QuickBooks Desktop Conversion Guide

As we complete our technology conversion, 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.

QuickBooks Windows Direct Connect

On or After Wednesday, June 16:

1. Before completing the next steps, make sure you have logged in to the new version of INTRUST Business Online Banking and established a new password. On Wednesday, June 16, you will receive a message with a link to log in and create your password.

2. After logging in to the new platform you will receive a unique Intuit ID from INTRUST Treasury Services.

3. Deactivate online banking connection for accounts connected to INTRUST 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.

4. Reconnect online banking connection for your INTRUST Bank account(s).

   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 *INTRUST Bank - Business* in the search field and select Continue.

   e. Enter your INTRUST Business Online Banking credentials.

   f. 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**.

   g. After all accounts have been matched, click **Next** and then click **Done**.

QuickBooks Mac Direct Connect

On or After Wednesday, June 16:

1. Before completing the next steps, make sure you have logged in to the new version of INTRUST Business Online Banking and established a new password. On Wednesday,

June 16, you will receive a message with a link to log in and create your password.

2. After logging in to the new platform you will receive a unique Intuit ID from INTRUST Treasury Services.

3. Deactivate online banking connection for accounts connected to INTRUST 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.

4. Reconnect online banking connection for accounts that apply.

   a. Choose **Banking > Online Banking Setup**.

   b. Type INTRUST Bank in the search field, then click **Next** and follow the instructions in the setup screen

   c. Select **Yes, my account has been activated for QuickBooks Online Services** in the **Online Banking Assistant** window. Click **Next**.

   d. Enter your INTRUST Business Online Banking credentials.

   e. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.

   f. Click **Next**, and then click **Done**.

   g. Repeat this step for each account that you have connected to INTRUST Bank.

QuickBooks Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within QuickBooks Windows.

After Wednesday, June 16:

Contact INTRUST Treasury Services at treasuryservices@intrustbank.com to enroll in Bill Pay for Business Online Banking.