



Count on Columbia.

Product: QuickBooks Mac Web Connect

As RSI Bank completes its system conversion to Columbia 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 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!

**Business customers should be linking to 'Columbia Bank Bus WC'.
Retail customers should be linking to 'Columbia Bank NJ QB Personal'.**

By 10/14/2022 at 5pm:

1. Backup QuickBooks Mac Data File & Update.
 - a. Choose File > Back Up
 - b. Download the latest QuickBooks Update. Choose QuickBooks > Check for QuickBooks Updates.
1. 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)

After noon on 10/17/2022:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
 - a. Choose Lists > Chart of Accounts.
 - b. Select the first account you want 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.
2. Reconnect online banking connection for accounts that apply.
 - a. Log in 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 > Import > From Web Connect. Use the import dialog to import your saved Web Connect file.
 - d. 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.
 - e. Click Continue and OK for any dialog boxes that require action.