

# Quicken for Mac 2007 Conversion Instructions



*Direct Connect to Web Connect*

## Introduction

As **Utah Community Credit Union** completes its system upgrade, you will need to modify your Quicken 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 User ID and Password for each Financial Institution.

**NOTE:** **Direct Connect** may require registration. Please contact **UCCU** to verify your Direct Connect login information. **Web Connect** uses the same User ID and Password as the **UCCU** website.

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!*



This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken**. If you do **not** use Quicken to make online bill payments, skip that Task.

## 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 > **Search**. Search for **Backing Up**, select “**Backing up data files**,” and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select “Check for Updates,” and follow the instructions.

### Task 2: Connect to UCCU for a final download before **March 31, 2017**

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1. Choose **Online** menu > **Download Transactions**.
2. Select your account from the drop-down list.
3. Click **Download**.
4. Enter your **PIN** and click **OK**.
5. If new transactions display in the **Download Transactions** dialog, then accept them in your Quicken account register.

### Task 3: Cancel Outstanding Payments before **March 31, 2017**

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If you are **not** a Bill Pay user within Quicken, skip this Task.

**IMPORTANT:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after **March 31, 2017**, these payments may still be processed.

1. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after **March 31, 2017**.
2. Choose **File** menu > **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.

**NOTE:** You will use this list later to recreate your payments.

3. Click to select the first pending transaction in your account register. Choose **Online** menu > **Payments** > **Cancel Payment**. Quicken determines if there is enough time to cancel the payment:
4. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.

5. If there is enough time to cancel, then click **Put In Outbox** in the Cancel Payment dialog.
6. Repeat step 3 for each additional pending transaction.
7. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.
8. Click **Send Now**.
9. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.
10. Click **OK** to close the **Online Transmission Summary**.
11. Repeat steps for each account to be deactivated that is enabled for bill payment services.

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**Task 4:** Disconnect Accounts At **UCCU** on or after **April 3, 2017**

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1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. Write down your account information (account number, routing number, and customer ID).

**NOTE:** You will need this information to re-enable your account.

4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.
5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
6. Remove the information within the **Account Number** and **Routing Number** fields.
7. Click **OK** to save your edits.
8. Repeat steps for each account to be disconnected.
9. Verify that your account list does not display a blue online circle icon for any accounts at **UCCU**.

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**Task 5: Reconnect Accounts to UCCU on or after April 3, 2017**

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1. Download your Quicken Web Connect file from **your UCCU account > Account tab > Downloads.**

**NOTE:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Import your transactions to Quicken.
3. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account.**
4. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK.**
5. Repeat steps for each account to be reconnected.
6. Choose **Lists** menu > Accounts. Verify each account at **UCCU** has a blue online circle indicating it has been reconnected for online services.