RCB BANK
That's my bank!
MEMBER FDIC

QuickBooks Online Edition
Conversion Instructions

QuickBooks Online Edition (QBO V78)

Introduction

As **Oklahoma State Bank** completes its system conversion to **RCB Bank,** you will need to modify your QuickBooks Online Edition 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 the **Oklahoma State Bank** and **RCB Bank** websites.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Conversion – Information only

QuickBooks Online data is stored on Intuit servers in the cloud. Since we update your records with every change, we cannot restore your file to a previous point in time.

QuickBooks Online automatically updates your selected version so you are always on the latest release.

Task 1: Connect to **Oklahoma State Bank** for a final download by **4 p.m. CST, Friday, December 10, 2021**

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Task 2: Deactivate Your Account(s) At **Oklahoma State Bank** on or after **4 p.m. CST, Friday, December 10, 2021**

1. Disconnect online banking connection for accounts connected to financial institution that is requesting this change.

    a. Select Banking from the left column.

    b. Click on the account you'd like to disconnect, then click the Pencil Icon on the corner of that account box.

    c. Click on 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.

Task 3: Re-activate Your Account(s) at **RCB Bank** on or after **Monday, December 13, 2021**

1. Reconnect online banking connection for accounts that apply.

    a. Download a Web connect file (.qbo or .qfx) from your financial institution's online banking site.

    b. In Quickbooks Online, choose Banking from the left column.

    c. Click File Upload in the upper-right side for the screen and use the upload dialogn to locate the web connect file you downloaded in step 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 this step for each account that you have connected to this institution.