Quickbooks® Direct Connect Enrollment Instructions for
Treasury Management Customers

Use these instructions if you are connecting Quickbooks with Treasury Management for the first time.

Disconnecting from GRBonline (For previous NetTeller users) or previous Bank:

1. Select Banking from the left column
2. Click the account you want to disconnect, then click the **Pencil Icon** on the corner of that account box
3. Click Edit Account Info
4. Check the box next to Disconnect this Account on Save.
5. Select Save and Close. Repeat steps for any additional accounts that apply.

Connecting to Treasury Management

1. Log off of Treasury Management
2. Log in to Quickbooks
3. In the menu, go to **Banking**>**Bank Feeds**>**Setup Bank Feed for an Account**
4. Say **Yes** to the message box that displays "All open Quickbooks windows will be closed temporarily to set up Bank Feeds services. Do you want to continue?"
5. Enter "**Genesee Regional Bank**" in the Find Your Bank search box.
6. Select "**Genesee Regional Bank-TM**"
7. *Quickbooks Online Users*: Enter your Treasury Management credentials; **Company ID, User ID,** and **Password**.
    - *Quickbooks Desktop Users*: Enter **Customer ID** and **PIN;**
        - **Company ID** = Quickbooks ID (we will provide this to you) + your Treasury Management ID (no spaces).
        - Ex: Quickbooks ID "000000"
            - Treasury Management ID "TestUser"
            - Company ID = "000000TestUser"
        - **Pin** = Your Treasury Management password
8. Your accounts from online banking will display. Use the drop down to associate the accounts from Treasury Management to the corresponding account in Quickbooks or create a new account if a corresponding account has not been created in Quickbooks yet.
9. Once connected, you can download your Treasury Management transactions**

Additional Information:

Direct Connect is not officially supported for Quickbooks Online. Contact Intuit® for any support related questions regarding Quickbooks Online.

**The ability to pay bills and perform internal account transfers via Quickbooks is not currently supported with Treasury Management. Quickbooks will only pull in transactions from Treasury Management; pushing out transactions to Treasury Management is not currently supported.*

Any user with Treasury Management credential can set up Direct Connect.

You must be using one of the three latest versions of Quickbooks to use Direct Connect.