

QuickBooks Online Edition Conversion Instructions



QuickBooks Online Edition (QBO V78)

Introduction

As **Northwest Georgia Credit Union** completes its system conversion to **Coosa Valley Credit Union**, 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 the **Northwest Georgia Credit Union** and **Coosa Valley Credit Union** websites.

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.

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

Task 1: Connect to **Northwest Georgia Credit Union** for a final download by **October 21st by 5pm.**

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 **Northwest Georgia Credit Union** and click **Find.**
4. Click the link for **Northwest Georgia 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 *Northwest Georgia Credit Union* on or after *[Enter Date]*

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 *Northwest Georgia Credit Union*.

Task 4: Re-activate Your Account(s) at *Coosa Valley Credit Union* on or after *[Enter Date]*

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

6. Ensure you associate the account for **Coosa Valley 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 **Northwest Georgia Credit Union** website at **[Financial Institution A URL]**.
2. Download one of the following Web Connect files.
 - a. .qbo (QuickBooks)
 - b. .qfx (Quicken)
3. In **QuickBooks Online**, choose **Transactions > Banking**.
4. In the upper right corner, click **File Upload**.

5. Click Browse and select **Northwest Georgia Credit Union** Web Connect file from your computer.
6. Click **Next**.
7. In the drop-down menu, select the account where you'd like to upload the transactions.
8. When the download is finished click **I'm done. Let's go!**
9. After your download finishes, click the **New Transactions** tab to see what was downloaded.

Thank you for making these important changes!

Quicken for Mac Conversion Instructions



Quicken for Mac 2015-2016

Express Web Connect

Introduction

As **Northwest Georgia Credit Union** completes its system conversion to **Coosa Valley Credit Union**, 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 the **Northwest Georgia Credit Union** and **Coosa Valley Credit Union** websites.

NOTE: Quicken Express Web Connect accounts use the same User ID and PIN/Password as **Coosa Valley Credit Union** website.

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

Task 1: Conversion Preparation

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 **Northwest Georgia Credit Union** for a final download by **October 21st by 5pm.**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) you use for online banking or investing.

Task 3: Deactivate Your Account(s) at **Northwest Georgia Credit Union** on or after **October 21st by 5pm.**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads**.
4. Repeat steps for each account at **Northwest Georgia Credit Union**.

Task 4: Reactivate Your Account(s) at **Coosa Valley Credit Union** on or after **October 24th, 2016.**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Set up transaction download**.
4. Enter **Coosa Valley Credit Union** in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Enter your **User Id** and **Password** and click **Continue**.
6. If the bank requires extra information, enter it to continue.

NOTE: Select "Express Web Connect" or "Quicken Connect" for the "Connection Type" if prompted.

7. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link**" to pick your existing account.

IMPORTANT: Do **NOT** select "**ADD**" under the action column.

8. Select **Finish**.

Thank you for making these important changes!

Quicken for Mac Conversion Instructions



Quicken for Mac 2015-2016

Web Connect

Introduction

As **Northwest Georgia Credit Union** completes its system conversion to **Coosa Valley Credit Union**, 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 the **Northwest Georgia Credit Union** and **Coosa Valley Credit Union** websites.

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

Task 1: Conversion Preparation

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 **Northwest Georgia Credit Union** for a final download by **October 21st by 5pm.**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) at **Northwest Georgia Credit Union** on or after **October 21st by 5pm.**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads**.
4. Repeat steps for each account at **Northwest Georgia Credit Union**.

Task 4: Reactivate Your Account(s) at **Coosa Valley Credit Union** on or after **October 24th, 2016.**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select Set up transaction download.
4. Enter **Coosa Valley Credit Union** in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Log in to www.mycvcu.org to **Download** a file of your transactions to your computer.
6. 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.
7. Drag and drop the downloaded file into the box **Drop download file**.

NOTE: Select "Web Connect" for the "Connection Type" if prompted.

8. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link**" to pick your existing account.

IMPORTANT: Do **NOT** select "**ADD**" under the action column unless you intend to add a new account to Quicken.

9. Click **Finish**.
10. Repeat steps for each account you are reactivating in Quicken.

Thank you for making these important changes!

Quicken for Mac Conversion Instructions



Quicken for Mac 2007

Web Connect

Introduction

As **Northwest Georgia Credit Union** completes its system conversion to **Coosa Valley Credit Union**, 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 the **Northwest Georgia Credit Union** and **Coosa Valley Credit Union** websites.

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

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select "**Backing Up Your Data**," and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select "**Checking for Updates to Quicken**," and follow the instructions.

Task 2: Connect to **Northwest Georgia Credit Union** for a final download by **October 21st by 5pm**.

1. Choose **Online** menu > **Download Transactions**.
2. Select your account from the drop-down list.
3. Click **Download** to access www.nwgacu.org
4. Enter your **User ID** and **Password** to login to the website. Download your transactions through **10/21/16** into Quicken.
5. Repeat the download process for each account you have (such as checking, savings, credit cards and brokerage).

6. Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

Task 3: Deactivate Your Accounts at *Northwest Georgia Credit Union* on or after **October 21st by 5pm.**

1. Choose **Lists** menu > **Accounts**.
2. Select the account to deactivate and click **Edit**.
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
4. Remove the information within the **Account Number** and **Routing Number** fields.
5. Click **OK** to save your edits.
6. Repeat steps 2 – 5 for each account at *Northwest Georgia Credit Union*.
7. Verify your account list does not display a blue online circle icon for the accounts you are deactivating.

Task 4: Reactivate Your Accounts at *Coosa Valley Credit Union* on or after **October 24th, 2016.**

1. Download your Quicken Web Connect file from www.mycvcu.org

IMPORTANT: Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, 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 you are reactivating.
6. Choose **Lists** menu > **Accounts**. Verify each account at *Coosa Valley Credit Union* has a blue online circle indicating it has been reactivated for online services.

Thank you for making these important changes!

Quicken for Windows Conversion Instructions



Quicken for Windows 2013-2016

Express Web Connect

Introduction

As **Northwest Georgia Credit Union** completes its system conversion to **Coosa Valley Credit Union**, 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 the **Northwest Georgia Credit Union** and **Coosa Valley Credit Union** websites.

NOTE: Quicken Web Connect/Express Web Connect accounts use the same User ID and PIN/Password as **Coosa Valley Credit Union** website.

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

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 **Northwest Georgia Credit Union** for a final download by **October 21st by 5pm.**

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: Deactivate Your Accounts at **Northwest Georgia Credit Union** on or after **October 21st, 2016**.

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate**. 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 2—6 for each account to be deactivated.

Task 4: Re-activate Your Accounts at **Coosa Valley Credit Union** on or after **October 24th, 2016**.

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 **Coosa Valley Credit Union** and click **Next**.
7. If presented with the Select Connection Method screen, select **Express Web Connect**.
8. Enter your **User ID** and **Password**. Click **Connect**.

NOTE: You may be presented with a security question from your Financial Institutions prior to receiving your accounts.

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 intend 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**.

Thank you for making these important changes!

Quicken for Windows Conversion Instructions



Quicken for Windows 2013–2016

Web Connect

Introduction

As **Northwest Georgia Credit Union** completes its system conversion to **Coosa Valley Credit Union**, 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 the **Northwest Georgia Credit Union** and **Coosa Valley Credit Union** websites.

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

Task 1: Conversion Preparation

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

Task 2: Connect to **Northwest Georgia Credit Union** for a final download by **October 21st by 5pm**.

1. Download your Quicken Web Connect file from www.nwgacu.org
2. Click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.
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: Deactivate Accounts at *Northwest Georgia Credit Union* on or after **October 21^s, 2016**.

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate**. 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 wish to deactivate.

Task 4: Reactivate Accounts at *Coosa Valley Credit Union* on or after **October 24th, 2016**.

1. Download your Quicken Web Connect file from www.mycvcu.org .

IMPORTANT: Take note of the date you last had a successful connection in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.
3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

IMPORTANT: Do **NOT** select **Create a new account** unless you intend 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** or click the **Cancel** button.

4. Repeat steps for each account you wish to reactivate in Quicken.

Thank you for making these important changes!

Mint Conversion Information



Mint.com (V40)

Introduction

As **Northwest Georgia Credit Union** completes its system conversion to **Coosa Valley Credit Union**, Mint aggregation services may be interrupted for up to 5 business days.

NOTE: You will be able to access online banking information by directly logging into your financial institution website during the interrupted time.

Mint Conversion Information

Mint.com data is stored on Intuit cloud servers. Data is updated with every change and cannot restore data to a previous point in time.

For a successful account update, do not login into Mint.com for **Coosa Valley Credit Union** until 5 business days after **October 21st, 2016**.

During this time, the Mint.com server will automatically make the system conversion for your activated accounts. If you login into Mint.com during this time, you may see duplicate accounts or an error displayed. Please do not attempt to change the status or make any changes in Mint.com during this time. After 5 business days, the accounts should reconcile showing your transaction history available.

In the event that your accounts do not display current transactions after 5 business days, you

may log back into Mint.com and click refresh  to update the account. After the download completes, click the Transactions tab to view up to 90 days of transaction history.

Thank you for your patience during these changes!