Treasury Center
QuickBooks Web Connect Instructions

Introduction

As LegacyTexas Bank completes the system conversion to Prosperity Bank, you will need to modify your QuickBooks Online Edition setting to ensure the smooth transition of your data.

It is important you perform the following instructions exactly as described and in the order presented. This conversion should take 15–30 minutes.

Documentation and Procedures

Conversion – Information only

QuickBooks Online data is stored on Intuit servers in the cloud. Since Inuit updates your records with every change, it cannot restore your file to a previous point in time.

QuickBooks Online automatically updates your selected version so you are always on the latest release.

Important: QuickBooks Online edition connectivity services may be interrupted up to 3 – 5 business days after the conversion is complete.

TASK #1
Connect to LegacyTexas Bank for a final download by Friday, June 5. Please consider doing this at the end of the day on June 5, as you may not have transactions available between the last backup performed and June 8.

Choose ONE of the following options:

Option 1: Download Transactions from LegacyTexas Commercial Online

1. Sign in to QuickBooks Online.
2. Select **Banking**.
3. In the upper right corner, select **Update.**
4. After your download finishes, select the **For Review** tab to confirm items downloaded for all your accounts.

Option 2: Manually Import Transactions

1. Log in to LegacyTexas Bank.
2. Download one of the following Web Connect file types:

    .qbo (QuickBooks)

    .qfx (Quicken)

3. In **QuickBooks Online**, choose **Transactions**>**Banking**.
4. In the upper-right corner, select **File Upload**.
5. Select **Browse** and then **LegacyTexas WebConnect file** from your computer.
6. Select **Next**.
7. Choose the appropriate account from the drop-down menu and select **Next**.
8. When the import is completed, select **I'm done. Let's go!**
9. After your download finishes, select the **New Transactions for Review** tab to see what was downloaded.

TASK #2
Match downloaded transactions.

1. If new transactions were received from your connection, accept all new transactions on the **Transaction>Banking** page. Simply check off all the New/Matched transactions and select **Batch Action** to **Accept Selected**.

2. If you need assistance matching transactions, help is available in the **Help menu>Search for Matching Transactions.** Follow the instructions.

TASK #3
Deactivate Your Accounts at LegacyTexas Bank on or after June 5.

1. Choose **Transactions**>**Banking**

2. Choose the account you would like to disconnect, then select the **Pencil Icon**.

3. Select **Edit Account Info**.

4. Check the box next to **Disconnect this account**.

5. Select **Save**.

6. Repeat steps 2-6 for each account at LegacyTexas Bank.

TASK #4
To begin the connection process on or after June 8, your company's Administrator should contact Treasury Support at 855-888-2242 to establish your access.

Once WebConnect has been established, you will receive a temporary password from Prosperity Bank. Upon receipt, the next step is to log in to Treasury Center to establish your new WebConnect password.

Login to Treasury Center with your Company ID and enter WebConnect in the User ID field followed by the temporary password.
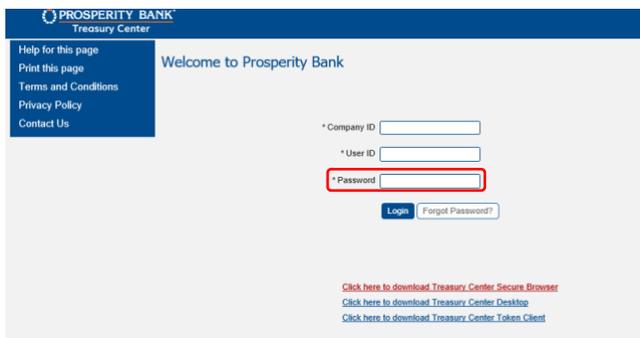
Once you have logged in with your temporary password, you will be prompted to change the password. Password requirements include:
- 10 character minimum and 30 character maximum
- Upper and lower case letters
- At least one number
- At least one special character
- No dictionary words

Do not close your browser until you reset your password. Once you have created the new password, select **Update Credentials**.
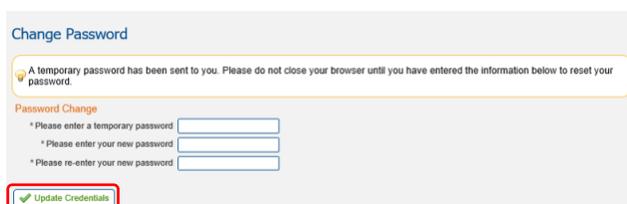
TASK #5
Activate Your QuickBooks Accounts at Prosperity Bank on or after June 8

1. Choose **Transactions**>**Banking**

2. In the upper-right area, select **Add Account**

3. Enter **Prosperity Bank** and select **Find**

4. Select **Prosperity Bank Treasury**

    Prosperity Bank Treasury
    www.prosperitybankusa.com

5. Type your NEW login credentials with your newly created WebConnect password and select **Continue**.

6. Provide any additional information requested.

7. Ensure you associate the account for Prosperity Bank with the appropriate account already listed under **Which accounts do you want to connect?** and select the matching accounts in the drop-down menu.

    IMPORTANT: Do **NOT select **+Add new**. If you are presented with accounts you do not want to track in this data file, **uncheck** the box next to the **Account name**.

8. After all accounts have been matched, click **Connect**.

9. When the download is finished, you will return to the **Banking** page.

TASK #6
Exclude Duplicate Transactions

1. Choose Transaction>**Banking**.

2. In the **For Review** section, click the checkboxes for the transactions you want to exclude.

3. Click **Batch Actions** > **Exclude Selected**.

    **NOTE: If you accidentally exclude a transaction, you can include it again.

Task #7
Undo Excluded Transactions

1. Choose Transaction>**Banking**.

2. Click the **Excluded** tab.

3. Click the checkboxes for the transactions you want to include.

4. Click **Batch Actions** > **Undo**.

5. Transactions will appear again in the **New Transactions** tab for you to work with.

YOUR CONNECTIVITY IS NOW COMPLETE.

For questions, contact your Treasury Management Officer, call Treasury Management Support at 855-888-2242 or email treasurymanagement.support@prosperitybankusa.com**.**