



Trico Business Express

**QuickBooks®
Web Connect**

**Instructions for transitioning to
Tri Counties Bank**

tri counties bank
Service With Solutions®

1-800-922-8742 | [TriCountiesBank.com](https://www.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

- Complete a final transaction download.
- Complete a last transaction update before the change to get all of your transaction history up to date.
- Accept all new transactions into the appropriate registers.

On or after Monday, March 28, 2022

Step II: Deactivate your account at Valley Republic Bank

- Choose **Banking**.
- Click on the account you'd like to disconnect, then click the **Pencil Icon**.
- Click on **Edit Account Info**.
- Check the box next to **Disconnect this Account on Save**.
- Click **Save** and **Close**.
- Repeat steps 2 - 6 for each account at *Valley Republic Bank*.

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

- Choose **Banking**.
- In the upper right corner, click **Add Account**.
- Enter *Tri Counties Bank* and click **Find**.
- Click the link for *Tri Counties Bank (CA) - Business Express*.
- Type your **Company ID**, **User ID**, and **Password**. Click **Continue**.
- 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.
- After all accounts have been matched, click **Connect** and then click **Finish**.

Excluding Duplicate Transactions

- Select **Banking** from the left column.
- In the For Review section, click the checkboxes for the transactions you want to exclude.
- 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 \(intuit.com\)](https://quickbooks.intuit.com/learnandsupport/).

Trico Business Express – Download

1. Log into Trico Business Express.
2. Select **Accounts** from the tab on the left-hand side of the screen.
3. Select **History** located on the far middle right of the screen.
4. Enter date parameters. Select **Actions** then **Export QuickBooks**.
5. A box will appear on the screen (you may need to zoom out, pull up the window or scroll down to see this box). Click the drop-down arrow and select **Save As** to save the item to your desired location. Now, the transactions may be imported to QuickBooks.

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.

- Speak with a banker: **1-800-922-8742**
- Visit **TriCountiesBank.com/welcome** for the latest conversion information and updates.