



QuickBooks for Mac Conversion Instructions

Web Connect

Introduction

As **Highmark Credit Union** completes its system conversion, you will need to modify your QuickBooks 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 Highmark Credit Union.**

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!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **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.

Task 2: Connect to Highmark Credit Union for a final download no later than 10/27/17.

1. Log in to online banking at www.HighmarkFCU.com and download your QuickBooks Web Connect File.
2. Click **File > Import > From Web Connect**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

Task 3: Match Downloaded Transactions

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.

NOTE: All transactions must be matched or added to the register prior disconnecting your accounts.

Task 4: Disconnect Accounts at Highmark Credit Union previous Online Banking on or after 11/01/2017.

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 Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 5: Reconnect Accounts to Highmark Credit Union new Online Banking on or after 11/01/17. Your username and password will change. Please refer to Highmark Credit Union [**conversion newsletter for details**](#).

1. Log in to and download your QuickBooks Web Connect File.

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. Click File > Import > From Web Connect.
3. If prompted for connectivity type, select Web Connect.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

IMPORTANT: Do NOT select "New" under the action column.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.

QuickBooks Online Edition Conversion Instructions



QuickBooks Online Edition (QBO V78)

Introduction

As Highmark Credit Union completes its system conversion, you will need to modify your QuickBooks Online Edition 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 Highmark Credit Union online banking.

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.

Documentation and Procedures

Conversion – Information only

QuickBooks Online data is stored on Intuit servers in the cloud. Since we update your records with every change, we cannot restore your file to a previous point in time.

QuickBooks Online automatically updates your selected version so you are always on the latest release.

Note: QuickBooks Online edition connectivity services may be interrupted for up to 3-5 business days after the conversion is complete.

Task 1: Connect to **Highmark Credit Union** for a final download by **10.27.17**.

NOTE: Please skip to page 4 if you **Manually Import Transactions**.

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **Highmark Credit Union** and click **Find**.
4. Click the link for **Highmark Credit Union**.
5. Type your **User Id** and **Password** and click **Log In**.
6. If the bank requires extra information, enter it to continue.

7. Choose an **account type** for each account you're connecting.
8. Click **Connect** to download up to 90 days of transactions.

Note: If you need a shorter date range, click **Need a shorter date range?** at the top and choose between **0**, **7**, or **30** days.

9. After your download finishes, click the **New Transactions** tab to see what was downloaded.

Task 2: Match Downloaded Transactions

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

Task 3: Deactivate Your Account(s) At **Highmark Credit Union** on or after **11.01.17**. **This will unlink you to our previous Online Banking service.**

1. Choose **Transactions > Banking**.
2. Click on the account you'd like to disconnect, then click the **Pencil Icon**.
3. Click on **Edit Account Info**.
4. Check the box next to **Disconnect this account on save**.
5. Click **Save**.
6. Repeat steps 2—6 for each account at Highmark Credit Union.

Task 4: Re-activate Your Account(s) at **Highmark Credit Union** on or after **11.08.17**. **You will need to establish a new User ID and Password in the new Online Banking product.**

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**
3. Enter **Highmark Credit Union** and click **Find**.
4. Click the link for **Highmark Credit Union**.
5. Type your **User ID** and **Password**. Click **Log In**.

6. Ensure you associate the account for *Highmark Credit Union* to the appropriate account already listed under **QuickBooks Accounts**. You will want to select the matching accounts in the drop-down menu.

IMPORTANT: Do **NOT** select **+Add new**. If you are presented with accounts you do not want to track in this data file, **Uncheck** the box next to the **Account name**.

7. After all accounts have been matched, click **Connect**.
8. When the download is finished click **I'm done. Let's go!**

Task 5: Excluding Duplicate Transactions

1. Choose **Transactions > Banking**.
2. In the **New Transactions** section, click the checkboxes for the transactions you want to exclude.
3. Click **Batch Actions > Exclude Selected**.

NOTE: If you accidentally exclude a transaction, you can include it again.

Task 6: Undo Excluded Transactions

1. Choose **Transactions > Banking**.
2. Click the **Excluded** tab.
3. Click the checkboxes for the transactions you want to include.
4. Click **Batch Actions > Undo**.
5. Transactions will appear again in the **New Transactions** tab for you to work with.

Additional Instructions: Manually Import Transactions

1. Log in to *Highmark Credit Union online banking* website at *HighmarkFCU.com*. Download one of the following Web Connect files.
 - a. .qbo (QuickBooks)
 - b. .qfx (Quicken)
2. In **QuickBooks Online**, choose **Transactions > Banking**.
3. In the upper right corner, click **File Upload**.
4. Click Browse and select *Highmark Credit Union* Web Connect file from your computer.

5. Click **Next**.
6. In the drop-down menu, select the account where you'd like to upload the transactions.
7. When the download is finished click **I'm done. Let's go!**
8. After your download finishes, click the **New Transactions** tab to see what was downloaded.

Thank you for making these important changes!