QuickBooks Desktop Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac using either connectivity types (Direct Connect and Web Connect).

These instructions refer to two "Action Dates." The 1st Action Date and 2nd Action Date in the instructions will be provided to you by your financial institution.

To navigate this document, just click the link or links below that match your product and connectivity:

Direct Connect
*Instructions for **One-Step Update** initiated from within QuickBooks*

> **Quickbooks Windows Direct Connect**

> **Quickbooks Mac Direct Connect**

Web Connect
*Instructions for **Downloading a Web Connect file** from your Online Banking Site*

> **Quickbooks Windows Web Connect**

> **Quickbooks Mac Web Connect**

Bill Pay
Important: *If you currently use Direct Connect in QuickBooks to initiate Bill Payments, please note that Bill Pay from Axos in QuickBooks is not available. Please note the additional steps to close bill pay with previous connection.*

QUICKBOOKS WINDOWS DIRECT CONNECT

On the 1st Action Date, 10/27:
1. Backup QuickBooks Windows Data File & Update.
    a. Choose **File > Back Up Company > Create Local Backup**.
    b. Download the latest QuickBooks Update. Go to **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
    a. Complete one last transaction update before the change to get all of your transaction history up to date.
   b. Accept all new transactions into the appropriate registers (required).

On or after the 2nd Action Date, 11/1:
1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
    a. Choose **Lists** menu > **Chart of Accounts**.
    b. Right-click on the first account you would like to deactivate, then choose **Edit Account**.
    c. Choose the **Bank Feeds Settings** tab in the Edit Account window.
    d. Select **Deactivate All Online Services** and click **Save & Close**.
    e. Choose **OK** for any alerts or messages that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.

2. Reconnect online banking connection for accounts that apply.
    a. Choose **Lists** menu > **Chart of Accounts**.
    b. Right-click on an account you would like to activate and choose **Edit Account**.
    c. Select **Set Up Bank Feeds** on the bottom of the popup screen, then select Yes in the dialog box that will appear.
    d. Find your financial institution in the search field .
   - Type **Axos**, then select **Axos Bank DC** in the results menu.
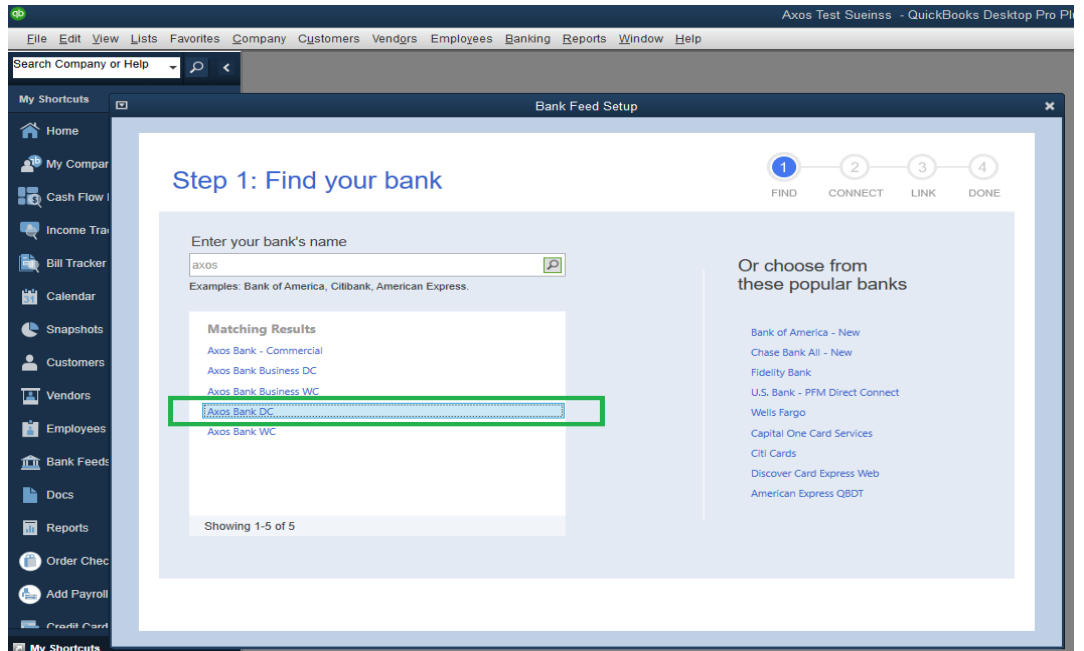
e. Choose **Continue**.

f. On the **Step 2** screen, select **enroll** in the highlighted box to provide your consent to connect your Axos accounts. You will only need to do this activity once.

**NOTE:** If you attempt to fill in the Username or Password fields WITHOUT connecting your Axos account, you will receive an error message.
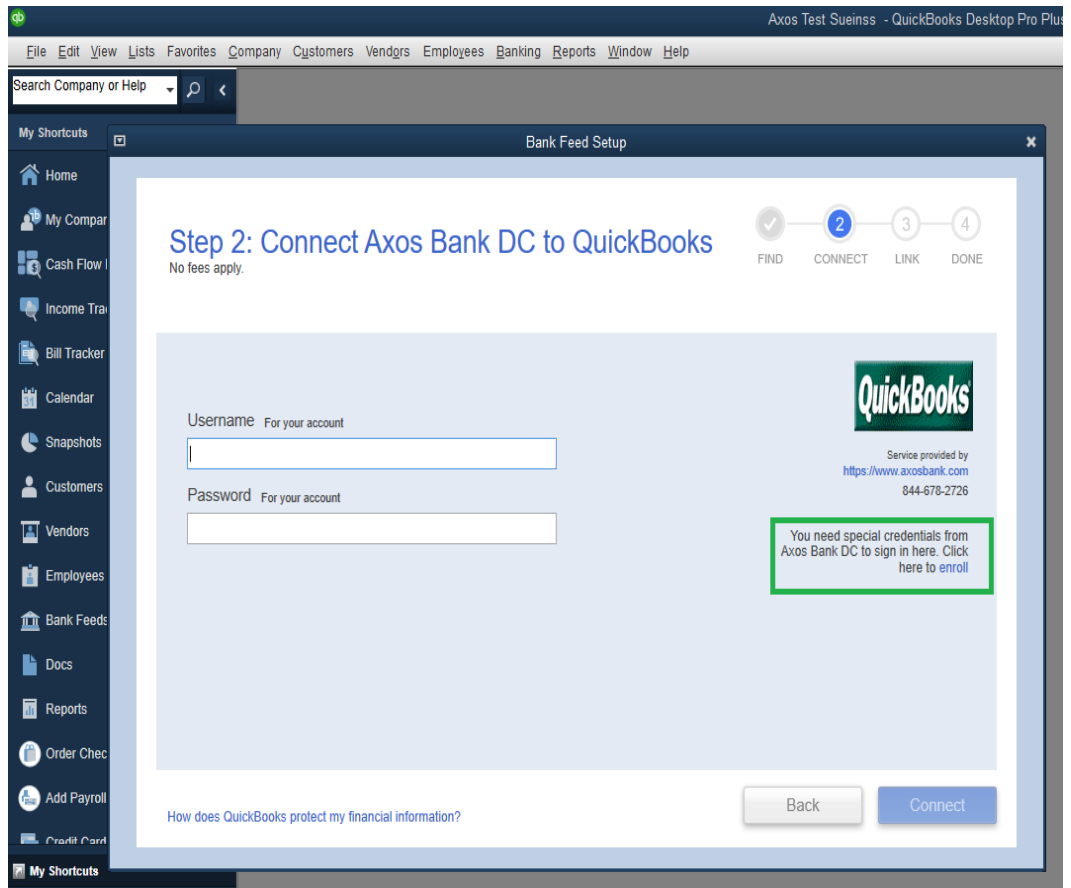
g. On the Axos log in screen, enter your Axos **username** and **password**, then select the **Login** button.
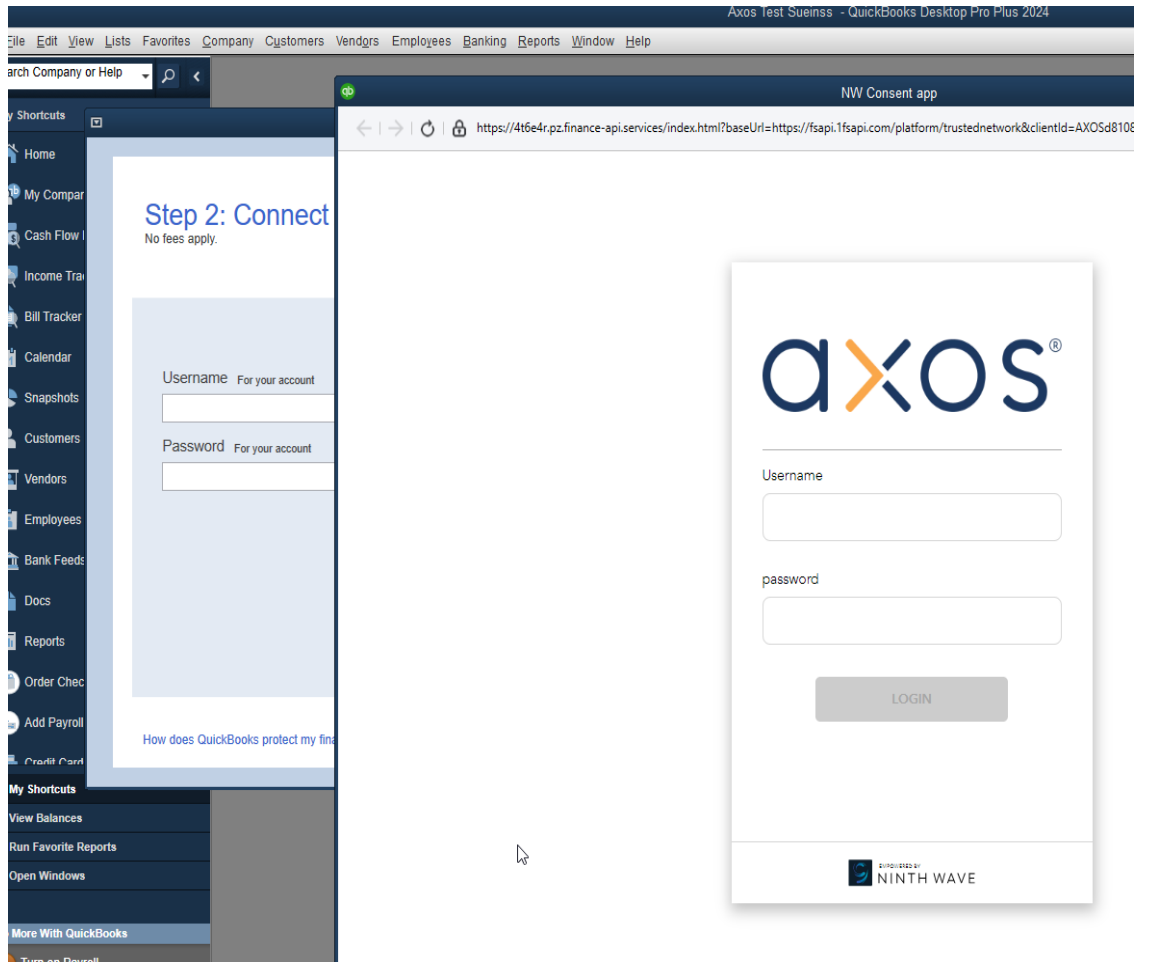
h. Your one-time password should be automatically forwarded to your phone or email account.
i. Agree to the account terms and conditions.
j. Once you're returned to the Add Account screen, enter your Axos bank username and password to connect to your Axos account(s).
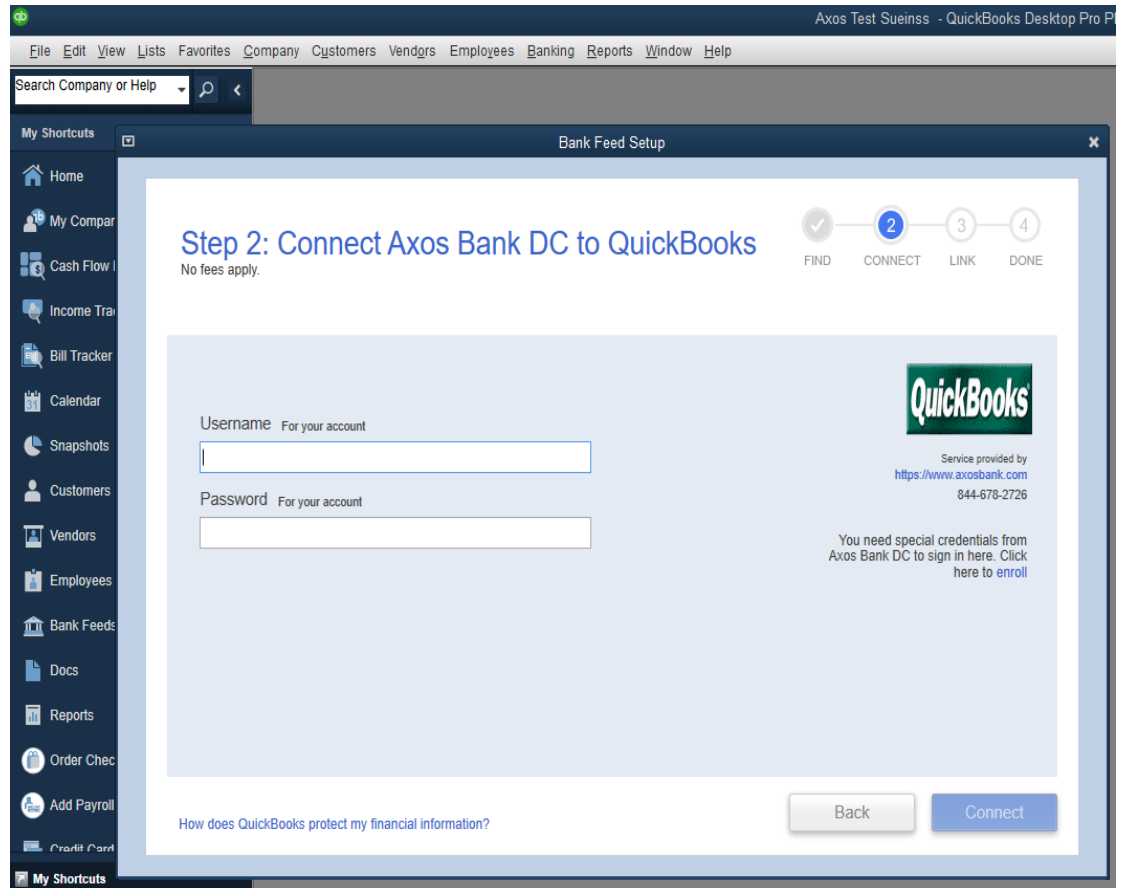
k. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled **Select Existing** or **Create New**.

   NOTE: Do NOT select **Create New Account** unless you intend to add a new account to QuickBooks. If you are presented with accounts you do not want to track in this data file, choose **Do Not Add to QuickBooks**.

l. After all accounts have been matched, click **Next,** then **Done**.

QUICKBOOKS MAC DIRECT CONNECT

On the 1st Action Date, 10/27:
1. Backup QuickBooks Mac data file and update the application.
    a. Choose **File > Backup**.
    b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Accept all new transactions into the appropriate registers (required).

On the or after the 2nd Action Date, 11/1:
1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Lists > Chart of Accounts**.
    b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
    c. Choose **Online Settings** in the **Edit Account** window.
    d. In the **Online Account Information** window, choose **Not Enabled** from the Download Transactions list and select **Save**.
    e. Choose **OK** for any alerts or messages that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Log in to your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file.
    b. Download a Quicken Web Connect file from your financial institution's online banking site.
        i. Within the Axos platform:
            1. For mobile app users:
                a. Login to the Axos All-in-One Mobile App.
                b. Select the account(s) you'd like to connect.
                c. Scroll down to recent transactions.
                d. Select **View All**.
                e. Select the **three ellipsis icon** in the top right corner.
                f. From the More Actions screen, select **Download Transaction**.
                g. From the Download Transactions screen, select the account you'd like to connect, the transaction period, and the file format.
                h. Select **Download Transactions**.
                i. Use this file to import into your accounting software platform.
            2. For online banking users:
                a. Login to **onlinebanking.axosbank.com**.
                b. Select the **Accounts** tab.

    c.   Select the **Transactions** tab.

    d.   Select **Download Transactions** button at the top right of the screen.

    e.   Select the account(s) you'd like to connect, the transaction period, and the file format.

    f.   Select **Download Transactions**.

    g.   Use this file to import into your accounting software platform.

Note: *Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.*

b.   In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.

c.   In the Select Bank Account dialog select **Use an existing QuickBooks account**.

Important: *Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.*

d.   In the drop-down list, choose your QuickBooks account(s) and choose **Continue**. Confirm by selecting **OK**.

QUICKBOOKS MAC WEB CONNECT

Before the 1st Action Date, 10/27:
1. Backup your QuickBooks Mac data file & update the application.
    a. Choose **File > Backup**.
    b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.

2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Repeat this step for each account you need to update.
    c. Accept all new transactions into the appropriate registers (required).

On or after the 2nd Action Date, 11/1:
1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Lists > Chart of Accounts**.
    b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
    c. Select **Online Settings** in the Edit Account window.
    d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
    e. Click **OK** for any dialog boxes that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.

2. Reconnect online banking connection for accounts that apply.
    a. Log in to your financial institution's online banking site and download your transactions into to a QuickBooks (.qbo) file.
        i. Within the Axos platform:
            1. For mobile app users:
                a. Login to the Axos All-in-One Mobile App.
                b. Select the account(s) you'd like to connect.
                c. Scroll down to recent transactions.
                d. Select **View All**.
                e. Select the **three ellipsis icon** in the top right corner.
                f. From the More Actions screen, select **Download Transaction**.
                g. From the Download Transactions screen, select the account you'd like to connect, the transaction period, and the file format.
                h. Select **Download Transactions**.
                i. Use this file to import into your accounting software platform.
            2. For online banking users:

a. Login onlinebanking.axosbank.com

b. Select the **Accounts** tab.

c. Select the **Transactions** tab.

d. Select **Download Transactions** button at the top right of the screen.

e. Select the account(s) you'd like to connect, the transaction period, and the file format.

f. Select **Download Transactions**.

g. Use this file to import into your accounting software platform.

> **Important:** *Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.*

3. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.

4. In the Account Association window, chose **Select an Account** to choose the appropriate existing account register.

> **Important:** *Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.*

5. Select **Continue** and **OK** for any dialog boxes that require action.