



Cash Management QuickBooks for Windows Conversion Instructions

Direct Connect

Introduction

You will need to modify your QuickBooks settings to use Direct Connect. To complete these instructions, you will need your User ID and Password for your online banking with Centennial Bank.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This upgrade should take 15–30 minutes.

Thank you!

PLEASE NOTE: Direct Connect may require registration. Please contact Cash Management at **844-213-5198** or CEN-DigitalProduction@my100bank.com for Direct Connect login information. Registration must be complete before Task 4 below.

Documentation and Procedures

Task 1: Conversion Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help menu > QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks update. For instructions to download an update, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

IMPORTANT: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

IMPORTANT: If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).
5. For instructions to enable Classic Mode (Register Mode), choose Help menu > QuickBooks Help. Search for Banking Feed Modes, then select Bank Feed Modes overview, and follow the instructions.

Task 2: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 3: Disconnect Accounts at *Centennial Bank-my100bank.com*

NOTE: All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 4: Activate Direct Connect and Sub-Users

PLEASE NOTE: If you have not already contacted Cash Management to register your company, please contact them at **844-213-5198** or CEN-DigitalProduction@my100bank.com. This must be done before continuing.



If you do not have any Sub-Users to activate, skip these steps and go to Task 5.

1. The CM Super User must log into Cash Management at <https://online.my100bank.com/CM/bankonline>
2. Choose **Maintenance** menu > **User Maint.**
3. Select the appropriate user and choose **Get User**.
4. Check the box associated with **Enable user for Direct Connect**

Task 5: Reconnect Accounts

1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.
2. Enter, then select **Centennial Bank-my100bank.com**. Click Next.
3. If prompted for connectivity type, select **Direct Connect**.
4. Link your bank accounts with the existing QuickBooks accounts and click **Connect**.

Task 6: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.