

# QuickBooks Online Conversion Instructions

As FirstCapital Bank completes its migration to Prosperity Bank, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

**IMPORTANT:** Express Web Connect will not be available until **5 business days** after May 15, 2023, so please utilize another connectivity type if you need transaction updates during this downtime.

## QuickBooks Online Express Web Connect

### On or before May 12, 2023:

1. Complete a final transaction download.
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.

### On or after May 15, 2023:

Disconnect online banking connection for accounts connected to FirstCapital Bank.

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.

### On or after May 22, 2023:

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 Prosperity Bank and choose Prosperity Bank Web from the results.
  - c. Enter your Prosperity Bank online banking credentials and click Continue. Express Web Connect uses the same credentials you use for your institution's online banking.

**Important:** You will need to sign-in to Prosperity Bank online banking to establish your credentials before attempting to reconnect your accounts.

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.

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1. Complete a final transaction download.

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.

### On or after May 15, 2023:

1. Disconnect online banking connection for accounts connected to FirstCapital Bank.

a. Select Banking from the left column.

b. Click on the account you would like to disconnect, then click the Pencil Icon on the corner of that account box.

c. Click Edit Account Info.

d. Check the box next to Disconnect this Account on Save.

e. Click Save and Close.

f. Repeat steps for any additional accounts that apply.

2. Reconnect online banking connection for accounts that apply.

a. Download a Web Connect file (.qbo or .qfx) from your financial institution’s online banking site.

b. In QuickBooks Online, choose Banking from the left column.

c. Click File Upload in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.

d. Choose the appropriate account from the drop-down menu under QuickBooks Account and then click Next.

**Important:** Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.

e. When the import is finished, click Let's go!

f. Review the For Review tab on the Banking page to view what was downloaded.

g. Click Next, and then click Done.

h. Repeat this step for each account that you have connected to this institution