

# RCB BANK

*That's my bank!*  
MEMBER FDIC

## QuickBooks for Mac Conversion Information

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### Web Connect

### Introduction

As **Lakeside State Bank** completes its system conversion to **RCB Bank**, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

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 conversion should take 15–30 minutes.

**Thank you for making these important changes!**

### Documentation and Procedures

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#### Task 1: Conversion Preparation

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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)

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**Task 2:** Disconnect Account at **Lakeside State Bank** for final download before **4p.m. Central, Friday, April 22, 2022**

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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.

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**Task 3:** Reconnect Accounts to **RCB Bank** after **8:30a.m. Central, Monday, April 25, 2022**

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2. Reconnect online banking connection for accounts that apply.
  - a. Login to your financial institution's online banking site and download your transactions into a Quickbooks (.qbo) file.

Important: 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>Import>From Web Connect. Use the import dialog to import your saved Web Connect file.
  - c. In the Account Association window, click 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.
  - d. Click Continue and OK for any dialog boxes that require action.