

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, and both connectivity types (Direct Connect and Web Connect). Click the link below that matches your product and connectivity.

Instructions for One-Step Update initiated from within QuickBooks

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Instructions for Downloading a Web Connect file from Business Online Banking

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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 Direct Connect

In Business Online Banking

1. Log in to Business Online Banking.
2. Select your profile button on the bottom left of the screen and click **Settings**.
3. Under the General section, click **Security**.
4. Click **Manage** next to Direct Connect.
5. Allow the QuickBooks/Quicken connection within this page.

In QuickBooks®

6. Deactivate online banking connection for accounts connected to the prior system.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click on the first account you would like 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 apply.
7. Reconnect online banking connection for accounts that apply.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click on an account you would like to activate and choose **Edit Account**.
 - c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select Yes in the dialog box that will appear.
 - d. Enter bank name in the search field and select Continue.
 - e. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your Business Online Banking credentials. Contact the bank if your login information does not work. If you receive an error, please log in to Business Online Banking and follow the below steps.

In Business Online Banking

8. Log in to Business Online Banking.
9. Select your profile button on the bottom left of the screen and click **Settings**.
10. Under the General section, click **Security**.
11. Click **Manage** next to Direct Connect.
12. Allow the QuickBooks/Quicken connection within this page.
13. Navigate Back to QuickBooks.

In QuickBooks®

14. Repeat step '7e' from above. You should not receive an error this time.
15. 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**.

16. Follow your regular process for importing new transactions.

QuickBooks® Mac Direct Connect

In Business Online Banking

1. Log in to Business Online Banking.
2. Select your profile button on the bottom left of the screen and click **Settings**.
3. Under the General section, click **Security**.
4. Click **Manage** next to Direct Connect.
5. Allow the QuickBooks/Quicken connection within this page.

In QuickBooks®

6. Deactivate online banking connection for accounts connected to the prior system.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Click the first account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Choose **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 alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
7. Reconnect online banking connection for accounts that apply.
 - a. Choose **Banking > Online Banking Setup**.
 - b. Enter bank name in the search field, then click **Next** and follow the instructions in the setup screen.
 - c. Select **Yes, my account has been activated for QuickBooks Online Services** in the Online Banking Assistant window. Click **Next**.
 - d. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your Business Online Banking credentials. Contact the bank if your login information does not work. If you receive an error, please log in to Business Online Banking and follow the below steps.

In Business Online Banking

8. Log in to Business Online Banking.
9. Select your profile button on the bottom left of the screen and click **Settings**.
10. Under the General section, click **Security**.
11. Click **Manage** next to Direct Connect.

12. Allow the QuickBooks/Quicken connection within this page.
13. Navigate Back to QuickBooks.

In QuickBooks®

14. Repeat step '7d'. You should not receive an error this time.
15. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.
16. Click **Next**, and then click **Done**.
17. Repeat this step for each account that you have connected to the bank.
18. Follow your regular process for importing new transactions.

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 Business Online Banking 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 Business Online Banking and download your transactions into 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 “NEW” under the action column 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.