Quicken Conversion Instructions

Note: Screens from Windows Quicken 2017

Task 1: Conversion Preparation (before 4/14/2019)

1. Backup your data file.



2. Download the latest Quicken Update.



Task 2: Connect for a final download.

1. Download your Quicken Web Connect file.

Redenil Credit Union	Transfer Funds Bill Payment/Pe	appmoney Account Services Your Preferences	for Eagle Mobility CFCU's Mobile Ba	nking!	. Ouick Transfer
Account Details, Sha	e brait <u>reliek nere to ealt four Acco</u>				Curck transier
 Detail Information 	YID Dividende	Annual Barcast Vield	Dividend	Prior-Year Dividende	From Account
	\$0.00	Tiered Rate	Variable%	\$0.00	Transfer Reset
Account History					
Account History History for 3/23/2019 to 3/	10/2019			Constant for Codestant	
Account: History History for 3/23/2019 to 3/2 Effective Date 3/29/2019	16/2019 Withdrawal @ Teller through Coop	Description		(\$1.50) \$7.14	
Account History History for 3/23/2019 to 3/2 Effective Date 3/29/2019 3/29/2019	Withdrawal © Teller through Conn Withdrawal © Century Federal Cr (Description ed 11 Trace #35085 Transfer "075" 1.50 to share 0 Ceveland OHUS Trace #9623857		(\$1.50) \$2 .14 (\$4.65) \$2 .49	
Account History History for 3/23/2019 to 3/7 Effective Date 3/29/2019 3/29/2019	Withdrawal @ Teller through Cenn Withdrawal @ Teller through Cenn Withdrawal @ Century Federal Cr C	Description cc IT Trace #350858 Transfer "015" 1.50 to share 0 Leveland OHUS Trace #9623857		(11.50) 42 .14 (44.65) 52 .49	

- 2. Click File \rightarrow File Import \rightarrow Web Connect File. Locate and select the Web Connect file to import.
- 3. Repeat this step for each account that you use for online banking.

Task 3: Disconnect Accounts (on or after 4/17/2019).

1. Choose Tools menu \rightarrow Account List

Q Quicken 2017 Pre	mier -	Panel				
	Account List	Ctrl+A	1			
	Add Account Calendar	Ctrl+K	NDING	BILLS	PLANNING	INVESTING
All Transaction	Alerts Center Manage Bill & Income Reminders	Ctrl+J				
Charling at C	Manage Hidden Accounts Category List	Ctrl+Shift+M Ctrl+Shift+C	_			

2. Click the Edit button of the account you want to deactivate.

Account List						-	
ccount List							
Banking		Account Name		Transaction Download 🕢	Last Download	Fin	ancial Ins
Investments		Spending					
All Accounts	order	e.	Edit	Yes (Direct Connect)	Not Available		
		Checking at Century Federal Credit Unio 🖳	Edit	Yes (Express Web Connect)	March 30, 2018 - 6:34 am	Cer	ntury Fed edit Unior

- 3. In the Account Details dialog, click on the Online Services tab.
- 4. Click Deactivate.

Banking		Account Name		Transaction Download 📀	Last Download		Financial Inst
Investments Net Worth		Spending					
All Accounts		e	Edit	Yes (Direct Connect)	Not Available		
	order	Checking at Century Federal Credit Unio 関	Edit	Yes (Express Web Connect)	March 30, 2018 - 6	5:34 am	Century Fede Credit Union
	Ť	Q Account Details				× Im	
		Account Details				:47 pm	
		Checking a Century rederal Credit U is set up for transaction download. Financial Institution: Century Federal Cre Connection Method: Express Web Conne	Auto dit Union	No account data	t Account 🕜	ım ım	
		Online bill payment Pay your bills online without		Set up Now		m	
Show hidden accour	nts	leaving Quicken.		Jes up Now			
	<u>O</u> ptio					dd Accou	int Don
						4/14/201	0

4. Continued. Follow the prompts to confirm the deactivation.





5. Click on the General tab.

Q Account Details	×
Account Details	
General Online Services Display Options	
Account name Checking at Century Fede Financial institution Century Federal Cre	edit Union
Description Account Number 7	
Account type: Checking	
Tax deferred C Yes © No Contact name	
Interest rate % Phone	
Set up alerts Home page Bank Web page	Go
Ma <u>x</u> . Balance Activity page Activity Web page	Go
Min. Balance Other page Other Web page	Go
Comments	
Delete Account Tax Schedule	OK Cancel

- 6. Remove the Financial Institution name and account number. (Note: the Financial Institution information will remain grayed out until the deactivation is completed) Click OK to close the window.
- 7. Repeat steps for each account to be disconnected.

Task 4: Reconnect Accounts to Century Federal Credit Union (on or after 4/17/2019).

1. Download your Quicken Web Connect file from Online Banking.

×
\$206.14 ible Balance
Options
40.00
\$0.00
241075056
iount +
- \$1.50
10

a. Click on Save as to select the save location on your computer.

r	Century Federal Credit Union			Welcome back,
Viewo	details or a check ima	ge by clicki	ng '+' next to that transaction. Select 'Show Filters' for search options.	×
ជ	Home		< Chk* -7	\$206.14 Available Balance
	Messages		Last Updated: 3/29/2019 6:19 AM	
	Transfer / Pay	~	Search transactions	业 Options
3	Bill Payment / Popr	noney	Ausilable Balance \$206.1.4 Venice Date Dividende	\$0.00
	Statements		Current Balance \$206.14 Account Number	30.00
	Deposit Check		interest kate Vari Routing Number	241075056
≡	Activity Center		Date * Description *	Amount 👻
۲	Locations/ATMs		MAR 29 2010. Withdrawal @ Teller - Trace #350858 Transfer "DTS" 1.50 to share 0	- \$1.50
	Services	~	841 F	1200.14
	Settings	~	MAR 22 2019 Withdrawal @ Teller - Trace #348008 Transfer "DTS" 1.23 to share 0	- \$1.23 \$207.64
?	Help		MAR 21 Withdrawal Transfer '5TS' 2.52	- \$2.52
G	Log Off		2019	3141.07
			MAR 21 Deposit-ACH-110 Century FCU (eDeposit) 2019	+ \$67.00 \$208.87
			MAR 19 Deposit @ Teller - Trace #346416 Transfer "5TD" 2.25 from share 0	+ \$2.25 \$152.24
	_		MAR 19 2019 Withdrawal @ Century Federal Cr Cleveland OHUS Trace #8336070	- \$3.62 \$148.62
		What do From: se	o you want to do with AccountHistory.qfx (15.2 KB)? Open Save A Cancel	× -\$4.23

b. Select the location and click save.

ave As		×
← → × ↑ 📙 > This PC > Desktop >	~ õ	p man 🖷 hannan 🕷 han hanny 🎮
Organize Vew folder		× •
Desktop 🖈 ^	No items match your search.	
		ptions.
2 million management		
1 mar		
and the second s		- Filters
a management of the second sec		
CneDrive		20614 Vest to Date Dividend
This PC		\$206.14 Fear to bate bividence \$206.14 Account Number
~		Vari Routing Number
File name: AccountHistory.qfx		<u> </u>
Save as home Oniches OEV data (* ofe)		V

2. Click File \rightarrow File Import \rightarrow Web Connect File. Locate and select the Web Connect File to import.

NOTE: 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.

Edit View Tools Reports Help	
lew Ouicken File	
Open Quicken File	Ctrl+O
Save a copy as	
Show this file on my computer	
Set Password for this data file	
Set Password to modify transactions	
Backup and Restore	>
File Import	> Web Connect (.QFX) File
File Export	> QIF File
File Operations	> Quicken Transfer Format (.QXF) File
Printer Setup	> Import security prices from CSV file
Print Checks	TurboTax File
Print Home	Ctrl+P Microsoft Money® File
1 C:\Users\	
2 C:\Users'	in All Categories
Exit	Selected Accounts

Quicken 2017 Premier - File Edit View Tools Reports	s Help	-					
← ⇒ CF 🗳	🗢 🤌	g					
	C + 🌣	HOME	SPENDING	BILLS	PLANNING	INVESTING	F
Import Web Connect File							×
\leftarrow \rightarrow \checkmark \uparrow \square \Rightarrow This P	C > Desktop >			v õ	Search LPT		ρ
Organize 👻 New folder						E • 🔳	0
Cloud Dive * ^ Desktop *	AccountHistory.						
File name	E AccountHistory.qfx				Open	(*.QFX) Cancel	~

3. Import Downloaded Transactions window opens. Select <u>Link to an existing account</u> and choose the matching account in the drop-down menu. Assocate the imported transactions to the correct ccount listed in Quicken.

×	Activate One Step Update			
×				
	Century Federal Credit Union			
Nickname	We found the following Main Share 0	Savings	lanore	Nickname CFCU Savings
CFCU Savings	Share Draft 7	Checking	Link Add - add	Checking at Century Federal to Quicken xisting Quicken account on't download into Quicken
Nex				
	Nidmame CFCU Saving: (RINFE OTHER) Not	Nickname CFCU Savings DIMENSIONS Main Share 0 Share Draft 7 Main Share 0 Share Draft 7	Nickname We found the following CrCU Savings Savings Share Draft 7 Checking	Nidname We found the following CrCU Savings Main Share 0 Share Draft 7 Checking Link - to e Ignore - D

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 to be reconnected.