QuickBooks® for Mac Conversion Instructions

Web Connect to Direct Connect

Introduction

Genesee Regional Bank has upgraded the integration between GRBonline and Quickbooks.   In addition to Web Connect, we now also offer Direct Connect. Direct Connect supports a two way connection between GRBonline and Quickbooks. It allows you to import transaction data from GRBonline as well as make transfers between accounts and initiate bill payments, all within Quickbooks.

If you would like to upgrade your connection from Web Connect to Direct Connect, you will need to modify your QuickBooks settings to ensure the smooth transition of your data.

To complete these instructions, you will need your User ID and Password for GRBonline.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Task 1: Conversion Preperation

1. Back up your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Disconnect Accounts for Web Connect

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the Edit Account window, click **Online Settings**.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.

6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 3: Reconnect Accounts to Direct Connect

1. Choose **Banking** menu > **Online Banking Setup**.
2. Search Genesee Regional Bank. Click Genesee Regional Bank-DC.
3. Follow the instructions in the wizard, including entering your GRBonline credentials. If prompted for connectivity type, select Direct Connect.
4. The Online Banking Assistant window displays during setup. Select 'Yes, my account has been activated for QuickBooks online services', then click **Next**.
5. Enter credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click Select an Account to choose the appropriate existing account register.
7. If you would like to use the bill pay feature, go back to **Chart of Accounts**> **Edit Account**. Go to **Bank Feed Settings**. Check **Online Bill Payments** box. Click **Save** and Close.
8. Once connected, all banking functions can be completed through the Banking menu by going to **Banking**>**Bank Feeds**>**Bank Feeds Center**. From there you can download transactions or create new bill payments* or transfers for each account setup with Direct Connect.

You must be enrolled in bill pay on GRBonline to use this feature.

<mark>**IMPORTANT**: Do NOT select "New" under the action column.</mark>

9. Click **Next**, then **Done**.

Direct Connect is not officially supported for Quickbooks Online. Contact Intuit® for any support related questions regarding Quickbooks Online.

***You must be using one of the three latest versions of Quickbooks to use Direct Connect.*