

QuickBooks® Online Conversion Instructions

Your [QuickBooks Online Web Connect](#) or [QuickBooks Online Express Web Connect](#) settings will need to be modified to ensure that your data connectivity transfers smoothly to the new Business Online Banking system.

When you are asked to select a bank, choose **Guaranty Bank & Trust-TX**. Do NOT select Guaranty Bank & Trust (Now Glacier Bank).

CORRECT:



INCORRECT:



Guaranty Bank & Trust (Now Glacier Bank)
<https://www.glacierbank.com/>

NOTE: This document provides general guidance and may not include the latest updates. For the most up-to-date QuickBooks® instructions, please refer to Intuit's official documentation found in **QuickBooks Help > Bank Connectivity / Product Setup** or at <https://quickbooks.intuit.com/learn-support/en-us>.

QuickBooks® Online Web Connect

In QuickBooks®

1. Disconnect online banking connection for accounts connected to the prior system.
 - a. Select **Banking** or **Bank Transactions** from the left column.
 - b. Click on the account you would like to disconnect, then click the **Pencil** icon on the corner of that account box.
 - c. Click **Edit Account Info**.
 - d. Check the box next to **Disconnect this Account on Save**.
 - e. Click **Save and Close**.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Download a Web Connect file (.qbo or .qfx) from the new Business Online Banking system.
 - b. In QuickBooks Online, choose **Banking** or **Bank Transactions** from the left column.
 - c. 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 '2.a'.

- d. 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.
 - e. When the import is finished, click **Let's go!**
 - f. Review the For Review tab on the Banking page to view what was downloaded.
 - g. Click **Next**, and then click **Done**.
 - h. Repeat steps for any additional accounts that apply.
3. Follow your regular process for importing new transactions.

QuickBooks® Online Express Web Connect

In QuickBooks®

1. Disconnect online banking connection for accounts connected to the prior system.
 - a. Select **Banking** or **Bank Transactions** from the left column.
 - b. Click on the account you would like to disconnect, then click the **Pencil** icon on the corner of that account box.
 - c. Click **Edit Account Info**.
 - d. Check the box next to **Disconnect this Account on Save**.
 - e. Click **Save and Close**.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. On the Banking page, click **Link Account** in the upper-right side of the screen.
 - b. Enter bank name and select **Guaranty Bank & Trust-TX**.
 - c. Enter your Business Online Banking credentials and click **Continue**. Express Web Connect uses the same credentials you use for Business Online Banking.
 - d. Provide additional information, if requested.
 - e. Ensure you associate the accounts for the bank to the appropriate account already listed under Which accounts do you want to connect? 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.
 - f. After all accounts have been matched, click **Connect** and then click **Finish**.
3. Exclude Duplicate Transactions.
 - g. Select **Banking** from the left column.
 - h. In the For Review section, click the checkboxes for the transactions you want to exclude.
 - i. Choose **Batch Actions > Exclude Selected**.