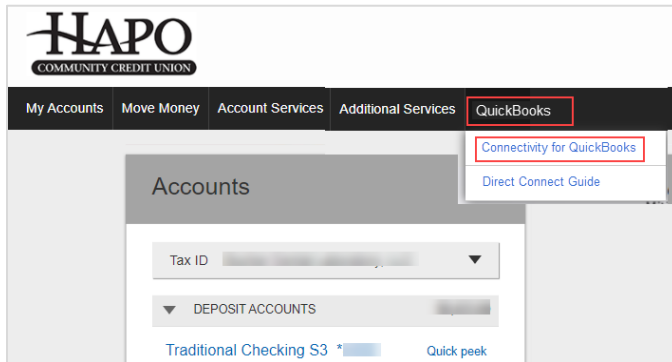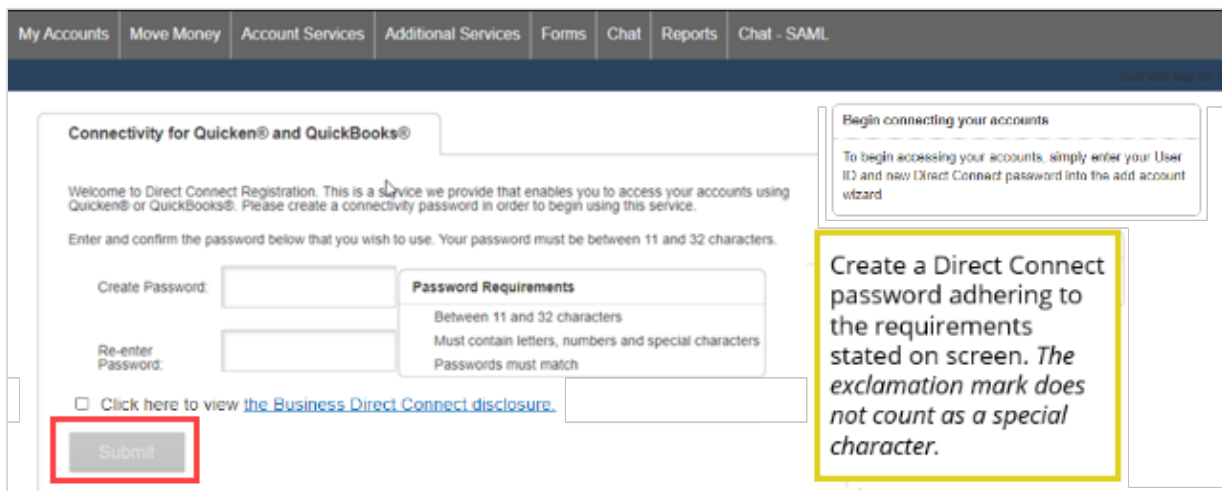HAPO BUSINESS BANKING
Connectivity for QuickBooks
Direct Connect Guide

REGISTER FOR DIRECT CONNECT WITHIN BUSINESS ONLINE BANKING

- Log into Business Online Banking
- Select **Connectivity for QuickBooks** from the *Quickbooks* menu

- Create a Direct Connect password adhering to the requirements stated on the screen
- To view the disclosures, click on the blue link "the Business Direct Connect disclosures". You will be redirected to a page where the disclosures can be view and/or downloaded.
- To accept the Direct Connect disclosures, check the box on the left of the disclosure line, then select **Submit**
- An email confirmation will be sent

SET-UP DIRECT CONNECT IN QUICKBOOKS

- From the *Banking* menu, select **Bank Feeds** then **Set Up Bank Feeds for an Account**
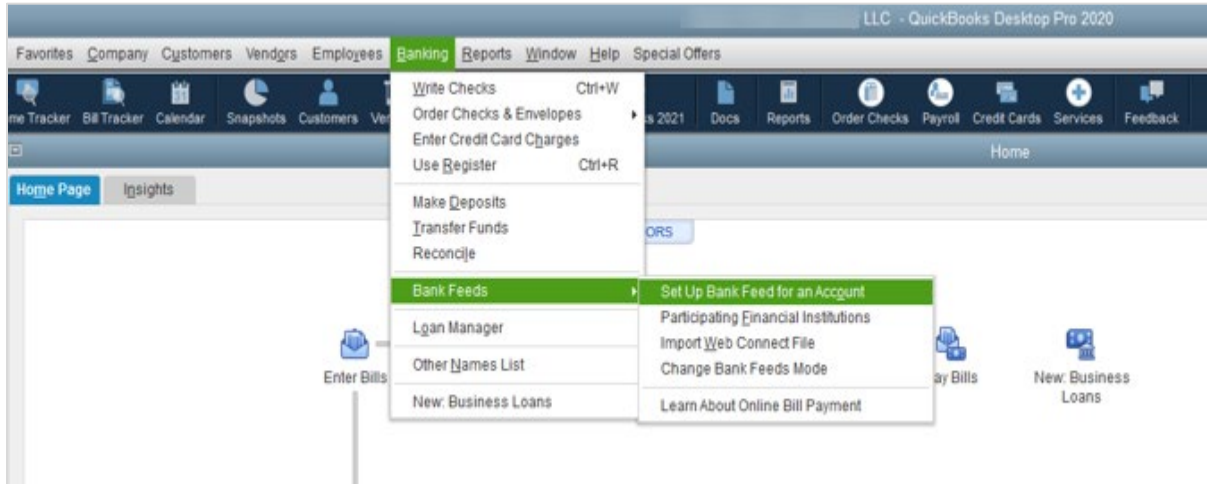
- QuickBooks will need to close all open QuickBooks windows, select **Yes**


STEP 1: FIND YOUR BANK

- Type '**HAPO**' in the *Enter your bank's name* field
- Select **HAPO Community CU Business QB** from the *Matching Results* section

- Select **Continue** on the *Enroll in Direct Connect* screen to advance to the next enrollment screen
    - **NOTE:** If you have not already registered for Direct Connect via Business Online Banking, go to Register for Direct Connect section on page 1
- The "**How does QuickBooks protect your financial information"** link at the bottom of the screen provides many Q & A options.
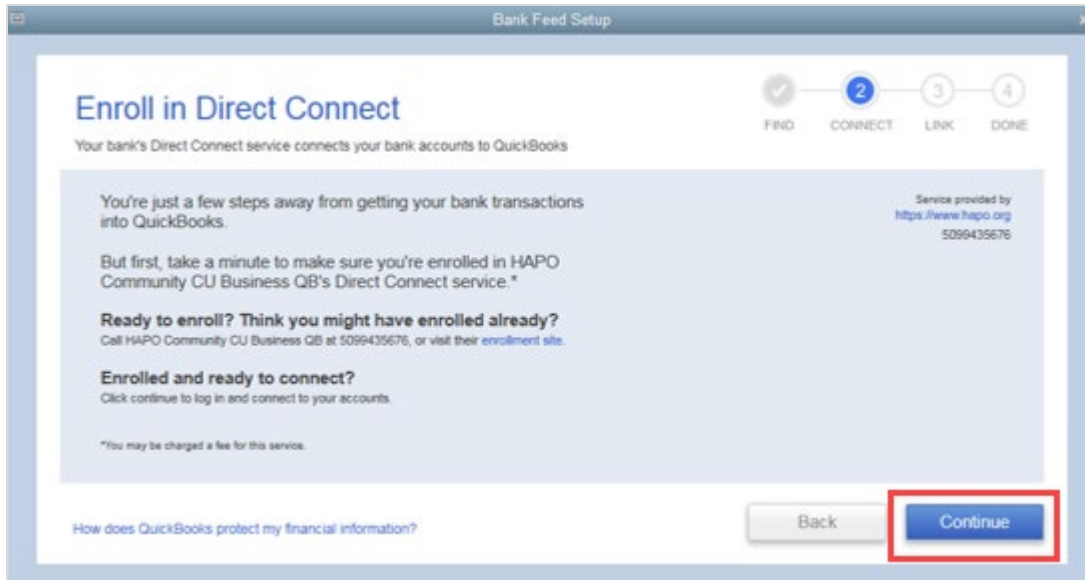

STEP 2: CONNECT HAPO COMMUNITY CU BUSINESS QB TO QUICKBOOKS

- In the *User ID* field, enter the Business Online Banking username
- In the *Password* field, enter the Direct Connect password previously created when registering for Direct Connect within Business Online Banking
- Select **Connect**
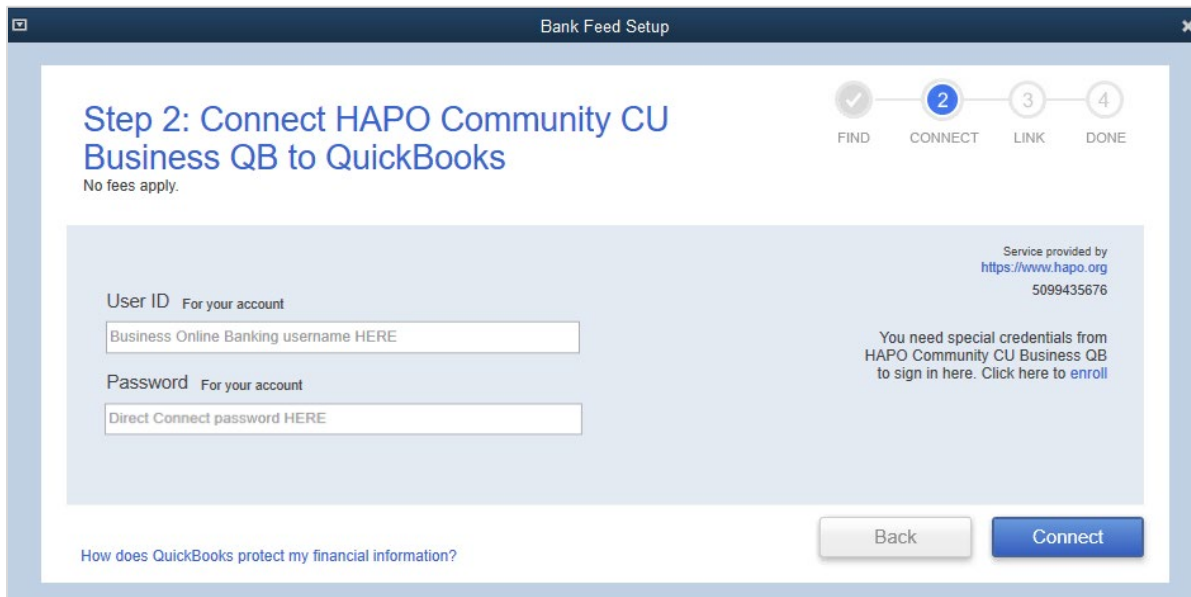
STEP 3: LINK YOUR ACCOUNTS

- A list of available CU accounts will present under the _Your Bank Accounts_ column
- Under the _QuickBooks Accounts_ column, select each account you want to connect to a related account on your Chart of Accounts. If you do not want to download data from a particular CU account, select **Do not add to QuickBooks** OR leave it unassigned. If you haven't set up an account on your Chart of Accounts, select **Create New Account** and follow the prompts to set up a new bank account.
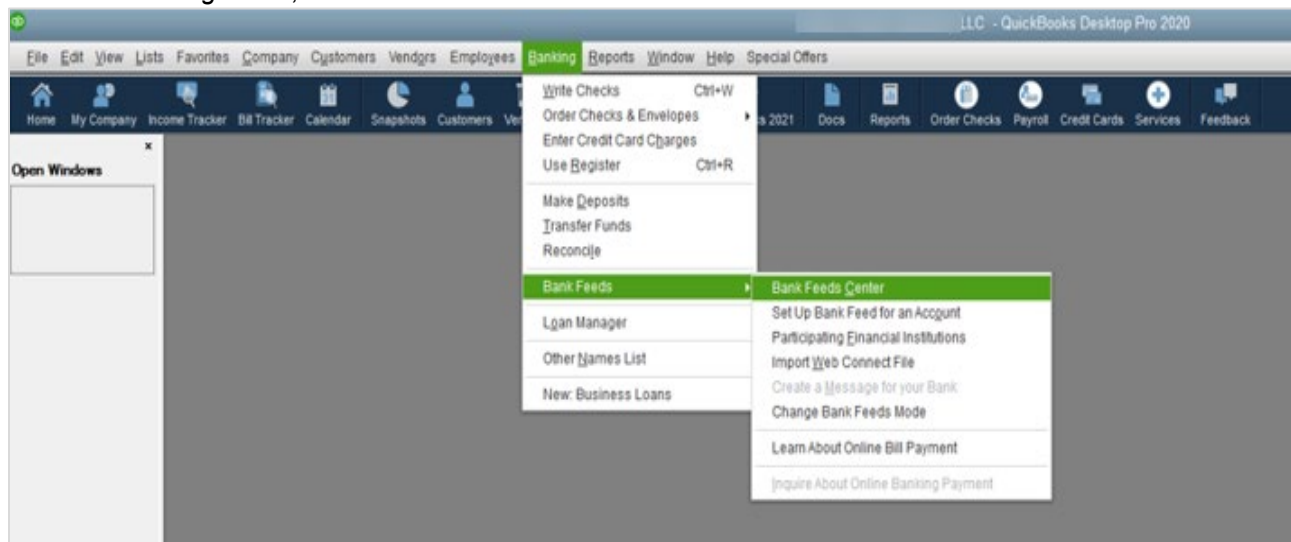- Select **Connect**
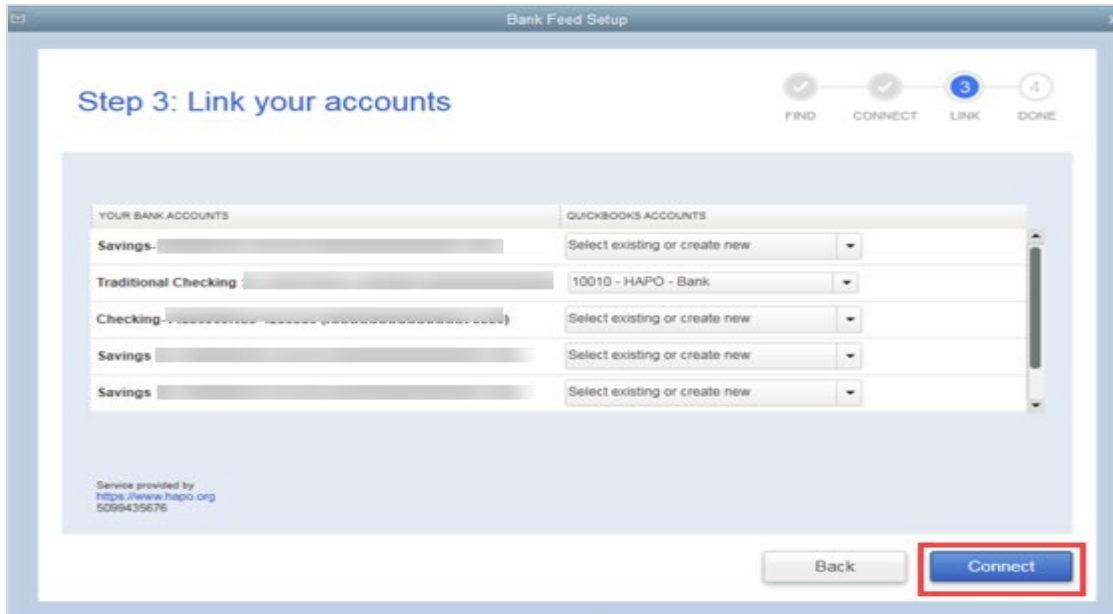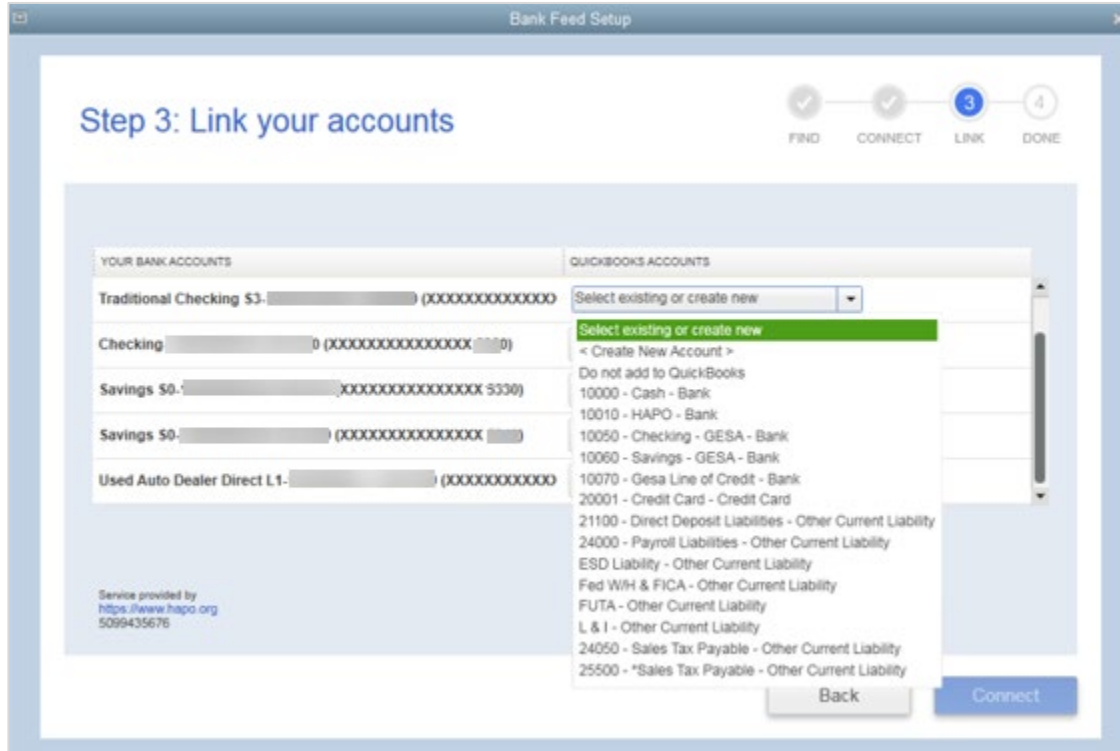
- Once you have added all your accounts, select **Close**
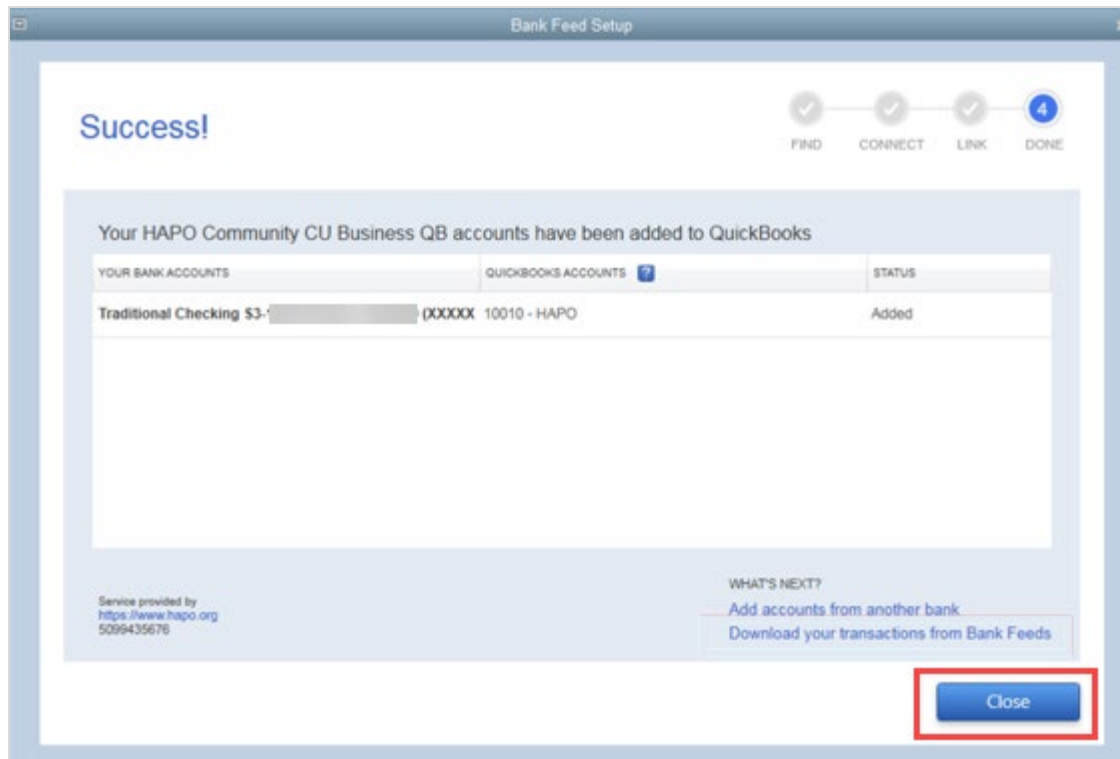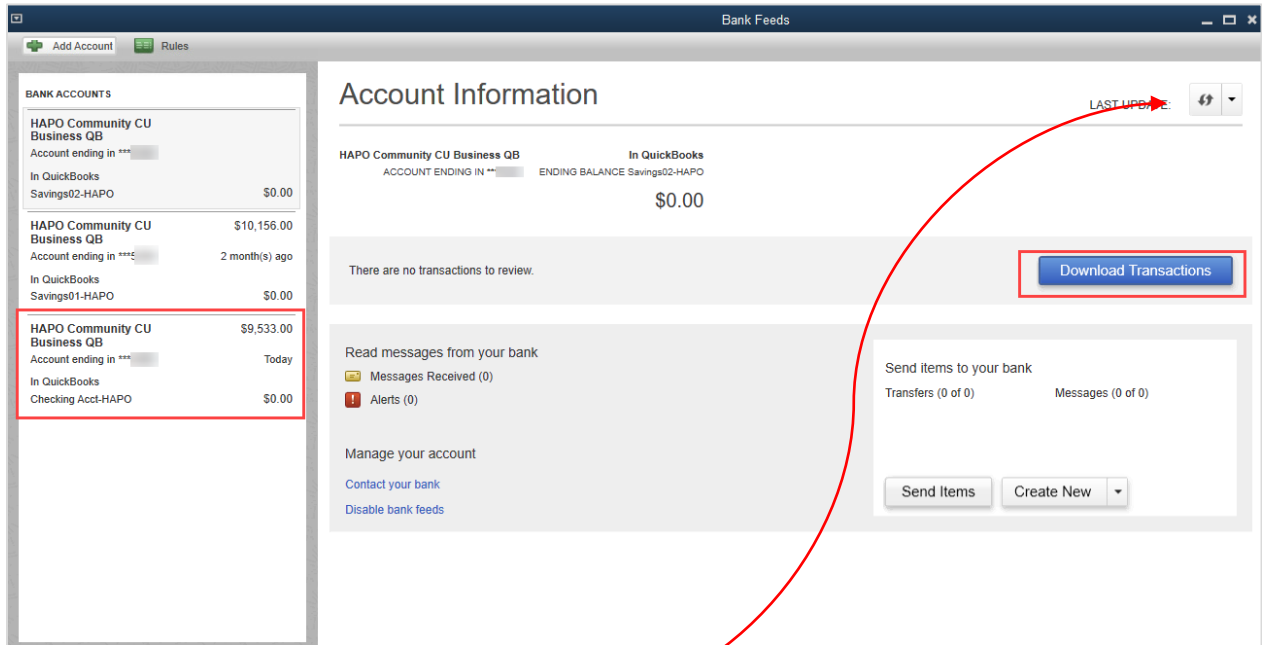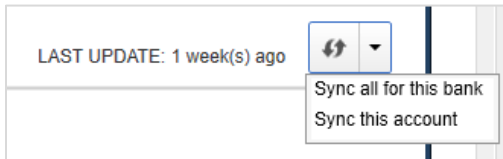

DOWNLOAD TRANSACTIONS

- From the *Banking* menu, select **Bank Feeds** then **Bank Feeds Center**

- On the *Bank Feeds* screen select the account(s) you want to update/download OR
- Sync all or one account by selecting the 'sync' arrow in the upper right
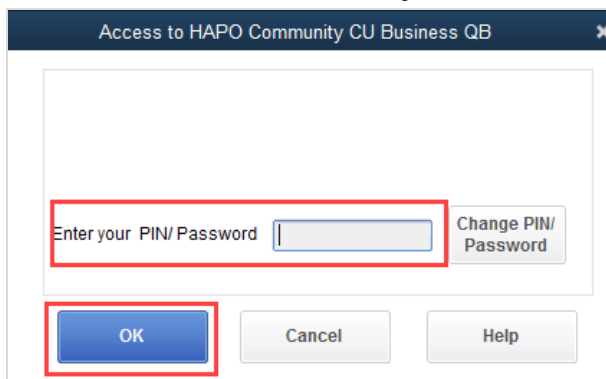- Select **Download Transactions** to start the updated/download process

'sync' arrow

- Enter your Direct Connect password/PIN created during the initial registration within Business Online Banking, then select **OK**
  NOTE: This is not the same as your Online Banking Password

TRANSACTIONS FOR REVIEW/MATCH

- Utilize the following Intuit link for guidance on how to Review and Match transactions: https://quickbooks.intuit.com/learn-support/en-us/help-article/bank-connectivity/add-match-bank-feed-transactions-quickbooks/L3FoaeL3b_US_en_US

FOR ADDITIONAL QUICKBOOKS HELP GO TO: https://quickbooks.intuit.com/learn-support/en-us