Columbia Bank

Count on Columbia.

Product: QuickBooks Online Automatic Update

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. 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. Complete a final transaction download from your RSI QuickBooks connection.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

After noon on 10/17/2022:   Disconnect online banking connection for accounts connected to RSI.
1. Select Banking from the left column.
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
3. Click Edit Account Info.
4. Check the box next to Disconnect this Account on Save.
5. Select Save and Close.
6. Repeat steps for any additional accounts that apply.

After noon on 10/24/2022:
1. Reconnect online banking connection for accounts that apply.
   a. On the Banking page, click **Add Account** in the upper-right side of the screen.
   b. Type your financial institution's name and choose the correct option from the results. Business customers should be linking to 'Columbia Bank Bus WC'. Retail customers should be linking to 'Columbia Bank NJ QB Personal'.
   c. Enter your financial institution credentials and click **Continue**. Express Web Connect uses the same credentials you use for your institution's online banking.
   d. Provide additional information, if requested.
   e. Ensure you associate the accounts for your financial institution to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the drop-down menu.
      Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.
   f. After all accounts have been matched, click **Connect** and then click **Finish**.
2. Exclude Duplicate Transactions.
   a. Select **Banking** from the left column.
   b. In the For Review section, click the checkboxes for the transactions you want to exclude.
   c. Choose **Batch Actions > Exclude Selected**.