

Quickbooks for Mac

Conversion Instructions—Direct Connect

As MutualBank completes conversion to Northwest, you'll need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task, as this information is time sensitive. To complete these instructions, you'll need your Northwest user ID and password.

It's important you perform the following instructions exactly as described and in the order presented. **If you do not, your service may stop functioning properly.** This conversion should take 15–30 minutes.

Task 1: Conversion Preparation

1. Backup 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: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the Help menu and use the Search bar available at the top. Search for Updating Your Register, select the article with that name and follow the instructions.

IMPORTANT: All transactions must be matched or added to the register before deactivating your account(s).

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Conversion Instructions—Contd.

Task 3: Deactivate Your Account(s) at *MutualBank* on or after April 24, 2020

IMPORTANT: All transactions must be matched or added to the register before deactivating your account(s).

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 the Online Settings button.
5. In the Online Account Information window, choose Not Enabled from the Download Transactions list and click Save.
6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at *MutualBank*.

Task 4: Re-activate Your Account(s) at *Northwest* on or after April 27, 2020

1. Choose Banking menu > Online Banking Setup.
2. Select *Northwest* from the Financial Institution list and click Next.
3. Follow the instructions in the wizard. 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 Northwest login credentials and click Sign In.
6. For each account you wish to download into QuickBooks, click Select an Account to connect to the appropriate existing account register.

IMPORTANT: Do NOT select “New” under the action column.

7. Click Next.
8. Click Done.
9. Add or match all downloaded transactions in the Download Transactions window.

IMPORTANT: You don't need to download a transaction file from Online Banking using Direct Connect.

Thank you for making these important changes!

