



# QuickBooks for Mac Conversion Instructions

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*QuickBooks for Mac 2011–2013*

*Direct Connect*

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## Introduction

As **KU, ConocoPhillips and 66 Federal Credit Union** completes its system conversion to **Truity Credit Union**, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your User ID and Password for your current **KU, ConocoPhillips or 66 Federal 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 stop functioning properly. This conversion should take 15–30 minutes.

**NOTE:** This update is time sensitive and can be completed on or after **10/23/2013**

## 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 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: Connect to KU, ConocoPhillips, or 66 Federal Credit Union

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1. Choose **Banking** menu > **Downloaded Transactions**.
2. Choose **KU, ConocoPhillips or 66 Federal Credit Union** from the **Financial Institution** dropdown.
3. Click **Download**.
4. Enter credentials (if required) and click **OK**.
5. Repeat steps 1 – 4 for each account with **Truity Credit Union**.

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### Task 3: Match Downloaded Transactions

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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.

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#### Task 4: 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 Transactions** 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 **KU, ConocoPhillips or 66 Federal Credit Union**.

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#### Task 5: Re-activate Your Account(s) at Truity Credit Union

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1. Choose **Banking** menu > **Online Banking Setup**.
2. Select **Truity Credit Union** from the **Financial Institution** list and 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 connect to the appropriate existing account register.
7. Click **Next**.
8. Click **Done**.

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