



L I M E S T O N E
B A N K

QuickBooks for Windows Conversion Instructions

Direct Connect

Introduction

As **Republic Bank & Trust** completes its system conversion to **Limestone Bank**, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

NOTE: Direct Connect may require registration. Please contact your financial institution to verify your Direct Connect login information.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!



This detour symbol indicates instructions in a Task specifically for **Bill Pay within QuickBooks**. If you do **not** use QuickBooks to make online bill payments, skip that Task.

Documentation and Procedures

Task 1: Conversion Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help menu > QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks update. For instructions to download an update, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

IMPORTANT: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help menu > QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

IMPORTANT: If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).
5. For instructions to enable Classic Mode (Register Mode), choose Help menu > QuickBooks Help. Search for Banking Feed Modes, then select Bank Feed Modes overview, and follow the instructions.

Task 2: Connect to **Republic Bank & Trust** for a final download before **5:00pm Eastern, Friday, November 15, 2019**

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.
2. Choose (depending on connection) **Republic Bank & Trust – Business** or **Republic Bank & Trust - Bus** from the Financial Institution dropdown.
3. Click **Send/Receive**.
4. Enter credentials (if required) and click OK.
5. Repeat steps for each account.

Task 3: Cancel Outstanding Payments before **5:00pm Eastern, Friday, November 15, 2019**



If you are **not** a Bill Pay user within QuickBooks, skip this Task.

NOTE: This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after **5:00pm Eastern, Friday, November 15, 2019**, these payments may still be processed.

1. Open the Register of the account you made the payment from.
2. Click **Company** > Chart of Accounts.

3. Double-click the account to use.
4. In the register, locate the transaction you want to cancel.
5. Click the transaction to select it.
6. Go to **Edit** menu and then click **Cancel Payment**.

The cancellation appears in the Items to Send list of the Online Banking Center (Bank Feeds Center). When you send and receive transactions, it is sent to the financial institution.

Task 4: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 5: Disconnect Accounts at *Republic Bank & Trust* on or after *5:00pm Eastern, Friday, November 15, 2019*

NOTE: All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click OK for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 6: Reconnect Accounts to *Limestone Bank* on or after *9:30am Eastern, Monday, November 18, 2019*

1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feed for an Account**.
2. Enter, then select **Limestone Bank**. Click Next.
3. If prompted for connectivity type, select **Direct Connect**.
4. Link your bank accounts with the existing QuickBooks accounts and click **Connect**.

Task 7: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Task 8: Recreate Online Payments

If you do not use Bill Pay within QuickBooks, your conversion is complete. If you use online bill payments from within QuickBooks, you will now want to recreate your online bill payments.

For assistance in recreating payments, choose Help menu > QuickBooks Help. Search for Pay A Vendor Online and follow the instructions.



L I M E S T O N E
B A N K

QuickBooks for Windows Conversion Instructions

Web Connect

Introduction

As **Republic Bank & Trust** completes its system conversion to **Limestone Bank**, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

NOTE: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

NOTE: If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).
5. For instructions to enable Classic Mode (Register Mode), choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

Task 2: Connect to **Republic Bank & Trust** for a final download before **5:00pm Eastern, Friday, November 15, 2019**

1. Log in to **Republic Bank & Trust** and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

Task 3: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

Task 4: Disconnect Accounts at **Republic Bank & Trust** on or after **5:00pm Eastern, Friday, November 15, 2019**

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account**.

4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 5: Reconnect Accounts to **Limestone Bank** on or after **9:30am Eastern, Monday, November 18, 2019**

1. Log in to **Limestone Bank** and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. Click the **Import new transactions now** radio button, then click **OK**.

NOTE: If you previously removed the check from the “Always give me the option of saving to a file...” option, then this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.
8. Repeat steps for each account to be reconnected.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 6: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.