Quicken for Windows Conversion Instructions

Quicken for Windows 2012-2015

Direct Connect

Table of Contents

Introduction

If you have Direct Connect with your financial institution, you will need to modify your Quicken settings to ensure the smooth transition of your data to Univest Bank and Trust Co. To complete these instructions, you will need your *User ID and Password* for both your *financial institution* and *Univest Bank and Trust Co.* online banking websites.

NOTE:	If you are unsure of your Direct Connect login information, please contact your financial institution to verify your information.

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 section instructions that are using bill pay in Quicken only. If you do **not** use Quicken to make online bill payments, you can skip these sections or steps.

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 Your Financial Institution

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

⚠️ If you are **not** a bill pay user in Quicken, please skip this section.

1. Choose **Tools** menu > **Online Center**.
2. Select **your financial institution** 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 scheduled for delivery on a date after you **deactivate your account**. 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 you **deactivate your account**.
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 Account(s) At Your Financial Institution

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 at your **financial institution**.
8. Backup your data file.

Task 5: Re-activate Your Account(s) at Univest Bank and Trust Co.

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 **Univest Bank and Trust Co.** and click **Next**.

7. On the Select Connection Method screen, select **Direct Connect**.

8. Type your **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**. 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 account(s) have been added.

11. Click **Done** or **Finish**.

Task 6:   Re-create Online Payments at Univest Bank and Trust Co.

If you are **not** a bill pay user in Quicken, your conversion is complete. Please skip this section.

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!