

# QuickBooks® Direct Connect

## Getting Started Guide

### Downloading a QuickBooks Format File from Cadence Online Banking

1. From within Cadence Online Banking, select **Accounts > Quicken/QuickBooks Download** from the menu bar.
2. Choose the **Account** for which you want to download the activity followed by the **Start Date** and **End Date** for the applicable time period.
3. Select the **Download Format** and click **Download**.
4. Follow the directions below based on your software type.

### QuickBooks Windows Direct Connect

To connect or reconnect your QuickBooks service with Cadence Online Banking, complete the following steps within Quickbooks:

1. Choose **Lists > Chart of Accounts**.
2. Right-click on an account you would like to activate and choose **Edit Account**.
3. Select **Set Up Bank Feeds** on the bottom of the popup screen and select **Yes** in the dialog box that will appear.
4. Type **Cadence Bank DC** in the search field, select the appropriate Bank ID Name, and click **Continue**.
5. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials.
6. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Select **Create New Account** 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.
7. After all accounts have been matched, click **Next** and then click **Done**.

### QuickBooks Mac Direct Connect

To connect or reconnect your Quicken service with Cadence Online Banking, complete the following steps within QuickBooks:

1. Choose **Banking > Online Banking Setup**.
2. Type **Cadence Bank DC** in the search field, select the appropriate Bank ID Name,, then click **Next** and follow the instructions in the setup screen
3. Select **Yes**, my account has been activated for QuickBooks Online Services in the Online Banking Assistant window. Click **Next**.
4. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials.
5. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.
6. Click **Next**, and then click **Done**.
7. Repeat this step for each account that you have connected.

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