RCB BANK

That's my bank!
MEMBER **FDIC**

QuickBooks for Windows
Conversion Instructions

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

Task 1: Connect to **Lakeside State Bank** for a final download by **4 p.m. Central, Friday, April 22, 2022**

1. Backup Quickbooks Windows Data file & Update.

    a. Choose File>Back up Company>Create Local Backup.

    b. Download the latest Quickbooks Update. Choose 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)

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

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 the first account you want to deactivate and choose Edit Account.

    c. Click the Bank Feeds Settings tab in the Edit Account Window.

    d. Select Deactivate All Online Services and click Save & Close.

    e. Click OK for any alerts or messages that may appear with the deactivation.

    f. Repeat steps for any additional accounts that you deactivated.

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

2. Reconnect online banking connection for accounts that you deactivated.

    a. Login to your financial institution's online banking site and download your transactions to a Quickbooks (.qbo) File.

        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 click Continue. Confirm by selecting OK.