

QuickBooks® Business Accounting Software 2009 for Windows®  
Mountain America Credit Union Account Conversion Instructions



As [Mountain America Credit Union](#) completes its system conversion to [Mountain America CU – Direct service for QuickBooks users](#), you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need your customer ID and PIN (Online Branch Password) for [Mountain America Credit Union](#). **This update is time sensitive and must be completed by December 31, 2010.**


It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your PFM software services may stop functioning properly. This conversion should take about 20 minutes to complete.

**A. BACK UP YOUR CURRENT DATA (All members)**

1. Choose the **File** menu → **Back Up**.
2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click **OK**. **Note** – it is recommended to save this file to your desktop.

**B. DELETE PENDING ONLINE PAYMENTS (Bill Pay customers only) If you do not utilize Online Bill Pay, then skip to section C.**

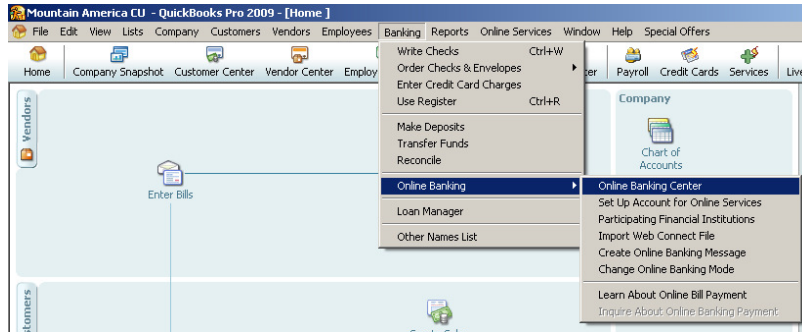
1. Choose **Lists** menu → **Chart of Accounts**.
2. Double-click the [Mountain America Credit Union](#) account used for online payments. **If you do not see any unpaid Online payments, then skip to section C.**
3. Click **Print...** to save a copy of your account register. You'll use this summary when you recreate and send these payments later in these instructions.
4. Select an online payment that is scheduled to be paid after today's date. Choose **Edit** menu → **Cancel Payment**. Click **Yes** to confirm the cancellation.

 For assistance reconciling your account register, choose **Help** menu → **QuickBooks Help**. In the **Ask prompt**, enter **Reconciling your account**.

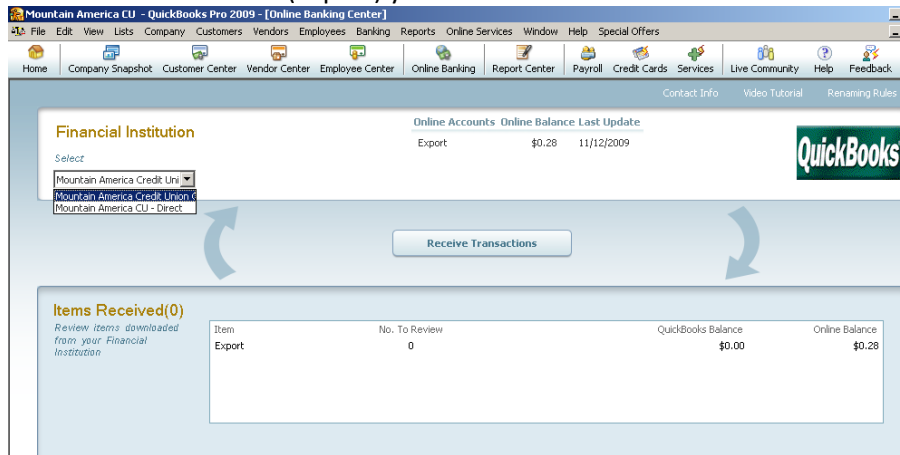
Once you cancel each pending online payment, it displays as **VOID: by request of online banking payment**.

**C. GET YOUR LATEST TRANSACTIONS FROM Mountain America Credit Union (ALL CUSTOMERS)**

1. Choose **Banking** menu → **Online Banking** → **Online Banking Center**.



2. In the Online Banking Center, click **Receive Transactions**. Login to your Online Banking account and download (export) your latest transactions.



3. View your QuickStatement as usual. In the QuickBooks account register, add or match all transactions listed in the Downloaded Transactions tab. You will not be able to proceed until all transactions are matched.
4. When all downloaded transactions are matched, click **Done** in the lower right corner.
5. Scroll through the remaining **Items Received From Financial Institution** list. View any of these items if necessary.
6. Close the Online Banking Center.

**D. DISABLE YOUR ACCOUNTS WITH Mountain America Credit Union (ALL CUSTOMERS)**

1. Choose Lists menu → **Chart of Accounts**.
2. Right-click your first **Mountain America Credit Union** account.
3. Select **Edit Account** from the pop-up menu.
4. In the Edit Account window view the **General** tab.
5. Write down the routing number, account number, account type, and Customer ID. You will need this information in section E.
6. Click on the Online Services tab and select Deactivate All Online Services. Click **Save & Close**.
7. Click **OK** again to the QuickBooks information "You have just disabled one or more..." prompt. Repeat steps 2 through 7 for each **Mountain America Credit Union** account from which you have downloaded transactions.

E. **ENABLE Mountain America CU – Direct ACCOUNTS (ALL CUSTOMERS)**

**\*Important!!! For Business Banking members utilizing the business.macu.com site – you will need to contact Mountain America Credit Union at 800.748.4302 or 801.325.6228, option 3 then option 2 to obtain an Online Branch password before continuing!**

1. Choose **Banking** menu → **Online Banking** → **Setup Account for Online Services**.
2. Select the appropriate **Mountain America Credit Union** account.
3. Click **Next** to proceed.
4. Start typing in Mountain America Credit Union and select the **Mountain America CU – Direct** option and click **Next** to continue. **If Mountain America CU – Direct does not appear, follow the instructions found [here](#).**
5. If you are already signed up for the Online Branch, whether Consumer or Business, take the pre-selected option and click **Next**.
6. If you are not registered for Online Banking, please contact us at 800.748.4302 or 801.325.6228 and choose option 3 followed by option 2 and speak with an Online Banking Representative.
7. Complete the remaining prompts entering your ‘NEW’ account information, which is simply your Online Banking account number and password. Click on **Sign In**. Click **Next** between each screen. All members should need to select **Online Account Access**. Only utilizing Bill Pay through QuickBooks should select **Online Payment**.

Set Up Account for Online Services for Export

Sign in to Mountain America CU - Direct

Customer ID  Use your Account Number

Password  Use your Password

Confirm Password

Need a Customer ID and Password?

- Your QuickBooks login is the same as the login to your Mountain America CU - Direct Web site.
- ⚡ Mountain America CU - Direct Support
- 1-800-748-4302 to sign up

Bank fees usually apply [Explain](#)

To sign in to your bank with a secure Internet connection, select **Sign In**.

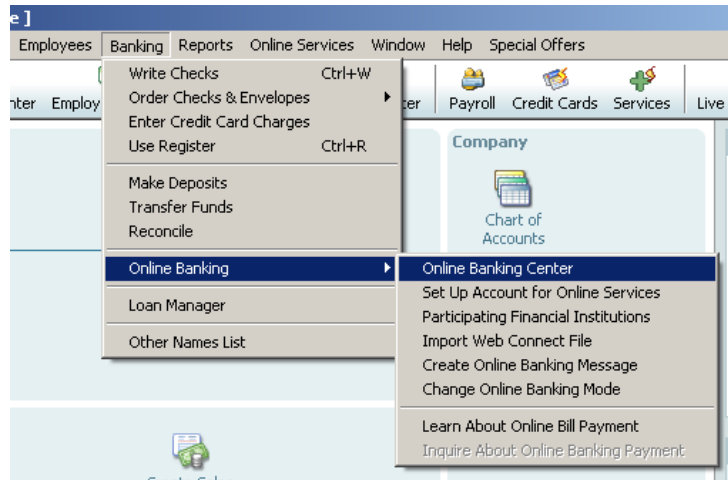
Help < Back Sign In Cancel

8. Next you will select the account which you wish to add to QuickBooks. **Note** – you will need to repeat steps 1 through 7 for each additional account you wish to add.



F. **CONNECT & DOWNLOAD FIRST Mountain America CU – Direct STATEMENT (ALL MEMBERS)**

1. To download your new QuickStatement: Choose **Banking** menu → **Online Banking** → **Online Banking Center**.



2. In the Online Banking Center, select your new **Mountain America CU – Direct** account in the Financial Institution field.
3. Click **Receive Transactions**.
4. Make sure to enter your Online Branch password and click **OK**.
5. Review any transactions listed in the transaction summary as you normally would.

**G. RECREATE PENDING ONLINE PAYMENTS (BILL PAY members only)**

**BILL PAY ONLY!**

If you do not utilize Bill Pay through QuickBooks, Congratulations, your conversion is done!

1. Recreate all pending payments using the register you printed in **Section B**. **TIP:** Using your check register, re-enter the date to be paid in the **Date** column, **SEND** in the **Number** column and complete the rest of the form as you normally would.
2. Choose **Banking** menu → **Online Banking** → **Online Banking Center**.
3. Click **Receive Transactions** to send these payments.

**THANK YOU FOR MAKING THESE IMPORTANT CHANGES!**

Additionally, you may also contact us at 800.748.4302 or 801.325.6228 option 3 then option 2. An Online Banking Representative will be available to assist you from 8:00 am to 6:00 pm Monday – Friday. You may also visit the **Mountain America Credit Union** website at <https://www.macu.com> or <https://business.macu.com> or refer to <http://www.quickbooks.com/support>.