QuickBooks Direct Connect in ONPointe Treasury

QUICK REFERENCE GUIDE

OLD NATIONAL BANK

Note: This feature is only available on QuickBooks Desktop for Windows and Mac. If you use QuickBooks Online, Direct Connect is not compatible at this time. Click here to learn more about Web Connect, which is compatible with QuickBooks Online.
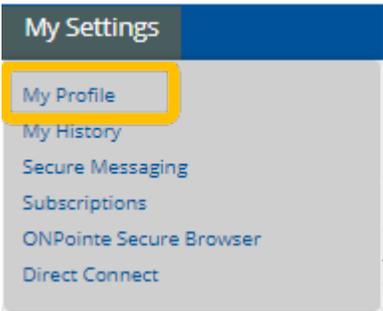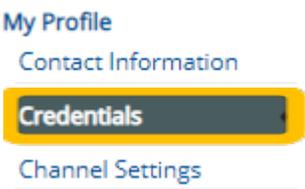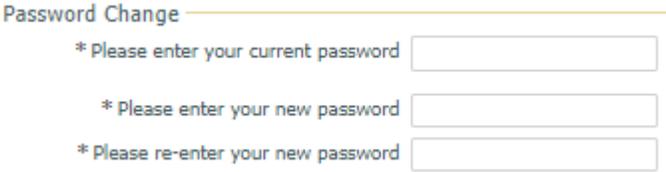
Overview of Steps to Complete:

1. Log in to ONPointe and create your QuickBooks Password and User ID
2. Add ONPointe accounts to your QuickBooks Feed
3. Unlock access in ONPointe Treasury

Step 1: Connect Your QuickBooks User ID in ONPointe Treasury

Note: Users must be entitled by their Administrator user to complete this process. If you do not see Direct Connect in your My Settings menu, contact your company's ONPointe Administrator. Administrators: see Appendix A in this Guide for instructions.
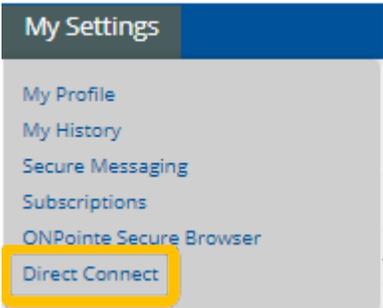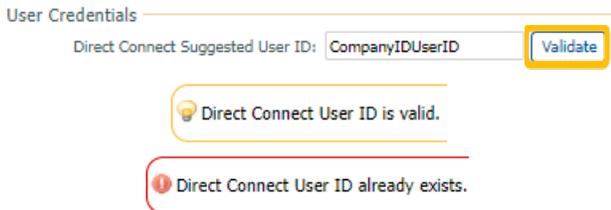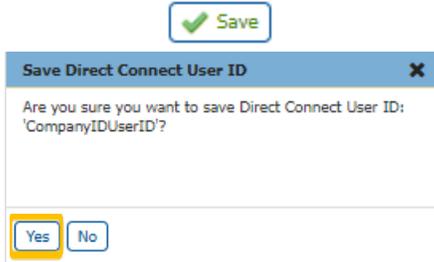
Create Your QuickBooks Password

Note: If you also use ONPointe Delivery with this User ID, creating your QuickBooks password will also update your ONPointe Delivery password. Your Login PIN and Out of Band/Transaction PIN will not be impacted.

1. Your ONPointe Administrator will request a temporary password for you, which you will receive to either your email address or mobile device via a text message. Upon receipt, log into ONPointe Treasury and navigate to **My Settings > My Profile.**	**My Settings** My Profile My History Secure Messaging Subscriptions ONPointe Secure Browser Direct Connect
2. In the right margin, click **Credentials**.	**My Profile** Contact Information **Credentials** Channel Settings
3. In **Password Change**, enter the temporary password you received via email and then create a new password. Passwords must be: • At least 8 characters in length • Include at least one uppercase alpha character • Include at least one lowercase alpha character	Password Change * Please enter your current password [ ] * Please enter your new password [ ] * Please re-enter your new password [ ]

• Include at least one number • Include at least one special character (!, #, $, etc.) *NOTE: Changing this password does not affect your login PIN or out of band/transaction PIN.*	
4. Click **Update Credentials**	✔ Update Credentials ✖ Reset

Create Your QuickBooks Direct Connect User ID

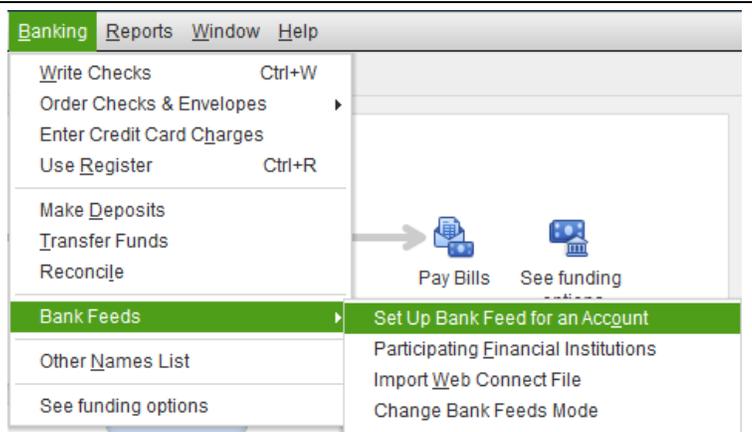|	
1. Navigate to **My Settings > Direct Connect**.	**My Settings** My Profile My History Secure Messaging Subscriptions ONPointe Secure Browser **Direct Connect**
2. Locate the **User Credentials** heading. A recommended User ID for Direct Connect will be created for you by default, but you can choose to change it. To confirm your proposed user ID can be created, click **Validate**. *NOTE: The User ID cannot be changed later.*	User Credentials Direct Connect Suggested User ID: CompanyIDUserID [Validate] 💬 Direct Connect User ID is valid. ❗ Direct Connect User ID already exists.
3. Click **Save**. Click **Yes** in the pop-up prompt to finish creating the User ID for Direct Connect.	✔ Save **Save Direct Connect User ID** ✖ Are you sure you want to save Direct Connect User ID: 'CompanyIDUserID'? [Yes] [No]
4. The Eligible Direct Connect Accounts table will now be populated with your permissions in Direct Connect, with a green checkmark indicating access to the service shown for each account: • **Statements:** import balance and transaction history into QuickBooks. • **Bill Pay:** not available at this time. • **Transfers From/To:** use QuickBooks to transfer funds to and/or from the account shown. *Note: The Statements permission in QuickBooks is directly tied to which accounts you are*	Eligible Direct Connect Accounts (Quick View Entitled Accounts) | Accounts	Statement	Bill Pay	Transfers From	To
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0552 - CHECKING - eStatement (086300012)	✔		✔	✔
4580 - CHECKING - Image Test (086300012)	✔		✔	✔
0559 - CHECKING - Memo Test (086300012)	✔				

| *permitted to view in **Quick View** in ONPointe Treasury. Account Transfers permissions mirror those of your user's ONPointe Treasury Account Transfer permission. Contact your ONPointe Administrator User for assistance with modifying your access via QuickBooks.* | |

You will need to complete an additional step in ONPointe Treasury to unlock your access to Direct Connect. Do not log out of ONPointe Treasury as you complete Step 3.

Step 2: Set up ONPointe in your QuickBooks Bank Feed

| 1. In QuickBooks, navigate to **Banking > Bank Feeds > Set up Bank Feed for an Account.** Click **Yes** to close open windows and to proceed. | |
| 2. On the Find your bank screen, search for **Old National Bank DC** in the list and select it. | |

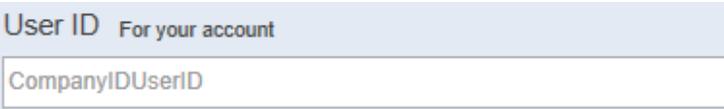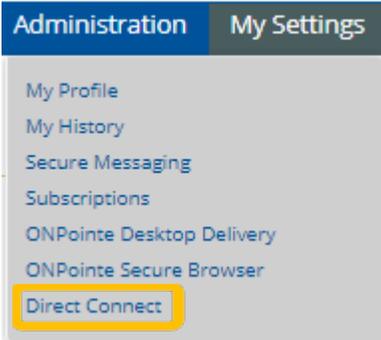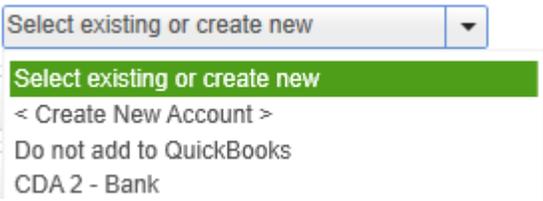|		
3.	On the Connect screen, click **Continue**.	Continue
4.	In the **User ID** field, enter your Direct Connect User ID you created in Task #3 of the Create Your QuickBooks Direct Connect User ID process in Step 2 earlier in this guide.	User ID For your account CompanyIDUserID
5.	In the **Password** field, enter the Direct Connect password you created in Task #3 of the Create Your QuickBooks Password process in Step 2 earlier in this guide.	Password For your account ••••••••••
6.	Click **Connect**. **NOTE: Your first attempt to connect will fail. Proceed to the Step 4 to continue.**	Connect
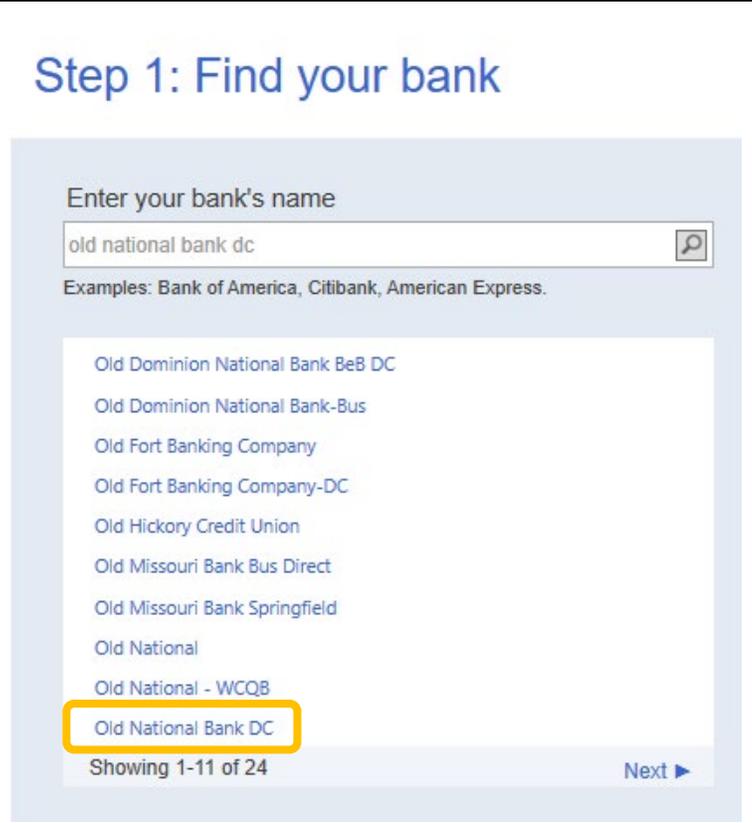
Click here to access instructions from Intuit: Set up bank accounts for Bank Feeds in QuickBooks Desktop (intuit.com)

Step 3: Approve QuickBooks Access in ONPointe Treasury

1.	In ONPointe Treasury, navigate to **My Settings > Direct Connect**. Note: if you remained logged into ONPointe Treasury and are currently on the Direct Connect screen, navigate away from the screen and return to it to refresh your data.	Administration My Settings My Profile My History Secure Messaging Subscriptions ONPointe Desktop Delivery ONPointe Secure Browser Direct Connect
2.	In the **Client UID** section, you will now see a QuickBooks authorization. Click **Approve** to authorize the connection you just attempted in Task #6 of the previous step. Click **Yes** to confirm.	Client UID Client UID · Date Approved · Last Accessed Date · Date Created · Approve ✗ 00b775e897f6ab542e96574375e4ce0c · · 06/27/2022 · 06/27/2022 · Approve
3.	Return to QuickBooks and click **Connect** again.	Connect
4.	Match your available accounts to accounts in QuickBooks using the drop-downs. You can choose to skip an account by leaving the drop-down set to "Select existing or create new" or by changing it to "Do not add to QuickBooks."	Select existing or create new ▼ Select existing or create new < Create New Account > Do not add to QuickBooks CDA 2 - Bank
5.	Click **Connect** when you're finished. Then, from the Success screen, click Close.	Connect

	Close

> **Congratulations! You may now begin using QuickBooks Direct Connect. Navigate back to QuickBooks and authenticate your access**

Other Ways to Use ONPointe Treasury and QuickBooks

Instead of using Bank Feeds, you can also download files from ONPointe in the QuickBooks QBO format. This process can be used with both QuickBooks Desktop and QuickBooks Online.

You can create a file export in Balance Reporting or Report Delivery. Choose QuickBooks Web Connect as the output type when building the report template.

Once you have saved your QuickBooks file to your computer, you can import it into QuickBooks.

- QuickBooks Desktop instructions from Intuit
- In QuickBooks Online, choose **Add New** during the import process to create your new accounts.

Now, you can import your file:
- QuickBooks Desktop Instructions from Intuit – scroll to the heading **Import Web Connect (.qbo) files**.
- QuickBooks Online instructions from Intuit

Need Help?

Old National is here to help you with your settings within ONPointe Treasury. If you have questions about using QuickBooks, you should contact Intuit for assistance.

- ONPointe Treasury Help: Call Treasury Management Client Services at (800) 844-1720
- QuickBooks Help: Call Intuit at (800) 488-7330

Appendix A: ONPointe Treasury Administrator Functions for QuickBooks Direct Connect
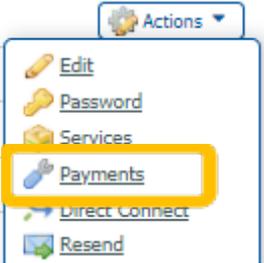
User Access in Direct Connect

There are two capabilities users can perform in Direct Connect:

- **Statement:** balance and transaction information
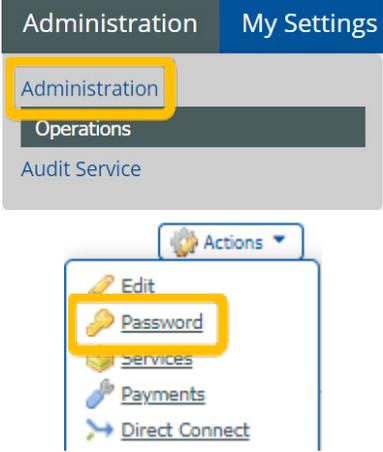- **Transfers:** internal movement of funds to and/or from accounts

User access to these permissions is driven by their ONPointe Treasury access to **Quick View** and **Account Transfers,** respectively. Note that the user MUST have access to the account in Quick View to perform Transfers within QuickBooks.

Entitling Direct Connect to a User

1.	Navigate to **Administration > Administration** and then click **Actions > Payments** for the desired User.	
2.	Locate **Direct Connect** in the list of Payment services to enable and check the checkbox.	
3.	To allow the User to access account information using QuickBooks Direct Connect, check the box for **User is entitled to Direct Connect service**.	
4.	If you would like the User to permit other Users to access account information using QuickBooks Direct Connect, check the box for **Allow Direct Connect service administration.** *NOTE: Only Users who are Administrator Users may entitle services to other Users.*	
5.	Click **Save.**	

You must also create a temporary password for the user so they can authenticate to QuickBooks – continue to the next page for password instructions.

Providing a Temporary QuickBooks Password to Users

1. Navigate to **Administration > Administration** and then click **Actions > Password** for the desired User.	
2. Choose the channel through which the user's temporary password will be sent and click **Submit**. The user will receive an email or SMS message with a temporary password, which they will need to reset in order to use QuickBooks Direct Connect.	
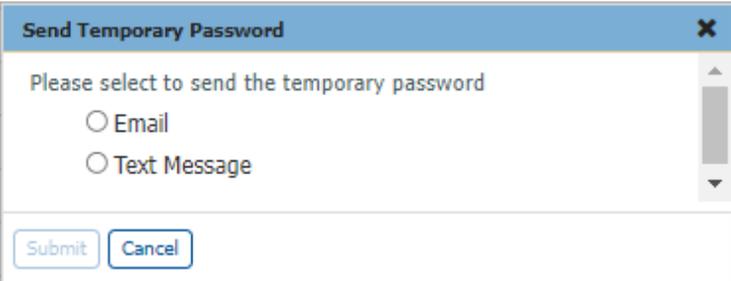
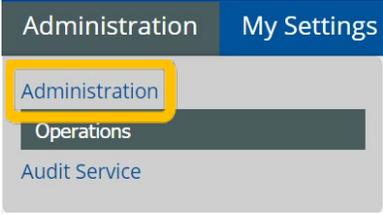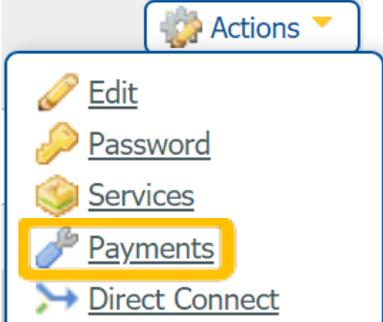**The User may now create Direct Connect User Credentials – refer to Step 2a in this guide for instructions.**

Adding or Removing Accounts from Statement View

1. Administrators will navigate to **Administration > Administration.**	
2. Locate the User and click the ▶ to expand their current permissions	
3. Locate Quick View and click the **Suitcase** icon.	

4.	Enable the account by checking the checkbox beside it. To disable the account, un-check the check box. *REMEMBER: All checked accounts will be visible not only within QuickBooks but also in ONPointe Treasury.* *ALSO: For an account to be accessible for Transfers in QuickBooks, it must also be enabled for Quick View. This is different than in ONPointe Treasury, where Account Transfers do not require Quick View access.*	☑ *0552 - Checking (eStatement)
5.	Click **Save.**	✔ Save ✖ Cancel

Adding or Removing Accounts from Transfers

Reminder: For an Account to be available to perform Transfers in QuickBooks, it must be entitled to BOTH Quick View and Account Transfers in ONPointe Treasury.

1.	Administrators will navigate to **Administration > Administration.**	Administration My Settings Administration Operations Audit Service
2.	Locate the User and click **Actions > Payments.**	Actions Edit Password Services Payments Direct Connect
3.	Click **Account Transfer.**	☑ Account Transfer

4. To add an account to Transfers, click **Select Accounts** and check the box beside the desired account. Click **OK** to close the account window. To remove an account, click the red X beside it (the X may not display depending on your number of entitled accounts) or click **Select Accounts** and un-check the checkbox to remove the permission. Enable the account by checking the checkbox beside it. To disable the account, un-check the check box. Click **OK** to close the account window. Click **Help** on the screen for step-by-step instructions. *REMEMBER: All checked accounts will allow for transfers to be performed not only within QuickBooks but also in ONPointe Treasury.* *ALSO: For an account to be accessible for Transfers in QuickBooks, it must also be enabled for Quick View. This is different than in ONPointe Treasury, where Account Transfers do not require Quick View access.*	
5. Click **Save.**	

Assisting a User with Creating Direct Connect User Credentials

If your User needs assistance or if you would prefer to create your User's credentials for them, follow the below steps:

1. For the same User, click **Actions > Direct Connect**.	
2. In the Eligible Direct Connect Accounts table, accounts with a green checkmark in the Statement column will be visible in Direct Connect. Bill Pay is not supported at this time, so no accounts will have permissions noted in its column. Transfers From and To the accounts will be controlled by that User's permissions in Account Transfers.	
3. Enter the User's QuickBooks user ID for Direct Connect in the Direct Connect Suggested User ID box. Click **Validate** to confirm it is available for use.	

NOTE: The User ID cannot be changed later.	⚠ Direct Connect User ID already exists.
4. After the user access QuickBooks using Direct Connect, the Client UID field will display additional information.	Client UID **Client UID Date Approved Last Accessed Date Date Created Approve**
5. Click **Save.**	✔ Save ✖ Cancel
6. Click **Yes** to save the User ID, understanding it cannot be changed later for this user.	**Save Direct Connect User ID** ✖ Are you sure you want to save Direct Connect User ID: 'CompanyIDUserID'? Yes No
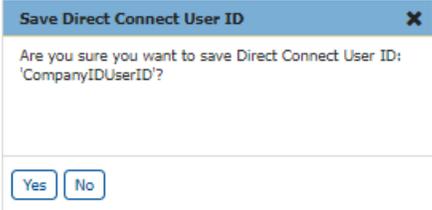
The User may now complete the process of linking their ONPointe Treasury and QuickBooks Direct Connect profiles – guide them to Step 3 of this guide to continue setup.