



QuickBooks Direct Connect User Guide

This User Guide is provided for informational purposes only and is intended to assist users in establishing and managing connections between BankUnited TreasurySuite and QuickBooks through Direct Connect functionality. Users are responsible for maintaining the confidentiality and security of all usernames, passwords, PINs, Customer IDs, and other authentication credentials and for ensuring that only authorized individuals have access to connected accounts. BankUnited does not control and is not responsible for the operation, availability, security, functionality, data processing, or performance of QuickBooks, Intuit, or any other third-party software or service.

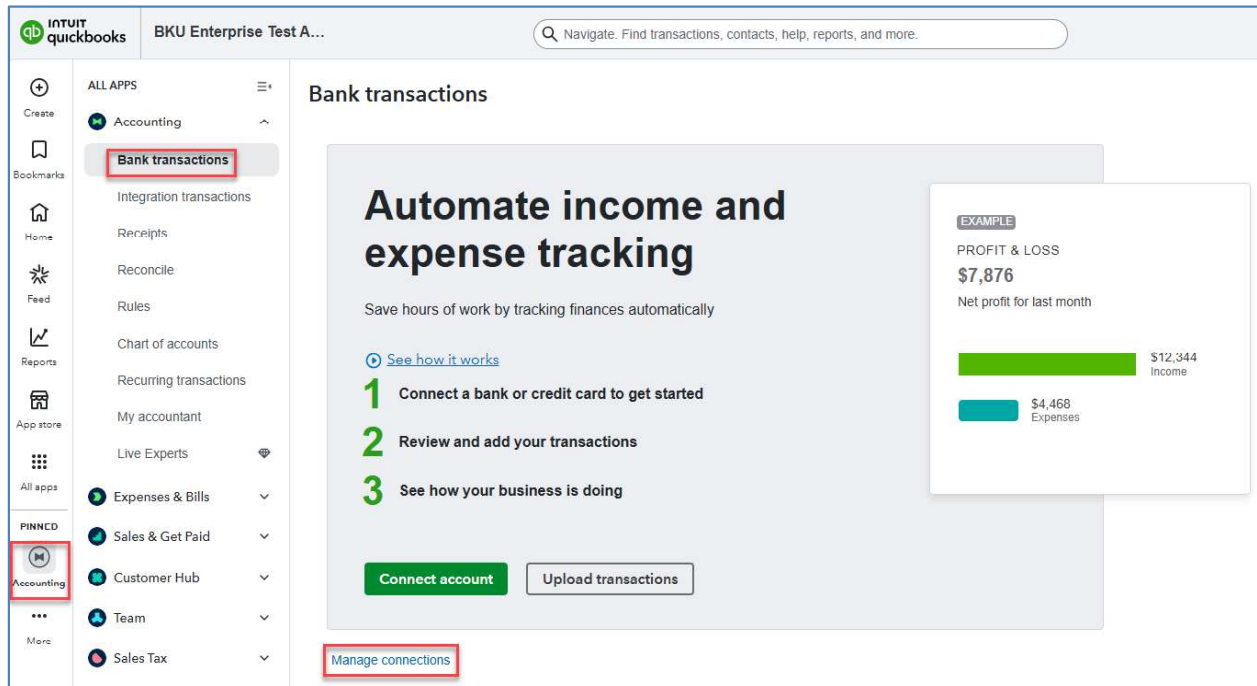
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UPDATE EXISTING CONNECTION

To update your bank feed with new credentials in QuickBooks Online Simple Start:

1. Go to **Accounting**.
2. Select the **New transaction ▼** dropdown and choose **Manage connections**.



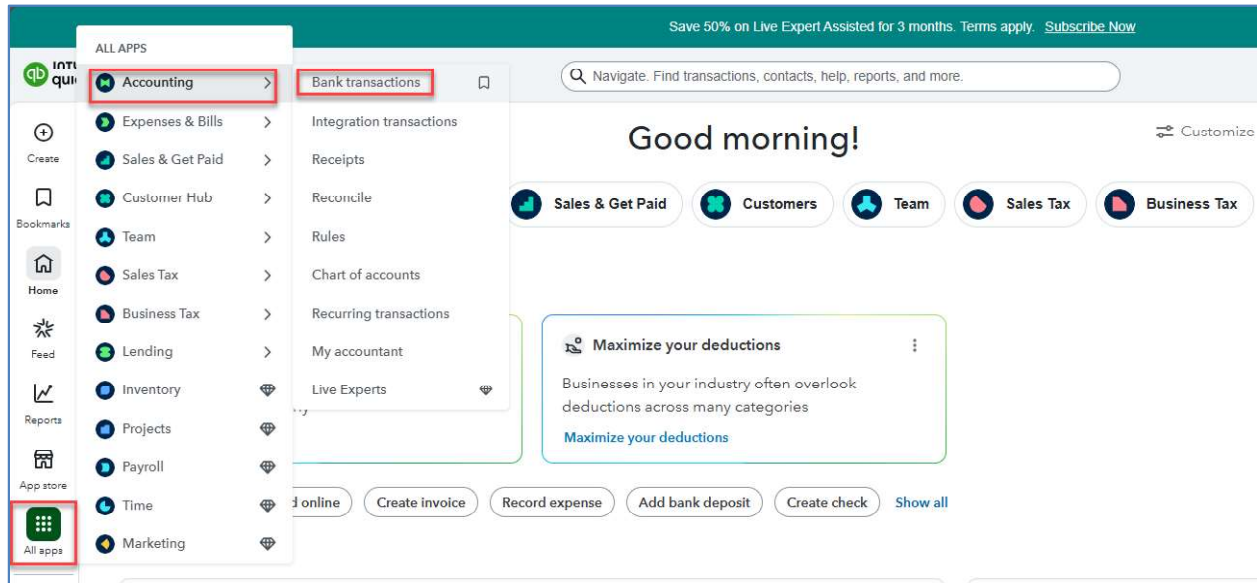
3. Find the bank account you want to update and select the **icon next to it**.
4. Choose **Edit sign-in info**. This opens your bank's website in a new browser.
5. If your browser auto-fills the username and password fields, clear them.
6. Manually enter your updated **username** and **password**.
7. Select **Update**.

This refreshes your bank connection with the new credentials so transactions can continue importing properly.

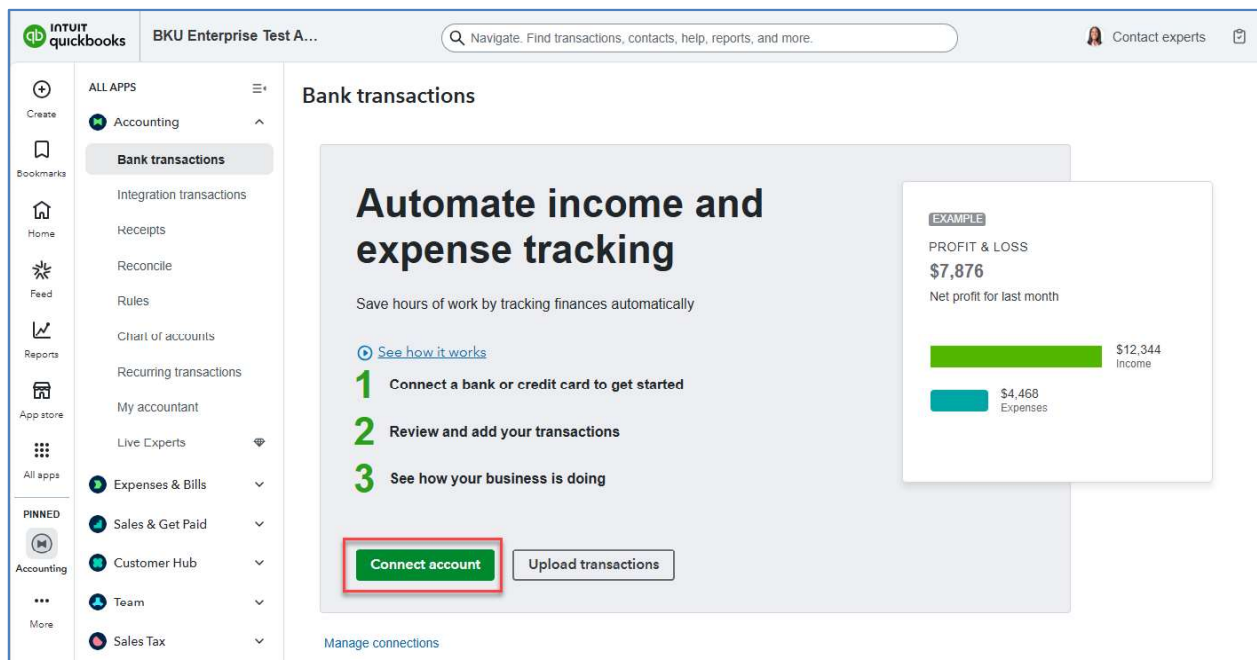
CREATING A NEW CONNECTION

To connect a bank feed in QuickBooks Online Simple Start, follow these steps:

1. Go to **All apps** → **Accounting** → **Bank transactions**.



2. Select **Connect account**.



3. Type **BankUnited** in the search bar.

Let's get a picture of your profits

Connect your bank or credit card to bring in your transactions.

BankUnited

6 out of 6 results for **BankUnited**

-  **BankUnited, N.A. (FL)**
<https://www.bankunited.com/>
-  **BankUnited (FL) - Business Banking**
<https://www.bankunited.com/>
-  **BankUnited (FL) - Mortgage or HELOC**
<https://www.bankunited.com/>
-  **BankUnited Lynx**
<https://www.bankunitedbusinessonlinebanking.com/dbiqp/>
-  **BankUnited Treasury Suite WC**
<https://www.bankunited.com/>

4. Click **Continue** and sign in to your bank using your online banking credentials.

Sign in to account

Intuit securely stores this info. We'll use it to access your account data as needed and share it with QuickBooks Online.

Company ID

User ID

Password  Show

[Forgot your sign-in? Let's go find it](#)

[Back](#) [Continue](#)

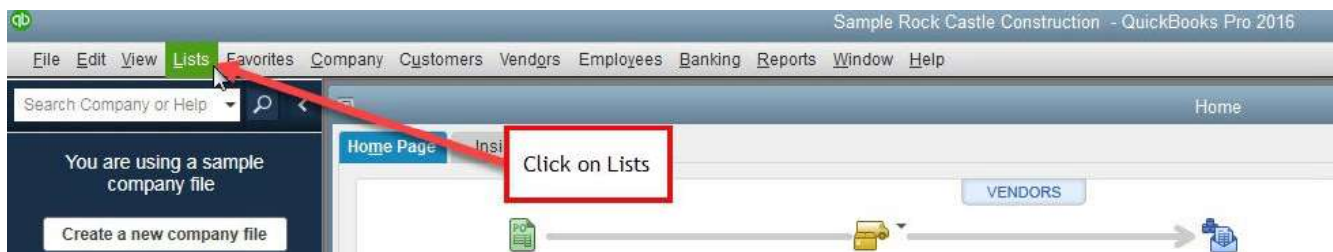
5. Follow any additional security steps your bank requires.
6. Choose the specific accounts to connect (such as Checking or Savings).
7. Select the start date for downloading transactions from the dropdown.
8. Click Connect, then select Done.

QuickBooks will then download your most recent transactions for review and categorization.

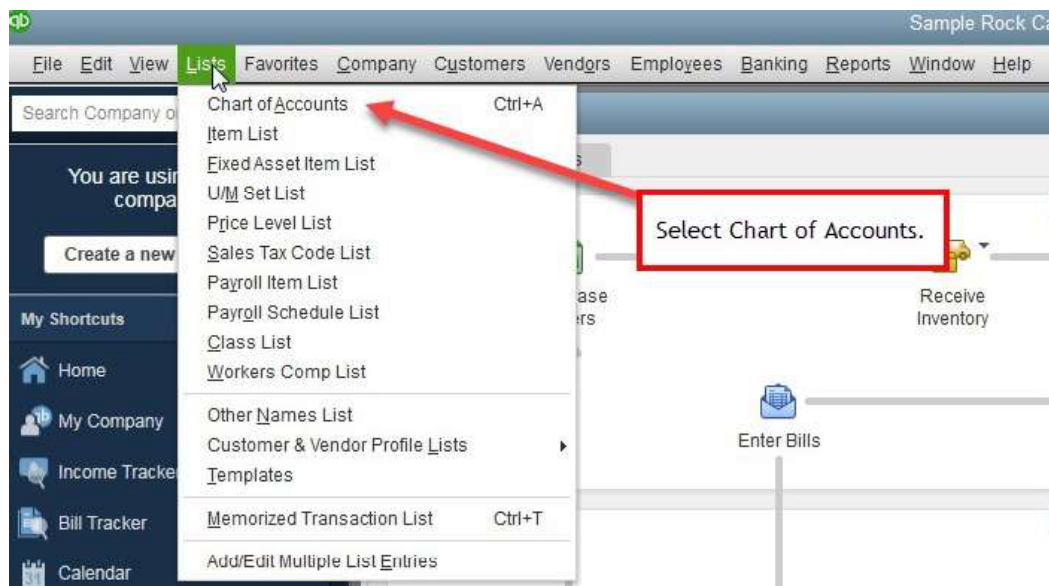
DEACTIVATING A CONNECTION

Please follow these steps to deactivate all accounts. Repeat this process for all accounts that client has connected with direct connect ID for BankUnited.

1. Click **Lists** from the top menu to get started.



2. Select **Chart of Accounts**



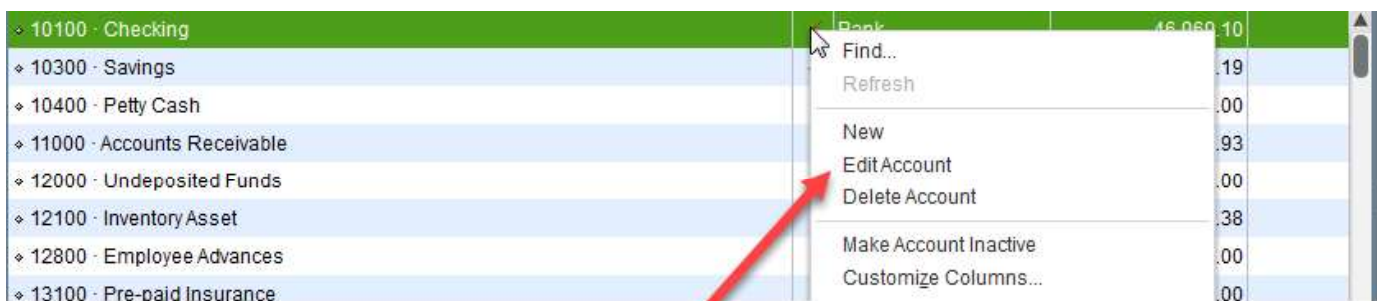
3. Locate the account with the **Lightning bolt icon** (this indicates Online Banking is active)



NAME	TYPE	BALANCE TOTAL	ATTACH
10100 - Checking	Bank	46,969.10	
10300 - Savings	Bank	17,910.19	
10400 - Petty Cash	Bank	500.00	
11000 - Accounts Receivable	Accounts Receivable	93,007.93	

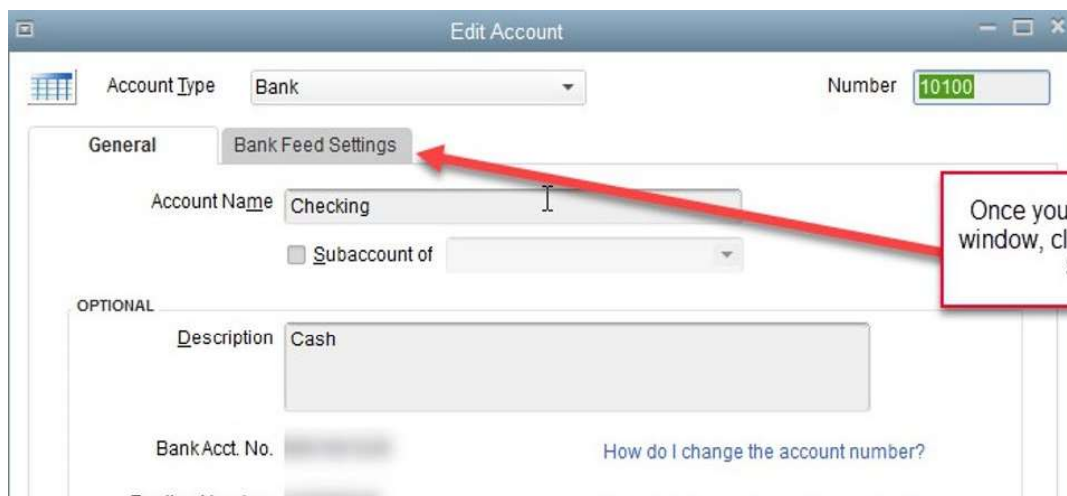
If the account has a thunderbolt it means that they have Online Banking services activated.

4. Right-click the account and select **Edit Account**.



Right click on any part of the account that you wish to deactivate and click on Edit Account.

5. Click the **Bank Feed Settings** tab.



Account Type: Bank Number: 10100

General Bank Feed Settings

Account Name: Checking

☐ Subaccount of

OPTIONAL

Description: Cash

Bank Acct. No.

Define Number

How do I change the account number?

Once you see the Edit Account window, click on the Bank Feeds Settings tab.

6. Select **Deactivate All Online Services**, then click **Save & Close**.

The screenshot shows the 'Edit Account' window with the 'Bank Feed Settings' tab active. The 'Account Type' is set to 'Bank' and the 'Number' is '10100'. Under 'General', the 'Account Name' is 'Checking'. The 'Activate Online Services' radio button is currently selected. Below it, the 'CONNECTION INFORMATION' section shows 'Financial Institution' as 'ANYTIME Financial', 'Account Customer ID' as a masked value, and 'Last Download' as '11/30/2003 (14 transactions)'. There is a small icon of a bank building. Below this, there are three radio buttons: 'Activate Online Services' (selected), 'Deactivate All Online Services' (which has a red arrow pointing to it from a text box), and 'Deactivate All Online Services' (which is also selected). Below the third radio button, it says 'If you deactivate all services, you will have to set them up for this account again.' At the bottom, there is a checkbox for 'Account is inactive' and two buttons: 'Save & Close' and 'Cancel'.

Click on the radio button to select Deactivate All Online Services and then click on Save & Close.

7. When prompted, click **OK** to confirm.

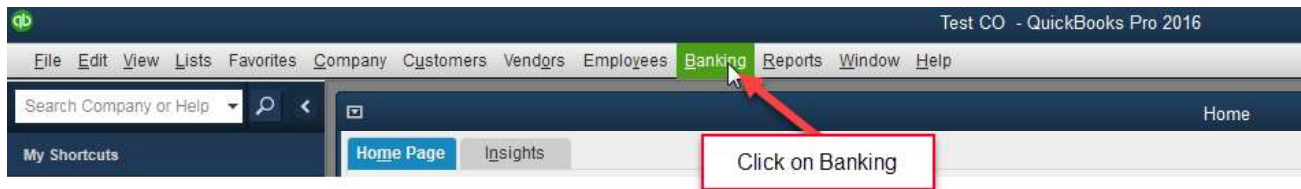


Note: Repeat these steps for each BankUnited account connected through Direct Connect.

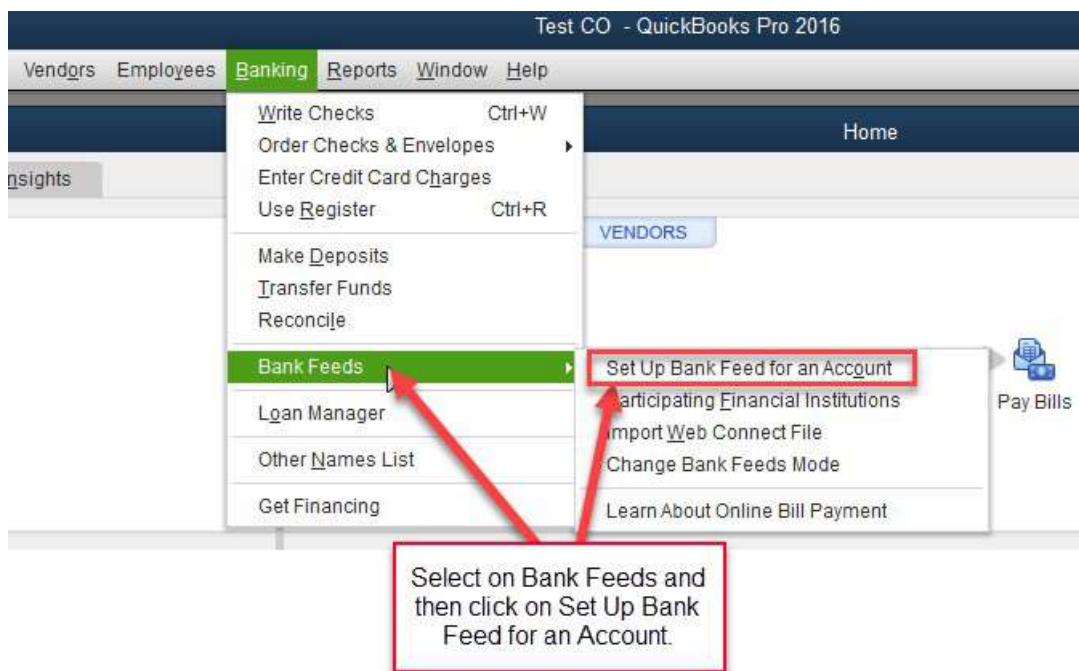
RE-ACTIVATING A CONNECTION

After you have finished deactivating all accounts, please follow the steps below to reactivate all accounts. This process should be done just once.

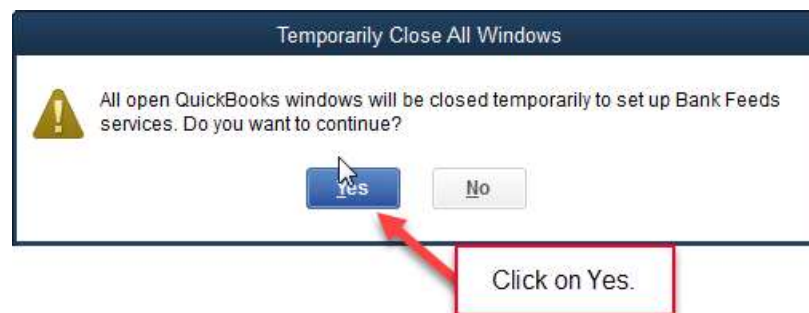
1. Click on **Banking** to get started.



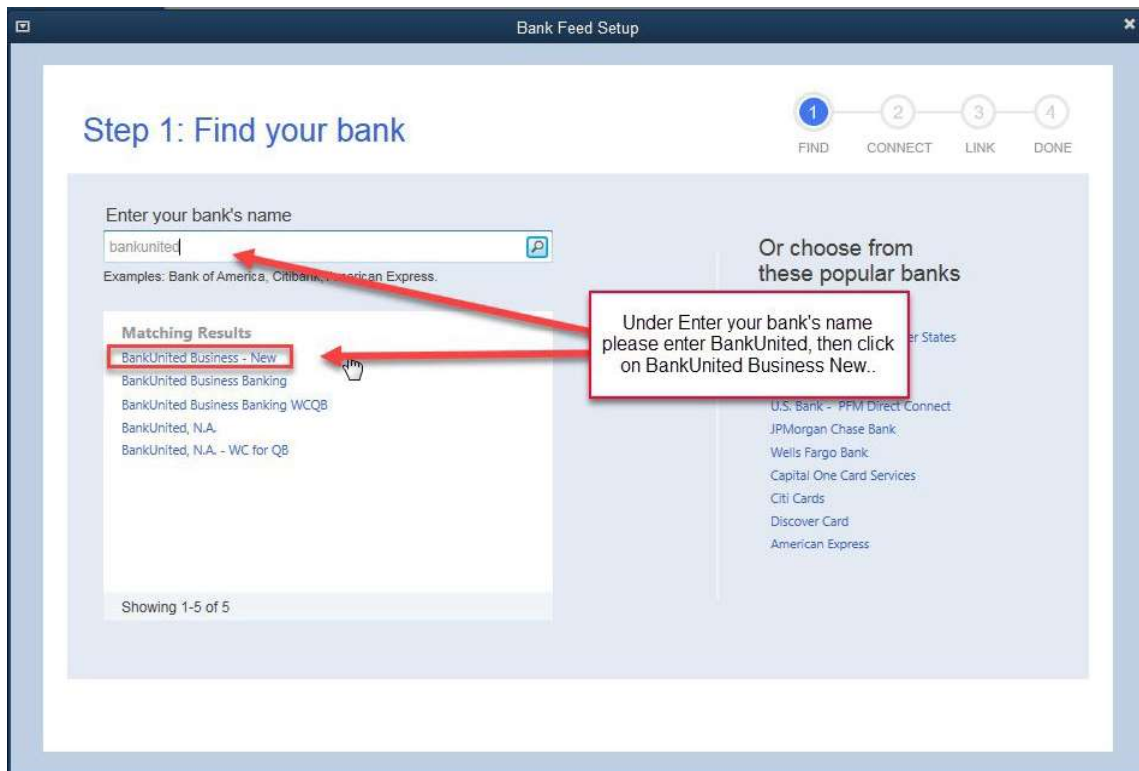
2. Select **Bank Feeds** → **Set Up Bank Feed for an Account**



3. Click **Yes** when prompted.



4. Search for **BankUnited** and select **BankUnited Business - New**



Bank Feed Setup

Step 1: Find your bank

1 FIND 2 CONNECT 3 LINK 4 DONE

Enter your bank's name

bankunited

Examples: Bank of America, Citibank, American Express.

Matching Results

- BankUnited Business - New
- BankUnited Business Banking
- BankUnited Business Banking WCQB
- BankUnited, N.A.
- BankUnited, N.A. - WC for QB

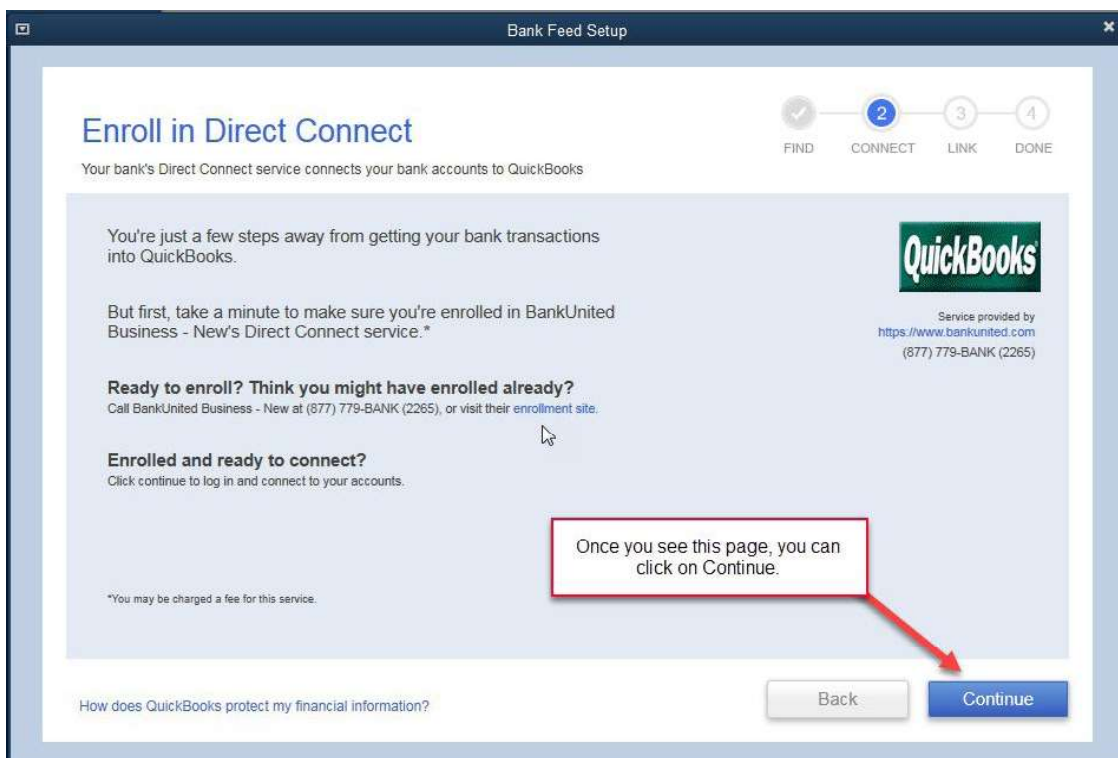
Showing 1-5 of 5

Or choose from these popular banks

- U.S. Bank - PFM Direct Connect
- JPMorgan Chase Bank
- Wells Fargo Bank
- Capital One Card Services
- Citi Cards
- Discover Card
- American Express

Under Enter your bank's name please enter BankUnited, then click on BankUnited Business New..

5. When prompted, click **Continue**.



Bank Feed Setup

Enroll in Direct Connect

1 FIND 2 CONNECT 3 LINK 4 DONE

Your bank's Direct Connect service connects your bank accounts to QuickBooks.

You're just a few steps away from getting your bank transactions into QuickBooks.

But first, take a minute to make sure you're enrolled in BankUnited Business - New's Direct Connect service.*

Ready to enroll? Think you might have enrolled already?
Call BankUnited Business - New at (877) 779-BANK (2265), or visit their enrollment site.

Enrolled and ready to connect?
Click continue to log in and connect to your accounts.

*You may be charged a fee for this service.

QuickBooks

Service provided by
<https://www.bankunited.com>
(877) 779-BANK (2265)

Once you see this page, you can click on Continue.

How does QuickBooks protect my financial information?

Back Continue

6. Enter your **Direct Connect Customer ID** and **PIN**, then click **Connect**.

Bank Feed Setup

Step 2: Connect BankUnited Business - New to QuickBooks

No fees apply.

Direct Connect Customer ID For your account

Direct Connect PIN For your account

QuickBooks

Service provided by
<https://www.bankunited.com>
(877) 779-BANK (2265)

You need special credentials from BankUnited Business - New to sign in here. Click here to enroll

Enter Direct Connect ID (**Customer ID + User ID together**) and the Direct Connect Pin (**Password that client uses for OTM**) and click on Connect.

Back Connect

How does QuickBooks protect my financial information?

7. Link each BankUnited account to the corresponding QuickBooks account, then click **Connect**.

Bank Feed Setup

Step 3: Link your accounts

Link your bank accounts with your QuickBooks accounts

YOUR BANK ACCOUNTS	QUICKBOOKS ACCOUNTS
(XXXXXXXXXXXX) (34567)	Select existing or create new

You will see the last 4 numbers and the name of all the accounts associated to the client's Online Treasury Management. On the right hand side of each account you will have a drop down to associate it to the accounts in QuickBooks. Once all accounts have been associated click on Connect.

Select existing or create new

< Create New Account >

Do not add to QuickBooks

10000 - Checking - Bank

8. Verify each account shows **Added**, then click **Done**.

