

# QuickBooks® Business Accounting Software 2004–2006 for Windows® 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.

In this document, QuickBooks 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.



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

## A.

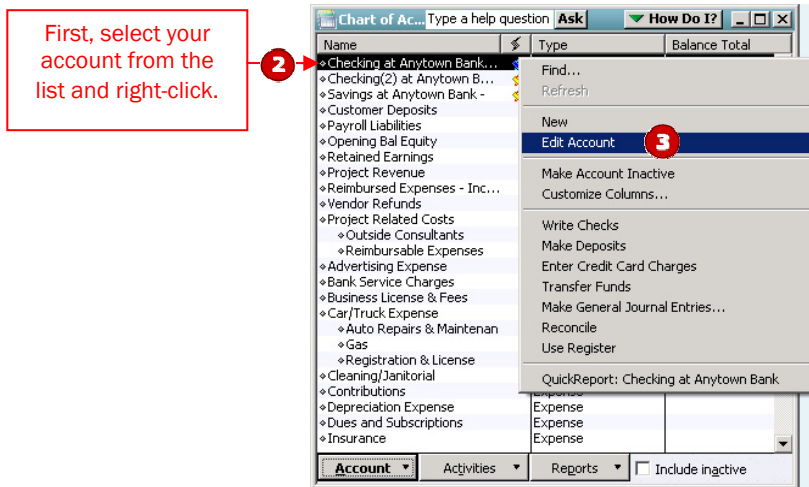
### BACK UP YOUR CURRENT DATA

1. Choose File menu → Back Up.
2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click OK.

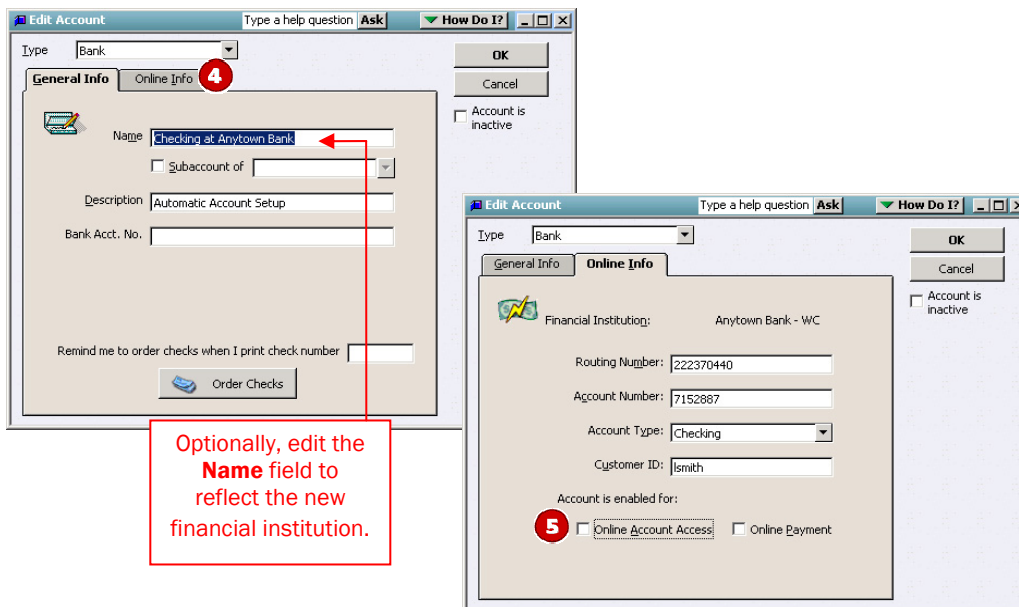
## B.

## DISABLE YOUR ACCOUNTS WITH Consumers Credit Union

1. Choose Lists menu → Chart of Accounts.
2. Right-click your first **Consumers Credit Union** account.
3. *QuickBooks 2005–2006 customers:* select Edit Account from the pop-up menu.  
*QuickBooks 2004 customers:* select Edit from the pop-up menu.



4. In the Edit Account window, click the Online Info tab.



5. Deselect the Online Account Access checkbox. Click OK.
6. Click OK again to the warning prompt.

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

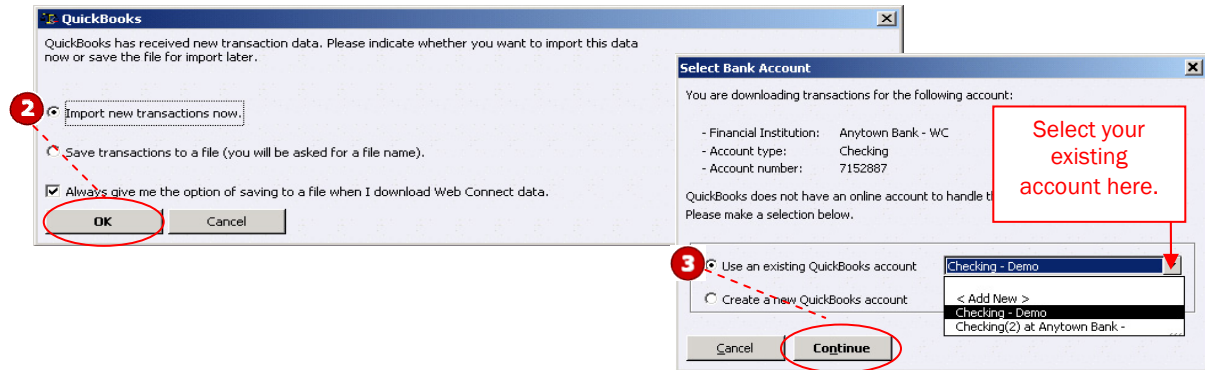
# C.

## ENABLE YOUR ACCOUNTS WITH Consumers Credit Union

Download to  
QuickBooks

1. Log in to Consumers Credit Union's Web site: <https://www.consumerscu.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 PC.

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, 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.

3. In the Select Bank Account dialog, click the Use an existing QuickBooks account radio button. In the corresponding drop-down list, select the QuickBooks account that you used for Consumers Credit Union. Click Continue.

Note: You only need to select the account for this first download. Future downloads apply to this account automatically.

4. Confirm the prompt by clicking OK.

Repeat steps 1 through 4 for each account that you previously disabled.

5. 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/>.