Northwest

QuickBooks Online Conversion Instructions

As we complete our online banking upgrade, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

To ensure a seamless transition, pay attention to the dates and steps that need to be completed on time.

IMPORTANT: Express Web Connect will not be available from Friday, September 24 at 3 p.m. until Monday, October 4, so please use another connectivity type if you need transaction updates during this downtime.

To navigate this document, simply click the link below that matches your product connectivity:

Instructions for One-Step Update Initiated from within QuickBooks Online

Instructions for Downloading a Web Connect file from Northwest Online Banking

QuickBooks Online Express Web Connect

Before Friday, September 24 at 3 p.m.:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Beginning Monday, September 27:

Disconnect online banking connection for accounts connected to Northwest Bank.

1. Select Banking from the left column.
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
3. Click Edit Account Info.
4. Check the box next to Disconnect this Account on Save.
5. Select Save and Close.
6. Repeat steps for any additional accounts that apply.

Reconnecting beginning September 27:

1. Reconnect business online banking connection for accounts that apply.
   a. On the Banking page, click **Add Account** in the upper-right side of the screen.
   b. Type Northwest Bank DC and choose the correct option from the results.
   c. Enter your Northwest credentials and click **Continue**. Express Web Connect uses the same credentials you use for your institution's online banking.
   d. Provide additional information, if requested.
   e. Ensure you associate the accounts for Northwest to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the drop-down menu.

      Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.
   f. After all accounts have been matched, click **Connect** and then click **Finish**.

2. Exclude Duplicate Transactions.
   a. Select **Banking** from the left column.
   b. In the For Review section, click the checkboxes for the transactions you want to exclude.
   c. Choose **Batch Actions > Exclude Selected**.

QuickBooks Online Web Connect

Before Friday, September 24 at 3 p.m.:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Beginning Monday, September 27:

1. Disconnect business online banking connection for accounts connected to Northwest Bank.
   a. Select **Banking** from the left column.
   b. Click on the account you would like to disconnect, then click the **Pencil** Icon on the corner of that account box.
   c. Click **Edit Account Info**.
   d. Check the box next to **Disconnect this Account on Save**.
   e. Click **Save and Close**.
   f. Repeat steps for any additional accounts that apply.
2. Reconnect business online banking connection for accounts that apply.
   a. Download a Web Connect file (.qbo or .qfx) from Northwest Business Online Banking.
   b. In QuickBooks Online, choose **Banking** from the left column.
   c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.
   d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.
   Important: Do NOT choose " +Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.
   e. When the import is finished, click **Let's go!**
   f. Review the For Review tab on the Banking page to view what was downloaded.
   g. Click **Next**, and then click **Done**.
   h. Repeat this step for each account that you have connected to Northwest.

For more information about our online banking upgrade, visit northwest.com/digital#business.

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