Independence Bank
Member FDIC

QuickBooks Conversion Instructions

Web Connect

Introduction

As Independence Bank completes its system conversion, 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 login credentials for online banking.

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: ***Optional task*** - Complete a final download **before** ***11/3/2019***

1. Log in to Digital Banking and download your QuickBooks Web Connect file.
2. Click **File** > **Utilities** > **Import** > **Web Connect Files**. (**Click File** > **Import** > **From Web Connect** on a Mac)
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

****The download will contain activity through 10/23/2019.***

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.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

Task 3: Disconnect Accounts in QuickBooks on or after ***10/28/2019***

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **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: Reconnect Accounts to ***Independence Bank of Kentucky*** on or after ***10/28/2019***

1. Log in to Digital Banking and download your QuickBooks Web Connect file.
2. Click **File** > **Utilities** > **Import** > **Web Connect Files**.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. Click the **Import new transactions now** radio button, then click **OK**.

NOTE: If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.

8. Repeat steps for each account to be reconnected.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 5: 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.

If using a Mac, please follow the instruction below to complete Task 3 and 4.

Task 3: Disconnect Accounts in QuickBooks on or after ***10/28/2019***

9. Choose **Lists** menu > **Chart of Accounts**.
10. Select the account you want to deactivate.
11. Choose **Edit** menu > **Edit Account**.
12. In the **Edit Account** window, click the **Online Settings** button.
13. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
14. Click **OK** for any dialog boxes that may appear with the deactivation.
15. Repeat steps for each account to be disconnected.

Task 4: Reconnect Accounts to ***Independence Bank*** on or after ***10/28/2019.***

16. Log in to ***Independence Bank*** and download your QuickBooks Web Connect File.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

17. Click File > Import > From Web Connect.
18. If prompted for connectivity type, select Web Connect.
19. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

IMPORTANT: Do NOT select “New” under the action column.

20. Click **Continue**.

21. Click **OK** to any informational prompts.

22. Add or match all downloaded transactions in the **Downloaded Transactions** window.

23. Repeat steps for each account to be reconnected***.***