



2021 Business Online Banking Upgrade

QuickBooks Desktop Conversion Instructions

As we complete our business 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.

Instructions for one-step update initiated from within QuickBooks

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QuickBooks Windows Direct Connect

Before Friday, September 24 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, September 27:

1. Deactivate business 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 **DirectConnect**
 -  f. 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 'g'.
 -  g. Log into Northwest Business Online Banking and navigate to the Settings>Authorized Apps page, and authorize your application under **Apps awaiting authorization** (select PFM Client > Authorize).
 -  h. As a security precaution, you may be required to verify your identity. Once this step has been completed, proceed to 'i'.
 -  i. Go back to the Quickbooks Bank Feeds Setup screen and click **Connect**.
 - j. 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 a 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**.
 - k. After all accounts have been matched, click **Next** and then click **Done**.

QuickBooks Mac Direct Connect

Before Friday, September 24 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, September 27:

1. Deactivate business 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 business 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. **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.
 - e. Log into Northwest Business Online Banking and navigate to the Settings > Authorized Apps page, and authorize your application under **Apps Awaiting Authorization** (select PFM Client > Authorize).
 - f. As a security precaution, you may be required to verify your identity. Once this step has been completed, proceed to the next step.
 - g. Select **Yes, my account has been activated for QuickBooks Online Services** in the Business Online Banking Assistant window. Click **Next**.
 - h. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.
 - i. Click **Next**, and then click **Done**.
 - j. Repeat this step for each account that you have connected to Northwest.

QuickBooks Windows Web Connect

Before Friday, September 24 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. 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, September 27:

1. Deactivate online banking connection for accounts connected to Northwest Bank.
 - 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 Business Online Banking and navigate to **Services>Intuit Web Connect** to download your transactions to a QuickBooks (.qbo) 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.
 - b. In QuickBooks, choose **File>Utilities>Import>Web Connect Files**. Locate your saved Web Connect file and select to import.
 - c. 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.**
 - d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.

QuickBooks Mac Web Connect

Before Friday, September 24 at 3 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, September 27:

1. Deactivate business online banking connection for accounts connected to Northwest Bank.
 - 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 business online banking connection for accounts that apply.
 - a. Log in to Northwest Business Online Banking and download your transactions into to a QuickBooks (.qbo) file.
Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
 - c. 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.
 - d. Click **Continue** and **OK** for any dialog boxes that require action.