

Product: QuickBooks Windows 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 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)

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 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 need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
 - 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 > 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.