



## QuickBooks Desktop Conversion Instructions

As we complete the conversion to Northwest Bank, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly. 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

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Instructions for Downloading a Web Connect file from Northwest Treasury Pro

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## QuickBooks Windows Direct Connect

Before Friday, July 25 at 5 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, July 28:

1. Disconnect online banking connection for accounts connected to JSSB or Luzerne..
  - 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 Treasury Pro 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 with 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, July 25 at 5 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, July 28:

1. Disconnect online banking connection for accounts connected to JSSB or Luzerne.
  - 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 Treasury Pro 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.



## QuickBooks Windows Web Connect

Before Friday, July 25 at 5 p.m.:

1. Backup QuickBooks Windows Data File & Update.
  - a. Choose File > Back Up Company > Create Local Backup.
  - b. Download the latest QuickBooks Update. Choose 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, July 28:

1. Disconnect online banking connection for accounts connected to JSSB or Luzerne.
  - a. Choose Lists menu > Chart of Accounts.
  - b. Right-click the first account you want 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 you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
  - a. Log in to Northwest Treasury Pro and navigate to Account Information > Balance Reporting > Select Create Report.
  - b. To create the file > Pick the accounts you would like in the file > Select All Data Types > Select Date range of the report > Select QuickBooks Web Connect for the file format > Name the file. Save the file to an easily accessible location. Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
  - c. In QuickBooks, choose File > Utilities > Import > Web Connect Files. Locate your saved Web Connect file and select to import.
  - d. In the Select Bank Account dialog select Use an existing QuickBooks account. Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
  - e. In the drop-down list, choose your QuickBooks account(s) and click Continue. Confirm by selecting OK.



## QuickBooks Mac Web Connect

Before Friday, July 25 at 5 p.m..

1. Backup your 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. Repeat this step for each account you need to update.
  - c. Accept all new transactions into the appropriate registers. (required)

Beginning Monday, July 28:

1. Disconnect online banking connection for accounts connected to JSSB or Luzerne.
  - a. Choose Lists > Chart of Accounts.
  - b. Select the first account you would like to deactivate and choose Edit > Edit Account.
  - c. Select 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 dialog boxes 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. Log in to Northwest Treasury Pro and navigate to Account Information > Balance Reporting > Select Create Report.
  - b. To create the file > Pick the accounts you would like in the file > Select All Data Types > Select Date range of the report > Select QuickBooks Web Connect for the file format> Name the file. Save the file to an easily accessible location. Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
  - c. In QuickBooks, choose File > Import > From Web Connect. Use the import dialog to import your saved Web Connect file.
  - d. In the Account Association window, click Select an Account to choose the appropriate existing account register.  
Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.
  - e. Click Continue and OK for any dialog boxes.