



2023 Treasury Online Banking Upgrade

QuickBooks Desktop Conversion Instructions

As we complete our online banking upgrade, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac, and both connectivity types (Direct Connect and Web Connect).

To ensure a seamless transition, pay attention to the dates and steps that need to be completed on time.

To navigate this document, simply click the link below that matches your product and connectivity:

Instructions for One-Step Update initiated from within QuickBooks

- [QuickBooks Windows Direct Connect](#) - Page 2
- [QuickBooks Mac Direct Connect](#) - Page 4

IMPORTANT: If you currently use Direct Connect in QuickBooks to initiate bill payments, please complete the additional tasks at the link below.


If you do not use Direct Connect Bill Pay within Northwest Online Banking, these additional tasks are not required.

QuickBooks Windows Direct Connect

Before Friday, March 10 at 3 p.m.:

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose File > Back Up Company > Create Local Backup.
 - b. Download the latest QuickBooks Update. Go to Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

Beginning Monday, March 13:

1. Deactivate online banking connection for accounts connected to Northwest Bank.
 - a. Choose Lists menu > Chart of Accounts.
 - b. Right-click on the first account you would like to deactivate and choose Edit Account.
 - c. Click the Bank Feeds Settings tab in the Edit Account window.
 - d. Select Deactivate All Online Services and click Save & Close.
 - e. Click OK for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Choose Lists menu > Chart of Accounts.
 - b. Right-click on an account you would like to activate and choose Edit Account.
 - c. Select Set Up Bank Feeds on the bottom of the popup screen and select Yes in the dialog box that will appear.
 - d. Enter Northwest Bank DC in the search field and click Next.
 - e. If prompted for connectivity type, select Direct Connect
 -  f. Within Treasury Pro, navigate to My Settings>Direct Connect to retrieve your Direct Connect User Credentials.

Note: You need to have Direct Connect enabled. If you haven't notified Northwest, work your Northwest Advisor to complete this maintenance.
 - g. Enter your Northwest credentials and click connect. Note: You will receive an error after you enter your credentials. Keep the QuickBooks Bank Feeds screen open and proceed to step 'h'.
 - h. Log into Northwest Treasury Pro and navigate to the My Settings>Direct Connect page and authorize your application by selecting **Approve** next to the request under the Client UID section.
 - i. As a security precaution, you may be required to verify your identity. Once this step has been completed, proceed to 'j'.
 - j. Go back to the QuickBooks Bank Feeds Setup screen and click Connect.
 - k. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New.

Important: Do NOT select "Create New Account" unless you intend to add new account to

QuickBooks. If you are presented with accounts, you do not want to track in this data file, choose Do Not Add to QuickBooks.


- I. After all accounts have been matched, click Next and then click Done.

QuickBooks Mac Direct Connect

Before Friday, March 10 at 3 p.m.:

1. Backup QuickBooks Mac Data File & Update the Application.
 - a. Choose File > Backup.
 - b. Download the latest QuickBooks Update. Choose QuickBooks > Check for QuickBooks Updates.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

Beginning Monday, March 13:

1. Deactivate online banking connection for accounts connected to Northwest Bank.
 - a. Choose Lists > Chart of Accounts.
 - b. Click the first account you would like to deactivate and choose Edit > Edit Account.
 - c. Choose Online Settings in the Edit Account window.
 - d. In the Online Account Information window, choose Not Enabled from the Download Transactions list and click Save.
 - e. Click OK for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Choose Banking > Online Banking Setup.
 - b. Type Northwest Bank DC in the search field, then click Next.
 - c. If prompted for connectivity type, select Direct Connect.
 -  d. Within Treasury Pro, navigate to My Settings>Direct Connect to retrieve your Direct Connect User Credentials.

Note: You need to have Direct Connect enabled. If you haven't notified Northwest, work your Northwest Advisor to complete this maintenance.
 - e. Enter your Northwest credentials. Note: you will receive an error after you enter your credentials. Keep the QuickBooks Bank Feeds Screen open and proceed to the next step.
 - f. Log into Northwest Treasury Pro and navigate to the My Settings>Direct Connect page and authorize your application by selecting **Approve** next to the request under the Client UID section.
 - g. As a security precaution, you may be required to verify your identity. Once this step has been completed, proceed to the next step.
 - h. Select Yes, my account has been activated for QuickBooks Online Services in the Online Banking Assistant window. Click Next.
 - i. For each account you wish to download into QuickBooks, click Select and Account to connect to your existing account's registers.
 - j. Click Next, and then click Done.
- k. Repeat this step for each account that you have connected to Northwest.