Fairfield Federal Savings and Loan

E-Banking Upgrade

March 8, 2021

Instructions for QuickBooks and Quicken Users

Introduction

As Fairfield Federal completes its system conversion over to its new enhanced online banking system*,* you will need to modify your QuickBooks or Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. You may continue to connect with QuickBooks or Quicken using Web Connect access. Or with Fairfield Federal's new, enhanced system, Direct Connect is now available,

To complete these instructions, you will need your User ID and Password.

NOTE:	**Web Connect** uses the same user ID and password. Direct Connect may require registration. Please contact Fairfield Federal to verify your Direct Connect login information.

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!

QuickBooks Conversion Instructions for Windows:

Web Connect to Web Connect or Direct Connect

Task 1: Deactivate Your Account(s)

> **NOTE:** All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose **Lists menu > Chart of Accounts**.

2. Select the account you want to deactivate.

3. Choose **Edit menu > Edit Account**.

4. Click on the **Online Services** tab in the Edit Account window. The tab is named **Bank Feed Settings** in QuickBooks 2014 and newer.

5. Select **Deactivate All Online Services** and click **Save & Close**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps 2 – 6 for each account at the old Fairfield Federal site*.*

8. Backup your data file.

Task 2: Re-activate Your Account(s)

1. If **QuickBooks 2013** choose **Banking** menu > **Online Banking Center**.

    If **QuickBooks 2014** or newer choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2. Choose *New FI Listing* and click **Next**.

3. If prompted for connectivity type, select **Direct Connect (or Web Connect)**.

4. Link your bank account with the existing QuickBooks account and click **Connect**.

5. Repeat steps 1 – 5 for all accounts at the new, enhanced Fairfield Federal E-Banking system*.*

Task 3: Re-enable Side by Side Mode (if necessary)

> **NOTE:**   If you prefer register mode, you are finished with your conversion. If you use the Side by Side mode (Express Mode in QuickBooks 2014 and newer) for online banking, you may now re-enable the mode.

For instructions to enable Side by Side mode (Express Mode), choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Task 4: Recreate Online Payments

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1. If you do **not** use bill pay within QuickBooks, your conversion is complete. If you use online bill payments from within QuickBooks, you will now want to recreate your online bill payments.

2. For assistance in recreating payments, choose **Help menu > QuickBooks Help**. Search for **Pay A Vendor Online** and follow the instructions.

QuickBooks for Mac
Conversion Instructions

Web Connect to Direct Connect

Documentation and Procedures

Task 1: Conversion Preparation
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1. Back up your data file. For instructions to back up your data file, choose **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 Fairfield Federal's current system for a final download **before 5:00 p.m. Friday, March 5, 2021.**
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1. Log in to Fairfield Federal.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 to disconnecting your accounts.

Task 4: Disconnect Accounts at Fairfield Federal on or after *March 5, 2021*
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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 **Online Settings**.

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.

7. Repeat steps for each account to be disconnected.

Task 5: Reconnect Accounts to Fairfield Federal's new enhanced E-Banking system on or after ***12:00 p.m., Monday, March 8, 2021.***

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1. Choose **Banking** menu > **Online Banking Setup**.

2. Enter, then select Fairfield Federal from the **Financial Institution** list. Click **Next**.

3. Follow the instructions in the wizard. If prompted for connectivity type, select Direct Connect.

4. The Online Banking Assistant window displays during setup. Select "Yes, my account has been activated for QuickBooks online services," then click **Next**.

5. Enter credentials and click **Sign In**.

6. 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.

7. Click **Next**, then **Done**.

8. Add or match all downloaded transactions in the **Downloaded Transactions** window.

QuickBooks for Mac
Conversion Instructions

Web Connect

Follow tasks 1 through 4 above.

Task 5: Reconnect Accounts to Fairfield Federal's new enhanced E-Banking system on or after ***12:00 p.m., Monday, March 8, 2021.***

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1. Log in to Fairfield Federal.com 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.

Quicken Conversion Instructions for Windows:

Web Connect to Web Connect

Task 1: Deactivate Your Account(s)

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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 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 2 – 6 for each account

8.   Backup your data file.

Quicken Conversion Instructions for Windows:

Web Connect to Direct Connect

Step 1. Right click on account > select Edit/Delete Account
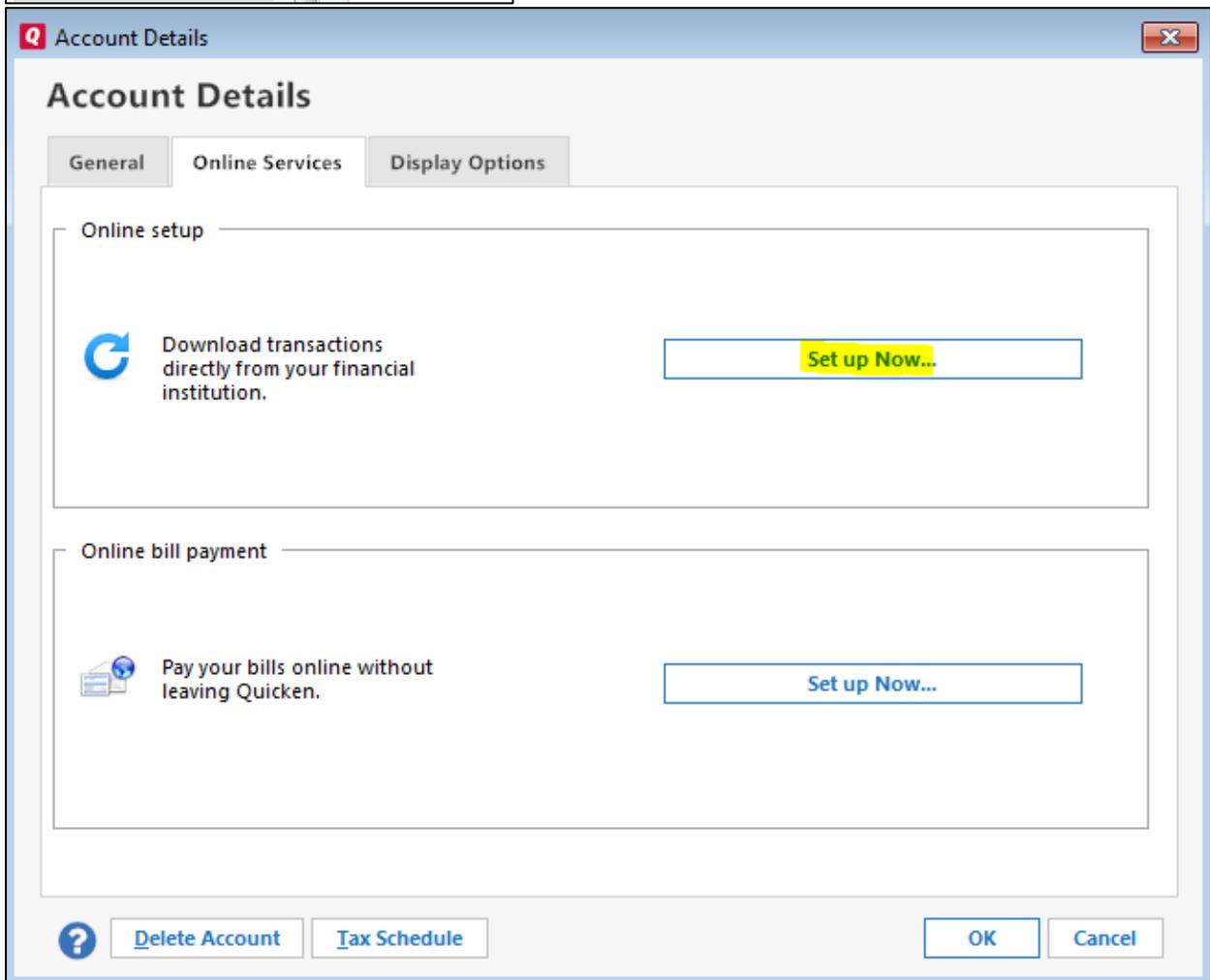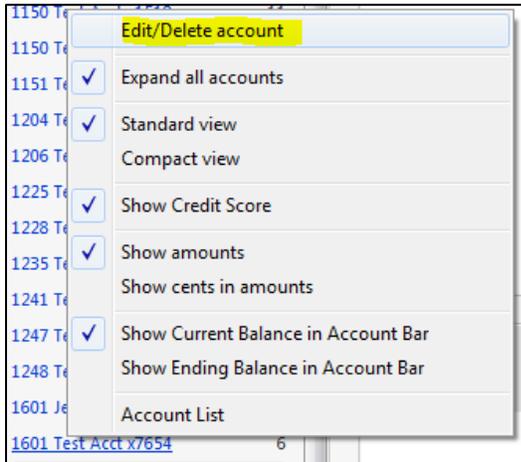
Step 2. Select Advanced Setup

Step 3. Search for Institution > click Next

Activate One Step Update

⊙ **I want to select the connection method used to download my transactions**

Some banks offer enhanced Online Bill Pay and other services based on the connection method used to download your transactions. Choose this option if you are following specific instructions from your bank, or if you simply want to learn more. Note: Pre-registration for services and fees may be required.

Enter the name of your financial institution

Bank

Bank & Trust Company WC
Bank 10Jefferson City, MO
Bank 1st
Bank 21, Carrollton, MO
Bank 34 - IB Quicken
BANK 360 SD
Bank at United
Bank at United Commercial
Bank Calumet
Bank CaroLine Platinum Visa
Bank CBO
Bank Center First
Bank Champaign, NA
Bank First National
Bank First National Credit Card
Bank Forward
Bank Independent

...nsactions into your Quicken registers by

Back to Simple Setup   **Next**

Step 4. Select Direct Connect connection method
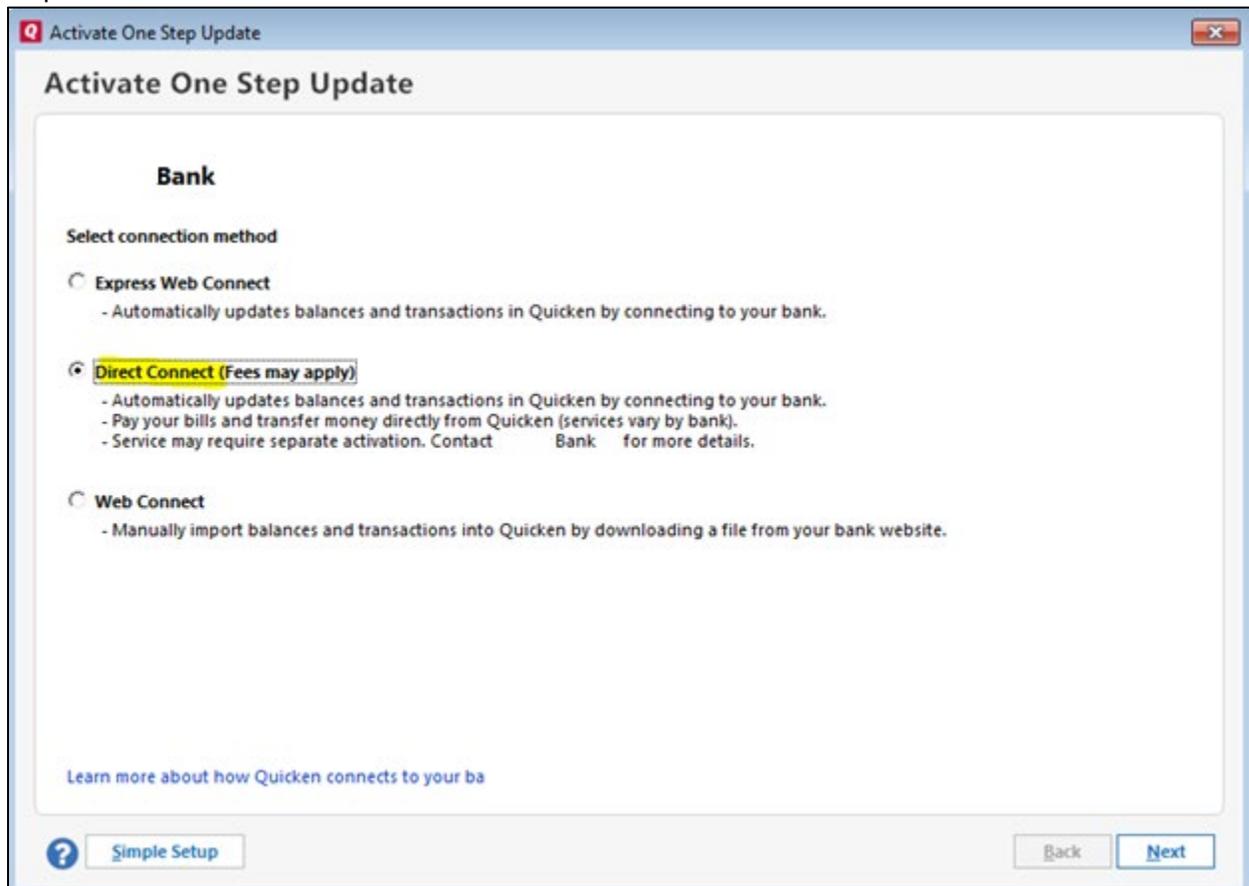
Step 5. Enter online banking credentials > click Connect

Step 6. Because the account you are looking to activate for online services already exists within your Quicken application, choose **Link** from the dropdown > Click Next

Step 7. Click Finish. Account Setup Complete!
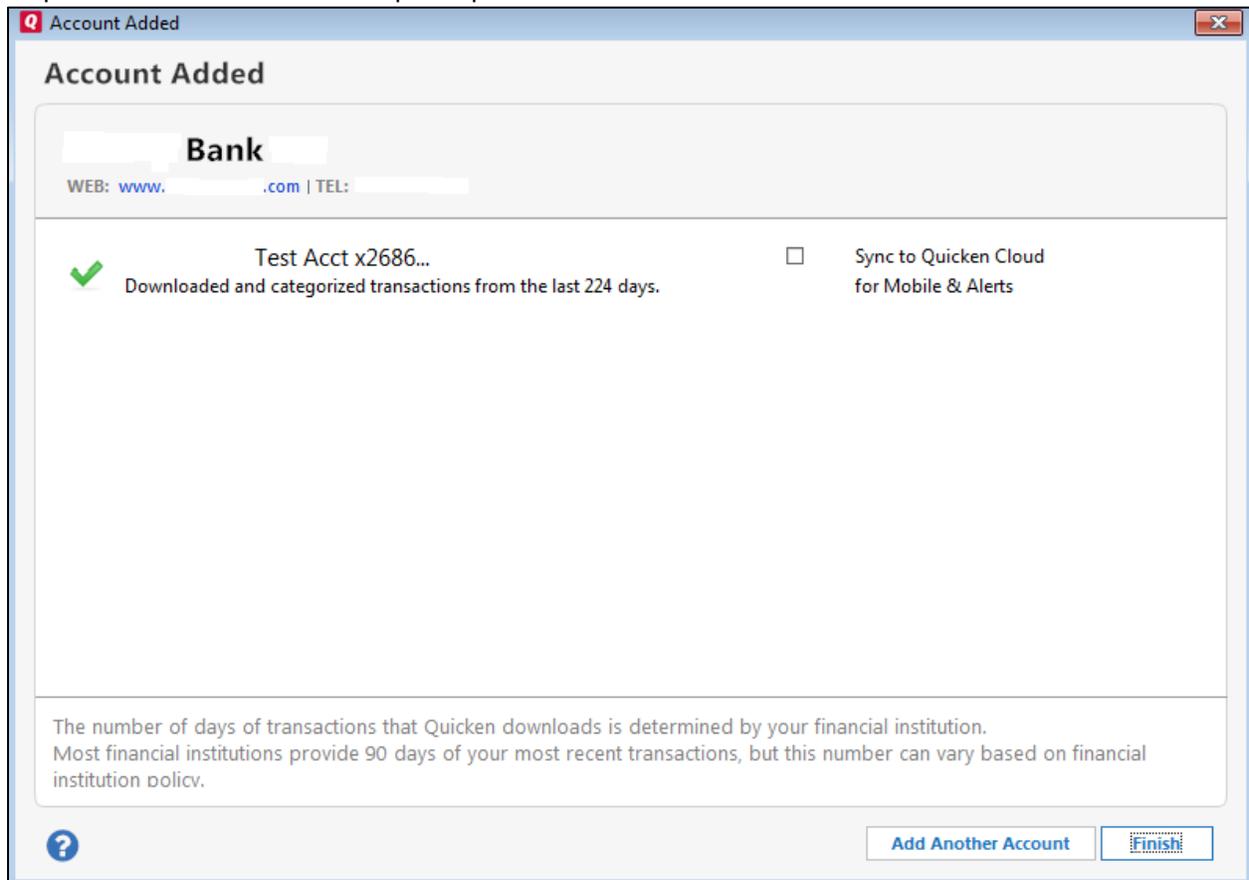
Account Added

Bank

WEB: www.   .com | TEL:

✔ Test Acct x2686...
Downloaded and categorized transactions from the last 224 days.

☐ Sync to Quicken Cloud
for Mobile & Alerts

The number of days of transactions that Quicken downloads is determined by your financial institution.
Most financial institutions provide 90 days of your most recent transactions, but this number can vary based on financial institution policy.

Add Another Account   **Finish**

Quicken for Mac 2015-2017
Conversion Instructions

Web Connect to Direct Connect

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 Fairfield Federal for a final download **before 5:00 p.m. Friday, March 5, 2021.**

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Update Selected Online Account**.

3. Sign in to online banking and download transactions for an account.

4. Import the transactions.

5. Repeat steps for each account that you use for online banking or investing.

Task 3: Reconnect your accounts to Fairfield Federal's new enhanced E-Banking system on or after *12:00 p.m., Monday, March 8, 2021.*

1. Select your account in the **Accounts** list on the left sidebar.

2. Choose **Accounts** menu > **Settings**.

3. Select **Set up transaction download.**

4. Enter Fairfield Federal in the **Search** field, select the institution name in the **Results** list and click **Continue**.

5. Enter your Direct Connect **User Id** and **Password** and click **Continue**.

6. If the bank requires extra information, enter it to continue.

> **NOTE:**   Select "Direct Connect" for the "Connection Type" if prompted.

7. In the "**Accounts Found**" screen, associate each new account to accounts in your Quicken data file. Under the **Action** column, select "**Link"** to pick your existing account. When complete, click Finish.

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

Quicken for Mac 2015-2017
Conversion Instructions

Web Connect

Complete tasks 1 and 2 above.

Task 3: Reconnect your accounts to Fairfield Federal's new enhanced E-Banking system on or after *12:00 p.m., Monday, March 8, 2021*,

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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 Fairfield Federal in the **Search** field, select the name in the **Results** list and click **Continue**.

5. Log in to fairfieldfederal.com. **Download** a file of your transactions to your computer.

> **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.

6. Drag and drop the downloaded file into the box **Drop download file**.

> **NOTE:**   Select "Web 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 unless you intend to add a new account to Quicken.

8. Click **Finish**.

9. Repeat steps for each account to be connected.

Thank you for making these important changes!