



QuickBooks® for Windows 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 Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

NOTE: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.
4. Enable Classic Mode (Register Mode).





NOTE: If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

5. For instructions to enable Classic Mode (Register Mode), choose **Help** menu > **QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

Task 2: Disconnect Accounts for Web Connect

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Right click the account you want to deactivate.
3. Click **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
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 > **Bank Feeds** > **Set Up Bank Feeds**.
2. Search Genesee Regional Bank. Click **Genesee Regional Bank-DC**.
3. Enter your **GRBonline ID** and **GRBonline Password**.
4. Link your bank account with the existing QuickBooks account and click **Connect**.
5. If you would like to use the bill pay feature, go back to Chart of Accounts, right click on the account. Click **Edit Account**. Go to **Bank Feed Settings**. Check **Online Bill Payments** box. Click **Save and Close**.
6. 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.*

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 4: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Additional Information:

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.

