Help Card: Quicken and QuickBooks
The New Regions iTreasury

Introduction

With the new iTreasury, your company's Quicken® and QuickBooks® settings will need to be set up in order to ensure a smooth transition of your data. The following information outlines the steps required for the specific applications that interface with iTreasury. To complete these steps, you will need your Regions One Pass® User ID and Password to access the new iTreasury. Note: the new iTreasury is accessible to you during your 10-day new iTreasury "preview period." A link to the application will be available on your OnePass home page.

- *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. These steps should take 15–30 minutes to complete.*

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Select the instructions below for the Quicken or QuickBooks Web Connect product that your company uses, and complete the steps outlined to modify settings.

QUICKEN FOR WINDOWS: REGIONS ITREASURY

Documentation and Procedures

Activate Regions Accounts

1. Log in to https://onepass.regions.com, then select the link to access the new iTreasury:

   a. Select **Download** from the **Reporting** menu.

   b. Click **Export** and choose **QuickBooks** or **Quicken OFX format**.

   c. Name the file, select the dates and accounts to download (blank for all accounts).

   d. Wait for the export status to show Complete, then select **Download** from the **Actions** column,

   (Refer to the eLearning video on Exporting Information for a step by step guide.)

> **IMPORTANT:** Take note of the date you last had a successful connection in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.
3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

> **IMPORTANT:** Do **NOT** select **Create a new account unless you intend to add a new account to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don’t Download into Quicken** or click the **Cancel** button.

4. Repeat steps for each account you wish to activate in Quicken.

Thank you for making these important changes!

QUICKEN FOR MAC 2007: REGIONS ITREASURY

Documentation and Procedures

Activate Your Regions Accounts

1. Log in to https://onepass.regions.com, then select the link to access the new iTreasury:

   a. Select **Download** from the **Reporting** menu

   b. Click **Export** and choose **QuickBooks** or **Quicken OFX** format.

   c. Name the file, select the dates and accounts to download (blank for all accounts).

   d. Wait for the export status to show Complete then select **Download** from the **Actions** column.

   (Refer to the eLearning video on Exporting Information for a step by step guide.)

> **IMPORTANT:** Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, you may end up with duplicate transactions.

2. Import your transactions to Quicken.
3. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.
4. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps for each account you are reactivating.
6. Choose **Lists** menu > Accounts. Verify each account at ***Regions*** has a blue online circle indicating it has been reactivated for online services.

Thank you for making these important changes!

QUICKEN FOR MAC 2015-2017: REGIONS ITREASURY

Documentation and Procedures

Connect Accounts at ***Regions Financial iTreasury***

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Set up transaction download**.
4. Enter ***Regions Financial iTreasury*** in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Log in to https://onepass.regions.com, then select the link to access the new iTreasury:
    - **e.** Select **Download** from the **Reporting** menu.
    - **f.** Click **Export** and choose **QuickBooks** or **Quicken OFX** format.
    - **g.** Name the file, select the dates and accounts to download (blank for all accounts).
    - **h.** Wait for the export status to show Complete then select **Download** from the **Actions** column.

    (Refer to the eLearning video on Exporting Information for a step by step guide.)

> **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.

6. Drag and drop the downloaded file into the box **Drop download file**.

> **NOTE:** Select "Web Connect" for the "Connection Type" if prompted.

7. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link"** to pick your existing account.

> **IMPORTANT:** Do **NOT** select "**ADD**" under the action column unless you intend to add a new account to Quicken.

8. Click **Finish**.
9. Repeat steps for each account to be connected.

Thank you for making these important changes!

Documentation and Procedures

Activate Your Regions Account(s)

1. Log in to https://onepass.regions.com, then select the link to access the new iTreasury:
    - **a.** Select **Download** from the **Reporting** menu.
    - **b.** Click **Export** and choose **QuickBooks** or **Quicken OFX** format.
    - **c.** Name the file, select the dates and accounts to download (blank for all accounts).
    - **d.** Wait for the export status to show Complete then select **Download** from the **Actions** column.

    (Refer to the eLearning video on Exporting Information for a step by step guide.)
2. Click File > Utilities > Import > Web Connect Files.

> **IMPORTANT:** 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 1 - 7 for each account that you previously disabled.

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

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.

QUICKBOOKS FOR MAC: REGIONS ITREASURY

Documentation and Procedures

Activate: Your Account(s) at ***Regions Financial iTreasury***

1. Log in to https://onepass.regions.com, then select the link for the new iTreasury:

   a. Select **Download** from the **Reporting** menu.

   b. Click **Export** and choose **QuickBooks** or **Quicken OFX** format.

   c. Name the file, select the dates and accounts to download (blank for all accounts)

   d. Wait for the export status to show Complete then select **Download** from the **Actions** column.

   (Refer to the eLearning video on Exporting Information for a step by step guide.)

> **IMPORTANT:** 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.

2. Click **File > Import** > From Web Connect.
3. If prompted for connectivity type, select **Web Connect**.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

> **IMPORTANT:** Do NOT select “New” under the action column.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps 1 – 7 for each account at ***Regions.***

Thank you for making these important changes!