



Independence

BANK

QuickBooks and Quicken

Instructions to reconnect Independence Bank accounts
to Intuit software

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QuickBooks Online (Update initiated from within QuickBooks Online)

Disconnect online banking for Independence Bank accounts

1. Select Banking from the left column
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box
3. Click Edit Account Info
4. Check the box next to Disconnect this Account on Save
5. Select Save and Close
6. Repeat steps for any additional accounts that apply

Reconnect online banking for Independence Bank accounts

1. On the Banking page, click **Add Account** in the upper-right side of the screen
2. Type Independence Bank and choose the correct option from the results
3. Enter your online banking credentials and click **Continue**
4. Provide additional information, if requested
5. Ensure you associate the accounts for Independence Bank to the appropriate account already listed under 'Which accounts do you want to connect?'
6. Choose the matching accounts in the drop-down menu

Important: Do NOT select “+Add New” unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.

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

Exclude 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**

QuickBooks Online (Downloading a Web Connect file from Online Banking)

Disconnect online banking for Independence Bank accounts

1. Select Banking from the left column
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box
3. Click Edit Account Info
4. Check the box next to Disconnect this Account on Save
5. Select Save and Close
6. Repeat steps for any additional accounts that apply

Reconnect online banking for Independence Bank accounts

1. Download a Web Connect file (.qbo format) from your online banking
 - a. When logged into your online banking, click the 'Accounts' tab at the top of the screen
 - b. Choose 'Download'
 - c. Select the account from the drop-down
 - d. Choose your start date and end date
 - e. Choose the .qbo format
 - f. Click 'Download'
 - g. Save the downloaded file
2. In QuickBooks Online, choose **Banking** from the left column
3. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step 1
4. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**

Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.

5. When the import is finished, click **Let's go!**
6. Review the For Review tab on the Banking page to view what was downloaded
7. Click **Next**, and then click **Done**
8. Repeat this step for any additional accounts that apply

QuickBooks Desktop (Update initiated from within QuickBooks Desktop)

Deactivate online banking for Independence Bank accounts

1. Choose **Lists** menu > **Chart of Accounts**
2. Right-click on the first account you would like to deactivate and choose **Edit Account**
3. Click the **Bank Feeds Settings** tab in the Edit Account window
4. Select **Deactivate All Online Services** and click **Save & Close**
5. Click **OK** for any alerts or messages that may appear with the deactivation
6. Repeat steps for any additional accounts that apply

Reconnect online banking for Independence Bank accounts

1. Choose **Lists** menu > **Chart of Accounts**
2. Right-click on an account you would like to activate and choose **Edit Account**
3. Select **Set Up Bank Feeds** on the bottom of the popup screen and select Yes in the dialog box that will appear
4. Enter Independence Bank in the search field and select Continue
5. Enter your online banking credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact your financial institution if your login information does not work
6. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New

Important: Do NOT select “Create New Account” unless you intend to add a new account to QuickBooks. If you are presented with accounts you do not want to track in this data file, choose **Do Not Add to QuickBooks**.

7. After all accounts have been matched, click **Next** and then click **Done**.

QuickBooks Desktop (Downloading a Web Connect file from Online Banking)

Deactivate online banking for Independence Bank accounts

1. Choose **Lists** menu > **Chart of Accounts**
2. Right-click the first account you want to deactivate and choose **Edit Account**
3. Click the **Bank Feeds Settings** tab in the Edit Account window
4. Select **Deactivate All Online Services** and click **Save & Close**
5. Click **OK** for any alerts or messages that may appear with the deactivation
6. Repeat steps for any additional accounts that you need to deactivate

Reconnect online banking for Independence Bank accounts

1. Download a Web Connect file (.qbo format) from your online banking

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

- a. When logged into your online banking, click the 'Accounts' tab at the top of the screen
 - b. Choose 'Download'
 - c. Select the account from the drop-down
 - d. Choose your start date and end date
 - e. Choose the .qbo download format
 - f. Click 'Download'
 - g. Save the downloaded file
2. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import
 3. In the Select Bank Account dialog select **Use an existing QuickBooks account**.

Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks

4. In the drop-down list, choose your QuickBooks account(s) and click **Continue**
5. Confirm by selecting **OK**

Quicken (Update initiated from within Quicken)

Deactivate online banking for Independence Bank accounts

1. Choose **Tools > Account List**
2. Click **Edit** on the account to deactivate
3. In Account Details, click **Online Services**
4. Click **Deactivate**. Follow prompts to confirm deactivation.
5. Click the **General** tab
6. Delete Independence Bank Account Number information. Click **OK** to close window.
7. Repeat steps for any additional accounts that apply

Reconnect the online banking for Independence Bank accounts

1. Choose **Tools > Account List**
2. Click **Edit** on the account you want to activate
3. In Account Details, click **Online Services** and then choose **Set up Now**
4. Type Independence Bank in the search field and click Next
5. Enter your online banking credentials
6. Ensure you associate the accounts to the appropriate accounts already listed in Quicken. Select **Link to an existing account** and select the matching accounts in the drop-down menu.

Important: Do NOT choose “Create a new account” unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, choose **Ignore – Don’t Download into Quicken** or click **Cancel**.

7. After all accounts have been matched, click **Next** and then **Done**

Quicken (Downloading a Web Connect file from Online Banking)

Deactivate online banking for Independence Bank accounts

1. Choose **Tools > Account List**
2. Click **Edit** on the account to deactivate
3. In Account Details, click **Online Services**
4. Click **Deactivate**. Follow prompts to confirm deactivation.
5. Click the **General** tab
6. Delete Independence Bank Account Number information. Click **OK** to close window.
7. Repeat steps for any additional accounts that apply

Reconnect online banking for Independence Bank accounts

6. Download a Web Connect file (.qfx format) from your online banking
 - h. When logged into your online banking, click the 'Accounts' tab at the top of the screen
 - i. Choose 'Download'
 - j. Select the account from the drop-down
 - k. Choose your start date and end date
 - l. Choose the .qfx download format
 - m. Click 'Download'
 - n. Save the downloaded file
7. In Quicken, choose **File > File Import > Web Connect (.QFX) File**
8. Use the import dialog to select the Web Connect file you downloaded in Step 1. An "Import Downloaded Transactions" window opens
9. Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken
10. Repeat this step for any additional accounts that apply