



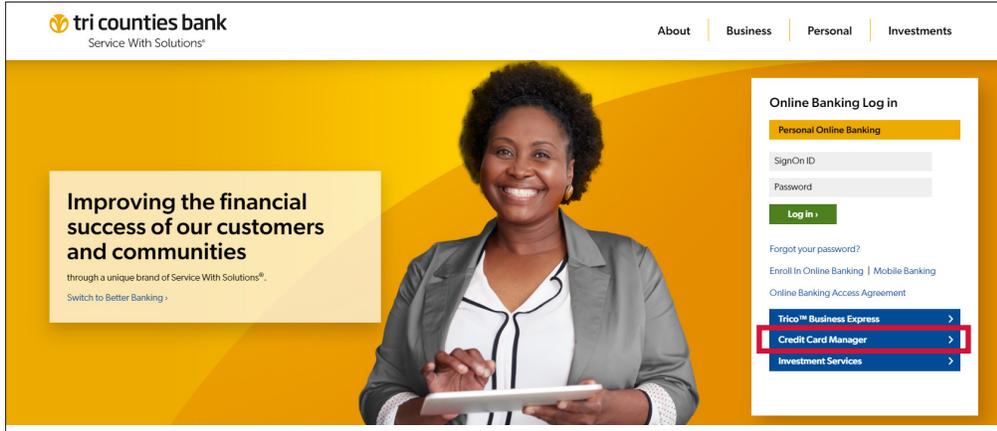
 **tri counties bank**
Service With Solutions®

Trico Card Manager QuickBooks Web Connect Reference Guide

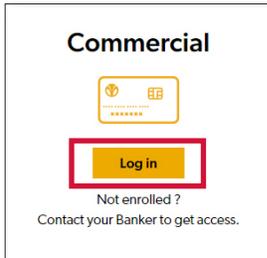
QuickBooks Web Connect Reference Guide

How to retrieve a QuickBooks output file

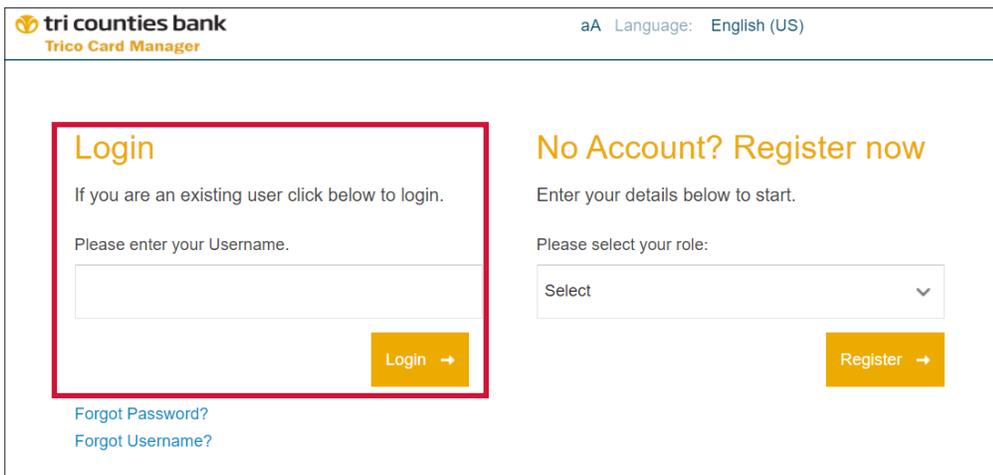
1. To retrieve the Quickbooks output file for your credit card account(s), first log in to Trico Card Manager.
 - Visit www.tcbk.com
 - Select **Credit Card Manager**. You will be directed to the credit card management page.



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



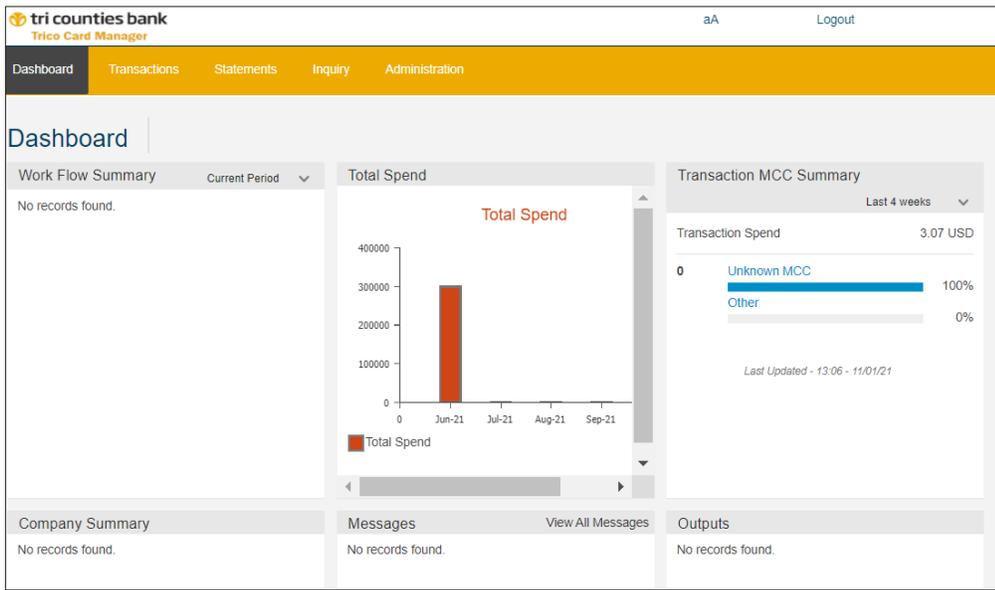
- Enter your log in credentials.



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.

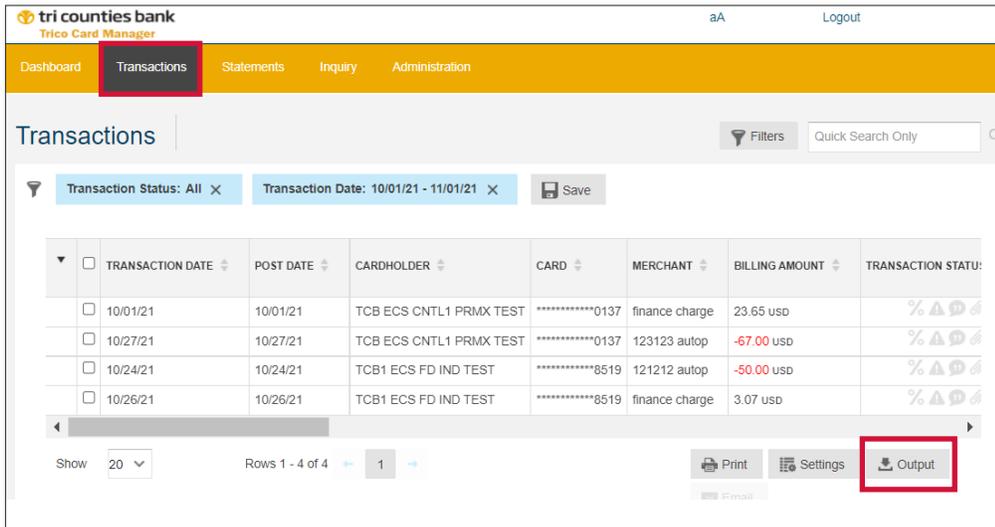
If you are a **Program Administrator** and you don't have log in credentials, call Customer Service at 1-800-809-2244, Monday - Friday, 8:00 a.m. - 5:00 p.m. PT.

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



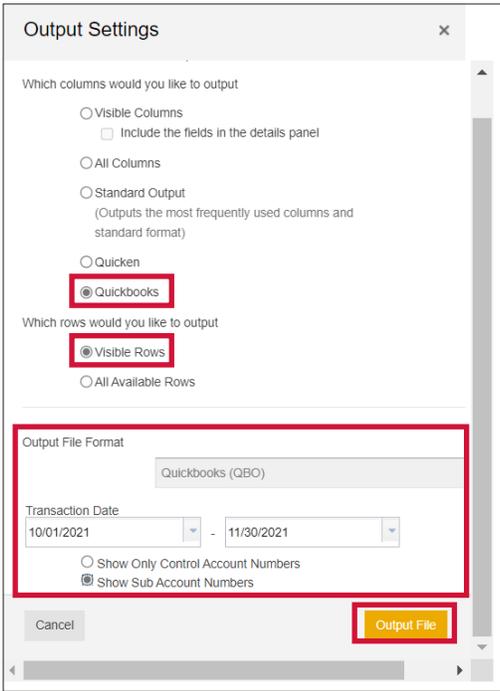
4. From the Dashboard, select Transactions.

- Select the Output option on the bottom right corner below the Transaction Status column.



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.

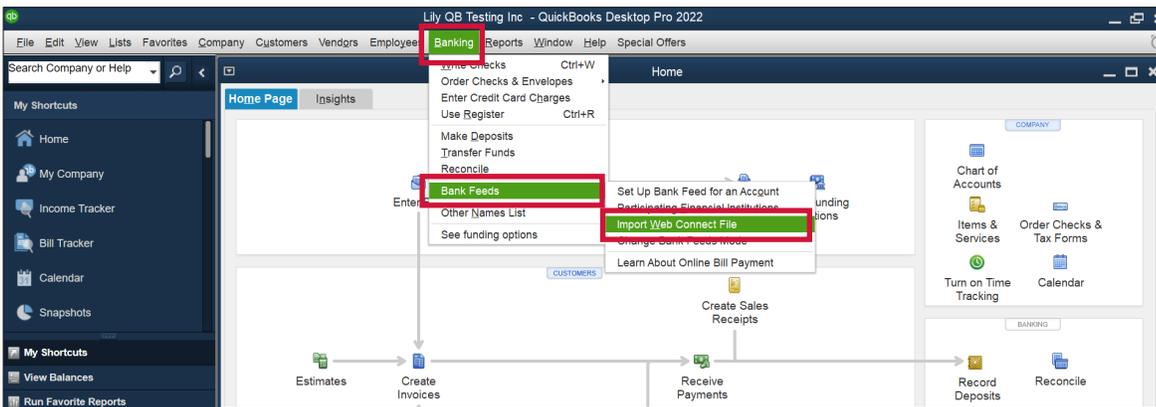


IMPORTANT: If you are unable to export the output file, please contact Tri Counties Bank Customer Service at 1-800-809-2244, Monday – Friday, 8:00 a.m. - 5:00 p.m. PT.

6. Launch your QuickBooks Software program.

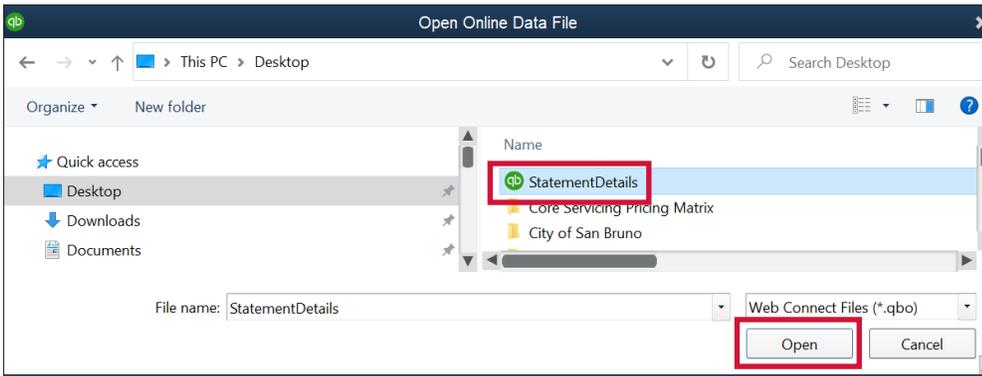
NOTE: The QuickBooks screens shown in this reference guide are from QuickBooks Desktop Pro 2022. Depending on your QuickBooks version, screen appearance may differ.

7. On the QuickBooks menu, select Banking → Bank Feeds → Import Web Connect File.



8. A pop up window will allow you to import your statement details.

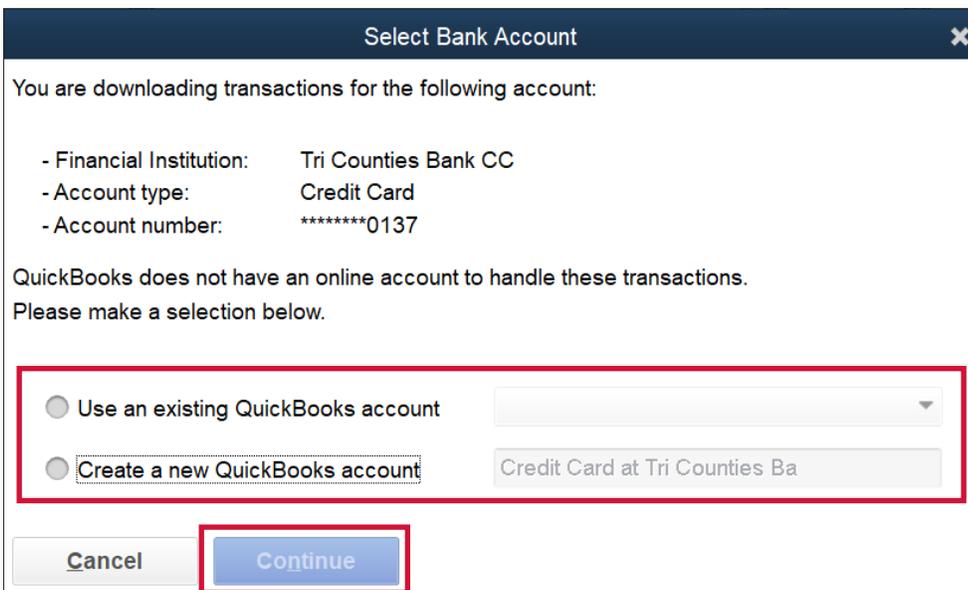
- Select the applicable file and select Open.



9. A pop up window will inform you that the transaction file is downloading.

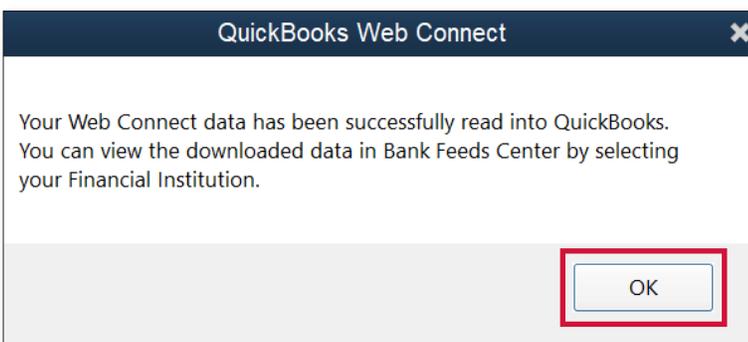
- Select your QuickBooks account and click 'Continue'"

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.

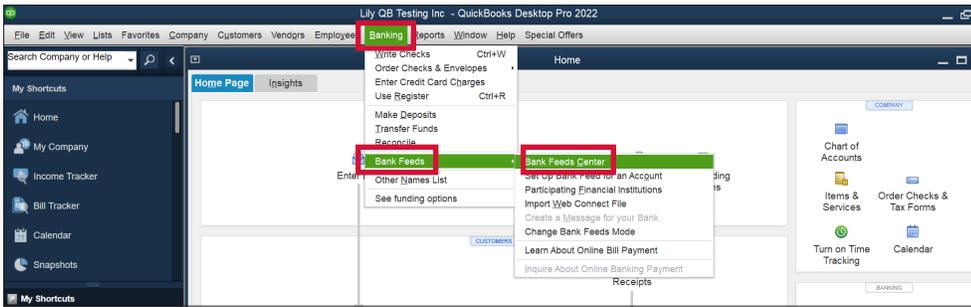


10. If the file was imported successfully, a pop up message will state that the file is ready for viewing.

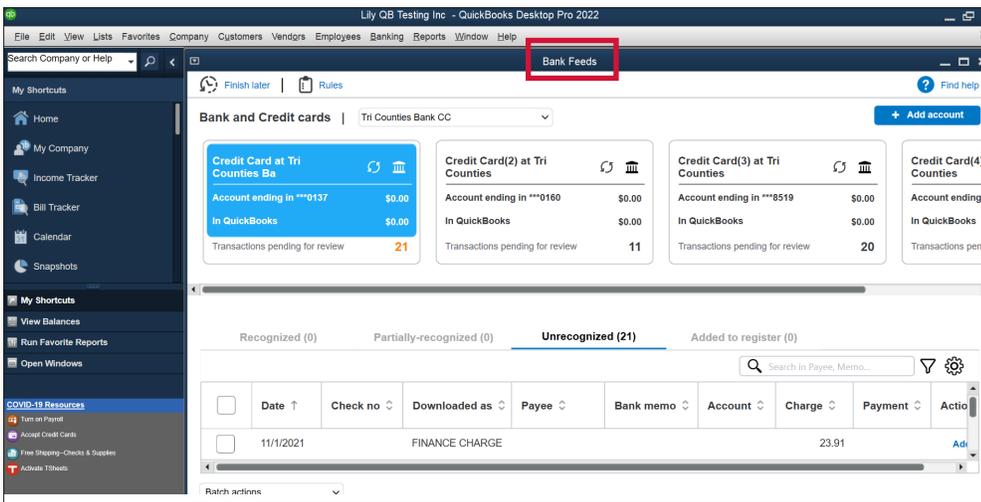
- Select OK to exit the window.



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 [QuickBooks Help Center Website](#).



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