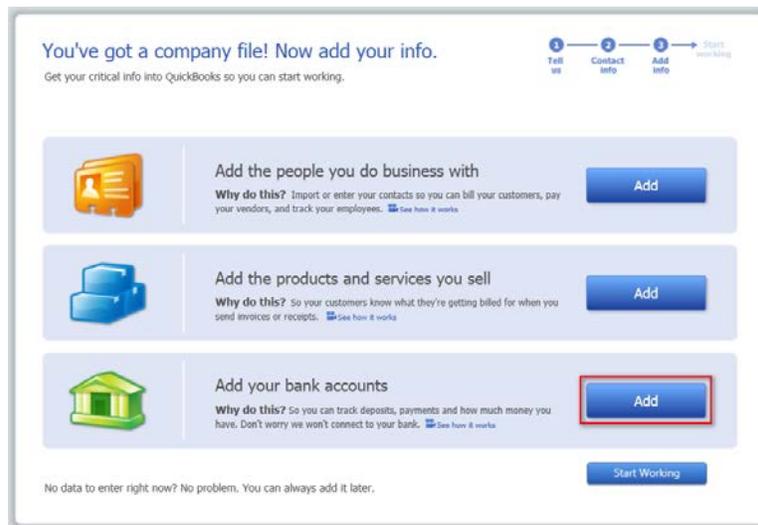


# Direct Connect Activation

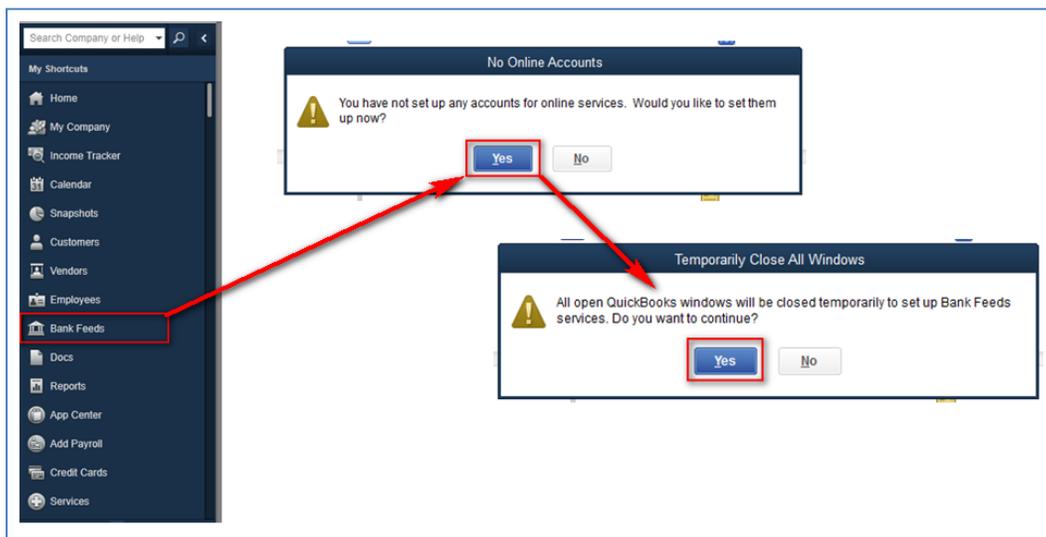
## End User Setup (QuickBooks)

*Please note: The screenshots contained in this document are provided for illustration purposes only. User experience may vary depending slightly on the QuickBooks version being used.*

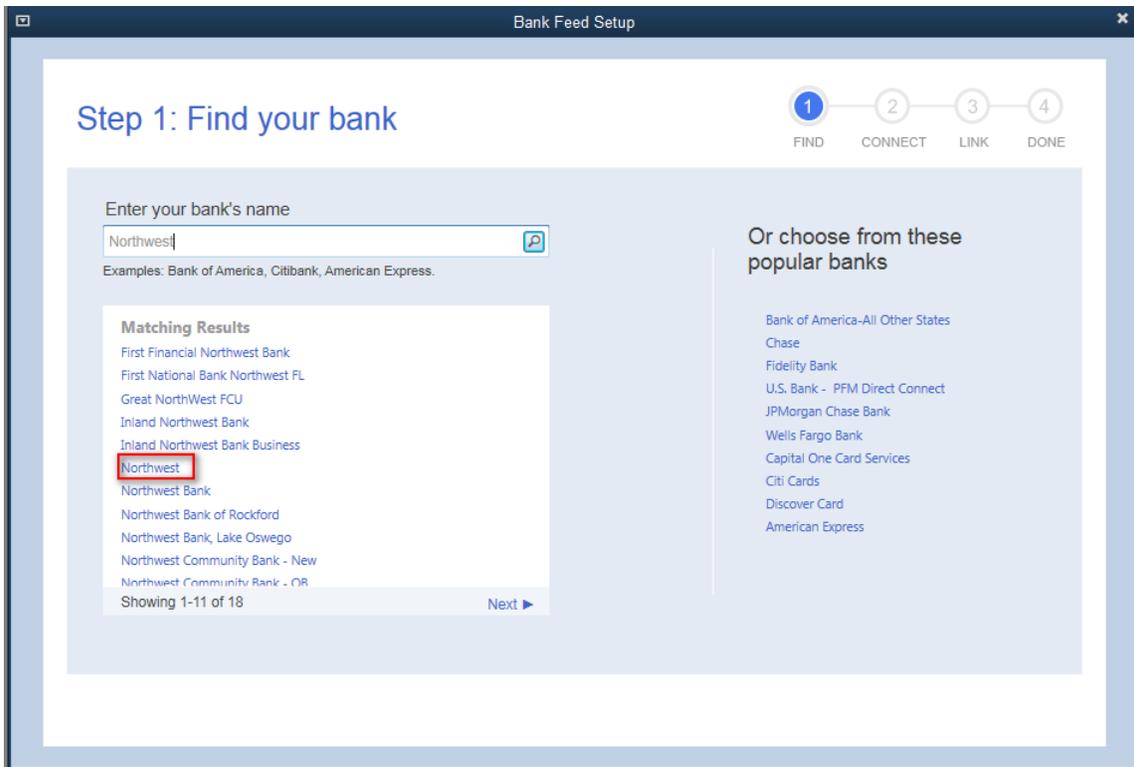
If the user has just created a new company profile, they will likely be presented with the following screen to add their information. Selecting **Add** next to **Add your bank accounts** will start the process of connecting with Northwest Online Banking.



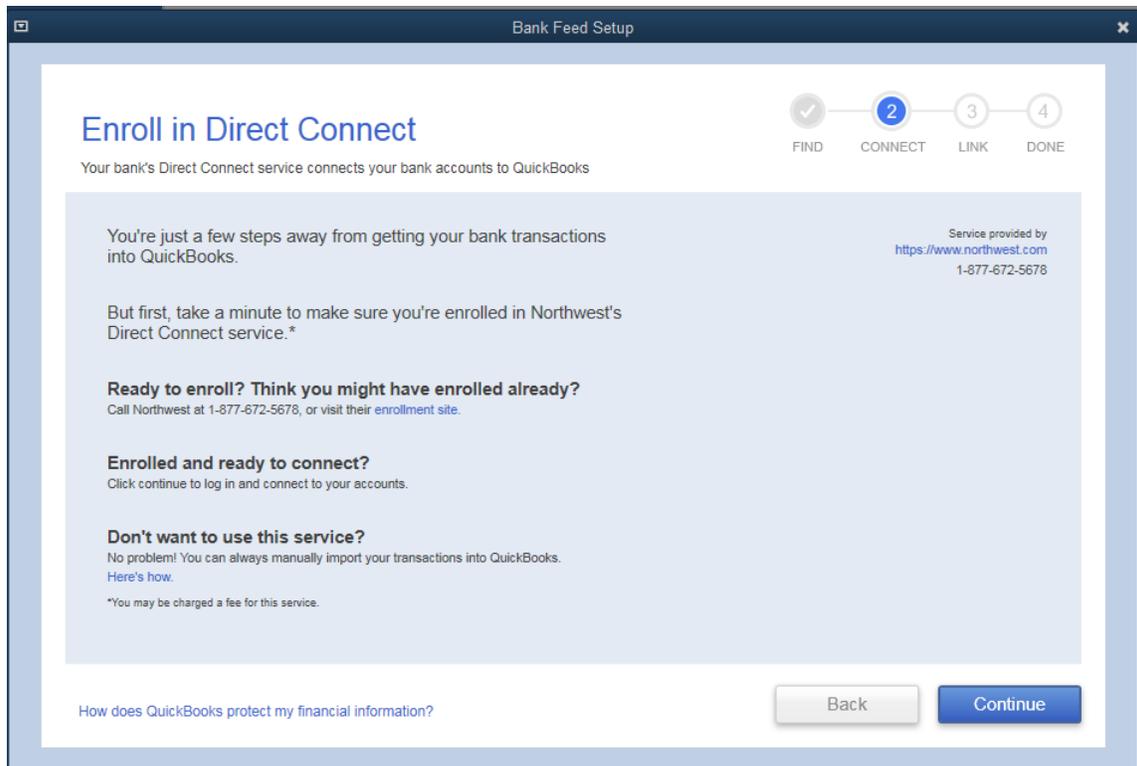
Alternatively, if the company profile is already established, they can click on the **Bank Feeds** option to begin connecting with Northwest Online Banking. If they don't have any accounts set up for online services, they will be prompted to confirm to set them up. Then they will be prompted to temporarily close all open QuickBooks windows to begin the set up.



The user will be prompted to enter the bank name. Search and select **Northwest**.



The user is prompted to ensure that they are first enrolled in Northwest's Direct Connect service. Select **Continue**.



The user is prompted to enter their Northwest Online Banking login credentials. Click **Connect**.

Bank Feed Setup

## Step 2: Connect Northwest to QuickBooks

No fees apply.

Want more options? [Use Advanced Setup.](#)

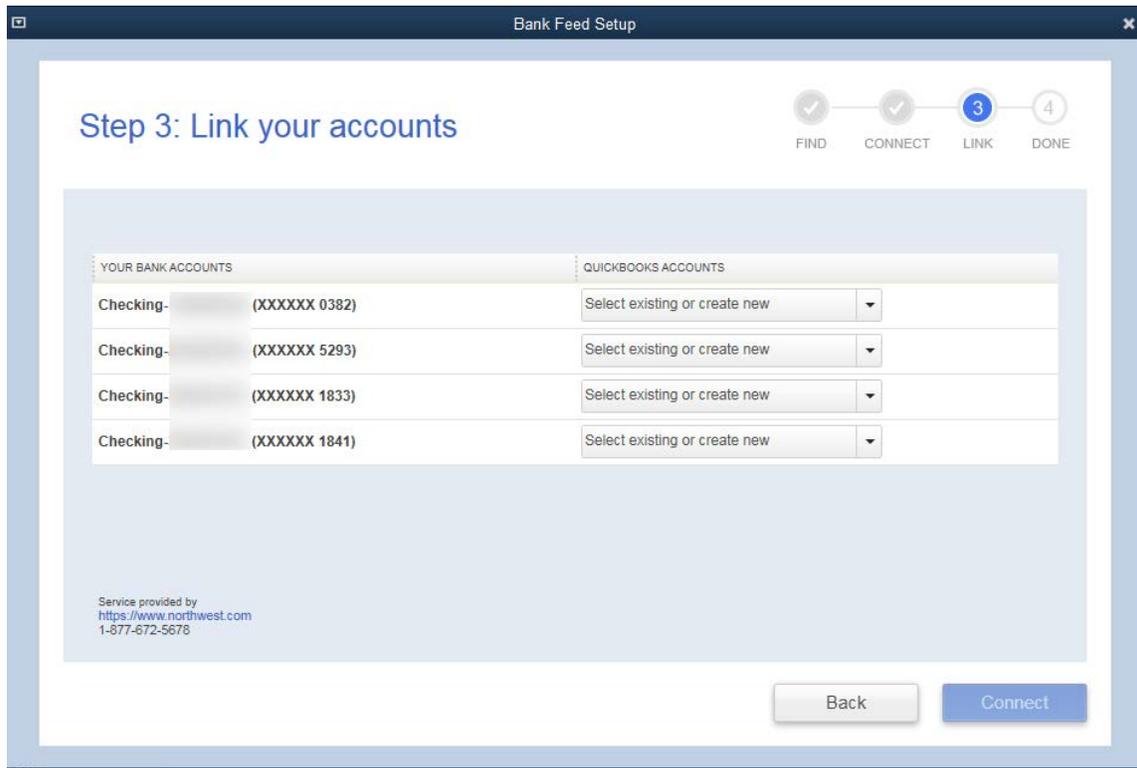
Service provided by  
<https://www.northwest.com>  
1-877-672-5678

Use your Northwest user ID and password to sign in here. [Click here to activate](#)

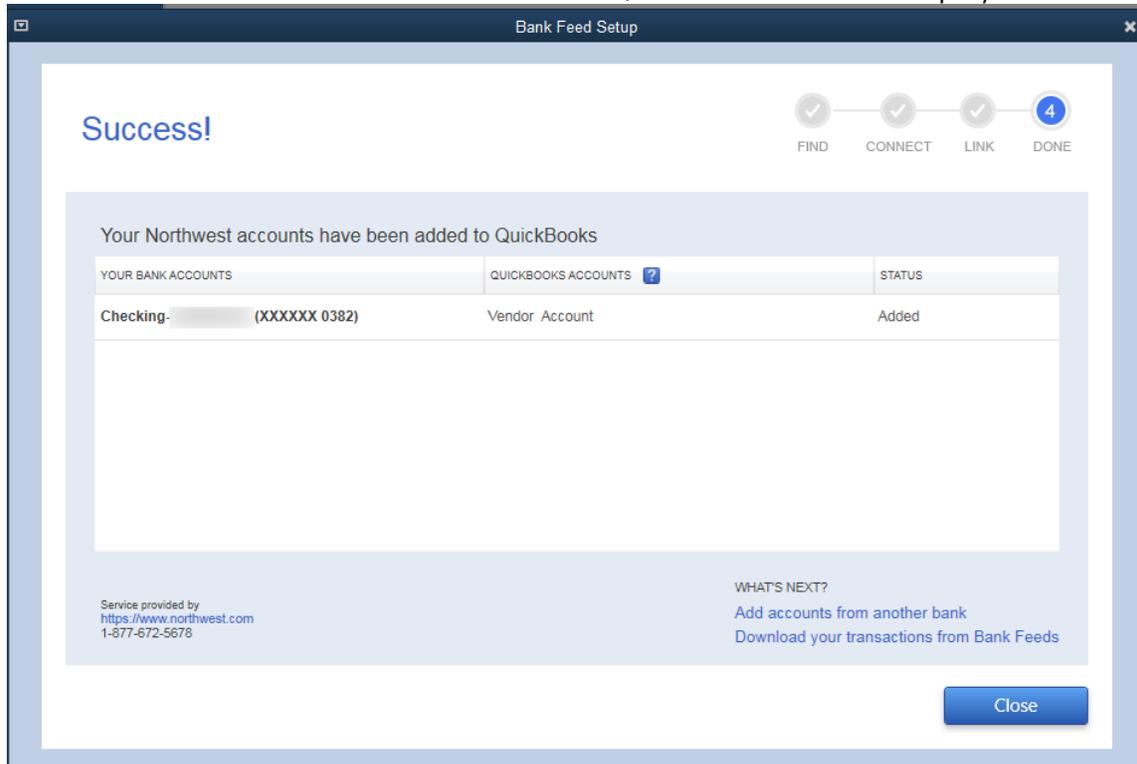
How does QuickBooks protect my financial information?

Back Connect

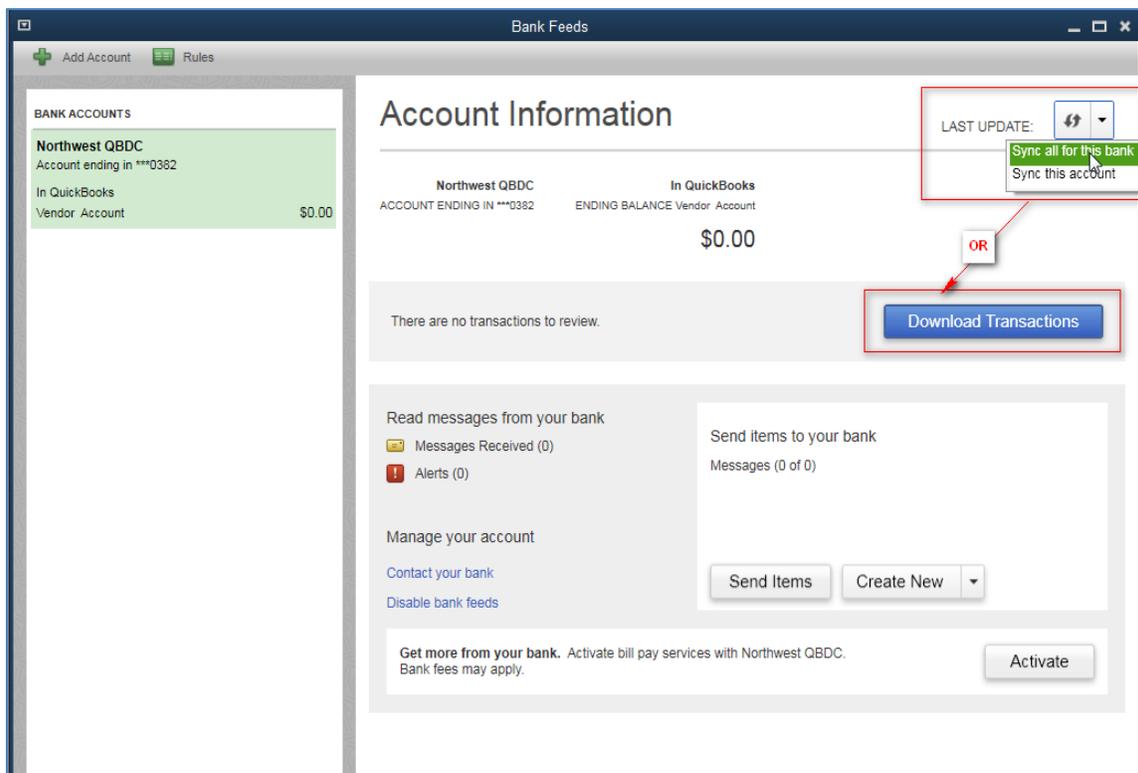
Several types of loading screens may display to the user as the accounts are retrieved. Once all of the accounts have been retrieved, the customer will be given the option to **link** them to existing accounts in QuickBooks or **create new**. Select **Connect**.



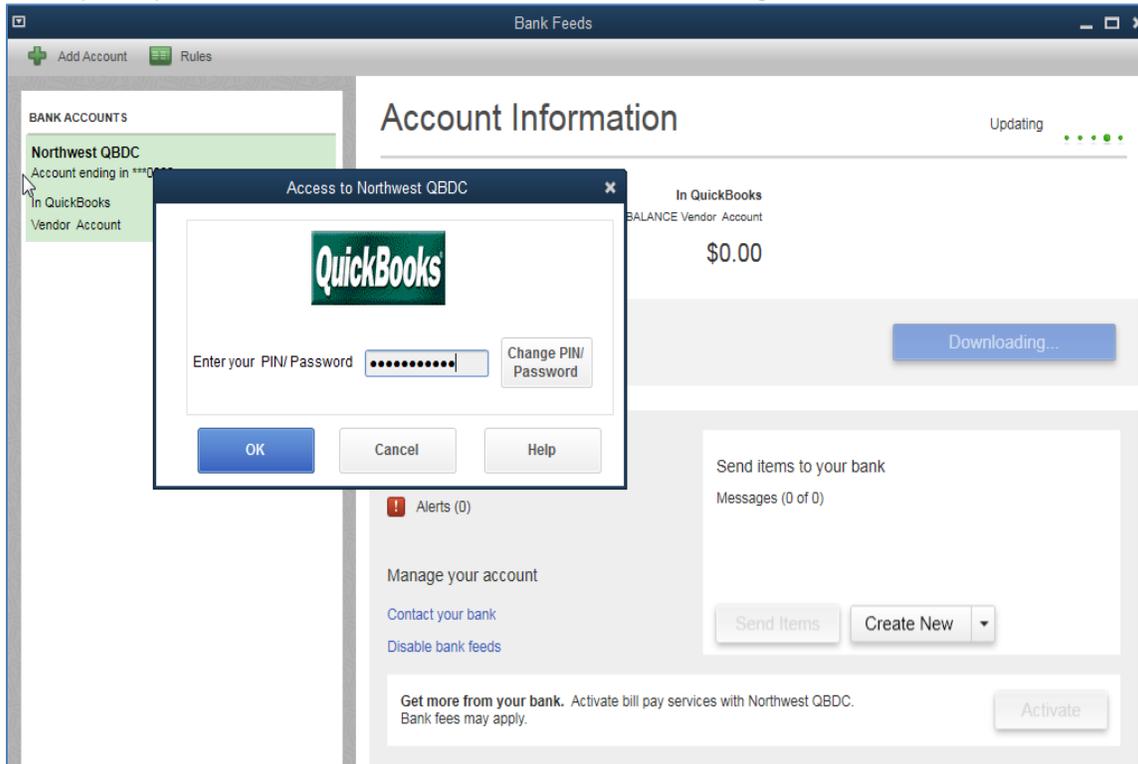
Once all of the accounts have been linked in QuickBooks, a confirmation will display. Select **Close**.



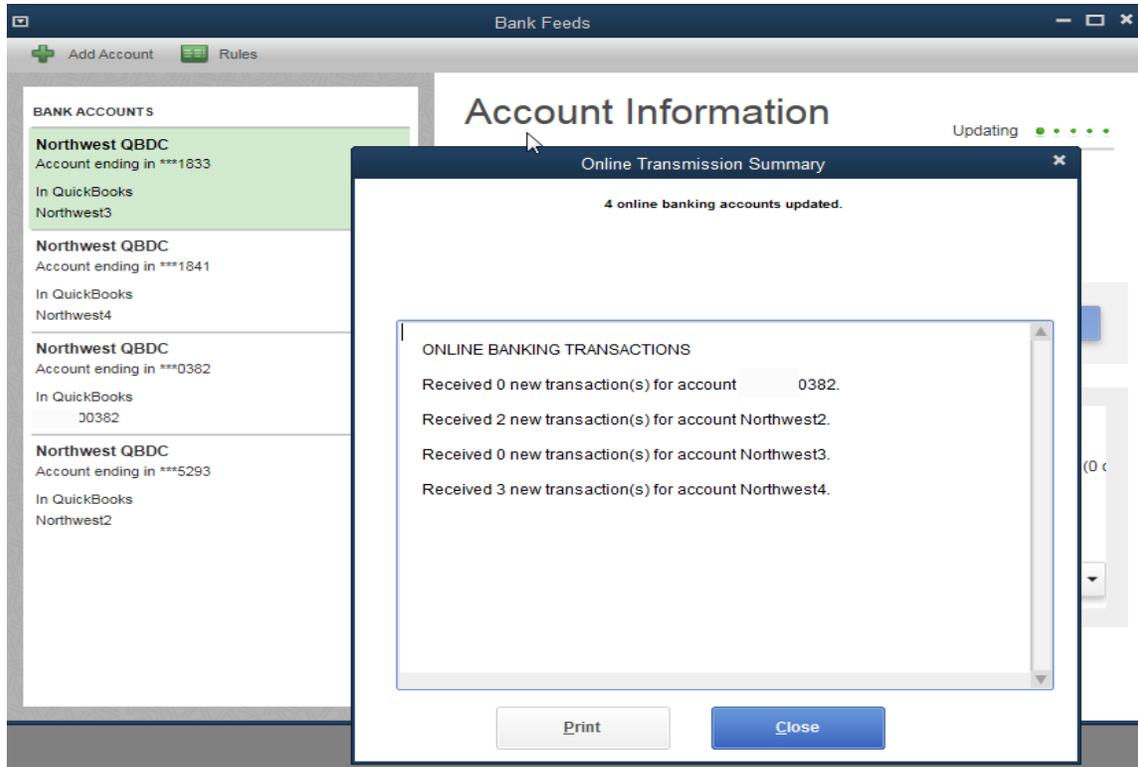
Once all of the accounts have been linked in QuickBooks, the user should select the **Bank Feeds** option from the menu bar. They will then have to download all of the transactions for the accounts that have been added. This can be done individually by account or for all accounts. To download for all accounts, select the arrow next to the Refresh Icon and select **Sync all for this bank**. To download individually, select **Download Transactions** next to the account they want to update.



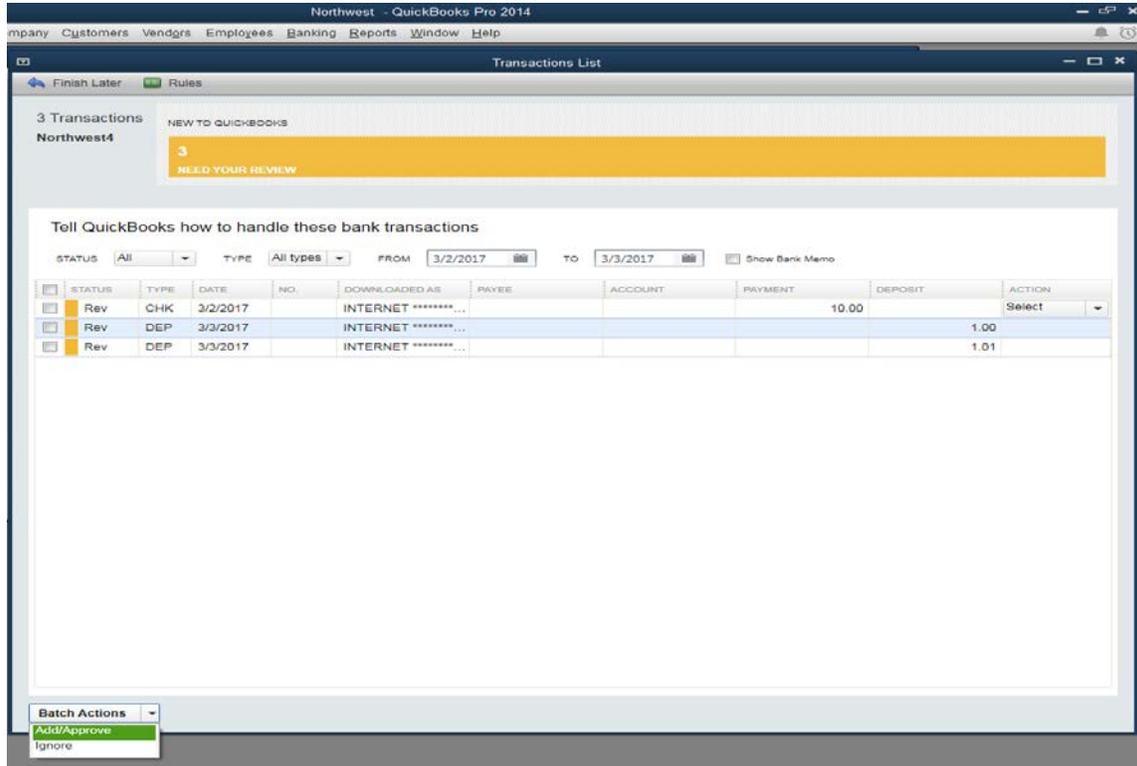
The user will be prompted to enter their Northwest Online Banking Password. Select **OK**.



Once all of the transactions have been downloaded, the user will receive a Transmission Summary with the total of new transactions and if there are any special notifications. Select **Close**.

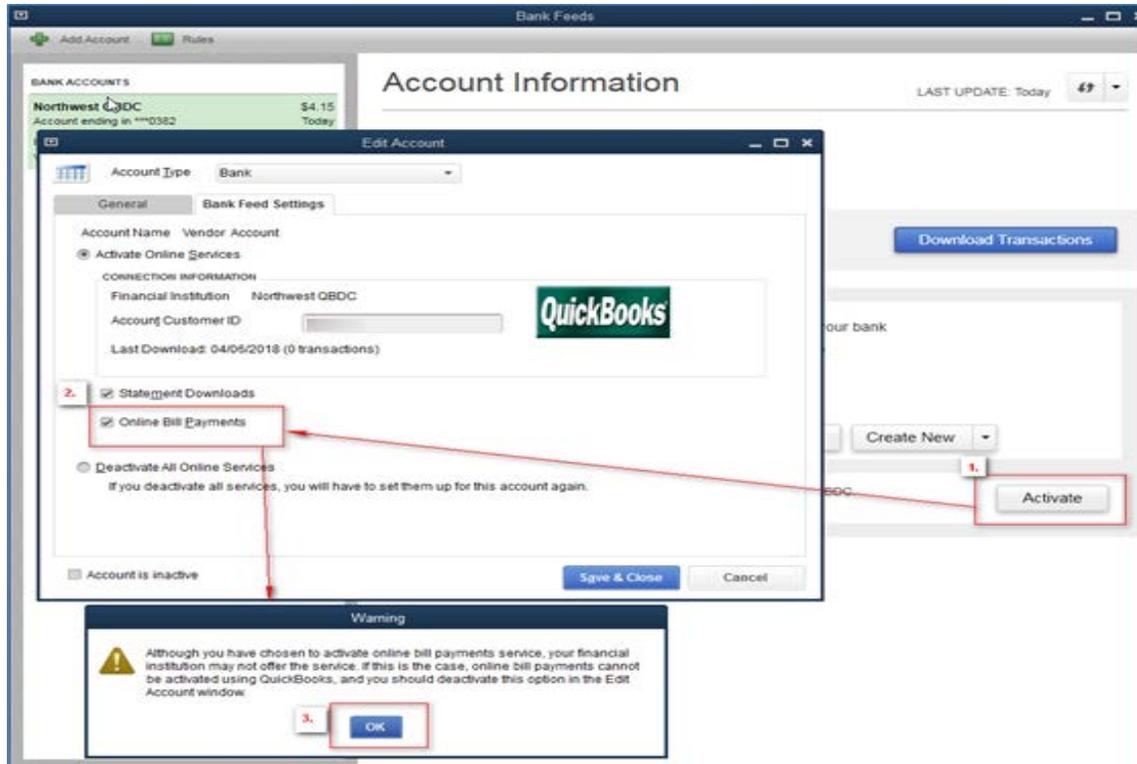


From the **Bank Feeds** home screen, the user will next select **Transaction List** to view the downloaded transactions for each account. All of the downloaded transactions will need to have an account assigned to them for QuickBooks to sort in the program. The transactions will not be added to the register until this step has been completed. The company should have accounts already set up in their QuickBooks company profile for transactions sorting (i.e. income categories, expense categories, etc). The user can add an account to all of the transactions and then select the **Batch Actions** menu then **Add/Approve** to import all transactions.

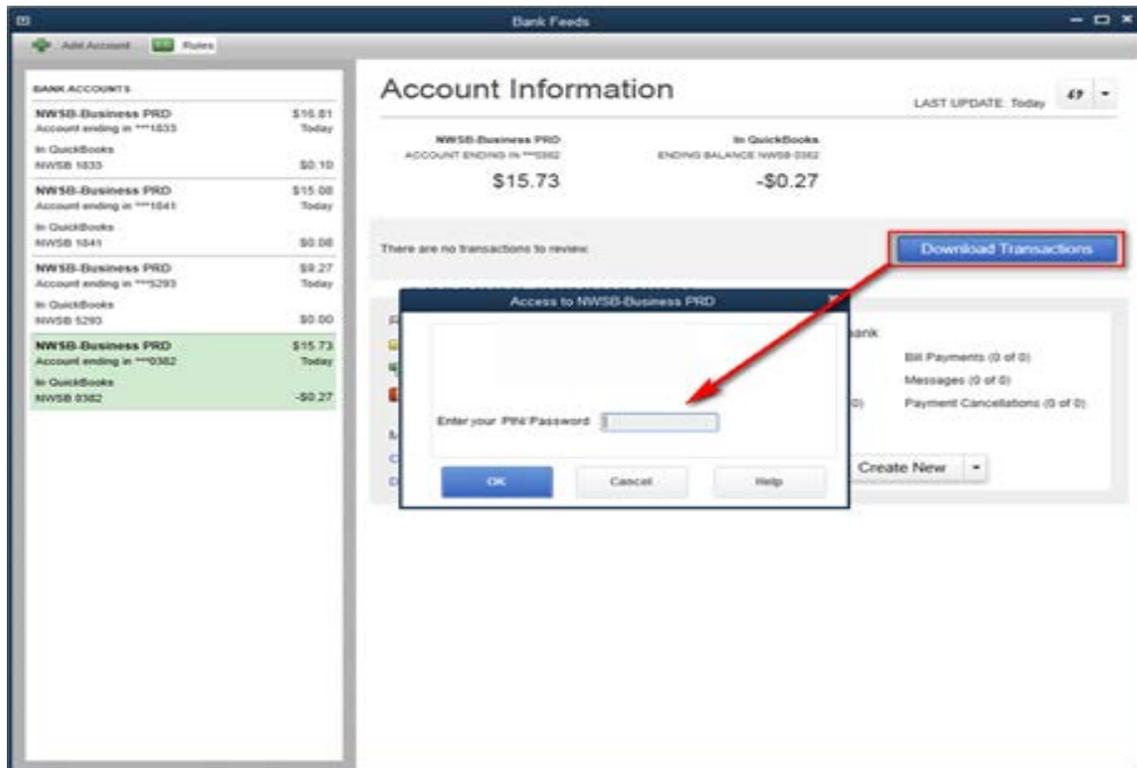


## Completing Online Bill Payments

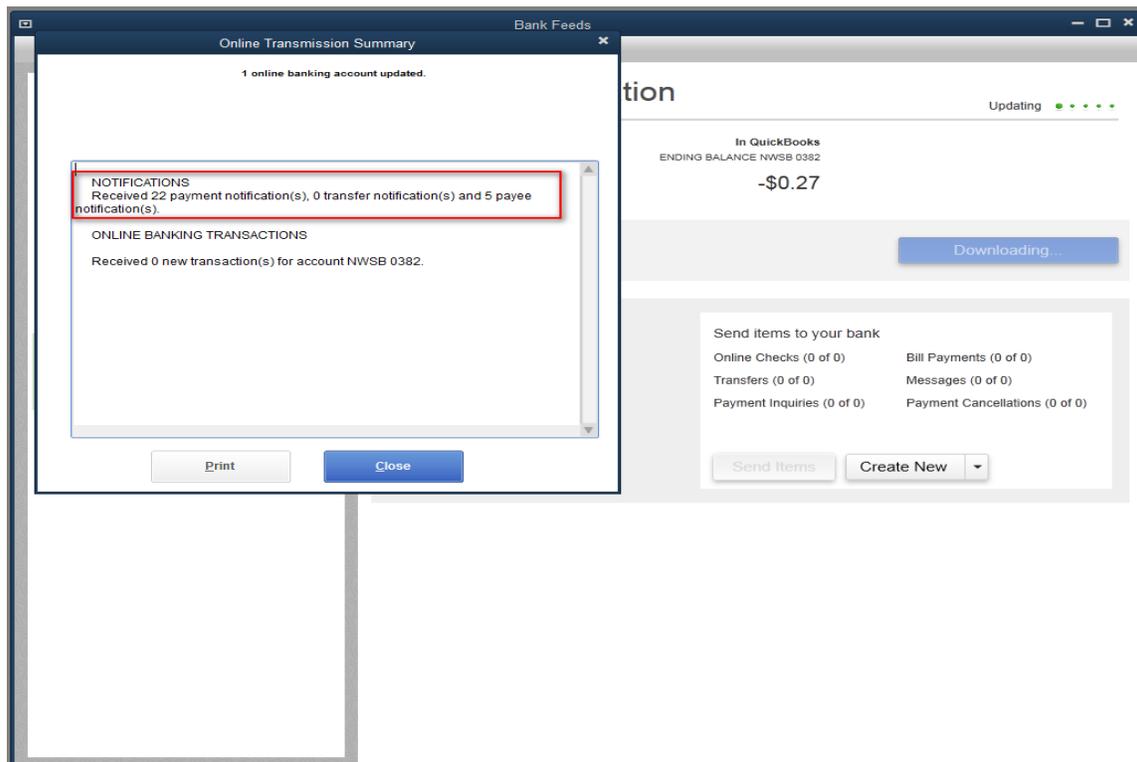
QuickBooks will not automatically add the BillPay option to the accounts. To activate BillPay with Direct Connect, the user needs to select **Activate** from the **Bank Feeds** screen next to the account that they have enrolled in Northwest BillPay Services. They will be prompted with the **Edit Account** menu, check the **Online Bill Payments** checkbox, and then OK.



Once the account has been activated for BillPay, the user will need to select **Download Transactions** again to bring in the payees from Northwest Online Banking BillPay. They will be prompted to enter their password, and then select **OK**.



Once the update has completed, the user will be presented with a Transmission Summary that will show the number of payment and payee notifications received. Select **Close**.

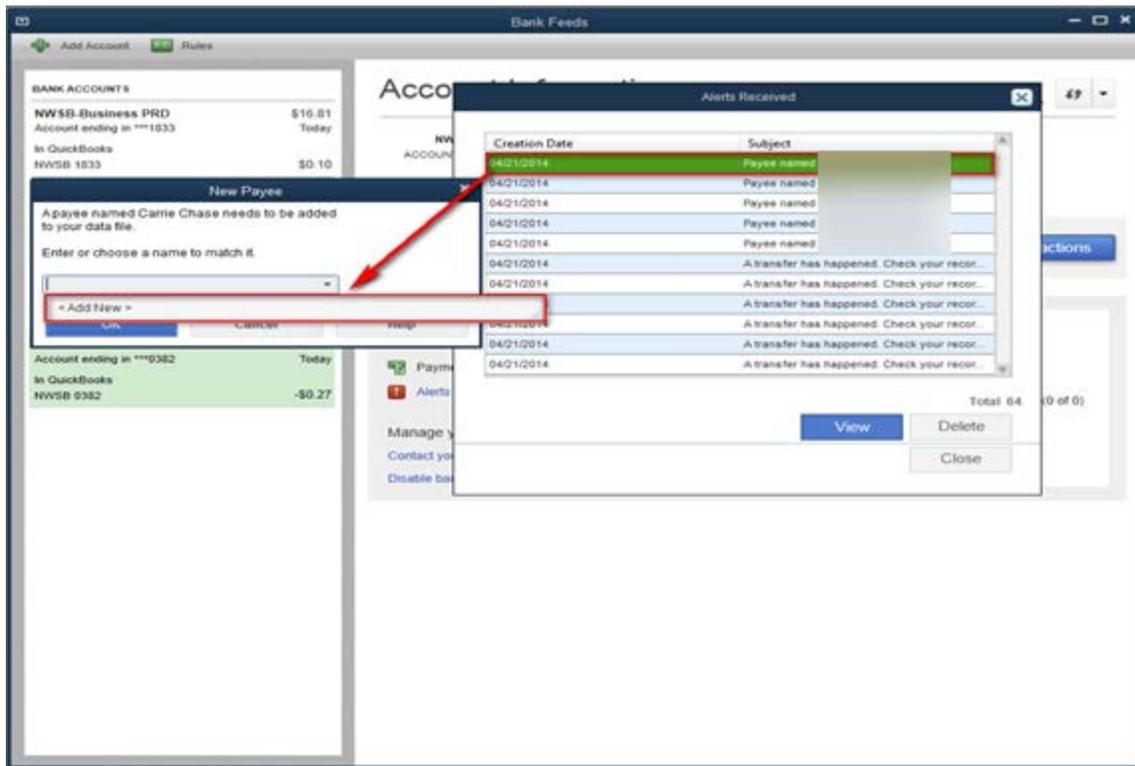


From the **Bank Feeds** menu, select the **Alerts** link within the account. This will bring up a list of all of the alerts for the account, including payee alerts.

The screenshot shows the 'Bank Feeds' application window. On the left, a sidebar lists 'BANK ACCOUNTS' with entries for 'Northwest QBDC' (\$4.15) and 'Vendor Account' (\$0.00). Below this, there are links for 'Read messages', 'Messages', 'Payments', and 'Alerts'. The 'Alerts' link is highlighted with a red box and a red arrow. A modal window titled 'Alerts Received' is open, displaying a table of alerts. The table has two columns: 'Creation Date' and 'Subject'. The first row is highlighted in green and shows '04/06/2018' and 'Payee'. The following rows show '04/06/2018' and 'Payee' for the first six rows, and '04/06/2018' and 'Unrecd' for the remaining four rows. At the bottom right of the modal, it says 'Total 32' and has buttons for 'View', 'Delete', and 'Close'.

Creation Date	Subject
04/06/2018	Payee
04/06/2018	Unrecd

From the Alerts list, double click on the alert that says **Payee named "NAME" detected**. The user will then be prompted to match the payee with a payee within QuickBooks. If the user does not already have this payee in their QuickBooks payee list, they will be able to create a new payee by selecting **<Add New>** from the name list.



Once **<Add New>** is selected, they will be prompted to select the Name Type for the new payee. Vendor, Customer, Employee or Other are the options presented. Select **OK**.



After the Name Type has been selected, they will be presented with the Payee information screen. **The user should enter the payee name exactly the same as it is listed in Northwest Online Banking to ensure the payees are synced correctly.** Only the Name Field needs to be completed, QuickBooks will sync the rest of the information from what is in Northwest Online BillPay.

**New Vendor**

VENDOR NAME **Erie Water Works**

OPENING BALANCE  AS OF 04/06/2018 [How do I determine the opening balance?](#)

**Address Info**

COMPANY NAME

FULL NAME Mr./Ms./J. First M.I. Last

JOB TITLE

Main Phone  Main Email

Work Phone  CC Email

Mobile  Website

Fax  Other 1

**ADDRESS DETAILS**

BILLED FROM

SHIPPED FROM

Copy >>

Vendor is inactive

OK Cancel Help

Select **OK** once the payee fills in. A confirmation will show with the address information that will be synced to the newly created payee in QuickBooks. Select **Yes** to sync the address/account information. Continue these steps for all of the payee detected alerts.

**New Payee**

A payee named [redacted] needs to be added to your data file.

Enter or choose a name to match it.

OK Cancel Help

**Online Payee Information**

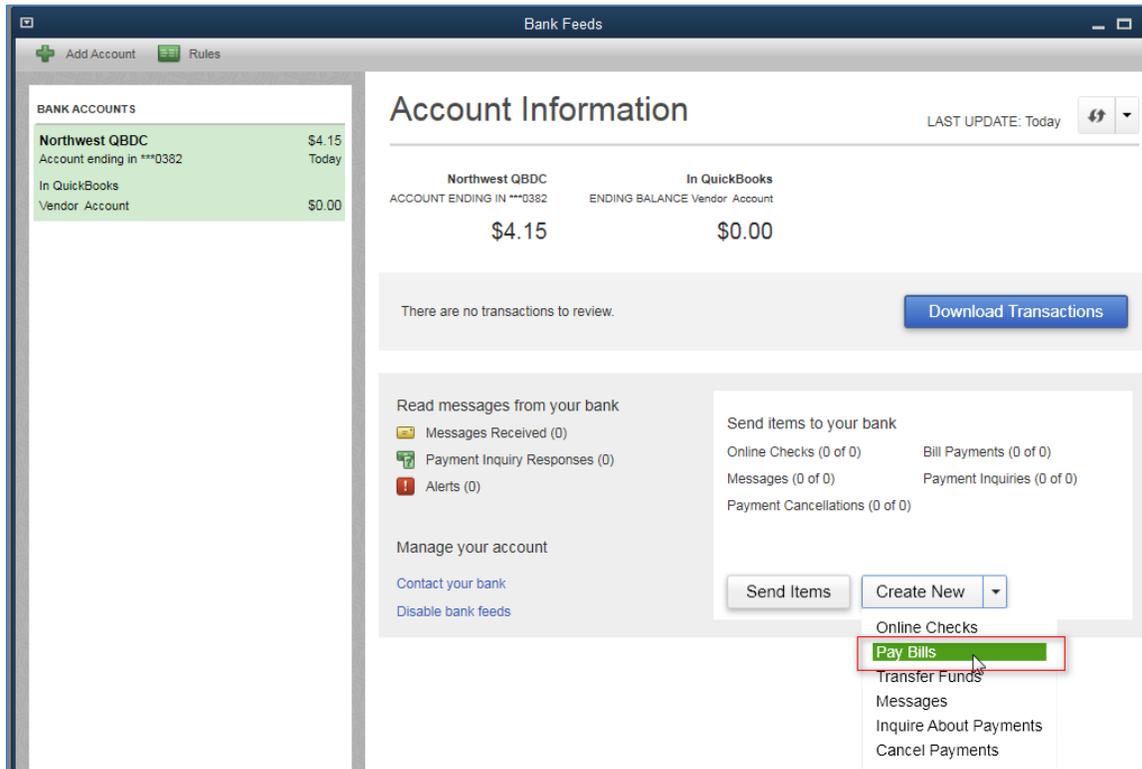
The following online payee information will be recorded into the record named [redacted].

Do you wish to change the information for [redacted] to use this new information?

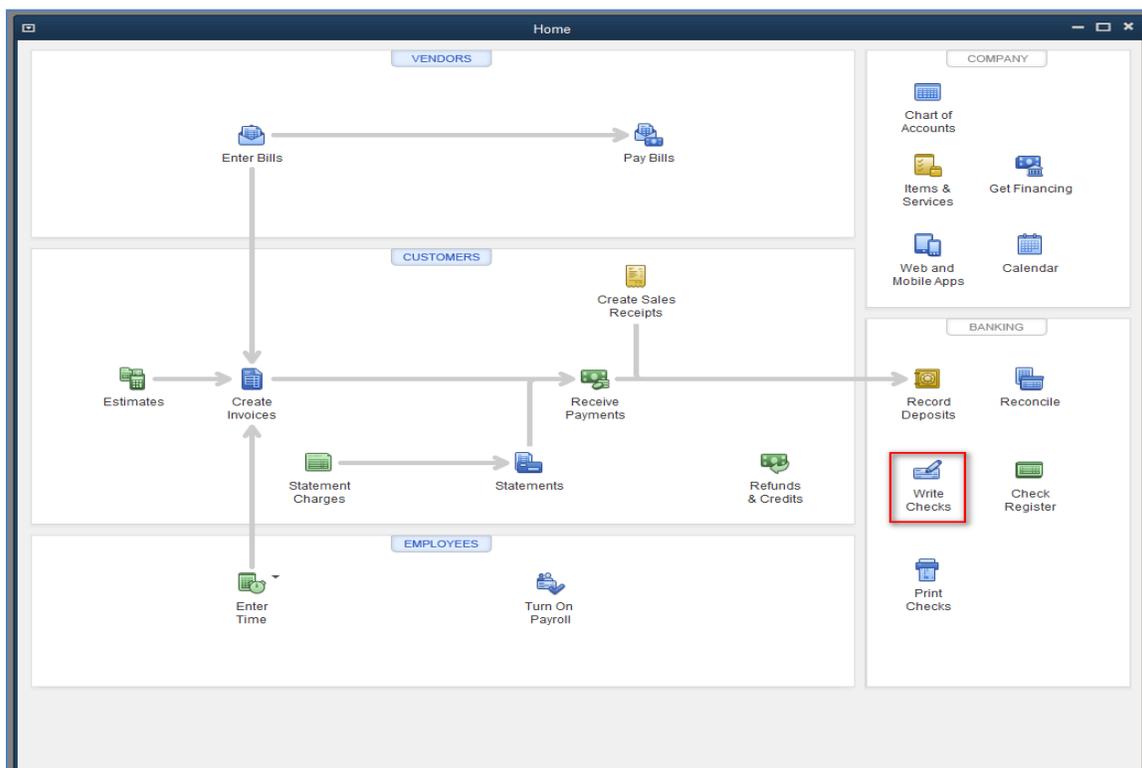
This payee is already on your payee list. QuickBooks will continue to use the current payee information until you modify it.

Yes No Help

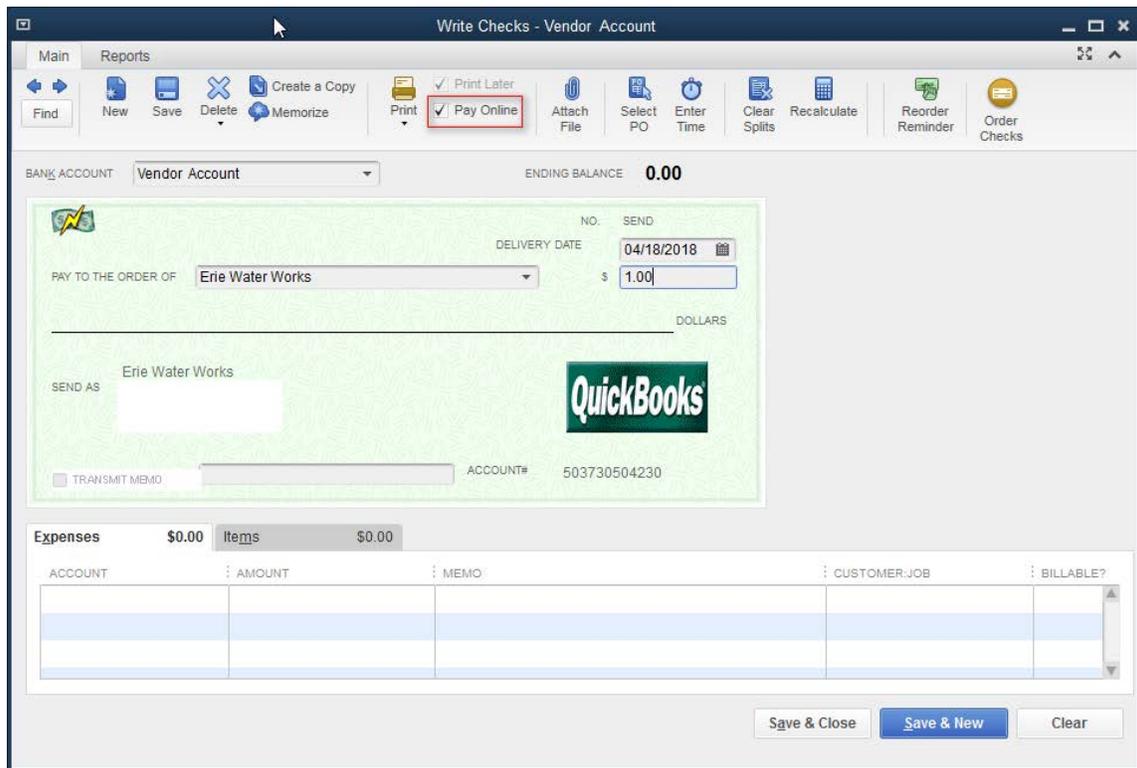
Once all of the payees have been synced with QuickBooks, the user can select **Pay Bills** from the **Create New** menu if they have entered bills for the payee.



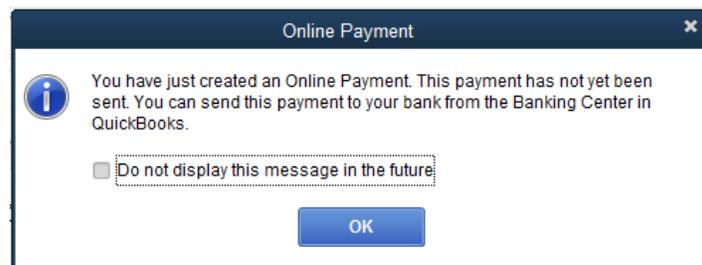
If the user **does not** use the **Enter Bills** option from the vendor list, they can select **Write Checks** from the QuickBooks **Home** screen.



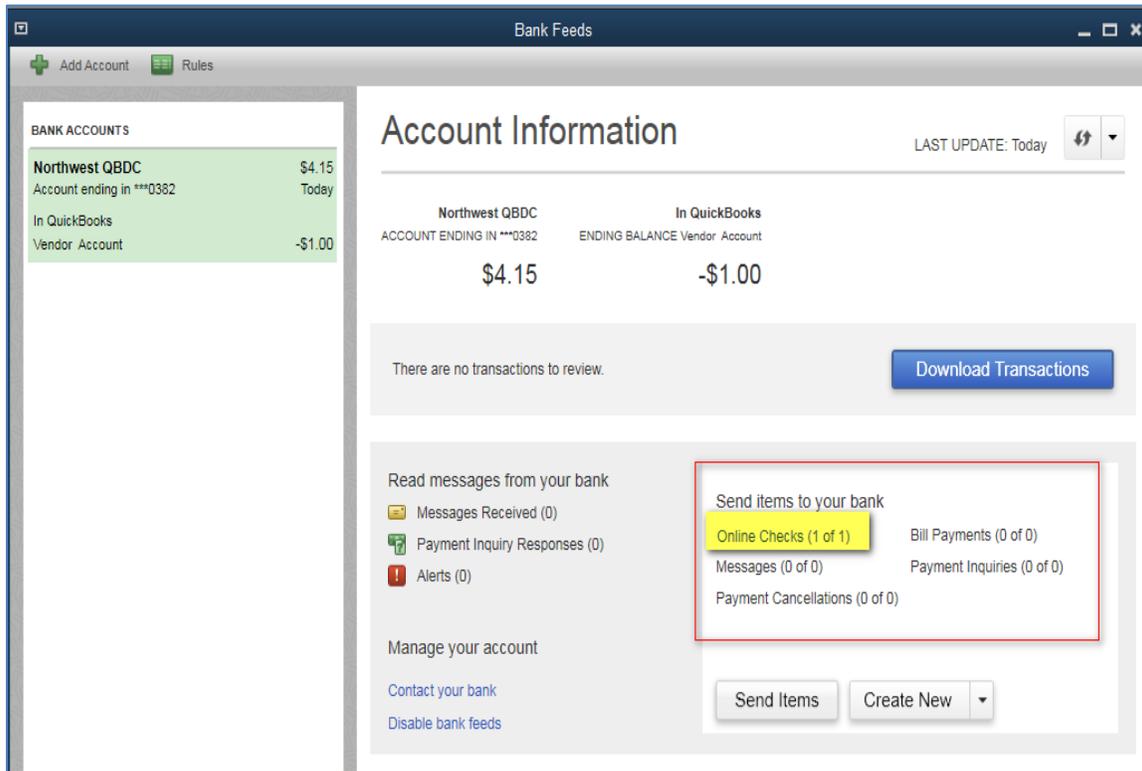
Make sure the **Pay Online** check box is selected, and then select the payee from the **Pay to the Order of** menu. QuickBooks will enter the earliest available date for the selected payee. Complete the amount information and select **Save and Close** or **Save and New**.



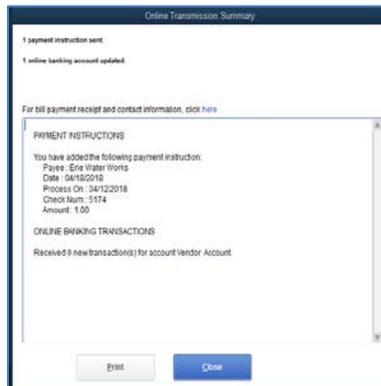
Once they close, the user will be presented with an alert that the payment has not yet been sent and they will be directed to the **Bank Center (Bank Feeds)** menu.



From the **Bank Feeds** menu, the user will see that there is a pending payment; select **Download Transactions** to send payment.



Once the payment has been submitted successfully, the user will receive a Transmission Summary with the payment instructions. Select **Close**.



If the user needs to cancel a payment that was set up using Northwest Online BillPay, they can click **Cancel Payments** from the Bank Feeds menu and select the payment. They can select **Yes** to confirm cancellation. The user will then be prompted with instructions on how to complete the cancellation.

**Account Information** LAST UPDATE: Today

Northwest QBDC ACCOUNT ENDING IN \*\*\*0382 **\$4.15**

In QuickBooks ENDING BALANCE Vendor Account **-\$1.00**

There are no transactions to review. [Download Transactions](#)

Read messages from your bank  
Messages Received (0)  
Payment Inquiry Responses (0)  
Alerts (6)

Manage your account  
[Contact your bank](#)  
[Disable bank feeds](#)

Send items to your bank  
Online Checks (0 of 0) Bill Payments (0 of 0)  
Messages (0 of 0) Payment Inquiries (0 of 0)  
Payment Cancellations (0 of 0)

[Send Items](#) [Create New](#)

- Online Checks
- Pay Bills
- Transfer Funds
- Messages
- Inquire About Payments
- Cancel Payments**

**Payments You Can Cancel**

Cancelled	Payee	Delivery Date	Amount
	Erie Water Works	04/18/2018	\$1.00

Total 1

[View Payment](#) [Cancel Payment](#) [Close](#)

**Cancel Payment**

Cancel payment for \$1.00 to Erie Water Works scheduled for 04/18/2018?

[Yes](#) [No](#) [Help](#)

**QuickBooks Desktop Information**

You have just created a cancel payment request. For this request to take effect, you must send it to your financial institution.

To send your request

- Go to the "Banking menu"
- Choose "Bank Feeds"
- Choose "Bank Feeds Center"
- Click the "Send Items" button

[OK](#)

From the **Bank Feeds** menu, select **Download Transactions** to send the pending payment cancellation. A confirmation will display once completed.

## Account Information

LAST UPDATE: Today 

<b>Northwest QBDC</b> ACCOUNT ENDING IN ***0382	<b>In QuickBooks</b> ENDING BALANCE Vendor Account
<b>\$4.15</b>	<b>-\$1.00</b>

There are no transactions to review. [Download Transactions](#)

Read messages from your bank

- Messages Received (0)
- Payment Inquiry Responses (0)
- Alerts (6)

Manage your account

- Contact your bank
- Disable bank feeds

Send items to your bank

Online Checks (0 of 0)	Bill Payments (0 of 0)
Messages (0 of 0)	Payment Inquiries (0 of 0)
<b>Payment Cancellations (1 of 1)</b>	

[Send Items](#) [Create New](#)

### Online Transaction Summary

1 payment instruction sent.  
1 online banking account updated.

For bill payment receipt and contact information, click [here](#)

**PAYMENT INSTRUCTIONS**

You have cancelled the following payment instruction:  
Payee: Erie Water Works  
Check Num: 5174  
Amount: 1.00

**ONLINE BANKING TRANSACTIONS**

Received 0 new transaction(s) for account Vendor Account.

[Print](#) [Close](#)

# Complete a Transfer

To transfer funds from QuickBooks, select **Transfer Funds** from the **Create New** menu from within the **Bank Feeds** menu. Complete the transfer information and make sure that the **Online Funds Transfer** box is checked, and then select **Save & Close** or **Save & New**.

**Transfer Funds**

DATE

TRANSFER FUNDS FROM: **NWSB 0382 : NWSB-Business PRD** ACCOUNT BALANCE: **-1.27**

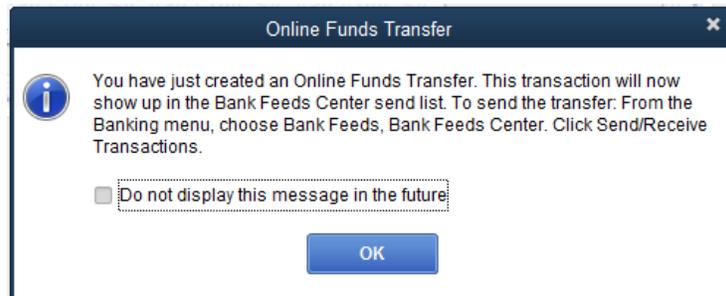
TRANSFER FUNDS TO: **NWSB 1833 : NWSB-Business PRD** ACCOUNT BALANCE: **0.10**

**Online Funds Transfer** TRANSFER AMOUNT:

MEMO:

**Save & Close** **Save & New** **Clear**

Once they close, they will be presented an alert that the transfer has not yet been sent and directing them to the **Bank Center (Bank Feeds)** menu.



Select **Download Transactions** from the **Bank Feeds** menu to send the transfer to Northwest Online Banking.

**BANK ACCOUNTS**

<b>NWSB-Business PRD</b> Account ending in ***1833	\$16.81 Today
In QuickBooks NWSB 1833	\$0.60
<b>NWSB-Business PRD</b> Account ending in ***1841	\$15.08 Today
In QuickBooks NWSB 1841	\$1.08
<b>NWSB-Business PRD</b> Account ending in ***5293	\$9.27 Today
In QuickBooks NWSB 5293	\$0.00
<b>NWSB-Business PRD</b> Account ending in ***0382	\$15.73 Today
In QuickBooks NWSB 0382	-\$1.77

**Account Information** LAST UPDATE: Today

**NWSB-Business PRD** ACCOUNT ENDING IN \*\*\*0382 **\$15.73**

**In QuickBooks** ENDING BALANCE NWSB 0382 **-\$1.77**

There are no transactions to review. **Download Transactions**

Read messages from your bank

- Messages Received (0)
- Payment Inquiry Responses (0)
- Alerts (64)

Manage your account

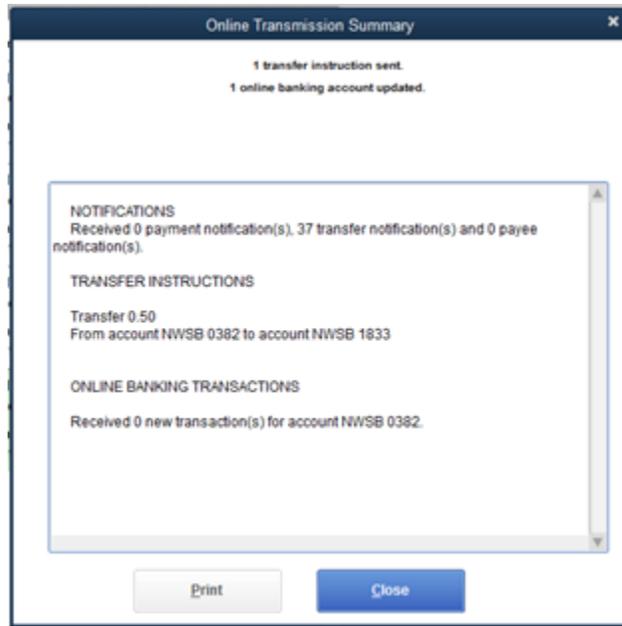
- Contact your bank
- Disable bank feeds

**Send items to your bank**

- Online Checks (0 of 0)
- Bill Payments (0 of 0)
- Transfers (2 of 2)
- Messages (0 of 0)
- Payment Inquiries (0 of 0)
- Payment Cancellations (0 of 0)

**Send Items** **Create New**

Once the transfer has been submitted, a Transmission Summary will be displayed detailing the successful transaction(s). Select **Close**.



If a user has pending transactions in the **Bank Feeds** menu and tries to close QuickBooks without sending them, they will be alerted with the following message. They will have the option to Send Now, exit without sending or cancel.

