Company Preferences** found in the **Edit** menu > **Preferences**.

QuickBooks for Mac 2012–2014- Web Connect

Task 1: Conversion Preparation

3. 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.
4. 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.

Task 2: Connect to *Oregon First Community Credit Union*

5. Log in to ***www.myfirstccu.org***. Download your transactions into QuickBooks.
6. Repeat this step for each account (such as checking, savings, and credit cards) that you use for online banking.

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 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.

Task 4: Deactivate Your Account(s) at *Oregon First Community Credit Union*

IMPORTANT: All transactions must be matched or added to the register prior to the deactivating of your account(s).

7. Choose **Lists** menu > **Chart of Accounts**.
8. Select the account you want to deactivate.
9. Choose **Edit** menu > **Edit Account**.
10. In the **Edit Account** window, click the **Online Settings** button.
11. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
12. Click **OK** for any dialog boxes that may appear with the deactivation.
13. Repeat steps 2 – 6 for each account at *Oregon First Community Credit Union*.

Task 5: Re-activate Your Account(s) at *First Community CU of Oregon*

14. Log in to *www.myfirstccu.org*.
15. 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.

16. 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.
17. Click **Continue**.
18. Click **OK** to any informational prompts.
19. Add or match all downloaded transactions in the **Downloaded Transactions** window.

Repeat steps 1 – 6 for each account at *First Community CU of Oregon*