b1 BANK

QUICKBOOKS DESKTOP CONVERSION INSTRUCTIONS

As Texas Citizens Bank “TCB” completes its system conversion with b1BANK, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. QuickBooks users will need to deactivate & reactivate their QuickBooks online banking connection to align with the platform change. This document contains instructions for both Direct Connect and Web Connect (Windows and Mac).

IMPORTANT CONVERSION DATES – TCB END USER ACTION REQUIRED

1st Action Date: July 22, 2022

A data file backup and a final transaction download should be completed by this date. Please make sure to complete the final download before this date since transaction history might not be available after the upgrade.

2nd Action Date: July 25, 2022

This is the action date for the remaining steps on the conversion instructions. You will complete the deactivate/reactivate of your online banking connection to ensure that you get your current QuickBooks accounts set up with the new connection.

If you do not deactivate your account, you will be required to create a new register for the new connection. This will essentially result in duplicate accounts in the product.

QUICKBOOKS WINDOWS DIRECT CONNECT

Before July 22, 2022:

1. Backup QuickBooks Windows Data File & Update.
   a. Choose **File > Back Up Company > Create Local Backup**.
   b. Download the latest QuickBooks Update. Go to 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)

On or After July 25, 2022:

1. Deactivate online banking connection in QuickBooks for accounts connected to TCB.
   a. Choose **Lists** menu > **Chart of Accounts**.
   b. Right-click on the first account you would like 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 apply.
2. Go to www.b1bank.com
3. Enter your Login ID and Password, and then click Login. If this is your initial login to b1BANK's Online Banking, please click here for detailed login instructions.
4. Once you have successfully logged into Online Banking, Click **Services** > select **Register DirectConnect** > click **Generate**
5. Reconnect online banking connection in QuickBooks for accounts that apply.
   a. Choose **Lists** menu > **Chart of Accounts**.
   b. Right-click on an account you would like to activate and choose **Edit Account**.
   c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select Yes in the dialog box that will appear.
   d. Enter b1BANK in the search field and select Continue.
   e. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact b1BANK if your login information does not work.
   f. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New.

      Important: Do NOT select "Create New Account" unless you intend to add a new account to QuickBooks. If you are presented with accounts you do not want to track in this data file, choose **Do Not Add to QuickBooks**.
   g. After all accounts have been matched, click **Next** and then click **Done**.

QUICKBOOKS MAC DIRECT CONNECT

Before July 22, 2022:

1. Backup QuickBooks Mac Data File & Update the Application.
   a. Choose **File > Backup**.
   b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
   a. Complete 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)

On or After July 25, 2022:

1. Deactivate online banking connection in QuickBooks for accounts connected to TCB.
   a. Choose **Lists > Chart of Accounts**.
   b. Click the first account you would like to deactivate and choose **Edit > Edit Account**.
   c. Choose **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 alerts or messages that may appear with the deactivation.
   f. Repeat steps for any additional accounts that apply.
2. Go to www.b1bank.com
3. Enter your Login ID and Password, and then click Login. If this is your initial login to b1BANK's Online Banking, please click here for detailed login instructions.
4. Once you have successfully logged into Online Banking, Click **Services** > select **Register DirectConnect** > click **Generate**
5. Reconnect online banking connection in QuickBooks for accounts that apply.
   a. Choose **Banking > Online Banking Setup**.
   b. Type b1BANK in the search field, then click **Next** and follow the instructions in the setup screen
   c. Select **Yes, my account has been activated for QuickBooks Online Services** in the Online Banking Assistant window. Click **Next**.
   d. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact b1BANK if your login information does not work.
   e. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.
   f. Click **Next**, and then click **Done**.
   g. Repeat this step for each account that you have connected to our institution.

QUICKBOOKS WINDOWS WEB CONNECT

Before July 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.
   c. Complete one last transaction update before the change to get all of your transaction history up to date.
   d. Accept all new transactions into the appropriate registers. (required)

On or After July 25, 2022:

1. Deactivate online banking connection in QuickBooks for accounts connected to TCB.
   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 in QuickBooks for accounts that you deactivated.
   a. Log into b1BANK's Online Banking site (www.b1bank.com) and download your transactions to a QuickBooks (.qbo) file. If this is your initial login to b1BANK's Online Banking, please click here for detailed login instructions.

      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**.

QUICKBOOKS MAC WEB CONNECT

Before July 22, 2022:

1. Backup your QuickBooks Mac data file & update the application.
   a. Choose **File > Backup**.
   b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. 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)

On or After July 25, 2022:

1. Deactivate online banking connection in QuickBooks for accounts connected to TCB.
   a. Choose **Lists > Chart of Accounts**.
   b. Select the first account you would like 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 in QuickBooks for accounts that apply.
   a. Log into b1BANK's Online Banking site (www.b1bank.com) and download your transactions to a QuickBooks (.qbo) file. If this is your initial login to b1BANK's Online Banking, please click here for detailed login instructions.

      Important: 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.
   c. 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.
   d. Click **Continue** and **OK** for any dialog boxes that require action.