

QuickBooks® Business Accounting Software 2006–2007 for Mac® Consumers Credit Union Account Conversion Instructions



It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 15 minutes.

Note: In the following screen shots, red icon numbers match step number instructions. All bank and register information is fictitious and for illustration only.



Within this guide, this symbol displays to indicate any optional instructions.

A.

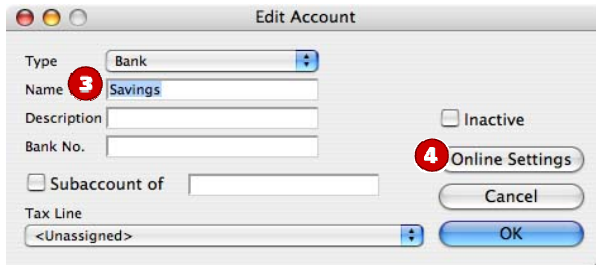
BACK UP YOUR CURRENT DATA

1. Choose File menu → Back Up. Then choose whether to save the backup to a disk or to your Mac.
2. Follow the on-screen instructions to complete the backup method you choose.

B.

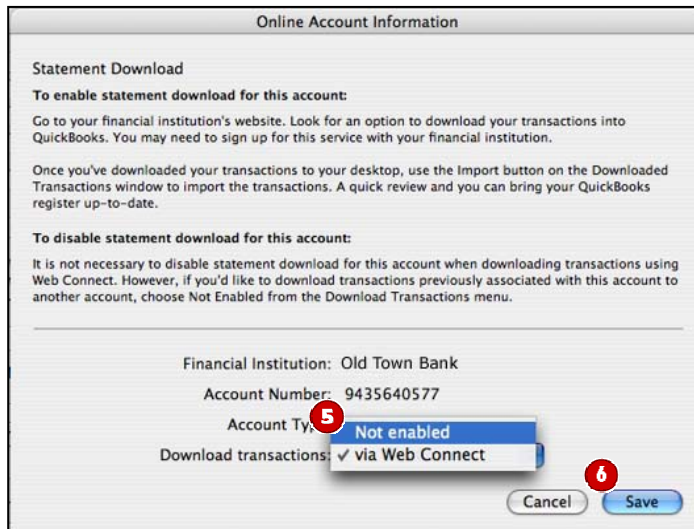
DISABLE YOUR ACCOUNTS WITH Consumers Credit Union

1. Choose Lists menu → Chart of Accounts.
2. Select the account to disable in the Chart of Accounts list, and choose Edit menu → Edit Accounts.



The screenshot shows the 'Edit Account' dialog box. The 'Name' field contains 'Savings' and is highlighted with a red circle and the number 3. The 'Online Settings' button is highlighted with a red circle and the number 4. Other fields include 'Type' (Bank), 'Description', 'Bank No.', 'Subaccount of', and 'Tax Line' (<Unassigned>). There are 'Cancel' and 'OK' buttons at the bottom right.

3. If necessary, edit the Name of the account in the Edit Account dialog.
4. Click the Online Settings button.



The screenshot shows the 'Online Account Information' dialog box. The 'Download transactions' drop-down menu is open, showing 'Not enabled' selected, highlighted with a red circle and the number 5. The 'Save' button is highlighted with a red circle and the number 6. Other information includes 'Financial Institution: Old Town Bank', 'Account Number: 9435640577', and 'Account Ty:'. There are 'Cancel' and 'Save' buttons at the bottom right.

5. Select Not enabled from the Download transactions drop-down list.
6. Click Save.

Repeat steps 2 through 6 for each Consumers Credit Union account from which you download transactions.

C.

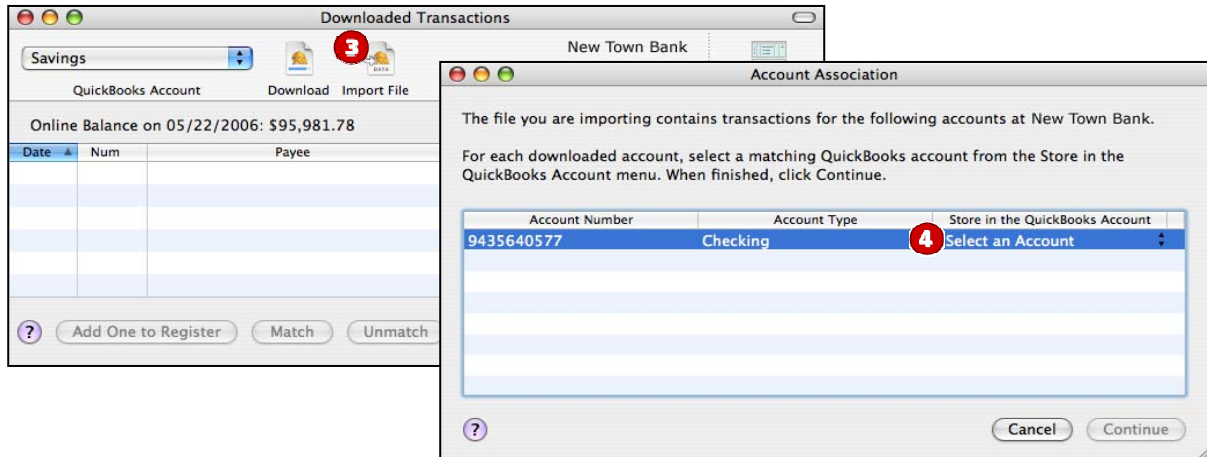
ENABLE YOUR ACCOUNTS WITH Consumers Credit Union

Download to
QuickBooks

1. Enabling your account with Consumers Credit Union is as easy as downloading from the Web site. Log in to Consumers Credit Union's Web site: <https://www.conumerscu.org>. Click on your account under Transaction History and then click Advanced History. Download and save your Web Connect file (.QBO file extension) to your Mac.

Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded from Consumers Credit Union.

2. In QuickBooks, choose Banking menu → Downloaded Transactions. Click OK if any informational prompts display.
3. In the Downloaded Transactions dialog, click Import File to import the account information contained in the Web Connect file that you saved. Select the Web Connect file, and click Open.



4. The Account Association dialog displays during setup only. Click Select an Account to choose to map the online account to an existing account register. Then click Continue.

5. Click OK to any informational prompts.

Repeat steps 1 through 5 for each account that you previously disabled.

6. Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

Additionally, you may also contact us at 800-991-2221. A customer service representative will be available to assist you from 8:00A.M. to 7:00P.M. Mon-Fri. You may also visit the Consumers Credit Union Web site at <https://www.conumerscu.org> or refer to: <http://www.quickbooks.com/support/>.