

Using QuickBooks with ONPointe Essentials

QUICK REFERENCE GUIDE

OLD
NATIONAL
BANK

Using ONPointe Essentials, you can feed your transaction history to Intuit's QuickBooks software.

Which Version of QuickBooks do you use?

Click the version below for instructions.

QuickBooks Pro	QuickBooks Enterprise	QuickBooks Online
Locally Installed on your Computer		Accessed via a Browser

QuickBooks Pro & QuickBooks Enterprise

Note: only the three most recent releases are supported.

BEFORE YOU START: Before you connect a new feed, you need to be sure the account isn't already connected to a manual feed or a feed from a different financial institution. Open your **Chart of Accounts** and look for a lightning bolt icon. If one exists, the account is already linked. To unlink it, right-click the account and choose **Edit Account**. Click the **Bank Feed Setting** tab and choose **Deactivate All Online Services**. Click **Save & Close** to finish.

Choose a Connection Option:

Automated Feed (Direct Connect)	Manual Import (Web Connect)
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Automated Feed (Direct Connect) in QuickBooks Pro or QuickBooks Enterprise

Overview of Steps to Complete:

1. [Log in to ONPointe Essentials and create your QuickBooks User ID](#)
2. [Add ONPointe accounts to your QuickBooks Feed](#)
3. [Approve Access to QuickBooks](#)

Step 1: Create Your QuickBooks User ID in ONPointe Essentials

Note: Users must be [entitled by their Administrator user](#) to complete this process. If you do not see Direct Connect in your menu, contact your company's ONPointe Administrator.

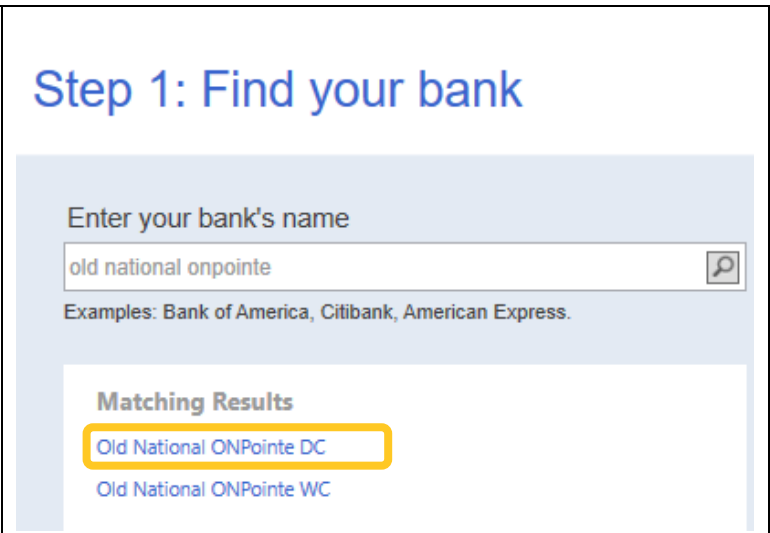


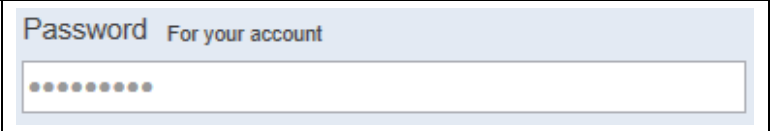

1. In the menu, click Direct Connect .	
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<p>2. Your eligible accounts to view in QuickBooks will have a checkmark in the Statement column. Bill Pay is not supported at this time, so no accounts will have checkmarks. If the account is entitled to Transfers, checkmarks will appear if the user is permitted to transfer to or from that account.</p> <p><i>NOTE: The Statement permission in QuickBooks is directly linked to those accounts which you are permitted to view within ONPointe Essentials. Transfer capabilities in QuickBooks are also linked to your permissions in ONPointe Essentials, but you MUST have Statement access to an account to also do transfers within QuickBooks. Contact your ONPointe Administrator if you have questions.</i></p>	<p>Eligible Direct Connect Accounts</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Statement</th> <th>Bill Pay</th> <th>Transfer From</th> <th>Transfer To</th> </tr> </thead> <tbody> <tr> <td>7863</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>3488</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2529</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	Account	Statement	Bill Pay	Transfer From	Transfer To	7863	✓		✓	✓	3488	✓		✓	✓	2529	✓		✓	✓
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<p>3. To create a QuickBooks user ID, check the Enable User Credentials checkbox, below the Eligible Direct Connect Accounts table. ONPointe will create a default user ID for the user, but you may override with an ID of your choosing. Click Validate to confirm availability.</p> <p><i>NOTE: The User ID cannot be changed later.</i></p>	<p><input checked="" type="checkbox"/> Enable User Credentials</p> <p>User Credentials</p> <p>Direct Connect User ID <input type="text" value="OPEssentialsTEST0"/> <input type="button" value="Validate"/></p> <p>✓ Direct Connect User ID is valid.</p>																				
<p>4. Click Save.</p>	<p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p> <p>✓ Direct Connect User ID is valid.</p> <p>User service permissions have been saved.</p>																				

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


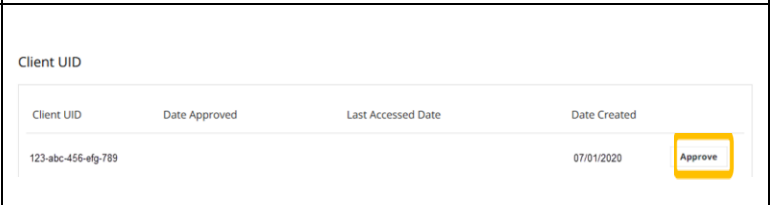
Step 2: Set up ONPointe in your QuickBooks Bank Feed



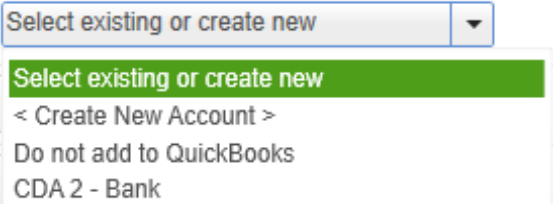

<p>1. In QuickBooks, navigate to Banking > Bank Feeds > Set up Bank Feed for an Account. Click Yes to close open windows and to proceed.</p>	<p>The screenshot shows the QuickBooks interface with the 'Banking' menu open. The 'Bank Feeds' option is selected, and the sub-menu 'Set Up Bank Feed for an Account' is highlighted. Other visible options include 'Write Checks', 'Order Checks & Envelopes', 'Enter Credit Card Charges', 'Use Register', 'Make Deposits', 'Transfer Funds', 'Reconcile', 'Other Names List', and 'See funding options'.</p>
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<p>2. On the Find your bank screen, search for Old National ONPointe DC in the list and select it.</p>	 <p>Step 1: Find your bank</p> <p>Enter your bank's name</p> <p>old national onpointe</p> <p>Examples: Bank of America, Citibank, American Express.</p> <p>Matching Results</p> <p>Old National ONPointe DC</p> <p>Old National ONPointe WC</p>
<p>3. On the Connect screen, click Continue.</p>	 <p>Continue</p>
<p>4. In the User ID field, enter your Direct Connect User ID you created in Task #3 of the Create Your QuickBooks User ID in ONPointe Essentials process in Step 2 earlier in this guide.</p>	 <p>User ID For your account</p> <p>CompanyIDUserID</p>
<p>5. In the Password field, enter your ONPointe Essentials password.</p>	 <p>Password For your account</p> <p>.....</p>
<p>6. Click Connect. NOTE: Your first attempt to connect will fail. Proceed to the Step 4 to continue.</p>	 <p>Connect</p>

Click here to access instructions from Intuit: [Set up bank accounts for Bank Feeds in QuickBooks Desktop \(intuit.com\)](https://intuit.com)

Step 3: Approve QuickBooks Access in ONPointe Essentials

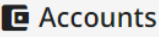

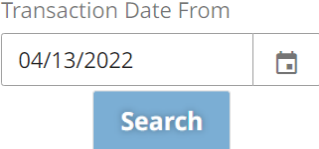
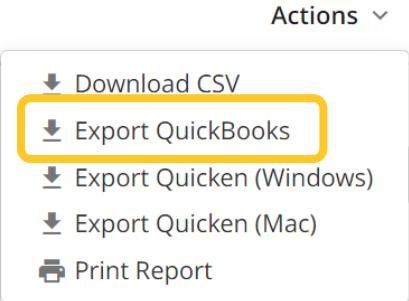
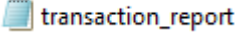
<p>1. In the menu, navigate to Direct Connect.</p> <p>Note: if you remained logged into ONPointe Essentials and are currently on the Direct Connect screen, navigate away from the screen and return to it to refresh your data.</p>	 <p>➔ Direct Connect</p>								
<p>2. In the Client UID section, locate your QuickBooks authorizations. To authorize a new instance, click Approve.</p>	 <p>Client UID</p> <table border="1"> <thead> <tr> <th>Client UID</th> <th>Date Approved</th> <th>Last Accessed Date</th> <th>Date Created</th> </tr> </thead> <tbody> <tr> <td>123-abc-456-efg-789</td> <td></td> <td></td> <td>07/01/2020</td> </tr> </tbody> </table> <p>Approve</p>	Client UID	Date Approved	Last Accessed Date	Date Created	123-abc-456-efg-789			07/01/2020
Client UID	Date Approved	Last Accessed Date	Date Created						
123-abc-456-efg-789			07/01/2020						

<p>3. Click Save at the bottom of the screen.</p>	
<p>4. Return to QuickBooks and click Connect again.</p>	
<p>5. Match your available accounts to accounts in QuickBooks using the drop-downs.</p> <p>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.”</p>	
<p>6. Click Connect when you’re finished. Then, from the Success screen, click Close.</p>	

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

Manual Import (Web Connect) in QuickBooks Pro or QuickBooks Enterprise

How to Download QuickBooks Data from ONPointe Essentials

<p>1. Click Accounts from the menu.</p>	
<p>2. In the Recent Transactions section, click the History button.</p>	
<p>3. Set the date range using Transaction Date From and Transaction Date To. Click Search.</p>	
<p>4. To the right of the Search Transaction History header, click Actions > Export QuickBooks. Your history will be saved to your computer.</p>	
<p>5. Open QuickBooks Desktop (Pro or Enterprise) and then double-click the file. QuickBooks will automatically begin importing your transactions.</p>	

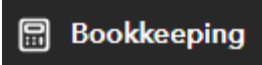
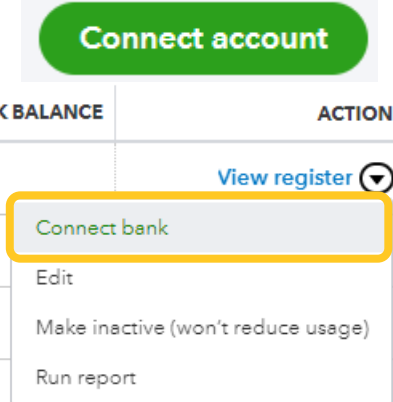
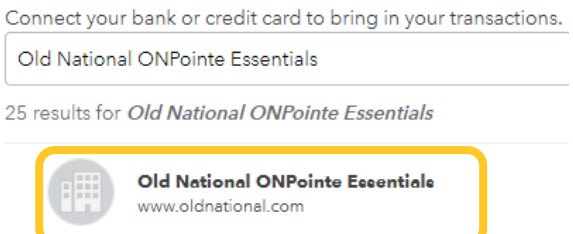
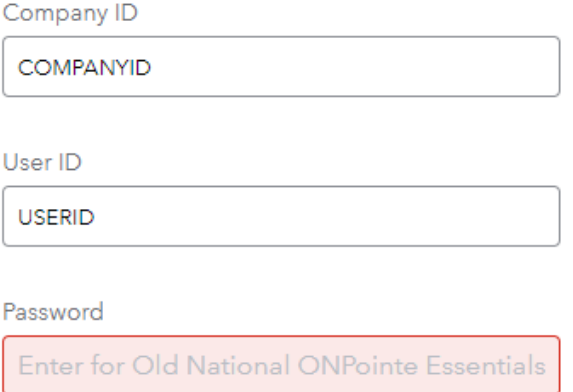
QuickBooks Online


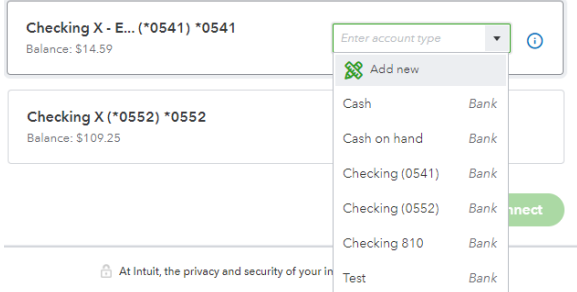


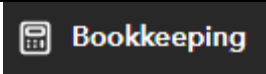

BEFORE YOU START: Before you connect a new feed, you need to be sure the account isn't already connected to a manual feed or a feed from a different financial institution. To disconnect an existing bank feed, navigate to **Bookkeeping**, click the desired account, click the down arrow beside **Link Account** and choose **Manage connections**. Click the arrow beside the existing financial institution's name and toggle the on/off switch beside the current balance to off and choose **Disable Now**.

Choose a Connection Option:

<p><u>Automated Feed (Web Connect Express)</u></p>	<p><u>Manual Import (Web Connect)</u></p>
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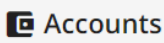
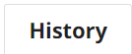

Automated Feed (Web Connect Express) in QuickBooks Online

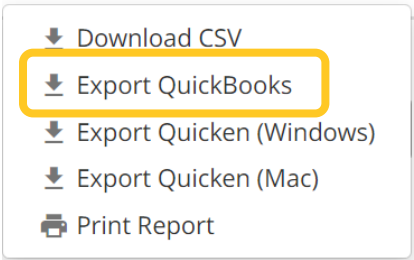
<p>1. Click Bookkeeping from the menu.</p>	
<p>2. If no accounts are currently connected to QuickBooks Online, click Connect account. Otherwise, click Chart of accounts from the menu and click Connect bank from the Action column for your desired account.</p>	
<p>3. Type Old National ONPointe Essentials in the search box and click on the option shown.</p>	
<p>4. Enter your ONPointe Essentials user credentials then click Continue.</p> <p>You may be prompted with a reCAPTCHA verification after clicking Continue.</p> <p>NOTE: Your ONPointe Essentials password expires every 45 days, so you will need to periodically visit the ONPointe Essentials website to reset your password when it expires.</p>	

	
<p>5. Your available accounts will display. Use the drop-down box to choose which QuickBooks account type to match or click Add new if this account doesn't yet exist in QuickBooks.</p>	<p>Which accounts do you want to connect?</p> 
<p>6. Choose your start date for when to pull transactions. ONPointe Essentials retains 13 months of transaction history. Click Connect to finish.</p> <p>BE CAREFUL! If you have used manual import on this account prior to setting up the automated connection, you should carefully select this date. If you choose a date for which you've already loaded transactions into QuickBooks, you will have duplicate transactions.</p>	<p>We will pull transactions from the selected accounts from 01/01/2022. Or you can select a different date to pull transactions from. Some bank limitations may apply.</p> <p>This year (01/01/2022) <input type="text"/></p> 
<p>7. Your transaction history will pull into QuickBooks. You may be prompted to categorize your expenses at this point. If you would like to bypass this step, click Remind me later.</p>	
<p>8. Click Bookkeeping to access your bank transactions and accounts.</p>	
<p>9. To add new transactions to QuickBooks, click the Update button.</p>	


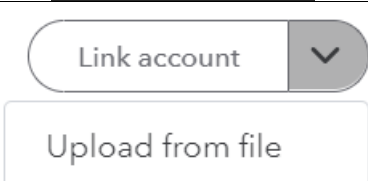
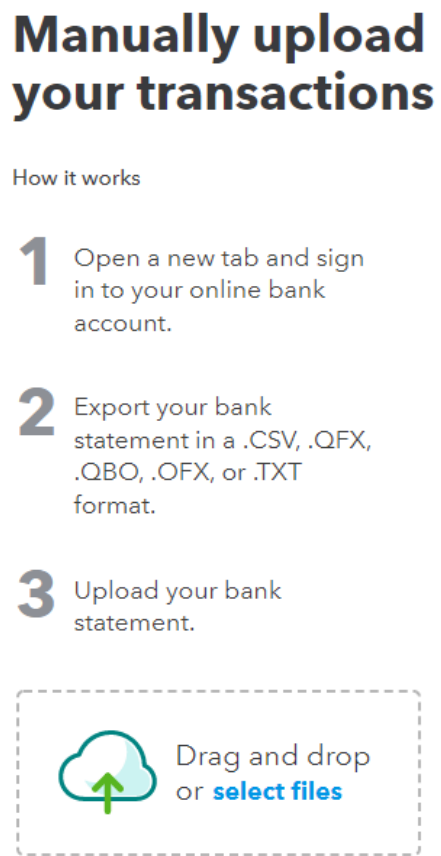
Manual Import (Web Connect) in QuickBooks Online

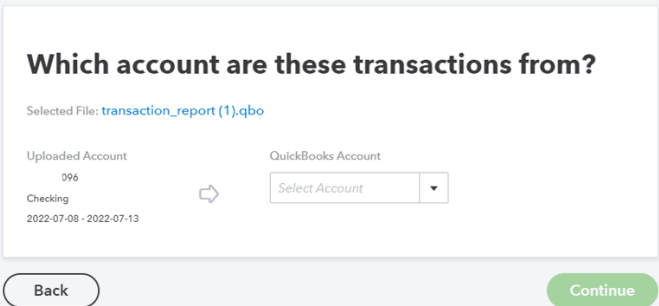
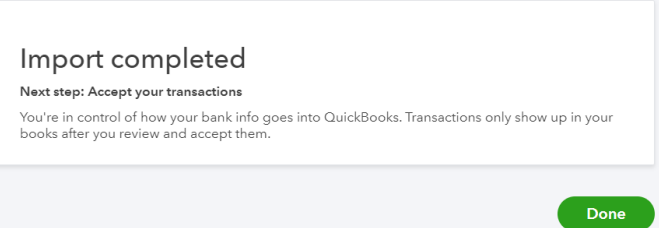
Step 1: How to Download QuickBooks Data from ONPointe Essentials

<p>1. Click Accounts from the menu.</p>	
<p>2. In the Recent Transactions section, click the History button.</p>	
<p>3. Set the date range using Transaction Date From and Transaction Date To. Click Search.</p>	<p>Transaction Date From</p> <p>04/13/2022 <input type="text"/></p> 

<p>4. To the right of the Search Transaction History header, click Actions > Export QuickBooks. Your history will be saved to your computer.</p>	 <p>The screenshot shows a dropdown menu titled 'Actions' with a downward arrow. The menu items are: 'Download CSV', 'Export QuickBooks' (highlighted with a yellow box), 'Export Quicken (Windows)', 'Export Quicken (Mac)', and 'Print Report'.</p>
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Step 2: How to Import Your Data File into QuickBooks Online

<p>1. Click Bookkeeping from the menu.</p>	 <p>The screenshot shows a dark button with a calendar icon and the text 'Bookkeeping'.</p>
<p>2. Click the down arrow beside Link account and choose Upload from file.</p>	 <p>The screenshot shows a dropdown menu with 'Link account' and a downward arrow. Below it, the option 'Upload from file' is visible.</p>
<p>3. Click and drag the file you downloaded from ONPointe Essentials into the Drag and drop or select files box.</p>	 <p>The screenshot shows a page titled 'Manually upload your transactions'. It includes a section 'How it works' with three numbered steps: <ol style="list-style-type: none"> 1 Open a new tab and sign in to your online bank account. 2 Export your bank statement in a .CSV, .QFX, .QBO, .OFX, or .TXT format. 3 Upload your bank statement. At the bottom, there is a dashed box containing a cloud icon with an upward arrow and the text 'Drag and drop or select files'.</p>

<p>4. If the account isn't already configured, tell QuickBooks Online which account you're importing from the QuickBooks Account drop-down and then click Continue.</p>	
<p>5. Once the import is completed, click Done.</p>	

Need Help?

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

- ONPointe Essentials Help: Call ONPointe Essentials Support at (888) 424-2002
- QuickBooks Help: Call Intuit at (800) 488-7330

Appendix A: ONPointe Essentials Administrator Functions for QuickBooks Direct Connect



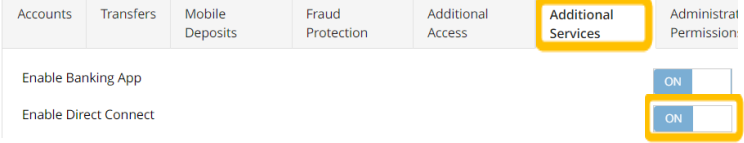

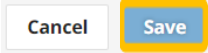
User Access in Direct Connect

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 Essentials access to **Accounts** and **Transfers**, respectively. Note that the user **MUST** have access to the account in Accounts to perform Transfers within QuickBooks.

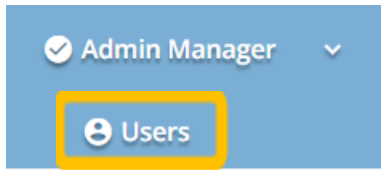

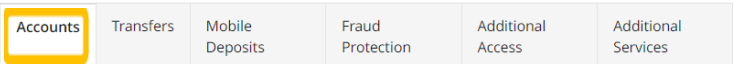
Entitling Direct Connect to a User

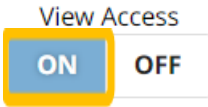
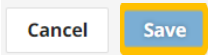
<p>1. Navigate to Admin Manager > Users.</p>	
<p>2. Choose the User to grant access from the Select A User drop-down box.</p>	
<p>3. Click Additional Services and toggle Enable Direct Connect on.</p>	
<p>4. The Entitle to Direct Connect Service toggle will display. Set it to ON. The currently enabled accounts will appear in the Eligible Direct Connect Accounts list (it will be blank).</p>	
<p>5. Click Save.</p>	

<p>6. For the same User, click Additional Services. Their eligible accounts to view in QuickBooks will have a checkmark in the Statement column. Bill Pay is not supported at this time, so no accounts will have checkmarks. If the account is entitled to Transfers, checkmarks will appear if the user is permitted to transfer to or from that account.</p> <p><i>Note: To add or remove accounts from QuickBooks Statements, you must add or remove them from View Access in the Accounts tab in ONPointe Essentials. For transfers, modify the User's Account Transfers permissions in the Transfers tab.</i></p>	<p>Eligible Direct Connect Accounts</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Statement</th> <th>Bill Pay</th> <th>Transfer From</th> <th>Transfer To</th> </tr> </thead> <tbody> <tr> <td>7863</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>3488</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2529</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>0559</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>9655</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Statement	Bill Pay	Transfer From	Transfer To	7863	✓		✓	✓	3488	✓		✓	✓	2529	✓		✓	✓	0559	✓		✓	✓	9655	✓			
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<p>8. Click Save.</p>	<p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p> <p>✓ Direct Connect User ID is valid.</p> <p>User service permissions have been saved.</p>																														

The User may now create Direct Connect User Credentials – refer to Step 2 in this guide for instructions.



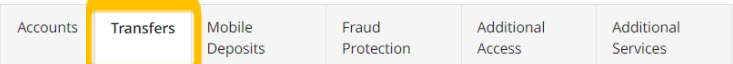
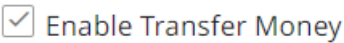
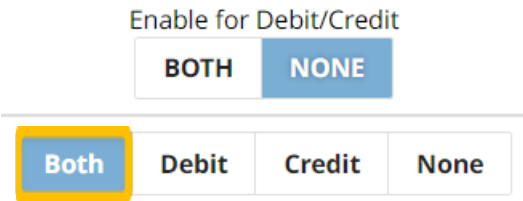
Adding or Removing Accounts from Statement View

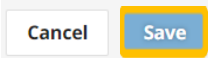
<p>1. Navigate to Admin Manager > Users.</p>	
<p>2. Choose the User to grant access from the Select A User drop-down box.</p>	
<p>3. Click the Accounts tab.</p>	

<p>4. Enable the account by changing the View Access on/off toggle to ON. To disable the account, change the toggle to OFF.</p> <p><i>REMEMBER: All checked accounts will be visible not only within QuickBooks but also in ONPointe Essentials.</i></p> <p><i>ALSO: For an account to be accessible for Transfers in QuickBooks, it must also be enabled for View Access. This is different than in ONPointe Essentials, where Account Transfers do not require View Access.</i></p>	
<p>5. Click Save.</p>	

Adding or Removing Accounts from Transfers

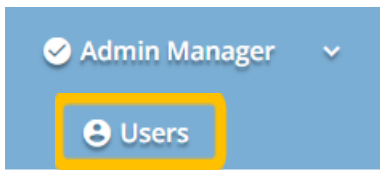

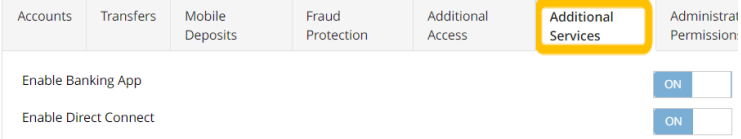
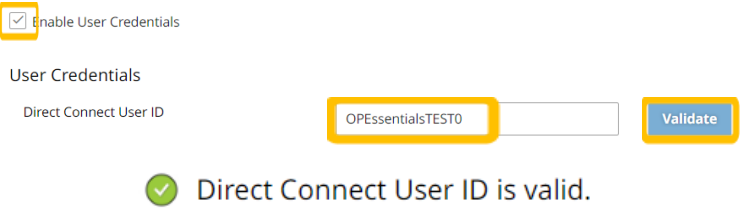
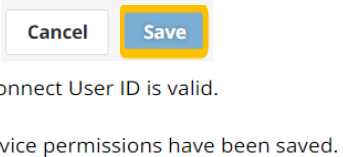
Reminder: For an Account to be available to perform Transfers in QuickBooks, it must be entitled to BOTH View Access and Transfers in ONPointe Essentials.

<p>1. Navigate to Admin Manager > Users.</p>	
<p>2. Choose the User to grant access from the Select A User drop-down box.</p>	
<p>3. Click the Transfers tab.</p>	
<p>4. Ensure the Enable Transfers checkbox is checked if you would like to permit this user to transfer funds both in ONPointe Essentials and in QuickBooks.</p>	
<p>5. For each account, choose the desired permission for Transfers:</p> <ul style="list-style-type: none"> • Both: allows transfers to and from the account • Debit: allows transfers from the account • Credit: allows transfers to the account • None: disallows transfers to or from the account. <p><i>REMEMBER: All checked accounts will allow for transfers to be performed not only within QuickBooks but also in ONPointe Essentials.</i></p>	

<p><i>ALSO: For an account to be accessible for Transfers in QuickBooks, it must also be enabled for View Access. This is different than in ONPointe Essentials, where Transfers do not require View Access.</i></p>	
<p>6. Click Save.</p>	

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:

<p>1. Navigate to Admin Manager > Users.</p>	
<p>2. Choose the User to grant access from the Select A User drop-down box.</p>	
<p>3. Click Additional Services and toggle Enable Direct Connect on.</p>	
<p>4. To create a QuickBooks user ID, check the Enable User Credentials checkbox, below the Eligible Direct Connect Accounts table. ONPointe will create a default user ID for the user, but you may override with an ID of your choosing. Click Validate to confirm availability.</p> <p><i>NOTE: The User ID cannot be changed later.</i></p>	
<p>5. Click Save.</p>	

The User may now complete the process of linking their ONPointe Essentials and QuickBooks Direct Connect profiles – guide them to Direct Connect [Steps 2](#) and [3](#) of this Guide to continue setup.