

# Tri counties bank

Service With Solutions®

**Trico Card Manager QuickBooks Web Connect** Reference Guide

## **QuickBooks Web Connect Reference Guide**

### How to retrieve a QuickBooks output file

- 1. To retrieve the Quickbooks output file for your credit card account(s), first log in to Trico Card Manager.
  - Visit <u>www.tcbk.com</u>
  - Select Credit Card Manager. You will be directed to the credit card management page.



2. Under the Commercial section, click on LOG IN.



• Enter your log in credentials.

Login	No Account? Register now
If you are an existing user click below to login.	Enter your details below to start.
Please enter your Username.	Please select your role:
	Select
Login 🔶	Register ⊣

**IMPORTANT:** If you are a **Cardholder** and you don't have log in credentials, please contact your company's Program Administrator for log in credentials.

If you are a **Program Administrator** and you don't have log in credentials, call Customer Service at 1-800-809-2244, Monday - Friday, 8:00 a.m. - 5:00 p.m. PT.

3. After you have successfully logged in, you will be directed to your home Dashboard.

Trico Card Manager		aA Logout					
Dashboard Transactions Statements Inc							
Dashboard							
Work Flow Summary Current Period V	Total Spend	Transaction MCC Summary					
No records found.	Total Spend	Last 4 weeks 🗸 🗸					
	400000 300000 200000 0 0 0 0 0 0 0 0 0 0 0	Transaction Spend 3.07 USD Unknown MCC Uher 0% Last Updated - 13:06 - 11/01/21					
Company Summary	Messages View All Messages	Outputs					
No records found.	No records found.	No records found.					

- 4. From the Dashboard, select Transactions.
  - Select the Output option on the bottom right corner below the Transaction Status column.

💎 ti	Tricounties bank         aA         Logout           Trico Card Manager         A         A         A								
Dash		đ	Transactions Sta						
Transactions Quick Search Only Q									
Transaction Status: All × Transaction Date: 10/01/21 - 11/01/21 × Save									
	•		TRANSACTION DATE $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	POST DATE 崇	CARDHOLDER ≑	CARD ≑	MERCHANT $\stackrel{\scriptscriptstyle \oplus}{_{\scriptscriptstyle \oplus}}$	BILLING AMOUNT	TRANSACTION STATU:
			10/01/21	10/01/21	TCB ECS CNTL1 PRMX TEST	***********0137	finance charge	23.65 USD	% Δ 🗩 🖉
			10/27/21	10/27/21	TCB ECS CNTL1 PRMX TEST	***********0137	123123 autop	-67.00 USD	% 🗛 🗩 🖉
			10/24/21	10/24/21	TCB1 ECS FD IND TEST	*******************8519	121212 autop	-50.00 USD	% <b>A D</b> 6
			10/26/21	10/26/21	TCB1 ECS FD IND TEST	******************8519	finance charge	3.07 USD	% <b>A D</b> 6
	•								•
	Sho	w	20 🗸	Rows 1 - 4 of 4	⊢ 1 →			Print 🐻 Settin	ngs 🛃 Output

#### 5. An "Output Settings" window will pop out.

- Select the output options and enter the desired transactional date.
- Click on Output file and select the location on your PC for the file to be saved.

Output Settings	×
Which columns would you like to output	•
<ul> <li>Visible Columns</li> <li>Include the fields in the details panel</li> </ul>	
O All Columns	
<ul> <li>Standard Output (Outputs the most frequently used columns and standard format)</li> </ul>	
Quicken	
Quickbooks	
Which rows would you like to output	
Visible Rows	
All Available Rows	
	- 11
Output File Format	
Quickbooks (QBO)	
Transaction Date	
O Show Only Control Account Numbers	
Show Sub Account Numbers	
Cancel Output File	
4	•

**IMPORTANT:** If you are unable to export the output file, please contact Tri Counties Bank Customer Service at 1-800-809-2244, Monday – Friday, 8:00 a.m. - 5:00 p.m. PT.

#### 6. Launch your QuickBooks Software program.

**NOTE:** The QuickBooks screens shown in this reference guide are from QuickBooks Desktop Pro 2022. Depending on your QuickBooks version, screen appearance may differ.

7. On the QuickBooks menu, select Banking  $\rightarrow$  Bank Feeds  $\rightarrow$  Import Web Connect File.



- 8. A pop up window will allow you to import your statement details.
  - Select the applicable file and select Open.

qb	Open Online Data File 🗙
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ > This PC > Desktop	✓ U  Search Desktop
Organize • New folder	)   == - III ()
<ul> <li>✓ Quick access</li> <li>✓ Desktop</li> <li>✓ Downloads</li> <li>✓ Documents</li> </ul>	Name
File name: StatementDetails	Web Connect Files (*.qbo)     Open     Cancel

- 9. A pop up window will inform you that the transaction file is downloading.
  - Select your QuickBooks account and click 'Continue'"

Note: If you have the Quickbooks software but you don't have an established Quickbooks Company Account, you will not be able to feed the downloaded file into Quickbooks. You will need to create one first.

Select Bank Account 🗶					
You are downloading transactions for the following account:					
<ul> <li>Financial Institution: Tri Counties Bank CC</li> <li>Account type: Credit Card</li> <li>Account number: *******0137</li> <li>QuickBooks does not have an online account to handle these transactions.</li> <li>Please make a selection below.</li> </ul>					
Use an existing QuickBoo	ks account		-		
Create a new QuickBooks	account	Credit Card at Tri Counties Ba			
<u>Cancel</u> Co <u>n</u> tinu	Ie				

- 10. If the file was imported successfully, a pop up message will state that the file is ready for viewing.
  - Select OK to exit the window.



- Lily QB Testing Inc QuickBooks Desktop Pro 2022 Eile Edit ⊻iew Lists Favorites ⊆o any Customers Vendors Employee Banking Reports Window Help ch Company or Help 👻 🔎 🖌 Home Order Checks & Envelopes Insights Enter Credit Card Charges Use Register Ctrl+R My Shortcuts Use Register প Home Make Deposits Transfer Funds 🐴 My Co Chart of Accounts Bank Feeds Bank Feeds Center Set Op Bank record an Account Participating Financial Institutions Import Web Connect File ther Names List Items & Services der Checks & Tax Forms See funding options Change Bank Feeds Mode 0 İ ÷. Learn About Online Bill Payment Turn on Time Tracking Calendar Receipts
- 11. To review your Bank Feeds, select from the QB menu Banking → Bank Feeds → Bank Feeds Center.

12. Once selected, the Bank Feed window will display.



**IMPORTANT:** If you have any technical issue related to your QuickBooks software program, please contact Intuit Customer Support at 1-800-4INTUIT (1-800-446-8848) or visit Intuit <u>QuickBooks Help Center Website</u>.

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