Trico Treasury Center

QuickBooks®
Web Connect

Instructions for transitioning to Tri Counties Bank

tri counties bank

Service With Solutions®

1-800-922-8742 | TriCountiesBank.com

Member FDIC

Transition Instructions

Recommended Preparation

Back Up Your Data File

- For instructions to back up your data file, from within QuickBooks, choose the **Help** menu and use the **Search** bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

Download the latest QuickBooks Update

- For instructions to download an update, from within QuickBooks, choose **Help** menu and use the **Search** bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Before 1:30 PM on Friday, March 25, 2022

Step I: Connect to myVRB Online Banking for a final Download

1. Complete a final transaction download.
2. Complete a 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 Monday, March 28, 2022

Step II: Deactivate your account at Valley Republic Bank

1. Choose **Banking.**
2. Click on the account you'd 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 2 - 6 for each account at ***Valley Republic Bank***.

Step III: For Secure Browser, please send us a secure message to enable your account

1. From the top of the screen on any page within Trico Treasury Center, click **Messages.** Click **Compose** on the menu on the left. Select or enter the information below:
   - **To** = Treasury Management Support
   - **Subject** = Treasury Management Support
   - **Message** = Please add QuickBooks Web Express Connect to my accounts.
2. Click **Send** to send your request to our Treasury Support Team. Once received and processed, they will contact you to provide you your credentials.

Step IV: Activate your account(s) at Tri Counties Bank

1. Choose **Banking.**
2. In the upper right corner, click **Add Account.**
3. Enter ***Tri Counties Bank*** and click **Find**.
4. Click the link for ***Tri Counties Bank (CA) - Treasury Center***.
5. Type your **Company ID, User ID** and **Password**. Click **Continue.**
6. Ensure you associate the account for ***Tri Counties Bank*** to the appropriate account already listed under **Which accounts do you want to connect?** Choose the matching accounts in the drop-down menu.
7. After all accounts have been matched, click **Connect** and then click **Finish**.

Excluding Duplicate Transactions

1. Select **Banking** from the left column.
2. In the For Review section, click the checkboxes for the transactions you want to exclude.
3. Choose **Batch Actions > Exclude Selected.**

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

For any questions regarding navigation or processing in QuickBooks, please contact their support team directly. Visit [QuickBooks Learn and Support (intuit.com)](intuit.com).

Treasury Center – Download

1. Login to Trico Treasury Center.
2. Select **Account Information** > **Balance Reporting.**
3. Click **Create Report.**
   i. In Step 1, Enter a **Template Name** to save this report for future downloads, such as "QuickBooks".
   ii. In Step 2, Select the account(s) you would like on the report.
   iii. In Step 3, Select **All Data Types (ALL).**
   iv. In Step 4, Choose the date range to include in the report.
   v. In Step 5, you can choose an email or SMS* notification that new data for the report is available. *SMS Notification is available to all customers but requires set up. Please refer to the Treasury Management Transition Guide or contact Treasury Management Support at 1-877-895-7580, option 2.
   vi. In Step 6, choose **QuickBooks Web Connect.** The type of file will default.
4. In the box at the bottom of the screen, you can enter a custom file name.
5. Click **Save Template** to save this report to use another time, or you can click **Download** to generate the report for one-time use with this criteria.
6. To generate the report after you've saved the template, click **Download** on the Balance Reporting screen.

Import to QuickBooks

1. In **QuickBooks Online**, choose **Banking**.
2. In the upper right corner, click **File Upload.**
3. Click **Browse** and select ***Tri Counties Bank*** Web Connect file from your computer.
4. Click **Next.**
5. In the drop-down menu, select the account where you'd like to upload the transactions.
6. When the download is finished click **Let's go!**
7. After your download finishes, click the **Review** tab to see what was downloaded.
8. Click **Next** and then click **Done.**
9. Repeat this step for each account that you have connected to ***Tri Counties Bank.***

We would like to hear from you.

We want to ensure your transition to Tri Counties Bank goes smoothly. Please do not hesitate to contact us with questions or for assistance.

- Treasury Management Support: **1-877-895-7580**
- Visit **TriCountiesBank.com/welcome** for the latest conversion information and updates.