



Quicken for Windows Conversion Instructions

Quicken for Windows - Direct Connect

Introduction

As *The Victory Bank* completes its Bill Pay 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 *The Victory Bank Online Banking interface*.

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.



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

Documentation and Procedures

IMPORTANT: Tasks 1 through 4 **SHOULD** be completed no later than 12:00 am Eastern – Tuesday, August 15th, 2017.

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for *Backup Data File* and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for *Update Software* and follow the instructions.

Task 2: Connect to *Victory Bank* for a final download before *no later than 12:00am Eastern - Tuesday, August 15th, 2017*.

1. Choose **Tools** menu > **One Step Update**.
2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the One Step Update dialog.
3. In the **One Step Update Settings** dialog, make sure all items are checked and click **Update Now**.
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE: If you need assistance matching transactions, choose **Help menu > Quicken Help**. Search for **Matching Transactions** and follow the instructions.

Task 3: Cancel Outstanding Payments *no later than 12:00am Eastern - Tuesday, August 15th, 2017.*



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

IMPORTANT: This step must be completed ***no later than 1:00pm Eastern - Monday, August 14th, 2017*** to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after ***August 14th, 2017***, it is possible these payments will still be processed.

1. Choose **Tools** menu > **Online Center**.
2. Select **Victory Bank** from the **Financial Institution** drop-down list.
3. On the **Payments** tab, select an account from which a payment is scheduled in the future.

NOTE: Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

4. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after ***Monday, August 14th, 2017***. To do this, select the first payee and click **Cancel Payment**.
5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after ***Monday, August 14th, 2017***.
6. On the toolbar, choose **Repeating**.
7. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.
8. Repeat step 7 for each repeating payment instruction you have with your financial institution.

Task 4: Deactivate Your Accounts at *Victory Bank no later than 1:00pm Eastern - Monday, August 14th, 2017*

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you intend to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps for each account you are deactivating.
8. Backup your data file.

IMPORTANT: Tasks 5 and 6 must be completed after 9:30am Eastern - Wednesday, August 16th, 2017

Task 5: Reactivate Your Accounts at *Victory Bank* after 9:30am Eastern - Wednesday, August 16th, 2017

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to activate.
3. In the Account Details dialog, click on the **Online Services** tab.
4. Click **Set up Now**.
5. Use **Advanced Setup** to activate your account.
6. Enter **Victory Bank** and click **Next**.
7. If presented with the Select Connection Method screen, select **Direct Connect**.
8. Type your Direct Connect **User ID** and **Password** and click **Connect**.
9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching accounts in the drop-down menu.

IMPORTANT: Do **NOT** select **Add to Quicken** unless you want to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

10. After all accounts have been matched, click **Next**. You will receive confirmation that your accounts have been added.
11. Click **Done** or **Finish**.

Task 6: Re-create Online Payments at *Victory Bank*



If you are not a Bill Pay user in Quicken, your conversion is complete. Skip this Task.

1. Re-create your payments.
2. If you need help creating your payments, choose **Help menu > Quicken Help**.
3. Search for “**Create an online payment**” and click that item.
4. Follow the instructions to enter or transmit an online payment.

Thank you for making these important changes!