

Quickbook (Windows) Guide

Step 1: Match Downloaded Transactions

- If new transactions were received from your connections, accept all new transactions on the **Transactions > Banking** page. Simply check off all the New/Matched transactions and click **Batch Action** to “**Accept Selected**”.
- If you need assistance matching transactions, choose **Help menu > Search for Matching Transactions** and follow the instructions.


Step 2: Deactivate Your Account(s) at UCCU

1. Create a backup of your Quicken accounts and update.
 - 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
 - Download the latest Quickbooks update. For Instructions to download an update, choose **Help Menu > Quickbooks Help**. Search for **Update QuickBooks**, then select **Update Quickbooks** and follow the instructions.
2. Deactivate each UCCU account.
 - Choose **Lists menu > Chart of Accounts**.
 - Click on the account you'd like to disconnect.
 - Choose **Edit Menu > Edit Account**.
 - Click on the **Bank Feed Settings** tab in the **Edit Account** window.
 - Select **Deactivate All Online Services** and click **Save & Close**.
 - Click **OK** for any dialog boxes that may appear with the deactivation.
 - Repeat steps for each account at UCCU

Step 3: Import Transaction(s) From UCCU

1. Download an account history from UCCU Online Banking.
 - Navigate to www.uccu.com through your browser
 - Enter your Login ID and click **Login**
 - Enter your password and click **Submit**
 - Select the account tile for the account you would like to download transactions for Quickbooks
 - Click **Filters** to edit the date range for transactions
 - Click the dropdown button for **Time Period** and click on **Custom Date**

Most connectivity problems can be resolved by following the detailed instructions above. If you need further assistance, you can contact Intuit directly at 1 (800) 446-8848. Another option is to schedule a call with a UCCU representative for assistance at (801) 223-8188.

- Enter date range for desired transactions.
- Click **Apply Filters**
- Click the **Download** button that looks like an arrow pointing down 
- Select **Quickbooks (qbo)** as the download type
- Save the file where you can find it if you have the option, or find where the file was saved so you can access it in later steps (If importing several account histories, edit the file names so you can identify what accounts they are for.)

2. Import file into QuickBooks

- Click **File**
- Click **Import**
- Select **Web Connect File.**
- Select the previously saved **.qbo** file
- Click Link to **Existing Account** and select the existing account name in the dropdown menu that follows
- Click **Continue**

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