

QuickBooks® Desktop Conversion Instructions

Your QuickBooks 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/>

This document contains instructions for both Windows and Mac. Click the link below that matches your product and connectivity.

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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® Windows Web Connect

1. Deactivate online banking connection for accounts connected to the prior system.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click the first account you want to deactivate and choose **Edit Account**.
 - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
 - d. Select **Deactivate All Online Services** and click **Save & Close**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
 - a. Log in to the new Business Online Banking system and download your transactions to a QuickBooks (.qbo) file.

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
 - c. 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.
 - d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.
3. Follow your regular process for importing new transactions.

QuickBooks® Mac Web Connect

1. Deactivate online banking connection for accounts connected to the prior system.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Select **Online Settings** in the Edit Account window.
 - d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
 - e. Click **OK** for any dialog boxes that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Log in to the new Business Online Banking system and download your transactions to a QuickBooks (.qbo) file.

Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
 - b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
 - c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

Important: Do NOT select “Create a new QuickBooks account” unless you intend to add a new account to QuickBooks.
 - d. Click **Continue** and **OK** for any dialog boxes that require action.
3. Follow your regular process for importing new transactions.