TOMPKINS

Treasury Management
QuickBooks Conversion Instructions

QuickBooks for Windows

Conversion Instructions

Web Connect

Introduction

As *Tompkins* completes its system conversion to Treasury Management, you will need to modify your QuickBooks settings to ensure the smooth transition of your data.

To complete these instructions, you will need your login credentials for Treasury Management 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!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. Go to **File**, then select **Back Up Company** > **Create Local Backup** and choose a location to save your QuickBooks file.

2. Download the latest QuickBooks Update. Go to **Help** > **Update QuickBooks Desktop**

> **NOTE:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to Single-user mode if you are currently in Multi-user mode. Go to **File**> **Switch to Single-user mode**

> **NOTE:** If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode) if you are currently in Express Mode. Go to **Edit** > **Preferences** > Checking > **Company Preferences** > select **Classic Mode**

Task 2: Disconnect Accounts in QuickBooks

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1. Choose the **Lists** menu > **Chart of Accounts**.

2. Select the account you want to deactivate.

3. Click **Edit** menu > **Edit Account**.

4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.

5. Select **Deactivate All Online Services** and click **Save & Close**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps for each account to be disconnected*.*

Task 3: Reconnect Accounts to *Tompkins Treasury Management*

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1. Log in to Tompkins Treasury Management, found on the Tompkins home page and download your QuickBooks Web Connect file.

> **NOTE:** **Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.**

2. Click Accounts > Download > File > QuickBooks should automatically open.

   a. If not then, Accounts > Download > save file to local drive. Then **File** > **Utilities** > **Import** > **Web Connect Files**.

3. If prompted for connectivity type, select **Web Connect**.

4. Click the **Import new transactions now** radio button, then click **OK**.

> **NOTE:** If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.

6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.

7. Confirm the prompt by clicking **OK**.

8. Repeat steps for each account to be reconnected.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 4: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

To re-enable Express Mode register mode (Optional) Go to **Edit** > **Preferences** > Checking > **Company Preferences** > select **Express Mode**

QuickBooks Online Conversion Instructions

Simple Start / Essentials / Plus / Advanced

Introduction

As *Tompkins* completes its system conversion to Treasury Management*,* QuickBooks Online settings will need to be updated to ensure transition of your data. To complete these instructions, use your **login credentials** for online banking.

It is important that 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 we update your records with every change, we 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 connectivity services may be interrupted up to 5 business days after the conversion is complete.

Task 1: Disconnect Accounts in QuickBooks Online

1. Select **Banking** on the left column.

2. Click on the account you would like to disconnect, then click the **Pencil Icon**.

3. Click on **Edit Account Info**.

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

5. Click **Save and Close**.

6. Repeat steps 1-4 to deactivate additional accounts.

Task 2: Reconnect Accounts at *Tompkins Treasury Management*

1. In the upper-right area, click **Add Account**

2. Enter *your bank name*

3. Click on your bank name in the search results below.

4. Type your **Treasury Management login credentials**. Click **Continue**.

5. Provide any additional information requested, to proceed.

6. Ensure you associate the account for *Tompkins Treasury Management* to the appropriate account already listed under **Which accounts do you want to connect?** 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**.

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

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

Task 3: Excluding Duplicate Transactions

1. Choose **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 4: Undo Excluded Transactions

1. Choose **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.

Additional Instructions: **Need to Manually Import Transactions?**

1. *Log in to Treasury Management on Website Home Page*

2. Accounts > Download > QBO

3. In **QuickBooks Online**, choose **Banking**.

4. In the upper-right corner, click **File Upload**.

5. Click Browse and select the Web Connect file from your computer. Click **Next**.

6. Select the appropriate account from the drop-down menu. Click **Next**.

7. When the import is completed, click **Let's go!**

8. After your download finishes, click the **For Review** tab to see what was downloaded.

Thank you for making these important changes!

QuickBooks for Mac Conversion Instructions

Web Connect

Introduction

As *Tompkins* completes its system conversion to Treasury Management, you will need to modify your QuickBooks settings to ensure the smooth transition of your data.

To complete these instructions, you will need your login credentials for Treasury Management 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!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. Go to **File**, then select **Back Up** and choose a location to save your QuickBooks file.

2. Download the latest QuickBooks Update. Go to **QuickBooks** (left of **File** on top bar) and select **Check for QuickBooks Updates**.

Task 2: Disconnect Accounts in QuickBooks

1. Choose **Lists** menu > **Chart of Accounts**.

2. Select the account you want to deactivate.

3. Choose **Edit** menu > **Edit Account**.

4. In the **Edit Account** window, click the **Online Settings** button.

5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. *Repeat steps for each account to be disconnected.*

Task 3: Reconnect Accounts to *Tompkins Treasury Management*

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1. Log in to Tompkins Treasury Management, found on the Tompkins home page and download your QuickBooks WebConnect File.

> **NOTE:** **Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.**

2. Click Account > Download > QBO

3. If prompted for connectivity type, select Web Connect.

4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

> **IMPORTANT:** Do NOT select "New" under the action column.

5. Click **Continue**.

6. Click **OK** to any informational prompts.

7. Add or match all downloaded transactions in the **Downloaded Transactions** window.

8. *Repeat steps for each account to be reconnected.*