**giantbank.com**
A DIVISION OF CENTENNIAL BANK

Online Banking
# QuickBooks for Mac Conversion Instructions

*Direct Connect*

## Introduction

You will need to modify your QuickBooks settings to use Direct Connect. To complete these instructions, you will need your User ID and Password for your online banking with giantbank.com.

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 upgrade should take 15–30 minutes.

*Thank you!*

## Documentation and Procedures

**Task 1:** Conversion Preparation

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:** 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.

**Task 3:** Disconnect Accounts - *Centennial Bank-my100bank.com*

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| **NOTE:** | All transactions must be matched or added to the register prior to the deactivating of 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 **Online Settings**.

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 for each account to be disconnected.

**Task 4:** Conversion Preparation

1. Log into Online Banking at https://online.giantbank.com/IB/bankonline

2. Choose **Profile** menu > **Edit Profile**

3. Check the box associated with *Allow access from Direct Connect services*

**Task 5:** Reconnect Accounts

1. Choose **Banking** menu > **Online Banking Setup**.

2. Enter, then select *Centennial Bank-my100bank.com* from the **Financial Institution** list. 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 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.

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**IMPORTANT:** Do **NOT** select "**New**" under the action column.

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7. Click **Next**, then **Done**.

8. Add or match all downloaded transactions in the Downloaded Transactions window.